



October 19, 2018

TO: SMITHFIELD TOWN COUNCIL

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

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

MONDAY, OCTOBER 22ND, 2018 @ 3:00 p.m.

Police

Members: Tynes (CH), Hall, Haywood

TAB # 1

1. Public Comment
2. Operational Updates
3. Street Closure Request for the 2018 Holiday Evening Market on Saturday, November 17th, 2018

Immediately following the conclusion of the above meeting:

Water and Sewer

Members: Smith (CH), Pack, Tynes

1. Public Comment
2. Operational Updates

Immediately following the conclusion of the above meeting:

Finance

Members: Pack (CH), Smith, Butler

1. Public Comment
- (forthcoming)** 2. September Financial Statements and Graphs
- TAB # 2** 3. September Cash Balances / VML Investment Pool Update

- TAB # 3**
4. Invoices Over \$10,000 Requiring Council Authorization:
 - a. Smithfield Volunteer Fire Department \$ 27,998.00
 - b. Blair Brothers, Inc. - Main Street Paving \$205,560.00
 - c. Isle of Wight County – FY 2017/2018 Tourism True Up \$105,586.00
 5. Accept Improvements of Caretaker’s House and New Barns at Windsor Castle Park

TUESDAY, OCTOBER 23RD, 2018 @ 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
 3. Proposed Weekday Pricing for Windsor Castle Manor Grounds
 3. Car Shows on Main Street – Smithfield 2020

Immediately following the conclusion of the above meeting:

Public Works

Members: Haywood (CH), Smith, Tynes

1. Public Comment
2. Operational Updates

Immediately following the conclusion of the above meeting:

Public Buildings & Welfare

Members: Butler (CH), Hall, Pack

1. Public Comment

***** Additional Item Not Listed on Committee but will be on Council’s November 6th, Agenda*****

- Approval of October 9th, 2018 Town Council Meeting Minutes
-

**POLICE
COMMITTEE**



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

Event Date		Saturday, November 17, 2018			
Event Name		Christmas Evening Market			
Event Location		Main Street, Smithfield			
Event Times (don't include setup times)		4:00 pm – 8:00 pm			
Event Organizer (Group Name)		IOW Tourism			
Contacts					
Name	Meredith Marchant	Cell Phone	757-759-4118	Email	mmarchant@iwus.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 -				
Description of Event	Tourism Submission	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
Market with tents set up down both sides of Main Street					
Contact name and phone number for more information on event					
Name: Meredith Marchant		Phone: 757-759-4118			
Expected Attendance	6000	Website	www.smithfieldfarmersmarket.org		
Average Ticket/Entry Price	\$0	Participants will be	<input type="checkbox"/> youth <input type="checkbox"/> adults <input checked="" type="checkbox"/> both		
Music-DJ/Band?	Various Musicians	Alcohol Sales or Service?	N/A		
What is your plan in the event of bad weather-cancel, reschedule?					Saturday, December 15, 2018
Requesting? <input checked="" type="checkbox"/> road closures <input checked="" type="checkbox"/> traffic assistance <input type="checkbox"/> park trail closures					
List benefits of your event to the community			List Recipients of Proceeds		
A night for local residents and new tourists to shop and eat in downtown Smithfield. Not only with the Market Vendor but with the existing merchants. As well as entice new comers to come back to Smithfield another time.			Isle of Wight Farmers Market		

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	4 months
<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	3 months
<input checked="" type="checkbox"/> Port-a-Potties	<input checked="" type="checkbox"/> Tents	Apply for ABC permit (if needed)	6 weeks
<input checked="" type="checkbox"/> Dumpster/Recycle Receptacles	<input checked="" type="checkbox"/> Rentals-Furniture-Tables, Chairs	Contact EMS/Fire (if needed)	4 weeks
<input checked="" 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 checked="" 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>Meredith Marchant</i>	Date	1/24/2018
Print Name	Meredith Marchant		

**FINANCE
COMMITTEE**

CASH BALANCES AS OF SEPTEMBER 30, 2018					
			Current Year	Prior Year	
ACCOUNT NAME	BANK NAME	ACCOUNT	Interco.	Interco./Interdep	ADJUSTED
		BALANCE	Balances	Balances	BALANCES
Water	Farmers Bank	1,865,738.71	(569,064.58)	(615,606.47)	681,067.66
Water-Debt Service	Farmers Bank	629,818.99	45,108.25	-	674,927.24
Water Capital Escrow (availability fees)	TowneBank	506,078.47	37,000.00	-	543,078.47
Water Treatment Plant Escrow	TowneBank	11,608.83			11,608.83
Water Deposit Account	TowneBank	86,204.49			86,204.49
Water Development Escrow	TowneBank	121,542.84	7,200.00	-	128,742.84
Subtotal Water		3,220,992.33	(479,756.33)	(615,606.47)	2,125,629.53
Sewer	Farmers Bank	463,899.93	132,721.59	(485,270.23)	111,351.29
Sewer Development Escrow	TowneBank	383,461.96	7,200.00	-	390,661.96
Sewer Capital Escrow (availability fees)	TowneBank	804,954.31	59,880.00	-	864,834.31
Sewer Compliance	Farmers Bank	2,294,131.05	102,332.82	-	2,396,463.87
Subtotal Sewer		3,946,447.25	302,134.41	(485,270.23)	3,763,311.43
Highway	Farmers Bank	105,223.65	324,124.71	-	429,348.36
General Fund	Farmers Bank	3,389,511.89	488,977.18	1,100,876.70	4,979,365.77
Payroll	Farmers Bank	122,180.62			122,180.62
Money Market-General Fund	TowneBank	2,210.59			2,210.59
Business Super Now-General Fund	Farmers Bank	34,119.73			34,119.73
Money Market-General Fund	Farmers Bank	295,351.69			295,351.69
General Fund Capital Escrow Account	TowneBank	217,049.92	489,553.00		706,602.92
Certificate of Deposit	Farmers Bank	527,026.18			527,026.18
Certificate of Deposit-Police Dept	Farmers Bank	37,048.69			37,048.69
Special Project Account	Farmers Bank	1,119,522.21	(1,088,556.48)		30,965.73
Pinewood Heights Escrow	Farmers Bank	66,003.81	-		66,003.81
SNAP Account	Farmers Bank	2,218.75	-		2,218.75
Museum Account	Farmers Bank	185,806.71			185,806.71
Windsor Castle Acct	TowneBank	89,478.00	-		89,478.00
S. Church Street Account	TowneBank	36,476.49	(36,476.49)	-	-
Subtotal General Fund		6,124,005.28	(146,502.79)	1,100,876.70	7,078,379.19
TOTAL ALL FUNDS		13,396,668.51	-	-	13,396,668.51



Account Statement

September 2018

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 Cost	Beginning Market Value	Contributions	Withdrawals	Income Earned	Ending Market Value	Ending Cost	Current Month Unrealized G/L
518,096.00	513,503.53	0.00	47.88	885.02	513,344.59	518,933.14	-996.08

Transactions

Transaction Date	Transaction Description	Contributions & Income Earned	Withdrawals	Balance	NAV	Shares	Realized GL
09/01/2018	Income Earned	84.39			9.919518	8.507	
09/14/2018	Withdrawal		47.88		9.900761	4.836	0.00
09/14/2018	Income Earned	382.57			9.900761	38.640	
09/28/2018	Income Earned	418.06			9.900280	42.227	
09/30/2018	Ending Balance			513,344.59	9.900280	51,851.522	



Account Statement

September 2018

Town of Smithfield

P.O. Box 246
 Smithfield, VA 23431

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

Summary

Average Monthly Yield: 2.18%

	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
09/30/2018	Ending Balance			0.000	



Daily Rates
 September 2018

**VIP Stable NAV
 Liquidity Pool**

Date	Dividend Rate	Daily Yield
01-Sep-18	0.000059592	2.18%
02-Sep-18	0.000059592	2.18%
03-Sep-18	0.000059592	2.18%
04-Sep-18	0.000059866	2.19%
05-Sep-18	0.000059592	2.18%
06-Sep-18	0.000059866	2.19%
07-Sep-18	0.000059592	2.18%
08-Sep-18	0.000059592	2.18%
09-Sep-18	0.000059592	2.18%
10-Sep-18	0.000059592	2.18%
11-Sep-18	0.000059592	2.18%
12-Sep-18	0.000059592	2.18%
13-Sep-18	0.000059866	2.19%
14-Sep-18	0.000059592	2.18%
15-Sep-18	0.000059592	2.18%
16-Sep-18	0.000059592	2.18%
17-Sep-18	0.000059866	2.19%
18-Sep-18	0.000059866	2.19%
19-Sep-18	0.000059592	2.18%
20-Sep-18	0.000059592	2.18%
21-Sep-18	0.000059318	2.17%
22-Sep-18	0.000059318	2.17%
23-Sep-18	0.000059318	2.17%
24-Sep-18	0.000059318	2.17%
25-Sep-18	0.000059866	2.19%
26-Sep-18	0.000059592	2.18%
27-Sep-18	0.000060140	2.20%
28-Sep-18	0.000061236	2.24%
29-Sep-18	0.000061236	2.24%
30-Sep-18	0.000061236	2.24%

**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		10/9/2018	14238

Bill To:

Town of Smithfield
 P O Box 246
 Smithfield VA 23431

Project:

Main St. Improvements

Description	Amount
<p>Furnish all labor, materials and equipment to accomplish the following, as per our understanding of the project, to provide improvements to Main St. from Church St. and west to Institute St. Four (4) crosswalks shall be removed and reinstalled in conjunction with this asphalt scope.</p> <p>BASE BID --</p> <p>1. Removal of Existing Crosswalks</p> <p>a. Carefully remove existing pavers from four (4) crosswalks, palletize and store for future use. We plan to close the portion of Main St. where the work is being accomplished. Care will be taken to remove pavers, however, we cannot be responsible for excess breakage. Additional materials shall be provided by the Town.</p> <p>b. Upon removal of the pavers, we shall install crushed concrete or Recycled Asphalt Product, to flush out the trench prior to milling and paving.</p> <p>c. Work shall be performed during normal business hours (2 day schedule duration)</p> <p>2. Milling of Main St.</p> <p>a. Mill existing Main St. consisting of approximately 3,549 square yards at an average of 2", from the crosswalk at the Christmas Store to the crosswalk at Institute St.</p> <p>b. Clean up and haul asphalt millings off-site (millings shall become property of The Blair Bros., Inc.)</p> <p>c. Work shall be performed over night (2 day schedule duration)</p> <p>3. Asphalt Overlay of Main St.</p> <p>a. Place no more than 500 tons of SM9.5a asphalt at an average of 2". Additional asphalt is included for leveling or thickening where needed.</p> <p>b. Work shall be performed during normal business hours (2 day duration)</p> <p>4. Crosswalk Preparation</p> <p>a. Saw cut and remove asphalt in preparation for paver placement</p> <p>b. Excavate out and haul off spoils (total excavated depth, including asphalt equals about 9")</p> <p>c. Work shall be performed over night in preparation for paver placement during the day. Only what it is intended to be replaced during the day shall be removed overnight (potentially 4 day schedule duration)</p> <p>5. Crosswalk Paver Installation</p> <p>a. Place BM25.0 asphalt at an average of 10" and 1" of sand as a setting bed and fine grade</p> <p>b. Place back pavers previously removed from site</p> <p>c. Brush polymeric sand between pavers</p> <p>d. Work to be performed during normal business hours. We estimate one day per crosswalk. The portion of Main St. where the work is occurring shall be closed. (potentially 4 day schedule duration but in conjunction with item 4 above)</p> <p>6. Chip Seal (Tar and Gravel)</p>	

THANK YOU FOR YOUR BUSINESS

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.

Invoice Total:





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		10/9/2018	14238

Bill To:

Town of Smithfield
 P O Box 246
 Smithfield VA 23431

Project:

Main St. Improvements

Description	Amount
a. Install two (2) "shots" of chip seal using a #8 gravel applied at 30 lbs per square yard (for both shots). Also, 0.3 gallons of CRS-2L shall be used for the first shot and 0.2 gallons of CRS-2L for the second shot. Please find the submittal for CRS-2L attached. b. Work to be performed during normal business hours (2 day duration) Total Contract Price:	166,475.00
ADD ALTERNATE NO. 1 -- a. Mill and Overlay approximately 242 square yards from the crosswalk near the Christmas Store to out into the intersection (refer to attached aerial photo) at an average of 2" (please note this shall be in the same manner as described above) b. Mark (stripe) asphalt back in kind.	6,885.00
ADD ALTERNATE NO. 2 -- a. Mill and overlay approximately 311 square yards from crosswalk at Institute St., approximately 110 linear feet southwest, at an average of 2" (please note this shall be in the same manner as described above)	7,775.00
ADD ALTERNATE NO. 3 -- a. Apply chip seal over area in ADD ALTERNATE NO. 2 as per the method described above	3,425.00
ADD ALTERNATE NO. 4 -- a. Remove and replace three (3) cross walks; two on Mason and one on Institute St. Pavers shall be removed and palletized. Crosswalks shall be excavated to a depth of approximately 13", and spoils removed from site. Then, crushed concrete shall be installed flush with existing top of asphalt elevation, so as to open roadway to traffic. Lastly, stone shall be removed and a 1" sand setting bed shall be installed along with the existing pavers.	21,000.00

THANK YOU FOR YOUR BUSINESS

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.

Invoice Total: \$205,560.00

We Accept



Convenience fee added



Local Roots,
Global Reach

Isle of Wight County

PO Box 80
Isle of Wight, VA 23397
757-365-6273

Original

INVOICE

Invoice Date	Invoice No.
10/10/2018	1963
Customer Number	
399376	
Invoice Total Due	
\$105,586.00	
Amount Paid	

FY18 TOURISM TRUEUP

Due upon receipt

B
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TOWN OF SMITHFIELD
PO BOX 246
SMITHFIELD, VA 23431

09350182019800001963800105586002

Isle of Wight County, Isle of Wight, VA 23397

Invoice Date 10/10/2018 Customer Number 399376

Description	Quantity	Price	UOM	Original Bill	Adjustment	Paid	Amount Due
TOURISM SHARED EXPENSES	1.00	\$105,586.00	EACH	\$105,586.00	\$0.00	\$0.00	\$105,586.00

Please make checks payable to Isle of Wight County

Invoice Total:

\$105,586.00

INVOICE DUE UPON RECEIPT

**ISLE OF WIGHT COUNTY
FISCAL YEAR 2017-18
TOURISM TRUE-UP**

	AMOUNT
EXPENDITURES	
FY 17 Expenses	\$ 450,558
EXPENSES PAID BY SMITHFIELD	\$ -
TOTAL EXPEDITURES	<u>\$ 450,558</u>
REVENUES	
CHARGES FOR TOURISM (Revenue)	\$ 130
CHARGES FOR TOURISM (Revenue)	\$ 6,168
TOTAL REVENUE	<u>\$ 6,298</u>
NET EXPENDITURES	\$ 444,260
1/2 OF NET EXPENDITURES DUE FROM SMITHFIELD	\$ 222,130
TOTAL SMITHFIELD TOURISM COSTS	<u>\$ 222,130</u>
TOTAL PAYMENTS RECEIVED FROM SMITHFIELD	\$ 116,544
DUE FROM / (DUE TO) SMITHFIELD	<u><u>\$ 105,586</u></u>

**PARKS AND RECREATION
COMMITTEE**

Parks and Recreation Operation Update

October 2018

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

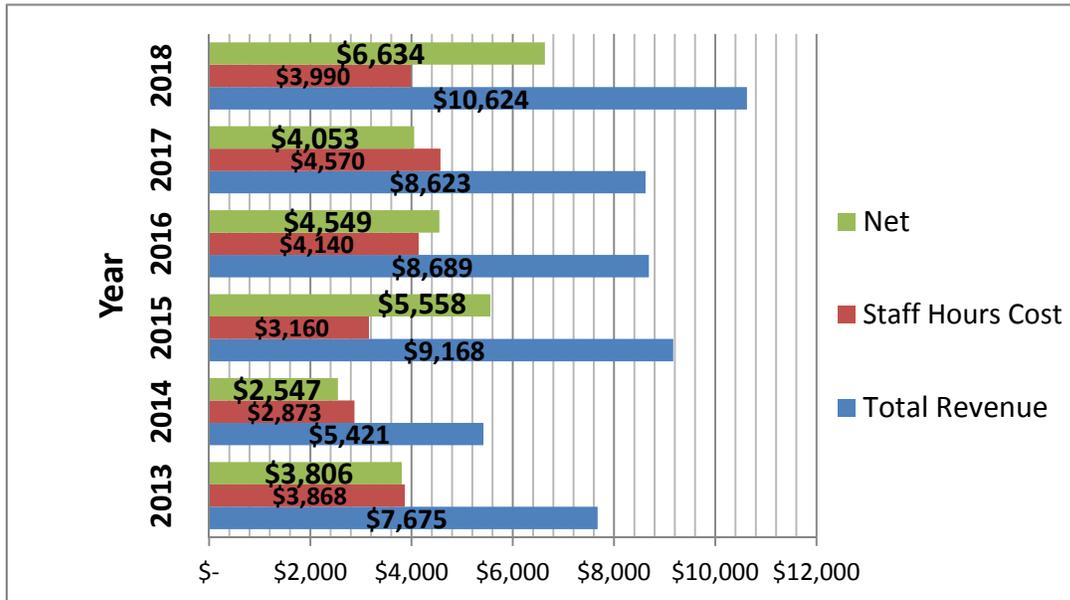
Parks and Recreation Operation Update

October 2018

Upcoming Special Events & Park Programming			
Day	Date	Event	Location
Thu	Nov 1	IWA Cross Country Meet	Windsor Castle Park
Sat	Nov 3	Isle of Wight Schools 65 Roses 5K	Windsor Castle Park
Sun	Nov 11	Veterans Day Service	Veterans Memorial
Sat	Nov 17	Holiday Evening Market	Main Street
Sun	Nov 30	Women's Club Tree Lighting & Light Up Main	Times Gazebo and Main Street

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

Kayak Rentals 2013-2018



Trail Doctor Projects and Hours
413 Volunteer Hours Earned since January 2018
Projects completed
<p style="margin: 0;"><i>Trail Repair and Maintenance</i></p> <ul style="list-style-type: none"> 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: 353		Busiest Day of the Week: Saturday	
Busiest Days	Saturday, October 06 (783)	Sunday, September 30 (650)	Sunday, October 07 (495)

Parks and Recreation Operation Update

October 2018

Trail Doc Pictures of Completed Projects

Fallen Tree Removal	Resurfaced Trail Section Near Sunflower Field
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Luter Sports Complex Updates

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

Clontz Park Boat Ramp Updates

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

Parks and Recreation Operation Update

October 2018

Park Projects

Completed	Project Name	Location	Applicant Name
	Interpretative Signage for Windsor Castle Park	Windsor Castle Park	Master Naturalist
	Purple Mailbox	Windsor Castle Main Parking Area	Relay for Life-Pam Jordan
	Planting of Flower Beds at Playscape	Windsor Castle Playscape	Girl Scout Troop 1404 -Wendy Reagle
	QR Coded Signs for the Visually Impaired	Windsor Castle	Matthew Lemon, troop 36
	Install Lions Club Time Capsule	Windsor Castle	Lions Club/Leo Club-Terry Castengay
2018	A Walk in the Park	Windsor Castle	Smithfield Middle School/Dolphin Team
2018	Oyster Restoration	Windsor Castle	Windsor High School, Originally -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

Parks and Recreation Operation Update

October 2018

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

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)
OCTOBER				
10/20/2018	6 PM-10 PM Smithfield Center Fundraiser 200 P	IOW Schools Gala	1 Sat 6:30 PM-11:30 PM	
10/27/2018	3 PM-9 PM Main Street	Horsepower on Main Street Team Shelby - Justin Emanul 876-9160	1 Sat 2 PM-9 PM Main Closed & Patrol	2 PW Sat 1:30 PM-9 PM
Main Street	Car Show			
Restrooms	100 cars Resolution	teamshelbyva@gmail.com		
10/31/2018	5 P-8 P Main Street	Halloween Safe Trick or Treat	# (determined by PD)	FYI Only
Main Street	Community	street close Main, Grace, Institute		
Restrooms	2000 p			
NOVEMBER				
11/3/2018	10 A-1 P WC Trails 200 P	IOW Schools 65 Roses 6K IOW Schools-Holly Goetz 582-1191 hgoetz@iwcs.k12.va.us		
11/11/2018	11 AM-12 PM Vet Mem Community 150 p	Veterans Day Ceremony VFW	1 Sat 10:30 AM-11:30 AM	FYI Only
11/17/2018	6 PM-9 PM Main Street Market 5000 p Resolution	Holiday Evening Market Meredith Marchant 375-3031 cketcham@isleofwightus.net Main Street from Church to Underwood - 3pm - 11pm	4 Sat 3 PM-11 PM Event Patrol	6 PW Fri 3 PM-11 PM
11/30/2018	5:30 P-6:30 P Times Gazebo Community 200 p	Tree Lighting Ceremony & Light Up Main	4 Fri 5 PM-6:30 PM	Service order for assistance in putting up tree on 11/27/17 cones
DECEMBER				
12/1/2018	Sat, Sun Smithfield Center Trade Show & Home Tours 500 p	Antique Show	FYI Only	
12/8/2018	8 A-10 A Smithfield Center Community 400 p	Breakfast with Santa	FYI Only	FYI Only
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		