



May 17, 2019

TO: SMITHFIELD TOWN COUNCIL

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

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

Town Council will conduct a Special Finance Committee Budget Work Session immediately following the regular Finance Committee meeting on Monday, May 20th, 2019.

MONDAY, MAY 20TH, 2019 @ 3:00 p.m.

Public Safety

Members: Tynes (CH), Hall, Haywood

- TAB # 1**
1. Public Comment
 2. Operational Updates
[Chief Alonzo Howell, Smithfield Police Department](#)
 3. Street Closure Request for Sweet Summertime Celebration, Friday, June 28th, 2019 from 7:00 p.m. to 9:30 p.m.
[Ms. Amy Novak, Director of Parks and Recreation](#)

Immediately following the conclusion of the above meeting:

Water and Sewer

Members: Smith (CH), Pack, Tynes

- TAB # 2**
1. Public Comment
 2. Purchase Budgeted Bypass Pump for the Reverse Osmosis Plant
[Brian Thrower, Town Manager](#)

Immediately following the conclusion of the above meeting:

Finance

Members: Pack (CH), Smith, Butler

- TAB # 3** 1. Public Comment
- 2. April Cash Balances / VML Investment Pool Update
[Ellen Minga, Town Treasurer](#)
- TAB # 4** 3. Invoices Over \$10,000 Requiring Council Authorization:
[Ellen Minga, Town Treasurer](#)
 - a. Blair Brothers, Inc. (Cary Street Drainage Project) \$25,033.55
- 4. Closed Session Pursuant to Virginia Code Section 2.2-3711 (A) (1) in Regards to Personnel Matters

TUESDAY, MAY 21ST, 2019 @ 3:00 p.m.

Parks and Recreation

Members: Hall (CH), Butler, Haywood

- TAB # 5** 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](#)

Immediately following the conclusion of the above meeting:

Public Works

Members: Haywood (CH), Smith, Tynes

- 1. Public Comment

Immediately following the conclusion of the above meeting:

Public Buildings & Welfare

Members: Butler (CH), Hall, Pack

- TAB # 6** 1. Public Comment
- 2. Request to Demolish – 502 Grace Street Structures
[William H. Riddick, III, Town Attorney](#)

***** Additional Items Not Listed on Committee but will be on Council's June 4th Agenda*****

- Recommendation to fill the upcoming vacancy on the Board of Zoning Appeals
-

**PUBLIC SAFETY
COMMITTEE**

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



Event Date	June 28 th				
Event Name	Rhondells Band - Summer Concert Series				
Event Location	Smithfield Times gazebo				
Event Times (don't include setup times)	8pm - 9pm				
Event Organizer (Group Name)					
Contacts					
Name	John Edwards	Cell Phone	651-9252	Email	editor@smithfieldtimes.com
Name	Judy Winslow	Cell Phone	434-4501	Email	jwinslow@iwus.net

Event Category	<input type="checkbox"/> Festival <input checked="" type="checkbox"/> Concert <input type="checkbox"/> Parade <input type="checkbox"/> Run/Walk <input type="checkbox"/> Bike Race/Tour <input type="checkbox"/> Car Show <input type="checkbox"/> Other -				
Description of Event	Tourism Submission <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Annual Rhondells concert that has previously been part of Olden Days. No full blown Olden Days this year but we are promoting events for that weekend. This concert is well attended.				
Contact name and phone number for more information on event					
Name:	Judy Winslow	Phone:	357-2476 / 434-4501		
Expected Attendance	300	Website			
Average Ticket/Entry Price	\$ N/A	Participants will be	<input type="checkbox"/> youth <input type="checkbox"/> adults <input checked="" type="checkbox"/> both		
Music-DJ/Band?	Band	Alcohol Sales or Service?	No		
What is your plan in the event of bad weather-cancel, reschedule?	No rain date				
Requesting?	<input checked="" type="checkbox"/> road closures <input type="checkbox"/> traffic assistance <input type="checkbox"/> park trail closures 200 Block only				
List benefits of your event to the community			List Recipients of Proceeds		
Quality of Life Tourism to town & restaurants			N/A		

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	<i>Judy Winslow</i>	Date	4/22/19
Print Name	Judy Winslow		

**WATER AND SEWER
COMMITTEE**

**FINANCE
COMMITTEE**

CASH BALANCES AS OF APRIL 30, 2019					
ACCOUNT NAME	BANK NAME	ACCOUNT BALANCE	Current Year Interco. Balances	Prior Year Interco./Interdep Balances	ADJUSTED BALANCES
Water	Farmers Bank	1,554,877.77	(781,157.13)	-	773,720.64
Water-Debt Service	Farmers Bank	786,429.21	36,927.01	-	823,356.22
Water Capital Escrow (availability fees)	TowneBank	619,836.34	35,360.00	-	655,196.34
Water Treatment Plant Escrow	TowneBank	11,629.17			11,629.17
Water Deposit Account	TowneBank	90,252.92			90,252.92
Water Development Escrow	TowneBank	158,582.80	3,200.00	-	161,782.80
Subtotal Water		3,221,608.21	(705,670.12)	-	2,515,938.09
Sewer	Farmers Bank	510,794.92	(129,627.80)	(135,270.23)	245,896.89
Sewer Development Escrow	TowneBank	423,364.70	3,200.00	-	426,564.70
Sewer Capital Escrow (availability fees)	TowneBank	1,016,963.32	53,560.00	-	1,070,523.32
Sewer Compliance	Farmers Bank	2,435,723.00	58,198.07	-	2,493,921.07
Subtotal Sewer		4,386,845.94	(14,669.73)	(135,270.23)	4,236,905.98
Highway	Farmers Bank	120,166.70	97,572.68	-	217,739.38
General Fund	Farmers Bank	3,923,316.98	1,711,323.65	135,270.23	5,769,910.86
Payroll	Farmers Bank	224,815.56			224,815.56
Money Market-General Fund	TowneBank	38,747.30			38,747.30
Business Super Now-General Fund	Farmers Bank	34,538.20			34,538.20
Money Market-General Fund	Farmers Bank	295,864.28			295,864.28
General Fund Capital Escrow Account	TowneBank	217,432.03			217,432.03
Certificate of Deposit	Farmers Bank	527,159.03			527,159.03
Certificate of Deposit-Police Dept	Farmers Bank	37,095.40			37,095.40
Special Project Account	Farmers Bank	1,120,823.64	(1,088,556.48)		32,267.16
Pinewood Heights Escrow	Farmers Bank	74,982.49			74,982.49
SNAP Account	Farmers Bank	2,218.75			2,218.75
Museum Account	Farmers Bank	198,801.98			198,801.98
Windsor Castle Acct	TowneBank	92,903.00			92,903.00
Subtotal General Fund		6,788,698.64	622,767.17	135,270.23	7,546,736.04
TOTAL ALL FUNDS		14,517,319.49	-	-	14,517,319.49



Account Statement

April 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
524,195.24	0.00	48.76	1,064.30	-94.13	525,116.65

Transactions

Transaction Date	Transaction Description	Contributions & Income Earned	Withdrawals	Balance	NAV	Shares	Realized GL
04/15/2019	Withdrawal		48.76		9.977895	4.887	0.00
04/15/2019	Income Earned	531.00			9.977895	53.218	
04/30/2019	Income Earned	533.30			9.996998	53.346	
04/30/2019	Ending Balance			525,116.65	9.996998	52,527.434	



Account Statement

April 2019

Town of Smithfield

P.O. Box 246
 Smithfield, VA 23431

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

Summary

Average Monthly Yield: 2.58%

	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
04/30/2019	Ending Balance			0.000	



Daily Rates

April 2019

VIP Stable NAV Liquidity Pool

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

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



The Blair Bros., Inc.

P.O. Box 5413
Suffolk, VA 23435
(757) 538-1696 Fax: (757) 538-0714
www.blairbros.com
SWaM Cert #: 664748

Invoice

Terms	P.O. No.	Date	Invoice #
NET 30 DAYS		4/26/2019	14675

Bill To:

Town of Smithfield
P O Box 246
Smithfield VA 23431

Project:

Cary St.

Description	Amount
<p>Supply labor, material and equipment to preform the following:</p> <ol style="list-style-type: none"> 1. Set up temporary lane closure on Cary St. for mobilization of equipment and demolition of headwall. 2. Haul off excess concrete from headwall, excavate and install bedding stone for installation of new drop inlet with access grate on top. 3. Check grade at existing ditch and install approximately 160' of 18" Elliptical RCP to grade. 4. Haul in fill dirt to backfill pipe and drop inlet to blend with existing landscape, seed and straw. 5. Cut V ditch to grade perpendicular to discharge to drain to outfall pipe at roadway. 6. Create berm from V ditch spoils, grade, seed and straw. 7. Install EC2 in V ditch for erosion protection. 8. Install new fabric and rip rap around pipe in and splash area at discharge. 9. Temporary lane closure for demobilization. <p>Total Contract Price:</p>	25,033.55

THANK YOU FOR YOUR BUSINESS

Invoice Total: \$25,033.55

All charges during the month are due and payable by the 10th of the following month or as per stated terms. A SERVICE CHARGE OF 2% PER MONTH will be added to account from invoice date on past due accounts. This is an annual percentage rate of 24%. The customer agrees to pay service charges and the cost of collection, including attorney's fees.

If prices and terms on invoice are not as agreed, or if any claim or damage or deficiency is to be made, please notify us at once, as no claim made at maturity will be allowed.



**PARKS AND RECREATION
COMMITTEE**

Parks and Recreation Operation Update

May 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
			12:00 PM - 10:00 PM SC MHSu 12:00 PM SVAE Wine Fest-Check Giveaway	7:00 PM - 10:00 PM Parking Lot 7:00 PM Theater Shows 11:00 PM - 5:00 AM OTS 11:00 PM Officer Request-Site Utility Work	8:00 AM - 5:00 PM LSC Field 6 8:00 AM Relay for Life Set Up 1:00 PM - 9:00 PM SC MHSu 1:00 PM Wiley and Stoney Wedding and Reception 7:00 PM - 10:00 PM Parking Lot 7:00 PM Theater Shows	7:00 AM - 10:00 AM w/C Trails 7:00 AM Optimist Club 5K 8:00 AM - 8:00 PM LSC Baseball Fields 8:00 AM SRA Field Use 8:00 AM - 11:00 PM LSC Field 6 2:00 PM Relay for Life 9:00 AM - 10:00 AM w/C Canoe/Kayak 9:00 AM Yoga in the Park 2:00 PM - 12:00 AM SC MHSu 5:00 PM Wiley and Stoney Wedding and Reception 7:00 PM - 10:00 PM Parking Lot 7:00 PM Theater Shows
5	6	7	8	9	10	11
8:00 AM - 11:30 AM Town Streets 8:00 AM Main Street Mile 8:00 AM - 8:00 PM LSC Baseball Fields 8:00 AM SRA Field Use 2:00 PM - 5:00 PM SC MHSu 2:00 PM TRIAD 7:00 PM - 10:00 PM Parking Lot 7:00 PM Theater Shows	6:00 AM - 3:00 PM SC MHSu 9:00 AM TRIAD	10:00 AM - 12:00 PM SC C&D 10:00 AM Town Open Enrollment 5:00 PM - 6:30 PM SC A&B 5:00 PM Council Budget Meeting 5:00 PM - 6:30 PM SC C&D 5:30 PM WCFB Meeting 6:30 PM - 9:00 PM SC A&B 6:30 PM Town Council	10:00 AM - 12:00 PM SC C&D 10:00 AM Town Open Enrollment 10:15 AM - 1:00 PM SC MH 10:15 AM Tourism Breakfast Setup	7:00 AM - 12:00 PM SC MH 8:00 AM Tourism Breakfast 7:00 PM - 10:00 PM Parking Lot 7:00 PM Theater Shows	9:30 AM - 3:00 PM SC MH 12:00 PM Employee Service Awards Luncheon 7:00 PM - 10:00 PM Parking Lot 7:00 PM Theater Shows	8:00 AM - 8:00 PM LSC Baseball Fields 8:00 AM SRA Field Use 9:00 AM - 10:00 AM w/C Canoe/Kayak 9:00 AM Yoga in the Park 11:30 AM - 10:30 PM SC MHSu 4:00 PM Twine and Edwards Wedding and Reception 7:00 PM - 10:00 PM Parking Lot 7:00 PM Theater Shows
12	13	14	15	16	17	18
Mother's Day 8:00 AM - 8:00 PM LSC Baseball Fields 8:00 AM SRA Field Use 7:00 PM - 10:00 PM Parking Lot 7:00 PM Theater Shows	8:00 AM - 5:00 PM SC Suites 8:00 AM Carpet Cleaning	10:00 AM - 3:00 PM SC MH 10:00 AM Senior Fish Fry Set 4:00 PM - 5:00 PM SC A&B 4:00 PM Pinewood Heights Team Management Meeting	7:00 AM - 3:00 PM SC MH 10:00 AM Senior Fish Fry 7:00 AM - 5:00 PM SC C&D 8:00 AM Smithfield Foods Meeting 9:00 AM - 5:00 PM SC A&B 9:00 AM Town Strategic Planning Session	7:00 AM - 5:00 PM SC C&D 8:00 AM Smithfield Foods Meeting 8:00 AM - 4:00 PM SC MH 10:00 AM IOW County Employee Health Fair 9:00 AM - 5:00 PM SC A&B 9:00 AM Town Strategic Planning Session 7:00 PM - 10:00 PM Parking Lot 7:00 PM Theater Shows	1:00 PM - 9:00 PM SC MHSu 1:00 PM Smithfield Prom 7:00 PM - 10:00 PM Parking Lot 7:00 PM Theater Shows	8:00 AM - 8:00 PM LSC Baseball Fields 8:00 AM SRA Field Use 9:00 AM - 10:00 AM w/C Canoe/Kayak 9:00 AM Yoga in the Park 2:00 PM - 12:00 AM SC MHSu 7:00 PM Smithfield Prom 7:00 PM - 10:00 PM Parking Lot 7:00 PM Theater Shows
19	20	21	22	23	24	25
12:00 PM - 5:00 PM LSC Baseball Fields 12:00 PM SRA Closing Ceremonies 7:00 PM - 10:00 PM Parking Lot 7:00 PM Theater Shows	3:00 PM - 5:00 PM SC C&D 3:00 PM Committee Meetings 5:00 PM - 6:00 PM SC C&D 5:00 PM Council Budget Session	9:00 AM - 11:00 AM SC C&D 9:00 AM Schoolhouse Museum 11:30 AM - 2:00 PM SC C&D 11:30 AM Crimeline Meeting 4:00 PM - 6:00 PM SC C&D 4:00 PM Committee Meetings 6:00 PM - 7:30 PM SC A&B 6:30 PM BHAR	12:00 PM - 10:00 PM SC MH 6:00 PM Senior of the Month Banquet 5:00 PM - 8:00 PM LSC Field 3, LSC Field 4 5:00 PM Lil' Smokies Tournament	10:00 AM - 8:00 PM SC MH 4:00 PM Business Appreciation Reception 5:00 PM - 8:00 PM LSC Field 3, LSC Field 4 5:00 PM Lil' Smokies Tournament	12:00 PM - 8:00 PM SC MH 12:00 PM Sundberg and Tibbetts Setup 5:00 PM - 8:00 PM LSC Field 3, LSC Field 4 5:00 PM Lil' Smokies Tournament	7:00 AM - 2:00 PM w/C Courtyard 7:00 AM Pedal for the Pig 9:00 AM - 10:00 AM w/C Canoe/Kayak 9:00 AM Yoga in the Park 1:00 PM - 11:00 PM SC MH 4:00 PM Sundberg and Tibbetts Reception
26	27	28	29	30	31	
10:00 AM - 11:00 PM SC MHSu 4:30 PM Jenkins-Kelley Wedding & Reception	Memorial Day 11:00 AM - 12:00 PM Memorial Lawn 11:00 AM Memorial Day Service 11:00 AM - 12:00 PM SC Suites 11:00 AM Memorial Day Service Rain Site		7:00 AM - 6:00 PM SC C&D 8:00 AM Smithfield - Farm to Fork 12:00 PM - 10:00 PM SC MH 12:00 PM Teacher of the Year/Retirement Banquet	7:00 AM - 4:00 PM SC C&D 8:00 AM Smithfield - Farm to Fork	7:00 AM - 4:00 PM SC C&D 8:00 AM Smithfield - Farm to Fork	

Upcoming Special Events and Park Programming			
Day	Date	Event	Location
Sat	Jun 1	Clean the Bay Day	Windsor Castle Park
Saturdays		Yoga in the Park	Windsor Castle Park
Sat	Jun 1 -2	MS Bike Ride	Windsor Castle Park
Thu	Jun 13	State of the County Breakfast	Smithfield Center
Sat	Jun 29	Sweet Summertime Celebration & Raft Race	Downtown & Pagan River

Parks and Recreation Operation Update

May 2019



Trail Docs have earned 259 since the beginning of the year. Projects have included maintenance and planting of the butterfly garden (pictured above), dead tree removal and of course lots of trail maintenance, including building berms and cleaning up erosion areas. Our Trail Doc Coordinator, Steve Senkovich, led the Beta Club Kids of Smithfield High School in 2 clean up days. The Beta Club performed tasks such as cleaning bridges, leaf removal from the trails and weeding of landscaped beds.

Kayak Rentals
Season 7
Open since May 4th, operated 2 weekends total
Total Revenue
\$ 198

Parks and Recreation Operation Update

May 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 th Graders, Boy Scout Troop 7
2018	Edible Garden	Windsor Castle	Jennifer Smith, Smithfield Middle School
2018	Haydens Lane Painted Benches	Haydens Lane	Smithfield High School Art Class
2018	Benches for Playscape	Windsor Castle Playscape	Cooper Boley-Eagle Scout
2017	Compass Course	Windsor Castle	Kyle Rutherford-Eagle Scout
2016	Pop Up Library	Haydens Lane	Alex Simmons, Isle of Wight Academy
2016	Wood Duck Boxes	Windsor Castle	Ashlynn Newberry, Girl Scout Troop 622
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)
JANUARY				
1/19/2019	11 A-4 P WC Riverfront 8K & Festival 2000 p Resolution	BOB Festival Smithfield VA Events-Gina Ippolito 869-0664 gina@smithfieldvaevents.com 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
SE Signs				
Traffic Assist				
1/19/2019	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	
1/20/2019	2p-5 p Smithfield Center Community 250 p	MLK Program		
FEBRUARY				
2/10/2019	3 P-6:30 P Smithfield Center Fundraiser 200 p	Sweetheart Banquet		
2/16/2019	7 P-11 P Smithfield Center Fundraiser 250 p	CASA Gala	1 Sat 6:30 PM-11:30 PM	
2/24/2019	2 p-4 P Smithfield Center Community 100 p	Black History Month Program		
MARCH				
3/9/2019	5:30 P-9:30 P Smithfield Center Fundraiser 350 p	IOW Academy Gala	(using IOW Sheriff's deputy)	
3/16/2019	10:30 A-1 P Main Street Parade 3000 p Resolution	St Patricks Day Parade Tourism-Connie Chapman 902-2164 cchapman@isleofwightus.net closure of parade route - 8am until parade end	# (determined by PD)	# (determined by PW)
Town Streets				
Restrooms				
Traffic Assist				
NO PARK Signs				
Set SE Signs				
3/23/2019	9 AM-2 PM Smithfield Center Flea Market 500 p	Women's Club Flea Market		
3/31/2019	2 p-4 P Smithfield Center Community 250 P	Vietnam Veterans Recognition Ceremony		
APRIL				
4/6/2019	10 A-2:30 P Town Streets Race 500 Resolution	YMCA Triathlon Virginia-Maryland -Greg Hawkins 336-577-2801 greg.hawkins@vtsmts.com 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
Traffic Assist				
4/13/2019	11 A-5 P WC Riverfront Festival 3500 p Resolution	Wine Fest Smithfield VA Events-Gina Ippolito 869-0664 gina@smithfieldvaevents.com Jericho Road - one way traffic - 8am - 1pm Park Trail Closure 10 AM-5 PM	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 9:30 AM-6 PM 1 light tower, deliver on Wed all trash cans, deliver on Wed clean fishing pier, by Tue
Road Closure				
Set SE Signs				
4/13/2019	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	
4/27/2019	8 P-12 P Smithfield Center Prom 200 p	Windsor Prom	using IOW Resource Officer	

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)	
MAY					
5/4/2019	9:30 A-10:30 Am Race 75 P	Optimist Club Run Mike Murphy 660-7151 memurph1126@gmail.com			
Street Closures					
Set SE Signs					
5/4/2019	4 P-11 P LSC 200 p	Relay for Life Event Adrienne Rich adrienne.rich@cancer.org	1 Officer for Entrance until 2 PM-4 PM 1 Officer for exit 9:30 PM-11 PM		
5/5/2019	9 AM-10 AM Race 200 P	Main Street Mile Maragarita Castillo -IWA 207-798-0890 margaritacastillo@iwacademy.com	2 9 AM-11 AM, report at 8:30 AM		FYI Only
Traffic Assist					
Set SE Signs					
5/6/2019	Mon 8 A-2 P Smithfield Center Senior Community	TRIAD	1 Mon 7 AM-10 AM Parking Assist		
5/18/2019	8 P-12 P Smithfield Center Prom 350 p	Smithfield Prom	2 Sat 6:30 PM-11:30 PM		
5/25/2019	8 A-2 P WC/Town Streets Bike Race 300 p	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					
Set SE Signs					
5/27/2019	11 A-12 P Veterans Memorial Community 150 p	Memorial Day Service	1 Mon 10:30 AM-11:30 AM		No staff grass cut by Wed
Traffic Assist					
JUNE					
6/7/2019	8 P-12 P Smithfield Center Prom 350 p	Kings Fork Prom	2 Fri 6:30 PM-12:30 AM		
6/1/2019	7 A-11 A WC/Clontz Community Cleanup 20 p	Clean the Bay Day WCFB -Kelly Davis kellyb413@hotmail.com			
6/1/2019 - 6/2/2019	Two Days 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)
Traffic Assist					
Set SE Signs					
6/29/2019	9 A-1 P WC, Station Car Show, Raft Race 3000 p	Raft Race at Station Tourism-Connie Chapman 902-2164 cchapman@isleofwightus.net	1 Officer- Raft Race 2 PM-5 PM	20	cones for Station bridge- raft race
JULY					
7/3/2019	9 P-9:30 P Town Streets Community 1000 p	Town Fireworks	# (determined by PD)		
Station Bridge					
7/3/2019	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		
7/21/2019	7 AM-1 PM Center Parking Lot Officer Request	Celerity Cycling Event Dan Netzer 679--9336	1 8 AM-9 AM		
Traffic Assist					
AUGUST					

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)
NOVEMBER				
11/2/2019	10 A-1 P WC Trails 200 P	IOW Schools 65 Roses 6K IOW Schools-Holly Goetz 582-1191 hgoetz@iwcs.k12.va.us		
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
DECEMBER				
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
12/21/2019 (3rd Sat)	10:30 A-12 P Main Street Parade 3000 p Resolution	Christmas Parade Tourism-Connie Chapman 902-2164 cchapman@isleofwightus.net 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 editor@smithfieldtimes.com		
12/26/2019	7 P-11 P Smithfield Center Fundraiser 200 P	Delta Holiday Dance	1 6:30 PM-11:30 PM Event Patrol	

**PUBLIC BUILDINGS & WELFARE
COMMITTEE**

**STAFF REPORT TO THE
TOWN COUNCIL**

June 4, 2019

Owner/Applicant Name & Address

Mary Delk Crocker
502 Grace Street
Smithfield, VA 23430

Property Location & Description

502 Grace Street, Across from Cofer
Automotive, behind IOW Christian
Outreach

Statistical Data

Property Classification

Landmark

Current Zoning

C-C, Community Conservation

Surrounding Land Uses/Zoning

D, Downtown District;
DN-R, Downtown Neighborhood
Residential

Overview

The ongoing neglect of the primary structure and outbuildings at 502 Grace Street (Pierceville) has been an issue before the Board of Historic and Architectural Review (BHAR) and Town Council numerous times in recent years. Most recently, applications for the demolition of the same primary structure and outbuildings have been before the BHAR and Council.

On December 27, 2016 an application for the demolition of the primary structure and all outbuildings was received by town staff as per section E.4 of the Town of Smithfield Historic Areas Preservation Ordinance (Article 3.M). This application was denied by the BHAR at their February 21, 2017 meeting and subsequently denied by the Town Council at their April 4, 2017 meeting on automatic appeal.

On June 26, 2017, town staff received a cover letter dated June 20, 2017 and commentary regarding the owner's application for demolition as a matter of right of the primary structure and outbuildings at 502 Grace Street, pursuant to Va. Code 15.2-2306 (A)(3)(i) and Town Zoning Ordinance, Article 3.M.E.19(A)(1) and 20(A). Subsequently, additional materials were submitted and the application was deemed complete by the BHAR at their September 19, 2017 meeting.

Also at the September 19, 2017 meeting, the BHAR denied the application for the demolition of the primary structure and all outbuildings at 502 Grace Street as a matter of right. As per town ordinance, the decisions of the BHAR on any application for the demolition of landmark structures within the Historic District are automatically appealed to Town Council.

Current Action

The applicant has applied for the demolition of the house and outbuildings at 502 Grace Street as a matter of right.

As per Town Zoning Ordinance, Article 3.M.E.19(A) and 20(A), three conditions must be met in order to qualify for a demolition as a matter of right of a landmark building or structure. They are:

- 1) *'The owner or applicant has applied to the Town Council for such right.'*
- 2) *'The owner has for the period of time set forth in the time schedule hereinafter contained and at a price reasonably related to its fair market value, made a bona fide offer to sell such site, object, building or structure and the land pertaining thereto to*

whomever gives reasonable assurance that it is willing to preserve and restore the landmark, building, or structure and the land pertaining thereto. [The period of time set forth in the time schedule is *'twelve (12) months when the offering price is ninety thousand dollars or more'* (3.M.E.19(D)(6)).]

- 3) *'No bona fide contract, binding upon all parties thereto, shall have been executed for the sale of any such landmark, building or structure, and the land pertaining thereto, prior to the expiration of the applicable time period set forth in the time schedule hereinafter contained.'*

Further, as in the previous applications for demolition of these landmark structures, the BHAR will vote on the application, which will be followed by an automatic appeal to Town Council of the demolition of landmark structures in the Town of Smithfield Historic District.

Staff Comments

The purpose and intent of the Historic District in the Town of Smithfield is *'to protect designated landmarks and other historic or architectural features and their surroundings within a reasonable distance from destruction, damage, defacement and obviously incongruous development or uses of land.'* Due to this, town staff recommends that the application be denied.

Contact William Riddick at (757) 357-4314 or wridnick@brlawva.com with any questions.