

SMITHFIELD TOWN COUNCIL AGENDA

March 5, 2019 at 6:30 p.m.

Held at Smithfield Center, 220 N. Church Street



A. INFORMATIONAL SECTION:

1. Manager's Report

- a. February Activity Report

B. UPCOMING MEETINGS AND ACTIVITIES:

- | | | |
|---------------|---|---|
| March 5 | - | 6:30 p.m. – Town Council Meeting |
| March 12 | - | 4:00 p.m. – Pinewood Height Management Team Meeting |
| March 12 | - | 6:30 p.m. – Planning Commission Meeting |
| March 15 – 17 | - | Town Council Retreat |
| March 19 | - | 6:30 p.m. – Board of Historic and Architectural Review |
| March 19 | - | 7:30 p.m. – Board of Zoning Appeals |
| March 25 | - | 3:00 p.m. – Town Council Committee Meetings (Consecutive)
Public Safety Committee
Water and Sewer Committee
Finance Committee |
| March 26 | - | 3:00 p.m. – Town Council Committee Meetings (Consecutive)
Parks and Recreation Committee
Public Works Committee
Public Buildings and Welfare Committee |

NOTE: All of the above public meetings will be held at the Smithfield Center, unless otherwise noted.

C. Public Comments:

The public is invited to speak to Council on any matters, except scheduled public hearing(s). There will be a separate sign up sheet for public hearings. For public comments please use the appropriate sign-up sheet and include your preferred method of contact. Comments are limited to five (5) minutes per person. Any required response(s) from the Town will be provided in writing following the meeting.

- a. Briefing by Mr. Dick Grice, Isle of Wight County Board of Supervisors, Smithfield District

D. Council Comments

NOTICE OF INTENT TO COMPLY WITH THE AMERICANS WITH DISABILITIES ACT. Reasonable efforts will be made to provide assistance or special arrangements to qualified individuals with disabilities in order to participate in or attend Town Council Meetings. ADA compliant hearing devices are available for use upon request. Please call (757) 356-9939 at least 24 hours prior to the meeting date so that proper arrangements may be made.

E. Summary of Consent Agenda Items

- a. Finance Committee Chair, Mr. Randy Pack
- b. Parks and Recreation Committee Chair, Mr. Wayne Hall

CONSENT AGENDA ITEMS

- C1. **Motion to Approve Amendment to Town's Personnel Manual to add Temporary Pay Upgrade Policy**
Finance Committee Chair, Mr. Randy Pack
- C2. **Motion to Approve Park Project Application to Plant a Group of Longleaf Pines with Interpretive Signage in Windsor Castle Park by the Master Naturalist**
Parks and Recreation Committee Chair, Mr. Wayne Hall
- C3. **Motion to Accept Proposal from Dominion Energy for Streetlights at the Clontz Park Boat Ramp**
Parks and Recreation Committee Chair, Mr. Wayne Hall

ACTION SECTION

- 1. **Motion to Approve the Town Council Meeting Minutes of February 5th, 2019**
William H. Riddick, III, Town Attorney
- 2. **New Business:**
- 3. **Old Business:**
- 4. **Closed Session Pursuant to Virginia State code Section 2.2-3711 (A)(29) Contractual matters involving the terms and scope of a contract, where public discussion would adversely affect the Town's bargaining position and negotiating strategy.**
- 5. **Adjournment**

**COMMITTEE
SUMMARY REPORTS**

March 1, 2019

TO: SMITHFIELD TOWN COUNCIL

FROM: LESLEY G. KING
TOWN CLERK

SUBJECT: INFORMATIONAL REPORT FOR THE PUBLIC SAFETY COMMITTEE MEETING
HELD ON MONDAY, FEBRUARY 25TH, 2019

The Public Safety Committee met Monday, February 25th, 2019 at 3:00 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee member attending were Mrs. Denise N. Tynes, Chair; Ms. Beth Haywood and Mr. Wayne Hall. Other Council members present were Mr. Michael G. Smith, Vice Mayor; Mr. Randy Pack, Ms. Valerie C. Butler and T. Carter Williams, Mayor. Staff members present were Mr. Brian S. Thrower, Town Manager; Ms. Lesley King, Town Clerk; Ms. Ellen Minga, Town Treasurer; Mr. William G. Saunders, IV, Director of Planning Engineering and Public Works; Mr. Matt Rogers, Deputy Chief of Police; Ms. Ashley Roger, Director of Human Resources; and Ms. Judy Winslow, Director of Tourism. Also in attendance were Mr. Rick Bodson and Mr. Bill Davidson. The media was represented by Mr. Frederic Lee of The Smithfield Times.

Public Safety Committee Chair, Mrs. Denise N. Tynes, called the meeting to order.

A. MATTERS DISCUSSED BY COMMITTEE WHICH WILL NOT BE ON THE COUNCIL'S AGENDA

1. Operational Updates – Deputy Chief Rogers reported that in regards to Police Department updates Officer Anthony Cooper was selected as the American Legion Law Enforcement Officer of the year. Deputy Chief Rogers also reported that they have three candidates that are moving into the background phase of the hiring process. They are hopeful to select a candidate to start the next police academy in June. He also reported that the Department has done a security assessment for Brown's AME Church on West Main Street. The assessment needs to be reviewed with Brown's AME and a light survey still needs to be done at this location. The security assessment was pretty conclusive where the problem areas are on the property. Officer McGough will be discussing the security assessment with all the stakeholders this week. Investigative Lieutenant Araojo will be starting the FBI National Academy on April 1st. Deputy Chief Rogers also reported that Smithfield came in third in an article by "Only in your State" magazine listing the top ten most beautiful small town's in Virginia.

Mrs. Tynes asked where we are on the light survey that was done for the resident that lives at 107 Mimosa Court. Deputy Chief Rogers explained that town staff has been in contract with the resident. There is a tree branch in the yard adjacent to this resident that is blocking the existing light in that location. The adjacent property owner asked if the town would work with him as he plans to have the entire tree removed in May. The removal of the tree should resolve the lighting issue and no additional lighting will be needed. Staff has also spoken to the resident at 107 Mimosa Court and they are okay with waiting for the tree to be removed in May. Tynes asked that staff follow-up on this matter in June to be sure the tree has been removed as indicated. Mrs. Tynes mentioned that the Public Safety Committee not only involves the Police Department but the Fire and Rescue Organizations as well. Fire and Rescue will come on a quarterly basis only to update committees unless they have something significant to report during the off months. Their first meeting will be March 25th. Committee thanked Deputy Chief Rogers for the updates.

The meeting adjourned at 3:06 p.m.

March 1, 2019

TO: SMITHFIELD TOWN COUNCIL

FROM: LESLEY G. KING
TOWN CLERK

SUBJECT: INFORMATIONAL REPORT FOR THE WATER & SEWER COMMITTEE
MEETING HELD ON MONDAY, FEBRUARY 25TH, 2019.

The Water & Sewer Committee held a meeting on Monday, February 25th, 2019 at 3:06 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were Vice Mayor Michael G. Smith, Chair; Mr. Randy Pack and Mrs. Denise N. Tynes. Council members also in attendance were Ms. Beth Haywood, Ms. Valerie C. Butler, Mr. Wayne Hall, and T. Carter Williams, Mayor. Staff members present were Mr. Brian S. Thrower, Town Manager; Ms. Lesley King, Town Clerk; Ms. Ellen Minga, Town Treasurer; Mr. William H. Riddick, III, Town Attorney; Mr. William G. Saunders, IV, Director of Planning Engineering and Public Works; Mr. Matt Rogers, Deputy Chief of Police; Ms. Ashley Rogers, Director of Human Resources; and Ms. Judy Winslow, Director of Tourism. Also in attendance were Mr. Rick Bodson and Mr. Bill Davidson. The media was represented by Mr. Frederic Lee of The Smithfield Times.

Water and Sewer Committee Chair, Mr. Michael G. Smith, called the meeting to order.

A. MATTERS DISCUSSED BY COMMITTEE WHICH WILL NOT BE ON THE COUNCIL'S AGENDA

1. Operational Updates – Mr. Saunders reported that with the improved weather everyone is starting to move on different projects. The crosswalk repairs are back underway on Main Street. Staff is hopeful that they will continue to work on a regular basis until all the crosswalks have been repaired. Manhole rehabilitations are taking place in several areas throughout the town. They are re-grouting and relining some manholes as part of the town's mandated consent order. Mr. Saunders reported that Drummonds Lane does not currently have a water main. There are several laterals and service lines that cross over other property owner's property to get to the backs of homes on Drummonds Lane. To alleviate some of these issues on private property staff will be extending the line on Drummonds Lane so that we can connect the residents here the way they should be. The Moonefield pump station electrical hookup is taking place for the new permanent bypass pump at this location. Coming up on February 28th is a meeting at the Hampton Roads Sanitation District on their Capital Improvement Plan. Mr. Saunders stated that he plans to attend the meeting in support of their proposal for a temporary pressure reducing station just south of the town limits in hopes that it will alleviate some of the pressure problems that we are currently having with the Hampton Roads Sanitation District line. He hopes to have a positive report on how this issue plays out. Mayor Williams stated that he would like to revisit

the manhole situation around town. He asked if the current work will include the manholes along Main Street and South Church Street. Mr. Saunders explained that while Blair Brothers staff is working on the crosswalks along Main Street they would like to schedule a meeting with Mayor Williams to ride around town and identify manholes that have created some concern. Blair Brothers will then tell us what the best course of action should be to fix the problem manholes. Mayor Williams mentioned that the manhole on Moonefield Drive at Warner Lane is one of many they need to visit. Mayor Williams expressed concern that paving around manholes to keep them level with the road needs to be included in the paving job. Mr. Saunders stated that he thinks there is a point in which you have to make a decision if you are going to leave it a little bit depressed or make it crown. There is not an exact ring that can be used for every paving application. Committee thanked Mr. Saunders for the updates.

Meeting adjourned at 3:12 p.m.

March 1, 2019

TO: SMITHFIELD TOWN COUNCIL

FROM: LESLEY G. KING
TOWN CLERK

SUBJECT: INFORMATIONAL REPORT FOR THE FINANCE COMMITTEE MEETING
HELD ON MONDAY, FEBRUARY 25TH, 2019

The Finance Committee met on Monday, February 25th, 2019 at 3:12 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were: Mr. Randy Pack, Chair; Ms. Valerie Butler and Mr. Michael G. Smith, Vice Mayor. Other Council members present were Ms. Beth Haywood; Mr. Wayne Hall, Mrs. Denise N. Tynes and T. Carter Williams, Mayor. Staff members present were Mr. Brian S. Thrower, Town Manager; Ms. Lesley King, Town Clerk; Ms. Ellen Minga, Town Treasurer; Mr. William H. Riddick, III, Town Attorney; Mr. William G. Saunders, IV, Director of Planning, Engineering and Public Works; Mr. Matt Rogers, Deputy Chief of Police; Ms. Ashley Rogers, Director of Human Resources; Ms. Judy Winslow, Director of Tourism. Also in attendance were Mr. Rick Bodson and Mr. Bill Davidson. The media was represented by Mr. Frederic Lee of The Smithfield Times.

Finance Committee Chair, Mr. Randy Pack called the meeting to order.

A. MATTERS DISCUSSED BY COMMITTEE WHICH WILL BE ON THE COUNCIL AGENDA

1. Personnel Manual – Temporary Upgrade Policy – The Town Manager explained that the proposed policy included in the agenda packet addresses situation where employees are temporarily assigned to perform the job responsibilities of a position in a higher pay grade. The town currently has no policy in place to address these situations and the resulting increase in pay. The policy generally applies to situations where employees will be temporarily filling a position in a higher grade for 30 days or more. An employee acting in a department head position will be moved to the minimum starting salary of the new position or be given an increase of 10%, whichever is higher. An employee acting in a non-department head position will be moved to the minimum starting salary of the new position or be given an increase of 5%, whichever is higher. Staff recommends Town Council approve the new temporary upgrade policy at its March 5th meeting. Ms. Butler asked if this policy is normal practice. The Town Manager replied that it is normal practice to have a policy in place to cover incidents where an employee may go out for an extended period of time. Ms. Minga stated that they have done this in the past; however there was no policy in place. Mr. Pack clarified that at the end of the temporary assigned job responsibilities the employee would go back to their regular pay for their position. The Town Manager replied that was correct. This item will be place Town Council's agenda for consideration.

2. Additional Item Discussed: Wharf Hill Dumpster – The Town Manager referenced the letter that was sent to Mr. Duncan of Wharf Hill Brewing Company, LLC on February 7th, 2019 in regards to the dumpster enclosure on the town's property not being in compliance to what was approved. Mr. Duncan was given fourteen (14) days to bring the enclosure into compliance per the license agreement with the town. When Mr. Duncan came to the Town to request the enclosure his intentions at that time was to construct a white dog eared fence design. Since this time Mr. Duncan has add embellishments and artwork beyond the white dog eared design. The Town Attorney stated that it is up to Town Council on whether the starburst stays or not. The Town Attorney explained that the agreement says that the enclosure is supposed to be in the design approved by the BHAR and the Town Council. At this time the BHAR has approved the design but Town Council has not. Mr. Saunders clarified BHAR's approval as it pertains to this item. He explained that just because the BHAR's latest approval is a certain way does not mean that it supersedes the previous ones. BHAR is only saying that what has been proposed is appropriate for the district. The first time Mr. Duncan went to BHAR he told the Board that the enclosure would be a dog eared fence and natural in color. This design was approved. The second time Mr. Duncan went back to the BHAR he said the enclosure would be white dog eared. This was also approved. When Mr. Duncan did not do the white dog eared fence as he had said town staff found the enclosure in violation. Mr. Duncan was told that he either needed to take the embellishments off, demolish the structure, or take it back to BHAR for approval after the fact. The fact that the BHAR has approved it with the current embellishments does not mean that it supersedes what was approved previously. There are three different options that have been approved by BHAR; however it also required Town Council's approval because the enclosure is located on town property. Mr. Duncan has indicated to staff that he intends to make the enclosure a canvas of artwork. The Town Attorney stated that he did not request approval to do artwork paintings on the dumpster enclosure. Vice Smith asked how many times has Mr. Duncan come to the town for after the fact approvals? Mr. Saunders stated that this has happened four to five times and he admitted at the last BHAR meeting that this was not going to stop. The Town Attorney stated that the Town Manager gave Mr. Duncan fourteen (14) days to rectify this violation. The Town Manager suggested terminating the license agreement with Mr. Duncan and then giving him thirty days to remove the dumpster, enclosure and concrete pad. If it is not removed in thirty days then town staff will have it removed and the bill will be sent to Mr. Duncan. Ms. Butler asked if the Town Manager has had any correspondence from Mr. Duncan since the letter that was sent on February 7th. The Town Manager replied that he has not. The Town Attorney if what the Town Manager just suggested is what Town Council wants to do then you can vote on it at the advertised Special Town Council meeting immediately following today's committee meetings.

B. MATTERS DISCUSSED BY COMMITTEE WHICH WILL NOT BE ON THE COUNCIL'S AGENDA.

1. December and January Financial Statements and Graphs – Ms. Minga stated that since the statements are accumulative she was not going to go over the December Financial Statements. She stated that she would briefly go over January Financials. Ms. Minga stated that it has been a challenging year working off of two systems. They also had some depository issues with their software in December. They are hopeful that this issue has been resolved. Ms. Minga stated that she just recently found out that the town got dropped through the cracks with the MUNIS conversion and they have another kickoff meeting this Thursday to hopefully get back on track.

It is still quite challenging doing revenues on one system and expenses on another. They are also getting ready to start budget season. Ms. Minga mentioned that in regards to delinquent revenues, as of today, we have collected about 98% of budget and we still have approximately \$40,000 outstanding from 2018 real estate taxes that have been uncollected. Delinquent notices have gone out and they are in the process of collecting at least a portion of this amount. They have had numerous issues with the delinquent notices for personal property. The town has approximately \$90,000 outstanding of 2018 personal property tax. Assessments from the Public Service Corporation came in less than last year. The \$29,660 that we have collected is 100% of what was billed for this year so we will be slightly under budget in this area. Ms. Minga explained that Franchise tax is a tax that comes from the banks. It is collected in the last quarter of the fiscal year. Transient Occupancy is up \$22,000 for the same period last year and Meals Tax is down approximately \$22,000 over the same time period last year. Business License Tax is due on April 15th so these funds will start to pick up as we get closure to that date. Ms. Minga reported that under contributions the town has received \$191,627.40 in tax credits for the Windsor Castle Restoration Project. The town only budgeted \$104,000 so this was a nice surprise. Legal Fees are running higher than normal. Maintenance Contracts under Town Council are also running higher than normal due to a back billing on the lease of the town's postage machine and software upgrade. This year also appears to be the year for repairs and maintenance along with capital expenses. Ms. Minga stated that another area that the town is running high in all areas with the exception of the Police Department is fuel. She will be doing some additional research as they go through the budget process to determine why fuel is running higher than normal. Ms. Minga reported that for Water and Sewer consumption is still running a little behind from the previous year.

2. January Cash Balances / VML Investment Pool Update – Ms. Minga reported that cash balances remain very strong. The town ended the month with \$14,365,855 excluding the VML/VACo investment. This amount is down \$426,996 from the previous month. In regards to the VIP statement the ending market value was \$520,600. The town's initial investment in this fund two years ago was \$500,000. The market value is up \$20,000. This investment account continues to do well. Mr. Pack stated that we had mentioned a while back to start looking at investing additional funds. Ms. Minga stated that she has been holding off until she and the Town Manager have some budget discussions. - Water = \$516,750.26; Water Debt Service = \$749,968.24; Water Capital Escrow Availability Fees = \$587,145.53; Water Treatment Plant Escrow = \$11,620.67; Water Deposit Account = \$93,059.11; Water Development Escrow = \$131,239.91; **Subtotal Water = \$2,089,783.72.** Sewer = \$421,778.10; Sewer Development Escrow = \$408,662.13; Sewer Capital Escrow Availability Fees = \$931,625.06; Sewer Compliance = \$2,400,008.97; **Subtotal Sewer = \$4,162,074.26.** Highway = **\$215,268.06.** General Fund = \$6,233,408.55; Payroll = \$150,204.05; Money Market General Fund Towne Bank = \$27,448.99; Business Super NOW-General Fund = \$34,361.86; Money Market General Fund Farmers Bank = \$295,645.53; General Fund Capital Escrow = \$217,273.03; Certificate of Deposit = \$527,092.60; Certificate of Deposit Police Dept = \$37,072.04; Special Project Account = \$31,720.62; Pinewood Heights Escrow = \$56,337.34; SNAP Program = \$2,218.75; Museum Account = \$193,043.05; Windsor Castle Acct \$92,903.00; **Subtotal General Fund = \$7,898,729.41. TOTAL ALL FUNDS = \$14,365,855.45.**

3. Closed Session Pursuant to Virginia Code Section 2.2-3711 (A)(1) Consultation with Legal Counsel Regarding Personnel Matters – Vice Mayor Smith made a motion to go into closed session. Mr. Hall seconded the motion to go into closed session.

In Closed Session @ 3:25 p.m.

Out of Closed Session @ 3:47 p.m.

Vice Mayor Smith made a motion that during closed session there was only discussion on Consultation with Legal Counsel Regarding Personnel Matters pursuant to section 2.2-3711 (A)(1) of the Code of Virginia. Mr. Pack seconded the motion.

Meeting Adjourned at 4:04 p.m.

March 1, 2019

TO: SMITHFIELD TOWN COUNCIL

FROM: LESLEY G. KING
TOWN CLERK

SUBJECT: INFORMATIONAL REPORT FOR THE PARKS AND RECREATION COMMITTEE
MEETING HELD ON TUESDAY, FEBRUARY 26TH, 2019

The Parks and Recreation Committee held a meeting on Tuesday, February 26th, 2019 at 3:00 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were Mr. Wayne Hall, Chair; Ms. Beth Haywood and Ms. Valerie C. Butler. Other Council members present were Mr. Randy Pack, Mr. Michael G. Smith, Vice Mayor; Mrs. Denise Tynes and Mr. T. Carter Williams, Mayor. Staff members present were Mr. Brian S. Thrower, Town Manager; Ms. Lesley King, Town Clerk; Mr. William G. Saunders, IV, Director of Planning Engineering and Public Works; Ms. Amy Novak, Director of Parks and Recreation; Ms. Ashley Rogers, Director of Human Resources; and Ms. Judy Winslow, Director of Tourism. Also in attendance were Ms. Pam Brock, Mr. Dave Walker and Mr. Town Owens of Odd Elks, Inc.; Mr. Rick Bodson, Mr. Bill Davidson and Virginia Master Naturalist Mr. Henry McBurney and Ms. Beverly Ruegsegger. Mr. The media was represented by Mr. Frederic Lee of The Smithfield Times.

Parks and Recreation Committee Chair, Mr. Wayne Hall called the meeting to order.

A. MATTERS DISCUSSED BY COMMITTEE WHICH WILL BE ON COUNCIL'S AGENDA.

1. Park Project Application: Planting of Long Leaf Pines by Virginia Master Naturalist – Mr. Henry McBurney and Ms. Beverly of the Master Naturalist were present to request approval to re-introduce the native longleaf pine into the area at Windsor Castle Park. He gave a brief PowerPoint presentation on the history on the longleaf pine in the state of Virginia. There is an effort underway that started over seventy years ago to re-introduce these native trees back into Virginia so that we can enjoy this lost heritage. They have acquired seven of these grass stage seedlings from the Department of Forestry that they would like to plant at Windsor Castle Park. They are hopeful to be able to acquire two more seedlings for a total of nine to be planted. If unable to obtain the additional two seedlings this year then the two seedlings will be obtained and planted in 2020. The seedlings will be planted in a tree row square configuration. This pine grove will be fenced with interpretive signage that would explain what they are and why they are there. The pine grove will permanently convert 3,600 square feet of open park space into a pine grove.

Mr. McBurney stated that location of the pine grove is still being determined as the trees must be located in full sunlight and out of the tree line of surrounding trees. Ms. Novak stated that she will have the exact location by the March 5th Town Council meeting. Mr. McBurney explained that the longleaf pine is impressive in size. Its life starts as grassy seedlings that grow up to approximately eighteen inches long. They stay in this stage for two or three years before they really start growing in height. These trees will grow to approximately one hundred to one hundred fifty feet. It is not uncommon for them to live over 400 years. Mr. Hall expressed some concern over the root base being problematic near sidewalks if the root base stays near the surface like other types of pine trees. Mr. McBurney explained that the proposed areas that have been selected as possible planting sites are far enough away from the walk areas that the horizontal growth should not be an issue. Mayor Williams stated that approximately 10 to 12 years ago a Mr. Face approached the town about planting some of these longleaf pines at Windsor Castle. At that time it was approved to plant these trees in the open field where Jericho Road meets Cedar Street near the Route 10 bypass. For some reason this planting never happened at that time. He would like a consensus from committee to give Mr. McBurney permission to put together a concept plan to put a separate planting of longleaf pines in that area to eventually create a forest of longleaf pines. Mr. McBurney stated that it would take a collaborative effort between the Department of Forestry, the Department of Conservation and Recreation, and a sponsor like the Nature Conservancy to find funding to do a project of that size. The seedlings would be much smaller in size when started, as well. The Department of Forestry is now producing seedlings so they would be easier to obtain; however it would be a political process to put together a “*bona fide*” plan to give public access to a three to five acres of land. After some discussion on this being two separate projects it was decided that the original request from the Master Naturalist to plant the small group of seedlings in Windsor Castle Park with interpretive signage would be place on the March 5th Town Council meeting for consideration. Mr. McBurney stated that he would work on putting together a concept plan to develop the corner lot with a forest of longleaf pines and bring back to committee at that time.

2. Proposal from Dominion Energy for Streetlights at the Clontz Park Boat Ramp – The Town Manager stated that included in your packet is a proposal in the amount of \$17,618.58 from Dominion Energy to install lights in the parking lot of the boat ramp project. The Town Manager stated that he is requesting Town Council to authorize him to execute this agreement. It is his understanding that this cost was not built into the project budget. We will need to make arrangements and possibly take these funds from the town’s fund balance. Some discussion was held on the lights being included in the overall project. It was determined that the lights were in the original RFP documents; however the lights were removed in an effort to save money. It was decided at that time that the town would work directly with Dominion Energy to have the lights installed. The proposal from Dominion Energy is for three single head cobra lights, two double head cobra lights, and three decorative lights. The cobra lights will be installed in the parking lot area and the decorative lights will be installed on the boat ramp. Mr. Pack asked if the decorative lamps will match what is currently on the rest of the pier. Mr. Saunders stated that he was not

sure but would make sure that they match as closely as possible to what is there with the same style. Mr. Saunders explained that the contractor will be installing the conduit for the lights. Dominion will come in after the final grade of the parking lot to install the lights. The town will be responsible for the service fee and light bill in perpetuity and Dominion will be responsible for maintaining them. This proposal covers the materials and construction. Committee recommended sending this item to Town Council for approval.

B. MATTERS DISCUSSED BY COMMITTEE WHICH WILL NOT BE ON COUNCIL'S AGENDA.

1. Operational Update – Parks and Recreation Committee Report/Park Project Updates – Ms. Novak reported that they have been busy over the last month. They had National Livestock Week at the Smithfield Center last week. The Cattleman's convention was on Tuesday, the Oaks Veterinary Equine Clinic on Thursday, and Farm Bureau's Young Farmers Winter Expo on Friday and Saturday. Ms. Novak stated the restoration on the Windsor Castle Manor House continues. The stucco work should wrap up soon weather permitting. The installation of the HVAC system should be completed by mid-March and the new wing is almost dried in. The new wing will house the catering kitchen, the elevator, stairwell and storage. Ms. Novak reported that at the Joseph W. Luter Jr. Sports Complex the construction repairs continue. RAD Sports plans to be ready for a final walk through around mid-March. The sewer lines will be back open for sewer storage within the next couple of weeks. In regards to the turn lane construction, Verizon is slated to start utility work this week and it should take approximately six weeks to complete. Blair Brothers is planning on having a pre-construction meeting with the town in the next couple of weeks and work will begin four weeks from that date. The first part of their work is all underground utilities. The town is hopefully all the actual construction of the turn lane and paving will take place this summer. Ms. Novak reported that in regards to the Clontz Park Boat Ramp the coffer dam was successfully installed before the time of year restriction kicked in. Now the work is being done on the ramp itself through the end of June. The grading of the parking area is currently taking place as well. Committee thanked Ms. Novak for the updates.

The meeting adjourned at 3:27 p.m.

March 1, 2019

TO: SMITHFIELD TOWN COUNCIL

FROM: LESLEY G. KING
TOWN CLERK

SUBJECT: INFORMATIONAL REPORT FOR THE PUBLIC WORKS COMMITTEE
MEETING HELD ON TUESDAY, FEBRUARY 26TH, 2019

The Public Works Committee held a meeting on Tuesday, February 26th, 2019 at 3:27 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were Ms. Beth Haywood, Chair; Mrs. Denise Tynes and Mr. Michael G. Smith, Vice Mayor. Other Council members present were Mr. Randy Pack, Mr. Wayne Hall, Ms. Valerie C. Butler and Mr. T. Carter Williams, Mayor. Staff members present were Mr. Brian S. Thrower, Town Manager; Ms. Lesley King, Town Clerk; Mr. William Saunders, IV, Director of Planning Engineering and Public Works; Ms. Amy Novak, Director of Parks and Recreation; Ms. Ashley Rogers, Director of Human Resources; and Ms. Judy Winslow, Director of Tourism. Also in attendance were Ms. Pam Brock, Mr. Dave Walker, and Mr. Tom Owens of Odds Elks, Inc.; Mr. Rick Bodson, and Mr. Bill Davidson. The media was represented by Mr. Frederic Lee of The Smithfield Times.

Public Works Committee Chair, Ms. Beth Haywood, called the meeting to order.

A. MATTERS DISCUSSED BY COMMITTEE WHICH WILL NOT BE ON THE COUNCIL'S AGENDA

1. Operational Updates - Mr. Saunders reported the crosswalk work located in front of the museum should be wrapping up today. Blair Brothers will move to the crosswalk located at the intersection of Main Street and North Mason Street tomorrow. This work should be completed by end of day Thursday. Next week and the following week Monday thru Thursday, weather permitting, Blair Brothers will be working their way around to the other three crosswalks at Main Street and South Mason Street. Committee thanked Mr. Saunders for the update.

Meeting adjourned at 3:29 p.m.

March 1, 2019

TO: SMITHFIELD TOWN COUNCIL

FROM: LESLEY G. KING
TOWN CLERK

SUBJECT: INFORMATIONAL REPORT FOR THE PUBLIC BUILDINGS & WELFARE
COMMITTEE MEETING HELD ON TUESDAY, FEBRUARY 26TH, 2019

The Public Buildings and Welfare Committee held a meeting on Tuesday, February 26th, 2019 at 3:29 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee member attending were Ms. Valerie Butler, Chair; Mr. Randy Pack and Mr. Wayne Hall. Other Council members present were Ms. Beth Haywood, Mrs. Denise Tynes, Mr. Michael G. Smith, Vice Mayor; and Mr. T. Carter Williams, Mayor. Staff members present were Mr. Brian S. Thrower, Town Manager; Ms. Lesley King, Town Clerk; Mr. William Saunders, Director of Planning Engineering and Public Works; Ms. Amy Novak, Director of Parks and Recreation; Mrs. Ashley Rogers, Director of Human Resources; and Ms. Judy Winslow, Director of Tourism. Also in attendance were Ms. Pam Brock, Mr. Dave Walker, and Mr. Tom Owens of Odd Elk, LLC; Mr. Rick Bodson and Mr. Bill Davidson. The media was represented by Mr. Frederic Lee of The Smithfield Times.

Public Buildings and Welfare Committee Chair, Ms. Valerie C. Butler called the meeting to order.

A. MATTERS DISCUSSED BY COMMITTEE WHICH WILL NOT BE ON COUNCIL'S AGENDA

1. Public Comments – Ms. Winslow, Director of Tourism, was present to remind Town Council about the launch of the Salty Southern Route at the Isle of Wight Museum on Friday, March 1st starting promptly at 2:00 p.m. She asked that if any of Town Council was interested to please let her know so that she can add them to the list of attendees.

Ms. Pam Brock of Wharf Hill Brewing Company, LLC was present along with Mr. Dave Walker and Mr. Tom Owens to talk about the dumpster issue. She stated that it has been brought to their attention that it is not up to specifications and they want to rectify this issue. She hopes the way the dumpster enclosure has been built is not a reflection on them. The unique designs and embellishments were done solely by Mr. Duncan. Ms. Brock stated that they were not aware of any issues as Mr. Duncan had stated that everything he was doing had been approved. Ms. Brock stated that they are here today to make sure that they do not lose their dumpster. Ms. Butler asked how the current dumpster is working for the restaurant. Ms. Brock stated that the dumpster is working wonderfully. Ms. Butler asked Ms. Brock to explain their relation with Wharf Hill Brewing Company. Ms. Brock stated that Wharf Hill Brewing Company LLC is the property. The restaurant business is under Odd Elks, Inc. which is what they are purchasing from

Mr. Duncan. Ms. Brock stated that to her understanding the dumpster enclosure was not built to what was approved by the town and they are willing to fix so they do not lose the dumpster. They would like to ask the lease with Mr. Duncan be revoked so they could enter into a new lease with the town under Odd Elks, Inc. Mr. Walker stated that he has not been happy about what he has seen painted on the dumpster enclosure and will take whatever steps is necessary to meet the town's specifications. Mr. Hall asked if Mr. Duncan was still part owner of Odd Elks, Inc. Ms. Brock replied that Mr. Duncan is at this time. Mr. Hall asked how much input Mr. Duncan would have on the dumpster. Mr. Owens stated that Mr. Duncan would only have a 25% say and the three of them could over rule him at any time. Ms. Brock stated if the lease agreement is in Odd Elks, Inc name they would have more control over making sure the dumpster enclosure meets town standards. Discussion was held on what design was approved by BHAR. Mr. Walker asked if they could leave the dumpster the way it is with the exception of the star on top and just paint it all white. The Town Manager stated that he recommends authorizing him to execute a new license agreement with Odd Elks, Inc. pertaining to use of the Town's property for the purpose of maintaining and locating a dumpster for Wharf Hill Brewery's business use. The general terms of the agreement would remain the same as those offered Wharf Hill Brewing Company, LLC. He stated that he would continue to move forward, as approved at yesterday's Special Town Council meeting, with sending a termination letter to Mr. Duncan regarding the current license agreement. He mentioned that he would also recommend you give Odd Elks, Inc. direction regarding the design of the dumpster enclosure and this language would need to be included in the new license agreement. The options that have been approved BHAR are as follows: Option # 1, Odd Elks, Inc. to alter the existing enclosure including removing the star embellishment from the top of the structure and painting the structure white. Option # 2, Wharf Hill Brewing Company, LLC to remove the existing structure and Odd Elks, Inc. to construct a new enclosure reflecting a white dog eared fence design. The Town Manager stated that it is his understanding the Odd Elks, Inc. prefers Option 1. Vice Mayor Smith asked if what looks to be a roof on the top of the enclosure could be removed as well. Mr. Walker stated that they have no issues with removing that as well. Mr. Pack mentioned for clarification purposes the letter that Town Council authorized the Town Manager to send yesterday from our Special Town Council meeting states that Mr. Duncan must remove the structure within 30 days and now we are looking at the dumpster staying for use by Odd Elks, Inc. The Town Manager stated that he would still send a letter to Mr. Duncan to let him know that the license agreement is being terminated; however he would remove the line that says the dumpster must be removed within 30 days. Odd Elks, Inc. would need to work out an agreement with Mr. Duncan to continue to use the existing structure. Ms. Butler asked if this item would need to go back to Town Council for any additional approvals. The Town Manager did not think so; however he would confirm with the Town Attorney. Since Committees the Town Manager spoke with the Town Attorney and the town will need to conduct a public hearing in order to enter into a new lease with Odd Elks, Inc. The public hearing will need to be conducted at Town Council's April meeting in order to properly advertise the hearing. The Town Manager will inform the owners of Odd Elks, Inc. of this requirement and of the April public hearing. Committee thanked the three owners of Odd Elks, Inc. for coming.

2. Additional Item Discussed: Old Tastee Freeze Building – Mayor Williams asked what the status was on the old Tastee Freeze building. Mr. Pack stated that he has seen a sign put up that it was being auctioned off this coming Friday. Mr. Saunders explained that town staff has looked at our ordinance and the most power ordinance that we have to deal with a derelict structure is to declare it an unsafe structure. This gives the Town Council the ability to demolish the structure and put a lien on the property. Given that the most unsightly parts of the structure is new construction it would be a stretch to deem it an unsafe structure. Is it an attractive nuisance? Yes. Has the building permit lapsed? Yes. As it relates to trying to facilitate future development it is a nonconforming lot. The town would have more discretion to work with somebody with the existing footprint than demolishing it and rebuilding on a nonconforming lot. The good news is that the current owner that has not been willing to do anything about it has put it on the market. The hope is that some interest will be generated from the market and someone will purchase it and make an effort to turn it into something. Committee thanked Mr. Saunders for the update.

3. Additional Item Mentioned: Jericho Road – Mr. Pack mentioned that as you come down Jericho Road, at the bottom of the hill, between the bridge and the houses some flooding occurred sometime back leaving the roadway washed out on both sides. He asked for staff to follow up with what repairs are needed in this area.

The meeting adjourned at 3:49 p.m.

ACTIVITY REPORTS

March 1, 2019

TO: SMITHFIELD TOWN COUNCIL

**FROM: BRIAN S. THROWER
TOWN MANAGER**

SUBJECT: MONTHLY ACTIVITY REPORT – FEBRUARY 2019

DIRECTOR OF HUMAN RESOURCES

- a. Conducted New hire Orientation for:
 - o Donna Hughes – Patrol Officer
- b. Recruited for:
 - o Maintenance Helper
 - o Parks Maintenance Specialist
- c. Worked with various property liability claims with VML Insurance
- d. Worked with various workers compensation claims with VML Insurance
- e. Worked on continued compliance with the Bloodborne Pathogens Standard
- f. Scheduled candidates for written testing for Patrol Officer. Testing conducted on 01/19
- g. Continued process to move to online enrollment for health and dental insurance
- h. Utilized two sick days on 01/28 and 01/29

TOWN CLERK'S OFFICE:

- a. Transcribed and proofed the monthly minutes from Town Council, Planning Commission and Board of Historic and Architectural Review
- b. Prepared February Town Council Committee Agenda and the March Town Council Agenda
- c. Attended Town Council Committee meetings on February 25th and 26th and prepared summary reports from all.
- d. Assisted the Treasurer's Office with doing an in-house bulk mailing of Business License applications.
- e. Put numerous items on GovDeals for sale and coordinated pickup of items once the town was notified online payment was received by GovDeals.

- f. Worked on application for the Isle of Wight Arts League Grant
- g. Participated WEBex Training for the new Records Management System (Eclipse) on February 20th along with Debbie and Angel.

TREASURER'S OFFICE:

- a. Submitted the 2018 Weldon Cooper Highway Survey on February 6.
- b. Took a vacation day on February 7.
- c. Participated in conference call with Duffy Douglas and Ricardo Mendez of Tyler Technologies on February 8 to discuss the assignment of Mr. Mendez as the Town's new project manager for the tax module conversion.
- d. Met with Nora Pierre, VML Insurance Programs, and Ashley Rogers on February 13 to review the Town's property/casualty and workers' compensation renewal application for FY2020.
- e. Completed bank reconciliations and financial statements through January 31.
- f. Met with Charlie Kempton, President, Smithfield Volunteer Fire Department, and Brian Thrower on February 26 to discuss the Fire Department budget.
- g. Met with William Saunders on February 27 to review questions regarding 2020 budget requests.
- h. Participated in MUNIS Go-To Meeting (GTM) on February 28 to discuss expectations/time frame for tax module conversion.
- i. Began work on 2020 budget revenue projections.

PUBLIC WORKS:

Presentation made to Hampton Roads Sanitation District Commission Capital Improvement Plan Meeting in support of Interim Pressure Reducing Station for Smithfield.

1. Staff performs the following duties on a monthly basis
 - A. Miss Utility marking
 - B. Read meters for billing and to transfer property owners
 - C. Water cut-offs and cut-ons
 - D. Check sewer pump stations daily
 - E. Install and repair street signs
 - F. Replace and repair broken water meters
 - G. Perform maintenance on town-owned buildings
2. Sewer Line Repairs and Maintenance
 - A. Located and repaired sewer line laterals in various locations.
 - B. Cleaned sewer main line in various areas of the town.

- C. 879 Maple Ct. schedule for sewer lateral repair.
- D. D and S began manhole rehabilitation and lining.

3. Sewer Pump Station Repairs and Maintenance

- A. Weekly and daily checks on all 27 pump stations.
Performed the following scheduled maintenance at all pump station
 1. Cleaning of wet-wells
 2. Alarms testing
 3. Sump pump cleaning
 4. Check Valve cleaning and repair
 5. Generator checks / Godwin pump checks
 6. Control Panel / Flow monitor checks
 7. Fence and Grounds inspections
 8. Inspected Structure
 9. Inspect and clean pumps
 10. Level system check
 11. Test limit switches
 12. Bar screen cleaning
 13. Rain gauge cleaning
 14. Head pressure reading at 7 pump stations
- B. Removed bad pump from Drummonds pump station. Station is on bypass pump.
- C. Replaced start compositor at Riverside pump station.
- D. Golf Course pump station control panel monitor screen bad

4. Water line Repairs and Maintenance

Lewis to start work on water main and service lines 100 Block of Drummonds Lane

5. Well Repairs and Maintenance

- A. All wells except 8A and 10 (at RO Plant) are off now that RO plant is running. Upgrades to well houses have been completed to keep wells in operating condition in case of an emergency. Emergency wells are flushed, sampled, and inspected once a month.
 1. Well 8A remains in stand-by mode.

6. Water Treatment Plant

- Tim Richards passed the examination earning a Class IV Waterworks Operator License.
 - A. Operate RO Plant and monitor distribution system.
 - B. Daily lab analysis, monthly sampling, and reports for VDH, HRSD, DEQ and RO contractors.
 - C. Performed monthly routine tasks including but not limited to:
 1. Daily Inspection of RO Plant and grounds.
 2. Monthly Tank inspections.
 3. Inspect and exercise plant generator monthly.
 4. Fill antiscalant day tank.
 5. Truck Inspections.
 6. Routine service of lime system.
 7. Service online fluoride and chlorine analyzers.
 8. Calibrate online turbidimeter and pH meter.
 9. Check and replace air filters
 10. Test Alarms.
 - D. Replaced CA610 Fluoride probe tip, O-rings and refilled probe.
 - E. Cleaned pit sump pump and repositioned alarm and level float.
 - F. Received 1 Micron Cartridge filters for RO Pump.
 - G. Completed Chloride Sampling.
 - H. Replaced Chlorine Feedwater Flowmeter

7. FOG/ Backflow/ Septic Pump Out Program

- A. Re-establishing the FOG Program by sending out updated FOG Letters with the stating of expected visits after the first of the year, getting FSE's to (re)register all GCD's, and establishing the expectation of FSE employees to be FOG Certified using the HRPDC certification program (HRFOG.com).
- B. Implementing the Backflow and Cross Connection Program by sending out notices for backflow inspections to all users with the expectation of having them completed by July 1, 2019.
- C. Maintaining of the Septic Pump Out Program

8. Miscellaneous

- A. Grounds crews cut right-of-ways on water and sewer lines, Leaf removal thru out town, and emptied trash cans on Monday and Friday
- B. Minor repairs at Town Hall and town buildings.

PLANNING AND ZONING

1. Planning Commission – February 12, 2019
 - A. Special Sign Exception – 18420 Battery Park Rd – Trustees of the Smithfield Church of Christ, applicants- approved.
 - B. Entrance Corridor Overlay Design Review – 928 S Church St – Anthony Macioci, applicant-approved w/ conditions.
2. Rezoning Applications under review
 - None.
3. Special Use Permit Applications under review
 - None.
4. Subdivision and Site Plans under review
 - A. Cypress Creek Ph. VI – Subdivision Plan – Cypress Investment Holdings, LLC applicant.
5. Subdivision and Commercial Sites Under Construction and Inspection
 - A. Church Square, Phase I (95% complete)
 - B. Lakeview Cove Condos (75% complete)
6. Board of Historic & Architectural Review – February 19, 2019
 - A. Assorted Exterior Changes – 121 S Church St – Landmark – Timothy & Katherine Mitchem, applicants- approved w/ condition.
7. Board of Zoning Appeals – February 19th, 2019
 - No meeting.

ENGINEERING

1. Church Square, Phase I, contractor has installed E & S controls as required by the Town and the approved site plans. Homes are under construction as per market demand.
2. Blair Brother's Contr., Contractor repaired four minor sinkhole areas around drop inlets on Troon and Murifield in the Cypress Creek Subdivision. Repairs involved the grouting of the storm pipe connections into the drop inlets along with the top joint connection to the main structure

locations. Contractor regraded shoulder area in front of 233 Cary Street. Contractor also repaired damaged outfall area at end of paved ditch at BMP of Lane Crescent.

3. Erosion & Sedimentation control field inspections for single family dwellings were performed at 15 locations throughout the Town and required reports were filed.
4. Field inspections continued to be held this month involving the Smithfield Lake Dam. Some structural deficiencies were found at the emergency outfall, due to storm damage by Matthew. The Town has coordinated the repair with FEMA representatives. Reimbursement documents have been forwarded to FEMA.
5. Scoping meetings have been held with VDOT representatives involving the Urban funding projects.
 - A. UPC: 110507 Install right turn lane adjacent to Westside Elementary School – on US 258 – Main Street. Bid approval has now been received with Blair Brothers Contr. as the accepted contractor for the project. A meeting with Verizon has been completed on the project site and they are scheduling the removal and relocation of their utility.
 - B. UPC: 110508 Benns Church / Route 258 / Route 10 Bypass Intersection – Alternative Analysis. Traffic analysis has been completed by Kimley Horn and all information has been submitted to VDOT for their review and comments.
 - C. UPC: 110509 Smithfield to Nike Trail Park – Segment 3 – Alternative Analysis. A meeting was held and several options were discussed and are now currently under review. Staff has requested a proposal for additional analysis to be undertaken in order to ascertain the potential impacts and costs relative to a sidewalk, rather than a multi-use path for connectivity.
6. Attended progress meeting on the Smithfield to Nike Park Trail – Segments 1 & 2 – Contractor has begun installation of bike trail at intersection of Battery Park Rd. and Nike Park Rd. down to the intersection of Kendall Haven and Battery Park Road. Contractor has completed the installation of segment 1 of the bike trail, official opening of this segment of the bike trail is scheduled for February 28th.
7. Met with a representative from VDOT to discuss the reconstruction of Grace Street. We are looking at relocating / replacing the sanitary sewer and water systems in this roadway area prior to VDOT project.

**SMITHFIELD POLICE DEPARTMENT
MANAGER'S REPORT
FEBRUARY 2019**

Committees and Projects:

02/01 Fire Department Banquet - Center
02/05 ECC meeting – IOW Courthouse
02/05 School Board meeting – IOW Courthouse
02/05 American Legion Dinner to honor Officer Cooper – Smithfield
02/05 Town Council – Center
02/06 Department Head – Town Hall
02/11 – 12 Interviews – PD
02/12 TRIAD mtg – IOW Courthouse
02/13 Hampton Roads Chiefs' of Police mtg – Hampton
02/13 CHIP mtg – PD
02/14 Commission on Aging – Center
02/14 SCCPT mtg - PD
02/19 Crime Line mtg - Center
02/25 Police Committee – Center
02/25 Finance Committee - Center

Training

02/07 Accreditation training – Surry Sheriff's office – Major Rogers, Sgt. Adams (3 hrs).
02/07 – 08 Background Investigations for Police Applicants – Fredericksburg – Sgt. Brady (18 hrs.)
02/19 – 21 NHTSA DWI Detection & SFST – JCCPD – Officer Cooper (24 hrs.)

Community Relations

02/01 – 28 School Zone – Westside Elementary
02/01 – 28 School Zone – Kids Come First
02/13 Homework Station – Jersey Park/Woods Edge Apts.
02/19 4-H Camp – Jersey Park/Woods Edge Apts.
02/20 Homework Station – Jersey Park/Woods Edge Apts.
02/27 Homework Station – Jersey Park/Woods Edge Apts.

Investigations

IBR#: 201900073
Offense: Weapon violation
Location: Quail Street
Date: 1/27/19

During a neighborhood patrol check of Lakeside, Officers made consensual contact with an occupied vehicle legally parked on the highway. Officers immediately detected an odor of marijuana coming from the interior compartment of the vehicle. The occupants were detained and the vehicle was searched. Marijuana and a small caliber semi-auto firearm were located under a seat. The occupant seated above the firearm was taken into custody and charged with a concealed weapon violation. Closed by ARREST.

IBR# 201900110
Offense: Indecent exposure
Location: 400 Blk South Church Street
Date: 2/12/19

In the late morning, a citizen reported that a male was on the sidewalk near the Smithfield Station exposing himself to the public. An Officer shortly arrived on scene and located a male fitting the description in the area of South Church and Red Pt Dr. The male was identified as a resident who the Officer was familiar with. The male admitted he did expose himself in public because he had to urinate. He was issued a Virginia uniformed summons for the violation. Closed by ARREST.

IBR#: 201900117
Offense: DUI; Assault on Law Enforcement x2; obstruction of justice
Location: 19000 Battery Park Road
Date: 2/16/19

An Officer conducted a traffic stop on a vehicle for a speeding violation. During the driver encounter, a DUI investigation began. The driver was subsequently placed under arrest for DUI. The driver resisted arrest, head-butted the Officer and caused a hand injury to Officer during the arrest. Closed by ARREST.

Smithfield Center Monthly Report February 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
					6:00 PM Smithfield Fire Department Banquet	6:00 PM Ford Retirement Gala
3	4	5	6	7	8	9
		5:00 PM Kitchen Dish Clean & Inventory 6:00 PM WCFB Meeting 6:30 PM Town Council	8:30 AM Smithfield 2020 1:00 PM Ducks Unlimited	1:00 PM Ducks Unlimited		1:00 PM Sweetheart Banquet Set
10	11	12	13	14	15	16
3:00 PM Sweetheart Banquet	8:00 AM Carpet Cleaning	10:00 AM Tourism SSR Meeting 6:00 PM Planning Commission	1:00 PM Setup Senior Sweetheart Ball 5:30 PM Windsor Castle Restoration Committee	Valentine's Day 9:00 AM Senior Sweetheart Ball	10:15 AM CASA Banquet Set	7:00 PM CASA Banquet
17	18	19	20	21	22	23
9:00 AM CASA Banquet	President's Day-Closed	9:00 AM Schoolhouse Museum 10:00 AM Regional Cattleman Meeting 11:30 AM Crimeline Meeting 6:30 PM BHAR	11:30 AM Smithfield Women's Club Art Show Set-Up 6:00 PM BOB Fest Check Giveaway	12:00 PM Smithfield Women's Club 6:30 PM Oaks Vet Client Appreciation 7:00 PM Theater Shows	5:00 PM Farm Bureau Young Farmers Winter Expo 7:00 PM Theater Shows	8:00 AM Farm Bureau Young Farmers Winter Expo 6:00 PM Farm Bureau Young Farmers Winter Expo 7:00 PM Theater Shows
24	25	26	27	28		
1:00 PM Black History Month Program	4:00 PM Committee Meetings	4:00 PM Committee Meetings		6:00 PM Flavors of Isle of Wight 7:00 PM Theater Shows		

Events for February 2019	
Total Events	24 Events
Events discounted 100%	14 events
Events discounted 50%	0 events
Deposit Totals for January 2019	
Smithfield Center Deposits	\$20,340.00
Town Services Deposits (police, public works and park impact fees)	\$782.00

Smithfield/Isle of Wight Tourism Activity Report –FEBRUARY 2019

- Monthly Tourism staff meeting 2/4/19.
- Tourism meeting with County Budget & Finance 2/4/19 to begin taking credit cards for tours. Successful meeting. Process will be set up in March.
- Salty Southern Route launch pre-planning meetings 2/4/19, 2/5/19, 2/6/19, 2/12/19.
- Director-Paul D. Camp Community College Foundation board meeting 2/5/19. Special Event meeting 2/8/19, 2/15/19, 2/28/19.
- Isle Management Training Program for Visitor Center Manager 2/5/19, 2/6/19, 2/12/19, 2/13/19,
- Director-County Economic Development prospect meeting 2/5/19.
- Director-Smithfield Town Council meeting 2/5/19.
- Director-Smithfield 2020 meeting 2/6/19.
- Director & Special Event Coordinator met with P.D. to brainstorm new line-up for upcoming St. Patrick's Day parade 2/6/19.
- Director-Virginia Association of Destination Marketing Organization (VADMO) Board meeting in Richmond 2/6/19.
- Special Event Coordinator attended Smithfield Town Staff meeting 2/6/19.
- Director-Historic Smithfield meeting 2/6/19 and 2/20/19.
- Director-County Agenda Review staff meeting 2/7/19.
- Director-FY 20 County Budget review meeting 2/7/19.
- Chamber Business After Hours 2/7/19.
- Director-County Board of Supervisors work session 2/7/19.
- Director-Meeting with Coastal Virginia Magazine 2/8/19.

- Director-Meeting with Coastal Virginia Tourism Alliance Advocacy Committee 2/8/19.
- Attended successful Valentine's Sip & Shop Event hosted by GMODs (Genuine Merchants of Downtown Smithfield) 2/8/19.
- VRLTA weekly governmental conference call 2/8,22/19. Director is on board for VRLTA for 3 years. (Virginia Restaurant, Lodging and Travel Association).
- Director-Census study meeting with County IT 2/11/19.
- CSLI (Chamber Student Leadership Institute) session 2/12/19. This month's session was a field trip to Smithfield Foods Innovation Center. Director of Tourism is coordinating the program again this year. Sessions held monthly. 16 students from SHS, WHS, IWA and NSA. All High School juniors who are competitively chosen.
- Director-County Blackwater Property Task Force meeting 2/12/19, 2/19/19.
- Coastal Virginia Tourism Alliance Meeting 2/14/18 at The Hub in Suffolk. CVTA RFP for advocacy marketing services approved and distributed in February for March return date. Director is President this year.
- Director-marketing meeting with Director of Historic Saint Luke's Church 2/14/19 and 2/20/19.
- Director-JTC (Joint Tourism Committee) meeting to review upcoming FY20 Tourism budget and 2018 Annual Report 2/15/19. In attendance: Randy Keaton, Brian Thrower, Valerie Butler. Absent: Rev. McCarty, Dick Grice, Mayor Williams.
- Farmer's Market and Vintage Markets budget meeting 2/15/19.
- CASA Gala 2/16/19.
- Director-Meeting with Blue Sky Distillery 2/19/19.
- General meeting with Budget & Finance Director and staff to review Tourism OBJ's and ORG's and organize budgeting for next fiscal year 2/20/19.
- Attended SVAE BOB FEST Check Presentation Ceremony 2/20/19.
- Director and Special Event Coordinator-Attended SVAE Annual Retreat 1/21/19.

- Director-Attended Board of Supervisors meeting 1/21/19. DJJ facility public comment.
- Informational Table set up for 4-H Young Farmer's Expo in Smithfield 2/22-24/19.
- County Staff meeting 2/25/19.
- Holiday Event stakeholders meeting held 2/25/19 to determine 2019 Holiday Event schedule and beyond.
- Isle of Wight County Fair Committee 2/25/19.
- Council Committees 2/25/19 and 2/26/19.
- Conference call with CVTA RFP candidate 2/26/19.
- Farmer's Market Board Meeting 2/26/19.
- Historic Saint Luke's Church Development Committee and Full Board meeting 2/27/19. Director is on Committee and E.C. of Board.
- County Wellness Committee meeting 2/28/19.
- Park to Park Trail Ribbon Cutting 2/28/19.
- Chamber Flavors of the Isle event 2/28/19.
- Launch of the Salty Southern Route (thematic driving tour featuring pork and peanuts!) at the IOW Museum 3/1/19!
- Tourism Facebook postings and tweets throughout month. Update website events and *Where the Locals Go* event promotion newsletter weekly. This e-newsletter combines tourist events and the Farmer's Market information.

Upcoming Events: See www.VisitSmithfieldVa.com for more details!



Town of Smithfield
Isle of Wight County Museum



February 2019 Report

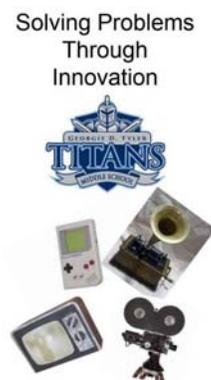
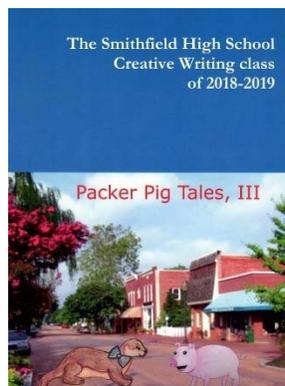
J.L. England, Museum Director

Notable

- Volunteer hours: 41
- On Feb. 20, Docent Kim Hasty accepted an \$85 check for the museum at **Smithfield VA Events'** reception for organizations and volunteers who assisted with January's Smithfield VA BOB Fest & 8K Chilly BOB Roadrace.



- We were able to see two project-based learning efforts from **Isle of Wight County Public Schools** come to fruition this month; the museum had a hand in assisting both groups. Students from Smithfield High School's creative writing class published their third installment of *Packer Pig Tales*, and 7th graders from Georgie D. Tyler Middle School finalized their project to research problem-solving technology.



Museum Stats and Updates

- Visitation: 422
- Special Events
 - **Share Your Stories with Us: African-American History Month.** Feb. 1-28. February is a month to learn, honor and celebrate the achievements of black men and women throughout history. In Isle of Wight County, individuals have made their mark in industry, agriculture, public service, education, sports and more. This month, share your stories with us. Email, call or visit to drop off photos, memories and documents to help the museum share this important element of our county's history.

- **Battle of Smithfield Driving Tour.** Feb. 2. 2019 marks the 155th anniversary of the Battle of Smithfield. Meet your guide at the museum for a brief overview of this Civil War battle. Afterwards, program participants will self-drive to several sites in Isle of Wight County to note the locations of significant events from January 30 to February 2, 1864. Reservations are required. 85 guests.



- **Tell Me a Story.** Feb. 14. This program, geared for children ages 3 to 5, introduces youngsters to the symbols of Isle of Wight and features books, songs and games. Theme: Soybeans. 64 students.
- Groups/tours
 - Feb. 19. Eggleston Group Home, Chesapeake. 8 guests.
 - Feb. 20. Noble Care, Franklin. 6 guests.
- Gift Shop
 - T-shirts were re-ordered and stocked.
- Exhibit/Project Update
 - **Civil War.** Impending modification will incorporate newly obtained artifacts. Awaiting installation.
 - **Between Two Rivers.** Re-wiring and replacement of glass-break monitor in the Sprigg Wing is complete. Installation continues.



- **Dr. Purdie's Papers.** This book will be published in conjunction with the Isle of Wight County Museum Foundation. In production.
- **Bank Exhibit.** Awaiting installation.



- **Online Exhibits Under Development:** The African-American Experience in Isle of Wight County is nearly complete. It will be launched in early March.
- **Consultation Project in Progress:** Old Dominion University's Civil and Environmental Engineering Department.
- **Online Exhibits Under Development:** Vietnam War Veterans in Isle of Wight County, Unsung Heroes of Isle of Wight County.
- **Artifact Donations/Additions**
 - More archaeological materials were donated this month. As was this 1910s mourning skirt and jacket made of silk taffeta.



- **Staff Training/Requirements**
 - Feb. 27. VMLIP Grievance Process. Webinar hosted by Virginia Municipal League Insurance Program.

Financials

● Gift Shop Sales (including tax):	\$ 886.03
● Donations:	\$ 85.00
● Admission:	\$ 390.00
● Program/Lecture Fees:	\$ 100.00
Total Monthly Deposit:	\$ 1,461.03

Social Media/Online Presence

- Visit our website at www.historicisleofwight.com or www.hamcamva.com.
- **LIVE at 12:05.** Each Tuesday and Thursday, we host pop-up broadcasts on our Ham Cam. Our segments highlight events at the museum, announcements or artifacts from our collection. Tune in each Tuesday and Thursday at 12:05 p.m. to see what we're doing: www.hamcamva.com. **If you miss these broadcasts, they are available for viewing on our Facebook page.**
- **Facebook:** Isle of Wight County Museum & Historic Sites: 1,966 likes. Daily posts.
- **Facebook:** World's Oldest Ham: 117 likes. Semi-weekly posts.
- **Twitter.** @WorldsOldestHam. The world's oldest ham has his own account. 538 followers.
- **Instagram.** @Isleofwightcountymuseum. 286 followers.
- **Google Reviews.** 4.6/5 overall rating.
- **TripAdvisor.** 4.5/5 star overall rating.
- **Yelp.** 4.5/5 star overall rating.
- **Foursquare/Swarm.** 7.3/10 rating.
- **TripAdvisor.** Feb. 1. Reviewed by Traveling Mug: *Great Small Collection of Local History Definitely worth a visit if you're in the area. The museum is packed with interesting artifacts and lots of hands-on activities for younger kids. Don't miss the oldest ham and peanut!*

Media Coverage/Promotion/Advertising/Lobbying

- Various pieces in area publications about our walking tours and special events.
- Feb. 6. *Smithfield Times*. Cutline: Civil War skirmish anniversary noted
- Feb. 18. *Virginian Pilot*. Article: Archaeologists getting closer to figuring out what happened to "Lost Colony," expert says - https://pilotonline.com/news/local/article_cc6a6f22-23ec-11e9-a5bd-63daacabf6ee.html?spMailingID=15155341&spUserID=MTI4MTcwMTU2NzZmS0&spJobID=1581455421&spReportId=MTU4MTQ1NTQyMQS2#utm_source=pilotonline.com&utm_campaign=%2Fnewsletters%2Fpilot%2Fdaily%2F%3Fmailing%3Ddaily&utm_medium=email&utm_content=headline.
- Feb. 19. *The Tidewater News*. Article: Franklin, Southampton County on 'Salty Southern Route'- <https://www.tidewaternews.com/2019/02/19/franklin-southampton-county-on-salty-southern-route>.
- Feb. 26. *Daily Press*. Article: Food notes: The Fuller's name returns to Phoebus - <https://www.dailypress.com/news/dp-fea-food-notes-0227-story.html>.
- Feb. 27. *Smithfield Times*. Article: So that's why it's called the Nike Park!; mention in the editorial

Outreach Lectures & Events

- Feb. 6. Lee Hall Depot, Newport News. 35 guests.
- Feb. 7. Hardy Elementary School, 4th grade. 111 students.
- Feb. 14. History Club, Westside Elementary School. 10 students.
- Feb. 14. Sons of Confederate Veterans, Magruder-Ewell, #99, Newport News. 16 guests.
- Feb. 20. National Active and Retired Federal Employees, Suffolk. 21 guests.
- Feb. 21. Smithfield Kiwanis. 25 guests.

Windsor Castle

- Video production: In progress.

Fort Boykin

- No updates.

Fort Huger

- No updates.

Nike Park

- Nike-Ajax Missile Acquisition. On Feb. 21, the Isle of Wight County Board of Supervisors voted 5-0 to accept the gift from the city of Hampton. The paperwork process and formalities will continue. Additionally, museum staff are obtaining a rough estimate for the cost of restoration.

Boykin's Tavern

- Feb. 1. Museum staff cleaned residual mold from items in the basement kitchen.

Meetings

- Feb. 6. Town of Smithfield staff meeting.
- Feb. 6. Peninsula Museums Forum.
- Feb. 21. Genuine Merchants of Downtown Smithfield.

Safety

- Feb 13. Town of Smithfield Safety Committee meeting.
- The Town's quarterly Safety Committee newsletter was created and distributed by Director Jennifer England.

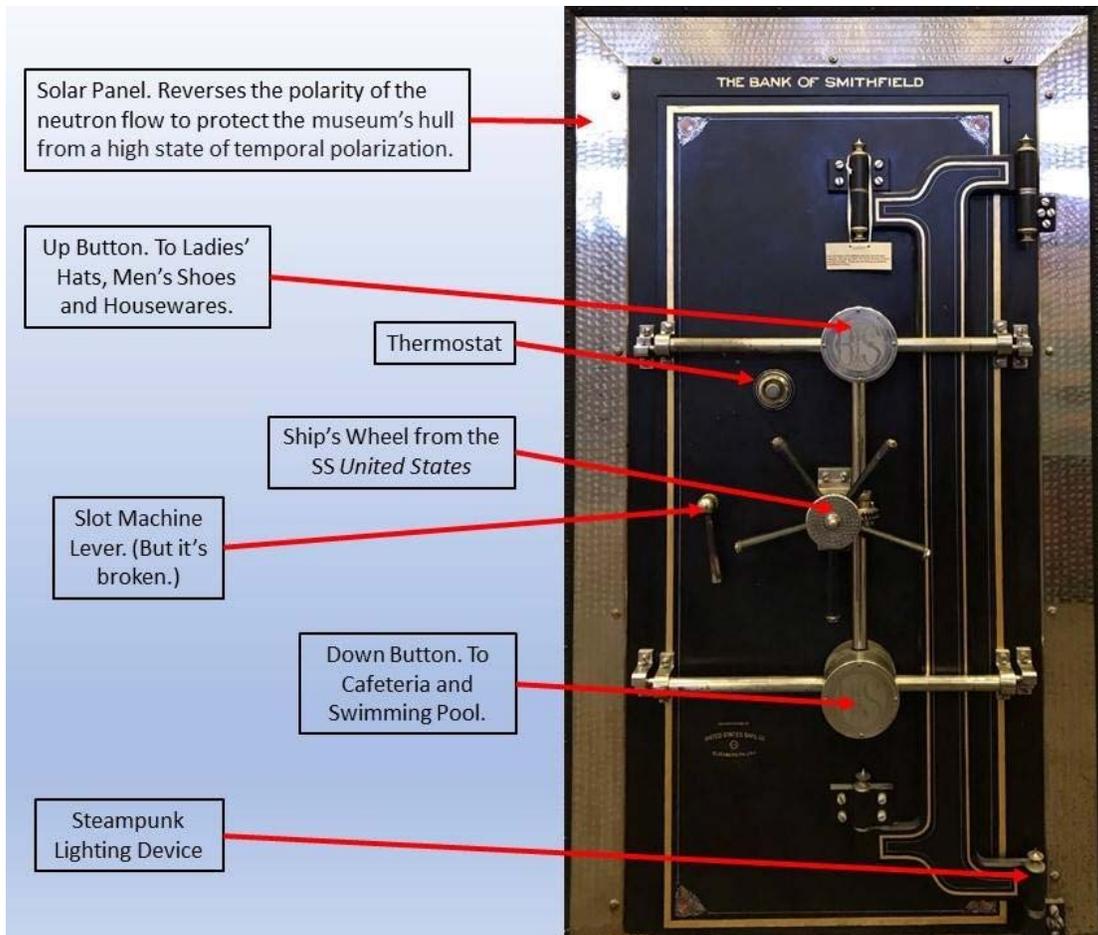
Selections from Our Website and Social Media



Twitter. February 2. Happy #GroundhogDay2019! Docent Cindy speaks ham-ese and knows from my shadow that spring will come early. I'm in cahoots with Punxsutawney Phil.
#meandmyshadow



Twitter. February 7. Care for a cookie? #MakeANewFriendin4Words



February 12. Because 1913 bank vaults lead hidden lives.

[#unscienceathing](#)



Twitter. February 24. Got my comfy viewing spot. I'm ready for #Oscars2019. (Rooting for @ItsRamiMalek!)

ZONING PERMITS DECEMBER 2018

PERMIT #	CONSTRUCTION TYPE	PROJECT	ADDRESS	CONTRACTOR/ OWNER
7027	FENCE	WATERFORD OAKS	104 NOTTINGHAM PLACE	NOLAND
7028	SIGN PERMIT	SMITHFIELD FAMILY DENTISTRY	309 MAIN STREET	MILTON COOK
7029	FENCE	SMITHFIELD FOODS	501 N. CHURCH STREET	J.P. HENRY SMITHFIELD FOODS
7030	DECK AND SCREENED PORCH	MOONE PLANTATION	909 ANDREWS CROSSING	RLC CONTRACTING CO. LUCAS
7031	SINGLE FAMILY DWELLING	CYPRESS CREEK	1006 CYPRESS CREEK PKWY.	EAGLE CONSTRUCTION OF VA. CYPRESS INVESTMENT HOLDINGS, LLC
7032	SINGLE FAMILY DWELLING	CYPRESS CREEK	1008 CYPRESS CREEK PKWY.	EAGLE CONSTRUCTION OF VA. CYPRESS INVESTMENT HOLDINGS, LLC
7033	SINGLE FAMILY DWELLING	CYPRESS CREEK	1010 CYPRESS CREEK PKWY.	EAGLE CONSTRUCTION OF VA. CYPRESS INVESTMENT HOLDINGS, LLC
7034	SIGN PERMIT	PICKER FRANK'S	1607 S. CHURCH STREET.	WOODWORKS R US BARLOW
7035	PORCH AND ADA RAMP	PICKER FRANK'S	1604 S. CHURCH STREET	WOODWORKS R US BARLOW
7036 - 7040	SINGLE FAMILY DWELLING	LAKEVIEW COVE	1001 - 1005 LAKEVIEW COVE	RYAN HOMES
7041	SINGLE FAMILY DWELLING	MOONEFIELD ESTATES	507 MOONEFIELD DR.	WILLKRIS SERVICES, LLC
7042	SHED	MOONEFIELD PARK	405 WATSON DR.	WATSON

ZONING PERMITS JANUARY 2019

PERMIT #	CONSTRUCTION TYPE	PROJECT	ADDRESS	CONTRACTOR/ OWNER
7043	COMMERCIAL INTERIOR RENOVATION	SMITHFIELD PLAZA	1262 SMITHFIELD PLAZA	FASTTRAC GENERAL SVSD 4
7044	SHED	MOONEFIELD PARK	415 WATSON DR.	OWENS
7045	SINGLE FAMILY DWELLING	HISTORIC DISTRICT	210 DRUMMONDS LANE	JVC HOLDINGS, LLC
7046	FENCE	PINEWOOD HEIGHTS	LOTS 64, 65, 66, 67 CARVER AVE.	MOODY PROPERTIES, INC. NELSON MOODY
7047 - 7051	NEW RESIDENTIAL HOME	LAKEVIEW COVE	401 - 405 LAKEVIEW COVE	RYAN HOMES
7052	SIGN PERMIT	CITGO HEARN'S GENERAL STORE	841/845 W. MAIN ST.	BRINDLE
7053	SIGN PERMIT	ARCHER L. JONES ATTORNEY AT LAW	1600 S. CHURCH STREET	WHITE JONES
7054	SIGN PERMIT	THE CAKE HOUSE	1604 S. CHURCH STREET	WHITE COLLIER
7055	FENCE	MOONEFIELD	509 MOONEFIELD DRIVE	HARRIS
7056	FENCE AND FLAG POLE	HISTORIC DISTRICT	223 S. MASON STREET	SMITHFIELD UNION LODGE
7057	INTERIOR RENOVATIONS	HISTORIC DISTRICT	217 MAIN ST.	NEWHALL CONSTRUCTION CO. SMITHFIELD FOODS

ZONING PERMITS FEBRUARY 2019

PERMIT #	CONSTRUCTION TYPE	PROJECT	ADDRESS	CONTRACTOR/ OWNER
7058	SHED/WORKSHOP	RED POINT HEIGHTS	325 JORDAN DR.	WOODARD
7059	ADDITION	RED POINT HEIGHTS	106 BEALE AVE.	FILIAGGI
7060 - 7063	NEW RESIDENTIAL HOME	LAKEVIEW COVE	501 – 504 LAKEVIEW COVE	RYAN HOMES
7064 - 7070	NEW RESIDENTIAL HOME	LAKEVIEW COVE	1101 - 1107 LAKEVIEW COVE BLDG. 3	RYAN HOMES
7071	SHED	MOONE PLANTATION	313 LANE CRESCENT	DAVID MORGAN CONSTRUCTION WILKINS
7072	FENCE	PAGAN POINT	400 PAGAN RD.	DUNBAR
7073	SINGLE FAMILY DWELLING	MOONEFIELD ESTATES	101 WILDERNESS LANE	MESA INVESTMENTS
7074	SINGLE FAMILY DWELLING	CYPRESS CREEK	117 ST. ANDREWS	EAGLE CONSTRUCTION
7075	SINGLE FAMILY DWELLING	CYPRESS CREEK	109 GLENEAGLES	EAGLE CONSTRUCTION
7076	SIGN PERMIT	SMITHFIELD CHRISTIAN CHURCH	18420 BATTERY PARK RD.	VA DISPLAYS SMITHFIELD CHURCH
7077	DEMOLISH DUPLEX DWELLING	PINEWOOD HEIGHTS	35 & 36 JAMESTOWN AVE.	TOWN OF SMITHFIELD
7078	PAVER PATIO AND SIDEWALK	SMITHFIELD MANOR	104 MOUNT VERNON CT.	EDWARDS LAWN SERVICE SCHOONOVER
7079	ADDITION	MOONEFIELD	200 MOONFIELD DR.	HOHMANN BUILDERS ASCHER

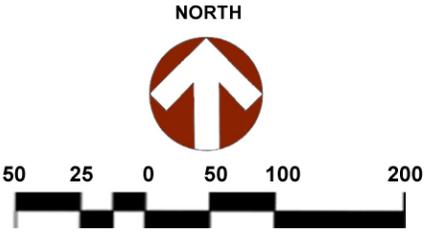
PROJECT STATUS MAP

Pinewood Heights Phase III Redevelopment Project

Town of Smithfield, Virginia

LEGEND

-  PHASE III BOUNDARY
- STATUS:**
-  PRELIM ACQ LETTER RECEIVED BY OWNER
-  APPRAISAL COMPLETE
-  OFFER TO PURCHASE ACCEPTED
-  ACQUISITION COMPLETE
-  RELOCATION IN PROCESS
-  RELOCATION COMPLETE
-  READY FOR DEMOLITION/DEMO PREP
-  OWNER OCCUPIED
-  RENTER OCCUPIED
-  SECTION 8 TENANT
-  VACANT STRUCTURE



GRAPHIC SCALE IN FEET

SUMMIT DESIGN AND ENGINEERING SERVICES
RICHMOND, VIRGINIA

February 2019

PERMANENT RELOCATION MONTHLY PROGRESS REPORT FOR FEBRUARY, 2019

Locality: Smithfield Town

Contract #: 15-10

Prepared by: Michael Paul Dodson

Project Name: Pinewood Heights Phase 3

Date: February 15, 2019

FINANCIALS			
CDBG Contract Amount:	<u>\$1,000,000</u>	Local Leverage Amount:	<u>\$1,323,335</u>
CDBG Amount Obligated:	<u>\$1,000,000</u>	Local Leverage Amount Obligated:	<u>\$1,169,750</u>
CDBG Amount Expended:	<u>\$ 999,100</u>	Local Leverage Amount Expended:	<u>\$1,169,750</u>

CUMULATIVE RELOCATION PROGRESS			
# of appraisals done?	<u>18 of 18</u>	# of homeownership counseling done?	<u>18 of 18</u>
# of homes acquired?	<u>18 of 18</u>	# of housing inspections done?	<u>16 of 18</u>
# of vacant lots acquired?	<u>2 of 2</u>	# of owner-occupied relocations done?	<u>5 of 5</u>
# of demolitions done?	<u>8 of 18</u>	# of market-rate relocations done?	<u>7 of 8</u>
Clearance completed?	<u>8 of 18</u>	# of Section 8 relocations done?	<u>2 of 4</u>

ADMINISTRATIVE ACTIVITY

Date Project Sign Erected: 11/30/2015

Date of last Management Team meeting: 10/30/2018

Date annual Project Area Clean-Up Session done: 11/28/2015

Date annual Fair Housing activity done: 12/04/2018

TA Site Visit Requested: Yes No

Is project on schedule as shown in timeline? Yes No If no, update will be uploaded by: ____/____/____

Is the project proceeding within budget? Yes No If no, update will be uploaded by: ____/____/____

Status: What project activities will occur in next 60 days? Will they be completed on time? Are problems anticipated or occurring?
 The Town has acquired all homes and the two vacant lots in the project area. A new rental unit for the Section 8 renters at 27B Jamestown has been located. They are painting and putting new carpet the unit with the hope for relocation by Feb 1st. Relocation has been delayed as snow/rain delayed work. Ms. Wiggins is assisting the heir resident at 37 Jamestown Avenue with her relocation. Suffolk RHA is actively working to relocate their renter at 22 Jamestown. The Town is working, as well, with the last market rate tenant ensure all relocations are completed. Finding affordable and qualified (passes Section 8 inspected) units is not easy in Smithfield. Demolition work underway at 23/24 (utils disconnect/boarding) Jamestown. Future demolitions will occur as duplex units become vacant. 6 month extension was requested and approved.

Are problems anticipated? None
Project Specific Products:

Other comments: None

Owner-Occupied Acquisition (Goal=5)

Owner Occupied Homes

1) 21 Jamestown 2) 23 Jamestown 3) 33 Jamestown 4) 36 Jamestown 5) 38 Jamestown

Preliminary Acquisition Letters Sent 5

1) 21 Jamestown 2) 23 Jamestown 3) 33 Jamestown 4) 36 Jamestown 5) 38 Jamestown

Appraisals Completed 5

1) 21 Jamestown 2) 23 Jamestown 3) 33 Jamestown 4) 36 Jamestown 5) 38 Jamestown

Review Appraisals Completed 5

1) 21 Jamestown 2) 23 Jamestown 3) 33 Jamestown 4) 36 Jamestown 5) 38 Jamestown

Offer to Purchase Letters Sent 5

1) 21 Jamestown 2) 23 Jamestown 3) 33 Jamestown 4) 36 Jamestown 5) 38 Jamestown

Offers Accepted 5

1) 21 Jamestown 2) 23 Jamestown 3) 33 Jamestown 4) 36 Jamestown 5) 38 Jamestown

Properties Closed On 5

1) 21 Jamestown 2) 23 Jamestown 3) 33 Jamestown 4) 36 Jamestown 5) 38 Jamestown

Heir (Vacant) Acquisition (Goal=1)

Heir (Vacant) Homes

1) 37 Jamestown

Preliminary Acquisition Letters Sent 1

1) 37 Jamestown

Appraisals Completed 1

1) 37 Jamestown

Review Appraisals Completed 1

1) 37 Jamestown

Offer to Purchase Letters Sent 1

1) 37 Jamestown

Offers Accepted 1

1) 37 Jamestown

Properties Closed On 1

1) 37 Jamestown

Tenant-Occupied Acquisition (Goal=12)

Tenant Occupied Homes

1) 22 Jamestown 2) 24 Jamestown 3) 25 Jamestown 4) 26 Jamestown 5) 27A Jamestown 6) 27B Jamestown

7) 28A Jamestown 8) 28B Jamestown 9) 31 Jamestown 10) 32 Jamestown 11) 34 Jamestown 12) 35 Jamestown

Preliminary Acquisition Letters Sent 12

1) 22 Jamestown 2) 24 Jamestown 3) 25 Jamestown 4) 26 Jamestown 5) 27A Jamestown 6) 27B Jamestown

7) 28A Jamestown 8) 28B Jamestown 9) 31 Jamestown 10) 32 Jamestown 11) 34 Jamestown 12) 35 Jamestown

Appraisals Completed 12

1) 22 Jamestown 2) 24 Jamestown 3) 25 Jamestown 4) 26 Jamestown 5) 27A Jamestown 6) 27B Jamestown

7) 28A Jamestown 8) 28B Jamestown 9) 31 Jamestown 10) 32 Jamestown 11) 34 Jamestown 12) 35 Jamestown

Review Appraisals Completed 12

- 1) 22 Jamestown 2) 24 Jamestown 3) 25 Jamestown 4) 26 Jamestown 5) 27A Jamestown 6) 27B Jamestown
- 7) 28A Jamestown 8) 28B Jamestown 9) 31 Jamestown 10) 32 Jamestown 11) 34 Jamestown 12) 35 Jamestown

Offer to Purchase Letters Sent 12

- 1) 22 Jamestown 2) 24 Jamestown 3) 25 Jamestown 4) 26 Jamestown 5) 27A Jamestown 6) 27B Jamestown
- 7) 28A Jamestown 8) 28B Jamestown 9) 31 Jamestown 10) 32 Jamestown 11) 34 Jamestown 12) 35 Jamestown

Offers Accepted 12

- 1) 22 Jamestown 2) 24 Jamestown 3) 25 Jamestown 4) 26 Jamestown 5) 27A Jamestown 6) 27B Jamestown
- 7) 28A Jamestown 8) 28B Jamestown 9) 31 Jamestown 10) 32 Jamestown 11) 34 Jamestown 12) 35 Jamestown

Properties Closed On 12

- 1) 22 Jamestown 2) 24 Jamestown 3) 25 Jamestown 4) 26 Jamestown 5) 27A Jamestown 6) 27B Jamestown
- 7) 28A Jamestown 8) 28B Jamestown 9) 31 Jamestown 10) 32 Jamestown 11) 34 Jamestown 12) 35 Jamestown

Owner-Occupied Relocation (Goal=5)

Owner Occupied Homes

- 1) 21 Jamestown 2) 23 Jamestown 3) 33 Jamestown 4) 36 Jamestown 5) 38 Jamestown

Household Surveys Completed 5

- 1) 21 Jamestown 2) 23 Jamestown 3) 33 Jamestown 4) 36 Jamestown 5) 38 Jamestown

Income Verifications Completed 5

- 1) 21 Jamestown 2) 23 Jamestown 3) 33 Jamestown 4) 36 Jamestown 5) 38 Jamestown

Eligibility of Relocation Letters Sent 5

- 1) 21 Jamestown 2) 23 Jamestown 3) 33 Jamestown 4) 36 Jamestown 5) 38 Jamestown

Comparable Units Found and Inspected 5

- 1) 21 Jamestown 2) 23 Jamestown 3) 33 Jamestown 4) 36 Jamestown 5) 38 Jamestown

Households Relocated 5

- 1) 21 Jamestown 2) 23 Jamestown 3) 33 Jamestown 4) 36 Jamestown 5) 38 Jamestown

Market-Rate, Renter-Occupied Relocation (Goal=8)

Market-Rate Occupied Homes

- 1) 24 Jamestown 2) 25 Jamestown 3) 26 Jamestown 4) 28A Jamestown 5) 28B Jamestown 6) 31 Jamestown
- 7) 34 Jamestown 8) 35 Jamestown

Household Surveys Completed 8

- 1) 24 Jamestown 2) 25 Jamestown 3) 26 Jamestown 4) 28A Jamestown 5) 28B Jamestown 6) 31 Jamestown
- 7) 34 Jamestown 8) 35 Jamestown

Income Verified 8

- 1) 24 Jamestown 2) 25 Jamestown 3) 26 Jamestown 4) 28A Jamestown 5) 28B Jamestown 6) 31 Jamestown
- 7) 34 Jamestown 8) 35 Jamestown

Eligibility of Relocation Letters Sent 8

- 1) 24 Jamestown 2) 25 Jamestown 3) 26 Jamestown 4) 28A Jamestown 5) 28B Jamestown 6) 31 Jamestown
- 7) 34 Jamestown 8) 35 Jamestown

Comparable Units Found and Inspected 8

- 1) 24 Jamestown 2) 25 Jamestown 3) 26 Jamestown 4) 28A Jamestown 5) 28B Jamestown 6) 31 Jamestown
- 7) 34 Jamestown 8) 35 Jamestown

Households Relocated 7

- 1) 24 Jamestown 2) 25 Jamestown 3) 28A Jamestown 4) 28B Jamestown 5) 31Jamestown 6) 34 Jamestown
- 7) 35 Jamestown

Section 8, Renter-Occupied Relocation (Goal=4)

Section 8 Occupied Homes

- 1) 22 Jamestown 2) 27A Jamestown 3) 27B Jamestown 4) 32 Jamestown

Household Surveys Completed 4

- 1) 22 Jamestown 2) 27A Jamestown 3) 27B Jamestown 4) 32 Jamestown

Income Verifications Completed 4

- 1) 22 Jamestown 2) 27A Jamestown 3) 27B Jamestown 4) 32 Jamestown

Eligibility of Relocation Letters Sent 4

- 1) 22 Jamestown 2) 27A Jamestown 3) 27B Jamestown 4) 32 Jamestown

Comparable Units Found and Inspected 4

- 1) 22 Jamestown 2) 27A Jamestown 3) 27B Jamestown 4) 32 Jamestown

Households Relocated 2

- 1) 27A Jamestown 2) 32 Jamestown

Demolition (Goal=18)

Units to be Demolished

- 1) 21 Jamestown 2) 22 Jamestown 3) 23 Jamestown 4) 24 Jamestown 5) 25 Jamestown 6) 26 Jamestown
- 7) 27A Jamestown 8) 27B Jamestown 9) 28A Jamestown 10) 28B Jamestown 11) 31 Jamestown 12) 32 Jamestown
- 13) 33 Jamestown 14) 34 Jamestown 15) 35 Jamestown 16) 36 Jamestown 17) 37 Jamestown 18) 38 Jamestown

Units that have been Demolished 10

- 1) 23 Jamestown 2) 24 Jamestown 3) 28A Jamestown 4) 28B Jamestown 5) 31 Jamestown 6) 32 Jamestown
- 7) 33 Jamestown 8) 34 Jamestown 9) 35 Jamestown 10) 36 Jamestown