

SMITHFIELD TOWN COUNCIL AGENDA
November 6th, 2018 at 7:30 p.m.
Held at Smithfield Center, 220 N. Church Street



A. INFORMATIONAL SECTION:

1. Manager's Report
 - a. October Activity Report

B. UPCOMING MEETINGS AND ACTIVITIES:

- | | | |
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| November 6 | - | 7:30 p.m. – Town Council Meeting |
| November 12 | - | Town Offices Closed in Observance of Veterans Day |
| November 13 | - | 6:30 p.m. – Planning Commission Meeting |
| November 20 | - | 6:30 p.m. – Board of Historic and Architectural Review |
| November 21 | - | Town Offices Close at Noon for the Thanksgiving Holiday |
| November 22 & 23 | - | Town Offices Closed for the Thanksgiving Holiday |
| November 26 | - | 3:00 p.m. – Town Council Committee Meetings (Consecutive)
Police Committee
Water and Sewer Committee
Finance Committee |
| November 27 | - | 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. Proclamation recognizing November 11th – 17th as Nurse Practitioner's Week
- b. 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.

ACTION SECTION

1. **PUBLIC HEARING: Wharf Hill Dumpster**
 - a. Presentation by Mr. William H. Riddick, III, Town Attorney
 - b. Applicants Presentation
 - c. Open Public Hearing
 - d. Close Public Hearing

2. **New Business:**
 - a. **Motion to Approve License Agreement Between Wharf Hill Brewing Company, LLC and the Town of Smithfield for Dumpster** **TAB # 2**
Public Buildings and Welfare Committee Chair, Ms. Valerie C. Butler
 - b. **Motion to Request Town Office Closure from 9 a.m. to 2 p.m. on December 7th for Employee Training Day and Holiday Luncheon**
Mr. Brian S. Thrower, Town Manager

3. **Motion to Approve the Town Council Meeting Minutes of October 9th, 2018**
William H. Riddick, III, Town Attorney

4. **Old Business:**

5. **Closed Session: Consultation with Legal Counsel Regarding Specific Legal Matters Requiring the Provision of Legal Advice Pursuant to Section 2.2-37811A(8) of the Code of Virginia**

6. **Adjournment**

November 2, 2018

TO: SMITHFIELD TOWN COUNCIL

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

SUBJECT: MONTHLY ACTIVITY REPORT – OCTOBER 2018

DIRECTOR OF HUMAN RESOURCES:

- a. Conducted New hire Orientation for:
 - John Settle – Planning & Zoning Administrator – Week of October 9th
 - Nicole Williams – Treasury Assistant, Tax – Week of October 15th
- b. Conducted Interviews for:
 - Patrol Officer Positions
 - Treasury Assistant – Tax
- c. Recruited for:
 - Compliance Administrator Position
- d. Worked with various property liability claims with VML Insurance
- e. Worked with various workers compensation claims with VML Insurance
- f. Worked on continued compliance with the Bloodborne Pathogens Standard
- g. Participated in Public Works Accreditation Process – October 4th & 5th
- h. Attended VML Workshop in Williamsburg on October 11th
- i. Participated in Webinar on Accident Review Committees on October 16th
- j. Initiated process to move to online enrollment for health insurance benefits.
- k. Prepared and submitted response to VML's Safety Audit
- l. Utilized a pre-planned sick day on October 23rd
- m. Submitted 100% compliance with VML Risk Management Guidelines

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 October Town Council Committee Agenda and the November Town Council Agenda
- c. Attended Joint Intergovernmental Meeting between Isle of Wight County, Windsor and Smithfield, October 11th.
- d. Attended Town Council Committee meetings on October 22nd and 23rd and prepared summary reports from all.
- e. Attended Pinewood Heights Management Team Meeting on October 30th.
- f. Attended Pinewood Heights Phase Neighborhood Meeting to Kick-off Phase IV, October 30th.
- g. Continue to work on records management projects.

TREASURER'S OFFICE:

- a. Worked with Ashley Rogers and Barbara Hunter to hold interviews on October 1st and 2nd for the vacant Treasury Assistant (Tax) position. An offer was made to Nicole Williams, and she started work on October 15.
- b. Participated in Public Works Re-Accreditation Site Visit on October 4.
- c. Attended VML VACO Virginia Investment Pool annual meeting in Richmond on October 12.
- d. Prepared bank reconciliations and financial statements to present cash balances and financial reports to the Town Council at the October 22 finance committee meeting.
- e. Participated in VMLIP training webinar on October 24.
- f. Attended Pinewood Heights Management Team Meeting on October 30.
- g. Attended retirement luncheon for Officer Clay Seamster on October 31.
- h. Mailed annual real estate tax bills on October 31. The personal property file was completed on October 31 and is being processed for release.

PUBLIC WORKS:

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. 1800 Magruder Rd. clean sewer lateral with sewer machine.

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. Lakeside pump station has an electrical problem with pump 2. REW to check it out.
- C. Minton Way pump station pump 2 is bad. Have a bypass pump in place.

4. Water line Repairs and Maintenance

- A. Water service repairs: 504 Williamsburg Ave.
126 Talbert Dr.
415 Watson Dr.
113 St. James
Sykes Court

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

- 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. Calibrated all flow meters.
- E. Greased RO Booster Pump, Lime Agitator, Lime gear Box.
- F. Staff prepared the plant for Hurricane Michael.
- G. Changed oil in truck 11 and truck 15.

7. Miscellaneous

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

PLANNING AND ZONING

1. Planning Commission – October 9, 2018

- A. Entrance Corridor Overlay District Design Review – 200 Vincent’s Crossing, Hampton Inn – Smithfield Hotel LLC and Michael Pisa, Alliance Signs of Virginia LLC, applicants – Signs approved, architectural lighting tabled.

2. Rezoning Applications under review

- None.

3. Special Use Permit Applications under review

- A. Moody Properties, Inc., Nelson Moody – Carver Avenue - Contractor Yard with outdoor storage.

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)
C. 305 Smithfield Boulevard (5% complete)

6. Board of Historic & Architectural Review – October 16, 2018

- A. Dormer Color Change - 107 Thomas Street - Contributing - T. Vicky Adams, applicant - Denied.
B. Color Change, Window Change, and Front Porch Style Change - 338 Main Street - Contributing - Joseph McCain, applicant - Approved with conditions.
C. Siding Change - 220 Astrid Street - Non-Contributing - Mary Donovan, applicant - Denied
D. Dumpster Enclosure - Public Parking Lot, Corner of Main Street and Commerce Street - No Designation - W. Lee Duncan, applicant- Approved
Public Parking Signs Change - Various Downtown Locations - No Designation - Smithfield 2020, Rick Bodson, applicants - Approved

7. Board of Zoning Appeals – October 16, 2018

- No Meeting Held

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 completed the milling and overlay of Main Street from Church Street to Institute Street. Contractor has reinstalled the brick crosswalks. Contractor has completed installation of pea gravel surface from Church Street to Institute Street. Further, the contractor has removed the majority of the excess gravel from Main Street and intends to make the necessary adjustments to the brick paver crosswalks following the Christmas holiday events on Main Street.
3. Erosion & Sedimentation control field inspections for single family dwellings were performed at 24 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. Approval of right-of-way acquisition by VDOT has now been received and the project is now moving forward in regards to the bidding process. A bid opening is scheduled for November 29, 2018.
 - B. UPC: 110508 Bennis Church / Route 258 / Route 10 Bypass Intersection – Alternative Analysis. Traffic analysis has been under taken and is under review. A meeting with the engineer has been held where a discussion of several interchange options were reviewed. Comments and concerns were expressed and the engineer is now revising the options accordingly.
 - 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.
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, final completion walk through is being scheduled.
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.

**COMMITTEE
SUMMARY REPORTS**

November 2, 2018

TO: SMITHFIELD TOWN COUNCIL

FROM: LESLEY G. KING
TOWN CLERK

SUBJECT: INFORMATIONAL REPORT FOR THE POLICE COMMITTEE MEETING
HELD ON MONDAY, OCTOBER 22ND, 2018

The Police Committee met Monday, October 22nd, 2018 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; 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 H. Riddick, III, Town Attorney; Mr. Alonzo Howell, Chief of Police; Ms. Amy Novak, Director of Parks and Recreation; Mr. William G. Saunders, IV, Director of Planning Engineering and Public Works; Mr. Wayne Griffin, Town Engineer; and Ms. Judy Winslow, Director of Tourism. Also in attendance was Mr. Rick Bodson of Smithfield 2020. The media was represented by Mr. Frederic Lee of The Smithfield Times.

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

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

1. Street Closure Request for the 2018 Holiday Evening Market on Saturday, November 17th, 2018 - Ms. Novak stated that this is the town's annual holiday evening market. It has been moved to November this year with the hope to get business from some of the earlier holiday shoppers. The hours are the same as in past years from 4 pm to 8 pm. The street closure will begin at 2 pm to give the vendors time to set up. A rain date of December 15th has been scheduled. Committee had no concerns in regards to the closure and would recommend sending it to Town Council for consideration.

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

1. Public Comment – Gloria Epps and Jordan Holland of Workout Anytime 24-Hour Gym and Fitness Center located at 1282 Smithfield Plaza shopping center was present to introduce themselves. Their grand opening was in June and they would like to encourage everyone to come out and tryout their fitness center. Ms. Epps stated that the gym is open 24/7; however their staff

is there from 9 am to 9 pm Monday thru Thursday, 9 am to 5 pm on Friday and Saturdays and 1 pm to 3 pm on Sundays. Mrs. Tynes thanked Ms. Epps for bringing her business to the Town of Smithfield.

2. Operational Updates – Chief Howell reported that in the form of operational updates he does not have much to report. He stated that Officer Clay Seamster will be retiring from employment with the Town of Smithfield on October 31st. A luncheon has been planned for Officer Seamster on that date from 11:30 am to 1:30 pm and all of Council is invited to come and fellowship with the department and wish him well. The Police Department is also gearing up that same day for the “Safe Halloween Trick or Treat” event downtown from 5:30 pm to 8:00 pm. Chief Howell also mentioned that November 3rd is the date for the Annual Top Cop Banquet, which will be held in Virginia Beach this year. Officer William Wooley will be recognized for his accomplishments over the past year as Smithfield’s Top Cop. Chief Howell stated that during the month of November the appearance of many of the officers will change. The “No Shave November” is a fundraiser for the officers that wish to raise money to ride in the Law Enforcement United Road to Hope Bike Tour that comes through town to Washington DC. Officers participating will pay \$1 per day for every day they go without shaving during November. The ladies in the office that wish to participate will pay \$1 per day to wear blue jeans and a collared shirt. Mr. Hall asked if any of the town units would be participating in the unity tour. Chief Howell stated Sergeant Phillips and Sergeant Powell were the officers that participated last year so he anticipates they will be the two participating this year. Mayor Williams mentioned that he would like to see the officers that are attending events downtown during the hot summer month be able to wear a cooler form of a uniform. He stated that Isle of Wight Rescue and the Smithfield Volunteer Fire Department wear shorts with white polo style shirts. Mrs. Tynes stated that she has spoken to Chief Howell about putting money in the budget for next year that could be used to purchase summer uniforms. Chief Howell explained that they have made some modification already to their uniforms. At this time their vest are able to be removed when they are in the office because it is worn on the outside of their uniform rather than under. He also explained that even though the uniform is still dark in color it is made of a lighter weight material. This is something that they will continue to look at because uniforms are quite expensive. Mrs. Tynes stated that she would like to see the officers have an option of being able to dress in a cooler uniform during the hot summer months. The Town Manager stated that before we go down this road he would like to do an inquiry through the Virginia Local Government Academy to see what other jurisdictions allow. He does not know of any localities that allow shorts to be worn by police officers. Chief Howell stated that he has seen some of the utility type uniforms that are worn during the summer months and he feels it does not look very professional. Mrs. Tynes expressed that if possible she would like for them to consider cooler uniforms would be worn only during special events. Committee thanked Chief Howell for the update.

The meeting adjourned at 3:14 p.m.

November 2, 2018

TO: SMITHFIELD TOWN COUNCIL

FROM: LESLEY G. KING
TOWN CLERK

SUBJECT: INFORMATIONAL REPORT FOR THE WATER & SEWER COMMITTEE
MEETING HELD ON MONDAY, OCTOBER 22ND, 2018.

The Water & Sewer Committee held a meeting on Monday, October 22nd, 2018 at 3:14 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. 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. Wayne Griffin, Town Engineer; Ms. Amy Novak, Director of Parks and Recreation; and Ms. Judy Winslow, Director of Tourism. Also in attendance was Mr. Rick Bodson of Smithfield 2020. The media was represented by Mr. Frederic Lee of The Smithfield Times.

Water and Sewer Committee Chair, Mr. Michael 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 mentioned that October's activity report would be included the Town Council agenda packet next week. Vice Mayor Smith asked if staff could give an update on the water treatment facility. Mr. Saunders stated that at this time we are primarily using Well # 10 and only using Well # 8A as a backup. Well # 8A is the well that was silting up the pretreatment filters after the liner was pulled, painted and reinserted. Because we are only using Well # 8A as a backup we are not silting up the pretreatment filter as we were before. Staff is starting to work on the Capital Improvement Plan (CIP) that will be brought to Town Council during the next budget cycle. A solution to Well # 8A will definitely be something that will be revisited in the CIP. Ideally, staff would like to see both wells working equally to keep the wear and tear equal on both wells rather than have a primary and a secondary until we can get Well # 8A back in normal operating condition. Mayor Williams stated that it is his understanding that the right turn lane project has been approved and will be going out to bid soon. Mr. Saunders stated that the town has received a notice to proceed based on right-of way acquisition being wrapped up. Mayor Williams asked staff where we are with the sewer line going in at the entrance of the Joseph W. Luter, Jr. Sports Complex. Mr. Saunders stated that the installation of the sewer line, water lines, service lines, lateral lines to all the adjacent properties,

and the sidewalks are all part of the overall right turn lane project. Mr. Saunders stated that also included in this project is a professional inspection service that will be out there anytime work is being done to check the standards of all the material and make sure work is being performed by the specs. Mr. Saunders stated that VDOT has already reviewed the Invitation for Bid (IFB) documentation that was created with the plans and the scope of cost. Kimley Horn Associates has said that it will take them about a week to update these documents with all the appropriate dates. Staff is hopeful that the IFB will be advertised on Monday, October 29th. It will be advertised for 30 days and bids will be opened on Thursday, November 29th. Mr. Saunders mentioned that staff will be working with utilities concurrently with the advertisement. As soon as the plat goes to record and Verizon has their easements dedicated they can begin their work. Committee thanked Mr. Saunders for the update.

Meeting adjourned at 3:22 p.m.

November 2, 2018

TO: SMITHFIELD TOWN COUNCIL

FROM: LESLEY G. KING
TOWN CLERK

SUBJECT: INFORMATIONAL REPORT FOR THE FINANCE COMMITTEE MEETING
HELD ON MONDAY, OCTOBER 22ND, 2018

The Finance Committee met on Monday, October 22nd, 2018 at 3:23 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 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. Wayne Griffin, Town Engineer; Ms. Amy Novak, Director of Parks and Recreation; and Ms. Judy Winslow, Director of Tourism. Also in attendance was Mr. Rick Bodson of Smithfield 2020. 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. Additional Item Discussed: Closure of Isle of Wight County Museum Account - Some discussion was held on eliminating the Isle of Wight County Museum account. At this time it only reflects income because there are no expenses coming out of this fund. All expenses are paid through the town's General Fund. Ms. Minga suggested that if committee wishes to keep the account then she would recommend adjusting the balance down to their inventory balance at the end of each year. The consensus from committee was to eliminate the museum account sense it no longer serves a purpose. Ms. Minga stated that she would need authorization from Town Council to close the account. This item will be placed on Town Council's consent agenda for authorization to close the Isle of Wight County Museum account.

2. Invoices Over \$10,000 Requiring Council Authorization:

a. Smithfield Volunteer Fire Department \$ 27,998.00

This invoice is for the Fire Department's pass through funds from the state. Committee recommends approval on invoice.

b. Blair Brothers, Inc. \$205,560.00

This invoice is for the paving of the 100 and 200 block of Main Street. Mr. Pack asked staff to give him a breakdown on what funds will be used to pay for this project. Mr. Griffin reported that the chip and seal portion of the project, in the amount of \$38,627 as well as the crosswalks in the amount of \$73,464 will be paid for through the town's General Fund. The overlay work that was done to VDOT's standards, in the amount of \$93,469, will be paid for through Highway Funds. Mr. Saunders stated that it has been determined that the crosswalks will need to be redone so Blair Brothers is working up a plan to finish out the project. At this time the town does not want Main Street to be closed for any kind of work until after the holidays. Staff is proposing that Blair Brothers use flaggers to close one lane at a time and one crosswalk at a time. At this time the subcontractor would rather wait until after the holidays so that he can work on a whole crosswalk at one time. The subcontractor doing the crosswalks wants to take the sand sub base out and put moon dust in because they feel like that will compact better. Mr. Saunders stated there has been a lot of complaints about the dust from the chip and seal that was put down over the VDOT standard paving. Mr. Saunders stated that staff feels the chip and seal portion was done appropriately; however it will take more time to work all the loose stone and dust off of Main Street. Mr. Saunders stated that he recommends that the town move forward with paying for the milling and overlay portion of the invoice in the amount of \$93,469. This portion has been completed and was done to our satisfaction. He would recommend the amount of \$73,464 for the crosswalks to be withheld from paying at this time. He stated that in regards to the chip and seal portion of the invoice he would leave that up to Town Council if any of that is withheld at this time. After some discussion the consensus from committee was to pay approximately 75% (\$29,000) of the chip and seal portion of the invoice. The remainder will be paid in a couple of months once staff feels that the bulk of the loose stone has been removed from Main Street. The total going to Town Council for consideration at their November 6th meeting is \$122,469.

c. Isle of Wight County FY 2017/2018 Tourism True-up \$105,568.00

d. Isle of Wight County FY 2017/2018 E911 True-up \$ 92,887.38

Ms. Minga reported that the town received both true-ups for Tourism and E911 from Isle of Wight County. Tourism came in \$10,928 less than what was budgeted and the E911 came in \$10,343 less than what was budgeted for a total savings of \$26,102. Committee recommends approval of Isle of Wight County true-ups for both Tourism and E911.

3. Accept Improvements of Caretaker's House and New Barns at Windsor Castle Park - Ms. Minga stated that in the past the Town Council has always formally accepted any improvements to our properties. At this time the only thing that she is showing for fiscal year 2018 is the contribution that the town made to Historic Windsor Castle Restoration, LLC to be used towards the improvements. The acceptance of the improvements to the caretaker's house and the two new barns will allow her to get these improvements on the town's books as a fixed asset. This item will be placed on Council's agenda to formally accept the above mentioned improvements.

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

1. September Financial Statements – Ms. Minga reported that at this time the town is still showing some limited revenues in the first quarter of the fiscal year. A lot of the revenues that we receive in July and August were accrued for last fiscal year. Personal Property and Real Estate bills are being processed at this time and should be mailed out to residents by the end of next week. On the expense side there was a line item added to some departments for storm expense in preparation for Hurricane Michael. Ms. Minga mentioned that most dues and subscriptions are paid for during the first quarter of the fiscal year so they are trending high; however they typically come in within budget. Under Sewer Maintenance the town has had a few expensive items from Wood Equipment and Sydnor Hydro for the first part of the fiscal year in regards to submersible pumps and impellers. They are under the \$5,000 capital threshold so they are expensed. Ms. Minga reported that availability fees and connection fees are trending very high. We are already at 72% of budget which is an indication of development. Highway is funded by the state and the town bases its numbers on prior year because the town does not receive notification on the amount it will be. First quarter came in higher than budgeted so when this differential is applied to all four quarters the town should have a little over \$54,000 more to expend than what was originally budgeted for highway and maintenance. Committee thanked Ms. Minga for the update.

2. September Cash Balances / VML Investment Pool Update — Ms. Minga reported that in regards to cash balances the town ended the month \$67,048 higher than the previous month. The Water Fund is up \$238,831 for collection of sewer fees that need to be paid back. This amount will decrease next month. The Sewer Fund was down \$115,814 from paying out some invoices and not actually receiving the cash. HRSD pays all the money to the Water Fund and then it needs to be distributed on the towns end from the water account to the appropriate accounts which includes the escrows from debt service and sewer compliance. Highway is down \$107,770 which is money from the state that is deposited in the General Fund and it is distributed as it is needed. General Fund is up \$51,802. The South Church Street account has been closed so this is the last month that it will appear on the report. Ms. Minga reported that in regards to the Virginia Investment Pool (VIP) the town has an ending market of \$513,345 which is an unrealized loss for the month. She asked that everyone keep in mind that the market value is still \$13,345 higher than our initial investment. VIP is currently having an independent third party do an evaluation of the goals and objectives of the overall fund. Water = \$681,067.66; Water Debt Service = \$674,927.24; Water Capital Escrow Availability Fees = \$543,078.47; Water Treatment Plant Escrow = \$11,608.83; Water Deposit Account = \$86,204.49; Water Development Escrow = \$128,742.84; **Subtotal Water = \$2,125,629.53.** Sewer = \$111,351.29; Sewer Development Escrow = \$390,661.96; Sewer Capital Escrow Availability Fees = \$864,834.31; Sewer Compliance = \$2,396,463.87; **Subtotal Sewer = \$3,763,311.43.** **Highway = \$429,348.36.** General Fund = \$4,979,365.77; Payroll = \$122,180.62; Money Market General Fund Towne Bank = \$2,210.59; Business Super NOW-General Fund = \$34,119.73; Money Market General Fund Farmers Bank = \$295,351.69; General Fund Capital Escrow = \$706,602.92; Certificate of Deposit = \$527,026.18; Certificate of Deposit Police Dept = \$37,048.69; Special Project Account = \$30,965.73; Pinewood Heights Escrow = \$66,003.81; SNAP Program = \$2,218.75; Museum Account = \$185,806.71; Windsor Castle Acct \$89,478.00; **Subtotal General Fund = \$7,078,379.19. TOTAL ALL FUNDS = \$13,396,668.51.**

3. Additional Item Discussed: Possible Date Change for Committees September 2019 - Mr. Pack stated that he spoke to a group on Friday that would like to bring a large conference of approximately 225 attendees to the Smithfield Center in September 2019. Their ideal dates would be September 23rd, 24th and 25th which fall at the same time as our committee meetings here at the Center. They have asked if the town would consider moving our committee meetings to another date to accommodate them here at the Smithfield Center during those dates. At this time they have not committed to the Smithfield Center or anyone else here in town. Mr. Pack stated that at this point we do not need to take action but wanted to know if Town Council would consider moving our committee date next year to allow the center to be rented for a large conference. He explained that this conference has been held at the Williamsburg Lodge for the last couple of years and they are looking for a new location that would have a small town feel and appearance. Committee agreed to consider moving their committees if the conference does commit to using the Smithfield Center during their regularly scheduled week.

Meeting Adjourned at 3:55 p.m.

November 2, 2018

TO: SMITHFIELD TOWN COUNCIL

FROM: LESLEY G. KING
TOWN CLERK

SUBJECT: INFORMATIONAL REPORT FOR THE PARKS AND RECREATION COMMITTEE
MEETING HELD ON TUESDAY, OCTOBER 23RD, 2018

The Parks and Recreation Committee held a meeting on Tuesday, October 23rd, 2018 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. Michael G. Smith, Vice Mayor; Mr. Randy Pack, Mrs. Denise N. Tynes and Mr. T. Carter Williams, Mayor. Staff members present were Mr. Brian S. Thrower, Town Manager; Ms. Lesley King, Town Clerk; Mr. William H. Riddick, III, Town Attorney; Ms. Amy Novak, Director of Parks and Recreation; Mr. William Saunders, Director of Planning Engineering and Public Works; Mr. Wayne Griffin, Town Engineer; and Ms. Judy Winslow, Director of Tourism. Also in attendance was Mr. Rick Bodson of Smithfield 2020. 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. Proposed Weekday Pricing for Windsor Castle Manor Grounds – Ms. Novak stated that Town Council previously approved the pricing for the Windsor Castle Manor House grounds; however the proposal today is to add a weekday rate. The standard public rate of \$600 would apply when booked Monday through Thursday for one day. The suggested resident rate would be \$550. Staff is recommending approval of these weekday rates. There were no concerns from committee. This item will be placed on Town Council's November 6th agenda for consideration.

2. Car Shows on Main Street – Smithfield 2020 – Mr. Bodson stated that this item was presented and discussed by one of the shop owners along Main Street at last month's committee meetings. Smithfield 12020 has also discussed it and he has been asked by the Smithfield 2020 team to make a request to Town Council. As you may recall from Mr. McCain's comments the car show that was hosted in the 300 block of Main Street last month brought to the light the issues of car shows downtown. First, the participants and the attendees do not frequent the shops enough to make an impact. Second, they obstruct the sidewalks in front as the shops. And third, the organizers cannot control the participants and they leave during the event which becomes a

pedestrian safety issue. Smithfield 2020 has poled the merchants to confirm the issues that were mentioned above. Mr. Bodson stated that Smithfield 2020 would like the town's Special Events Committee to recommend incentives for the organizers of the car shows to have them at other venues other than Main Street. These location could be Smithfield Center parking lot or Windsor Castle Park. Ms. Novak stated that the incentive is that they would not have to pay for town services when they use venues that do not close down streets. There was also another suggestion made that the new Joseph W. Luter, Jr. Sports Complex could potentially be used to host a car show. Mr. Pack stated that he had spoken to the organizer of the upcoming car show and after a fairly lengthy conversation he appeared to be okay with moving to another venue. Any car show would look really cool between the barns at Windsor Castle Park. It would be a very unique backdrop. Discussion was not held on what it would cost him to have his event at this location. Currently, this particular car show will be paying \$850 to have their car show on Main Street. This fee includes the use of town services only. If the car show was moved to Windsor Castle Park it is probably not a whole lot of cost savings because now you have the venue cost rather than the cost for town services. Ms. Novak stated that he would be charged the open to the public rate and based on his car registration price of 5% and a portion of the venue rental fee. After calculating the cost of a weekend rental at Windsor Castle Park it would be just as much to the car show organizers than paying for town services on Main Street. Mr. Pack asked what the cost would be to host the car shows in the parking lot of the Smithfield Center. Ms. Novak stated that she does not have a rate for the use of the Smithfield Center parking lot so there would be no cost. They would only need to find an available date where nothing else is happening at the Smithfield Center. There was continued discussion on how to make the location of car shows in town better for everyone. Ms. Butler mentioned that in previous meetings the town was looking at moving car show events away from Main Street. Ms. Novak stated that from a safety aspect she would like to see them moved before we have an incident that reflects poorly on all of our outside events and festivals. Staff needs to make sure they are done right and staffed appropriately. The Town Manager stated that staff would like to start doing this administratively as long as Town Council is comfortable with staff handling these events administratively. The Town Attorney explained that this comes to Town Council for approval because it is a request to have the street closed. Streets can only be closed at the direction of Town Council. Handed out at the meeting was a Special Events Statement concerning request to close Main Street. It reads as follows: "With Public Safety our top concern in the Town of Smithfield, we will no longer approve special event request to close Main Street, with the exception of town or county sponsored events where law enforcement can be adequately staffed to maintain a safe and secure event". Mr. Pack with the exception of town and county events are there any other private events that take place along Main Street other than car shows? There are a number of race events that are handled administratively for traffic assistance because the streets are not closed. Mayor Williams stated that when complaints are made they are made to Town Council members. The consensus from committee was that with the adoption of this statement Town Council will know how to respond to complaints when received. Ms. Winslow stated that the merchants were surveyed and one of the responses was "when people come to a market downtown they come prepared to buy; however

when they come to a car show they come to look”. The Town Attorney suggested that the Town Council adopt a general policy that says the Town Council does not close streets for events that are not sponsored by the town or county. These events moving forward will now be administratively approved by staff. This motion will be on Town Council’s November 6th agenda for consideration.

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 there are a couple of cross country meets coming up that will be held at Windsor Castle Park by Isle of Wight Academy. They had one earlier this month; however the trails were not in good shape. The Trail Doctors have been hard at work and the trails are in good shape once again. Isle of Wight Schools “65 Roses 5K” will be held on Saturday, November 3rd at the park as well. On Sunday, November a Veterans Day Service will be held at the Veterans Memorial. On Saturday, November 17th the town will host the 2018 Holiday Evening Market. Also, on Sunday, November 30th there will be a Tree Lighting downtown by the Women’s Club as well as “Light up Main”. Mr. Bodson stated that two drummers will march down Main Street to a drum roll as businesses and residents along Main Street turn on their Christmas lights as they pass. Ms. Novak stated that she would like to mention that kayak rentals for the year ended with the best year ever in the amount of \$10,624. Mr. Pack asked what items from the fleet are being rented more. Ms. Novak stated that they rent them all; however they rent the majority of the original fleet that the town purchased when we started the most. Committee thanked Ms. Novak for the updates.

The meeting adjourned at 3:21 p.m.

November 2, 2018

TO: SMITHFIELD TOWN COUNCIL

FROM: LESLEY G. KING
TOWN CLERK

SUBJECT: INFORMATIONAL REPORT FOR THE PUBLIC WORKS COMMITTEE
MEETING HELD ON TUESDAY, OCTOBER 23RD, 2018

The Public Works Committee held a meeting on Tuesday, October 23rd, 2018 at 3:21 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were Ms. Beth Haywood, Chair; Mr. Michael G. Smith, Vice Mayor; and Mrs. Denise N. Tynes. 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 H. Riddick, III, Town Attorney; Ms. Amy Novak, Director of Parks and Recreation; Ms. Ashley Rogers, Director of Human Resources; Mr. William G. Saunders, IV, Director of Planning, Engineering and Public Works; Mr. Wayne Griffin, Town Engineer; and Ms. Judy Winslow, Director of Tourism. Also in attendance was Mr. Rick Bodson of Smithfield 2020. 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 mentioned that the contractor for the Clontz Park boat ramp is almost finished with the permitting phase of the project. Construction on the boat ramp is expected to begin in the next week or so. Mr. Saunders also reported that the town received notice to proceed on the right-of-way acquisition for the right turn lane at Joseph W. Luter, Jr. Sports Complex. It will take approximately a week to turn around the bid documents and get it advertised. The bid package for the right turn lane will be advertised on Monday, October 29th with a pre bid meeting scheduled for Thursday, November 15th and a bid opening on November 29th. The hope is that Verizon will be working on the utilities concurrently so it will be done by the time the construction contractor starts mobilizing. Mr. Griffin stated that at the July Town Council meeting several street proposals were approved and he would be starting to schedule this work to be completed by the mid-November. Committee thanked staff for the updates.

Meeting adjourned at 3:25 p.m.

November 2, 2018

TO: SMITHFIELD TOWN COUNCIL

FROM: LESLEY G. KING
TOWN CLERK

SUBJECT: INFORMATIONAL REPORT FOR THE PUBLIC BUILDINGS & WELFARE
COMMITTEE MEETING HELD ON TUESDAY, OCTOBER 23RD, 2018

The Public Buildings and Welfare Committee held a meeting on Tuesday, October 23rd, 2018 at 3:37 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 Mr. Michael Smith, Vice Mayor; Ms. Beth Haywood, Mrs. Denise Tynes and Mr. T. Carter Williams, Mayor. Staff members present were Mr. Brian S. Thrower, Ms. Lesley King, Town Clerk; Mr. William H. Riddick, III, Town Attorney; Ms. Amy Novak, Director of Parks and Recreation; Mr. William G. Saunders, IV, Director of Planning Engineering and Public Works; Mr. Wayne Griffin, Town Engineer; and Ms. Judy Winslow, Director of Tourism. Also in attendance was Mr. Rick Bodson of Historic Windsor Castle Restoration, LLC. The media was represented by Mr. Frederic Lee of The Smithfield Times.

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

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

1. Additional Item of Discussion: Approved Dumpster Agreement – Ms. Butler asked for a brief update on where we are with the agreement for the requested dumpster by Mr. Duncan. The Town Attorney stated that he met with Mr. Duncan after the last committee meeting to go over all the terms that were discussed. Mr. Duncan was asked to provide the town with his insurance limits. A public hearing has been scheduled for Town Council's November 6th meeting.

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

1. Additional Item Discussed: Windsor Castle Restoration Project Update - Mr. Rick Bodson of Windsor Castle Restoration, LLC was present to give an update. He stated that they received notice today that the Department of Historic Resources (DHR) has approved their filing for the tax credits for phase I of the Windsor Castle restoration project. Documents were submitted in September. This quick turnaround is unusual and he would like to thank the general manager of the project for getting everything done to the standards of DHR. There was only one

minor pushback that was remediated within five days. The town now has the tax credit letter in hand which can now be syndicated. The net proceeds can be applied to the current year's operating income. There will be at least one more filing that will take place next fiscal year for phase II.

2. Additional Item Discussed: Recycling - Mayor Williams mentioned that China has backed off on their recycling imports by about 55% which has caused some recycling centers to close down. Mayor Williams stated that the Town of Smithfield is really big into recycling and he would like to see the town stay updated on this matter as much as possible. He asked that a representative from Bay Disposal attend an upcoming committee meeting to bring us up to date on how it may impact the town. The Town Manager stated that this has been an item of discussion at the local Hampton Roads Planning District Commission as well and we all need to stay in tuned to how it will impact everyone, especially when it comes to rising recycling cost.

3. Additional Item Discussed: Great Springs Road Residents – Mrs. Tynes stated that at the last Town Council meeting there were a few residents from Great Springs Road that had attended and expressed some concern over the flooding that happens there during heavy rain events. She asked if any of the Town Council members had considered their request to have their homes purchased by the town so they could be relocated somewhere else. Mayor Williams stated that staff will be taking a look at this area with representatives of VDOT to see if there is anything that can be done. The Town Attorney stated that some of the residents there were encouraged not to rebuild there once their homes flooded the first time; however they built there anyways. Mrs. Tynes asked if there was a grant out there that could be used to transition these families out of this area. Mayor Williams stated that they would definitely take a look at all available options when discussing with VDOT. Discussion has been held on scheduling a neighborhood meeting; however committee decided to hold off until the town can get more information on what options may be available. The Town Manager stated that FEMA Hazard Mitigation Grants are most likely the best avenue to look into whether it be the town or the county; however it is a lengthy process. Staff will keep committee updated as they look for ways to assist the residents in this area.

4. Additional Item Discussed: Stormwater Management Committee – Vice Mayor Smith mentioned that he is the town's representative on the county's Stormwater Management Board. After last night's meeting he learned that stormwater management is at the top of VDOT and DEQ's interest. Isle of Wight's advisory board is looking at ways to approach these stormwater issues. There are numerous areas that are just like Great Springs Road where heavy rain events cause flooding. There are 6,600 outfalls in the county that go to the James River. All of these outfalls need to be managed. The push is to have individual neighborhoods be responsible for stormwater management in their community.

5. Closed Session: Consultation with Legal Counsel Regarding Actual Litigation – The Town Attorney stated that we need to go into closed session for consultation of legal counsel regarding actual litigation. A motion was made by Vice Mayor Smith and seconded by Mr. Hall.

In closed session @ 3:40 p.m.

Out of Closed Session @ 3:45 p.m.

The Town Attorney stated that we need a motion that during closed session there was only discussion with legal counsel regarding actual litigation of legal matters. Mr. Pack made the motion and Mr. Hall seconded the motion. Motion passed.

The meeting adjourned at 3:46 p.m.

ACTIVITY REPORTS

**SMITHFIELD POLICE DEPARTMENT
MANAGER'S REPORT
OCTOBER 2018**

Committees and Projects:

10/03 Mock Assessment – ABC Richmond – Major Rogers, Kristi Kincaid
10/04 JROTC ribbon cutting – SHS – Chief Howell
10/06 – 10 IACP Conference – Orlando, FL – Chief Howell
10/06 Police Office testing – SVFD – Annette Crocker
10/09 Town Council – Center – Major Rogers
10/10 Department Head – Town Hall – Major Rogers
10/15 Genieve Shelter meeting – Suffolk – Major Rogers
10/16 VFW meeting – Smithfield – Major Rogers
10/16 Crime Line meeting – Center – Sgt. Brady, Annette Crocker
10/18 Training Meeting – Suffolk PD – Annette Crocker
10/18 Interview – PD – Chief Howell, Major Rogers, Lt. Meier
10/19 Isle of Wight Bar Association – Smithfield Station – Chief Howell
10/20 VASAP Board meeting/dinner - Riverstone Chophouse - Sgt. Powell
10/22 Interviews – PD – Chief Howell, Major Rogers, Lt. Meier
10/22 Police Committee mtg – Center – Chief Howell
10/22 – 25 VALEAC Conference – Glen Allen – Major Rogers, Kristi Kincaid
10/24 Department Head meeting – Center – Chief Howell
10/30 ECC meeting – IOW Courthouse – Chief Howell
10/31 Retirement of Officer Clarence Seamster

Training

10/01 – 05 SWAT School – Chesapeake PD – Sgt. Phillips (36 hrs.)
10/02 – 03 Criminal Interdiction – NNPD – Officer Cooper, Officer Norton (16 hrs.)
10/05 Interrogation Law & Tactical Behavior Science – HRCJTA – Lt. Araojo, Sgt. Adams, Officer Polk (8 hrs.)
10/08 – 09 Modern Policing Strategies – Lynchburg, VA – Officer Norton (16 hrs.)
10/11 – 12 Background Investigations for Police Applicants – Charlottesville, VA – Lt. Araojo (16 hrs.)
10/24 VA VINELink/VA VINEWeb – TCC Chesapeake Campus – Officer McGough
10/25 Diversity Driven Policing – HRCJTA – Officer Polk (8 hrs.)
10/29 – 30 Basic Death & Crime Scene Analysis – Nokesville, VA – Sgt. Brady (16 hrs.)
10/29 – 11/02 First Line Supervisor School – Richmond, VA – Sgt. Powell (40 hrs.)

Boat Training

10/10 Night Operations – Pagan River – Sgt. Powell, Sgt. Miller, Sgt. Adams, Officer Wooley, Officer Norton (4 hrs.)

Community Relations

09/22 First Responders Day – Harvest Fellowship – Officer Johnson
09/28 Homecoming Parade – SHS – Town – Chief Howell, Sgt. Brady, Officer Williams, Lt. Meier, Lt. Araojo, Sgt. Powell, Officer Cooper
09/28 – 10/31 School Zone – Westside Elementary – Officer Norton, Lt. Araojo, Officer Seamster, Officer Polk, Officer Miller, Officer Cook, Officer Cooper
09/30 Traffic Control - Luter Sports Complex – Sgt. Phillips, Sgt. Powell
10/03 Homework Station – Jersey Park/Woods Edge Apts. – Officer Wooley, Officer Williams
10/06 BB & B – WCP – Officer Seamster, Officer Cooper, Sgt. Miller, Lt. Araojo, Lt. Meier, Sgt. Brady, Officer Wooley, Officer Williams, Sgt. Powell, Sgt. Phillips
10/06 Traffic Control – Luter Sports Complex – Officer Norton, Officer Polk
10/09 Coach Wrestling – Hope Presbyterian Church – Officer Wooley
10/10 Homework Station – Jersey Park/Woods Edge Apts. – Officer Seamster
10/10 Security Assessment – Smithfield Winery – Officer McGough
10/13 Hog Jog – Town – Sgt. Adams, Lt. Araojo, Officer Cooper, Lt. Meier, Sgt. Miller, Officer Seamster
10/13 Traffic Control – Luter Sports Complex – Officer Cooper, Sgt. Miller, Officer Polk
10/14 Traffic Control – Luter Sports Complex – Sgt. Adams, Officer Polk
10/16 Neighborhood Watch meeting – Ginger Loop/Villa Drive – Officer Wooley
10/16 Coach Wrestling – Hope Presbyterian Church – Officer Wooley
10/17 2018 Health and Benefits Fair for Smithfield Foods – Center – Officer Seamster
10/20 Traffic Control – Luter Sports Complex – Sgt. Brady
10/20 Isle of Wight Schools Fundraising Gala – Smithfield Center – Officer Seamster
10/24 Homework Station – Jersey Park/Woods Edge Apts. – Officer Seamster
10/24 SmithfieldVa Events banquet – Center – Lt. Meier, Sgt. Miller
10/27 Horsepower on Main Street – Town – Sgt. Miller, Officer Polk
10/27 Traffic Control – Luter Sports Complex – Lt. Araojo, Sgt. Miller

Investigations

IBR#: 2018-00689
Offense: Assault & battery; Rape
Location: Cattail Lane
Date: 9/24/18

A 19 year old non-resident female reported that in early August 2018, the mother of a male friend choked and slammed her head against a wall during a dispute. The male then gave her intoxicants and drugs which she willingly ingested. She then took a ride with three of his unknown friends into the County where each of them raped her. Investigations assisted Isle of Wight Sheriff's Office with the rape case. Incident TRANSFERRED to IoWSO.

IBR# 2018-00717
Offense: Threats
Location: 100 block Cattail Lane
Date: 10/2/18

Officers responded to Cattail Lane in reference to a suspicious male threatening to shoot students at a bus stop. A tent was located in a breezeway between two buildings. During the investigation, the owner of the tent came outside and was detained. He was identified as a child of a resident of the complex and was subsequently barred from the property. No weapons were located and he was released. With the assistance of the Isle of Wight Sheriff's Office and School Administrators, the students were identified and interviewed. It was determined that no threats to shoot anyone were ever made. Closed INACTIVE.

IBR#: 2018-00733
Offense: Counterfeit money
Location: 1200 South Church Street
Date: 10/9/18

Officers responded to the 1200 block of S. Church St for a report of a subject who passed two counterfeit USC \$20 bills. The female left in a vehicle with three other subjects. The bills were recovered and upon close inspection were identified as counterfeit by the poor printing details and lack of watermarks. Windsor Police and the US Secret Service are working several incidents involving the same individuals. PENDING.

Parks and Recreation Operation Update

October 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
		6:00 PM - 7:00 PM SC C&D 6:00 PM WCFB Meeting	8:30 AM - 10:00 AM SC C&D 8:30 AM Smithfield 2020 9:00 AM - 11:00 AM SC A&B 9:00 AM Town Employee Flu Shots 1:00 PM - 5:00 PM SC MHSu 1:00 PM Senior Health Fair Set 4:00 PM - 8:00 PM WC Trails 4:00 PM Cross Country Meet	7:00 AM - 3:00 PM SC MHSu 7:00 AM Senior Health Fair	11:00 AM - 7:00 PM SC MHSu 11:00 AM Kelly and Duck Wedding and Reception	5:00 AM - 9:00 PM WC Riverfront 6:00 AM Bacon Fest 10:00 AM - 7:00 PM OTS 10:00 AM Smithfield Station Parking Assist 11:30 AM - 10:30 PM SC MHSu 3:00 PM Kelly and Duck Wedding and Reception
7	8	9	10	11	12	13
11:00 AM - 12:00 AM SC MHSu 4:00 PM Malick and Hoffman Reception	Columbus Day -Closed	6:00 PM - 7:00 PM SC A&B 6:00 PM Planning Commission 7:00 PM - 9:00 PM SC A&B 7:00 PM Town Council	7:30 AM - 1:00 PM SC C&D 8:00 AM Annual Capital Budget 5:15 PM - 6:30 PM SC Deck 5:15 PM WC Restoration Committee	1:00 PM - 11:00 PM SC MH 7:00 PM IOW Democratic Committee Excellence in Community Service Awards 4:00 PM - 10:00 PM SC C&D 6:00 PM Intergovernmental Meeting	10:00 AM - 6:00 PM SC MHSu 10:00 AM Church and Carr Wedding and Reception	Town & Country Day -Events after 5 PM 5:00 AM - 12:00 PM Town Streets 5:00 AM Hog Jog 1:00 PM - 12:00 AM SC MHSu 4:00 PM Church and Carr Wedding and Reception
14	15	16	17	18	19	20
	9:00 AM - 4:00 PM SC C&D 10:00 AM Carrell Blanton Ferris & Assoc Meeting	9:00 AM - 11:00 AM SC A&B 9:00 AM Schoolhouse Committee 11:30 AM - 2:00 PM SC A&B 11:30 AM Crime Line Meeting 3:00 PM - 9:00 PM SC C&D 5:00 PM Pipeline Safety Training 4:30 PM - 6:30 PM WC Manor House 4:30 PM WC Phase 3 Committee 6:00 PM - 8:30 PM SC A&B 7:30 PM BHAR	10:00 AM - 3:00 PM SC A&B, SC MH 11:00 AM Smithfield Foods Health Fair	10:00 AM - 10:00 PM SC MH 10:00 AM Client Appreciation Night	9:00 AM - 5:00 PM SC MHSu 9:00 AM IOW Schools Foundation Gala Set	Courtney Off 2:00 PM - 12:00 AM SC MHSu 6:30 PM IOW Schools Foundation Gala
21	22	23	24	25	26	27
Courtney Off 9:00 AM - 1:00 PM SC MH 9:00 AM IOW Schools Foundation Gala	Courtney Off 4:00 PM - 6:00 PM SC C&D 4:00 PM Committee Meetings	Courtney Off 2:00 PM - 10:00 PM SC MH 2:00 PM Health Care Initiative 4:00 PM - 6:00 PM SC C&D 4:00 PM Committee Meetings	Courtney Off 8:00 AM - 5:00 PM SC C&D 8:00 AM Smithfield BRMBA 12:00 PM - 10:00 PM SC MH 12:00 PM SVAE Check Giveaway 2:00 PM - 4:00 PM SC A&B 2:00 PM Staff Meeting	Courtney Off 3:00 PM - 7:00 PM WC Trails 3:00 PM IOW Cross Country Meet 7:00 PM - 9:00 PM Parking Lot 7:00 PM Theater Show	Courtney Off 11:00 AM - 7:00 PM SC MHSu 11:00 AM Evans and Burton Setup 7:00 PM - 9:00 PM Parking Lot 7:00 PM Theater Show	Courtney Off 7:00 AM - 4:00 PM WC Picnic 8:00 AM Road Rally Event 10:00 AM - 12:00 AM SC MHSu 4:00 PM Evans and Burton Wedding and Reception 3:00 PM - 9:00 PM Town Main Street 5:00 PM Horsepower On Main Street 7:00 PM - 9:00 PM Parking Lot 7:00 PM Theater Show
28	29	30	31			
Courtney Off 10:00 AM - 10:00 PM SC MHSu 3:00 PM Rodriguez and Avery Wedding and Reception 7:00 PM - 9:00 PM Parking Lot 7:00 PM Theater Show	12:00 PM - 5:00 PM SC C&D 12:00 PM Smithfield Foods Meeting	8:00 AM - 5:00 PM SC C&D 8:00 AM Smithfield Foods Meeting 10:00 AM - 4:00 PM SC A&B 10:00 AM Tourism SSR Meeting 4:00 PM - 8:00 PM SC A&B 4:00 PM Pinewood Management/Neighborh ood Meeting	Halloween 10:00 AM - 3:00 PM SC C&D 11:30 AM Police Department Luncheon 4:00 PM - 8:00 PM Town Streets 4:00 PM Halloween Safe Trick or Treat			

Parks and Recreation Operation Update

October 2018

Events for October 2018	
Total Events	34 Events
Events discounted 100%	15 events
Events discounted 50%	0 events
Deposit Totals for October 2018	
Smithfield Center Deposits	\$14,984.50
Town Services Deposits (police, public works and park impact fees)	\$5,890.40

Windsor Castle Park Updates

The Manor House Grounds has new fencing and landscaping that is functional in that it protects the septic systems on the property and it is aesthetically pleasing.

Kayak Rentals 2013-2018



Parks and Recreation Operation Update

October 2018



Luter Sports Complex Updates

We have had 5 very busy game days at the Complex since opening at the beginning of September. Two of those game days were a 2 day tournament that welcomed teams from all over the area- Richmond, Williamsburg, Suffolk.

Clontz Park Boat Ramp Updates

Proposed Progress Schedule

- Strip top soil, grade subsurface in order to install gravel for parking lot area: October 8-31, 2018
- Marine construction equipment mobilization: January 7-11, 2019
- Demo boardwalk for access: January 14-18, 2019
- Install jetties and cofferdam: January 21-25, 2019
- Grade to elevation and pour concrete ramp: January 28-February 8, 2019
- Drive pilings and install gangway down to floating docks: February 11-22, 2019
- Removal of cofferdam and demobilization: February 25-March 1, 2019

Parks and Recreation Operation Update

October 2018

Park Projects			
Completed	Project Name	Location	Applicant Name
	Interpretative Signage for Windsor Castle Park	Windsor Castle Park	Master Naturalist
	Purple Mailbox	Windsor Castle Main Parking Area	Relay for Life-Pam Jordan
	Planting of Flower Beds at Playscape	Windsor Castle Playscape	Girl Scout Troop 1404 -Wendy Reagle
	QR Coded Signs for the Visually Impaired	Windsor Castle	Matthew Lemon, troop 36
	Install Lions Club Time Capsule	Windsor Castle	Lions Club/Leo Club-Terry Castengay
2018	A Walk in the Park	Windsor Castle	Smithfield Middle School/Dolphin Team
2018	Oyster Restoration	Windsor Castle	Windsor High School, Orignally -Kelly Davis, Chesapeake Bay Foundation
2018	Monarch Butterfly Habitat	Windsor Castle	Ruth Meredith, Smithfield Middle 7 th Graders, Boy Scout Troop 7
2018	Edible Garden	Windsor Castle	Jennifer Smith, Smithfield Middle School
2018	Haydens Lane Painted Benches	Haydens Lane	Smithfield High School Art Class
2018	Benches for Playscape	Windsor Castle Playscape	Cooper Boley-Eagle Scout
2017	Compass Course	Windsor Castle	Kyle Rutherford-Eagle Scout
2016	Pop Up Library	Haydens Lane	Alex Simmons, Isle of Wight Academy
2016	Wood Duck Boxes	Windsor Castle	Ashlynn Newberry, Girl Scout Troop 622

Parks and Recreation Operation Update

October 2018

2016	Bike Path Repairs	Windsor Castle Bike Path	Jacob Thomas, Eagle Scout
2015	Bluebird Houses	Windsor Castle	Linda Langdon, Virginia Master Naturalist
2015	Dog Agility Course	Windsor Castle Dog Park	Daniel Brower, Boy Scouts Troop 36
2016	Fishing Line Receptacles	Windsor Castle Fishing Pier	Claudia Lee, Virginia Master Naturalist
2014	Tree Identification	Windsor Castle	Girl Scout Troop 622

Smithfield/Isle of Wight Tourism Activity Report –OCTOBER 2018

- VML-Tourism Exhibit with VTC, CVTA and VADMO 10/1-3/18.
- Christmas in Smithfield Event meeting 10/1/18. Event is December 1-2. Antique Show at Smithfield Center and House Tour in Cypress Creek. Tix on sale NOW.
- Smithfield Episode of House Hunters on HGTV aired 10/1/18.
- Attended State of Hampton Roads Luncheon 10/2/18.
- Smithfield 2020 meeting 10/3/18.
- Interview with HRTPO regarding transportation plan 10/3/18. Coastal Virginia tourism perspective.
- United Way kick off 10/3/18.
- County Agenda Review meeting 10/4/18.
- VRLTA weekly governmental conference call 10/5/18. Director is on board for VRLTA for 3 years. (Virginia Restaurant, Lodging and Travel Association)
- Bacon, Bourbon & Beach Music Festival held Saturday, October 6. Sold out fest 3,200 attendees. Worked set up Thursday-Saturday, Festival hours and clean up Sunday and Monday. LOVE sign moved to Fest site.
- Tourism monthly staff meeting held 10/9/18.
- Blackwater Task Force meeting 10/9/18 and 10/22/18.
- Town Council 10/9/18.
- Town Staff Meeting 10/10/18 and 10/24/18.
- CVTA (Coastal VA Tourism Alliance) meeting held 10/11/18. Director is President this year.
- Intergovernmental Meeting held 10/11/18.

- Moved LOVE sign for HOG JOG event 10/12/18. HOG JOG, Souper Saturday and Court Day held 10/13/18.
- SummerWind Vineyard & Winery Grand Opening 10/13/18. Super event! Now open Fridays, Saturdays and Sundays!
- Historic Saint Luke's Church & Museum Development Committee meeting 10/16/18. Full Board meeting 10/17/18. Director is now on Executive Board as Secretary of the Board. Historic Saint Luke's donor party held Sunday, 10/21/18.
- Windsor Castle Park Phase 3 Committee meeting held 10/16/17 and 10/23/18.
- CSLI (Chamber Student Leadership Institute) session 10/17/18. Director of Tourism is coordinating the program again this year. Sessions will be held monthly. 16 students from SHS, WHS, IWA and NSA. All High School juniors who are competitively chosen.
- SVAE (Smithfield VA Events) Board meeting held 10/17/18. Check presentation for BBB Fest held 10/24/18.
- County Board of Supervisors meeting 10/18/18.
- Change of Management for the Farmer's Market and Holiday Evening Market. Meredith Marchant resigned as the Farmer's Market and Holiday Evening Market Manager. Cheryl Ketcham has stepped back in as the Farmer's Market Manager until the end of the season. Interviews were held for a new manager 10/30/18 and a new Farmer's Market Manager was named on 10/31/18. Teresa Frantz, a current Tourism employee will be taking the helm of the Market after training under Cheryl Ketcham until December. Teresa will take charge on January 1, 2019. Tourism Special Event Coordinator, Connie Chapman will be in charge of the Holiday Evening Market (Nov. 17th) this year and that event will transition from a Farmer's Market event to a Tourism event going forward.
- County Staff meeting 10/22/18.
- Tourism Staff Recognition Luncheon hosted by County Administrator and County HR 10/23/18. Visitor Center Advisor Staff received a Pizza Party as a reward for their great work during the 8 months that the Visitor Center went without a Visitor Center Manager. All staff took on extra duties and successfully navigated the shorthanded situation. Kudos!
- Meeting with County Treasurer to revamp Farmer's Market and Holiday Evening Market cash procedures. Excellent conclusion.
- Council Committees 10/22 and 10/23/18.

- Town Services/Special Event meeting 10/26/18. Follow meeting scheduled.
- Regional Tourism Panel for upcoming VA-1 event conference call 10/26/18. Director will serve on the panel regarding creating and maintaining a regional tourism organization in the state of VA.
- County Executive Management Retreat 10/29/18.
- IOW Fair Committee 10/29/18.
- Salty Southern Route Regional Committee meeting held 10/31/18.
- Ham-o-ween and Safe Trick or Treat held 10/31/18. 2,000 attended.
- 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

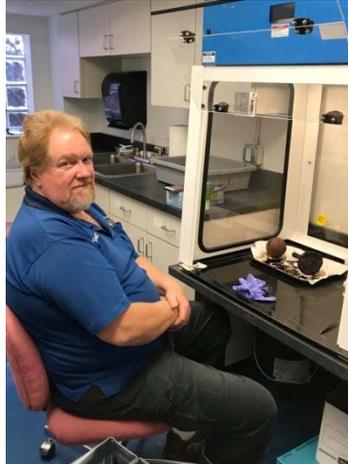


October 2018 Report

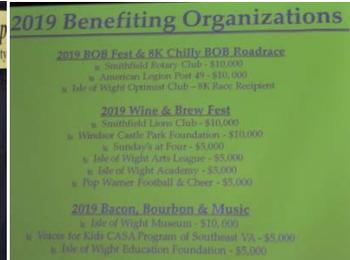
J.L. England, Museum Director

Notable

- Volunteer hours: 108
 - Meet our newest volunteer Mark Harlan.



- **Smithfield VA Events.** On Oct. 3 staff and volunteers assisted Smithfield VA Events by cooking bacon for their annual Bacon, Bourbon & Beach Music Festival held on Oct. 6. At a volunteer reception on Oct. 25, the museum received a check for \$340. Additionally, the museum was selected as a 2019 Benefiting Organization and will receive a \$10,000 check from SVAE in October 2019 for the purpose of updating the sign on the museum's exterior and the production of a new orientation video in the museum's theatre.



- On Halloween, the museum participated in the town's annual Ham-o-ween event by passing out balls, bracelets and spider rings to numerous visiting ghosts, goblins and superheroes.



Museum Stats and Updates

- Visitation: 728
- Special Events
 - Homeschool Week. Oct. 8-12. Smithfield and Isle of Wight County's historic sites welcome homeschoolers of all ages with a selection of fun and engaging activities that highlight the history of Virginia and the area. Numerous families.
 - Oct. 11. Tell Me A Story. 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: Pumpkins. 10 students.
 - Oct. 20. Early History and Peoples of Isle of Wight County. A discussion of Isle of Wight County's pre-history during Archaeology Month by Old Dominion University's Dr. Paul R. Green, Associate Professor, Anthropology. 14 guests.



- Groups/tours
 - Oct. 3. Noble Care, Portsmouth. 10 guests.
 - Oct. 3. Group Home, Suffolk. 9 guests.
 - Oct. 5. Georgie D. Tyler Middle School, Windsor. 71 students.
 - Oct. 9. New Town of Smithfield employee orientation. 2 guests.
 - Oct. 16. Smithfield Foods Veteran Entrepreneurs. 7 guests.
 - Oct. 17. Isle of Wight-Smithfield-Windsor Chamber of Commerce Student Leadership Institute. 16 students.
 - Oct. 17. Luter Family YMCA. 84 students.



- Gift Shop. Restocking of peanut coffee.
- Exhibit Update
 - Between Two Rivers. Under research and development.
 - Online Exhibit: African-Americans in Isle of Wight County. Under research and development.
 - Online Exhibit: Vietnam War Veterans in Isle of Wight County. Under research and development.
 - 1750 Courthouse. Ongoing.
 - Civil War. Impending modification will incorporate newly obtained artifacts. Preliminary designs. Proceeding with sizing and copy.
- Artifact Donations/Additions
 - 1933 stenotype.



- Staff Training/Requirements
 - Interpersonal Dialogue in a Moment of Political Hostility. 5-week seminar taught by Samantha Borders-Shoemaker, PhD Candidate, Drucie French-Cumbie Fellow, George Mason University, School for Conflict Analysis & Resolution.
 - Oct. 24. How and What to Document. Taught by the Virginia Municipal League.

Financials

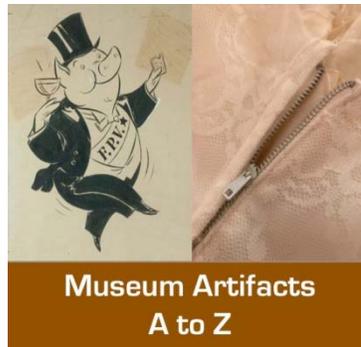
• Gift Shop Sales (including tax):	\$ 1,078.02
• Donations:	\$ 389.00
• Admission:	\$ 886.00
• Program/Lecture Fees:	\$ 150.00
Total Monthly Deposit:	\$ 2,503.02

Social Media/Online Presence

- Visit our website at www.historicisleofwight or www.hamcamva.com.
- **LIVE at 12:05.** Each Tuesday and Thursday, we host Periscope/Meekrat-like 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: 1,939 likes. Daily posts.
- **Facebook:** World's Oldest Ham: 115 likes. Semi-weekly posts.
- **Twitter.** @WorldsOldestHam. The world's oldest ham has his own account. 449 followers.
- **Instagram.** @Isleofwightcountymuseum. 251 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.
- **Museum ABCs.** From Oct. 1 to 26, museum mascots on Twitter (from the U.S. and Europe) participated in a daily event to post one artifact or item associated with their museum coordinating it with the letter of the day. Search these hashtags: [#museummascot](#) [#mascotABC](#) [#MuseumABC](#)



- **TripAdvisor Review.** Oct. 28 by janicerem: *Quaint Museum with lots to see and learn! See the oldest ham, learn about Isle of Wight, enjoy a walk through time, see a country store, all in this quaint museum with friendly staff!*

Media Coverage/Promotion/Advertising/Lobbying

- Various pieces in area publications about our walking tours and special events.
- Oct. 9. **Jacob the Carpetbagger.** Travel podcast about the museum and the World's Oldest Ham. <https://www.youtube.com/watch?v=5dG3a73vCUM&t=9s>



- Oct. 24. **Smithfield Times.** Article: 'Events' names 2019 recipients.
- Oct. 2018. **Early American Life.** Article: How Ham Became Country Ham by Robert Moss - December 2018 edition.

Outreach Lectures & Events

- Oct. 24 and 25. Creative Writing Class, Smithfield High School. 29 students.

Windsor Castle

- Oct. 18 and 23. Windsor Castle Phase 3 meetings.

Fort Boykin

- The new signage will be installed at Fort Boykin in early November.

Fort Huger

- No updates.

Nike Park

- New video. The museum produced a video about the firing of a Nike-Ajax missile. It is posted on our Nike Park webpage: <https://www.historicisleofwight.com/nike-park.html>.
- Oct. 20. **Walking Tour of Nike Park.** Visit one of the Cold War's few surviving Army Air-Defense Posts. Local historian Albert Burckard hosts a short presentation and a walking tour of this site which contains the original barracks, mess hall, administration and recreation building, officer/non-commissioned officer family housing, fueling area and underground missile magazines. Event held in the Senior Center at Nike Park, 13036 Nike Park Road. 14 guests.

Boykin's Tavern

- The restoration and repair project is proceeding without issue.

Meetings

- Oct. 3. Peninsula Museums Forum.
- Oct. 10 and 24. Town of Smithfield Staff Meetings.
- Oct. 18. Genuine Merchants of Downtown Smithfield.
- Oct. 23. Historic St. Luke's Church.

Museum Safety

- All staff reviewed information in our disaster plan on subjects of earthquakes and ergonomics.
- On Oct. 3, Isle of Wight County's contractor inspected and approved all of the museum's fire extinguishers.
- On Oct. 17, a visitor tripped and fell in the country store exhibit after sliding on the steps leading to the director's office. The visitor sought medical attention and is fine. Paperwork was handled by Isle of Wight County. Additionally, grip tape was adhered to the steps to prevent future slips.



- On Oct. 18, museum staff participated in Virginia's statewide Great SouthEast Shakeout.

Selections from Our Website and Social Media



October 10

A visitor on the museum's front door!
It must be Amphibian Wednesday.



The Exhibitist @TheExhibitist · Oct 20

Family: Who are you interacting with on Twitter?

Me: A desiccated ham in Virginia, mostly



October 20

One of our Twitter followers.



October 30

Happy National Candy Corn Day!



October 31

Embracing Dr. Seuss for Halloween.

RESOLUTION
STREET CLOSURE FOR FARMERS MARKET

WHEREAS, the Smithfield Farmers Market has proposed that a farmers market event be held in the afternoon and evening of Saturday, November 17, 2018 from 4:00 p.m. until 8:00 p.m. and has requested that certain streets within the Town be closed during the event; and,

WHEREAS, the Town Council desires to support and cooperate with the Smithfield Farmers Market by closing off certain of the town's streets in order to allow a safe and convenient environment for the farmers market event; and

WHEREAS, in the event the Farmers Market is cancelled due to inclement weather a rain date has been set for December 15, 2018.

NOW, THEREFORE, BE IT RESOLVED that on Saturday, November 17, 2108, the following streets or portions of streets shall be closed from 2:00 p.m. until 10:00 p.m.: Main Street from its intersection with North and South Church Streets to its intersection with Underwood Lane; and,

BE IT FURTHER RESOLVED, that said street closures shall be subject to such rules, guidelines and procedures as may be established by the Town Manager and the Chief of Police.

Adopted this 6th day of November, 2018.

TOWN COUNCIL OF THE
TOWN OF SMITHFIELD

By _____
T. Carter Williams, Mayor

ATTEST:

Lesley G. King, Clerk

LICENSE AGREEMENT

The **TOWN OF SMITHFIELD**, a Virginia municipal corporation, (hereinafter "the Town") owner of the hereinafter described real estate, hereby grants unto **WHARF HILL BREWING COMPANY, LLC**, (hereinafter "WHBC") a license and right to locate and maintain a dumpster for the collection of solid waste upon a portion of the following described real estate, hereinafter referred to as "the Property," to-wit:

All of that certain lot, piece or parcel of land, together with all riparian rights attached thereto, and improvements thereon, identified as Parcel F as described on that certain plat entitled, "BOUNDARY LINE ADJUSTMENT OF TAX PARCELS 21A-001-400, TAX PARCEL 21A-001-401A AND TAX PARCEL 21A-001-399, PROPERTY OF COMMERCE CONDO'S LLC, TOWN OF SMITHFIELD, VIRGINIA, SCALE 1"-20', DATE: 10/16/06" made by LandMark Design Group, said plat being duly recorded in the Clerk's Office of the Circuit Court of Isle of Wight County, Virginia in Slide 2, Plat Book 183, page 14, being incorporated herein by reference and to which reference is hereby made for a more particular description of the property herein conveyed.

The license hereby granted shall begin _____, 2018 and shall terminate on the _____ day of _____, 2023. This license may be renewed upon the same terms and conditions, for a period of three (3) consecutive terms of five (5) years each after the initial term. Either party may terminate this license upon written notice to the other given sixty (60) days prior to the termination date.

For and in consideration of said exclusive right to provide recreational services to the general public on a fee basis upon the Property, WHBC hereby agrees as follows:

1. WHBC shall be permitted the exclusive right to locate an eight (8) cubic yard commercial dumpster upon a portion of the Property. The exact location of the dumpster site is shown on Exhibit "A" attached. Nothing herein shall preclude the use of the area adjacent to the dumpster site for public parking. WHBC shall ensure that the dumpsters shall be in good repair and leak-free.

2. WHBC shall be solely responsible for construction of dumpster site improvements including a concrete pad and a full enclosure. The design of the dumpster enclosure shall be approved by the Town Council and is further subject to the approval by the Town's Board of Historic and Architectural Review.

3. WHBC shall be solely responsible for the cost of construction of the dumpster site improvements and all necessary maintenance and repair thereof. WHBC covenants to maintain the dumpster site improvements in a state of good repair. All improvements to the Property shall remain the Property of the Town upon the termination or expiration of this license agreement.

4. Use of the dumpster shall be restricted to WHBC and the operating company for Wharf Hill Brewery and for any other commercial enterprises located upon the Wharf Hill section of Main Street. Use by other commercial entities other than WHBC and the operating company for the Wharf Hill Brewery shall be determined by agreement of WHBC and such other commercial entities but such use shall not be unreasonably withheld.
5. WHBC shall be solely responsible for the cost of weekly disposal service from a commercial waste disposal company. WHBC agrees that the dumpster shall be emptied at least one (1) time each week but more frequently as necessary.
6. The rights granted by this license are not assignable without the written consent of the Town.
7. WHBC agrees that all solid waste shall be transported from the business premises to the dumpster in leak-proof containers. WHBC shall be solely responsible for cleaning up any spill upon the sidewalks, streets or upon the Property. WHBC shall keep the site free of all trash.
8. WHBC shall repair or pay for any and all damage caused by themselves, their guests or invitees to the Property.
9. The Town shall be responsible for maintenance and repair of the parking lot areas located upon the Property.
10. WHBC shall provide the Town with evidence of General Liability Insurance in the amount of \$2,000,000.00 naming the Town as an additional insured party.
11. WHBC further agrees to indemnify and hold harmless the Town from and against any loss, damage, cost, or charge, including court costs and attorney's fees, as a result of any claim of liability, damage, loss or injury to any person, animal, or property arising from WHBC'S Use of the Property.
12. In consideration of this license, WHBC shall pay a monthly license fee in the amount of \$150.00 during the initial term of this license agreement. The license fee may be increased by 10% for any renewal term.
13. In the event any of the above provisions are breached by WHBC and remain uncured after fourteen (14) day's written notice to WHBC, the Town shall have the right to immediately terminate this license.
14. Upon the termination of this license agreement, the Town may require WHBC to remove the dumpster site improvements at WHBC's sole expense.

Given under our hands this _____ day of November, 2018. Brian S. Thrower, Town Manager, executes this license on behalf of the Town pursuant to action by the Town Council of the Town of Smithfield at its meeting on November 6, 2018.

TOWN OF SMITHFIELD

By: _____
Brian S. Thrower, Town Manager

WHARF HILL BREWING COMPANY, LLC

By: _____
Wayne L. Duncan, III, member/manager