



Town Council Agenda Packet

Mayor

M. Andy Moore

Mayor Pro-Tem

Sloan Stevens

Council Members

Dr. Gettys Cohen, Jr.

Travis Scott

Doris L. Wallace

Roger A. Wood

John A. Dunn

Stephen Rabil

Town Attorney

Robert Spence, Jr.

Interim Town Manager

Kimberly Pickett

Interim Finance Director

Greg Siler

Town Clerk

Elaine Andrews

Meeting Date: Tuesday, February 3, 2026

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
February 3, 2026
7:00 PM**

Call to Order

Invocation

Pledge of Allegiance

Approval of Agenda

Page:

Presentations:

- 1. Proclamation – All in Red Month – February 2026**
(Mayor – M. Andy Moore)1

Public Hearings:

- 1. Zoning Amendment Request – ZA-25-03:** The Town Council is respectfully requested to hold a public hearing and review a proposed zoning text amendment to the Unified Development Ordinance (UDO), Article 6, Section 6.51, and Article 10, Section 10.94, to repeal the Rowhouse Overlay District and replace it with the Downtown Overlay District and associated regulations (ZA-25-03), and to take action to approve, approve with modifications, or deny the amendment.
(Interim Planning Director – Micah Woodard) See attached information.....2
- 2. Zoning Map Amendment Request – RZ-25-02:** The Town Council is respectfully requested to hold a public hearing on the zoning map amendment, RZ-25-02, to establish the boundaries of the Downtown Overlay Zoning District associated with text amendment ZA-25-03, and to take action to approve, approve with modifications, or deny the amendment.
(Interim Planning Director – Micah Woodard) See attached information.....17

Citizens Comments:

Consent Agenda Items:

- 1. Approval of Minutes:**
 - a. January 6, 2026 – Regular Session.....29
 - b. January 6, 2026 – Closed Session (Under a Separate Cover)

- 2. Special Event: Johnston County Building and Industries Discover Construction Day**—The applicant respectfully requests approval of a Temporary Use Permit to hold *Discover Construction Day* on April 1, 2026, from 7:00 a.m. to 2:30 p.m. The event is intended to engage students and promote interest in vocational careers. The request includes the temporary closure of the 300 block of Bridge Street between Third and Fourth Streets. Attendance is expected to exceed 100 participants, with event cleanup completed by 3:30 p.m.
(Interim Planning Director– Micah Woodard) See attached information.....37

- 3. Consideration and request for approval to adopt Resolution 798 (06-2026) authorizing the disposition of certain surplus property and the auctioning of that property by the electronic service of GovDeals.com:** The Planning Department wishes to dispose of a 2003 Ford F150 Truck. Staff respectfully requests approval of Resolution 798 (06-2026) authorizing sale of surplus property in accordance with NC G.S. 160A-270.
(Town Clerk – Elaine Andrews) See attached information.....46

- 4. New Hire Report**
(Human Resources Director – Shannan Parrish) See attached information.....51

Business Items:

- 1. Consideration and request for approval to initiate contract for CMAC Grant for Sidewalks on Venture Drive:** Staff respectfully requests the Town Council's consideration of updated contract cost estimates for the Venture Drive sidewalk project, totaling approximately \$1,525,375, with a required 20 percent local match of \$305,075. Due to the increased cost, staff recommends funding the Town's match over two fiscal years by allocating half in each year.
(Interim Town Manager – Kim Pickett) See attached information.....53

- 2. Consideration and request for approval of Advisory Board Appointments:** The Town Council is respectfully requested to consider appointments for the Historic Preservation Committee and the Planning Board by ballot, due to the multiple applications of interest. The Town Council is also asked to respectfully consider an appointment to the Appearance Commission. Emery Ashley Jr., Michael Wagstaff, Janice Wagstaff, and Brian "Scott" Royster would like to be considered for the HPC. Thomas Bell, Kisha Fields, Monica Price, Stephanie Avery, and Brian "Scott" Royster would like to be considered for the Planning Board. Monica Price would also like to be considered for the Appearance Commission.
(Town Clerk – Elaine Andrews) See attached information.....91

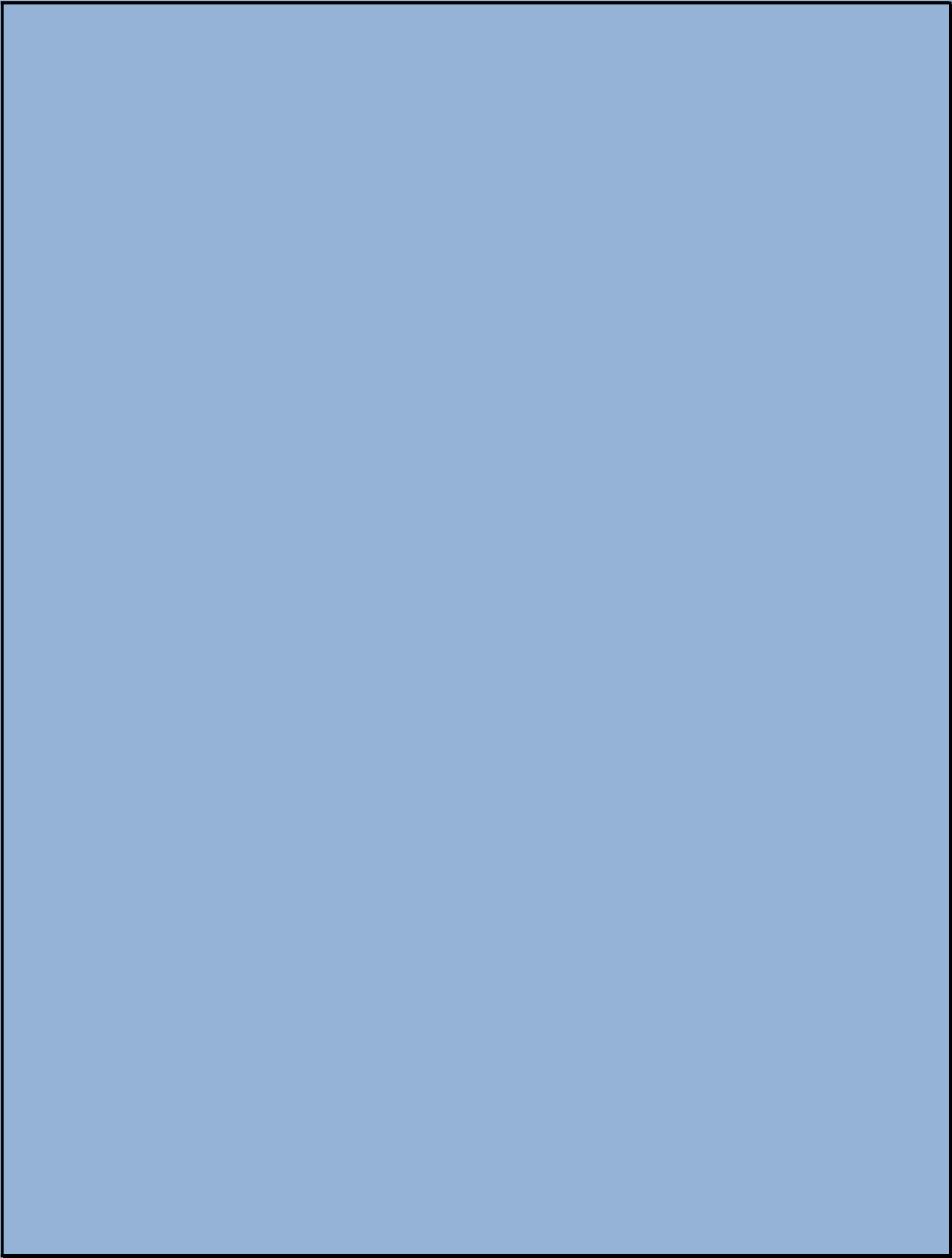
Councilmember's Comments

Town Manager's Report

- Department Reports.....110

Adjourn

Presentations



PROCLAMATION

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

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

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

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

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

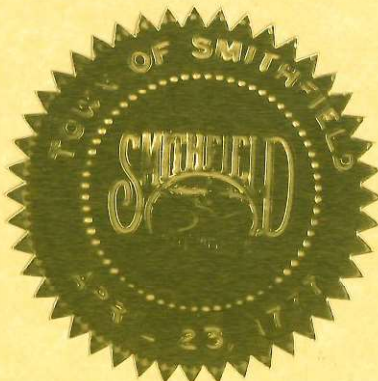
WHEREAS, the *ALL IN RED* campaign encourages all Johnston County residents, business owners, and visitors to participate in this initiative by wearing red on **February 6, 2025**, *National Wear Red Day*, and/or **running a RED promo or fundraiser throughout February**; and

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

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

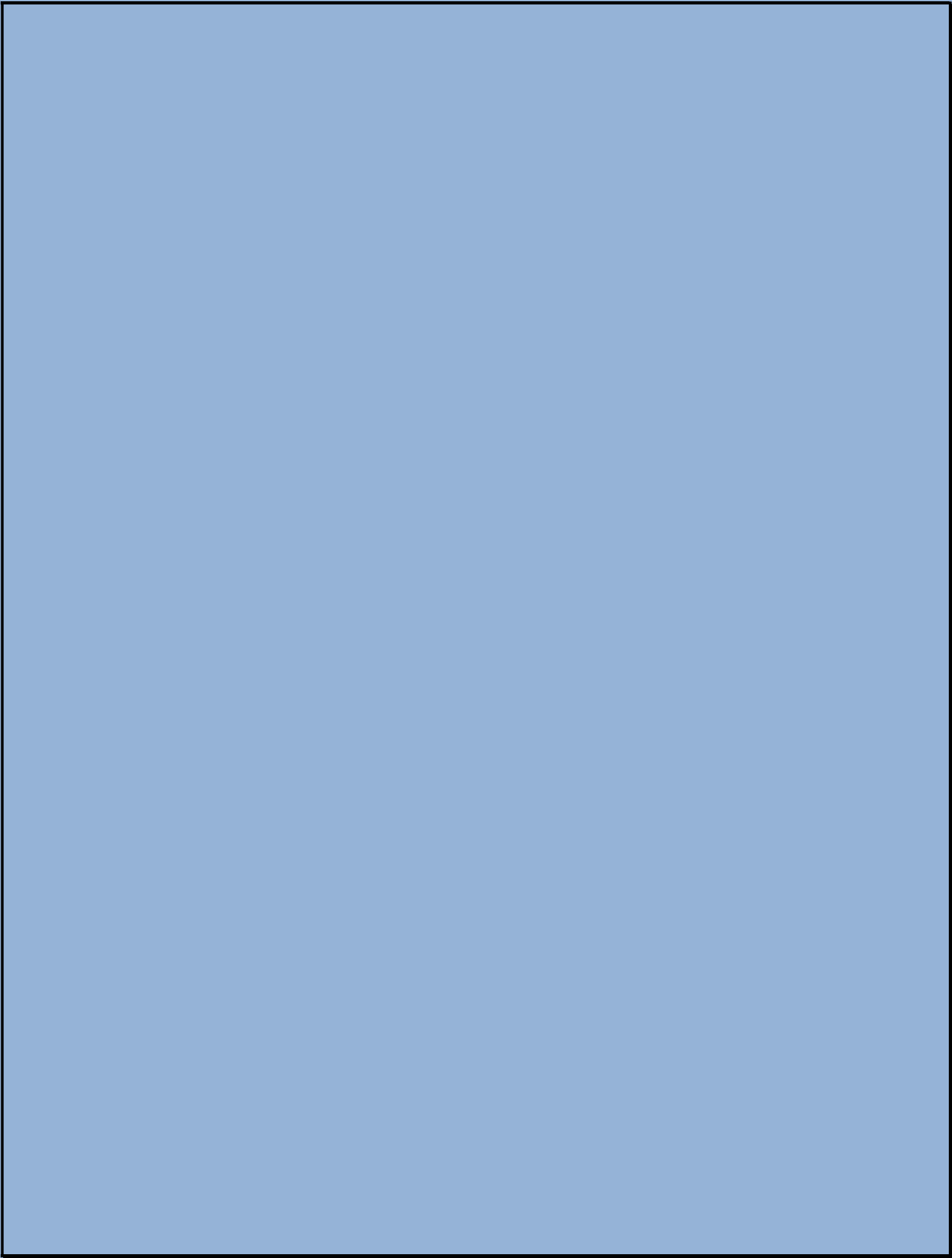
NOW, THEREFORE, I, M. Andy Moore, Mayor of the Town of Smithfield along with members of the Town Council do hereby proclaim **February 2026** as “*ALL IN RED MONTH*” and encourage businesses, industries, and citizens in our community to support and participate in this event.

Duly proclaimed this 3rd day of February 2026.



M. Andy Moore, Mayor

Public Hearings





Request for Town Council Action

Public Hearing: ZA-25-03

Date: 02/03/2026

Subject: Downtown Overlay District

Department: Planning Department

Presented by: Interim Planning Director – Micah Woodard

Presentation: Public Hearing

Issue Statement

An amendment to the Unified Development Ordinance UDO Article 6, Section 6.51 and Section 10.94 to repeal the Rowhouse Overlay District and replace it with the Downtown Overlay District and regulations.

Financial Impact

None

Action Needed

The Town Council is respectfully requested to hold a public hearing and to review the zoning text amendment, ZA-25-03, to approve, approve with changes or deny the amendment.

Recommendation

Staff and the Planning Board recommend approval of UDO Amendment, ZA-25-03, amending Section 6.51 and Section 10.94 to repeal the Rowhouse Overlay District and replace it with the Downtown Overlay District and regulations.

Approved: ☒ Town Manager ☐ Town Attorney

Attachments:

1. Staff report
2. Ordinance Amendment Application
3. UDO Amendment Application
4. Draft Ordinance
5. Consistency Statement
6. Adjacent Notification Certification
7. Map of Area
8. Legal Advertisement



Staff Report

**Public ZA-25-03
Hearing:**

OVERVIEW:

The Downtown Smithfield Development Corporation (DSDC) provides support to residents and business within a defined district that includes the historic downtown and Market Street to US301 and some areas east and west (see Downtown Tax District Map). In an effort to expand services and to bolster economic development beyond the historic downtown area, the DSDC and Staff are proposing an overlay district that is intended to:

- Encourage zero lot line commercial development.
- Parking to the side or rear of buildings.
- Allow mixed use development by allowing uses in the B-1 and B-2 District.
- Allow the UDO Director to waive parking minimums.
- Require wider sidewalks.
- Provide architectural standards.
- Have common sign standards.

HISTORY:

A previous downtown overlay was approved in 2005 that has some similar goals, that has since been repealed. That overlay's purpose was:

- Allow for residences within and in close proximity to the downtown.
- Maintain a mixture of land uses to keep downtown vital.
- Encourage zero lot line commercial development with parking lots to the side and rear.

Section 10.94, the Row House Overlay Regulations were struck from the UDO with the updates to Article 10 in November of 2024, however its corresponding regulations in Section 6.51 Row House Overlay District still remains in the UDO and should also be stricken.

DOWNZONING:

In late 2024, the NC State Legislature adopted (S.B. 382) that included a downzoning provision that prohibits any zoning amendment that creates any type of nonconformity on land not in a residential zoning district, including a nonconforming use, nonconforming lot, nonconforming structure, nonconforming improvement, or nonconforming site element. This proposal:

- has no impact on land use – uses permitted in the B-2 district will still be permitted.
- will not create nonconforming lots – existing lots won't change and this overlay only applies to new development.

BOUNDARY:

The boundaries of the Downtown Overlay District shall be shown on the official zoning map and will only affect properties fronting East Market Street currently zoned B-2 from the downtown to Brightleaf Boulevard.

CONSISTENCY STATEMENT (STAFF OPINION):

Staff find the zoning text amendment to be consistent with the Town of Smithfield Comprehensive Growth Management Plan and other adopted plans, and that the amendment is reasonable and in the public interest.

RECOMMENDATION:

Planning Staff and the Planning Board recommend approval of the zoning text amendment ZA-25-03, with a statement declaring the request consistent with the Town of Smithfield Comprehensive Growth Management Plan and that the request is reasonable and in the public interest.

RECOMMENDED MOTION:

"Move to approve zoning text amendment, ZA-25-03, with a statement declaring the request consistent with the Town of Smithfield Comprehensive Growth Management Plan and that the request is reasonable and in the public interest."



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

Petition for Amendment to the Unified Development Ordinance

Pursuant to Article 4 of the Town of Smithfield Unified Development Ordinance, Proposed amendments may be initiated by the Town Council, Planning Board, Board of Adjustment, members of the public, or by one or more interested parties. The application for any amendment shall contain a description of the proposed zoning regulation.

APPLICANT INFORMATION:

| | |
|--|---------------------|
| Town of Smithfield Planning Department | 350 E Market Street |
| Petitioner's Name | Address or PO Box |
| Smithfield NC 27529 | 919-934-2116 |
| City, State, Zip Code | Telephone |

Proposed amendment to the Town of Smithfield Unified Development Ordinance:
to the Unified Development Ordinance UDO Article 6, Section 6.51 and Section 10.94 to repeal the
Rowhouse Overlay District and replace it with the Downtown Overlay District and regulations.
(Attach additional sheets as necessary)

This application must be accompanied by a Statement of Justification which addresses the following:

1. How the amendment proposed would serve the public interest or correct an obvious error in the existing ordinance.
2. How the amendment proposed will enhance or promote the purposes and goals of the adopted plans and policies of the governing body.

The undersigned hereby authorizes the filing of this petition and certifies that the information contained herein stands alone based on the merits of this request and is accurate to the best of their knowledge and belief.

| | | |
|-------------------------|--|---------|
| Stephen Wensman | Digitally signed by Stephen Wensman Date: 2025.06.20 16:25:32 -04'00' | 6/20/25 |
| Signature of Petitioner | | Date |

FOR OFFICE USE ONLY

| | | | | | |
|--------------|----------|----------------|---------|--------------|---|
| File Number: | ZA-25-03 | Date Received: | 6/20/25 | Amount Paid: | — |
|--------------|----------|----------------|---------|--------------|---|



Town of Smithfield
Planning Department
350 E. Market St Smithfield, NC 27577
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Petition for Amendment to the Unified Development Ordinance

Pursuant to Article 4 of the Town of Smithfield Unified Development Ordinance, Proposed amendments may be initiated by the Town Council, Planning Board, Board of Adjustment, members of the public, or by one or more interested parties. The application for any amendment shall contain a description of the proposed zoning regulation.

APPLICANT INFORMATION:

Head: Gilmond 200 S. Front Street.
Petitioner's Name Address or PO Box
Smithfield, NC, 27577 (919) 934-0887
City, State, Zip Code Telephone

Proposed amendment to the Town of Smithfield Unified Development Ordinance:

(Attach additional sheets as necessary)

This application must be accompanied by a Statement of Justification which addresses the following:

1. How the amendment proposed would serve the public interest or correct an obvious error in the existing ordinance.
2. How the amendment proposed will enhance or promote the purposes and goals of the adopted plans and policies of the governing body.

The undersigned hereby authorizes the filing of this petition and certifies that the information contained herein stands alone based on the merits of this request and is accurate to the best of their knowledge and belief.

[Signature] - DSDC 7/8/2025
Signature of Petitioner Date

FOR OFFICE USE ONLY

File Number: 2A-25-03 Date Received: _____ Amount Paid: _____



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

OWNER'S CONSENT FORM

Name of Project: Downtown Overlay Submittal Date: _____

OWNERS AUTHORIZATION

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

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

Heidi Gilmond Heidi Gilmond 7/8/2025
Signature of Owner Print Name Date

CERTIFICATION OF APPLICANT AND/OR PROPERTY OWNER

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

Heidi Gilmond Heidi Gilmond 7/8/2025
Signature of Owner/Applicant Print Name Date

FOR OFFICE USE ONLY

File Number: ZA-25-03 Date Received: _____ Parcel ID Number: _____

APPLICANT AFFIDAVIT

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

Heidi Gilmond
Print Name

Heidi Gilmond
Signature of Applicant

7/8/2025
Date

PROPOSED

ORDINANCE # ZA-25-03
AN ORDINANCE TO AMEND THE TOWN OF SMITHFIELD
UNIFIED DEVELOPMENT ORDINANCE
ARTICLE 6, SECTION 6.5.1 TO REPEAL THE ROWHOUSE
OVERLAY DISTRICT (RHO) DISTRICT AND REPLACE WITH A
DOWNTOWN OVERLAY DISTRICT (DOD) WITH STANDARDS
IN ARTICLE 10, SECTION 10.94.

WHEREAS, the Smithfield Town Council wishes to amend certain provisions in the Town of Smithfield Unified Development Ordinance by making changes to Unified Development Ordinance Article 6, Section 6.51 and Section 10.94 to repeal the Rowhouse Overlay District and replace it with the Downtown Overlay District.

WHEREAS, it is the objective of the Smithfield Town Council to have the UDO promote regulatory efficiency and consistency and the health, safety, and general welfare of the community;

NOW, THEREFORE, be it ordained that the following Articles are amended to make the following changes set forth in the deletions (strikethroughs) and additions (double underlining) below:

PART 1

{Repeal 6.5.1 Rowhouse Overlay District (RHO) District and replace with a new Section 6.5.1.
Downtown Overlay District (DOD)}

~~6.5.1. RHO Rowhouse Overlay District.~~

~~A district established to provide development standards for high density single family residential areas which are in addition to those provided by the underlying zoning districts established by the Unified Development Ordinance.~~

6.5.1. Downtown Overlay District (DOD).

The primary purpose of the Downtown Overlay District is to create development standards for commercial properties in and adjacent to downtown for new development that occurs after the adoption of this ordinance, ^{insert date} 2025, that embody the traditional and historic commercial site development patterns and character of downtown Smithfield.

PART 2

{Establish new Sec. 10.94. Downtown Overlay District regulations}

Sec. 10.94 Downtown Overlay District.

10.94.1 Purpose.

The primary purpose of the Downtown Overlay District is to create development standards for commercial properties in and adjacent to downtown that embodies the traditional and historic

commercial site development patterns and character of downtown Smithfield. This ordinance applies to all new development after the adoption of this ordinance on ^{insert date}, 2025.

Specific objectives of the Downtown Overlay District are:

- a) Encourage zero lot line commercial development.
- b) Parking to the side or rear of buildings.
- c) Allow mixed use development.
- d) Allow the UDO Director to waive parking minimums.
- e) Require wider sidewalks.
- f) Provide architectural standards.
- g) Have common sign standards.

10.94.2 Established boundaries.

The boundaries of the Downtown Overlay District shall be the areas shown on the official zoning map.

10.94.3. Conflicts with other sections.

Where there is a conflict between these Downtown Overlay District provisions and other sections of the Unified Development Ordinance, these regulations shall govern.

10.94.4. Permitted uses.

Permitted uses shall be governed by the underlying zoning district in accordance with Section 6.6 Table of Uses and Activities for B-1 uses and B-2 uses.

10.94.5. Building height and building setbacks.

Maximum building height and building setback standards shall be governed by the Central Business District, Section 8.7.1.and 8.7.2.

10.94.6 Off-street parking and loading.

Off-street parking and loading shall be located in the side and rear yards and accessed from an alley when available.

The UDO Director may allow a new use to be established in an existing building if all parking requirements of the UDO cannot be met for the new use, provided that as much off-street parking as can reasonably be provided by the use, and no foreseeable traffic congestion problems will be created.

10.94.7 Architectural standards.

10.94.7.1. Site Design and Character.

10.94.7.1.1. All new buildings shall be placed and designed to present the front and primary façade to the block frontage that is highest in order of precedence and should convey a sense of human scale and visual interest along the street front.

10.94.7.1.2. All new buildings on a corner at the intersection of two streets shall be placed to present a front and primary façade on both street block frontages.

10.94.7.1.3. Windows shall use clear glass or clear low-E glass.

10.94.7.1.4. New buildings shall be scaled to the pedestrian, with a variety of ways to engage activity at the street and sidewalk by incorporating at least three of the following elements:

- Recessed bays
- Protruding or recessed entries.
- Awnings, entry roofing and trellises.
- Architectural elements integrated into the design such as dormers, roof cornices, columns, piers, lintels.
- Change in plane to avoid large building masses.
- Change in building material or siding style.
- Windows (except storefront windows) shall include trim or other design treatment, or alternately be recessed at least two inches from the façade.

10.94.7.1.5. Parking Facilities. Parking structures shall incorporate ground floor features that promote a pedestrian environment.

10.94.7.1.5.1. At street level, the parking structure shall include retail, commercial space, or architectural features that engage the pedestrian experience. The use of awnings, shading devices, and landscaping are a means to provide visual interest to areas otherwise not engaging the pedestrian at street level.

10.94.7.1.5.2. Upper parking levels facing the street shall minimize the visual impact of parked cars. Openings shall have a rhythm and scale similar to buildings in the area. Screens and decorative materials along with railings shall be included to provide visual interest to upper-level openings in the structure to help minimize headlight glare onto adjacent buildings.

10.94.7.1.5.3. The overall design of the parking structure shall be compatible within the area in terms of scale, massing, and rhythm. Vertical and horizontal articulation shall divide the structure to conform with the area. Vertical pedestrian circulation can be a change of material or offset from the façade or elevation in a design similar to buildings in the area. Angled ramps within shall be screened from view from streets or sidewalks.

10.94.7.1.6. Building materials and color. Building materials and color should be compatible or complimentary with buildings in the B-1 zoning district.

10.94.8. Landscaping Requirements.

Street Yard and Buffer Requirements may be waived to accommodate zero lot development setbacks.

10.94.9. Other district standards.

All other district standards shall be in accordance with the underlying zoning district.

PART 3

That the Unified Development Ordinance shall be page numbered and revision dated as necessary to accommodate these changes.

PART

That these amendments of the Unified Development Ordinance shall become effective upon adoption. Duly adopted this the 3rd day of February 2026.

M. Andy Moore, Mayor

ATTEST

Elaine Andrews, Town Clerk

**THE TOWN OF SMITHFIELD
UNIFIED DEVELOPMENT ORDINANCE
AMENDMENT CONSISTENCY STATEMENT
BY THE SMITHFIELD TOWN COUNCIL
ZA-25-03**

Whereas the Smithfield Town Council, upon acting on a zoning ordinance amendment to the *Unified Development Ordinance* and pursuant to NCGS §160D-605, is required to approve a statement describing how the action is consistent with the Town of Smithfield *Comprehensive Growth Management Plan*; and

Whereas the Smithfield Town Council, upon acting on a zoning ordinance amendment to the *Unified Development Ordinance* and pursuant to NCGS §160D-605, is required to provide a brief statement indicating how the action is reasonable and in the public interest.

NOW THEREFORE, BE IT ADOPTED BY THE SMITHFIELD TOWN COUNCIL AS APPROPRIATE:

IN THE EVENT THAT THE MOTION TO RECOMMEND APPROVAL OF THE ORDINANCE AMENDMENT,

That the final action regarding zoning ordinance amendment ZA-25-03 is based upon review of and consistency with, the Town of Smithfield *Comprehensive Growth Management Plan* and any other officially adopted plan that is applicable, along with additional agenda information provided to the Town Council and information provided at the regularly scheduled meeting of Town Council; and

It is the objective of the Town of Smithfield Town Council to have the *Unified Development Ordinance* promote regulatory efficiency and consistency and the health, safety, and general welfare of the community. The zoning ordinance amendment promotes this by offering fair and reasonable regulations for the citizens and business community of the Town of Smithfield as supported by the staff report and attachments provided to the Town Council at their regularly scheduled meeting. Therefore, the ordinance amendment is reasonable and in the public interest.

IN THE EVENT THAT THE MOTION TO RECOMMEND APPROVAL OF THE ORDINANCE FAILS,

That the final action regarding zoning ordinance amendment ZA-25-03 is based upon review of, and consistency, the Town of Smithfield *Comprehensive Growth Management Plan* and other officially adopted plans that are applicable; and

It is the objective of the Town Council to have the *Unified Development Ordinance* promote regulatory efficiency and consistency and the health, safety, and general welfare of the community. The zoning ordinance amendment does not promote this and therefore is neither reasonable nor in the public interest.

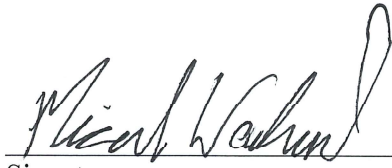


PLANNING DEPARTMENT

Micah Woodard, Planner I

ADJOINING PROPERTY OWNERS CERTIFICATION

I, Micah Woodard, hereby certify that the property owner and adjacent property owners of the following petition(s), CZ-25-04, ZA-25-03, RZ-25-02, ZA-25-04 and RZ-25-03 were notified by First Class Mail on 7/24/25 of the Public Meeting on August 7th, 2025.



Signature

Johnston County, North Carolina

I, Julianne Edmonds, Notary Public for Johnston County and State of North Carolina do hereby certify that Micah Woodard personally appeared before me on this day and acknowledged the due execution of the foregoing instrument. Witness my hand and official seal, this the

24th day of July, 2025

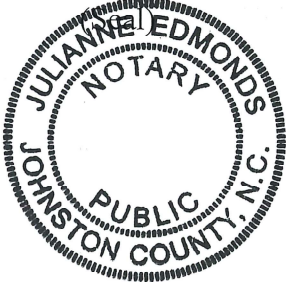


Notary Public Signature

Julianne Edmonds

Notary Public Name

My Commission expires on 1-15-2028





**Town of Smithfield
Town Council
Notice of Public Hearing**

Notice is hereby given that a Public Hearing will be held before the Town Council of the Town of Smithfield, N.C., on Tuesday, February 3rd, 2026, at 7:00 P.M., in the Town Hall Council Chambers located at 350 East Market Street to consider the following requests:

ZA-25-03 Downtown Overlay Ordinance: Staff prepared amendment to the Unified Development Ordinance UDO Article 6, Section 6.51, and Section 10.94 to repeal the Rowhouse Overlay District and replace it with the Downtown Overlay District and regulations.

RZ-25-02 Downtown Overlay Map Amendment: Public hearing for a request to review the proposed amendment to the zoning map to create a Downtown Overlay District.

All interested people are encouraged to attend. To accommodate disabilities and to comply with ADA regulations, please contact the office if you need assistance. Further inquiries regarding this matter may be directed to the Town of Smithfield at (919) 934-2116 ext. 1109 or online at www.smithfield-nc.com.

The Johnstonian
January 21, 2026



Request for Town Council Action

**Public RZ-25-02
Hearing:**

Date: 02/03/2026

Subject: Downtown Overlay Zoning Map Amendment

Department: Planning Department

Presented by: Interim Planning Director – Micah Woodard

Presentation: Public Hearing

Issue Statement

Review the proposed amendment to the zoning map to create a Downtown Overlay District.

Financial Impact

None

Action Needed

The Town Council is respectfully requested to hold a public hearing the zoning map amendment, RZ-25-02, and make a recommendation to the Town Council to approve, approve with changes or deny the amendment.

Recommendation

Staff and the Planning Board recommend approval of the Zoning Map Amendment, RZ-25-02, to establish the boundary of the Downtown Overlay District

Approved: ☒ Town Manager ☐ Town Attorney

Attachments:

1. Staff report
2. Rezoning Application
3. UDO Amendment Application
4. Consistency Statement
5. Draft Map Amendment
6. Adjacent Notification Certification
7. Legal Ad



Staff Report

**Public RZ-25-02
Hearing:**

OVERVIEW:

The zoning map amendment will establish the boundary of the Downtown Overlay Zoning District in association with the text amendment ZA-25-03. The proposed overlay district will contain all the properties along East Market Street from the B-1 Zoning District to Brightleaf Boulevard. For more information, please review the staff report for ZA-25-03.

CONSISTENCY STATEMENT (Staff Opinion):

With approval of the rezoning, the Planning Board/Town Council is required to adopt a statement describing whether the action is consistent with adopted comprehensive plan and other applicable adopted plans and that the action is reasonable and in the public interest. Planning Staff considers the action to be consistent and reasonable:

- Consistency with the Comprehensive Growth Management Plan -The amendment is consistent with the town's comprehensive plan.
- Consistency with the Unified Development Code – the amendment is consistent with the UDO.
- Compatibility with Surrounding Land Uses – the amendment will result in consistency in land uses along East Market Street

RECOMMENDATION:

Planning Staff and the Planning Board recommend approval of the zoning map amendment, RZ-25-02, with a statement declaring the request consistent with the Town of Smithfield Comprehensive Growth Management Plan and that the request is reasonable and in the public interest.

RECOMMENED MOTION:

"Move to approve zoning map amendment, RZ-25-02, with a statement declaring the request consistent with the Town of Smithfield Comprehensive Growth Management Plan and that the request is reasonable and in the public interest."



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

REZONING APPLICATION

Pursuant to Article 4, Section 4-1 of the Unified Development Ordinance, proposed amendments may be initiated by the Town Council, Planning Board, Board of Adjustment, members of the public, or by one or more interested parties. Rezoning applications must be accompanied by one (1) application, one (1) required plan, an Owner's Consent Form (attached), (1) electronic submittal and the application fee.

Name of Project: Downtown Overlay Acreage of Property:
Parcel ID Number: Tax ID:
Deed Book: Deed Page(s):
Address:
Location: Over properties that front on East Market Street from the B-1 District to Brightleaf Boulevard.

Existing Use: B-2 Commercial Proposed Use: B-1 and B-2 Commercial
Existing Zoning District: B-2
Requested Zoning District DT Overlay
Is project within a Planned Development: ☐ Yes ☒ No
Planned Development District (if applicable):
Is project within an Overlay District: ☐ Yes ☒ No
Overlay District (if applicable):

FOR OFFICE USE ONLY

File Number: RZ-25-02 Date Received: 6/27/25 Amount Paid:

OWNER INFORMATION:

Name: _____

Mailing Address: _____

Phone Number: _____ **Fax:** _____

Email Address:

APPLICANT INFORMATION:

Applicant: Stephen Wensman, Planning Director

Mailing Address: _____

Phone Number: 919-934-2116, ext. 1114 **Fax:**

Contact Person: _____

Email Address:

REQUIRED PLANS AND SUPPLEMENTAL INFORMATION

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

- ☐ A map with metes and bounds description of the property proposed for reclassification.
- ☐ A list of adjacent property owners.
- ☐ A statement of justification.
- ☐ Other applicable documentation:

STATEMENT OF JUSTIFICATION

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

[illegible]

APPLICANT AFFIDAVIT

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

Print Name

Signature of Applicant

6/27/25

Date



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

OWNER'S CONSENT FORM

Name of Project: Downtown Overlay


Submittal Date: 6/27/25

OWNERS AUTHORIZATION

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

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


Signature of Owner


Print Name


Date

CERTIFICATION OF APPLICANT AND/OR PROPERTY OWNER

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

Stephen
Wensman

Digitally signed by Stephen
Wensman
Date: 2025.06.27 12:44:41 -0400

Signature of Owner/Applicant

Stephen Wensman

Print Name

6/27/25

Date

FOR OFFICE USE ONLY

File Number:

Date Received:

Parcel ID Number:



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

Petition for Amendment to the Unified Development Ordinance

Pursuant to Article 4 of the Town of Smithfield Unified Development Ordinance, Proposed amendments may be initiated by the Town Council, Planning Board, Board of Adjustment, members of the public, or by one or more interested parties. The application for any amendment shall contain a description of the proposed zoning regulation.

APPLICANT INFORMATION:

| | |
|-----------------------------------|--------------------|
| Stephen Wensman/Planning Director | Town of Smithfield |
| Petitioner's Name | Address or PO Box |
| | 919-934-2116 |
| City, State, Zip Code | Telephone |

Proposed amendment to the Town of Smithfield Unified Development Ordinance:

Map of DT Overlay District

(Attach additional sheets as necessary)

This application must be accompanied by a Statement of Justification which addresses the following:

1. How the amendment proposed would serve the public interest or correct an obvious error in the existing ordinance.
2. How the amendment proposed will enhance or promote the purposes and goals of the adopted plans and policies of the governing body.

The undersigned hereby authorizes the filing of this petition and certifies that the information contained herein stands alone based on the merits of this request and is accurate to the best of their knowledge and belief.

Stephen Wensman
Digitally signed by Stephen Wensman
Date: 2025.07.11 13:33:47 -04'00'

7/11/25

Signature of Petitioner

Date

FOR OFFICE USE ONLY

| | | | | | |
|--------------|----------|----------------|--|--------------|--|
| File Number: | RZ-25-02 | Date Received: | | Amount Paid: | |
|--------------|----------|----------------|--|--------------|--|

**THE TOWN OF SMITHFIELD
UNIFIED DEVELOPMENT ORDINANCE
ZONING MAP AMENDMENT CONSISTENCY STATEMENT
BY THE SMITHFIELD TOWN COUNCIL
RZ-25-02**

Whereas the Smithfield Town Council, upon acting on a zoning map amendment to the *Unified Development Ordinance* and pursuant to NCGS §160D-605, is required to approve a statement describing how the action is consistent with the Town of Smithfield *Comprehensive Growth Management Plan*; and

Whereas the Smithfield Town Council, upon acting on a zoning map amendment to the *Unified Development Ordinance* and pursuant to NCGS §160D-605, is required to provide a brief statement indicating how the action is reasonable and in the public interest.

NOW THEREFORE, BE IT ADOPTED BY THE SMITHFIELD TOWN COUNCIL AS APPROPRIATE:

IN THE EVENT THAT THE MOTION TO RECOMMEND THE ORDINANCE IS ADOPTED,

That the Town Council recommendation regarding text amendment RZ-25-02 is based upon review of and consistency with, the Town of Smithfield *Comprehensive Growth Management Plan* and any other officially adopted plan that is applicable, along with additional agenda information provided to the Town Council and information provided at the public hearing; and

It is the objective of the Town of Smithfield Town Council to have the *Unified Development Ordinance* promote regulatory efficiency and consistency and the health, safety, and general welfare of the community. The zoning map amendment promotes this by offering fair and reasonable regulations for the citizens and business community of the Town of Smithfield as supported by the staff report and attachments provided to the Town Council and information provided at the public hearing. Therefore, the amendment is reasonable and in the public interest.

IN THE EVENT THAT THE MOTION TO RECOMMEND THE ORDINANCE FAILS,

That the final recommendation regarding zoning map amendment RZ-25-02 is based upon review of, and consistency, the Town of Smithfield *Comprehensive Growth Management Plan* and other officially adopted plans that are applicable; and

It is the objective of the Town Council to have the *Unified Development Ordinance* promote regulatory efficiency and consistency and the health, safety, and general welfare of the community. The zoning map amendment does not promote this and therefore is neither reasonable nor in the public interest.

File Number:
RZ-25-02

Project Name:
Downtown Overlay Map
Amendment

Location:
Corridor along Market St.
from Brightleaf Blvd. to
Fourth St.

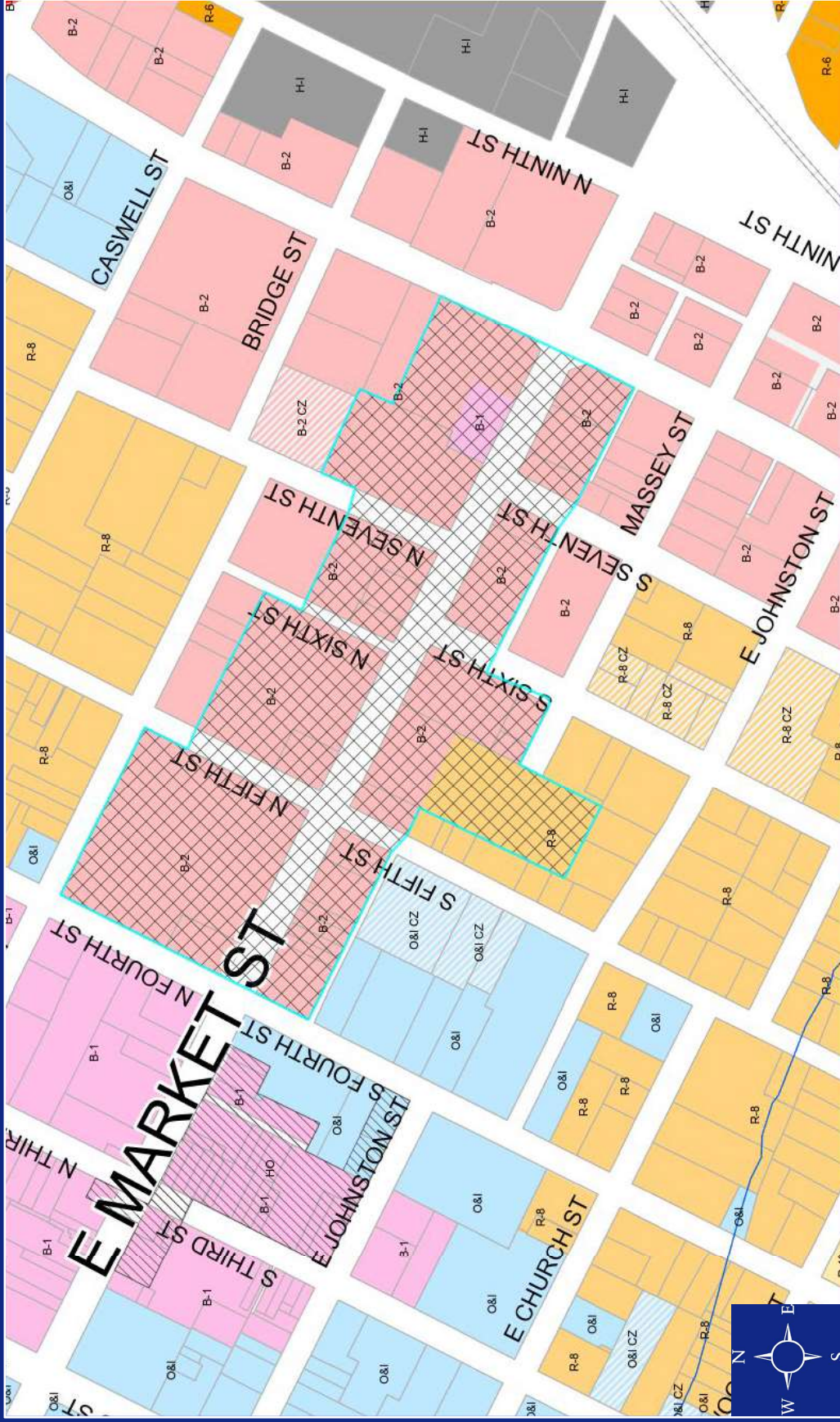
Tax ID#:
*Multiple Listed on Next
Slide

Existing Zoning:
B-2, B-1, R-8

Property Owner:
*Multiple Listed on Next
Slide

Applicant:
Stephen
Wensman/Planning
Director

RZ-25-02 Downtown Overlay Map Amendment



Map created by Micah Woodward,
Planner I on 7/30/2025

Map Scale
1" = 130'

Tax ID#s under proposed Downtown Overlay Map Amendment

| Tax ID# | Name1 | Name2 | Address1 | Address2 | CityStateZip |
|----------|---|--------------------------|------------------|----------------|---------------------------|
| 15027018 | BAEKIM LLC | | 716 E MARKET ST | | SMITHFIELD, NC 27577-4040 |
| 15027016 | ESCAMILLA, GIA | ESCAMILLA-GILONI, MAGALI | 230 HARRIS RD | | SMITHFIELD, NC 27577-6906 |
| 15027015 | ESCAMILLA, GIA | ESCAMILLA-GILONI, MAGALI | 230 HARRIS RD | | SMITHFIELD, NC 27577-6906 |
| 15026038 | ZACKS PROPERTIES LLC | | 5 HAZELWOOD CT | | SMITHFIELD, NC 27577-8337 |
| 15026037 | TRIANGLE INSURANCE GROUP PATNR | | | PO BOX 410 | SMITHFIELD, NC 27577-0000 |
| 15026033 | BHPS, LLC | HOLTON, J. R. JR. | | PO BOX 968 | SANFORD, NC 27331-0968 |
| 15026023 | TWIN STATES FARMING INC | | | P O BOX 1352 | SMITHFIELD, NC 27577-1352 |
| 15026022 | ALLIED COMMERCIAL PROPERTIES | OF JOHNSTON COUNTY | | PO BOX 1761 | SMITHFIELD, NC 27577-1761 |
| 15025063 | AVS INVESTMENTS, LLC | | 440 E MARKET ST | | SMITHFIELD, NC 27577-3922 |
| 15025068 | HOPKINS, RONALD JOE | HOPKINS, SHELIA DIANNE | 432 E MARKET ST | | SMITHFIELD, NC 27577-0000 |
| 15025045 | SALVATION DELIVERANCE TEMPLE CHURCH, INC. | | 422 E MARKET ST | | SMITHFIELD, NC 27577-3922 |
| 15025044 | SALVATION DELIVERANCE TEMPLE CHURCH, INC. | | 422 E MARKET ST | | SMITHFIELD, NC 27577-3922 |
| 15025043 | PNC BANK NA | | | PO BOX 850 | AURORA, OH 44202-0850 |
| 15025042 | PNC BANK NA | | | PO BOX 850 | AURORA, OH 44202-0850 |
| 15025036 | PNC BANK NA | | | PO BOX 850 | AURORA, OH 44202-0850 |
| 15020051 | DAUGHTRY, N. LEO | DAUGHTRY, KELLY K. | | PO BOX 1960 | SMITHFIELD, NC 27577-1960 |
| 15020056 | FIRST CITIZENS BANK AND TRUST DAL50 | | | P O BOX 27131 | RALEIGH, NC 27611-7131 |
| 15021001 | LUZADDER, WILLIAM L. | | 3 INDIAN WAY | | HAVELOCK, NC 28532-2916 |
| 15021003 | KENNEDY PROPERTIES 1996 LTD PARTNERSHIP | DAUGHTRY FARMS, LLC | | PO DRAWER 1960 | SMITHFIELD, NC 27577 |
| 15021009 | GRACE HOMEMADE INTERNATIONAL, LLC | | 879 AIREDALE TRL | | GARNER, NC 27529-3887 |
| 15021032 | SAMPSON-BLADEN OIL COMPANY, INCORPORATED | | | PO BOX 469 | CLINTON, NC 28329-0469 |
| 15022003 | MOHAMED & SONS INC | | | PO BOX 1236 | SMITHFIELD, NC 27577-1236 |

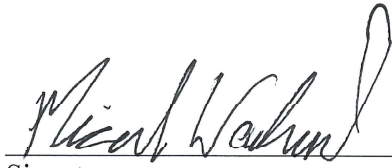


PLANNING DEPARTMENT

Micah Woodard, Planner I

ADJOINING PROPERTY OWNERS CERTIFICATION

I, Micah Woodard, hereby certify that the property owner and adjacent property owners of the following petition(s), CZ-25-04, ZA-25-03, RZ-25-02, ZA-25-04 and RZ-25-03 were notified by First Class Mail on 7/24/25 of the Public Meeting on August 7th, 2025.



Signature

Johnston County, North Carolina

I, Julianne Edmonds, Notary Public for Johnston County and State of North Carolina do hereby certify that Micah Woodard personally appeared before me on this day and acknowledged the due execution of the foregoing instrument. Witness my hand and official seal, this the

24th day of July, 2025



Notary Public Signature

Julianne Edmonds

Notary Public Name

My Commission expires on 1-15-2028



**Town of Smithfield
Town Council
Notice of Public Hearing**

Notice is hereby given that a Public Hearing will be held before the Town Council of the Town of Smithfield, N.C., on Tuesday, February 3rd, 2026, at 7:00 P.M., in the Town Hall Council Chambers located at 350 East Market Street to consider the following requests:

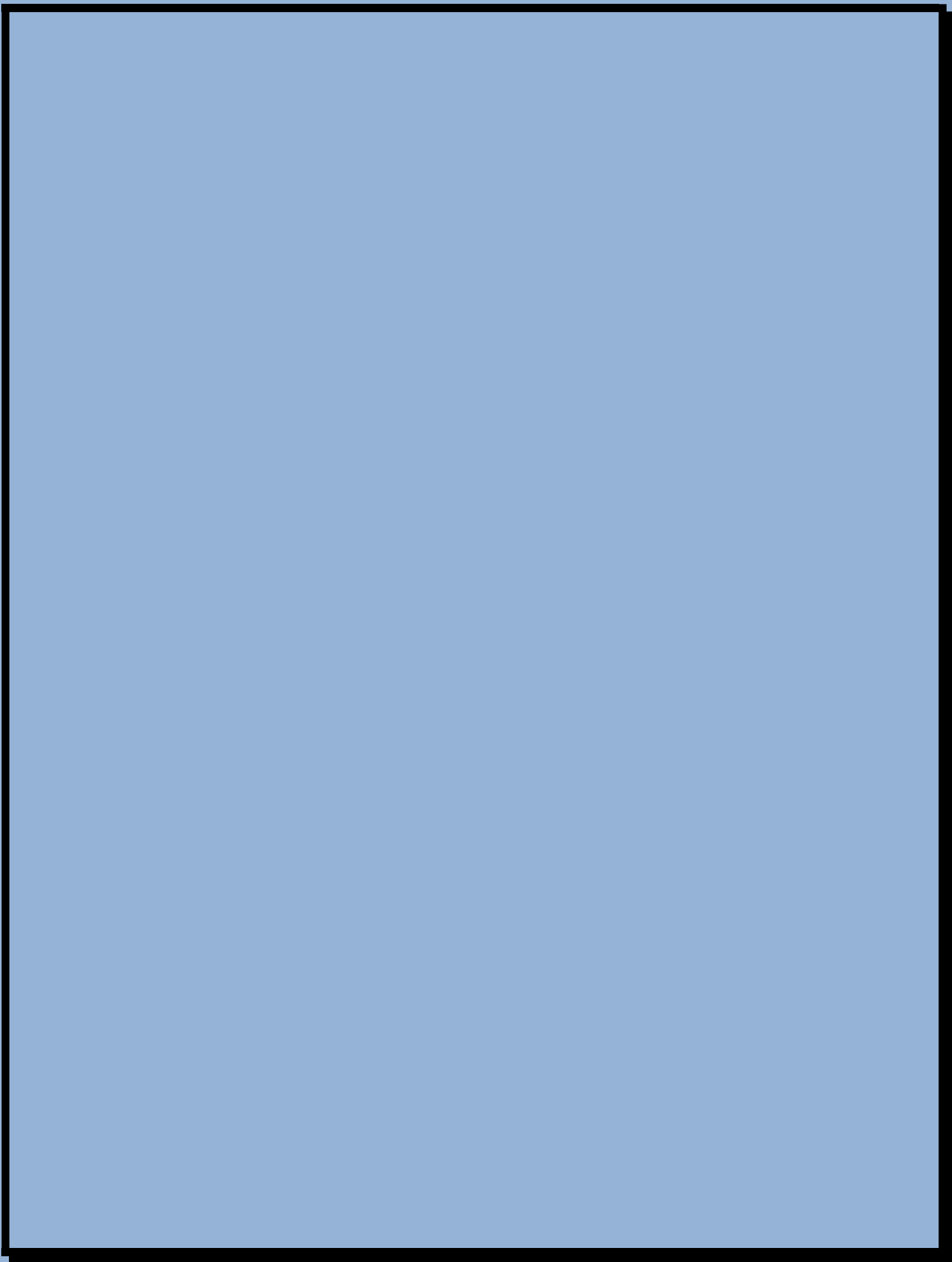
ZA-25-03 Downtown Overlay Ordinance: Staff prepared amendment to the Unified Development Ordinance UDO Article 6, Section 6.51, and Section 10.94 to repeal the Rowhouse Overlay District and replace it with the Downtown Overlay District and regulations.

RZ-25-02 Downtown Overlay Map Amendment: Public hearing for a request to review the proposed amendment to the zoning map to create a Downtown Overlay District.

All interested people are encouraged to attend. To accommodate disabilities and to comply with ADA regulations, please contact the office if you need assistance. Further inquiries regarding this matter may be directed to the Town of Smithfield at (919) 934-2116 ext. 1109 or online at www.smithfield-nc.com.

The Johnstonian
January 21, 2026

Consent Agenda Items



The Smithfield Town Council met on Tuesday, January 6, 2026 at 7:00 pm in the Council Chambers of the Smithfield Town Hall, Mayor M. Andy Moore presided.

Councilmen Present:

Mayor Pro Tem Sloan Stevens
Gettys Cohen, Jr. District 1
Roger Wood, At-Large
John Dunn, At-Large
Travis Scott, District 3
Doris Wallace, District 4
Stephen Rabil, At-Large

Councilmen Absent

Administrative Staff Present

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

Also Present

Administrative Staff Absent

Lawrence Davis, Public Works Director

CALL TO ORDER

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

Councilwoman Doris Wallace made a motion, seconded by Councilman John Dunn to approve the agenda as submitted. Unanimously approved.

PRESENTATIONS: NONE

PUBLIC HEARINGS: NONE

CITIZENS' COMMENTS:

- There were no citizen's comments made at this point during the meeting.

CONSENT AGENDA ITEMS:

Councilman Roger Wood made a motion, seconded by Councilman John Dunn to approve the consent agenda as submitted. Unanimously approved.

1. Approval of Minutes

- a. 12/9/2025 – Recessed Budget Session

- 2. Consideration and request to promote one employee to Wastewater Technician:** Town staff requests Council consideration of the promotion of an existing employee to the position of Wastewater Technician. The candidate is an internal applicant, and the proposed promotion is consistent with the Town's established career ladder. Staff conducted interviews for the position and determined the candidate meets the qualifications for the Wastewater Technician role.

- 3. Consideration and request to promote one employee to Pump Station Mechanic:** Town staff is requesting Council consideration of the promotion of an existing employee to the position of Pump Station Mechanic. The candidate is an internal applicant, highly qualified, and is a well-regarded member of town staff. The promotion is consistent with the Town's established career ladder.

- 4. Consideration and request for approval to adopt Resolution 793 (01-2026) Requesting a ninety-day extension from NCDOT for any changes to Market Street Parking:** At its regular meeting on 12/16/25, the Smithfield Town Council directed staff to draft a resolution of record for the Board's request for NCDOT to delay changes to Market Street Parking for ninety days. Staff respectfully requests adoption of resolution 793 (01-2026).

RESOLUTION 793 (01-2026) OF THE TOWN COUNCIL

THE TOWN OF SMITHFIELD, NORTH CAROLINA

**REQUESTING A NINETY-DAY EXTENSION FROM THE NORTH CAROLINA DEPARTMENT OF
TRANSPORTATION REGARDING PROPOSED CHANGES TO MARKET STREET**

WHEREAS, Market Street is a principal roadway within the Town of Smithfield's historic downtown district and serves as a vital corridor supporting local businesses, residents, and visitors; and

WHEREAS, on November 13, 2025, Town staff was notified by the North Carolina Department of Transportation (NCDOT) of its intent to eliminate on-street parking along Market Street in response to identified safety concerns; and

WHEREAS, on November 17, 2025, Town staff received a proposed timeline of activities from NCDOT indicating that work associated with the elimination of parking was scheduled to occur between November 25, 2025 and December 10, 2025; and

WHEREAS, the Town Council, Mayor, elected officials, and staff expressed concerns regarding the potential impacts of the proposed changes on downtown accessibility, traffic circulation, pedestrian safety, and the economic vitality of downtown businesses; and

WHEREAS, through coordinated efforts between the Town of Smithfield and NCDOT, Town staff was advised on December 2, 2025, that the proposed work could be postponed until January 1, 2026, to allow for further discussion; and

WHEREAS, at its regular meeting on December 16, 2025, the Smithfield Town Council appointed a **Market Street Task Force** to collaborate with NCDOT and stakeholders to evaluate safety concerns, assess alternatives, and work toward a balanced and sustainable solution for Market Street; and

WHEREAS, the Town Council believes that additional time is necessary to allow the **Market Street Task Force** to meaningfully engage with NCDOT, downtown business representatives, and the public, and to fully evaluate the long-term impacts of eliminating on-street parking along Market Street; and

WHEREAS, the Town of Smithfield values its partnership with NCDOT and remains committed to a cooperative approach that advances transportation safety while also supporting the needs of the downtown community;

NOW, THEREFORE, BE IT RESOLVED by **Mayor M. Andy Moore** and members of the Town Council of the Town of Smithfield, North Carolina, as follows:

1. The Town Council formally requests that the North Carolina Department of Transportation grant the Town of Smithfield a ninety-day (90-day) extension from the currently proposed implementation date for the elimination of on-street parking along Market Street.
2. The purpose of the requested extension is to allow sufficient time for the **Market Street Task Force** to collaborate with NCDOT to review project elements, evaluate traffic and safety considerations, consider alternative design or operational solutions, and gather meaningful stakeholder and public input.
3. During the extension period, the Town of Smithfield commits to working diligently and in good faith with NCDOT to identify options that enhance safety while preserving accessibility, supporting downtown businesses, and maintaining the historic and economic character of the downtown corridor.
4. The Town Clerk is hereby directed to transmit a copy of this Resolution to the North Carolina Department of Transportation and any other appropriate agencies or officials as a matter of record.

ADOPTED this the 6th day of January, 2026, by the Town Council of the Town of Smithfield, North Carolina.

M. Andy Moore, Mayor

ATTEST:

Elaine S. Andrews, Town Clerk

- 5. Consideration and request for approval to adopt Resolution 794 (02-2026) – Formal Establishment of the Market Street Task Force:** Pursuant to the authority granted to the Town Council under NC G.S. 160D-306, and Section 8 of the Town’s Administrative code, at its regular meeting held on December 16, 2025, the Smithfield Town Council formally established a Market Street Task Force to address parking concerns along Market Street. Staff respectfully requests adoption of Resolution 794 (02-2026) for the Council’s action and appointment of the Task Force for the official record.

**RESOLUTION 794 (02-2026) OF THE TOWN COUNCIL OF THE
TOWN OF SMITHFIELD, NC TO ESTABLISH
A MARKET STREET TASK FORCE TO ADDRESS PARKING
AND RELATED ISSUES ALONG MARKET STREET**

WHEREAS, Market Street serves as the primary corridor for the Town of Smithfield’s historic downtown and central business district, and decisions related to its configuration, particularly those affecting access and parking, carry significant and lasting consequences for local businesses, residents, and visitors; and

WHEREAS, the Town of Smithfield has been notified of proposed changes to Market Street, including the potential elimination of on-street parking, which have raised concerns regarding accessibility, safety, traffic circulation, and economic vitality within the downtown corridor; and

WHEREAS, Mayor Andy Moore and Mayor Pro Tem Sloan Stevens have formally requested a ninety-day extension from the North Carolina Department of Transportation (NCDOT) to allow time for additional collaboration, evaluation of alternatives, and thoughtful planning prior to the implementation of any permanent changes; and

WHEREAS, the requested extension period is intended to allow for meaningful public input, data gathering, and coordination between the Town of Smithfield, stakeholders and NCDOT to identify solutions that balance transportation objectives with the needs of the community; and

WHEREAS, while in regular session on **December 16, 2025**, the Smithfield Town Council voted unanimously to form a **Market Street Task Force** to address parking and related operational concerns along Market Street; and

WHEREAS, the Town Council authorized the **Market Street Task Force** to consist of the mayor, three members of the Town Council, and eight community stakeholders representing business and residential interests, with the Town Manager serving as an ex-officio staff member and supporting staff serving as needed; and

WHEREAS, the purpose of the **Market Street Task Force** is to assess operational and safety concerns, review traffic and safety data, evaluate the impacts of proposed changes, and identify viable alternatives that meet NCDOT's objectives while preserving accessibility and economic stability along Market Street;

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of Smithfield, North Carolina, as follows:

1. The **Market Street Task Force** is hereby formally established as authorized by the Town Council on **December 16, 2025**.
2. The Task Force shall work collaboratively with Town staff, downtown business representatives, residents, other stakeholders, and the North Carolina Department of Transportation to review project elements affecting Market Street and to develop recommendations for the Town Council's consideration.
3. The Task Force's efforts shall include, but not be limited to, the evaluation of parking, traffic operations, safety considerations, accessibility, and the potential economic impacts of proposed changes along Market Street.
4. The Town Council affirms its commitment to a cooperative partnership with NCDOT and believes the work of the **Market Street Task Force** will support informed decision-making and thoughtful planning before any irreversible changes are implemented.
5. The Town Clerk is hereby directed to include this Resolution in the official records of the Town of Smithfield.

ADOPTED this the 6th day of January, 2026, by the Town Council of the Town of Smithfield, North Carolina.

M. Andy Moore, Mayor

ATTEST:

Elaine S. Andrews, Town Clerk

- 6. Consideration and request for approval to adopt Resolution 795 (03-2026) directing the Town Clerk to certify Annexation Sufficiency – ANX-25-05:** E&F Properties has submitted a petition for the voluntary annexation of the +/-500 acres (Johnston County Tax ID 17K08039A and 17K08032) to the Town of Smithfield for the Bellamy development. In accordance with NC G.S. 160A-31 the first step in the annexation process is to have the Council pass resolution 795 (03-2026) directing the Town Clerk to investigate the sufficiency of the petition.

TOWN OF SMITHFIELD RESOLUTION
NO. 795 (03-2026)
DIRECTING THE CLERK TO INVESTIGATE AN ANNEXATION PETITION
RECEIVED UNDER G.S. 160A-31

WHEREAS, a petition requesting annexation of an area described in said petition was received on December 17, 2024 by the Smithfield Town Council; and

WHEREAS, G.S. 160A-31 provides that the sufficiency of the petition shall be investigated by the Town Clerk before further annexation proceedings may take place; and

WHEREAS, the Town Council of the Town of Smithfield deems it advisable to proceed in response to this request for annexation:

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF SMITHFIELD THAT:

The Town Clerk is hereby directed to investigate the sufficiency of the above-described petition and to certify as soon as possible to the Town Council the result of her investigation.

Adopted this the 6th day of January, 2026 in Smithfield, North Carolina.

M. Andy Moore, Mayor

ATTEST:

Elaine S. Andrews, Town Clerk

7. Consideration and request for approval of a contract amendment: In order to increase the sewer capacity of the Town's conveyance system the Town accepted ARPA funding from DEQ to rebuild existing Pump Station #1 (240 W Market Street). As part of this project, staff requests Council's approval of the proposed contract amendment. Staff requests authorization for the Town Manager to execute the amendment of contract with Stantec Consulting Services in the amount of **\$179,885.00**. Funding is consistent with grant plans and falls within the original grant budget.

8. Consideration and request for approval to award a contract for water line extension—construction, inspection and certification: Staff requests Council approval of the consultant, Vision, NC, for the extension of waterlines for customers along Brightleaf Blvd., and authorization for the Town Manager to execute the contract agreement in the amount of **\$36,000.00**, consistent with the approved project budget.

9. New Hire Report: The Town Council is respectfully requested to acknowledge that the following vacancies have been successfully filled in accordance with the adopted FY 2025–2026 Budget.

Filled Positions

The Town Council is informed that the following positions have been successfully filled in accordance with the Adopted FY 2025–2026 Budget. This information is provided to formally acknowledge staffing updates and to maintain transparency in the hiring process.

| <u>Full Time – Position</u> | <u>Department</u> | <u>Budget Line</u> | <u>Rate of Pay</u> |
|-----------------------------------|-------------------|----------------------|--------------------|
| Administrative Support Specialist | Parks and Rec | 10-60-6200-5100-0200 | \$48,505.60/yr. |
| Street Maintenance Worker | PW – Streets | 10-30-5600-5100-0200 | \$38,771.20/yr. |
| Meter Reader | Customer Service | 30-71-7220-5100-0200 | \$36,004.80/yr. |
| Police Officer | Police | 10-20-5100-5100-0200 | \$60,014.24/yr. |

Current Vacancies

The Town Council is informed of the following current vacancies within the organization, which remain unfilled. These vacancies are reported to ensure transparency in staffing levels and to keep the Council apprised of ongoing recruitment efforts.

| <u>Position</u> | <u>Department</u> | <u>Budget Line</u> |
|--|-------------------|--|
| Finance Director | Finance | 10-10-4200-5100-0200 30-71-7220-5100-0200 31-72-7230-5100-0200 |
| Deputy Police Chief | Police | 10-20-5100-5100-0200 |
| Police Officer (SRO 1 position) | Police | 10-20-5100-5100-0200 |
| Police Officer | Police | 10-20-5100-5100-0200 |
| Firefighter (1 position) | Fire | 10-20-5300-5100-0200 |
| Facility Maintenance Worker | Appearance | 10-30-5600-5100-0700 |
| *Sanitation Equipment Operator (2 positions) | PW – Sanitation | 10-40-5800-5100-0200 |
| Utility Line Mechanic | PU – W/S | 30-71-7220-5100-0200 |

* Vacancies due to pending retirement

Note – Only 1 Sanitation Equipment Operator Vacancy is due to retirement

BUSINESS ITEMS:**1. Consideration and request for approval to adopt Resolution 796 (04-2026) adopting the Cape Fear Regional Hazard Mitigation Plan:** To reduce the Nation's mounting natural disaster losses, the U.S. Congress passed the Disaster Mitigation Act of 2000 (DMA 2000). The Town participated in the Hazard Mitigation Plan and the State is requesting the Town adopt the Cape Fear Regional Hazard Mitigation Plan Resolution 796 (04-2026).

Peyton Campbell of the AECOM Research Team addressed the Council about the need for the Town to update its Hazard Mitigation Plan. She presented an overview of the Cape Fear Regional Hazard Mitigation Plan update. Key points included:

- The purpose and ongoing nature of hazard mitigation planning—namely, reducing long-term risks to life and property from natural disasters.
- The legal requirement to update the plan every five years to maintain eligibility for federal funding and FEMA programs.
- The planning process: involvement of local stakeholders, agencies, nonprofits, and public input through surveys, public meetings, and feedback forms.
- The update included reviewing and validating hazards, updating vulnerability assessments, incorporating new data and reports, and ensuring the plan reflects local priorities and changing risks.

Campbell emphasized the importance of incorporating community knowledge, transparency in documentation, and the "wish list" of mitigation actions for various jurisdictions. Her presentation explained that updated mitigation strategies and eligibility for grants depend on participation and adoption by all jurisdictions in the planning region. Campbell underscored ongoing plan maintenance, the need for thorough community engagement, and the overarching goal of fostering disaster resilience at the local level. She thanked the Board for allowing her to present, shared a link for accessing the plan online, and asked for any questions.

There was some discussion on whether the hazard mitigation plan had been implemented and the accountability requirements for receiving FEMA funding. Peyton Campbell confirmed that the plan is mostly implemented, and explained that for jurisdictions to be eligible for FEMA grant programs, planned projects must be explicitly listed in the hazard mitigation plan. She clarified that funding must be accounted for through FEMA and that only natural hazard projects included in the adopted plan are eligible for such assistance.

Mayor Pro Tem Sloan Stevens made a motion, seconded by Councilman Roger Wood to approve Resolution 796 (04-2026), adopting the Cape Fear Regional Hazard Mitigation Plan. Unanimously approved.

**RESOLUTION NO. 796 (04-2026) FOR
THE TOWN OF SMITHFIELD, NC
TO ADOPT THE CAPE FEAR REGIONAL HAZARD MITIGATION PLAN**

WHEREAS, the Town of Smithfield and its residents are subject to the effects of natural and man-made hazards that may endanger life, safety, and property, including but not limited to drought, extreme heat, hurricanes and tropical storms, flooding, tornadoes, severe thunderstorms, winter storms, wildfires, and hazardous material incidents; and

WHEREAS, the Town of Smithfield seeks to reduce the impacts of such hazards through proactive planning and mitigation strategies; and

WHEREAS, the North Carolina General Assembly has granted local governments the authority and responsibility to adopt measures designed to protect the public health, safety, and general welfare pursuant to Chapter 160D of the North Carolina General Statutes; and

WHEREAS, North Carolina General Statute § 166A-19.41 requires local governments to have a FEMA-approved hazard mitigation plan in order to be eligible for certain state and federal disaster assistance funds following the declaration of a state of emergency; and

WHEREAS, Section 322 of the Federal Disaster Mitigation Act of 2000, as amended, requires local governments to adopt and maintain an approved hazard mitigation plan as a condition of eligibility for Hazard Mitigation Assistance grants and other disaster-related funding, and further requires such plans to be updated and adopted on a five-year cycle; and

WHEREAS, the Town of Smithfield has reviewed and participated in the update of the Cape Fear Regional Hazard Mitigation Plan in accordance with 44 CFR Part 201 and guidance issued by the Federal Emergency Management Agency (FEMA) and the North Carolina Division of Emergency Management; and

WHEREAS, adoption of the Cape Fear Regional Hazard Mitigation Plan will help ensure the Town's continued eligibility for federal and state hazard mitigation and disaster recovery funding;

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of Smithfield, North Carolina, that:

1. The Town Council hereby adopts the **Cape Fear Regional Hazard Mitigation Plan**, as approved by FEMA, as the official Hazard Mitigation Plan for the Town of Smithfield.
2. Johnston County Emergency Management is recognized as the coordinating agency for implementation, maintenance, and administration of the Plan, including coordination with federal, state, and local agencies.
3. The Town Council supports the annual review and five-year update of the Hazard Mitigation Plan, as required by state and federal regulations, to ensure continued compliance and eligibility for hazard mitigation funding.
4. The Town of Smithfield agrees to take such further actions as may be reasonably necessary to implement and carry out the goals and objectives of the Hazard Mitigation Plan.

Adopted this the 6th day of January, 2026.

ATTEST:

M. Andy Moore, Mayor

Elaine S. Andrews, Town Clerk

- 2. Consideration and request for approval of budgeted merit pay and modification of the Town's current pay plan. Staff is also recommending the planned elimination of the police officer hiring bonus:** As part of ongoing efforts to maintain competitive compensation practices, staff requests Council consideration of personnel compensation actions effective with the January 12, 2026 payroll. The proposed actions include approval of a 2% market adjustment to the current pay plan, authorization of up to 2% merit-based salary increases based on employee performance evaluations, and elimination of the \$5,000 police hiring bonus effective January 12, 2026.

Human Resources Director, Shannan Parrish addressed the Council to present a proposal regarding personnel compensation. She explained that staff recommends a 2% adjustment to the town's pay plan and authorization for up to 2% merit-based pay increases (based on completed employee evaluations), as discussed at the June 17, 2025 budget meeting. She also discussed the elimination of the \$5,000 police officer hiring bonus due to improved police staffing.

Parrish detailed the financial impact, including the annual and remainder-of-year costs separated by funding source (general fund, water/sewer, and electric funds). She assured the council that these adjustments were already budgeted for and compared Smithfield's compensation trends to neighboring communities, showing the town's approach is regionally consistent. She provided detailed budget and proposed salary adjustment information in her staff report and other reports provided in the Town Council's agenda packet for January 6, 2026. Parrish stated that the average merit increase for all 171 full-time employees is 1.68 percent, out of a possible 2 percent.

Parrish provided the monetary break down for the impact on the Town's budget as follows:

General Fund:

- Annual cost: \$127,112.71
- Remaining cost for the fiscal year: \$68,852.72

Water/Sewer Fund:

- Annual cost: \$24,311.73
- Remaining cost for the fiscal year: \$13,168.85

Electric Fund:

- Annual cost: \$18,591.74
- Remaining cost for the fiscal year: \$10,070.53

- ❖ Total annual cost for all three funds: \$170,016.81
- ❖ Total remaining cost for the current fiscal year: \$92,092.10

These amounts cover the 2% pay plan adjustment, merit-based increases (average 1.68%), and elimination of the police hiring bonus.

Parrish concluded that the proposed actions would maintain market competitiveness, reward employee performance, and support fiscal responsibility. She respectfully requested council approval for all recommendations, and asked the Board if there were any questions.

Councilman Travis Scott raised questions about where the increase was budgeted, confirming with Shannan Parrish that it was distributed within each department's salary line item, ensuring no

overspending. Scott also discussed the impact on surplus funds from higher-than-budgeted tax revenue collection and the separation of enterprise funds. He asked if the proposed increase was a cost-of-living adjustment (COLA); Parrish clarified that the current 2% is merit-based, not a COLA, while a 3% salary adjustment (similar to COLA) had been implemented earlier in July. Parrish further explained that the 2% is an across-the-board adjustment for all salary grades and tiers, ensuring market competitiveness. It was clarified that the average merit increase across 171 full-time employees was 1.68%, since not everyone receives the full merit amount—actual increases are based on performance evaluations. Evaluations determining merit increases are completed each September.

There was some discussion regarding the 2% market adjustment request. Mayor Andy Moore clarified that the 2% adjustment under discussion is just an increase to the salary schedule minimums, not an additional raise for employees. He confirmed that no one is moved to a new minimum—everyone should already be positioned appropriately from previous adjustments. Mayor Moore noted the intention is not to give a further percentage increase to employees, but to ensure that starting salaries and pay tiers remain competitive and prevent pay compression, based on previous council actions.

Councilman Roger Wood stressed that when salary studies are completed, that data should be used to also make these market adjustments at the time studies are implemented. He added that by raising the minimum salaries that role or position will remain competitive.

The Board discussed concerns about the ongoing practice of updating salary minimums, frequency of raises, and impacts on the town's budget. The Council cautioned against continually increasing salary minimums and urged conscientious budget management. Councilman Wood further voiced frustration over spending money on salary studies that are quickly outdated and the idea of comparing Smithfield to larger neighboring towns with bigger budgets.

Assistant Town Manager Kim Pickett and Mayor Andy Moore explained the reasoning for adjusting both salaries and salary grades after cost-of-living increases, noting a past omission of raising grade minimums alongside a COLA.

Mayor Andy Moore stated that Smithfield had implemented the findings of their salary study, differentiating between adjustments based on that study, COLA increases, and potential future merit raises. The Council acknowledged that multiple adjustments in a short period can cause confusion but are often necessary for maintaining market competitiveness and employee retention. They stressed the necessity of balancing these pay increases with fiscal responsibility and keeping future budgets sustainable.

Councilman Travis Scott thanked staff for their work and highlighted the importance of fairly compensating employees who perform well. He acknowledged confusion surrounding the distinction between merit and cost-of-living increases, emphasizing that part of the recent adjustments addressed employees who previously did not receive changes to their pay. Scott supported the proposal, noting that the town had budgeted for these raises and was now acting in accordance with prior council direction.

Councilman Travis Scott made a motion, seconded by Councilman John Dunn to approve the request. Unanimously approved.

Councilman Roger Wood called for discussion.

Councilman Wood stated if the Town is going to do a rate study, it needs to be good and solid, and he asked if the Council agreed. Councilman Travis Scott agreed with Wood's concern, noting the rate study was partly done in house and re-adjusted by staff.

Mayor Pro Tem Stevens acknowledged the confusion caused by multiple adjustments and emphasized the need for mindfulness in future budgeting and staffing. He noted that while current pay is competitive and turnover is low, it's important not to set an unsustainable precedent for raises and to seek efficiencies (such as technology or process improvements) rather than simply increasing staff. Being mindful could possibly give options for lowering future electric and water rates. Stevens noted that employees were not only the greatest asset, but the greatest expense. He also expressed concerns that adjustments in salary will come to be expected by employees—while not realizing the impacts of the prior rate study.

Mayor Andy Moore agreed, highlighting that tough budget decisions are sometimes necessary. He reiterated that the council had agreed to reconsider additional raises after seeing the financial situation from the tax evaluations, and confirmed this was now done. Mayor Moore also questioned the town manager, Mike Scott, about whether the tax rate would sustain the pay raises, to which Manager Scott affirmed that increased tax revenue provided sufficient funding for the approved adjustments. He further added that the Town mirrored the County's method of implementing a 3% raise and a 2% merit increase.

Councilwoman Doris Wallace asked for documentation from staff to help understand the history that prompted this discussion. Staff agreed to provide her with a summary of this information.

Councilman Roger Wood stated the concern was not with staff, but with the future of the Town's budget.

Councilman Travis Scott noted, and confirmed that the \$5,000 Police Department sign-on bonus would only affect new hires offered a conditional offer of employment starting tomorrow.

COUNCILMEMBER COMMENTS:

Councilman Roger Wood recognized and thanked former Councilman Emery Ashley for his attendance at tonight's meeting, and his years of service and contributions as Mayor Pro Tem.

Mayor Andy Moore seconded these thanks and continued with several reminders:

- The upcoming Martin Luther King Jr. prayer breakfast (January 17) and parade (January 24), noting Councilwoman Doris Wallace would be the Grand Marshal.
- *Provided an update on the **Market Street Task Force**, naming members **Julia Narron, Erin Keller, Chris Johnson, Scott Gandolf, Heidi Gilmond, Daniel Evans, and Larry Holt** who agreed to serve and emphasized the need to begin work soon. He also mentioned Council members of the task force, **John Dunn, Doris Wallace and Stephen Rabil**.*
- Reminded attendees of the "Daddy Daughter Dance" on February 21.
- Noted that Town Hall would be closed on January 19.

Mayor Andy Moore further reminded everyone about Town Manager Mike Scott's retirement party (January 23, 2–5 pm at Town Hall).

Councilwoman Doris Wallace brought up a neighborhood concern about a missing sign in West Smithfield; she relayed community inquiries about when the "Gray Town" sign would be replaced. Mayor Andy Moore and Town Manager Mike Scott confirmed the sign had been ordered and received, and its installation was imminent after coordination with the community and heritage commission to finalize the design.

TOWN MANAGER'S REPORT:

Assistant Town Manager Kim Pickett added that Town Hall would be open during the MLK parade to provide hot chocolate, cookies, and restroom access, as done for the Christmas parade.

Closed Session

- **Pursuant to NC G.S. 143-318.11 (a)(5)**

Councilman John Dunn made a motion, seconded by Mayor Pro Tem Sloan Stevens to go into closed session Pursuant to NC G.S. 143-318.11 (a)(5) at approximately 8:17p.m. Unanimous.

Councilman Travis Scott made a motion, seconded by Roger Wood to reconvene into open session at approximately 9:50 p.m. Unanimous.

Adjourn

Councilman Stephen Rabil made a motion, seconded by Councilman Roger Wood to adjourn the meeting at approximately 9:56 p.m. Unanimously approved.

M. Andy Moore, Mayor

ATTEST:

Elaine Andrews, Town Clerk



Request for Town Council Action

Consent Agenda Item: **Application for Temporary Use Permit**
Date: 02/03/2026

Subject: Discover Construction Day

Department: Planning Department

Presented by: Interim Planning Director – Micah Woodard

Presentation: Consent Agenda Item

Issue Statement

Johnston County Building Industry Association would like to close the 300 block of Bridge Street between Third & Fourth Street for Discover Construction Day on April 1st, 2026.

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. Event map



Staff Report

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

Johnston County Building Industry Association has requested to hold Discover Construction Day on April 1st, 2026 from 7:00 am to 2:30 pm. The applicant has requested to close part of the 300 block of Bridge Street between Third & Fourth Street. More than 100 people are expected to attend. This event will help prepare students for their future and they will be able to see simulations of various trades inside of the Be Pro Be Proud tractor trailer. Students will gain insight into the building industry, fostering interest in vocational careers and workforce development. Clean up from the event would conclude by 3:30 pm.



Temporary Use Permit Application

Completed applications must be submitted at least 4 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 feet
- ☐ Involves Town Park property
- ☐ 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) _____

Discover Construction Day
Name of Event

301 Bridge St Smithfield NC 27577
Location of Event/Use (exact street address)

APPLICANT:

Name Deborah Alford
Address 301 Bridge St Smithfield NC
Phone number (919) 938-4927
Email address eo@buildingjohnstoncounty.org
Event date April 1, 2026
Event start time 7 Am
Event set up time March 31, 2026 5pm
Sound Amplification Type n/a
Sound Amplification Time n/a

PROPERTY OWNER:

Name Johnston County Building Ind Assoc
Address same (JCBA)
Phone number same
Email address same
Will alcohol be sold or served? Y or (N)
Event end time April 1, 2026 2:30pm
Event cleanup time April 1, 2026 2:30 - 3:30pm
Will food or goods be sold? Y or (N)

Food Trucks (if applicable n/a) (Each Food Truck Requires Certificate of Inspections by Johnston County Environmental Health Department, Proof of Insurance, A Copy of the Vehicle or Trailer Registration and/or ABC Permit, if applicable and must be submitted with this application).

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

Will any town property be used (i.e., streets, parks, greenways)? yes - street

If any town streets require closure, please list all street names. 301 Bridge St between 3rd & 4th

Are event trash cans needed? Y or (N) How many? _____

Please provide a detailed description of the proposed temporary use or special event: JEBIA will partner with JCPS to provide students with hands on exposure to careers in construction and trades. The event features the Be Pro Be Proud truck tour exhibits, seminars and skill building activities including live demonstrations and interactive training. Students will gain insight into the building industry, fostering interest in vocational careers and work force development.

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 \$ 100.00

Payment Received By: Taylor Baker

Date: 1-15-2026

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.

Deborah A Ford Deborah A Ford 1/14/26
Applicant's Name (Print) Signature Date

Planning Director Signature: Kimberly Pickett Date: 1/16/26

OWNERS AUTHORIZATION

I hereby give CONSENT to Deborah Alford (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) Johnston County Building Industry Association
Address 301 Bridge Street, Smithfield NC Zip 27577
Phone number (919) 938-4927 Email eo@buildingjohnstoncounty.org
Signature: Deborah Alford Date: 1/14/24
Executive Officer

OWNER'S CONSENT FORM

Name of Event: Discover Construction Day Submittal Date: 1/14/24

OWNERS AUTHORIZATION

I hereby give CONSENT to Deborah Alford (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.

Deborah Alford
Signature of Owner

Deborah Alford
Print Name

1/14/24
Date



January 13, 2026

Dear Flex Affect,

I hope this message finds you well. I am writing to inform you about an upcoming road blockage in our area due to the Johnston County Building Industry Associations Discover Construction Day, scheduled for April 1, 2026.

To ensure the safety and enjoyment of all attendees, the following roads will be closed:

- Bridge Street between 3rd and 4th Street

We anticipate that the road will be blocked from March 31, 2026 at 5:00 pm to April 1, 2026 at 3:00 pm. We understand this may cause some inconveniences and we want to give you ample notice so that you can plan accordingly.

If you have any deliveries or appointments scheduled during this time, we recommend making alternative arrangements to avoid disruption. We appreciate your understanding and cooperation as we work to make this event a success for our community.

Should you have any questions or concerns, please feel free to reach out to me directly at 919-938-4927.

Thank you for your support!

Best Regards,

A handwritten signature in black ink, appearing to read "Ashley Wylie".

Ashley Wylie
Johnston County Building Industry Association
adminassistant@buildingjohnstoncounty.org



January 13, 2026

Dear Raymond James and Associates, Inc.,

I hope this message finds you well. I am writing to inform you about an upcoming road blockage in our area due to the Johnston County Building Industry Associations Discover Construction Day, scheduled for April 1, 2026.

To ensure the safety and enjoyment of all attendees, the following roads will be closed:

- Bridge Street between 3rd and 4th Street

We anticipate that the road will be blocked from March 31, 2026 at 5:00 pm to April 1, 2026 at 3:00 pm. We understand this may cause some inconveniences and we want to give you ample notice so that you can plan accordingly.

If you have any deliveries or appointments scheduled during this time, we recommend making alternative arrangements to avoid disruption. We appreciate your understanding and cooperation as we work to make this event a success for our community.

Should you have any questions or concerns, please feel free to reach out to me directly at 919-938-4927.

Thank you for your support!

Best Regards,

A handwritten signature in black ink, appearing to read "Ashley Wylie".

Ashley Wylie
Johnston County Building Industry Association
adminassistant@buildingjohnstoncounty.org



Town of Smithfield
2025-2026
Planning Department Fees

Permit Fees (10-10-3400-3400-0002) (15)

| | | |
|--|---------------------|---|
| Driveway Permits | \$25 | |
| Right-of-Way Utility Street Cuts | \$25 | |
| Right-of-Way Encroachment | \$300 | |
| Re-Advertising a Public Hearing at Applicant's Request | \$200 | |
| Sign Permits (10-10-3400-3400-0001) (23) | \$50 | |
| Special Use Permit (General SUP) (10-10-3400-3400-0003) (24) | \$400 | |
| Manufactured Home Park (10-10-3400-3400-0005) (25) | \$300 + \$5 per lot | |
| Street Vendor Fee (Food Trucks) | \$100 | |
| Temporary Use Permit (Town Council Approval Required) | \$100 | X |
| Wireless Communication (Small Cell) | \$50 | |
| Zoning Permit Single Family, Two Family | \$25 | |
| Zoning Permit Commercial, Multi-Family and Home Occupation | \$100 | |
| Certificate of Appropriateness Application | \$100 | |

Town of Smithfield
350 East Market St
Smithfield, NC 27577
919-934-2116

DATE : 1/15/2026 10:04 AM
OPER : TB
TKBY : TB
TERM : 6
REC# : R00473731

15 Zoning Permits 100.00
JOCO BUILDING ASSOC 100.00

Paid By: JOCO BUILDING ASSOC
5-CC Offline 100.00

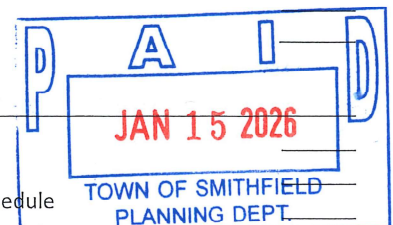
APPLIED 100.00
TENDERED 100.00

CHANGE 0.00

| | | |
|----------------------|--------------------------------------|--|
| 3400-3400-0005) (25) | \$300 + \$50 per acre | |
| esidential | \$100/disturbed acre (\$850 minimum) | |
| | \$300 | |
| / Town) | | |
| n 1 acre) | \$750 | |
| o 3 acre) | \$1,000 | |
| than 3 acres) | \$1,250 | |
| | \$50 | |
| | \$100 + \$5 per lot | |
| uction Plans | \$500 + \$5 per lot | |
| | \$250 | |
| | \$400 | |
| | \$400 | |
| ng | \$400 + 10 per acre | |
| | \$400 | |
| -0002) (15) | \$100 | |
| | \$400 | |

Permit Fees (10-10-3400-3400-0002) (15)

| | | |
|---|------------------|--|
| Annual Locally Grown Agricultural Sales | \$100 | |
| Flood Certification Letter | \$100 | |
| System Development Fees | See Fee Schedule | |
| Water (30-71-3500-3523-0010) | See Fee Schedule | |
| Sewer (30-71-3500-3525-0010) | See Fee Schedule | |
| Oversized Map Copies | \$10 | |
| Street Closure Petition | \$300 | |



Applicant Name:

Date: 1-15-2026

Business Name:

Joco Building Assoc.

Total Due:

\$100.00

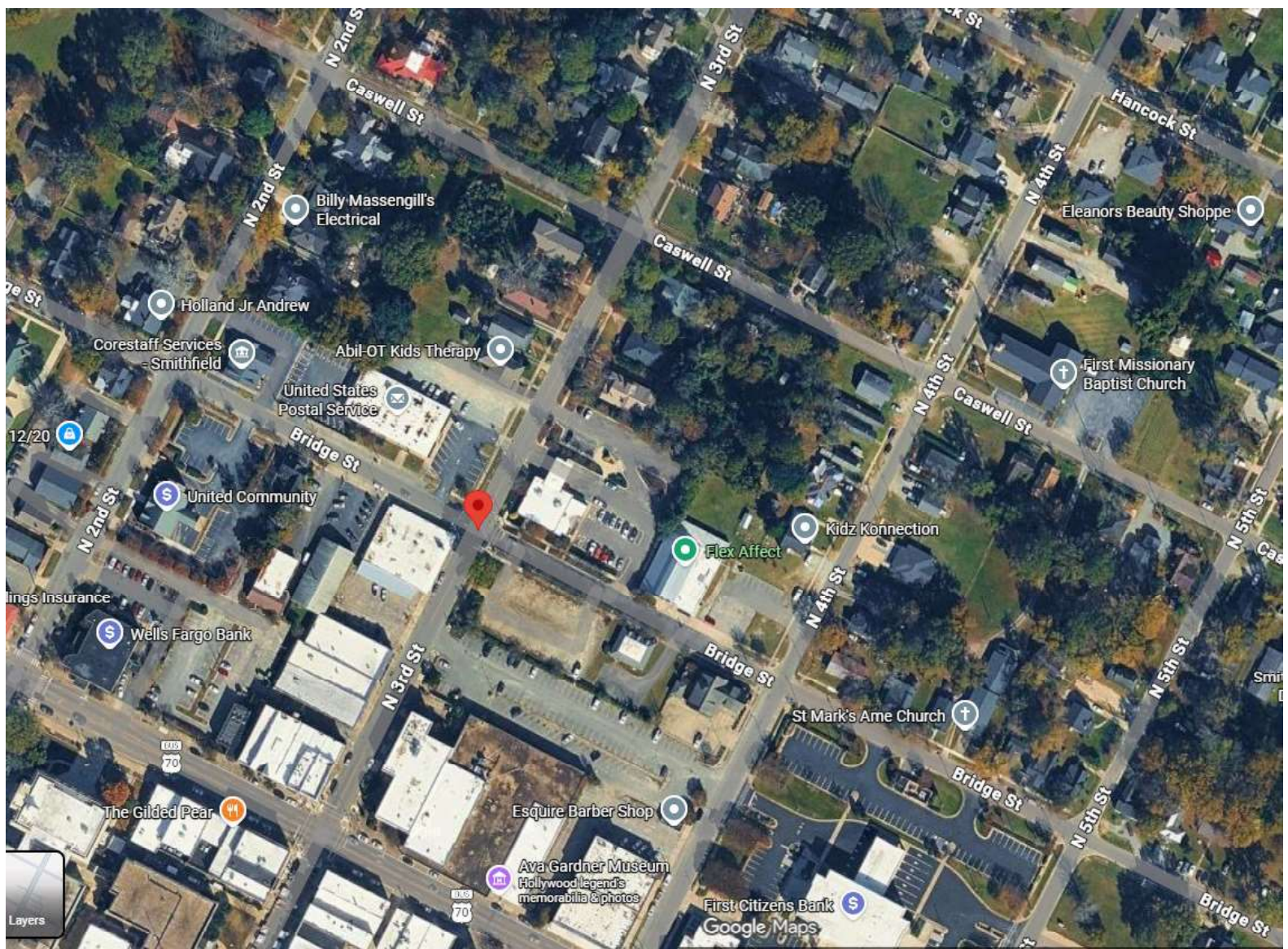
Project/Event
Name:

Discover Construction Day

Paid By: Cash

Check #

Credit Card





Request for Town Council Action

**Consent
Agenda
Item:**
**Surplus
Property**
Date: 02/03/2026

Subject: Disposition of Surplus Property
Department: Planning Department
Presented by: Interim Planning Director – Micah Woodard
Presentation: Consent Agenda Item

Issue Statement

The Planning Department is requesting to have a 2003 Ford F 150 Truck declared as surplus property. The vehicle can be auctioned on Govdeals.com, thus removing them from the Town's inventory.

Financial Impact

Unknown. Sales of all items will increase revenues.

Action Needed

Approval of Resolution No. 798 (06-2026) declaring item listed as surplus property and authorizing the sale of said property at public auction.

Recommendation

Staff recommends the item listed on the resolution be declared surplus property and allowed to be auctioned on GovDeals.com

Approved: ☒ Town Manager ☐ Town Attorney

Attachments:

1. Staff Report
2. Resolution No. 798 (06-2026)
3. Inventory Photo



Staff Report

**Consent
Agenda
Item** **Surplus
Property**

Staff is requesting the following item be declared surplus property, thus allowing it to be sold at the online Public Auction site, GovDeals.com.

| Dept. | Vin/Ser.# | Description |
|----------------|-------------------|-----------------------|
| Planning Dept. | 2FTRX17W03CB11406 | 2003 Ford F 150 Truck |

TOWN OF SMITHFIELD RESOLUTION NO. 798 (06-2026)
AUTHORIZING THE SALE OF CERTAIN
PERSONAL PROPERTY AT PUBLIC AUCTION

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

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

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

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

| Dept. | Vin/Ser.# | Description |
|---------------------|-------------------|-----------------------|
| Planning Department | 2FTRX17W03CB11406 | 2003 Ford F-150 Truck |

2. The Town Manager or his designee is authorized to receive, on behalf of the Town Council, bids via public electronic auction for the purchase of the described property.
3. The public electronic auction will be held beginning no earlier than February 13, 2026.
4. The Town Council further authorizes the disposal of Town surplus property by use of a public electronic auction system provided by GovDeals Inc. The property for sale can be viewed at **www.govdeals.com**. Citizens wanting to bid on property may do so at **www.govdeals.com**. The terms of the sale shall be: All items are sold as is, where is, with no express or implied warranties; All items will be sold for cash or certified check only; Payment must be received for all items sold before they may be removed from the premises; All items sold must be paid for and removed from the site of the sale within 5 business days of the sale, or they will be subject to resale.
5. The Town Clerk shall cause a notice of the public auction for surplus property to be noticed by electronic means in accordance with G.S. 160A-270(c), available on the Town of Smithfield website **www.smithfield-nc.com**.

6. The highest bid, if it complies with the terms of the sale, may be accepted by the Finance Director or his designee and the sale consummated.

Adopted this the 3rd day of February, 2026.

M. Andy Moore, Mayor

ATTEST:

Elaine Andrews, Town Clerk





Request for Town Council Action

| | |
|-------------------------------------|---|
| Consent Agenda Item: Date: | New Hire/ Vacancy Report 02/03/2026 |
|-------------------------------------|---|

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

Issue Statement

When an employee is hired, the Town Manager or Department Head shall report the hire to the Town Council by including the item on the Consent Agenda of the next scheduled monthly Town Council meeting.

Financial Impact

All salaries were budgeted for FY 2025-2026

Action Needed

The Town Council is asked to acknowledge that the following vacancies have been successfully filled in accordance with the adopted FY 2025–2026 Budget.

Recommendation

Staff recommends that the Town Council acknowledge the positions that have been successfully filled in accordance with the adopted FY 2025–2026 Budget and take note of the current vacancies.

Approved: ☒ Town Manager ☐ Town Attorney

Attachments:

1. Staff Report



Staff Report

Consent
Agenda
Item:

New
Hire/Vacancy
Report

Filled Positions

The Town Council is informed that the following positions have been successfully filled in accordance with the Adopted FY 2025–2026 Budget. This information is provided to formally acknowledge staffing updates and to maintain transparency in the hiring process.

| <u>Full Time – Position</u> | <u>Department</u> | <u>Budget Line</u> | <u>Rate of Pay</u> |
|-----------------------------|-------------------|----------------------|--------------------|
| Police Officer | Police | 10-20-5100-5100-0200 | \$61,221.68/yr |
| Waste Water Systems Tech | PU – W/S | 30-71-7220-5100-0200 | \$53,497.60/yr |

Current Vacancies

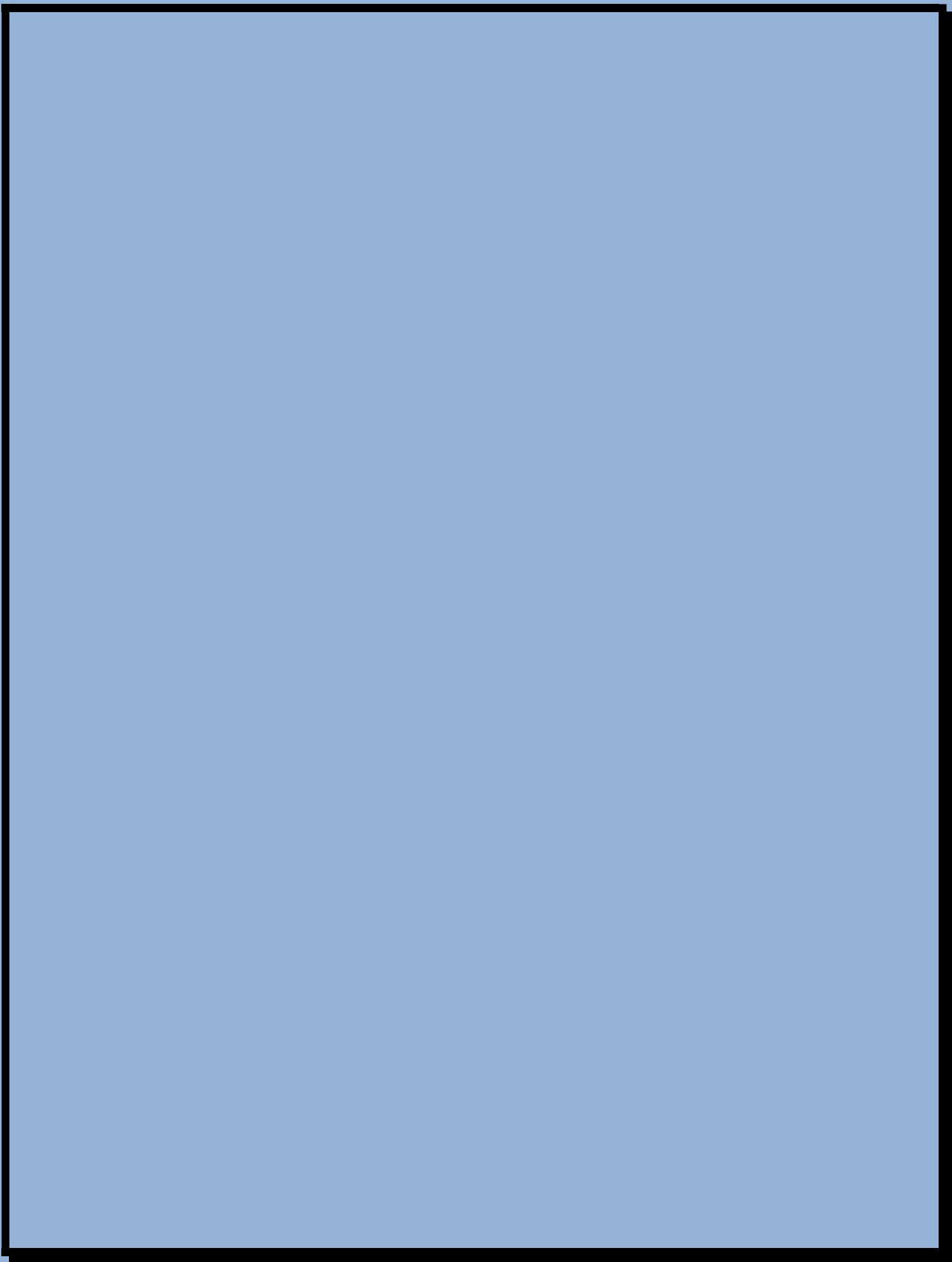
The Town Council is informed of the following current vacancies within the organization, which remain unfilled. These vacancies are reported to ensure transparency in staffing levels and to keep the Council apprised of ongoing recruitment efforts.

| <u>Position</u> | <u>Department</u> | <u>Budget Line</u> |
|--|-------------------|--|
| Finance Director | Finance | 10-10-4200-5100-0200 30-71-7220-5100-0200 31-72-7230-5100-0200 |
| Planning Director | Planning | 10-10-4900-5100-0200 |
| Deputy Police Chief | Police | 10-20-5100-5100-0200 |
| Police Officer (SRO 1 position) | Police | 10-20-5100-5100-0200 |
| Firefighter (1 position) | Fire | 10-20-5300-5100-0200 |
| Facility Maintenance Worker | Appearance | 10-30-5600-5100-0700 |
| *Sanitation Equipment Operator (2 positions) | PW – Sanitation | 10-40-5800-5100-0200 |
| Utility Line Mechanic (2 positions) | PU – W/S | 30-71-7220-5100-0200 |

* Vacancy due to retirement

Note – Only 1 Sanitation Equipment Operator Vacancy is due to retirement

Business Items





Request for Town Council Action

Business **LMPO**
Agenda **Contract**
Item:
Date: 02/03/2026

Subject: LMPO Contract

Department: Planning/Administration Departments

Presented by: Interim Town Manager - Kimberly Pickett

Presentation: Business Agenda Item

Issue Statement

Initiate contract for CMAC (Congestion Mitigation & Air Quality Improvement) Grant for Sidewalks on Venture Drive

Financial Impact

Updated cost is \$1,525,375 with the Town's 20% match of \$305,075

Action Needed

Staff respectfully requests to approve the contract to move project forward

Recommendation

Staff recommends approval.

Approved: ☒ Town Manager ☐ Town Attorney

Attachments:

1. Staff Report
2. LMPO Contract
3. Former Action Form 10/15/24 meeting



Staff Report

| | |
|-------------------------------------|--------------------------|
| Business Agenda Item | LMPO Contract |
|-------------------------------------|--------------------------|

In October 2024, staff presented a recommendation to Council to construct sidewalks along the west side of Venture Drive using CMAC funds, which require a 20 percent local match from the Town. At that time, Council approved moving forward with the grant application. Staff has since been notified that the grant has been approved, and the next step in the process is execution of the project contract.

Updated cost estimates indicate the total project cost is approximately \$1,525,375, with the Town's 20 percent match totaling \$305,075. This represents an increase of \$102,225 over the original estimate. Staff recommends budgeting the Town's portion of the project over the next two fiscal years by allocating half of the required match in each year.

The project scope includes design, environmental documentation, right-of-way acquisition, and construction of approximately 2,500 linear feet of five-foot-wide sidewalk along Venture Drive, connecting to the existing sidewalk along Peedin Road. The Town will have five years from the date of federal fund authorization to complete the project.

Executive Summary

The Executive Summary is a summation of this agreement and is not intended to be used as the agreement between the Department (North Carolina Department of Transportation) and the Party (Entity).

Entity: Town of Smithfield

County: Johnston

TIP: BN-0032

Project: Construction of 5 foot wide sidewalk along Venture

Scope: Construction of 5-foot-wide, approximately 2,500 feet of sidewalk along Venture Drive linking to existing sidewalk along Peedin Road.

Eligible Activities:

| | | |
|--------------------|-----------|-----------------|
| PE | 52081.1.1 | Design |
| | | Environmental |
| ROW | 52081.2.1 | ROW Acquisition |
| UTIL | _____ | Utility |
| CON | 52081.3.1 | Construction |
| OTHER | _____ | |
| FEDERAL-AID | | |

| Fund Source | Federal Funds Amount | Reimbursement Rate | Non-Federal Match \$ | Non-Federal Match Rate |
|---------------------------------------|----------------------|--------------------|----------------------|------------------------|
| Congestion Mitigation and Air Quality | \$1,220,300 | 80 % | \$305,075 | 20 % |
| Total Available Funding | | \$1,525,375 | | |

Responsibility: The Town of Smithfield shall be responsible for all aspects of the project.

NORTH CAROLINA

**LOCALLY ADMINISTERED PROJECT -
FEDERAL**

JOHNSTON COUNTY

DATE: 12/5/2025

NORTH CAROLINA DEPARTMENT OF
TRANSPORTATION

TIP #: BN-0032

AND

WBS Elements: PE 52081.1.1

ROW 52081.2.1

TOWN OF SMITHFIELD

CON 52081.3.1

OTHER FUNDING: _____

FEDERAL-AID NUMBER:

CFDA #: 20.205

Total Funds [NCDOT Participation] \$1,220,300

THIS AGREEMENT is made and entered into on the last date executed below, by and between the North Carolina Department of Transportation, an agency of the State of North Carolina, hereinafter referred to as the "Department" and the Town of Smithfield, hereinafter referred to as the "Municipality".

WITNESSETH:

WHEREAS, the Infrastructure Investment and Jobs Act (IIJA) allows for the allocation of federal funds to be available for certain specified transportation activities; and,

WHEREAS, the Municipality has requested federal funding for Construction of 5-foot-wide sidewalk along Venture, hereinafter referred to as the Project, in Johnston County, North Carolina; and,

WHEREAS, subject to the availability of federal funds, the Municipality has been designated as a recipient to receive funds allocated to the Department by the Federal Highway Administration (FHWA) up to and not to exceed the maximum award amount of \$1,220,300 for the Project; and,

WHEREAS, the Department has agreed to administer the disbursement of said funds on behalf of FHWA to the Municipality for the Project in accordance with the Project scope of work and in accordance with the provisions set out in this Agreement; and,

WHEREAS, the Department has programmed funding in the approved State Transportation Improvement Program (STIP) for the Project; and,

WHEREAS, the governing board of the Municipality has agreed to participate in certain costs and to assume certain responsibilities in the manner and to the extent as hereinafter set out; and,

WHEREAS, this Agreement is made under the authority granted to the Department by the North Carolina General Assembly including, but not limited to, the following applicable legislation: General Statutes of North Carolina (NCGS) Section 136-66.1, Section 136-71.6, Section 160A-296 and 297, Section 136-18, Section 136-41.3 and Section 20-169, to participate in the planning, construction and/or implementation of the Project approved by the Board of Transportation.

NOW, THEREFORE, this Agreement states the promises and undertakings of each party as herein provided, and the parties do hereby covenant and agree, each with the other, as follows:

1. GENERAL PROVISIONS

FEDERAL FUNDING ACCOUNTABILITY AND TRANSPARENCY ACT

All parties to this Agreement, including contractors, subcontractors, and subsequent workforces, associated with any work under the terms of this Agreement shall provide reports as required by the Federal Funding Accountability and Transparency Act (FFATA) for this Project.

AGREEMENT MODIFICATIONS

Any modification to scope, funding, responsibilities, or time frame will be agreed upon by all parties by means of a Supplemental Agreement.

LOCAL PUBLIC AGENCY TO PERFORM ALL WORK

The Municipality shall be responsible for administering all work performed and for certifying to the Department that all terms set forth in this Agreement are met and adhered to by the Municipality and/or its contractors and agents. The Department will provide technical oversight to guide the Municipality. The Department must approve any assignment or transfer of the responsibilities of the Municipality set forth in this Agreement to other parties or entities.

PERSON IN RESPONSIBLE CHARGE

The Municipality shall designate a person or persons to be in responsible charge of the Project, in accordance with Title 23 of the Code of Federal Regulations, Part 635.105. The person, or persons, shall be expected to:

- Administer governmental project activities, including those dealing with cost, time, adherence to contract requirements, construction quality and scope of Federal aid projects;
- Maintain knowledge of day-to-day project operations and safety issues;
- Make or participate in decisions about changed conditions or scope changes that require change orders or supplemental agreements;
- Visit and review the project in accordance with the project scope and scale;
- Review financial processes, transactions and documentation to reduce the likelihood of fraud, waste, and abuse;
- Direct project staff, agency or consultant, to carry out project administration and contract oversight, including proper documentation; and
- Be aware of the qualifications, assignments and on-the-job performance of the agency and consultant staff at all stages of the project.

The person in responsible charge must be a full-time employee of the Municipality, but the duties may be split among several employees, if necessary.

COMPLIANCE WITH STATE/FEDERAL POLICY

The Municipality, and/or its agent, including all contractors, subcontractors, or sub-recipients shall comply with all applicable Federal and State policies and procedures, stated both in this Agreement and in the Department's guidelines and procedures, including the *Local Programs Management Handbook*.

FAILURE TO COMPLY - CONSEQUENCES

Failure on the part of the Municipality to comply with any of the provisions of this Agreement will be grounds for the Department to terminate participation in the costs of the Project and, if applicable, seek repayment of any reimbursed funds.

2. SCOPE OF PROJECT

The Project consists of Construction of 5-foot-wide, approximately 2,500 feet of sidewalk along Venture Drive linking to existing sidewalk along Peedin Road.

The Department's funding participation in the Project shall be restricted to the following eligible items:

- Design
- Environmental Documentation
- ROW Acquisition
- Construction

as further set forth in this Agreement.

3. FUNDING

PROGRAMMING AND AUTHORIZATION OF FEDERAL FUNDS

The funding currently programmed for the project in the State Transportation Improvement Program (STIP) is Congestion Mitigation and Air Quality. The funding source may be modified with the coordination and approval of the respective Metropolitan Planning Organization (MPO) and/or the Department prior to authorization of funds. The Department will authorize and reimburse federal funding based on the type of federal funding that is programmed in the STIP at the time of the authorization request. The Department will notify the Municipality of the type of federal funds authorized by issuing a Technical Amendment – Funds Authorization letter. A modification in the source of funds will have no effect on project responsibilities outlined in this agreement.

REIMBURSEMENT FOR ELIGIBLE ACTIVITIES

Subject to compliance by the Municipality with the provisions set forth in this Agreement and the availability of federal funds, the Department shall reimburse 80% of eligible expenses incurred by the Municipality up to a maximum amount of One Million Two Hundred Twenty Thousand Three Hundred Dollars (\$1,220,300), as detailed below. The Municipality shall provide the non-federal match, as detailed in the FUNDING TABLE below, and all costs that exceed the total available funding.

FUNDING TABLE

| Fund Source | Federal Funds Amount | Reimbursement Rate | Non-Federal Match \$ | Non-Federal Match Rate |
|---------------------------------------|-----------------------------|---------------------------|-----------------------------|-------------------------------|
| Congestion Mitigation and Air Quality | \$1,220,300 | 80% | \$305,075 | 20% |
| Total Available Funding | | \$1,525,375 | | |

WORK PERFORMED BY NCDOT

All work performed by the Department on this Project, including, but not limited to, reviews, inspections, and Project oversight, during any phase of the delivery of the Project, shall reduce the funding available to the Municipality under this Agreement. The Department will set aside, but is not limited to, ten percent (10%) of the total available funding, or \$152,537, to use towards the costs related to review and oversight of this Project. These costs may include but are not limited to: review and approval of plans, environmental documents, contract proposals, and engineering estimates; performance of any phase of work, for example, contract administration or construction engineering and inspection; oversight of any phases; or any other items as needed to ensure the Municipality's appropriate compliance with state and federal regulations.

In the event that the Department does not utilize all the set-aside funding, then those remaining funds will be available for reimbursement to the Municipality at the above reimbursement rate. For all costs of work performed on the Project, whether incurred by the Municipality or by the Department, the Municipality shall provide the non-federal match. The Department will bill the Municipality for the non-federal match of any costs that the Department incurs on the Project and for any costs that exceed the total available funding.

4. PERIOD OF PERFORMANCE

COMPLETION DATE

The Municipality has five (5) years to complete all work outlined in the Agreement from the date of authorization of Federal funds for the initial phase of work. Completion for this Agreement is defined as completion of all construction activities or implementation activities, acceptance of the project, and submission of a final reimbursement package to the Department.

MILESTONE DATES AND REVISIONS

The Municipality is responsible for regularly updating project milestones throughout the life of the project. If project milestones are near (or have passed without completion) and have not been

updated to a realistic schedule by the Municipality, the Department reserves the right to revise the milestones accordingly. Revisions by the Department could lead to milestones being pushed into another fiscal year resulting in a change to the STIP. The Department is not responsible for project delays caused by these milestone revisions.

EXTENDING COMPLETION DATE

If additional time is needed to complete the Project, then a supplemental agreement must be executed. The Department may allow up to three additional months for submission of final reimbursement package by the Municipality, without entering into a supplemental agreement. The Department and/or FHWA reserves the right to revoke the funds awarded if the Municipality is unable to meet milestone dates included herein.

5. PRELIMINARY ENGINEERING AUTHORIZATION

If Preliminary Engineering is an eligible expense, then upon receipt of an executed agreement, the Department will authorize Preliminary Engineering funds and shall notify the Municipality, in writing, once funds have been authorized and can be expended. The Municipality shall not initiate any work, nor solicit for any professional services prior to receipt of written authorization from the Department to proceed. Any work performed, or contracts executed, prior to receipt of written authorization to proceed will be ineligible for reimbursement.

6. PROFESSIONAL AND ENGINEERING SERVICES

The Municipality shall comply with the policies and procedures of this provision if the Municipality is requesting reimbursement for the Preliminary Engineering contract or the Construction Contract Administration / Construction Engineering and Inspection contract.

PROCUREMENT POLICY

When procuring professional services, the Municipality must adhere to Title 2 Code of Federal Regulations Part 200; Title 23 of the Code of Federal Regulations, Part 172; Title 40 United States Code, Chapter 11, Section 1101-1104; NCGS 143-64.31; and the Department's *Policies and Procedures for Major Professional or Specialized Services Contracts*. Said policies and standards are incorporated in this Agreement by reference at www.fhwa.dot.gov/legregs/legislat.html and www.ncleg.net/gascritps/Statutes/Statutes.asp.

- The Municipality shall ensure that a qualified firm is obtained through an equitable selection process, and that prescribed work is properly accomplished in a timely manner and at a just and reasonable cost.
- All Professional Services Firms shall be pre-qualified by the Department in the Work Codes advertised.
- A pre-negotiation audit will be conducted by the Department's External Audit Branch. The Municipality shall not execute a consultant contract until the Department's review has been completed.

SMALL PROFESSIONAL AND ENGINEERING SERVICES FIRMS REQUIREMENTS

Any contract entered into with another party to perform work associated with the requirements of this Agreement shall contain appropriate provisions regarding the utilization of Small Professional Services Firms (SPSF). This policy conforms with the SPSF Guidelines as approved by the North Carolina Board of Transportation.

- The Municipality shall not advertise nor enter into a contract for services performed as part of this Agreement, unless the Department provides written approval of the advertisement or the contents of the contract.
- If the Municipality fails to comply with these requirements, the Department will withhold funding until these requirements are met.

WORK BY ENTITY

If the Design, Planning, Contract Administration and/or Construction Engineering and Inspection required for this project will be undertaken by the Municipality, and the Municipality requests reimbursement, then the Municipality must submit a request and supporting documentation to the Department for review and approval, prior to any work being initiated by the Municipality.

7. PLANNING / ENVIRONMENTAL DOCUMENTATION

The Municipality shall prepare the environmental and/or planning document, including any environmental permits, needed to construct the Project, in accordance with the National Environmental Policy Act (NEPA) and all other appropriate environmental laws and regulations. All work shall be performed in accordance with Departmental procedures and guidelines. Said documentation shall be submitted to the Department for review and approval.

- The Municipality shall be responsible for preparing and filing with all proper agencies the appropriate planning documents, including notices and applications required to apply for those permits necessary for the construction of the desired improvements. Copies of approved permits should be forwarded to the Department.
- The Municipality shall advertise and conduct any required public hearings.
- If any permit issued requires that action be taken to mitigate impacts associated with the improvements, the Municipality shall design and implement a mitigation plan. The Department will determine if any mitigation costs are eligible for reimbursement. The Municipality shall bear all costs associated with penalties for violations and claims due to delays.
- The Municipality shall be responsible for designing an erosion control plan if required by the North Carolina Sedimentation Pollution Control Act of 1973, NCGS 113A, Article 4, incorporated in this Agreement by reference at <https://www.ncleg.gov/Laws/GeneralStatutes> and obtaining those permits required thereby in order to construct the Project. During the construction of the improvements, the Municipality, and its contractors and agents, shall be solely responsible for compliance with the provisions of said Act and the plan adopted in compliance therewith.

8. DESIGN

CONTENT OF PLAN PACKAGE

The Municipality, and/or its agent, shall prepare the Project's plans, specifications, and a professional estimate of costs (PS&E package), in accordance with the Department's guidelines and procedures, and applicable Federal and State standards. All work shall be submitted to the Department for review and approval. The plans shall be completed to show the design, site plans, landscaping, drainage, easements, and utility conflicts.

9. RIGHT OF WAY / UTILITY AUTHORIZATION

If the costs of right of way acquisition or utility relocation are an eligible expense, the Municipality shall submit a letter of request to the Department to authorize and set up right of way and/or utility funding. The acquisition for right of way, construction easements, and/or utility relocation may be undertaken only after the Municipality receives written authorization from the Department to proceed.

10.PROJECT LIMITS AND RIGHT OF WAY (ROW)

The Municipality shall comply with the policies and procedures of this provision regardless of whether the Municipality is requesting reimbursement for the Right of Way phase of the Project.

SPONSOR PROVIDES ROW

The Municipality, at no liability whatsoever to the Department, shall be responsible for providing and/or acquiring any required ROW and/or easements for the Project.

ROW GUIDANCE

The Municipality shall accomplish all ROW activities, including acquisition and relocation, in accordance with the following: Title 23 of the Code of Federal Regulations, Part 710, Subpart B and Title 49 of the Code of Federal Regulations, Part 24, [Uniform Act] incorporated by reference at www.fhwa.dot.gov/legsregs/directives/fapgtoc.htm; NCGS, Chapter 133, Article 2, Sections 133-5 through 133-18, Relocation Assistance, incorporated by reference at <https://www.ncleg.gov/Laws/GeneralStatutes> ; and the North Carolina Department of Transportation Right of Way Manual.

APPRAISAL

The Municipality shall submit the appraisal to the Department for review and approval in accordance with Departmental policies and procedures.

CLEARANCE OF PROJECT LIMITS / ROW

The Municipality shall remove and dispose of all obstructions and encroachments of any kind or character (including hazardous and contaminated materials) from said ROW, with the exception that the Municipality shall secure an encroachment agreement for any utilities (which shall remain or are) to be installed within the Department's ROW, or follow other applicable approval process, for utilities within the Municipality's ROW. The Municipality shall indemnify and save harmless the Department, Federal Highway Administration, and the State of North Carolina, from any and all damages and claims for damages that might arise on account of said right of way acquisition, drainage, and construction easements for the construction of said Project. The Municipality shall be solely responsible for any damages caused by the existence of said material now and at any time in the future and will save the Department harmless from any legal actions arising as a result

of this contaminated and/or hazardous material and shall provide the Department with documentation proving the proper disposal of said material.

RELOCATION ASSISTANCE

The Municipality shall provide relocation assistance services and payments for families, businesses, and non-profit organizations being displaced by the Project in full accordance with the Federal relocation requirements of Title 49 Code of Federal Regulations, Part 24 [Uniform Act], as amended. Relocation assistance services and payments may be accomplished by contract with any other municipal corporation, or State or Federal agency, rendering such services upon approval by the Department and Federal Highway Administration.

11. UTILITIES

The Municipality, and/or its agent, at no liability to the Department, shall relocate, adjust, relay, change or repair all utilities in conflict with the Project, regardless of ownership. All utility work shall be performed in a manner satisfactory to and in conformance with State and Federal rules and regulations, prior to Municipality beginning construction of the project. This Agreement does not modify or supersede any existing Utility Encroachment Agreements that may be in place.

12. RIGHT OF WAY / UTILITY / RAILROAD CERTIFICATION

The Municipality, upon acquisition of all right of way/property necessary for the Project, relocation of utilities, and coordination with the railroad shall provide the Department all required documentation (deeds/leases/easement/plans/agreements) to secure certification. Certification is only issued after all ROW is in public ownership or property is publicly accessible by a legal document; utilities in conflict with the project are relocated, or a plan for their relocation during construction has been approved; and coordination with the railroad (if applicable) has occurred and been documented.

13. CONTRACT PROPOSAL AND ENGINEER'S ESTIMATE

CONTRACT PROPOSAL

The Municipality shall develop a contract proposal that will be advertised for bids. The proposal shall comply with NCDOT Specifications and Standard Drawings as applicable to the Project. The proposal shall also contain provisions, as applicable, per Title 23 Code of Federal Regulations 633 and 635 to include, but not be limited to: FHWA 1273, Buy America, Davis-

Bacon Wage Rates, Non-discrimination, DBE Assurances, Contractor Certification regarding suspension and debarment, and other provisions as required by the Department.

ENGINEER'S ESTIMATE

The Municipality shall develop an itemized engineer's estimate to show items referenced to the NCDOT Standard Specifications, if applicable, along with units and unit price. The engineer's estimate will be used as the basis for comparing bids received.

14. CONSTRUCTION AUTHORIZATION

The Municipality shall submit the required environmental and/or planning document, ROW certification, final construction plans, total contract proposal, and an estimate of Project costs (final PS&E package) to the Department for review and approval.

- After approval of all documentation, the Department will request construction authorization from the Federal Highway Administration.
- The Municipality shall not advertise for bids prior to receiving written construction authorization from the Department.

15. CONTRACTOR PROCUREMENT

ADVERTISE FOR BIDS

Upon receipt of written construction authorization from the Department, the Municipality may advertise the Project. The Municipality shall follow applicable Federal and/or State procedures pertaining to the advertisement of the Project, bid opening, and award of the contract, according to Title 2 of the Code of Federal Regulations, Part 200 and Title 23 of the Code of Federal Regulations, Part 633 and Part 635, incorporated by reference at www.fhwa.dot.gov/legisregs/directives/fapgtoc.htm; and NCGS, Chapter 143, Article 8 (Public Contracts), incorporated by reference at <https://www.ncleg.gov/Laws/GeneralStatutes>.

CONSTRUCTION CONTRACTOR REQUIREMENTS

All Contractors submitting bids on the project shall be pre-qualified by the Department. All proposed subcontractors must be pre-qualified before construction work begins. Any subcontractors who are proposed to meet the Disadvantaged Business Enterprise goal must be certified by the Department.

CONSTRUCTION SUBCONTRACTOR REQUIREMENTS

Any contract entered into with another party to perform work associated with the requirements of this Agreement shall contain appropriate provisions regarding the utilization of Disadvantaged Business Enterprises (DBEs), or as required and defined in Title 49 of the Code of Federal Regulations, Part 26 and the North Carolina Administrative Code. These provisions are incorporated into this Agreement by reference

<https://connect.ncdot.gov/resources/Specifications/Pages/2024-Specifications-and-Special-Provisions.aspx>.

- The Municipality shall not advertise nor enter into a contract for services performed as part of this Agreement, unless the Department provides written approval of the advertisement or the contents of the contract.
- If the Municipality fails to comply with these requirements, the Department will withhold funding until these requirements are met.

AWARDING CONTRACT

After the advertisement of the Project for construction bids, the Municipality shall request concurrence from the Department to award the construction contract by submitting a letter along with tabulated bids received depicting Disadvantaged Business Enterprises (DBE) goals, and a resolution recommending award of the Project to the lowest responsible, responsive bidder. The Department will review the submitted information and provide written approval to the Municipality prior to the contract being awarded by the Municipality.

DELAY IN PROCUREMENT

In the event the Project has not been let to contract within six (6) months after receiving construction authorization from the Department, the Municipality shall be responsible for documenting to the Department justification for project delay and that the Project remains in compliance with the terms of this Agreement, the approved plans and specifications, and current codes.

FORCE ACCOUNT

Force account work is only allowed when there is a finding of cost effectiveness for the work to be performed by some method other than a contract awarded by a competitive bidding process, or there is an emergency. Written approval from the Department is required prior to the use of force

account by the Municipality. Federal Highway Administration regulations governing Force Account are contained in Title 23 Code of Federal Regulations, Part 635.201, Subpart B; said policy being incorporated in this Agreement by reference

www.fhwa.dot.gov/legregs/directives/cfr23toc.htm. North Carolina General Statutes governing the use of Force Account, Chapter 143, Article 8 (Public Contracts) can be found at www.ncleg.net/gascripts/Statutes/Statutes.asp.

16. CONSTRUCTION

The Municipality, and/or its agents shall construct the Project in accordance with the plans and specifications of the Project as filed with, and approved by, the Department. During the construction of the Project, the procedures set out below shall be followed:

CONSTRUCTION CONTRACT ADMINISTRATION

The Municipality shall comply with the NCDOT Construction Manual as referenced at <http://www.ncdot.org/doh/operations/dp%5Fchief%5Feng/constructionunit/formsmanuals/construction/>, which outlines the procedures for records and reports that must be adhered to in order to obtain uniformity of contract administration and documentation. This includes, but is not limited to, inspection reports, material test reports, materials certification, documentation of quantities, project diaries, and pay records. The Municipality, and/or its agent, shall perform the construction engineering, sampling and testing required during construction of the Project, in accordance with Departmental procedures, including the Department's Guide for Process Control and Acceptance Sampling and Testing. The Municipality shall document that said compliance was accomplished in accordance with State and Federal procedures, guidelines, standards and specifications.

RETAINAGE

The Municipality shall not retain any portion of a payment due the contractor.

SIGNAGE

The Municipality shall provide and maintain adequate signage and other warning devices for the protection of the public in accordance with the approved traffic control plans for the Project and the current edition of the Manual on Uniform Traffic Control Devices (MUTCD) for Streets and Highways, or any subsequent revision of the same, published by the Federal Highway Administration and effective at the time of award of the contract.

SITE LAYOUT

The Municipality shall be responsible for ensuring that all site layout, construction work, and Project documentation are in compliance with applicable city, state and federal permits, guidelines, and regulations, including American Association of State Highway and Transportation Officials (AASHTO) guidelines and Americans with Disabilities Act (ADA) Standards for Accessible Design (www.usdoj.gov/crt/ada/stdspdf.htm).

RIGHT TO INSPECT

The Department and representatives of the Federal Highway Administration shall have the right to inspect, sample or test, and approve or reject, any portion of the work being performed by the Municipality or the Municipality's contractor to ensure compliance with the provisions of this Agreement. Prior to any payment by the Department, any deficiencies inconsistent with approved plans and specifications found during an inspection must be corrected.

CONTRACTOR COMPLIANCE

The Municipality will be responsible for ensuring that the contractor complies with all of the terms of the contract and any instructions issued by the Department or FHWA as a result of any review or inspection made by said representatives.

CHANGE ORDERS

If any changes in the Project plans are necessary, the Department must approve such changes prior to the work being performed.

SHOP DRAWINGS

Shop Drawings shall be submitted in accordance with the approved plans and specifications and may require review by the Designer.

17. CLOSE-OUT

Upon completion of the Project, the Municipality shall be responsible for the following:

FINAL INSPECTION

The Municipality shall arrange for a final inspection by the Department. Any deficiencies determined during the final field inspection must be corrected prior to final payment being made by the Department to the Municipality. Additional inspection by other entities may be necessary in accordance with the Department's guidelines and procedures. The Municipality shall provide the Department with written evidence of approval of completed project prior to requesting final reimbursement.

FINAL PROJECT CERTIFICATION

The Municipality will provide a certification to the Department that all work performed for this Project is in accordance with all applicable standards, guidelines, and regulations.

18. MAINTENANCE

The Municipality, at no expense or liability to the Department, shall assume all maintenance responsibilities for the Construction of 5 foot wide sidewalk along Venture, or as required by an executed encroachment agreement.

19. REIMBURSEMENT

SCOPE OF REIMBURSEMENT

Activities eligible for funding reimbursement for this Project shall include:

- Design
- Environmental Documentation
- ROW Acquisition
- Construction

REIMBURSEMENT GUIDANCE

The Municipality shall adhere to applicable administrative requirements of Title 2 Code of Federal Regulations, Part 200 (www.fhwa.dot.gov/legsregs/directives/fapgtoc.htm) "Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards."

Reimbursement to the Municipality shall be subject to the policies and procedures contained in Title 23 Code of Federal Regulations, Part 140 and Part 172, which is being incorporated into this Agreement by reference at www.fhwa.dot.gov/legregs/directives/fapgtoc.htm. Reimbursement to the Municipality shall be subject to the guidance contained in Title 2 Code of Federal Regulations, Part 170 (<http://edocket.access.gpo.gov/2010/pdf/2010-22705.pdf>) and Office of Management and Budget (OMB) "Federal Funding Accountability and Transparency Act" (FFATA). Said reimbursement shall also be subject to the Department being reimbursed by the Federal Highway Administration and subject to compliance by the Municipality with all applicable federal policy and procedures.

REIMBURSEMENT LIMITS

▪ WORK PERFORMED BEFORE NOTIFICATION

Any costs incurred by the Municipality prior to written notification by the Department to proceed with the work shall not be eligible for reimbursement.

▪ NO REIMBURSEMENT IN EXCESS OF APPROVED FUNDING

At no time shall the Department reimburse the Municipality costs that exceed the total funding per this Agreement and any Supplemental Agreements.

▪ UNSUBSTANTIATED COSTS

The Municipality agrees that it shall bear all costs for which it is unable to substantiate actual costs or any costs that have been deemed unallowable by the Federal Highway Administration and/or the Department's Financial Management Division.

▪ WORK PERFORMED BY NCDOT

All work performed by the Department on this Project, including, but not limited to, reviews, inspections, and Project oversight, shall reduce the maximum award amount of \$1,220,300 available to the Municipality under this Agreement. The Department will bill the Municipality for the non-federal match of any costs that the Department incurs on the Project and for any costs that exceed the total available funding.

▪ CONSTRUCTION ADMINISTRATION

Reimbursement for construction contract administration will be made as governed by Departmental policy that limits reimbursement for construction contract administration to no more than fifteen (15%) percent of the actual construction contract of the Project.

These costs will also include any cost overruns and charges to the Project by the Department during the Construction Phase.

- **CONSTRUCTION CONTRACT UNIT PRICES**

Reimbursement for construction contract work will be made on the basis of contract unit prices in the construction contract and any approved change orders.

- **RIGHT OF WAY**

Reimbursement will be limited to the value as approved by the Department. Eligible costs for reimbursement of Right of Way Acquisition include: realty appraisals, surveys, closing costs, and the agreed upon just compensation for the property, at the reimbursement rate as shown in the FUNDING TABLE.

- **FORCE ACCOUNT**

Invoices for force account work shall show a summary of labor, labor additives, equipment, materials and other qualifying costs in conformance with the standards for allowable costs set forth in 2 CFR 200 "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards." Reimbursement shall be based on actual eligible costs incurred with the exception of equipment owned by the Municipality or its Project partners. Reimbursement rates for equipment owned by the Municipality or its Project partners cannot exceed the Department's rates in effect for the time period in which the work is performed.

BILLING THE DEPARTMENT

- **PROCEDURE**

The Municipality may bill the Department for eligible Project costs in accordance with the Department's guidelines and procedures. Proper supporting documentation shall accompany each invoice as may be required by the Department. By submittal of each invoice, the Municipality certifies that it has adhered to all applicable state and federal laws and regulations as set forth in this Agreement.

Along with each invoice, the Municipality is responsible for submitting the FFATA Subrecipient Information Form, which is available at <https://connect.ncdot.gov/municipalities/Funding/Pages/default.aspx>.

- **INTERNAL APPROVALS**

Reimbursement to the Municipality shall be made upon approval of the invoice by the Department's Financial Management Division.

- **TIMELY SUBMITTAL OF INVOICES**

The Municipality may invoice the Department monthly for work accomplished, but no less than once every six (6) months to keep the Project funds active and available. If the Municipality is unable to invoice the Department, then they must provide an explanation. Failure to submit invoices or explanation may result in de-obligation of funds.

- **FINAL INVOICE**

All invoices associated with the Project must be submitted within six (6) months of the completion of construction and acceptance of the Project to be eligible for reimbursement by the Department. Any invoices submitted after this time will not be eligible for reimbursement.

20. REPORTING REQUIREMENTS AND RECORDS RETENTION

PROJECT EVALUATION REPORTS

The Municipality is responsible for submitting quarterly Project evaluation reports, in accordance with the Department's guidelines and procedures, that detail the progress achieved to date for the Project.

PROJECT RECORDS

The Municipality and its agents shall maintain all books, documents, papers, accounting records, Project records and such other evidence as may be appropriate to substantiate costs incurred under this Agreement. Further, the Municipality shall make such materials available at its office and shall require its agent to make such materials available at its office at all reasonable times during the contract period, and for five (5) years from the date of payment of the final voucher by the Federal Highway Administration, for inspection and audit by the Department's Financial Management Section, the Federal Highway Administration, or any authorized representatives of the Federal Government.

21. OTHER PROVISIONS

REFERENCES

It will be the responsibility of the Municipality to follow the current and/or most recent edition of references, websites, specifications, standards, guidelines, recommendations, regulations and/or general statutes, as stated in this Agreement.

INDEMNIFICATION OF DEPARTMENT

The Municipality will indemnify and hold harmless the FHWA (if applicable), the Department and the State of North Carolina, their respective officers, directors, principals, employees, agents, successors, and assigns from and against any and all claims for damage and/or liability, including those that may be initiated by third parties, in connection with the Project activities performed pursuant to this Agreement including construction of the Project, except for those claims arising out of the errors, omissions, or negligence of the Department, its respective officers, directors, principals, employees, agents, successors, and assigns.

DEBARMENT POLICY

It is the policy of the Department not to enter into any agreement with parties that have been debarred by any government agency (Federal or State). By execution of this agreement, the Municipality certifies that neither it nor its agents or contractors are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any Federal or State Agency or Department and that it will not enter into agreements with any entity that is debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction.

TITLE VI - CIVIL RIGHTS ACT OF 1964

The Municipality shall comply with Title VI of the Civil Rights Act of 1964, (Title 49 CFR, Subtitle A, Part 21). Title VI prohibits discrimination on the basis of race, color, national origin, disability, gender, and age in all programs or activities of any recipient of Federal assistance.

OTHER AGREEMENTS

The Municipality is solely responsible for all agreements, contracts, and work orders entered into or issued by the Municipality for this Project. The Department is not responsible for any

expenses or obligations incurred for the Project except those specifically eligible for the funds and obligations as approved by the Department under the terms of this Agreement.

AVAILABILITY OF FUNDS

All terms and conditions of this Agreement are dependent upon, and, subject to the allocation of funds for the purpose set forth in the Agreement and the Agreement shall automatically terminate if funds cease to be available.

IMPROPER USE OF FUNDS

Where either the Department or the FHWA determines that the funds paid to the Municipality for this Project are not used in accordance with the terms of this Agreement, the Department will bill the Municipality.

TERMINATION OF PROJECT

If the Municipality decides to terminate the Project without the concurrence of the Department, the Municipality shall reimburse the Department one hundred percent (100%) of all costs expended by the Department and associated with the Project.

AUDITS

In accordance with 2 CFR 200 "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards," Subpart F – Audit Requirements, and the Federal Single Audit Act Amendments of 1996, the Municipality shall arrange for an annual independent financial and compliance audit of its fiscal operations. The Municipality shall furnish the Department with a copy of the annual independent audit report within thirty (30) days of completion of the report, but not later than nine (9) months after the Municipality's fiscal year ends.

REIMBURSEMENT BY MUNICIPALITY

For all monies due the Department as referenced in this Agreement, reimbursement shall be made by the Municipality to the Department within sixty (60) days of receiving an invoice. A late payment penalty and interest shall be charged on any unpaid balance due in accordance with NCGS 147-86.23.

USE OF POWELL BILL FUNDS

If the other party to this agreement is a Municipality and fails for any reason to reimburse the Department in accordance with the provisions for payment hereinabove provided, NCGS 136-41.3 authorizes the Department to withhold so much of the Municipality's share of funds allocated to Municipality by NCGS 136-41.1, until such time as the Department has received payment in full.

ENTIRE AGREEMENT

This Agreement contains the entire agreement between the parties and there are no understandings or agreements, verbal or otherwise, regarding this Agreement except as expressly set forth herein.

AUTHORIZATION TO EXECUTE

The parties hereby acknowledge that the individual executing the Agreement on their behalf is authorized to execute this Agreement on their behalf and to bind the respective entities to the terms contained herein and that he has read this Agreement, conferred with his attorney, and fully understands its contents.

COUNTERPARTS AND ELECTRONIC SIGNATURES

- This Agreement, and other documents to be delivered pursuant to this Agreement, may be executed in one or more counterparts, each of which will be deemed to be an original copy and all of which, when taken together, will be deemed to constitute one and the same agreement or document and will be effective when counterparts have been signed by each of the Parties. An image of a manual signature on this Agreement, or other documents to be delivered pursuant to this Agreement, will constitute an original signature for all purposes. The delivery of copies of this Agreement or other documents to be delivered pursuant to this Agreement, including executed signature pages where required, by electronic transmission will constitute effective delivery of this Agreement or such other document for all purposes.
- The Parties hereto further acknowledge and agree that this Agreement may be signed and/or transmitted by email or a PDF document or using electronic signature technology (e.g. DocuSign, Adobe Sign, or other electronic signature technology), and that such signed record shall be valid and as effective to bind the Party so signing as a paper copy bearing such Party's handwritten signature. By selecting "I Agree", "I Accept", or other

similar item, button, or icon via use of a keypad, mouse, or other device, as part of the electronic signature technology, the Parties consent to be legally bound by the terms and conditions of Agreement and that such act constitutes a signature as if actually signed in writing. The Parties also agree that no certification authority or other third-party verification is necessary to validate its electronic signature and that the lack of such certification or third-party verification will not in any way affect the enforceability of its electronic signature. The Parties acknowledge and agree that delivery of a copy of this Agreement or any other document contemplated hereby through the electronic signature technology, will have the same effect as physical delivery of the paper document bearing an original written signature.

GIFT BAN

By Executive Order 24, issued by Governor Perdue, and NCGS 133-32, it is unlawful for any vendor or contractor (i.e. architect, bidder, contractor, construction manager, design professional, engineer, landlord, offeror, seller, subcontractor, supplier, or vendor), to make gifts or to give favors to any State employee of the Governor's Cabinet Agencies (i.e. Administration, Commerce, Environmental Quality, Health and Human Services, Information Technology, Military and Veterans Affairs, Natural and Cultural Resources, Public Safety, Revenue, Transportation, and the Office of the Governor).

22. SUNSET PROVISION

All terms and conditions of this Agreement are dependent upon, and subject to, the allocation of funds for the purpose set forth in the Agreement and the Agreement shall automatically terminate if funds cease to be available.

IT IS UNDERSTOOD AND AGREED that the approval of the Project by the Department is subject to the conditions of this Agreement, and that no expenditures of funds on the part of the Department will be made until the terms of this Agreement have been complied with on the part of the Municipality.

IN WITNESS WHEREOF, this Agreement has been executed, in duplicate, the day and year heretofore set out, on the part of the Department and the Municipality by authority duly given.

L.S. ATTEST:

TOWN OF SMITHFIELD

BY: _____

BY: _____

TITLE: _____

TITLE: _____

DATE: _____

NCGS 133-32 and Executive Order 24 prohibit the offer to, or acceptance by, any State Employee of any gift from anyone with a contract with the State, or from any person seeking to do business with the State. By execution of any response in this procurement, you attest, for your entire organization and its employees or agents, that you are not aware that any such gift has been offered, accepted, or promised by any employees of your organization.

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

(SEAL)

(FINANCE OFFICER)

Federal Tax Identification Number

Town of Smithfield

Remittance Address:

DEPARTMENT OF TRANSPORTATION

BY: _____

(CHIEF ENGINEER)

DATE: _____

APPROVED BY BOARD OF TRANSPORTATION ITEM O: _____(Date)



Request for Town Council Action

| | |
|--------------------------------------|-----------------------|
| Business Agenda Item: | CMAQ Grant |
| Date: | 10/15/2024 |

Subject: CMAQ Grant for Sidewalks on Venture Drive
Department: Planning Department
Presented by: Planning Director – Stephen Wensman
Presentation: Business Agenda item

Issue Statement

Request to pursue CMAQ (Congestion Mitigation & Air Quality Improvement) Grant for Sidewalks on Venture Drive

Financial Impact

Approximate project cost is \$1,014,246 with the Town's 20% match of \$202,850

Action Needed

To discuss the CMAQ proposal and decide whether to support an application for CMAQ funding of a sidewalk on Venture Drive

Recommendation

Staff recommends the Town Council support staff's application for CMAQ funding for the Venture Drive sidewalk.

Approved: ☒ Town Manager ☐ Town Attorney

Attachments:

1. Staff Report
2. Cost Estimate
3. Area Map



Staff Report

**Business
Agenda
Item:**

**CMAQ
Grant**

Overview:

The Upper Coastal Plain Rural Planning Organization has informed its member communities that there are Congestion Mitigation & Air Quality Improvement (CMAQ) funds available and that member towns are encouraged to make application for supported projects. The CMAQ funds can be used for sidewalk projects. The CMAQ funds were granted to the Town for the West Smithfield Trail project currently in the design phase. Staff would like to make application to fund the construction of a sidewalk along Venture Drive.

Project:

The project would construct a sidewalk on the west side of Venture Drive from Outlet Center Drive to Peedin Road. There is an existing sidewalk on the west side of Peedin Road. The project would include a means to safely cross from the east side of the road to the west. NCDOT will be evaluating the best option. The west side of Venture Drive is the best location as it has fewer driveways, hydrants and other obstacles that drive up cost. The west side would also provide easier access to and from the hotels. The sidewalk project would provide pedestrian access between the Brightleaf Boulevard businesses to the hotels and outlet mall.

Project Cost:

A preliminary cost estimate was prepared by NCDOT and includes:

| Line Item | Des | Sec No. | Description | Quantity | Unit | Price | Amount |
|-----------|------|---------|-------------------------|----------|------|---------------|---------------|
| | | | CONSTRUCTION SURVEYING | 1 | LS | \$ 18,000.00 | \$ 18,000.00 |
| | | | GRADING | 1 | LS | \$ 60,000.00 | \$ 60,000.00 |
| | | | 4" CONCRETE SIDEWALK | 1388 | SY | \$ 60.00 | \$ 83,280.00 |
| | | | CONCRETE CURB RAMPS | 10 | EA | \$ 2,900.00 | \$ 29,000.00 |
| | | | DRAINAGE | 0.5 | MI | \$ 300,000.00 | \$ 150,000.00 |
| | | | EROSION CONTROL | 1 | LS | \$ 30,000.00 | \$ 30,000.00 |
| | | | TRAFFIC CONTROL | 1 | LS | \$ 20,000.00 | \$ 20,000.00 |
| | | | SIGNS AND MARKINGS | 1 | LS | \$ 15,000.00 | \$ 15,000.00 |
| | | | UTILITIES BY OTHERS | 1.00 | LS | \$ 50,000.00 | \$ 50,000.00 |
| | | | Misc. & Mob. (40% Rdwy) | 1 | LS | | \$ 182,112.00 |
| Lgth | 0 ME | | Contract Cost | | | | \$ 637,392.00 |
| | | | E. & C. 15% | | | | \$ 81,853.80 |
| | | | Construction Cost | | | | \$ 719,245.80 |
| | | | PE Cost | | | | \$ 175,000.00 |
| | | | ROW Cost (8 Parcels) | | | | \$ 120,000.00 |

North Carolina Department of Transportation
Preliminary Estimate

TIP No. _____
Route Venture Drive
From E Peedin Road to Outlet Center drive
Typical Section Add sidewalk on one side

Prelim

County: Johnston

| |
|--------------------|
| TOTAL |
| \$1,014,246 |

Prepared By: Emily Ferreira Date: 10/8/2024
Requested By: James Salmons Date: 9/30/2024

| Line Item | Des | Sec No. | Description | Quantity | Unit | Price | Amount |
|-----------|-----|---------|------------------------|----------|------|---------------|---------------|
| | | | CONSTRUCTION SURVEYING | 1 | LS | \$ 18,000.00 | \$ 18,000.00 |
| | | | GRADING | 1 | LS | \$ 60,000.00 | \$ 60,000.00 |
| | | | 4" CONCRETE SIDEWALK | 1388 | SY | \$ 60.00 | \$ 83,280.00 |
| | | | CONCRETE CURB RAMPS | 10 | EA | \$ 2,900.00 | \$ 29,000.00 |
| | | | DRAINAGE | 0.5 | MI | \$ 300,000.00 | \$ 150,000.00 |
| | | | | | | | |
| | | | EROSION CONTROL | 1 | LS | \$ 30,000.00 | \$ 30,000.00 |
| | | | TRAFFIC CONTROL | 1 | LS | \$ 20,000.00 | \$ 20,000.00 |
| | | | SIGNS AND MARKINGS | 1 | LS | \$ 15,000.00 | \$ 15,000.00 |
| | | | | | | | |
| | | | UTILITIES BY OTHERS | 1.00 | LS | \$ 50,000.00 | \$ 50,000.00 |
| | | | | | | | |
| | | | | | | | |
| | | | Misc. & Mob (40% Rdwy) | 1 | LS | | \$ 182,112.00 |

| | | | | | |
|------|------|-------------------------|-------|-------|----------------------|
| Lgth | 0 MI | Contract Cost | | | \$ 637,392.00 |
| | | E. & C. 15% | | | \$ 81,853.80 |
| | | Construction Cost | | | \$ 719,245.80 |

Smithfield. She stated she hoped that the voices and concerns of her, her neighbors and other constituents will be taken into consideration for future developments. She further expressed concerns about not being able to vote for representatives who make decisions for her community due to living in the ETJ.

Mayor Andy Moore asked if there were any other concerns. There were no further comments from the audience. Moore commented that his concern was parking along the street with the availability of only one one-car garage at each unit. He stated due to that reason he would like to see the larger 12-foot driveways. He conveyed to the Board the current price point of Franklin Town Home units, which were similar in size to the town homes in the Finley development, as well of the number of properties that were pending and sold. Councilman David Barbour noted that there were still plenty more units scheduled to be built in the development.

There were no further comments on the matter.

Councilman John Dunn made a motion seconded by Travis Scott to close the public hearing. Unanimously approved.

Councilman John Dunn made a motion, seconded by Councilman Stevens that the Board deny the request of alternate plans for Finley Development CZ-24-06. Unanimously approved.

CITIZEN'S COMMENTS:

Mayor Andy Moore asked if there were anyone in the audience who would like to speak for Citizen's Comments.

There were no citizen comments.

Mayor Andy Moore stated he would move on to the Consent Agenda.

CONSENT AGENDA:

Councilman David Barbour made a motion, seconded by Councilman John Dunn to approve the consent agenda. Unanimously approved.

1. Minutes
 - a. August 13, 2024 – Regular Meeting
 - b. August 13, 2024 – Closed Session
 - c. August 20, 2024 – Regular Meeting
 - d. September 3, 2024 – Regular Meeting
 - e. September 3, 2024 – Closed Session
2. Special Event: Circus Under the Big Top – Approval was granted to allow Hanneford Circus to operate a circus at 1025 Outlet Center Drive from October 25, 2024 until November 3, 2024 from 1:00 pm until 9:00 pm. Amplified sound was approved for the events.
3. Special Event: Trunk of Treat – Approval was granted to allow First Baptist Church to hold an event at 202 South Fourth Street on October 27, 2024 from 4:00 pm until 6:00 pm. The closure of East Johnston Street between South Fourth and South Fifth Street and one food truck were also approved for this event.
4. Approval was granted to promote the Payroll/Accounts Payable Technician II to the position of Town Clerk.
5. Approval was granted to promote a Street Maintenance Worker to the position of Sanitation Equipment Operator.
6. Approval was granted to authorize the purchase of two used vehicles from Asia Motors in the total amount of \$65,000 for the Police Department
7. Approval was granted to award a contract to Timmons group in the amount of \$49,500.00 for design services for the South Smithfield Water Line Extension Project.

BUSINESS ITEMS:

1. **Consideration and request for approval to pursue a Congestion Mitigation & Air Quality Improvement (CMAQ) grant for sidewalks on the west side of Venture Drive from Outlet Center Drive to Peedin Road**

Planning Director Stephen Wensman addressed the Council to a request approval to pursue CMAQ funding for a \$1,000,000 grant with a Town 20% match, which is an estimate. He stated the purpose for funding would be to build a CMAQ funded for sidewalks to be installed on the west side of Venture Drive from Outlet Center Drive to Peedin Road.

Councilman David Barbour asked if this would be a sidewalk or a multipurpose path. Wensman stated this was correct. Barbour asked weren't sidewalks there already. Wensman stated there were sidewalks up to Peedin Road, but if you go from Peedin Road all the way down to Outlet Center Drive there were no sidewalks. Wensman further clarified where the sidewalks began and ended to the Board. He added that extra dollars were included in the estimate to make it a safe crossing, and that the details would be worked out once funding was received.

Mayor Andy Moore asked why there were no plans for sidewalks down Outlet Center Drive near hotels where needed. Wensman cited issues with limited right-of-way, where the roads and the ditches eat up all the right-of-way. Wensman stated due to that fact, it may be a much more expensive project.

Councilman David Barbour asked about also installing crosswalks, having concern for access without J-Walking. Wensman said he had no answer for that right now.

Mayor Andy Moore asked about further development along that property, and questioned whether a future developer could bear the cost of installing sidewalks. Further if there was a plan in place to recoup funds for installing sidewalks on property available for future development. Councilman John Dunn questioned if there could be a fee for future developers in lieu of sidewalks. Mayor Andy Moore stated we have time to look into that as a possibility.

Councilman David Barbour asked why the proposed sidewalk was not on the other side of the road where the businesses are, noting no developments near the pond. Wensman stated that sidewalk installation on the other side of the street would be a much more expensive project with a larger cost share to the Town, but it's up to the Town whether to do so. Wensman also stated if the Town moved forward with the grant, he would get alternative estimates for other locations, then change the design to ask for the greater amount of money to cover the costs.

Councilman John Dunn asked if it would make sense to look at things from an easement perspective as to which easements would be easier. Wensman stated that this was considered.

Councilman Travis Scott spoke about the need for the Town to look at how to connect Venture Drive to Equity, stating it needs to be connected. Wensman stated that there was undeveloped land owned by the hotel that is next to the pump station that may be used for that purpose in the future. He stated the Town may have to buy it to do a right of way through there. Councilman Travis Scott stated it would alleviate some of the congestion on Outlet Center Drive if those major intersections were connected.

Councilman David Barbour asked if the Board approved the item today does it mean that changes cannot be made. Wensman stated he would go back and get a cost estimate for the more expensive project, and if the Town gets the money, they could go through the design phase and determine what we want to do. Councilman David Barbour stated he understood, and did not want the Town to lose the chance at obtaining the funding.

Councilman Travis Scott asked if it would be due by budget year next year, and if not, where would the Town pay for the project out of the current budget. Town Manager Mike Scott stated that it would have to come out of fund balance, that we have funds from the American Rescue Plan funds that were not appropriated. A little over a million dollars went into fund balance a couple of meetings ago, so that money is there.

Councilman Travis Scott made a motion, seconded by Councilman John Dunn to approve for the request. Unanimously approved.

2. Consideration and request for approval to award a bid to David Hinton Construction in the amount of \$37,456.00 for the replacement of brickwork with stamped concrete in the 200 and 300 blocks of Market Street

Public Works Director Lawrence Davis addressed the Council. He stated that three contractors were contacted for the project. The initial pricing was incorrect, necessitating a rebid. The revised estimate is \$37,456. If approved, the work will take approximately two weeks, completed in four phases. Phase 1 and 2 will cover the 200 block of the south side of Market Street to the 300 block of Front Street, lasting about a week. Phases 3 and 4 will address the 300 block of North Street from Market Street to the 200 block at Wells Fargo Bank. He further stated that the project involves removing existing bricks and planters, which have caused trip hazards, and replacing them with stamped concrete. The concrete will be poured 6 inches deep to withstand vehicle stress, despite efforts to prevent curb parking. Ideal pouring temperature is 75 degrees or higher for faster setting. Businesses will be notified of work dates, and parking spaces will be blocked during construction. DOT has been contacted as the affected street falls under their jurisdiction. Davis stated that Parking spaces will be blocked during construction. DOT confirmed no encroachment agreement is needed for sidewalk repair, but lane closures must meet NCDOT standards. Dalton Langston, Assistant District Engineer for divisions 4 and 3 in Johnson and Wayne Counties, provided this information. The project is proposed for late May or early June to take advantage of hot weather for concrete setting. Earlier completion was not possible due to pricing issues.

Councilman John Dunn asked for clarification of which planters would be removed. Davis clarified that the bricks around the planters would be removed, the ones near the trees with the up lights, not the planters themselves. Once removed they would replace the grate. Councilman David Barbour recommended that there be an information sign before drivers get to M. Durwood Stephenson highway alerting them of the upcoming one lane highway so that they may take an alternate route to help alleviate traffic. Davis agreed. Councilman John Dunn asked if the curb would be replaced. Mayor Andy Moore also wanted clarification as to whether curb work was factored into the quote. Davis stated the curb work was in the budget to do the sidewalks, and did not affect the quote. Councilman Stevens asked why we couldn't go ahead and move the curb back six inches to avoid mirrors being knocked off in downtown. Davis stated if we did that it would change the landscape of the poles. He further stated this was a DOT maintained road and that it is their infrastructure. Town Manager Mike Scott added that this could turn into a five hundred-thousand-dollar project with curb work being considered. Davis added that the proposed project was only for four blocks.

Mayor Andy Moore asked Davis if the estimate did include both the 200 and 300 blocks because the measurements were different for each bid. Davis stated that it was for the same area. Mayor Andy Moore



CMAQ PROJECT APPLICATION

STIP ID

IN ORDER TO BE CONSIDERED A COMPLETE APPLICATION PACKAGE, ALL FIELDS MUST BE APPROPRIATELY COMPLETED & REQUIRED ADDITIONAL INFORMATION AS NOTED MUST BE ATTACHED. INCOMPLETE APPLICATIONS WILL BE RETURNED.

GENERAL PROJECT INFORMATION

1 SELECT CMAQ PROJECT TYPE

☒ PO Allocation ☐ Competitive ☐ DOT Allocation

2 SELECT MPO/RPO(S)

| | | | |
|--|---|---|---|
| <input type="checkbox"/> Burlington-Graham MPO | <input type="checkbox"/> Gaston-Cleveland-Lincoln MPO | <input type="checkbox"/> Land of Sky RPO | <input type="checkbox"/> Triangle RPO |
| <input type="checkbox"/> Cabarrus-Rowan MPO | <input type="checkbox"/> Greensboro MPO | <input type="checkbox"/> NW Piedmont RPO | <input type="checkbox"/> Unifour RPO |
| <input type="checkbox"/> Capital Area MPO | <input type="checkbox"/> Hickory MPO | <input type="checkbox"/> Rocky Mount MPO | <input checked="" type="checkbox"/> Upper Coastal Plain RPO |
| <input type="checkbox"/> Charlotte Regional TPO | <input type="checkbox"/> High Point MPO | <input type="checkbox"/> Rocky River RPO | <input type="checkbox"/> Winston-Salem MPO |
| <input type="checkbox"/> Durham-Chapel Hill-Carrboro MPO | <input type="checkbox"/> Kerr-Tar RPO | <input type="checkbox"/> Southwestern RPO | |

3 PROJECT SPONSOR INFORMATION

| | | | |
|---------------|---|---------------|-----------------------------------|
| Agency | Town of Smithfield | | |
| Contact Name | Stephen Wensman | | |
| Contact Title | Planning Director | | |
| Address | 350 East Market St - Smithfield, NC 27577 | | |
| Telephone | 919-364-2116 ext 1114 | Email Address | stephen.wensman@smithfield-nc.com |

4 PROJECT INFORMATION

| | |
|-------------|--|
| Title | Smithfield Venture Dr Sidewalk |
| Description | Construct 5' sidewalk along Venture Dr in Smithfield, NC |

Include project details, proposed improvements, purpose, need, how it will provide service, who are the primary stakeholders & where it will operate & serve. Attach a sketch design plan of the proposed project which shows the general location. **If this is an existing project, please add STIP ID in upper right corner.**

PROJECT COSTS & DELIVERY SCHEDULE

5 APPLICABLE PROJECT PHASES, FUNDING & YEARS

- CMAQ projects are awarded by State Fiscal Years (FY). FY runs from July 1st of the previous year to June 30th of the current year. For example, FY 2020 is from July 1, 2019 through June 30, 2020.
- Cost estimates should reflect anticipated inflation compounded annually at 5% from the current calendar year.
- Minimum 20% match is required for most projects. See 23 U.S.C. §120 paragraph (c) for listing of safety projects that may be funded at up to 100% Federal share.
- In the case of purchasing alternative fueled vehicles (AFV) for general governmental use, CMAQ funding is limited to the cost difference between standard and AFV vehicles. For example, a 2020 Ford Escape lists for \$27,000 and a 2020 Ford Escape Hybrid lists for \$33,000. The total CMAQ-eligible funding for purchase of this AFV would be: \$33,000 - \$27,000 = \$6,000 (subject to local match).

☐ Check box if this project is not typical 80/20 split. The minimum split is 80/20.

| Phases(s) | CMAQ Amount | Matching Amount | Total | FY |
|--|-------------------|-----------------|----------------|------|
| <input checked="" type="checkbox"/> Planning, Engineering & Design | 140000 | 35000 | 175000 | FY25 |
| <input checked="" type="checkbox"/> Right-of-Way | 144000 | 36000 | 180000 | FY26 |
| <input checked="" type="checkbox"/> Construction | 936300 | 234075 | 1170375 | FY27 |
| <input type="checkbox"/> Transit Operation | | | 0 | |
| <input type="checkbox"/> Transit Implementation | | | 0 | |
| <input type="checkbox"/> Non-transit Implementation | | | 0 | |
| Project Total | 1220300 84 | 305075 | 1525375 | |

6 ANTICIPATED PROJECT MILESTONE DATES

* Milestone dates must coordinate with funding schedule in Section 5.

* Planning & environmental document; plans, specifications & estimate package; and right of way certification must be complete prior to let date.

| Milestone(s) | Month/Year |
|--|------------|
| Planning & Environmental document to be complete: | 6/25 |
| Plans, Specifications & Estimate package to be complete: | 12/25 |
| Right-of-Way acquisition to begin: | 1/26 |
| Anticipated let date (opening of bids): | 8/26 |
| Anticipated completion date of project (including project close-out & reimbursement of all eligible expenses): | 5/27 |

7 LIST THE SOURCE(S) OF MATCHING FUNDS:

Town of Smithfield

8 TRANSIT START-UP INFORMATION

Operation assistance under CMAQ is intended to help start up viable new transportation services that will benefit air quality and eventually cover their own costs. *This funding is limited to three years.* Other funding sources should supplement & ultimately replace CMAQ funds for operation assistance. Briefly describe how funding will be secured to continue the program after year three.
(ATTACH ADDITIONAL SHEET(S) IF NEEDED)

GENERAL PROJECT INFORMATION

9 SELECT NC NONATTAINMENT/MAINTENANCE COUNTY(IES):

* Indicates partial county AQ designation

| | | | | | | | |
|-----------------------------------|-----------------------------------|------------------------------------|------------------------------------|--|--------------------------------------|---------------------------------|---------------------------------|
| <input type="checkbox"/> Cabarrus | <input type="checkbox"/> Davidson | <input type="checkbox"/> Edgecombe | <input type="checkbox"/> Gaston | <input type="checkbox"/> Haywood* | <input type="checkbox"/> Lincoln | <input type="checkbox"/> Orange | <input type="checkbox"/> Swain* |
| <input type="checkbox"/> Catawba | <input type="checkbox"/> Davie | <input type="checkbox"/> Forsyth | <input type="checkbox"/> Granville | <input type="checkbox"/> Iredell* | <input type="checkbox"/> Mecklenburg | <input type="checkbox"/> Person | <input type="checkbox"/> Union |
| <input type="checkbox"/> Chatham* | <input type="checkbox"/> Durham | <input type="checkbox"/> Franklin | <input type="checkbox"/> Guilford | <input checked="" type="checkbox"/> Johnston | <input type="checkbox"/> Nash | <input type="checkbox"/> Rowan | <input type="checkbox"/> Wake |

10 SELECT CMAQ-ELIGIBLE IMPROVEMENT TYPE (check all that apply):

| | |
|---|--|
| <input type="checkbox"/> Transportation Control Measures | <input type="checkbox"/> Extreme Low-Temperature Cold Start Programs |
| <input type="checkbox"/> Alternative Fuels | <input type="checkbox"/> Congestion Relief & Traffic Flow Improvements |
| <input type="checkbox"/> Transit Improvements | <input checked="" type="checkbox"/> Bicycle/Pedestrian Facilities & Programs |
| <input type="checkbox"/> Transportation Management Associations | <input type="checkbox"/> Carpooling & Vanpooling |
| <input type="checkbox"/> Freight/Intermodal | <input type="checkbox"/> Diesel Engine Retrofits |
| <input type="checkbox"/> Idle Reduction | <input type="checkbox"/> Training |
| <input type="checkbox"/> Travel Demand Management | <input type="checkbox"/> Public Education & Outreach Activities |
| <input type="checkbox"/> I/M Programs | <input type="checkbox"/> Experimental Pilot Projects |

11 IF TRANSPORTATION CONTROL METHOD, CHECK THE ALLOWABLE TYPE(S):

| | |
|--------------------------|--|
| <input type="checkbox"/> | Programs/ordinances to facilitate non-automobile travel, provision/utilization of mass transit & general reduction of the need for single occupancy vehicle (SOV) travel, as part of transportation planning & development efforts of a locality, including programs & ordinances applicable to new shopping centers, special events & other centers of vehicle activity |
| <input type="checkbox"/> | Programs for improved public transit |
| <input type="checkbox"/> | Restriction of certain roads or lanes to, or construction of such roads or lanes for use by, passenger buses or HOV |
| <input type="checkbox"/> | Employer-based transportation management plans, including incentives |
| <input type="checkbox"/> | Trip-reduction ordinances |
| <input type="checkbox"/> | Traffic flow improvement programs that reduce emissions |
| <input type="checkbox"/> | Fringe & transportation corridor parking facilities serving multiple-occupancy vehicle programs or transit services |
| <input type="checkbox"/> | Multiple-occupancy vehicle programs or transit service |
| <input type="checkbox"/> | Programs to limit/restrict vehicle use in downtown areas/other areas of emission concentration during peak periods |
| <input type="checkbox"/> | Programs for the provision of all forms of high-occupancy, shared-85 services |
| <input type="checkbox"/> | Programs to limit portions of road surfaces/certain sections of metro area to the use of non-motorized vehicles or pedestrian |

| | |
|--------------------------|---|
| <input type="checkbox"/> | Programs for secure bicycle storage facilities & other facilities, including bicycle lanes in both public & private areas |
| <input type="checkbox"/> | Programs to control extended idling of vehicles |
| <input type="checkbox"/> | Reducing emissions from extreme cold-start conditions |
| <input type="checkbox"/> | Employer-sponsored programs to permit flexible work schedules |
| <input type="checkbox"/> | Public Education & Outreach Activities |

12 IF TRANSIT IMPROVEMENT, SPECIFY HOW SERVICE WILL BE IMPROVED:

| | |
|---|--|
| <input type="checkbox"/> New facilities associated with a service increase | <input type="checkbox"/> New vehicles used to expand the transit fleet |
| <input type="checkbox"/> Operating assistance for new service (limit three years) | <input type="checkbox"/> Fare subsidies as part of program to limit exceedances of NAAQS |

13 EMISSIONS REDUCTION CRITERIA

QUANTITATIVE analysis of air quality impacts is required for most project types. **QUALITATIVE** analysis is only allowable when it is not possible to accurately quantify emissions benefits, such as public education, marketing & other outreach efforts, which can include advertising alternatives to SOV travel, employer outreach & public education campaigns. The qualitative analysis should be based on a reasoned & logical determination that the project/program will decrease emissions & contribute to attainment or maintenance of NAAQS. The primary benefit of these activities enhanced communication & outreach that is expected to influence travel behavior & air quality.

• Indicate the type of analysis completed: ☒ Quantitative ☐ Qualitative

For QUANTITATIVE analyses, list the expected daily emissions BEFORE and AFTER project implementation:

| Pollutant | Daily Emissions Before (kg) | Daily Emission After (kg) | Daily Emissions Reduction (kg) |
|--|-----------------------------|---------------------------|--------------------------------|
| Carbon Monoxide (CO) | See attached | | |
| Volatile Organic Compounds (VOC) | | | |
| Oxides of Nitrogen (NOx) | | | |
| Particulate Matter (PM2.5) | | | |
| Carbon Dioxide equivalent (CO ₂ e) (OPTIONAL) | | | |
| Total Daily Emissions (kg) | 0 | 0 | 0 |

• Describe the method used to estimate the emissions reduction and show calculations:
(ATTACH ADDITIONAL SHEET(S) IF NEEDED)

See attached document.

14 MISCELLANEOUS

| | | | |
|---|---------------------------|--------------------------|--------------------------------------|
| For construction of trails, has the Department of Interior been contacted | <input type="radio"/> Yes | <input type="radio"/> No | <input checked="" type="radio"/> N/A |
| Is the fare/fee subsidy program part of a broad program to reduce emissions | <input type="radio"/> Yes | <input type="radio"/> No | <input checked="" type="radio"/> N/A |
| Will the ITS project conform to the National ITS architecture | <input type="radio"/> Yes | <input type="radio"/> No | <input checked="" type="radio"/> N/A |

15 SUPPORTING INFORMATION CHECK LIST

Check supporting information included as attachment(s) to this application:

| | |
|-------------------------------------|---|
| <input checked="" type="checkbox"/> | MPO/RPO Support Resolution (Required for PO ALLOCATION proposals) |
| <input type="checkbox"/> | Additional project description and/or details |
| <input type="checkbox"/> | Map of general project location |
| <input type="checkbox"/> | Complete emissions calculations |
| <input type="checkbox"/> | Any assumptions used |
| <input type="checkbox"/> | Other, please specify: |

16 MPO/RPO PRIORITY INFORMATION (OPTIONAL)

| | |
|--|-----|
| This project has been prioritized by the MPO/RPO and received the following ranking among all CMAQ requests: | 1st |
|--|-----|

17 SUBMIT

- 1) SAVE APPLICATION AND ALL ATTACHMENTS IN A SINGLE PDF DOCUMENT
- 2) Upload application as single PDF document to CMAQ Sharepoint Website

CMAQ Application FY24 and FY25 – Town of Smithfield – Venture Dr

Proposed Project Information:

The Town of Smithfield proposes to construct a 5' sidewalk along a strategic and high traffic corridor that will improve the quality of life for our residents. The purpose of the sidewalk is to provide needed pedestrian facilities linking the existing sidewalk along Peedin Rd to the commercial properties along Venture Dr and generally to expand pedestrian facilities in an area that is a tourist destination containing the Town's hotels, retail establishments, movie theater and restaurants. The Venture Dr corridor selected for this application includes connecting the northern shopping corridor along N Brightleaf Blvd to the Carolina Premium Outlet Mall and numerous hotel and restaurants area that have not had pedestrian connectivity to shopping and lodging. A map of the proposed sidewalk project is included for review.

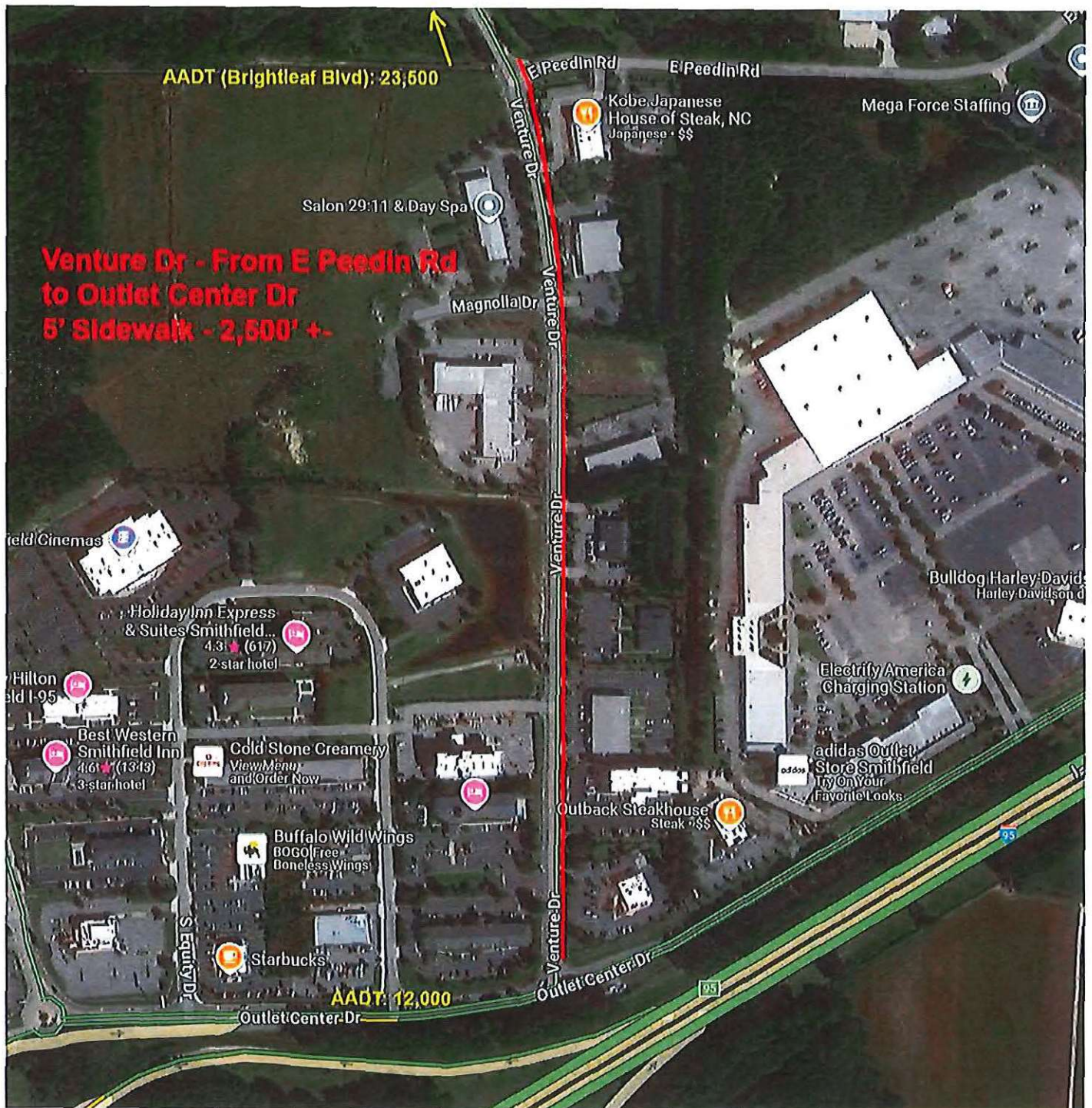
Joint Carbon Reduction Program Application:


The proposed cost breakdown for both applications are as follows:

| Funding Source | FED/State Funding | Local Match | Total Project Cost |
|---------------------|-------------------|-------------|--------------------|
| CMAQ Funding Amount | \$1,220,300 | \$305,075 | \$1,525,375 |
| TOTALS | \$1,220,300 | \$305,075 | \$1,525,375 |

Describe Methods Used to Reduce Emissions:

The connectivity of the proposed sidewalks in our community would create a safe walkable option for pedestrians in Smithfield. The main goal for our residents is their safety to use the existing network and enhance what was not completed in the past. These connections will provide a benefit for our town to current and future citizens and tourists visiting. The proposed sidewalk will function to reduce emissions as citizens will utilize the section of sidewalk from shopping facilities along Venture Dr. The project will provide a safer route for shopping. Pedestrians will also take advantage again with the safer option of accessing the commercial needs, entertainment, and shopping Smithfield provides.





**Emissions
Calculator
Toolkit**

Bicycle and Pedestrian Improvements

This calculator will estimate the reduction in emissions resulting from improvements to bicycle and pedestrian infrastructure and associated mode shift from passenger vehicles to bicycling or walking, including but not limited to side walks, dedicated bicycle infrastructure, improved wayfinding, mid-block crossing installations, bike share systems, and bike parking improvements.

Navigator

[Bicycle and Pedestrian Improvements](#)

[Shared Micromobility Projects](#)

INPUT

(1) What is your project evaluation year?

(2) Estimate the shift in daily motorized passenger vehicle trips to non-motorized travel due to the bicycle and pedestrian project.

| Daily Passenger Vehicle Trips | Bike | Change |
|------------------------------------|------------------------------------|----------------------------------|
| Before | After | |
| <input type="text" value="11000"/> | <input type="text" value="11900"/> | <input type="text" value="100"/> |

(3) Select the data type used for entering the typical one-way trip distance of passenger vehicles below:

Trip Distance Source

(4) If you selected "Average" above, enter the typical one-way trip distance. If you selected "Distribution" above, enter the typical distribution of one-way trip distances.

| Typical Trip Distance (miles one-way) | x < 1 | 1 ≤ x < 2 | 2 ≤ x < 3 | 3 ≤ x < 4 | 4 ≤ x < 5 | Sum |
|---------------------------------------|-------------------------------------|-----------|-----------|-----------|-----------|-----|
| Average | <input type="text" value="2.0126"/> | | | | | |

OUTPUT

| EMISSION REDUCTIONS | Pollutant | Total | (Units in 10 ³ lbs/yr unless otherwise noted) |
|---------------------|---|--------|--|
| | Carbon Monoxide (CO) | 0.553 | |
| | Particulate Matter <2.5 µm (PM _{2.5}) | 0.002 | |
| | Particulate Matter <10 µm (PM ₁₀) | 0.003 | |
| | Nitrogen Oxides (NOx) | 0.027 | |
| | Volatile Organic Compounds (VOC) | 0.010 | |
| | Carbon Dioxide (CO ₂) | 71.363 | |
| | Carbon Dioxide Equivalent (CO ₂ e) | 71.617 | |
| | Total Energy Consumption (MMBTU/day) | 0.863 | |

UPPER COASTAL PLAIN RURAL PLANNING ORGANIZATION TRANSPORTATION
ADVISORY COMMITTEE

RESOLUTION TO ALLOCATE CONGESTION MITIGATION AND AIR QUALITY
IMPROVEMENT PROGRAM (CMAQ) FUNDS TO THE TOWN OF SMITHFIELD

WHEREAS, the Upper Coastal Plain Rural Planning Organization (UCPRPO) provides transportation planning services for Edgecombe County, Johnston County, Nash County and Wilson County, and

WHEREAS, the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU) (Public Law 109-59, August 10, 2005) continues the Congestion Mitigation and Air Quality Improvement Program (CMAQ) (23U.S.C. §149); and

WHEREAS, CMAQ is a Federal program that funds transportation projects and programs in air quality non-attainment and maintenance areas to help achieve and maintain national standards for pollutants; and

WHEREAS, the North Carolina Department of Transportation (NCDOT) administers the CMAQ program on behalf of non-attainment and maintenance areas within North Carolina; and

WHEREAS, Edgecombe, Nash, and Johnston County is eligible for CMAQ funding based on prior non-attainment conditions but neither jurisdiction has submitted a project for the FY24 or FY25 funding cycle; and


WHEREAS, the Upper Coastal Plain RPO is allocated CMAQ funds for FY24 in the amount of \$610,150 and for FY25 in the amount of \$610,150; and

WHEREAS, the total estimated total project cost for the Town of Smithfield's Venture Dr CMAQ project is \$1,525,375 and the Town of Smithfield agrees to provide the required 20% local match of \$305,075 and any additional cost over the allotted CMAQ amount; and

WHEREAS, upon approval of the proposed projects as meeting the requirements of CMAQ and the guidelines established by NCDOT to administer the program; and

NOW THEREFORE, it is resolved that the Upper Coastal Plain Rural Planning Organization's Transportation Advisory Committee agrees to allocate the FY24 and FY25 CMAQ allocations for a total amount of \$1,220,300 to the Town of Smithfield for their Venture Dr Sidewalk CMAQ application, contingent on their approval for funding and that no local matching funds will be required from other UCPRPO member jurisdictions.


UCPRPO TAC Chair, Miranda Boykin (Town of Sims)


Date


UCPRPO Director, Jennifer Roman



Request for Town Council Action

Consent **Advisory**
Agenda **Board**
Item: **Appointments**
Date: 02/03/2026

Subject: Advisory Board Appointments
Department: General Government
Presented by: Town Clerk – Elaine Andrews
Presentation: Consent Agenda Item

Issue Statement

The Town Council is respectfully requested to consider various Board and Commission Appointments. Applications have been received for the Historic Preservation Commission, the Planning Board, and the Appearance Commission.

Financial Impact

N/A

Action Needed

The Town Council is asked to consider Board Appointments by ballot process for the HPC and the Planning Board. The Council is also requested to consider an appointment for the Appearance Commission.

Recommendation

Staff recommends Council appointment to Boards as they deem appropriate.

Approved: ☒ Town Manager ☐ Town Attorney

Attachments:

1. Staff Report
2. Board Applications



Staff Report

| | |
|---------------------------|-----------------------------------|
| Consent Agenda Item | Advisory Board Appointments |
|---------------------------|-----------------------------------|

Advisory Board Appointments

Applications have been received for various Board/Commission appointments as follows:

Historic Preservation Commission Applicants:

Emery Ashley, Jr. (Re-appointment)
Michael Wagstaff
Janice Wagstaff
Brian "Scott" Royster

Planning Board Applicants:

Thomas Bell
Kisha Fields
Monica Price
Stephanie Avery
Brian "Scott" Royster

Appearance Commission Applicant:

Monica Price

Council Liaison Request:

Councilwoman Doris L. Wallace would like to be considered for Council Liaison appointment to the Appearance Commission, if there are no objections.

Current Board vacancies:

- Appearance Commission – 3 positions
- Planning Board - 1 In-Town member position
- Board of Adjustment – No regular Positions Available
- Historic Preservation Commission – 2 positions
- Recreation Advisory Commission – 2 Regular positions 1 High School Liaison position



Town of Smithfield
Board, Commission, or Committee
Application

Name: ASHLEY, JR. EMERY D.
(Last) (First) (MI)

Home Address: 414 WELLONS STREET, SMITHFIELD, NC 27577

Business Name & Address: EMERY D. ASHLEY, JR., ATTORNEY AT LAW - 208 E. CHURCH STREET, PO BOX 785, SMITHFIELD, NC 27577

Telephone Numbers: 919.820.0332 eda@ashleylawnc.com
(Home) (Mobile) (Email)

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

- | | |
|--|---|
| <input type="checkbox"/> Appearance Commission | <input type="checkbox"/> Parks/Recreation Advisory Commission |
| <input type="checkbox"/> Board of Adjustment In-Town Resident | <input type="checkbox"/> Planning Board In-Town Resident |
| <input type="checkbox"/> Board of Adjustment ETJ Member | <input type="checkbox"/> Planning Board ETJ Resident |
| <input checked="" type="checkbox"/> Historic Properties Commission | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Library Board of Directors | _____ |

Interests & Skills: Local history, community involvement, music (founding member of Smithfield's very own rock & roll band "The WEJ")

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

Recent Job Experiences: Current practicing attorney in Smithfield, NC. Previous employment: In-house counsel and trust officer for the Richardson-Vicks family (the family of Selma, NC native Lunsford Richardson - the founder of Vick Chemical Co. and inventor of Vicks VapoRub). While working for the Richardson family, I also served as the in-house family historian & have authored a book "Virtues Of An American Family: The Remarkable Life of Lunsford Richardson", which details the life of Lunsford Richardson, his ancestors, and the early history of Johnston Co.

Civic or Service Organization Experience: Historic Smithfield Foundation, Boys & Girls Club of Johnston County (formerly My Kid's Club), First Baptist Church Personnel Committee, Duke Estate Planning Council

Town Boards previously served on and year(s) served: Smithfield Appearance Commission (2022-2025), Smithfield Historic Properties Commission (2022-2025)

Please list any other Boards/Commissions/Committees on which you currently serve: Historic Smithfield Foundation, Boys & Girls Club of Johnston County (formerly My Kid's Club), First Baptist Church Personnel Committee

Why are you interested in serving on this Board/Commission/Committee? My primary motivation in serving on the Historic Properties Commission is to give back to Smithfield in furtherance of preserving its history, legacy, and significance for posterity's sake. I am a born and raised native of Smithfield, and now raising a family of own here in town. It is of the utmost importance to me that Smithfield thrive and adapt in an ever-changing world while also remaining true and committed to its roots and historical significance.

Affirmation of Eligibility:

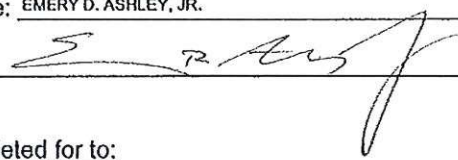
Has any formal charge of professional misconduct, criminal misdemeanor or felony ever been filed against you in any jurisdiction?

☐ Yes ☒ No If yes, please explain disposition: _____

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

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

Printed Name: EMERY D. ASHLEY, JR.

Signature: 

Date: 01/06/2026

Return completed for to:

Elaine Andrews

Town Clerk

P. O. Box 761

Smithfield, North Carolina 27577

Phone: (919) 934-2116 Fax: (919) 989-8937 E-Mail: elaine.andrews@smithfield-nc.com

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

Elaine Andrews

From: noreply@smithfield-nc.com
Sent: Tuesday, January 13, 2026 8:36 PM
To: Elaine Andrews

Follow Up Flag: Follow up
Flag Status: Flagged

Name (Last, First, Middle Initial):
Wagstaff, Michael, R

Home Address:
405 S 4th Str Smithfield NC

Business Name & Address:
None

Home Telephone:
919-901-7286

Mobile Telephone:
919-901-7286

Email:
Mwagstaff1229@gmail.com

Board which you are submitting an application:
Historic Properties Commission

Interests and Skills:
I love history and an avid reader of historic events. I love historic homes and one of the main reasons I bought a home in the historic district.

Recent Job Experiences:
None related to history.

Civic or Service Organization Experience:
Served as Scout Master and also Asst. Scout Master.

Previous Town Board Experience:
None

Current Board/Committee Service:
N/A

Why are you interested in serving on this Board/Commission/Committee?

5 years ago my wife and I bought a home built in 1916. It's known as the Dr. Hooks house. We love our home and hope to help the town in raising awareness of the importance of our town's history. I believe I have the enthusiasm and passion needed to assist our town on preserving history.

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

NO

If "YES" to above question, please explain in the box below:

Is there any conflict of interest or other matter that would create problems or prevent you from fairly and impartially discharging your duties as an appointee of the Smithfield Town Council?

NO

If "YES" to above question, please explain in the box below:

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

Michael R Wagstaff

***** Email Details *****

From IP address: 67.146.87.189

Submitted date: 1/13/2026 7:53:19 PM ID: 1495

Elaine Andrews

From: noreply@smithfield-nc.com
Sent: Tuesday, January 13, 2026 8:43 PM
To: Elaine Andrews

Follow Up Flag: Follow up
Flag Status: Flagged

Name (Last, First, Middle Initial):
Janice H Wagstaff

Home Address:
405 S 4th Str. Smithfield NC

Business Name & Address:
None

Home Telephone:
919-901-2413

Mobile Telephone:
919-901-2413

Email:
Janicewags@gmail.com

Board which you are submitting an application:
Historic Properties Commission

Interests and Skills:
I enjoy research and data.

Recent Job Experiences:
I don't have any job experience in historic preservation.

Civic or Service Organization Experience:
N/A

Previous Town Board Experience:
N/A

Current Board/Committee Service:
N/A

Why are you interested in serving on this Board/Commission/Committee?
My husband and I live in a downtown historic district in Smithfield. We love our home built in 1916 and

we're interested in making our town better with preserving history.

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

NO

If "YES" to above question, please explain in the box below:

Is there any conflict of interest or other matter that would create problems or prevent you from fairly and impartially discharging your duties as an appointee of the Smithfield Town Council?

NO

If "YES" to above question, please explain in the box below:

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

Janice H Wagstaff

***** Email Details *****

From IP address: 67.146.87.189

Submitted date: 1/13/2026 7:59:41 PM ID: 1496

Elaine Andrews

From: noreply@smithfield-nc.com
Sent: Monday, January 26, 2026 5:17 PM
To: Elaine Andrews

Name (Last, First, Middle Initial):
Royster, Brian "Scott"

Home Address:
208 W. Wilson St., Smithfield, NC 27577

Business Name & Address:
THS National, LLC 1050 Classic Rd. Apex, NC 27539

Home Telephone:
None

Mobile Telephone:
(804) 690-7543

Email:
scottroyster8@gmail.com

Board which you are submitting an application:
Historic Properties Commission
Planning Board (In-Town Resident)

Interests and Skills:
I am a construction professional with 20+ years of experience in the construction industry. I currently work as a Project Manager for a general contractor. My interests outside of work include: working out at the SRAC, participating in 5K and triathlon races, woodworking, comedy, and family time.

Recent Job Experiences:
THS National, LLC - My current employer, I have held multiple positions for a general contractor specializing in multi-family housing, 2018 - present. Job titles include: Operations Manager for NATNOR branch, Sr. Project Manager, Project Manager, and Construction Manager. Duties include: Plan, schedule, and contract labor and material, write subcontracts, assign projects, interview job candidates, conduct weekly planning and production meetings, conduct annual employee evaluations, complete monthly ER reviews, create and send weekly updates to customers National Coatings - I worked as a Project Manager for a commercial painting contractor, 2016 – 2018. Duties included: Schedule and manage manpower for commercial projects that include banks, schools, retail stores, storage facilities and offices. Submittals, Change Orders, RFIs, billing, schedules, material orders, and invoices. On-site quality assurance inspections of finishes and completion D.R. Mozeley, Inc. - I worked as a Project Manager for a General Contractor specializing in fuel stations, 2016. Duties included: Manage both in-house manpower and subcontractor manpower for all scopes including civil and piping. Write and execute subcontracts to subcontractors. Material orders, billing, Change Orders, Daily Reports, permits

Civic or Service Organization Experience:

Volunteer Church service including running the Basketball League the past (4) years

Previous Town Board Experience:

N/A

Current Board/Committee Service:

N/A

Why are you interested in serving on this Board/Commission/Committee?

I am interested in serving on this Board as I care about the long-term health and character of our town. I see opportunities to assist, and I feel that serving is a meaningful way that I can use my past experiences with current interests in service of the town and its people.

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

NO

If "YES" to above question, please explain in the box below:

Is there any conflict of interest or other matter that would create problems or prevent you from fairly and impartially discharging your duties as an appointee of the Smithfield Town Council?

NO

If "YES" to above question, please explain in the box below:

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

Brian "Scott" Royster

***** Email Details *****

From IP address: 172.72.195.86

Submitted date: 1/26/2026 4:34:49 PM ID: 1507



Town of Smithfield
Board, Commission, or Committee
Application

Name: Bell Thomas C.
(Last) (First) (MI)

Home Address: 301 Lonview Drive, Smithfield, N.C. 27577

Business Name & Address: _____

Telephone Numbers: 919-934-6941 919-934-6941 919-369-4667 919-369-4667 TomBellNC@Gmail.Com
(Home) (Mobile) (Email)

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

- | | |
|---|---|
| <input type="checkbox"/> Appearance Commission | <input type="checkbox"/> Parks/Recreation Advisory Commission |
| <input type="checkbox"/> Board of Adjustment In Town Resident | <input checked="" type="checkbox"/> Planning Board In-Town Resident |
| <input type="checkbox"/> Board of Adjustment ETJ Member | <input type="checkbox"/> Planning Board ETJ Resident |
| <input type="checkbox"/> Historic Properties Commission | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Library Board of Directors | |

Interests & Skills: I am interested in serving on the Planning Board. I have previously served on the Planning Board as well as the Town Council. I am a current member of the Board of Adjustments

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

Recent Job Experiences: I am retired from Orlando Utilities Commission. I am also a retiree of Duke Energy.

Civic or Service Organization Experience: Past President: Electric Utility Forecast Foru
Past Chairman CP&L Employee Political Action Committee

Town Boards previously served on and year(s) served: Previous service on the Smithfield Planning Board, Town Council, West Smithfield Sanitary District Board of Commissioners, and Smithfield Board of Adjustments.

Please list any other Boards/Commissions/Committees on which you currently serve: I currently serve on Smithfield's Board of Adjustments

Why are you interested in serving on this Board/Commission/Committee? I consider this to be an opportunity for community service and I have specific experience in planning and land use management.

Affirmation of Eligibility:

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

☐ Yes ☒ No If yes, please explain disposition: _____

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

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

Printed Name: Thomas Claude Bell

Signature: 

Date: 11/7/2025

Return completed for to:

Elaine Andrews

Town Clerk

P. O. Box 761

Smithfield, North Carolina 27577

Phone: (919) 934-2116 Fax: (919) 989-8937 E-Mail: elaine.andrews@smithfield-nc.com

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

Elaine Andrews

From: noreply@smithfield-nc.com
Sent: Wednesday, January 14, 2026 2:57 PM
To: Elaine Andrews

Name (Last, First, Middle Initial):
Kisha Fields N

Home Address:
400-A Flowers St Smithfield NC 27577

Business Name & Address:
Body Empowerment LLC 181 Venture Drive Smithfield NC 27577

Home Telephone:
336-995-5509

Mobile Telephone:
336-995-5509

Email:
kisha.n.fields@gmail.com

Board which you are submitting an application:
Planning Board (In-Town Resident)

Interests and Skills:
Community wellness and fitness advocacy; youth and adult fitness programming; small business ownership; event planning; coaching and mentorship; health education; community engagement; leadership and teamwork; budgeting and operations; inclusive and family-friendly recreation initiatives.

Recent Job Experiences:
Owner & Head Coach – Body Empowerment , Smithfield, NC Responsible for daily operations, program development, coaching, community outreach, event coordination, and creating inclusive fitness opportunities for residents of all ages and abilities. Fitness Instructor / Coach Specializing in strength training, powerlifting, group fitness, mobility, and wellness education.

Civic or Service Organization Experience:
Community fitness events and workshops; youth and adult fitness programming; Creator and administrator of a Facebook fitness community page providing free fitness education, motivation, and community support for local residents. volunteer coaching; local health and wellness initiatives focused on empowerment, confidence, and healthy lifestyles.

Previous Town Board Experience:
N/A

Current Board/Committee Service:

N/A

Why are you interested in serving on this Board/Commission/Committee?

I am interested in serving to support community wellness and inclusive recreation. As a woman who advocates strength and confidence, I am passionate about promoting accessible fitness opportunities that support both mental and physical health, empowering women, families, and youth while contributing to the overall health and growth of the Smithfield community.

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

NO

If "YES" to above question, please explain in the box below:

Is there any conflict of interest or other matter that would create problems or prevent you from fairly and impartially discharging your duties as an appointee of the Smithfield Town Council?

NO

If "YES" to above question, please explain in the box below:

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

NC

***** Email Details *****

From IP address: 207.213.57.84

Submitted date: 1/14/2026 2:13:43 PM ID: 1498

Elaine Andrews

From: noreply@smithfield-nc.com
Sent: Wednesday, January 14, 2026 9:19 AM
To: Elaine Andrews

Follow Up Flag: Follow up
Flag Status: Flagged

Name (Last, First, Middle Initial):
Price, Monica A.

Home Address:
808 Blount Street, Smitfield, NC 27577

Business Name & Address:
Arthinkables - PO Box 73, Smithfield, NC 27577 online

Home Telephone:
(919) 824-5295

Mobile Telephone:
(919) 824-5295

Email:
pricem772@gmail.com

Board which you are submitting an application:
Appearance Commission
Planning Board (In-Town Resident)

Interests and Skills:
Planning, computer, organization, interior/exterior decoration, Bible study, baking

Recent Job Experiences:
Retired Teacher

Civic or Service Organization Experience:
NCAE

Previous Town Board Experience:
N/A

Current Board/Committee Service:
N/A

Why are you interested in serving on this Board/Commission/Committee?

Smithfield has many attributes and with a few implementations could be even better.

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

NO

If "YES" to above question, please explain in the box below:

Is there any conflict of interest or other matter that would create problems or prevent you from fairly and impartially discharging your duties as an appointee of the Smithfield Town Council?

NO

If "YES" to above question, please explain in the box below:

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

Monica A. Price

***** Email Details *****

From IP address: 76.38.18.6

Submitted date: 1/14/2026 8:36:21 AM ID: 1497

Elaine Andrews

From: noreply@smithfield-nc.com
Sent: Friday, January 16, 2026 11:23 AM
To: Elaine Andrews

Follow Up Flag: Follow up
Flag Status: Flagged

Name (Last, First, Middle Initial):
Avery, Stephanie B

Home Address:
214 West Meadowbrook Drive, Smithfield, NC 27577

Business Name & Address:
NA

Home Telephone:
2402817645

Mobile Telephone:
2402817645

Email:
sabbafather@gmail.com

Board which you are submitting an application:
Planning Board (In-Town Resident)

Interests and Skills:
Skills: project management, talent acquisition, budgeting and personnel management; financial analysis, customer service; Interest: gardening and history

Recent Job Experiences:
Owner of AtWork Personnel Knightdale; Administrator, Center for Leadership Innovation; Supervisory IT Manager at US Dept. of HUD; Acting Director at US Dept. of HUD;

Civic or Service Organization Experience:
Scouting of America (Boys Scouts of America); five mission trips to Kenya, Rwanda, Sri Lanka.

Previous Town Board Experience:
NA

Current Board/Committee Service:
NA

Why are you interested in serving on this Board/Commission/Committee?

Want to help our town handle current activities that benefit and sustain a livable community and plan for future generations to continue to have a town that family and business oriented.

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

NO

If "YES" to above question, please explain in the box below:

Is there any conflict of interest or other matter that would create problems or prevent you from fairly and impartially discharging your duties as an appointee of the Smithfield Town Council?

NO

If "YES" to above question, please explain in the box below:

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

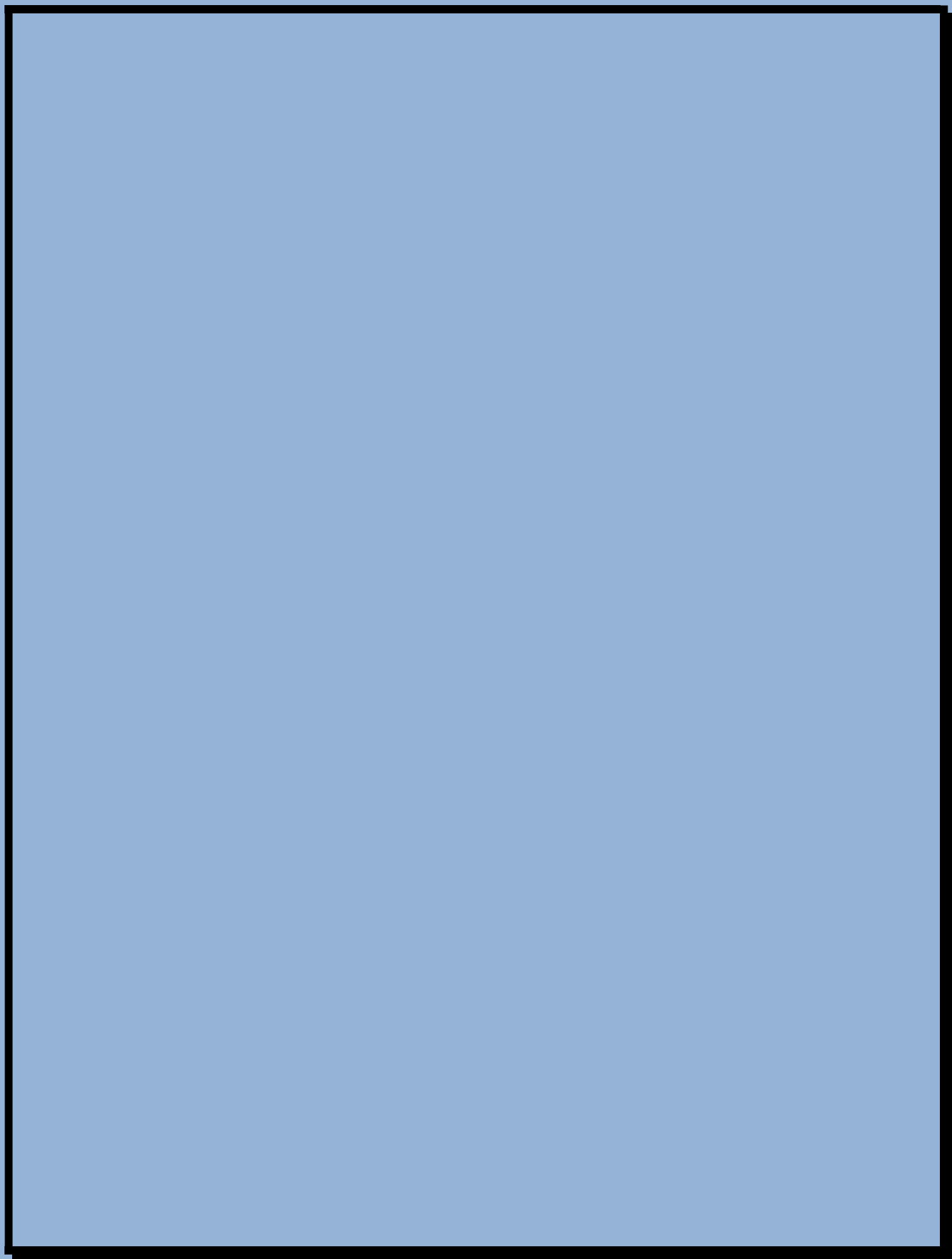
Stephanie Billie Avery

***** Email Details *****

From IP address: 98.121.5.162

Submitted date: 1/16/2026 10:40:17 AM ID: 1501

Department Reports





Planning Department Development Report

Preliminary Subdivisions

| Case ID | Project Name | Tax ID | Owner/Applicant | Submittal Date | PB Review Date | TC Hearing Date | Approval Date | CD Approval Date | Note |
|---------|-------------------------------------|--------------------------------|---|----------------|----------------|-----------------|---------------|------------------|-----------------------------------|
| S-25-06 | West Smithfield Business Park | 150780111G/ 15077033C | SST Properties | 10/21/2025 | 11/6/2025 | | | | waiting on easement |
| S-25-05 | Waddell Drive TH | 15005031, 15005029 and part | Spectrum Realty, LLC and Sun Auto Wash, LLC | 10/17/2025 | 11/6/2025 | 12/16/2025 | 12/16/2025 | | CD's under review |
| S-25-04 | Village on the Neuse | 14075011A, 14001001 | HomeVestors - Eric Villeneuve | 4/8/2025 | 5/1/2025 | 7/15/2025 | 7/16/2025 | | CD's under review |
| S-25-03 | Heritage Townes at Waddell | 15005023, 15005022 | Shovel Ready Johnston, Inc | 3/5/2025 | 4/3/2025 | 5/20/2025 | 5/20/2025 | | An extension was granted |
| S-25-02 | Powell Tract Subdivision | 15I08014I / 15I0801 | Crantock Land | 1/7/2025 | 3/6/2025 | 5/20/2025 | 5/20/2025 | | |
| S-25-01 | Buffalo Ridge | 140001021 14057011X / | Smithfield Land Group | 1/3/2025 | 2/6/2025 | 3/18/2025 | 3/18/2025 | | |
| S-24-08 | Local 70 Residential Developmen | 14057011Y | Smithfield Growth LLC | 11/21/2024 | 12/5/2024 | 1/21/2024 | 2/5/2025 | 5/20/2025 | |
| S-24-07 | Buffalo Road (Skybrook) Subdivision | 14A033005 14057011Y, | Vesta Enterprises, Inc. | 11/18/2024 | 12/5/2024 | 1/21/2024 | 2/5/2025 | | CDs approved pending fee payments |
| S-24-06 | Local 70 (Interim) plat | 14057011X | Smithfield Growth LLC | 10/4/2024 | 11/14/2024 | 12/17/2024 | 12/17/2024 | N/A | denied by Council |
| S-24-05 | Powell Tract Subdivision | 15I08014 15049017/ | Crantock Land | 8/25/2024 | 10/3/2024 | 12/3/2024 | denied | | Withdrawn |
| S-24-03 | Wellons Woods | 15049010 | BRL Engineering | 4/8/2024 | | | | | CDs not approved |
| S-24-02 | Hillcrest-Poplar-Riverdale | 15083049B | BRL Engineering | 3/7/2024 | 4/4/2024 | 4/16/2024 | 4/16/2024 | | |
| S-24-01 | Jubilee Creek | 167300-68-6746 | CMH Homes Inc/McIntyre & Assoc | 12/17/2023 | 3/7/2024 | 3/19/2024 | 5/7/2024 | 11/7/2024 | |

Final Plats

| Case ID | Project Name | Owner/Applicant | Submittal Date | Approval Date | Note |
|---------|------------------------|-----------------------|----------------|---------------|------|
| S-22-02 | Finley Landing Phase 4 | CE Group | 5/6/2025 | | |
| S-18-02 | Kamden Ranch Phase 2B | Laura and Scott Lee | 5/6/2025 | 6/13/2025 | |
| S-22-02 | Finley Landing Phase 3 | CE Group | | 1/31/2025 | |
| S-22-02 | Finley Landing Phase 2 | CE Group | | 12/19/2024 | |
| S-24-06 | Local 70 Interim Plat | Smithfield Growth LLC | | 12/19/2024 | |

Conditional Zonings

| Case ID | Project Name | Tax ID | Owner/Applicant | Submittal Date | PB Review | TC Hearing | Decision | Notes |
|---------------------|---------------------------------|---|-------------------------------------|----------------|------------|------------------|----------|------------------------------------|
| CZ-25-09 | Holt Lake Commercial | 15J11023I | Two Magnolias | | | | | pending resubmittal with site plan |
| CZ-25-08 | Grace Homemade Flex Commmerc | 15021009 | Kelly Griffin/Dalton Gen Contractor | 12/5/2025 | 1/8/2026 | 2/17/2026 | | |
| CZ-25-07 | W. Smithfield Amazon Commercial | 15078011G | Samet/RealZeal Proprrty Grp LLC | 12/3/2025 | 1/8/2026 | 2/17/2026 | | |
| CZ-25-06 | Bellamy | 17K08039A/17K08032 | Twin States Farming | 12/5/2025 | 1/8/2026 | 2/17/2026 | | |
| CZ-25-05 | Bellamy | 17K08039A/17K08032 | Twin States Farming | 8/1/2025 | 9/4/2025 | 10/7/2025 | Denied | |
| CZ-25-04 | Local 70 PUD Map Amendment | 14057011Y | Carolina Commercial | 6/25/2025 | 8/7/2025 | 8/19/2025 | Approved | |
| CZ-25-03 | Mallard Crossing | 15K11019D, 15K11019F, 15L11043, 15K11017, 15K11047C, 15K11047F, 15K11047, 15L11042B | Contender | 6/6/2025 | 7/10/2025 | 7/15/25 & 8/5/25 | Approved | |
| CZ-25-02 | Johnston Hotel (MF) | 15025021 and 15025020 | Noviomagus LLC | 2/27/2025 | 4/3/2025 | 4/15/2025 | Approved | |
| CZ-25-01 | Finley Landing Phase 5 | 15077035H | FL Smithfield LLC | 2/25/2025 | 3/6/2025 | 3/18/2025 | Approved | |
| CZ-24-08 | Village on the Neuse | 14001001/14075011A | Village on the Neuse LLC | 10/9/2024 | 11/14/2024 | 12/3/2024 | Approved | |
| CZ-24-07 | Waddell Drive TH | 15005031, 150005029, 15005031a | Spectrum Realty, LLC | 10/8/2024 | 11/14/2024 | 12/17/2024 | Approved | |
| CZ-24-06 | Finley Landing Alt Plan | 15077035H | FL Smithfield LLC | 9/13/2024 | 10/3/2024 | 10/15/2024 | denied | |
| CZ-24-05 | Buffalo Ridge | 140001021 | Smithfield Land Group | 8/6/2024 | 9/5/2024 | 9/17/2025 | Approved | |
| CZ-24-04 | Massey Street Subd. | 15026054: 1502605E | Clay Pignons Properties | 7/3/2024 | 8/1/2024 | 8/20/2024 | Approved | |
| CZ-24-03 | Buffalo Ridge | 140001021 | Smithfield Land Group | 5/3/2024 | 6/6/2024 | 6/18/2024 | Denied | |
| CZ-24-02 | Local 70 PUD | 14057011Y, 145057011X, 14057011Y | Smithfield Growth llc | 3/11/2024 | 4/4/2024 | 5/21/2024 | Approved | under construction |
| CZ-24-01 | Carmax | 15L10061 | Centerpoint/CE Group | 2/2/2024 | 3/7/2024 | 3/19/2024 | Approved | under construction |
| Special Use Permits | | | | | | | | |
| Case ID | Project Name | Tax ID | Owner/Applicant | Submittal Date | PB Review | TC Hearing | Decision | Notes |
| SUP-25-02 | Aruza Pest Control | 14002010c | Allited Commercial Properteris LLC | 11/4/2025 | 12/4/2025 | 1/20/2025 | | |
| SUP-25-01 | Adrenaline Designs Tatou Est | 14074002/1407402B | David Seigler/Adrenaline Designs | 10/27/2025 | 12/4/2025 | 1/20/2025 | | |
| SUP-24-05 | Stadler Station | 15074012E | Brown Investment Properties | 8/13/2024 | 10/3/2024 | 11/19/2024 | Approved | |
| SUP-24-04 | Heritage Townes at NC210 | 15079012A | Shovel Ready Johnston, Inc | 8/6/2024 | | | | Project withdrawn |

| | | | | | | | | |
|-------------------|---|--------------------|---------------------------|-----------------------|------------------------------|----------------------------|----------------------------|--------------|
| SUP-24-03 | Country Club Townhomes | 15J11023 | Crantock Land, LLC | 8/12/2024 | 9/5/2024 | 11/19/2024 | Denied | |
| | | 15005023, | Shovel Ready Johnston, | | | | | |
| SUP-24-02 | Heritage Townes at Waddell | 15005022 | Inc | 7/5/2024 | 10/3/2024 | 12/17/2024 | Approved | |
| | | 15089019A/15K09 | | | | | | |
| SUP-24-01 | Hartley Drive Townhomes | 010A/15K09010P | Terra Eden | 7/1/2024 | 8/1/2024 | 8/20/2024 | Approved | |
| Rezoning | | | | | | | | |
| Case ID | Project Name | Tax ID | Owner/Applicant | Submittal Date | PB Review | TC Hearing | Decision | Notes |
| RZ-25-04 | Johnson-US 70 Business | 15078019C | Kim and Chris Johnson | 9/30/2025 | 11/6/2025 | 12/16/2025 | Approved | |
| | | Parts of 15099004J | | | | | | |
| RZ-25-03 | Mitchell Concrete to R-20A/B-3 H and 15080012 | | Marshall Concrete | 6/27/2025 | 8/7/2025 | 9/16/2025 | Approved | |
| RZ-25-01 | B-3/R-20A to LI | 17J07032 | Clarius | 6/4/2025 | 7/10/2025 | 8/19/2025 | Approved | |
| | N/A | 15006015/ | JCC/New Vision Partners | | | | | |
| RZ-24-09 | | 15007014 | LLC | 11/8/2024 | 11/14/2024 | 12/17/2024 | Approved | |
| RZ-24-08 | 606 S 3rd Street | 15039027 | Syed Rizvi | 8/13/2024 | 9/5/2024 | 9/17/2024 | Denied | |
| | | 14001001/140750 | | | | | | |
| RZ-24-07 | Village on the Neuse to R-8 | 11A | Village on the Neuse LLC | 8/19/2024 | 10/3/2024 | | Withdrawn | |
| | | 15015033/150160 | | | | | | |
| RZ-24-06 | 400 Brightleaf to B-3 | 33/15016032 | David Dupree | 5/24/2024 | 7/11/2024 | 8/13/2024 | Approved | |
| RZ-24-05 | Watershed Boundary Update | | Town Staff | 12/22/2023 | 6/6/2024 | 6/18/2024 | Approved | |
| | | 15089019A/15K09 | | | | | | |
| RZ-24-04 | Heavner Property to R-8 | 010A/15K09010P | Terra Eden | 4/5/2024 | 5/2/2024 | 5/21/2024 | Approved | |
| RZ-24-03 | 1558 W Market St to B-3 | 15077033B | Lena Patterson Parks | 4/28/2024 | 5/2/2024 | 5/21/2024 | Approved | |
| | | 15L11014A/ | | | | | | |
| RZ-24-02 | Joco Massey Tract to O/I | 15L11014E | JOCO | 3/20/2024 | 5/2/2024 | 5/21/2024 | Approved | |
| | | 15J08015b | | | | | | |
| RZ-24-01 | Swift Creek Proprety to LI | /15J08014C | Tulloss/Grosclouse | 3/2/2024 | 4/4/2024 | 5/7/2024 | Approved | |
| Site Plans | | | | | | | | |
| Case ID | Project Name | Tax ID | Owner/Applicant | Submittal Date | First Review Complete | 2nd Review Complete | 3rd Review Complete | Notes |
| SP-25-11 | Floyd Landing -Anthemmet Teleco | 15077022A | Keener Lumber | 11/24/2025 | 12/13/2025 | | | 12/16/2025 |
| SP-25-10 | 7 Brews Coffee | 14074013A | TNB Brews Smithfield LLC | 11/20/2025 | 12/17/2025 | | | |
| SP-25-09 | Ace Fabrication | 15079006 | Prince Holdings QOZB, LLC | 9/18/2025 | 10/22/2025 | 11/17/2025 | | 11/17/2025 |
| SP-25-08 | Twin Oaks Cabins | 15J10061F | David Parker | 8/5/2025 | 9/24/2025 | | | |

| SP-25-07 | Perfect Ride | 15006006 | Gray Creek Properties, LLC (Lee Stanley) | 6/30/2025 | 8/28/2025 | 10/16/2025 | |
|--------------------|----------------------------------|------------------|---|----------------|-----------------|------------|---|
| SP-25-06 | Clarius Park Industrial | | | | | incomplete | |
| SP-25-05 | JNX Public Safety Hangar | 15079001 | JNX Public Safety Hanger | 4/17/2025 | 7/11/2025 | 8/10/2025 | 8/11/2025 |
| SP-25-04 | JNX Taxilane Rehab & Construct B | 15079017D | JNX Airport | 5/1/2025 | | | 5/20/2025 |
| SP-25-03 | Webster Accounting | 15044032 | Adam Webster | 3/18/2025 | 5/1/2025 | 6/24/2025 | 6/30/2025 |
| | | 15025020/ | | | | | |
| SP-25-02 | Johnston Hotel | 15025021 | Noviomagus LLC | 3/5/2025 | 5/12/2025 | | 7/3/2025 |
| SP-25-01 | 377 West Market Office Bldg | 15080053 | Lee and Hudgins | 8/21/2025 | 9/29/2025 | | |
| SP-24-14 | Gates Concrete | 15079005F | Larry Gates | 11/14/2024 | 12/23/2024 | | Turned over to Bob for Code Enforcement |
| SP-24-13 | JCC Repaving | 169308-87-5887 | JCC | 10/21/2024 | 12/11/2024 | 2/24/2025 | 3/21/2025 3/24/2025 |
| | | 15084003D/ | | | | | |
| SP-24-12 | Smithfield West | 15084003F | Jim Perricone | 10/17/2024 | 11/18/2024 | 2/10/2025 | 6/9/2025 |
| SP-24-11 | Smithfield Storage | 15077023 | Adams and Hodge | 10/16/2024 | 12/9/2024 | 3/31/2025 | 4/29/2025 |
| | | | | | | | first review |
| SP-24-10 | Town Place Suites | 15008046T | Bartlett Engineering | 6/2/2024 | 7/30/2024 | | completed |
| SP-24-09 | Neuse Charter Elementary | 14057005E | Terra Eden | 5/21/2024 | 6/14/2024 | 7/2/2024 | 7/2/2024 |
| SP-24-08 | Market Street Plaza | 15K10023 | Adams and Hodge | 5/16/2024 | 10/9/2024 | 3/31/2025 | 6/10/2025 |
| SP-24-07 | JoCo Waste Water Plant Bldg | 15o99006 | Dellinger Inc | 5/13/2024 | 5/13/2024 | | 5/29/2024 |
| SP-24-06 | CarMax | 15K10061 | CE Group | 4/22/2024 | 5/10/2024 | | 6/21/2024 |
| | | | | | | | Email |
| SP-24-05 | Equipment Share | 15060031 | Onyx Creative | 4/25/2024 | 8/15/2024 | | 11/25/2024 comments |
| | | | | | | | Project |
| SP-24-04 | Express Oil Change | | | | | | withdrawn |
| | | | | | | | |
| SP-24-03 | Airport Industrial Park Lot 13 | 15J08017P | Capital Civil Engineering | 2/7/2024 | 2/22/2024 | | 12/6/2024 |
| | | | | | | | Project |
| | | | | | | | appears to be |
| SP-24-01 | Lynn's Automotive Repair | 15077009 | ECLS Global Inc | 2/1/2024 | 2/21/2024 | 4/2/2024 | 5/16/2024 on hold |
| Annexations | | | | | | | |
| Case ID | Project Name | Tax ID | Owner/Applicant | Submittal Date | Council Hearing | Decision | |
| ANX-25-04 | Bellamy | 17K08039A/17K080 | Twin States Farming | 8/1/2025 | 10/7/2025 | denied | |
| | | | Alexis Barefoot - Heath | | | | |
| ANX-25-03 | Heath Street #215 Annexation | 15078009K | Street #215 | 7/22/2025 | 9/2/2025 | Approved | |
| ANX-25-02 | West Smithfield Elementary | 15J09034G | JC Board of Education | 2/17/2025 | 5/6/2025 | Approved | |
| ANX-25-01 | Barbour Road | 17K09016J | Town of Smithfield | 3/2/2025 | 3/18/2025 | Approved | |

| ANX-24-02 | Local 70 | 14057011Y | Smithfield Growth LLC | 11/25/2024 | 2/5/2025 | Approved | |
|----------------------------|--|-------------------------|---|-----------------------|------------------------|-----------------|--------------|
| ANX-24-01 | SST Properties | 15077033C | SST Properties | 3/15/2024 | 5/21/2024 | Approved | |
| Variances | | | | | | | |
| Case ID | Project Name | Tax ID | Owner/Applicant | Submittal Date | BOA Review Date | Decision | Notes |
| BA-25-07 | Smithfield West Landscape Variance | 15084003D/ 15084003F | Jim Perricone | 12/5/2025 | 1/29/2025 | | |
| BA-25-06 | Clarius Park Industrial Variance | 17J07032 | Clarius Partners LLC | 11/24/2025 | 12/18/2025 | Approved | |
| BA-25-05 | Carolina Premium Outlets Sign Variance | 15074012L | Simon Property Group DBA Carolina Premium Outlets LLC | 10/1/2025 | 10/30/2025 | Approved | |
| BA-25-04 | Chicken Salad Chick Sign Variance | 15005033 | Heather Damon | 6/3/2025 | 7/31/2025 | Approved | |
| BA-25-03 | Perry Harris South Second Street | 15029033 | Perry Harris | 5/7/2025 | 6/12/2025 | Approved | |
| BA-25-02 | 57 Strickland Road ADU size Variance | 17J07024E | Marilyn Mozingo | 4/1/2025 | 4/24/2025 | Approved | |
| BA-25-01 | Lynda Carroll Pool Variance | 15J11023P | michael and Linda Carroll | 2/28/2025 | 3/27/2025 | Approved | |
| BA-24-09 | Curated Collections Sign Variance | 15L11008T | Curated Collections of NC LLC | 12/3/2024 | 1/30/2025 | Approved | |
| BA-24-08 | Johnston Animal Hospital - Sign height variance | 15005056 | Jodee Langdon | 11/21/2024 | | Withdrawn | |
| BA-24-07 | Equipment Share | | | | | Withdrawn | |
| BA-24-06 | Brightleaf Plaza Signs-setback variance | 15005041 | Jim Perricone | 8/2/2024 | 8/29/2024 | approved | |
| BA-24-05 | Reginald Barnes - street frontage variance | 15063037 | Reginald Barnes | 7/24/2024 | 8/29/2024 | approved | |
| BA-24-04 | Market Street Plaza - 8' Streetyard Variance | 15K10023 | Adams and Hodge Engineering, PC | 7/10/2024 | 8/29/2024 | Approved | |
| BA-24-03 | Holly's Open Air Market - 35' front setback variance | 15041023 | Professional Permits | 1/18/2024 | 4/25/2024 | Approved | Incomplete |
| BA-24-02 | Packing Plan Road | | | | | | |
| BA-24-01 | 937 N Brightleaf- 8' side yard variance | 15007001 | Comfort Shield HVAC of NC | 2/14/2024 | 3/28/2024 | Approved | |
| UDO Text Amendments | | | | | | | |
| Case ID | Project Name | Applicant | Submittal Date | PB Review Date | TC Hearing | Decision | Notes |
| ZA-25-05 | Board membership and PB recommendation | Town and DSDC | | 9/18/2025 | | | |

| | | | | | | |
|----------|------------------------------|----------------|------------|-------------------|--------------------|---------------------|
| ZA-25-04 | Private Clubs in B-1 with SS | Town and DSDC | 7/17/2025 | 8/7/2025 | | |
| ZA-25-03 | DT Overlay | Town and DSDC | 7/17/2025 | 8/7/2025 | | |
| ZA-25-02 | B-3 height from 40'-50' | Brown Property | 6/3/2025 | 7/10/2025 | 7/15/2025 Approved | |
| ZA-25-01 | Tattoo Establishments | Staff | 10/18/2024 | 2/5/2025 | | on hold PB reviewed |
| ZA-24-03 | Misc. MF Amendments | Staff | 10/7/2024 | 11/14/2024-1/2/25 | 1/21/2025 | on hold |
| ZA-24-02 | MF in B-3 | Staff | 7/1/2024 | 8/1/2024 | 8/13/2024 Approved | |
| ZA-24-01 | Driveways | Staff | 5/2/2024 | 6/6/2024 | 6/18/2024 Approved | |



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 December 2025

| Permit Type | # Issued | Permit Fees |
|--|------------|--------------------|
| Right-of-Way Encroachment Application: | | |
| Other | 3 | 900 |
| Total Right-of-Way Encroachment Application | 3 | 900 |
| Site Plan Application: | | |
| Site Plan Application | 1 | 300 |
| Total Site Plan Application | 1 | 300 |
| Zoning Permit Application: | | |
| Wall Sign | 3 | 150 |
| Driveway | 1 | 25 |
| Food Truck | 2 | 200 |
| Land Use | 6 | 525 |
| New Construction | 7 | 175 |
| Total Zoning Permit Application | 19 | 1075 |
| Report Period Total: | 23 | \$2275.00 |
| FISCAL YTD TOTAL: | 255 | \$18,225.00 |

Individual Permit Breakdown for December 1st – December 31st 2025

| Permit Type | Sub Type | Permit# | Address | Issue Date | Permit Fee |
|---|-------------|--------------|--------------|------------|------------|
| Right-of-Way Encroachment Application | Other | RWE25-000006 | Refer to Map | 12/09/2025 | 300 |
| Right-of-Way Encroachment Application | Other | RWE25-000007 | Refer to map | 12/09/2025 | 300 |
| Right-of-Way Encroachment Application | Other | RWE25-000008 | Refer to map | 12/09/2025 | 300 |
| Right-of-Way Encroachment Application Total | Other Total | | | 3 | 900 |

| | | | | | |
|--|-----------------------------|--------------|----------------------------------|------------|------------|
| Right-of-Way Encroachment Application Total | | | | 3 | 900 |
| Site Plan Application | Site Plan Application | SIT25-000005 | 1235 West Market Street | 12/16/2025 | 300 |
| Site Plan Application Total | Site Plan Application Total | | | 1 | 300 |
| Site Plan Application Total | | | | 1 | 300 |
| Zoning Permit Application | Driveway | SZD25-000124 | 306 East Woodall Street | 12/18/2025 | 25 |
| Zoning Permit Application Total | Driveway Total | | | 1 | 25 |
| Zoning Permit Application | Food Truck | SZD25-000121 | 723 South Third Street | 12/12/2025 | 100 |
| Zoning Permit Application | Food Truck | SZD25-000120 | 1025 Outlet Center Drive | 12/11/2025 | 100 |
| Zoning Permit Application Total | Food Truck Total | | | 2 | 200 |
| Zoning Permit Application | Land Use | SZD25-000118 | 107 Hamilton Drive | 12/09/2025 | 100 |
| Zoning Permit Application | Land Use | SZD25-000129 | 301 Holland Drive | 12/29/2025 | 25 |
| Zoning Permit Application | Land Use | SZD25-000117 | 96 Gulfstream Court | 12/09/2025 | 100 |
| Zoning Permit Application | Land Use | SZD25-000112 | 721-6 North Brightleaf Boulevard | 12/02/2025 | 100 |
| Zoning Permit Application | Land Use | SZD25-000128 | 3207 South Brightleaf Boulevard | 12/23/2025 | 100 |
| Zoning Permit Application | Land Use | SZD25-000114 | 808 North Brightleaf Boulevard | 12/02/2025 | 100 |
| Zoning Permit Application Total | Land Use Total | | | 6 | 525 |
| Zoning Permit Application | New Construction | SZD25-000130 | 127 Cordgrass Court | 12/23/2025 | 25 |
| Zoning Permit Application | New Construction | SZD25-000111 | 5001 SWIFT CREEK Road | 12/01/2025 | 25 |
| Zoning Permit Application | New Construction | SZD25-000127 | 132--112 Cowlily Court | 12/23/2025 | 25 |
| Zoning Permit Application | New Construction | SZD25-000131 | 139 Cordgrass Court | 12/23/2025 | 25 |
| Zoning Permit Application | New Construction | SZD25-000113 | 1203 South Crescent Drive | 12/02/2025 | 25 |
| Zoning Permit Application | New Construction | SZD25-000116 | 164-I Strickland Road | 12/04/2025 | 25 |

| | | | | | |
|--|-------------------------------|--------------|--------------------------------|------------|----------------|
| Zoning Permit Application | New Construction | SZD25-000115 | 3001 NC HWY 210 | 12/04/2025 | 25 |
| Zoning Permit Application Total | New Construction Total | | | 7 | 175 |
| Zoning Permit Application | Wall Sign | SZD25-000119 | 300 Wilsons Mills Road | 12/09/2025 | 50 |
| Zoning Permit Application | Wall Sign | SZD25-000122 | 136 South Third Street | 12/15/2025 | 50 |
| Zoning Permit Application | Wall Sign | SZD25-000123 | 517 North Brightleaf Boulevard | 12/16/2025 | 50 |
| Zoning Permit Application Total | Wall Sign Total | | | 3 | 150 |
| Zoning Permit Application Total | | | | 19 | 1075 |
| All Permits Total | | | | 23 | \$2,275 |



SMITHFIELD POLICE DEPARTMENT

110 S. Fifth Street • Smithfield, NC 27577

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

MONTHLY STATISTICS

MONTH ENDING December 31, 2025

| | MONTHLY TOTAL | YEAR TO DATE TOTAL |
|----------------------------|---------------|--------------------|
| CALLS FOR SERVICE | 1,899 | 22,502 |
| INCIDENT REPORTS TAKEN | 133 | 1,725 |
| BURGLARY | 4 | 43 |
| CASES CLOSED | 113 | 1,375 |
| ACCIDENT REPORTS | 76 | 1,054 |
| ARREST REPORTS TAKEN | 79 | 1,166 |
| DRUGS | 17 | 277 |
| DWI | 4 | 80 |
| CITATIONS ISSUED | 321 | 3,448 |
| PARKING/PAID | 4/3 | 308/89 |
| SPEEDING | 63 | 549 |
| NOL/DWLR | 73 | 1,129 |
| FICT/CNCL/REV REG CARD/TAG | 59 | 596 |

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

REPORTED UCR OFFENSES FOR THE MONTH OF DECEMBER 2025

| PART I CRIMES | December 2024 | December 2025 | +/- | Percent Changed | Year-To-Date 2024 | Year-To-Date 2025 | +/- | Percent Changed |
|----------------------|------------------|------------------|-----|--------------------|----------------------|----------------------|-----|--------------------|
| MURDER | 0 | 0 | 0 | N.C. | 1 | 1 | 0 | 0% |
| RAPE | 0 | 0 | 0 | N.C. | 2 | 4 | 2 | 100% |
| ROBBERY | 0 | 0 | 0 | N.C. | 8 | 5 | -3 | -38% |
| Commercial | 0 | 0 | 0 | N.C. | 4 | 0 | -4 | -100% |
| Individual | 0 | 0 | 0 | N.C. | 4 | 5 | 1 | 25% |
| ASSAULT | 2 | 0 | -2 | -100% | 53 | 27 | -26 | -49% |
| * VIOLENT * | 2 | 0 | -2 | -100% | 64 | 37 | -27 | -42% |
| BURGLARY | 5 | 4 | -1 | -20% | 43 | 42 | -1 | -2% |
| Residential | 1 | 1 | 0 | 0% | 20 | 25 | 5 | 25% |
| Non-Resident. | 4 | 3 | -1 | -25% | 23 | 17 | -6 | -26% |
| LARCENY | 52 | 29 | -23 | -44% | 381 | 440 | 59 | 15% |
| AUTO THEFT | 1 | 5 | 4 | 400% | 26 | 25 | -1 | -4% |
| ARSON | 1 | 0 | -1 | -100% | 2 | 0 | -2 | -100% |
| * PROPERTY * | 59 | 38 | -21 | -36% | 452 | 507 | 55 | 12% |
| PART I TOTAL: | 61 | 38 | -23 | -38% | 516 | 544 | 28 | 5% |
| PART II CRIMES | | | | | | | | |
| Drug | 15 | 26 | 11 | 73% | 208 | 338 | 130 | 63% |
| Assault Simple | 2 | 23 | 21 | 1050% | 116 | 180 | 64 | 55% |
| Forgery/Counterfeit | 0 | 1 | 1 | N.C. | 16 | 21 | 5 | 31% |
| Fraud | 7 | 6 | -1 | -14% | 72 | 85 | 13 | 18% |
| Embezzlement | 1 | 0 | -1 | -100% | 12 | 8 | -4 | -33% |
| Stolen Property | 0 | 0 | 0 | N.C. | 9 | 23 | 14 | 156% |
| Vandalism | 6 | 7 | 1 | 17% | 67 | 67 | 0 | 0% |
| Weapons | 0 | 1 | 1 | N.C. | 12 | 22 | 10 | 83% |
| Prostitution | 0 | 0 | 0 | N.C. | 0 | 1 | 1 | N.C. |
| All Other Sex Offens | 1 | 0 | -1 | -100% | 5 | 2 | -3 | -60% |
| Gambling | 0 | 0 | 0 | N.C. | 0 | 0 | 0 | N.C. |
| Offn Agnst Faml/Chld | 1 | 0 | -1 | -100% | 9 | 13 | 4 | 44% |
| D. W. I. | 3 | 4 | 1 | 33% | 58 | 84 | 26 | 45% |
| Liquor Law Violation | 0 | 0 | 0 | N.C. | 4 | 3 | -1 | -25% |
| Disorderly Conduct | 0 | 1 | 1 | N.C. | 7 | 11 | 4 | 57% |
| Obscenity | 0 | 0 | 0 | N.C. | 1 | 0 | -1 | -100% |
| Kidnap | 0 | 1 | 1 | N.C. | 1 | 3 | 2 | 200% |
| Human Trafficking | 0 | 0 | 0 | N.C. | 0 | 0 | 0 | N.C. |
| All Other Offenses | 23 | 24 | 1 | 4% | 268 | 345 | 77 | 29% |
| PART II TOTAL: | 59 | 94 | 35 | 59% | 865 | 1206 | 341 | 39% |
| GRAND TOTAL: | 120 | 132 | 12 | 10% | 1381 | 1750 | 369 | 27% |

N.C. = Not Calculable



Town of Smithfield
Fire Department
December 2025

I. Statistical Section

| | Dec. | YTD |
|----------------------------------|-------------|--------------|
| Confirmed Structure Fires | 11 | 73 |
| EMS Responses | 189 | 2,094 |
| Misc./Other Calls | 25 | 424 |
| Mutual Aid Calls | 10 | 126 |
| TOTAL EMERGENCY RESPONSES | 280 | 3,311 |

| | Dec. | YTD |
|---|-------------|------------|
| Fire Inspections | 48 | 841 |
| Public Fire Education Programs | 2 | 38 |
| # Of Children Educated | 225 | 2,129 |
| # Of Adults Educated | 150 | 931 |
| Plans Review Construction/Renovation Projects | 32 | 304 |
| Fire Department Permits reviewed / Issued | 19 | 420 |
| Business Preplans | 1 | 159 |
| Fire Related Injuries & Deaths | 0 | 0 |
| # Of Civilian Deaths | 1 | 1 |
| # Of Civilian Injuries | 0 | 0 |

II. Major Revenues

| | Dec. | YTD |
|----------------------------|-------------------|-------------|
| Inspections/Permits | \$2,180.98 | \$22,082.96 |
| Fire Recovery USA | \$2,445.60 | \$13,486.30 |

III. Personnel Update:

Continuous Part-time positions available, 12 p/t positions currently filled including the p/t fire inspector.
 1 FT Firefighter vacancy.

IV. Narrative of monthly departmental activities:

- Squad was in-service 5 of 23 days
- Training Hours for the month = 467.75 hours
- Total Training Hours = 5,817.5 hours

- Follow-ups and Re-inspections.
- Continue professional development.
- Budget process.
- Officer's Meeting
- ER Inspection Data extraction
- ESO Inspection Configuration
- Firewatch training
- New Permitting/multi-departmental records mgmt. software viewing.

V. Upcoming Plans

- Continue professional development.
- Budget process continues.
- Programming and Training on new Knox Boxes
- Website Meeting and uploads
- ESO Checklist & Data Migration Completion
- Plans Review and Permit Fee Reporting



Reporting

12/01/2025 - 12/31/2025

Last Month

Work Orders

Asset Health

Reporting Details

Recent Activity

Export Data

Custom Dashboards

Assigned To

Due Date

Location

Priority

+ Add Filter

Work Orders

Created vs. Completed >

+ Add to Dashboard

191

Created

189

Completed

99.0%

Percent Completed

220 —
200 —
180 —
160 —
140 —
120 —
100 —
80 —
60 —
40 —
20 —
0 —

Work Orders by Type > ⓘ

+

12

Preventive

179

Reactive

0

Other

6.3%

Total
Preventive
Ratio

124

Work Orders 5

Reporting

Requests

Assets

Messages

Categories

Parts Inventory

Library

Meters

Automations

Locations

Teams / Users

Support

Lawrence Davis
Settings



Reporting

12/01/2025 - 12/31/2025

Last Month

Work Orders

Asset Health

Reporting Details

Recent Activity

Export Data

Custom Dashboards

Jesus Mier

Due Date

Location

Priority

+ Add Filter

Work Orders

Created vs. Completed >

+ Add to Dashboard

49

Created

49

Completed

100.0%

Percent Completed

50 —
40 —
30 —
20 —
10 —
0 —

Work Orders by Type > ⓘ

+

0

Preventive

49

Reactive

0

Other

0.0%

Total
Preventive
Ratio

125

Work Orders 5

Reporting

Requests

Assets

Messages

Categories

Parts Inventory

Library

Meters

Automations

Locations

Teams / Users

Support

Lawrence Davis

Settings

**Town of Smithfield
Public Works Department
December 31, 2025**



| | |
|---------------|--|
| <u>191</u> | Total Work Orders completed by the Public Works Department |
| <u>2</u> | Burials, at \$775.00 each = <u>\$1,550.00</u> |
| <u>0</u> | Cremation Burial, \$475.00 each = \$0 |
| <u>\$0</u> | Sunset Cemetery Lot Sales |
| <u>\$0</u> | Riverside Extension Cemetery Lot Sales |
| <u>555.78</u> | tons of household waste collected |
| <u>182.00</u> | tons of yard waste collected |
| <u>3.97</u> | tons of recycling collected |
| <u>0</u> | gallons of used motor oil were recycled |
| <u>0</u> | scrap tires were recycled |

Town of Smithfield
Public Works Appearance Division
Cemetery, Landscapes, and Grounds Maintenance
Buildings, Facilities, and Sign Division
Monthly Report
December 31, 2025



I. Statistical Section

- 2 Burials
- 3 Works Orders – Buildings & Facilities Division
- 49 Work Orders – Grounds Division
- Work Orders – Sign Division

II. Major Revenues

| | |
|-----------------------------------|--------------------|
| Sunset Cemetery Lot Sales: | \$ <u>0</u> |
| Riverside Ext Cemetery Lot Sales: | \$ <u>0</u> |
| Grave Opening Fees: | \$ <u>1,550.00</u> |
| Total Revenue: | \$ <u>1,550.00</u> |

III. Major Expenses for the Month:

Paid \$1,067.2.00 to Moca Design 6/ 25ft 1 Case c-7 led light faceted pure white lamps.
Paid \$3,250.00 to Barbour Beaver Control company.
Paid \$1,200 to craft digging service for Cemetery burials.

Appearance Commission

Paid \$2,252.00 to Pope landscaping and Irrigation Comp. for Commission 2025 Flower program

IV. Personnel Update:

No one hired for the month of December.

V. Narrative of monthly departmental activities:

The overall duties include daily maintenance on cemeteries, landscapes, right-of-ways, buildings and facilities.



Work Orders List for 12/01/2025 - 12/31/2025

| WORK ORDER INFO | | LOCATION & ASSET | | DUE & STATUS | | TIME & COST | | PROCEDURE ANSWERS | |
|---|--|---------------------|-----------------------------|---------------------------------------|--|------------------|----------|-------------------|--|
| ID: #6464 | | Appearance Division | | ✓ Done | | Total Time Costs | \$21.28 | | |
| Pick up trash cans and cones on Johnston st | | Scag | Parent: Appearance Division | Completed by Jesus Mier on 12/01/2025 | | Total Time | 1h 0m 0s | | |
| Type: Reactive | | | | | | Total Costs | \$21.28 | | |
| Appearance Division | | | | | | | | | |
| Jesus Mier | | | | | | | | | |
| ID: #6473 | | Appearance Division | | ✓ Done | | Total Time Costs | | | |
| Check catch basins in Smithfield | | Appearance Division | Parent: Appearance Division | Completed by Jesus Mier on 12/02/2025 | | Total Time | | | |
| Type: Reactive | | | | | | Total Costs | | | |
| Appearance Division | | | | | | | | | |
| Jesus Mier | | | | | | | | | |
| ID: #6474 | | Appearance Division | | ✓ Done | | Total Time Costs | | | |
| Fix handicap sign behind wells Fargo | | Appearance Division | Parent: Appearance Division | Completed by Jesus Mier on 12/02/2025 | | Total Time | | | |
| Type: Reactive | | | | | | Total Costs | | | |
| Appearance Division | | | | | | | | | |
| Jesus Mier | | | | | | | | | |
| ID: #6465 | | Appearance Division | | ✓ Done | | Total Time Costs | \$170.24 | | |
| Mulch leaves at riverside on the park side | | Truck #905 | Parent: Appearance Division | Completed by Jesus Mier on 12/03/2025 | | Total Time | 8h 0m 0s | | |
| Type: Reactive | | | | | | Total Costs | \$170.24 | | |
| Appearance Division | | | | | | | | | |

| WORK ORDER INFO | | LOCATION & ASSET | | DUE & STATUS | | TIME & COST | | PROCEDURE ANSWERS | |
|--|--|---------------------|--|---------------------------------------|--|------------------|--|-------------------|--|
| Jesus Mier | | | | | | | | | |
| ID: #6477 | | Appearance Division | | ✓ Done | | Total Time Costs | | \$21.28 | |
| Move leave pile with tractor on Vermont st | | Kubota BX1880 | | Completed by Jesus Mier on 12/03/2025 | | Total Time | | 1h 0m 0s | |
| Type: Reactive | | | | | | Total Costs | | \$21.28 | |
| Appearance Division | | | | | | | | | |
| Jesus Mier | | | | | | | | | |
| ID: #6483 | | Appearance Division | | ✓ Done | | Total Time Costs | | \$21.28 | |
| Pick up trash at Pine acres | | Truck #905 | | Completed by Jesus Mier on 12/05/2025 | | Total Time | | 1h 0m 0s | |
| Type: Reactive | | | | | | Total Costs | | \$21.28 | |
| Appearance Division | | | | | | | | | |
| Jesus Mier | | | | | | | | | |
| ID: #6482 | | Appearance Division | | ✓ Done | | Total Time Costs | | \$21.28 | |
| Pick up trash on peedin rd | | Truck #905 | | Completed by Jesus Mier on 12/05/2025 | | Total Time | | 1h 0m 0s | |
| Type: Reactive | | | | | | Total Costs | | \$21.28 | |
| Appearance Division | | | | | | | | | |
| Jesus Mier | | | | | | | | | |
| ID: #6480 | | Appearance Division | | ✓ Done | | Total Time Costs | | \$31.92 | |
| Empty trash can at the cemeteries | | Truck #905 | | Completed by Jesus Mier on 12/05/2025 | | Total Time | | 1h 30m 0s | |
| Type: Reactive | | | | | | Total Costs | | \$31.92 | |
| Appearance Division | | | | | | | | | |
| Jesus Mier | | | | | | | | | |
| ID: #6488 | | Appearance Division | | ✓ Done | | Total Time Costs | | \$21.28 | |
| Take cone trailer to the park | | | | Completed by Jesus Mier on 12/05/2025 | | Total Time | | 1h 0m 0s | |

| WORK ORDER INFO | | LOCATION & ASSET | | DUE & STATUS | | TIME & COST | | PROCEDURE ANSWERS | |
|---|---------------------|------------------|-----------------------------|--------------|---------------------------------------|------------------|------------|-------------------|--|
| Type: Reactive | Appearance Division | Truck #905 | Parent: Appearance Division | ✓ Done | Completed by Jesus Mier on 12/05/2025 | Total Time Costs | Total Time | \$21.28 | |
| Jesus Mier | | | | | | | | | |
| ID: #6492 | Appearance Division | Truck #905 | Parent: Appearance Division | ✓ Done | Completed by Jesus Mier on 12/05/2025 | Total Time Costs | Total Time | \$21.28 | |
| Put flags at half staff | | | | | | | | | |
| Type: Reactive | Appearance Division | Truck #905 | Parent: Appearance Division | ✓ Done | Completed by Jesus Mier on 12/05/2025 | Total Time Costs | Total Time | \$21.28 | |
| Jesus Mier | | | | | | | | | |
| ID: #6489 | Appearance Division | Truck #905 | Parent: Appearance Division | ✓ Done | Completed by Jesus Mier on 12/05/2025 | Total Time Costs | Total Time | \$85.12 | |
| Check catch basins all around Smithfield | | | | | | | | | |
| Type: Reactive | Appearance Division | Truck #905 | Parent: Appearance Division | ✓ Done | Completed by Jesus Mier on 12/05/2025 | Total Time Costs | Total Time | \$85.12 | |
| Jesus Mier | | | | | | | | | |
| ID: #6508 | Appearance Division | Truck #905 | Parent: Appearance Division | ✓ Done | Completed by Jesus Mier on 12/09/2025 | Total Time Costs | Total Time | \$42.56 | |
| Put out salt at first stations, police station, townhall and public works offices | | | | | | | | | |
| Type: Reactive | Appearance Division | Truck #905 | Parent: Appearance Division | ✓ Done | Completed by Jesus Mier on 12/09/2025 | Total Time Costs | Total Time | \$42.56 | |
| Jesus Mier | | | | | | | | | |

| WORK ORDER INFO | LOCATION & ASSET | DUE & STATUS | TIME & COST | PROCEDURE ANSWERS |
|---|--|---|---|-------------------|
| ID: #6494 Pick up cones trailer from the park Type: Reactive <div>Appearance Division</div> Jesus Mier | Appearance Division Truck #905 Parent: Appearance Division | ✓ Done Completed by Jesus Mier on 12/09/2025 | Total Time Costs Total Time \$21.28 1h 0m 0s Total Costs \$21.28 | |
| ID: #6509 Raise flags at townhall, police, fire stations and cemeteries Type: Reactive <div>Appearance Division</div> Jesus Mier | Appearance Division Truck #905 Parent: Appearance Division | ✓ Done Completed by Jesus Mier on 12/09/2025 | Total Time Costs Total Time \$21.28 1h 0m 0s Total Costs \$21.28 | |
| ID: #6511 Pick up reindeer at townhall garden area Type: Reactive <div>Appearance Division</div> Jesus Mier | Appearance Division Truck #905 Parent: Appearance Division | ✓ Done Completed by Jesus Mier on 12/10/2025 | Total Time Costs Total Time \$12.41 35m 0s Total Costs \$12.41 | |
| ID: #6518 Check snowflakes on market st. Type: Reactive <div>Appearance Division</div> Jesus Mier | Appearance Division Truck #905 Parent: Appearance Division | ✓ Done Completed by Jesus Mier on 12/10/2025 | Total Time Costs Total Time \$42.56 2h 0m 0s Total Costs \$42.56 | |
| ID: #6519 Check snowflakes on 4th and 3rd street | Appearance Division | ✓ Done Completed by Jesus Mier on 12/10/2025 | Total Time Costs Total Time \$21.28 1h 0m 0s | |

| WORK ORDER INFO | | LOCATION & ASSET | DUE & STATUS | | TIME & COST | PROCEDURE ANSWERS |
|--|---------------------|---------------------|---------------------------------------|--|------------------|-------------------|
| Type: Reactive | Appearance Division | Truck #905 | Parent: Appearance Division | | Total Costs | \$21.28 |
| Jesus Mier | | | | | | |
| ID: #6510 | | Appearance Division | ✓ Done | | Total Time Costs | \$42.56 |
| Mulch leaves at oakland cemetery | | Scag mower #1 | Completed by Jesus Mier on 12/10/2025 | | Total Time | 2h 0m 0s |
| Type: Reactive | Appearance Division | | | | Total Costs | \$42.56 |
| Jesus Mier | | | | | | |
| ID: #6512 | | Appearance Division | ✓ Done | | Total Time Costs | \$74.48 |
| Mulch medium infront of compare foods | | Truck 903 | Completed by Jesus Mier on 12/11/2025 | | Total Time | 3h 30m 0s |
| Type: Reactive | Appearance Division | | | | Total Costs | \$74.48 |
| Jesus Mier | | | | | | |
| ID: #6520 | | Appearance Division | ✓ Done | | Total Time Costs | \$42.56 |
| Check snowflake on 3rd and market and the one infront of wells Fargo | | Truck #905 | Completed by Jesus Mier on 12/11/2025 | | Total Time | 2h 0m 0s |
| Type: Reactive | Appearance Division | | | | Total Costs | \$42.56 |
| Jesus Mier | | | | | | |
| ID: #6532 | | Appearance Division | ✓ Done | | Total Time Costs | \$7.09 |
| Weedat around green box on second st by wells fargo | | Weedeaters | Completed by Jesus Mier on 12/11/2025 | | Total Time | 20m 0s |
| Type: Reactive | Appearance Division | | | | Total Costs | \$7.09 |

Appearance Division

Jesus Mier

ID: #6529

Cut riverside cemetery and extension side

Type: Reactive

Appearance Division

Appearance Division

Scag mower #1

Parent: Appearance Division

✓ Done

Completed by Jesus Mier on 12/11/2025

Total Time Costs

Total Time

2h 0m 0s

\$42.56

Total Costs

\$42.56

Jesus Mier

ID: #6534

Pick up fallen reindeer at townhall

Type: Reactive

Appearance Division

Appearance Division

Truck #905

Parent: Appearance Division

✓ Done

Completed by Jesus Mier on 12/12/2025

Total Time Costs

Total Time

12m 0s

\$4.26

Total Costs

\$4.26

Jesus Mier

ID: #6522

Mulch median by sunset cemetery

Type: Reactive

Appearance Division

Appearance Division

Truck #905

Parent: Appearance Division

✓ Done

Completed by Jesus Mier on 12/12/2025

Total Time Costs

Total Time

2h 0m 0s

\$42.56

Total Costs

\$42.56

Jesus Mier

ID: #6546

Put up no parking sign on 5th and market

Type: Reactive

Appearance Division

Appearance Division

✓ Done

Completed by Jesus Mier on 12/15/2025

Jesus Mier

| WORK ORDER INFO | | LOCATION & ASSET | DUE & STATUS | | TIME & COST | | PROCEDURE ANSWERS |
|---------------------|--|--|--------------|---------------------------------------|--------------------------------|---------------------|-------------------|
| ID: #6547 | Pick up cones and trash cans at corner of 3rd and Johnston st. | Appearance Division Truck #905 Parent: Appearance Division | ✓ Done | Completed by Jesus Mier on 12/15/2025 | Total Time Costs Total Time | \$21.28 1h 0m 0s | |
| Type: Reactive | | | | | Total Costs | \$21.28 | |
| Appearance Division | | | | | | | |
| Jesus Mier | | | | | | | |
| ID: #6548 | Clean up around the shop and empty trash cans | Appearance Division Truck #905 Parent: Appearance Division | ✓ Done | Completed by Jesus Mier on 12/15/2025 | Total Time Costs Total Time | \$21.28 1h 0m 0s | |
| Type: Reactive | | | | | Total Costs | \$21.28 | |
| Appearance Division | | | | | | | |
| Jesus Mier | | | | | | | |
| ID: #6533 | Weed eat around the crepe myrtle trees at Pine acres | Appearance Division Weedeaters Parent: Appearance Division | ✓ Done | Completed by Jesus Mier on 12/16/2025 | Total Time Costs Total Time | \$42.56 2h 0m 0s | |
| Type: Reactive | | | | | Total Costs | \$42.56 | |
| Appearance Division | | | | | | | |
| Jesus Mier | | | | | | | |
| ID: #6553 | Clean up leaves underneath cypress tree at sunset cemetery | Appearance Division Truck 903 Parent: Appearance Division | ✓ Done | Completed by Jesus Mier on 12/18/2025 | Total Time Costs Total Time | \$21.28 1h 0m 0s | |
| Type: Reactive | | | | | Total Costs | \$21.28 | |
| Appearance Division | | | | | | | |
| Jesus Mier | | | | | | | |

PROCEDURE ANSWERS

TIME & COST

DUE & STATUS

LOCATION & ASSET

WORK ORDER INFO

ID: #6578
Change US flag at sunset
Type: Reactive
Appearance Division
Parent: Appearance Division
Truck #905
Total Time Costs
Total Time 30m 0s
Total Costs \$10.64

Jesus Mier

ID: #6552
Mulch leaves at john thomas cemetery
Type: Reactive
Appearance Division
Parent: Appearance Division
Scag mower #1
Total Time Costs
Total Time 1h 0m 0s
Total Costs \$21.28

Jesus Mier

ID: #6550
Cut and weedat sunset cemetery
Type: Reactive
Appearance Division
Parent: Appearance Division
Scag mower #1
Total Time Costs
Total Time 8h 0m 0s
Total Costs \$170.24

Jesus Mier

ID: #6577
Prune bushes around flag pole at sunset
Type: Reactive
Appearance Division
Parent: Appearance Division
Gas pruners
Total Time Costs
Total Time 2h 0m 0s
Total Costs \$42.56

Jesus Mier

ID: #6584
Pick up fallen branches from oakland cemetery
Type: Reactive
Appearance Division
Parent: Appearance Division
Truck 903
Total Time Costs
Total Time 1h 0m 0s
Total Costs \$21.28

Jesus Mier

Appearance Division

Jesus Mier

ID: #6592

Check catch basins all around Smithfield

Type: Reactive

Appearance Division

Appearance Division

Truck #905

Parent: Appearance Division

✓ Done

Completed by Jesus Mier on 12/19/2025

Total Time Costs

Total Time

3h 0m 0s

\$63.84

Total Costs

\$63.84

Jesus Mier

ID: #6596

Put flags at half staff until Monday

Type: Reactive

Appearance Division

Appearance Division

Truck #905

Parent: Appearance Division

✓ Done

Completed by Jesus Mier on 12/19/2025

Total Time Costs

Total Time

1h 0m 0s

\$21.28

Total Costs

\$21.28

13

Jesus Mier

ID: #6598

Weedat the overgrown liriope at townhall

Type: Reactive

Appearance Division

Appearance Division

Weedeaters

Parent: Appearance Division

✓ Done

Completed by Jesus Mier on 12/22/2025

Total Time Costs

Total Time

45m 0s

\$15.96

Total Costs

\$15.96

Jesus Mier

| WORK ORDER INFO | | LOCATION & ASSET | | DUE & STATUS | | TIME & COST | | PROCEDURE ANSWERS | |
|---------------------|---|-----------------------------|-------------|--------------|---------------------------------------|--------------------------------|----------------------|-------------------|--|
| ID: #6600 | Prune dead bushes that are in townhall garden area | Appearance Division | Gas pruners | ✓ Done | Completed by Jesus Mier on 12/22/2025 | Total Time Costs Total Time | \$21.28 1h 0m 0s | | |
| Type: Reactive | | Parent: Appearance Division | | | | Total Costs | \$21.28 | | |
| Appearance Division | | | | | | | | | |
| Jesus Mier | | | | | | | | | |
| ID: #6599 | Mulch pine acres crepe myrtle trees | Appearance Division | Truck 903 | ✓ Done | Completed by Jesus Mier on 12/23/2025 | Total Time Costs Total Time | \$74.48 3h 30m 0s | | |
| Type: Reactive | | Parent: Appearance Division | | | | Total Costs | \$74.48 | | |
| Appearance Division | | | | | | | | | |
| Jesus Mier | | | | | | | | | |
| ID: #6604 | Prune, weedeat and mulch the round about on outlet center drive | Appearance Division | Gas pruners | ✓ Done | Completed by Jesus Mier on 12/23/2025 | Total Time Costs Total Time | \$31.92 1h 30m 0s | | |
| Type: Reactive | | Parent: Appearance Division | | | | Total Costs | \$31.92 | | |
| Appearance Division | | | | | | | | | |
| Jesus Mier | | | | | | | | | |
| ID: #6620 | Pick up trash at resthaven cemetery | Appearance Division | Truck #905 | ✓ Done | Completed by Jesus Mier on 12/29/2025 | Total Time Costs Total Time | \$21.28 1h 0m 0s | | |
| Type: Reactive | | Parent: Appearance Division | | | | Total Costs | \$21.28 | | |
| Appearance Division | | | | | | | | | |
| Jesus Mier | | | | | | | | | |
| ID: #6627 | Mulch leaves at oakland cemetery | Appearance Division | | ✓ Done | Completed by Jesus Mier on 12/29/2025 | Total Time Costs Total Time | \$74.48 3h 30m 0s | | |

| WORK ORDER INFO | | LOCATION & ASSET | | DUE & STATUS | | TIME & COST | | PROCEDURE ANSWERS | |
|---|---------------------|---------------------|-----------------------------|--------------|---------------------------------------|--------------------------------|---------|-------------------|--|
| Type: Reactive | Appearance Division | Scag mower #1 | Parent: Appearance Division | ✓ Done | Completed by Jesus Mier on 12/29/2025 | Total Time Costs Total Time | \$74.48 | | |
| Jesus Mier | | | | | | | | | |
| ID: #6626 | | Appearance Division | | ✓ Done | Completed by Jesus Mier on 12/29/2025 | Total Time Costs Total Time | \$8.87 | | |
| Pick up trash under the bridge going to jcc | | Truck #905 | Parent: Appearance Division | | | Total Costs | \$8.87 | | |
| Type: Reactive | Appearance Division | | | | | | | | |
| Jesus Mier | | | | | | | | | |
| ID: #6621 | | Appearance Division | | ✓ Done | Completed by Jesus Mier on 12/29/2025 | Total Time Costs Total Time | \$21.28 | | |
| Mulch leaves at fema lot on bridge and 7th street | | Scag mower #1 | Parent: Appearance Division | | | Total Costs | \$21.28 | | |
| Type: Reactive | Appearance Division | | | | | | | | |
| Jesus Mier | | | | | | | | | |
| ID: #6644 | | Appearance Division | | ✓ Done | Completed by Jesus Mier on 12/31/2025 | Total Time Costs Total Time | \$95.76 | | |
| Mulch all beds at sunset cemetery | | Truck 903 | Parent: Appearance Division | | | Total Costs | \$95.76 | | |
| Type: Reactive | Appearance Division | | | | | | | | |
| Jesus Mier | | | | | | | | | |

| WORK ORDER INFO | | LOCATION & ASSET | | DUE & STATUS | | TIME & COST | | PROCEDURE ANSWERS | |
|---------------------|---|---------------------|-----------------------------|--------------|---------------------------------------|------------------|----------|-------------------|--|
| ID: #6628 | Pick up trash at Pine acres | Appearance Division | Parent: Appearance Division | ✓ Done | Completed by Jesus Mier on 12/31/2025 | Total Time Costs | \$21.28 | | |
| Type: Reactive | | Truck #905 | | | | Total Time | 1h 0m 0s | | |
| Appearance Division | | | | | | Total Costs | \$21.28 | | |
| Jesus Mier | | | | | | | | | |
| ID: #6643 | Pick up trash on outlet center drive by speedway | Appearance Division | Parent: Appearance Division | ✓ Done | Completed by Jesus Mier on 12/31/2025 | Total Time Costs | \$21.28 | | |
| Type: Reactive | | Truck #905 | | | | Total Time | 1h 0m 0s | | |
| Appearance Division | | | | | | Total Costs | \$21.28 | | |
| Jesus Mier | | | | | | | | | |
| ID: #6648 | Raise flags and change the old flags out | Appearance Division | Parent: Appearance Division | ✓ Done | Completed by Jesus Mier on 12/31/2025 | Total Time Costs | \$21.28 | | |
| Type: Reactive | | Truck #905 | | | | Total Time | 1h 0m 0s | | |
| Appearance Division | | | | | | Total Costs | \$21.28 | | |
| Jesus Mier | | | | | | | | | |
| ID: #6651 | Clean dead leaves around maple tree at sunset set section d | Appearance Division | Parent: Appearance Division | ✓ Done | Completed by Jesus Mier on 12/31/2025 | Total Time Costs | \$10.64 | | |
| Type: Reactive | | Scag mower #1 | | | | Total Time | 30m 0s | | |
| Appearance Division | | | | | | Total Costs | \$10.64 | | |
| Jesus Mier | | | | | | | | | |

Signed off by

Date



Reporting

12/01/2025 - 12/31/2025

Last Month

Work Orders Asset Health Reporting Details

Recent Activity Export Data Custom Dashboards

Warren Summers Due Date Location Priority + Add

Work Orders

Created vs. Completed >

+ Add to Dashboard

20

Created

20

Completed

100.0%

Percent Completed

22 —
20 —
18 —
16 —
14 —
12 —
10 —
8 —
6 —
4 —
2 —
0 —

Work Orders by Type > ⓘ

+

8

Preventive

12

Reactive

0

Other

40.0%

Total Preventive Ratio

Support

Lawrence Davis
Settings

Town of Smithfield
Public Works Drainage/Street Division
Monthly Report
Dec. 31, 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. 0 Work Orders - 0 Linear Feet of ditches were cleaned
- e. 20 Work Orders – 750 lbs. of Cold Patch was used for 5 Potholes.

II. Major Revenues

None for the month

III. Major Expenses for the Month:

Paid \$1,449.99 to Quality equipment LLC. For X 420 14 inch. CUT quick concrete saw.

IV. Personnel Update:

None for the month

V. Narrative of monthly departmental activities:

Continue in the field of working on cleaning and repairs of catch basins and repairing potholes, cleaning rights-of-ways.



Work Orders List for 12/01/2025 - 12/31/2025

| WORK ORDER INFO | | LOCATION & ASSET | DUE & STATUS | TIME & COST | | PROCEDURE ANSWERS |
|------------------|--------------------------------------|------------------|---|--------------------------------|---------------------------|-------------------|
| ID: #6459 | Hole fill | | ✓ Done Completed by Warren Summers on 12/01/2025 | Total Time Costs Total Time | \$23.68 1h 8m 47s | |
| Type: Preventive | Streets Division | | | Total Costs | \$23.68 | |
| Warren Summers | | | | | | |
| ID: #6458 | Inspecting basins | | ✓ Done Completed by Warren Summers on 12/01/2025 | Total Time Costs Total Time | \$139.46 6h 45m 0s | |
| Type: Preventive | Drainage | | | Total Costs | \$139.46 | |
| Warren Summers | | | | | | |
| ID: #6466 | Inspecting basins | | ✓ Done Completed by Warren Summers on 12/04/2025 | Total Time Costs Total Time | \$1,131.01 54h 44m 39s | |
| Type: Preventive | Drainage | | | Total Costs | \$1,131.01 | |
| Warren Summers | | | | | | |
| ID: #6478 | Inspecting basins and potholes | | ✓ Done Completed by Warren Summers on 12/04/2025 | Total Time Costs Total Time | \$162.05 7h 50m 38s | |
| Type: Preventive | Drainage Potholes and street repairs | | | Total Costs | \$162.05 | |
| Warren Summers | | | | | | |

WORK ORDER INFO

LOCATION & ASSET

DUE & STATUS

TIME & COST

PROCEDURE ANSWERS

ID: #6487

Checking basins

Type: Preventive

Drainage

Warren Summers

✓ Done

Completed by Warren Summers on 12/05/2025

Total Time Costs

Total Time

\$108.25

5h 14m 23s

Total Costs

\$108.25

ID: #6517

Trash pick up

Type: Reactive

Appearance Division

Warren Summers

✓ Done

Completed by Warren Summers on 12/10/2025

Total Time Costs

Total Time

\$103.30

5h 0m 0s

Total Costs

\$103.30

ID: #6493

Roadside and street trash pick up, basin inspection and clearing

Type: Reactive

Drainage and appearance

Warren Summers

✓ Done

Completed by Warren Summers on 12/11/2025

Total Time Costs

Total Time

\$1,590.10

76h 57m 55s

Total Costs

\$1,590.10

ID: #6537

Caroline Ave, large pot hole

Type: Reactive

High

Drainage Potholes and street repairs

Warren Summers

12/12/2025

✓ Done

Completed by Warren Summers on 12/12/2025

Total Time Costs

Total Time

\$13.25

38m 28s

Total Costs

\$13.25

Square Feet of repair : 9,5

Bags of Perma Patch used.: 5

Material used : PERMAPATCH

Truck(s) #: 412

Names of worker(s): Warren Summers and Queltic Gullatt

PROCEDURE ANSWERS

TIME & COST

DUE & STATUS

LOCATION & ASSET

WORK ORDER INFO

ID: #6545
Trash pick up and
basin inspection
Type: Preventive

Drainage
and
Streets

Warren Summers

Total Time Costs
Total Time
6h 0m 0s
\$123.96
\$123.96

ID: #6559
Perma patch
Type: Reactive

Drainage
and
Streets

Warren Summers

Total Time Costs
Total Time
2h 9m 0s
\$44.42
\$44.42

ID: #6575
Pothole repair and
basin inspection
Type: Reactive

Drainage
and
Streets

Warren Summers

Total Time Costs
Total Time
7h 26m 11s
\$153.64
\$153.64

ID: #6593
Inspecting basins
Type: Reactive

Drainage

Warren Summers

Total Time Costs
Total Time
5h 56m 24s
\$122.72
\$122.72

ID: #6587
829 S First Street, sink
hole in street
Type: Reactive

Drainage Division
Street Division

12/19/2025

Done
Completed by Warren
Summers on 12/22/2025

Total Time Costs
Total Time
1h 36m 46s
\$33.32
\$33.32

↑

High

Drainage
Potholes
and
street
repairs

Warren Summers

ID: #6597

Trash pick up and
basin inspection

Type: Reactive

Drainage
and
Streets

Warren Summers

ID: #6603

Pothole repairs and
basin inspections

Type: Preventive

Drainage
Potholes
and
street
repairs

Warren Summers

ID: #6614

Checking basins and
trash and debris pick
up ..

Type: Reactive

Drainage
and
appearance

Warren Summers

✓ Done

Completed by Warren
Summers on 12/22/2025

Total Time Costs

Total Time

7h 46m 58s

Total Costs

\$160.79

✓ Done

Completed by Warren
Summers on 12/23/2025

Total Time Costs

Total Time

10h 18m 53s

Total Costs

\$213.10

✓ Done

Completed by Warren
Summers on 12/30/2025

Total Time Costs

Total Time

30h 22m 55s

Total Costs

\$627.69

| WORK ORDER INFO | | LOCATION & ASSET | DUE & STATUS | TIME & COST | PROCEDURE ANSWERS |
|---|---|---|---|------------------------------------|---|
| ID: #6585 Fill sinkhole Type: Reactive High Appearance Division Warren Summers | ✓ | Completed by Warren Summers on 12/30/2025 | Total Time Costs Total Time Total Costs | \$33.02 1h 35m 54s \$33.02 | |
| | | | | | |
| | | | | | |
| | | | | | |
| ID: #6632 Roadside repair Type: Reactive Medium Streets Division Warren Summers | ✓ | Completed by Warren Summers on 12/30/2025 | Total Time Costs Total Time Total Costs | \$162.89 7h 53m 4s \$162.89 | |
| | | | | | |
| | | | | | |
| | | | | | |
| ID: #6645 611 S Fourth Street, pothole Type: Reactive High Drainage Potholes and street repairs Warren Summers | ✓ | Completed by Warren Summers on 12/31/2025 | Total Time Costs Total Time Total Costs | \$66.17 3h 12m 10s \$66.17 | Square Feet of repair : 3.5 Bags of Perma Patch used.: 2 Cost per. Bag: \$0.00 Material used : Perma Patch, shovel, rake, hand tamp Truck(s) #: 412 Names of worker(s): Warren Summers and Queltic Gullatt |
| | | | | | |
| | | | | | |
| | | | | | |
| ID: #6641 Inspecting, Cleaning, and clearing basins Type: Preventive Drainage Warren Summers | ✓ | Completed by Warren Summers on 12/31/2025 | Total Time Costs Total Time Total Costs | \$149.56 7h 14m 21s \$149.56 | |
| | | | | | |
| | | | | | |
| | | | | | |

Signed off by

Date



Reporting

12/01/2025 - 12/31/2025

Last Month

Work Orders

Asset Health

Reporting Details

Recent Activity

Export Data

Custom Dashboards

Work Orders 5

Reporting

Requests

Assets

Messages

Categories

Parts Inventory

Library

Meters

Automations

Locations

Teams / Users

Andrew Strickland

Due Date

Location

Priority

+ Ac

Work Orders

Created vs. Completed >

+ Add to Dashboard

33

Created

33

Completed

100.0%

Percent Completed

40 —
35 —
30 —
25 —
20 —
15 —
10 —
5 —
0 —

Work Orders by Type > ⓘ

+

0

Preventive

33

Reactive

0

Other

0.0%

Total
Preventive
Ratio

149

Support

Lawrence Davis >
Settings

Town of Smithfield
Public Works Fleet Maintenance Division
Monthly Report
Dec. 31, 2025



I. Statistical Section

 2 Preventive Maintenances
 0 North Carolina Inspections
 33 Work Orders

II. Major Revenues

None for the month

III. Major Expenses for the Month:

None for the month

IV. Personnel Update:

None for the month

V. Narrative of monthly departmental activities:

The shop employee performed preventive maintenance on most Town owned Vehicles.



Work Orders List for 12/01/2025 - 12/31/2025

| WORK ORDER INFO | | LOCATION & ASSET | DUE & STATUS | TIME & COST | PROCEDURE ANSWERS |
|---|--|---|--|------------------|-------------------|
| ID: #6460 Replaced batteries 309 Type: Reactive <div>Sanitation Division</div> Andrew Strickland | | Drainage Division Truck #309 Parent: Sanitation Division | ✓ Done Completed by Andrew Strickland on 12/01/2025 | Total Time Costs | \$22.33 |
| | | | | Total Time | 1h 0m 0s |
| | | | | Total Costs | \$22.33 |
| | | | | | |
| ID: #6461 Jump start yellow. Leaf box Type: Reactive <div>Sanitation Division</div> Andrew Strickland | | Drainage Division Yellow leaf box Parent: Sanitation Division | ✓ Done Completed by Andrew Strickland on 12/01/2025 | Total Time Costs | \$11.17 |
| | | | | Total Time | 30m 0s |
| | | | | Total Costs | \$11.17 |
| | | | | | |
| ID: #6462 Patch tire 304 Type: Reactive <div>Sanitation Division</div> Andrew Strickland | | Drainage Division Truck #304 Parent: Sanitation Division | ✓ Done Completed by Andrew Strickland on 12/01/2025 | Total Time Costs | \$22.33 |
| | | | | Total Time | 1h 0m 0s |
| | | | | Total Costs | \$22.33 |
| | | | | | |
| ID: #6463 Replaced 2 tires 321 Type: Reactive <div>Sanitation Division</div> Andrew Strickland | | Public Works Facility Truck #321 Parent: Sanitation Division | ✓ Done Completed by Andrew Strickland on 12/01/2025 | Total Time Costs | \$22.33 |
| | | | | Total Time | 1h 0m 0s |
| | | | | Total Costs | \$22.33 |
| | | | | | |
| ID: #6468 | | Public Utilities | ✓ Done | Total Time Costs | \$44.66 |
| | | | | | |

| WORK ORDER INFO | | LOCATION & ASSET | | DUE & STATUS | | TIME & COST | | PROCEDURE ANSWERS | |
|--|-------------------|-------------------------------------|--|--|--------------------------------|-------------|---------|-------------------|--|
| Service 803 Type: Reactive <div>Utilities</div> | Andrew Strickland | 803 | Parent: Public Utilities (Electric Department) | Completed by Andrew Strickland on 12/02/2025 | Total Time | 2h 0m 0s | \$44.66 | | |
| | | | | | | | | | |
| | | | | | | | | | |
| ID: #6469 Repair headlights 704 Type: Reactive <div>Utilities</div> | Andrew Strickland | Drainage Division Truck# 15704 | Parent: Public Utilities (Water and Sewer) | ✓ Done Completed by Andrew Strickland on 12/02/2025 | Total Time Costs Total Time | 1h 0m 0s | \$22.33 | | |
| | | | | | | | | | |
| | | | | | | | | | |
| ID: #6485 Repair tire 322 Type: Reactive <div>Sanitation Division</div> | Andrew Strickland | Public Works Facility Truck #322 | Parent: Sanitation Division | ✓ Done Completed by Andrew Strickland on 12/04/2025 | Total Time Costs Total Time | 1h 0m 0s | \$22.33 | | |
| | | | | | | | | | |
| | | | | | | | | | |
| ID: #6486 Fix grease fittings 304 Type: Reactive <div>Sanitation Division</div> | Andrew Strickland | Drainage Division Truck #304 | Parent: Sanitation Division | ✓ Done Completed by Andrew Strickland on 12/04/2025 | Total Time Costs Total Time | 1h 0m 0s | \$22.33 | | |
| | | | | | | | | | |
| | | | | | | | | | |
| ID: #6496 Start 310 Type: Reactive <div>Sanitation Division</div> | Andrew Strickland | Drainage Division Truck #310 | Parent: Sanitation Division | ✓ Done Completed by Andrew Strickland on 12/08/2025 | Total Time Costs Total Time | 1h 0m 0s | \$22.33 | | |
| | | | | | | | | | |
| | | | | | | | | | |
| ID: #6497 Weld safety chain back on 320 | Andrew Strickland | Public Works Facility | | ✓ Done Completed by Andrew Strickland on 12/08/2025 | Total Time Costs Total Time | 1h 0m 0s | \$22.33 | | |
| | | | | | | | | | |
| | | | | | | | | | |

| WORK ORDER INFO | | LOCATION & ASSET | DUE & STATUS | | TIME & COST | | PROCEDURE ANSWERS |
|--------------------------------|---------------------|-----------------------|--|--|------------------|----------|-------------------|
| Type: Reactive | Sanitation Division | Truck #320 | Parent: Sanitation Division | | Total Costs | \$22.33 | |
| Andrew Strickland | | | | | | | |
| ID: #6499 | | Drainage Division | ✓ Done | | Total Time Costs | \$11.17 | |
| Fix side cover 304 | | | Completed by Andrew Strickland on 12/08/2025 | | Total Time | 30m 0s | |
| Type: Reactive | Sanitation Division | Truck #304 | Parent: Sanitation Division | | Total Costs | \$11.17 | |
| Andrew Strickland | | | | | | | |
| ID: #6500 | | Drainage Division | ✓ Done | | Total Time Costs | \$22.33 | |
| Swap out tire 305 | | | Completed by Andrew Strickland on 12/08/2025 | | Total Time | 1h 0m 0s | |
| Type: Reactive | Sanitation Division | Truck #305 | Parent: Sanitation Division | | Total Costs | \$22.33 | |
| Andrew Strickland | | | | | | | |
| ID: #6560 | | Public Works Facility | ✓ Done | | Total Time Costs | \$44.66 | |
| Service 320 | | | Completed by Andrew Strickland on 12/17/2025 | | Total Time | 2h 0m 0s | |
| Type: Reactive | Sanitation Division | Truck #320 | Parent: Sanitation Division | | Total Costs | \$44.66 | |
| Andrew Strickland | | | | | | | |
| ID: #6551 | | Public Works Facility | ✓ Done | | Total Time Costs | \$22.33 | |
| 320 add side mirror | | | Completed by Andrew Strickland on 12/17/2025 | | Total Time | 1h 0m 0s | |
| Type: Reactive | Sanitation Division | Truck #320 | Parent: Sanitation Division | | Total Costs | \$22.33 | |
| Andrew Strickland | | | | | | | |
| ID: #6562 | | Drainage Division | ✓ Done | | Total Time Costs | \$44.66 | |
| Replace 4wd hub and locker 300 | | | Completed by Andrew Strickland on 12/17/2025 | | Total Time | 2h 0m 0s | |

| WORK ORDER INFO | | LOCATION & ASSET | DUE & STATUS | | TIME & COST | PROCEDURE ANSWERS |
|---------------------------|---------------------|-----------------------|--|--|------------------|-------------------|
| Type: Reactive | Sanitation Division | Truck #300 | Parent: Sanitation Division | | Total Costs | \$44.66 |
| Andrew Strickland | | | | | | |
| ID: #6563 | | Drainage Division | ✓ Done | | Total Time Costs | \$44.66 |
| Service 319 | | | Completed by Andrew Strickland on 12/17/2025 | | Total Time | 2h 0m 0s |
| Type: Reactive | Sanitation Division | Truck #319 | Parent: Sanitation Division | | Total Costs | \$44.66 |
| Andrew Strickland | | | | | | |
| ID: #6564 | | Drainage Division | ✓ Done | | Total Time Costs | \$22.33 |
| Replaced seat bottom 319 | | | Completed by Andrew Strickland on 12/17/2025 | | Total Time | 1h 0m 0s |
| Type: Reactive | Sanitation Division | Truck #319 | Parent: Sanitation Division | | Total Costs | \$22.33 |
| Andrew Strickland | | | | | | |
| ID: #6565 | | Drainage Division | ✓ Done | | Total Time Costs | \$44.66 |
| Replaced coolant tank 319 | | | Completed by Andrew Strickland on 12/17/2025 | | Total Time | 2h 0m 0s |
| Type: Reactive | Sanitation Division | Truck #319 | Parent: Sanitation Division | | Total Costs | \$44.66 |
| Andrew Strickland | | | | | | |
| ID: #6566 | | Public Works Facility | ✓ Done | | Total Time Costs | \$44.66 |
| Service 322 | | | Completed by Andrew Strickland on 12/17/2025 | | Total Time | 2h 0m 0s |
| Type: Reactive | Sanitation Division | Truck #322 | Parent: Sanitation Division | | Total Costs | \$44.66 |
| Andrew Strickland | | | | | | |
| ID: #6495 | | Drainage Division | ✓ Done | | Total Time Costs | \$44.66 |

| WORK ORDER INFO | | LOCATION & ASSET | DUE & STATUS | | TIME & COST | PROCEDURE ANSWERS |
|---------------------|-------------------|------------------------------|--|-------------|------------------|-------------------|
| Sanitation Division | Andrew Strickland | Truck #318 | Parent: Sanitation Division | | Total Costs | \$44.66 |
| | | Drainage Division | ✓ Done | | Total Time Costs | \$44.66 |
| | | Truck #304 | Completed by Andrew Strickland on 12/17/2025 | Total Time | 2h 0m 0s | |
| ID: #6572 | | | | Total Costs | \$44.66 | |
| Sanitation Division | Andrew Strickland | Drainage Division | ✓ Done | | Total Time Costs | \$22.33 |
| | | Truck #304 | Completed by Andrew Strickland on 12/17/2025 | Total Time | 1h 0m 0s | |
| | | Find and repair air leak 304 | | Total Costs | \$22.33 | |
| ID: #6573 | | | | | | |
| Sanitation Division | Andrew Strickland | Public Works Facility | ✓ Done | | Total Time Costs | \$44.66 |
| | | Truck #321 | Completed by Andrew Strickland on 12/17/2025 | Total Time | 2h 0m 0s | |
| | | | | Total Costs | \$44.66 | |
| ID: #6574 | | | | | | |
| Sanitation Division | Andrew Strickland | Drainage Division | ✓ Done | | Total Time Costs | \$44.66 |
| | | Truck #310 | Completed by Andrew Strickland on 12/18/2025 | Total Time | 2h 0m 0s | |
| | | | | Total Costs | \$44.66 | |
| ID: #6588 | | | | | | |
| Sanitation Division | Andrew Strickland | Drainage Division | ✓ Done | | Total Time Costs | \$89.32 |
| | | Repairs. 310 | Completed by Andrew Strickland on 12/18/2025 | Total Time | 4h 0m 0s | |
| | | | | | | |
| ID: #6589 | | | | | | |

| WORK ORDER INFO | | LOCATION & ASSET | DUE & STATUS | TIME & COST | PROCEDURE ANSWERS |
|-------------------------------------|-------------------|--|--|------------------|-------------------|
| Sanitation Division | Andrew Strickland | Truck #310 | Parent: Sanitation Division | Total Costs | \$89.32 |
| | | Drainage Division | ✓ Done | Total Time Costs | \$22.33 |
| ID: #6590 | | Truck# 819 | Completed by Andrew Strickland on 12/18/2025 | Total Time | 1h 0m 0s |
| Service 819 | | Parent: Public Utilities (Electric Department) | | Total Costs | \$22.33 |
| Type: Reactive | | | | | |
| Utilities | | | | | |
| Andrew Strickland | Andrew Strickland | Drainage Division | ✓ Done | Total Time Costs | \$44.66 |
| ID: #6608 | | Truck #309 | Completed by Andrew Strickland on 12/23/2025 | Total Time | 2h 0m 0s |
| Service 309 | | Parent: Sanitation Division | | Total Costs | \$44.66 |
| Type: Reactive | | | | | |
| Sanitation Division | | | | | |
| Andrew Strickland | Andrew Strickland | Drainage Division | ✓ Done | Total Time Costs | \$22.33 |
| ID: #6609 | | Truck #309 | Completed by Andrew Strickland on 12/23/2025 | Total Time | 1h 0m 0s |
| Repair exhaust 309 | | Parent: Sanitation Division | | Total Costs | \$22.33 |
| Type: Reactive | | | | | |
| Sanitation Division | | | | | |
| Andrew Strickland | Andrew Strickland | Drainage Division | ✓ Done | Total Time Costs | \$22.33 |
| ID: #6616 | | White enclosed trailer | Completed by Andrew Strickland on 12/29/2025 | Total Time | 1h 0m 0s |
| Change fire water and sewer trailer | | Parent: Public Utilities (Water and Sewer) | | Total Costs | \$22.33 |
| Type: Reactive | | | | | |
| Utilities | | | | | |
| Andrew Strickland | Andrew Strickland | | | | |
| | | | | | |

Town of Smithfield
Public Works Sanitation Division
Monthly Report
December 31, 2025



I. Statistical Section

The Division collected from approximately 4,627 homes, 4 times during the month

- a. Sanitation forces completed 85 work orders
- b. Sanitation forces collected tons 555.78 of household waste
- c. Sanitation forces disposed of loads 91 of yard waste and debris at Spain Farms Nursery
- d. Recycled 0 tons of clean wood waste (pallets) at Convenient Site Center
- e. Town's forces collected 1.41 tons of construction debris (C&D)
- f. Town disposed of 0 scrap tires that was collected at Convenient Site Center
- g. Recycling forces collected 3.97 tons of recyclable plastic
- h. Recycled 1,674 lbs. of cardboard material from the Convenient Site Center
- i. A total of 0 tons of loose yard waste was collected and dumped Landfill.
- j. Recycled 0 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 4,120 lbs. of shredder steel for \$ 329.20 to Foss.

III. Major Expenses for the Month:

Spain Farms Nursery was paid \$3,458.00 for disposal of yard waste and debris. CES was paid \$528.69 for cutting edge and supplies for TK# 304. Cox Repair Service was paid \$650.00 for the tow of TK# 304. Velocity Truck Centers was paid \$644.18 for the intake manifold and gasket connection for TK# 310. NAPA Auto Parts was paid \$592.46 for various batteries for Sanitation trucks.

IV. Personnel Update:

No new hires in the month of December.

V. Narrative of monthly departmental activities:

Public Works Safety Training was on "Truck Inspections" With Mike Sliger. The Public Works Department Supplied traffic control devices for Down Town Development and Parks and Rec with their events.

Community Service Workers worked 16 Hrs.

**Town of Smithfield
Public Works Storm Water Division
Monthly Report
December 31, 2025**



I. Statistical Section

II. Major Revenues

None

III. Major Expenses for the Month:

Paid \$16,215.00 to Stuckey's Backhoe Service Inc. for pipe repair in Walnut and Hood Street Storm drain repair. Install of concrete box and manhole ring and cover replace 12Ft pipe.

Paid Jymco Construction \$4,200.00 for second street repair of erosion of the right-of-way which was a major public safety hazard.

Paid Southern Vac. \$3,209.52 for 12 Broom sweeping heads for the street sweeper.

IV. Personnel Update:

None

V. Narrative of monthly departmental activities:

Street Sweep and storm drain cleaning and repair.

PARKS AND RECREATION / SRAC
MONTHLY REPORT
DECEMBER, 2025

| PARKS AND RECREATION | JULY 2025 | AUGUST 2025 | SEPTEMBER 2025 | OCTOBER 2025 | NOVEMBER 2025 | DECEMBER 2025 | JANUARY 2025 | FEBRUARY 2025 | MARCH 2025 | APRIL 2025 | MAY 2025 | JUNE 2025 | FY25/26 YTD |
|---|--------------|----------------|-------------------|-----------------|------------------|------------------|-----------------|------------------|---------------|---------------|-------------|--------------|-------------|
| ATHLETICS PROGRAMS | 3 | 5 | 5 | 5 | 2 | 1 | | | | | | | 21 |
| NUMBER OF PARTICIPANTS | 621 | 671 | 671 | 995 | 618 | 413 | | | | | | | 3989 |
| NUMBER OF GAMES | 72 | 23 | 201 | 132 | 12 | 0 | | | | | | | 440 |
| PLAYER GAME EXPERIENCES | 1728 | 834 | 2646 | 5250 | 360 | 0 | | | | | | | 10518 |
| NUMBER OF PRACTICES | 3 | 149 | 67 | 12 | 7 | 376 | | | | | | | 614 |
| PLAYER PRACTICE EXPERIENCES | 243 | 2520 | 1345 | 487 | 310 | 3760 | | | | | | | 8665 |
| NUMBER OF CAMPS | 1 | 0 | 0 | 0 | 0 | 0 | | | | | | | 1 |
| CAMPS SESSIONS | 3 | 0 | 0 | 0 | 0 | 0 | | | | | | | 3 |
| PLAYER CAMP EXPERIENCES | 144 | 0 | 0 | 0 | 0 | 0 | | | | | | | 144 |
| PROGRAMS | 11 | 4 | 4 | 5 | 3 | 4 | | | | | | | 31 |
| PROGRAMS EXPERIENCES | 996 | 402 | 322 | 895 | 109 | 189 | | | | | | | 2913 |
| SPECIAL EVENTS | 1 | 0 | 1 | 1 | 1 | 3 | | | | | | | 7 |
| ESTIMATED ATTENDANCE | 3000 | 0 | 275 | 825 | 250 | 3701 | | | | | | | 8051 |
| SARAH YARD VISITS | 109 | 114 | 163 | 193 | 158 | 108 | | | | | | | 845 |
| PARKS AND FACILITY RENTALS | 11 | 29 | 47 | 53 | 16 | 6 | | | | | | | 162 |
| NUMBER PARKS AND FACILITY RENTAL USERS | 247 | 1367 | 3973 | 2845 | 697 | 60 | | | | | | | 9189 |
| TOTAL UNIQUE CONTACTS | 7088 | 5908 | 9395 | 11490 | 2502 | 8231 | | | | | | | 44614 |
| PARKS AND RECREATION REVENUES | \$ 19,382 | \$ 7,407 | \$ 13,332 | \$ 20,340 | \$ 3,089 | \$ 2,910 | | | | | | | \$ 71,274 |
| PARKS AND RECREATION OPERATIONS EXPENSE | \$ 82,116 | \$ 112,147 | \$ 102,780 | \$ 98,645 | \$ 86,526 | \$ 88,636 | | | | | | | \$ 587,222 |
| PARKS AND RECREATION CAPITAL EXPENDITURES | \$ - | \$ 19,075 | \$ 7,400 | \$ 310 | \$ 14,299 | \$ - | | | | | | | \$ 41,084 |
| SARAH YARD OPERATIONS EXPENSES | \$ 2,554 | \$ 4,802 | \$ 6,007 | \$ 2,492 | \$ 2,722 | \$ 3,414 | | | | | | | \$ 21,991 |
| SARAH YARD CENTER CAPITAL EXPENDITURES | \$ - | \$ - | \$ 6,104 | \$ - | \$ - | \$ - | | | | | | | \$ 6,104 |
| SRAC | JULY 2025 | AUGUST 2025 | SEPTEMBER 2025 | OCTOBER 2025 | NOVEMBER 2025 | DECEMBER 2025 | JANUARY 2025 | FEBRUARY 2025 | MARCH 2025 | APRIL 2025 | MAY 2025 | JUNE 2025 | FY25/26 YTD |
| NO OF PROGRAMS | 26 | 5 | 3 | 3 | 5 | 4 | | | | | | | 46 |
| PROGRAM PARTICIPANTS | 815 | 414 | 521 | 689 | 398 | 255 | | | | | | | 3092 |
| PROGRAM CONTACTS | 2243 | 414 | 539 | 689 | 398 | 299 | | | | | | | 4582 |
| FITNESS CLASSES | 11 | 12 | 14 | 14 | 14 | 12 | | | | | | | 77 |
| FITNESS CLASSES CONTACTS | 588 | 531 | 690 | 580 | 601 | 851 | | | | | | | 3841 |
| SRAC MEMBERSHIPS | 4357 | 4386 | 4379 | 4386 | 4407 | 4412 | | | | | | | 4386 |
| SRAC MEMBER VISITS | 5369 | 5032 | 4020 | 3911 | 3364 | 3510 | | | | | | | 25206 |
| DAY PASSES | 4867 | 2627 | 797 | 692 | 763 | 1007 | | | | | | | 10673 |
| FACILITY RENTALS | 39 | 48 | 31 | 29 | 30 | 33 | | | | | | | 210 |
| SRAC FACILITY RENTAL USERS | 2984 | 2006 | 1402 | 1615 | 1563 | 2273 | | | | | | | 11843 |
| TOTAL UNIQUE CONTACTS | 16151 | 10610 | 7448 | 7487 | 6709 | 7940 | | | | | | | 56345 |
| SRAC REVENUES | \$ 84,029 | \$ 67,963 | \$ 64,118 | \$ 56,591 | \$ 49,077 | \$ 45,912 | | | | | | | \$ 367,690 |
| SRAC OPERATIONS EXPENSES | \$ 97,339 | \$ 145,094 | \$ 103,223 | \$ 94,859 | \$ 88,603 | \$ 75,325 | | | | | | | \$ 616,434 |
| SRAC CAPITAL EXPENSES | \$ - | \$ - | \$ 69,464 | \$ 43,481 | \$ - | \$ - | | | | | | | \$ 112,945 |
| TOTAL NUMBER OF CONTACTS | | | | | | | | | | | | | 100959 |



HIGHLIGHTS
SMITHFIELD CHRISTMAS PARADE
GRINCH RUN AND JINGLE BELL JOG
COCOA AND COOKIE



HIGHLIGHTS
HIGH SCHOOL SWIM MEETS (6)
ABLE WITHOUT BARRIERS INCLUSION PROGRAM
POTTERY CLASSES (WHEEL / SATURDAY CLAY)



**Utilities Department
Monthly Report
December 2025**

- **Statistical Section**

- Electric CP Demand 27,886 Kw relative to November's demand of 19,542 Kw.
- Electric System Reliability was 99.976%, with five (5) recorded main line outages; relative to November's 99.9996%.
- Raw water treated on a daily average was 3.849 MG relative to 4.198 MG for November; with maximum demand of 4.983 MG relative to November's 5.408 MG.
- Total finished water to the system was 113.023 MG relative to November's 118.210 MG. Average daily for the month was 3.646 MG relative to November's 3.813 MG. Daily maximum was 4.827 MG (December 29th) relative to November's 4.663 MG. Daily minimum was 2.125 MG (December 5th), relative to November's 2.865 MG.

- **Miscellaneous Revenues**

- Water sales were \$276,065 relative to November's \$272,517
- Sewer sales were \$454,441 relative to November's \$481,592
- Electrical sales were \$1,321,560 relative to November's sales of \$1,243,484
- Johnston County Water purchases were \$144,498 for 56.889 MG relative to November's \$213,637 for 84.109 MG.

- **Major Expenses for the Month**

- Electricity purchases were \$1,176,378 relative to November's \$885,773
- Johnston County sewer charge was \$204,656 for 41.597 MG relative to November's \$159,350 for 32.388 MG.

- **Personnel Changes**

- Tim Edgerton retired as Wastewater Technician on December 31, 2025
- Joshua Willis resigned as Meter Reader on December 5, 2025
- Onyx Gustafson was hired as Meter Reader on December 15, 2025



**Town of Smithfield
Electric Department
Monthly Report
December, 2025**

I. Statistical Section

- Street Lights repaired –32
- Area Lights repaired-14
- Service calls – 21
- Underground Electric Locates -310
- Poles changed out/removed or installed -7
- Underground Services Installed -4

II. Major Revenues

- Process starting to extend Kellie drive feeder to create a loop.

III. Major Expenses for the Month:

- Booth and Associates starting to lay out Kellie DR loop circuit.

IV. Personnel Update:

- The Electrical Dept. has a full staff at this time.
- Have five employees enrolled in Electric city line career development program.

V. Miscellaneous Activities:

- Helped Public Works Dept. take down Christmas dec. along East Market and West Market St.
- Working on light circuit at Perfect Ride Dealer ship.
- The Electrical Dept. is working on replacing old poles and upgrading lines on the South side Market St. area.
- Installing four additional lights at JCC truck driving school.
- Asplundh Tree contractor trimming trees around town.



Public Utilities Water and Sewer

| Monthly Statistics | Month Ending | 12/31/2025 |
|--|----------------------|---------------------------|
| | <i>Monthly Total</i> | <i>Year to Date Total</i> |
| Water Calls | 70 | 779 |
| Sewer Calls | 29 | 366 |
| Utility Locates | 380 | 5748 |
| Storm Drainage Calls | 0 | 10 |
| Total Calls | 551 | 6975 |
| Quotes new services | 2 | 30 |
| Inspections | 1 | 97 |
| Locate existing water & sewer services | 0 | 23 |
| Disconnect water | 6 | 37 |
| Reconnect water | 1 | 14 |
| Test meter | 1 | 19 |
| Temp hydrant meter | 2 | 26 |
| Discolored water call | 5 | 38 |
| Low pressure call | 6 | 59 |
| Leak detection | 28 | 208 |
| Meter check | 33 | 274 |
| Meter repair | 14 | 163 |
| Meter leak | 4 | 84 |
| Service leak | 5 | 57 |
| Water main leak | 7 | 41 |
| Replace existing water meter | 8 | 106 |
| Install new water meter | 14 | 264 |
| Install new water service | 0 | 20 |
| Renew water service | 2 | 19 |
| Water blow off repair | 0 | 2 |
| Street cuts | 13 | 76 |

| | | |
|---------------------------------|-------|-------|
| Repair utility cut or sink hole | 1 | 27 |
| Fire hydrant repair | 1 | 15 |
| Fire hydrant replaced | 0 | 26 |
| Camera Sewer main or service | 2 | 31 |
| Sewer odor complaint | 2 | 18 |
| Sewer main repair | 1 | 57 |
| Clean out repair or install | 1 | 60 |
| LF of sewer main cleaned | 14017 | 69271 |
| LF of sewer service cleaned | 1225 | 12608 |
| LF of storm drain cleaned | 0 | 1100 |
| | | |

- 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 December

- Had Stuckey to make some water and sewer repairs that we were not able to.
-

Upcoming Projects for the month of January

- 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.
- Park Construction finished outfall behind Rose Manor.

Personnel Updates

Anthony Quagliano became Locator and Inspector.
Tim Edgerton retired.



MONTHLY WATER LOSS REPORT

December 2025

(8) - Meters with slow washer leaks

$\frac{3}{4}$ " Line, $\frac{1}{8}$ ", 4 hrs

(4) - $\frac{3}{4}$ " Line, $\frac{1}{8}$ ", 1 Day

1" Line, $\frac{1}{8}$ ", 1 Day

(5) - 2" Line, Shear, 1 day

(2) - 6" Line, Full, 5 hrs

Fire hydrant slow drip

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 | 12/01/26 | 3 | 15 | 7965 | 10 | North Street | 12/10/26 | 3 | 15 | 17820 | 40 |
| Computer Drive | 12/01/26 | 3 | 15 | 31860 | 10 | West Street | 12/10/26 | 3 | 15 | 78030 | 50 |
| Castle Drive | 12/01/26 | 3 | 15 | 7965 | 10 | Regency Drive | 12/10/26 | 3 | 15 | 63720 | 60 |
| Parkway Drive | 12/01/26 | 3 | 15 | 63720 | 40 | Randers Court | 12/10/26 | 3 | 15 | 15930 | 40 |
| Garner Drive | 12/01/26 | 3 | 15 | 63723 | 40 | Noble Street | 12/10/26 | 3 | 15 | 15930 | 40 |
| Hwy 210 LIFT ST. | 12/01/26 | 3 | 15 | 15930 | 40 | Fieldale Dr#1(L) | 12/10/26 | 3 | 15 | 63720 | 40 |
| Skyland Drive | 12/01/26 | 3 | 15 | 7965 | 10 | Fieldale Dr#2(R) | 12/10/26 | 3 | 15 | 63720 | 40 |
| Bradford Street | 12/01/26 | 3 | 15 | 15930 | 10 | Heather Court | 12/10/26 | 3 | 15 | 15930 | 40 |
| Kellie Drive | 12/02/26 | 3 | 15 | 7965 | 10 | Reeding Place | 12/10/26 | 3 | 15 | 15930 | 40 |
| Edgewater | 12/02/26 | 3 | 15 | 7965 | 10 | East Street | 12/10/26 | 3 | 15 | 63720 | 40 |
| Edgecombe | 12/02/26 | 3 | 15 | 15930 | 40 | Smith Street | 12/10/26 | 3 | 15 | 63720 | 40 |
| Valley Wood | 12/02/26 | 3 | 15 | 63720 | 40 | Wellons Street | 12/10/26 | 3 | 15 | 63720 | 40 |
| Creek Wood | 12/02/26 | 3 | 15 | 63720 | 40 | Kay Drive | 12/10/26 | 4 | 15 | 38985 | 15 |
| White Oak Drive | 12/02/26 | 3 | 15 | 7965 | 10 | Huntington Place | 12/10/26 | 1.5 | 15 | 38985 | 15 |
| Brookwood Drive | 12/03/26 | 3 | 15 | 22515 | 5 | N. Lakeside Drive | 12/10/26 | 1.2 | 15 | 9750 | 15 |
| Runnymede Place | 12/03/26 | 3 | 15 | 31860 | 10 | Cypress Point | 12/10/26 | 1.2 | 15 | 34890 | 12 |
| Nottingham Place | 12/03/26 | 3 | 15 | 38985 | 10 | Quail Run | 12/10/26 | 1.3 | 15 | 8715 | 12 |
| Heritage Drive | 12/03/26 | 3 | 15 | 38985 | 10 | British Court | 12/10/26 | 1.2 | 15 | 8715 | 12 |
| Noble Plaza #1 | 12/03/26 | 3 | 15 | 9750 | 10 | Tyler Street | 12/10/26 | 3 | 15 | 78030 | 60 |
| Noble Plaza #2 | 12/03/26 | 3 | 15 | 9750 | 10 | Yelverton Road | 12/10/26 | 3 | 15 | 63720 | 40 |
| Pinecrest Street | 12/03/26 | 3 | 15 | 19500 | 10 | Ava Gardner | 12/10/26 | 3 | 15 | 63720 | 40 |
| S. Sussex Drive | 12/03/26 | 3 | 15 | 31860 | 10 | Waddell Drive | 12/10/26 | 3 | 15 | 7965 | 10 |
| Elm Drive | 12/03/26 | 3 | 15 | 9750 | 10 | Henly Place | 12/10/26 | 3 | 15 | 8715 | 12 |
| | | | | | | Birch Street | 12/11/26 | 3 | 15 | 34890 | 12 |
| Coor Farm Supply | 12/03/26 | 2 | 15 | 7965 | 10 | Pine Street | 12/11/26 | 3 | 15 | 38985 | 15 |
| Old Goldsboro Rd, | 12/03/26 | 3 | 15 | 7965 | 10 | Oak Drive | 12/11/26 | 3 | 15 | 37695 | 14 |
| Hillcrest Drive | 12/09/26 | 3 | 15 | 31860 | 10 | Cedar Drive | 12/11/26 | 3 | 15 | 31860 | 10 |
| Eason Street | 12/09/26 | 3 | 15 | 38985 | 40 | Aspen Drive | 12/11/26 | 3 | 15 | 34890 | 12 |
| Magnolia circle | 12/09/26 | 3 | 15 | 78030 | 40 | Furlonge Street | 12/11/26 | 3.4 | 15 | 34890 | 12 |
| Rainbow Drive | 12/09/26 | 3 | 15 | 19500 | 60 | Golden Corral | 12/11/26 | 3 | 15 | 40290 | 16 |
| Rainbow Circle | 12/09/26 | 3 | 15 | 19500 | 60 | Holland Drive | 12/11/26 | 3.1 | 15 | 9750 | 15 |
| Moonbeam Circle | 12/09/26 | 3 | 15 | 19500 | 60 | Davis Street | 12/11/26 | 3 | 15 | 34890 | 12 |
| Ray Drive | 12/09/26 | 3 | 15 | 15930 | 60 | Caroline Ave. | 12/11/26 | 2.9 | 15 | 31860 | 10 |
| Will Drive | 12/09/26 | 3 | 15 | 63720 | 40 | Johnston Street | 12/11/26 | 3 | 15 | 38985 | 15 |
| Michael Lane | 12/09/26 | 3 | 15 | 63721 | 40 | Ryans | 12/11/26 | 3 | 15 | 9750 | 15 |
| Ward Street | 12/09/26 | 3 | 15 | 15930 | 40 | | | | | | |
| | | | | 961954 | | | | | | 1282815 | 2244769 |