



Mayor

M. Andy Moore

Mayor Pro-Tem

Roger A. Wood

Council Members

Marlon Lee

Sloan Stevens

Travis Scott

David Barbour

John A. Dunn

Stephen Rabil

Town Attorney

Robert Spence, Jr.

Town Manager

Michael L. Scott

Finance Director

Andrew Harris

Town Clerk

Elaine Andrews

Town Council

Agenda

Packet

Meeting Date: Tuesday April 1, 2025

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 APRIL 1, 2025
7:00 PM**

Call to Order

Invocation

Pledge of Allegiance

Approval of Agenda

Page

Presentations:

- 1. Introduction of the Miss Smithfield Pageant Queens**
- 2. 2025 Ham & Yam Festival Tee Shirt & Poster Design Award**
(Town Manager – Michael Scott)
- 3. Proclamation: Declaring April 18, 2025 as Electric Lineman Day in the Town of Smithfield**
(Mayor – M. Andy Moore) See attached information.....1
- 4. Second and Fourth Street Stormwater Study Concepts**
(Planning Director – Stephen Wensman) See attached information.....3

Public Hearings: None

Citizens Comments:

Consent Agenda Items:

- 1. Approval of Minutes**
February 4, 2025 – Regular Session
February 4, 2025 – Closed Session (Under Separate Cover)
February 18, 2025 – Regular Session
February 18, 2025 – Closed Session (Under Separate Cover).....51
- 2. Special Event – Rolling Laconia:** Bulldog Harley Davidson is requesting to hold an event at 1043 Outlet Center Drive on April 5, 2025 from 11:00 am until 4:00 pm. This request includes the use of amplified sound and a food truck.
(Planning Director – Stephen Wensman) See attached information.....79

3. Special Event – Bike Night: Bulldog Harley Davidson is requesting to hold an event at 1043 Outlet Center Drive on April 10, 2025 from 5:00 pm until 8:00 pm. This request includes the use of amplified sound and a food truck. (Planning Director – Stephen Wensman) See attached information.....89

4. Special Event – Harbor Sexual Assault Walk & Awareness Event: Harbor is requesting to hold a walk around the courthouse and speaking event on April 16, 2025 from 12:30 pm until 1:30 pm. This request includes the use of amplified sound (Planning Director – Stephen Wensman) See attached information.....99

5. Special Event – Hop into Bulldog’s: Bulldog Harley Davidson is requesting to hold an event at 1043 Outlet Center Drive on April 19, 2025 from 11:00 am until 4:00 pm. This request includes the use of amplified sound and a food truck. (Planning Director – Stephen Wensman) See attached information.....105

6. Special Event – Spring Carnival: Inners Shows, Inc. is requesting to hold a carnival at 1025 Outlet Center Drive from April 25, 2025 until May 11, 2025 pm. This request includes the use of amplified sound and the sale of food and merchandise (Planning Director – Stephen Wensman) See attached information.....113

7. Special Event – Hawgs and Dawgs: Bulldog Harley Davidson is requesting to hold an event at 1043 Outlet Center Drive on April 26, 2025 from 11:00 am until 4:00 pm. This request includes the use of amplified sound and a food truck. (Planning Director – Stephen Wensman) See attached information.....119

8. Consideration and request for approval to promote a Sanitation Worker to the position of Sanitation Equipment Operator
(Public Works Director – Lawrence Davis) See attached information.....127

9. Consideration and request for approval to promote a Water Plant Operator I to a Water Plant Operator II
(Public Utilities Director – Ted Credle) See attached information.....129

10. Consideration and request for approval to promote a Water Plant Operator I to a Water Plant Operator II
(Public Utilities Director – Ted Credle) See attached information.....133

11. Consideration and request for approval adopt an amendment to the Budget Ordinance
(Finance Director – Andrew Harris) See attached information.....137

12. Consideration and request for approval to adopt Resolution No. 770 (09-2025) establishing Capital Reserve Funds for the Highway 210 Soccer Complex and the Purchase of a New Fire Engine
(Finance Director – Andrew Harris) See attached information.....141

13. Consideration and request for approval to adopt Resolution No. 771 (10-2025) appointing Christopher Lopez to the Downtown Smithfield Development Corporation Board of Directors
(Town Manager – Michael Scott) See attached information.....145

14. New Hire Report
(HR Director – Shannan Parrish) See attached information.....153

Business Items:

- 1. Consideration of an extension of vested rights to the developer of the Whitley Townes project**
(Planning Director – Stephen Wensman) See attached information.....155

- 2. FY 2025-2026 Budget Discussions**
(Town Manager – Michael Scott)

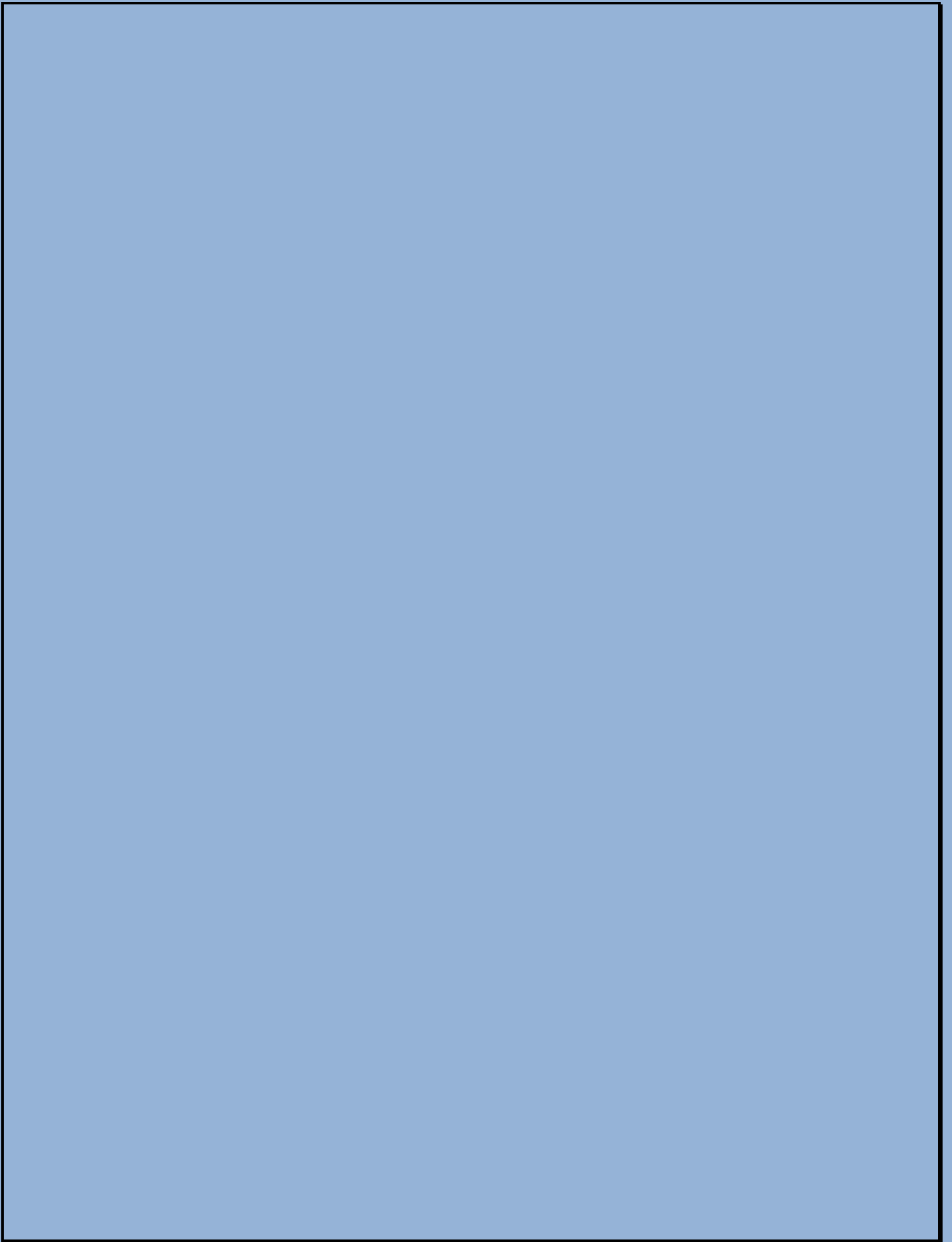
Councilmember’s Comments

Town Manager’s Report:

- Financial Report (See attached information).....161
- Department Reports (See attached information).....165
- Manager’s Report (Will be provided at the Meeting)

Recess until a date and time certain to be determined by the Council

Presentations



**PROCLAMATION
RECOGNIZING APRIL 18, 2025
AS ELECTRICAL LINEMEN APPRECIATION DAY
IN THE TOWN OF SMITHFIELD, NORTH CAROLINA**

Whereas, the Town of Smithfield honors the profession of linemen, as this profession is a selfless service, steeped in personal, family and professional tradition; and

Whereas, electrical linemen are often first responders during storms and other catastrophic events, working to repair broken lines to make the scene safe for the citizens of the Town of Smithfield; as well as, other public safety workers; and

Whereas, electrical linemen work on the Town of Smithfield power lines 24 hours a day, 365 days a year, to keep the electricity flowing; and

Whereas, due to the danger of their work with thousands of volts of electricity high atop power lines, these linemen put their lives at risk every day for the citizens of the Town of Smithfield with little recognition from the community regarding the danger of their work; and

Whereas, the U.S. Senate in April of 2013 first recognized the efforts of electrical linemen in keeping the power on and protecting public safety, and has designated by resolution the annual celebration of a National Linemen Appreciation Day.

Now, Therefore, I, M. Andy Moore, Mayor of the Town of Smithfield along with the members of the Town Council, do hereby proclaim April 18, 2025 as

Electrical Linemen Appreciation Day

and we call upon the citizens of the Town of Smithfield to recognize and appreciate the hard work, innovation and dedication that these public servants make every day to our health, safety, comfort, and quality of life.

M. Andy Moore, Mayor

Town of Smithfield Spring Branch Drainage Repairs – 2nd & 4th Street

3

Project Progress Update & Recommendations

Town Council Meeting - Smithfield, NC
April 1st, 2025
7:00 PM



1

Agenda

- Introductions
- Project Area
- Project Background
- Scope of Work
- 4 Existing Conditions Model
- Improvement Alternatives Review
- Recommendations
- Potential Additional Funding Resources
- Questions



Introductions & Contact Info

WithersRavenel



- Ross Perry, PE, CFM
- Project Manager
- RPerry@withersravenel.com



- Kat Waldman, EI
- Staff Professional
- KWaldman@withersravenel.com

Town of Smithfield

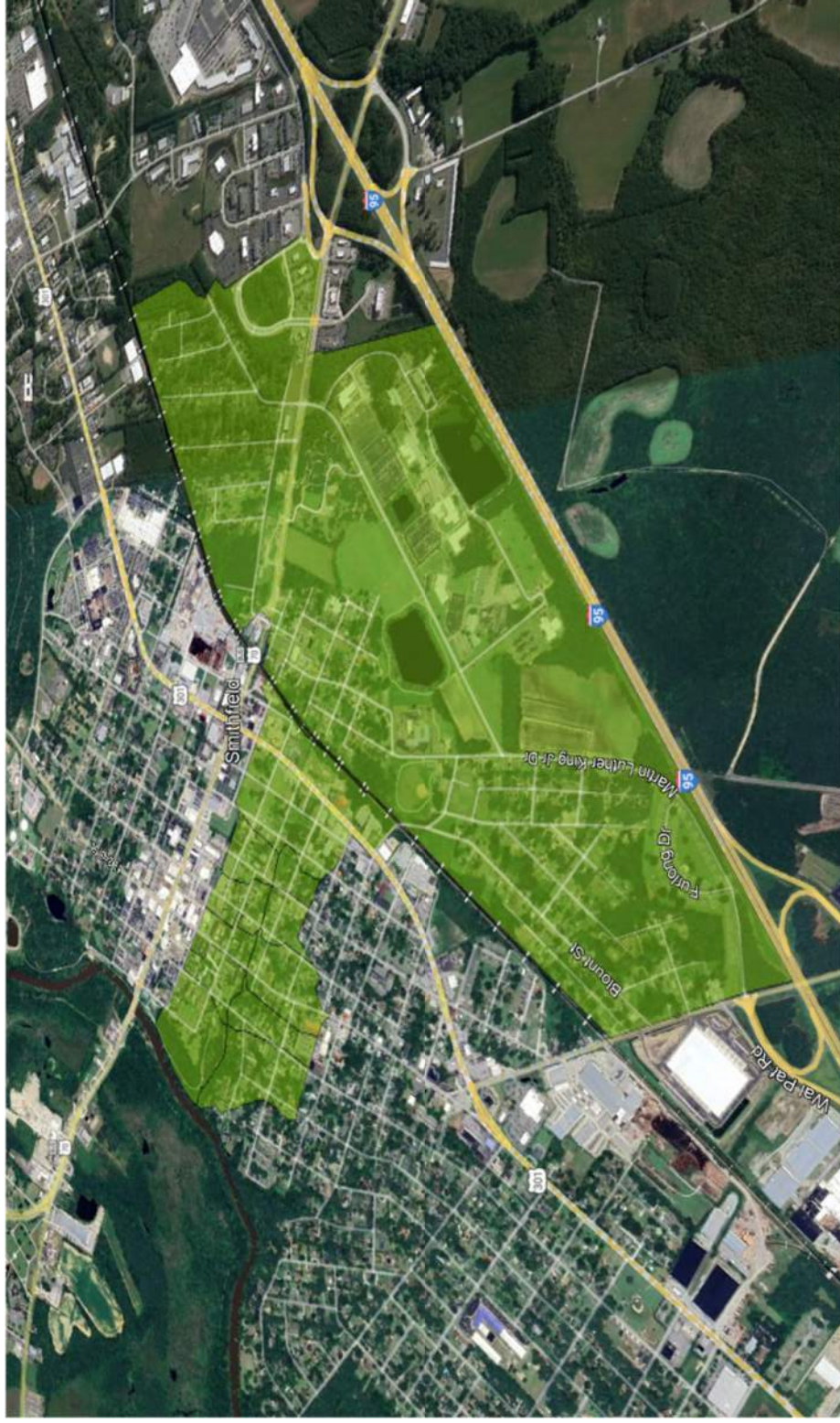
- Stephen Wensman
- Planning Director
- stephen.wensman@smithfield-nc.com

- Bill Dreitzler
- Town Engineer
- bdreitzler@dm2engineering.com



Spring Branch Watershed

- Drainage Area
- ±695 Acres



Project Background

Previous Studies

- 1998 – Stormwater Retention Pond – Smithfield, North Carolina
 - Design of Pine Acres Pond for stormwater management
- 2009 - Smithfield Commons Conveyance & Regional Stormwater Facility
 - Alternatives for Regional Stormwater Facility in the upper Spring Branch Drainage Area
 - Recommended utilizing Pine Acres Pond to attenuate runoff from Smithfield Commons Development
- 2012 - Spring Branch Stormwater Basin – Drainage Study Phase 1
 - Analysis of stormwater conveyance improvements upstream of railroad & Pine Acres Pond
- 2013 - Spring Branch Stormwater Basin – Drainage Study Phase 2
 - Analysis of stormwater conveyance improvements downstream of railroad & Pine Acres Pond
 - Included GIS field survey of existing stormwater infrastructure
 - Recommended stormwater conveyance improvements:
 - Improvements to 2nd & 4th Street Culverts
 - Addition of flood storage between 5th and 6th Street – COMPLETED
 - Removal of pipe between 6th and 7th Street
 - Improvements to culvert under railroad

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Project Background

Current Studies

- Spring Branch Community Restoration & Resiliency Project
- Recommended Replacing/Upsizing 2nd Street & 4th Street Culverts
- Phase 1 – First Priority Projects

Request For Qualifications – April 2024

- Engineering Design & Construction Services for Improvements to 2nd & 4th Street
- Town Contracted with WithersRavenel in August 2024

Project Funding - \$1,400,000

- Part of Town of Smithfield's Appropriations via Session Law 2023.134
- Local Assistance for Stormwater Infrastructure Investments (LASII)

Project Scope of Work

1. Data Collection

- Review Previous Studies
- Field Work - Survey & SUE
- Environmental Features

2. Preliminary Engineering

- Hydrologic & Hydraulic Modeling
- Assess Conceptual Improvement Alternatives
- Project Recommendations

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3. Construction Drawings & Permitting

- Prepare CDs and Specifications
- Environmental Permitting
- E&SC Permitting
- Floodplain Permitting

4. Formally Bid Project

- Advertise
- Pre-Bid Meeting
- Award Construction Contract

5. Construction

- Pre-Construction Meeting
- Construction Administration & Observation
- Final Inspections

6. Project Closeout

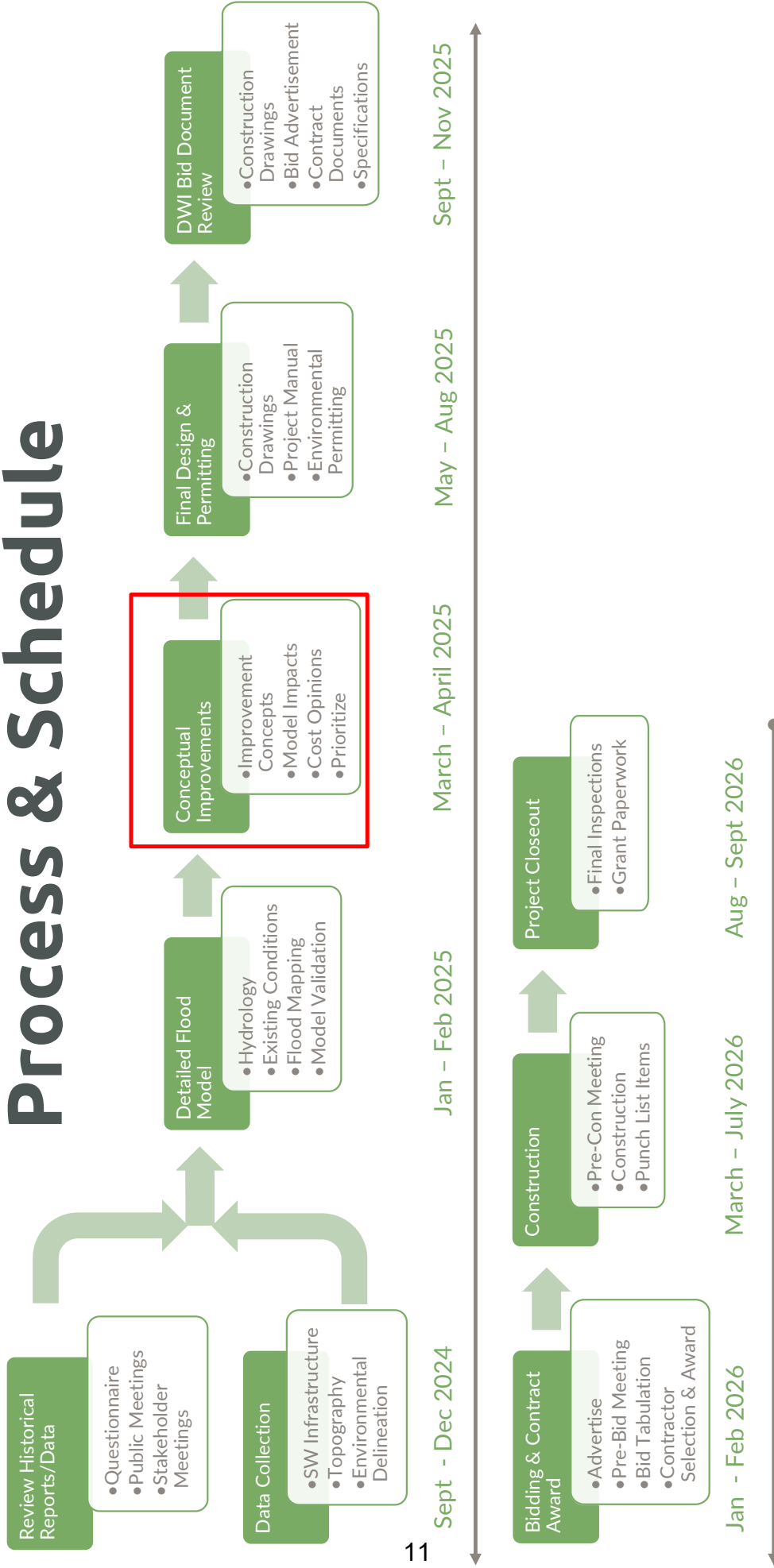
- As-Built Record Drawings
- Grant Closeout Documents



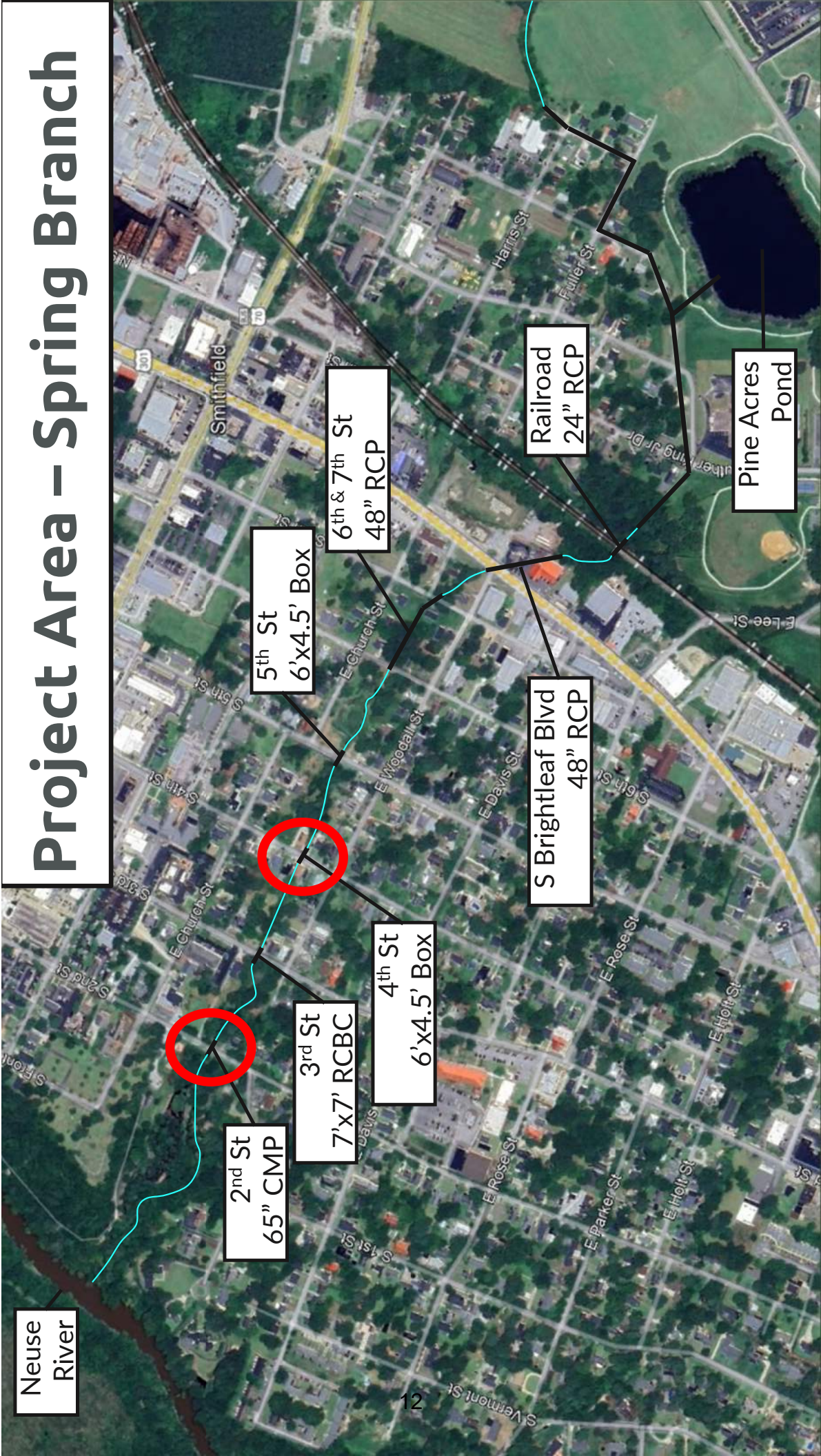
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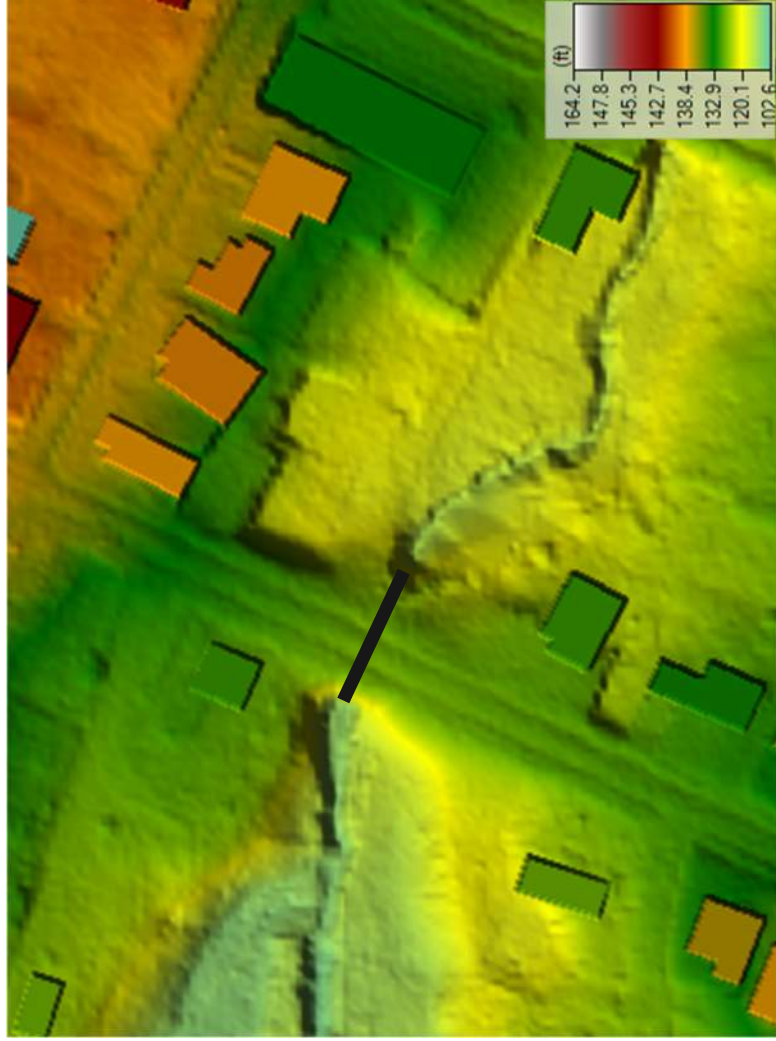
Process & Schedule



Project Area - Spring Branch



2nd Street Crossing



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2nd Street Crossing

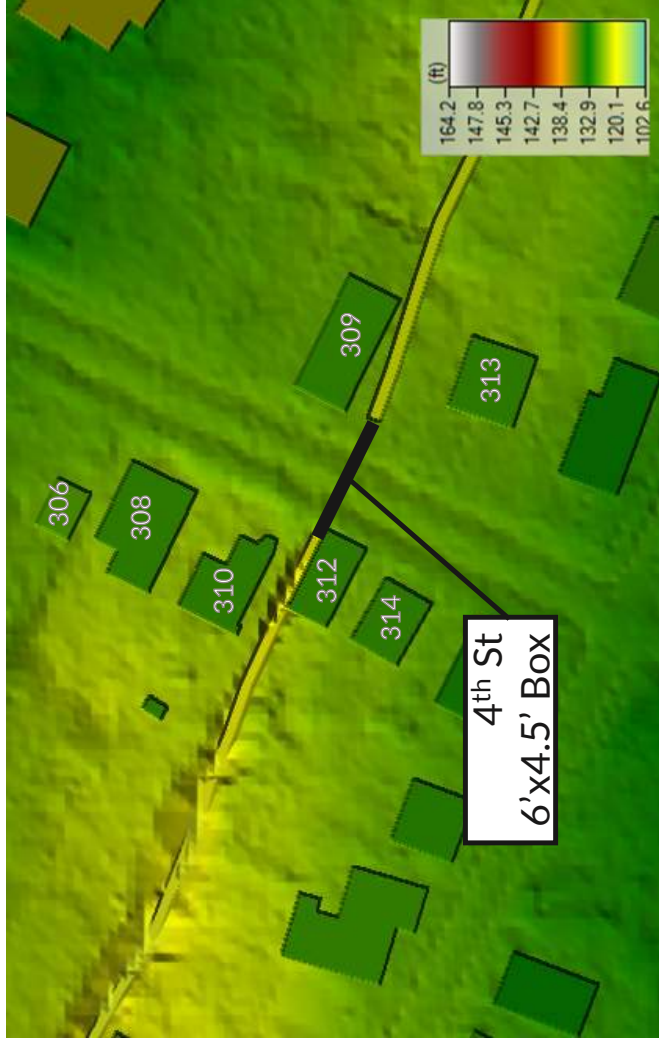


Upstream



Downstream

4th Street Crossing



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4th Street Crossing



Upstream End



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4th Street Crossing



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Downstream End



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Flood Modeling

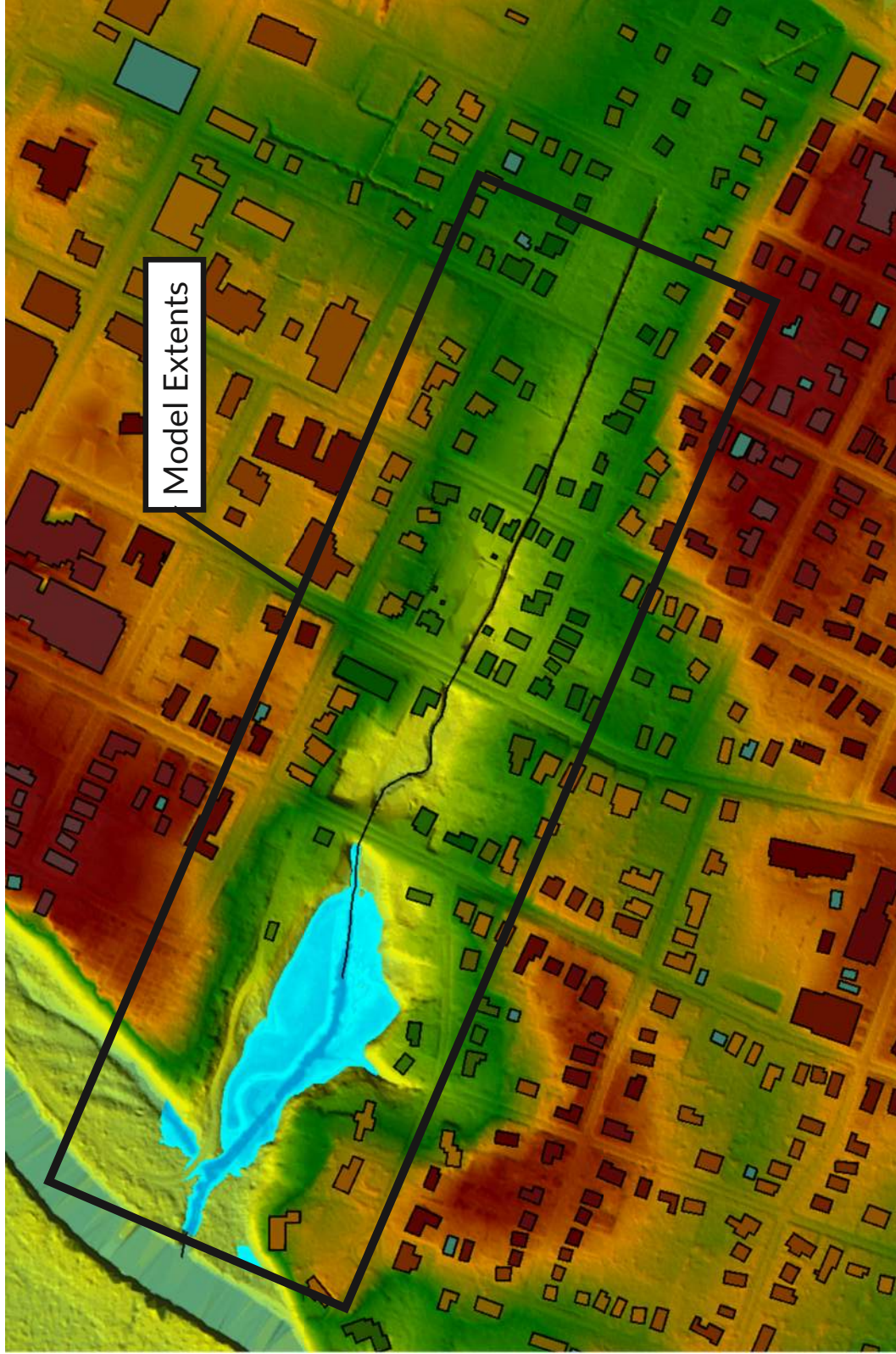
- **Design Storms**
 - 2-Year, 24-Hour Storm (3.59" of rainfall)
 - 10-Year, 24-Hour Storm (5.44" of rainfall)
 - 25-Year, 24-Hour Storm (6.62" of rainfall)
 - 100-Year, 24-Hour Storm (8.65" of rainfall)
- **Hurricane Matthew – October 4-10th**
 - ~6" in <24 Hours in Smithfield
 - 11-19" in Fayetteville & Lumberton Areas
 - Neuse Crested @ 29.09' (13' Above Flood Stage)

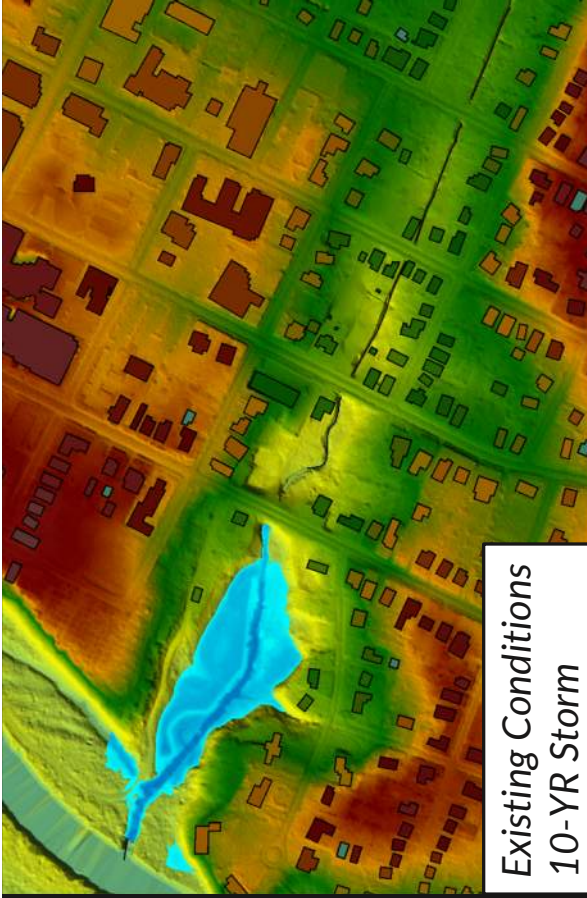
19

- **Recent Storms**
 - Tropical Storm Debby – August 8-9, 2024
 - 3.22" in 24 Hours
 - Cyclone Eight – September 15-16, 2024
 - 3.90" in 24 Hours
 - Hurricane Helene – September 27-28, 2024

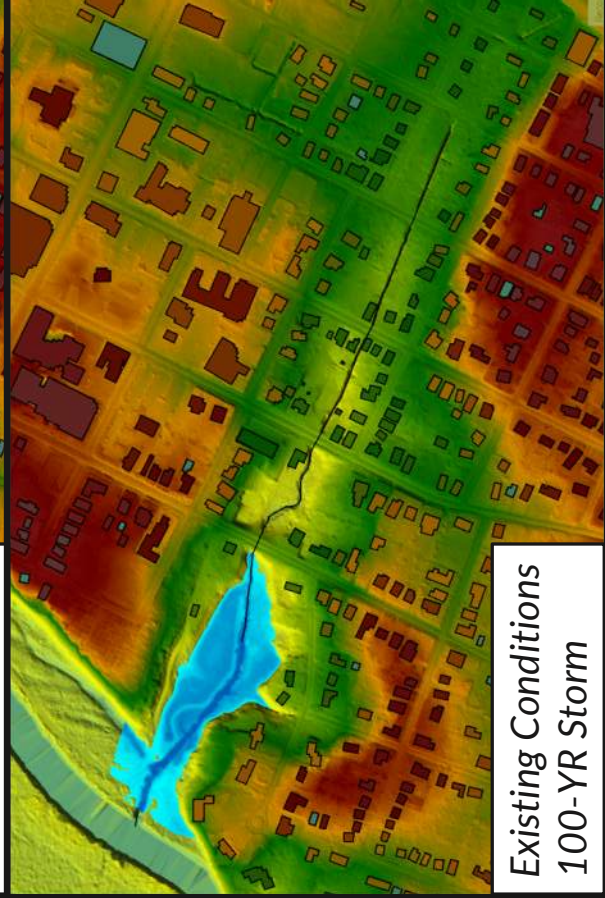


Existing Conditions
2-Year Storm

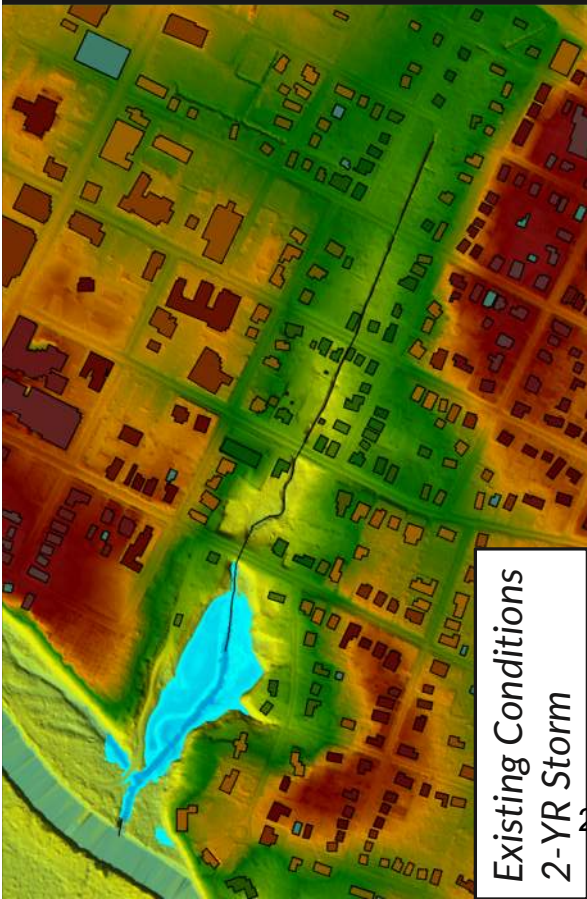




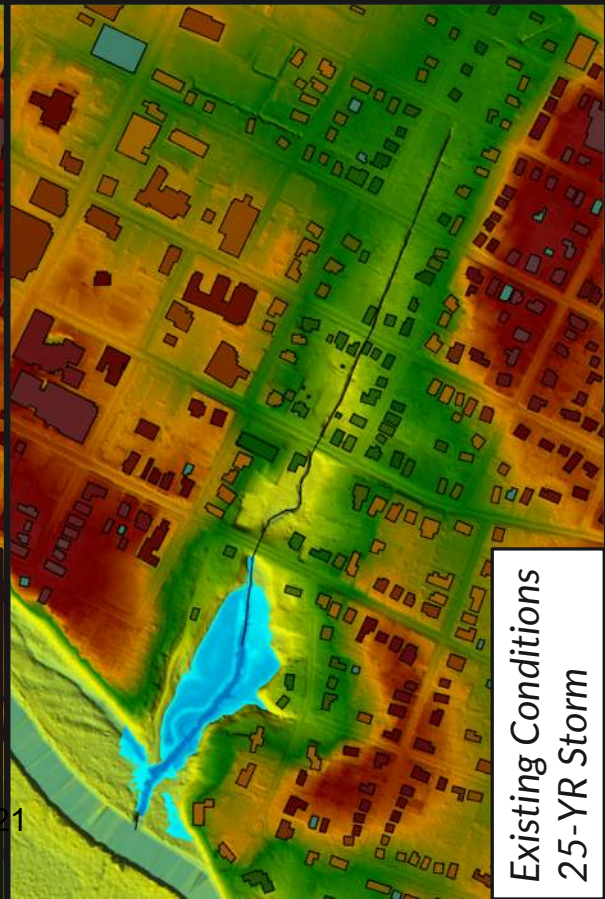
Existing Conditions
10-YR Storm



Existing Conditions
100-YR Storm

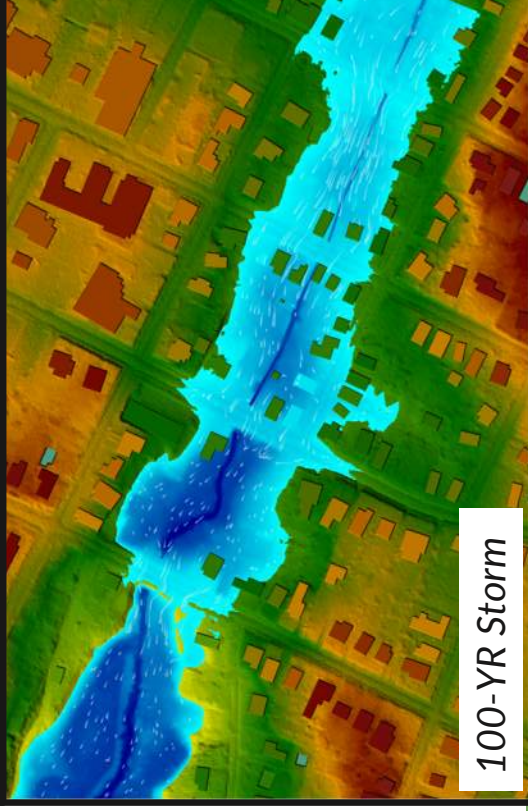
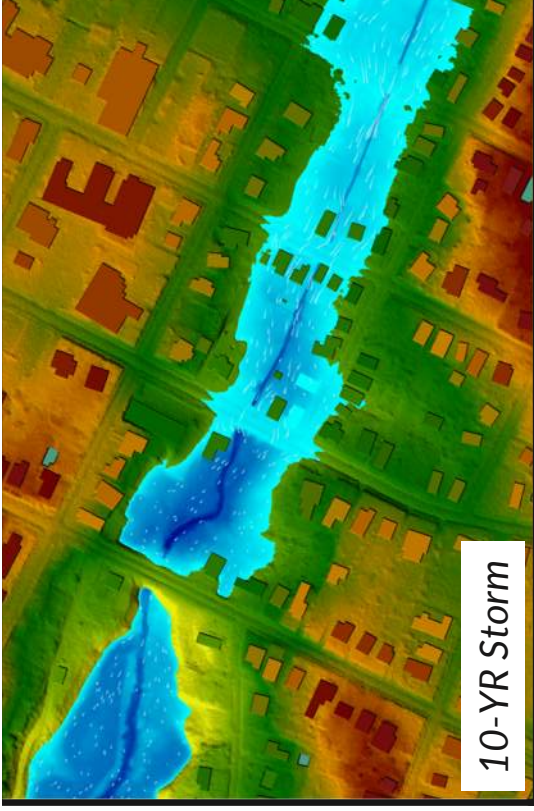
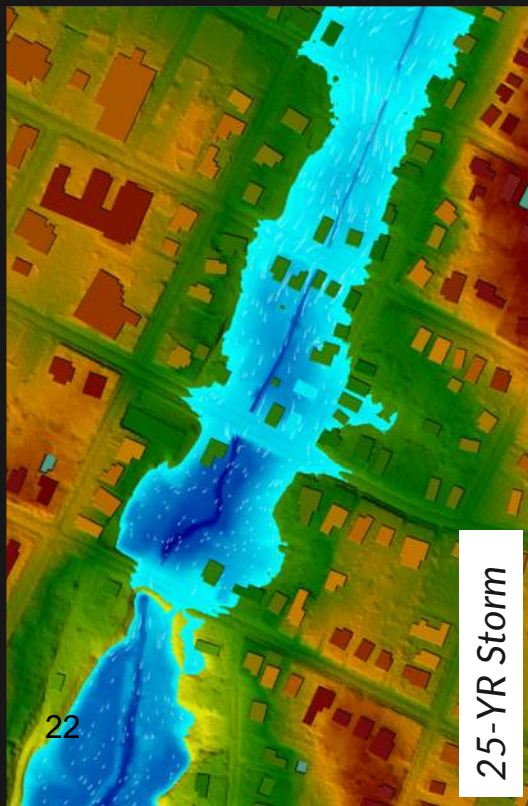
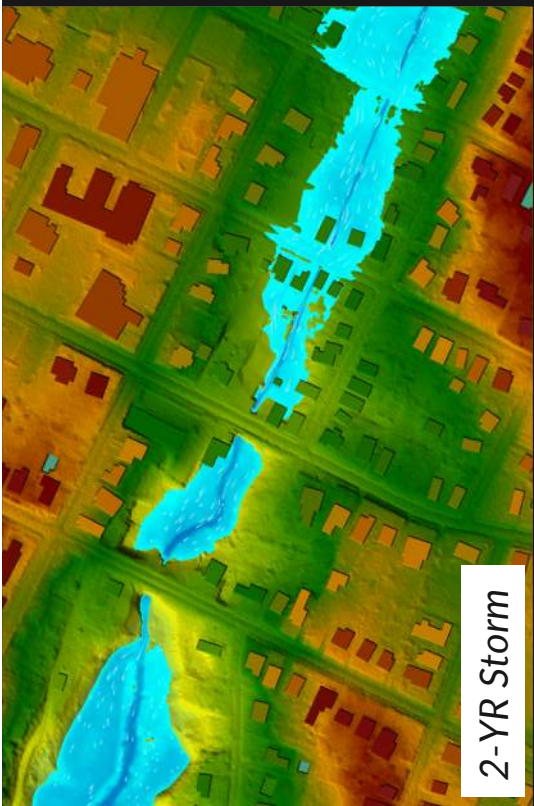


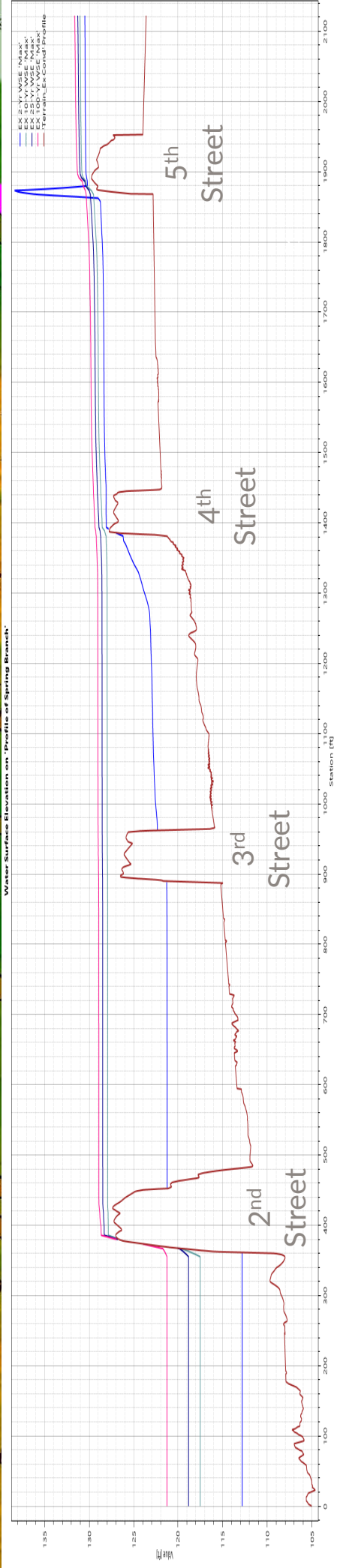
Existing Conditions
2-YR Storm



Existing Conditions
25-YR Storm

Existing Conditions
Depth (Max)





Concept Level Improvement Alternatives Analysis

2nd Street Crossing Alternatives

1. Add Additional 54" CMP Culvert
2. Replace Existing Culvert with 10' x 6' Concrete Box Culvert
3. Replace Existing Culvert with 12' x 6' Structural Plate Arch Culvert



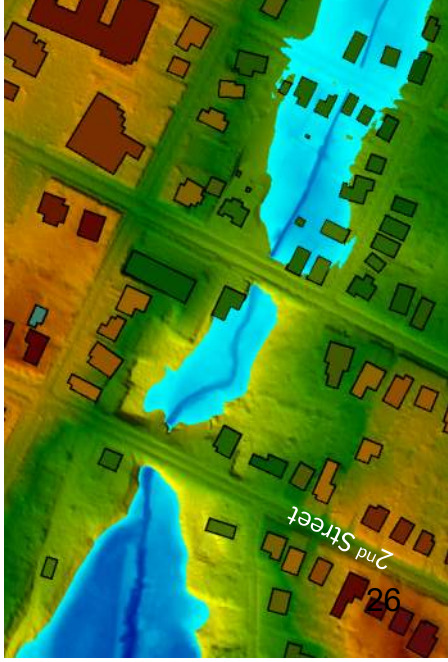
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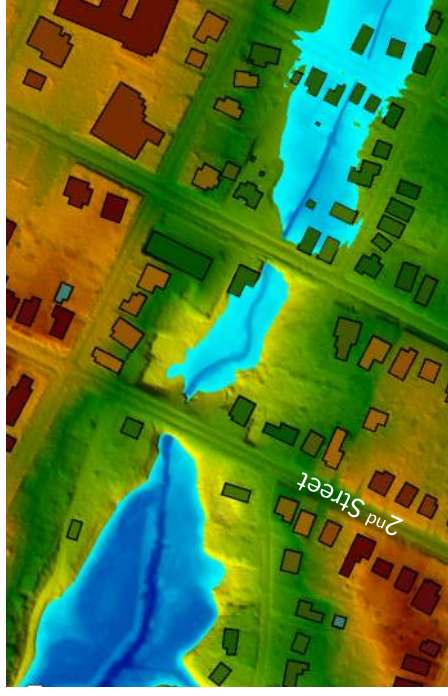
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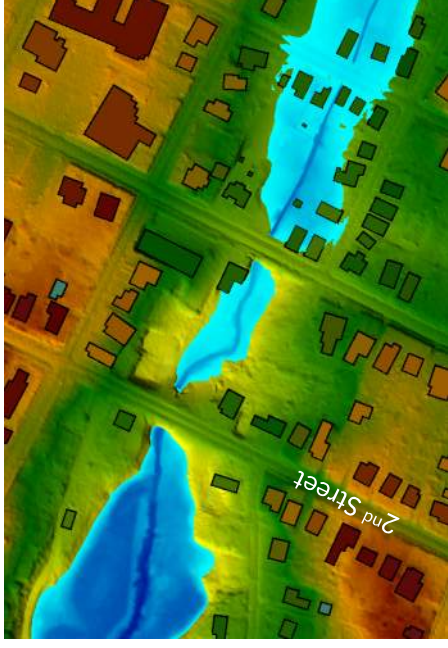
2nd Street Crossing Alternatives



Option 1: Dual CMP Pipes



Option 2: Concrete Box Culvert



Option 3: Structural Plate Arch Culvert



Note: Results shown for 10-YR Storm

2nd Street Alternative Summary

Scenario	Design Storm	Upstream WSE	Flood Reduction (ft)	# of Structures Impacted	Budgetary Costs
Existing Conditions	2-Year	121.3	N/A	1	N/A
	10-Year	127.9	N/A	3	
	25- Year	128.5	N/A	3	
	100-Year	128.9	N/A	3	
Alt #1 Additional 54" Culvert	2-Year	116.1	5.2	0	\$350,000
	10-Year	119.5	8.3	1	
	25- Year	122.7	5.8	2	
	100-Year	128.0	0.9	3	
Alt #2 Concrete Box Culvert Replacement	2-Year	116.0	5.3	0	\$425,000
	10-Year	118.8	9.1	1	
	25- Year	120.7	7.8	1	
	100-Year	126.0	2.9	3	
Alt #3 Structural Plate Arch Culvert Replacement	2-Year	115.4	5.9	0	\$415,000
	10-Year	118.0	9.9	1	
	25- Year	120.0	8.5	1	
	100-Year	124.5	5.4	2	

4th Street Crossing Alternatives

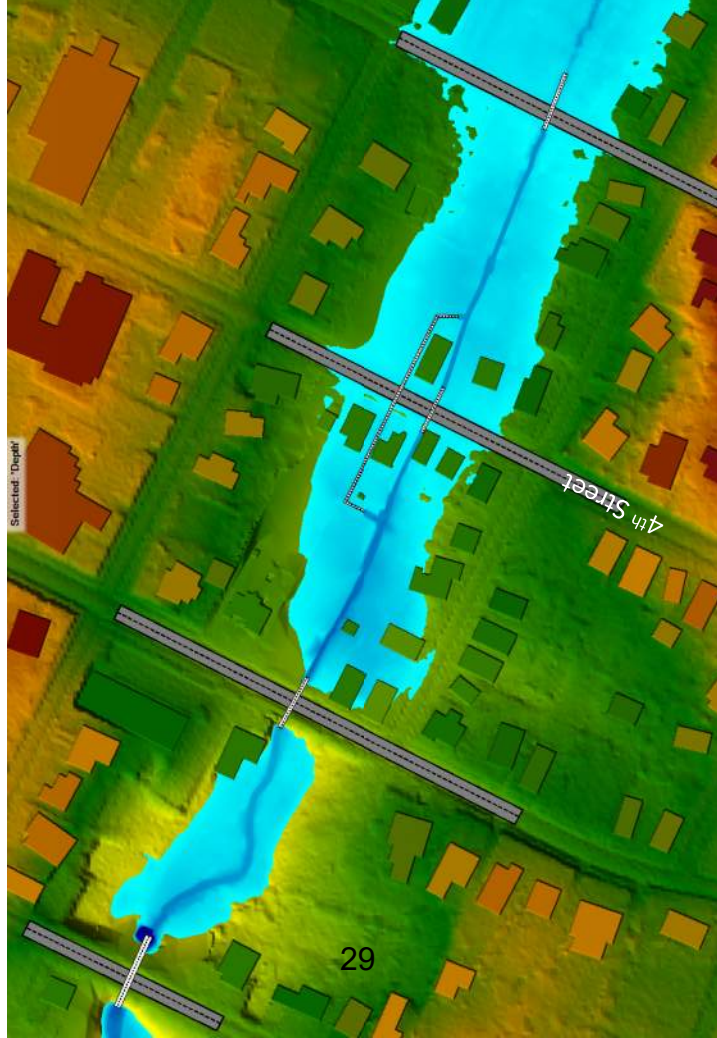
1. Bypass Options

- a.  Bypass flows around 4th St to the North
- b.  Bypass flows around 4th St to the North
- c.  Bypass flows around 4th St to the South
- d.  Bypass flows around 4th St to the South

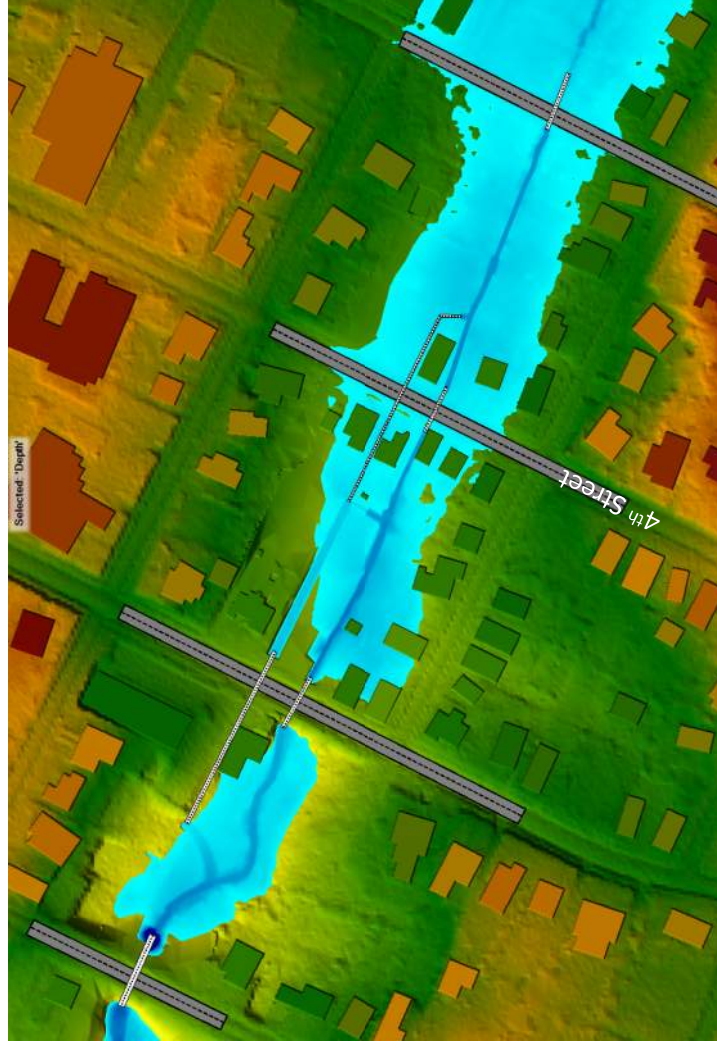


4th Street Crossing Alternatives (Bypass Options 1-2)

Option 1: Bypass flows around 4th St to the North



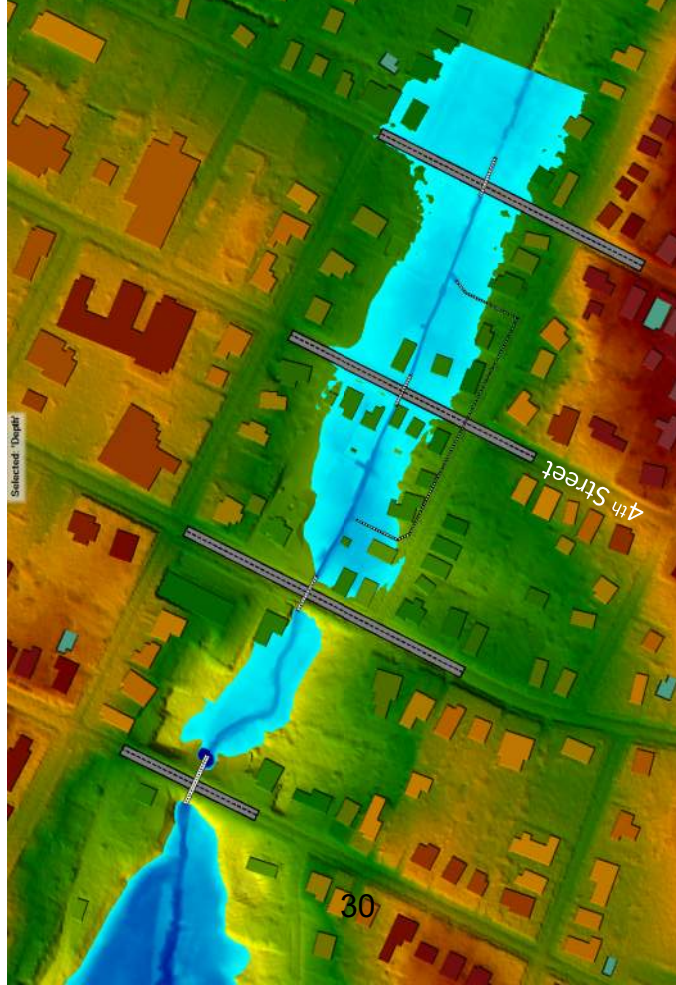
Option 2: Bypass flows around 4th and 3rd St to the North



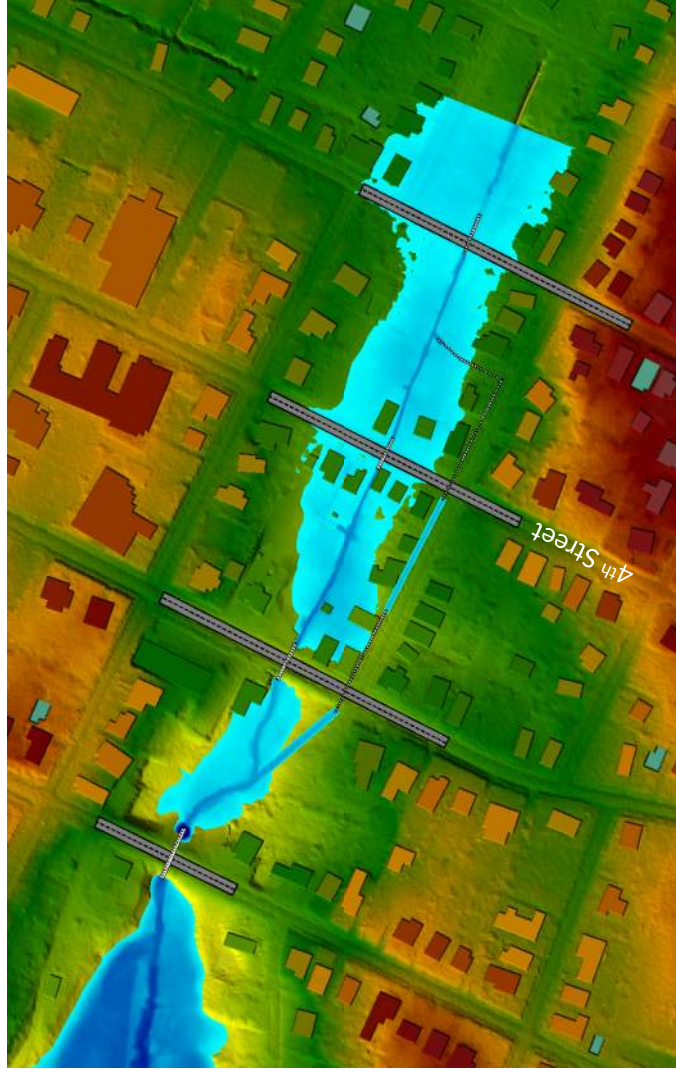
Note: Results shown for 10-YR Storm

4th Street Crossing Alternatives (Bypass Options 3-4)

Option 3: Bypass flows around 4th St to the South



Option 4: Bypass flows around 4th and 3rd St to the South



Note: Results shown for 10-YR Storm

4th Street Bypass Alternative Summary

Scenario	Design Storm	Upstream WSE	Flood Reduction (ft)	# of Structures Impacted	Budgetary Costs
Existing Conditions	2-Year	128.1	N/A	3	N/A
	10-Year	128.7	N/A	4	
	25-Year	129.1	N/A	5	
	100-Year	129.5	N/A	5	
Alt #1A Bypass Flows Around 4th St to the North 31	2-Year	127.0	1.1	2	Acquisition: \$100,000 Construction: \$750,000 Total: \$850,000
	10-Year	128.6	0.1	4	
	25-Year	129.0	0.1	5	
	100-Year	129.5	0.0	5	
Alt #1B Bypass Flows Around 4th & 3rd St to the North	2-Year	126.9	1.2	2	Acquisition: \$250,000 Construction: \$950,000 Total: \$1,200,000
	10-Year	128.6	0.1	4	
	25-Year	129.0	0.1	5	
	100-Year	129.5	0.0	5	
Alt #1C Bypass Flows Around 4th St to the South	2-Year	127.0	1.1	2	Acquisition: \$150,000 Construction: \$1,200,000 Total: \$1,350,000
	10-Year	128.6	0.1	4	
	25-Year	129.0	0.1	5	
	100-Year	129.5	0.0	5	
Alt #1D Bypass Flows Around 4th & 3rd St to the South	2-Year	127.2	0.9	2	Acquisition: \$150,000 Construction: \$1,800,000 Total: \$1,950,000
	10-Year	128.7	0.0	4	
	25-Year	129.1	0.0	5	
	100-Year	129.5	0.0	5	

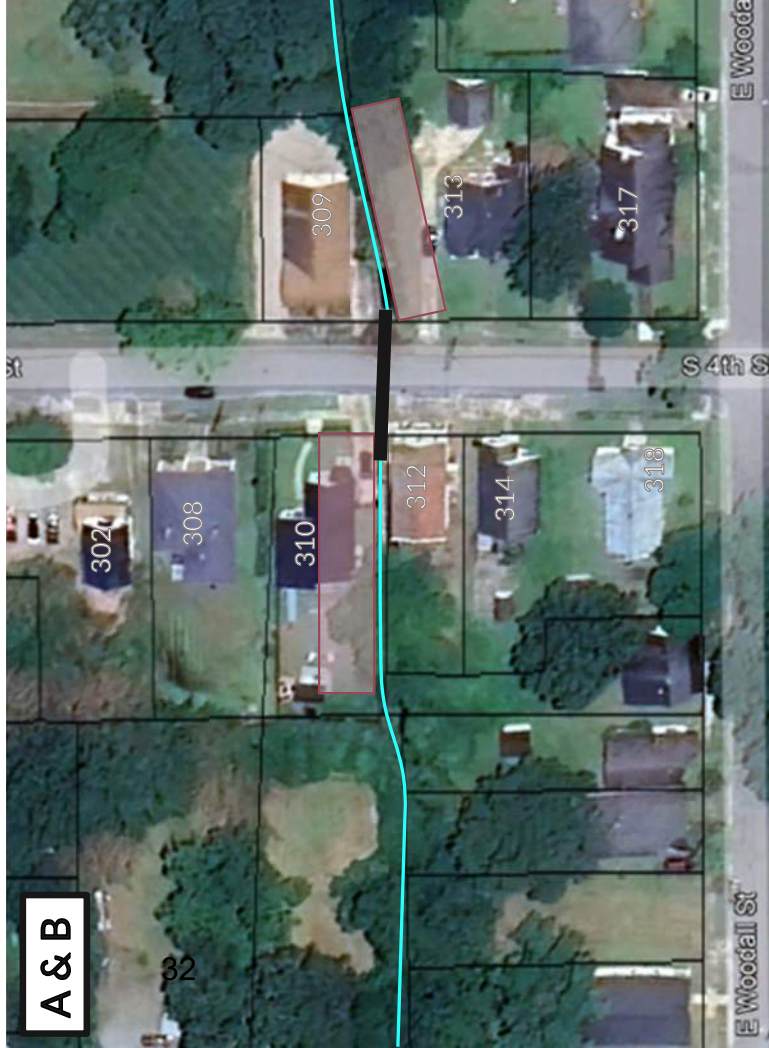
4th Street Crossing Alternatives

2. Acquire 2 Properties (1 Upstream & 1 Downstream)

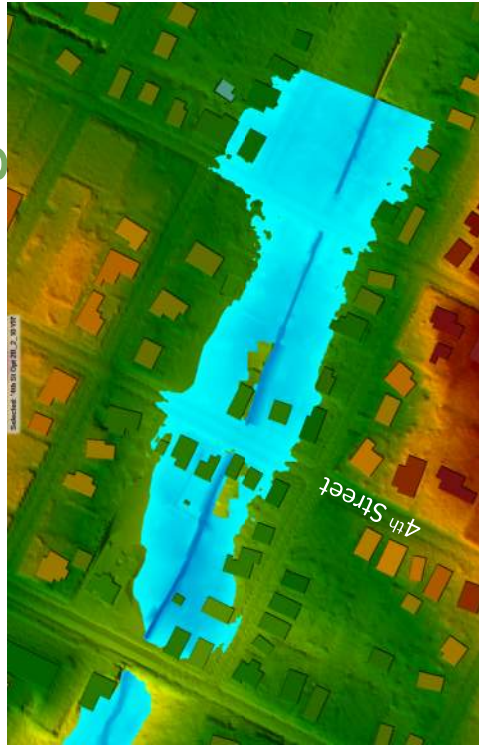
- a. Layback Embankment
- b. Layback Embankment & Enlarge Culvert
- c. Realign Stream & Enlarge Culvert

Below example assumes
Town acquires
310 & 313 4th St Properties

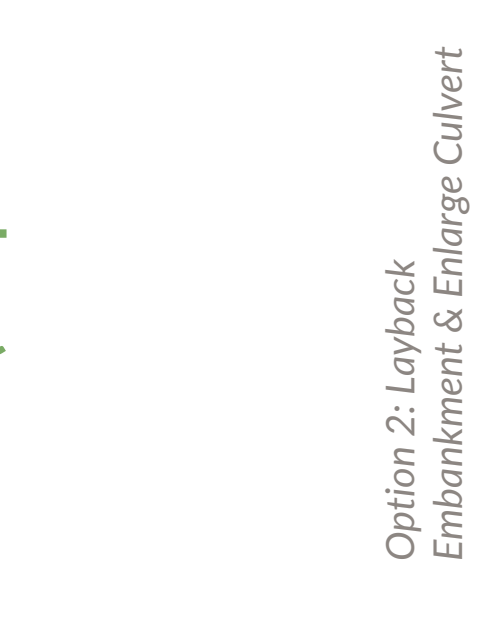
Tax Values	
Address	2025 Value
309 4th St	\$196,950
310 4th St	\$217,950
312 4th St	\$127,370
313 4th St	\$280,680



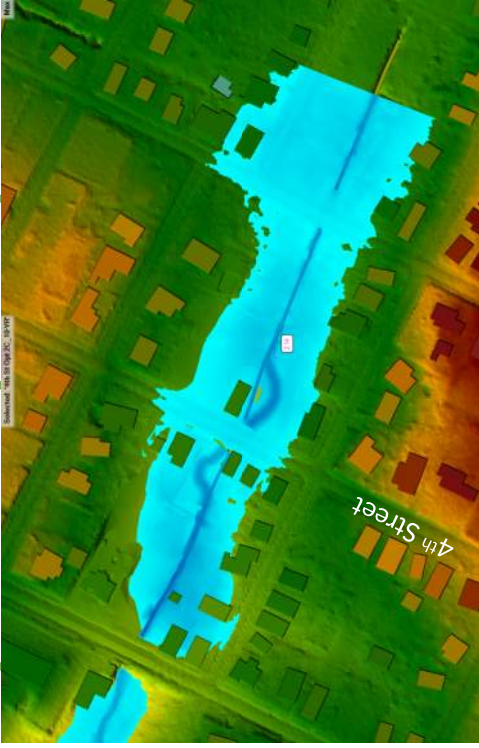
4th Street Crossing Alternatives (Acquire 2 Properties Options)



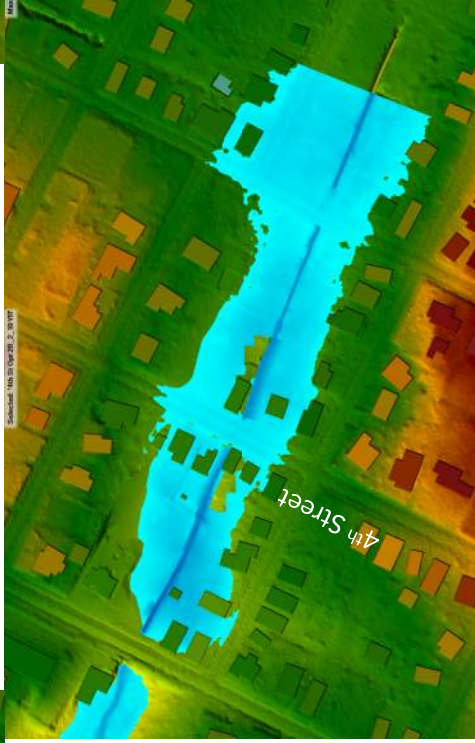
33 Option 1: Layback Embankment



Option 2: Layback Embankment & Enlarge Culvert



Option 3: Realign Stream & Enlarge Culvert



Note: Results shown for 10-YR Storm

4th Street Property Acquisition (2) Alternative Summary

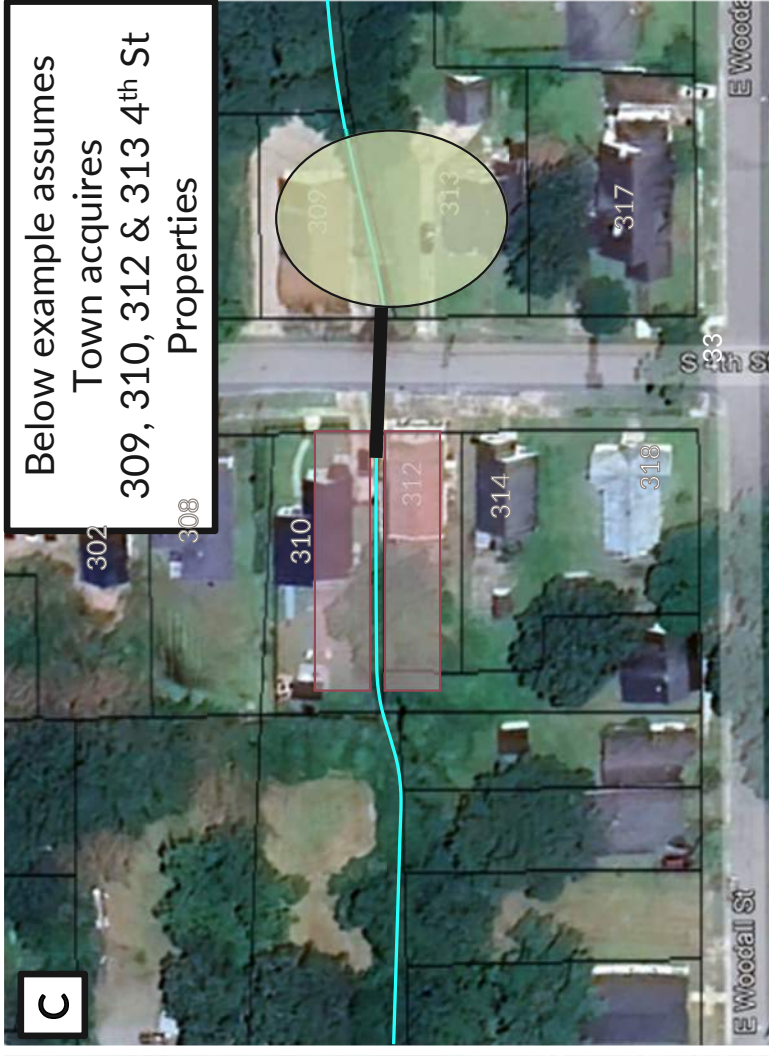
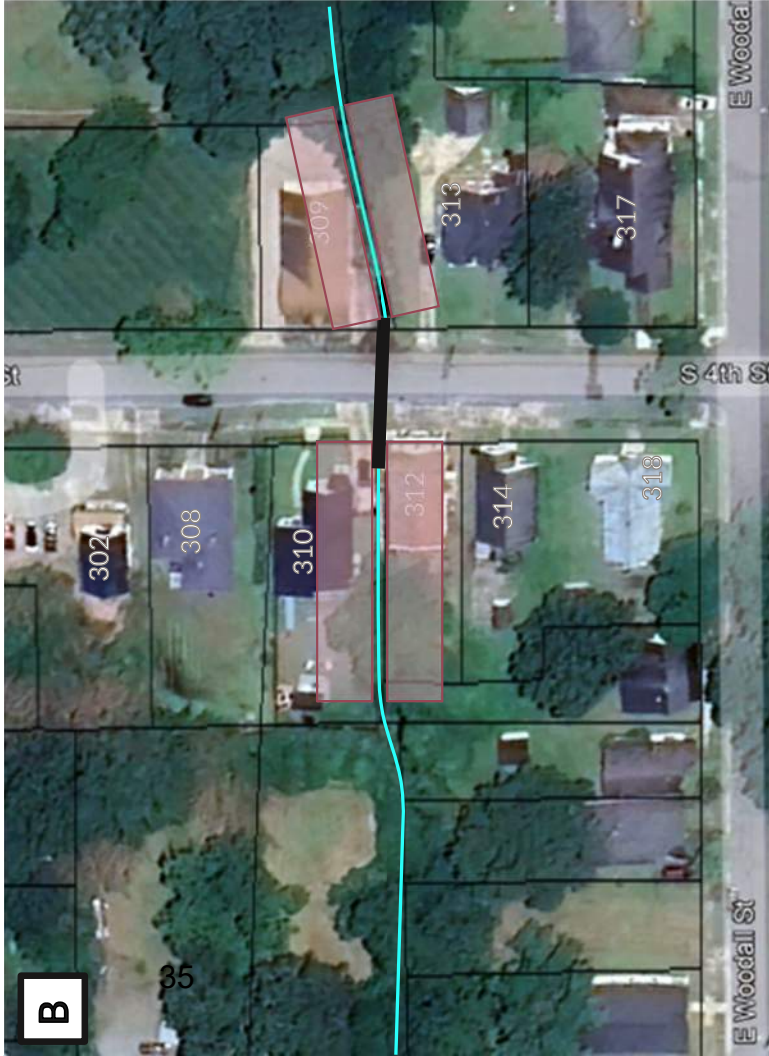
Scenario	Design Storm	Upstream WSE	Flood Reduction (ft)	# of Structures Impacted	Budgetary Costs
Existing Conditions	2-Year	128.1	N/A	3	N/A
	10-Year	128.7	N/A	4	
	25- Year	129.1	N/A	5	
	100-Year	129.5	N/A	5	
34 Alt #2A Layback Embankment	2-Year	128.0	0.1	2	Acquisition: \$500,000 Construction: \$150,000 Total: \$650,000
	10-Year	128.7	0.0	3	
	25- Year	129.1	0.0	4	
	100-Year	129.5	0.0	4	
Alt #2B Layback Embankment & Enlarge Culvert	2-Year	126.5	1.6	0	Acquisition: \$500,000 Construction: \$350,000 Total: \$850,000
	10-Year	128.5	0.2	3	
	25- Year	129.0	0.1	4	
	100-Year	129.4	0.1	4	
Alt #2C Realign Stream & Enlarge Culvert	2-Year	126.5	1.6	0	Acquisition: \$500,000 Construction: \$750,000 Total: \$1,250,000
	10-Year	128.6	0.1	3	
	25- Year	129.0	0.1	4	
	100-Year	129.5	0.0	4	

4th Street Crossing Alternatives

3. Acquire 4 Properties (2 Upstream & 2 Downstream)

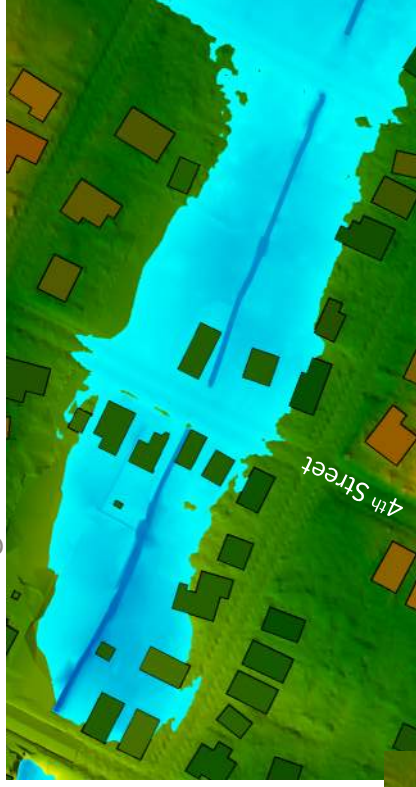
- a. No Improvements
- b. Layback Embankments & Enlarge Culvert
- c. Layback Embankments, Enlarge Culvert & Add Upstream Storage Area

Tax Values	
Address	2025 Value
309 4th St	\$196,950
310 4th St	\$217,950
312 4th St	\$127,370
313 4th St	\$280,680

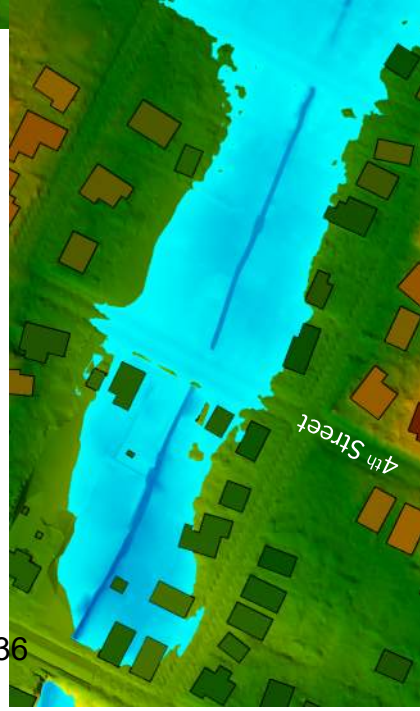


4th Street Crossing Alternatives (Acquire 4 Properties Options)

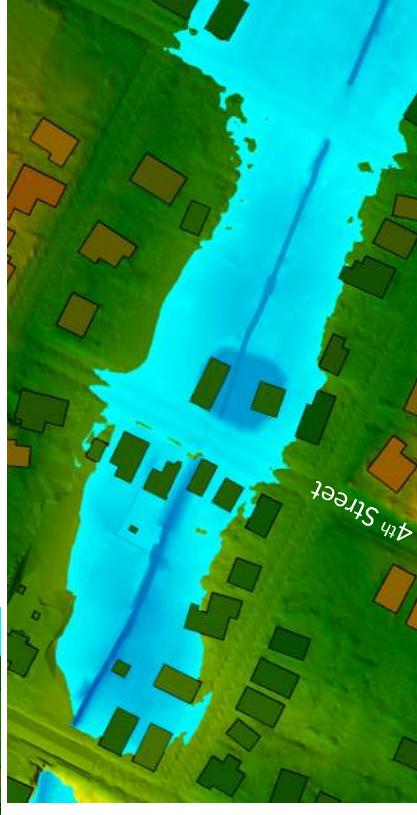
Option 2: Layback Embankments
& Enlarge 4th Street Culvert



Option 1: No Improvements



Option 3: Layback
Embankments, Enlarge Culvert &
Add Upstream Storage Area



Note: Results shown for 10-YR Storm



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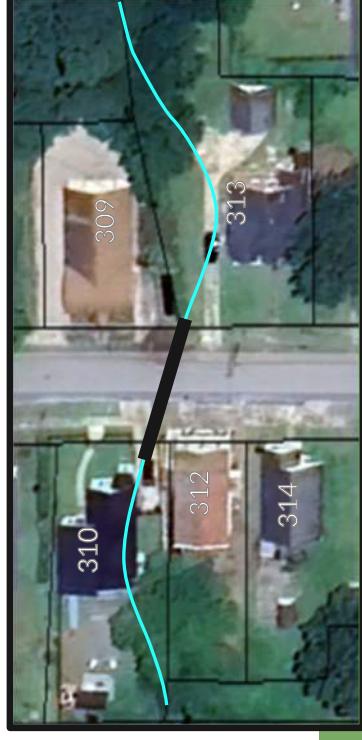


4th Street Property Acquisition (4) Alternative Summary

Scenario	Design Storm	Upstream WSE	Flood Reduction (ft)	# of Structures Impacted	Budgetary Costs
Existing Conditions	2-Year	128.1	N/A	3	N/A
	10-Year	128.7	N/A	4	
	25- Year	129.1	N/A	5	
	100-Year	129.5	N/A	5	
37 Alt #3A No Improvements	2-Year	128.0	0.1	1	Acquisition: \$950,000 Construction: \$0 Total: \$950,000
	10-Year	128.6	0.1	2	
	25- Year	129.0	0.1	3	
	100-Year	129.4	0.1	3	
Alt #3B Layback Embankments & Enlarge Culvert	2-Year	126.5	1.6	0	Acquisition: \$950,000 Construction: \$650,000 Total: \$1,600,000
	10-Year	128.5	0.2	1	
	25- Year	129.0	0.1	3	
	100-Year	129.4	0.1	3	
Alt #3C Layback Embankments, Enlarge Culvert & Add Upstream Storage Area	2-Year	126.5	1.6	0	Acquisition: \$950,000 Construction: \$800,000 Total: \$1,750,000
	10-Year	128.5	0.2	1	
	25- Year	129.0	0.1	3	
	100-Year	129.5	0.0	3	

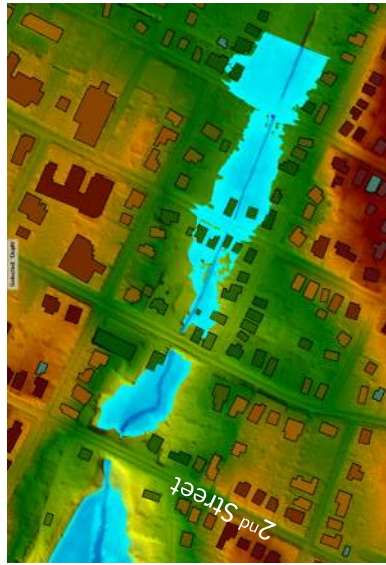
Recommendations

- **2nd Street Improvements**
 - Replace Existing 65" CMP with:
 - 10' x 6' RCBC OR
 - 12' x 6' Structural Plate Arch ★
- **4th Street Improvements**
 - Dependent Upon Property Acquisition
 - Recommend Town acquires at least 1 upstream and 1 downstream property to allow for improvements to channel and culvert
 - Implement Improvement Alternative #2C

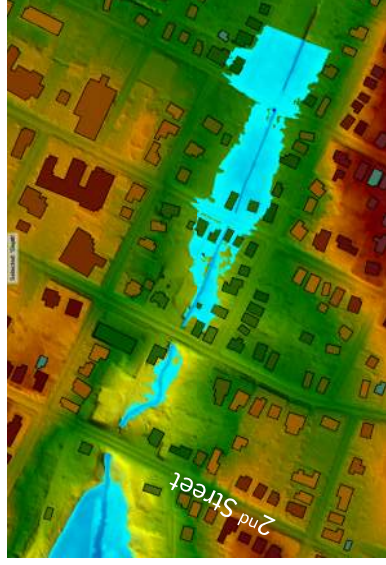


Recommendations

2nd Street – Alt #2: Concrete Box Culvert



Existing Conditions vs. Proposed Conditions
2-YR Storm Peak Inundation



Existing Conditions vs. Proposed Conditions
10-YR Storm Peak Inundation

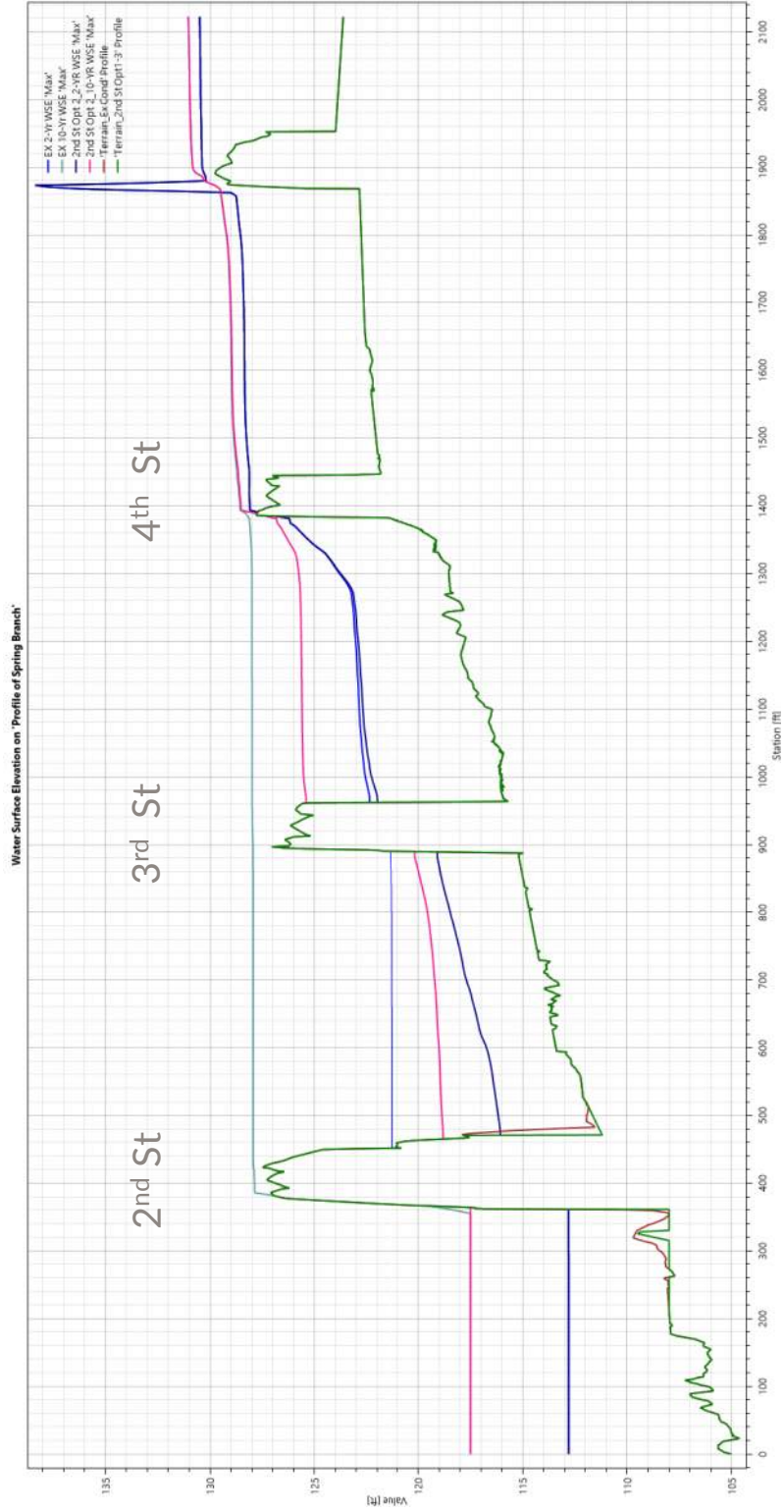


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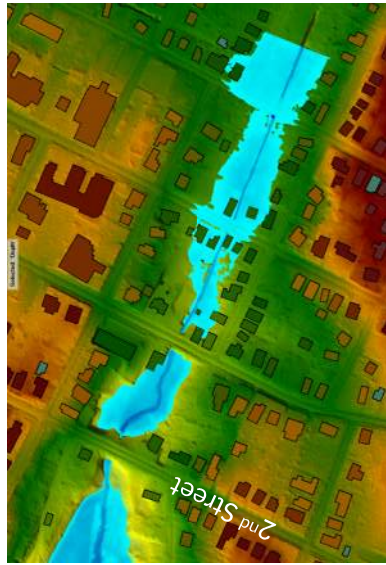
Recommendations

2nd Street - Alt #2: Concrete Box Culvert

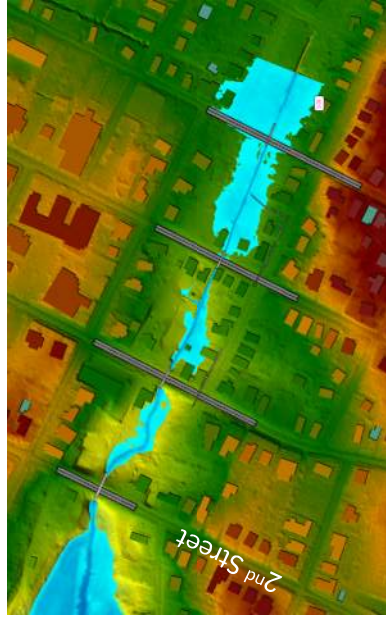


Recommendations

4th Street – Alt #1A: Bypass flows around 4th St to the North



Existing Conditions vs. Proposed Conditions
2-YR Storm Peak Inundation



Existing Conditions vs. Proposed Conditions
10-YR Storm Peak Inundation

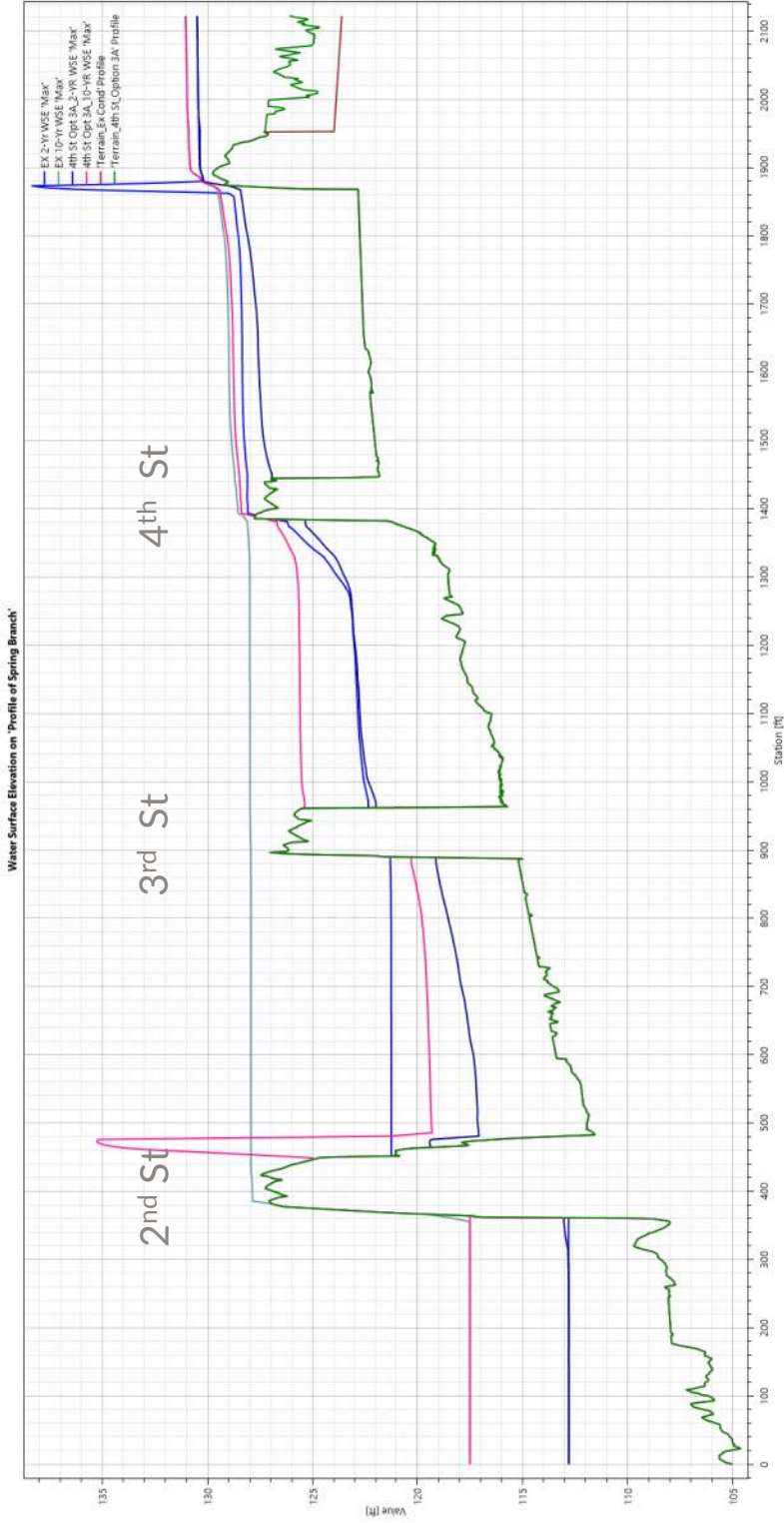


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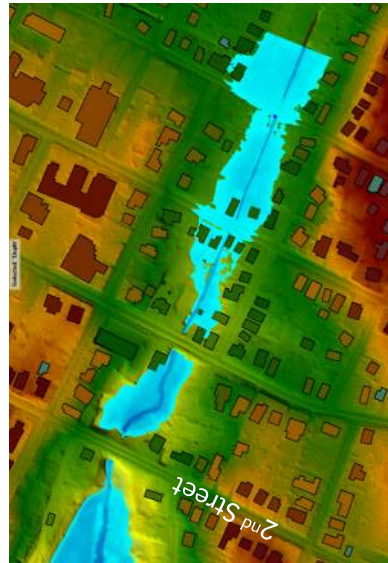
Recommendations

4th Street – Alt #1A: Bypass flows around 4th St to the North

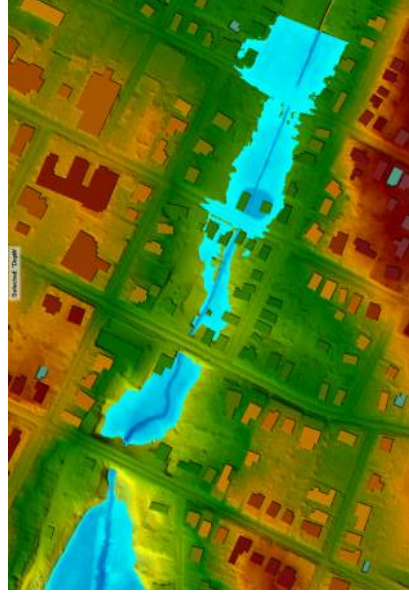


Recommendations

4th Street – Alt #2C: Realign Stream & Enlarge Culvert



Existing Conditions vs. Proposed Conditions
2-YR Storm Peak Inundation

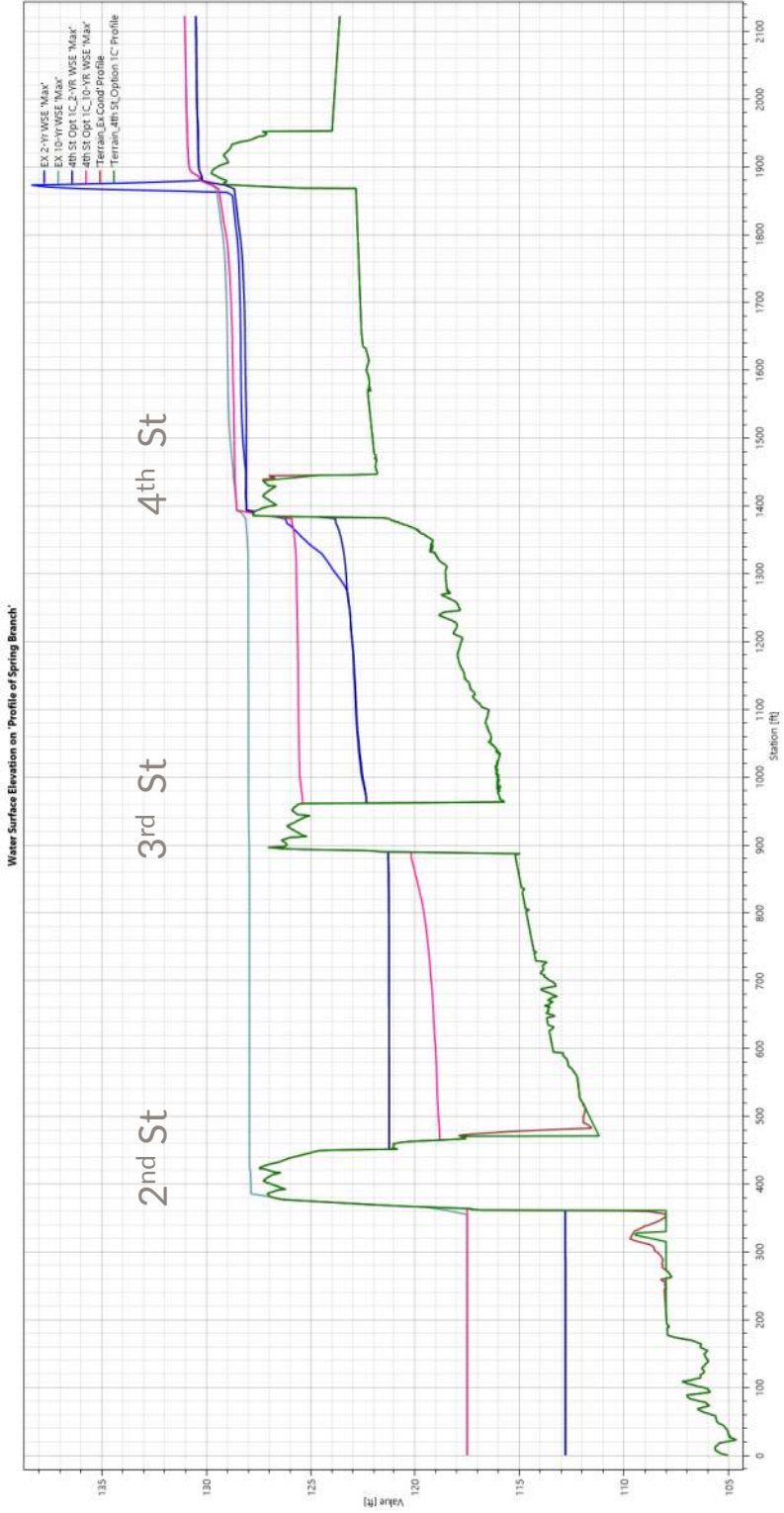


Existing Conditions vs. Proposed Conditions
10-YR Storm Peak Inundation



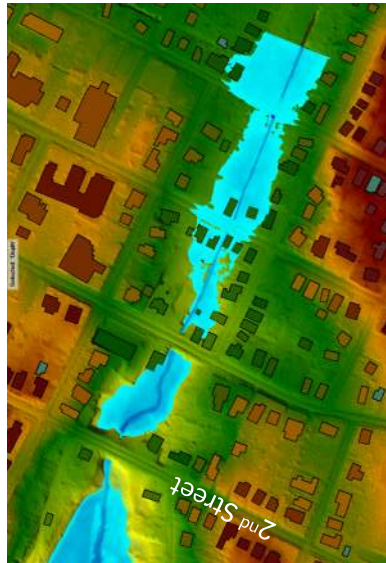
Recommendations

4th Street - Alt #2C: Realign Stream & Enlarge Culvert

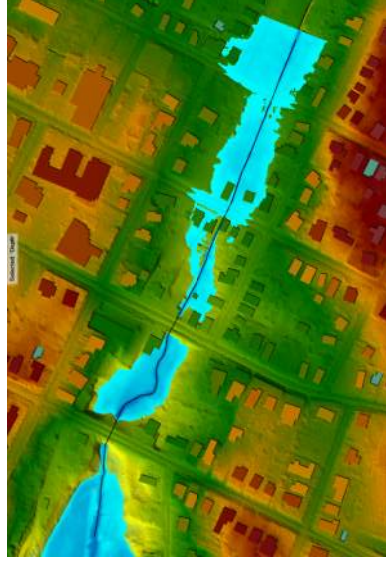


Recommendations

4th Street – Alt #3B: Layback Embankments & Enlarge Culvert



Existing Conditions vs. Proposed Conditions
2-YR Storm Peak Inundation

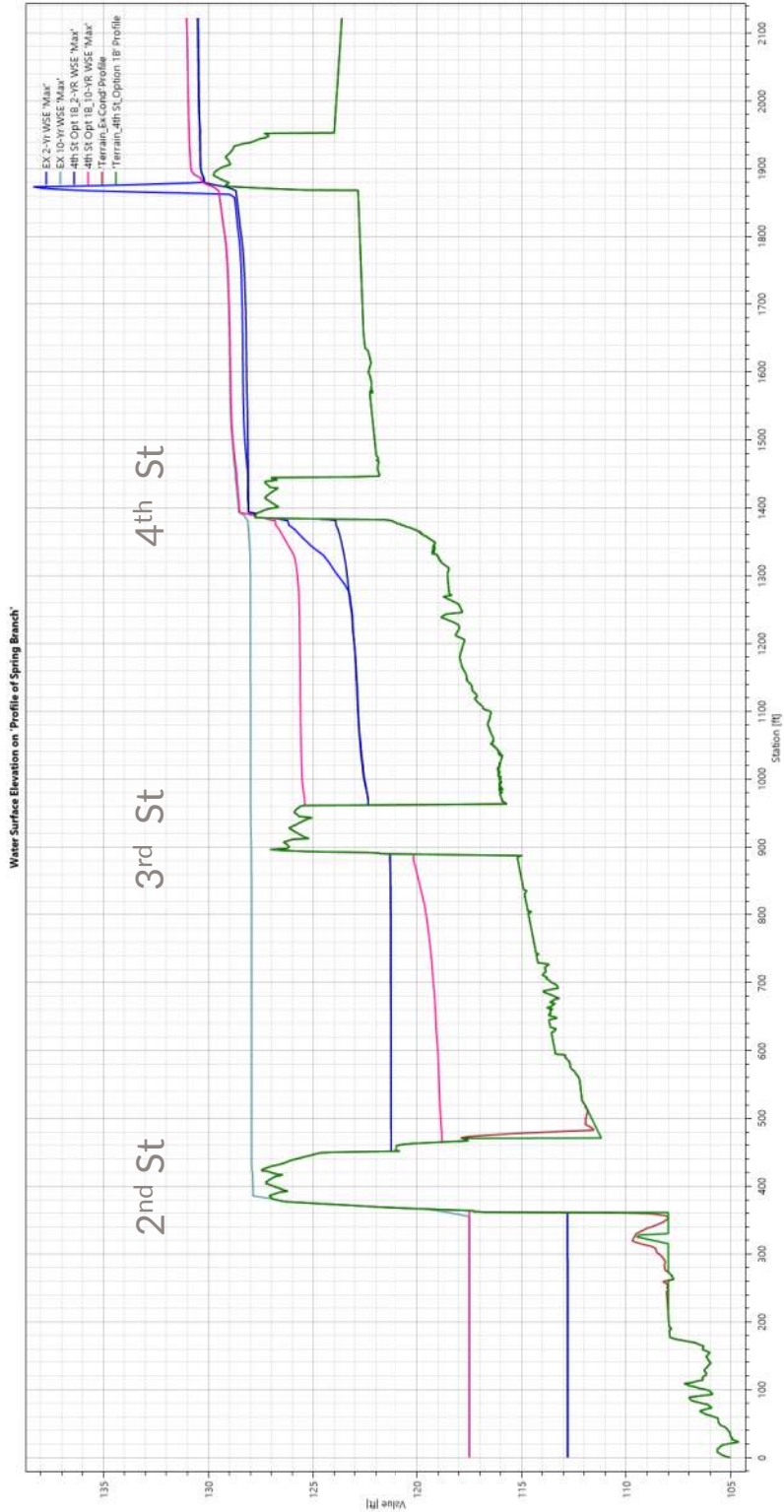


Existing Conditions vs. Proposed Conditions
10-YR Storm Peak Inundation



Recommendations

4th Street – Alt #3B: Layback Embankments & Enlarge Culvert



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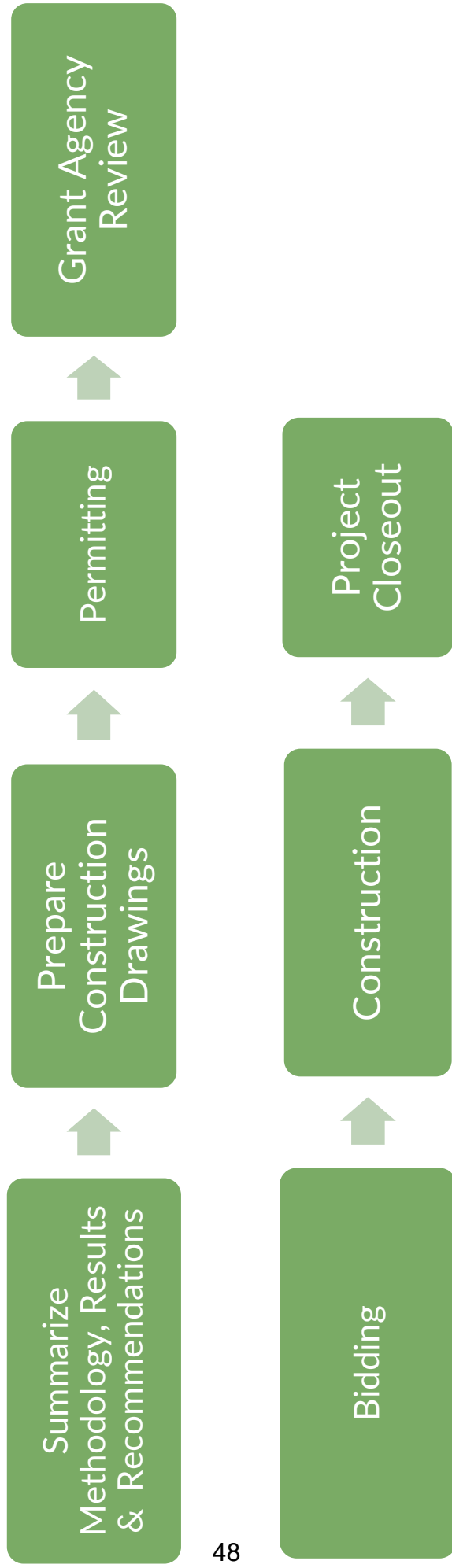


Recommendations

Phased Approach



Next Steps



Potential Funding Sources

Golden LEAF Grant

- Potentially Applicable Projects: All Projects
- Application Timeline: Grant Board meets every February, April, June, August, October and December. Applications are due December 26, 2024, to be reviewed in February 2025

NC DWR Department Water Resources Development Grant

- Potentially Applicable Projects: Project #1 & #6
- Application Timeline: January 2025.

NC Department of Justice Environmental Enhancement Grant (EEG)

- Potentially Applicable Projects: Project #1 & #6
- Application Timeline: 2025 funding not announced yet. Request for proposals likely in January 2025.

FEMA's Flood Mitigation Assistance Grant

- Potentially Applicable Projects: All Projects
- Application Timeline: 2025 funding not announced yet.
- Generally, requires a 25% match from non-federal source
- This is a "Pass Through" Grant where federal funding is managed by NC Emergency Management (NCEM)

NC Land and Water Fund Grant

- Potentially Applicable Projects: Project #1 & #6
- Application Timeline: Applications are due the 15th of January, April, and August each year.

Local Assistance for Stormwater Infrastructure Investments (LASII) Program

- Potentially Applicable Projects: All Projects
- Application Timeline: Spring 2025 Funding Applications to be announced

NC Department of Public Safety (DPS) Disaster Relief and Mitigation (DRMF)

- Potentially Applicable Projects: All Projects
- Application Timeline: 2025 funding not yet announced.

FEMA's Building Resilient Infrastructure and Communities (BRIC) Grant

- Potentially Applicable Projects: All Projects
- Application Timeline: Apply anytime – takes 18-24 months to review applications
- Generally, requires a 25% match from non-federal source



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Questions?



Consent Agenda Items



The Smithfield Town Council met in regular session on Tuesday, February 4, 2025 at 7:00 p.m. in the Council Chambers of the Smithfield Town Hall, Mayor M. Andy Moore presided.

Councilmen Present:

Roger Wood, Mayor Pro-Tem
Marlon Lee, District 1
Sloan Stevens, District 2
John Dunn, At-Large
Stephen Rabil, At-Large
Dr. David Barbour, District 4

Councilmen Absent

Travis Scott, District 3

Administrative Staff Present

Michael Scott, Town Manager
Elaine Andrews, Town Clerk
Ted Credle, Public Utilities Director
Jeremey Daughtry, Fire Chief
Lawrence Davis, Public Works Director
Andrew Harris, Finance Director
Pete Hedrick, Chief of Police
Gary Johnson, Parks & Rec Director
Shannan Parrish, HR Director
Stephen Wensman, Planning Director

Also Present

Robert Spence, Jr., Town Attorney

Administrative Staff Absent

Jeremey Daughtry, Fire Chief

CALL TO ORDER

Mayor Andy Moore called the meeting to order at 7:00 pm.

INVOCATION

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

APPROVAL OF AGENDA:

Mayor Pro Tem, Roger Wood made a motion, seconded by Councilman John Dunn, to approve the agenda amended as follows. Unanimous.

Amendment to the agenda:

Add to the Agenda Closed Session Pursuant to NCGS 143-318.11 (a)(3)

Presentations:

1. Proclamation – Proclaiming February as “All in Red” Month in the Town of Smithfield

Mayor Andy Moore read the following proclamation and explained the importance of the campaign.

**PROCLAMATION
Recognizing February as “All in Red Month”
In the Town of Smithfield**

WHEREAS, the well-being of our community is of paramount importance, and maintaining excellent health among our citizens remains a top priority; February marks the month-long, county-wide heart health awareness campaign entitled “ALL IN RED”, organized by UNC Health Johnston and the Johnston Health Foundation; and

WHEREAS, in the United States, North Carolina, and Johnston County, heart disease is a leading cause of death among both men and women; and

WHEREAS, according to the Centers for Disease Control and Prevention (CDC), up to 80% of premature deaths from heart disease and stroke could be prevented through increased physical activity, improved diet, education, and proper management of medical conditions such as high blood pressure, high cholesterol, and diabetes; and

WHEREAS, *ALL IN RED* provides an opportunity to raise awareness about heart health while addressing the growing needs of local cardiology patients; and

WHEREAS, the *ALL IN RED* campaign encourages all Johnston County residents, business owners, and visitors to participate in this initiative by wearing red on **February 7, 2025**, *National Wear Red Day*, and/or **running a RED promo or fundraiser throughout February**; and

WHEREAS, recognizing the financial challenges faced by heart patients, all funds raised during this campaign will benefit local heart patients through the Johnston Health Foundation's Heart Fund; and

WHEREAS, on this day, we recognize heart disease and stroke survivors, those battling the disease, their families who are their source of love and encouragement, and applaud the efforts of our medical professionals who provide quality care;

NOW, THEREFORE, I, M. Andy Moore, Mayor of the Town of Smithfield along with members of the Town Council do hereby proclaim **February 2025** as "**ALL IN RED MONTH**" and encourage businesses, industries, and citizens in our community to support and participate in this event.

Duly proclaimed this 4th day of February 2025, while in regular session.

M. Andy Moore, Mayor

2. Administering the Oath of Office to Newly Hired Police Officers

Mayor Andy Moore administered the Oath of Office to newly hired Police Officers, Officer Alexander Watts, Officer David Sholes, Officer Glendale Daniels, Officer Ian Landon, and Officer Shahzeb Hameed. The mayor congratulated each officer and welcomed them to the Town of Smithfield.

3. Spring Branch Resiliency Study: This presentation identifies the additional stormwater related capital improvement projects and development of a Greenway concept connecting the Eva Ennis/Smith-Collins trails to the Buffalo Creek Greenway along the Neuse River.

Planning Director Stephen Wensman stated that this was a presentation of the resiliency of a grant project of Spring Branch. He asked Brian Roberts, the engineer who led the study to present the information to the Town Council.

Mr. Roberts explained the project on 5th and 6th Streets in Town lead the restoration. He showed before and after pictures of the restoration location to the Board. He stated the Spring Branch watershed was 1.53 square miles. The FEMA flood plain was the main reason why they did the study as the flood plain goes into the residential areas on either side of the stream. He stated the project was funded by Town of Smithfield/North Carolina Land and Water Fund (NCLWF) grant 50/50. He noted their staff's purpose was to:

- Identified projects/estimates
- Identified project sequencing
- Identified funding sources
- Identified timeline to create a comprehensive plan

Roberts outlined the three phases of the Resiliency Plan to the Council:

Phase One is the *2nd Street Culvert Replacement*, stating that the 2nd and 4th Street culverts were under sized, which created bottle necks and backwater upstream of the sites. Roberts stated by increasing the size, they were able to convey more water and reduce the flooding next to those areas significantly.

Phase Two was is the *College Pond Retrofit*, which will include the replacement of existing 24" outlet and re-grading the emergency spillway to reduce peak discharges downstream. *The I-95 Pond Retrofit* which will be able to store 9 acre-feet of water. Also, the above-ground flood attenuation facility which would store roughly 25 acre-feet of water. Roberts noted that all three projects in this phase would increase water storage by approximately 54 acre-feet in that area alone.

Phase Three is the *5th Street Culvert Replacement*, which will add another side-by-side culvert to improve the conveyance capacity. The *SR 301 Bypass Culvert Replacement* project will add an adjacent 48" reinforced concrete pipe underneath SR 301 to help reduce flooding. Roberts also stated Phase Three contained a stream restoration project from 3rd to 2nd streets which will realign approximately 450 linear feet of channel and grade floodplain.

Engineer Brian Roberts also showed a photo of the 5th Street Stream Restoration project that restored 434 linear feet of stream along Spring Branch, restored 100 linear feet of stream along a tributary and created an over flow of flood storage. He asked the Board if there were any questions.

Councilman David Barbour stated that the 5th Street Stream Restoration does not look the same in present day as it did in the photo presented and the site is now overgrown. Roberts stated the vegetation cannot be maintained because it is in a conservation area, but once the trees grow in it will look a lot nicer. He stated the functionality of the site has greatly increased from what it was before.

Councilman Barbour asked if there was any maintenance that needed to be done to ensure functionality of the site. Roberts stated they do a monitoring report every year to check functionality as intended. He stated this is required for five years. After that point enough trees will have grown to shade out any brush undergrowth. Roberts stated the full report will be on the Town's website.

Mayor Moore asked if there were any further questions from the Board. There were none.

4. East Coast Greenway Study: Johnston County Parks is presenting the East Coast Greenway Study.

Mayor Andy Moore introduced Adrian O'Neal, the Parks, Greenways and Open Space Director for Johnston County to speak regarding the study.

Adrian O'Neal reported on the progress of the East Coast Greenway and Mountains-to-Sea Trail project. A feasibility study has been completed by McAdams company for the lower portion of the trail, which will connect Smithfield to Four Oaks, Benson, and extend into Harnett County. The Smithfield section is approximately 3.9 miles long. The study has identified the most likely route for the trail, which is a necessary step to begin the funding process. O'Neal is seeking the Council's approval and feedback on the proposed route through Smithfield. He pointed out on a map the location and direction of the proposed trail for the Board.

O'Neal described the main trunk line of Phase One, which follows Second Street, circles the river corridor, crosses the Neuse River bridge, and ends at the 301 bridge at Holts Lake. He emphasized the importance of adopting the plan, noting that the County commissioners have already done so. Adoption would facilitate future grant applications for both the town and county portions of the trail. Additionally, it would allow the Department of Transportation to incorporate the trail into their complete streets program when modifying or revamping roads in the area.

O'Neal stated that the plan has already influenced DOT's bridge designs. When rebuilding the bridges over the Neuse River on 301 and at Holts Lake, they will make them wide enough to accommodate the Greenway. The trail from Buffalo Creek Greenway to the Neuse River will serve as both the East Coast Greenway and the Mountains-to-Sea Trail. At the Neuse River, the Mountains-to-Sea Trail will diverge towards Devils Race Track, while the East Coast Greenway will continue along 301. In Smithfield, the goal is for the trail to be 44% dedicated Greenway and 56% side path, which is basically sidewalk or roadside walking.

O'Neal stated that several path options were considered for the Greenway. A route directly along 301 was rejected due to safety concerns. The team prioritized creating a scenic and safe Greenway, evaluating about four different paths. One option outside Smithfield, on the other side of the river, was deemed too expensive as it would require extensive boardwalks. The chosen path through Smithfield is estimated to cost \$8.3 million, though this figure is subject to change. Currently, Greenway construction costs average about \$2 million per mile.

In conclusion, O'Neal added that his team is committed to finding ways to reduce costs and improve efficiencies as they work with Smithfield and other towns on the Greenway project. They will actively seek opportunities to lower expenses throughout the implementation process. He asked if there were any questions from the Board.

Councilman Sloan Stevens asked what was the cost, and whether Smithfield would be responsible for any of it.

O'Neal stated the cost for this project would likely be shared between the town and the county, as both have a vested interest in its completion. This improved trail would enhance safety for users and bring recognition to the area as part of this well-known national Greenway system.

Councilman Sloan Stevens asked if consideration was given to there being a more scenic route. O'Neal stated costs weighed heavily on that decision, noting they did not have all the land easements in place, and also the potential to run into unforeseen issues with underground utilities.

Councilman David Barbour asked for clarification on where the proposed path would connect with the Town's current multi-use paths. O'Neal stated they would eventually provide a County-wide Greenways and master plan which will be finished by the end of next year that will be a spider web of connects to schools, parks and other places of interest.

Mayor Andy Moore asked if the general consensus was that other neighboring Towns were ok with the trail. O'Neal stated that they have had public meetings in Smithfield, Four Oaks and Benson with a pretty good turnout, and there was no heavy opposition.

Councilman Sloan Stevens stated his concern was cost, and not having Smithfield committed to being responsible. O'Neal stated that right now the associated costs are being stated as a place holder until further discussions could be had.

Planning Director Stephen Wensman stated portions of the trail can be built by a developer when they develop land, and that cost would be incorporated into their project. He also stated if DOT has a big project, the trail would also likely be incorporated. As such, parts of the trail would be built incrementally without duplicating it. O'Neal mentioned that there were other groups that could assist with tapping into state funding for the trail, noting one friends group was able to get 2 million to work on a trail in Wilsons Mills.

Councilman David Barbour stated he would like to see the split for the cost that the Town would pay and what the County would pay. Councilman Stevens noted that any municipality resident would effectively be paying for the trail twice, being both Town and County residents. O'Neal stated that the split right now would be hard to tell because the trail is only in a concept phase.

Mayor Moore agreed that the Board need only approve the concept at this point with no commitment to spend money. Mayor Moore noted there are still many pieces to the project that need to come together and on the radar for many years. He further stated that to the Council's point about the potential high cost is valid. There will likely be more discussions before a final decision. If it proves unfeasible, we can't proceed. However, we need to start somewhere. This initiative continues to push the project forward. To seek additional funding, we probably need an endorsement of the plan, which would allow us to pursue major federal, state, and county grants. O'Neal agreed that this was just stating the path's feasibility.

Mayor Moore asked if there were any other questions from the Board. There were none.

Councilman Sloan Stevens made a motion, seconded by Mayor Pro Tem Roger Wood to approve the feasibility study for the Johnston County East Coast Greenway. The motion carried in a 5 to 1 vote, with Councilman David Barbour voting no.

Citizens Comments:

Stephanie Avery of 214 W. Meadowbrook Drive in Smithfield addressed the Board. She wanted to thank the Public Works crew for correcting the drainage in front of her house. Ms. Avery also wanted the Town to investigate putting a four-way stop at the corner of Parker and 1st Street, noting speeding concerns. She also wanted to know the status of renaming Dogwood Street back to Oak Street in Pine Acres. Ms. Avery also commented in jest, asking when the Board would allow citizens to have chickens given the current price of eggs.

Sandra Watson addressed the Council. She displayed her numerous awards and accolades for swimming and stated that she is now disabled. She said her injury was the result of a drunk driver, and that injury has left her in constant pain. Ms. Watson stated that part of her recovery included water therapy, which she has been receiving at the Smithfield Recreation and Aquatics Center (SRAC). She appreciated the SRAC for their regulation lanes and starting blocks. She stated she taught swimming lessons at a prior location, and when these people found out she was swimming at SRAC, they wanted her to teach their children there. Ms. Watson stated she did not agree with the prices other companies charged for swimming lessons, as she thought them absorbent. She expressed concern with those companies monopolizing the swim lanes, so she went to the Town Manager to complain. She stated she was given as a solution to apply with the Town as a part-time swim instructor. However, due to her current medications with treatment for CRPS using CBD, the drug test came back positive for marijuana. She stated there is no THC in her medications, so the test was a false positive. She asked that her name be cleared and that she be given back the job offer to teach at the

SRAC. Ms. Watson added that she has a note from the doctor that states that she has an appropriate medical condition, indicating the use for cannabis products, and that was ignored and denied when they took that job offer away. She felt this was discrimination and a violation of the ADA, and that she has sought legal counsel.

Richard Butner of 106 Cobblestone Ct. in Smithfield addressed the Council. Butner expressed concern over information he has gathered regarding wetlands stating according to the Wetlands Commission, for every acer of wetlands removed, it should be replaced with a certain number acres of wetland in suit. He asked if that was being followed as developers put up developments in Town. He also stated he felt the Council felt no conviction to the community they were elected to represent, unless the development affected property where they lived. Butner stated that the Board would not be around to feel the effects of the decisions made in years' time. He stated it was suspicious how some elected leaders' businesses and companies may lend to self interest in decision making. He expressed concern with Smithfield's rapid scale of residential growth creating the type of community he was trying to move away from, being from California.

Councilman David Barbour made a motion, seconded by Roger Wood to approve the consent agenda as follows. Unanimously approved.

Consent Agenda Items:

1.Approval of Minutes

December 17, 2024 – Regular Session

2.Consideration and request for approval to promote one officer from the rank of Master Police Officer II (MPO) to Police Sergeant

3.Consideration and request for approval to promote one officer from the rank of Police Detective to Police Sergeant

4.Consideration and request for approval to purchase three used vehicles for the Police Department fleet

5.Consideration and request for approval to award contract for designing water line extension: The Town desires to hire an engineering consultant to design the extension of the potable water line across I-95 and to extend the water line to the intersection of Brogden Road and Whitley Farm Road.

6.Consideration and request for approval to award contract to analyze water intrusion: The Town desires to hire an Engineering consulting firm to perform engineering consulting services for the purposes of analyzing the infiltration & Intrusion of the Town of Smithfield's sanitary sewer collection system.

7.Board Reappointments:

- Sarah Edwards has submitted an application for reappointment to the Board of Adjustments as an ETJ Member
- Mark Lane has submitted an application for reappointment to the Planning Board
- Alisa Bizzell has submitted an application for reappointment to the Planning Board and the Parks and Recreation Board

8.New Hire Report

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>
Planner I	Planning	10-10-4900-5100-0200
Police Officer (1 position)	Police	10-20-5100-5100-0200
Firefighter I (2 positions)	Fire	10-20-5300-5100-0200
Utility Line Mechanic	PU – Water/Sewer	30-71-7220-5100-0200
Electric Line Technician	PU – Electric	31-72-7230-5100-0200

Action Requested

The Town Council is asked to acknowledge that the Town has successfully filled the following vacancies in accordance with the Adopted FY 2024-2025 Budget.

<u>Position</u>	<u>Department</u>	<u>Budget Line</u>	<u>Rate of Pay</u>
Master Police Officer	Police	10-20-5100-5100-0200	\$ 29.59/hr. (\$66,163.24/yr.)
Asst. Aquatics Supervisor	P&R – Aquatics	10-60-6220-5100-0200	\$ 27.80/hr. (\$57,824.00/yr.)
Water Plant Operator	PU – Water Plant	30-71-7200-5100-0200	\$ 17.31/hr. (\$36,004.80/yr.)
Electric Superintendent	PU – Electric	31-72-7230-5100-0200	\$ 45.67/hr. (\$94,993.60/yr.)

Business Items:

None.

Public Hearings:

1. **S-24-07 Buffalo Road Subdivision: Vesta Enterprises, Inc. is requesting a preliminary subdivision of 138.63 acres of land with R-8 CZ designation into 117 detached single-family residential lots. The property considered for approval is located at 1176 and 1200 Buffalo Road.**

Town Clerk Elaine Andrews administered affirmations to those wishing to offer testimony during the Public Hearing.

Mayor Pro Tem Roger Wood made a motion, seconded by Councilman Sloan Stevens to open the public hearing. Unanimously approved.

Planning Director Stephen Wensman addressed the Board, stating that this plan, submitted by Becker Morgan Group, formerly Adams and Hodge, owned by Guy and Ross Lampe, is consistent with all conditions and stipulations discussed, and aligns with the previously approved conditional zoning. The conditional zoning master plan appears to be the same as before, and is consistent with UDO requirements. The property, zoned R8, contains significant wetlands, wooded areas, and former home sites. The proposal is for entirely single-family detached residential development. The developers are proposing to dedicate 58.79 acres as park land. Wensman further explained that a construction plan will be reviewed according to the UDO and rezoning requirements, with approval of construction drawings as a condition for final approval. He noted that the developers are adhering to the previously established conditional zoning conditions. Wensman presented a phasing plan, indicating the project will be implemented in four phases, though the specific order hasn't been determined. He suggested the area near Bradford Park is likely to be the final phase, but deferred to the developers for more details on phasing. Wensman concluded by stating that staff finds the plat consistent with the adopted comprehensive plan and conditional zoning plan. He outlined staff's opinion of the finding of fact and recommendations for approval based on the finding of fact for subdivisions with eleven conditions as follows:

FINDING OF FACT (STAFF OPINION):

To approve a preliminary plat, the Town Council shall make the following finding (staff's opinion in Bold/Italic):

1. The plat is consistent with the adopted plans and policies of the town; ***The plat is consistent with the adopted comprehensive plan and conditional zoning master plan.***
2. The plat complies with all applicable requirements of this ordinance; ***The plan complies with all applicable requirements of this ordinance and conditional zoning master plan with conditions.***

3. There exists adequate infrastructure (transportation and utilities) to support the plat as proposed. ***There is adequate infrastructure.***
4. The plat will not be detrimental to the use or development of adjacent properties or other neighborhood uses. ***The plat will not be detrimental to the use or development of adjacent properties or other neighborhood uses.***

RECOMMENDATION:

Staff recommend approval of the Buffalo Road Subdivision preliminary plat, S-24-07, with the following 11 conditions:

1. That the preliminary plat is conditioned on the staff approval of the construction documents meeting all UDO requirements and conditions of zoning approval.
2. Enhance the landscaping at the development entrances onto Buffalo Road.
3. Dedicate 58.97 acres for parkland with final plat.
4. Provide aeration of the wet (stormwater) ponds to assist with mosquito control.
5. Loop the watermains with the Bradford Park neighborhood (upside to an 8" line if feasible)
6. Provide a fire hydrant beyond the cul-de-sac on the Greenway for fire protection.
7. Include architectural standards as presented with conditional zoning into the homeowner's association (HOA) declarations.
8. Submit homeowner's association (HOA) declarations for the Town Attorney's review.
9. Incorporate the architectural standards into the HOA declarations.
10. Provide decorative street lighting and street signs throughout the development.
11. Provide a 6' high screening fence along the Bradford Park boundary.

Planning Director Stephen Wensman has incorporated his entire record and provided it to the Council in written form in the February 4, 2025 agenda packet.

There was general discussion as to whether all conditions were the same as when the conditional zoning was originally granted. Wensman stated he thinks they are all the same conditions, with the exception of the first condition, which addresses the construction.

Mayor Andy Moore addressed the applicant, asking if he agreed with testimony as presented by the Planning Director. Donnie Adams, Engineer with Becker Morgan group of 314 E. Main Street in Clayton, NC, duly sworn, spoke regarding the project. He introduced other engineers, as well the team of developers and traffic experts working with his firm who are handling the planning and engineering on this project. He stated anyone from his team are available to testify as necessary. He offered one correction for the number of units stated in Wensman's presentation, stating that instead of 117 units, there will be 170 units. He stated this number has been consistent throughout the process. Wensman agreed.

Adams addressed the Boards prior concerns regarding the wetlands, stating their design aims to minimize impact. A stream crossing is planned at a point where wetlands narrow, almost to non-existence. The design for this crossing is appropriate. If the project proceeds, the team will work to secure necessary permits from the state and the Army Corps of Engineers, including associated fees. The team can confidently state that they have fully minimized wetland impacts as part of the design process. Adams further noted that their design plan, grading plan, stormwater plan, stormwater system, was created such that they are taking all of the water, and routing it through their stormwater pond. They are not discharging water from the proposed developed area onto the Bradford Park neighborhood, nor increasing anything that flood and storm water situations impact currently.

Mayor Andy Moore asked the Board if there were any further questions for Mr. Adams.

Councilman Steven Rabil asked Adams if in his professional opinion, their grading design would help the residents of Bradford Park with storm water runoff. Adams stated that just by groundwater he believes it will help, but they are not touching anything beyond their property line.

Mayor Moore asked if the storm water management in their development would do anything to *hurt* Bradford Park, as this is a huge concern as the town experiences growth.

Planning Director Stephen Wensman asked Adams what buffer will remain along Bradford Park besides the fence. Adams stated the intention is to leave 10 feet of existing vegetation along with the fence.

Councilman David Barbour asked if there was any water intrusion onto the Bradford Park property from the site as of today to his knowledge. Adams stated that if there is it is so small it's insignificant, and acknowledged their design would improve this in future case, and they would do no harm.

Councilman John Dunn asked for clarity as to Wetlands being regulated by the government. Adams stated there is a very detailed permitting process that that they need to go through. They consistently work with an environmental consultant and have relationships with them. They do design work making sure that it is done according to the rules. They partner with state and federal agencies as they participate with them on preparing permit documents, going through the Corps of Engineers working together for approvals. Wensman noted that this was part of the construction approval plan process.

Mayor Andy Moore asked the Board if there were any further questions for Mr. Adams. There were none. He asked if anyone from the audience that have been duly sworn, wished to speak on the project.

Richard Butner, asked the Board if there was any guarantee that this development will not affect current water pressure, and if so, what measures would be taken to correct it, stating it was bad already. He stated he did not agree with the traffic impact analysis, stating that adding another 700 homes would not help the existing traffic situation, as it is only getting worse. Butner also questioned if there would actually be an 80% reduction in storm water flowing onto Bradford Park, based on the new pavement being added for the development. He asked if the Greenway gets flooded out again, what assurances would be made to correct it, and whether the Greenway trail would go under the road.

Engineer Donnie Adams stated water flow will be good noting the water pressure is a must for fire safety standards. Adams also confirmed that their grading project will reduce the flow of storm water to Bradford Park by 80%. Wensman spoke to Butner's question regarding the Greenway trail path, stating there will be a sidewalk connecting it to Buffalo Road.

There was discussion regarding the water supply—with this new development will come two more connections that will loop creating a good system of flow.

Mayor Moore asked if there was anyone else wishing to speak on the matter. There was no one.

Mayor Pro Tem Roger Wood made a motion, seconded by Councilman John Dunn to close the public hearing. Unanimous.

Councilman David Barbour made a motion, seconded by Councilman John Dunn to approve subdivision request S-24-07, with the 11 conditions found in the staff report based on the finding of fact for preliminary subdivisions. The motion carried with a 4 to 2 vote, with Councilman Marlon Lee and Councilman Steve Rabil voting against the request.

2. **ANX-24-02 Local 70 Annexation:** Smithfield Growth LLC has submitted a petition to voluntarily annex 85.85 acres to the Town of Smithfield. This is located at M. Durwood Stephenson Parkway and Booker Dairy Road and also known as Local 70 Subdivision.

Councilman John Dunn made a motion, seconded Mayor Pro Tem Roger Wood to open the public hearing. Unanimously approved.

Planning Director Stephen Wensman is explained that Smithfield Growth, LLC has submitted the petition for voluntary contiguous annexation of 85.85 acres to the Town of Smithfield. The annexation includes the residential portion south of Durwood Stevenson Highway. Wensman stated that on December 17, 2024 the Town Council adopted Resolution 761 directing the clerk to investigate the sufficiency of the petition. It was found to be sufficient. On January 7, 2025, the Council adopted a resolution setting the date for the public hearing for tonight. By statute, the Town is required to have this public hearing. Water, sewer and electric will be extended into the site with a future development, and there will be a pump station plan for the northwest corner for the main lines. The town police department will provide police protection in this area. They're essentially already here with all the neighborhoods on either side. This is already in the town's Fire District. Public Works will provide trash and yard pickup services to the new homes in the development. The new public streets and sidewalks will be maintained. Code enforcement will expand into this area, but they will also have an HOA which makes them virtually fairly self-managed. Pursuant to the statute, the council has to meet these standards, and then they may adopt an ordinance annexing the area described in the petition, either immediately or within six months. Wensman stated staff is recommending adoption of the ordinance, 523-2025.

Mayor Moore asked if there were any questions from the Board. There were none.

Corey Mavis of Smithfield Growth, LLC spoke as a developer for the annexation. He stated this is the first part of their annexation requests, as the North side is coming yet awaiting civil design. He asked the Board if they had any questions.

Mayor Moore asked Mavis if he agreed with the record as presented by Planning Director, Stephen Wensman. Mavis stated he did agree.

Mayor Andy Moore asked if there were any further questions for the applicant. There were none.

Mayor Moore asked if there was anyone in the audience wishing to speak on the matter, there was no one.

Councilman John Dunn made a motion, seconded by Mayor Pro Tem Roger Wood to close the public hearing. Unanimous.

Councilman David Barbour made a motion, seconded by Councilman Roger Wood to approve Ordinance number 525-2025, extending the corporate limits of the Town of Smithfield. Unanimous.

TOWN OF SMITHFIELD
North Carolina
ORDINANCE NO. 523-2025 TO EXTEND THE
CORPORATE LIMITS OF THE TOWN OF SMITHFIELD

WHEREAS, the Town Council has been petitioned under NCGS 160A-31 to annex the area described below; and

WHEREAS, a public hearing on the question of this annexation was originally scheduled for January 21, 2025, however the meeting was cancelled due to a winter storm. The public hearing was held in the Smithfield Town Hall Council Chamber located at 350 East Market Street, Smithfield, North Carolina at approximately 7:00 pm on February 04, 2025, after due notice; and

WHEREAS, the Town Council finds that the petition meets the requirements of NCGS 160A-31.

NOW THEREFORE BE IT ORDAINED by the Town Council of the Town of Smithfield that:

Section 1. By virtue of the authority granted by NCGS 160A-31, the following described contiguous property owned by the Town of Smithfield is hereby annexed and made a part of the Town of Smithfield effective immediately.

The legal description of the area proposed for annexation is described as follows:

Beginning at an existing right of way monument, said monument being located in the southern right of way of M. Durwood Stephens Parkway (Public right of way width varies); Thence along said M. Durwood Stephens Parkway southern right of way the following courses and distances: 1) S 89°34'03" E 377.15 feet to an existing right of way monument, said monument having NAD 83 (2011) Coordinates of N: 648,650.44 and E: 2,204,096.63; 2) with a curve to the right, having a radius of 1,850.00 feet, an arc length of 1,517.35 feet and a chord bearing and distance of, S 65°30'42" E 1,475.17 feet to an existing right of way monument, said monument having NAD 83 (2011) Coordinates of N: 648,038.97 and E: 2,205,439.11; 3) with a curve to the right, having a radius of 1,850.00 feet, an arc length of 1,408.41 feet and a chord bearing and distance of, S 20°19'49" E 1,374.64 feet to an existing right of way monument; 4) S 03°02'35" W 338.37 feet to an existing 1" iron pipe, said iron pipe being located in said M. Durwood Stephens Parkway and being the northeast corner of Wal-Mart Real Estate Business Trust, Id No: 14057012D (Deed Book 1751, Page 775); Thence leaving said M. Durwood Stephens Parkway and along the northern line of said Wal-Mart Real Estate Business Trust, N 89°09'23" W 1,023.53 feet to an existing ½" iron pipe, said iron pipe being the northwest corner of said Wal-Mart Real Estate Business Trust and being a point in the eastern line of Tanisha C. Medina, Id No: 14074002D (Deed Book 6015, Page 691); Thence leaving said Wal-Mart Real Estate Business Trust and along the eastern of said Tanisha Medina, N 00°41'34" E 63.92 feet to an existing ½" iron in concrete, said iron being the northeast corner of said Tanisha Medina; Thence leaving and along said Tanisha Medina and along the northern line of Vu Nguyen, Id No: 14074002E (Deed

Book 3072, Page 971) and Booker Dairy Homeowners Association, Id No: 14074002M (Deed Book 3274, Page 19), N 89°40'00" W 764.38 feet to an existing axle, said axle being in the northern line of said Booker Dairy Homeowners Association and being the southeast corner of Jose Benitez and Jenny Benitez, Id No: 14057016 (Deed Book 5304, Page 733); Thence leaving said Booker Dairy Homeowners Association and along the eastern line of said Benitez, N 01°29'10" E 239.09 feet to an existing 1" iron pipe, said iron pipe being the northeast corner of said Benitez and being the southeast corner of Thomas E. Sullivan and Shirley P. Sullivan, Tanya S. Mustgrave and Shannon S. Haywood, Id No: 14057016A (Deed Book 5424, Page 469); Thence leaving said Benitez and along said Sullivan, Mustgrave and Haywood (Id No: 14057016A) eastern line, N 00°53'22" E 236.70 feet to an existing 1" iron pipe, said iron pipe being the northeast corner of said Sullivan, Mustgrave and Haywood (Id No: 14057016A); Thence along said Sullivan, Mustgrave and Haywood northern line and along Thomas E. Sullivan Shirley P. Sullivan, Tanya S. Mustgrave and Shannon S. Haywood, Id No: 14057015 (Deed Book 5424, Page 472), N 89°40'12" W 468.72 feet to an existing 1" iron pipe, said iron pipe being the northwest corner of said Sullivan, Mustgrave and Haywood (Id No: 14057015) and being located in the eastern right of way of Booker Dairy Road (Public right of way width varies); Thence leaving said Sullivan, Mustgrave and Haywood (Id No: 14057015) and along said Booker Dairy Road eastern right of way the following courses and distances: 1) N 00°01'45" W 731.46 feet to an existing right of way monument; 2) S 89°58'21" E 19.66 feet to an existing right of way monument; 3) N 00°10'53" W 216.42 feet to an existing 1" iron pipe, said iron pipe being located in said Booker Dairy Road eastern right of way and being the southwest corner of Elizabeth Cortes Jaurez and Juan Manuel Perez, Id No: 14057013 (Deed Book 6409, Page 895); Thence leaving said Booker Dairy Road and along the southern line of said Juarez and Perez, S 89°44'14" E 127.14 feet to an existing 1" iron rod, said iron rod being the southeast corner of said Juarez and Perez and being the southwest corner of Margie B. Olsen, Id No: 14057012 (Deed Book 4866, Page 272 and Deed Book 929, Page 45); Thence leaving said Juarez and Perez and along the southern, eastern and northern lines of said Olsen the following courses and distances: 1) S 89°43'49" E 347.00 feet to an existing 36" Pine tree; 2) N 01°01'26" E 558.60 feet to an existing 1" iron pipe; 3) N 89°21'39" W 229.03 feet to an existing 1" iron pipe; 4) S 50°50'06" W 329.90 feet to an existing 1" iron pipe, said iron pipe being located in said Booker Dairy Road eastern right of way; Thence leaving said Olsen and along said Booker Dairy Road eastern right of way, N 00°06'50" W 332.71 feet to an existing right of way monument; Thence leaving said Booker Dairy Road, N 45°35'05" E 69.07 feet to the Point of Beginning, Containing 85.85± Acres.

Section 2. The Mayor of the Town of Smithfield shall cause to be recorded in the office of the Register of Deeds of Johnston County, and in the office of the Secretary of State in Raleigh, North Carolina an accurate map of the annexed territory, described in Section 1 above, together with a duly certified copy of this ordinance. Such a map shall be delivered to the Johnston County Board of Elections, as required by NCGS 163-288.1

Adopted this the 4th day of February, 2025

ATTEST

Elaine Andrews, Town Clerk

APPROVED AS TO FORM:

Robert Spence, Jr., Town Attorney

M. Andy Moore, Mayor

3. **S-24-08 Local 70 Subdivision:** Smithfield Growth, LLC is requesting a preliminary subdivision with 303 lots (209 single family homes and 94 townhomes) and 324 apartment units, for a total of 627 residential dwelling units. The properties considered for approval are located along M. Durwood Stephenson Parkway east of Eden Woods and north of Walmart.

Town Clerk Elaine Andrews administered affirmations to those wishing to offer testimony during the Public Hearing.

Mayor Pro Tem Roger Wood made a motion, seconded by Councilman John Dunn to open the public hearing. Unanimously approved.

Planning Director Stephen Wensman addressed the Council stating the proposed subdivision has been designed in accordance with the approved Local 70 PUD Master Plan. He pointed out areas of the proposed development on a map displayed to the Board, noting the developer stayed true to the original intent for the design of the development. Wensman stated they did not have construction plans presently, but noted that there was a tree resource management ordinance for the heavily wooded site with mature forest on it. He recommended approval of the subdivision request and iterated the following findings and conditions of approval from staff:

FINDING OF FACT (STAFF OPINION):

To approve a preliminary plat, the Town Council shall make the following finding (staff's opinion in Bold/Italic):

1. *The plat is consistent with the adopted plans and policies of the town; **The plat is consistent with the adopted comprehensive plan and conditional zoning master plan.***
2. *The plat complies with all applicable requirements of this ordinance; **The plan complies with all applicable requirements of this ordinance and conditional zoning master plan with conditions.***
3. *There exists adequate infrastructure (transportation and utilities) to support the plat as proposed. **There is adequate infrastructure.***
4. *The plat will not be detrimental to the use or development of adjacent properties or other neighborhood uses. **The plat will not be detrimental to the use or development of adjacent properties or other neighborhood uses.***

RECOMMENDATION:

Recommendation:

Staff recommend approval of the Local 70 Residential Development preliminary plat, S-24-08, with 12 conditions.

1. *The preliminary plat approval is contingent on approval of construction documents meeting all UDO regulations and PUD Master Plan & conditions of approval.*
2. *That required minimum street frontages be provided for all lots in the development consistent with the Rezoning Master Plan Approval.*
3. *Subdivision entrance signs be shown on the construction plans and that separate sign permits be obtained prior to sign construction.*
4. *Draft HOA declarations be submitted that incorporates the architectural standards and other PUD CZ conditions of approval. The HOA declarations shall be reviewed by the Town Attorney prior to approval.*
5. *That the stormwater ponds be aerated.*
6. *A separate site plan application shall be submitted for the apartment complex.*
7. ~~*Eliminate the street stub adjacent to Lot 216.*~~
8. *Provide an 8' wide public multi-use trail along M. Durwood Stephenson Parkway and 5' wide public sidewalk along Booker Dairy Road.*
9. *That a 50' setback be maintained along M. Durwood Stephenson Parkway and 35' setback along Booker Dairy Road.*
10. *All trees in the public right of way shall be maintained & replaced when needed by a homeowners/property Owners Association.*
11. *The homeowner's association limit parking to one side of streets where street parking is allowed and that the parking stalls be marked in accordance with NCDOT Standards.*
12. *The fence along Booker Dairy Road and along the Booker Dairy Plantation subdivision be a 6-foot high opaque fence.*

Planning Director Stephen Wensman has incorporated his entire record and provided it to the Council in written form in the February 4, 2025 agenda packet.

Councilman David Barbour asked for clarity for what would be developed on the lot at the corner of Booker Dairy Road and M Durwood Stephenson highway in phase one. Wensman stated this would be townhomes. Councilman Barbour also wanted clarity for traffic flow and turn lanes in and out of the development that he would defer to the developer.

Councilman John Dunn asked about the intent of staff's ninth recommendation. Wensman stated if there's more ability to add parking as they refine the construction plan, that's what that and that condition is meant to suggest. It's more of a suggestion. He stated he did not know if there is an opportunity to add a few more, but staff is asking it to look for more.

Councilman David Barbour inquired about the parking spaces per resident, noting the 75 overflow parking spaces. Wensman stated it varies, but the developers will meet the standards with 75 overflow spaces.

Mayor Moore asked if there were any further questions for staff from the Board. There were none.

The applicant, Corey Mavis, of Smithfield Growth, LLC addressed the Council regarding the development. He asked the Planning Director to display the map so that he could point out an access point that would no longer be allowed by the department of transportation. He also showed another location where a haphazard U-turn was converted into a true U-turn on M Durwood Stephenson Highway. Mavis stated parking would further be addressed during the construction design review. Mavis noted that during the conditional rezoning process, a fencing screening proposal was presented between the property and the adjacent Bay Hill property to the south, along with a schematic. The plan included houses fronting Booker Dairy Road with an approved landscape detail. The applicant requests consideration of these elements during the ordinance review. Additionally, the tree requirement was discussed. Without a tree survey, the site would require 619 trees. However, with the completed tree survey, the requirement increased to 4,000 trees. He stated he and staff will address and work through this issue, pointing out that there would be no buffer between their site and the residential site as was proposed in the conditional zoning.

Councilman John Dunn asked Wensman if the tree resource management is a part of the UDO. Wensman stated it is part of the landscape ordinance. He stated it has never been an issue before because there was never a site with this much forest on it. He stated it could be an issue with the other proposed development site that came before the board tonight.

Attorney Bob Spence noted this does not usually come up as part of a subdivision request. Wensman stated he would like recommendations from the Board to address it. Attorney Spence stated the best way to address it is to move forward with action on this request then, if need be, address tree resource management in the future with maybe an ordinance or variance amendment.

Councilman David Barbour asked if the developer had a problem with the 600-tree requirement. The developer, Mavis stated no, only the 4000-tree requirement was at issue. Councilman Barbour asked if the developer planned to flatten the land and replant the necessary trees, or if they would spare trees where they could. Mavis stated they planned to masquerade the site, build, then replant trees to code.

Councilman Sloan Stevens asked what the residents from Bay Hill Drive would see from their back doors. Mavis answered a fence would be put there.

Planning Director Stephen Wensman noted he mistakenly omitted two conditions from his presentation, however they were in the staff report. The additional two conditions were:

- The HOA association will limit parking to one side of streets where street parking is allowed, and that the parking stalls be marked in accordance to NCDOT standards.
- That the fence along Bookerdairy Road in Bookerdairy Plantation subdivision be a six-foot-high opaque fence

Developer, Jody Leidolf of Smithfield Growth, LLC who is from Chapel Hill, NC addressed the Board stating that the designer is open to working with staff and the fire department to address any safety concerns and prevent unauthorized

vehicle parking. They're willing to modify or eliminate the design if necessary to ensure safety and functionality. He noted that as designed it accommodates the turning radius of fire trucks, it avoids a typical cul-de-sac layout, it provides public access to trails around the stormwater management pond and it also allows potential access to amenities like the dog park in the stormwater management area. He noted the additional overflow of parking spaces provided may help address any parking issues.

The developer also clarified the landscaping plans for a development project. He explained that the 617 trees mentioned are primarily for street and buffer areas as required by code. However, this number doesn't represent the total trees that will be planted. Additional trees will be added in open spaces throughout the development. Furthermore, individual builders will likely plant more trees on each lot. Leidolf emphasizes that the total number of trees on the site will significantly exceed the minimum code requirements. He expressed a willingness to work with the mayor and town officials to refine the landscaping plans as needed.

Wensman stated after the developer's testimony that he would be willing to eliminate the condition that they eliminate a street stub adjacent to lot 216, which was condition number seven in the staff report on page 158 of the agenda packet.

Mayor Moore asked if there were any further questions from the Board. There were none. He asked if there was anyone in the audience who wished to speak on the issue.

Richard Butner came before the Board again to speak on the matter. He was concerned about traffic and the congestion the development would bring. Attorney Bob Spence reminded Mr. Butner that this was a quasi-judicial hearing, and that his concerns need to be brought to staff and not in this forum and he cited the statute.

Developer Corey Mavis reminded the Board that he had an approved traffic impact analysis for this project with recommendations already incorporated.

Mayor Pro Tem Roger Wood made a motion, seconded by Councilman Steve Rabil to close the public hearing. Unanimous.

Councilman David Barbour made a motion, seconded by Councilman John Dunn to approve Local, 70 Residential development preliminary plat S-24-08 with 11 conditions contained in the staff report based on the finding of facts for preliminary plat approval. Unanimous.

Councilmember's Comments: *There were no specific councilmember comments given at this time.*

Town Manager's Report:

Town Manager, Mike Scott asked the Police Chief to provide an update on the status of parking enforcement over the last six months.

Police Chief Pete Hedrick reported that the department has issued 846 tickets this fiscal year, representing an approximately 8% increase from the previous year when they wrote under 100 tickets. The majority of these tickets are written by the civilian traffic enforcement officer, as that is their primary responsibility. While regular police officers can still issue tickets, the PSA is the main driver of this effort. The Chief expressed willingness to focus on specific areas of concern if needed.

Councilman David Barbour emphasized the importance of documenting the increased parking enforcement efforts to counter negative public perceptions. He highlighted that over 800 tickets have been issued, representing a significant increase in enforcement. Barbour wanted to ensure this information was on record to demonstrate that the town is actively addressing parking issues, not neglecting them. He suggested that anyone with specific complaints should contact the police chief directly for resolution.

Councilman Barbour also emphasized that parking in fire lanes is becoming a significant problem and suggested that both police officers and potentially the fire department should be involved in enforcing parking regulations. He called for increased enforcement efforts in fire lanes at various shopping centers throughout town, noting that while violations occur throughout the day, they are especially prevalent at night.

Chief Pete Hedrick reported that the police department has recently sworn in several new officers, including seven on the night of this meeting. These new hires are currently undergoing a three-month field training process. While it may appear that the department has many officers, Hedrick emphasized that it's a gradual process to get them fully trained and on the streets. He expressed satisfaction with the department's progress and anticipates that once these new officers complete their training and begin regular patrols, the community will see the benefits of increased police presence.

Mayor Pro Tem Roger Wood reiterated areas of concern about illegal parking, noting that some of it could be due to lack of lighting in private parking lots. Chief Hedrick stated part of the Town Manager's current cleanup efforts will help address derelict cars in parking lots throughout town. Mayor Pro Tem Roger Wood stated he did not want anyone to get hurt due to illegally parked cars in fire lanes.

There was also discussion regarding Police Department staffing, noting they are almost fully staffed.

Councilman David Barbour asked if there was any cross-training with the animal control officer, who currently works part time. Hedrick stated all officers can address animal concerns, and the equipment to do so stays at the police department, so they have access to it.

Town Manager Mike Scott asked Public Director Lawrence Davis for an update on the ditch cleaning project.

Public Works Director Lawrence Davis presented an update on the West Smithfield ditch cleaning project: The Council awarded Vision NC a contract on October 15, 2024, to clean ditches on several streets in West Smithfield. The project had two phases: Phase One contracted out, Phase Two to be done in-house. Phase One began November 11, 2024, and was completed and checked by December 6, 2024. Vision NC worked 86 hours, costing \$26,895 for labor, trucks, and fees. The project saved \$73,305, which the council agreed to use for cleaning other clogged drainage pipes. Phase Two, planned for in-house work, involves utility location, trench clearing, excavation, and seeding. Originally scheduled to start in March 2025 to avoid cold weather and be congruent with the growing season, Phase two has been delayed due to the crew leader and main operator being on medical leave. Davis asked if the council agreed to use the excess funds to hire a contractor for cleaning other clogged drainage pipes.

Mayor Pro Tem Roger Wood requested a list of homes that have been done. He stated to Davis that they had spoken about the project coming in under budget, noting that he was not sure every house's ditch had been clean including his own. He also asked why there was a need for contractors.

Town Manager Mike Scott explained that the Street Department, which is responsible for drainage work, is severely understaffed. The department normally has three people and an administrative assistant but currently has one vacancy and another person on family medical leave. This leaves only one person available to handle drainage work, along with the single employee in the Stormwater Department. This significant understaffing is impacting on the department's ability to effectively manage drainage and stormwater issues in the town.

Councilman Rabil stated that if the department is understaffed, jobs like running the street sweeper need to be contracted out. Manager Scott stated they can certainly bring that back before the Council.

Councilman David Barbour noted that Public Works is likely waiting until the growing season starts. He stated he understands this reasoning and agrees with it. He emphasizes the importance of having a clear plan and timeline to communicate to residents who may be asking about the project's progress. Barbour also suggests that if additional help is needed, they should consider contracting out some of the work, as \$100,000 has been allocated for the project and he believes they should use the full amount to complete it effectively.

Mayor Andy Moore stated he felt the general consensus is to a plan and or get some bids to finish the project, and then just bring it back before the Council as an action item so we can go from there. The money is there to complete the project.

Town Manager Mike Scott added that the Town is going through a phone migration and is experiencing difficulties with the process. He said we are working through these issues, the Town is answering calls and appreciates the patience of the public. He stated the new phones should be installed hopefully by Monday. He encouraged the citizens to call if they have a problem and he was sure they would get through.

Closed Session: Pursuant to NCGS 143-318.11 (a) (5) and (a) (3)

Councilman Sloan Stevens made a motion seconded by Councilman John Dunn to go into closed session at approximately 9:45 pm pursuant to NC General Statute 143-318, section(a)(5) and (a)(3). Unanimous.

Reconvene in Open Session

Councilman John Dunn made a motion, seconded by Mayor Pro Tem, Roger Wood to reconvene in open session at approximately 10:50 pm. Unanimous.

Adjourn

Councilman David Barbour made a motion, seconded by Councilman John Dunn to adjourn the meeting at approximately 10:52 pm. Unanimous.

M. Andy Moore, Mayor

ATTEST:

Elaine Andrews, Town Clerk

The Smithfield Town Council met in regular session on Tuesday, February 18, 2025 at 7:00 p.m. in the Council Chambers of the Smithfield Town Hall, Mayor Pro Tem Roger Wood presided in the temporary absence of Mayor Andy Moore, who arrived at the Council meeting at 7:39 pm.

Councilmen Present:

Roger Wood, Mayor Pro-Tem
Marlon Lee, District 1
Sloan Stevens, District 2
John Dunn, At-Large
Travis Scott, District 3
Dr. David Barbour, District 4

Councilmen Absent

Councilman Steve Rabil

Administrative Staff Present

Michael Scott, Town Manager
Elaine Andrews, Town Clerk
Ted Credle, Public Utilities Director
Jeremey Daughtry, Fire Chief
Lawrence Davis, Public Works Director
Andrew Harris, Finance Director
Pete Hedrick, Chief of Police
Gary Johnson, Parks & Rec Director
Shannan Parrish, HR Director
Stephen Wensman, Planning Director

Also Present

Robert Spence, Jr., Town Attorney

Administrative Staff Absent

CALL TO ORDER

Mayor Pro Tem Roger Wood called the meeting to order at 7:00 pm.

INVOCATION

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

APPROVAL OF AGENDA:

David Barbour made a motion, seconded by Councilman John Dunn, to approve the agenda, amended as follows, unanimously approved.

- *Add to Consent Agenda - Consideration to re-appoint Kaitlyn Tarley as Appearance Commission Chairperson*
- *Add to Consent Agenda - Consideration and request for approval to allow Bulldog Harley Davidson to hold a Rise and Ride event on March 1, 2025.*
- *Move Consent item 2, the Consideration and request for approval to adopt Ordinance No. 524-2025 to amend the closure of Market Street for the Ham and Yam Festival and other events to Business Item 3 for discussion*
- *Add to closed session NC General Statute 143-318.11 (a)(3)*

Presentations:

1. Recognition of Smithfield Selma High School Students for Competing in the State Swim Championship

Mayor Pro Tem Roger Wood brought forth the high school student athletes who were competing for state swim championships. He asked Gary Johnson, Parks & Recreation Director, as well as Coach Aaron Bently to join the group.

Parks and Recreation Director, Gary Johnson gave recognition to the following swimmers stating and acknowledging the following:

Smithfield-Selma High School Swimmers Frankie DiGiovanni, Anya Muminovic (SRAC Employee), Payton Millard and Natalie Irish competed in the NCHSAA 3A State Championships in Cary on Friday, February 7 competing extremely well.

Frankie is the new state champion in the 500 free style and finished 2nd in the 200 free style.
Anya finished 3rd in the 100 breast stroke
Frankie, Anya, Payton and Natlie finished 2nd in the 400 free style relay
Frankie, Anya, Payton and Natlie finished 3rd in 200 yd free style relay
Payton finished 7th in the 200 free
Payton finished 8th in the 100 free
Anya finished 10th in the 200 individual medley
SSS finish 4th in the overall team result.

Mayor Pro Tem Roger Wood shook the hands of the athletes, and further acknowledged them by encouraging the crowd to give them a round of applause.

Councilman Sloan Stevens stated his sister was the first member of the Triple S. High School swim team in 2003. She had to go to Campbell University to swim. He stated he also swam in competition for four years, and made regionals; he swam at Health Quest. He acknowledged the hard work of the swimmers who can today swim at the Town's Smithfield Recreation and Aquatics Center. Stevens congratulated the swimmers.

Citizens Comments: None

John Dunn made a motion, seconded by Councilman Travis Scott, to approve the Consent Agenda as amended, moving Consent Item 2 to Business Item 3 for discussion, unanimously approved.

Consent Agenda Items:

1. Consideration and request for approval to promote an officer from the rank of Police Officer II to Master Police Officer
- ~~2. Consideration and request for approval to adopt Ordinance No. 524-2025 to amend the closure of Market Street for the Ham and Yam Festival and the Martin Luther King, Jr. Parade~~
3. Consideration and request for approval to adopt Resolution No. 765 (04-2025) adopting a Nondiscrimination Policy

**Smithfield, North Carolina
Resolution No. 765 (04-2025)**

Adopting a Nondiscrimination Policy: Pursuant to the ARP/CSLFRF Award

Recitals

WHEREAS, the Town of Smithfield has received an allocation of funds from the "Coronavirus State Fiscal Recovery Fund" or "Coronavirus Local Fiscal Recovery Fund" (together "CSLFRF funds"), established pursuant to Sections 602 and 603 of the Social Security Act, as added by Section 9901 of the American Rescue Plan Act of 2021, Pub. L. No. 117-2 (the "ARP/CSLFRF award").

WHEREAS, CSLFRF funds are subject to the U.S. Department of Treasury ("Treasury") regulations, including the Final Rule, the Award Terms and Conditions, and the Title VII implementing regulations at 31 C.F.R. Part 22.

WHEREAS, pursuant to the ARP/CSLFRF Award Terms and Conditions, and as a condition of receiving CSLFRF funds, the Town of Smithfield agrees to follow all federal statutes and regulations prohibiting discrimination in its administration of CSLFRF under the terms and conditions of the ARP/CSLFRF award, including, without limitation, the following:

- i. Title VI of the Civil Rights Act of 1964 (42 U.S.C. §§ 2000d et seq.) and Treasury's implementing regulations at 31 C.F.R. Part 22, which prohibit discrimination on the basis of race, color, or national origin within programs or activities receiving federal financial assistance;
- ii. The Fair Housing Act, Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§ 3601 et seq.), which prohibits discrimination in housing on the basis of race, color, religion, national origin, sex, familial status, or disability;

- iii. Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794), which prohibits discrimination on the basis of disability under any program or activity receiving Federal financial assistance;
- iv. The Age Discrimination Act of 1975, as amended (42 U.S.C. §§ 6101 et seq.), and Treasury’s implementing regulations at 31 C.F.R. Part 23, which prohibit discrimination on the basis of age in programs or activities receiving federal financial assistance; and
- v. Title II of the Americans with Disabilities Act of 1990, as amended (42 U.S.C. §§ 12101 et seq.), which prohibits discrimination on the basis of disability under programs, activities, and services provided or made available by state and local governments or instrumentalities or agencies thereto.

RESOLVED, That the governing board of the Town of Smithfield hereby adopts and enacts the following nondiscrimination policy, which shall apply to the operations of any program, activity, or facility that is supported in whole, or in part, by expenditures CSLFRF pursuant to the ARP/CSLFRF award.

Nondiscrimination Policy Statement

It is the policy of the Town of Smithfield to ensure that no person shall, on the ground of race, color, national origin (including limited English Proficiency), familial status, sex, age, or disability, be excluded from participation in, be denied the benefits of, or be otherwise subject to discrimination under any program or activity administered by the Town of Smithfield, including programs or activities that are funded in whole or part, with Coronavirus State and Local Fiscal Recovery Funds (“CSLFRF”), which the Town of Smithfield received from the U.S. Department of Treasury (“Treasury”) pursuant to Sections 602 and 603 of the Social Security Act, as added by Section 9901 of the American Rescue Plan Act of 2021, Pub. L. No. 117-2 (herein the “ARP/CSLFRF award”).

I. Governing Statutory & Regulatory Authorities

As required by the CSLFRF Award Terms and Conditions, the Town of Smithfield shall ensure that each “activity,” “facility,” or “program”¹ that is funded in whole, or in part, with CSLFRF and administered under the ARP/CSLFRF award, will be facilitated, operated, or conducted in compliance with the following federal statutes and federal regulations prohibiting discrimination. These include, but are not limited to, the following:

- i. Title VI of the Civil Rights Act of 1964 (42 U.S.C. §§ 2000d et seq.) and Treasury’s implementing regulations at 31 C.F.R. Part 22, which prohibit discrimination on the basis of race, color, or national origin under programs or activities receiving federal financial assistance;
- ii. The Fair Housing Act, Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§ 3601 et seq.), which prohibits discrimination in housing on the basis of race, color, religion, national origin, sex, familial status, or disability;
- iii. Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794), which prohibits discrimination on the basis of disability under any program or activity receiving federal financial assistance;
- iv. The Age Discrimination Act of 1975, as amended (42 U.S.C. §§ 6101 et seq.), and Treasury’s implementing regulations at 31 C.F.R. Part 23, which prohibit discrimination on the basis of age within programs or activities receiving federal financial assistance; and
- v. Title II of the Americans with Disabilities Act of 1990, as amended (42 U.S.C. §§ 12101 et seq.), which prohibits discrimination on the basis of disability under programs, activities, and services provided or made available by state and local governments or instrumentalities or agencies thereto.

II. Discriminatory Practices Prohibited in the Administration of the ARP/CSLFRF Award

To ensure compliance with Title VII of the Civil Rights Act of 1964, and Title 31 Code of Federal Regulations, Part 22, the Civil Rights Restoration Act of 1987, and other pertinent nondiscrimination authorities, the Town of Smithfield shall prohibit, at a minimum, the following practices in its administration of CSLFRF pursuant to the ARP/CSLFRF award:

- 1. Denying to a person any service, financial aid, or other program benefit without good cause;
- 2. Providing to a person any service, financial aid, or another benefit which is different in quantity or quality, or is provided in a different manner, from that provided to others under the program.
- 3. Subjecting a person to segregation or separate treatment in any matter related to the receipt of any service, financial aid, or other benefit under the program;
- 4. Restricting a person in the enjoyment of any advantages, privileges, or other benefits enjoyed by others receiving any service, financial aid, or other benefit under the program;

¹ 22 C.F.R. § 22.3 defines “program” and “activity” as all operations of an entity, including local governments, that receive Federal financial assistance, and the departments, agencies, or special purpose districts of the local governments to which Federal financial assistance is distributed. “Federal financial assistance” includes, among other things, grants and loans of federal funds. “Facility” includes all or any part of structures, equipment, or other real or personal property or interests therein, and the provision of facilities includes the construction, expansion, renovation, remodeling, alteration, or acquisition of facilities.

5. Treating a person differently from others in determining whether that person satisfies any admission, enrollment, quota, eligibility, membership, or other requirement or condition which persons must meet to be provided any service, financial aid, or other benefit provided under the program;
6. Implementing different standards, criteria, or other requirements for admission, enrollment, or participation in planning, advisory, contractual, or other integral activities to the program;
7. Adopting methods of administration which, directly or through contractual relationships, would defeat or substantially impair the accomplishment of effective nondiscrimination;
8. Selecting a site or location of facilities with the purpose or effect of excluding persons from, denying them the benefits of, subjecting them to discrimination, or with the purpose or effect of defeating or substantially impairing the accomplishment of the objectives of Title VI or related acts and regulations;
9. Discriminating against any person, either directly or through a contractual agreement, in any employment resulting from the program, a primary objective of which is to provide employment;
10. Committing acts of intimidation or retaliation, including threatening, coercing, or discriminating against any individual for the purpose of interfering with any right or privilege secured by any pertinent nondiscrimination law, or because an individual made a complaint, testified, assisted, or participated in an investigation, proceeding, or hearing.

III. **Reporting & Enforcement**

1. The Town of Smithfield shall cooperate in any enforcement or compliance review activities by the Department of the Treasury. Enforcement may include investigation, arbitration, mediation, litigation, and monitoring of any settlement agreements that may result from these actions. The Town of Smithfield shall comply with information requests, on-site compliance reviews, and reporting requirements.
2. The Town of Smithfield shall maintain a complaint log and inform the Treasury of any complaints of discrimination on the grounds of race, color, or national origin (including limited English proficiency covered by Title VI of the Civil Rights Act of 1964 and implementing regulations and provide, upon request, a list of all such reviews or proceedings based on the complaint, whether pending or completed, including the outcome. The Town of Smithfield shall inform the Treasury if it has received no complaints under Title VI.
3. Any person who believes they have been aggrieved by a discriminatory practice under Title VI has a right to file a formal complaint with the Treasury. Any such complaint must be in writing and filed with the Treasury's Title VI Coordinator within one hundred eighty (180) days following the date of the alleged discriminatory occurrence.
4. Any person who believes that because of that person's race, color, national origin, limited English proficiency, familial status, sex, age, religion, or disability that he/she/they have been discriminated against or unfairly treated by the Town of Smithfield in violation of this policy should contact the following office within 180 days from the date of the alleged discriminatory occurrence:

The person charged with receiving, processing, and managing complaints in regards to discrimination, or discriminatory practices, for the Town of Smithfield is:

Michael L. Scott
 Town Manager
 350 East Market Street
 Smithfield, NC 27577

Duly adopted this the 18th day of February, 2025

M. Andy Moore, Mayor

Elaine S. Andrews, Town Clerk

4. Consideration and request for approval to adopt Capital Project Ordinance No. CP-1-2025 to establish a budget for the Lead Service Line Project

**TOWN OF SMITHFIELD
LEAD SERVICE LINE INVENTORY PROJECT
DRINKING WATER STATE REVOLVING FUND LOAN
PROJECT # SRF-D-LSL-0016**

GRANT PROJECT BUDGET ORDINANCE

Be it ordained by the Town Council of the Town of Smithfield, North Carolina, that pursuant to section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following Grant Project Budget Ordinance is hereby approved and adopted:

Section 1: The Project authorized is the Town of Smithfield Lead Service Line Inventory Project to be to be financed by Drinking Water State Revolving Fund (DWSRF) Loan Lead Service Line funds (project number SRF-D-LSL-0016) awarded to the Town of Smithfield by the North Carolina Department of Environmental Quality (DEQ) Division of Water Infrastructure (DWI).

Section 2: The officers of this unit are hereby directed to proceed with the project within the terms of the board resolution, grant/loan documents, the rules and regulations of the Division of Water Infrastructure (DWI,) and the budget contained herein.

Section 3: The following amounts are appropriated for the project revenues:

DWSRF Grant (Principal Forgiveness)	\$ 299,328
DWSRF Loan Proceeds (0% Interest)	\$ 199,552
Local Funds (2% DWI Loan Closing Fee)	<u>\$ 9,978</u>
TOTAL PROJECT REVENUES	<u>\$ 508,858</u>

Section 4. The following amounts are appropriated for the project expenses:

Engineering and Administration Services	\$ 498,880
Transfer from Water and Sewer Fund	<u>\$ 9,978</u>
TOTAL PROJECT EXPENDITURES	<u>\$ 508,858</u>

Section 5: The finance officer is hereby directed to maintain within the Lead Service Line Inventory Project Fund, Project #SRF-D-LSL-0016, sufficient specific detailed accounting records to satisfy the requirements of the funding agency, the funding agreements, and state and federal regulations.

Section 6: Funds may be advanced from the for the purpose of making payments as due. Reimbursement requests should be made to the State grantor agency in an orderly and timely manner. Compliance with all federal and state procurement regulations is required.

Section 7: The finance officer is directed to report, on a quarterly basis, on the financial status of each project element in section 4 and on the total grant revenues received or claimed.

Section 8: The Budget Officer is directed to include a detailed analysis of past and future costs and revenues on this capital project in every budget submission made to this board.

Section 9: Copies of this Grant project ordinance shall be furnished to the Clerk, the Budget

Officer, and the Finance Officer for direction in carrying out this project.

Section 10: This Grant Project Ordinance supersedes any previously dated and adopted project ordinance.

Adopted this the 18th day of February, 2025 at Town of Smithfield, North Carolina.

M. Andy Moore, Mayor

ATTEST:

Elaine Andrews, Town Clerk

5. Consideration and request for approval to award a bid in the amount of \$160,000 to the Wooten Company for improvements to the sanitary sewer outfall in West Smithfield

Business Items:

1. Consideration and request for approval to allow the DSDC to use \$30,000 in special project funds for the Library Redevelopment Project

DSDC Director Heidi Gilmond addressed the Council stating this project was initiated approximately 18 months ago. It has evolved to encompass not only enhancements to the library's side but also extending the design to the front, creating a pocket park at a central downtown Smithfield location. The focus is on both aesthetic and safety improvements. Currently, the area faces challenges such as uneven sidewalks, a sunken section, and overgrown landscaping that obstructs sight lines. These issues have led to safety concerns, including instances of homeless individuals using the space in ways that can make others uncomfortable. The project aims to address these problems and create a more welcoming and secure environment for the community. Gilmond further stated the library redevelopment project aims to improve the building's focal point, create a distinct entrance space, enhance the corner's appeal, and improve security. The estimated cost is \$175,000-\$200,000. Funding is being sought from the county, town, and grants.

Mayor Pro Tem Roger Wood asked the Board if there were any questions for Gilmond at this time.

Councilman David Barbour asked if the Library Board of Directors have reviewed the proposal. Gilmond stated she was not aware if the Board has, but Mr. Pippen has been a part of the process along the way. Councilman Barbour stated his wife was on the Library Board, and had not been made aware of the project, to which, giving them an opportunity to review plans should have been done. Barbour stated the Library Board meets once per month, and he did not understand why they could not be presented with the information to solicit their feedback before they spend money. He was concerned with funds being invested for something the library did not want. Gilmond stated that would be next steps. She wanted to get funding in place first to get the project started. She noted would be happy to make a presentation to the Library Board before the actual project got underway. Councilman Barbour reiterated that he thinks it would be important for the stakeholders to have a say in the approval for the project.

Councilman Travis Scott asked if the existing statue and clock would remain there undisturbed. Gilmond answered correct, the idea is to preserve as much of the hardscaping and landscaping as they can save. The clock and anything historic will be preserved and cleaned up to showcase it. Councilman Scott asked Gilmond to confirm that this money was currently in her budget, and there were no other projects for it. Gilmond acknowledged this was correct.

Councilman John Dunn asked Gilmond if she has had any conversations with the county yet, because a large amount of funding is proposed to come from them. Gilmond stated yes, and that their input was positive. They were talking about how to fit it into the next fiscal year budget.

Councilman David Barbour asked if there was any consideration given considering the street modification plans pending to redesign Market Street. Gilmond stated this project is in very early stages with the design committee just giving conceptual ideas, but she feels this will all work in tandem with flexibility applied for consideration of what happens with Market Street. Gilmond stated, we need these funds to progress to the next phase: obtaining approvals, requesting RFPs, and finalizing designs for submission. Our goal is to secure funding in the next fiscal budget to move forward with the project, aiming for completion by early fall. However, we can't initiate anything without initial funding. She also wanted funds to pay the landscape designer for the work he has done, and to move forward with the permitting process.

Councilman Travis Scott asked if the Appearance Commission would also be working with her on this project. Manager Mike Scott stated that they have attended meetings together, and are in lock step. Gilmond agreed.

Councilman Sloan Stevens asked if the new design would still leave room for the annual Christmas Tree lighting ceremony. Gilmond stated there were ideas for possibly making that part of their Christmas village on 3rd Street, or possibly keeping it at the location, stating the option is movable.

There was some discussion among the Board regarding the inclusion of the Library Board. Town Manager Mike Scott noted the Library Board would meet in two weeks.

Councilman David Barbour made a motion to table the request for two weeks until the Library Board could meet and review the proposal.

Upon further discussion among the Board, and acknowledging Councilman Barbour's concerns Travis Scott asked Councilman Barbour to consider a motion that with the Board's blessing the funds be released.

Councilman David Barbour rescinded his previous motion.

Councilman Travis Scott made a motion, seconded by Councilman David Barbour to approve the request, pending the two-week notification to the Library Board and with their approval release of funds may be granted by the Town Manager. Unanimous.

2. Consideration and request for approval to award a bid in the amount of \$456,210 to Southern Tide Homes for the design and construction of the restroom facility at 107 South Front Street

Parks and Recreation Director Gary Johnston addressed the Council stating the town has secured a \$300,000 skiff grant from the state for constructing restrooms at the newly renovated amphitheater. Initially planned for the amphitheater property, the project's scope expanded after purchasing a lot at 107 South Front Street. After considering pre-fabricated and design-build options, the town decided to pursue the design-build approach for the restroom facility. Johnson further stated the town advertised two requests for qualifications, receiving only one interested builder-architect team: Southern Tide Homes partnering with Turpentine Designs from Fuquay.

After negotiations, they submitted an estimated cost of \$456,210 for the restroom facility, including \$75,000 for design and \$381,000 for construction. A comparable pre-fabricated model was also considered. Balfour Beatty, who renovated the amphitheater, provided a conceptual estimate of \$545,000 for a similar-sized facility. Comparisons with other municipalities show the town's estimate is competitive. A nearby municipality budgeted \$375,000 for construction of a four-stall facility, excluding design fees, while the town's construction cost is \$381,000. Larger cities' costs were deemed not comparable due to their size.

Mayor Pro Tem Roger Wood asked for clarification for the number of stalls proposed, and whether it is sufficient for large scale events such as the Ham and Yam Festival. Johnson stated four stalls on each side, which is sufficient even for large events. Johnson further stated they had a \$300,000 grant from the state that had to be used by October 2025.

There was some discussion about the grant, its purpose and the deadline to use the funds.

Councilman Travis Scott stated in the interest of transparency; he felt the cost of construction was absurd for a 528 square foot building that is not air conditioned. Johnson stated he did not disagree. He has looked at all options, including a prefabricated building, which he felt might come in at a little less.

Councilman Scott reminded the Board of the Police Department project, which was a design-build where they bill the Town invoices as it's laid out. He stated this was the type of project they wanted to avoid.

Parks and Recreation Director, Gary Johnston explained that there are some things in the bid that could be taken out, i.e. a tap for water and sewer lines already exist on the property from a prior structure. Johnson stated this was a \$10,000 savings. He further noted they could re-engineer the design to further cut costs by going with shingles versus a metal roof, if the council so chooses to do so. However, it was his recommendation to build it the way you want it, as it will be a permanent fixture.

Councilman Barbour asked if the building would be the same color scheme as the amphitheater. Johnson stated yes, the same colors and design scheme. He also stated if Johnson agreed that the actual cost to the Town would be roughly \$150,000 with the grant. Johnson stated yes.

Councilman Travis Scott asked if this passed tonight, where is the money was coming from. Town Manager Mike Scott stated this whole project has been funded with grant money, with the purchase of the property coming from the American Rescue Plan Funds. He suggested the Board continue with using American Rescue Plan Funds. Manager Scott added, over a million dollars has been moved into the general fund is revenue replacement. I would recommend you use that for that \$156,000 so it's that would make it the entire project grant driven.

Mayor Pro Tem Roger Wood asked the Board if there were any further questions for staff. There were none.

Councilman David Barbour made a motion, seconded Sloan Stevens to approve entering into the contract with Southern Tide Homes and approve additional funds for design construction facility at 107 South Front Street, across the Neuse River amphitheater, within the budget that's been provided for that project. Motion carried in a 4 to 2 vote with Councilmen Travis Scott and Councilman Marlon Lee voting no.

Mayor Andy Moore arrived at the Council Meeting at 7:39 pm to preside over the remainder of the meeting.

3. Consideration and request for approval to adopt Ordinance No. 524-2025 to amend the closure of Market Street for the Ham and Yam Festival and the Martin Luther King, Jr. Parade

Councilman Travis Scott stated he wanted to have clarity and to review this ordinance. Councilman Scott added that this is the first he has ever heard of the Board being asked to close Market Street for the Ham and Yam from Front to Seventh Street for a 14-hour period, and he has some concerns about it. He wanted clarity on the time frame for the closure and the intentions behind the street closure.

Town Manager Mike Scott stated that the intention is to have Market Street closed throughout the Ham and Yam Festival. We have about 130 cars for a car show that we want to put on that street, whereby people to walk through viewing those cars. We also have a tractor show that we also want to have there, and possibly a boat show as well. Upon review of by the Ham and Yam Committee, we felt that it would be a better atmosphere if people were able to come and go cross Market Street without worrying about traffic, and be able to have utilize Market Street as a place to for people to enjoy the services and the entertainment offered during the event. The Town Manager further stated, we've talked to the police chief about it and he believes that we can manage the closure of the street for that length of time. Not unlike Benson does for Mule Days, we may have to go out and get some officers to volunteer from other jurisdictions to help us out, but we can manage it one way or the other. Once we get it going, it's all during the daytime, nothing at night, nothing in the darkness. We felt it would just lead into a much better atmosphere for the festival that we're trying to improve this year.

Councilman Scott acknowledges the explanation but expresses several concerns about the proposed street closure. He worries about safety and disruption for citizens and traffic flow through town, particularly for public safety vehicles accessing their stations. He suggests implementing an instant action plan with staged units on either side, similar to what's done for parades. Scott also raises the serious concern of potential vehicle attacks on crowds, referencing incidents in other cities. He strongly recommends using barriers, barricades, or large vehicles to prevent a direct path into the festival area, emphasizing this as a major safety concern. He asked had it been considered to reorganize without closing Market Street.

Councilman Sloan Stevens addressed Councilman Scott's concerns, noting that the festival meant a great deal to him. Stevens stated The Ham and Yam Festival is expanding significantly this year. With increased vendor participation, the addition of a car show and an antique farm tractor show closing Market Street has become necessary to accommodate the growth. The festival plans to extend down Second Street to the Episcopal Church and utilize Third Street up to the Baptist church parking lot. Additional parking will be available in lots around the courthouse. Last year's attendance was around 10,000, and organizers are optimistically aiming for 15,000 visitors this year. The street closure will provide more space for attractions and improve the overall festival experience. Stevens added the festival organizers are preparing for a larger crowd by requesting the closure of Market Street through the Smithfield Downtown Corporation promotions committee. This closure aims to improve safety for pedestrians crossing the street during the event and create a more cohesive festival atmosphere. If successful, it could lead to future expansions, potentially extending the festival up Third Street to the next block. The closure is seen as a trial run, with the option to revert if it doesn't work well. Overall, the intent is to enhance the festival experience, accommodate growth, and attract more visitors to downtown Smithfield.

Town Manager Mike Scott added that current plans are to have three different stages.

Councilman Travis Scott asked if the plan was to go all the way to Seventh Street. Town Manager Scott stated they may not, but wanted to be able to do that depending on how many cars and tractors show up. Councilman Travis Scott expressed concern about the location of fire engines, noting that most are stationed on Fourth Street, with only one in West Smithfield. He emphasized the need for a comprehensive emergency response plan, similar to those implemented in other towns. Councilman Scott stressed the importance of keeping Fourth Street open, as closing it could significantly inconvenience emergency responses in case of accidents. While acknowledging he's not the fire chief, Councilman Scott suggested that maintaining access on Fourth Street would be beneficial from his perspective. He recommended consulting with the fire chief for a professional opinion on the matter.

Councilman David Barbour asked how traffic would be routed for parking. Town Manager Mike Scott stated there would be an abundance of signage up to help guide parking throughout the festival. They would also provide maps made available before the event. They would also get the word out.

It was the consensus of most Board members to move forward with a one-year trial. It was noted that the headliner in the event would be a huge draw and that the event could be a great opportunity and boost for downtown.

Councilman Travis Scott stated that other businesses in the Downtown area were not aware of the plans to close streets, stating the communication regarding that notification could have been better.

Councilman David Barbour asked if the Ordinance could be amended for only 2025 annual events to give it a trial run for safety concerns and impact.

Mayor Andy Moore expressed concern about extending the ordinance area to Seventh Street, noting it would cover a large area with significant traffic to manage. He suggested limiting the scope to Fourth Street and the area behind it, believing this would still adequately serve the purpose. While open to trying the larger area of street closure. He emphasized the need for flexibility in implementation. Moore highlighted potential issues with parking, especially during events like the Ham and Yam Festival. He pointed out that the municipal parking lot is often at capacity during such times. The mayor worried that requiring people to travel further down, cross over, and return might cause inconvenience. He acknowledged that those closer to the area would still have easy access to parking but stressed the importance of considering the overall impact on traffic flow and parking accessibility for all attendees.

The Mayor further stated he did not have an issue with authorizing the closure of streets, but maybe it would

help to keep it in the amphitheater area.

Town Manager Mike Scott stated the goal was to not use any more streets than they have to.

Councilman Sloan Stevens agreed, if need be, for safety the closures may extend to other streets.

Mayor Andy Moore suggested removing two street closure items from the Ordinance until their time period is a little closer to further this discussion. The two events removed from the Ordinance were:

- *The Annual Christmas Tree Lighting*
- *The Annual Christmas Parade*

Councilman Sloan Stevens further recommended amending the motion to specify closure of streets from Front Street to Fourth Streets, keeping the event contained with an H pattern from Front Street to Third Street for public safety.

Councilman David Barbour made a motion, seconded by Councilman John Dunn to approve the ordinance with the modifications that the annual Ham and Yam Festival be changed to 2025; that the closures be on Market Street and US 70 be from Front Street to Fourth Street, and not extend to Seventh Street; and to remove the Annual Christmas Tree Lighting and the Annual Christmas Parade from the Ordinance. Unanimously approved.

**TOWN OF SMITHFIELD
NORTH CAROLINA**

ORDINANCE No. 524-2025

**AN ORDINANCE DECLARING ROAD CLOSURES FOR THE ANNUAL CHRISTMAS
TREE LIGHTING, THE ANNUAL CHRISTMAS PARADE, THE ANNUAL MARTIN
LUTHER KING, JR. PARADE, AND THE ANNUAL HAM & YAM FESTIVAL**

WHEREAS, the Town Council of the Town of Smithfield acknowledges a long tradition of providing an annual Christmas Parade and annual Tree Lighting Ceremony for the pleasure of its citizens; and

WHEREAS, the Town Council of the Town of Smithfield acknowledges the Martin Luther King, Jr. Parade as an established annual event that honors the legacy of Dr. King and brings the community together in celebration; and

WHEREAS, the Town Council of the Town of Smithfield acknowledges the Ham & Yam Festival as a longstanding event that celebrates local heritage and provides a cultural and economic benefit to the Town; and

WHEREAS, the Town Council of the Town of Smithfield acknowledges its citizens realize a financial benefit from holding these annual events; and

WHEREAS, the Town Council of the Town of Smithfield acknowledges each event requires approximately two hours to install signing and traffic control to be provided by the Smithfield Police Department, and also requires approximately two hours for removing signs, traffic control and litter.

WHEREAS, any ordinances or parts of ordinances in conflict with this ordinance are hereby repealed, and this ordinance shall be in full force and effect as an ordinance of the Town of Smithfield from the date of its adoption by the Town Council of the Town of Smithfield.

NOW THEREFORE BE IT ORDAINED by the Town Council of the Town of Smithfield pursuant to the authority granted by G.S. 20-169 that they do hereby declare a temporary road closure during the days and times set forth below on the following described portion of a State Highway System route:

Annual Ham and Yam Festival

Date:	The first Saturday in May
Time:	7:00 am until 7:00 pm
Location:	Market Street (US 70) from Front Street to 4 th Street

Annual Martin Luther King, Jr. Parade

Date:	The Saturday following the Martin Luther King, Jr. Holiday
Time:	10:00 am until 3:00 pm
Route Description:	Market Street (US70) from South 6 th Street to South 2 nd Street

Public Hearings: None

Councilmember's Comments

Councilman David Barbour stated he felt it is time that the Town address homelessness in our Town, as it is an issue. He stated we need a good plan to be proactive rather than reactive to the problem because as the Town continues to grow, unfortunately the problem may grow.

Barbour also thanked the Police Chief for his staff's quick response to an issue for a constituent, recognizing that now the police department is fully staffed.

Councilman Travis Scott commented regarding road maintenance in Town, specifically Outlet Center Drive. He stated the Town is responsible for the maintenance of that road and more needs to be done to correct the pot holes on it with materials we have on hand.

He thanked Town Manager Scott for sending out a message extending the opportunity for Town Hall style meetings for their districts to allow citizens to get involved.

Mayor Andy Moore also addressed paving in Town, noting that there was Powell Bill money designated for Town roads and paving thereof, but that is simply not enough. The mayor also pointed out that substantial raises were given to employees at a huge impact to the budget, so the fall out for neglected street maintenance is understood. He also agreed that road repairs are not only necessary at Outlet Center Drive, but throughout Town, and more effort needs to be put into repairs.

Town Manager's Report:

Town Manager Mike Scott also addressed the impending weather event scheduled to come in the following day, noting he would keep everyone informed of delays or closings.

Closed Session NCGS 143-318 (a)(6) and (a)(3)

Councilman Travis Scott made a motion, seconded by Mayor Pro Tem Roger Wood to go into closed session at 8:16 pm. Unanimously approved.

Reconvene in Open Session

Councilman John Dunn made a motion, seconded by Mayor Pro Tem Roger Wood to reconvene into open session at approximately 9:35 pm. Unanimously approved.

Adjourn

Councilman Travis Scott made a motion, seconded by Mayor Pro Tem Roger Wood to adjourn the meeting at approximately 9:36 pm. Unanimously approved.

M. Andy Moore, Mayor

ATTEST:

Elaine Andrews, Town Clerk



Request for Town Council Action

**Consent
Agenda
Item:** Application
for
Temporary
Use Permit
Date: 04/01/2025

Subject: Bulldog Harley-Davidson
Department: Planning Department
Presented by: Planning Director – Stephen Wensman
Presentation: Consent Agenda Item

Issue Statement

The Council is being asked to allow Bulldog Harley-Davidson to hold Rolling Laconia on April 5, 2025.

Financial Impact

N/A

Action Needed Council approval of the Temporary Use Permit Application

Recommendation Staff recommends approval of the Temporary Use Permit Application

Approved: Town Manager Town Attorney

Attachments:

1. Staff Report
2. Temporary Use Permit Application
3. Food Truck Information
4. Event Map



Staff Report

**Consent
Agenda
Item:** **Application
for
Temporary
Use Permit**

Bulldog Harley-Davidson is requesting to hold Rolling Laconia Event at 1043 Outlet Center Drive on April 5, 2025. This event will run from 11:00 am-4:00 pm. Beer will be given away by the applicant, limit 2 per person. Friendly Tacos food truck will be on-site selling food.



Temporary Use Permit Application

Completed applications must be submitted at least 6 weeks prior to the event by emailing Julie Edmonds at julie.edmonds@smithfield-nc.com or by dropping them off in the Town of Smithfield Planning Department. All applicants should read the following pages before completing all sections required. Incomplete applications may increase the permit processing time. All required information must be submitted along with this application in order for it to be processed. If a person other than the property owner signs this application, a notarized written authorization from the property owner must be attached.

TYPES OF TEMP USE OR EVENT

- Special Event
- Town recognized event _____
 - Over 100 people in attendance
 - Live Band or Amplified Sound _____
 - Requires closure or blockage of Town Street
 - Involves Food Trucks
 - Requires Security (potential safety, security concerns)
 - Involves structures larger than 200 square feet and canopies larger than 400 square
 - Involves Town Park property (Call 919-934-2148)
 - Involves Fireworks (Contact Smithfield Fire Department 919-934-2468)

OTHER TEMP USES

- Modular Office Units
- Emergency, construction and repair residence
- Temporary storage facility (portable storage unit)
- Sale of agricultural products grown off-site
- Sale of Fireworks
- Other (please describe) _____

Rolling Laconia Name of Event	1043 Outlet Center Dr Smithfield, NC 27577 Location of Event/Use (exact street address)
----------------------------------	--

APPLICANT:

Name Michelle Winn
 Address 1043 Outlet Center Dr
 Phone number 919-938-1592
 Email address Michelle@bulldogharleydavidson.com
 Event date 4/5/25

PROPERTY OWNER:

Name Carson Baker
 Address 1508 Hope Mills Rd, Fayetteville, NC 28304
 Phone number 9107348504
 Email address Carson@bulldogharleydavidson.com

Event start and end time 11am-4pm
 Event set up and clean up time 8am-4:30
 Sound Amplification Type _____
 Sound Amplification Start and End Times _____

Will alcohol be sold or served? Y or N
 (If yes, please supply an ABC Permit)
 Will food or goods be sold? Y or N

Food Trucks (if applicable) 1 **Friendly Tacos**
 (Each Food Truck Requires Certificate of Inspections by Johnston County)

Environmental Health Department, Proof of Insurance, A Copy of the Vehicle or Trailer Registration and/or ABC Permit, if applicable and must be submitted with this application).

Security agency name & phone, if applicable: N/A
 (If using Smithfield Police, applicant must contact the PD to schedule security.)

Will any town property be used (i.e., streets, parks, greenways)? No

If any town streets require closure, please list all street names. N/A

Are event trash cans needed? Y or N How many? N

Please provide a detailed description of the proposed temporary use or special event:

We will have a food truck onsite for guests to the dealership
2 beers per person at event

Temporary Use Submittal Checklist:

- 1. Completed Temporary Use Permit application
- 2. Other documentations deemed necessary by the administrator
- 3. Application fee - \$100
- 4. Site plan, if required by the administrator

Method of Payment Cash Check# _____ Credit Card _____ Amount \$ _____

Payment Received By: _____

Date: _____

CERTIFICATION OF APPLICANT AND/OR PROPERTY OWNER

I hereby certify that the information contained in this application is true to the best of my knowledge and I further certify that this event/use will be conducted per all applicable local laws. I certify that I have received the attached information concerning the regulations for temporary uses. If an event, I certify that I have notified all adjoining property owners of the planned event.

Michelle Winn
Applicant's Name (Print)

Michelle Winn
Signature

3/11/25
Date

Town Planning Director Signature: _____

Stephen Winn

Date: 3-24-25

OWNERS AUTHORIZATION

I hereby give CONSENT to Bulldog HD (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.

Property Owners Name (print) CFB Powersports, LLC
Address 1043 Outlet Center Dr Zip 27577
Phone Number 919-936-1592 Email carson@bulldoghartsleydavidson.com
Signature: [Signature] Date: _____

OWNER'S CONSENT FORM

Name of Event: Rolling in Concomia Submittal Date: 3/12/25

OWNERS AUTHORIZATION

I hereby give CONSENT to Bulldog HD (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] Signature of Owner Carson Baker Print Name 3/12/25 Date

Food Establishment Inspection Report

Score: 100

Establishment Name: FRIENDLY TACOS

Establishment ID: 4073030038

Location Address: 3354 DURHAM RD

City: ROXBORO State: North Carolina

Zip: 27573 County: 73 Person

Permittee: FRIENDLY TACOS

Telephone: (919) 723-7352

Inspection Re-Inspection Educational Visit

Wastewater System:

Municipal/Community On-Site System

Water Supply:

Municipal/Community On-Site Supply

Date: 10/28/2024 Status Code: A

Time In: 10:01 AM Time Out: 10:30 AM

Category#: II

FDA Establishment Type: _____

No. of Risk Factor/Intervention Violations: 0

No. of Repeat Risk Factor/Intervention Violations: 0

Foodborne Illness Risk Factors and Public Health Interventions						
Risk factors: Contributing factors that increase the chance of developing foodborne illness.						
Public Health Interventions: Control measures to prevent foodborne illness or injury						
Compliance Status		OUT	CDI	R	VR	
Supervision .2652						
1	<input checked="" type="checkbox"/> OUT	N/A				PIC Present, demonstrates knowledge, & performs duties
2	<input checked="" type="checkbox"/> OUT	N/A				Certified Food Protection Manager
Employee Health .2652						
3	<input checked="" type="checkbox"/> OUT					Management, food & conditional employee; knowledge, responsibilities & reporting
4	<input checked="" type="checkbox"/> OUT					Proper use of reporting, restriction & exclusion
5	<input checked="" type="checkbox"/> OUT					Procedures for responding to vomiting & diarrheal events
Good Hygienic Practices .2652, .2653						
6	<input checked="" type="checkbox"/> OUT					Proper eating, tasting, drinking or tobacco use
7	<input checked="" type="checkbox"/> OUT					No discharge from eyes, nose, and mouth
Preventing Contamination by Hands .2652, .2653, .2655, .2656						
8	<input checked="" type="checkbox"/> OUT					Hands clean & properly washed
9	<input checked="" type="checkbox"/> OUT	N/A	N/O			No bare hand contact with RTE foods or pre-approved alternate procedure properly followed
10	<input checked="" type="checkbox"/> OUT	N/A				Handwashing sinks supplied & accessible
Approved Source .2653, .2655						
11	<input checked="" type="checkbox"/> OUT					Food obtained from approved source
12	<input checked="" type="checkbox"/> OUT					Food received at proper temperature
13	<input checked="" type="checkbox"/> OUT					Food in good condition, safe & unadulterated
14	<input checked="" type="checkbox"/> OUT	N/A	N/O			Required records available: shellstock tags, parasite destruction
Protection from Contamination .2653, .2654						
15	<input checked="" type="checkbox"/> OUT	N/A	N/O			Food separated & protected
16	<input checked="" type="checkbox"/> OUT					Food-contact surfaces: cleaned & sanitized
17	<input checked="" type="checkbox"/> OUT					Proper disposition of returned, previously served, reconditioned & unsafe food
Potentially Hazardous Food Time/Temperature .2653						
18	<input checked="" type="checkbox"/> OUT	N/A	N/O			Proper cooking time & temperatures
19	<input checked="" type="checkbox"/> OUT	N/A	N/O			Proper reheating procedures for hot holding
20	<input checked="" type="checkbox"/> OUT	N/A	N/O			Proper cooling time & temperatures
21	<input checked="" type="checkbox"/> OUT	N/A	N/O			Proper hot holding temperatures
22	<input checked="" type="checkbox"/> OUT	N/A	N/O			Proper cold holding temperatures
23	<input checked="" type="checkbox"/> OUT	N/A	N/O			Proper date marking & disposition
24	<input checked="" type="checkbox"/> OUT	N/A	N/O			Time as a Public Health Control; procedures & records
Consumer Advisory .2653						
25	<input checked="" type="checkbox"/> OUT	N/A				Consumer advisory provided for raw/undercooked foods
Highly Susceptible Populations .2653						
26	<input checked="" type="checkbox"/> OUT	N/A				Pasteurized foods used; prohibited foods not offered
Chemical .2653, .2657						
27	<input checked="" type="checkbox"/> OUT	N/A				Food additives: approved & properly used
28	<input checked="" type="checkbox"/> OUT	N/A				Toxic substances properly identified stored & used
Conformance with Approved Procedures .2653, .2654, .2658						
29	<input checked="" type="checkbox"/> OUT	N/A				Compliance with variance, specialized process, reduced oxygen packaging criteria or HACCP plan

Good Retail Practices						
Good Retail Practices: Preventative measures to control the addition of pathogens, chemicals, and physical objects into foods.						
Compliance Status		OUT	CDI	R	VR	
Safe Food and Water .2653, .2655, .2658						
30	<input checked="" type="checkbox"/> IN	<input checked="" type="checkbox"/> OUT	<input checked="" type="checkbox"/> N/A			Pasteurized eggs used where required
31	<input checked="" type="checkbox"/> IN	<input checked="" type="checkbox"/> OUT				Water and ice from approved source
32	<input checked="" type="checkbox"/> IN	<input checked="" type="checkbox"/> OUT	<input checked="" type="checkbox"/> N/A			Variance obtained for specialized processing methods
Food Temperature Control .2653, .2654						
33	<input checked="" type="checkbox"/> IN	<input checked="" type="checkbox"/> OUT				Proper cooling methods used; adequate equipment for temperature control
34	<input checked="" type="checkbox"/> IN	<input checked="" type="checkbox"/> OUT	N/A	<input checked="" type="checkbox"/> N/O		Plant food properly cooked for hot holding
35	<input checked="" type="checkbox"/> IN	<input checked="" type="checkbox"/> OUT	N/A	<input checked="" type="checkbox"/> N/O		Approved thawing methods used
36	<input checked="" type="checkbox"/> IN	<input checked="" type="checkbox"/> OUT				Thermometers provided & accurate
Food Identification .2653						
37	<input checked="" type="checkbox"/> IN	<input checked="" type="checkbox"/> OUT				Food properly labeled: original container
Prevention of Food Contamination .2652, .2653, .2654, .2656, .2657						
38	<input checked="" type="checkbox"/> IN	<input checked="" type="checkbox"/> OUT				Insects & rodents not present; no unauthorized animals
39	<input checked="" type="checkbox"/> IN	<input checked="" type="checkbox"/> OUT				Contamination prevented during food preparation, storage & display
40	<input checked="" type="checkbox"/> IN	<input checked="" type="checkbox"/> OUT				Personal cleanliness
41	<input checked="" type="checkbox"/> IN	<input checked="" type="checkbox"/> OUT				Wiping cloths: properly used & stored
42	<input checked="" type="checkbox"/> IN	<input checked="" type="checkbox"/> OUT	N/A			Washing fruits & vegetables
Proper Use of Utensils .2653, .2654						
43	<input checked="" type="checkbox"/> IN	<input checked="" type="checkbox"/> OUT				In-use utensils: properly stored
44	<input checked="" type="checkbox"/> IN	<input checked="" type="checkbox"/> OUT				Utensils, equipment & linens: properly stored, dried & handled
45	<input checked="" type="checkbox"/> IN	<input checked="" type="checkbox"/> OUT				Single-use & single-service articles: properly stored & used
46	<input checked="" type="checkbox"/> IN	<input checked="" type="checkbox"/> OUT				Gloves used properly
Utensils and Equipment .2653, .2654, .2663						
47	<input checked="" type="checkbox"/> IN	<input checked="" type="checkbox"/> OUT				Equipment, food & non-food contact surfaces approved, cleanable, properly designed, constructed & used
48	<input checked="" type="checkbox"/> IN	<input checked="" type="checkbox"/> OUT				Warewashing facilities: installed, maintained & used; test strips
49	<input checked="" type="checkbox"/> IN	<input checked="" type="checkbox"/> OUT				Non-food contact surfaces clean
Physical Facilities .2654, .2655, .2656						
50	<input checked="" type="checkbox"/> IN	<input checked="" type="checkbox"/> OUT	N/A			Hot & cold water available; adequate pressure
51	<input checked="" type="checkbox"/> IN	<input checked="" type="checkbox"/> OUT				Plumbing installed; proper backflow devices
52	<input checked="" type="checkbox"/> IN	<input checked="" type="checkbox"/> OUT				Sewage & wastewater properly disposed
53	<input checked="" type="checkbox"/> IN	<input checked="" type="checkbox"/> OUT	N/A			Toilet facilities: properly constructed, supplied & cleaned
54	<input checked="" type="checkbox"/> IN	<input checked="" type="checkbox"/> OUT				Garbage & refuse properly disposed; facilities maintained
55	<input checked="" type="checkbox"/> IN	<input checked="" type="checkbox"/> OUT				Physical facilities installed, maintained & clean
56	<input checked="" type="checkbox"/> IN	<input checked="" type="checkbox"/> OUT				Meets ventilation & lighting requirements; designated areas used
TOTAL DEDUCTIONS:						<u>0</u>



Valvoline Instant
Oil Change
4.6/5.0 Star Rating



Bulldog Harley-Davidson



Outlet Center Dr



FRUG

FRUG



Request for Town Council Action

**Consent
Agenda
Item:** Application
for
Temporary
Use Permit
Date: 04/01/2025

Subject: Bulldog Harley-Davidson
Department: Planning Department
Presented by: Planning Director – Stephen Wensman
Presentation: Consent Agenda Item

Issue Statement

The Council is being asked to allow Bulldog Harley-Davidson to hold Bike Night on April 10, 2025.

Financial Impact

N/A

Action Needed Council approval of the Temporary Use Permit Application

Recommendation Staff recommends approval of the Temporary Use Permit Application

Approved: Town Manager Town Attorney

Attachments:

1. Staff Report
2. Temporary Use Permit Application
3. Food Truck Information
4. Event Map



Staff Report

**Consent
Agenda
Item:** **Application
for
Temporary
Use Permit**

Bulldog Harley-Davidson is requesting to hold Bike Night Event at 1043 Outlet Center Drive on April 10, 2025. This event will run from 5:00 pm-8:00 pm and it will have amplified sound during that same time. Flipping Wings food truck will be on-site selling food.



Temporary Use Permit Application

Completed applications must be submitted at least 6 weeks prior to the event by emailing Julie Edmonds at julie.edmonds@smithfield-nc.com or by dropping them off in the Town of Smithfield Planning Department. All applicants should read the following pages before completing all sections required. Incomplete applications may increase the permit processing time. All required information must be submitted along with this application in order for it to be processed. If a person other than the property owner signs this application, a notarized written authorization from the property owner must be attached.

TYPES OF TEMP USE OR EVENT

- Special Event
- Town recognized event _____
- Over 100 people in attendance
- Live Band or Amplified Sound _____
- Requires closure or blockage of Town Street
- Involves Food Trucks
- Requires Security (potential safety, security concerns)
- Involves structures larger than 200 square feet and canopies larger than 400 square
- Involves Town Park property (Call 919-934-2148)
- Involves Fireworks (Contact Smithfield Fire Department 919-934-2468)

OTHER TEMP USES

- Modular Office Units
- Emergency, construction and repair residence
- Temporary storage facility (portable storage unit)
- Sale of agricultural products grown off-site
- Sale of Fireworks
- Other (please describe) _____

Bike Night	1043 Outlet Center Dr Smithfield, NC 27577
Name of Event _____	Location of Event/Use (exact street address) _____

APPLICANT:

Name Michelle Winn

Address 1043 Outlet Center Dr

Phone number 919-938-1592

Email address Michelle@bulldogharleydavidson.com

Event date 4/10/25

PROPERTY OWNER:

Name Carson Baker

Address 1508 Hope Mills Rd, Fayetteville, NC 28304

Phone number 9107348504

Email address Carson@bulldogharleydavidson.com

Event start and end time 5-8pm

Event set up and clean up time 4-8:30

Sound Amplification Type Speaker

Sound Amplification Start and End Times 5-8pm

Will alcohol be sold or served? Y or N
 (If yes, please supply an ABC Permit)

Will food or goods be sold? Y or N

Food Trucks (if applicable) 1 (Each Food Truck Requires Certificate of Inspections by Johnston County)

Flipping Wings

Environmental Health Department, Proof of Insurance, A Copy of the Vehicle or Trailer Registration and/or ABC Permit, if applicable and must be submitted with this application).

Security agency name & phone, if applicable: N/A
 (If using Smithfield Police, applicant must contact the PD to schedule security.)

Will any town property be used (i.e., streets, parks, greenways)? No

If any town streets require closure, please list all street names. N/A

Are event trash cans needed? Y or N How many? N

Please provide a detailed description of the proposed temporary use or special event:

We will have a Band, food truck,

Temporary Use Submittal Checklist:

- 1. Completed Temporary Use Permit application
- 2. Other documentations deemed necessary by the administrator
- 3. Application fee - \$100
- 4. Site plan, if required by the administrator

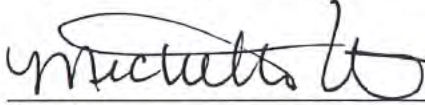
Method of Payment Cash _____ Check# _____ Credit Card _____ Amount \$ _____

Payment Received By: _____

Date: _____

CERTIFICATION OF APPLICANT AND/OR PROPERTY OWNER

I hereby certify that the information contained in this application is true to the best of my knowledge and I further certify that this event/use will be conducted per all applicable local laws. I certify that I have received the attached information concerning the regulations for temporary uses. If an event, I certify that I have notified all adjoining property owners of the planned event.

<u>Michelle Winn</u>		<u>3/11/25</u>
Applicant's Name (Print)	Signature	Date

Town Planning Director Signature: <u>Stephen Winn</u>	Date: <u>3-24-25</u>
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OWNERS AUTHORIZATION

I hereby give CONSENT to Bulldog HD (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.

Property Owners Name (print) CFB Powersports, LLC
Address 1043 Outlet Center Dr Zip 27577
Phone Number 919-938-1592 Email carson@bulldoghartsleydavidson.com
Signature: [Signature] Date: _____

OWNER'S CONSENT FORM

Name of Event: Bike Night Submittal Date: 3/12/25

OWNERS AUTHORIZATION

I hereby give CONSENT to Bulldog HD (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] Signature of Owner
Carson Baker Print Name
3/12/25 Date

Food Establishment Inspection Report

Score: 97.5

Establishment Name: FLIPPIN' WINGS

Establishment ID: 4051011551

Location Address: 11466 US BUS 70W

City: CLAYTON State: North Carolina

Zip: 27520 County: 51 Johnston

Permittee: FLIPPIN WINGS LLC

Telephone: (919) 879-8293

Inspection Re-Inspection Educational Visit

Wastewater System:

Municipal/Community On-Site System

Water Supply:

Municipal/Community On-Site Supply

Date: 02/06/2025

Status Code: A

Time In: 2:45 PM

Time Out: 4:00 PM

Category#: III

FDA Establishment Type: _____

No. of Risk Factor/Intervention Violations: 1

No. of Repeat Risk Factor/Intervention Violations: 1

Foodborne Illness Risk Factors and Public Health Interventions					
Risk factors: Contributing factors that increase the chance of developing foodborne illness.					
Public Health Interventions: Control measures to prevent foodborne illness or injury					
Compliance Status		OUT	CDI	R	VR
Supervision .2652					
1	<input checked="" type="checkbox"/> OUT <input type="checkbox"/> NA	PIC Present, demonstrates knowledge & performs duties	1	0	
2	<input checked="" type="checkbox"/> OUT <input type="checkbox"/> NA	Certified Food Protection Manager	1	0	X
Employee Health .2652					
3	<input checked="" type="checkbox"/> OUT	Management, food & conditional employee; knowledge, responsibilities & reporting	2	1	0
4	<input checked="" type="checkbox"/> OUT	Proper use of reporting, restriction & exclusion	3	1.5	0
5	<input checked="" type="checkbox"/> OUT	Procedures for responding to vomiting & diarrheal events	1	0.5	0
Good Hygienic Practices .2652, .2653					
6	<input checked="" type="checkbox"/> OUT	Proper eating, tasting, drinking or tobacco use	1	0.5	0
7	<input checked="" type="checkbox"/> OUT	No discharge from eyes, nose, and mouth	1	0.5	0
Preventing Contamination by Hands .2652, .2653, .2655, .2656					
8	<input checked="" type="checkbox"/> OUT	Hands clean & properly washed	4	2	0
9	<input checked="" type="checkbox"/> OUT <input type="checkbox"/> NA <input type="checkbox"/> NO	No bare hand contact with RTE foods or pre-approved alternate procedure properly followed	1	2	0
10	<input checked="" type="checkbox"/> OUT <input type="checkbox"/> NA	Handwashing sinks supplied & accessible	2	1	0
Approved Source .2653, .2655					
11	<input checked="" type="checkbox"/> OUT	Food obtained from approved source	2	1	0
12	<input checked="" type="checkbox"/> OUT	Food received at proper temperature	2	1	0
13	<input checked="" type="checkbox"/> OUT	Food in good condition, safe & undiluted	1	1	0
14	<input checked="" type="checkbox"/> OUT	Required records available, shellstock tags, parasite destruction	1	1	0
Protection from Contamination .2653, .2654					
15	<input checked="" type="checkbox"/> OUT <input type="checkbox"/> NA <input type="checkbox"/> NO	Food separated & protected	3	1.5	0
16	<input checked="" type="checkbox"/> OUT	Food-contact surfaces: cleaned & sanitized	3	1.5	0
17	<input checked="" type="checkbox"/> OUT	Proper disposition of returned, previously served, reconditioned & unsafe food	2	1	0
Potentially Hazardous Food Time/Temperature .2653					
18	<input checked="" type="checkbox"/> OUT <input type="checkbox"/> NA <input type="checkbox"/> NO	Proper cooking time & temperatures	3	1.5	0
19	<input checked="" type="checkbox"/> OUT <input type="checkbox"/> NA <input type="checkbox"/> NO	Proper reheating procedures for hot holding	3	1.5	0
20	<input checked="" type="checkbox"/> OUT <input type="checkbox"/> NA <input type="checkbox"/> NO	Proper cooling time & temperatures	3	1.5	0
21	<input checked="" type="checkbox"/> OUT <input type="checkbox"/> NA <input type="checkbox"/> NO	Proper hot holding temperatures	3	1.5	0
22	<input checked="" type="checkbox"/> OUT <input type="checkbox"/> NA <input type="checkbox"/> NO	Proper cold holding temperatures	3	1.5	0
23	<input checked="" type="checkbox"/> OUT <input type="checkbox"/> NA <input type="checkbox"/> NO	Proper date marking & disposition	3	1.5	0
24	<input checked="" type="checkbox"/> OUT <input type="checkbox"/> NA <input type="checkbox"/> NO	Time as a Public Health Control, procedures & records	3	1.5	0
Consumer Advisory .2653					
25	<input checked="" type="checkbox"/> OUT	Consumer advisory provided for raw/undercooked foods	1	0.5	0
Highly Susceptible Populations .2653					
26	<input checked="" type="checkbox"/> OUT	Pasteurized foods used; prohibited foods not offered	3	1.5	0
Chemicals .2653, .2657					
27	<input checked="" type="checkbox"/> OUT	Food additives: approved & properly used	1	0.5	0
28	<input checked="" type="checkbox"/> OUT	Toxic substances properly identified stored & used	2	1	0
Conformance with Approved Procedures .2653, .2654, .2658					
29	<input checked="" type="checkbox"/> OUT	Compliance with variance, specialized process, reduced oxygen packaging criteria or HACCP plan	2	1	0

Good Retail Practices					
Good Retail Practices: Preventive measures to control the addition of pathogens, chemicals and physical objects into foods					
Compliance Status		OUT	CDI	R	VR
Safe Food and Water .2653, .2655, .2658					
30	<input checked="" type="checkbox"/> OUT <input type="checkbox"/> NA	Pasteurized eggs used where required	1	0.5	0
31	<input checked="" type="checkbox"/> OUT	Water and ice from approved source	2	1	0
32	<input checked="" type="checkbox"/> OUT	Variance obtained for specialized processing methods	1	1	0
Food Temperature Control .2652, .2654					
33	<input checked="" type="checkbox"/> OUT	Proper cooling methods used, adequate equipment for temperature control	1	0.5	0
34	<input checked="" type="checkbox"/> OUT <input type="checkbox"/> NA <input type="checkbox"/> NO	Plant food properly cooked for hot holding	1	0.5	0
35	<input checked="" type="checkbox"/> OUT <input type="checkbox"/> NA <input type="checkbox"/> NO	Approved thawing methods used	1	0.5	0
36	<input checked="" type="checkbox"/> OUT	Thermometers provided & accurate	1	0.5	0
Food Identification .2653					
37	<input checked="" type="checkbox"/> OUT	Food properly labeled: original container	2	1	0
Prevention of Food Contamination .2652, .2653, .2655, .2656, .2657					
38	<input checked="" type="checkbox"/> OUT	Insects & rodents not present; no unauthorized animals	2	1	0
39	<input checked="" type="checkbox"/> OUT	Contamination prevented during food preparation, storage & display	2	1	0
40	<input checked="" type="checkbox"/> OUT	Personal cleanliness	1	0.5	0
41	<input checked="" type="checkbox"/> OUT	Wiping cloths: properly used & stored	1	0.5	X
42	<input checked="" type="checkbox"/> OUT <input type="checkbox"/> NA	Washing fruits & vegetables	1	0.5	0
Proper Use of Utensils .2653, .2654					
43	<input checked="" type="checkbox"/> OUT	In-use utensils: properly stored	1	0.5	0
44	<input checked="" type="checkbox"/> OUT	Utensils, equipment & linens: properly stored, cleaned & handled	1	0.5	0
45	<input checked="" type="checkbox"/> OUT	Single-use & single-service articles: properly stored & used	1	0.5	0
46	<input checked="" type="checkbox"/> OUT	Gloves used properly	1	0.5	0
Utensils and Equipment .2653, .2654, .2662					
47	<input checked="" type="checkbox"/> OUT	Equipment, food & non-food contact surfaces: approved, cleanable, properly designed, constructed & used	1	0.5	0
48	<input checked="" type="checkbox"/> OUT	Warewashing facilities: installed, maintained & used; test strips	1	0.5	0
49	<input checked="" type="checkbox"/> OUT	Non-food contact surfaces clean	1	0.5	0
Physical Facilities .2654, .2655, .2656					
50	<input checked="" type="checkbox"/> OUT <input type="checkbox"/> NA	Hot & cold water available; adequate pressure	1	0.5	0
51	<input checked="" type="checkbox"/> OUT	Plumbing installed: proper backflow devices	2	1	0
52	<input checked="" type="checkbox"/> OUT	Sewage & wastewater properly disposed	2	1	0
53	<input checked="" type="checkbox"/> OUT <input type="checkbox"/> NA	Toilet facilities: properly constructed, supplied & cleaned	1	0.5	0
54	<input checked="" type="checkbox"/> OUT	Garbage & refuse properly disposed; facilities maintained	1	0.5	0
55	<input checked="" type="checkbox"/> OUT	Physical facilities installed, maintained & clean	1	0.5	0
56	<input checked="" type="checkbox"/> OUT	Meets ventilation & lighting requirements; designated areas used	1	0.5	0
TOTAL REDUCTIONS:		2.5			

Comment Addendum to Inspection Report

Establishment Name: FLIPPIN' WINGS

Establishment ID: 4051011551

Date: 02/06/2025 Time In: 2:45 PM Time Out: 4:00 PM

Observations and Corrective Actions

Violations cited in this report must be corrected within the time frames below, or as stated in sections 8-405.11 of the food code.

- 2 2-102.12 (A) Certified Food Protection Manager (C) While the food service is in operation, there should be a manager on duty that is certified in food safety. There was not a food safety certified manager on duty at the time of inspection.
- 41 3-304.14 Wiping Cloths, Use Limitations (C) There was not a properly mixed sanitizer solution at the start of the inspection for the purpose of holding wiping cloths. Always make a sanitizer solution in the bucket at 200ppm when using quat ammonia. Keep wiping cloths stored in this bucket between uses.
- 49 4-601.11 (B) and (C) Equipment, Food-Contact Surfaces, Nonfood Contact Surfaces, and Utensils (C) Food spills, debris and build up on equipment. Clean the inside and outside of all coolers and freezers. Clean the fryers and prep stations.
- At the end of the night, the employees are leaving dirty dish water in the dish sink, food containers with cut potatoes in them at the prep sink and not cleaning equipment. All areas of the kitchen need to be cleaned after a days use. Empty and clean the dish sink, make sure all containers are cleaned and prep area cleaned as well.
- 56 6-501.12 Cleaning, Frequency and Restrictions (C) The floors in the kitchen need to be cleaned to remove the grease build up. Clean the floors around and below the fryers to remove a heavy grease build up.

Valvoline Instant
Oil Change
4.6/5.0 Star Rating



Bulldog Harley-Davidson



Outlet Center Dr



FRUG

FRUG



Request for Town Council Action

Consent
Agenda
Item: Application
for
Temporary
Use Permit
Date: 04/01/2025

Subject: Harbor Inc.
Department: Planning Department
Presented by: Planning Director – Stephen Wensman
Presentation: Consent Agenda Item

Issue Statement

The Council is being asked to allow Harbor, Inc. to hold a silent walk on April 16, 2025.

Financial Impact

N/A

Action Needed Council approval of the Temporary Use Permit Application

Recommendation Staff recommends approval of the Temporary Use Permit Application

Approved: Town Manager Town Attorney

Attachments:

1. Staff Report
2. Temporary Use Permit Application
3. Email from County Manager



Staff Report

**Consent
Agenda
Item:** **Application
for
Temporary
Use Permit**

Harbor, Inc. is requesting to have a walk on April 16, 2025 from 12:30-1:30pm to bring awareness to sexual assault within the community and share their services to the participants. This walk will take place on and around the courthouse steps. Amplified sound will be used 1:15 pm to 1:30 pm. Rick Hester has given permission on behalf of the County for the Courthouse steps to be used.



Temporary Use Permit Application

Completed applications must be submitted at least 6 weeks prior to the event by emailing Julie Edmonds at julie.edmonds@smithfield-nc.com or by dropping them off in the Town of Smithfield Planning Department. All applicants should read the following pages before completing all sections required. Incomplete applications may increase the permit processing time. All required information must be submitted along with this application in order for it to be processed. If a person other than the property owner signs this application, a notarized written authorization from the property owner must be attached.

TYPES OF TEMP USE OR EVENT

- Special Event
- Town recognized event _____
 - Over 100 people in attendance
 - Live Band or Amplified Sound _____
 - Requires closure or blockage of Town Street
 - Involves Food Trucks
 - Requires Security (potential safety, security concerns)
 - Involves structures larger than 200 square feet and canopies larger than 400 square
 - Involves Town Park property (Call 919-934-2148)
 - Involves Fireworks (Contact Smithfield Fire Department 919-934-2468)

OTHER TEMP USES

- Modular Office Units
- Emergency, construction and repair residence
- Temporary storage facility (portable storage unit)
- Sale of agricultural products grown off-site
- Sale of Fireworks
- Other (please describe) _____

Harbor SA Walk & Awareness Event	207 East Johnston Street Smithfield NC
Name of Event _____	Location of Event/Use (exact street address) _____

APPLICANT:

Name Katrusia Johnson

Address 110 Skyland Drive Smithfield, NC

Phone number 919-631.7318

Email address kjohnson@harborshelter.org

Event date 4/16/2025

PROPERTY OWNER:

Name Rick Hester

Address 207 East Johnston Street Smithfield, NC

Phone number 919-209-5400

Email address rick.hester@johnstonnc.gov

Will alcohol be sold or served? Y or ~~N~~
(If yes, please supply an ABC Permit)

Will food or goods be sold? Y or ~~N~~

Event start and end time 12:30pm

Event set up and clean up time 2pm

Sound Amplification Type Microphone

Sound Amplification Start and End Times 1:15-1:30

Food Trucks (if applicable) 0 **(Each Food Truck Requires Certificate of Inspections by Johnston County)**

Environmental Health Department, Proof of Insurance, A Copy of the Vehicle or Trailer Registration and/or ABC Permit, if applicable and must be submitted with this application).

Security agency name & phone, if applicable: _____
(If using Smithfield Police, applicant must contact the PD to schedule security.)

Will any town property be used (i.e., streets, parks, greenways)? Sidewalks
 If any town streets require closure, please list all street names. N/A
 Are event trash cans needed? Y or N How many? N

Please provide a detailed description of the proposed temporary use or special event:

Harbor would like to facilitate a walk around the courthouse to bring awareness
to sexual assault within our community. We will walk the full block and then end up on the front
steps to share with participants the services that we provide.

Temporary Use Submittal Checklist:

1. Completed Temporary Use Permit application
2. Other documentations deemed necessary by the administrator
3. Application fee - \$100
4. Site plan, if required by the administrator

Method of Payment Cash _____ Check# _____ Credit Card _____ Amount \$ _____

Payment Received By: _____

Date: _____

CERTIFICATION OF APPLICANT AND/OR PROPERTY OWNER

I hereby certify that the information contained in this application is true to the best of my knowledge and I further certify that this event/use will be conducted per all applicable local laws. I certify that I have received the attached information concerning the regulations for temporary uses. If an event, I certify that I have notified all adjoining property owners of the planned event.

Katrusia Johnson *Katrusia Johnson* 3-3-2025
 Applicant's Name (Print) Signature Date

Town Planning Director Signature: *[Signature]* Date: 3/7/25



Re: Harbor Inc Request

From Rick Hester <rick.hester@johnstonnc.gov>
Date Mon 2/24/2025 12:01 PM
To Katrusia Johnson <kjohnson@harborshelter.org>
Cc rick.hester@johnstonnc.com <rick.hester@johnstonnc.com>



Good morning, Kay.

That is certainly fine with the County. I've copied Daniel Clifton on this email. Also, I will send notification to court officials as well.

Take care,

Rick



Rick Hester

County Manager

919-989-5100 | www.johnstonnc.gov

Public Records Law / Confidentiality Notice: Email correspondence to and from this address is subject to the North Carolina Public Records Law and, subject to certain statutory exceptions, may be disclosed to third parties. This email (including any attachments) may contain confidential, proprietary, or privileged information. Any unauthorized disclosure, dissemination, distribution, scanning, downloading, saving, copying, or other use of this email is strictly prohibited. If you receive this email in error, please notify the sender and delete all records of this email from your system.

On Mon, Feb 24, 2025 at 11:56 AM Katrusia Johnson <kjohnson@harborshelter.org> wrote:
Good morning, Rick. Hope that you are doing well.

Harbor is in the process of preparing for Sexual Assault Awareness Month in April.

We would like to facilitate a silent walk around the courthouse on April 16th from 12:30-1:30, which will begin and conclude on the front steps of the courthouse (facing Market Street). We will also take the time to share the services that we provide.

I know that we have to request a temporary special usage permit from the Town. However, I would like to receive permission from you first before we submit the application.

Again, all activities will take place outside of the courthouse on the front steps.

Thank you in advance for your consideration in this matter.

Kay

Respectfully,
Katusia "Kay" Johnson
Executive Director
Harbor, Inc.
[110 Skyland Drive](#)
Post Office Box 1903
Smithfield, North Carolina 27577
Office: [919.938.3566](tel:919.938.3566)



This e-mail and any attached documents contain confidential information belonging to the sending entity, Harbor Inc., and is intended only for the use of the individual(s) or entity(s) associated with the recipient addresses listed in the message header. The authorized recipient of this information is prohibited from disclosing this information to any other party. If you are not the intended recipient, you are hereby notified that any disclosure, copying, distribution or action taken in reliance on the contents of the email and/or attachments is strictly prohibited. If you received this e-mail transmission in error, please notify the sender immediately to arrange for return or destruction of this information by calling the office at 919.938.3566.



Request for Town Council Action

**Consent
Agenda
Item:** Application
for
Temporary
Use Permit
Date: 04/01/2025

Subject: Bulldog Harley-Davidson
Department: Planning Department
Presented by: Planning Director – Stephen Wensman
Presentation: Consent Agenda Item

Issue Statement

The Council is being asked to allow Bulldog Harley-Davidson to hold Hop into Bulldog Event on April 19, 2025.

Financial Impact

N/A

Action Needed Council approval of the Temporary Use Permit Application

Recommendation Staff recommends approval of the Temporary Use Permit Application

Approved: Town Manager Town Attorney

Attachments:

1. Staff Report
2. Temporary Use Permit Application
3. Event Map



Staff Report

**Consent
Agenda
Item:** **Application
for
Temporary
Use Permit**

Bulldog Harley-Davidson is requesting to hold Hop into Bulldog Event at 1043 Outlet Center Drive on April 19, 2025. This event will run from 11:00 am-4:00 pm and it will have amplified sound between 12:00 pm and 3:00 pm. Fairytales Concessions donut truck will be on-site selling food. Due to the nature of their product, they don't require a certificate of inspections from Johnston County. Two beers will be given away to customers 21 and older.



Temporary Use Permit Application

Completed applications must be submitted at least 6 weeks prior to the event by emailing Julie Edmonds at julie.edmonds@smithfield-nc.com or by dropping them off in the Town of Smithfield Planning Department. All applicants should read the following pages before completing all sections required. Incomplete applications may increase the permit processing time. All required information must be submitted along with this application in order for it to be processed. If a person other than the property owner signs this application, a notarized written authorization from the property owner must be attached.

TYPES OF TEMP USE OR EVENT

- Special Event
- Town recognized event _____
 - Over 100 people in attendance
 - Live Band or Amplified Sound _____
 - Requires closure or blockage of Town Street
 - Involves Food Trucks
 - Requires Security (potential safety, security concerns)
 - Involves structures larger than 200 square feet and canopies larger than 400 square
 - Involves Town Park property (Call 919-934-2148)
 - Involves Fireworks (Contact Smithfield Fire Department 919-934-2468)

OTHER TEMP USES

- Modular Office Units
- Emergency, construction and repair residence
- Temporary storage facility (portable storage unit)
- Sale of agricultural products grown off-site
- Sale of Fireworks
- Other (please describe) _____

Hop into Bulldog	1043 Outlet Center Dr Smithfield, NC 27577
Name of Event	Location of Event/Use (exact street address)

APPLICANT:

Name Michelle Winn

Address 1043 Outlet Center Dr

Phone number 919-938-1592

Email address Michelle@bulldogharleydavidson.com

Event date 4/19/25

PROPERTY OWNER:

Name Carson Baker

Address 1508 Hope Mills Rd, Fayetteville, NC 28304

Phone number 9107348504

Email address Carson@bulldogharleydavidson.com

Event start and end time 11am-4pm

Event set up and clean up time 8am-4:30

Sound Amplification Type SPEAKERS

Sound Amplification Start and End Times 12pm - 3pm

Will alcohol be sold or served? Y or N
(If yes, please supply an ABC Permit)

Will food or goods be sold? Y or N

Food Trucks (if applicable) 1 **(Each Food Truck Requires Certificate of Inspections by Johnston County)**

Environmental Health Department, Proof of Insurance, A Copy of the Vehicle or Trailer Registration and/or ABC Permit, if applicable and must be submitted with this application).

Security agency name & phone, if applicable: N/A
(If using Smithfield Police, applicant must contact the PD to schedule security.)



Temporary Use Permit Application

Completed applications must be submitted at least 6 weeks prior to the event by emailing Julie Edmonds at jedmonds@smithfieldvt.com or calling her at 802-253-2111. Applications should be turned in at the Town of Smithfield Planning Department. All applicants should read the Temporary Use Permit Application and Regulations.

Will any town property be used (i.e., streets, parks, greenways)? No

If any town streets require closure, please list all street names. N/A

Are event trash cans needed? Y or N How many? N

Please provide a detailed description of the proposed temporary use or special event:

We will have a food truck onsite for guests to the dealership
2 beers per person at event

Temporary Use Submittal Checklist:

1. Completed Temporary Use Permit application
2. Other documentations deemed necessary by the administrator
3. Application fee - \$100
4. Site plan, if required by the administrator

Method of Payment Cash _____ Check# _____ Credit Card _____ Amount \$ _____

Payment Received By: _____

Date: _____

CERTIFICATION OF APPLICANT AND/OR PROPERTY OWNER

I hereby certify that the information contained in this application is true to the best of my knowledge and I further certify that this event/use will be conducted per all applicable local laws. I certify that I have received the attached information concerning the regulations for temporary uses. If an event, I certify that I have notified all adjoining property owners of the planned event.

Michelle Winn
Applicant's Name (Print)

Michelle Winn
Signature

3/11/25
Date

Town Planning Director Signature: _____

Heather Winn

Date: 3-24-25

OWNERS AUTHORIZATION

I hereby give CONSENT to Bulldog HD (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.

Property Owners Name (print) CFB Powersports, LLC
Address 1043 Outlet Center Dr Zip 27577
Phone Number 919-938-1592 Email carson@bulldoghobbydavidson.com
Signature: [Signature] Date: 3/12/25

OWNER'S CONSENT FORM

Name of Event: Hop onto Bulldog Submittal Date: 3/12/25

OWNERS AUTHORIZATION

I hereby give CONSENT to Bulldog HD (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.

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[Signature] Signature of Owner
Carson Baker Print Name
3/12/25 Date

Valvoline Instant
Oil Change
4.6/5.0 Star Rating



Bulldog Harley-Davidson



Outlet Center Dr



FRUG

FRUG



Request for Town Council Action

Consent
Agenda
Item: Application
for
Temporary
Use Permit
Date: 3/21/2025

Subject: Inner Shows, Inc.
Department: Planning Department
Presented by: Planning Director – Stephen Wensman
Presentation: Consent Agenda Item

Issue Statement

Inner Shows, Inc. is requesting to hold a Spring Carnival at Carolina Premium Outlets April 25 until May 11, 2025.

Financial Impact

N/A

Action Needed Council approval of the Temporary Use Permit Application

Recommendation Staff recommends approval of the Temporary Use Permit Application

Approved: Town Manager Town Attorney

Attachments:

1. Staff Report
2. Temporary Use Permit Application
3. Insurance Information
4. Event Site Plan



Staff Report

Consent
Agenda
Item: Application
for
Temporary
Use Permit

Inner Shows, Inc. is requesting to hold a Spring Carnival at Carolina Premium Outlets April 25th- May 11th. This event will be held at 1025 Outlet Center Drive. Over 100 people are expected to attend. Food will be sold. Smithfield Police will be contacted by the applicant to provide security.



Town of Smithfield
 Planning Department
 P.O. Box 761 or
 350 East Market Street
 Smithfield, NC 27577

Completed applications should be submitted at least 4 weeks prior to event by emailing Julie Edmonds at julie.edmonds@smithfield-nc.com or by dropping them off in the Town of Smithfield Planning Department. All applicants should read the following pages before completing all sections required. Incomplete applications may increase the permit processing time. All required information must be submitted along with this application in order for it to be processed. If a person other than the property owner signs this application, a notarized written authorization from the property owner must be attached.

Temporary Use Permit Application

TYPES OF TEMP USE OR EVENT

- Special Event
- Town recognized event _____
- Over 100 people in attendance
- Live Band or Amplified Sound _____
- Requires closure or blockage of Town Street
- Involves Food Trucks
- Requires Security (potential safety, security concerns)
- Involves structures larger than 200 square feet and canopies larger than 400 square feet
- Involves Town park property
- Involves Fireworks

OTHER TEMP USES

- Modular Office Units
- Emergency, construction and repair residence
- Temporary storage facility (portable storage unit)
- Sale of agricultural products grown off-site
- Sale of Fireworks
- Other (please describe) _____

Family Days Fun Fest Super Carnival	1025 Outlet Center Drive, Smithfield, NC
Name of Event	Location of Event/Use (exact street address)

Name Inners Shows - Donna Inners Address 4091 Oak Circle , Franklinton, NC 27525

Phone number 919-529-1081 Email address tthiessenn@kevaworks.com

Event date 4/25/25 - 5/11/25 Will alcohol be sold or served? No

Event start time Weekdays 5pm Event end time 11pm

Event set up time 7am 4/21/25 Event cleanup time 7am 5/13/25

Sound amplification hours _____ Will food or goods be sold? Food

Food Trucks if applicable _____ (requires a valid permit from NC Department of Agriculture, a copy of the vehicle or trailer registration and/or ABC Permit, if applicable and must be submitted with this application).

Security agency name & phone, if applicable: Smithfield Police
 (If using Smithfield Police, applicant must contact the PD to schedule security.)

Will any town property be used (i.e., streets, parks, greenways)? No

If any town streets require closure, please list all street names. _____

Are event trash cans needed? _____ How many? _____

Method of Payment: Cash _____ Check# _____ Credit Card _____ Amount \$ _____

Payment received by: _____

CERTIFICATION OF APPLICANT AND/OR PROPERTY OWNER

I hereby certify that the information contained in this application is true to the best of my knowledge and I further certify that this event/use will be conducted per all applicable local laws. I certify that I have received the attached information concerning the regulations for temporary uses. If an event, I certify that I have notified all adjoining property owners of the planned event.

Donna Inners Donna Inners 3/20/25
Applicant's Name (print) Signature Date

Planning Director signature: Stephen Worman Date: 3/21/25

OWNERS AUTHORIZATION

I hereby give CONSENT to Inners Shows (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.

Property owners name (print) Carolina Premium Outlets

Address 1025 Outlet Center Dr. Ste. 905, Smithfield, NC 27577

Phone number 919-989-8453 **Email** jgaspen@simon.com

Signature: DocuSigned by: Julie Gasper **Date:** 03/19/2025 | 06:37 PDT
0F217AD51F76437...

911 Industrial Park Dr., Smithfield, NC – Carolina Premium Outlets



2 - KevaWorks 760-832-8620



Request for Town Council Action

**Consent
Agenda
Item:** Application
for
Temporary
Use Permit
Date: 04/01/2025

Subject: Bulldog Harley-Davidson
Department: Planning Department
Presented by: Planning Director – Stephen Wensman
Presentation: Consent Agenda Item

Issue Statement

The Council is being asked to allow Bulldog Harley-Davidson to hold Hawgs and Dawgs on April 26, 2025.

Financial Impact

N/A

Action Needed Council approval of the Temporary Use Permit Application

Recommendation Staff recommends approval of the Temporary Use Permit Application

Approved: Town Manager Town Attorney

Attachments:

1. Staff Report
2. Temporary Use Permit Application
3. Food Truck Information
4. Event Map



Staff Report

**Consent
Agenda
Item:** **Application
for
Temporary
Use Permit**

Bulldog Harley-Davidson is requesting to hold Hawgs and Dawgs Event at 1043 Outlet Center Drive on April 26, 2025. This event will run from 11:00 am-4:00 pm and it will have amplified sound between 12:00 pm-3:00pm. Carolina Fish Fry food truck will be on-site selling food. Two beers will be given away to customers 21 and older.



Temporary Use Permit Application

Completed applications must be submitted at least 6 weeks prior to the event by emailing Julie Edmonds at julie.edmonds@smithfield-nc.com or by dropping them off in the Town of Smithfield Planning Department. All applicants should read the following pages before completing all sections required. Incomplete applications may increase the permit processing time. All required information must be submitted along with this application in order for it to be processed. If a person other than the property owner signs this application, a notarized written authorization from the property owner must be attached.

TYPES OF TEMP USE OR EVENT

- Special Event
- Town recognized event _____
- Over 100 people in attendance
- Live Band or Amplified Sound _____
- Requires closure or blockage of Town Street
- Involves Food Trucks
- Requires Security (potential safety, security concerns)
- Involves structures larger than 200 square feet and canopies larger than 400 square
- Involves Town Park property (Call 919-934-2148)
- Involves Fireworks (Contact Smithfield Fire Department 919-934-2468)

OTHER TEMP USES

- Modular Office Units
- Emergency, construction and repair residence
- Temporary storage facility (portable storage unit)
- Sale of agricultural products grown off-site
- Sale of Fireworks
- Other (please describe) _____

Hawgs and Dawgs	1043 Outlet Center Dr Smithfield, NC 27577
Name of Event	Location of Event/Use (exact street address)

APPLICANT:

Name Michelle Winn

Address 1043 Outlet Center Dr

Phone number 919-938-1592

Email address Michelle@bulldogharleydavidson.com

Event date 4/26/25

PROPERTY OWNER:

Name Carson Baker

Address 1508 Hope Mills Rd, Fayetteville, NC 28304

Phone number 9107348504

Email address Carson@bulldogharleydavidson.com

Event start and end time 11am-4pm

Event set up and clean up time 8am-4:30

Sound Amplification Type SPEAKER

Sound Amplification Start and End Times 12pm-3pm

Food Trucks (if applicable) 1

Carolina Fish Fry
 (Each Food Truck Requires Certificate of Inspections by Johnston County)

Will alcohol be sold or served? Y or N
(If yes, please supply an ABC Permit)

Will food or goods be sold? Y or N

Environmental Health Department, Proof of Insurance, A Copy of the Vehicle or Trailer Registration and/or ABC Permit, if applicable and must be submitted with this application).

Security agency name & phone, if applicable: N/A
(If using Smithfield Police, applicant must contact the PD to schedule security.)

OWNERS AUTHORIZATION

Will any town property be used (i.e., streets, parks, greenways)? No

If any town streets require closure, please list all street names. N/A

Are event trash cans needed? Y or N How many? N

Please provide a detailed description of the proposed temporary use or special event:

We will have a food truck onsite for guests to the dealership
2 beers per person at event

Temporary Use Submittal Checklist:

- 1. Completed Temporary Use Permit application
- 2. Other documentations deemed necessary by the administrator
- 3. Application fee - \$100
- 4. Site plan, if required by the administrator

Method of Payment Cash Check# _____ Credit Card _____ Amount \$ _____

Payment Received By: _____

Date: _____

CERTIFICATION OF APPLICANT AND/OR PROPERTY OWNER

I hereby certify that the information contained in this application is true to the best of my knowledge and I further certify that this event/use will be conducted per all applicable local laws. I certify that I have received the attached information concerning the regulations for temporary uses. If an event, I certify that I have notified all adjoining property owners of the planned event.

Michelle Winn Michelle Winn 3/11/25
Applicant's Name (Print) Signature Date

Town Planning Director Signature: [Signature] Date: 3-24-25

OWNERS AUTHORIZATION

I hereby give CONSENT to Bulldog HD (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.

Property Owners Name (print) CFB Powersports, LLC
Address 1043 Outlet Center Dr Zip 27577
Phone Number 919-938-1592 Email carson@bulldoghardleydavidson.com
Signature: [Signature] Date: 3/12/25

OWNER'S CONSENT FORM

Name of Event: HAWGS & DAWGS Submittal Date: 3/12/25

OWNERS AUTHORIZATION

I hereby give CONSENT to Bulldog HD (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] Signature of Owner
Carson Baker Print Name
3/12/25 Date

PERMIT TRANSITIONAL PERMIT

WCI D #1061

Date: 10/18/2024

Name of Establishment: Carolina Fish Fry
 Location Address: 1566 Benson Rd
 City: Warner State NC Zip: 27529

Permittee: Stassi Foods LLC
 Manager/Person in Charge: Alexander Karos
 County: Wake

Billing Name: _____
 Billing Address: 1566 Benson Rd
 City: Warner State: NC Zip: 27529

Status Code: M T K
 Establishment ID: _____
 Map #: _____ Parcel ID: _____

Email Address: alexkaros@hotmail.com
 Phone: 843-504-5559 Fax: _____

Lat. _____ Long. _____
 Emergency Phone Number: 843-274-4910

Permission is granted to operate a Mobile Food Unit (MFU) as defined in G.S. 130A-247(1) and 130A-248, Regulation of Food and Lodging Facilities. See permit requirements in Rules. This permit is not transferable and may be revoked for failure to comply with all requirements.

Wastewater System: Municipal/Community On-Site Capacity 0 Category # 0 1 2
 Water Supply: Municipal/Community On-Site 3 4

Pushcart/Mobile Food Unit operating in conjunction with: Carolina Fish Fry 14092019059
 Restaurant or Commissary Name and ID Number

Conditions/Remarks: No major menu or equipment changes without prior approval from Wake County Environmental Health. On days you operate, the MFU must report at least once to the commissary for supplies, cleaning, and servicing. All food must be cut, trimmed, chopped, and prepared for cooking in the commissary then placed in the MFU so it is ready to cook. Canned and bottled beverages only. Store raw meat separate from ground below any fruit, vegetables, or any cooked, or ready to eat foods. Any bulk cooling must be done in the commissary refrigerators. Hot food must be held hot at 135°F or hotter and cold food must be 41°F or colder during transport and service.

ATTACHMENTS

Transitional Permit Conditions

This permit shall expire on N/A and is not renewable. All non-compliant items listed herein and on attached pages (if applicable) must be completed within 90 / 180 days. This establishment must close if all noncompliant items are not corrected by the expiration date.

Received By: [Signature] Manager/Person In Charge

Title: Owner Date: 10/18/2024

Signed: [Signature] Division of Public Health

REHS#: 1134 Date: 10/18/2024

Purpose: General Statute 130A-248(b) states "No establishment shall commence or continue operation without a permit or transitional permit issued by the Department. The permit or transitional permit shall be issued to the owner or operator of the establishment and shall not be transferable. If the establishment is leased, the permit or transitional permit shall be issued to the lessee and shall not be transferable. If the location of an establishment changes, a new permit shall be obtained for the establishment. A permit shall be issued only when the establishment satisfies all of the requirements of the rules. The Commission shall adopt rules establishing the requirements that must be met before a transitional permit may be issued, and the period for which a transitional permit may be issued. The Department may also impose conditions on the issuance of a permit or transitional permit in accordance with rules adopted by the Commission. A permit or transitional permit shall be immediately revoked in accordance with G.S. 130A-23(d) for failure of the establishment to maintain a minimum grade of C. A permit or transitional permit may otherwise be suspended or revoked in accordance with G.S. 130A-23." Preparation: Local environmental health specialists shall issue a permit every time a change in permit status is indicated. Prepare an original and one copy for: 1. Original to be left with the owner or operator. 2. Copy for the local health department. Disposition: Please refer to Records Retention and Disposition Schedule 8.B.6., for County/District Health Departments which is published by the North Carolina Division of Archives & History. Additional forms may be ordered from: Environmental Health Section, 1632 Mail Service Center, Raleigh, NC 27699-1632, (Courier 52-01-00)



Valvoline Instant
Oil Change
4.6/5.0 Star Rating



Bulldog Harley-Davidson



Outlet Center Dr



FRUG

FRUG



Request for Town Council Action

Consent Agenda Item:	Personnel Promotion
Date:	04/01/2025

Subject: Promotion
Department: Public Works - Sanitation
Presented by: Public Works Director – Lawrence Davis
Presentation: Consent Agenda Item

Issue Statement

Staff is requesting to promote an internal candidate from the position of Sanitation Worker to Sanitation Equipment Operator.

Financial Impact

The employee will receive the approved rate of pay (according to the approved Salary Schedule) for the position of Sanitation Equipment Operator. The pay increase will be covered by the current budget. The salary increase is \$3.90/hour.

Action Needed

Approve the promotion – effective 04/07/2025

Recommendation

Approve the promotion.

Approved: Town Manager Town Attorney

Attachments:

1. Staff Report



STAFF REPORT

Consent
Agenda
Item: Personnel
Promotion

The Sanitation Department is requesting to promote a Sanitation Worker to Sanitation Equipment Operator. The employee has met all the requirements for this position including receiving a Class B License from the State of North Carolina. Management is requesting Council approval for this employee promotion.



Request for Town Council Action

Consent	Career
Agenda	Ladder
Item:	Promotion
Date:	04/01/2025

Subject: Career Ladder Promotion
Department: Public Utilities – Water Plant
Presented by: Public Utilities Director – Ted Credle
Presentation: Consent Agenda Item

Issue Statement

Approval of a career ladder promotion for an employee at the Water Plant. This promotion will advance this employee from a Water Plant Operator I to a Water Plant Operator II.

Financial Impact

The funds for this career ladder advancement were included into the approved and adopted FY 2024 - FY 2025 budget. The employee will go from (\$20.29/hr. to \$24.28/hr.) for a total impact of \$1,915.20

Action Needed

Approve the career ladder promotion for the employee at the water treatment plant effective April 7, 2025

Recommendation

Staff recommends approval of the promotion

Approved: Town Manager Town Attorney

Attachments:

1. Staff Report
2. Employee Certification
3. Approved Career Ladder



Staff Report

Consent Career
Agenda Ladder
Item: Promotion

In keeping with stated Town goals of retaining highly qualified employees, in 2016 the Town Council approved a career ladder within the Water Plant for employees to advance their career and become a more highly valued employee.

The employee attended training in September of 2024. By State law, he took his certification test at least 30 days after the training school was completed. This employee obtained his certification in February 2025. This career ladder increase will promote the employee from Water Plant Operator I to Water Plant Operator II. The increase in pay will be effective April 7, 2025.

**

*The North Carolina Water Treatment Facility Operators
Board of Certification*

hereby certifies that

Having given satisfactory evidence of the necessary qualifications required by Chapter 90A of the General Statutes of North Carolina, is hereby authorized to practice as a grade "B-Surface"

Water Treatment Facility Operator

in the State of North Carolina

IN TESTIMONY WHEREOF: THE BOARD OF CERTIFICATION ISSUES
THIS CERTIFICATE UNDER THE SEAL OF THE BOARD AND SIGNATURE
OF THE CHAIRMAN EFFECTIVE THE 27TH DAY OF FEBRUARY, 2025.
THIS CERTIFICATION SUBJECT TO ANNUAL RENEWAL PROCEDURES.



JONATHAN PONS CHAIRMAN

CERTIFICATE NO. 230441



WATER TREATMENT PLANT CAREER LADDER

TITLE	PAY GRADE	EXPERIENCE/QUALIFICATION
Water Plant Trainee	Pay Grade 701	Beginner
Water Plant Operator I	Pay Grade 703	"C" Certification & 6 months
Water Plant Operator II	Pay Grade 706	"B" Certification & 18 months
Water Plant Operator III	Pay Grade 706	"A" Certification & 30 months
Water Plant Mechanic/Operator	Pay Grade 706	(As Vacancies arise)
Chief Water Plant Operator	Pay Grade 714	(As Vacancies arise)
Water Plant Chemist	Pay Grade 712	(As Vacancies arise)
Water Plant Supervisor	Pay Grade 717	(As Vacancies arise)

EXPLANATION OF ELIGIBILITY FOR CAREER LADDER POSITIONS:

Water Plant Trainee: is the title given to a worker who is coming on board with little, or no, experience. This is granted to someone looking to begin their career in the Water Plant Division. This individual will have no certification and 0-12 months' experience. This title has been given the pay grade of 701.

Water Plant Operator I: is the title given to a worker who has obtained the first level of certification, the completion of "Operator C" licensure. This certification will only be granted by the State of North Carolina after the candidate has a minimum of 6 months of work experience, has attended the appropriate training class, and has successfully passed the required, written exam. This title has been given the pay grade of 703.

Water Plant Operator II: is the title given to a worker who has obtained the second level of certification, the completion of "Operator B" licensure. This certification will only be granted by the State of North Carolina after the candidate has obtained the "Operator C" licensure, has a minimum of 18 months of work experience, has attended the appropriate training class, and has successfully passed the written exam. This title has been given the pay grade of 706.

Water Plant Operator III: is the title given to a worker who has obtained the third level of certification, the completion of "Operator A" licensure. This certification will only be granted by the State of North Carolina after the candidate has obtained the "Operator B" licensure, has a minimum of 30 months of work experience, has attended the appropriate training class, and has successfully passed the written exam. This title has been given the pay grade of 706.



Request for Town Council Action

Consent	Career
Agenda	Ladder
Item:	Promotion
Date:	04/01/2025

Subject: Career Ladder Promotion
Department: Public Utilities – Water Plant
Presented by: Public Utilities Director – Ted Credle
Presentation: Consent Agenda Item

Issue Statement

Approval of a career ladder promotion for an employee at the Water Plant. This promotion will advance this employee from a Water Plant Operator I to a Water Plant Operator II.

Financial Impact

The funds for this career ladder advancement were included into the approved and adopted FY 2024 - FY 2025 budget. The employee will go from (\$20.64/hr. to \$24.28/hr.) for a total impact of \$1,747.20

Action Needed

Approve the career ladder promotion for the employee at the water treatment plant effective April 7, 2025

Recommendation

Staff recommends approval of the promotion

Approved: Town Manager Town Attorney

Attachments:

1. Staff Report
2. Employee Certification
3. Approved Career Ladder



Staff Report

Consent Career
Agenda Ladder
Item: Promotion

In keeping with stated Town goals of retaining highly qualified employees, in 2016 the Town Council approved a career ladder within the Water Plant for employees to advance their career and become a more highly valued employee.

The employee attended training in September of 2024. By State law, he took his certification test at least 30 days after the training school was completed. This employee obtained his certification in February 2025. This career ladder increase will promote the employee from Water Plant Operator I to Water Plant Operator II.

**

*The North Carolina Water Treatment Facility Operators
Board of Certification*

hereby certifies that

Having given satisfactory evidence of the necessary qualifications required by Chapter 90A of the General Statutes of North Carolina, Is hereby authorized to

practise as a grade

"B- urface"

Water Treatment Facility Operator

in the State of North Carolina



IN TESTIMONY WHEREOF: THE BOARD OF CERTIFICATION ISSUES
THIS CERTIFICATE UNDER THE SEAL OF THE BOARD AND SIGNATURE
OF THE CHAIRMAN EFFECTIVE THE 27TH DAY OF FEBRUARY, 2025.
THIS CERTIFICATION SUBJECT TO ANNUAL RENEWAL PROCEDURES.

JONATHAN PONS CHAIRMAN

CERTIFICATE NO. 180484



WATER TREATMENT PLANT CAREER LADDER

TITLE	PAY GRADE	EXPERIENCE/QUALIFICATION
Water Plant Trainee	Pay Grade 701	Beginner
Water Plant Operator I	Pay Grade 703	"C" Certification & 6 months
Water Plant Operator II	Pay Grade 706	"B" Certification & 18 months
Water Plant Operator III	Pay Grade 706	"A" Certification & 30 months
Water Plant Mechanic/Operator	Pay Grade 706	(As Vacancies arise)
Chief Water Plant Operator	Pay Grade 714	(As Vacancies arise)
Water Plant Chemist	Pay Grade 712	(As Vacancies arise)
Water Plant Supervisor	Pay Grade 717	(As Vacancies arise)

EXPLANATION OF ELIGIBILITY FOR CAREER LADDER POSITIONS:

Water Plant Trainee: is the title given to a worker who is coming on board with little, or no, experience. This is granted to someone looking to begin their career in the Water Plant Division. This individual will have no certification and 0-12 months' experience. This title has been given the pay grade of 701.

Water Plant Operator I: is the title given to a worker who has obtained the first level of certification, the completion of "Operator C" licensure. This certification will only be granted by the State of North Carolina after the candidate has a minimum of 6 months of work experience, has attended the appropriate training class, and has successfully passed the required, written exam. This title has been given the pay grade of 703.

Water Plant Operator II: is the title given to a worker who has obtained the second level of certification, the completion of "Operator B" licensure. This certification will only be granted by the State of North Carolina after the candidate has obtained the "Operator C" licensure, has a minimum of 18 months of work experience, has attended the appropriate training class, and has successfully passed the written exam. This title has been given the pay grade of 706.

Water Plant Operator III: is the title given to a worker who has obtained the third level of certification, the completion of "Operator A" licensure. This certification will only be granted by the State of North Carolina after the candidate has obtained the "Operator B" licensure, has a minimum of 30 months of work experience, has attended the appropriate training class, and has successfully passed the written exam. This title has been given the pay grade of 706.



Request for Town Council Action

Consent
Agenda
Item: Budget
Amendment
Date: 04/01/2025

Subject: Budget Amendment
Department: Finance Department
Presented by: Finance Director – Andrew Harris
Presentation: Consent Agenda Item

Issue Statement - Amendments are often required to balance the budget ordinance. An explanation is provided with the proposed budget amendment. All budget changes can be accomplished using dollars received from Sewer Capacity Fees collected from building contractors due to housing growth in the Town. The Town purchased 95,000 gallons per day sewer capacity.

Financial Impact

An increase of revenues over expenditures of \$30,400 in the Water and Sewer Fund. The Town sells the sewer capacity for \$11 per gallon. This will amount to \$1,045,000 in fees collected. The cost of the sewer capacity purchased is \$1,014,600. The fees (\$1,045,000) less cost (\$1,014,600) amounts to \$30,400. The current budgeted amount is \$200,000. Thus, a budget adjustment of \$814,600 is required.

Action Needed

Board approval is required for the budget ordinance amendment.

Recommendation

Staff recommends board approve the attached Budget Amendment

Approved: Town Manager Town Attorney

Attachments

1. Staff Report
2. Budget Amendment for 2024-2025
3. Budget Amendment Attachment A (Water and Sewer Fund)



Staff Report

Consent
Agenda
Item: Budget
Amendment

Budget amendments are often required at year end to balance the budget ordinance due to expenditures not known during the budgeting process. An explanation is provided with the proposed budget amendment. All budget changes are accomplished using additional funding received from Sewer Capacity Fees collected from building contractors due to housing growth in the Town.

No fund balance appropriations were needed.

AMENDMENT TO BUDGET ORDINANCE

TOWN OF SMITHFIELD

BE IT ORDAINED by the Town Council of the Town of Smithfield, North Carolina, that the following amendment is made to the Water and Sewer Fund budget ordinance for the fiscal year ending June 30, 2025:

Section 1: To amend the Water and Sewer Fund, the appropriations and estimated revenues are to be changed as follows:

See Attachment A

The finance office has recognized that the Water and Sewer Distribution Department is requesting \$814,600 to purchase necessary bulk sewer capacity from Johnston County for near term needs (less than a year).

Section 3: Copies of the budget amendment shall be furnished to the Clerk of the Town Council, and to the Budget Officer and the Finance Officer for their direction.

Adopted this 1st day of April 2025 by the Smithfield Town Council.

APPROVED: _____
M. Andy Moore, Mayor

ATTEST: _____
Elaine S. Andrews, Town Clerk

Attachment A

<u>Acct #</u>	<u>Description</u>	<u>Decrease</u>	<u>Increase</u>
Revenues:			
30-71-3500-3525-0020	Sewer Capacity Fee		814,600
Expenditures:			
30-71-7220-5300-4503	County System Development Fee		814,600
Check:			
		<u>Decrease</u>	<u>Increase</u>
Revenues		-	814,600
Expenditures		-	814,600
Totals		-	-
			-

Approved this the 1st day of April, 2025

APPROVED: _____
M. Andy Moore, Mayor

ATTEST: _____
Elaine S. Andrews, Town Clerk



Request for Town Council Action

Consent Agenda Item:
Adoption of Resolution
Date: 04/01/2025

Subject: Resolution for Capital Reserve Fund – General Fund
Department: Finance Department
Presented by: Finance Director – Andrew Harris
Presentation: Consent Agenda Item

Issue Statement

A Resolution **is a formal statement of a governing body's intent that is used to address** a specific matter. Capital Reserve Fund is needed to be established to properly account for various reserves set up for future capital projects, purchases, and improvements for the General Fund.

Financial Impact

N/A

Action Needed

Town Council approval is required for the establishment of a capital reserve fund to properly account for various reserves with the adoption of Resolution No. 770 (09-2025)

Recommendation

Staff recommends approval of Resolution No. 770 (09-2025)

Approved: Town Manager Town Attorney

Attachments:

1. Staff Report
2. Resolution No. 770 (09-2025)



Staff Report

Consent Adoption
Agenda of
Item: Resolution

A Resolution is a formal statement of a governing body's intent that is used to address a specific matter. General statutes require Water and wastewater systems capital project reserve funds. For consistency, the Town will account for all capital reserves (General, Water and Sewer, and Electric) in the same fashion as dictated by the general statutes. This will **allow for proper accounting treatment for "true" capital projects and capital reserves.**

A budget amendment will be required and fund balance appropriation will be needed to account for prior year transfers specifically for project reserves.

Town of Smithfield
Resolution No. 770 (09-2025)
Capital Reserve Fund Resolution

WHEREAS, there is a need in the Town of Smithfield to provide funds for future capital projects, purchases, and improvements related to General Fund and governmental activities,

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BOARD THAT

Section 1. The Governing Board hereby creates a Capital Reserve Fund for the purpose of funding the following capital projects, purchases, and improvements related to General Fund and governmental activities:

Highway 210 Soccer Complex. The new park will be located on Highway 210 West to expand cultural and recreational services to West Smithfield. The total cost is anticipated to be \$7,000,000. Construction is to start approximately during fiscal year 2026-2027 or thereafter. Currently, the Town anticipates funding of 9% from General Fund transfers (\$630,000), 84% from recreation development fees (\$5,870,000), and 7% from PARTF grant proceeds (\$500,000).

The 2024-2025 appropriation from the budget ordinance to the CRF of General Fund transfers for this purpose of \$210,000.

New Fire Engine Purchase. A new Spartan Custom Star Pumper was purchased through Atlantic Coast Fire Trucks to replace the 1992 International fire engine. The need for this apparatus replacement was identified during budget requests for FY24. The need for the new fire engine will provide more safety features to responders and increase the efficiency and effectiveness during emergency operations. The estimated cost of \$900,000 was provided to the Town Council for the replacement apparatus. The Town Council approved this purchase during the budget sessions along with transferring \$300,000 per fiscal year for 3 years into the General Fund Capital Project Fund. In FY24, \$300,000 was transferred into General Fund Capital Project Fund. At the February 6, 2024 Town Council meeting, the Fire Chief presented the quotes and specifications from various vendors to the Town Council. At this meeting, the Town Council approved the purchase from Atlantic Coast Fire Trucks in the amount of \$899,778. In FY26, the remaining amount of \$289,778 should be transferred.

The 2024-2025 appropriation from the budget ordinance to the CRF is \$300,000, comprised of \$230,000 in General Fund transfers and \$70,000 in unallocated funding from the Johnston County Fire Supplement.

Section 2. This CRF shall remain effective until all the above-listed projects, and any projects added in the future, are completed. The CRF may be amended by the governing board as needed to add additional appropriations, modify or eliminate existing capital projects, and / or add new capital projects.

Section 3. This resolution shall become effective and binding upon its adoption.

Adopted this the 1st day of April, 2025

M. Andy Moore, Mayor

ATTEST:

Elaine Andrews, Town Clerk



Request for Town Council Action

Consent
Agenda
Item
Date: 04/01/2025
DSDC Board
Appointment

Subject: Appointment to the Downtown Smithfield Development
Corporation's Board of Directors

Department: General Government

Presented by: Town Manager – Michael Scott

Presentation: Consent Agenda Item

Issue Statement

The DSDC is requesting the Town Council appoint Christopher Lopez to its Board of Directors

Financial Impact

There will be no impact to the budget.

Action Needed

Council approval of the appointment and adoption of Resolution No. 771 (10-2025)

Recommendation

Staff recommends approval of the appointment and adoption of Resolution No. 771 (10-2025)

Approved: Town Manager Town Attorney

Attachments:

1. Staff Report
2. Christopher Lopez – Board Application
3. Resolution No. 771 (10-2025)



Staff Report

Consent DSDC Board
Agenda: Appointment

The Downtown Smithfield Development Corporation's Board of Directors is recommending the appointment of Christopher Lopez to serve on the DSDC Board of Directors.

Pursuant to Article VII "Directors Terms" (see below) of the Downtown Smithfield Development Corporation by-laws, any appointment to the Board must be approved by resolution of the Smithfield Town Council.

Article VII – Directors Terms

Directors shall be elected for a term of three years, beginning with five Directors elected in January 2019 and four Directors elected in January 2020 and 2021. Directors will be elected in the month of January. Directors shall be nominated by the Board of Directors and shall become Directors upon approval by resolution of the Smithfield Town Council. At all times, there shall be at least five (5) Directors that own real property in the Downtown Smithfield Municipal Service District, own a business that leases property within the Downtown Smithfield Municipal Service District, or own an interest in a company that owns real property in the Downtown Smithfield Municipal Service District.



**Downtown Smithfield Development Corporation
Board of Directors Candidate Application**

Name Christopher Lopez

Business

n/a

Business Address

n/a

Email

christopherjameslopez@gmail.com

Cell Phone (919) 324.5054

Business Phone _____

Home Phone _____

Home Address 315 N. 3rd Street, Smithfield, 27577

Brief Biography

As a professional Chef, I have spent the past ten years curating a career in the Downtown Raleigh food &

beverage scene. With experience from working with some of the city and state's top culinary figures, I

found myself as the owner and operator of my own restaurant and brand. Sadly, we have since closed.

My wife and I bought our home in Downtown Smithfield in 2022 and have fallen in love with the area.

We are here for the long haul and dedicated to this area's growth, with an emphasis on food & beverage.

Specific Qualifications for DSDC Board of Directors

Having worked with all different walks of life, I am great with people and having stimulating conversation.

In addition, I have been in upper management positions since age 24 and have a great grasp on self organization

and motivation. Being the owner of a business gave me unique insight into market studies, curating an image and

brand, as well as being in the public eye under moments of pressure.

My father is also an immigrant, giving me an eye for multi-cultural aspects of the town's growth and how we can

encourage and enhance the diversity that already exists, and help it thrive rather than survive.

Committee (Indicate which committee best suits your interests):

Promotions

Marketing Downtown Smithfield through events and advertising to attract customers, potential investors, new businesses, residents, and visitors.

Design & Physical Improvement

Enhancing Downtown Smithfield's physical appearance through building rehabilitation, compatible new construction, public improvements, and design management systems.

€ **Economic Development**

Strengthening Downtown Smithfield's economic base and creating new opportunities through careful analysis and appropriate mixed-use development.

List three results you would like to see the DSDC accomplish

1. Bring new ideas and incentives to attract fun and social businesses.

2.

Spruce up the existing charm of our town, and add more color, giving those passing through a reason to stay a while.

3.

Provide a platform for the diverse communities to share their culture.

Membership in other organizations

Organization	Dates	Activities/Leadership

Please submit application to:
Downtown Smithfield Development Corporation
200 S. Front Street
Smithfield, NC 27577

Chris Lopez

315 N. 3rd Street
Smithfield, NC 27577

(919) 324.5054
christopherjameslopez@gmail.com

Summary

Industry veteran with a proven track record of launching successful bar & restaurant ventures. Possesses extensive skills in customer interaction and maintaining regulars. Adept at creating a hospitable environment while under pressure.

Experience

Locals Seafood/ Production Manager

Sep 2024-present

Oversee production of wholesale seafood for restaurants and markets.
Maintain a clean, organized, and efficient warehouse space.
Keep staff engaged and productive in a fluctuating environment.
Oversee quality of product going out to customers.

Fine Folk / Owner & Operator

Nov 2020 - Oct 2023

Developed and launched a successful restaurant from concept to opening, ensuring operational excellence.
Created and implemented diverse menus and recipes, enhancing customer satisfaction and retention.
Established a comprehensive bar program, boosting beverage sales and customer experience.
Monitored and controlled food, beverage, and labor costs, achieving significant cost savings.
Led and managed front and back of house teams, fostering a collaborative and efficient work environment.
Created and maintained a strong social media presence and following.

Postmaster / Executive Chef

Oct 2017 - Nov 2020

Developed diverse menus and recipes, boosting customer satisfaction and retention.
Enhanced social media presence, increasing customer engagement.
Maintained a positive work culture for front and back of house staff.
Controlled food costs through diligent monitoring and ordering.
Managed bar and kitchen orders efficiently, ensuring smooth operations.

AccoladesA

2018: 4-Star Review from News & Observer Food critic, Greg Cox [Postmaster]
2020: Eater 13 Epic Burgers in the Triangle [GOV'T CHEESEBURGER]
2022: Raleigh's Best New Restaurants [Fine Folk]

TOWN OF SMITHFIELD
RESOLUTION NO. 771 (10-2025)
Supporting an Appointment to the Downtown Smithfield
Development Corporation's Board of Directors

WHEREAS, The Smithfield Town Council has received a request from the Downtown Smithfield Development Corporation's Board of Directors to appoint a member to its Board; and

WHEREAS, pursuant to Article VII of the Downtown Smithfield Development Corporation's By-Laws, the Town Council must approve any appointments/reappointments to the Board of Directors by Resolution; and

WHEREAS, the Downtown Smithfield Development Corporation Board of Directors has recommended the new appointment of Christopher Lopez; and

WHEREAS, the Town Council is asked to consider this appointment and make a determination.

NOW THEREFORE, BE IT RESOLVED, the Town Council does hereby approve the appointment of Christopher Lopez to the Downtown Smithfield Development Corporation's Board of Directors.

Adopted this the 1st day of April, 2025

M. Andy Moore, Mayor

Attest:

Elaine S. Andrews, Town Clerk



New Hire Report

Consent New
 Agenda Hire/Vacancy
 Item: Report
 Date: 04/01/2025

Subject: New Hire Report
 Department: Human Resources Department
 Presented by: Human Resources Director – Shannan Parrish
 Presentation: Consent Agenda Item

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:

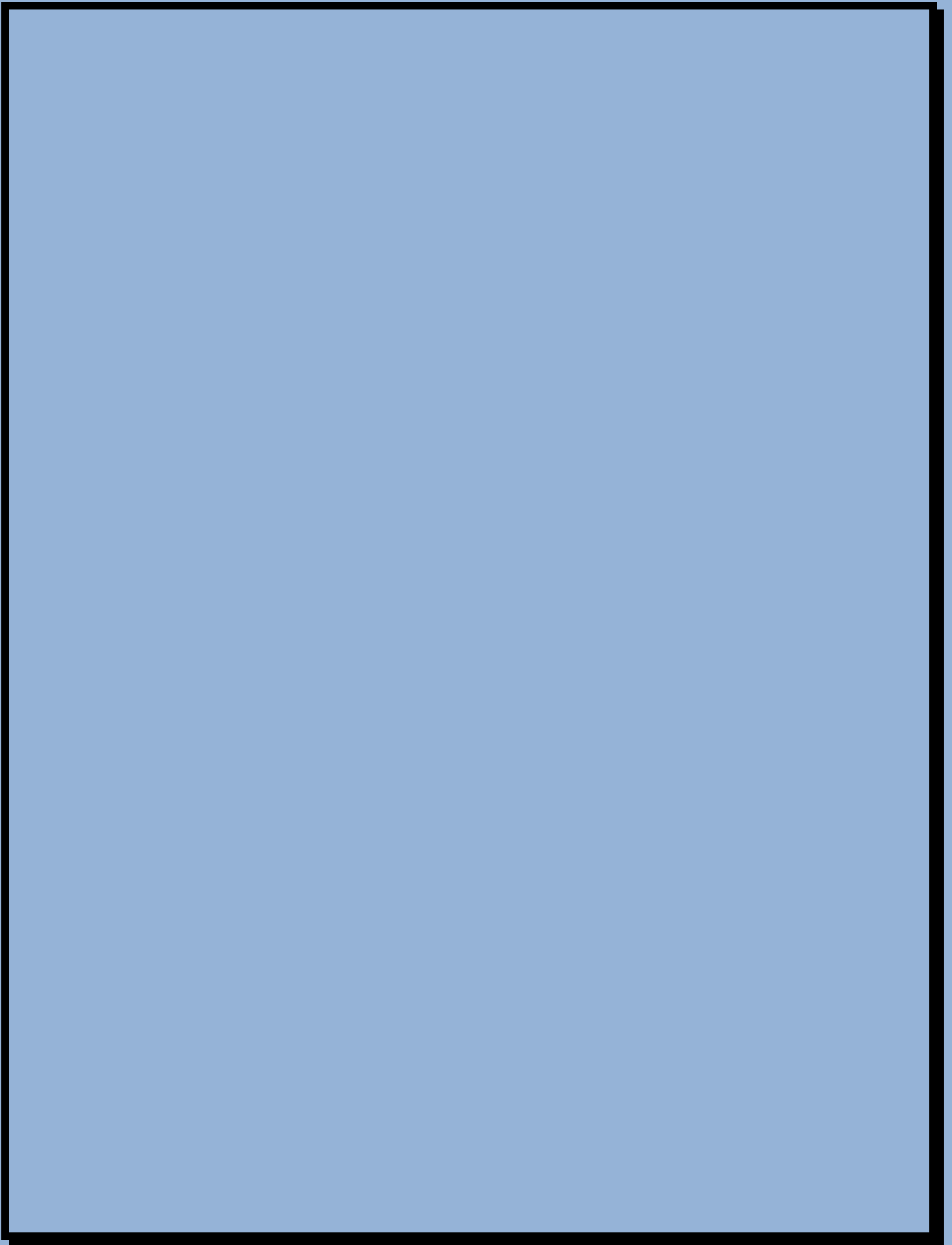
<u>Position</u>	<u>Department</u>	<u>Budget Line</u>
Police Officer (1 position)	Police	10-20-5100-5100-0200
Utility Line Mechanic	PU – Water/Sewer	30-71-7220-5100-0200
Electric Line Technician	PU – Electric	31-72-7230-5100-0200
Administrative Support Specialists P & R	Parks and Recreation	10-60-6200-5100-0200
Public Works Crew Leader – Streets	PW – Streets	10-30-5600-5100-0200
Street Maintenance Worker	PW – Streets	10-30-5600-5100-0200
Facility Maintenance Worker – PT	PW – Appearance	10-60-5500-5300-0760

Action Requested

The Town Council is asked to acknowledge that the Town has successfully filled the following vacancies in accordance with the Adopted FY 2024-2025 Budget.

<u>Position</u>	<u>Department</u>	<u>Budget Line</u>	<u>Rate of Pay</u>
Utility Line Mechanic	PU – Water/Sewer	30-71-7220-5100-0200	\$18.52 hr. / \$38,520.00 yr.
PT SRAC Staff (2)	Aquatics	10-60-6220-5100-0210	\$12.00 hr.

Business Items





Request for Town Council Action

Business Item: Vested Rights Extension
Date: 4/1/25

Subject: Whitley Townes Vested Rights Extension Request

Department: Planning Department

Presented by: Planning Director – Stephen Wensman

Presentation: Business Item

Issue Statement

The developer of Whitley Townes is requesting an extension of the vested rights for the project.

Financial Impact

N/A

Action Needed

To decide whether to extend the vested rights for Whitley Townes.

Recommendation

Staff recommend the council consider the changes that have occurred since the approval of the development and decide whether to extend the vested rights as requested by the owner.

Approved: Town Manager Town Attorney

Attachments:

1. Staff Report
2. Letter requesting the extension of vested rights for Whitley Townes development.
3. Approved Preliminary Plat (6/7/22)



Staff Report

Business Item: **Vested Rights Extension**

Overview:

Whitley Townes is a townhome development project that is proposed for the north side of West Market Street approximately 1,056 feet west of its intersection with Wilson's Mills Road and west of the former Heilig-Meyers store. The Town Council approved a B-3 conditional zoning for the project on October 5, 2021, the preliminary plat on 6/7/22 and Staff approved the construction plans on 4/17/23.

The vested rights expired two years after the approval of the construction plans, and the developer/owner of the Whitley Townes development is requesting an extension to December 31, 2025. The Council can extend them for a period up to 5 years.

Vested Right:

The Unified Development Ordinance (UDO) Section 4.71 establishes a developer's vested right when the Town Council approves a site-specific development plan. That vested right expires after a period of 2-years if no building permit applications have been filed with the town to construct the use or uses in the plan.

The vested right for the Whitley Townes project began with the Staff approval of the construction plans on 4/17/23. The vested rights expire on 4/17/2025.

Multi-family in the B-3 Zoning District:

Since approval, the Town Council approved an ordinance ZA-24-03 that eliminated multi-family as a land use (special use with conditional zoning) in the B-3 zoning district. The intent of the ordinance was to preserve B-3 zoned land for non-residential commercial uses.

Adjacent Commercial Development:

Since the approval of the Townhouse development, the owner of the adjacent old Heilig Meiers/K-mart site has submitted plans (currently under review) for the reuse of the existing buildings and the addition of a commercial shopping center in the parking lot in front of the existing buildings. The area is slowly transforming back into an active commercial center.

Summary:

The purpose of the vested right ordinance is to preserve the rights of developers and to recognize the large financial investment that they have made to secure the rights to develop property. The expiration of those rights after 2 years recognizes that a town's priorities, interests and plans can change over time and the expiration allows the town an opportunity to re-evaluate the project based on changes that may have occurred. In the case of the Whitley Townes project, the Town Council has made the determination that it did not want to see multi-family development in the B-3 with the adoption of Ordinance ZA-24-03. Additionally, the town has seen tremendous housing growth in West Smithfield, including many townhomes, and the adjacent property is being redeveloped for commercial uses. Retaining the commercial use of the site will strengthen the development of the area into a commercial center. Townhouses may provide a customer base for adjacent commercial.

Recommendation:

Staff recommends the council consider the changes that have occurred since the approval of the development and decide whether to extend the vested rights as requested by the owner.



Date: 2/27/2025

To: Stephen Wensman, Planning Director - Smithfield, NC

Mr. Wensman:

This letter is to request an extension of our vested rights in the Whitley Townes project, which was fully approved on April 17, 2023.

While the shifting of the real estate market in a higher interest rate environment affected our ability to secure financing for horizontal development since purchasing the project, we remain committed to delivering the approved Whitley Townes project and bringing a high-quality small townhouse development to West Smithfield.

We are prepared to move forward and anticipate breaking ground in the next +/- 60 days. We request an extension of our vested rights from April 17, 2025 to December 31, 2025. We've been advised that the site work will take approximately 4-6 months to complete, so we will be able to plat our first lots and pull our first building permits by the end of this year.

Thank you for your time and consideration, and please contact me with any questions regarding this request.

Thank you,

Matthew Szalecki
Managing Member - Whitley Townes LLC

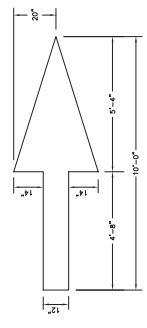
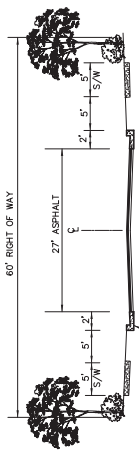
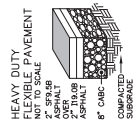
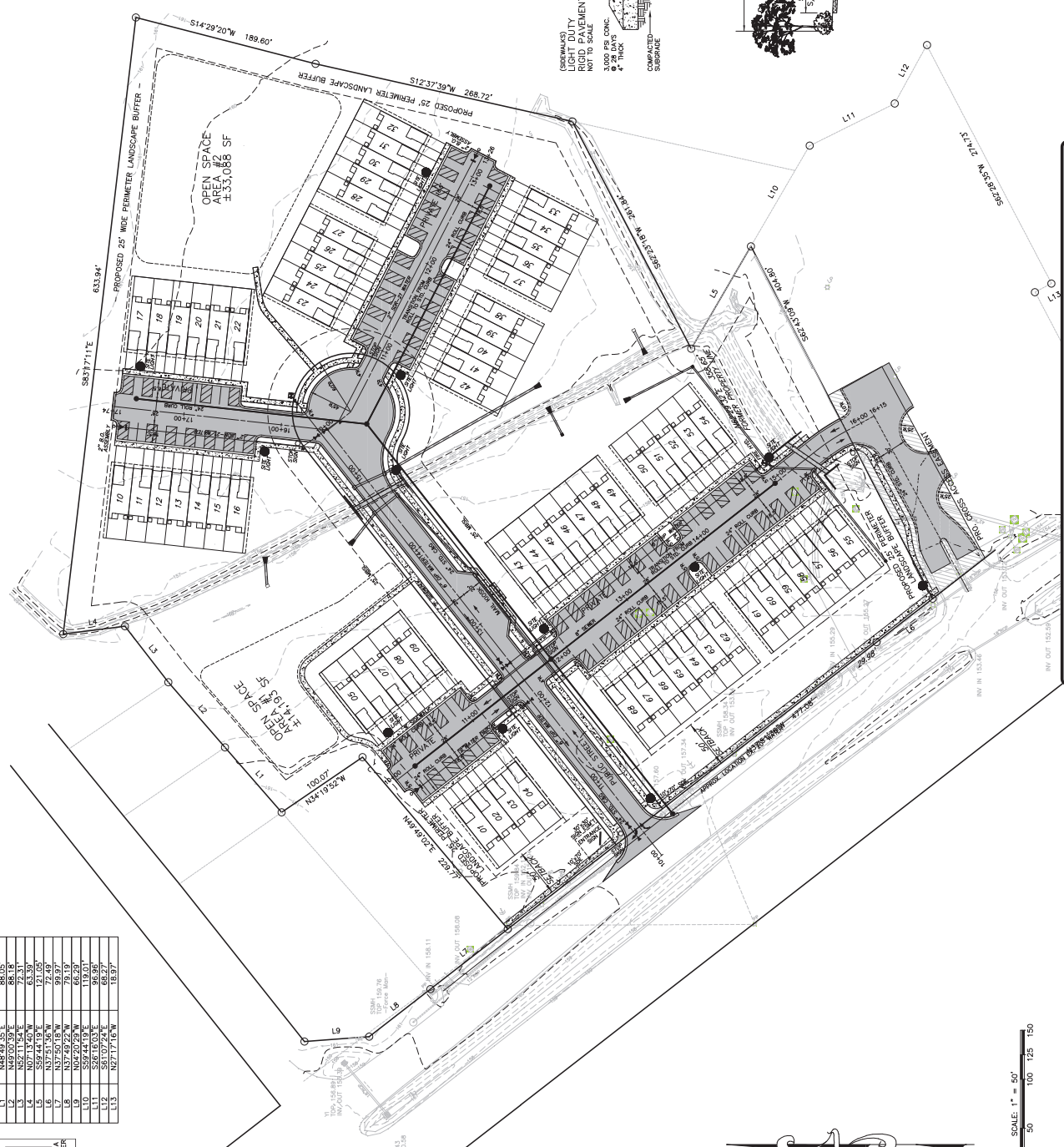
WHITLEY TOWNES - 68 TOWNHOME UNITS
 SMITHFIELD, JOHNSTON COUNTY, NORTH CAROLINA



CONSTRUCTION PLAN

DATE	12/17/17
SCALE	AS SHOWN
PROJECT	WHITLEY TOWNES
OWNER	STOCKS ENGINEERING

LINE	REVISIONS	DISTANCE
L1	N48°49'35"E	88.02
L2	N49°00'39"E	86.18
L3	N27°13'20"W	73.39
L4	S59°44'19"W	21.05
L5	N37°51'16"W	72.49
L6	N37°49'22"W	79.19
L7	S26°16'03"E	94.96
L8	S81°07'24"E	86.77
L9	N27°17'16"W	18.97

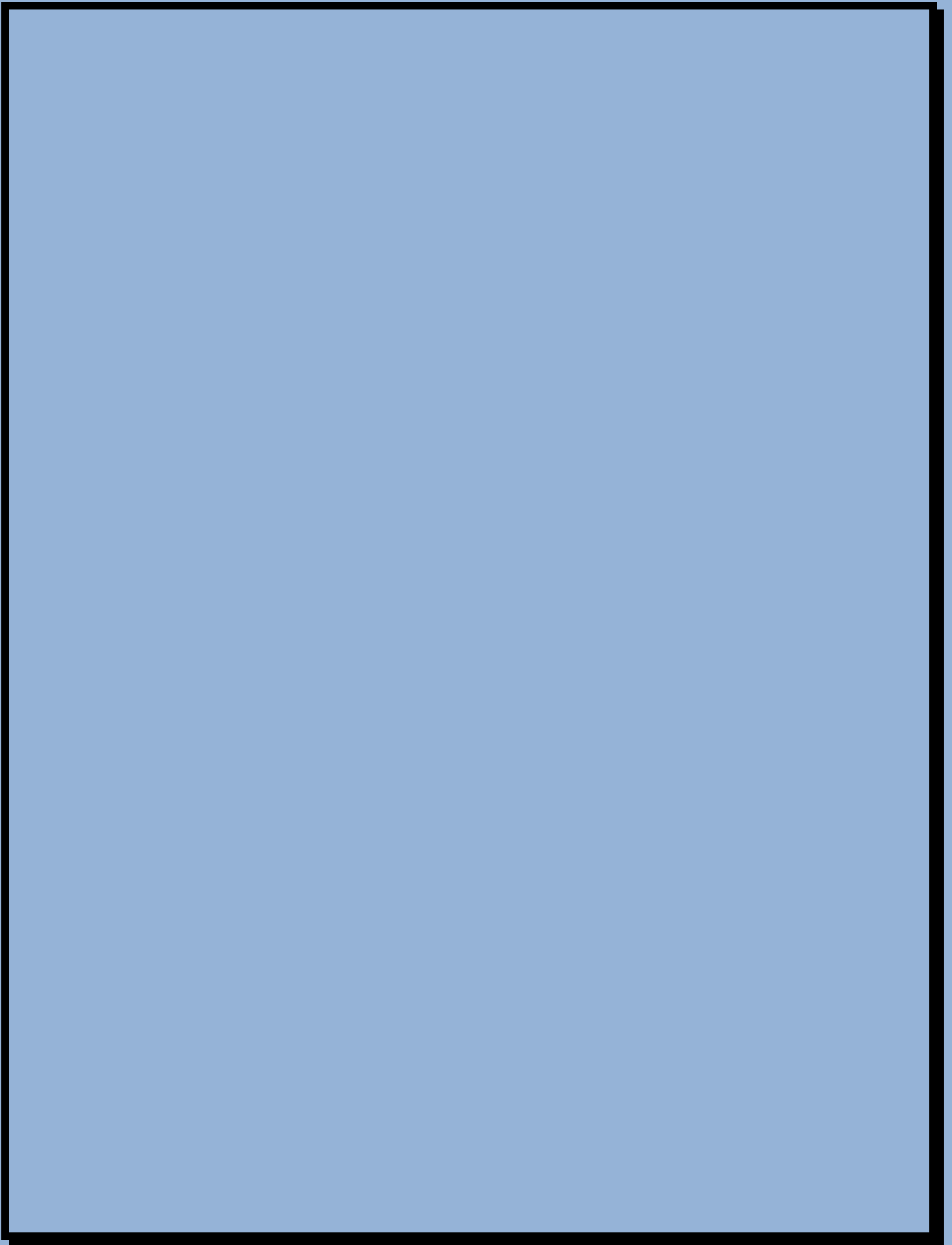


SCALE: 1" = 50'

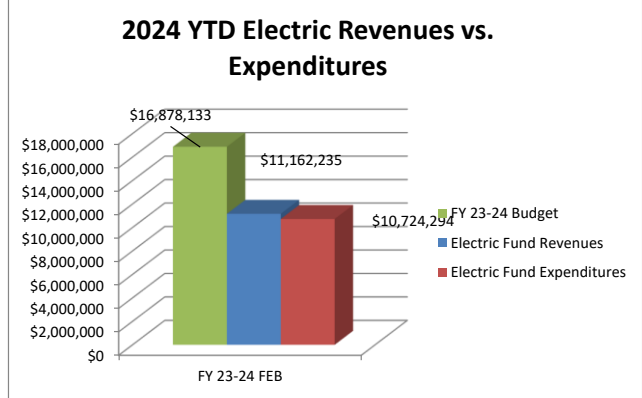
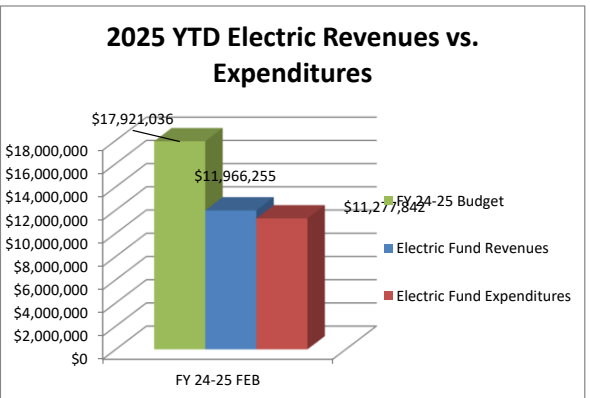
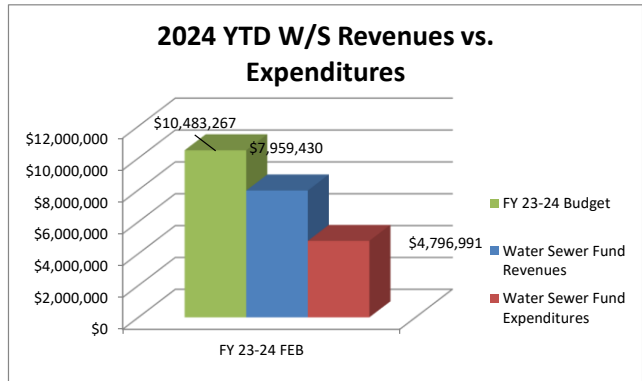
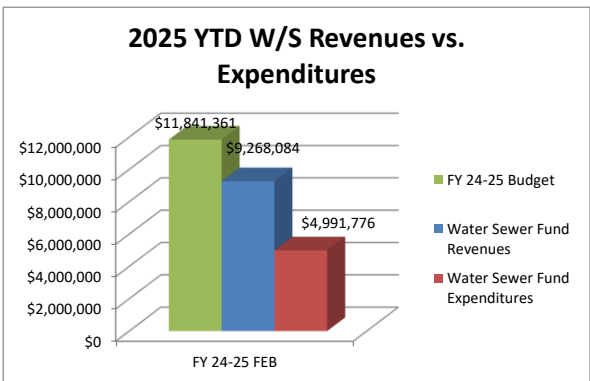
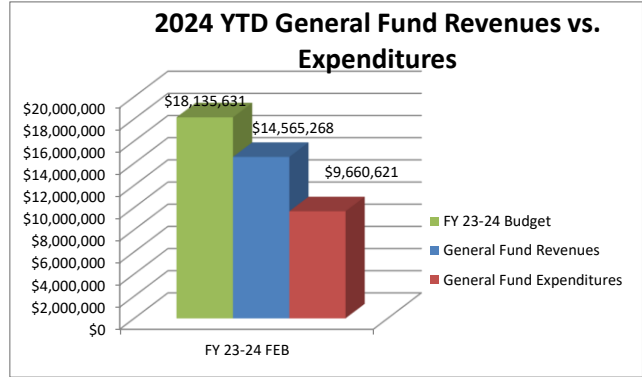
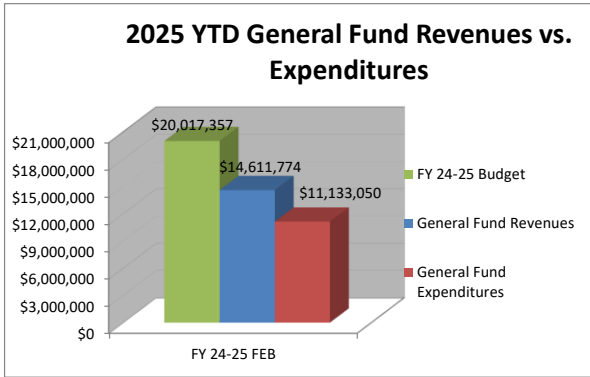


MAY BE THE NAME IN A PERSONAL RIGHT BUT IT IS THE PROPERTY OF STOCKS ENGINEERING

Financial Report



Town of Smithfield Revenues vs. Expenditures



TOWN OF SMITHFIELD
MAJOR FUNDS FINANCIAL SUMMARY REPORT
February 28, 2025
Gauge: 8/12 or 66 Percent

66.67%

GENERAL FUND				
	Actual to Date	Budget	Actual to Date	YTD %
	FY '23-24	FY '24-25	FY '24-25	Collected
Revenues				
Ad Valorem Taxes	\$ 8,328,052	\$ 8,778,100	\$ 8,795,010	100.19%
Other Taxes and Licenses	104,186	69,400	137,123	197.58%
Unrestricted Intergovernmental	3,301,165	4,922,000	2,197,631	44.65%
Restricted Intergovernmental	418,270	676,390	458,818	67.83%
Permits and Fees	1,684,689	2,453,750	1,807,074	73.65%
Investment Earnings	360,999	373,339	303,107	81.19%
Miscellaneous	363,907	884,063	814,714	92.16%
Transfer From Other Funds	-	712,790	-	0.00%
Sale of Fixed Assets	4,000	51,275	51,297	100.04%
Insurance Recovery	-	46,500	47,000	101.08%
Fund Balance Appropriated	-	1,049,750	-	0.00%
Total	\$ 14,565,268	\$ 20,017,357	\$ 14,611,774	73.00%
	Actual to Date	Budget	Actual to Date	YTD %
	FY '23-24	FY '24-25	FY '24-25	Spent
Expenditures				
General Gov.-Governing Body	\$ 315,035	\$ 730,967	\$ 416,921	57.04%
Non Departmental	455,568	1,181,994	508,153	42.99%
Debt Service	389,739	419,096	370,560	88.42%
Finance	96,350	159,150	90,650	56.96%
IT	164,769	190,775	78,287	41.04%
Planning	214,948	444,950	271,617	61.04%
Police	2,615,063	5,908,835	3,670,111	62.11%
Fire	1,629,393	3,403,656	1,924,272	56.54%
General Services/Public Works	441,850	1,230,323	572,727	46.55%
Streets	258,614	825,027	265,658	32.20%
Motor Pool/Garage	109,405	173,700	119,212	68.63%
Powell Bill	461,772	398,195	137,590	34.55%
Sanitation	942,192	1,706,469	1,063,537	62.32%
Stormwater	15,836	286,480	163,947	57.23%
Parks and Rec	709,030	1,416,944	747,018	52.72%
SRAC	810,989	1,236,800	705,936	57.08%
Sarah Yard Center	30,068	51,300	26,854	52.35%
Contingency	-	252,696	-	
Total	\$ 9,660,621	\$ 20,017,357	\$ 11,133,050	55.62%

YTD Fund Balance Increase (Decrease) 4,904,647 - 3,478,724

TOWN OF SMITHFIELD
MAJOR FUNDS FINANCIAL SUMMARY REPORT
February 28, 2025
Gauge: 8/12 or 66 Percent

66.67%

WATER AND SEWER FUND

Revenues	Actual to Date	Budget	Actual to Date	YTD %
	FY '23-24	FY '24-25	FY '24-25	Collected
Water Sales	\$ 3,988,315	\$ 5,560,000	\$ 4,224,736	75.98%
Sewer Sales	3,476,450	5,000,000	3,650,367	73.01%
Connection and Tap Fees	68,189	74,475	67,782	91.01%
Miscellaneous	211,287	325,125	677,816	208.48%
Interest Earnings	215,189	200,000	189,136	94.57%
Sale of Fixed Assets	-	350	351	100.29%
Transfer from Booker Dairy Rd Fund	-	457,896	457,896	100.00%
Fund Balance Appropriated	-	223,515	-	0.00%
Total	\$ 7,959,430	\$ 11,841,361	\$ 9,268,084	78.27%

Expenditures	Actual to Date	Budget	Actual to Date	YTD %
	FY '23-24	FY '24-25	FY '24-25	Spent
Water Plant (Less Transfers)	\$ 1,413,501	\$ 2,564,715	\$ 1,452,793	56.65%
Water Distribution/Sewer Coll (Less Transfers)	2,924,087	5,449,924	3,033,301	55.66%
Transfer to W/S Capital Proj. Fund	-	1,975,000	-	0.00%
Capital Outlay	164,084	271,700	213,707	78.66%
Debt Service	295,319	1,020,336	291,975	28.62%
Contingency	-	559,686	-	
Total	\$ 4,796,991	\$ 11,841,361	\$ 4,991,776	42.16%

YTD Fund Balance Increase (Decrease) 3,162,439 - 4,276,308

ELECTRIC FUND

Revenues	Actual to Date	Budget	Actual to Date	YTD %
	FY '23-24	FY '24-25	FY '24-25	Collected
Electric Sales	\$ 10,721,994	\$ 16,270,040	\$ 11,565,077	71.08%
Connection Fees	62,675	92,000	58,125	63.18%
Miscellaneous	93,338	114,475	104,358	91.16%
Penalties	63,638	85,000	65,779	77.39%
Investment earnings	220,590	250,000	172,916	69.17%
Fund Balance Appropriated	-	1,109,521	-	0.00%
Total	\$ 11,162,235	\$ 17,921,036	\$ 11,966,255	66.77%

Expenditures	Actual to Date	Budget	Actual to Date	YTD %
	FY '23-24	FY '24-25	FY '24-25	Spent
Administration/Operations	\$ 2,103,845	\$ 3,273,579	\$ 2,089,166	63.82%
Purchased Power - Non Demand	3,250,135	3,940,660	3,826,357	97.10%
Purchased Power - Demand	4,250,089	7,828,164	4,217,045	53.87%
Purchased Power - Debt	770,784	1,156,176	770,784	66.67%
Debt Service	342,585	342,586	342,585	109.31%
Capital Outlay	6,856	35,000	31,905	91.16%
Contingency	-	249,721	-	0.00%
Transfers to Electric Capital Proj Fund	-	1,000,000	-	0.00%
Transfers to General Fund	-	95,150	-	0.00%
Total	\$ 10,724,294	\$ 17,921,036	\$ 11,277,842	62.93%

YTD Fund Balance Increase (Decrease) 437,941 - 688,413

TOWN OF SMITHFIELD
MAJOR FUNDS FINANCIAL SUMMARY REPORT
February 28, 2025
Gauge: 8/12 or 66 Percent

66.67%

CASH AND INVESTMENTS FOR FEBRUARY 2025

General Fund (Includes P. Bill and ARPA)	26,960,170			
Water and Sewer Fund	17,588,693			
Electric Fund	11,987,923			
NCOBM Fund (21)	498,726			
JB George Endowment (40)	141,530			
Water Plant Expansion (43)	954,817			
Capital Project Fund: Wtr/Sewer (45)	815,855			
Capital Project Fund: General (46)	1,226,389			
Capital Project Fund: Electric (47)	(68,920)			
FEMA Acquisitions and Elevations (48)	550			
Firemen Relief Fund (50)	104,865			
Fire District Fund (51)	400,818	1st CITIZENS	42,532,457	1.75% / 4.29%
General Capital Reserve Fund (72)	183,188	NCCMT	5,580,300	5.000%
Total	60,794,604	KS BANK	2,449,050	3.00%
		TRUIST	10,232,797	3.25%
			<u>\$ 60,794,604</u>	

Account Balances Confirmed By Finance Director on

3/24/2025

-

Department Reports



FINANCE DEPARTMENTAL REPORT FOR NOVEMBER 2024

ACCOMPLISHMENTS

- Implemented monthly financial reporting for the appearance commission
- Accounts Receivable related policies written for board approval
- Assisted with the implementation of the new employee benefit management team
- Refunded numerous utility accounts with credit balances or applied credit balances to new accounts for old utility accounts; cleaned up the inactive revenue codes on utility accounts
- Saved \$3,600 in professional fees (Finance Department), approximately \$2,000 in bank service charges (General, Water Sewer, Electric Fund), and \$1,300 in telephone charges
- Implemented invoice and pre audit approval process for accounts payable
- Updated all grant and capital project ordinances to comply with ordinance and resolution statutory requirements
- Drafted the revised employee handbook for manager and council approval
- Assisted with the phone and internet implementation projects

WORK IN PROGRESS

- In process of implementing purchase card program with potential savings of \$85K based on historical spending patterns (next month)
- In process of updating the Customer Service Policy Manual (approval delayed for new regulations) and creating a Red Flag Policy for utility billing customer information
- In process of implementing a monthly closing schedule for all finance functions for timely reporting
- In process of setting up general ledger account reconciliations and delegating those tasks to finance and customer service staff
- In process of updating internal control policies and procedures in relation to finance and customer service
- In process of comprehensive inventory of fixed assets for all departments
- In process of working with Town Clerk and Town Manager to properly account for capital reserve / capital project funds
- In process of working to implement online payments with PIO for various departments including planning and fire inspection fees
- In process of implementing a training plan for each employee in finance and customer service departments

GOALS

- Update all policies and procedures related to finance and customer service in the near term for council approval
- Work with various departments to obtain a document management system so all departments can access documents for various town projects



Planning Department Development Report

Preliminary Subdivisions

Case ID	Project Name	Tax ID	Owner/Applicant	Submittal Date	PB Review Date	TC Hearing Date	Approval Date	CD Approval Date	Note
S-25-03	Heritage Townes at Waddell	15005023,	Shovel Ready Johnston,		4/3/2025	5/6/2025			CD's in first review
S-25-02	Powell Tract Subdivision	15005022	Inc	3/5/2025	3/6/2025	4/15/2025			
S-25-01	Buffalo Ridge	151080141/ 151080140	Crantock Land	1/7/2025	2/6/2025	3/18/2025	3/18/2025		
		140001021	Smithfield Land Group	1/3/2025					
S-24-08	Local 70 Residential Developer	14057011X/	Smithfield Growth LLC	11/21/2024	12/5/2024	1/21/2024	2/5/2025		2nd CD review complete
S-24-07	Buffalo Road Subdivision	14A033005	Vesta Enterprises, Inc.	11/18/2024	12/5/2024	1/21/2024	2/5/2025		No CDs yet
		14057011Y,							
S-24-06	Local 70 (Interim) plat	14057011X	Smithfield Growth LLC	10/4/2024	11/14/2024	12/17/2024	12/17/2024	N/A	denied by Council
S-24-05	Powell Tract Subdivision	15108014	Crantock Land	8/25/2024	10/3/2024	12/3/2024	denied	denied	Tabled by owner
		15049017/	BRL Engineering	4/8/2024					CDs not approved
S-24-03	Wellons Woods	15049010	BRL Engineering						
S-24-02	Hillcrest-Poplar-Riverdale	15083049B	BRL Engineering	3/7/2024	4/4/2024	4/16/2024	4/16/2024		
			CMH Homes Inc/McIntyre						
S-24-01	Jubilee Creek	167300-68-6746	& Assoc	12/17/2023	3/7/2024	3/19/2024	5/7/2024	11/7/2024	

Final Plats

Case ID	Project Name	Tax ID	Owner/Applicant	Submittal Date	Approval Date	Note
S-22-02	Finley Landing Phase 3		CE Group		1/31/2025	
S-22-02	Finley Landing Phase 2		CE Group		12/19/2024	
S-24-06	Local 70 Interim Plat		Smithfield Growth LLC		12/19/2024	

Conditional Zonings

Case ID	Project Name	Tax ID	Owner/Applicant	Submittal Date	PB Review Date	TC Hearing Date	Decision	Notes
CZ-25-01	Finley Landing Phase 5 Alt	15077035H	CE Group	2/7/2025	3/6/2025	3/18/2025	Approved	
		15025020/						
CZ-25-02	Johnston Hotel	15025021	Noviomagus LLC	2/27/2025	4/3/2025	4/15/2025		
		14001001/14075						
CZ-24-08	Village on the Neuse	011A	Village on the Neuse LLC	8/19/2024	11/14/2024	12/3/2024	Approved	
		15005031,						
		15005029	Spectrum Realty, LLC and					
CZ-24-07	Waddell Drive Townhomes	,15005031A	Sun Auto Wash, LLC	10/8/2024	11/14/2024	12/17/2024	Approved	

CZ-24-06	Finley Landing Alt Plan	15077035H	CE Group	9/9/2024	10/3/2024	10/15/2024	Denied	
CZ-24-05	Buffalo Ridge	140001021 15026055/15026 054	Smithfield Land Group Clay Pigeon Properties LLC	7/30/2024	9/5/2024	9/17/2024	Approved	
CZ-24-04	Massey Street Subdivision	140001021	Smithfield Land Group	7/3/2024	8/1/2024	8/20/2024	Approved	
CZ-24-03	Buffalo Ridge	14057011Y,14505 7011X,		5/3/2024	6/6/2024	6/18/2024	Denied	
CZ-24-02	Local70 PUD	14057011Y	Smithfield Growth llc	3/11/2024	4/4/2024	5/21/2024	Approved	
CZ-24-01	Carmax	15L110061	Centerpoint/CE Group	2/2/2024	3/7/2024	3/19/2024	Approved	
Special Use Permits								
Case ID	Project Name	Tax ID	Owner/Applicant	Submittal Date	PB Review	TC Hearing	Decision	Notes
SUP-24-05	Stadler Station	15074012E	Brown Investment Proprties	8/13/2024	10/3/2024	11/19/2024	Approved	
SUP-24-04	Heritage Townes at NC210	15079012A	Shovel Ready Johnston, Inc	8/6/2024				Tabled by applicant
SUP-24-03	Country Club Townhomes	15J11023	Crantock Land, LLC	8/12/2024	9/5/2024	11/19/2024	Denied	
SUP-24-02	Heritage Townes at Waddell	15005023, 15005022	Shovel Ready Johnston, Inc	7/5/2024	10/3/2024	12/17/2024	Approved	
SUP-24-01	Hartley Drive Townhomes	15089019A/15K0 9010A	Terra Eden	7/1/2024	8/1/2024	8/20/2024	Approved	
Rezoning								
Case ID	Project Name	Tax ID	Owner/Applicant	Submittal Date	PB Review	TC Hearing	Decision	Notes
RZ-24-09	36 East Edgerton HI- to B-3	15006015/ 15007014	JCC/New Vision Partners LLC	11/8/2024	11/14/2024	12/17/2024	Approved	
RZ-24-08	606 S 3rd Street	15039027 14001001/14075	Syed Rizvi	8/13/2024	9/5/2024	9/17/2024	Denied	
RZ-24-07	Village on the Neuse to R-8	011A 15015033/15016	Village on the Neuse LLC	8/19/2024	10/3/2024		Withdrawn	
RZ-24-06	400 Brightleaf to B-3	033/15016032	David Dupree	5/24/2024	7/11/2024	8/13/2024	Approved	
RZ-24-05	Watershed Boundary Update	15089019A/15K0 9010A	Town Staff	12/22/2023	6/6/2024	6/18/2024	Approved	
RZ-24-04	Heavner Property to R-8	/15K09010P	Terra Eden	4/5/2024	5/2/2024	5/21/2024	Approved	
RZ-24-03	1558 W Market St to B-3	15077033B 15L11014A /	Lena Patterson Parks	4/28/2024	5/2/2024	5/21/2024	Approved	
RZ-24-02	Joco Massey Tract to O/I	15L11014E 15j08015b	JOCO	3/20/2024	5/2/2024	5/21/2024	Approved	
RZ-24-01	Swift Creek Property to LI	/15J08014C	Tullosh/Grosclouse	3/2/2024	4/4/2024	5/7/2024	Approved	
Site Plans								

Case ID	Project Name	Tax ID	Owner/Applicant	Submittal Date	First Review Complete	2nd Review Complete	3rd Review Complete	Approval Date	Notes
SP-25-02	Johnston Hotel	15025020/ 15025021	Noviomagus LLC	3/5/2025					1st review incomplete
SP-25-01	West Market Office Bldg	15080053	Lee and Gudgins						1st review complete
SP-24-14	Gates Concrete	15079005F	Larry Gates	11/14/2024	12/23/2024				
SP-24-13	JCC Repaving	169308-87-5887	JCC	10/21/2024	12/11/2024	2/24/2025	3/21/2025		
SP-24-12	Smithfield West	15084003D/ 15084003F	Jim Perricone	10/17/2024	11/18/2024				second review complete
SP-24-11	Smithfield Storage	15077023	Adams and Hodge	10/16/2024	12/9/2024				in second review
SP-24-10	Town Place Suites	15008046T	Bartlett Engineering	6/2/2024	7/30/2024				first review completed
SP-24-09	Neuse Charter Elementary	14057005E	Terra Eden	5/21/2024	6/14/2024	7/2/2024			completed 7/2/2024
SP-24-08	Market Street Plaza	15K10023	Adams and Hodge	5/16/2024	10/9/2024				in second review
SP-24-07	JoCo Waste Water Plant Bldg	15o99006	Dellinger Inc	5/13/2024				5/29/2024	
SP-24-06	CarMax	15K10061	CE Group	4/22/2024	5/10/2024			6/21/2024	
SP-24-05	Equipment Share	15060031	Onyx Creative	4/25/2024	8/15/2024			11/25/2024	Email comments Project
SP-24-04	Express Oil Change								withdrawn
SP-24-03	Airport Industrial Park Lot 13	15J08017P	Capital Civil Engineering	2/7/2024	2/22/2024			12/6/2024	
SP-24-02	Bulldog Harley-Davison	15074012R	Onsite Civil Group	11/17/2023	2/21/2024	3/19/2024		4/25/2024	
SP-24-01	Lynn's Automotive Repair	15077009	ECLS Global Inc	2/1/2024	2/21/2024	4/2/2024			Project appears to be on hold
SP-23-12	Smithfield Venue	15008045C	Anchor Properties	12/1/2023	1/2/2024	2/1/2024			Project appears to be moving forward
Annexations									
Case ID	Project Name	Tax ID	Owner/Applicant	Submittal Date	Council Hearing	Decision			
ANX-25-02	West Smithfield Elementary	15I09034G	JC Board of Education	2/17/2025	4/15/2025				
ANX-25-01	Barbour Road	17K09016J	Town of Smithfield	3/2/2025	3/18/2025	Approved			
ANX-24-02	Local 70	14057011Y	Smithfield Growth LLC	11/25/2024	2/5/2025	Approved			
ANX-24-01	SST Properties	15077033C	SST Properties	3/15/2024	5/21/2024	Approved			

Variances						
Case ID	Project Name	Tax ID	Owner/Applicant	Submittal Date	BOA Review Date	Notes
BA-25-01	Lynda Carroll Pool Variance	15J111023P	michael and Linda Carroll	2/28/2025	3/27/2025	
BA-24-09	Curated Collections Sign Variance	15L111008T	Carolina Venture Investments, LLC/Curated Collections of NC LLC	12/3/2024	1/30/2025	Approved
BA-24-08	Johnston Animal Hospital - Sign height variance	15005056	Jodee Langdon	11/21/2024		Withdrawn
BA-24-07	Equipment Share					Withdrawn
BA-24-06	Brightleaf Plaza Signs-setback variance	15005041	Jim Perricone	8/2/2024	8/29/2024	approved
BA-24-05	Reginald Barnes - street frontage variance	15063037	Reginald Barnes	7/24/2024	8/29/2024	approved
BA-24-04	Market Street Plaza - 8' Streetyard Variance	15K10023	Adams and Hodge Engineering, PC	7/10/2024	8/29/2024	Approved
BA-24-03	Holly's Open Air Market - 35' front setback variance	15041023	Professional Permits	1/18/2024	4/25/2024	Approved
BA-24-02	Packing Plan Road					Incomplete
BA-24-01	937 N Brightleaf- 8' side yard variance	15007001	Comfort Shield HVAC of NC	2/14/2024	3/28/2024	Approved
UDO Text Amendments						
Case ID	Project Name	Applicant	Submittal Date	PB Review Date	TC Hearing	Notes
ZA-24-04	Tattoo Establishments	Staff	10/18/2024	2/5/2025		on hold
ZA-24-03	Misc. MF Amendments	Staff	10/7/2024	11/14/2024-1/2/25	1/21/2025	on hold
ZA-24-02	MF in B-3	Staff	7/1/2024	8/1/2024	8/13/2024	Approved
ZA-24-01	Driveways	Staff	5/2/2024	6/6/2024	6/18/2024	Approved
ZA-23-06	Articles 2, 10, Append A	Staff	4/26/2023	5/4/2023	11/12/2024	Approved
ZA-23-09	Watershed Boundary Update	Staff	12/20/2023	12/7/2023	1/4/2024	Approved



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

Permit Summary Report for March 2025

Permit Type	# Issued	Permit Fees
Minor Site Plan	2	\$125.00
Sign	2	\$100.00
Single Family & Two-Family Zoning	40	\$1,000.00
Land Use	14	\$1,400.00
Report Period Total:	58	\$2,625.00
Fiscal YTD Total:	212	\$11,650.00

Individual Permit Breakdown for February 18th – March 21st 2025

Permit Type	Sub Type	Permit#	Address	Issue Date	Permit Fee
Site Plan	Minor Site Plan	SP25-000009	174 Country Lane	02/19/2025	25
Site Plan	Minor Site Plan	SP25-000010	1289 OUTLET CENTER Drive	03/06/2025	100
Site Plan Total	Minor Site Plan Total			2	125
Site Plan Total				2	125
Zoning	Land Use	Z25-000086	1547 East Market Street Suite 101	03/13/2025	100
Zoning	Land Use	Z25-000087	834 Brogden Road	03/14/2025	100
Zoning	Land Use	Z25-000075	36 East Edgerton Street	02/28/2025	100
Zoning	Land Use	Z25-000089	1299 North Brightleaf Boulevard	03/14/2025	100
Zoning	Land Use	Z25-000090	7 West Edgerton Street	03/17/2025	100

Zoning	Land Use	Z25-000091	210 Bridge Street	03/17/2025	100
Zoning	Land Use	Z25-000076	214 Wilsons Mills Road	03/06/2025	100
Zoning	Land Use	Z25-000070	30 Noble Street	02/28/2025	100
Zoning	Land Use	Z25-000051	725 North Brightleaf Boulevard	02/24/2025	100
Zoning	Land Use	Z25-000052	1006 North Brightleaf Boulevard	02/24/2025	100
Zoning	Land Use	Z25-000053	24 Noble Street	02/24/2025	100
Zoning	Land Use	Z25-000066	332 North Brightleaf Boulevard	02/28/2025	100
Zoning	Land Use	Z25-000068	400 Outlet Center Drive	02/28/2025	100
Zoning	Land Use	Z25-000056	829 South Brightleaf Boulevard	02/26/2025	100
Zoning Total	Land Use Total			14	1,400.00
Zoning	Sign	Z25-000069	903 South Brightleaf Boulevard	02/28/2025	50
Zoning	Sign	Z25-000083	1241 North Brightleaf Boulevard	03/12/2025	50
Zoning Total	Sign Total			2	100
Zoning	Single Family & Two Family Zoning	Z25-000088	316 Wilsons Mills Road	03/14/2025	25
Zoning	Single Family & Two Family Zoning	Z25-000092	17 Runnymede Place	03/17/2025	25
Zoning	Single Family & Two Family Zoning	Z25-000093	336 New Twin Branch Court	03/18/2025	25
Zoning	Single Family & Two Family Zoning	Z25-000094	346 New Twin Branch Court	03/18/2025	25

Zoning	Single Family & Two Family Zoning	Z25-000095	333 New Twin Branch Court	03/18/2025	25
Zoning	Single Family & Two Family Zoning	Z25-000096	315 New Twin Branch Court	03/18/2025	25
Zoning	Single Family & Two Family Zoning	Z25-000097	301 New Twin Branch Court	03/18/2025	25
Zoning	Single Family & Two Family Zoning	Z25-000098	243 New Twin Branch Court	03/19/2025	25
Zoning	Single Family & Two Family Zoning	Z25-000099	179 New Twin Branch Court	03/19/2025	25
Zoning	Single Family & Two Family Zoning	Z25-000100	263 Hopewell Branch Court	03/19/2025	25
Zoning	Single Family & Two Family Zoning	Z25-000101	279 Hopewell Branch Court	03/19/2025	25
Zoning	Single Family & Two Family Zoning	Z25-000102	283 Hopewell Branch Court	03/19/2025	25
Zoning	Single Family & Two Family Zoning	Z25-000103	301 Hopewell Branch Court	03/19/2025	25
Zoning	Single Family & Two Family Zoning	Z25-000104	313 Hopewell Branch Court	03/19/2025	25
Zoning	Single Family & Two Family Zoning	Z25-000105	53 Ascott Circle	03/19/2025	25
Zoning	Single Family & Two Family Zoning	Z25-000037	2161 Galilee Road Lot 26	03/13/2025	25
Zoning	Single Family & Two Family Zoning	Z25-000084	300 Westerman Place	03/13/2025	25

Zoning	Single Family & Two Family Zoning	Z25-000085	107 Cobblestone Court	03/13/2025	25
Zoning	Single Family & Two Family Zoning	Z25-000071	237 Lily Patch Lane	02/28/2025	25
Zoning	Single Family & Two Family Zoning	Z25-000072	233 Lily Patch Lane	02/28/2025	25
Zoning	Single Family & Two Family Zoning	Z25-000073	229 Lily Patch Lane	02/28/2025	25
Zoning	Single Family & Two Family Zoning	Z25-000074	225 Lily Patch Lane	02/28/2025	25
Zoning	Single Family & Two Family Zoning	Z25-000077	2959 NC 210 Highway	03/10/2025	25
Zoning	Single Family & Two Family Zoning	Z25-000078	2941 NC 210 Highway	03/10/2025	25
Zoning	Single Family & Two Family Zoning	Z25-000079	600 Powell Street	03/10/2025	25
Zoning	Single Family & Two Family Zoning	Z25-000080	502 West Wellons Street	03/11/2025	25
Zoning	Single Family & Two Family Zoning	Z25-000081	508 Crump Street	03/11/2025	25
Zoning	Single Family & Two Family Zoning	Z25-000082	510 Crump Street	03/11/2025	25
Zoning	Single Family & Two Family Zoning	Z25-000067	241 Lily Patch Lane	02/28/2025	25
Zoning	Single Family & Two Family Zoning	Z25-000054	872 Olive Branch Drive	02/25/2025	25

Zoning	Single Family & Two Family Zoning	Z25-000055	810 Olive Branch Drive	02/26/2025	25
Zoning	Single Family & Two Family Zoning	Z25-000057	300 Thompson Overlook Way	02/27/2025	25
Zoning	Single Family & Two Family Zoning	Z25-000058	296 Thompson Overlook Way	02/27/2025	25
Zoning	Single Family & Two Family Zoning	Z25-000059	292 Thompson Overlook Way	02/27/2025	25
Zoning	Single Family & Two Family Zoning	Z25-000060	288 Thompson Overlook Way	02/27/2025	25
Zoning	Single Family & Two Family Zoning	Z25-000061	284 Thompson Overlook Way	02/27/2025	25
Zoning	Single Family & Two Family Zoning	Z25-000062	280 Thompson Overlook Way	02/27/2025	25
Zoning	Single Family & Two Family Zoning	Z25-000063	193 North Finley Landing Parkway	02/28/2025	25
Zoning	Single Family & Two Family Zoning	Z25-000064	512 Crump Street	02/28/2025	25
Zoning	Single Family & Two Family Zoning	Z25-000065	245 Lily Patch Lane	02/28/2025	25
Zoning Total	Single Family & Two Family Zoning Total			40	\$1,000
Zoning Total				56	\$2,500
All Permits Total				58	\$2,625



SMITHFIELD POLICE DEPARTMENT

110 S. Fifth Street • Smithfield, NC 27577
Phone: (919) 934-2121 • Fax: (919) 934-0223

MONTHLY STATISTICS

MONTH ENDING February 28, 2025

	MONTHLY TOTAL	YEAR TO DATE TOTAL
CALLS FOR SERVICE	1547	3155
INCIDENT REPORTS TAKEN	124	264
BURGLARY	4	10
CASES CLOSED	105	165
ACCIDENT REPORTS	77	156
ARREST REPORTS TAKEN	93	171
DRUGS	23	33
DWI	5	11
CITATIONS ISSUED	198	362
PARKING/PAID	23/0	43/4
SPEEDING	6	14
NOL/DWLR	66	132
FICT/CNCL/REV REG CARD/TAG	45	76

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REPORTED UCR OFFENSES FOR THE MONTH OF FEBRUARY 2025

PART I CRIMES	February	February	+/-	Percent	Year-To-Date		+/-	Percent
	2024	2025		Changed	2024	2025		Changed
MURDER	0	0	0	N.C.	1	0	-1	-100%
RAPE	1	1	0	0%	1	1	0	0%
ROBBERY	1	0	-1	-100%	2	0	-2	-100%
Commercial	0	0	0	N.C.	0	0	0	N.C.
Individual	1	0	-1	-100%	2	0	-2	-100%
ASSAULT	1	3	2	200%	4	11	7	175%
* VIOLENT *	3	4	1	33%	8	12	4	50%
BURGLARY	2	4	2	100%	6	10	4	67%
Residential	1	2	1	100%	4	6	2	50%
Non-Resident.	1	2	1	100%	2	4	2	100%
LARCENY	23	39	16	70%	42	82	40	95%
AUTO THEFT	1	0	-1	-100%	5	2	-3	-60%
ARSON	0	0	0	N.C.	0	0	0	N.C.
* PROPERTY *	26	43	17	65%	53	94	41	77%
PART I TOTAL:	29	47	18	62%	61	106	45	74%
PART II CRIMES								
Drug	22	23	1	5%	42	41	-1	-2%
Assault Simple	6	10	4	67%	16	19	3	19%
Forgery/Counterfeit	0	1	1	N.C.	2	5	3	150%
Fraud	2	11	9	450%	7	19	12	171%
Embezzlement	1	2	1	100%	2	3	1	50%
Stolen Property	2	1	-1	-50%	3	3	0	0%
Vandalism	4	5	1	25%	6	8	2	33%
Weapons	1	1	0	0%	1	5	4	400%
Prostitution	0	0	0	N.C.	0	0	0	N.C.
All Other Sex Offens	1	0	-1	-100%	1	0	-1	-100%
Gambling	0	0	0	N.C.	0	0	0	N.C.
Offn Agnst Faml/Chld	0	0	0	N.C.	0	2	2	N.C.
D. W. I.	3	5	2	67%	9	12	3	33%
Liquor Law Violation	1	0	-1	-100%	1	1	0	0%
Disorderly Conduct	0	0	0	N.C.	0	2	2	N.C.
Obscenity	0	0	0	N.C.	0	0	0	N.C.
Kidnap	0	0	0	N.C.	0	0	0	N.C.
Human Trafficking	0	0	0	N.C.	0	0	0	N.C.
All Other Offenses	16	19	3	19%	36	44	8	22%
PART II TOTAL:	59	78	19	32%	126	164	38	30%
GRAND TOTAL:	88	125	37	42%	187	270	83	44%

N.C. = Not Calculable



**Town of Smithfield
Fire Department
February 2025**

I. Statistical Section

	Feb.	YTD
Confirmed Structure Fires	5	12
EMS Responses	178	380
Misc./Other Calls	25	53
Mutual Aid Calls	12	18
TOTAL EMERGENCY RESPONSES	254	546

	Feb.	YTD
Fire Inspections	74	133
Public Fire Education Programs	1	1
# Of Children Educated	15	15
# Of Adults Educated	10	10
Plans Review Construction/Renovation Projects	19	48
Fire Department Permits reviewed / Issued	38	78
Business Preplans	0	3
Fire Related Injuries & Deaths	0	0
# Of Civilian Deaths	0	0
# Of Civilian Injuries	0	0

II. Major Revenues

	Feb.	YTD
Inspections/Permits	\$500.00	\$1,100.00
Fire Recovery USA	\$935.20	\$1,436.70

III. Personnel Update:

Continuous Part-time positions available, 17 p/t positions currently filled including the p/t fire inspector.

IV. Narrative of monthly departmental activities:

- Squad was in-service 12 of 20 days
- Training Hours for the month = 409
- Total Training Hours = 960 hours
- Website Updating (Continuing)

- Follow-ups and Re-inspections.
- New Projects Meeting with Building Inspections.
- Budget Process begins.
- Professional Development – Career Ladder.
- Digital Plans Review Training
- Smoke Alarm Canvas Grant Applied
- Stop Work Order and Power Disconnection 36 Edgerton Building1 -A
- New Construction/Inspection Checklist Development

V. Upcoming Plans

- Budget Process continues.
- Continue Professional Development.
- Insulation installation at Station 2 scheduled for April.
- Government in Touch Meetings
- Amazon Annual Inspection (Postponed from last month)
- Pre-Incident Survey Implementation/Training (Postponed)
- Medical Mall Walk Through with Fire Sprinkler Contractor
- Knox Box for Apparatus Order and Installation



Reporting

02/01/2025 - 02/28/2025

Last Month

Work Orders

Asset Health

Reporting Details

Recent Activity

Export Data

Custom Dashboards

Assigned To

Due Date

Category

+ Add Filter

My Filt

Work Orders 10

Purchase Orders

Reporting

Requests

Assets

Messages

Categories

Parts Inventory

Library

Meters

Automations

Locations

Teams / Users

Vendors

Work Orders

Created vs. Completed >

+

135

Created

141

Completed

104.4%

Percent Completed
**More Work Orders were completed than created during this time period*

140 —
120 —
100 —
80 —
60 —
40 —
20 —
0 —

Work Orders by Type (i) >

+

Preventive

Reactive

Other

%
Total Preventive Ratio

179

Support

Lawrence Davis >
Settings

Town of Smithfield
Public Works Appearance Division
Cemetery, Landscapes, and Grounds Maintenance
Buildings, Facilities, and Sign Division
Monthly Report
February 28, 2025



I. Statistical Section

- 5 Burials
- 2 Works Orders – Buildings & Facilities Division
- 46 Work Orders – Grounds Division
- 36 Work Orders – Sign Division

II. Major Revenues

Sunset Cemetery Lot Sales:	\$ 3,000.00
Riverside Ext Cemetery Lot Sales:	\$ 0
Grave Opening Fees:	\$ 3,875.00
Total Revenue:	\$ 6,875.00

III. Major Expenses for the Month:

Paid Craft Digging service \$3,000.00 for grave opening and closing. Best Brothers Tree Service \$1,900.00 Cutting down large Oak Tree Btw Street sidewalk and street on 2nd Street.

IV. Personnel Update:

None

V. Narrative of monthly departmental activities:

The overall duties include daily maintenance on cemeteries, landscapes, right-of-ways, buildings, and facilities. The Appearance Division safety meeting was on "Heart Disease" with Jaime Pearce with Wellness Works.

**Town of Smithfield
Public Works Department
February 28, 2025**



135 Total Work Orders completed by the Public Works Department

5 Burials, at \$775.00 each = \$3,875.00

0 Cremation Burial, \$425.00 each = \$0

\$3,000.00 Sunset Cemetery Lot Sales

\$0 Riverside Extension Cemetery Lot Sales

410.34 tons of household waste collected.

118.00 tons of yard waste collected.

1.58 tons of recycling collected.

0 gallons of used motor oil were recycled.

250 scrap tires were recycled.



Smithfield Appearance Commission

Smithfield Appearance Commission

Agenda

Tuesday, March 18, 2025

5:00 PM

Opening

Call to Order

Business:

Approval of Meeting Minutes

Financial Report

Agenda Items

Updates

- Planters
- Ham and Yam
- Donate-a-Tree info

Action Items

- Potential Project areas

Closing

Adjourn

- Project ideas:
 - Adding benches to greenway
 - Burlington Park
 - Adding more trash cans to Market Street

The Town of Smithfield Appearance Commission met on Tuesday, February 18, 2025 at 5:00 in the Town Hall Conference room located at 350 East Market Street, Smithfield, North Carolina.

Members Present

Kaitlyn Tarley – Chairperson
Emery Ashley, Jr. – Vice Chair
Michelle Choe
Julia Narron

Members Absent

Robin Cook
Sharon Lynch
Carmen Zepp

Staff Present

Elaine Andrews – Town Clerk
Lawrence Davis – Public Works Director

Staff Absent

Call to Order

Chairperson Kaitlyn Tarley called the meeting to order at 5:20 pm.

- **Approval of Minutes**

Julia Narron made a motion, seconded by Michelle Choe to approve the minutes of November 19, 2024. Unanimously approved.

- **Financial Report**

The Financial Report was reviewed by members of the Appearance Commission. There was discussion regarding commitments to installations in the planters throughout the Town. The Board was made aware of a donation to the “Donate a tree” program and that impending installation. Michell Choe asked that the Board consider that the new fiscal year budget discussions are getting underway.

There was general discussion about the project to remove Bradford Pear trees on South Second Street in Smithfield. Also, input from Public Works Director, Lawrence Davis as to the replacement of some trees so as to not cause damage to infrastructure such as sidewalks upon future growth. The Board discussed how the Tree Inventory Report is being utilized to assist with removal of trees, as well as to keep trees that work.

The Board discussed the possible purchase of its own cleanup supplies with their budget for cleanup efforts in Town. Vice Chair Person, Emery Ashley, Jr. stated this was not a bad idea, but that the Board should consider whether to allocate its budget for supplies when organizations such as D.O.T. may provide them. Chairperson Kaitlyn Tarley noted that the Board’s supplies would be its own and used more for impromptu cleanups. The Board further discussed cleanup along the Greenway. It was expressed that Town citizens already assist greatly with keeping the Greenway clean. Placement of benches along the Greenway was also discussed, with nod to a possible “donate a bench” project being presented by the Appearance Commission, an idea for citizens to be able to dedicate a park bench.

- **Updates**

Ham and Yam

Chairperson Kaitlyn Tarley relayed to the Board that she would not be present at this year’s Ham and Yam Festival as a representative of the Appearance Commission. She asked if there was another Board member who would like represent the Appearance Commission to let her know, and she would coordinate it with the Parks and Recreation Director.

Social Media Updates

Chairperson Kaitlyn Tarley noted that they were still working on access and passwords for the Appearance Commission's page with assistance from the Town's Public Information Officer.

Library Collab

Chairperson Kaitlyn Tarley informed the Board that they may be asked to help collaborate on a park development project at the corner of the Public Library in Town. An estimated \$175,000 has been quoted for the project. Tarley let the Board know that they may be sought for ideas such as for new signage or input for a current mobile café as a permanent fixture at the location.

Economic Development Meeting

Chairperson Kaitlyn Tarley gave the Board an update from her attendance at the Economic Development Meeting. She shared that they discussed putting a mural on the side of the Howell Theater with approval from the historic preservation society. Also discussed were terms for attracting the best types of businesses for Downtown Smithfield for to achieve the best economic development and aesthetic in downtown.

Tarley further noted that parking along US 70 Business highway was also discussed, as talks are underway with parking options being considered for downtown. She stated the trash situation in downtown was discussed. There was input from the Board for ways to get businesses involved with possibly purchasing more trash cans to help improve appearance.

Potential Project Areas

There was general discussion among the Board regarding other areas for appearance improvements throughout town. They were:

- ❖ Adding a park bench to the Greenway; the Board discussed placards that notated the bench was donated by the Appearance Commission.
- ❖ Burlington Park refurbish and cleanup; the Board discussed talking with the Parks and Recreation Director what would be allowed to refurbish the park. Some ideas for the park were mulching, adding trash cans and a park bench.

- **Action Items**

Budget

The Board also discussed bringing a collaboration of ideas or projects they feel passionate about to the table in March to be voted on in April in order to meet deadlines for the upcoming budget session.

Nominations for Chairperson Elections

Chairperson Kaitlyn Tarley asked if there were any nominations for chairperson, since nominations for positions was missed in January 2025. She stated that if no one wants to this year, that she would Chair the Board for one more year. Vice Chairman, Emery Ashley, Jr. asked how many vacancies the Board had. Tarley stated two, also noting the importance of the Board putting itself out there as far as advertising for new memberships. The importance of current members attending meetings was also discussed.

Closing Remarks

The Board had more general discussion regarding the aesthetic and other improvements in appearance as a result of Bradford pear tree removals down Second Street and in the Downtown area.

Adjourn

Julia Narron made a motion, seconded by Vice Chairman Emery Ashley, Jr. to adjourn the meeting at 6:10 pm. Unanimously approved.

Respectfully Submitted,

Elaine S. Andrews
Town Clerk

DRAFT

Town of Smithfield
Public Works Fleet Maintenance Division
Monthly Report
February 28, 2025



I. Statistical Section

 1 Preventive Maintenances

 0 North Carolina Inspections (Outsourced)

 25 Work Orders

II. Major Revenues

None for the month

III. Major Expenses for the Month:

none.

IV. Personnel Update:

None for the month

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 "Heart Disease". With Jamie Pearce.



Reporting

02/01/2025 - 02/28/2025

Last Month

Work Orders

Asset Health

Reporting Details

Recent Activity

Export Data

Custom Dashboards

Andrew Strickland

Due Date

Category

+ Add Filter

Reset

Work Orders

Created vs. Completed >

+ Add to Dashboard

25

Created

24

Completed

96.0%

Percent Completed

25

20

15

10

5

0

Work Orders by Type ⓘ >

+

Preventive

Reactive

Other

%
Total Preventive Ratio

187

Work Orders 10

Purchase Orders

Reporting

Requests

Assets

Messages

Categories

Parts Inventory

Library

Meters

Automations

Locations

Teams / Users

Vendors

Support

Lawrence Davis
Settings



Work Orders List for 03/01/2025 - 03/31/2025

WORK ORDER INFO	LOCATION & ASSET	DUE & STATUS	TIME & COST	PROCEDURE ANSWERS
ID: #4810 Change wiper blades 401 Type: Reactive Sanitation Division Andrew Strickland	Drainage Division Truck 401/ snow plow Parent: Drainage Division	✓ Done Completed by Andrew Strickland on 03/03/2025	Total Time Costs \$3.72 Total Time 10m 0s Total Costs \$3.72	
ID: #4811 Change left front tire 903 Type: Reactive Appearance Division Andrew Strickland	Appearance Division Truck 903 Parent: Appearance Division	✓ Done Completed by Andrew Strickland on 03/03/2025	Total Time Costs \$22.33 Total Time 1h 0m 0s Total Costs \$22.33	
ID: #4837 Repair idler pulley 305 Type: Reactive Sanitation Division Andrew Strickland	Drainage Division Truck #305 Parent: Sanitation Division	✓ Done Completed by Andrew Strickland on 03/06/2025	Total Time Costs \$89.32 Total Time 4h 0m 0s Total Costs \$89.32	
ID: #4838 Fix coolant leak 700 Type: Reactive Utilities Andrew Strickland	Drainage Division Truck# 14700 Parent: Public Utilities (Water and Sewer)	✓ Done Completed by Andrew Strickland on 03/06/2025	Total Time Costs \$22.33 Total Time 1h 0m 0s Total Costs \$22.33	
ID: #4839	Drainage Division	✓ Done	Total Time Costs \$22.33	

WORK ORDER INFO	LOCATION & ASSET	DUE & STATUS	TIME & COST	PROCEDURE ANSWERS
Change tire 319 Type: Reactive Sanitation Division Andrew Strickland	Truck #319 Parent: Sanitation Division	Completed by Andrew Strickland on 03/06/2025	Total Time 1h 0m 0s Total Costs \$22.33	
Repair tire 305 Type: Reactive Sanitation Division Andrew Strickland	Drainage Division Truck #305 Parent: Sanitation Division	✓ Done Completed by Andrew Strickland on 03/06/2025	Total Time Costs \$44.66 Total Time 2h 0m 0s Total Costs \$44.66	
Fix brake issue 300 Type: Reactive Sanitation Division Andrew Strickland	Drainage Division Truck #300 Parent: Sanitation Division	✓ Done Completed by Andrew Strickland on 03/06/2025	Total Time Costs \$66.99 Total Time 3h 0m 0s Total Costs \$66.99	
Change belt 305 Type: Reactive Sanitation Division Andrew Strickland	Drainage Division Truck #305 Parent: Sanitation Division	✓ Done Completed by Andrew Strickland on 03/12/2025	Total Time Costs \$22.33 Total Time 1h 0m 0s Total Costs \$22.33	
Jump start 405 Type: Reactive Sanitation Division Andrew Strickland	Drainage Division Truck #405 (Parent: Big Dump Truck) Parent: Drainage Division	✓ Done Completed by Andrew Strickland on 03/12/2025	Total Time Costs \$22.33 Total Time 1h 0m 0s Total Costs \$22.33	
ID: #4871 Drainage Division		✓ Done	Total Time Costs \$44.66	

WORK ORDER INFO	LOCATION & ASSET	DUE & STATUS	TIME & COST	PROCEDURE ANSWERS
Diagnose backhoe no start Type: Reactive Sanitation Division Andrew Strickland	Backhoe #410 Parent: Drainage Division	Completed by Andrew Strickland on 03/12/2025	Total Time 2h 0m 0s Total Costs \$44.66	
ID: #4872 Repair drain in floor behind shop Type: Reactive Garage Andrew Strickland	Public Works Facility	✓ Done Completed by Andrew Strickland on 03/19/2025	Total Time Costs \$178.64 Total Time 8h 0m 0s Total Costs \$178.64	
ID: #4917 Replaced cable sweeper Type: Reactive Sanitation Division Andrew Strickland	Public Works Facility Sweeper Parent: Sanitation Division	✓ Done Completed by Andrew Strickland on 03/19/2025	Total Time Costs \$22.33 Total Time 1h 0m 0s Total Costs \$22.33	
ID: #4918 Rebuild front end 401 Type: Reactive Sanitation Division Andrew Strickland	Drainage Division Truck 401/ Parent: Drainage Division	✓ Done Completed by Andrew Strickland on 03/19/2025	Total Time Costs \$178.64 Total Time 8h 0m 0s Total Costs \$178.64	
ID: #4919 Replace rear tires 320 Type: Reactive Sanitation Division Andrew Strickland	Public Works Facility Truck 320 Parent: Sanitation Division	✓ Done Completed by Andrew Strickland on 03/19/2025	Total Time Costs \$44.66 Total Time 2h 0m 0s Total Costs \$44.66	

Town of Smithfield
Public Works Drainage/Street Division
Monthly Report
Feb. 28, 2025



I. Statistical Section

- a. All catch basins in problem areas were cleaned on a weekly basis
- b. 0 Work Orders – 0 Tons of Asphalt was placed in 0 utility cuts,
- c. 0 gator areas and 0 overlay.
- d. 0 Work Order – 0 Linear Feet Drainage Pipe installed.
- d. 0 Work Orders - 0 Linear Feet of ditches were cleaned
- e. 22 Work Orders – 810.00lbs. of Cold Patch was used for 5 Potholes.

II. Major Revenues

None for the month

III. Major Expenses for the Month:3

Paid \$1,021.61 to Parker Gas for Off road Diesel
Paid \$1,675.00 to Napa Walker Auto Parts Tarp assembly kit for dump truck.
Paid \$850.00 to Core and main for Perma patch.

IV. Personnel Update:

No one new was hired in the month of February.

V. Narrative of monthly departmental activities:

The Public Works Department safety meeting on "Heart Disease" with Jamie Pearce of wellness works.



Reporting

02/01/2025 - 02/28/2025

Last Month

Work Orders

Asset Health

Reporting Details

Recent Activity

Export Data

Custom Dashboards

J.B. Young

Due Date

Category

+ Add Filter

Reset Filters

Work Orders

Created vs. Completed >



36

Created

36

Completed

100.0%

Percent Completed

35 —
30 —
25 —
20 —
15 —
10 —
5 —
0 —

Work Orders by Type ⓘ >



Preventive

Reactive

Other

%
Total Preventive Ratio

192

Work Orders 10

Purchase Orders

Reporting

Requests

Assets

Messages

Categories

Parts Inventory

Library

Meters

Automations

Locations

Teams / Users

Vendors

Support

Lawrence Davis
Settings



Work Orders List for 03/01/2025 - 03/31/2025

WORK ORDER INFO	LOCATION & ASSET	DUJE & STATUS	TIME & COST	PROCEDURE ANSWERS
ID: #4812 Potholes Type: Reactive Signage J.B. Young	Appearance Division	✓ Done Completed by J.B. Young on 03/03/2025	Total Time Costs Total Time Total Costs	\$3.34 13m 21s \$3.34
ID: #4813 Pothole Type: Reactive Signage J.B. Young	Appearance Division	✓ Done Completed by J.B. Young on 03/03/2025	Total Time Costs Total Time Total Costs	\$1.64 6m 33s \$1.64
13 ID: #4814 Pothole Type: Reactive Signage J.B. Young	Appearance Division	✓ Done Completed by J.B. Young on 03/03/2025	Total Time Costs Total Time Total Costs	\$1.83 7m 19s \$1.83
ID: #4815 Pothole Type: Reactive Signage J.B. Young	Appearance Division	✓ Done Completed by J.B. Young on 03/03/2025	Total Time Costs Total Time Total Costs	\$2.06 8m 14s \$2.06

ID: #4816 Pothole Type: Reactive Signage J.B. Young	Appearance Division	✓ Done Completed by J.B. Young on 03/03/2025	Total Time Costs Total Time Total Costs	\$1.33 5m 20s \$1.33
ID: #4817 Stopsign leaning Type: Reactive Signage J.B. Young	Appearance Division	✓ Done Completed by J.B. Young on 03/03/2025	Total Time Costs Total Time Total Costs	\$1.53 6m 8s \$1.53
ID: #4842 Divided highway sign torn down Type: Reactive Signage J.B. Young	Appearance Division	✓ Done Completed by J.B. Young on 03/06/2025	Total Time Costs Total Time Total Costs	\$6.39 25m 34s \$6.39
ID: #4850 Stopsign leaning Type: Reactive Signage J.B. Young	Appearance Division	✓ Done Completed by J.B. Young on 03/10/2025	Total Time Costs Total Time Total Costs	\$2.16 8m 38s \$2.16
ID: #4852 Potholes Type: Reactive Signage J.B. Young	Appearance Division	✓ Done Completed by J.B. Young on 03/10/2025	Total Time Costs Total Time Total Costs	\$3.34 13m 21s \$3.34
ID: #4853 Pothole Type: Reactive	Appearance Division	✓ Done Completed by J.B. Young on 03/10/2025	Total Time Costs Total Time	\$1.68 6m 43s

[Signage](#)

J.B. Young

ID: #4854

Potholes

Type: Reactive

[Signage](#)

J.B. Young

Appearance Division

✓ Done

Completed by J.B. Young on 03/10/2025

Total Costs \$1.68

Total Time Costs \$3.32

Total Time 13m 17s

Total Costs \$3.32

ID: #4855

Pothole

Type: Reactive

[Signage](#)

J.B. Young

Appearance Division

✓ Done

Completed by J.B. Young on 03/10/2025

Total Time Costs \$1.86

Total Time 7m 27s

Total Costs \$1.86

ID: #4856

Potholes

Type: Reactive

[Signage](#)

J.B. Young

Appearance Division

✓ Done

Completed by J.B. Young on 03/10/2025

Total Time Costs \$3.36

Total Time 13m 27s

Total Costs \$3.36

ID: #4862

Faded No Parking

Anytime Sign

Type: Reactive

[Signage](#)

J.B. Young

Appearance Division

✓ Done

Completed by J.B. Young on 03/11/2025

Total Time Costs \$3.79

Total Time 15m 10s

Total Costs \$3.79

ID: #4863

Potholes

Type: Reactive

[Signage](#)

J.B. Young

Appearance Division

✓ Done

Completed by J.B. Young on 03/11/2025

Total Time Costs \$2.08

Total Time 8m 19s

Total Costs \$2.08

WORK ORDER INFO

LOCATION & ASSET

DUE & STATUS

TIME & COST

PROCEDURE ANSWERS

ID: #4864
Pothole
 Type: Reactive
[Signage](#)
 J.B. Young

✓ Done
 Completed by J.B. Young on
 03/11/2025

Appearance Division
 Total Time Costs
 Total Time
 7m 25s
Total Costs \$1.85

ID: #4865
Pothole
 Type: Reactive
[Signage](#)
 J.B. Young

✓ Done
 Completed by J.B. Young on
 03/11/2025

Appearance Division
 Total Time Costs
 Total Time
 7m 13s
Total Costs \$1.80

ID: #4873
Pothole
 Type: Reactive
[Signage](#)
 J.B. Young

✓ Done
 Completed by J.B. Young on
 03/12/2025

Appearance Division
 Total Time Costs
 Total Time
 6m 3s
Total Costs \$1.51

ID: #4875
Pothole
 Type: Reactive
[Signage](#)
 J.B. Young

✓ Done
 Completed by J.B. Young on
 03/12/2025

Appearance Division
 Total Time Costs
 Total Time
 10m 22s
Total Costs \$2.59

ID: #4876
Potholes
 Type: Reactive
[Signage](#)
 J.B. Young

✓ Done
 Completed by J.B. Young on
 03/12/2025

Appearance Division
 Total Time Costs
 Total Time
 18m 47s
Total Costs \$4.70

ID: #4880
Potholes
 Type: Reactive

✓ Done
 Completed by J.B. Young on
 03/12/2025

Appearance Division
 Total Time Costs
 Total Time
 37m 48s
Total Costs \$9.45

[Signage](#)

J.B. Young

Appearance Division

ID: #4888

Pothole

Type: Reactive

[Signage](#)

J.B. Young

✓ Done

Completed by J.B. Young on 03/14/2025

Total Time Costs

\$3.45

Total Time

13m 48s

Total Costs

\$3.45

Appearance Division

ID: #4889

Pothole

Type: Reactive

[Signage](#)

J.B. Young

✓ Done

Completed by J.B. Young on 03/14/2025

Total Time Costs

\$1.53

Total Time

6m 8s

Total Costs

\$1.53

Appearance Division

ID: #4890

Pothole

Type: Reactive

[Signage](#)

J.B. Young

✓ Done

Completed by J.B. Young on 03/14/2025

Total Time Costs

\$1.99

Total Time

7m 57s

Total Costs

\$1.99

Appearance Division

ID: #4891

Potholes

Type: Reactive

[Signage](#)

J.B. Young

✓ Done

Completed by J.B. Young on 03/14/2025

Total Time Costs

\$8.23

Total Time

32m 55s

Total Costs

\$8.23

Appearance Division

ID: #4896

Potholes

Type: Reactive

[Signage](#)

J.B. Young

✓ Done

Completed by J.B. Young on 03/17/2025

Total Time Costs

\$4.04

Total Time

16m 9s

Total Costs

\$4.04

ID: #4900
Stopsign torn down
 Type: Reactive
[Signage](#)
 J.B. Young

Appearance Division
 Done
 Completed by J.B. Young on
 03/17/2025
 Total Time Costs
 Total Time 33m 28s
Total Costs \$8.37

ID: #4901
Pothole
 Type: Reactive
[Signage](#)
 J.B. Young

Appearance Division
 Done
 Completed by J.B. Young on
 03/17/2025
 Total Time Costs
 Total Time 8m 17s
Total Costs \$2.07

ID: #4902
Pothole
 Type: Reactive
[Signage](#)
 J.B. Young

Appearance Division
 Done
 Completed by J.B. Young on
 03/17/2025
 Total Time Costs
 Total Time 5m 13s
Total Costs \$1.30

ID: #4903
Pothole
 Type: Reactive
[Signage](#)
 J.B. Young

Appearance Division
 Done
 Completed by J.B. Young on
 03/17/2025
 Total Time Costs
 Total Time 7m 53s
Total Costs \$1.97

ID: #4911
Blind corner
 Type: Reactive
[Signage](#)
 J.B. Young

Appearance Division
 Done
 Completed by J.B. Young on
 03/18/2025
 Total Time Costs
 Total Time 24m 26s
Total Costs \$6.11

ID: #4915
Potholes
 Type: Reactive

Appearance Division
 Done
 Completed by J.B. Young on
 03/19/2025
 Total Time Costs
 Total Time 15m 26s
Total Costs \$3.86

[Signage](#)

J.B. Young

ID: #4916

Pothole

Type: Reactive

[Signage](#)

J.B. Young

Appearance Division

✓ Done

Completed by J.B. Young on 03/19/2025

Total Time Costs

\$2.00

Total Time

8m 1s

Total Costs

\$2.00

ID: #4920

Pothole

Type: Reactive

[Signage](#)

J.B. Young

Appearance Division

✓ Done

Completed by J.B. Young on 03/20/2025

Total Time Costs

\$3.58

Total Time

14m 18s

Total Costs

\$3.58

ID: #4921

Pothole

Type: Reactive

[Signage](#)

J.B. Young

Appearance Division

✓ Done

Completed by J.B. Young on 03/20/2025

Total Time Costs

\$2.17

Total Time

8m 41s

Total Costs

\$2.17

ID: #4922

Street blades missing

Type: Reactive

[Signage](#)

J.B. Young

Appearance Division

✓ Done

Completed by J.B. Young on 03/20/2025

Total Time Costs

\$29.79

Total Time

1h 59m 10s

Total Costs

\$29.79

Town of Smithfield
Public Works Sanitation Division
Monthly Report
February 28, 2025



I. Statistical Section

The Division collected from approximately 4,407 homes, 4 times during the month

- a. Sanitation forces completed 31 work orders
- b. Sanitation forces collected tons 410.34 of household waste
- c. Sanitation forces disposed of loads 59 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 1.58 tons of construction debris (C&D)
- f. Town disposed of 250 scrap tires that was collected at Convenient Site Center
- g. Recycling forces collected 3.25 tons of recyclable plastic
- h. Recycled 780 lbs. of cardboard material from the Convenient Site Center
- i. A total of 0 lbs of Anti-freeze was collected at the Convenient Site Center
- j. Recycled 2,900 lbs. of plastics & glass (co-mingle) from the Convenient Site Center

II. Major Revenues

- a. Received \$0 from Sonoco Products for cardboard material
- b. Sold 0 lbs. of aluminum cans for
- c. Sold 2,820 lbs. of shredder steel for \$ 204.45 to Omni Source

III. Major Expenses for the Month:

Spain Farms Nursery was paid \$2,242 for disposal of yard waste and debris. CIE was paid \$ 4,154.83 for new parts on the vacuum box. Evan's Tire was paid \$ 1,292.90 for replacement tires for TK# 321.

IV. Personnel Update:

V. Narrative of monthly departmental activities:

Public Works Safety Training was on "Heart Disease" With Jamie Pearce. Public works had no events for the month of February.

Community Service Workers worked 16 Hrs.

**Town of Smithfield
Public Works Storm Water Division
Monthly Report
February 28, 2025**



I. Statistical Section

II. Major Revenues
None

III. Major Expenses for the Month:

None

IV. Personnel Update:

None

V. Narrative of monthly departmental activities:

- Street Sweep and storm drain cleaning and repair.
- V.** The Public Works safety meeting was on "Heart Disease " with Jaime Pearce with Wellness Works.



MONTHLY REPORT FOR FEBRUARY, 2025

PROGRAMS STATISTICS	FEBRUARY, 2025	24/25 FY YTD	FEBRUARY, 2024	23/24 FY YTD
NUMBER OF PROGRAMS	6	65	8	69
TOTAL ATHLETICS PARTICIPANTS	357	4,521	454	2,745
TOTAL NON/ATHLETIC PARTICIPANTS	282	6,791	287	7,418
SARAH YARD COMMUNITY CENTER	109	964	121	1,022
NUMBER OF GAMES PLAYED	100	910	76	639
TOTAL NUMBER OF PLAYERS (GAMES)	1,800	18,743	1,536	7,138
NUMBER OF PRACTICES	101	847	100	508
TOTAL NUMBER OF PLAYER(S) PRACTICES	909	977	900	4,841
	FEBRUARY, 2025	24/25 FY YTD	FEBRUARY, 2024	23/24 FY YTD
PARKS RENTALS	49	226	66	319
USERS (PARKS RENTALS)	1,016	23,192	1,566	25,307
TOTAL UNIQUE CONTACTS	4,116	50,667	4,410	45,726
	FEBRUARY, 2025	24/25 FY YTD	FEBRUARY, 2024	23/24 FY YTD
FINANCIAL STATISTICS				
PARKS AND RECREATION REVENUES	\$ 18,029.00	\$ 100,094.00	\$ 14,560.00	\$ 72,090.00
PARKS AND RECREATION EXPENDITURES (OPERATIONS)	\$ 74,954.00	\$ 701,749.00	\$ 71,624.35	\$ 567,204.00
PARKS AND RECREATION EXPENDITURES (CAPITAL OUTLAY EQUIP)	\$ 36,407.00	\$ 45,268.00	\$ 16,232.00	\$ 141,826.00
SARAH YARD COMMUNITY CENTER (OPERATIONS)	\$ 3,624.00	\$ 22,553.00	\$ 3,010.00	\$ 22,592.00
SARAH YARD COMMUNITY CENTER (CAPITAL OUTLAY)	\$ -	\$ 4,300.00	\$ -	\$ 7,476.00
HIGHLIGHTS	Daddy Daughter Dance with 243 Participants Youth Basketball (357 Players)			



SRAC MONTHLY REPORT FOR FEBRUARY, 2025

PROGRAMS STATISTICS	FEBRUARY, 2025	24/25 FY YTD	FEBRUARY, 2024	
NUMBER OF PROGRAMS	22	143	15	
TOTAL CONTACT WITH PROGRAM PARTICIPANTS	775	10227	522	
	FEBRUARY, 2025	24/25 FY YTD	FEBRUARY, 2024	23/24 FY YTD
SRAC MEMBER VISITS	3577	31595	4147	30645
DAY PASSES	1106	11144	801	11142
RENTALS (SRAC)	31	276	26	161
USERS (SRAC RENTALS)	1328	18572	1044	22020
TOTAL UNIQUE CONTACTS	5,680	83,324	5,713	92,290
	FEBRUARY, 2025	24/25 FY YTD	FEBRUARY, 2024	23/24 FY YTD
FINANCIAL STATISTICS				
SRAC REVENUES	\$ 57,398.00	\$ 496,842.00	\$ 591,691.00	\$ 501,110.00
OPERATION EXPENDITURES	\$ 66,046.00	\$ 684,271.00	\$ 109,481.00	\$ 730,619.00
CAPITAL EXPENDITURES	\$ -	\$ 21,664.00	\$ 35,939.00	\$ 80,321.00
SRAC MEMBERSHIPS	4155		3798	
HIGHLIGHTS	Pottery Classes - Handbuilding and Wheel Throwing Teacher Workday Play Day Tiger Sharks Swim Lesson			



- **Statistical Section**

- Electric CP Demand 24,125 Kw relative to January's demand of 28,831 Kw.
- Electric System Reliability was 99.9975%, with one (1) recorded main line outage; relative to January's 99.9713%.
- Raw water treated on a daily average was 3.473 MG relative to 4.457 MG for January; with maximum demand of 4.117 MG relative to January's 5.503 MG.
- Total finished water to the system was 89.192 MG relative to January's 126.991 MG. Average daily for the month was 3.185 MG relative to January's 4.096 MG. Daily maximum was 4.197 MG (February 18th) relative to January's 4.921 MG. Daily minimum was 2.407 MG (February 20th), relative to January's 3.193 MG.

- **Miscellaneous Revenues**

- Water sales were \$255,908 relative to January's \$282,643
- Sewer sales were \$432,212 relative to January's \$483,740
- Electrical sales were \$1,482,703 relative to January's sales of \$1,538,751
- Johnston County Water purchases were \$165,624 for 65.206 MG relative to January's \$209,531 for 82.493 MG.

- **Major Expenses for the Month**

- Electricity purchases were \$1,079,151 relative to January's \$1,291,664
- Johnston County sewer charge was \$227,689 for 50.937 MG relative to January's \$174,417 for 39.020 MG.

- **Personnel Changes**

There were no changes in Personnel for the month of February.



**Town of Smithfield
Electric Department
Monthly Report
February, 2025**

I. Statistical Section

- Street Lights repaired -18
- Area Lights repaired-2
- Service calls – 25
- Underground Electric Locates -819
- Poles changed out/removed or installed -6
- Underground Services Installed -3

II. Major Revenues

- N/A

III. Major Expenses for the Month:

- N/A

IV. Personnel Update:

- The Electrical Dept. short one employee.

V. Miscellaneous Activities:

- The Electrical Dept Building 3 Phase Line on Outlet Center Dr. For Carmax
- The Electrical Dept. is working on replacing old poles and upgrading lines in the East Market St. area.
- The Electrical Dept is continuing to work on the Pole Audit Town wide.
- The Electrical Dept. helped the Street Dept. Take down Christmas Decorations along Market St on bridge.



Public Utilities Water and Sewer

Monthly Statistics	Month Ending	2/28/2025
	<i>Monthly Total</i>	<i>Year to Date Total</i>
Water Calls	59	176
Sewer Calls	26	72
Utility Locates	843	1588
Storm Drainage Calls	0	1
Total Calls	928	1837
Quotes new services	2	3
Inspections	10	12
Locate existing water & sewer services	3	3
Disconnect water	2	9
Reconnect water	1	2
Test meter	0	2
Temp hydrant meter	0	2
Discolored water call	4	6
Low pressure call	3	24
Leak detection	6	47
Meter check	13	38
Meter leak	8	20
Service leak	1	13
Water main leak	3	19
Replace existing water meter	5	14
Install new water meter	16	42
Install new water service	1	2
Renew water service	0	4
Water blow off repair	0	0
Street cuts	4	14
Repair utility cut or sink hole	2	6

Fire hydrant repair	2	4
Fire hydrant replaced	4	8
Camera Sewer main or service	0	7
Sewer odor complaint	1	3
Sewer main repair	4	8
Clean out repair or install	3	9
LF of sewer main cleaned	1200	1550
LF of sewer service cleaned	1370	3855
LF of storm drain cleaned	0	500

- Service and maintained 22 Sanitary Sewer Lift Stations 2 times per week
- Inspected all aerial sewer lines
- Inspected all high priority manholes weekly
- **Helped public works with cleaning storm drain lines and catch basin during and before rain events**

Major Expenses for the month of February

- Had Stuckey to make some water and sewer repairs that we were not able to.
- Still having work done on the Vac truck.
- Lumos is still destroying lines.
- Had major front-end repair done on backhoe.

Upcoming Projects for the month of March

- I 95 project continues.
- Floyd landing homes are being built, which means meters are being installed.
- New subdivision behind Walmart has begun.
- Hydromechanics will continue replacing and repairing fire hydrants.

Personnel Updates

- Daniel Henry starts work on 3/3/2025
- Timothy Honeycutt starts work on 3/10/2025



MONTHLY WATER LOSS REPORT

February 2025

(8) - Meters with slow washer leaks

$\frac{3}{4}$ " Line, $\frac{1}{8}$ ", 3 hrs.

(2) - 2" Line, Shear, 1 day