

SMITHFIELD TOWN COUNCIL AGENDA
December 3rd, 2013 at 7:30 p.m.
Held at Smithfield Center, 220 N. Church Street



A. INFORMATIONAL SECTION:

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

B. UPCOMING MEETINGS AND ACTIVITIES:

- December 3 - 7:30 p.m. – Town Council Meeting
December 10 - 7:30 p.m. – Smithfield Planning Commission Meeting
December 17 - 7:30 p.m. – Board of Historic and Architectural Review
December 16 - 4:00 p.m. – Town Council Committee Meetings (Consecutive)
Police Committee
Water and Sewer Committee
Finance Committee
December 17 - 4:00 p.m. – Town Council Committee Meetings (Consecutive)
Parks and Recreation Committee
Public Works Committee
Public Buildings and Welfare Committee
December 24th & 25th Town Offices will be closed for the Christmas Holiday

NOTE: All of the above public meetings will be held at the Smithfield Center, unless otherwise noted.

C. Public Comments:

The public is invited to speak to Council on any matters, except scheduled public hearing(s). There will be a separate sign up sheet for public hearings. For public comments please use the appropriate sign-up sheet. Comments are limited to five (5) minutes per person. Any required response(s) from the Town will be provided in writing following the meeting.

- A. Briefing by Mr. Al Casteen, Isle of Wight County Board of Supervisors, Smithfield District

D. Council Comments

NOTICE OF INTENT TO COMPLY WITH THE AMERICANS WITH DISABILITIES ACT. Reasonable efforts will be made to provide assistance or special arrangements to qualified individuals with disabilities in order to participate in or attend Town Council Meetings. ADA compliant hearing devices are available for use upon request. Please call (757) 356-9939 at least 24 hours prior to the meeting date so that proper arrangements may be made.

E. Summary of Consent Agenda items

- a. Police Committee Chair, Denise N. Tynes
- b. Finance Committee Chair, Randy Pack
- c. Parks and Recreation Committee Chair, Ms. Connie Chapman
- d. Public Works Committee Chair, Michael G. Smith

CONSENT AGENDA ITEMS

C1. Motion to Approve Funding for Initial Start Up of Smithfield Police Department Honor Guard
Police Committee Chair, Denise N. Tynes

C2. Invoices Over \$10,000 Requiring Council's Consideration:
Finance Committee Chair, Randy Pack

- a. Christian Outreach Program (Annual Budgeted Contribution) \$ 14,000.00 **TAB # 1**

C3. Motion to Approve Christmas Holiday Schedule
Finance Committee Chair, Randy Pack

C4. Motion to Approve Eagle Scout Large Dog Park Agility Course Project
Parks and Recreation Committee Chair, Connie Chapman

C5. Resolution to Dissolve the Town Appointed Windsor Castle Park Foundation Board
Parks and Recreation Committee Chair, Connie Chapman **TAB # 2**

C6. Motion to Approve the Natural Playground Company Concept Plan for Windsor Castle Park as Presented by the Windsor Castle Park Foundation Board
Parks and Recreation Committee Chair, Connie Chapman

C7. Resolution to Reallocate the Town's Virginia Department of Transportation Urban Funds to Another Project
Public Works Committee Chair, Michael G. Smith **TAB # 3**

C8. Motion to Approve the 2014 Meeting Schedule as Proposed
Peter M. Stephenson, Town Manager **TAB # 4**

ACTION SECTION

1. Motion to Approve the Minutes for the Town Council Meeting of November 5th, 2013
Town Attorney, William H. Riddick, III

2. Motion to Appoint a Nominating Committee to Appoint/Reappoint the Expiring Terms of Charles F. Bryan, Randolph Pack, and Michael Swecker (1-31-2014) of the Planning Commission
T. Carter Williams, Mayor

3. **Motion to Appoint a Nominating Committee Appoint/Reappoint the Expiring Terms of Nancy Fortier and Cecil W. Gwaltney Jr. (1-31-2014) of the Board of Historic and Architectural Review**
T. Carter Williams, Mayor
4. **Motion to Appoint a Nominating Committee to Fill the Unexpired Term of Joseph Campbell (6-30-2014) to the Board of Zoning Appeals**
T. Carter Williams, Mayor
5. **New Business:**
6. **Old Business:**
7. **Closed Session:**
8. **Adjournment**

November 27, 2013

TO: SMITHFIELD TOWN COUNCIL

**FROM: PETER M. STEPHENSON, AICP, ICMA-CM
TOWN MANAGER**

SUBJECT: MONTHLY ACTIVITY REPORT – NOVEMBER 2013

TOWN MANAGER'S OFFICE:

- a. Met with Windsor Town Manager, Michael Stallings and new Isle of Wight County Administrator, Anne Seward
- b. Attended: Pinewood Heights Management Team, Chamber State of the County Breakfast, Chamber ribbon cutting at Aaron's, HRCJTA Executive Committee, VML Insurance Programs Audit Committee via conference call, Hampton Roads Mayors and Chairs Caucus in Suffolk with Mayor Williams, and spoke at Smithfield Ruritan Club meeting
- c. Utilized one and a half days of vacation leave and one day of sick leave this past month.

TOWN CLERK'S OFFICE:

- a. Transcribed and proofed the monthly minutes from Town Council, Planning Commission, and BHAR
- b. Attended Windsor Castle Park Foundation Board meeting, November 7th.
- c. Prepared November Town Council Committee Agenda and December Town Council Agenda
- d. Received newsletters back from printers and prepared bulk mailing to town citizens
- e. Attended Town Council Committee meetings on November 18th and 19th and prepared summary reports of the committees.

TREASURER'S OFFICE:

- a. Met with Bill Riddick and Bill Hopkins on November 4 to discuss the new water line connection and associated charges for the Little Yellow House located on Canteberry Lane.
- b. Welcomed new employees, Robin Hewett (November 4) and Barbara Newby (November 12) and began the training process.

- c. Met with Art Berkley (IOW), Mayor Carter Williams, Bill Hopkins, and William Saunders on November 6 to follow up on the status of several properties in the Town limits.
- d. Attended the Pinewood Heights Management Team Meeting at the Smithfield Center on November 12.
- e. Mailed personal property tax bills (done by BMS Direct) on November 14.
- f. Completed bank reconciliations and financial statements for October 2013.
- g. Continued work on recommendations for changes to the Town's utility policies to increase collections.
- h. Had lunch with Beth Jones of Farmers Bank on November 21 to discuss online banking options.
- i. Continued working with auditors to finalize audit. Worked on Management Discussion and Analysis as part of the annual audit report.
- j. Prepared and submitted 2nd draw down request for Pinewood Heights Phase II MY1 in the amount of \$132,626 on November 25.

PUBLIC WORKS:

- Staff performs the following duties on a monthly basis:
Miss Utility marking, read meters for billing and to transfer property owners, cut offs and cut-ons, check pump stations daily, install and repair street signs, replace and repair broken water meters, take a minimum of 8 water samples and have them tested, flush water lines, repair radio or touch pads after each reading if needed, maintenance on town owned buildings.
1. Sewer Line Repairs and Maintenance:
 - a. Continued work on manhole inspections and air release valves - both 51% complete.
 - b. 416 Southampton Ct - repaired sewer line due to bad installation.
 - c. Cleaned the sewer line on Hayden's Lane.
 2. Sewer Pump Station Repairs and Maintenance:
 - a. Weekly and daily checks on all 27 pump stations.
 - b. Performed the following scheduled maintenance at all pump station
 - Cleaning of wet -wells
 - Alarms testing
 - Sump pump cleaning
 - Check Valve cleaning and repair
 - Generator checks / Godwin pump checks

Control Panel / Flow monitor checks
Fence and Grounds
Inspected Structure
Inspect and clean pumps
Level system check
Test limit switches
Bar screen cleaning
Rain gauge checks.

C. Replaced broken cutters on pump #2 at Minton Way pump station.

3. Water Line Repairs and Maintenance

- a. Repaired water leaks at the following addresses :
 - A. 115 Berryman Ct
 - B. 103 Nottingham Pl.
 - C. Installed a 6in valve on the water line that runs under the new parking lot at the YMCA and repaired water leak.
 - D. Installed new fire hydrant and valve (6") at 241 Cary St.

4. Well Repairs and Maintenance

- a. All wells except 8A and 10 A (at RO Plant) are off now that RO plant is running. Upgrades to well houses have been completed to keep wells in operating condition in case of an emergency. Emergency wells are flushed once a month.

5. Water Treatment Plant

- a. Daily lab analysis, sampling and reports for VDH, HRSD, DEQ and ITT.
- b. Representatives from United States Geological survey took samples from well 8A for aquifer analysis.
- c. Operators made repairs to concentrate pump station effluent check valve.
- d. HRSD concentrate discharge reapplication package was completed.
- e. Public works mechanics ran conduit for REW to run electricity for automatic gate.

6. Safety

- a. Monthly truck inspections.
- b. Monthly playground inspections.
- c. All Public Works employees attended Cold Stress training.

7. Windsor Castle Park

- a. Cleaned off and repaired walking trails twice per week or as needed. Trash cans, recycle bins, information stands and doggie bags are emptied, cleaned or refilled as needed on Mondays and Fridays.
- b. A general inspection of the park is conducted monthly to ensure that all park amenities are in good condition and are not in need of maintenance or repair. This inspection includes walking of the trails to inspect all pedestrian bridges, overlooks, and to identify possible problems with the trails. In addition inspections are made to the kayak launch and fishing pier to identify possible maintenance issues.

8. Miscellaneous

- a. Grounds crew- trash pick up to keep the Town clean: Great Springs Rd., Battery Park Rd., Rte 10 Bypass, John Rolfe Dr. Main St. /258 and Waterworks Rd and other areas.
- b. Minor repairs at Town Hall and Town Buildings.
- c. Staff worked Downtown Trick or Treat.

PLANNING AND ZONING:

1. Planning Commission – 11/12/13

- A. ***PUBLIC HEARING*** - Special Sign Exception — 1617 South Church Street – Gary & Gayle Terwilliger, 1617 South Church, LLC, applicants – Approved.

2. Rezoning Applications under review

- A. None

3. Special Use Permit Applications under review

- B. None

4. Subdivision and Site Plans under review

- A. Dollar General, W. Main St. (Smithfield Lumber Co. property)

- B. Livengood Project, Carver Avenue
5. Subdivision and Commercial Sites Under Construction and Inspection
- A. Church Square, Phase I (95% complete)
 - B. Smithfield Manor Townhomes (Formerly Halstead Landing) (75% complete)
 - C. Lakeview Cove Condos (75% complete)
 - D. True Value (99% complete)
6. Board of Zoning Appeals 11/19/13
- No meeting held.
7. Board of Historic & Architectural Review 11/19/13
- A. Proposed Window Replacement – 117 S. Mason Street – Landmark – Justin Hornback, applicant - Approved.
 - B. Proposed Sign Replacement – 255 James Street – Contributing – Stanya Yonker, Blackwater Regional Library, applicants - Approved.
 - C. Proposed Exterior Wall Change – 402 Grace Street – Non-contributing – Carter Williams, IOW Christian Outreach Program, applicants - Approved.

ENGINEERING:

- A. Church Square, Phase I, contractor has installed E & S controls as required by the Town and the approved site plans. Homes are under construction at this time.
- C. Lakeview Cove, contractor Wolf Constr. has installed all E & S controls as per the approved site plans and required by the Town. Condominiums are under construction at this time.
- D. Blair Bro.'s Contr. repaired two drop inlets on New Castle Way, backfilling with flowable fill in void area around drop inlets. On Wellington Circle, repaired void area along side of drop inlet as well as replaced sunken curb & gutter section adjacent to drop inlet. Also on Wellington Circle contractor replaced a broken 15 foot section of sidewalk. On Manchester Ct. in Waterford Oaks contractor repaired drop inlet by grouting inside area around storm drain pipe and drop inlet collar. Backfilled and seeded same.

November 27, 2013

TO: SMITHFIELD TOWN COUNCIL

FROM: PETER M. STEPHENSON, AICP, ICMA-CM
TOWN MANAGER

SUBJECT: INFORMATIONAL REPORT FOR THE POLICE COMMITTEE MEETING
HELD ON MONDAY, NOVEMBER 18TH, 2013

The Police Committee met Monday, November 18th, 2013 at 4:00 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were: Mrs. Denise N. Tynes, Chair; and Ms. Connie Chapman. Other Council members present were Mr. Randy Pack, Mr. Michael G. Smith, Dr. Milton Cook, and T. Carter Williams, Mayor. Staff members present were Mr. Peter M. Stephenson, Town Manager; Mr. William T. Hopkins, III, Director of Planning Engineering and Public Works; Ms. Lesley G. King, Town Clerk; Ms. Ellen Minga, Town Treasurer; Ms. Robin Hewett, Financial Analyst; Mr. Steve Bowman, Smithfield Police Chief; and Mr. Alonzo Howell, Deputy Chief. The media was represented by Ms. Abby Proch of The Smithfield Times.

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

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

1. Additional Item Discussed: Amend Ordinance "No Thru Truck Traffic" – Chief Bowman stated that discussion has been held by Deputy Chief Howell, the Town Manager, the Town Attorney and himself in regards to a small amendment that needs to be made to the "No Thru Truck Traffic" ordinance. The Virginia Department of Transportation has requested this amendment so that they can put these routes on their list and more importantly they will then be in a position to provide these closed routes to GPS companies. The Town Attorney will prepare amendments to ordinance to be approved at Town Council's December 3rd meeting.

2. Additional Item Discussed: Honor Guard – Mrs. Tynes stated that she has discussed with Chief Bowman and Deputy Chief Howell about organizing a Smithfield Police Department Honor Guard. She explained that when she was in Arlington at the VML Conference the Honor Guards came in to open up different events with their colors. She stated that she thought it would be nice for Smithfield to have an Honor Guard. At this time the town utilizes the JROTC from Smithfield High School and the Veterans of Foreign Wars (VFW) when necessary. Mrs. Tynes asked for the Police Department to

give her a rough estimate of how much it would cost to get started with an Honor Guard for the town. The initial cost estimate would be around two thousand dollars. Mayor Williams asked about the guns. Deputy Chief Howell stated that the guns would not be real guns. They would be mock M1 guns. If mock weapons are used the town will not have to worry about someone stealing it and getting hurt. Deputy Chief Howell stated that when the program was first mentioned there was a lot of excitement throughout the department for participation in the program. Chief Bowman stated that the town has a lot of former military that are employed as police officers. He stated that he thinks the Honor Guard could represent the diversity of culture throughout the police department as well as the professionalism of the department. Mrs. Tynes stated that one of the Honor Guards task would be to attend services for Council members, or staff members that may unfortunately pass away. This would be an option for the family but town flags could be offered to the family. Chief Bowman stated that a certain criterion would have to be established to determine where to draw the line. Mr. Pack asked who would make up the Honor Guard. Mrs. Tynes stated that the Smithfield Police Department would make up the organization. Deputy Chief Howell stated that many of the agencies within the Hampton Roads area have their own Honor Guard/Color Guard. The Town of Smithfield is recognized as one of those agencies and well respected. He thinks it will be a nice asset to have. Mayor Williams asked if the two thousand dollars covers everything. Chief Bowman stated that he thinks it would be more like three thousand dollars. Dr. Cook asked if it would be coming out of the Police Department's budget. Chief Bowman stated that it would not come from his departmental budget. Chief Bowman stated if this is something that Town Council would like to do he would get the \$2,000 in seed money and work out the difference if necessary. The consensus from Committee was to approve \$3,000 for the initial startup of a Smithfield Police Department Honor Guard. This item will be on the December consent agenda for consideration.

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

1. Operational Updates – Chief Bowman reported that last week the department experienced a rash of larcenies from cars. All cars burglarized were unlocked cars. He stated that they cannot emphasize enough how important it is to lock your car doors. The primary targets were in the Bradford Mews neighborhood. Chief Bowman reported that the special events committee has met to discuss the logistics of the upcoming Christmas Parade and Nighttime Christmas Farmers Market. Everything seems to be coming along fine. As far as personnel goes they are doing fine. Sargent Jones is still on leave dealing with the passing of his mother. He should be back from San Antonio by the first of next week.

2. Additional Item Discussed: Follow-up on Lighting Survey at the Paul D. Camp Community College/Riverview Park Area - The Town Manager stated there was one existing light that was not operational when the survey was conducted. The Town Engineer determined that the pole belonged to Community Electric and it has been repaired. The town now has three additional lights at the top of that pole that are now working. The Police Department will conduct another survey now to see if these three

lights make a difference in how dark that area is. Staff is still looking at placing a light on the side of the VFW building. Committee will be updated once secondary survey has been conducted.

3. Additional Items Discussed: Blinding Lights – Mayor Williams stated that since the last committee meeting when this item was first brought up he has paid more attention to the lights at Hardees restaurant and at the entrance of Church Square. They are really bright. The Town Manager stated that both are on private property however due to safety issues staff will contact these property owners by letter to request them to adjust the direction of the lights.

4. Additional Item Discussed: Community Watch Program – Mrs. Tynes stated that she had the opportunity to attend the Police Department’s organizational meeting for a community watch. It was held Saturday afternoon at Smithfield Baptist Church. There are a lot of citizens that are concerned about what is going on in their community and want to keep it safe. She stated that if anyone would like their street or neighborhood considered for a neighborhood watch to please contact The Smithfield Police Department.

The meeting adjourned at 4:15 p.m.

Memorandum

To: Chief Steven Bowman
CC: Lt. Colonel Alonzo Howell
From: Lt. Matthew Rogers
Date: 11/21/13
Re: Lighting Survey (James & Washington Street)

On November 19, 2013, a follow-up lighting survey was conducted in the area of James and Washington Street in response to a request for additional street lighting. From this survey the following was noted:

- There are currently five (5) working street lights on Washington. Each light emits approximately 40 feet (surface area) of light.
- The VFW building has one (1) exterior flood light.
- The VFW/Paul D. Camp/Overflow parking lot contains two (2) lights emitting approximately 40 feet (surface area) of light.
- There are two (2) street lights on James that provide ambient lighting toward the VFW.
- There is an additional light behind the Children's Center that emits approximately 25 feet (surface area) of light.
- Large trees at the intersection of James and Washington Street significantly impact lighting from two (2) street lights.

After the follow-up survey, the repair of the pole light in the overflow parking has significantly improved lighting. Below is a recommendation for the VFW building to provide additional exterior lighting to improve overall area lighting and security.

- Recommend the VFW install exterior flood lights on all four sides of the building.

There are no additional recommendations for the overflow parking lot.

If there are any questions please feel free to contact me.

Respectfully,

Lt. Matthew Rogers



November 27, 2013

TO: SMITHFIELD TOWN COUNCIL

FROM: PETER M. STEPHENSON, AICP, ICMA-CM
TOWN MANAGER

SUBJECT: INFORMATIONAL REPORT FOR THE WATER & SEWER COMMITTEE
MEETING HELD ON MONDAY, NOVEMBER 18TH, 2013

The Water & Sewer Committee held a meeting on Monday, November 18th, 2013 at 4:15 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were: Mrs. Denise N. Tynes and Mr. Michael G. Smith. Other Council members present were Ms. Connie Chapman, Mr. Randy Pack, Dr. Milton Cook, and Mr. T. Carter Williams, Mayor. Staff members present were Mr. Peter M. Stephenson, Town Manager; Mr. William T. Hopkins, III, Director of Planning Engineering and Public Works; Ms. Lesley G. King, Town Clerk; Ms. Ellen Minga, Town Treasurer; Ms. Robin Hewett, Financial Analyst; The media was represented by Ms. Abby Proch of The Smithfield Times.

Committee Member Michael Smith called the meeting to order.

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

1. Update on Petitioner that Attended November Town Council Meeting – The Town Manager stated there was one petitioner at the November Town Council Meeting. His name was Greg Watterson. Shortly after the meeting the town's Water Treatment Plant Manager, Mr. Jack Reed, spoke with Mr. Watterson to find out in more details what his concerns were in terms of water quality. Mr. Reed was unable to find any data that indicated that the combination of fluoride and chlorine increases corrosion. Mr. Reed also contacted the Health Department and was assured that the combination of the two had no extra corrosive effect. Mr. Reed stated that the town does add hydrated lime to keep the PH and the alkalinity the same as natural well water as a corrosion control measure. The Town Manager stated that he had asked Mr. Watterson if he wanted to attend today's committee meeting to further express his concerns. Mr. Watterson stated that at this time the only reasonable thing he could ask for the town to do is to keep our ears open to any similar cases found. The Town Manager stated that Mr. Watterson seemed satisfied with Mr. Reed's follow-up to his concerns. The Town Manager stated that obviously with the Water Treatment Plant water pressure did increase a little bit but not a great amount. Mr. Hopkins stated that the difference in the water pressure would

affect more of the historic homes than anywhere else. Committee thanked staff for the update.

2. Proposed Policy Changes to Utilities – Ms. Minga stated that this item will come back before committee next month. The ordinance side of these policy changes still needs to be reviewed by the Town Attorney. At the last committee meeting the town talked about what the County was doing as their utility deposit amounts. The county's deposits are approximately \$90.00 for sewer and \$120.00 for water. The two combined is \$210.00. Ms. Minga stated that she calculated the town's based on our average water/sewer usage of ten thousand gallons. The fee included the water charge, water deb service fee, sewer charge, sewer compliance fee, and HRSD's charge for a total of approximately \$175.00 every two months. Ms. Minga also provided a calculation of water only customers which would be \$65.00 every two months and Sewer only customers that would be \$110.00 every two months. Ms. Minga explained that she had also included calculation for four months because that is what Isle of Wight County's Code said their figures were based on. She stated that she cannot imagine \$210.00 covering four months so the Isle of Wight Code may not have been updated. A utility deposit based on ten thousand gallons for four months would be \$350.00. Ms. Minga stated that she felt that was really high. She asked if committee was comfortable with going the \$175.00 based on two month billings. She feels that for some this will be extremely hard to pay. Mr. Pack agreed that at a minimum it should be at least one billing cycle of two months. Ms. Minga stated that discussion also needs to be held on how the town wants to handle businesses. The County does not have any specific amount set for businesses. They are handling businesses more on an individual basis depending on the type business that it is. Mr. Pack stated that for some businesses you could potentially see huge numbers. Ms. Minga stated that fortunately older businesses will be grandfathered in unless you end up on the cut off list. Mr. Pack expressed his concerns over these high fees being a deterrent to new businesses. Ms. Minga stated that businesses may need to be considered individually at committee level. Dr. Cook stated that the town could have a not to exceed amount for these fees. Ms. Minga stated that the town does have a few businesses that have high consumption and some are better at paying than others. Ms. Minga stated that businesses that fail to stay current will be subject to a deposit once these policy changes are adopted. Ms. Minga mentioned that she also included in the supplemental information a revised application for water and sewer services. It is very similar to what the town had before and it mirrors Isle of Wight County in a lot of ways. A second responsible party was added to the form. The town will also be requesting a copy of the signed landlord agreement and landlord authorization form. Ms. Minga also explained that discussion had been held about holding a landlord responsible if there was a catastrophic leak that was not addressed by the landlord. They town would be required to notify the landlord. Ms. Minga stated that she hopes that these changes could take effect the first of the year. Ms. Minga stated that the biggest challenge with these policy changes will be getting people caught up. Mrs. Tynes asked if the town could offer a program where residents could contribute funds to

be used to assist residents with financial hardships that meet certain criteria. Ms. Minga stated that we do have the H2O Program that is offered through HRSD. Staff also recommends to residents that need assistance to reach out to some of the local churches or Christian Outreach. Mrs. Tynes suggested putting flyers out so that when people come to make payments they will see that places like Christian Outreach accept donations to assist individuals that have financial hardships. Ms. Minga asked Mayor Williams as a member of Christian Outreach if they would accept donations that are earmarked specifically for utility bills. Mayor Williams stated that is correct. He stated that anyone receiving assistance from Christian Outreach has a background check through Isle of Wight Social Services. Ms. Chapman asked if past due residents could be set up on a payment plan. Ms. Minga stated that they have tried that and nine times out of ten they will not stick to the payment plan and they get further in debt in the process. This item will come back next month.

The meeting adjourned at 4:35 p.m.

November 27, 2013

TO: SMITHFIELD TOWN COUNCIL

FROM: PETER M. STEPHENSON, AICP, ICMA-CM
TOWN MANAGER

SUBJECT: INFORMATIONAL REPORT FOR THE FINANCE COMMITTEE MEETING
HELD ON MONDAY, NOVEMBER 18TH, 2013

The Finance Committee held a meeting on Monday, November 18th, 2013 at 4:35 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were: Mr. Randy Pack, Chair; and Dr. Milton Cook. Other Council members present were: Mr. Michael G. Smith, Ms. Connie Chapman, and Mr. T. Carter Williams, Mayor. Staff members present were: Mr. Peter M. Stephenson, Town Manager; Mr. William T. Hopkins, III, Director of Planning Engineering and Public Works; Ms. Lesley G. King, Town Clerk; Ms. Ellen D. Minga, Town Treasurer; and Ms. Robin Hewitt, Financial Analyst; The media was represented by Ms. Abby Proch of The Smithfield Times.

Committee Chair, Mr. Randy Pack called the meeting to order.

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

1. Consideration of Christmas Holiday Schedule – The Town Manager stated the he was requesting Town Council to consider authorizing him to close town offices for one hour December 23rd for our employee holiday lunch and presentation of service awards which Town Council is certainly welcome to attend. He continued to explain that he is also requesting the half day on Christmas Eve that is in the town's adopted personnel manual be a whole day off according to the adopted state work schedule that the town does not automatically follow. Dr. Cook stated that the last couple of years Christmas Eve has been approved as a whole day off. He asked the Town Manager what makes this decision of a half day verses a whole day. The Town Manager stated that it really depends on what the state schedule is. Isle of Wight County and the Town of Windsor automatically follow the states adopted schedule. Mr. Pack asked if one hour was long enough to handle an employee holiday luncheon. Ms. Chapman suggested giving town employees the half day off on December 23rd following the Christmas lunch and all day December 24th and 25th. A lengthy discussion was held and the majority of Town Council agreed to grant the Town Manager's request to allow town offices to close for an

hour on December 23rd for employee Christmas lunch and presentation of service awards and close for a full day on December 24th and 25th for the Christmas Holiday.

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

1. October Financials and Graphs – Ms. Minga introduced the town's new Financial Analyst, Ms. Robin Hewett. Ms. Minga stated that Ms. Hewett helped prepared the financial statements and bank reconciliations for this month. Ms. Minga stated that when she reviewed the financials it looks like everything is in pretty good shape. Real Estate is trickling in very slowly. Ms. Minga also mentioned that they had a programming glitch with getting the personal property bills out. Bright Associates was able to assist with getting this issue resolved. Personal Property bills are now out and we should start collecting these soon. Ms. Minga reported that most of the revenues are coming in right where we anticipated. She stated that the kayak rentals at Windsor Castle Park had a pretty successful start this year. This was a really nice activity that the town was able to offer to the community. Ms. Minga stated that she continues to watch water and sewer consumption to see where the town is going with that. It is still not going great. The Reverse Osmosis Plant does seem to be on target as far as operating expenses. There has not been a lot of Capital activity yet for this fiscal year. Dr. Cook stated that according to the graphs our water charges started out way under budget but since then it has been mirroring our anticipated increases compared to last year. Ms. Minga stated that it is on the same trend but consumption is less. Ms. Minga explained that Gatling Pointe makes a huge difference with water. They are a large user of water. Dr. Cook stated that his point is the graph shows the same growth from month to month with the exception being the first month, July. Ms. Minga stated that she would go back and complete a graph that shows each individual month so they are cumulative. She does not feel that it is just July that is running low.

2. October Cash Balances – Ms. Minga stated that she expects to see a big dip in the General Fund and Special project – Pinewood Heights. The town is getting ready to start closing on a lot of properties that must be complete by mid-January. Cash balance look good considering the town has not taken in a lot of tax revenue yet. Water = \$214,706.16; Water Debt Service = \$1,198,855.09; Water Capital Escrow Availability Fees = \$289,423.17; Water Treatment Plant Escrow = \$111,262.45; Water Development Escrow = \$76,827.57; **Subtotal Water = \$1,891,074.44.** Sewer = \$(100,842.97); Sewer Development Escrow = \$329,436.92; Sewer Capital Escrow Availability Fees = \$824,738.87; Sewer Compliance = \$354,897.28; **Subtotal Sewer = \$1,408,230.10.** **Highway = \$150,169.91.** General Fund = \$2,453,614.10; Payroll = \$60,256.38; Money Market General Fund Town Bank = \$2,178.24; Business Super NOW-General Fund = \$33,010.68; Money Market General Fund Farmers Bank = \$288,372.22; General Fund Capital Escrow = \$213,876.49; Certificate of Deposit = \$525,708.91; Certificate of

Deposit Police Dept = \$36,560.48; Special Project Account (Pinewood) = \$302,292.11; Pinewood Heights Escrow = \$25,176.01; SNAP Program = \$475.75; **Subtotal General Fund = \$3,941,521.37.** Beautification = \$7,828.16; Money Market Beautification = \$47,690.41; **Subtotal Beautification = \$55,518.57; TOTAL ALL FUNDS = \$7,446,514.39.**

The meeting adjourned at 5:00 p.m.

November 27, 2013

TO: SMITHFIELD TOWN COUNCIL

FROM: PETER M. STEPHENSON, AICP, ICMA-CM
TOWN MANAGER

SUBJECT: INFORMATIONAL REPORT FOR THE PARKS AND RECREATION
COMMITTEE MEETING HELD ON TUESDAY, NOVEMBER 19TH, 2013

The Parks and Recreation Committee held a meeting on Tuesday, November 19th, 2013 at 4:00 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were: Ms. Connie Chapman, Chair; Mrs. Denise Tynes, and Mr. Randy Pack. Other Council members present were: Mr. Andrew C. Gregory, Vice Mayor; Mr. Michael G. Smith, Dr. Milton Cook, and Mr. T. Carter Williams, Mayor. Staff members present were Mr. Peter M. Stephenson, Town Manager; Mr. William T. Hopkins, III, Director of Planning Engineering and Public Works; Ms. Lesley G. King, Town Clerk; Mr. William H. Riddick, III, Town Attorney; and Ms. Amy Musick, Smithfield Center Director; Also in attendance were Ms. Sue Ivy and Ms. Gina Ippolito of the Windsor Castle Park Foundation Board. There were four (4) citizens present. The media was represented by Ms. Abby Proch of The Smithfield Times.

Committee Chair, Connie Chapman called the meeting to order.

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

1. Eagle Scout Large Dog Park Agility Course Project Application – Ms. Chapman reported that a proposal for large dog park agility equipment was included in the agenda packet. Ms. Chapman gave a little background on why staff has asked you to come before the committee. She explained that in the past this type of project would go before the Windsor Castle Park Foundation Board. The town has recently created a Parks and Recreation Committee so now items must come before this committee for consideration by Town Council. Ms. Chapman stated that we are all very excited about groups wanting to do things in the Town of Smithfield and we do encourage it; however at the same time committee would like to meet with you to have the opportunity to ask some questions if necessary. Ms. Chapman asked Mr. Looney to explain what he wants to do at the park. Mr. Looney stated that in the past couple of months one of his fellow scouts had completed a project in the small dog park at Windsor Castle Park. That project included table tops and a ramp. Mr. Looney stated that his plan is to place agility equipment in the large dog park. The agility equipment would consist of two larger jumps, a ramp and elevated walkways, and two above ground tunnels. All materials would be paid for by the scout with an estimated cost of \$1,100. Ms. Chapman asked how long it will take to

construct and install the equipment. Ms. Musick stated that according to the application manufacturing and assembly would take approximately 70 hours and installation would take approximately 8 hours. Mr. Schmincke stated that the construction of some of the items would be done at a work shop and brought to the park for installation. Mr. Schmincke stated that this project is actually being divided between two different scouts due to the overall cost of the project. Both of the scouts handed out their portion of the project to be completed. Mr. Schmincke stated that they are following all of the dog association requirements and specification in the design of all the equipment. Mrs. Tynes asked about liability insurance. Mr. Schmincke stated that they have liability insurance through the National Boy Scout Organization so the boy scouts will be covered during the construction of the project. Ms. Chapman asked if the purpose of this project is to help these two scouts get their Eagle Scout badge. Mr. Schmincke stated that was correct. Mrs. Tynes stated that these two young men are planning to do something for the community to get their Eagle Scout certifications and she has no problems with what they have submitted. Mr. Pack stated that he has no questions at this time. Mayor Williams asked what kind of wood would be used. Mr. Looney stated that this would all be pressure treated wood. Mayor Williams asked staff what was wrong with the first dog park that was done. Mr. Looney stated that it appears that someone stood on the PVC pipe that was used to build equipment. Mr. Looney stated that they as a troop will not be maintaining the equipment once they have completed the installation of the equipment. He stated that if there are any problems or concerns with the design they will complete it to the town's requirements. They do have an individual that will be donating five PVC pipes for replacement if anything happens to the original pipes. Mayor Williams expressed his concerns about the equipment needing to be constructed with materials that meets the town's specifications. They need to be long lasting so that it does not become an immediate maintenance issue for the town. He stated that there are several grades of treated wood. Mayor Williams stated that he would recommend the underground treated wood but that is more expensive and will increase the estimated cost of the project. Mayor Williams also asked if it would be put together with nails or screws. He would recommend deck screws because they would last longer. He stated that the proposal has the material listed but it does not state what type of materials and how it will be put together to minimize maintenance of the equipment. Mr. Schmincke suggested using rod iron pipe rather than PVC plastic tubing. He stated that if these are the requirements that they must have for the town he does not think that these two scouts have a problem with raising more money to meet these requirements. Mr. Schmincke stated that if the town gives them the go ahead to move forward with the project they will meet with staff to determine town's requirements on material used. Ms. Musick stated that in the future the town will have staff meet with groups once applications have been submitted to discuss required materials to do projects at the park. Committee recommends approval of agility equipment project for large dog park at Windsor Castle Park based on staffs recommendation to what materials to use to be long lasting. Ms. Chapman asked that once a date has been selected to install the equipment to give the town a two week notice

so that we can advertise the dog park closure so the advent dog park users can be prepared that it will be closed for the installation of the equipment.

2. Dissolution of the Town Appointed Windsor Castle Foundation Board - The Town Manager stated that there has been discussion over the last several months about the future role of the Windsor Castle Park Foundation Board. Over the summer with the help of the Town Attorney the Foundation reviewed and prepared the articles of incorporation and filed with the State Corporation Commission. The Foundation is now essentially an entity or a non-stock corporation. The application for the IRS tax exemption is progressing and has been filed. There is an interim agreement with Historic Smithfield for donations to be received through their 501(c)(3) status. The Foundation Board has adopted new bylaws that were reviewed by committee a couple months ago. The new adopted bylaws dissolves the Council appointed foundation board. The Town Attorney stated that he would prepare a resolution that states that many of the functions of the Board has been transferred to this new entity therefore it is now longer needed. Committee recommended approval of dissolving the town appointed Windsor Castle Park Foundation Board. Ms. Ivy stated they have changed the number of members on the Foundation from seven to eleven. They currently have a couple that have dropped off so they are currently looking to fill six positions. If anyone knows of anyone that is interested in serving on the board please have them contact the Foundation.

3. Presentation of the Natural Playground Company Final Plans - Ms. Chapman stated that included in the packet was an overview of the parks purpose, history and how we got to where we are. Large display maps were on stands for viewing during committee. Ms. Chapman stated that she thinks most everyone has seen the maps on display. The amenities on the maps are not necessarily things that have to happen. These are amenities that came out of the surveys when focus groups requested citizen input. Ms. Chapman pointed out as an example an area was designated as a possible location of a disc golf course. That does not mean that we are going to bulldoze all the trees down and build a disc golf course. The same thing was done for additional parking and restrooms. Ms. Chapman stated that the original amenities the foundation and town wanted were the playground areas. Near the dog park on the master plan there is a fairy garden, toddler playground area, a natural classroom seating, slides built into the side of the hills, children's play area, etc. The Foundation Board is asking for the council to determine which amenities to move forward with for their fund raising efforts. They do not want to piece meal and only raise money for one item at a time. The Foundation would like to bulk some of it together and tackle all together. Ms. Chapman stated that when the Natural Playground people were here there was no additional cost to have them go ahead and layout possible future amenities. Mr. Pack stated that he thinks the Foundation Board is trying to establish a master plan of what we would like the park to look like when we are at full build out. Town Council needs to agree that this is what our master plan should look like in concept so they can start fundraising for certain portions of this project. They can then prioritize amenities such as the children's natural

playground will be built first. Mr. Pack asked if the Foundation was looking for Council's approval on the concept plan. Ms. Ippolito stated that they are looking at getting cost estimates for certain elements and should have by the December 3rd Town Council meeting. Ms. Ivy stated that some of the build outs are contingent on other pieces, such as sand. It is hard to get a cost estimate if you really do not know where it will be needed. The more that the town can build at once the cheaper it will be. Ms. Ivy stated that included in the overview was the Foundation Board's recommendation. They would like for Town Council to consider moving forward with the following elements in a timely fashion that allows them to kick off a large Capital Campaign before the end of the year: (3) children's play areas, labyrinth, wooded classroom/stage, fairy garden and fit stations. The Foundation would also recommend that permanent restrooms/storage facility/ drinking fountain and parking expansion be included. Ms. Ivy stated that once Town Council has approved the concept plan and amenities in it the Foundation Board can start fundraising efforts. The Board wants to be able to tell people during their fundraising efforts what their donations will be going towards at the park. The Town Council cannot deny amenities that were included in the concept plan once money has been raised for them. Ms. Ivy stated that as donations come in they will prioritize and the playground areas will be the first items to be completed. Dr. Cook asked what items were included in the play areas that would be completed first. Ms. Ivy stated that the three areas were toddler play area, the older children's play area and the 32 foot slide. The Town Manager stated that the town does have the restroom facility piece in the town's adopted Capital Improvement Plan as a separate town project. Ms. Ivy stated that their capital campaign will include the total cost of the project and they will start with their priority list to complete each element as funds come available. Ms. Ippolito clarified that this is not the Foundation Board's plan. The Foundation Board has worked to get it to this point however it belongs to the town. The town needs to decide where we go from here. The Foundation Board is willing to go raise funds for it but they will not be managing the construction of it. They are a fundraising organization only. Mrs. Tynes asked if they were like a consultant. Vice Mayor Gregory stated the Foundation Board is Historic Smithfield for the park. Historic Smithfield is not a consultant to the town. Their job is to fundraise. They care about the town and the park and they want to raise money to make improvements there. The Foundation Board is going to raise money for the entire concept plan. If there is something that Town Council does not like it needs to be disclosed now or in the next couple of weeks. We as the town cannot say that we love all of this and have them raise the funds for us to tell them in the end that we changed our mind. Discussion was held on whether the disc golf and the community garden should be included in the concept plan at this time. Mr. Smith stated that in his opinion the town should include items such as the shelters, disc golf and community garden as a larger campaign effort. Mr. Pack asked the Town Manager on the process once funds have been raised to begin construction of the first elements. The Town Manager stated that if the town is going to manage it we would have to prepare a request for proposals (RFP). Otherwise if the Foundation Board wanted to go ahead and raise the money and pay somebody like The Natural Playground Company that does construction as well as design

that could be done as well. The town would then just accept the asset once it has been completed. Ms. Chapman stated that since they are a fundraising entity they may not want to be involved with signing contracts and construction. Ms. Ivy stated that she would think that the town would want the Foundation Board to make recommendations. Dr. Cook asked if the town would have to do an RFP if we were to build it ourselves with a construction manager to oversee it. The Town Attorney stated that was correct. The Town Attorney stated that the Foundation Board is best suited for fundraising. The town cannot get around procurement. In the process the town may find out that the Natural Playground Company is the most responsible and responsive to the request for proposals. Or there could be another company that could do it just as well as the Natural Playground Company for less money. It will be staff and Town Council decision to decide that. Ms. Ippolito stated that maybe the cost of a project manager should be included in the overall cost of the project. Mayor Williams asked if the Natural Playground Company were ones that are going to be giving the cost estimates for all the elements. Ms. Ivy stated that they would give a cost estimate for what they would build it for. Mayor Williams asked if the town as a government entity has to bid it out. The Town Attorney stated that unless it is a sole source, which is hard to prove, it would have to be bid out. Vice Mayor Gregory asked if the Foundation Board could hire, with the money they raise, a project manager to complete the construction and then donate it to the town. The Town Attorney stated that was correct but the Foundation Board is not in the business of managing projects. Mayor Williams asked if it would be a conflict of interest for him to oversee the construction process. The Town Attorney replied that it would not be. Mayor Williams asked about doing the project in phases. Ms. Ivy stated that they can do the work in phases but she is only doing one capital campaign that will include all approved elements. Vice Mayor Gregory asked what are the complaints against the disc golf. Mayor Williams stated that he has heard concerns about ruining the woods. Dr. Cook stated that is from someone that has no idea what disc golf is. Ms. Chapman suggested acknowledging the Foundation Boards original request with the exception of the community garden and disc golf. The town could then offer a community meeting to come see what disc golf is. A lot of people do not know what disc golf is. The town cannot let that one element hold up the rest of the project. Ms. Ivy stated that a lot more research would have to be on the disc golf. The Natural Playground Company knows nothing about disc golf. Ms. Ivy asked if the disc golf could be added later? Ms. Chapman replied that it could if the community wanted it. Ms. Ippolito stated that the picnic shelters need to be discussed today as well. They are an element that requires interaction with the town through a management process. Dr. Cook clarified that anyone could use the picnic shelter as long as they are not reserved. Ms. Ippolito stated that was correct. Ms. Musick stated that she currently reserves the picnic area that the town has however she does not charge. Groups are only allowed to use five of the six tables that are out there. She stated that there is a need for picnic shelters and the town could make some revenue off the rentals of them. Committee agreed to include all elements on the concept plan including the community garden, disc golf, and picnic shelters. This item will be on the December 3rd Town Council meeting.

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

1. Parks and Recreation Committee Report – Ms. Musick reported that the Parks and Recreation Committee was smaller this month due to the time of year. The only open to the public event was Ham-o-ween on October 31st. The upcoming open to the public events include the Main Street Christmas Farmers Market on December 13th and the Smithfield Christmas Parade on December 14th. Mr. Hopkins did mention that staff has received a price from the same company that planted them to replace the 37 dead trees in Windsor Castle Park. These trees will be replaced during the months of December and January. Mr. Pack asked if he knew how many trees were planted. Mr. Hopkins stated that he was not sure but would guess approximately 300 to 400 hundred. Mr. Pack asked what an average tree planting cost. Mr. Hopkins replied that they range from \$130.00 to \$225.00 each. Ms. Chapman asked if the Gwaltney Beautification tree matching grant could be used for replacement of some of these trees. Mr. Hopkins stated that the town does have money in the budget to replace these trees but would also check the matching tree grant to see if it could be used for one to two trees. The Town Manager stated that he thought it was worded was one per property. Ms. Chapman stated that could save the town a hundred bucks. Staff will look into the matching grant guidelines.

2. Windsor Castle Park Project Application Draft – Ms. Musick reported that included in the packet was a draft application for projects at Windsor Castle Park. She stated that any suggestions or edits are welcome. This application will give staff a start when someone wants to do a park project. Staff would meet with individuals first to discuss details and then it would come before the Parks and Recreation Committee. Mrs. Tynes stated that she has gone over the application and thought Ms. Musick did an excellent job. This will help the town be more organized. Dr. Cook asked if a line could be added for a responsible party if the applicant doing the project is under 18 years of age.

The meeting adjourned at 5:13 p.m.

November 27, 2013

TO: SMITHFIELD TOWN COUNCIL

FROM: PETER M. STEPHENSON, AICP, ICMA-CM
TOWN MANAGER

SUBJECT: INFORMATIONAL REPORT FOR THE PUBLIC WORKS COMMITTEE
MEETING HELD ON TUESDAY, NOVEMBER 19TH, 2013

The Public Works Committee held a meeting on Tuesday, November 19th, 2013 at 5:13 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were: Mr. Michael G. Smith, Chair; Mrs. Denise N. Tynes, and Dr. Milton Cook. Other Council members present were: Mr. Andrew C. Gregory, Vice Mayor; Mr. Randy Pack and Mr. T. Carter Williams, Mayor. Staff members present were: Mr. Peter M. Stephenson, Town Manager; Mr. William T. Hopkins, III, Director of Planning, Engineering, and Public Works; Ms. Lesley G. King, Town Clerk; Mr. William H. Riddick, III, Town Attorney; The media was represented by Ms. Abby Proch of The Smithfield Times.

Committee Chair, Mr. Michael G. Smith called the meeting to order.

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

1. Reallocation of VDOT Urban Funds – The Town Manager stated that he prepared a memo and that was included in the packet. Along with the memo was an e-mail from county staff concerning their Park to Park Enhancement Project. The town has Urban Funds from the State that we get to designate how it is spent. The town has roughly \$1.3 million remaining in that fund now that the South Church Street Enhancement Project has been completed. The Town Manager suggested, because we have to designate a new project, the two segments of the Park to Park Enhancement Project that are located within the town. One of the segments is Battery Park Road from Nike Park Road to South Church Street and the second segment is South Church Street to the Cypress Creek bridge. The Town Manager stated that the town does have this in our CIP for fiscal year 2014/2015. The town would need to pass a resolution reallocating these funds and VDOT would require in the near future some type of memorandum of understanding with the county. Mr. Pack asked if the town chooses a different project in the future will we have the ability to move those funds to another project. The Town Manager replied that we could. He explained that if the county hits a snag and cannot move forward the town has every right to reallocate those funds. These funds must be ear marked towards something tangible that VDOT knows is going to be accomplish otherwise the state will take the

funds and give it to another locality. Vice Mayor Gregory asked if it was their plan to tackle segment one and two simultaneously or they going to go in phases. The Town Manager stated that according to the email they are advertising jointly segment one and segment two in May 2014. Vice Mayor Gregory asked if the improved lighting along the sidewalk corridor between the Villas of Smithfield and Royal Farms could be added to this project. The Town Manager stated that the town could do that. Dr. Cook asked what qualifies a particular project to use these funds. The Town Manager stated that it has to be in VDOT's or the town's right-of-way. Committee recommended approval of reallocation of funds to the Park to Park Enhancement Project.

The meeting adjourned at 5:22 p.m.

November 27, 2013

TO: SMITHFIELD TOWN COUNCIL

FROM: PETER M. STEPHENSON, AICP, ICMA-CM
TOWN MANAGER

SUBJECT: INFORMATIONAL REPORT FOR THE PUBLIC BUILDINGS & WELFARE
COMMITTEE MEETING HELD ON TUESDAY, NOVEMBER 19TH, 2013.

The Public Buildings and Welfare Committee held a meeting on Tuesday, November 19th, 2013 at 5:22 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were: Dr. Milton Cook, Chair; and Mr. Michael G. Smith. Other Council members present were: Mr. Andrew C. Gregory, Vice Mayor; Mr. Randy Pack, Mrs. Denise Tynes, and Mr. T. Carter Williams, Mayor. Staff members present were Mr. Peter M. Stephenson, Town Manager; Mr. William T. Hopkins, II, Director of Planning, Engineering and Public Works; Ms. Lesley G. King, Town Clerk; and Mr. William H. Riddick, III, Town Attorney; The media was represented by Ms. Abby Proch of The Smithfield Times.

Committee Chairman, Dr. Milton Cook called the meeting to order.

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

1. Pinewood Heights Phase II Update – The Town Manager reported that included in the packet was Community Planning Partners monthly update as well as the minutes from the last Management Team meeting from November 12th. Since this meeting the town has closed on 46 Carver Avenue as anticipated. As soon as the town gets another review appraisal from Mr. Gwaltney the town has an offer for 51 Carver Avenue. The Town Attorney stated he cannot get anyone to call him back on the property at 44 Carver that is in bankruptcy. The Town Manager stated that at the meeting the town did ask Mr. Dodson to discuss this situation with Ms. Boehringer who is our state representative with the Department of Housing and Community Development (DHCD). Ms. Boehringer replied that the town might be able to substitute another property from multi-year 2 with this one so that we can complete multi-year one. The town has two more that will hopefully close in December. If the town needs any additional time past January 14th we will need to ask for it at least a month out. Staff will keep an eye on the timing of everything to determine whether an extension is needed.

2. Discussion on Tree Trimming / Removal on Hayden's Lane – Mr. Hopkins reported that this item was brought up at the last committee meeting. He stated that he has met with Mr. Rudy of Southern Shores Landscaping to discuss the tree. Mr. Hopkins reported that the tree is a slow growing tree and can be trimmed back after the fall. Mr. Hopkins stated that it does take up some space on the sidewalk so staff recommends trimming it. The Town Manager stated that unless committee has any specific questions as soon as the leaves are off staff will trim the tree to get it back under control. Committee agreed with trimming the tree and did not recommend putting any type of fencing there because that would close the sidewalk in too much.

Meeting Adjourned at 5:28 p.m.

**SMITHFIELD POLICE DEPARTMENT
MANAGER'S REPORT
NOVEMBER 2013**

Committees and Projects:

- 11/02 TOP COP Awards Dinner – Suffolk, VA – Chief Bowman; Deputy Chief Howell, Officer Cook, Sgt. Jones
- 11/05 Town Council meeting – Chief Bowman, Sgt. Araojo, Officer J. Adams
- 11/06 Town Safety Committee meeting – Town Hall – Sgt. Meier/Kurt Beach
- 11/08 Veterans Day Program – Westside Elementary – Chief Bowman, Deputy Chief Howell, Lt. Valdez
- 11/12 TR Aid meeting – IofW Courthouse – Kurt Beach
- 11/13 Department Head mtg – Center – Chief Bowman, Deputy Chief Howell
- 11/13 Special Events Committee mtg – Center – Chief Bowman, Deputy Chief Howell
- 11/14 State of the County Breakfast – Chief Bowman, Deputy Chief Howell
- 11/15 Isle of Wight County Bar Association mtg – Smithfield Station – Chief Bowman
- 11/15 SCCPT Team meeting – PD – Kurt Beach
- 11/18 Police Committee meeting – Center – Chief Bowman, Deputy Chief Howell
- 11/19 Crime Line meeting – Center – Chief Bowman, Lt. Valdez
- 11/20 Children's Center/Security Assessment – Kurt Beach, Officer Seamster
- 11/21 National Organization for Black Law Enforcement (NOBLE) – Officer J. Adams
- 11/23 YMCA Festival of Trees – Smithfield Center – Chief Bowman, Deputy Chief Howell

Training

- 11/02 Firearms Instructor Re-cert Online v3 – Officer Hill (2 hrs.)
- 11/06 Community Policing Online v1 – Officer Bancroft (2 hrs.)
- 11/06 2013 Legal Update online v2 – Officer Bancroft (4 hrs.)
- 11/11 – 12 Taser Certification – Richmond, VA – Officer Hill (16 hrs.)
- 11/12 – 13 Mindset Boot Camp – Virginia Beach PD – Lt. Rogers (16 hrs.)
- 11/13 Community Policing Defined online – Officer Seamster – (8 hrs.)
- 11/18 – 22 Introductory Crime Prevention Court – Chesterfield, VA – Officer Cook (40 hrs.)
- 11/22 Enhancing Administrative Assistant and Officer Staff Support Job Skill – Newport News PD – Annette Crocker (8 hrs.)

In-House Training:

- 11/01 ERT Training – Lt. M. Rogers, Lt. P. Valdez, Sgt. Araojo, Officer D. Adams, Officer E. Phillips
- 11/05 ERT Training – Lt. Rogers, Lt. Valdez, Sgt. Jones, Sgt. Araojo, Officer Powell, Officer D. Adams, Officer Hill, Officer Seamster, Officer Phillips
- 11/13 VCIN Training – PD – Amanda Weihe (8 hrs.)
- 11/14 VCIN Training – PD – Amada Weihe (4 hrs.)

11/19 CPR Training – Center – Deputy Chief Howell, Sgt. Meier, Officer D. Adams, Officer Johnson, Officer Wright, Annette Crocker (3.5 hrs.)

Community Relations

10/25 – 11/26 School Zone – Westside Elementary – Sgt. Miller, Officer D. Adams, Officer Cook, Officer Bancroft, Officer Seamster, Officer Anderson, Officer Phillips,
10/30 Homework Station – Jersey Park Apts – Officer Johnson
11/01 Coordinate a Safety Survey – Children’s Center – Officer Seamster
11/06 Child Seat – PD -
11/06 Homework Station – Jersey Park Apts. – Officer Hill
11/06 Neighborhood Watch – Smithfield Forest – Sgt. Meier, Officer Anderson, Kurt Beach
11/07 Child Seat – PD – Officer Seamster
11/07 Boy Scouts tour – PD – Officer Hill, Officer Johnson
11/16 Bicycle Rodeo – Carrollton Elementary – Officer Seamster, Officer Fordham
11/16 Neighborhood Watch meeting for Smithfield Forest – Smithfield Baptist Church – Sgt. Meier, Officer J. Adams, Officer Anderson, Kurt Beach
11/20 Child Safety Talk – Main Street Baptist – Officer J. Adams
11/20 Security Assessment – Children’s Center – Officer Seamster, Kurt Beach

Investigations:

Case#: 2013-01052
Location: 107 Cattail Ln
Offense: Robbery
Disposition: Pending

On 11/01/13 Officers were called out to 107 Cattail Lane for an armed robbery call. The victim stated that two black males with hoods and masks forced their way into her apartment with a gun. The victim was forced to lay on the kitchen floor at gunpoint. The victim complied with the suspects demands and gave them \$165.00 that she had in her purse. Investigators do have a suspect in the case but no arrests have been made.

Case#: 2013-01064
Location: 114 Cattail Ln
Offense: Burglary
Disposition: Pending

On 11/5/13 Officers responded to 114 Cattail Lane for a breaking and entering call. The victim told officers that she took her child out to the bus stop and left her front door unlocked. An unknown individual went into her home and stole her Sony playstation. The suspect left behind all the cords and plugs. Nothing else was taken from the residence. The case is pending at this time.

Case#: Multiple
Location: Waterford Oaks/Bradford Mews
Offense: Tamper with Vehicle
Disposition: Pending

On 11/10/12 Officers responded to the neighborhoods of Bradford Mews and Waterford Oaks for a string of vehicle break-ins. The vehicles were left unlocked the night prior. There were a total of six reported incidents. Some stuff stolen includes GPS systems, CDs, a camera, and a knife. There was no damage done to the vehicles. This case is pending.

Case#: 2013-01091
Location: 982 John Rolfe Dr
Offense: Bad Check
Disposition: Cleared by Arrest

On 11/12/13 Officers responded to the office at Morris Creek Landing for a call of bad checks. The victim states that a tenant paid their security deposit and application fee with bad checks. The total amount of both checks was \$500. Further investigation shows that the suspect's account had been closed since August. Warrants were obtained for felony bad check. Case is cleared by arrest.

Case#: 2013-01115
Location: Smithfield Packing Plant
Offense: Sexual Assault
Disposition: Cleared by Arrest

On 11/20/13 Officers responded to 601 N Church St. for a past occurrence sexual assault. The victim stated that the day prior a male whom she knows pulled her into a corner in the box room and started to fondle her. He then began to choke her and further sexually assaulted her. She then got away and reported it to the HR Department. Warrants were obtained for felony object sexual penetration and for misdemeanor sexual battery. Case is cleared by arrest.

Reporting Period: 11/1/2013 thru 11/30/2013

Trx. Type	Date	Invoice No.	Pay Type	Check No.	Group	Event	Res ID	Book ID	Amount
Payment	11/12/2013	SC1738	Check	155634	Isle of Wight Commission on Aging	Senior Health Fair	1659		50.00
Payment	11/12/2013	SC1741	Check	8037	Smithfield Women's Club	Smithfield Women's Club	1963		156.00
Payment	11/12/2013	SC1750	Check	3227	Kiwanis Club of Smithfield	Smithfield Kiwanis Installation Dinner	2212		200.00
Payment	11/12/2013	SC1754	Check	10410	Isle of Wight Chamber of Commerce	Chamber Annual Meeting	2357		100.00
Payment	11/12/2013	SC1755	Check	2144315	Smithfield Foods	Package Foods Group Reception	2379		400.00
Payment	11/15/2013	SC1771	Check	2144806	Smithfield Packing	Benefits Bootcamp	2377		200.00
Payment	11/15/2013	SC1772	Check	2144806	Smithfield Foods	Smithfield Meeting	2421		400.00
Payment	11/19/2013	SC1758	Check	2101	Isle of Wight Public Schools Education Foundation	IOW Schools Fundraiser	1664		1,810.00
Payment	11/19/2013	SC1770	Check	10413	Isle of Wight Chamber of Commerce	Isle Fest	2355		375.00
Payment	11/21/2013	SC1773		REFUND	Seay and Dolan Wedding and Reception	Seay and Dolan Wedding and Reception	2414		-212.50
								Total	3,478.50
Deposit	11/1/2013		Visa	Visa	Hux and Cutler Wedding and Reception	Hux and Cutler Wedding and Reception	2181		996.02
Deposit	11/6/2013		Master Card	Master Card	Smith-Jackson Wedding & Reception	Smith-Jackson Wedding & Reception	2437		600.00
Deposit	11/7/2013		Master Card	Master Card	Staub and Rayburn Wedding and Reception	Staub and Rayburn Wedding and Reception	2435		600.00
Deposit	11/8/2013		Check	3660	Betty Odom	Chuckatuck High Reunion	2439		600.00
Deposit	11/8/2013		Master Card	Master Card	Ziglar and Brewer Wedding and Reception	Ziglar and Brewer Wedding and Reception	2436		400.00
Deposit	11/8/2013		American Express	AMEX	Rebecca Worrell	Baby Shower	2434		100.00
Deposit	11/12/2013		Master Card	MC	Collier-Griffith Wedding & Reception	Collier-Griffith Wedding & Reception	2440		600.00
Deposit	11/12/2013		Visa	Visa	Rolland and Mills Wedding and Reception	Rolland and Mills Wedding and Reception	2438		300.00
Deposit	11/13/2013		Visa	Visa	Lyle and Zephir Recption	Lyle and Zephir Reception	2442		585.00
Deposit	11/14/2013		Visa	Visa	Hux and Cutler Wedding and Reception	Hux and Cutler Wedding and Reception	2181		19.08
Deposit	11/15/2013		Check	3084	Harden and Blount Reception	Harden and Blount Reception	2443		700.00
Deposit	11/19/2013		Visa	Visa	Cruz and Correa-Vicente Wedding and Reception	Cruz and Correa-Vicente Wedding and Reception	2140		100.00
Deposit	11/19/2013		Check	4883	Brown and Owens Wedding and Reception	Brown and Owens Wedding and Reception	2445		600.00
Deposit	11/20/2013		Check	1233	Phi Chi Omega / Alpha Kappa Alpha Sorority	Phi Chi Omega Chapter - Christmas Gala	2446		500.00
Deposit	11/21/2013		Visa	Visa	Klein and O'Hara Wedding and Reception	Klein and O'Hara Wedding and Reception	2188		1,051.92

Reporting Period: 11/1/2013 thru 11/30/2013

Trx. Type	Date	Invoice No.	Pay Type	Check No.	Group	Event	Res ID	Book ID	Amount
Deposit	11/22/2013		American Express	AMEX	Rebecca Worrell	Baby Shower	2434		100.00
								Total	7,852.02
								Grand Total	-11,330.52

November 2013

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
					Amy Off 12:00 PM - 1:00 PM Deck 12:00 PM Weston and Peabody Rehearsal 5:00 PM - 1:00 AM MH 9:00 PM Andria Tyler 21st Birthday Party 7:00 PM - 11:00 PM Parking Lot 7:00 PM Theater Show	Amy Off 10:00 AM - 1:00 AM MHSu 5:00 PM Hodson-Parrish Reception 7:00 PM - 11:00 PM Parking Lot 7:00 PM Theater Show
3	4	5	6	7	8	9
Amy Off 9:00 AM - 3:00 PM Picnic Area 9:00 AM Kanine Kandystripers Dog Park 10:00 AM - 9:00 PM MHSu 3:00 PM Weston and Peabody Wedding and Reception 7:00 PM - 11:00 PM Parking Lot 7:00 PM Theater Show	Amy Off	5:00 AM - 8:00 PM MH 6:00 AM Elections 7:00 PM - 10:00 PM A&B 7:30 PM Town Council	3:00 PM - 9:00 PM C&D 5:30 PM Pipeline Safety Training	7:00 PM - 11:00 PM Parking Lot 7:00 PM Theater Show	12:00 PM - 12:00 AM MHSu 7:00 PM Rushmere Fire Department Banquet 7:00 PM - 11:00 PM Parking Lot 7:00 PM Theater Show	7:00 PM - 11:00 PM Parking Lot 7:00 PM Theater Show
10	11	12	13	14	15	16
7:00 PM - 11:00 PM Parking Lot 7:00 PM Theater Show	Closed-Veterans Day 7:00 AM - 5:00 PM MH 8:00 AM Appletree Learning Employee Training 11:00 AM - 12:00 PM Memorial Lawn 11:00 AM Veterans Service	7:00 PM - 10:00 PM A&B 7:30 PM Planning Commission	2:00 PM - 4:00 PM C&D 2:00 PM Staff Meeting	7:00 PM - 11:00 PM Parking Lot 7:00 PM Theater Show	7:00 PM - 11:00 PM Parking Lot 7:00 PM Theater Show	Courtney Off by 3 PM Shelby Off 10:00 AM - 10:00 PM MHSu 3:30 PM Hux and Cutler Wedding and Reception 7:00 PM - 11:00 PM Parking Lot 7:00 PM Theater Show

November 2013

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
17	18	19	20	21	22	23
Michelle 651-8855-2 person wedding ceremony 7:00 PM - 11:00 PM Parking Lot 7:00 PM Theater Show	John Off Melissa Off 3:30 PM - 6:30 PM C&D 4:00 PM Committee Meetings	Melissa Off 8:30 AM - 10:30 AM C&D 9:00 AM Schoolhouse Meeting 11:45 AM - 1:30 PM C&D 12:00 PM Crimeline 3:30 PM - 6:30 PM C&D 4:00 PM Committee Meetings 7:00 PM - 9:00 PM A&B 7:30 PM BHA&R	Melissa Off 6:00 AM - 5:00 PM MHSu 7:00 AM Diabetes Symposium	Melissa Off 9:00 AM - 3:00 PM Suites 12:00 PM Smithfield Women's Club	Melissa Off 10:00 AM - 6:00 PM MHSu 10:00 AM Festival of Trees	Courtney Off Melissa Off Shelby Off 4:30 PM - 12:30 AM MHSu 6:00 PM Festival of Trees
24	25	26	27	28	29	30
Courtney Off Melissa Off 11:00 AM - 7:00 PM C&D 3:00 PM Baby Shower	Courtney Off	Courtney Off 12:00 PM - 6:00 PM MH 3:30 PM Quarterly Update	Courtney Off Shelby Off Put up tree	Closed-Thanksgiving Courtney Off Shelby Off	Closed -Thanksgiving (Sat Rate) Courtney Off Shelby Off	Courtney Off Shelby Off 6:00 AM - 11:00 AM Courtyard 6:00 AM Great Gobbler Chase 5 K

November 2013
Smithfield Center Venue Discounts

Booking Date	Event Name	Site	Discount Percent	Service Discounted
11/1/2013	Andria Tyler 21st Birthday Party	MH	0.00%	
11/2/2013	Hodson-Parrish Reception	MHSu	0.00%	
11/3/2013	Weston and Peabody Wedding and Reception	MHSu	0.00%	
11/3/2013	Kanine Kandystripers Dog Park	Picnic Area	0.00%	
11/6/2013	Pipeline Safety Training	C&D	0.00%	
11/9/2013	Russell-Campbell Wedding & Reception	MHSu	0.00%	
11/9/2013	Friendship Baptist Church	MHSu	0.00%	
11/11/2013	Appletree Learning Employee Training	MH	0.00%	
11/16/2013	Hux and Cutler Wedding and Reception	MHSu	0.00%	
11/20/2013	Diabetes Symposium	MHSu	0.00%	
11/24/2013	Baby Shower	C&D	0.00%	
11/26/2013	Quarterly Update	MH	0.00%	
11/29/2013	Wells and Gray Wedding and Reception	MHSu	0.00%	
11/29/2013	Wells and Gray Wedding and Reception	MHSu	0.00%	
11/30/2013	Great Gobbler Chase 5 K	Courtyard	0.00%	
11/30/2013	Freeman and Collins Wedding and Reception	MHSu	0.00%	
11/16/2013	Hux and Cutler Wedding and Reception	MHSu	10.00%	Rental Items
11/2/2013	Hodson-Parrish Reception	MHSu	20.00%	Two Day Rental
11/23/2013	Festival of Trees	MHSu	20.00%	Rental Items
11/23/2013	Festival of Trees	MHSu	20.00%	Two Day Rental
11/7/2013	Real Forestry for Real Estate Class	A&B	50.00%	County Meeting
11/21/2013	Smithfield Women's Club	Suites	50.00%	Civic Group
11/2/2013	Hodson-Parrish Reception	MHSu	100.00%	Rental Items
11/5/2013	Town Council	A&B	100.00%	Town
11/5/2013	Elections	MH	100.00%	Town
11/8/2013	Rushmere Fire Department Banquet	MHSu	100.00%	County Fire Department
11/12/2013	Planning Commission	A&B	100.00%	Town
11/13/2013	Staff Meeting	C&D	100.00%	Town
11/16/2013	Hux and Cutler Wedding and Reception	MHSu	100.00%	Used Tier 3 Caterer
11/18/2013	Committee Meetings	C&D	100.00%	Town
11/19/2013	BZA	A&B	100.00%	Town
11/19/2013	BHA&R	A&B	100.00%	Town
11/19/2013	Committee Meetings	C&D	100.00%	Town
11/19/2013	Schoolhouse Meeting	C&D	100.00%	Town
11/19/2013	Crimeline	C&D	100.00%	Town
11/27/2013	Staff Meeting	C&D	100.00%	Town

Smithfield/Isle of Wight Tourism Activity Report – November 2013

- Director attended the Isle of Wight Board of Supervisors Meeting 11/21/13.
- Director attended Smithfield Town Council Meeting 11/5/13.
- Marketing Committee meeting for the 2014 IOW County Fair held 11/4/13.
- Full Tourism Staff meeting held 11/4/13.
- Branding Core Team meeting held 11/4/13.
- Battle of Smithfield event meeting held 11/4/13 with Tourism and Historic Resources staff.
- IOW County GSH Training (OSHA) held 11/5/13.
- Worked with Mark Nelson, Virginia Balloons and Production Team on Va Museum Documentary filming 11/4-11/8 in Smithfield and Isle of Wight County. Filmed: Main Street, wetlands, cotton fields and farmers, Darden's Smokehouse and Corn Maze.
- Docent staff attended Customer Service Training 11/6/13 in Newport News sponsored by Newport News Tourism.
- Completed Blood Born Pathogens Course 11/6/13.
- Smithfield 2020 Meeting 11/6/13. Smithfield 2020 Executive Committee meeting held 9/25/13. For more info and minutes of Smithfield 2020 meeting, please visit www.smithfield2020.org
- Worked on pre-planning for the VA-1 Tourism Summit 11/7/13, 11/15/13. Attended VA-1 Tourism Summit in Hampton 11/18-20/13. Excellent professional development and networking! The conference was jointly sponsored and planned by VTC (Virginia Tourism), VACVB (Virginia Association of CVB's) and VHTA (Virginia Hospitality and Travel Association).
- Updated Hospitality Hero nomination requirements for distribution to all hospitality industry front line staff 11/8/13.
- Attended County Agenda Review meeting 11/8/13.

- Attended Virginia Association of Counties (VACO) Conference as part of the VACVB (Virginia Association of Convention and Visitor Bureaus) team for exhibiting purposes 11/9-11/12.
- Attended meeting on updating County signage for Parks & Recreation 11/13/13.
- Attended Special Event Committee meeting 11/13/13.
- Attended Historic Saint Luke's Annual Meeting 11/13/13. Served as Chair for the HSL Board Search Committee for the new Executive Director for Historic Saint Luke's Church. Final interview held with full board at this meeting. Offered position to Rachael Buchanan. She started training with the current Executive Director 11/18/13. Press release went out on 11/14/13.
- Attended new BOB Fest and Smithfield Wine & Brew Fest meeting 11/13/13. BOB Fest will be held 1/18/14 at Windsor Castle Park and will feature an 8K Race and Oyster After Party (good for economic lift in January...when we most need it!) Both events have presenting sponsors! SWBF will be the second weekend in April.
- Attended the State of the County Breakfast 11/14/13.
- Smithfield Certified Crime Prevention meeting with partners 11/15/13 and full committee 11/15/13. All elements for accreditation are falling into place!
- CVTA (Coastal Virginia Tourism Alliance) intern interviews held 11/21/13.
- Attended IOW Wellness Committee meeting 11/21/13.
- Worked with Dan O'Meara and his production team on the documentary GAME THEORY that explores the U.S. / China relationship 11/22-23/13.
- Met with Todd Balance with Bacon's Castle to begin work on a Surry/Smithfield marketing partnership 11/22/13.
- Thanksgiving Craft and Food Farmer's Market held 11/23/13. Best attendance ever! 65 vendors! Most fees collected!
- Met one-on-one with Anne Seward, new IOW County Administrator 11/25/13.
- Met with Bank of Southside VA regarding the History Mobile logistics (they gave permission for the exhibit to be parked in their lot) 11/26/13.
- Meet with IOW HR regarding personnel issues on 11/26/13.

- Thanksgiving Holiday 11/27-29/13.
- Attended County Staff Meeting 11/25/13.
- Attended Smithfield Staff Meeting 11/13/13.
- Tourism Facebook postings throughout month.
- Update website events and *Where the Locals Go* event promotion newsletter weekly. This e-newsletter combines tourist events and the Farmer's Market information.
- Weekly individual meetings with staff to address concerns and review projects.

Upcoming Events: See www.visitsmithfieldisleofwight.com for more details!



November 22, 2013

Town Manager
City of Smithfield
911 S. Church Street (29340)/PO Box 246
Smithfield, VA 23431

Dear Sir or Madam:

Charter Communications is committed to improving the overall experience for customers in your community and is delivering more value with new and existing products & services. This letter is to inform you about upcoming changes to our customers' pricing and packaging.

We work hard to manage our business expenses, however, at this time we find it necessary to make adjustments to our pricing that reflect cost changes in the marketplace. Upcoming customer statements will reflect adjustments made to pricing for customers in your community. Customers currently on promotional pricing will not see a change in this portion of their fee during the promotional period.

- Broadcast TV Surcharge, which reflects charges assessed to Charter by broadcast TV stations, from \$2.15 to \$3.50
- Limited Basic from \$25.99 to \$26.99
- Expanded Service from \$38.00 to \$37.00
- Limited Basic & Expanded Service from \$63.99 to \$63.99
- Latino View from \$5.00 to \$6.99 (Crisfield, MD only)

If you have any questions about these or any other changes, please contact me at (864) 286-5090 or jim.corrin@charter.com.

Sincerely,

A handwritten signature in black ink, appearing to read 'Jim Corrin'.

Jim Corrin
Director of Government Relations

TOWN OF SMITHFIELD

REQUISITION

Co 1
General Fund

SUGGESTED VENDOR			OFFICE USE ONLY	
Christian Outreach			DATE ORDERED	
REQUESTED BY	DATE REQUESTED	DATE WANTED	ORDER NO.	
	11-19-13			
QUANTITY	DESCRIPTION	BUDGET ACCT. NO.	EST. UNIT PRICE	EST. TOTAL PRICE
	annual contribution Requested			14000.00
	4-100-32300-5620			

REQUISITIONER
RETAIN YELLOW COPY

APPROVED _____
TOWN MANAGER

SIGNATURE - DEPARTMENT HEAD

TOWN OF SMITHFIELD

REQUISITION

Co 1
General Fund

SUGGESTED VENDOR			Christian Outreach		OFFICE USE ONLY	
REQUESTED BY			DATE REQUESTED	DATE WANTED	ORDER NO.	
			11-19-13			
QUANTITY	DESCRIPTION			BUDGET ACCT. NO.	EST. UNIT PRICE	EST. TOTAL PRICE
	annual contribution Requested					14000.00
	4-100-32300-5620					

REQUISITIONER
RETAIN YELLOW COPY

APPROVED _____
TOWN MANAGER

SIGNATURE - DEPARTMENT HEAD

RESOLUTION TO DISSOLVE WINDSOR CASTLE PARK FOUNDATION

WHEREAS, upon the acquisition of the Windsor Castle Park property the Town Council of the Town of Smithfield created the Windsor Castle Park Foundation for the purpose of advising the council as to matters pertaining to the park and raising funds for the park; and,

WHEREAS, since the time of the creation of the foundation the responsibilities and purposes of the foundation have become more defined and it has been determined that the greatest need is for a fundraising vehicle; and,

WHEREAS, the members of the board of directors of the foundation have caused a new non-stock corporation to be formed which is named the Windsor Castle Park Foundation and which is seeking tax exempt status under Section 501c3 of the Internal Revenue Code so as to facilitate fund raising; and,

WHEREAS, the Town Council is fully aware of these developments and concurs with these actions; and,

WHEREAS, the Town Council has determined that the original Windsor Castle Park Foundation as constituted is no longer necessary or useful in the operation of the Windsor Castle Park.

NOW THEREFORE BE IT RESOLVED by the Town Council of the Town of Smithfield that the Windsor Castle Park Foundation created by action of the town council is hereby dissolved and shall have no further authority; and,

BE IT FURTHER RESOLVED by the Town Council that those persons who have served on the board of directors of the Windsor Castle Park Foundation since its inception are hereby commended for their public service and that the Town Council, on behalf of the citizens of the Town of Smithfield, extends its sincere appreciation and thanks to these public servants

ADOPTED: DECEMBER 3, 2013

TOWN COUNCIL OF
THE TOWN OF SMITHFIELD

By _____
T. CARTER WILLIAMS, MAYOR

Attest:

Lesley G. King, Clerk

RESOLUTION TO REQUEST REALLOCATION OF URBAN ALLOCATION FUNDS

WHEREAS, the Virginia Department of Transportation (VDOT) has been accumulating funds for the future construction of a third lane on South Church Street as the Town's only Urban Fund project; and,

WHEREAS, funds have been accumulated for this project but the current projected cost of said project is in excess of \$10,660,000.00; and,

WHEREAS, it is unlikely, given current highway funding levels, that sufficient additional funds will be available anytime in the foreseeable future to proceed with the construction of a third lane on South Church Street; and,

WHEREAS, Town staff in consultation with VDOT representatives have been encouraged to seek other qualifying uses for these Urban Project funds; and,

WHEREAS, the Town and Isle of Wight County have been working on a proposed park to park trail connecting Nike Park to Windsor Castle park, a project that would qualify for expenditure of Urban funds.

NOW, THEREFORE, BE IT RESOLVED that the Town Council deems it to be in the best interest of the Town and its citizens to proceed with the proposed park to park trail connecting Nike Park to Windsor Castle park; and,

BE IT FURTHER RESOLVED that the Town Council does hereby request that VDOT re allocate the accumulated Urban funds to be used as partial funding for the park to park trail connecting Nike Park to Windsor Castle park (VDOT Project UPC 91219) and the Town Manager is hereby authorized to execute any and all documents required by VDOT for such reallocation and appropriation of funds for this purpose.

Adopted this 3rd day of December, 2013

TOWN COUNCIL OF THE
TOWN OF SMITHFIELD

By _____
T. Carter Williams, Mayor

ATTEST:

Lesley G. King, Clerk

Meeting Dates for 2014

January 2014

New Year's Day, Wednesday, January 1st – Town Offices Closed

January 7	Town Council Meeting	7:30 p.m.
January 8	Staff Meeting	2:00 p.m.
January 14	Planning Commission Meeting	7:30 p.m.

Lee/Jackson Holiday, Friday 17th & Martin Luther King, Jr. Day, Monday 20th – Town Offices Closed

January 21	Board of Zoning Appeals Meeting	6:30 p.m.
January 21	Board of Historic & Architectural Review	7:30 p.m.
January 22	Staff Meeting	2:00 p.m.
January 27	Town Council Committee Meetings	4:00 p.m. -
January 28	Town Council Committee Meetings	4:00 p.m. -

February 2014

February 4	Town Council Meeting	7:30 p.m.
February 5	Staff Meeting	2:00 p.m.
February 11	Planning Commission Meeting	7:30 p.m.

Presidents Day, Monday 17th – Town Offices Closed

February 18	Board of Zoning Appeals Meeting	6:30 p.m.
February 18	Board of Historic & Architectural Review	7:30 p.m.
February 24	Town Council Committee Meetings	4:00 p.m.
February 25	Town Council Committee Meetings	4:00 p.m.

March 2014

March 4	Town Council Meeting	7:30 p.m.
March 5	Staff Meeting	2:00 p.m.
March 11	Planning Commission Meeting	7:30 p.m.
March 18	Board of Zoning Appeals Meeting	6:30 p.m.
March 18	Board of Historic & Architectural Review	7:30 p.m.
March 19	Staff Meeting	2:00 p.m.
March 24	Town Council Committee Meetings	4:00 p.m. -
March 25	Town Council Committee Meetings	4:00 p.m. -

April 2014

April 1	Town Council Meeting	7:30 p.m.
April 2	Staff Meeting	2:00 p.m.
April 8	Planning Commission Meeting	7:30 p.m.
April 15	Board of Zoning Appeals Meeting	6:30 p.m.
April 15	Board of Historic & Architectural Review	7:30 p.m.
April 16	Staff Meeting	2:00 p.m.
April 28	Town Council Committee Meetings	4:00 p.m. -
April 29	Town Council Committee Meetings	4:00 p.m. -
April 30	Staff Meeting	2:00 p.m.

May 2014

May 6	Town Council Meeting	7:30 p.m.
May 13	Planning Commission Meeting	7:30 p.m.
May 14	Staff Meeting	2:00 p.m.

May 20	Board of Zoning Appeals Meeting	6:30 p.m.
May 20	Board of Historic & Architectural Review	7:30 p.m.
May 19	Town Council Committee Meetings	4:00 p.m.
May 20	Town Council Committee Meetings	4:00 p.m.
Memorial Day, Monday 26th – Town Offices Closed		
May 28	Staff Meeting	2:00 p.m.

June 2014

June 3	Town Council Meeting	7:30 p.m.
June 10	Planning Commission	7:30 p.m.
June 11	Staff Meeting	2:00 p.m.
June 17	Board of Zoning Appeals Meeting	6:30 p.m.
June 17	Board of Historic & Architectural Review	7:30 p.m.
June 23	Town Council Committee Meetings	4:00 p.m. -
June 24	Town Council Committee Meetings	4:00 p.m. -
June 25	Staff Meeting	2:00 p.m.

July 2014

July 1	Town Council Meeting	7:30 p.m.
Independence Day, Friday, July 4 th – Town Offices Closed		
July 8	Planning Commission Meeting	7:30 p.m.
July 9	Staff Meeting	2:00 p.m.
July 15	Board of Zoning Appeals Meeting	6:30 p.m.
July 15	Board of Historic & Architectural Review	7:30 p.m.
July 23	Staff Meeting	2:00 p.m.
July 28	Town Council Committee Meetings	4:00 p.m. -
July 29	Town Council Committee Meetings	4:00 p.m. -

August 2014

August 5	Town Council Meeting	7:30 p.m.
August 6	Staff Meeting	2:00 p.m.
August 12	Planning Commission Meeting	7:30 p.m.
August 19	Board of Zoning Appeals Meeting	6:30 p.m.
August 19	Board of Historic & Architectural Review	7:30 p.m.
August 20	Staff Meeting	2:00p.m.
August 25	Town Council Committee Meetings	4:00 p.m. -
August 26	Town Council Committee Meetings	4:00 p.m. -

September 2014

Labor Day, Monday September 1st – Town Offices Closed

September 2	Town Council Meeting	7:30 p.m.
September 3	Staff Meeting	2:00 p.m.
September 9	Planning Commission Meeting	7:30 p.m.
September 16	Board of Zoning Appeals Meeting	6:30 p.m.
September 16	Board of Historic & Architectural Review	7:30 p.m.
September 22	Town Council Committee Meetings	4:00 p.m. -
September 23	Town Council Committee Meetings	4:00 p.m. -

October 2014

October 1	Staff Meeting	2:00 p.m.
October 7	Town Council Meeting	7:30 p.m.
Columbus Day, Monday 13 th – Town Offices Closed		
October 14	Planning Commission Meeting	7:30 p.m.
October 15	Staff Meeting	2:00 p.m.
October 21	Board of Zoning Appeals Meeting	6:30 p.m.

October 21	Board of Historic & Architectural Review	7:30 p.m.
October 27	Town Council Committee Meetings	4:00 p.m. -
October 28	Town Council Committee Meetings	4:00 p.m. -
October 29	Staff Meeting	

November 2014

November 4	Town Council Meeting	7:30 p.m.
Veterans Day, Tuesday 11 th - Town Offices Closed		
November 11	Planning Commission Meeting	7:30 p.m.
November 12	Staff Meeting	2:00 p.m.
November 18	Board of Zoning Appeals Meeting	6:30 p.m.
November 18	Board of Historic & Architectural Review	7:30 p.m.
November 17	Town Council Committee Meetings	4:00 p.m. -
November 18	Town Council Committee Meetings	4:00 p.m. -
November 26	Staff Meeting	2:00 p.m.
Thanksgiving, Thursday 27 th and Friday 28 th - Town Offices Closed		

December 2014

December 2	Town Council Meeting	7:30 p.m.
December 9	Planning Commission Meeting	7:30 p.m.
December 10	Staff Meeting	2:00 p.m.
December 16	Board of Zoning Appeals Meeting	6:30 p.m.
December 16	Board of Historic & Architectural Review	7:30 p.m.
December 22	Town Council Committee Meetings	4:00 p.m. -
December 23	Town Council Committee Meetings	4:00 p.m. -
Christmas Holiday, Wednesday, December 24 th - Town Offices Close at 12:00 Noon and Wednesday, December 25 th		

NOTE: ALL MEETINGS, INCLUDING STAFF MEETINGS IN 2014 WILL BE HELD AT THE SMITHFIELD CENTER UNLESS OTHERWISE POSTED