



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 June 3, 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 JUNE 3, 2025
7:00 PM**

Call to Order

Invocation

Pledge of Allegiance

Approval of Agenda

Presentations: None

Public Hearings:

Page:

- 1. FY 2025-2026 Budget Hearing:** In accordance with NCGS 159-12 (b), before adopting the budget ordinance, the Town Council shall hold a public hearing at which time any persons who wish to be heard on the budget may appear before the board.
(Town Manager Michael Scott – See attached information)1

Citizens Comments:

Consent Agenda Items:

- 1. Approval of Minutes:**
March 24, 2025 – Budget Session.....4
March 24, 2025 - Closed Session (Under a separate cover)
- 2. Consideration and Request for approval for Budget Amendments:** Budget amendments are often required during the fiscal year to balance the budget ordinance due to estimated revenues and appropriations not known during the budgeting process. All budget changes can be accomplished using dollars appropriated in the fiscal year 2024-2025 budget. This amendment is to comply with NC General Statutes and meet budgetary requirements.
(Finance Director – Andrew Harris) See attached information).....9

- 3. Consideration and request for approval for award of contract to Hazen & Sawyer in the amount of \$71,201 for evaluating raw water intake:** Increased upstream development in the Neuse River basin has led to more organic matter and sand in the Town's raw water intake. While screening helps, sand continues to cause frequent pump damage and repairs. The Town proposes to explore options to reduce sand intake and protect the water plant's equipment.
(Public Utilities Director – Ted Credle) See attached information.....13
- 4. Special Event – Sud Stop Car Wash Grand Opening:** Sud Stop Car Wash would like to hold their grand opening at 100 Smithfield Crossing. They will have amplified sound on June 14th between 11:00 am and 1:00 pm. They will have a 10'x10' tent displayed and iHeartRadio radio station present. The applicant has been informed that feather flags aren't permitted. No security is needed and no food or alcohol will be sold.
(Planning Director – Stephen Wensman) See attached information.....24
- 5. Special Event – Bulldog Harley-Davidson Bikini Contest:** Bulldog Harley-Davidson is requesting to hold a bikini contest at 1043 Outlet Center Drive on June 7th, 2025. This event will run from 11:00am-4:00pm and it will have amplified sound between 12:00 pm and 3:00 pm. Gent's Bounty BBQ food truck will be on-site selling food. Two beers will be given away to customers age 21 and older.
(Planning Director – Stephen Wensman) See attached information.....30
- 6. Special Event – Bulldog Harley-Davidson Bike Night:** Bulldog Harley-Davidson is requesting to hold Bike Night at 1043 Outlet Center Drive on June 12th, 2025. This event will run from 5:00pm-8:00pm and it will have amplified sound during the same times. Smash Masters food truck will be on-site selling food. Two beers will be given away to customers age 21 and older.
(Planning Director – Stephen Wensman) See attached information.....39
- 7. Special Event – Bulldog Harley-Davidson Classic Car and Motorcycle cruising event:** Bulldog Harley-Davidson is requesting to hold a classic car and motorcycle cruising event at 1043 Outlet Center Drive on June 14th, 2025. This event will run from 11:00 am to 4:00 pm and it will have amplified sound. Island Flavour food truck will be on-site selling food. Two beers will be given away to customers age 21 and older.
(Planning Director – Stephen Wensman) See attached information.....48
- 8. Special Event – Bulldog Harley-Davidson Ride into Summer event:** Bulldog Harley-Davidson is requesting to hold a Ride into Summer event at 1043 Outlet Center Drive on June 21st, 2025. This event will run from 11:00 am to 4:00 pm. Carolina Fish Fry food truck will be on-site selling food. Two beers will be given away to customers age 21 and older.
(Planning Director – Stephen Wensman) See attached information.....57

- 9. Special Event – Bulldog Harley Davidson Slots, Steer and Sounds Event:** Bulldog Harley-Davidson is requesting to hold Slots, Steer and Sounds event at 1043 Outlet Center Drive on June 21st, 2025. This event will run from 11:00 am to 4:00 pm. Flippin Wings food truck will be on-site selling food. Two beers will be given away to customers age 21 and older.
(Planning Director – Stephen Wensman) See attached information.....65
- 10. New Hire Report**
(Human Resources Director – Shannan Parrish) See attached information.....74

Business Items:

- 1. Consideration and request for approval for the Third Street Resurfacing Project:** The Public Works Department has sent out an RFP to resurfacing vendors for the resurfacing of South Third Street starting from the 200 Block of S. Third Street and E. Johnston Street through to Highway 301 South. Bid estimates will be presented to the council upon all packages received.
(Public Works Director – Lawrence Davis) See attached information.....75
- 2. Consideration and request for approval for the purchase of electric material for the JCC Parking Lot:** Johnston Community College (JCC) is upgrading its front parking lot this summer, including new lighting with 95 LED poles. The Town provides the area lighting, and will handle the replacement. Although plans were to buy materials after July 1, 2025, JCC needs the work done before classes start in late August. To stay on track, the Town must order materials now, at the cost of \$226,493. This will allow time for installation before paving begins.
(Public Utilities Director – Ted Credle) See attached information.....77
- 3. FY 2025-2026 Budget Discussions**
(Town Manager – Michael Scott)

Councilmember's Comments

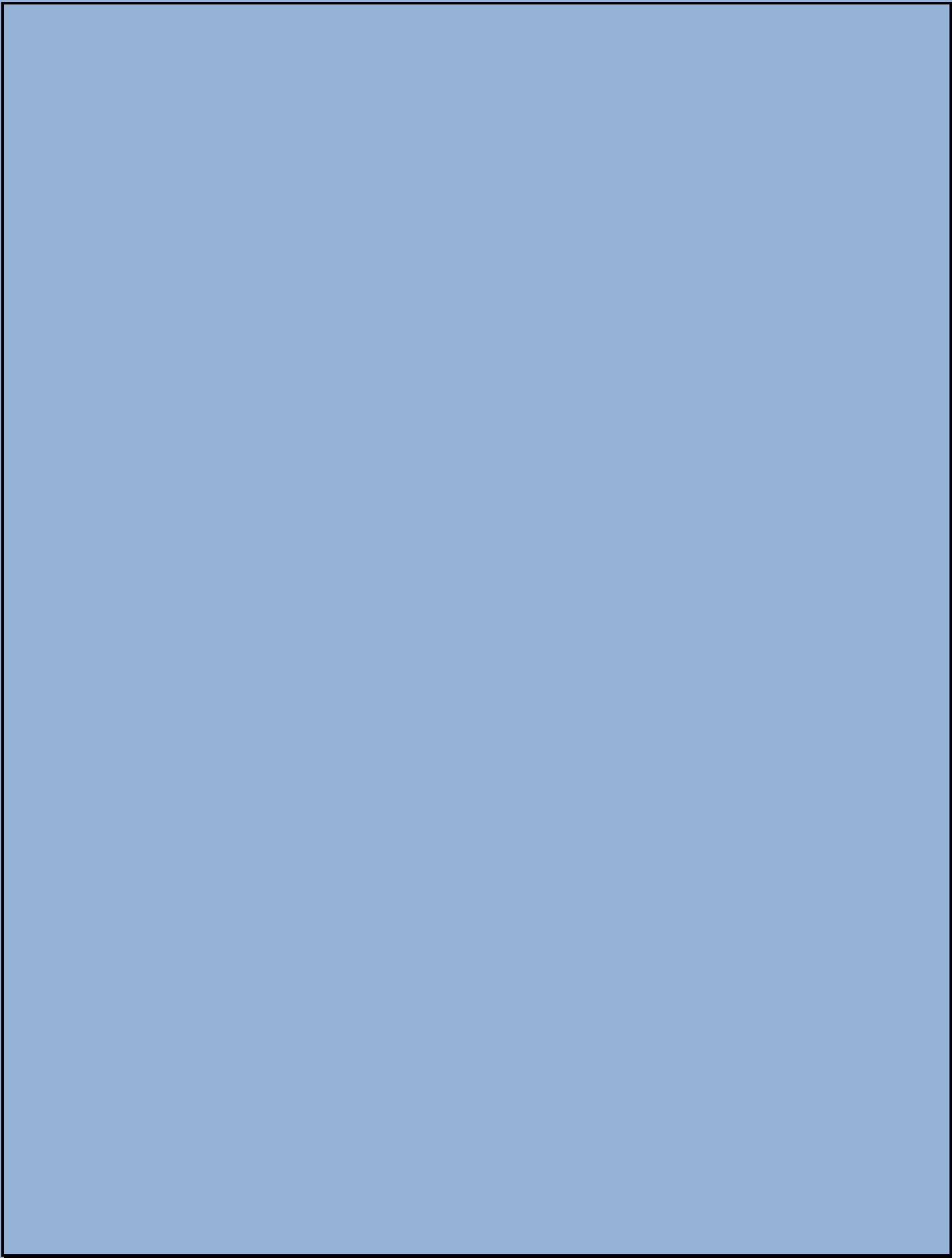
Town Manager's Report

- Financial Report.....80
- Department Reports.....86
- Manager's Report

Closed Session Pursuant to N.C. GS (a)(6)

Recess/Adjourn

Public Hearings





Request for Town Council Action

**Public
Hearing** **FY 2025-
2026
Budget**
Date: 06/03/2025

Subject: FY 2025-2026 Budget Proposal
Department: General Government
Presented by: Town Manager - Mike Scott; Finance Director - Andrew Harris
Presentation: Public Hearing

Issue Statement

The Manager's Proposed Budget was provided to the Town Council on May 21, 2025. The following presentation is in accordance with the public hearing requirements of NC General Statute, 159-11 (b) and 159-12.

Financial Impact

Total Town Budget for FY 2026.

Action Needed

Hold a Public Hearing for the Proposed FY 2025-26 Budget for the Town of Smithfield.

Recommendation:

Complete the Presentation and Public Hearing. Evaluate approving proposed budget and ordinance.

Approved: ☒ Town Manager ☐ Town Attorney

Attachments:

1. Staff Report



Staff Report

Public Hearing:	FY 2025- 2026 Budget
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Town staff has provided input and worked since December 2024 to create a draft budget for the Town. The draft budget was provided to the Town Council on March 24, 2025 and a series of workshops were held in March, April and May, as well as four government in-touch meetings for public input. The Manager's proposed budget was provided to the Mayor and Town Council on May 21, 2025 with a copy available for viewing on the Town's website and in the Town Clerk's office. Notice was also provided in a newspaper of local circulation. A presentation will be made to the Mayor, Town Council, and the Public at the Council Meeting on June 3, 2025 at 7:00 pm at Town Hall. A public hearing must be held in conjunction with this presentation in order to fulfill the requirements of NC General Statute 159-12. A Balanced Budget ordinance must be adopted by the majority of the sitting Town Council before July 1, 2025.

AFFIDAVIT OF PUBLICATION

Account #	Order Number	Identification	Order PO	Cols	Depth
150685	663510	Print Legal Ad-IPL02340420 - IPL0234042		1	52 L

Attention: Elaine Andrews

Elaine Andrews
350 E Market Street
Smithfield, NC 27577

elaine.andrews@smithfield-nc.com

TOWN OF SMITHFIELD NOTICE OF PUBLIC HEARING PROPOSED ANNUAL BUDGET FOR FISCAL YEAR 2025-2026

The Public is hereby notified that the Budget Officer of the Town of Smithfield, in accordance with N.C. General Statute, Chapter 159, has submitted to the Town Council a copy of the proposed budget for the fiscal year beginning July 1, 2025 through June 30, 2026. A copy of the proposed budget can be found on the Town's website at <https://www.smithfield-nc.com> and can be reviewed in the Office of the Town Clerk.

The Town Council of the Town of Smithfield has called for a public hearing to be held on June 3, 2025 at 7:00 p.m. in the Town Hall Council Chambers located at 350 East Market Street, Smithfield, NC, for the purpose of receiving comments on the proposed budget. Comments can be submitted to the Town Clerk via email at elaine.andrews@smithfield-nc.com or via mail at Town of Smithfield, Attn: Elaine Andrews, PO Box 761 Smithfield, NC 27577 on or before June 3, 2025.

In accordance with Title II of the Americans with Disabilities Act (ADA), the Town of Smithfield does not discriminate on the basis of disability in conducting its meetings. Individuals with disabilities who require auxiliary aids or services other than accommodations for effective communication and participation in a meeting may contact the Town Clerk at (919) 934-2116 ext. 1109. Request should be made 72 hours prior to the meeting.

This the 21th day of May, 2025 TOWN OF SMITHFIELD
By: M. Andy Moore, Mayor
Michael L. Scott, Town Manager/Budget Officer
IPL0234042
May 21 2025

STATE OF NORTH CAROLINA COUNTY OF WAKE, COUNTY OF DURHAM

Before the undersigned, a Notary Public of Beaufort County, South Carolina duly commissioned and authorized to administer oaths, affirmations, etc., personally appeared Mary Castro, who being duly sworn or affirmed, according to law, doth depose and say that he or she is Accounts Receivable Specialist of the News & Observer Publishing Company, a corporation organized and doing business under the Laws of the State of North Carolina, and publishing a newspaper known as The News & Observer, Wake and State aforesaid, the said newspaper in which such notice, paper, document, or legal advertisement was published was, at the time of each and every such publication, a newspaper meeting all of the requirements and qualifications of Section 1-597 of the General Statutes of North Carolina and was a qualified newspaper within the meaning of Section 1-597 of the General Statutes of North Carolina, and that as such he or she makes this affidavit; and is familiar with the books, files and business of said corporation and by reference to the files of said publication the attached advertisement for Elaine Andrews was inserted in the aforesaid newspaper on dates as follows:

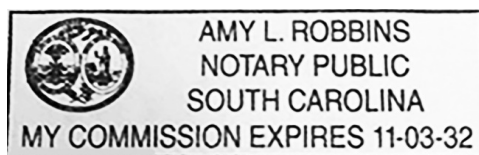
1 insertion(s) published on:
05/21/25

Mary Castro

I certify (or declare) under penalty of perjury that the foregoing is true and correct.

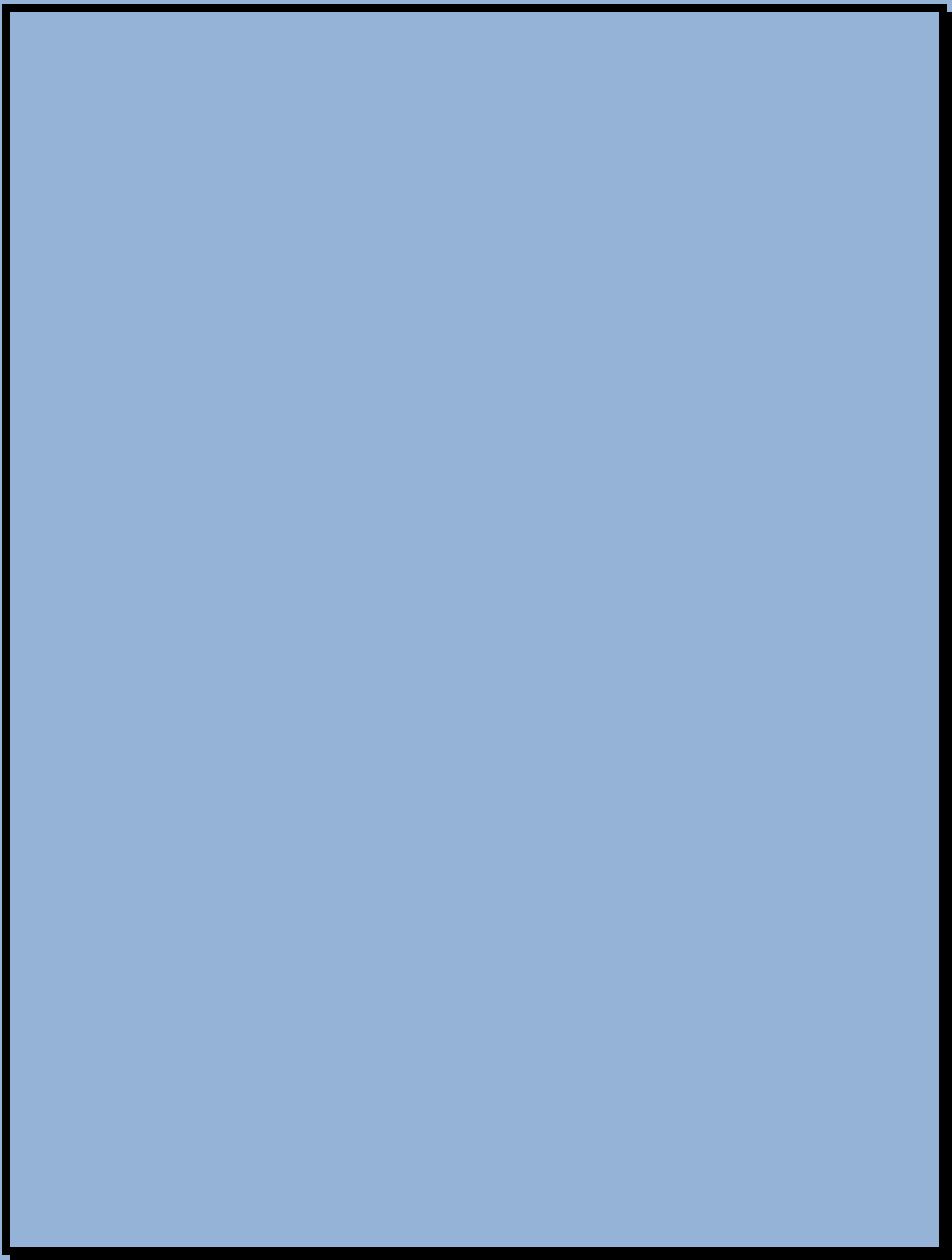
Amy Robbins

Notary Public in and for the state of South Carolina,
residing in Beaufort County



Extra charge for lost or duplicate affidavits.
Legal document please do not destroy!

Consent Agenda Items



The Smithfield Town Council reconvened at its March 18, 2025 meeting on Thursday, March 24, 2025 at 7:25 pm 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
Travis Scott, District 3
Dr. David Barbour, District 4
John Dunn, At-Large
Stephen Rabil, At-Large

Councilmen Absent

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

Administrative Staff Absent

CALL TO ORDER

Mayor Moore called the meeting to order at 7:25 pm.

LETTER OF TRANSMITTAL – FY 2025-26 DRAFT BUDGET OVERVIEW:

Town Manager, Mike Scott presented the Board with a letter of transmittal to begin the discussion for the fiscal year 2025-2026 Town of Smithfield proposed budget. He stated that he had been told by the County that there would likely be an increase in sewer cost by 7%. He stated the wholesale electric rate is also likely to increase by 6%. The Manager stated that by his calculations, even with the 6% electric rate increase, the Town's rate would still be lower than Duke Energy Progress' electric rate for residential customers.

Councilman David Barbour asked if we should be charging more for water, since the sewer rates are going up. The Town Manager stated that it does not really work that way in an Enterprise Fund. There was some discussion regarding the Town's wholesale rate for water and the rate structure. Town Manager Scott stated that our water and sewer department is sound. He further outlined that in setting the Town's rates, we must:

1. Evaluate our capital improvement plan
2. Consider our infrastructure needs
3. Analyze our current customer base
4. Calculate the cost of water delivery

Manager Scott further noted that the Enterprise Fund should break even, not generate profit. Rates must be justified by a comprehensive rate study that shows the actual costs of providing water service. Arbitrarily raising rates without a solid financial basis would be improper and potentially challengeable in court.

Councilman David Barbour asked if the Town could offset the cost to residential customers by raising the cost for wholesale customers to reduce the impact of the 7% increase. The Manager stated it could be analyzed.

Councilman Sloan Stevens stated water is getting more valuable and the Town needs to be careful about our water. He noted that the County plans for a 700-million-gallon reservoir near Princeton.

Councilman David Barbour stated that the Town built the water plant to secure its own future, and not to serve the County. The intent was to maintain local control of our water supply and have flexibility to use or sell water as needed and to prepare for the Town's own future water requirements. Barbour stated he was not a fan of the idea of a county-wide water sewer plant because the Town may lose, as was with the sewer deal.

Councilman Sloan Stevens asked what was the allocated percentage of water the Town sold to the County. Public Utilities Director, Ted Credle stated the County generally takes a little over half of what the Town makes daily. The

Town makes up to five million gallons. Councilman Stevens asked with the current new growth in Town, how much is that taking from the water table. Mayor Andy Moore added and asked what about the industrial customer. He noted that the Town needs to be desperately prepared.

Councilman Travis Scott stated that it was frustrating to him that the sewer cost is the majority of the cost of his utility bill. He stated costs for meter fees and system development fees should be evaluated so that costs for development are offset and do not come from the Town's coffers nor its utility customers. It was discussed that tap fees and meter set fees already exist.

Town Manager Scott asked if there were any further questions regarding his introduction. There being none, the Manager directed the Board to pages 13 and 14 of the proposed FY 25-26 Budget. He pointed out two-line items on pages 13 and 14 with no dollar amounts: the Downtown Development contribution and the Ava Gardener Museum donation. He recommends using tourism funds to cover the salaries and benefits for these positions, which would prevent drawing money from the general fund. This approach would save money and utilize tourism funds, which have limited uses. Manager Scott wanted to bring this to the council's attention before proceeding further with the budget discussion. Councilman Stephen Rabil asked how much was spent roughly per year on tourists. Manager Scott replied \$450,000.

WATER PLANT:

Manager Mike Scott directed the Board to page 93 of the proposed budget for the Water Plant. Utilities Director Ted Credle addressed the Board, stating that the first eight or so lines in the budget are pretty much set for FICA, but noted the following changes:

- **Telephone:** Increase 22% for cell phone allowance; 6 employees at \$600/yr each. Three land lines at \$170/yr each. Three operator phones \$900.
- **Equipment maintenance repair:** Increase 45% for Water Plant equipment, and to replace 18" check valve located in the yard between the reservoir and the water plant itself at the cost of \$50,000.
- **Legal Fees:** Increase \$5,000. Manager Scott stated that legal fees have been added to deal with the reservoir, sewer issues and capacity fees with County litigation--the Town is continually spending money.
- **Building and Maintenance repair:** Increase 14% to replace rails around three filters, and painting around areas at the outer basins at the Water Plant. Credle noted this should be a one-time thing and this cost should go down next year.

Councilman John Dunn asked if the salary line item takes into account any potential percent increase; whether it was based on the same employees currently and if last year's numbers were half the year at the new rate. Manager Scott stated last year the numbers did not include salary increases at all because the amounts were unknown, it was all left in contingency in order to move forward. Same with the General Fund.

Councilman Travis Scott questioned whether some of the Building and Maintenance repair costs could come from Capital Project funding, since it is a one-time expense. Credle stated he would defer that question to the Finance Director, and if appropriate it could be. Credle continued:

- **Supplies and operation:** Increase 9% for two chemicals that went up in price for water treatment, which are solely sourced from overseas.
- **Service Contracts:** Increase 14% for divers to clean out sand from the pump station, for river dredging and to add a brand new clear well to our contract. Credle stated all three items added to an increase annual expense of \$50,000.
- **Capital Outlay:** Decrease -67% for Scada upgrades around the water tanks and the water pump houses around town.

Credle expounded on the issue of sand intake at the water plant, stating that staff has reached out to surrounding Towns and County areas to see how they handle the issue, and if applicable. He stated Goldsboro had an issue and essentially dug a canal using their extra space to resolve their problem. Credle stated the Town does not have the extra space. He stated staff is actively looking at ways to solve the problem, being the number one issue, the water plant is dealing with right now.

Councilman Travis Scott asked if the Town drawing in more water due to growth has an effect on sand intake. Credle stated this does impact the issue, as the sand is negatively impacting pumps and valves. Credle stated the brand-new pumps that were purchased as part of the improvement project were 10-year pumps. They have since had to be rebuilt, and it is an on-going battle.

Councilman David Barbour asked what the Town was doing about the water pressure in West Smithfield, noting that it was woefully inadequate. Public Utilities Director, Credle stated that there were state funds directed to build a water tank on a section of land in West Smithfield that is owned by the Town. Credle also noted that staff would continually charge existing tanks and keep them as full as possible. Credle stated the Barbour Road area is a high spot of Town, and the water tank on Flowers Street would be more helpful if perhaps built 30 to 40 feet higher up in the air. It was also discussed that valves and pipe size installed when developed may have also affected the water pressure issue, albeit not as much as the land elevation. Credle stated there was not much he could do in the next six months to resolve the issue with state funds. He added that the Town could put a pump in the system, similar to what East of 95 are proposing until the tank is built one day. However, the pump would have its own issues related to maintenance. There was some discussion regarding the proposed development on Barbour Road. Councilman Barbour stated that any new houses added to the area would place more of a strain on the system for existing customers already having a water pressure issue.

Mayor Andy Moore asked if there was a way to legally have developers help pay for impact fees as a result of new development, and are we charging enough. Credle noted that we currently have system development fees.

Councilman Steve Rabil asked Credle what would be the cost to raise the tank on Flowers Street. Credle stated he did not know, but it would likely be the same cost as installing a whole new tank because construction would have to start at the foundation. There was general discussion regarding installing a pump at the cost of an estimated \$400,000 to address the water pressure issues in West Smithfield, versus the cost and how long it would take to build a new water tank. The possibility of having the developer reserve a plot of land for a water tank to improve pressure was also a consideration. Councilman Barbour stated that his constituents would like to know that the issue is being considered and addressed in the budget process by the Council.

Councilman Travis Scott asked Credle to go back and look at the system development and meter fees to make sure they are adequate. Councilman Scott also asked Credle if he considered hiring an assistant director, who may take his place when the time comes. He stated that sharing knowledge of his and other key roles of other staff members would allow the Town to be prepared for any staff changes if and when they occur. Credle stated that if stormwater becomes an Enterprise Fund, it would give him a fourth item to manage, which could prove challenging given wildlife, etc. He stated this may occur five or six years from now, but at the moment he is okay without an assistant director on staff. He stated he would let the Board know so that it will be prepared when the time comes.

WATER SEWER FUND:

Credle continued with his review of line items on page 97 of the proposed budget for water and sewer distribution:

- **Equipment maintenance and repair:** Increase of 33%; Credle noted this was for maintenance of pumps at the pump stations, noting that all pumps have gone up considerably.
- **Property and Liability Insurance -Worker's Comp:** Increase of 22%; Manager Scott noted this item was paid out of all three departments, Water Sewer, Electric and General funds. The League of Municipalities has not given the actual numbers yet, so this is only an estimate and hopefully the actual would be less.
- **Supplies and Operation:** Increase 21%; Credle noted this was for permitting costs that went up to operate our collection system, for the cost of tools to do jobs, and for signs for traffic control.
- **Sewage Treatment:** Increase 25%; Credle stated this is due to the annual increase from the County, and also infiltration and intrusion issues, for which we are hiring a consultant to address. Manager Scott noted that the increase factors in the 7% sewer increase from the County.

There was some discussion to clarify employee supplemental retirement insurance payments. The Manager clarified that employees hired before July 2007 can receive a Town health insurance benefit when they retire with either twenty years of service or retirement by age. When the employee becomes Medicare eligible at age 65, they can receive a Medicare supplement payment. It was noted that the town has a few active employees who are over age

65 and still on the Town's group policy.

- **Economic Development:** Increase 137%; Manager Scott stated these funds were mostly going to East River. They can put in one reimbursement payment a year only. This will be the last amount of money needed to put back for East River. There is another line item in the General Fund for this as well. These are the only two places in the budget for which we are still reimbursing for that infrastructure.
- **Water Sewer Capital Projects:** No increase; Credle stated we continue to see reductions in infiltration and intrusion; the fund also covers lift station repairs, AMI-Nexgrid metering valve insertion, water line upgrades; and a vac-truck purchase.
- **Capital Outlay:** Increase 368%; Credle stated the balance of \$286,000 was a thing of the January meeting whereby the EDA wanted a commitment from the Town, and this is the amount of the commitment. The other projects for manual rehabilitation, buying a single hydraulic camera for street cutting because ours is worn out. Credle also requested posting a line locator position, a full-time position for someone to paint the ground--indicating where the water and sewer lines are. Credle stated he hopes to also train this position for the job of inspector.

Mayor Andy Moore asked if we had any ongoing consulting projects with Wooten Corporation. Credle answered yes, one is an EDA sewer line extension project in West Smithfield and the other is an extension or improvement of the sewer line beneath I 95 from the Howard Johnson to the Golden Corral. Both projects have bids awarded out. One project is permitted, and the other is awaiting approval of permits. Mayor Moore referenced a job that Wooten did for the Town that resulted in a costly mistake. He encouraged Credle to seriously look at potentially going with other companies that offer the same level of service for future contracts.

ELECTRIC FUND:

Manager Scott continued with the electric fund budget:

- **Property Liability/Worker's Comp:** Increase 7%; Manager Scott noted the \$200,000 figure was the current estimation.
- **Professional Services:** Increase 21%; Public Utilities Director Credle stated that with the retirement of the former Electric Superintendent, who did a lot of this planning work, the new replacement lacks planning experience. As he picks up experience, this item will be needed less.
- **Fuel:** Decrease 14%; Credle stated fuel costs have dropped due to a newer bucket and service trucks which require less fuel.
- **Supplies/Operations:** Increase 10%; Credle stated this was inflationary due to the price of materials like copper, aluminum, wood and PVC have all risen.
- **Electricity Purchased:** Decrease 3%; Manager Scott noted a loan payment for wholesale power purchased from NCEMPA. There is also a 6% increase in the wholesale electric price.
- **Transfer to Electric Capital Projects Fund:** N/A; Credle discussed the Voltage conversion, AMI metering, the purchase of a digger derrick truck and electric delivery point one improvements

Manager Scott added that the only electric debt in the electric fund is the substation loan for the Brogden Road station. He stated it matures August of 2027.

Councilman Rabil asked what percentage of meters have been replaced with the new Nexgrid meters. Credle stated that 99% of customers have Nexgrid meters. Only about 50 commercial meters remain. Rabil asked why are we still reading meters. Credle stated they are physically re-reading when meters are off or broken, but not reading all meters. Manager Scott added that Town staff is still reading water meters. Credle stated the Town is in the process of being replacing water meters with money allocated annually. There was general discussion regarding meter readings, and the availability to read the new meters online.

There was also discussion regarding the cost of meters and whether the rate study takes into account the base charge for the meter to recoup that charge. Credle stated he would verify that this is the case. There was also discussion regarding whether the electric meter fee was passed along to the developer with system development fees. Credle stated system development fees were specific to water and sewer development.

RECESS

Mayor Andy Moore asked if there were any other questions from the Board. There were none, so the Board discussed setting the date for the next budget session. There was general discussion regarding whether to open the meeting up to nonprofits and schools to make a presentation. It was discussed that this was not necessary due to the amounts funded, and everyone typically being treated the same the same every year.

Councilman David Barbour made a suggestion for Wilson's Mills Elementary School to be considered for nonprofit school funding this year. Manager Scott stated he would get them the funding forms to complete.

Councilman Travis Scott made a motion seconded by Councilman John Dunn to recess this meeting at approximately 9:43 pm, and to schedule the next budget session for Thursday, March 27 at 6:45 pm. Unanimously approved.

M. Andy Moore, Mayor

ATTEST:

Elaine Andrews, Town Clerk



Request for Town Council Action

Consent **Budget**
Agenda **Amendments**
Item:
Date: 06/03/2025

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

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 appropriated in the fiscal year 2024-2025 budget.

Financial Impact

None

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 Sewer Capital Project Fund)



Staff Report

**Consent Budget
Agenda Amendments
Item:**

Budget amendments are often required during the fiscal year to balance the budget ordinance due to estimated revenues and appropriations not known during the budgeting process. All budget changes can be accomplished using dollars appropriated in the fiscal year 2024-2025 budget. This amendment is to comply with NC General Statutes and meet budgetary requirements.

No additional 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 budget ordinance for the fiscal year ending June 30, 2025:

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

See Attachment A

All expenditures in the Capital Project Funds has been appropriated by Town Council and funds need to be properly transferred to the appropriate budget line items to meet statutory budget requirements.

Section 2: 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 3rd day of June 2025 by the Smithfield Town Council.

M. Andy Moore, Mayor

ATTEST:

Elaine Andrews, Town Clerk

Attachment A

<u>Acct #</u>	<u>Description</u>	<u>Decrease</u>	<u>Increase</u>
Revenues:			-
Expenditures:			
45-75-3870-3870-0303	Transfer WSF (I&I S &W Smithfield)	-	186,225
45-75-3870-3870-0304	Transfer WSF (Lift Station Repair)	-	22,100
45-75-3870-3870-0306	Transfer WSF (AMI)	58,325	-
45-75-3870-3870-0309	Transfer WSF (East Smth)	150,000	-
45-75-3870-3870-0310	Transfer WSF (Water Line Upgrades)	-	4,000
45-75-3870-3870-0317	Transfer WSF (South Smth)	4,000	-
Check:		<u>Decrease</u>	<u>Increase</u>
Revenues		-	-
Expenditures		212,325	212,325
Totals		(212,325)	(212,325)
Check Figure			-



Request for Town Council Action

Consent Agenda Item:	Award of Contract
Date:	06/03/2025

Subject: Award of Contract for Evaluating Raw Water Intake

Department: Public Utilities Department

Presented by: Public Utilities Director - Ted Credle

Presentation: Consent Agenda Item

Issue Statement

With the increase of upstream development in the Neuse River basin, the Town's water plant has noticed an increase in organic matter in the raw water intake. Although screening can be an effective tool to block much of the matter from entering the water plant's intake, sand is a persistent problem that needs to be dealt with. The increased intake of sand has led to a pump repair rate that is significantly higher than the water plant has ever experienced. To reduce the frequency of pump repair and replacement, the Town wishes to investigate what alternatives exist to reduce the intake of sand from the river.

Financial Impact

The funds needed (\$71,201) to pay for these services were budgeted as part of the approved FY2024-20258 capital projects budget (45-71-7200-5700-7413). \$75,000 was budgeted for this project.

Action Needed

Approve the proposed consultant (Hazen & Sawyer), as recommended by staff, and authorize the Town Manager to execute the proposed agreement

Recommendation

Staff recommends the approval of Hazen & Sawyer as the most qualified consultant and authorize the Town Manager to execute the contract

Approved: ☒ Town Manager ☐ Town Attorney

Attachments:

1. Staff Report
2. Proposed Contract & Scope of Services
3. Amendment to Boiler Plate Contract



Staff Report

Consent Award of
Agenda Contract
Item:

With the increase of upstream development in the Neuse River basin, the Town's water plant has noticed an increase in sand in the raw water intake. Although screening can be an effective tool to block organic matter, sand is a persistent problem that needs to be dealt with. The increased intake of sand has led to a pump repair & replacement rate that is significantly higher than the water plant has ever experienced. To reduce the frequency of pump repair and replacement, the Town wishes to investigate what alternatives exist to reduce the intake of sand from the river.

The Town desires to hire an engineering consultant to evaluate the raw water intake in the Neuse River, examine alternatives, and create variable concepts for improving the intake such that the level of sand is reduced. Staff issued a Request for Qualifications in November of 2024 and reviewed responses from three firms in January 2025. Hazen & Sawyer was chosen as the best option, due to firm knowledge, experience and reference recommendation.

Staff is asking Council to approve the proposed consultant and to authorize the Town Manager to execute the contract with the proposed contractor, to perform the design work, in the amount of \$71,201.00, per the submitted proposal.

**NORTH CAROLINA
TOWN OF SMITHFIELD**

SERVICE CONTRACT

THIS CONTRACT is made, and entered into this the _____ day of _____, 2025, by and between the **TOWN of SMITHFIELD**, a political subdivision of the State of North Carolina, (hereinafter referred to as "TOWN"), and Hazen and Sawyer a corporation duly authorized to do business in the state of North Carolina, (hereinafter referred to as "CONTRACTOR").

For and in consideration of mutual promises to each as herein after set forth, the parties hereto do mutually agree as follows:

- 1. SCOPE OF SERVICES.** CONTRACTOR hereby agrees to provide the services and/or materials under this contract pursuant to the provisions and specifications identified in "Attachment 1" (hereinafter collectively referred to as "Services"). Attachment 1 is hereby incorporated herein and made a part of this contract. Time is of the essence with respect to all provisions of this contract that specify a time for performance; provided, however, CONTRACTOR shall not be liable for any delay or failure in performing any obligation under this contract caused by events or circumstances beyond its reasonable control, including without limitation, an act of God, war, riot, civil commotion, explosion, fire, failure of communications infrastructure, government action, court order, epidemic, or pandemic.

The TOWN will perform on-going contract monitoring to ensure that the terms of this contract are complied with. CONTRACTOR agrees to cooperate with the TOWN in its monitoring process and provide documentation and/or information requested during the term of this Agreement for the purpose of monitoring the services provided by CONTRACTOR.

- 2. TERM OF CONTRACT.** The Term of this contract for services is from May 1, 2025 to August 31, 2025 unless sooner terminated as provided herein.
- 3. PAYMENT TO CONTRACTOR.** CONTRACTOR shall receive from TOWN an amount not to exceed Seventy-one Thousand Two Hundred One and No Dollars (\$ 71,201.00) as full compensation for the provision of Services. TOWN agrees to pay CONTRACTOR at the rates specified for Services performed in accordance with this contract, and Attachment 1. Unless otherwise specified, CONTRACTOR shall submit an itemized invoice to TOWN by the end of the month during which Services are performed. A Funds Reservation number may be assigned to encumber the funds associated with this contract and must appear on all invoices and correspondence mailed to Purchaser. Payment will be processed promptly upon receipt and approval of the invoice by TOWN.
- 4. INDEPENDENT CONTRACTOR.** TOWN and CONTRACTOR agree that CONTRACTOR is an independent contractor and shall not represent itself as an agent or employee of TOWN for any purpose in the performance of CONTRACTOR's duties under this Contract. Accordingly, CONTRACTOR shall be responsible for payment of all federal, state and local taxes as well as business license fees arising out of CONTRACTOR's activities in accordance with this Contract. For purposes of this contract taxes shall include, but not be limited to, Federal and State Income, Social Security and Unemployment Insurance taxes.

CONTRACTOR, as an independent contractor, shall perform the Services required hereunder in with the care and skill ordinarily exercised by members of the same profession currently practicing in the same locality on projects of similar size and complexity at the time the services are performed.
- 5. INSURANCE AND INDEMNITY.** To the fullest extent permitted by laws and regulations, CONTRACTOR shall indemnify and hold harmless the TOWN and its officials, agents, and employees from and against all claims, damages, losses, and expenses, direct, indirect, or consequential (including but not limited to fees and

charges of engineers or architects, attorneys, and other professionals and costs related to court action or mediation) arising out of or resulting from CONTRACTOR's (or its officials', employees' or contractors') negligence performance of this Contract. This indemnification shall survive the termination of this Contract.

In addition, CONTRACTOR shall comply with the North Carolina Workers' Compensation Act and shall provide for the payment of workers' compensation to its employees in the manner and to the extent required by such Act. Additionally, CONTRACTOR shall maintain, at its expense, the following minimum insurance coverage:

- \$1,000,000 Professional liability insurance that includes coverage for claims arising from professional negligence, including design errors or omissions
- \$1,000,000 per occurrence /\$2,000,000 aggregate --- Bodily Injury Liability, and
- \$100,000 --- Property Damage Liability, or
- \$1,000,000 per occurrence /\$2,000,000 aggregate---Combined Single Limit Bodily Injury and Property Damage

CONTRACTOR, upon execution of this Contract, shall furnish to the Town a Certificate of Insurance reflecting the minimum limits stated above, including professional liability insurance. The Certificate shall provide for thirty-(30) days advance written notice in the event of a decree, termination or cancellation of coverage. Providing and maintaining adequate insurance coverage is a material obligation of the CONTRACTOR. All such insurance shall meet all laws of the State of North Carolina. Such insurance coverage shall be obtained from companies that are authorized to provide such coverage and that are authorized by the Commissioner of Insurance to do business in North Carolina. The CONTRACTOR's aggregate liability in this Contract shall be the greater of (a) the amounts actually recovered from insurance required in this section 5 of this Contract or (b) if no amounts are recovered under (a), then the total amount limits of coverage under each insurance policy as set out above. Notwithstanding the foregoing, nothing contained in this section 5 shall be deemed to constitute a waiver of the sovereign immunity of the TOWN, which immunity is hereby reserved to the TOWN.

6. **HEALTH AND SAFETY.** CONTRACTOR shall be responsible for initiating, maintaining and supervising all safety precautions and programs required by OSHA and all other regulatory agencies while providing Services under this Contract.
7. **NON-DISCRIMINATION IN EMPLOYMENT.** CONTRACTOR shall not discriminate against any employee or applicant for employment because of age, sex, race, creed, national origin, or disability. CONTRACTOR shall take affirmative action to ensure that qualified applicants are employed and that employees are treated fairly and legally during employment with regard to their age, sex, race, creed, national origin, or disability. In the event CONTRACTOR is determined by the final order of an appropriate agency or court to be in violation of any non-discrimination provision of federal, state or local law or this provision, this Contract may be canceled, terminated or suspended in whole or in part by TOWN, and CONTRACTOR may be declared ineligible for further TOWN contracts.
8. **GOVERNING LAW.** This Contract shall be governed by and in accordance with the laws of the State of North Carolina. All actions relating in any way to this Contract shall be brought in the General Court of Justice in the County of Johnston and the State of North Carolina.
9. **TERMINATION.**
 - 9.1 **EVENT OF DEFAULT.** Any one or more of the following acts or omissions of the Contractor shall constitute an Event of Default hereunder:
 - a. Failure to perform the Services in accordance with the Contract,
 - b. Failure to submit any report required hereunder; and/or
 - c. Failure to perform any other covenant, term, or condition of this Agreement.

Upon the occurrence of an Event of Default, the TOWN may take one or more or all of the following actions:

1. Give Contractor written Notice of the Event of Default, specifying the Event of Default and requiring it to be remedied within, in the absence of greater or lesser specification of time, seven (7) calendar days from the date of the notice; and if the Event of Default is not timely remedied, terminate the agreement, effective two (2) days after giving the Contractor written Notice of Termination; and/or
2. Deduct any and all expenses incurred by the TOWN for damages caused by the Contractor's Event of Default; and/or
3. Treat the agreement as breached and pursue any of its remedies at law or in equity, or both, including damages and specific performance.

9.2 TERMINATION FOR CONVENIENCE. This Contract may be terminated, without cause, by either party upon thirty (30) days written notice to the other party. This termination notice period shall begin upon receipt of the Notice of Termination.

Termination of this Contract, under either section 9.1 or 9.2, shall not form the basis of any claim for loss of anticipated profits by either party.

10. SUCCESSORS AND ASSIGNS. CONTRACTOR shall not assign its interest in this Contract without the written consent of TOWN. CONTRACTOR has no authority to enter into contracts on behalf of TOWN.

11. COMPLIANCE WITH LAWS. CONTRACTOR represents that it is in compliance with all Federal, State, and local laws, regulations or orders, as amended or supplemented. The implementation of this Contract shall be carried out in strict compliance with all Federal, State, or local laws.

12. NOTICES. All notices which may be required by this contract or any rule of law shall be effective when received by certified mail sent to the following addresses:

TOWN OF SMITHFIELD
ATTN: PUBLIC UTILITIES DEPARTMENT
230 HOSPITAL ROAD
SMITHFIELD, NORTH CAROLINA 27577

HAZEN AND SAWYER
ATTN: Legal
4011 WESTCHASE BLVD., SUITE 500
RALEIGH, NC 27607

13. AUDIT RIGHTS. For all Services being provided hereunder, the TOWN shall have the right to inspect, examine, and make copies of any and all books, accounts, invoices, records and other writings relating to the performance of the Services. Audits shall take place at times and locations mutually agreed upon by both parties. Notwithstanding the foregoing, CONTRACTOR must make the materials to be audited available within one (1) week of the request for them.

14. TOWN NOT RESPONSIBLE FOR EXPENSES. TOWN shall not be liable to CONTRACTOR for any expenses paid or incurred by CONTRACTOR, unless otherwise agreed in writing.

15. EQUIPMENT. CONTRACTOR shall supply, at its sole expense, all equipment, tools, materials, and/or supplies required to provide Services hereunder, unless otherwise agreed in writing.

16. ENTIRE CONTRACT. This contract, including Attachment 1, shall constitute the entire understanding between TOWN and CONTRACTOR and shall supersede all prior understandings and agreements relating to the subject matter hereof and may be amended only by written mutual agreement of the parties.

- 17. HEADINGS.** The subject headings of the sections are included for purposes of convenience only and shall not affect the construction or interpretation of any of its provisions. This contract shall be deemed to have been drafted by both parties and no interpretation shall be made to the contrary.
- 18. EXISTENCE.** CONTRACTOR warrants that it is a corporation duly organized, validly existing, and in good standing under the laws of the State of North Carolina and is duly qualified to do business in the State of North Carolina and has full power and authority to enter into and fulfill all the terms and conditions of this contract.
- 19. CORPORATE AUTHORITY.** By execution hereof, the person signing for CONTRACTOR below certifies that he/she has read this contract and that he/she is duly authorized to execute this contract on behalf of the CONTRACTOR.
- 20. E-VERIFY.** As a condition of payment for services rendered under this agreement, CONTRACTOR shall comply with the requirements of Article 2 of Chapter 64 of the General Statutes. Further, if CONTRACTOR provides the services to the Town utilizing a subcontractor, CONTRACTOR shall require the subcontractor to comply with the requirements of Article 2 of Chapter 64 of the General Statutes as well. CONTRACTOR shall verify, by affidavit, compliance of the terms of this section upon request by the TOWN.
- 21. Limitation of Liability.** No party will be liable to another party, or to the extent this agreement may limit the same to any third party, for any special, indirect, incidental, exemplary, consequential or punitive damages arising out of or relating to this agreement, whether the claims alleges tortuous conduct (including negligence) or any other legal theory.

IN TESTIMONY WHEREOF, the parties have expressed their agreement to these terms by causing this Service Contract to be executed by their duly authorized office or agent.

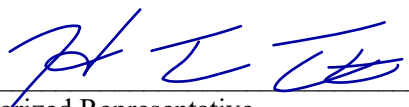
TOWN OF SMITHFIELD

Michael L. Scott, Town Manager

This instrument has been pre-audited in the manner required by the Local Government Budget and Fiscal Budget and Fiscal Control Act.

Andrew Harris, Town of Smithfield Chief Financial Officer

CONTRACTOR

By: 
Authorized Representative

Print Name: H. Thomas Tant

Title: Vice President

ATTACHMENT 1" to follow

SCOPE OF WORK

Town of Smithfield, NC

Raw Water Intake Evaluation

The Town of Smithfield's (Town's) Raw Water Intake is experiencing significant sand deposition issues that's requiring significant maintenance efforts to maintain the hydraulic capacity and downstream pumping equipment of the raw water system. The Town has requested Hazen (Engineer) to provide preliminary engineering services to evaluate and recommend improvements to the Town's existing raw water intake infrastructure. The Engineer proposes the following work items to complete this effort:

1. Collect and review pertinent available historical data available for the intake and surrounding area using sources provided by the Town and other data available via on-line sources.
2. Perform a bathymetric survey of the intake area. Survey extents shall consist of ~750 feet up and downstream of the existing intake. The intent of this survey is to identify the riverbed profile, the extents and locations of sand deposits in proximity to the intake as well as any deposition patterns along this stretch of the Neuse River.
3. Collect sediment samples and perform a gradation analysis to provide insight into effective screen opening size to mitigate sand intrusion.
4. Evaluate available intake technologies and supplemental systems (i.e. air burst), design best practices, and State regulatory guidance or constraints to develop intake alternatives with respect to location and configuration that mitigate current sand deposition concerns.
5. Develop concept-level drawings of the proposed improvements. As necessary, develop a preliminary dredging plan including extents and excavation depths that support the proposed improvements.
6. Develop a planning level cost estimate for any proposed improvements that come from the evaluation effort. Estimates shall be commensurate with a Class 5 level estimate as defined by the Association for the Advancement of Cost Engineering (AACE) International Recommended Practice No. 18R-97.
7. Prepare a technical memorandum documenting the existing conditions, evaluation efforts, and subsequent findings and recommendations for the proposed improvements. An initial draft of the memo shall be submitted to the Town for review and comment. Upon receipt of feedback from the Town, proposed edits and additional questions shall be promptly addressed and the document finalized. Submission of the draft and final memos shall be provided electronically.
8. Conduct an in-person meeting to review the evaluation effort and subsequent findings and recommendations

ENGINEERING FEE DERIVATION
City of Smithfield, NC
Raw Water Intake Evaluation - Task 1

TASK DESCRIPTION	Scope Item	Billing Type	STAFFING HOURS										Subtotal Hours	Labor Costs	Sub Costs	Sub ID	Other Direct Costs	Totals							
			Employee Classification and Average Hourly Rate															Baseline Services			Additional Services				
			Vice President	Sr. Associate	Associate	Sr. Principal Engineer		Principal Engineer	Assist. Engineer	Principal Designer	Subtotal Hours	Lump Sum						Cost Ceiling	Hours	Lump Sum	Cost Ceiling	Hours			
1. Intake Location / Configuration Alternatives Analysis																									
Historical data collection and review	BL	LS		2							4		\$1,160				\$1,160	\$0	6	\$0	\$0	0			
Bathymetric survey	BL	LS		4								8	\$2,400	\$35,000	Stewart		\$37,400	\$0	12	\$0	\$0	0			
Sediment sample analysis	BL	LS		2							8		\$1,740	\$1,200	Bowser Morner		\$2,940	\$0	10	\$0	\$0	0			
Intake technologies alternatives and supplemental systems evaluation	BL	LS	2	6							36		\$7,624				\$7,624	\$0	44	\$0	\$0	0			
Develop conceptual drawings and dredging plan	BL	LS		2		16					8	24	\$8,340				\$8,340	\$0	50	\$0	\$0	0			
Cost estimate preparation	BL	LS	1	4							16		\$3,812				\$3,812	\$0	21	\$0	\$0	0			
Technical memorandum	BL	LS	1	4							24		\$4,972				\$4,972	\$0	29	\$0	\$0	0			
Review Meeting	BL	LS	4	7							11		\$4,953				\$4,953	\$0	22	\$0	\$0	0			
Subtotal			8	31	0	16	0	107	32	194	\$35,001	\$36,200	\$0		\$71,201	\$0	194	\$0	\$0	\$0	0				
TOTAL HOURS AND COSTS															STAFFING HOURS				Baseline Service Totals			Additional Service Totals			
			As. Vice President	Sr. Associate	Associate	Sr. Principal Engineer	Principal Engineer	Assist. Engineer	Principal Designer	Subtotal Hours	Labor Costs	Sub Costs	Sub ID	Other Direct Costs	Lump Sum	Cost Ceiling	Hours	Lump Sum	Cost Ceiling	Hours					
			8	31	0	16	0	107	32	194	\$35,001	\$36,200	N/A	\$0	\$71,201	\$0	194	\$0	\$0	0					
Total Baseline Service Cost =															\$71,000										
Total Additional Service Cost =															\$0										
Total Project Cost =															\$71,000										
Total Project Hours =															194										

PROJECT SCHEDULE
Town of Smithfield, NC
Raw Water Intake Evaluation - Task 1

Work Item No.	Work Item Description	Week															
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
1	Obtain and review historical data ¹	X	X														
2	Bathymetric survey ²						X	X	X	X							
3	Sediment sampling ³	X	X	X	X												
4	Intake technologies and supplemental systems evaluation			X	X	X				X	X						
5	Develop conceptual drawings and preliminary dredging plan										X	X					
6	Prepare Class 5 cost estimate											X	X				
7	Technical Memorandum												X	X	X	X	X
8	Review meeting															X	

Notes:

1. Includes data transfer, compilation, and evaluation
2. Includes mobilization, data collection/processing, and reporting
3. Includes sample collection, analysis, and reporting
4. Includes receipt of comments and finalizing TM

AMENDMENT TO BOILER PLATE CONTRACT

(350 East Market Street, Smithfield)

THIS AMENDMENT TO CONTRACT ("Amendment") is made as of _____, 2025, by and among Hazen and Sawyer ("Contractor"), and the Town of Smithfield ("Town").

RECITALS:

- A. Contractor desires to enter into a Contract with Town according to a form supplied, a boiler plate contract, by Contractor and used in its normal business, which agreement is hereinafter referenced as the Contract and dated approximately simultaneously with this Amendment.
- B. It is efficient for Town to enter small contracts such as this on forms supplied by Contractor so as to avoid the time and expense of more formally drafted contracts but Town desires to preserve for itself certain basic contractual provisions in all contracts.
- C. The Parties hereto have therefore agreed to the following Amendment to Contract.

AGREEMENT:

NOW, THEREFORE, in consideration of the mutual promises contained herein, the parties amend the Contract signed approximately simultaneously herewith and attached hereto by inserting the following provisions which shall be additional provisions of the Contract and shall control over any other provisions of the Contract that might appear contradictory hereto or appear to create ambiguities when read with the provisions agreed to herein.

1. Miscellaneous:

- a. Clause Control. Due to the volume of vender and independent contractor agreements submitted to the Town of Smithfield that would be too time consuming to redraft, this miscellaneous paragraph (subparagraphs a-n) is being inserted in Town Contracts and the provisions of this miscellaneous paragraph will control over all other provisions of the contract.
- b. Merger and Modification. This instrument constitutes the entire agreement between the parties and supersedes any and all prior agreements, arrangements and understandings, whether oral or written, between the parties. All negotiations, correspondence and memorandums passed between the parties hereto are merged herein and this agreement cancels and supersedes all prior agreements between the parties with reference thereto. No modification of this instrument shall be binding unless in writing, attached hereto, and signed by the party against whom or which it is sought to be enforced.
- c. Waiver. No waiver of any right or remedy shall be effective unless in writing and nevertheless shall not operate as a waiver of any other right or remedy or of the same right or remedy on a future occasion.
- d. Caption and Words. The captions and headings contained herein are solely for convenience and reference and do not constitute a part of this instrument. All words and phrases in this instrument shall be construed to include the singular and plural number, and the masculine, feminine or neuter gender, as the context requires.
- e. Binding Effect. This instrument shall be binding upon and shall insure to the benefit of the parties and their heirs, successors and permitted assigns.
- f. North Carolina Law. This instrument shall be construed in accordance with the laws of North Carolina without giving effect to its conflict of laws principles.

- g. Forum Selection. In any action arising from or to enforce this agreement, the parties agree (a) to the jurisdiction and venue exclusively of the state courts in Johnston County, North Carolina.
- h. Limitation of Liability. No party will be liable to another party, or to the extent this agreement may limit the same to any third party, for any special, indirect, incidental, exemplary, consequential or punitive damages arising out of or relating to this agreement, whether the claims alleges tortuous conduct (including negligence) or any other legal theory.
- i. Two Originals. This instrument may be executed in two (2) or more counterparts as the parties may desire, and each counterpart shall constitute an original.
- j. Follow Through. Each party will execute and deliver all additional documents and do all such other acts as may be reasonably necessary to carry out the provisions and intent of this instrument.
- k. Authority. Any corporate party or business entities and its designated partners, venturers, or officers have full and complete authority to sell, assign and convey the contracts and assume the obligations referred to herein; said corporations or entities are in good standing under North Carolina law.
- l. Severability. If any one or more of the terms, provisions, covenants or restrictions of this agreement shall be determined by a Court of competent jurisdiction to be invalid, void or unenforceable, the remainder of the terms, provisions, covenants and restrictions of this Contract shall remain in full force and effect and shall in no way be affected, impaired or invalidated. If, moreover, any one or more of the provisions contained in this Contract shall for any reason be determined by a Court of competent jurisdiction to be excessively broad as to duration, geographical scope, activity or subject, it shall be construed, by limiting or reducing it, so as to be enforceable to the extent compatible with the then applicable law.
- m. Contract Termination. The Town may terminate this contract without cause on 5 days' notice.
- n. Pre-Audit Certification. This instrument has been preaudited in the manner required by the Local Government Budget and Fiscal Control Act to assure compliance with NCGS 159-28.

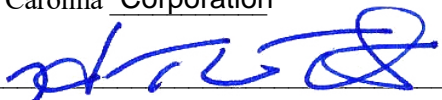
Andrew Harris, Town Budget Officer

IN WITNESS WHEREOF, the parties hereto have executed this First Amendment to Agreement as of the day and year first above written.

Town:

By: _____
Town Manager

CONTRACTOR,
a North Carolina Corporation

By:  _____

Business Name: Hazen and Sawyer, PC



Request for Town Council Action

Consent Agenda Item:	Application for Temporary Use Permit
Date:	06/03/2025

Subject: Sud Stop Car Wash

Department: Planning Department

Presented by: Planning Director – Stephen Wensman

Presentation: Consent Agenda Item

Issue Statement

The Council is being asked to allow Sud Stop Car Wash to hold a grand opening on June 13th and June 14th, 2025.

Financial Impact

None

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. Map



Staff Report

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

Sud Stop Car Wash would like to hold their grand opening at 100 Smithfield Crossing. They will have amplified sound on June 14th between 11:00 am and 1:00 pm. They will have a 10'x10' tent displayed and iHeartRadio radio station present. The applicant has been informed that feather flags aren't permitted. No security is needed and no food or alcohol will be sold.



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 Radio Station
 - ☐ 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) _____

Sud Stop Car Wash Grand Opening

Name of Event

100 Smithfield Crossing Smithfield, NC 27577

Location of Event/Use (exact street address)

APPLICANT:

Name Robert Consalvo
Address 330 E. Crown Point Rd. Winter Garden, FL 34787
Phone number (689) 345-3940
Email address transitionsteam@realcapital.com
Event date June 13th & 14th, 2025

Event start and end time June 13th: 7:30am to 5pm
June 14th: 11am to 1pm
Event set up and clean up time June 13th: 6:30am to 5pm
June 14th: 10:45am to 1:15pm

Sound Amplification Type (2) tripod mounted speakers on June 14th

Sound Amplification Start and End Times June 14th: 11am to 1pm

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: N/A
(If using Smithfield Police, applicant must contact the PD to schedule security.)

PROPERTY OWNER:

Name RC Sud Stop Smithfield, LP
Address 330 E. Crown Point Rd. Winter Garden, FL 34787
Phone number (689) 345-3940
Email address transitionsteam@realcapital.com

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

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? _____

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

Grand opening of new Sud Stop Car Wash business.

Promotional feather flags such as 'Now Open' & '\$9.99 Car Wash' will be installed within our property lines and a 10'x10' tent. On Saturday, June 14th there will be iHeartRadio local radio station.

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.

Robert Consalvo
Applicant's Name (Print)


Signature

4/25/2025
Date


Town Planning Director Signature: 

Date: 5/5/25

OWNERS AUTHORIZATION

I hereby give CONSENT to Robert Consalvo (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) RC Sud Stop Smithfield, LP
Address 330 E. Crown Point Rd. Winter Garden, FL *Zip* 34787
Phone Number (689) 345-3940 *Email* transitionsteam@realcapital.com
Signature:  *Date:* 04/25/2025

OWNER'S CONSENT FORM

Name of Event: Sud Stop Car Wash Grand Opening *Submittal Date:* 04/25/2025

OWNERS AUTHORIZATION

I hereby give CONSENT to Robert Consalvo (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.

 Robert Consalvo 04/25/2025
Signature of Owner *Print Name* *Date*





Request for Town Council Action

Consent Agenda Item:	Application for Temporary Use Permit
Date:	06/03/2025

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 a Bikini Contest on June 7th, 2025.

Financial Impact

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. Map



Staff Report

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

Bulldog Harley-Davidson is requesting to hold a bikini contest at 1043 Outlet Center Drive on June 7th, 2025. This event will run from 11:00am-4:00pm and it will have amplified sound between 12:00 pm and 3:00 pm. Gent's Bounty BBQ food truck will be on-site selling food. Two beers will be given away to customers age 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 DJ
- ☐ 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) _____

<u>Top into Bulldog Baking Contest</u>	<u>1043 Outlet Center Dr</u>	<u>Smithfield, NC</u>	<u>27577</u>
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 6/17/25

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 12-3pm

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

Gents Bounty BBA

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

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: 5/20/25

OWNER'S CONSENT FORM

Name of Event:

Bikin Contest

Submittal Date:

5/20/25**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 of Owner

Print Name

Date

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)

Signature

Date

Town Planning Director Signature: Debra Wren

Date: 5/17/25

Food Establishment Inspection Report

Score: 99

Establishment Name: GENTS' BOUNTY BBQ LLC

Establishment ID: 6096030139

Location Address: 718 BUCK SWAMP RD

City: GOLDSBORO State: North Carolina

Zip: 27530 County: 96 Wayne

Permittee: WILLIAM VANSKIKE

Telephone: (919) 750-2812

☒ Inspection ☐ Re-Inspection ☐ Educational Visit

Wastewater System:

☒ Municipal/Community ☐ On-Site System

Water Supply:

☒ Municipal/Community ☐ On-Site Supply

Date: 08/22/2024

Status Code: A

Time In: 4:45 PM

Time Out: 5:25 PM

Category#: III

FDA Establishment Type:

No. of Risk Factor/Intervention Violations: 1

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	1	0	
2	<input checked="" type="checkbox"/> OUT N/A	Certified Food Protection Manager	1	0	
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 N/A	No bare hand contact with RTE foods or pre-approved alternate procedure properly followed	4	2	0
10	<input checked="" type="checkbox"/> OUT N/A	Handwashing sinks supplied & accessible	2	X	X
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 & unadulterated	2	1	0
14	<input checked="" type="checkbox"/> OUT N/A	Required records available: shellstock tags, parasite destruction	2	1	0
Protection from Contamination .2653, .2654					
15	<input checked="" type="checkbox"/> OUT N/A	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 N/A	Proper cooking time & temperatures	3	1.5	0
19	<input checked="" type="checkbox"/> OUT N/A	Proper reheating procedures for hot holding	3	1.5	0
20	<input checked="" type="checkbox"/> OUT N/A	Proper cooling time & temperatures	3	1.5	0
21	<input checked="" type="checkbox"/> OUT N/A	Proper hot holding temperatures	3	1.5	0
22	<input checked="" type="checkbox"/> OUT N/A	Proper cold holding temperatures	3	1.5	0
23	<input checked="" type="checkbox"/> OUT N/A	Proper date marking & disposition	3	1.5	0
24	<input checked="" type="checkbox"/> OUT N/A	Time as a Public Health Control; procedures & records	3	1.5	0
Consumer Advisory .2653					
25	<input checked="" type="checkbox"/> OUT N/A	Consumer advisory provided for raw/undercooked foods	1	0.5	0
Highly Susceptible Populations .2653					
26	<input checked="" type="checkbox"/> OUT N/A	Pasteurized foods used; prohibited foods not offered	3	1.5	0
Chemical .2653, .2657					
27	<input checked="" type="checkbox"/> OUT N/A	Food additives: approved & properly used	1	0.5	0
28	<input checked="" type="checkbox"/> OUT N/A	Toxic substances properly identified stored & used	2	1	0
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	2	1	0

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 OUT N/A	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"/> IN OUT N/A	Variance obtained for specialized processing methods	2	1	0
Food Temperature Control .2653, .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"/> IN OUT N/A	Plant food properly cooked for hot holding	1	0.5	0
35	<input checked="" type="checkbox"/> IN OUT N/A	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, .2654, .2656, .2657					
38	<input checked="" type="checkbox"/> IN OUT	Insects & rodents not present; no unauthorized animals	2	1	X
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	0
42	<input checked="" type="checkbox"/> OUT N/A	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, dried & 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, .2663					
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 N/A	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 N/A	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 DEDUCTIONS:					1



North Carolina Department of Health & Human Services • Division of Public Health • Environmental Health Section • Food Protection

Program DHHS is an equal opportunity employer.
Page 1 of Food Establishment Inspection Report, 12/2023



Establishment Name: <u>GENTS' BOUNTY BBQ LLC</u>	Establishment ID: <u>6096030139</u>
Location Address: <u>718 BUCK SWAMP RD</u>	<input checked="" type="checkbox"/> Inspection <input type="checkbox"/> Re-Inspection Date: <u>08/22/2024</u>
City: <u>GOLDSBORO</u> State: <u>NC</u>	<input type="checkbox"/> Educational Visit Status Code: <u>A</u>
County: <u>96 Wayne</u> Zip: <u>27530</u>	Comment Addendum Attached? <input checked="" type="checkbox"/> Category #: <u>III</u>
Wastewater System: <input checked="" type="checkbox"/> Municipal/Community <input type="checkbox"/> On-Site System	Email 1: <u>gentsbountybbq@gmail.com</u>
Water Supply: <input checked="" type="checkbox"/> Municipal/Community <input type="checkbox"/> On-Site System	Email 2: _____
Permittee: <u>WILLIAM VANSKIKE</u>	Email 3: _____
Telephone: <u>(919) 750-2812</u>	

[illegible]




CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
09/20/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER  Brian Allen 807 Royall Avenue Goldsboro NC 275342537	CONTACT NAME: Brian Allen PHONE (A/C, No, Ext): 919-778-2300 E-MAIL: brian.allen.vaahl@statefarm.com FAX (A/C, No): INSURER(S) AFFORDING COVERAGE INSURER A : State Farm Fire and Casualty Company INSURER B : State Farm Mutual Automobile Insurance Company INSURER C : INSURER D : INSURER E : INSURER F :
INSURED GENTS BOUNTY BBQ LLC 718 BUCK SWAMP RD GOLDSBORO NC 275308037	NAIC # 25143 25178

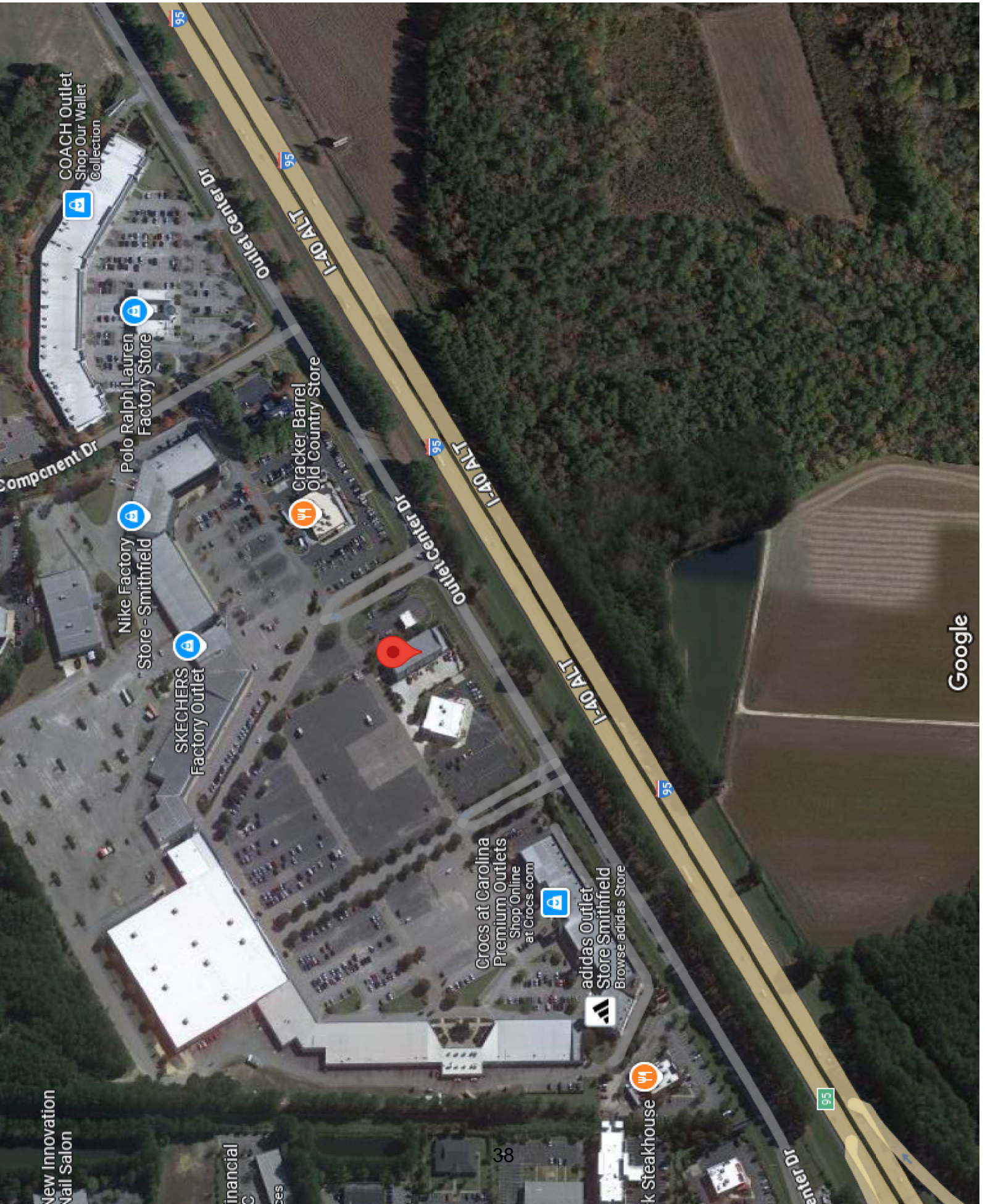
COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADD INSD	SUB WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC OTHER:	N	N	93-AP-F122-0	08/15/2024	08/15/2025	EACH OCCURRENCE \$ 1,000,000
	DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000						
	MED EXP (Any one person) \$ 5,000						
	PERSONAL & ADV INJURY \$ 1,000,000						
B	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY	N	N	473 0899-E07-33	05/07/2024	11/07/2024	GENERAL AGGREGATE \$ 2,000,000
	PRODUCTS - COMP/OP AGG \$ 2,000,000						
	COMBINED SINGLE LIMIT (Ea accident) \$						
	BODILY INJURY (Per person) \$						
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED \$ RETENTION \$						BODILY INJURY (Per accident) \$
	PROPERTY DAMAGE (Per accident) \$						
	EACH OCCURRENCE \$						
	AGGREGATE \$						
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y / N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N / A					PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> \$
	E.L. EACH ACCIDENT \$						
	E.L. DISEASE - EA EMPLOYEE \$						
	E.L. DISEASE - POLICY LIMIT \$						

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE This form was system-generated on 09/20/2024
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New Innovation
Nail Salon

Financial

38

Steakhouse

COACH Outlet
Shop Our Wallet
Collection

Polo Ralph Lauren
Factory Store

Nike Factory
Store - Smithfield

SKECHERS
Factory Outlet

Cracker Barrel
Old Country Store

Crocs at Carolina
Premium Outlets
Shop Online
at Crocs.com

adidas Outlet
Store Smithfield
Browse adidas Store

Google



Request for Town Council Action

Consent Agenda Item: Application for Temporary Use Permit
Date: 06/03/2025

Subject: Bulldog Harley-Davidson Bike Night

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 June 12th, 2025.

Financial Impact

None.

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. Map



Staff Report

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

Bulldog Harley-Davidson is requesting to hold Bike Night at 1043 Outlet Center Drive on June 12th, 2025. This event will run from 5:00pm-8:00pm and it will have amplified sound during the same times. Smash Masters food truck will be on-site selling food. Two beers will be given away to customers age 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) _____

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 6/12/25

Event start and end time 5-8pm
Event set up and clean up time 4pm-8:30pm
Sound Amplification Type speakers
Sound Amplification Start and End Times 5-8pm

Food Trucks (if applicable) 1 (Each Food Truck Requires Certificate of Inspection 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.)

PROPERTY OWNER:

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

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

Smashmasters

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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Property Owners Name (print) CFB Powersports LLC
Address 1043 Outlet Center Dr. Zip 27577
Phone Number 919-938-1592 Email carson@bulldoghardyadventure.com
Signature: [Signature] Date: 5/20/25

OWNER'S CONSENT FORM

Name of Event: Bike Night Submittal Date: 5/20/25

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

5/20/25
Date

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

Date

5/17/25

Town Planning Director Signature: Steph Wynn

Date:

5/21/25

Food Establishment Inspection Report

Score: 100

Establishment Name: SMASH MASTERS

Establishment ID: 4035030045

Location Address: PO BOX 432

City: BUNN State: North Carolina

Zip: 27508 County: 35 Franklin

Permittee: SMASH MASTERS

Telephone: (919) 414-9170

☒ Inspection ☐ Re-Inspection ☐ Educational Visit

Wastewater System:

☒ Municipal/Community ☐ On-Site System

Water Supply:

☒ Municipal/Community ☐ On-Site Supply

Date: 10/18/2024

Status Code: A

Time In: 1:13 PM

Time Out: 2:13 PM

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

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"/> OUT <input type="checkbox"/> N/A	Pasteurized eggs used where required	1	0	5
31	<input checked="" type="checkbox"/> OUT <input type="checkbox"/> N/A	Water and ice from approved source	2	1	0
32	<input checked="" type="checkbox"/> OUT <input type="checkbox"/> N/A	Variance obtained for specialized processing methods	2	1	0
Food Temperature Control .2653, .2654					
33	<input checked="" type="checkbox"/> OUT <input type="checkbox"/> N/A	Proper cooling methods used; adequate equipment for temperature control	1	0	5
34	<input checked="" type="checkbox"/> OUT <input type="checkbox"/> N/A	Plant food properly cooked for hot holding	1	0	5
35	<input checked="" type="checkbox"/> OUT <input type="checkbox"/> N/A	Approved thawing methods used	1	0	5
36	<input checked="" type="checkbox"/> OUT <input type="checkbox"/> N/A	Thermometers provided & accurate	1	0	5
Food Identification .2653					
37	<input checked="" type="checkbox"/> OUT <input type="checkbox"/> N/A	Food properly labeled: original container	2	1	0
Prevention of Food Contamination .2652, .2653, .2654, .2656, .2657					
38	<input checked="" type="checkbox"/> OUT <input type="checkbox"/> N/A	Insects & rodents not present; no unauthorized animals	2	1	0
39	<input checked="" type="checkbox"/> OUT <input type="checkbox"/> N/A	Contamination prevented during food preparation, storage & display	2	1	0
40	<input checked="" type="checkbox"/> OUT <input type="checkbox"/> N/A	Personal cleanliness	1	0	5
41	<input checked="" type="checkbox"/> OUT <input type="checkbox"/> N/A	Wiping cloths: properly used & stored	1	0	5
42	<input checked="" type="checkbox"/> OUT <input type="checkbox"/> N/A	Washing fruits & vegetables	1	0	5
Proper Use of Utensils .2653, .2654					
43	<input checked="" type="checkbox"/> OUT <input type="checkbox"/> N/A	In-use utensils: properly stored	1	0	5
44	<input checked="" type="checkbox"/> OUT <input type="checkbox"/> N/A	Utensils, equipment & linens: properly stored, dried & handled	1	0	5
45	<input checked="" type="checkbox"/> OUT <input type="checkbox"/> N/A	Single-use & single-service articles: properly stored & used	1	0	5
46	<input checked="" type="checkbox"/> OUT <input type="checkbox"/> N/A	Gloves used properly	1	0	5
Utensils and Equipment .2653, .2654, .2653					
47	<input checked="" type="checkbox"/> OUT <input type="checkbox"/> N/A	Equipment, food & non-food contact surfaces approved, cleanable, properly designed, constructed & used	1	0	5
48	<input checked="" type="checkbox"/> OUT <input type="checkbox"/> N/A	Warewashing facilities: installed, maintained & used; test strips	1	0	5
49	<input checked="" type="checkbox"/> OUT <input type="checkbox"/> N/A	Non-food contact surfaces clean	1	0	5
Physical Facilities .2654, .2655, .2656					
50	<input checked="" type="checkbox"/> OUT <input type="checkbox"/> N/A	Hot & cold water available; adequate pressure	1	0	5
51	<input checked="" type="checkbox"/> OUT <input type="checkbox"/> N/A	Plumbing installed, proper backflow devices	2	1	0
52	<input checked="" type="checkbox"/> OUT <input type="checkbox"/> N/A	Sewage & wastewater properly disposed	2	1	0
53	<input checked="" type="checkbox"/> OUT <input type="checkbox"/> N/A	Toilet facilities: properly constructed, supplied & cleaned	1	0	5
54	<input checked="" type="checkbox"/> OUT <input type="checkbox"/> N/A	Garbage & refuse properly disposed; facilities maintained	1	0	5
55	<input checked="" type="checkbox"/> OUT <input type="checkbox"/> N/A	Physical facilities installed, maintained & clean	1	0	5
56	<input checked="" type="checkbox"/> OUT <input type="checkbox"/> N/A	Meets ventilation & lighting requirements; designated areas used	1	0	5
TOTAL DEDUCTIONS: 0					



North Carolina Department of Health & Human Services • Division of Public Health • Environmental Health Section • Food Protection
Program DPH-5 is an equal opportunity employer.
Page 1 of 1 Food Establishment Inspection Report, 12/2023



Establishment Name: SMASH MASTERS

Location Address: PO BOX 432

City: BUNN State: NC

County: 35 Franklin Zip: 27508

Wastewater System: ☒ Municipal/Community ☐ On-Site System

Water Supply: ☒ Municipal/Community ☐ On-Site System

Permittee: SMASH MASTERS

Telephone: (919) 414-9170

Establishment ID: 4035030045

☒ Inspection ☐ Re-Inspection Date: 10/18/2024

☐ Educational Visit Status Code: A

Comment Addendum Attached? ☐ Category #: II

Email 1: smashmastersfood@gmail.com

Email 2:

Email 3:

[illegible]
$$\frac{A_{ul}}{CV}$$

Last
Valentin

Core:

Authorize final report to
be received via Email:



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

05/27/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Hiscox Inc. 5 Concourse Parkway Suite 2150 Atlanta GA, 30328	CONTACT NAME: PHONE (A/C, No, Ext): (888) 202-3007 E-MAIL ADDRESS: contact@hiscox.com FAX (A/C, No): INSURER(S) AFFORDING COVERAGE INSURER A: Hiscox Insurance Company Inc INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	NAIC # 10200
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COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

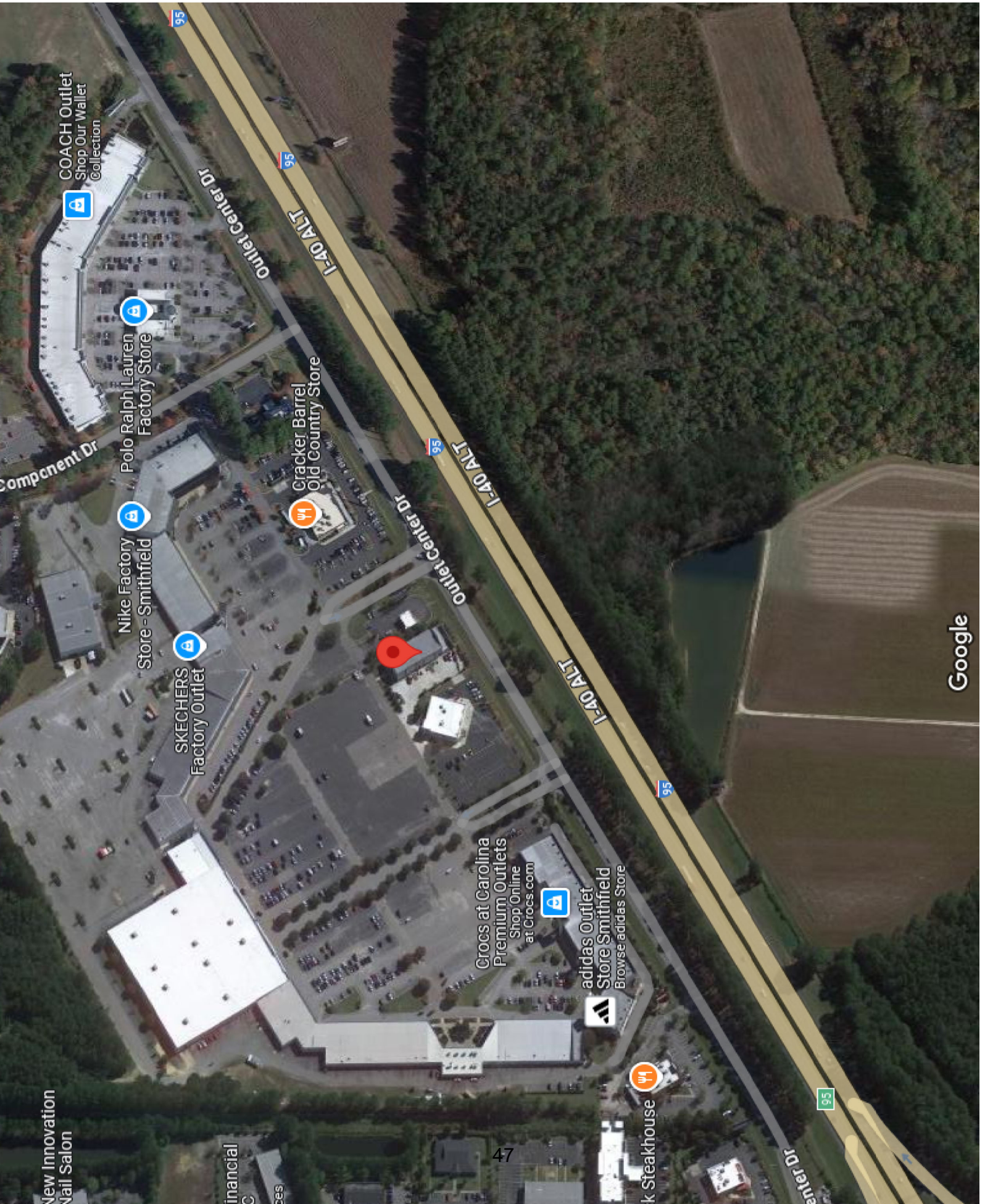
INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:			P103.438.963.1	05/27/2024	05/27/2025	EACH OCCURRENCE \$ 1,000,000
			DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000				
			MED EXP (Any one person) \$ 5,000				
			PERSONAL & ADV INJURY \$ 1,000,000				
							GENERAL AGGREGATE \$ 1,000,000
							PRODUCTS - COMPROP AGG \$ 1,000,000
							\$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$
							BODILY INJURY (Per person) \$
							BODILY INJURY (Per accident) \$
							PROPERTY DAMAGE (Per accident) \$
							\$
	UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$
							AGGREGATE \$
							\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						PER STATUTE <input type="checkbox"/> OTHER <input type="checkbox"/>
							E.L. EACH ACCIDENT \$
							E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER**CANCELLATION**

	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE

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Request for Town Council Action

Consent Agenda Item:	Application for Temporary Use Permit
Date:	06/03/2025

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 a classic car and motorcycle cruising event on June 14th, 2025.

Financial Impact

None.

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. Map



Staff Report

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

Bulldog Harley-Davidson is requesting to hold a classic car and motorcycle cruising event at 1043 Outlet Center Drive on June 14th, 2025. This event will run from 11:00 am to 4:00 pm and it will have amplified sound. Island Flavour food truck will be on-site selling food. Two beers will be given away to customers age 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 SPEAKERS
 - ☐ 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) _____

<u>Pop into Bulldog Classic Car & Motorcycle Show</u>	<u>1043 Outlet Center Dr</u>
Name of Event	Location of Event/Use (exact street address)
	Smithfield, NC 27577

APPLICANT:

Name Michelle Winn
Address 1043 Outlet Center Dr
Phone number 919-938-1592
Email address Michelle@bulldogharleydavidson.com
Event date 6/14/25

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 ~~12-100~~ SPEAKERS
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 **Island Flavour**
(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.)

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: 5/20/25

OWNER'S CONSENT FORM

Name of Event: Classic Car + Motorcycle Cruise Submittal Date: 5/20/25

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] Carson Baker 5/20/25
Signature of Owner Print Name Date

• Application

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 tents or other structures being used? 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: _____

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 eat.

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

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: _____

Payment Received By: _____

Date: _____

CERTIFICATION OF APPLICANT AND/OR PROPERTY OWNER
I hereby certify that the information contained in this application is true and correct.
I certify

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

Michelle Winn

Applicant's Name (Print)

Signature _____

Date _____

Town Planning Director Signature:

Date: _____

N.C. Department of Health and Human Services
Division of Public Health
Environmental Health Section

☒ Permit ☐ Transitional Permit

Name of Establishment: ISLAND FLAVOUR
Location Address: 130 HUNTER LANE
City: ZEBULON State: NC Zip: 27597
Billing Name: ISLAND FLAVOUR
Billing Address: 130 HUNTER LANE
City: ZEBULON State: NC Zip: 27597
Email Address: _____

Permittee: ISLAND FLAVOUR, LLC
Manager/Person in Charge: _____
County: Johnston
Status Code: A - Open For Business
Establishment ID: 4051031507
Map #: _____ Parcel ID: _____
Lat: _____ Long: _____
Emergency Phone Number: _____

Phone: (919) 671-4705 Fax: _____
Permission is granted to operate a 3 - Mobile Food as defined in G.S. 130A-247(I) and 130A-248,
Regulation of Food and Lodging Facilities. See permit requirements in Rules. This permit is not transferable and may be revoked to failure to
comply with all requirements.

Wastewater Systems: ☒ Municipal/Community ☐ On-Site System Capacity: _____ Category #: 3
Water Supply: ☒ Municipal/Community ☐ On-Site System

Pushcart/Mobile Food Unit operating in conjunction with: JAMAICA BITES / 4051011411
Restaurant or Commissary Name and ID number

Conditions/Remarks:

Conditions: Unit must report to the commissary each day of operation for fresh water fill up, to empty waste water, to prepare food, store food and supplies, trash disposal and for utensil washing. Raw meats and vegetables must not be processed on MFU, all prep must occur at commissary. MFU must stay plugged in, or with generator running so that all coolers maintain proper temp at all times! Only hot holding/cold holding/cooking and assembly can occur on mobile food unit. All food handling must occur within the enclosed portion of the unit. At all times MFU is operating it must maintain the following: 1) Keep hot foods 135 degrees or above. 2) Keep cold foods 41 degrees or lower 3) Wash hands frequently. 4) No bare hand contact with ready to eat foods (use gloves/tongs/deli paper, etc.). 5) Must have hot water 110 degrees or above and cold running water at all times. 6) Sanitizer. 7) Test strips. 8) Accurate metal stem thermometers. 9) No water leaks. 10) Coolers/freezers working and holding proper temperature. 11) Electricity. Numbers 1-11 must be done at all times unit is in operation and all state rules must also be followed. If other foods want to be added, contact this department prior to starting. Only limited cooling of foods is permitted on mobile food unit! If cooling needs to occur, this should happen at the commissary where adequate cooling space exists. Call this department for notification of locations where you will operate. You must operate some in Johnston County so that an inspection can be conducted! If inspections are not conducted, permit suspension/revocation may occur. If going to other counties to operate, call that county for permission PRIOR to going. The county you want to work in must give permission PRIOR to going. Within 210 days, there must be a person on duty at all times that is a Certified Food Protection Manager. Keep permit on unit at all times for review. Contact this office on a MONTHLY basis to notify of locations of operation. Tax# ILNFLAVR Vin# 7H2B242XMD0245536

☐ Attachment

Transitional Permit Conditions

This permit shall expire on _____ 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] Title: owner Date: 09/25/2020
Manager/Person in Charge
Signed By: [Signature] Phillips, John REHS#: 1348 Date: 09/25/2020
Division of Public Health

919-921-0109

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 2.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)




CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
02/24/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER  Johnny Spillman, Jr. 222 S Swing Rd Ste 6 Greensboro NC 27409		CONTACT NAME: Johnny Spillman, Jr. PHONE (A/C, No, Ext): 336-897-5252 FAX (A/C, No): E-MAIL ADDRESS: johnny.spillman.eyv3@statefarm.com	
INSURED ISLAND FLAVOUR LLC 130 HUNTER LN ZEBULON NC 275976620		INSURER(S) AFFORDING COVERAGE INSURER A: State Farm Fire and Casualty Company INSURER B: State Farm Mutual Automobile Insurance Company INSURER C: INSURER D: INSURER E: INSURER F:	
		NAIC # 25143 25178	

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:


THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADD INSD	SUB WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC OTHER:	N	N	93-AP-E990-9	08/12/2024	08/12/2025	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COMP/OP AGG \$ 4,000,000
B	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY	N	N	436 6796-B12-33D 435 8444-B12-33D	02/12/2025 02/12/2025	08/12/2025 08/12/2025	COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ 50,000 BODILY INJURY (Per accident) \$ 100,000 PROPERTY DAMAGE (Per accident) \$ 50,000
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y/N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

CANCELLATION

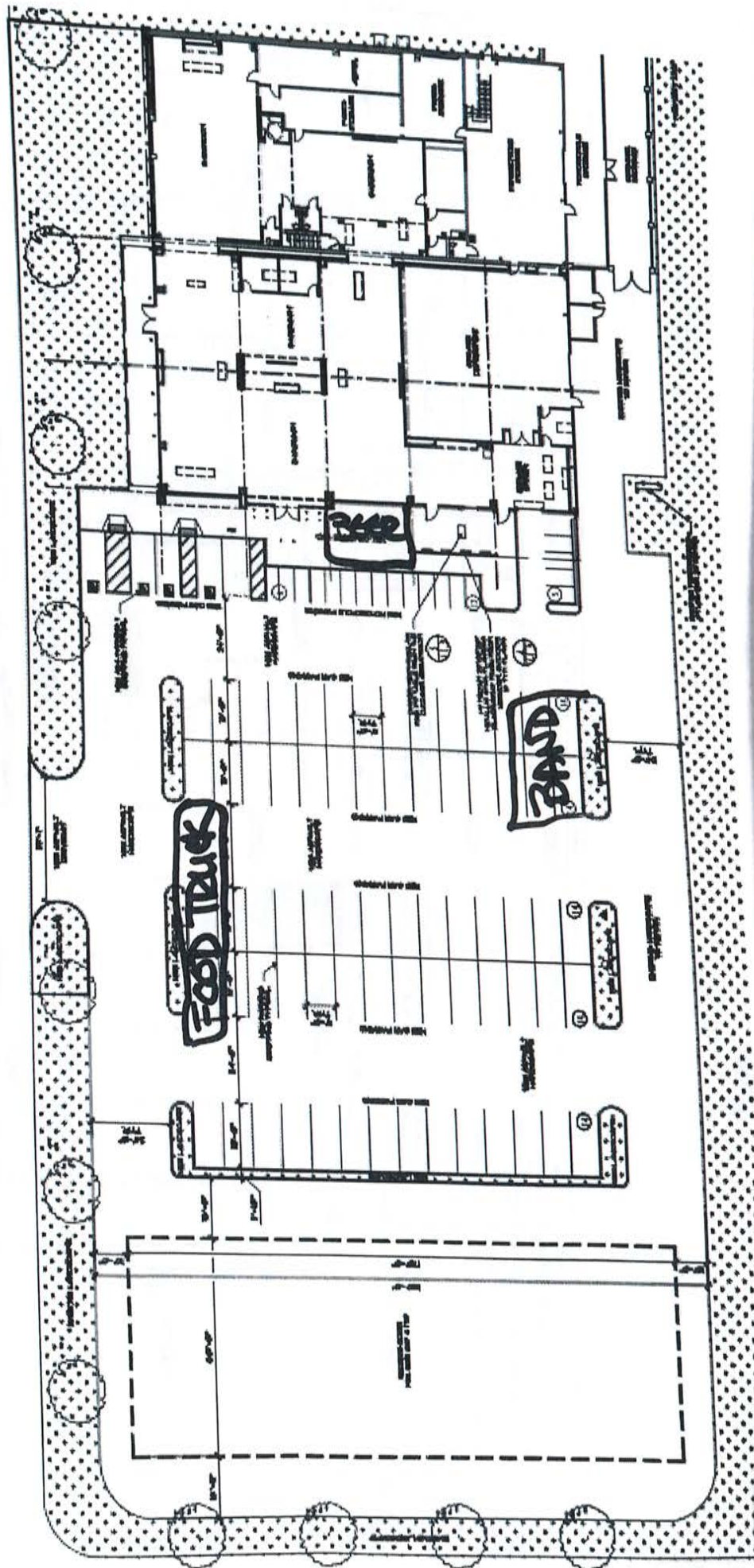
North Carolina State University Campus Box 7408 Raleigh NC 27695	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE  This form was system-generated on 02/24/2025

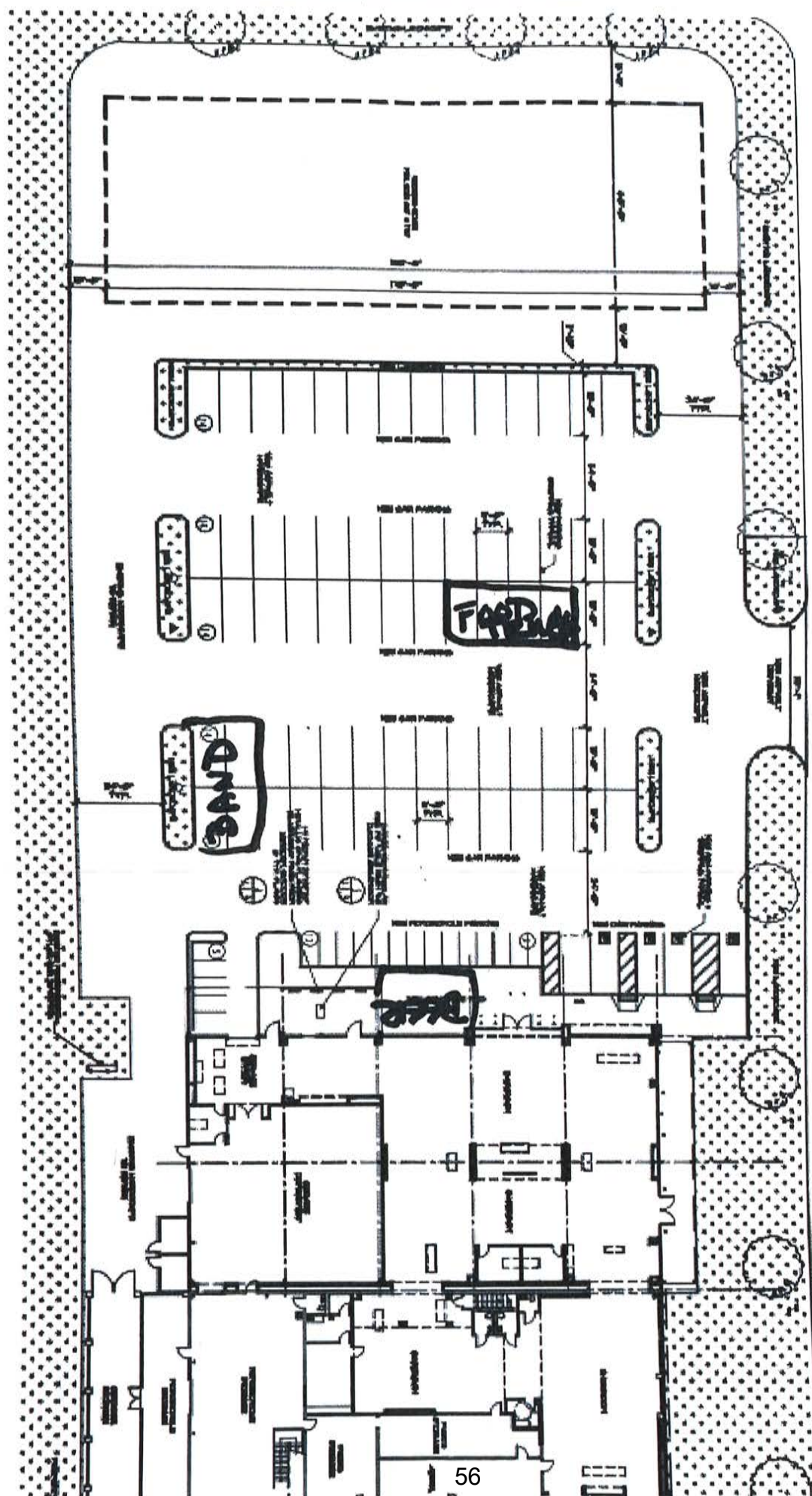
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Bulldog H-D Event Map

JUNE 14th

REDBROOMS







Request for Town Council Action

Consent Agenda Item:	Application for Temporary Use Permit
Date:	06/03/2025

Subject: Bulldog Harley-Davidson Ride Into Summer Event

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 a Ride into Summer event on June 21st, 2025.

Financial Impact

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. Map



Staff Report

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

Bulldog Harley-Davidson is requesting to hold a Ride into Summer event at 1043 Outlet Center Drive on June 21st, 2025. This event will run from 11:00 am to 4:00 pm. Carolina Fish Fry food truck will be on-site selling food. Two beers will be given away to customers age 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 919-934-2458)

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) _____

Hope Mills RIDE INTO SUMMER	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 4/21/25

Event start and end time 11am-4pm

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

Sound Amplification Type NONE

Sound Amplification Start and End Times _____

Food Trucks (if applicable) 1 **Carolina Fish Fry**
(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.)

PROPERTY OWNER:

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

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

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@bulldogharleydavidson.com
Signature: [Signature] Date: 5/20/25

OWNER'S CONSENT FORM

Name of Event: Ride into Summer Submittal Date: 5/20/25

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

5/20/25
Date

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)

Signature

Date _____

~~6600~~ 5/17/25

Town Planning Director Signature:

Date:

Steph Wen

N.C. Department of Health and Human Services
Division of Public Health
Environmental Health Section

☒ PERMIT ☐ TRANSITIONAL PERMIT

WCI D#1061

Date: 10/18/2024

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

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

Billing Name:
Billing Address: 1566 Benson Rd
City: Garner 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
Water Supply: ☐ Municipal/Community ☐ On-Site

Capacity 0

Category #

☐ 0 ☐ 1 ☐ 2
☒ 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 and 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)




CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

10/30/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER  Tommy Kelaher 1057 Dresser Ct Raleigh NC 27609	CONTACT NAME: Shelita Carter PHONE (A/C, No, Ext): 919-348-2121 E-MAIL ADDRESS: shelita@mysfnc.com FAX (A/C, No): INSURER(S) AFFORDING COVERAGE INSURER A: State Farm Fire and Casualty Company INSURER B: State Farm Mutual Automobile Insurance Company INSURER C: INSURER D: INSURER E: INSURER F:	NAIC # 25143 25178
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INSURED

Karos Food Inc.
Carolina Fish Fry
1556 Benson Rd.
Garner NC 27529

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADD INSD	SUB WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:			93-AP-N236-1	12/26/2023	12/26/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY			412-3909-B15-33H	08/15/2024	02/15/2025	COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ 100,000 BODILY INJURY (Per accident) \$ 300,000 PROPERTY DAMAGE (Per accident) \$ 50,000 \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	<input checked="" type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	N/A	93-LF-2914-6	03/15/2024	03/15/2025	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER \$ E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Restaurant and Food Truck

CERTIFICATE HOLDER**CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

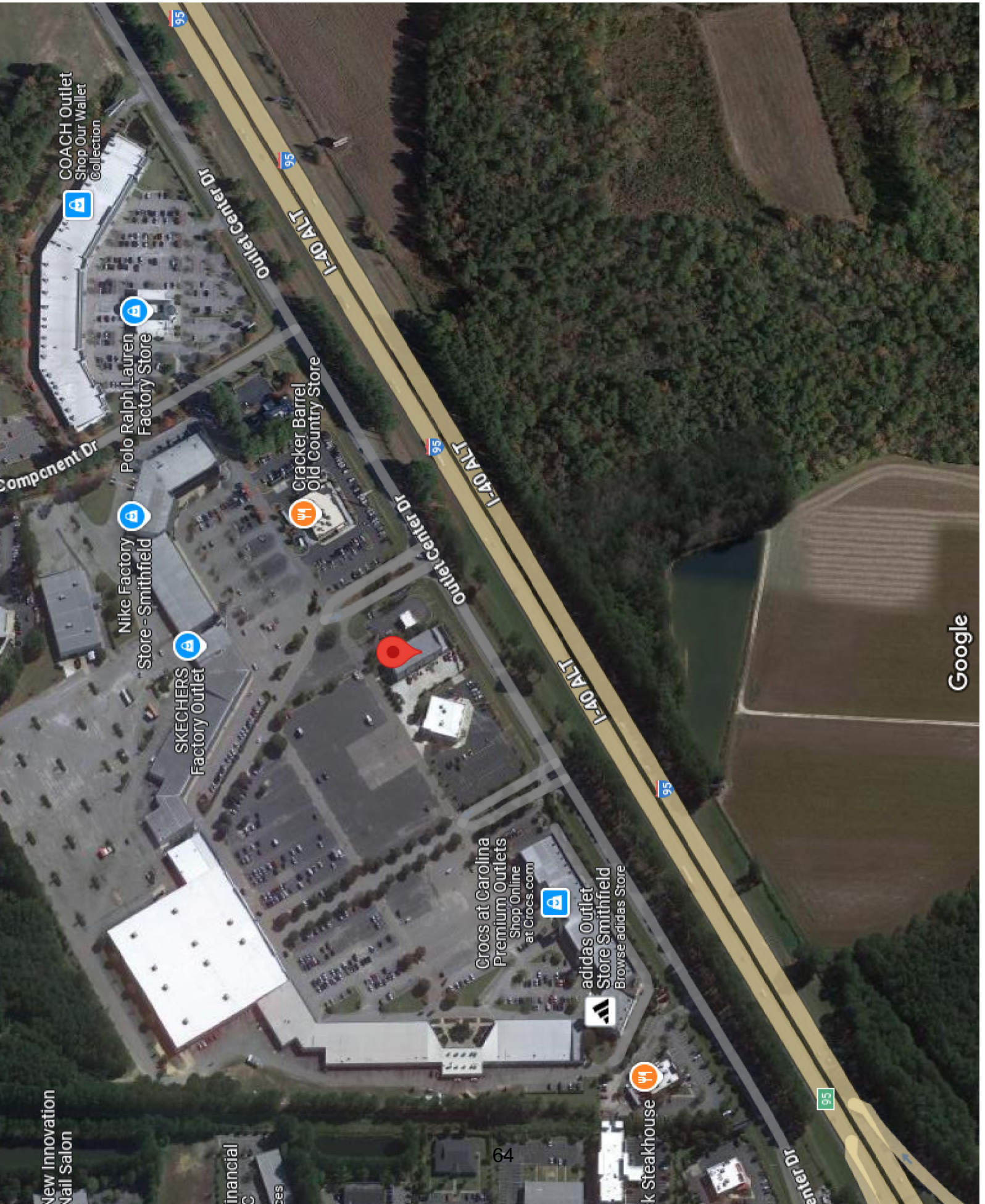
Completed by an authorized State Farm representative. If signature is required, please contact a State Farm agent.

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ACORD 25 (2016/03)

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Google



Request for Town Council Action

Consent Agenda Item:	Application for Temporary Use Permit
Date:	06/03/2025

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 Slots, Steer and Sounds event on June 28th, 2025.

Financial Impact

None.

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. Map



Staff Report

Consent
Agenda
Item: Application
for
Temporary
Use Permit

Bulldog Harley-Davidson is requesting to hold Slots, Steer and Sounds event at 1043 Outlet Center Drive on June 21st, 2025. This event will run from 11:00 am to 4:00 pm. Flippin Wings food truck will be on-site selling food. Two beers will be given away to customers age 21 and older.

Note: the "Slot" event is not in violation of *NCGS 14-29*. No money or other property or thing of value is bet. The activity is best described as a raffle, where everyone gets one chance for free to win and if you win, you get a prize.

§ 14-292. Gambling.

Except as provided in Chapter 18C of the General Statutes or in Part 2 or Part 4 of this Article, any person or organization that operates any game of chance or any person who plays at or bets on any game of chance at which any money, property or other thing of value is bet, whether the same be in stake or not, shall be guilty of a Class 2 misdemeanor. This section shall not apply to a person who plays at or bets on any lottery game being lawfully conducted in any state. (1891, c. 29; Rev., s. 3715; C.S., s. 4430; 1979, c. 893, s. 1; 1983, c. 896, s. 1; 1993, c. 539, s. 204; 1994, Ex. Sess., c. 24, s. 14(c); 2005-344, s. 3(e); 2019-13, s. 1.)



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) _____

<u>Open House Slots, Steel and Sounds</u>	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 6/28/25

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 12-3pm

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.)

PROPERTY OWNER:

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

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

Flippin Wings

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: 5/20/25

OWNER'S CONSENT FORM

Name of Event: Slots, Skeel & Soundz Submittal Date: 5/20/25

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

5/20/25
Date

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 \$

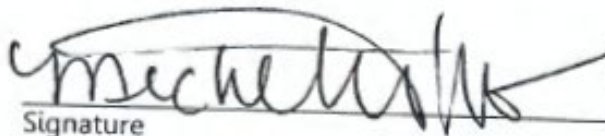
Payment Received By:

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 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)


Signature

~~5/17/25~~ 5/17/2
Date

Town Planning Director Signature: 

Date: 5/27/25



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
03/18/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Next First Insurance Agency, Inc. PO Box 60787 Palo Alto, CA 94306	CONTACT NAME:	
	PHONE (A/C, No, Ext): (855) 222-5919	FAX (A/C, No):
INSURED Flippin Wings 2164 Cole Rd Clayton, NC 27520	E-MAIL ADDRESS: support@nextinsurance.com	
	INSURER(S) AFFORDING COVERAGE	
	INSURER A: Next Insurance US Company	
	INSURER B:	
	INSURER C:	
	INSURER D:	
INSURER E:		
INSURER F:		
NAIC # 16285		

COVERAGES

CERTIFICATE NUMBER: 231558230

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR		NXT3YTJ9CT-00-GL	03/18/2025	03/18/2026	EACH OCCURRENCE \$1,000,000.00
						DAMAGE TO RENTED PREMISES (Ea occurrence) \$100,000.00
						MED EXP (Any one person) \$15,000.00
						PERSONAL & ADV INJURY \$1,000,000.00
	GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:					GENERAL AGGREGATE \$2,000,000.00
						PRODUCTS - COMP/OP AGG \$2,000,000.00
						\$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY					COMBINED SINGLE LIMIT (Ea accident) \$
						BODILY INJURY (Per person) \$
						BODILY INJURY (Per accident) \$
						PROPERTY DAMAGE (Per accident) \$
						\$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE					EACH OCCURRENCE \$
						AGGREGATE \$
						\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N				PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/>
						E.L. EACH ACCIDENT \$
						E.L. DISEASE - EA EMPLOYEE \$
						E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Proof of Insurance.

CERTIFICATE HOLDER

Flippin Wings
2164 Cole Rd
Clayton, NC 27520

LIVE CERTIFICATE



Click or scan to view

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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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"/> N/A	FIC Present, demonstrates knowledge & performs duties	1	0	
2	<input checked="" type="checkbox"/> OUT <input type="checkbox"/> N/A	Certified Food Protection Manager	1	0	X
Employee Health .2652					
3	<input checked="" type="checkbox"/> OUT	Management, food & conditional employees: knowledge, responsibilities & reporting	2	1	0
4	<input checked="" type="checkbox"/> OUT	Proper use of reporting, restriction & exclusion	1	0.5	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, .2654, .2655					
8	<input checked="" type="checkbox"/> OUT	Hands clean & properly washed	1	2	0
9	<input checked="" type="checkbox"/> OUT <input type="checkbox"/> N/A	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"/> N/A	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 & undegraded	2	1	0
14	<input checked="" type="checkbox"/> OUT	Required records available: shellstock tags, parasite destruction	2	1	0
Protection from Contamination .2653, .2654					
15	<input checked="" type="checkbox"/> OUT <input type="checkbox"/> N/A	Food separated & protected	1	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 & uneaten food	2	1	0
Potentially Hazardous Food Time/Temperature .2653					
18	<input checked="" type="checkbox"/> OUT <input type="checkbox"/> N/A	Proper cooking time & temperatures	3	1.5	0
19	<input checked="" type="checkbox"/> OUT <input type="checkbox"/> N/A	Proper reheating procedures for hot holding	3	1.5	0
20	<input checked="" type="checkbox"/> OUT <input type="checkbox"/> N/A	Proper cooling time & temperatures	3	1.5	0
21	<input checked="" type="checkbox"/> OUT <input type="checkbox"/> N/A	Proper hot holding temperatures	3	1.5	0
22	<input checked="" type="checkbox"/> OUT <input type="checkbox"/> N/A	Proper cold holding temperatures	3	1.5	0
23	<input checked="" type="checkbox"/> OUT <input type="checkbox"/> N/A	Proper date marking & disposition	3	1.5	0
24	<input checked="" type="checkbox"/> OUT <input type="checkbox"/> N/A	Time as a Public Health Control: procedures & records	3	1.5	0
Consumer Advisory .2653					
25	<input checked="" type="checkbox"/> OUT <input type="checkbox"/> N/A	Consumer advisory provided for raw/undercooked foods	1	0.5	0
Highly Susceptible Populations .2653					
26	<input checked="" type="checkbox"/> OUT <input type="checkbox"/> N/A	Pasteurized foods used; prohibited foods not offered	3	1.5	0
Chemical .2653, .2657					
27	<input checked="" type="checkbox"/> OUT <input type="checkbox"/> N/A	Food additives: approved & properly used	1	0.5	0
28	<input checked="" type="checkbox"/> OUT <input type="checkbox"/> N/A	Toxic substances properly identified stored & used	2	1	0
Compliance with Approved Procedures .2653, .2654, .2656					
29	<input checked="" type="checkbox"/> OUT	Compliance with variance, specialized process, not used/reused packaging materials HACCP plan	2	1	0

Good Retail Practices

Good Retail Practices: Preventive measures to control the addition of pathogenic, chemical, and physical objects into foods

Compliance Status		OUT	CDI	R	VR
Safe Food and Water .2653, .2656, .2658					
30	<input checked="" type="checkbox"/> IN <input checked="" type="checkbox"/> OUT <input type="checkbox"/> N/A	Pasteurized eggs used where required	1	0.5	0
31	<input checked="" type="checkbox"/> IN <input checked="" type="checkbox"/> OUT	Water and ice from approved source	2	1	0
32	<input checked="" type="checkbox"/> IN <input checked="" type="checkbox"/> OUT <input type="checkbox"/> N/A	Variance obtained for specialized processing methods	2	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"/> IN <input checked="" type="checkbox"/> OUT <input type="checkbox"/> N/A	Plant food properly cooked for hot holding	1	0.5	0
35	<input checked="" type="checkbox"/> IN <input checked="" type="checkbox"/> OUT <input type="checkbox"/> N/A	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, .2654, .2655, .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"/> IN <input checked="" type="checkbox"/> OUT	Personal cleanliness	1	0.5	0
41	<input checked="" type="checkbox"/> IN <input checked="" type="checkbox"/> OUT	Wearing clothes: properly used & stored	1	0.5	0
42	<input checked="" type="checkbox"/> OUT <input type="checkbox"/> N/A	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, dried & 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, .2657					
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"/> IN <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"/> N/A	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"/> N/A	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"/> IN <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 dress used	1	0.5	0
TOTAL DEFLECTIONS: 2.5					



Establishment Name: FLIPPIN' WINGS

Location Address: 11466 US BUS 70W

City: CLAYTON

State: NC

County: 51 Johnston

Zip: 27520

Wastewater System: ☒ Municipal/Community ☐ On Site System

Water Supply: ☒ Municipal/Community ☐ On-Site System

Permittee: FLIPPN WINGS LLC

Telephone: (919) 879-8293

☒ Inspection ☐ Re-Inspection Date: 02/06/2025☐ Educational: VisitStatus Code: A

Comment Addendum Attached? ☒ Category #: III

Email 1:

Email 2:

Email 3: christie.rafferty@gmail.com

Hem: Location

Temp

Item/Location

Temp

Item/Location

Temp

Person in Charge (Print & Sign): Ashley

First

Last

Aburto

First

Last

Regulatory Authority (Print & Sign): Ashley

Blake

REHS ID:2014 - Blake, Ashley

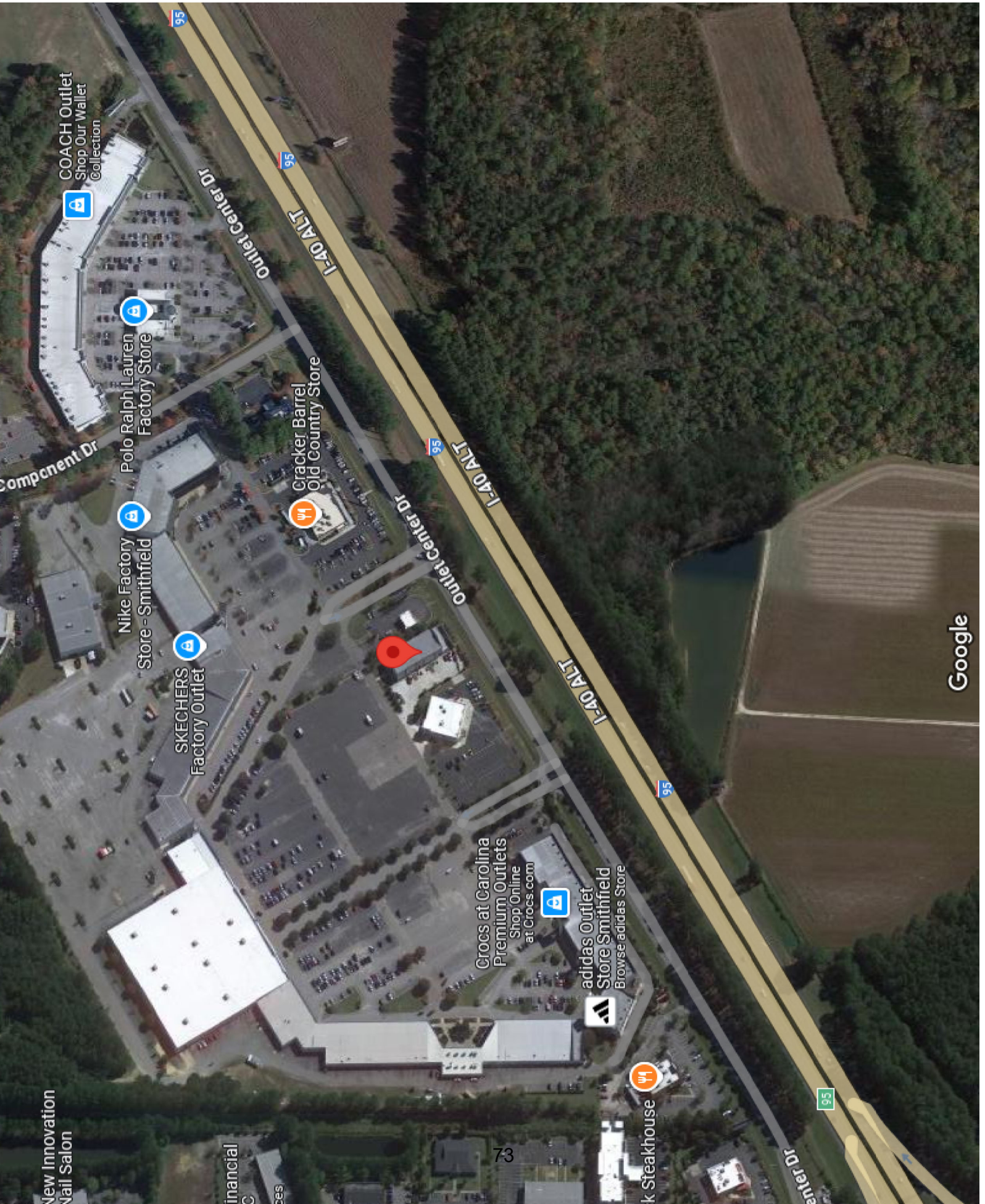
Verification Dates: Priority:

Priority Foundation!

Core:05/07/2025

REHS Contact Phone Number: (918) 869-5160

Authorize final report to
be received via Email:



New Innovation
Nail Salon

Financial
Services

73

Steakhouse

Google



New Hire Report

Consent Agenda Item:	New Hire / Vacancy Report
Date:	06/03/2025

Background

Per Policy, upon the hiring of a new or replacement employee, the Town Manager 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:

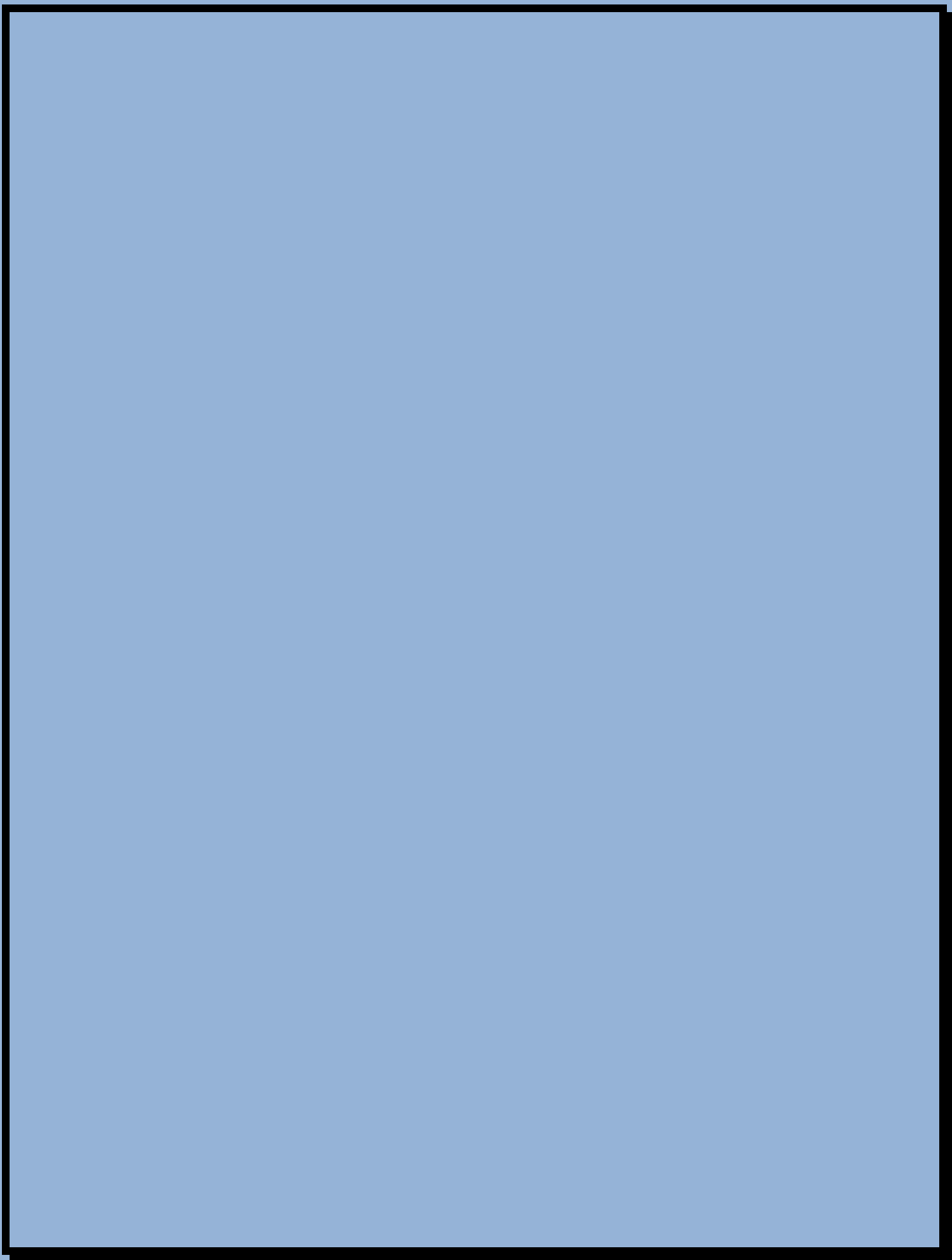
<u>Position</u>	<u>Department</u>	<u>Budget Line</u>
Police Officer (1 position)	Police	10-20-5100-5100-0200
Police Officer – SRO	Police	10-20-5100-5100-0200
Public Works Crew Leader (Streets)	PW – Streets	10-30-5600-5100-0200
Asst. Aquatics Supervisor	SRAC	10-60-6220-5100-0200
Utility Line Mechanic	PU – Water/Sewer	30-71-7220-5100-0200

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>
Assistant Town Manager	General Government	10-10-4100-5100-0200 30-71-7220-5100-0200 31-72-7230-5100-0200	\$68.27/hr. (\$142,001.60/yr.)
Street Maintenance Worker	PW – Streets	10-30-5600-5100-0200	\$17.65/hr. (\$36,712.00/yr.)
PT – Facility Maintenance Worker (7)	PW – Appearance	10-60-5500-5100-0200	\$17.00/hr.
Administrative Support Specialists	Parks and Recreation	10-60-6200-5100-0200	\$23.83/hr. (\$49,566.40/yr.)
PT – SRAC Staff (7)	SRAC	10-60-6220-5100-0210	\$12.00/hr.
PT – SRAC Instructor (2)	SRAC	10-60-6220-5100-0230	\$15.00/hr.
PT – SRAC Aquatics (2)	SRAC	10-60-6220-5100-0200	\$10.00/hr.
Electric Line Technician	PU – Electric	31-72-7230-5100-0200	\$27.80/hr. (\$57,824.00/yr.)

Business Items





Request for Town Council Action

Business Item:	Street Resurfacing Project
Date: 06/03/2025	

Subject: FY 24/25 Third Street Resurfacing Project
Department: Public Works Department
Presented by: Public Works Director - Lawrence Davis
Presentation: Business Item

Issue Statement:

The Public Works Department has sent out an RFP to resurfacing vendors for the resurfacing of South Third Street starting from the 200 Block of S. Third Street and E. Johnston Street through to Highway 301 South. Bid estimates will be presented to the Council upon all estimate bid packages received. The bid opening date 6/2/2025.

Financial Impact

Amount of Bid & Agreement

Action Needed

Consideration for approval of a bid estimate

Recommendation

Staff recommend awarding the FY 24-25 resurfacing project to the lowest bidder.

Approved: ☒ Town Manager ☐ Town Attorney

Attachments:

1. Staff Report



Staff Report

Business Item: **Street
Resurfacing
Project**

RFPs have been requested from qualified vendors and the results will be provided to the Town Council upon their receipt.



Request for Town Council Action

Business Item: Purchase of Electric Material
Date: 06/03/2025

Subject: Purchase of Electric Material for JCC Parking Lot
Department: Public Utilities
Presented by: Public Utilities Director - Ted Credle
Presentation: Business Item

Issue Statement

Johnston County Community College (JCC) will be renovating the entire front parking area along College Road this summer. They have an approved plan to improve the safety lighting in the parking lot to 95 pole units and associated lights. Because we lease the lights in the lot to JCC, the Town will be replacing the current lights with the new poles and LED lighting. To accomplish the project, the Town must order the material now, so we can get it on site and have time to install the bases, conduit & wire before paving begins.

Financial Impact

Total funds (\$226,493) to pay for the proposed job material will come from the contingency funds line item (31-00-9990-5300-0000) in this year's approved electric budget.

Action Needed

Approve the purchase of the low-bid material as noted.

Recommendation

Staff recommends Town Council approve the purchase of the submitted low-bid for material to install at the JCC parking lot renovation

Approved: ☒ Town Manager ☐ Town Attorney

Attachments:

1. Staff Report
2. Supplier's Quote



Staff Report

**Business
Item:** **Purchase
of Electric
Material**

Johnston County Community College (JCC) will be renovating the entire front parking area lots this summer. They have an approved plan to improve the safety lighting in the parking lot to 95 pole units and associated lights. Because we lease the lights in the lot to JCC, the Town will be replacing the current lights with the new poles and LED lighting. Public Utilities had planned to purchase the material after July 1, 2025; but JCC has let us know the window to perform the work is open in the summer and will be closing by the end of August, so classes can resume. To accomplish the project, the Town must order the material now, so we can get it on site and have time to install the bases, conduit & wire before paving begins.

The Town desires to purchase the low-bid submitted material, which will allow us to meet project needs and not interfere with class schedule at JCC. The low-bid supplier has quoted the material and be available for delivery in 4-6 weeks after order.

The Manager is recommending the use of Electric Department contingency funds to pay for this project.

Staff is asking Council to approve the purchase of the low-bid material at a cost of \$226,493 from the supplier, in accordance with the submitted quote.



Public Utilities
230 Hospital Road
P.O. Box 761
Smithfield, NC 27577
919-934-2798 919-934-1688 (fax)
Email: tammy.mclamb@smithfield-nc.com

REQUEST FOR QUOTE
(THIS IS NOT AN ORDER)

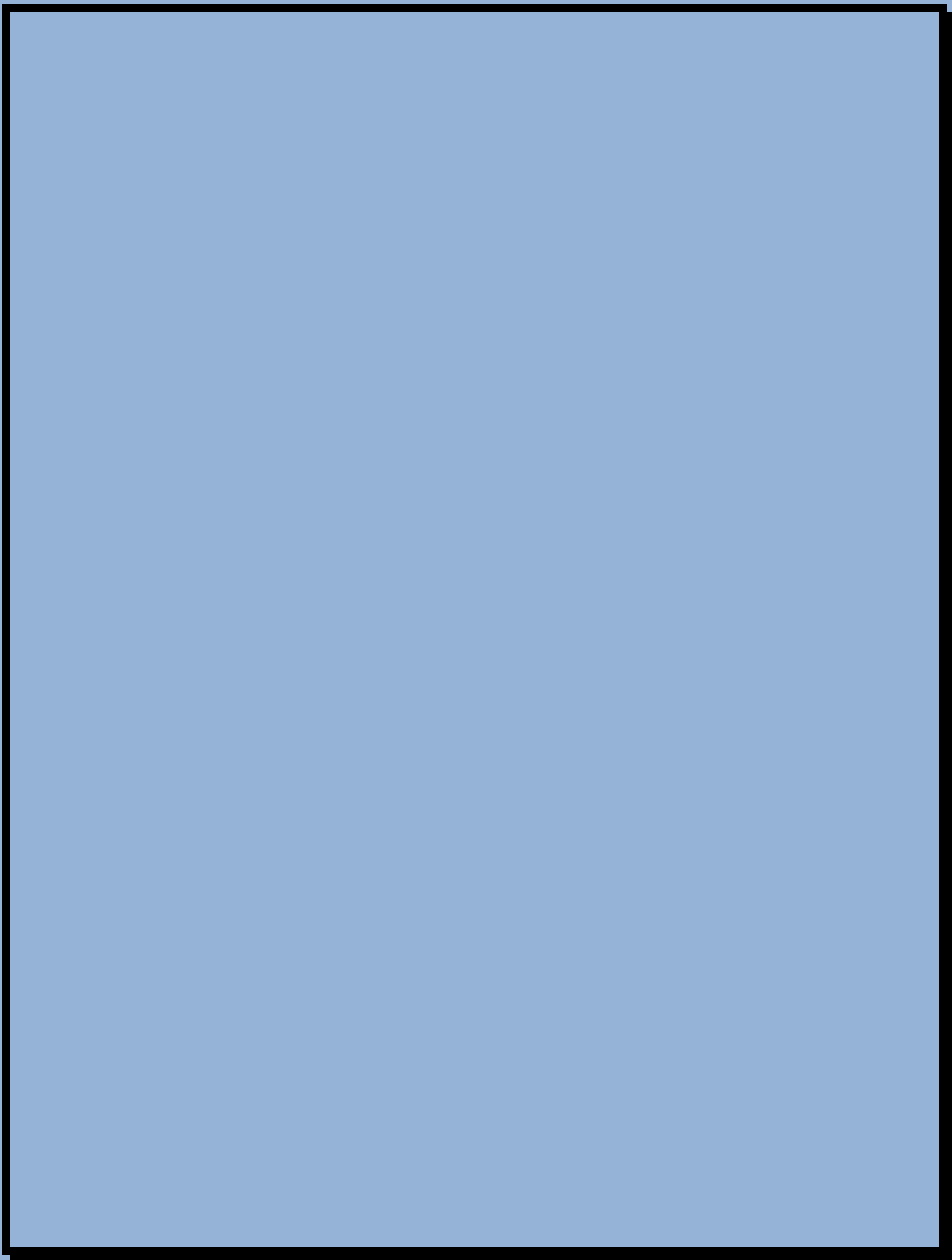
Please quote your best price, delivery (Smithfield, NC.) Items are subject to separate award. Alternate quotes may be considered on products that are equal to or better than the specified product. To receive consideration, quotes must be emailed or faxed to the attention of Tammy McLamb at the above email address or fax number by **5:00 p.m., Tuesday, February 11, 2025.**

For technical questions, please contact: JEFF STEWART 919-934-2230.

Item #	TOS Bin #	Item/Description	Qty.	Unit Price	Total	Lead Time
1	PS15.1	KIM poles RSS-K-25-50-B-1-UDP-DBT-UL SQUARE STEEL BROWN BASE MOUNT ON CONCRETE PEDSTAL OR EQUIV.	95	\$772.22	\$73,360.90	2-3 weeks
2		KIM LIGHTING 1A-ARA2-54L-560-4K8-3-CP-BC-5-UNV-DBT-PC-SF OR EQUIV.	152	\$431.06	\$65,521.12	5-6 weeks
3		20"x8' concrete base bolt pattern to match base pole with 2"conduct in and out and ¾ conduct for pole ground	95	\$922.22	\$87,610.90	4-6 weeks

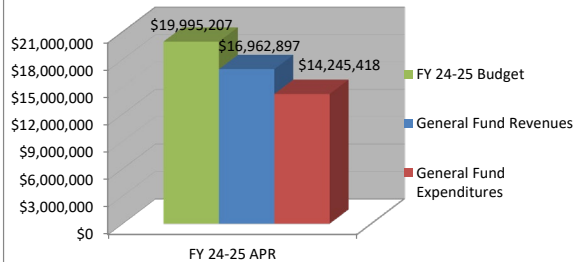
COMPANY NAME: WESCO Distribution
Date: 2/11/25
Bid Submitted By: Andy Hartmann
Street Address: 334 Atkinson Street
City/State/Zip: Clayton, NC, 27520
Phone #: 828-368-2836
Fax #:
Email: ahartmann@wesco.com
Quote Valid for <u>30</u> days
Delivery Guaranteed <u>60</u> calendar days after receipt of order

Financial Report

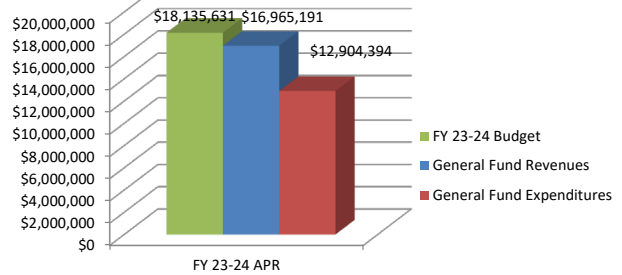


Town of Smithfield Revenues vs. Expenditures

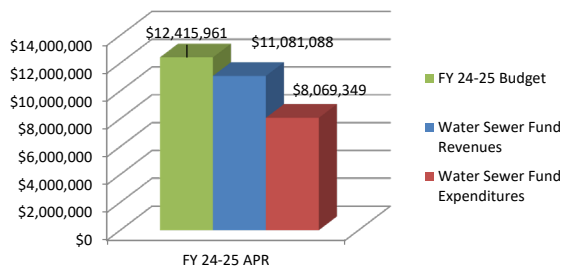
**2025 YTD General Fund Revenues vs.
Expenditures**



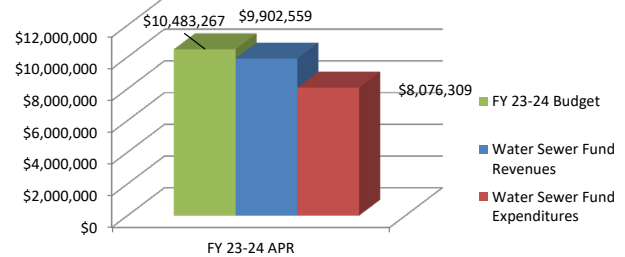
**2024 YTD General Fund Revenues vs.
Expenditures**



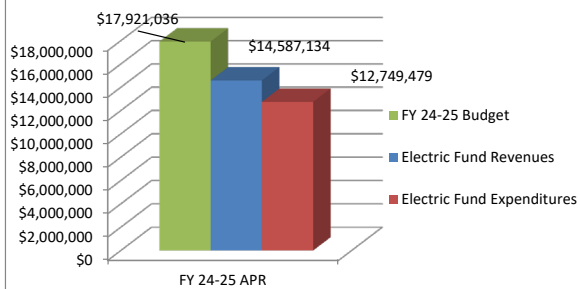
**2025 YTD W/S Revenues vs.
Expenditures**



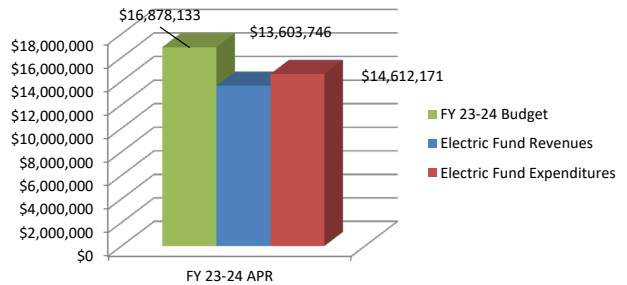
**2024 YTD W/S Revenues vs.
Expenditures**



**2025 YTD Electric Revenues vs.
Expenditures**



**2024 YTD Electric Revenues vs.
Expenditures**



TOWN OF SMITHFIELD
MAJOR FUNDS FINANCIAL SUMMARY REPORT
April 30, 2025
Gauge: 10/12 or 83 Percent

83.33%

GENERAL FUND				
	Actual to Date	Budget	Actual to Date	YTD %
Revenues	FY '23-24	FY '24-25	FY '24-25	Collected
Ad Valorem Taxes	\$ 8,667,892	\$ 8,784,475	\$ 9,167,868	104.36%
Other Taxes and Licenses	124,602	94,825	168,082	177.25%
Unrestricted Intergovernmental	4,228,452	4,922,000	3,585,549	72.85%
Restricted Intergovernmental	431,223	685,940	467,976	68.22%
Permits and Fees	2,133,976	2,429,050	2,259,740	93.03%
Investment Earnings	395,748	373,339	391,602	104.89%
Miscellaneous	483,098	837,613	822,333	98.18%
Transfer From Other Funds	451,790	712,790	-	0.00%
Sale of Fixed Assets	48,410	51,725	51,747	100.04%
Insurance Recovery	-	48,000	48,000	100.00%
Fund Balance Appropriated	-	1,055,450	-	0.00%
Total	\$ 16,965,191	\$ 19,995,207	\$ 16,962,897	84.83%

TOWN OF SMITHFIELD
MAJOR FUNDS FINANCIAL SUMMARY REPORT
April 30, 2025
Gauge: 10/12 or 83 Percent

			83.33%	
	Actual to Date	Budget	Actual to Date	YTD %
Expenditures	FY '23-24	FY '24-25	FY '24-25	Spent
General Gov.-Governing Body	\$ 399,853	\$ 736,517	\$ 480,111	65.19%
Non Departmental	657,896	962,244	941,804	97.88%
Debt Service	420,499	419,096	401,319	95.76%
Finance	125,522	163,000	120,748	74.08%
IT	189,399	192,475	141,495	73.51%
Planning	276,528	454,525	345,808	76.08%
Police	3,410,285	5,908,835	4,551,485	77.03%
Fire	2,503,243	3,471,456	2,430,483	70.01%
General Services/Public Works	552,025	1,243,173	691,342	55.61%
Streets	337,667	830,227	333,985	40.23%
Motor Pool/Garage	134,715	184,275	146,354	79.42%
Powell Bill	466,604	398,195	262,219	65.85%
Sanitation	1,501,529	1,737,294	1,323,990	76.21%
Stormwater	30,619	281,180	197,288	70.16%
Parks and Rec	905,306	1,460,444	962,463	65.90%
SRAC	957,185	1,248,275	882,289	70.68%
Sarah Yard Center	35,519	51,300	32,235	62.84%
Contingency	-	252,696	-	
Total	\$ 12,904,394	\$ 19,995,207	\$ 14,245,418	71.24%

YTD Fund Balance Increase (Decrease)	4,060,797	-	2,717,479
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TOWN OF SMITHFIELD
MAJOR FUNDS FINANCIAL SUMMARY REPORT
April 30, 2025
Gauge: 10/12 or 83 Percent

83.33%

WATER AND SEWER FUND

	Actual to Date FY '23-24	Budget FY '24-25	Actual to Date FY '24-25	YTD % Collected
Revenues				
Water Sales	\$ 4,901,081	\$ 5,560,000	\$ 5,072,383	91.23%
Sewer Sales	4,350,993	5,000,000	4,495,904	89.92%
Connection and Tap Fees	107,836	79,175	86,664	109.46%
Miscellaneous	284,451	900,750	724,886	80.48%
Interest Earnings	258,198	212,125	243,004	114.56%
Sale of Fixed Assets	-	350	351	100.29%
Transfer from Booker Dairy Rd Fund	-	457,896	457,896	100.00%
Fund Balance Appropriated	-	205,665	-	0.00%
Total	\$ 9,902,559	\$ 12,415,961	\$ 11,081,088	89.25%

	Actual to Date FY '23-24	Budget FY '24-25	Actual to Date FY '24-25	YTD % Spent
Expenditures				
Water Plant (Less Transfers)	\$ 1,749,227	\$ 2,589,715	\$ 1,794,056	69.28%
Water Distribution/Sewer Coll (Less Transfers)	3,737,250	6,277,499	4,977,873	79.30%
Transfer to W/S Capital Project Fund	1,350,000	1,625,000	-	0.00%
Transfer to W/S Capital Reserve Fund	-	590,000	-	0.00%
Capital Outlay	212,809	271,700	237,174	87.29%
Debt Service	1,027,023	1,020,336	1,060,246	103.91%
Contingency	-	41,711	-	0.00%
Total	\$ 8,076,309	\$ 12,415,961	\$ 8,069,349	64.99%

YTD Fund Balance Increase (Decrease) 1,826,250 - 3,011,739

TOWN OF SMITHFIELD
MAJOR FUNDS FINANCIAL SUMMARY REPORT
April 30, 2025
Gauge: 10/12 or 83 Percent

83.33%

ELECTRIC FUND

	Actual to Date	Budget	Actual to Date	YTD %
	FY '23-24	FY '24-25	FY '24-25	Collected
Revenues				
Electric Sales	\$ 13,069,118	\$ 16,270,040	\$ 14,062,868	86.43%
Connection Fees	77,775	92,000	79,125	86.01%
Miscellaneous	113,293	110,300	119,766	108.58%
Penalties	79,299	85,000	86,488	101.75%
Investment earnings	264,261	250,000	224,232	89.69%
Insurance Recovery	-	14,650	14,655	100.03%
Fund Balance Appropriated	-	1,099,046	-	0.00%
Total	\$ 13,603,746	\$ 17,921,036	\$ 14,587,134	81.40%
	Actual to Date	Budget	Actual to Date	YTD %
	FY '23-24	FY '24-25	FY '24-25	Spent
Expenditures				
Administration/Operations	\$ 3,303,009	\$ 3,288,979	\$ 2,489,881	75.70%
Purchased Power - Non Demand	4,404,476	4,265,910	4,270,417	100.11%
Purchased Power - Demand	5,495,417	7,502,914	4,747,559	63.28%
Purchased Power - Debt	1,059,828	1,156,176	867,132	75.00%
Debt Service	342,585	342,586	342,585	109.31%
Capital Outlay	6,856	35,000	31,905	91.16%
Contingency	-	234,321	-	0.00%
Transfers to Electric Capital Project Fund	-	800,000	-	0.00%
Transfers to Electric Capital Reserve Fund	-	200,000	-	0.00%
Transfers to General Fund	-	95,150	-	0.00%
Total	\$ 14,612,171	\$ 17,921,036	\$ 12,749,479	71.14%
YTD Fund Balance Increase (Decrease)	(1,008,425)	-	1,837,655	

TOWN OF SMITHFIELD
MAJOR FUNDS FINANCIAL SUMMARY REPORT
April 30, 2025
Gauge: 10/12 or 83 Percent

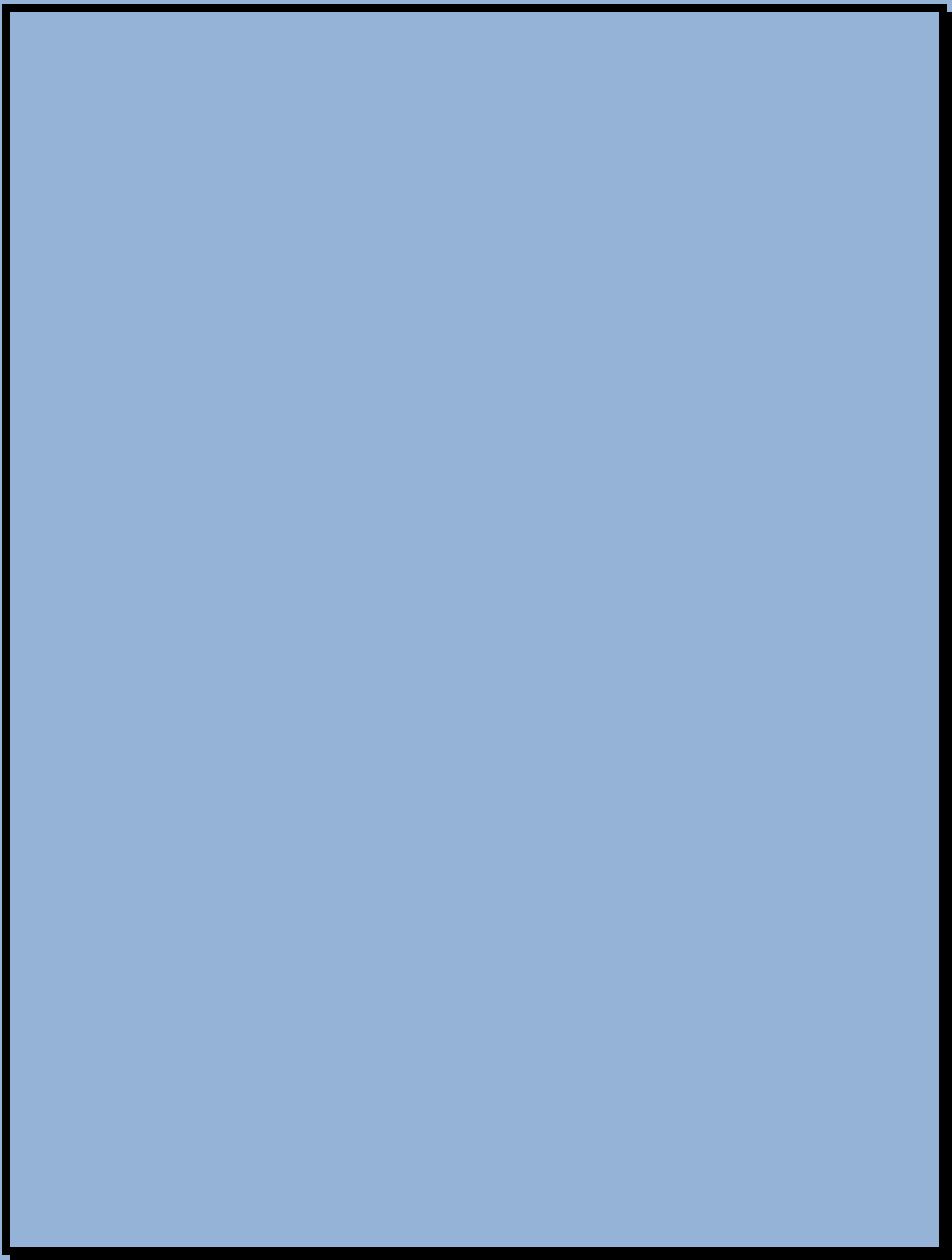
83.33%

CASH AND INVESTMENTS FOR APRIL 2025

General Fund (Includes P. Bill and ARPA)	26,051,660			
Water and Sewer Fund	16,373,843			
Electric Fund	11,835,289			
NCOBM Fund (21)	498,402			
JB George Endowment (40)	142,391			
Water Plant Expansion (43)	954,817			
Capital Project Fund: Wtr/Sewer (45)	627,311			
Capital Project Fund: General (46)	898,994			
Capital Project Fund: Electric (47)	(69,483)			
FEMA Acquisitions and Elevations (48)	550			
Firemen Relief Fund (50)	105,352			
Fire District Fund (51)	437,576	1st CITIZENS	39,672,422	1.75% / 4.29%
General Capital Reserve Fund (72)	183,701	NCCMT	5,663,489	5.000%
Total	58,040,403	KS BANK	2,442,743	3.00%
		TRUIST	10,261,749	3.25%
			<u>\$</u>	<u>58,040,403</u>

Account Balances Confirmed By Finance Director on 5/27/2025 -

Department Reports



FINANCE DEPARTMENTAL REPORT FOR JUNE 2025

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
- Set up capital reserve funds for general statute compliance
- Wrote financial statements and made substantial corrections to the accounting records
- Corrected pre-tax and post-tax payroll deductions for affected full time employees
- Improved service order process between customer service representatives and utility technician via e-mailing service orders

WORK IN PROGRESS

- In process of implementing purchase card program with potential savings of \$85K based on historical spending patterns (module training up next)
- 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 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
- In process of correcting planning boards payroll payments

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



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 April 2025

Permit Type	# Issued	Permit Fees
Building	1	\$1,450.00
Commercial & Multi-Family Zoning	3	\$300.00
Land Use	17	\$1,700.00
Sign	5	\$250.00
Single Family & Two-Family Zoning	21	\$525.00
Report Period Total:	47	\$4,225.00
Fiscal YTD Total:	259	\$14,425.00

Individual Permit Breakdown for March 21st – April 17th 2025

Permit Type	Sub Type	Permit #	Address	Issue Date/Total # Issued	Permit Fee
Zoning	Building	Z25-000106		3/24/2025	1,450
Zoning Total	Building Total			1	1,450.00
Zoning	Commercial & Multi-Family Zoning	Z25-000151	230 North Equity Drive	4/15/2025	100
Zoning	Commercial & Multi-Family Zoning	Z25-000153	121 Packing Plant Road	4/16/2025	100
Zoning	Commercial & Multi-Family Zoning	Z25-000113	3149 Swift Creek Road	3/25/2025	100
Zoning Total	Commercial & Multi-Family Zoning Total			3	\$300.00

Zoning	Land Use	Z25-000146	1254 West Market Street	4/11/2025	100
Zoning	Land Use	Z25-000147	1215 South Brightleaf Boulevard	4/14/2025	100
Zoning	Land Use	Z25-000149	320-A Stancil Street	4/15/2025	100
Zoning	Land Use	Z25-000150	1025 Outlet Center Drive	4/15/2025	100
Zoning	Land Use	Z25-000109	600 M. Durwood Stephenson Parkway	3/24/2025	100
Zoning	Land Use	Z25-000117	404 North Brightleaf Boulevard	3/28/2025	100
Zoning	Land Use	Z25-000122	808 Massey Street	4/1/2025	100
Zoning	Land Use	Z25-000123	808-B Massey Street	4/1/2025	100
Zoning	Land Use	Z25-000126	1251 North Brightleaf Boulevard #11	4/2/2025	100
Zoning	Land Use	Z25-000128	1025 Outlet Center Drive	4/4/2025	100
Zoning	Land Use	Z25-000129	25 Noble Street	4/4/2025	100
Zoning	Land Use	Z25-000131	1273 North Brightleaf Boulevard	4/4/2025	100
Zoning	Land Use	Z25-000132	218 Peedin Road	4/4/2025	100
Zoning	Land Use	Z25-000137	101 East Market Street Suite 2E	4/8/2025	100
Zoning	Land Use	Z25-000141	535 East Market Street	4/8/2025	100

Zoning	Land Use	Z25-000142	1336 North Brightleaf Boulevard	4/9/2025	100
Zoning	Land Use	Z25-000144	447 Venture Drive Suite D	4/9/2025	100
Zoning Total	Land Use Total			17	\$1,700.00
Zoning	Sign	Z25-000112	1025 Industrial Park Drive Suite 900	3/25/2025	50
Zoning	Sign	Z25-000148	1043 Outlet Center Drive	4/14/2025	50
Zoning	Sign	Z25-000138	101 East Market Street Suite 2E	4/8/2025	50
Zoning	Sign	Z25-000133	1273 North Brightleaf Boulevard	4/7/2025	50
Zoning	Sign	Z25-000118	938 North Brightleaf Boulevard	3/31/2025	50
Zoning Total	Sign Total			5	\$250.00
Zoning	Single Family & Two Family Zoning	Z25-000152	2435 US-70 BUS East	4/16/2025	25
Zoning	Single Family & Two Family Zoning	Z25-000119	804 Chestnut Drive	3/31/2025	25
Zoning	Single Family & Two Family Zoning	Z25-000121	123 West Saltgrass Lane	4/1/2025	25
Zoning	Single Family & Two Family Zoning	Z25-000124	114 Old Farm Road	4/1/2025	25
Zoning	Single Family & Two Family Zoning	Z25-000125	1516 Yelverton Grove Road	4/1/2025	25
Zoning	Single Family & Two Family Zoning	Z25-000110	102 Lakeridge Drive	3/24/2025	25

Zoning	Single Family & Two Family Zoning	Z25-000111	217 South Second Street	3/25/2025	25
Zoning	Single Family & Two Family Zoning	Z25-000107	35 Old Dupree Road	3/24/2025	25
Zoning	Single Family & Two Family Zoning	Z25-000108	213 South Fifth Street	3/24/2025	25
Zoning	Single Family & Two Family Zoning	Z25-000114	7 Franklin Drive	3/25/2025	25
Zoning	Single Family & Two Family Zoning	Z25-000115	33 Huntington Place	3/28/2025	25
Zoning	Single Family & Two Family Zoning	Z25-000116	514 Oak Street	3/28/2025	25
Zoning	Single Family & Two Family Zoning	Z25-000134	1262 Country Club Road	4/7/2025	25
Zoning	Single Family & Two Family Zoning	Z25-000135	141 Stephenson Drive	4/7/2025	25
Zoning	Single Family & Two Family Zoning	Z25-000136	254 West Saltgrass Lane	4/8/2025	25
Zoning	Single Family & Two Family Zoning	Z25-000130	833 Country Club Road	4/4/2025	25
Zoning	Single Family & Two Family Zoning	Z25-000127	617 South Fouth Street	4/2/2025	25
Zoning	Single Family & Two Family Zoning	Z25-000139	202 Laurel Circle	4/8/2025	25
Zoning	Single Family & Two Family Zoning	Z25-000140	3975 West US Hwy 70 Business	4/8/2025	25
Zoning	Single Family & Two Family Zoning	Z25-000145	1254 West Market Street	4/11/2025	25

Zoning	Single Family & Two Family Zoning	Z25-000143	302 Pine Street	4/9/2025	25
Zoning Total	Single Family & Two Family Zoning Total			21	\$525.00
Zoning Total				47	\$4,225.00
All Permits Total				47	\$4,225.00

Permits Issued in the Town of Smithfield
by Johnston County Building Inspections Dept
from 4/1/2025 7:00:00 AM and 4/30/2025 5:00:00 PM

APNO	Worktype	Added	Issued	Address	Value	Fees
211193	REMODEL OF HOME	9/9/2024	4/2/2025	107 E UNDERWOOD AVE SMITHFIELD	\$100,000.00	\$760.00
213019	FIT UP FOR EXISTING COMMERCIAL	10/30/2024	4/30/2025	960 W MARKET ST SMITHFIELD	\$5,029,283.55	\$25,832.56
216332	FIT UP FOR EXISTING COMMERCIAL	2/28/2025	4/17/2025	2150 US HWY 70 BUS W SMITHFIELD	\$1,230,000.00	\$7,693.00
216403	FIT UP FOR EXISTING COMMERCIAL	3/3/2025	4/8/2025	3149 C SWIFT CREEK RD SMITHFIELD	\$500,000.00	\$6,193.00
216479	CHANGE OF TENANT	3/5/2025	4/25/2025	30 NOBLE ST SMITHFIELD	\$100.00	\$75.00
216843	STORAGE	3/14/2025	4/4/2025	600 POWELL ST SMITHFIELD	\$12,500.00	\$200.00
216927	RESIDENTIAL NEW	3/18/2025	4/3/2025	17 RUNNEYMEDE PL SMITHFIELD	\$140,000.00	\$779.20
216976	CHANGE OF TENANT	3/20/2025	4/1/2025	1547 E MARKET ST SMITHFIELD	\$75.00	\$75.00
217061	DECK	3/24/2025	4/2/2025	33 HUNTINGTON PL SMITHFIELD	\$49,750.00	\$160.00
217131	SOLAR PANELS	3/26/2025	4/4/2025	112 RAY DR SMITHFIELD	\$22,929.00	\$200.00
217141	RESIDENTIAL NEW	3/26/2025	4/4/2025	279 HOPEWELL BRANCH CT SMITHFIELD	\$250,000.00	\$1,316.80
217142	RESIDENTIAL NEW	3/26/2025	4/3/2025	283 HOPEWELL BRANCH CT SMITHFIELD	\$250,000.00	\$1,378.60
217143	RESIDENTIAL NEW	3/26/2025	4/4/2025	301 HOPEWELL BRANCH CT SMITHFIELD	\$250,000.00	\$907.90
217144	RESIDENTIAL NEW	3/26/2025	4/15/2025	179 NEW TWIN BRANCH CT SMITHFIELD	\$250,000.00	\$1,137.40
217146	RESIDENTIAL NEW	3/26/2025	4/4/2025	263 HOPEWELL BRANCH CT SMITHFIELD	\$250,000.00	\$1,378.60
217147	RESIDENTIAL NEW	3/26/2025	4/4/2025	313 HOPEWELL BRANCH CT SMITHFIELD	\$250,000.00	\$1,054.30
217148	RESIDENTIAL NEW	3/26/2025	4/4/2025	243 NEW TWIN BRANCH CT SMITHFIELD	\$250,000.00	\$1,137.40
217150	RESIDENTIAL NEW	3/26/2025	4/15/2025	315 NEW TWIN BRANCH CT SMITHFIELD	\$250,000.00	\$1,051.30
217152	RESIDENTIAL NEW	3/26/2025	4/3/2025	301 NEW TWIN BRANCH CT SMITHFIELD	\$250,000.00	\$1,203.40
217154	RESIDENTIAL NEW	3/26/2025	4/2/2025	333 NEW TWIN BRANCH CT SMITHFIELD	\$250,000.00	\$907.90
217155	RESIDENTIAL NEW	3/26/2025	4/3/2025	346 NEW TWIN BRANCH CT SMITHFIELD	\$250,000.00	\$1,507.30

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Permits Issued in the Town of Smithfield
by Johnston County Building Inspections Dept
from 4/1/2025 7:00:00 AM and 4/30/2025 5:00:00 PM

APNO	Worktype	Added	Issued	Address	Value	Fees
217157	RESIDENTIAL NEW	3/26/2025	4/3/2025	336 NEW TWIN BRANCH CT SMITHFIELD	\$250,000.00	\$1,107.10
217213	RESIDENTIAL NEW	3/28/2025	4/8/2025	508 CRUMP ST SMITHFIELD	\$180,000.00	\$816.10
217215	ADDITION TO HOME	3/28/2025	4/8/2025	805 S VERMONT ST SMITHFIELD	\$20,000.00	\$527.00
217269	SOLAR PANELS	3/31/2025	4/14/2025	203 BROOKSIDE DR SMITHFIELD	\$38,411.00	\$200.00
217294	RESIDENTIAL NEW	3/31/2025	4/3/2025	109 N FINLEY LANDING PKWY SMITHFIELD	\$122,250.00	\$992.20
217295	RESIDENTIAL NEW	3/31/2025	4/3/2025	103 N FINLEY LANDING PKWY SMITHFIELD	\$132,700.00	\$1,054.60
217299	RESIDENTIAL NEW	3/31/2025	4/3/2025	115 N FINLEY LANDING PKWY SMITHFIELD	\$122,250.00	\$992.20
217347	SERVICE CHANGES	4/1/2025	4/1/2025	3694 US HWY 70 BUS E SMITHFIELD	\$100.00	\$76.00
217378	MECHANICAL CHANGEOUT	4/1/2025	4/1/2025	720 SUNSET DR SMITHFIELD	\$7,800.00	\$151.00
217446	SOLAR PANELS	4/2/2025	4/14/2025	207 S RODERICK DR SMITHFIELD	\$47,949.47	\$200.00
217449	COMMERCIAL TRADES	4/2/2025	4/2/2025	1140 N BRIGHTLEAF BLVD SMITHFIELD	\$2,750.00	\$150.00
217452	SERVICE CHANGES	4/2/2025	4/2/2025	206 N FOURTH ST SMITHFIELD	\$1,400.00	\$76.00
217465	DECK	4/2/2025	4/10/2025	1516 YELVERTON GROVE RD SMITHFIELD	\$7,000.00	\$75.00
217484	COMMERCIAL TRADES	4/2/2025	4/3/2025	204 S FRONT ST SMITHFIELD	\$2,741.00	\$150.00
217487	COMMERCIAL DEMOLITION	4/2/2025	4/11/2025	338 W MARKET ST SMITHFIELD	\$1,000.00	\$75.00
217494	SOLAR PANELS	4/2/2025	4/14/2025	617 S FOURTH ST SMITHFIELD	\$27,000.00	\$200.00
217503	COMMERCIAL DEMOLITION	4/3/2025	4/15/2025	1035 OUTLET CENTER DR SMITHFIELD	\$75,000.00	\$885.50
217593	STANDARD TRADE INSPECTION	4/4/2025	4/4/2025	420 WESTERMAN PL SMITHFIELD	\$850.00	\$76.00
217602	CHANGE OF TENANT	4/7/2025	4/17/2025	25 NOBLE ST SMITHFIELD	\$75.00	\$75.00
217609	MECHANICAL CHANGEOUT	4/7/2025	4/8/2025	901 F BERKSHIRE RD SMITHFIELD	\$6,400.00	\$220.00
217621	SWIMMING POOLS	4/7/2025	4/7/2025	833 COUNTRY CLUB RD SMITHFIELD	\$36,985.00	\$250.00
217640	MECHANICAL CHANGEOUT	4/7/2025	4/7/2025	1992 BROGDEN RD SMITHFIELD	\$3,500.00	\$151.00

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Permits Issued in the Town of Smithfield
by Johnston County Building Inspections Dept
from 4/1/2025 7:00:00 AM and 4/30/2025 5:00:00 PM

APNO	Worktype	Added	Issued	Address	Value	Fees
217644	CHANGE OF TENANT	4/7/2025	4/28/2025	218 PEEDIN RD SMITHFIELD	\$75.00	\$75.00
217648	STANDARD TRADE INSPECTION	4/7/2025	4/7/2025	420 WESTERMAN PL SMITHFIELD	\$1,000.00	\$76.00
217676	MECHANICAL CHANGEOUT	4/8/2025	4/8/2025	210 A W DAVIS ST SMITHFIELD	\$7,300.00	\$151.00
217677	SERVICE CHANGES	4/8/2025	4/8/2025	2151 US HWY 70 BUS W SMITHFIELD	\$1,800.00	\$76.00
217684	CHANGE OF TENANT	4/8/2025	4/24/2025	101 2E E MARKET ST SMITHFIELD	\$75.00	\$75.00
217693	MECHANICAL CHANGEOUT	4/9/2025	4/9/2025	211 E HEATH AVE SMITHFIELD	\$7,500.00	\$151.00
217710	MECHANICAL CHANGEOUT	4/9/2025	4/10/2025	1809 S BRIGHTLEAF BLVD SMITHFIELD	\$22,530.00	\$220.00
217723	MECHANICAL CHANGEOUT	4/9/2025	4/9/2025	1282 E PACKING PLANT RD SMITHFIELD	\$19,500.00	\$151.00
217724	STANDARD TRADE INSPECTION	4/9/2025	4/15/2025	1212 CHESTNUT DR SMITHFIELD	\$8,500.00	\$76.00
217735	COMMERCIAL TRADES	4/10/2025	4/11/2025	207 E JOHNSTON ST SMITHFIELD	\$5,900.00	\$1,991.00
217747	MECHANICAL CHANGEOUT	4/10/2025	4/11/2025	1305 103 S BRIGHTLEAF BLVD SMITHFIELD	\$8,920.00	\$220.00
217803	MECHANICAL CHANGEOUT	4/11/2025	4/11/2025	332 N BRIGHTLEAF BLVD SMITHFIELD	\$13,000.00	\$220.00
217809	MECHANICAL CHANGEOUT	4/11/2025	4/14/2025	1109 N BRIGHTLEAF BLVD SMITHFIELD	\$8,412.00	\$295.00
217816	MECHANICAL CHANGEOUT	4/11/2025	4/11/2025	79 BROOKWOOD DR SMITHFIELD	\$12,800.00	\$151.00
217843	MECHANICAL CHANGEOUT	4/14/2025	4/14/2025	811 S FIRST ST SMITHFIELD	\$6,000.00	\$151.00
217853	COMMERCIAL DEMOLITION	4/14/2025	4/14/2025	1455 BUFFALO RD SMITHFIELD	\$9,750.00	\$220.00
217880	MECHANICAL CHANGEOUT	4/15/2025	4/15/2025	105 CYPRESS PT SMITHFIELD	\$13,245.00	\$151.00
217918	SOLAR PANELS	4/16/2025	4/23/2025	107 STANCIL ST SMITHFIELD	\$60,837.00	\$200.00
217954	SOLAR PANELS	4/16/2025	4/23/2025	26 BROOKWOOD DR SMITHFIELD	\$24,000.00	\$200.00
217962	MECHANICAL CHANGEOUT	4/16/2025	4/17/2025	1201 S FIRST ST SMITHFIELD	\$9,000.00	\$151.00
217970	SERVICE CHANGES	4/17/2025	4/17/2025	302 E ROSE ST SMITHFIELD	\$10,500.00	\$76.00

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Permits Issued in the Town of Smithfield
by Johnston County Building Inspections Dept
from 4/1/2025 7:00:00 AM and 4/30/2025 5:00:00 PM

APNO	Worktype	Added	Issued	Address	Value	Fees
218051	STANDARD TRADE INSPECTION	4/21/2025	4/21/2025	107 SUNSET AVE SMITHFIELD	\$1,500.00	\$76.00
218073	MODULAR HOME	4/21/2025	4/30/2025	2959 NC HWY 210 SMITHFIELD	\$375,000.00	\$934.00
218076	MODULAR HOME	4/21/2025	4/30/2025	2941 NC HWY 210 SMITHFIELD	\$375,000.00	\$826.00
218090	MECHANICAL CHANGEOUT	4/21/2025	4/21/2025	1201 S VERMONT ST SMITHFIELD	\$11,946.00	\$151.00
218093	STANDARD TRADE INSPECTION	4/21/2025	4/21/2025	385 EASON DR SMITHFIELD	\$2,000.00	\$76.00
218205	MECHANICAL CHANGEOUT	4/23/2025	4/24/2025	1670 BOOKER DAIRY RD SMITHFIELD	\$12,355.26	\$295.00
218239	SIGNS	4/24/2025	4/29/2025	938 N BRIGHTLEAF BLVD SMITHFIELD	\$25,000.00	\$295.00
218245	MECHANICAL CHANGEOUT	4/24/2025	4/28/2025	211 TYLER DR SMITHFIELD	\$7,800.00	\$220.00
218264	MECHANICAL CHANGEOUT	4/25/2025	4/28/2025	3574 US HWY 301 S SMITHFIELD	\$12,500.00	\$220.00
218294	MECHANICAL CHANGEOUT	4/25/2025	4/25/2025	133 CASTLE DR SMITHFIELD	\$36,000.00	\$151.00
218316	RESIDENTIAL DEMOLITION	4/28/2025	4/29/2025	719 WEST ST SMITHFIELD	\$15,000.00	\$100.00
218319	STORAGE	4/28/2025	4/28/2025	2435 US HWY 70 BUS E SMITHFIELD	\$28,000.00	\$100.00
218409	MECHANICAL CHANGEOUT	4/30/2025	4/30/2025	617 S FOURTH ST SMITHFIELD	\$5,188.34	\$151.00
Total					\$12,078,732.62	\$72,120.36

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SMITHFIELD POLICE DEPARTMENT

110 S. Fifth Street • Smithfield, NC 27577

Phone: (919) 934-2121 • Fax: (919) 934-0223

MONTHLY STATISTICS

MONTH ENDING April 30, 2025

	MONTHLY TOTAL	YEAR TO DATE TOTAL
CALLS FOR SERVICE	1876	6886
INCIDENT REPORTS TAKEN	109	517
BURGLARY	5	19
CASES CLOSED	86	359
ACCIDENT REPORTS	103	345
ARREST REPORTS TAKEN	66	329
DRUGS	14	69
DWI	11	31
CITATIONS ISSUED	334	913
PARKING/PAID	36/12	140/26
SPEEDING	42	80
NOL/DWLR	90	295
FICT/CNCL/REV REG CARD/TAG	52	190

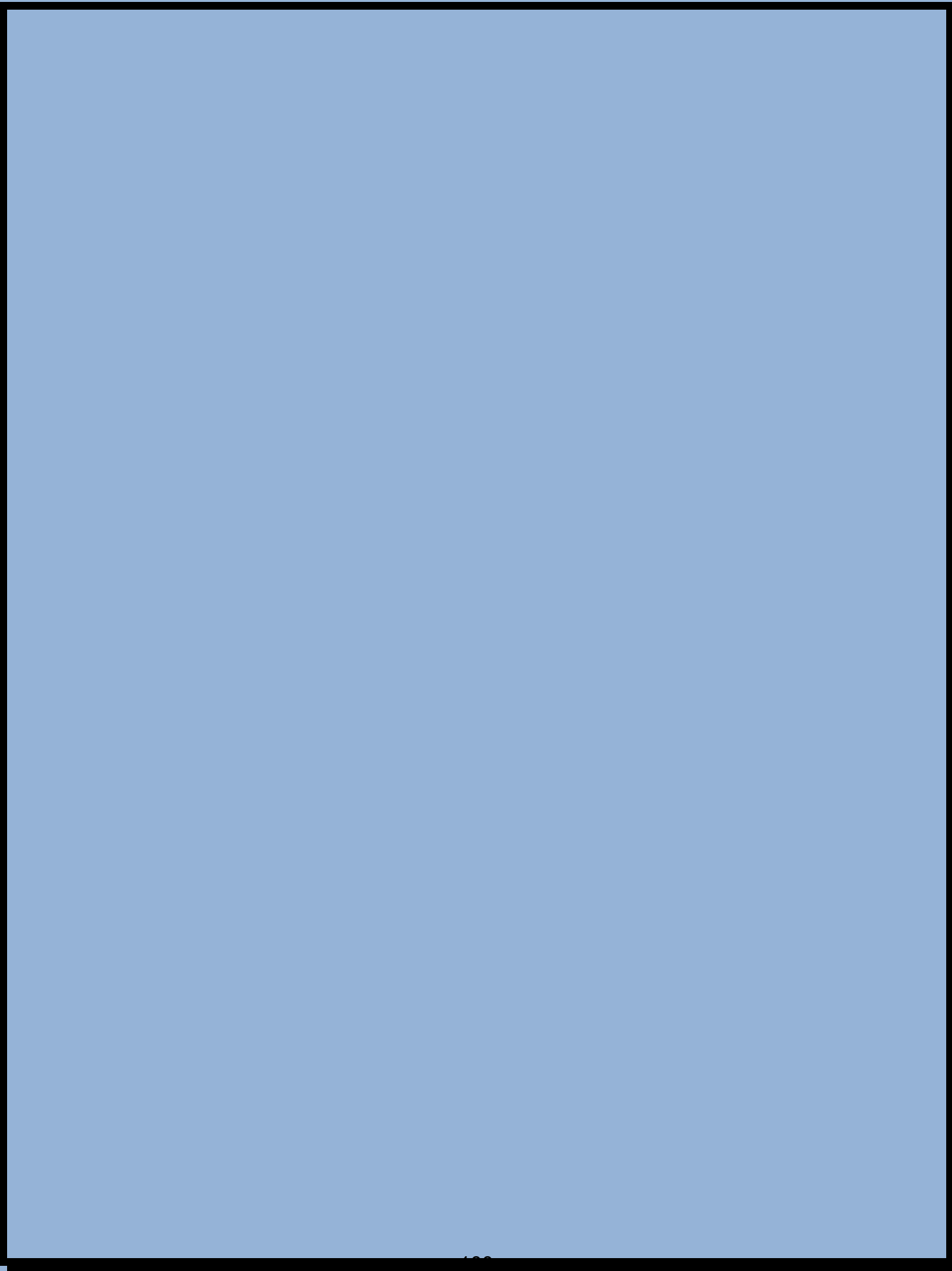
Smithfield, North Carolina • The Heart of Johnston County Since 1777

REPORTED UCR OFFENSES FOR THE MONTH OF APRIL 2025

PART I CRIMES	April 2024	April 2025	+/-	Percent Changed	Year-To-Date		Percent	
					2024	2025	+/-	Changed
MURDER	0	0	0	N.C.	1	1	0	0%
RAPE	0	0	0	N.C.	1	1	0	0%
ROBBERY	0	0	0	N.C.	2	0	-2	-100%
Commercial	0	0	0	N.C.	0	0	0	N.C.
Individual	0	0	0	N.C.	2	0	-2	-100%
ASSAULT	8	0	-8	-100%	16	13	-3	-19%
* VIOLENT *	8	0	-8	-100%	20	15	-5	-25%
BURGLARY	2	5	3	150%	10	19	9	90%
Residential	2	2	0	0%	8	9	1	13%
Non-Resident.	0	3	3	N.C.	2	10	8	400%
LARCENY	30	26	-4	-13%	89	137	48	54%
AUTO THEFT	0	1	1	N.C.	8	4	-4	-50%
ARSON	0	0	0	N.C.	0	0	0	N.C.
* PROPERTY *	32	32	0	0%	107	160	53	50%
PART I TOTAL:	40	32	-8	-20%	127	175	48	38%
PART II CRIMES								
Drug	25	13	-12	-48%	83	85	2	2%
Assault Simple	11	12	1	9%	34	47	13	38%
Forgery/Counterfeit	1	2	1	100%	4	8	4	100%
Fraud	1	6	5	500%	13	31	18	138%
Embezzlement	1	1	0	0%	3	6	3	100%
Stolen Property	1	2	1	100%	4	6	2	50%
Vandalism	4	3	-1	-25%	16	18	2	13%
Weapons	1	0	-1	-100%	3	6	3	100%
Prostitution	0	0	0	N.C.	0	0	0	N.C.
All Other Sex Offens	0	0	0	N.C.	1	0	-1	-100%
Gambling	0	0	0	N.C.	0	0	0	N.C.
Offn Agnst Faml/Chld	0	1	1	N.C.	0	3	3	N.C.
D. W. I.	3	11	8	267%	20	31	11	55%
Liquor Law Violation	2	0	-2	-100%	3	1	-2	-67%
Disorderly Conduct	1	0	-1	-100%	1	2	1	100%
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	24	21	-3	-13%	86	103	17	20%
PART II TOTAL:	75	72	-3	-4%	271	347	76	28%
GRAND TOTAL:	115	104	-11	-10%	398	522	124	31%

N.C. = Not Calculable

Department Reports



FINANCE DEPARTMENTAL REPORT FOR JUNE 2025

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
- Set up capital reserve funds for general statute compliance
- Wrote financial statements and made substantial corrections to the accounting records
- Corrected pre-tax and post-tax payroll deductions for affected full time employees
- Improved service order process between customer service representatives and utility technician via e-mailing service orders

WORK IN PROGRESS

- In process of implementing purchase card program with potential savings of \$85K based on historical spending patterns (module training up next)
- 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 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
- In process of correcting planning boards payroll payments

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



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 April 2025

Permit Type	# Issued	Permit Fees
Building	1	\$1,450.00
Commercial & Multi-Family Zoning	3	\$300.00
Land Use	17	\$1,700.00
Sign	5	\$250.00
Single Family & Two-Family Zoning	21	\$525.00
Report Period Total:	47	\$4,225.00
Fiscal YTD Total:	259	\$14,425.00

Individual Permit Breakdown for March 21st – April 17th 2025

Permit Type	Sub Type	Permit #	Address	Issue Date/Total # Issued	Permit Fee
Zoning	Building	Z25-000106		3/24/2025	1,450
Zoning Total	Building Total			1	1,450.00
Zoning	Commercial & Multi-Family Zoning	Z25-000151	230 North Equity Drive	4/15/2025	100
Zoning	Commercial & Multi-Family Zoning	Z25-000153	121 Packing Plant Road	4/16/2025	100
Zoning	Commercial & Multi-Family Zoning	Z25-000113	3149 Swift Creek Road	3/25/2025	100
Zoning Total	Commercial & Multi-Family Zoning Total			3	\$300.00

Zoning	Land Use	Z25-000146	1254 West Market Street	4/11/2025	100
Zoning	Land Use	Z25-000147	1215 South Brightleaf Boulevard	4/14/2025	100
Zoning	Land Use	Z25-000149	320-A Stancil Street	4/15/2025	100
Zoning	Land Use	Z25-000150	1025 Outlet Center Drive	4/15/2025	100
Zoning	Land Use	Z25-000109	600 M. Durwood Stephenson Parkway	3/24/2025	100
Zoning	Land Use	Z25-000117	404 North Brightleaf Boulevard	3/28/2025	100
Zoning	Land Use	Z25-000122	808 Massey Street	4/1/2025	100
Zoning	Land Use	Z25-000123	808-B Massey Street	4/1/2025	100
Zoning	Land Use	Z25-000126	1251 North Brightleaf Boulevard #11	4/2/2025	100
Zoning	Land Use	Z25-000128	1025 Outlet Center Drive	4/4/2025	100
Zoning	Land Use	Z25-000129	25 Noble Street	4/4/2025	100
Zoning	Land Use	Z25-000131	1273 North Brightleaf Boulevard	4/4/2025	100
Zoning	Land Use	Z25-000132	218 Peedin Road	4/4/2025	100
Zoning	Land Use	Z25-000137	101 East Market Street Suite 2E	4/8/2025	100
Zoning	Land Use	Z25-000141	535 East Market Street	4/8/2025	100

Zoning	Land Use	Z25-000142	1336 North Brightleaf Boulevard	4/9/2025	100
Zoning	Land Use	Z25-000144	447 Venture Drive Suite D	4/9/2025	100
Zoning Total	Land Use Total			17	\$1,700.00
Zoning	Sign	Z25-000112	1025 Industrial Park Drive Suite 900	3/25/2025	50
Zoning	Sign	Z25-000148	1043 Outlet Center Drive	4/14/2025	50
Zoning	Sign	Z25-000138	101 East Market Street Suite 2E	4/8/2025	50
Zoning	Sign	Z25-000133	1273 North Brightleaf Boulevard	4/7/2025	50
Zoning	Sign	Z25-000118	938 North Brightleaf Boulevard	3/31/2025	50
Zoning Total	Sign Total			5	\$250.00
Zoning	Single Family & Two Family Zoning	Z25-000152	2435 US-70 BUS East	4/16/2025	25
Zoning	Single Family & Two Family Zoning	Z25-000119	804 Chestnut Drive	3/31/2025	25
Zoning	Single Family & Two Family Zoning	Z25-000121	123 West Saltgrass Lane	4/1/2025	25
Zoning	Single Family & Two Family Zoning	Z25-000124	114 Old Farm Road	4/1/2025	25
Zoning	Single Family & Two Family Zoning	Z25-000125	1516 Yelverton Grove Road	4/1/2025	25
Zoning	Single Family & Two Family Zoning	Z25-000110	102 Lakeridge Drive	3/24/2025	25

Zoning	Single Family & Two Family Zoning	Z25-000111	217 South Second Street	3/25/2025	25
Zoning	Single Family & Two Family Zoning	Z25-000107	35 Old Dupree Road	3/24/2025	25
Zoning	Single Family & Two Family Zoning	Z25-000108	213 South Fifth Street	3/24/2025	25
Zoning	Single Family & Two Family Zoning	Z25-000114	7 Franklin Drive	3/25/2025	25
Zoning	Single Family & Two Family Zoning	Z25-000115	33 Huntington Place	3/28/2025	25
Zoning	Single Family & Two Family Zoning	Z25-000116	514 Oak Street	3/28/2025	25
Zoning	Single Family & Two Family Zoning	Z25-000134	1262 Country Club Road	4/7/2025	25
Zoning	Single Family & Two Family Zoning	Z25-000135	141 Stephenson Drive	4/7/2025	25
Zoning	Single Family & Two Family Zoning	Z25-000136	254 West Saltgrass Lane	4/8/2025	25
Zoning	Single Family & Two Family Zoning	Z25-000130	833 Country Club Road	4/4/2025	25
Zoning	Single Family & Two Family Zoning	Z25-000127	617 South Fouth Street	4/2/2025	25
Zoning	Single Family & Two Family Zoning	Z25-000139	202 Laurel Circle	4/8/2025	25
Zoning	Single Family & Two Family Zoning	Z25-000140	3975 West US Hwy 70 Business	4/8/2025	25
Zoning	Single Family & Two Family Zoning	Z25-000145	1254 West Market Street	4/11/2025	25

Zoning	Single Family & Two Family Zoning	Z25-000143	302 Pine Street	4/9/2025	25
Zoning Total	Single Family & Two Family Zoning Total			21	\$525.00
Zoning Total				47	\$4,225.00
All Permits Total				47	\$4,225.00

Permits Issued in the Town of Smithfield
by Johnston County Building Inspections Dept
from 4/1/2025 7:00:00 AM and 4/30/2025 5:00:00 PM

APNO	Worktype	Added	Issued	Address	Value	Fees
211193	REMODEL OF HOME	9/9/2024	4/2/2025	107 E UNDERWOOD AVE SMITHFIELD	\$100,000.00	\$760.00
213019	FIT UP FOR EXISTING COMMERCIAL	10/30/2024	4/30/2025	960 W MARKET ST SMITHFIELD	\$5,029,283.55	\$25,832.56
216332	FIT UP FOR EXISTING COMMERCIAL	2/28/2025	4/17/2025	2150 US HWY 70 BUS W SMITHFIELD	\$1,230,000.00	\$7,693.00
216403	FIT UP FOR EXISTING COMMERCIAL	3/3/2025	4/8/2025	3149 C SWIFT CREEK RD SMITHFIELD	\$500,000.00	\$6,193.00
216479	CHANGE OF TENANT	3/5/2025	4/25/2025	30 NOBLE ST SMITHFIELD	\$100.00	\$75.00
216843	STORAGE	3/14/2025	4/4/2025	600 POWELL ST SMITHFIELD	\$12,500.00	\$200.00
216927	RESIDENTIAL NEW	3/18/2025	4/3/2025	17 RUNNEYMEDE PL SMITHFIELD	\$140,000.00	\$779.20
216976	CHANGE OF TENANT	3/20/2025	4/1/2025	1547 E MARKET ST SMITHFIELD	\$75.00	\$75.00
217061	DECK	3/24/2025	4/2/2025	33 HUNTINGTON PL SMITHFIELD	\$49,750.00	\$160.00
217131	SOLAR PANELS	3/26/2025	4/4/2025	112 RAY DR SMITHFIELD	\$22,929.00	\$200.00
217141	RESIDENTIAL NEW	3/26/2025	4/4/2025	279 HOPEWELL BRANCH CT SMITHFIELD	\$250,000.00	\$1,316.80
217142	RESIDENTIAL NEW	3/26/2025	4/3/2025	283 HOPEWELL BRANCH CT SMITHFIELD	\$250,000.00	\$1,378.60
217143	RESIDENTIAL NEW	3/26/2025	4/4/2025	301 HOPEWELL BRANCH CT SMITHFIELD	\$250,000.00	\$907.90
217144	RESIDENTIAL NEW	3/26/2025	4/15/2025	179 NEW TWIN BRANCH CT SMITHFIELD	\$250,000.00	\$1,137.40
217146	RESIDENTIAL NEW	3/26/2025	4/4/2025	263 HOPEWELL BRANCH CT SMITHFIELD	\$250,000.00	\$1,378.60
217147	RESIDENTIAL NEW	3/26/2025	4/4/2025	313 HOPEWELL BRANCH CT SMITHFIELD	\$250,000.00	\$1,054.30
217148	RESIDENTIAL NEW	3/26/2025	4/4/2025	243 NEW TWIN BRANCH CT SMITHFIELD	\$250,000.00	\$1,137.40
217150	RESIDENTIAL NEW	3/26/2025	4/15/2025	315 NEW TWIN BRANCH CT SMITHFIELD	\$250,000.00	\$1,051.30
217152	RESIDENTIAL NEW	3/26/2025	4/3/2025	301 NEW TWIN BRANCH CT SMITHFIELD	\$250,000.00	\$1,203.40
217154	RESIDENTIAL NEW	3/26/2025	4/2/2025	333 NEW TWIN BRANCH CT SMITHFIELD	\$250,000.00	\$907.90
217155	RESIDENTIAL NEW	3/26/2025	4/3/2025	346 NEW TWIN BRANCH CT SMITHFIELD	\$250,000.00	\$1,507.30

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Permits Issued in the Town of Smithfield
by Johnston County Building Inspections Dept
from 4/1/2025 7:00:00 AM and 4/30/2025 5:00:00 PM

APNO	Worktype	Added	Issued	Address	Value	Fees
217157	RESIDENTIAL NEW	3/26/2025	4/3/2025	336 NEW TWIN BRANCH CT SMITHFIELD	\$250,000.00	\$1,107.10
217213	RESIDENTIAL NEW	3/28/2025	4/8/2025	508 CRUMP ST SMITHFIELD	\$180,000.00	\$816.10
217215	ADDITION TO HOME	3/28/2025	4/8/2025	805 S VERMONT ST SMITHFIELD	\$20,000.00	\$527.00
217269	SOLAR PANELS	3/31/2025	4/14/2025	203 BROOKSIDE DR SMITHFIELD	\$38,411.00	\$200.00
217294	RESIDENTIAL NEW	3/31/2025	4/3/2025	109 N FINLEY LANDING PKWY SMITHFIELD	\$122,250.00	\$992.20
217295	RESIDENTIAL NEW	3/31/2025	4/3/2025	103 N FINLEY LANDING PKWY SMITHFIELD	\$132,700.00	\$1,054.60
217299	RESIDENTIAL NEW	3/31/2025	4/3/2025	115 N FINLEY LANDING PKWY SMITHFIELD	\$122,250.00	\$992.20
217347	SERVICE CHANGES	4/1/2025	4/1/2025	3694 US HWY 70 BUS E SMITHFIELD	\$100.00	\$76.00
217378	MECHANICAL CHANGEOUT	4/1/2025	4/1/2025	720 SUNSET DR SMITHFIELD	\$7,800.00	\$151.00
217446	SOLAR PANELS	4/2/2025	4/14/2025	207 S RODERICK DR SMITHFIELD	\$47,949.47	\$200.00
217449	COMMERCIAL TRADES	4/2/2025	4/2/2025	1140 N BRIGHTLEAF BLVD SMITHFIELD	\$2,750.00	\$150.00
217452	SERVICE CHANGES	4/2/2025	4/2/2025	206 N FOURTH ST SMITHFIELD	\$1,400.00	\$76.00
217465	DECK	4/2/2025	4/10/2025	1516 YELVERTON GROVE RD SMITHFIELD	\$7,000.00	\$75.00
217484	COMMERCIAL TRADES	4/2/2025	4/3/2025	204 S FRONT ST SMITHFIELD	\$2,741.00	\$150.00
217487	COMMERCIAL DEMOLITION	4/2/2025	4/11/2025	338 W MARKET ST SMITHFIELD	\$1,000.00	\$75.00
217494	SOLAR PANELS	4/2/2025	4/14/2025	617 S FOURTH ST SMITHFIELD	\$27,000.00	\$200.00
217503	COMMERCIAL DEMOLITION	4/3/2025	4/15/2025	1035 OUTLET CENTER DR SMITHFIELD	\$75,000.00	\$885.50
217593	STANDARD TRADE INSPECTION	4/4/2025	4/4/2025	420 WESTERMAN PL SMITHFIELD	\$850.00	\$76.00
217602	CHANGE OF TENANT	4/7/2025	4/17/2025	25 NOBLE ST SMITHFIELD	\$75.00	\$75.00
217609	MECHANICAL CHANGEOUT	4/7/2025	4/8/2025	901 F BERKSHIRE RD SMITHFIELD	\$6,400.00	\$220.00
217621	SWIMMING POOLS	4/7/2025	4/7/2025	833 COUNTRY CLUB RD SMITHFIELD	\$36,985.00	\$250.00
217640	MECHANICAL CHANGEOUT	4/7/2025	4/7/2025	1992 BROGDEN RD SMITHFIELD	\$3,500.00	\$151.00

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Permits Issued in the Town of Smithfield
by Johnston County Building Inspections Dept
from 4/1/2025 7:00:00 AM and 4/30/2025 5:00:00 PM

APNO	Worktype	Added	Issued	Address	Value	Fees
217644	CHANGE OF TENANT	4/7/2025	4/28/2025	218 PEEDIN RD SMITHFIELD	\$75.00	\$75.00
217648	STANDARD TRADE INSPECTION	4/7/2025	4/7/2025	420 WESTERMAN PL SMITHFIELD	\$1,000.00	\$76.00
217676	MECHANICAL CHANGEOUT	4/8/2025	4/8/2025	210 A W DAVIS ST SMITHFIELD	\$7,300.00	\$151.00
217677	SERVICE CHANGES	4/8/2025	4/8/2025	2151 US HWY 70 BUS W SMITHFIELD	\$1,800.00	\$76.00
217684	CHANGE OF TENANT	4/8/2025	4/24/2025	101 2E E MARKET ST SMITHFIELD	\$75.00	\$75.00
217693	MECHANICAL CHANGEOUT	4/9/2025	4/9/2025	211 E HEATH AVE SMITHFIELD	\$7,500.00	\$151.00
217710	MECHANICAL CHANGEOUT	4/9/2025	4/10/2025	1809 S BRIGHTLEAF BLVD SMITHFIELD	\$22,530.00	\$220.00
217723	MECHANICAL CHANGEOUT	4/9/2025	4/9/2025	1282 E PACKING PLANT RD SMITHFIELD	\$19,500.00	\$151.00
217724	STANDARD TRADE INSPECTION	4/9/2025	4/15/2025	1212 CHESTNUT DR SMITHFIELD	\$8,500.00	\$76.00
217735	COMMERCIAL TRADES	4/10/2025	4/11/2025	207 E JOHNSTON ST SMITHFIELD	\$5,900.00	\$1,991.00
217747	MECHANICAL CHANGEOUT	4/10/2025	4/11/2025	1305 103 S BRIGHTLEAF BLVD SMITHFIELD	\$8,920.00	\$220.00
217803	MECHANICAL CHANGEOUT	4/11/2025	4/11/2025	332 N BRIGHTLEAF BLVD SMITHFIELD	\$13,000.00	\$220.00
217809	MECHANICAL CHANGEOUT	4/11/2025	4/14/2025	1109 N BRIGHTLEAF BLVD SMITHFIELD	\$8,412.00	\$295.00
217816	MECHANICAL CHANGEOUT	4/11/2025	4/11/2025	79 BROOKWOOD DR SMITHFIELD	\$12,800.00	\$151.00
217843	MECHANICAL CHANGEOUT	4/14/2025	4/14/2025	811 S FIRST ST SMITHFIELD	\$6,000.00	\$151.00
217853	COMMERCIAL DEMOLITION	4/14/2025	4/14/2025	1455 BUFFALO RD SMITHFIELD	\$9,750.00	\$220.00
217880	MECHANICAL CHANGEOUT	4/15/2025	4/15/2025	105 CYPRESS PT SMITHFIELD	\$13,245.00	\$151.00
217918	SOLAR PANELS	4/16/2025	4/23/2025	107 STANCIL ST SMITHFIELD	\$60,837.00	\$200.00
217954	SOLAR PANELS	4/16/2025	4/23/2025	26 BROOKWOOD DR SMITHFIELD	\$24,000.00	\$200.00
217962	MECHANICAL CHANGEOUT	4/16/2025	4/17/2025	1201 S FIRST ST SMITHFIELD	\$9,000.00	\$151.00
217970	SERVICE CHANGES	4/17/2025	4/17/2025	302 E ROSE ST SMITHFIELD	\$10,500.00	\$76.00

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Permits Issued in the Town of Smithfield
by Johnston County Building Inspections Dept
from 4/1/2025 7:00:00 AM and 4/30/2025 5:00:00 PM

APNO	Worktype	Added	Issued	Address	Value	Fees
218051	STANDARD TRADE INSPECTION	4/21/2025	4/21/2025	107 SUNSET AVE SMITHFIELD	\$1,500.00	\$76.00
218073	MODULAR HOME	4/21/2025	4/30/2025	2959 NC HWY 210 SMITHFIELD	\$375,000.00	\$934.00
218076	MODULAR HOME	4/21/2025	4/30/2025	2941 NC HWY 210 SMITHFIELD	\$375,000.00	\$826.00
218090	MECHANICAL CHANGEOUT	4/21/2025	4/21/2025	1201 S VERMONT ST SMITHFIELD	\$11,946.00	\$151.00
218093	STANDARD TRADE INSPECTION	4/21/2025	4/21/2025	385 EASON DR SMITHFIELD	\$2,000.00	\$76.00
218205	MECHANICAL CHANGEOUT	4/23/2025	4/24/2025	1670 BOOKER DAIRY RD SMITHFIELD	\$12,355.26	\$295.00
218239	SIGNS	4/24/2025	4/29/2025	938 N BRIGHTLEAF BLVD SMITHFIELD	\$25,000.00	\$295.00
218245	MECHANICAL CHANGEOUT	4/24/2025	4/28/2025	211 TYLER DR SMITHFIELD	\$7,800.00	\$220.00
218264	MECHANICAL CHANGEOUT	4/25/2025	4/28/2025	3574 US HWY 301 S SMITHFIELD	\$12,500.00	\$220.00
218294	MECHANICAL CHANGEOUT	4/25/2025	4/25/2025	133 CASTLE DR SMITHFIELD	\$36,000.00	\$151.00
218316	RESIDENTIAL DEMOLITION	4/28/2025	4/29/2025	719 WEST ST SMITHFIELD	\$15,000.00	\$100.00
218319	STORAGE	4/28/2025	4/28/2025	2435 US HWY 70 BUS E SMITHFIELD	\$28,000.00	\$100.00
218409	MECHANICAL CHANGEOUT	4/30/2025	4/30/2025	617 S FOURTH ST SMITHFIELD	\$5,188.34	\$151.00
Total					\$12,078,732.62	\$72,120.36

Note: Data returned is only as good as date input. There may be additional permits issued within the Town's jurisdiction that haven't been so noted on the permit application itself.



SMITHFIELD POLICE DEPARTMENT

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

MONTHLY STATISTICS

MONTH ENDING April 30, 2025

	MONTHLY TOTAL	YEAR TO DATE TOTAL
CALLS FOR SERVICE	1876	6886
INCIDENT REPORTS TAKEN	109	517
BURGLARY	5	19
CASES CLOSED	86	359
ACCIDENT REPORTS	103	345
ARREST REPORTS TAKEN	66	329
DRUGS	14	69
DWI	11	31
CITATIONS ISSUED	334	913
PARKING/PAID	36/12	140/26
SPEEDING	42	80
NOL/DWLR	90	295
FICT/CNCL/REV REG CARD/TAG	52	190

Smithfield, North Carolina • The Heart of Johnston County Since 1777

REPORTED UCR OFFENSES FOR THE MONTH OF APRIL 2025

PART I CRIMES	April 2024	April 2025	+/-	Percent Changed	Year-To-Date		Percent	
					2024	2025	+/-	Changed
MURDER	0	0	0	N.C.	1	1	0	0%
RAPE	0	0	0	N.C.	1	1	0	0%
ROBBERY	0	0	0	N.C.	2	0	-2	-100%
Commercial	0	0	0	N.C.	0	0	0	N.C.
Individual	0	0	0	N.C.	2	0	-2	-100%
ASSAULT	8	0	-8	-100%	16	13	-3	-19%
* VIOLENT *	8	0	-8	-100%	20	15	-5	-25%
BURGLARY	2	5	3	150%	10	19	9	90%
Residential	2	2	0	0%	8	9	1	13%
Non-Resident.	0	3	3	N.C.	2	10	8	400%
LARCENY	30	26	-4	-13%	89	137	48	54%
AUTO THEFT	0	1	1	N.C.	8	4	-4	-50%
ARSON	0	0	0	N.C.	0	0	0	N.C.
* PROPERTY *	32	32	0	0%	107	160	53	50%
PART I TOTAL:	40	32	-8	-20%	127	175	48	38%
PART II CRIMES								
Drug	25	13	-12	-48%	83	85	2	2%
Assault Simple	11	12	1	9%	34	47	13	38%
Forgery/Counterfeit	1	2	1	100%	4	8	4	100%
Fraud	1	6	5	500%	13	31	18	138%
Embezzlement	1	1	0	0%	3	6	3	100%
Stolen Property	1	2	1	100%	4	6	2	50%
Vandalism	4	3	-1	-25%	16	18	2	13%
Weapons	1	0	-1	-100%	3	6	3	100%
Prostitution	0	0	0	N.C.	0	0	0	N.C.
All Other Sex Offens	0	0	0	N.C.	1	0	-1	-100%
Gambling	0	0	0	N.C.	0	0	0	N.C.
Offn Agnst Faml/Chld	0	1	1	N.C.	0	3	3	N.C.
D. W. I.	3	11	8	267%	20	31	11	55%
Liquor Law Violation	2	0	-2	-100%	3	1	-2	-67%
Disorderly Conduct	1	0	-1	-100%	1	2	1	100%
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	24	21	-3	-13%	86	103	17	20%
PART II TOTAL:	75	72	-3	-4%	271	347	76	28%
GRAND TOTAL:	115	104	-11	-10%	398	522	124	31%

N.C. = Not Calculable



Town of Smithfield
Fire Department
 April 2025

I. Statistical Section

	Apr.	YTD
Confirmed Structure Fires	7	25
EMS Responses	167	734
Misc./Other Calls	40	128
Mutual Aid Calls	11	42
TOTAL EMERGENCY RESPONSES	276	1,101

	Apr.	YTD
Fire Inspections	64	293
Public Fire Education Programs	1	5
# Of Children Educated	12	73
# Of Adults Educated	4	27
Plans Review Construction/Renovation Projects	24	101
Fire Department Permits reviewed / Issued	27	159
Business Preplans	0	4
Fire Related Injuries & Deaths	0	0
# Of Civilian Deaths	0	0
# Of Civilian Injuries	0	0

II. Major Revenues

	Apr.	YTD
Inspections/Permits	\$800.00	\$3,281.50
Fire Recovery USA	\$935.20	\$3,682.30

III. Personnel Update:

Continuous Part-time positions available, 15 p/t positions currently filled including the p/t fire inspector.

IV. Narrative of monthly departmental activities:

- Squad was in-service 4 of 22 days
- Training Hours for the month = 527.5 hours
- Total Training Hours = 2,129.5 hours
- Website Updating (Continuing)

- Follow-ups and Re-inspections.
- Budget Process Continues.
- Professional Development – Career Ladder.
- Bulldog Harley Davidson Addition and Building Demo
- Ham & Yam Festival Preparation
- JCC Steam Building Renovation Inspection
- Project 70 Subdivision Plans Revision
- Insulation installed at Station 2
- Government in Touch Meetings

V. Upcoming Plans

- Budget Process continues.
- Continue Professional Development.
- Pre-Incident Survey Implementation/Training (Postponed)
- Hotel Inspections to resume
- Knox Box for Apparatus Installation
- Smoke Alarm Canvas Preparation—OSFM Grant for Smoke Alarms Received
- Coor Supply Hazardous Materials/Tier II Assessment

**Town of Smithfield
Public Works Department
April 30, 2025**



<u>218</u>	Total Work Orders completed by the Public Works Department
<u>1</u>	Burials, at \$775.00 each = <u>\$775.00</u>
<u>1</u>	Cremation Burial, \$475.00 each = <u>\$475.00</u>
<u>\$0</u>	Sunset Cemetery Lot Sales
<u>\$5,000.</u>	Riverside Extension Cemetery Lot Sales
<u>497.67</u>	tons of household waste collected.
<u>152.00</u>	tons of yard waste collected.
<u>3.32</u>	tons of recycling collected.
<u>0</u>	gallons of used motor oil were recycled.
<u>250</u>	scrap tires were recycled.

Town of Smithfield
Public Works Appearance Division
Cemetery, Landscapes, and Grounds Maintenance
Buildings, Facilities, and Sign Division
Monthly Report
April 30, 2025



I. Statistical Section

2 Burials

0 Work Orders – Buildings & Facilities Division

53 Work Orders – Grounds Division

25 Work Orders – Sign Division

II. Major Revenues

Sunset Cemetery Lot Sales:	\$0
Riverside Ext Cemetery Lot Sales:	<u>\$5,000.00</u>
Grave Opening Fees:	<u>\$1,250.00</u>
Total Revenue:	<u>\$6,250.00</u>

III. Major Expenses for the Month:

None

IV. Personnel Update:

No new employees were hired for the month of April.

V. Narrative of monthly departmental activities:

The overall duties include daily maintenance on cemeteries, landscapes, right-of-way's, buildings and facilities. The Public Works Dept. had safety meetings for the month of April. "Fatigue" with Jaime Pearce with Wellness Works.



Reporting

04/01/2025 - 04/30/2025

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

Created vs. Completed >

+ Add to Dashboard

218

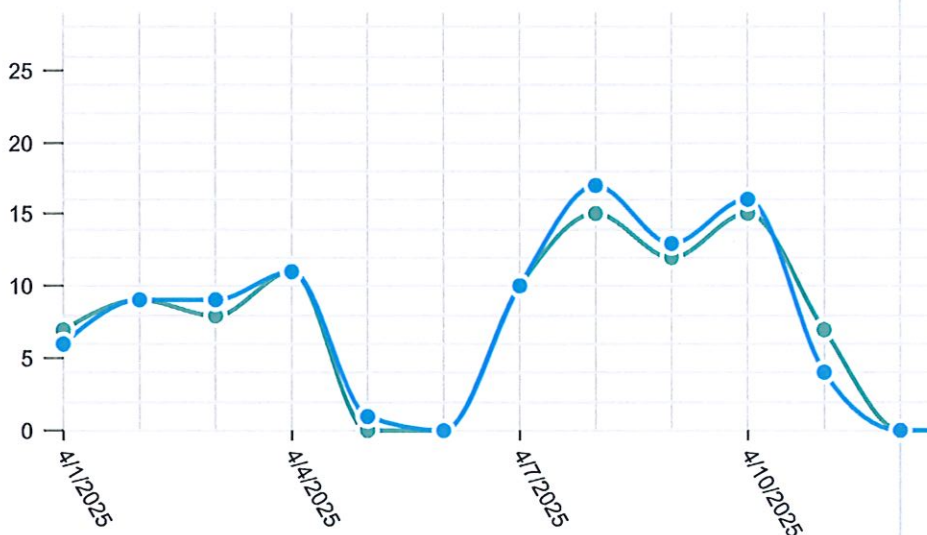
Created

216

Completed

99.1%

Percent Completed



Work Orders by Type ⓘ >

+

Preventive

Reactive

Other

%
Total
Preventive
Ratio

118

Support

Lawrence Davis

Settings



Reporting

04/01/2025 - 04/30/2025

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

20

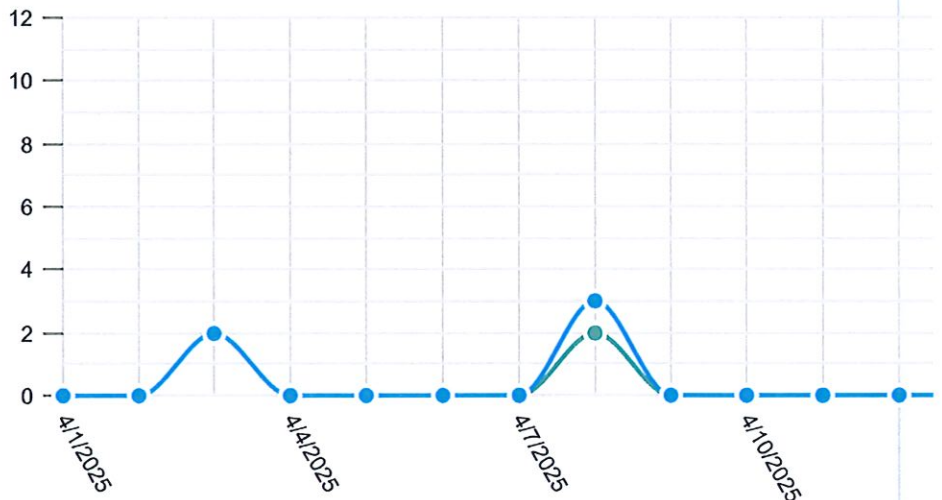
Created

21

Completed

105.0%

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



Work Orders by Type ⓘ >

+

Preventive

Reactive

Other

%
Total Preventive Ratio

Support

Lawrence Davis

Settings

Town of Smithfield
Public Works Fleet Maintenance Division
Monthly Report
April 30, 2025



I. Statistical Section

 2 Preventive Maintenances
 0 North Carolina Inspections (Outsourced Inspections)
 20 Work Orders

II. Major Revenues

None for the month

III. Major Expenses for the Month:

Paid \$1,120.00 to McClung's Electric and Plumbing for repair of water leak.

IV. Personnel Update:

None for the month

V. Narrative of monthly departmental activities:

The shop employee performed preventive maintenance on all Town owned generators. The Public Works Dept. safety meetings for the month of April. was on "Fatigue" with Jaime Pearce with Wellness Works.



Work Orders List for 05/01/2025 - 05/31/2025

WORK ORDER INFO		LOCATION & ASSET	DUE & STATUS	TIME & COST	PROCEDURE ANSWERS
ID: #5213	Repair scag zero turn	Drainage Division Public works zero turn	✓ Done Completed by Andrew Strickland on 05/02/2025	Total Time Costs Total Time Total Costs	\$89.32 4h 0m 0s \$89.32
Type: Reactive		Sanitation Division			
Andrew Strickland					
ID: #5214	Replaced rear tire gator	Parks and Recreation John deere gator	✓ Done Completed by Andrew Strickland on 05/02/2025	Total Time Costs Total Time Total Costs	\$22.33 1h 0m 0s \$22.33
Type: Reactive		Parks and recreation			
Andrew Strickland					
ID: #5237	Diagnose electrical issue 322	Drainage Division 322	✓ Done Completed by Andrew Strickland on 05/07/2025	Total Time Costs Total Time Total Costs	\$133.98 6h 0m 0s \$133.98
Type: Reactive		Sanitation Division			
Andrew Strickland					
ID: #5238	Change back tires on both scag zero turns	Appearance Division Scag mower #1	✓ Done Completed by Andrew Strickland on 05/07/2025	Total Time Costs Total Time Total Costs	\$22.33 1h 0m 0s \$22.33
Type: Reactive		Appearance Division			
Andrew Strickland					

WORK ORDER INFO		LOCATION & ASSET	DUE & STATUS	TIME & COST	PROCEDURE ANSWERS
ID: #5239	Diagnose strobe light inop 320	Public Works Facility Truck 320 Parent: Sanitation Division	✓ Done Completed by Andrew Strickland on 05/07/2025	Total Time Costs Total Time 1h 0m 0s Total Costs \$22.33	
Type: Reactive	Sanitation Division	Andrew Strickland			
ID: #5244	Change 4 tires yellow leaf box	Drainage Division Yellow leaf box Parent: Sanitation Division	✓ Done Completed by Andrew Strickland on 05/07/2025	Total Time Costs Total Time 2h 0m 0s Total Costs \$44.66	
Type: Reactive	Sanitation Division	Andrew Strickland			
ID: #5245	Diagnose electrical issue 322	Drainage Division 322	✓ Done Completed by Andrew Strickland on 05/07/2025	Total Time Costs Total Time 1h 0m 0s Total Costs \$22.33	
Type: Reactive	Sanitation Division	Andrew Strickland			
ID: #5257	Small repairs 304	Drainage Division Truck #304 Parent: Sanitation Division	✓ Done Completed by Andrew Strickland on 05/09/2025	Total Time Costs Total Time 1h 0m 0s Total Costs \$22.33	
Type: Reactive	Sanitation Division	Andrew Strickland			
ID: #5258	Replaced parts on bucket 304	Drainage Division Truck #304 Parent: Sanitation Division	✓ Done Completed by Andrew Strickland on 05/09/2025	Total Time Costs Total Time 4h 0m 0s Total Costs \$89.32	
Type: Reactive	Sanitation Division				

Division

Andrew Strickland

ID: #5271

Patch tire 805

Type: Reactive

Utilities

Drainage Division

Truck# 20805
Parent: Public Utilities (Electric Department)

✓ Done

Completed by Andrew Strickland on 05/14/2025

Total Time Costs

Total Time

\$22.33

1h 0m 0s

\$22.33

Andrew Strickland

ID: #5272

Rewire trailer plug

Type: Reactive

Appearance Division

Appearance Division

Equipment trailer #14
Parent: Appearance Division

✓ Done

Completed by Andrew Strickland on 05/14/2025

Total Time Costs

Total Time

\$22.33

1h 0m 0s

\$22.33

Andrew Strickland

ID: #5273

Service 709

Type: Reactive

Utilities

Drainage Division

Truck# 15709
Parent: Public Utilities (Water and Sewer)

✓ Done

Completed by Andrew Strickland on 05/14/2025

Total Time Costs

Total Time

\$44.66

2h 0m 0s

\$44.66

Andrew Strickland

ID: #5274

Service 704

Type: Reactive

Utilities

Drainage Division

Truck# 15704
Parent: Public Utilities (Water and Sewer)

✓ Done

Completed by Andrew Strickland on 05/14/2025

Total Time Costs

Total Time

\$89.32

4h 0m 0s

\$89.32

Andrew Strickland

ID: #5275

Change 4 rear tires 408

Type: Reactive

Drainage

Drainage Division

Truck #408 (F550)
Parent: Drainage Division

✓ Done

Completed by Andrew Strickland on 05/14/2025

Total Time Costs

Total Time

\$44.66

2h 0m 0s

\$44.66

Andrew Strickland

WORK ORDER INFO		LOCATION & ASSET	DUE & STATUS	TIME & COST	PROCEDURE ANSWERS
ID: #5276 Change front tires 310 Type: Reactive Sanitation Division Andrew Strickland		Drainage Division Truck #310 Parent: Sanitation Division	✓ Done Completed by Andrew Strickland on 05/14/2025	Total Time Costs Total Time	\$44.66 2h 0m 0s
				Total Costs	\$44.66
ID: #5279 Service 819 Type: Reactive Utilities Andrew Strickland		Drainage Division Truck# 819 Parent: Public Utilities (Electric Department)	✓ Done Completed by Andrew Strickland on 05/14/2025	Total Time Costs Total Time	\$22.33 1h 0m 0s
				Total Costs	\$22.33
ID: #5290 Service 803 Type: Reactive Utilities Andrew Strickland		Public Utilities 803 Parent: Public Utilities (Electric Department)	✓ Done Completed by Andrew Strickland on 05/16/2025	Total Time Costs Total Time	\$22.33 1h 0m 0s
				Total Costs	\$22.33
ID: #5302 Service 820 Type: Reactive Utilities Andrew Strickland		Drainage Division Truck# 820 Parent: Public Utilities (Water and Sewer)	✓ Done Completed by Andrew Strickland on 05/19/2025	Total Time Costs Total Time	\$66.99 3h 0m 0s
				Total Costs	\$66.99
ID: #5303 Service 701 Type: Reactive Utilities Andrew Strickland		Drainage Division Truck# 701 Parent: Public Utilities (Water and Sewer)	✓ Done Completed by Andrew Strickland on 05/19/2025	Total Time Costs Total Time	\$89.32 4h 0m 0s
				Total Costs	\$89.32



Reporting

04/01/2025 - 04/30/2025

Last Month

Export

- Work Orders
- Asset Health
- Reporting Details
- Recent Activity
- Export Data

Custom Dashboards

J.B. Young

Due Date

Category

+ Add Filter

Reset Filters

Save Filters

My Filters

Work Orders



- Work Orders 14
- Purchase Orders
- Reporting
- Requests
- Assets
- Messages
- Categories
- Parts Inventory
- Library
- Meters
- Automations
- Locations
- Teams / Users
- Support
- Lawrence Davis Settings

Town of Smithfield
Public Works Drainage/Street Division
Monthly Report
April 30, 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, 0 gator areas and 0 overlay.
- c. 0 Work Order – 0 Linear Feet Drainage Pipe installed.
- d. 2 Work Orders – 250 Linear Feet of ditches were cleaned
- e. 36 Work Orders – 1,321lbs. of Cold Patch was used for 39 Potholes.

II. Major Revenues

None

III. Major Expenses for the Month:

Powell Bill Paid Daniels inc. Of Garner \$122,929.20 for N. 4th St., E. Church Street., S. Fifth Street Forbes Dr. C.J. Allen Ave Resurfacing

IV. Personnel Update:

None for the month

V. Narrative of monthly departmental activities:

The Public Works Dept. had two safety meetings for the month of April. was on "Fatigue " with Jaime Pearce with Wellness Works.



Work Orders List for 04/01/2025 - 04/30/2025

WORK ORDER INFO		LOCATION & ASSET	DUE & STATUS		TIME & COST		PROCEDURE ANSWERS
ID: #4989	Faded street blades	Appearance Division	✓ Done		Total Time Costs	\$18.86	
Type: Reactive	Signage		Completed by J.B. Young on 04/01/2025		Total Time	1h 15m 26s	
J.B. Young					Total Costs	\$18.86	
ID: #4994	Faded stopsign	Appearance Division	✓ Done		Total Time Costs	\$5.23	
Type: Reactive	Signage		Completed by J.B. Young on 04/01/2025		Total Time	20m 54s	
J.B. Young					Total Costs	\$5.23	
ID: #4999	Pothole	Appearance Division	✓ Done		Total Time Costs	\$2.08	
Type: Reactive	Signage		Completed by J.B. Young on 04/02/2025		Total Time	8m 18s	
J.B. Young					Total Costs	\$2.08	
ID: #5000	Faded pedestrian crossing sign	Appearance Division	✓ Done		Total Time Costs	\$8.40	
Type: Reactive	Signage		Completed by J.B. Young on 04/02/2025		Total Time	33m 36s	
J.B. Young					Total Costs	\$8.40	
ID: #5003	Faded 25mph sign	Appearance Division	✓ Done		Total Time Costs	\$2.98	
Type: Reactive	Signage		Completed by J.B. Young on 04/02/2025		Total Time	11m 54s	
					Total Costs	\$2.98	

WORK ORDER INFO	LOCATION & ASSET	DUE & STATUS	TIME & COST	PROCEDURE ANSWERS
J.B. Young				
ID: #5004 Stopsign leaning Type: Reactive Signage	Appearance Division	✓ Done Completed by J.B. Young on 04/03/2025	Total Time Costs Total Time \$1.68 6m 44s Total Costs \$1.68	
J.B. Young				
ID: #5005 Faded street blades & stopsign Type: Reactive Signage	Appearance Division	✓ Done Completed by J.B. Young on 04/03/2025	Total Time Costs Total Time \$27.88 1h 51m 32s Total Costs \$27.88	
J.B. Young				
ID: #5010 Faded 25mph sign Type: Reactive Signage	Appearance Division	✓ Done Completed by J.B. Young on 04/03/2025	Total Time Costs Total Time \$3.11 12m 26s Total Costs \$3.11	
J.B. Young				
ID: #5011 Street blades torn down Type: Reactive Signage	Appearance Division	✓ Done Completed by J.B. Young on 04/03/2025	Total Time Costs Total Time \$7.05 28m 11s Total Costs \$7.05	
J.B. Young				
ID: #5013 Scrape dirt roads Type: Reactive Signage	Appearance Division	✓ Done Completed by J.B. Young on 04/04/2025	Total Time Costs Total Time \$44.39 2h 57m 34s Total Costs \$44.39	
J.B. Young				

WORK ORDER INFO	LOCATION & ASSET	DUE & STATUS	TIME & COST	PROCEDURE ANSWERS
ID: #5020 Pothole Type: Reactive Signage J.B. Young	Appearance Division	✓ Done Completed by J.B. Young on 04/04/2025	Total Time Costs Total Time \$7.94 31m 46s Total Costs \$7.94	
ID: #5026 Pothole Type: Reactive Signage J.B. Young	Appearance Division	✓ Done Completed by J.B. Young on 04/07/2025	Total Time Costs Total Time \$1.91 7m 39s Total Costs \$1.91	
ID: #5031 Pothole Type: Reactive Signage J.B. Young	Appearance Division	✓ Done Completed by J.B. Young on 04/07/2025	Total Time Costs Total Time \$1.48 5m 55s Total Costs \$1.48	
ID: #5035 Faded stopsign & street blades Type: Reactive Signage J.B. Young	Appearance Division	✓ Done Completed by J.B. Young on 04/08/2025	Total Time Costs Total Time \$20.72 1h 22m 52s Total Costs \$20.72	
ID: #5048 Faded 25mph sign Type: Reactive Signage J.B. Young	Appearance Division	✓ Done Completed by J.B. Young on 04/08/2025	Total Time Costs Total Time \$2.65 10m 35s Total Costs \$2.65	
ID: #5049 Pothole Type: Reactive	Appearance Division	✓ Done Completed by J.B. Young on 04/08/2025	Total Time Costs Total Time \$1.81 7m 15s	

WORK ORDER INFO		LOCATION & ASSET	DUE & STATUS		TIME & COST	PROCEDURE ANSWERS
<div>Signage</div> <div>J.B. Young</div>	ID: #5050	Appearance Division	✓ Done		Total Costs	\$1.81
	Pothole		Completed by J.B. Young on 04/08/2025		Total Time Costs Total Time	\$3.03 12m 7s
	Type: Reactive				Total Costs	\$3.03
<div>Signage</div> <div>J.B. Young</div>	ID: #5051	Appearance Division	✓ Done		Total Time Costs	\$13.51
	Street blade missing		Completed by J.B. Young on 04/08/2025		Total Time Total Costs	54m 2s \$13.51
	Type: Reactive					
<div>Signage</div> <div>J.B. Young</div>	ID: #5053	Appearance Division	✓ Done		Total Time Costs	\$11.38
	Faded 2-HR Parking Sign		Completed by J.B. Young on 04/09/2025		Total Time Total Costs	45m 31s \$11.38
	Type: Reactive					
<div>Signage</div> <div>J.B. Young</div>	ID: #5056	Appearance Division	✓ Done		Total Time Costs	\$5.64
	Potholes		Completed by J.B. Young on 04/09/2025		Total Time Total Costs	22m 34s \$5.64
	Type: Reactive					
<div>Signage</div> <div>J.B. Young</div>	ID: #5058	Appearance Division	✓ Done		Total Time Costs	\$3.98
	Potholes		Completed by J.B. Young on 04/09/2025		Total Time Total Costs	15m 54s \$3.98
	Type: Reactive					

WORK ORDER INFO		LOCATION & ASSET	DUE & STATUS		TIME & COST	PROCEDURE ANSWERS
ID: #5059		Appearance Division	✓ Done		Total Time Costs	\$1.61
Pothole			Completed by J.B. Young on 04/09/2025		Total Time	6m 27s
Type: Reactive	Signage				Total Costs	\$1.61
J.B. Young						
ID: #5060		Appearance Division	✓ Done		Total Time Costs	\$2.11
Pothole			Completed by J.B. Young on 04/09/2025		Total Time	8m 26s
Type: Reactive	Signage				Total Costs	\$2.11
J.B. Young						
ID: #5063		Appearance Division	✓ Done		Total Time Costs	\$2.05
Pothole			Completed by J.B. Young on 04/09/2025		Total Time	8m 13s
Type: Reactive	Signage				Total Costs	\$2.05
J.B. Young						
ID: #5067			✓ Done		Total Time Costs	\$2.13
Pothole			Completed by J.B. Young on 04/10/2025		Total Time	8m 31s
Type: Reactive	Signage				Total Costs	\$2.13
J.B. Young						
ID: #5068			✓ Done		Total Time Costs	\$4.20
Faded 2-HR Parking sign			Completed by J.B. Young on 04/10/2025		Total Time	16m 49s
Type: Reactive	Signage				Total Costs	\$4.20
Appearance Division						
J.B. Young						
ID: #5069			✓ Done		Total Time Costs	\$8.84

WORK ORDER INFO		LOCATION & ASSET	DUE & STATUS		TIME & COST	PROCEDURE ANSWERS	
Blind corner							
Type: Reactive	Signage		Completed by J.B. Young on 04/10/2025	Total Time	35m 21s		
J.B. Young				Total Costs	\$8.84		
ID: #5071							
Pothole			✓ Done	Total Time Costs	\$1.62		
Type: Reactive	Signage		Completed by J.B. Young on 04/10/2025	Total Time	6m 28s		
J.B. Young				Total Costs	\$1.62		
ID: #5072							
Pothole			✓ Done	Total Time Costs	\$1.73		
Type: Reactive	Signage		Completed by J.B. Young on 04/10/2025	Total Time	6m 55s		
J.B. Young				Total Costs	\$1.73		
ID: #5073							
Potholes			✓ Done	Total Time Costs	\$3.71		
Type: Reactive	Signage		Completed by J.B. Young on 04/10/2025	Total Time	14m 50s		
J.B. Young				Total Costs	\$3.71		
ID: #5074							
Pothole			✓ Done	Total Time Costs	\$2.17		
Type: Reactive	Signage		Completed by J.B. Young on 04/10/2025	Total Time	8m 41s		
J.B. Young				Total Costs	\$2.17		

WORK ORDER INFO	LOCATION & ASSET	DUE & STATUS	TIME & COST	PROCEDURE ANSWERS
ID: #5075 Potholes Type: Reactive Signage J.B. Young		✓ Done Completed by J.B. Young on 04/10/2025	Total Time Costs Total Time Total Costs	\$2.79 11m 10s \$2.79
ID: #5077 Blind corner Type: Reactive Signage J.B. Young		✓ Done Completed by J.B. Young on 04/10/2025	Total Time Costs Total Time Total Costs	\$11.75 47m 0s \$11.75
ID: #5090 Stopsign torn down Type: Reactive Signage J.B. Young		✓ Done Completed by J.B. Young on 04/14/2025	Total Time Costs Total Time Total Costs	\$3.18 12m 43s \$3.18
ID: #5092 25mph sign torn down Type: Reactive Signage J.B. Young		✓ Done Completed by J.B. Young on 04/14/2025	Total Time Costs Total Time Total Costs	\$5.46 21m 51s \$5.46
ID: #5093 25mph sign leaning Type: Reactive Signage J.B. Young		✓ Done Completed by J.B. Young on 04/14/2025	Total Time Costs Total Time Total Costs	\$1.80 7m 12s \$1.80
ID: #5094 Potholes Type: Reactive		✓ Done Completed by J.B. Young on 04/14/2025	Total Time Costs Total Time Total Costs	\$2.70 10m 47s \$2.70

Signage

J.B. Young

ID: #5095

Potholes

Type: Reactive

Signage

J.B. Young

ID: #5096

Pothole

Type: Reactive

Signage

J.B. Young

ID: #5097

Pothole

Type: Reactive

Signage

J.B. Young

ID: #5100

Pothole

Type: Reactive

Signage

J.B. Young

ID: #5101

Pothole

Type: Reactive

Signage

J.B. Young

ID: #5105

✓ Done
Completed by J.B. Young on
04/14/2025

Total Time Costs
Total Time
12m 14s

Total Costs
\$3.06

✓ Done
Completed by J.B. Young on
04/14/2025

Total Time Costs
Total Time
11m 9s

Total Costs
\$2.79

✓ Done
Completed by J.B. Young on
04/14/2025

Total Time Costs
Total Time
6m 10s

Total Costs
\$1.54

✓ Done
Completed by J.B. Young on
04/14/2025

Total Time Costs
Total Time
7m 38s

Total Costs
\$1.91

✓ Done
Completed by J.B. Young on
04/14/2025

Total Time Costs
Total Time
5m 40s

Total Costs
\$1.42

✓ Done

Total Time Costs
\$10.45

WORK ORDER INFO		LOCATION & ASSET	DUE & STATUS	TIME & COST	PROCEDURE ANSWERS
Blind corner Type: Reactive Signage J.B. Young	ID: #5109	Faded stop sign Type: Reactive Signage J.B. Young	Completed by J.B. Young on 04/15/2025	Total Time 41m 49s Total Costs \$10.45	
			✓ Done Completed by J.B. Young on 04/15/2025	Total Time Costs Total Time 17m 0s Total Costs \$4.25	
Faded slow children at play sign Type: Reactive Signage J.B. Young	ID: #5110	Faded slow children at play sign Type: Reactive Signage J.B. Young	Completed by J.B. Young on 04/15/2025	Total Time Costs Total Time 10m 8s Total Costs \$2.53	
			✓ Done Completed by J.B. Young on 04/15/2025	Total Time Costs Total Time 15m 27s Total Costs \$3.86	
Potholes Type: Reactive Signage J.B. Young	ID: #5111	Potholes Type: Reactive Signage J.B. Young	Completed by J.B. Young on 04/15/2025	Total Time Costs Total Time 8m 22s Total Costs \$2.09	
			✓ Done Completed by J.B. Young on 04/15/2025	Total Time Costs Total Time 2h 2m 23s Total Costs \$30.60	
Pothole Type: Reactive Signage J.B. Young	ID: #5112	Trip hazard Type: Reactive Signage J.B. Young	Completed by J.B. Young on 04/15/2025	Total Time Costs Total Time 2h 2m 23s Total Costs \$30.60	
			✓ Done Completed by J.B. Young on 04/16/2025	Total Time Costs Total Time 2h 2m 23s Total Costs \$30.60	

WORK ORDER INFO	LOCATION & ASSET	DUE & STATUS	TIME & COST	PROCEDURE ANSWERS
J.B. Young				
ID: #5116		✓ Done	Total Time Costs Total Time	\$3.00 11m 59s
Pothole		Completed by J.B. Young on 04/16/2025	Total Costs	\$3.00
Type: Reactive				
Signage				
J.B. Young				
ID: #5120		✓ Done	Total Time Costs Total Time	\$11.55 46m 12s
Sink hole behind catch bassin		Completed by J.B. Young on 04/16/2025	Total Costs	\$11.55
Type: Reactive				
Signage				
J.B. Young				
ID: #5122		✓ Done	Total Time Costs Total Time	\$4.87 19m 28s
Faded stopsign		Completed by J.B. Young on 04/17/2025	Total Costs	\$4.87
Type: Reactive				
Signage				
J.B. Young				
ID: #5123		✓ Done	Total Time Costs Total Time	\$3.56 14m 15s
Faded stopsign		Completed by J.B. Young on 04/17/2025	Total Costs	\$3.56
Type: Reactive				
Signage				
J.B. Young				
ID: #5125		✓ Done	Total Time Costs Total Time	\$1.73 6m 55s
Pothole		Completed by J.B. Young on 04/17/2025	Total Costs	\$1.73
Type: Reactive				
Signage				
J.B. Young				
ID: #5126		✓ Done	Total Time Costs	\$2.77
Fill potholes				

WORK ORDER INFO	LOCATION & ASSET	DUE & STATUS	TIME & COST	PROCEDURE ANSWERS
Type: Reactive Signage J.B. Young		Completed by J.B. Young on 04/17/2025	Total Time 11m 5s Total Costs \$2.77	
ID: #5133 Faded 2-HR Parking sign Type: Reactive Signage J.B. Young		✓ Done Completed by J.B. Young on 04/21/2025	Total Time Costs Total Time 16m 26s Total Costs \$4.11	
ID: #5138 Limbs hanging in sidewalk Type: Reactive Signage J.B. Young		✓ Done Completed by J.B. Young on 04/21/2025	Total Time Costs Total Time 31m 11s Total Costs \$7.80	
ID: #5139 Potholes Type: Reactive Signage J.B. Young		✓ Done Completed by J.B. Young on 04/21/2025	Total Time Costs Total Time 10m 23s Total Costs \$2.60	
ID: #5141 Faded stopsign Type: Reactive Signage J.B. Young		✓ Done Completed by J.B. Young on 04/21/2025	Total Time Costs Total Time 15m 8s Total Costs \$3.78	
ID: #5143 Limbs blocking view of stopsign Type: Reactive Signage J.B. Young		✓ Done Completed by J.B. Young on 04/21/2025	Total Time Costs Total Time 12m 4s Total Costs \$3.02	

WORK ORDER INFO	LOCATION & ASSET	DUE & STATUS	TIME & COST	PROCEDURE ANSWERS
J.B. Young				
ID: #5150		✓ Done	Total Time Costs	\$6.59
Pothole		Completed by J.B. Young on 04/21/2025	Total Time	28m 21s
Type: Reactive			Total Costs	\$6.59
Signage				
J.B. Young				
ID: #5156		✓ Done	Total Time Costs	\$21.40
Faded street blades		Completed by J.B. Young on 04/22/2025	Total Time	1h 25m 35s
Type: Reactive			Total Costs	\$21.40
Signage				
J.B. Young				
ID: #5158		✓ Done	Total Time Costs	\$3.73
Pothole		Completed by J.B. Young on 04/22/2025	Total Time	14m 56s
Type: Reactive			Total Costs	\$3.73
Signage				
J.B. Young				
ID: #5159		✓ Done	Total Time Costs	\$4.69
Pothole		Completed by J.B. Young on 04/22/2025	Total Time	18m 46s
Type: Reactive			Total Costs	\$4.69
Signage				
J.B. Young				
ID: #5162		✓ Done	Total Time Costs	\$3.22
Graffiti on stopsign		Completed by J.B. Young on 04/22/2025	Total Time	12m 53s
Type: Reactive			Total Costs	\$3.22
Signage				
J.B. Young				
ID: #5168		✓ Done	Total Time Costs	\$20.53
Faded street blades		Completed by J.B. Young on 04/23/2025	Total Time	1h 22m 7s
Type: Reactive				

WORK ORDER INFO		LOCATION & ASSET	DUE & STATUS	TIME & COST	PROCEDURE ANSWERS
ID: #5178	Pothole	Type: Reactive	<div> <div>Signage</div> <div>J.B. Young</div> </div>	<div> <div>Total Costs</div> <div>\$20.53</div> </div>	
ID: #5179	Pothole	Type: Reactive	<div> <div>✓ Done</div> <div>Completed by J.B. Young on 04/25/2025</div> </div>	<div> <div>Total Time Costs</div> <div>Total Time</div> <div>\$3.03</div> <div>12m 6s</div> <div>Total Costs</div> <div>\$3.03</div> </div>	
ID: #5179	Pothole	Type: Reactive	<div> <div>✓ Done</div> <div>Completed by J.B. Young on 04/25/2025</div> </div>	<div> <div>Total Time Costs</div> <div>Total Time</div> <div>\$1.87</div> <div>7m 29s</div> <div>Total Costs</div> <div>\$1.87</div> </div>	
ID: #5181	Broken limbs hanging to street	Type: Reactive	<div> <div>✓ Done</div> <div>Completed by J.B. Young on 04/28/2025</div> </div>	<div> <div>Total Time Costs</div> <div>Total Time</div> <div>\$2.89</div> <div>11m 34s</div> <div>Total Costs</div> <div>\$2.89</div> </div>	
ID: #5185	Faded street blades	Type: Reactive	<div> <div>✓ Done</div> <div>Completed by J.B. Young on 04/28/2025</div> </div>	<div> <div>Total Time Costs</div> <div>Total Time</div> <div>\$21.77</div> <div>1h 27m 4s</div> <div>Total Costs</div> <div>\$21.77</div> </div>	
ID: #5188	Street blades missing	Type: Reactive	<div> <div>✓ Done</div> <div>Completed by J.B. Young on 04/28/2025</div> </div>	<div> <div>Total Time Costs</div> <div>Total Time</div> <div>\$25.50</div> <div>1h 42m 0s</div> <div>Total Costs</div> <div>\$25.50</div> </div>	

WORK ORDER INFO	LOCATION & ASSET	DUE & STATUS	TIME & COST	PROCEDURE ANSWERS
ID: #5192 Pothole Type: Reactive Signage J.B. Young		✓ Done Completed by J.B. Young on 04/29/2025	Total Time Costs Total Time \$2.16 8m 38s Total Costs \$2.16	
ID: #5193 Pothole Type: Reactive Signage J.B. Young		✓ Done Completed by J.B. Young on 04/29/2025	Total Time Costs Total Time \$3.29 13m 9s Total Costs \$3.29	
ID: #5196 Blind corner Type: Reactive Signage J.B. Young		✓ Done Completed by J.B. Young on 04/29/2025	Total Time Costs Total Time \$8.26 33m 3s Total Costs \$8.26	
ID: #5199 Blind corner Type: Reactive Signage J.B. Young		✓ Done Completed by J.B. Young on 04/30/2025	Total Time Costs Total Time \$11.36 45m 27s Total Costs \$11.36	
ID: #5202 Limbs blocking view of stopsign Type: Reactive Signage J.B. Young		✓ Done Completed by J.B. Young on 04/30/2025	Total Time Costs Total Time \$6.38 25m 30s Total Costs \$6.38	
ID: #5203 Limbs blocking view of stopsign		✓ Done Completed by J.B. Young on 04/30/2025	Total Time Costs Total Time \$4.36 17m 26s	

Town of Smithfield
Public Works Sanitation Division
Monthly Report
April 30, 2025



I. Statistical Section

The Division collected from approximately 4,433 homes, 4 times during the month

- a. Sanitation forces completed 65 work orders
- b. Sanitation forces collected tons 497.67 of household waste
- c. Sanitation forces disposed of loads 76 of yard waste and debris at Spain Farms Nursery
- d. Recycled 0 tons of clean wood waste (pallets) at Convenient Site Center
- e. Town's forces collected 0 tons of construction debris (C&D)
- f. Town disposed of 250 scrap tires that was collected at Convenient Site Center
- g. Recycling forces collected 3.32 tons of recyclable plastic
- h. Recycled 800 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 2,600 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 4,800 lbs. of shredder steel for \$369.18 to Omni Source

III. Major Expenses for the Month:

Spain Farms Nursery was paid \$ 2,888.00 for disposal of yard waste and debris. Evan's Tire was paid \$ 2,865 for new rear tires for TK #320. Evan's Tire was paid \$ 1,550.40 for new front tires on TK #'s 320, 309. Keirh Transportation LLC was paid \$2,200 for class B License schooling for Ricky McMullen. McClung's Electric and Plumbing Co. was paid \$1,120 for repairs to Public Works Bathroom.

IV. Personnel Update:

No New Hires for month of April.

V. Narrative of monthly departmental activities:

Public Works Safety Training was on "Fatigue" With Jamie Pearce. Public works Supplied traffic control devices for Easter at The River Event.

Community Service Workers worked 10 Hrs.

**Town of Smithfield
Public Works Storm Water Division
Monthly Report
April 30, 2025**



I. Statistical Section

II. Major Revenues
None

III. Major Expenses for the Month:

Paid \$2,795.00 to Pro City for cleaning additional ditches in west Smithfield.

IV. Personnel Update:

None

V. Narrative of monthly departmental activities:

Street Sweep and storm drain cleaning and repair.
The Public Works Department safety meeting was for "Fatigue." Jamie Pearce from wellness works



SRAC MONTHLY REPORT FOR APRIL, 2025

PROGRAMS SATISTICS	APRIL, 2025	24/25 FY YTD	APRIL, 2024	
NUMBER OF PROGRAMS	16	176	21	
TOTAL CONTACT WITH PROGRAM PARTICIPANTS	1510	12767	1405	
	APRIL, 2025	24/25 FY YTD	APRIL, 2024	23/24 FY YTD
SRAC MEMBER VISITS	4366	49429	4174	39000
DAY PASSES	2025	14623	1842	15203
RENTALS (SRAC)	39	353	37	214
USERS (SRAC RENTALS)	1580	24530	1003	23319
TOTAL UNIQUE CONTACTS	9,481	103,163	8,424	103,163
FINANCIAL STATISCTICS	APRIL, 2025	24/25 FY YTD	APRIL, 2024	23/24 FY YTD
SRAC REVENUES	\$ 90,235.00	\$ 661,819.00	\$ 87,462.00	\$ 648,861.00
SRAC EXPENDITURES (OPERATIONS)	\$ 93,548.00	\$ 860,625.00	\$ 53,712.00	\$ 859,074.00
SRAC EXPENDITURES (CAPITAL)	\$ -	\$ 21,664.00	\$ -	\$ 98,110.00
SRAC MEMBERSHIPS	4251		3873	

HIGHLIGHTS

Tigershark Swim Lessons
Pottery Classes
Group Fitness Classes



MONTHLY REPORT FOR APRIL, 2025

PROGRAMS SATISTICS	APRIL, 2025	24/25 FY YTD	APRIL, 2024	
NUMBER OF PROGRAMS	12	86	12	
TOTAL ATHLETICS PARTICIPANTS	755	5851	446	
TOTAL NON/ATHLETIC PARTICIPANTS	455	7430	507	
NUMBER OF GAMES PLAYED	50	978	104	
TOTAL NUMBER OF PLAYERS (GAMES)	2021	21475	1876	
NUMBER OF PRACTICES	0	990	83	
TOTAL NUMBER OF PLAYER(S) PRACTICES	0	13224	935	
SARAH YARD COMMUNITY CENTER			211	
	APRIL, 2025	24/25 FY YTD	APRIL, 2024	23/24 FY YTD
PARKS RENTALS	81	395	122	626
USERS (PARKS RENTALS)	4211	31605	5464	20545
TOTAL UNIQUE CONTACTS	#VALUE!	88,509	9,439	88,509
FINANCIAL STATISTICS	APRIL, 2025	24/25 FY YTD	APRIL, 2024	23/24 FY YTD
PARKS AND RECREATION REVENUES	\$ 8,387.00	\$ 112,537.00	\$ 4,979.00	\$ 83,240.00
PARKS AND RECREATION EXPENDITURES (OPERATIONS)	\$ 88,317.00	\$ 883,863.00	\$ 78,170.00	\$ 732,950.00
PARKS AND RECREATION EXPENDITURES (CAPITAL OUTLAY EQUIP)	\$ 17,105.00	\$ 78,600.00	\$ 19,121.00	\$ 172,356.00
SARAH YARD CENTER EXPENDITURES (OPERATION)	\$ 2,214.00	\$ 27,934.00	\$ 2,802.00	\$ 28,044.00
SARAH YARD CENTER EXPENDITURES (CAPITAL OL)	\$ -	\$ 4,300.00	\$ -	\$ 7,475.00
HIGHLIGHTS	Youth Baseball, Softball, T- Ball Adult Fun and Fellowship League USSSA Softball Tournament Mother Son Dance Litter Sweep			



- **Statistical Section**

- Electric CP Demand 20,062 Kw relative to March's demand of 24,275 Kw.
- Electric System Reliability was 99.5436%, with two (2) recorded main line outages; relative to March's 99.9984%.
- Raw water treated on a daily average was 4.300 MG relative to 3.833 MG for March; with maximum demand of 5.648 MG relative to March's 5.662 MG.
- Total finished water to the system was 118.235 MG relative to March's 110.659 MG.
Average daily for the month was 3.814 MG relative to March's 3.570 MG.
Daily maximum was 4.919 MG (April 29th) relative to March's 4.414 MG.
Daily minimum was 2.783 MG (April 12th), relative to March's 2.801 MG.

- **Miscellaneous Revenues**

- Water sales were \$256,634 relative to March's \$235,521
- Sewer sales were \$441,855 relative to March's \$403,682
- Electrical sales were \$1,267,262 relative to March's sales of \$1,230,529
- Johnston County Water purchases were \$227,721 for 89.654 MG relative to March's \$191,032 for 75.209 MG.

- **Major Expenses for the Month**

- Electricity purchases were \$958,710 relative to March's \$1,070,922
- Johnston County sewer charge was \$237,105 for 53.044 MG relative to March's \$305,192 for 68.276 MG.

- **Personnel Changes**

Zach Creech resigned as a Meter Reader on April 3, 2025

Josh Willis Resigned as a Utility Line Mechanic on April 18, 2025

Josh Willis was hired as a Meter Reader on April 21, 2025



**Town of Smithfield
Electric Department
Monthly Report
April 2025**

I. Statistical Section

- Street Lights repaired –20
- Area Lights repaired-14
- Service calls – 33
- Underground Electric Locates -521
- Poles changed out/removed or installed -11
- Underground Services Installed -1

II. Major Revenues

- N/A

III. Major Expenses for the Month:

- N/A

IV. Personnel Update:

- The Electrical Dept. has new employee starting May 19 2025.
-

V. Miscellaneous Activities:

- The electrical Dept completed 3 phase line for CARMAX.
- The Electrical Dept. is working on replacing old poles and upgrading lines in the south side of town.
- The Electrical Dept is continuing to work on the Pole Audit Town.



Public Utilities Water and Sewer

Monthly Statistics	Month Ending	4/30/2025
	<i>Monthly Total</i>	<i>Year to Date Total</i>
Water Calls	80	358
Sewer Calls	27	146
Utility Locates	571	3416
Storm Drainage Calls	0	1
Total Calls	678	3921
Quotes new services	3	13
Inspections	3	18
Locate existing water & sewer services	3	9
Disconnect water	1	13
Reconnect water	1	5
Test meter	1	15
Temp hydrant meter	2	4
Discolored water call	1	8
Low pressure call	3	33
Leak detection	15	80
Meter check	24	91
Meter repair	10	52
Meter leak	5	43
Service leak	3	23
Water main leak	1	22
Replace existing water meter	7	31
Install new water meter	37	122
Install new water service	2	5
Renew water service	1	8
Water blow off repair	0	0
Street cuts	5	26

Repair utility cut or sink hole	8	16
Fire hydrant repair	1	6
Fire hydrant replaced	4	14
Camera Sewer main or service	1	12
Sewer odor complaint	2	5
Sewer main repair	6	19
Clean out repair or install	7	26
LF of sewer main cleaned	80	4555
LF of sewer service cleaned	978	6298
LF of storm drain cleaned	0	500

- Serviced 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 March

- Had Stuckey to make some water and sewer repairs that we were not able to.
- Still having work done on the Vac truck.

Upcoming Projects for the month of April

- I 95 project continues.
- Finley 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

- Josh Willis left Water & Sewer Div. and started as a meter reader.



MONTHLY WATER LOSS REPORT

April 2025

(8) - Meters with slow washer leaks

(2) - $\frac{3}{4}$ " Line, $\frac{1}{8}$ ", 3 hrs.

1 $\frac{1}{2}$ " Line, Shear, 1 day

Smithfield Water Plant
Distribution Sampling Site Plan

Hydrant Flushing

Street Name	Date	Chlorine	Time	Gallons	Psi	Street Name	Date	Chlorine	Time	Gallons	PSI
Stephson Drive	04/15/25	2	15	7965	10	North Street	04/24/25	3	15	17820	40
Computer Drive	04/15/25	3	15	31860	10	West Street	04/24/25	3	15	78030	50
Castle Drive	04/15/25	3	15	7965	10	Regency Drive	04/24/25	3	15	63720	60
Parkway Drive	04/15/25	2	15	63720	40	Randers Court	04/24/25	3	15	15930	40
Garner Drive	04/15/25	2.5	15	63723	40	Noble Street	04/24/25	3	15	15930	40
Hwy 210 LIFT ST.	04/15/25	2	15	15930	40	Fieldale Dr#1(L)	04/24/25	3	15	63720	40
Skyland Drive	04/15/25	3	15	7965	10	Fieldale Dr#2(R)	04/24/25	3	15	63720	40
Bradford Street	04/15/25	3	15	15930	10	Heather Court	04/24/25	3	15	15930	40
Kellie Drive	04/15/25	2.5	15	7965	10	Reeding Place	04/24/25	3	15	15930	40
Edgewater	04/16/25	2	15	7965	10	East Street	04/24/25	3	15	63720	40
Edgecombe	04/16/25	2	15	15930	40	Smith Street	04/24/25	3	15	63720	40
Valley Wood	04/16/25	2	15	63720	40	Wellons Street	04/24/25	3	15	63720	40
Creek Wood	04/16/25	2.5	15	63720	40	Kay Drive	04/21/25	3	15	38985	15
White Oak Drive	04/15/25	2	15	7965	10	Huntington Place	04/21/25	3	15	38985	15
Brookwood Drive	04/15/25	2.5	15	22515	5	N. Lakeside Drive	04/22/25	3	15	9750	15
Runnymede Place	04/17/25	3	15	31860	10	Cypress Point	04/22/25	3	15	34890	12
Nottingham Place	04/17/25	3	15	38985	10	Quail Run	04/22/25	3	15	8715	12
Heritage Drive	04/17/25	2	15	38985	10	British Court	04/22/25	3	15	8715	12
Noble Plaza #1	04/17/25	3	15	9750	10	Tyler Street	04/22/25	3	15	78030	60
Noble Plaza #2	04/17/25	2.8	15	9750	10	Yelverton Road	04/22/25	3	15	63720	40
Pinecrest Street	04/17/25	2.5	15	19500	10	Ava Gardner	04/22/25	3	15	63720	40
S. Sussex Drive	04/17/25	3	15	31860	10	Waddell Drive	04/22/25	3	15	7965	10
Elm Drive	04/17/25	3	15	9750	10	Henly Place	04/22/25	3	15	8715	12
						Birch Street	04/22/25	3	15	34890	12
Coor Farm Supply	04/21/25	2	15	7965	10	Pine Street	04/22/25	3	15	38985	15
Old Goldsboro Rd.	04/17/25	3	15	7965	10	Oak Drive	04/22/25	3	15	37695	14
Hillcrest Drive	04/23/25	2	15	31860	10	Cedar Drive	04/22/25	3	15	31860	10
Eason Street	04/23/25	3	15	38985	40	Aspen Drive	04/22/25	3	15	34890	12
Magnolia circle	04/23/25	3	15	78030	40	Furlonge Street	04/22/25	3	15	34890	12
Rainbow Drive	04/23/25	3	15	19500	60	Golden Corral	04/22/25	3	15	40290	16
Rainbow Circle	04/23/25	3	15	19500	60	Holland Drive	04/22/25	3	15	9750	15
Moonbeam Circle	04/23/25	3	15	19500	60	Davis Street	04/22/25	3	15	34890	12
Ray Drive	04/24/25	3	15	15930	60	Caroline Ave.	04/22/25	3	15	31860	10
Will Drive	04/24/25	3	15	63720	40	Johnston Street	04/22/25	3	15	38985	15
Michael Lane	04/24/25	3	15	63721	40	Ryans	04/22/25	3	90	9750	15
Ward Street	04/24/25	3	15	15930	40						

961954

1282815 2244769



Town of Smithfield
Fire Department
April 2025

I. Statistical Section

	Apr.	YTD
Confirmed Structure Fires	7	25
EMS Responses	167	734
Misc./Other Calls	40	128
Mutual Aid Calls	11	42
TOTAL EMERGENCY RESPONSES	276	1,101

	Apr.	YTD
Fire Inspections	64	293
Public Fire Education Programs	1	5
# Of Children Educated	12	73
# Of Adults Educated	4	27
Plans Review Construction/Renovation Projects	24	101
Fire Department Permits reviewed / Issued	27	159
Business Preplans	0	4
Fire Related Injuries & Deaths	0	0
# Of Civilian Deaths	0	0
# Of Civilian Injuries	0	0

II. Major Revenues

	Apr.	YTD
Inspections/Permits	\$800.00	\$3,281.50
Fire Recovery USA	\$935.20	\$3,682.30

III. Personnel Update:

Continuous Part-time positions available, 15 p/t positions currently filled including the p/t fire inspector.

IV. Narrative of monthly departmental activities:

- Squad was in-service 4 of 22 days
- Training Hours for the month = 527.5 hours
- Total Training Hours = 2,129.5 hours
- Website Updating (Continuing)

- Follow-ups and Re-inspections.
- Budget Process Continues.
- Professional Development – Career Ladder.
- Bulldog Harley Davidson Addition and Building Demo
- Ham & Yam Festival Preparation
- JCC Steam Building Renovation Inspection
- Project 70 Subdivision Plans Revision
- Insulation installed at Station 2
- Government in Touch Meetings

V. Upcoming Plans

- Budget Process continues.
- Continue Professional Development.
- Pre-Incident Survey Implementation/Training (Postponed)
- Hotel Inspections to resume
- Knox Box for Apparatus Installation
- Smoke Alarm Canvas Preparation—OSFM Grant for Smoke Alarms Received
- Coor Supply Hazardous Materials/Tier II Assessment

Town of Smithfield
Public Works Department
April 30, 2025



<u>218</u>	Total Work Orders completed by the Public Works Department
<u>1</u>	Burials, at \$775.00 each = <u>\$775.00</u>
<u>1</u>	Cremation Burial, \$475.00 each = <u>\$475.00</u>
<u>\$0</u>	Sunset Cemetery Lot Sales
<u>\$5,000.</u>	Riverside Extension Cemetery Lot Sales
<u>497.67</u>	tons of household waste collected.
<u>152.00</u>	tons of yard waste collected.
<u>3.32</u>	tons of recycling collected.
<u>0</u>	gallons of used motor oil were recycled.
<u>250</u>	scrap tires were recycled.

Town of Smithfield
Public Works Appearance Division
Cemetery, Landscapes, and Grounds Maintenance
Buildings, Facilities, and Sign Division
Monthly Report
April 30, 2025



I. Statistical Section

2 Burials

0 Work Orders – Buildings & Facilities Division

53 Work Orders – Grounds Division

25 Work Orders – Sign Division

II. Major Revenues

Sunset Cemetery Lot Sales:	\$0
Riverside Ext Cemetery Lot Sales:	<u>\$5,000.00</u>
Grave Opening Fees:	<u>\$1,250.00</u>
Total Revenue:	<u>\$6,250.00</u>

III. Major Expenses for the Month:

None

IV. Personnel Update:

No new employees were hired for the month of April.

V. Narrative of monthly departmental activities:

The overall duties include daily maintenance on cemeteries, landscapes, right-of-way's, buildings and facilities. The Public Works Dept. had safety meetings for the month of April. "Fatigue" with Jaime Pearce with Wellness Works.



Reporting

04/01/2025 - 04/30/2025

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

Created vs. Completed >

+ Add to Dashboard

218

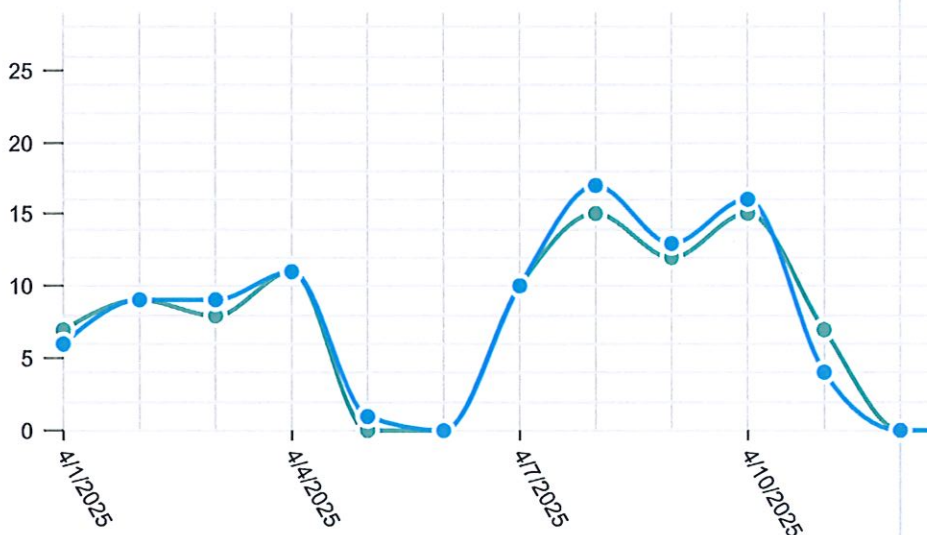
Created

216

Completed

99.1%

Percent Completed



Work Orders by Type ⓘ >

+

Preventive

Reactive

Other

%
Total
Preventive
Ratio

155

Support

Lawrence Davis

Settings



Reporting

04/01/2025 - 04/30/2025

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

20

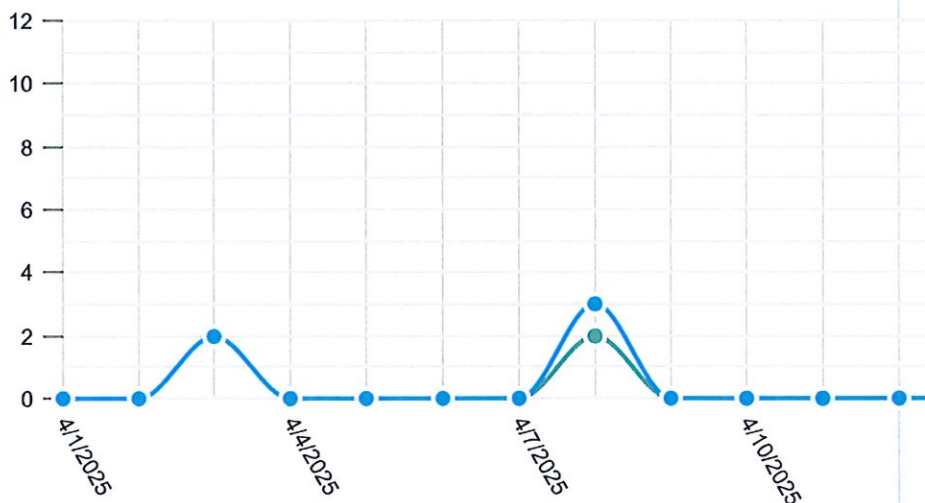
Created

21

Completed

105.0%

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



Work Orders by Type ⓘ >

+

Preventive

Reactive

Other

%
Total
Preventive
Ratio

156

Support

Lawrence Davis

Settings

Town of Smithfield
Public Works Fleet Maintenance Division
Monthly Report
April 30, 2025



I. Statistical Section

 2 Preventive Maintenances
 0 North Carolina Inspections (Outsourced Inspections)
 20 Work Orders

II. Major Revenues

None for the month

III. Major Expenses for the Month:

Paid \$1,120.00 to McClung's Electric and Plumbing for repair of water leak.

IV. Personnel Update:

None for the month

V. Narrative of monthly departmental activities:

The shop employee performed preventive maintenance on all Town owned generators. The Public Works Dept. safety meetings for the month of April. was on "Fatigue" with Jaime Pearce with Wellness Works.



Work Orders List for 05/01/2025 - 05/31/2025

WORK ORDER INFO		LOCATION & ASSET	DUE & STATUS	TIME & COST	PROCEDURE ANSWERS
ID: #5213	Repair scag zero turn	Drainage Division Public works zero turn	✓ Done Completed by Andrew Strickland on 05/02/2025	Total Time Costs Total Time Total Costs	\$89.32 4h 0m 0s \$89.32
Type: Reactive		Sanitation Division			
Andrew Strickland					
ID: #5214	Replaced rear tire gator	Parks and Recreation John deere gator	✓ Done Completed by Andrew Strickland on 05/02/2025	Total Time Costs Total Time Total Costs	\$22.33 1h 0m 0s \$22.33
Type: Reactive		Parks and recreation			
Andrew Strickland					
ID: #5237	Diagnose electrical issue 322	Drainage Division 322	✓ Done Completed by Andrew Strickland on 05/07/2025	Total Time Costs Total Time Total Costs	\$133.98 6h 0m 0s \$133.98
Type: Reactive		Sanitation Division			
Andrew Strickland					
ID: #5238	Change back tires on both scag zero turns	Appearance Division Scag mower #1	✓ Done Completed by Andrew Strickland on 05/07/2025	Total Time Costs Total Time Total Costs	\$22.33 1h 0m 0s \$22.33
Type: Reactive		Appearance Division			
Andrew Strickland					

WORK ORDER INFO		LOCATION & ASSET	DUE & STATUS	TIME & COST	PROCEDURE ANSWERS
ID: #5239	Diagnose strobe light inop 320	Public Works Facility Truck 320 Parent: Sanitation Division	✓ Done Completed by Andrew Strickland on 05/07/2025	Total Time Costs Total Time 1h 0m 0s Total Costs \$22.33	
Type: Reactive		Sanitation Division			
Andrew Strickland					
ID: #5244	Change 4 tires yellow leaf box	Drainage Division Yellow leaf box Parent: Sanitation Division	✓ Done Completed by Andrew Strickland on 05/07/2025	Total Time Costs Total Time 2h 0m 0s Total Costs \$44.66	
Type: Reactive		Sanitation Division			
Andrew Strickland					
ID: #5245	Diagnose electrical issue 322	Drainage Division 322	✓ Done Completed by Andrew Strickland on 05/07/2025	Total Time Costs Total Time 1h 0m 0s Total Costs \$22.33	
Type: Reactive		Sanitation Division			
Andrew Strickland					
ID: #5257	Small repairs 304	Drainage Division Truck #304 Parent: Sanitation Division	✓ Done Completed by Andrew Strickland on 05/09/2025	Total Time Costs Total Time 1h 0m 0s Total Costs \$22.33	
Type: Reactive		Sanitation Division			
Andrew Strickland					
ID: #5258	Replaced parts on bucket 304	Drainage Division Truck #304 Parent: Sanitation Division	✓ Done Completed by Andrew Strickland on 05/09/2025	Total Time Costs Total Time 4h 0m 0s Total Costs \$89.32	
Type: Reactive		Sanitation Division			

PROCEDURE ANSWERS

TIME & COST

DUE & STATUS

LOCATION & ASSET

WORK ORDER INFO

Division

Andrew Strickland

ID: #5271

Patch tire 805

Type: Reactive

Utilities

Drainage Division

Truck# 20805
Parent: Public Utilities (Electric Department)

✓ Done

Completed by Andrew Strickland on 05/14/2025

Total Time Costs

Total Time

\$22.33

1h 0m 0s

\$22.33

Andrew Strickland

ID: #5272

Rewire trailer plug

Type: Reactive

Appearance Division

Appearance Division

Equipment trailer #14
Parent: Appearance Division

✓ Done

Completed by Andrew Strickland on 05/14/2025

Total Time Costs

Total Time

\$22.33

1h 0m 0s

\$22.33

Andrew Strickland

ID: #5273

Service 709

Type: Reactive

Utilities

Drainage Division

Truck# 15709
Parent: Public Utilities (Water and Sewer)

✓ Done

Completed by Andrew Strickland on 05/14/2025

Total Time Costs

Total Time

\$44.66

2h 0m 0s

\$44.66

Andrew Strickland

ID: #5274

Service 704

Type: Reactive

Utilities

Drainage Division

Truck# 15704
Parent: Public Utilities (Water and Sewer)

✓ Done

Completed by Andrew Strickland on 05/14/2025

Total Time Costs

Total Time

\$89.32

4h 0m 0s

\$89.32

Andrew Strickland

ID: #5275

Change 4 rear tires

408

Type: Reactive

Drainage

Drainage Division

Truck #408 (F550)
Parent: Drainage Division

✓ Done

Completed by Andrew Strickland on 05/14/2025

Total Time Costs

Total Time

\$44.66

2h 0m 0s

\$44.66

Andrew Strickland

WORK ORDER INFO		LOCATION & ASSET	DUE & STATUS	TIME & COST	PROCEDURE ANSWERS
ID: #5276 Change front tires 310 Type: Reactive Sanitation Division Andrew Strickland	Drainage Division Truck #310 Parent: Sanitation Division	✓ Done Completed by Andrew Strickland on 05/14/2025	Total Time Costs Total Time Total Costs	\$44.66 2h 0m 0s \$44.66	
ID: #5279 Service 819 Type: Reactive Utilities Andrew Strickland	Drainage Division Truck# 819 Parent: Public Utilities (Electric Department)	✓ Done Completed by Andrew Strickland on 05/14/2025	Total Time Costs Total Time Total Costs	\$22.33 1h 0m 0s \$22.33	
ID: #5290 Service 803 Type: Reactive Utilities Andrew Strickland	Public Utilities 803 Parent: Public Utilities (Electric Department)	✓ Done Completed by Andrew Strickland on 05/16/2025	Total Time Costs Total Time Total Costs	\$22.33 1h 0m 0s \$22.33	
ID: #5302 Service 820 Type: Reactive Utilities Andrew Strickland	Drainage Division Truck# 820 Parent: Public Utilities (Water and Sewer)	✓ Done Completed by Andrew Strickland on 05/19/2025	Total Time Costs Total Time Total Costs	\$66.99 3h 0m 0s \$66.99	
ID: #5303 Service 701 Type: Reactive Utilities Andrew Strickland	Drainage Division Truck# 701 Parent: Public Utilities (Water and Sewer)	✓ Done Completed by Andrew Strickland on 05/19/2025	Total Time Costs Total Time Total Costs	\$89.32 4h 0m 0s \$89.32	



Reporting

04/01/2025 - 04/30/2025

Last Month

Export

- Work Orders
- Asset Health
- Reporting Details
- Recent Activity
- Export Data

Custom Dashboards

J.B. Young

Due Date

Category

+ Add Filter

Reset Filters

Save Filters

My Filters

Work Orders



- Work Orders 14
- Purchase Orders
- Reporting
- Requests
- Assets
- Messages
- Categories
- Parts Inventory
- Library
- Meters
- Automations
- Locations
- Teams / Users
- Support
- Lawrence Davis Settings

Town of Smithfield
Public Works Drainage/Street Division
Monthly Report
April 30, 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, 0 gator areas and 0 overlay.
- c. 0 Work Order – 0 Linear Feet Drainage Pipe installed.
- d. 2 Work Orders – 250 Linear Feet of ditches were cleaned
- e. 36 Work Orders – 1,321lbs. of Cold Patch was used for 39 Potholes.

II. Major Revenues

None

III. Major Expenses for the Month:

Powell Bill Paid Daniels inc. Of Garner \$122,929.20 for N. 4th St., E. Church Street., S. Fifth Street Forbes Dr. C.J. Allen Ave Resurfacing

IV. Personnel Update:

None for the month

V. Narrative of monthly departmental activities:

The Public Works Dept. had two safety meetings for the month of April. was on "Fatigue " with Jaime Pearce with Wellness Works.



Work Orders List for 04/01/2025 - 04/30/2025

WORK ORDER INFO		LOCATION & ASSET	DUE & STATUS		TIME & COST		PROCEDURE ANSWERS
ID: #4989	Faded street blades	Appearance Division	✓ Done	Total Time Costs	\$18.86		
Type: Reactive			Completed by J.B. Young on 04/01/2025	Total Time	1h 15m 26s		
Signage				Total Costs	\$18.86		
J.B. Young							
ID: #4994	Faded stopsign	Appearance Division	✓ Done	Total Time Costs	\$5.23		
Type: Reactive			Completed by J.B. Young on 04/01/2025	Total Time	20m 54s		
Signage				Total Costs	\$5.23		
J.B. Young							
ID: #4999	Pothole	Appearance Division	✓ Done	Total Time Costs	\$2.08		
Type: Reactive			Completed by J.B. Young on 04/02/2025	Total Time	8m 18s		
Signage				Total Costs	\$2.08		
J.B. Young							
ID: #5000	Faded pedestrian crossing sign	Appearance Division	✓ Done	Total Time Costs	\$8.40		
Type: Reactive			Completed by J.B. Young on 04/02/2025	Total Time	33m 36s		
Signage				Total Costs	\$8.40		
J.B. Young							
ID: #5003	Faded 25mph sign	Appearance Division	✓ Done	Total Time Costs	\$2.98		
Type: Reactive			Completed by J.B. Young on 04/02/2025	Total Time	11m 54s		
Signage				Total Costs	\$2.98		

WORK ORDER INFO	LOCATION & ASSET	DUE & STATUS	TIME & COST	PROCEDURE ANSWERS
J.B. Young				
ID: #5004 Stopsign leaning Type: Reactive Signage	Appearance Division	✓ Done Completed by J.B. Young on 04/03/2025	Total Time Costs Total Time \$1.68 6m 44s Total Costs \$1.68	
J.B. Young				
ID: #5005 Faded street blades & stopsign Type: Reactive Signage	Appearance Division	✓ Done Completed by J.B. Young on 04/03/2025	Total Time Costs Total Time \$27.88 1h 51m 32s Total Costs \$27.88	
J.B. Young				
ID: #5010 Faded 25mph sign Type: Reactive Signage	Appearance Division	✓ Done Completed by J.B. Young on 04/03/2025	Total Time Costs Total Time \$3.11 12m 26s Total Costs \$3.11	
J.B. Young				
ID: #5011 Street blades torn down Type: Reactive Signage	Appearance Division	✓ Done Completed by J.B. Young on 04/03/2025	Total Time Costs Total Time \$7.05 28m 11s Total Costs \$7.05	
J.B. Young				
ID: #5013 Scrape dirt roads Type: Reactive Signage	Appearance Division	✓ Done Completed by J.B. Young on 04/04/2025	Total Time Costs Total Time \$44.39 2h 57m 34s Total Costs \$44.39	
J.B. Young				

WORK ORDER INFO	LOCATION & ASSET	DUE & STATUS	TIME & COST	PROCEDURE ANSWERS
ID: #5020 Pothole Type: Reactive Signage J.B. Young	Appearance Division	✓ Done Completed by J.B. Young on 04/04/2025	Total Time Costs Total Time \$7.94 31m 46s Total Costs \$7.94	
ID: #5026 Pothole Type: Reactive Signage J.B. Young	Appearance Division	✓ Done Completed by J.B. Young on 04/07/2025	Total Time Costs Total Time \$1.91 7m 39s Total Costs \$1.91	
ID: #5031 Pothole Type: Reactive Signage J.B. Young	Appearance Division	✓ Done Completed by J.B. Young on 04/07/2025	Total Time Costs Total Time \$1.48 5m 55s Total Costs \$1.48	
ID: #5035 Faded stopsign & street blades Type: Reactive Signage J.B. Young	Appearance Division	✓ Done Completed by J.B. Young on 04/08/2025	Total Time Costs Total Time \$20.72 1h 22m 52s Total Costs \$20.72	
ID: #5048 Faded 25mph sign Type: Reactive Signage J.B. Young	Appearance Division	✓ Done Completed by J.B. Young on 04/08/2025	Total Time Costs Total Time \$2.65 10m 35s Total Costs \$2.65	
ID: #5049 Pothole Type: Reactive	Appearance Division	✓ Done Completed by J.B. Young on 04/08/2025	Total Time Costs Total Time \$1.81 7m 15s	

WORK ORDER INFO		LOCATION & ASSET	DUE & STATUS	TIME & COST	PROCEDURE ANSWERS
Signage	J.B. Young			Total Costs	\$1.81
ID: #5050	Appearance Division		✓ Done	Total Time Costs	\$3.03
Pothole			Completed by J.B. Young on 04/08/2025	Total Time	12m 7s
Type: Reactive				Total Costs	\$3.03
Signage	J.B. Young				
ID: #5051	Appearance Division		✓ Done	Total Time Costs	\$13.51
Street blade missing			Completed by J.B. Young on 04/08/2025	Total Time	54m 2s
Type: Reactive				Total Costs	\$13.51
Signage	J.B. Young				
ID: #5053	Appearance Division		✓ Done	Total Time Costs	\$11.38
Faded 2-HR Parking sign			Completed by J.B. Young on 04/09/2025	Total Time	45m 31s
Type: Reactive				Total Costs	\$11.38
Signage	J.B. Young				
ID: #5056	Appearance Division		✓ Done	Total Time Costs	\$5.64
Potholes			Completed by J.B. Young on 04/09/2025	Total Time	22m 34s
Type: Reactive				Total Costs	\$5.64
Signage	J.B. Young				
ID: #5058	Appearance Division		✓ Done	Total Time Costs	\$3.98
Potholes			Completed by J.B. Young on 04/09/2025	Total Time	15m 54s
Type: Reactive				Total Costs	\$3.98
Signage	J.B. Young				

WORK ORDER INFO		LOCATION & ASSET	DUE & STATUS		TIME & COST	PROCEDURE ANSWERS
ID: #5059		Appearance Division	✓ Done		Total Time Costs	\$1.61
Pothole			Completed by J.B. Young on 04/09/2025		Total Time	6m 27s
Type: Reactive	Signage				Total Costs	\$1.61
J.B. Young						
ID: #5060		Appearance Division	✓ Done		Total Time Costs	\$2.11
Pothole			Completed by J.B. Young on 04/09/2025		Total Time	8m 26s
Type: Reactive	Signage				Total Costs	\$2.11
J.B. Young						
ID: #5063		Appearance Division	✓ Done		Total Time Costs	\$2.05
Pothole			Completed by J.B. Young on 04/09/2025		Total Time	8m 13s
Type: Reactive	Signage				Total Costs	\$2.05
J.B. Young						
ID: #5067			✓ Done		Total Time Costs	\$2.13
Pothole			Completed by J.B. Young on 04/10/2025		Total Time	8m 31s
Type: Reactive	Signage				Total Costs	\$2.13
J.B. Young						
ID: #5068			✓ Done		Total Time Costs	\$4.20
Faded 2-HR Parking sign			Completed by J.B. Young on 04/10/2025		Total Time	16m 49s
Type: Reactive	Signage				Total Costs	\$4.20
Appearance Division						
J.B. Young						
ID: #5069			✓ Done		Total Time Costs	\$8.84

WORK ORDER INFO	LOCATION & ASSET	DUE & STATUS	TIME & COST	PROCEDURE ANSWERS
Blind corner Type: Reactive Signage J.B. Young		Completed by J.B. Young on 04/10/2025	Total Time 35m 21s Total Costs \$8.84	
ID: #5071 Pothole Type: Reactive Signage J.B. Young		✓ Done Completed by J.B. Young on 04/10/2025	Total Time Costs Total Time 6m 28s Total Costs \$1.62	
ID: #5072 Pothole Type: Reactive Signage J.B. Young		✓ Done Completed by J.B. Young on 04/10/2025	Total Time Costs Total Time 6m 55s Total Costs \$1.73	
ID: #5073 Potholes Type: Reactive Signage J.B. Young		✓ Done Completed by J.B. Young on 04/10/2025	Total Time Costs Total Time 14m 50s Total Costs \$3.71	
ID: #5074 Pothole Type: Reactive Signage J.B. Young		✓ Done Completed by J.B. Young on 04/10/2025	Total Time Costs Total Time 8m 41s Total Costs \$2.17	

WORK ORDER INFO	LOCATION & ASSET	DUE & STATUS	TIME & COST	PROCEDURE ANSWERS
ID: #5075 Potholes Type: Reactive Signage J.B. Young		✓ Done Completed by J.B. Young on 04/10/2025	Total Time Costs Total Time \$2.79 11m 10s Total Costs \$2.79	
ID: #5077 Blind corner Type: Reactive Signage J.B. Young		✓ Done Completed by J.B. Young on 04/10/2025	Total Time Costs Total Time \$11.75 47m 0s Total Costs \$11.75	
ID: #5090 Stopsign torn down Type: Reactive Signage J.B. Young		✓ Done Completed by J.B. Young on 04/14/2025	Total Time Costs Total Time \$3.18 12m 43s Total Costs \$3.18	
ID: #5092 25mph sign torn down Type: Reactive Signage J.B. Young		✓ Done Completed by J.B. Young on 04/14/2025	Total Time Costs Total Time \$5.46 21m 51s Total Costs \$5.46	
ID: #5093 25mph sign leaning Type: Reactive Signage J.B. Young		✓ Done Completed by J.B. Young on 04/14/2025	Total Time Costs Total Time \$1.80 7m 12s Total Costs \$1.80	
ID: #5094 Potholes Type: Reactive		✓ Done Completed by J.B. Young on 04/14/2025	Total Time Costs Total Time \$2.70 10m 47s Total Costs \$2.70	

WORK ORDER INFO		LOCATION & ASSET	DUE & STATUS	TIME & COST	PROCEDURE ANSWERS
<div>Signage</div> <div>J.B. Young</div>					
ID: #5095	Potholes	Type: Reactive	<div>✓ Done</div> <div>Completed by J.B. Young on 04/14/2025</div>	<div>Total Time Costs</div> <div>Total Time 12m 14s</div> <div>Total Costs \$3.06</div>	
<div>Signage</div> <div>J.B. Young</div>					
ID: #5096	Pothole	Type: Reactive	<div>✓ Done</div> <div>Completed by J.B. Young on 04/14/2025</div>	<div>Total Time Costs</div> <div>Total Time 11m 9s</div> <div>Total Costs \$2.79</div>	
<div>Signage</div> <div>J.B. Young</div>					
ID: #5097	Pothole	Type: Reactive	<div>✓ Done</div> <div>Completed by J.B. Young on 04/14/2025</div>	<div>Total Time Costs</div> <div>Total Time 6m 10s</div> <div>Total Costs \$1.54</div>	
<div>Signage</div> <div>J.B. Young</div>					
ID: #5100	Pothole	Type: Reactive	<div>✓ Done</div> <div>Completed by J.B. Young on 04/14/2025</div>	<div>Total Time Costs</div> <div>Total Time 7m 38s</div> <div>Total Costs \$1.91</div>	
<div>Signage</div> <div>J.B. Young</div>					
ID: #5101	Pothole	Type: Reactive	<div>✓ Done</div> <div>Completed by J.B. Young on 04/14/2025</div>	<div>Total Time Costs</div> <div>Total Time 5m 40s</div> <div>Total Costs \$1.42</div>	
<div>Signage</div> <div>J.B. Young</div>					
ID: #5105			<div>✓ Done</div>	Total Time Costs	\$10.45

WORK ORDER INFO	LOCATION & ASSET	DUE & STATUS	TIME & COST	PROCEDURE ANSWERS
Blind corner Type: Reactive Signage J.B. Young		Completed by J.B. Young on 04/15/2025	Total Time 41m 49s Total Costs \$10.45	
ID: #5109 Faded stopsign Type: Reactive Signage J.B. Young		✓ Done Completed by J.B. Young on 04/15/2025	Total Time Costs Total Time 17m 0s Total Costs \$4.25	
ID: #5110 Faded slow children at play sign Type: Reactive Signage J.B. Young		✓ Done Completed by J.B. Young on 04/15/2025	Total Time Costs Total Time 10m 8s Total Costs \$2.53	
ID: #5111 Potholes Type: Reactive Signage J.B. Young		✓ Done Completed by J.B. Young on 04/15/2025	Total Time Costs Total Time 15m 27s Total Costs \$3.86	
ID: #5112 Pothole Type: Reactive Signage J.B. Young		✓ Done Completed by J.B. Young on 04/15/2025	Total Time Costs Total Time 8m 22s Total Costs \$2.09	
ID: #5115 Trip hazard Type: Reactive Signage		✓ Done Completed by J.B. Young on 04/16/2025	Total Time Costs Total Time 2h 2m 23s Total Costs \$30.60	

WORK ORDER INFO	LOCATION & ASSET	DUE & STATUS	TIME & COST	PROCEDURE ANSWERS
J.B. Young				
ID: #5116		✓ Done	Total Time Costs Total Time	\$3.00 11m 59s
Pothole		Completed by J.B. Young on 04/16/2025	Total Costs	\$3.00
Type: Reactive				
Signage				
J.B. Young				
ID: #5120		✓ Done	Total Time Costs Total Time	\$11.55 46m 12s
Sink hole behind catch bassin		Completed by J.B. Young on 04/16/2025	Total Costs	\$11.55
Type: Reactive				
Signage				
J.B. Young				
ID: #5122		✓ Done	Total Time Costs Total Time	\$4.87 19m 28s
Faded stopsign		Completed by J.B. Young on 04/17/2025	Total Costs	\$4.87
Type: Reactive				
Signage				
J.B. Young				
ID: #5123		✓ Done	Total Time Costs Total Time	\$3.56 14m 15s
Faded stopsign		Completed by J.B. Young on 04/17/2025	Total Costs	\$3.56
Type: Reactive				
Signage				
J.B. Young				
ID: #5125		✓ Done	Total Time Costs Total Time	\$1.73 6m 55s
Pothole		Completed by J.B. Young on 04/17/2025	Total Costs	\$1.73
Type: Reactive				
Signage				
J.B. Young				
ID: #5126		✓ Done	Total Time Costs	\$2.77
Fill potholes				

WORK ORDER INFO	LOCATION & ASSET	DUE & STATUS	TIME & COST	PROCEDURE ANSWERS
Type: Reactive Signage J.B. Young		Completed by J.B. Young on 04/17/2025	Total Time 11m 5s Total Costs \$2.77	
ID: #5133 Faded 2-HR Parking sign Type: Reactive Signage J.B. Young		✓ Done Completed by J.B. Young on 04/21/2025	Total Time Costs Total Time 16m 26s Total Costs \$4.11	
ID: #5138 Limbs hanging in sidewalk Type: Reactive Signage J.B. Young		✓ Done Completed by J.B. Young on 04/21/2025	Total Time Costs Total Time 31m 11s Total Costs \$7.80	
ID: #5139 Potholes Type: Reactive Signage J.B. Young		✓ Done Completed by J.B. Young on 04/21/2025	Total Time Costs Total Time 10m 23s Total Costs \$2.60	
ID: #5141 Faded stopsign Type: Reactive Signage J.B. Young		✓ Done Completed by J.B. Young on 04/21/2025	Total Time Costs Total Time 15m 8s Total Costs \$3.78	
ID: #5143 Limbs blocking view of stopsign Type: Reactive Signage J.B. Young		✓ Done Completed by J.B. Young on 04/21/2025	Total Time Costs Total Time 12m 4s Total Costs \$3.02	

WORK ORDER INFO	LOCATION & ASSET	DUE & STATUS	TIME & COST	PROCEDURE ANSWERS
J.B. Young				
ID: #5150 Pothole Type: Reactive Signage J.B. Young		✓ Done Completed by J.B. Young on 04/21/2025	Total Time Costs Total Time \$6.59 28m 21s Total Costs \$6.59	
ID: #5156 Faded street blades Type: Reactive Signage J.B. Young		✓ Done Completed by J.B. Young on 04/22/2025	Total Time Costs Total Time \$21.40 1h 25m 35s Total Costs \$21.40	
ID: #5158 Pothole Type: Reactive Signage J.B. Young		✓ Done Completed by J.B. Young on 04/22/2025	Total Time Costs Total Time \$3.73 14m 56s Total Costs \$3.73	
ID: #5159 Pothole Type: Reactive Signage J.B. Young		✓ Done Completed by J.B. Young on 04/22/2025	Total Time Costs Total Time \$4.69 18m 46s Total Costs \$4.69	
ID: #5162 Graffiti on stopsign Type: Reactive Signage J.B. Young		✓ Done Completed by J.B. Young on 04/22/2025	Total Time Costs Total Time \$3.22 12m 53s Total Costs \$3.22	
ID: #5168 Faded street blades Type: Reactive		✓ Done Completed by J.B. Young on 04/23/2025	Total Time Costs Total Time \$20.53 1h 22m 7s	

WORK ORDER INFO		LOCATION & ASSET	DUE & STATUS	TIME & COST	PROCEDURE ANSWERS
ID: #5178	Pothole	Type: Reactive	<div> <div>Signage</div> <div>J.B. Young</div> </div>	<div> <div>Total Costs</div> <div>\$20.53</div> </div>	
				<div> <div> <div>✓ Done</div> <div>Completed by J.B. Young on 04/25/2025</div> </div> <div> <div>Total Time Costs</div> <div>Total Time</div> <div>\$3.03</div> <div>12m 6s</div> </div> <div> <div>Total Costs</div> <div>\$3.03</div> </div> </div>	
ID: #5179	Pothole	Type: Reactive	<div> <div>Signage</div> <div>J.B. Young</div> </div>	<div> <div>Total Time Costs</div> <div>Total Time</div> <div>\$1.87</div> <div>7m 29s</div> </div>	
				<div> <div> <div>✓ Done</div> <div>Completed by J.B. Young on 04/25/2025</div> </div> <div> <div>Total Time Costs</div> <div>Total Time</div> <div>\$1.87</div> </div> </div>	
ID: #5181	Broken limbs hanging in street	Type: Reactive	<div> <div>Signage</div> <div>J.B. Young</div> </div>	<div> <div>Total Time Costs</div> <div>Total Time</div> <div>\$2.89</div> <div>11m 34s</div> </div>	
				<div> <div> <div>✓ Done</div> <div>Completed by J.B. Young on 04/28/2025</div> </div> <div> <div>Total Time Costs</div> <div>Total Time</div> <div>\$2.89</div> </div> </div>	
ID: #5185	Faded street blades	Type: Reactive	<div> <div>Signage</div> <div>J.B. Young</div> </div>	<div> <div>Total Time Costs</div> <div>Total Time</div> <div>\$21.77</div> <div>1h 27m 4s</div> </div>	
				<div> <div> <div>✓ Done</div> <div>Completed by J.B. Young on 04/28/2025</div> </div> <div> <div>Total Time Costs</div> <div>Total Time</div> <div>\$21.77</div> </div> </div>	
ID: #5188	Street blades missing	Type: Reactive	<div> <div>Signage</div> <div>J.B. Young</div> </div>	<div> <div>Total Time Costs</div> <div>Total Time</div> <div>\$25.50</div> <div>1h 42m 0s</div> </div>	
				<div> <div> <div>✓ Done</div> <div>Completed by J.B. Young on 04/28/2025</div> </div> <div> <div>Total Time Costs</div> <div>Total Time</div> <div>\$25.50</div> </div> </div>	

WORK ORDER INFO	LOCATION & ASSET	DUE & STATUS	TIME & COST	PROCEDURE ANSWERS
ID: #5192 Pothole Type: Reactive Signage J.B. Young		✓ Done Completed by J.B. Young on 04/29/2025	Total Time Costs Total Time \$2.16 8m 38s Total Costs \$2.16	
ID: #5193 Pothole Type: Reactive Signage J.B. Young		✓ Done Completed by J.B. Young on 04/29/2025	Total Time Costs Total Time \$3.29 13m 9s Total Costs \$3.29	
ID: #5196 Blind corner Type: Reactive Signage J.B. Young		✓ Done Completed by J.B. Young on 04/29/2025	Total Time Costs Total Time \$8.26 33m 3s Total Costs \$8.26	
ID: #5199 Blind corner Type: Reactive Signage J.B. Young		✓ Done Completed by J.B. Young on 04/30/2025	Total Time Costs Total Time \$11.36 45m 27s Total Costs \$11.36	
ID: #5202 Limbs blocking view of stopsign Type: Reactive Signage J.B. Young		✓ Done Completed by J.B. Young on 04/30/2025	Total Time Costs Total Time \$6.38 25m 30s Total Costs \$6.38	
ID: #5203 Limbs blocking view of stopsign		✓ Done Completed by J.B. Young on 04/30/2025	Total Time Costs Total Time \$4.36 17m 26s	

Town of Smithfield
Public Works Sanitation Division
Monthly Report
April 30, 2025



I. Statistical Section

The Division collected from approximately 4,433 homes, 4 times during the month

- a. Sanitation forces completed 65 work orders
- b. Sanitation forces collected tons 497.67 of household waste
- c. Sanitation forces disposed of loads 76 of yard waste and debris at Spain Farms Nursery
- d. Recycled 0 tons of clean wood waste (pallets) at Convenient Site Center
- e. Town's forces collected 0 tons of construction debris (C&D)
- f. Town disposed of 250 scrap tires that was collected at Convenient Site Center
- g. Recycling forces collected 3.32 tons of recyclable plastic
- h. Recycled 800 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 2,600 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 4,800 lbs. of shredder steel for \$369.18 to Omni Source

III. Major Expenses for the Month:

Spain Farms Nursery was paid \$ 2,888.00 for disposal of yard waste and debris. Evan's Tire was paid \$ 2,865 for new rear tires for TK #320. Evan's Tire was paid \$ 1,550.40 for new front tires on TK #'s 320, 309. Keirh Transportation LLC was paid \$2,200 for class B License schooling for Ricky McMullen. McClung's Electric and Plumbing Co. was paid \$1,120 for repairs to Public Works Bathroom.

IV. Personnel Update:

No New Hires for month of April.

V. Narrative of monthly departmental activities:

Public Works Safety Training was on "Fatigue" With Jamie Pearce. Public works Supplied traffic control devices for Easter at The River Event.

Community Service Workers worked 10 Hrs.

**Town of Smithfield
Public Works Storm Water Division
Monthly Report
April 30, 2025**



I. Statistical Section

II. Major Revenues
None

III. Major Expenses for the Month:

Paid \$2,795.00 to Pro City for cleaning additional ditches in west Smithfield.

IV. Personnel Update:

None

V. Narrative of monthly departmental activities:

Street Sweep and storm drain cleaning and repair.
The Public Works Department safety meeting was for "Fatigue." Jamie Pearce from wellness works



SRAC MONTHLY REPORT FOR APRIL, 2025

PROGRAMS SATISTICS	APRIL, 2025	24/25 FY YTD	APRIL, 2024	
NUMBER OF PROGRAMS	16	176	21	
TOTAL CONTACT WITH PROGRAM PARTICIPANTS	1510	12767	1405	
	APRIL, 2025	24/25 FY YTD	APRIL, 2024	23/24 FY YTD
SRAC MEMBER VISITS	4366	49429	4174	39000
DAY PASSES	2025	14623	1842	15203
RENTALS (SRAC)	39	353	37	214
USERS (SRAC RENTALS)	1580	24530	1003	23319
TOTAL UNIQUE CONTACTS	9,481	103,163	8,424	103,163
FINANCIAL STATISCTICS	APRIL, 2025	24/25 FY YTD	APRIL, 2024	23/24 FY YTD
SRAC REVENUES	\$ 90,235.00	\$ 661,819.00	\$ 87,462.00	\$ 648,861.00
SRAC EXPENDITURES (OPERATIONS)	\$ 93,548.00	\$ 860,625.00	\$ 53,712.00	\$ 859,074.00
SRAC EXPENDITURES (CAPITAL)	\$ -	\$ 21,664.00	\$ -	\$ 98,110.00
SRAC MEMBERSHIPS	4251		3873	

HIGHLIGHTS

Tigershark Swim Lessons
Pottery Classes
Group Fitness Classes



MONTHLY REPORT FOR APRIL, 2025

PROGRAMS SATISTICS	APRIL, 2025	24/25 FY YTD	APRIL, 2024	
NUMBER OF PROGRAMS	12	86	12	
TOTAL ATHLETICS PARTICIPANTS	755	5851	446	
TOTAL NON/ATHLETIC PARTICIPANTS	455	7430	507	
NUMBER OF GAMES PLAYED	50	978	104	
TOTAL NUMBER OF PLAYERS (GAMES)	2021	21475	1876	
NUMBER OF PRACTICES	0	990	83	
TOTAL NUMBER OF PLAYER(S) PRACTICES	0	13224	935	
SARAH YARD COMMUNITY CENTER			211	
	APRIL, 2025	24/25 FY YTD	APRIL, 2024	23/24 FY YTD
PARKS RENTALS	81	395	122	626
USERS (PARKS RENTALS)	4211	31605	5464	20545
TOTAL UNIQUE CONTACTS	#VALUE!	88,509	9,439	88,509
FINANCIAL STATISTICS	APRIL, 2025	24/25 FY YTD	APRIL, 2024	23/24 FY YTD
PARKS AND RECREATION REVENUES	\$ 8,387.00	\$ 112,537.00	\$ 4,979.00	\$ 83,240.00
PARKS AND RECREATION EXPENDITURES (OPERATIONS)	\$ 88,317.00	\$ 883,863.00	\$ 78,170.00	\$ 732,950.00
PARKS AND RECREATION EXPENDITURES (CAPITAL OUTLAY EQUIP)	\$ 17,105.00	\$ 78,600.00	\$ 19,121.00	\$ 172,356.00
SARAH YARD CENTER EXPENDITURES (OPERATION)	\$ 2,214.00	\$ 27,934.00	\$ 2,802.00	\$ 28,044.00
SARAH YARD CENTER EXPENDITURES (CAPITAL OL)	\$ -	\$ 4,300.00	\$ -	\$ 7,475.00
HIGHLIGHTS	Youth Baseball, Softball, T- Ball Adult Fun and Fellowship League USSSA Softball Tournament Mother Son Dance Litter Sweep			



- **Statistical Section**

- Electric CP Demand 20,062 Kw relative to March's demand of 24,275 Kw.
- Electric System Reliability was 99.5436%, with two (2) recorded main line outages; relative to March's 99.9984%.
- Raw water treated on a daily average was 4.300 MG relative to 3.833 MG for March; with maximum demand of 5.648 MG relative to March's 5.662 MG.
- Total finished water to the system was 118.235 MG relative to March's 110.659 MG.
Average daily for the month was 3.814 MG relative to March's 3.570 MG.
Daily maximum was 4.919 MG (April 29th) relative to March's 4.414 MG.
Daily minimum was 2.783 MG (April 12th), relative to March's 2.801 MG.

- **Miscellaneous Revenues**

- Water sales were \$256,634 relative to March's \$235,521
- Sewer sales were \$441,855 relative to March's \$403,682
- Electrical sales were \$1,267,262 relative to March's sales of \$1,230,529
- Johnston County Water purchases were \$227,721 for 89.654 MG relative to March's \$191,032 for 75.209 MG.

- **Major Expenses for the Month**

- Electricity purchases were \$958,710 relative to March's \$1,070,922
- Johnston County sewer charge was \$237,105 for 53.044 MG relative to March's \$305,192 for 68.276 MG.

- **Personnel Changes**

Zach Creech resigned as a Meter Reader on April 3, 2025

Josh Willis Resigned as a Utility Line Mechanic on April 18, 2025

Josh Willis was hired as a Meter Reader on April 21, 2025



**Town of Smithfield
Electric Department
Monthly Report
April 2025**

I. Statistical Section

- Street Lights repaired –20
- Area Lights repaired-14
- Service calls – 33
- Underground Electric Locates -521
- Poles changed out/removed or installed -11
- Underground Services Installed -1

II. Major Revenues

- N/A

III. Major Expenses for the Month:

- N/A

IV. Personnel Update:

- The Electrical Dept. has new employee starting May 19 2025.
-

V. Miscellaneous Activities:

- The electrical Dept completed 3 phase line for CARMAX.
- The Electrical Dept. is working on replacing old poles and upgrading lines in the south side of town.
- The Electrical Dept is continuing to work on the Pole Audit Town.



Public Utilities Water and Sewer

Monthly Statistics	Month Ending	4/30/2025
	<i>Monthly Total</i>	<i>Year to Date Total</i>
Water Calls	80	358
Sewer Calls	27	146
Utility Locates	571	3416
Storm Drainage Calls	0	1
Total Calls	678	3921
Quotes new services	3	13
Inspections	3	18
Locate existing water & sewer services	3	9
Disconnect water	1	13
Reconnect water	1	5
Test meter	1	15
Temp hydrant meter	2	4
Discolored water call	1	8
Low pressure call	3	33
Leak detection	15	80
Meter check	24	91
Meter repair	10	52
Meter leak	5	43
Service leak	3	23
Water main leak	1	22
Replace existing water meter	7	31
Install new water meter	37	122
Install new water service	2	5
Renew water service	1	8
Water blow off repair	0	0
Street cuts	5	26

Repair utility cut or sink hole	8	16
Fire hydrant repair	1	6
Fire hydrant replaced	4	14
Camera Sewer main or service	1	12
Sewer odor complaint	2	5
Sewer main repair	6	19
Clean out repair or install	7	26
LF of sewer main cleaned	80	4555
LF of sewer service cleaned	978	6298
LF of storm drain cleaned	0	500

- Serviced 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 March

- Had Stuckey to make some water and sewer repairs that we were not able to.
- Still having work done on the Vac truck.

Upcoming Projects for the month of April

- I 95 project continues.
- Finley 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

- Josh Willis left Water & Sewer Div. and started as a meter reader.



MONTHLY WATER LOSS REPORT

April 2025

(8) - Meters with slow washer leaks

(2) - $\frac{3}{4}$ " Line, $\frac{1}{8}$ ", 3 hrs.

1 $\frac{1}{2}$ " Line, Shear, 1 day

Smithfield Water Plant
Distribution Sampling Site Plan

Hydrant Flushing

Street Name	Date	Chlorine	Time	Gallons	Psi	Street Name	Date	Chlorine	Time	Gallons	PSI
Stephson Drive	04/15/25	2	15	7965	10	North Street	04/24/25	3	15	17820	40
Computer Drive	04/15/25	3	15	31860	10	West Street	04/24/25	3	15	78030	50
Castle Drive	04/15/25	3	15	7965	10	Regency Drive	04/24/25	3	15	63720	60
Parkway Drive	04/15/25	2	15	63720	40	Randers Court	04/24/25	3	15	15930	40
Garner Drive	04/15/25	2.5	15	63723	40	Noble Street	04/24/25	3	15	15930	40
Hwy 210 LIFT ST.	04/15/25	2	15	15930	40	Fieldale Dr#1(L)	04/24/25	3	15	63720	40
Skyland Drive	04/15/25	3	15	7965	10	Fieldale Dr#2(R)	04/24/25	3	15	63720	40
Bradford Street	04/15/25	3	15	15930	10	Heather Court	04/24/25	3	15	15930	40
Kellie Drive	04/15/25	2.5	15	7965	10	Reeding Place	04/24/25	3	15	15930	40
Edgewater	04/16/25	2	15	7965	10	East Street	04/24/25	3	15	63720	40
Edgecombe	04/16/25	2	15	15930	40	Smith Street	04/24/25	3	15	63720	40
Valley Wood	04/16/25	2	15	63720	40	Wellons Street	04/24/25	3	15	63720	40
Creek Wood	04/16/25	2.5	15	63720	40	Kay Drive	04/21/25	3	15	38985	15
White Oak Drive	04/15/25	2	15	7965	10	Huntington Place	04/21/25	3	15	38985	15
Brookwood Drive	04/15/25	2.5	15	22515	5	N. Lakeside Drive	04/22/25	3	15	9750	15
Runnymede Place	04/17/25	3	15	31860	10	Cypress Point	04/22/25	3	15	34890	12
Nottingham Place	04/17/25	3	15	38985	10	Quail Run	04/22/25	3	15	8715	12
Heritage Drive	04/17/25	2	15	38985	10	British Court	04/22/25	3	15	8715	12
Noble Plaza #1	04/17/25	3	15	9750	10	Tyler Street	04/22/25	3	15	78030	60
Noble Plaza #2	04/17/25	2.8	15	9750	10	Yelverton Road	04/22/25	3	15	63720	40
Pinecrest Street	04/17/25	2.5	15	19500	10	Ava Gardner	04/22/25	3	15	63720	40
S. Sussex Drive	04/17/25	3	15	31860	10	Waddell Drive	04/22/25	3	15	7965	10
Elm Drive	04/17/25	3	15	9750	10	Henly Place	04/22/25	3	15	8715	12
						Birch Street	04/22/25	3	15	34890	12
Coor Farm Supply	04/21/25	2	15	7965	10	Pine Street	04/22/25	3	15	38985	15
Old Goldsboro Rd.	04/17/25	3	15	7965	10	Oak Drive	04/22/25	3	15	37695	14
Hillcrest Drive	04/23/25	2	15	31860	10	Cedar Drive	04/22/25	3	15	31860	10
Eason Street	04/23/25	3	15	38985	40	Aspen Drive	04/22/25	3	15	34890	12
Magnolia circle	04/23/25	3	15	78030	40	Furlonge Street	04/22/25	3	15	34890	12
Rainbow Drive	04/23/25	3	15	19500	60	Golden Corral	04/22/25	3	15	40290	16
Rainbow Circle	04/23/25	3	15	19500	60	Holland Drive	04/22/25	3	15	9750	15
Moonbeam Circle	04/23/25	3	15	19500	60	Davis Street	04/22/25	3	15	34890	12
Ray Drive	04/24/25	3	15	15930	60	Caroline Ave.	04/22/25	3	15	31860	10
Will Drive	04/24/25	3	15	63720	40	Johnston Street	04/22/25	3	15	38985	15
Michael Lane	04/24/25	3	15	63721	40	Ryans	04/22/25	3	90	9750	15
Ward Street	04/24/25	3	15	15930	40						
				961954						1282815	2244769