



March 22, 2019

**TO: SMITHFIELD TOWN COUNCIL**

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

**SUBJECT: MARCH 2019 COMMITTEE MEETINGS WILL BE HELD AT THE SMITHFIELD CENTER LOCATED AT 220 NORTH CHURCH STREET, SMITHFIELD, VA**

**MONDAY, MARCH 25<sup>th</sup>, 2019 @ 3:00 p.m.**

**Public Safety**

**Members: Tynes (CH), Hall, Haywood**

1. Public Comment
2. Operational Updates (Deputy Chief Rogers, Smithfield Police Department)
3. Operational Updates (Chief Brian Carroll, Isle of Wight Volunteer Rescue Squad)
4. Operational Updates (Chief Jerry Hackney, Smithfield Volunteer Fire Department)

**Immediately following the conclusion of the above meeting:**

**Water and Sewer**

**Members: Smith (CH), Pack, Tynes**

1. Public Comment
2. Operational Updates (William Saunders, Director of Planning, Engineering, & Public Works)
- (forthcoming)** 3. Proposal from Tri-State for Relining Sewer Mains as part of our Mandated Consent Order

**Immediately following the conclusion of the above meeting:**

**Finance**

**Members: Pack (CH), Smith, Butler**

1. Public Comment
- TAB # 1** 2. Contribution Requests for Fiscal Year 2019/2020 (Ellen Minga, Town Treasurer)
  - a. Western Tidewater Free Clinic
  - b. Smithfield Volunteer Fire Department
  - c. Historic Smithfield – 1750 Isle of Wight Courthouse

- d. The Genieve Shelter
- e. YMCA
- f. Rotary Club
- (forthcoming)** 3. February Financial Statements and Graphs (Ellen Minga, Town Treasurer)
- TAB # 2** 4. February Cash Balances / VML Investment Pool Update (Ellen Minga, Town Treasurer)
- TAB # 3** 5. Invoices Over \$10,000 Requiring Council Authorization: (Ellen Minga, Town Treasurer)
  - a. Lewis Construction of Virginia \$25,182.00
  - b. Blair Brothers, Inc. (Crosswalk work) \$73,464.00

**TUESDAY, MARCH 26<sup>TH</sup>, 2019 @ 3:00 p.m.**

**Parks and Recreation**

**Members: Hall (CH), Butler, Haywood**

- TAB # 4** 1. Public Comment
- 2. Operational Update – Committee Report / Park Project Update / 2019 Open to the Public Event Schedule (Amy Novak, Director of Parks and Recreation)
- TAB # 5** 3. Annual Wine and Brew Festival, Saturday, April 13<sup>th</sup>, 2019 – Request to Close Street, Fishing Pier, and Trail (Brian Thrower, Town Manager)
- TAB # 6** 4. Proposed Smithfield Center Fee Structure Adjustments for January and February 2020 (Brian Thrower, Town Manager)

**Immediately following the conclusion of the above meeting:**

**Public Works**

**Members: Haywood (CH), Smith, Tynes**

- 1. Public Comment
- 2. Operational Updates (William Saunders, Director of Planning, Engineering, and Public Works)
- TAB # 7** 3. Landscaping and Mowing Contracts – Request to Renew (Brian Thrower, Town Manager)
- (forthcoming)** 4. Deed of Easement Located at 384 Pagan Road

**Immediately following the conclusion of the above meeting:**

**Public Buildings & Welfare**

**Members: Butler (CH), Hall, Pack**

- 1. Public Comment

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**\*\*\* Additional Items Not Listed on Committee but will be on Council's April 2<sup>nd</sup> Agenda\*\*\***

- **PUBLIC HEARING: Odd Elks, Inc.**
-

**FINANCE  
COMMITTEE**

**FY 2018 / 2019**  
**Contribution Request**



February 27, 2019

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

Dear Ms. Minga,

On behalf of Western Tidewater Free Clinic (WTFC), we thank the Smithfield Town Council for supporting the Clinic, and we are especially grateful for the increase in funding over the past few years. We are asking for your continued support to serve the most vulnerable members of our community through our 2019-2020 budget request.

The mission of the Western Tidewater Free Clinic (WTFC) is to provide high-quality, non-emergency health care to the residents of Western Tidewater who cannot otherwise afford it. The Clinic's founding committee envisioned a place where adults who qualified for service based on their income and lack of insurance would be served with respect.

This fall, our Board of Directors elected to participate in the expanded Medicaid program which increased the eligible income level to 138% of the Federal Poverty Level (FPL) for Medicaid enrollment. WTFC currently has approximately 1,000 plus patients who may be eligible to qualify and enroll in the expanded Medicaid program effective January 1, 2019. In order to provide continuity of care for the Clinic's existing patient population, WTFC intends to become a Medicaid provider and enter into agreements with one (1) or more Managed Care Organization plans. WTFC does not intend to open its "Panel of Patients" to new Medicaid enrolled patients at this time. Additionally, In order to continue to focus on the uninsured population, effective January 1, 2019, the Clinic increased our income limit to 250% of the FPL and began accepting patients who are residents of Sussex and Surry Counties.

WTFC is the only full-time free clinic within its 2,200 square mile service area. New patient eligibility requirements include: 1) must be an adult living in the cities of Suffolk and Franklin or the counties of Southampton, Isle of Wight, Surry and Sussex, 2) must live at or below 250% of the FPL, and 3) must have no medical and/or dental insurance. In actuality, the majority of our patients live at or below 100% of the FPL (family of four = \$25,750 annually). Thirty-six (36) percent of WTFC's patients are employed, five (5) of which reported they were employed by Isle of Wight County and four (4) employed by Isle of Wight County Public Schools. Although these patients are employed, their employers do not offer insurance, they are not eligible for insurance benefit coverage, or they cannot afford to purchase it. The waiting list for services has decreased significantly over the past 12 months. The December 2018 waiting list averaged about 100 residents providing strong evidence of the continuing unmet need in Western Tidewater. Our shared goal is to improve the health of our citizens and enable them to take care of themselves and their families, keep their jobs and be productive citizens.

Since opening in 2007, we have served over 5,500 patients and provided over 155,000 visits to residents of Western Tidewater. Our pharmacy program provided over 250,000 30-day supplies of medications with a retail value of \$47.2 million.

During the calendar year 2018, Western Tidewater Free Clinic served 1,627 individuals through 19,422 on-site visits and provided over \$8.6 million in free medications. These figures have come with increased costs in the clinical areas including pharmacy, nursing and dental staffing. We hope that the Town of Smithfield will support our request for

2019 Meade Parkway, Suffolk, Virginia 23434  
Phone 757-923-1060 ♦ Fax 757-923-1068  
[www.WTFreeClinic.org](http://www.WTFreeClinic.org)

increased funding to help offset some of our increased operating expenses. These visits include primary and specialty medical visits, dental visits, well women visits (PAP smears, breast exams, and education), mental health counseling sessions, vision, physical therapy, pharmacy consults, and eligibility appointments. The Clinic also made many referrals to Sentara Obici Hospital and specialists for consultations, treatments, lab tests, and diagnostic services. Clinic staff and volunteers schedule the referral appointments and always provide follow-up care.

In 2018, 170 patients (10.4% of the total) were residents of Smithfield and received care through 1,908 visits. Of these patients, 53 received dental care through 160 visits. The estimated average retail value of medications received by Smithfield patients in 2018 was approximately \$890,000.

In collaboration with community service providers and funders, the Clinic is able to provide mammograms and follow-up care to over 500 women who do not have access to these services because they cannot afford them. Mammograms are important for early detection, which is key to reducing mortality rates. In 2018, a total of 91 women from Smithfield received 166 women's health services and 18 patients were diagnosed with cancerous or precancerous breast conditions and were referred for the appropriate treatments.

We enter into partnerships with all our patients to help them improve their health and their lives through their treatment plans (including medications), education and counseling. We continue to partner with the Smithfield Health Department to provide eligibility and re-eligibility appointments one day each month because transportation is a major problem in our service area. During 2018, we scheduled 103 patients at the Smithfield location for these appointments. None of this would be possible without our dedicated volunteers and staff, or the financial support from local governments, foundations, civic organizations, businesses, faith-based groups and individuals.

The clinic is staffed by approximately 20.2 Fulltime Equivalent Employees (FTEs) and a volunteer base of over 180 volunteers including medical and dental professionals as well as many administrative volunteers. During 2018, volunteers donated 8,900 hours or approximately 4.3 FTEs. Five of WTFC's Board members reside in Smithfield, as well as 20 Clinic volunteers.

WTFC's 2019 budget projects operating expenses of \$1,959,894 which is a 6% increase over the prior year. The increase is primarily in staffing that is required to accommodate the significant increase in patient volume while maintaining a high level of care. Funding from the Town of Smithfield will be used for the clinic's operating expenses which include the provision of dental and medical services and supplies.

*We are requesting the local municipalities to provide 20% of our operating expenses, which equals approximately \$390,000. Each municipality is asked to provide a percentage of the \$390,000 according to their percentage of our total patients served. Thus, our request of \$40,560 represents 10.4% of the total funds being requested from the Town of Smithfield in FY2019-20. This amount will provide approximately 425 medical and dental visits for 33 Smithfield residents. Our shared goal is to improve the health of our citizens and enable them to take care of themselves and their families, keep their jobs and be productive citizens by providing a comprehensive health home model of care.*

Thank you for your careful consideration of our request. We invite you and all Smithfield Town Council members to visit the Clinic to see firsthand how your funds are making a difference. Please call me at 923-1060, ext. 7001 if you would like to schedule a tour, or if you need additional information.

Sincerely,



Chet M. Hart, MBA  
Executive Director

# Smithfield Volunteer Fire Department, Inc.

P.O. Box 117

Smithfield, Va. 23431

Phone 757-357-3231

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02/27/2019

Mrs. Ellen Minga,

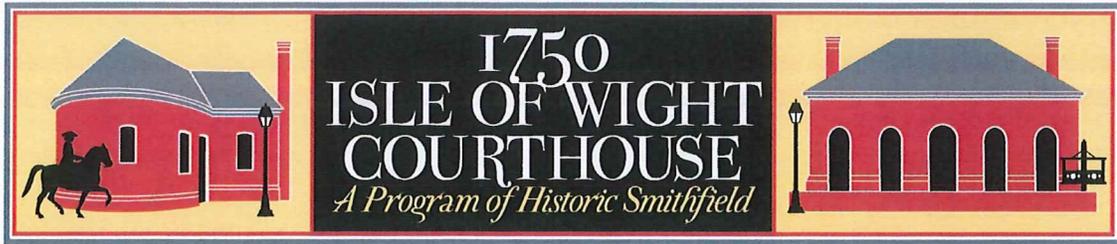
At the direction of Mr. Brian Thrower, the Smithfield Volunteer Fire Department is requesting an honorarium of \$25,000 to be added to the upcoming FY 2020 budget. This honorarium will include our annual request of \$13,000 for run money.

Very Respectfully,

A handwritten signature in cursive script, which appears to read "Charlie Kempton". The signature is written in black ink and is positioned above the printed name.

Charlie Kempton

President, Smithfield Volunteer Fire Department



*PO Box 325, Smithfield VA 23431*

*757-356-9016*

3/11/2019

To the Members of Smithfield Town Council Finance Committee:

On behalf of the Board of Directors of the 1750 Isle of Wight County Courthouse I want to thank you for your past support of our historic courthouse and to request your continued support in the upcoming budget year.

The 1750 Isle of Wight County Courthouse is the historic center of Smithfield. It is a unique building with a fascinating architectural and restoration story and, as one of the oldest county courthouses in the United States, it has a rich history that reaches back to the founding of our country.

We have upwards of 8000 visitors a year and we are increasing that number with school programs, special presentations and group tours, and history related events. We are expanding our educational outreach and interpretative programming to more fully underscore the importance of this building and the people who built our form of self-government.

The 1750 Isle of Wight Courthouse has been an active community partner to Smithfield and surrounding areas. The events we hold have been intentionally designed to promote Smithfield and our local business community, and to bring people to the downtown historic district.

Community events sponsored by the Courthouse have included the popular, free Court Day trial reenactments, a highly anticipated Ghost Walk event, special lectures, group tours and presentations, and our signature fundraising event, the annual Christmas in Smithfield Homes Tour and Antiques Show. All the events are well attended and the Christmas in Smithfield event typically fills the downtown restaurants and businesses.

The Courthouse is owned by Historic Smithfield and the courthouse has its own board ( the 1750 Isle of Wight County Courthouse Board) which is responsible for its operations, maintenance, programming, publicity, public relations, and events. We are an all-volunteer organization, operating almost entirely on donations and volunteer fund raisers. Our goals for the upcoming year include expanding our programming and educational outreach, increasing marketing and membership, additional fundraising initiatives and special events.

With your continued financial support of \$5000, we intend to increase our efforts to make the Courthouse the focal point of downtown and promote the Historic District as well as benefit the entire community.

Sincerely,

A handwritten signature in black ink that reads "Lanny C. Hinson". The signature is written in a cursive, flowing style with a large initial "L" and "H".

Lanny C. Hinson, DDS, Director  
1750 Isle of Wight Courthouse



March 4, 2019

Town of Smithfield

Ms. Ellen Minga, Treasurer

310 Institute Street

Smithfield, VA. 23431

Dear Ms. Ellen Minga,

Thank you for the opportunity to be considered for support by the Town of Smithfield. Our agency continues to be grateful for your past and current support of our mission to provide a safe refuge and supportive environment for the victims of domestic violence, sexual assault, stalking and human trafficking; to provide information, education, and training services that focus on ending the cycle of violence for over 30 years.

Our primary service areas in Virginia include the cities of Suffolk and Smithfield, the Town of Smithfield, and the rural Counties of Smithfield, Southampton, and Isle of Wight. The Genieve Shelter is requesting \$10,000 for the 2019-2020 fiscal year from the town of Smithfield. The funding covers the provision of operating the emergency shelter houses, food, transportation, mental health services, crisis intervention and supportive services offered to victims of domestic violence and sexual assault victims receiving services from the Smithfield Communities. The emergency shelter provides domestic violence & sexual assault survivors and their children with 60-days of emergency shelter and offer various other services to sheltered and non-sheltered clients requesting services. We have 38 beds available for survivors fleeing domestic violence, sexual assault and human trafficking in safe environment. These beds are housed in six separate safe houses planted in our six rural communities that we serve. To help individuals who become shelter clients we are pleased to announce that we have developed healthy partnering relationships with several housing authorities, realtors and developers to provide housing for these individuals.

The Genieve shelter's community goals for the upcoming year include focusing on breaking the generational crisis of domestic violence; and directing lot of attention on outreach prevention education for children being exposed and/or witnessing violence and abuse as well as their caretaker. We are happy to announce that we now have a counseling center to provide licensed counseling service for our shelter clients and their children. The counseling center is not limited to those in the shelter but for the community especially those who are not ready to come into the shelter and are asking for and needing our services.

We are planning to work with the schools and the office on Youth to reach children being exposed to abuse and dating violence in the Smithfield communities. It is imperative that we reach out to the youth of the area to break the cycle of violence at the community level. The youth should be given opportunities to grow into healthy adults. Only in this way can the generational cycle of domestic violence be broken. Here at the shelter we opened a children center with an educational program in which the children's advocate provides tutoring, helps to prevent truancy by making sure the child(ren) are enrolled in school regardless of their district, to provide them with educational information about intimate partner violence prevention, safety planning and how to have healthy relationships. Though some of the children currently stay at the shelter this helps in keeping normalcy during the difficult times and we have extended this service to the children in the city of Smithfield.

We will continue to offer court advocacy in the J&D court and working with the Smithfield Department of Social Services to educate the adults about our services, domestic violence, sexual assault and human trafficking. Currently we are waiting to launch the Lethality Assessment Program (LAP) with the local Smithfield Police Department. The chief of police requested that we wait until all the new police officers were hired and trained, we look forward to the implementation of the LAP in the spring of 2019. This program allows the shelter's staff and the local police officers the opportunities to work together to assist victims of abuse with receiving shelter services immediately. We have and still offer special training to the officers responding to domestic violence calls. Teaching the police officers how to refer victims directly to the crisis helpline when on the scene of altercations is imperative to the individual receive immediate assistance and help to break the cycle of abuse. The staff assisting will provide safety planning and offer emergency shelter and follow-up to ensure safety. The clients will increase their knowledge about all of services that our program offers adults and children.

During the 2018 fiscal year, The Genieve Shelter provided crisis and supportive services sixty-seven families attempting to escape domestic violence in the town of Smithfield. We also provided 816 nights of shelter and responded to 92 hotline calls from residents of Smithfield needing help from the agency. During the last fiscal year, overall, The Genieve Shelter responded to 1496 crisis hotline calls, provided 442 trips of transportation, and provided 8912 nights of shelter. The Genieve Shelter assisted 816 participants with various services such as obtaining protective orders/court accompaniment, crisis counseling, bi-weekly adult and children support groups, legal consultations, mentoring, and case management services. Out of the 816 participant 282 were provided court advocacy. There have been 8143 Participants reached during community outreach events and programs and the staff provided 24,847 hours of direct advocacy.

The financial generosity of supporters like you allowed us to accomplish these services. We believe that our emergency shelter and the supportive programs are consistent with the mission of the town of Smithfield and hope that you will find it in your hearts and budget to continue supporting this program.

	<b>Budget 2019-2020</b>	
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Emergency Shelter operational expenses, etc. supplies, utilities, maintenance, repairs	\$4,500.00
Mental health services for adults/children	\$ 3,000.00
Community Outreach Prevention/Awareness educational material	\$ 1,500.00
Food & transportation	\$ 1,500.00

### Emergency Shelter Expenses /Food

During the past fiscal year, we provided 816 nights of emergency shelter for residents of Smithfield communities. Also, we wanted to share that due to extremely higher utilities bills and food prices, we've increased the daily cost to provide shelter and services for an average family size of three to \$26.64 per night.

### Transportation

Because of the limited amount of public transportation in our rural area; The Genieve Shelter provides round trip transportation from Suffolk to Smithfield for mental health counseling, case management, job and housing search, medical and court appointments.

### Community Prevention/Awareness

To continue our efforts to educate the community regarding Domestic Violence, we budgeted \$1,500.00 to collaborate with the Office on Youth and implement the evidence based "Understanding Teen Dating Violence" program to the youth of Town of Smithfield, Smithfield Court Services and Victim witness. To help serve and support our clients and the community we have healthy partnering relationships with several housing authorities, realtors and developers to provide living arrangements for individuals and families.

Should you require additional information, feel free to contact me at (757) 925-4365. Thanks so much for your consideration in these matters.

Sincerely,



Marleisa Montgomery, MSW, MPH

Creating a safe and supportive environment for victims of abuse!

The Genieve Shelter, 2480 Pruden Blvd, Suite A.B.C, Suffolk VA. 23434, 757 925-4365



CASH BALANCES AS OF FEBRUARY 28, 2019					
			Current Year	Prior Year	
ACCOUNT NAME	BANK NAME	ACCOUNT	Interco.	Interco./Interdep	ADJUSTED
		BALANCE	Balances	Balances	BALANCES
<b>Water</b>	Farmers Bank	1,469,382.05	(618,104.86)	-	851,277.19
<b>Water-Debt Service</b>	Farmers Bank	751,234.47	32,322.63	-	783,557.10
<b>Water Capital Escrow (availability fees)</b>	TowneBank	592,716.82	41,120.08	-	633,836.90
<b>Water Treatment Plant Escrow</b>	TowneBank	11,623.34			11,623.34
<b>Water Deposit Account</b>	TowneBank	88,069.97			88,069.97
<b>Water Development Escrow</b>	TowneBank	144,106.64	8,800.00	-	152,906.64
<b>Subtotal Water</b>		3,057,133.29	(535,862.15)	-	2,521,271.14
<b>Sewer</b>	Farmers Bank	549,955.50	(338,227.98)	(235,270.23)	(23,542.71)
<b>Sewer Development Escrow</b>	TowneBank	408,755.82	8,800.00	-	417,555.82
<b>Sewer Capital Escrow (availability fees)</b>	TowneBank	940,073.66	65,499.80	-	1,005,573.46
<b>Sewer Compliance</b>	Farmers Bank	2,399,743.95	51,161.26	-	2,450,905.21
<b>Subtotal Sewer</b>		4,298,528.93	(212,766.92)	(235,270.23)	3,850,491.78
<b>Highway</b>	Farmers Bank	245,648.44	(121,009.92)	-	124,638.52
<b>General Fund</b>	Farmers Bank	3,978,874.33	1,958,195.47	235,270.23	6,172,340.03
<b>Payroll</b>	Farmers Bank	28,802.54			28,802.54
<b>Money Market-General Fund</b>	TowneBank	38,727.88			38,727.88
<b>Business Super Now-General Fund</b>	Farmers Bank	34,417.23			34,417.23
<b>Money Market-General Fund</b>	Farmers Bank	295,728.15			295,728.15
<b>General Fund Capital Escrow Account</b>	TowneBank	217,323.04			217,323.04
<b>Certificate of Deposit</b>	Farmers Bank	527,159.03			527,159.03
<b>Certificate of Deposit-Police Dept</b>	Farmers Bank	37,095.40			37,095.40
<b>Special Project Account</b>	Farmers Bank	1,120,449.02	(1,088,556.48)		31,892.54
<b>Pinewood Heights Escrow</b>	Farmers Bank	53,918.86			53,918.86
<b>SNAP Account</b>	Farmers Bank	2,218.75			2,218.75
<b>Museum Account</b>	Farmers Bank	194,489.61			194,489.61
<b>Windsor Castle Acct</b>	TowneBank	92,903.00			92,903.00
<b>Subtotal General Fund</b>		6,622,106.84	869,638.99	235,270.23	7,727,016.06
<b>TOTAL ALL FUNDS</b>		14,223,417.50	-	-	14,223,417.50



# Account Statement

February 2019

## Town of Smithfield

P.O. Box 246  
Smithfield, VA 23431

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

### Summary

VA-01-0009-0001	GENERAL				
Beginning Market Value	Contributions	Withdrawals	Income Earned	Current Month Unrealized G/L	Ending Market Value
520,600.89	0.00	48.49	990.23	-507.32	521,035.31

### Transactions

Transaction Date	Transaction Description	Contributions & Income Earned	Withdrawals	Balance	NAV	Shares	Realized GL
02/15/2019	Withdrawal		48.49		9.958864	4.869	0.00
02/15/2019	Income Earned	617.67			9.958864	62.022	
02/28/2019	Income Earned	372.56			9.958287	37.412	
02/28/2019	Ending Balance			521,035.31	9.958287	52,321.781	



# Account Statement

February 2019

## Town of Smithfield

P.O. Box 246  
 Smithfield, VA 23431

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

### Summary

Average Monthly Yield: 2.59%

	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
02/28/2019	Ending Balance			0.000	



## Daily Rates

February 2019

### VIP Stable NAV Liquidity Pool

Date	Dividend Rate	Daily Yield
01-Feb-19	0.000071373	2.61%
02-Feb-19	0.000071373	2.61%
03-Feb-19	0.000071373	2.61%
04-Feb-19	0.000071099	2.60%
05-Feb-19	0.000071099	2.60%
06-Feb-19	0.000071099	2.60%
07-Feb-19	0.000070277	2.57%
08-Feb-19	0.000070551	2.58%
09-Feb-19	0.000070551	2.58%
10-Feb-19	0.000070551	2.58%
11-Feb-19	0.000070825	2.59%
12-Feb-19	0.000070825	2.59%
13-Feb-19	0.000070825	2.59%
14-Feb-19	0.000070825	2.59%
15-Feb-19	0.000070825	2.59%
16-Feb-19	0.000070825	2.59%
17-Feb-19	0.000070825	2.59%
18-Feb-19	0.000070825	2.59%
19-Feb-19	0.000070825	2.59%
20-Feb-19	0.000070825	2.59%
21-Feb-19	0.000071647	2.62%
22-Feb-19	0.000070551	2.58%
23-Feb-19	0.000070551	2.58%
24-Feb-19	0.000070551	2.58%
25-Feb-19	0.000070825	2.59%
26-Feb-19	0.000070825	2.59%
27-Feb-19	0.000070825	2.59%
28-Feb-19	0.000070825	2.59%

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

**Lewis  
Construction  
Of WATER SEWER DRAIN  
Virginia Inc.  
986-2273**

7716 Quaker Drive  
Suffolk, VA 23437  
Voice: 757-986-2273 Fax: 757-986-3536  
LCOVSuffolk@aol.com

# INVOICE

Invoice Number: 0319-1072.1901

Invoice Date: Mar 13, 2019

Page: 1

Bill To:
Town of Smithfield P O BOx 246 Smithfield, VA 23431

Ship to:
Drummonds Lane & Cedar water main and services Smithfield, VA 23431

Customer ID	Customer PO	Payment Terms	
Smithfield	Per Jessie	Net 15 Days	
Sales Rep ID	Shipping Method	Ship Date	Due Date
			3/28/19

Quantity	Item	Description	Unit Price	Amount
64.00		64 hrs Equipment/labor	275.00	17,600.00
1.00		materials supplied	7,222.00	7,222.00
4.00		4 ton Extra asphalt materlal	90.00	360.00
Subtotal				25,182.00
Sales Tax				
Total Invoice Amount				25,182.00
Payment/Credit Applied				
<b>TOTAL</b>				<b>25,182.00</b>

Check/Credit Memo No:

A finance charge of 1.5% per month(18% annual) on past due invoices.



**PARKS AND RECREATION  
COMMITTEE**

# Parks and Recreation Operation Update

## March 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
					Fire Truck Class SC MHSu 8:00 AM 200 Theater Shows Parking Lot 7:00 PM 1	Theater Shows Parking Lot 7:00 PM 1
3	4	5	6	7	8	9
Special Occasion Show SC MHSu 2:00 PM 200 Theater Shows Parking Lot 7:00 PM 1		Town Council SC A&B 6:30 PM 15 WCFB Meeting SC C&D 5:30 PM 12	Pesticide Recertification Class SC C&D 8:45 AM 80 VA Farm Bureau Producers Meeting SC MH 9:30 AM 50	Grant Writing Essentials SC C&D 10:00 AM 10 Theater Shows Parking Lot 7:00 PM 1 Tourism SSR Meeting SC A&B 10:00 AM 20	IOW Academy Gala Set SC MHSu 10:00 AM 10 Theater Shows Parking Lot 7:00 PM 1	IOW Academy Gala SC MHSu 5:30 PM 350 Theater Shows Parking Lot 7:00 PM 1
10	11	12	13	14	15	16
Spring Ahead IOW Academy Gala SC MHSu 9:00 AM 1 Theater Shows Parking Lot 7:00 PM 1	W&M MBA Sprint Meeting SC MHSu 10:00 AM 100	Pinewood Heights Team Management Meeting SC A&B 4:00 PM 10 Town CPR Training SC C&D 8:00 AM 14 TRIAD Meeting SC A&B 9:00 AM 12	Student Leadership Meeting SC A&B 8:30 AM 20 Town CPR Training SC C&D 8:00 AM 14	Chamber Post Legislative Breakfast SC MH 8:00 AM 80	Spoonhoward and Pettis Set-Up SC MHSu 10:00 AM 150	Spoonhoward and Pettis Wedding and Reception SC MHSu 4:30 PM 120 St Patrick's Day Parade Town Streets 8:00 AM 500
17	18	19	20	21	22	23
		BHAR / BZA SC A&B 6:30 PM 15 Crimeline Meeting SC A&B 12:00 PM 16 Schoolhouse Museum SC A&B 9:00 AM 16 Smithfield Foods Supply Chain SC C&D 8:00 AM 20 Tourism Meeting SC MH 1:00 PM 12	Active Shooter Training SC MH 7:00 PM 100 Tourism Meeting SC C&D 9:00 AM 16	Smithfield Women's Club SC Suites 12:00 PM 80	Women's Club Flea Market SC MHSu 8:00 AM 1000	Pitch, Hit, Run Tournament LSC Baseball Fields 1:00 PM 1000 SRA Field Use LSC Baseball Fields 8:00 AM 1000 Women's Club Flea Market SC MHSu 8:00 AM 1000
24	25	26	27	28	29	30
SRA Field Use LSC Baseball Fields 8:00 AM 1000	Committee Meetings SC C&D 3:00 PM 16	Committee Meetings SC C&D 3:00 PM 16	Carpet Cleaning SC Suites 8:00 AM 1			JROTC Ball SC MH 5:30 PM 120 Officer Request-Skating Rink Event OTS 8:30 PM 1 SRA Field Use LSC Baseball Fields 8:00 AM 1000 WC Manor Grounds Tour WC Manor House 1:00 PM 10
31						
Vietnam Veterans Recognition Event SC MH 2:00 PM 150						

Upcoming Special Events and Park Programming			
Day	Date	Event	Location
Sat	Apr 6	YMCA Triathlon	Downtown
Sat	Apr 13	Wine Festival	Windsor Castle

# Parks and Recreation Operation Update

## March 2019



Trail Doc Project-Jericho Canal-Hand dug, this canal diverts water from covering the WC Trail at section that runs along Jericho Road



New Trail Doc Volunteers-The goats are baaaccck. Hopefully they are hungry for the invasive species we need them to munch on and that they stay inside of their enclosure.



The old oak tree on Jericho Road had to go. She was hollow all the way through and susceptible to falling with any storm or strong winds. The tree was safely removed by Goodrich and Sons.



Luter Sports Complex-Statues donated by Mr. Luter were creatively mounted by Chris Hewitt to prevent vandalism or theft. The statues are a soft bronze that would be easily broken if climbed on by kiddos or adults.



Council Members Mayor Carter Williams, Wayne Hall and Valerie Butler came out to help plant the Longleaf Pine Tree, a project by the Master Naturalist. The pine tree grove will start with 5 trees and hopefully 4 more by next year.

# Parks and Recreation Operation Update

March 2019

Park Projects			
	Project Name	Location	Applicant Name
	Purple Mailbox	Windsor Castle	Relay for Life-Pam Jordan
	Planting of Flower Beds at Playscape	Windsor Castle Playscape	Girl Scout Troop 1404 -Wendy Reagle
2019	Interpretative Signage for Windsor Castle Park	Windsor Castle Park	Master Naturalist
2019	QR Coded Signs for the Visually Impaired	Windsor Castle	Matthew Lemon, troop 36
2019	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 <sup>th</sup> 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
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

**2019 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)
<b>JANUARY</b>				
<b>1/19/2019</b>	11 A-4 P WC Riverfront 8K & Festival 2000 p Resolution	<b>BOB Festival</b> Smithfield VA Events-Gina Ippolito 869-0664 <a href="mailto:gina@smithfieldvaevents.com">gina@smithfieldvaevents.com</a> Jericho Road - one way traffic - 7:30 A-4:30P / Traffic assist 9am - 11:30am for race	1 Thu 10 PM-6 AM Overnight 1 Fri 10 PM-6 AM Overnight 2 Sat 7:30 AM-9:30 AM 8K Race 1 Sat 7:30AM - 4:30PM Jericho Road Closure 1 Sat 9 AM-5:30 PM Command Center 4 Sat 10 AM-5 PM Event Patrol/ 3 P-5 PM Event Traffic Exit	4 PW Sat 8:30 AM-6 PM 1 light tower, deliver on Monday all trash cans, deliver on Tuesday
<b>SE Signs</b>				
<b>Traffic Assist</b>				
<b>1/19/2019</b>	9 A-9 P Station Parking Lot Officer Request	<b>Smithfield Station Parking Lot Assist</b> Smithfield Station -Randy Pack 620-7700 <a href="mailto:randy.pack@smithfieldstation.com">randy.pack@smithfieldstation.com</a>	1 Sat 10 AM-4 PM Station Parking Lot 1 Sat 4 PM-7 PM Station Bar	
<b>1/20/2019</b>	2p-5 p Smithfield Center Community 250 p	<b>MLK Program</b>		
<b>FEBRUARY</b>				
<b>2/10/2019</b>	3 P-6:30 P Smithfield Center Fundraiser 200 p	<b>Sweetheart Banquet</b>		
<b>2/16/2019</b>	7 P-11 P Smithfield Center Fundraiser 250 p	<b>CASA Gala</b>	1 Sat 6:30 PM-11:30 PM	
<b>2/24/2019</b>	2 p-4 P Smithfield Center Community 100 p	<b>Black History Month Program</b>		
<b>MARCH</b>				
<b>3/9/2019</b>	5:30 P-9:30 P Smithfield Center Fundraiser 350 p	<b>IOW Academy Gala</b>	(using IOW Sheriff's deputy)	
<b>3/16/2019</b>	10:30 A-1 P Main Street Parade 3000 p Resolution	<b>St Patricks Day Parade</b> Tourism-Connie Chapman 902-2164 <a href="mailto:cchapman@isleofwightus.net">cchapman@isleofwightus.net</a> closure of parade route - 8am until parade end	# (determined by PD)	# (determined by PW)
<b>Town Streets</b>				
<b>Restrooms</b>				
<b>Traffic Assist</b>				
<b>NO PARK Signs</b>				
<b>Set SE Signs</b>				
<b>3/23/2019</b>	9 AM-2 PM Smithfield Center Flea Market 500 p	<b>Women's Club Flea Market</b>		
<b>APRIL</b>				
<b>4/6/2019</b>	10 A-2:30 P Town Streets Race 500 Resolution	<b>YMCA Triathlon</b> Virginia-Maryland -Greg Hawkins 336-577-2801 <a href="mailto:greg.hawkins@vtsmts.com">greg.hawkins@vtsmts.com</a> Traffic assist 10am - 1:30pm / Cary Street 10am - 1:30pm	1 Sat 9 AM-2 PM YMCA Entrance 1 Sat 9 AM-2 PM Grace/Cary 1 Sat 9AM-2PM James/Grace 1 Sat 9 AM-2 PM Cary/Main/Underwood 1 Sat 9 AM-2 PM Underwood/Cedar	FYI Only
<b>Traffic Assist</b>				
<b>4/13/2019</b>	11 A-5 P WC Riverfront Festival 3500 p Resolution	<b>Wine Fest</b> Smithfield VA Events-Gina Ippolito 869-0664 <a href="mailto:gina@smithfieldvaevents.com">gina@smithfieldvaevents.com</a> Jericho Road - one way traffic - 8am - 1pm Park Trail Closure 10 AM-5 PM	1 Thu 10 PM-6 AM Overnight 1 Fri 10 PM-6 AM Overnight 1 Sat 8 AM-5 PM Jericho Road Closure 1 Sat 10 AM-6 PM Command Center 4 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
<b>Road Closure</b>				
<b>Set SE Signs</b>				
<b>4/13/2019</b>	9 A-9 P Station Parking Lot Officer Request	<b>Smithfield Station Parking Lot Assist</b> Smithfield Station -Randy Pack 620-7700 <a href="mailto:randy.pack@smithfieldstation.com">randy.pack@smithfieldstation.com</a>	1 Sat 10 AM-4 PM Station Parking Lot 1 Sat 4 PM-7 PM Station Bar	

**2019 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)
<b>Street Closures</b>				
<b>Not scheduled</b>	9 A-12 P	<b>IWA 5 K</b>		
	WC	Jill Edwards		
<b>WC Trails</b>	Race	804-874-6197		
	130 p	<a href="mailto:jilledwards@iwacademy.com">jilledwards@iwacademy.com</a>		
<b>4/27/2019</b>	8 P-12 P Smithfield Center Prom 200 p	<b>Windsor Prom</b>	using IOW Resource Officer	
<b>MAY</b>				
<b>5/5/2019</b>	9 AM-10 AM	<b>Main Street Mile</b>	2 9 AM-11 AM, report at 8:30 AM	2 on Sunday 8:30 A-10:30 A put out cones, road barriers
		Maragarita Castillo -IWA		
	Race	207-798-0890		
	200 P	<a href="mailto:margaritacastillo@iwacademy.com">margaritacastillo@iwacademy.com</a>		
<b>Traffic Assist</b>				
<b>Set SE Signs</b>				
<b>5/6/2019</b>	Mon 8 A-2 P Smithfield Center Senior Community	<b>TRIAD</b>	1 Mon 7 AM-10 AM Parking Assist	
<b>5/18/2019</b>	8 P-12 P Smithfield Center Prom 350 p	<b>Smithfield Prom</b>	2 Sat 6:30 PM-11:30 PM	
<b>5/25/2019</b>	8 A-2 P	<b>Pedal for the Pig</b>	2 Sat 7:45 AM-9:15 AM Main/Underwood	
	WC/Town Streets	Sharon Bochman	1 Sat 7:45AM-9:15 AM 258/Route 10	
<b>Traffic Assist</b>	Bike Race	<a href="mailto:bochman@cox.net">bochman@cox.net</a>		
<b>Set SE Signs</b>	300 p			
<b>5/27/2019</b>	11 A-12 P	<b>Memorial Day Service</b>	1 Mon 10:30 AM-11:30 AM	No staff grass cut by Wed
	Veterans Memorial			
<b>Traffic Assist</b>	Community			
	150 p			
<b>JUNE</b>				
<b>6/7/2019</b>	8 P-12 P Smithfield Center Prom 350 p	<b>Kings Fork Prom</b>	2 Fri 6:30 PM-12:30 AM	
<b>6/1/2019</b>	7 A-11 A	<b>Clean the Bay Day</b>		
	WC/Clontz	WCFB -Kelly Davis		
	Community Cleanup			
	20 p	<a href="mailto:kellyb413@hotmail.com">kellyb413@hotmail.com</a>		
<b>6/1/2019 - 6/2/2019</b>	Two Days WC Courtyard & Street	<b>Multiple Sclerosis Bike Event</b>	1 Sat 7:30 AM-8:30 AM Mason/Main	No staff (group handles own trash)
	Bike Race	Deborah Richards	1 Sat 7:30 AM-8:30 AM Cary & Grace	
<b>Traffic Assist</b>		804-591-3034	1 Sat 9 PM-5 AM Overnight at WC	
<b>Set SE Signs</b>	1000 p	<a href="mailto:deborah.richards@nmss.org">deborah.richards@nmss.org</a>	1 Sun 10:45 AM-2 PM Cary/Grace	
			1 Sun 10:45 AM-2 PM Mason/Main	
<b>6/29/2019</b>	9 A-1 P	<b>Car Show at WC and Raft Race at Station</b>	1 Officer- Raft Race 2 PM-5 PM	20 cones for Station bridge- raft race
	WC, Station	Tourism-Connie Chapman		
	Car Show, Raft Race	902-2164		
	3000 p	<a href="mailto:cchapman@isleofwightus.net">cchapman@isleofwightus.net</a>		
<b>JULY</b>				
<b>7/3/2019</b>	9 P-9:30 P	<b>Town Fireworks</b>	# (determined by PD)	
	Town Streets			
<b>Station Bridge</b>	Community			
	1000 p			
<b>7/3/2019</b>	5 P-9 P	<b>Fireworks-Station Parking Lot Assist</b>	1 5 PM-9 PM	
	Station Parking Lot	Smithfield Station-Randy Pack		
	Officer Request	620-7700		
		<a href="mailto:randy.pack@smithfieldstation.com">randy.pack@smithfieldstation.com</a>		
<b>7/21/2019</b>	7 AM-1 PM	<b>Celerity Cycling Event</b>	1 8 AM-9 AM	
	Center Parking Lot	Dan Netzer		
<b>Traffic Assist</b>	Officer Request	679--9336		
<b>AUGUST</b>				

**2019 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)
8/6/2019	5 P-7 P Smithfield Center Community 500 p	National Night Out Night Out Committee		
<b>SEPTEMBER</b>				
9/21/2019	9 A-2 P WC Car Show 100 p	Ruritan Car Show		
9/21/2019	7 AM-5 PM Smithfield Center Community 200 P	Victory Over Diabetes		
9/28/2019	9 AM-4 PM Main Street 100-300 Market 500 p Resolution	Vintage Market Farmers Market-Cheryl Ketcham 375-3031 <a href="mailto:cketcham@isleofwightus.net">cketcham@isleofwightus.net</a> Main Street from Church to Underwood - 6am - 4:30pm	4 Sat 6 AM-6 PM Main Closed & Patrol	4 PW Sat 6 AM-6 PM
	<b>Main Street</b>			
	<b>Restrooms</b>			
	<b>NO PARK Signs</b>			
	<b>Set SE Signs</b>			
<b>OCTOBER</b>				
TBD	4:00 PM Main Street Parade 100 p Resolution	Smithfield Homecoming Parade Smithfield High-Jill Gwaltney 371-3918 <a href="mailto:jillgwaltney@gmail.com">jillgwaltney@gmail.com</a> Rolling closure - Cary St. to Grace to Mason to Main starting at 4pm	# (determined by PD)	
	<b>Main Street</b>			
10/5/2019	11 A-9 P WC Riverfront Festival 3500 P Resolution	Bacon (BBB) Festival Smitfield Events-Gina Ippiloto 869-0664 <a href="mailto:gina@smithfieldvaevents.com">gina@smithfieldvaevents.com</a> Jericho Road - one way traffic - 8am - 1pm Park Trail Closure 10 AM-5 Pm	1 Thu 10 PM-6 AM Overnight 1 Fri 10 PM-6 AM Overnight 1 Sat 8 AM-5 PM Jericho Road Closure 1 Sat 10 AM-6 PM Command Center 4 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
	<b>Traffic Assist</b>			
	<b>Set SE Signs</b>			
10/5/2019	10 A-7 P Station Parking Lot Officer Request	Smithfield Station Parking/Bar Assist Smithfield Station Parking Lot Assist Randy Pack <a href="mailto:randy.pack@smithfieldstation.com">randy.pack@smithfieldstation.com</a>	1 Sat 10 AM-4 PM Station Parking Lot 1 Sat 4 PM-7 PM Station Bar	
10/12/2019	8 A-11 A Town Streets 5K Race 1000 p Resolution	Hog Jog IOW COP -Barbara Stafford 757-647-4061 <a href="mailto:dbstaff@charter.net">dbstaff@charter.net</a> closure of 5K course route - 8:45am - 10:45am	No. (determined by PD)	FYI Only
	<b>Traffic Assist</b>			
	<b>Set SE Signs</b>			
10/19/2019	6 PM-10 PM Smithfield Center Fundraiser 200 P	IOW Schools Gala	1 Sat 5:30 PM-10:30 PM	
10/26/2019	WC and Traffic Assist on Town Streets Race 500 p	Safe House Half Marathon Kristi Wells <a href="mailto:kristi@safehouseproject.org">kristi@safehouseproject.org</a>	?	FYI Only
	<b>Downtown</b>			
	<b>Traffic Assist</b>			
	<b>Set SE Signs</b>			
10/26/2019	3 PM-9 PM WC Car Show 100 cars	Horsepower at Windsor Castle Team Shelby - Justin Emanul 876-9160 <a href="mailto:teamshelbyva@gmail.com">teamshelbyva@gmail.com</a>		
	<b>Set SE Signs</b>			
10/31/2019	5 P-8 P Main Street Community 2000 p	Halloween Safe Trick or Treat street closed by PD as needed Main, Grace, InSTITUTE	# (determined by PD)	FYI Only
	<b>Main Street</b>			
	<b>Restrooms</b>			

**2019 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)
<b>NOVEMBER</b>				
11/2/2019	10 A-1 P WC Trails 200 P	IOW Schools 65 Roses 6K IOW Schools-Holly Goetz 582-1191 <a href="mailto:hgoetz@iwcs.k12.va.us">hgoetz@iwcs.k12.va.us</a>		
11/11/2019	11 AM-12 PM Vet Mem Community 150 p	Veterans Day Ceremony VFW	1 Sat 10:30 AM-11:30 AM	FYI Only
<b>DECEMBER</b>				
12/7-12/8/19	Sat, Sun Smithfield Center Trade Show & Home Tours	Antique Show	FYI Only	
12/6/2019 (1st Fri)	5:30 P-6:30 P Times Gazebo Community 200 p	Tree Lighting Ceremony & Light Up Main	2 Fri 5 PM-6:30 PM	
Traffic Assist				
NO PARK Signs				
12/14/2019 (2nd Sat)	3 PM-8 PM Main Street Market 5000 p Resolution	Holiday Evening Market Connie Chapman Main Street from Church to Underwood - 1pm - 10pm	4 Sat 3 PM-11 PM Event Patrol	6 PW Fri 3 PM-11 PM 1 light tower in BSV lot
Main Street				
Restrooms				
NO PARK Signs				
Set SE Signs				
12/21/2019 (3rd Sat)	500 p 8 A-10 A Smithfield Center Community 400 p	Breakfast with Santa	FYI Only	FYI Only
12/21/2019 (3rd Sat)	10:30 A-12 P Main Street Parade 3000 p Resolution	Christmas Parade Tourism-Connie Chapman 902-2164 <a href="mailto:cchapman@isleofwightus.net">cchapman@isleofwightus.net</a> closure of parade route - 8am until parade end	# (determined by PD)	# (determined by PW)
Town Streets				
Restrooms				
NO PARK Signs				
Set SE Signs				
Not scheduled	10:30 A-12 P SC Concert 400 P	Christmas Concert John Edwards <a href="mailto:editor@smithfieldtimes.com">editor@smithfieldtimes.com</a>		
12/26/2019	7 P-11 P Smithfield Center Fundraiser 200 P	Delta Holiday Dance	1 6:30 PM-11:30 PM Event Patrol	



# TOWN OF SMITHFIELD

*"The Ham Capital of the World"*

## Memorandum

March 22, 2019

**TO:** Parks and Recreation Committee

**FROM:** Brian S. Thrower, Town Manager *BST*

**SUBJECT:** Wine and Brew Fest – Request to Close Street, Fishing Pier, and Trail

Smithfield VA Events has requested the Town's approval to close Jericho Road at S. Church Street on April 12, 2019 from 8:30 a.m. to 5:30 p.m. for the Wine and Brew Festival being held that day in Windsor Castle Park. It has also requested the fishing pier be closed April 10, 2019 through April 13, 2019 and the trail at the event site be closed from 9:30 a.m. to 5:00 p.m. on April 13, 2019.

### Recommendation

I recommend Town Council approve the aforementioned closure of Jericho Road at S. Church Street, the fishing pier, and trail, per the request of the Smithfield VA Events for the Wine and Brew Festival.

### Attachment

Special Event Application

### TOWN MANAGER'S OFFICE

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www.smithfieldva.gov • Local Cable Channel 189

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

<b>Event Date</b> (don't include setup dates here)		<b>Times</b> (don't include setup or street closure times here)		<b>Proposed Location</b>	
Saturday, April 13, 2019		10 AM-5 PM		WC Riverfront	
<b>Event Name</b>		Wine and Brew Fest			
<b>Event Organizer (Group Name)</b>		Smithfield VA Events			
<b>Tax Exemption ID Number</b>					
<b>Website</b>		www.smithfieldvaevents.com			
<b>Event Contacts</b>					
<b>Name</b>	Gina Ippolito	<b>Cell Phone</b>	757-869-0664	<b>Email</b>	gina@smithfieldvaevents.com
<b>Name</b>		<b>Cell Phone</b>		<b>Email</b>	

<b>1<sup>st</sup> Time Event</b>		<b>Annual Event- how many times has event taken place?</b>	8 years
<b>Event Category</b> <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 _____			
<b>Description of Event</b>			
Over 100 different types of wine & brew tastings, live music on three stages, fantastic food & retail vendors.			
<b>Average Ticket Price</b>	\$ 50	<b>Participants will be</b>	<input type="checkbox"/> youth <input checked="" type="checkbox"/> adults <input type="checkbox"/> both
<b>Expected Attendance</b>	3850	<b>Largest Attendance Number and Year</b>	2018- 3300p
<b>What is your plan in the event of bad weather-cancel, reschedule?</b>		Rain or shine, cancelation if dangerous weather present- hurricane, strong winds etc	
<b>Road Closures, Traffic Assistance, Windsor Castle Park Trail Closures</b>			<input type="checkbox"/> Closure
<b>Street Name or Park Area</b>	<b>Closure or Traffic Assist</b>	<b>Date Needed</b>	<b>Times Needed</b>
Jericho Road @ S. Church Street	Road Closed, event traffic controlled	4/13/19	8:30 AM to 5:30 PM
Fishing pier	Closed. Will post signs and adjust based on final tent set up closer to the event.	4/10/19-4/13/19	All Day
Trail Closure (at event site)	Closed at Riverfront	10/6/18	9:30 AM -5 PM
<b>Alcohol Service and/or Sales?</b> <input checked="" type="checkbox"/> Alcohol		<b>Having music- live bands or DJ?</b> <input checked="" type="checkbox"/> Music	
<b>Date</b>	<b>Times</b>	<b>Date</b>	<b>Times</b>
4/13/2019	10 AM-4:30 PM	4/13/19	10 AM-5 PM
<b>List benefits of your event to the community</b>		<b>List Recipients of Proceeds</b>	
Proceeds benefit 45+ Smithfield/Isle of Wight based organizations.		Anticipated donations to community for this event this year are +/- \$80,000.	

<b>Check any of the following that your event will include.</b>			
<b>Item</b>	<b>Number</b>	<b>Item</b>	<b>Number</b>
<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		
<b>Item</b>	<b>Number</b>	<b>Sizes</b>	
Tents	48 +/-	Various sizes ranging 10x10's to stage bandshells	
Staging	2	Large covered stages for musical performances	



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

<input type="checkbox"/> Allowing pets	<input type="checkbox"/> Fireworks	<input checked="" type="checkbox"/> Providing Shuttle Service
<b>Certificate of insurance for \$1,000,000 is required (certificate of insurance must be presented prior to event)</b>		
<b>Policy Number</b>	<b>To be provided closer to the event.</b>	
<b>Name of Insurance Liability Carrier</b>		
<b>Insurance Company Address</b>		
<b>Insurance Company Phone Number</b>		

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

<b>Event Organizer's Signature</b>	<i>Gina Ippolito</i>	<b>Date</b>	3/12/19
<b>Print Name</b>	Gina Ippolito		

**Attach the following documents:**

Site Map/Layout of Event



# TOWN OF SMITHFIELD

*"The Ham Capital of the World"*

## Memorandum

March 22, 2019

**TO:** Parks and Recreation Committee  
**FROM:** Brian S. Thrower, Town Manager *BST*  
**SUBJECT:** Smithfield Center Rental Fee Structure – Request to Approve

Staff is requesting you approve the attached Smithfield Center rental fee structure for the months of January and February. The proposed structure reduces the rental fee for the Smithfield Center by 50% on Fridays, Saturdays, and Sundays in the months of January and February. Adjusting these fees helps market the Smithfield Center in these slower winter months.

Per the Town's Parks and Recreation Director, Amy Novak, Town Council has approved this adjustment on a year to year basis. Staff is requesting you make the adjustment permanent in order to facilitate marketing and bookings at the Smithfield Center.

### Recommendation

I recommend Town Council approve the attached rental fee structure on a permanent basis for the months of January and February.

### Attachment

Proposed Smithfield Center Rental Fee Structure

### TOWN MANAGER'S OFFICE

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*Proposed -Price Adjustment -Smithfield Center in January & February*

<b>Proposed price adjustment of 50% off for bookings on a Friday, Saturday or Sunday in the months of January and February</b>		
Reason for price adjustment request is that January and February are historically slow booking months.		
<b>Standard Rate</b>		
<b>Day of Week</b>	<b>Current Fee Structure</b>	<b>Proposed Fee Structure</b>
Saturday	\$ 2800	\$ 1400
Friday, Sunday	\$ 1800	\$ 900
<b>Isle of Wight County Resident Rate</b>		
<b>Day of Week</b>	<b>Current Fee Structure</b>	<b>Suggested Price</b>
Saturday	\$ 2000	\$ 1000
Friday, Sunday	\$ 1400	\$ 700
Reason for price adjustment request is that at the previous rates, Fridays and Sundays booked more often.		

**PUBLIC WORKS  
COMMITTEE**



# TOWN OF SMITHFIELD

*"The Ham Capital of the World"*

## Memorandum

March 22, 2019

**TO:** Public Works Committee

**FROM:** Brian S. Thrower, Town Manager *BST*

**SUBJECT:** Landscaping and Mowing Contracts – Request to Renew

The Town's contracts with Southern Shores Lawn and Landscaping, LLC for mowing and landscaping expire March 31, 2019. Southern Shores has agreed to renew both contracts for another year through June 30, 2020 under the same current terms and conditions.

### Recommendation

I recommend Town Council approve renewing both the landscaping and mowing contracts with Southern Shores Lawn and Landscaping, LLC for another year through June 30, 2020 under the same current terms and conditions.

### TOWN MANAGER'S OFFICE

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