



August 24, 2018

TO: SMITHFIELD TOWN COUNCIL

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

**SUBJECT: AUGUST 2018 COMMITTEE MEETINGS WILL BE HELD AT THE
SMITHFIELD CENTER LOCATED AT 220 NORTH CHURCH STREET,
SMITHFIELD, VA**

MONDAY, AUGUST 27TH, 2018 @ 3:00 p.m.

Police

Members: Tynes (CH), Hall, Haywood

1. Public Comment
2. Operational Updates
- TAB # 1** 3. Traffic Assistance Request for the "Safe House Half Marathon and 5K" on Saturday, September 8th, 2018
- TAB # 2** 4. Street Closure Request for Autumn Vintage Market along Main Street on Saturday, September 29th, 2018
- TAB # 3** 5. Street Closure Request for One Way Traffic on Jericho Road for the Bacon Bourbon and Beach Music Festival on Saturday, October 6th, 2018
- TAB # 4** 6. Main Street Closure Policy
- TAB # 5** 7. Authorization to Purchase Recon Robotics Tactical Throwbot Equipment with Grant Funds
- TAB # 6** 8. Emergency Communication Center Memorandum of Understanding (MOU)
9. Truck Traffic on Jericho Road

Immediately following the conclusion of the above meeting:

Water and Sewer

Members: Smith (CH), Pack, Tynes

1. Public Comment
2. Operational Update

Immediately following the conclusion of the above meeting:

Finance

Members: Pack (CH), Smith, Butler

1. Public Comment
- (forthcoming) 2. June and July Financial Statements and Graphs
- TAB # 7 3. July Cash Balances / VML Investment Pool Update
- TAB # 8 4. Invoices Over \$10,000 Requiring Council Authorization:
 - a. RAD Sports \$188,579.27
 - b. Western Tidewater Free Clinic \$ 40,700.00
5. Closed Session for the Purpose of Discussing Personnel Matters and Legal Matters Pursuant to Section 2.2-3711A 1 and 7 of the Code of Virginia

TUESDAY, AUGUST 28th, 2018 @ 3:00 p.m.

4:00 p.m.

Parks and Recreation

Members: Hall (CH), Butler, Haywood

1. Public Comment
- TAB # 9 2. Operational Update – Committee Report / Park Project Update / 2018 Special Event List
- TAB # 10 3. Riverfront Trail Closure on Saturday, October 6th, 2018, and Fishing Pier Closure Wednesday, October 3rd through Saturday, October 6th, 2018 for the Bacon Bourbon and Beach Music Festival
- TAB # 11 4. Windsor Castle Park Project Application – Purple Mailbox of Hope by Relay for Life
5. Parking Plans for Sunflower Fields at Windsor Castle Park

Immediately following the conclusion of the above meeting:

Public Works

Members: Haywood (CH), Smith, Tynes

1. Public Comment
- TAB # 12 2. HVAC Contract Renewal with Atlantic Constructors
3. Main Street “T” Markings for Parking

Immediately following the conclusion of the above meeting:

Public Buildings & Welfare

Members: Butler (CH), Hall, Pack

1. Public Comment
- TAB # 13 2. Pinewood Heights Relocation Project Update – Phase III
3. Relocation of Wombwell House by Preserve Smithfield
- TAB # 14 4. Further Discussion on Approved Dumpster Location
5. Town Manager’s Office Relocation
6. Discuss Agreement on Public Restrooms Located on Main Street

***** Additional Item Not Listed on Committee but will be on Council’s September 4th, Agenda*****

- Approval of August 7th, 2018 Town Council Meeting Minutes
 - Resolution to Accept Deed at 37 Jamestown Avenue as part of the Pinewood Heights Relocation Project
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**POLICE
COMMITTEE**



Town of Smithfield Special Event Application for Permit

Event Date		Sat, Sep 8, 2018			
Event Name		Safe House Project Half Marathon and 5K			
Event Location		Downtown Smithfield			
Event Times (don't include setup times)		6 AM-12 PM			
Event Organizer (Group Name)		Safe House Project			
Contacts					
Name	Kristi Wells	Cell Phone	817-437-5689	Email	kristi@safehouseproject.org
Name	Vicki Tinnel	Cell Phone		Email	vicki@safehouseproject.org

Event Category	<input type="checkbox"/> Festival <input type="checkbox"/> Concert <input type="checkbox"/> Parade <input checked="" type="checkbox"/> Run/Walk <input type="checkbox"/> Bike Race/Tour <input type="checkbox"/> Car Show Other _____				
Description of Event					
<p>This is part of a nationwide race series organized by Safe House Project. Smithfield would be one of 5 of the 2018 locations across the nation that is growing to 25 cities in 10 years. Safe House Project is an organization dedicated to raising awareness of human trafficking and resourcing safe houses stateside and abroad for at-risk youth from being trafficked or safe houses for children who have been rescued out of sex slavery. September of 2017 we had our inaugural race where we raised \$7500 for a Safe House in South Africa. Our mission is to create 25 races that generate \$30k+ each in revenue so we can continue funding and building safe houses.</p>					
Contact name and phone number for more information on event					
Name: Kristi Wells			Phone:		
Expected Attendance	500	Website	safehouseproject.org		
Average Ticket/Entry Price	\$ 30-\$60	Participants will be	<input type="checkbox"/> youth <input type="checkbox"/> adults <input type="checkbox"/> both		
Music-DJ/Band?	DJ	Alcohol Sales or Service?	Alcohol service		
What is your plan in the event of bad weather-cancel, reschedule?					cancel
Road Closures, Traffic Assistance, Park Trail Closures?					Road closures, traffic assist
List benefits of your event to the community			List Recipients of Proceeds		
Raising awareness of human trafficking and resourcing safe houses stateside and abroad for at-risk youth from being trafficked or safe houses for children who have been rescued out of sex slavery.			Safe House Project		

Check any of the following that your event will include.		Special Event To Do List	Complete by:
<input type="checkbox"/> Food, Caterer	<input type="checkbox"/> Food, by Organization	Submit event flyer/promotional material	4 months
<input type="checkbox"/> Retail Vendors Non-Profit	<input type="checkbox"/> Retail Vendors For Profit	Street Closures/Park Closures/Traffic Assist goes to Town Council	3 months
<input type="checkbox"/> Port-a-Potties	<input type="checkbox"/> Tents	Apply for ABC permit (if needed)	6 weeks
<input type="checkbox"/> Dumpster/Recycle Receptacles	<input type="checkbox"/> Rentals-Furniture-Tables, Chairs	Contact EMS/Fire (if needed)	4 weeks
<input type="checkbox"/> Generators/ Light Tower	<input type="checkbox"/> Staging	Apply for Health Permit	4 weeks
<input type="checkbox"/> Fencing/Barricades	<input type="checkbox"/> Golf carts	Apply for Tent Permit (if needed)	4 weeks
<input type="checkbox"/> Providing Shuttle Service	<input type="checkbox"/> Bounce Houses	Call Ms Utility (if tenting or fencing site)	4 weeks
<input type="checkbox"/> Other-List Items Here:		Have walkthrough appointment with the Town <ul style="list-style-type: none"> Submit your Certificate of Insurance (\$1 million policy) to the Town Submit your ABC permit 	4 weeks

I have received, read thoroughly, understand and will comply with the policies and procedures governing special events held in the Town of Smithfield.

Event Organizer's Signature		Date	
Print Name			

09.08.18 SafeHouse Run Routes –Half Marathon and 5K

Half Marathon Route –Start/Finish WC Manor House



09.08.18 SafeHouse Run Routes –Half Marathon and 5K

5K Route –Start/Finish WC Manor House





Town of Smithfield Special Event Application for Permit

Event Date		Sat, Sep 29, 2018			
Event Name		Autumn Vintage Market			
Event Location		Main Street			
Event Times (don't include setup times)		9 AM-4 PM			
Event Organizer (Group Name)		Smithfield Farmers Market			
Contacts					
Name	Cheryl Ketcham	Cell Phone	375-3031	Email	cketcham@isleofwightus.net
Name		Cell Phone		Email	

Event Category	<input type="checkbox"/> Festival <input type="checkbox"/> Concert <input type="checkbox"/> Parade <input type="checkbox"/> Run/Walk <input type="checkbox"/> Bike Race/Tour <input type="checkbox"/> Car Show <input checked="" type="checkbox"/> Other - market				
Description of Event	Tourism Submission <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Our autumn vintage market along Main Street is back! Vintage, antique and repurposed items along all three blocks of Main Street, Smithfield, VA.				
Contact name and phone number for more information on event					
Name: Cheryl Ketcham			Phone: 375-3031		
Expected Attendance	2000	Website	Smithfieldfarmersmarket.com		
Average Ticket/Entry Price	\$	Participants will be	<input type="checkbox"/> youth <input type="checkbox"/> adults <input checked="" type="checkbox"/> both		
Music-DJ/Band?		Alcohol Sales or Service?	None		
What is your plan in the event of bad weather-cancel, reschedule?		cancel			
Requesting? <input checked="" type="checkbox"/> road closures <input type="checkbox"/> traffic assistance <input type="checkbox"/> park trail closures					
List benefits of your event to the community			List Recipients of Proceeds		
It will be a great event for locals, plus it will bring in a large number of outside visitors, which will help local restaurants and stores, especially along Main Street.					

Check any of the following that your event will include.	Special Event To Do List	Complete by:
<input checked="" type="checkbox"/> Food, Caterer	<input checked="" type="checkbox"/> Food, by Organization	Submit event flyer/promotional material
<input checked="" type="checkbox"/> Retail Vendors Non-Profit	<input checked="" type="checkbox"/> Retail Vendors For Profit	Street Closures/Park Closures/Traffic Assist goes to Town Council
<input checked="" type="checkbox"/> Port-a-Potties	<input checked="" type="checkbox"/> Tents	Apply for ABC permit (if needed)
<input type="checkbox"/> Dumpster/Recycle Receptacles	<input checked="" type="checkbox"/> Rentals-Furniture-Tables, Chairs	Contact EMS/Fire (if needed)
<input checked="" type="checkbox"/> Generators/ Light Tower	<input type="checkbox"/> Staging	Apply for Health Permit
<input checked="" type="checkbox"/> Fencing/Barricades	<input checked="" type="checkbox"/> Golf carts	Apply for Tent Permit (if needed)
<input checked="" type="checkbox"/> Providing Shuttle Service	<input type="checkbox"/> Bounce Houses	Call Ms Utility (if tenting or fencing site)
<input type="checkbox"/> Other-List Items Here:	Have walkthrough appointment with the Town <ul style="list-style-type: none"> Submit your Certificate of Insurance (\$1 million policy) to the Town Submit your ABC permit 	4 weeks

I have received, read thoroughly, understand and will comply with the policies and procedures governing special events held in the Town of Smithfield.

Event Organizer's Signature	Cheryl Ketcham	Date	11/2/17
Print Name	Cheryl Ketcham		



**Town of Smithfield
Special Event Application for Permit**

Event Date (don't include setup dates here)	Times (don't include setup or street closure times here)	Proposed Location
Saturday, October 6, 2018	10 AM-5 PM	WC Riverfront

Event Name	BBB Fest –Bacon Bourbon and Beach Music Festival
Event Organizer (Group Name)	Smithfield VA Events
Tax Exemption ID Number	
Website	www.smithfieldvaevents.com

Event Contacts					
Name	Gina Ippolito	Cell Phone	757-869-0664	Email	gina@smithfieldvaevents.com
Name		Cell Phone		Email	

1st Time Event		Annual Event- how many times has event taken place?	Twice
Event Category	<input checked="" type="checkbox"/> Festival <input type="checkbox"/> Concert <input type="checkbox"/> Parade <input type="checkbox"/> Run/Walk <input type="checkbox"/> Bike Race/Tour <input type="checkbox"/> Car Show Other _____		
Description of Event			
Festival goers each get a half pound of bacon with wide selection of condiments. Bourbon tasting ticket holders get 10 bourbon tastings. There will be three stages with live music as well as food vendors, retail vendors and wine and beer sales.			
Average Ticket Price	\$ 45-55	Participants will be	<input type="checkbox"/> youth <input checked="" type="checkbox"/> adults <input type="checkbox"/> both
Expected Attendance	3000	Largest Attendance Number and Year	2017- 3000 p
What is your plan in the event of bad weather-cancel, reschedule?		Rain or shine, cancelation if dangerous weather present- hurricane, strong winds etc	

Road Closures, Traffic Assistance, Windsor Castle Park Trail Closures				<input type="checkbox"/> Closure
Street Name or Park Area	Closure or Traffic Assist	Date Needed	Times Needed	
Jericho Road	Road closure, event traffic controlled	10/6/18	8 AM-2 PM	
Fishing pier	closed. Will post signs and adjust based on final tent set up closer to the event.	10/3/18-10/6/18	All Day	
Trail Closure (at event site)	Closed at Riverfront	10/6/18	9 AM-5 PM	
Alcohol Service and/or Sales? <input checked="" type="checkbox"/> Alcohol		Having music- live bands or DJ? <input checked="" type="checkbox"/> Music		
Date	Times	Date	Times	
10/6/18	10 AM-4:30 PM	10/6/18	11 AM-5 PM	

List benefits of your event to the community	List Recipients of Proceeds
Proceeds benefit Isle of Wight based organizations.	Organizations will be selected by the Smithfield VA Events committee to receive proceeds from the event. Anticipated donations to community for this event this year are +/- \$40,000 for



**Town of Smithfield
Special Event Application for Permit**

	<p>both Benefiting Organizations & Volunteer Organizations. In addition, a \$5 per ticket donation will be made to the Town of Smithfield for Historic Preservation fund for the site. Anticipate this donation to be +/- \$12,000 - \$15,000.</p>
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Check any of the following that your event will include.			
Item	Number	Item	Number
<input checked="" type="checkbox"/> Food, Caterer	2	<input type="checkbox"/> Food, by Organization	
<input checked="" type="checkbox"/> Retail Vendors Non-Profit	1	<input checked="" type="checkbox"/> Retail Vendors For Profit	10
<input checked="" type="checkbox"/> Port-a-Potties	20 plus	<input checked="" type="checkbox"/> Fencing/Barricades	Several feet
<input checked="" type="checkbox"/> Trash Cans	40	<input checked="" type="checkbox"/> Generators	4
<input checked="" type="checkbox"/> Dumpsters	2	<input type="checkbox"/> Special Lighting	
<input type="checkbox"/> Recycle Containers		<input checked="" type="checkbox"/> Golf carts/ATVs	10
<input checked="" type="checkbox"/> First Responders- EMS, Fire	2		
Item	Number	Sizes	
Tents	20	Various sizes ranging from a 40x60 down to 10x20s	
Staging	2	Large covered stages for musical performances	
<input type="checkbox"/> Allowing pets		<input type="checkbox"/> Fireworks	<input checked="" type="checkbox"/> Providing Shuttle Service

Certificate of insurance for \$1,000,000 is required (certificate of insurance must be presented prior to event)	
Policy Number	To be provided closer to the event.
Name of Insurance Liability Carrier	
Insurance Company Address	
Insurance Company Phone Number	

I have received, read thoroughly, understand and will comply with the policies and procedures governing special events held in the Town of Smithfield.

Event Organizer's Signature	<i>Gina Ippolito</i>	Date	8/22/18
Print Name	Gina Ippolito		

Attach the following documents:

Flyers or any promotional materials about event or organization
Site Map/Layout of Event

SITE MAP 2018

Map is subject to change.

Windsor Castle Park
Smithfield, VA



SmithfieldVAEvents.com

	Bourbon Tastings		Private Chalets		Bacon Village		Information & Event Merchandise
	Breweries		Reserved Tables		Food Vendors		Entertainment Stages
	Wine Sales		Restrooms & Restroom Trailers		Retail Vendors		Manned ABC Check-Point

BACON EATING CONTEST
2:00 at the River Stage.
Sign up for chance to be picked at the INFO Tent located in Bacon Village by 1:00.



SmithfieldVAEvents.com



Special Events Statement “Concerning Requests to Close Main Street”

“With Public Safety our top concern in the Town of Smithfield, we will no longer approve special event requests 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.”

Special Event Signage –Sandwich Boards

These will be placed on a Monday of week with a weekend event.

Special Event
on Main Street
Saturday
For more details visit www.GenuineSmithfieldVA.com

Special Event
In Park
Sunday
For more details visit www.GenuineSmithfieldVA.com

Notification of Special Events

Letter delivery to residents and merchants is not working as it is too costly and time consuming.

From now on the process will be

- Put Special Events Listing in each town newsletter (2 per year) that goes to every Smithfield Resident.
- Put out Sandwich Board Signage (above) at all major roadways on the Monday of the week of an event.
- Email downtown merchants with Special Events Listing.
- Have Special Events Listing on Tourism Website.



WORLD LEADER IN TACTICAL MICRO-ROBOT SYSTEMS

Sales Quote

5251 W 73rd St, Suite A, Edina, MN 55439
 TEL 952-935-5515 FAX 952-935-5508
 www.reconrobotics.com
 reconscout-orders@reconrobotics.com

Date: 08/17/2018
 Sales Quote #: 18-0350
 Customer #: NA-C-2180-2

MN Tax ID: 9403924 FEIN: 26-2183823
 GSA Contract #: GS-07F-0075U

BILLING ADDRESS

Smithfield Police Department
 Chief Matthew Rogers
 913 S. Church Street
 Smithfield, VA 23430
 USA
 757-357-3247
 mrogers@smithfieldva.gov

SHIPPING ADDRESS

Same

SALES REP	TERMS	SHIP VIA	FOB	ESTIMATED DELIVERY TIME
Katie Sisco	Net30	UPS Ground	Destination	4 - 6 weeks from receipt of purchase order

[all prices in US Dollars]

QTY	MODEL #	ITEM DESCRIPTION	UNIT COST	EXTENDED COST
1	RSK-TB2-C	Throwbot 2 Base Kit - Channel C.2 with OCU II	15,495.00	\$ 15,495.00
1	MOLLE-TB2-c	MOLLE Bag for Throwbot 2, Camo	159.00	\$ 159.00
1	AP-TB2-RXL	Accessory Pack - Rugged XL Conversion Kit for Throwbot 2	1,200.00	\$ 1,200.00
1	SSP	SearchStick Pole	600.00	\$ 600.00
1		Shipping & Handling	220.00	\$ 220.00
TOTAL			\$	17,674.00

For sales of the Recon Scout to non-federal and non-military entities, license eligibility is limited to state and local police and firefighters eligible under 47 C.F.R. § 90.20(a)(1) of the FCC Rules, and security personnel in Critical Infrastructure Industries as defined in the FCC Rules, 47 C.F.R. § 90.7. By accepting this quote, the purchasing agency attests they are eligible to license this product. Operation of this product by non-federal and non-military entities requires an FCC license. **This sales quote is valid for 90 days after the above date.**



ATTN: U.S. Law Enforcement and First Responder Customers

This FCC contact form must be completed and received before a Purchase Order may be processed for orders of Recon Scout or Throwbot robots. Please submit this form with your Purchase Order, or submit in advance to speed up processing. Submission of this form does not create an obligation to purchase any equipment from ReconRobotics.

End User

Entity Name: _____

Contact Information

FCC licensing paperwork will be emailed at time of shipment to the person provided below. Please provide contact information for the appropriate FCC coordinator with the agency that will be using this equipment. If the equipment will be shipped to multiple agencies, you must submit one copy of this form for each end user.

Communications Director: _____

Phone: () _____ E-mail: _____

Attestation

By signing below, I attest that the end user entity named above is eligible to license this equipment, and agree to abide by all FCC requirements.

Name (printed): _____ Title: _____

Signature: _____ Date: _____

FCC Eligibility

The usage of the Recon Scout robot and related equipment is subject to the following conditions:

- Eligibility is limited to state and local police and firefighters eligible for licensing under Section 90.20(a)(1) of the Commission's Rules, and security personnel in critical infrastructure industries.
- The Recon Scout robot may be used only during actual emergencies involving threats to safety of life, and for necessary training related to such operations.
- Security personnel in critical infrastructure industries may operate the Recon Scout robot only in areas that are environmentally hazardous for entry by human personnel, and for necessary training related to such operations.
- The Recon Scout robot will operate on a secondary basis (cannot cause interference and is not protected from interference) to all Federal users and licensed non-Federal users. This device may not interfere with Federal stations operating in the 420-450 MHz band and must accept any interference received.
- Training operations are not permitted within thirty kilometers of the following Federal radiolocation sites:
 - **Site Coordinates (degrees-minutes-seconds)**
 - Beale Air Force Base 39-08-10 N / 121-21-04 W
 - Cape Cod Air Force Station 41-45-07 N / 70-32-17 W
 - Clear Air Force Station 64-55-16 N / 143-05-02 W
 - Cavalier Air Force Station 48-43-12 N / 97-54-00 W
 - Eglin Air Force Base 30-43-12 N / 86-12-36 W
- The operation of the Recon Scout may be impacted in the vicinity of the following radar and ionospheric research sites:
 - **Site Coordinates (degrees-minutes-seconds)**
 - Arecibo, Puerto Rico 18-20-37 N / 66-45-11 W
 - Westford, Massachusetts 42-37-24 N / 71-29-18 W
 - Poker Flats, Arkansas 65-07-47 N / 147-28-14 W

MEMORANDUM OF UNDERSTANDING

BY AND BETWEEN

ISLE OF WIGHT COUNTY

AND

the ISLE OF WIGHT COUNTY SHERIFF'S OFFICE, the TOWN OF SMITHFIELD, and the TOWN OF WINDSOR

THIS AGREEMENT, revised this ____ day of _____, 2018, by and between the COUNTY OF ISLE OF WIGHT ("County"), the ISLE OF WIGHT COUNTY SHERIFF'S OFFICE, the TOWN OF SMITHFIELD, and the TOWN OF WINDSOR.

WITNESSETH:

1. BACKGROUND:

The County and the Towns of Smithfield and Windsor established a centralized emergency communications center to serve area law enforcement, fire, rescue, and emergency services under a consolidated Emergency Communications Department in 2002. The County and Towns wish to update the terms of the previous agreements to include operations of a newly constructed radio system to provide service to The County and Towns. In consideration of the mutual benefits and obligations contained herein, the aforementioned parties therefore do agree to the following terms:

2. EMERGENCY COMMUNICATIONS CENTER ESTABLISHED:

The County, the Town of Smithfield, and the Town of Windsor established an Emergency Communications Center in the dispatch center of the Sheriff's Office located at the Isle of Wight County Courthouse Complex. The Center became effective on July 1, 2002, and became operational later in the calendar year, to perform dispatching functions for County and Town law enforcement, and fire and rescue personnel.

The County will establish an updated Radio System to become operational in 2018 to provide communication services to County and Town law enforcement and fire and rescue personnel.

The Emergency Communications Center and Radio System (the terms “center” or “communications center” shall be construed to include the Communications Center and Radio System anywhere it is used in this document) shall be governed by a Board of Directors composed of the following members: the County Administrator, the Smithfield Town Manager, the Windsor Town Manager, the Sheriff, the Smithfield Police Chief, the Windsor Police Chief, the Chief of Emergency Services, and an appointed member of the Volunteer Fire and Rescue Association. The members of the Board of Directors shall incur no individual or personal liability for actions taken in good faith by them as members of the Board. The Board of Directors shall elect from among its members a Chairman and a Vice-Chairman who shall serve for one-year terms with eligibility for re-election.

The Board of Directors shall operate the Center and Radio System in accordance with the Bylaws adopted by the County and the Towns and shall establish operating procedures and policies for the Center and Radio System. The Board shall adopt and submit annually to the County and the Towns an operating budget and report of activities. The operating budget shall be submitted to the Towns no later than February 15th of each year. The Board shall annually review the cost allocation schedule for the Center and Radio System and make pertinent recommendations for changes to the governing bodies.

The Board of Directors shall select a Communications Manager who shall be responsible for overall Management of the Emergency Communications Center and Radio System. Qualified employees of any of the parties hereto shall be given preferred consideration for employment in categories with rate of pay and benefits equivalent to their present categories rate of pay and benefits. The determination of employment of such employees shall be made by the Communications Manager. Wages for employees accepting employment shall be determined by the Board of Directors and the fringe benefits for such employees shall be the same as those enjoyed by new employees of the Communications Center. Persons employed by the Center and/or Radio System shall be considered County employees; however, the County hereby delegates to the Board of

Directors the power to hire, discipline and remove the Center Manager (within the limits of the County's established personnel policies), to establish his/her duties, and to recommend his/her compensation. The employees shall be eligible to receive all rights and benefits of County employees.

By this MOU, the Sheriff hereby delegates authority to the County to provide dispatching services for the Sheriff's Office. The Sheriff also agrees to assign five Sheriff's Office employees classified by the Compensation Board as COMOPS/COMOP SUPV to the Emergency Communications Center. The Sheriff authorizes the Communications Manager to manage the day to day activities of those persons (within the limits of the County's established personnel policies) classified by the Compensation Board; however, the Sheriff shall retain the authority to hire, evaluate, and terminate said appointees and these appointees shall remain employees of the Sheriff. The Sheriff agrees that he will process the appropriate paperwork for the Compensation Board, as necessary to receive funding for the positions reimbursed by them.

If funding of the five (5) State Compensation Board positions is eliminated the Board of Supervisors may continue those positions as recommended by the Board of Directors of the Emergency Communications Center with funding from the 911 tax revenues.

3. ALLOCATION OF COSTS:

The local 911 surcharge was eliminated by House Bill 568 effective January 1, 2007 and replaced with a uniform statewide tax of \$.75 per line, collected by the Commonwealth and allocated to the localities in aggregate with the proceeds of the Communications Tax, also created in HB 568, commonly referred to as the Virginia Tax Reform Act of 2006. Beginning January 1, 2019, a portion of the Communications Tax distributed to the County and localities equivalent to the E-911 Wireline surcharge multiplied by a factor of four(4) shall also be applied toward the operations, capital, and maintenance costs of the ECC to replace the loss of revenue from the elimination of the local E-911 surcharge tax. This is in keeping with the General Assembly's statements at the time of creation of the Communications Tax that no locality should go without funding due to the loss of the local surcharges but should be made whole by the

imposition of the Statewide Communications Tax. The County and Town allocations of the E911 fee shall continue to be applied toward the operational, capital and maintenance costs of the system. In addition, the \$.75 per line Wireless E-911 fee and the \$.50 prepaid wireless surcharge established by House Bill 754 and Senate Bill 441, effective January 1, 2011, distributed to the County and the Towns, shall be applied to offset the operational, capital and maintenance costs of the Emergency Communications Center.

Any capital and operational costs incurred over and above the revenues collected via the telephone surcharges and communications taxes listed above will be apportioned between the County and the Towns as follows:

Isle of Wight County	<u>72%</u>
Town of Smithfield	<u>21.2%</u>
Town of Windsor	<u>6.8%</u>

The apportionment of costs will be based on the following factors:

Population: the ratio of each jurisdiction's population to the total population of the three (3) jurisdictions, using the most recently published population data from the University of Virginia's Weldon Cooper Center or the U. S. Census Bureau, whichever is most current.

Calls Received: the number of calls received at the Center originating in each jurisdiction compared as a ratio to the total calls received at the Center, based on actual logs of calls to be provided by the Communications Manager.

The Board of Directors shall review the allocation criteria on a fiscal year annual basis. The Board shall make recommendations to the County and the Towns for any changes to the initial allocation percentages.

Notwithstanding anything to the contrary in this MOU, the County and the Towns shall be obligated for any operational cost or the cost of an outside attorney provided for this MOU only to the extent such funds are budgeted and appropriated by the respective governing body of each jurisdiction.

4. FISCAL AND ADMINISTRATIVE AGENT:

The County of Isle of Wight is hereby designated as fiscal agent for the Emergency Communications Center and Radio System. The County shall be responsible for furnishing accounting, purchasing, personnel, and payroll functions for the Center, as well as legal counsel. If, in the opinion of the County Attorney, outside counsel is necessary for the provision of legal services to the Center, the costs will be apportioned between the County and the Towns as follows:

Isle of Wight County	<u>72%</u>
Town of Smithfield	<u>21.2%</u>
Town of Windsor	<u>6.8%</u>

5. LIABILITY

The County and the Towns acknowledge that the Board of Directors will act as agents for them in carrying out the dispatching functions of the law enforcement, and fire and rescue activities. The Board of Directors shall obtain liability insurance adequate to protect the interests of the County and the Towns and itself for claims arising out of its performance of these functions. The purchase of such insurance shall in no way constitute a waiver of any defenses, including but not limited to the defense of sovereign immunity that may be available to the Board of Directors, the County, or the Towns, with respect to any claim against any or all of them.

6. EXECUTION: DURATION, JOINT EXERCISE OF POWERS

The County, Towns, and the Sheriff intend this agreement as a joint exercise of their respective powers, as authorized by Section 15.1-21 of the Code of Virginia. The Board of Supervisors, Town Councils, and the Sheriff have therefore caused the MOU to be executed for them by the County Board Chairman and the Mayors, respectively, as of the respective dates indicated below. The MOU will take effect on the date signed by the last necessary party and will continue in effect as adopted through June 30, 2028, and thereafter until modified or dissolved by mutual agreement; provided that any may discontinue its participation at the end of any fiscal

year subsequent to that ending on June 30, 2028, by providing one (1) year's written notice to the others parties hereto.

7. SEVERABILITY OF PARTS OF AGREEMENT

It is hereby declared to be the intention that the sections, paragraphs, sentences, and clauses of this MOU are severable. If any section, paragraph, sentence, or clause shall be found to be invalid for any reason, such invalidity shall not affect any of the remaining portions of the MOU.

8. SIGNATURES OF AUTHORIZED AGENTS

Town of Smithfield:

Clerk, Town Council

Mayor, Town Council

Approved as to Form:

Town Attorney

Town of Windsor:

Clerk, Town Council

Mayor, Town Council

Approved as to Form:

Town Attorney

Sheriff, Isle of Wight County:

Sheriff

Isle of Wight County:

Clerk, Board of Supervisors

Chairman, Board of Supervisors

Approved as to Form:

County Attorney

PAYMENT AGREEMENT

THIS PAYMENT AGREEMENT (hereinafter the "Agreement") is made and entered into this ___ day of August, 2018, by and between Isle of Wight County, Virginia, a political subdivision of the Commonwealth of Virginia (hereinafter the "County"), and the Town of Smithfield, Virginia, a political subdivision of the Commonwealth of Virginia (hereinafter the "Town"). The County and Town may hereinafter be referred to individually as a "Party" or jointly as the "Parties.

WITNESSETH:

WHEREAS, the County is in the process of upgrading its emergency management communications system; and

WHEREAS, in order to ensure proper communications by and between members of the Town and County's respective law enforcement agencies the County will be acquiring a designated number of radios for use by Town law enforcement authorities for which the Town has agreed to repay the County in five (5) installment payments.

NOW, THEREFORE, the Parties agree as follows:

1. The County shall purchase, on behalf of the Town, a designated number of radios in an amount not to exceed \$245,000.
2. The Town shall repay the County in accordance with the payment schedule attached hereto as Exhibit A. Payment shall be due within thirty (30) days of the due dates as set forth on the payment schedule.
3. This Agreement shall be governed by the laws of the Commonwealth of Virginia.

ISLE OF WIGHT COUNTY, VIRGINIA

TOWN OF SMITHFIELD, VIRGINIA

Chairman, Board of Supervisors

Mayor, Town Council

Approved as to Form:

County Attorney

Town Attorney

E911 NEW RADIO EQUIPMENT LOAN AMORTIZATION SCHEDULE

Total Radio Costs	\$245,000
1st Installment Payment (7/15/18)	
Remaining Loan Amount	\$245,000
Loan amount	\$245,000
Annual interest rate	1.65%
Loan period in years	5
Number of payments per year	1
Start date of loan	7/15/2018
Optional extra payments	\$0.00

LOAN SUMMARY

Scheduled payment	\$51,453.46
Scheduled number of payments	5
Actual number of payments	1
Total early payments	\$0.00
Total interest	\$8,046.93

PMT NO	PAYMENT DATE	BEGINNING BALANCE	SCHEDULED PAYMENT	EXTRA PAYMENT	TOTAL PAYMENT	PRINCIPAL	INTEREST	ENDING BALANCE	CUMULATIVE INTEREST
1	7/15/2018	\$245,000.00	\$50,000.00	\$0.00	\$50,000.00	\$50,000.00	\$0.00	\$195,000.00	\$0.00
2	7/15/2019	\$195,000.00	\$51,453.46	\$0.00	\$51,453.46	\$48,234.01	\$3,219.45	\$146,765.99	\$3,219.45
3	7/15/2020	\$146,765.99	\$51,453.46	\$0.00	\$51,453.46	\$49,030.36	\$2,423.11	\$97,735.63	\$5,642.56
4	7/15/2021	\$97,735.63	\$51,453.46	\$0.00	\$51,453.46	\$49,839.85	\$1,613.62	\$47,895.79	\$7,256.17
5	7/15/2022	\$47,895.79	\$51,453.46	\$0.00	\$47,895.79	\$47,105.03	\$790.76	\$0.00	\$8,046.93

BOND SUMMARY STATISTICS

Isle of Wight County, VA - US Bancorp
 2016A Bank Loan
 US Bancorp Rate: 1.651%

Dated Date	07/29/2016
Delivery Date	07/29/2016
Last Maturity	07/01/2026
Arbitrage Yield	1.651085%
True Interest Cost (TIC)	1.651085%
Net Interest Cost (NIC)	1.651000%
All-In TIC	1.651085%
Average Coupon	1.651000%
Average Life (years)	5.558
Duration of Issue (years)	5.271

PMT NO	PAYMENT DATE	BEGINNING BALANCE	SCHEDULED PAYMENT	EXTRA PAYMENT	TOTAL PAYMENT	PRINCIPAL	INTEREST	ENDING BALANCE	CUMULATIVE INTEREST
			Par Amount		8,000,000.00				
			Bond Proceeds		8,000,000.00				
			Total Interest		734,149.61				
			Net Interest		734,149.61				
			Total Debt Service		8,734,149.61				
			Maximum Annual Debt Service		867,838.71				
			Average Annual Debt Service		880,261.44				
			Underwriter's Fees (per \$1000)						
			Average Takedown						
			Other Fee						

**FINANCE
COMMITTEE**

CASH BALANCES AS OF JULY 31, 2018					
			Current Year	Prior Year	
ACCOUNT NAME	BANK NAME	ACCOUNT	Interco.	Interco./Interdep	ADJUSTED
		BALANCE	Balances	Balances	BALANCES
Water	Farmers Bank	1,356,703.54	(614,497.71)	(107,172.07)	635,033.76
Water-Debt Service	Farmers Bank	627,705.23	9,708.70	-	637,413.93
Water Capital Escrow (availability fees)	TowneBank	505,833.30	9,800.00	-	515,633.30
Water Treatment Plant Escrow	TowneBank	11,603.20			11,603.20
Water Deposit Account	TowneBank	85,837.71			85,837.71
Water Development Escrow	TowneBank	121,483.91	-	-	121,483.91
Subtotal Water		2,709,166.89	(594,989.01)	(107,172.07)	2,007,005.81
Sewer	Farmers Bank	527,608.83	(230,648.77)	(215,796.58)	81,163.48
Sewer Development Escrow	TowneBank	383,276.05	-	-	383,276.05
Sewer Capital Escrow (availability fees)	TowneBank	804,564.36	14,560.00	-	819,124.36
Sewer Compliance	Farmers Bank	2,293,364.43	25,033.62	-	2,318,398.05
Subtotal Sewer		4,008,813.67	(191,055.15)	(215,796.58)	3,601,961.94
Highway	Farmers Bank	169,308.75	410,358.85	-	579,667.60
General Fund	Farmers Bank	3,935,382.11	1,011,147.60	322,968.65	5,269,498.36
Payroll	Farmers Bank	75,483.33			75,483.33
Money Market-General Fund	TowneBank	2,209.52			2,209.52
Business Super Now-General Fund	Farmers Bank	34,012.41			34,012.41
Money Market-General Fund	Farmers Bank	295,198.81			295,198.81
General Fund Capital Escrow Account	TowneBank	216,944.69	489,553.00		706,497.69
Certificate of Deposit	Farmers Bank	526,959.77			526,959.77
Certificate of Deposit-Police Dept	Farmers Bank	37,025.36			37,025.36
Special Project Account	Farmers Bank	1,119,148.03	(1,088,556.48)		30,591.55
Pinewood Heights Escrow	Farmers Bank	70,834.81	-		70,834.81
SNAP Account	Farmers Bank	2,218.75	-		2,218.75
Museum Account	Farmers Bank	182,156.89			182,156.89
Windsor Castle Acct	TowneBank	99,478.00	-		99,478.00
S. Church Street Account	TowneBank	36,458.81	(36,458.81)	-	-
Subtotal General Fund		6,633,511.29	375,685.31	322,968.65	7,332,165.25
TOTAL ALL FUNDS		13,520,800.60	-	-	13,520,800.60



Account Statement

July 2018

Town of Smithfield

P.O. Box 246
Smithfield, VA 23431
U.S.A.

VIP 1-3 Year High Quality Bond Fund VA-01-0009-0001

Summary

VA-01-0009-0001		GENERAL					
Beginning Cost	Beginning Market Value	Contributions	Withdrawals	Income Earned	Ending Market Value	Ending Cost	Current Month Unrealized G/L
516,450.12	511,674.97	0.00	42.04	850.30	511,935.41	517,258.38	-547.82

Transactions

Transaction Date	Transaction Description	Contributions & Income Earned	Withdrawals	Balance	NAV	Shares	Realized GL
07/01/2018	Income Earned	22.56			9.915995	2.275	
07/13/2018	Withdrawal		42.04		9.913319	4.241	0.00
07/13/2018	Income Earned	345.88			9.913319	34.890	
07/31/2018	Income Earned	481.86			9.905384	48.646	
07/31/2018	Ending Balance			511,935.41	9.905384	51,682.541	



Account Statement

July 2018

Town of Smithfield

P.O. Box 246
 Smithfield, VA 23431
 U.S.A.

VIP Stable NAV Liquidity Pool VA-01-0009-5001

Summary

Average Monthly Yield: 2.14%

	Beginning Balance	Contributions	Withdrawals	Income Earned	Average Daily Balance	Month End Balance
VA-01-0009-5001 LIQUID GENERAL	0.00	0.00	0.00	0.00	0.00	0.00

Transactions

Transaction Date	Transaction Description	Contributions & Income Earned	Withdrawals	Balance	Transaction Number
07/31/2018	Ending Balance			0.000	



Daily Rates

July 2018

VIP Stable NAV Liquidity Pool

Date	Dividend Rate	Daily Yield
01-Jul-18	0.000057400	2.10%
02-Jul-18	0.000058496	2.14%
03-Jul-18	0.000058222	2.13%
04-Jul-18	0.000058222	2.13%
05-Jul-18	0.000058222	2.13%
06-Jul-18	0.000058222	2.13%
07-Jul-18	0.000058222	2.13%
08-Jul-18	0.000058222	2.13%
09-Jul-18	0.000058222	2.13%
10-Jul-18	0.000057948	2.12%
11-Jul-18	0.000057948	2.12%
12-Jul-18	0.000058222	2.13%
13-Jul-18	0.000058222	2.13%
14-Jul-18	0.000058222	2.13%
15-Jul-18	0.000058222	2.13%
16-Jul-18	0.000058496	2.14%
17-Jul-18	0.000058770	2.15%
18-Jul-18	0.000058496	2.14%
19-Jul-18	0.000058496	2.14%
20-Jul-18	0.000058496	2.14%
21-Jul-18	0.000058496	2.14%
22-Jul-18	0.000058496	2.14%
23-Jul-18	0.000058496	2.14%
24-Jul-18	0.000058496	2.14%
25-Jul-18	0.000058770	2.15%
26-Jul-18	0.000058496	2.14%
27-Jul-18	0.000058770	2.15%
28-Jul-18	0.000058770	2.15%
29-Jul-18	0.000058770	2.15%
30-Jul-18	0.000058496	2.14%
31-Jul-18	0.000058496	2.14%

**INVOICES - OVER \$10,000.00
REQUIRING COUNCIL
AUTHORIZATION**

Lesley King

From: Brian Camden <brian.camden@alphacorporation.com>
Sent: Friday, August 24, 2018 10:33 AM
To: Lesley King
Cc: Brian Thrower; Amy Musick
Subject: FW: Pencil payment app #13
Attachments: SKMBT_C364e18082410200.pdf

Lesley,

We have reviewed RAD Sports payment application #13 dated 8/24/18 in the amount of \$188,579.27 and recommend payment.

I will come by after the meeting on Thursday and sign the application.

Thanks,

Brian Camden
Program Manager
ALPHA CORPORATION
295 Bendix Road, Suite 340
Virginia Beach, VA. 23452
(M) 757.567.8865
(O) 757.533.9368

APPLICATION AND CERTIFICATE FOR PAYMENT

AIA DOCUMENT G702

TO OWNER: Town of Smithfield
P.O Box 246
Smithfield VA 23431

PROJECT: Joseph W. Luter, Jr Sports Com
Courthouse Highway
Smithfield VA 23431

APPLICATION NO: 13
PERIOD TO: 08/24/2018
PROJECT NO: 16954
CONTRACT DATE:

Distribution to:
 OWNER
 ARCHITECT
 CONTRACTOR

FROM CONTRACTOR: R.A.D. Sports
171 VFW Drive
Rockland MA 02370

VIA ARCHITECT: Alpha Corporation
295 Bendix Road, Suite 340
Virginia Beach VA 23452

CONTRACT FOR:

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the contract.
Continuation sheet, AIA Document G703, is attached.

1. ORIGINAL CONTRACT SUM	\$2,578,800.00
2. Net change by Change Orders	\$183,133.42
3. CONTRACT SUM TO DATE (LINE 1 + 2).....	\$2,761,933.42
4. TOTAL COMPLETED & STORED TO DATE	\$2,644,188.42
(Column G on G703)	
5. RETAINAGE	
a. 5.00 % of Completed Work	\$132,209.44
(Columns D + E on G703)	
b. 0.00 % of Stored Materials	\$0.00
(columns F on G703)	
Total Retainage (Line 5a + 5b or	\$132,209.44
Total in Columns I on G703)	
6. TOTAL EARNED LESS RETAINAGE	\$2,511,978.98
(Line 4 less Line 5 Total)	
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT	\$2,323,399.71
(Line 6 from prior Certificate)	
8. CURRENT PAYMENT DUE	\$188,579.27
9. BALANCE TO FINISH, INCLUDING RETAINAGE	\$249,954.44
(Line 3 less Line 6)	

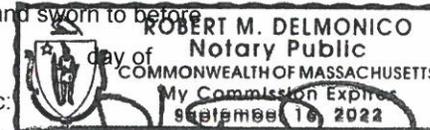
The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from Owner, and that current payment shown herein is now due.

CONTRACTOR: R.A.D. Corp

By: James P. Della Date: 8-24-18

State of:
County of:

Subscribed and sworn to before me this



Notary Public:

My Commission expires:



ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observation and the data comprising this application, the Architect certifies to the owner that to the best of the Architect's knowledge, information and belief the work has been progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED..... \$188,579.27

(Attach explanation if amount certified differs from the amount applied for. Initial all figures on this application and on the Continuation Sheet that are changed to conform to the amount certified.)

ARCHITECT: Alpha Corporation

By: _____ Date: _____

This certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this contract.

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner		
Total approved this month		
TOTALS	\$284,767.10	-\$101,633.68
NET CHANGES by Change Order		\$183,133.42

CONTINUATION SHEET

AIA DOCUMENT G703

AIA Document G702, APPLICATION AND CERTIFICATION FOR PAYMENT, containing Contractor's signed Certification, is attached.
 In tabulations below, ammounts are stated to the nearest dollar.
 Use column I in Contracts where variable retainage for line items may apply.

APPLICATION NO: 13

APPLICATION DATE: 08/24/2018

PERIOD TO: 08/24/2018

ARCHITECTS PROJECT NO: 16954

A ITEM NO:	B DESCRIPTION OF WORK	C SCHEDULED VALUE	E WORK COMPLETED		F MATERIALS STORED NOT IN D OR E	G TOTAL COMPLETED AND STORED TO DATE (D+E+F)		H BALANCE TO FINISH (C-G)	I RETAINAGE
			FROM PREVIOUS APPLICATION	THIS PERIOD		%			
3.200	Bond	38,000.00	38,000.00			38,000.00	100.00		1,900.00
1.010	Site Mobilization	42,000.00	41,160.00			41,160.00	98.00	840.00	2,058.00
2.010	Erosion Control	36,000.00	28,800.00			28,800.00	80.00	7,200.00	1,440.00
70.300	Tree and Stump Removal	52,000.00	52,000.00			52,000.00	100.00		2,600.00
3.400	Earthwork	321,000.00	321,000.00			321,000.00	100.00		16,050.00
2.030	Strip and Screen Topsoil	84,000.00	84,000.00			84,000.00	100.00		4,200.00
4.060	Water Lines	64,000.00	64,000.00			64,000.00	100.00		3,200.00
35.090	Sewer Line Work	129,000.00	129,000.00			129,000.00	100.00		6,450.00
4.050	Storm Drainage	156,000.00	156,000.00			156,000.00	100.00		7,800.00
28.000	Chain Link Fence	132,000.00	132,000.00			132,000.00	100.00		6,600.00
2300.000	Underground Electric Pipi	42,000.00	42,000.00			42,000.00	100.00		2,100.00
413.000	Scoreboards	26,000.00	26,000.00			26,000.00	100.00		1,300.00
70.951	Parking Lot Lights	22,000.00	22,000.00			22,000.00	100.00		1,100.00
3.240	Dugouts	166,000.00	166,000.00			166,000.00	100.00		8,300.00
3.220	Site Amenities	52,000.00	52,000.00			52,000.00	100.00		2,600.00
2.160	Athletic Equipment	54,000.00	54,000.00			54,000.00	100.00		2,700.00
12879.015	Screen & Spread Topsoil	156,000.00	148,200.00			148,200.00	95.00	7,800.00	7,410.00
1722.000	Seed	218,000.00	213,640.00			213,640.00	98.00	4,360.00	10,682.00
432.000	Infield Mix	84,000.00	82,320.00			82,320.00	98.00	1,680.00	4,116.00
2.040	Gravel Base to Subgrade	128,000.00	126,720.00			126,720.00	99.00	1,280.00	6,336.00
20018.000	Concrete Flat work	106,000.00	103,880.00			103,880.00	98.00	2,120.00	5,194.00
3.260	Asphalt Paving	42,000.00	42,000.00			42,000.00	100.00		2,100.00
4.070	Site Electric	96,000.00	96,000.00			96,000.00	100.00		4,800.00

CONTINUATION SHEET

AIA DOCUMENT G703

AIA Document G702, APPLICATION AND CERTIFICATION FOR PAYMENT, containing Contractor's signed Certification, is attached.
 In tabulations below, ammounts are stated to the nearest dollar.
 Use column I in Contracts where variable retainage for line items may apply.

APPLICATION NO: 13

APPLICATION DATE: 08/24/2018

PERIOD TO: 08/24/2018

ARCHITECTS PROJECT NO: 16954

A ITEM NO:	B DESCRIPTION OF WORK	C SCHEDULED VALUE	E WORK COMPLETED		F MATERIALS STORED NOT IN D OR E	G TOTAL COMPLETED AND STORED TO DATE (D+E+F)		H BALANCE TO FINISH (C-G)	I RETAINAGE
			D FROM PREVIOUS APPLICATION	THIS PERIOD		%			
10.090	Bleacher	38,000.00	38,000.00			38,000.00	100.00		1,900.00
2.115	Well Drilling/ Pumps	66,000.00	64,680.00			64,680.00	98.00	1,320.00	3,234.00
2.110	Irrigation	138,000.00	135,240.00			135,240.00	98.00	2,760.00	6,762.00
60.000	Landscape	78,000.00	31,200.00			31,200.00	40.00	46,800.00	1,560.00
4.180	Punch List	12,800.00						12,800.00	
9901.000	Change Order #01	-101,633.68	-101,633.68			-101,633.68	100.00		-5,081.68
9902.000	Change Order #02	10,980.00	10,431.00			10,431.00	95.00	549.00	521.55
9903.000	Change Order #03	27,850.00						27,850.00	
9904.000	Change Order #04	3,860.00	3,474.00			3,474.00	90.00	386.00	173.70
9905.000	Change Order #05	4,290.00	4,290.00			4,290.00	100.00		214.50
9906.000	Change Order #06	9,855.00	9,855.00			9,855.00	100.00		492.75
9907.000	Change Order #07	192,564.50		192,564.50		192,564.50	100.00		9,628.23
9908.000	Change Order #08	9,952.50	9,952.50			9,952.50	100.00		497.63
9909.000	Change Order #09	19,475.10	19,475.10			19,475.10	100.00		973.76
9910.000	Change Order #10	5,940.00		5,940.00		5,940.00	100.00		297.00
		2,761,933.42	2,445,683.92	198,504.50		2,644,188.42	95.74	117,745.00	132,209.44



August 13, 2018

Town of Smithfield
Ms. Ellen D. Minga
Treasurer
P. O. Box 246
Smithfield, VA 23431

Dear Ms. Minga,

On behalf of Western Tidewater Free Clinic (WTFC), I thank the Town of Smithfield and the Town Council for supporting the Clinic again this fiscal year. I am writing to request the annual contribution as approved in the FY2018-19 budget of \$40,700.

As always, we invite you, the Town staff, and all members of the Town Council to visit the Clinic to see first-hand how your funds are making a difference.

Please contact me at 923-1060, ext. 7001 if you would like to schedule a tour or if additional information is needed. Thank you.

Sincerely,

A handwritten signature in blue ink that reads "Chet M. Hart". The signature is fluid and cursive.

Chet M. Hart, MBA
Executive Director

**PARKS AND RECREATION
COMMITTEE**

Parks and Recreation Operation Update August 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
			2:00 PM - 4:00 PM SC C&D 2:00 PM Staff Meeting	8:00 AM - 5:00 PM SC MH 8:00 AM Smithfield Intern Presentations 6:30 PM - 7:30 PM WC Courtyard 6:30 PM Dog Obedience Classes	5:00 PM - 10:15 PM OTS 5:00 PM Officer Request-Boardwalk Festival	10:00 AM - 8:00 PM SC MHSu 12:00 PM Hefner Reunion 2:00 PM - 3:00 PM WC Manor House 2:00 PM Manor House Grounds Tour 5:00 PM - 10:15 PM OTS 5:00 PM Officer Request-Boardwalk Festival
5	6	7	8	9	10	11
11:00 AM - 11:00 PM SC MHSu 3:00 PM Stone and Walker Wedding and Reception	11:00 AM - 12:00 AM SC MHSu 6:00 PM Castro and Ringler Wedding and Reception	12:00 PM - 8:00 PM SC MH 5:00 PM National Night Out 7:00 PM - 9:00 PM SC A&B 7:30 PM Town Council	11:00 AM - 7:00 PM SC MHSu 11:00 AM Hall and Westrick Set-Up	Courtney Off 2:00 PM - 12:00 AM SC MHSu 4:00 PM Hall and Westrick Wedding and Reception 6:30 PM - 7:30 PM WC Courtyard 6:30 PM Dog Obedience Classes	Courtney Off 10:00 AM - 10:00 PM SC MHSu 3:30 PM Lyles and Jefferson Reception	Courtney Off 9:00 AM - 10:00 AM WC Canoe/Kayak 9:00 AM Roaming Yoga
12	13	14	15	16	17	18
Courtney Off 11:00 AM - 11:00 PM SC MHSu 4:30 PM LoIopolos and Spencer Wedding and Reception	Courtney Off 8:00 AM - 6:00 PM SC C&D 10:00 AM McGuire Woods Deposition	Courtney Off 8:00 AM - 6:00 PM SC C&D 9:30 AM McGuire Woods Deposition 6:00 PM - 8:00 PM SC A&B 6:30 PM Planning Commission	Courtney Off 8:00 AM - 1:00 PM SC Suites 8:00 AM Carpet Cleaning	Courtney Off 4:00 PM - 8:00 PM WC Trails 4:00 PM Cross Country Meet 6:30 PM - 7:30 PM WC Courtyard 6:30 PM Dog Obedience Classes	Courtney Off 10:00 AM - 6:00 PM SC MHSu 10:00 AM Story-Barnes Setup	Courtney Off 1:00 PM - 12:00 AM SC MHSu 5:00 PM Story-Barnes Reception
19	20	21	22	23	24	25
Courtney Off 9:00 AM - 2:00 PM WC Riverfront 12:30 PM Roy Ceremony 9:30 AM - 6:30 PM SC MHSu 1:00 PM Roy Reception	Courtney Off 2:00 PM - 10:00 PM SC MH 6:30 PM Farm Bureau Dinner	8:30 AM - 10:00 AM SC C&D 9:00 AM Schoolhouse Committee 11:30 AM - 2:00 PM SC C&D 12:00 PM Crime Line Meeting 7:00 PM - 8:30 PM SC A&B 7:30 PM BHAR	11:30 AM - 5:00 PM SC B, SC C&D 12:30 PM DHCD Retreat	8:00 AM - 5:00 PM SC B, SC C&D 9:00 AM DHCD Retreat		9:00 AM - 5:00 PM SC MH 2:00 PM IOw County Fair Pageant Queen Crowning
26	27	28	29	30	31	
	1:00 PM - 11:00 PM SC A&B 4:30 PM Public Opinion Strategies Focus Group 2:30 PM - 5:00 PM SC C&D 3:00 PM Committee Meetings	9:30 AM - 2:00 PM SC A&B 10:00 AM Tourism SSR Meeting 2:30 PM - 5:00 PM SC C&D 3:00 PM Committee Meetings	1:30 PM - 4:00 PM SC C&D 2:00 PM Staff Meeting		Courtney Off 9:00 AM - 5:00 PM SC MHSu 9:00 AM Whitley-Corp Setup	

Upcoming Special Events & Park Programming			
Day	Date	Event	Location
Sat	Sep 8	SafeHouse Half Marathon	Windsor Castle & Town Streets
		Luter Sports Complex-Game Day	Luter Sports Complex
Thursdays	Aug-Sep	Dog Obedience Classes	Windsor Castle Park
Sat	Sep 22	Rurtian Car Show	Main Street 300 Block
Sat	Sep 29	Autumn Vintage Market	Main Street

Parks and Recreation Operation Update

August 2018

Smithfield Center Updates
Smithfield Center Bathroom Renovation now includes new quartz countertops. New lighting options will be explored.

Windsor Castle Park Updates
The Manor House is receiving attention in this phase –new windows, porches and stucco. An update will be given during Public Buildings Committee.

Kayak Rentals	Trail Doctor Projects and Hours
Total Sales as of 7/19/18 \$ 7470	Volunteer Hours Earned since January 2018- 261 Hours
Averaging Per Weekend \$ 466	Projects completed
Staffing Hours \$ 2880	Trail Repair and Maintenance
Net after Staffing Hours \$ 4590	Dry wells and Drainage Ditches Cleaned
	Tree of Heaven Inspection
	Stilt Grass Eradication
	Painting Signs
	Pruning and Weeding
People Counter Data: Windsor Castle Smithfield Station Bridge (moved here January 2018)	
Daily Average: 342	Busiest Day of the Week: Sunday
Busiest Days Sunday, August 12 (774)	Saturday, August 11 (571) Tuesday, August 14 (519)

Trail Doc Pictures of Completed Projects	
Trail near Kayak Launch Before	Same Area after Repair



Parks and Recreation Operation Update

August 2018

Luter Sports Complex Updates

Smithfield Recreation Association has begun practice at the fields and is looking forward to the first game day on Saturday, September 8th.

Project update.

Clontz Park Boat Ramp Updates

Preconstruction meeting held on Thursday, August 16th. Construction will mobilize within the next 30 days.

Park Projects

Project Name	Location	Applicant Name
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
A Walk in the Park	Windsor Castle	Smithfield Middle School/Dolphin Team
Oyster Restoration	Windsor Castle	Windsor High School, Orignally -Kelly Davis, Chesapeake Bay Foundation
Monarch Butterfly Habitat	Windsor Castle	Ruth Meredith, Smithfield Middle 7 th Graders, Boy Scout Troop 7
Edible Garden	Windsor Castle	Jennifer Smith, Smithfield Middle School
Haydens Lane Painted Benches	Haydens Lane	Smithfield High School Art Class
Benches for Playscape	Windsor Castle Playscape	Cooper Boley-Eagle Scout
Compass Course	Windsor Castle	Kyle Rutherford-Eagle Scout

Parks and Recreation Operation Update

August 2018

Pop Up Library	Haydens Lane	Alex Simmons, Isle of Wight Academy
Wood Duck Boxes	Windsor Castle	Ashlynn Newberry, Girl Scout Troop 622
Bike Path Repairs	Windsor Castle Bike Path	Jacob Thomas, Eagle Scout
Bluebird Houses	Windsor Castle	Linda Langdon, Virginia Master Naturalist
Dog Agility Course	Windsor Castle Dog Park	Daniel Brower, Boy Scouts Troop 36
Fishing Line Receptacles	Windsor Castle Fishing Pier	Claudia Lee, Virginia Master Naturalist
Tree Identification	Windsor Castle	Girl Scout Troop 622

2018 Town of Smithfield Open to Public Events (on town properties)

Event Date	Times Location Type of Event Attendance	Event Name	PD Required \$46 per hour per officer	PW Required \$30 per hour per staff (2 req)
JANUARY				
1/13/2018	9 A-5 P WC Riverfront	BOB Festival Smithfield VA Events-Gina Ippolito	1 Thu 10 PM-6 AM Overnight 1 Fri 10 PM-6 AM Overnight	4 PW Sat 10 AM-6 PM 1 light tower, deliver on Monday
Traffic Assist	8K & Festival 2000 p	869-0664 gina@smithfieldvaevents.com	2 Sat 7:30 AM-9:30 AM 8K Race 1 Sat 8AM - 1PM Jericho Road Closure	all trash cans, deliver on Tuesday
	Resolution	Jericho Road - one way traffic - 8am - 1pm / Traffic assist 9am - 11:30am for race	2 Sat 8 AM-5 PM Event Patrol 2 Sat 10 AM-5 PM Event Patrol	
1/13/2018	9 A-9 P Station Parking Lot Officer Request	Smithfield Station Parking Lot Assist Smithfield Station -Randy Pack 620-7700 randy.pack@smithfieldstation.com	1 Sat 10 AM-4 PM Station Parking Lot 1 Sat 4 PM-7 PM Station Bar	
1/14/2018	2p-5 p Smithfield Center Community 250 p	MLK Program		
FEBRUARY				
2/3/2018	9 A-3 P WC Riverfront	Mardi Gras Run 4 Beads IOW Chamber-Andy Cripps	1 Race Route-Jericho Rd by Manor House 9:45 A-12 P 1 Race Route -Underwood & Cedar 9:45 A-12 P	We will provide trash cans, group will do own trash removal.
Traffic Assist	5K & 10 K 500 p	647-4482 acripps@theisle.org	1 Race Route-Mason & Cedar 9:45 A-12 P 1 Event Patrol-12 P-2 P	
	Resolution	Traffic assist 9am - 11:30am for race		
2/11/2018	3 P-6:30 P Smithfield Center Fundraiser 200 p	Sweetheart Banquet		
2/17/2018	7 P-11 P Smithfield Center Fundraiser 250 p	CASA Gala	1 Sat 6:30 PM-11:30 PM	
2/25/2018	2 p-4 P Smithfield Center Community 100 p	Black History Month Program		
MARCH				
3/10/2018	5:30 P-9:30 P Smithfield Center Fundraiser 350 p	IOW Academy Gala	(using IOW Sheriff's deputy)	
3/17/2018	10:30 A-1 P Main Street	St Patricks Day Parade Tourism-Connie Chapman	# (determined by PD)	# (determined by PW)
Town Streets	Parade	902-2164		
Restrooms	3000 p	cchapman@isleofwightus.net		
	Resolution	closure of parade route - 8am until parade end		
3/24/2018	9 AM-2 PM Smithfield Center Flea Market 500 p	Women's Club Flea Market Connie Chapman		
APRIL				
4/7/2018	10 A-2:30 P Town Streets	YMCA Triathlon Virginia-Maryland -Greg Hawkins	1 Sat 9 AM-2 PM YMCA Entrance 1 Sat 9 AM-2 PM Grace/Cary	FYI Only
Traffic Assist	Race	336-577-2801 greg.hawkins@vtsmts.com	1 Sat 9AM-2PM James/Grace 1 Sat 9 AM-2 PM Cary/Main/Underwood	
	Resolution	Traffic assist 10am - 1:30pm / Cary Street 10am - 1:30pm	1 Sat 9 AM-2 PM Underwood/Cedar	

2018 Town of Smithfield Open to Public Events (on town properties)

Event Date	Times Location Type of Event Attendance	Event Name	PD Required \$46 per hour per officer	PW Required \$30 per hour per staff (2 req)
4/14/2018	11 A-5 P WC Riverfront	Wine Fest Smithfield VA Events-Gina Ippolito 869-0664 gina@smithfieldvaevents.com	1 Fri 10 PM-6 AM Overnight 1 Sat 8 AM-1 PM Jericho Road Closure 1 Sat 10 AM-6 PM Command Center 2 Sat 10 AM-6 PM Event Patrol 2 Sat 10:30 AM-6 PM Money Drops	4 PW 10 AM-6 PM 1 light tower, deliver on Wed all trash cans, deliver on Wed clean fishing pier, by Tue
Jericho Road	Festival 3500 p Resolution	Jericho Road - one way traffic - 8am - 1pm Park Trail Closure 10 AM-5 PM		
4/14/2018	9 A-9 P Station Parking Lot Officer Request	Smithfield Station Parking Lot Assist Smithfield Station -Randy Pack 620-7700 randy.pack@smithfieldstation.com	1 Sat 10 AM-4 PM Station Parking Lot 1 Sat 4 PM-7 PM Station Bar	
4/22/2018	3 P-5 P Main Street	Smithfield 6 Pack 6K Beer Run Cristin Emerick 849-8948 wharhillbrewingco@gmail.com	4 Sun 3 PM-5 PM	cones, road barriers
Main Street	Race 300 p			
4/26/2018	9 A-12 P WC Trails	IWA 5 K Jill Edwards 804-874-6197 jilledwards@iwacademy.com		
	Race 130 p			
4/28/2018	8 P-12 P Smithfield Center Prom 200 p	Windsor Prom	using IOW Resource Officer	
4/29/2018	9 AM-11 AM Main Street	Main Street Mile Cristin Emerick 849-8948 wharhillbrewingco@gmail.com	2 9 AM-11 AM, report at 8:30 AM	2 on Friday to put up No Parking Signs on Friday-charge for hours 2 on Sunday 8:30 A-10:30 A put out cones, road barriers
Main Street	Race 200 P			
MAY				
5/5/2018	8 A-12 P WC Courtyard	Optimist 5K Mike Murphy 757-660-7151 memurph1126@gmail.com		
	Race 26 p			
5/7/2018	Mon 8 A-2 P Smithfield Center Senior Community 350 p	TRIAD	1 Mon 7 AM-10 AM Parking Assist	
5/11/2018	8 P-12 P CANCELLED for 2018	WCFB Park Lovers Party	1 Fri 5:30 PM-10:30 PM	
	300 p			
5/19/2018	8 P-12 P Smithfield Center Prom 350 p	Smithfield Prom	2 Sat 6:30 PM-11:30 PM	
5/26/2018	8 A-2 P WC/Town Streets	Pedal for the Pig Sharon Bochman bochman@cox.net	2 Sat 7:45 AM-9:15 AM Main/Underwood 1 Sat 7:45AM-9:15 AM 258/Route 10	
Traffic Assist	Bike Race 300 p	Fri setup-afternoon Sat setup starts at 6 AM Music 7:30 Am-2:30 PM, 1 tent 30x60		

2018 Town of Smithfield Open to Public Events (on town properties)

Event Date	Times Location Type of Event Attendance	Event Name	PD Required \$46 per hour per officer	PW Required \$30 per hour per staff (2 req)
5/28/2018	11 A-12 P Veterans Memorial	Memorial Day Service	1 Mon 10:30 AM-11:30 AM	No staff grass cut by Wed
Traffic Assist	Community 150 p			
JUNE				
6/1/2018	8 P-12 P Smithfield Center Prom 350 p	Kings Fork Prom	2 Fri 6:30 PM-12:30 AM	
6/2/2018	7 A-11 A WC/Clontz Community Cleanup 20 p	Clean the Bay Day WCFB -Kelly Davis kellyb413@hotmail.com		
6/2/2018	9 A-5 P WC Courtyard & Street Bike Race 1000 p	Multiple Sclerosis Bike Event Deborah Richards 804-591-3034 deborah.richards@nmss.org	1 Sat 7:30 AM-8:30 AM Mason/Main 1 Sat 7:30 AM-8:30 AM Cary & Grace 1 Sat 9 PM-5 AM Overnight at WC 1 Sun 10:45 AM-2 PM Cary/Grace 1 Sun 10:45 AM-2 PM Mason/Main	No staff (group handles own trash)
6/9/2018	8 A-2 P WC Kayak Launch Boat Event 300 p	Cardboard Regatta Nicolas Manfred 812-2153	2 9:30 A-12 P boat patrol near Windsor Castle Kayak Launch	
6/30/2018	9 A-5 P Main Street Festival 4000 p Resolution	Olden Days and Car Show Connie Chapman 902-2164 cchapman@isleofwightus.net Friday - Main Street from Church to Institute from 5pm - 9pm / Saturday - Main Street from Church to Underwood and all of Mason St. from 7am - 5pm	# (determined by PD)	# (determined by PW)
JULY				
7/3/2018	9 P-9:30 P Town Streets Community 1000 p	Town Fireworks	# (determined by PD)	
7/3/2018	5 P-9 P Station Parking Lot Officer Request	Fireworks-Station Parking Lot Assist Smithfield Station-Randy Pack 620-7700 randy.pack@smithfieldstation.com	1 5 PM-9 PM	
AUGUST				
8/3/2018-8/4/2018	Smfd Station Festival 500 p	Boardwalk Party and Art Show Connie Chapman cchapman@isleofwightus.net	1 Friday night 6 PM-9:30 PM	
8/7/2018	5 P-7 P Smithfield Center Community 500 p	National Night Out Night Out Committee-Kurt Beach 449-4849 kbeach@smithfieldva.gov		
SEPTEMBER				
9/8/2018	WC and Traffic Assist on Town Streets Race 500 p	Safe House Half Marathon Kristi Wells kristi@safefhouseproject.org	?	FYI Only
9/22/2018	9 A-2 P Main Street Car Show 100 p	Ruritan Car Show	1 Officer	2 PW Staff

2018 Town of Smithfield Open to Public Events (on town properties)

Event Date	Times Location Type of Event	Event Name	PD Required \$46 per hour per officer	PW Required \$30 per hour per staff (2 req)
Street Closures Attendance				
NOVEMBER				
11/3/2018	10 A-1 P WC Trails	IOW Schools 65 Roses 6K IOW Schools-Holly Goetz 582-1191 hgoetz@iwcs.k12.va.us		
	200 P			
11/11/2018	11 AM-12 PM Vet Mem	Veterans Day Ceremony VFW	1 Sat 10:30 AM-11:30 AM	<i>FYI Only</i>
Traffic Assist	Community 150 p			
11/17/2018	6 PM-9 PM Main Street	Holiday Evening Market Meredith Marchant 375-3031 cketcham@isleofwightus.net	4 Sat 3 PM-11 PM Event Patrol	6 PW Fri 3 PM-11 PM
Main Street	Market			
Restrooms	5000 p			
	Resolution	Main Street from Church to Underwood - 3pm - 11pm		
11/30/2018	5:30 P-6:30 P Times Gazebo	Tree Lighting Ceremony & Light Up Main	4 Fri 5 PM-6:30 PM	<i>Service order for assistance in putting up tree on 11/27/17 cones</i>
Traffic Assist	Community 200 p			
DECEMBER				
12/1/2018	Sat, Sun Smithfield Center Trade Show & Home Tours	Antique Show	<i>FYI Only</i>	
12/8/2018	500 p 8 A-10 A Smithfield Center Community 400 p	Breakfast with Santa	<i>FYI Only</i>	<i>FYI Only</i>
12/8/2018	10:30 A-12 P Main Street	Christmas Parade Tourism-Connie Chapman 902-2164 cchapman@isleofwightus.net	# (determined by PD)	# (determined by PW)
Town Streets	Parade			
Restrooms	3000 p			
	Resolution	closure of parade route - 8am until parade end		
12/8/2018	10:30 A-12 P SC Concert 400 P	Christmas Concert John Edwards editor@smithfieldtimes.com		



**Town of Smithfield
Special Event Application for Permit**

Event Date <small>(don't include setup dates here)</small>	Times <small>(don't include setup or street closure times here)</small>	Proposed Location
Saturday, October 6, 2018	10 AM-5 PM	WC Riverfront

Event Name	BBB Fest –Bacon Bourbon and Beach Music Festival
Event Organizer (Group Name)	Smithfield VA Events
Tax Exemption ID Number	
Website	www.smithfieldvaevents.com

Event Contacts					
Name	Gina Ippolito	Cell Phone	757-869-0664	Email	gina@smithfieldvaevents.com
Name		Cell Phone		Email	

1st Time Event		Annual Event- how many times has event taken place?	Twice
Event Category	<input checked="" type="checkbox"/> Festival <input type="checkbox"/> Concert <input type="checkbox"/> Parade <input type="checkbox"/> Run/Walk <input type="checkbox"/> Bike Race/Tour <input type="checkbox"/> Car Show Other _____		
Description of Event			
Festival goers each get a half pound of bacon with wide selection of condiments. Bourbon tasting ticket holders get 10 bourbon tastings. There will be three stages with live music as well as food vendors, retail vendors and wine and beer sales.			
Average Ticket Price	\$ 45-55	Participants will be	<input type="checkbox"/> youth <input checked="" type="checkbox"/> adults <input type="checkbox"/> both
Expected Attendance	3000	Largest Attendance Number and Year	2017- 3000 p
What is your plan in the event of bad weather-cancel, reschedule?		Rain or shine, cancelation if dangerous weather present- hurricane, strong winds etc	

Road Closures, Traffic Assistance, Windsor Castle Park Trail Closures				<input type="checkbox"/> Closure
Street Name or Park Area	Closure or Traffic Assist	Date Needed	Times Needed	
Jericho Road	Road closure, event traffic controlled	10/6/18	8 AM-2 PM	
Fishing pier	closed. Will post signs and adjust based on final tent set up closer to the event.	10/3/18-10/6/18	All Day	
Trail Closure (at event site)	Closed at Riverfront	10/6/18	9 AM-5 PM	
Alcohol Service and/or Sales? <input checked="" type="checkbox"/> Alcohol		Having music- live bands or DJ? <input checked="" type="checkbox"/> Music		
Date	Times	Date	Times	
10/6/18	10 AM-4:30 PM	10/6/18	11 AM-5 PM	

List benefits of your event to the community	List Recipients of Proceeds
Proceeds benefit Isle of Wight based organizations.	Organizations will be selected by the Smithfield VA Events committee to receive proceeds from the event. Anticipated donations to community for this event this year are +/- \$40,000 for



**Town of Smithfield
Special Event Application for Permit**

	<p>both Benefiting Organizations & Volunteer Organizations. In addition, a \$5 per ticket donation will be made to the Town of Smithfield for Historic Preservation fund for the site. Anticipate this donation to be +/- \$12,000 - \$15,000.</p>
--	---

Check any of the following that your event will include.			
Item	Number	Item	Number
<input checked="" type="checkbox"/> Food, Caterer	2	<input type="checkbox"/> Food, by Organization	
<input checked="" type="checkbox"/> Retail Vendors Non-Profit	1	<input checked="" type="checkbox"/> Retail Vendors For Profit	10
<input checked="" type="checkbox"/> Port-a-Potties	20 plus	<input checked="" type="checkbox"/> Fencing/Barricades	Several feet
<input checked="" type="checkbox"/> Trash Cans	40	<input checked="" type="checkbox"/> Generators	4
<input checked="" type="checkbox"/> Dumpsters	2	<input type="checkbox"/> Special Lighting	
<input type="checkbox"/> Recycle Containers		<input checked="" type="checkbox"/> Golf carts/ATVs	10
<input checked="" type="checkbox"/> First Responders- EMS, Fire	2		
Item	Number	Sizes	
Tents	20	Various sizes ranging from a 40x60 down to 10x20s	
Staging	2	Large covered stages for musical performances	
<input type="checkbox"/> Allowing pets		<input type="checkbox"/> Fireworks	<input checked="" type="checkbox"/> Providing Shuttle Service

Certificate of insurance for \$1,000,000 is required (certificate of insurance must be presented prior to event)	
Policy Number	To be provided closer to the event.
Name of Insurance Liability Carrier	
Insurance Company Address	
Insurance Company Phone Number	

I have received, read thoroughly, understand and will comply with the policies and procedures governing special events held in the Town of Smithfield.

Event Organizer's Signature	<i>Gina Ippolito</i>	Date	8/22/18
Print Name	Gina Ippolito		

Attach the following documents:

Flyers or any promotional materials about event or organization
Site Map/Layout of Event

SITE MAP 2018

Map is subject to change.

Windsor Castle Park
Smithfield, VA



SmithfieldVAEvents.com

	Bourbon Tastings		Private Chalets		Bacon Village		Information & Event Merchandise
	Breweries		Reserved Tables		Food Vendors		Entertainment Stages
	Wine Sales		Restrooms & Restroom Trailers		Retail Vendors		Manned ABC Check-Point

BACON EATING CONTEST
2:00 at the River Stage.
Sign up for chance to be picked at the INFO Tent located in Bacon Village by 1:00.



SmithfieldVAEvents.com



Windsor Castle Park Smithfield, Virginia Park Project Application

In order to better serve our community, recognized non-profits, educational, community and service organizations, as well as local government agencies, churches and charitable groups, organizations wanting to complete a project on the town property Windsor Castle Park will have to complete an application process. This application will be presented for review to the Town Council Parks and Recreation Committee. The project must receive approval by the Parks & Recreation Committee in order to be completed.

Park Project Name	Purple Mailbox of Hope
Proposed Park and Location in Park	On rail of walkway, near Church Street entrance
Individual/Group Name	Relay For Life of Isle of Wight/Surry
Website	www.RelayForLife.org/IWSVA
Mailing Address	18214 Farmview Ln, Windsor VA 23487

Contacts

Name	Pam Jordan	Cell Phone	757.810.5207	Email	Pam78@aol.com
Name	Michelle Jones	Cell Phone	757.619.9644	Email	rmdesignsva@gmail.com

Project Description

Modeled after the original Little Red Mailbox in Kill Devil Hills NC (websites below). Open to the public, people are encouraged to share thoughts of encouragement and hope to others. The Purple Mailbox of Hope is designed for those affected by cancer. It will also serve as publicity and marketing for Relay For Life of Isle of Wight/Surry.

Proposed date of installation		Number of estimated hours to complete project
As soon as project is approved.		One hour
If group project participants include youth (under 18), what is the age range?	How long will individual/group be willing to maintain this project? (ex. months, year)	Number of individuals participating in project
	Indefinitely (if well received by public)	Ten (Event Leadership Team). Relay For Life of Isle of Wight/Surry has over 300 registered.
List Benefits of your project to the park and community (add lines if necessary):		
Sharing thoughts and feelings of how one has been affected by cancer may help someone else going through similar situations and aid with the healing process. The Park is already a place of peace and the Purple Mailbox of Hope may touch people on another level.		

Material Item	Estimated Cost	Estimated future Maintenance Cost for this item



**Windsor Castle Park
Smithfield, Virginia
Park Project Application**

None to the Town of Smithfield	\$.00	.00
	\$	
	\$	

Maintenance of Project:
 The town asks that all applicants consider how long they will be able to maintain the proposed project, and if and when the applicant is no longer able to do so, then the applicant is asked to consider the following:

1. Asking another person/group to take over maintenance.
2. If unable to find a group to take over maintenance, then the applicant is responsible for removing the item from the park.

Please state your plan for this process below:
 If well received, the Purple Mailbox of Hope can last for many years. Relay For Life of Isle of Wight/Surry Event Leadership Team will maintain the mailbox, notebook and pens as well as monitor the notebook for appropriate comments.

Does the group hold a certificate of insurance? Yes, if needed.

Policy Number	
Name of Insurance Liability Carrier	
Insurance Company Address	
Insurance Company Phone Number	

I have received, read thoroughly, understand and will comply with the policies and procedures governing Windsor Castle Park Projects.

Print Name of Project Manager (must be 18 years or older to submit application)	Pam Jordan
Date Application Completed	August 17, 2018

Attach the following documents:

Promotional materials about organization or project

<http://www.thelittleredmailbox.com/>
<https://www.facebook.com/littleredmailbox1/>

We will have a dedication ceremony to publicize the Purple Mailbox of Hope and Relay For Life of Isle of Wight/Surry. Our fiscal year starts September 1st for 2019 Relay For Life.



**Windsor Castle Park
Smithfield, Virginia
Park Project Application**

Project site map that shows a sketch of project and desired location in park – attached.

Project approval will be verified by a letter from the Town of Smithfield. Any restrictions or special guidelines listed in the approval letter must be adhered to in order to complete the project.

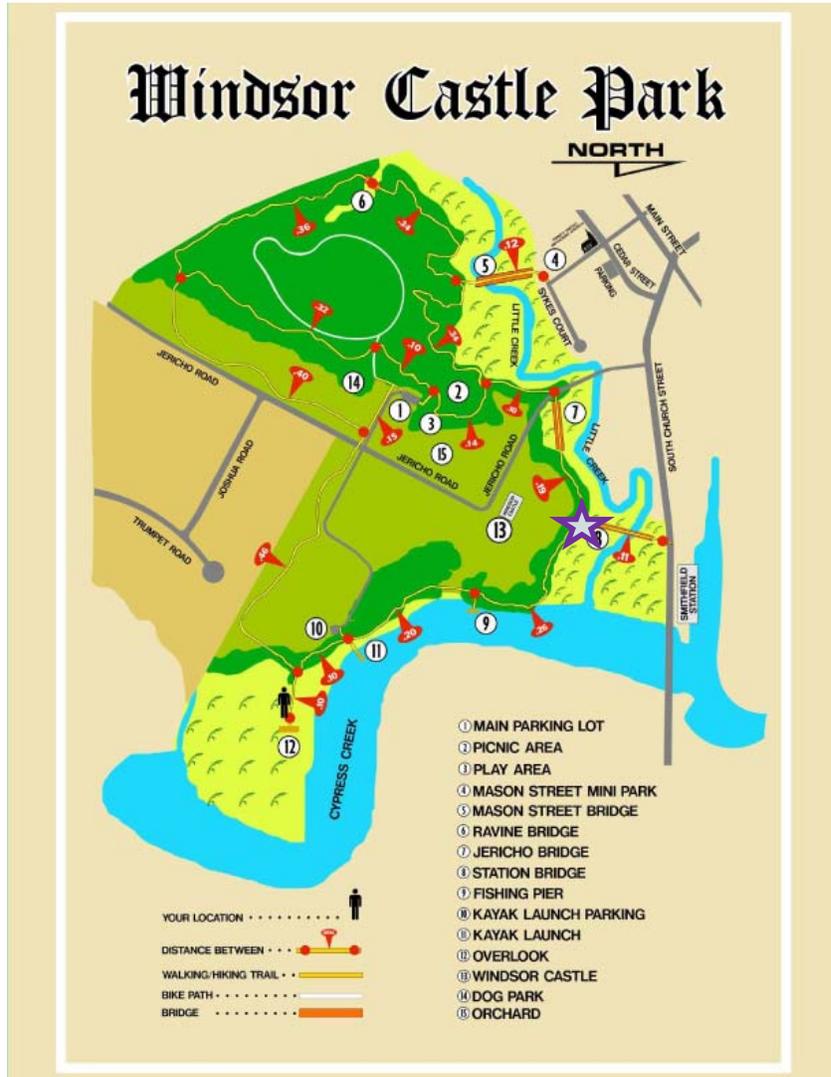
Park Project Name: Purple Mailbox of Hope

Group Name: Relay For Life of Isle of Wight/Surry

Proposed Site: 



Windsor Castle Park Smithfield, Virginia Park Project Application



**PUBLIC WORKS
COMMITTEE**



TOWN OF SMITHFIELD

"The Ham Capital of the World"

DATE: AUGUST 22, 2018

TO: SMITHFIELD TOWN COUNCIL- PUBLIC WORKS COMMITTEE

FROM: ASHLEY ROGERS
HUMAN RESOURCES DIRECTOR 

SUBJECT: HVAC MAINTENANCE AND REPAIR CONTRACT

Each year the town engages the services for HVAC Maintenance and Repair on town properties including the Water Treatment Plant AAON heating and cooling products. The town has a contract with Atlantic Constructors, Inc. for the 2017/2018 fiscal year and the town reserves the right to renew the contract for one additional year. The current contract will expire September 2, 2018.

Atlantic Constructors, Inc. has requested an increase in their labor rate from \$67.00/hour to \$68.00/hour for their technicians. No other changes to the terms were requested.

Staff has been pleased with their work and response time and we are recommending that the contract be renewed for an additional year.

TOWN MANAGER'S OFFICE

911 South Church Street • P.O. Box 246 • Smithfield, VA 23431 • (757) 365-4200 Fax (757) 365-9508
www.smithfieldva.gov • Local Cable Channel 189

**PUBLIC BUILDINGS & WELFARE
COMMITTEE**

PERMANENT RELOCATION MONTHLY PROGRESS REPORT FOR AUGUST, 2018

Locality: Smithfield Town

Contract #: 15-10

Prepared by: Michael Paul Dodson

Project Name: Pinewood Heights Phase 3

Date: August 15, 2018

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>\$ 987,500</u>
CDBG Amount Expended:	<u>\$ 900,924</u>	Local Leverage Amount Expended:	<u>\$ 846,412</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>16 of 18</u>	# of housing inspections done?	<u>16 of 18</u>
# of vacant lots acquired?	<u>1 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 9</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: 07/10/2018

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

Date annual Fair Housing activity done: 06/30/2017

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?
 Appraisals and RA have been completed for all homes. 25 Jamestown closed. Judgement issues preventing recordation and release of funds at 37 Jamestown. 22 Jamestown counter offer has been made by owner and Town is reviewing. Owners at 21, 23, 33, 36, and 38 Jamestown have sold their homes and relocated. Rentals families at 24, 25, 27A, 28A, 28B, 31, 32, 34, and 35 Jamestown have relocated. We are working with 26 Jamestown to identify new rental home. Ms. Wiggins is assisting the heir resident at 37 Jamestown Avenue with her relocation. Suffolk RHA has started active relocation for their renters in 22 Jamestown and 27B Jamestown. We are having issues getting those tenants to complete Section 8 forms to relocate Demolition work underway at 23/24 (utils disconnect) and 35/36 (tearing down walls) Jamestown duplex. Future demolitions will occur as duplex units become vacant.

Are problems anticipated? None

Other comments: None

Project Specific Products:

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

2) 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 11

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

Properties Closed On 11

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

- 1) 27A Jamestown 2) 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 8

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

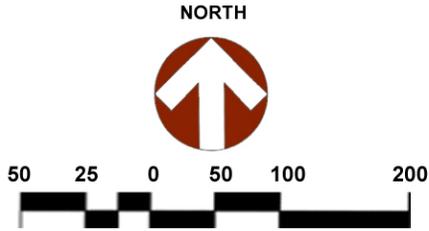
PROJECT STATUS MAP

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

COMMUNITY PLANNING PARTNERS, INC.
COMMUNITY DEVELOPMENT CONSULTANTS
RICHMOND, VIRGINIA

From: Pamela Turner <pamamajor@aol.com>

Date: August 1, 2018 at 2:31:01 PM EDT

To: Pamela Turner <pamamajor@aol.com>

Subject: Dumpster

Good evening Mr. Mayor and the Town Council of Smithfield,

The PaganRiver Townhouse Community Association, located at 100-108 Commerce Street, Smithfield, would like to voice their complete opposition to any trash receptacle being located in the public parking lot next to Boothe Cleaners. The proposed dumpster would remove 2 of the 7 LEGAL parking spaces in said lot. Parking is already at a premium!

The dumpster would attract flies, raccoons, rats, feral cats, and possible illegal dumping. The Town would also be responsible for any injuries due to oil or grease on the sidewalk from the hauling of trash from the restaurant.

It would also lower the property values of those home located in the vicinity as well as the waterfront lots for sale.

If the dumpster becomes a reality, we believe that Wharf Hill should purchase the parking spots, building a historically correct brick wall to enclose it, and be responsible for all maintenance and security. Smithfield should not use tax dollars for a private business.

The Pagan River Townhouse Community Association and the adjoining property owners on Commerce Street will be enforcing a ZERO tolerance of illegal parking. Any vehicle not parked in one of the (5) 7 legal parking spots will be towed at the owner's expenses. We would also like the Smithfield Police Department to enforce the compact car signs on Main Street.

Please ask yourself as a home owner if you would want a dumpster in your front yard.

Thank you,

Debbie Green, President

Pamela Turner, Secretary, Treasurer

Richard Turner

Robert and Cynthia Kelly

Mike Smith

Carolyn Kraemer

Gerald and Maria McCullen

Sent from my iPad

-402A
021

APPROXIMATE LOCATION
OF UNDERGROUND
SANITARY SEWER

NEW
PROPERTY
LINE

FORMER
PARCEL E
COMMERCE CONDO'S LLC
MAP #21A-001-401A
INSTRUMENT NO. 066359
HEREBY EXTINGUISHED

PORTION OF
PARCEL D
IRS COMMERCE CONDO'S LLC
MAP #21A-001-399

SEE
DETAIL A

N/F
TOWN OF SMITHFIELD
MAP #21A-001-399A
D.B. 171, PG. 5

LINE PER P.C. 2,
SLIDE, 108-17
PROPOSED DUMPSTER PAD

INGRESS/EGRESS
EASEMENT
D.B. 171, PG. 5

PARCEL F
N/F
COMMERCE CONDO'S
LLC
PORTION OF
MAP #21A-001-399
INST. #055093

EXISTING
BUILDING

N=3,522,742.75
E=12,029,158.47

