



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

Finance Director

Tracy Stubblefield

Town Clerk

Elaine Andrews

Town Council

Agenda

Packet

Meeting Date: Tuesday, March 3, 2026

Meeting Time: 7:00 p.m.

Meeting Place: Town Hall Council Chambers

350 East Market Street

Smithfield, NC 27577



**TOWN OF SMITHFIELD
TOWN COUNCIL AGENDA
REGULAR MEETING
March 3, 2026
7:00 PM**

Call to Order

Invocation

Pledge of Allegiance

Approval of Agenda

Page

Presentations:

1. Administering the Oath of Office to Six Police Officers
(Mayor – M. Andy Moore) See attached information.....1

Public Hearings:

1. Comprehensive Map Plan Update Request – CA-25-01: Staff respectfully requests continuation of the public hearing originally opened at the February 17, 2026 Town Council meeting. Staff proposes **amendments to the Town’s** Comprehensive Growth Plan and a minor update to the Pedestrian Plan.
(Interim Planning Director – Micah Woodard) See attached information.....9

Citizens Comments:

Consent Agenda Items:

1. Approval of Minutes:
 - a. January 20, 2026 – Closed Session (Under Separate Cover)
 - b. February 3, 2026 – Regular Session
 - c. February 3, 2026 – Closed Session (Under Separate Cover).....31

2. Temporary Use Permit – Skulls & Shamrocks Event: Bulldog’s Harley Davidson is requesting approval to conduct an event at 1043 Outlet Center Drive on March 14, 2026 from 11:00 am until 4:00 pm with amplified sound from 12:00 pm until 3:00 pm. A food and beer truck will also be on site.
(Interim Planning Director – Micah Woodard) See attached information.....41

3. Temporary Use Permit – File & Ride Event: **Bulldog’s Harley Davidson** is requesting approval to conduct an event at 1043 Outlet Center Drive on March 21, 2026 from 8:00 am until 4:00 pm. A food and beer truck will also be on site.
(Interim Planning Director – Micah Woodard) See attached information.....47

4. Temporary Use Permit – Throttle & Tacos Event: **Bulldog’s Harley Davidson** is requesting approval to conduct an event at 1043 Outlet Center Drive on March 14, 2026 from 11:00 am until 4:00 pm. A food and beer truck will also be on site.
(Interim Planning Director – Micah Woodard) See attached information.....53

5. Temporary Use Permit – River Jam Concert Series: The Parks and Recreation Department requests approval to conduct the River Jam Concert Series at 150 S. Front Street on March 27, April 24, May 15, and June 12 with amplified sound from 3:00 pm to 10:00 pm. Road closure of South Front Street is requested. Food and alcoholic beverages will be sold during the events.
(Interim Planning Director – Micah Woodard) See attached information.....59

6. Application for Adopt-A-Street on Outlet Center Drive: Bulldog Harley-Davidson requests approval to participate in the Town’s Adopt-A-Street Program by adopting a portion of Outlet Center Drive, extending from the Selma Town limits to the roundabout.
(Public Works Director – Lawrence Davis) See attached information.....65

7. Consideration and request for approval of various Budget Amendments for the Police Department, Fire Department and Parks and Recreation Department
(Interim Town Manager – Kimberly Pickett) See attached information.....71

8. Consideration and request for approval to award a bid in the amount of **\$5,280.00 to Clegg’s Pest Control for pest control services for eleven** (11) Town buildings and to authorize the Interim Town Manager to execute the service agreement
(Public Works Director – Lawrence Davis) See attached information.....75

9. Consideration and request for approval to purchase a UTV and skid unit to replace a damaged UTV in the amount of \$44,670.61
(Fire Chief – Jeremey Daughtry) See attached information.....101

10. New Hire Report
(Human Resources Director – Shannan Parrish) See attached information.....107

Business Items:

1. Consideration and request for approval to rename a section of Dogwood Street to Oak Street
(Interim Town Manager – Kimberly Pickett) See attached information.....109

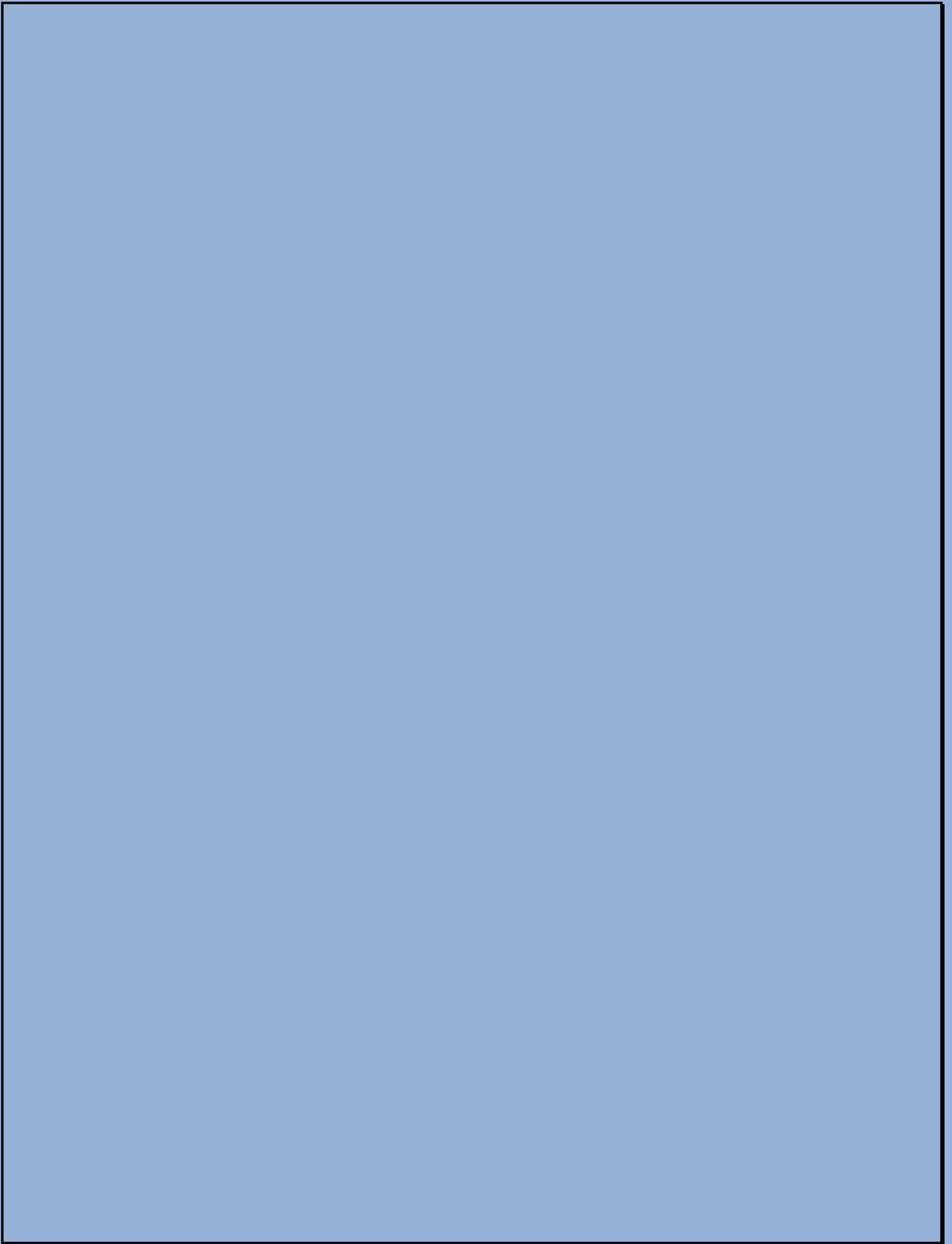
Councilmember’s Comments

Town Manager’s Report

- **Department Reports:** See attached information.....117

Adjourn/Recess

Presentation





Request for Town Council Action

Presentations: Oath of
Office
Date: 03/03/2026

Subject: **Administering the Oath of Office to six Police Officers**
Department: Police Department
Presented by: Chief of Police – Pete Hedrick
Presentation: Presentations

Issue Statement

The Smithfield Police Department has hired several officers to fill existing vacancies.

Financial Impact

Salaries for all officers were approved in the FY 2025-2026 budget

Action Needed

Mayor to administer the Oath of Office to Officers Jones, Hughes, Perry, Corry and Norman and Master Police Officer Cox.

Recommendation

Staff recommends that the Town Council proceed with the ceremonial swearing-in of the Police Officers.

Approved: Town Manager Town Attorney

Attachments:

1. Staff Report
2. Oath of Office: Police Officer I Alysha Jones
3. Oath of Office: Police Officer I Jamie Logan Hughes
4. Oath of Office: Master Police Officer Shayna Cox
5. Oath of Office: Police Officer I Zachary Perry
6. Oath of Office: Police Officer I Kyle Corry
7. Oath of Office: Police Officer I Kyree Norman



Staff Report

Presentations: Oath of
Office

The Smithfield Police Department has hired six (6) Police Officers within the past year to fill vacant positions and strengthen public safety services within the community. While several of these officers have been actively serving in their roles, their formal swearing-in ceremony was delayed due to scheduling conflicts and to allow family members the opportunity to be present at a Town Council meeting.

The administration of the Oath of Office during a public Council meeting provides an opportunity for the governing body and the community to formally recognize these officers and their commitment to uphold the Constitution and laws of the United States and the State of North Carolina.

The Officers to be sworn in are:

Police Officer I: Alysha Jones – Hired August 5, 2024

Police Officer I: Jamie Logan Hughes – Hired December 16, 2024

Master Police Officer: Shayna Cox – Hired March 10, 2025

Police Officer I: Zachary Perry – Hired September 22, 2025

Police Officer I: Kyle Corry – Hired January 6, 2026

Police Officer I: Kyree Norman – Hired February 9, 2026

This ceremony provides the Town Council and community the opportunity to formally welcome and recognize these officers for their service and dedication to the citizens of Smithfield.



OATH OF OFFICE

SMITHFIELD POLICE DEPARTMENT

"I, Alysha Jones, do solemnly swear or affirm that I will support the Constitution of the United States; that I will faithfully and bear true allegiance to the State of North Carolina and to the Constitutional powers and authorities which are, or may be established for the government thereof; that I will endeavor to support, maintain and defend the Constitution of said State, not inconsistent with the Constitution of the United States; that I will be alert and vigilant to enforce the criminal laws of this state; that I will not be influenced in any manner on account of personal bias or prejudice; and that I will faithfully and impartially execute the duties of my office as Police Officer according to the best of my **skill, abilities and judgment, so help me God.**"

Alysha Jones

Date

Oath administered this the
3rd day of March, 2026

M. Andy Moore, Mayor



OATH OF OFFICE

SMITHFIELD POLICE DEPARTMENT

"I, Jamie Logan Hughes, do solemnly swear or affirm that I will support the Constitution of the United States; that I will faithfully and bear true allegiance to the State of North Carolina and to the Constitutional powers and authorities which are, or may be established for the government thereof; that I will endeavor to support, maintain and defend the Constitution of said State, not inconsistent with the Constitution of the United States; that I will be alert and vigilant to enforce the criminal laws of this state; that I will not be influenced in any manner on account of personal bias or prejudice; and that I will faithfully and impartially execute the duties of my office as Police Officer according to **the best of my skill, abilities and judgment, so help me God.**"

Jamie L. Hughes

Date

Oath administered this the
3rd day of March, 2026

M. Andy Moore, Mayor



OATH OF OFFICE

SMITHFIELD POLICE DEPARTMENT

"I, Shayna Cox, do solemnly swear or affirm that I will support the Constitution of the United States; that I will faithfully and bear true allegiance to the State of North Carolina and to the Constitutional powers and authorities which are, or may be established for the government thereof; that I will endeavor to support, maintain and defend the Constitution of said State, not inconsistent with the Constitution of the United States; that I will be alert and vigilant to enforce the criminal laws of this state; that I will not be influenced in any manner on account of personal bias or prejudice; and that I will faithfully and impartially execute the duties of my office as Master Police Officer according to the best **of my skill, abilities and judgment, so help me God.**"

Shayna Cox

Date

Oath administered this the
3rd day of March, 2026

M. Andy Moore, Mayor



OATH OF OFFICE

SMITHFIELD POLICE DEPARTMENT

"I, Zachary Perry, do solemnly swear or affirm that I will support the Constitution of the United States; that I will faithfully and bear true allegiance to the State of North Carolina and to the Constitutional powers and authorities which are, or may be established for the government thereof; that I will endeavor to support, maintain and defend the Constitution of said State, not inconsistent with the Constitution of the United States; that I will be alert and vigilant to enforce the criminal laws of this state; that I will not be influenced in any manner on account of personal bias or prejudice; and that I will faithfully and impartially execute the duties of my office as Police Officer according to **the best of my skill, abilities and judgment, so help me God.**"

Zachary Perry

Date

Oath administered this the
3rd day of March, 2026

M. Andy Moore, Mayor



OATH OF OFFICE

SMITHFIELD POLICE DEPARTMENT

"I, Kyle Corry, do solemnly swear or affirm that I will support the Constitution of the United States; that I will faithfully and bear true allegiance to the State of North Carolina and to the Constitutional powers and authorities which are, or may be established for the government thereof; that I will endeavor to support, maintain and defend the Constitution of said State, not inconsistent with the Constitution of the United States; that I will be alert and vigilant to enforce the criminal laws of this state; that I will not be influenced in any manner on account of personal bias or prejudice; and that I will faithfully and impartially execute the duties of my office as Police Officer according to the best of my **skill, abilities and judgment, so help me God.**"

Kyle Corry

Date

Oath administered this the
3rd day of March, 2026

M. Andy Moore, Mayor



OATH OF OFFICE

SMITHFIELD POLICE DEPARTMENT

"I, Kyree Norman, do solemnly swear or affirm that I will support the Constitution of the United States; that I will faithfully and bear true allegiance to the State of North Carolina and to the Constitutional powers and authorities which are, or may be established for the government thereof; that I will endeavor to support, maintain and defend the Constitution of said State, not inconsistent with the Constitution of the United States; that I will be alert and vigilant to enforce the criminal laws of this state; that I will not be influenced in any manner on account of personal bias or prejudice; and that I will faithfully and impartially execute the duties of my office as Police Officer according to **the best of my skill, abilities and judgment, so help me God.**"

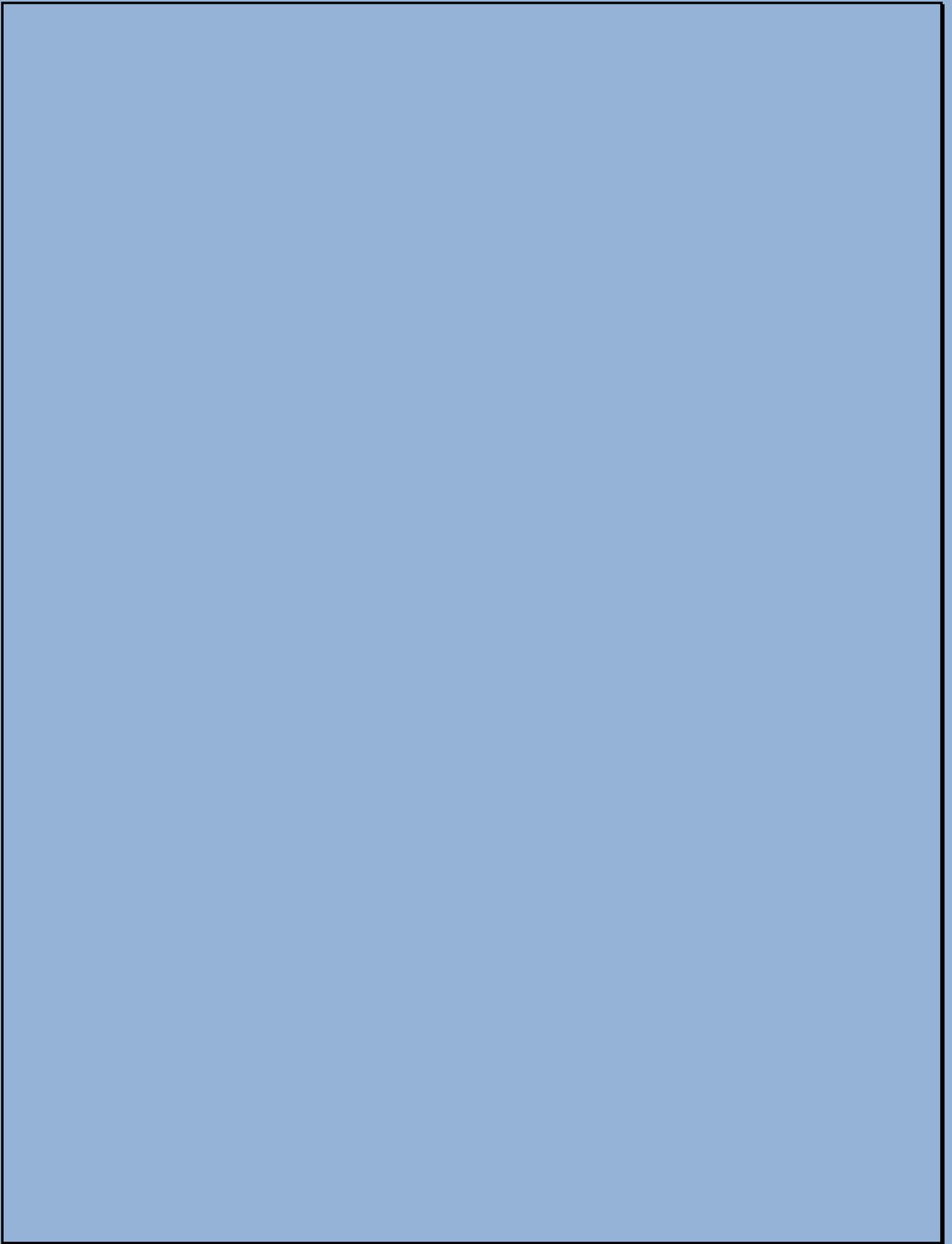
Kyree Norman

Date

Oath administered this the
3rd day of March, 2026

M. Andy Moore, Mayor

Public Hearing





Request for Planning Board Action

Public Hearing Comp Plan Update
Date: **03/03/2026**

Subject: Comprehensive Plan Update
Department: Planning Department
Presented by: Interim Planning Director – Micah Woodard
Presentation: Public Hearing

Issue Statement

Staff is requesting an amendment to the Town's Comprehensive Growth Management Plan and to make a minor update to the Pedestrian Plan.

Financial Impact

None

Action Needed

To review the Comprehensive Growth Management Plan amendments.

Recommendation

Staff recommend the Planning Board to recommend approval of CA-25-01 to amend the Comprehensive Growth Management Plan.

Approved: Town Manager Town Attorney

Attachments:

1. Staff Report
2. Final Draft Amendment Presentation Map



Staff Report

Public Comp Plan
Hearing Update

OVERVIEW:

There have been an increasing number of changes to the Comprehensive Growth Management Plan through rezoning's. The town is growing through annexations and new areas opening to sewer growth. Many of these changes were not anticipated in the 2019 Town Plan. The proposed changes are the result of a meeting between Public Utilities, Planning and Parks and Recreation Departments, and the Assistant Town Manager.

INITIAL STAFF-PROPOSED TOWN PLAN AREAS OF CHANGE:

Area 1. The Town Plan envisions a large area of light industrial in West Smithfield which is now anchored by the Amazon facility and Johnston County Regional Airport. Further to the north there is a pocket of light industrial uses where Tk Studio and Advantech are located. When the Town Plan was prepared, Staff were unaware of the County's sewer policy which reserved sewer capacity for industrial development. Staff believed sewer to be unavailable in this area, so the area was guided for low density residential (septic system-residential). The County has a sewer policy to provide sewer for industry, and the County has guided the land north of Smithfield's ETJ along US 70 Business West or Employment uses. The Town Council recently rezoned a parcel north of TK Studio to Light Industrial and correspondingly amended the Comprehensive Plan. This proposed amendment would guide all the land in this area for industrial/employment uses.

Industrial in this area makes sense given the US 70 Business designation and easy access to I-42 on US 70 Business W and Swift Creek Road.

Since the Town Plan was adopted, it has guided low density residential septic development in this area. However, the County has constructed a large pump station on the JNX Airport property. There is developable land to the north of the pump station that could feasibly be sewer. And has been of interest to the development community for some time. With the pump station now operational, Medium Density Residential is feasible. Medium density translates to residential densities as high as 9.61 units per acre and can include townhouses and multifamily apartment development.

After several meetings with the Planning Board a consensus was reached, and the Industrial areas were kept and a few tracts of Medium density were left.

Area 2. Within this area the Bellamy Subdivision is being proposed which could bring sewer to the north side of Poplar Creek. Sewer is also feasible to the east of Swift Creek Road, potentially by being bored under the Neuse River from the Buffalo Road area. Therefore, staff recommended guiding all this area for Medium Density Residential.

After several meetings with the Planning Board a consensus was reached to leave everything north of Spring Branch Low Density, and the areas to the south along Barbour Road to increase from Low to Medium density.

Area 3. Area 3 includes the existing Local 70 Mixed Use PUD. The PUD area will be developed for light industrial or commercial uses. The Town Plan had envisioned a mixed-use center around Buffalo Road at the interchange to future I-42, and some office/residential to the south. The update recommends moving the mixed-use center to the north side of Buffalo Road and creating a larger area for industrial/employment. This makes sense given easy access to future I-42 and the need for industrial growth in the town.

After several meetings with the Planning Board a consensus was reached and in essence the idea of creating some Industrial and Mixed-Use areas was kept but was re-arranged from the initial staff proposal.

Area 4. Area 4 encompasses the entire area east of I-95. The Town Plan did not envision sewer growth in this area, but the Mallard Crossing subdivision changes that.

- Industrial. Given the need for industrial growth and the proximity to I-95, Staff is recommending a larger Light Industrial area near the Brogden Road interchange.
- Mixed use. The Town Plan envisioned mixed use around the US 70 Business East/I-95 interchange. With the completion of the connector road and elimination of Mallard Road connection to the Ramp, Staff are envisioning an even larger commercial/mixed use area.
- Low and Medium Density Residential. Mallard Crossing is a medium density project and with sewer on the east side of I-95, Staff recommends guiding all the land to medium and low density residential.

After several meetings with the Planning Board a consensus was reached and except for a few pockets of areas guided for commercial this area did not differ much from the original staff proposal.

Minor Pedestrian Plan Update:

- NCDOT has asked staff that the proposed Sidewalk and Multiuse Path be switched along Brogden Rd.

All four (4) Map Areas are in order as follows:

1. Current Future Land Use Map (last updated April 15th, 2025)
2. Initial Staff Proposal
3. Planning Board Revision
4. Final Draft

RECOMMENDATION:

Staff recommend the Planning Board recommend approval of the comprehensive plan amendment, CA-25-01, and minor change to Town Pedestrian Plan.

RECOMMENDED MOTION:

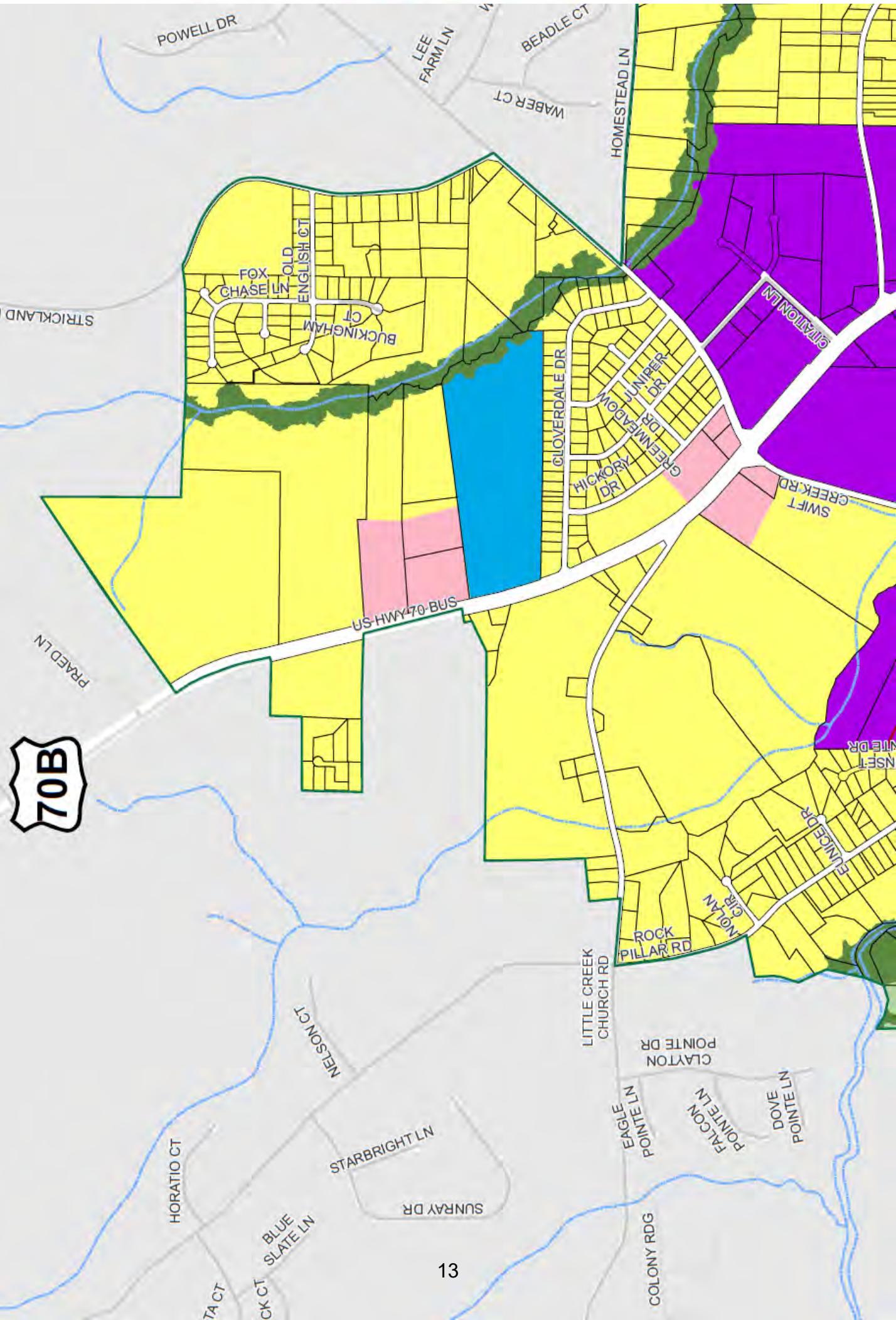
“Move to recommend approval of the comprehensive plan amendment, CA-25-01, and subsequent minor change to Town Pedestrian Plan.”

Area of Interest #1

PREVIOUSLY APPROVED

Legend

- Town Corporate Limits
- ETJ Boundaries
- Future Land Use**
- Non-Residential and Mixed Use Areas
- Conservation and Open Space
- Commercial
- Downtown Core
- Downtown Support
- Industrial / Employment
- Mixed Use Center
- Office / Residential
- Residential Character Areas**
- Medium Density Residential
- Low Density Residential
- Rural Residential

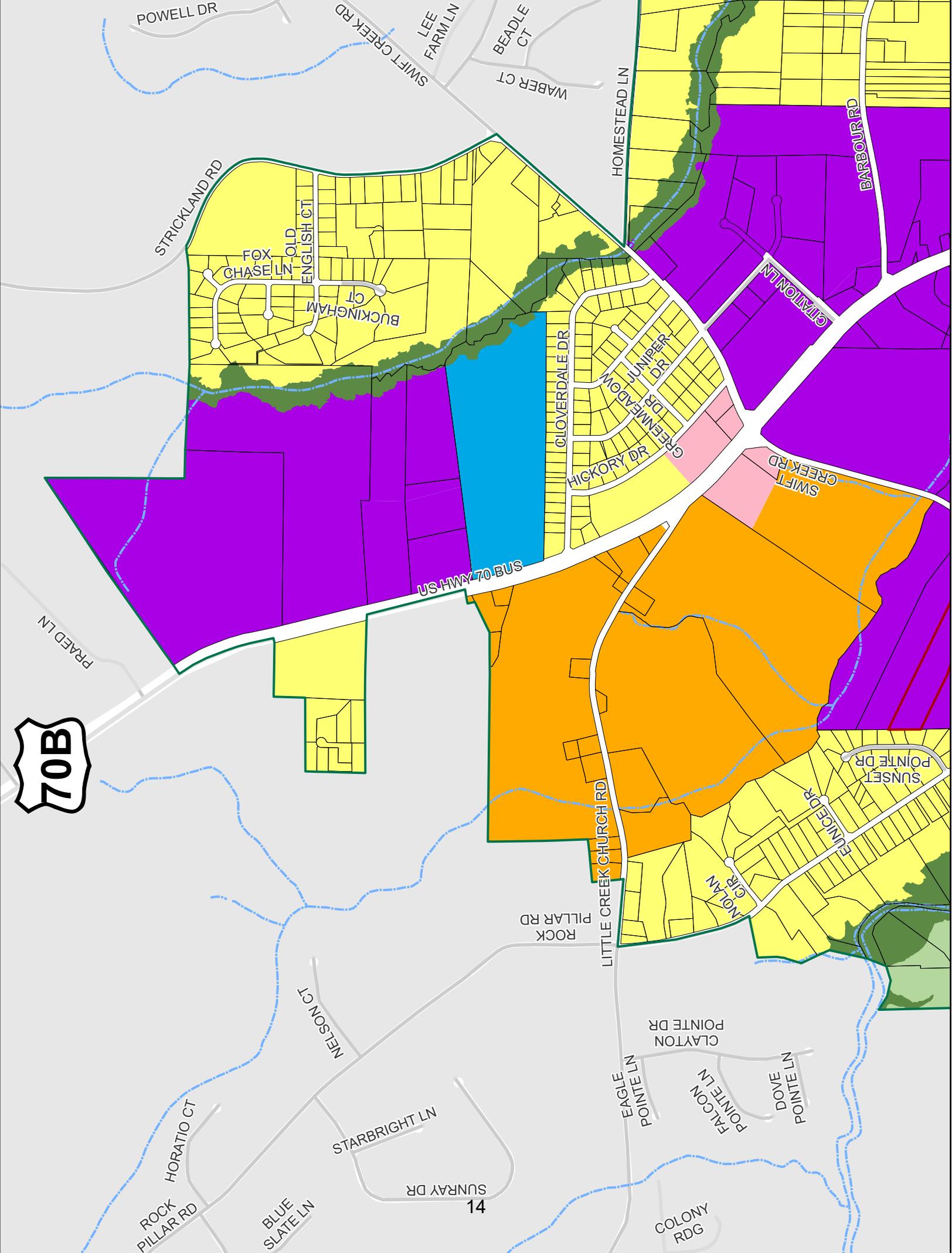
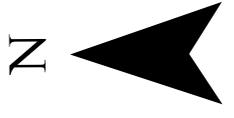


Area of Interest #1

PROPOSED/STAFF

Legend

- Town Corporate Limits
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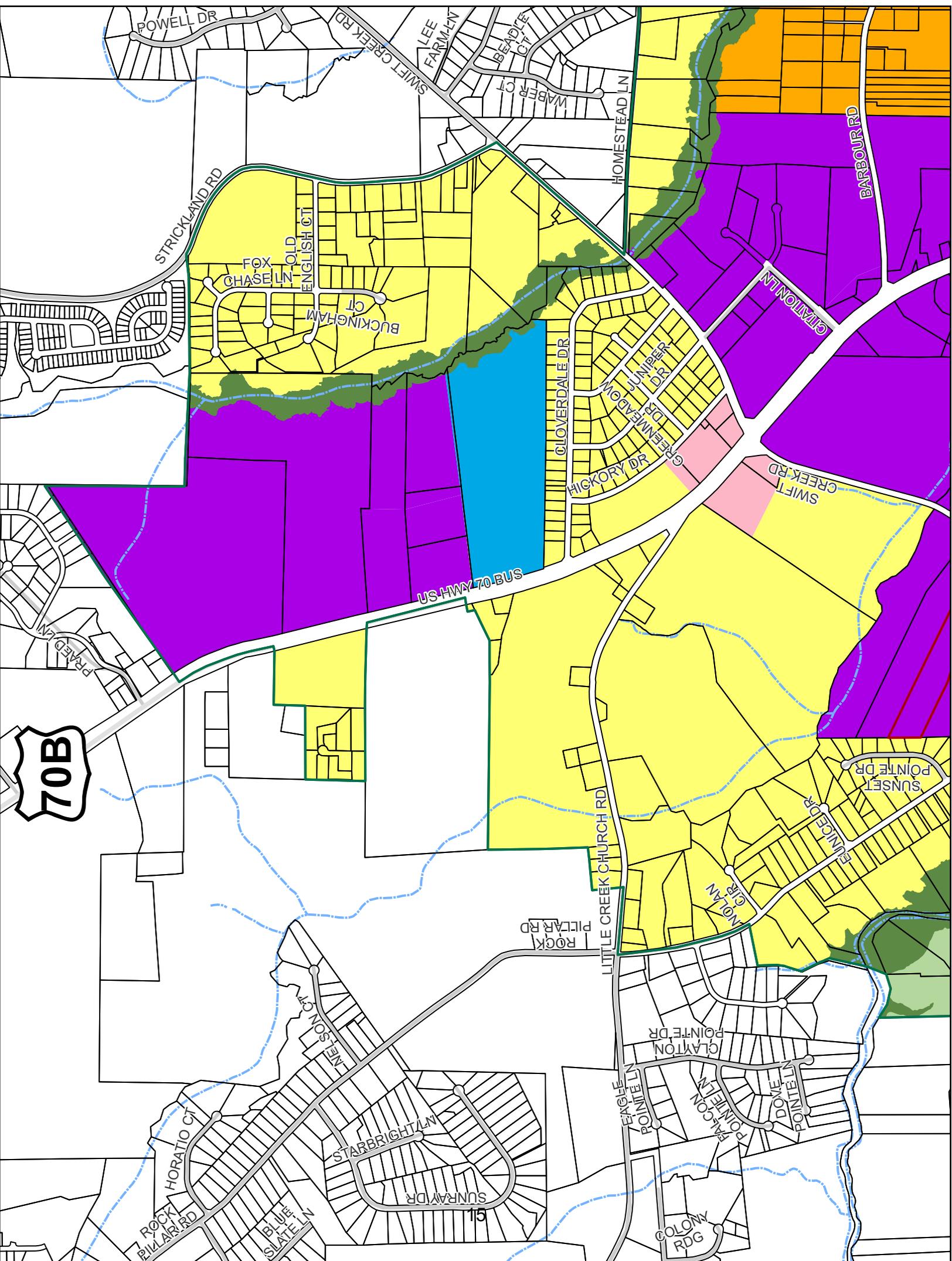
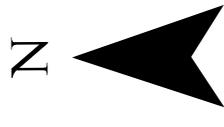


Area of Interest #1

PROPOSED/PB

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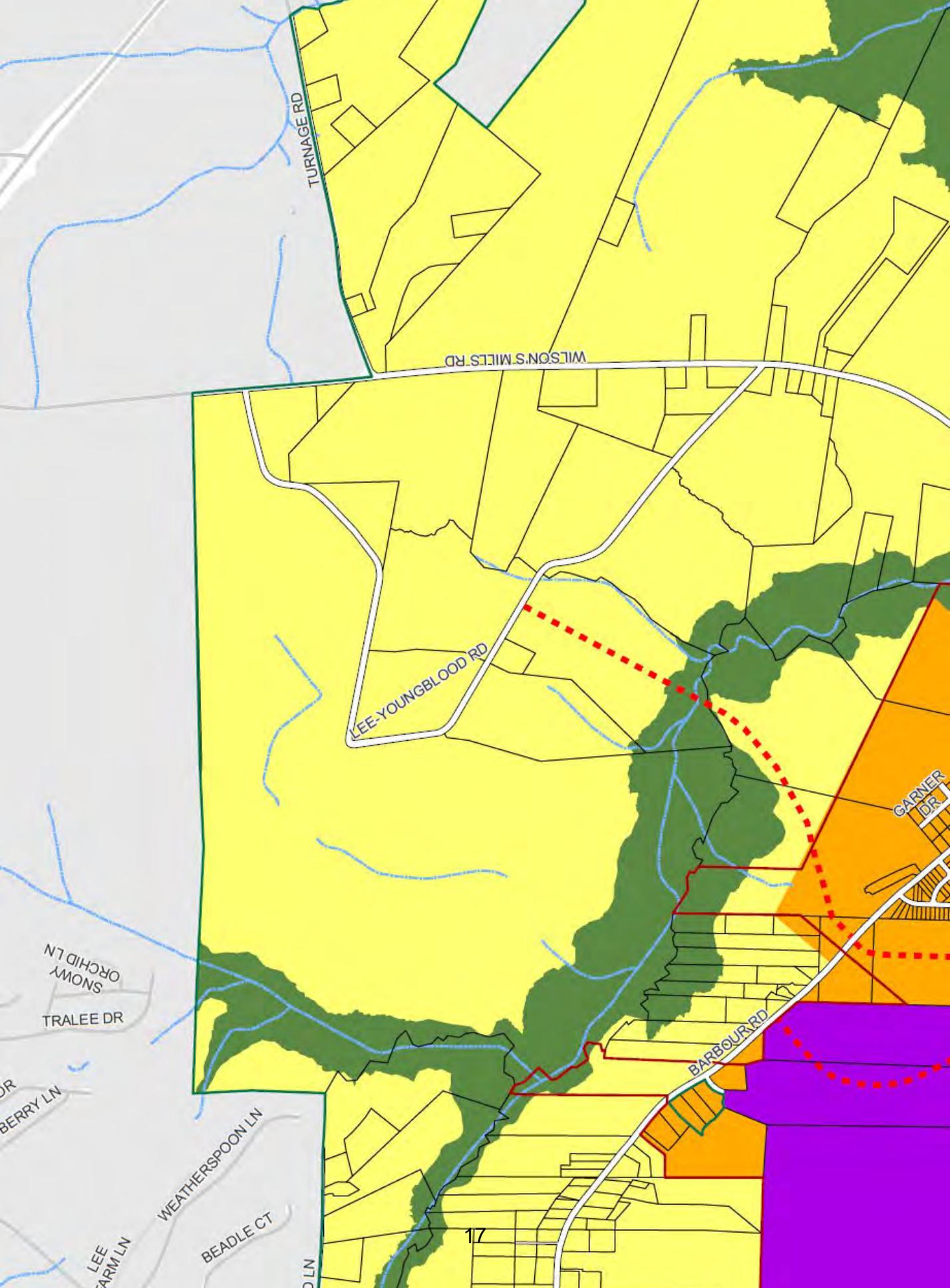
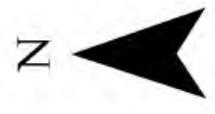


Area of Interest #2

PREVIOUSLY APPROVED

Legend

- Town Corporate Limits
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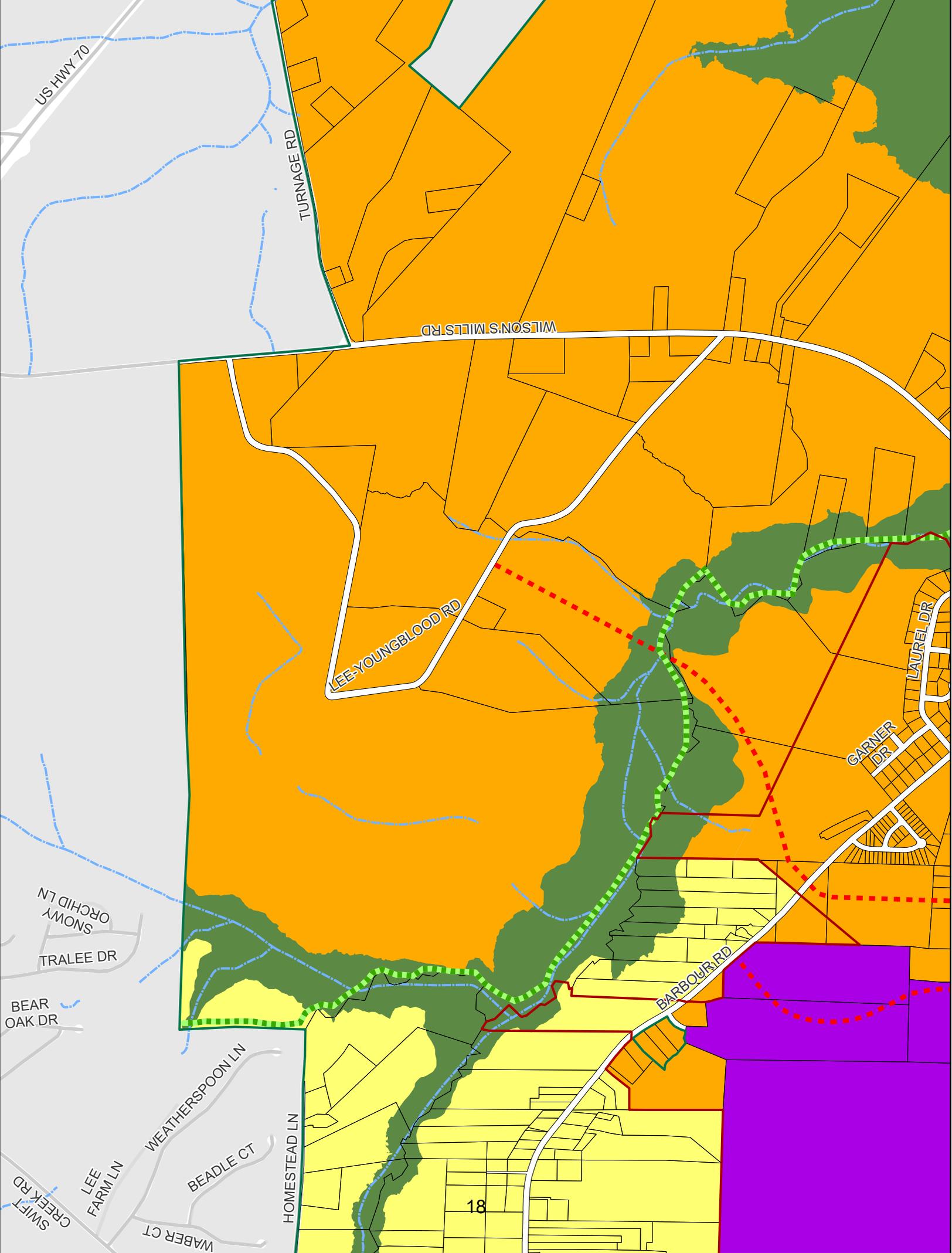
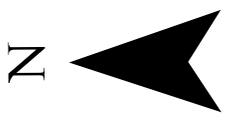


Area of Interest #2

PROPOSED/STAFF

Legend

- Town Corporate Limits
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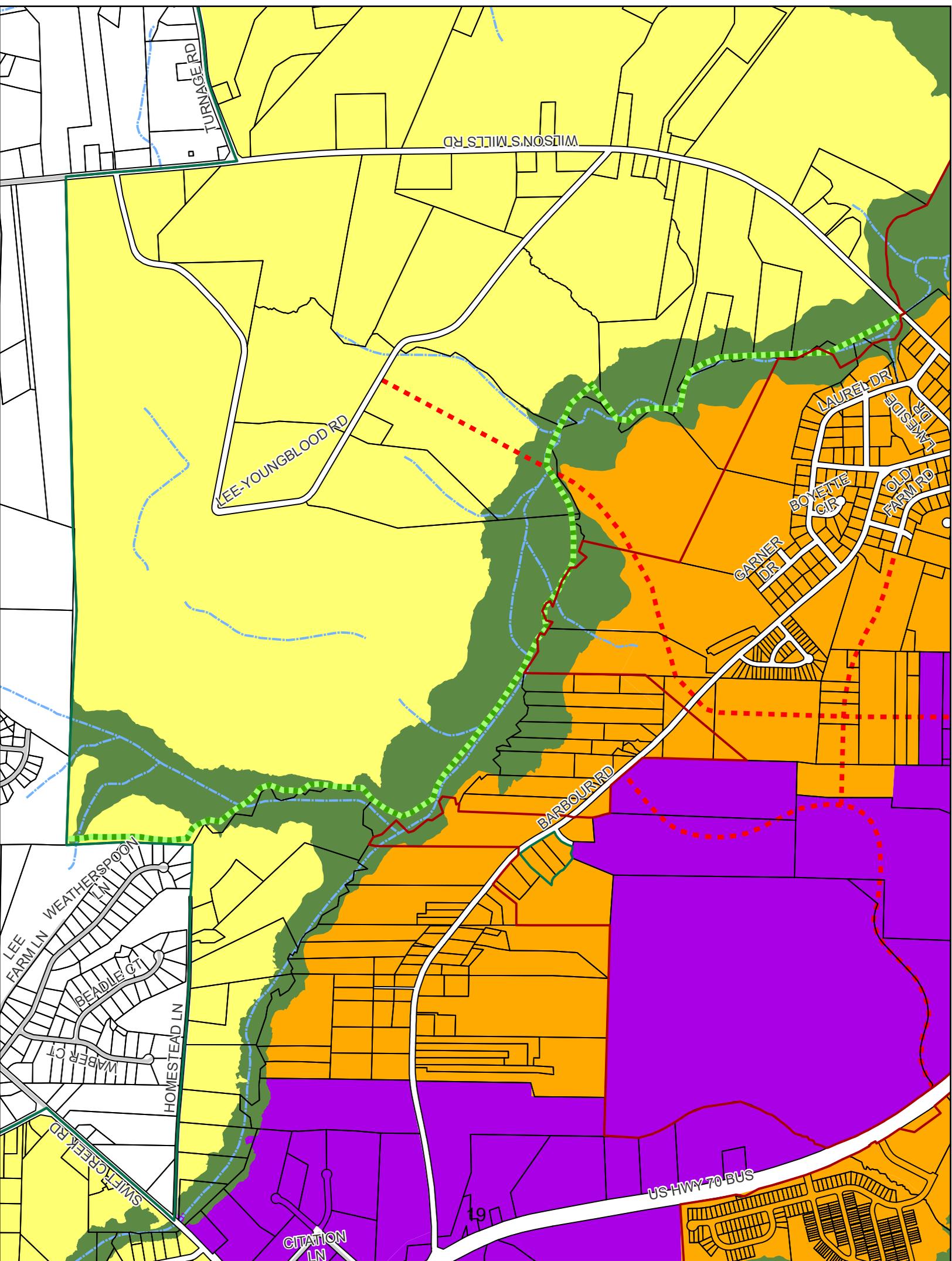
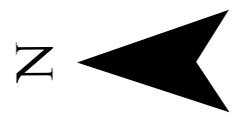


Area of Interest #2

PROPOSED/PB

Legend

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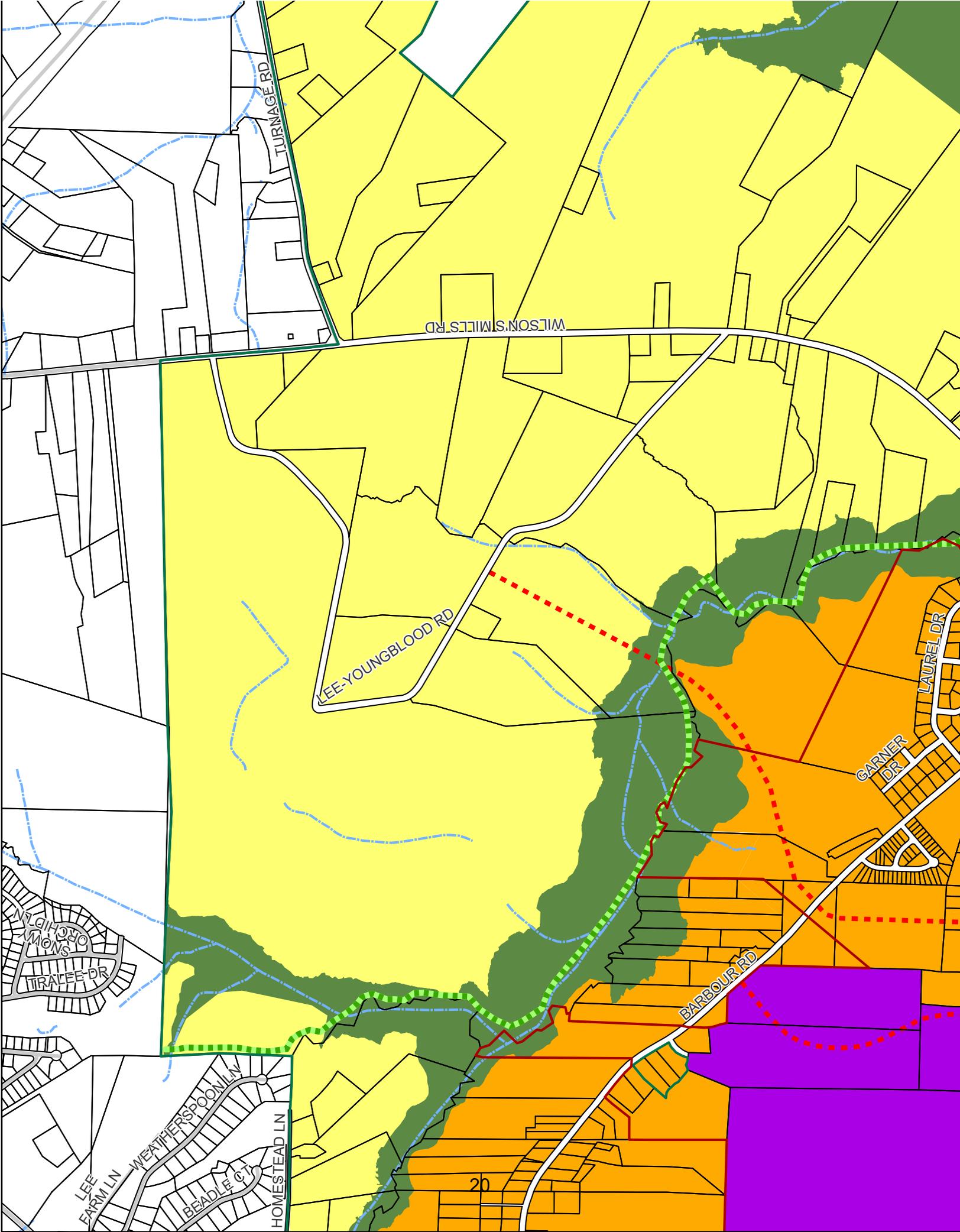
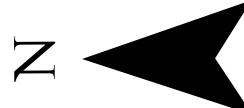


Area of Interest #2

FINAL DRAFT

Legend

- Town Corporate Limits
- ETJ Boundaries
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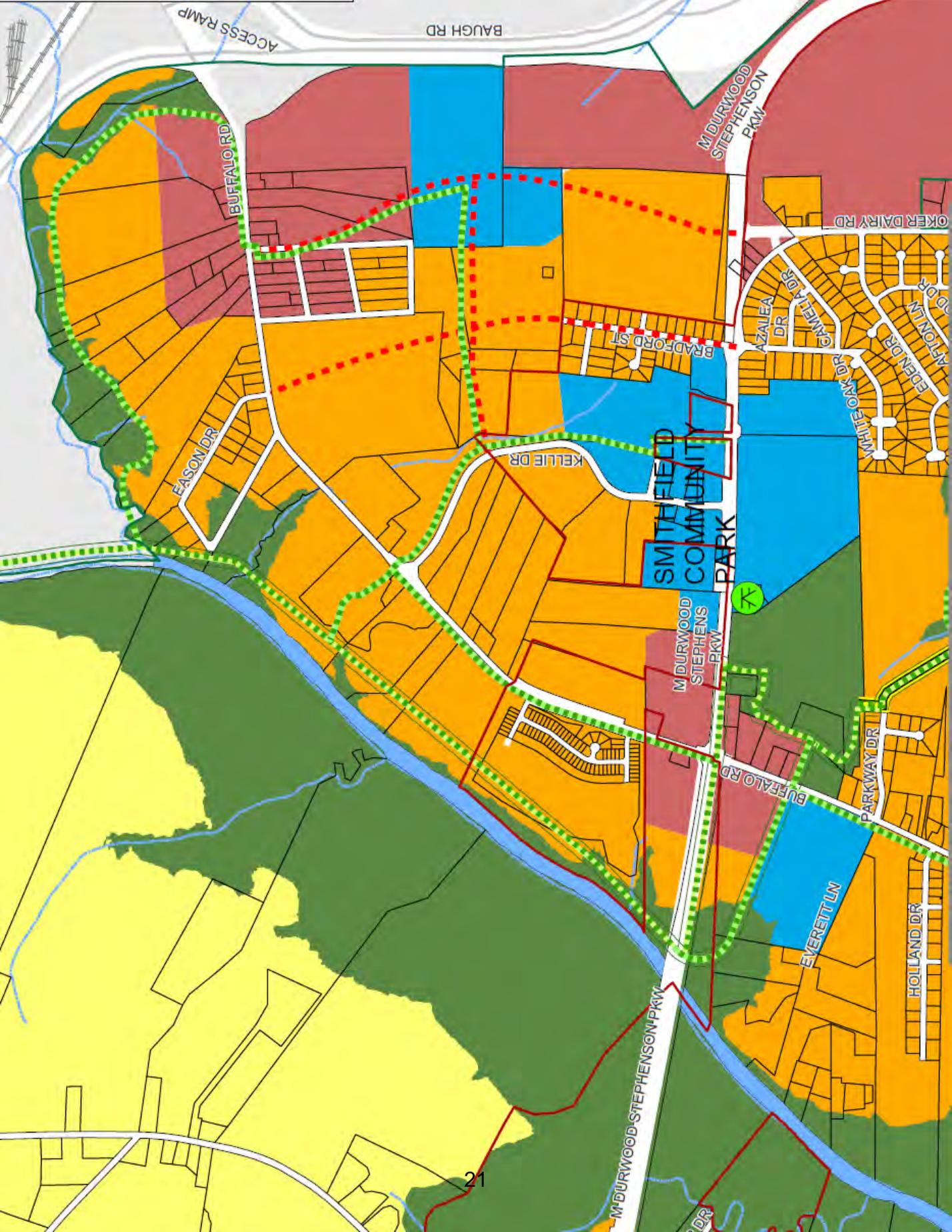


Area of Interest #3

PREVIOUSLY APPROVED

Legend

- Town Corporate Limits
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- Future Land Use**
- Non-Residential and Mixed Use Areas**
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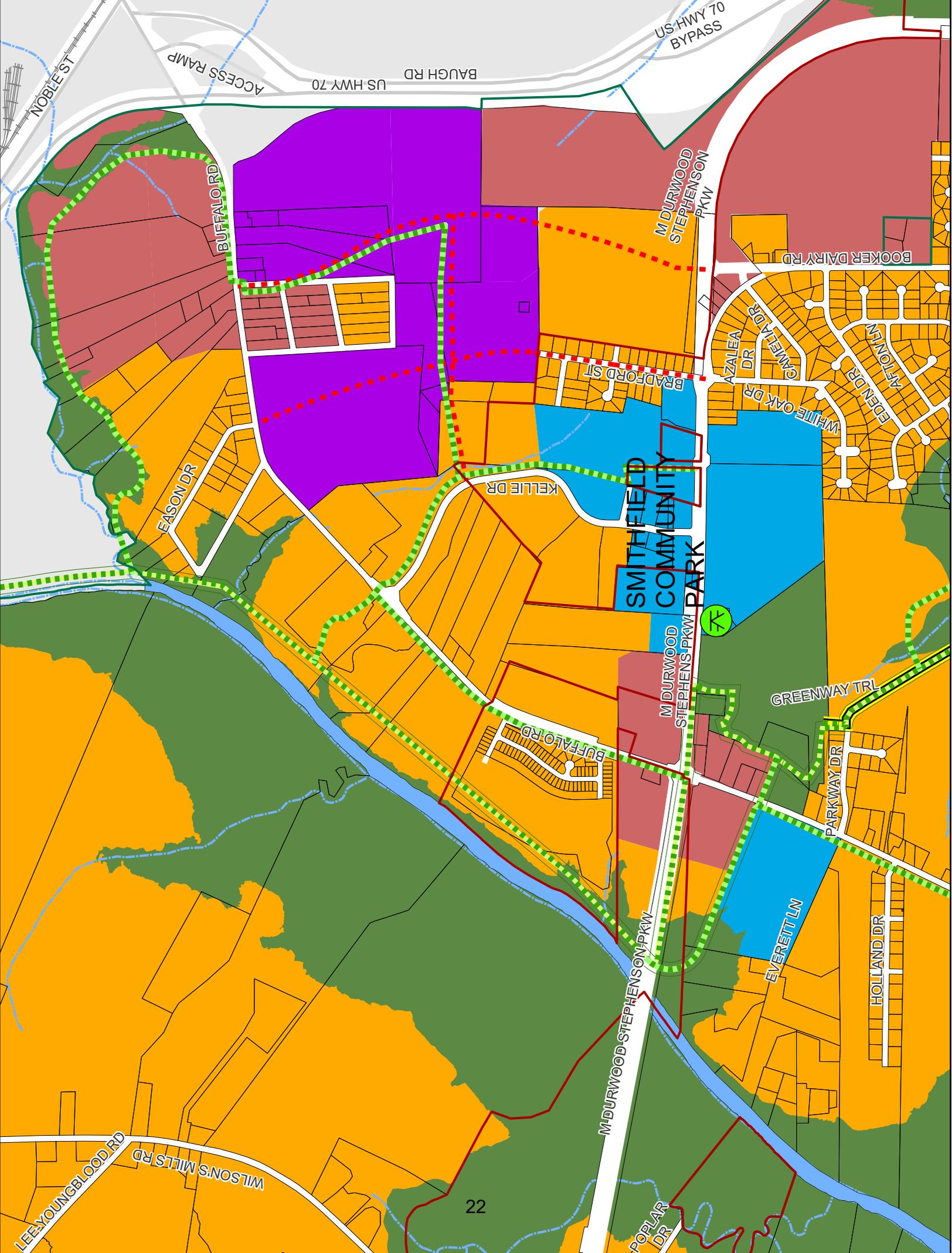
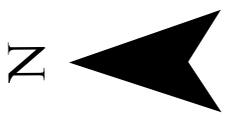


Area of Interest #3

PROPOSED/STAFF

Legend

-  Town Corporate Limits
-  ETJ Boundaries
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- Non-Residential and Mixed Use Areas**
-  Conservation and Open Space
-  Commercial
-  Downtown Core
-  Downtown Support
-  Industrial / Employment
-  Mixed Use Center
-  Office / Residential
- Residential Character Areas**
-  Medium Density Residential
-  Low Density Residential
-  Rural Residential

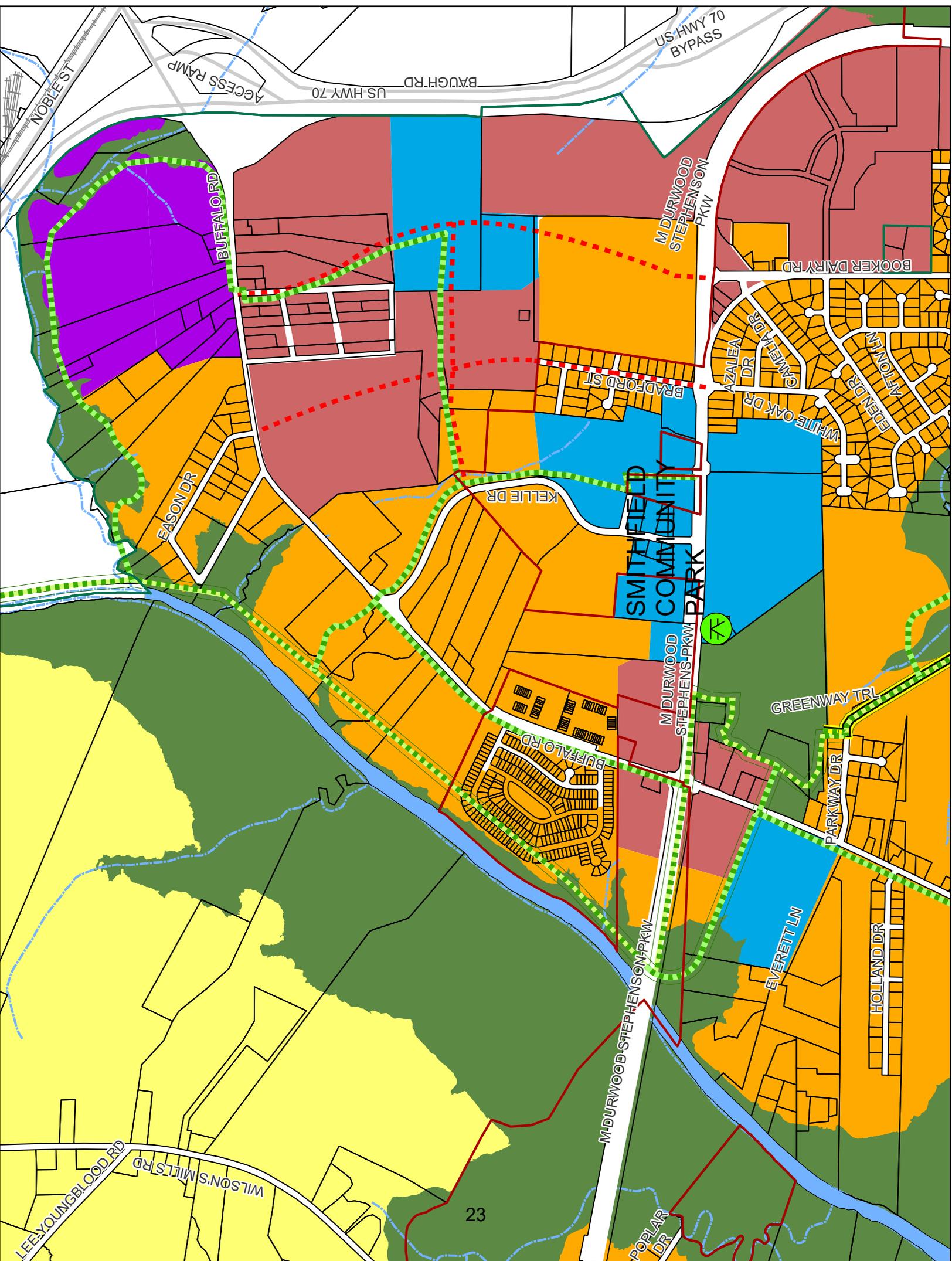
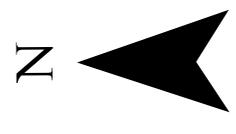


Area of Interest #3

PROPOSED/PB

Legend

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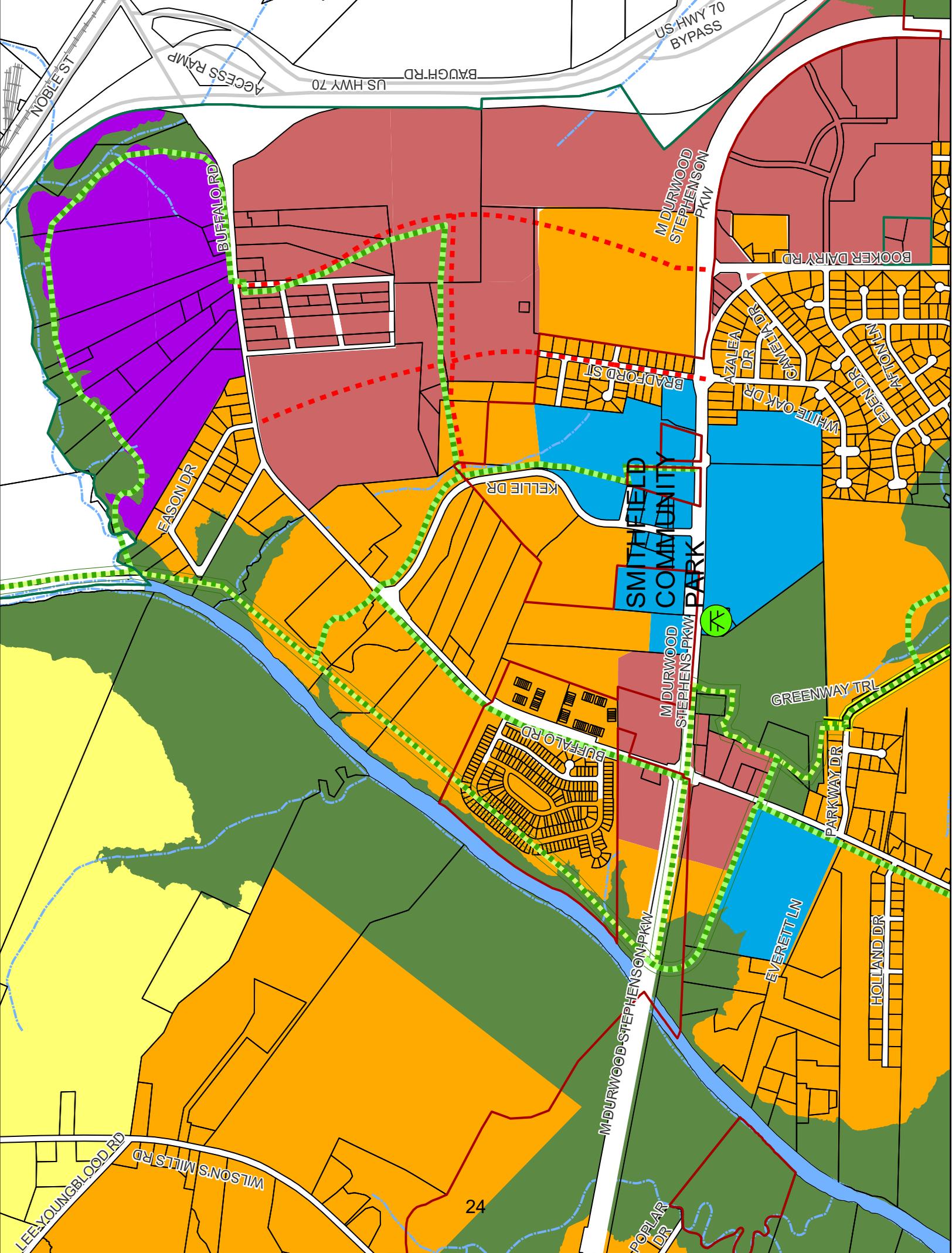


Area of Interest #3

FINAL DRAFT

Legend

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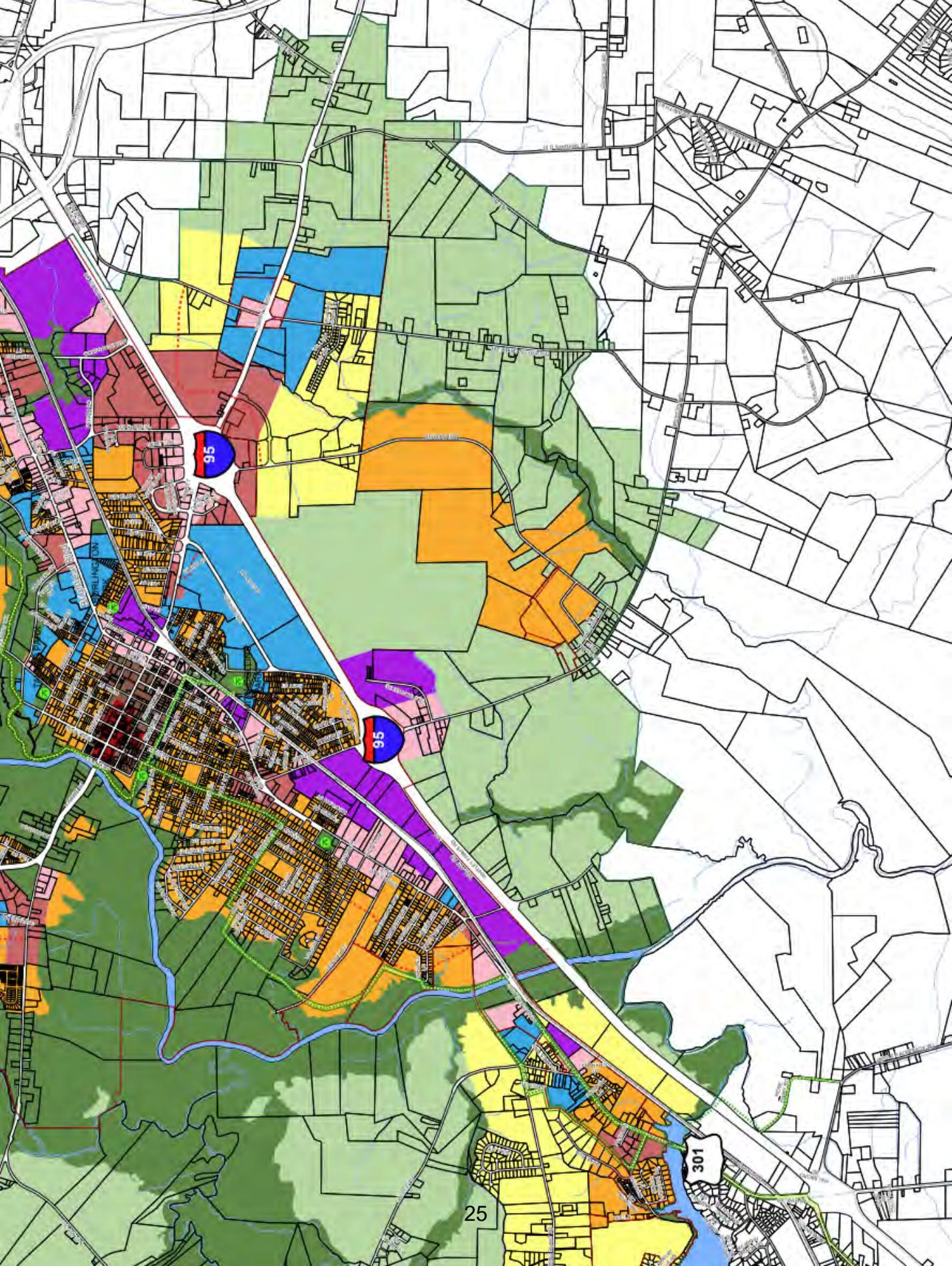


Area of Interest #4

PREVIOUSLY APPROVED

Legend

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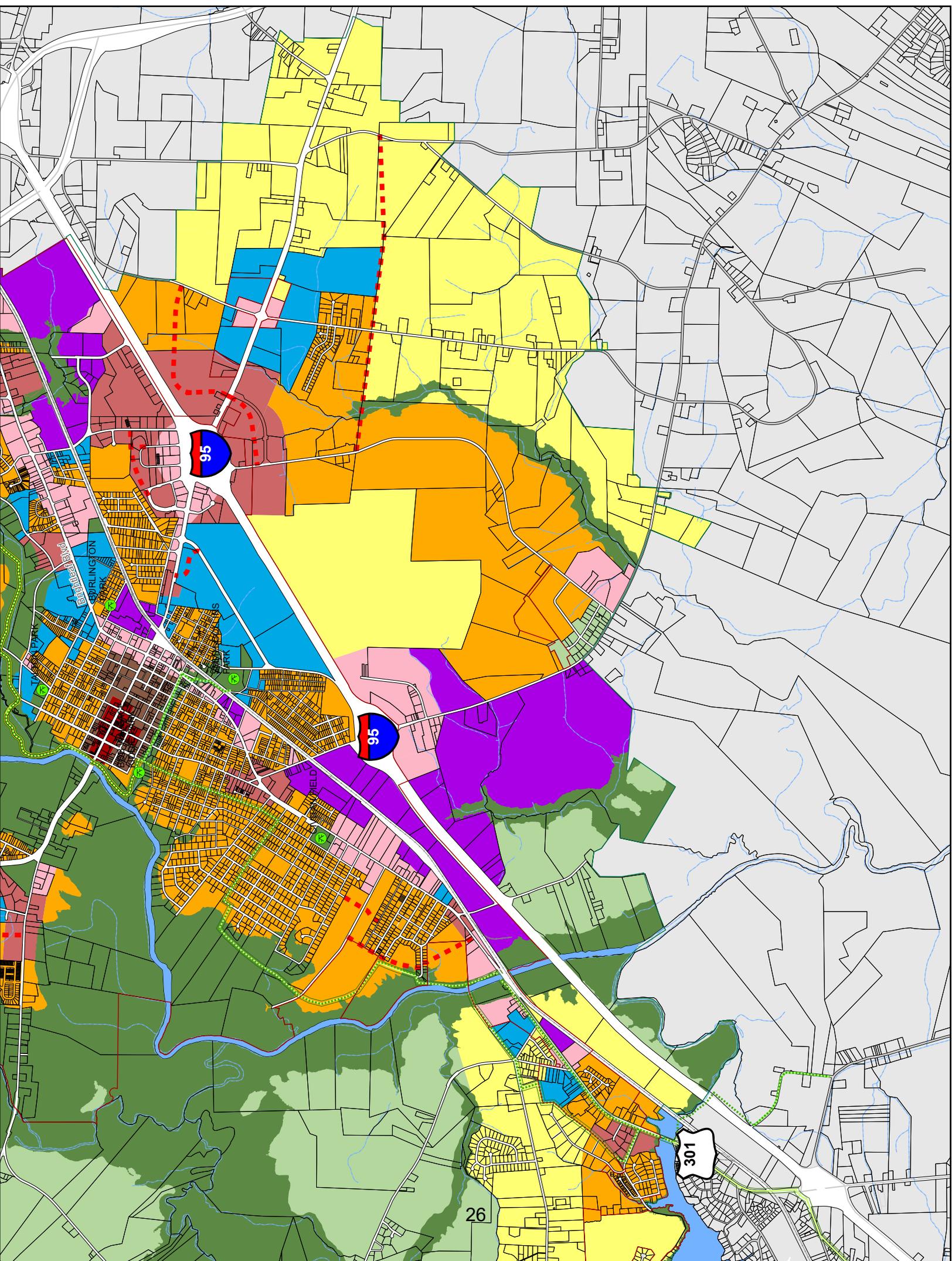
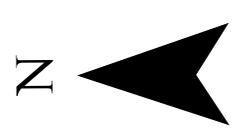


Area of Interest #4

PROPOSED/STAFF

Legend

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- Rural Residential
- parcels_2025

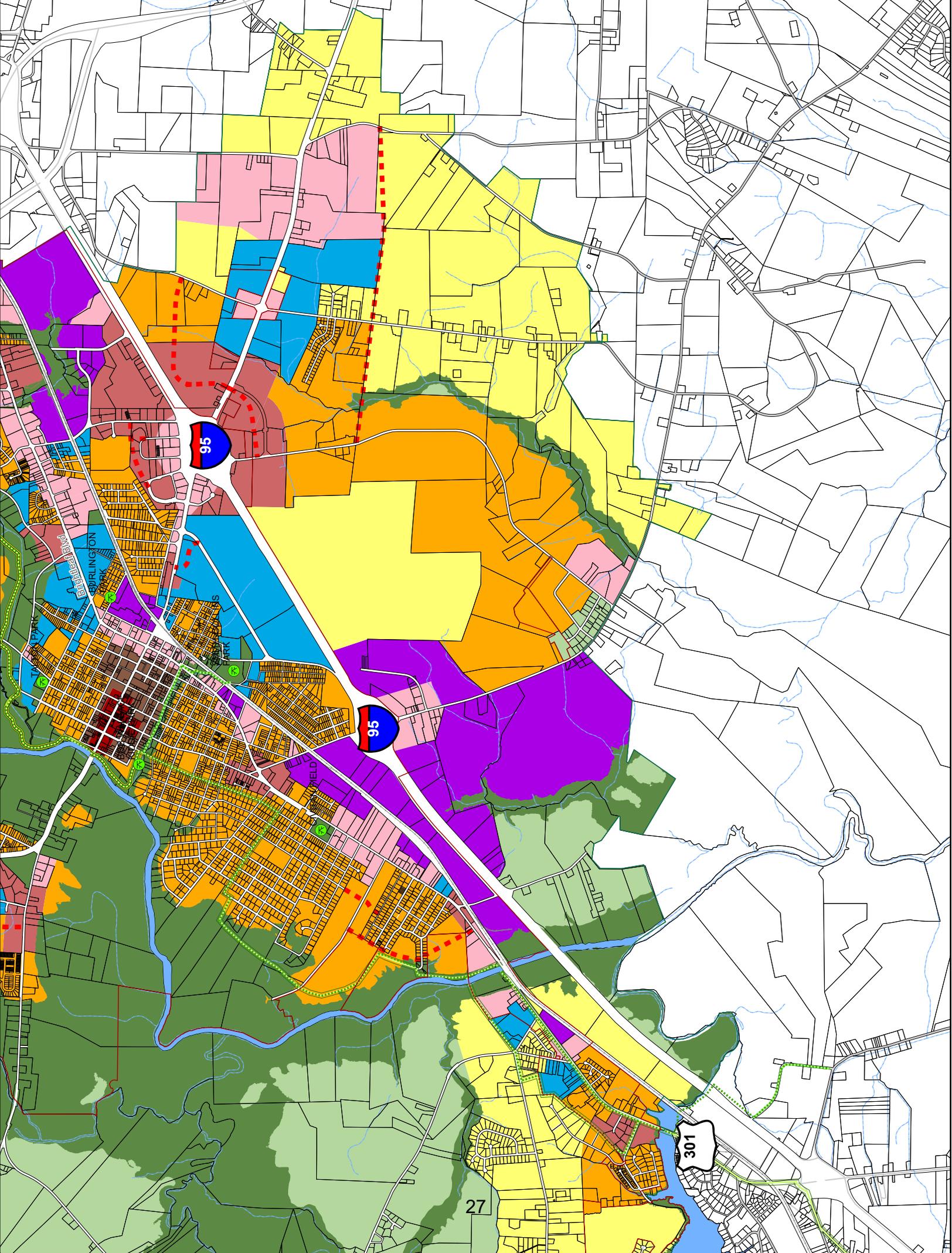
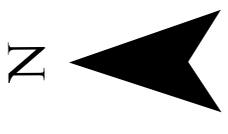


Area of Interest #4

PROPOSED/PB

Legend

- Town Corporate Limits
- ETJ Boundaries
- Future Land Use**
- Non-Residential and Mixed Use Areas**
- Conservation and Open Space
- Commercial
- Downtown Core
- Downtown Support
- Industrial / Employment
- Mixed Use Center
- Office / Residential
- Residential Character Areas**
- Medium Density Residential
- Low Density Residential
- Rural Residential
- Tax Parcels

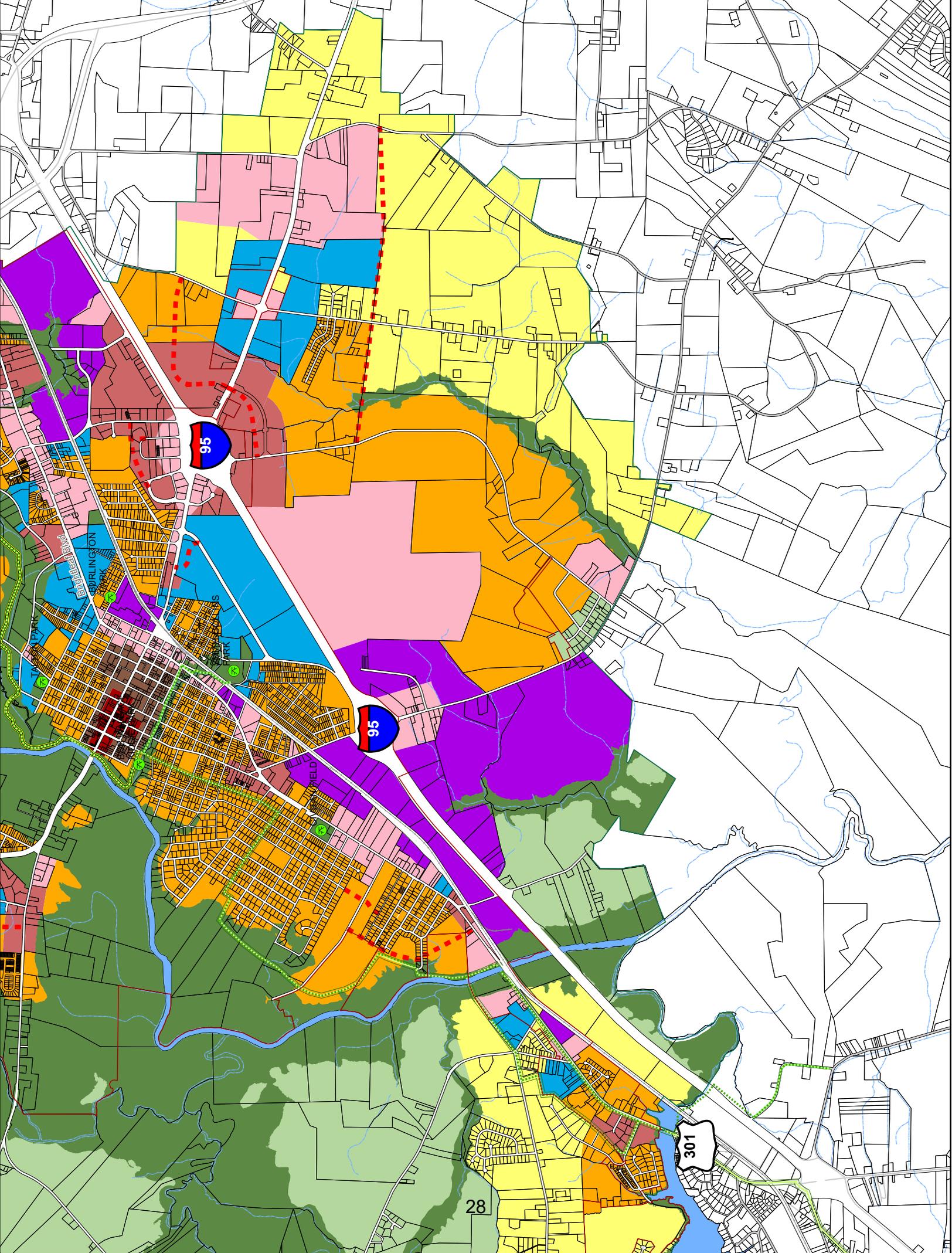


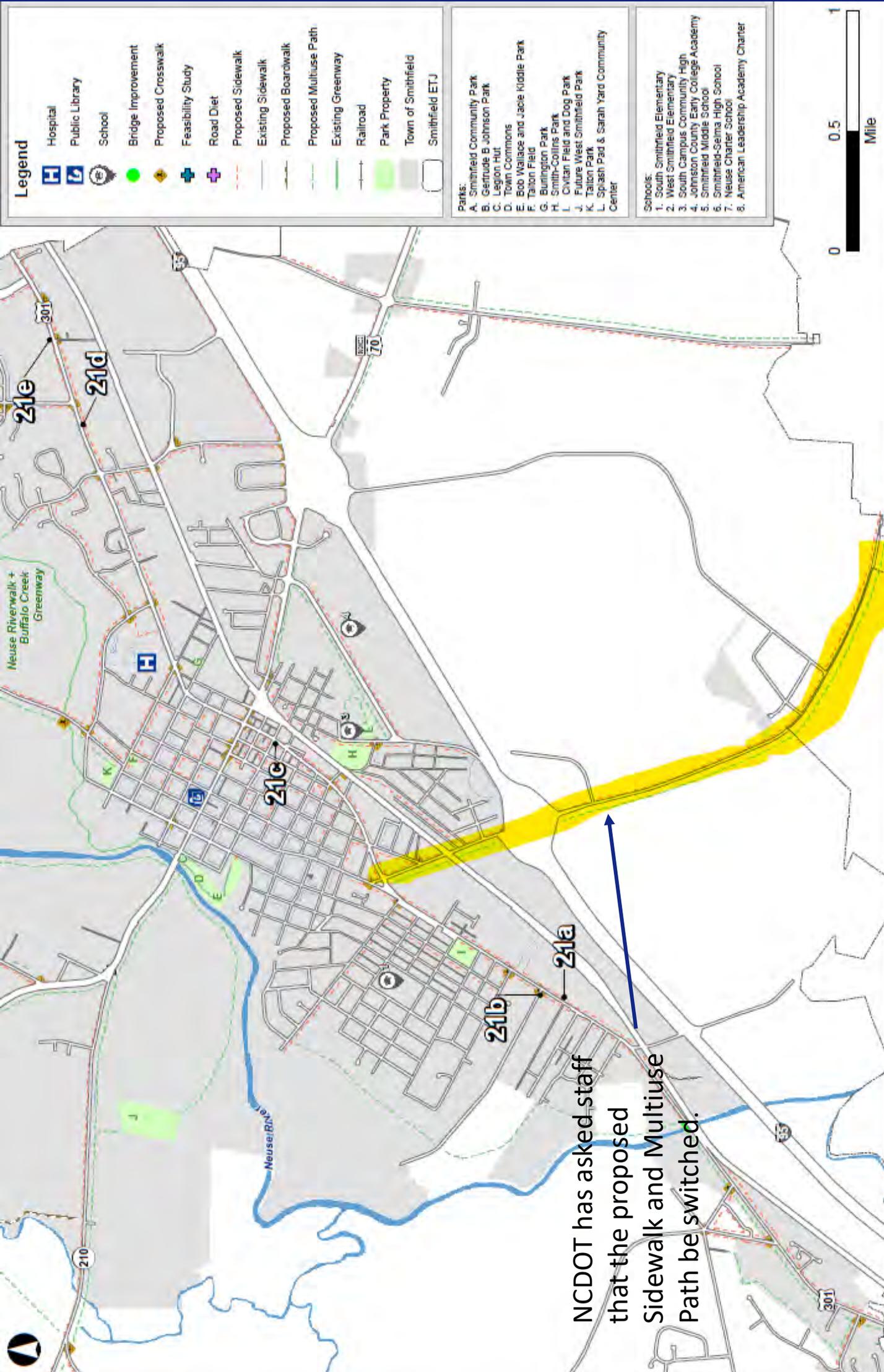
Area of Interest #4

FINAL DRAFT

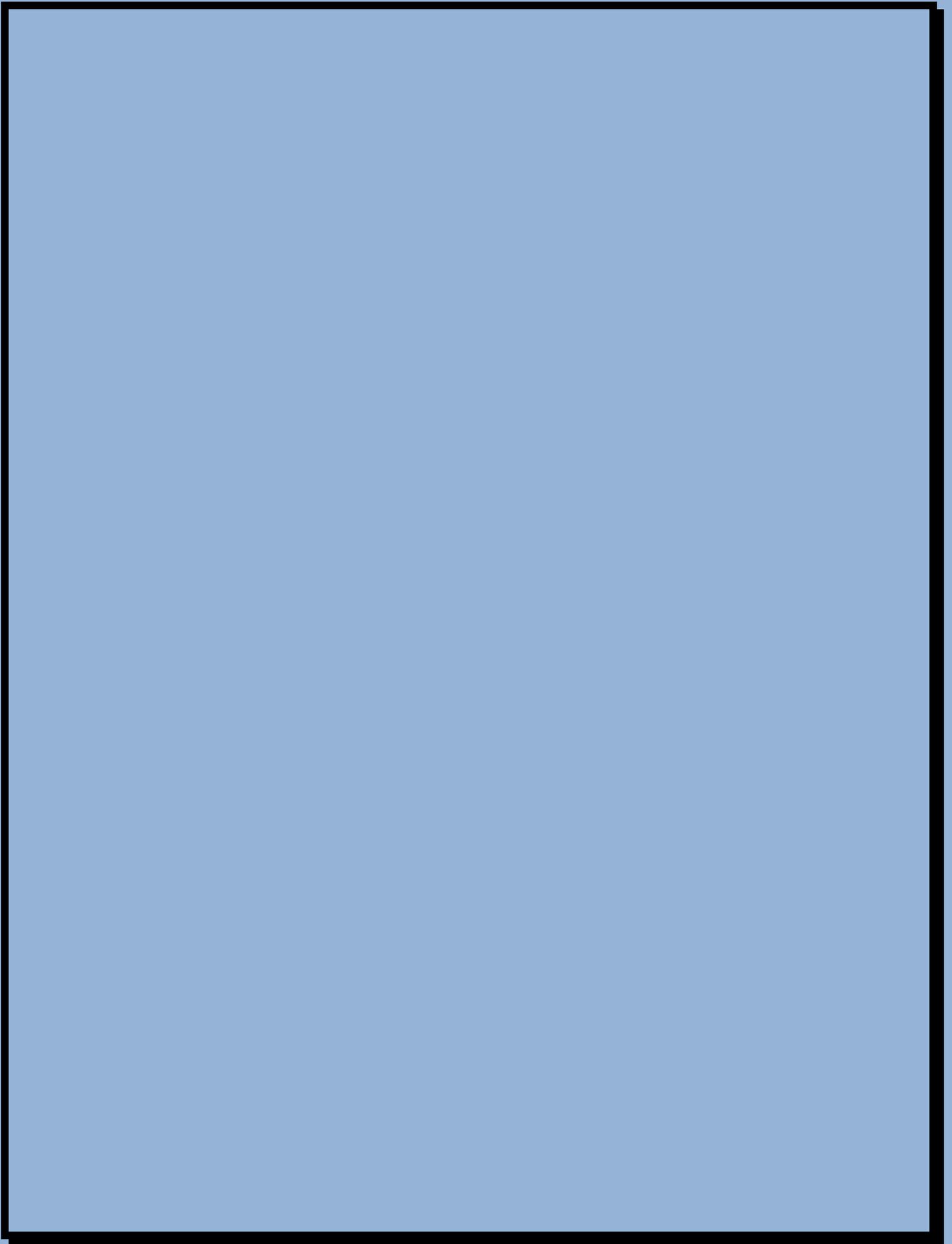
Legend

- Town Corporate Limits
- ETJ Boundaries
- Future Land Use**
- Non-Residential and Mixed Use Areas**
- Conservation and Open Space
- Commercial
- Downtown Core
- Downtown Support
- Industrial / Employment
- Mixed Use Center
- Office / Residential
- Residential Character Areas**
- Medium Density Residential
- Low Density Residential
- Rural Residential
- Tax Parcels





Consent Agenda Items



The Smithfield Town Council met on Tuesday, February 3, 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
Gettys Cohen, Jr. District 1
Roger Wood, At-Large
John Dunn, At-Large
Travis Scott, District 3
Doris Wallace, District 4
Stephen Rabil, At-Large

Councilmen Absent

Administrative Staff Present

Assistant Town Manager, Kim Pickett
Elaine Andrews, Town Clerk
Jeremey Daughtry, Fire Chief
Pete Hedrick, Chief of Police
Gary Johnson, Parks & Rec Director
Shannan Parrish, HR Director
Micah Woodard, Int. Planning Director
Ted Credle, Public Utilities Director
Lawrence Davis, Public Works Director

Also Present

Attorney Robert A. Spence, Jr.

Administrative Staff Absent

CALL TO ORDER:

Mayor M. Andy 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 John Dunn made a motion, seconded by Councilman Roger Wood to approve the agenda, amended as follows. Unanimously approved.

Add:

- *Closed Session pursuant to NC G.S. 143-318.11 (a)(5) and (a)(6)*
- *The Consideration of the Appointment of Councilwoman Doris Wallace to the Appearance Commission as Council Liaison*

Remove:

- *Business Item No. 2 – The Consideration and Request for approval of Advisory Board Appointments*

PRESENTATIONS:

1. Proclamation – All in Red Month – February 2026

Mayor M. Andy Moore read the following proclamation for All in Red Month. He made personal note of the impact of heart disease on his mother, and encouraged the Board to wear an item of red, to commemorate their support of All in Red Month for heart disease awareness.

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

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

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

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

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

WHEREAS, the *ALL IN RED* campaign encourages all Johnston County residents, business owners, and visitors to participate in this initiative by wearing red on **February 6, 2026**, *National Wear Red Day*, and/or **running a RED promo or fundraiser throughout February**; and

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

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

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

Duly proclaimed this 3rd day of February 2026.

PUBLIC HEARINGS:

1. Zoning Amendment Request – ZA-25-03: The Town Council is respectfully requested to hold a public hearing and review a proposed zoning text amendment to the Unified Development Ordinance (UDO), Article 6, Section 6.51, and Article 10, Section 10.94, to repeal the Rowhouse Overlay District and replace it with the Downtown Overlay District and associated regulations (ZA-25-03), and to take action to approve, approve with modifications, or deny the amendment.

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

Interim Planning Director, Micah Woodard presented a zoning text amendment (ZA-25-03) and related map amendment to repeal the obsolete Row House Overlay District and establish a new Downtown Overlay District along East Market Street from approximately Fourth Street to U.S. 301, affecting just over 20 parcels. He explained that the new overlay is intended to support and grow the downtown area by encouraging zero lot line commercial buildings, parking to the side or rear, mixed-use development using B-1 and B-2 uses, wider sidewalks, architectural standards, and common sign standards, while allowing the UDO Director flexibility to reduce parking minimums when appropriate. Woodard noted that the underlying B-2 zoning and permitted uses would remain unchanged, that existing lots and structures would not become nonconforming, and that the overlay standards would apply only to new or infill development, thereby complying with recent state restrictions on downzoning. He concluded that staff and the Planning Board find the amendments consistent with the Town's Comprehensive Growth Management Plan, reasonable, and in the public interest, and both bodies recommend approval.

Woodard provided staff's report and a power point presentation which were incorporated in the record and provided to the Town Council as part of their February 3, 2026 meeting agenda packets.

Mayor Andy Moore asked if there were any questions for staff.

Councilman Travis Scott questioned whether the changes in any way affected the tax district, noting the three different taxes, downtown development, county and town taxes. Interim Planning Director Woodard answered he did not believe so.

Councilman Stephen Rabil asked had the twenty-two neighboring property owners have been notified. Woodard stated they have been notified, and an ad was run in the paper. Rabil asked if there was any opposition. Woodard answered no, there was no opposition.

Attorney Bob Spence asked if the request was mostly directed at vacant lots. Woodard stated it would benefit vacant lots, and also any redevelopment in town would benefit from it. He noted the intent is to extend the downtown core from Fourth street to US Hwy 301 allowing the zero-lot line development. He deferred further explanation to Downtown Development Director, Heidi Gilmond—stating that the amendment request was spear-headed by Gilmond and former Planning Director, Stephen Wensman.

Heidi Gilmond, Director of the Smithfield Downtown Development Corporation addressed the Council. She provided a handout, which outlined her points for the proposed request. Gilmond stated that Market Street is the spine of downtown but that the section from Fourth Street to U.S. 301 looks very different from the historic core. She said the proposed downtown overlay is intended to create a continuous, recognizable downtown streetscape from the bridge to U.S. 301 by encouraging buildings to be placed close to the sidewalk with active storefronts, rather than large open parking areas. This, she noted, would improve sightline continuity, provide clearer visual cues to drivers that they are in a downtown area, and make the corridor more inviting and walkable as infill and redevelopment occur. Gilmond iterated that the overlay would extend the B-1 standard of a zero-building setback across the existing B-2 district from Fourth Street to U.S. 301, so that as infill and redevelopment occur, new buildings can be placed to reinforce that continuous downtown streetscape and create a consistent downtown look and feel.

Mayor Andy Moore and the Council discussed the proposed downtown overlay with Heidi Gilmond and staff. Mayor Moore asked whether an infill project within the overlay would be required to use a zero-lot line design; Interim Planning Director Micah Woodard responded that such a design would not be mandatory but would be strongly encouraged as the goal of the district. Mayor Moore expressed concern that the Town not "box itself in," citing the example of the First Citizens Bank downtown, which has front parking yet is considered an attractive building, and he sought confirmation that the overlay would not prohibit similar projects. Woodard and Gilmond confirmed that the underlying B-2 zoning would remain in place, that the zero lot line standard would function as an overlay option rather than a strict requirement, and that property owners would still retain flexibility.

Councilman Travis Scott then asked staff to display and zoom in on the mapped overlay area so he could confirm which parcels were included and how it related to the existing downtown municipal service (tax) district. Woodard and Gilmond indicated that the overlay extends along East Market Street from Fourth Street toward U.S. 301, including the area near Cricket Grill and an R-8 parcel behind it, while Interim Town Manager Kim Pickett clarified the zoning on that specific piece. Councilman Scott emphasized the distinction between the zoning overlay and the separate downtown development tax district, and Mayor Moore confirmed on the record that the proposed action would not expand the boundaries of the existing downtown development municipal tax district or change its tax obligations, a point staff affirmed.

Town Attorney Bob Spence asked for clarification on the architectural standards included in the proposed downtown overlay, specifically referencing Section 10.94.7.12. Interim Planning Director Micah Woodard read and explained the provision stating that all new buildings must be placed and designed so that their primary façade faces the block frontage of highest precedence,

in order to provide human scale and visual interest along the street, which in this context means orienting buildings toward Market Street. Spence further questioned whether this effectively requires buildings to front on the street, and Woodard confirmed that the intent is for new buildings, especially on corner lots, to present primary facades to both intersecting streets where applicable. Mayor Moore related this to an existing example downtown, noting that the standard would produce a corner building similar in form to the one located across from the Little Brown Jug, with an active street-facing frontage.

Councilman John Dunn asked how the proposed provision allowing the UDO Director to waive parking minimums would work in practice and voiced concern about reducing required parking given existing downtown parking pressures. Interim Planning Director Micah Woodard confirmed that required spaces could be reduced where appropriate, and Councilman Sloan Stevens added that this flexibility is intended to be used on a project-by-project basis, particularly for uses with lower parking demand, so that strict parking requirements or regulations do not unnecessarily block otherwise desirable development. Councilman Dunn agreed, noting he just wanted clarification.

Mayor Andy Moore asked if there were any questions from the audience, and the Board. There were none.

Mayor Moore made note of the similarities between the current and upcoming map amendment request.

Councilman Travis Scott made a motion, seconded by Councilman Roger Wood to close the public hearing. Unanimously approved.

Mayor Pro Tem Sloan Stevens made a motion, seconded by Councilman Roger Wood to approve Zoning Text Amendment ZA-25-03, finding the amendment consistent with the Town of Smithfield's Comprehensive Growth Management, and other adopted plans, and that the amendment is reasonable and in the public interests. Unanimously approved.

2. Zoning Map Amendment Request – RZ-25-02: The Town Council is respectfully requested to hold a public hearing on the zoning map amendment, RZ-25-02, to establish the boundaries of the Downtown Overlay Zoning District associated with text amendment ZA-25-03, and to take action to approve, approve with modifications, or deny the amendment.

Councilman John Dunn made a motion, seconded by Councilwoman Doris Wallace to open the public hearing. Unanimously approved.

Mayor Andy Moore confirmed with Attorney Bob Spence that since this case has been stated in the initial public hearing, it was not necessary to restate this item.

Mayor Andy Moore asked if there was anyone in the audience wishing to speak on the issue.

Sonny Howard of Woodlawn Drive, Smithfield, asked for clarification of the specific ordinance sections related to the proposed district and, in particular, the provision about wider sidewalks. After confirming that the sidewalk language was contained in the text amendment already approved, he stated his opposition to widening sidewalks in the affected area. He argued that there is not much room to begin with and that increasing sidewalk width, for example from four feet to five or six feet, would create more pedestrian traffic directly in front of homes or structures built there. In his view, this would be a nuisance and could devalue adjacent properties. He added that while wider sidewalks might be appropriate along U.S. 301, a simple sidewalk would be more sufficient, along Fourth Street, noting he is not in favor of anything larger than the standard. Woodard noted his concern.

Mayor Andy Moore asked if there was anyone else wishing to speak on the matter. There was

no one.

Councilman Roger Wood made a motion, seconded by Councilman John Dunn to close the public hearing. Unanimously approved.

Councilman Travis Scott made asked that the notes from the Downtown Development Director be added to the record. The Board concurred.

Councilwoman Doris Wallace made a motion, seconded by Councilman John Dunn to approve Zoning Map Amendment RZ-25-02, finding the map amendment consistent with the Town of Smithfield's Comprehensive Growth Management and other adopted plans, and that the Amendment is reasonable and in the public interest. Unanimously approved.

CITIZENS' COMMENTS:

- Stephanie Avery of Meadowbrook Drive, Smithfield inquired about the Town implementing an emergency alert system to keep citizens up to date regarding opening, closures and delays due to inclement weather via a texting service.
- Jeff Holland of Clayton, NC addressed the Council. He stated he was the president of a nonprofit organization called My Forever Home, which permanently housed citizens with disabilities, and allowed them to develop a sense of community. He asked the mayor for his attendance at a groundbreaking ceremony for the first three of ten single family homes to be constructed for this purpose—with the remaining homes to be completed by mid-2027. He stated the location of the groundbreaking would be at the Finley Landing subdivision on Friday February 20, 2026 at 1:00 pm. Holland noted that this first effort of their nonprofit is with a development in Smithfield, and that he would be honored for Smithfield's mayor, or one of his designees to be in attendance.

Mayor Andy Moore asked Jeff Holland whether the nonprofit's planned homes at Finley Landing were connected to an earlier inquiry he had received by email from a builder or contractor about that subdivision. Holland explained that his nonprofit, My Forever Home, will not be constructing the houses itself but will instead take possession of the homes and rent them to individuals with disabilities, while the actual builder is Harbinger Homes of Four Oaks. On that basis, the Mayor concluded the earlier email he received was likely from Harbinger Homes, the general contractor for the project, and that it referred to the same Finley Landing effort.

Councilwoman Wallace then asked about the ages of the intended residents, and Holland responded that the homes are designed for adults with intellectual and developmental disabilities who are 18 years of age or older, and that applicants of varying adult ages are welcome to apply through the nonprofit's application process.

CONSENT AGENDA ITEMS:

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

1. Approval of Minutes:
 - a. January 6, 2026 – Regular Session
 - b. January 6, 2026 – Closed Session
2. Special Event: Johnston County Building and Industries Discover Construction Day: The applicant respectfully requests approval of a Temporary Use Permit to hold *Discover Construction Day* on April 1, 2026, from 7:00 a.m. to 2:30 p.m. The event is intended to engage students and promote interest in vocational careers. The request includes the temporary closure of the 300 block of Bridge Street between Third and Fourth Streets.

Attendance is expected to exceed 100 participants, with event cleanup completed by 3:30 p.m.

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

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

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

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

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

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

Department: Planning Department / Vin#: 2FTRX17W03CB114062003 / Description: Ford F-150 Truck

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

Adopted this the 3rd day of February, 2026.

4. New Hire Report

Filled Positions

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

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

Current Vacancies

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

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

* Vacancy due to retirement

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

BUSINESS ITEMS:

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

Interim Town Manager Kim Pickett addressed the Council. She stated that presented a request for Council approval to initiate a contract for a CMAQ grant to construct approximately 2,500 linear feet of five-foot-wide sidewalk along the west side of Venture Drive, connecting to the existing sidewalk on Peedin Road. She explained that staff had received prior Council authorization in October 2024 to apply for the grant and have since been notified of award, but updated cost estimates have increased, with total project cost now estimated at \$1,525,375 and the Town’s required 20 percent local match at \$305,075, which is \$102,225 higher than the match amount originally discussed, but budgeted over the next two fiscal years. She noted that the project scope includes design, environmental documentation, right-of-way acquisition, and construction, and that the Town will have five years from contract execution to complete the project.

Mayor Moore asked if there were any questions.

The Council discussed clarification of the location of the sidewalks, and received confirmation from Interim Manager Pickett that the sidewalks would be located on the west side of Venture Drive from Outlet Center Drive to Peedin Road.

Following the presentation, Councilman Travis Scott sought clarification from Asst. Town Manager Kim Pickett on the increased local match and budget impact, asking whether any funds had already been set aside and how staff proposed to cover the additional \$102,225. Pickett explained that no money is currently budgeted for this project because the October 2024 action only authorized staff to apply for the grant; now that the grant is awarded with revised cost estimates, staff recommends spreading the Town's total 20 percent match of \$305,075 across the next two fiscal years and paying it upon project completion. Scott then asked which departmental budget would carry the project, expressing concern about placing a large capital item in the already lean streets fund; Pickett responded that while she viewed it as a street project, it could be budgeted under Planning if Council preferred, and in any event would be accounted for as a capital project.

Councilman John Dunn and other members, discussed and confirmed the project location, noting that it would run from (the North side of) Outlet Center Drive to Peedin Road along the side of Venture Drive previously identified as most beneficial. Mayor Moore and Councilman Scott recalled earlier discussions about which side of the road should receive the sidewalk, and Pickett confirmed the alignment shown on the grant map is consistent with that direction. Scott emphasized the importance of clearly identifying the side of the street, given differing demographic and practical impacts, and the Mayor agreed, noting that the revised plan reflects Council's prior feedback.

Councilman Roger Wood made a motion, seconded by Councilman John Dunn to approve the request as submitted by Interim Town Manager, Pickett. Unanimously approved.

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

2. Consideration and request for approval to appoint Councilwoman Doris Wallace to the Appearance Commission as Council Liaison representative.

Mayor Andy Moore asked for a motion and a second to appoint Councilwoman Doris Wallace as Council Liaison representative for the Town's Appearance Commission.

Councilman Gettys Cohen, Jr. made a motion, seconded by Councilman John Dunn to approve the appointment. The appointment was unanimously approved by the Board.

Mayor Andy Moore thanked Councilwoman Wallace for agreeing to serve.

COUNCILMEMBER COMMENTS:

- Mayor Andy Moore thanked all Town staff, including Public Works, Electric, Police, Fire, and

administrative personnel, for their strong preparation and response during recent severe weather events, and he praised Asst. Town Manager Kim Pickett for clear communications with the public. He acknowledged citizen suggestions for better alerts, noting that while some residents post questions on social media without first checking the Town's official channels, the Town should still explore improved communication tools such as text notifications during the upcoming budget process.

- Councilman Roger Wood offered condolences to Mayor Moore and his family on the passing of the Mayor's father, James "Blackie" Moore, and spoke at length about Mr. Moore's lasting impact on Smithfield's youth baseball programs and the exceptional condition of the Smithfield Little League park and field, crediting the Moore family's years of service and pride in the facility. Mayor Moore thanked him and recounted his own experience maintaining the ballfield by hand under his father's standards. Wood also thanked the staff for their response to recent weather events.
- Councilwoman Doris Wallace reported attending a Boys & Girls Club art show in Raleigh, describing it as an impressive display of work by children from Wake and Johnston counties and praising the program's positive influence.
- Councilman Gettys Cohen, Jr. echoed her comments, stating he was also impressed by the quality of the artwork and noting that the Wake County Boys & Girls Club serves youth in Johnston County as well.

TOWN MANAGER'S REPORT:

Interim Town Manager Kim Pickett highlighted the following items:

- **MLK Parade:** On Saturday the 21st at 11:00 a.m.; Town Hall will be open with cookies, hot chocolate, and restrooms for the public.
- **All in Red Month:** Staff will wear red on Friday; Council is invited to join, send photos to Kim Pickett for Facebook, and participate in a later Council group photo.
- **Sarah Yard Center Meeting:** Community meeting on Thursday, February 5 at 6:00 p.m. to discuss a potential Boys & Girls Club location; Kim Pickett and Gary Johnson will attend for the Town.
- **Daddy-Daughter Dance:** Scheduled for February 21 at the Smithfield Recreation and Aquatics Center.

Councilwoman Wallace expressed concern that the citizens in the community may not be aware of the upcoming Sarah Yard Center meeting, asking how this communication was advertised to the public. Interim Manager Pickett stated the communication was put on Facebook, given to members of the Parks and Recreation Board, and that the Boys and Girls Club was passing it out in the community. Councilman Gettys Cohen, Jr. echoed Wallace's concern, noting that some District One citizens expressed to him that they had no idea until last Monday that this meeting was going to occur. Councilwoman Wallace added that she would assist in trying to get the word out before the scheduled meeting date. Pickett stated she would provide her with the flyers to make sure word gets out to inform the public.

Councilman Sloan Stevens added that this was just an informational meeting, where no decisions will be made--and that more meetings regarding the issue were to come.

Closed Session:

- **Pursuant to NC G.S. 143-318.11 (a)(5) and (a)(6)**

Councilman Roger Wood made a motion, seconded by Councilman John Dunn to go into closed session Pursuant to NC G.S. 143-318.11 (a)(5) and (a)(6) at approximately 8:06 p.m. Unanimously approved.

Councilman Gettys Cohen, Jr. made a motion, seconded by Councilman Travis Scott to reconvene into open session at approximately 8:56 pm. Unanimously.

Adjourn:

Councilwoman Doris Wallace made a motion, seconded by Councilman John Dunn

to adjourn the meeting at approximately 9:01 p.m. 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: 03/03/2026

Subject: Bulldog Harley-Davidson
Department: Planning Department
Presented by: Interim Planning Director – Micah Woodard
Presentation: Consent Agenda Item

Issue Statement

The Council is being asked to allow Bulldog Harley-Davidson to hold Skulls & Shamrocks on March 14, 2026.

Financial Impact

N/A

Action Needed Council approval of the Temporary Use Permit Application

Recommendation Staff recommends approval of the Temporary Use Permit Application

Approved: Town Manager Town Attorney

Attachments:

1. Staff Report
2. Temporary Use Permit Application



Staff Report

Consent
Agenda
Item:

Application
for
Temporary
Use Permit

Bulldog Harley-Davidson is requesting to hold Skulls & Shamrocks at 1043 Outlet Center Drive on March 14th, 2026. This event will run from 11:00 am to 4:00 pm. Two beers will be given away to customers age 21 and older. Live music will be provided between 12:00 pm-3:00 pm.



Temporary Use Permit Application

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

TYPES OF TEMP USE OR EVENT

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

OTHER TEMP USES

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

<u>Skulls + Shamrocks</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 3/14/20

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 12-3

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: 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:

Live Band outside
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 \$ _____

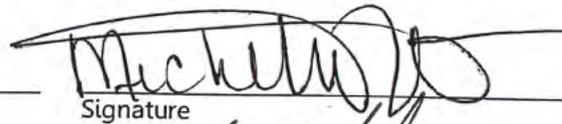
Payment Received By: _____

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

2/23/24
Date

Town Planning Director Signature: _____



Date: 2/24/26

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@bulldogharleydavidson.com
Signature: [Signature] Date: 2/23/26

OWNER'S CONSENT FORM

Name of Event: Skulls & Shamrocks Submittal Date: 2/23/26

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
2/23/26 Date



Request for Town Council Action

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

Subject: Bulldog Harley-Davidson
Department: Planning Department
Presented by: Interim Planning Director – Micah Woodard
Presentation: Consent Agenda Item

Issue Statement

The Council is being asked to allow Bulldog Harley-Davidson to hold File & Ride on March 21, 2026.

Financial Impact

N/A

Action Needed Council approval of the Temporary Use Permit Application

Recommendation Staff recommends approval of the Temporary Use Permit Application

Approved: Town Manager Town Attorney

Attachments:

1. Staff Report
2. Temporary Use Permit Application



Staff Report

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

Bulldog Harley-Davidson is requesting to hold File & Ride at 1043 Outlet Center Drive on March 21, 2026. This event will run from 8:00 am to 4:00 pm. Two beers will be given away to customers age 21 and older. Waffle Wagon food truck will be on-site selling food.



Temporary Use Permit Application

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

TYPES OF TEMP USE OR EVENT

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

OTHER TEMP USES

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

<u>FILE + 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 3/21/26

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 8AM - 4PM
 Event set up and clean up time 8AM - 4PM
 Sound Amplification Type N/A
 Sound Amplification Start and End Times N/A

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

Will food or goods be sold? Y or N

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

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

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

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:

FOOD TRUCK onsite
2 beers per person at event

AM- Memorial Ride

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

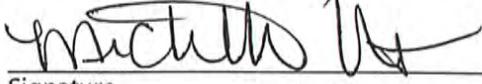
Method of Payment Cash Check# _____ Credit Card _____ Amount \$ _____

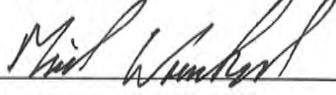
Payment Received By: _____

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  2/23/26
Applicant's Name (Print) Signature Date

Town Planning Director Signature:  Date: 2/24/26

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 919-933-1592 Email carson@bulldoghartsford.com
Signature: [Signature] Date: 2/23/26

OWNER'S CONSENT FORM

Name of Event: File & Ride Submittal Date: 2/23/26

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 of Owner: [Signature] Print Name: Carson Baker Date: 2/23/26



Request for Town Council Action

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

Subject: Bulldog Harley-Davidson
Department: Planning Department
Presented by: Interim Planning Director – Micah Woodard
Presentation: Consent Agenda Item

Issue Statement

The Council is being asked to allow Bulldog Harley-Davidson to hold Throttle & Tacos on March 28, 2026.

Financial Impact

N/A

Action Needed Council approval of the Temporary Use Permit Application

Recommendation Staff recommends approval of the Temporary Use Permit Application

Approved: Town Manager Town Attorney

Attachments:

1. Staff Report
2. Temporary Use Permit Application



Staff Report

**Consent
Agenda
Item:**

**Application
for
Temporary
Use Permit**

Bulldog Harley-Davidson is requesting to hold Throttle & Tacos at 1043 Outlet Center Drive on March 28, 2026. This event will run from 11:00 am to 4:00 pm. Two beers will be given away to customers age 21 and older. Taco Tigress food truck will be on-site selling food.



Temporary Use Permit Application

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

TYPES OF TEMP USE OR EVENT

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

OTHER TEMP USES

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

<u>THRUSTLE & TACOS</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 3/28/26

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)

Event start and end time 11AM-4PM

Will food or goods be sold? Y or N

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

Sound Amplification Type N/A

Sound Amplification Start and End Times N/A

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

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

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

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:

FOOD TRUCK onsite
2 beers per person at event

Temporary Use Submittal Checklist:

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

Method of Payment Cash Check# Credit Card Amount \$

Payment Received By:

Date:

CERTIFICATION OF APPLICANT AND/OR PROPERTY OWNER

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

Michelle Winn Michelle Winn 2/23/26
 Applicant's Name (Print) Signature Date

Town Planning Director Signature: Cheryl [Signature] Date: 2/24/26

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@bulldogharleydavidson.com
Signature: [Signature] Date: 2/23/26

OWNER'S CONSENT FORM

Name of Event: THRITTLE + TACOS Submittal Date: 2/23/26

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
2/23/26 Date



Request for Town Council Action

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

Subject: River Jam Concert Series
Department: Planning Department
Presented by: Interim Planning Director – Micah Woodard
Presentation: Consent Agenda Item

Issue Statement

Smithfield Parks and Recreation is requesting to hold River Jam Concert Series at 150 S. Front Street.

Financial Impact

N/A

Action Needed Council approval of the Temporary Use Permit Application

Recommendation Staff recommends approval of the Temporary Use Permit Application

Approved: Town Manager Town Attorney

Attachments:

1. Staff Report
2. Temporary Use Permit Application
3. Food Truck Vendor Information



Staff Report

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

Smithfield Parks and Recreation is requesting to hold River Jam Concert Series at 150 S. Front Street. The dates are as follows: March 27th, April 24th, May 15th, June 12th. The events would start at 7:00 pm and end at 10:00 pm. Amplified sound will be used between 3:00pm-10:00pm. South Front Street has been requested to be closed. Food and alcohol will be sold.



Temporary Use Permit Application

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

TYPES OF TEMP USE OR EVENT

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

OTHER TEMP USES

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

2026 River Jam Concert Series	Neuse River Amphitheater 150 S Front St
Name of Event	Location of Event/Use (exact street address)

APPLICANT:

Name Tiffany Pearson/ Smithfield P & R

Address 600 M Durwood Stephenson Pkwy

Phone number 919-934-2148

Email address tiffany.pearson@smithfield-nc.com

Event date Mar. 27th, April 24th, May 15th, June 12th

Event start time 7pm music starts

Event set up time 3pm-7pm

Sound Amplification Type Music groups

Sound Amplification Time 3pm-10pm

PROPERTY OWNER:

Name Town of Smithfield

Address 600 M Durwood Stephenson Pkwy

Phone number 919-934-2148

Email address tiffany.pearson@smithfield-nc.com

Will alcohol be sold or served? **Y** or N

Event end time 10pm

Event cleanup time 10pm-11:30pm

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

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

Will any town property be used (i.e., streets, parks, greenways)? Neuse River Amphitheater

If any town streets require closure, please list all street names. Front Street South

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

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

We are having our Spring River Jam concert series.

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.

Applicant's Name (Print) _____ Signature _____ Date _____

Planning Director Signature: Mitch Walker Date: 2/11/26

WILL ADJACENT HANDWASHING FACILITIES BE PROVIDED?

Toilet & handwashing facility - new Bathrooms

12. WILL THERE BE A PETTING ZOO AT THE EVENT? No IF YES, WILL THERE BE A HAND-WASHING STATION CLOSE BY? _____

13. DESCRIBE GARBAGE DISPOSAL & FREQUENCY: 5 trash cans on site

14. WILL ELECTRICITY BE PROVIDED TO THE FOOD VENDORS? yes

15. LIST BELOW ALL FOOD VENDORS EXPECTING TO BE PARTICIPATING:

	NAME OF BOOTH	OWNER/OPERATOR	PHONE NUMBER(S)
1.	<u>3/27</u>	And also with Cue David With	
2.		dlwith@gmail.com	910-574-0558
3.	<u>4/24</u>	Beefstreetandapig	Ros Monson 919-522-3699
4.		Beefstreetandapig@beefstreetandapig.com	
5.	<u>5/15</u>	Big B's kitchen	Brittany Hall 919-717-2193
6.		halldbrittany291@gmail.com	
7.	<u>6/12</u>	Mr outrageous	Marquise Reese 919-763-4486
8.		Burgers	
9.		mroutrageous@myyahoo.com	

For Julie
 I will send paperwork
 for each food truck
 Monday week of concert.
 The Health Department
 has their packet filled
 out already.

16. DIAGRAM BELOW (OR ATTACH A SEPARATE SHEET) THE LAYOUT OF THE EVENT AREA INCLUDING VENDOR LOCATIONS, TOILET FACILITIES, WASTEWATER DISPOSAL SITE(S), GARBAGE DISPOSAL SITE(S), POTABLE WATER SOURCE (IF APPLICATBLE), ETC. IF ~~63~~ YOU ALREADY HAVE A DIAGRAM SUBMIT WITH APPLICATION.



Request for Town Council Action

Consent Application
Agenda for Adopt-
Item: A- Street
Date: 03/03/2026

Subject: Bulldog Harley-Davidson
Department: Public Works Department
Presented by: Public Works Director – Lawrence Davis
Presentation: Consent Agenda Item

Issue Statement

The Council is being asked to allow Bulldog Harley-Davidson to Adopt -A-Street on Outlet Center Drive from the Selma Town limits to the roundabout.

Financial Impact

No financial impact at this time

Action Needed

Council approval needed

Recommendation

Staff recommends approval of the adoption of highway

Approved: Town Manager Town Attorney

Attachments:

1. Staff Report
2. Adopt-A-Street Program Information
3. Adopt-A-Street Application



Staff Report

Consent
Agenda
Item: **Street
Adoption**

Litter pickup - Keep Smithfield Beautiful - Adopt-A-Street Program!

Bulldog Harley-Davidson is requesting to Adopt-A-Street and sign in memory of fallen bike rider "Joe Wagner". Staff has completed the background check and he has received a favorable recommendation for a sign to be made in his memory. Bulldog Harley-Davidson has requested to adopt and clean the section of the street between the roundabout to the Selma Town limits on Outlet Center Drive.

Applicant would have to pay a \$25.00 application fee to adopt the street.



Keep Smithfield Beautiful!

Sign up for the Adopt-A-Street Program!

Please read all the information below before you get started. If you have any questions regarding the Adopt-A-Street program, contact our Public Works Department at 919-934-2956.

[Check out the map of available City streets](#)

- Only Town of Smithfield maintained streets can be adopted.
- On the map, the streets outlined in red and blue are **NOT** eligible for adoption.
- Check with the [N.C. Adopt-A-Highway Program](#) to determine if they can be adopted through the state's program.

1. Please pick a segment that is at least .25 miles (approximately 1300 feet) long.
2. Pick a name for the group that is adopting a street.
Complete the [Application Form](#). If a participant is between the ages of 12 - 17, please complete the [Youth Participation Release Form](#). *This form requires a signature*. Please save all forms as a .pdf and return to the [Planning Department](#).
3. Once the application is reviewed and approved, you will be notified and your group name will be confirmed for the signs. The notification process takes 2-4 weeks.
4. You will be notified when signs are made and installed on your segment of roadway.
5. Schedule your first litter pickup day!

Guidelines and Recommendations for your Litter Pickup Event

- Wear light colored clothing
- Work facing traffic (one side of the road only)
- Wear sunscreen
- Pick-up litter during daylight hours in good weather
- Wear closed toe shoes
- Wear long pants
- Do not wear headphones
- Do not work around bridges or work zones

*** Please DO NOT PICK UP the following items:**

- Broken Glass
- Chemicals
- Dead Animals
- Medical Items
- Weapons
- Toxic Substances

*If these items are identified, please email info@smithfield-nc.com for proper disposal.

(Upon request, vests and gloves will be provided by the Town of Smithfield)



Public Works Department
PO Box 761, Smithfield, NC 27577
919-934-2596

Adopt-A-Street Program Application

Organization/group: (As requested to appear on the signs) Bulldog Harley Davidson

Please describe your organization: Harley Davidson dealership

Are we still doing a "in loving Memory of" sign? please call Aaron 977-540-7000.

Section of Roadway Requesting to adopt: outlet center drive

Months scheduled to perform the litter pickup: (minimum 2 pick-ups per year)

March, October

Please note the following guidelines and recommendations: (Upon request, vests and gloves will be provided by the Town. The Town will also provide the signs at no cost provided the applicant guarantees a minimum of two years participation, otherwise the applicant will reimburse the city for all signs.)

- Light colored clothing
- Work facing traffic (one side of the road only)
- Wear sunscreen
- Pick-up only during daylight hours in good weather
- Wear closed-toe shoes
- Wear long pants
- No headphones
- No work around bridges or work zones

Items you don't pick-up:

- Broken glass
- Chemicals
- Dead animals
- Medical items
- Weapons
- Toxic substances

If these items are identified, please contact the Public Works Department for proper disposal

Please list the participants along with their signatures that will assist in the litter pick-up. Persons must be at least 12 years old and children 12 – 17 must be supervised by an adult who is at least 21 years of age. Parent or Guardian of Children 12 – 17 must complete a Youth Participation Release Form prior to the event. Each adult can supervise up to 6 children only and must stay in close vicinity of the group.

By my signature I release the Town of Smithfield from any liability or responsibility for any injuries or damages I may cause or suffer as a result of participation in the Adopt-A-Street program.

Print name

Signature

Aaron Sparks

Aaron Sparks

Contact Information:

Full Name: Aaron Sparks

Address and Phone #: 280 Lakemont Dr, Clayton, NC, 27576 912 540 7000

Email Address: aaron.3@bulldogharleydavidson.com

State NC Zip Code 27576

Date Submitted 1/30/20

OFFICE INFORMATION

GROUP NAME: _____ Date OK _____

Please return completed form to Lawrence Davis, Public Works Director, at lawrence.davis@smithfield-nc.com or PO Box 761, Smithfield, NC 27577.



Request for
Town Council
Action

Consent
Agenda
Item: Budget
Amendments
Date: 03/03/2026

Subject: Budget Amendments - Police, Fire & Parks and Recreation
Department: General Government
Presented by: Interim Town Manager – Kimberly Pickett
Presentation: Consent Agenda Item

Issue Statement

Amendments are often required during the fiscal year to balance and adjust the budget due to unknown circumstances at the time of the budget. In the following budget amendments, insurance checks have been received and the budget needs adjusted accordingly to pay for repairs.

Financial Impact

These amendments will increase the revenue line items for insurance proceeds and increase the expense line items for vehicle repairs and maintenance.

Action Needed

Approval or denial of budget amendments

Recommendation

Staff recommends approval of the proposed budget amendments

Approved: Town Manager Town Attorney

Attachments:

1. Staff Report
2. Amendment to the FY 2025-2026 Budget Ordinance
3. Budget Amendment Attachment



STAFF REPORT

Consent	Budget
Agenda	Amendments
Item:	
Date:	03/03/2026

Amendments are often required during the fiscal year to balance and adjust the budget ordinance due to unknown circumstances at the time of budget ordinance preparation. These amendments are needed to account for insurance proceeds and related expenses in the Police Department, Fire Department and Parks and Recreation Department.

AMENDMENT TO BUDGET ORDINANCE

TOWN OF SMITHFIELD

BE IT ORDAINED by the Town Council of the Town of Smithfield, North Carolina, that the following amendment is made to the budget ordinance for the fiscal year ending June 30, 2026:

Section 1: To amend the General Fund, the appropriations and estimated revenues are to be changed due to the following:

- a) Insurance Proceeds being collected to repair 2020 Dodge Durango
- b) Insurance Proceeds being collected prior year and repair just being completed on 2019 Ladder Truck #1
- c) Insurance Proceeds being collected to repair 2023 GMC Sierra Crew Cab

Section 2: To amend the General Fund, the appropriations and estimated expenditures are to be changed as follows:

- a) Completed repairs on the 2020 Dodge Durango Vin 83749 assigned to the Police Department
- b) Completed repairs on the 2019 Ladder Truck #1 assigned to the Fire Department
- c) Completed repairs on the 2023 GMC Sierra Crew Cab Vin 51276 assigned to the Parks and Recreation Department

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

Adopted on this 3rd day of March, 2026 by the Smithfield Town Council.

M. Andy Moore, Mayor

Attest:

Elaine S. Andrews, Town Clerk

Attachment A

Acct #	Description	Decrease	Increase
Revenues:			
10-10-3900-3900-0770	Insurance Proceeds	-	1,748
Expenditures: Police			
10-20-5100-5300-3100	Vehicle Supplies/Maint	-	1,748
Check:		Decrease	Increase
Revenues		-	1,748
Expenditures		-	1,748
Totals		-	-
Check Figure			-
<hr/>			
Acct #	Description	Decrease	Increase
Revenues:			
10-00-3900-3900-0000	Fund Balance Appropriation	-	14,558
Expenditures: Fire			
10-20-5300-5300-3100	Vehicle Supplies/Maint	-	14,558
Check:		Decrease	Increase
Revenues		-	14,558
Expenditures		-	14,558
Totals		-	-
Check Figure			-
<hr/>			
Acct #	Description	Decrease	Increase
Revenues:			
10-10-3900-3900-0770	Insurance Proceeds	-	2,849
Expenditures: Parks & Recreation			
10-60-6200-5300-3100	Vehicle Supplies/Maint	-	2,849
Check:		Decrease	Increase
Revenues		-	2,849
Expenditures		-	2,849
Totals		-	-
Check Figure			-



Request for Town Council Action

Consent	FY 2026-2027
Agenda	Pest Control
Item:	Agreement
Date:	03/03/2026

Subject: FY 2026-2027 Pest Control Agreement
Department: Public Works Department
Presented by: Public Works Director – Lawrence Davis
Presentation: Consent Agenda

Issue Statement

The Public Works Department is requesting to enter into an Agreement between the Town of Smithfield and **Clegg's Pest Control** for the FY 2026 -2027; this agreement is renewable for two years on an annual basis.

Financial Impact

Approve contract amount for FY 2026 - 2027: \$5,280.00 total.

Action Needed

A motion to approve the agreement with **Clegg's Pest Control** for Pest Control Services in attached agreement and authorize the Town Manager to execute the agreement on behalf of the Town.

Recommendation

Staff recommends awarding the FY 26-27 Pest Control Service to the lowest bidder **Clegg's Pest Control** in the amount of \$5,280.00

Approved: Town Manager Town Attorney

Attachments:

1. Staff Report
2. Bid Document
3. Bid Tabulation Sheet
4. **Clegg's Pest Control** Agreement



Staff Report

Consent
Agenda
Item:

26/27 Pest Control
Agreement

This Pest Control agreement is renewable for 2 years on an annual basis. Our contract consists of eleven (11) facilities; Town Hall, Operation Center, Water Plant, Public Works, Fire Station 1, Fire Station 2, Hastings House, Legion Hut, Girl Scout Hut, Sarah Yard Community Center and Police Department.

Bid packets were sent out to area contractors as well as everyone on our bidders list. We received proposals from three (3) companies as follows:

- | | |
|---|-------------|
| 1. Clegg's Pest Control | \$ 5,280.00 |
| 2. Bugout | \$ 8,016.00 |
| 3. "RFP" Pest Control Services** | \$ 4,356.00 |

Note** Although RFP pest control services were the lowest bidder, they failed to provide Proof of insurance licenses which had to be notarized and returned on the day of the bid. See bid package titled: GENERAL TERMS AND CONDITIONS



February 9, 2026

Town of Smithfield
ATTN: Lawrence Davis
Public Works Director
231 Hospital Rd.
Smithfield, NC 27577

Re: BID FOR PEST CONTROL
Bid Date: 2/16/2026 @ 2:00 P.M.

Dear Mr. Davis:

Reference is made to your Request for Proposal for pest control services for the Town of Smithfield. We appreciate this opportunity to submit our proposal and wish to thank you in advance for your consideration.

We take pleasure in submitting the following proposal:

Firm Qualifications:

Our company has been in business for over sixty (60) years. We have thirteen locations throughout the state of North Carolina, ranging from the mountains to the coast. From these locations, we can provide effective service in North Carolina, South Carolina, and Southern Virginia. We are licensed by the North Carolina Structural Pest Control Commission. Each location has a licensee on staff. Our home office is located at 2401 Reichard St., Durham, NC; our license number is 1924 PWF.

We service numerous residential, institutional, and commercial accounts and we pride ourselves in putting our customers first, no matter how large or small the account is. We will furnish all labor, materials, tools and equipment to comply with all federal, state and local health, welfare, sanitation, fire and police laws, rules and regulations.

Our company was awarded the Pest Control Company of the Year in 1984. Our company president, Mr. Clegg, served as President of the North Carolina Pest Control Association, and National Pest Control Association; he currently serves on the North Carolina Structural Pest Control Committee. Clegg's Termite & Pest Control, LLC has placed in the Top 50 Pest Control Operators for the years 2010 – 2025 as awarded by Pest Control Technology Magazine.

We are committed to continuous training of our personnel. We have on staff a registered professional entomologist who conducts both classroom and field training. Training is accomplished in the following ways:

THE TOWN OF SMITHFIELD HAS A REQUIREMENT FOR THE FOLLOWING:

PEST CONTROL SERVICES FY 2026-2028

Provide services for the control of roaches, ants, silverfish, German roaches, rats, mice, and subterranean termites. *Pricing below does not include termite coverage

Furnish all labor, materials, tools and equipment to comply with all federal, state, and local health, welfare, sanitation, fire and police laws, rules and regulations.

Provide once a month service to the facility, and all callbacks free when deemed necessary. The price is as follows:

- | | |
|---|---------------------------|
| 1. Town Municipal Bldg. (Town Hall), 350 East Market St. | \$ <u>40.00 per month</u> |
| 2. Smithfield Operations Ctr, 230 Hospital Road | \$ <u>40.00 per month</u> |
| 3. Water Treatment Plant, 515 N. 2 nd Street | \$ <u>40.00 per month</u> |
| 4. Public Works Garage, 231 Hospital Road | \$ <u>40.00 per month</u> |
| 5. Fire Department, 111 S. 4 th Street | \$ <u>40.00 per month</u> |
| 6. Fire Department Station #2, 1200 W. Market St. | \$ <u>40.00 per month</u> |
| 7. Hastings House, 200 S. Front St. | \$ <u>40.00 per month</u> |
| 8. Legion Hut / Neuse Little Theater, 104 Front St. | \$ <u>40.00 per month</u> |
| 9. Girl Scout Hut, 306 S. 2 nd St. | \$ <u>40.00 per month</u> |
| 10. Smithfield Police Dept, 110 S. 5 th Street | \$ <u>40.00 per month</u> |
| 11. Smithfield Police Station # 2, 909 E. Lee St. | \$ <u>40.00 per month</u> |

Submit Separate Proposal For:

Smithfield Recreation and Aquatics Ctr., 600 Booker Dairy Rd.	\$ <u>125.00 per month</u>
---	----------------------------

This contract will require monthly inspections. Please provide cost proposals for each facility listed.

PROPOSAL

GENERAL PEST CONTROL ONLY

Total price for Pest ~~& Termite Control~~ Services provided for facility #'s 1 – 11 \$ 440.00 per month

Total price for Pest ~~& Termite Control~~ Services provided for Smithfield Recreation and Aquatics Ctr.: \$ 125.00 per month

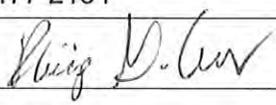
Prices quoted above shall be in effect for the complete term of the contract. Contract shall be in effect for a period of twelve (12) months beginning July 1, 2026. The Town reserves the right to extend this contract for an additional two (2) year period pending successful completion of the contract and with the agreement of the successful vendor. This contract may also be canceled at any time by either party for any reason upon submission of a thirty (30) day written notice advising intent to cancel contract.

In compliance with the enclosed request for proposal, the undersigned offers and agrees, if this proposal be accepted within 30 days from the opening, to furnish the services as described herein at the prices quoted for a period of twelve (12) months from date of award.

Name of Company Clegg's Termite & Pest Control, LLC

Address 2401 Reichard St.
Durham, NC 27705

Phone 919-477-2134

Signature of Authorized Official 

Name Printed Philip G. Clegg

Title Chief Executive Officer

Date 2/10/2026

SEAL (if Corp)



- Classroom training programs are held bimonthly and they cover a variety of subjects with the major emphasis on safety and technical knowledge. The sessions are conducted by our staff entomologist and/or outside industry professionals. All meetings are documented.
- Field Training. Formal instruction is followed up in the field by our staff entomologist. This is accomplished by on-the-job training with each service technician on a rotational basis. Included with this training is:
 1. Application Safety
 2. Pesticide Spill and Clean-up
 - A. Each truck is equipped with soak-up material in case of a chemical spill.
 - B. Notify Supervisor, local office, appropriate officials.
 - C. Contain Spill.
 - D. Notify Corporate Office.
- Tech Talk is a technical newsletter produced bimonthly for our technicians covering a variety of subjects to improve job performance.

We have a fleet of over two hundred seventy-five (275) trucks maintained by our in-house mechanics. All vehicles are in a computerized preventative maintenance schedule. Our service equipment includes all the latest types available. We have numerous Micro-Gen foggers, as well as the Actisol Precision Foggers, B & G sprayers, truck mounted sprayers, backpack sprayers, webmasters with extension poles, backpack vacuums, various dusting devices, bait guns, bait masters, and most types of rodent equipment. In addition, we have two licensed wildlife nuisance operators and the equipment involved in that field.

Clegg's Termite & Pest Control, LLC is also dedicated to safety. Our safety committee reviews safety records and implements safety programs to promote workplace safety, responsible vehicular operation, and OSHA compliance. Employees' safety training is documented and includes the following subjects:

1. Label and material safety data sheet comprehension
2. Safe handling of hazardous materials and worker protection
3. Accident prevention and spill control
4. Driver safety and shipping papers
5. Respirator use
6. General awareness about DOT, OSHA and State Regulations
7. Emergency response information, including fire and accident procedures
8. First Aid kits are maintained in every vehicle

As part of our policy of protecting our employees and clients, Clegg's maintains continuous liability insurance levels of \$1,000,000.00 in the following categories: each occurrence of commercial general liability combined single limit each accident of automobile liability, and each accident, disease, disease-policy limit for workers' compensation and employers' liability.

Our company also has a substance abuse policy in effect, in which we require a pre-employment sampling, random sampling and sampling following any accidental incidents.

CONFIDENTIAL

Personnel:

Listed below are some of your local personnel who are licensed and/or certified along with their years of experience in the industry:

Owner/President	Philip G. Clegg	49 years	(919) 477-2134
Entomologist	Brian Jarvis	18 years	(919) 477-2134
Regional Manager	Mickey Evans	39 years	(919) 631-2384
Manager	Rodney Brooks	21 years	(919) 632-2093
Technician	Jason Batchelor	17 years	(919) 934-0229

***THIS INFORMATION IS CONSIDERED AS HIGHLY CONFIDENTIAL
AND SHOULD NOT BE REVEALED TO ANYONE EXCEPT THE
APPROPRIATE AUTHORITIES!***

Description of Services:

1. Provide service for the control of general pests: cockroaches, ants, silverfish, rats, and mice.
2. Provide service on a monthly basis to all locations.
3. Termite spot treatments will be provided on an “as needed” basis.
4. We will provide callback services at no additional charge as needed, within twenty- four (24) hours of notification.
5. We will use only registered EPA products. We will submit Material Safety Data Sheets upon request. When at all possible, we will use odorless products.

Costs:

Please see the attached.

The contract will be effective upon notification in writing and may continue for a one-year period with either party having the right to terminate with a thirty-day written notice. The Town of Smithfield reserves the right to extend this contract for an additional two (2) year periods.

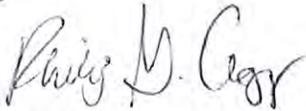
All charges, which have credit approval, are due within 30 days. A **“Periodic Rate” of 1.5% per month computes FINANCE CHARGE**, which is an **ANNUAL PERCENTAGE RATE OF 18%** (minimum **FINANCE CHARGE** is 50 cents).

Service may be withheld or cancelled on any past due account. In the event that you **DEFAULT** on any balance due Clegg's Termite & Pest Control, LLC may charge you all expenses associated with the collection of your account, including but not limited to court costs and attorney fees.

In the event that you do not allow Clegg's Termite & Pest Control, LLC to provide service as outlined above, Clegg's may cancel this contract or your rate may be adjusted to reflect any new service times.

If you have any questions, please do not hesitate to give us a call. Thank you for your consideration, we are looking forward to hearing from you.

Sincerely,



Philip G. Clegg
Chief Executive Officer
Clegg's Termite & Pest Control, LLC

PGC/mbh

Authorized Signature

Date



Philip G. Clegg
Chief Executive Officer

February 9, 2026

Date

**REFERENCE PAGE
(MUST BE FILLED OUT BY BIDDER)**

Please list at least three (3) current or past clients

Name Town of Chapel Hill **Years Known** August, 2002
Address 405 Martin Luther King, Jr Blvd
Chapel Hill, NC 27514 **Phone** 919-969-2006
Services Provided contracted monthly pest control services

Name Town of Fremont **Years Known** January, 1996
Address PO Box 4, Fremont, NC 27830 **Phone** 919-242-5151
Services Provided contracted quarterly pest control services

Name Public Works Commission **Years Known** October, 1997
Address PO Box 1089, Fayetteville, NC 28302 **Phone** 910-223-4307
Services Provided contracted monthly pest control services

PLEASE LIST NC DOA, NC PESTICIDE BOARD, PESTICIDE APPLICATOR IDENTIFICATION

Name on License Rodney Brooks
Name of Applicator Jason Batchelder
License No. 2155PW
Classification Pest/Wood
Certification Code(s) _____
Expiration Date 6/30/2026



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

01/06/26

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 IIC CAROLINAS 104 N Longmeadow Road Greenville, NC 27858	CONTACT NAME: Aaron Driver PHONE (A/C, No, Ext): (252)367-5769 E-MAIL ADDRESS: ADriver@IICCarolinas.com	FAX (A/C, No):
	INSURER(S) AFFORDING COVERAGE	
INSURED Cleggs Termite and Pest Control LLC PO BOX 3089 DURHAM, NC 27715	INSURER A: Builders Mutual Insurance Co.	NAIC # 10844
	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 INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$	
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$	
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$	
X	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	Y	WCP 1093513 03	01/01/26	01/01/27	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

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

This certificate represents coverage for Workers Compensation and Employers Liability Insurance only. Workers Compensation and Employers Liability Insurance coverage applies to all employees and all branch locations of the named insured. Blanket Waiver of Subrogation and Additional Insured status applies in favor of certificate holder(s) when required by written contract. Coverage is primary and non-contributory.

CERTIFICATE HOLDER**CANCELLATION**

Town of Smithfield PO Box 761 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>Aaron S. Driver</i>
--	---

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2026

North Carolina Department of Agriculture & Consumer Services
Steve Troxler, Commissioner
License/Certificate
By Authority of the Structural Pest Control Committee

LICENSE/CERTIFICATE NO.
2155PW

NOT TRANSFERABLE
STATUTE GS 61.106.110

LICENSE/CERTIFICATE: Structural Pest Control Licensee

EXPIRATION DATE: 6/30/2026

Phases: PW

LICENSEE BROOKS, RODNEY L
OR
CERTIFICATOR CLEGG'S TERMITE & PEST CONTROL LLC
 PO BOX 2208
 SMITHFIELD, NC 27577



THIS LICENSE/CERTIFICATE MAY BE SUBJECT TO REVOCATION OR SUSPENSION AS PROVIDED BY LAW

Steve W. Troxler
STEVE TROXLER, COMMISSIONER



January 27, 2026

Town of Smithfield
231 Hospital Rd.
Smithfield, NC 27577
Attn.: Lawrence Davis, Public Works Director

Dear Mr. Davis,

Thank you very much for giving us the opportunity to submit the attached proposal for Pest Control services for the Town of Smithfield. I want to especially express my appreciation to Mr. Michael Slinger for taking the time to meet with me a couple of weeks ago, as his insights were especially helpful in my assessment of your needs.

Our company has a great deal of experience in commercial pest control, as evidenced by the list of customers contained herein. In addition to those listed, we also service many national accounts such as Publix Supermarkets, Sheets Convenience Stores, Wegmans, among many others. I believe that we would be able to provide world-class service to your facilities, if we are awarded the contract.

Thanks again, and please feel free to reach out to me with any questions, comments, or concerns regarding our proposal.

Sincerely,

A handwritten signature in blue ink that reads 'Brettley'.

Brettley F. Duncan
Account Executive
Brett.duncan@bugoutservice.com
919-376-5397 cell

THE TOWN OF SMITHFIELD HAS A REQUIREMENT FOR THE FOLLOWING:

PEST CONTROL SERVICES FY 2026-2028

Provide services for the control of roaches, ants, silverfish, German roaches, rats, mice, and subterranean termites.

Furnish all labor, materials, tools and equipment to comply with all federal, state, and local health, welfare, sanitation, fire and police laws, rules and regulations.

Provide once a month service to the facility, and all callbacks free when deemed necessary. The price is as follows:

- | | |
|---|-------------------------|
| 1. Town Municipal Bldg. (Town Hall), 350 East Market St. | \$ <u>65.00 monthly</u> |
| 2. Smithfield Operations Ctr, 230 Hospital Road | \$ <u>65.00 monthly</u> |
| 3. Water Treatment Plant, 515 N. 2 nd Street | \$ <u>65.00 monthly</u> |
| 4. Public Works Garage, 231 Hospital Road | \$ <u>62.00 monthly</u> |
| 5. Fire Department, 111 S. 4 th Street | \$ <u>65.00 monthly</u> |
| 6. Fire Department Station #2, 1200 W. Market St. | \$ <u>62.00 monthly</u> |
| 7. Hastings House, 200 S. Front St. | \$ <u>50.00 monthly</u> |
| 8. Legion Hut / Neuse Little Theater, 104 Front St. | \$ <u>62.00 monthly</u> |
| 9. Girl Scout Hut, 306 S. 2 nd St. | \$ <u>45.00 monthly</u> |
| 10. Smithfield Police Dept, 110 S. 5 th Street | \$ <u>65.00 monthly</u> |
| 11. Smithfield Police Station # 2, 909 E. Lee St. | \$ <u>62.00 monthly</u> |

Submit Separate Proposal For:

Smithfield Recreation and Aquatics Ctr., 600 Booker Dairy Rd. \$ 115.00 monthly

This contract will require monthly inspections. Please provide cost proposals for each facility listed.

PROPOSAL

Total price for Pest & Termite Control Services provided for facility #'s 1 – 11

\$ 668.00 monthly

Total price for Pest & Termite Control Services provided for Smithfield Recreation and Aquatics Ctr.:

\$ 115.00 monthly

Prices quoted above shall be in effect for the complete term of the contract. Contract shall be in effect for a period of twelve (12) months beginning July 1, 2026. The Town reserves the right to extend this contract for an additional two (2) year period pending successful completion of the contract and with the agreement of the successful vendor. This contract may also be canceled at any time by either party for any reason upon submission of a thirty (30) day written notice advising intent to cancel contract.

In compliance with the enclosed request for proposal, the undersigned offers and agrees, if this proposal be accepted within 180 days from the opening, to furnish the services as described herein at the prices quoted for a period of twelve (12) months from date of award.

Name of Company Rentokil North America, Inc. (dba Bug out)
Address 5706 Chapel Hill Rd. Ste 114
Raleigh, NC 27606
Phone 919-383-376-5397 or (FSS) 449-7769
Signature of Authorized Official Brettley F. Duncan
Name Printed Brettley F. "Brett" Duncan
Title Account Executive
Date 1-27-2026

SEAL (if Corp)

Federal Employer I.D. #: 23:1568350

**REFERENCE PAGE
(MUST BE FILLED OUT BY BIDDER)**

Please list at least three (3) current or past clients

Name Stevens Sausage Co. Years Known 5+
Address 3400 Stevens Sausage Rd. Phone 919-934-4785
Smithfield, NC 27577
Services Provided Pest Control, Rodent, Termite

Name House Army Mills, Inc. Years Known 4+
Address 7000 US Hwy 301 S Phone 919-963-6200
Fair Lakes, NC 27534
Services Provided Pest Control, Fly Services

Name Novo Nordisk Years Known 7+
Address 3611 Powhatan Rd. Phone 919-988-0804
Clayton, NC 27527
Services Provided Pest Control

PLEASE LIST NC DOA, NC PESTICIDE BOARD, PESTICIDE APPLICATOR IDENTIFICATION

Name on License Peritokil, ORA Bug out, John Allen Trent, Branch Manager
Name of Applicator Tim Franks
License No. 2614P
Classification 026
Certification Code(s) F8958, 021
Expiration Date 12/31/2026

THE TOWN OF SMITHFIELD HAS A REQUIREMENT FOR THE FOLLOWING:

PEST CONTROL SERVICES FY 2026-2028

Provide services for the control of roaches, ants, silverfish, German roaches, rats, mice, and subterranean termites.

Furnish all labor, materials, tools and equipment to comply with all federal, state, and local health, welfare, sanitation, fire and police laws, rules and regulations.

Provide once a month service to the facility, and all callbacks free when deemed necessary. The price is as follows:

1. Town Municipal Bldg. (Town Hall), 350 East Market St. \$ 33.00
2. Smithfield Operations Ctr, 230 Hospital Road \$ 33.00
3. Water Treatment Plant, 515 N. 2nd Street \$ 33.00
4. Public Works Garage, 231 Hospital Road \$ 33.00
5. Fire Department, 111 S. 4th Street \$ 33.00
6. Fire Department Station #2, 1200 W. Market St. \$ 33.00
7. Hastings House, 200 S. Front St. \$ 33.00
8. Legion Hut / Neuse Little Theater, 104 Front St. \$ 33.00
9. Girl Scout Hut, 306 S. 2nd St. \$ 33.00
10. Smithfield Police Dept, 110 S. 5th Street \$ 33.00
11. Smithfield Police Station # 2, 909 E. Lee St. \$ 33.00

Submit Separate Proposal For:

- Smithfield Recreation and Aquatics Ctr., 600 Booker Dairy Rd. \$ 59.00

This contract will require monthly inspections. Please provide cost proposals for each facility listed.

PROPOSAL

Total price for Pest & Termite Control Services provided for facility #'s 1 – 11

\$ 363.⁰⁰ per month X 12 months
= 4,356.⁰⁰
Per year

Total price for Pest & Termite Control Services provided for Smithfield Recreation and Aquatics Ctr.:

\$ 59.⁰⁰ per month X 12 months
= 708.⁰⁰
Per year

Prices quoted above shall be in effect for the complete term of the contract. Contract shall be in effect for a period of twelve (12) months beginning July 1, 2026. The Town reserves the right to extend this contract for an additional two (2) year period pending successful completion of the contract and with the agreement of the successful vendor. This contract may also be canceled at any time by either party for any reason upon submission of a thirty (30) day written notice advising intent to cancel contract.

In compliance with the enclosed request for proposal, the undersigned offers and agrees, if this proposal be accepted within 30 days from the opening, to furnish the services as described herein at the prices quoted for a period of twelve (12) months from date of award.

Name of Company Brightleaf Pest Control

Address 1131 W. Market Street
Smithfield NC 27577

Phone 919-589-8959

Signature of Authorized Official Michael E. Johnson

Name Printed Michael E. Johnson

Title owner

Date 02/03/2026

SEAL (if Corp)

**REFERENCE PAGE
(MUST BE FILLED OUT BY BIDDER)**

Please list at least three (3) current or past clients

Name Susan Allen Years Known 26 years
Address 1360 N. Brightleaf Blvd Phone 919-817-5365
Smithfield NC 27577
Services Provided Coldwell Banker Real Estate - WDIR + Pest Control

Name Hm Rental Management Years Known 10 years
Address 1260 W. Market St Phone 919-300-6571
Smithfield NC 27577
Services Provided Pest Control + Termite Service for rentals

Name NC Farm Bureau - Crystal Johnson Years Known 21 years
Address 1809 S. Brightleaf Blvd Phone 919-291-8773
Smithfield NC 27577
Services Provided Pest Control + Termite Protection

PLEASE LIST NC DOA, NC PESTICIDE BOARD, PESTICIDE APPLICATOR IDENTIFICATION

Name on License Brightleaf Pest Control

Name of Applicator Michael E. Johnson

License No. 1929 PW

Classification LType 021 , FNum 8208

Certification Code(s) PW

Expiration Date 06/30/2026

2026

NOT TRANSFERABLE
STATUTE GS 81.106.119

North Carolina Department of Agriculture & Consumer Services
Steve Troxler, Commissioner
License/Certificate
By Authority of the Structural Pest Control Committee

LICENSE/CERTIFICATE NO.
1929PW

LICENSE/CERTIFICATE: Structural Pest Control Licensee

EXPIRATION DATE: 6/30/2026

Phases: PW

LICENSEE OR CERTIFICATOR
JOHNSON, MICHAEL E
BRIGHTLEAF PEST CONTROL
PO BOX 1371
SMITHFIELD, NC 27577



THIS LICENSE/CERTIFICATE MAY BE SUBJECT TO REVOCATION OR SUSPENSION AS PROVIDED BY LAW

Steve Troxler
STEVE TROXLER, COMMISSIONER



TOWN OF SMITHFIELD

231 Hospital Rd.

PO Box 761

Smithfield, NC 27577

(919) 934-2596

**FY 2026-2028 Pest Control Services
Public Works Department**

RFP Opening – (Feb 16, 2026, 2:00 pm)

COMPANY	BID AMOUNT	
Cleggs's Pest Control	\$5,280.00	
Bugout	\$8,016.00	
FRP Pest Control Servies	\$4,356.00	



State of North Carolina

County of Johnston County

This agreement made and entered into this ____ day of _____, 2026 by and between the Town of Smithfield (hereinafter “Smithfield” or “Town”) and Clegg’s Termite & Pest Control, LLC

I. DUTIES

For and in consideration of the covenants and agreements of Clegg’s Termite & Pest Control, LLC as contained herein, SMITHFIELD hereby covenants and agrees with Clegg’s Termite & Pest Control LLC as follows:

SMITHFIELD agrees to pay Clegg’s for Termite & Pest Control, LLC for services in: Town Municipal Bldg. /Town Hall, Smithfield Operation Ctr., Water Treatment Plant, Public Works Bldg./Garage, Fire Station #1, Fire Station #2, Hastings House, Legion Hut/Neuse Little Theater, Girl Scout Hut, Police Dept., Sarah Yard Community Center for a total of \$440.00 a month for a one-year term (total \$5,280.00), beginning the 1st day of July, 2026. Each Facility will require monthly pest control service within the hours of 8:00 am – 5:00 pm.

All facilities shall be serviced in a reasonable manner and to a high commercial standard as reasonably determined by Town.

The obligation is to keep facilities termite and pest free and presentable at all times. In the event of an emergency, Clegg’s Termite & Pest Control, LLC is required to have a representative address the said emergency within the same day of the call between the hours of 8:00 am – 5:00 pm. Clegg’s Termite & Pest Control, LLC will be required to complete specifications for services at each facility according to the included specifications that are outlined in this agreement.

Payment for services by the Town to Clegg’s Termite & Pest Control, LLC will be made following at least monthly billing within 30 days unless a charge or bill disputed in which case the non-disputed portion will be paid within 30 days.

II. SPECIFICATIONS

The specifications as set forth below shall be followed for each facility:

Provide services for the control of roaches, ants, silverfish, German roaches, rats, mice, and subterranean termites.

Furnish all labor, materials, tools and equipment to comply with all federal, state, and local health, welfare, sanitation, fire and police laws, rules and regulations.

Provide once a month service to the facility, and all callbacks free when deemed necessary. The price is as follows:

1. Town Municipal Bldg./Town Hall, 350 East Market St.	<u>\$40.00/month</u>
2. Smithfield Operations Ctr., 230 Hospital Road	<u>\$40.00/month</u>
3. Water Treatment Plant, 515 N. 2 nd Street	<u>\$40.00/month</u>
4. Public Works Bldg./Garage, 231 Hospital Road	<u>\$40.00/month</u>
5. Fire Department, 111 S. 4 th Street	<u>\$40.00/month</u>
6. Fire Department Station #2, 1200 W. Market St.	<u>\$40.00/month</u>
7. Hastings House, 200 S. Front St.	<u>\$40.00/month</u>
8. Legion Hut / Neuse Little Theater, 104 Front St.	<u>\$40.00/month</u>
9. Girl Scout Hut, 306 S. 2 nd St.	<u>\$40.00/month</u>
10. Smithfield Police Dept., 110 S. 5 th Street	<u>\$40.00/month</u>
11. Sarah Yard Community Center, 909 E. Lee St.	<u>\$40.00/month</u>

The following services are to be completed between 8:00 am - 5:00 pm, Mon. - Fri. unless set forth by a separate schedule below.

III. TERM

SMITHFIELD and Clegg's Termite & Pest Control LLC further covenant and agree that this agreement will be in effect from July 1, 2026 through June 30, 2027. The Town of Smithfield reserves the right to extend this agreement for an additional two (2) year period pending successful completion of the said agreement. This agreement may also be canceled at any time by either party for any reason upon submission of a sixty (60) day written notice advising intent to cancel agreement.

IV. OTHER REQUIREMENTS

Clegg's Termite & Pest Control LLC agrees to maintain comprehensive liability and insurance in an amount no less than \$500,000 for all activities it conducts on the premises of for the Town under this agreement or as otherwise performed by its employees while on Town property or while servicing the Town. Evidence of such coverage shall be provided to the Town upon request. Clegg's Termite & Pest Control LLC further warrants that it meets all workers compensation requirements set forth by the laws of North Carolina and agrees to hold harmless the Town in the case of any claim made against the Town by one of its employees while working under this agreement while at a town facility in in any capacity.

Clegg's Termite & Pest Control LLC fully acknowledges that it is an independent contractor hired for specific services by the Town and Clegg's Termite & Pest Control LLC taxes and related charges and that the Town is not responsible for any of these costs or charges in any manner whatsoever. Clegg's Termite & Pest Control LLC will hold the Town harmless for any such charges or claims made against it by employees or other parties related to Clegg's Termite & Pest Control LLC employees or services.

Clegg's Termite & Pest Control LLC is required to comply with, and agrees to comply with, the current E-Verify requirements for contractors and its sub-contractors working with local governments as set forth in NCGS Chapter 64 Article 2.

V. MISCELLANEOUS

1. Merger and Modification. This instrument constitutes the entire agreement between the parties and supersedes any and all prior agreements, arrangements and understandings, whether oral or written, between the parties. All negotiations, correspondence and memorandums passed between the parties hereto are merged herein and this agreement cancels and supersedes all prior agreements between the parties with reference thereto. No modification of this instrument shall be binding unless in writing, attached hereto, and signed by the party against whom or which it is sought to be enforced.
2. Waiver. No waiver of any right or remedy shall be effective unless in writing and nevertheless shall not operate as a waiver of any other right or remedy or of the same right or remedy on a future occasion.
3. Caption and Words. The captions and headings contained herein are solely for convenience and reference and do not constitute a part of this instrument. All words and phrases in this instrument shall be construed to include the singular and plural number, and the masculine, feminine or neuter gender, as the context requires.
4. Binding Effect. This instrument shall be binding upon and shall insure to the benefit of the parties and their heirs, successors and permitted assigns.

5. North Carolina Law. This instrument shall be construed in accordance with the laws of North Carolina without giving effect to its conflict of laws principles.
6. Forum Selection. In any action arising from or to enforce this agreement, the parties agree (a) to the jurisdiction and venue exclusively of the state courts in Johnston County, North Carolina.
7. Limitation of Liability. No party will be liable to another party, or to the extent this agreement may limit the same to any third party, for any special, indirect, incidental, exemplary, consequential or punitive damages arising out of or relating to this agreement, whether the claims allege tortious conduct (including negligence) or any other legal theory.
8. Two Originals. This instrument may be executed in two (2) or more counterparts as the parties may desire, and each counterpart shall constitute an original.
9. Follow Through. Each party will execute and deliver all additional documents and do all such other acts as may be reasonably necessary to carry out the provisions and intent of this instrument.
10. Authority. Any corporate party or business entities and its designated partners, venturers, or officers have full and complete authority to sell, assign and convey the contracts and assume the obligations referred to herein; said corporations or entities are in good standing under North Carolina law
11. Severability. If any one or more of the terms, provisions, covenants or restrictions of this agreement shall be determined by a Court of competent jurisdiction to be invalid, void or unenforceable, the remainder of the terms, provisions, covenants and restrictions of this Contract shall remain in full force and effect and shall in no way be affected, impaired or invalidated. If, moreover, any one or more of the provisions contained in this Contract shall for any reason be determined by a Court of competent jurisdiction to be excessively broad as to duration, geographical scope, activity or subject, it shall be construed, by limiting or reducing it, so as to be enforceable to the extent compatible with the then applicable law.
12. Notice. All notices, demands or writings in this Contract provided to be given or made or sent that may be given or made or sent by either party hereto to the other, shall be deemed to have been fully given or made or sent when made in writing and deposited in the United States Mail, registered and postage prepaid, and addressed as follows:

To **Town of Smithfield:**

Town of Smithfield
Attn: Kimberly Pickett, Interim Town Manager
350 East Market Street
PO Box 761
Smithfield, NC 27577

To Clegg's Termite & Pest
Control, LLC:

The address to which any notice, demand or writing may be given or made or sent to any party as above provided may be changed by written notice given by such party as above provided.

In Witness Whereof, the parties hereto have executed this agreement in duplicate originals, one of which is retained by each of the parties, the day and year above written.

By: Town of Smithfield, NC

**By: Clegg's Termite & Pest
Control, LLC**

Title: Interim Town Manager

Title: _____

Name: Kimberly T. Pickett
(Print)

Name: _____
(Print)

Sign: _____

Sign: _____

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

Tracy Stubblefield, Finance Director
Town of Smithfield, NC



Request for Town Council Action

Consent UTV /
Agenda Equipment
Item Replacement
Date: 03/03/2026

Subject: UTV Replacement
Department: Fire Department
Presented by: Fire Chief – Jeremey Daughtry
Presentation: Consent Agenda Item

Issue Statement

The Fire Department is requesting the purchase of a UTV and skid unit to replace the damaged UTV.

Financial Impact

Funds are available from the sale of a property which was donated to the Fire Department by a citizen.

Action Needed

Approval of quotes supplied by D&J Cycle as well as MTECH Inc. for a total of \$44,670.61 to purchase a UTV and skid unit.

Recommendation

Staff respectfully requests the Town Council to approve the purchase of a UTV from D&J Cycle and the skid unit from MTECH Inc. at the combined total price of \$44,670.61.

Approved: Town Manager Town Attorney

Attachments:

1. Staff Report
2. Quotes from D&J Cycle, Performance East Inc., Crossroads Yamaha, and MTECH Inc.



Staff Report

Consent UTV /
Agenda Equipment
Item: Replacement

Last year, the UTV and equipment it was carrying was damaged beyond repair while responding to an outside fire on a utility right-of-way that runs parallel to the railroad tracks in North Smithfield. This vehicle is an integral part of the services that we provide in emergency services. We utilize this type of vehicle to respond to areas throughout the Town of Smithfield which our larger vehicles cannot. The UTV and equipment being requested has upgrades which will prove to be advantageous for such emergencies while also improving services during scheduled events within the Town of Smithfield. Staff is requesting the use of funds gained by the sale of a property donated to the Fire Department which was sold last year. This donation of property was intended to be used or sold for the funds to be used by the Fire Department. The revenue from the sale of this property is greater than the cost of the UTV and the equipment combined.

Staff received quotes from three (3) reputable dealerships for the UTV and recommends the purchase from D&J Cycle, a local dealership.

D&J Cycle = \$35,450.61

Performance East Inc. = \$36,499.99

Crossroads Yamaha = \$35,100.00 (with shipping, this price would increase)

Staff received a quote for a skid unit for the bed of the UTV which is a specialized piece of equipment and recommends the purchase from MTECH Inc.

MTECH Inc. = \$9,220.00

The total for both the UTV and the skid unit is \$44,670.61.



09/25/2025

QUOTE

D&J CYCLE CENTER
 5821 US HWY 70 WEST
 CLAYTON, NC 27520
 919-934-7853

TO:

Smithfield Fire Department
 Chad Ward
 cward@smithfield-fire.com

DESCRIPTION		QTY	AMOUNT
2026 Polaris Ranger XP Crew North Star Premium Red Vin –		1	\$30,999.00
Street Legal Kit		1	\$510.00
Labor (for street kit install)		3HR	\$300.00
Shipping			\$1,400.00
Subtotal:			\$33,209.00
NC TAX			\$2,241.61
Grand Total			\$35,450.61
Deposit			\$0
TOTAL AMOUNT DUE:			\$35,450.61

PURCHASE AGREEMENT SALES CONTRACT



604 CORPORATE DR GOLDSBORO, NC 27534

🌐 WWW.PERFORMANCEEAST.COM

☎ 919-731-4288

Salesperson Details

Name: TAYLOR WILLIAMS Phone: 919-267-1037 Email: TWILLIAMS@PERFORMANCEEAST.COM

Performance East Goldsboro
604 Corporate Drive
Goldsboro, NC 27534
(919) 731-4288

Buyer information

SMITHFIELD FIRE DEPARTMENT 919-291-8968
WARD, CHAD cward@smithfield-fire.com
SMITHFIELD, NC

N/U	Year	Make	Model	Stock #	VIN
New	2026	Polaris	RANGER CREW XP 1	QUOTESMITHF	

Options	Price
INSTALL TURN SIGNAL KIT (D)	\$1,400.00
INSTALL SIDE MIRRORS (D)	\$270.00

Pricing Details	
Manufacturer Base Price	\$32,999.00
Options Price	\$1,670.00
Freight & Dealer Prep	\$1,598.00
Subtotal (Total Before Discount)	\$36,267.00
Discount	(\$2,324.97)
Unit Subtotal	\$33,942.03
Document Fee	\$250.00
Tax	\$2,307.96
Net Selling Price	\$36,499.99
Amount Financed	\$36,499.99

_____ Customer _____ Date

_____ Dealer Representative #1 _____ Date

Thank you for your business!



Jeremy Daughtry <jdaughtry@smithfield-fire.com>

Fwd: Ranger Northstar

1 message

Chad Ward <cward@smithfield-fire.com>
To: Jeremy Daughtry <jdaughtry@smithfield-fire.com>

Wed, Feb 11, 2026 at 10:43 AM

----- Forwarded message -----

From: marketing@crossroadsyamaha.com <marketing@crossroadsyamaha.com>
Date: Fri, Feb 6, 2026 at 1:23 PM
Subject: Re: Ranger Northstar
To: Chad Ward <cward@smithfield-fire.com>

I do not have a current VIN on a premium however I can send over a quote in writing it just won't be an official quote like the Ultimate model. The 2026 Ranger Crew 1000 Premium northstar with a street kit out the door is \$35,100

-----Original Message-----

From: "Chad Ward" <cward@smithfield-fire.com>
Sent: Friday, February 6, 2026 12:20pm
To: "marketing@crossroadsyamaha.com" <marketing@crossroadsyamaha.com>
Subject: Re: Ranger Northstar

Can I get a quote like this for the Northstar XP Crew Premium.
Thanks,
Chad

On Fri, Feb 6, 2026 at 11:23 AM marketing@crossroadsyamaha.com <marketing@crossroadsyamaha.com> wrote:

Attached is buyers order for 2026 Ranger XP 1000 Northstar Crew ultimate, please let me know if you have any questions

-----Original Message-----

From: "Chad Ward" <cward@smithfield-fire.com>
Sent: Friday, February 6, 2026 9:40am
To: marketing@crossroadsyamaha.com
Subject: Ranger Northstar

Good morning,
I was looking to see if I could get a quote for a Ranger XP Crew Northstar edition for our fire department here in Smithfield. It would need to include the road ready package as well. If you could please send me any information and quotes for such units.

Thank you,

--

Chad Ward
Asst. Fire Chief
Smithfield Fire Department
919-291-8968

MTECH Inc.
 1072 MARAUDER STREET
 SUITE 210
 CHICO, CA 95973
 Phone: 530-894-5091
 Fax: 530-894-5092

Quotation

Quote SMITHFIELD FIRE DEPARTMENT
 To: , NC

Quote Number: 18196		Contact: CHAD WARD	
Quote Date: 09/25/2025	Expires: 10/25/2025	Inquiry:	
Customer: SMITHFIELDFD		Terms: To be determined	
Salesman: Steve Kleppe		Phone: +1 (919) 934-2468	
Ship Via: LTL		FAX:	
FOB: CHICO, CA			

1. This is an estimate only. Modification to line items may affect final pricing.
2. Price does not include sales tax (if applicable), crating or freight charges.
3. Commercial address with a forklift or loading dock is required to qualify for QTAC UTV skid flat rate shipping.

<u>Item</u>	<u>Part Number</u> <u>Description</u>	<u>Revision</u>	<u>Quantity</u>	<u>Price</u>
1	2300.005-01 QTAC 85EMS-C High Pressure Pump Build, Manual Hose Reel, Includes: - Welded, 85-gallon PolyTough internally baffled tank - Honda GX200, 5.5 HP manual start engine - Waterax Versax 6 2-stage pump (Max 105 GPM, 120 PSI) - Hannay manual hose reel - Black Commercial Grade Rubber Reel Hose, 3/4" X 75' - Brass Bullseye Nozzle w/ 1/4" turn shut off, 3/4" - 1-1/2" drain - 4" fill tower - 1" gated auxiliary discharge - Auxiliary draft suction (draft hose kit sold separately) - Water level sight tube - Grab rails and folding, convertible rescue litter platform - Red with white graphics		1	\$7,895.0000 /EA
2	2250.006 Viper Nozzle with Pistol Grip, 10-23 GPM, 1" NST X 3/4" GHT Adapter		1	\$525.0000 /EA
3	FR800 QTAC (Central/Eastern) flat rate shipping fee to a commercial address within the Contiguous U.S. Additional services such as lift gate, appointment requests, school, secure location, military base, or farm delivery will require additional fees.		1	\$800.0000 /EA
Total:				\$9,220.00

Steve Kleppe
 skleppe@qtacfire.com
 1-888-797-5100 EXT 166



Request for Town Council Action

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

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

Issue Statement

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

Financial Impact

All salaries were budgeted for FY 2025-2026

Action Needed

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

Recommendation

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

Approved: Town Manager Town Attorney

Attachments:

1. Staff Report



Staff Report

Consent Agenda Item: New Hire/Vacancy Report

Filled Positions

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

<u>Full Time – Position</u>	<u>Department</u>	<u>Budget Line</u>	<u>Rate of Pay</u>
Finance Director	Finance	10-10-4200-5100-0200	\$125,008.00/yr.
		30-71-7220-5100-0200	
		31-72-7230-5100-0200	
Planning Director	Planning	10-10-4900-5100-0200	\$99,507.20/yr.
Deputy Police Chief	Police	10-20-5100-5100-0200	\$113,110.40/yr.
Police Officer (SRO)	Police	10-20-5100-5100-0200	\$61,221.68/yr.
Waste Water Systems Tech	PU – W/S	30-71-7220-5100-0200	\$53,497.60/yr.

Current Vacancies

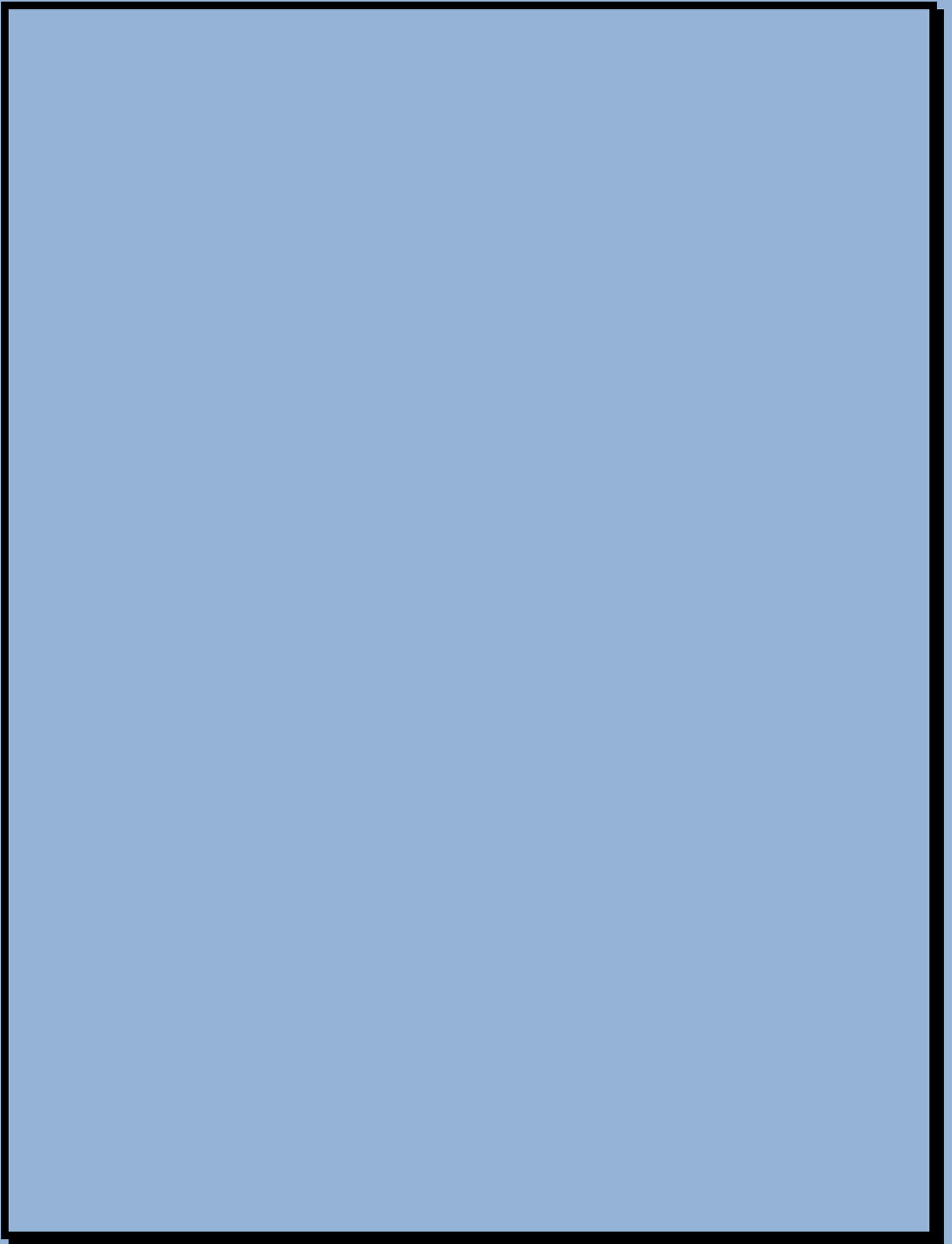
The Town Council is informed of the following current vacancies within the organization, which remain unfilled. These vacancies are reported to ensure transparency in staffing levels and to keep the Council apprised of ongoing recruitment efforts.

<u>Position</u>	<u>Department</u>	<u>Budget Line</u>
Firefighter (1 position)	Fire	10-20-5300-5100-0200
Facility Maintenance Worker	Appearance	10-30-5600-5100-0700
*Sanitation Equipment Operator (2 positions)	PW – Sanitation	10-40-5800-5100-0200
Utility Line Mechanic (2 positions)	PU – W/S	30-71-7220-5100-0200

* Vacancy due to retirement

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

Business Item





Request for Town Council Action

Business
Agenda
Item: Street
Renaming
Date: 03/03/2026

Subject: Renaming of Oak Street
Department: Administration
Presented by: Interim Town Manager – Kimberly Pickett
Presentation: Business Agenda Item

Issue Statement

Interim Town Manager is requesting that a section of Dogwood Street be changed back to Oak Street.

Financial Impact

Approximately \$50.00

Action Needed

Council to approve or deny the name change.

Recommendation

Staff recommends approval.

Approved: Town Manager Town Attorney

Attachments:

1. Staff Report
2. Documentation of facts



STAFF REPORT

Business	Street
Item:	Renaming
Date:	03/03/2026

In a recent council meeting, it was requested by Mrs. Stephanie Avery that the town look into the wrongful naming of Oak Street to Dogwood Street. Upon investigation, it was determined that at some point in the past, a street sign was put up and by mistake, Oak Street was renamed Dogwood Street.

Oak Street should be considered a through street, where Dogwood Street stops at the stop sign located in front of 304 Dogwood Street.

The change in this correction would not affect any addressed properties and it would cost roughly \$50.00 to update the signage.

Attached, you will see where deeds have been pulled, dated back as far as 1969 and as early as 2017, where lot 67 of the original plat, was on Oak Street.

Staff has discussed this with Communications, and they have stated we need approval from Council and then update GIS.

recombine

Drawn by: Wellons & Wellons

THIS DEED, made this 11 day of July, 1969 by Cornelia A Wellons, Widow of Johnston County, North Carolina, hereinafter called Grantors, to Dorothy A Frazier of Johnston County, North Carolina, hereinafter called Grantees.

WITNESSETH: That the Grantors, for and in consideration of the sum of Ten Dollars, and other good and valuable considerations to them paid by the Grantees, the receipt whereof is hereby acknowledged, have given, granted, bargained, sold and conveyed, and by these presents do give, grant, bargain, sell, and convey unto the Grantees, their heirs, and/or successors and assigns, premises in Smithfield Township, Johnston County, North Carolina described as follows:

That certain lot lying and being on the east side of Oak Street in the Town of Smithfield, Johnston County, North Carolina, and more particularly described as follows: BEGINNING at a stake in the eastern boundary line of Oak Street, said stake being located at the southwest corner of Lot #67 and said stake also being located North 16 degrees 23 minutes East 195 feet from the point where the eastern boundary line of Oak Street intersects with the northern boundary line of the Old Goldsboro Road; and the line runs thence South 69 degrees 28 minutes East along the southern boundary line of Lot #67 70 feet to a stake, thence South 1 degree 56 minutes east 56 feet to a stake; thence North 66 degrees 37 minutes west 88.07 feet to a stake in the eastern boundary line of Oak Street; thence along the eastern boundary line of Oak Street, North 16 degrees 23 minutes East 47.50 feet to the point of beginning and designated as Lot #68-A, being a northern portion of Lot #68, as shown on plat designated as Addition # 1 of Pine Acres, Cornelia Wellons, owner, dated August 15, 1959, prepared by William Ragsdale, Jr., Registered Civil Engineer, and recorded in Plat Book 10, page 27, Registry of Johnston County.

The above property is conveyed and accepted subject to following restrictions:

- 1. This property shall be known, described and used solely for residential purposes and shall not be subdivided into a lot less than 120 feet frontage.
- 2. No building shall be erected near than 30 feet to the front property line.
- 3. No residence shall be erected upon said property embracing less than 1800 square feet of floor space, exclusive of porches.
- 4. Only one residence shall be erected upon any one lot and every residence erected thereon shall be known as a single-type or one-family dwelling. No duplex nor a building intended for more than one family shall be used, occupied or erected upon said property.
- 5. No trailer, basement, tent, shack, garage, barn or other outbuilding erected in (SEE ATTACHMENT FOR CONTINUATION OF RESTRICTIONS)

Restrictions (continued)

or on this property shall at any time be used as a residence, temporarily or permanently, nor shall any structure of a temporary character be used as a residence; and it is specifically agreed that no building commonly known as a garage apartment shall be built or occupied on this property, servants' quarters excepted.

- 6. It is expressly understood and agreed by the parties hereto that the foregoing covenants, conditions and reservations and restrictions shall be covenants running with the land.

STATE OF NORTH CAROLINA REAL ESTATE EXCISE TAX \$1.00 PAID.

The above land was conveyed to Grantors by _____ See Book _____ Page _____

TO HAVE AND TO HOLD the above described premises, with all the appurtenances thereunto belonging, or in any wise appertaining, unto the Grantees, their heirs and/or successors and assigns forever.

And the Grantors covenant that they are seized of said premises in fee and have the right to convey the same in fee simple; that said premises are free from encumbrances (with the exceptions above stated, if any) and that they will warrant and defend the said title to the same against the lawful claims of all persons whomsoever.

The plural number as used herein shall equally include the singular. The masculine or feminine gender as used herein shall equally include the neuter.

IN WITNESS WHEREOF, the Grantors have hereunto set their hands and seals.

Cornelia A Wellons

(SEAL)

State of North Carolina, Johnston Co.
Filed for Registration at 11:05 A.M.
September 23, 2002 in the
Register of Deeds Office
Recorded in Book 2294 Page 617
Cecil M. Massengill
Register of Deeds

By *[Signature]*
Deputy

NS Doc \$25.00
2 sided doc.

Excise Tax Recording Time, Book and Page

Tax Lot No. Parcel Identifier No. 15073045
Verified by County on the day of
by

Mail after recording to Hold for Allan DeLaine

This instrument was prepared by Allan C. DeLaine, Attorney at Law

Brief description for the Index House & Lot

NORTH CAROLINA GENERAL WARRANTY DEED

THIS DEED made this 13th day of September, 2002, by and between

GRANTOR

Dorothy A. Frazier

GRANTEE

Marilyn F. Garner
1314 Carolina Rest Home Road
Roanoke Rapids, North Carolina

Enter in appropriate block for each party: name, address, and, if appropriate, character of entity, e.g. corporation or partnership

The designation Grantor and Grantee as used herein shall include said parties, their heirs, successors, and assigns, and shall include singular, plural, masculine, feminine or neuter as required by context.

WITNESSETH, that the Grantor, for a valuable consideration paid by the Grantee, the receipt of which is hereby acknowledged, has and by these presents does grant, bargain, sell and convey unto the Grantee in fee simple, all that certain lot or parcel of land situated in the City of Smithfield, Township, Johnston County, North Carolina and more particularly described as follows:

That certain lot lying and being on the east side of Oak Street in the Town of Smithfield, Johnston County, North Carolina, and more particularly described as follows: BEGINNING at a stake in the eastern boundary line of Oak Street, said stake being located at the southwest corner of Lot #67 and said stake also being located North 16 degrees 23 minutes East 195 feet from the point where the eastern boundary line of Oak Street intersects with the northern boundary line of the Old Goldsboro Road; and the line runs thence South 69 degrees 28 minutes East along the southern boundary line of Lot #67 70 feet to a stake; thence South 1 degree 56 minutes East 56 feet to a stake; thence North 66 degrees 37 minutes West 88.07 feet to a stake in the eastern boundary line of Oak Street; thence along the eastern boundary line of Oak Street, North 16 degrees 23 minutes East 47.50 feet to the point of beginning and designated as Lot #68-A, being a northern portion of Lot #68, as shown on plat designated as Addition #1 of Pine Acres, Cornelia Wellons, owner, dated August 15, 1959, prepared by William Ragsdale, Jr., Registered Civil Engineer, and recorded in Plat Book 10, page 27, Registry of Johnston County.

Excise Tax: \$6.00
Parcel Identification Number: 15073046A

Recording Time, Book and Page

Mail after recording to:
Narron, O'Hale and Whittington, PA
Post Office Box 1567
Smithfield, North Carolina 27577

THIS INSTRUMENT WAS PREPARED BY: Jason W. Wenzel

BRIEF DESCRIPTION FOR THE INDEX: Lot, Smithfield, NC

NORTH CAROLINA GENERAL WARRANTY DEED

THIS DEED IS MADE THIS THE 20th DAY OF MARCH, 2017, BY AND BETWEEN THE FOLLOWING:

GRANTOR:

VIRGINIA L. SANDERS
798 Cedar Mill Drive
Belleville, IL 62221-3476

GRANTEE:

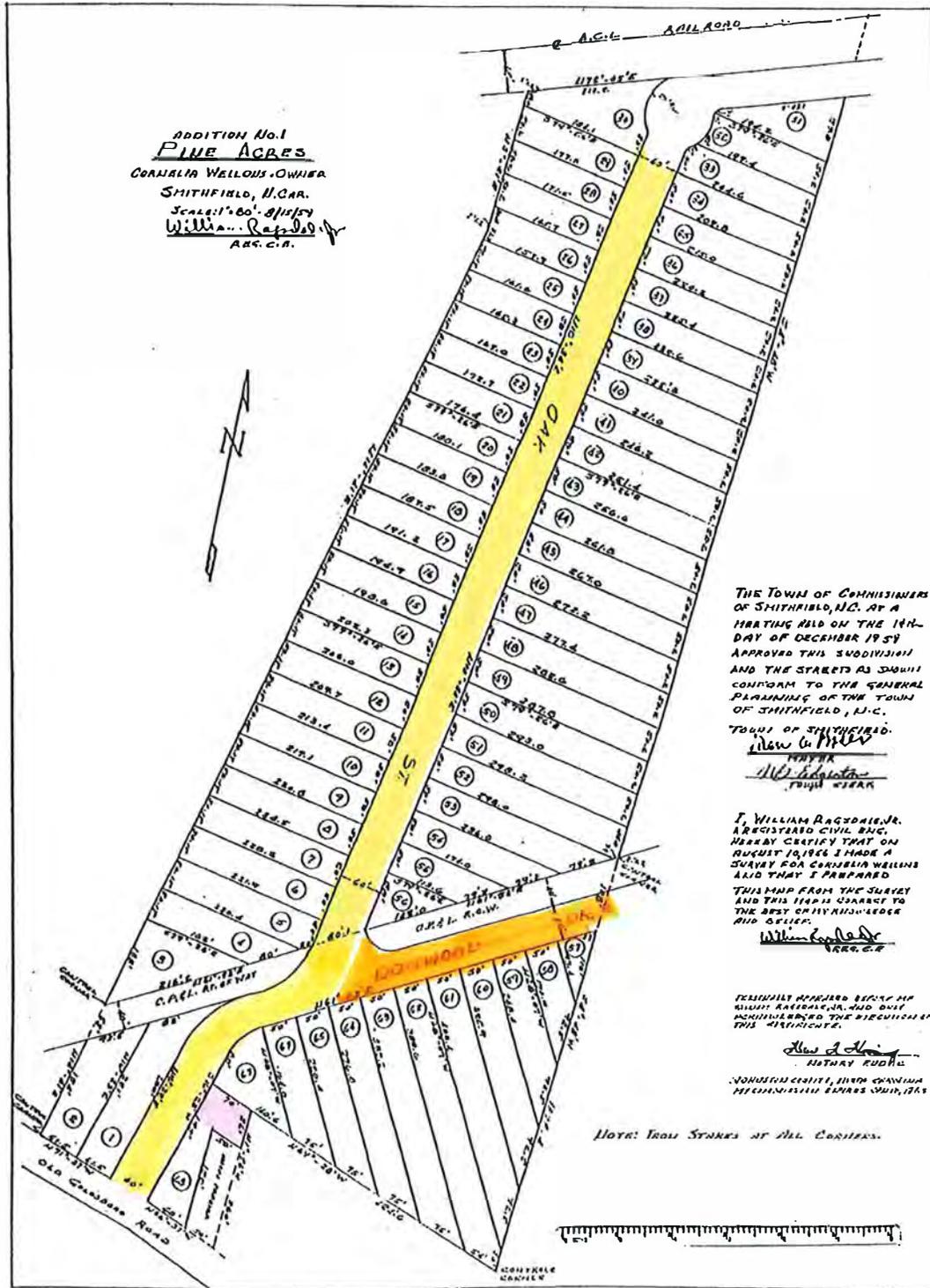
MARILYN F. GARNER (unmarried)
Post Office Box 1319
Roanoke Rapids, NC 27870

The designation Grantor and Grantee as used herein shall include said parties, their heirs, successors, and assigns, and shall include singular, plural, masculine, feminine or neuter as required by context.

WITNESSETH, that the Grantor, for a valuable consideration paid by the Grantee, the receipt of which is hereby acknowledged, has and by these presents does grant, bargain, sell and convey unto the Grantee in fee simple, all of Grantor's interest in that certain lot or parcel of land situated in Johnston County, North Carolina and more particularly described on Exhibit A attached hereto and incorporated herein by reference.

I, WILLIAM RAGORLE JR. CERTIFY THAT THIS MAP WAS DRAWN FROM AN ACTUAL SURVEY MADE BY ME FROM THE DIVISION ENTITLED F. B. WELLS VS CORNELIA WELLS RECORDED IN THE CLERK OF COURT OFFICE OF JOHNSTON COUNTY, THAT THIS MAP WAS PREPARED ACCORDING TO G.S. 47-30 AS AMENDED; WITNESS MY HAND AND SEAL THIS 11/8/10

William Ragorle Jr.
Reg. C.E. Lic. No 1010



ADDITION No. 1
PINE ACRES
CORNELIA WELLS, OWNER
SMITHFIELD, N.C.A.R.
Scale: 1" = 60' approx
William Ragorle Jr.
R.C.E.

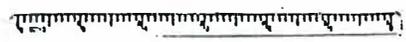
THE TOWN OF COMMISSIONERS OF SMITHFIELD, N.C. AT A MEETING HELD ON THE 14th DAY OF DECEMBER 1934 APPROVED THIS SUBDIVISION AND THE STREETS AS SHOWN CONFORM TO THE GENERAL PLANNING OF THE TOWN OF SMITHFIELD, N.C.

TOWN OF SMITHFIELD
New G. Miller
Mayor
W. H. ...
TOWN CLERK

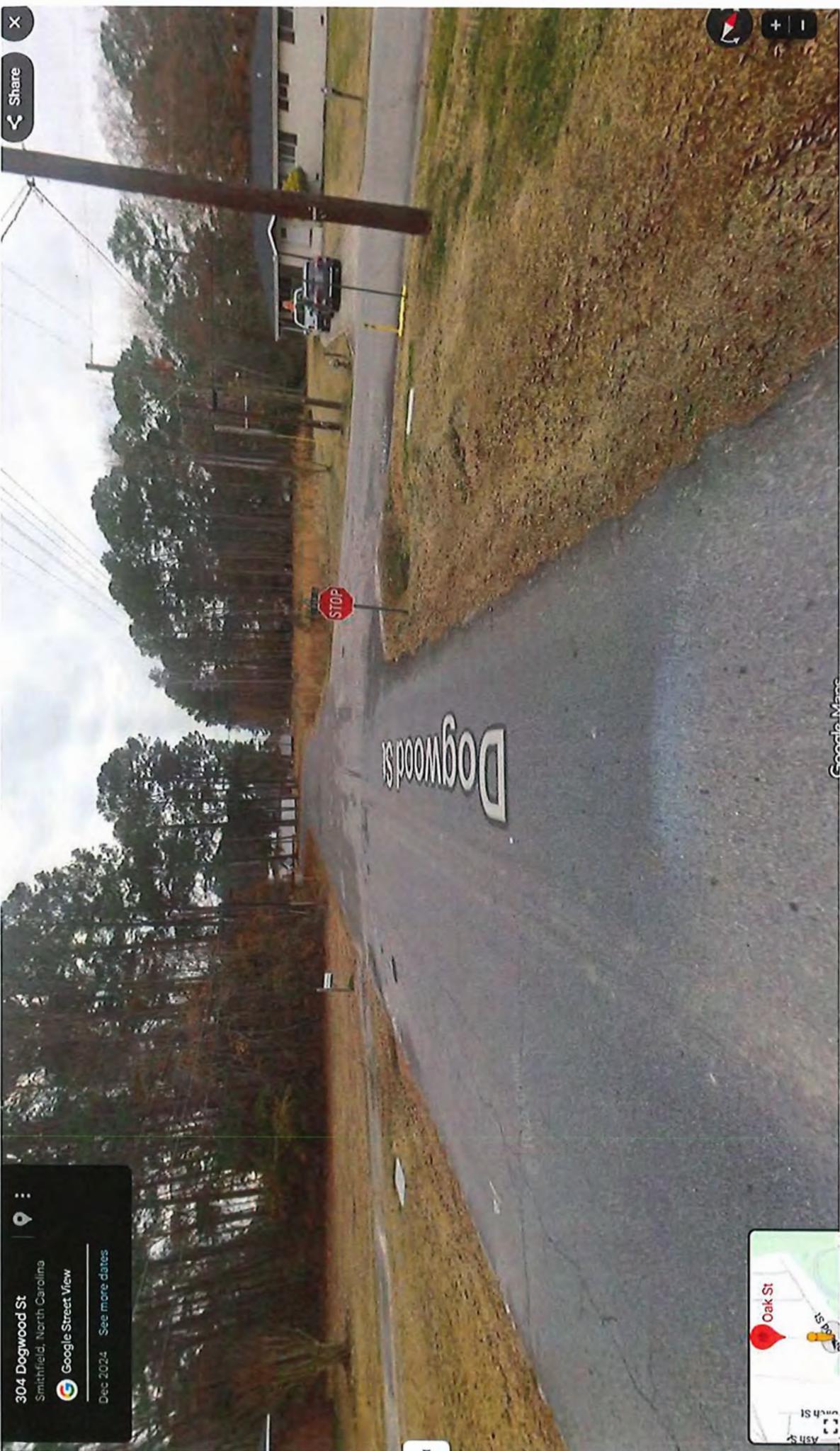
I, WILLIAM RAGORLE JR., A REGISTERED CIVIL ENGINEER, HEREBY CERTIFY THAT ON AUGUST 10, 1936 I MADE A SURVEY FOR CORNELIA WELLS AND THAT I PREPARED THIS MAP FROM THE SURVEY AND THIS MAP ACCORDS TO THE BEST OF MY KNOWLEDGE AND BELIEF.
William Ragorle Jr.
R.C.E.

TESTIMONY AFFIRMED BEFORE ME BY WILLIAM RAGORLE, JR. AND OATH ADMINISTERED BY THE DEPUTY CLERK OF THIS DISTRICT COURT.
New G. Miller
MAYOR
JOHNSTON COUNTY, NORTH CAROLINA
RECORDED IN THE CLERK OF COURT OFFICE OF JOHNSTON COUNTY, N.C. 11/8/10

NOTE: IRON STAKES AT ALL CORNERS.







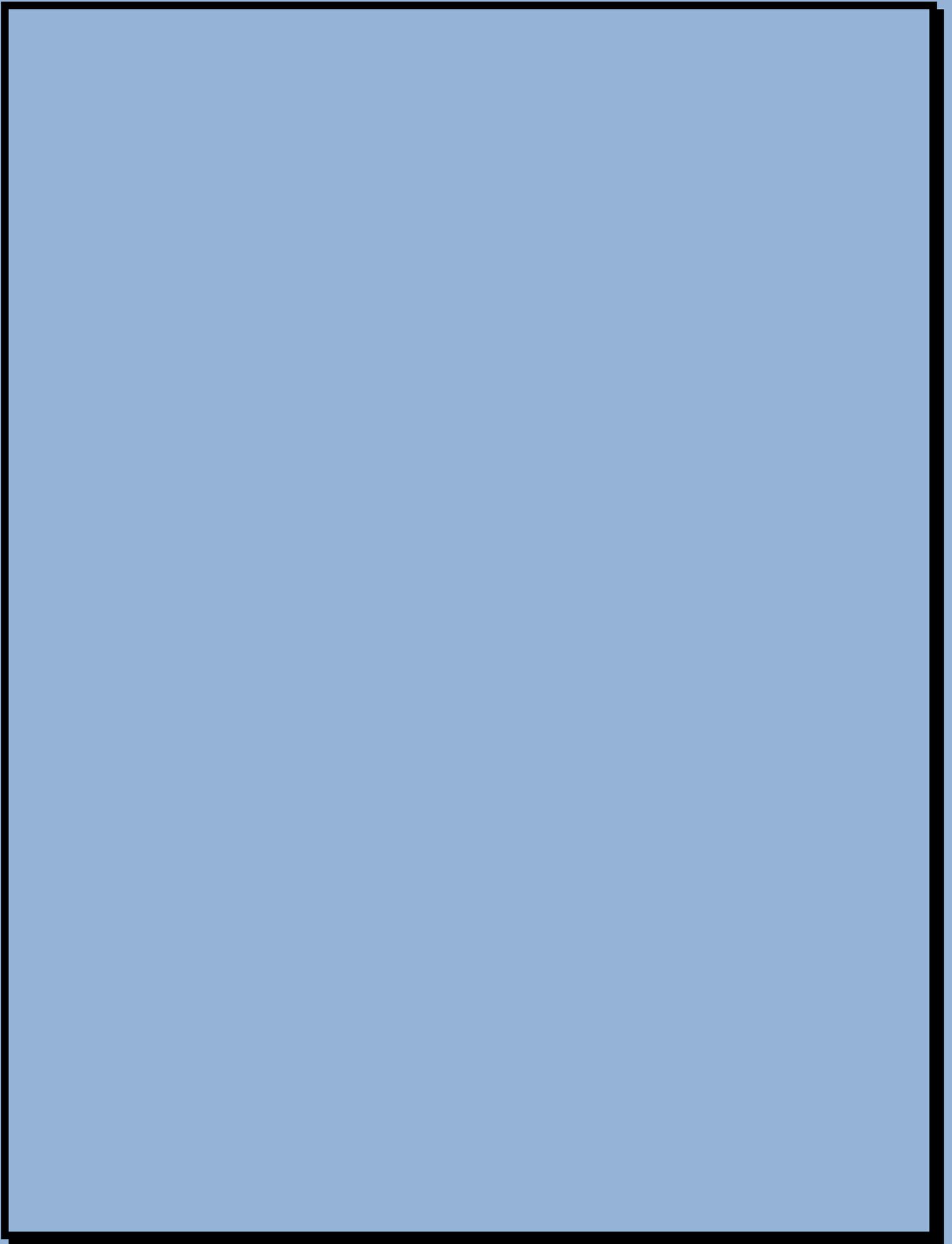
304 Dogwood St
Smithfield, North Carolina
Google Street View
Dec 2024 See more dates



Share X

+ -

Department Reports





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 January 2026

Permit Type	# Issued	Permit Fees
Site Plan Application	3	150
Wall Sign	2	100
Driveway	1	25
Food Truck	1	100
Grading/Filling/Land Alteration	1	25
Land Use	10	775
New Construction	16	550
Report Period Total:	34	\$1725.00
FISCAL YTD TOTAL:	289	\$19,950.00

Individual Permit Breakdown for January 1st – January 31st, 2026

Permit Type	Sub Type	Permit#	Address	Issue Date	Permit Fee
Site Plan Application	Site Plan Application	SIT26-000005	111 Will Drive	01/22/2026	25
Site Plan Application	Site Plan Application	SIT26-000007	216 South Third Street	01/27/2026	100
Site Plan Application	Site Plan Application	SIT26-000006	418 West Wellons Street	01/23/2026	25
Site Plan Application Total	Site Plan Application Total			3	150
Site Plan Application Total				3	150
Zoning Permit Application	Driveway	SZD26-000021	951 M. Durwood Stephenson Parkway	01/15/2026	25
Zoning Permit Application Total	Driveway Total			1	25

Zoning Permit Application	Food Truck	SZD26-000030	1230 North Brightleaf Street	01/29/2026	100
Zoning Permit Application Total	Food Truck Total			1	100
Zoning Permit Application	Grading/Filling/Land Alteration	SZD26-000018	254 West Saltgrass Lane	01/08/2026	25
Zoning Permit Application Total	Grading/Filling/Land Alteration Total			1	25
Zoning Permit Application	Land Use	SZD26-000028	1541 West Market Street	01/27/2026	100
Zoning Permit Application	Land Use	SZD26-000031	304 Wilsons Mills Road	01/29/2026	25
Zoning Permit Application	Land Use	SZD26-000032	412 Hancock Street	01/30/2026	25
Zoning Permit Application	Land Use	SZD26-000025	415-B North Seventh Street	01/23/2026	100
Zoning Permit Application	Land Use	SZD26-000026	836 South Third Street	01/23/2026	100
Zoning Permit Application	Land Use	SZD26-000027	2735 Buffalo Road	01/23/2026	100
Zoning Permit Application	Land Use	SZD26-000019	2303 NC 210 Highway	01/14/2026	25
Zoning Permit Application	Land Use	SZD26-000013	7 Noble Street	01/07/2026	100
Zoning Permit Application	Land Use	SZD26-000015	1327-F North Brightleaf Boulevard	01/08/2026	100
Zoning Permit Application	Land Use	SZD26-000024	312 South Fourth Street	01/20/2026	100
Zoning Permit	Land Use Total			10	775

Application Total					
Zoning Permit Application	New Construction	SZD26-000016	111 East Sanders Street	01/08/2026	25
Zoning Permit Application	New Construction	SZD26-000017	108 Wildberry Road	01/08/2026	25
Zoning Permit Application	New Construction	SZD26-000014	110 Willow Lane	01/08/2026	25
Zoning Permit Application	New Construction	SZD26-000022	113 South Finley Landing Parkway	01/15/2026	100
Zoning Permit Application	New Construction	SZD26-000023	202 Strickland Drive	01/20/2026	25
Zoning Permit Application	New Construction	SZD26-000001	151 Cordgrass Court	01/02/2026	25
Zoning Permit Application	New Construction	SZD26-000002	163 Cordgrass Court	01/05/2026	25
Zoning Permit Application	New Construction	SZD26-000003	175 Cordgrass Court	01/05/2026	25
Zoning Permit Application	New Construction	SZD26-000004	187 Cordgrass Court	01/05/2026	25
Zoning Permit Application	New Construction	SZD26-000005	199 Cordgrass Court	01/05/2026	25
Zoning Permit Application	New Construction	SZD26-000006	211 Cordgrass Court	01/05/2026	25
Zoning Permit Application	New Construction	SZD26-000007	223 Cordgrass Court	01/05/2026	25
Zoning Permit Application	New Construction	SZD26-000008	235 Cordgrass Court	01/05/2026	25
Zoning Permit Application	New Construction	SZD26-000009	135 Brook Place	01/06/2026	25
Zoning Permit Application	New Construction	SZD26-000010	1113 South Second Street	01/06/2026	25

Zoning Permit Application	New Construction	SZD26-000011	1209-H2 West Market Street	01/06/2026	100
Zoning Permit Application Total	New Construction Total			16	550
Zoning Permit Application	Wall Sign	SZD26-000029	1541 West Market Street	01/27/2026	50
Zoning Permit Application	Wall Sign	SZD26-000020	410 East Market Street	01/15/2026	50
Zoning Permit Application Total	Wall Sign Total			2	100
All Permits Total				34	1725



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	17J07032	Clarius Partners LLC	1/2/2026	2/5/2026	3/17/2026			
S-26-01	Mallard Crossing	#5K11019F/15K11017/15 K11047F/15L11043/15L11 042B	Mallard Rd Smithfield LLC	1/2/2026	2/5/2026	3/17/2026			waiting on easement
S-25-06	West Smithfield Business Park	15078011G/ 15077033C	SST Properties	10/21/2025	11/6/2025				CD's under review
S-25-05	Waddell Drive TH	15005031, 15005029 and part	Spectrum Realty, LLC and Sun Auto Wash, LLC	10/17/2025	11/6/2025	12/16/2025	12/16/2025		CD's under review
S-25-04	Village on the Neuse	14075011A, 14001001	HomeVestors - Eric Villeneuve	4/8/2025	5/1/2025	7/15/2025	7/16/2025		An extension was granted
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		
S-25-02	Powell Tract Subdivision	15108014I / 151080:	Crantock Land	1/7/2025	3/6/2025	5/20/2025	5/20/2025		
S-25-01	Buffalo Ridge	14000102I 14057011X/	Smithfield Land Group	1/3/2025	2/6/2025	3/18/2025	3/18/2025		
S-24-08	Local 70 Residential Developmen	14057011Y	Smithfield Growth LLC	11/21/2024	12/5/2024	1/21/2024	2/5/2025	5/20/2025	
S-24-07	Buffalo Road (Skybrook) Subdivision	14A033005 14057011Y,	Vesta Enterprises, Inc.	11/18/2024	12/5/2024	1/21/2024	2/5/2025		CDs approved pending fee payments
S-24-06	Local 70 (Interim) plat	14057011X	Smithfield Growth LLC	10/4/2024	11/14/2024	12/17/2024	12/17/2024	N/A	denied by Council
S-24-05	Powell Tract Subdivision	15108014 15049017/	Crantock Land	8/25/2024	10/3/2024	12/3/2024	denied		denied by Council
S-24-03	Wellons Woods	15049010	BRL Engineering	4/8/2024					Withdrawn
S-24-02	Hillcrest-Poplar-Riverdate	15083049B	BRL Engineering	3/7/2024	4/4/2024	4/16/2024	4/16/2024		CDs not approved
S-24-01	Jubilee Creek	167300-68-6746	CMH Homes Inc/McIntyre & Assoc	12/17/2023	3/7/2024	3/19/2024	5/7/2024	11/7/2024	

Final Plats

Case ID	Project Name	Owner/Applicant	Submittal Date	Approval Date	Note
S-22-02	Finley Landing Phase 4	CE Group	5/6/2025		
S-18-02	Kamden Ranch Phase 2B	Laura and Scott Lee	5/6/2025	6/13/2025	
S-22-02	Finley Landing Phase 3	CE Group		1/31/2025	

S-22-02	Finley Landing Phase 2				CE Group					12/19/2024				
S-24-06	Local 70 Interim Plat				Smithfield Growth LLC					12/19/2024				
Conditional Zonings														
Case ID	Project Name	Tax ID	Owner/Applicant	Submittal Date	PB Review	TC Hearing	Decision	Notes						
CZ-25-09	Holt Lake Commercial	15J110231	Two Magnolias Kelly Griffin/Dalton Gen Contractor					pending resubmittal with site plan						
CZ-25-08	Grace Homemade Flex Commerc	15021009	Samet/Real Zeal Proptry Grp LLC	12/5/2025	1/8/2026	2/17/2026	Approved							
CZ-25-07	Commercial	15078011G	Twin States Farming	12/3/2025	1/8/2026	2/17/2026	Approved							
CZ-25-06	Bellamy	17K08039A/17K08032	Twin States Farming	12/5/2025	1/8/2026	2/17/2026	Denied							
CZ-25-05	Bellamy	17K08039A/17K08032	Twin States Farming	8/1/2025	9/4/2025	10/7/2025	Denied							
CZ-25-04	Local 70 PUD Map Amendment	14057011Y	Carolina Commercial	6/25/2025	8/7/2025	8/19/2025	Approved							
CZ-25-03	Mallard Crossing	15K11019D, 15K11019F, 15L11043, 15K11017, 15K11047C, 15K11047F, 15K11047, 15L11042B	Contender	6/6/2025	7/10/2025	8/5/25 & 7/15/25 &	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; 1502601	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, 14505	Smithfield Growth llc	3/11/2024	4/4/2024	5/21/2024	Approved	under construction						
CZ-24-01	Carmax	7011X, 14057011Y 15L10061	Centerpoint/CE Group	2/2/2024	3/7/2024	3/19/2024	Approved	under construction						
Special Use Permits														
Case ID	Project Name	Tax ID	Owner/Applicant	Submittal Date	PB Review	TC Hearing	Decision	Notes						
SUP-25-03	Foster Home		Allited Commercial	12/29/2025	2/5/2026	3/17/2026								
SUP-25-02	Aruza Pest Control	14002010C	Properteris LLC	11/4/2025	12/4/2025	1/20/2025	Approved							
SUP-25-01	Adrenaline Designs Tattoo Est	14074002/140740 02B	David Seigler/Adrenaline Designs	10/27/2025	12/4/2025	1/20/2025	Approved							

SUP-24-05	Stadler Station	15074012E	Brown Investment Properties Shovel Ready Johnston, Inc	8/13/2024	10/3/2024	11/19/2024	Approved		
SUP-24-04	Heritage Townes at NC210	15079012A	Shovel Ready Johnston, Inc	8/6/2024				Project withdrawn	
SUP-24-03	Country Club Townhomes	15J11023	Crantock Land, LLC	8/12/2024	9/5/2024	11/19/2024	Denied		
SUP-24-02	Heritage Townes at Waddell	15005023, 15005022	Shovel Ready Johnston, Inc	7/5/2024	10/3/2024	12/17/2024	Approved		
SUP-24-01	Hartley Drive Townhomes	15089019A/15K09 010A/15K09010P	Terra Eden	7/1/2024	8/1/2024	8/20/2024	Approved		
Rezoning									
Case ID	Project Name	Tax ID	Owner/Applicant	Submittal Date	PB Review	TC Hearing	Decision	Notes	
RZ-26-01	Peedin Family Rezoning	15M12027G	Timothy and Melanie Peedin	2/5/2026	3/5/2026	3/17/2026			
RZ-25-04	Johnson-US 70 Business	15078019C	Kim and Chris Johnson	9/30/2025	11/6/2025	12/16/2025	Approved		
RZ-25-03	Mitchell Concrete to R-20A/B-3 H	15O99004J and 15O80012	Marshall Concrete	6/27/2025	8/7/2025	9/16/2025	Approved		
RZ-25-01	B-3/R-20A to LI	17/07032	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	14001001/140750 11A	Village on the Neuse LLC	8/19/2024	10/3/2024		Withdrawn		
RZ-24-06	400 Brightleaf to B-3	15015033/150160	David Dupree	5/24/2024	7/11/2024	8/13/2024	Approved		
RZ-24-05	Watershed Boundary Update	33/15016032	Town Staff	12/22/2023	6/6/2024	6/18/2024	Approved		
RZ-24-04	Heavner Property to R-8	15089019A/15K09	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 Complete	2nd Review Complete	3rd Review Complete	Approval Date	Notes
SP-25-11	Floyd Landing -Anthemmet Teleco	15077022A	Keener Lumber	11/24/2025	12/13/2025			12/16/2025	

SP-25-10	7 Brews Coffee	14074013A	TNB Brews Smithfield LLC	11/20/2025	12/17/2025	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	15060006	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 Hanger	4/17/2025	7/11/2025	8/10/2025	8/11/2025
SP-25-04	JNX Taxilane Rehab & Construct B	15079017D	JNX Airport	5/1/2025			5/20/2025
SP-25-03	Webster Accounting	15044032 15025020/	Adam Webster	3/18/2025	5/1/2025	6/24/2025	6/30/2025
SP-25-02	Johnston Hotel	15025021	Noviomagus LLC	3/5/2025	5/12/2025		7/3/2025
SP-25-01	377 West Market Office Bldg	15080053	Lee and Hudgins	8/21/2025	9/29/2025		
SP-24-14	Gates Concrete	15079005F	Larry Gates	11/14/2024	12/23/2024		Turned over to Bob for Code Enforcement
SP-24-13	JCC Repaving	169308-87-5887 15084003D/	JCC	10/21/2024	12/11/2024	2/24/2025	3/21/2025
SP-24-12	Smithfield West	15084003F	Jim Perricone	10/17/2024	11/18/2024	2/10/2025	6/9/2025
SP-24-11	Smithfield Storage	15077023	Adams and Hodge	10/16/2024	12/9/2024	3/31/2025	4/29/2025
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 comments
SP-24-03	Airport Industrial Park Lot 13	15J08017P	Capital Civil Engineering	2/7/2024	2/22/2024		12/6/2024
SP-24-01	Lynn's Automotive Repair	15077009	ECLS Global Inc	2/1/2024	2/21/2024	4/2/2024	Project appears to be on hold
Annexations							
Case ID	Project Name	Tax ID	Owner/Applicant	Submittal Date	Council Hearing	Decision	
ANX-25-05	Bellamy (2nd try)	17K08039A/17K08	Twin States Farming	12/31/2025	2/17/2026		

Case ID	Project Name	Tax ID	Owner/Applicant	BOA Review		
				Submittal Date	Date	Decision
ANX-25-04	Bellamy	17K08039A/17K08	Twin States Farming Alexis Barefoot - Heath Street #215	8/1/2025	10/7/2025	denied
ANX-25-03	Heath Street #215 Annexation	15078009K	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
Variances						
Case ID	Project Name	Tax ID	Owner/Applicant	Submittal Date	Date	Notes
BA-26-03	GM Service, LLC Sign Variance	15A61055A	Gustavo Martinez	2/11/2026	3/26/2026	
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		17J07024E	Marilyn Mozingo	4/1/2025	4/24/2025	Approved
BA-25-01	Lynda Carroll Pool Variance	15J11023P	michael and Linda Carroll	2/28/2025	3/27/2025	Approved
BA-24-09	Curated Collections Sign Variance	15L11008T	Curated Collections of NC LLC	12/3/2024	1/30/2025	Approved
BA-24-08	Johnston Animal Hospital - Sign height variance	15005056	Jodee Langdon	11/21/2024		Withdrawn
BA-24-07	Equipment Share					Withdrawn
BA-24-06	Brightleaf Plaza Signs-setback variance	15005041	Jim Perricone	8/2/2024	8/29/2024	approved
BA-24-05	Reginald Barnes - street frontage variance	15063037	Reginald Barnes	7/24/2024	8/29/2024	approved

BA-24-04	Market Street Plaza - 8' Streetyard Variance	15K10023	Adams and Hodge Engineering, PC	7/10/2024	8/29/2024	Approved	
BA-24-03	Holly's Open Air Market - 35' front setback variance	15041023	Professional Permits	1/18/2024	4/25/2024	Approved	Incomplete
BA-24-02	Packing Plan Road						
BA-24-01	937 N Brightleaf - 8' side yard variance	15007001	Comfort Shield HVAC of NC	2/14/2024	3/28/2024	Approved	

UDO Text Amendments

Case ID	Project Name	Applicant	Submittal Date	PB Review Date	TC Hearing	Decision	Notes
ZA-25-05	Board membership and PB recommendation	Town and DSDC	9/18/2025				Withdrawn
ZA-25-04	Private Clubs in B-1 with SS	Town and DSDC	7/17/2025	8/7/2025			
ZA-25-03	DT Overlay	Town and DSDC	7/17/2025	8/7/2025			
ZA-25-02	B-3 height from 40'-50'	Brown Property	6/3/2025	7/10/2025	7/15/2025	Approved	
ZA-25-01	Tattoo Establishments	Staff	10/18/2024	2/5/2025			on hold PB reviewed
ZA-24-03	Misc. MF Amendments	Staff	10/7/2024	11/14/2024-1/2/25	1/21/2025		on hold
ZA-24-02	MF in B-3	Staff	7/1/2024	8/1/2024	8/13/2024	Approved	
ZA-24-01	Driveways	Staff	5/2/2024	6/6/2024	6/18/2024	Approved	



SMITHFIELD POLICE DEPARTMENT

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

MONTHLY STATISTICS

MONTH ENDING JANUARY 31ST, 2026

	<i>MONTHLY TOTAL</i>	<i>YEAR TO DATE TOTAL</i>
CALLS FOR SERVICE	1,750	1,750
INCIDENT REPORTS TAKEN	113	113
BURGLARY	3	3
CASES CLOSED	82	82
ACCIDENT REPORTS	62	62
ARREST REPORTS TAKEN	75	75
DRUGS	12	12
DWI	6	6
CITATIONS ISSUED	414	414
PARKING/PAID	2/1	2/1
SPEEDING	182	182
NOL/DWLR	90	90
FICT/CNCL/REV REG CARD/TAG	34	34

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

REPORTED UCR OFFENSES FOR THE MONTH OF JANUARY 2026

PART I CRIMES	January 2025	January 2026	+/-	Percent Changed	Year-To-Date 2025	Year-To-Date 2026	+/-	Percent Changed
MURDER	0	0	0	N.C.	0	0	0	N.C.
RAPE	0	1	1	N.C.	0	1	1	N.C.
ROBBERY	0	2	2	N.C.	0	2	2	N.C.
Commercial	0	0	0	N.C.	0	0	0	N.C.
Individual	0	2	2	N.C.	0	2	2	N.C.
ASSAULT	8	2	-6	-75%	8	2	-6	-75%
* VIOLENT *	8	5	-3	-38%	8	5	-3	-38%
BURGLARY	6	3	-3	-50%	6	3	-3	-50%
Residential	4	1	-3	-75%	4	1	-3	-75%
Non-Resident.	2	2	0	0%	2	2	0	0%
LARCENY	43	18	-25	-58%	43	18	-25	-58%
AUTO THEFT	2	2	0	0%	2	2	0	0%
ARSON	0	0	0	N.C.	0	0	0	N.C.
* PROPERTY *	51	23	-28	-55%	51	23	-28	-55%
PART I TOTAL:	59	28	-31	-53%	59	28	-31	-53%
PART II CRIMES								
Drug	18	18	0	0%	18	18	0	0%
Assault Simple	9	21	12	133%	9	21	12	133%
Forgery/Counterfeit	4	1	-3	-75%	4	1	-3	-75%
Fraud	8	3	-5	-63%	8	3	-5	-63%
Embezzlement	1	1	0	0%	1	1	0	0%
Stolen Property	2	0	-2	-100%	2	0	-2	-100%
Vandalism	3	7	4	133%	3	7	4	133%
Weapons	4	2	-2	-50%	4	2	-2	-50%
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	2	0	-2	-100%	2	0	-2	-100%
D. W. I.	7	9	2	29%	7	9	2	29%
Liquor Law Violation	1	0	-1	-100%	1	0	-1	-100%
Disorderly Conduct	2	0	-2	-100%	2	0	-2	-100%
Obscenity	0	0	0	N.C.	0	0	0	N.C.
Kidnap	0	0	0	N.C.	0	0	0	N.C.
Human Trafficking	0	0	0	N.C.	0	0	0	N.C.
All Other Offenses	25	23	-2	-8%	25	23	-2	-8%
PART II TOTAL:	86	85	-1	-1%	86	85	-1	-1%
GRAND TOTAL:	145	113	-32	-22%	145	113	-32	-22%

N.C. = Not Calculable



Town of Smithfield
Fire Department
 January 2026

I. Statistical Section

	Jan.	YTD
Confirmed Structure Fires	6	6
EMS Responses	157	157
Misc./Other Calls	42	42
Mutual Aid Calls	22	22
TOTAL EMERGENCY RESPONSES	267	267

	Jan.	YTD
Fire Inspections	56	56
Public Fire Education Programs	0	0
# Of Children Educated	0	0
# Of Adults Educated	0	0
Plans Review Construction/Renovation Projects	36	36
Fire Department Permits reviewed / Issued	19	19
Business Preplans	2	2
Fire Related Injuries & Deaths	0	0
# Of Civilian Deaths	0	0
# Of Civilian Injuries	0	0

II. Major Revenues

	Jan.	YTD
Inspections/Permits	\$2,180.98	\$2,180.98
Fire Recovery USA	\$3,060.00	\$3,060.00

III. Personnel Update:

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

IV. Narrative of monthly departmental activities:

- Squad was in-service 15 of 22 days
- Training Hours for the month = 427.5 hours
- Total Training Hours = 427.5 hours

- Follow-ups and Re-inspections.
- Continue professional development.
- Budget process.
- Officer's Meeting.
- ESO Permitting Documentation Training.
- ESO Plans Review Training.

V. Upcoming Plans

- Continue professional development.
- Budget process continues.
- Programming and Training on new Knox Boxes.
- Smoke Alarm Canvas Prep.
- Site Plan Review Training.
- Fire Inspection Con-Ed.



Reporting

01/01/2026 - 01/31/2026

Last Month

Work Orders

Asset Health

Reporting Details

Recent Activity

Export Data

Custom Dashboards

Assigned To

Due Date

Location

Priority

+ Add Filter

Work Orders

Created vs. Completed >

+ Add to Dashboard

185

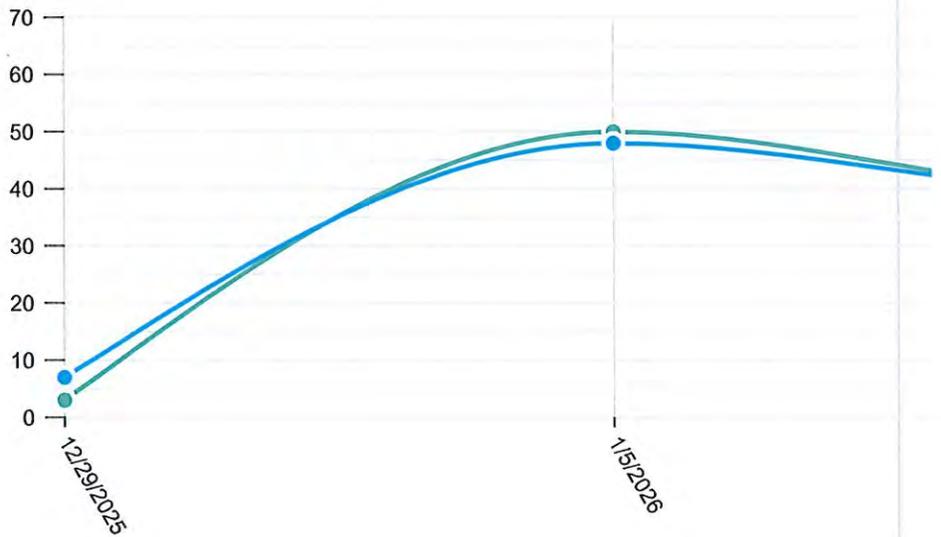
Created

184

Completed

99.5%

Percent Completed



Work Orders by Type > ⓘ

+

Preventive

Reactive

Other

%
Total Preventive Ratio

Support

Lawrence Davis

Settings



Reporting

01/01/2026 - 01/31/2026

Last Month

Work Orders

Asset Health

Reporting Details

Recent Activity

Export Data

Custom Dashboards

Jesus Mier

Due Date

Location

Priority

+ Add Filter

Work Orders

Created vs. Completed >

+ Add to Dashboard

41

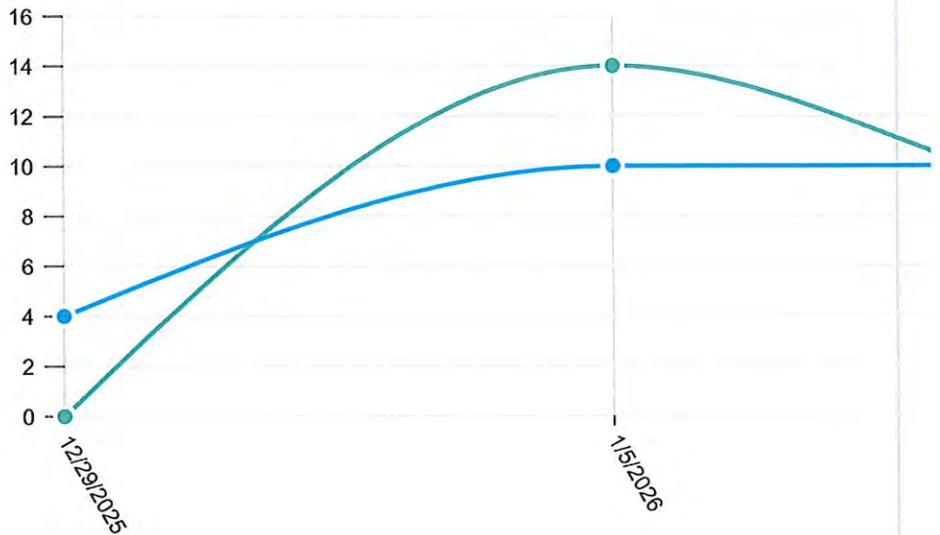
Created

41

Completed

100.0%

Percent Completed



Work Orders by Type > ⓘ

+

Preventive

Reactive

Other

%
Total Preventive Ratio

132

Work Orders 8

Reporting

Requests

Assets

Messages

Categories

Parts Inventory

Library

Meters

Automations

Locations

Teams / Users

Support

Lawrence Davis
Settings

**Town of Smithfield
Public Works Department
January 31, 2026**



185 Total Work Orders completed by the Public Works Department
8 Burials, at \$775.00 each = \$6,200.00
1 Cremation Burial, \$475 each = \$0
\$0. Sunset Cemetery Lot Sales
\$0 Riverside Extension Cemetery Lot Sales
445.78 tons of household waste collected
134.00 tons of yard waste collected
3.48 tons of recycling collected
0 gallons of used motor oil were recycled
250 scrap tires were recycled

Town of Smithfield
Public Works Appearance Division
Cemetery, Landscapes, and Grounds Maintenance
Buildings, Facilities, and Sign Division
Monthly Report
January 31, 2026



I. Statistical Section

- 8 Burials
- 2 Works Orders – Buildings & Facilities Division
- 39 Work Orders – Grounds Division
- 0 Work Orders – Sign Division

II. Major Revenues

Sunset Cemetery Lot Sales:	\$0
Riverside Ext Cemetery Lot Sales:	\$0
Grave Opening Fees:	\$6,200.00
Total Revenue:	\$6,200.00

III. Major Expenses for the Month:

Paid Craft Digging Services \$5,000.00 for opening and closing graves at all town cemeteries. Paid \$14,175.00 to Power Mulch for all Town municipal building and landscaping on 70 Hwy Business, MLK, and 301 Highway medians

IV. Personnel Update:

No one for the month was hired.

V. Narrative of monthly departmental activities:

The overall duties include daily maintenance on cemeteries, landscapes, rights-of-way, buildings, and facilities. The Appearance Division safety meeting was on Public Works Safety Training was on "Heart Health" With Jaime Pearce.



Work Orders List for 01/01/2026 - 01/31/2026

ID	TITLE	LOCATION & ASSET	CATEGORIES	ASSIGNEES	DUE	TIME & COST	STATUS
#6654	Prune bushes at simple twist parking area	Appearance Division Gas pruners Parent: Appearance Division	Appearance Division	Jesus Mier		Total Time Costs Total Time 1h 15m 0s Total Costs \$26.60	✓ Done Completed by Jesus Mier on 01/05/2026
#6657	Cut shoots growing under the trees at sunset cemetery on 70 side	Appearance Division Pole saw Parent: Appearance Division	Appearance Division	Jesus Mier		Total Time Costs Total Time 40m 0s Total Costs \$14.19	✓ Done Completed by Jesus Mier on 01/05/2026
#6656	Prune bushes at welcome sign in south smithfield	Appearance Division Gas pruners Parent: Appearance Division	Appearance Division	Jesus Mier		Total Time Costs Total Time 1h 0m 0s Total Costs \$21.28	✓ Done Completed by Jesus Mier on 01/05/2026
#6655	Prune bushes at west smithfield welcome sign	Appearance Division Truck #905 Parent: Appearance Division	Appearance Division	Jesus Mier		Total Time Costs Total Time 1h 0m 0s Total Costs \$21.28	✓ Done Completed by Jesus Mier on 01/05/2026
#6661	Mulch welcome sign in south smithfield	Appearance Division Truck #905 Parent: Appearance Division	Appearance Division	Jesus Mier		Total Time Costs Total Time 40m 0s Total Costs \$14.19	✓ Done Completed by Jesus Mier on 01/05/2026
#6660	Mulch welcome sign in west smithfield	Appearance Division Truck #905 Parent: Appearance Division	Appearance Division	Jesus Mier		Total Time Costs Total Time 1h 0m 0s Total Costs \$21.28	✓ Done Completed by Jesus Mier on 01/05/2026

ID	TITLE	LOCATION & ASSET	CATEGORIES	ASSIGNEES	DUE	TIME & COST	STATUS
#6663	Pick up Christmas angels and snowflakes	Appearance Division Truck 903 Parent: Appearance Division	Appearance Division	Jesus Mier		Total Time Costs Total Time \$106.40 5h 0m 0s \$106.40	✓ Done Completed by Jesus Mier on 01/05/2026
#6664	Pick up tree lights from of food lion	Appearance Division Truck #905 Parent: Appearance Division	Appearance Division	Jesus Mier		Total Time Costs Total Time \$14.19 40m 0s \$14.19	✓ Done Completed by Jesus Mier on 01/05/2026
#6665	Pick up Christmas wreaths at sunset cemetery	Appearance Division Truck #905 Parent: Appearance Division	Appearance Division	Jesus Mier		Total Time Costs Total Time \$5.32 15m 0s \$5.32	✓ Done Completed by Jesus Mier on 01/05/2026
#6676	Pick up santa and the reindeer in front of foodlion	Appearance Division Equipment trailer #16 Parent: Appearance Division	Appearance Division	Jesus Mier		Total Time Costs Total Time \$42.56 2h 0m 0s \$42.56	✓ Done Completed by Jesus Mier on 01/06/2026
#6677	Pick up trash underneath the under pass by dollar tree	Appearance Division Truck #905 Parent: Appearance Division	Appearance Division	Jesus Mier		Total Time Costs Total Time \$7.09 20m 0s \$7.09	✓ Done Completed by Jesus Mier on 01/06/2026
#6675	Pick up nut crackers and Christmas wreaths at townhall and fire departments	Appearance Division Truck #905 Parent: Appearance Division	Appearance Division	Jesus Mier		Total Time Costs Total Time \$21.28 1h 0m 0s \$21.28	✓ Done Completed by Jesus Mier on 01/06/2026
#6701	Remove pine straw from underneath the trees at oakland cemetery	Appearance Division Kubota BX1880 Parent: Appearance Division	Appearance Division	Jesus Mier		Total Time Costs Total Time \$106.40 5h 0m 0s \$106.40	✓ Done Completed by Jesus Mier on 01/09/2026

ID	TITLE	LOCATION & ASSET	CATEGORIES	ASSIGNEES	DUE	TIME & COST	STATUS
#6702	Remove pine straw from underneath the trees at resthaven cemetery	Appearance Division Kubota BX1880 Parent: Appearance Division	Appearance Division	Jesus Mier		Total Time Costs Total Time \$106.40	✓ Done Completed by Jesus Mier on 01/09/2026
#6711	Cut and weedeat Johnston st.	Appearance Division Scag Appearance mower #1 Parent: Appearance Division	Appearance Division	Jesus Mier		Total Time Costs Total Time \$21.28	✓ Done Completed by Jesus Mier on 01/12/2026
#6710	Remove roots and add dirt to areas where trees were Removed on 2nd street	Appearance Division Kubota BX1880 Parent: Appearance Division	Appearance Division	Jesus Mier		Total Time Costs Total Time \$106.40	✓ Done Completed by Jesus Mier on 01/12/2026
#6725	Pick up trash at Pine acres	Appearance Division Truck #905 Parent: Appearance Division	Appearance Division	Jesus Mier		Total Time Costs Total Time \$21.28	✓ Done Completed by Jesus Mier on 01/14/2026
#6726	Empty trash can at sunset	Appearance Division Truck #905 Parent: Appearance Division	Appearance Division	Jesus Mier		Total Time Costs Total Time \$21.28	✓ Done Completed by Jesus Mier on 01/14/2026
#6728	Pick up trash on peedin rd	Appearance Division Truck #905 Parent: Appearance Division	Appearance Division	Jesus Mier		Total Time Costs Total Time \$10.64	✓ Done Completed by Jesus Mier on 01/15/2026
#6734	Cut grass at Pine acres	Appearance Division Truck #905 Parent: Appearance Division	Appearance Division	Jesus Mier		Total Time Costs Total Time \$42.56	✓ Done Completed by Jesus Mier on 01/15/2026

ID	TITLE	LOCATION & ASSET	CATEGORIES	ASSIGNEES	DUE	TIME & COST	STATUS
#6735	Cut grass at sunset cemetery	Appearance Division Scag mower #1 Parent: Appearance Division	Appearance Division	Jesus Mier		Total Time Costs 2h 30m 0s Total Costs \$53.20	✓ Done Completed by Jesus Mier on 01/15/2026
#6741	Put up ava gardener sign at sunset cemetery	Appearance Division Truck #905 Parent: Appearance Division	Appearance Division	Jesus Mier		Total Time Costs 45m 0s Total Costs \$15.96	✓ Done Completed by Jesus Mier on 01/16/2026
#6743	Cut and dispose of half a tree that fell in resthaven cemetery	Appearance Division Truck 903 Parent: Appearance Division	Appearance Division	Jesus Mier		Total Time Costs 1h 0m 0s Total Costs \$21.28	✓ Done Completed by Jesus Mier on 01/20/2026
#6740	Pick up trash on outlet center drive by speedway	Appearance Division Truck #905 Parent: Appearance Division	Appearance Division	Jesus Mier		Total Time Costs 1h 0m 0s Total Costs \$21.28	✓ Done Completed by Jesus Mier on 01/20/2026
#6753	Fill hole with dirt in ditch on 210 side at sunset cemetery	Appearance Division Kubota BX1880 Parent: Appearance Division	Appearance Division	Jesus Mier		Total Time Costs 1h 0m 0s Total Costs \$21.28	✓ Done Completed by Jesus Mier on 01/21/2026
#6754	Move pile of pine straw from the back of riverside cemetery beside the kiddie park	Appearance Division Kubota BX1880 Parent: Appearance Division	Appearance Division	Jesus Mier		Total Time Costs 1h 0m 0s Total Costs \$21.28	✓ Done Completed by Jesus Mier on 01/21/2026
#6751	Pick up door and trash on 210 side at sunset cemetery	Appearance Division Parent: Appearance Division	Appearance Division	Jesus Mier		Total Time Costs 30m 0s Total Costs \$10.64	✓ Done Completed by Jesus Mier on 01/21/2026

ID	TITLE	LOCATION & ASSET	CATEGORIES	ASSIGNEES	DUE	TIME & COST	STATUS
#6763	Clean up debris from under the magnolia trees at sunset cemetery	Appearance Division Dump trailer Parent: Appearance Division	Appearance Division	Jesus Mier		Total Time Costs Total Time \$21.28	✓ Done Completed by Jesus Mier on 01/22/2026
#6768	Pick up shopping cart by resthaven cemetery	Appearance Division Truck #905 Parent: Appearance Division	Appearance Division	Jesus Mier		Total Time Costs Total Time \$5.32	✓ Done Completed by Jesus Mier on 01/22/2026
#6770	Pick up trash on peedin rd	Appearance Division Truck #905 Parent: Appearance Division	Appearance Division	Jesus Mier		Total Time Costs Total Time \$21.28	✓ Done Completed by Jesus Mier on 01/28/2026
#6774	Put out ice melt at townhall, fire departments, police station and public works	Appearance Division Truck #905 Parent: Appearance Division	Appearance Division	Jesus Mier		Total Time Costs Total Time \$42.56	✓ Done Completed by Jesus Mier on 01/28/2026
#6818	Replace stop sign and post on fifth and bridge st.	Appearance Division Truck #905 Parent: Appearance Division	Appearance Division	Jesus Mier		Total Time Costs Total Time \$42.56	✓ Done Completed by Jesus Mier on 01/28/2026
#6822	Pick trash up on peedin road	Appearance Division	Appearance Division	Jesus Mier		Total Time Costs Total Time \$21.28	✓ Done Completed by Jesus Mier on 01/28/2026
#6823	Pick up trash at pine acres	Appearance Division	Appearance Division	Jesus Mier		Total Time Costs Total Time \$21.28	✓ Done Completed by Jesus Mier on 01/28/2026
#6820	Pick up trash on Martin Luther King drive	Appearance Division Truck #905 Parent: Appearance Division	Appearance Division	Jesus Mier		Total Time Costs Total Time \$21.28	✓ Done Completed by Jesus Mier on 01/28/2026

ID	TITLE	LOCATION & ASSET	CATEGORIES	ASSIGNEES	DUE	TIME & COST	STATUS
#6821	Pick up trash at dollar general lot	Appearance Division Truck #905 Parent: Appearance Division	Appearance Division	Jesus Mier		Total Time Costs Total Time \$10.64	✓ Done Completed by Jesus Mier on 01/28/2026
#6824	Pick up sticks at oakland cemetery	Appearance Division	Appearance Division	Jesus Mier		Total Time Costs Total Time \$21.28	✓ Done Completed by Jesus Mier on 01/28/2026
#6825	Put out brine on outlet center drive, eden woods	Appearance Division Truck 903 Parent: Appearance Division	Appearance Division	Jesus Mier		Total Time Costs Total Time \$53.20	✓ Done Completed by Jesus Mier on 01/28/2026
#6830	Throw ice melt on sidewalks downtown from townhall to the court house.	Appearance Division Truck #905 Parent: Appearance Division	Appearance Division	Jesus Mier		Total Time Costs Total Time \$42.56	✓ Done Completed by Jesus Mier on 01/29/2026
#6831	Throw salt at fire stations and police stations	Appearance Division Truck #905 Parent: Appearance Division	Appearance Division	Jesus Mier		Total Time Costs Total Time \$31.92	✓ Done Completed by Jesus Mier on 01/29/2026
#6832	Put out ice melt at public works entrance and operation center	Appearance Division Truck #905 Parent: Appearance Division	Appearance Division	Jesus Mier		Total Time Costs Total Time \$21.28	✓ Done Completed by Jesus Mier on 01/30/2026



Reporting

01/01/2026 - 01/31/2026

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 >

+

29

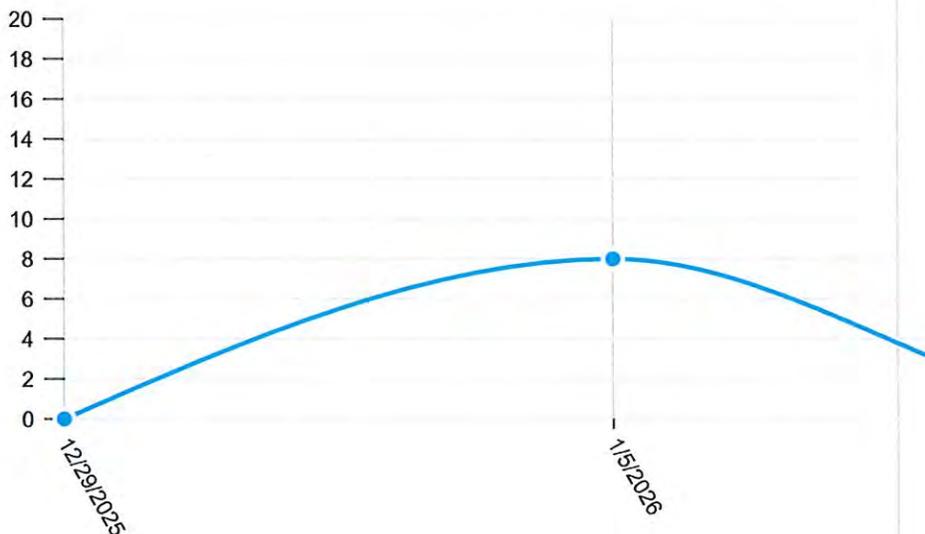
Created

29

Completed

100.0%

Percent Completed



Work Orders by Type > ⓘ

+

0

Preventive

29

Reactive

0

Other

0.0%

Total Preventive Ratio

Support

Lawrence Davis >

Settings

**Town of Smithfield
Public Works Fleet Maintenance Division
Monthly Report
Jan. 31, 2026**



I. Statistical Section

- 0 Preventive Maintenances
- 0 North Carolina Inspections
- 29 Work Orders

II. Major Revenues

None for the month

III. Major Expenses for the Month:

Paid \$682.70 to Kimball Midwest For supplies for the shop.

IV. Personnel Update:

None for the month

V. Narrative of monthly departmental activities:

The shop employee performed preventive maintenance on all Town owned. The Appearance Division had safety meeting Public Works Safety Training was on "Heart Health" With Jaime Pearce.

Work Orders List for 01/01/2026 - 01/31/2026



ID	TITLE	LOCATION & ASSET	CATEGORIES	ASSIGNEES	DUE	TIME & COST	STATUS
#6668	Replaced tire appearance trailer	Appearance Division Equipment Parent: Appearance trailer #14 Division	Appearance Division	Andrew Strickland		Total Time Costs Total Time \$22.33 1h 0m 0s Total Costs \$22.33	✓ Done Completed by Andrew Strickland on 01/06/2026
#6669	Replaced Hydraulic hose 304	Drainage Division Truck #304 Sanitation Parent: Sanitation Division	Sanitation Division	Andrew Strickland		Total Time Costs Total Time \$22.33 1h 0m 0s Total Costs \$22.33	✓ Done Completed by Andrew Strickland on 01/06/2026
#6670	Replaced Hydraulic hose 321	Public Works Facility Truck #321 Sanitation Parent: Sanitation Division	Sanitation Division	Andrew Strickland		Total Time Costs Total Time \$22.33 1h 0m 0s Total Costs \$22.33	✓ Done Completed by Andrew Strickland on 01/06/2026
#6671	Replaced fuel tube 709	Drainage Division Truck# 15709 Parent: Public Utilities (Water and Sewer)	Utilities	Andrew Strickland		Total Time Costs Total Time \$66.99 3h 0m 0s Total Costs \$66.99	✓ Done Completed by Andrew Strickland on 01/06/2026
#6681	Service 315	Drainage Division Truck #315 Sanitation Parent: Sanitation Division	Sanitation Division	Andrew Strickland		Total Time Costs Total Time \$22.33 1h 0m 0s Total Costs \$22.33	✓ Done Completed by Andrew Strickland on 01/07/2026
#6682	Replaced alternator and belt 319	Drainage Division Truck #319 Sanitation Parent: Sanitation Division	Sanitation Division	Andrew Strickland		Total Time Costs Total Time \$44.66 2h 0m 0s Total Costs \$44.66	✓ Done Completed by Andrew Strickland on 01/07/2026

ID	TITLE	LOCATION & ASSET	CATEGORIES	ASSIGNEES	DUE	TIME & COST	STATUS
#6683	Find electrical issue 321	Public Works Facility Truck #321 Sanitation Division Parent: Sanitation Division	Sanitation Division	Andrew Strickland		Total Time Costs Total Time \$44.66 2h 0m 0s	✓ Done Completed by Andrew Strickland on 01/07/2026
#6684	Repair claw 806	Drainage Division Truck# 806 Public Utilities (Electric Department)	Utilities	Andrew Strickland		Total Time Costs Total Time \$22.33 1h 0m 0s	✓ Done Completed by Andrew Strickland on 01/07/2026
#6782	Replaced battery 811	Drainage Division Truck# 15811 Public Utilities (Electric Department)	Utilities	Andrew Strickland		Total Time Costs Total Time \$11.17 30m 0s	✓ Done Completed by Andrew Strickland on 01/23/2026
#6783	Service oil change 804	Drainage Division Truck# 804 Public Utilities (Electric Department)	Utilities	Andrew Strickland		Total Time Costs Total Time \$22.33 1h 0m 0s	✓ Done Completed by Andrew Strickland on 01/23/2026
#6784	Service 707	Drainage Division Truck# 707 Public Utilities (Water and Sewer)	Utilities	Andrew Strickland		Total Time Costs Total Time \$22.33 1h 0m 0s	✓ Done Completed by Andrew Strickland on 01/23/2026
#6785	Swap 2 tires 321	Public Works Facility Truck #321 Sanitation Division	Sanitation Division	Andrew Strickland		Total Time Costs Total Time \$22.33 1h 0m 0s	✓ Done Completed by Andrew Strickland on 01/23/2026
#6786	Patch tire 412	Drainage Division	Streets Division	Andrew Strickland		Total Time Costs Total Time \$22.33 1h 0m 0s	✓ Done Completed by Andrew Strickland on 01/23/2026

ID	TITLE	LOCATION & ASSET	CATEGORIES	ASSIGNEES	DUE	TIME & COST	STATUS
#6787	Patch tire 905	Truck #412 Parent: Drainage Division	Appearance Division	Andrew Strickland		Total Costs \$22.33 Total Time Costs 1h 0m 0s Total Costs \$22.33	✓ Done Completed by Andrew Strickland on 01/23/2026
#6788	Replace Hydraulic line 321	Public Works Facility Truck #321 Parent: Sanitation Division	Sanitation Division	Andrew Strickland		Total Time Costs 1h 0m 0s Total Costs \$22.33	✓ Done Completed by Andrew Strickland on 01/23/2026
#6789	Replaced Hydraulic line 304	Drainage Division Truck #304 Parent: Sanitation Division	Sanitation Division	Andrew Strickland		Total Time Costs 1h 0m 0s Total Costs \$22.33	✓ Done Completed by Andrew Strickland on 01/23/2026
#6790	Fix brakes 709	Drainage Division Truck# 15709 Parent: Public Utilities (Water and Sewer)	Utilities	Andrew Strickland		Total Time Costs 2h 0m 0s Total Costs \$44.66	✓ Done Completed by Andrew Strickland on 01/23/2026
#6791	Fuel issues bobcat 873	Drainage Division Bobcat 873 skid steer	Sanitation Division	Andrew Strickland		Total Time Costs 4h 0m 0s Total Costs \$89.32	✓ Done Completed by Andrew Strickland on 01/23/2026
#6792	Fuel issue gator	Parks and Recreation Gator 6x4 Parent: Parks and recreation	Parks and rec	Andrew Strickland		Total Time Costs 2h 0m 0s Total Costs \$44.66	✓ Done Completed by Andrew Strickland on 01/23/2026
#6793	Replace tail lights 704	Drainage Division	Utilities	Andrew Strickland		Total Time Costs 1h 0m 0s Total Costs \$22.33	✓ Done Completed by Andrew Strickland on 01/23/2026

145

ID	TITLE	LOCATION & ASSET	CATEGORIES	ASSIGNEES	DUE	TIME & COST	STATUS
		Parent: Public Utilities (Water and Sewer)					
		Truck# 15704				Total Costs \$22.33	
#6795	Replaced main rotation motor 311	Drainage Division Truck #311 Parent: Sanitation Division	Sanitation Division	Andrew Strickland		Total Time Costs Total Time \$133.98 6h 0m 0s \$133.98	✓ Done Completed by Andrew Strickland on 01/23/2026
#6796	Replaced 10 Hydraulic hoses 319	Drainage Division Truck #319 Parent: Sanitation Division	Sanitation Division	Andrew Strickland		Total Time Costs Total Time \$44.66 2h 0m 0s \$44.66	✓ Done Completed by Andrew Strickland on 01/23/2026
#6797	Replaced battery in back hoe	Drainage Division Backhoe #410 Parent: Drainage Division	Sanitation Division	Andrew Strickland		Total Time Costs Total Time \$22.33 1h 0m 0s \$22.33	✓ Done Completed by Andrew Strickland on 01/23/2026
#6798	Road deck belt new scag	Appearance Division Scag with bagger Parent: Appearance Division	Appearance Division	Andrew Strickland		Total Time Costs Total Time \$11.17 30m 0s \$11.17	✓ Done Completed by Andrew Strickland on 01/23/2026
#6799	Install brine tank 903	Appearance Division Truck 903 Parent: Appearance Division	Appearance Division	Andrew Strickland		Total Time Costs Total Time \$89.32 4h 0m 0s \$89.32	✓ Done Completed by Andrew Strickland on 01/23/2026
#6800	Install brine tank and plow 408	Drainage Division Truck #408 (F550) Parent: Drainage Division	Streets Division	Andrew Strickland		Total Time Costs Total Time \$133.98 6h 0m 0s \$133.98	✓ Done Completed by Andrew Strickland on 01/23/2026
#6801	Check battery 404	Drainage Division	Streets Division	Andrew Strickland		Total Time Costs Total Time \$22.33 1h 0m 0s \$22.33	✓ Done Completed by Andrew Strickland on 01/23/2026

ID	TITLE	LOCATION & ASSET	CATEGORIES	ASSIGNEES	DUJ	TIME & COST	STATUS
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#6809	Replaced rear brake chamber 304	Truck #404 (street sign) Parent: Drainage Division	Sanitation Division	Andrew Strickland		Total Costs \$22.33	Done Completed by Andrew Strickland on 01/27/2026
		Drainage Division Truck #304 Parent: Sanitation Division				Total Time Costs Total Time 1h 0m 0s \$22.33	
#6810	Find electrical issue snow plow 408	Drainage Division Truck #408 (F550) Parent: Drainage Division	Streets Division	Andrew Strickland		Total Costs \$22.33	Done Completed by Andrew Strickland on 01/27/2026
						Total Time Costs Total Time 1h 0m 0s \$22.33	

Signed off by _____

Date _____



Reporting

01/01/2026 - 01/31/2026

Last Month

Work Orders

Asset Health

Reporting Details

Recent Activity

Export Data

Custom Dashboards

Warren Summers

Due Date

Location

Priority

+ Add

Work Orders

Created vs. Completed >

+ Add to Dashboard

13

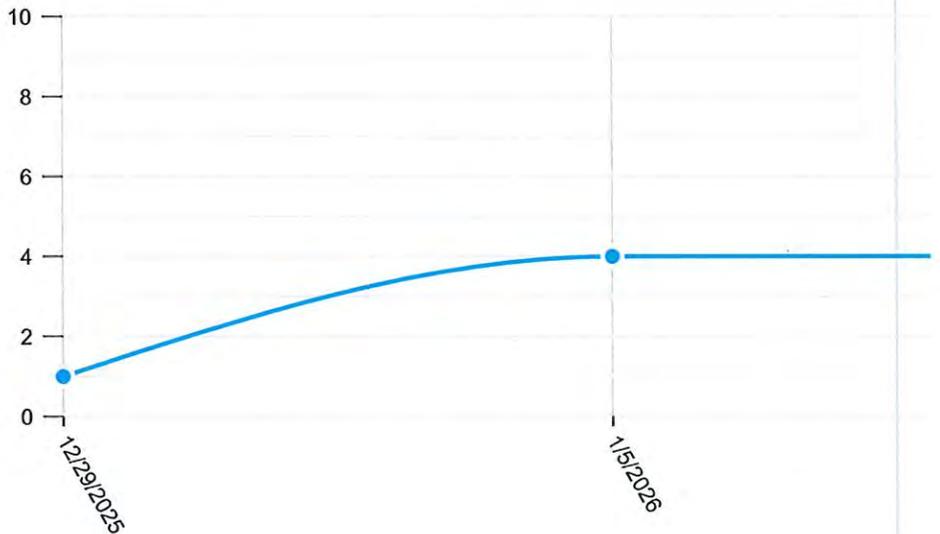
Created

13

Completed

100.0%

Percent Completed



Work Orders by Type > ⓘ

+

0

Preventive

13

Reactive

0

Other

0.0%

Total Preventive Ratio

Work Orders 10

Reporting

Requests

Assets

Messages

Categories

Parts Inventory

Library

Meters

Automations

Locations

Teams / Users

Support

Lawrence Davis >
Settings

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

II. Major Revenues

None for the month

III. Major Expenses for the Month:

Paid \$2,09.99 to Agri Supply for 1025 Gallon horizontal water tank for brine.

Paid \$840.00 to Lowes for 15 bags of ice melt.

Paid \$5,718.00 to Nappa for Snowplow and receiver hitch

IV. Personnel Update:

Eric Jackson from Appearance to Drainage.

V. Narrative of monthly departmental activities:

The Public Works Department carried out the overall duties of signage, cutting back right-a-ways and potholes. The Appearance Division safety meeting was on Public Works Safety Training was on "Heart Health" With Jaime Pearce.

Town of Smithfield
Public Works Drainage/Street Division
Monthly Report
Jan. 31, 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. 0 Work Orders – 0 Linear Feet of ditches were cleaned
- e. 13 Work Orders – 625lbs. of Cold Patch was used for 18 Potholes.

II. Major Revenues

None for the month

III. Major Expenses for the Month:

Paid \$2,09.99 to Agri Supply for 1025 Gallon horizontal water tank for brine.
Paid \$840.00 to Lowes for 15 bags of ice melt.
Paid \$5,718.00 to Nappa for Snowplow and receiver hitch

IV. Personnel Update:

Eric Jackson from Appearance to Drainage.

V. Narrative of monthly departmental activities:

The Public Works Department carried out the overall duties of signage, cutting back right-a-ways and potholes. The Appearance Division safety meeting was on Public Works Safety Training was on "Heart Health" With Jaime Pearce.

Work Orders List for 02/01/2026 - 02/28/2026



ID	TITLE	LOCATION & ASSET	CATEGORIES	ASSIGNEES	DUE	TIME & COST	STATUS
#6837	Miscellaneous inclement weather duties		Streets Division	Warren Summers		Total Time Costs Total Time 7h 38m 11s Total Costs \$157.77	✓ Done Completed by Warren Summers on 02/03/2026
#6842	Street blades missing		High Signage	J.B. Young		Total Time Costs Total Time 1h 20m 0s Total Costs \$20.00	✓ Done Completed by J.B. Young on 02/04/2026
#6843	Children at play sign leaning		Signage	J.B. Young		Total Time Costs Total Time 10m 0s Total Costs \$2.50	✓ Done Completed by J.B. Young on 02/04/2026
#6844	Stopsign leaning		Signage	J.B. Young		Total Time Costs Total Time 10m 0s Total Costs \$2.50	✓ Done Completed by J.B. Young on 02/04/2026
#6841	Basin inspection and miscellaneous duties		Drainage and Streets	Warren Summers		Total Time Costs Total Time 8h 26m 43s Total Costs \$174.48	✓ Done Completed by Warren Summers on 02/04/2026
#6847	25mph sign leaning		Signage	J.B. Young		Total Time Costs Total Time 10m 0s Total Costs \$2.50	✓ Done Completed by J.B. Young on 02/05/2026

ID	TITLE	LOCATION & ASSET	CATEGORIES	ASSIGNEES	DUE	TIME & COST	STATUS
#6850	Stopsign been hit		Signage	J.B. Young		Total Time Costs Total Time \$3.75 15m 0s \$3.75	✓ Done Completed by J.B. Young on 02/05/2026
#6853	Faded stopsign		Signage	J.B. Young		Total Time Costs Total Time \$5.65 22m 35s \$5.65	✓ Done Completed by J.B. Young on 02/05/2026
#6854	Faded 25mph sign		Signage	J.B. Young		Total Time Costs Total Time \$4.08 16m 20s \$4.08	✓ Done Completed by J.B. Young on 02/05/2026
#6846	Pothole repair and miscellaneous duties		Drainage and Streets	Warren Summers		Total Time Costs Total Time \$180.22 8h 43m 24s \$180.22	✓ Done Completed by Warren Summers on 02/05/2026
#6860	Faded street blades		Signage	J.B. Young		Total Time Costs Total Time \$19.75 1h 19m 1s \$19.75	✓ Done Completed by J.B. Young on 02/06/2026
#6862	Faded 25mph sign		Signage	J.B. Young		Total Time Costs Total Time \$3.20 12m 49s \$3.20	✓ Done Completed by J.B. Young on 02/06/2026
#6863	708 and 709 Blount Street, potholes	Drainage Division Street Division	High Drainage Potholes and street repairs	Warren Summers	02/06/2026	Total Time Costs Total Time \$37.72 1h 49m 33s \$37.72	✓ Done Completed by Warren Summers on 02/06/2026

ID	TITLE	LOCATION & ASSET	CATEGORIES	ASSIGNEES	DUE	TIME & COST	STATUS
#6859	Inspecting basins and miscellaneous duties		Drainage and miscellaneous	Warren Summers		Total Time Costs Total Time 7h 45m 35s \$160.32 \$160.32	✓ Done Completed by Warren Summers on 02/06/2026
#6866	Broken limb hanging in street		Signage	J.B. Young		Total Time Costs Total Time 10m 0s \$2.50 \$2.50	✓ Done Completed by J.B. Young on 02/09/2026
#6868	Damaged 25mph sign		Signage	J.B. Young		Total Time Costs Total Time 10m 0s \$2.50 \$2.50	✓ Done Completed by J.B. Young on 02/09/2026
#6865	Basin inspection and trash and debris pickup		Drainage and miscellaneous	Warren Summers		Total Time Costs Total Time 8h 46m 32s \$181.30 \$181.30	✓ Done Completed by Warren Summers on 02/09/2026
#6878	Faded stopsign		Signage	J.B. Young		Total Time Costs Total Time 15m 36s \$3.90 \$3.90	✓ Done Completed by J.B. Young on 02/10/2026
#6880	Faded street blades		Signage	J.B. Young		Total Time Costs Total Time 57m 31s \$14.38 \$14.38	✓ Done Completed by J.B. Young on 02/10/2026
#6882	Damaged 25mph sign		Signage	J.B. Young		Total Time Costs Total Time 11m 0s \$2.75 \$2.75	✓ Done Completed by J.B. Young on 02/10/2026

ID	TITLE	LOCATION & ASSET	CATEGORIES	ASSIGNEES	DUE	TIME & COST	STATUS
#6876	Basin inspection and miscellaneous duties		Drainage and miscellaneous	Warren Summers		Total Time Costs Total Time \$176.14 8h 31m 32s \$176.14	✓ Done Completed by Warren Summers on 02/10/2026
#6885	Faded street blades		Signage	J.B. Young		Total Time Costs Total Time \$17.71 1h 10m 51s \$17.71	✓ Done Completed by J.B. Young on 02/12/2026
#6887	Faded 25mph sign		Signage	J.B. Young		Total Time Costs Total Time \$2.38 9m 31s \$2.38	✓ Done Completed by J.B. Young on 02/12/2026
#6889	Faded 2-HR Parking sign		Signage	J.B. Young		Total Time Costs Total Time \$2.79 11m 10s \$2.79	✓ Done Completed by J.B. Young on 02/12/2026
#6891	25mph sign leaning		Signage	J.B. Young		Total Time Costs Total Time \$1.75 7m 0s \$1.75	✓ Done Completed by J.B. Young on 02/13/2026
#6897	Faded 25mph sign		Signage	J.B. Young		Total Time Costs Total Time \$2.83 11m 19s \$2.83	✓ Done Completed by J.B. Young on 02/13/2026
#6898	No thru trucks sign leaning		Signage	J.B. Young		Total Time Costs Total Time \$2.50 10m 0s \$2.50	✓ Done Completed by J.B. Young on 02/13/2026

ID	TITLE	LOCATION & ASSET	CATEGORIES	ASSIGNEES	DUE	TIME & COST	STATUS
#6899	Basin inspection Miscellaneous duties		Drainage and miscellaneous	Warren Summers		Total Time Costs Total Time \$156.67 7h 35m 0s \$156.67	✓ Done Completed by Warren Summers on 02/13/2026
#6904	Faded Bump sign		Signage	J.B. Young		Total Time Costs Total Time \$5.00 20m 0s \$5.00	✓ Done Completed by J.B. Young on 02/16/2026
#6906	Faded street blades		Signage	J.B. Young		Total Time Costs Total Time \$20.31 1h 21m 15s \$20.31	✓ Done Completed by J.B. Young on 02/16/2026
#6907	Damaged stopsign		Signage	J.B. Young		Total Time Costs Total Time \$3.60 14m 25s \$3.60	✓ Done Completed by J.B. Young on 02/16/2026
#6900	Basin inspection and miscellaneous duties		Drainage and miscellaneous	Warren Summers		Total Time Costs Total Time \$181.85 8h 48m 7s \$181.85	✓ Done Completed by Warren Summers on 02/16/2026
#6916	Faded 25mph sign		Signage	J.B. Young		Total Time Costs Total Time \$3.75 15m 0s \$3.75	✓ Done Completed by J.B. Young on 02/17/2026
#6917	Divided highway sign leaning		Signage	J.B. Young		Total Time Costs Total Time \$2.50 10m 0s \$2.50	✓ Done Completed by J.B. Young on 02/17/2026
#6920	Pot whole in front of house		Drainage Potholes and	Warren Summers		Total Time Costs Total Time \$5.17 15m 0s	✓ Done Completed by Warren Summers on 02/17/2026

ID	TITLE	LOCATION & ASSET	CATEGORIES	ASSIGNEES	DUE	TIME & COST	STATUS
#6908	Basin inspection and miscellaneous duties		street repairs	Warren Summers		Total Costs \$5.17	Done Completed by Warren Summers on 02/17/2026
#6925	Make new street blades		Drainage and miscellaneous	J.B. Young		Total Time Costs \$174.78 Total Time 8h 27m 36s Total Costs \$174.78	Done Completed by J.B. Young on 02/18/2026
#6928	Pothole repairs and miscellaneous duties		Signage	Warren Summers		Total Time Costs \$33.48 Total Time 1h 37m 14s Total Costs \$33.48	In Progress

Town of Smithfield
Public Works Sanitation Division
Monthly Report
January 31, 2026



I. Statistical Section

The Division collected from approximately 4,631 homes, 4 times during the month

- a. Sanitation forces completed 99 work orders
- b. Sanitation forces collected tons 445.78 of household waste
- c. Sanitation forces disposed of loads 67 of yard waste and debris at Spain Farms Nursery
- d. Recycled 0 tons of clean wood waste (pallets) at Convenient Site Center
- e. Town's forces collected 0 tons of construction debris (C&D)
- f. Town disposed of 250 scrap tires that was collected at Convenient Site Center
- g. Recycling forces collected 3.48 tons of recyclable plastic
- h. Recycled 1,12 tons. of cardboard material from the Convenient Site Center
- i. A total of 7.46 tons of loose yard waste was collected and dumped Landfill.
- j. Recycled 0 lbs. of plastics & glass (co-mingle) from the Convenient Site Center

II. Major Revenues

- a. Received \$0 from Sonoco Products for cardboard material
- b. Sold 0 lbs. of aluminum cans for
- c. Sold 0 lbs. of shredder steel for \$ 0.00 to Foss.

III. Major Expenses for the Month:

Spain Farms Nursery was paid \$2546.00 for disposal of yard waste and debris. Cox Repair Service was paid \$700.00 for the tow of TK #305. Inline Fluid Power was paid \$1,028.28 for hydraulic hoses for TK #319. Parker Gas Co. was paid \$614.76 for non-Highway diesel. Rehig Pacific was paid \$15,285.00 for 250 new trashcans. Walker Napa was paid \$840.35 for Wheel Balancer, Lights, and Lubricants. Walker Napa was paid \$ 1,138.85 for Start-All Jump-Pack.

IV. Personnel Update:

No new hires in the month of Jan.

V. Narrative of monthly departmental activities:

Public Works Safety Training was on "Heart Health" With Jaime Pearce.

Community Service Workers worked 24 Hrs.

**Town of Smithfield
Public Works Storm Water Division
Monthly Report
January 31, 2026**



I. Statistical Section

II. Major Revenues

None

III. Major Expenses for the Month:

None

IV. Personnel Update:

None

V. Narrative of monthly departmental activities:

The Public Works Department safety meeting was on "Heart Health" With Jaime Pearce.

**PARKS AND RECREATION / SRAC
MONTHLY REPORT
JANUARY 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
PARKS AND RECREATION													
ATHLETICS PROGRAMS	3	5	5	5	2	1	1						22
NUMBER OF PARTICIPANTS	621	671	671	995	618	413	413						4402
NUMBER OF GAMES	72	23	132	201	12	77	77						517
PLAYER GAME EXPERIENCES	1728	834	2646	5250	360	0	1386						12204
NUMBER OF PRACTICES	3	149	67	12	7	376	128						742
PLAYER PRACTICE EXPERIENCES	243	2520	1345	487	310	3760	1152						9817
NUMBER OF CAMPS	1	0	0	0	0	0	0						1
CAMPS SESSIONS	3	0	0	0	0	0	0						3
PLAYER CAMP EXPERIENCES	144	0	0	0	0	0	0						144
PROGRAMS	11	4	4	5	3	4	2						33
PROGRAMS EXPERIENCES	996	402	322	895	109	189	28						2941
SPECIAL EVENTS	1	0	1	1	1	3	0						7
ESTIMATED ATTENDANCE	3000	0	275	825	250	3701	0						8051
SARAH YARD VISITS	109	114	163	193	158	108	66						911
PARKS AND FACILITY RENTALS	11	29	47	53	16	6	2						164
NUMBER PARKS AND FACILITY RENTAL USERS	247	1367	3973	2845	697	60	24						9213
TOTAL UNIQUE CONTACTS	7088	5908	9395	11490	2502	8231	3069						47683
PARKS AND RECREATION REVENUES	\$ 19,382	\$ 7,407	\$ 13,332	\$ 20,340	\$ 3,089	\$ 2,910	\$ 14,486						\$ 71,274
PARKS AND RECREATION OPERATIONS EXPENSES	\$ 82,116	\$ 112,147	\$ 102,780	\$ 98,645	\$ 86,526	\$ 88,636	\$ 108,013						\$ 587,222
PARKS AND RECREATION CAPITAL EXPENDITURES	\$ -	\$ 19,075	\$ 7,400	\$ 310	\$ 14,299	\$ -	\$ 10,000						\$ 51,084
SARAH YARD OPERATIONS EXPENSES	\$ 2,554	\$ 4,802	\$ 6,007	\$ 2,492	\$ 2,722	\$ 3,414	\$ 3,392						\$ 25,383
SARAH YARD CENTER CAPITAL EXPENDITURES	\$ -	\$ -	\$ 6,104	\$ -	\$ -	\$ -	\$ -						\$ 6,104
SRAC													
NO OF PROGRAMS	26	5	3	3	5	4	3						49
PROGRAM PARTICIPANTS	815	414	521	689	398	255	295						3387
PROGRAM CONTACTS	2243	414	539	689	398	299	295						4877
FITNESS CLASSES	11	12	14	14	14	12	14						91
FITNESS CLASSES CONTACTS	588	531	690	580	601	851	651						4492
SRAC MEMBERSHIPS	4357	4386	4379	4386	4407	4412	4436						4386
SRAC MEMBER VISITS	5369	5032	4020	3911	3364	3510	3880						29086
DAY PASSES	4967	2627	797	692	783	1007	1110						11983
FACILITY RENTALS	39	48	31	29	30	33	14						224
SRAC FACILITY RENTAL USERS	2984	2006	1402	1615	1563	2273	2042						13885
TOTAL UNIQUE CONTACTS	16151	10610	7448	7487	6709	7940	7978						64323
SRAC REVENUES	\$ 84,029	\$ 67,963	\$ 64,118	\$ 56,591	\$ 49,077	\$ 45,912	\$ 57,271						\$ 424,961
SRAC OPERATIONS EXPENSES	\$ 97,339	\$ 145,094	\$ 103,223	\$ 94,859	\$ 88,603	\$ 75,325	\$ 109,346						\$ 616,434
SRAC CAPITAL EXPENSES	\$ -	\$ -	\$ 69,464	\$ 43,481	\$ -	\$ -	\$ -						\$ 112,945
TOTAL NUMBER OF CONTACTS													112006



HIGHLIGHTS
YOUTH BASKETBALL
ABLE WITHOUT BARRIERS INCLUSION PROGRAM



HIGHLIGHTS
HIGH SCHOOL REG SEASON SWIM MEETS (6)
HIGH SCHOOL SWIM MEETS - 6A & 7A CONFERENCE CHAMPIONSHIPS
POTTERY - SATURDAY CLAY / WHEEL THROWING CLASSES



- **Statistical Section**

- Electric CP Demand 29,237 Kw relative to December's demand of 27,886 Kw.
- Electric System Reliability was 99.997%, with one (1) recorded main line outages; relative to December's 99.9764%.
- Raw water treated on a daily average was 5.080 MG relative to 3.849 MG for December; with maximum demand of 6.293 MG relative to December's 4.983 MG.
- Total finished water to the system was 145.972 MG relative to December's 113.023 MG. Average daily for the month was 4.709 MG relative to December's 3.646 MG. Daily maximum was 5.536 MG (January 29th) relative to December's 4.827 MG. Daily minimum was 2.144 MG (January 28th), relative to December's 2.125 MG.

- **Miscellaneous Revenues**

- Water sales were \$277,125 relative to December's \$276,065
- Sewer sales were \$488,449 relative to December's \$454,441
- Electrical sales were \$1,473,011 relative to December's sales of \$1,321,560
- Johnston County Water purchases were \$278,079 for 107.905 MG relative to December's \$144,498 for 56.889 MG.

- **Major Expenses for the Month**

- Electricity purchases were \$1,235,692 relative to December's \$1,176,378
- Johnston County sewer charge was \$190,034 for 40.454 MG relative to December's \$204,656 for 41.597 MG.

- **Personnel Changes**

- There were no changes in January



**Town of Smithfield
Electric Department
Monthly Report
January, 2026**

I. Statistical Section

- Street Lights repaired –19
- Area Lights repaired-14
- Service calls – 35
- Underground Electric Locates -384
- Poles changed out/removed or installed -8
- Underground Services Installed -2

II. Major Revenues

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

III. Major Expenses for the Month:

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

IV. Personnel Update:

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

V. Miscellaneous Activities:

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



Public Utilities Water and Sewer

Monthly Statistics	Month Ending	1/31/2026
	<i>Monthly Total</i>	<i>Year to Date Total</i>
Water Calls	44	823
Sewer Calls	30	396
Utility Locates	420	6168
Storm Drainage Calls	0	10
Total Calls	494	6975
Quotes new services	2	32
Inspections	6	103
Locate existing water & sewer services	1	24
Disconnect water	3	40
Reconnect water	1	15
Test meter	1	20
Temp hydrant meter	0	26
Discolored water call	6	44
Low pressure call	0	59
Leak detection	24	232
Meter check	21	295
Meter repair	9	172
Meter leak	5	89
Service leak	8	65
Water main leak	5	46
Replace existing water meter	3	109
Install new water meter	3	267
Install new water service	1	21
Renew water service	1	20
Water blow off repair	0	2
Street cuts	13	89

Repair utility cut or sink hole	1	28
Fire hydrant repair	1	16
Fire hydrant replaced	1	27
Camera Sewer main or service	2	33
Sewer odor complaint	1	19
Sewer main repair	3	60
Clean out repair or install	2	62
LF of sewer main cleaned	156	69427
LF of sewer service cleaned	800	13408
LF of storm drain cleaned	0	1100

- Serviced and maintained 22 Sanitary Sewer Lift Stations 2 times per week
- Inspected all aerial sewer lines
- Inspected all high priority manholes weekly
- **Helped public works with cleaning storm drain lines and catch basin during and before rain events**

Major Expenses for the month of January

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

Upcoming Projects for the month of February

- I 95 project continues.
- Floyd landing homes are being built, which means meters are being installed.
- New subdivision behind Walmart has begun.
- Hydromechanics will continue replacing and repairing fire hydrants.
-

Personnel Updates

Jordan Wilson promoted to FOG Coordinator
Tim Honeycutt promoted to Pump Station Mechanic



MONTHLY WATER LOSS REPORT

January 2026

(9) - Meters with slow washer leaks

(3) - ¾" Line, 1/8", 1 Day

(4) - 2" Line, Shear, 1 day

3" Line, Full, 5 hrs

(3) - 6" Line, Full, 1 day

(2) - 8" Line, Full, 1 day

Fire hydrant slow drip