



Mayor

Andy Moore

Mayor Pro-Tem

Emery Ashley

Council Members

Marlon Lee

J. Perry Harris

Travis Scott

Roger A. Wood

John A. Dunn

Stephen Rabil

Town Attorney

Robert Spence, Jr.

Town Manager

Michael L. Scott

Finance Director

Greg Siler

Town Clerk

Shannan Williams

## Town Council

## Agenda

## Packet

Meeting Date: Tuesday, August 1, 2017

Meeting Time: 7:00 p.m.

Meeting Place: Town Hall Council Chambers

350 East Market Street

Smithfield, NC 27577





**TOWN OF SMITHFIELD  
TOWN COUNCIL AGENDA  
REGULAR MEETING AUGUST 1, 2017  
7:00 PM**

**Call to Order**

**Invocation**

**Pledge of Allegiance**

**Approval of Agenda**

**Page**

**Presentations**

- 1. Police Department 2016 Officer of the Year – Miguel Renteria**  
(Chief of Police – R. Keith Powell) See attached information.....1
- 2. Appearance Commission Annual Report**  
(Vice Chairperson – Peggy Scott) See attached information.....3

**Public Hearings**

- 1. Conditional Use Permit Request - Suburban Apartments (CUP 17-06)**  
The applicant is requesting a conditional use permit to construct and operate a 6 unit multi-family housing complex on property located within the B-3 (Business) zoning district. The property is located on the west side of the intersection of Fairway Drive and Stancil Street and is further identified as Johnston County Tax ID # 15089011.  
(Senior Planner – Mark Helmer) See attached information.....13
- 2. Amendment to Town of Smithfield Unified Development Ordinance (TX-17-03)**  
(Senior Planner – Mark Helmer) See attached information.....37
- 3. Amendment to the Town of Smithfield’s Code of Ordinances:** In accordance with NCGS160A-364 a public hearing is required to gain citizen input on the proposed changes to *Chapter 7, Fire Prevention & Protection; Article II., Fire Department; Section 31 Open Fires – Prohibited.*  
(Fire Chief – John Blanton) See attached information.....41

**Citizens Comments**

**Consent Agenda Items**

- 1. Approval of Minutes** July 11, 2017– Regular Meeting.....45  
June 11, 2017 – Closed Session
  
- 2. Consideration and Approval to adopt Resolution #607 (12-2017) Requesting Greater Efforts to Avoid Flooding Impacts Within the Lower Neuse River Basin**  
(Town Clerk – Shannan Williams) See attached information.....57
  
- 3. Consideration and Approval to purchase AMI Electric Meters in the amount of \$85,439.77.**  
(Public Utilities Director – Ted Credle) See attached information.....67
  
- 4. Advisory Board Appointment**
  - a. Alice D. Harris has submitted an application for consideration to be appointed to a first term on the Appearance Commission.**  
(Town Clerk – Shannan Williams) See attached information.....71
  
- 5. Promotion:** Consideration and Approval for promotion of an internal candidate to Pump Station Mechanic in the Public Utilities – Water/Sewer Division.  
(Public Utilities Director – Ted Credle) See attached information.....75
  
- 6. Promotion:** Consideration and Approval for the promotion of an internal candidate to Utility Line Crew Supervisor  
(Public Utilities Director – Ted Credle) See attached information.....77
  
- 7. New Hire Report**  
(Human Resources Director/ PIO – Tim Kerigan) See attached information.....79

**Business Items**

- 1. Economic Development Annual Report / Review of Accomplishments and Consideration & Approval to Continue engaging Sanford Holshouser for Economic Development Consulting and Assistance**  
(Economic Development Liaison – Tim Kerigan) See attached information.....81
  
- 2. Consideration and approval of an increase in Sewer Rates due to a recent increase in rates adopted by the Johnston County Board of Commissioners.**  
(Public Utilities Director – Ted Credle) See attached information.....103
  
- 3. Consideration and Approval to amend an agreement with Johnston County for wholesale bulk water rates.**  
(Public Utilities Director – Ted Credle) See attached information.....107

**4. Consideration and approval to add to the Town of Smithfield’s Code of Ordinances Chapter 9, Licenses, Permits & Miscellaneous Business Regulation, Article VIII Wine, Fortified Wine, And Mixed Beverages On Sunday Mornings; Section 9-250**  
(Town Manager – Michael Scott) See attached information.....123

**5. Consideration and approval of construction bid awards in the amount of \$104,908.54 for the remodel of the former Johnston Ambulance Service to allow for use as Smithfield Fire Station #2**  
(Fire Chief – John Blanton) See attached information.....129

**6. Consideration and Approval to purchase and install speed humps on Second Street and Southwood Drive**  
(Chief of Police – R. Keith Powell) See attached information.....141

**7. Consideration and Approval of a financing agreement with KS Bank, Inc. for the purchase of the Fire Truck and approval of Resolution #608 (13-2017)**  
(Finance Director – Greg Siler) See attached information.....147

**8. Consideration and Approval to appoint Michael Taylor or Michael Johnson to serve on the Planning Board as an In-Town Member filling a recent vacated seat.**  
(Town Clerk – Shannan Williams) See attached information.....153

**Councilmember’s Comments**

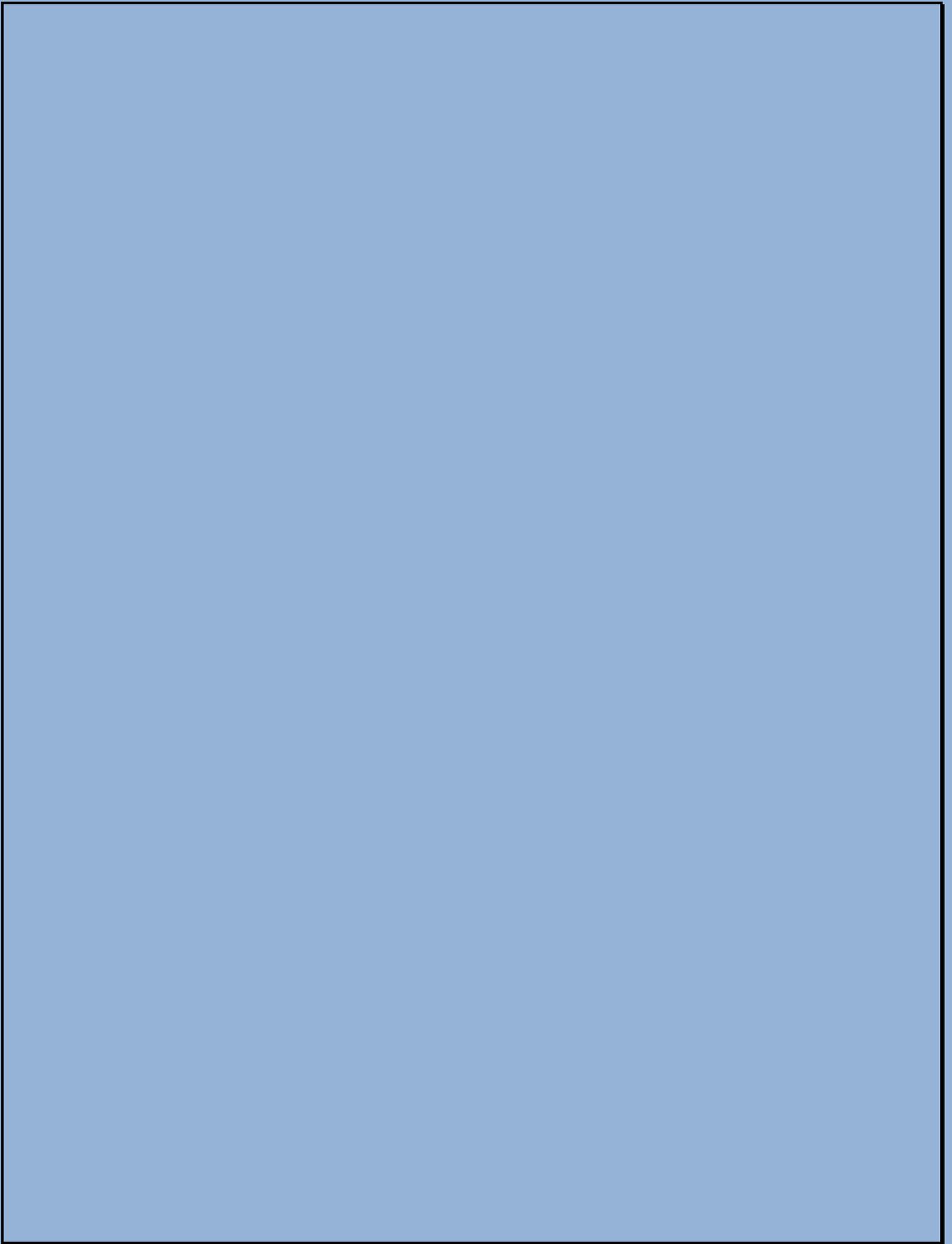
**Town Manager’s Report**

- Financial Report (See attached information).....161
- Department Reports (See attached information).....163
- Manager’s Report (Will be provided at the meeting)

**Adjourn**



# Presentations





# Request for City Council Action

Presentation: Police  
Department  
Officer of  
the Year  
Date: 08/01/2017

---

Subject: Officer of the Year 2016  
Department: Police Department  
Presented by: Chief R.K. Powell  
Presentation: Yes

---

## Issue Statement

The Police Department recognizes one officer annually as "Officer of the Year." This employee is nominated by secret ballot, completed by every member of the department. The officer receiving the most votes is then reviewed by a recognition committee consisting of four Lieutenants and the Captain of Patrol. The committee then makes a recommendation for Officer of the Year to the Police Chief, who has the final say as to this award. The Officer of the Year for the Smithfield Police Department, 2016 is Officer Miguel Renteria.

## Financial Impact

None

## Action Needed

Present the 2016 Officer of the Year award to Officer Renteria.

## Recommendation

Present Officer of the Year award to Officer Renteria

Approved:  City Manager  City Attorney

## Attachments:

1. Staff Report



# Staff Report

Presentation: Police  
Department  
Officer of  
the Year

---

The Police Department recognizes one officer annually as the "Officer of the Year." This employee is nominated by secret ballot, completed by every member of the department. The officer receiving the most votes is then reviewed by a recognition committee consisting of four Lieutenants and the Patrol Captain. The committee then makes a recommendation for Officer of the Year to the Police Chief, who has the final say as to this award. The Officer of the Year for the Smithfield Police Department 2016 is Officer Miguel Renteria.

Officer Renteria is a member of Patrol Team "A". Officer Renteria started his law enforcement career on February 21, 2015 with the Smithfield Police Department. He attended Basic Law Enforcement Training at Johnston Community College. Officer Renteria has been extremely dedicated to the department and its mission during 2016. Officer Renteria gives freely of his personal time to attend various community events such as speaking with high school students about their next step in life. He is always willing to come in to assist other officers with interpreting if the need arises, as well as other agencies. He is a major asset of the department in the fact that he is bridging the gap with the Hispanic residents and the department. Officer Renteria always goes above and beyond in the performance of his duties and working with his fellow co-workers.



**2016 - 2017**

*Smithfield Appearance Commission  
Memorandum*

To: Town Council and the Town Manager

From: Katherine Tamer, Chairperson  
Peggy Scott, Vice Chairperson

Subject: Annual Report and Detailed Summary of the J.B. & J.P. George Endowment

Date: August 1, 2017

---

1. Comprehensive report of activities of the Town of Smithfield Appearance Commission for the year ending June 30, 2017.
2. Our Plan of work for the 2017-2018 year
3. The J.B. & J.P. George Endowment Annual- Financial Reports

Date:

To: Mr. Andy Moore, Mayor  
Mr. Michael Scott, Town Manager  
Planning Director

Ms. Shannan Williams, Town Clerk

Councilman Emery Ashley  
Councilman Marlon Lee  
Councilman Roger Wood  
Councilman Stephen Rabil

Councilman Perry Harris  
Councilman Travis Scott  
Councilman John A. Dunn

JB & JP George Endowment Reports will be delivered to Mr. George.

This Section of the Annual Report is to inform you of the actions taken by the Appearance Commission regarding the J.B. & J.P. George Beautification Endowment Funds for the fiscal year July 1, 2016 to June 30, 2017. Both Endowments were revised under the direction of Mr. George on November 19 2016. *The entire agreement can be viewed thru Town Hall.*

**J.B. George Beautification Endowment Fund Annual Report**

The Town has advertised in the Herald once during the month of April 2017 about the availability of the beautification funds. We also published the ad in our Town Newsletter and Website also on Appearance Commission Social media sites. There were no applications submitted to the Appearance Commission for fund requests.

**Beginning Endowment Balance** on June 30, 2016 was. \$105,000.00

**Annual Earned Income**

Interest	\$1349.72
From last year	<u>\$ 915.00</u>
Total	\$2264.72

**Expenditures** totaled \$1503.00

- Advertising News and Observer \$ 53.12
- Lassiter Electric \$1450.00 (lighting at the Library)
- \*Lassiter Electric donated \$300.00 in labor charges when they found an issue with the lights that needed corrected.

We will carry over \$761.60 to finishing the Landscaping at the African American Memorial this fall.

**Ending Endowment Balance** on June 30, 2017 was \$105,000.

**JP George Beautification Fund Annual Report**

The Beginning **Endowment Balance** on June 30, 2016 was \$25,330.

**Annual Earned Income**

Interest	\$ 167.27
From Last year	<u>\$1562.52</u>
Total	\$1729.79

**Expenditures** Totaled \$1472.95

- Library Renovation: Swift Creek Plants \$542.95
- Mulch \$496.00
- Seed Nursery: Coor Farm Supply \$434.00

We will carry over \$256.84 to next year's projects

**Ending Endowment Balance** on June 30, 2017 was \$25,330.

This Annual Report will be posted on the Appearance Commission page on the Town of Smithfield Website. If there are any questions, please contact me.

Sincerely,  
Katherine Tamer, Chairperson  
Submitted by Peggy Scott, Vice Chairperson

# *Smithfield Appearance Commission*

## *Completions for 2016- 2017*

### **Revitalization Grant**

Up-Lighting the Paper Bark Maples and the Crepe Myrtles along Market Street was completed by November 2016.

### **Highway 70 Beautification Project**

Beautification was funded by DOT and enhanced the road ways along the west side of business 70 to the bridge. This project is complete and the project a success.

### **Donate-A-Tree Program**

We have Received 11 Memorials this year

2 Trees will be planted in the Town Hall parking lot area

1 Tree will be planted in the Town Hall Park

4 Trees will be planted along Front Street between the Cemeteries

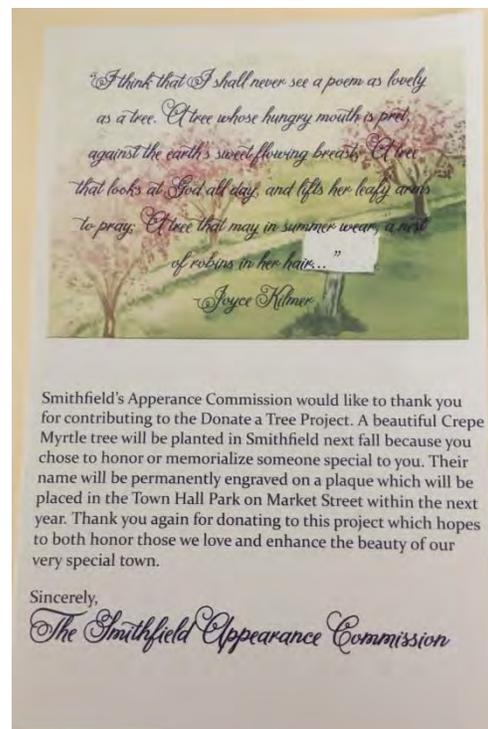
1 Tree at the Police Dept.

2 Trees along the roadside on Brogden Road

1 Tree at the Library (has been planted)

11 name plates were purchased and added to the Plaques in the Town Hall Park

New “Thank You Notes” were designed and are mailed out to Donors.





**New Sidewalks** along downtown 3<sup>rd</sup> street on both sides have been replaced.

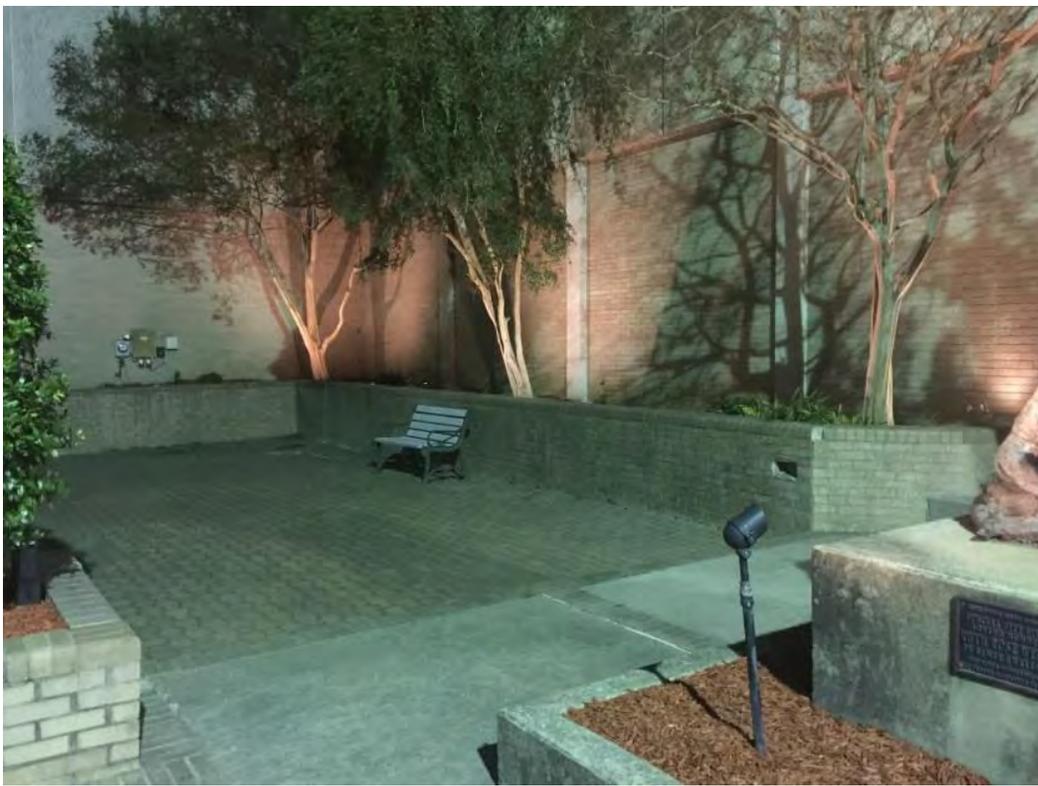
**Library Renovation**

Lenny's Dept. removed over grown bushes and replaced the plantings, added mulch and an overall major cleanup of the garden areas along Market Street and 3rd street.

The Utility Dept. repaired the Lighting on the Reader Statue, Lassiter Electric added up-lighting to the trees in the corner planters.



Before



After

JB George Funds \$1450.00 Lighting  
JP George Funds \$1038.95 Plants & Mulch





**African American Monument** on Front Street

Our Utility Dept. repaired the lighting on this monument and Public works removed a huge dead tree. The landscaping around the monument is planned for this fall. (JB George Funds estimated at \$600.00)



**Seed Nursery**

Plants are purchased and growing irrigation is in place.  
JP Fund \$434.00

**Martin Luther King Sign**

The dead plants were removed and new landscaping is ready for fall or spring.  
Reports showed there was a bacteria found in the soil so new dirt and then the plantings.

**Town Banners**

We have added input and our working with DSDC and Travel and Tourism on New Banners.

**Social Media**

We have added Facebook, and Instagram accounts, connected to the Appearance Commission to promote and advertise the beauty of our Town.

**I would also like to call attention to our Parks:**

The Appearance Commission did not have input in these projects but the end results are impressive and worth recognizing, we appreciate their hard work.

**Silas McLure** earned his Eagle Scout award cleaning out and refurbishing the pavilion on Front Street.





**Parks & Rec are just about finished with the Gertrude B Johnson Park in West Smithfield.  
We now have new restrooms at Talton Park.**



# *Smithfield Appearance Commission*

## *Plan of Work for 2016-2017*

- Donate a Tree Program  
10 trees to be planted this fall
- Partner with Tourism and DSDC on the Wayfinding Project our Appearance Commission will be taking care of the Beautification around the 4 new signs at the entrances to town. New Banners for Market Street.
- Beautification off both I-95 Exits (Brodden Road and US-70)  
Mowing every 2 weeks and clean-up of Litter, making the overall appearance more welcoming
- Replacing and planting new trees where needed.
- Library Renovations to the Back Court Yard of the Children's Area
- Continue building an inventory of trees and plants in our seed nursery.
- Contributing to the Newsletter with planting ideas and helpful information educating our Citizens promoting beautiful yards.
- Researching and possible development of a Dog Park
- Contributing to the Booker Dairy Road Project Beautification
- Plantings around the African American Memorial
- Recognizing Homeowners and Businesses with nicely landscaped yards

# Thank You

*The Appearance Commission would not be able to do the work we do without the tireless efforts of the Town staff.*

## *Special Thank you to:*

### **Lenny Branch and his entire Department of Public Works.**

For always getting the many projects finished, installed, and looking great!  
Keeping our Beautiful Town clean and well maintained.

### **Shannan Williams**

For keeping us on track and taking care of our minutes and book work.  
Her knowledge is endless and she is always so positive and helpful.

### **Ted Credel and Rodney Johnson and the Utility Dept.**

Their crew installed the lighting along Market Street. This project would not have been able to happen without their long hours and hard work.

Also repairing the spot lights on our statue at the Library and the African American Monument, on Bridge and Front Street.

### **Paul Embler** our now retired Planning Director.

Thank you for your years of Service and endless support for our Commission and the beautification of our Town.

### **Councilman Perry Harris**

For his Support, Advice and championing for the Appearance Commission.

### **Mayor, Andy Moore**

### **Town Manager, Michael Scott**

### **Town Council**

For their support of the Appearance Commission

### **Mr. Jim George-**

For his continued support of the Appearance Commission and the beautification of our Town.

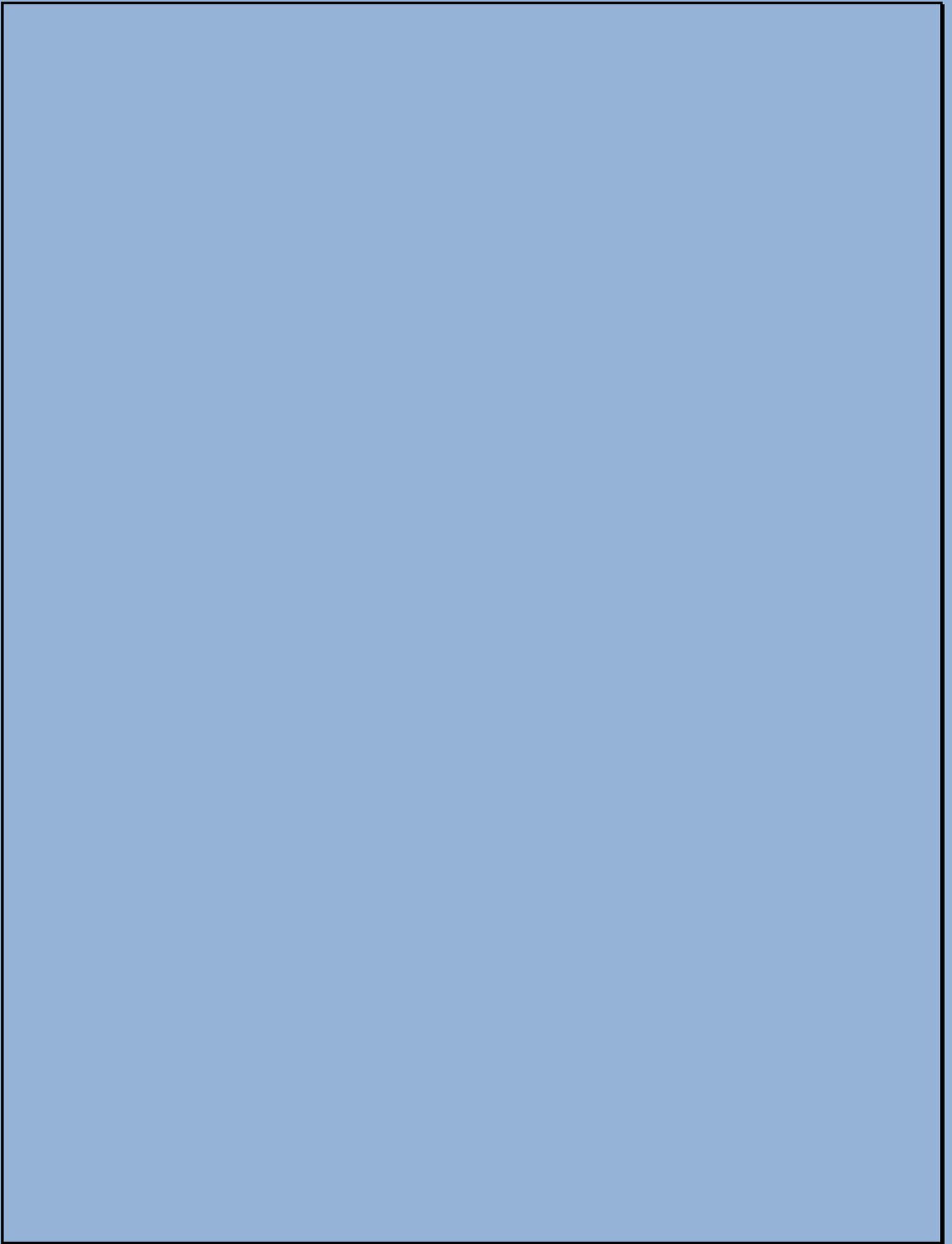
*What a wonderful year! We have a new Chairperson Katherine Tamer she has so much excitement and great ideas this was her first year on the commission.*

*I am looking forward to our future challenges we all appreciate your trust and faith in our recommendations and appreciate your help in getting these projects finished.*

*Submitted by,*

*Peggy Scott, Vice Chairperson of the Smithfield Appearance Commission*

# Public Hearings





Town of Smithfield  
Planning Department  
350 East Market Street  
P.O. Box 761  
Smithfield, NC 27577  
Phone: 919-934-2116  
Fax: 919-934-1134

## STAFF REPORT

**Application Number:** CUP-17-06  
**Project Name:** Suburban Apartments  
**TAX ID number:** 18089011  
**Town Limits/ETJ:** City  
**Applicant:** H. Harper Whitley  
**Owners:** H. Harper Whitley  
**Agents:** none  
**Neighborhood Meeting:** none

---

**PROJECT LOCATION:** West side of the intersection of Fairway Drive and Stencil Street and further identified as Johnston County Tax ID#15089011.

---

**REQUEST:** The applicant is requesting a conditional use permit to construct and operate a 6 unit multi-family housing complex on property located within a B-3 (Business) zoning district

---

### SITE DATA:

**Acreage:** .42 acres  
**Present Zoning:** B-3 (Business Highway Entrance)  
**Proposed Zoning:** N/A  
**Existing Use / Previous:** Office Building

**Proposed Use:** Multi-family apartment building

---

**ENVIRONMENTAL:** There does not appear to be any environmentally sensitive areas on the property considered for a Conditional Use permit to include flood plains or designated wetlands.

---

### ADJACENT ZONING AND LAND USES:

**North:**      **Zoning:**      B-3 (Business Highway Entrance)  
                 **Existing Use:** Convenience Store with Fuel

**South:**      **Zoning:**      R-10 (Residential)  
                 **Existing Use:** Vacant

East:           Zoning:        R-10 (Residential)  
                  Existing Use: Single Family Dwelling

West:           Zoning:        B-3 (Business Highway Entrance)  
                  Existing Use: Single Family Dwelling / Office / Restaurant

---

**STAFF ANALYSIS AND COMMENTARY:** The property is approximately .42 acres in area and contains an existing 4200 square building. The existing building contains 6 office units and is served by a driveway on Pace Street and a driveway on Stancil Street. The parking lot is configured with a one way drive isle and 12 angled parking spaces. The site is currently landscaped but replacement of dead and dying landscape material is recommended. A screened dumpster pad will be required.

- **Consistency with the Strategic Growth Plan**

The proposed 6 unit multi-family housing complex is consistent with the recommendations of the Future Land Use Plan which recommends low density residential uses for this property.

- **Consistency with the Unified Development Code**

A 6 unit multi-family housing complex is a permitted use within B-3 (Business) zoning district with a valid conditional use permit. The site has adequate parking for the proposed use and minimal site improvements will need to be made for the project to meet minimum development standards.

- **Compatibility with Surrounding Land Uses**

A 6 unit multi-family housing complex at this location should not pose a compatibility issue with surrounding land uses given that the project is small in scale and will be a low trip generator.

- **Signs**

There is an existing nonconforming free standing ground sign that may be refaced. Any changes beyond re-facing the existing sign cabinet will require the entire sign to come into compliance with current development regulations. An abandoned sign that is in disrepair will be required to be removed.

---

**OTHER:**

FIRE PROTECTION:           The Town of Smithfield Fire Department will provide fire protection.

SCHOOL IMPACTS:           NA

PARKS AND RECREATION:   NA

ACCESS/STREETS:           Stancil Street and Pace Street

WATER/SEWER PROVIDER: Town of Smithfield

ELECTRIC PROVIDER: Duke Progress Energy

---

**Planning Department Recommendations:**

The Planning Department recommends approval of the Conditional Use Permit for a 6 unit multi-family housing complex.

---

**Planning Board Recommendations:**

The Planning Board, at its June 1, 2017 meeting, unanimously voted to recommend approval of the conditional use permit to construct and operate a 6 unit multi-family housing complex on property located within a B-3 (Business) zoning district.

---

**Town Council Action Requested:**

The Smithfield Town Council is requested to review the petition for a conditional use permit to construct and operate a 6 unit multi-family housing complex on property located within a B-3 (Business) zoning district and make a decision in accordance with the Finding of Fact for a conditional use permit.





Town of Smithfield  
 Planning Department  
 350 E. Market St Smithfield, NC 27577  
 P.O. Box 761, Smithfield, NC 27577  
 Phone: 919-934-2116  
 Fax: 919-934-1134

## CONDITIONAL USE PERMIT APPLICATION

*Pursuant to Article 13, of the Town of Smithfield Unified Development Ordinance, an owner of land within the jurisdiction of the Town (or a duly authorized agent) may petition the Town Council to allow a Conditional Use. Conditional Uses are uses that may be appropriate in a particular district, but has the potential to create incompatibilities with adjacent uses.*

*Conditional Use Permit applications must be accompanied by nine (9) sets of the application, nine (9) sets of required plans, an Owner's Consent Form (attached) and the application fee. The application fee is \$300.00. All fees are due when the application is submitted.*

### SITE INFORMATION:

Name of Project: Suburban Apts. Acreage of Property: 425  
 Parcel ID Number: 15089011 Tax ID: 4681544  
 Deed Book: \_\_\_\_\_ Deed Page(s): \_\_\_\_\_  
 Address: 200 Fareway Dr.  
 Location: West Smithfield

Existing Use: Offices (6) Proposed Use: Apartments (6)  
 Existing Zoning District: B-3  
 Requested Zoning District: \_\_\_\_\_  
 Is project within a Planned Development:  Yes  No  
 Planned Development District (if applicable): \_\_\_\_\_  
 Is project within an Overlay District:  Yes  No  
 Overlay District (if applicable): \_\_\_\_\_

### FOR OFFICE USE ONLY

File Number: LUP-17-06 Date Received: 5/2/17 Amount Paid: \$300.00

**OWNER INFORMATION:**

H. Harper  
Name: Whit Whitley Suburban Real Estate, Inc.  
Mailing Address: PO Box 1759  
Phone Number: 919-524-6810 Fax: 919-934-0448  
Email Address: Whit@SellingJohnstonCounty.com

**APPLICANT INFORMATION:**

Applicant: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Fax: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
*Same as above*

**REQUIRED PLANS AND SUPPLEMENTAL INFORMATION**

The following items must accompany a Conditional Use Permit application. This information is required to be present on all plans, except where otherwise noted:

- All required plans (please see the plan requirements checklist).
- A signed and sealed traffic impact analysis.
- Verification of wastewater allocation (granted or requested).
- Driveway permits (Town of Smithfield or NCDOT encroachment with associated documentation).
- Other applicable documentation: \_\_\_\_\_

**STATEMENT OF JUSTIFICATION**

Please provide detailed information concerning all requests. Attach additional sheets if necessary.

There is very little demand for office space in the Smithfield area. I need to make this building income-producing.

**REQUIRED FINDINGS OF FACT**

Article 13, Section 13-17 of the Town of Smithfield Unified Development Ordinance requires applications for a Conditional Use Permit to address the following findings. The burden of proof is on the applicant and failure to adequately address the findings may result in denial of the application. Please attach additional pages if necessary.

- 1. That the use will not materially endanger the public health, safety, or general welfare if located where proposed and developed according to the plan as submitted and approved;

Existing building footprint & exterior will not be altered. Usage would just be changed from offices to apartments.

- 2. That the use meets all required conditions and specifications;

---

---

---

---

---

- 3. That the use will not adversely affect the use or any physical attribute of adjoining or abutting property, or that the use is a public necessity; and

---

---

---

---

---

- 4. That the location and character of the use, if developed according to the plan as submitted and approved, will be in harmony with the area in which it is to be located. The conditional use shall demonstrate conformance to the Land Use Plan or other plan in effect at the time and address impacts of the project as required by GS 160A-382(b).

Proposed residential use would certainly be compatible with adjoining residential properties.

**APPLICANT AFFIDAVIT**

*I/We, the undersigned, do hereby make application and petition to the Town Council of the Town of Smithfield to approve the subject Conditional Use Permit. I hereby certify that I have full legal right to request such action and that the statements or information made in any paper or plans submitted herewith are true and correct to the best of my knowledge. I understand this application, related material and all attachments become official records of the Planning Department of the Town of Smithfield, North Carolina, and will not be returned.*

Suburban Real Estate, Inc

Print Name



Signature of Applicant

5/2/17  
Date

H. Harper Whitley, Jr.  
Pres./Owner



Town of Smithfield  
 Planning Department  
 350 E. Market St Smithfield, NC 27577  
 P.O. Box 761, Smithfield, NC 27577  
 Phone: 919-934-2116  
 Fax: 919-934-1134

**OWNER'S CONSENT FORM**

Name of Project: Suburban Apts. Submittal Date: 5/2/17

**OWNERS AUTHORIZATION**

I hereby give CONSENT to \_\_\_\_\_ (type, stamp or print clearly full name of agent) to act on my behalf, to submit or have submitted this application and all required material and documents, and to attend and represent me at all meetings and public hearings pertaining to the application(s) indicated above. Furthermore, I hereby give consent to the party designated above to agree to all terms and conditions which may arise as part of the approval of this application.

I hereby certify I have full knowledge the property I have an ownership interest in the subject of this application. I understand that any false, inaccurate or incomplete information provided by me or my agent will result in the denial, revocation or administrative withdrawal of this application, request, approval or permits. I acknowledge that additional information may be required to process this application. I further consent to the Town of Smithfield to publish, copy or reproduce any copyrighted document submitted as a part of this application for any third party. I further agree to all terms and conditions, which may be imposed as part of the approval of this application.

\_\_\_\_\_  
*Signature of Owner*                      *Print Name*                      *Date*

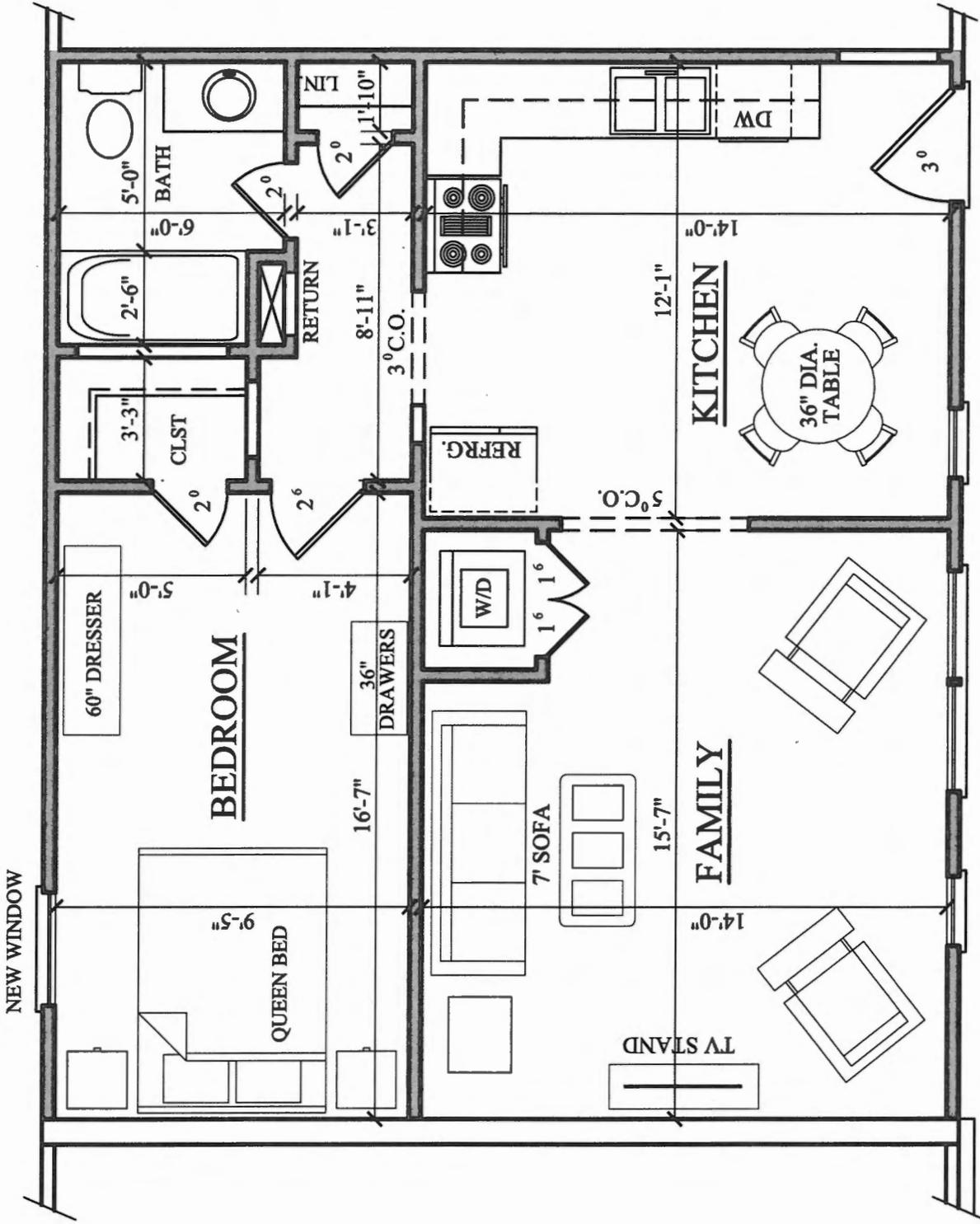
**CERTIFICATION OF APPLICANT AND/OR PROPERTY OWNER**

I hereby certify the statements or information made in any paper or plans submitted herewith are true and correct to the best of my knowledge. I understand this application, related material and all attachments become official records of the Planning Department of the Town of Smithfield, North Carolina, and will not be returned.

*[Handwritten Signature]*                      H. Harper (Whit) Whitley                      5/1/17  
*Signature of Owner/Applicant*                      *Print Name*                      *Date*

**FOR OFFICE USE ONLY**

File Number: COP-17-06      Date Received: 5/2/17      Parcel ID Number: \$1300.00



# NEW FLOOR PLAN

SCALE: 1/4"=1'-0"

**Town of Smithfield**  
**Conditional Use Permit Application**  
**Finding of Fact / Approval Criteria**

**Application Number:** CUP-17-06    **Name:** Suburban Apartments

**Request:** Applicant seeks a CUP for a 6 unit multi-family housing complex on property located within a B-3 zoning district.

The Smithfield Planning Board shall recommend and the Town Council of the Town of Smithfield shall decide the matter of this Conditional Use Permit Application by motion and vote on each of the following four findings of fact. Any motion to find against the application must be supported by statement of specific reasons or conclusions reached in support of the motion.

**1. Finding One of Four:**

Circle One

**A. Approval:**

Based on the evidence and testimony presented it is the finding of the **Town Council** that the application, if approved, will not materially endanger the public health or safety if located where proposed and developed according to the plans as submitted and approved or is approved with the following stated conditions.

The Town Council finds that no factual evidence has been submitted to suggest that public health and safety would be jeopardized by allowing a change in use from office to residential.

**B. Denial: (If denied, must include facts supporting denial)**

Based on the evidence and testimony presented it is the finding of the **Town Council** that the application, if approved, will materially endanger the public health or safety if located where proposed and developed according to the plan as submitted and approved for the following stated reasons: (Applicant fails to meet the criteria for approval.)

The proposed multi-family complex at this location will endanger the public because the strip center was specifically designed for retail and office uses and allowing the property to be used for residential purposes will be promoting underperformance of a commercial property.

**Finding Two of Four:**

Circle One

**A. Approval:**

Based on the evidence and testimony presented it is the finding of the **Town Council** that the application, if approved, meets all required specifications and conforms to the standards and practices of sound land use planning and the Town of Smithfield Unified Development Ordinance or other applicable regulations or is approved with the following additional stated conditions.

The Town Council finds that the use can and will conform to Town of Smithfield Unified Development Ordinance to include dumpster screening and handicap accessible parking as required for the change in use from office to residential.

**B. Denial: (If denied, must include facts supporting denial)**

Based on the evidence and testimony presented it is the finding of the **Town Council** that the application, fails to meet all required specifications or fails to conform to the standards and practices of sound land use planning and the Town of Smithfield Unified Development Ordinance or other applicable regulations in the following ways or for the following reasons:

The application fails to conform to the standards and practices of sound land use planning and the Town of Smithfield Unified Development Ordinance because it can be argued that repurposing a retail center for an residential use is not the best and highest use of the property.

**3. Finding Three of Four:**

Circle One

**A. Approval:**

Based on the evidence and testimony presented it is the finding of the **Town Council** that the application, if approved, will not substantially injure the value of adjoining or abutting property and will not be detrimental to the use or development of adjacent properties or other neighborhood uses or is approved with the following additional stated conditions.

The adjacent properties will not be injured in value because the subject property has provided all necessary improvements to include buffering, landscaping, dumpster screening and adequate parking in accordance with the Town of Smithfield Unified Development Ordinance.

**B. Denial: (If denied, must include facts supporting denial)**

Based on the evidence and testimony presented it is the finding of the **Town Council** that the application, if approved, will substantially injure the value of adjoining or abutting property and/or will be detrimental to the use or development of adjacent properties or other neighborhood uses in the following ways or for the following reasons.

The adjacent properties values will be injured because of the type, size and intensity of the proposed use. An multi-family complex at this location will create additional noise and traffic congestion near the already busy West Market Street entry corridor.

#### 4. Finding Four of Four:

Circle One

A. **Approval:**

Based on the evidence and testimony presented it is the finding of the **Town Council** that the application, if approved, would not adversely affect the adopted plans and policies of the Town of Smithfield, or violate the character of existing standards for development of the adjacent properties or is approved with the following additional stated conditions.

The Town Council finds that the proposed change in use is consistent with the purpose and intent, and will not violate the character of current development standards. Furthermore, the Town Council finds a change in use from an office and institutional land use to multi-family residential land use will not adversely affect any adopted plans to include small area plans or existing transportation plans for this area.

B. **Denial: (If denied, must include facts supporting denial)**

Based on the evidence and testimony presented it is the finding of the **Town Council** that the application, if approved, would adversely affect the adopted plans and policies of the Town of Smithfield, or violate the character of existing standards for development of the adjacent properties in the following ways or for the following stated reasons: (Applicant fails to meet the criteria necessary for approval.)

The proposed use is in conflict with existing adopted plans and development standards due to the fact the adjacent land uses are primarily single family in nature and that an residential apartment complex at this location will not be in keeping establish development trends in the area.

**4. Once all findings have been decided one of the two following motions must be made:**

**Motion to Approve:** *Based upon satisfactory compliance with the above four stated findings and fully contingent upon acceptance and compliance with all conditions as previously noted herein and with full incorporation of all statements and agreements entered into the record by the testimony of the applicant and applicant’s representative I move to approve Conditional Use Permit Application # CUP-17-06*

---

---

---

**Motion to Deny:** *Based upon failure to meet all of the above four stated findings and for reasons stated therein, I move to deny Conditional Use Permit Application # CUP-17-06 for the following stated reason:*

---

---

---

**5. Record of Decision:**

**Based on a motion and majority vote of the Town of Smithfield Town Council for the Conditional Use Permit Application Number CUP-17-06 is hereby:**

\_\_\_\_\_ approved upon acceptance and conformity with the following conditions; or,

---

---

---

\_\_\_\_\_ denied for the noted reasons.

---

---

---

**Decision made this \_\_\_\_ day of \_\_\_\_\_, 20\_\_ while in regular session.**

\_\_\_\_\_  
**M. Andy Moore, Mayor**

**ATTEST:**

\_\_\_\_\_  
**Shannan L. Williams, Town Clerk**

**DRAFT**  
**Smithfield Planning Board Minutes**  
**Thursday, July 13, 2017**  
**6:00 P.M., Town Hall, Council Chambers**

**Members Present:**

Chairman Stephen Upton  
Vice-Chairman Daniel Sanders  
Teresa Daughtry  
Mark Lane  
Eddie Foy  
Ashley Spain

**Members Absent:**

**Staff Present:**

Mark Helmer, Senior Planner  
Julie Edmonds, Administrative Assistant

**Staff Absent:**

**CALL TO ORDER**

Mr. Upton announced that upon the direction of the City Manager that CUP-17-08 is removed from the agenda and heard at a later date. Mr. Simmons stated they submitted plans for CUP-17-08 a month and a half ago only to find out 1 day before the meeting it had been pulled from the agenda. Mr. Upton said he understood but intends to honor the City Manager's decision. Mr. Simmons said he was told it was administratively denied and not that it would be heard at a later date. Mr. Mike McLamb asked under what authority was the decision made. Mr. Upton said the City Manager has made an administrative decision in the matter.

**THE HONORING OF MR. GERALD JOYNER**

**APPROVAL OF MINUTES FROM June 1, 2017.**

Eddie Foy made a motion, seconded by Daniels Sanders to approve the minutes as written.  
Unanimous.

**Public Hearings:**

After all persons given testimony were duly sworn, Mr. Upton opened the public hearing.

**TX-17-03 Town of Smithfield:**

Mr. Helmer stated that The Town of Smithfield Planning Department has enlisted the services of Holland Planning Consultants to revise and update the Town of Smithfield's existing Unified Development Ordinance. A Unified Development Ordinance Steering Committee was formed consisting of elected officials, advisory board members and community leaders. The steering

committee conducted a series of meetings and received public comment throughout the process. The steering committee's diligent study and input into the creation of the document has produced a truly worthy ordinance. The Town of Smithfield Planning Board is now requested to review the document, conduct a public hearing and make a recommendation to Town Council.

Mr. Dale Holland of Holland Planning Consultants came before the board and guests to make remarks about the UDO. He stated the ordinance was revised for several reasons. One was to make it consistent with current state statues, secondly to improve its organization, third to clarify a lot of the provisions within the ordinance and fourth to bring it consistent with some current public sentiments about the existing ordinance. I believe we have done all of those things.

There are some items in the draft ordinance that are substantially different from what you currently have in your ordinance. In many cases those substantial differences are the result of federal or state statutory requirements we've had to comply with. One item in particular as an example is sign regulations. If you read those sign regulations you will no longer see any references to signs by message content. There's no reference to a real estate sign, church sign, billboard or off premises advertising sign. All of that is the outgrowth of a Supreme Court decision made in February 2015 as a result of a case initiated by Grafton, Arizona. The Supreme Court decided that it was no longer legal to refer to any sign by message content. We had to get rid of all references to sign content. You will now find references to a sign type, such as a pole sign, a marquee sign or temporary sign.

We now have a reference in the ordinance to Granny Pods. If you have someone that is dependent upon you for continuing health care that you have to allow the person providing that health care to have a secondary living space in a detached building in your yard to allow that person to live in it. When that dependency ends you would be required to remove the Granny Pod. The landscaping requirements have been liberalized to some degree. We changed the provision for issuance of special use permit. They will now go directly to Town Council. This change is due to a statewide concern as well as from the Institute of Government, that special use permits only be adjudicated by one body because it is a quasi-judicial process. We have not rezoned any property and there's no change to be made now of a result of what we have done in this process. As a final comment I will tell you there's currently a bill that has been approved by the house and the senate. It has been ratified and sent to the governor to be signed. It would result in a complete revision of the telecommunications provision that's contained in this draft UDO. If the governor veto's it which by most people's opinion he is expected to do and the house and senate override the veto. It will take a lot of authority away from local governments, primarily municipalities to regulate telecommunication facilities within your jurisdiction and in particular in your town maintained ride of way. Mr. Upton opened up the floor to anyone with questions for Mr. Holland.

Mr. Eddie Foy asked if there was anything in that bill that mentioned changes to the extraterritorial jurisdiction? Mr. Holland said no, not in Smithfield because you don't have any

control over the right-of-way in the ETJ. That's under DOT. Legislature did mention at one time doing away with ETJ and it is still being debated.

Mrs. Teresa Daughtry asked if Conditional Use Permits were being moved along with the Special Use Permits.

Mr. Dale Holland said there's no meaningful difference in the term Special Use and Conditional Use. Under state statutes they are the same thing; it's just what you choose to call it. The reason for the change was the term conditional implies you have the right to impose conditions on the approval of a use but you don't.

Mrs. Daughtry asked when this new procedure would take effect for us as a board. Would it be after we adopt this and the Town Council adopts it?

Mr. Holland said the Town Council would set an effective date or they may adopt it and say it is immediately effective or they may give it a grace period to allow people to prepare for it.

Mr. Daniel Sanders asked if the court system would be involved in this process should the Town Council deny a special use permit.

Mr. Holland said yes the appeal would be to Superior court.

Mrs. Daughtry asked if sending all special use permits directly to Town Council was mandated or recommended by the State.

Mr. Holland said a special use permit can be approved by the Planning Board, Board of Adjustment or Town Council. What the Institute of Government is recommending is that only one of those boards handles these permits. It is the Town's choice which way they go.

Mr. Mark Lane asked could this stay the same and not change.

Mr. Holland said yes it could.

Mr. Lane said he thought there should be alternate members on the Planning Board. He feels they are a vital part of the board. Mr. Upton suggested that Mr. Lane put that request into a motion. Mr. Lane made a motion that alternate planning board members be added back in and it was seconded by Teresa Daughtry.

Mr. Foy asked under statute 3.3.3.3.4 why Planning Board members could request to the Chairman to be excused from a discussion or voting but Board of Adjustment member must be voted upon. Is there any particular reason for that?

Mr. Holland said it was a statutory distinction because the Board of Adjustment is more formal than the Planning Board because it is an evidentiary and quasi-judicial process. If someone on the Planning Board requests to be excused then the board should vote.

Mr. Ashley Spain stated if a person chooses to excuse themselves they know the circumstances as to why they should be removed. He feels it shouldn't be required for the board to vote on the decision.

Mr. Holland said please keep in mind you are a public body and this is subject to public records, if someone says I need to be excused because of a conflict. Anyone in the audience or on the board has a right to ask the reason. You don't have to go into great detail. You have to say it is a financial matter or a personal matter. You have to give some explanation why you're being excused.

Mr. Foy doesn't disagree with that he disagrees with other board members deciding if they think that's appropriate. He feels both boards should follow the same procedure when a board member requests to be recused.

Mr. Foy made a motion that 3.4.2.4.3 regarding the Board of Adjustments be changed to where the wording is the same as 3.3.3.3.4 member responsibilities on the Planning Board. Mark Lane seconded the motion. Unanimous.

Mark Lane made a motion seconded by Eddie Foy to recommend the UDO updates and will move to Town Council on August 1, 2017.

**Old Business:**

No Report

**New Business:**

We will not have a Planning Board meeting in August.

Daniel Sanders made a motion to adjourn, seconded by Ashley Spain. Unanimous.

Submitted this 18th day of July, 2017.

Julie Edmonds  
Administrative Assistant  
Planning Department



**PLANNING DEPARTMENT**

Paul C. Embler, Jr., Director

**ADJOINING PROPERTY OWNERS CERTIFICATION**

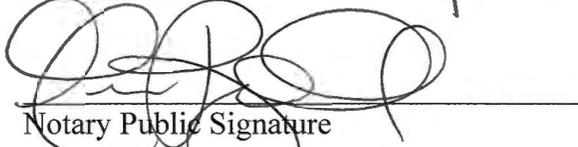
I, **Mark E. Helmer**, hereby certify that the property owner and adjacent property owners of the following petition, **CUP-17-06**, were notified by First Class Mail on **7-17-17**.

  
Signature

Johnston County, North Carolina

I, Melissa Rodriguez, Notary Public for Johnston County and State of North Carolina do hereby certify that Mark E. Helmer personally appeared before me on this day and acknowledged the due execution of the foregoing instrument. Witness my hand and official seal, this the

17 day of July, 2017

  
Notary Public Signature

Melissa Rodriguez  
Notary Public Name



My Commission expires on 12/19/2020  
(Seal)

TAX ID#	PIN	NAME1	ADDRESS1	CITY	STATE	ZIPCODE
15077023	168412-87-5386	A1 MINI STORAGE	1343 W MARKET ST	SMITHFIELD	NC	27577-3340
15089009	168408-98-0144	JOHNSON, MICHAEL E	1004 S CRESCENT DR	SMITHFIELD	NC	27577-0000
15077024D	168408-87-5927	MARTZ, JOEL RAY	1429 W MARKET ST	SMITHFIELD	NC	27577-0000
15109023B	168408-87-7633	COUNTY OF JOHNSTON	PO BOX 1049	SMITHFIELD	NC	27577-0000
15089013	168408-88-8292	NORRIS, LARRY	319 STANCIL STREET	SMITHFIELD	NC	27577-0000
15089014	168408-88-9277	STEVENS, MARVIN S	317 STANCIL ST	SMITHFIELD	NC	27577-3127
15089003A		CASEY, STEPHEN SCOTT	327 PACE STREET	SMITHFIELD	NC	27577-0000
15089015	168408-98-0363	JONES, ROBERT D	315 STANCIL STREET	SMITHFIELD	NC	27577-0000
15089002	168408-97-1903	CONLEY, VICKIE B	5800 PHAETON CIR	RALEIGH	NC	27606-0000
15089003	168408-98-2054	CASEY, STEPHEN SCOTT	7595D US 70 BUS HWY W	SMITHFIELD	NC	27577-3111
15077025	168408-88-4083	ITS THUNDERTIME LLC	501 TRYON RD	RALEIGH	NC	27603-3405
15077023B	168408-87-5835	SHERMAN, MICHAEL J	PO BOX 1322	FOUR OAKS	NC	27524-0000
15089008	168408-98-0198	MCCABE, CARL DEAN	324 PACE ST	SMITHFIELD	NC	27577-3112
15089011	168408-88-8180	SUBURBAN REAL ESTATE INC	P O BOX 759	SMITHFIELD	NC	27577-0000
15089017	168408-88-8455	HOBBS, TINA SHIRLEY	616 HANCOCK STREET	SMITHFIELD	NC	27577
15089018	168408-88-7348	RIGVED LLC	320 STANCIL STREET	SMITHFIELD	NC	27577-0000
15089001	168408-97-0859	APPLEBAUM, CHARLES SHAWN	102 PACE ST	SMITHFIELD	NC	27577-3216
15089010	168408-88-9180	RAVELLI, JOHN	4735 WATER OAK RD	CHARLOTTE	NC	28211-2425
15077028E	168408-88-4292	ROSE MANOR LLC	815 NEW BERN AVENUE	RALEIGH	NC	27601-0000
15109040	168408-87-6776	PEEDIN, CHARLES KEITH	P O BOX 1294	SMITHFIELD	NC	27577-0000



**PLANNING DEPARTMENT**

Paul C. Emblar, Jr., Director

---

**Notice Of Public Hearing**

Notice is hereby given that the Town Council of the Town of Smithfield will conduct a public hearing during the course of their open meeting which starts at 7:00 P.M. on Tuesday, August 1, 2017 in the Town Hall Council Chambers located at 350 East Market Street to consider the following request.

**CUP-17-06 Suburban Apartments:** The applicant is requesting a conditional use permit to construct and operate a 6 unit multi-family housing complex on property located within a B-3 (Business) zoning district. The property is located on the west side of the intersection of Fairway Drive and Stancil Street and further identified as Johnston County Tax ID#15089011.

All interested persons are encouraged to attend. To accommodate disabilities and to comply with ADA regulations, please contact the town office if you need assistance. Further inquiries regarding this matter may be directed to the Smithfield Planning Department at (919) 934-2116 or online at [www.smithfield-nc.com](http://www.smithfield-nc.com).

**Run "Legal Ad" in the Smithfield Herald on 7/19/17 and 7/26/17**



# 200 Block of Fareway Drive



Project Name:  
Suburban  
Apartments

Proposed Use:  
6 Unit Multi-Family  
Apartment

File Number:  
CUP-17-06

Property Owner:  
Whit Whitley

Applicant:  
Whit Whitley

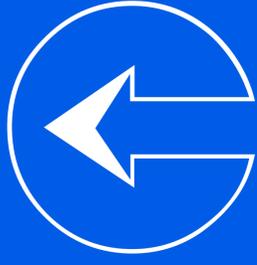
Location:  
200 Fareway Drive

Tax ID#  
15089011

Zoning District:  
B-3

Map created by the  
Mark E. Helmer, AICP  
Senior Planner,  
GIS Specialist  
on 5/25/2017

1 inch = 50 feet





# Request for Town Council Action

Application  
for Zoning  
Ordinance  
Amendment  
TX-17-03  
Date: 08/01/2017

---

Subject: Unified Development Ordinance  
Department: Planning  
Presented by: Holland Consulting Planners  
Presentation: Public Hearing

---

## Issue Statement

The Unified Development Ordinance has become dated and needs to be revised to incorporate changes mandated by the North Carolina State Legislature.

## Financial Impact

There will be no financial impact to the Town.

## Action Needed

Review the document, conduct a public hearing and make a decision for zoning ordinance amendment.

## Recommendation

The Planning Department recommends approval of the proposed Unified Development Ordinance revisions.

Approved:  City Manager  City Attorney

## Attachments:

1. Staff Report



# Staff Report

Public  
Hearing

Application  
for Zoning  
Ordinance  
Amendment  
TX-17-03

---

The Town of Smithfield Planning Department has enlisted the services of Holland Consulting Planners to revise and update the **Town of Smithfield's** existing Unified Development Ordinance. The purpose of this update is to:

- Coordinate UDO with overall Town Code.
- Modernize regulations.
- Address regulatory deficiencies.
- Provide a user-friendly document.
- Provide effective enforcement.
- Coordinate UDO with concurrent projects.
- Provide graphics to aid in understanding of the UDO.

A Unified Development Ordinance Steering Committee was formed consisting of elected officials, advisory board members and community leaders. The steering committee reviewed the document, conducted 16 meetings totaling 22 hours of discussion and received public comment throughout the review **process. The steering committee's** diligent study and input into the creation of the document has produced a truly worthy ordinance.

The Unified Development Ordinance Steering Committee, at its May 30<sup>th</sup>, 2017 meeting, unanimously voted to recommend approval of the revised Unified Development Ordinance.

The Town of Smithfield Planning Board, at its July 13<sup>th</sup>, 2017 meeting, unanimously voted to recommend approval of the revised Unified Development Ordinance with the follow conditions of approval:

1. Existing language allowing alternate advisory board members be retained in the revised Unified Development Ordinance.
2. Eliminate the need for a majority vote when a Board of Adjustment member seeks to be excused from voting in quasi-judicial matters. *This request is believed to be inconsistent with the North Carolina General Statutes and is not recommended by staff and, no change has been made in the current draft of the revised UDO dated 7/19/2017.*



## PLANNING DEPARTMENT

Paul C. Embler, Jr., Director

---

### **Notice Of Public Hearing**

Notice is hereby given that a public hearing will be held before the Town Council of the Town of Smithfield, N.C., on Tuesday, August 1, 2017 at 7:00 P.M., in the Town Hall Council Chambers located at 350 East Market Street to consider adoption of a Unified Development Ordinance (UDO). The proposed ordinance is a revision of the town's existing UDO which is titled Town of Smithfield Unified Development Ordinance. NC General Statute 160A-363 authorizes town adoption of a Unified Development Ordinance which is a town ordinance combining the planning and development ordinances into a single ordinance. The ordinances which may be combined are authorized under NC General Statute 160A related to planning and development regulation. The Town initiated an update of its current Unified Development Ordinance to accomplish the following:

- Coordinate UDO with overall Town Code.
- Modernize regulations.
- Address regulatory deficiencies.
- Provide a user-friendly document.
- Provide effective enforcement.
- Coordinate UDO with concurrent projects.
- Provide graphics to aid in understanding of the UDO.

All land within the Town's zoning jurisdiction will continue as it is currently zoned. The Town's existing Zoning Map will be readopted as part of the updated Unified Development Ordinance. A copy of the Town's existing zoning map is available at the Town of Smithfield Planning Department.

The public is encouraged to attend the public hearing to obtain additional information and to have the opportunity to comment on the draft ordinance. The Smithfield Town Council may adopt the Unified Development Ordinance following the public hearing. A copy of the draft ordinance may be reviewed at the Town of Smithfield Planning Department, 350 East Market Street, Smithfield, NC, during normal office hours. A copy of the ordinance may be purchased from the Town for the cost of copying. If you have questions, please contact Mark Helmer, Senior Planner, at 919/934-2116, extension 1112.

All interested persons are encouraged to attend. To accommodate disabilities and to comply with ADA regulations, please contact the town office if you need assistance. Further inquiries regarding this matter may be directed to the Smithfield Planning Department at (919) 934-2116 or online at [www.smithfield-nc.com](http://www.smithfield-nc.com).

**Run "Legal Ad" in the Smithfield Herald on 7/19/17 and 7/26/17**





# Request for City Council Action

**Amend  
Public Ordinance  
Hearing: Sec. 7-31  
& 7-32**  
Date: 08/01/2017

---

**Subject:** Amendment to Ordinance 7-31 Open Fires  
**Department:** Fire  
**Presented by:** John Blanton  
**Presentation:** Public Hearing

---

## Issue Statement

The Fire Department is seeking approval to amend the current ordinance (Sec. 7-31 Open Fires – Prohibited, and Sec. 7-32 Outdoor barbecues exempt), to allow for the use of approved Fire-Pits, Barbecue grills, and outdoor Fire places.

## Financial Impact

None to the Town

## Action Needed

Approval of the amendment to allow for the change to allow for the use of Fire-pits, barbeque grills, and Fireplaces.

## Recommendation

To approve the requested changes to replace current ordinance.

Approved:  City Manager  City Attorney

## Attachments:

1. Staff Report
2. Ordinance # 491- 2017



# Staff Report

**Amend  
Public Ordinance  
Hearing Sec. 7-31  
& 7-32**

---

## **Sec. 7-31. - Open fires—Prohibited.**

No open fires shall be permitted in the town for the purpose of burning leaves, trash or other combustible materials **not included in 7-32**. Private incinerators of metal or **outdoor fireplace brick and mortar type** construction shall be considered open burning and their use prohibited.

## **Sec. 7-32. —Same—Outdoor barbecues exempt—Open Fires - Outdoor Appliances**

The use of **outdoor appliances, limited to fireplaces, fire-pits and** barbecue grills, for the preparation of family meals **and/or recreational heating purposes** ~~is~~ are exempt under this section. **Only cut natural firewood, commercially available fire logs, and/or charcoal can be used in these approved outdoor appliances. Any outdoor appliance in use must be supervised by a competent adult and have a useable extinguishing device (fire extinguisher, water hose, etc.) within twenty-five (25) feet. Smoke conditions considered a nuisance to adjoining properties shall not be allowed.** Open burning for agricultural and forestry purposes is exempt provided all burning is pursuant to **North Carolina General Statute and/or the North Carolina Administrative Code**. ~~the "control and prohibition of open burning" regulation, 15 NCAC 2D .0520 or successor regulation, of the state department of environment, health and natural resources and a permit is obtained from the division of forest resources.~~

**TOWN OF SMITHFIELD**  
**North Carolina**  
**ORDINANCE # 491-2017**

**AN ORDINANCE TO AMEND THE TOWN OF SMITHFIELD CODE OF ORDINANCES,**  
**CHAPTER 7, FIRE PREVENTION AND PROTECTION**  
**ARTICLE II. – FIRE DEPARTMENT,**  
**SEC. 31. – OPEN FIRES – PROHIBITED**  
**SEC. 32 – OPEN FIRES - OUTDOOR BARBECUES EXEMPT**

**WHEREAS,** Section 7-31 of the Town of Smithfield’s Code of Ordinances currently prohibits outdoor fireplaces and fire pits use for cooking or recreational use within the Town limits; and

**WHEREAS,** The Smithfield Fire Department has requested that the Ordinance be amended to allow for outdoor fireplaces and fire pits use for cooking or recreational.

**NOW THEREFORE BE IT ORDAINED** by the Town Council of the Town of Smithfield that Chapter 7, Fire Prevention and Protection, Article II. – Fire Department, Sec. 31 – Open Fires-Prohibited and Sec. 32 Approved Outdoor Appliances, is rewritten as follows

**Sec. 7-31. - Open fires—Prohibited.**

No open fires shall be permitted in the town for the purpose of burning leaves, trash or other combustible materials **not included in 7-32**. Private incinerators of metal or ~~outdoor fireplace~~ **brick and mortar type** construction shall be considered open burning and their use prohibited.

**Sec. 7-32. –~~Same—Outdoor barbecues exempt.~~ Open Fires - Outdoor Appliances**

The use of **outdoor appliances, limited to fireplaces, fire-pits and** barbecue grills, for the preparation of family meals **and/or recreational heating purposes** ~~is~~ **are** exempt under this section. **Only cut natural firewood, commercially available fire logs, and/or charcoal can be used in these approved outdoor appliances. Any outdoor appliance in use must be supervised by a competent adult and have a useable extinguishing device (fire extinguisher, water hose, etc.) within twenty-five (25) feet. Smoke conditions considered a nuisance to adjoining properties shall not be allowed. Open burning for agricultural and forestry purposes is exempt provided all burning is pursuant to North Carolina General Statute and/or the North Carolina Administrative Code. the "control and prohibition of open burning" regulation, 15 NCAC 2D .0520 or successor regulation, of the state department of environment, health and natural resources and a permit is obtained from the division of forest resources.**

This ordinance shall be effective upon adoption

Adopted by motion made by Councilman \_\_\_\_\_, seconded by Councilman \_\_\_\_\_, and approved on a vote of \_\_\_\_ in favor and \_\_\_\_\_ against.

This the 1<sup>st</sup> day of August, 2017

---

M. Andy Moore, Mayor

ATTEST

---

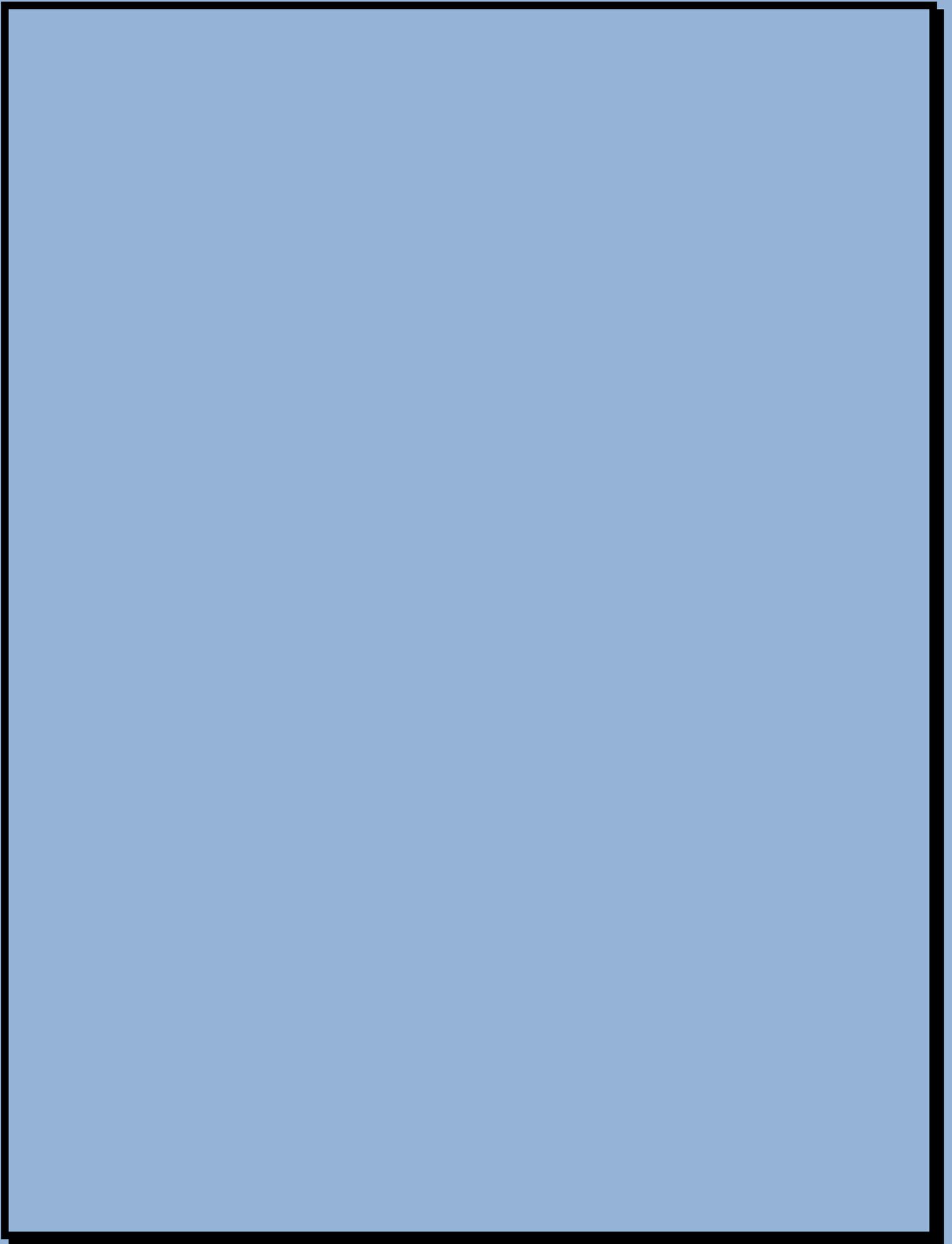
Shannan L. Williams, Town Clerk

APPROVED AS TO FORM:

---

Robert Spence, Jr., Town Attorney

# Consent Agenda Items



The Smithfield Town Council met in regular session on Tuesday, July 11, 2017 at 7:00 p.m. in the Council Chambers of the Smithfield Town Hall, Mayor M. Andy Moore presided.

Councilmen Present:

Emery Ashley, Mayor Pro-Tem  
Marlon Lee, District 1  
Travis Scott, District 3  
Roger A. Wood, District 4  
John A. Dunn, At-Large  
Stephen Rabil, At-Large

Councilmen Absent

J. Perry Harris, District 2

Administrative Staff Present

Michael Scott, Town Manager  
John Blanton, Fire Chief  
Lenny Branch, Public Works Director  
Tim Kerigan, Human Resources/PIO  
Steve Medlin, Interim Planning Director  
R. Keith Powell, Chief of Police  
Greg Siler, Finance Director  
Shannan Williams, Town Clerk

Present:

Bob Spence, Town Attorney  
Bill Dreitzler, Town Engineer

Administrative Staff Absent

Ted Credle, Public Utilities Director  
Gary Johnson, Parks & Rec Director

Mayor Moore called the meeting to order at 7:00

The invocation was given by Councilman Scott followed by the Pledge of Allegiance.

**APPROVAL OF AGENDA:**

Councilman Scott made a motion, seconded by Councilman Lee, to approve the agenda with the following amendments:

- Remove from Public Hearings Item #1 - *Conditional Use Permit Request - Suburban Apartments (CUP 17-06)*.
- Remove from Public Hearings Item #4 - *Amendment to the Town of Smithfield's Code of Ordinances: In accordance with NCGS160A-364 a public hearing is required to gain citizen input on the proposed changes to Chapter 7, Fire Prevention & Protection; Article II., Fire Department; Section 31 Open Fires – Prohibited*
- Remove from Business Items # 4 *Consideration and Approval to purchase and install rumble strips on Second Street and Southwood Drive.*
- Replace the removed Business Item #4 with Business Item: *Consideration and Approval to award a SHARP Grant to Sounds Station and Security.*
- Move Business Item #2 *Discussion concerning the funding request made by Smithfield Selma High School's Men's Basketball Coach Matt Cuddington* to the Consent Agenda
- Move Business Item #5 *Consideration and Approval of a Contract with Coverall Cleaning in the annual amount \$40,620.00 for janitorial services* to the Consent Agenda.

Unanimously approved.

Councilman Lee questioned why the request for funding by Coach Cuddington was placed on the business items and not the consent agenda. Town Manager Michael Scott responded that he requesting feedback from the Council on this request. Since he received both negative and positive comments, along with some questions, he felt that it was an agenda item that warranted discussion.

## **PRESENTATION:**

### **1. Freedmen's School request by Johnston County Heritage Center**

Executive Director of the Heritage Center Todd Johnson addressed the Council on the Freedmen's School located on North Fourth Street. He recognized the members of the First Missionary Baptist Church that were in attendance. Mr. Johnson explained the Freedmen's School was built in 1869 by the Freedmen's Bureau for African American children. This is the only known Freedmen's School in existence in North Carolina. About a year ago, First Missionary Baptist Church acquired the property and they would be willing to donate the building to the Town. Mr. Johnson further explained this building is a valuable resource that should stay in Smithfield. He requested that the Town Council consider allowing the school to be moved to a piece of property currently owned by the Town. He suggested it be moved near the Thomas Cemetery because many former African American teachers and students are buried there.

Mayor Pro-Tem Ashley stated he felt confident the Town could find a suitable location for the school. Mr. Johnson responded that he does not expect the Town to do anything other than provide a piece of property for the school.

Councilman Wood questioned the proposed use of the building. Mr. Johnson responded that he felt it needed to be more than a shrine of museum. The building was built as a school and we would like for it to be used for a similar purpose.

## **PUBLIC HEARINGS:**

Town Clerk Shannan Williams administered affirmations to those that wished to offer testimony during the Public Hearings.

### **1. Conditional Use Permit Request by Smithfield Assisted Living – (CUP 17-07)**

Mayor Pro-Tem Ashley made a motion, seconded by Councilman Wood, to open the Public Hearing. Unanimously approved.

Senior Planner Mark Helmer addressed the Council on a request by Smithfield Assisted Living. The applicant was requesting a conditional use permit to allow for an assisted living facility on property located within an OI (Office & Institutional) zoning district. The property is located on the east side of the proposed Kellie Drive Extension approximately 800 feet north of its intersection with Booker Dairy Road and further identified as Johnston County Tax ID # 14075021.

Senior Planner Mark Helmer has incorporated his entire record and provided it to Council in written form in the July 11, 2017 agenda packet.

The Planning Department recommended approval of the conditional use permit for a 66 unit assisted living facility on property located within an OI (Office & Institutional) zoning district.

The Planning Board, at its June 1, 2017 meeting, unanimously voted to recommend approval of the conditional use permit to allow for a 66 unit assisted living facility on property located within an OI (Office & Institutional) zoning district.

Mayor Moore asked the applicant if he was in agreement with the testimony provided by Mr. Helmer. Marc Summey, the engineer for the applicant, responded he was in agreement with the testimony offered by Mr. Helmer.

Mayor Moore asked if there were any comments/questions from those that had been duly affirmed to offer testimony. There was none.

Mayor Moore asked if there were any questions from Council.

Mayor Pro-Tem Ashley questioned if the Planning Department had received any objections from any of the adjoining property owners. Mr. Helmer responded he had not received any negative feedback from adjoining property owners.

Councilman Scott questioned how this project would be impacted with the changes to Booker Dairy Road and Kelly Drive. Mr. Helmer responded that minor changes to the proposed plan are likely, but the plan is very preliminary.

Councilman Wood questioned if the applicant would have to appear before the Council in the event that the site plan changes. Mr. Helmer responded the applicant would appear before the Council only if there were major revision. Town Manager Michael Scott explained that the conditional use permit before the Council allows the land to be used for an assisted living facility.

Councilman Scott questioned how traffic would be impacted in the area given the facility's proximity to Neuse Charter School and Smithfield Selma High School. Mr. Helmer responded he was unsure how NCDOT would route traffic in the area but NCDOT does prefer two ingress and egress.

Mayor Pro-Tem Ashley made a motion, seconded by Councilman Lee, to close the Public Hearing. Unanimously approved.

### **The Written Finding**

Town Council of the Town of Smithfield decided the matter of this Conditional Use Permit Application by motion and vote on each of the following four findings of fact

Mayor Pro-Tem Ashley made a motion, seconded by Councilman Dunn, to vote in the affirmative to all of the below four findings. Unanimously approved.

- **Finding One of Four: Agree**

**Based on the evidence and testimony presented it is the finding of the Town Council that the application will not materially endanger the public health or safety if located where proposed and developed according to the plans as submitted and approved or is approved with the following stated conditions.**

The Town Council finds that no factual evidence by competent witnesses has been submitted to suggest that public health and safety would be jeopardized by recommending approval of an assisted living facility at this location.

- **Finding Two of Four: Agree**

**Based on the evidence and testimony presented it is the finding of the Town Council that the application meets all required specifications and conforms to the standards and practices of sound land use planning and the Town of Smithfield Unified Development Ordinance or other applicable regulations or is approved with the following additional stated conditions.**

The Town Council finds that the use can and will conform to Town of Smithfield Unified Development Ordinance because the site will have access to a public dedicated street and access to town water, town sewer and town electric services.

- **Finding Three of Four: Agree**

**Based on the evidence and testimony presented it is the finding of the Town Council that the application will not substantially injure the value of adjoining or abutting property and will not be detrimental to the use or development of adjacent properties or other neighborhood uses or is approved with the following additional stated conditions.**

The Town Council received no factual evidence from expert witnesses that suggests that adjoining property values will be harmed if the proposed assisted living facility is constructed at the proposed location.

- **Finding Four of Four: Agree**

**Based on the evidence and testimony presented it is the finding of the Town Council that the application would not adversely affect the adopted plans and policies of the Town of Smithfield, or violate the character of existing standards for development of the adjacent properties or is approved with the following additional stated conditions.**

The Town Council finds that the proposed assisted living facility is consistent with the purpose and intent, and will not violate the character of current development standards. Furthermore, the Town Council finds the proposed assisted living facility were proposed will not adversely affect any adopted plans to include small area plans or existing transportation plans for this area.

**Record of Decision: Approval of Conditional Use Permit Application Number CUP-17-07**

Mayor Pro-Tem Ashley made a motion, seconded by Councilman Dunn, based upon satisfactory compliance with the above four stated findings and fully contingent upon acceptance and compliance with all conditions as previously noted herein and with full incorporation of all statements and agreements entered into the record by the testimony of the applicant and applicant's representative, I move to approve Conditional Use Permit Application # CUP-17- 07. Unanimously approved.

2. **Proposed Electric Rates Reduction:** In accordance with NCGS 159B-16.1. "*Revenues – NCEMPA Members*", a public hearing is required to gain citizen input on the proposed electric rate reductions per the Cost of Service Update provided by Utility Financial Solutions, LLC.

Councilman Dunn made a motion, seconded by Councilman Rabil, to open the Public Hearing. Unanimously approved

Town Manager Michael Scott addressed the Council on a proposed electric rate reduction. The Town Manager explained that during previous budget workshops, staff was directed to enlist the assistance of Utility Financial Solutions (UFS) to determine what, if any, rate reduction could be passed on to the customers of Smithfield. In April of 2017, Electricities reduced its wholesale electric rate to its members by an average 4.5%. Different possible reductions, as well as no reduction, were explored and analyzed. Following this review, staff is confident recommending the average 4.5% reduction received by the Town in April, can be passed on to its customers, as recommended by UFS in the attached rate design.

The Town Manager further explained that Electricities has provided information that wholesale rates are planned to increase by 3% in FY 2020 and an additional 3% in FY 2021. While staff is confident of the Town's recommended rate structure between the current time and FY 2020, it is likely another rate study will need to be completed for the FY 2020 budget, should the aforementioned, planned rate increase come to fruition.

Mayor Moore asked if there was anyone in attendance that would like to speak on the matter.

Tony Nixon of 8 Cedar Drive questioned if rates would increase in the future. Town Manager Michael Scott responded electric rates are fluid and should Electricities increase rates in 202, the Town would have to consider if a rate increase was necessary. Mr. Nixon questioned if excess funds for the Electric Fund could be used to balance the water/sewer fund. The Town Manager responded that enterprise funds are meant to be self-supporting and funds from the electric fund could not be used to subsidize the water/sewer fund.

Mayor Pro-Tem Ashley made a motion seconded by Councilman Rabil to close the Public Hearing. Unanimously approved.

Councilman Scott made a Motion, seconded by Councilman Lee, to approve the rate structure as outlined below effective in the August billing cycle. Unanimously approved.

**Town of Smithfield Rate Design**  
*Rate Design Summary*

Customer Class	Projected	Projected	Projected	Projected
	Revenues Under Current Rates	Revenues Under Proposed Rates Year 1	Revenue Change Year 1	Percentage Change Year 1
Residential	\$ 4,250,859	\$ 4,017,061	\$ (233,797)	-5.50%
Small General Service	509,251	481,242	(28,009)	-5.50%
Municipal GS	55,095	53,167	(1,928)	-3.50%
Area Lights	305,735	289,040	(16,696)	-5.46%
Residential Time-of-Use	323,049	311,742	(11,307)	-3.50%
General Service	6,813,826	6,517,198	(296,628)	-4.35%
Commercial Time-of-Use	759,048	726,004	(33,044)	-4.35%
Large GS- Coor Pk Demand LG-2	3,483,539	3,358,016	(125,523)	-3.60%
Large GS- Coor Pk Demand LG-3	346,959	334,815	(12,144)	-3.50%
<b>Totals</b>	<b>\$ 16,847,361</b>	<b>\$ 16,088,286</b>	<b>\$ (759,075)</b>	<b>-4.51%</b>

Councilman Scott pointed out that there is a 2.5% difference in gross sales. Councilman Scott stated that Council and staff could work with the citizens and businesses to educate them on the demand charge. He suggested that the Council look at improving the antiquated load management plan. In the event that Duke Energy Progress is able to increase its rates by the proposed 16%, the Town of Smithfield's rates will then be less expensive in some electric classifications.

Councilman Scott made a motion, seconded by Councilman Rabil, directing staff to work with Council to bring the full Council options that reflects the 2.5% gross sales difference for a rate stabilization special use fund to ensure that our rates stay competitive. Unanimously approved

Mayor Moore asked Councilman Scott to work with staff on rate stabilization options.

**CITIZENS' COMMENTS:**

- Tony Nixon of 8 Cedar Drive stated that he addressed the Council in March about blighted houses in the East Smithfield Community. He shared with the Council an editorial comment dated August 14, 1973 that was published in the Smithfield Herald. The editorial discussed some of the same blighted housing issues that were similar to housing today. Mr. Nixon asked that the Council "put some teeth" in the Ordinances and hold landlords accountable for their properties
- Sonny Howard of Woodlawn Drive addressed the Council on the timing of traffic signals on Second Street, Third Street, Bridge Street, Fourth Street and Fifth Street. Mr. Howard explained that these signals are causing major issues especially in the evening. Town Manager Michael Scott responded

that he would contact NCDOT to review the light sequence. Mr. Howard also informed the Council that the ditch on Buffalo Road and Hospital dropping and it could become a dangerous situation if not properly addressed.

**CONSENT AGENDA:**

Councilman Rabil made a motion, seconded by Councilman Dunn, to approve the following items as listed on the Consent Agenda:

1. Approved the following Minutes:
  - June 6, 2017 – Regular Meeting
  - June 6 2017 – Closed Session
2. Special Event - Touch A Truck: Approval was granted to allow The Junior Women’s League to conduct the Touch a Truck event to be held Saturday, October 28, 2017 from 7:00 a.m. to 4:00 p.m. on the 100 and 200 blocks of S. Third Street, from Market Street to Church Street, as well as the 200 and 300 blocks of Johnston Street, from Second Street to Fourth Street. These streets will be closed during the event hours. This event was approved as an annual event.
3. Approval was granted to enter into an Interlocal Agreement for Fire Protection Services with Johnston County
4. Approval was granted to authorize staff to submit a grant application to Johnston County Visitor’s Bureau for \$25,000 to resurface the tennis courts at Smithfield Community Park. This grant is a 50/50 match.
5. Resolution #604 (09-2017) Authorizing the disposition of certain surplus property and auctioning of that property by the electronic auction service of GovDeals.com was adopted.

**TOWN OF Smithfield RESOLUTION # 604 (09-2017)  
 Authorizing the Sale of Certain  
 Personal Property at Public Auction**

***WHEREAS,** the Town Council of the Town of Smithfield desires to dispose of certain surplus property of the Town in accordance with NC GS 160A-270; and*

***WHEREAS,** the Town Council of the Town of Smithfield desires to utilize the auction services of a public electronic auction service.*

***NOW, THEREFORE, BE IT RESOLVED** by the Town Council that:*

1. *The following described property is hereby declared to be surplus to the needs of the Town:*

<b>Dept.</b>	<b>Vin/Ser.#</b>	<b>Description</b>
<i>Admin.</i>	<i>FX- F1921</i>	<i>Panasonic Fax Machine</i>
<i>Police</i>	<i>2B3KA43V39H597269</i>	<i>2009 Dodge Charger</i>
<i>Police</i>	<i>2B3AA4CT9AH217530</i>	<i>2010 Dodge Charger</i>
<i>Public Works</i>	<i>2G1WF55K839235717</i>	<i>2003 Chev. Impala</i>
<i>Public Works</i>	<i>3FTZF17221MA54434</i>	<i>2000 Ford F150XL</i>
<i>Public Works</i>	<i>1FDZW86F0WVA40764</i>	<i>1998 Ford Garage Truck</i>

2. *The Town Manager or his designee is authorized to receive, on behalf of the Town Council, bids via public electronic auction for the purchase of the described property.*
3. *The public electronic auction will be held beginning no earlier than July 24, 2017.*
4. *The Town Council further authorizes the disposal of Town surplus property by use of a public electronic auction system provided by GovDeals Inc. The property for sale can be viewed at [www.govdeals.com](http://www.govdeals.com). Citizens wanting to bid on property may do so at [www.govdeals.com](http://www.govdeals.com). The terms of the sale shall be: All items are sold as is, where is, with no express or implied warranties; All items will be sold for cash or certified check only; Payment must be received for all items sold before they may be removed from the premises; All items sold must be paid for and removed from the site of the sale within 5 business days of the sale, or they will be subject to resale.*
5. *The Town Clerk shall cause a notice of the public auction for surplus property to be noticed by electronic means in accordance with G.S. 160A-270(c), available on the Town of Smithfield website [www.smithfield-nc.com](http://www.smithfield-nc.com)*
6. *The highest bid, if it complies with the terms of the sale, may be accepted by the Finance Director or his designee and the sale consummated.*

6. Approved Career Ladder Promotion: The employee will be promoted from the rank of a Fire Fighter I to the rank of Fire Fighter II and will receive a 5% salary increase.
7. Approved amending the status of a position in the Parks and Recreation Department from a nonexempt status to an exempt status The new annual salary would be \$41,500
8. Approved salary increase for the Water Plant Supervisor. The adjustment equates to a \$3,959 increase.
9. Approved hiring a Water Plant Operator above the minimum starting salary due to advanced qualifications. Employee was hired as a Water Plant Operator II at an hourly rate of 17.293 per hour (\$35,969.44/year).
10. New Hire Report

<u>Position</u>	<u>Department</u>	<u>Budget Line</u>	<u>Rate of Pay</u>
Sanitation Equip. Operator	PW - Sanitation	10-5800-0200	\$13.10/hr. (\$27,248.00/yr.)
P/T Athletic Staff	P&R	10-6200-0210	\$9.00/hr.
P/T Reception Staff	P&R	10-6220-0210	\$9.00/hr.
P/T Lifeguard (7)	P&R	10-6220-0230	\$7.50/hr.
P/T Summer Camp Counselor	P&R	10-6220-0230	\$8.00/hr.
P/T Summer Camp Counselor	P&R	10-6220-0230	\$9.00/hr.
P/T Instructor	P&R	10-6220-0230	\$10.00/hr.
P/T Art Instructor	P&R	10-6220-0230	\$15.00/hr.
P/T Laborer (2)	PU – W/S	30-7220-0200	\$8.00/hr.
Admin. Support Specialist (\$28,620.80/yr.)	General Government PU – W/S	10-4100-0200 30-7220-0200	(\$13.76/hr.) (1/3 of above)
	PU- Electric	31-7230-0200	(1/3 of above)

**Current vacancies:**

<u>Position</u>	<u>Department</u>	<u>Budget Line</u>
Planning Director	Planning	10-4900-0200
Police Officer	Police	10-5100-0200
Sanitation Equip. Operator	PW – Sanitation	10-5800-0200
Water Plant Operator	PU – WP	30-7200-0200
Zoning & Minimum Housing Compliance Officer (P/T)	Planning	10-4900-0200

11. Approved the funding request made by Smithfield Selma High School's Men's Basketball Coach Matt Cuddington in the amount of \$510.00 from line item 10-4110-5506 for local school support.
12. Approved the contract with Coverall Cleaning in the annual amount \$40,620.00 for janitorial services. Proposals were received from five (5) companies and are as follows;
  - Barnes Cleaning Co. \$48,540.00
  - Ace Cleaning Service \$47,940.00
  - Coverall Cleaning \$40,620.00
  - International Design & Cleaning \$39,000.00
  - Jani-King \$38,592.00

Unanimously approved.

**BUSINESS ITEMS:**

**1. Consideration and Approval of Continuing to engage Sanford Holshouser for Economic Development Consulting and Assistance**

Economic Development liaison Tim Kerigan addressed the Council on a request to continuing to engage Sanford Holshouser for economic development consulting and assistance. Mr. Kerigan explained in 2014, the Town engaged Sanford Holshouser to update the Strategic Economic Development Plan. The Update produced 15 recommend action items with associated implementation steps which were anticipated to provide direction for the Town's economic development efforts for the next three to five years. In August, 2016, the Town engaged Sanford Holshouser to provide consulting and assistance to implement the updated plan for FY 2016-2017. To this date, much progress has been made and much appears to be on the near horizon. Staff recommends utilizing no greater than \$20,000 of economic development funds that were encumbered from the FY 2016-2017 budget in order to continue to engage Sanford Holshouser for Economic Development Consulting to assist in the implementation of items as outlined in the proposed Plan of Work derived from the Strategic Economic Development Plan Update from 2014.

Mike Fleming expressed the SEDAC's desire to continue employing the services of Rocky Lane of Sanford Holshouser. Mr. Fleming explained that Mr. Lane's knowledge is invaluable. Due to the many roles that Mr. Kerigan has with the Town, Mr. Lane takes the lead and provides needed structure.

Mayor Pro-Tem Ashley questioned why there were no reports on economic development. He stated that he is uninformed as to what is going on with economic development efforts in the Town. Mr. Kerigan responded that the reports are included in the agenda packet. Mr. Kerigan further explained that there are some things that cannot be disclosed due to confidentiality agreements.

Mayor Pro-Tem Ashley made a motion, seconded by Councilman Lee, to table the request until the August 1, 2017 meeting. This would allow Council to have a better understanding of what is being done. Unanimously approved.

**2. Approved financing agreement with KS Bank for the purchase of the Garbage truck**

Finance Director Greg Siler addressed the Council on a financing agreement with KS Bank for the purchase of a garbage truck. Mr. Siler explained a request for proposal was sent out recently to six (6) banks soliciting financing bids on a garbage truck purchase. The Town received financing bids from 4 of 6 lenders on the \$164,989 loan request. All bids were based on a 4.5 - 5.5 year term with annual payments. KS Bank proposed 1.54% while First Citizens Bank, BB&T and Four Oaks Bank proposed 1.85%, 2.04% and 3.20% respectively. The fixed annual payment using KS Bank's rate of 1.54% for 5.5 years is \$28,781.67. The annual payment of \$28,781 is \$7,048 less than the budgeted amount of \$35,830.

Town of Smithfield  
Resolution # 605 (10-2017)  
Approving Financing Terms with KS Bank

*WHEREAS: The Town of Smithfield ("Town") has previously determined to undertake a project for the financing of a garbage truck, (the "Project"), and the Finance Officer has now presented a proposal for the financing of such Project.*

*BE IT THEREFORE RESOLVED, as follows:*

*1. The Town hereby determines to finance the Project through KS Bank in accordance with the proposal dated June 20, 2017. The amount financed shall not exceed \$164,989, the annual interest rate (in the absence of default or change in tax status) shall not exceed 1.54%, and the financing term shall not exceed 5.5 years from closing.*

*2. All financing contracts and all related documents for the closing of the financing (the "Financing Documents") shall be consistent with the foregoing terms. All officers and employees of the Town are hereby authorized and directed to execute and deliver any Financing Documents, and to take all such further action as they may consider necessary or desirable, to carry out the financing of the Project as contemplated by the proposal and this resolution.*

*3. The Finance Officer is hereby authorized and directed to hold executed copies of the Financing Documents until the conditions for the delivery of the Financing Documents have been completed to such officer's satisfaction. The Finance Officer is authorized to approve changes to any Financing Documents previously signed by Town officers or employees, provided that such changes shall not substantially alter the intent of such documents or certificates from the intent expressed in the forms executed by such officers. The Financing Documents shall be in such final forms as the Finance Officer shall approve, with the Finance Officer's release of any Financing Document for delivery constituting conclusive evidence of such officer's final approval of the Document's final form.*

*4. The Town shall not take or omit to take any action the taking or omission of which shall cause its interest payments on this financing to be includable in the gross income for federal income tax purposes of the registered owners of the interest payment obligations. The Town hereby designates its obligations to make principal and interest payments under the Financing Documents as "qualified tax-exempt obligations" for the purpose of Internal Revenue Code Section 265(b)(3).*

*5. The Town intends that the adoption of this resolution will be a declaration of the Town's official intent to reimburse expenditures for the project that is to be financed from the proceeds of the KS Bank financing described above. The Town intends that funds that have been advanced, or that may be advanced, from the Town's general fund, or any other Town fund related to the project, for project costs may be reimbursed from the financing proceeds.*

*6. All prior actions of Town officers in furtherance of the purposes of this resolution are hereby ratified, approved and confirmed. All other resolutions (or parts thereof) in conflict with this resolution are hereby repealed, to the extent of the conflict. This resolution shall take effect immediately.*

Councilman Wood made a motion, seconded by Councilman Rabil to approve the financing agreement with KS Bank for the garbage truck and adopt Resolution # 605 (10-2017) Unanimously approved.

### **3. Approval of a SHARP Grant for Sound Station and Security**

Mayor Pro-Tem Ashley questioned if this was the same type of grant awarded by the Town Council for the Market Street Station. Downtown Smithfield Development Corporation Executive Director Sarah Edwards responded that it was the same grant.

Mayor Pro-Tem Ashley made a motion, seconded by Councilman Rabil, to award a Smithfield Historic Area Revitalization Plan (S.H.A.R.P.) grant for the Sound Station and Security Project and adopt Resolution # 606 (11-2017). Unanimously approved.

**TOWN OF SMITHFIELD  
RESOLUTION #606 (11-2017)  
IN SUPPORT OF THE SOUND STATION AND SECURITY PROJECT**

*WHEREAS, on April of 2009, the Town of Smithfield adopted a resolution in support of the Smithfield Historic Area Revitalization Plan (S.H.A.R.P.) grant and amended the same with a new resolution on June 5, 2012; and*

*WHEREAS, the S.H.A.R.P grant provides an economic incentive to properties within the Downtown Smithfield Historic District and Municipal Service District; and  
WHEREAS, the grant means a sum of money, established by the Town Council as \$0.54 per \$100 property valuation, as well as \$.019 per \$100 property valuation Municipal Service District (MSD) of the difference between the current or pre-construction/pre-renovation appraised tax value of a parcel(s) of property and the post-construction/post-renovation appraised tax value of same said parcel(s) as set forth in that resolution; and  
WHEREAS, Mohamed & Sons, Inc. has applied for an incentive grant for his renovations & expansion of the properties located at 713 East Market Street; and*

*WHEREAS, Sarah Edwards of the Downtown Development Corporation has reviewed the application of Mohamed & Sons, Inc. and verified that Mohamed & Sons, Inc. has met all the application requirements for both the Town of Smithfield and the Downtown Smithfield Development Corporation; and*

*WHEREAS, Mohamed & Sons, Inc. will improve the tax base of downtown Smithfield with the construction of a new facility to expand its overall facility.*

*NOW THEREFORE BE IT RESOLVED that the Town of Smithfield Town Council hereby approves the Sounds Station & Security Project located at 713 East Market Street.*

Downtown Smithfield Development Corporation Executive Director Sarah Edwards informed the Council that Mr. Mohammed will be making a \$3 million investment with this project.

### **4. Approval to submit a grant application to the Golden Leaf Foundation**

Town Manager Michael Scott informed the Council that he would like to expand his request to include grant funding outlined in Senate Bill 338 approved as part of the State's FY 2018 budget. This bill includes \$30,000,000 to be distributed by the Golden Leaf Foundation for "Eligible projects to include: repair or replacement of existing infrastructure, infrastructure to support new housing development, repair or replacement of equipment; and construction, replacement, or improvement of public infrastructure to support hazard mitigation." Applications are being accepted on a rolling basis until such funds available for this program have been awarded. It is anticipated that requests will be given higher priority if they include the repair or replacement of infrastructure damaged or destroyed by Hurricane Matthew. Requests, such as a fire engine, will be more likely to receive support than requests for other equipment. Also CDBG grants to help our lower income citizens some funding for housing older and lower income areas. We may need to ask for assistance for organizations that submit grants.

Councilman Rabil made a motion, seconded by Councilman Scott, to authorize the Town Manager to submit grant applications under Senate Bill 338 and if needed authorize the Town Manager to enlist the assistance of people to administer these grants at no cost to the Town, Unanimously approved.

### **Town Manager's Report:**

Town Manager Michael Scott gave a brief update to the Council on the following items:

- Inclusion Park: The grading portion of the project continues, as does the cement work and the sidewalks that are nearing completion. At this point the construction goals were met for the month of June.
- Family Life Center: The building portion of the project is nearing completion. Currently we are awaiting Spectrum cable to install the phone access and Internet into the building so the fire alarm systems are functioning properly. Once this is completed, the Fire Inspection can be completed and the building certified for occupancy. A community meeting has been scheduled for July 25<sup>th</sup> at the Family Life Center at 7:00 pm.
- Softball Tournament: 40 girls' softball teams will participate in the upcoming Tarheel Leagues Softball Tournament at Community Park from July 20th through July 23rd. It is estimated this tournament will have about a \$500,000 positive impact to the community.
- Park Movie Event: On July 22nd, the Parks and Recreation Department will be hosting another "Movie in the Park" event in Community Park. "The Sandlot" will be the movie of the night and will begin between 8:30 and 9:00 in the evening. Some food trucks will also be available to the public during the event
- Fun in the Park: The annual "Fun in the Park" event at Smith Collins Park is also scheduled for July 22nd, during the afternoon (12:00 to 5:00) hours. Make it a full day of fun by enjoying "Fun in the Park" at Smith Collins, followed later in the evening by Movie in the Park at Community Park.
- Altitude Valves: Contained within the Water Plant budget for FY 18, are three (3) altitude valves to control water levels in the water tank. The estimated cost is \$60,000 for the entire project. Recently water was seen flowing from the Jones Brothers Water Tank, which has been a problem that will be remedied by the installation of the water valves. An RFP for these valves has already been distributed for bid and should come before Council in August.

- **Department Reports**

- A highlight of each department's monthly activities was given to the Council.

**Closed Session: Pursuant to NCGS 143-318.11 (a)(5):** *To establish, or to instruct the public body's staff or negotiating agents concerning the position to be taken by or on behalf of the public body in negotiating (i) the price and other material terms of a contract or proposed contract for the acquisition of real property by purchase, option, exchange, or lease*

Councilman Dunn made a motion, seconded by Councilman Rabil, to go into closed session pursuant to NCGS 143-318.11 (a) (5). Unanimously approved at 8:33 pm.

### **Reconvene in Open Session:**

Mayor Pro-Tem Ashley made a motion, seconded by Councilman Wood, to reconvene in open session. Unanimously approved at 9:30 pm.

## Adjourn

Mayor Pro-Tem Ashley made a motion, seconded by Councilman Scott, to adjourn the meeting. The meeting adjourned at approximately 9:31 pm.

ATTEST:

---

M. Andy Moore, Mayor

---

Shannan L. Williams, Town Clerk



# Request for City Council Action

**Consent  
Agenda  
Item:** **Resolution  
# 607  
(12-2017)**

Date: 08/01/2017

---

**Subject:** Resolution Requesting Greater Efforts to avoid flooding impacts within the lower Neuse River Basin

**Department:** General Government

**Presented by:** Shannan Williams

**Presentation:** Consent Agenda

---

## Issue Statement

The Town Council is asked to consider adopting a Resolution that will be sent to State representatives and Congressional representatives concerning flooding along the lower Neuse River Basin.

## Financial Impact

N/A

## Action Needed

The Town Council is asked to consider and approve Resolution #607(12-2017) Requesting Greater Efforts to avoid flooding impacts within the lower Neuse River Basin

## Recommendation

Approved:  City Manager  City Attorney

Attachments:

1. Staff report
2. Resolution #607 (12-2017)
3. Email from Princeton Town Clerk
4. Resolution adopted from U.S. 70 Corridor Commission of N.C. INC.



# Staff Report

**Consent Resolution  
Agenda #607 (12-  
Item 2017**

---

On June 30, 2017, the Town of Princeton's Mayor requested that the attached resolution be considered by all municipalities in Johnston County. The Resolution was adopted by the U.S. 70 Corridor Commission of N.C. INC on May 18, 2017.

The Resolution requests that the State of NC and the appropriate federal agencies engage, develop and financially support greater efforts to avoid devastating damages to persons and property in the Lower Neuse Basin through the implementation of flood control measures and that specific consideration be given, but not limited, to (1) construction of flood control reservoirs along the Neuse River, (2) identification of alternative water supplies for the City of Raleigh that would allow lowering of Falls Lake during times of anticipated flooding, (3) additional mitigation by NCDOT to address significant storm water **impacts from highway construction and (4) active "snag, drag and dredge" operation within** the Neuse River and its tributaries to reduce obstructions to flow and removal of materials that would impact the flood level of the River.

**RESOLUTION REQUESTING GREATER EFFORTS  
TO AVOID FLOODING IMPACTS WITHIN THE LOWER NEUSE BASIN**

WHEREAS, the Neuse River Basin encompasses 74 municipalities and 19 reservoirs and drains land from 18 of North Carolina's counties covering approximately 6,234 square miles, totaling nearly 4 million acres; and

WHEREAS, roughly one-sixth of the state's population lives within the Neuse River Basin; and

WHEREAS, the U.S. 70 CORRIDOR COMMISSION OF N.C. INC. represents Counties & Towns adjoining the Neuse River and have experienced severe flooding in 1996 due to Hurricane Fran which brought floodwaters exceeding flood stage; and

WHEREAS, in July 1997, the United States Army Corps of Engineers received authorization to conduct a study on flood risk management, environmental protection and restoration, and related purposes for the Neuse River Basin; and

WHEREAS, in September 1999, Hurricane Floyd caused a second round of flooding which devastated portions of eastern North Carolina located along the rivers, particularly the Neuse River and caused an estimated \$3 billion dollars' worth of damage, damaged more than 56,000 homes, and resulted in 1,500 floodwater rescues in eastern North Carolina; and

WHEREAS, the state and federal response to this catastrophe was the permanent displacement of homes, families, and businesses through a buy-out program which caused significant harm to the cities, counties, and communities affected where long-time neighbors, often generational, were forced to part ways to start new lives in new neighborhoods; and

WHEREAS, in 2012, the USACE presented findings from the study authorized in 1999 to the Civil Works Review Board and concluded that USACE lacked interest in Flood Risk Reduction at the time, citing steps being taken by the North Carolina Department of Emergency Management (NCEM) and Federal Emergency Management Agency (FEMA) to reduce flooding losses through floodplain mapping, emergency preparedness and response, risk communication and a flood-prone structure buy-out program; and

WHEREAS, the USACE report suggested the expenditure of more than \$38 million dollars for environmental restoration measures but failed to request any funds to reduce the risk of flooding for those living and working along the Neuse River; and

WHEREAS, in October of 2016, areas along the Neuse River were once again devastated as a result of flooding precipitated by Hurricane Matthew; and

WHEREAS, the estimated flood damage from Hurricane Matthew exceeded \$1.5 billion dollars resulting in damage to more than 100,000 homes, destroying entire towns and taking at least 28 lives; and

WHEREAS, the record setting flooding caused by Hurricane Matthew did not occur until several days after the hurricane had passed as accumulated rainfall in the higher elevations of the state made its way toward the coast; and

WHEREAS, the relatively flat terrain of eastern North Carolina slowed the fast moving waters coming from higher elevations causing a significant increase in both the depth and breadth of the Neuse River from Smithfield through Kinston as the river reached record heights and overflowed its banks, inundating a record number of properties with floodwater; and

WHEREAS, the recent impact of Hurricane Matthew to counties, municipalities, businesses, and residents located along the Neuse River indicate that the efforts taken by the NCDEM and FEMA were insufficient to prevent or significantly reduce the amount of damage sustained as a result of Hurricane Matthew; and

WHEREAS, it is now apparent that mapping, emergency preparedness and risk communication did little to prevent the damage incurred by Hurricane Matthew; and

WHEREAS, the use of flood control measures have proven successful as demonstrated by estimates calculated by the USGS such as the study that concluded that the installation of Falls dam reduced the frequency of flooding experienced as a result of Hurricane Fran from once every 10-25 years to once every 50-100 years; and

WHEREAS, the use of flood control measures could have prevented, or significantly reduced the extent of damage caused by Hurricane Matthew.

NOW THEREFORE, BE IT RESOLVED that the U.S. 70 CORRIDOR COMMISSION OF N.C. INC. does hereby request that the State of NC and the appropriate federal agencies engage, develop and financially support greater efforts to avoid devastating damages to persons and property in the Lower Neuse Basin through the implementation of flood control measures and that specific consideration be given, but not limited, to (1) construction of flood control reservoirs along the Neuse River, (2) identification of alternative water supplies for the City of Raleigh that would allow lowering of Falls Lake during times of anticipated flooding, (3) additional mitigation by NCDOT to address significant stormwater impacts from highway construction and (4) active "snag, drag and dredge" operations within the Neuse River and its

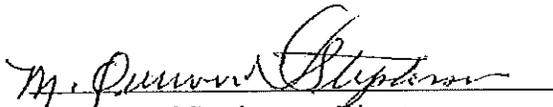
tributaries to reduce obstructions to flow and removal of materials that would impact the flood level of the River.

BE IT FURTHER RESOLVED that this Resolution shall be provided to all members of the General Assembly and to the Congressional delegation for the State of NC and that all affected Towns and Counties and their elected officials, Chambers of Commerce and all persons representing and/or residing along the Neuse River Basin encourage and co-ordinate with all organization and/or individuals to provide all necessary preventative actions to facilitate flood reduction measures as set forth herein.

DULY ADOPTED this the 18<sup>TH</sup> day of May, 2017.



Tom Mark, Chairman  
U.S. 70 Corridor Commission of N.C. Inc.



M. Durwood Stephenson, Director  
U.S. 70 Corridor Commission of N.C. Inc.



**TOWN OF SMITHFIELD  
RESOLUTION # 607 (12-2017)**

**REQUESTING GREATER EFFORTS  
TO AVOID FLOODING IMPACTS WITHIN THE LOWER NEUSE BASIN**

WHEREAS, the Neuse River Basin encompasses 74 municipalities and 19 reservoirs and drains land from 18 of North Carolina's counties covering approximately 6,234 square miles, totaling nearly 4 million acres; and

WHEREAS, roughly one-sixth of the state's population lives within the Neuse River Basin; and

WHEREAS, the Town of Smithfield which is along the Neuse River and has experienced severe flooding in 1996 due to Hurricane Fran which brought floodwaters exceeding flood stage; and

WHEREAS, in July 1997, the United States Army Corps of Engineers received authorization to conduct a study on flood risk management, environmental protection and restoration, and related purposes for the Neuse River Basin; and

WHEREAS, in September 1999, Hurricane Floyd caused a second round of flooding which devastated portions of eastern North Carolina located along the rivers, particularly the Neuse River and caused an estimated \$3 billion dollars' worth of damage, damaged more than 56,000 homes, and resulted in 1,500 floodwater rescues in eastern North Carolina; and

WHEREAS, the state and federal response to this catastrophe was the permanent displacement of homes, families, and businesses through a buy-out program which caused significant harm to the cities, counties, and communities affected where long-time neighbors, often generational, were forced to part ways to start new lives in new neighborhoods; and

WHEREAS, in 2012, the USACE presented findings from the study authorized in 1999 to the Civil Works Review Board and concluded that USACE lacked interest in Flood Risk Reduction at the time, citing: steps being taken by the North Carolina Department of Emergency Management (NCDDEM) and Federal Emergency Management Agency (FEMA) to reduce flooding losses through floodplain mapping, emergency preparedness and response, risk communication and a flood-prone structure buy-out program; and

WHEREAS, the USACE report suggested the expenditure of more than \$38 million dollars for environmental restoration measures but failed to request any funds to reduce the risk of flooding for those living and working along the Neuse River; and

WHEREAS, in October of 2016, the Town of Smithfield was devastated as a result of flooding precipitated by Hurricane Matthew; and

WHEREAS, the estimated flood damage from Hurricane Matthew exceeded \$1.5 billion dollars resulting in damage to more than 100,000 homes, destroying entire towns and taking at least 28 lives; and

WHEREAS, the record setting flooding caused by Hurricane Matthew did not occur until several days after the hurricane had passed as accumulated rainfall in the higher elevations of the state made its way toward the coast; and

WHEREAS, the relatively flat terrain of eastern North Carolina slowed the fast moving waters coming from higher elevations causing a significant increase in both the depth and breadth of the Neuse River from Smithfield through Kinston as the river reached record heights and overflowed its banks, inundating a record number of properties with floodwater; and

WHEREAS, the recent impact of Hurricane Matthew to counties, municipalities, businesses, and residents located along the Neuse River indicate that the efforts taken by the NCDM and FEMA were insufficient to prevent or significantly reduce the amount of damage sustained as a result of Hurricane Matthew; and

WHEREAS, it is now apparent that mapping, emergency preparedness and risk communication did little to prevent the damage incurred by Hurricane Matthew; and

WHEREAS, the use of flood control measures have proven successful as demonstrated by estimates calculated by the USGS such as the study that concluded that the installation of Falls dam reduced the frequency of flooding experienced as a result of Hurricane Fran from once every 10-25 years to once every 50-100 years; and

WHEREAS, the use of flood control measures could have prevented, or significantly reduced the extent of damage caused by Hurricane Matthew.

NOW THEREFORE, BE IT RESOLVED, THE MAYOR AND TOWN COUNCIL OF THE TOWN OF SMITHFIELD, do hereby request that the State of NC and the appropriate federal agencies engage, develop and financially support greater efforts to avoid devastating damages to persons and property in the Lower Neuse Basin through the implementation of flood control measures and that specific consideration be given, but not limited, to (1) construction of flood control reservoirs along the Neuse River, (2) identification of alternative water supplies for the City of Raleigh that would allow lowering of Falls Lake during times of anticipated flooding, (3) additional mitigation by NCDOT to address significant stormwater impacts from highway construction and (4) active "snag, drag and dredge" operations within the Neuse River and its tributaries to reduce obstructions to flow and removal of materials that would impact the flood level of the River.

BE IT FURTHER RESOLVED that this Resolution shall be provided to members of the General Assembly representing the Town of Smithfield and to the Congressional delegation for the State of North Carolina.

**DULY ADOPTED THIS THE 1<sup>st</sup> day of August, 2017.**

---

**M. Andy Moore, Mayor**

**ATTEST:**

---

**Shannan L. Williams, Town Clerk**

## Shannan Williams

---

**From:** April Williamson <a.williamson@myprincetonnc.com>  
**Sent:** Friday, June 30, 2017 11:46 AM  
**To:** Shannan Williams; kim.batten@townofarcherlodge.com;  
kmoffett@townofclaytonnc.org; lworley@wilsonsmillsnc.org; bthorne@selma-nc.com;  
lmarkland@townofzebulon.org; sharon.evans@townofkenly.com; clerk@pinelevel.org;  
town.clerk@embarqmail.com; thobgood@townofbenson.com;  
microtownclerk@aol.com; paula.woodard@johnstonnc.com  
**Subject:** Please add to your July agenda  
**Attachments:** Executed Flood Resolution.pdf  
**Follow Up Flag:** Flag for follow up  
**Flag Status:** Flagged

Good morning, the Mayor for the Town of Princeton request that I send the attached to be added to your agenda for your July board meeting, if you have any questions please give me a call.

Please send the attached resolution to all the town clerks in Johnston County for discussion and action on their July agenda. Please also send to Johnston County Board of Commissioners Clerk.

The resolution is about Neuse River and the damages caused by flooding related to Hurricane Matthew and other storms and trying to ask for flood assistance and resources.

Thank you,

*April Williamson*

April Williamson  
Princeton Town Clerk

[a.williamson@myprincetonnc.com](mailto:a.williamson@myprincetonnc.com)

Town of Princeton  
503 Dr. Donnie H. Jones Jr. Blvd. W  
PO Box 67  
Princeton, NC 27569

[www.myprincetonnc.com](http://www.myprincetonnc.com)  
Phone 919-936-8171  
Fax 919-936-2842





# Request for City Council Action

Consent  
Agenda  
Item: Purchase of  
Date: 08/01/2017  
AMI Meters

---

Subject: Purchase of AMI Meters from Nexgrid

Department: Public Utilities

Presented by: Ted Credle

Presentation: No

---

## Issue Statement

The purchase of Advanced Metering Infrastructure (AMI) meters from Nexgrid has been approved by Town Council and quoted by the manufacturers.

## Financial Impact

None – Approved in FY 2017-2018 budget

The project budget was approved as \$500,000 (Electric) and \$210,000 (Water).

This purchase will cost \$85,439.77 (Electric).

## Action Needed

Approve purchase of Meters (~400) to be installed in the Town for electric service

## Recommendation

Staff recommends the approval of the purchase of the AMI meters

Approved:  City Manager  City Attorney

## Attachments:

1. Staff Report
2. Price quote/documentation from Nexgrid



# Staff Report

Consent Purchase  
Agenda of AMI  
Item: Meters

---

As part of the approved budget for the present fiscal year (2017-2018), the Town Council approved funding to continue the acquisition and installation of AMI meters throughout the Town. This is the first order of the present fiscal year, covering billing books 6 & 7. The next order in autumn will cover a much larger portion of the Town.

This order of electric meters will number just under 400. These new meters will be installed in the downtown area, just south of Market Street and will be the next step of branching service outward through the Town.



ESTIMATE

915 Maple Grove Dr

Suite 200

Fredericksburg, VA 22407

Toll Free: 888-556-0911

Fax: 703-562-8385

Quote # QSMI071817

SOW # 0

PO # 0

Marilú Zelaya

Date: July 18, 2017

# Smithfield, NC

Item	Part Number	Description	QTY	Unit Price	Extended Price
<b>Electric AMI</b>					
1	intelaMeter I210+c 2S 200	GE I210+c Form 2S 200 Meter & intelaMeter Communication Module	330	\$158.40	\$52,272.00
2	intelaMeter i210+c 2S 200	GE I210+c Form 2S 200 Meter & intelaMeter Communication Module (T2 included)	30	\$169.33	\$5,079.90
3	intelaMeter I210+c 2S 320	GE I210+c Form 2S 320 Meter & intelaMeter Communication Module	3	\$204.95	\$614.85
4	intelaMeter I210+c 3S 20	GE I210+c Form 3S 20 Meter & intelaMeter Communication Module	12	\$201.56	\$2,418.72
5	intelaMeter kV2c EPS 9S 20	GE kV2c EPS Form 9S 20 Meter & intelaMeter Communication Module	3	\$279.85	\$839.55
6	intelaMeter kV2c EPS 36S 20	GE kV2c EPS Form 36S 20 Meter & intelaMeter Communication Module	1	\$279.85	\$279.85
<b>Subtotal:</b>					<b>\$61,504.87</b>
<b>Optional Accessories</b>					
7	GE I210+c 2S RD	Remote Disconnect for General Electric I210+c 2S Meter (Incremental Cost)	360	\$65.56	\$23,601.60
8	Battery I210+c 2S 200	GE I210+c Form 2S 200 Battery	30	\$11.11	\$333.30
<b>Subtotal:</b>					<b>\$23,934.90</b>
<b>Final System Cost:</b>					<b>\$85,439.77</b>

**Terms**

Customer is responsible for all shipping and receiving charges from POO Fredericksburg VA. Executed PO must be received a minimum of 90 days prior to delivery date.

Finance terms: 50% due in advance, remaining balance due upon hardware delivery, net 30 with approved credit. Late payments will be assessed a late fee of one and one-half percent (1.5%) per month on outstanding balances. Service hours and customary expenses will be billed as incurred on a monthly basis.

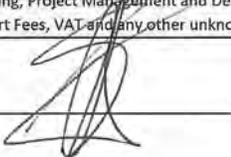
All Nexgrid products include a 10 year limited warranty, all other hardware carries manufactures standard warranty.

The prices quoted above are applicable only to a firm, non-cancelable Purchase Order received within the Effective Period for the Products listed above.

All Engineering, Project Management and Design Services are included in the price. Customer shall be responsible for all standard and customary travel related expenses and per Diem.

Taxes, Import Fees, VAT and any other unknown government or transportation charge is the responsibility of the customer. Quotes are valid for 30 days.

Nexgrid

Signature 

Name \_\_\_\_\_

Date 7/18/2017

Customer

Signature \_\_\_\_\_

Name \_\_\_\_\_

Date \_\_\_\_\_

End of Quotation





# Request for City Council Action

**Consent  
Agenda  
Item:** **Advisory  
Board  
Appointment**

Date: 08/01/2017

---

**Subject:** Advisory Board Appointments  
**Department:** General Government  
**Presented by:** Shannan Williams  
**Presentation:** Consent Agenda

---

## Issue Statement

The Town Council is asked to consider the new appointment to the Appearance Commission.

## Financial Impact

N/A

## Action Needed

The Town Council is asked to consider and approve the new appointments of Alice Harris to the Appearance Commission.

## Recommendation

Approve these appointments

Approved:  City Manager  City Attorney

Attachments:

Alice Harris – Board Application



# Staff Report

**Consent  
Agenda  
Item** **Advisory  
Board  
Appointments**

---

## **Current Board vacancies are as follows:**

Appearance Commission – 2 positions

Board of Adjustments

- In-Town Member – 1 position

Historic Properties – 2 positions

Parks and Recreation Advisory Commission

- 1 In-Town Member
- 2 High School student positions (2 year term)

## **Board Appointments/Reappointment**

1. Alice D. Harris has submitted an application for consideration to be appointed to a first term and the Appearance Commission.



Town of Smithfield
Board, Commission, or Committee
Application

Name: Harris Alice Dixon
Home Address: 1205 Bauer St. Smithfield NC 27577
Business Name & Address: Coldwell Banker Advantage 11183 US Hwy 10 Bus W
Telephone Numbers: (919) 795-5349 aharris@claytoncbadvantage.com

Please check the Board(s) that you wish to serve on:

- Appearance Commission
Board of Adjustment In Town Resident
Board of Adjustment ETJ Member
Historic Properties Commission
Library Board of Directors
Parks/Recreation Advisory Commission
Planning Board In-Town Resident
Planning Board ETJ Resident
Other:

Interests & Skills: decorating, thriftig, animals, exercising, artistic, computer, travel, people skills

Circle highest level of education completed: (High School) 10 11 12 GED College 1 2 3 4 5 6

Recent Job Experiences: customer service, purchasing, product development, real estate sales

Civic or Service Organization Experience: Mirale league volunteer

Town Boards previously served on and year(s) served: none

Please list any other Boards/Commissions/Committees on which you currently serve: none

Why are you interested in serving on this Board/Commission/Committee? Helping in the  
improvement of Smithfield's surroundings and learning  
more about my community

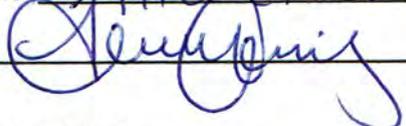
**Affirmation of Eligibility:**

Has any formal charge of professional misconduct, criminal misdemeanor or felony ever been filed against you in any jurisdiction?

Yes  No If yes, please explain disposition: \_\_\_\_\_

Is there any conflict of interest or other matter that would create problems or prevent you from fairly and impartially discharging your duties as an appointee of the Smithfield Town Council?  Yes  No If yes, please explain: \_\_\_\_\_

I understand this application is public record and I certify that the facts contained in this application are true and correct to the best of my knowledge. I authorize and consent to background checks and to the investigation and verification of all statements contained herein as deemed appropriate and if necessary. I further authorize all information concerning my qualifications to be investigated and release all parties from all liability for any damages that may result from this investigation. I understand and agree that any misstatement may be cause for my removal from any Board/Commission/Committee. I understand regular attendance to any Council Board/Commission/Committee is important and, accordingly, I further understand that if my attendance is less than the standards established for any such body that this is cause for removal. Lacking any written standards for attendance by any Board/Commission/Committee, it is expected that I will attend at least 75% of all meetings during any one calendar year to maintain my seat on any Board/Commission/Committee to which I may be appointed. This form will remain on file in the Office of the Town Clerk and requests for updates will be sought prior to any consideration for reappointment (or future appointment) to any Board/Commission/Committee.

Printed Name: Aliyah Harris  
Signature:  Date: 7/5/2017

Return completed for to:  
Shannan Williams  
Town Clerk  
P. O. Box 761  
Smithfield, North Carolina 27577  
Phone: (919) 934-2116 Fax: (919) 989-8937 E-Mail: [shannan.williams@smithfield-nc.com](mailto:shannan.williams@smithfield-nc.com)

**Applicants are required to be a resident of the Town of Smithfield for In-Town positions and within the Town's ETJ for ETJ positions**



# Request for City Council Action

**Consent  
Agenda  
Item:** Promotion  
Personnel  
Date: 08/01/2017

---

**Subject:** Allow the Town to Promote a Pump Station Mechanic

**Department:** Public Utilities

**Presented by:** Ted Credle

**Presentation:** Consent

---

## Issue Statement

Obtain Council approval to offer the position of Pump Station Mechanic to a qualified internal candidate. This position came available due to a June resignation.

## Financial Impact

\$1284.00. The pay for the proposed personnel is included in the adopted FY 2017- FY 2018 budget.

## Action Needed

Approve the offer for the proposed Pump Station Mechanic at an hourly rate of 14.81 per hour (\$30,804.80/year). Effective August 7, 2017.

## Recommendation

Staff recommends the approval of the offer

Approved:  City Manager  City Attorney

Attachments:

Staff Report



## Staff Report

**Consent  
Agenda  
Item: Promotion  
Personnel**

---

In keeping with stated Town goals of attracting and retaining highly qualified employees, the Town has interviewed a prospective employee for the position of Pump Station Mechanic for the Collection & Distribution Division of Public Utilities. The prospective employee is an in-house candidate and such a hire would be consistent with a career ladder promotion. In keeping with Town practice, this promotion would entail a 5% pay raise. The candidate is qualified for this position and has been a highly regarded member of Town staff for many years. Council is asked to approve this hire/promotion.



# Request for City Council Action

**Business  
Agenda  
Item:** Promotion  
Personnel  
Date: 08/01/2017

---

**Subject:** Allow the Town to Promote a Utility Line Crew Supervisor

**Department:** Water and Sewer Utility

**Presented by:** Ted Credle

**Presentation:** Consent

---

## Issue Statement

Obtain Council approval to offer the position of Utility Line Supervisor to a qualified internal candidate. This is a new position in the FY 18 budget.

## Financial Impact

\$1,575.00. The pay for the proposed personnel is included in the adopted FY 2017- FY 2018 budget.

## Action Needed

Approve the offer for the Utility Line Supervisor position at an hourly rate of 15.18 per hour (\$31,569.41/year). Effective August 7, 2017.

## Recommendation

Staff recommends the approval of the offer.

Approved:  City Manager  City Attorney

Attachments:

1. Staff Report



# Staff Report

**Business  
Agenda  
Item:** **Promotion  
Personnel**

---

As part of the FY 2017-2108 approved budget, a new position was created. The new Utility Line Crew Supervisor was approved in response to the workload the work crews are experiencing. In addition to normal service calls, the crews are responding to fire hydrant **repairs in preparation for the Town's** insurance inspection; AMI water meter installation, which is a multi-year project; lift station pump repairs caused by age; and general system preventative maintenance for both the water distribution network and the sanitary sewer collection system.

In keeping with the approved budget, the open position of Utility Line Crew Supervisor was advertised. The Town received applications and would like to offer the position to an internal candidate. Staff is seeking permission to promote the selected candidate.

In keeping with Town practice, this promotion would move the candidate to the minimum starting salary of the Utility Line Supervisor position. The candidate is qualified for this position and has been a positive employee of the Town. Council is asked to approve this promotion.



# Staff Report

**Business  
Agenda  
Item:** **New  
Hire /  
Vacancy  
Report**

**Date of Meeting: August 01, 2017**

**Date Prepared: July 24/2017**

**Staff Work By: Tim Kerigan, HR Director**

## **Background**

Per Policy, upon the hiring of a new or replacement employee, the Town Manger or Department Head shall report the new/replacement hire to the Council on the Consent Agenda at the next scheduled monthly Town Council meeting.

In addition, please find the following current vacancies:

<u>Position</u>	<u>Department</u>	<u>Budget Line</u>
Planning Director	Planning	10-4900-0200
Police Officer	Police	10-5100-0200
Sanitation Equip. Operator	PW – Sanitation	10-5800-0200

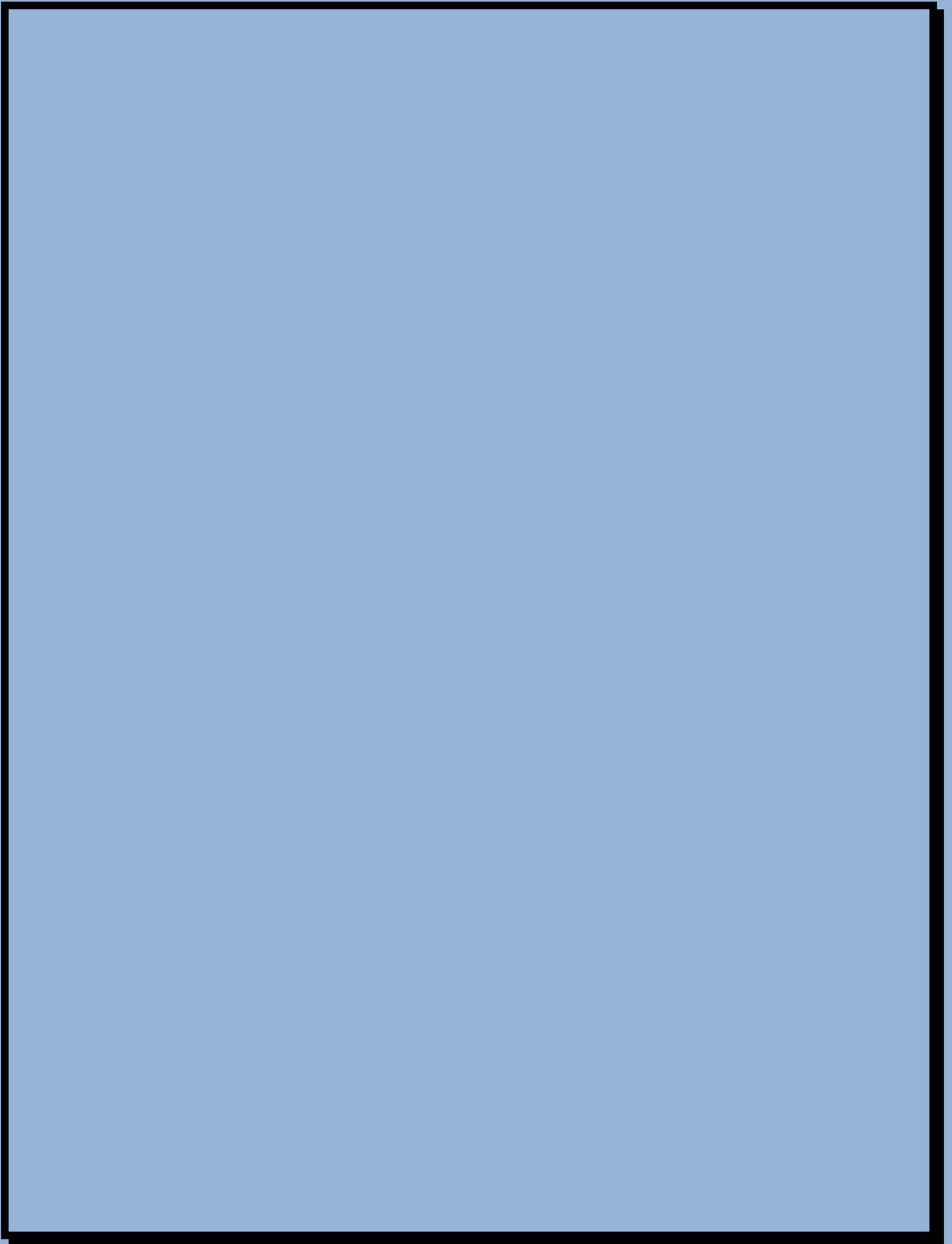
## **Action Requested**

The Town Council is asked to acknowledge that the Town has successfully filled the following vacancies in accordance with the Adopted FY 17-18 Budget.

<u>Position</u>	<u>Department</u>	<u>Budget Line</u>	<u>Rate of Pay</u>
Planning Director (Part-time)	Planning	10-4900-0200	\$45/hr.
Police Officer I	Police	10-5100-0200	\$15.58/hr. (\$34,836.88/yr.)
Water Plant Operator	PU – WP	30-7200-0200	\$17.30/hr. (\$35,984.00/yr.)



# Business Items





# Staff Report

**Business Agenda Item: Economic Development Update**

---

**Date of Meeting: August 01, 2017**

**Date Prepared: July 24, 2017**

**Staff Work By: Tim Kerigan, Economic Development Liaison**

## **Update**

In August 2016, upon request of Economic Development Liaison Tim Kerigan along with Rocky Lane of Sanford Holshouser, Council approved a Scope of Work with Sanford Holshouser for Implementation of the Strategic Economic Development Update Action Items.

Since that time, the Town has been able to make steady progress on implementing the identified action items **from the Town's Economic Development Strategic Plan that was updated in 2014.**

Please see the attached most recent Implementation Matrix .

Going further, at the request of Council, staff will provide similar monthly summary and matrix updates.

## **Action Requested**

No action requested.

## SUMMARY OF ACTIVITIES 2016-2017

### SEPTEMBER

Implementation Items:      Business Retention/Expansion (BRE)  
Develop Support for the ED Program  
Internal/External Marketing  
New Business Recruitment  
Product Development  
Town Image/Gateways

Activities:                      Smithfield-Selma Breakfast Meeting – attended by Rick Childrey, Harold Keen, Dwight Morris, and Perry Harris. The group was given an update on the Smithfield economic development efforts and asked for their input and support.

Met with Teresa Daugherty, a commercial realtor. We explained to her the direction of the economic development program, the recently updated Strategic Plan, the work plan that evolved from that, and the purpose of the meeting, which was to solicit input and ask for her support. Teresa identified the newly constructed round about at the Outlet Mall as a major problem and a major accident waiting to happen. She also identified other areas that she believed could be improved that would improve the town's position to attract future growth. It was requested that when she had any issues with the Planning Department in the future that she immediately inform Tim.

Met with the Smithfield Economic Development Advisory Committee (SEDAC) Chairman, Mike Fleming and Town Councilman Perry Harris to identify areas of interest and focus of the group. Also discussed were the recent exploratory and fact-finding trips to Morganton, NC and Covington, GA to identify elements applicable to Smithfield. There was consensus that the town does a poor job in telling its own story, and efforts should be made to do more in this area. Fleming and Harris suggested that a Visioning/Branding Session would help the town develop a common vision which the entire community could rally behind. The potential of ElectriCities supporting such an effort was discussed.

Met with Crystal Roberts to discuss concerns, needs, and opportunities of the East Smithfield community. Questions that were identified that need to be asked and identified were:

- What could be done to improve the quality of life there

- What would build community pride
- How to structural internal/external marketing for the area

Needs discussed include a beautification effort and one opportunity noted was a grocery store of some form.

BRE visit to Harold Keen to express appreciation for his business, offer support, and to gather his input and thoughts on the direction of the ED program and any needs/opportunities that he saw. Keen identified a growing opportunity in housing as Raleigh and the Triangle continue to grow. He also noted that the town needed to improve its image and this would be encompassed in a branding effort. He also offered suggestions as to how to make the town more attractive to builders.

Met with Chris Johnson and the SEDA Development Committee to discuss two large acreage sites that are suitable for industrial development. A good size section of the properties is in the town corporate limits, with the potential of Smithfield providing water service to the bulk of the sites. Rocky volunteered to have an engineer develop conceptual layouts of the properties to get a better idea of the potential the sites would have in terms of the attraction of jobs and capital investments.

Met with Chris Johnson to discuss Smithfield’s lack of industrial product. Identified additional properties that have potential as industrial sites and it was suggested that a former certified site be recertified.

Met with Sarah Edwards of the Downtown Smithfield Development Corporation to discuss the redevelopment/rehabilitation of the old town hall. We provided information assistance in developing a request for proposals for the improvements to the building.

## OCTOBER

Implementation Items: Business Retention and Expansion  
New Business Development  
Product Development

Activities: Met with Chris Johnson and the SEDAC Development Committee along with engineer Aric Geda to review the conceptual layouts developed for the properties identified earlier. The group agreed that the properties held enormous potential. Strategies were developed and assignments made as to next steps, which included contacting landowners, methods of controlling the properties, and the development of cost estimates of due diligence evaluations.

Business Expansion and Retention program elements and materials were reviewed and updates and corrections were made to the documents.

## NOVEMBER

Implementation Items: Internal/External Marketing  
New Business Recruitment  
Retail Development  
Town Image/Gateways

Activities: Met with Brenda Daniels, Manager of Economic Development for ElectriCities. Brenda outline the many services and opportunities that ElectriCities offers its member communities that could benefit Smithfield. They included:

- Grant Programs
  - Customized Cities
  - Smart Grant
- Smart Sites Program
- Marketing Materials
- Retail Recruitment
- Branding

Brenda will schedule a meeting with the new Vice President of Marketing as soon as she is on board to discuss Branding and other communications/marketing items.

## DECEMBER

Implementation Items: Business Retention/Expansion  
Internal/External Marketing  
Retail Development

Activities: Progress Report Presentation to Town Council.

Existing businesses identified for visits and contacts initiated. Meetings confirmed for January included: Johnston Health and Johnston Community College. Informational letters for the Mayor scheduled to be mailed in January.

## JANUARY

Implementation Items: Business Retention and Expansion  
Entertainment/Amusement Development  
Incentives:

Johnston Community College  
New Business Recruitment  
Residential Development

Activities:

Conference call with Rocky Lane, Tim Kerigan, and Mike Scott to discuss the town's incentive offerings in all aspects-industrial, residential, etc. The assessment is in response to some on-going discussions with the Smithfield-Selma Chamber. The discussion focused on what incentives should be used for, and how they should be structured. It was determined that an analysis of the incentive programs of others in the county and region should be done.

Met with Fire Chief John Blanton to discuss how an additional fire station for the town would enhance its economic development competitive position. It was cited that an improved fire rating would not be the determining factor in a site location decision, but is an important element in the overall cost of business, similar to utility rates. Anything that a community can do to reduce the cost of business will enhance their chances of attracting new business or facilitate the expansion of existing businesses. Even small, incremental improvements can make a difference. Chief Blanton will get the fire ratings of surrounding communities and a determination of next steps will be developed.

BRE visit with Johnston Health Physician Recruiter, Liz Thurston. Informed Liz about the town's economic development program and asked her opinion on several implementation items. Also, in the context of BRE, asked her what the town could do to assist her or the hospital. It was noted that the hospital is a tremendous asset to the town in regards to attracting new businesses and residents, as well as being a great existing business in its own right. Tim and Liz will exchange marketing materials to be included in their respective recruitment packages.

Visit with Dr. David Johnson, President of Johnston Community College. The meeting served multiple purposes. First, it was an introductory meeting for two recommendations from the Strategic Plan Update: number two speaks to JCC directly and number eight is Amusement/Entertainment Development and the college's entertainment venue is an asset in this arena. Secondly, the community college is a terrific asset in the pursuit of new investment and creation of jobs, and lastly it is a very important existing business. We informed Dr. Johnson of the town's increased emphasis on economic development and discussed issues related to all the areas noted above. The college's auditorium facility is undergoing some renovations and

Dr. Johnson expressed a desire to leverage it to a greater extent. Student housing was also discussed, and Dr. Johnson confirmed the need for short and long-term housing for students. It was decided that we would schedule a meeting in the near future to discuss these opportunities in more detail and develop a strategy to advance those items.

Conference Call with Lacy Beasley, President and COO, and Brandon Chambers, Retail Development Coordinator of Retail Strategies. The call included Brenda Daniels of ElectriCities, Mike Fleming, Tim Kerigan, and Rocky Lane. Lacy gave an overview of what services her company offered and how a typical project would unfold. The company offers a substantial discount to ElectriCities members and ElectriCities splits that cost. The services offered and their heavy emphasis on implementation would address the recommendations in the Strategic Plan update for Retail Development. References from client communities were requested and Lacy will supply them to Brenda, who will in turn supply them to us. Once the references have been checked we will get back together to decide on the next course of action.

## FEBRUARY

### Implementation Items:

Downtown Redevelopment  
Internal/External Marketing  
Product Development  
Residential Development  
Town Image/Gateways

### Activities:

Conference call with Tim Kerigan, Mike Fleming and Rocky Lane to discuss a potential strategy to increase and enhance the housing stock, primarily near the downtown area, to attract young families. This initiative was generated by the SEDAC Redevelopment Committee. Mike had made several attempts to contact the NC State College of Architecture to identify any potential support to develop a strategy to address the issue. Rocky contacted a former colleague at the UNC System to identify the best contact for such a project. Subsequently Lane contacted a professor at UNC-CH. The professor referred him to another professor whose expertise more closely fits the project profile. The conference call was to discuss the results of the conversation with the first professor. It was decided that we would tour the area on the same day of the meeting with ElectriCities-22FEB17 and decide on next steps.

Tim Kerigan and Rocky Lane met with Brenda Daniels and the new VP of Marketing, Michelle Vaught of ElectriCities on 22FEB17. Other

attendees were Sarah Edwards from DSDC, Mike Fleming, David Mills, from the SEDAC. Items discussed were a visioning/branding process, marketing materials and a logo. It was agreed that no one really knows what or who Smithfield is, no one has a handle on a single identity. Further, there is no clear idea as to whom that message should be directed. The meeting also included a discussion on media relations and how stories needed to be developed and disseminated to promote a positive image for the Town. It was decided that the first step should be the development of a strategic communications plan, and from that all other elements would order themselves. It was agreed that Brenda and Michelle would make a presentation to Town Council at the 07MAR17 meeting to get their concurrence to move forward on the process.

Sarah Edwards, Mike Fleming, Tim Kerigan, and Rocky Lane toured the residential areas close to downtown to identify potential areas for a redevelopment project. These redeveloped properties would provide attractive housing stock to potentially attract young families to locate in Smithfield. Young families fall into an age cohort that was identified in the Economic and Demographic section of the Strategic Plan update as one that was declining in size. The development of attractive housing stock and an associated marketing plan could address this decline.

Met with the SEDAC Redevelopment Committee to discuss the potential redevelopment project. Several different project boundaries were discussed, as well as other issues that may come into play in the effort. It was suggested that young families that had purchased and renovated homes in Town should be interviewed for testimonials, and why they invested in Smithfield. Other issues discussed were the Johnston County Schools, the Charter School, transportation corridors, and other items that would be attracting and/or detracting factors for young families seeking a new home. The next step is for Rocky to contact the UNC-CH professor to explore the potential of her class taking on developing a redevelopment strategy for the town.

Met with Chris Johnson to discuss the status of the properties in the potential industrial park. Additionally, another property was identified as having potential to be developed as an industrial site. Rocky will follow up with the property owners to determine their interest to have the property promoted as an industrial site. It was agreed that the quickest way to put product back in the Town's inventory would be to recertify the Wellons-Howell property. Rocky will contact the property owners to determine if it is possible to move forward on this.

## MARCH

Implementation Items: Internal/External Marketing  
Product Development  
Residential Development  
Retail Development  
Town Image/Gateways

Activities: Presentation to Town Council in support of moving forward with two initiatives in partnership with ElectriCities. The first was the development of a Strategic Communication Plan. This effort will be wide ranging and will include the development of a brand for the town, as well as marketing materials, and strategies on dissemination of information across the various media outlets available today, print, radio, social, and possibly even TV. Moving forward at this point is at no cost, and ElectriCities will bear a great deal of the cost in developing the strategy and design and initial production of marketing materials. But there will likely be a cost associated with the Branding process. Town Council agreed to move forward with the initiative and we will now advance to the next step.

The second initiative is engaging with Retail Strategies for Retail Development. Retail Strategies proposal includes a comprehensive approach to retail development which includes: an assessment of Smithfield's current retail universe, the retail service area-the distance radius where shoppers come from, what retail companies are not present in Smithfield that would be desired and a good fit, evaluation of retail product that could accommodate new establishments, targeted companies, recruitment strategies, and actual client recruitment. ElectriCities has negotiated a reduced cost for these services for their member communities, and pays half of those costs. The initiative would be a three-year program. The presentation was for informational purposes only and a request to engage with Retail Strategies will come after further consideration.

Rocky Lane contacted Dr. Mai Nguyen, Associate Professor in the UNC-Chapel Hill School of City and Regional Planning to discuss the potential redevelopment project for the residential areas near the downtown district. Dr. Nguyen confirmed that she taught a course in the fall in which students were assigned projects that may be a fit for the efforts the SEDAC group is considering. Dr. Nguyen noted that she did outside consulting that could augment the students' work or, in the event the

Smithfield project was not chosen as a class project, would supplant those efforts. A conference call was scheduled to discuss the project further with representatives of the SEDAC Committee.

Rocky contacted one of the property owners of a former Smithfield Certified Site to inquire as to their interest in recertifying the property. The owner was agreeable, but recommended waiting a few months as his co-owner is involved in a situation that would likely impact negatively on them wanting to move forward with recertification at this time. Follow-up is scheduled for July.

## APRIL

Implementation Items: Internal/External Marketing  
Product Development  
Residential Development  
Town Image/Gateways

Actions: Research conducted on the ownership of other properties identified during discussions with Chris Johnson as having potential for development as industrial sites, for further evaluation and discussions with the owners.

Conference call with Dr. Mai Nguyen which included Tim Kerigan, Mike Fleming, and Rocky Lane, to further discuss the potential residential revitalization project. Mike explained his vision of converting the high concentration of rental properties in the area around the downtown district to affordable, quality housing that would attract young professionals. The questions were posed, "How can we make the streetscape attractive," and "How do we attract investment?" Mike described the neighborhood for Dr. Nguyen and she gave her first impressions, with the caveat that she could give a better assessment after touring the area and doing more research. Nguyen gave a brief overview of her work, area of specialty, and discussed a time line for the project. The course that she co-teaches will be offered in the fall, so the project would not get started before late August. It was agreed that this time frame would be acceptable. Dr. Nguyen will discuss the potential project with her co-instructor, and she and Rocky will discuss it again on April 20<sup>th</sup>. Dr. Nguyen emailed a link to an application form for areas asking to be considered as a class project, and asked us to complete it and get it back to her as quickly as possible.

Dr. Nguyen referred us to her colleague Dr. Marcia Machado Perritt for follow-up. A conference call for May 5<sup>th</sup> was scheduled.

Met with ElectriCities representatives, Brenda Daniels, Manager of Economic Development and Ed Roberts, Creative Lead from their marketing department to start the process of developing a Strategic Communication Plan. The meeting included several folks from various community organizations in order to gain their input and support for the effort. The meeting included: Chris Johnson, Mike Fleming, Donna Bailey-Taylor, Sarah Edwards, Kelly Wallace, and Rocky and Tim from the town. The discussion reviewed some of the information from the last meeting with ElectriCities re: Communications/Marketing and solicited information such as: what does a success in this effort mean to the individuals-what is the goal, what are the communication challenges, are there successful efforts in other communities that we can learn from? It was also discussed how the development of the strategy and a branding effort would require a team effort and input from a wider cross-section of the community. At the end of the meeting Ed promised to take the information, review it with his boss, Michele Vaught, VP of Marketing, and then draft an initial plan for the group's review. It is anticipated that we will receive the draft plan in the next two months.

## MAY

### Implementation Items:

Downtown Redevelopment  
Internal/External Marketing  
Product Development  
Residential Development  
Retail Development  
Town Image/Gateways

### Activities:

Conference Call with Lacy Beasley of Retail Strategies, Brenda Daniels of ElectriCities, Tim Kerigan, and Rocky Lane to discuss the status of the Retail Strategies proposals. It was no decision would be made until after the town budget was adopted. Potential start dates and activities were discussed. Tim asked Rocky to be the point of contact for Lacy and it was agreed that follow-up would come sometime in July.

Conference call with Marcia Machado Perritt, Special Projects Manager, Development Finance Initiative, UNC-School of Government. Tim Kerigan and Rocky Lane discussed the potential residential redevelopment project with Marcia. She stated that the project, as we were describing it, would be too large for a class project, but would be similar to projects that they had undertaken, some currently in progress. It may be possible to identify a small segment of the defined area and have that selected as a class project. So, there are two potential areas of support: one-a smaller area as a class project, and two, a larger area that would be under a consulting agreement. It was suggested, and Marcia

agreed that it would be helpful for her to visit Smithfield to get a better feel for the project area. Dates are being circulated with the intent of scheduling her visit for some time in June. After the visit, a more definitive direction on the project will be determined.

Attempts have been made to contact owners of two properties identified as having potential to be developed for industrial purposes. Their willingness, and under what terms they would allow the town to market their property as an industrial site or park, is to be determined. A potential partner to assist in the certification of one of the properties has been identified, if the decision is made to move in that direction.

Follow-up conversation with Ed Roberts, ElectriCities Creative Lead to get an update on the status of the draft Strategic Communication Plan that was discussed at a meeting he conducted on April 4<sup>th</sup> at Town Hall. Ed stated that the data collected during that meeting, and a previous meeting with Tim, Rocky, Mike Fleming, Sarah Edwards, and Brenda Daniels and Michelle Vaught of ElectriCities, was been synthesized. He went on to say that Michelle Vaught, VP of Corporate Communications would be contacting the town soon to request additional information and discuss next steps.

## JUNE

### Implementation Items:

Business Retention and Expansion  
Downtown Redevelopment  
Internal/External Marketing  
Product Development  
Residential Development  
Town Image/Gateways

Dr. Marcia Machado Perritt of the UNC School of Government, Development Finance Initiative visited Smithfield and met with Mike Fleming, Julia Narron, Rocky, and Tim to discuss the services offered through the UNC-SOG and the Development Finance Initiative. An overview of a vision developed by Mike and his SEDAC Redevelopment Committee, was discussed. This vision would improve the town's housing stock, thereby encouraging increased homeownership, and hopefully attract young families. Marcia reviewed several DFI projects and also those properties that were adopted as class projects by a graduate course that she teaches. She stated that a single property was a better fit for the graduate class project, but that the residential area could potentially be addressed through a consulting agreement with the DFI. After further discussion, the old Town Hall was mentioned and, after Marcia saw the building, she noted that it would be a strong

candidate to be adopted by the graduate class. As it so happens, Marcia is currently working on a project that involves the renovation of a historic hotel in the town of Albemarle. The hotel is part of a bigger initiative that includes the construction of an educational facility for a new specialty program of a local university, with the hotel providing residential space for students. Rocky is very familiar with this, as Sanford Holshouser developed an economic and fiscal impact analysis for the project. Tim and Rocky had discussed the potential of approaching JCCC or another local university to explore the space needs they may have, which may be provided by the old Town Hall after renovations, in a model similar to the Albemarle project. This potential will be pursued further, possibly in conjunction with the graduate students, if the facility is selected as a class project. Next steps: Tim will complete the application form to have the old Town Hall considered as a class project and Marcia will provide a list of the services offered by the SOG and the DFI, with scopes of work and fee schedules.

Received notice that the owner of the key parcel in the larger tract identified as having strong potential to be developed as an industrial park has agreed to participate in the project. With this agreement, additional property owners are in the process of being contacted to determine the terms and conditions under which their properties can be included in the park. Further, additional properties have been identified that would expand and enhance the project and the process of contacting land owners has begun.

ElectriCities Communications and Economic Development staff met with Tim and members of the SEDAC to give an update on the status of the Strategic Communication Plan.

Tim and Rocky made a BRE visit to Jerry Williams Lumber and met with Mark Williams. Mark was most appreciative of the visit and noted the Mayor's letter informing him of the Town's initiative. He stated that he had never received a thank you, or any other expression of appreciation before, and he appreciated it very much. We discussed a couple of problems that he has had in the past and some that were current. Tim promised to follow up on those issues and get back with him. Tim went on to tell Mark that anytime he had a problem to please not hesitate to contact him. Mark also informed us of a couple of expansion projects that were on-going and some that were in the planning process. Tim and Rocky will follow up periodically to provide any support and assistance possible to facilitate these expansions. Additional BRE visits will be scheduled later this summer. Note: Tim followed up on the issues that Mark had mentioned and found that town staff had already addressed those issues or were in the process of addressing them.

# SMITHFIELD STRATEGIC PLAN IMPLEMENTATION-2016-2017

ACTIVITY	TASK	PARTNER	RESOURCES NEEDED	STATUS	NOTES
Develop overall support for the Economic Development Program					
		Smithfield-Selma Chamber of Commerce		Good contact and support established with the organization	Tim is meeting with the Chamber on a regular basis
		Commercial Realtors		Maintaining on-going contact with realtors.	
		SEDAC		Maintaining on-going contact with SEDAC.	Tim is meeting with the SEDAC on a regular basis
		East Smithfield		Met with Crystal Roberts to discuss collaborative efforts.	Crystal Roberts is employed with JCCC. Additional/alternative contacts in the community may need to be established
		Business Community		Meeting with business community via BRE program.	Additional BRE visits are being scheduled.
Existing Business & Industry Support					
Reestablish the Existing Industry Outreach Program					
	Develop a contact directory of Existing Industries			Initial Directory completed and will be updated regularly.	
	Developing an introductory letter to be mailed by January 2017			First batch of letters mailed 19JAN17.	

ACTIVITY	TASK	PARTNER	RESOURCES NEEDED	STATUS	NOTES
	Schedule visitations			Visitations have begun and will be on-going.	Met with Mark Williams of Jerry Williams Lumber. Several areas of assistance were identified and expansions, some currently underway and some planned were discussed. Additional BRE visits are being scheduled
	Determine Recognition Activities			Options discussed and being considered.	
<b>New Business Recruitment</b>					
	Identify needs of major companies in the County that Smithfield can capitalize on	JCED		Meeting with Chris Johnson to discuss approaching existing industries to discuss future needs/opportunities.	Meeting with Chris Johnson to be rescheduled
	Attract new business investment and jobs				
<b>Town Image/Gateways</b>					
	Gateways				
	Identify areas for improvement	SEDAC		Meetings will also be scheduled in conjunction with Visioning/Branding and the development of the Strategic Communication Plan (SCP) to more fully discuss the issue.	
		East Smithfield-Crystal Roberts Business Community <sup>94</sup>	Community	Follow-up meeting with Crystal Roberts and other members of the community to discuss the issue.	Information will be gathered on the different areas of the town, including East Smithfield, in the development of the SCP and Visioning/Branding efforts.

ACTIVITY		TASK	PARTNER	RESOURCES NEEDED	STATUS	NOTES
	Conduct a Visioning/Branding process					
			ElectriCities/ Business Community/ SEDAC/East Smithfield		Will come as a result of the development of the Strategic Communications Plan	
					A decision on what level of Visioning/Branding effort the town feels is appropriate will be made after a review of the SCP	The various levels have associated level of cost
Product Development					Contacted one of the Wellons-Howell property owners to discuss recertification. Reached out to owners of other properties identified as suitable for development as industrial sites. Searching for other suitable properties for evaluations and inclusion in the town's product inventory	
	Industrial Sites and Buildings	Increase the Town's product inventory	County and SEDAC			Follow-up with property owner scheduled for July

ACTIVITY		TASK	PARTNER	RESOURCES NEEDED	STATUS	NOTES
					Two other properties with potential to be developed for industrial uses have been identified and efforts are underway to contact their owners.	Landowner of key parcel has agreed to participate in the project. Additional land owners being contacted and additional tracts have been identified that would enhance the project. Owners of these properties will be contacted after those adjacent to the key parcel have agree to move forward.
Downtown Redevelopment						
	Renovation and redevelopment of Downtown properties	Redevelopment of the former Town Hall			Application to include the facility as project in the fall semester of Dr. Perritt's class has been submitted.	A potential strategy that was employed by another municipality was discussed for possible application in Smithfield with Marcia Machado Perritt.
Internal/External Marketing						
	Internal	Identify the Economic Development Program Spokesman			Tim Kerigan is the spokesperson for the Economic Development Program.	
		Develop a newsletter			Exploring options for newsletter.	
	External	Develop Marketing Materials			The development of marketing materials, placement of news releases, etc. will be included in the SCP.	Council agreed to move forward on these items at their 07MAR17 meeting.

ACTIVITY	TASK	PARTNER	RESOURCES NEEDED	STATUS	NOTES
	Develop an overall communications plan for the town			Strategic Communication Plan approved at the 07MAR17 Town Council meeting is being developed	Draft of first component has been received for review and comment
Johnston Community College					
	Identify JCC needs that can be translated into economic development activities	JCC		Met with Dr. David Johnson to discuss areas of needs and partnership opportunities.	Follow-up meeting will be scheduled later this summer
Incentives					
	Review the Town's Incentives to assess the Town's competitiveness			Best Practices Analysis on-going.	Gathering information on incentive programs offered by communities in Johnston County and selected others that have similarities to Smithfield
Retirement Development					
	Determine interest in advancing this initiative				
Residential Development					

ACTIVITY		TASK	PARTNER	RESOURCES NEEDED	STATUS	NOTES
		Assess Housing Stock	Tax Office Planning Department Local Realtors		Working with the SEDAC Redevelopment Committee to explore options of increasing/enhancing the housing stock in the town limits, primarily near downtown.	
					Waiting on information from Dr. Perritt regarding services and associated fees for various services associated to redevelopment	
Retail Development						
		Expanding the Retail offerings of the Town	ElectriCities-Retail Strategies		Considering the proposal from Retail Strategies and the partnership opportunity with ElectriCities to formulate a recommendation to Town Council.	Scheduling a conference call with Retail Strategies to determine if the company can strategically target certain areas of the town that need retail in-fill and what that project scope of work would entail.
Public Education						Tim met with Supt. Renfro to discuss the Smithfield Economic Development program and explore areas of collaboration and support.



# Request for City Council Action

**Business  
Agenda  
Item:** Strategic  
Economic  
Development  
Plan  
Date: 08/01/2017

---

**Subject:** Consideration of Continuing to engage Sanford Holshouser for Economic Development Consulting and Assistance

**Department:** Non-Departmental

**Presented by:** Rocky Lane, Sanford Holshouser  
Tim Kerigan, Economic Development Liaison

**Presentation:** Business Items

---

## Issue Statement

The Town engaged Sanford Holshouser Economic Development Consulting to update the Strategic Economic Development Plan in 2014. The Update produced 15 Recommend Action Items with associated implementation steps which were anticipated to provide direction for the Town's economic development efforts for the next three to five years. In August, 2016, the Town engaged Sanford Holshouser to provide consulting and assistance to implement the developed plan for FY 2016-2017. To this date, much progress has been made and much appears to be on the near horizon.

## Financial Impact

Not greater than \$20,000. Would be provided by Account # 10-4110-5710 – Non-Departmental – Economic Development Initiative. \$50,000 was encumbered from the FY 2016-2017 budget.

## Action Needed

Council approval to proceed.

## Recommendation

Approval of continuing to engage Sanford Holshouser for Economic Development Consulting to assist in the implementation of items as outlined in the proposed Plan of Work derived from the Strategic Economic Development Plan Update from 2014.

Approved:  City Manager  City Attorney

Attachments: None.



## Staff Report

**Business  
Agenda  
Item:** **Strategic  
Economic  
Development  
Plan**

---

In 2004, Sanford Holshouser created an Economic Development Strategic Plan for the Town of Smithfield. Very little was done by the Town to implement this plan. In 2014, The Town engaged Sanford Holshouser to update the Strategic Economic Development Plan.

The Update produced 15 Recommend Action Items with associated implementation steps which were anticipated to provide direction for the Town's economic development efforts for the next three to five years.

In August, 2016, the Town engaged Sanford Holshouser to provide consulting and assistance to implement the updated plan for FY 2016-2017. To this date, much progress has been made and much appears to be on the near horizon.

Staff recommends utilizing no greater than \$20,000 of economic development funds that were encumbered from the FY 2016-2017 budget in order to **continue to engage Sanford Holshouser for Economic Development Consulting** to assist in the implementation of items as outlined in the proposed Plan of Work derived from the Strategic Economic Development Plan Update from 2014.

June 20, 2017

Mike Scott  
Town Manager  
Town of Smithfield  
PO Box 761  
Smithfield, NC 27577

Dear Mike,

Sanford H olshouser E conomic Development C onsulting, L LC i s p leased to s ubmit t his pr oposal for continued services related t o i mplementing a ction i tems f rom t he town's Strategic E conomic Development Plan. Smithfield has made much progress in economic development this year and we look forward to the opportunity to assist the town to even greater success in the coming year.

As in our current engagement, one day per month would be dedicated solely to Smithfield's economic development efforts. This day can be on-site in Smithfield, or another location as needed, or working on proposals, marketing materials, research, etc. in my office. Activities will include follow-on items that have been initiated this year and new actions derived from the Strategic Economic Development Plan as implementation steps are completed.

Attached is a Scope of Work for your review. If this proposal is acceptable, I will prepare a letter of engagement for the project. If you have any questions, please let me know.

I will be the project manager and will continue to coordinate all aspects of the project as defined by the Scope of Work and letter of engagement. Other Sanford H olshouser p artners m ay of fer i nput a nd assistance over the life of the project as needed. T im Kerigan will be my primary contact unless I am advised otherwise.

Again, thank you for the opportunity to submit this proposal and I look forward to hearing from you.

Sincerely,

A handwritten signature in black ink that reads "Rocky Lane". The signature is written in a cursive, flowing style.

Rocky Lane  
Managing Partner

## ***Proposed Scope of Work***

### **Annual Retainer**

Sanford Holshouser will sign an annual retainer with Smithfield to provide continuing assistance in the implementation of action items from the town's Strategic Economic Development Plan (SEDP).

The annual retainer will cover one day per month dedicated solely to Smithfield's economic development program. This can be on-site in Smithfield, or in another location as needed. Activities will be dictated by a plan of work that will include follow-on activities from the previous year's efforts and additional items from the town's SEDP as others are completed.

**Deliverables: Monthly activity report and performance matrix on activities. Annual review of accomplishments.**

### ***Timeline***

Sanford Holshouser can begin immediately upon the signing of a letter of engagement.

### ***Fee Proposal***

Sanford Holshouser will sign an annual retainer agreement with the Town of Smithfield which provides all the benefits as outlined above for a fee of \$18,000, plus expenses. Expenses are expected to be minimal and primarily be for travel to Smithfield, or other locations, and any requested printing etc. Additional hours beyond the eight covered by the retainer agreement will be negotiated via a separate agreement and at the rate of \$190 per hour.





# Request for City Council Action

Business  
Agenda  
Item: Sewer Rate  
Date: 08/01/ 2017  
Adjustment

---

Subject: Sewer Rate Adjustment  
Department: Public Utilities  
Presented by: Ted Credle  
Presentation: Business Item

---

## Issue Statement

The Public Utilities Department is proposing to raise the sewer rates for the customers in the Town of Smithfield.

## Financial Impact

Revenue will have to be increased to cover the increased cost of Johnston **County's** increased rates.

## Action Needed

Approve the proposed rate increase

## Recommendation

Staff recommends the rate increase

Approved:  City Manager  City Attorney (not required)

## Attachments:

1. Staff Report
2. Letter from County detailing rate increase
3. E-mail from County verifying the rate increase as approved by the Commissioners



# Staff Report

Business  
Agenda  
Item: Sewer Rate  
Adjustment

On June 26, 2017 the Johnston County Board of County Commissioners approved a rate hike for the County Utility Department services. The rate hike will affect all customers for Johnston County, including the Town of Smithfield.

The Board of Commissioners approved a bulk water rate hike of over 6%, as well as, a sewer rate increase of over 6%. This is a cost the Town will have to pay on a monthly basis through the Town invoice for sewer service. As the Town did not budget for this increase, it is proposed to increase sewer rates by a commiserate amount to cover this increased cost. Below is a table of actual and proposed increases.

### County Approved Rate Increase

	Current Rate	September 1, 2017 Rate	% Change
Sewer Flow	\$2.80/1,000 gallons	\$2.98/1,000 gallons	6.43
Transmission	\$0.48/1,000 gallons	\$0.51/1,000 gallons	6.25
Total	\$3.28/1,000 gallons	\$3.49/1,000 gallons	6.40

### Proposed Town of Smithfield Rate Increase

	Current Rate	Proposed Rate	% Change
In-Town Residential	\$6.98/1,000 gallons	\$7.42/1,000 gallons	6.30
In-Town Non-Residential	\$7.76/1,000 gallons	\$8.26/1,000 gallons	6.44
Out-of-Town Residential	\$13.96/1,000 gallons	\$14.84/1,000 gallons	6.30
Out-of-Town Non-Residential	\$15.52/1,000 gallons	\$16.52/1,000 gallons	6.44

It is proposed to make this increase effective on September 1, 2017, in accordance with the County rate increase.

# Johnston County

## DEPARTMENT OF PUBLIC UTILITIES

POST OFFICE BOX 2263  
SMITHFIELD, N.C. 27577  
(919) 989-5075

April 6, 2017

Mr. Ted Credle, PE  
Town of Smithfield  
PO Box 761  
Smithfield, NC 27577

Re: Proposed Water and Sewer Rate Adjustments for FY 17/18

Dear Ted:

Please be advised that the Johnston County Department of Utilities is proposing water and sewer rate adjustments for FY 17/18. The commodity charge adjustments are based on an approximate 6% increase. Please see the proposed adjustments below:

### Water

Bulk Commodity Charge:

Existing = \$2.15/1,000 gallons

Proposed = \$2.28/1,000 gallons

### Sewer

Bulk Commodity Treatment Charge:

Existing = \$2.80/1,000 gallons

Proposed = \$2.98/1,000 gallons

Bulk Commodity Transmission Charge:

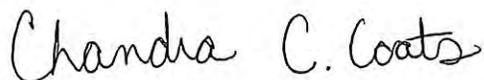
Existing = \$0.48/1,000 gallons

Proposed = \$0.51/1,000 gallons

The proposed adjustments will be presented to the Board of Commissioners as part of the budget approval process. The County has experienced increased operational and maintenance costs over the last few years and continues to complete infrastructure improvements to meet existing and future demands. The recommended adjustments will be presented with a proposed effective date of September 1, 2017. We hope this will give you the opportunity to plan accordingly.

Please let me know if you have any questions or need additional information.

Sincerely,



Chandra C. Coats, PE  
Director of Utilities

cc: Mr. Rick Hester

## Ted Credle

---

**From:** Chandra Coats <chandra.coats@johnstonnc.com>  
**Sent:** Thursday, July 13, 2017 6:00 PM  
**To:** Ted Credle  
**Cc:** Randy Merson  
**Subject:** RE: Proposed FY 17/18 Rate Adjustments

Ted,

Please be advised that the proposed water and sewer rate adjustments for FY 17/18 were approved by the Johnston County Board of Commissioners on June 26, 2017. As previously noted, the effective date for the bulk rate increase will be September 1, 2017. Please let me know if you have any questions or need additional information.

Thanks,  
Chandra

**Chandra Cox Farmer, PE**  
Director  
Johnston County Department of Public Utilities  
PO Box 2263  
309 E. Market St.  
Smithfield, NC 27577  
(919) 209-8333  
(919) 934-7174 (fax)

---

**From:** Chandra Coats [<mailto:chandra.coats@johnstonnc.com>]  
**Sent:** Thursday, April 06, 2017 9:11 AM  
**To:** 'Ted Credle'  
**Cc:** 'Rick Hester'; 'Randy Merson'; 'Sandy Mills'  
**Subject:** Proposed FY 17/18 Rate Adjustments

Hey Ted,

Please see attached Johnston County's proposed water and sewer rate adjustments for FY 17/18. An original document is in the mail. I apologize that we were unable to relay this information earlier. However, please note the proposed effective date of September 1, 2017. Please let me know if you have any questions or need additional information.

Thanks,  
Chandra

**Chandra C. Coats, PE**  
Director  
Johnston County Department of Public Utilities  
PO Box 2263  
309 E. Market St.  
Smithfield, NC 27577  
(919) 209-8333  
(919) 934-7174 (fax)



# Request for City Council Action

**Bulk Water  
Agreement  
with  
Johnston  
County**  
Date: 08/01/2017

---

**Subject:** Execution of the Water Agreement with Johnston County  
**Department:** Utilities  
**Presented by:** Ted Credle  
**Presentation:** Business Item

---

## Issue Statement

The Town should execute the agreement with Johnston County to sell water to the County.

## Financial Impact

Revenue will increase due to the increased sales price of the commodity

## Action Needed

Approve the agreement with Johnston County

## Recommendation

Staff recommends the execution of the agreement with Johnston County

Approved:  City Manager  City Attorney

Attachments:

1. Staff Report
2. Current Bulk Water Agreement with Johnston County
3. Proposed Bulk Water Agreement with Johnston County



# Staff Report

**Business  
Agenda  
Item:**

**Bulk  
Water  
Agreement  
with  
Johnston  
County**

---

In 2009, the Town of Smithfield (Town) and Johnston County (County) entered into an agreement for the Town to sell water to the County. Since that time, the 2009 executed agreement has remained in effect.

Recent growth in the County has created increased demand, resulting in a need for the County to buy more water from the Town. In review of the 2009 agreement, there were certain provisions that were no longer needed, or desirable, for either the Town or the County. As a result, the 2017 agreement is proposed to re-establish terms of the sale of water from the Town to the County.

Both Agreements are attached for discussion.

## **Bulk Water Agreement Between Johnston County and the Town of Smithfield**

This contract is made and entered into this \_\_\_\_\_ day of \_\_\_\_\_ 2017, by and between the Town of Smithfield (hereinafter referred to as “Town” or “first party”) and Johnston County (hereinafter referred to as “County” or “second party”):

### **RECITALS**

WHEREAS, the Town can now treat and deliver more clean drinking water than it has been able to sell locally or to distribute which results in the water plant of the Town having some “excess” capacity; and

WHEREAS, the County will in the future face a greater need for water than its plant can produce in that the County can sell water to its customers throughout the County and even beyond the County lines through its extensive water delivery lines;

WHEREAS, the Town desires to sell some of its excess capacity to the County and the County desires to purchase same from the Town;

WHEREAS, with the assurance of a long-term supply of water from the Town, the County will have a more accurate plan to accommodate the rapid growth in population with the limits of the County;

WHEREAS, the Town’s long-term commitment to sell the County water would lower the unit cost the Town has for its water due to increased volume and larger economy of scale.

NOW, THEREFORE, in consideration of the mutual covenants herein contained, IT IS AGREED:

### **TERMS**

1. Town Reserves: The Town agrees to reserve 2.5 MGD (million gallons per day) water supply allocation in its water treatment plant production capacity for the exclusive use of the County. 2.0 MGD shall be subject to the minimum daily purchase amount in paragraph 3; however, the remaining 0.5 MGD will not be subject to the minimum daily purchase amount.
2. Near Term Future Capacity: If the Town has additional excess capacity, upon written request by the County, the Town agrees to provide an additional bulk allocation of up to 1.0 MGD at a bulk capacity rate of \$3.25/gallon per day, provided such a request is made in writing and payment is made by June 30, 2019. The request for additional capacity may be made in multiple written requests prior to June 30, 2019 for up to 1.0 MGD total.

3. County Minimum Daily Purchase Amount: The County agrees to begin purchase on July 1, 2017 of a minimum average of 2.0 MGD. This minimum level shall not increase over the life of this agreement.
4. County Minimum Daily Withdrawal: The quantity shall be determined at the end of each quarter when the total amount of potable water (total gallons) delivered will be divided by the number of days since the previous quarterly reading. Determination of the volume shall occur on the first of January, the first of April, the first of July and the first of October. In the event any of these days are non-working days, determination shall occur on the next business day the Town and County are both open. In no case shall the County withdraw more than 3.5 MGD without the expressed approval of the Town's Utility Director.
5. Town Charges: the Town shall charge the County a bulk rate of \$2.00 per 1,000 gallons of water. This rate shall become effective on July 1, 2017, or upon execution of this agreement; whichever date is later. The commodity charge may be adjusted by the Town annually with 90 days written notice to the County.
6. Basis of Charges: If the amount withdrawn is less than the minimum average purchase amount, the Town will charge the County the agreed minimum purchase amount, despite the fact the County did not withdraw said amount, and the County will receive no credit. Included in each of the Town's monthly invoices to the County shall be a statement of whether the County used more or less than the contractual minimum amount and how much surplus, or deficit, usage occurred.
7. Town's Ability to Deliver: In the event the Town cannot supply water to the County or the Town cannot supply the daily volume required by the County, the average daily contractual purchase volume shall be reduced proportionally for the period involved.
8. Water Delivery: The County shall receive delivery of the water for the Town at two locations: Clayton Booster Pump Station No. 1, located at 2886 US-70 Highway Business West and at the Smithfield North Booster Pump Station, located at 3267 Buffalo Road. The County shall pay for all booster pumping from the Town's system to the County's system. The Town shall install meters at the delivery points to be used in determining the volume of water delivered to the County. These meters shall be calibrated annually, or replaced with new meters. A copy of the calibration test results will be sent to the County within thirty (30) days of the actual test.

The Town will take ownership of the water main along US-70 highway that runs from the meter vault located in front of the property at 2150 US Highway 70 Business northward along with the US 70 Highway Business right-of-way to the delivery point, Clayton Booster Pump Station No. 1. This portion of water main

shall be Town property, for maintenance reasons. All existing customers at the time of the execution of this agreement, using this portion of water main, shall remain County customers. Any new connections to this water main for the purposes of direct service shall be Town customers.

9. Transmission Charge: the Town shall not include any amount or allowance for water transmission through the Town's distribution system from the water plant to the points of delivery.
10. Town Rights on County Mains: Vice Versa: the Town shall have the retail water service rights on County mains from Heath Avenue south down US-301 (South) to the Holt Lake Booster pump Station, exclusive of the Hopewell-Pisgah Water District service area. County water used by Town customers shall be determined by the difference in readings of the Packing plant Road, Wal-Pat Road and the Holt Lake Booster Station meters. By retail water service rights, the parties mean that all retail customers (excluding other municipalities or water districts) in this defined area will be Town customers.

The Town's water usage in the South Smithfield Water District, and all other Town customers using water from County supplied water services, shall be included in the monthly billing determination, as well as, be included in the Minimum Daily Purchase Amount. The net difference in usage shall be credited or debited in the monthly invoice, as appropriate.

11. Town Water Quality: The Town agrees to provide water meeting all federal and state regulations with a chemical composition compatible with the County's water. The Town shall strive to provide water with total trihalomethane (TTHM) and halo acetic acid (HAA) concentrations below 90% of the EPA maximum allowable levels. In the event TTHM and/or HAA concentrations exceed 90% of maximum allowable levels, the minimum purchase threshold shall be suspended for each day that the TTHM and HAA concentrations exceed 90% of maximum EPA allowable levels. TTHM and HAA concentrations shall be determined monthly or more often at the point(s) of delivery of water to the County by the Town. The Town and the County agree that their respective waters must be chemically compatible. In the event that any incompatibility is encountered and cannot be corrected, both parties agree to revisit the terms of the agreement.
12. Term of Agreement: this agreement shall be valid for ten (10) years, and shall be automatically renewed annually, thereafter for up to five (5) years. The agreement may be amended by mutual consent.
13. Priority of Town Water Needs: The Town allocates 2.5 MGD to the County as part of this agreement. The Town will allocate up to an additional 1.0 MGD if additional capacity is purchased by the County under the provisions of paragraph 2 above. The remainder of the Town's capacity will be used for Town citizens and customers. The parties understand that the Town's first obligation

is to its own citizens. As such, if the Town determines that its water allocation needs have increased beyond the aforementioned remainder, the Town may withdraw up to 0.5MGD of its existing 2.5 MGD allocation to the County as it deems reasonably necessary to serve its own citizens upon 1-year written notice to the County. In addition, the Town may withdraw additional allocation purchased under the provisions of paragraph 2 above as it deems reasonably necessary to serve its own citizens upon two (2) years written notice to the County. If the County has paid a capacity fee for withdrawn allocation, the Town will reimburse the County the amount of capacity fee paid to the Town, per gallon, that is being withdrawn. In no case shall the Town Withdraw the County's 2.0 MGD of permanent allocation during the term of this agreement.

14. Miscellaneous:

- a. Merge and Modification. This instrument constitutes the entire agreement between the parties and supersedes any and all prior agreements, arrangements and understandings, whether oral or written, between the parties. All negotiations, correspondence and memorandums passed between the parties hereto are merged herein and this agreement cancels and supersedes all prior agreements between the parties with reference thereto. No modification of this instrument shall be binding unless in writing, attached hereto, and signed by the party against whom or which it is sought to be enforced.
- b. Waiver. No waiver of any right or remedy shall be effective unless in writing and nevertheless shall not operate as a waiver of any right or remedy or of the same right or remedy on a future occasion.
- c. Caption and Words. The captions and headings contained herein are solely for convenience and reference and do not constitute a part of this instrument. All words and phrases in this instrument shall be construed to include the singular and plural number, and the masculine, feminine or neuter gender, as the context requires.
- d. Binding Effect. This instrument shall be binding upon and shall insure to the benefit of the parties and their heirs, successors, and permitted assigns.
- e. North Carolina Law. This instrument shall be construed in accordance with the laws of North Carolina without giving effect to its conflict of laws principles.
- f. Two Originals. This instrument may be executed in two (2) or more counterparts as the parties may desire, and each counterpart shall constitute an original.
- g. Follow Through. Each party will execute and deliver all additional documents and do all such other acts as may be reasonably necessary to carry out the provisions and intent of this instrument.

- h. Authority. Both Local Government Bodies have full and complete authority to sell, assign and convey the contracts and assume the obligations referred to herein; each has approved this contract at a regular meeting.
- i. Dispute Resolution Through Mediation. In the event of a dispute under this agreement, the parties agree to submit the dispute to mediation by the Duke Private Adjustment Center, Inc. (the "PAC") in Durham, North Carolina or by other agreed upon mediator. In the event of litigation the situs shall be the General Court of justice of the State of North Carolina in Johnston County, North Carolina.

IN TESTIMONY WHEREOF, said parties of the first part have hereunto set their hands and seals the day and year first above written.

---

Jeffrey P. Carver  
Johnston County Board of Commissioners

---

M. Andy Moore, Mayor  
Town of Smithfield

ATTEST:

---

Paula G. Woodard  
Clerk of the Board of Commissioners

---

Shannan L. Williams  
Smithfield Town Clerk



# Current Agreement

## **Bulk Water Purchase Agreement Between Johnston County and the Town of Smithfield**

This Contract is made and entered into this 3<sup>rd</sup> day of February 2009, by and between the Town of Smithfield (hereinafter referred to as "Town" or "first party") and Johnston County (hereinafter referred to as "County" or "second party"):

### **RECITALS**

WHEREAS, the Town can now purify and deliver more clean drinking water than it has been able to sell locally or to distribute which results in the water plant of the Town having "excess capacity"; and

WHEREAS, the County will in the future face a greater need for water than its plant can produce in that the County can sell water to its customers throughout the County and even beyond County lines through its extensive water delivery lines;

WHEREAS, the Town desires to sell some of its excess capacity to the County and the County desires to purchase the same from the Town;

WHEREAS, with the assurance of a long-term supply of water from the Town, the County could delay the addition of more capacity for water production at its plant;

WHEREAS, if the Town were to give the County a long-term commitment for the purchase of water, such commitment would lower the unit cost the Town has for its water due to increased volume and a larger economy of scale.

# Current Agreement

NOW, THEREFORE, in consideration of the mutual covenants herein contained,  
IT IS AGREED:

## TERMS

1. Town Reserves. The Town agrees to reserve a 2.0 mgd (million gallons per day) water supply allocation in its water treatment plant production capacity for the exclusive use of the County.
2. County Minimum Daily Purchase Amount. The County agrees to begin purchase on July 1, 1999, of a minimum average of 150,000 gpd (gallons per day) over the following 12 months. On July 1<sup>st</sup> of each consecutive year thereafter, the minimum purchase amount shall increase by 100,000 gpd each year up to the maximum allocation amount of 2.0 mgd.
3. Town Charges. The Town shall charge the County a bulk rate of \$1.30 per 1,000 gallons. The rate may be adjusted annually with 90 days advance notice. However, the Town's rate shall be no greater than 70% of the County's bulk rate, unless qualitative process upgrades are required at the Town's water plant to meet new State and/or Federal imposed regulations. The \$1.30 per 1,000 gallons bulk rate shall become effective July 1, 2009. Until that time, a bulk rate of \$1.07 per 1,000 gallons shall apply.
4. Average Daily Withdrawal. The County shall withdraw a minimum of 0.5 mgd during the months of November through April and a minimum of 1.0 mgd during the months of May through October. In no case shall the County withdraw more than 2.0 mgd without the expressed approval of the Town's Utility Director, and the peak withdrawal rate shall not exceed 3.0 mgd.
5. Basis of Charges. If the amount withdrawn on an annual average basis is less than the annual minimum average daily purchase amount (creating a "shortage" from the minimum amount), the Town will charge the County said annual minimum average daily purchase amount despite the fact the County did not withdraw said amount, and the County will receive no credit for said shortage.  
  
Included in each of the Town's monthly invoices to the County shall be a statement of whether the County used more or less than the contractual average amount and how much surplus or deficit usage occurred.

# Current Agreement

6. Town's Ability to Deliver. In event the Town cannot supply water to the County or the Town cannot supply the daily volume required by the County, the average daily contractual purchase volume shall be reduced proportionally for the period involved.
7. Water Delivery. The County shall receive delivery of the water from the Town at the Clayton Booster Pump Station No. 1 on US 70 Business West, the Jones Brothers Booster Pump Station on US 301 North, and/or a future booster pump station at or near the intersection of Buffalo Road and US 70 Bypass. The County shall pay for all booster pumping from the Town's system to the County's system. The meters shall be calibrated or replaced with new or rebuilt factory calibrated units biannually at the County's cost. A copy of the test results shall be sent to the Town within thirty (30) days of the actual test. The Town may install and maintain monitoring and other metering equipment at the delivery points at its own cost.
8. No Town Transmission Charge. In deference to the County's past investment in water main construction in the Town's water service area, the Town shall not include in its bulk rate calculations any amount or allowance for water transmission through the Town's distribution system from the water plant to the points of delivery.
9. Town Rights on County Mains; Vice Versa.  
The Town shall have retail water service rights on County mains from Heath Avenue south down US 301 (South) to the Holt Lake Booster Pump Station, exclusive of the Hopewell-Pisgah Water District service area. County water used by Town customers shall be determined by the difference in readings of the Packing Plant Road and the Holt Lake Booster Station meters. By retail water service rights, the parties mean that all retail customers (excluding other municipalities or water districts) in this defined area will be Town customers.  
The Town's water usage on the US 301 (South) area and its customers on any other County-owned mains shall be included as part of the minimum required purchase volume each month. The net difference in usage shall be credited or debited against the monthly billable volume to the County, as appropriate.

# Current Agreement

10. Town Water Quality. The Town agrees to provide water meeting all federal and state regulations with a chemical composition compatible with the County's water. The Town shall strive to provide water with total trihalomethane (TTHM) and halo acetic acid (HAA) concentrations below 90% of the EPA maximum allowable level. In the event TTHM and/or HAA concentrations exceed 90% of EPA maximum allowable levels, the minimum purchase threshold shall be suspended for each day that TTHM and HAA concentrations exceed 90% of maximum EPA allowable levels. TTHM and HAA concentrations shall be determined monthly or more often at the point(s) of delivery of water to the County by the Town. The Town and the County agree that their respective waters must be chemically compatible. Although no problems have been encountered in water compatibility previously, in event that any incompatibility cannot be corrected, both parties agree to revisit the terms of this agreement.
11. Adjustment Clause for Unfair Allocation. This agreement shall be valid for fifteen (15) years and may be automatically renewed in one (1)-year increments thereafter. The agreement may be amended by mutual written consent. Otherwise, the parties further agree that they are unable to anticipate the changes in the needs of the parties for water over the 15 year period hence. They agree that these changes will be fairly addressed in the terms allowing a price increase set forth in paragraph three above. However, the parties recognize that the water needs of their respective populations may change beyond the foreseeable expectations of the parties. The burdens and benefits to the parties of this agreement, such as the cost structures, net revenue, and allocation of water resources made herein, may in the future change. Due to such change, the burdens and benefits to each party may be unfair to one party or both in reference to their future obligations to their citizens. If either party should in the future believe these terms to constitute a materially unfair allocation of said costs, revenues, or water resources between the parties, they may request a modification of the terms pursuant to the Dispute Resolution Procedures set forth in paragraph 13. In doing so, they would request an adjustment in some aspect of said costs, revenues, or water resources so as to return the allocation of said burdens and benefits in a proportion approximate to that at the time of the execution of this

# Current Agreement

agreement. However, it is the intent of the parties for this to be a long-term agreement. Therefore, any change pursuant to such a Dispute Resolution will not be implemented into the agreement until two years after the first written request for Dispute Resolution and shall then apply prospectively only from the date of implementation. The prior sentence shall in no way restrict the use of the Dispute Resolution Procedures on other issues than the unfair allocation issue addressed herein.

12. Priority of Town Water Needs. Currently, the Town has a water treatment plant production capacity of 6.0 mgd (millions gallons per day); it has hereby allocated 2.0 mgd of said capacity to the County in this agreement. Subtracting the 2.0 mgd allocation to the County from the existing capacity of the Town, leaves 4.0 mgd of said capacity as retained by the Town for its use and the use of its citizens. This reserved capacity of 4.0 mgd of capacity appears at this time to exceed its needs over the next twenty years. However, though the Town has hereby agreed to reserve a 2.0 mgd water supply allocation in its water treatment plant production capacity for the exclusive use of the County the parties understand that the first obligation of the Town is to provide water to its own citizens. If the Town determines that its water allocation needs have increased beyond the 4.0 mgd water supply retained under this agreement, the Town may withdraw such of its allocation to the county as it deems reasonably necessary to serve its own citizens upon 2 years written notice to the County.
13. Capital Commodity Surcharge Waived. In deference to the Town's capital expenditures for water plant improvements since 1985 which include two raw water pumps, an ammonia feed system for chloramination, and a by-product solids handling facility which total approximately \$1.4 million, the County agrees to waive the capital commodity surcharge to the Town (for its cost share of the 1985 2.0 mgd water plant expansion) from September 6, 1996, onward.
14. Miscellaneous.
  - a. Merge and Modification. This instrument constitutes the entire agreement between the parties and supersedes any and all prior agreements, arrangements and understandings, whether oral or written, between the parties. All negotiations, correspondence and memorandums passed

# Current Agreement

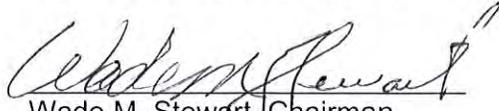
between the parties hereto are merged herein and this agreement cancels and supersedes all prior agreements between the parties with reference thereto. No modification of this instrument shall be binding unless in writing, attached hereto, and signed by the party against whom or which it is sought to be enforced.

- b. Waiver. No waiver of any right or remedy shall be effective unless in writing and nevertheless shall not operate as a waiver of any other right or remedy or of the same right or remedy on a future occasion.
- c. Caption and Words. The captions and headings contained herein are solely for convenience and reference and do not constitute a part of this instrument. All words and phrases in this instrument shall be construed to include the singular and plural number, and the masculine, feminine or neuter gender, as the context requires.
- d. Binding Effect. This instrument shall be binding upon and shall insure to the benefit of the parties and their heirs, successors, and permitted assigns.
- e. North Carolina Law. This instrument shall be construed in accordance with the laws of North Carolina without giving effect to its conflict of laws principles.
- f. Two Originals. This instrument may be executed in two (2) or more counterparts as the parties may desire, and each counterpart shall constitute an original.
- g. Follow Through. Each party will execute and deliver all additional documents and do all such other acts as may be reasonably necessary to carry out the provisions and intent of this instrument.
- h. Authority. Both Local Government Bodies have full and complete authority to sell, assign and convey the contracts and assume the obligations referred to herein; each has approved this contract at a regular meeting.
- i. Dispute Resolution Through Mediation. In the event of a dispute under this agreement, the parties agree to submit the dispute to mediation by the Duke Private Adjudication Center, Inc. (the "PAC") in Durham, North Carolina or by other agreed upon mediator. In the event of litigation the

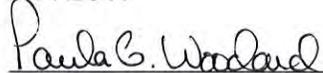
# Current Agreement

situs shall be the General Court Of Justice of the State Of North Carolina  
in Johnston County, North Carolina.

IN TESTIMONY WHEREOF, said parties of the first part have hereunto set  
their hands and seals the day and year first above written.

  
Wade M. Stewart, Chairman  
Johnston County Board of Commissioners

  
Norman Johnson, Mayor  
Town of Smithfield

ATTEST:  
  
Paula G. Woodard  
Clerk to the Board of Commissioners

  
Debbie Godwin  
Smithfield Town Clerk







# Request for City Council Action

**Business** **Alcohol**  
**Agenda** **Sales-**  
**Item:** **Sunday**  
**Time**  
**Change**  
Date: 8/1/17

---

**Subject:** Alcohol Sales/ Sunday Time Change  
**Department:** General Government  
**Presented by:** Mike Scott  
**Presentation:** Business

---

## Issue Statement

Ratified Senate Bill 155 amended current state law to permit cities to adopt an ordinance to allow for the sale of malt beverages, unfortified wine, fortified wine, and mixed beverages beginning at 10:00 A.M. on Sundays. The Town Council is asked to adopt this ordinance that will allow alcohol sales to begin at 10:00 A.M. on Sundays.

## Financial Impact

No direct impact on town services or finances.

## Action Needed

Approve attached draft ordinance #492.

## Recommendation

Staff recommends approval of the ordinance.

Approved:  City Manager  City Attorney

Attachments:

1. Draft Ordinance #492.
2. Letters from DSDC



## Staff Report

<b>Business Agenda Item:</b>	<b>Alcohol Sales- Sunday Time Change</b>
--------------------------------------	--

---

Senate Bill #155 was ratified following the 2017 legislative session. Within this Senate Bill was a new section of Chapter 160A that reads as follows:

**"§ 160A-205.3. Hours of certain alcohol sales.**

**In accordance with G.S. 18B-1004(c), a city may adopt an ordinance allowing for the sale of malt beverages, unfortified wine, fortified wine, and mixed beverages beginning at 10:00 A.M. on Sunday pursuant to the licensed premises' permit issued under G.S. 18B-1001."**

The Town has since been approached by the Downtown Smithfield Development Corporation (DSDC) requesting the Town Council create a Town ordinance allowing for alcohol sales and consumption in accordance with NCGS 160A-205.3. (Letters Attached)

The Town Council is now asked to discuss this request and approve the attached ordinance allowing the sales and consumption of alcoholic beverages in accordance with NCGS 160A-205.3.

**TOWN OF SMITHFIELD  
NORTH CAROLINA  
ORDINANCE #492 -2017**

**AN ORDINANCE ADDING A NEW SECTION TO THE SMITHFIELD TOWN CODE  
OF ORDINANCES  
TO AUTHORIZE THE SALE OF MALT BEVERAGES,  
UNFORTIFIED WINE, FORTIFIED WINE, AND MIXED BEVERAGES  
BEGINNING AT 10:00 A.M. ON SUNDAYS**

THE TOWN COUNCIL OF THE TOWN OF SMITHFIELD ORDAINS:

Section 1.

Pursuant to authority granted to the Town pursuant to N.C. Gen. Stat. § 160A-205.3 (Session Law 2017, Chapter 87, Senate Bill 155, Section 4)), the Town of Smithfield hereby enacts a new Town Code Chapter 9, *Licenses, Permits & Miscellaneous Business Regulation*, Article VIII *Wine, Fortified Wine, And Mixed Beverages On Sunday Mornings* Section 9-250 to read as follows:

**Section 9-250 Wine, Fortified Wine, And Mixed Beverages On Sunday Mornings.**

The sale of malt beverages, unfortified wine, fortified wine and mixed beverages shall be allowed within Smithfield's corporate limits at any premises licensed pursuant to N.C. Gen. Stat. 18B-1001 on Sundays beginning at 10:00 a.m.

Section 2. All provisions of any town ordinance in conflict with this ordinance are repealed.

Section 3. This ordinance shall become effective upon adoption.

The foregoing ordinance, having been submitted to a vote, adopted by motion made by Councilman \_\_\_\_\_, seconded by Councilman \_\_\_\_\_, and approved on a vote of \_\_\_\_\_ in favor and \_\_\_\_\_ against.

Duly adopted this the 1<sup>st</sup> day of August, 2017

\_\_\_\_\_  
M. Andy Moore, Mayor

ATTEST

\_\_\_\_\_  
Shannan L. Williams, Town Clerk



July 17, 2017

Mayor Andy Moore and Town Council  
Town of Smithfield  
PO Box 761  
Smithfield, NC 27577

Re: Brunch Bill – SB 155

Dear Mayor and Council Members,

As I'm sure you are aware, Senate Bill 155, which allows the sale of alcoholic beverages as early as 10:00 a.m. on Sundays, was recently approved by the North Carolina legislature, as well as Governor Cooper. In order to allow this practice in Smithfield, the Town Council must also grant its approval.

Before the passage of this bill, I spoke with several Downtown Smithfield restaurant owners who shared that they anticipated that the bill's passage would have a significant financial impact on their businesses, and could potentially extend their hours of operation.

Enclosed you will find letters from Mike O'Dowd, the owner of SoDoSoPa, and Colleen Roby, the owner of Simple Twist and Simple Twist Taproom, requesting that the Council support the extended hours for alcohol sales. The DSDC supports their requests, and appreciates the Council's consideration. Please feel free to contact me if you have any questions.

Sincerely,

A handwritten signature in black ink, appearing to read "S Edwards", with a long, sweeping flourish extending to the right.

Sarah Edwards  
Executive Director

July 14, 2017

To Whom it May Concern:

With the approval of Senate Bill 155 allowing businesses to serve alcohol before noon on Sundays, we would like to encourage you to pass this bill in our town. Allowing our business to sell alcohol before noon will increase our sales and encourage more people to come out for brunch. 47 other states already have this law in place and now that North Carolina has joined in, we hope that our local leaders will make the right choice and support business growth.

Thank you for your support,  
Nathan and Colleen Roby  
Owners- Simple Twist

July 17, 2017

Smithfield Town Council  
PO Box 761  
Smithfield, NC 27577

Dear Mayor and Council,

With the approval of SB 155 at the state level, I request that the Town Council take action to give Smithfield restaurants the ability to serve alcoholic beverages as early as 10:00 a.m. on Sundays. This change will make it more financially feasible for SoDoSoPa to open on Sundays, as it will increase our revenues. I hope that you will support this change, and in doing so, support your local businesses.

Sincerely,  
Mike O'Dowd  
Owner, SoDoSoPa



# Request for City Council Action

**Bid Award  
for  
Fire  
Station#2**  
**Business  
Agenda  
Item:**  
Date: 8-1-2017

---

**Subject:** Approval to award bids for the up-fit Smithfield Fire Station #2  
**Department:** Fire Department  
**Presented by:** John Blanton  
**Presentation:** Business Item

---

## Issue Statement

The Fire department is seeking approval to award construction bids to the following contractors. For the remodel the former Johnston Ambulance Service to allow for the use of Smithfield Fire Station#2.

## Financial Impact

This construction project for the up-fit and remodel is estimated to cost the Town \$104,908.54. \$114,000 was carried over into the FY 2017-2018 budget for this project.

## Action Needed

The approval of a motion to award the companies for the construction bids recommended by staff.

## Recommendation

Staff recommends Stephenson General Contractors to complete the construction phase of the project; J.P. Edwards Inc. to complete the site work; Smithfield Sign Design to install the sign.

Approved:  City Manager  City Attorney

Attachments:

1. Staff Report
2. Station # 2 Drawing



# Staff Report

**Business Bid Award  
Agenda for Fire  
Item: Station #2**

Following the Town of Smithfield's purchasing rules this project meets the criteria of an informal bid process.

Staff sent out RFP's (Request for Pricing) on July 14<sup>th</sup> 2017 for the consideration to bid on this project, the following companies were contacted and given until July 24<sup>th</sup> 2017 to turn in their bids for this project. The list of companies for the specific projects are as follows:

- **For the construction of the interior remodel and installation of additional bay doors.**

Smithfield Fire Department Station #2  
(Former Johnston Ambulance Service Building)  
Remodel

We are seeking bids to remodel the existing JAS building to meet the needs of a 24 hour, sub-station for the use of Smithfield Fire Station #2

The bids will be based according to the plans submitted and conversations about specific plans for placement of items in the existing structure.

Below are the specifics about the project:

- Install Two (2) - 12'x12' Bay doors with one glass panel to be installed into the metal frame structure.  
**And add two (2) glass panels to the two (2) existing 12' doors. The new bay doors should have independent door open, close, stop switches mounted next to them to match the existing doors or of like kind. Use the existing electrical circuit if it is rated, if not run new electrical to the new doors.**

- Remodel the interior of the living area to accommodate for a Kitchen

Demolition of:

- o Remove two existing walls at the existing Office/Kitchen area. See plans
- o Remove all electrical/plumbing connections in the walls.
- o Remove the ceiling grid around the walls, in order to realign grid.

Build and prep:

- o Prep for electrical and plumb for appliances, stove, microwave, refrigerator, dishwasher, counter outlets for small appliances, and under cabinet lights.

- o Install customer supplied base cabinets, counter tops, and wall cabinets
- o Plumb for water lines and drain for sink/dishwasher.
- o Install customer supplied appliances, Stove, Dishwasher, Refrigerator, and sink with faucet
- o Install customer supplied microwave, \*add vent for stove\*
- o Repair ceiling tiles and grid.
- o **Construct Knee Wall to 48" with wood cap in living area? Discuss**

- Remodel the existing Shower to accommodate an additional Shower

Demolition of:

- o Remove existing walls around shower
- o Remove current shower
- o Remove existing doors/frames to shower room
- o Saw cut and remove concrete floor at showers for drain and (re-pour with 3000 psi concrete).
- o Cut wall for additional shower

Build and prep:

- o Install two new shower stalls with fixtures.
- o Construct a wall in the shower/pantry room drywall and sound insulation (ready to paint).
- o Relocate existing door? Bi-Fold? and create opening in hall way for pantry.
- o Add for a light and switch inside the pantry?

- Remodel for linen room:

Demolition of:

- o \*Saw cut and remove concrete floor if needed for the drain for a wash machine\* and utility sink. Discuss location?
- o Cut new door opening to linen room.
- o \*Remove existing water heater to relocate\*?

Build and prep:

- o Reuse existing door or Install new door and frame with lock set at linen room?
- o Prep for electrical, plumbing, and vent for washer/dryer and utility sink.
- o Install customer supplied Utility Sink and fixture.
- o Install light switch at new door to operate lighting in linen room
- o \*Install new water heater and plumbing over ceiling\*? Discuss possibilities and location? On-demand?

- Flooring:

Remove and Replace:

- o Replace all carpet with like carpet and vinyl based board colors to be determined.

- o VCT areas to be repaired and leveled for new floor installation to be installed over existing with new flooring of customer preference. To include the new linen room.
- Paint:
  - Painting of the interior and exterior to match colors used by the Town of Smithfield:
  - Interior:
    - o Prep and paint the sheetrock walls and door frames within the inside of the building.
  - Exterior:
    - o Prep and paint the exterior metal to match colors used by the Town of Smithfield.
- Awnings:
  - o To replace existing awnings with new colored matched awnings by the fire **department's design.**
- Permits:
  - o The contractor will be responsible for all permits pertaining to this project.

\*Grading, Site work, Signs, and Landscape will be handled by others\*

- |   |                    |
|---|--------------------|
| <ul style="list-style-type: none"> <li>• Carolina Building Systems<br/>1131 W. Market St.<br/>Smithfield, N.C. 27577<br/>(919) 934-0916</li> </ul>      | <b>No Bid</b>      |
| <ul style="list-style-type: none"> <li>• Stephenson General Contractors<br/>1090 W. Market St.<br/>Smithfield, N.C. 27577<br/>(919) 934-6651</li> </ul> | <b>\$72,763.00</b> |
| <ul style="list-style-type: none"> <li>• Talon Construction Inc.<br/>3175C S. Brightleaf Blvd.<br/>Smithfield, N.C. 27577<br/>(919) 938-2500</li> </ul> | <b>No Bid</b>      |
| <ul style="list-style-type: none"> <li>• Jackson Builders Inc.<br/>1608 W. Grantham St.<br/>Goldsboro, N.C. 27530<br/>(919) 734-5428</li> </ul>         | <b>No Bid</b>      |
| <ul style="list-style-type: none"> <li>• G&amp;G Builders Inc.<br/>1603 S. Hollybrook Rd<br/>Wendell, N.C. 27591<br/>(919) 365-7488</li> </ul>          | <b>No Bid</b>      |

- **For the site work and construction of a concrete driveway.**

Smithfield Fire Department Station #2  
 (Former Johnston Ambulance Service Building)  
 Grading-Site Work

We are seeking bids to perform the site work at the existing JAS building to meet the needs of a 24 hour, sub-station for the use of Smithfield Fire Station #2

The bids will be based according to the plans submitted and conversations about specific plans for placement of items at the existing site.

Below are the specifics about the project:

- Grading/Site Work:
  - o Remove existing asphalt and ground cover to prepare for a Concrete Driveway
  - o Will need to prep for two drainage boxes and piping to be installed.
  - o Remove a small portion of sidewalk attached to the asphalt being removed, for redesign of the side walk.
- Grading/Concrete:
  - o Prepare and install a concrete driveway/apron strong enough for heavy vehicles to **travel. The concrete must be a minimum of 8" thick**
  - o **The area of concrete will be approximately 65' X 65' with the correct fall** for adequate drainage for this location.
  - o **Prepare for new side walk and pour with minimum of 4" concrete.**
  - o Install two drainage boxes and piping to connect between the two.
  - o Install six bollards in concrete adjacent to the Bay Doors.
  - o All debris/construction material associated with this specific project will be removed by contractor and remaining area to be leveled to customer specifications.

- o Youngblood Construction/Larry Gates **No Bid**  
 2559 Wilsons Mills Rd.  
 Smithfield, N.C. 27577  
 (919) 934-9367
- o J.P. Edwards Inc. **\$28,850.00**  
 929 N. Brightleaf Blvd.  
 Smithfield, N.C. 27577  
 (919) 934-0518
- o R.D. Braswell Construction Co. **No Bid**  
 3241 U.S. Hwy 70 E.  
 Smithfield , N.C. 27577  
 (919) 965-3131

- o Selco Construction Inc. **No Bid**  
4083 Wilsons Mills Rd.  
Smithfield, N.C. 27577  
(919) 934-9941

- **For the Sign and Installation to include Permit.**

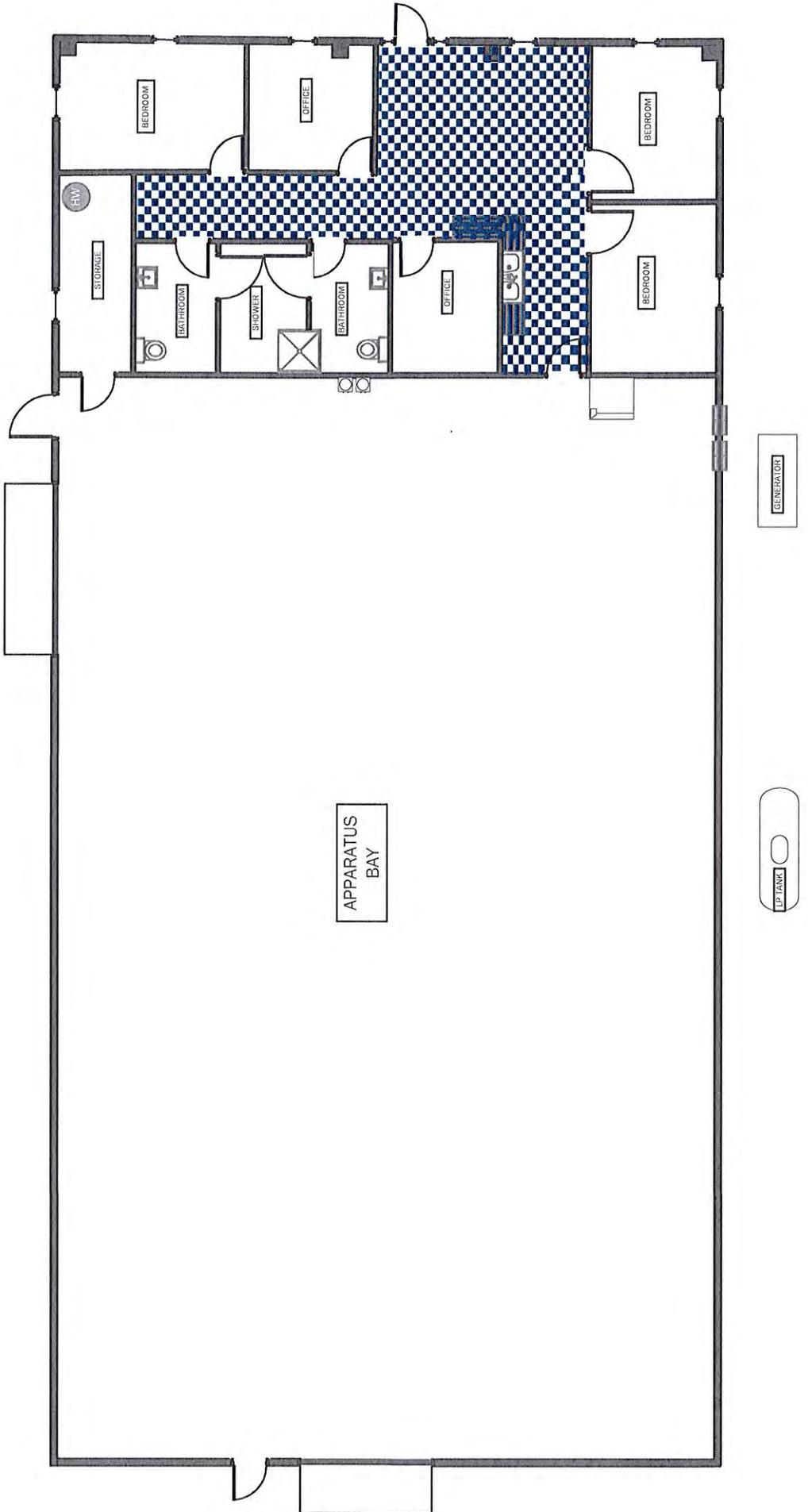
- o Smithfield Sign design Inc. **\$3,295.54**  
331 E.Peedin Rd.  
Smithfield N.C. 27577  
(919) 934-9436
- o Capital Sign Solutions **\$3,570.63**  
5800 Mchines Pl.  
Raleigh, N.C. 27616  
(919) 789-1452  
Did not include permit fee
- o Sign & Awning Systems Inc. **\$3,625.00**  
2785 US-301  
Dunn, N.C. 28334  
(919) 892-5900  
Did not include permit fee

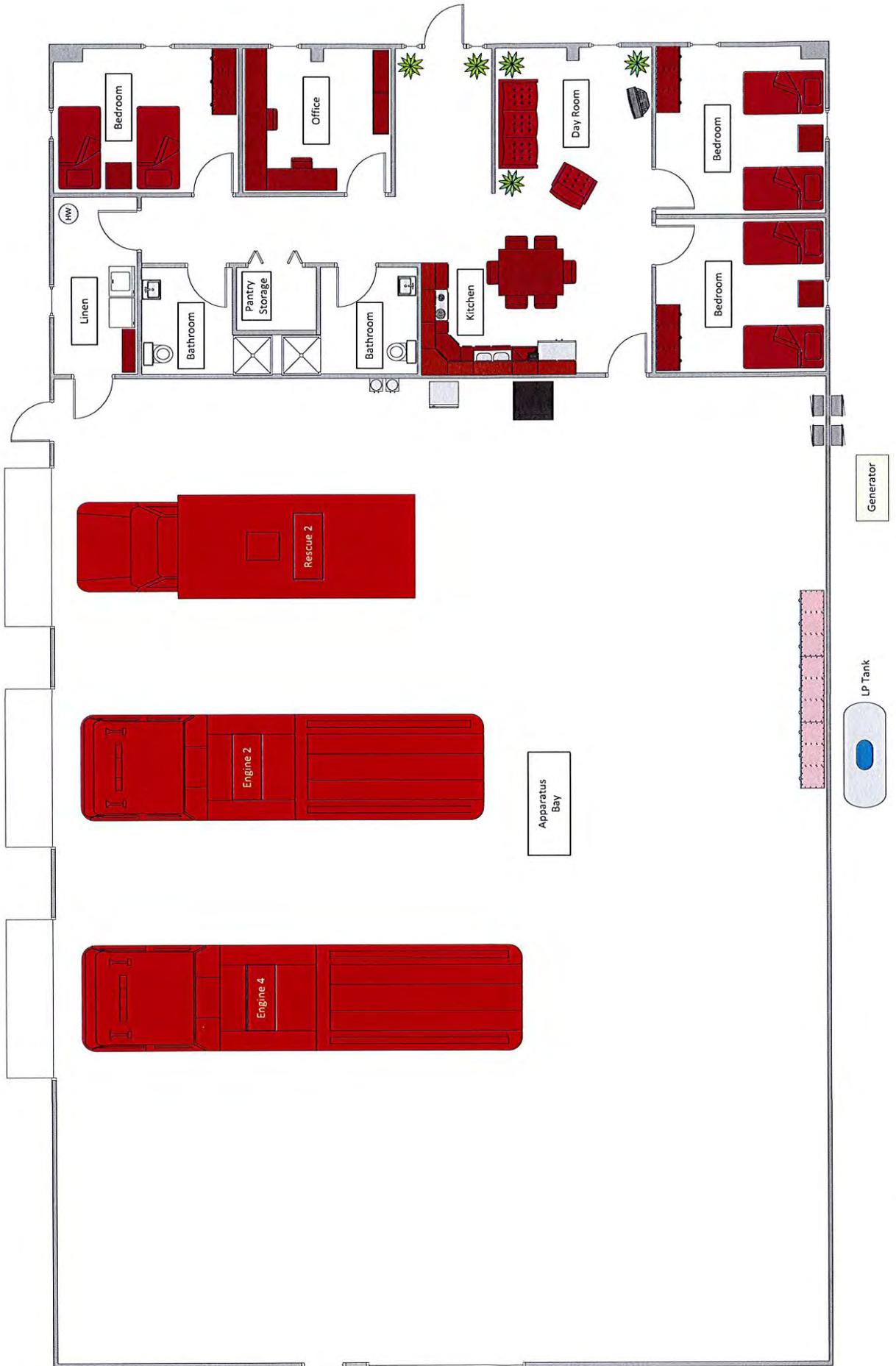
Staff recommends awarding the following bids with the Construction, Site-work, and Signs:

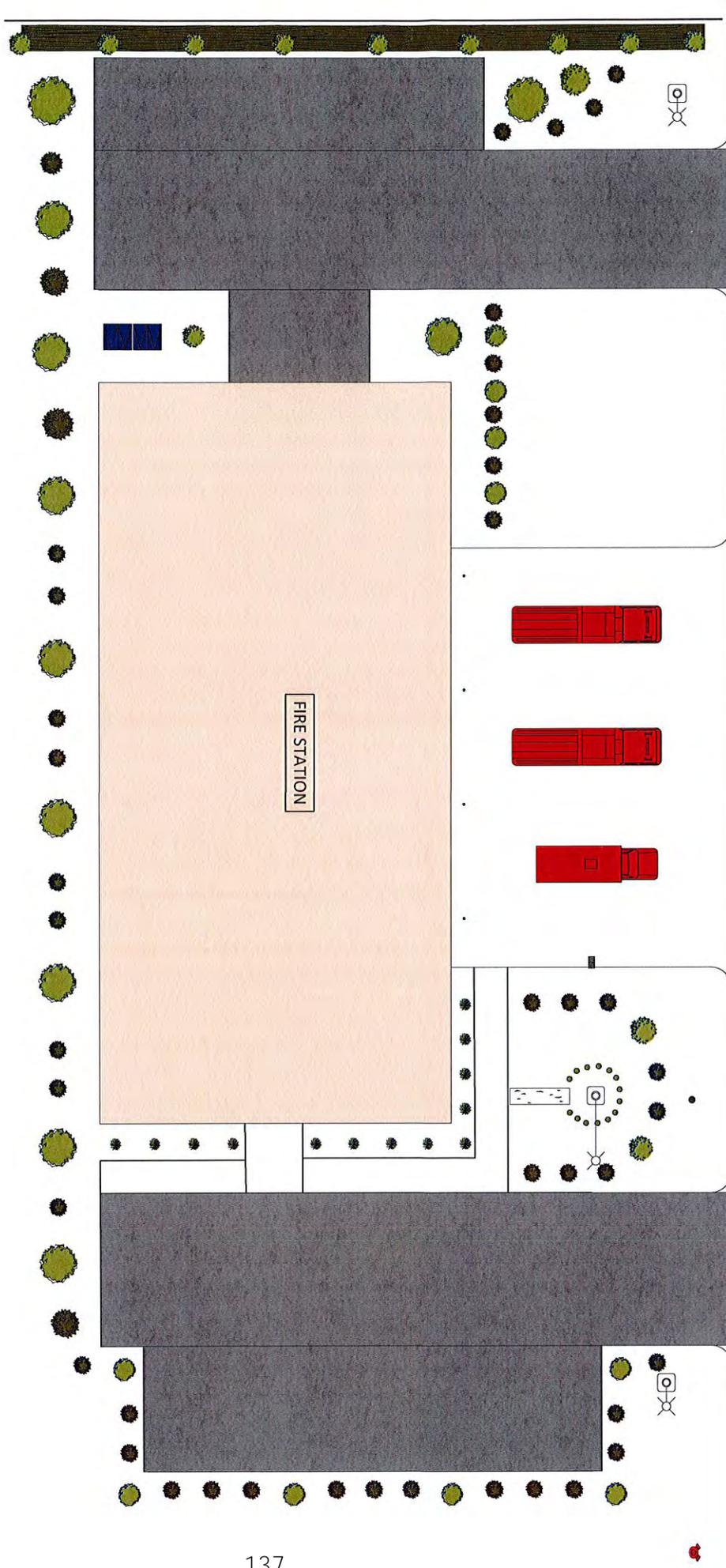
- Stephenson General Contractors **\$72,763.00**
- J.P. Edwards Inc. **\$28,850.00**
- Smithfield Sign Design **\$3,295.54**

The total construction of the Smithfield Fire Station #2 is estimated to cost the Town **\$104,908.54**

Existing Building Layout  
Not to Scale



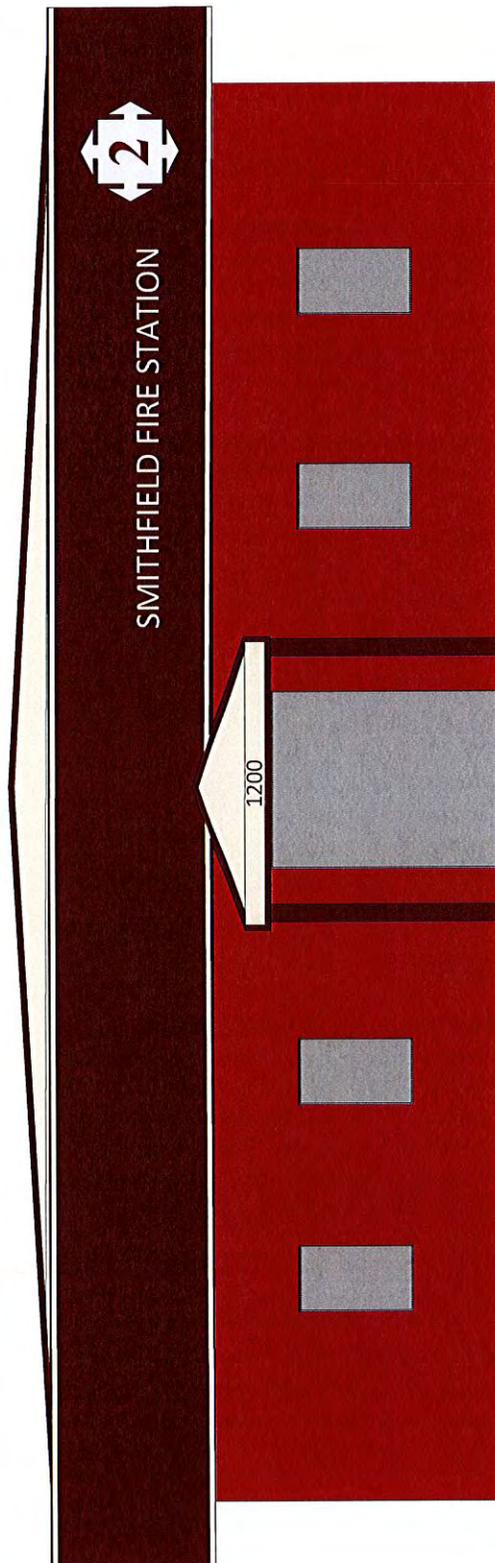


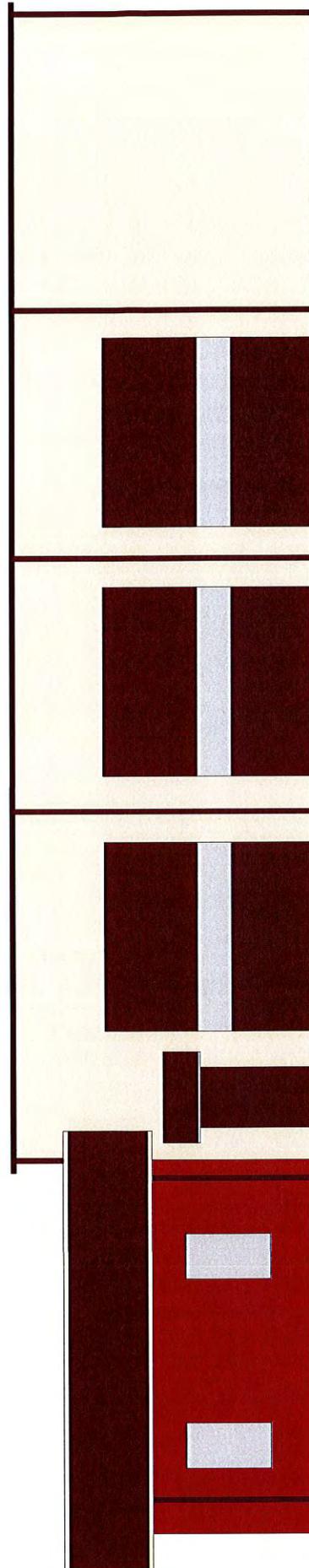


STRICKLAND  
DRIVE

FIRE STATION











# Request for City Council Action

**Business  
Agenda  
Item:** Police  
Department  
Speed  
Hump  
Date: 08/01/2017

---

**Subject:** Speed Hump  
**Department:** Police Department  
**Presented by:** Chief R.K. Powell  
**Presentation:** Business

---

## Issue Statement

Residents in the area of South Second Street and Southwood Drive have been having issues with speeders in that area. The police department has issued numerous speeding tickets since the complaint was received.

## Financial Impact

The cost of Mini Speed Hump would be \$898.85 plus additional \$175.32 for shipping which would be a total of \$1,074.17. This project was not a budgeted expenditure in the current budget.

## Action Needed

Direction from the Council to proceed with installing a mini speed hump on South Second Street, just north of Southwood Drive.

## Recommendation

I have reviewed this request and recommend that a speed hump be placed on South Second Street just north of Southwood Drive. Signage will be placed on South Second Street on both sides of the speed hump to make driver's aware of its presence.

Approved:  City Manager  City Attorney

Attachments:

1. Staff Report
2. Speed Hump Information



# Staff Report

**Business  
Agenda  
Item:** **Police  
Department  
Speed  
Hump**

---

I have been approached by several residents about having a speed hump placed on South Second Street near Southwood Drive. The residents are complaining about individuals speeding down South Second Street. Residents are afraid their children or pets might accidentally run out into the street and be hit by a vehicle traveling too fast. They are concerned for the children that wait at the bus stop on South Second and Southwood Drive.

I had officers utilize their radar in the area to assess the speed of vehicles traveling in the area. Several citations were issued for speeding. The speeds of the vehicles traveling on South Second Street averaged between 32 to 47 MPH in a 25 MPH zone during the times speeds were monitored. Officers will continue to monitor traffic and issue citations as time allows. Individuals traveling Second Street are able to build up speed due to no traffic control being in this area. I have checked the area and noticed numerous children playing in their yards. I have also observed the children standing very close to the street while waiting for the bus.

I recommend a speed hump be placed on South Second Street on both lanes of travel, just north of Southwood Drive. The recommended speed hump is not a permanent fixture of the roadway, but is mobile and can be moved to other locations if need be. Signage will be added in both directions warning vehicles of the upcoming speed hump. These warning signs will not be illuminated. This would cause drivers to slow down to 20 to 25 MPH.

[Home](#) > [Mini Speed Humps](#)

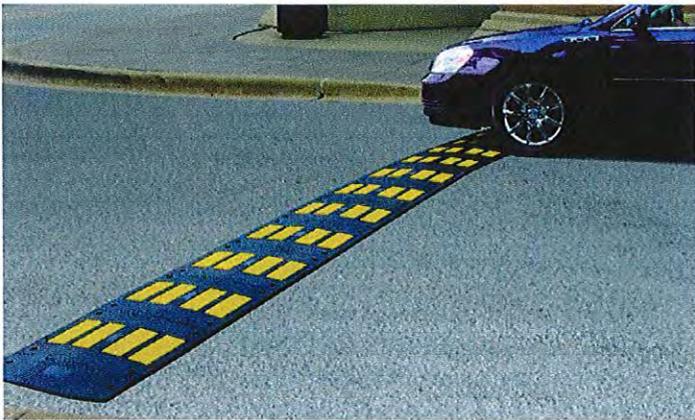
# Mini Speed Humps

Parent SKU: TSB-16

★★★★☆ 4  
Reviews

~~\$1,124.85~~  
**Sale Price**  
**\$898.85**

- |     |       |     |
|-----|-------|-----|
| 6'  | 9'    | 14' |
| 19' | 23.5' |     |



✓  
Available  
for  
Immediate  
Shipping



Next

## Description

All rubber material adapts to uneven surfaces for simple installation.

- Material: 30% recycled rubber
- Length Options: 6 ft., 9 ft., 14 ft., 19 ft. or 23.5 ft.
- Slows vehicles to 20-25 mph
- Use of included speed hump end caps is recommended to achieve the greatest product longevity.
- Provide safer streets for pedestrians and children - slow traffic down!
- 1.25" high - less aggressive than traditional speed bumps
- All rubber construction with molded yellow rubber for visibility
- Simple to install, long-lasting and environmentally friendly
- Removable for storage or relocation
- Guaranteed Against Breakage for 15 Years

## Specifications

SKU	3ZB3474	3ZB3475	3ZB3476	3ZB3477	3ZB3473
Model Name	9' Speed Hump	14' Speed Hump	19' Speed Hump	23.5' Speed Hump	6' Speed Hump
Mount Type	Surface Mount	Surface Mount	Surface Mount	Surface Mount	Surface Mount
Slows Down To	20 MPH	20 MPH	20 MPH	20 MPH	20 MPH
Length	113.5"	172"	230.75"	289.5"	74.25"
Height	1.25"	1.25"	1.25"	1.25"	1.25"
Width	23.5"	23.5"	23.5"	23.5"	23.5"
Weight	119.0	182.0			

**Maximum Weight Capacity:** 40,000 lbs.

Hardware included for asphalt or concrete installation

# Reviews

★★★★☆ 4 Reviews  
0 Questions \ 0 Answers

★★★★★ (1)  
★★★★☆ (3)  
★★★☆☆ (0)  
★★☆☆☆ (0)  
★☆☆☆☆ (0)

 WRITE A REVIEW

 ASK A QUESTION

Reviews (4) Questions (0)

S **Speed C.** Verified Buyer 08/28/16

✓ ★★★★★

**Great products, easley supported over**  
Great products, easley supported over 12000lbs and I used mini humps on two large drive way to help control the water flow when a rain storm dumped rain onto lot, which would overload the city pump station.

 Share | Was This Review Helpful?  0  0

L **Larry D.** Verified Buyer 06/09/17

✓ ★★★★★☆

**Public Works Director**  
Purchased 1.5" speed humps and they work great and they are staying put after 3 weeks of usage. Working great in a residential neighborhood.

 Share | Was This Review Helpful?  0  0

C **Chris G.** Verified Buyer 03/16/17

✓ ★★★★★☆

**Great product!**  
The only thing that needs a little improvement is the install. The directions show a 1/2" drill bit needed. We had to upsize to a 5/8" drill bit because we when stripping the bolts.

 Share | Was This Review Helpful?  0  0

C **Charles H.** Verified Buyer

✓ ★★★★★☆

**Looks great feels great**  
Looks great feels great





# Request for City Council Action

**Business**   **Financing**  
**Agenda**   **for Fire**  
**Item:**   **Truck**  
Date: 08/01/2017

---

**Subject:** Consideration to Approve the Lowest Bidder, KS Bank, for Fire Truck Loan of \$490,500

**Department:** Finance

**Presented by:** Greg Siler

**Presentation:**

---

**Issue Statement:** The Town of Smithfield wishes to enter into an Installment Purchase Contract (G.S. 160A-20) to finance the purchase of a 2017 Spartan Fire Truck (AKA Smeal Custom Side Pumper Truck). The loan amount is \$490,500.

### **Financial Impact:**

- Annual payments will be \$46,807.58
- Total interest over 144 months (12 years) is \$71,190.98
- First semi-annual payment of \$3,403.81 is payable in February, 2018

**Action Needed:** Award the lowest bidder, KS Bank, the financing agreement for \$490,500 at 2.24% for 12 years.

**Recommendation:** Authorize Town Manager to sign a 12 year note with KS Bank on \$490,500 at a rate of 2.24 percent.

Approved:  City Manager  City Attorney

### **Attachment(s):**

1. Staff Report
2. Rate and Term Comparison Spreadsheets
3. Resolution # 608 (13-2017) – Approving Terms with KS
4. Amortization Schedule



# Staff Report

**Business  
Agenda  
Item:**

---

A request for proposal was sent out on July 13, 2017, to six (6) banks and one (1) credit union soliciting financing bids on a fire truck purchase.

The Town received financing bids from 4 of 7 lenders on the \$490,500 loan request. All bids but one was based on a 12 year term with semi-annual payments. KS Bank proposed 2.24% while BB&T and LGFCU proposed 2.36% and 3.00% respectively. The fixed annual payment using KS Bank's rate of 2.24% for 12 years is \$46,807.58. The annual payment of \$46,807.58 is \$2,692 less than the budgeted amount of \$49,500.

Board approval to proceed with 100 percent financing was decided with the approval of the FY18 Budget Ordinance.

**Town of Smithfield Financing Proposal Results for Fire Truck Loan of \$490,500  
12 years (144) Months**

	<u>KS Bank</u>	<u>BB&amp;T</u>	<u>LGFCU</u>	<u>Four Oaks</u>	<u>SunTrust</u>	<u>First Citizens</u>	<u>PNC</u>
<b>Rate</b>	2.24%	2.36%	3.00%	No Response	No Response	No Response	3.540%
<b>Fees</b>	\$0	\$0	\$0	1%	0	\$0	\$350
<b>Prepayment Penalty</b>	None	None	None	None	None	None	N/A
<b>Annual Payment</b>	\$46,807.58	\$47,174.82	\$48,951.90	N/A	N/A	N/A	\$58,671.38
<b>Interest Expense over 12 yrs</b>	\$71,190.98	\$75,597.84	\$96,922.68	N/A	N/A	N/A	\$96,213.80

**Town of Smithfield**

**Resolution # 608 (13-2017)**  
**Approving Financing Terms**

**WHEREAS:** The Town of Smithfield (“Town”) has previously determined to undertake a project for the financing of a fire truck, (the “Project”), and the Finance Officer has now presented a proposal for the financing of such Project.

**BE IT THEREFORE RESOLVED, as follows:**

1. The Town hereby determines to finance the Project through KS Bank in accordance with the proposal dated July 21, 2017. The amount financed shall not exceed \$490,500, the annual interest rate (in the absence of default or change in tax status) shall not exceed 2.24%, and the financing term shall not exceed 12 years from closing.

2. All financing contracts and all related documents for the closing of the financing (the “Financing Documents”) shall be consistent with the foregoing terms. All officers and employees of the Town are hereby authorized and directed to execute and deliver any Financing Documents, and to take all such further action as they may consider necessary or desirable, to carry out the financing of the Project as contemplated by the proposal and this resolution.

3. The Finance Officer is hereby authorized and directed to hold executed copies of the Financing Documents until the conditions for the delivery of the Financing Documents have been completed to such officer's satisfaction. The Finance Officer is authorized to approve changes to any Financing Documents previously signed by Town officers or employees, provided that such changes shall not substantially alter the intent of such documents or certificates from the intent expressed in the forms executed by such officers. The Financing Documents shall be in such final forms as the Finance Officer shall approve, with the Finance Officer's release of any Financing Document for delivery constituting conclusive evidence of such officer's final approval of the Document's final form.

4. The Town shall not take or omit to take any action the taking or omission of which shall cause its interest payments on this financing to be includable in the gross income for federal income tax purposes of the registered owners of the interest payment obligations. The Town hereby designates its obligations to make principal and interest payments under the Financing Documents as "qualified tax-exempt obligations" for the purpose of Internal Revenue Code Section 265(b)(3).

5. The Town intends that the adoption of this resolution will be a declaration of the Town's official intent to reimburse expenditures for the project that is to be financed from the proceeds of the KS Bank financing described above. The Town intends that funds that have been advanced, or that may be advanced, from the Town's general fund, or any other Town fund related to the project, for project costs may be reimbursed from the financing proceeds.

6. All prior actions of Town officers in furtherance of the purposes of this resolution are hereby ratified, approved and confirmed. All other resolutions (or parts thereof) in conflict with this resolution are hereby repealed, to the extent of the conflict. This resolution shall take effect immediately.

Approved this 1<sup>st</sup> day of August, 2017.

By: \_\_\_\_\_  
M. Andy Moore, Mayor

Attest: \_\_\_\_\_  
Shannan L. Williams, Town Clerk

## KS BANK, INC.

**Customer Name:** Town Of Smithfield

**Funding Date:** 08/24/2017

**First Payment Date:** 02/10/2018

**Compounding:** U.S. Rule

**Period:** Actual/365

**Pmt Schedule:** Semi-Annually

**Principal:** 490,500.00

**Initial Interest Rate:** 0.000%

**Interest Rate:** 2.240%

**Pmt Amount:** 23,403.79

Payment Number	Payment Date	Days	Payment Amount	Interest Amount	Principal Reduction	Outstanding Balance	Equity Built
1	02/10/2018	170	\$23,403.79	5,117.33	18,286.46	472,213.54	\$18,286.46
2	08/10/2018	181	\$23,403.79	5,245.32	18,158.47	454,055.07	\$36,444.93
3	02/10/2019	184	\$23,403.79	5,127.21	18,276.58	435,778.49	\$54,721.51
4	08/10/2019	181	\$23,403.79	4,840.60	18,563.19	417,215.30	\$73,284.70
5	02/10/2020	184	\$23,403.79	4,711.22	18,692.57	398,522.73	\$91,977.27
6	08/10/2020	182	\$23,403.79	4,451.23	18,952.56	379,570.17	\$110,929.83
7	02/10/2021	184	\$23,403.79	4,286.13	19,117.66	360,452.51	\$130,047.49
8	08/10/2021	181	\$23,403.79	4,003.89	19,399.90	341,052.61	\$149,447.39
9	02/10/2022	184	\$23,403.79	3,851.18	19,552.61	321,500.00	\$169,000.00
10	08/10/2022	181	\$23,403.79	3,571.20	19,832.59	301,667.41	\$188,832.59
11	02/10/2023	184	\$23,403.79	3,406.44	19,997.35	281,670.06	\$208,829.94
12	08/10/2023	181	\$23,403.79	3,128.78	20,275.01	261,395.05	\$229,104.95
13	02/10/2024	184	\$23,403.79	2,951.69	20,452.10	240,942.95	\$249,557.05
14	08/10/2024	182	\$23,403.79	2,691.17	20,712.62	220,230.33	\$270,269.67
15	02/10/2025	184	\$23,403.79	2,486.85	20,916.94	199,313.39	\$291,186.61
16	08/10/2025	181	\$23,403.79	2,213.96	21,189.83	178,123.56	\$312,376.44
17	02/10/2026	184	\$23,403.79	2,011.38	21,392.41	156,731.15	\$333,768.85
18	08/10/2026	181	\$23,403.79	1,740.96	21,662.83	135,068.32	\$355,431.68
19	02/10/2027	184	\$23,403.79	1,525.20	21,878.59	113,189.73	\$377,310.27
20	08/10/2027	181	\$23,403.79	1,257.31	22,146.48	91,043.25	\$399,456.75
21	02/10/2028	184	\$23,403.79	1,028.07	22,375.72	68,667.53	\$421,832.47
22	08/10/2028	182	\$23,403.79	766.97	22,636.82	46,030.71	\$444,469.29
23	02/10/2029	184	\$23,403.79	519.78	22,884.01	23,146.70	\$467,353.30
24	08/10/2029	181	\$23,403.81	257.11	23,146.70	.00	\$490,500.00
2029	Totals:		561,690.98	71,190.98	490,500.00		
	<b>Grand Totals:</b>		<b>561,690.98</b>	<b>71,190.98</b>	<b>490,500.00</b>		

*This amortization schedule is provided to you for your convenience. The amortization may include estimates based upon information provided by you. Actual terms of credit offered by us may vary from this amortization schedule. The outstanding balance shown above will vary from your actual outstanding balance owed to the Bank because of the timing of payments.*





# Request for City Council Action

**Business Item:** **Advisory Board Appointment**

Date: 08/01/2017

---

**Subject:** Advisory Board Appointments  
**Department:** General Government  
**Presented by:** Shannan Williams  
**Presentation:** Business Item

---

## Issue Statement

Due to the recent resignation of a Planning Board member, the board has an In-Town member vacancy. The Town Council is being asked to appoint a new member to the Planning Board.

## Financial Impact

N/A

## Action Needed

The Town Council is asked to appoint a member to the Planning Board as an In-Town Alternate.

## Recommendation

Approved:  City Manager  City Attorney

Attachments:

Michael Johnson – Board Application  
Michael Taylor – Board Application



# Staff Report

**Business  
Item**      **Advisory  
Board  
Appointment**

---

Article 3, Section 3-1 of the Town of Smithfield Unified Development Ordinance states the Planning Board shall consist of seven members and two alternate members. Five members and one alternate member shall be citizens and residents of the Town and shall be appointed by the Town Council.

Michael Johnson and Michael Taylor have submitted applications for consideration to serve on the Planning Board as an In-Town member. Michael Johnson currently serves on the Board of Adjustment which is the appeals board for the Planning Board. Michael Taylor does not currently serve on any Town advisory boards.

Staff is requesting the Town Council make a decision to appoint Mr. Taylor or Mr. Johnson to the Planning Board to serve a 3 year term.



Town of Smithfield
Board, Commission, or Committee
Application

Name: Taylor Michael R

Home Address: (Last) Brookwood (First) Dr, Smithfield, NC 27577 (MI)

Business Name & Address:

Telephone Numbers: N/A (Home) 919-625-3355 (Mobile) mtusmc8888@gmail.com (Email)

Please check the Board(s) that you wish to serve on:

- Appearance Commission
Board of Adjustment In Town Resident
Board of Adjustment ETJ Member
Historic Properties Commission
Library Board of Directors
Parks/Recreation Advisory Commission
Planning Board In-Town Resident
Planning Board ETJ Resident
Other:

Interests & Skills: Recognizing that our future rests with appropriate planning, I want to serve in a capacity to foster a future vision of a great community.

Circle highest level of education completed: (High School) 10 11 12 GED College 1 2 3 4 5 6

Recent Job Experiences: I have worked for Johnston County Schools for 17 years as an educator and administrator.

Civic or Service Organization Experience: Smithfield Fire Dept. (Volunteer fire fighter), Boy Scouts of America (Den Leader), Parks and Rec. (Coach).

Town Boards previously served on and year(s) served: N/A

Please list any other Boards/Commissions/Committees on which you currently serve: N/A

Why are you interested in serving on this Board/Commission/Committee? Although I have only lived in Smithfield for 17 weeks, I have made this my home. I love our town and value opportunities to serve the greater good.

**Affirmation of Eligibility:**

Has any formal charge of professional misconduct, criminal misdemeanor or felony ever been filed against you in any jurisdiction?

Yes  No If yes, please explain disposition: \_\_\_\_\_

Is there any conflict of interest or other matter that would create problems or prevent you from fairly and impartially discharging your duties as an appointee of the Smithfield Town Council?  Yes  No If yes, please explain: \_\_\_\_\_

I understand this application is public record and I certify that the facts contained in this application are true and correct to the best of my knowledge. I authorize and consent to background checks and to the investigation and verification of all statements contained herein as deemed appropriate and if necessary. I further authorize all information concerning my qualifications to be investigated and release all parties from all liability for any damages that may result from this investigation. I understand and agree that any misstatement may be cause for my removal from any Board/Commission/Committee. I understand regular attendance to any Council Board/Commission/Committee is important and, accordingly, I further understand that if my attendance is less than the standards established for any such body that this is cause for removal. Lacking any written standards for attendance by any Board/Commission/Committee, it is expected that I will attend at least 75% of all meetings during any one calendar year to maintain my seat on any Board/Commission/Committee to which I may be appointed. This form will remain on file in the Office of the City Clerk and requests for updates will be sought prior to any consideration for reappointment (or future appointment) to any Board/Commission/Committee. Further, I have received a copy of the Policy adopted 03-04-2008 and understand its contents.

Printed Name: Michael B. Taylor  
Signature: Michael B. Taylor Date: 11/1/2016

Return completed for to:  
Shannan Williams  
Town Clerk  
P. O. Box 761  
Smithfield, North Carolina 27577  
Phone: (919) 934-2116 Fax: (919) 989-8937 E-Mail: [shannan.williams@smithfield-nc.com](mailto:shannan.williams@smithfield-nc.com)

**Applicants are required to be a resident of the Town of Smithfield for In-Town positions and within the Town's ETJ for ETJ positions**

**Michael R. Taylor**  
6 Brookwood Dr.  
Smithfield, NC 27577  
919-625-3355  
[mtusmc8888@gmail.com](mailto:mtusmc8888@gmail.com)

---

### Education

<b>North Carolina State University</b>	Raleigh, NC	2010
Education Specialist Degree, Educational Leadership and Policy Studies		
<b>East Carolina University</b>	Greenville, NC	2004
Master of School Administration and a Curriculum and Instruction endorsement		
<b>Appalachian State University</b>	Boone, NC	1998
BS degree in History and Secondary Education Certification for Social Studies		
<b>Caldwell Community College</b>	Boone, NC	1995
Non-degree seeking, college transfer		
<b>Johnston Community College</b>	Smithfield, NC	1994
Non-degree seeking, college transfer		
<b>Biggersville High School</b>	Corinth, MS	1988
High School diploma		

### Professional Experience

**Executive Director of Transportation and Growth Planning**, Johnston County Schools, Smithfield, NC, 2015 - Present

**Director of Facilities Management**, Johnston County Schools, Smithfield, NC, 2014 - 2015

**Principal**, Smithfield-Selma High School, Johnston County Schools, Smithfield, NC, 2009 – 2014

**Principal**, Dixon Road Elementary School, Johnston County Schools, Willow Springs, NC, 2008 - 2009

**Assistant Principal**, Smithfield-Selma High School, Johnston County Schools, Smithfield, NC, 2005-2008

**Assistant Principal**, Riverwood Middle School, Johnston County Schools, Clayton, NC, 2004-2005

**Assistant Principal**, West Johnston High School, Johnston County Schools, Benson, NC, 2003-2004

**Teacher**, Princeton High School, Johnston County Schools, Princeton, NC, 1999-2002

**Teacher**, Wilkes Central High School, Wilkes County Schools, Wilkesboro, NC, 1998-1999

**Substitute Teacher**, Watauga High School, Boone, NC, 1997-1998

**Classified Employee**, Watauga High School, Boone, NC, 1995-1997

**U.S. Marine**, United States Marine Corps, Washington, DC, 1988-1994

### Professional Training

**National Association of Pupil Transportation Annual Conference**: Richmond, VA, 2015

**Construction Management Diploma Program**: North Carolina State University, Raleigh, NC, 2015

**Facilities Engineering Management Diploma**: North Carolina State University, Raleigh, NC, 2014-2015

**NCPAPA Distinguished Leadership in Practice**: Johnston County Schools, Smithfield, NC, 2013-2014

**Literacy First**: Johnston County Schools, Smithfield, NC, 2012

**International Baccalaureate Conference of the Americas:** International Baccalaureate Organization, Cancun, Mexico, 2012

**International Baccalaureate Administrator Level 2:** Texas International Baccalaureate Schools, Houston, TX, 2012

**International Baccalaureate Conference of the Americas:** International Baccalaureate Organization, San Antonio, TX, 2011

**International Baccalaureate Administrator Level 1:** Florida League of International Baccalaureate Schools, St. Petersburg, FL, 2011

**NCCAT: Awareness of Children in Poverty,** Johnston County Schools, Cullowhee, NC, 2011

**NCASA Leadership Conference,** Johnston County Schools, Raleigh, NC, 2011

**Discipline with Dignity,** Johnston County Schools, Smithfield, NC, 2011

**Reading Foundations,** Johnston County Schools, Smithfield, NC 2010

**Responsive to Instruction,** Johnston County Schools, Smithfield, NC, 2009

**Advancement Via Individual Determination,** Johnston County Schools, Atlanta, GA, 2007

**Professional Learning Communities,** Johnston County Schools, Raleigh, NC, 2006

**Facilitative Leadership,** Johnston County Schools, Smithfield, NC, 2006

### **Awards and Honors**

**Administrator of the Year,** Johnston County Association of Educational Office Professionals, 2010

**Treasurer,** Johnston County Principal and Assistant Principal Association, 2009-2010

**United States Marine Corps,** Meritorious Mast (5), Letters of Appreciation (2), Meritorious Promotion, Rifle Expert Award (3), Pistol Expert Award, Joint Meritorious Unit Commendation, Sea Service Deployment ribbon (3), Good Conduct Medal, National Defense Medal, Armed Forces Expeditionary Medal, 1988-1994

**Senior Class President,** Biggersville High School, 1988

### **Community Involvement**

**Smithfield Centenary Methodist Church,** Member, 1998-Present

**Smithfield Fire Department,** Member, 2000-2005, 2014-Present

**Smithfield Parks and Recreation,** Coach, 2005

**Boys Scouts of America,** Den Assistant Leader/Leader, 2000-2004

**Watauga Parks and Recreation,** Coach, 1995-1996

### **References:**

Patrick Jacobs

Chief Operations Officer, Johnston County Schools  
(919) 934-2021

Dr. Eddie Price

Chief Academic Officer, Johnston County Schools  
(919) 291-0008

Dr. D. Ross Renfrow

Superintendent, Johnston County Schools  
(919) 934 - 6032



Town of Smithfield
Board, Commission, or Committee
Application

Name: Johnson Michael Exum
(Last) (First) (MI)

Home Address: 1004 S. Crescent Drive Smithfield NC 27577

Business Name & Address: HomeMasters Pest Control 1004 S. Crescent Drive Smithfield NC 27577

Telephone Numbers: 919-934-5750 (Home) 919-938-4575 (Business) 919-291-9382 (Mobile)

Please check the Board(s) that you wish to serve on:

- 9 Appearance Commission
9 Board of Adjustment In Town Resident
9 Board of Adjustment ETJ Member
9 Historic Properties Commission
9 Library Board of Directors
9 Parks/Recreation Advisory Commission
9 Planning Board In-Town Resident
9 Planning Board ETJ Resident
9 Other:

Interests & Skills: As a life long member of Smithfield I am interested in the growth of the town. I possess the skills of listening and understanding and doing whats right within the bylaws.

Circle highest level of education completed: (High School) 10 11 12 GED College 1 2 3 4 5 6

Recent Job Experiences: I work at Eastern Wake Fire Department. I have been here for just over 13 years. I also own and operate HomeMasters Termite and Pest Solutions here in Smithfield and have been in business since 1995.

Civic or Service Organization Experience: Volunteer for Smithfield Fire Department for over 5 years. Currently a member of Johnston County Realtor Association.

Town Boards previously served on and year(s) served: None

Please list any other Boards/Commissions/Committees on which you currently serve: None

Why are you interested in serving on this Board/Commission/Committee? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Affirmation of Eligibility:**

Has any formal charge of professional misconduct, criminal misdemeanor or felony ever been filed against you in any jurisdiction?

Yes  No If yes, please explain disposition: \_\_\_\_\_  
\_\_\_\_\_

Is there any conflict of interest or other matter that would create problems or prevent you from fairly and impartially discharging your duties as an appointee of the Smithfield Town Council?  Yes  No If yes, please explain: \_\_\_\_\_  
\_\_\_\_\_

I understand this application is public record and I certify that the facts contained in this application are true and correct to the best of my knowledge. I authorize and consent to background checks and to the investigation and verification of all statements contained herein as deemed appropriate and if necessary. I further authorize all information concerning my qualifications to be investigated and release all parties from all liability for any damages that may result from this investigation. I understand and agree that any misstatement may be cause for my removal from any Board/Commission/Committee. I understand regular attendance to any Council Board/Commission/Committee is important and, accordingly, I further understand that if my attendance is less than the standards established for any such body that this is cause for removal. Lacking any written standards for attendance by any Board/Commission/Committee, it is expected that I will attend at least 75% of all meetings during any one calendar year to maintain my seat on any Board/Commission/Committee to which I may be appointed. This form will remain on file in the Office of the Town Clerk and requests for updates will be sought prior to any consideration for reappointment (or future appointment) to any Board/Commission/Committee.

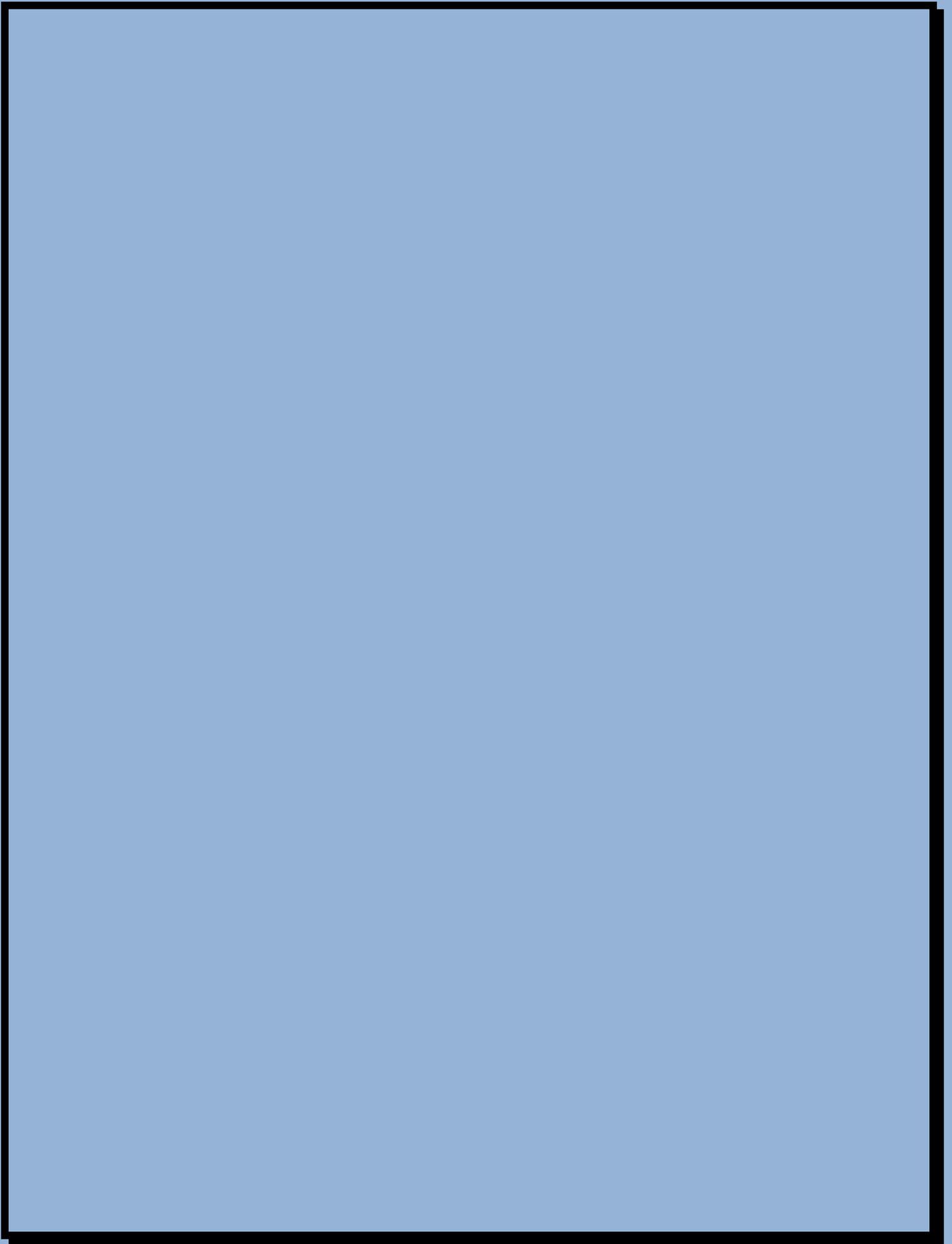
Printed Name: Michael Exum Johnson

Signature: Michael Exum Johnson Date: 10-27-16

Return completed for to:  
Shannan Williams  
Town Clerk  
P. O. Box 761  
Smithfield, North Carolina 27577  
Phone: (919) 934-2116 Fax: (919) 989-8937 E-Mail: [shannan.williams@smithfield-nc.com](mailto:shannan.williams@smithfield-nc.com)

**Applicants are required to be a resident of the Town of Smithfield for In-Town positions  
and within the Town's ETJ for ETJ positions**

# Financial Report





## Staff Report

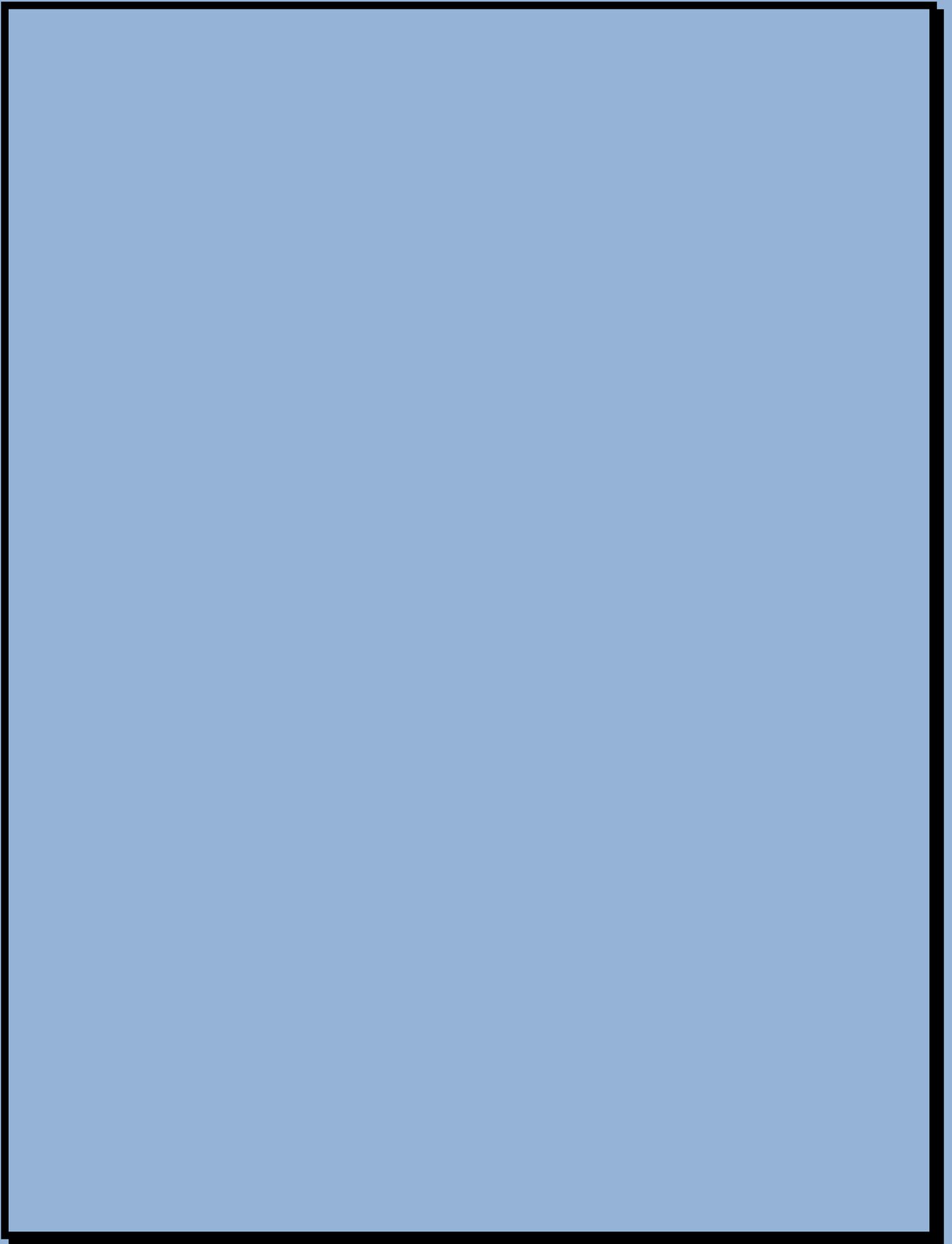
Financial  
Report

---

Financial Summaries and Charts for year-end (June 30, 2017) are **not included in this month's report. Unlike the other eleven months in the year, expenses invoiced and revenues received after June 30<sup>th</sup>, but for the prior year are continually applied back to the month of June. Therefore, the year-end numbers at June 30, 2017, are reported in the annual audit report.**



# Department Reports





**FINANCE DEPARTMENTAL REPORT FOR JUNE, 2017**

**SUMMARY OF ACTIVITIES:**

Daily Collections/Property Taxes/Other .....	\$2,808,642
Franchise Tax.....	275,258
Sales & Use Tax.....	229,993
Powel Bill.....	<u>0</u>
<b>Total Revenue</b>	<b>\$3,313,893</b>

Expenditures: General, Water, Electric and Firemen’s Fund..... \$4,567,954

**FINANCE:**

- Compiled and submitted monthly retirement report on 6/30/2017
- Issued 19 purchase orders
- Processed 748 vendor invoices for payment and issued 368 accounts payable checks
- Prepared and processed 3 regular payrolls. Remitted federal and state payroll taxes on 6/2/2017, 6/16/2017 and 6/30/2017
- Issued 0 new privilege licenses (new law change in effect 7/1/2015)
- Collected \$0 on past due privilege license fees. **NOTE:** Total collected now at \$10,374. The past due collections are the result of mailing some 284 past due notices to local businesses. Approximately 40 second notices were sent
- Sent 0 past due notices for grass cutting
- Collected \$0 in grass cutting invoices. Total collected to date is \$7,021
- Processed 7 NSF Checks (Utility and SRAC)
- Bad debt calendar year-to-date collections total \$30,990 (EMS = \$9,382; SRAC = \$5,027; Utility= \$16,217; and Other = \$364).
- Invoiced three (6) grave openings for a total of \$4,200
- Invoiced Smithfield Housing Authority and Johnston Community College for Police Security

**FINANCE DIRECTOR**

- Attended Town Council Meeting on June 6, 2017
- Participated in biweekly meetings with Tyler Technologies on 6/7/2017 and 6/21/2017 to discuss records management system (RMS)
- Discovered and Corrected journal entries prepared by LOGICS due to system errors. Errors mostly with A/P issues that started in April, 2017.
- Completed Johnston County Tax Admin Form in preparation of real and personal tax billing for FY18 on 6/13/2017
- Send letter to previous auditor, Petway Mills, granting permission to turn over files to new auditor
- Reviewed each fund for cash flow and made adjustments to Firemen Relief Fund and Booker Dairy Road Fund to bring back to positive
- Prime Rate increases over the past several months have aided in offsetting bank fees on the Town’s Central Depository Account with First Citizens Bank. FY15 charges totaled \$1,795 for three months, while FY16 charges totaled \$7,509 and FY17 totaled 1,364 before being completely offset by earnings credits due to the rise in the prime rate. There have been no bank fees since January, 2017.



Town of Smithfield  
 Planning Department  
 350 E. Market St Smithfield, NC 27577  
 P.O. Box 761, Smithfield, NC 27577  
 Phone: 919-934-2116  
 Fax: 919-934-1134

**BOARD ACTIONS REPORT - 2017**

	June	Calendar Year to date
<b>Town Council</b>		
Rezoning	1	2
Conditional Use	0	4
Ordinance Amendment	0	2
Major Subdivisions	0	0
Annexations	0	0
Special Events	0	6
<b>Planning Board</b>		
Rezoning	0	2
Condition Use	2	6
Ordinance Amendment	0	2
Subdivisions	0	0
Annexations	0	0
<b>Board of Adjustment</b>		
Variance	0	1
Admin Appeal	0	0
<b>Historic Properties Commission</b>		
Certificate of Appropriateness	0	0
Historic Landmarks	0	0



**Town of Smithfield**  
**Planning Department**  
**350 E. Market St Smithfield, NC 27577**  
**P.O. Box 761, Smithfield, NC 27577**  
**Phone: 919-934-2116**  
**Fax: 919-934-1134**

**Permit Issued for June 2017**

		Permit Fees	Permits Issued
Site Plan	Minor Site Plan	\$275.00	5
Zoning	Land Use	\$1,050.00	12
Zoning	Sign	\$50.00	1
Report Period Total:		\$1,375.00	18
Fiscal YTD Total:		\$19,600.00	284

SP17-000032	Site Plan	Minor Site Plan	Panera Bread	1716 East MARKET Street
Z17-000110	Zoning	Land Use	NY Bagel and Deli	388 VENTURE DRIVE
SP17-000034	Site Plan	Minor Site Plan	Addition to Single Family Dwelling	307 North Fourth Street
Z17-000111	Zoning	Sign	TNT Fireworks	1299 North Brightleaf Blvd
SP17-000035	Site Plan	Minor Site Plan	Residential Addition	203 Rogers
Z17-000112	Zoning	Land Use	Residential Handicap Ramp	101 LONGVIEW Drive
Z17-000113	Zoning	Land Use	Blaze Performance Cycles LLC	803 ROCK PILLAR ROAD
Z17-000114	Zoning	Land Use	Restaurant	2104 South Brightleaf Blvd
Z17-000115	Zoning	Land Use	Waynesborough Ophthalmology	1317-D North Brightleaf Blvd
SP17-000037	Site Plan	Minor Site Plan	Neuse Charter School	909 BOOKER DAIRY Road
Z17-000116	Zoning	Land Use	Salon 619	619 South Third Street
Z17-000117	Zoning	Land Use	SHEETZ	1700 East MARKET Street
Z17-000118	Zoning	Land Use	Residential Fence	24 WADDELL Drive
Z17-000119	Zoning	Land Use	Chiropractic Health Center	1329-A N. Brightleaf Blvd
Z17-000120	Zoning	Land Use	Smithfield Fire Department Station #2	1200 West Market Street
Z17-000121	Zoning	Land Use	12X16 Ft Storage Shed	116 Sunset Pointe Drive
SP17-000038	Site Plan	Minor Site Plan	Above Ground Pool and Deck	404 BOOKER DAIRY Road
Z17-000122	Zoning	Land Use	Blaze Performance Cycle LLC	803 ROCK PILLAR Road

## REPORTED UCR OFFENSES FOR THE MONTH OF JUNE 2017

PART I CRIMES	June	June	+/-	Percent	Year-To-Date		+/-	Percent
	2016	2017		Changed	2016	2017		Changed
MURDER	0	0	0	N.C.	0	0	0	N.C.
RAPE	0	0	0	N.C.	4	2	-2	-50%
ROBBERY	0	1	1	N.C.	6	12	6	100%
Commercial	0	0	0	N.C.	0	2	2	N.C.
Individual	0	1	1	N.C.	6	10	4	67%
ASSAULT	2	4	2	100%	26	22	-4	-15%
* VIOLENT *	2	5	3	150%	36	36	0	0%
BURGLARY	14	21	7	50%	75	63	-12	-16%
Residential	5	6	1	20%	34	40	6	18%
Non-Resident.	1	5	4	400%	13	8	-5	-38%
Commercial	8	10	2	25%	28	15	-13	-46%
LARCENY	50	42	-8	-16%	317	256	-61	-19%
AUTO THEFT	3	0	-3	-100%	14	4	-10	-71%
ARSON	0	0	0	N.C.	2	0	-2	-100%
* PROPERTY *	67	63	-4	-6%	408	323	-85	-21%
PART I TOTAL:	69	68	-1	-1%	444	359	-85	-19%
PART II CRIMES								
Drug	38	27	-11	-29%	252	164	-88	-35%
Assault Simple	8	15	7	88%	81	85	4	5%
Forgery/Counterfeit	3	3	0	0%	24	29	5	21%
Fraud	9	8	-1	-11%	44	40	-4	-9%
Embezzlement	4	2	-2	-50%	13	8	-5	-38%
Stolen Property	2	1	-1	-50%	9	5	-4	-44%
Vandalism	8	6	-2	-25%	48	42	-6	-13%
Weapons	1	3	2	200%	14	19	5	36%
Prostitution	0	0	0	N.C.	1	0	-1	-100%
All Other Sex Offens	1	2	1	100%	2	11	9	450%
Gambling	0	0	0	N.C.	0	0	0	N.C.
Offn Agnst Faml/Chld	0	0	0	N.C.	2	1	-1	-50%
D. W. I.	8	9	1	13%	54	56	2	4%
Liquor Law Violation	1	0	-1	-100%	3	1	-2	-67%
Disorderly Conduct	1	1	0	0%	6	4	-2	-33%
Obscenity	0	0	0	N.C.	1	0	-1	-100%
Kidnap	0	0	0	N.C.	2	0	-2	-100%
All Other Offenses	3	10	7	233%	40	50	10	25%
PART II TOTAL:	87	87	0	0%	596	515	-81	-14%
=====								
GRAND TOTAL:	156	155	-1	-1%	1040	874	-166	-16%

N.C. = Not Calculable



**TOWN OF SMITHFIELD  
POLICE DEPARTMENT  
MONTHLY REPORT  
MONTH ENDING June 30, 2017**

**I. STATISTICAL SECTION**

Month Ending June 30,2017	June-17	June-16	Total 2017	Total 2016	YTD Difference
Calls For Service	2042	1809	11545	10194	1351
Incident Reports Completed	170	174	964	1154	-190
Cases Closed	121	142	671	997	-326
Accident Reports	79	76	437	438	-1
Arrest Reports	111	142	714	818	-104
Burglaries Reported	22	14	66	79	-13
Drug Charges	30	66	198	218	-20
DWI Charges	9	9	59	59	0
Citations Issued	173	240	1212	1367	-155
Speeding	15	50	339	326	13
No Operator License	41	41	250	280	-30
Registration Violations	27	31	159	97	62

**II. PERSONNEL UPDATE**

Three police officer vacancies remain within the department. One applicant has been given a conditional offer and the department will be sending him to BLET in August.

**III. MISCELLANEOUS**

Mandatory in-service training was continued in June. The Family Life center is almost ready to be opened as a recreational center. The department has been involved in numerous community events during the month of June. Officers continue to enforce speeding in various areas in town due to complaints of speeding.



**Town of Smithfield  
Fire Department  
June, 2017**

**I. Statistical Section**

Responded to	2017 June	June IN	June OUT	2016 June	2017 IN	2017 OUT	2017 YTD	2016 YTD
<b>Total Structure Fires Dispatched</b>	<b>4</b>	<b>2</b>	<b>2</b>	<b>4</b>	<b>30</b>	<b>26</b>	<b>56</b>	<b>44</b>
*Confirmed Structure Fires (Our District)*	0	0	0	0	9	7	16	7
*Confirmed Structure Fires (Other Districts)*	1	0	0	2	0	0	19	6
<b>EMS/Rescue Calls</b>	<b>136</b>	<b>131</b>	<b>5</b>	<b>139</b>	<b>801</b>	<b>61</b>	<b>862</b>	<b>825</b>
<b>Vehicle Fires</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3</b>	<b>3</b>	<b>1</b>	<b>4</b>	<b>8</b>
<b>Motor Vehicle Accidents</b>	<b>17</b>	<b>12</b>	<b>5</b>	<b>19</b>	<b>83</b>	<b>17</b>	<b>100</b>	<b>94</b>
<b>Fire Alarms (Actual)</b>	<b>11</b>	<b>11</b>	<b>0</b>	<b>7</b>	<b>65</b>	<b>8</b>	<b>73</b>	<b>54</b>
<b>Fire Alarms (False)</b>	<b>9</b>	<b>9</b>	<b>0</b>	<b>6</b>	<b>34</b>	<b>4</b>	<b>38</b>	<b>47</b>
<b>Misc./Other Calls</b>	<b>25</b>	<b>22</b>	<b>3</b>	<b>20</b>	<b>95</b>	<b>14</b>	<b>109</b>	<b>137</b>
*Mutual Aid (Received)*	2	0	0	5	0	0	32	53
*Mutual Aid (Given)*	4	0	0	5	0	0	46	36
*Overlapping Calls (Calls at the same time)*	30	0	0	23	0	0	181	159
<b>TOTAL EMERGENCY RESPONSES</b>	<b>202</b>	<b>187</b>	<b>15</b>	<b>198</b>	<b>1111</b>	<b>131</b>	<b>1242</b>	<b>1209</b>

\* Denotes the breakdown of calls, these are not calculated into the totals \*  
**IN/OUT** denotes in and out of the Town, not outside the fire district. When we respond to another fire district (Mutual Aid), which is outside of our total fire district boundaries that is reported in (**Other Districts**).

	June	YTD
Fire Inspections/Compliance Inspections	49	232
Public Fire Education Programs	1	10
Children in Attendance	15	879
Adults in Attendance	10	379
Plans Review Construction/Renovation Projects	7	13
Fire Code Citations	0	0
Fire Lane Citations	0	0
Consultation/Walk Through	32	183
Re-Inspections	19	140

**II. Major Revenues**

	June	YTD
<b>Inspections</b>	<b>\$1,950.00</b>	\$9,321.00
<b>False Alarms</b>	<b>\$0.00</b>	\$750.00
<b>Fire Recovery USA</b>	<b>\$5,828.80</b>	\$17,263.80
<b>EMS Debt Setoff</b>	<b>\$1,000.27</b>	\$10,582.15
<b>Haz-Mat I-95 Recovery</b>	<b>\$54,384.77</b>	\$54,384.77

## **Major Expenses for the Month:**

### **III. Personnel Update:**

### **IV. Narrative of monthly departmental activities:**

- We participated in the Carolina Brotherhood Ceremony honoring Fallen Fire Engineer Chris Daniels on June 12th
- We participated in a couple of fire prevention programs; at the Johnston County Library, and the Aquatic Center.
- The status has been updated of the upcoming NCDOI ISO rating inspection, the inspection has been rescheduled for November 27<sup>th</sup>, 2017.

**Town of Smithfield  
Public Works Department  
June 30, 2017**



158 Total Work Orders completed by the Public Works Department

7 Burials, at \$700.00 each = \$4,900.00

0 Cremation Burial, \$400.00 each = \$0

\$3,000.00 Sunset Cemetery Lot Sales

\$0 Riverside Extension Cemetery Lot Sales

455.63 tons of household waste collected

108 tons of yard waste collected

6.36 tons of recycling collected

**Town of Smithfield**  
**Public Works Appearance Division**  
**Cemetery, Landscapes, and Grounds Maintenance**  
**Buildings, Facilities, and Sign Division**  
**Monthly Report**  
**June 30, 2017**



**I. Statistical Section**

- 7 Burials
- 2 Works Orders – Buildings & Facilities Division
- 24 Work Orders – Grounds Division
- 26 Work Orders – Sign Division

**II. Major Revenues**

Sunset Cemetery Lot Sales:	\$3,000.00
Riverside Ext Cemetery Lot Sales:	\$0.00
Grave Opening Fees:	\$4,900.00
Total Revenue:	\$7,900.00

**III. Major Expenses for the Month:**

None for the month.

**IV. Personnel Update:**

None for the month

**V. Narrative of monthly departmental activities:**

The overall duties include daily maintenance on cemeteries, landscapes, right-of-ways, buildings and facilities.

**Town of Smithfield**  
**Public Works Drainage/Street Division**  
**Monthly Report**  
**June 30, 2017**



**I. Statistical Section**

- a. All catch basins in problem areas were cleaned on a weekly basis
- b. 12 -Work Orders – 16 Tons of Asphalt was placed in 6 utility cuts, 4 gator areas and 1 overlay.
- c. Scrapped Gaston Street dirt path.
- d. 4 - Work Orders - 1200 Linear Feet of ditches were cleaned
- e. 10 - Work Orders – 910lbs. of Cold Patch was used for 19 Potholes.

**II. Major Revenues**

None for the month

**III. Major Expenses for the Month:**

\$662,224.00 to Turner asphalt for FDR project on Venture Drive, \$300,000.00 to Garris Grading and Paving for 16-17 Resurfacing project.

**IV. Personnel Update:**

None for the month

**V. Narrative of monthly departmental activities:**

No safety meeting was held this month.

**Town of Smithfield  
Public Works Department  
June 2017 Drainage Report**

Location: Outlet Center Drive.  
Starting Date: 6/1/2017  
Completion Date: 6/1/2017  
Description: Cut right of way and traffic islands.  
Man-hours: 18hrs.  
Equipment: Tractor with bush hog, scag mowers and weed eaters.  
Materials: N/A

Location: 403 E Caswell, 500Blk of North Street, Buffalo and North, N3rd and North, 1000 block of Blount, Carolina Ave, Front and Bridge, 540 North Street, 230, 250 E Equity.  
Starting Date: 6/2/2017  
Completion Date: 6/26/2017  
Description: Repaired 19 potholes with Perma Patch asphalt.  
Man-hours: 6hrs.  
Equipment: 905 plus hand tools.  
Materials: 14 bags of Perma Patch asphalt.

Location: 54 White Oak Drive.  
Starting Date: 6/5/2017  
Completion Date: 6/5/2017  
Description: Removed 350LF of high shoulder area in right of way for positive drainage.  
Man-hours: 18hrs.  
Equipment: 420 Cat backhoe, bobcat, 408 dump truck.  
Materials: 5lbs. of grass seed and 300LF of erosion matting.

Location: Lee Street, West Street, MLK an College Road, West Street, Broadway, Blount and Rand Street.  
Starting Date: 6/6/2017  
Completion Date: 6/6/2017  
Description: Cut back right of ways.  
Man-hours: 8hrs.  
Equipment: New Holland tractor with side cutter, weed eaters and blower.  
Materials: N/A

Location: Fire Station number 2  
Starting Date: 6/9/2017  
Completion Date: 6/9/2017  
Description: Removed shrubs and debris from location. Cut back low hanging trees, hauled off a truck load of debris from location.  
Man-hours: 18hrs.  
Equipment: 420 Cat backhoe, 405 dump truck plus hand tools.  
Materials: N/A

Location: 405 N 5<sup>th</sup>, 523 N 7<sup>th</sup>, 5<sup>th</sup> and North, 707 Lassiter, 275 Equity Drive.  
Starting Date: 6/13/2017  
Completion Date: 6/13/2017  
Description: Repaired 4 utility cuts and 1 pothole with I2 asphalt.  
Man-hours: 15hrs.  
Equipment: 420 Cat backhoe, 405 dump truck plus hand tools.  
Materials: 5.02 tons of asphalt.

Location: 808 Crescent Drive, 15 Eden Drive, Riverside Drive.  
Starting Date: 6/14/2017  
Completion Date: 6/14/2017  
Description: Repaired 3 utility cuts with I2 asphalt.  
Man-hours: 23hrs.  
Equipment: 420 Cat backhoe, 405 dump truck plus hand tools  
Materials: 6.02 tons of asphalt.

Location: Hamilton Drive, 105 Popular Drive, Midway and Second Ave.  
Starting Date: 6/15/2017  
Completion Date: 6/15/2017  
Description: Repaired 1 utility cut and 3 damages areas in the roadway.  
Man-hours: 25hrs.  
Equipment: 420 Cat backhoe, 405 dump truck plus hand tools  
Materials: 4.96 tons of asphalt.

Location: Dead End of Wellons Street.  
Starting Date: 6/16/2017  
Completion Date: 6/16/2017  
Description: Removed obstruction from ditch for positive drainage.  
Man-hours: 9hrs.  
Equipment: 420 Cat backhoe, 405 dump truck plus hand tools  
Materials: N/A

Location: 1201 Gaston Street.  
Starting Date: 6/21/2017  
Completion Date: 6/21/2017  
Description: Scrapped dirt road.  
Man-hours: 5.75hrs.  
Equipment: 420 Cat backhoe.  
Materials: N/A

Location: Outlet Center Drive.  
Starting Date: 6/22/2017  
Completion Date: 6/22/2017  
Description: Cut right of way, traffic islands and sprayed fence line.  
Man-hours: 24.75hrs.  
Equipment: Tractor with bush hog, scag mowers and weed eaters.  
Materials: 80oz of roundup and 80oz of crossbow.



**Town of Smithfield  
Public Works Fleet Maintenance Division  
Monthly Report  
June 30, 2017**



**I. Statistical Section**

  2   Preventive Maintenances

  0   North Carolina Inspections

 36  Work Orders

**II. Major Revenues**

None for the month

**III. Major Expenses for the Month:**

None for the month

**IV. Personnel Update:**

Norman Hill shop mechanic is out on short term disability.

**V. Narrative of monthly departmental activities:**

The shop employee performed preventive maintenances on all Town owned generators. The Public Works Department safety meeting was on "Can you keep your cool in hot weather?"

**Town of Smithfield  
Public Works Sanitation Division  
Monthly Report  
June 30, 2017**



**I. Statistical Section**

The Division collected from approximately 4100 homes, 4 times during the month

- a. Sanitation forces completed 34 work orders
- b. Sanitation forces collected tons 455.63 of household waste
- c. Sanitation forces disposed of 54 loads of yard waste and debris at Spain Farms Nursery
- d. Recycled 0 tons of clean wood waste (pallets) at Convenient Site Center
- e. Town's forces collected 0 tons of construction debris (C&D)
- f. Town disposed of 111 scrap tires that was collected at Convenient Site Center
- g. Recycling forces collected 4.26 tons of recyclable plastic
- h. Recycled 2802 lbs. of cardboard material from the Convenient Site Center
- i. A total of 0 gallons of cooking oil was collected at the Convenient Site Center
- j. Recycled 3160 lbs. of plastics & glass (co-mingle) from the Convenient Site Center

**II. Major Revenues**

- a. Received \$71.22 from Sonoco Products for cardboard material
- b. Sold 0 lbs. of aluminum cans for \$0
- c. Sold 3080 lbs. of shredder steel for \$130.90 to Omni Source

**III. Major Expenses for the Month:**

Spain Farms Nursery was paid \$1728.00 for disposal of yard waste and debris. Paid \$163,988.00 to Carolina Environmental Systems Inc. for new 2018 Refuse truck. Paid DMV \$2,006.00 for sales taxes and tags

**IV. Personnel Update:**

Devonte Surles was hired as Sanitation Equipment operator.

**V. Narrative of monthly departmental activities:**

The department worked closely with Parks & Recreation providing traffic control devices and event containers for the "3 Little Pigs" Triathlon special events held at the SRAC. Safety meeting dealing with Heat Stroke on June 7, 2017  
Community Service Workers 232.15 hrs , Elders work hrs.12 Volunteer service.



**PARKS AND RECREATION**

**MONTHLY REPORT FOR JUNE, 2017**

**PROGRAMS STATISTICS**

NUMBER OF PROGRAMS	16
TOTAL ATHLETICS PARTICIPANTS	707
TOTAL NON/ATHLETIC PARTICIPANTS	140
NUMBER OF GAMES PLAYED	97
TOTAL NUMBER OF PLAYERS (GAMES)	2328
NUMBER OF PRACTICES	29
TOTAL NUMBER OF PLAYER(S) PRACTICES	348

	<b>June, 2017</b>	<b>16/17 FY YTD</b>	<b>June, 2016</b>	<b>15/16 FY YTD</b>
PARKS RENTALS	18	236	39	346
USERS (PARKS RENTALS)	1145	17749	780	9335
<b>TOTAL UNIQUE CONTACTS</b>	<b>4,668</b>			

**FINANCIAL STATISTICS**

	<b>June, 2017</b>	<b>16/17 FY YTD</b>	<b>June, 2016</b>	<b>15/16 FY YTD</b>
PARKS AND RECREATION REVENUES	\$ 3,820.00	\$ 68,374.00	\$ 14,294.00	\$ 88,539.00
PARKS AND RECREATION EXPENDITURES (OPERATIONS)	\$ 91,534.00	\$ 667,760.00	\$ 71,079.00	\$ 622,937.00
PARKS AND RECREATION EXPENDITURE (CAPITAL OUTLAY EQUIP)	\$ -	\$ 137,670.00	\$ 38,551.00	\$ 61,573.00

**HIGHLIGHTS**

Hosted Southern Johnston Baseball Invitational with 33 Teams Participating.  
Hosted 4 Youth Sports Camps (Basketball, Football, Tennis and Volleyball)



**SMITHFIELD RECREATION  
AND AQUATICS CENTER**

**SRAC MONTHLY REPORT FOR JUNE, 2017**

**PROGRAMS SATISTICS**

NUMBER OF PROGRAMS	28
TOTAL CONTACT WITH PROGRAM PARTICIPANTS	3639

	<b>June, 2017</b>	<b>16/17 FY YTD</b>	<b>June, 2016</b>	<b>15/16 FY YTD</b>
SRAC MEMBER VISITS	6948	64779	7528	67865
DAY PASSES	1585	10201	1988	17139
RENTALS (SRAC)	52	783	54	643
USERS (SRAC RENTALS)	2210	41828	2598	31911
<b>TOTAL UNIQUE CONTACTS</b>	<b>14,382</b>			

**FINANCIAL STATISTICS**

	<b>June, 2017</b>	<b>16/17 FY YTD</b>	<b>June, 2016</b>	<b>15/16 FY YTD</b>
SRAC REVENUES	\$ 75,589.00	\$ 734,113.00	\$ 84,276.00	\$ 748,220.00
SRAC EXPENDITURES	\$ 120,741.00	\$ 906,644.00	\$ 90,265.00	\$ 874,546.00
SRAC MEMBERSHIPS	3863			

**HIGHLIGHTS**

Hosted 3 Little Pigs Triathlon with 425+ Participants / >1000 Spectators  
Summer programming began with Summer Camps at Capacity in all 3 sessions in June.



- **Statistical Section**

- Electric CP Demand 26,699 Kw relative to May's demand of 22,790 Kw.
- Electric System Reliability for was 99.999%, with one (1) recorded outage; relative to May's 99.992%.
- Raw water treated on a daily average was 3.477 MG relative to 3.592 MG for May; with maximum demand of 4.238 MG relative to May's 4.370 MG.
- Total finished water to the system was 96.846 MG relative to May's 102.388 MG. Average daily for the month was 3.124 MG relative to May's 3.303 MG. Daily maximum was 3.894 MG (June 11<sup>th</sup>) relative to May's 3.639 MG. Daily minimum was 2.768 MG (June 1<sup>st</sup>), relative to May's 2.466 MG.

- **Miscellaneous Revenues**

- Water sales were \$221,958 relative to May's \$200,964
- Sewer sales were \$300,329 relative to May's \$277,004
- Electrical sales were \$1,422,185 relative to May's sales of \$1,281,228
- Johnston County Water purchases were \$96,011 for 64.007 MG relative to May's \$83,801 for 55.867 MG.

- **Major Expenses for the Month**

- Electricity purchases were \$1,094,801 relative to May's \$985,034
- Johnston County sewer charge was \$186,808 for 62.533 MG relative to May's \$319,786 for 106.282 MG.

- **Personnel Changes –**

- The Pump Station Mechanic, Justin Cameron, left employment on June 23.



**Town of Smithfield  
Electric Department  
Monthly Report  
June, 2017**

**I. Statistical Section**

- Street Lights repaired -17
- Area Lights repaired -9
- Service calls - 70
- Underground Electric Locates -88
- Poles changed out or installed 12
- Underground Services Installed/Repaired -1

**II. Major Revenues**

- N/A

**III. Major Expenses for the Month:**

- N/A

**IV. Personnel Update:**

- Utility Dept. had a Safety meeting on Lock Out-Tag Out.

**V. Miscellaneous Activities:**

- Done Meter Turn-off & Turn-ons while Meter Employee was on Vacation.
- Done Inventory for the Year.
- Started cutting Right-of-Way.



## WATER & SEWER JUNE 2017 MONTHLY REPORT

● DISCONNECT WATER	4
● RECONNECT WATER	12
● TEST METER	1
● TEMPORARY METER SET	2
● DISCOLORED WATER CALLS	3
● LOW PRESSURE CALLS	1
● NEW/RENEW SERVICE INSTALLS	0
● LEAK DETECTION	26
● METER CHECKS	23
● METER REPAIRS	10
● WATER MAIN/SERVICE REPAIRS	10
● STREET CUTS	3
● REPLACE EXISTING METERS	2
● INSTALL NEW METERS	4
● FIRE HYDRANTS REPAIRED	3
● FIRE HYDRANTS REPLACED	0
● SEWER REPAIRS	31
● CLEANOUTS INSTALLED	4

- SEWER MAIN CLEANED 6000LF
- SERVICE LATERALS CLEANED 285LF
- SERVICE CALLS 149
- LOCATES 126
- FLUSHED ALL DEAD END LINES ONE TIME
- SERVICE AND MAINTAINED ALL 18 LIFT STATIONS 2 TIMES PER WEEK
- INSPECTED ALL AERIAL SEWERS ONE TIME
- INSPECTED HIGH PRIORITY MANHOLES WEEKLY

## MAJOR EXPENSES FOR THE MONTH

- NEXGRID METERS INSTALLATION.
- BRASWELL INSTALLED FLOW METER ON BUFFALO RD WATER LINE.

## PERSONEL UPDATES

JUSTIN CAMERON RESIGNED

## UP COMING PROJECTS FOR THE MONTH OF MAY

- BRASWELL WILL BE STARTING BOOKER DAIRY RD PROJECT.

- BRASWELL WILL BE STARTING FLOW METERS ON BUFFALO RD AND HWY 70.
- BRASWELL WILL BE STARTING STATION #12 UPGRADE.
- HYDROSTRUCTURES SHOULD BE FINISHING UP MANHOLE SURVEYS THIS MONTH.
- SHOULD START INSTALLING NEXGRID METERS AGAIN.
- I WILL BE SITTING DOWN WITH BILL ABOUT REDESIGNING PUMP STATIONS #11 & #5 FOR THE UPCOMMING BUDGET YEAR. THIS WAY WE CAN GET THEM OUT FOR BID AS SOON AS POSSIBLE.

**Smithfield Water Plant**  
Distribution Sampling Site Plan

**Hydrant Flushing**  
1,384,815

Street Name	Date	Chlorine	Time	Gallons	Psi	Street Name	Date	Chlorine	Time	Gallons	PSI
Stephenson Drive	06/15/17	3.4	15	5310	10	North Street	06/15/17	3	15	15930	
Computer Drive	06/15/17	3.4	15	5310	10	West Street	06/15/17	3	15	17620	50
Castile Drive	06/15/17	3.4	15	5310	10	Regency Drive	06/15/17	1	45	58500	60
Parkway Drive	06/15/17	2.8	15	15930	40	Randers Court	06/15/17	0.8	120	127440	40
Garner Drive	06/15/17	3.4	30	15930		Noble Street	6/14/17	1	30	15840	
Hwy 210 LIFT ST.	06/15/17	2.6	15	7965	10	Fieldale Dr#1(L)	6/14/17	0.8	30	31860	40
Skyland Drive	06/15/17	3.4	15	5310		Fieldale Dr#2(R)	6/14/17	0.8	30	31860	40
Braford Street	06/15/17	1	15	7965		Heather Court	6/14/17	0.8	30	31860	40
Keillie Drive	06/15/17	1	45	23895		Reeding Place	6/20/17	1	30	31860	40
Edgewater	06/15/17	1	45	23895		East Street	6/20/17	3.2	15	15930	40
Edgecombe	06/15/17	1	30	31860	40	Smith Street	6/20/17	3.2	15	15930	
Valley Wood	06/15/17	1	30	31860	40	Wellons Street	6/20/17	2.2	15	15930	40
Creek Wood	06/15/17	1	30	31860		Kay Drive	6/2/17	0.8	30	19500	15
White Oak Drive	06/15/17	1	45	15930	10	Huntington Place	6/2/17	2.6	45	30285	
Brookwood Drive	06/15/17	1	30	11310	5	N. Lakeside Drive	6/2/17	2.4	30	18870	15
Runnymede Place	06/15/17	1.2	30	10620	10	Cypress Point	6/2/17	2	30	17430	12
Nottingham Place	06/15/17	1.4	30	10620	10	Quail Run	6/2/17	1	15	10095	
Heritage Drive	06/15/17	1	30	10620	10	British Court	6/2/17	2	30	23100	
Noble Plaza #1	06/15/17	1	15	5310	10	Tyler Street	6/2/17	1.8	60	78000	60
Noble Plaza #2	06/15/17	1	15	5310	10	Yelverton Road	6/14/17	2.8	15	15930	40
Pinecrest Street	06/15/17	1	30	10620	10	Ava Gardner	6/14/17	1.1	30	47990	
S. Sussex Drive	05/01/17	1.4	15	7965		Waddell Drive	6/14/17	1.8	15	5310	10
Elm Drive	6/14/17	3.2	15	5310	10	Henly Place	6/14/17	1.4	15	8715	12
Braford Street	06/16/17	1	30	15930		Birch Street	6/14/17	1.8	15	8715	12
Coor Farm Supply	06/16/17	1	30	10160		Pine Street	6/14/17	2.8	15	9750	15
Old Goldsboro Rd.	06/16/17	1.4	30	10620		Oak Drive	6/14/17	1.8	15	9430	14
Hillcrest Drive	6/14/17	1.8	15	10620	10	Cedar Drive	6/14/17	2.2	15	5310	10
Eason Street	6/15/17	1	15	15930	40	Aspen Drive	6/14/17	2.2	15	8715	12
Magnolia circle	06/20/17	1	15	7965		Furlonge Street	6/14/17	3.4	15	8715	12
Rainbow Drive	06/15/17	2.4	15	19500	60	Golden Corral	6/14/17	1.8	15	10080	16
Rainbow Circle	06/15/17	2.6	15	19500	60	Holland Drive	6/14/17	1.2	45	29250	15
Moonbeam Circle	06/15/17	2.4	15	19500	60	Davis Street	6/14/17	3	15	8715	12
Ray Drive	06/15/17	1.8	15	31860	40	Caroline Ave.	6/2/17	3.4	15	5310	10
Will Drive	06/15/17	1.6	15	31860	40	Johnston Street	6/14/17	2.2	15	7965	15
Michael Lane	06/15/17	2.8	15	7965	40	Ryans	6/14/17	1.4	30	63720	
Ward Street	06/15/17	3	15	15930	40						



## **MONTHLY WATER LOSS REPORT**

**JUNE, 2017**

**(4)- Meters with slow washer leaks**

**(2)- ¾" Line, 1/8" hole – 1day**

**(3) ¾" Line, 1/16" hole – 2day**

**¾" Line, full shear – 2hrs**

**(2) - FH Bonnet slow drip- 2days**

**1 ½" Line, 4" split – 2 weeks**

**2" Line, 1/8" hole – 3day**

**2" Line, full shear – 3hrs**

**2" Line, full shear – 4hrs**

**2" Line, full shear – 5hrs**

**6" Line, 3"split – 4hrs**

**Town of Smithfield  
Water Treatment Plant**

All figures are in MGD.

Jun-17  
Plant Totals

Date	Rate of Flow	Hrs. Operated	Raw Treated	Finish Metered	Plant Useage	Finish to Dist. System	% of RAW TREATED TO SYSTEM
1	3.75	18.5	2.873	2.858	0.0900	2.768	96.35
2	3.75	22.5	3.400	3.347	0.1050	3.242	95.35
3	3.75	22.5	3.500	3.413	0.1090	3.304	94.40
4	3.75	23.5	3.600	3.319	0.0870	3.232	89.78
5	3.75	24.0	3.693	3.664	0.1120	3.552	96.18
6	3.75	19.0	3.007	3.034	0.1030	2.931	97.47
7	3.75	22.0	3.421	3.247	0.0890	3.158	92.31
8	3.75	21.5	3.589	3.421	0.0910	3.330	92.78
9	3.75	24.0	3.740	3.656	0.0840	3.572	95.51
10	5.50	24.0	3.767	3.471	0.1020	3.369	89.43
11	4.00	23.5	4.238	4.009	0.1150	3.894	91.88
12	4.00	22.5	3.697	3.563	0.1100	3.453	93.40
13	4.00	22.0	3.652	3.543	0.0900	3.453	94.55
14	4.00	22.0	3.754	3.732	0.1050	3.627	96.62
15	5.50	20.5	3.873	3.463	0.0930	3.370	87.01
16	3.80	21.0	3.440	3.175	0.0930	3.082	89.59
17	3.50	22.5	3.532	3.337	0.0900	3.247	91.93
18	3.50	22.5	3.256	3.079	0.0870	2.992	91.89
19	3.50	22.5	3.266	3.496	0.0860	3.410	104.41
20	3.50	22.0	3.242	3.110	0.0860	3.024	93.28
21	3.75	21.0	3.477	3.024	0.0950	2.929	84.24
22	3.75	21.5	3.384	3.062	0.1060	2.956	87.35
23	3.50	20.0	2.970	2.915	0.0940	2.821	94.98
24	4.00	20.0	3.154	3.086	0.1020	2.984	94.61
25	3.50	21.5	3.284	3.169	0.0850	3.084	93.91
26	3.50	21.0	3.119	2.981	0.1010	2.880	92.34
27	3.50	20.0	3.346	3.332	0.0890	3.243	96.92
28	4.00	24.0	3.995	3.476	0.1050	3.371	84.38
29	3.50	20.5	3.120	3.330	0.0860	3.244	103.97
30	4.50	24.0	3.908	3.426	0.1020	3.324	85.06
31						0.000	#DIV/0!
Total	116.05	656.0	104.297	99.738	2.892	96.846	92.86
Avg	3.87	21.9	3.477	3.325	0.096	3.124	
Max	5.50	24.0	4.238	4.009	0.115	3.894	
Min	3.50	18.5	2.873	2.858	0.084	0.000	