



Mayor

M. Andy Moore

Mayor Pro-Tem

Sloan Stevens

Council Members

Dr. Gettys Cohen, Jr.

Travis Scott

Doris Wallace

John A. Dunn

Stephen Rabil

Roger Wood

Town Attorney

Robert Spence, Jr.

Interim Town Manager

Kimberly Pickett

Assistant Town Manager

Kimberly Pickett

Finance Director

Tracy Stubblefield

Town Clerk

Elaine Andrews

# Town Council Agenda Packet

Meeting Date: Tuesday, June 2, 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  
June 2, 2026  
7:00 PM**

**Call to Order**

**Invocation**

**Pledge of Allegiance**

**Approval of Agenda**

**Presentations:**

**Page:**

- 1. DOT Presentation – Market Street Update**  
(Interim Town Manager – Kimberly Pickett) See attached information.....1

**Public Hearings:**

- 1. FY 2026-27 Town of Smithfield Budget Hearing:** The Town Council is respectfully requested to hear public comments, and to consider the adoption of the Interim Town Manager’s proposed FY 26-27 Budget and fee schedule, in accordance with NC G. S. 159-12. A balanced budget must be adopted by the majority of the sitting Council prior to July 1, 2026.  
(Interim Town Manager – Kimberly Pickett) See attached information.....2

**Citizens Comments:**

**Consent Agenda Items:**

- 1. Approval of Minutes:**  
a. April 16, 2026 – Recessed Budget Session.....4  
b. April 16, 2026 – Closed Session (Under a Separate Cover)  
c. April 21, 2026 – Regular Session.....9
- 2. Special Event – Bright Mind 5K Walk on June 13, 2026:** The Council is being asked to consider approval of a Temporary Use Permit (TUP) to allow Tatum Godwin to hold the Bright Mind 5K Run from 8:00 a.m. to 1:00 p.m. at 306 S. Second Street. Amplified sound will be used and food will be sold. The applicant has contacted Smithfield Police Department to provide security.  
(Planning Director – Brent Reck) See attached information.....17

<b>3. Special Event – Bulldog Harley-Davidson Fashion Show – June 6, 2026:</b> The Council is being asked to approve a TUP to allow this event at 1043 Outlet Center Drive from 11:00 a.m. to 4:00 p.m. A DJ will provide amplified music from 12:00 p.m. to 3:00 p.m. A food truck will be on site, and attendance is expected to exceed one-hundred people. (Planning Director – Brent Reck) <u>See</u> attached information.....	22
<b>4. Special Event – Bulldog Harley-Davidson Ride into Summer Event – June 13, 2026:</b> The Council is being asked to approve a TUP to allow this event at 1043 Outlet Center Drive from 11:00 a.m. to 4:00 p.m. A food truck will be on site selling food. (Planning Director – Brent Reck) <u>See</u> attached information.....	30
<b>5. Special Event – Bulldog Harley-Davidson Great American Ride Event – June 20, 2026:</b> The Council is being asked to approve a TUP to allow this event to be held at 1043 Outlet Center Drive from 11:00 a.m. to 4:00 p.m. A live band will provide amplified music and a food truck will be on site selling food. Attendance of over one-hundred people is expected. (Planning Director – Brent Reck) <u>See</u> attached information.....	37
<b>6. Special Event – Bulldog Harley-Davidson Bike Night Event – June 25, 2026:</b> The Council is being asked to approve a TUP to allow this event to be held at 1043 Outlet Center Drive from 11:00 a.m. to 4:00 p.m. A live band will provide amplified music via speakers from 5:00 p.m. to 8:00 p.m. A beverage truck will be on site selling beverages. Attendance of over one-hundred people is expected. (Planning Director – Brent Reck) <u>See</u> attached information.....	44
<b>7. Special Event – Bulldog Harley-Davidson Roll &amp; Ride Event – June 27, 2026:</b> The Council is being asked to approve a TUP to allow this event to be held at 1043 Outlet Center Drive from 11:00 a.m. to 4:00 p.m. A live band will provide amplified music from 12:00 p.m. to 3:00 p.m. Food trucks will be on site selling food and attendance of over one-hundred people is expected. (Planning Director – Brent Reck) <u>See</u> attached information.....	50
<b>8. Consideration and request for approval to allow employees to donate accumulated sick time to an employee in the Customer Service/Finance Department.</b> (Human Resources Director – Shannan Parrish) <u>See</u> attached information.....	64
<b>9. Consideration and request for approval to allow employees to donate accumulated sick time to an employee in the Public Works Department.</b> (Human Resources Director – Shannan Parrish) <u>See</u> attached information.....	66
<b>10. Consideration and request for Promotion:</b> The Council is respectfully requested to consider the promotion of one Public Utilities Employee from Utility Line Mechanic to Pump Station Mechanic. (Public Utilities Director – Ted Credle) <u>See</u> attached information.....	68
<b>11. Proclamation – National Gun Violence Awareness</b> (M. Andy Moore – Mayor) <u>See</u> attached information.....	70

**12. Consideration and request for approval of Budget Amendments:** The Council is respectfully requested to consider approval of budget amendments to appropriate and reallocate funds; ensuring proper accounting and to maintain compliance with the Town’s adopted budget ordinance and financial policies.  
(Finance Director – Tracy Stubblefield) See attached information.....71

**13. Capital Project Ordinance Approval - CP 01-2026 for PFAS Mitigation Funds:** The Finance Department is seeking approval of a capital project ordinance for the PFAS mitigation project within the Town’s water system in accordance with NC G.S. 159-13.2.  
(Finance Director – Tracy Stubblefield) See attached information.....81

**14. Capital Project Ordinance Approval – CP 02-2026 for the Baseball Stadium at Community Park:** The Finance Department is seeking approval of a capital project ordinance for the Smithfield baseball stadium project at Community Park in accordance with NC G.S. 159-13.2.  
(Finance Director – Tracy Stubblefield) See attached information.....84

**15. Consideration and request for approval of contract award to Siemens as the lowest responsible responsive bidder for the installation of 115kV Breakers at Electric Delivery Point No. 1 for the amount of \$263,466:** Council is respectfully requested to review, and authorize approval for the Interim Town Manager to execute the proposed agreement.  
(Public Utilities Director – Ted Credle) See attached information.....87

**16. Consideration and request for approval of amendment contract for CSG Systems, Inc. to continue to provide billing support and mailing services for the Town’s utility bills.**  
(Public Utilities Director – Ted Credle) See attached information.....91

**17. Consideration and request for approval of the re-appointment of Rick Childrey to the Library Board of Trustees:** The Town Clerk’s Office has received an application of interest from Rick Childrey seeking re-appointment to the Library Board of Trustees.  
(Town Clerk – Elaine Andrews) See attached information.....99

**18. New Hire Report**  
(Human Resources Director – Shannan Parrish) See attached information.....103

**Business Items:**

**1. Consideration and request for approval for Greenway Bridge Repairs:** The Parks and Recreation Department is respectfully requesting approval to enter into an agreement with Jose Munoz Solis for the amount of \$44,500 (\$30,000 from grant funding) for the Greenway Boardwalk Repairs Project.  
(Parks and Recreation Director – Gary Johnson) See attached information.....105

**2. Consideration and request for review of the Downtown Business District Feedback Survey:** The Council is being respectfully requested to review the survey and recommendations from staff feedback for benchmarks moving forward in the Town’s Municipal Service District (MSD).  
(Interim Town Manager – Kimberly Pickett) See attached information.....120

**Councilmember's Comments**

**Town Manager's Report**

- **Department Reports**.....144

**Adjourn**

# Presentations





# Request for Town Council Action

**Presentation:** Market St  
Update  
**Date:** 06/02/2026

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**Subject:** DOT – Market St Update  
**Department:** General Government  
**Presented by:** Interim Town Manager – Kimberly Pickett  
**Presentation:** Presentation

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## Issue Statement

To provide Council and Community an update on the design of Market St from NC Department of Transportation

## Financial Impact

None

## Action Needed

Council to discuss the design provided by DOT; Respond to any action items they bring forth and approve the design

## Recommendation

Approve the acceptance of the design of Market St and surrounding town streets

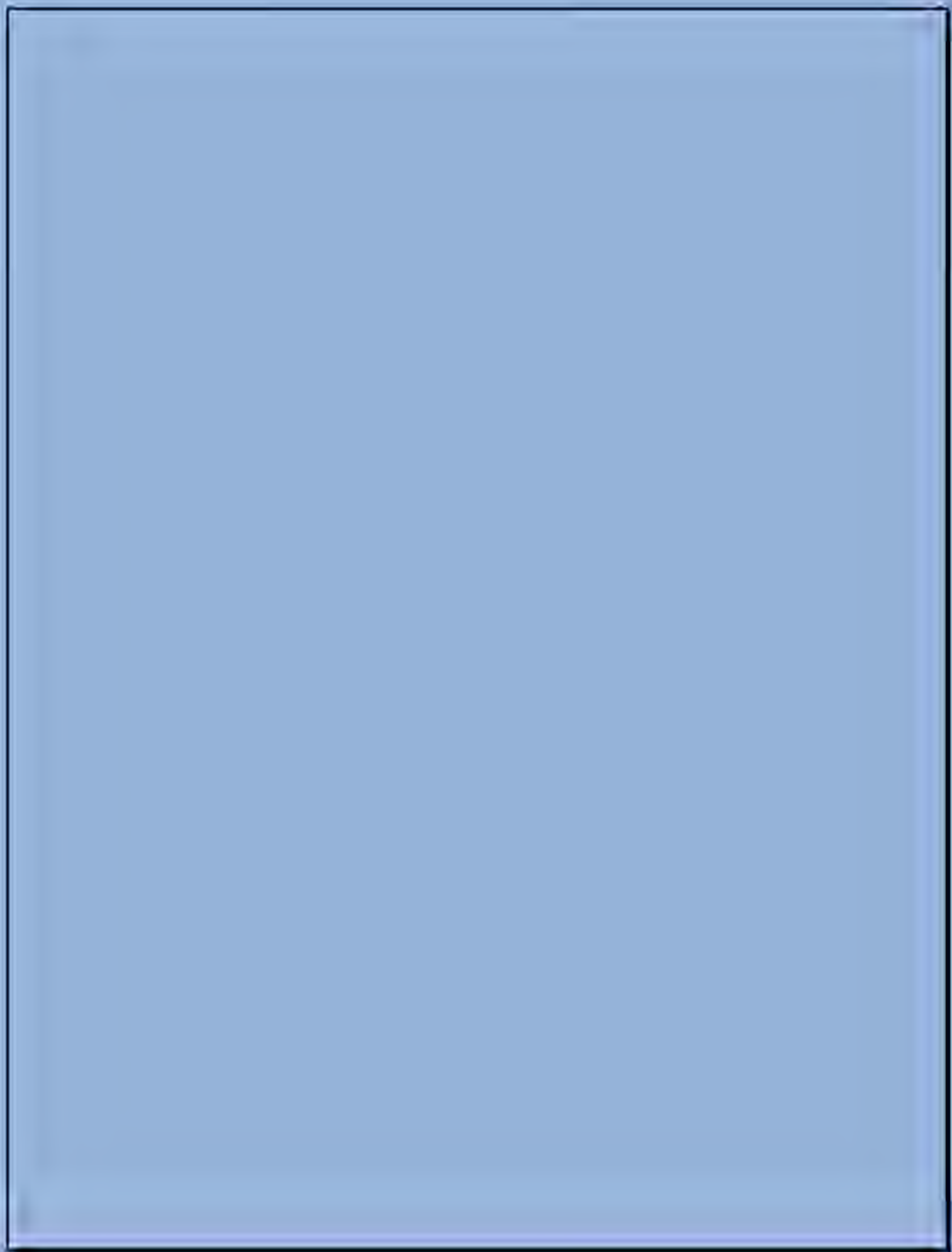
**Approved:**  Town Manager  Town Attorney

## Attachments:

1. Presentation will be provided by NC Department of Transportation at the meeting



# Public Hearings





# Request for Town Council Action

**Public Hearing**    **FY 2026-2027 Budget**  
Date: 06/02/2026

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**Subject:** FY 2026-2027 Budget Proposal  
**Department:** General Government  
**Presented by:** Interim Town Manager - Kimberly Pickett &  
Finance Director - Tracy Stubblefield  
**Presentation:** Public Hearing

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## Issue Statement

The Manager's Proposed Budget was provided to the Town Council on May 19, 2026. The following presentation is in accordance with the public hearing requirements of NC General Statute, 159-11 (b) and 159-12.

## Financial Impact

Total Town Budget for FY 2027.

## Action Needed

Hold a Public Hearing for the Proposed FY 2026-27 Budget for the Town of Smithfield.

## Recommendation:

Complete the Presentation and Public Hearing. Evaluate approving proposed budget Ordinance and fee schedule.

Approved:  Town Manager  Town Attorney

## Attachments:

1. Staff Report
2. Presentation



# Staff Report

**Public  
Hearing:** **FY 2026-  
2027  
Budget**

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Town staff has worked collaboratively since October 2025 to develop the proposed budget for the Town. A draft budget was presented to the Town Council on April 29, 2026, and a series of budget workshops were conducted throughout March, April, and May to review and discuss the proposed financial plan.

The Manager's recommended budget was submitted to the Mayor and Town Council on May 15, 2026, with a copy made available for public inspection in the Town Clerk's Office. Notice of the proposed budget and public hearing was also published in a newspaper of general circulation in accordance with statutory requirements.

A budget presentation was provided to the Mayor, Town Council, and the public during the Town Council meeting held on Tuesday, May 19, 2026. An additional presentation will be made at the Town Council meeting scheduled for June 2, 2026, at 7:00 p.m. at Town Hall. In conjunction with this presentation, a public hearing must be conducted to satisfy the requirements of North Carolina General Statute §159-12.

Pursuant to North Carolina law, a balanced budget ordinance must be adopted by a majority vote of the sitting Town Council prior to July 1, 2026.

# Consent Agenda Items

the study. The first author (SM) was the primary investigator and was responsible for the design, data collection, data analysis and writing of the manuscript. The second author (MM) was responsible for the design, data collection, data analysis and writing of the manuscript. The third author (MM) was responsible for the design, data collection, data analysis and writing of the manuscript.

## 2. Methods

### 2.1. Design

The study was a descriptive study of the prevalence of the risk factors for the development of the disease.

### 2.2. Participants

The study was conducted in a tertiary care hospital in Tehran, Iran. The study was approved by the ethics committee of the hospital. The study was conducted in a tertiary care hospital in Tehran, Iran. The study was approved by the ethics committee of the hospital.

### 2.3. Data collection

The data were collected by a trained research assistant. The data were collected by a trained research assistant. The data were collected by a trained research assistant. The data were collected by a trained research assistant.

### 2.4. Data analysis

The data were analysed using SPSS software. The data were analysed using SPSS software. The data were analysed using SPSS software. The data were analysed using SPSS software.

### 2.5. Results

The prevalence of the disease was 10%. The prevalence of the disease was 10%. The prevalence of the disease was 10%. The prevalence of the disease was 10%.

### 2.6. Discussion

The results of the study are consistent with the literature. The results of the study are consistent with the literature. The results of the study are consistent with the literature. The results of the study are consistent with the literature.

### 2.7. Conclusion

The study shows that the prevalence of the disease is 10%. The study shows that the prevalence of the disease is 10%. The study shows that the prevalence of the disease is 10%. The study shows that the prevalence of the disease is 10%.

The Smithfield Town Council reconvened their April 7, 2026, Town Council meeting on Thursday, April 16, 2026, at 6:30 pm in the Town Hall Council Chambers to hold budget discussions. Mayor M. Andy Moore presided.

Council Members Present:

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

Council Members Absent:

Administrative Staff Present

Kimberly Pickett, Interim Town Mgr.  
Elaine Andrews, Town Clerk  
Tracy Stubblefield  
Gary Johnson, Parks & Rec Director  
Brent Reck, Planning Director

Also Present:

Robert Spence, Jr., Town Attorney

Administrative Staff Absent:

Shannan Parrish  
Ted Credle  
Lawrence Davis

**CALL TO ORDER**

Mayor M. Andy Moore called the meeting to order at approximately 6:30 pm.

**FY 2026-27 Budget Discussions**

Interim Town Manager Kimberly Pickett presented the FY 2026–2027 budget framework, reiterating the Town's mission of ethical leadership and service. She noted that the State Retirement contribution for general employees has increased to 15.10% (from 13.92%), and when combined with up to a 5% 401(k) match, the Town budgets 20.10% of salaries for retirement-related costs. Property and liability insurance rose 8% across all departments, and the budget includes up to a 2% merit increase for personnel, recommended for January following evaluations. Pickett explained that Funds 30 (Water & Sewer) and 31 (Electric) are enterprise funds that must be self-supporting and cannot receive tax subsidies. For Fund 30, total estimated revenue is \$14,198,710 (a 3% increase), with no water or sewer rate increases proposed pending a UFS rate study. Key revenue assumptions include water sales of \$3,937,500 (5% increase), wholesale water of \$3,000,000, sewer sales of \$6,242,710, water taps of \$11,500 (up from a projected \$19,000 this year vs. a \$10,000 budget), penalties of \$65,000, and interest on investments of \$275,000, budgeted conservatively below current projections.

In discussion, Pickett confirmed that interest income is expected to rise by about \$50,000 based on current trends. Councilman Travis Scott asked about potential county sewer rate changes (to be covered later), and clarified that new water and sewer taps are booked to separate tap revenue accounts, while water and sewer system development fees are also tracked in distinct accounts. On sewer capacity pass-through fees, Pickett explained that the Town records matching revenue and expenditure lines, with funds received and then remitted to the county; this arrangement is already in the budget. Scott requested that staff review the contract with wholesale customers for a possible rate increase clause to help offset rising costs with minimal impact on end users.

Moving to water plant expenses, Pickett reported total water plant expenses of \$4,873,049 (a 20% increase), including capital requests from Utilities Director Ted Credle: a water line extension along Brogden Road (East Smithfield Water Improvement) for \$325,000 (design, permitting, initial construction), an \$800,000 plant intake improvement to reduce sand and organic material at the river intake, and ongoing PFAS-related planning/reserves. In response to questions, she clarified that developer-installed infrastructure in the Mallard Road/I-95 area would be supplemented by Town-funded upsizing for long-term growth, and that Council can influence whether that corridor is oriented toward economic/commercial/industrial or residential use through land-use decisions. Pickett agreed to email further clarification on the East Smithfield/Brogden Road project and to verify which previously budgeted capital amounts (e.g., East Water, South Side, and intake

improvements) are being carried forward into the proposed budget. She continued noting water treatment plant upgrades at \$350,000, the West Smithfield Tank project at \$200,000, and a raw water pump replacement at \$100,000. Personnel changes included the addition of one Mechanic/Operator position budgeted at \$78,341. Salaries and wages were set at \$621,471, reflecting a 4% increase, while overtime expenses increased 55% to \$31,074. Utility costs were budgeted at \$215,000, a 9% increase. Equipment, maintenance and repairs were projected at \$150,000, representing a 50% increase, and building maintenance and repairs were budgeted at \$45,000, a 13% increase. Supplies and operations expenses were budgeted at \$1,147,420, reflecting a 4% increase, due to a trend for an increase in treatment chemical costs. Councilman John Dunn mentioned the overall projected costs was 26% lower, Pickett agreed explaining the water plant may not have hit the number for the products they buy due to days remaining in the current fiscal year, which is how projections are calculated.

Pickett continued with the Water Sewer budget review, stating the proposed water sewer budget expenses were \$8,562,869, reflecting a 2% increase from the previous year. Capital improvement projects discussed included the Fire Hydrant Program at \$200,000, the US-301 Water Relocation project at \$375,000, upgrades to Pump Station #1 at \$300,000, upgrades to Pump Station #11 at \$250,000, digitized mapping improvements at \$35,000, a hydraulic mower attachment at \$10,000, and water meter purchases at \$30,000. Salaries and wages were budgeted at \$1,212,984. Overtime expenses increased 70% to \$84,909. It was discussed that work orders will now be used to track and document overtime expenses. It was also mentioned that while water plant overtime was due to staffing, water sewer overtime was due to callbacks for line breaks due to winter weather. Pickett noted that she and the Finance Director felt overtime was high, and they would continue to investigate and have staff review it more carefully going forward.

Utility costs increased 57% to \$55,000. Equipment maintenance and repairs were budgeted at \$135,000, reflecting a 35% increase. It was noted that two additional lift stations were coming online in 2026, and some money was a buffer for any issues that may come up with the older of the existing 22 lift stations. Supplies and operations expenses were set at \$402,628, representing a 10% increase, due to a rise in parts and material costs. IT supplies were budgeted at \$6,434, a 215% increase—tied to “externally owned accounts” for emails. Also, uniforms were budgeted at \$12,500, reflecting a 47% increase, but include two new employee’s uniforms that were not counted in last year’s budget.

Pickett further presented, stating sewage treatment expenses were budgeted at \$3,000,000, reflecting a 6% increase. Service Contracts were projected at \$272,234, representing a 7% increase—split cost for internet and IT services. The Water/Sewer Fund Economic Development allocation was budgeted at \$20,000, a 78% decrease, while the transfer to the Water/Sewer Capital Reserve was set at \$225,000, reflecting a 72% decrease—with only the vac truck balance remaining in that line item.

The Board also reviewed Water/Sewer Debt Service obligations, with total estimated revenue projected at \$762,791. Debt service payments included the Water Plant Expansion loan at \$722,880, which matures in May 2042, and the DEA Lead Service Line loan at \$39,911, which matures in May 2029. Staff noted that two debt service payments were eliminated in Fiscal Year 2026. It was noted that there was nothing right now in this fund budgeted for contingency.

The Board discussed several items for future consideration. Staff reported that Johnston County will implement increases to sewer costs effective September 1, including a transmission charge increase from \$0.90 to \$1.00 per 1,000 gallons, representing a 10% increase, and a treatment charge increase from \$4.02 to \$4.43 per 1,000 gallons, representing a 9% increase. The Board was also informed that USF will conduct a Water/Sewer rate study upon completion of the current Electric rate study. Discussion was also held regarding the AMI installation project for all water meters. Staff noted that billing is currently approximately 45 days behind and that the AMI system at full installation would improve reading accuracy. Approximately 4,000 meters remain to be installed. Project cost estimates included a Nexgrid quote for meters and modules totaling \$1,086,800 and a Core & Main quote for lids totaling \$125,965, for a combined estimated project cost of \$1,212,765. Pickett requested the board consider full AMI installation after the audit. It was discussed that the AMI installation project has been going on for some years now, how implementation includes both residential and commercial, and how staff can be better utilized once fully underway.

In response to a question by Councilman Rabil regarding existing fund balance, Finance Director Tracy Stubblefield addressed the audit. Stubblefield reported that the Town is making good progress on the audit but noted that many items in the financial system had not been kept updated, requiring staff to manually calculate and compile information for the auditors. She stated that a dedicated team is working on this and that completing the audit is the highest priority for the Finance Department, alongside keeping normal town operations running. Stubblefield indicated they are down to four remaining items, acknowledging that some are significant, but emphasized that the auditors are meanwhile working on the financial statements and that staff can "see the finish line." In response to a question, she confirmed that this work covers all three major funds (including the General Fund) and all capital project funds.

In response to a question from Councilman Travis Scott regarding the four remaining items, Stubblefield noted they were Finance Director Tracy Stubblefield explained that one of the largest remaining audit items is fixed assets, which had been tracked on an external spreadsheet; staff is now entering those assets into the Town's ERP system. Another major item is a special utility billing spreadsheet, requiring coordination with Ted Credle's group as Billing Manager, Jay Godwin on the billing side and with Finance on the collections side to convert existing raw data into the specific spreadsheet format required by the auditors. She emphasized that all necessary data exists, but the system does not generate the needed report, so staff must manually enter and reformat the information, which is time-consuming.

Interim Town Manager Kimberly Pickett added that she has already submitted the OSBM (state Office of State Budget and Management) grant documentation for the amphitheater, Ava Gardner Museum, and SRO funding, and the auditors have given a "green light" on those. Remaining questions involve DEQ grants and ARPA grants. Pickett noted that, because the capital fund accounts were not clearly organized, she assigned staff to review historical documents in Laserfiche to separate DEQ funds, ARPA funds, loan proceeds, and other sources. Pickett compiled that information, is pulling related transaction histories, and expects to provide the auditors with the requested grant details by the following day, covering items on the revenue and the expense side of the grants. It was discussed that current software was not being utilized in its fullest capacity, which would make accessing information better for audits, and how this would change moving forward, specifically with invoices, requisitions and payroll. The final item mentioned that the auditors needed was regarding sick leave journal entry issue coded for the incorrect fiscal year but is being corrected. It was noted that all paperwork necessary for extension of budget submission to the state has been completed. Pickett stated the goal was to have the audit submitted by the end of May and is a priority.

The Board reviewed Fund 31 Electric Department revenue projections, with total estimated revenue budgeted at \$19,445,144, reflecting an overall 3% increase. Staff noted that changes in electric rates are anticipated, but the Town is still awaiting the completed rate study from USF. Electric sales revenue was projected at \$18,900,144, representing a 3% increase. Penalties were budgeted at \$100,000, reflecting a 10% increase, while cut-on fees were projected at \$90,000, a 4% increase. Interest on investments was budgeted at \$240,000, reflecting a 4% decrease.

Pickett continued review of the Electric Department budget, with total electric expenses projected at \$19,102,558, a 4% increase. Capital items discussed included a voltage conversion at \$500,000, one-half of a digger derrick truck purchase at \$200,000, and materials and wire purchases totaling \$900,000. Salaries and wages were budgeted at \$1,353,658, representing a 2% increase, with no change in overtime projected cost from last fiscal year at \$50,000. Training and education expenses were projected at \$32,000, reflecting a 28% increase, while postage expenses increased 25% to \$50,000. Professional services were budgeted at \$30,000, a 50% increase, and IT supplies were budgeted at \$7,434, reflecting a 148% increase. Miscellaneous debit and credit card fees were projected at \$200,000, representing a 13% increase. There was some discussion regarding credit card fees, with one suggestion to remedy the cost being kiosks set up in-house for credit card payments. Pickett also stated she would continue to look at ways to lower these costs and policies and report back. CS/Tyler financial software expenses were budgeted at \$75,000, a 21% increase. Electric purchase costs were projected at \$13,690,000, a 5% increase.

Interim Town Manager Kimberly Pickett stated that the Electric Fund's current debt service consists of one remaining obligation, a substation loan with annual debt service of \$342,586, which will mature in August 2027. She then noted that the proposed budget does not yet include a new capital outlay for the design and upgrade of Delivery Point No. 1, which is needed due to aging infrastructure and the need to modernize the station. The

objective of the project is to enable the Town's system to receive a higher voltage from Duke Energy while still maintaining the lower delivery voltage currently used.

Pickett reported that, in her discussions with Utilities Director Ted, he has indicated the Town will need to obtain a loan for this project. The total project cost is estimated at \$7,250,000. She noted that in FY 2025–2026, the Electric Fund set aside \$300,000 toward this project, and that amount has been accumulating for several years. In response to questions from Councilman Travis Scott, she said staff will double-check prior-year capital set-asides, but Public Utilities Director, Ted Credle had recently reviewed the figures and did not identify additional amounts beyond the \$300,000; staff will verify and report back.

Pickett added that some design work has already begun, with design activity having started approximately six months ago, and that breakers have already been bid or ordered as part of the preliminary project work. She reiterated that the overall cost remains \$7.25 million, and that Ted has begun conversations with Finance Director Tracy Stubblefield regarding financing options and loan arrangements for the project.

In follow-up discussion, Councilman Scott noted that it appears the Town budgeted \$300,000 last year in capital outlay for the delivery point project and \$450,000 for a related voltage conversion project, asking for confirmation. Pickett confirmed that these amounts correspond to the delivery point upgrade and the voltage conversion, respectively, and reiterated that this is the basis for ongoing discussions between Ted and the Finance Director as they develop a financing and implementation plan.

She then shifted to broader policy issues, noting that given Johnston County's growth and the Town's ownership of its electric system, there is a need for a formal electric line-extension and developer cost-participation policy, similar to existing practices in water and sewer. She explained that in other public power communities (including her prior experience in Benson and, she believes, Clayton), developers are required to pay the cost of electric infrastructure for new developments, with those costs incorporated into housing prices rather than borne by existing ratepayers. Pickett stated that she and Ted strongly support adopting such a Council-approved policy so that staff can point to a clear standard when questioned. There was further discussion for putting policies in place so as costs for installation of new infrastructure for new subdivisions does not burden existing customers but is more captured up front from developers or the contractor. There was also discussion regarding requiring more efficient installations such as underground electric lines and larger water taps than minimum to lessen the likelihood of issues down the line.

Interim Town Manager Kimberly Pickett reported that she had asked council members to submit two or three priorities for staff to focus on as the budget is finalized, particularly for the General Fund. From the responses received, priorities included Market Street (next steps and funding), for which she has already applied for an ElectriCities grant for edge-line friction improvements and additional public parking. She noted that she and Rick have also been discussing other downtown areas to address when General Fund items are presented. Pickett reminded Council that the DSDC contract expires this year; she emailed that information previously, has surveyed downtown businesses, and will compile the results to establish benchmarks and performance measures for DSDC and bring back a revised contract in May. Additional listed priorities included Fire Station No. 3 land acquisition and street sign cleaning and refurbishment (all signs, including stop signs and any damaged signs). Pickett confirmed that council iPads are planned in the General Fund budget, tied to a project led by Town Clerk Elaine Andrews to digitize minutes and agendas using BoardBook, transitioning from paper/PDF packets to an electronic, archival system; council members will have the option to use printed packets or iPads. Pickett then distributed a priority ranking sheet, asking council members to add any other priorities, rank them from most to least important, and return the forms by Tuesday at the next meeting. She concluded by stating she had no further budget items if there were no additional questions.

Mayor Moore commented on ongoing discussions with the Upper Coastal Plain NCDOT's 10–20-year transportation plans. He also mentioned the availability of CMAQ funding for sidewalks in West Smithfield, for which he asked the Interim Manager to have staff reach out about.

Councilman Travis Scott asked Interim Town Manager Kimberly Pickett for a quick summary of anticipated rate increases, referencing a 4.5% wholesale electric increase and inquiring what is currently projected for retail electric rates. Pickett replied that she has not yet received projections from UFS for the retail rate impact. Scott then asked about the county sewer increases, noting a 10% increase in transmission charges and another fee,

and requested clarification on how these charges are allocated to customers. Pickett explained that she has not yet seen a full UFS rate study showing how the county's transmission and treatment charges (two separate per-1,000-gallon fees) are built into the Town's customer rates and would need to consult Utilities Director Ted Credle for that detail. Councilman Travis Scott expressed concern about the potential appearance of a 19% pass-through increase to customers for costs the Town cannot control. Pickett confirmed that the county's new charges are expected to take effect in September and reiterated that once UFS completes the electric rate study, staff will immediately engage them to perform a water and sewer rate study to properly plan and structure any rate adjustments needed.

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

*There being no further budget discussions, Mayor Pro Tem Sloan Stevens made a motion seconded by Councilman Roger Wood to go into closes session pursuant to NC G.S. 143-318.11 (a)(5) at approximately 8:26 p.m. Unanimously approved.*

*Councilman Travis Scott made a motion, seconded by Councilman Roger Wood to return to open session at approximately 9:40 p.m. Unanimously approved.*

*Councilman Travis Scott made a motion to adjourn the meeting. The motion failed for lack of a second.*

*Councilman Roger Wood made a motion directing staff to look at another site for the Tobs baseball stadium—a Community Park located tract of land whereby 58 acres has been donated to the Town; and bring findings back to the board at the April 21, 2026 Town Council meeting. The motion was seconded by Councilman John Dunn. The motion carried by a vote of six to one, with Councilman Travis Scott voting in opposition.*

Councilman Travis Scott added discussion for the motion, that the Town consider the cost comparison.

*Amended motion:*

*Councilman Roger Wood made a motion directing staff to look at another site for the Tobs baseball stadium—a Community Park located tract of land whereby 58 acres has been donated to the Town; and bring findings back to the board at the April 21, 2026 Town Council meeting, along with a cost comparison. The motion was seconded by Councilman John Dunn. The motion carried by a vote of six to one, with Councilman Travis Scott voting in opposition.*

*Mayor Pro Tem Sloan Stevens made a motion, seconded by Councilman John Dunn to adjourn the meeting ag approximately 9:47 p.m. Unanimously approved.*

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M. Andy Moore, Mayor

ATTEST:

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Elaine Andrews, Town Clerk



The Smithfield Town Council met on Tuesday, April 21, 2026, at 7:00 pm in the Council Chambers of the Smithfield Town Hall, Mayor M. Andy Moore presided.

Council Members Present:

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

Council Members Absent:

Administrative Staff Present

Kimberly Pickett, Interim Town Mgr.  
Elaine Andrews, Town Clerk  
Tracy Stubblefield  
Gary Johnson, Parks & Rec Director  
Pete Hedrick, Police Chief  
Brent Reck, Planning Director  
Shannan Parrish, HR Director  
Jeremey Daughtry, Fire Chief  
Ted Credle Public Utilities Director  
Lawrence Davis, Public Works Dir.

Also Present:

Robert Spence, Jr., Town Attorney

Administrative Staff Absent:

**CALL TO ORDER:**

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

**INVOCATION:**

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

**APPROVAL OF AGENDA:**

Councilman Travis Scott stated that upon speaking with the mayor and other members of the council, that he wished to remove items number one and two on the Consent Agenda regarding the release of closed session minutes.

*Mayor Pro Tem Sloan Stevens made a motion, seconded by Councilman John Dunn to approve the agenda, amended as follows. Unanimously approved.*

Added to Presentations No. 2:

- *DSDC Update – Ham & Yam Contest Winners*

Added to Presentations No. 3:

- *Discussion of the Baseball Venue*

Remove from Consent Agenda Item No. 1

- *Consideration and request for approval to unseal Closed Session Minutes of Deputy Town Clerk Shannan L. Parrish*

Remove from Consent Agenda Item No. 2

- *Consideration and request for approval to unseal redacted Closed Session Minutes of Town Clerk Elaine Andrews*

**PRESENTATIONS:**

**1. Proclamation Honoring the Service and Retirement of Deputy Police Chief James F. Grady**

Mayor M. Andy Moore read the proclamation and it was presented to Deputy Police Chief Grady to honor him for his retirement.

Councilman Travis Scott also thanked Officer Grady, commenting that he has set a true example for the profession.

**Town of Smithfield Proclamation  
Honoring Deputy Police Chief James F. Grady  
Upon His Retirement**

**WHEREAS**, Deputy Police Chief James F. Grady began his distinguished career with the Town of Smithfield on June 3, 1998; and

**WHEREAS**, after nearly three decades of exemplary public service, Deputy Chief Grady will retire on May 1, 2026, with 30 years of creditable service; and

**WHEREAS**, throughout his tenure, Deputy Chief Grady has demonstrated unwavering dedication, professionalism, and leadership while serving the citizens of Smithfield; and

**WHEREAS**, Deputy Chief Grady has honorably served in multiple leadership roles within the Smithfield Police Department, including Sergeant, Lieutenant, Captain, Interim Police Chief, and ultimately Deputy Police Chief; and

**WHEREAS**, Deputy Chief Grady has been instrumental in securing thousands of dollars in Governor's Highway Safety Program (GHSP) grant funding, significantly enhancing the Town's public safety resources and initiatives; and

**WHEREAS**, he established the Town of Smithfield's first Bike Patrol Unit, expanding community policing efforts and strengthening relationships between officers and residents; and

**WHEREAS**, he attended the Graduate Management Development Program, demonstrating his commitment to professional growth and leadership development within the organization; and

**WHEREAS**, his commitment to excellence and innovation has left a lasting impact on the Smithfield Police Department and the community it serves; and

**WHEREAS**, the Town of Smithfield is deeply grateful for Deputy Chief Grady's years of dedicated service and the legacy he leaves behind;

**NOW, THEREFORE, I, M. Andy Moore, Mayor of the Town of Smithfield, do hereby commend and congratulate Deputy Police Chief James F. Grady upon his retirement, and extend sincere appreciation for his outstanding service, leadership, and commitment to the Town of Smithfield.**

*(Added)*

## **2. DSDC Update – Ham and Yam Coloring Contest Winners**

Interim Town Manager Kimberly Pickett introduced Kate Coates of Coates Hearing, the sponsor of the Coloring contest for the K-5 students of Johnston County Schools. Together they presented awards to the coloring contest winners, of which there were five-hundred entries. The first and third place winners were from River Dell Elementary School. The second-place winner was from South Smithfield Elementary School. Winners were given prizes from the sponsor. Pickett stated that the drawings that were colored were of the new DSDC mascots this year.

DSDC Director, Heidi Gilmond stated the DSDC placed a *call for art* out to the students of Johnston County in the form of a T-shirt design contest. The selected design would be the official Ham and Yam T-shirt artwork. Three designs were submitted, and Johnston Family Dentistry sponsored prize money that was awarded to the top three student's designs. Students also received a Ham and Yam T-shirt voucher.

Gilmond reminded everyone of the 40<sup>th</sup> annual Ham & Yam Festival celebration scheduled for May 2, 2026.

*(Added)*

## **3. Discussion of the Baseball Venue**

Interim Town Manager Kim Pickett introduced Mr. Ernie Allsbrook, the Commander of the Smithfield American Legion, who wished to give a few comments before the Board held its discussion regarding the baseball venue. Allsbrook expressed concerns about displacing the adult Hispanic soccer league, which currently leases the field. Allsbrook felt that negotiations for use of Legion Field for the baseball stadium did not result in a suitable solution for the soccer league, therefore he was withdrawing the American Legion from negotiations for use of Legion Field for a proposed baseball stadium for the Tobs organization.

Interim Manager Kimberly Pickett made a presentation, in which she reviewed the now withdrawn proposal to relocate the stadium to the American Legion Field site. She noted the required approvals from the JCC Foundation and LGC, staff concerns over unsupported financial terms for the Hispanic soccer league, poor field orientation, limited parking and room for expansion, and approximately \$2.5 million in additional costs to renovate the Legion Field site for the baseball stadium were feasibility concerns. Pickett explained that the only way for the Town to take over the American Legion site now would be condemnation/ eminent domain, with an estimated \$1,000,000 land cost.

Pickett then presented the Community Park "back 58" property, already owned by the Town, with estimated additional costs of about \$989,300 and the ability to develop the area as an athletic hub with additional soccer fields and a cross-country course. She explained that the back 58 site would have two access points, retain a 400-foot buffer to adjacent neighborhoods at Council's preference, require rezoning from R-20 to O-9 (which staff can initiate immediately), and that staff does not recommend a future road connection to Canterbury Road due to floodplain and floodway constraints. Pickett recommended proceeding with the Community Park back 58 site so staff can meet contractual obligations with Tobs, including rezoning, design-build work, and necessary DEQ permitting. She asked the Board if there were any questions.

Councilman Travis Scott thanked Ms. Pickett for her presentation and reiterated that while staff originally identified the back 58 site, the Council had selected the Pitchi Street site, adding that he does not support the use of eminent domain and believes an agreement could have been reached voluntarily if all parties had truly wanted it. He asked her to clarify that the back 58 land donation had been anticipated and discussed before, not introduced only at this stage. He then expressed concern about the stadium's long-term economic and tax impact on citizens, noting that it could divert resources from other recreational priorities identified in the 2023

Parks and Recreation Comprehensive Plan, where baseball is listed as a lower priority compared to facilities for children who do not play sports and an outdoor environmental center. Finally, he explained that his interest in a potential Canterbury Road connection was driven by the desire to improve economic impact for nearby restaurants and hotels, and he acknowledged and appreciated Ms. Pickett's clarification regarding the floodplain constraints on that concept.

Interim Manager Kim Pickett stated that with the site change staff will need a revised total project estimate, but emphasized the Town is committed to building only what can be funded with the existing \$6 million, pursuing additional components later as fundraising allows, and will not incur further expenditures without both sufficient funds and Council approval.

There was more discussion regarding impact for new neighbors to the stadium in the Eden Woods development, with Pickett noting she had asked a neighbor if there were any concerns, and agreeing with Councilman Scott that there would be as much buffer as possible.

Councilman John Dunn addressed the timeline of the development for the new site, and asked whether the Town was projected to be meeting all required deadlines per contract—with Parks and Recreation Director, Gary Johnson stating that he was assured by the contractor that turnover would occur on May 1, 2027. He stated the contract for the date for turnover to the Tobs is May 15, 2027. Both Johnson and Pickett stated that this will be in writing from the contractor, Muter Construction. Pickett emphasized that the Town must move forward and cannot afford further delays, and thanked Council for their concerns. She reminded Council that she inherited this project rather than initiating it but is committed to doing everything possible to meet the Town's contractual terms and obligations and to get the project completed without additional stalls, respectfully.

Councilman Roger Wood stated he appreciated staff for all they have done.

*Councilman Roger Wood made a motion, seconded by Mayor Pro Tem Sloan Stevens to approve staff's moving forward with the Community Park Back 58-acre property location for the development of the baseball stadium, staying within budget—and if not, coming back to the Council for any additional budget concerns, and that the development have a 400 ft buffer.*

Councilman Scott apologized if he caused a delay in the project, noting that with nearly \$10 million at stake it is important to proceed carefully. He emphasized for the record that the Town must follow its own policies, thanked Pickett for the work and conversations they have had, and acknowledged her for trying to make the pieces fit together. He added that, professionally, he believed the process had stalled at one point and cautioned that, going forward, if something is not brought before Council, due diligence is still required even with an existing contract, and that "everything is negotiable."

Mayor Andy Moore clarified and confirmed that the JCC Foundation—with respect to the Pitchi Street/American Legion site, would have been required to approve any arrangement regardless of actions or negotiations by the American Legion or others. Interim Manager Pickett affirmed this and added that the only way JCC was willing to transfer the property was through eminent domain, which had been discussed with them and attorneys. Upon this comment, the mayor reiterated that there was a motion and second on the floor and the vote was called.

*Motion re-stated:*

*Councilman Roger Wood made a motion, seconded by Mayor Pro Tem Sloan Stevens to approve staff's moving forward with the Community Park Back 58-acre property location for the development of the baseball stadium, staying within budget—and if not, coming back to the Council for any additional budget concerns, and that the development have a 400 ft buffer. Motion carried by a vote of five to two with Councilman Travis Scott and Councilwoman Doris Wallace voting against the action.*

Councilman Travis Scott wanted to make sure staff provided new council members with a copy of the 2023 Master Comprehensive Parks and Recreation Plan and its presentation, noting its importance. Mayor Moore noted that the adopted plan referenced fishing and stated that the Town has successfully implemented a public

fishing amenity, which is very well attended, with an estimated 100–200 participants at the most recent open fishing day. He added that the Town continues working with representatives to improve the facility, including efforts to install an actual dock.

**PUBLIC HEARINGS: NONE**

**CITIZENS' COMMENTS:**

- There were no citizens' comments made during this meeting.

**CONSENT AGENDA ITEMS:**

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

- ~~1. Consideration and request for approval to unseal Closed Session Minutes of Deputy Town Clerk Shannan L. Parrish~~
- ~~2. Consideration and request for approval to unseal redacted Closed Session Minutes of Town Clerk Elaine Andrews~~
3. **Resolution No. 804 (11 – 2026) Awarding Badge and Service Weapon to a Retiring Police Officer James F. Grady**

**TOWN OF SMITHFIELD  
RESOLUTION NO. 804 (11-2026)  
AWARDING BADGE AND SERVICE WEAPON TO  
RETIRING DEPUTY POLICE CHIEF JAMES F. GRADY**

**WHEREAS**, NC G.S. §17F-20(a)(2) provides that retiring members of municipal law enforcement agencies may receive, at the time of their retirement, the badge worn, and firearm carried by them during their service with the municipality; and

**WHEREAS**, NC G.S. §17F-20(a)(2) further provides that the governing body of the municipal law enforcement agency may, in its discretion, award to a retiring member the badge and service weapon of such retiring member; and

**WHEREAS**, Deputy Chief James F. Grady has served as a sworn law enforcement officer in North Carolina as a member of the Smithfield Police Department for thirty years; and

**WHEREAS**, Officer Grady will be retiring from the Smithfield Police Department on May 1, 2026.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Town Council of the Town of Smithfield that the badge and service firearm (Glock 45, Serial Number CCEP523) used by Officer Grady during his service with the Town of Smithfield be declared as surplus property and be awarded to him at a cost of \$1.00 upon his retirement.

Duly adopted this the 21<sup>st</sup> day of April, 2026.

- 4. Consideration and request for approval of the Water Shortage Response Plan:** Staff is respectfully requesting the Town Council accept and acknowledge that they have completed the Town of Smithfield's Source Water Resiliency and Response Plan (SWRRP) and will upload certification to the NCDEQ website following Council approval, if granted.
- 5. Consideration and request for approval to renew stamp machine contract with Pitney Bowes:** Staff respectfully requests the review and approval of a new Pitney Bowes NASPO stamp machine contract for the annual amount of \$1,795.08.
- 6. Consideration and request for approval award of contract for use of ARPA Grant funds for I-95 Gravity Sewer Crossing (Phase I):** The Town received ARPA funds in 2022 to improve and enlarge the gravity sewer crossing under I-95. The project has been designed, permitted, and approved, and the lowest construction bid has been received from JYMCO for construction services for an amount not to exceed \$1,752,314.00.
- 7. Consideration and request for approval of award of contract for use of State funding for I-95 Gravity Sewer Crossing (Phase II):** In 2023, the Town received state funding to improve the downstream gravity sewer completing the I-95 crossing to support future development east of the interstate along the US-70 corridor and Mallard Road. The project has been designed, permitted, and approved, and the lowest construction bid has been received from TA Loving Company for construction services for the approved amount of \$2,417,415.00.
- 8. Consideration and request for approval to enter into a Cleaning Contract with Janitize Jantize America of Raleigh, Inc. for the amount of \$70,218.96 annually.**
- 9. Consideration and request for approval for Appearance Commission and Recreation Advisory Commission Board Appointments**

#### **BUSINESS ITEMS:**

- 1. Consideration and request to restructure Smithfield Police Department Staff:** The Police Chief requests approval to restructure command staff by creating two Captain positions, eliminating the Deputy Chief position, and promoting two Lieutenants to Captain and one Sergeant to Lieutenant.

Police Chief Pete Hedrick explained that, following the recent retirement of Captain James F. Grady, he is requesting to restructure the Police Department by splitting the former captain's duties between two captains, returning to the organizational model in place when he first arrived. Under this structure, one captain would oversee the patrol division and the other would oversee detectives, SROs, and special operations, resulting in an even distribution of manpower (approximately 22 officers per side) and, in his view, the most efficient way to operate the department.

Councilman Scott thanked Chief Hedrick for his service, commended officers for their excellent handling of a recent frightening incident involving his mother, and voiced strong support for properly funding public safety and the proposed restructuring. He moved to approve the chief's request and, after the vote, emphasized the

need for a fair, transparent, and equal-opportunity promotion process, noting that perceived bias in past internal promotions has harmed morale and urging that the upcoming process be handled with integrity.

*Councilman Travis Scott made a motion, seconded by Mayor Pro Tem Sloan Stevens to approve the request. Unanimously approved.*

#### **COUNCILMEMBER COMMENTS:**

- Councilwoman Doris Wallace thanked the Police Department for their *no parking lane* enforcement near Belk's department store in town. She also thanked volunteers and staff for their cleanup of the Community Garden area.
- Councilman Gettys Cohen, Jr. gave thanks and acknowledgement for the donation and installation of blessing boxes—installed in honor of Councilman Marlon Lee in his district—one located near the Sarah Yard Center. He stated the boxes were generously donated by Bright Speed Internet service. Cohen also thanked his Fraternity brother, as well as Smithfield's Parks and Recreation Director, Gary Johnson for their help. He asked the donation be recorded in the minutes of record.

#### **TOWN MANAGER'S REPORT:**

Interim Town Manager Kim Pickett made note of the following during her report:

- Reported that a West Smithfield class will visit Town Hall the next morning at 8:00 a.m. for a mock global summit in the council chambers, and welcomed Council to attend.
- Reminded everyone that the next day is Administrative Professionals Day and encouraged thanks to administrative staff for their work.
- Announced a Sexual Assault Awareness Walk in front of the courthouse the next day from 12:30–1:30 p.m.
- Advised she will be out of the office Thursday on approved PTO, but will be available by phone if needed.
- Requested to recess the budget meeting on Thursday the 30<sup>th</sup> at 6:30.
- Mentioned the retirement party for Officer James F. Grady on Thursday the 30<sup>th</sup>, from 3:00–5:00 p.m. in the council chambers as a floating session for any council members who can attend.
- Offered that she and the Finance Director can meet individually with council members for one-on-one, in-depth budget reviews, especially since this is the first full budget cycle for some members.

Councilman Travis Scott sought clarification regarding plans for ballpark access points. He iterated that a long entrance street from Buffalo Road, shown on the plan, was always intended as a general connection point to the parking area on the plans, more conducive to the neighborhood and the area. He noted that any related parking layout may change based on Council's concerns.

He also asked that, when considering demolition of the DAV house, the large existing trees be preserved and incorporated into the entrance design, citing the Town's tree-preservation efforts for trees greater than eight inches. The Interim Town Manager responded that there is no plan to remove those trees; while the DAV house is proposed for demolition, the large trees, outdoor equipment, and memorial on the site are to remain. Interim Manager Kim Pickett added that, if ok with Council, the request related to removing the DAV house will be brought before the Council at the next meeting.

#### **Adjourn/Recess:**

*Councilman Travis Scott made a motion, seconded by Councilwoman Doris Wallace to recess the meeting at approximately 8:00 p.m. until Wednesday, April 29, 2026 at 6:30 pm for further budget discussions. Unanimously approved.*

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

ATTEST:

\_\_\_\_\_  
Elaine Andrews, Town Clerk

DRAFT



# Request for Town Council Action

**Consent  
Agenda  
Item:** **Application  
for  
Temporary  
Use Permit**  
Date: 06/02/2026

---

**Subject:** Bright Mind 5K  
**Department:** Planning Department  
**Presented by:** Planning Director – Brent Reck  
**Presentation:** Consent Agenda Item

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## Issue Statement

Tatum Godwin is requesting to hold the Bright Mind 5K on June 13, 2026, from 8:00 a.m. to 1:00 p.m.

## Financial Impact

None.

## Action Needed

Council approval of the Temporary Use Permit Application

## Recommendation

Staff recommends approval of the Temporary Use Permit Application

Approved:  Town Manager  Town Attorney

## Attachments:

1. Staff Report
2. Temporary Use Permit Application
3. Map of Area



# Staff Report

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

---

Tatum Godwin is requesting to hold the Bright Mind 5K on June 13, 2026. This event will be held at 306 S. Second Street, at Bob Wallace Jaycee Kiddie Park on the Greenway. The hours of the 5K will be from 8:00 a.m. to 1:00 p.m., with setup beginning at 7:30 a.m. and cleanup concluding at 1:30 p.m.

This 5K is being held to raise awareness for mental health. All ages are welcome, and over 100 people are expected to attend. Amplified sound and speakers will be used. Food will be sold. The applicant will contact Smithfield Police to provide security. Three trash cans have been requested.



# Temporary Use Permit Application

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

### TYPES OF TEMP USE OR EVENT

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

### OTHER TEMP USES

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

Bright Mind 1 mile 1/2k  
Name of Event

306 S Second Street  
Location of Event/Use (exact street address)

### APPLICANT:

Name Tatum Godwin

Address 4100 Battan Pond Rd Selma, NC

Phone number 919-888-9683

Email address ~~XXXXXXXXXX~~ tatum.godwin@icloud.com

Event date 6/13/26

PROPERTY OWNER: Jaycee Wickie Parra

Name Town of Smithfield Parks & Recreation

Address 306 S Second St

Phone number 919-934-2148

Email address kaitlin.zimmer@smithfield-nc.com

Event start and end time 8-1

Event set up and clean up time Setup: ? 30am - 1:30 Cleanup

Will alcohol be sold or served? Y or (N)

(If yes, please supply an ABC Permit)

Will food or goods be sold? (Y) or N

Sound Amplification Type Speaker

Sound Amplification Start and End Times 8-1

# Food Trucks (if applicable) \_\_\_\_\_ (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: Smithfield PD  
(If using Smithfield Police, applicant must contact the PD to schedule security.)

Greenway SW

Will any town property be used (i.e., streets, parks, greenways)? Jaycee Liddle Park

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

Are event trash cans needed?  Yes  No How many? 3

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

Bright Mind 5K/1 mile Run/Walk event for mental health awareness. All ages are welcomed.

**Temporary Use Submittal Checklist:**

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

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

Payment Received By: \_\_\_\_\_

Date: \_\_\_\_\_

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

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

Adam Cochran  
Applicant's Name (Print)

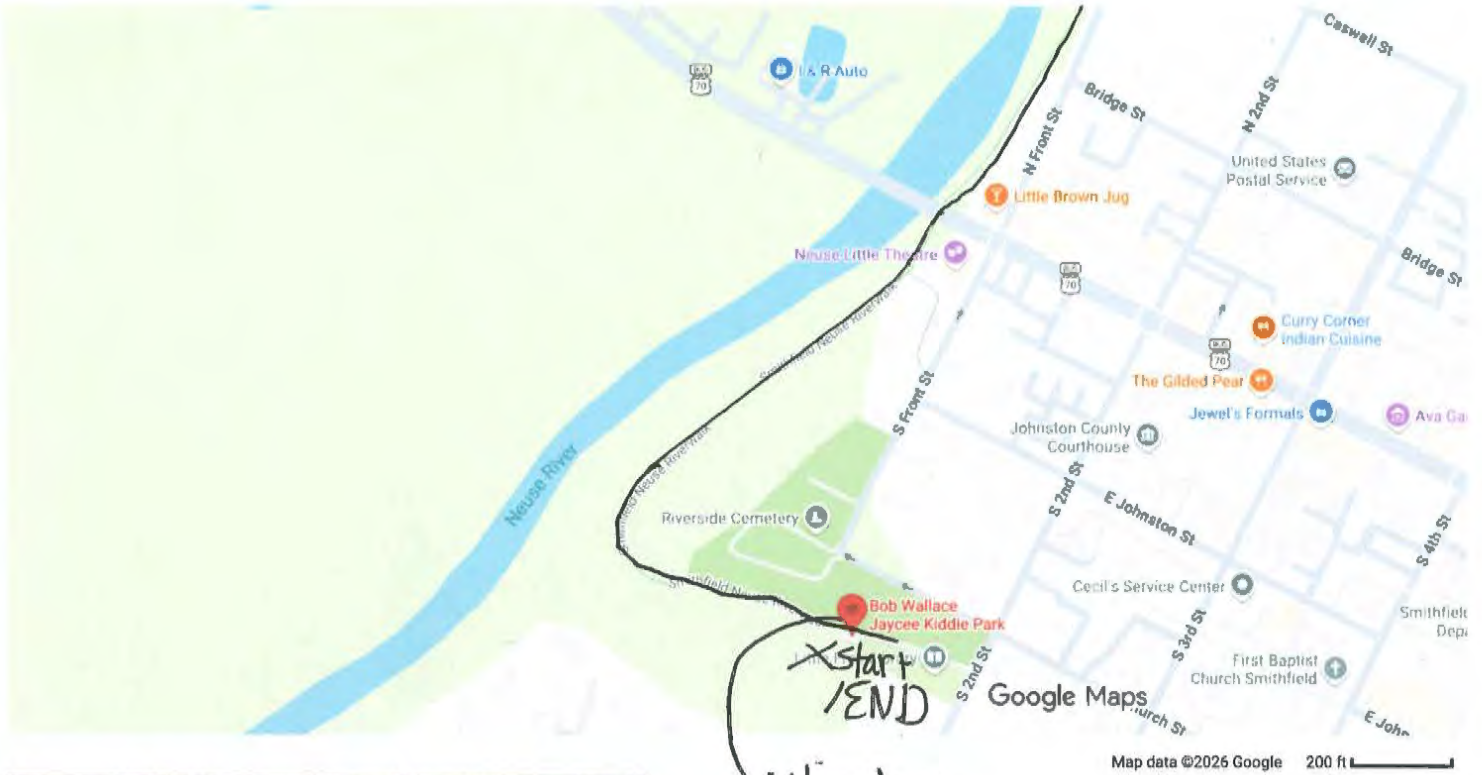
Adam Cochran  
Signature

05/12/2020  
Date

Town Planning Director Signature: [Signature]

Date: 5/12/2020

### Bob Wallace Jaycee Kiddie Park



### Bob Wallace Jaycee Kiddie Park

4.3 ★★★★★ (3)

Playground · 📍

Overview

Reviews

About



Directions



Save



Nearby



Send to phone



Share

📍 306 S 2nd St, Smithfield, NC 27577

🕒 Open · Closes 5 PM ▾

🌐 johnstoncountync.org

☎️ (919) 989-7275





# Request for Town Council Action

**Consent  
Agenda  
Item:** **Application  
for  
Temporary  
Use Permit**  
Date: 06/02/2026

---

**Subject:** Bulldog Harley-Davidson  
**Department:** Planning Department  
**Presented by:** Planning Director – Brent Reck  
**Presentation:** Consent Agenda Item

---

## Issue Statement

The Council is being asked to allow Bulldog Harley-Davidson to hold Harley Fashion Show June 6, 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



# Staff Report

**Consent  
Agenda  
Item:**

**Application  
for  
Temporary  
Use Permit**

---

Bulldog Harley-Davidson is requesting to hold a Harley Fashion Show at 1043 Outlet Center Drive on June 6, 2026. The event will run from 11:00 a.m. to 4:00 p.m. A DJ will provide amplified music via speakers from 12:00 p.m. to 3:00 p.m., and two beers will be provided to customers age 21 and older. Sneadboys will be onsite operating a food truck. Attendance is expected to exceed 100 people.



# Temporary Use Permit Application

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

### TYPES OF TEMP USE OR EVENT

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

### OTHER TEMP USES

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

<u>Harley Fashion Show</u> Name of Event	1043 Outlet Center Dr Smithfield, NC 27577 Location of Event/Use (exact street address)
---	--

### APPLICANT:

Name Michelle Winn

Address 1043 Outlet Center Dr

Phone number 919-938-1592

Email address Michelle@bulldogharleydavidson.com

Event date June 6th

### PROPERTY OWNER:

Name Carson Baker

Address 1508 Hope Mills Rd, Fayetteville, NC 28304

Phone number 9107348504

Email address Carson@bulldogharleydavidson.com

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

Will food or goods be sold? Y or N

Event start and end time 11-4

Event set up and clean up time 8AM-4PM

Sound Amplification Type SPEAKERS

Sound Amplification Start and End Times 12-3PM

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

# Snead boys

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

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

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

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

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

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

We will have a food truck onsite for guests to the dealership

2 beers per person at event

HARLEY Fashion Show

**Temporary Use Submittal Checklist:**

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

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

Payment Received By: \_\_\_\_\_

Date: \_\_\_\_\_

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

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

Michelle Winn  
Applicant's Name (Print)

Michelle Winn  
Signature

5/10/26  
Date

Town Planning Director Signature: [Signature]

5/20/26  
Date

**OWNERS AUTHORIZATION**

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

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

Property Owners Name (print) CFB Powersports, LLC  
Address 1043 Outlet Center Dr Zip 27577  
Phone Number 919-938-1592 Email carson@bulldogharleydavidson.com  
Signature: [Signature] Date: 5/10/26

**OWNER'S CONSENT FORM**

Name of Event: Harley Fashion Show Submittal Date: 5/10/26

**OWNERS AUTHORIZATION**

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

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

Signature of Owner: [Signature] Print Name: Carson Baker Date: 5/10/26

NC Department of Health and Human Services  
 Division of Public Health  
 Environmental Health Section

Permit  Transitional Permit  
 Date: 10/14/2025

Name of Establishment: Sneadboys on Wheels Food Truck Permittee: Joshua Snead  
 Location Address: 98 Snowberry Lane, Manager/Person in Charge: Joshua Snead  
 City: Smithfield State: NC Zip: 27577 County: Johnston  
 Billing Name: Joshua Snead Status Code: 1 - New Permit/Opening Sheet  
 Billing Address: 98 Snowberry Lane, Establishment ID: 4051032080  
 City: Smithfield State: NC Zip: 27577 Map #: \_\_\_\_\_ Parcel ID: \_\_\_\_\_  
 Email Address: sneadboysinc@gmail.com Lat: \_\_\_\_\_ Long: \_\_\_\_\_  
 Phone: (919) 796-3601 Fax: \_\_\_\_\_ Emergency Phone Number: (919) 796-3601

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

Wastewater Systems:  Municipal/Community  On-Site Capacity: \_\_\_\_\_ Category #:  0  1  2  
 Water Supply:  Municipal/Community  On-Site  3  4  
 Pushcart/Mobile Food Unit operating in conjunction with: 815 GOURMET GRILL / 4051011619  
 Restaurant or Commissary Name and ID number

Conditions/Remarks:  
 Unit must report to the commissary Each Day of operation for fresh water fill up, to empty wastewater, to prepare food, store food, restock supplies, trash disposal and for utensil washing. If inspections are NOT conducted, permit suspension/revocation may occur! Submit a schedule by the 5th of each month with all locations and counties where you will operate. If going to other counties to operate, call that county for permission PRIOR to going. The county you want to work in must give permission PRIOR to going. Keep permit on the unit at all times for review.

No food prep or servicing of MFU can occur at any other location. Bulk processing of fruits, vegetables and raw meats must NOT be processed on MFU. Washing of fruits/vegetables must occur at the commissary in approved location. Limited prep (washing/cutting/etc.) is allowed in emergency situations. MFU must stay plugged in to power, or with generator running so that all coolers maintain proper temp at all times when in use or when foods are being stored on mobile food unit! Only hot holding/cold holding/cooking and assembly can occur on mobile food unit. All food handling must occur within the enclosed portion of the unit. At all times MFU is operating it must maintain the following: 1) Keep hot foods 135 degrees or above. 2) Keep cold foods 41 degrees or lower 3) Wash hands frequently. 4) No bare hand contact with ready to eat foods (use gloves/tongs/deli paper, etc.). 5) Must have hot water 110 degrees or above and cold running water at all times. 6) Sanitizer. 7) Test strips. 8) Accurate metal stem thermometers for checking food temps. 9) No waste water leaks. 10) Coolers/freezers working and holding proper temperature. 11) Electricity. Numbers 1-11 must be done at all times unit is in operation and all state rules must also be followed. If other foods want to be added or new equipment used, contact this department prior to starting. Only limited cooling of foods is permitted on mobile food unit! Bulk cooling must happen at the commissary where adequate cooling space exists! Within 210 days, there must be a person on duty at all times that is a Certified Food Protection Manager.  
 Tag# \_\_\_\_\_ Vin# 3J9A12165SM095837

Attachments

**Transitional Permit Conditions**

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

Received By: [Signature] Title: owner Date: 10/14/2025  
 Manager/Person in Charge

Signed By: [Signature] REHS#: 1848 - Phillips, John Date: 10/14/2025  
 Division of Public Health

Purpose: General Statute 130A-248(b) states "No establishment shall commence or continue operation without a permit or transitional permit issued by the Department. The permit or transitional permit shall be issued to the owner or operator of the establishment and shall not be transferable. If the establishment is leased, the permit or transitional permit shall be issued to the lessee and shall not be transferable. If the location of an establishment changes, a new permit shall be obtained for the establishment. A permit shall be issued only when the establishment satisfies all of the requirements of the rules. The Commission shall adopt rules establishing the requirements that must be met before a transitional permit may be issued, and the period for which a transitional permit may be issued. The Department may also impose conditions on the issuance of a permit or transitional permit in accordance with rules adopted by the Commission. A permit or transitional permit shall be immediately revoked in accordance with G.S. 130A-23(d) for failure of the establishment to maintain a minimum grade of C. A permit or transitional permit may otherwise be suspended or revoked in accordance with G.S. 130A-23." Preparation: Local environmental health specialists shall issue a permit every time a change in permit status is indicated. Prepare an original and one copy for: 1. Original to be left with the owner or operator. 2. Copy for the local health department. Disposition: Please refer to Records Retention and Disposition Schedule 8.B.6., for County/District Health Departments which is published by the North Carolina Division of Archives & History. Additional forms may be ordered from: Environmental Health Section, 1632 Mail Service Center, Raleigh, NC 27699-1632, (Courier S2-01-00)





**ADDITIONAL REMARKS SCHEDULE**

AGENCY KEENE & ASSOCIATES		NAMED INSURED Sneadboys Seasoning LLC 4451 Vilana Ridge Raleigh, NC 27612	
POLICY NUMBER 864074438		EFFECTIVE DATE: 10/07/2025	
CARRIER Progressive Southeastern Insurance Company	NAIC CODE 38784		

**ADDITIONAL REMARKS**

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,  
FORM NUMBER: 25 FORM TITLE: Certificate of Liability Insurance

**Additional Coverages**

Insurance coverage(s)	Limits
Uninsured/Underinsured Motorist	\$300,000 Combined Single Limit
Uninsured Motorist Property Damage	(included in combined single limit w/\$100 Ded)

**Description of Location/Vehicles/Special Items**

Scheduled autos only			
2021 GMC SIERRA 1GT49REYXMF158083			
Comprehensive	\$500 Ded		
Collision	\$500 Ded		
Rental Reimbursement	\$50 Per Day (\$1,500 Max)		
Roadside Assistance	Selected w/\$0 Ded		
Medical Payments	\$1,000 each person		
2025 Crazy Monkey Food Trailer Trailer 3J9A12165SM095837			
		Stated Amount	\$30,000
Comprehensive	\$500 Ded		
Collision	\$500 Ded		
Rental Reimbursement	\$50 Per Day (\$1,500 Max)		



# Request for Town Council Action

**Consent  
Agenda  
Item:** **Application  
for  
Temporary  
Use Permit**  
**Date:** 06/02/2026

---

**Subject:** Bulldog Harley-Davidson  
**Department:** Planning Department  
**Presented by:** Planning Director – Brent Reck  
**Presentation:** Consent Agenda Item

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## Issue Statement

The Council is being asked to allow Bulldog Harley-Davidson to hold Ride into Summer June 13, 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



# Staff Report

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

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Bulldog Harley-Davidson is requesting to hold a Ride into Summer event at 1043 Outlet Center Drive on June 13th, 2026. The event will run from 11:00 a.m. to 4:00 p.m. Two beers will be provided to customers age 21 and older. Boriken Kitchen will be onsite operating a food truck.



## Temporary Use Permit Application

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

### TYPES OF TEMP USE OR EVENT

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

### OTHER TEMP USES

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

<u>RIDE INTO Summer</u> Name of Event	1043 Outlet Center Dr Smithfield, NC 27577 Location of Event/Use (exact street address)
--	--

### APPLICANT:

Name Michelle Winn

Address 1043 Outlet Center Dr

Phone number 919-938-1592

Email address Michelle@bulldogharleydavidson.com

Event date 6/13/26

### PROPERTY OWNER:

Name Carson Baker

Address 1508 Hope Mills Rd, Fayetteville, NC 28304

Phone number 9107348504

Email address Carson@bulldogharleydavidson.com

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

Will food or goods be sold? Y or N

Event start and end time 11-4PM

Event set up and clean up time 8AM-4PM

Sound Amplification Type \_\_\_\_\_

Sound Amplification Start and End Times \_\_\_\_\_

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

# Boriken Kitchen

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

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

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

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

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

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

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

**Temporary Use Submittal Checklist:**

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

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


Payment Received By: \_\_\_\_\_

Date: \_\_\_\_\_

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

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

Michelle Winn  
Applicant's Name (Print)

  
Signature

5/19/20  
Date

Town Planning Director Signature:



5/20/20  
Date

**OWNERS AUTHORIZATION**

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

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

Property Owners Name (print) CFB Powersports, LLC  
Address 1043 Outlet Center Dr Zip 27577  
Phone Number 919-938-1592 Email carsm@bulldoghardleydevils.com  
Signature: [Signature] Date: 5/19/26

**OWNER'S CONSENT FORM**

Name of Event: RIDE INTO SUMMER Submittal Date: 5/19/26

**OWNERS AUTHORIZATION**

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

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

Signature of Owner: [Signature] Print Name: Carsm Baker Date: 5/19/26

Name of Establishment: BORIKEN KITCHEN Permittee: OLIVIA BARNES, JOSHUA PRICE  
 Location Address: 1120 BUG SHOP RD. Manager/Person in Charge: OLIVIA BARNES, JOSHUA PRICE  
 City: PRINCETON State: NC Zip: 27569 County: Johnston  
 Billing Name: OLIVIA BARNES, JOSHUA PRICE Status Code: I - New Permit/Opening Sheet  
 Billing Address: 1120 BUG SHOP RD. Establishment ID: 4051032085  
 City: PRINCETON State: NC Zip: 27569 Map #: \_\_\_\_\_ Parcel ID: \_\_\_\_\_  
 Email Address: jool11325@gmail.com Lat: \_\_\_\_\_ Long: \_\_\_\_\_  
 Phone: (919) 901-9944 Fax: \_\_\_\_\_ Emergency Phone Number: \_\_\_\_\_

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

Wastewater Systems:  Municipal/Community  On-Site System Capacity: \_\_\_\_\_ Category #:  3  
 Water Supply:  Municipal/Community  On-Site System

Pushcart/Mobile Food Unit operating in conjunction with: WAFFEE STATION / 4051011580  
 Restaurant or Commissary Name and ID number

Conditions/Remarks:

Conditions: Unit must report to the commissary Each Day of operation for fresh water fill up, to empty wastewater, to prepare food, store food, restock supplies, trash disposal and for utensil washing. If inspections are NOT conducted, permit suspension/revocation may occur! Submit a schedule by the 5th of each month with all locations and counties where you will operate. If going to other counties to operate, call that county for permission PRIOR to going. The county you want to work in must give permission PRIOR to going. Keep permit on the unit at all times for review.

No food prep or servicing of MFU can occur at any other location. Bulk processing of fruits, vegetables and raw meats must NOT be processed on MFU. Washing of fruits/vegetables must occur at the commissary in approved location. Limited prep (washing/cutting/etc.) is allowed in emergency situations. MFU must stay plugged in to power, or with generator running so that all coolers maintain proper temp at all times when in use or when foods are being stored on mobile food unit! Only hot holding/cold holding/cooking and assembly can occur on mobile food unit. All food handling must occur within the enclosed portion of the unit. At all times MFU is operating it must maintain the following: 1) Keep hot foods 135 degrees or above. 2) Keep cold foods 41 degrees or lower 3) Wash hands frequently. 4) No bare hand contact with ready to eat foods (use gloves/tongs/deli paper, etc.). 5) Must have hot water 110 degrees or above and cold running water at all times. 6) Sanitizer. 7) Test strips. 8) Accurate metal stem thermometers for checking food temps. 9) No waste water leaks. 10) Coolers/freezers working and holding proper temperature. 11) Electricity. Numbers 1-11 must be done at all times unit is in operation and all state rules must also be followed. If other foods want to be added or new equipment used, contact this department prior to starting. Only limited cooling of foods is permitted on mobile food unit! Bulk cooling must happen at the commissary where adequate cooling space exists! Within 210 days, there must be a person on duty at all times that is a Certified Food Protection Manager.

Tag# VR-2295 Vin# 5B4HPD2V273423983

Remarks: Pushcart/Mobile Food Unit operating in conjunction with: Waffle Station

Attachments

Transitional Permit Conditions

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

Received By: [Signature] Title: owner Date: 11/07/2025  
 Manager/Person in Charge  
 Signed By: [Signature] REHS#: 1848 Date: 11/07/2025  
 Phillips, John  
 Division of Public Health

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



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
12/10/2025

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

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

<b>PRODUCER</b> GEICO INSURANCE AGENCY LLC 76251076 The Hartford Business Service Center 3600 Wiseman Blvd San Antonio, TX 78251	<b>CONTACT NAME:</b> PHONE (A/C, No, Ext): (866) 467-8730 FAX (A/C, No):	
	<b>E-MAIL ADDRESS:</b>	
	<b>INSURER(S) AFFORDING COVERAGE</b>	
<b>INSURED</b> Oljo Food & Catering LLC 1120 BUGSHOP RD PRINCETON NC 27569-8393	<b>INSURER A:</b> Property and Casualty Insurance Company of Hartford NAIC# 34690	
	<b>INSURER B:</b> Nutmeg Insurance Company NAIC# 39608	
	<b>INSURER C:</b>	
	<b>INSURER D:</b>	
	<b>INSURER E:</b>	
	<b>INSURER F:</b>	

**COVERAGES**

CERTIFICATE NUMBER:

REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/Y YYY)	LIMITS
A	<input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> General Liability	X	X	76 SBU BT9PFE	06/26/2025	06/26/2026	EACH OCCURRENCE \$1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence) \$1,000,000
							MED EXP (Any one person) \$5,000
							PERSONAL & ADV INJURY \$1,000,000
GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:							GENERAL AGGREGATE \$2,000,000
							PRODUCTS - COMP/OP AGG \$2,000,000
B	<b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			76 UEG AE7684	06/27/2025	06/27/2026	COMBINED SINGLE LIMIT (Ea accident) \$500,000
							BODILY INJURY (Per person)
							BODILY INJURY (Per accident)
							PROPERTY DAMAGE (Per accident)
	<b>UMBRELLA LIAB EXCESS LIAB</b> <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE
							AGGREGATE
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				PER STATUTE OTH-ER
							E.L. EACH ACCIDENT
							E.L. DISEASE -EA EMPLOYEE
							E.L. DISEASE - POLICY LIMIT
A	Employment Practices Liability Insurance			76 SBU BT9PFE	06/26/2025	06/26/2026	Each Claim Limit \$25,000 Annual Aggregate Limit \$25,000

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

Those usual to the Insured's Operations. Notice of Cancellation will be provided in accordance with Form SL9010, attached to this policy. Waiver of Subrogation applies in favor of the Certificate Holder per the Business Liability Coverage Form SL 00 00, attached to this policy. The Business Liability Coverage Part includes a Blanket Additional Insured By Contract Endorsement, Form SL 30 32.

**CERTIFICATE HOLDER**
 Carolina Premium Outlets  
 1025 OUTLET CENTER DR STE 905  
 SMITHFIELD NC 27577-6036
**CANCELLATION**

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

AUTHORIZED REPRESENTATIVE

*Suwan J. Castaneda*

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# Request for Town Council Action

**Consent  
Agenda  
Item:** **Application  
for  
Temporary  
Use Permit**  
**Date:** 06/02/2026

---

**Subject:** Bulldog Harley-Davidson  
**Department:** Planning Department  
**Presented by:** Planning Director – Brent Reck  
**Presentation:** Consent Agenda Item

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## Issue Statement

The Council is being asked to allow Bulldog Harley-Davidson to hold Great American Ride June 20, 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



# Staff Report

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

---

Bulldog Harley-Davidson is requesting to hold Great American Ride at 1043 Outlet Center Drive on June 20, 2026. The event will run from 11:00 a.m. to 4:00 p.m. A live band will provide amplified music via speakers from 12:00 p.m. to 3:00 p.m., and two beers will be provided to customers age 21 and older. Gent's Bounty BBQ will be onsite operating a food truck. Attendance is expected to exceed 100 people.



# Temporary Use Permit Application

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

### TYPES OF TEMP USE OR EVENT

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

### OTHER TEMP USES

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

<u>Great American Ride</u> Name of Event	1043 Outlet Center Dr Smithfield, NC 27577 Location of Event/Use (exact street address)
---	--

### APPLICANT:

Name Michelle Winn

Address 1043 Outlet Center Dr

Phone number 919-938-1592

Email address Michelle@bulldogharleydavidson.com

Event date 6/20/26

### PROPERTY OWNER:

Name Carson Baker

Address 1508 Hope Mills Rd, Fayetteville, NC 28304

Phone number 9107348504

Email address Carson@bulldogharleydavidson.com

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

Will food or goods be sold? Y or N

Event start and end time 11-4pm

Event set up and clean up time 8AM-4pm

Sound Amplification Type Speakers

Sound Amplification Start and End Times 12-3pm

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

# Gent's Bounty BBQ

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

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

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

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

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

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

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

Live Band

**Temporary Use Submittal Checklist:**

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

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

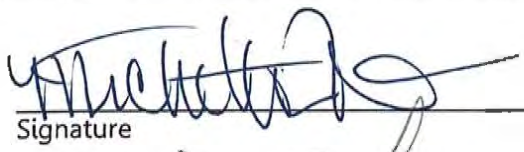
Payment Received By: \_\_\_\_\_

Date: \_\_\_\_\_

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

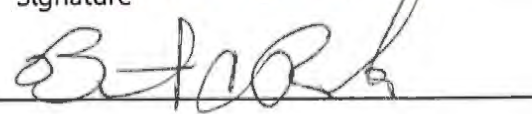
I hereby certify that the information contained in this application is true to the best of my knowledge and I further certify that this event/use will be conducted per all applicable local laws. I certify that I have received the attached information concerning the regulations for temporary uses. If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

Michelle Winn  
Applicant's Name (Print)

  
Signature

5/19/26  
Date

Town Planning Director Signature:



Date: 5/20/26

**OWNERS AUTHORIZATION**

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

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

Property Owners Name (print) CFB Powersports, LLC  
Address 1043 Outlet Center Dr Zip 27577  
Phone Number 919-938-1592 Email carson@bulldoghobby.com  
Signature: [Signature] Date: 5/19/24

**OWNER'S CONSENT FORM**

Name of Event: Great American Ride Submittal Date: 5/19/26

**OWNERS AUTHORIZATION**

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

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[Signature]  
41 Carson Baker  
Print Name

5/19/24  
DATE

N.C. Department of Health and Human Services

Division of Public Health  
Environmental Health Section

Permit  Transitional Permit

Name of Establishment: GENTS' BOUNTY BBQ LLC Permittee: WILLIAM VANSKIKE  
 Location Address: 718 BUCK SWAMP RD Manager/Person in Charge: WILLIAM VANSKIKE  
 City: GOLDSBORO State: NC Zip: 27530 County: Wayne  
 Billing Name: WILLIAM VANSKIKE Status Code: A - Open For Business  
 Billing Address: 718 BUCK SWAMP RD Establishment ID: 6096030139  
 City: GOLDSBORO State: NC Zip: 27530 Map #: \_\_\_\_\_ Parcel ID: \_\_\_\_\_  
 Email Address: gentsbountybbq@gmail.com Lat: \_\_\_\_\_ Long: \_\_\_\_\_  
 Phone: (919) 750-2812 Fax: \_\_\_\_\_ Emergency Phone Number: \_\_\_\_\_

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

Wastewater Systems:  Municipal/Community  On-Site System Capacity: \_\_\_\_\_ Category #: 3  
 Water Supply:  Municipal/Community  On-Site System

Pushcart/Mobile Food Unit operating in conjunction with: TOREROS AUTHENTIC MEXICAN RESTUARANT / 6096010617  
Restaurant or Commissary Name and ID number

Conditions/Remarks:

Conditions:

Remarks: Pushcart/Mobile Food Unit operating in conjunction with: TOREROS AUTHENTIC MEXICAN RESTUARANT / ID number: 6096010617

Attachments

Transitional Permit Conditions

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

Received By: [Signature] Title: OWNER Date: 12/14/2022  
Manager/Person in Charge

Signed By: Lewis, Scott REHS#: 1539 Date: 12/13/2022  
Division of Public Health

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

EHS 1341 (revised 07/12)  
Environmental Health Section



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
08/22/2025

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

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

<b>PRODUCER</b> 	Brian Allen 807 Royall Avenue  Goldsboro NC 275342537	CONTACT NAME: Brian Allen PHONE (A/C, No, Ext): 919-778-2300 E-MAIL ADDRESS: brian.allen.vaahil@statefarm.com	FAX (A/C, No):																				
	<b>INSURED</b> GENTS BOUNTY BBQ LLC 718 BUCK SWAMP RD  GOLDSBORO NC 275308037		<table border="1"> <tr> <th colspan="2">INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> <tr> <td>INSURER A:</td> <td>State Farm Mutual Automobile Insurance Company</td> <td>25178</td> </tr> <tr> <td>INSURER B:</td> <td>State Farm Fire and Casualty Company</td> <td>25143</td> </tr> <tr> <td>INSURER C:</td> <td></td> <td></td> </tr> <tr> <td>INSURER D:</td> <td></td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> <td></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE		NAIC #	INSURER A:	State Farm Mutual Automobile Insurance Company	25178	INSURER B:	State Farm Fire and Casualty Company	25143	INSURER C:			INSURER D:			INSURER E:			INSURER F:	
INSURER(S) AFFORDING COVERAGE		NAIC #																					
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INSURER D:																							
INSURER E:																							
INSURER F:																							

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

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

INSR LTR	TYPE OF INSURANCE	ADD INSD	SUB WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
B	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC OTHER:	N	N	93-AP-F122-0	08/15/2025	08/15/2026	EACH OCCURRENCE \$ 1,000,000
	DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000						
A	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY	N	N	468 7340-A29-33B	07/29/2025	01/29/2026	COMBINED SINGLE LIMIT (Ea accident) \$
	BODILY INJURY (Per person) \$ 50,000						
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED    RETENTION \$						EACH OCCURRENCE \$
	AGGREGATE \$						
B	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N	N/A	93-LG-0815-7	09/08/2024	09/08/2025	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER \$
	E.L. EACH ACCIDENT \$ 1,000,000						
							E.L. DISEASE - EA EMPLOYEE \$ 1,000,000
							E.L. DISEASE - POLICY LIMIT \$ 1,000,000

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

**CERTIFICATE HOLDER**                      **CANCELLATION**

Bulldog-Harley Davidson 1043 Outlet Center Dr  Smithfield NC 27577	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE <i>Chastity L. Pierce</i> This form was system-generated on 08/22/2025
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# Request for Town Council Action

**Consent  
Agenda  
Item:** **Application  
for  
Temporary  
Use Permit**  
Date: 06/02/2026

---

**Subject:** Bulldog Harley-Davidson  
**Department:** Planning Department  
**Presented by:** Planning Director – Brent Reck  
**Presentation:** Consent Agenda Item

---

## Issue Statement

The Council is being asked to allow Bulldog Harley-Davidson to hold Bike Night June 25, 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



# Staff Report

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

---

Bulldog Harley-Davidson is requesting to hold Bike Night at 1043 Outlet Center Drive on June 25th, 2026. The event will run from 11:00 a.m. to 4:00 p.m. A live band will provide amplified music via speakers from 5:00 p.m. to 8:00 p.m., and two beers will be provided to customers age 21 and older. Quench 305 will be onsite operating their beverage truck. Attendance is expected to exceed 100 people.



# Temporary Use Permit Application

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

### TYPES OF TEMP USE OR EVENT

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

### OTHER TEMP USES

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

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

### APPLICANT:

Name Michelle Winn

Address 1043 Outlet Center Dr

Phone number 919-938-1592

Email address Michelle@bulldogharleydavidson.com

Event date 6/25/26

### PROPERTY OWNER:

Name Carson Baker

Address 1508 Hope Mills Rd, Fayetteville, NC 28304

Phone number 9107348504

Email address Carson@bulldogharleydavidson.com

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

Will food or goods be sold? Y or N

Event start and end time 10AM - 4

Event set up and clean up time 8AM - 4PM

Sound Amplification Type speakers

Sound Amplification Start and End Times 5-8PM

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

# Quench 305

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

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

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

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

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

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

We will have a food truck onsite for guests to the dealership

2 beers per person at event

live music

**Temporary Use Submittal Checklist:**

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

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

Payment Received By: \_\_\_\_\_

Date: \_\_\_\_\_

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

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

Michelle Winn  
Applicant's Name (Print)

  
Signature

5/19/26  
Date

Town Planning Director Signature: 

Date: 5/20/26

**OWNERS AUTHORIZATION**

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

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Property Owners Name (print) CFB Powersports, LLC  
Address 1043 Outlet Center Dr Zip 27577  
Phone Number 919-938-1592 Email carson@bulldogbarleydavidson.com  
Signature: [Signature] Date: 5/19/26

**OWNER'S CONSENT FORM**

Name of Event: Bike Night Submittal Date: 5/19/26

**OWNERS AUTHORIZATION**

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

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[Signature] Signature of Owner Carson Baker Print Name 5/19/26 Date



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
03/06/2025

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

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<b>PRODUCER</b> Hiscox Inc. 5 Concourse Parkway Suite 2150 Atlanta GA, 30328	<b>CONTACT NAME:</b> PHONE (A/C, No, Ext): (888) 202-3007      FAX (A/C, No): E-MAIL ADDRESS: contact@hiscox.com	
	<b>INSURER(S) AFFORDING COVERAGE</b> NAIC # INSURER A: Hiscox Insurance Company Inc      10200 INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	
<b>INSURED</b> QUENCH 305 2016 HICKORY NUT DR DURHAM, NC 27703		

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

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

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER		P101.113.651.3	04/27/2024	04/27/2025	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$ \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/> N/A				<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

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

<b>CERTIFICATE HOLDER</b>  	<b>CANCELLATION</b> SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 



# Request for Town Council Action

**Consent  
Agenda  
Item:** **Application  
for  
Temporary  
Use Permit**  
**Date:** 06/02/2026

---

**Subject:** Bulldog Harley-Davidson  
**Department:** Planning Department  
**Presented by:** Planning Director – Brent Reck  
**Presentation:** Consent Agenda Item

---

## Issue Statement

The Council is being asked to allow Bulldog Harley-Davidson to hold Bulldog Roll & Ride June 27, 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



# Staff Report

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

---

Bulldog Harley-Davidson is requesting to hold Bulldog Roll & Ride at 1043 Outlet Center Drive on June 27, 2026. The event will run from 11:00 a.m. to 4:00 p.m. A live band will provide amplified music via speakers from 12:00 p.m. to 3:00 p.m., and two beers will be provided to customers age 21 and older. Tasty Turkey Que & Subslicious will be onsite operating their food trucks. Attendance is expected to exceed 100 people.



# Temporary Use Permit Application

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

### TYPES OF TEMP USE OR EVENT

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

### OTHER TEMP USES

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

<u>Bulldog Roll &amp; Ride (giveaway)</u> Name of Event	1043 Outlet Center Dr Smithfield, NC 27577 Location of Event/Use (exact street address)
--	--

### APPLICANT:

Name Michelle Winn

Address 1043 Outlet Center Dr

Phone number 919-938-1592

Email address Michelle@bulldogharleydavidson.com

Event date 6/27/26

### PROPERTY OWNER:

Name Carson Baker

Address 1508 Hope Mills Rd, Fayetteville, NC 28304

Phone number 9107348504

Email address Carson@bulldogharleydavidson.com

Event start and end time 11-4pm

Event set up and clean up time 8AM-4pm

Sound Amplification Type speakers

Sound Amplification Start and End Times 12-3

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

Will food or goods be sold? Y or N

# Food Trucks (if applicable) 1 **Tasty Turkey Que & Subsicious**  
(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 applicat 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.)

with permit

8022 APR 20

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

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

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

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

We will have a food truck onsite for guests to the dealership

2 beers per person at event

live music

**Temporary Use Submittal Checklist:**

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

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

Payment Received By: \_\_\_\_\_

Date: \_\_\_\_\_

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

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

Michelle Winn  
Applicant's Name (Print)

Michelle Winn  
Signature

5/19/26  
Date

Town Planning Director Signature: [Signature]

Date: 5/20/26

**OWNERS AUTHORIZATION**

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

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Property Owners Name (print) CFB Powersports, LLC  
Address 1043 Outlet Center Dr Zip 27577  
Phone Number 919-938-1592 Email carson@bulldoghardleydavidson.com  
Signature: [Signature] Date: 5/19/26

**OWNER'S CONSENT FORM**

Name of Event: Bulldog Roll + Ride Giveaway Submittal Date: 5/19/26

**OWNERS AUTHORIZATION**

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

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[Signature] Signature of Owner  
Carson Baker Print Name  
5/19/26 Date

# Food Establishment Inspection Report

Score: 99.5

Establishment Name: THE TASTY TURKEY QUE (WCID #982)

Establishment ID: 4092030648

Location Address: 1621 WOODFIELD CREEK DR, APT 101

City: WAKE FOREST State: North Carolina

Zip: 27587 County: 92 Wake

Permittee: THE TASTY TURKEY QUE, LLC

Telephone: (919) 437-3251

Inspection  Re-Inspection  Educational Visit

**Wastewater System:**

Municipal/Community  On-Site System

**Water Supply:**

Municipal/Community  On-Site Supply

Date: 04/20/2026 Status Code: A

Time In: 2:35 PM Time Out: 3:50 PM

Category#: II

FDA Establishment Type:

No. of Risk Factor/Intervention Violations: 0

No. of Repeat Risk Factor/Intervention Violations: 0

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

Good Retail Practices						
Good Retail Practices: Preventative measures to control the addition of pathogens, chemicals, and physical objects into foods.						
Compliance Status	OUT	CDI	R	VR		
<b>Safe Food and Water .2653, .2655, .2656</b>						
30	<input checked="" type="checkbox"/> IN	OUT	N/A		Pasteurized eggs used where required	1 0.5 0
31	<input checked="" type="checkbox"/> OUT				Water and ice from approved source	2 1 0
32	<input checked="" type="checkbox"/> IN	OUT	N/A		Variance obtained for specialized processing methods	2 1 0
<b>Food Temperature Control .2653, .2654</b>						
33	<input checked="" type="checkbox"/> OUT				Proper cooling methods used; adequate equipment for temperature control	1 0.5 0
34	<input checked="" type="checkbox"/> IN	OUT	N/A	NO	Plant food properly cooked for hot holding	1 0.5 0
35	<input checked="" type="checkbox"/> IN	OUT	N/A	NO	Approved thawing methods used	1 0.5 0
36	<input checked="" type="checkbox"/> OUT				Thermometers provided & accurate	1 0.5 0
<b>Food Identification .2653</b>						
37	<input checked="" type="checkbox"/> OUT				Food properly labeled: original container	2 1 0
<b>Prevention of Food Contamination .2652, .2653, .2654, .2656, .2657</b>						
38	<input checked="" type="checkbox"/> OUT				Insects & rodents not present; no unauthorized animals	2 1 0
39	<input checked="" type="checkbox"/> IN	OUT			Contamination prevented during food preparation, storage & display	2 1 0
40	<input checked="" type="checkbox"/> OUT				Personal cleanliness	1 0.5 0
41	<input checked="" type="checkbox"/> OUT				Wiping cloths: properly used & stored	1 0.5 0
42	<input checked="" type="checkbox"/> OUT	N/A			Washing fruits & vegetables	1 0.5 0
<b>Proper Use of Utensils .2653, .2654</b>						
43	<input checked="" type="checkbox"/> OUT				In-use utensils: properly stored	1 0.5 0
44	<input checked="" type="checkbox"/> OUT				Utensils, equipment & linens: properly stored, dried & handled	1 0.5 0
45	<input checked="" type="checkbox"/> OUT				Single-use & single-service articles: properly stored & used	1 0.5 0
46	<input checked="" type="checkbox"/> OUT				Gloves used properly	1 0.5 0
<b>Utensils and Equipment .2653, .2654, .2663</b>						
47	<input checked="" type="checkbox"/> OUT				Equipment, food & non-food contact surfaces approved, cleanable, properly designed, constructed & used	1 0.5 0
48	<input checked="" type="checkbox"/> OUT				Warewashing facilities: installed, maintained & used; test strips	1 0.5 0
49	<input checked="" type="checkbox"/> IN	OUT			Non-food contact surfaces clean	1 0.5 0
<b>Physical Facilities .2654, .2655, .2656</b>						
50	<input checked="" type="checkbox"/> OUT	N/A			Hot & cold water available; adequate pressure	1 0.5 0
51	<input checked="" type="checkbox"/> OUT				Plumbing installed; proper backflow devices	2 1 0
52	<input checked="" type="checkbox"/> OUT				Sewage & wastewater properly disposed	2 1 0
53	<input checked="" type="checkbox"/> OUT	N/A			Toilet facilities: properly constructed, supplied & cleaned	1 0.5 0
54	<input checked="" type="checkbox"/> OUT				Garbage & refuse properly disposed; facilities maintained	1 0.5 0
55	<input checked="" type="checkbox"/> IN	OUT			Physical facilities installed, maintained & clean	1 0.5 0
56	<input checked="" type="checkbox"/> OUT				Meets ventilation & lighting requirements; designated areas used	1 0.5 0
<b>TOTAL DEDUCTIONS:</b>						0.5







# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
03/02/2026

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

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

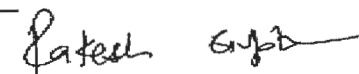
PRODUCER BIBERK P.O. Box 113247 Stamford, CT 06911	CONTACT NAME:		
	PHONE (A/C, No, Ext):	844-472-0967	FAX (A/C, No): 203-654-3613
	E-MAIL ADDRESS:	customerservice@biBERK.com	
	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A : Berkshire Hathaway Direct Insurance Company		10391
INSURED Subslicious  1621 Woodfield Creek Dr Apt 101 Wake Forest, NC 27587	INSURER B :		
	INSURER C :		
	INSURER D :		
	INSURER E :		
	INSURER F :		

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

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

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR		N9BP164512	03/03/2026	03/03/2027	EACH OCCURRENCE \$ 2,000,000
						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 50,000
						MED EXP (Any one person) \$ 5,000
						PERSONAL & ADV INJURY \$ Included
	GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input checked="" type="checkbox"/> OTHER:					GENERAL AGGREGATE \$ 4,000,000
						PRODUCTS - COMP/OP AGG \$ 4,000,000
	AUTOMOBILE LIABILITY					COMBINED SINGLE LIMIT (Ea accident) \$
	<input type="checkbox"/> ANY AUTO					BODILY INJURY (Per person) \$
	<input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS					BODILY INJURY (Per accident) \$
	<input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY					PROPERTY DAMAGE (Per accident) \$
						\$
	UMBRELLA LIAB					EACH OCCURRENCE \$
	EXCESS LIAB					AGGREGATE \$
	DED					\$
	RETENTION \$					\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY					PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/>
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N	N/A			E.L. EACH ACCIDENT \$
	If yes, describe under DESCRIPTION OF OPERATIONS below					E.L. DISEASE - EA EMPLOYEE \$
	Professional Liability (Errors & Omissions): Claims-Made					E.L. DISEASE - POLICY LIMIT \$
						Per Occurrence/ Aggregate

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

<b>CERTIFICATE HOLDER</b>	<b>CANCELLATION</b>
Subslicious 1621 Woodfield Creek Dr Apt 101 Wake Forest, NC 27587	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 

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# Temporary Use Permit Application

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

### TYPES OF TEMP USE OR EVENT

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

### OTHER TEMP USES

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

<u>Bulldog Roll &amp; Ride (giveaway)</u> Name of Event	1043 Outlet Center Dr Smithfield, NC 27577 Location of Event/Use (exact street address)
--	--

### APPLICANT:

Name Michelle Winn  
 Address 1043 Outlet Center Dr  
 Phone number 919-938-1592  
 Email address Michelle@bulldogharleydavidson.com  
 Event date 6/27/26

### PROPERTY OWNER:

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

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

Will food or goods be sold? Y or N

Event start and end time 11-4pm  
 Event set up and clean up time 8AM-4pm  
 Sound Amplification Type speakers  
 Sound Amplification Start and End Times 12-3

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

# Tasty Turkey Que & Subsicious

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

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

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

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

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

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

We will have a food truck onsite for guests to the dealership

2 beers per person at event

live music

**Temporary Use Submittal Checklist:**

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

Method of Payment Cash Check# Credit Card Amount \$

Payment Received By: \_\_\_\_\_

Date: \_\_\_\_\_

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

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

Michelle Winn  
Applicant's Name (Print)

Michelle Winn  
Signature

5/19/26  
Date

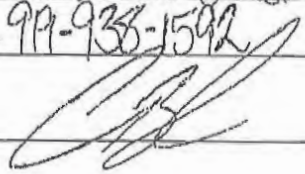
Town Planning Director Signature: [Signature]

5/20/26  
Date

**OWNERS AUTHORIZATION**

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Property Owners Name (print) CFB Powersports, LLC  
Address 1043 Outlet Center Dr Zip 27577  
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Signature:  Date: 5/19/26

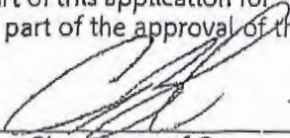
**OWNER'S CONSENT FORM**

Name of Event: Bulldog Roll + Ride <sup>GIVEAWAY</sup> Submittal Date: 5/19/26

**OWNERS AUTHORIZATION**

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 Signature of Owner  
Carson Baker Print Name  
5/19/26 Date

# Food Establishment Inspection Report

Score: 99.5

Establishment Name: THE TASTY TURKEY QUE (WCID #982)

Establishment ID: 4092030648

Location Address: 1621 WOODFIELD CREEK DR, APT 101

City: WAKE FOREST State: North Carolina

Zip: 27587 County: 92 Wake

Permittee: THE TASTY TURKEY QUE, LLC

Telephone: (919) 437-3251

Inspection  Re-Inspection  Educational Visit

**Wastewater System:**

Municipal/Community  On-Site System

**Water Supply:**

Municipal/Community  On-Site Supply

Date: 04/20/2026 Status Code: A

Time In: 2:35 PM Time Out: 3:50 PM

Category#: II

FDA Establishment Type: \_\_\_\_\_

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Risk factors: Contributing factors that increase the chance of developing foodborne illness.						
Public Health Interventions: Control measures to prevent foodborne illness or injury						
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1	<input checked="" type="checkbox"/>	OUT	N/A		PIC Present, demonstrates knowledge, & performs duties	1 0 0
2	<input checked="" type="checkbox"/>	OUT	N/A		Certified Food Protection Manager	1 0 0
<b>Employee Health .2652</b>						
3	<input checked="" type="checkbox"/>	OUT			Management, food & conditional employee; knowledge, responsibilities & reporting	2 1 0
4	<input checked="" type="checkbox"/>	OUT			Proper use of reporting, restriction & exclusion	3 1.5 0
5	<input checked="" type="checkbox"/>	OUT			Procedures for responding to vomiting & diarrheal events	1 0.5 0
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8	<input checked="" type="checkbox"/>	OUT			Hands clean & properly washed	4 2 0
9	<input checked="" type="checkbox"/>	OUT	N/A	NO	No bare hand contact with RTE foods or pre-approved alternate procedure properly followed	4 2 0
10	<input checked="" type="checkbox"/>	OUT	N/A		Handwashing sinks supplied & accessible	2 1 0
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19	<input checked="" type="checkbox"/>	OUT	N/A	NO	Proper reheating procedures for hot holding	3 1.5 0
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21	<input checked="" type="checkbox"/>	OUT	N/A	NO	Proper hot holding temperatures	3 1.5 0
22	<input checked="" type="checkbox"/>	OUT	N/A	NO	Proper cold holding temperatures	3 1.5 0
23	<input checked="" type="checkbox"/>	OUT	N/A	NO	Proper date marking & disposition	3 1.5 0
24	<input checked="" type="checkbox"/>	OUT	N/A	NO	Time as a Public Health Control; procedures & records	3 1.5 0
<b>Consumer Advisory .2653</b>						
25	<input checked="" type="checkbox"/>	OUT	N/A		Consumer advisory provided for raw/undercooked foods	1 0.5 0
<b>Highly Susceptible Populations .2653</b>						
26	<input checked="" type="checkbox"/>	OUT			Pasteurized foods used; prohibited foods not offered	3 1.5 0
<b>Chemical .2653, .2657</b>						
27	<input checked="" type="checkbox"/>	OUT	N/A		Food additives: approved & properly used	1 0.5 0
28	<input checked="" type="checkbox"/>	OUT	N/A		Toxic substances properly identified stored & used	2 1 0
<b>Conformance with Approved Procedures .2653, .2654, .2658</b>						
29	<input checked="" type="checkbox"/>	OUT	N/A		Compliance with variance, specialized process, reduced oxygen packaging criteria or HACCP plan	2 1 0

Good Retail Practices						
Good Retail Practices: Preventative measures to control the addition of pathogens, chemicals, and physical objects into foods.						
Compliance Status	OUT	CDI	R	VR		
<b>Safe Food and Water .2653, .2655, .2658</b>						
30	<input checked="" type="checkbox"/>	OUT	N/A		Pasteurized eggs used where required	1 0.5 0
31	<input checked="" type="checkbox"/>	OUT			Water and ice from approved source	2 1 0
32	<input checked="" type="checkbox"/>	OUT	N/A		Variance obtained for specialized processing methods	2 1 0
<b>Food Temperature Control .2653, .2654</b>						
33	<input checked="" type="checkbox"/>	OUT			Proper cooling methods used; adequate equipment for temperature control	1 0.5 0
34	<input checked="" type="checkbox"/>	OUT	N/A	NO	Plant food properly cooked for hot holding	1 0.5 0
35	<input checked="" type="checkbox"/>	OUT	N/A	NO	Approved thawing methods used	1 0.5 0
36	<input checked="" type="checkbox"/>	OUT			Thermometers provided & accurate	1 0.5 0
<b>Food Identification .2653</b>						
37	<input checked="" type="checkbox"/>	OUT			Food properly labeled: original container	2 1 0
<b>Prevention of Food Contamination .2652, .2653, .2654, .2656, .2657</b>						
38	<input checked="" type="checkbox"/>	OUT			Insects & rodents not present; no unauthorized animals	2 1 0
39	<input checked="" type="checkbox"/>	OUT			Contamination prevented during food preparation, storage & display	2 1 0
40	<input checked="" type="checkbox"/>	OUT			Personal cleanliness	1 0.5 0
41	<input checked="" type="checkbox"/>	OUT			Wiping cloths: properly used & stored	1 0.5 0
42	<input checked="" type="checkbox"/>	OUT	N/A		Washing fruits & vegetables	1 0.5 0
<b>Proper Use of Utensils .2653, .2654</b>						
43	<input checked="" type="checkbox"/>	OUT			In-use utensils: properly stored	1 0.5 0
44	<input checked="" type="checkbox"/>	OUT			Utensils, equipment & linens: properly stored, dried & handled	1 0.5 0
45	<input checked="" type="checkbox"/>	OUT			Single-use & single-service articles: properly stored & used	1 0.5 0
46	<input checked="" type="checkbox"/>	OUT			Gloves used properly	1 0.5 0
<b>Utensils and Equipment .2653, .2654, .2663</b>						
47	<input checked="" type="checkbox"/>	OUT			Equipment, food & non-food contact surfaces approved, cleanable, properly designed, constructed & used	1 0.5 0
48	<input checked="" type="checkbox"/>	OUT			Warewashing facilities: installed, maintained & used; test strips	1 0.5 0
49	<input checked="" type="checkbox"/>	OUT			Non-food contact surfaces clean	1 0.5 0
<b>Physical Facilities .2654, .2655, .2656</b>						
50	<input checked="" type="checkbox"/>	OUT	N/A		Hot & cold water available; adequate pressure	1 0.5 0
51	<input checked="" type="checkbox"/>	OUT			Plumbing installed; proper backflow devices	2 1 0
52	<input checked="" type="checkbox"/>	OUT			Sewage & wastewater properly disposed	2 1 0
53	<input checked="" type="checkbox"/>	OUT	N/A		Toilet facilities: properly constructed, supplied & cleaned	1 0.5 0
54	<input checked="" type="checkbox"/>	OUT			Garbage & refuse properly disposed; facilities maintained	1 0.5 0
55	<input checked="" type="checkbox"/>	OUT			Physical facilities installed, maintained & clean	1 0.5 0
56	<input checked="" type="checkbox"/>	OUT			Meets ventilation & lighting requirements; designated areas used	1 0.5 0
<b>TOTAL DEDUCTIONS:</b>						0.5



# Comment Addendum to Food Establishment Inspection Report

Establishment Name: THE TASTY TURKEY QUE (WCID #982)  
 Location Address: 1621 WOODFIELD CREEK DR, APT 101  
 City: WAKE FOREST State: NC  
 County: 92 Wake Zip: 27587  
 Wastewater System:  Municipal/Community  On-Site System  
 Water Supply:  Municipal/Community  On-Site System  
 Permittee: THE TASTY TURKEY QUE, LLC  
 Telephone: (919) 437-3251

Establishment ID: 4092030648  
 Inspection  Re-Inspection Date: 04/20/2026  
 Educational Visit Status Code: A  
 Comment Addendum Attached?  Category #: II  
 Email 1:  
 Email 2:  
 Email 3: thetastyturkeyque@gmail.com

## Temperature Observations

Item/Location	Temp	Item/Location	Temp	Item/Location	Temp
cheese/prep top	39				
lettuce/prep top	38				
slaw/prep bottom	40				
dell meat/reach in	40				
cheese/reach in	40				

Person in Charge (Print & Sign): Henry  
 Regulatory Authority (Print & Sign): J. Hooton  
 REHS ID: 2802 - Hooton, Jackson Verification Dates: Priority: Priority Foundation: Core:  
 REHS Contact Phone Number: (919) 710-1927 Authorize final report to be received via Email: Henry



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
03/02/2026

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

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

<b>PRODUCER</b> BIBERK P.O. Box 113247 Stamford, CT 06911	<b>CONTACT NAME:</b> PHONE (A/C, No, Ext): 844-472-0967      FAX (A/C, No): 203-654-3613 E-MAIL ADDRESS: customerservice@biBERK.com	
	<b>INSURER(S) AFFORDING COVERAGE</b> NAIC # INSURER A : Berkshire Hathaway Direct Insurance Company      10391 INSURER B : INSURER C : INSURER D : INSURER E : INSURER F :	

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

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

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD   WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO. JECT <input type="checkbox"/> LOC <input checked="" type="checkbox"/> OTHER:		N9BP164512	03/03/2026	03/03/2027	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 50,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ Included GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COMP/OP AGG \$ 4,000,000
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED    RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/> N/A				PER STATUTE    OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
	Professional Liability (Errors & Omissions): Claims-Made					Per Occurrence/Aggregate

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

<b>CERTIFICATE HOLDER</b> Subslicious 1621 Woodfield Creek Dr Apt 101 Wake Forest, NC 27587	<b>CANCELLATION</b> SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE <i>Patek Ely</i>
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# Request for Town Council Action

**Consent  
Agenda  
Item:** **Donation  
of Sick  
Leave**  
Date: 06/02/2026

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**Subject:** Request for Approval of Donation of Sick Leave  
**Department:** Customer Service/Finance & Human Resources Department  
**Presented by:** Finance Director – Tracy Stubblefield & HR Director –  
Shannan Parrish  
**Presentation:** Consent Agenda Item

---

## Issue Statement

Staff is requesting the approval of the donation of sick time to a requesting employee from fellow employees

## Financial Impact

None expected

## Action Needed

It is respectfully requested that the Council approve this request

## Recommendation

Staff recommends that the Council allow employees to donate sick leave to an employee in Customer Service/Finance

Approved:  Town Manager  Town Attorney

## Attachments:

1. Staff Report



# Staff Report

**Consent  
Agenda  
Item:** **Donation  
of Sick  
Leave**

Staff is requesting sick leave donations be allowed for an employee in the Customer Service/Finance Department in anticipation of the birth of a child and the recovery and adjustment period following childbirth. The employee will be utilizing leave available under the Family and Medical Leave Act (FMLA). While the employee is eligible for available leave benefits, including accrued sick leave, vacation leave, and other applicable benefits, the anticipated absence may exceed the employee's available leave balances.

The Town has previously permitted employee sick leave donations on a case-by-case basis, with Town Council approval, in situations involving significant medical or family-related needs. Allowing employees to voluntarily donate accrued sick leave provides an additional means of support for the employee and her family during this important time.

In accordance with Section 76 of the Town of Smithfield Employee Handbook, the employee must exhaust all accumulated sick leave and vacation leave prior to the transfer or use of any donated sick leave.

Staff has reviewed this request and is seeking Town Council approval to authorize employee sick leave donations for this purpose. If approved, all donated hours must be submitted no later than Friday, June 12, 2026, and the total amount of donated leave shall not exceed 480 hours.

Donated sick leave hours will not be applied until the employee has exhausted any available sick or vacation time. Additionally, any sick leave accrued by the employee during this period must be used prior to the utilization of donated leave.



# Request for Town Council Action

**Consent  
Agenda  
Item:** **Donation  
of Sick  
Leave**  
Date: 06/02/2026

---

**Subject:** Request for Approval of Donation of Sick Leave  
**Department:** Public Works & Human Resources Department  
**Presented by:** Public Works Director – Lawrence Davis & HR Director –  
Shannan Parrish  
**Presentation:** Consent Agenda Item

---

## Issue Statement

Staff is requesting the approval of the donation of sick time to a requesting employee from fellow employees

## Financial Impact

None expected

## Action Needed

It is respectfully requested that the Council approve this request

## Recommendation

Staff recommends that the Council allow employees to donate sick leave to an employee in the Public Works Department

Approved:  Town Manager  Town Attorney

## Attachments:

1. Staff Report



# Staff Report

**Consent    Donation  
Agenda    of Sick  
Item:      Leave**

---

An employee of the Town has recently been diagnosed with kidney failure and is currently undergoing medical treatment that may require an extended absence from work. This absence falls within the employee's approved entitlement under the Family and Medical Leave Act (FMLA). While the employee is eligible for available leave benefits, including accrued sick leave and other applicable benefits, the anticipated duration of treatment may exceed the employee's available leave balances.

The Town has previously permitted employee sick leave donations on a case-by-case basis, with Town Council approval, in circumstances involving serious medical conditions. Allowing employees to voluntarily donate accrued sick leave provides an additional means of support for the employee and his/her family.

In accordance with Section 76 of the Town of Smithfield Employee Handbook, the employee must exhaust all accumulated sick leave and vacation leave prior to the transfer or use of any donated sick leave.

Staff has reviewed this request and is seeking Town Council approval to authorize employee sick leave donations for this purpose. If approved, all donated hours must be submitted no later than Friday, June 12, 2026, and the total amount of donated leave shall not exceed 480 hours.

Donated sick leave hours will not be applied until the employee has exhausted any available sick or vacation time. Additionally, any sick leave accrued by the employee during this period must be used prior to the utilization of donated leave.



# Request for Town Council Action

**Consent  
Agenda  
Item:** Personnel  
Promotion  
**Date:** 06/02/2026

---

**Subject:** Promote an Internal Candidate to Pump Station Mechanic  
**Department:** Public Utilities – Water/Sewer  
**Presented by:** Public Utilities Director – Ted Credle  
**Presentation:** Consent Agenda Item

---

## Issue Statement

Obtain Council approval to promote a Utility Line Mechanic to the position of Pump Station Mechanic

## Financial Impact

The salary for the proposed personnel action is included in the adopted FY 2025–2026 budget and will not require a budget amendment. The cost associated with the salary adjustment for the remainder of the current fiscal year is \$883.20. The resulting hourly rate for the promoted employee is to the minimum starting salary of the position.

## Action Needed

Approve the promotion of an internal candidate to the position of Pump Station Mechanic at an hourly rate of \$23.15 per hour (\$48,152.00/year)

## Recommendation

Staff recommends the approval of the promotion

Approved:  Town Manager  Town Attorney

## Attachments:

1. Staff Report



# Staff Report

**Consent  
Agenda  
Item: Personnel  
Promotion**

---

In keeping with stated Town goals of attracting and retaining highly qualified employees, the Town has interviewed a prospective employee for the position of Pump Station Mechanic for the Water Distribution & Sewer Collection Division of Public Utilities. The Department has this vacancy in accordance with approved staffing levels in the current year's budget. The prospective Pump Station Mechanic is an in-house candidate and such a hire would be consistent with a career ladder promotion. The candidate is qualified for this position and is a highly regarded member of Town staff. Council is asked to approve this promotion.

\*\*

**PROCLAMATION  
DECLARING JUNE 5, 2026 TO BE  
NATIONAL GUN VIOLENCE AWARENESS DAY IN THE  
TOWN OF SMITHFIELD**

**WHEREAS**, every person deserves to live in a community where they feel safe in their homes, schools, workplaces, places of worship, and public spaces; and

**WHEREAS**, gun violence impacts individuals, families, and communities across the United States and has lasting emotional, physical, and economic effects; and

**WHEREAS**, National Gun Violence Awareness Day honors the lives of those lost to gun violence, supports survivors and affected families, and raises awareness about the importance of preventing firearm-related tragedies; and

**WHEREAS**, communities throughout the nation recognize the importance of promoting education, responsible firearm ownership, safe firearm storage practices, mental health awareness, conflict de-escalation, and collaborative violence prevention efforts; and

**WHEREAS**, the Town of Smithfield values the safety and well-being of all residents and recognizes the importance of community partnerships, public engagement, and respectful dialogue in fostering safer neighborhoods; and

**WHEREAS**, National Gun Violence Awareness Day serves as an opportunity to remember victims, support survivors, and encourage continued efforts to reduce violence and strengthen community safety for future generations.

**NOW THEREFORE**, I, M. Andy Moore, Mayor of the Town of Smithfield, NC do hereby proclaim **June 5th, 2026** as:

**NATIONAL GUN VIOLENCE AWARENESS DAY**

in the Town of Smithfield and encourage residents to honor the memory of those impacted by gun violence, support survivors and their families, and work together to promote safe, healthy, and connected communities.

---

M. Andy Moore, Mayor





# Request for Town Council Action

**Consent Item:** Budget Amendments  
**Date:** FY End Cleanup  
06/02/2026

---

**Subject:** Budget Amendment – FY-End Cleanup  
**Department:** Finance Department  
**Presented by:** Finance Director - Tracy Stubblefield  
**Presentation:** Consent Agenda Item

---

## Issue Statement

Request for Council consideration and approval of a budget amendment to appropriate and reallocate funds necessary for cleanup activities and associated expenditures not originally included or fully anticipated in the current fiscal year budget. The amendment will ensure proper accounting of cleanup costs and maintain compliance with the Town's adopted budget ordinance and financial policies.

## Financial Impact

See attached Amendment

## Action Needed

Council to approve Budget Amendment as provided

## Recommendation

Staff recommends approval

**Approved:**  Town Manager  Town Attorney

## Attachments:

1. Staff Report
2. Budget Amendment



# STAFF REPORT

**Budget  
Amendments  
Consent Item: FY End Cleanup**

The Town's accounting system operates under the principles of fund accounting and double-entry bookkeeping. Under this method, every financial transaction affects at least two accounts through the use of debits and credits. While the terminology can sometimes be confusing, understanding how debits and credits impact revenues and expenditures is essential for accurate financial reporting and budget management.

A **debit** and a **credit** are accounting entries used to record increases or decreases within specific account types. Whether a debit or credit increases or decreases an account depends on the type of account being affected.

Revenue accounts represent money received by the Town, such as taxes, utility payments, grants, permits, and other income sources.

- **Credits increase revenues**
- **Debits decrease revenues**

For example:

- When the Town receives property tax revenue, the revenue account is credited to reflect an increase in revenue.
- If revenue must later be adjusted downward due to a correction, refund, or reclassification, the revenue account would be debited.

Expenditure accounts represent money spent by the Town for operations, capital projects, salaries, equipment, supplies, and services.

- **Debits increase expenditures**
- **Credits decrease expenditures**

For example:

- When the Town pays an invoice for supplies or services, the expenditure account is debited to reflect increased spending.
- If an expenditure is later corrected, refunded, or moved to another account, the expenditure account may be credited to reduce the recorded expense.

The distinction between debits and credits is important during budget amendments, journal entries, audit adjustments, and monthly financial reporting.

Staff routinely reviews transactions to ensure entries are recorded in the appropriate accounts and periods in accordance with generally accepted accounting principles (GAAP) and the Town's financial policies.

There is no direct fiscal impact associated with this report. This information is provided for educational and informational purposes to assist Council in understanding the Town's accounting and financial reporting processes.

This budget amendment represents an end-of-year budget cleanup to ensure all accounts and departmental expenditures remain within authorized budgetary limits at fiscal year-end. The amendment also allows for the proper alignment and reconciliation of revenues and expenditures in accordance with the Town's financial reporting and accounting requirements.

**Town of Smithfield, North Carolina**  
**Budget Amendment 06.02.2026**  
**Fiscal Year 2025/2026**

Be it ordained by the Town Council of the Town of Smithfield, North Carolina that the following amendment be made to the 2025-2026 Budget Ordinance for the fiscal year ending June 30, 2026:

**Section I:** To amend the General Fund (Fund 10) for transfers of revenues to the appropriate expense line items. General Fund (Fund 10) accounts are to be amended as follows:

<u>Account Number</u>	<u>Debit</u>	<u>Credit</u>
10-00-3100-3100-1000 Current Year Taxes		533,500
10-00-3100-3100-1200 Downtown Tax District		3,000
10-00-3100-3100-1400 Cur Yr MVT		227,500
10-00-3100-3101-0100 PY Taxes		2,700
10-00-3100-3101-0120 PY Downtown Tax		1,800
10-00-3100-3104-0101 Penalties & Interest		5,900
10-00-3100-3104-0102 JoCo Tax Collect Fee	416,300	
10-00-3110-3110-0100 Local Option Sales Tax		71,000
10-00-3900-3900-0000 Fund Balance	1,000	
10-10-3400-3400-0002 Zoning Permit		12,900
10-10-3400-3400-0005 Site Plan		23,500
10-10-3400-3405-0000 Recreation Receipts		12,000
10-10-3400-3405-0001 Recreation Spec Proj		10,200
10-10-3400-3405-0002 Rec/Pepsi Spon		2,200
10-10-3400-3405-0003 Rec Contributions		2,700
10-10-3400-3407-0001 SRAC-Aquatic Fees		33,500

10-10-3400-3407-0004 SRAC-Program Fees	5,300
10-10-3800-3800-0000 Misc Receipts	92,000
10-20-3300-3380-0100 Controlled Sub Tax	1,650
10-40-3100-3104-0101 Penalties (Sanitation)	106
10-40-3300-3315-0100 Grant – Cemetery	7,800
10-40-3400-3400-0004 Stormwater Permit	3,060
10-40-3400-3403-0003 Grave Opening Fees	6,300
10-40-3400-3408-0001 Sanitation (Commercial)	1,925
10-20-3800-3800-0001 Officer Fees	3,525
10-20-3800-3800-0006 MVA Cost Recovery	6,500
10-20-3800-3800-0007 EMS-Insurance Coll	1,200
10-20-3800-3800-0012 Parking Fees	1,425
10-10-3800-3800-0003 Fixed Assets	43,000
10-10-3800-3800-0010 Other Rent Income	2
10-10-3800-3800-0011 Legal Proceeds	6
10-10-3900-3900-0770 Insurance Recovery	219,500
10-10-4100-5125-0610 Retiree Supplemental	1,000
10-10-4100-5300-1500 Service Awards/Rec	12,000
10-10-4100-5300-3305 Miscellaneous	3,400
10-10-4100-5300-4500 Service Contracts	5,000
10-10-4100-5700-7400 Capital Outlay	1,500
10-10-4110-5300-0770 Insurance & Bonds	1,500
10-10-4110-5300-4500 Election Expense	7,875

10-10-4110-5300-5701 League of Muni Dues	820
10-10-4200-5100-0250 Overtime	15
10-10-4200-5300-4501 Service Contracts	30,000
10-10-4300-5300-3403 IT Supplies – Police	1,100
10-10-4300-5300-4501 Service Contracts	30,000
10-10-4900-5300-1701 Refunds	100
10-10-4900-5300-2900 Professional Fees	155
10-10-4900-5300-3100 Vehicle Supplies	1,200
10-10-4900-5300-3305 Miscellaneous	160
10-10-4900-5300-4501 Service Contracts	5,000
10-20-5100-5100-0250 Overtime	23,000
10-20-5100-5700-7400 Capital Outlay	15,000
10-20-5300-5300-1700 Equip Maint & Repair	7,500
10-20-5300-5300-2900 Professional Fees/Dues	4,300
10-20-5300-5300-3100 Vehicle Supplies/Maint	25,000
10-30-5600-5300-4501 Service Contracts	5,000
10-30-5600-5700-7403 Capital Outlay	199,000
10-30-5650-5300-3300 Supplies/Operations	3,000
10-30-5650-5300-3600 Uniforms	1,000
10-30-5650-5700-7400 Capital Outlay	3,000
10-40-5800-5100-0250 Overtime	5,000
10-40-5800-5125-0610 Retiree Supplemental	100
10-40-5800-5300-1000 Debt Collection	2

10-40-5800-5300-3100 Vehicle Supplies/Maint	30,000
10-40-5800-5700-7400 Capital Outlay	1,000
10-40-5900-5100-0250 Overtime	2,000
10-40-5900-5300-4501 Contract Serv	6,300
10-60-5500-5100-0250 Overtime	500
10-60-5500-5300-3300 Supplies/Operations	1,000
10-60-5500-5700-7400 Capital Outlay	90,000
10-60-6200-5100-0210 Part-Time	300
10-60-6200-5300-0780 Umpires/Referees	5,000
10-60-6200-5300-1701 Refunds	220
10-60-6200-5300-1702 Reimbursement	20
10-60-6200-5300-2900 Professional Fees	800
10-60-6200-5300-3450 Rec Special Proj	5,000
10-60-6200-5700-7400 Capital Outlay	330,000
10-60-6220-5300-1700 Equip Maint & Repair	5,100
10-60-6220-5300-1701 Refund	1,100
10-60-6220-5700-7400 Capital Outlay	45,500
10-60-6240-5300-4501 Service Contracts	60
10-61-4110-5300-5717 Web Design/Maint	2,200

**Section II:** To amend the General Fund (Fund 10) for transfers of revenues to the appropriate expense line items for the purposes of Information Technology. General Fund (Fund 10) accounts are to be amended as follows:

<u>Account Number</u>	<u>Debit</u>	<u>Credit</u>
10-20-5100-5300-1700 Equip/Maint.	4,000	

10-10-4300-5300-4501 IT Service Cont. 4,000

**Section III:** To amend the Water Sewer Fund (Fund 30) for transfers of revenues to the appropriate expense line items for the purposes of Information Technology. Water Sewer Fund (Fund 30) accounts are to be amended as follows:

<u>Account Number</u>	<u>Debit</u>	<u>Credit</u>
30-71-3500-3772-0000 Sludge Processing		12,125
30-71-3800-3800-0003 Fixed Assets Disposal		220
30-71-3850-3850-0000 Interest on Investments		35,000
30-71-3990-3990-0770 Insurance Recovery		9,680
30-71-7200-5100-0250 Overtimes	14,000	
30-71-7200-5125-0610 Retiree Suppl.		800
30-71-7200-5300-1000 Debt Collection		1
30-71-7200-5300-1701 Building Maint & Improv		2,000
30-71-7200-5300-3600 Uniforms		225
30-71-7220-5100-0250 Overtimes		30,000
30-71-7220-5125-0610 Retiree Supplemental		800
30-71-7220-5300-0770 Prop Liab/WK		9,950
30-71-7220-5300-1000 Debt Collection Fee		2
30-71-7220-5300-1300 Utilities		14,000
30-71-7220-5300-3300 Supplies/Operations		41,000
30-71-7220-5300-4501 Service Contracts		18,000
30-71-7220-5300-5710 EDC		73,754
30-71-7240-5400-9506 Multiple W/S Proj		1

**Section IV:** To amend the Electric Fund (Fund 31) for transfers of revenues to the appropriate expense line items. Electric Fund (Fund 31) accounts are to be amended as follows:

<u>Account Number</u>	<u>Debit</u>	<u>Credit</u>
31-72-3550-3520-0002 Online Fees		20,500
31-72-3550-3560-0000 Penalties		12,000
31-72-3800-3800-0003 Fixed Assets		550
31-72-3900-3900-0770 Insur. Recovery		6,720
31-72-7230-5300-0770 Prop Liab/WC	600	
31-72-7230-5300-1000 Debt Coll Fee	20	
31-72-7230-5300-1100 Telephone	500	
31-72-7230-5300-1121 Postage	11,800	
31-72-7230-5300-1201 Legal Fees	275	
31-72-7230-5300-1700 Equip. Maint & Rp		20,000
31-72-7230-5300-2900 Prof Fees/Dues	25,500	
31-72-7230-5300-3100 Vehicle Supplies	3,500	
31-72-7230-5300-3300 Supplies/Operations		14,725
31-72-7230-5300-4401 Debit-Credit Cd Fee	2,300	
31-72-7230-5300-4501 Serv Contracts	12,500	
31-72-7230-5300-4502 CS/Tyler	17,500	

**Section V:** To amend the Capital Projects General Fund (Fund 46) for transfers of revenues to the appropriate expense line items. Capital Projects General Fund (Fund 46) accounts are to be amended as follows:

<u>Account Number</u>	<u>Debit</u>	<u>Credit</u>
46-30-3560-3560-5605 Loan Proceeds Knuckleboom Truck	420,000	

46-75-3870-3870-0300 Trans GF	250,000
46-40-5800-5700-7405 Knuckleboom Truck	220,000
46-40-5800-5700-7403 Streetsweeper	200,000
46-10-4110-5700-7301 Architect Plan For Town Hall	250,000

**Section VI:** Copies of this Budget Amendment 06.02.2026 shall be furnished to the Town Clerk, Budget Officer and the Finance Officer, and shall be available for public inspection and audit.

**Adopted this 2<sup>nd</sup> day of June 2026.**

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

ATTEST:

\_\_\_\_\_  
Elaine Andrews, Town Clerk



# Request for Town Council Action

**Consent Item:** PFAS Project Ordinance  
**Date:** 06/02/2026

---

**Subject:** PFAS Mitigation  
**Department:** Finance Department  
**Presented by:** Finance Director - Tracy Stubblefield  
**Presentation:** Consent Agenda Item

---

## Issue Statement

The Finance Department is seeking approval of a project ordinance for the PFAS mitigation project in order to establish the budget and accounting framework necessary for the design, permitting, construction, and implementation of treatment and infrastructure improvements intended to address per- and polyfluoroalkyl substances (PFAS) within the Town's water system. Adoption of the project ordinance will ensure proper financial tracking, compliance with Local Government Commission requirements, and transparency in the administration of project funds.

## Financial Impact

See attached Ordinance

## Action Needed

Council to approve Project Ordinance as provided

## Recommendation

Staff recommends approval

**Approved:**  Town Manager  Town Attorney

## Attachments:

1. Staff Report
2. Project Ordinance



# STAFF REPORT

**Consent  
Item: PFAS  
Project  
Ordinance**

---

Staff is requesting approval of a project ordinance for the PFAS mitigation project. The purpose of the ordinance is to establish the project budget and provide the financial framework necessary for tracking all revenues and expenditures associated with the planning, design, permitting, construction, and implementation of PFAS treatment and related water system improvements.

The project ordinance will allow the Town of Smithfield to properly account for project costs in accordance with North Carolina budget and accounting requirements while ensuring transparency and oversight throughout the duration of the project. The current funding sources identified within the ordinance is litigation funds collected by the Town of Smithfield.

Approval of the ordinance will authorize staff to proceed with the administration and financial management of the project as outlined within the attached ordinance, in accordance with NC G.S. 159-13.2.

**Town of Smithfield Capital Project Ordinance  
PFAS Mitigation**

Be it ordained by the Town of Smithfield Town Council that, pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following Water Sewer Capital Project Ordinance amendment is hereby adopted:

**Section 1.** This ordinance establishes regulations and procedures for identifying, monitoring, reducing, and managing per- and polyfluoroalkyl substances (PFAS) contamination within the jurisdiction. The project aims to protect public health, drinking water sources, and the environment by setting standards for testing, reporting, remediation, disposal, and compliance for affected facilities, industries, and public infrastructure.

**Section 2.** The officers of this unit are hereby directed to proceed with the project within the rules and regulations established by the NCGS and the budget contained herein.

**Section 3.** The following revenues are anticipated to be available to complete this project:

PFAS Litigation Funds	\$1,100,000.00
Total: \$1,100,000.00	

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

PFAS Expense	\$1,100,000.00
Total: \$1,100,000.00	

**Section 5.** The Finance Director is hereby directed to maintain within the Project Fund sufficient detailed accounting records to provide the accounting to the grantor agency required by Federal and State regulations.

**Section 6.** The Finance Director is directed to report quarterly on the financial status of each project element in Section 4 and on the total grant revenues received or claimed.

**Section 7.** The Finance Director is directed to include detailed analysis of past and future costs and revenues on this grant project in every budget submission made to the Town Council.

**Section 8.** Copies of this Project Ordinance shall be made available to the Finance Director for direction in carrying out this project.

**Adopted this 2<sup>nd</sup> day of June, 2026.**

Attest:

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

\_\_\_\_\_  
Elaine Andrews, Town Clerk





# Request for Town Council Action

**Consent Item:** Baseball Project Ordinance  
**Date:** 06/02/2026

---

**Subject:** Baseball Venue  
**Department:** Finance Department  
**Presented by:** Finance Director -Tracy Stubblefield  
**Presentation:** Consent Agenda Item

---

## Issue Statement

The Finance Department is seeking approval of a project ordinance for the Smithfield Baseball Stadium project in order to establish the budget and accounting framework necessary for the planning, development, construction, and related capital expenditures associated with the facility. Adoption of the project ordinance will ensure proper financial tracking, compliance with Local Government Commission requirements, and transparency in the administration of project funds.

## Financial Impact

See attached Ordinance

## Action Needed

Council to approve Project Ordinance as provided

## Recommendation

Staff recommends approval

**Approved:**  Town Manager  Town Attorney

## Attachments:

1. Staff Report
2. Project Ordinance



# STAFF REPORT

**Consent Item: Baseball Project Ordinance**

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Staff is requesting approval of a project ordinance for the Smithfield Baseball Stadium project. The purpose of the ordinance is to establish the project budget and provide the financial framework necessary for tracking all revenues and expenditures associated with the planning, development, construction, and related improvements for the facility.

The project ordinance will allow the Town of Smithfield to properly account for project costs in accordance with North Carolina budget and accounting requirements while ensuring transparency and oversight throughout the duration of the project.

Approval of the ordinance will authorize staff to proceed with the administration and financial management of the project as outlined within the attached ordinance.

## Town of Smithfield Smithfield Baseball Stadium

Be it ordained by the Town of Smithfield Town Council that, pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following General Fund Capital Project Ordinance amendment is hereby adopted:

**Section 1.** The project authorized is for the Smithfield Baseball Stadium located at the Smithfield Community Park.

**Section 2.** The officers of this unit are hereby directed to proceed with the project within the rules and regulations established by the NCGS and the budget contained herein.

**Section 3.** The following revenues are anticipated to be available to complete this project:

Smithfield Baseball Stadium Funds	\$3,500,000.00
JoCo Baseball Stadium Funds	\$2,000,000.00
JCVB Baseball Stadium Funds	\$500,000.00
Total:	\$6,000,000.00

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

Baseball Stadium Expense	\$6,000,000.00
Total:	\$6,000,000.00

**Section 5.** The Finance Director is hereby directed to maintain within the Project Fund sufficient detailed accounting records to provide the accounting to the grantor agency required by Federal and State regulations.

**Section 6.** The Finance Director is directed to report quarterly on the financial status of each project element in Section 4 and on the total grant revenues received or claimed.

**Section 7.** The Finance Director is directed to include detailed analysis of past and future costs and revenues on this grant project in every budget submission made to the Town Council.

**Section 8.** Copies of this Project Ordinance shall be made available to the Finance Director for direction in carrying out this project.

**Adopted this 2<sup>nd</sup> day of June, 2026.**

Attest:

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

\_\_\_\_\_  
Elaine Andrews, Town Clerk





# Request for Town Council Action

**Consent  
Agenda  
Item:** Award of  
Contract  
**Date:** 06/02/2026

---

**Subject:** Award of Contract for 115kV Breakers at the Electric Delivery Point

**Department:** Public Utilities Department

**Presented by:** Public Utilities Director - Ted Credle

**Presentation:** Consent Agenda Item

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## Issue Statement

As the Town replaces the existing electric delivery point #1 (Hospital Road), the expansion will require new breakers for the proposed delivery point. The Town bid out the large equipment to save on any contractor mark ups. The lowest bid received for the electric 115 kV breakers is being presented for Town Council approval.

## Financial Impact

The funds (\$263,466.00) to pay for the breakers will come from the capital project line item (47-72-7230-5700-7412).

## Action Needed

Approve the proposed low bid (Siemens), as recommended by staff, and authorize the Town Manager to execute the proposed agreement

## Recommendation

Staff recommends the approval of Siemens as the low bid and authorize the Town Manager to execute the contract

Approved:  Town Manager  Town Attorney

## Attachments:

1. Staff Report
2. Consultant's Recommendation
3. Bid Tab



# Staff Report

**Consent  
Agenda  
Item: Award of  
Contract**

---

To prepare the Town for future growth, the Smithfield Public Utilities Department lays out a 10-year Capital improvements plan, which is approved and adopted by the Town Council. Part of the current plan is to improve the long-term health and stability of the Town's electric distribution system, by converting delivery point #1 (Hospital Road) from a receiving switchyard to a true substation. This improvement will modernize the receiving end of the transmission power from Duke Energy and create a sister station to delivery point #2 (Brogden Road).

As part of this project, the Town desires to purchase certain large pieces of heavy-duty equipment to save on any contractor mark up costs. One such piece of equipment is the 115 kV electric breakers to handle the incoming electric transmission. The electric consultant prepared specifications, posted the bid and received the bids on March 26, 2026. After some clarification of the proposed bids, a responsible, low bidder was identified and presented to Town Council for approval.

Staff is asking Council to approve the proposed low bid apparatus and to authorize the Town Manager to execute the purchase contract, for two (2) 115 kV electric breakers, in the amount of \$263,466.00, per the submitted proposal.

\*\*



May 14, 2026

Mr. Ted Credle  
Public Utilities Director  
Town of Smithfield

Subject: Hospital Road 115 kV Breaker Recommendation

Mr. Credle,

ECE has reviewed the 115 kV breaker bids for the units to be installed in the new Hospital Road Substation. The attached bid tabulation is a summary of the bids. It was difficult and time consuming to get Siemens to provide all of the documentation requested but they seem to have put that information together now. Their bid and subsequent submittals are attached.

Siemens has the lowest responsible bid at \$131,733/ea., \$263,466/extended. Note that the Pennsylvania bid is in close proximity insofar as price and has a much shorter lead time. However, the Siemens unit is rated at 3000 amps (specification was 1200) and has polymer bushings standard. Therefore, it is our belief that the Siemens unit will best suit the needs of the Town and would represent the best investment of public funds. We recommend that the contract be awarded to Siemens, Inc. for \$263,466. It should also be noted that they, as most others, take exception to the Terms and Conditions of the RFQ and substitute their own. They also have a "price adjustment policy" that is essentially an escalation clause but is based upon the Produce Price Index for such items. Upon approval by Council, we will provide a guide for the actual Purchase Order language required.

Please let us know if you have any questions.

Sincerely,

Tony B. Pearce, PE

Town of Smithfield

Hospital Road Substation  
 115 kV Breaker  
 Bid Tabulation

Bid Date: March 26, 2026 2:00 pm

BIDDER	GE/Vernova <sup>1,2,3</sup>	Hitachi <sup>4,5</sup>	Pennsylvania <sup>6,7</sup>	Siemens <sup>8,9</sup>
Breaker (each/extended)	\$175,240/\$350,480	\$171,000/\$342,000	\$142,228/\$284,456	\$131,733/\$263,466
Delivery (wks)	124-128	110-114	35	100

Notes:

1. Freight costs not included in price. Freight to be invoiced at cost plus 20%
2. Requires language in the purchase order allowing the seller to recover any tariff charges encountered during the construction period.
3. Other exceptions, clarifications, options, etc. too numerous to mention
4. Price shown includes an “estimated” tariff adder of \$15,240 for each breaker.
5. Other exceptions, clarifications, options, etc. too numerous to mention
6. Tariff “right to recover” clause.
7. 24 month warranty (60 month required by specifications agreed to later)
8. Price shown includes a tariff of \$7,533 for each breaker but Seller reserved the right to adjust if laws, regulations, etc. change.
9. Price adjustment policy

This bid tabulation is a record of the bid opening as read on the bid date and should not be taken as a recommendation of any kind. A recommendation will be made to the Owner approval based upon the engineer’s evaluation taking into account total cost of ownership, delivery, exceptions etc.



# Request for Town Council Action

**Consent  
Agenda  
Item:** **Award of  
Contract**  
Date: 06/02/2026

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**Subject:** Amend an Existing Contract  
**Department:** Public Utilities Department  
**Presented by:** Public Utilities Director - Ted Credle  
**Presentation:** Consent Agenda Item

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## Issue Statement

In January of 2023 the Town entered into an agreement with CSG Systems, Inc. to provide billing support & mailing services. CSG has provided efficient & effective service since that time. Per the signed agreement, an extension amendment needs to be signed to continue services, on an annual basis. Staff is recommending the continuation of these services.

## Financial Impact

The funds to pay for these services were included in the approved FY 2025/2026 budget. Future funds will also be included in the approved budget. This amendment does not adjust fees; as such, there is no financial impact.

## Action Needed

Approve the proposed consultant (CSG Systems, Inc.), as recommended by staff, and authorize the Town Manager to execute the proposed agreement

## Recommendation

Staff recommends the approval of CSG Systems, Inc. as the most qualified consultant and authorize the Town Manager to execute the contract

Approved:  Town Manager  Town Attorney

## Attachments:

1. Staff Report
2. Existing Agreement
3. Amendment Agreement



# Staff Report

**Consent  
Agenda  
Item:** **Award of  
Contract**

---

In January of 2023 the Town entered into an agreement with CSG Systems, Inc. to provide billing support & mailing services. CSG has provided efficient & effective service since that time. Per the signed agreement, an extension amendment needs to be signed to continue services, on an annual basis. Staff is recommending the continuation of these services

Staff is asking Council to approve the proposed contract amendment and to authorize the Town Manager to execute the amendment agreement, per the submitted proposal.

\*\*



Date: 12/08/2022  
Town of Smithfield  
350 East Market Street, Smithfield, NC 27577

**SERVICE AGREEMENT**

THIS SERVICE AGREEMENT (the "Agreement") is made by and between CSG Systems, Inc. ("CSG") for itself and its affiliates and Town of Smithfield, North Carolina, a NC Municipality, with offices at 350 East Market Street, Smithfield, NC 27577 ("Customer"). The Effective Date of this Agreement is the date last signed below.

**OBJECTIVE:** Establish a written agreement between CSG and Town of Smithfield, North Carolina.

**CSG RESPONSIBILITIES:**

- Maintain connectivity for secure file transmission to CSG servers
- Create statement mockups based on Customer's statement designs or any changes to current statements.
- Order paper stock and envelopes based on Customer's statement requirements.
- Based upon Customer's provided statement requirements and business rules, create a document (or documents) that contain mapping/file layout and business requirements. Provide applicable services Customer documentation (one hard-copy and an electronic version, which Customer may distribute internally as needed) and training based on Customer's business needs.

**CUSTOMER RESPONSIBILITIES:**

- Provide written approval for any statement design changes, paper, and envelopes including PMS colors and artwork for all graphics.
- Provide file layout documentation for each file that will be transmitted to CSG (if any new files are required)
- Continue to provide data in the current format.
- Provide to CSG a document defining the requirements for each file and output format (mapping/file layout).
- Define all business rules and provide to CSG.

**CSG DELIVERABLES:**

- Analysis, design, development and implementation of any required changes to current printed statements.
- Continue to provide connectivity for file transmissions.
- Statement changes on design mockups, mapping, and requirements document, if necessary.
- Customer paper stock, envelopes, Customer graphics/logos.

**LOCATION:** N/A

**PROJECT FEES:** No project fees are anticipated as this will be a renewal of current services being provided.

- CSG will invoice Customer for Reimbursable Expenses, if any, on a monthly basis, in accordance with the terms and conditions of the Agreement.
- Customer mandated changes, variances, delays and contingencies shall result in a change order (Statement of Work). Each SOW will be scoped and priced accordingly on a time and materials basis between CSG and Customer.
- [For clarification purposes, applicable recurring fees, if any, will be invoiced commencing upon actual Completion Date of this agreement in accordance within the terms and conditions of the Agreement.]

**SERVICE LEVEL PERFORMANCE STANDARDS.**

CSG shall provide the following performance standards (excluding major holidays, which shall be defined as New Year's Day, Memorial Day, Juneteenth, July 4<sup>th</sup>, Labor Day, Thanksgiving Day and Christmas Day).

- a. **Mail-piece Delivery Turnaround:** Unless noted otherwise, CSG will ensure that the Turnaround, as defined above, for ninety-five percent (95%) of Customer's mail-pieces is no longer than forty-eight (48) hours of successful receipt of a data file as defined in Section 5 (Delivery of Data) of the Agreement and will ensure that the Turnaround for one hundred percent (100%) of Customer's mail-pieces is no longer than seventy-two (72) hours of such successful receipt. Further, CSG will require an additional twenty-four (24) hours for non-automated mail, flats, international mail and mail-piece reprints. Performance standard measurement begins sixty (60) days following each new conversion.
- B. **Print Quality:** Print quality standards are based on mutual agreement that a sample printed layout, at the end of development, is acceptable. CSG will ensure the print quality is equal to or better than said sample.

**TERMINATION:**

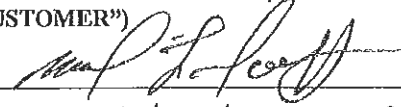
In the event Customer decides to delay commencement or continuation of any services provided by CSG under this SOW, Customer agrees to provide CSG with no less than thirty (30) days' written notice of its decision. In such case, Customer acknowledges that any such delay will have a direct financial impact to CSG and as a result Customer shall use reasonable efforts to work in good faith with CSG on a mutually agreeable plan addressing how such delay may be limited in duration and scope and how CSG will be compensated for its losses arising from such delay. Notwithstanding the foregoing, CSG reserves the right to terminate this SOW due to Customer's notice of delay of commencement or continuation of services, in which case Customer agrees to pay CSG for any services rendered through the effective date of termination on a time and materials basis at the hourly rate provided in this SOW or in the Agreement, as applicable, which will include any wind down services leading to the effective date of termination.


ANY STATEMENT OF WORK FOR SERVICES PLACED BY CUSTOMER AND ACCEPTED BY CSG SHALL BE SUBJECT TO THE OUTPUT SERVICES – TERMS AND CONDITIONS BELOW BETWEEN THE PARTIES.

Customer acceptance signature

IN WITNESS WHEREOF, Customer and CSG cause this SOW to be duly executed below.

TOWN OF SMITHFIELD, NORTH CAROLINA CSG SYSTEMS, INC. ("CSG")  
("CUSTOMER")

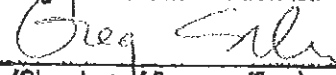
By:   
 Name: Michael L. Scott  
 Title: Town Manager  
 Date: 01-09-2023

By:   
Rasmani Bhattacharya (Jan 9, 2023 10:02 MST)  
 Name: Rasmani Bhattacharya  
 Title: EVP and General Counsel  
 Date: Jan 9, 2023

*Gabriela Supeloni*

CSG Legal Reviewed by GS, 01-09-23

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

  
 (Signature of finance officer)

**SCHEDULE A**

**FEES**

Total Project Fees Breakdown:

Item:	Fees:	Description:
Document Processing	\$0.1550/record	Includes file processing, composition, B/W or dynamic color printing on continuous feed 8.5x11 paper 1 page, insertion of document page into #10 outer envelope. Includes 1 page of 8.5x11 #20 white bond paper, #10 Outgoing Envelope, Remit #9 Return Envelope. Excludes postage. Applies to all records including household records.
Each Additional Page Print Processing.	\$0.0425/page	Includes data processing, composition, B/W or dynamic color printing on continuous feeds 8-1/2 x 11 paper and insertion of document page into #10 outer envelope. Includes 8.5x11 #20 white bond paper.
Householding Fees	\$0.0500/household record	
Insertion Fees (does not include insert)	\$0.0050/insert	
Flat Insertion Fee (includes CSG Standard 9x12 envelopes)	\$0.5500/envelope	
TMM Monthly License Fee	\$100.00/month	
Programming/Development	\$165.00/hour	

- The Fees provided on the table above are for the Services contemplated by Customer on the Effective Date. Should Customer desire to use any additional services offered by CSG, CSG will provide associated fees to Customer. Upon mutual agreement of the parties, CSG shall provide such services to Customer and fees for such services shall be incorporated into the Agreement via separate amendment.
- Unless your Agreement provides otherwise, the pricing contained herein, with the exception of materials, is subject to annual CPI price escalators. With respect to materials, pricing is based on certain specifications not limited to order quantity, # of preprinted colors, paper weight and # and placement of windows in the case of envelopes. Upon 45 days' notice, CSG may increase the price of materials to reflect any increase in CSG's underlying material costs. In the event of a conflict between this provision and the Agreement, the Agreement shall control.
- Customer shall pay for the paper/envelopes in the event customer wishes to use paper and/or envelopes that require special ordering.
- Any order for services placed by customer and accepted by CSG shall be subject to the services agreement between the parties. In the event the parties have not entered into a services agreement, the online processing and output services terms and conditions apply and are found at: <https://files.csupport.com/publicdocs/TermsConditions/Online Processing and Output Services Terms and Conditions.pdf>
- Unless otherwise noted, the above pricing is valid for a period of 60 days from the quote date. Thereafter, pricing is subject to change based on material costs and market conditions. Lead time is an estimate and subject to change.

**FIRST AMENDMENT  
TO THE  
SERVICES AGREEMENT  
BETWEEN  
CSG SYSTEMS, INC.  
AND  
TOWN OF SMITHFIELD**

**THIS FIRST AMENDMENT** (the “Amendment”) is made by and between **CSG Systems, Inc.** (“CSG”) and **Town of Smithfield, North Carolina** (“Customer”). The Effective Date of this Amendment is the date last signed below. CSG and Customer entered into a certain Service Agreement (CSG document #42522) dated January 9, 2023 (the “Agreement”) and now desire to amend the Agreement in accordance with the terms and conditions set forth in this Amendment. If the terms and conditions set forth in this Amendment conflict with the Agreement, the terms and conditions of this Amendment shall control. Any terms in initial capital letters or all capital letters used as a defined term but not defined in this Amendment shall have the meaning set forth in the Agreement. Upon execution of this Amendment by the parties, any subsequent reference to the Agreement between the parties shall mean the Agreement as amended by this Amendment. Except as amended by this Amendment, the terms and conditions set forth in the Agreement shall continue in full force and effect according to their terms.

**CSG and Customer agree as follows:**

**1. The Term of the Agreement is hereby amended as follows:**

“**TERM.** The Agreement became effective on January 9, 2023 (the "Agreement Effective Date") and continued until January 9, 2026 (the “Initial Term”). The Parties wish to renew the Agreement for a period of one (1) year from the Effective Date of this Amendment (the “Additional Term”), which shall be automatically extended for additional one--year terms (the “Additional Terms”) unless either party gives the other party at least ninety (90) calendar days prior written notice of such party’s intent not to extend. The Initial Term and any Additional Terms collectively shall be the “Term” of this Agreement.”

**2. A new Section titled “Adjustment to Fees and Project Fees” is hereby incorporated and shall read as follows:**

“**ADJUSTMENT TO FEES AND PROJECT FEES.** CSG may adjust any of the Fees specified in Schedule A (other than fees for materials) upon thirty (30) days prior written notice. CSG may increase such Fees (other than fees for materials) and Project Fees annually by an amount computed by multiplying the then-current Fees or Project Fees by the percentage increase in the “Consumer Price Index, Urban Consumers, All Cities Averaged 1982-84 Equals 100” (“CPI”) during the most recent twelve (12) month period available to CSG at the time such notice is required to be provided, as published by the U.S. Department of Labor or any successor index deemed reasonably equivalent by CSG. In no event will the CPI adjustment reduce the Fees or Project Fees hereunder.

Customer shall have the opportunity to request documentation to support the amount of any CPI adjustment within ninety (90) calendar days of receiving CSG’s notification. Such request must be in writing and directed to the author of the notification letter. CSG shall provide Customer with documentation to support the calculations of any CPI adjustment within fifteen (15) business days following receipt of any letter requests.

Notwithstanding the foregoing, CSG acknowledges that the fees for materials as specified in Schedule A were based on certain assumptions including order quantity, paper quality and number of colors. Customer further acknowledges that volatility in the paper industry may result in changes to CSG’s cost for paper and/or envelopes. Accordingly, CSG shall have the right to increase the fees for materials at any time following notice to Customer should the assumptions described above change or should CSG’s underlying costs change such notice not to be less than thirty (30) days before the date of such increase to Customer. All price increases shall be tied to the RISI paper index that closely tracks prices for the primary raw material paper.”

**3. A new Section titled “Payment To CSG” is hereby incorporated and shall read as follows:**

“**PAYMENT TO CSG.** CSG shall invoice Customer on a monthly basis, in arrears, for the Fees as set forth on Schedule A and/or any applicable Statement(s) of Work. All Fees hereunder shall be deemed “Payables”. All Payables are due and payable upon receipt by Customer of CSG’s invoice. Any Payables not paid in full within thirty (30) calendar days of the date of any applicable invoice shall be considered past due and such past due Payables shall bear a default interest rate of one and one-half percent (1.5%) per month or the highest amount allowed by law, whichever is less. Payments shall be credited first against any accrued interest on Payables, then against past due Payables and currently due Payables. Customer agrees to pay any reasonable costs and expenses, including, without limitation, attorneys’ fees, incurred by CSG in collecting any Payables hereunder regardless of whether any such collection efforts are instituted during or subsequent to the expiration of this Agreement. Disputed invoices will be subject to the provisions of Section Dispute Resolution, and the prevailing party in any action related thereto shall be entitled to recover any reasonable costs and expenses, including without limitation, attorneys’ fees.”

**4. A new Section titled “Dispute Resolution” is hereby incorporated and shall read as follows:**

“**DISPUTE RESOLUTION.** Except for action seeking a temporary restraining order or injunction, or suit to compel compliance with this dispute resolution process, the parties agree to use the dispute resolution procedures set forth in this Section with respect to any controversy or claim arising out of or relating to this Agreement or its breach. All disputes shall be referred to the senior executives of the parties for resolution. If the dispute is not resolved within sixty (60) days of receipt of the initiating party’s written notice, or if the senior executives fail to meet within thirty (30) days of receipt of the initiating party’s notice, then the parties may submit the dispute to a court of competent jurisdiction unless otherwise mutually agreed by the parties in writing to submit such dispute to arbitration in accordance with the Commercial Rules of JAMS pursuant to its Comprehensive Arbitration Rules and Procedures and the federal substantive and procedural laws of arbitration. If the parties mutually agree to arbitration, then either party may initiate arbitration by filing the appropriate notice with JAMS in Denver, Colorado. The arbitration proceeding will take place in Denver, Colorado. The parties will in good faith agree on a sole arbitrator. If the parties cannot agree on an arbitrator, the arbitration panel will consist of three (3) arbitrators, one arbitrator appointed by each party and a third neutral arbitrator appointed by the two arbitrators designated by the parties. Each party shall bear its own costs incurred in connection with such arbitration and shall share equally in the arbitration and the fee of the arbitrator(s), until and unless the arbitrator or panel, as applicable, decides otherwise. Any communication between a party and any arbitrator will be directed to JAMS for transmittal to the arbitrator. The parties expressly agree that, at either party’s request, the arbitrators will be empowered to grant injunctive relief. Nothing in this Section will prevent CSG from filing a debt collection action against Customer.”

**5. A new Section titled “Notices” is hereby incorporated and shall read as follows:**

“**NOTICES.** Any notice or approval required or permitted under this Agreement will be given in writing and will be sent by telefax, courier or mail, postage prepaid, to the address specified below or to any other address that may be designated by prior written notice. Any notice or approval delivered by telefax (with answer back) will be deemed to have been received the day it is sent. Any notice or approval sent by courier will be deemed received one (1) day after its date of posting. Any notice or approval sent by mail will be deemed to have been received on the 5th business day after its date of posting.”

If to Customer:  
Town of Smithfield, North Carolina  
350 East Market  
Smithfield, NC 27577  
Tele: (919) 934-2116/ (919) 934-1108  
Email: michael.scott@smithfield-nc.com  
Attn: Michael L. Scott

If to CSG:  
CSG Systems, Inc.  
14301 Chandler Road  
Omaha, NE 68138  
Tele: (303) 200-2000  
Email: legal.contracts@csgi.com  
Attn: General Counsel with a copy to Legal  
Contracts

**IN WITNESS WHEREOF** the parties hereto have caused this Amendment to be executed by their duly authorized representatives.

**TOWN OF SMITHFIELD, NORTH CAROLINA  
("CUSTOMER")**

**CSG SYSTEMS, INC. ("CSG")**

By: \_\_\_\_\_

By: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_



# Request for Town Council Action

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

Date: 06/02/2026

---

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

---

## Issue Statement

The Town Council is asked to consider the recommendation of the re-appointment of Rick Childrey to the Public Library of Johnston County & Smithfield's Board of Trustees. Mr. Childrey has submitted an application of interest in serving on the Board. Upon approval by the Smithfield Town Council, staff will forward a recommendation to the County for final appointment action to be placed on their agenda.

## Financial Impact

N/A

## Action Needed

The Town Council is asked to consider the re-appointment recommendation

## Recommendation

Staff recommends the re-appointment recommendation

Approved  Town Manager  Town Attorney

## Attachments:

1. Staff Report
2. Board Application



# Staff Report

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

---

## **Board Appointment**

### **PLJCS Board of Trustees:**

The Public Library of Johnston County & Smithfield is a nonprofit organization governed by a 12-member Board of Trustees. Six positions appointed by the Town of Smithfield, and six positions appointed by Johnston County Government. The term of appointment is three years, with reappointments made at the approval of the *Town and County* ([www.pljcs.org/trustees](http://www.pljcs.org/trustees)).

Upon consideration of this action by the Board, and if approved, staff will submit recommendation of re-appointment to the County for final approval.

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

- Appearance Commission – 1 vacancy
- Planning Board - No regular member vacancies
- Board of Adjustment – No regular member vacancies
- Historic Preservation Commission – No regular member vacancies
- Parks and Recreation Advisory Commission – 1 Vacancy/1 High School Liaison



Town of Smithfield
Board, Commission, or Committee
Application

Name: Childrey Richard (Rick) W.
Home Address: 1105 S. Crescent Drive, Smithfield, NC 27577
Business Name & Address: Retired
Telephone Numbers: 919-915-5588 (Home), 919-915-5588 (Mobile), rwchildrey@gmail.com (Email)

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

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

Interests & Skills: Genealogy, marketing, reading

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

Recent Job Experiences: President Greater Smithfield-Selma Area Chamber of Commerce (now Triangle East Chamber) 1986-2016

Civic or Service Organization Experience: Smithfield Jayees, Central Johnston County Rotary Club, Johnston County Community Foundation, Johnston County Tourism Authority

Town Boards previously served on and year(s) served: Library Board 2017-2026, Downtown Smithfield Development Corporation 1986-2000 2020

Please list any other Boards/Commissions/Committees on which you currently serve: Johnston County Community Foundation, Vice Chair 2026

Why are you interested in serving on this Board/Commission/Committee? I have enjoyed serving on this Board. The library is an integral part of our community and downtown. It has good leadership and is progressing nicely.

**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: Richard W. Childrey  
Signature: Richard W. Childrey Date: 5-26-26

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](mailto: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**



# Request for Town Council Action

**Consent  
Agenda  
Item:** **New Hire/  
Vacancy  
Report**  
Date: 06/02/2026

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**Subject:** New Hire Report

**Department:** General Government – Human Resources

**Presented by:** Human Resources Director – Shannan Parrish

**Presentation:** Consent Agenda Item

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## 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>Position</u>	<u>Department</u>	<u>Budget Line</u>	<u>Annual Salary</u>
Master Police Officer	Police	10-20-5100-5100-0200	\$67,486.50 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>
Town Manager	General Gov.	10-10-4200-5100-0200
		30-71-7220-5100-0200
		31-72-7230-5100-0200
Assistant Finance Director	Finance	10-10-4200-5100-0200
		30-71-7220-5100-0200
		31-72-7230-5100-0200
Firefighter (1 position)	Fire	10-20-5300-5100-0200
Sanitation Equipment Operator (2 positions)	PW – Sanitation	10-40-5800-5100-0200
Aquatic Center Supervisor	SRAC	10-60-6220-5100-0200
Water/ Sewer Crew Leader (2 positions)	PU – W/S	30-71-7220-5100-0200
Pump Station Mechanic	PU – W/S	30-71-7220-5100-0200
Utility Line Mechanic (2 positions)	PU – W/S	30-71-7220-5100-0200

# Business Items





# Request for Town Council Action

**Business Item:** Greenway Bridge Repairs  
**Date:** 06/02/2026

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**Subject:** Greenway Bridge Repairs  
**Department:** Parks and Recreation  
**Presented by:** Parks and Recreation Director - Gary Johnson  
**Presentation:** Business Agenda Item

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## Issue Statement:

The Parks and Recreation Department is requesting approval to enter into agreement with Jose Manuel Munoz Solis for the Buffalo Creek Greenway Bridges Repairs Project and the Buffalo Creek Greenway Boardwalk Repairs Project.

## Financial Impact

Amount of Bid & Agreement: \$ 44,500 (\$30,000 from grant funding)

## Action Needed:

Approval to enter into agreement with Jose Manuel Munoz Solis for the Buffalo Creek Greenway Bridges Repairs Project and the Buffalo Creek Greenway Boardwalk Repairs Project.

## Recommendation:

Approval to enter into agreement with Jose Manuel Munoz Solis for the Buffalo Creek Greenway Bridges Repairs Project and the Buffalo Creek Greenway Boardwalk Repairs Project.

Approved:  Town Manager  Town Attorney

## Attachments:

1. Grant Award Letter
2. Request for Quotes
3. Quotes



# Staff Report

**Business Item: Greenway Bridge Repairs**

In December of 2025, the Parks and Recreation Department was awarded a grant from Johnston County Parks and Open Space in the amount of \$30,000 from the Johnston County Open Space Fund for the repairs and renovations of two bridges and the boardwalk at the Buffalo Rd. underpass on the Buffalo Creek Greenway. The grant requires a 25% match.

Funds were not allocated in the FY 25/26 budget. Grant information had not been released from the County when budget requests were made. Parks and Recreation is requesting using unused funds remaining in the Capital Outlay budget (10.60.6200.5700.7400).

The Parks and Recreation Department advertised for Request for Quotes for the Buffalo Creek Greenway Bridges Repairs Project and the Buffalo Creek Boardwalk Repairs with three quotes received for the two projects.

## Greenway Bridge Repairs Project

Jose Manuel Munoz Solis	\$ 18,000.00
Southern Tide Homes	\$ 19,200.00
Landfall Construction, LLC	\$ 38,000.00

## Greenway Boardwalk Repairs Project

Jose Manuel Munoz Solis	\$ 26,000.00
Southern Tide Homes	\$ 28,000.00
Landfall Construction, LLC	\$ 36,000.00

The Parks and Recreation Department is requesting approval to enter into agreement with Jose Manuel Munoz Solis for the repairs and renovation of the Buffalo Creek Greenway Bridges Repairs Project and the Buffalo Creek Boardwalk Repairs Project for a combined total cost of \$ 44,500 with the Town's portion being \$ 14,500.00



# Johnston County NC

## Parks & Open Space

### *2025 Open Space Fund Grant Awards*

The Johnston County Parks and Open Space Program is pleased to announce the 2025 Open Space Fund grant awards. The Program received 14 grant requests from 9 different organizations and municipalities. Approximately \$364,065.72, dollars was requested. A recommendation for 13 projects, totaling \$352,565.22, was submitted for funding approval by the county staff committee. The Board of Commissioners graciously accepted and approved these projects on December 1st, 2025.

Below you will find your organization and the projects with funding amounts. Refer to the grant policy for information about how to go about getting bids, making payments, and how to receive funding for your projects.

**Corinth-Holders Community Recreation** – Ballfield Fence Slats and Accessible Bleachers = \$18,750.00

**Glendale Chapel Community Recreation** – New Baseball Field = \$46,125.00

**Town of Pine Level Parks and Recreation** – New Baseball Field Lights = \$18,750.00

**Town of Princeton** - Community Center/Park Amenities = \$84,814.47

**Town of Smithfield Parks & Recreation** – Greenway Bridge Replacement/Repair = \$30,000.00

**Town of Wilson's Mills** – Bike Staging/Repair Station and Accessibility Ramp to Rugby Fields - \$10,000.00

**Town of Benson Parks & Recreation** – Pickleball Court Amenities and Restroom/Storage Building Repairs = \$27,507.00

**Meadow Athletic Association** – Sidewalk/Drainage Improvements and New Baseball/Softball Field Lights = \$86,718.75

**Four Oaks Civitan** – New Maintenance/Storage Building = \$30,000.00

For questions about these grants or for more information on the program, please contact:

- Austin Cross - Parks and Open Space Grant Coordinator
  - [austin.cross@johnstonnc.gov](mailto:austin.cross@johnstonnc.gov)
  - 919-989-5838
- Adrian O'Neal - Director of Parks, Greenways, and Open Space
  - [adrian.oneal@johnstonnc.gov](mailto:adrian.oneal@johnstonnc.gov)
  - 919-989-5143.



**REQUEST FOR QUOTES**

**TOWN OF SMITHFIELD**

**BUFFALO CREEK GREENWAY BOARDWALK REPAIRS & RENOVATIONS**

**Issue Date: May 8, 2026**

**Submission Deadline: May 15, 2026**

## Request for Quotes

### BUFFALO CREEK GREENWAY BRIDGE REPAIRS & RENOVATIONS

**Date of Issue:** May 8, 2026

**Due Date for Submissions:** May 15, 2026 at 3:00 pm

Buffalo Creek Greenway between Smithfield Community Park and Buffalo Road, Smithfield, NC. The project includes boardwalk located at the Buffalo Road Underpass.

#### **Project Overview**

The Town of Smithfield is requesting written price quotations from qualified contractors for the repair and renovation of boardwalk located on the Buffalo Creek Greenway at the Buffalo Road Underpass. This solicitation is conducted pursuant to N.C.G.S. §143-131 – Informal Construction Contracts.

#### **Scope of Work**

- Removal and replacement of deteriorated decking
- Repair or replacement of structural framing members
- Replacement of fasteners and hardware
- Repair or replacement of bridge railings
- Inspection and repair of supports and abutments
- Minor erosion control and stabilization
- Application of protective coatings or sealants
- Restoration of disturbed greenway areas
- Removal and lawful disposal of debris

#### **Contractor Requirements**

Demonstrate experience with bridge or structural repair projects.

Quotes should be submitted with the supplied form or on company letterhead with the required information.

#### **Evaluation and Award**

Quotes will be evaluated based on cost, contractor qualifcators, equipment quality, and timeline. The Town of Smithfield reserves the right to accept or reject any and all quotes and to award the contract in the best interest of the Town.

### **Submission Instructions**

Quotes shall include contractor information, lump sum price, schedule, and references. Quotes must clearly reference: '**Quote – Buffalo Creek Greenway Boardwalk Repairs**' and be delivered by Submission Deadline at Submission Time to:

Town of Smithfield  
Parks and Recreation Department  
Attn: Gary Johnson  
600 M. Durwood Stephenson Pkwy  
PO Box 2344  
Smithfield, NC 27577

Electronic submissions may also be sent to: [gary.johnson@smithfield-nc.com](mailto:gary.johnson@smithfield-nc.com)

### **Contact Information**

Gary Johnson, Director  
Town of Smithfield  
Parks and Recreation Department  
Phone: (919) 934-2148  
Email: [gary.johnson@smithfield-nc.com](mailto:gary.johnson@smithfield-nc.com)

**Contractor Quote Form**

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

NC Contractor License # (if applicable): \_\_\_\_\_

Total Lump Sum Price: \$ \_\_\_\_\_

Estimated Start Date: \_\_\_\_\_

Estimated Completion Time: \_\_\_\_\_ Calendar Days

Authorized Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_



**REQUEST FOR QUOTES**

**TOWN OF SMITHFIELD**

**BUFFALO CREEK GREENWAY BRIDGE REPAIRS & RENOVATIONS**

**Issue Date: May 8, 2026**

**Submission Deadline: May 15, 2026**

## **Request for Quotes**

### **BUFFALO CREEK GREENWAY BRIDGE REPAIRS & RENOVATIONS**

**Date of Issue:** May 8, 2026

**Due Date for Submissions:** May 15, 2026 at 3:00 pm

Repair and renovation of two (2) pedestrian bridges located along the Buffalo Creek Greenway between Smithfield Community Park and Buffalo Road.

#### **Project Overview**

The Town of Smithfield is requesting written price quotations from qualified contractors for the repair and renovation of two (2) pedestrian bridges located along the Buffalo Creek Greenway between Smithfield Community Park and Buffalo Road. This solicitation is conducted pursuant to N.C.G.S. §143-131 – Informal Construction Contracts.

#### **Scope of Work**

- Removal and replacement of deteriorated decking
- Repair or replacement of structural framing members
- Replacement of fasteners and hardware
- Repair or replacement of bridge railings
- Inspection and repair of supports and abutments
- Minor erosion control and stabilization
- Application of protective coatings or sealants
- Restoration of disturbed greenway areas
- Removal and lawful disposal of debris

#### **Contractor Requirements**

Demonstrate experience with bridge or structural repair projects.

Quotes should be submitted with the supplied form or on company letterhead with the required information.

#### **Evaluation and Award**

Quotes will be evaluated based on cost, contractor qualifcators, equipment quality, and timeline. The Town of Smithfield reserves the right to accept or reject any and all quotes and to award the contract in the best interest of the Town.

### **Submission Instructions**

Quotes shall include contractor information, lump sum price, schedule, and references. Quotes must clearly reference: '**Quote – Buffalo Creek Greenway Bridge Repairs**' and be delivered by Submission Deadline at Submission Time to:

Town of Smithfield  
Parks and Recreation Department  
Attn: Gary Johnson  
600 M. Durwood Stephenson Pkwy  
PO Box 2344  
Smithfield, NC 27577

Electronic submissions may also be sent to: [gary.johnson@smithfield-nc.com](mailto:gary.johnson@smithfield-nc.com)

### **Contact Information**

Gary Johnson, Director  
Town of Smithfield  
Parks and Recreation Department  
Phone: (919) 934-2148  
Email: [gary.johnson@smithfield-nc.com](mailto:gary.johnson@smithfield-nc.com)

**Contractor Quote Form**

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

NC Contractor License # (if applicable): \_\_\_\_\_

Total Lump Sum Price: \$ \_\_\_\_\_

Estimated Start Date: \_\_\_\_\_

Estimated Completion Time: \_\_\_\_\_ Calendar Days

Authorized Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

JOSE MANUEL MUNOZ SOLIS

# QUOTE

(252) - 205—6024

Date: 5/13/2026

To:

For:

TOWN OF SMITHFIELD  
PARKS AND RECREATION DEPARTMENT  
600 M DURWOOD STEPHENSON PKWY  
SMITHFELD, NC 27577

REPAIRS AND RENOVATION TO BRIDGES ON BUFFALO  
CREEK GREENWAY

REPAIRS AND RENOVATIONS TO BOARDWALK ON BUFFALO  
CREEK GREENWAY

DESCRIPTION	HOURS	RATE	AMOUNT
REPLACE HANDRAILS, DECKING ON BRIDGE #2 ON GREENWAY			\$ 8,000.00
REPLACE HANDRAILS, DECKING ON BRIDGE #3 ON GREENWAY			\$ 10,500.00
<b>TOTAL—GREENWAY BRIDGES PROJECT</b>			<b>\$ 18,500.00</b>
REPLACE JOISTS, DECKING AND HAND RAILS ON BOARDWALK AT BUFFALO RD UNDERPASS			\$ 26,000 .00
<b>TOTAL—GREENWAY BOARDWALK REPAIRS PROJECT</b>			<b>\$ 26,000.00</b>

Southern Tide Homes  
11917 NC HWY 210  
Benson, NC 27504 US  
southerntidehomes@gmail.com



## Estimate

**ADDRESS**

Town of Smithfield  
Green Way

**ESTIMATE # 1003**

**DATE 05/07/2026**

---

ACTIVITY	QTY	RATE	AMOUNT
Repair Rebuild boardwalk	1	28,000.00	28,000.00
Repair Replace decking and railings on 2 bridges **note** subject to change after demo, depending on integrity of structure	1	19,200.00	19,200.00
TOTAL			<b>\$47,200.00</b>

Accepted By

Accepted Date

**Contractor Quote Form**

Company Name: Landfall Construction LLC

Address: 2209 Sterling Dr

City/State/Zip: Clayton NC 27520

Contact Person: Matt Noble

Phone: 919-669-4553

Email: landfall2025@gmail.com

NC Contractor License # (if applicable): N/A

Total Lump Sum Price: \$ 38,000

Estimated Start Date: 6/8/2026

Estimated Completion Time: 10 Calendar Days

Authorized Signature: MEN

Printed Name: Matt Noble

Title: Owner

Date: 5/12/2026

Quote - Buffalo Creek Greenway Bridge Repairs

**Contractor Quote Form**

Company Name: Landfall Construction LLC

Address: 2209 Sterling Dr

City/State/Zip: Clayton NC 27520

Contact Person: Matt Noble

Phone: 919-669-4553


Email: landfall2025@gmail.com

NC Contractor License # (if applicable): N/A

Total Lump Sum Price: \$ 36,000

Estimated Start Date: 6/8/2026

Estimated Completion Time: 10 Calendar Days

Authorized Signature: 

Printed Name: Matt Noble

Title: Owner

Date: 5/12/2026

Quote - Buffalo Creek Greenway Boardwalk Repairs





# Request for Town Council Action

**Business Item:** DSDC Survey Results  
**Date:** 06/02/2026

---

**Subject:** DSDC Survey & Benchmarks  
**Department:** Administration  
**Presented by:** Interim Town Manager - Kimberly Pickett  
**Presentation:** Business Item

---

## Issue Statement

To review the Downtown Business Feedback Survey that was conducted; Determine benchmarks moving forward

## Financial Impact

N/A

## Action Needed

Council to review survey and recommendations from staff on benchmarks moving forward

## Recommendation

To approve recommendations and goals

**Approved:**  Town Manager  Town Attorney

## Attachments:

1. Staff Report
2. Survey Results



# Staff Report

**Business Item: DSDC Survey Results**

On March 25, 2026, the Town of Smithfield sent a survey to all Downtown Businesses for the purpose of better understanding perspectives on the Downtown Smithfield Development Corporation (DSDC), current conditions, and future priorities. A total of 34 businesses responded, representing a diverse cross-section of downtown stakeholders, including retail, professional offices, restaurants, and service providers.

The results indicate:

- Moderate awareness but mixed confidence in DSDC
- Strong alignment on top priorities: foot traffic, parking, & marketing
- Significant concerns regarding economic impact & communication
- A notable divide in sentiment, with both strong support & strong criticism present

## Business Composition

- ✚ Retail: 32%
- ✚ Professional Offices: 32%
- ✚ Restaurant/Food & Beverage: 12%
- ✚ Service-Based: 9%
- ✚ Arts/Entertainment: 3%
- ✚ Other: 12%

*\*\*Downtown lacks a critical mass of destination-based businesses (restaurants, entertainment), contributed to limited foot traffic*

## Business Longevity

- More than 15 Years: 50%
- 8-15 Years: 9%
- 4-7 Years: 15%
- 1-3 Years: 18%
- Less than 1 Year: 8%

## Awareness & Communication

- Very familiar: 53%
- Somewhat familiar: 32%
- Slightly familiar: 12%
- Not familiar: 3%

*\*\*While communication channels exist, effectiveness and consistency are concerns*

## How often do you interact with DSDC?

- Frequent Interaction: 38%
- Occasional Interaction: 26%
- Rarely Interact: 21%
- Never Interact: 15%

How do you typically receive information from DSDC?

- Email: 79%
- Social Media: 41%
- In-Person: 26%
- Events: 24%
- Word of Mouth: 18%
- No Updates: 9%
- Other: 6%

Perceived Impact

- Excellent: 20%
- Good: 32%
- Fair: 9%
- Poor: 24%
- Unsure: 15%

When asked how effective DSDC had been in the following areas (1=very ineffective to 5=very effective)



Do DSDC events or initiative bring customers to your business?

- Yes, significantly: 3%
- Yes, somewhat: 29%
- Not really: 27%
- Not at all: 29%
- Unsure: 12%

Rate DSDC's communication

- Excellent: 24%

*\*\*DSDC is viewed as active, but*

- Good: 26%
- Fair: 21%
- Poor: 29%

*economic impact on business  
is unclear or limited*

Do you have opportunities to provide input?

- Yes: 44%
- Somewhat: 26%
- No: 21%
- Not sure: 9%

Top Business Priorities

Which of the following should be DSDC's top priorities?

1. Marketing Downtown (71%)
2. Increasing Foot Traffic (47%) *\*\*Businesses prioritize economic activation over aesthetics alone*
3. Events & Festivals (47%)
4. Beautification/Streetscape Improvements (44%)
5. Business Recruitment (41%)
6. Business Support Programs (29%)

Key Issues Identified in Survey:

1. Parking & Accessibility
  - a. Most frequently cited concern across responses
  - b. Issues include availability, enforcement, and turnover
2. Foot traffic & Economic Activity
  - a. Businesses report limited customers are attending events, however are not returning later as paying customers
  - b. Downtown activity is heavily tied to courthouse-related visits
3. Vacant storefronts & Business mix
  - a. Strong desire for more restaurants, retail, and destination businesses
  - b. Concerns regarding underutilized properties
4. Communication & Inclusion
  - a. Perceived inconsistency in outreach
  - b. Concerns about lack of inclusion among all businesses
5. Organizational trust & Leadership
  - a. Wide range of sentiments within the open-ended responses
  - b. There is a trust gap that may impact collaboration and participation
6. Downtown environment
  - a. Positive feedback on beautification efforts
  - b. Ongoing concerns regarding:
    - i. Cleanliness
    - ii. Maintenance
    - iii. Perception of Safety

*\*\*Items highlighted in Yellow are referenced as items that the DSDC cannot control*

## Performance Benchmarks/Goals for upcoming Contract:

### A. Perception & Trust

- Baseline: 53% positive impact rating & 50% positive communication rating
- 1-Year Target: Increase positive impact rating to 65% & communication to 70% - Ensure 100% annual outreach to downtown businesses
- 3-Year Target: Increase positive impact rating to 80% & communication to 85% - Achieve consistent outreach to downtown businesses at 100% annually
- ✓ Goal – monthly check in visits with stores/property owners to ensure needs and concerns are being heard

### B. Business Engagement

- Baseline: 44% feel they have input opportunities
- 1-Year Target: Increase to 75% reporting they have input opportunities
- 3-Year Target: Increase to 90% feel represented and included
- ✓ Goal – Conduct quarterly business engagement sessions

### C. Foot Traffic & Economic Impact

- Baseline: 56% report little or no impact from DSDC activities
- 1-Year Target: Increase to 50% positive impact; establish baseline foot traffic metrics
- 3-Year Target: Increase to 70% that DSDC programming is driving customers to the stores
- ✓ Goal – Develop targeted market campaigns; align events with business goals; restart the Business Alliance

### D. Events & Programming

- Baseline: Mixed perception of effectiveness
- 1-Year Target: Reduce conflict with existing businesses, if possible, align events with business needs
- 3-Year Target: Increase to 70% that DSDC programming is driving customers to the stores
- ✓ Goal – Develop targeted market campaigns; align events with business goals; restart the Business Alliance

### E. Marketing & Promotion

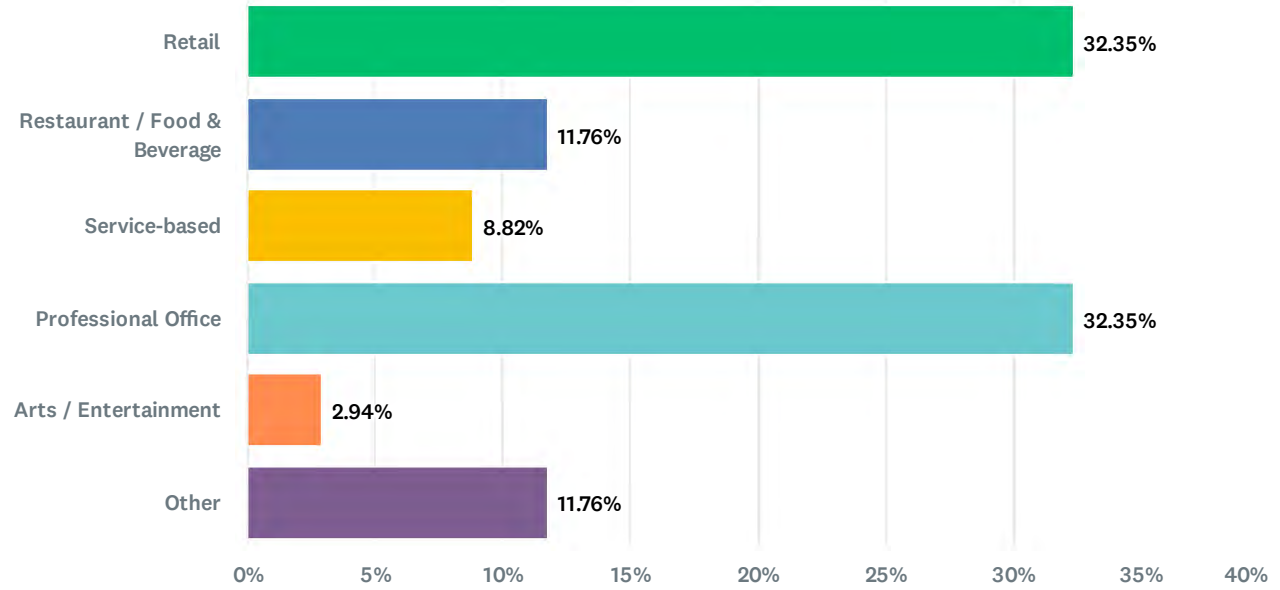
- Baseline: 70% of respondents identified marketing as top priority
- 1-Year Target: Develop coordinated marketing strategy focusing on downtown; increase engagement across communication platforms; ensure inclusion of all businesses
- 3-Year Target: Establish strong regional brand identity; increase visitor draw beyond local market; achieve consistent growth in event attendance
- ✓ Goal – Position Downtown Smithfield as a recognizable and attractive destination location

### F. Business Recruitment & Vacancy

- Baseline: Concerns regarding **vacant storefronts** and limited business mix
- 1-Year Target: Work with the Town on how to mitigate vacant buildings; recruit at least two new destination businesses
- 3-Year Target: Reduce vacancy rates by 40-60%; Achieve a balanced mix of retail, dining, and experiential businesses; strengthen downtown as a regional destination
- ✓ Goal – Strengthen the downtown business mix and reduce vacancy rates

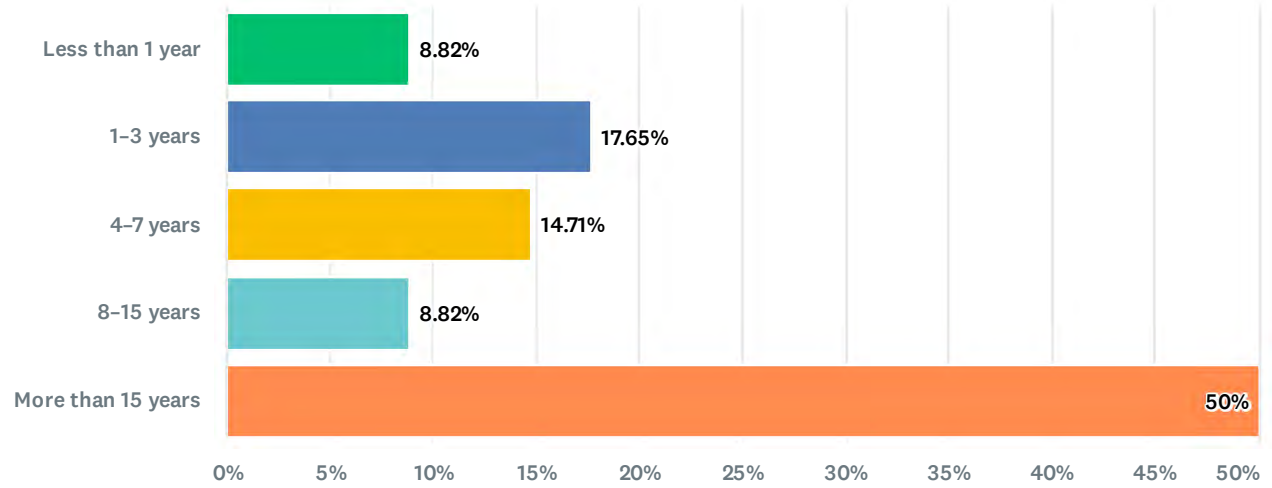
# Q1 What type of business do you operate in Downtown Smithfield?

Answered: 34 Skipped: 0



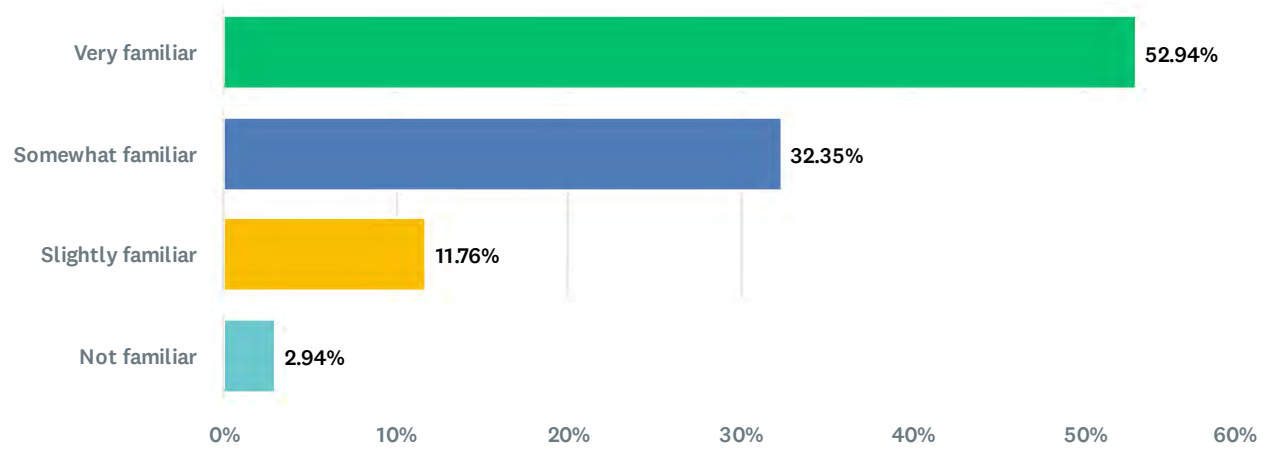
## Q2 How long has your business been located in Downtown Smithfield?

Answered: 34 Skipped: 0



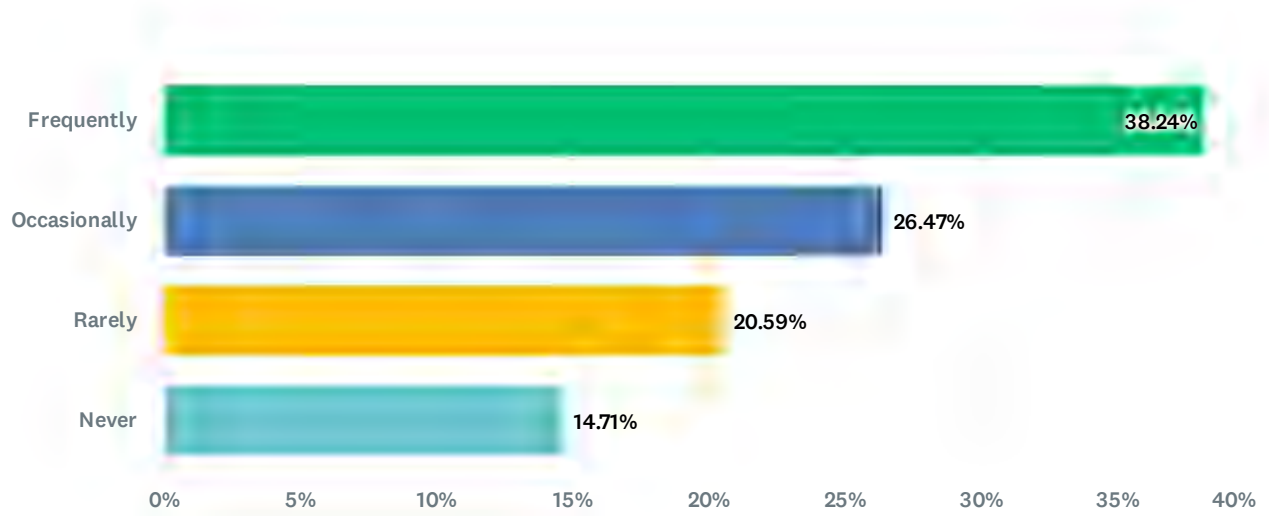
### Q3 How familiar are you with the work of the Downtown Smithfield Development Corporation (DSDC)?

Answered: 34 Skipped: 0



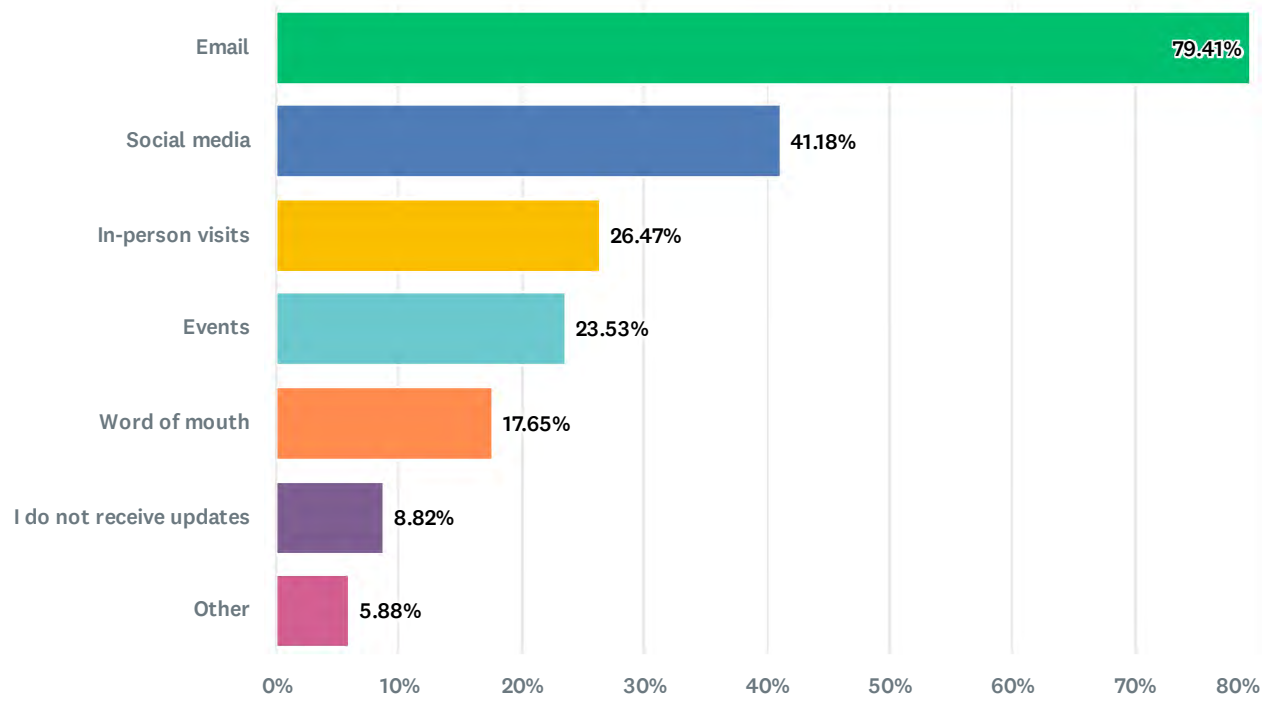
### Q4 How often do you interact with or hear from DSDC?

Answered: 34 Skipped: 0



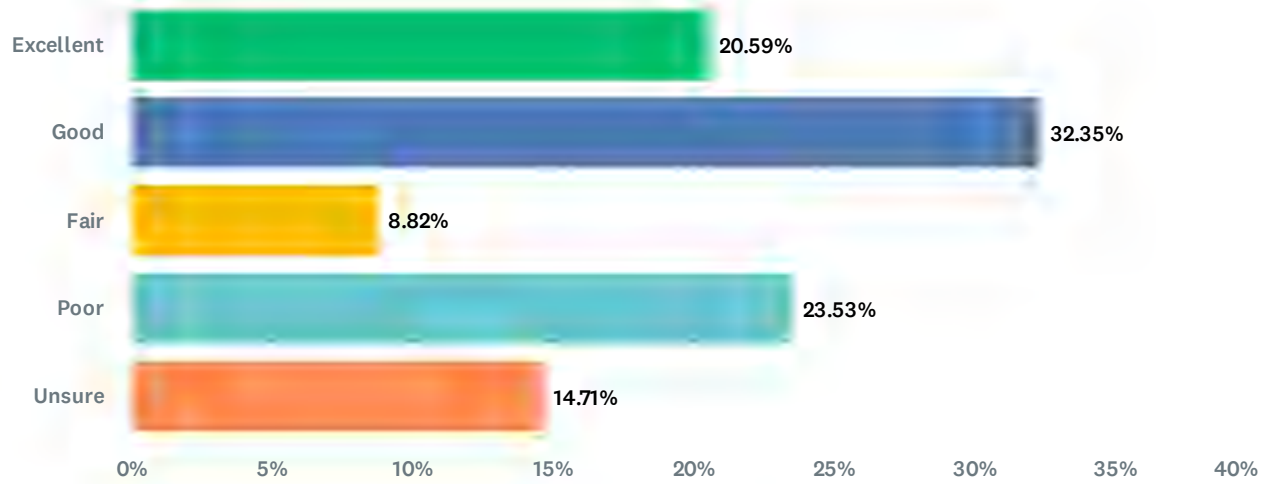
### Q5 How do you typically receive information from DSDC? (Select all that apply)

Answered: 34 Skipped: 0



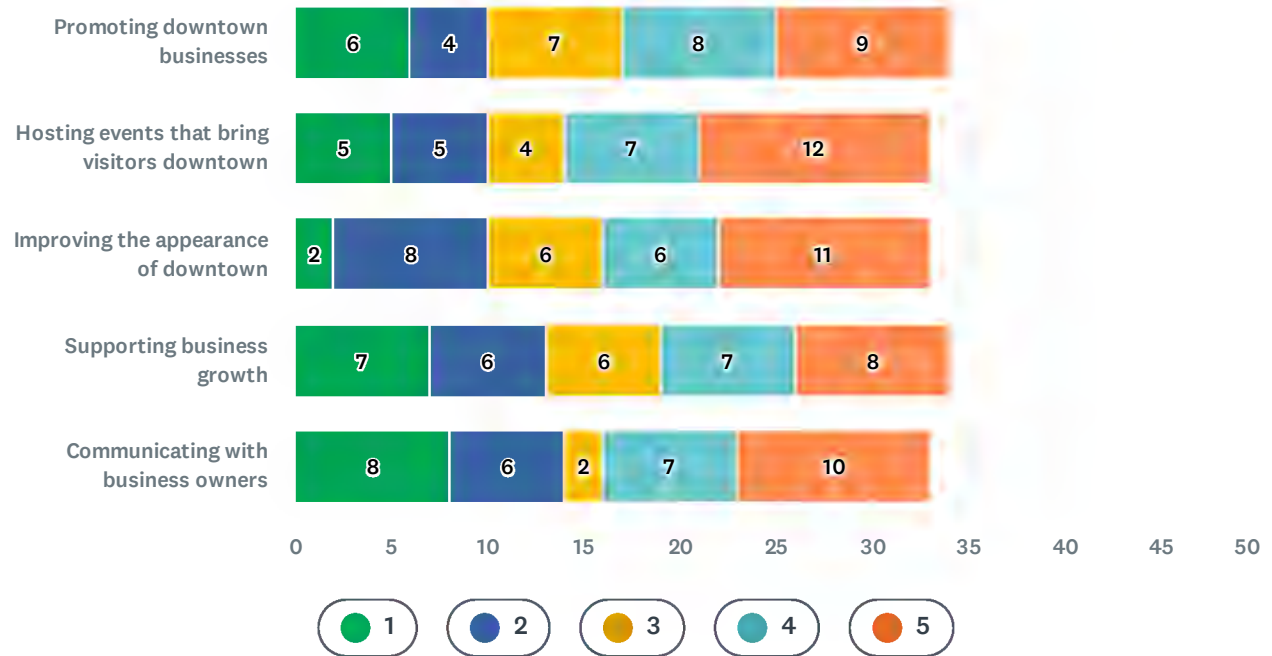
### Q6 How would you rate DSDC's overall impact on Downtown Smithfield?

Answered: 34 Skipped: 0



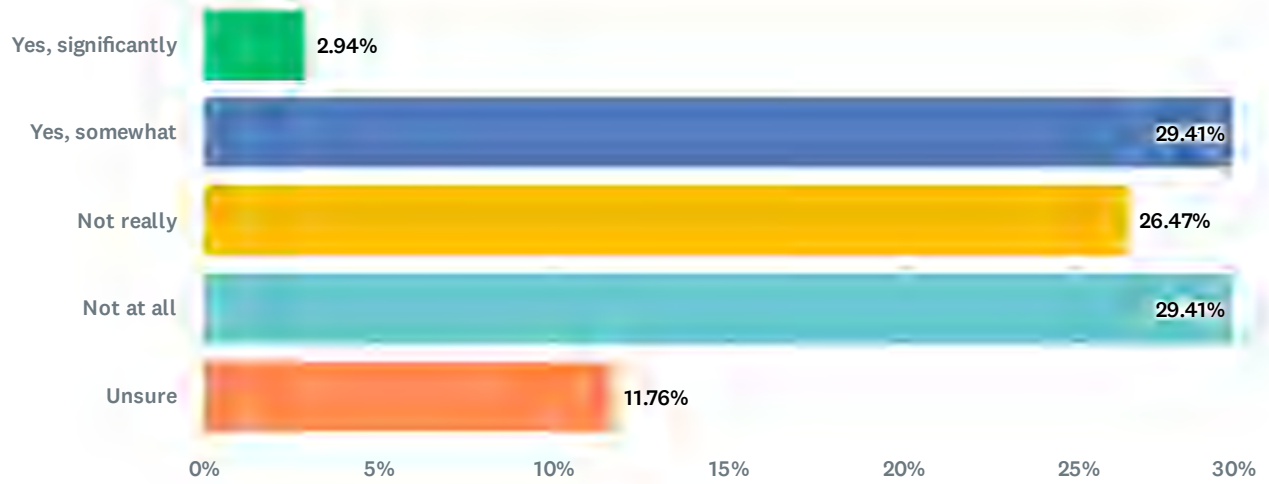
### Q7 How effective has DSDC been in the following areas?(1 = Very ineffective, 5 = Very effective)

Answered: 33 Skipped: 1



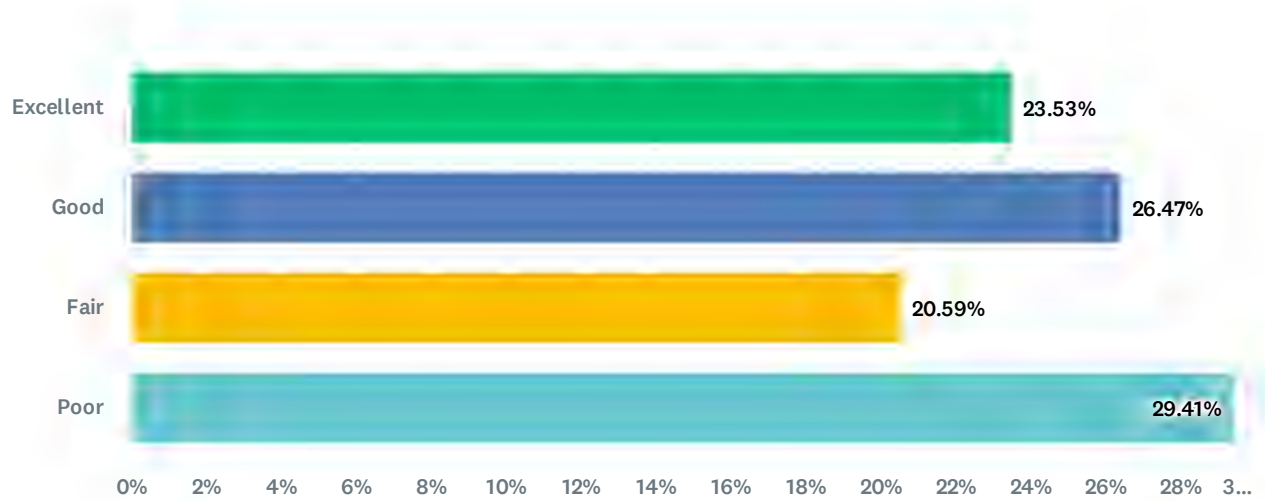
### Q8 Have DSDC events or initiatives brought customers to your business?

Answered: 34 Skipped: 0



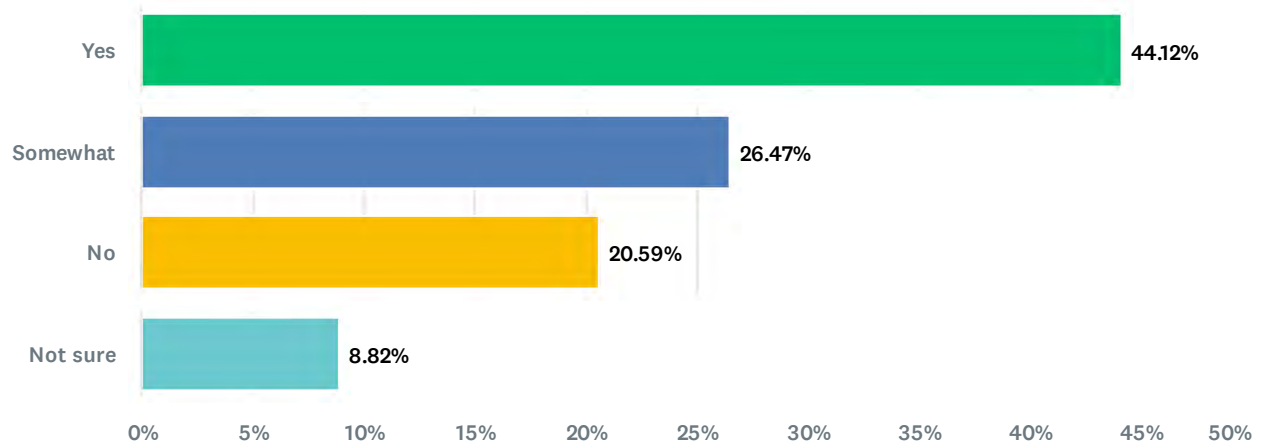
### Q9 How would you rate DSDC's communication with downtown businesses?

Answered: 34 Skipped: 0



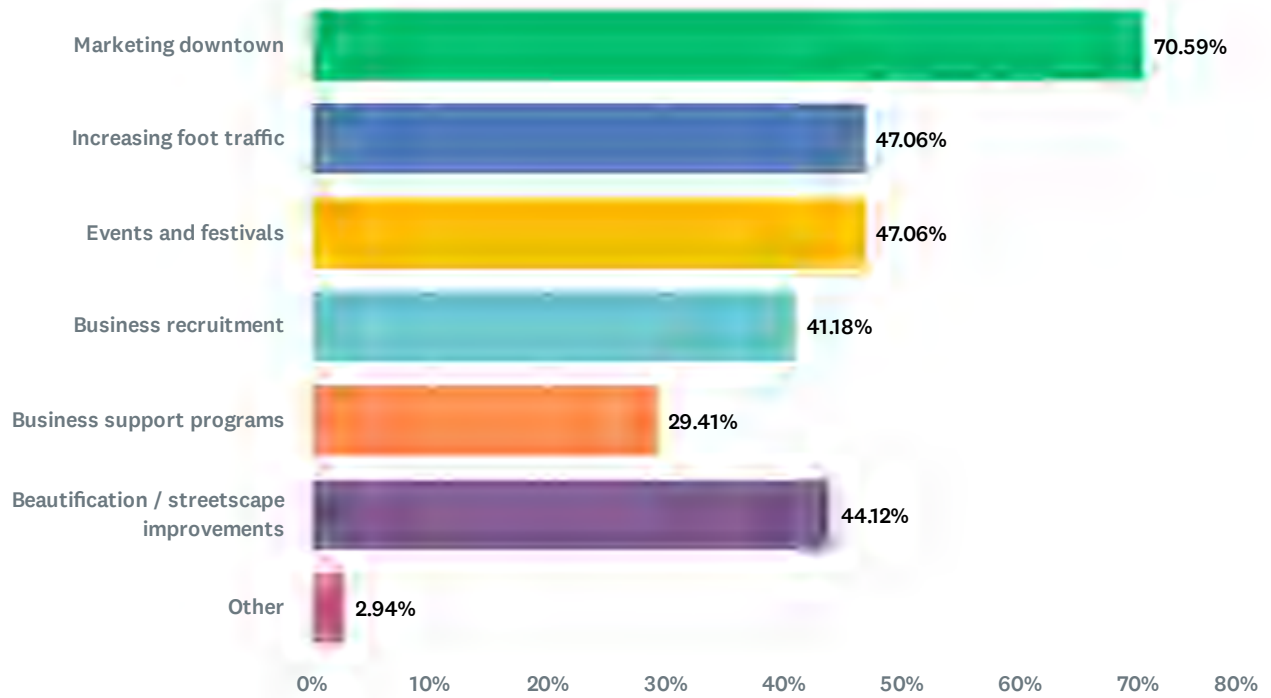
# Q10 Do you feel your business has opportunities to provide input to DSDC?

Answered: 34 Skipped: 0



### Q11 Which of the following should be DSDC's top priorities? (Select up to 3)

Answered: 34 Skipped: 0



## Q12 What programs or services would help your business succeed?

Answered: 20 Skipped: 14

#	RESPONSES	DATE
1	Honestly, my business is more of a destination store. But I want to see other businesses around me thrive because of an increase in foot traffic. Whatever program or service that encourages more people to explore downtown.	4/14/2026 2:44 PM
2	Making downtown more attractive is always helpful	4/14/2026 1:58 PM
3	Grants information.	4/14/2026 1:09 PM
4	General improvements, parking, streetscaping downtown	4/13/2026 6:09 PM
5	Working with tour operators to bring more visitors	4/13/2026 4:53 PM
6	Rid of bailbonds and vape shoppes. Big grants for more retail and restaurants. Our grants are awful that we have.	4/9/2026 7:55 PM
7	Better marketing of the town on all levels to make property owners with vacant buildings upfit them to get them rented out or sell them so someone else can upfit the vacant buildings. Recruit new, marketable businesses downtown, such as retail, restaurant and bars. Near 100% of foot traffic downtown is courthouse traffic. Recruiting these types of business will attract persons downtown to spend money instead of only coming to handle their legal issues.	4/9/2026 6:36 PM
8	Not sure	4/9/2026 1:47 PM
9	More grants that help with established downtown businesses - not just for the appearance of their buildings which in most cases only benefits the landlords and not the business owners.	4/2/2026 2:29 PM
10	Events that attracted services customer ie DoD personnel, local city and state customer with needs in IT, Cyber, Software Development, operational support (embedded)	3/29/2026 3:28 PM
11	Parking and addressing vagrancy would help tremendously.	3/26/2026 1:21 PM
12	More foot traffic	3/26/2026 12:16 PM
13	We are a health based business. Really not sure of what programs would be helpful.	3/25/2026 6:04 PM
14	Opportunities are only provided for restaurants/retail Our offices supply a lot of business for the restaurants The significant grants, etc that are given to help with beautification or upgrades are limited to restaurants/retail. Beautification with decor and signs would be much appreciated as everyone can benefit from visual enhancement.	3/25/2026 5:51 PM
15	Overall commitment from Town leaders and investors to bring new Vibrant business	3/25/2026 2:23 PM
16	Anything that promotes a vibrant and active downtown.	3/25/2026 2:21 PM
17	Besides Parking on Main Street? More results and less talking about what is going or hoping to happen	3/25/2026 12:41 PM
18	Obviously more foot traffic and better street parking throughout the day instead of courthouse employees taking the best parking and staying there all day. Enforce time limits including marked police vehicles.	3/25/2026 11:57 AM
19	All the types mentioned above.	3/25/2026 11:23 AM
20	Test	3/25/2026 11:09 AM

## Q13 What do you think DSDC is doing well?

Answered: 22 Skipped: 12

#	RESPONSES	DATE
1	A lot of things I hear about the DSDC are mostly negative. But I only ever get a few emails from them and the rest is from word of mouth.	4/14/2026 2:44 PM
2	Vast improvement in appearance- planters, murals, etc.	4/14/2026 1:58 PM
3	Alienating business owners. Why is Twisted Willow and Dragonfly Boutique not included in things?	4/14/2026 1:09 PM
4	Downtown beautification, outreach to businesses	4/13/2026 6:09 PM
5	Thinking outside the box, marketing, event planning, bringing people together to discuss ways to improve the downtown, to name a few	4/13/2026 4:53 PM
6	Driving stores to close. We have lost 11 stores in downtown since the new director stepped in her role going on 2 years ago. Good job	4/9/2026 7:55 PM
7	Nothing. As former president of the organization and board member I have a unique perspective on how the organization is currently operating. The director is grossly inadequate, she does not take constructive criticisms from business owners, rather black balls them so they do not have voice. The board does not adequately monitor the work (or lack of work) of the director and allows her to run rogue. As a former board member and President, I am fully aware that the director role has NO authority to make decisions without the approval of the board. The director is supposed to be the doer, the person that coordinates and implements the decisions made by the board. We have countless examples of her acting as a solo decision maker and the lack luster board then stands behind her to save their face.	4/9/2026 6:36 PM
8	I don't know	4/9/2026 1:47 PM
9	unnecessarily spending money	4/2/2026 2:29 PM
10	Engaging the community	3/29/2026 3:28 PM
11	Enhancing the appearance of the downtown are with the addition of the large flower pots & the library courtyard.	3/28/2026 3:35 PM
12	The DSDC's mission is to cultivate an ecosystem where property values rise and every business has a foundation for success. While the DSDC provides the vital infrastructure and regional appeal, the 'last mile'—the actual conversion of visitors into customers—rightly remains the responsibility of each individual business owner. We build the destination; our merchants build the experience.	3/26/2026 1:21 PM
13	Communication	3/26/2026 12:16 PM
14	My honest opinion nothing	3/25/2026 7:33 PM
15	Very creative events that is bringing new / old people to utilize and enjoy downtown area.	3/25/2026 6:04 PM
16	Excellent job in trying to move the town forward with so many obstacles that were inherited. Great communication and encouragement to engage others. Great strategic planning	3/25/2026 5:51 PM
17	Information s the sharing and support.	3/25/2026 2:23 PM
18	Maintaining existing programs.	3/25/2026 2:21 PM
19	If the DSDC is responsible for the Ham & Yam it's wonderful.	3/25/2026 12:41 PM
20	Events	3/25/2026 11:57 AM
21	They are doing everything amazing.	3/25/2026 11:23 AM
22	Test	3/25/2026 11:09 AM

## Q14 What could DSDC improve?

Answered: 19 Skipped: 15

#	RESPONSES	DATE
1	I do not interact with them enough to give a useful opinion. As of right now, the only thing that I know that is affecting other businesses is the increase in homeless people and the parking situation.	4/14/2026 2:44 PM
2	Shut it down. Business owners can work together and get better results. I'm moving my business because of the Social District that doesn't help any retail store.	4/14/2026 1:09 PM
3	Difficult to unite downtown businesses but always room to improve	4/13/2026 6:09 PM
4	Develop a master plan that includes more space for retail, restaurant, and cultural attractions	4/13/2026 4:53 PM
5	When you write an email or survey, or anything coming from the DSDC, include ALL OF THE DOWNTOWN BUSINESSES. Not just the ones that you cater to, or actually visit. Lack of communication on all levels. Quit blocking ones on social media because they ask questions. Residents and store owners. It is embarrassing. Rid of the DSDC. We are the only town around us that has this, instead of a chamber of commerce or small business alliance. Rid of the DSDC. It drains the money out of all of us store owners ,paying extra tax to fund this Corp. And the money is used for 2 employees ? What other towns have ones they pay to do thier jobs? Ask clayton, selma, four oaks benson etc. Smithfield is the only town that pays to have a director and a full time staffer.Why are we giving the DSDC 100,000 a year for 2 paychecks? And coming from us businesses that are struggling now with a dying downtown with no foot traffic and no parking.	4/9/2026 7:55 PM
6	First, fire Heidi, she is horrible. She does not know her role and needs an assistant to get anything done for her so she can claim credit. Not sure why she wants to claim credit as everything that has been done for the past 2 years has been done at a very remedial level. Events have dropped off significantly making them more of a nuisance to be open for rather than the money makers they have been in years past. Events are poorly organized, rarely communicated, hardly marketed and very poorly attended. The board needs to do some serious sole searching. There needs to be retail store owners on the board to give the perspective of the needs of retail establishments. The driving force behind the board currently be primarily made up by attorneys and property owners, neither of which understand the business model need of foot traffic to sustain a business. Better yet, dissolve the DSDC, use the tax moneys used to fund the DSDC to coordinate grants for small businesses and encourage the existing business owners to get more involved in the whole of downtown much like a small business alliance. The DSDC at this point is a worthless entity that hinders my business more than it helps it. The fact that we are taxed at a higher rate to assist in funding this thorn in our sides is a travesty.	4/9/2026 6:36 PM
7	Promoting downtown, communicating with businesses, building relationships with each business owner (there's not many so it's possible to do), promoting businesses and supporting/shopping with downtown businesses. That is in the bi-laws for each board member, especially as director.	4/2/2026 2:29 PM
8	Future events notifications	3/29/2026 3:28 PM
9	Trash pickup of limbs and branches since there is none currently	3/27/2026 5:32 PM
10	Staff walking the streets and meeting face to face with business owners has been lacking in my opinion.	3/26/2026 1:21 PM
11	Look to form relationships with other similar downtowns	3/26/2026 12:16 PM
12	Event, promoting business, visiting stores more than once year, sending out emails to every business, bring in more business downtown instead of running them off	3/25/2026 7:33 PM
13	NA	3/25/2026 5:51 PM
14	communication	3/25/2026 2:47 PM

15	I'd like to see more active recruiting of businesses to the downtown area. This may not be fair, but it is my view of things. I feel like we're just trying to keep the downtown area afloat instead of trying to convert it to a destination that people want to go to. Would like to see something happen with JE Wilson's depressed buildings. Would like to recruit a reputable brewery or tap room. Would like another restaurant, particularly for dinner. Would like an active solution to parking problems. Again this may be unfair, but we seem reactionary.	3/25/2026 2:21 PM
16	Personal communication. What would or could help out each business downtown. Plan events with the business owners or managers.	3/25/2026 12:41 PM
17	New fresh events instead of the same ones year after year.	3/25/2026 11:57 AM
18	Increase more of public meeting for better ideas sharing.	3/25/2026 11:23 AM
19	Test	3/25/2026 11:09 AM

## Q15 What is the one thing that could improve your business in Downtown Smithfield?

Answered: 23 Skipped: 11

#	RESPONSES	DATE
1	Just like the previous question, the parking issue and the increase in homeless people wondering downtown. Sometimes even harassing other people and customers.	4/14/2026 2:44 PM
2	Farmers Market was helpful when we had it.	4/14/2026 1:09 PM
3	Attention to maintenance downtown	4/13/2026 6:09 PM
4	more pedestrian-friendly streets and cross-walks	4/13/2026 4:53 PM
5	More GOOD Retail and Restaurants	4/9/2026 7:55 PM
6	Fill the vacant store fronts. If current property owners do not get busy in upfitting them, the town should fine them monthly until they do.	4/9/2026 6:36 PM
7	Local support	4/9/2026 1:47 PM
8	More events that aim to benefit downtown businesses. Not bringing in food trucks or vendors with the same items us business owners have.	4/2/2026 2:29 PM
9	N/A	3/29/2026 3:28 PM
10	Removing the homeless population. (This has recently become a huge problem for us.) Soliciting more upscale retail businesses. Updating/remodeling the delapidated buildings. Adding more lighting throughout downtown.	3/28/2026 3:35 PM
11	The DSDC's primary mission is to manage and improve our collective 'commons'—our sidewalks, parking, and streetscapes. However, the impact of these aesthetic investments is fundamentally capped by unresolved social challenges. While beautification projects like floral displays enhance our charm, their value is diminished if the underlying issue of homelessness in the district remains unaddressed. For our physical investments to truly yield a return, we must pair them with a comprehensive strategy for the downtown environment	3/26/2026 1:21 PM
12	Parking and more businesses open later	3/26/2026 12:16 PM
13	Stronger leadership	3/25/2026 7:33 PM
14	Signage and customers being aware that our business is in the downtown area.	3/25/2026 6:04 PM
15	Creating a beautiful visual for auto traffic and foot traffic. All the things you are working on are addressing this. But are held back due to lack of funding...doing great with what you have to work with	3/25/2026 5:51 PM
16	Street scaping and way finding for parking and location of business. Increase budget for street improvements and lighting etc to help maximize the opportunity. If the Board invest in the efforts as well as funding it would direct the cause...We Care..	3/25/2026 2:23 PM
17	More foot traffic	3/25/2026 2:21 PM
18	Parking!!! We have been very blessed. Follow though on street scaping project	3/25/2026 12:41 PM
19	Parking and more places to eat	3/25/2026 12:27 PM
20	Less trucks through downtown and better and safer streets that aren't run down.	3/25/2026 11:57 AM
21	Footfall.	3/25/2026 11:23 AM
22	Reinstall street parking!	3/25/2026 11:22 AM
23	Test	3/25/2026 11:09 AM

## Q16 Any additional comments or suggestions?

Answered: 15 Skipped: 19

#	RESPONSES	DATE
1	No.	4/14/2026 2:44 PM
2	Fix planning dept. Eliminate checklist to get utilities turned on.	4/14/2026 1:09 PM
3	Work with the town to come up with a plan to pick up trash on the streets on a daily basis and to keep vagrants from discouraging visitors	4/13/2026 4:53 PM
4	<p>When Heidi Gilmond got in almost 2 years ago, aka the director, after our first meeting with her, when we heard she was removing my husband John off of head of DSDC promotions. We went to talk to her. We were informed if he didnt excuse himself from being in charge, she would make sure to pass a bylaw to get him off of it. We were told " Back where she came from" aka Montana where she moved to NC less than a year prior to her taking this position that only 2 people applied for, that this is what they did up in Kalispell Montana. So we left. Shortly after that meeting at the Hastings house, We got an email from Micheal Scott, the former Town manager, that Heidi claimed we created a hostile work environment, and we were not allowed to speak to her. Which blew our mind. Funny what Helen is doing now on the DSDC is what Heidi and Bill Johnson tried to get Brittany fired for because she promoted our events. Also Heidi spread the rumor that we stole from the town. Heidis husband is quite known as well to stalk us on social media , and yes we have prrof of that, and documented.He has even done a background check as to when me and John got married. When he moved into my house and our background. Would also write on community pages about that, plus how " twisted" we are....when we blocked him, he made fake accounts and also PMed us to bring up personal things to say about us. Then a few months ago the daughter of Heidi gilmond. Daughter threw jabs at me because as you all should be aware, Heidi has been watching her 2 grandkids at the Hastings house , while on the clock and being paid with our tax money. Multiple days a week, even bringing her grandkids to many functions for the town all while " working." All of us store owners are aware of this, hence why she needed a full time helper because of her lack of getting work done. John , my husband, did her job for 17 weeks and never asked for a paycheck, and did it part time. Yoy all are spending money on a lady that doesn't even live in this town, but lives in Goldsboro. Why didnt she help that town revamp? Because thats another town that does not pay anyone that is helping revive the town. Why are we? And why are us as store owners penalized for asking questions? Going to a meeting with the president of the DSDC and the interim town manager Which lasted 2.5 hours. I commend kim Pickett for calling for it, however having Mary Reece roll her eyes at us over a dozen times just shows you how us store owners are thought of with the DSDC Not the first time many of us downtown businesses have had the treatment from the director or President of the DSDC roll eyes or take swipes at many of us downtown. Hence why so many are leaving. Clearly they have the answers all while no new business's and And now we all get blackballed. Ask businesses downtown, when was the last time Heidi has walked in any of our stores, minus the 4 or 5 she visits and seemgly only promotes. We all talk! Dissolve the DSDC, put a director under the towns salary to keep an eye on what is actually being accomplished. Take the 100,000 dollars bled into this DSDC and make 5 - \$20,000 grants for ones to start up a 2 year lease in downtown. Quit thinking posting on a dsdc fb page and Instagram is getting the word out about anything. Hence why the events are such low attendance. Quit just advertising the local coffee shop and 2 or 3 other places, we all see this. And its unacceptable to have a husband of the directoe of the DSDC stalk and harrass ones that comment or have issues with Heidi. I didnt know Smithfield is now the mafia. Im tired of many residentsand store owners livid about the direction of this town. And us store owners are tired we are the ones that pay the paychecks of the ones you all put in and we are all ignored. BTW noone shows up at the small business alliance meetings because of Heidi being there with her eyeball rolls or smart comments. Remove her and help heal this town. Too many are unwilling to work with her with or participate in her events. BTW, we all got a good laugh when she demands all of us stay open during her events, but she closes up and leaves before it ends. Lets stop the embarrassment. Dissolve the DSDC and remover the Director. P.S are you all aware why Teasha Barth her last assistant left? Heidi was telling ones she thought were close to her about how awful of a job Teasha did</p>	4/9/2026 7:55 PM

and how lazy she was and never left the Hastings house. Well ask any business owner, Teasha was the only one going to all of our stores, always happy and caring. But Heidi cannot handle an assistant to do a better job than Heidi does. Or she will make sure to talk negative behind your back and make sure any blame thrown at Heidi is conveniently thrown as to the assistant not doing her job. Heidi takes zero accountability for the downfall of this town, as to why many owners are beyond livid and look at the DSDC as a complete failure

5	Eliminate the DSDC, it truly does more harm than good for our business. Minimally, businesses should be allowed to opt out of the increased tax if this entity remains when we can clearly show concrete evidence that the inadequacies of this organization have directly impacted our business in a negative way.	4/9/2026 6:36 PM
6	Over the past few years the decline of foot traffic has been dramatic. Which has impacted several of us business owners and our sales. This organization serves no purpose anymore other than spending money that they don't need to on silly, wasteful events. If you even try to communicate with the president or directory of the DSDC, they immediately shut you down and tell you you're wrong. They're here just to collect a paycheck as nothing negative has an impact. Voting within the board they will keep the same people on and nothing will ever change or grow.	4/2/2026 2:29 PM
7	N/A	3/29/2026 3:28 PM
8	DSDC really seems like a waste of time and money in my opinion	3/27/2026 5:32 PM
9	Like any growing community, our downtown experiences natural cycles of momentum. While it is tempting to compare ourselves to neighboring towns, we must focus on our own foundation: property standards and marketability. While most owners are invested in our success, 'absentee' ownership remains a challenge to our collective aesthetic. To overcome this, we must streamline the intersection of zoning, fire, and safety inspections to ensure our regulatory environment is as 'business-friendly' as the community we are trying to build.	3/26/2026 1:21 PM
10	See number 15	3/26/2026 12:16 PM
11	"Consistent, intentional efforts to increase foot traffic and recruit new businesses. Downtown Smithfield has so much potential, but without strategic marketing, better event planning, and active support for existing businesses, it's difficult to grow. We need stronger leadership focused on bringing people and new businesses downtown.	3/25/2026 7:33 PM
12	Continue to get community involved in the vision of Downtown. Gain confidence from business investors to invest in Downtown .	3/25/2026 2:23 PM
13	I don't have anything negative about the DSDC, Just think focus is not on what needs to be done, having a event just to have an event isn't always whats best.	3/25/2026 12:41 PM
14	I think the issue is you guys have become mist receptive to the loudest most complaining businesses. Those businesses who have made the parking situation on 3rd worse. They have done so because they are only concerned with their customers. Their only goal is to go to dial media and complain and divide everyone. Just because they are loud does does not mean anyone should run to them and act like this needs are more important than anyone. I have been at the same location for over 20 years and they make it miserable. Please be just as attentive to us as you are to the mad social media posters.	3/25/2026 11:49 AM
15	Test	3/25/2026 11:09 AM

## Q17 Business Name (optional)

Answered: 12 Skipped: 22

#	RESPONSES	DATE
1	Johnston County Heritage Center	4/13/2026 4:53 PM
2	Terri The Twisted willow	4/9/2026 7:55 PM
3	The Twisted Willow/The Antique Pewhunters - Owner #1	4/9/2026 6:36 PM
4	Jewel's Formals	3/28/2026 3:35 PM
5	Chris Johnson	3/26/2026 1:21 PM
6	blacks tire	3/26/2026 8:32 AM
7	Boutique 12/20	3/25/2026 7:33 PM
8	Neuse Dental Group	3/25/2026 6:04 PM
9	Robert Denning Law	3/25/2026 2:47 PM
10	Evans Jewelers	3/25/2026 2:23 PM
11	Gothams Deli	3/25/2026 12:41 PM
12	Curry Corner	3/25/2026 11:23 AM

# 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-26-02	Clarius Industrial	17107032	Clarius Partners LLC	1/2/2026	2/5/2026	3/17/2026	3/17/2026	3/17/2026	
S-26-01	Mallard Crossing	15K11019F/15K11017/15K11047F/15L11043/15L11042B	Mallard Rd Smithfield LLC	1/2/2026	2/5/2026	3/17/2026	3/17/2026	3/17/2026	easement agreement CD's under review CD's under review An extension was granted
S-25-06	West Smithfield Business Park	15078011G/15077033C	SST Properties	10/21/2025	11/6/2025	5/20/2025	5/20/2025	5/20/2025	
S-25-05	Waddell Drive TH	15005031, 15005029 and part of 15005031A	Spectrum Realty, LLC and Sun Auto Wash, LLC	10/17/2025	11/6/2025	12/16/2025	12/16/2025	12/16/2025	
S-25-04	Village on the Neuse	14075011A, 14001001	HomeVestors - Eric Villeneuve	4/8/2025	5/1/2025	7/15/2025	7/16/2025	7/16/2025	
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	5/20/2025	
S-25-02	Powell Tract Subdivision	15108014I/15108014	Crantock Land	1/7/2025	3/6/2025	5/20/2025	5/20/2025	5/20/2025	
S-25-01	Buffalo Ridge	140001021	Smithfield Land Group	1/3/2025	2/6/2025	3/18/2025	3/18/2025	3/18/2025	
S-24-08	Local 70 Residential Developmen	14057011X / 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	Vesta Enterprises, Inc.	11/18/2024	12/5/2024	1/21/2024	2/5/2025	2/5/2025	CDs approved pending fee payments
S-24-06	Local 70 (Interim) plat	14057011Y, 14057011X	Smithfield Growth LLC	10/4/2024	11/14/2024	12/17/2024	12/17/2024	N/A	
S-24-05	Powell Tract Subdivision	15108014	Crantock Land	8/25/2024	10/3/2024	12/3/2024	denied	denied	denied by Council
S-24-03	Welltons Woods	15049017/ 15049010	BRL Engineering	4/8/2024					Withdrawn CD's not approved
S-24-02	Hillcrest-Poplar-Riverdale	15083049B	BRL Engineering	3/7/2024	4/4/2024	4/16/2024	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	3/17/2026	
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		

Case ID	Project Name	Tax ID	Owner/Applicant	Submittal Date	PB Review	TC Hearing	Decision	Notes
S-24-06	Local 70 Interim Plat		Smithfield Growth LLC		12/19/2024			
<b>Conditional Zonings</b>								
CZ-26-01	Grace Mills Jackson Trust	14L09028	GRACE MILLS JACKSON FAMILY TRUST // David Boon	5/15/2026	6/4/2026	7/21/2026		pending resubmittal with site plan
CZ-25-09	Holt Lake Commercial	15J11023I	Two Magnolias Kelly Griffin/Dalton Gen Contractor	12/5/2025	1/8/2026	2/17/2026	Approved	
CZ-25-08	Grace Homemade Flex Commrc	15021009	Samet/Real Zeal Proptry Grp LLC	12/3/2025	1/8/2026	2/17/2026	Approved	
CZ-25-07	Commercial	15078011G	Twin States Farming	12/5/2025	1/8/2026	2/17/2026	Denied	
CZ-25-06	Bellamy	17K08039A,17K08032	Twin States Farming	8/1/2025	9/4/2025	10/7/2025	Denied	
CZ-25-05	Bellamy	17K08039A,17K08032	Carolina Commercial	6/25/2025	8/7/2025	8/19/2025	Approved	
CZ-25-04	Local 70 PUD Map Amendment	14057011Y						
CZ-25-03	Mallard Crossing	15K11019D, 15K11019F, 15L11043, 15K11017, 15K11047C, 15K11047F, 15K11047, 15L11042B	Contender	6/6/2025	7/10/2025	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, 15005029, 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; 15026055	Clay Pigeons 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,	Smithfield Growth llc	3/11/2024	4/4/2024	5/21/2024	Approved	under construction
CZ-24-01	Carnax	15L10061	Centerpoint/CE Group	2/2/2024	3/7/2024	3/19/2024	Approved	under construction
<b>Special Use Permits</b>								
Case ID	Project Name	Tax ID	Owner/Applicant	Submittal Date	PB Review	TC Hearing	Decision	Notes
SUP-26-01	Cloak & Dagger Tattoo	1502109	Owner: Grace Homemade International, LLC // Applicant: Drew & Mandy Lockamy	3/12/2026	4/2/2026	5/19/2026	Approved	

SUP-25-03	Foster Home	15058013	Kisha and Joshua Davis Allied Commercial Propertaris LLC	12/29/2025	2/5/2026	3/17/2026	Approved		
SUP-25-02	Aruza Pest Control	14002010c	David Seigler/Adrenaline Designs Brown Investment Proprieties Shovel Ready Johnston, Inc Crantock Land, LLC Shovel Ready Johnston, Inc	11/4/2025	12/4/2025	1/20/2025	Approved	Project withdrawn	
SUP-25-01	Adrenaline Designs Tattoo Est	14074002/14074002B	Terra Eden	10/27/2025	12/4/2025	1/20/2025	Approved		
SUP-24-05	Stadler Station	15074012E		8/13/2024	10/3/2024	11/19/2024	Approved		
SUP-24-04	Heritage Townes at NC210	15079012A		8/6/2024			Denied		
SUP-24-03	Country Club Townhomes	15J11023		8/12/2024	9/5/2024	11/19/2024	Denied		
SUP-24-02	Heritage Townes at Waddell	15005023, 15005022 15089019A/15K09010A		7/5/2024	10/3/2024	12/17/2024	Approved		
SUP-24-01	Hartley Drive Townhomes	/15K09010P		7/1/2024	8/1/2024	8/20/2024	Approved		
<b>Rezoning</b>									
<b>Case ID</b>	<b>Project Name</b>	<b>Tax ID</b>	<b>Owner/Applicant</b>	<b>Submittal Date</b>	<b>PB Review</b>	<b>TC Hearing</b>	<b>Decision</b>	<b>Notes</b>	
RZ-26-04	Continued Parks Rezoning	14A03005A / 15004020A	Town of Smithfield	4/22/2026	6/4/2026	7/21/2026			
RZ-26-03	Peedin Road Rezoning	15007027	Maria Dawod	4/27/2026	6/4/2026	7/21/2026			
RZ-26-02	Lincoln Barbour Farm	14K09195C	Lincoln Barbour (Heirs) // Applicant: Donna Barbour Oldham Timothy and Melanie Peedin Kim and Chris Johnson	3/9/2026	4/2/2026	5/19/2026	Denied		
RZ-26-01	Peedin Family Rezoning	15M12027G		2/5/2026	3/5/2026	3/17/2026	Approved		
RZ-25-04	Johnson-US 70 Business	15078019C		9/30/2025	11/6/2025	12/16/2025	Approved		
RZ-25-03	Mitchell Concrete to R-20A/B-3 H	Parts of 15O99004J 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		
RZ-24-09	N/A	15006015/15007014	JCC/New Vision Partners LLC	11/8/2024	11/14/2024	12/17/2024	Approved		
RZ-24-08	606 S 3rd Street	15039027	Syed Rizvi	8/13/2024	9/5/2024	9/17/2024	Denied		
RZ-24-07	Village on the Neuse to R-8	14001001/14075011A 15015033/15016033/1501 6032	Village on the Neuse LLC David Dupree Town Staff	8/19/2024	10/3/2024		Withdrawn		
RZ-24-06	400 Brightleaf to B-3			5/24/2024	7/11/2024	8/13/2024	Approved		
RZ-24-05	Watershed Boundary Update			12/22/2023	6/6/2024	6/18/2024	Approved		
RZ-24-04	Heavener Property to R-8	15089019A/15K09010A /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		

RZ-24-02	Joco Massey Tract to O/I	15L11014A / 15L11014E	JOCO	3/20/2024	5/2/2024	5/21/2024	Approved
RZ-24-01	Swift Creek Property to LI	15J08015b / 15J08014C	Tulloch/Groschlose	3/2/2024	4/4/2024	5/7/2024	Approved

**Site Plans**

Case ID	Project Name	Tax ID	Owner/Applicant	Submittal Date	First Review		2nd Review		3rd Review		Notes
					Complete	Complete	Complete	Complete	Complete	Complete	
SP-25-11	Floyd Landing - Anthemnet 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	2/19/2026					2/19/2026
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	17J07032	Clarius	1/2/2026	2/13/2026						
SP-25-05	JNX Public Safety Hangar	15079001	JNX Public Safety Hangar	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
SP-25-02	Johnston Hotel	15025020/	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
SP-24-12	Smithfield West	15084003D/	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
SP-24-10	Town Place Suites	15008046T	Bartlett Engineering	6/2/2024	7/30/2024					first review completed	
SP-24-09	Neuse Charter Elementary	14057005E	Terra Eden	5/21/2024	6/14/2024	7/2/2024					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							5/29/2024
SP-24-06	CarMax	15K10061	CE Group	4/22/2024	5/10/2024						6/21/2024
SP-24-05	Equipment Share	15060031	Onyx Creative	4/25/2024	8/15/2024						11/25/2024
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  
5/16/2024 on hold

2/1/2024

2/21/2024

4/2/2024

ECLS Global Inc

15077009

Lynn's Automotive Repair

SP-24-01

**Annexations**

<b>Case ID</b>	<b>Project Name</b>	<b>Tax ID</b>	<b>Owner/Applicant</b>	<b>Submittal Date</b>	<b>Council Hearing</b>	<b>Decision</b>
ANX-25-05	Bellamy (2nd try)	17K08039A/17K08032	Twin States Farming	12/31/2025	2/17/2026	Denied
ANX-25-04	Bellamy	17K08039A/17K08032	Twin States Farming	8/1/2025	10/7/2025	Denied
ANX-25-03	Heath Street #215 Annexation	15078009K	Alexis Barefoot - Heath Street #215	7/22/2025	9/2/2025	Approved
ANX-25-02	West Smithfield Elementary	15I09034G	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

**Variations**

<b>Case ID</b>	<b>Project Name</b>	<b>Tax ID</b>	<b>Owner/Applicant</b>	<b>Submittal Date</b>	<b>BOA Review Date</b>	<b>Decision</b>	<b>Notes</b>
BA-26-04	Mezzina Detached Garage	14057008I	Damiano Mezzina	3/6/2026	4/30/2026	Approved	
BA-26-03	GM Service, LLC Sign Variance	15A61055A	Gustavo Martinez	2/11/2026	4/30/2026	Approved	
BA-26-02	Young Privacy Fence	15051026	Caleb and Sarah Young	1/8/2026	1/29/2026	Approved	
BA-26-01	McMillen Pool House	15J11025D	Mark and Alisa McMillen	1/8/2026	1/29/2026	Approved	
BA-25-07	Smithfield West Landscape Variance	15084003D/ 15084003F	Jim Perricone	12/5/2025	1/29/2025	Approved	
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 57 Strickland Road ADU size Variance	15029033	Perry Harris	5/7/2025	6/12/2025	Approved	
BA-25-02	Lynda Carroll Pool Variance	17J07024E	Marilyn Mozingo	4/1/2025	4/24/2025	Approved	
BA-25-01	Curated Collections Sign Variance	15J11023P	michael and Linda Carroll Curated Collections of NC LLC	2/28/2025	3/27/2025	Approved	
BA-24-09	Curated Collections Sign Variance	15L11008T		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	ReginaId 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	5/7/2026	5/16/2026	Approved	
ZA-25-04	Private Clubs in B-1 with SS	Town and DSDC	7/17/2025	8/7/2025	4/7/2026	Approved	
ZA-25-03	DT Overlay	Town and DSDC	7/17/2025	8/7/2025	2/3/2026	Approved	
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	1/21/2025		on hold PB reviewed
ZA-24-03	Misc. MF Amendments	Staff	10/7/2024	11/14/2024-1/2/25	8/13/2024	Approved	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 April 2026**

Permit Type	# Issued	Permit Fees
Site Plan Application:		
Site Plan Application	1	350
Total Site Plan Application	1	350
Zoning Permit Application:		
Wall Sign	3	150
Driveway	1	25
Food Truck	4	400
Ground Sign	1	50
Land Use	10	775
New Construction	20	725
Total Zoning Permit Application	39	2125
<b>All Permit Total:</b>	<b>40</b>	<b>\$2,475.00</b>
<b>FISCAL YTD TOTAL:</b>	<b>411</b>	<b>\$26,925.00</b>

**Individual Permit Breakdown for April 1<sup>st</sup> – April 30<sup>th</sup>, 2026**

Permit Type	Sub Type	Permit#	Address	Issue Date	Permit Fee
Site Plan Application	Site Plan Application	SIT26-000017	Johnson Street	04/15/2026	350
Site Plan Application Total	Site Plan Application Total			1	350
Site Plan Application Total				1	350
Zoning Permit Application	Driveway	SZD26-000129	115 East Heath Avenue	04/17/2026	25
Zoning Permit Application Total	Driveway Total			1	25

Zoning Permit Application	Food Truck	SZD26-000146	128 North Second Street	04/28/2026	100
Zoning Permit Application	Food Truck	SZD26-000109	1230 North Brightleaf Boulevard	04/02/2026	100
Zoning Permit Application	Food Truck	SZD26-000114	1230 North Brightleaf Boulevard	04/06/2026	100
Zoning Permit Application	Food Truck	SZD26-000128	1230 North Brightleaf Boulevard	04/15/2026	100
Zoning Permit Application Total	Food Truck Total			4	400
Zoning Permit Application	Ground Sign	SZD26-000130	910 Berkshire Road	04/17/2026	50
Zoning Permit Application Total	Ground Sign Total			1	50
Zoning Permit Application	Land Use	SZD26-000147	6402 Swift Creek Road	04/27/2026	25
Zoning Permit Application	Land Use	SZD26-000132	228 Airport Industrial Drive	04/20/2026	100
Zoning Permit Application	Land Use	SZD26-000148	227 East Market Street	04/30/2026	100
Zoning Permit Application	Land Use	SZD26-000122	1475 West Market Street	04/10/2026	100
Zoning Permit Application	Land Use	SZD26-000110	826 South Brightleaf Boulevard	04/02/2026	100
Zoning Permit Application	Land Use	SZD26-000112	101 Venture Drive	04/02/2026	100
Zoning Permit Application	Land Use	SZD26-000113	101 East Market Street Suite 2D	04/06/2026	100
Zoning Permit Application	Land Use	SZD26-000116	2079 Firetower Road	04/06/2026	25
Zoning Permit Application	Land Use	SZD26-000117	111 North Second Street	04/07/2026	100
Zoning Permit Application	Land Use	SZD26-000118	101 Laurel Drive	04/07/2026	25
Zoning Permit Application Total	Land Use Total			10	775
Zoning Permit Application	New Construction	SZD26-000119	114 East Riverside Drive	04/07/2026	25
Zoning Permit Application	New Construction	SZD26-000120	705 Olive Branch Drive Lot 84	04/08/2026	25
Zoning Permit Application	New Construction	SZD26-000121	735 Olive Branch Drive Lot 83	04/08/2026	25

Zoning Permit Application	New Construction	SZD26-000123	29 Strickland Road	04/14/2026	100
Zoning Permit Application	New Construction	SZD26-000124	31 Strickland Road	04/14/2026	100
Zoning Permit Application	New Construction	SZD26-000125	104 HAMILTON Drive	04/14/2026	25
Zoning Permit Application	New Construction	SZD26-000115	1061 North Lakeside Drive	04/06/2026	25
Zoning Permit Application	New Construction	SZD26-000139	332 West Saltgrass Lane Lot 104	04/23/2026	25
Zoning Permit Application	New Construction	SZD26-000140	328 West Saltgrass Lane Lot 105	04/23/2026	25
Zoning Permit Application	New Construction	SZD26-000141	324 West Saltgrass Lane Lot 106	04/23/2026	25
Zoning Permit Application	New Construction	SZD26-000142	320 West Saltgrass Lane Lot 107	04/23/2026	25
Zoning Permit Application	New Construction	SZD26-000143	316 West Saltgrass Lane Lot 108	04/23/2026	25
Zoning Permit Application	New Construction	SZD26-000144	312 West Saltgrass Lane Lot 109	04/23/2026	25
Zoning Permit Application	New Construction	SZD26-000145	1691 South Brightleaf Boulevard	04/24/2026	100
Zoning Permit Application	New Construction	SZD26-000133	115 East Saltgrass Lane Lot 87	04/20/2026	25
Zoning Permit Application	New Construction	SZD26-000134	119 East Saltgrass Lane Lot 88	04/20/2026	25
Zoning Permit Application	New Construction	SZD26-000135	121 East Saltgrass Lane Lot 89	04/20/2026	25
Zoning Permit Application	New Construction	SZD26-000136	125 East Saltgrass Lane Lot 90	04/20/2026	25
Zoning Permit Application	New Construction	SZD26-000137	129 East Saltgrass Lane Lot 91	04/20/2026	25
Zoning Permit Application	New Construction	SZD26-000131	111 East Saltgrass Lane Lot 86	04/17/2026	25
Zoning Permit Application Total	New Construction Total			20	725
Zoning Permit Application	Wall Sign	SZD26-000138	834 South Third Street	04/22/2026	50
Zoning Permit Application	Wall Sign	SZD26-000108	59 Galilee Road	04/01/2026	50

Zoning Permit Application	Wall Sign	SZD26-000111	3207 South Brightleaf Boulevard	04/02/2026	50
Zoning Permit Application Total	Wall Sign Total			3	150
Zoning Permit Application Total				39	2125
<b>All Permits Total</b>				<b>40</b>	<b>\$2,475.00</b>



# SMITHFIELD POLICE DEPARTMENT

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

## MONTHLY STATISTICS

*MONTH ENDING April 30<sup>th</sup>, 2026*

	<i>MONTHLY TOTAL</i>	<i>YEAR TO DATE TOTAL</i>
CALLS FOR SERVICE	<b>2,264</b>	<b>9,016</b>
INCIDENT REPORTS TAKEN	<b>141</b>	<b>503</b>
BURGLARY	<b>5</b>	<b>14</b>
CASES CLOSED	<b>113</b>	<b>401</b>
ACCIDENT REPORTS	<b>69</b>	<b>270</b>
ARREST REPORTS TAKEN	<b>117</b>	<b>369</b>
DRUGS	<b>31</b>	<b>92</b>
DWI	<b>5</b>	<b>19</b>
CITATIONS ISSUED	<b>347</b>	<b>1,747</b>
PARKING/PAID	<b>64/26</b>	<b>129/46</b>
SPEEDING	<b>106</b>	<b>597</b>
NOL/DWLR	<b>108</b>	<b>469</b>
FICT/CNCL/REV REG CARD/TAG	<b>45</b>	<b>247</b>

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

## REPORTED UCR OFFENSES FOR THE MONTH OF APRIL 2026

PART I CRIMES	April	April	+/-	Percent	Year-To-Date		+/-	Percent
	2025	2026		Changed	2025	2026		Changed
MURDER	0	0	0	N.C.	1	1	0	0%
RAPE	0	1	1	N.C.	1	3	2	200%
ROBBERY	0	0	0	N.C.	0	2	2	N.C.
Commercial	0	0	0	N.C.	0	0	0	N.C.
Individual	0	0	0	N.C.	0	2	2	N.C.
ASSAULT	0	4	4	N.C.	12	13	1	8%
* VIOLENT *	0	5	5	N.C.	14	19	5	36%
BURGLARY	5	5	0	0%	19	13	-6	-32%
Residential	2	4	2	100%	9	7	-2	-22%
Non-Resident.	3	1	-2	-67%	10	6	-4	-40%
LARCENY	26	16	-10	-38%	137	72	-65	-47%
AUTO THEFT	1	1	0	0%	4	8	4	100%
ARSON	0	0	0	N.C.	0	0	0	N.C.
* PROPERTY *	32	22	-10	-31%	160	93	-67	-42%
PART I TOTAL:	32	27	-5	-16%	174	112	-62	-36%
PART II CRIMES								
Drug	13	39	26	200%	85	118	33	39%
Assault Simple	12	19	7	58%	47	64	17	36%
Forgery/Counterfeit	2	1	-1	-50%	8	6	-2	-25%
Fraud	5	10	5	100%	30	27	-3	-10%
Embezzlement	1	0	-1	-100%	6	1	-5	-83%
Stolen Property	2	0	-2	-100%	6	2	-4	-67%
Vandalism	3	5	2	67%	18	20	2	11%
Weapons	0	1	1	N.C.	6	4	-2	-33%
Prostitution	0	0	0	N.C.	0	0	0	N.C.
All Other Sex Offens	0	0	0	N.C.	0	0	0	N.C.
Gambling	0	0	0	N.C.	0	0	0	N.C.
Offn Agnst Faml/Chld	1	2	1	100%	3	4	1	33%
D. W. I.	11	5	-6	-55%	31	22	-9	-29%
Liquor Law Violation	0	0	0	N.C.	1	0	-1	-100%
Disorderly Conduct	0	2	2	N.C.	2	3	1	50%
Obscenity	0	2	2	N.C.	0	3	3	N.C.
Kidnap	0	1	1	N.C.	0	2	2	N.C.
Human Trafficking	0	0	0	N.C.	0	0	0	N.C.
All Other Offenses	21	35	14	67%	103	122	19	18%
PART II TOTAL:	71	122	51	72%	346	398	52	15%
GRAND TOTAL:	103	149	46	45%	520	510	-10	-2%

N.C. = Not Calculable

**Town of Smithfield**  
**Fire Department**  
 April 2026



**I. Statistical Section**

	<b>Apr.</b>	<b>YTD</b>
<b>Confirmed Structure Fires</b>	<b>5</b>	<b>25</b>
<b>EMS Responses</b>	<b>165</b>	<b>694</b>
<b>Misc./Other Calls</b>	<b>42</b>	<b>175</b>
<b>Mutual Aid Calls</b>	<b>8</b>	<b>58</b>
<b>TOTAL EMERGENCY RESPONSES</b>	<b>276</b>	<b>1,148</b>

	<b>Apr.</b>	<b>YTD</b>
Fire Inspections	119	328
Public Fire Education Programs	1	4
# Of Children Educated	150	388
# Of Adults Educated	30	138
Plans Review Construction/Renovation Projects	26	112
Fire Department Permits reviewed / Issued	85	197
Business Preplans	3	10
<b>Fire Related Injuries &amp; Deaths</b>	0	0
# Of Civilian Deaths	0	0
# Of Civilian Injuries	0	0

**II. Major Revenues**

	<b>Apr.</b>	<b>YTD</b>
<b>Inspections/Permits</b>	<b>\$850.00</b>	\$8,190.98
<b>Fire Recovery USA</b>	<b>\$836.80</b>	\$8,750.59

**III. Personnel Update:**

Continuous Part-time positions available, 9 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 8 of 22 days
- Training Hours for the month = 432.5 hours
- Total Training Hours = 1,817 hours

- Follow-ups and Re-inspections.
- Continue professional development.
- Budget process continues.
- Officer's Meeting.
- Advertising for the FF vacancy.
- Plans Project for Light Duty Personnel
- Preplan for 101 E Market Street Building
- Planning for Ham & Yam Food Truck Inspections
- Plans Review/Bluebeam Training

## **V. Upcoming Plans**

- Continue professional development.
- Budget process continues.
- Complete the application for FF vacancy.
- Run for the Wall event – May 21 and 22.
- Prepare for the FF assessment center.
- Ham & Yam Festival
- Fee Invoice for FD Implementation
- Meeting with County Building Inspections at 36 Edgerton

**Town of Smithfield  
Public Works Department  
April 30, 2026**



<u>218</u>	Total Work Orders completed by the Public Works Department
<u>2</u>	Burials, at \$775.00 each = <u>\$775.00</u>
<u>1</u>	Cremation Burial, \$475.00 each = <u>\$475.00</u>
<u>\$0</u>	Sunset Cemetery Lot Sales
<u>\$5,000.</u>	Riverside Extension Cemetery Lot Sales
<u>452.03</u>	tons of household waste collected.
<u>265.31</u>	tons of yard waste collected.
<u>3.20</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**  
**April 30, 2026**



**I. Statistical Section**

3 Burials

0 Works Orders – Buildings & Facilities Division

47 Work Orders – Grounds Division

71 Work Orders – Sign Division

**II. Major Revenues**

Sunset Cemetery Lot Sales:	\$0
Riverside Ext Cemetery Lot Sales:	<u>\$5,000.00</u>
Grave Opening Fees:	<u>\$2,025.00</u>
Total Revenue:	<u>\$7,025.00</u>

**III. Major Expenses for the Month:**

Paid \$1,475.00 to Craft Digging for grave openings.

**IV. Personnel Update:**

No new employees were hired for the month of April.

**V. Narrative of monthly departmental activities:**

The overall duties include daily maintenance on cemeteries, landscapes, right-of-way's, buildings and facilities. The Public Works Department safety meeting "Hazard Communications" With Neo Gov in care of Osha and on "Fatigue and Sleep Disorders" With Jaime Pearce



# Reporting

04/01/2026 - 04/30/2026

Last Month

Work Orders

Asset Health

Reporting Details

Recent Activity

Export Data

Custom Dashboards

J.B. Young

Due Date

Location

Priority

+ Add Filter

## Work Orders

Created vs. Completed >

+ Add to Dashboard

71

Created

70

Completed

98.6%

Percent Completed

80 —  
70 —  
60 —  
50 —  
40 —  
30 —  
20 —  
10 —  
0 —

4/1/2026

Work Orders by Type > ⓘ

+

0

Preventive

71

Reactive

0

Other

0.0%

Total Preventive Ratio

### Support

Lawrence Davis >

Settings



# Work Orders List for 04/01/2026 - 04/30/2026

WORK ORDER INFO	LOCATION & ASSET	DUE & STATUS	TIME & COST	PROCEDURE ANSWERS
ID: #7175 Faded stopsign Type: Reactive <a href="#">Signage</a> J.B. Young		✓ Done Completed by J.B. Young on 04/01/2026	Total Time Costs Total Time <b>Total Costs</b>	\$2.50 10m 0s <b>\$2.50</b>
ID: #7176 Stopsign leaning Type: Reactive <a href="#">Signage</a> J.B. Young		✓ Done Completed by J.B. Young on 04/01/2026	Total Time Costs Total Time <b>Total Costs</b>	\$2.21 8m 51s <b>\$2.21</b>
ID: #7184 Cut right away Type: Reactive <a href="#">Signage</a> J.B. Young		✓ Done Completed by J.B. Young on 04/01/2026	Total Time Costs Total Time <b>Total Costs</b>	\$8.75 35m 0s <b>\$8.75</b>
ID: #7185 Cut right away Type: Reactive <a href="#">Signage</a> J.B. Young		✓ Done Completed by J.B. Young on 04/01/2026	Total Time Costs Total Time <b>Total Costs</b>	\$7.50 30m 0s <b>\$7.50</b>

ID: #7186  
**Stopsign torn down**  
 Type: Reactive  
[Signage](#)  
 J.B. Young

✓ Done  
 Completed by J.B. Young on  
 04/01/2026

Total Time Costs  
 Total Time  
**Total Costs**

\$5.00  
 20m 0s  
**\$5.00**

ID: #7195  
**Cut ditches**  
 Type: Reactive  
[Signage](#)  
 J.B. Young

✓ Done  
 Completed by J.B. Young on  
 04/02/2026

Total Time Costs  
 Total Time  
**Total Costs**

\$33.75  
 2h 15m 0s  
**\$33.75**

ID: #7200  
**2 faded stopsigns & 3-way sign**  
 Type: Reactive  
[Signage](#)  
 J.B. Young

✓ Done  
 Completed by J.B. Young on  
 04/06/2026

Total Time Costs  
 Total Time  
**Total Costs**

\$8.00  
 32m 0s  
**\$8.00**

ID: #7213  
**Faded 25mph sign**  
 Type: Reactive  
[Signage](#)  
 J.B. Young

✓ Done  
 Completed by J.B. Young on  
 04/06/2026

Total Time Costs  
 Total Time  
**Total Costs**

\$6.25  
 25m 0s  
**\$6.25**

ID: #7221  
**No Parking Anytime Sign lea**  
 Type: Reactive  
[Signage](#)  
 J.B. Young

✓ Done  
 Completed by J.B. Young on  
 04/07/2026

Total Time Costs  
 Total Time  
**Total Costs**

\$1.75  
 7m 0s  
**\$1.75**

ID: #7223  
**Faded 25mph sign**  
 Type: Reactive

[Signage](#)

J.B. Young

✓ Done  
 Completed by J.B. Young on  
 04/07/2026  
 Total Time Costs  
 Total Time  
 22m 47s  
**Total Costs \$5.70**

ID: #7225  
**Faded stopsign**  
 Type: Reactive

[Signage](#)

J.B. Young

✓ Done  
 Completed by J.B. Young on  
 04/07/2026  
 Total Time Costs  
 Total Time  
 25m 7s  
**Total Costs \$6.28**

ID: #7227  
**Cut right away**  
 Type: Reactive

[Signage](#)

J.B. Young

✓ Done  
 Completed by J.B. Young on  
 04/07/2026  
 Total Time Costs  
 Total Time  
 15m 0s  
**Total Costs \$3.75**

ID: #7228  
**Cut right away**  
 Type: Reactive

[Signage](#)

J.B. Young

✓ Done  
 Completed by J.B. Young on  
 04/07/2026  
 Total Time Costs  
 Total Time  
 15m 0s  
**Total Costs \$3.75**

ID: #7229  
**Cut right away**  
 Type: Reactive

[Signage](#)

J.B. Young

✓ Done  
 Completed by J.B. Young on  
 04/07/2026  
 Total Time Costs  
 Total Time  
 45m 0s  
**Total Costs \$11.25**

ID: #7230  
**Cut back right away**  
 Type: Reactive

✓ Done  
 Completed by J.B. Young on  
 04/07/2026  
 Total Time Costs  
 Total Time  
 15m 0s  
**Total Costs \$3.75**

[Signage](#)

J.B. Young

ID: #7232

Limbs blocking view of stopsign

Type: Reactive

[Signage](#)

J.B. Young

ID: #7237

Cut right away

Type: Reactive

[Signage](#)

J.B. Young

ID: #7245

Cut right away

Type: Reactive

[Signage](#)

J.B. Young

ID: #7246

Cut right away

Type: Reactive

[Signage](#)

J.B. Young

ID: #7247

Cut ditch

Type: Reactive

[Signage](#)

J.B. Young

✓ Done  
Completed by J.B. Young on 04/08/2026

Total Time Costs  
Total Time 10m 47s  
Total Costs \$2.70

✓ Done  
Completed by J.B. Young on 04/08/2026

Total Time Costs  
Total Time 1h 10m 0s  
Total Costs \$17.50

✓ Done  
Completed by J.B. Young on 04/09/2026

Total Time Costs  
Total Time 20m 0s  
Total Costs \$5.00

✓ Done  
Completed by J.B. Young on 04/09/2026

Total Time Costs  
Total Time 30m 0s  
Total Costs \$7.50

✓ Done  
Completed by J.B. Young on 04/09/2026

ID: #7263  
**Cut right away**  
 Type: Reactive  
[Signage](#)  
 J.B. Young

✓ Done  
 Completed by J.B. Young on  
 04/10/2026

ID: #7264  
**Limbs hanging in street & sidewalk**  
 Type: Reactive  
[Signage](#)  
 J.B. Young

✓ Done  
 Completed by J.B. Young on  
 04/13/2026

Total Time Costs  
 Total Time  
 17m 47s  
**Total Costs \$4.45**

ID: #7265  
**Small tree blocking sidewalk**  
 Type: Reactive  
[Signage](#)  
 J.B. Young

✓ Done  
 Completed by J.B. Young on  
 04/13/2026

Total Time Costs  
 Total Time  
 20m 0s  
**Total Costs \$5.00**

ID: #7267  
**Street blades torn down**  
 Type: Reactive  
[Signage](#)  
 J.B. Young

✓ Done  
 Completed by J.B. Young on  
 04/13/2026

Total Time Costs  
 Total Time  
 15m 0s  
**Total Costs \$3.75**

ID: #7269  
**Faded stopsign**  
 Type: Reactive  
[Signage](#)  
 J.B. Young

✓ Done  
 Completed by J.B. Young on  
 04/13/2026

Total Time Costs  
 Total Time  
 15m 0s  
**Total Costs \$3.75**

ID: #7289  
**Cut right away**

✓ Done

Total Time Costs  
 \$17.50

Type: Reactive <a href="#">Signage</a> J.B. Young	Completed by J.B. Young on 04/14/2026	Total Time 1h 10m 0s	
ID: #7290 <b>Cut right away</b> Type: Reactive <a href="#">Signage</a> J.B. Young	✓ Done Completed by J.B. Young on 04/14/2026	Total Time Costs Total Time 30m 0s <b>Total Costs</b>	\$7.50 \$7.50
ID: #7291 <b>Cut right away</b> Type: Reactive <a href="#">Signage</a> J.B. Young	✓ Done Completed by J.B. Young on 04/14/2026	Total Time Costs Total Time 30m 0s <b>Total Costs</b>	\$7.50 \$7.50
ID: #7292 <b>Cut right away</b> Type: Reactive <a href="#">Signage</a> J.B. Young	✓ Done Completed by J.B. Young on 04/14/2026	Total Time Costs Total Time 20m 0s <b>Total Costs</b>	\$5.00 \$5.00
ID: #7303 <b>Hedges blocking view of stopsign</b> Type: Reactive <a href="#">Signage</a> J.B. Young	✓ Done Completed by J.B. Young on 04/15/2026	Total Time Costs Total Time 1h 0m 0s <b>Total Costs</b>	\$15.00 \$15.00
ID: #7304 <b>Cut right away</b> Type: Reactive <a href="#">Signage</a> J.B. Young	✓ Done Completed by J.B. Young on 04/15/2026	Total Time Costs Total Time 40m 0s <b>Total Costs</b>	\$10.00 \$10.00

ID: #7305  
**Cut right away**  
 Type: Reactive

[Signage](#)

J.B. Young

✓ Done  
 Completed by J.B. Young on  
 04/15/2026

ID: #7311  
**Stopsign leaning**  
 Type: Reactive

[Signage](#)

J.B. Young

✓ Done  
 Completed by J.B. Young on  
 04/16/2026

Total Time Costs  
 Total Time \$2.50  
**Total Costs \$2.50**

ID: #7312  
**25mph sign leaning**  
 Type: Reactive

[Signage](#)

J.B. Young

✓ Done  
 Completed by J.B. Young on  
 04/16/2026

Total Time Costs  
 Total Time \$2.50  
**Total Costs \$2.50**

ID: #7314  
**Limbs blocking view  
 of 25mph sign**  
 Type: Reactive

[Signage](#)

J.B. Young

✓ Done  
 Completed by J.B. Young on  
 04/16/2026

Total Time Costs  
 Total Time \$3.75  
**Total Costs \$3.75**

ID: #7315  
**Faded stopsign**  
 Type: Reactive

[Signage](#)

J.B. Young

✓ Done  
 Completed by J.B. Young on  
 04/16/2026

Total Time Costs  
 Total Time \$5.28  
**Total Costs \$5.28**

ID: #7316  
**Stopsign leaning**  
 Type: Reactive

✓ Done  
 Completed by J.B. Young on  
 04/16/2026

Total Time Costs  
 Total Time \$2.50  
**Total Costs \$2.50**



ID: #7349 Broken limbs hanging in street Type: Reactive <a href="#">Signage</a> J.B. Young	✓ Done Completed by J.B. Young on 04/21/2026	Total Time Costs Total Time Total Costs	\$2.50 10m 0s \$2.50
ID: #7350 Limbs blocking view of stopsign Type: Reactive <a href="#">Signage</a> J.B. Young	✓ Done Completed by J.B. Young on 04/21/2026	Total Time Costs Total Time Total Costs	\$5.00 20m 0s \$5.00
ID: #7351 Broken limbs hanging in street Type: Reactive <a href="#">Signage</a> J.B. Young	✓ Done Completed by J.B. Young on 04/21/2026	Total Time Costs Total Time Total Costs	\$2.50 10m 0s \$2.50
ID: #7353 Limbs hanging in street Type: Reactive <a href="#">Signage</a> J.B. Young	✓ Done Completed by J.B. Young on 04/21/2026	Total Time Costs Total Time Total Costs	\$3.75 15m 0s \$3.75
ID: #7354 Small tree blocking COMMUNITY WATCH SIGN Type: Reactive <a href="#">Signage</a> J.B. Young	✓ Done Completed by J.B. Young on 04/21/2026	Total Time Costs Total Time Total Costs	\$3.75 15m 0s \$3.75

WORK ORDER INFO	LOCATION & ASSET	DUE & STATUS	TIME & COST	PROCEDURE ANSWERS
ID: #7362 <b>Cut right away</b> Type: Reactive <a href="#">Signage</a> J.B. Young		✓ Done Completed by J.B. Young on 04/21/2026	Total Time Costs Total Time 1h 15m 0s <b>Total Costs</b> <b>\$18.75</b>	
ID: #7363 <b>Cut back of Oakland Cemetery</b> Type: Reactive <a href="#">Signage</a> J.B. Young		✓ Done Completed by J.B. Young on 04/22/2026	Total Time Costs Total Time 1h 10m 0s <b>Total Costs</b> <b>\$17.50</b>	
ID: #7370 <b>Limbs blocking view of stopsign</b> Type: Reactive <a href="#">Signage</a> J.B. Young		✓ Done Completed by J.B. Young on 04/23/2026		
ID: #7375 <b>UT right away</b> Type: Reactive <a href="#">Signage</a> J.B. Young		✓ Done Completed by J.B. Young on 04/23/2026	Total Time Costs Total Time 20m 0s <b>Total Costs</b> <b>\$5.00</b>	
ID: #7376 <b>Cut right away</b> Type: Reactive <a href="#">Signage</a> J.B. Young		✓ Done Completed by J.B. Young on 04/23/2026	Total Time Costs Total Time 1h 15m 0s <b>Total Costs</b> <b>\$18.75</b>	

ID: #7377 <b>Cut right away</b> Type: Reactive <a href="#">Signage</a> J.B. Young	✓ Done Completed by J.B. Young on 04/23/2026	Total Time Costs Total Time <b>Total Costs</b>	\$11.25 45m 0s <b>\$11.25</b>	
ID: #7386 <b>Blind corner</b> Type: Reactive <a href="#">Signage</a> J.B. Young	✓ Done Completed by J.B. Young on 04/27/2026	Total Time Costs Total Time <b>Total Costs</b>	\$3.75 15m 0s <b>\$3.75</b>	
ID: #7389 <b>Blind corner</b> Type: Reactive <a href="#">Signage</a> J.B. Young	✓ Done Completed by J.B. Young on 04/27/2026	Total Time Costs Total Time <b>Total Costs</b>	\$5.00 20m 0s <b>\$5.00</b>	
ID: #7390 <b>Stopsign leaning</b> Type: Reactive <a href="#">Signage</a> J.B. Young	✓ Done Completed by J.B. Young on 04/27/2026	Total Time Costs Total Time <b>Total Costs</b>	\$3.75 15m 0s <b>\$3.75</b>	
ID: #7391 <b>Limbs blocking view of 25mph sign</b> Type: Reactive <a href="#">Signage</a> J.B. Young	✓ Done Completed by J.B. Young on 04/27/2026	Total Time Costs Total Time <b>Total Costs</b>	\$2.50 10m 0s <b>\$2.50</b>	
ID: #7393 <b>Limbs blocking view of stopsign</b>	✓ Done Completed by J.B. Young on 04/27/2026	Total Time Costs Total Time	\$5.00 20m 0s	

Type: Reactive <a href="#">Signage</a> J.B. Young			<b>Total Costs</b>	<b>\$5.00</b>	
ID: #7395 <b>Low hanging limbs in street</b> Type: Reactive <a href="#">Signage</a> J.B. Young	✓ Done Completed by J.B. Young on 04/27/2026		<b>Total Time Costs</b> Total Time <b>Total Costs</b>	<b>\$3.75</b> 15m 0s <b>\$3.75</b>	
ID: #7402 <b>Large broken limbs hanging down in street</b> Type: Reactive <a href="#">Signage</a> J.B. Young	✓ Done Completed by J.B. Young on 04/28/2026		<b>Total Time Costs</b> Total Time <b>Total Costs</b>	<b>\$3.75</b> 15m 0s <b>\$3.75</b>	
ID: #7404 <b>Limbs blocking view of stopsign</b> Type: Reactive <a href="#">Signage</a> J.B. Young	✓ Done Completed by J.B. Young on 04/28/2026		<b>Total Time Costs</b> Total Time <b>Total Costs</b>	<b>\$2.50</b> 10m 0s <b>\$2.50</b>	
ID: #7408 <b>Cut right away</b> Type: Reactive <a href="#">Signage</a> J.B. Young	✓ Done Completed by J.B. Young on 04/28/2026		<b>Total Time Costs</b> Total Time <b>Total Costs</b>	<b>\$6.25</b> 25m 0s <b>\$6.25</b>	
ID: #7409 <b>Cut right away</b> Type: Reactive	✓ Done Completed by J.B. Young on 04/28/2026		<b>Total Time Costs</b> Total Time	<b>\$11.25</b> 45m 0s	

WORK ORDER INFO	LOCATION & ASSET	DUE & STATUS	TIME & COST	PROCEDURE ANSWERS
<a href="#">Signage</a> J.B. Young ID: #7410 <b>Cut right away</b> Type: Reactive <a href="#">Signage</a> J.B. Young		✓ Done Completed by J.B. Young on 04/28/2026	<b>Total Costs</b> \$11.25	
ID: #7421 <b>Cut right away</b> Type: Reactive <a href="#">Signage</a> J.B. Young		✓ Done Completed by J.B. Young on 04/29/2026	<b>Total Time Costs</b> Total Time 1h 0m 0s <b>Total Costs</b> \$15.00	
ID: #7422 <b>Cut right away</b> Type: Reactive <a href="#">Signage</a> J.B. Young		✓ Done Completed by J.B. Young on 04/29/2026	<b>Total Time Costs</b> Total Time 30m 0s <b>Total Costs</b> \$7.50	
ID: #7427 <b>Faded 25mph sign</b> Type: Reactive <a href="#">Signage</a> J.B. Young		✓ Done Completed by J.B. Young on 04/30/2026	<b>Total Time Costs</b> Total Time 15m 0s <b>Total Costs</b> \$3.75	
ID: #7428 <b>Limbs blocking view of 25mph sign</b> Type: Reactive <a href="#">Signage</a> J.B. Young		✓ Done Completed by J.B. Young on 04/30/2026	<b>Total Time Costs</b> Total Time 10m 0s <b>Total Costs</b> \$2.50	

ID: #7430  
**Limbs blocking view of 25mph sign**  
 Type: Reactive  
[Signage](#)  
 J.B. Young

Total Time Costs  
 Total Time  
**Total Costs** \$3.75  
 15m 0s  
**\$3.75**

✓ Done  
 Completed by J.B. Young on  
 04/30/2026

ID: #7433  
**Limbs blocking view of stopsign**  
 Type: Reactive  
[Signage](#)  
 J.B. Young

Total Time Costs  
 Total Time  
**Total Costs** \$3.75  
 15m 0s  
**\$3.75**

✓ Done  
 Completed by J.B. Young on  
 04/30/2026

\_\_\_\_\_  
 Signed off by

\_\_\_\_\_  
 Date

**Town of Smithfield  
Public Works Drainage/Street Division  
Monthly Report  
April 30, 2026**



**I. Statistical Section**

- a. All catch basins in problem areas were cleaned on a weekly basis
- b. 0 Work Orders – 0 Tons of Asphalt was placed in 0 utility cuts, 0 gator areas and 0 overlay.
- c. 0 Work Order – 0 Linear Feet Drainage Pipe installed.
- d. 2 Work Orders – 250 Linear Feet of ditches were cleaned
- e. 25 Work Orders – 250lbs. of Cold Patch was used for 3 Potholes.

**II. Major Revenues**

None

**III. Major Expenses for the Month:**

Powell Bill Paid Coastline Contractor \$130,532.42 Street resurfacing for Underwood and Carolina

**IV. Personnel Update:**

None for the month

**V. Narrative of monthly departmental activities:**

The Public Works Department safety meeting "Hazard Communications" With Neo Gov in care of Osha and on "Fatigue and Sleep Disorders" With Jaime Pearce



Work Orders 12

Reporting

Requests

Assets

Messages

Categories

Parts Inventory

Library

Meters

Automations

Locations

Teams / Users

Support

Lawrence Davis > Settings

# Reporting

04/01/2026 - 04/30/2026

Last Month

Build report

Export

Work Orders Asset Health Reporting Details Recent Activity Export Data

Custom Dashboards

Warren Summers

Due Date

Location

Priority

+ Add Filter

Reset Filters

Save Filters

## Work Orders

Created vs. Completed >

25

Created

23

Completed

92.0%

Percent Completed

+ Add to Dashboard





# Work Orders List for 04/01/2026 - 04/30/2026

WORK ORDER INFO	LOCATION & ASSET	DUE & STATUS	TIME & COST	PROCEDURE ANSWERS
ID: #7187 Cutting grass Type: Reactive <a href="#">Appearance Division</a> Warren Summers		✓ Done Completed by Warren Summers on 04/02/2026	Total Time Costs Total Time 6h 30m 0s Total Costs \$134.29	\$134.29
ID: #7188 Grass cut Type: Reactive <a href="#">Appearance Division</a> Warren Summers		✓ Done Completed by Warren Summers on 04/02/2026	Total Time Costs Total Time 7h 42m 14s Total Costs \$159.16	\$159.16
ID: #7214 Fence repair Type: Reactive <a href="#">Streets Division</a> Warren Summers		✓ Done Completed by Warren Summers on 04/06/2026	Total Time Costs Total Time 3h 10m 0s Total Costs \$65.42	\$65.42
ID: #7215 Grass cutting, drainage inspection, and miscellaneous duties Type: Reactive <a href="#">Appearance Division</a> Warren Summers		✓ Done Completed by Warren Summers on 04/07/2026	Total Time Costs Total Time 4h 15m 0s Total Costs \$87.81	\$87.81

ID: #7216  
**Basin inspection and grass cutting and miscellaneous duties**  
 Type: Reactive

Drainage and appearance

Warren Summers

✓ Done  
 Completed by Warren Summers on 04/07/2026

Total Time Costs  
 Total Time 8h 23m 29s  
**Total Costs \$173.37**

ID: #7238  
**Basin inspection**  
 Type: Reactive

Drainage and miscellaneous

Warren Summers

✓ Done  
 Completed by Warren Summers on 04/09/2026

Total Time Costs  
 Total Time 9h 25m 50s  
**Total Costs \$194.84**

ID: #7262  
**Basin inspection**  
 Type: Reactive

Drainage  
 Drainage and miscellaneous

Warren Summers

✓ Done  
 Completed by Warren Summers on 04/10/2026

Total Time Costs  
 Total Time 7h 0m 0s  
**Total Costs \$144.62**

ID: #7277  
**Cleaning drain and replacing basin lid**  
 Type: Reactive

Drainage

Warren Summers

✓ Done  
 Completed by Warren Summers on 04/13/2026

Total Time Costs  
 Total Time 35m 0s  
**Total Costs \$12.05**

ID: #7276  
**Grass cutting, basin inspection, miscellaneous duties**  
 Type: Reactive  
Appearance Division  
 Warren Summers

Total Time Costs \$111.17  
 Total Time 5h 22m 52s  
**Total Costs \$111.17**

✓ Done  
 Completed by Warren Summers on 04/13/2026

ID: #7299  
**Sinkhole filling**  
 Type: Reactive  
Streets Division  
 Warren Summers

Total Time Costs \$12.05  
 Total Time 35m 0s  
**Total Costs \$12.05**

✓ Done  
 Completed by Warren Summers on 04/15/2026

ID: #7306  
**Stopped up drain**  
 Type: Reactive  
Drainage  
 Warren Summers

Total Time Costs \$15.50  
 Total Time 45m 0s  
**Total Costs \$15.50**

✓ Done  
 Completed by Warren Summers on 04/15/2026

ID: #7302  
**Intersection of Fourth Street and Lee Street, pothole**  
 Type: Reactive  
● Medium  
Drainage, potholes, miscellaneous  
 Warren Summers

Total Time Costs \$14.96  
 Total Time 43m 27s  
**Total Costs \$14.96**

04/15/2026  
 ✓ Done  
 Completed by Warren Summers on 04/15/2026

ID: #7347  
**Landscaping**  
 Type: Reactive

Total Time Costs \$117.07  
 Total Time 5h 40m 0s

✓ Done  
 Completed by Warren Summers on 04/20/2026

PROCEDURE ANSWERS

TIME & COST

DUE & STATUS

LOCATION & ASSET

WORK ORDER INFO

Appearance  
Division

Warren Summers

ID: #7348

Drainage grate

Type: Reactive

Drainage

Warren Summers

Total Time Costs  
Total Time  
Total Costs

\$5.17  
15m 0s  
\$5.17

Done  
Completed by Warren  
Summers on 04/20/2026

Total Costs

\$117.07

ID: #7373

Massey Street, pothole

Type: Reactive

Medium

Drainage  
Potholes  
and  
street  
repairs

Warren Summers

04/23/2026

Done  
Completed by Warren  
Summers on 04/24/2026

Total Time Costs  
Total Time  
Total Costs

\$15.50  
45m 0s  
\$15.50

ID: #7397

Replace basin cover

Type: Reactive

Drainage

Warren Summers

Total Time Costs  
Total Time  
Total Costs

\$12.05  
35m 0s  
\$12.05

Done  
Completed by Warren  
Summers on 04/27/2026

ID: #7398

Clogged drain pipe

Type: Reactive

Drainage

Warren Summers

Total Time Costs  
Total Time  
Total Costs

\$24.10  
1h 10m 0s  
\$24.10

Done  
Completed by Warren  
Summers on 04/27/2026

ID: #7396

Inspecting basins

Total Time Costs  
Total Time

\$103.30  
5h 0m 0s

Done

WORK ORDER INFO	LOCATION & ASSET	DUE & STATUS	TIME & COST	PROCEDURE ANSWERS
Type: Reactive <b>Drainage</b> Warren Summers		Completed by Warren Summers on 04/27/2026	<b>Total Costs</b> <b>\$103.30</b>	
ID: #7411 <b>Inspecting basins</b> Type: Reactive <b>Drainage</b> Warren Summers		✓ Done Completed by Warren Summers on 04/28/2026	<b>Total Time Costs</b> Total Time 6h 35m 0s <b>Total Costs</b> <b>\$136.01</b>	
ID: #7412 <b>Basin grate</b> <b>reinstallation</b> Type: Reactive <b>Drainage</b> Warren Summers		✓ Done Completed by Warren Summers on 04/28/2026	<b>Total Time Costs</b> Total Time 1h 20m 0s <b>Total Costs</b> <b>\$27.55</b>	
ID: #7423 <b>Fill in potholes</b> Type: Reactive <b>Streets</b> <b>Division</b> Warren Summers		✓ Done Completed by Warren Summers on 04/29/2026	<b>Total Time Costs</b> Total Time 1h 20m 0s <b>Total Costs</b> <b>\$27.55</b>	
ID: #7424 <b>Basin inspection</b> Type: Reactive <b>Drainage</b> Warren Summers		✓ Done Completed by Warren Summers on 04/29/2026	<b>Total Time Costs</b> Total Time 6h 0m 0s <b>Total Costs</b> <b>\$123.96</b>	
ID: #7434 <b>Inspecting basins and</b> <b>miscellaneous duties</b> Type: Reactive		✓ Done Completed by Warren Summers on 04/30/2026	<b>Total Time Costs</b> Total Time 7h 45m 0s <b>Total Costs</b> <b>\$160.12</b>	

Drainage and appearance

Warren Summers

ID: #7320

Landscaping and basin inspection

Type: Reactive

✓ Done

Completed by Warren Summers on 05/14/2026

Drainage and appearance

Warren Summers

ID: #7293

Grass cutting, basin inspection, and miscellaneous duties

Type: Reactive

✓ Done

Completed by Warren Summers on 05/14/2026

Drainage, Appearance, Miscellaneous Duties

Warren Summers

Signed off by

Date

**Town of Smithfield  
Public Works Fleet Maintenance Division  
Monthly Report  
April 30, 2026**



**I. Statistical Section**

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

**II. Major Revenues**

None for the month

**III. Major Expenses for the Month:**

No Major Expenses

**IV. Personnel Update:**

None for the month

**V. Narrative of monthly departmental activities:**

The shop employee performed preventive maintenance on all Town owned generators.  
The Public Works Department safety meeting "Hazard Communications" With Neo Gov in care of Osha and on "Fatigue and Sleep Disorders" With Jaime Pearce



# Reporting

04/01/2026 - 04/30/2026

Last Month

Work Orders

Asset Health

Reporting Details

Recent Activity

Export Data

Custom Dashboards

Andrew Strickland

Due Date

Location

Priority

+ Ac

## Work Orders

Created vs. Completed >

+ Add to Dashboard

36

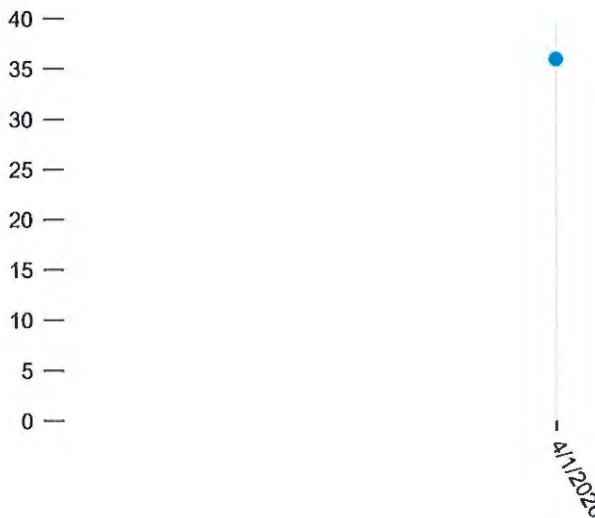
Created

36

Completed

100.0%

Percent Completed



Work Orders by Type > ⓘ

+

0

Preventive

36

Reactive

0

Other

0.0%

Total Preventive Ratio

### Support

Lawrence Davis >

Settings



# Work Orders List for 04/01/2026 - 04/30/2026

WORK ORDER INFO	LOCATION & ASSET	DUE & STATUS	TIME & COST	PROCEDURE ANSWERS
ID: #7198 Rebuilt deck appearance johndeere Type: Reactive <span>Appearance Division</span> Andrew Strickland	Appearance Division Jd mower #2 Parent: Appearance Division	✓ Done Completed by Andrew Strickland on 04/06/2026	Total Time Costs Total Time Total Costs	\$133.98 6h 0m 0s \$133.98
ID: #7199 Replace tire 324 Type: Reactive <span>Sanitation Division</span> Andrew Strickland	Public Works Facility 324 Parent: Sanitation Division	✓ Done Completed by Andrew Strickland on 04/06/2026	Total Time Costs Total Time Total Costs	\$22.33 1h 0m 0s \$22.33
ID: #7201 Service oil change 803 Type: Reactive <span>Utilities</span> Andrew Strickland	Public Utilities 803 Parent: Public Utilities (Electric Department)	✓ Done Completed by Andrew Strickland on 04/06/2026	Total Time Costs Total Time Total Costs	\$22.33 1h 0m 0s \$22.33
ID: #7203 Replaced battery 412 Type: Reactive <span>Streets Division</span> Andrew Strickland	Drainage Division Truck #412 Parent: Drainage Division	✓ Done Completed by Andrew Strickland on 04/06/2026	Total Time Costs Total Time Total Costs	\$11.17 30m 0s \$11.17

ID: #7204 <b>Replaced battery and plugs drainage scag</b> Type: Reactive <span>Streets Division</span> Andrew Strickland	Drainage Division Scag zero turn 72 inch drainage Parent: Drainage Division	✓ Done Completed by Andrew Strickland on 04/06/2026	Total Time Costs Total Time <b>Total Costs</b>	\$44.66 2h 0m 0s <b>\$44.66</b>	
ID: #7205 <b>Replace rear tire appearance John deere</b> Type: Reactive <span>Appearance Division</span> Andrew Strickland	Appearance Division Jd mower #2 Parent: Appearance Division	✓ Done Completed by Andrew Strickland on 04/06/2026	Total Time Costs Total Time <b>Total Costs</b>	\$44.66 2h 0m 0s <b>\$44.66</b>	
ID: #7206 <b>Replaced clutch ventrac</b> Type: Reactive <span>Parks and rec</span> Andrew Strickland	Parks and Recreation Ventrac Parent: Parks and recreation	✓ Done Completed by Andrew Strickland on 04/06/2026	Total Time Costs Total Time <b>Total Costs</b>	\$44.66 2h 0m 0s <b>\$44.66</b>	
ID: #7207 <b>Replaced throttle accelerator switch 310</b> Type: Reactive <span>Sanitation Division</span> Andrew Strickland	Drainage Division Truck #310 Parent: Sanitation Division	✓ Done Completed by Andrew Strickland on 04/06/2026	Total Time Costs Total Time <b>Total Costs</b>	\$22.33 1h 0m 0s <b>\$22.33</b>	
ID: #7208 <b>Reloaded batteries 307</b> Type: Reactive	Public Works Facility	✓ Done Completed by Andrew Strickland on 04/06/2026	Total Time Costs Total Time	\$22.33 1h 0m 0s	

WORK ORDER INFO	LOCATION & ASSET	DUE & STATUS	TIME & COST	PROCEDURE ANSWERS
Sanitation Division Andrew Strickland	Sweeper #307 Parent: Sanitation Division		Total Costs \$22.33	
ID: #7209 Replaced transmission line 321 Type: Reactive Sanitation Division Andrew Strickland	Public Works Facility Truck #321 Parent: Sanitation Division	Done Completed by Andrew Strickland on 04/06/2026	Total Time Costs Total Time 2h 0m 0s Total Costs \$44.66	
ID: #7210 Repacked ventrac trimmer teeth. Type: Reactive Parks and rec Andrew Strickland	Parks and Recreation Ventrac Parent: Parks and recreation	Done Completed by Andrew Strickland on 04/06/2026	Total Time Costs Total Time 2h 0m 0s Total Costs \$44.66	
ID: #7202 Patch tire 304 Type: Reactive Sanitation Division Andrew Strickland	Drainage Division Truck #304 Parent: Sanitation Division	Done Completed by Andrew Strickland on 04/06/2026	Total Time Costs Total Time 1h 0m 0s Total Costs \$22.33	
ID: #7249 Service 304 Type: Reactive Sanitation Division Andrew Strickland	Drainage Division Truck #304 Parent: Sanitation Division	Done Completed by Andrew Strickland on 04/09/2026	Total Time Costs Total Time 2h 0m 0s Total Costs \$44.66	
ID: #7250 Andrew Strickland	Drainage Division	Done	Total Time Costs \$44.66	

**WORK ORDER ORDER INFO LOCATION & ASSET DUE & STATUS TIME & COST PROCEDURE ANSWERS**

<b>Service 308</b> Type: Reactive <a href="#">Sanitation Division</a> Andrew Strickland	Parent: Sanitation Division Truck #308	Completed by Andrew Strickland on 04/09/2026	Total Time <b>\$44.66</b>	2h 0m 0s <b>\$44.66</b>
<b>ID: #7251</b> <b>Service 305</b> Type: Reactive <a href="#">Sanitation Division</a> Andrew Strickland	Drainage Division Truck #305 Parent: Sanitation Division	✓ Done Completed by Andrew Strickland on 04/09/2026	Total Time Costs Total Time <b>\$44.66</b>	\$44.66 2h 0m 0s <b>\$44.66</b>
<b>ID: #7252</b> <b>Service 309</b> Type: Reactive <a href="#">Sanitation Division</a> Andrew Strickland	Drainage Division Truck #309 Parent: Sanitation Division	✓ Done Completed by Andrew Strickland on 04/09/2026	Total Time Costs Total Time <b>\$44.66</b>	\$44.66 2h 0m 0s <b>\$44.66</b>
<b>ID: #7253</b> <b>Service 311</b> Type: Reactive <a href="#">Sanitation Division</a> Andrew Strickland	Drainage Division Truck #311 Parent: Sanitation Division	✓ Done Completed by Andrew Strickland on 04/09/2026	Total Time Costs Total Time <b>\$89.32</b>	\$89.32 4h 0m 0s <b>\$89.32</b>
<b>ID: #7254</b> <b>Service 315</b> Type: Reactive <a href="#">Sanitation Division</a> Andrew Strickland	Drainage Division Truck #315 Parent: Sanitation Division	✓ Done Completed by Andrew Strickland on 04/09/2026	Total Time Costs Total Time <b>\$22.33</b>	\$22.33 1h 0m 0s <b>\$22.33</b>
<b>ID: #7255</b> <b>Service 318</b>	Drainage Division	✓ Done	Total Time Costs	\$44.66

WORK ORDER INFO	LOCATION & ASSET	DUE & STATUS	TIME & COST	PROCEDURE ANSWERS
Type: Reactive <a href="#">Sanitation Division</a> Andrew Strickland	Truck #318 Parent: Sanitation Division	Completed by Andrew Strickland on 04/09/2026	Total Time <b>Total Costs</b>	2h 0m 0s <b>\$44.66</b>
ID: #7256 Service 319 Type: Reactive <a href="#">Sanitation Division</a> Andrew Strickland	Drainage Division Truck #319 Parent: Sanitation Division	✓ Done Completed by Andrew Strickland on 04/09/2026	Total Time Costs Total Time <b>Total Costs</b>	\$66.99 3h 0m 0s <b>\$66.99</b>
ID: #7257 Service 320 Type: Reactive <a href="#">Sanitation Division</a> Andrew Strickland	Public Works Facility Truck #320 Parent: Sanitation Division	✓ Done Completed by Andrew Strickland on 04/09/2026	Total Time Costs Total Time <b>Total Costs</b>	\$66.99 3h 0m 0s <b>\$66.99</b>
ID: #7258 Service 321 Type: Reactive <a href="#">Sanitation Division</a> Andrew Strickland	Public Works Facility Truck #321 Parent: Sanitation Division	✓ Done Completed by Andrew Strickland on 04/09/2026	Total Time Costs Total Time <b>Total Costs</b>	\$44.66 2h 0m 0s <b>\$44.66</b>
ID: #7259 Service 321 Type: Reactive <a href="#">Sanitation Division</a> Andrew Strickland	Public Works Facility Truck #321 Parent: Sanitation Division	✓ Done Completed by Andrew Strickland on 04/09/2026	Total Time Costs Total Time <b>Total Costs</b>	\$44.66 2h 0m 0s <b>\$44.66</b>

ID: #7279 Service 700 Type: Reactive <a href="#">Utilities</a> Andrew Strickland	Drainage Division Truck# 14700 Parent: Public Utilities (Water and Sewer)	✓ Done Completed by Andrew Strickland on 04/14/2026	Total Time Costs Total Time Total Costs	\$22.33 1h 0m 0s \$22.33	
ID: #7280 Tune up 700 Type: Reactive <a href="#">Utilities</a> Andrew Strickland	Drainage Division Truck# 14700 Parent: Public Utilities (Water and Sewer)	✓ Done Completed by Andrew Strickland on 04/14/2026	Total Time Costs Total Time Total Costs	\$44.66 2h 0m 0s \$44.66	
ID: #7281 Service 707 Type: Reactive <a href="#">Utilities</a> Andrew Strickland	Drainage Division Truck# 707 Parent: Public Utilities (Water and Sewer)	✓ Done Completed by Andrew Strickland on 04/14/2026	Total Time Costs Total Time Total Costs	\$22.33 1h 0m 0s \$22.33	
ID: #7282 Replaced blend door actuator 716 Type: Reactive <a href="#">Utilities</a> Andrew Strickland	Drainage Division Truck# 716 Parent: Public Utilities (Water and Sewer)	✓ Done Completed by Andrew Strickland on 04/14/2026	Total Time Costs Total Time Total Costs	\$22.33 1h 0m 0s \$22.33	
ID: #7283 Diagnose smoke issue appearance scag Type: Reactive <a href="#">Appearance Division</a> Andrew Strickland	Appearance Division Scag mower #1 Parent: Appearance Division	✓ Done Completed by Andrew Strickland on 04/14/2026	Total Time Costs Total Time Total Costs	\$22.33 1h 0m 0s \$22.33	
ID: #7285 Repair / change tires	Public Works Facility	✓ Done	Total Time Costs	\$44.66	

WORK ORDER INFO	LOCATION & ASSET	DUE & STATUS	TIME & COST	PROCEDURE ANSWERS
Type: Reactive <a href="#">Sanitation Division</a> Andrew Strickland	Sanitation Division	Completed by Andrew Strickland on 04/14/2026	Total Time <b>Total Costs</b>	2h 0m 0s <b>\$44.66</b>
ID: #7309 <b>Diagnose light issue 305</b> Type: Reactive <a href="#">Sanitation Division</a> Andrew Strickland	Drainage Division Parent: Sanitation Division Truck #305	✓ Done Completed by Andrew Strickland on 04/15/2026	Total Time Costs Total Time <b>Total Costs</b>	\$66.99 3h 0m 0s <b>\$66.99</b>
ID: #7332 <b>Service and brakes 704</b> Type: Reactive <a href="#">Utilities</a> Andrew Strickland	Drainage Division Parent: Public Utilities (Water and Sewer) Truck# 15704	✓ Done Completed by Andrew Strickland on 04/17/2026	Total Time Costs Total Time <b>Total Costs</b>	\$133.98 6h 0m 0s <b>\$133.98</b>
ID: #7359 <b>Service pressure washer</b> Type: Reactive <a href="#">Sanitation Division</a> Andrew Strickland	Public Works Facility Parent: Sanitation Division Washer/Trailer	✓ Done Completed by Andrew Strickland on 04/21/2026	Total Time Costs Total Time <b>Total Costs</b>	\$22.33 1h 0m 0s <b>\$22.33</b>
ID: #7360 <b>Changed tire electric dept trailer</b> Type: Reactive <a href="#">Utilities</a> Andrew Strickland	Drainage Division Wire roll trailer	✓ Done Completed by Andrew Strickland on 04/21/2026	Total Time Costs Total Time <b>Total Costs</b>	\$22.33 1h 0m 0s <b>\$22.33</b>
ID: #7211	Drainage Division	✓ Done	Total Time Costs	\$223.30

**WORK ORDER INFO**    **LOCATION & ASSET**    **DUE & STATUS**    **TIME & COST**    **PROCEDURE ANSWERS**

<b>Aftertreatment issues</b>				
<b>310</b>	Truck #310 Parent: Sanitation Division	Completed by Andrew Strickland on 04/21/2026	Total Time 10h 0m 0s	<b>\$223.30</b>
Type: Reactive			<b>Total Costs</b>	
				
Andrew Strickland				
<b>ID: #7374</b>				
<b>Service 310</b>	Drainage Division	✓ Done	Total Time Costs Total Time	<b>\$44.66</b> 2h 0m 0s
Type: Reactive	Truck #310 Parent: Sanitation Division	Completed by Andrew Strickland on 04/23/2026	<b>Total Costs</b>	<b>\$44.66</b>
				
Andrew Strickland				
<b>ID: #7420</b>				
<b>Fix tarp bar 309</b>	Drainage Division	✓ Done	Total Time Costs Total Time	<b>\$133.98</b> 6h 0m 0s
Type: Reactive	Truck #309 Parent: Sanitation Division	Completed by Andrew Strickland on 04/29/2026	<b>Total Costs</b>	<b>\$133.98</b>
				
Andrew Strickland				

\_\_\_\_\_  
Signed off by

\_\_\_\_\_  
Date

**Town of Smithfield**  
**Public Works Sanitation Division**  
**Monthly Report**  
**April 30, 2026**



**I. Statistical Section**

The Division collected from approximately 4,663 homes, 4 times during the month

- a. Sanitation forces completed 75 work orders
- b. Sanitation forces collected tons 452.03 of household waste
- c. Sanitation forces disposed of loads 0 of yard waste and debris at Spain Farms Nursery
- d. Recycled .81 tons of clean wood waste (pallets) at Convenient Site Center
- e. Town's forces collected 22.87 tons of construction debris (C&D)
- f. Town disposed of 0 scrap tires that was collected at Convenient Site Center
- g. Recycling forces collected 3.20 tons of recyclable plastic
- h. Recycled 1,360 lbs. of cardboard material from the Convenient Site Center
- i. A total of 265.31 tons of loose yard waste was collected and dumped Landfill.
- j. Recycled 1,640 lbs. of plastics & glass (co-mingle) from the Convenient Site Center

**II. Major Revenues**

- a. Received \$0.00 from Sonoco Products for cardboard material
- b. Sold 0 lbs. of aluminum cans for
- c. Sold 0 lbs. of shredder steel for \$ 43.00 to Foss.

**III. Major Expenses for the Month:**

Capital Hydraulics was paid \$1,523.16 for 2 cylinder rebuilds on truck #305. Dillon Supply Co. was paid \$577.46 for SL-N-Case for truck #311. Snider Tire Inc was paid \$4,206.26 for tire for sanitation trucks. Velocity Truck Centers was paid \$886.23 for oxide sensor for truck #310. Whites Tractor/Truck Co. was paid \$1,519.49 for repairs to truck #305.

**IV. Personnel Update:**

No new hires in the month of April.

**V. Narrative of monthly departmental activities:**

The Public Works Department safety meeting "Hazard Communications" With Neo Gov in care of Osha and on "Fatigue and Sleep Disorders" With Jaime Pearce

Community Service Workers worked 70 Hrs.

**Town of Smithfield  
Public Works Storm Water Division  
Monthly Report  
April 30, 2026**



**I. Statistical Section**

**II. Major Revenues**

None

**III. Major Expenses for the Month:**

Paid \$6,619.47 to Southern Vac for street sweeper brushes and installment kit.

**IV. Personnel Update:**

None

**V. Narrative of monthly departmental activities:**

Street Sweep and storm drain cleaning and repair.  
The Public Works Department safety meeting "Hazard Communications" With Neo Gov in care of Osha and on "Fatigue and Sleep Disorders" With Jaime Pearce

**PARKS AND RECREATION / SRAC  
MONTHLY REPORT  
APRIL, 2026**

	JULY 2025	AUGUST 2025	SEPTEMBER 2025	OCTOBER 2025	NOVEMBER 2025	DECEMBER 2025	JANUARY 2026	FEBRUARY 2026	MARCH 2026	APRIL 2026	MAY 2026	JUNE 2026	FY 25/26 YTD
<b>PARKS AND RECREATION</b>													
ATHLETICS PROGRAMS	3	5	5	5	2	1	1	1	5	4			32
NUMBER OF PARTICIPANTS	621	671	671	995	618	413	413	413	627	566			6008
NUMBER OF GAMES	72	23	132	201	12	0	77	98	40	122			777
PLAYER GAME EXPERIENCES	1728	834	2646	5250	360	0	1386	1764	1200	3278			18446
NUMBER OF PRACTICES	3	149	67	12	7	376	128	83	137	39			1001
PLAYER PRACTICE EXPERIENCES	243	2520	1345	487	310	3760	1152	747	1921	494			12979
NUMBER OF CAMPS	1	0	0	0	0	0	0	0	0	0			1
CAMPS SESSIONS	3	0	0	0	0	0	0	0	0	0			3
PLAYER CAMP EXPERIENCES	144	0	0	0	0	0	0	0	0	0			144
PROGRAMS	11	4	4	5	3	4	2	5	3	4			45
PROGRAMS EXPERIENCES	996	402	322	895	109	189	28	73	96	107			3217
SPECIAL EVENTS	1	0	1	1	1	3	0	1	3	2			13
ESTIMATED ATTENDANCE	3000	0	275	825	250	3701	0	258	1654	388			10351
SARAH YARD VISITS	109	114	163	193	158	108	66	74	109	113			1207
PARKS AND FACILITY RENTALS	11	29	47	53	16	6	2	37	90	73			364
NUMBER PARKS AND FACILITY RENTAL USERS	247	1367	3973	2845	697	60	24	652	1703	1961			13529
<b>TOTAL UNIQUE CONTACTS</b>	<b>7088</b>	<b>5908</b>	<b>9395</b>	<b>11490</b>	<b>2502</b>	<b>8231</b>	<b>3069</b>	<b>3981</b>	<b>7310</b>	<b>6907</b>			<b>65881</b>
PARKS AND RECREATION REVENUES	\$ 19,382	\$ 7,407	\$ 13,332	\$ 20,340	\$ 3,089	\$ 2,910	\$ 14,486	\$ 11,651	\$ 13,296	\$ 21,462			\$ 132,168
PARKS AND RECREATION OPERATIONS EXPENSE	\$ 82,116	\$ 112,147	\$ 102,780	\$ 98,645	\$ 86,526	\$ 88,636	\$ 108,013	\$ 82,228	\$ 82,231	\$ 91,905			\$ 869,037
PARKS AND RECREATION CAPITAL EXPENDITURES	\$ -	\$ 19,075	\$ 7,400	\$ 310	\$ 14,299	\$ -	\$ 10,000	\$ 8,000	\$ 370,520	\$ -			\$ 429,604
SARAH YARD OPERATIONS EXPENSES	\$ 2,554	\$ 4,802	\$ 6,007	\$ 2,492	\$ 2,722	\$ 3,414	\$ 3,392	\$ 2,460	\$ 2,905	\$ 2,808			\$ 33,556
SARAH YARD CENTER CAPITAL EXPENDITURES	\$ -	\$ -	\$ 6,104	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			\$ 6,104
<b>SRAC</b>													
	JULY 2025	AUGUST 2025	SEPTEMBER 2025	OCTOBER 2025	NOVEMBER 2025	DECEMBER 2025	JANUARY 2025	FEBRUARY 2025	MARCH 2025	APRIL 2025	MAY 2025	JUNE 2025	FY 25/26 YTD
NO OF PROGRAMS	26	5	3	3	5	4	3	6	6	9			70
PROGRAM PARTICIPANTS	815	414	521	689	398	255	295	433	780	102			4702
PROGRAM CONTACTS	2243	414	559	689	398	299	295	454	795	780			6906
FITNESS CLASSES	11	12	14	14	14	12	14	11	12	14			128
FITNESS CLASSES CONTACTS	588	531	690	580	601	851	651	563	615	646			6316
SRAC MEMBERSHIPS	4357	4386	4379	4386	4407	4412	4436	4497	4521	4496			4386
SRAC MEMBER VISITS	5369	5032	4020	3911	3364	3510	3880	3969	4679	4312			42046
DAY PASSES	4967	2627	797	692	783	1007	1110	1118	1790	2626			17517
FACILITY RENTALS	39	48	31	29	30	33	14	40	36	33			333
SRAC FACILITY RENTAL USERS	2984	2006	1402	1615	1563	2273	2042	1279	1351	1289			17804
<b>TOTAL UNIQUE CONTACTS</b>	<b>16151</b>	<b>10610</b>	<b>7448</b>	<b>7487</b>	<b>6709</b>	<b>7940</b>	<b>7978</b>	<b>7383</b>	<b>9230</b>	<b>9653</b>			<b>90589</b>
SRAC REVENUES	\$ 84,029	\$ 67,963	\$ 64,118	\$ 56,591	\$ 49,077	\$ 45,912	\$ 57,271	\$ 58,176	\$ 75,795	\$ 148,031			\$ 712,413
SRAC OPERATIONS EXPENSES	\$ 97,339	\$ 145,094	\$ 103,223	\$ 94,859	\$ 88,603	\$ 75,325	\$ 109,346	\$ 85,503	\$ 74,733	\$ 101,017			\$ 994,151
SRAC CAPITAL EXPENSES	\$ -	\$ -	\$ 69,464	\$ 43,481	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			\$ 112,945
<b>TOTAL NUMBER OF CONTACTS</b>													<b>156470</b>

TOTAL NUMBER OF CONTACTS

**HIGHLIGHTS**

- Youth Baseball, Softball, T-Ball, Fun and Fellowship Softball
- River Jam Concert Series - Cooper Greer
- Litter Sweep
- Group Fitness / Yoga
- Pottery - Wheel Throwing
- Able Without Barriers Inclusion Program



**HIGHLIGHTS**  
Youth Baseball, Softball, T-Ball, Fun and Fellowship Softball  
River Jam Concert Series - Cooper Greer  
Litter Sweep





**Town of Smithfield  
Electric Department  
Monthly Report  
April, 2026**

**I. Statistical Section**

- Street Lights repaired –15
- Area Lights repaired - 8
- Service calls – 22
- Underground Electric Locates -536
- Poles changed out/removed or installed -13
- Underground Services Installed -5

**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.
- Five employees enrolled in Electricities line career development program. Two testing out in Level 2 and one in Level 1.

**V. Miscellaneous Activities:**

- Installing circuit in Local 70 subdivision.
- Working on light circuit at Perfect Ride Dealership.
- The Electrical Dept. is working on replacing old poles and upgrading lines on the South side and North side Market St. area.
- Asplundh Tree contractor trimming trees around town-contract ends 5/13/26



**Public Utilities Water and Sewer**

Monthly Statistics	Month Ending	4/30/2026
	<i>Monthly Total</i>	<i>Year to Date Total</i>
Water Calls	59	946
Sewer Calls	60	495
Utility Locates	538	7186
Storm Drainage Calls	2	12
<b>Total Calls</b>	<b>659</b>	<b>8217</b>
Quotes new services	6	44
Inspections	5	108
Locate existing water & sewer services	3	35
Disconnect water	7	50
Reconnect water	2	20
Test meter	2	25
Temp hydrant meter	4	36
Discolored water call	1	49
Low pressure call	5	70
Leak detection	19	297
Meter check	20	377
Meter repair	7	217
Meter leak	3	107
Service leak	4	77
Water main leak	3	60
Replace existing water meter	4	137
Install new water meter	10	310
Install new water service	2	24
Renew water service	3	25
Water blow off repair	0	2
Street cuts	5	112

Repair utility cut or sink hole	6	38
Fire hydrant repair	0	17
Fire hydrant replaced	2	30
Camera Sewer main or service	1	37
Sewer odor complaint	7	28
Sewer main repair	21	93
Clean out repair or install	8	81
LF of sewer main cleaned	0	72877
LF of sewer service cleaned	580	16193
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 basins during and before rain events

### Major Expenses for the month of April

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

### Upcoming Projects for the month of May

- I 95 project continues.
- Finley Landing homes being built, which means meters are being installed.
- New subdivision behind Walmart has begun.
- Hydromechanics will continue replacing and repairing fire hydrants.
- 

### Personnel Updates



## **MONTHLY WATER LOSS REPORT**

**April 2026**

**(3) - Meters with slow washer leaks**

**(2) 3/4" Line, 1/8", 3 Day**

**(2) 3/4" Line, Full Shear, 1 Day**

**(2) 2" Line, Full, 4 Hrs.**

**2" Line, Full, 4 Hrs.**

**Smithfield Water Plant**  
Distribution Sampling Site Plan

**Hydrant Flushing**

Street Name	Date	Chlorine	Time	Gallons	Psi	Street Name	Date	Chlorine	Time	Gallons	PSI
Stephson Drive	04/13/26	2	15	7965	10	North Street	04/23/26	3	15	17820	40
Computer Drive	04/13/26	3	15	31860	10	West Street	04/23/26	2	15	78030	50
Castle Drive	04/13/26	3	15	7965	10	Regency Drive	04/23/26	3	15	63720	60
Parkway Drive	04/13/26	3	15	63720	40	Randers Court	04/23/26	3.4	15	15930	40
Garner Drive	04/13/26	3	15	63723	40	Noble Street	04/23/26	2.5	15	15930	40
Hwy 210 LIFT ST.	04/13/26	3	15	15930	40	Fieldale Dr#1(L)	04/23/26	3	15	63720	40
Skyland Drive	04/14/26	2	15	7965	10	Fieldale Dr#2(R)	04/23/26	3	15	63720	40
Bradford Street	04/14/26	2.5	15	15930	10	Heather Court	04/23/26	2.5	15	15930	40
Kellie Drive	04/14/26	3	15	7965	10	Reeding Place	04/23/26	3	15	15930	40
Edgewater	04/14/26	3	15	7965	10	East Street	04/23/26	3	15	63720	40
Edgecombe	04/14/26	3	15	15930	40	Smith Street	04/23/26	2.5	15	63720	40
Valley Wood	04/15/26	2.5	15	63720	40	Wellons Street	04/23/26	3	15	63720	40
Creek Wood	04/15/26	2	15	63720	40	Kay Drive	04/16/26	2.5	15	38985	15
White Oak Drive	04/15/26	3	15	7965	10	Huntington Place	04/16/26	3.2	15	38985	15
Brookwood Drive	04/15/26	3	15	22515	5	N. Lakeside Drive	04/16/26	1.4	15	9750	15
Runnymede Place	04/15/26	3	15	31860	10	Cypress Point	04/16/26	1.6	15	34890	12
Nottingham Place	04/16/26	3	15	38985	10	Quail Run	04/16/26	1.4	15	8715	12
Heritage Drive	04/16/26	2	15	38985	10	British Court	04/16/26	1.6	15	8715	12
Noble Plaza #1	04/16/26	3	15	9750	10	Tyler Street	04/16/26	1.8	15	78030	60
Noble Plaza #2	04/16/26	3	15	9750	10	Yelverton Road	04/16/26	3	15	63720	40
Pinecrest Street	04/16/26	2.5	15	19500	10	Ava Gardner	04/16/26	2	15	63720	40
S. Sussex Drive	04/16/26	3	15	31860	10	Waddell Drive	04/16/26	3.4	15	7965	10
Elm Drive	04/16/26	3	15	9750	10	Henly Place	04/16/26	3.4	15	8715	12
						Birch Street	04/16/26	3	15	34890	12
Coor Farm Supply	04/17/26	3	15	7965	10	Pine Street	04/16/26	3.4	15	38985	15
Old Goldsboro Rd,	04/17/26	3	15	7965	10	Oak Drive	04/16/26	3.2	15	37695	14
Hillicrest Drive	04/14/26	2.8	15	31860	10	Cedar Drive	04/16/26	3	15	31860	10
Eason Street	04/14/26	2.8	15	38985	40	Aspen Drive	04/16/26	3	15	34890	12
Magnolia circle	04/14/26	3	15	78030	40	Furlonge Street	04/16/26	3.4	15	34890	12
Rainbow Drive	04/14/26	2.8	15	19500	60	Golden Corral	04/16/26	2.4	15	40290	16
Rainbow Circle	04/14/26	2.8	15	19500	60	Holland Drive	04/16/26	2.6	15	9750	15
Moonbeam Circle	04/14/26	3	15	19500	60	David Street	04/16/26	3	15	34890	12
Ray Drive	04/14/26	3	15	15930	60	Caroline Ave.	04/16/26	2.2	15	31860	10
Will Drive	04/14/26	2.6	15	63720	40	Johnston Street	04/16/26	3.2	15	38985	15
Michael Lane	04/14/26	2.5	15	63721	40	Ryans	04/16/26	2.8	90	9750	15
Ward Street	04/14/26	3	15	15930	40						

977884

1282815 2260699



- **Statistical Section**

- Electric CP Demand 24,556 Kw relative to March's demand of 21,047 Kw.
- Electric System Reliability was 99.7919%, with one (1) recorded main line outages; relative to March's 99.9958%.
- Raw water treated on a daily average was 4.312 MG relative to 4.803 MG for March; with a maximum demand of 5.985 MG relative to March's 5.675 MG.
- Total finished water to the system was 124.208 MG relative to March's 140.690 MG. Average daily for the month was 4.140 MG relative to March's 4.538 MG. Daily maximum was 5.662 MG (April 24<sup>th</sup>) relative to March's 5.107 MG. Daily minimum was 3.017 MG (April 8<sup>th</sup>), relative to March's 4.024 MG.

- **Miscellaneous Revenues**

- Water sales were \$260,811 relative to March's \$253,870
- Sewer sales were \$467,629 relative to March's \$452,259
- Electrical sales were \$1,320,593 relative to March's sales of \$1,308,975
- Johnston County Water purchases were \$239,856 for 94.431 MG relative to March's \$212,319 for 83.590 MG.

- **Major Expenses for the Month**

- Electricity purchases were \$972,951 relative to March's \$928,164
- Johnston County sewer charge was \$255,391 for 51.909 MG relative to March's \$272,612 for 55.409 MG.

- **Personnel Changes**

- There were no changes in April