



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, May 5, 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  
May 5, 2026  
7:00 PM**

**Call to Order**

**Invocation**

**Pledge of Allegiance**

**Approval of Agenda**

**Page:**

**Presentations:**

- 1. Oath of Office – Administering Oath of Office to Three Newly Promoted Police Officers**  
(Mayor – M. Andy Moore) See attached information.....1
- 2. Proclamation – Declaring May 3-9, 2026 as Municipal Clerk’s Week**  
(Mayor – M. Andy Moore) See attached information.....10
- 3. Proclamation – Declaring May 11-17, 2026 as National Police Week**  
(Mayor – M. Andy Moore) See attached information.....11
- 4. Proclamation – Declaring May 17-23, 2026 as Public Works Week**  
(Mayor – M. Andy Moore) See attached information.....12

**Public Hearings: NONE**

**Citizens Comments**

**Consent Agenda Items:**

- 1. Approval of Minutes**
  - a. March 17, 2026 – Regular Session.....13
  - b. March 17, 2026 – Closed Session (Under a Separate Cover)
  - c. April 7, 2026 – Regular Session.....34
  - d. April 7, 2026 – Closed Session (Under a Separate Cover)

- 2. **Special Event – Bulldog Harley-Davidson Waffles and Wins – May 9, 2026:** This event will be held at 1043 Outlet Center Drive from 11:00 am to 4:00 pm. A food truck will be on site selling food and two free beers will be given away to customers age 21 and older.  
(Planning Director – Brent Reck) See attached information.....53
  
- 3. **Special Event – Bulldog Harley-Davidson Spice Up Your Ride – May 16, 2026:** This event will be held at 1043 Outlet Center Drive from 11:00 am to 4:00 pm. A food truck will be on site selling food and two free beers will be given away to customers age 21 and older.  
(Planning Director – Brent Reck) See attached information.....63
  
- 4. **Special Event – Bulldog Harley-Davidson Indoor Poker Run – May 23, 2026:** This event will be held at 1043 Outlet Center Drive from 11:00 am to 4:00 pm. A food truck will be on site selling food and two free beers will be given away to customers age 21 and older.  
(Planning Director – Brent Reck) See attached information.....71
  
- 5. **Special Event – Bulldog Harley-Davidson Bike Night – May 28, 2026:** This event will be held at 1043 Outlet Center Drive from 5:00 pm to 8:00 pm. A food truck will be on site selling food and two free beers will be given away to customers age 21 and older.  
(Planning Director – Brent Reck) See attached information.....79
  
- 6. **Special Event – Bulldog Harley-Davidson Unchained Rally – May 30, 2026:** This event will be held at 1043 Outlet Center Drive from 10:00 am to 9:00 pm. A live band will perform. Food trucks will be on site selling food and alcohol will be available for purchase for customers age 21 and older.  
(Planning Director – Brent Reck) See attached information.....86
  
- 7. **Special Event – Michael’s Amusements, Inc. Spring Carnival (Carolina Premium Outlets) May 14-24, 2026:** This event will be held at 1025 Outlet Center Drive during the hours of 5:00 pm to 11:00 pm on weekdays and from 1:00 pm to 11:00 pm on weekends. Over 100 people are expected to attend and food will be sold.  
(Planning Director – Brent Reck) See attached information.....102
  
- 8. **Consideration and request for approval of a Career Ladder Promotion of one Employee from Water Plant Operator Trainee to Water Plant Operator 1:** In keeping with stated Town goals of retaining highly qualified employees, staff respectfully requests approval of a career ladder promotion for a Water Plant employee.  
(Public Utilities Director – Ted Credle) See attached information.....111
  
- 9. **Consideration and request for approval of a Career Ladder Promotion of one Employee from Police Officer II to Master Police Officer**  
(Police Chief – Pete Hedrick) See attached information.....115

- 10. Consideration and request for approval of Resolution No. 805 to Adopt a Local Water Supply Plan in accordance with NC G.S. 143-355 (j):** This official plan has been created, submitted and accepted by NCDEQ. Official acceptance will be finalized once the Town Council adopts Resolution 805, updating the Town’s Local Water Supply Plan.  
(Public Utilities Director – Ted Credle) See attached information.....127
- 11. Consideration and request to enter into an agreement with Lane’s Landscaping for a Grounds Maintenance Contract in the amount of \$55,985.00, annually**  
(Public Works Director – Lawrence Davis) See attached information.....136
- 12. New Hire Report**  
(Human Resources Director – Shannan Parrish) See attached information.....186

**Business Items: NONE**

**Councilmember’s Comments**

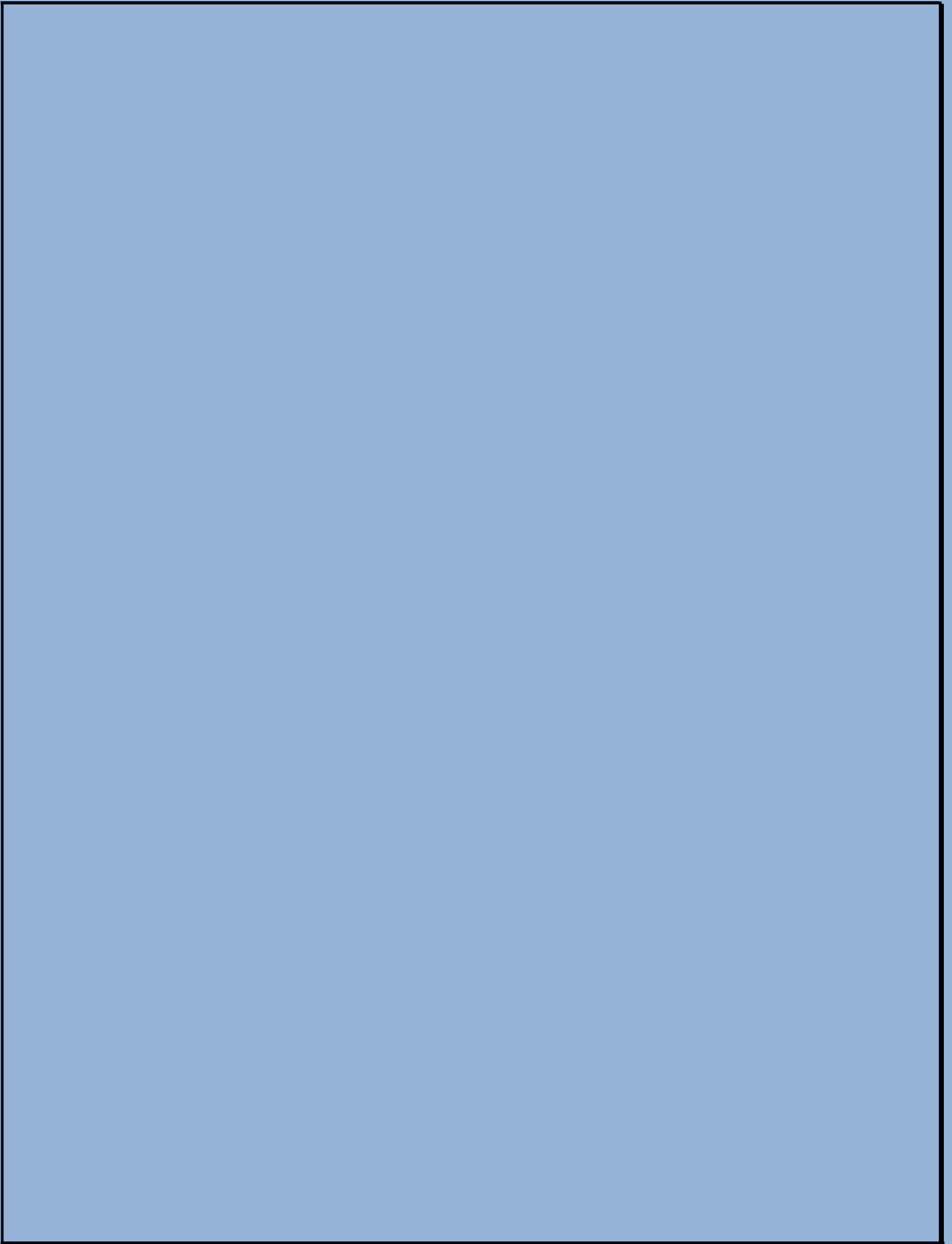
**Town Manager’s Report**

- **Department Reports**.....187

**Closed Session – Pursuant to NC G.S. 143.318.11 (a)(3)**

**Recess**

# Presentations





# Request for Town Council Action

**Presentations:** Police  
Promotion  
Oath of  
Office  
**Date:** 05/05/2026

---

**Subject:** Promotion to Captain  
**Department:** Police Department  
**Presented by:** Chief of Police – Pete Hedrick  
**Presentation:** Presentations

---

## Issue Statement

The Police Department has recently promoted Police Lieutenant David Tyndall to the rank of Police Captain

## Financial Impact

Captain Tyndall's promotion and increase in salary was approved by Council at the April 21, 2026 Town Council meeting.

## Action Needed

Mayor Moore to administer the Oath of Office to Captain Tyndall

## Recommendation

Administer the Oath of Office to Captain Tyndall

Approved:  Town Manager  Town Attorney

Attachments:

1. Oath of Office



# Staff Report

**Police  
Promotion  
Presentations: Oath of  
Office**

---

## **OATH OF OFFICE SMITHFIELD POLICE DEPARTMENT**

I, David A. Tyndall , the undersigned, 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 Captain according to the best of my skill, abilities and judgment, so help me God.

Administered this the 5<sup>th</sup> day of May 2026



---

*OATH OF OFFICE*

*SMITHFIELD POLICE DEPARTMENT*

*"I, David A. Tyndall, the undersigned, 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 Captain according to the best of my skill, abilities and judgment, so help me God."*

-----  
*David A. Tyndall*

-----  
*Date*

*Oath administered this the  
5<sup>th</sup> day of May, 2026*

-----  
*M. Andy Moore, Mayor*





# Request for Town Council Action

**Presentations:** Police  
Promotion  
Oath of  
Office  
**Date:** 05/05/2026

---

**Subject:** Promotion to Captain  
**Department:** Police Department  
**Presented by:** Chief of Police – Pete Hedrick  
**Presentation:** Presentations

---

## Issue Statement

The Police Department has recently promoted Police Lieutenant Jason Beyer to the rank of Police Captain

## Financial Impact

Captain Beyer's promotion and increase in salary was approved by Council at the April 21, 2026 Town Council meeting.

## Action Needed

Mayor Moore to administer the Oath of Office to Captain Beyer

## Recommendation

Administer the Oath of Office to Captain Beyer

Approved:  Town Manager  Town Attorney

Attachments:

1. Oath of Office



# Staff Report

**Police  
Promotion  
Presentations: Oath of  
Office**

---

## **OATH OF OFFICE SMITHFIELD POLICE DEPARTMENT**

I, Jason S. Beyer , the undersigned, 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 Captain according to the best of my skill, abilities and judgment, so help me God.

Administered this the 5<sup>th</sup> day of May 2026



---

*OATH OF OFFICE*

*SMITHFIELD POLICE DEPARTMENT*

*"I, Jason S. Beyer, the undersigned, 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 Captain according to the best of my skill, abilities and judgment, so help me God."*

-----  
*Jason S. Beyer*

-----  
*Date*

*Oath administered this the  
5<sup>th</sup> day of May, 2026*

-----  
*M. Andy Moore, Mayor*





# Request for Town Council Action

**Presentations:** Police  
Promotion  
Oath of  
Office  
**Date:** 05/05/2026

---

**Subject:** Promotion to Lieutenant  
**Department:** Police Department  
**Presented by:** Chief of Police – Pete Hedrick  
**Presentation:** Presentations

---

## Issue Statement

The Police Department has recently promoted Police Sergeant David Johnson to the rank of Police Lieutenant

## Financial Impact

Lieutenant Johnson's promotion and increase in salary was approved by Council at the April 21, 2026 Town Council meeting.

## Action Needed

Mayor Moore to administer the Oath of Office to Lieutenant Johnson

## Recommendation

Administer the Oath of Office to Lieutenant Johnson

Approved:  Town Manager  Town Attorney

Attachments:

1. Oath of Office



# Staff Report

**Police  
Promotion  
Presentations: Oath of  
Office**

---

## **OATH OF OFFICE SMITHFIELD POLICE DEPARTMENT**

I, David R. Johnson , the undersigned, 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 Lieutenant according to the best of my skill, abilities and judgment, so help me God.

Administered this the 5<sup>th</sup> day of May 2026



---

OATH OF OFFICE

SMITHFIELD POLICE DEPARTMENT

*“I, David R. Johnson, the undersigned, 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 Lieutenant according to the best of my skill, abilities and judgment, so help me God.”*

-----  
*David R. Johnson*

-----  
*Date*

*Oath administered this the  
5<sup>th</sup> day of May, 2026*

-----  
*M. Andy Moore, Mayor*



*Town of Smithfield*  
*Proclamation*  
**PROFESSIONAL MUNICIPAL CLERKS WEEK**  
*May 3 - 9, 2026*

*Whereas, The Office of the Professional Municipal Clerk, a time honored and vital part of local government exists throughout the world, and*

*Whereas, The Office of the Professional Municipal Clerk is the oldest among public servants, and*

*Whereas, The Office of the Professional Municipal Clerk provides the professional link between the citizens, the local governing bodies and agencies of government at other levels, and*

*Whereas, Professional Municipal Clerks have pledged to be ever mindful of their neutrality and impartiality, rendering equal service to all.*

*Whereas, The Professional Municipal Clerk serves as the information center on functions of local government and community.*

*Whereas, Professional Municipal Clerks continually strive to improve the administration of the affairs of the Office of the Professional Municipal Clerk through participation in education programs, seminars, workshops and the annual meetings of their state, provincial, county and international professional organizations.*

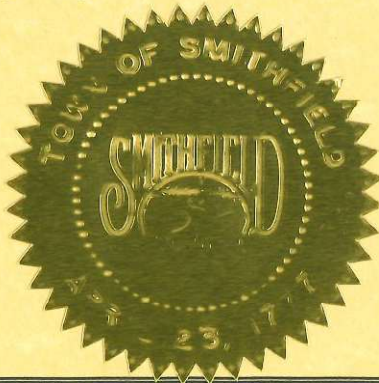
*Whereas, it is most appropriate that we recognize the accomplishments of the Office of the Professional Municipal Clerk.*

*Now, Therefore, I, M. Andy Moore, Mayor of Smithfield, NC, do hereby recognize the week of May 3 through 9, 2026, as*

***Professional Municipal Clerks Week***

*and further extend appreciation to our Professional Municipal Clerk, Elaine Andrews and to all Professional Municipal Clerks for the vital services they perform and their exemplary dedication to the communities they represent.*

*Dated this 5<sup>th</sup> day of May, 2026*



---

*M. Andy Moore, Mayor*

**PROCLAMATION**  
**National Police Week**  
**Town of Smithfield, North Carolina**

**WHEREAS**, each May, our nation comes together to honor the courage, sacrifice, and dedication of law enforcement officers; and

**WHEREAS**, National Police Week was established in 1962 by presidential proclamation of President John F. Kennedy, and includes Peace Officers Memorial Day on May 15th; and

**WHEREAS**, National Police Week serves as a time to recognize and remember those law enforcement officers who have given their lives in the line of duty, as well as to honor those who continue to serve and protect our communities with unwavering dedication and courage; and

**WHEREAS**, National Police Week observances are held across the country, with national events centered in Washington, D.C., including the Candlelight Vigil, the National Survivors Conference, and the National Peace Officers Memorial Service held at the United States Capitol; and

**WHEREAS**, National Police Week is both a time of solemn remembrance and a celebration of the men and women who serve with integrity and bravery each day, reminding us that behind every badge is a story of service, sacrifice, and family; and

**WHEREAS**, the Town of Smithfield recognizes and deeply appreciates the commitment, professionalism, and sacrifice of its law enforcement officers, who work tirelessly to ensure the safety and well-being of all residents;

**NOW, THEREFORE**, I, M. Andy Moore, Mayor of the Town of Smithfield, North Carolina, do hereby proclaim the week of **May 11-17, 2026**, as

**“National Police Week”**

in the Town of Smithfield, and urge all citizens to join in honoring the service and sacrifice of law enforcement officers, past and present, and to show appreciation for those who continue to protect and serve our community.

**IN WITNESS WHEREOF**, I have hereunto set my hand this 5<sup>th</sup> day of May, 2026.



---

M. Andy Moore, Mayor

**TOWN OF SMITHFIELD  
PROCLAMATION  
PUBLIC WORKS RECOGNITION WEEK  
MAY 17-23, 2026  
“Rooted in Service, Powered by Community”**

**WHEREAS**, public works professionals focus on infrastructure, facilities, and services that are of vital importance to sustainable and resilient communities and to the public health, high quality of life, and well-being of the people of the Town of Smithfield; and,

**WHEREAS**, these infrastructure, facilities, and services could not be provided without the dedicated efforts of public works professionals, who are responsible for improving our streets, enhancing the appearance of the Town, maintaining the Town's fleet, and maintaining the solid waste systems, public buildings, and other structures and facilities essential for our citizens; and,

**WHEREAS**, it is in the public interest for the citizens and civic leaders in the Town of Smithfield to gain knowledge of and maintain an ongoing interest and understanding of the importance of public works and public works programs in our community; and,

**WHEREAS**, the year 2026 marks the 66<sup>th</sup> annual National Public Works Week sponsored by the American Public Works Association,

**NOW THEREFORE, I, M. Andy Moore**, Mayor of Smithfield, along with the members of the Smithfield Town Council, do hereby proclaim the week of May 17- 23, 2026, as

**National Public Works Week**

I urge all citizens pay tribute to our public works employees and to recognize the substantial contributions they make to protecting our health, safety, and advancing quality of life for all.

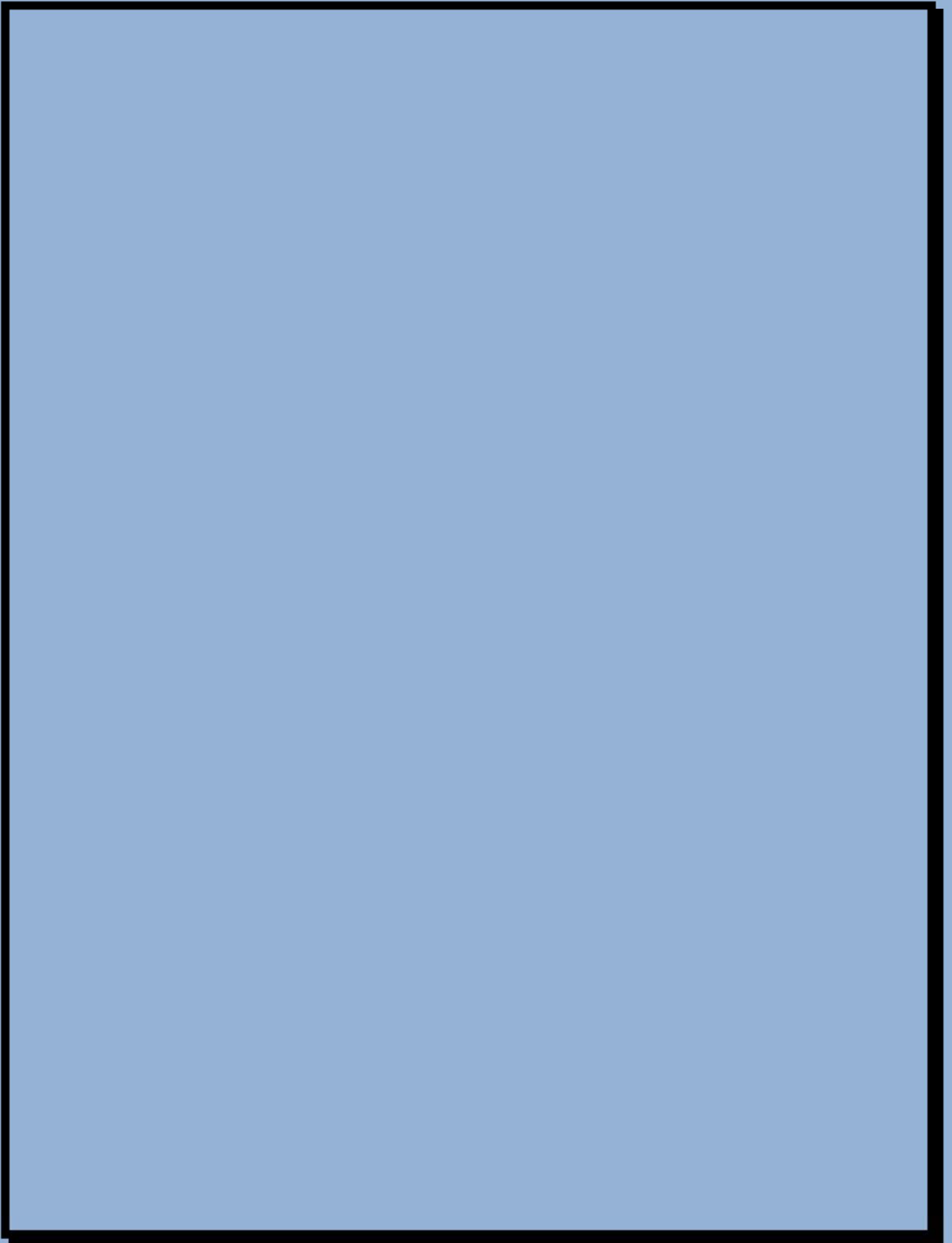


\_\_\_\_\_  
M. Andy Moore, Mayor

IN WITNESS WHEREOF, I hereunto set my hand and caused to be affixed the Great Seal of the Town of Smithfield on this 5<sup>th</sup> day of May in the year of our Lord Two Thousand Twenty-Six.

# Consent

## Agenda Items



The Smithfield Town Council met on Tuesday, March 17, 2026, at 7:00 pm in the Council Chambers of the Smithfield Town Hall, Mayor M. Andy Moore presided.

Council Members Present:

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

Council Members Absent:

Stephen Rabil, At-Large

Administrative Staff Present

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

Also Present:

Robert Spence, Jr., Town Attorney

Administrative Staff Absent:

**CALL TO ORDER:**

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

**INVOCATION:**

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

**APPROVAL OF AGENDA:**

*Councilman Roger Wood made a motion, seconded by Councilman Gettys Cohen, Jr. to approve the agenda, amended as follows. Unanimously approved.*

Add:

- *Closed Session Pursuant to NC G.S. 143-318.11 (a)(3)*

Remove Business Item No. 4:

- *Consideration and Request for discussion to adopt a Loitering in the Parks Ordinance*

**PRESENTATIONS:**

**1. Baseball Venue Project Update**

Mayor M. Andy Moore asked Parks and Recreation Director Gary Johnson to present an update for the Baseball Venue Project. Gary Johnson addressed the Council. He presented a slideshow presentation, which detailed the general proposed layout of the stadium. Johnson stated that the proposed baseball stadium at 1500 Buffalo Road will be oriented southeast for solar reasons, with dimensions of 330 feet down the lines and 385 feet to center field. The stadium will include a grandstand of 1,151 seats, consisting of 180 chair-back seats, 42 field-level/VIP box seats, and the remainder as bleacher-back seats, plus bullpens in center field, a scoreboard, batter's eye, a grass berm in left field by a kids' zone, concessions, and a ticket booth.

He stated the immediate focus is on constructing the field and area from the grandstands out toward the playing surface. To address sound impacts, the design uses multiple low-mounted directional speakers aimed toward the grandstands and away from the outfield and nearby neighborhood. For lighting, existing soccer

field poles will be reused with three additional poles, all converted from metal halide to LED to provide more focused lighting and an estimated 50% reduction in spillover. He also noted that the soccer field area is wet and a stormwater pond is planned in that area to manage runoff.

Johnson stated that the project will include an overhang around the perimeter of the bleachers and deeper-than-normal dugouts equipped with bathrooms, which can serve as changing areas in place of separate locker rooms. The initial phase also includes field-level areas located below field grade, all within the current project scope. He reported that the field will be synthetic turf, noting it is not significantly more expensive than natural grass but provides approximately 60–70 additional playable days per year, which he emphasized as important for playability. Johnson added that stormwater and erosion control permits have been submitted to DEQ, that removal of the DAV house, as discussed at the October meeting, is proceeding, and that plans have been submitted to the Town Planning Department for site plan approval. The next steps are to apply for building permits and relocate the FitGround amenities. In response to questions about setbacks and netting by Councilman Travis Scott, Johnson explained that the O&I zoning setback is 25 feet, and there is 25 feet between the parking lot and the property line; the protective netting for home-run balls is 10 feet off the property line, with side setbacks of 8 feet and a rear setback of 15 feet, confirming that all O&I zoning setback requirements are met.

Councilman Travis Scott expressed concern over having to take more trees out, due to the setbacks. Johnson, referencing the rendering in the presentation, stated only a few trees may need to be removed.

Councilman Travis Scott stated that this was the first time the council had seen this specific site plan in a public meeting and questioned whether it truly fits the town's recreational concept, saying that while the project is technically recreation, it functions more as entertainment. He noted that the UDO and code ordinances currently prohibit alcohol sales in parks and said this issue will need to be addressed. He also expressed concern that the town would be selling tickets on behalf of a private company's development, and requested that planning staff carefully confirm appropriate setbacks and buffering between residential (R-10) and O&I zoning, emphasizing that buffers generally should not contain structures—however received confirmation from Johnson that this was the only way the field would fit with the tracts of land the Town owned.

Scott then shifted to budget concerns, asking Johnson to display the cost slide and pointing out that the estimate, about \$6 million, does not include several key items, specifically a parking lot, restroom buildings, and some other amenities. Interim Town Manager Kim Pickett explained that the \$6 million reflects the existing contract amount, and that any additional amenities (such as permanent restrooms) are expected to be funded through state-appropriated funds, if state budget allows, and through fundraising, not from the town's existing budget. In the interim, Pickett said the town would rely on portable toilets and that the parking lot could be gravel. Scott objected to a gravel parking lot for a project of this scale, warning it would set a precedent for other businesses and stressing that the town should adhere to its own standards. He also raised concerns about an existing grant related to current park facilities (veterans walking trail, outdoor equipment, and the soccer field), noting his research indicated roughly \$250,000 in grant funding and that the council had not fully discussed the cost and implications of relocating or replacing those amenities. Pickett and Johnson referenced prior discussions, including at an October meeting, where removal or relocation of the DAV house, walkway, and FitGround equipment were mentioned, but Scott requested a clear, transparent cost analysis of removal and replacement, emphasizing that demolishing and rebuilding concrete features and fields under current prices would be expensive. He reiterated broader concerns that the project is likely to run well over the planned budget, that other sites might have offered a better economic development return with fewer replacement costs, and that the council needs full financial information—including missing line items such as scoreboard, sound system, and concessions building—before the town proceeds further. Johnson confirmed that scoreboard and sound system are not included in the current cost list and that only the listed site work, grading, utilities, stormwater, and sidewalks are funded in this phase for the six-million-dollar cost. Pickett added that for now the concession stand could be food trucks. Councilman Scott stated that a concession business stakeholder may not accept that.

There was some discussion about the existing disc golf amenity, with Johnson stating that part of this amenity was taken away with the inclusion park, and also that there would still be a few holes remaining after the ballpark construction.

Councilman Travis Scott asked Parks & Recreation Director Gary Johnson about traffic impacts and related costs, noting he did not see any traffic or turn-lane improvements listed and cautioning that such items would

represent additional funds the town would have to spend. Johnson replied that, if required, there is already a three-lane section with a center turn lane near the middle school and DAV house. Scott then questioned the limited on-site parking, estimating only about 60 spaces based on the site plan, and asked how overflow would be handled. Johnson said attendees would also park at the Community Park and the Aquatic Center as needed, and that staff would work to coordinate event schedules with the team. In response to Scott's question about coordination with the school board, Johnson and Interim Town Manager Kim Pickett stated that a potential MOU had been sent to the schools to begin discussions about using middle school and possibly high school parking lots, and that a conversation had already occurred. Scott then raised pedestrian safety, suggesting a crosswalk would be necessary if people were crossing the busy road from school parking; Johnson said a crosswalk is planned, though not shown on the current concept drawing. Pickett added that it had been discussed with the baseball team that if they utilize school parking, they would be expected to hire additional staff or off-duty police officers to manage that crosswalk. Scott next expressed concern that spectators might park in nearby neighborhoods and walk through yards to reach the stadium, potentially affecting neighborhood integrity. Pickett responded that she had spoken directly with a resident about this issue and, based on experience in other towns, one likely mitigation measure would be to post temporary "no parking" signs in adjacent neighborhoods during events, noting there are expected to be about 28 Tobs Baseball home games per season. Pickett further added that other events would be youth ball and recreational events that may not draw large crowds. Parks and Recreation Director Gary Johnson reiterated her point in agreement, clarifying that in contrast to Tobs 1500 to 2000 crowd, the other events may draw 300 to 400 people at best. Councilman Scott stated "that's not in everybody's back yard."

Councilman Travis Scott stated that the financial impact on the chosen site needs closer scrutiny, particularly the cost of replacing existing amenities being removed ("taking the good out to put something else") when there is vacant land elsewhere in the park that might avoid many of these challenges. He asked whether that alternative area had been seriously considered. Parks & Recreation Director Gary Johnson replied that staff had looked at and discussed that option but had concerns about wetlands in the back area and the need to access it from Buffalo Road, noting that a facility of this type requires two access points. Scott suggested it might be accessed through the main park entrance, but Johnson responded that relying on a single entrance would be "too much," explaining that the current plan already provides two accesses—from the front of the park and from Buffalo Road—and that, given other activities in the park, a second entrance to the back area is necessary for traffic and operations. He added that developing the alternative back site would also require extending utilities and stormwater infrastructure, clearing woods ("clearing and grubbing"), and potentially replacing existing lights, which had previously been estimated in discussion at roughly \$400,000, with Johnson noting a more recent figure of about \$250,000 if light replacement was included. Scott noted this would also be an additional cost. Johnson stated this would not be an immediate cost because this portion of the park is not grant-funded, however they would eventually and absolutely put back what was removed.

Councilman Roger Wood noted that in the interim, soccer games and practices could be played at another, larger field in town. Johnson agreed.

Councilman Travis Scott reiterated his concerns about public transparency in the baseball venue project and stated that he reached out to the town attorney, because he believes the contract with the private team may be invalid. Scott stated in his view, the town did not follow General Statute 158-7.1, which he said clearly requires additional steps. He asked the council to reconsider the process to ensure legal compliance and requested Town Attorney Bob Spence's response. Spence replied that he believes the contract is valid, noting that the board appeared to intend to carry out the contract; it was passed, has been discussed at nearly every meeting since about August, it was held over for an additional month, and that the lease and memorandum of understanding have both been voted on. Scott acknowledged there had been extensive discussion but pointed out there had been no formal public hearing on the contract despite the town committing over \$6 million, and he argued such a hearing should occur.

*Councilman Travis Scott made a motion, seconded by Councilwoman Doris Wallace to pause the project in order to clarify and document the financial impacts and unknown expenditures and asked that the council also consider an alternate site that could yield better economic benefits with fewer conflicts.*

Scott questioned the economic impact of the current location, pointing out the lack of nearby restaurants, saying that using food trucks would not substantially help existing local businesses. He reiterated his concerns about the site's proximity to schools with alcohol sales planned, the lack of discussion of necessary ABC

permits, and other unresolved issues. Finally, he referenced the town's current expense of about \$1,000 per month for office space for the team, suggesting that, since the DAV house is vacant, it could be used for that purpose temporarily while the project and location questions are worked out, and then allowed his motion to stand.

Interim Town Manager Kim Pickett responded to Councilman Scott's questions about office space for the team, explaining that the lease for the Tobs organization came under the direction of former Town Manager Mike Scott. The town agreed to prepay six months of rent, so that commitment is already in place. She noted the office is located in the second floor of the former Wells Fargo building on Market Street. Pickett then addressed alcohol concerns, stating she had confirmed that alcohol sales are legally permissible within 50 feet of a school, and reminded the council that the town already allows alcohol sales at the amphitheater, at certain park facilities, and at the aquatic center after hours, provided the appropriate permits are obtained. She emphasized that any alcohol sales at the stadium would likewise require permits and adherence to applicable rules, and that the town is not "just opening it up" without regulation. Councilman Travis Scott replied that he appreciated the clarification and did not object to her statements, but stressed that, in his view, the UDO regulations treat this much like a private business, similar to how the council approves bars in outlying areas. He urged the council to consider the broader impact of the project and reiterated his belief that, given the level of public investment, the town could identify an alternate site with stronger economic impact. Scott also noted that he had not been consulted about details related to the team's booster club or alcohol club near the school and wanted that point on the record.

Mayor Pro Tem Sloan Stevens asked that the question be called for the motion before the Board.

Mayor Andy Moore stated there was a motion and a second on the floor. He asked members of the Council in favor of the motion to *pause the project, clarify and document financial impacts and unknown expenditures and to consider an alternate site that could yield better economic benefits with fewer conflicts* to signify by a show of hands.

*Councilwoman Doris Wallace, Councilman Travis Scott and Councilman Gettys Cohen, Jr. raised their hands in favor of the motion. Councilmen John Dunn, Councilman Roger Wood and Mayor Pro Tem Sloan Stevens voted against the motion. Mayor Andy Moore broke the tie, casting the deciding vote opposing the motion. The motion failed with a vote of 3 to 4.*

Councilman Travis Scott closed by noting that, since his motion to pause the project failed and the town is proceeding, he is disappointed that he has had no communication from other council members despite the concerns he raised. He asked Interim Town Manager Kim Pickett to be fully transparent with the council about all project costs, emphasizing that, in his view, the project budget is already significantly overrun. Pickett agreed she certainly would do so.

#### **PUBLIC HEARINGS:**

- 1. Zoning Map Amendment Request– (RZ-26-01):** Staff respectfully requests the Town Council to hold a public hearing to review the rezoning of a 1.75-acre tract of land located on Firetower Road.

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

Planner I Micah Woodard presented Rezoning Case RZ-26-01, explaining that the applicant seeks to rezone 1.75 acres on Fire Tower Road near its intersection with US 70 Business. The parcel (Johnson County PIN 15M12027G) is currently split-zoned between B-3 (highway business) on the southern/front portion and R-20A (residential) on the northern portion; the request is to rezone the entire tract to R-20A to construct a single-family residence. He noted the site is a vacant wooded lot in the town's ETJ, within the Pine Level Fire District, with county water and sewer and Duke Energy electric service, and that aerial imagery shows no structures, blue-line streams, or mapped flood hazard areas.

Woodard provided historical context: in 2009 the town's ETJ expanded and this property, along with others, transferred from Johnston County to Town of Smithfield jurisdiction. Under G.S. 160D-202, the town converted the county's zoning districts to the town's closest equivalents (county GB became town B-3, county AR became R-20A). He said the county appears to have applied a broad GB (general business) overlay about 500 feet deep along both sides of the US 70 corridor to encourage business development, which explains why the parent parcel ended up partly B-3 and partly R-20A. The current owner, who inherited the property, was unaware of the B-3 zoning and has never used the land for commercial purposes; to staff's knowledge it has always been agricultural. Woodard stated that it was the applicant's intent to construct a single-family home on his property. Woodard added that the future land use map designates the area as low-density residential, that surrounding uses are predominantly single-family homes, and that development under R-20A would follow standard residential setbacks and requirements.

Woodard concluded that staff finds the request consistent with the Town's Comprehensive Growth Management Plan and other adopted plans, compatible with surrounding land uses, reasonable, and in the public interest, and therefore recommended approval of RZ-26-01, providing the council with a recommended motion text to that effect. Woodard incorporated the entire record of his request to the town council in their March 17, 2026, agenda packets. He asked the council if there were any questions.

Ernest Allsbrook, Chestnut Drive, Smithfield, spoke in support of the rezoning request, stating he has known the property owner for many years and that it has been the owner's long-held dream (10–20 years) to build a home on the property. He said that subsequent development and "progress" around the site have made that difficult, but he believes the town should allow an exception so the owner can build a residence on this parcel even though it is in the middle of a commercial area. Allsbrook stated the home would not harm the neighborhood, that surrounding commercial uses can still generate revenue, and that approving the request is "the only right thing to do," noting the zoning situation arose after the owner had already formed his plans.

*Councilman Roger Wood made a motion, seconded by Councilman Gettys Cohen, Jr. to close the public hearing. Unanimously approved.*

*Mayor Pro Tem Sloan Stevens made a motion, seconded by Councilman Roger Wood to approve rezoning request R-26-01 with a statement noting that the request is consistent with the Town's Comprehensive Growth Management Plan and other adopted plans, and that the request is reasonable and in the public interest. The motion carried 5 to 1, with Councilman Travis Scott voting in opposition to the rezoning.*

**2. Special Use Permit Request– (SUP-25-03):** The Town Council is respectfully requested to review a special use permit application allowing a residence at 1115 Chestnut Drive to be utilized as a foster home.

*All persons wishing to speak during the public hearing were duly sworn in by the Town Clerk.*

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

Planner I Micah Woodard presented Special Use Permit SUP-25-03, explaining that applicant Keisha Davis is requesting approval to use her residence at 1115 Chestnut Drive (zoned R-10, within the city limits) as a family foster home. He read the UDO definition of a family foster home— a private residence where the permanent household provides full-time foster care for children placed by a child placement agency, or for two or more unrelated foster children— and showed the Table of Uses, noting that in R-20, R-10, and R-6 districts this use is allowed only with a Special Use Permit (denoted "S"). Woodard summarized that the existing use is a single-family residence, the proposed use remains a single-family residence with the additional function of a foster home, and that Ms. Davis and her spouse are trained foster parents working under Seven Homes, a licensed North Carolina foster care agency.

Woodard walked through the required findings of fact, stating staff's opinion that: (1) the use will not be

detrimental to public health, safety, or general welfare; (2) it will not impede normal and orderly development of surrounding property; (3) adequate utilities, access, and facilities are (or will be) provided; (4) the use will not be noxious or offensive by noise, odor, vibration, dust, smoke, or gas; (5) there is adequate ingress and egress; (6) there will be no adverse impacts on adjoining properties; (7) the use is in harmony with the area because it remains a single-family home with children living there; and (8) the project will conform to all UDO requirements. Woodard concluded by recommending approval of SUP-25-03 based on these findings and provided draft motion language for the council. He also stated that he would like to bring forth a text amendment in the future that would do away with this specific requirement. Woodard provided his written request and a PowerPoint presentation to the council in their March 17, 2026, town council agenda.

Councilman John Dunn asked for clarification on whether any Smithfield residence within town limits that has more than one foster child must obtain a special use permit. Councilman Travis Scott noted including yes, except in the case of those living in a mobile home park. Planner Micah Woodard confirmed that, under the current UDO, that is correct and noted he was also surprised to discover this requirement; he added that the foster children are already living in the home because staff only learned of the situation after the fact.

In response to follow-up questions about the children, applicant Keisha Davis came to the podium, stated her name and address (1115 Chestnut Drive), and explained that her family moved there in November. She reported that her foster children are ages 9 and 3, and she also has three biological children ages 10, 8, and 5, all of whom were described by a council member as well-behaved. Woodard commented that, had this not come to his attention, staff probably would not have known a permit was required, and he was asked whether other municipalities or state law have similar requirements; he replied that in the municipality where Ms. Davis previously lived, this process was not required, and that typically only licensing and a fire inspection were needed, which is what triggered this review. In response to a further question from Councilman Travis Scott about licensing limits, Ms. Davis stated they are licensed for four foster children in the residence, with the possibility of up to six in an emergency and confirmed that the current foster children are not special-needs placements.

Mayor Andy Moore asked Davis if she had any comments to add, and whether she agreed with the testimony given by staff with regards to the request. Ms. Davis, noted that she has been foster care certified since 2026, and would like to continue doing so. She further stated she agreed with Woodard's statements.

*Councilman Travis Scott made a motion, seconded by Dr. Gettys Cohen, Jr. to close the public hearing. Unanimously approved.*

*Councilman Travis Scott made a motion, seconded by Councilwoman Doris Wallace to approve the request.*

Councilman Travis Scott asked whether the zoning map would not change, with Woodard noting that Special Use Permits were property/parcel specific.

Mayor Andy Moore noted that the motion, as stated, did not include the Board's review and consent with the finding of fact as stated by staff. He asked Councilman Scott if he would like to amend the motion to include agreement with staff's findings. Scott concurred.

*Councilman Travis Scott made an amended motion, seconded by Councilwoman Doris Wallace to approve the request to include the agreement of staff's finding of fact. Unanimously approved.*

Mayor Andy Moore re-stated that there was a motion and a second to approve the Special Use Permit, including the finding of fact. The Board concurred.

- 3. Subdivision Preliminary Plat Request— Clarius Partners, LLC – (S-26-02):** Staff respectfully requests the Town Council to hold a public hearing to consider the preliminary plat for Clarius Park, an approximately 75.61-acre tract of land located on US Highway 70 Business at the northern edge of the Town's ETJ, further identified as Johnston County Tax ID No.

17J07032.

*All persons wishing to speak during the public hearing were duly sworn in by the Town Clerk.*

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

Councilman Travis Scott made mention to the Clerk that the presentation for this case had been updated from what was originally distributed to the Council. Town Clerk Elaine Andrews stated there was an update.

Planner I Micah Woodard addressed the Council stating that Clarius Partners, LLC is requesting approval of a preliminary plat for a 75.61-acre site on US Highway 70 Business to create four light industrial lots served by a private cul-de-sac with shared open space and stormwater facilities; the site includes existing agricultural and wooded areas, a stream, and a gas line easement, and lies within a protected watershed requiring enhanced stormwater controls; the project is consistent with the Comprehensive Land Use Plan, will be built in one phase, and utilities will be provided by Johnston County; a traffic impact analysis has been completed with improvements under review by Town Staff, Kimley-Horn, and NCDOT; access will be via a shared private cul-de-sac with a granted length variance and a secondary emergency access for Lot 1; required infrastructure includes curb and gutter, sidewalk along US 70, landscaping buffers, and private trash service; a Property Owner's Association (POA) will maintain common elements; the development proposes approximately 60% built-upon area under the high-density option, with design measures to manage stormwater and minimize environmental impacts.

Woodard outlined Staff's Opinion of the Finding of fact for Subdivision requests as follows:

*FINDING OF FACT (Staff Opinion):*

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

- 1. The plan is consistent with the adopted plans and policies of the town; **The plan is consistent with the zoning and comprehensive plan.***
- 2. The plan complies with all applicable requirements of this ordinance; **The plan will be developed in accordance with the UDO requirements.***
- 3. There exists adequate infrastructure (transportation and utilities) to support the plan as proposed. **The development will extend Johnston County public utilities as needed to support the development. A privately owned cul-de-sac constructed to Town standards will provide access to the lots.***
- 4. The plan will not be detrimental to the use or development of adjacent properties or another neighborhood uses. **The site will be well buffered to the north and east by existing vegetation. The area to the south will be light industrial in the future.***

Woodard also stated the five conditions for approval as follows:

Staff recommend approval of S-26-02 with 5 conditions based on the finding of fact for preliminary subdivisions:

- 1. A property owners association declarations be submitted to the Town Attorney for review prior to final plat for the operations and maintenance of the private cul-de-sac, stormwater management facilities, shared signs and other shared amenities.*
- 2. The property owners declarations shall protect the 100' wide buffer on the north edge of the plat from future development/disturbance.*
- 3. Shared access easements shall be provided over shared driveways on the industrial lots.*
- 4. A stormwater operations and maintenance agreement be executed for the stormwater management facilities.*
- 5. There shall be a 5' wide public sidewalk along the US 70 Business West frontage.*

Woodard stated the recommended motion, including the conditions for the Board:

**RECOMMENDED MOTION:**

*"Move to approve the Clarius Park Preliminary Plat, S-26-02, with 5 conditions based on the finding of fact for preliminary subdivisions." Findings:*

1. *The plan is consistent with the adopted plans and policies of the town; **The plan is consistent with the zoning and comprehensive plan.***
2. *The plan complies with all applicable requirements of this ordinance; **The plan will be developed in accordance with the UDO requirements.***
3. *There exists adequate infrastructure (transportation and utilities) to support the plan as proposed. **The development will extend Johnston County public utilities as needed to support the development. A privately owned cul-de-sac constructed to Town standards will provide access to the lots.***
4. *The plan will not be detrimental to the use or development of adjacent properties or another neighborhood uses. **The site will be well buffered to the north and east by existing vegetation. The area to the south will be light industrial in the future.***

Woodard incorporated his entire record presented to the Town Council in their March 17, 2026, Town Council Agenda packets. He asked the Board if there were any questions.

Councilman Travis Scott noted that the 100-foot buffer on the north edge exceeded what the standard required.

Councilman Travis Scott referenced prior hearings, noting that many nearby residents had previously appeared before the board concerned about buffering, and that the earlier applicant was willing to preserve a substantial buffer, asking that this commitment be clearly reflected in the record. Planner Micah Woodard added that the council had seen this project before, explaining that the property was rezoned in August of the previous year, and that the Planning Board held a public meeting in February on the current plan.

Councilman Getty's Cohen clarified that the case was approved by the manager. Interim Town Manager Kim Pickett agreed.

Councilman Roger Wood asked Woodard to confirm that the preliminary plat now under review is substantially the same as what was shown at rezoning, including the concept discussed with homeowners. Woodard confirmed that it is, stating that the original rezoning presentation included a preliminary sketch plan for four speculative light-industrial buildings, and that nothing of substance has changed in that concept.

Toby Coleman, Attorney with the firm Smith-Anderson of Raleigh, NC addressed the Council speaking on behalf of Clarius Partners LLC. He noted that because this is a quasi-judicial proceeding, the applicant wanted to ensure adequate evidence is placed in the record, though much of it had already been provided by staff and would not be repeated. He reminded the council that this same project was before them a few months earlier at the rezoning stage, when the plan and the zoning was changed to allow light industrial consistent with the surrounding area. He stated that the proposed subdivision complies with the UDO requirements, that the required findings have been met, and that the applicant is in agreement with all conditions recommended by staff. Coleman noted that the proposed Clarius Park development will be served by Johnston County utilities and that there is adequate transportation infrastructure to support it. He then introduced Mr. Overcash, the project's traffic engineer.

Mr. Overcash stated he is a licensed professional engineer in North Carolina and Virginia. He cited his experience, specializing in traffic studies for private developments as well as public transportation and safety projects. Overcash reported that his firm prepared a Traffic Impact Analysis (TIA) for the project, dated February 19, 2025, evaluating approximately 600,000 square feet of light industrial space. Traffic counts were collected on December 11, 2024, while area public schools were in session, and the study was conducted in

accordance with NCDOT and Town of Smithfield standards using typical Institute of Transportation Engineers methodologies. He testified that, based on the Traffic Impact Analysis, his firm recommends several on-site traffic improvements integrated into the site design. The development will have two access points on US 70 Business: a northern driveway functioning as right-in/right-out only with a right-turn lane on US 70 Business, and a southern driveway serving as the primary, full-movement, signalized access, with right-turn lanes on US 70 Business and left- and right-turn lanes on the driveway itself. He stated that parking, internal circulation, and service access for the industrial uses will be entirely internal to the site, and that sidewalks will be provided along US 70 Business. Overcash concluded that the development is in harmony with the surrounding area, the proposed improvements mitigate traffic congestion impacts anticipated by the TIA, and that there is adequate transportation infrastructure, including for emergency access, to support the project. He asked the Board if there were any questions.

Councilman Travis Scott asked whether the developer had been in communication with Johnston County and its utility provider regarding water and sewer service to the Clarius Park site.

Nicholas Aarons, project engineer with Kimley-Horn, responded that they have been in contact with the county, submitted utility plans, and received responses confirming a concept for both water and sewer service. He explained they plan to tap an existing 16-inch water main along US 70 Business and to provide sewer via a force main from an on-site pump station routed toward facilities on St. Anne's property.

The petitioner's attorney then called Nick Kirkland of Raleigh, NC, a state-certified general appraiser, who testified that he was asked to evaluate whether subdividing the tract for multiple industrial lots would affect adjacent property values. After reviewing comparable industrial developments along US 70 near homes, Kirkland concluded that, particularly with the proposed 100-foot wooded buffer (which some other industrial sites lack), the project would not adversely impact nearby property values, and that in his professional opinion there would be no negative effect on adjoining or nearby residential properties.

Councilman Travis Scott asked appraiser Nick Kirkland what factors he considers when assessing whether the project will affect nearby property values, including potential noise and other industrial impacts. Kirkland explained that appraisers evaluate "externalities"—conditions that can positively or negatively influence value—such as nearby agricultural operations or more intensive uses, and that in this case he was asked specifically whether subdividing one large industrial tract into several industrial lots would change impacts, not whether industrial use in general would. He stated that, given the 100-foot wooded buffer and traffic mitigation already analyzed, there is no expected increase in noise, traffic impact, or visual issues attributable to the subdivision itself, and thus no measurable negative effect on adjoining or nearby property values, whether the site is developed as one large project or as multiple lots. When asked by mayor Andy Moore, Kirkland confirmed he agreed with staff's testimony.

When asked about job creation, Craig Danninger of Clarius Partners, Chicago, IL projected job creation, stating that rule-of-thumb employment ranges from 1 job per 10,000 sq. ft. to 1 per 1,000 sq. ft., which for this project equates to roughly 60–600 jobs, with a reasonable midpoint of about 1 job per 3,000 sq. ft.

In response to Councilman Travis Scott's question on phasing, Danninger explained that Phase 1 is intended to begin as soon as permits and approvals are secured—targeting late summer of this year—with construction running through about 2027, followed by lease-up; Phase 2 would likely start within about a year after Phase 1's completion, with full build-out in roughly five years.

*Councilman Roger Wood made a motion, seconded by Councilwoman Doris Wallace to close the public hearing. Unanimously approved.*

*Councilwoman Wallace made a motion, seconded by Councilman Gettys Cohen, Jr. to approve the preliminary plat for subdivision request S-26-02 with the five conditions based on the findings of fact for subdivision requests. Unanimously approved.*

Mayor Andy Moore thanked the developer for strong communication and cooperation with neighboring residents, noting their professionalism and willingness to keep neighbors informed even amid concerns about change.

**4. Subdivision Preliminary Plat Request—Mallard Crossing— (S-26-01):** The Town Council is respectfully requested to hold a public hearing to consider approval of a preliminary plat for the Mallard Crossing subdivision, an approximately 469.9-acre tract of land into 1,326 residential units. The property is located on both sides of Mallard Road, extending from Old Mallard Road approximately two miles to the east, and is further identified as Johnston County Tax ID Nos. 15L11043, 15L11042B, and 15K11047.

*All persons wishing to speak during the public hearing were duly sworn in by the Town Clerk.*

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

Planner I Micah Woodard addressed the Council stating that Mallard Smithfield NC, LLC is requesting approval of a preliminary plat for 469.99 acres to develop 1,326 residential units, including 872 single-family detached and 454 single-family attached (townhomes), in accordance with the R8-CZ master plan; the site consists of a mix of residential and agricultural land with woodlands, wetlands, fields, blueline streams along the south side of Mallard Road, and a Duke Energy powerline running east to west; the project stems from a June 7, 2022 rezoning approval for the Woodleaf Development, originally allowing 2,005 units, with a revised master plan approved on July 15, 2025 reducing the total to 1,327 units, removing apartments, eliminating an area near the solar farm, introducing age-targeted housing, and incorporating five residential product types along with amenities such as two clubhouses and pools, premium vinyl siding, valley curb for narrower lots, and overflow parking for townhomes; the preliminary plat represents the next phase of development, is consistent with the Comprehensive Land Use Plan for medium-density residential, and will include a voluntary annexation petition; development is planned in five phases beginning in late 2026 or early 2027 with completion by 2032; utilities will be provided by the Town of Smithfield, including expanded water and sewer infrastructure and two pump stations; access will be provided via seven intersections along Mallard Road with required turn lanes per a traffic impact study; streets will be 27 feet wide within 50-foot rights-of-way with multiple cul-de-sacs that staff recommend revising to meet Town standards, and valley curb is proposed for narrower lots and townhomes; pedestrian infrastructure includes 5-foot sidewalks on both sides of streets, a sidewalk along Mallard Road, and multi-use trails along Mallard Road and within the Duke powerline easement with boardwalks through wetlands; approximately 25 acres of open space and amenities are proposed, including clubhouses, pools, playgrounds, dog park, gazebo, sports courts, and trails; landscaping will include a berm and decorative fencing along Mallard Road and compliance with all UDO requirements; stormwater will be managed through conceptual SCMs and ponds with fountains, with plans under review; trash and recycling will be screened or stored on individual lots; the development proposes five housing product types with varied architectural features, though staff recommend additional details such as patios or decks and enhanced façade treatments; parking requirements will be met with additional townhome parking and HOA enforcement of on-street parking restrictions; the conditional zoning includes enhanced amenities and design standards exceeding UDO requirements; additional considerations include coordination for a potential access easement to an adjacent solar farm and concerns from a neighboring property owner regarding a proposed road stub.

Woodard incorporated his presentation in maps, a traffic impact analysis and staff report information provided to the Town Council in their March 17, 2026 agenda packets.

Woodard outlined staff's approval of the findings of fact for preliminary plat requests as related to the project as follows:

***FINDING OF FACT (Staff Opinion):***

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

- 1. The plan is consistent with the adopted plans and policies of the town; The plan is consistent with the approved rezoning master plan and the comprehensive plan.***

2. *The plan complies with all applicable requirements of this ordinance; **The plan will be developed in accordance with the UDO requirements.***
3. *There exists adequate infrastructure (transportation and utilities) to support the plan as proposed. **The development will extend public utilities as needed to support the development.***
4. *The plan will not be detrimental to the use or development of adjacent properties or another neighborhood uses. **The pump station will be designed such that it can be expanded to meet adjacent development needs in the sewer shed. Roads will be improved in accordance with NCDOT's requirements and TIA findings.***

Woodard stated staff recommendations as follows:

**RECOMMENDATION:**

*Staff recommends the Town Council approve the Mallard Crossing Preliminary Plat with 8 conditions based on the finding of fact for preliminary subdivisions.*

1. *The elongated cul-de-sacs be redesigned to meet town standards.*
2. *A public trail easement be provided for the trail within the Duke Power Line easement.*
3. *The stormwater ponds shall have fountains for aeration and as an amenity.*
4. *That the trash and recycling roll-off containers in the single family and townhouses units be screened from the public right-of-way or stored within a garage or the rear yards and enforced by the HOA.*
5. *That an HOA be responsible for the ownership and maintenance of all common amenities including landscaping and property maintenance for the entire development, the stormwater SCM, parking lots, recreational amenities, and open space.*
6. *The HOA enforce no parking on Town streets.*
7. *The architectural standards shall be incorporated into the declarations and enforced by the HOA to include: A variation in exterior finishes including premium vinyl siding with cottage style elements including a mix of siding styles, including horizontal lap siding, shake shingle accent siding and board and batten style siding. Each unit will have a garage with either carriage style adornments or windows. Age targeted products shall contain some stone/brick accents in addition to the vinyl siding. Corner side yard homes will have windows facing the public right of way or extra trees to break up blank walls. All units are to have rear decks or patios of at least 100 sq. ft. in size.*
8. *The HOA declarations be submitted for review by the Town Attorney prior to Final Plat.*

Woodard recommended approval of the preliminary plat request based on the finding of fact for preliminary subdivision plat requests with the eight recommendations by staff. He asked the board if there were any questions.

Councilman Gettys Cohen, Jr. referenced nearby I-95 exits 93 (Brogden Road) and 95, noting recent redesign of the connection from I-95 to US 70 and asking about the new connector road between Mallard Road and US 70 Business. The member then asked how much of the project area is already in the city. Planner Micah Woodard explained that the entire site is presently within the Town of Smithfield's ETJ, but not yet inside town limits, and that the developer intends to petition for satellite annexation so the property will become part of the town.

Councilman Travis Scott asked questions about water and sewer being extended by the town, and whether the developer would be paying for that infrastructure. Woodard stated he was not sure. Interim Town Manager Kim Pickett stated this was typically how developers operate, in paying for such fees and upgrades. There was also discussion, and confirmation that the town would be providing the electricity for the development.

Dr. Gettys Cohen asked about the sidewalks, with Woodard stating that standard-sized sidewalks would be proposed on both sides of the street, and on a portion of Mallard Road.

During review of the Mallard Crossing subdivision, mayor Andy Moore questioned the size and shape of the cul-de-sacs, noting they appeared larger than required and could encourage residents to park in the bulb, potentially blocking access. Planner Micah Woodard explained that staff concern was mainly about the shape, not just size; non-traditional shapes can function like informal parking areas, whereas more traditional circular cul-de-sacs discourage parking and maintain clear access. He said this could be refined at the construction drawing/administrative site plan stage.

Mayor Pro Tem Sloan Stevens then asked about the buffer berm along Mallard Road, recalling discussion of a greater height and asking whether a three-foot berm with fencing was sufficient, especially near townhomes, and suggested a more substantial berm with fencing similar to previous projects. Woodard confirmed his understanding that the condition was for a berm with a fence on top, and said he would verify the exact commitment. Stevens also urged that final architectural standards ensure variation in elevations and rooflines, so that all homes do not appear identical, referencing prior conditional rezonings where rooflines ended up uniform.

Town Attorney Bob Spence then asked further about lateral access, noting that while the preliminary plat shows some stubs to the south, he did not see a curb cut serving the existing solar farm and believed there should be one for long-term, harmonious development regardless of easement timing (which he noted may not come in place for another fifty years). Spence wanted to ensure with staff that that cut would be shown on any approved plan. Spence also questioned the lack of access to the north of the project. Staff and the applicant's team responded that the solar farm access curb cut is shown on the approved plan and would be coordinated, and Spence indicated he also had a question about the lack of lateral access to the north, which he wished to explore further.

In response to questions about the solar farm access easement and curb cut, staff noted that the curb cut does not yet appear on the drawing simply because there has not been time to revise the detailed plans, which are complex to amend.

Michael Pitts, General Counsel for the Mallard Crossing developer (Contender Development) of Greenville, SC, then addressed the mayor and council, stating the development team is very excited about the project and believes it will be a strong addition to the town. He commended Planner Micah Woodard's presentation, indicated that the applicant would present additional evidence through team members including engineer Beth Blackman, a traffic engineer, and other development staff, and confirmed that the developer has no issues with the conditions recommended by staff. Pitts further explained that the solar farm access curb cut and easement are being coordinated with Town Attorney Bob Spence, that the curb cut is envisioned as the future access point once the road is built, and that the developer has no objection to including it on the plan; he invited Beth Black (Timmons Group) to speak further and she confirmed she agrees with staff's testimony and has additional information to provide.

Beth Black, principal senior project manager and professional engineer with Timmons Group, introduced herself and explained that the solar-farm curb cuts have not yet been added to the plans because the team only received TRC comments the previous day, and the drawings have not been revised since the January submittal and Planning Board review where they agreed to add them. She stated that, to the north, extensive wetlands limit where street stubs can logically be placed, so stubs were only added where they could serve future development without causing undue environmental impacts. Along the south side of Mallard Road where there are no stormwater ponds, she confirmed the agreed 3-foot berm with a fence from the rezoning stage. Black noted that sidewalks will be on both sides of all internal streets, and along Mallard Road the project will provide a 5-foot side path on one frontage and an 8-foot multi-use path on the other. She explained that cul-de-sac bulbs are large to meet fire code, which can make the bulb and short streets visually blend together, and that the HOA will enforce no-parking in those areas; the developer will work with staff during construction drawings to refine details. She added that the neighborhood will tie into Mallard Road at multiple locations to disperse traffic, that water and sewer extensions to this side of town will be at the developer's expense, and that with planned traffic, pedestrian, and utility improvements there will be adequate public facilities and no detriment to adjacent agricultural or single-family areas, noting a low overall density of about 2.8 units/acre and significant open space for a smooth transition to neighboring homes. In response to Councilman Travis Scott's question regarding the number of phases to completion, she said the project is expected to build out in roughly four phases (within a four-to-five-phase range as products are distributed) and that, as is typical,

the school system will calculate projected student impacts using its own formulas once notified of the development.

Councilman Gettys Cohen Jr. stated that he noticed there were no additional schools being proposed east of I-95 and asked how many children the development might bring. Blackman explained that the Town notifies the public school system about new residential developments and unit counts; the school system then uses its own formulas—factoring in unit types, including age-targeted units likely to generate fewer students—to project enrollment growth and plan for impacts.

Traffic Engineer Jeff Hochanadel of Timmons Group introduced himself as a registered professional engineer in North Carolina and three other states, a Professional Traffic Operations Engineer, and an NC State graduate, with about 26 years' experience. He reported that his firm completed the Traffic Impact Analysis (TIA) for Mallard Crossing, on January 27, 2026, following Town and NCDOT standards. Study parameters (growth rates, background developments, etc.) were coordinated with NCDOT and the town, and traffic counts were collected on Tuesday, December 2 while area schools were in session. The TIA analyzed three build phases (not required to match construction phasing) and recommended off-site improvements including a signal and turn-lane improvements at US 70 Business and the connector street (Polecat Branch Road), as well as turn-lane improvements at Mallard Road access points. He stated that NCDOT's final comments, received that day, largely agreed with the TIA recommendations, with one added requirement to monitor for future signalization and provide a turn lane from Brogden Road to Mallard Road. He noted that the study modeled all attached and detached homes as standard single-family units and did not discount age-targeted units, so projected trip generation is conservative (higher than likely actual traffic).

Councilman Travis Scott asked how many cars the development would add to Brogden Road every day, with Hochanadel stating about 2500 vehicles—noting the current capacity is 12,000 cars. He further stated as of now per NCDOT records, there are 2900 cars that travel on Brogden Road on average. This development will add roughly the same amount so the road will be at half capacity.

Councilman Scott also asked if there were any traffic signals recommended. The traffic engineer stated that the Traffic Impact Analysis (TIA) recommends a new traffic signal at the Mallard Road/connector road (Polecat Branch) intersection, with another signal at the Brogden Road/I-95 interchange to be installed once traffic meets FHWA signal warrants, at the developer's expense. The TIA, which exceeded 500 pages, evaluated numerous study-area intersections and concluded that, beyond the turn-lane improvements already proposed (e.g., at Brogden Road and Mallard Road), no additional turn lanes are recommended internally to the site.

Councilwoman Doris Wallace asked Attorney Michael Pitts what the price ranges for the houses in the development were. Pitts replied that he thinks in the low to mid threes—but that he did not know for a fact. Wallace also asked if there were any programs for first time buyers. Pitts answered no but stated the builder of the homes may have some incentives or market programs.

Councilman Travis Scott asked Pitts about the sewer and infrastructure and whether they have checked with the County verifying capacity and associated fees. The developer confirmed that utility capacity for the project has been verified and agreed that the developer will be responsible for the cost of necessary water/sewer improvements, subject to standard procedures. When asked if utility capacity fees could be paid on a phase-by-phase basis rather than entirely upfront, the developer stated they would need to review that option against their financial modeling, as full upfront payment may not be budgeted.

Joseph Pierce, a nearby property owner at 695 Mallard Road (farm/event venue) then addressed Council. He explained that a planned stub-out street would terminate at his property line, which he had only recently learned about. While he now supports the overall development and expects it could benefit his farm business, he requested a clear buffer at the shared boundary (such as a berm, fence, or trees) to protect the character of his farm and "forever home." He asked when and how a final design decision on this separation would be made. Council and staff discussed the issue using the site map and acknowledged it had also been raised at Planning Board.

Mr. Pierce reiterated his concerns about a future road connection reaching his farm/event venue, noting he had received mixed messages and wanted clear protection at the boundary before the project advanced further. The Town Attorney, Bob Spence, clarified that while the road right-of-way would extend to the property

line on the plat, the paved street itself did not have to be constructed all the way to the line at this time, and that any future connection into Mr. Pierce's property would have to come back before Council for approval.

The developer's representative, Mark Stokey, for the Contender team, 1500 Stoneridge Rd, Sampson, NC stated they wished to be a good neighbor and proposed that, although the right-of-way could go to the property line, the pavement would stop short; they further offered to construct a buffer consisting of a 3-foot berm with a 6-foot fence (approximately 9 feet total height), beginning at the Mallard Road right-of-way and extending 100 feet beyond the last townhouse behind Mr. Pierce's property. Stokey stated he would add that as a condition if needed.

Council and staff discussed location and maintenance responsibilities for this berm and fence, agreeing that it should not become a Town maintenance obligation and that the condition should specify HOA maintenance, with the berm and fence removable if future street connectivity is determined necessary by the Town. Attorney Spence directed that, before final plat approval, an appropriate recorded agreement or easement be prepared to capture these berm/fence obligations and the potential for future reference so that this commitment is preserved in the land records if connectivity became an issue in the future. In closing, Councilman Travis Scott confirmed with Mr. Pierce that the proposed berm, fence, and street design would not interfere with his present operations as a small farm/event venue—and is for the purpose of separation.

Councilman Gettys Cohen, Jr. pointed out that during public comment Mr. Pierce stated that the project was initially a surprise to him and that he did not personally receive mailed notice; he stated he first learned of it from a neighbor about a week before the February 5 meeting. Staff responded that mailed notices are generated using software that pulls all properties within a 350-foot buffer of the site, with letters sent, signs posted along the road, and a legal ad placed in the newspaper; while they could not guarantee postal delivery, his property would have been included in the mailing. Pierce stated his broken mailbox during that period might explain the missed notice.

Jake Craddock (209 West Wilson Street), having been duly sworn, asked whether the small lot sizes (approximately 0.10–0.14 acres) for single-family homes fell below the Town's minimum; Planner I, Micah Woodard clarified that such lot sizes are permitted because they were specifically allowed under the previously approved conditional rezoning, which modified the usual minimums for this project.

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

The Council then discussed the addition of the ninth condition to the subdivision approval and agreed it would state: *"The developers agree to install a vinyl fence and berm buffering along the beginning at the right-of-way and extending 100 feet to be maintained by the HOA."*

Councilman Travis Scott noted that the developers should explicitly reference sewer capacity being obtained by phase, consistent with prior cases. Staff noted they could update the presentation materials to reflect the full set of conditions; however, Councilman Scott noted his statement was not an additional condition, and discussions are of record.

After confirming that the motion included all conditions on approval, a motion and second were made. In brief discussion, Councilman Travis Scott commented that the traffic engineer's presentation was comprehensive and raised whether language about traffic signals and their timing should be added; Mayor Andy Moore clarified that installation timing for signals is governed by NCDOT requirements and signal warrants, not Town alone. Following this clarification, Council voted, and the motion to approve the preliminary plat with all stated conditions carried five yea votes to one nay vote:

*Councilwoman Doris Wallace made a motion, seconded by Dr. Gettys Cohen Jr. to approve preliminary plat request S-26-01 with the nine conditions based on the finding of fact for preliminary subdivision approvals. Motion carried five to one, with Councilman Travis Scott voting against the request.*

Conditions re-stated:

1. *The elongated cul-de-sacs be redesigned to meet town standards.*
2. *A public trail easement be provided for the trail within the Duke Power Line easement.*
3. *The stormwater ponds shall have fountains for aeration and as an amenity.*
4. *That the trash and recycling roll-off containers in the single family and townhouses units be screened from the public right-of-way or stored within a garage or the rear yards and enforced by the HOA.*
5. *That an HOA be responsible for the ownership and maintenance of all common amenities including landscaping and property maintenance for the entire development, the stormwater SCM, parking lots, recreational amenities, and open space.*
6. *The HOA enforce no parking on Town streets.*
7. *The architectural standards shall be incorporated into the declarations and enforced by the HOA to include: A variation in exterior finishes including premium vinyl siding with cottage style elements including a mix of siding styles, including horizontal lap siding, shake shingle accent siding and board and batten style siding. Each unit will have a garage with either carriage style adornments or windows. Age targeted products shall contain some stone/brick accents in addition to the vinyl siding. Corner side yard homes will have windows facing the public right of way or extra trees to break up blank walls. All units are to have rear decks or patios of at least 100 sq. ft. in size.*
8. *The HOA declarations be submitted for review by the Town Attorney prior to Final Plat.*
9. *The developers agree to install a vinyl fence and berm buffering along the beginning at the right-of-way and extending 100 feet to be maintained by the HOA*

**CITIZENS' COMMENTS:**

- Scott Gandolph, a resident from Parkway Drive raised two concerns regarding the proposed baseball stadium. First, he asked whether, under applicable bylaws and state alcohol regulations, spectators would be allowed to carry alcoholic beverages outside the stadium and how such alcohol would be controlled, including the role of security. Second, Gandolph noted that in Mr. Johnson's concept drawing, a stormwater pond is shown behind two or three homes in her neighborhood and requested that the pond be shifted farther from the houses to reduce impacts such as mosquitoes. Interim Town Manager Kim Pickett responded that, based on the information the resident provided before the meeting, she would meet with the developer/contractor on Thursday, relay the request to move the pond, determine if there is any flexibility in its location, and then report back to the resident.
- Resident Richard Buckner, 106 Cobblestone Court, then spoke about the direction of growth in Smithfield, particularly the amount of high-density housing proposed near his neighborhood and the addition of a baseball stadium nearby. He stated that many residents appear to oppose the stadium, that it feels frustrating to have it sited next to his home, and that there has not been, in his view, a clear public hearing where those most affected could be fully heard. He referenced a prior comment by the Mayor Pro Tem about not minding making people mad over growth decisions and contrasted that with his belief that officials have a responsibility to represent the community.

Buckner cited concerns about transparency, including a public records request on the project he was told could take 90–120 days to fulfill, which he compared to the relatively quick movement from project start to vote; an email from a former town manager advising council members to limit email comments because they could become public, which led him to question what information was not readily shared; and the apparent purchase by the Town of a nearby house in the proposed stadium area for approximately \$500,000, in addition to the \$6 million already committed, which he does not recall seeing discussed or voted on in a public meeting and for which he requested clarification. He stated that, after receiving no response to a certified letter objecting to the public records timeline, he has contacted the State Auditor, the NC Parks and Recreation Land and Water Grant section, and the NC Attorney General's Office—not to escalate the situation, but to ensure proper procedures are being followed. He closed by stating that his goals are transparency, accountability, and confidence that decisions affecting his home and neighborhood are handled openly and lawfully, and he asked for a timely response and clearer communication going forward.

*Buckner submitted a copy of his complaint attached to his original request for records release to the Town Clerk.*

**CONSENT AGENDA ITEMS:**

*Mayor Pro Tem Sloan Stevens made a motion, seconded by Councilman Roger Wood to approve the consent agenda as submitted. Unanimously approved.*

**Consent Agenda Items:**

**1. Approval of Minutes:**

a. February 17, 2026 – Regular Session

**2. Career Ladder Promotion Request:** The Police Chief is requesting to promote one employee from Master Police Officer to Police Lieutenant.

**3. Resolution No. 801 (04-2026) in Support of Preserving Municipal Property Tax Authority and Protecting Property Tax-Funded Services:**

**TOWN OF SMITHFIELD RESOLUTION NO. 801 (04-2026) IN SUPPORT OF PRESERVING MUNICIPAL PROPERTY TAX AUTHORITY AND PROTECTING PROPERTY TAX-FUNDED SERVICES**

**WHEREAS**, the North Carolina House of Representatives has convened an interim committee to examine the State’s property taxation system, exemptions, and related fiscal impacts prior to the 2026 legislative short session; and

**WHEREAS**, property taxes represent the primary and only substantial revenue source over which municipalities in North Carolina maintain direct authority and control; and

**WHEREAS**, revenues generated through municipal property taxes fund essential public services including, but not limited to, police protection, fire protection, emergency response, sanitation services, street maintenance, infrastructure improvements, code enforcement, and administrative services; and

**WHEREAS**, public safety expenditures alone typically exceed forty percent (40%) of municipal general fund budgets statewide, and among North Carolina’s nine largest cities, public safety spending averages approximately forty-seven percent (47%) of general fund expenditures; and

**WHEREAS**, public safety spending has increased by an average of more than six percent (6%) annually since 2022 as municipalities work to maintain adequate staffing, equipment, and emergency response capabilities; and

**WHEREAS**, since 2020 municipalities, like families and private businesses, have faced substantial increases in operating costs due to inflation, including higher personnel costs for police officers, firefighters, sanitation workers, building inspectors, and other frontline public servants, as well as increased costs for roads, equipment, fuel, and other infrastructure needs; and

**WHEREAS**, significant reductions to municipal property tax authority or revenue capacity would limit a municipality’s ability to fund critical services and could directly impact the safety, infrastructure, and quality of life of North Carolina communities and their residents; and

**WHEREAS**, municipalities must retain adequate and reliable revenue streams to meet current service demands, comply with state and federal mandates, and responsibly plan for future obligations; and

local elected officials are in the best position to determine appropriate tax rates and service levels based on the needs and priorities of their respective communities.

**NOW, THEREFORE, BE IT RESOLVED** that the Town of Smithfield respectfully urges the North Carolina General Assembly to preserve municipal property tax authority and avoid legislation that would significantly reduce or restrict this essential local revenue source without providing a sustainable and equivalent alternative; and to carefully evaluate any proposed changes to the property tax system to ensure municipalities retain the ability to adequately fund public safety, infrastructure, and other essential services necessary to keep communities safe and functioning effectively.

**BE IT FURTHER RESOLVED** that a copy of this Resolution shall be entered into the official records of the Town of Smithfield and transmitted to the members of the North Carolina General Assembly representing our municipality, as well as to the North Carolina League of Municipalities, to express support for protecting local government fiscal stability.

**DULY ADOPTED THIS 17<sup>th</sup> DAY OF MARCH 2026**

- 4. Consideration and Request for approval to Award Contract for Constructing the Rebuild of the Town's Pump Station No. 1:** Staff respectfully requests that the Town Council award the construction contract to Moffat Pipe, Inc. in the amount of \$4,139,570, with \$2,000,000 funded through ARPA and the remaining amount contingent upon approval of a \$2,700,000 loan.

## **BUSINESS ITEMS:**

- 1. Consideration and request for approval to rename a section of Pitchi Street to Legion Park Drive.**

Interim Town Manager Kim Pickett explained that former Manager Scott had received a request from the American Legion to rename the private road leading into their property, which currently branches off Peedin/Pitchi Street, to "Legion Park Drive." Pickett stated that she confirmed with the county that the name is available and acceptable, she noted that it applies only to the private portion leading into the Legion, and estimated a sign cost of about \$70. She added that the county requires formal Council approval before updating the address and signage in GIS.

The Board questioned whether a public hearing was needed and why the item is before the Board if the segment is a private street. Pickett and the Town Attorney explained that the Town does not maintain that portion so it is treated as a private access drive rather than a public street, and reiterated that the approval of the Board is necessary for County/GIS/mapping updates.

Applicant Mr. Ernest "Ernie" Alsbrook, Commander of the American Legion, described the surrounding Legion property (about 13 acres) and clarified that the paved drive beyond the utility termination point is effectively their parking/access area, not part of public Pitchi Street. He noted that Pitchi Street was historically named for a local family and that there are no longer any occupied addresses fronting that public segment. The Legion's goal is to have a clear, GPS-recognizable address associated with their building and ballfield that is not labeled as Pitchi Street, and to show up correctly in county GIS as "Legion Park Drive." He stated the Legion is willing to pay the sign cost, prefers the Town to obtain and install the sign, and may attach additional Legion-related information to the post.

Staff and council emphasized they did not wish to change the historic Street name itself and confirmed that this action only names the private lane and does not alter the public street.

After discussion, a council member moved that the private road providing access to the American Legion be named "Legion Park Drive," the motion was seconded, and the Council approved the naming.

*Councilwoman Doris Wallace made a motion, seconded by Councilman Travis Scott*

*to change the name of the private road to Legion Park Drive. Unanimously approved.*

## **2. Consideration and request for approval of a Memorandum of Understanding between the SYCC and the Boys and Girls Club**

Interim Town Manager Kim Pickett reported that the Boys & Girls Club had approached the Town several months earlier seeking to relocate its Smithfield program from South Smithfield Elementary School to the Sarah Yard Art Center, noting that the current school location cannot accommodate some middle-school programming and that the Art Center is underutilized by youth. Pickett recapped that the Club presented to Council in February, after which a well-attended community meeting was held at the Sarah Yard Center where questions were addressed. Pickett then outlined the proposed Memorandum of Understanding (MOU), under which the agreement would begin August 15, 2026, allowing the Club to finish the school year at the elementary school and start the new school year at the Sarah Yard Center.

Under the MOU, the Boys & Girls Club will operate, manage, and supervise the program; provide curriculum, materials, sports equipment, and staffing (including a dedicated site supervisor and staff sufficient for a 20:1 participant-to-staff ratio); conduct required background checks; designate a liaison to coordinate with the Town; maintain safety and security; leave the facility clean after each session; maintain membership documentation; repair or reimburse the Town for any damage; and coordinate scheduling around existing users of the building, including a weekly senior/women's Bible study group. The Town will provide the space (Sarah Yard Center), existing furnishings and equipment, promotional support, secure storage, and, in year one, utilities and janitorial services. Beginning in year two, the Boys & Girls Club will assume janitorial services and reimburse the Town for 50% of utilities (capped at \$400/month), with those reimbursements deposited into a restricted fund for future capital needs at the Sarah Yard Center. Program hours will generally be 2:30–6:30 p.m. during the school year and 7:30 a.m.–5:30 p.m. in summer, and the Club will continue providing a hot meal for participants.

Board discussion was for whether current neighborhood residents who use the facility, but are not Boys & Girls Club members, might lose access, and whether that had been addressed at the community meeting. Boys & Girls Club representatives responded that all local children are welcome to join the Club, that membership is \$7.50 per year, and that scholarships are available, so cost is not a barrier.

Pickett added that the existing women's Bible study and similar community groups can continue to use the space, and that Club staff can schedule around them (including using outdoor space and field trips during those times). Councilman John Dunn also sought clarification on an MOU provision related to the \$400 capital projects fund, noting that most reimbursements are typically handled via enterprise funds. Pickett explained that the Town will pay the full utility bills from the existing Sarah Yard Center budget and then invoice the Boys & Girls Club monthly for its 50% share (up to \$400), which will be deposited into a dedicated special-use fund for Sarah Yard Center capital projects.

*Upon this discussion, Councilman Gettys Cohen Jr. made a motion, seconded by Councilwoman Doris Wallace to approve the MOU between the SYCC and the Boys And Girls Club. Unanimously approved.*

The Town Council and staff thanked the Boys & Girls Club representatives for their patience and expressed enthusiasm that the partnership will be a positive addition for the community.

## **3. Consideration and request for approval of various Board Appointments:** The Town Council is respectfully requested to consider appointments to the Historic Preservation Commission, the Planning Board, the Board of Adjustment and the Appearance Commission.

Town Clerk Elaine Andrews presented a list of current board and commission vacancies, directing Council to the Mayor's agenda where the positions up for vote were broken out. She noted that two appointments required ballot votes: the Planning Board and the Historic Preservation Commission (HPC). Council briefly discussed timing of a related text amendment expected at the second April meeting, but agreed they

should go ahead and fill regular, non-alternate seats, referencing a prior issue where an applicant believed they were being appointed as a regular member but was actually made an alternate.

When asked about applicants, Interim Town Manager Kimberly Pickett reported that one new application had been received for the Planning Board, and that the Appearance Commission now has three vacancies due to one member's exit today, which will be requiring re-advertisement; however, there is one Appearance Commission seat (Monica Price), so that appointment does not require a ballot.

Pickett stated there was one Board of Adjustment vacancy and application for reappointment from Thomas Bell where no ballot was required.

*Councilman Travis Scott made a motion seconded by Mayor Pro Tem Sloan Stevens for reappointment to the Board of Adjustment. Unanimously approved*

Pickett stated for the Appearance Commissions there were three positions available and one applicant, Monica Price.

*Mayor Pro Tem Sloan Stevens made a motion, seconded by Councilman Roger Wood to approve the appointment of Monica Price to the Appearance Commission. Unanimously approved.*

Pickett continued stating that for the HPC, there are two positions and four applicants—Emery Ashley Jr. (reappointment), Michael Wagstaff, Janice Wagstaff, and Brian Scott Royster—and provided their application references in the packet. She reiterated these positions would need to be selected by ballot. Upon tallying the ballots for HPC, Town Clerk Elaine Andrews stated that the applicants receiving the two highest votes were Emery Ashley, Jr. and Brian Royster.

*Councilman Travis Scott made a motion, seconded by Sloan Stevens to appoint Emery Ashley, Jr. and Brian Royster to the Historic Preservation Commission. Unanimously approved.*

Pickett stated that for the Planning Board there was one in-town seat and five applicants—Thomas Bell, Kisha Fields, Monica Price, Brian "Scott" Royster and John Keeley.

Following the Planning Board ballot count, the Town Clerk reported a tie between Keisha Fields and John Keeley. Upon brief discussion it was noted that there could be a re-vote, or the mayor to break the tie; the mayor selected John Keeley, who was therefore winning the vote for appointment.

*Councilman Roger Wood made a motion, seconded by Councilman Gettys Cohen, Jr. to appoint John Keeley to the Planning Board. The motion carried with a five to one vote, with Councilwoman Doris Wallace voting no to the appointment.*

Pickett concluded by noting that the Appearance Commission still has open seats and the Recreation Advisory Commission still has two regular positions and one high school liaison vacancy, and she encouraged outreach to residents who may be interested in serving.

~~**4. Consideration and Request for discussion to adopt a Loitering in the Parks Ordinance:** The Parks and Recreation Department is respectfully requesting adoption of a lingering and loitering ordinance within parks and town-owned recreational spaces.~~

#### **COUNCILMEMBER COMMENTS:**

- Councilman Travis Scott emphasized the need for clarity regarding the finances for the ballfield construction and stressed that related materials brought before the board be clear

for understanding. The mayor concurred with Scott that he should receive all the clarification required to understand, including responses to his recent email requests to staff.

- Mayor Moore informed the Council and audience that Councilman Wood is facing significant health issues that will require extensive hospital and doctor visits over the coming year, and he offered prayers and support.
- Mayor Moore and Councilman Roger Wood announced/gave details for a barbecue fundraiser for Councilman Wood to be held on Saturday, April 11, from 11:00 a.m. to 4:00 p.m. in the Town Hall parking lot, with barbecue plates priced at \$12, and encouraged the public to attend, purchase plates, and help meet a set goal for plate sales; deliveries were also offered.
- Councilman Roger Wood thanked everyone for their prayers and support, acknowledged this would be a challenging time for his family, and noted he may be absent for several months, given an expected recovery period of about six months, though he hopes to return sooner if possible.
- Councilman Travis Scott expressed appreciation for Councilman Wood's openness, urged him to prioritize his health, and reiterated support; he also suggested the Fire Department bays could serve as a backup location for the fundraiser in case of rain.

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

- In her report, Interim Town Manager Kim Pickett informed Council of several upcoming events and opportunities:
- The Johnston Regional Airport runway unveiling on Wednesday, April 1 at 10:00 a.m.
- The NCLM Town & State Dinner in Raleigh on April 15, asking members to notify her and the clerk if they plan to attend so they can be registered (noting that Councilmembers Cohen and Wallace are already confirmed).
- She reported that the previously planned downtown business meeting about operational and traffic changes related to the DOT changes had been postponed and rescheduled for Monday, the 23rd at 6:00 p.m. in the Council Chambers, and encouraged downtown business owners to attend and provide feedback on proposed one-way configurations for Second and Third Streets.
- Pickett also announced a ribbon cutting for the new Greytown sign at Highway 70 and Hill Street on Wednesday, April 1 at 3:30 p.m.,
- She noted that on April 22, from 12:30–1:30 p.m., Harbor House will hold a Sexual Assault Awareness walk around the courthouse, so additional pedestrian activity is expected in that area.
- Pickett concluded by recognizing the Police Department staff who recently achieved re-accreditation through ALETA, commending the chief and staff for their work, and referring Council to the written departmental reports in their packets.

Following her report and brief acknowledgment of attendees for announced events Mayor Moore entertained a motion to enter closed session pursuant to N.C. Gen. Stat. § 143-318.11(a)(3); and the Council went into closed session.

#### **Added:**

#### ***Closed Session Pursuant to NC G.S. 143-318.11 (a)(3)***

*Councilman Roger Wood made a motion, seconded by Mayor Pro Tem Sloan Stevens to go into closed session at approximately 10:13 p.m. Unanimously approved.*

*Councilman Roger Wood made a motion, seconded by Councilman John Dunn to come out of closed session at approximately 10:49 p.m. Unanimously approved.*

#### **Adjourn:**

*Councilman John Dunn made a motion, seconded by Councilman Travis Scott to adjourn the meeting at approximately 10:50 p.m. Unanimously approved.*

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

ATTEST:

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

DRAFT

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

Council Members Present:

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

Council Members Absent:

Administrative Staff Present

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

Also Present:

Robert Spence, Jr., Town Attorney

Administrative Staff Absent:

**CALL TO ORDER:**

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

**INVOCATION:**

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

**APPROVAL OF AGENDA:**

Mayor Andy Moore noted there was one known change for staff to remove Item Number 14 from the Consent Agenda. He asked if there were any other requested changes to the agenda. Councilman Travis Scott asked that Business Item No. 2 be removed, and after Presentations that the Council add a brief closed session, noting the statute for attorney/client privilege. Scott also requested to reserve the option to possibly add a Business Item No. 3 in relation to the baseball stadium. Councilwoman Doris Wallace asked for consideration to add that the Planning Board meetings be video recorded as Business Item No. 4. Mayor Andy Moore stated he wanted to remove Business Item No. 1, noting that he received a call prior to the meeting from another company who saw the agenda, and wished to have the opportunity to show the Town what they could offer prior to any decision being made. The mayor recapped the changes, and the following vote was made:

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

Remove Consent Agenda Item No. 14:

- *The Consideration and approval to enter into a Grounds Maintenance Contract with Lion Group Services for the amount of \$59,592.*

Remove Business Agenda Item No. 2:

- *Consideration and request for approval authorizing the demolition of property located at 1500 Buffalo Road*

After Presentations Add:

- *Add Closed Session pursuant to NC G.S. 143-318.11 (a)(3) – To Consult with the Town Attorney regarding a potential legal claim*

After Closed Session Add Business Item:

- *Consideration to reserve the ability to add as a Business item Baseball Stadium discussion*

Add Business Items No 4

- *The Consideration for Planning Board Meetings to be Video Taped*

Remove Business Agenda Item No. 1:

- *Consideration and Request for approval to enter into an agreement with Red Speed School Zone Speed Cameras*

## PRESENTATIONS:

### 1. Proclamation – Electrical Lineman Appreciation Day

Mayor Andy Moore read the Proclamation, proclaiming April 13, 2026 as Electrical Lineman Appreciation Day in the Town of Smithfield. Town of Smithfield Electric Line Technician; Sean M. Kovacs was present to receive the Proclamation on behalf of the Town's electric linemen.

Councilman Travis Scott also gave thanks to our Electric Linemen for their service in keeping the power on. He stated he was very proud of Town staff, who's safety is number one, and the Board for their diligence, which helps keep the Town's rates low.

#### PROCLAMATION ELECTRICAL LINEMEN APPRECIATION DAY APRIL 13, 2026

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

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

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

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

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

**Now, Therefore, be it Proclaimed**, that I, M. Andy Moore, Mayor of the Town of Smithfield, along with members of the Town Council, do hereby proclaim April 13, 2026 as "Electrical Linemen Appreciation Day"; and we call upon the citizens of the Town of Smithfield

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

**Proclaimed this the 7<sup>th</sup> day of April 2026.**

## **2. Introduction of Miss Smithfield and Miss Smithfield Teen**

Mayor Andy Moore introduced Ms. Cora Godwin who presented Miss Smithfield and Miss Smithfield Teen. Ms. Godwin stated that the local program held its pageant in January to select current titleholders. There are six titles in Johnston County: Miss Johnston County, Miss Johnston County's Teen, Miss Cleveland, Miss Cleveland's Teen, Miss Smithfield, and Miss Smithfield's Teen. All six titleholders were represented at the county commission meeting the previous night, giving the county six representatives, which they are proud of. The program has had three consecutive state-level winners, which is a record for them. The titleholders are working hard to prepare for their upcoming pageants. She introduced Hannah Wheelless, Miss Smithfield, and Riley Dial, Miss Smithfield Teen who each spoke regarding their initiatives.

Miss Smithfield, Hannah Wheelless, a doctoral student in occupational therapy, described her community service initiative, "All Kinds of Minds." She explained that her work focuses on recognizing different learning styles as strengths rather than setbacks and on helping students, educators, and caregivers understand and support diverse learning needs. Drawing from her own experience discovering she is a verbal and kinesthetic learner, she emphasized how understanding learning styles can transform confidence and academic success. She shared an example of helping a student with a simple visual support that improved his performance and confidence, and she outlined her ongoing efforts, professional development for educators, school visits, and community events, to make learning more accessible. Her goal is to partner with local schools and communities like Smithfield so that every child can succeed in a way that works best for them and, in turn, strengthen families, classrooms, and the broader community.

Miss Smithfield Teen, Riley Dial, spoke about her initiative "Beyond the Shadows: Promoting Self-Advocacy and Safety," which is rooted in her personal experience with functional neurological disorder. She described how her condition led to missed school, loss of activities and friendships, and frequent feelings of being misunderstood by medical providers and school staff. Her platform focuses on teaching teens and young people to advocate for themselves in healthcare setting, preparing questions, speaking up when something feels wrong, understanding their rights as patients, and seeking clear explanations. Riley shared how learning to use her own voice changed her experience and inspired her to help others move from silence and fear to confidence and empowerment. She also noted that the Miss America opportunity has allowed her to expand this work through school talks, social media education, and serving as a brand ambassador for a chronic illness foundation, and she expressed her long-term goal of becoming a neurologist who listens carefully and truly sees her patients.

Mayor Andy Moore thanked them for their presentations, adding he was confident that they will represent Smithfield well.

## **3. DSDC Update**

Director Heidi Gilmond reported that downtown Smithfield entered decline in the 1970s due to urban sprawl, shopping malls and a shift away from tobacco/agricultural industry downtown. In 1984 Smithfield formed the Downtown Smithfield Development Corporation (DSDC) and created a Municipal Service District to fund revitalization. Smithfield became a Main Street Community and achieved national accreditation in 1986. After leadership turnover and loss of structure, the program had lost accreditation and faced vacancies, weak identity, and downtown businesses began reliance on courthouse traffic, limiting weekend and evening businesses.

- Rebuilding Efforts: Since July 2024, DSDC has conducted board training, rebuilt its structure, expanded to a full 15-member board, and implemented the Main Street four-point

approach (Organization, Promotion, Design, Economic Vitality) with a unified work plan to restore community trust and engagement.

- Importance of Downtown Investment: Gilmond emphasized that dense, mixed-use downtown development generates significantly higher tax revenue per acre than big-box development and serves as the community's cultural and social center.
- Strategic Vision and Anchors: DSDC adopted a five-year transformation strategy positioning downtown as a business-friendly hub and destination for food, art, entertainment, and outdoor recreation, built around anchors such as the courthouse, the planned Performing Arts Center, and the baseball stadium, with a focus on expanding restaurants, bars, and entertainment.
- Year-One Focus & Business Mix: The initial focus is on food and beverage to drive evening and weekend foot traffic, supported by recent restaurant transitions and the social district (sip-and-stroll). DSDC aims to shift prime storefronts away from predominantly professional services and build clusters of dining and retail.
- Design, Marketing, and Partnerships: DSDC is pursuing streetscape and beautification, parking and walkability improvements, activation of Library Park and the amphitheater, and enhanced marketing (new logo, new website, expanded social media). Gilmond stressed that downtown revitalization requires partnership among the town, county, visitors' bureau, businesses, and volunteers and committed to providing quarterly updates to the council.

Gilmond encouraged support for local businesses and invited council members and interested community members to participate in DSDC board and committee meetings and to join downtown walking tours with the leadership team to view needs and opportunities firsthand, provide input on priorities and branding (including the new logo), and noted she will return quarterly to provide updates on the downtown strategic plan.

*Gilmond delivered her detailed presentation using a PowerPoint document, which was provided to staff and Council the evening of the meeting and entered into the official records by the Town Clerk.*

*Councilwoman Doris Wallace made a motion, seconded by Dr. Gettys Cohen, Jr. to go into closed session pursuant to NC G.S. 143-318.11 (a)(3) at approximately 7:39 pm. Unanimously approved.*

*Mayor Pro Tem Sloan Stevens made a motion, seconded by Councilman Roger Wood to reconvene in open session at approximately 9:09 pm. Unanimously approved.*

*Citing closed session discussions, Councilman Travis Scott made a motion, seconded by Councilman John Dunn to add a baseball venue discussion to the Business agenda. Unanimously approved.*

## **PUBLIC HEARINGS:**

- 1. Zoning Amendment Request (ZA-25-04):** The Town Council is respectfully requested to consider a zoning amendment request to allow clubs in the B-1 zoning district with supplementary standards.

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

Planner I, Micah Woodard stated the DSDC and the Planning Department are requesting the proposed zoning text amendment (ZA-25-04) to allow private clubs or bars within the B-1 zoning district by Special Use Permit, with associated supplementary regulations. Woodard further explained that as of now, Section 6.2 of the UDO includes a Table of Uses where different symbols indicate how uses are allowed. A "P" means a use is permitted by right, while "P(S)" indicates a use is permitted by right with a supplemental standard and may be approved administratively by staff, subject to additional conditions. An "S" designates a special use permit that must be approved by the Town Council, and "S(S)" indicates a special use permit with a supplemental regulation.

The purpose of the amendment is to introduce an additional use within the district to attract visitors to the downtown area and enhance economic vitality. The proposed regulations would limit such establishments to a maximum size of 2,500 square feet, require location within the Town's Social District, establish a minimum 200-foot separation from places of worship, childcare facilities, and residential properties, and restrict the number of establishments to two per block. Planner I, Micah Woodard explained that these limitations are intended to encourage smaller, more upscale venues while mitigating potential impacts such as noise, parking, and congestion.

The presentation also included an overview of North Carolina ABC regulations, noting that the ABC Commission retains authority over permitting and considers factors such as proximity to churches and schools, existing establishments, traffic, and local government recommendations. Examples of how other municipalities regulate similar uses were provided, including spacing requirements, size limitations, and operational restrictions. The current map of the Town's Social District was displayed for reference.

Planner I, Micah Woodard reported that the Planning Board reviewed the amendment on August 7, 2025, and unanimously recommended approval, finding it consistent with the Town of Smithfield Comprehensive Growth Management Plan and in the public interest, subject to the proposed conditions. Staff concurred with this assessment and recommended approval of the amendment.

Woodard provided a PowerPoint presentation in addition to his staff report. An additional handout by DSDC Director Heidi Gilmond *Supporting the Addition of Bars in the B1 Historic Downtown Business District* was added to the official record of the Town Clerk.

Councilman Travis Scott noted that the current presentation differed from a prior version and asked why the proposal was now limited to the B-1 district, and not O & I. Planner I, Micah Woodard responded that, after discussion, it made more sense to keep the change confined to B-1 because it is a smaller area with less overall impact. Scott then asked what would happen if an approved establishment later outgrew the 2,500-square-foot size limit. Woodard explained that, if the size cap is adopted in the ordinance, the Town could not administratively allow an expansion beyond that limit; the applicant would need to seek relief through an additional special use permit or possibly a variance, and staff would enforce the adopted size restriction.

Mayor Pro Tem Sloan Stevens noted that breweries and distilleries were already allowed in the B-1 district, Woodard concurred.

Councilman John Dunn clarified with staff that the current proposal is to require special use permits for private clubs and bars in B-1, consistent with the original amendment, and that the reference to "permitted with supplemental standards" came from planning board comments but that the amendment as presented includes a special use permit requirement. Dunn confirmed with Woodard that applicants would need to come back before the Council for a permit.

There was some discussion among the Board regarding the differentiation from bars versus private clubs, with Woodard noting he would defer to the UDO definitions.

Councilwoman Doris Wallace expressed concern for crime with regard to a cluster of bars and clubs concentrated in one area. She stated, she was not saying this would happen here, but in her experience, it is a problem.

Mayor Pro Tem Sloan Stevens noted that the proposed supplemental regulation and special use permit (SUP) process would require each establishment to come before the Council, giving the Council the ability to reassess and deny future requests if problems develop.

Councilman Travis Scott asked Planning Staff what kinds of conditions could be imposed when deciding an SUP. Staff explained that SUP conditions are generally tied to the required findings of fact and that conditions can typically be applied to aspects of the use, potentially including hours of operation, though at some point it can become a legal stretch.

Town Attorney Bob Spence added that special use permits are designed to prevent adverse effects on the community, so any conditions, such as limiting the number of establishments or restricting hours, must be justified by evidence of potential adverse impact, and the Council must be prepared to prove those impacts if enforcement or revocation is later challenged.

Councilman Stevens further commented that downtown Smithfield will not fully thrive on retail alone and that many successful downtowns are built around restaurants and bars; he stated his belief that, with adequate regulations, enforcement, and police presence, "the good would outweigh the potential negative."

Mayor Andy Moore clarified that bars and private clubs are currently not allowed in B-1, with Woodard noting that they are allowed in B-2 and B-3 with a special use permit, and that if Council wished to reconsider or further refine the proposal, staff would be willing to take it back to the drawing board. Mayor Moore acknowledged citizen concerns but expressed support for exploring this option with proper limitations, noting positive experiences in other communities where patrons can safely walk to nightlife establishments and enjoy additional after-hours options without significant issues. Mayor Moore acknowledged that adopting the amendment would involve some risk regarding the types of establishments that might locate downtown but stated that, if the Town wants to revitalize downtown and provide more after-hours options, this proposal is an important opportunity. Mayor Pro Tem Sloan Stevens agreed, adding that particularly since parking after hours is not a significant issue.

Councilman John Dunn confirmed with staff that a special use permit (SUP) is a quasi-judicial process, and that if an applicant meets all required findings of fact, Council generally must approve the request and cannot deny it solely because members feel there are already "too many" such businesses downtown. Planner I Micah Woodard explained that the benefit of the proposed supplemental standard is that it effectively caps the use by: (1) limiting it to a very specific geographic area and (2) restricting it to no more than two establishments per block. Under this framework, if a caller inquires about opening a bar at a particular address and the block already has two approved establishments, staff could advise that the block has reached capacity and cannot accommodate another bar unless one closes. Staff emphasized that this built-in cap provides a clear framework that prevents the Town from having to approve every qualifying application.

Upon questioning, staff also confirmed that the regulation would only apply to properties that are both in the B-1 zoning district and within the existing social district, which is a relatively small area, and clarified that within the social district, patrons may carry alcohol in approved containers.

Councilman John Dunn asked if the social district expands, would this also expand the potential for more bars in the B-1, with Woodard stating this was correct, but that to expanding the district would require Board approval.

Billy Massengill of 210 N 2<sup>nd</sup> St., Smithfield spoke in opposition to any zoning change that would allow bars or nightclubs in the B-1 district or extend the social district north of Market Street toward his neighborhood. He cited prior late-night noise problems from an event venue at 135 N. Third Street as an example of the disturbance such uses can cause to nearby homes. He expressed concern about noise, property values, and family life, stating that bars and nightclubs are not compatible with adjacent residential areas. He emphasized he is not against bars or nightclubs generally, but believes they should remain in the existing social district, and warned that expansion toward North Smithfield would harm the historic residential character of the neighborhood.

Pam Lampe of Second Street spoke against allowing private clubs and bars in the B-1 district. She said B-1 should remain focused on retail, services, churches, library, and civic uses, and that using bars to boost economic vitality feels desperate. She noted that bars and private clubs are already allowed in other zoning districts and could be handled by site-specific rezonings rather than a blanket UDO change, which would also impact the historic overlay district. She urged Council to deny the amendment, citing the community's investment in the UDO and raising procedural concerns about the application, including the lack of a clearly identified petitioner and property owner on the paperwork.

Christopher Lopez of 315 N. Third Street supported the amendment and agreed with prior pro-amendment comments. Drawing on his 10+ years in the food and beverage industry, he said the proposed limits (2,500 sq. ft. and restricted hours) would help responsibly manage bar uses. He emphasized the need for a community "third place" downtown so residents can meet friends and socialize without driving to other towns, improving both safety and sense of community. Lopez added that drinking culture has shifted toward more moderate and non-alcoholic options, and argued that additional, well-regulated establishments on South Third Street would significantly benefit downtown Smithfield.

DSDC Director Heidi Gilmond explained that the amendment request has been under discussion for months, not sudden. She said there is a vacant South Third Street property that has attracted serious interest from two experienced bar owners who want a bar/speakeasy in the historic downtown, but they need zoning clarity before committing. Gilmond emphasized that food and beverage uses drive foot traffic and help nearby retail, and noted research indicating well-run establishments do not inherently increase crime, especially when existing noise, outdoor seating, and social district rules are enforced. She confirmed she signed the application. Interim Town Manager Kim Pickett further confirmed that the proposal was reviewed multiple times by the DSDC board and the Planning Board before reaching Council.

Janice Wagstaff of 405 South Fourth Street stated that she supports approval of the zoning text amendment. She explained that her family enjoys walking downtown but finds there is very little to do after 5:00 p.m. She believes that, with the right conditions and environment in place, allowing these establishments would be very positive and successful for Smithfield, would draw visitors from other communities, and would make local residents happier. She noted that the Town already has noise ordinances and other restrictions, and expressed confidence that the proposal would work well under those rules.

There was some discussion among the Board for adding a chronic crime violations condition consistent with other towns as presented in staff's report. Town Attorney Bob Spence cautioned that if Council tries to regulate or revoke a bar's approval based on chronic violations or crime, the Town must be prepared to prove a factual connection between the violations and that specific establishment. He noted that every additional condition of approval becomes a separate issue of fact that must be supported by evidence if later enforced in court (for example, proving that particular crimes downtown are attributable to a given bar). He advised that, if Council wants to move in this direction, it should consider carefully how such standards and enforcement mechanisms are written into the ordinance. He noted these things must be able to be proven if it comes down to attempting to close someone's business.

Councilman John Dunn also raised the question of whether Council wishes to impose tighter hours of operation what are the guidelines set by. It was discussed that the Town would follow state law, noting that many bars operate until around 1:00-2:00 a.m. and that there is currently no specific closing-time limitation in the UDO.

*Councilman Travis Scott made a motion, seconded by Councilman Stephen Rabil to close the public hearing. Unanimously approved.*

*Mayor Pro Tem Sloan Stevens made a motion, seconded by Councilman Roger Wood to recommend approval of Zoning Text Amendment ZA-25-04, including the agreed-upon supplemental regulation, with a statement declaring that the request is consistent with the Town of Smithfield Comprehensive Growth Management Plan and that the request is reasonable and in the public interest. The motion carried with a vote of six to one, with Councilman Travis Scott voting against the zoning text amendment.*

#### **CITIZENS' COMMENTS:**

- Stephanie Avery of Smithfield referenced prior discussion about the athletic stadium and asked for clarification on the former town manager Scott's funding request to the County Commissioners. The citizen stated they had been unable to determine whether the request was approved or

denied, and, if approved, why no county funding appeared in the most recent budget presentation. Interim Town Manager Kim Pickett stated that the County is expected to provide \$1 million this year and \$1 million next year toward the project. Staff explained they have been in communication with the County Manager regarding the timing of the funding, and that the County is preparing a memorandum of understanding (MOU). Once the MOU is received and finalized, the County is expected to release the first \$1 million, with the second \$1 million to follow in the next fiscal year, consistent with the original agreement between the County and former Town Manager Scott.

#### **CONSENT AGENDA ITEMS:**

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

- 1. Approval of Minutes:**
  - a. February 24, 2026 – Recessed Budget Session
  - b. March 3, 2026 – Regular Session
- 2. Consideration and request for approval to Unseal Closed Session Minutes**
- 3. Amendment 1 of Declarations Covenants, Conditions of Easements and Restrictions - West Smithfield Business Park:** Town staff respectfully presents for Council consideration a First Amendment to the Declaration of Covenants for the West Smithfield Business Park, submitted by SST Properties, LLC, the declarant. The amendment would accommodate a future connector road to enhance access, circulation and ongoing development within the business park.
- 4. Special Event: Harbor Silent Walk - Temporary Use Permit Request:** Harbor, Inc. is requesting approval to conduct a silent awareness walk on April 22, 2026.
- 5. Special Event: RV Boat Show – Temporary Use Permit Request:** The Council is being asked to allow an RV Show at Carolina Premium Outlets from April 3 - 12, 2026.
- 6. Special Event: Bulldog Harley-Davidson Tacos and Test Rides – Temporary Use Permit Request:** The Town Council is being asked to allow Bulldog Harley-Davidson to hold a Tacos and Test Rides event on April 11, 2026.
- 7. Special Event: Bulldog Harley-Davidson Third Anniversary Celebration – Temporary Use Permit:** The Council is being asked to allow Bulldog Harley-Davidson to hold their 3<sup>rd</sup> Anniversary Celebration on April 18, 2026.
- 8. Special Event: Bulldog Harley-Davidson Throttle and Tunes – Temporary Use Permit Request:** The Town Council is being asked to allow Bulldog Harley-Davidson to hold a Throttle & Tunes event on April 25, 2026.
- 9. Special Event: Bulldog Harley-Davidson Bike Night – Temporary Use Permit Request:** Council is being asked to allow Bulldog Harley-Davidson to hold Bike night on April 30, 2026.

- 10. Consideration and Request for approval of the Career Ladder Promotion for a Water Plant Employee:** The Public Utilities Department respectfully requests approval to promote one employee from Water Plant Operator II to Water Plant Operator III.
- 11. Consideration and Request for approval of the Career Ladder Promotion for a Water Plant Employee:** The Public Utilities Department respectfully request approval to promote another employee from Water Plant Operator II to Water Plant Operator III.
- 12. Consideration and Request for approval to adopt Resolution 803:** The Council is being asked to adopt a Resolution ratifying the negotiation for and the acquisition of real property located at 1408 Buffalo Road (and two adjacent lots) in Smithfield, NC 27577.

**RESOLUTION NO. 803 (10-2026)**  
**A RESOLUTION OF THE TOWN OF SMITHFIELD TOWN COUNCIL RATIFYING**  
**THE NEGOTIATION FOR AND THE ACQUISITION OF REAL PROPERTY**  
**LOCATED AT**  
**1408 BUFFALO ROAD (and two adjacent lots), IN SMITHFIELD, NC 27577**

**WHEREAS**, the Town Council of the Town of Smithfield possesses the legal authority to acquire real property for municipal purposes; and

**WHEREAS**, on **January 6, 2026**, the Town Council met in closed session pursuant to N.C.G.S. § 143-318.11(a)(5) to instruct then-Town Manager Michael Scott to initiate contact with a realtor regarding the potential acquisition of the property identified as **1408 Buffalo Road, Smithfield, NC 27577 and the adjacent lots on Buffalo Road on either side**; and

**WHEREAS**, on **January 20, 2026**, the Town Council again met in closed session pursuant to N.C.G.S. § 143-318.11(a)(5) and directed then-Town Manager Michael Scott to negotiate a formal purchase contract for said property in the amount of **\$350,000.00**, including an earnest money deposit of **\$10,000.00**; and

**WHEREAS**, on **February 3, 2026**, the Town Council met in closed session pursuant to N.C.G.S. § 143-318.11(a)(5), during which Interim Town Manager Kim Pickett informed the Council that the acquisition was proceeding as part of a multiple lot expansion of the town park that including recent acquisitions of property adjacent to the park from the Lampe family and that furthermore, the Town Attorney now had the necessary legal documentation for a final closing date for the expansion of the park into these three lots; and

**WHEREAS**, finalizing any negotiations on the three lots on Buffalo Road, the town officially closed on the purchase of all three on **March 6, 2026 as recorded in Book 1418, page 1408**; and

**WHEREAS**, in accordance with the requirements of the North Carolina Open Meetings Law, the Town Council desires to officially report this acquisition in open session and ratify all prior actions taken by Town staff though the purchase has been of public record since the end of negotiations and the closing.

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

1. **RATIFICATION:** The Town Council hereby ratifies and confirms the purchase of the lots located at or adjacent to 1408 Buffalo Road, Smithfield, NC for the sum of \$350,000.00.
2. **AUTHORIZATION:** All actions taken by the former Town Manager, Interim Town Manager, and Town Attorney to execute the purchase contract and close the transaction are hereby approved.
3. **PUBLIC RECORD:** This resolution shall serve as the official public notice of the acquisition, to be presented during the public meeting held on **April 7, 2026**, and shall be recorded in the official minutes of the Town.

Adopted this 7th day of April, 2026.

**13. Consideration and Request for approval to enter into a contract with Heat Transfer Solutions for HVAC services for the amount of \$7,128.**

*Removed:*

~~**14. Consideration and request for approval to enter into a Grounds Maintenance Contract with Lion Group Services for the amount of \$59,592.**~~

**15. Consideration and request for approval to enter into a Soil Boring agreement with S&ME for the amount of \$15,200.**

**16. New Hire Report**

**Business Items:**

*Removed:*

~~**1. Consideration and Request for approval to enter into an agreement with Red Speed School Zone Speed Cameras:** The Smithfield Police Department is requesting that the Town Council approve the installation of automated school zone speed enforcement cameras to improve roadway safety in designated school zones. The agreement is structured to ensure safety benefit to the community without impacting the Town's budget.~~

*Removed:*

~~**2. Consideration and request for approval authorizing the demolition of property located at 1500 Buffalo Road:** Town staff respectfully requests the review and consideration of funds to be used for demolition as outlined in staff's report at a total cost of \$15,950.~~

*Added:*

*At the Mayor's discretion, and with the consensus of the Board, item for videotaping Planning Board meetings was discussed before the baseball venue item.*

***3. Consideration to have the Planning Board Meetings Video Taped***

*Councilwoman Doris Wallace made a motion to have Planning Board meetings videotaped.*

Councilwoman Doris Wallace stated this was the second time this issue has come before the Council. The mayor clarified with Wallace that her request is to have Planning Board meetings filmed. Wallace agreed and also stated the Planning Board has requested numerous times to meet with the Town Council, and no commitment has been made to do so. Wallace stated that in fairness, the Council should at least meet with them. Mayor Moore asked Interim Town Manager, Kim Pickett what would be required of staff to address videotaping the Planning Board meetings.

During discussion on recording Planning Board meetings, the Interim Town Manager explained that video recording requires staff to be present after hours to operate cameras and then spend additional time the next day uploading the files, similar to Council meetings. She noted the Planning Board is an advisory board without quasi-judicial or formal public hearings and questioned whether the Town intends to video record all advisory boards if it does so for the Planning Board. She emphasized that this request is not a high priority compared to budget work, but staff will follow whatever direction Council gives.

Councilwoman Wallace responded that questions often arise about whether Planning Board minutes are accurate, and stated that having meetings videotaped would eliminate such disputes; Pickett stated if there is concern about how minutes are taken, that can also be addressed separately. Councilwoman Doris Wallace reiterated that it was her personal opinion that Planning Board meetings should be recorded, noting that the Town spends money on many other things and that there needs to be clarity of record for applicants who come seeking permissions and approvals. In light of recent difficult topics and after-the-fact confusion, Councilman Travis Scott added that it is not unreasonable to record these meetings, pointing out that the County broadcasts its meetings professionally; he suggested starting the practice and revisiting it later if needed. Staff clarified that audio-only recording is already feasible, and that the key policy decision for Council is whether it wants video recorded and published (e.g., on YouTube) or simply audio recorded and retained.

In continued discussion on recording Planning Board meetings, the Interim Town Manager clarified that she had not refused the request but had not yet prepared a staff report because it was not at the top of her priority list. Councilwoman Wallace iterated that staff should offer something, and not state the issue is not priority. Pickett re-stated that it was not that she would not address the issue, only that it was not at the top of her list. It was confirmed that meetings are currently audio recorded. It was further specified that the Planning Board's request is specifically for video, and that such video should be available to the Board, citizens, or Council members upon request.

*Councilman Travis Scott made a motion, seconded by Councilman Gettys Cohen, Jr. to begin videotaping the Planning Board Sessions.*

There was discussion on Councilman Scott's motion interjected by Mayor Pro Tem, Sloan Stevens—who requested clarity about staffing and cost, noting that Planning Board meets on Thursday nights and asking whether there are sufficient budget or overtime funds and whether specific staff (e.g., existing AV personnel) are available. Pickett also wanted clarity for whether the Town would upload the videos to YouTube or simply record and retain them. Councilman Travis Scott stated his motion did not reference YouTube, but was meant to record and archive meetings.

Councilman Scott further added in response to staffing that he did not expect a significant budget impact, suggesting that employees who would press the "record" button likely are not overtime-eligible and that basic recording could be done without major cost.

Mayor Andy Moore expressed no objection in principle to recording but stressed the need to ensure there is adequate staff capacity and that recording involves more than just "pushing a button," especially on evenings when some staff have already been working since early morning, although some have signed on to do so.

Councilwoman Doris Wallace reiterated that prior disputes over what the Planning Board "said" or "did not say" could have been avoided if meetings had been video recorded, and maintained that video would provide clearer documentation than audio alone, where it can be difficult to discern who is

speaking at all times, citing a specific prior issue. There was some discussion with the Planning Board Chairman, who was in attendance and confirmed that sometimes what is said cannot be heard at certain times in the voice recordings.

Media Manager Brian Eaves addressed the Council regarding the concerns about prior Planning Board recordings, explaining that one meeting a couple of months ago was affected by a power outage in the building, which caused some microphones to fail. As a result, during that meeting (and possibly one Planning Board session), only about half of the microphones were working. He emphasized that this was a very irregular event; in his seven-and-a-half years with the Town, it is the only time he recalls such a problem. Eaves further clarified that the Town does audio-record every Planning Board meeting, and that the microphone failure was an exception, not a recurring issue.

The Mayor and Council agreed that video recording Planning Board meetings can be done permitting staff available on a trial basis to see how it goes for a couple of months to see how it works.

It was discussed that there were two motions on the floor. Councilman Travis Scott stated he would retract his motion. Councilman Roger Wood asked for clarity from Wallace for the motion on the floor. Councilwoman Doris Wallace stated that she wanted to include in her motion to add in her request that the Town Council schedule a meeting with the Planning Board. Councilman Travis Scott asked the Clerk to restate the motion. Town Clerk, Elaine Andrews stated the motion she just heard for clarity, which was:

*Doris Wallace made a motion have the Planning Board meetings recorded by video and to arrange a meeting with the Town Council for the Planning Board. The motion was seconded by Councilman Gettys Cohen, Jr. and unanimously approved by the Board.*

**Added:**

#### **4. Consideration for Baseball Venue Discussions**

Councilman Travis Scott stated that he appreciated Council's consideration of the baseball venue matter discussed in closed session. He requested that the clerk enter into the record the document presented to Council—a *Letter of Intent for Legion Field*, concerning the original preferred site for the baseball stadium. He said he believed this option could resolve many issues and potentially bring all parties to a more favorable position, particularly in light of the economic impacts discussed in the original plan, while acknowledging there were still unanswered questions with that proposal. He also expressed ongoing concern about issues raised regarding the north side of town and emphasized the need for transparency.

Councilman Scott then made the following motion:

*Councilman Travis Scott made a motion, seconded by Councilwoman Doris Wallace to pause all activity on the baseball stadium project at Community Park; to direct staff to validate the signed letters of intent; and to begin the process of entering into a contract with the American Legion for the original preferred stadium site, thereby preserving Community Park in its current condition for citizens to continue enjoying.*

Councilman Scott added further discussion. He stated that there are still many unanswered questions about the baseball stadium project, including the overall concept, the costs associated with replacing Community Park's facilities (Grandstand/fields), and other pitfalls he does not believe were fully presented to the current Council, particularly given recent staff changes. He stated that all of these factors need to be considered to ensure the project moves in the right direction. Councilman Scott emphasized that, as the representative for District 3 and North Smithfield, he has heard his constituents' concerns "loud and clear" and is committed to advocating for them and seeking solutions. He thanked fellow councilmembers who have reached out and supported this effort.

Scott then asked that the letter of intent regarding the alternative stadium site be entered into the record, noting they are not legally binding, and sought the mayor's guidance on whether it would be appropriate to have them read aloud that evening in the interest of transparency. He reiterated that his goal—and the Council's—is to be transparent with the public about the discussions and negotiations surrounding the project. The mayor then agreed to read the document into the record.

*Attorney Bob Spence Read the following:*

1

**TOWN OF SMITHFIELD**

350 East Market Street | Smithfield, North Carolina 27577

**LETTER OF INTENT FOR LEGION FIELD**

**Lease of Baseball Stadium Facility, Ball Fields, and Adjacent Parking**

*Johnston County Tax Parcel ID No. 15007014*

*Smithfield, Johnston County, North Carolina*

Date: April 7, 2026

**FROM:** Town of Smithfield, North Carolina ("Town")

350 East Market Street, Smithfield, NC 27577

**TO:** Pou Parrish American Legion Post 132, Smithfield, North Carolina ("Legion")

Smithfield, NC 27577

The Town and the Legion enter this Letter of Intent ("LOI") to set forth their mutual understanding and the principal terms under which the Parties intend to negotiate a formal Long-Term Lease Agreement for the property described below. This generally Non-Binding Letter of Intent is nevertheless an effort to define substantive terms and conditions based upon which the American Legion negotiate a final contract to locate the TOBS Baseball Stadium on the ballfield, hereinafter referenced as "Legion Field", being a portion of the Johnston Community College Foundation land leased by the American Legion as part of Johnston County Tax Parcel 15007014.

**Except as stated in Section 8, this LOI is non-binding** and does not constitute a lease, option, or enforceable commitment. No binding lease obligation arises until a formal Long-Term Lease Agreement is authorized by the Town Council and duly executed by all Parties.

**I. Property.**

The property is Johnston County Tax Parcel ID No. 15007014, as recorded in the Johnston County Register of Deeds ("Property"). If Pitchi Street were extended south to the railroad, the leased area would include all of the Property within the Street extension as well as that portion of the Property to the west of the Street Extension including all ball fields and adjacent parking areas on the Property, as shall be more particularly described in the Long-Term Lease Agreement and set out in more specificity in a Site Plan, hereinafter referenced. The property at the southern end of Pitchi Street on Johnston GIS and between Smithfield Housing Units off Dail Street on the east, the railroad on the south, and New Vision Partners off Edgerton Street on the west, and four parcels fronting the south side of US Highway 301 on the north. See Source Deed of owner in Book 6528, page 855.

Encumbrances. The Property is owned by the Johnston County Community foundation whose consent is required for any lease. The Legion has a long-term lease for the next 81 years as referenced below in the lease term.

**Exclusion:** The American Legion post building and the immediate parking area directly serving the Legion building are expressly excluded from this LOI and the proposed lease. The Legion always retains full use and control of the Legion building and its immediate parking.

**LETTER OF INTENT FOR LEGION FIELD: Initials**           *ES*

## **2. Purpose.**

The Town intends to develop and operate the leased area as a baseball stadium and public event facility for public sporting events, community events, regional tournaments, and related public programming. The specific scope, design, and phasing shall be established in the Long-Term Lease Agreement.

## **3. Principal Lease Terms.**

Subject to negotiation and execution of the Long-Term Lease Agreement and all required Town Council approvals, the Parties anticipate the following principal terms:

**Lease Term:** Eighty-one (81) years, commencing May 1, 2026.

**Annual Base Rent:** \$24,000.00 per year (\$2,000.00 per month), payable by the Town to the Legion on the first of each month.

**CPI Adjustment:** Annual Base Rent shall adjust annually based on the CPI-U (All Urban Consumers, U.S. City Average, All Items). No single annual increase shall exceed 5% of the then-current rent. No adjustment shall decrease rent below the prior year's rate. Methodology shall be specified in the Long-Term Lease Agreement.

**Existing Lease Buyout Payment:** One Hundred Forty Thousand Dollars (\$140,000.00) ("Buyout Payment"), payable by the Town to the Legion upon execution of the Long-Term Lease Agreement. The Buyout Payment is consideration for the termination of all existing leases, licenses, or use agreements affecting the ball fields and adjacent parking areas on the Property, so that the Town receives exclusive access and possession free and clear of all third-party use rights. Upon receipt of the Buyout Payment, the Legion shall promptly terminate all such existing agreements and shall be solely responsible for any refunds, credits, or other amounts owed to any displaced lessees, licensees, or users. The Town shall have no obligation to any such third parties.

**Exclusive Use:** Upon payment of the Buyout Payment and commencement of the lease term, the Town shall have exclusive rights to use, possess, develop, manage, and operate the ball fields and adjacent parking for the full lease term.

**Permitted Use:** Baseball stadium, public event facility, parking, concessions, community events, and all uses reasonably ancillary thereto, subject to all applicable Town ordinances, zoning, UDO, building codes, and law.

## **4. Parking.**

The adjacent parking areas serving the ball fields are included in the leased premises. The Legion building and its immediate parking are excluded. During events at the stadium facility, any available parking on the Property outside the leased area and outside the Legion's reserved immediate parking shall be available to event attendees on a first-come, first-served basis, subject to any reasonable rules the Parties establish in the Long-Term Lease Agreement.

**Site Plan.** To Clarify the location of the parking the fields and the other site characteristics the parties agree to engage \_\_\_\_\_ to prepare a site plan for the stadium, the access, and the parking with both parties cooperating in full with the preparation of the site plan.

LETTER OF INTENT FOR LEGION FIELD: Initials \_\_\_\_\_



**Inspection.** The Town understands that games are scheduled on weekends through April 12, 2026 but after then the Town may enter the property at will to inspect, survey and evaluate the suitability of the property but shall not substantially damage the grounds.

**5. Exclusivity.**

From the date both Parties sign this LOI, the Legion shall not negotiate or enter any lease, license, or agreement with any third party concerning the ball fields or adjacent parking that would be inconsistent with the Town's rights under this LOI.

**6. Timeline.**

The Parties shall work in good faith to execute the Long-Term Lease Agreement within forty-five (45) days of the date both Parties sign this LOI. If no agreement is executed and no written extension is agreed, either Party may withdraw without liability, subject to the return of any Buyout Payment previously paid.

**7. Preservation of Town Authority.**

Nothing in this LOI limits the Town's police power, zoning authority, code enforcement, permitting authority, or any other governmental authority. All development is subject to applicable ordinances, codes, and law. This LOI does not constitute a zoning decision, development approval, or permit. No vested rights arise from this LOI.

**8. Binding and Non-Binding Provisions.**

This LOI is non-binding except for: (a) the exclusivity provision of Section 5; and (b) each Party's obligation to bear its own costs. All other provisions are statements of mutual intent only. Because the Town is subject to the North Carolina Public Records Act (N.C.G.S. Chapter 132), no confidentiality obligation is imposed on the Town.

**9. General Conditions.**

Execution of the Long-Term Lease Agreement is subject to: (a) satisfactory title search and survey; (b) confirmation the Legion holds sufficient authority to lease the Property for the proposed term; (c) Town Attorney review and approval; (d) Town Council authorization; (e) compliance with N.C.G.S. Chapter 159 (Local Government Fiscal Control Act); and (f) any other requirements of applicable law.

**10. Governing Law & Forum Selection.**

This LOI is governed by North Carolina law. Any dispute shall be subject to the jurisdiction of the General Court of Justice, Superior Court Division, Johnston County, North Carolina.

Executed this the 7<sup>th</sup> day of April, 2027

**Pou Parrish American Legion Post 132 SMITHFIELD, NORTH CAROLINA**

  
Ernest R. Allsbrook, Jr. : Post Commander

LETTER OF INTENT FOR LEGION FIELD: Initials ERK / \_\_\_\_\_

This the \_\_\_ day of \_\_\_\_\_, 2026

TOWN OF SMITHFIELD, a North Carolina Municipal Corporation

\_\_\_\_\_  
Andy Moore, Mayor

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

ATTEST:

\_\_\_\_\_  
Name / Title: Town Clerk

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

(TOWN SEAL)

LETTER OF INTENT FOR LEGION FIELD: Initials EM \_\_\_\_\_

Attorney Spence noted that the Town has not executed the document.

Councilman Travis Scott asked the Clerk to re-read his motion, which the clerk re-stated. Scott added that he wanted to amend his original motion to include giving the mayor the authority to sign the letter of intent.

Mayor Andy Moore stated that he had a couple of questions regarding the document, since it was the first time the Board has seen it, and he was not party to the meetings for its origination. Mayor Moore questioned the

\$140,000 payment, asking when would it be due. He referenced paragraph six, which contained information regarding withdrawal and subject to the return of any buyout payment—questioning the expectation of such payment before an agreement is reached.

Town Attorney Bob Spence explained that he first reviewed the proposed agreement earlier that afternoon and met with the parties around noon to discuss it. At that time, they discussed how the \$140,000 payment would be structured—whether it would be paid monthly (effectively \$140,000 per year), paid annually on July 1, or paid upfront once a binding contract is executed. He noted there was some indication the Town might prefer an upfront payment, and possibly upfront payment of annual rent as well. Attorney Spence clarified that the \$140,000 is intended as a buyout provision to purchase and terminate any existing rights to use the ballpark, including those held by the current concessions' operator and the individual who presently controls use of the field under contract.

Mayor Andy Moore asked for clarification regarding existing agreements on the property, noting that the letter of intent references a buyout of existing leases. He asked whether there is currently an existing lease between the American Legion and the Johnston Community College Foundation, and whether that is the lease being referenced in the buyout language.

Town Attorney Bob Spence clarified that, although some had asked not to name individuals in the document, the American Legion currently has a private contract with a specific individual allowing that person to operate activities on the field, including adult soccer. He explained that this private operating contract—not a lease between the Legion and Johnston Community College—is what the \$140,000 buyout is intended to address. Mayor Moore clarified that he had initially assumed the buyout referred to a lease between the American Legion and the Johnston Community College Foundation. Spence commented that the letter of intent was put together quickly, which contributed to some of the confusion.

Councilman Travis Scott explained that under the proposed Legion Field arrangement, the American Legion would retain control of its building and immediate parking, including use by short-term event tenants, while general parking for stadium events would function largely first-come, first-served, with the Legion willing to help manage traffic. He emphasized that the Legion is flexible and cooperative.

Mayor Andy Moore reiterated that the current document is a non-binding letter of intent, and expressed a preference that all parties sign the letter for clarity. Scott stated his goal was to create a clear record of the terms, noting there had been extensive prior negotiations and that issues staff could not resolve earlier have now been worked out in the present proposal. Scott stated that he would be glad to sign the document, if preferred.

Mayor Andy Moore called for a vote on the motion and the second.

Motion re-stated:

*Councilman Travis Scott made a motion, seconded by Councilwoman Doris Wallace to pause all activity on the baseball stadium project at Community Park; to direct staff to validate the signed letters of intent; and to begin the process of entering into a contract with the American Legion for the original preferred stadium site, thereby preserving Community Park in its current condition for citizens to continue enjoying.*

*The motion was unanimously approved.*

Councilman Travis Scott thanked the Council for its consideration of concerns raised by north side/North Smithfield residents, noting there are many unresolved issues related to traffic, future development, schools, roads, and businesses that still need attention. He expressed appreciation to Mr. Allsbrook for his willingness to work on the alternative stadium arrangement and extended special thanks to Ms. Wallace for her active involvement in organizing meetings and helping move the discussion to its current point.

Ernie Allsbrook stated he felt compelled to address one thing regarding the LOI. He stated he wanted to clarify how the proposed Legion Field arrangement developed. He explained that, in earlier discussions, a major obstacle was the inability to find another location for the soccer league, which was a “deal-killer” at that time. Since then, he renegotiated his existing contract with the party using the field so that, in exchange for the

agreed \$140,000 buyout, they would cancel their contract and vacate the field by May 1, allowing the Town to take over use of the property immediately.

Mr. Allsbrook stated that although the current document is a non-binding letter of intent, he is concerned that the Town might later decide not to proceed, even though the other party has already taken action. He noted that, in reliance on this agreement, they are terminating four employees next week. He asked that it be clearly stated on the record that, while the letter may not be legally binding, it should be treated as morally binding, because actions and commitments have already been made based on its terms and he does not believe the Town should "back off" from it.

Mayor Andy Moore responded to Mr. Allsbrook by thanking him for his efforts and negotiations but emphasizing that the letter of intent is not a legally binding contract and the Town is not yet under a binding obligation. He stated that, based on legal advice, he could not sign the document as if it were binding and wanted that to be clearly understood.

Mr. Allsbrook replied that, while he understood it is not legally binding, he believed the Town should be morally bound at least to the \$140,000 payment, since that amount was negotiated to buy out his existing user's contract. In response, the Mayor Moore asked for clarification on the current lease terms, and Mr. Allsbrook explained that he receives \$500 per month under a long-term contract running through the end of June next year, and that this was the basis for calculating the \$140,000 buyout. He added that the current user is relying on the Town's word and is vacating the field accordingly.

The discussion for this agenda item concluded and the Council moved on to other business.

#### **COUNCILMEMBER COMMENTS:**

- Councilwoman Doris Wallace thanked everyone who helped make their first annual Easter event a success, noting that volunteers helped hide approximately 1,000 eggs and expressing appreciation to all who assisted, including a donor Gary Johnson, Parks and Recreation Director.
- Councilman Roger Wood thanked fellow councilmembers, staff, and members of the public for their support regarding recent health issues. He announced an upcoming barbecue plate fundraiser to be held over the weekend, explained that tickets could be purchased through Friday at 5:00 p.m. or on the day of the event (with additional plates expected to be available), and noted that it would take place in the Town Hall parking lot. The councilmember expressed deep gratitude for the outpouring of community support their family has received.

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

Interim Town Manager **Pickett** reported that:

- The Town's Easter event was very successful, with approximately 6,000 eggs hidden and found within about five minutes.
- She announced upcoming observances: Electric Lineman Day on April 13 and Administrative Professionals Day on April 22.
- She announced a Town-Wide Litter Sweep on April 25, from 8:00 a.m. to 12:00 p.m., focused on cleaning parks and areas around the Greenway prior to the Ham & Yam Festival, and invited volunteers to contact her.
- She noted the employee picnic will be held on May 22 at Community Park.
- She announced additional community events: a mother-son Dance on April 11 and the second River Jam concert on April 24, encouraging attendance and noting the band will be Cooper Green.

Pickett also noted that by Council needed to recess this meeting until April 16 at 6:30 to further budget discussions.

**Recess:**

*Councilman Travis Scott made a motion, seconded by Councilman Roger Wood to recess the meeting for budget discussions on April 16, 2026 at 6:30 at approximately 10:45 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: 05/05/2026

---

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

---

## Issue Statement

The Council is being asked to allow Bulldog Harley-Davidson to hold Wheels, Waffles and Wins on May 9, 2026.

## Financial Impact

None.

## Action Needed

Council approval of the Temporary Use Permit Application

## Recommendation

Staff recommends approval of the Temporary Use Permit Application

Approved:  Town Manager  Town Attorney

## Attachments:

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



# Staff Report

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

---

Bulldog Harley-Davidson is requesting to hold Wheels, Waffles and Wins at 1043 Outlet Center Drive on May 9, 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. Waffled Up will be onsite selling from their food truck.



# Temporary Use Permit Application

Completed applications must be submitted at least 6 weeks prior to the event by emailing Julie Edmonds at [julle.edmonds@smithfield-nc.com](mailto:julle.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>WHEELS, WAFFLES + WINS</u>	1043 Outlet Center Dr Smithfield, NC 27577
Name of Event	Location of Event/Use (exact street address)

### APPLICANT:

Name Michelle Winn

Address 1043 Outlet Center Dr

Phone number 919-938-1592

Email address Michelle@bulldogharleydavidson.com

Event date 5/9/26

### PROPERTY OWNER:

Name Carson Baker

Address 1508 Hope Mills Rd, Fayetteville, NC 28304

Phone number 9107348504

Email address Carson@bulldogharleydavidson.com

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

Will food or goods be sold? Y or N

Event start and end time 11-4

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

Sound Amplification Type —

Sound Amplification Start and End Times —

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

# Waffled Up

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

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

**OWNERS AUTHORIZATION**

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

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

Property Owners Name (print) CFB Powersports, LLC  
Address 1043 Outlet Center Dr Zip 27577  
Phone Number 919-938-1592 Email carson@bulldogbarleydavidson.com  
Signature: [Signature] Date: 4/7/26

**OWNER'S CONSENT FORM**

Name of Event: WHEELS, WAFFLES & TWINS Submittal Date: 4/7/26

**OWNERS AUTHORIZATION**

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

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

[Signature] Signature of Owner  
Carson Baker Agent Name  
4/7/26 Date

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

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

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

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

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

2 beers per person at event

**Temporary Use Submittal Checklist:**

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

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

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

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

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

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

Michelle Winn

Applicant's Name (Print)

Michelle Winn  
Signature

4/17/26

Date

Town Planning Director Signature:

[Signature]

Date:

4/16/24

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

Permit  Transitional Permit  
Date: 06/02/2025

Name of Establishment: Waffled Up Permittee: Waffled Up  
Location Address: po box 64 224 East holden ave, Manager/Person in Charge: Darryl Washington  
City: Wake Forest State: NC Zip: 27588 County: Franklin  
Billing Name: Waffled Up Status Code: 1 - New Permit/Opening Sheet  
Billing Address: po box 64, Establishment ID: 4035030060  
City: Wake Forest State: NC Zip: 27588 Map #: \_\_\_\_\_ Parcel ID: \_\_\_\_\_  
Email Address: waffledupinfo@gmail.com Lat: \_\_\_\_\_ Long: \_\_\_\_\_  
Phone: (980) 550-0468 Fax: \_\_\_\_\_ Emergency Phone Number: \_\_\_\_\_

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

Wastewater Systems:  Municipal/Community  On-Site Capacity: \_\_\_\_\_ Category #:  0  1  2  
Water Supply:  Municipal/Community  On-Site  3  4  
Pushcart/Mobile Food Unit operating in conjunction with: MAD FLAVORZ / 4035010540  
Restaurant or Commissary Name and ID number

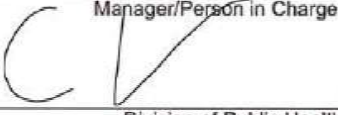
Conditions/Remarks:  
-Return to comisary daily for fresh water.  
-Return to comisary daily to dispose of grey water.  
-Notify local health dept of all set up locations.  
-Follow all NC rules and regs.  
-Notify local health dept of any menu or equipment changes.

Attachments

**Transitional Permit Conditions**

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

Received By: \_\_\_\_\_ Title: \_\_\_\_\_ Date: 06/02/2025

  
Signed By: \_\_\_\_\_ REHS#: 2293 - Valentin, Charles Date: 06/02/2025  
Division of Public Health

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



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
07/23/2025

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

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

<b>PRODUCER</b>  Jackie Newkirk 3721 Lynn Road Suite 118  Raleigh NC 276133855	<b>CONTACT NAME:</b> Jackie Newkirk <b>PHONE (A/C, No., Ext):</b> 919-781-5050 <b>E-MAIL ADDRESS:</b> jackie.newkirk.g0im@statefarm.com	<b>FAX (A/C, No.):</b>
	<b>INSURER(S) AFFORDING COVERAGE</b>	
	<b>INSURER A:</b> State Farm Fire and Casualty Company	<b>NAIC #</b> 25143
	<b>INSURER B:</b>	
	<b>INSURER C:</b>	
	<b>INSURER D:</b>	
	<b>INSURER E:</b>	
	<b>INSURER F:</b>	

<b>INSURED</b> WAFFLEDUP LLC PO BOX 64  WAKE FOREST NC 275880064	<b>CERTIFICATE NUMBER:</b>	<b>REVISION NUMBER:</b>
--	----------------------------	-------------------------

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 EXCLUSION MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADD INSD	SUB WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC OTHER:	N	N	93-QK-6372-5	06/24/2025	06/24/2026	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED \$ RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y/N <input checked="" type="checkbox"/> N/A (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> \$ E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

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

<b>CERTIFICATE HOLDER</b>	<b>CANCELLATION</b> SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  <b>AUTHORIZED REPRESENTATIVE</b>  This form was system-generated on 07/23/2025
---------------------------	---

# Food Establishment Inspection Report

Score: 98.5

Establishment Name: WAFFLED UP

Establishment ID: 4035030060

Location Address: PO BOX 64 224 EAST HOLDEN AVE

City: WAKE FOREST State: North Carolina

Zip: 27588 County: 35 Franklin

Permittee: WAFFLED UP

Telephone: (980) 550-0468

Inspection  Re-Inspection  Educational Visit

Wastewater System:

Municipal/Community  On-Site System

Water Supply:

Municipal/Community  On-Site Supply

Date: 08/28/2025

Status Code: A

Time In: 6:08 PM

Time Out: 7:05 PM

Category#: II

FDA Establishment Type:

No. of Risk Factor/Intervention Violations: 1

No. of Repeat Risk Factor/Intervention Violations: 0

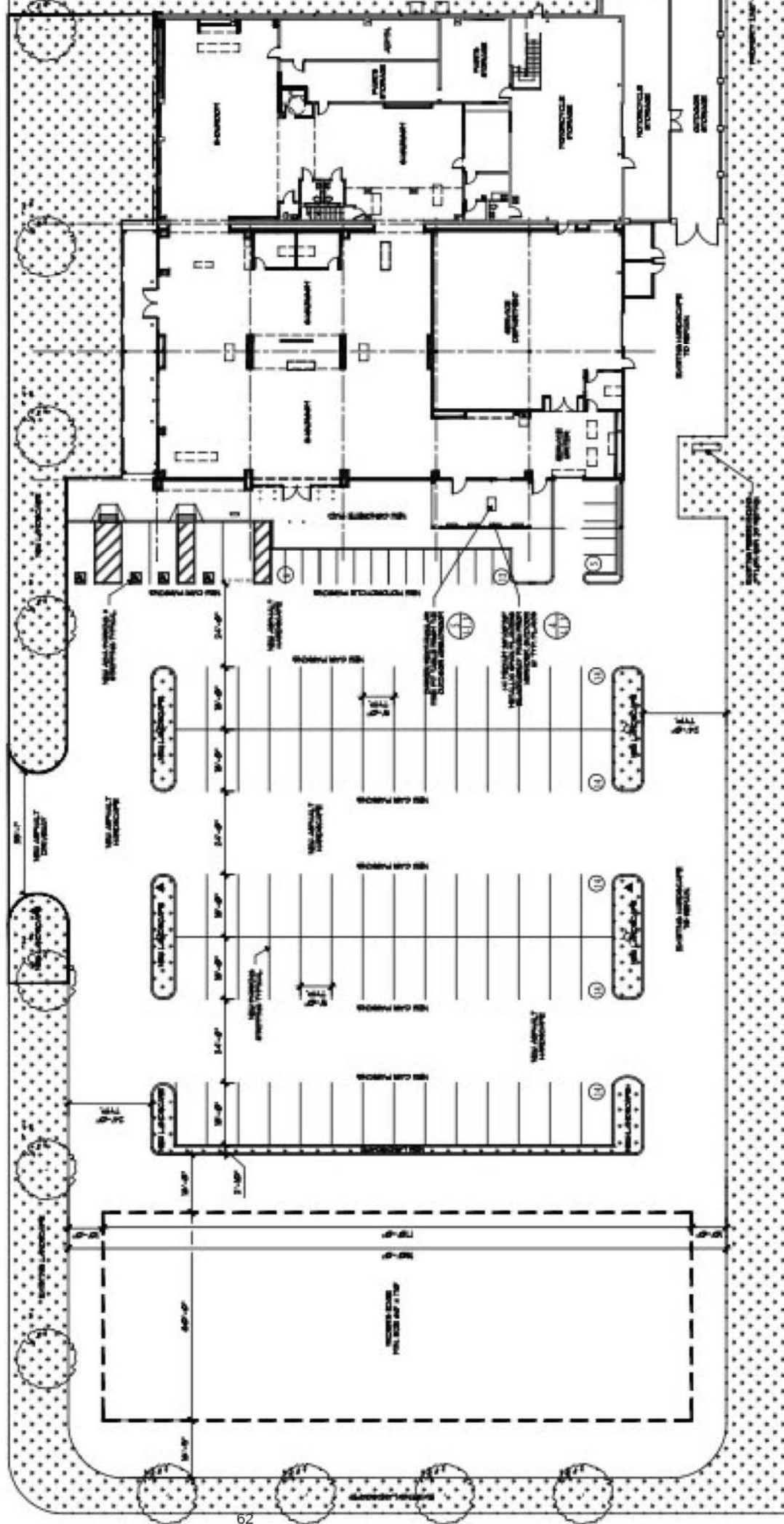
Foodborne Illness Risk Factors and Public Health Interventions						
Risk factors: Contributing factors that increase the chance of developing foodborne illness.						
Public Health Interventions: Control measures to prevent foodborne illness or injury						
Compliance Status	OUT	CDI	R	VR		
<b>Supervision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

Good Retail Practices						
Good Retail Practices: Preventative measures to control the addition of pathogens, chemicals, and physical objects into foods.						
Compliance Status	OUT	CDI	R	VR		
<b>Safe Food and Water</b> .2653, .2655, .2658						
30	<input type="checkbox"/> IN	<input checked="" type="checkbox"/> OUT	<input checked="" type="checkbox"/> N/A		1	0.5 0
Pasteurized eggs used where required						
31	<input checked="" type="checkbox"/> OUT				2	1 0
Water and ice from approved source						
32	<input type="checkbox"/> IN	<input checked="" type="checkbox"/> OUT	<input checked="" type="checkbox"/> N/A		2	1 0
Variance obtained for specialized processing methods						
<b>Food Temperature Control</b> .2653, .2654						
33	<input checked="" type="checkbox"/> OUT				1	0.5 0
Proper cooling methods used; adequate equipment for temperature control						
34	<input type="checkbox"/> IN	<input checked="" type="checkbox"/> OUT	<input checked="" type="checkbox"/> N/A	<input checked="" type="checkbox"/> VO	1	0.5 0
Plant food properly cooked for hot holding						
35	<input type="checkbox"/> IN	<input checked="" type="checkbox"/> OUT	<input checked="" type="checkbox"/> N/A	<input checked="" type="checkbox"/> VO	1	0.5 0
Approved thawing methods used						
36	<input checked="" type="checkbox"/> OUT				1	0.5 0
Thermometers provided & accurate						
<b>Food Identification</b> .2653						
37	<input checked="" type="checkbox"/> OUT				2	1 0
Food properly labeled: original container						
<b>Prevention of Food Contamination</b> .2652, .2653, .2654, .2656, .2657						
38	<input checked="" type="checkbox"/> OUT				2	1 0
Insects & rodents not present; no unauthorized animals						
39	<input checked="" type="checkbox"/> OUT				2	1 0
Contamination prevented during food preparation, storage & display						
40	<input checked="" type="checkbox"/> OUT				1	0.5 0
Personal cleanliness						
41	<input checked="" type="checkbox"/> OUT				1	0.5 0
Wiping cloths: properly used & stored						
42	<input checked="" type="checkbox"/> OUT	N/A			1	0.5 0
Washing fruits & vegetables						
<b>Proper Use of Utensils</b> .2653, .2654						
43	<input checked="" type="checkbox"/> OUT				1	0.5 0
In-use utensils: properly stored						
44	<input checked="" type="checkbox"/> OUT				1	0.5 0
Utensils, equipment & linens: properly stored, dried & handled						
45	<input checked="" type="checkbox"/> OUT				1	0.5 0
Single-use & single-service articles: properly stored & used						
46	<input checked="" type="checkbox"/> OUT				1	0.5 0
Gloves used properly						
<b>Utensils and Equipment</b> .2653, .2654, .2663						
47	<input checked="" type="checkbox"/> OUT				1	0.5 0
Equipment, food & non-food contact surfaces approved, cleanable, properly designed, constructed & used						
48	<input checked="" type="checkbox"/> OUT				1	0.5 0
Warewashing facilities: installed, maintained & used; test strips						
49	<input checked="" type="checkbox"/> OUT				1	0.5 0
Non-food contact surfaces clean						
<b>Physical Facilities</b> .2654, .2655, .2656						
50	<input checked="" type="checkbox"/> OUT	N/A			1	0.5 0
Hot & cold water available; adequate pressure						
51	<input checked="" type="checkbox"/> OUT				2	1 0
Plumbing installed; proper backflow devices						
52	<input checked="" type="checkbox"/> OUT				2	1 0
Sewage & wastewater properly disposed						
53	<input checked="" type="checkbox"/> OUT	N/A			1	0.5 0
Toilet facilities: properly constructed, supplied & cleaned						
54	<input checked="" type="checkbox"/> OUT				1	0.5 0
Garbage & refuse properly disposed; facilities maintained						
55	<input checked="" type="checkbox"/> OUT				1	0.5 0
Physical facilities installed, maintained & clean						
56	<input checked="" type="checkbox"/> OUT				1	0.5 0
Meets ventilation & lighting requirements; designated areas used						
<b>TOTAL DEDUCTIONS:</b>					1.5	





# Bulldog H-D Event Map





# Request for Town Council Action

**Consent  
Agenda  
Item:** **Application  
for  
Temporary  
Use Permit**  
Date: 05/05/2026

---

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

---

## Issue Statement

The Council is being asked to allow Bulldog Harley-Davidson to hold Spice Up Your Ride on May 16, 2026.

## Financial Impact

None.

## Action Needed

Council approval of the Temporary Use Permit Application

## Recommendation

Staff recommends approval of the Temporary Use Permit Application

Approved:  Town Manager  Town Attorney

## Attachments:

1. Staff Report
2. Temporary Use Permit Application



# Staff Report

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

---

Bulldog Harley-Davidson is requesting to hold Spice Up Your Ride at 1043 Outlet Center Drive on May 16, 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. Kao Thai will be onsite selling from their food truck.



## Temporary Use Permit Application

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

### TYPES OF TEMP USE OR EVENT

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

### OTHER TEMP USES

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

<u>Spice up your 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 5/16/26

### PROPERTY OWNER:

Name Carson Baker

Address 1508 Hope Mills Rd, Fayetteville, NC 28304

Phone number 9107348504

Email address Carson@bulldogharleydavidson.com

Event start and end time 11-4

Event set up and clean up time 8AM 4PM

Sound Amplification Type —

Sound Amplification Start and End Times —

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

Will food or goods be sold? Y or N

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

# Kao Thai

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

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

**OWNERS AUTHORIZATION**

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

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

Property Owners Name (print) CFB Powersports, LLC  
Address 1043 Outlet Center Dr zip 27577  
Phone Number 919-938-1592 Email carson@bulldogharleydavidson.com  
Signature: [Signature] Date: 4/7/26

**OWNER'S CONSENT FORM**

Name of Event: SPICE UP YOUR RIDE Submittal Date: 4/7/26

**OWNERS AUTHORIZATION**

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

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

[Signature]  
Signature of Owner

Carson Baker  
Print Name

4/7/26  
Date

Will any town property be used (i.e., streets, parks, greenways)? No  
If any town streets require closure, please list all street names. N/A  
Are event trash cans needed? Y or N How many? N

**Please provide a detailed description of the proposed temporary use or special event:**  
We will have a food truck onsite for guests to the dealership  
2 beers per person at event

**Temporary Use Submittal Checklist:**

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

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

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

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

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

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

Michelle Winn Michelle Winn 4/7/26  
Applicant's Name (Print) Signature Date

Town Planning Director Signature: [Signature] Date: 4/16/26

# Food Establishment Inspection Report

Score: 100

Establishment Name: KAO THAI (WCID #1149)

Establishment ID: 4092030764

Location Address: 11016 CAPITAL BLVD, SUITE 1

City: WAKE FOREST State: North Carolina

Zip: 27587 County: 92 Wake

Permittee: THAI A LA CARTE LLC

Telephone: (919) 426-7500

Inspection  Re-Inspection  Educational Visit

Wastewater System:

Municipal/Community  On-Site System

Water Supply:

Municipal/Community  On-Site Supply

Date: 10/23/2025 Status Code: A

Time In: 4:30 PM Time Out: 5:30 PM

Category#: III

FDA Establishment Type: N/A

No. of Risk Factor/Intervention Violations: 0

No. of Repeat Risk Factor/Intervention Violations: 0

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

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









# Request for Town Council Action

**Consent  
Agenda  
Item:** Application  
for  
Temporary  
Use Permit  
**Date:** 05/05/2026

---

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

---

## Issue Statement

The Council is being asked to allow Bulldog Harley-Davidson to hold Indoor Poker Run on May 23, 2026.

## Financial Impact

None.

## Action Needed

Council approval of the Temporary Use Permit Application

## Recommendation

Staff recommends approval of the Temporary Use Permit Application

Approved:  Town Manager  Town Attorney

## Attachments:

1. Staff Report
2. Temporary Use Permit Application



# Staff Report

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

---

Bulldog Harley-Davidson is requesting to hold Indoor Poker Run at 1043 Outlet Center Drive on May 23, 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. Café 301 will be onsite selling from their food truck.



# Temporary Use Permit Application

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

### TYPES OF TEMP USE OR EVENT

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

### OTHER TEMP USES

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

<u>INDOOR POKER RUN</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 5/23/26

### PROPERTY OWNER:

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

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

Will food or goods be sold? Y or N

Event start and end time 11-4  
 Event set up and clean up time 8AM-4PM  
 Sound Amplification Type —  
 Sound Amplification Start and End Times —

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

## Cafe 301

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

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

**OWNERS AUTHORIZATION**

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

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

Property Owners Name (print) CFB Powersports, LLC  
Address 1043 Outlet Center Dr Zip 27577  
Phone Number 919-938-1592 Email carson@bulldogharleydavidson.com  
Signature: [Signature] Date: 4/7/24

**OWNER'S CONSENT FORM**

Name of Event: INDOOR POKER RUN Submittal Date: 4/7/24

**OWNERS AUTHORIZATION**

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

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

[Signature] Signature of Owner  
Carson Baker Print Name  
4/7/24 Date

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

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

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

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

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

2 beers per person at event

**Temporary Use Submittal Checklist:**

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

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

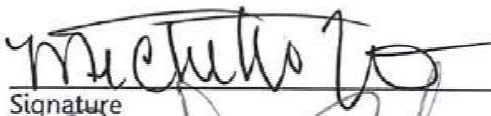
Payment Received By: \_\_\_\_\_

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

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

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

Michelle Winn  
Applicant's Name (Print)

  
Signature

4/7/26  
Date

Town Planning Director Signature: \_\_\_\_\_



Date: 4/16/26

# Food Establishment Inspection Report

Score: 99

Establishment Name: CAFE 301 (WCID #1053)

Establishment ID: 4092030787

Location Address: 1214 E LENOIR ST

City: RALEIGH State: North Carolina

Zip: 27610 County: 92 Wake

Permittee: CAFE 301, LLC

Telephone: (717) 799-5919

Inspection  Re-Inspection  Educational Visit

**Wastewater System:**

Municipal/Community  On-Site System

**Water Supply:**

Municipal/Community  On-Site Supply

Date: 03/11/2026 Status Code: A

Time In: 12:30 PM Time Out: 1:30 PM

Category#: III

FDA Establishment Type: N/A

No. of Risk Factor/Intervention Violations: 0

No. of Repeat Risk Factor/Intervention Violations: 0

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

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







# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

02/09/2026

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

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

<b>PRODUCER</b> Harris & Company - Cary Office 215 E Chatham St. Suite 120 Cary NC 27511		<b>CONTACT NAME:</b> Brittany Coley <b>PHONE (A/C, No., Ext):</b> (919)467-8126 <b>E-MAIL ADDRESS:</b> brittany@hc1935.com <b>FAX (A/C, No):</b> (919)467-8175	
<b>INSURED</b> Cafe 301 LLC 3133 Waterford Forest Cir Cary NC 27513		<b>INSURER(S) AFFORDING COVERAGE</b> <b>INSURER A:</b> Erie Insurance Company NAIC # 26263 <b>INSURER B:</b> Erie Insurance Exchange 26271 <b>INSURER C:</b> <b>INSURER D:</b> <b>INSURER E:</b> <b>INSURER F:</b>	

**COVERAGES**

CERTIFICATE NUMBER:

REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:			Q61-0636547	01/09/2026	01/09/2027	EACH OCCURRENCE \$ 1000000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1000000 MED EXP (Any one person) \$ 5000 PERSONAL & ADV INJURY \$ 1000000 GENERAL AGGREGATE \$ 2000000 PRODUCTS - COMP/OP AGG \$ 2000000 \$
B	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			Q01-0931089	01/09/2026	01/09/2027	COMBINED SINGLE LIMIT (Ea accident) \$ 1000000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<input type="checkbox"/> <b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <input type="checkbox"/> <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

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

**CERTIFICATE HOLDER****CANCELLATION**

INSUREDS COPY	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>Brittany Coley</i>
---------------	--

Fax: ACORD 25 (2016/03)

Email:

© 1988-2015 ACORD CORPORATION. All rights reserved.

The ACORD name and logo are registered marks of ACORD



# Request for Town Council Action

**Consent  
Agenda  
Item:** **Application  
for  
Temporary  
Use Permit**  
Date: 05/05/2026

---

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

---

## Issue Statement

The Council is being asked to allow Bulldog Harley-Davidson to hold Bike Night on May 28, 2026.

## Financial Impact

None.

## Action Needed

Council approval of the Temporary Use Permit Application

## Recommendation

Staff recommends approval of the Temporary Use Permit Application

Approved:  Town Manager  Town Attorney

## Attachments:

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



# Staff Report

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

---

Bulldog Harley-Davidson is requesting to hold Bike Night at 1043 Outlet Center Drive on May 28, 2026. This event will run from 5:00 pm to 8:00 pm. Two beers will be given away to customers age 21 and older. Vic's Pizza will be onsite selling from their food truck.



# Temporary Use Permit Application

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

### TYPES OF TEMP USE OR EVENT

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

### OTHER TEMP USES

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

<u>Bike Night</u> Name of Event	<u>1043 Outlet Center Dr Smithfield, NC 27577</u> 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 MAY 28, 2014

### 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 5-8

Event set up and clean up time 3pm-8pm

Sound Amplification Type —

Sound Amplification Start and End Times —

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

**Vic's Pizza**

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

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

**OWNERS AUTHORIZATION**

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

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

Property Owners Name (print) CFB Powersports, LLC  
Address 1043 Outlet Center Dr Zip 27577  
Phone Number 919-938-1592 Email carson@bulldoghordleydavidson.com  
Signature: [Signature] Date: 4/7/26

**OWNER'S CONSENT FORM**

Name of Event: Bike Night Submittal Date: 4/7/26

**OWNERS AUTHORIZATION**

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

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

[Signature] Signature of Owner      Carson Baker Agent Name      4/7/26 Date

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

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

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

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

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

2 beers per person at event

\_\_\_\_\_

**Temporary Use Submittal Checklist:**

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

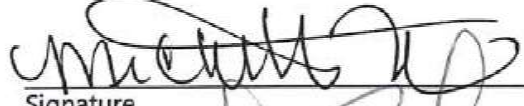
Method of Payment Cash Check# \_\_\_\_\_ Credit Card \_\_\_\_\_ Amount \$ \_\_\_\_\_

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

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

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

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

Michelle Winn \_\_\_\_\_  4/7/26  
Applicant's Name (Print) Signature Date

Town Planning Director Signature:  Date: 4/16/26

# Food Establishment Inspection Report

Score: 98

Establishment Name: VIC'S PIZZA TRUCK (WCID #917)

Establishment ID: 4092030602

Location Address: 2161 S WILMINGTON ST

City: RALEIGH State: North Carolina

Zip: 27603 County: 92 Wake

Permittee: VIC'S PIZZA BUS II, LLC DBA VIC'S PIZZA TRUCK

Telephone: (919) 818-4847

Inspection  Re-Inspection  Educational Visit

**Wastewater System:**

Municipal/Community  On-Site System

**Water Supply:**

Municipal/Community  On-Site Supply

Date: 02/16/2026 Status Code: A

Time In: 11:30 AM Time Out: 12:35 PM

Category#: III

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

No. of Risk Factor/Intervention Violations: 1

No. of Repeat Risk Factor/Intervention Violations: 0

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

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







# Request for Town Council Action

**Consent  
Agenda  
Item:** **Application  
for  
Temporary  
Use Permit**  
**Date:** 05/05/2026

---

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

---

## Issue Statement

The Council is being asked to allow Bulldog Harley-Davidson to hold Bulldog Unchained Rally on May 30, 2026.

## Financial Impact

None.

## Action Needed

Council approval of the Temporary Use Permit Application

## Recommendation

Staff recommends approval of the Temporary Use Permit Application

Approved:  Town Manager  Town Attorney

## Attachments:

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



# Staff Report

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

---

Bulldog Harley-Davidson is requesting to hold Bulldog Unchained Rally at 1043 Outlet Center Drive on May 30, 2026. This event will run from 10:00 am to 9:00 pm. A live band will perform and alcohol will be available for purchase. Smash Masters and Gent's Bounty BBQ will be onsite selling from their food trucks.



# Temporary Use Permit Application

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

### TYPES OF TEMP USE OR EVENT

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

### OTHER TEMP USES

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

<u>Bulldog Unchained Rally</u>	1043 Outlet Center Dr Smithfield, NC 27577
Name of Event	Location of Event/Use (exact street address)

### APPLICANT:

Name Michelle Winn

Address 1043 Outlet Center Dr

Phone number 919-938-1592

Email address Michelle@bulldogharleydavidson.com

Event date 5/30/26

### 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 10AM - 9PM

Event set up and clean up time 6AM - 9PM

Sound Amplification Type SPEAKERS

Sound Amplification Start and End Times 11AM - 8PM

# Food Trucks (if applicable) 2 **Smash Masters & Gent's Bounty BBQ**  
 (Each Food Truck Requires Certificate of Inspections by Johnston County)

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

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

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

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

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

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

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

~~2 licenses per person at event~~ ABC LICENSE SELLING BEER

BAND

**Temporary Use Submittal Checklist:**

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

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

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

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

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

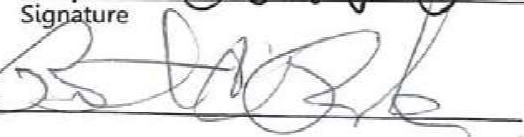
I hereby certify that the information contained in this application is true to the best of my knowledge and I further certify that this event/use will be conducted per all applicable local laws. I certify that I have received the attached information concerning the regulations for temporary uses. If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

Michelle Winn  
Applicant's Name (Print)

  
Signature

4/17/26  
Date

Town Planning Director Signature: \_\_\_\_\_



4/16/26  
Date

**OWNERS AUTHORIZATION**

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

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

Property Owners Name (print) CFB Powersports, LLC  
Address 1043 Outlet Center Dr Zip 27577  
Phone Number 919-938-1592 Email carson@bulldoghardleydavidson.com  
Signature: [Signature] Date: 4/7/26

**OWNER'S CONSENT FORM**

Name of Event: Bulldog Unchained Rally Submittal Date: 4/7/26

**OWNERS AUTHORIZATION**

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

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

[Signature] Signature of Owner  
Carson Baker Print Name  
4/7/26 Date

Name of Establishment: Smash Masters Permittee: Smash Masters  
 Location Address: po box 432 Manager/Person in Charge: Robert Thompson  
 City: bunn State: NC Zip: 27508 County: Franklin  
 Billing Name: Smash Masters Status Code: I - New Permit/Opening Sheet  
 Billing Address: po box 432 Establishment ID: 4035030045  
 City: bunn State: NC Zip: 27508 Map #: \_\_\_\_\_ Parcel ID: \_\_\_\_\_  
 Email Address: smashmastersfood@gmail.com Lat: \_\_\_\_\_ Long: \_\_\_\_\_  
 Phone: (919) 414-9170 Fax: \_\_\_\_\_ Emergency Phone Number: \_\_\_\_\_

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

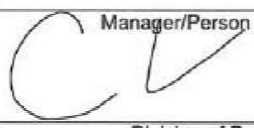
Wastewater Systems:  Municipal/Community  On-Site Capacity: \_\_\_\_\_ Category #:  0  2  
 Water Supply:  Municipal/Community  On-Site  3  4  
 Pushcart/Mobile Food Unit operating in conjunction with: LEVY'S SOUL CAFE / 4035010521  
 Restaurant or Commissary Name and ID number

Conditions/Remarks:  
-Follow all NC rules and regs.  
-Notify local health dept of set up locations.  
-Notify local health dept of any menu changes.  
-Return to commissary daily.

Attachments

**Transitional Permit Conditions**

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

Received By: \_\_\_\_\_ Title: \_\_\_\_\_ Date: 05/23/2024  
 Manager/Person in Charge  
 Signed By:  \_\_\_\_\_ REHS#: 2293 - Valentin, Charles Date: 05/23/2024  
 Division of Public Health

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



# Food Establishment Inspection Report

Score: 100

Establishment Name: GENTS' BOUNTY BBQ LLC

Establishment ID: 6096030139

Location Address: 718 BUCK SWAMP RD

City: GOLDSBORO State: North Carolina

Zip: 27530 County: 96 Wayne

Permittee: WILLIAM VANSKIKE

Telephone: (919) 750-2812

Inspection  Re-Inspection  Educational Visit

**Wastewater System:**

Municipal/Community  On-Site System

**Water Supply:**

Municipal/Community  On-Site Supply

Date: 03/19/2026 Status Code: A

Time In: 4:45 PM Time Out: 5:15 PM

Category#: III

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

No. of Risk Factor/Intervention Violations: 0

No. of Repeat Risk Factor/Intervention Violations: 0

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

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







# CERTIFICATE OF LIABILITY INSURANCE

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

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

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

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

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

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

INSR LTR	TYPE OF INSURANCE	ADD INSD	SUB WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
B	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC OTHER:	N	N	93-AP-F122-0	08/15/2025	08/15/2026	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
A	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY	N	N	468 7340-A29-33B	07/29/2025	01/29/2026	COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ 50,000 BODILY INJURY (Per accident) \$ 100,000 PROPERTY DAMAGE (Per accident) \$ 50,000 \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED    RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
B	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	N/A	93-LG-0815-7	09/08/2024	09/08/2025	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER \$ E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

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

**CERTIFICATE HOLDER**                      **CANCELLATION**

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

© 1988-2015 ACORD CORPORATION. All rights reserved.

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

Permit  Transitional Permit

Name of Establishment: GENTS' BOUNTY BBQ LLC Permittee: WILLIAM VANSKIKE  
 Location Address: 718 BUCK SWAMP RD Manager/Person in Charge: WILLIAM VANSKIKE  
 City: GOLDSBORO State: NC Zip: 27530 County: Wayne  
 Billing Name: WILLIAM VANSKIKE Status Code: A - Open For Business  
 Billing Address: 718 BUCK SWAMP RD Establishment ID: 6096030139  
 City: GOLDSBORO State: NC Zip: 27530 Map #: \_\_\_\_\_ Parcel ID: \_\_\_\_\_  
 Email Address: gentsbountybbq@gmail.com Lat: \_\_\_\_\_ Long: \_\_\_\_\_  
 Phone: (919) 750-2812 Fax: \_\_\_\_\_ Emergency Phone Number: \_\_\_\_\_  
 Permission is granted to operate a 3 - Mobile Food as defined in G.S. 130A-247(I) and 130A-248, Regulation of Food and Lodging Facilities. See permit requirements in Rules. This permit is not transferable and may be revoked to failure to comply with all requirements.

Wastewater Systems:  Municipal/Community  On-Site System Capacity: \_\_\_\_\_ Category #: 3  
 Water Supply:  Municipal/Community  On-Site System  
 Pushcart/Mobile Food Unit operating in conjunction with: TOREROS AUTHENTIC MEXICAN RESTUARANT / 6096010617  
 Restaurant or Commissary Name and ID number

Conditions/Remarks:

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

Attachments

Transitional Permit Conditions

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

Received By: [Signature] Title: OWNER Date: 12/14/2022  
 Manager/Person in Charge  
 Signed By: Lewis, Scott REHS#: 1539 Date: 12/13/2022  
 Division of Public Health

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

EHS 1341 (revised 07/12)  
 Environmental Health Section

# Food Establishment Inspection Report

Score: 100

Establishment Name: GENTS' BOUNTY BBQ LLC

Establishment ID: 6096030139

Location Address: 718 BUCK SWAMP RD

City: GOLDSBORO State: North Carolina

Zip: 27530 County: 96 Wayne

Permittee: WILLIAM VANSKIKE

Telephone: (919) 750-2812

Inspection  Re-Inspection  Educational Visit

Wastewater System:

Municipal/Community  On-Site System

Water Supply:

Municipal/Community  On-Site Supply

Date: 03/19/2026 Status Code: A

Time In: 4:45 PM Time Out: 5:15 PM

Category#: III

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

No. of Risk Factor/Intervention Violations: 0

No. of Repeat Risk Factor/Intervention Violations: 0

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

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



## Comment Addendum to Food Establishment Inspection Report

**Establishment Name:** GENTS' BOUNTY BBQ LLC  
**Location Address:** 718 BUCK SWAMP RD  
**City:** GOLDSBORO **State:** NC  
**County:** 96 Wayne **Zip:** 27530  
**Wastewater System:**  Municipal/Community  On-Site System  
**Water Supply:**  Municipal/Community  On-Site System  
**Permittee:** WILLIAM VANSKIKE  
**Telephone:** (919) 750-2812

**Establishment ID:** 6096030139  
 Inspection  Re-Inspection **Date:** 03/19/2026  
 Educational Visit **Status Code:** A  
**Comment Addendum Attached?**  **Category #:** III  
**Email 1:** gentsbountybbq@gmail.com  
**Email 2:**  
**Email 3:**

### Temperature Observations

Item/Location	Temp	Item/Location	Temp	Item/Location	Temp
Cole slaw/cooler	38				
shredded cheese/top of prep cooler	38				
air/small cooler	33				
brisket/hot holding	189				
collards/hot holding	176				
hot water/3 comp sink	123				

**Person in Charge (Print & Sign):** *First* *Last*   
**Regulatory Authority (Print & Sign):** Jessica *First* *Last*   
**REHS ID:** 2208 - Carter, Jessica **Verification Dates:** Priority: **Priority Foundation:** Core:  
**REHS Contact Phone Number:** (919) 731-1181 **Authorize final report to be received via Email:**



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

Permit  Transitional Permit

Name of Establishment: GENTS' BOUNTY BBQ LLC Permittee: WILLIAM VANSKIKE  
 Location Address: 718 BUCK SWAMP RD Manager/Person in Charge: WILLIAM VANSKIKE  
 City: GOLDSBORO State: NC Zip: 27530 County: Wayne  
 Billing Name: WILLIAM VANSKIKE Status Code: A - Open For Business  
 Billing Address: 718 BUCK SWAMP RD Establishment ID: 6096030139  
 City: GOLDSBORO State: NC Zip: 27530 Map #: \_\_\_\_\_ Parcel ID: \_\_\_\_\_  
 Email Address: gentsbountybbq@gmail.com Lat: \_\_\_\_\_ Long: \_\_\_\_\_  
 Phone: (919) 750-2812 Fax: \_\_\_\_\_ Emergency Phone Number: \_\_\_\_\_  
 Permission is granted to operate a 3 - Mobile Food as defined in G.S. 130A-247(I) and 130A-248,  
 Regulation of Food and Lodging Facilities. See permit requirements in Rules. This permit is not transferable and may be revoked to failure to  
 comply with all requirements.

Wastewater Systems:  Municipal/Community  On-Site System Capacity: \_\_\_\_\_ Category #: 3  
 Water Supply:  Municipal/Community  On-Site System  
 Pushcart/Mobile Food Unit operating in conjunction with: TOREROS AUTHENTIC MEXICAN RESTUARANT / 6096010617  
 Restaurant or Commissary Name and ID number

Conditions/Remarks:

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

Attachments

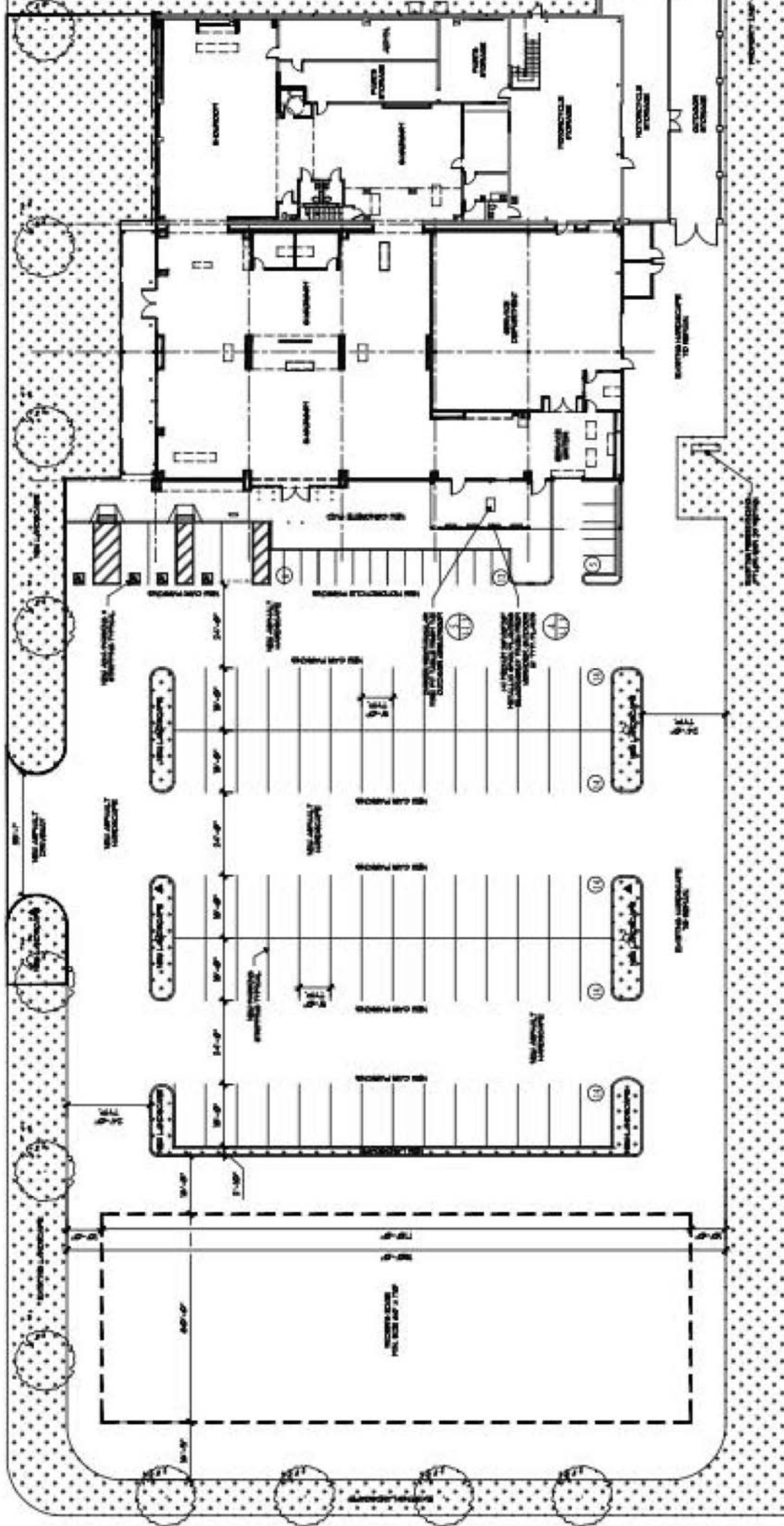
Transitional Permit Conditions

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

Received By: [Signature] Title: OWNER Date: 12/14/2022  
 Manager/Person in Charge  
 Signed By: Lewis, Scott REHS#: 1539 Date: 12/13/2022  
 Division of Public Health

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

# Bulldog H-D Event Map





# Request for Town Council Action

**Consent  
Agenda  
Item:** **Application  
for  
Temporary  
Use Permit**  
Date: 05/05/2026

---

**Subject:** Michael's Amusements, Inc.  
**Department:** Planning Department  
**Presented by:** Planning Director – Brent Reck  
**Presentation:** Consent Agenda Item

---

### Issue Statement

Michael's Amusements, Inc. is requesting to hold a Spring Carnival at Carolina Premium Outlets May 14 through May 24, 2026.

### Financial Impact

None.

### Action Needed

Council approval of the Temporary Use Permit Application

### Recommendation

Staff recommends approval of the Temporary Use Permit Application

Approved:  Town Manager  Town Attorney

### Attachments:

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



# Staff Report

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

---

Michael's Amusements, Inc. is requesting to hold a Spring Carnival at Carolina Premium Outlets May 14 through May 24, 2026. This event will be held at 1025 Outlet Center Drive. The hours of operation will be 5pm to 11pm on weekdays and 1pm to 11pm on weekends. Over 100 people are expected to attend. Food will be sold. Smithfield Police will be contacted by the applicant to provide security. No trash cans have been requested.



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

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

### Temporary Use Permit Application

#### TYPES OF TEMP USE OR EVENT

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

#### OTHER TEMP USES

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

Carolina Premium Outlets Spring Carnival	1025 Outlet Center Drive, Smithfield, NC
Name of Event	Location of Event/Use (exact street address)

Name Michael's Amusements, Inc. - Michael Reisinger Address P.O. Box 64636, Fayetteville, NC 28306

Phone number 910-391-0313 Email address tthiessen@kevaworks.com

Event date May 14 - 24, 2026 Will alcohol be sold or served? No

Event start time Weekdays 5pm - 11pm  
Weekends 1pm - 11pm Event end time 11pm

Event set up time May 11 - 7am Event cleanup time May 25 - 26 7am - 5pm

Sound amplification hours \_\_\_\_\_ Will food or goods be sold? Food

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

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

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

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

Are event trash cans needed? \_\_\_\_\_ How many? \_\_\_\_\_ Carnival will provide trash cans for patron usage and will rent a roll off dumpster to contain all trash

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

Payment received by: \_\_\_\_\_

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

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

Michael Reisinger      *Michael Reisinger*      4.23.26  
Applicant's Name (print)      Signature      Date

Planning Director signature: *[Handwritten Signature]*      Date: 4/23/2026

**OWNERS AUTHORIZATION**

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

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

Property owners name (print) \_\_\_\_\_

Address \_\_\_\_\_ Zip \_\_\_\_\_

Phone number \_\_\_\_\_ Email \_\_\_\_\_

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

# OWNER'S CONSENT FORM

Name of Event: Michael's Amusements, Inc. Carnival Submittal Date: 4/23/26

## OWNERS AUTHORIZATION

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

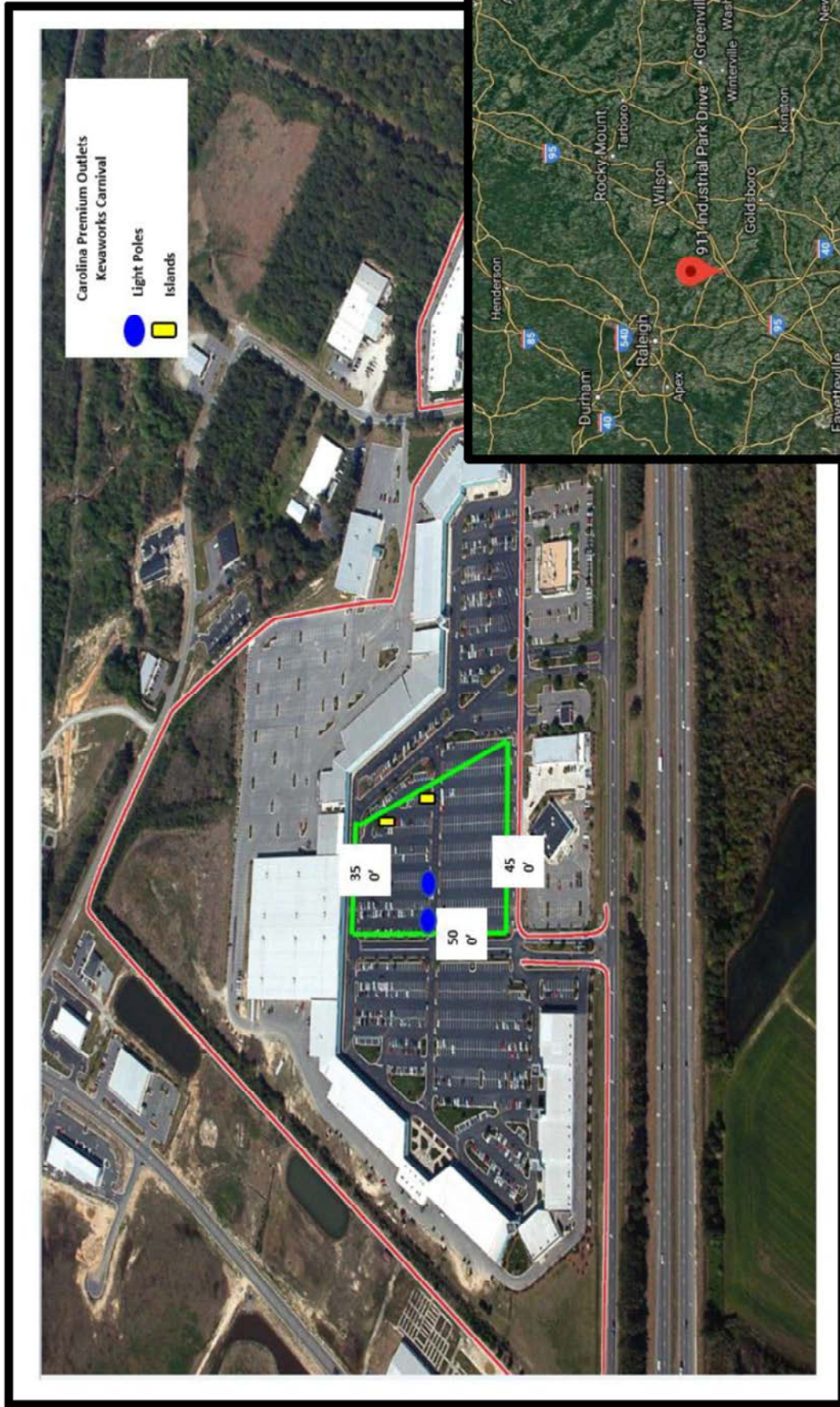
I hereby certify I have full knowledge the property I have an ownership interest in the subject of this application. I understand that any false, inaccurate or incomplete information provided by me or my agent will result in the denial, revocation or administrative withdrawal of this application, request,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

Julie Gasper  
*Signature of Owner*

Julie Gasper  
*Print Name*

4/23/26  
*Date*

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



- KevaWorks 760-832-8620









# Request for Town Council Action

<b>Consent Agenda Item:</b>	<b>Career Ladder Promotion</b>
<b>Date:</b>	<b>05/05/2026</b>

---

**Subject:** Career Ladder Promotion  
**Department:** Public Utilities Department  
**Presented by:** Public Utilities Director - Ted Credle  
**Presentation:** Consent Agenda Item

---

## Issue Statement

Staff respectfully requests approval of a career ladder promotion for an employee at the Water Plant. This promotion will advance this employee from a Water Plant Trainee to a Water Plant Operator I.

## Financial Impact

The funds for this career ladder advancement were included into the approved and adopted FY 2025 - FY 2026 budget. The employee will go from (\$17.66/hr to \$20.21/hr) for a total impact of \$1,326.00 for the remainder of the budget year.

## Action Needed

Approve the career ladder promotion for the employee at the water treatment plant

## Recommendation

Staff recommends approval of the promotion

Approved:  Town Manager  Town Attorney

## Attachments:

1. Staff Report
2. Copy of the Employee Certification
3. Copy of the approved career ladder



# Staff Report

**Consent Career  
Agenda Ladder  
Item: Promotion**

---

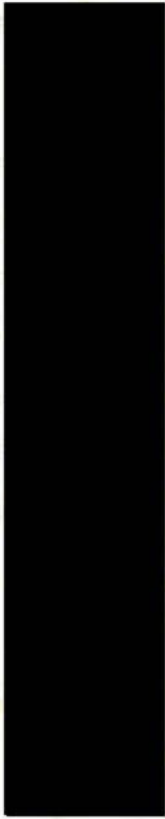
In keeping with stated Town goals of retaining highly qualified employees, in 2016 the Town Council approved a career ladder within the Water Plant for employees to advance their career and become a more highly valued employee.

The employee attended training in September of 2025. By State law, took the certification test at least 30 days after the training school was completed. This employee obtained certification in March 2026. This career ladder increase will promote the employee from Water Plant Trainee to Water Plant Operator I.

\*\*

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

hereby certifies that



Having given satisfactory evidence of the necessary qualifications required by Chapter 90A of the General Statutes of North Carolina, *is* hereby authorized to practice as a grade "C-~~3~~uriance"  
*Water Treatment Facility Operator*

in the State of North Carolina



IN TESTIMONY WHEREOF: THE BOARD OF CERTIFICATION ISSUES  
THIS CERTIFICATE UNDER THE SEAL OF THE BOARD AND SIGNATURE  
OF THE CHAIRMAN EFFECTIVE THE 23RD DAY OF MARCH, 2026.  
THIS CERTIFICATION SUBJECT TO ANNUAL RENEWAL PROCEDURES.

RANI HOLLAND, CHAIR

CERTIFICATE NO. XXX59



## WATER TREATMENT PLANT CAREER LADDER

TITLE	PAY GRADE	EXPERIENCE/QUALIFICATION
Water Plant Trainee	Pay Grade 11	Beginner
Water Plant Operator I	Pay Grade 12	"C" Certification & 6 months
Water Plant Operator II	Pay Grade 13	"B" Certification & 18 months
Water Plant Operator III	Pay Grade 14	"A" Certification & 30 months
Water Plant Mechanic/Operator	Pay Grade 13	(As Vacancies arise)
Chief Water Plant Operator	Pay Grade 20	(As Vacancies arise)
Water Plant Chemist	Pay Grade 20	(As Vacancies arise)
Water Plant Supervisor	Pay Grade 22	(As Vacancies arise)

### EXPLANATION OF ELIGIBILITY FOR CAREER LADDER POSITIONS:

**Water Plant Trainee:** is the title given to a worker who is coming on board with little, or no, experience. This is granted to someone looking to begin their career in the Water Plant Division. This individual will have no certification and 0-12 months experience. This title has been given the pay grade of 11.

**Water Plant Operator I:** is the title given to a worker who has obtained the first level of certification, the completion of "Operator C" licensure. This certification will only be granted by the State of North Carolina after the candidate has a minimum of 6 months of work experience, has attended the appropriate training class, and has successfully passed the required, written exam. This title has been given the pay grade of 12.

**Water Plant Operator II:** is the title given to a worker who has obtained the second level of certification, the completion of "Operator B" licensure. This certification will only be granted by the State of North Carolina after the candidate has obtained the "Operator C" licensure, has a minimum of 18 months of work experience, has attended the appropriate training class, and has successfully passed the written exam. This title has been given the pay grade of 13.

**Water Plant Operator III:** is the title given to a worker who has obtained the third level of certification, the completion of "Operator A" licensure. This certification will only be granted by the State of North Carolina after the candidate has obtained the "Operator B" licensure, has a minimum of 30 months of work experience, has attended the appropriate training class, and has successfully passed the written exam. This title has been given the pay grade of 14.



# Request for Town Council Action

**Consent  
Agenda  
Item:** **Police  
Career  
Ladder  
Promotion**  
  
**Date:** 05/05/2026

---

**Subject:** Career Ladder Promotion of a POII to MPO  
**Department:** Police Department  
**Presented by:** Chief of Police – Pete Hedrick  
**Presentation:** Consent Agenda Item

---

## Issue Statement

The Police Department requests to promote a police officer from the rank of Police Officer II (POII) to Master Police Officer (MPO).

## Financial Impact

The salary increase of \$640.00 for the remainder of the fiscal year will be covered by the Police Department's FY 2025-2026 budget, and will not require a budget amendment. The annual salary increases for FY 2026-2027 will be \$3,328.00.

## Action Needed

The Police Department respectfully requests that the Town Council approve the Career Ladder promotion of a POII to the rank of MPO.

## Recommendation

Staff recommends Council approval the promotion of a POII to the rank of MPO.

Approved:  Town Manager  Town Attorney

## Attachments:

1. Career Ladder
2. Officer Request /Training



# Staff Report

**Consent Career  
Agenda Ladder  
Item Promotion**

---


This is a request to promote an officer from the rank of Police Officer II (POII) to Master Police Officer (MPO), moving from pay grade 802 to pay grade 803. Under the Town's Employee Handbook, all career ladder promotions to a higher pay grade will be accompanied by an increase to the next minimum pay grade salary or 5% increase, whichever is greater.

The officer has followed the Career Ladder policy previously approved by the Council. The attached documentation supports the completion of the requirements for Career Ladder promotion from Police Office II (POII) to Master Police Officer (MPO).

The Police Chief recommends approval of the promotion and that the officer be awarded the 5% salary increase in accordance with Section 18 of the Employee Handbook.

**Smithfield Police Department**  
**Interoffice Memorandum**

Date: 03/09/2026

To: Deputy Chief J. F. Grady 

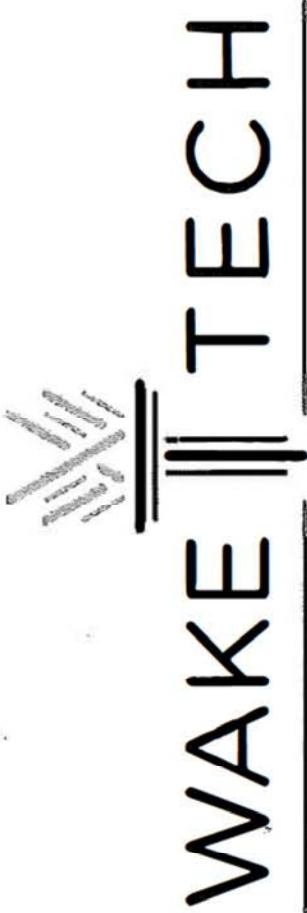
From:

Subject: Advancement to M.P.O Career Ladder Position.

This memorandum is a formal letter requesting advancement to the level of M.P.O. The following is information required by General Orders (504- Promotions & Career Development) to proceed with the consideration for this assignment.

I meet the minimum application requirements in that:

- I have served as a Police Officer II for over one year.
- I have completed a 40-hour management/ supervision course (Field Training Officer).
- I have completed the CIT (Crisis Intervention Team) program and received a certificate.
- I have received a "Better than Satisfactory" on my last two annual performance appraisals.
- I have not received any disciplinary action in my career with the Smithfield Police Department.



COMMUNITY COLLEGE

**PUBLIC SAFETY EDUCATION CAMPUS**

This Certifies That

Has Successfully Completed

**Field Training Officer (F.T.O.)**

March 3 - 6, 2026

(40 Hours)



*Dr. Jamie Wicker*

*Provost, Public Safety Education*

*Milco Training Solutions*

# Johnston Community College

Smithfield, North Carolina  
This Certifies That

has satisfactorily completed the required hours of instruction in

## CRISIS INTERVENTION TRG (CIT)

and has earned a grade of

S - Satisfactory

FOR 40.00 CONTACT HOURS

THIS COURSE CARRIES 4.00 CONTINUING EDUCATION UNITS

Date: 03/28/25

Instructor: Nami Johnston County Nc Inc



President



Chairperson - Board of Trustees



**Chapter 500**  
**Personnel Policy 504: Promotions & Career Development**  
**Effective Date: January 1, 2014 Revised Date: March 07, 2022**  
**Approved by: Chief Robert K. Powell**

*RK Powell*

**I. POLICY STATEMENT**

It shall be the policy of the Department to select the most qualified candidates to fulfill the duties and responsibilities of each position within the agency. All aspects of this policy are in keeping with the Department's goals as an equal opportunity employer.

**II. COMMENTARY**

The purpose of this directive is to establish guidelines for the administration of the Department's promotion process.

A career ladder program will provide for the advancement of police officers who demonstrate increasing levels of knowledge, skills, and abilities. Advancement and promotional processes will be administered fairly and impartially, using testing and evaluation mechanisms that evaluate past performance as well as future potential through the use of job-related criteria.

**III. PROCEDURES**

**A. Administration**

1. The Smithfield Police Department is responsible for the administration of the promotion process. When deemed necessary, assistance may be utilized from other entities within or outside of Town government.
2. The Chief of Police has the authority and responsibility for administering the Department's promotion process. All promotional materials will be maintained and secured in the Chief's office.
3. Responsibilities of the Chief of Police include:
  - a) Maintaining authority over all phases of the process
  - b) Determining the skills, knowledge, and abilities required for each position
  - c) Initiating promotional processes on an as-needed basis
  - d) Selecting a candidate for promotion at the completion of the process

4. The Chief of Police may delegate selected duties to other Departmental employees to facilitate the promotional process.

5. When it is deemed in the best interest of the Department, the Chief of Police may waive any of the prescribes qualifications or eligibility requirements, except those established by the North Carolina Criminal Justice Education and Training Standards Commission or other legal authority.

**B. Vacancy Announcements**

1. Prior to the commencement of any promotional process, the Department will post written notices announcing the following information:

- a) Description of the position to be filled;
- b) Description of eligibility requirements;
- c) Closing date

2. Personnel eligible to participate in the promotional process will submit a letter of intent through the chain of command to the Chief of Police. The candidate's supervisor and each person in the chain of command will indicate approval or disapproval of the candidate's suitability to participate in the process. Disapprovals must be justified in writing and forwarded to the Chief of Police.

3. Once the application period for the given position has been officially closed, all eligible applicants who meet the minimum requirements for the position will be considered for the Department's promotional process. The Chief of Police or designee will ensure the eligibility of the applicants prior to the beginning of the promotion process.

4. When deemed necessary, the Chief of Police has the authority to order a written test for any promotional process. Written tests given will be standardized, validated, and approved by the Town Human Resources Department.

5. An officer who is not recommended for promotion by his/her supervisor will receive a written recommendation for improvement and a follow-up date for review by the supervisor. The officer has the right to appeal through the appropriate chain of command to the Chief of Police.

**C. Promotional Procedures**

1. Chief of Police or designee will conduct a review of applicable Human Resources and Departmental personnel records in order to evaluate the promotional potential of the candidates. This review serves to verify law enforcement credentials, certifications, and work performance history of the applicants to ensure that the minimum qualifications have been met for each applicant. Candidates are not ranked at this point of the process; however, candidates who do not meet all the preferred qualifications for the position may be eliminated at this stage of the process. Candidates are ranked according to their promotional potential only at the completion of the assessment center phase of the promotion process.

2. The promotional process will consist of an assessment designed to measure each candidate's ability to perform the specific job; The assessment will evaluate each candidate's performance in handling job-related problems and situations through specially-developed simulation exercises; Promotional assessments may include, but are not limited to, written projects, oral presentations, oral interviews, conflict role plays, and counseling role plays.
3. Prior to each promotional process, promotional procedures will be reviewed to determine current applicability. A description of the selection process will be provided to each candidate.
4. The Chief of Police will evaluate the Department's promotional process as needed. The process will be evaluated for validity and effectiveness. All components of the promotion process will be job related and non-discriminatory. Tests used in the process will be purchased from a commercial vendor that have completed validity studies for job relatedness and non-discriminatory practices.
5. For general promotional purposes, lateral entry from other agencies for supervisory positions will not be commonly practiced. However, prior experience at another law enforcement agency may be used toward meeting the requirements for a higher level position after initial entry requirements (including probationary period) are met. Prior experience with another agency will be assessed and a lateral-entry candidate's eligibility for hire above the classification of entry level officer will be evaluated by the Chief of Police on a case-by-case basis. (Exception to this is the position of Chief of Police and any other senior management positions as determined by the Town Manager).
6. Newly hired and newly promoted personnel will serve a probationary period of six months as required by the Town of Smithfield *Personnel Policy*. An evaluation of performance will be conducted after the completion of six months for newly promoted personnel. Newly hired personnel will be evaluated in accordance with Departmental standards.

D. Minimum Qualifications for Promotion

1. Sergeant

To be eligible for promotion to the position of Sergeant, candidates must:

- a) Have served as a Master Police Officer for two years;
- b) Have completed a total of 172 training hours;
- c) Within 12 months of promotion to Sergeant, an officer must complete First Line Supervision;
- d) Have been awarded the Intermediate Law Enforcement Certificate by the North Carolina Criminal Justice Education and Training Standards Commission;
- e) Have received a rating of "Better than Satisfactory" or higher on the last two annual performance appraisals or a rating of "Outstanding" on the last annual performance appraisal;
- f) The effect of disciplinary action on eligibility for advancement is at the supervisor's discretion.

## 2. Lieutenant

To be eligible for promotion to the position of Lieutenant, candidates must:

- a) Have served as a Sergeant for two years;
- b) Within 12 months of promotion to Lieutenant, an officer must complete a Law Enforcement management program such as AOMP, FBI National Academy, etc;
- c) Have been awarded the Intermediate Law Enforcement Certificate by the North Carolina Criminal Justice Education and Training Standards Commission;
- d) Have received a rating of "Better than Satisfactory" or higher on the last two annual performance appraisals or a rating of "Outstanding" on the last annual performance appraisal;
- e) The effect of disciplinary action on eligibility for advancement is at the supervisor's discretion.

## 3. Captain

To be eligible for promotion to the position of Captain, candidates must:

- a) Have served as a Lieutenant with the Smithfield Police Department for two years;
- b) Have completed a Law Enforcement management program such as AOMP, FBI National Academy, etc;
- c) Have been awarded the Advanced Law Enforcement Certificate by the North Carolina Criminal Justice Education and Training Standards Commission;
- d) Have received a rating of "Better than Satisfactory" or higher on the last two annual performance appraisals or a rating of "Outstanding" on the last annual performance appraisal;
- e) The effect of disciplinary action on eligibility for advancement is at the supervisor's discretion.

7. Newly hired and newly promoted personnel will serve a probationary period of six months as required by the Town of Smithfield *Personnel Policy*. An evaluation of performance will be conducted after the completion of six months for newly promoted personnel. Newly hired personnel will be evaluated in accordance with Departmental standards.

## E. Review and Appeal

1. Within (5) working days of the conclusion of a promotional process, candidates may review their performance results in each element of the promotional process to include:

- a) Review of the answer key to any written exams administered, unless prohibited by the leaseholder of the test
- b) Review of the written results of scored elements of the selection process
- c) Review of reports/materials used in the selection process

However, in accordance with NCGS 160A-168(C1), testing or examination materials may be withheld from disclosure to the employee or other persons if the material was used solely to determine qualifications for promotion and in the opinion of the agency the disclosure of such material would compromise the objectivity or the fairness of the testing or examination process.

2. Candidates may contest any results filed by requesting a meeting with the Chief of Police or designee administering the process. The Chief of Police or designee will conduct a review of the report(s) and discuss findings with all staff in the supervisory chain of command.

3. The Chief of Police or designee will inform the contesting employee of the final decision at the completion of the review.

4. If an employee feels that fair treatment has not been received during any portion of the promotional process, he/she is urged to use the Department's grievance procedures contained in Policy 507.

F. Career Ladder

1. The career ladder program will include the following classifications.

- a) Police Officer I
- b) Police Officer II
- c) Master Police Officer
- d) Bilingual / Spanish Speaking

2. Each level in the career ladder will have certain minimum requirements necessary to qualify for advancement or promotion to the next level. Upon fulfilling the requirements necessary for advancement to Police Officer II and Master Police Officer the officer will submit a memorandum to the Chief of Police containing the following information:

- a) Hire date
- b) Date of last advancement, if applicable
- c) Level of education
- d) Complete list of required classes and dates attended
- e) Date awarded applicable law enforcement certificate(s)

3. This memorandum must be endorsed by the officer's Team Commander and the appropriate Division Commander. The Division Commander will forward the memorandum to the Chief of Police after having verified the information contained therein.

4. An officer who is not recommended for advancement will receive a written recommendation for improvement and a follow-up date for review by the supervisor. The officer has the right to appeal through the appropriate chain of command to the Chief of Police.

5. After consideration of all factors deemed relevant by the Chief of Police, the officer will be notified of the advancement decision within 30 days following receipt of the memorandum by the Chief of Police.

G. Minimum Qualifications for Advancement

1. Police Officer I

Entry-level candidates must:

- a) Meet the basic requirements established by the North Carolina Criminal Justice Education and Training Standards Commission
- b) Meet minimal requirements for employment with the Town of Smithfield as set forth in the Town of Smithfield Personnel Policy
- c) Appear before a Department review board made up of officers selected by the Chief of Police
- d) Pass an extensive background investigation and successfully complete a psychological evaluation, physical examination, drug test, and CVSA examination

All finalists will be interviewed by the Chief of Police. Officers are required to successfully complete the department's Field Training Program and required Solo Patrol Assignment within the first year of Probationary employment.

2. Police Officer II

To be considered for advancement to Police Officer II, candidates must:

- a) Have completed the following as a Police Officer I:
  - \* Successfully completed one year probation and probationary requirements in as required in Police Officer I
  - \* Receive Radar Certification
  - \* Receive Standardized Field Sobriety Testing Certification
  - \* Receive Intoximeter Certification
- b) Have been awarded the Basic Law Enforcement Certificate by the North Carolina Criminal Justice Education and Training Standards Commission
- c) Have received a rating of "Satisfactory" or higher on the last annual performance appraisal
- d) The effect of disciplinary action on eligibility for advancement is at the supervisor's discretion.

3. Master Police Officer

To be considered for advancement to Master Police Officer, candidates must:

- a) Have served as a Police Officer II for one year
- b) Have completed training hours, including:
  - 40 hours of Management/Supervision Training
  - Field Training Officer Certification and become Field Training Officer for the Department. After completion of FTO Training, the officer can be assigned a trainee by the Chief of Police or his Designee
  - Completion of Crisis Intervention Team (CIT) Certification.

c) Have received a rating of "Better than Satisfactory" or higher on the last two annual performance appraisals or a rating of "Outstanding" on the last annual performance appraisal

d) The effect of disciplinary action on eligibility for advancement is at the supervisor's discretion.

H. Additional Incentive (Sworn and/or Civilian)

1. Bilingual / Spanish Speaking

a) Up to five percent one time incentive for proficiency in Spanish.

b) Fluent in Spanish language (oral and written as determined by testing).

c) In an effort to bridge the gap between the Smithfield Police Department and the Hispanic community, the department would offer an incentive to attract and retain Spanish speaking officers and civilian personnel.



# Request for Town Council Action

**Consent**   **Resolution**  
**Agenda**   **Adopting**  
**Item:**   **LWSP**  
**Date:**   **05/05/2026**

---

**Subject:** Adopting the Local Water Supply Plan for the Town of Smithfield  
**Department:** Public Utilities Department  
**Presented by:** Public Utilities Director - Ted Credle  
**Presentation:** Consent Agenda Item

---

## Issue Statement

This annual Plan has been created, submitted and accepted by the NCDEQ; however, official acceptance will only be finalized once the Town Council adopts the update to the Town's Local Water Supply Plan (LWSP).

## Financial Impact

None. This is a resolution accepting the LWSP

## Action Needed

Adopt the resolution accepting the LWSP for the Town of Smithfield

## Recommendation

Staff recommends adoption of the proposed resolution

Approved:  Town Manager  Town Attorney

## Attachments:

1. Staff report
2. Resolution No. 805
3. Filed Plan for 2026
4. Letter of Notification



# Staff Report

**Consent    Resolution  
Agenda    Adopting  
Item:      LWSP**

---

The Public Utilities Department must file an annual update to the North Carolina Department of Environmental Quality (NCDEQ) regarding the Town's annual update to its Local Water Supply Plan (LWSP). After the filing is reviewed by the NCDEQ, and clarifications are made, the State accepts the plan as public record. This annual update is finalized only after the local governing body passes a resolution approving the update, in accordance with General Statute 143-355 (*l*)

\*\*

**TOWN OF SMITHFIELD  
RESOLUTION NO. 805 (12-2026)  
FOR APPROVING LOCAL WATER SUPPLY PLAN**

**WHEREAS**, North Carolina General Statute 143-355 (l) requires that each unit of local government that provides public water service or that plans to provide public water service and each large community water system shall, either individually or together with other units of local government and large community water systems, prepare and submit a Local Water Supply Plan; and

**WHEREAS**, as required by the statute and in the interests of sound local planning, a Local Water Supply Plan for the Town of Smithfield, has been developed and submitted to the NCDEQ for approval; and

**WHEREAS**, the NCDEQ finds that the Local Water Supply Plan is in accordance with the provisions of North Carolina General Statute 143-355 (l) and that it will provide appropriate guidance for the future management of water supplies for the Town of Smithfield, as well as useful information to the Department of Environmental Quality for the development of a state water supply plan as required by statute;

**NOW, THEREFORE, BE IT RESOLVED** by the Town Council of the Town of Smithfield that the Local Water Supply Plan entitled, Town of Smithfield dated May 5, 2026, is hereby approved and shall be submitted to the Department of Environmental Quality, Division of Water Resources; and

**BE IT FURTHER RESOLVED** that the Smithfield Town Council intends that this plan shall be revised to reflect changes in relevant data and projections at least once every five years or as otherwise requested by the Department, in accordance with the statute and sound planning practice.

**This the 5<sup>th</sup> day of MAY, 2026.**

\_\_\_\_\_  
M. Andy Moore, Mayor  
Town of Smithfield, NC

ATTEST:

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

# NC DEQ Division of Water Resources

## Local Water Supply Planning

[person](#)

- [Overview](#)
- [FAQ](#)
- [Plans](#)

2025 ▾

### Smithfield

The Division of Water Resources (DWR) provides the data contained within this Local Water Supply Plan (LWSP) as a courtesy and service to our customers. DWR staff does not field verify data. Neither DWR, nor any other party involved in the preparation of this LWSP attests that the data is completely free of errors and omissions. Furthermore, data users are cautioned that LWSPs labeled **PROVISIONAL** have yet to be reviewed by DWR staff. Subsequent review may result in significant revision. Questions regarding the accuracy or limitations of usage of this data should be directed to the water system and/or DWR.

### 1. System Information

**Contact Information**

Water System Name:	Smithfield	PWSID:	03-51-010
Mailing Address:	PO Box 761 Smithfield, NC 27577	Ownership:	Municipality
Contact Person:	Ted Credle	Title:	Public Utility Director
Phone:	919-934-2798	Cell/Mobile:	--
Secondary Contact:	Steve Lane	Phone:	919-934-2661
Mailing Address:	515 N. 2nd Street Smithfield, NC 27577	Cell/Mobile:	--

**Complete**

**Distribution System**

Line Type	Size Range (Inches)	Estimated % of lines
Asbestos Cement	6-16	22.40 %

Cast Iron 6-8 21.80 %  
 Ductile Iron 6-24 24.10 %  
 Galvanized Iron 1-2 7.60 %  
 Polyvinyl Chloride 2-12 24.10 %

What are the estimated total miles of distribution system lines? 143 Miles  
 How many feet of distribution lines were replaced during 2025? 0 Feet  
 How many feet of new water mains were added during 2025? 3,255 Feet  
 How many meters were replaced in 2025? 360  
 How old are the oldest meters in this system? 21 Year(s)  
 How many meters for outdoor water use, such as irrigation, are not billed for sewer services? 75  
 What is this system's finished water storage capacity? 3.0000 Million Gallons  
 Has water pressure been inadequate in any part of the system since last update? *Line breaks that were repaired quickly should not be included.* No

I know the total miles of water line jumped up but he double checked and this number is correct.

**Programs**

Does this system have a program to work or flush hydrants? Yes, Weekly  
 Does this system have a valve exercise program? Yes, As Needed  
 Does this system have a cross-connection program? Yes  
 Does this system have a program to replace meters? Yes  
 Does this system have a plumbing retrofit program? No  
 Does this system have an active water conservation public education program? No  
 Does this system have a leak detection program? No

**Water Conservation**

What type of rate structure is used? Increasing Block  
 How much reclaimed water does this system use? 0.0000 MGD For how many connections? 0  
 Does this system have an interconnection with another system capable of providing water in an emergency? Yes

## 2. Water Use Information

**Service Area**

<b>Sub-Basin(s) % of Service Population</b>	<b>County(s) % of Service Population</b>
Neuse River (10-1) 100 %	Johnston 100 %
What was the year-round population served in 2025? 11,470	
Has this system acquired another system since last report? No	

Smithfield had been reporting its service-area populations as being equal to its WTP capacity of 12,900 on its last five LWSPs (2020 to 2024). This is likely an overestimate. For 2025, the service-area population was estimated at 11,470 by multiplying the number of metered residential connections (4,248) by 2.7, the average number of people per connection as reported on their 2015 to 2019 LWSPs.

**Water Use by Type**

Type of Use	Metered	Metered	Non-Metered	Non-Metered
	Connections	Average Use (MGD)	Connections	Estimated Use (MGD)
Residential	4,248	0.5153	0	0.0000
Commercial	634	0.5388	0	0.0000
Industrial	17	0.0288	0	0.0000
Institutional	86	0.0286	0	0.0000

How much water was used for system processes (backwash, line cleaning, flushing, etc.)? 0.1103 MGD

**Water Sales**

Purchaser	PWSID	Average Daily Sold (MGD)	Days Used	Contract		Required to comply with water use restrictions?	Pipe Size(s) (Inches)	Use Type	
				MGD	Expiration Recurring				
Johnston County Utilities	03-51-070	3.0468	365	3.5000	2033	Yes	Yes	16	Regular

### 3. Water Supply Sources

**Monthly Withdrawals & Purchases**

	Average Daily Use (MGD)	Max Day Use (MGD)		Average Daily Use (MGD)	Max Day Use (MGD)		Average Daily Use (MGD)	Max Day Use (MGD)
<b>Jan</b>	4.3520	5.5030	<b>May</b>	4.4610	5.5360	<b>Sep</b>	4.7570	5.8770
<b>Feb</b>	3.4730	4.1170	<b>Jun</b>	4.4920	5.5250	<b>Oct</b>	4.5420	5.8930
<b>Mar</b>	3.8820	5.6620	<b>Jul</b>	4.8990	5.9310	<b>Nov</b>	4.1980	5.4080
<b>Apr</b>	4.2990	5.6480	<b>Aug</b>	4.3820	5.8080	<b>Dec</b>	3.8790	4.9830



**Surface Water Sources**

Stream	Reservoir	Average Daily Withdrawal		Maximum Day Withdrawal (MGD)	Available Raw Water Supply		Usable On-Stream Raw Water Supply Storage (MG)
		MGD	Days Used		MGD	* Qualifier	
Neuse River	Peal Reservoir	4.3870	365	5.2660	8.3000	T	16.0000

\* Qualifier: C=Contract Amount, SY20=20-year Safe Yield, SY50=50-year Safe Yield, F=20% of 7Q10 or other instream flow requirement, CUA=Capacity Use Area Permit

**Surface Water Sources (continued)**

Stream	Reservoir	Drainage Area (sq mi)	Metered?	Sub-Basin	County	Year Offline	Use Type
Neuse River	Peal Reservoir	1,200	Yes	Neuse River (10-1)	Johnston		Regular

What is this system's off-stream raw water supply storage capacity? 24 Million gallons  
 Are surface water sources monitored? Yes, Daily  
 Are you required to maintain minimum flows downstream of its intake or dam? No  
 Does this system anticipate transferring surface water between river basins? No

**Water Purchases From Other Systems**

Seller	PWSID	Average Daily Purchased (MGD)	Days Used	Contract MGD	Expiration	Recurring	Required to comply with water use restrictions?	Pipe Size(s) (Inches)	Use Type
Johnston County	03-51-070	0.0000	0	0.0000	2033	Yes	No	8	Emergency

We did not buy any water for Smithfield (NC0351010) this year.

**Water Treatment Plants**

Plant Name	Permitted Capacity (MGD)	Is Raw Water Metered?	Is Finished Water Output Metered?	Source
Smithfield Water Plant	8.3000	Yes	Yes	Neuse River

Did average daily water production exceed 80% of approved plant capacity for five consecutive days during 2025? No

If yes, was any water conservation implemented?

Did average daily water production exceed 90% of approved plant capacity for five consecutive days during 2025? No

If yes, was any water conservation implemented?

Are peak day demands expected to exceed the water treatment plant capacity in the next 10 years? No

If our demand gets to high we will cut back sales to the county.

## 4. Wastewater Information

**Monthly Discharges**

Average Daily Discharge (MGD)	Average Daily Discharge (MGD)	Average Daily Discharge (MGD)
<b>Jan</b> 1.2131	<b>May</b> 1.1866	<b>Sep</b> 1.3578
<b>Feb</b> 1.7764	<b>Jun</b> 1.6084	<b>Oct</b> 1.1016
<b>Mar</b> 2.1639	<b>Jul</b> 1.6583	<b>Nov</b> 1.0454
<b>Apr</b> 1.7290	<b>Aug</b> 2.4634	<b>Dec</b> 1.3036



How many sewer connections does this system have? 5,282

How many water service connections with septic systems does this system have? 123

Are there plans to build or expand wastewater treatment facilities in the next 10 years? Yes

We sell our sewer to Johnston County and they just completed a new waste water plant.

**Wastewater Permits**

Permit Number	Type	Permitted Capacity (MGD)	Design Capacity (MGD)	Average Annual Daily Discharge (MGD)	Maximum Day Discharge (MGD)	Receiving Stream	Receiving Basin
NC0083348	WTP	0.1870	0.3000	0.1060	0.1910	Buffalo Creek	Neuse River (10-1)

Permit NC0083348 is specific to the Smithfield WTP process water discharged into Buffalo Creek. Any amount associated with this permit should not be included in any calculation or flow value sent to JoCo waste plant. It is not included in the monthly averages.

**Wastewater Interconnections**

Water System	PWSID	Type	Average Daily Amount MGD	Contract Maximum (MGD)
Johnston County	03-51-070	Discharging	1.5501 365	3.5000

All sewer goes to Johnston County sewer plant.

## 5. Planning

**Projections**

	2025	2030	2040	2050	2060	2070
Year-Round Population	11,470	12,050	13,255	14,580	16,040	17,640
Seasonal Population	0	0	0	0	0	0
Residential	0.5153	0.5397	0.5937	0.6531	0.7184	0.7902
Commercial	0.5388	0.5696	0.5980	0.6114	0.6726	0.7398
Industrial	0.0288	0.0312	0.0327	0.0343	0.0360	0.0378
Institutional	0.0286	0.0305	0.0336	0.0352		

JOSH STEIN  
Governor

D. REID WILSON  
Secretary

RICHARD E. ROGERS, JR.  
Director



NORTH CAROLINA  
Environmental Quality

April 9, 2026

Ted Credle  
Public Utility Director  
City of Smithfield  
P.O. Box 761  
Smithfield, NC 27577

**Subject: LWSP Meets Minimum Criteria**  
Smithfield Water System  
PWSID#: 03-51-010  
Johnston County

Dear Mr. Credle,

This letter is to notify you that our staff has reviewed the information contained in the 2025 Local Water Supply Plan (LWSP) update submitted by your office. Since all the required information is complete, the LWSP for the 03-78-030 system hereby meets the minimum criteria established in North Carolina General Statute 143-355 (l).

Your water system's 2025 LWSP is now viewable online from the LWSP website found at: <http://www.ncwater.org/WUDC/app/LWSP/search.php>. The plan has been made available after our best efforts to screen any errors. As a final check, please review and report any mistakes or omissions to the review engineer. Unless notified otherwise, the Division of Water Resources considers your 2025 LWSP complete.

**The 2025 LWSP must next be adopted by your water system's governing board; a model LWSP resolution is available online on the right side of the page in the Forms and Docs section at: [https://www.ncwater.org/Water\\_Supply\\_Planning/Local\\_Water\\_Supply\\_Plan/learn.php](https://www.ncwater.org/Water_Supply_Planning/Local_Water_Supply_Plan/learn.php).** A copy of the signed resolution must be submitted to Linwood Peele, Water Supply Planning Section Supervisor, at the address printed at the bottom of this letter. The LWSP cannot be considered compliant with the requirements of NCGS 143-355(l) until an adopted resolution is received.

Thank you very much for your efforts to provide your customers with a safe and reliable supply of drinking water. We look forward to continuing to work with you in these efforts. Please contact Louis Murray at [louis.murray@deq.nc.gov](mailto:louis.murray@deq.nc.gov) or 919-707-9017 or Linwood Peele at [linwood.peele@ncdenr.gov](mailto:linwood.peele@ncdenr.gov) or (919) 707-9024 if we can be of further assistance.

Sincerely,

A handwritten signature in black ink, appearing to read "Linwood Peele".

Linwood Peele, Water Supply Planning  
Branch Head  
Division of Water Resources, NCDEQ





# Request for Town Council Action

**Consent** FY 26-27  
**Agenda** Maintenance  
**Item** Agreement  
**Date:** 05/05/2026

---

**Subject:** FY 26/27 Grounds Agreement  
**Department:** Public Works Department  
**Presented by:** Public Works Director – Lawrence Davis  
**Presentation:** Consent Agenda Item

---

## Issue Statement

The Public Works Department is requesting to enter into an Agreement between the Town of Smithfield and Lane Landscaping and Greenhouse, LLC. for the FY 2026-2027; this agreement is renewable for two years on an annual basis.

## Financial Impact

Recommended for FY27 will be lowest bid cost of \$55,985.00

## Action Needed

A motion to approve the agreement with Lane Landscaping and Greenhouse, LLC. for maintenance services on DOT Right of Ways, I-95 exits, all town right of ways, medians and buildings landscaping with an attached agreement and authorize the Interim Town Manager to execute the agreement on behalf of the Town.

## Recommendation

Staff recommends approval.

Approved:  Town Manager  Town Attorney

## Attachments:

1. Staff Report
2. Bid Documents
3. Lane Landscaping and Greenhouse, LLC
4. Draft Contract



# Staff Report

**Consent FY 26-27  
Agenda Maintenance  
Item Agreement**

This agreement is renewable for 2 years on an annual basis. The contract consists of cutting DOT Right of Ways, I-95 exits, all town right of ways, medians and buildings and landscaping. Ten (10) Bid packets were sent out to area contractors. We received proposals from three (3) companies, Russel Landscape Group, disqualified due to information requested from bid packet not provided. The following were qualified and bids accepted as follows:

- |  |                       |
|--|-----------------------|
| 1. Lane Landscaping and Greenhouse, LLC. | \$55,985.00 yearly    |
| 2. Lion Group Services                   | \$74,016.00.00 yearly |
| 3. Russel Landscape Group (disqualified) | \$115,800.00 yearly   |

Funds for all the above services will be budgeted in the FY 2026-2027 Adopted budget.



**Public Notice – Rejection of Grounds Maintenance Bids and Intent to Rebid  
Town of Smithfield – Grounds Maintenance Services**

The Town of Smithfield hereby notifies the public and all bidders that all bids received for the Grounds Maintenance Services contract have been formally rejected.

This decision was made in the best interest of the Town to ensure proper alignment with specifications that needed to be revised, project requirements, and service expectations.

The Town has revised the bid specifications, and the changes are listed in the bid packet as well provided on the Towns Of Smithfield’s website.

The Town reserves the right to reject any and all bids in accordance with applicable procurement laws and regulations.

We appreciate the interest and participation of all vendors and encourage qualified contractors to participate in the upcoming rebid process.

**Rebid Date: April 23, 2026, Thursday at 2:00pm**



TOWN OF SMITHFIELD

231 Hospital Rd.

PO Box 761

Smithfield, NC 27577

(919) 934-2596

**FY 2026-2028 Grounds Maintenance Services  
Public Works Department**

RFP Opening – (April 23, 2026, 2:00 pm)

COMPANY	BID AMOUNT	
Lion Group Services	\$74,016.00	
Lane Landscaping and Greenhouse, LLC	\$55,985.00	
Russel Landscape Group	\$115,800.00	

**Attachment A –  
 BID FORM  
 GROUNDS MAINTENANCE SERVICES**

**FOR THE PURPOSE OF DETERMINING BID PROPOSAL AMOUNTS, THE WORK UNDER THE AWARDED CONTRACT WILL BE CONDUCTED IN ACCORDANCE WITH THE ATTACHED SPECIFICATIONS.**

**FROM:** Lane Landscaping & Greenhouse LLC  
**BIDDER:** Mark Lane **SUBMITTED:** 4/23/2026  
**ADDRESS:** 2108 Velveton Grove Rd Smithfield **PHONE:** 919 669 3615

The annual lump sum amounts and prices listed below include all labor, materials, overhead, profit, insurance, taxes, etc. to cover the work outlined in the scope of work attached. *Note: in the Scope of Services the dollar amount associated with Exit 95 will not be invoiced or paid until Exit 95 is officially reopened and accessible, then Exit 95 will be added upon the reopening of I-95 in the summer of 2027.*

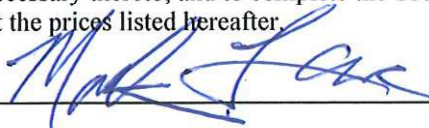
Scope of Services offered by the BIDDER shall be provided for the period from July 1, 2026, through June 30, 2028. The OWNER reserves the right to extend or eliminate service scope by negotiation.

ITEM # 1: Rights-of-Way	\$	<u>34785.00</u>	
ITEM # 2: I-95 Exits	\$	<u>20000.00</u>	Exit 93
(Exit 93 & 95)	\$	<u>1200.00</u>	Exit 95
<b>TOTAL BID:</b>	\$	<u>55985.00</u>	

The undersigned, as BIDDER, hereby declares that the only person, or persons, interested in this BID as principal(s) is, or are, named herein; that no other persons have any interest in the BID or in the Agreement to be entered into: that this BID is made without connection with any person, company or parties making a BID; and that it is in all respects fair and in good faith without collusion or fraud.

The BIDDER further declares that he has examined the Scope of Services and informed himself fully in regard to all conditions pertaining to the place where the work is to be done; and that he has satisfied himself as to the work to be performed.

The BIDDER further proposes and agrees, if this BID is accepted, to contract with the OWNER, the Town of Smithfield, in the attached form to contract, to furnish all materials, equipment, tools, apparatus, means of transportation, and labor necessary thereto, and to complete the Scope of Services in full and complete satisfaction of the OWNER at the prices listed hereafter.

**Signature of Bidder:** 

**Proposed Subcontractor (s) (if any will be used:**

Name	Address	Type and Extent of Work

Optional Note

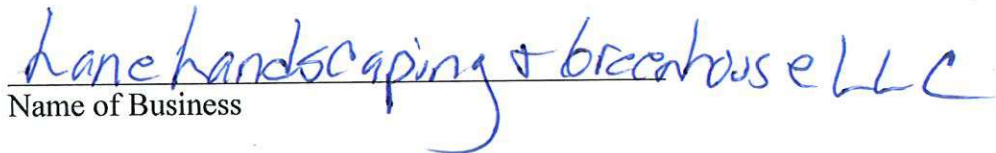
- An optional walk-through of sites will be held Tuesday, April 14, 2026, at 11:00am at the Public Works Facility, 231 Hospital Road. Bidders unable to attend must contact Lawrence Davis at (919) 934-2580 to schedule a walk-through prior to bid opening. Questions will be addressed at that time.

Certificate of Non-Collusion

The undersigned certifies under penalties of perjury that this bid of proposal has been made and submittal in good faith and without collusion or fraud with any other person. As used in this certification, the work "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.



Signature of individual submitting bid or proposal



Name of Business

Attachment B –

REFERENCE PAGE  
(MUST BE COMPLETED BY BIDDER)

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

Name Smithfield Housing Years Known 15  
Address 801 S. 5th Street Smithfield Phone 919-934-9491  
Services Provided Grounds Maintenance for 6 Apartment Complex

Name The Farm + I95 + NC 42 Years Known 10  
Address 601 Batten Farm Road Selma Phone 919-625-5996  
Services Provided Grounds Maintenance for two venue Complex

Name Smithfield Parks & Rec Years Known 20  
Address Durwood Stephenson Blvd Smithfield Phone 919-628-5454  
Services Provided Grounds Maintenance for Parks in Smithfield

## **Lane Landscaping and Greenhouse LLC**

**2108 Yelverton Grove Road**

**Smithfield, NC 27577**

### **Firm Experience**

Lane Landscaping LLC was founded in January 2012. The business at that time was primarily a residential lawn maintenance company. Lane Landscaping LLC received its first commercial contract from the Town of Smithfield in July 2012. This contract consisted of the grounds maintenance of several town owned buildings, the town reservoir, and the complete mowing and grounds maintenance of US Hwy 70 West from the Neuse River to the western city limits. In 2016, the grounds maintenance of the I95/Hwy 70 interchange and the I95/Brogden Road interchange were added to the contract. We are still contracted with the Town of Smithfield

Lane Landscaping LLC received its first City of Raleigh contract in September 2012. This contract consisted of the mowing and complete grounds maintenance of numerous FEMA and storm water lots throughout the city. This contract has been rebid two times with Lane Landscaping LLC receiving the contract both times. Lane Lawn Care LLC is now under contract with the City of Raleigh for the maintenance of these areas.

Lane Landscaping LLC was awarded a contract with the City of Raleigh Community Development for the grounds maintenance of several community development lots in East Raleigh in October 2012. This contract consisted of mowing, edging, string trimming, trash removal, and other duties. Lane Landscaping LLC held this contract until March 2017, when a lower bid was accepted.

Lane Landscaping LLC was awarded a contract with NCDOT in January 2013. This contract was for the ground maintenance of rest stops on I 95 in Selma NC. The duties of this contract included, mowing, edging, trimming, pruning, debris removal, weed control, fertilization and other duties. This contract was rebid in December 2016 Lane Landscaping LLC with being second in the bidding. During the three years serviced the rest areas Lane Landscaping LLC we never received a grade lower than 96 on a 100-point scale.

Lane Landscaping LLC was awarded contract with the Smithfield Parks and Recreation in July 2014. This contract consisted of the mowing, edging, fertilization, weed control, pest control, pruning, and other general grounds maintenance duties of over seven parks totaling over 100 acres. This contract was awarded and in July 2022 for an additional 5 years.

Lane Landscaping LLC was awarded a contract with the Town of Benson in July 2015. This contract consisted of mowing, trimming, weed control, edging, mulching, fertilization, and other duties. The areas covered in this contract included, various town owned lots, ball fields, right of way, I 95/Hwy 50 interchange, and I 40/Hwy 242 interchange consisted of over 175 acres. This contract was awarded again in July 2022 for an additional 2 years.

Lane Landscaping LLC was selected to finish out the remainder of a contract with the Smithfield Housing Authority after the former contract became ill and unable to perform the duties. This contract consisted of the mowing, edging, trimming, mulching, pruning, weed control, pest control, fire ant suppression and other duties. This covered seven complexes totaling over 200 acres. In April 2017 Lane Lawn Care LLC was awarded a five-year contract to maintain these areas. In April 2022 this contract was awarded again for an additional 5 years.

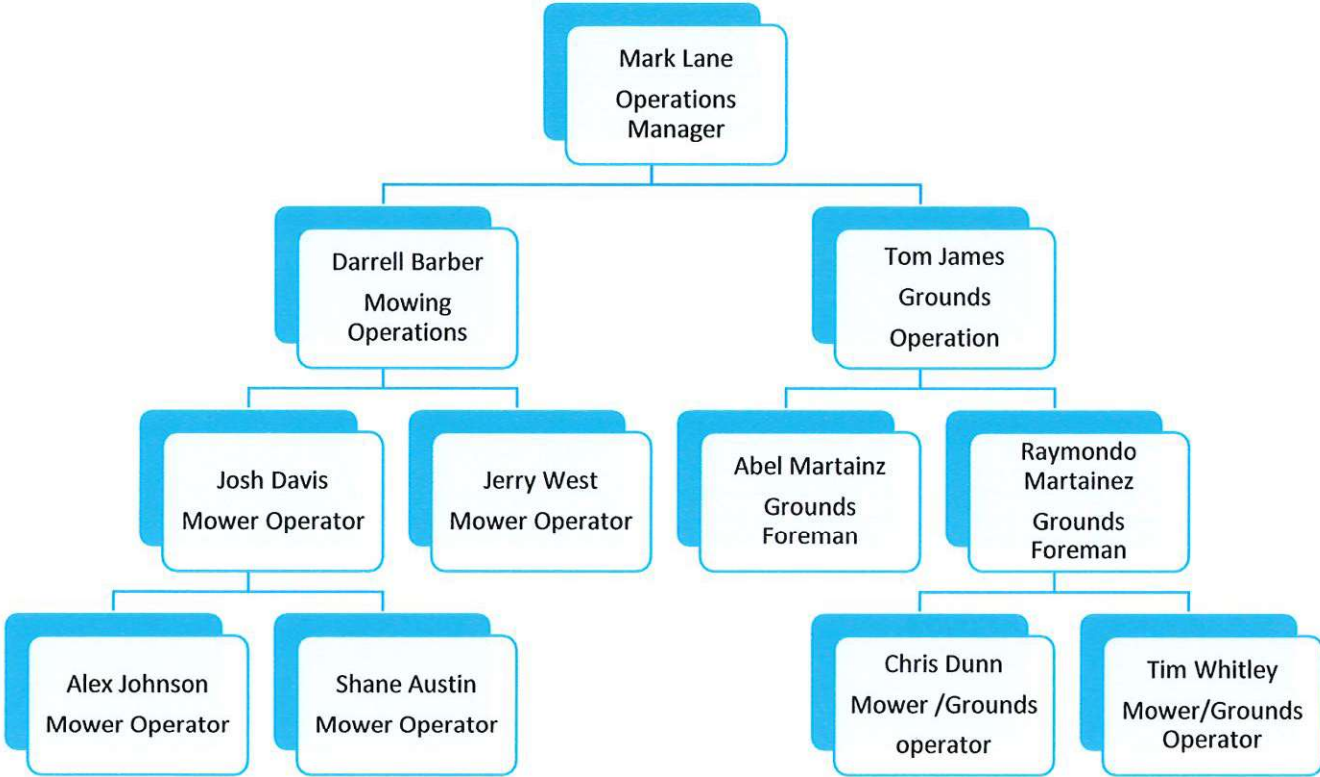
Lane Landscaping LLC was awarded a contract with the City of Fayetteville for the ground maintenance of over 250 city owned lots located throughout the city. The duties consist of mowing, trimming, edging weed control pest control and other duties. This is a three-year contract.

Lane Landscaping LLC was awarded a contract with The Farm at 95, The Farm at 42 and Springhill Outfitter. This contract consisted of mowing, mulching, weed control, fertilization and pruning. The 3 complexes cover over 200 acres. This is a year to year contract.

**CONTACT PERSON**

Mark Lane  
Tel.919-669-3615  
Email [markfd12@aol.com](mailto:markfd12@aol.com)  
Fax 919-934-6792

**LANE LAWN CARE ORGANIZATIONAL CHART**



2026

North Carolina Department of Agriculture & Consumer Services  
Steve Troxler, Commissioner  
License/Certificate

LICENSE/CERTIFICATE NO.  
026-30929

NOT TRANSFERABLE  
STATUTE GS 81.106.119

By Authority of the NC Pesticide Board

CLASSIFICATION 026-Ground Pesticide Applicator

EXPIRATION DATE 12/31/2026

Categories: A, H, L, E

LICENSEE LANE, MARKE E.  
OR LANE LAWN CARE  
CERTIFICATOR 2080 YELVERTON GROVE ROAD NC 27577  
SMITHFIELD



*Steve Troxler*  
STEVE TROXLER, COMMISSIONER

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



THE HARTFORD  
BUSINESS SERVICE CENTER  
3600 WISEMAN BLVD  
SAN ANTONIO TX 78251

April 23, 2026

For Informational Purposes  
2108 YELVERTON GROVE RD  
SMITHFIELD NC 27577-7571

**Account Information:**

<b>Policy Holder Details :</b>	<b>Lane Landscaping and Greenhouse LLC</b>
--------------------------------	--



**Contact Us**

**Need Help?**

Chat online or call us at  
(866) 467-8730.

We're here Monday - Friday.

Enclosed please find a Certificate Of Insurance for the above referenced Policyholder. Please contact us if you have any questions or concerns.

Sincerely,  
Your Hartford Service Team



## LANE LAWN CARE LLC EQUIPMENT LIST

1 2016 FUSO LANDSCAPE TRUCK WITH 18' BODY  
1 2013 FORD F150 PICKUP  
1 2015 FORD F150 PICK UP  
1 LANDSCAPE TRAILER 18'  
1 LANDSCAPE TRAILER 16'  
1 2016 FORD DUMP TRUCK  
1 2012 FORD DUMP TRUCK  
2 2014 JOHN DEERE SKID STEERS  
6 HUSTLER ZERO TURN MOWER 104" CUTTING WIDTH  
3 JOHN DEERE 997 ZERO TURN 72" CUTTING WIDTH  
8 SCAG TURF TIGER 61" CUTTING WIDTH  
2 SCAG STAND ON MOWERS 32" CUTTING WIDTH  
1 50 GAL BOOM SPRAYER PULL BEHIND  
1 20 GAL BOOM SPRAYER PULL BEHIND  
15 ECHO STRING TRIMMERS  
12 ECHO BACK PACK BLOWERS  
6 ECHO STICK EDGERS WITH STEEL BLADES  
2 ECHO MOTORIZED MIST BLOWERS  
1

**GROUNDS MAINTENANCE SERVICES**

**FOR THE PURPOSE OF DETERMINING BID PROPOSAL AMOUNTS, THE WORK UNDER THE AWARDED CONTRACT WILL BE CONDUCTED IN ACCORDANCE WITH THE ATTACHED SPECIFICATIONS.**

FROM: Lion Group Services LLC  
 BIDDER: Rob Turner SUBMITTED: 4/23/2026  
 ADDRESS: PO Box 93515 Fugate-Vadina NC PHONE: 919-884-6279

The annual lump sum amounts and prices listed below include all labor, materials, overhead, profit, insurance, taxes, etc. to cover the work outlined in the scope of work attached. *Note: in the Scope of Services the dollar amount associated with Exit 95 will not be invoiced or paid until Exit 95 is officially reopened and accessible, then Exit 95 will be added upon the reopening of I-95 in the summer of 2027.*

Scope of Services offered by the BIDDER shall be provided for the period from July 1, 2026, through June 30, 2028. The OWNER reserves the right to extend or eliminate service scope by negotiation.

ITEM # 1: Rights-of-Way	\$ <u>40,176</u>	
ITEM # 2: I-95 Exits	\$ <u>16,560</u>	Exit 93
(Exit 93 & 95)	\$ <u>17,280</u>	Exit 95
<b>TOTAL BID:</b>	\$ <u>74,016</u>	

The undersigned, as BIDDER, hereby declares that the only person, or persons, interested in this BID as principal(s) is, or are, named herein; that no other persons have any interest in the BID or in the Agreement to be entered into: that this BID is made without connection with any person, company or parties making a BID; and that it is in all respects fair and in good faith without collusion or fraud.

The BIDDER further declares that he has examined the Scope of Services and informed himself fully in regard to all conditions pertaining to the place where the work is to be done; and that he has satisfied himself as to the work to be performed.

The BIDDER further proposes and agrees, if this BID is accepted, to contract with the OWNER, the Town of Smithfield, in the attached form to contract, to furnish all materials, equipment, tools, apparatus, means of transportation, and labor necessary thereto, and to complete the Scope of Services in full and complete satisfaction of the OWNER at the prices listed hereafter.

Signature of Bidder: Rob Turner

**Proposed Subcontractor (s) (if any will be used:**

Name	Address	Type and Extent of Work
------	---------	-------------------------

- An optional walk-through of sites will be held Tuesday, April 14, 2026, at 11:00am at the Public Works Facility, 231 Hospital Road. Bidders unable to attend must contact Lawrence Davis at (919) 934-2580 to schedule a walk-through prior to bid opening. Questions will be addressed at that time.

Certificate of Non-Collusion

The undersigned certifies under penalties of perjury that this bid of proposal has been made and submittal in good faith and without collusion or fraud with any other person. As used in this certification, the work "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

Rob Turner

Signature of individual submitting bid or proposal

Lion Group Services

Name of Business

**REFERENCE PAGE  
(MUST BE COMPLETED BY BIDDER)**

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

Name Matthew Turnbull Years Known 6

Address 5425 Page Rd #100 Durham NC Phone 919-281-2358

Services Provided Landscape install, Landscape maintenance

Name Matthew Leffler Years Known 10

Address 11010 Raven Ridge Rd, Raleigh NC Phone 919-848-4811

Services Provided Landscape install, Landscape maintenance, snow services

Name Aaron Campbell Years Known 3

Address 4000 Arrowhead Blvd St. 198 Mebane, NC Phone 919-304-1687

Services Provided Landscape install, Landscape maintenance, snow services

2026

NOT TRANSFERABLE  
STATUTE GS 81.106.119

North Carolina Department of Agriculture & Consumer Services  
Steve Troxler, Commissioner  
License/Certificate

LICENSE/CERTIFICATE NO.  
026-36501

By Authority of the NC Pesticide Board

CLASSIFICATION 026-Ground Pesticide Applicator

EXPIRATION DATE 12/31/2026

Categories: L, E

LICENSEE PEARCE, BRANDON LEE  
OR COMMERCIAL LANDSCAPE MANAGEMENT  
CERTIFICATOR 100 TRANTHAM TRAIL  
CLAYTON NC 27527



*Steve Troxler*  
STEVE TROXLER, COMMISSIONER

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

\* See following page for Row \*



Brandon Pearce <brandonp@commerciallandscape.management>

## NC PESTICIDE EXAM RESULTS

1 message

Clemons, Skylar <skylar.clemons@ncagr.gov>

Thu, Apr 16, 2026 at 2:48 PM

To: "brandonp@commerciallandscape.management" <brandonp@commerciallandscape.management>

Hello Brandon,

Congratulations! You have received a passing score on the exam below and this category has been added to your license. An updated license card will be mailed to you within 2 weeks.

**Exam Score:**

Right-of-Way (H): 74

**Important information: When a category is added to an existing license, your recertification expiration date DOES NOT CHANGE. Recertification credits for the new category must be earned by your current expiration date (06/30/2028).**

If you add a category on the last year of your certification, it rolls over to the new recert date in the next five year period. Credits for EACH category must be obtained in at least 2 different calendar years (private applicators excluded). If you have additional questions, please contact us in Licensing & Certification at (919) 733-3556. Have a wonderful day!

Best Wishes,

**Skylar Clemons** (He/ Him)



Equipment Category	Year	Make	Model
Truck	2020	Ford	F-250
Truck	2020	Ford	F-250
Truck	2020	Ford	F-250
Truck	2020	Ford	F-250
Truck	2020	Ford	F-250
Truck	2020	Freightliner	
Truck	2022	Ford	F-250
Truck	2022	Ford	Bronco
Truck	2022	Ford	F150
Truck	2022	Ford	F250
Truck	2020	Ford	Ecosport
Truck	2026	Ford	F150
Truck	2020	Dodge	Ram-2500
Truck	2020	Dodge	Ram-2500
Truck	2020	Dodge	Ram-3500
Truck	2020	Ford	Ecosport
Truck	2020	Ford	Ecosport
Truck	2019	Ford	F-250
Truck	2020	Ford	F-250
Truck	2021	Ford	F-450
Truck	2021	Ford	Ecosport
Truck	2021	Ford	F-250
Truck	2021	Ford	F-150
Truck	2021	Ford	Ecosport
Truck	2019	Dodge	Ram 2500
Truck	2021	Dodge	Ram 3500
Truck	2022	Ford	Ranger
Truck	2026	Ford	F150
Truck	2026	Ford	F150
Truck	2019	Dodge	Ram 2500
Truck	2022	Ford	F450
Truck	2022	Ford	F350
Trailer	2020	PJ Trailer	Deckover
Trailer	2017	Goliath	Deckover
Trailer	2022	Lamar	Deckover
Trailer	2026	Lamar	Dump Trailer
Trailer	2026	Kraftsman	E6
Trailer	2026	Kraftsman	E6
Trailer	2026	Kraftsman	Deckover
Trailer	2026	Kraftsman	Deckover
Trailer	2026	Kraftsman	Deckover

Trailer	2017	Homesteader	Gray enclosed	
Trailer	2019	Homesteader	White enclosed	
Trailer	2020	Spartan	Enclosed	
Trailer	2021	Spartan	Cargo Trailer	
Trailer	2021	Spartan	Cargo Trailer	
Trailer	2022	Delco	Dump Trailer	
Trailer	2024	Seed	Cargo Trailer	
Trailer	2024	Seed	Cargo Trailer	
Trailer	2024	Seed	Cargo Trailer	
Trailer	2024	Iamar	Dump Trailer	
Trailer	2022	box trailer		
Skid Steer		Kubota	SVL75-2W	
Skid Steer		Kubota	SVL75-2W	
Skid Steer		Kubota	SVL75-3W	
Excavator		Kubota	KX40-4	
Skid Steer		Kubota	SVL75-3W	
Excavator		Kubota	KX040-5	
Mower		Ferris	61" Zero Turn	
Mower		Ferris	61" Zero Turn 5901577	
Mower	2022	Toro	52" Grandstand 72505	
Mower	2022	Honda	Honda HRN push mower	
Mower	2024	Toro	60" Grandstand 72513	
Mower	2024	Toro	60" Grandstand 72513	
Mower	2024	Toro	60" Grandstand 72513	
Mower	2024	Toro	60" Grandstand 72513	
Mower	2026	Toro	60" Grandstand 72513	
Mower	2026	Toro	60" Grandstand 72513	
Mower	2026	Toro	60" Grandstand 72513	
Mower	2026	Toro	60" Grandstand 72513	
Mower	2026	Toro	60" Grandstand 72513	
Mower	2026	Toro	52" Grandstand 72519	
Mower	2026	Toro	52" Grandstand 72519	
Mower	2026	Toro	52" Grandstand 72519	
Mower	2026	Toro	52" Grandstand 72519	
Mower	2026	Toro	52" Grandstand 72519	
Mower	2026	Toro	52" Grandstand 72519	
Mower	2026	Toro	30" Turfmaster HDX 22236	
Mower	2022	Sthi	RMA510	
Mower	2022	Toro	52" Grandstand 72505	
Mower	2022	Toro	52" Grandstand 72505	
Mower	2022	Toro	52" Grandstand 72505	
Mower	2022	Honda	Honda HRN push mower	
Mower	2022	Honda	Honda HRN push mower	
Bucket		Ingersoll	74" 4in1 Bucket	
Pallet Fork		Kubota	Pallet Forks	

Rake	2016	Bobcat	Landscape Rake
Bucket		Kubota	18" Bucket
Auger		Kubota	Hydraulic Auger
Sweeper		Bobcat	Skid Steer Attachment Sweeper
Pallet Fork		Landpride	Pallet Fork
Bucket		Construct Attach	4in1 Bucket
Bucket		Bobcat	straight bucket
Pallet Fork		Paladin	Pallet Fork
Auger		Bobcat	Auger
Bucket		Kubota	CB2574
Pallet Fork		Kubota	PFL4648
Auger		Kubota	SA35
HYD quick coupl		Kubota	K7870A
HYD thumb		Kubota	K7910A
Bucket		Kubota	K7872A
Bucket		Kubota	K7875A
Bucket		Kubota	K7473A
Bucket		Kubota	AP-CB2574
Forks		Kubota	AP-PFL4648
Auger		Kubota	AP-SA35
boom pole			boom pole
sod roller			sod roller
bucket		Kubota	24 inch bucket
bucket		Kubota	12 inch bucket
Street Blower			F601X walk behind
Street Blower			F601X walk behind
Street Blower			F601X walk behind
Street Blower			F601X walk behind
Blower			BR600 backpack
Blower		Sthil	BR800 blower
Blower		Sthil	BR800 blower
Blower		Sthil	BR800
Blower		Sthil	BR800 blower
Blower		Sthil	BR800 blower
Blower		Sthil	BR800 blower
Street Blower		Little wonder	Optimax 9270-02-01
Blower			BGA-200
Blower			BR800
Blower			BR800
truck loader		Billy goat	DL1302V
Blower		Sthil	Br430
Blower		Sthil	BR800 blower
Blower		Sthil	BR800 blower

Blower		Sthil	BR800 blower	
Blower		Sthil	BR800 blower	
Blower		Sthil	BR800 blower	
Blower		Sthil	BR800 blower	
Blower		Sthil	BR800 blower	
Blower		Sthil	BR800 blower	
Street Blower		Little wonder	Optimax 9270-02-01	
Street Blower		Little wonder	Optimax 9270-02-01	
Street Blower		Little wonder	Optimax 9270-02-01	
Blower			BR600	
Blower	2021	Echo	PB-580T	
Blower	2021	Echo	PB-580T	
Edger			FS94R	
Weedeater			FS94R	
Weedeater			FS94R	
Weedeater			FS111R	
Weedeater			FS111R	
Weedeater			FS111R	
Weedeater			FS111R chainsaw head	
Weedeater			FS111R	
Weedeater			FS111R	
Weedeater			FS111R	
Weedeater			FS111R	
Weedeater			FS111R	
Weedeater			FS111R	
Weedeater			FS91R	
Weedeater			FS91R	
Weedeater			FS91R	
Weedeater			FS91R	
shears			FS111R long shear	
Weedeater			FS91R	
Weedeater			FS111R	
Weedeater			FS111R	
Weedeater			FS111R	
Kombi		Stihl	KM 131 Kombi	
Sweep Attachment		Stihl	Power Sweep Attachment	
cutsaw		Sthil	TS-420	
chainsaw		Sthi	ms270	
pole saw		Echo	PPT-2620	
chainsaw		Sthil	ms270	
Edger			FC91	
Edger	2021		FC91	
Edger	2022		FC91 bed edger	

Edger	2022		FC91	
Edger			FC91	
Edger			FC91	
Edger			FC91	
Edger			FC91	
Edger			FC91	
Edger			FC91	
Edger			FC91	
Edger			FC91	
Edger			FC91	
Edger			FC91	
Edger			FC91	
Edger			FC91	
Edger			FS131R Bed edger	
Edger			FC91	
Edger			FC91	
Edger			FC91	
Edger	2022		FC 91 pole shear head	
Edger	2022		FC91	
Edger	2023		FC91	
Edger	2023		FC91	
Edger			PE225	
Edger			PE225	
Sheers			hl 91 short handle	
Sheers			HS82R24 Pruner	
Sheers			HS82R24 Pruner	
Weedeater			FS94R	
Sheers			HS82R24 Pruner	
Sheers			HL 94 K 0 to 145	
Sheers			HL 94 K 0 to 145	
Sheers			HL 94 K 0 to 145	
Sheers			HS82R24 Pruner	
Sheers			HS82T-24	
Sheers			HS82T-24	
Tiller			MM-56	
Sheers			HL 94 K 0 to 145	
Sheers			HL 94 K 0 to 145	
Sheers			HL 94 K 0 to 145	
Sheers			HL 94 K 0 to 145	
Sheers			HL 94 K 0 to 145	
Tiller			MM-56	
Plow			Hinker Plow	
Plow			Hinker Plow	
Plow			Western Plow	

Plow			Western Plow	
Skid Steer		Kubota	SVL 75-2	
		Harlee Rake	MGM	
Bucket		Kubota 4 in 1		

**Attachment A –  
 BID FORM  
 GROUNDS MAINTENANCE SERVICES**

**FOR THE PURPOSE OF DETERMINING BID PROPOSAL AMOUNTS, THE WORK UNDER THE AWARDED CONTRACT WILL BE CONDUCTED IN ACCORDANCE WITH THE ATTACHED SPECIFICATIONS.**

**FROM:**  Russell Landscape Group

**BIDDER:**  Matthew Lowe  **SUBMITTED:**  4/23/2026

**ADDRESS:** \_\_\_\_\_ **PHONE:**  919-975-7879

The annual lump sum amounts and prices listed below include all labor, materials, overhead, profit, insurance, taxes, etc. to cover the work outlined in the scope of work attached. *Note: in the Scope of Services the dollar amount associated with Exit 95 will not be invoiced or paid until Exit 95 is officially reopened and accessible, then Exit 95 will be added upon the reopening of I-95 in the summer of 2027.*

Scope of Services offered by the BIDDER shall be provided for the period from July 1, 2026, through June 30, 2028. The OWNER reserves the right to extend or eliminate service scope by negotiation.

ITEM # 1: Rights-of-Way	\$	<u> 59688 </u>	
ITEM # 2: I-95 Exits	\$	<u> 27612 </u>	Exit 93
(Exit 93 & 95)	\$	<u> 28500 </u>	Exit 95
TOTAL BID:	\$	<u> 115800 </u>	

The undersigned, as BIDDER, hereby declares that the only person, or persons, interested in this BID as principal(s) is, or are, named herein; that no other persons have any interest in the BID or in the Agreement to be entered into: that this BID is made without connection with any person, company or parties making a BID; and that it is in all respects fair and in good faith without collusion or fraud.

The BIDDER further declares that he has examined the Scope of Services and informed himself fully in regard to all conditions pertaining to the place where the work is to be done; and that he has satisfied himself as to the work to be performed.

The BIDDER further proposes and agrees, if this BID is accepted, to contract with the OWNER, the Town of Smithfield, in the attached form to contract, to furnish all materials, equipment, tools, apparatus, means of transportation, and labor necessary thereto, and to complete the Scope of Services in full and complete satisfaction of the OWNER at the prices listed hereafter.

**Signature of Bidder:**  Matthew Lowe

**Proposed Subcontractor (s) (if any will be used:**

Name	Address	Type and Extent of Work

**Attachment B –**

**REFERENCE PAGE  
(MUST BE COMPLETED BY BIDDER)**

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

Name City of Smyrna Robert Early Years Known 1 yr  
Address 2800 King Street Smyrna Ga 30080 Phone 678-631-5440  
Services Provided General landscaping, contract work and  
enhancements \_\_\_\_\_

Name Gwinnett Place CID Joe Allen Years Known 21 yrs  
Address 3700 Crestwood Parkway NW 680 Duluth Ga 30096  
Phone 678-924-8171  
Services Provided General landscaping, contract work and enhancements

Name City of Douglasville Todd Dresdow Years Known 4 yrs  
Address 6758 Spring St Douglasville Ga 30134 Phone 770-920-3000

Services Provided General Landscaping,contract work and enhancements

Optional Note

- An optional walk-through of sites will be held Tuesday, April 14, 2026, at 11:00am at the Public Works Facility, 231 Hospital Road. Bidders unable to attend must contact Lawrence Davis at (919) 934-2580 to schedule a walk-through prior to bid opening. Questions will be addressed at that time.

Certificate of Non-Collusion

The undersigned certifies under penalties of perjury that this bid or proposal has been made and submittal in good faith and without collusion or fraud with any other person. As used in this certification, the work "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

*Matthew Lowe*

\_\_\_\_\_  
Signature of individual submitting bid or proposal

Russell Landscape Group  
Name of Business

Lawrence Davis,

Mr Davis, I wanted to attach this letter to answer to areas in the RFP that we wanted to make the town aware of as it pertains to our bid.

1. We have attached the Pesticide license for Richard Scott License #026-42739

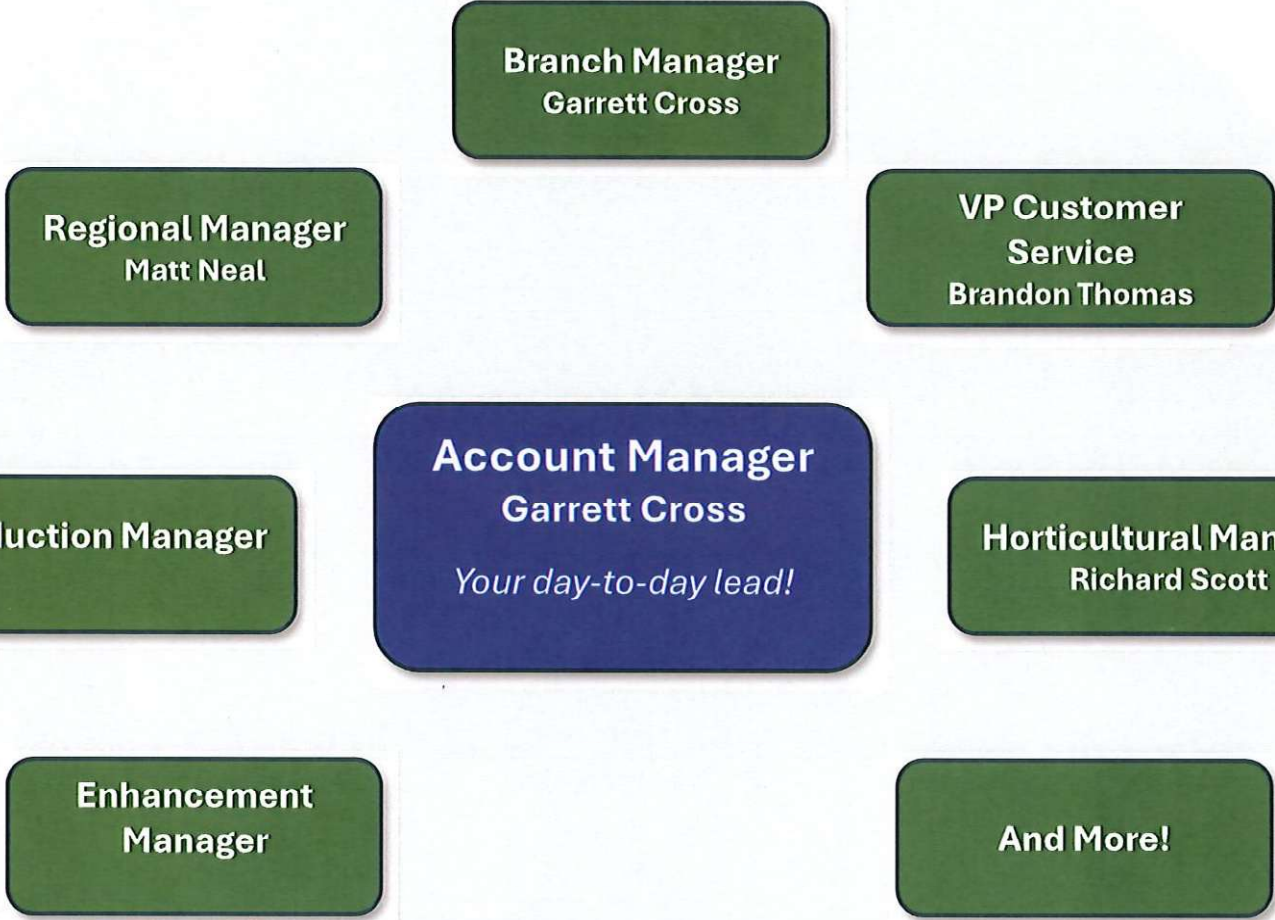
Currently he has endorsements for Ornamental and turf, he is in process of completing the requirements for ROW endorsement, can provide updated information on this request.

2. Pricing for exit 95 is determined by general guidelines using the exiting exit 93, without landscape plans we must assume it will mimic exit 93 and used these guidelines in pricing. Once exit 95 is complete we can provide an updated price.

# Full team support

Deploying our full team to support your needs

---



# Equipment Availability & Commitment

Prepared, Equipped, and Ready to Perform

---

---

## Equipment

36" Mower – Wright

Trailer - Down 2 Earth

RTV - John Deere

Trailer-Hardeebilt trailer

36" Mower – Wright

36" Mower – Exmark

48" Mower-Exmark

RTV - American Landmaster

60" Mower-Exmark

52" Mower – Exmark

48" Mower – Exmark

Stihl Backpack blowers

Stihl Hedge Trimmers

Stihl Stick Edgers

Stihl Gas Shears

Stihl Pole saws

Little wonder street blower

Isuzu 1-ton trucks w/600GL Spray rigs

Isuzu 1-ton equipment trucks


---

This Equipment List outlines the equipment currently available and designated for regular use on your property.

If additional tools or machinery are needed to meet site-specific requirements, Russell Landscape is fully prepared to allocate or procure the necessary resources to ensure all performance standards are met without compromise.

# Certificate of Insurance

Page 1 of 2



## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
 11/21/2024

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

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

<b>PRODUCER</b> Willis Towers Watson Insurance Services West, Inc. c/o 26 Century Blvd P.O. Box 305191 Nashville, TN 372305191 USA	<b>CONTACT</b> WTW Certificate Center NAME: PHONE (ASC No. Ext): 1-877-945-7378 FAX (ASC No.): 1-888-467-2378 E-MAIL ADDRESS: certificates@wtwco.com
--	---

INSURER(S) AFFORDING COVERAGE	NAIC#
INSURER A: United Specialty Insurance Company	12537
INSURER B: Safety National Casualty Corporation	15105
INSURER C: Gotham Insurance Company	25569
INSURER D: Ascot Insurance Company	23752
INSURER E: Evanston Insurance Company	35378
INSURER F: Navigators Specialty Insurance Company	36056

**INSURED**  
 Russell Landscape Florida, LLC  
 4300 Woodward Way  
 Sugar Hill, GA 30518


**COVERAGES**      **CERTIFICATE NUMBER: W36342358**      **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 NSO	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y	Y	ATN2419762	11/01/2024	11/01/2025	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 50,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
B	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY	Y	Y	CA6676930	11/01/2024	11/01/2025	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
C	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$	Y	Y	EX202400005564	11/01/2024	11/01/2025	EACH OCCURRENCE \$ 2,000,000 AGGREGATE \$ 2,000,000
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE/OF FICER MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	LDS4069023	11/01/2024	11/01/2025	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
D	Installation Floater			IHH02410002276-01	11/01/2024	11/01/2025	Jobsite Limit \$500,000 Deductible \$1,000

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

SEE ATTACHED


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

© 1988-2016 ACORD CORPORATION. All rights reserved.

ACORD 25 (2016/03)      The ACORD name and logo are registered marks of ACORD      SA ID: 26776011      BATCH: 3714983



# Certificate of Insurance, cont.

AGENCY CUSTOMER ID: _____		
LOC #: _____		
	<b>ADDITIONAL REMARKS SCHEDULE</b>	
Page <u>2</u> of <u>2</u>		
AGENCY Willis Towers Watson Insurance Services West, Inc.  POLICY NUMBER See Page 1  CARRIER See Page 1	NAMED INSURED Russell Landscape Florida, LLC 4300 Woodward Way Sugar Hill, GA 30518  NAIC CODE See Page 1  EFFECTIVE DATE: See Page 1	
<b>ADDITIONAL REMARKS</b>		
THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM, FORM NUMBER: <u>25</u> FORM TITLE: <u>Certificate of Liability Insurance</u>		
Certificate Holder is included as an Additional Insured as respects to General Liability, Auto Liability as required by written contract or agreement and Umbrella/Excess Liability.		
General Liability, Auto Liability and Umbrella/Excess Liability policies shall be Primary and Non-Contributory with any other insurance in force for or which may be purchased by Certificate Holder.		
Waiver of Subrogation applies in favor of Certificate Holder with respects to General Liability, Auto Liability as required by written contract or agreement, Umbrella/Excess Liability and Workers Compensation, as permitted by law.		
Ongoing and Completed Operations is included under the General Liability policy.		
INSURER AFFORDING COVERAGE: Ascot Insurance Company <span style="float: right;">NAIC#: 23752</span> POLICY NUMBER: IMMA2410002276-01    EFF DATE: 11/01/2024    EXP DATE: 11/01/2025		
TYPE OF INSURANCE: Equipment Leased/Rented .....	LIMIT DESCRIPTION: Per Occurrence Per Item Deductible	LIMIT AMOUNT: \$100,000 \$100,000 \$15,000
INSURER AFFORDING COVERAGE: Evanston Insurance Company <span style="float: right;">NAIC#: 35378</span> POLICY NUMBER: CPLMOL127172    EFF DATE: 11/01/2024    EXP DATE: 11/01/2025		
TYPE OF INSURANCE: Pollution/Professional Liability .....	LIMIT DESCRIPTION: Per Occurrence Aggregate Deductible	LIMIT AMOUNT: \$1,000,000 \$2,000,000 \$10,000
INSURER AFFORDING COVERAGE: Navigators Specialty Insurance Company <span style="float: right;">NAIC#: 36056</span> POLICY NUMBER: SF24EXCZ0JD17IC    EFF DATE: 11/01/2024    EXP DATE: 11/01/2025		
ADDITIONAL INSURED:    Y SUBROGATION WAIVED:    Y		
TYPE OF INSURANCE: Excess Liability .....	LIMIT DESCRIPTION: .....	LIMIT AMOUNT: \$3,000,000 xs of \$2,000,000
ACORD 101 (2008/01) <span style="float: right;">© 2008 ACORD CORPORATION. All rights reserved.</span>		
The ACORD name and logo are registered marks of ACORD SR ID: 26776011    BATCH: 3714883    CERT: W36342358		



Form **W-9**  
(Rev. March 2024)  
Department of the Treasury  
Internal Revenue Service

## Request for Taxpayer Identification Number and Certification

Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

Give form to the  
requester. Do not  
send to the IRS.

**Before you begin.** For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type. See Specific Instructions on page 3.	1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.) <b>Russell Landscape, LLC</b>	
	2 Business name/disregarded entity name, if different from above.	
	3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only one of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C corporation <input type="checkbox"/> S corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input checked="" type="checkbox"/> LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) . . . . . <b>P</b> Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions)	
	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3). Exempt payee code (if any) _____ Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____ <i>(Applies to accounts maintained outside the United States.)</i>	
	3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions . . . . . <input type="checkbox"/>	
	5 Address (number, street, and apt. or suite no.). See instructions. <b>P.O. Box 90746</b>	Requester's name and address (optional)
	6 City, state, and ZIP code <b>Charlotte, NC 28296-6746</b>	
7 List account number(s) here (optional):		

### Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number	
OR	
Employer identification number	

### Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here    Signature of U.S. person    *John P. Buehler*    Date    1/8/26

### General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

### What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1085).

### Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they





TOWN OF SMITHFIELD  
REQUEST FOR PROPOSAL

FOR

FY 2026-2027  
2027-2028

GROUNDS MAINTENANCE SERVICE

Bid Opening: 2:00pm on Thursday, April 23, 2026

by

Lawrence Davis, Public Works Director

### General Information & Bid Submission Requirements:

- Submit Sealed bids to:  
**Town of Smithfield**  
**Attn: Lawrence Davis**  
**231 Hospital Rd**  
**PO Box 761**  
**Smithfield, NC 27577**
- Submit all bids by 2:00pm on Thursday, April 23, 2026. At that time bids will be publicly opened within the Public Works Facility.
- The Town of Smithfield (herein called the “OWNER”) will not consider bids received after the date listed above for any reason. Owner reserves the right to reject any and all bids and to waive informalities if the contractor(s) fails to meet all terms and conditions of the contract award.
- The contractor is responsible for all errors, omissions, and deviations from the contract requirements.
- All bids must be made on the required bid form. All blank spaces for bid prices must be filled in, in ink or typewritten. The bid form must be fully completed and executed when submitted. Only one copy of the bid form is required.
- Bidders must satisfy themselves with the Scope of Work requested by the Owner, by careful examination of the site and thorough review of the Scope of Work. After bids have been submitted, the bidder shall not assert that there was a misunderstanding concerning the Scope of Work to be provided.
- All bids must be firm and not subject to any increases. (Unless approved by appropriate personnel).
- The Town reserves the right to hold bids open for a period of thirty days after bid opening before making awards.
- In accordance with State Law GS 143-129, the award will be given to the lowest most responsible bidder, taking into consideration quality, performance and time specified in the proposal for the performance of the contract.
- Bid tabulations will be provided upon request. All bidders are welcome to attend the bid opening.
- Please direct all technical questions regarding this bid to Lawrence Davis, Public Works Director, at 919-934-2580.

### Description of Work

- Weekly mowing and associated landscape maintenance at various facilities and rights of ways within the Town of Smithfield on an annual term.

### Date of Availability

- Contract period **July 1, 2026 – June 30, 2028**

### Contract Renewal

- No renewals

## Work Times

- Unless otherwise approved by the Public Works Director, no work shall be performed on Saturdays, Sundays, and Legal State Holidays. Work shall be performed only during daylight hours.

## Mowing/Maintenance Cycles

- Intent of this contract is to provide maintenance to all sites in a range of every ten (10) days from March 15 to November 1, to allow for time to accommodate days that are not conducive to mowing and landscape work. If days beyond ten (10) are needed, the contractor is expected to adjust to get back on a regular schedule.

## Locations

Maintenance must be performed at the following locations every ten (10) days:

### A. Right-of-Ways

- a. Railroad Underpass, on Hwy 70 Business, between Futrell Way and Hwy 301(Brightleaf Blvd.)
- b. Hwy 70 Business from the Neuse River Bridge to the western Town Limit, all landscape beds including median and sides, island between 210 Hwy and 70 Hwy split and Welcome to Smithfield sign
- c. Traffic Islands at Hwy 301 and Third Street including tree orchard beside BP Station
- d. Martin Luther King Jr. Blvd., from College Road and Furlong Drive
- e. Market Street, from Hwy 301 to the Neuse River Bridge
- f. South side of Brogden Road from Railroad track to I-95 right of ways
- g. I-95 Entry and exit right of ways and grounds within the median triangles.
- h. 230 Hospital Road Operation center
- i. 231 Public Works Building
- j. Towne Centre Pl. landscape beds including median and sides

### B. I-95 Exits (Exit 93 and 95)

- a. **Note Exit 95 is under construction until the summer 2027. Note: the dollar amount associated with Exit 95 will not be invoiced or paid until Exit 95 is officially reopened and accessible for Exit 95 will be added upon the reopening of I-95 in the summer of 2027.**

## Pruning and Fertilizing

- Shrubbery shall be pruned to maintain an acceptable size and shape not less than once from April 1 through August 15 of the growing season, and not less than once during the dormant season. Prior to pruning operations, the contractor shall meet with the Owner.
- Shrubbery shall be fertilized not less than once each year at a rate not less than 10 lbs/1000 square feet utilizing a fertilizer with a ratio rating of 10-10-10.

- Street trees shall be trimmed and trunked as needed to maintain acceptable shape throughout the growing season. Limbs shall be pruned from sidewalk walking areas, traffic, buildings and signs.

#### Weed Control

- Plant beds, sidewalks, curb/gutter, and parking lots shall be maintained in a weed free condition. This includes plant beds on ROW's and NCDOT interchanges. Weeds can be removed manually or spot spraying with non-selective herbicide will be allowed. Non-selective herbicide shall be provided by contractor upon approval of Public Works Director.

#### Herbicides

- All herbicides must be approved by the Public Works Director. List of herbicides, rates, and intended use shall be submitted in writing/email prior to application. Herbicide applications must be conducted by or with oversight from license holder. Company must have a valid NCDA pesticide applicator license with endorsements for Turf/Ornamental and ROW
- License must be held by company. No second party is
- Herbicides shall be applied as needed to maintain the shrub beds, around trees, fence lines, curbing, sidewalk and signs in a weed free condition

#### Mowing

- Mowing height shall be set between 2" and 4" on all turf areas. Mowing height shall be uniform at each site. Scalping, gapping, or sprigging will not be allowed

#### Fertilization and Fire Ant Treatments

- Granular fertilizer and or pelletized lime shall be applied to turf areas as requested Spring and Fall each year – materials provided by Owner

#### Equipment

- Contractor must maintain all necessary equipment in good working order. Equipment must be suitable for commercial work. Contractor shall provide quantity of equipment suitable for the scope of work set forth in this proposal

#### Personnel

- All personnel should be identifiable by a shirt/jacket/safety vest with company logo
- All personnel shall wear reflective safety green vest/shirt when on public transportation ROW

### Reporting / Inspection of Work

- All mowing areas are to be inspected by Contractor Mowing Supervisor, and a Checklist must be turned in at the end of each Mowing Interval to Public Works Director for final inspection by Town of Smithfield. *See Attachment C*
- Failure to submit inspection reports will impact payment of invoice.

### Retainage Fee

- Retainage of 5% each month will be withheld as a guarantee of performance. Satisfactory performance will allow for contractor to invoice for return of retainage after the final month of service annually (June)

### Invoicing and Finance

- Inspection reports must be provided with invoices for remittance of payment
- Invoices are to be turned into the Public Works department either by email to [accountspayable@smithfield-nc.com](mailto:accountspayable@smithfield-nc.com) or by mailing to PO Box 761, Smithfield, NC 27577
- Town of Smithfield remits payment on a net 30 basis
- One invoice per month will be processed for payment

### Required Submittals

- List of equipment to be used to perform work
- Copy of NCDA Pesticide License
- All pesticide applications and related services must be performed under a valid pesticide license held directly by the primary contracting company. Use of a secondary, subcontracted, or third-party company's license to fulfill this requirement is not permitted. The primary company is solely responsible for maintaining proper licensing, compliance with all applicable regulations, and oversight of all pesticide-related activities.
- Evidence of insurability
- Signed Certificate of Non-Collusion
- Submittal of Bid Form based on an Annual Total Price and unit prices for each Item outlined - *Attachment A*
- References (3) – *Attachment B*

### After Approval

- Following approval by the Town Council, the party to whom the contract is awarded will be required to execute an Agreement within fourteen (14) calendar days from the date when notice of award is delivered or mailed to the bidder

Optional Note

- An optional walk-through of sites will be held Tuesday, April 14, 2026, at 11:00am at the Public Works Facility, 231 Hospital Road. Bidders unable to attend must contact Lawrence Davis at (919) 934-2580 to schedule a walk-through prior to bid opening. Questions will be addressed at that time.

Certificate of Non-Collusion

The undersigned certifies under penalties of perjury that this bid of proposal has been made and submittal in good faith and without collusion or fraud with any other person. As used in this certification, the work “person” shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

---

Signature of individual submitting bid or proposal

---

Name of Business

**Attachment A –  
BID FORM  
GROUNDS MAINTENANCE SERVICES**

**FOR THE PURPOSE OF DETERMINING BID PROPOSAL AMOUNTS, THE WORK UNDER THE AWARDED CONTRACT WILL BE CONDUCTED IN ACCORDANCE WITH THE ATTACHED SPECIFICATIONS.**

**FROM:** \_\_\_\_\_

**BIDDER:** \_\_\_\_\_ **SUBMITTED:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

The annual lump sum amounts and prices listed below include all labor, materials, overhead, profit, insurance, taxes, etc. to cover the work outlined in the scope of work attached. *Note: in the Scope of Services the dollar amount associated with Exit 95 will not be invoiced or paid until Exit 95 is officially reopened and accessible for Exit 95 will be added upon the reopening of I-95 in the summer of 2027.*

Scope of Services offered by the BIDDER shall be provided for the period from July 1, 2026, through June 30, 2028. The OWNER reserves the right to extend or eliminate service scope by negotiation.

ITEM # 1: Right-of-Ways	\$ _____	
ITEM # 2: I-95 Exits	\$ _____	Exit 93
(Exit 93 & 95)	\$ _____	Exit 95
<b>TOTAL BID:</b>	<b>\$ _____</b>	

The undersigned, as BIDDER, hereby declares that the only person, or persons, interested in this BID as principal(s) is, or are, named herein; that no other persons have any interest in the BID or in the Agreement to be entered into: that this BID is made without connection with any person, company or parties making a BID; and that it is in all respects fair and in good faith without collusion or fraud.

The BIDDER further declares that he has examined the Scope of Services and informed himself fully in regard to all conditions pertaining to the place where the work is to be done; and that he has satisfied himself as to the work to be performed.

The BIDDER further proposes and agrees, if this BID is accepted, to contract with the OWNER, the Town of Smithfield, in the attached form to contract, to furnish all materials, equipment, tools, apparatus, means of transportation, and labor necessary thereto, and to complete the Scope of Services in full and complete satisfaction of the OWNER at the prices listed hereafter.

**Signature of Bidder:** \_\_\_\_\_

**Proposed Subcontractor (s) (if any will be used:**

<b>Name</b>	<b>Address</b>	<b>Type and Extent of Work</b>

**Attachment B –**

**REFERENCE PAGE  
(MUST BE COMPLETED BY BIDDER)**

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

**Name** \_\_\_\_\_ **Years Known** \_\_\_\_\_

**Address** \_\_\_\_\_ **Phone** \_\_\_\_\_

**Services Provided** \_\_\_\_\_

**Name** \_\_\_\_\_ **Years Known** \_\_\_\_\_

**Address** \_\_\_\_\_ **Phone** \_\_\_\_\_

**Services Provided** \_\_\_\_\_

**Name** \_\_\_\_\_ **Years Known** \_\_\_\_\_

**Address** \_\_\_\_\_ **Phone** \_\_\_\_\_

**Services Provided** \_\_\_\_\_

**Town of Smithfield**  
**Attachment C -- Mowing & Grounds Maintenance Checklist**

**A. Right-of-Ways**

Location	Mowed	Trimmed	Edged	Beds Maintained	Debris Removed	Date	Initials
<b>Railroad Underpass – Hwy 70 Business (Futrell Way to Hwy 301/Brightleaf Blvd.)</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<b>Hwy 70 Business – Neuse River Bridge to Western Town Limits (All beds, medians, sides, island at 210/70 split, Welcome Sign)</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<b>Traffic Islands – Hwy 301 &amp; Third Street (Including tree orchard beside BP)</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<b>Martin Luther King Jr. Blvd. – College Rd. to Furlong Dr.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<b>Market Street – Hwy 301 to Neuse River Bridge</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<b>South side of Brogden Rd. – Railroad track to I-95 ROW</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<b>I-95 Entry/Exit ROW and Median Triangles</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<b>230 Hospital Road Operations Center</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<b>231 Public Works Building</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Location	Mowed	Trimmed	Edged	Beds Maintained	Debris Removed	Date	Initials
Towne Centre Place – Landscape beds, medians, sides	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

**B. I-95 Exits**

Location	Mowed	Trimmed	Edged	Beds Maintained	Debris Removed	Date	Initials
Exit 93	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Exit 95	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

**Supervisor Sign-Off**

Mowing Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Public Works Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## AGREEMENT

THIS AGREEMENT, made this 5<sup>th</sup> day of May, 2026, by and between the Town of Smithfield hereinafter called "Owner" and Lane Landscaping & Greenhouse, LLC doing business as (an individual,) or (a partnership,) or (a corporation) hereinafter called "Contractor".

WITNESSETH: That for and in consideration of the payments and agreements hereinafter mentioned:

The CONTRACTOR will commence work on July 1, 2026.

The CONTRACTOR will furnish all of the material, supplies, tools, equipment, labor and other services necessary for the completion of the SERVICES described herein.

The CONTRACTOR will maintain and keep current a monthly service report to document all maintenance functions performed by the contractor's personnel. This report will be submitted monthly to the Public Works Department by email. This report will be used to verify completed work and coordinate invoices.

The CONTRACTOR will report any noticed issues or concerns to the Town of Smithfield Public Works Department when performing SERVICES described herein.

The CONTRACTOR will commence the work required by the CONTRACT DOCUMENTS within 1 calendar day after the date of the NOTICE TO PROCEED or PURCHASE ORDER unless the period for completion is extended otherwise by the CONTRACT DOCUMENTS.

The CONTRACTOR agrees to perform all of the WORK described in the CONTRACT DOCUMENTS and comply with the terms therein for the sum of \$55,985 for 12 months (July 1, 2026 until June 30, 2027).

The OWNER will pay to the CONTRACTOR in the manner and at such times as set forth by the submission of invoices. The Town of Smithfield distributes payments bimonthly. This Agreement shall be binding upon all parties.

### Description of Work

- Weekly mowing and associated landscape maintenance at various facilities and rights of ways within the Town of Smithfield on an annual term.

### Date of Availability

- Contract period **July 1, 2026 – June 30, 2028**

### Contract Renewal

- No renewals

### Work Times

- Unless otherwise approved by the Public Works Director, no work shall be performed on Saturdays, Sundays, and Legal State Holidays. Work shall be performed only during daylight hours.

### Mowing/Maintenance Cycles

- Intent of this contract is to provide maintenance to all sites in a range of every ten (10) days from March 15 to November 1, to allow for time to accommodate days that are not conducive to mowing and landscape work. If days beyond ten (10) are needed, the contractor is expected to adjust to get back on a regular schedule.

### Locations

Maintenance must be performed at the following locations every ten (10) days:

#### A. Right-of-Ways

- a. Railroad Underpass, on Hwy 70 Business, between Futrell Way and Hwy 301(Brightleaf Blvd.)
- b. Hwy 70 Business from the Neuse River Bridge to the western Town Limit, all landscape beds including median and sides, island between 210 Hwy and 70 Hwy split and Welcome to Smithfield sign
- c. Traffic Islands at Hwy 301 and Third Street including tree orchard beside BP Station
- d. Martin Luther King Jr. Blvd., from College Road and Furlong Drive
- e. Market Street, from Hwy 301 to the Neuse River Bridge
- f. South side of Brogden Road from Railroad track to I-95 right of ways
- g. I-95 Entry and exit right of ways and grounds within the median triangles.
- h. 230 Hospital Road Operation center
- i. 231 Public Works Building
- j. Towne Centre Pl. landscape beds including median and sides

B. I-95 Exits (Exit 93 and 95)

- a. **Note Exit 95 is under construction until the summer 2027. Note: the dollar amount associated with Exit 95 will not be invoiced or paid until Exit 95 is officially reopened and accessible for Exit 95 will be added upon the reopening of I-95 in the summer of 2027.**

Pruning and Fertilizing

- Shrubbery shall be pruned to maintain an acceptable size and shape not less than once from April 1 through August 15 of the growing season, and not less than once during the dormant season. Prior to pruning operations, the contractor shall meet with the Owner.
- Shrubbery shall be fertilized not less than once each year at a rate not less than 10 lbs/1000 square feet utilizing a fertilizer with a ratio rating of 10-10-10.
- Street trees shall be trimmed and trunked as needed to maintain acceptable shape throughout the growing season. Limbs shall be pruned from sidewalk walking areas, traffic, buildings and signs.

Weed Control

- Plant beds, sidewalks, curb/gutter, and parking lots shall be maintained in a weed free condition. This includes plant beds on ROW's and NCDOT interchanges. Weeds can be removed manually or spot spraying with non-selective herbicide will be allowed. Non-selective herbicide shall be provided by contractor upon approval of Public Works Director.

Herbicides

- All herbicides must be approved by the Public Works Director. List of herbicides, rates, and intended use shall be submitted in writing/email prior to application. Herbicide applications must be conducted by or with oversight from license holder. Company must have a valid NCDA pesticide applicator license with endorsements for Turf/Ornamental and ROW
- License must be held by company. No second party is
- Herbicides shall be applied as needed to maintain the shrub beds, around trees, fence lines, curbing, sidewalk and signs in a weed free condition

Mowing

- Mowing height shall be set between 2" and 4" on all turf areas. Mowing height shall be uniform at each site. Scalping, gapping, or sprigging will not be allowed

Fertilization and Fire Ant Treatments

- Granular fertilizer and or pelletized lime shall be applied to turf areas as requested Spring and Fall each year – materials provided by Owner

Equipment

- Contractor must maintain all necessary equipment in good working order. Equipment must be suitable for commercial work. Contractor shall provide quantity of equipment suitable for the scope of work set forth in this proposal

Personnel

- All personnel should be identifiable by a shirt/jacket/safety vest with company logo
- All personnel shall wear reflective safety green vest/shirt when on public transportation ROW

Reporting / Inspection of Work

- All mowing areas are to be inspected by Contractor Mowing Supervisor, and a Checklist must be turned in at the end of each Mowing Interval to Public Works Director for final inspection by Town of Smithfield. *See Attachment C*
- Failure to submit inspection reports will impact payment of invoice.

Retainage Fee

- Retainage of 5% each month will be withheld as a guarantee of performance. Satisfactory performance will allow for contractor to invoice for return of retainage after the final month of service annually (June)

Invoicing and Finance

- Inspection reports must be provided with invoices for remittance of payment
- Invoices are to be turned into the Public Works department either by email to [accountspayable@smithfield-nc.com](mailto:accountspayable@smithfield-nc.com) or by mailing to PO Box 761, Smithfield, NC 27577
- Town of Smithfield remits payment on a net 30 basis
- One invoice per month will be processed for payment

Litter shall be removed at each location as necessary prior to any mowing operation and as necessary during the intervals between each mowing.

In WITNESS WHEREOF, the parties hereto have executed, or caused to be executed by their duly authorized officials, this AGREEMENT in 2 each of which shall be deemed an original on the date first above written.

OWNER: Town of Smithfield

BY: \_\_\_\_\_

NAME: Kimberly Pickett

TITLE: Interim Town Manager

(SEAL)

ATTEST: \_\_\_\_\_

NAME: Elaine S. Andrews

TITLE: Town Clerk

CONTRACTOR:  
LANE LANDSCAPING & GREENHOUSE, LLC

BY: Mark Lane

NAME: \_\_\_\_\_

ADDRESS \_\_\_\_\_

ATTEST: \_\_\_\_\_

NAME \_\_\_\_\_

TITLE \_\_\_\_\_

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

\_\_\_\_\_  
Tracy Stubblefield, Finance Director



# Request for Town Council Action

Consent Agenda Item: **New Hire/Vacancy Report**  
Date: 05/05/2026

---

**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 no new full-time hires occurred during this period.

## Recommendation

Staff recommends that the Town Council acknowledge that no full-time hires occurred during this period.

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.

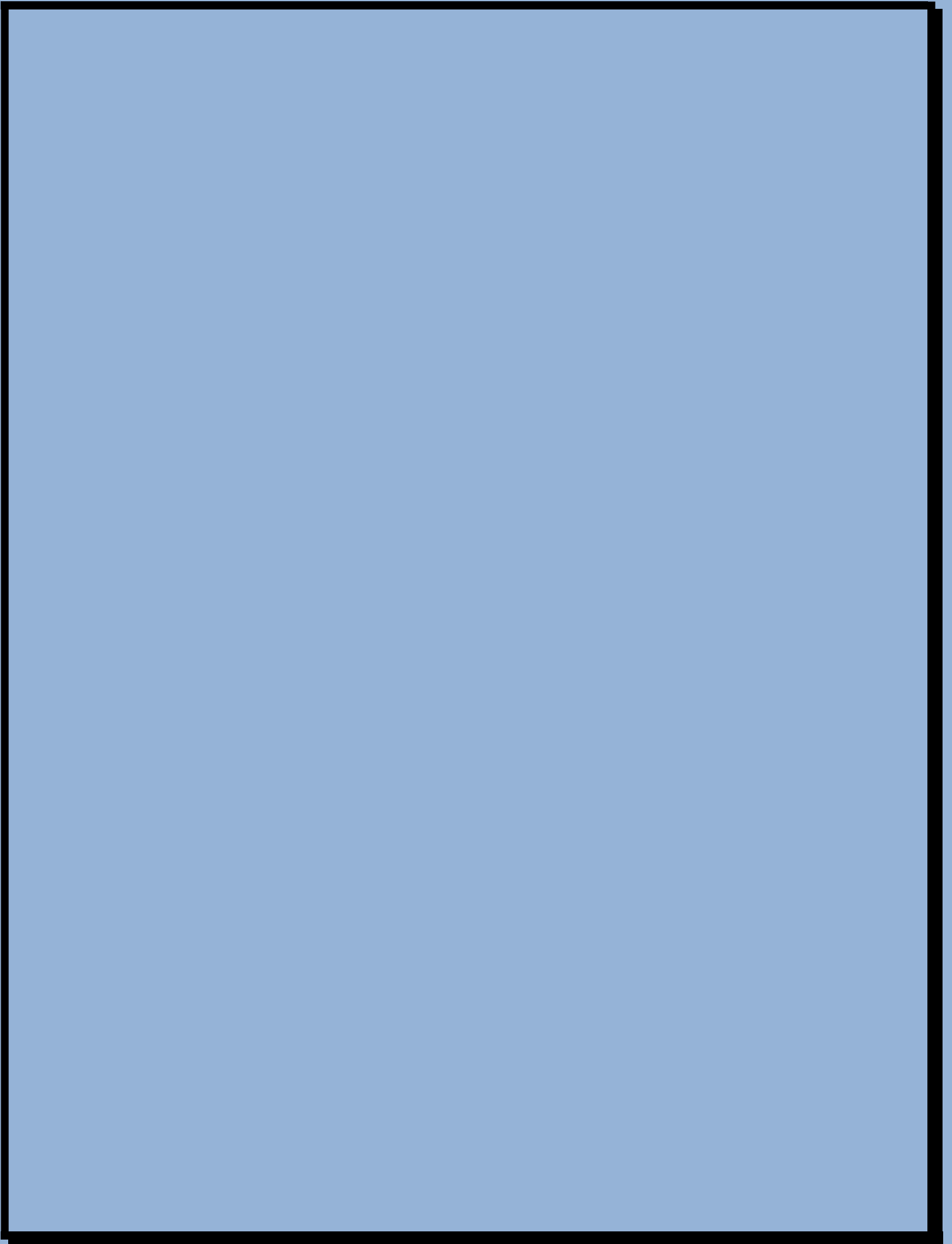
No new full-time employees were hired during this period.

## 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>
Police Officer	Police	10-20-5100-5100-0200
Firefighter (1 position)	Fire	10-20-5300-5100-0200
Sanitation Equipment Operator (2 positions)	PW – Sanitation	10-40-5800-5100-0200
Aquatic Center Supervisor	SRAC	10-60-6220-5100-0200
Utility Line Mechanic (2 positions)	PU – W/S	30-71-7220-5100-0200

# Department Reports





# Planning Department Development Report

## Preliminary Subdivisions

Case ID	Project Name	Tax ID	Owner/Applicant	Submittal Date	PB Review Date	TC Hearing Date	Approval Date	CD Approval Date	Note
S-26-02	Clarius Industrial	17J07032	Clarius Partners LLC	1/2/2026	2/5/2026	3/17/2026	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	3/17/2026		
S-25-06	West Smithfield Business Park	15078011G/ 15077033C	SST Properties	10/21/2025	11/6/2025				waiting on easement
S-25-05	Waddell Drive TH	15005031, 15005029 and part	Spectrum Realty, LLC and Sun Auto Wash, LLC	10/17/2025	11/6/2025	12/16/2025	12/16/2025		CD's under review
S-25-04	Village on the Neuse	14075011A, 14001001	HomeVestors - Eric Villeneuve	4/8/2025	5/1/2025	7/15/2025	7/16/2025		CD's under review
S-25-03	Heritage Townes at Waddell	15005023, 15005022	Shovel Ready Johnston, Inc	3/5/2025	4/3/2025	5/20/2025	5/20/2025		An extension was granted
S-25-02	Powell Tract Subdivision	15I08014I / 15I080:	Crantock Land	1/7/2025	3/6/2025	5/20/2025	5/20/2025		
S-25-01	Buffalo Ridge	140001021 14057011X /	Smithfield Land Group	1/3/2025	2/6/2025	3/18/2025	3/18/2025		
S-24-08	Local 70 Residential Development	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	
S-24-05	Powell Tract Subdivision	15I08014 15049017/	Crantock Land	8/25/2024	10/3/2024	12/3/2024	denied	denied	denied by Council
S-24-03	Wellons Woods	15049010	BRL Engineering	4/8/2024					Withdrawn CDs not approved
S-24-02	Hillcrest-Poplar-Riverdale	15083049B	BRL Engineering	3/7/2024	4/4/2024	4/16/2024	4/16/2024		
S-24-01	Jubilee Creek	167300-68-6746	CMH Homes Inc/McIntyre & Assoc	12/17/2023	3/7/2024	3/19/2024	5/7/2024	11/7/2024	

## Final Plats

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



Case ID	Project Name	Tax ID	Owner/Applicant	Submittal Date	PB Review	TC Hearing	Decision	Notes
SUP-25-02	Aruza Pest Control	14002010C	Allied Commercial 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 Proprieties	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	15J1 1023	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	
<b>Rezoning</b>								
RZ-26-02	Lincoln Barbour Farm	14K09195C	Lincoln Barbour (Heirs) // Applicant: Donna Barbour Oldham	3/9/2026	4/2/2026	5/19/2026		
RZ-26-01	Peedin Family Rezoning	15M12027G	Timothy and Melanie Peedin	2/5/2026	3/5/2026	3/17/2026	Approved	
RZ-25-04	Johnson-US 70 Business Parts of 15O99004J and 15O800012	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	17J07032	Marshall Concrete	6/27/2025	8/7/2025	9/16/2025	Approved	
RZ-25-01	B-3/R-20A to LI	15006015/ 15007014	Clarius JCC/New Vision Partners LLC	6/4/2025	7/10/2025	8/19/2025	Approved	
RZ-24-09	N/A	15039027	Syed Rizvi	11/8/2024	11/14/2024	12/17/2024	Approved	
RZ-24-08	606 S 3rd Street	14001001/140750		8/13/2024	9/5/2024	9/17/2024	Denied	
RZ-24-07	Village on the Neuse to R-8	11A 15015033/150160	Village on the Neuse LLC	8/19/2024	10/3/2024		Withdrawn	
RZ-24-06	400 Brightleaf to B-3	33/15016032	David Dupree	5/24/2024	7/11/2024	8/13/2024	Approved	
RZ-24-05	Watershed Boundary Update		Town Staff	12/22/2023	6/6/2024	6/18/2024	Approved	
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 15L11014A/	Lena Patterson Parks	4/28/2024	5/2/2024	5/21/2024	Approved	
RZ-24-02	Joco Massey Tract to O/I	15L11014E	JOCO	3/20/2024	5/2/2024	5/21/2024	Approved	

Case ID	Project Name	Tax ID	Owner/Applicant	Submittal Date	First Review Complete	2nd Review Complete	3rd Review Complete	Approval Date	Notes
RZ-24-01	Swift Creek Property to LI	15j08015b /15j08014C	Tulloch/Groschlose	3/2/2024	4/4/2024	5/7/2024	Approved		
<b>Site Plans</b>									
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	150606006	Gray Creek Properties, LLC (Lee Stanley)	6/30/2025	8/28/2025			10/16/2025	
SP-25-06	Clarius Park Industrial	17j07032	Clarius	1/2/2026	2/13/2026				
SP-25-05	JNX Public Safety Hangar	15079001	JNX Public Safety Hangar	4/17/2025	7/11/2025	8/10/2025		8/11/2025	
SP-25-04	JNX Taxilane Rehab & Construct	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	3/24/2025	
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	Delinger Inc	5/13/2024				5/29/2024	
SP-24-06	CarMax	15K10061	CE Group	4/22/2024	5/10/2024			6/21/2024	
SP-24-05	Equipment Share	15060031	Onyx Creative	4/25/2024	8/15/2024			11/25/2024	Email comments
SP-24-03	Airport Industrial Park Lot 13	15j08017P	Capital Civil Engineering	2/7/2024	2/22/2024			12/6/2024	

Case ID	Project Name	Tax ID	Owner/Applicant	Submittal Date	Council Hearing	Decision	Notes
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 5/16/2024
<b>Annexations</b>							
ANX-25-05	Bellamy (2nd try)	17K08039A/17K08039A	Twin States Farming	12/31/2025	2/17/2026	Denied	
ANX-25-04	Bellamy	17K08039A/17K08039A	Twin States Farming Alexis Barefoot - Heath	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	1509034G	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	
<b>Variations</b>							
Case ID	Project Name	Tax ID	Owner/Applicant	Submittal Date	BOA Review Date	Decision	Notes
BA-26-04	Mezzina Detached Garage	14057008I	Damiano Mezzina	3/6/2026	4/30/2026		
BA-26-03	GM Service, LLC Sign Variance	15A61055A	Gustavo Martinez	2/11/2026	4/30/2026		
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 Simon Property Group DBA	11/24/2025	12/18/2025	Approved	
BA-25-05	Carolina Premium Outlets Sign Variance	15074012L	Carolina Premium Outlets LLC	10/1/2025	10/30/2025	Approved	
BA-25-04	Chicken Salad Chick Sign Variance	15005033	Heather Damon	6/3/2025	7/31/2025	Approved	
BA-25-03	Perry Harris South Second Street	15029033	Perry Harris	5/7/2025	6/12/2025	Approved	
BA-25-02	57 Strickland Road ADU size Variance	17J07024E	Marilyn Mozingo	4/1/2025	4/24/2025	Approved	
BA-25-01	Lynda Carroll Pool Variance	15J11023P	michael and Linda Carroll	2/28/2025	3/27/2025	Approved	

Case ID	Project Name	Applicant	Submittal Date	PB Review Date	TC Hearing	Decision	Notes
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	5/7/2026	5/16/2026		
ZA-25-04	Private Clubs in B-1 with SS	Town and DSDC	7/17/2025	8/7/2025	4/7/2026		
ZA-25-03	DT Overlay	Town and DSDC	7/17/2025	8/7/2025	2/3/2026	Approved	
ZA-25-02	B-3 height from 40'-50'	Brown Property	6/3/2025	7/10/2025	7/15/2025	Approved	
ZA-25-01	Tattoo Establishments	Staff	10/18/2024	2/5/2025			on hold PB reviewed
ZA-24-03	Misc. MF Amendments	Staff	10/7/2024	11/14/2024-1/2/25	1/21/2025		on hold
ZA-24-02	MF in B-3	Staff	7/1/2024	8/1/2024	8/13/2024	Approved	
ZA-24-01	Driveways	Staff	5/2/2024	6/6/2024	6/18/2024	Approved	



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

**Permit Summary Report for March 2026**

Permit Type	# Issued	Permit Fees
Final Plat Application for Minor, Exempt and Recombination:		
Minor Subdivision	2	220
Total Final Plat Application for Minor, Exempt and	2	220
Site Plan:		
Minor Site Plan	2	50
Total Site Plan	2	50
Zoning:		
Sign	1	50
Total Zoning	1	50
Zoning Permit Application:		
Wall Sign	5	250
New Construction	23	575
Driveway	1	100
Food Truck	2	200
Ground Sign	2	100
Land Use	19	1600
Total Zoning Permit Application	52	2825
<b>All Permit Total:</b>	<b>57</b>	<b>\$3145.00</b>
<b>FISCAL YTD TOATL</b>	<b>371</b>	<b>\$24,450.00</b>

**Individual Permit Breakdown for March 1<sup>st</sup> – March 31<sup>st</sup>, 2026**

Permit Type	Sub Type	Permit#	Address	Issue Date	Permit Fee
Final Plat Application for Minor, Exempt and Recombination Plats	Minor Subdivision	PMI26-000002		03/03/2026	110
Final Plat Application for Minor, Exempt and Recombination Plats	Minor Subdivision	PMI26-000001	1171 PACKING PLANT Road	03/12/2026	110

Final Plat Application for Minor, Exempt and Recombination Plats Total	Minor Subdivision Total			2	220
Final Plat Application for Minor, Exempt and Recombination Plats Total				2	220
Site Plan	Minor Site Plan	SP24-000150	619 South Third Street Unit B	03/10/2026	25
Site Plan	Minor Site Plan	SP23-000265	1197 Packing Plant Road	03/20/2026	25
Site Plan Total	Minor Site Plan Total			2	50
Site Plan Total				2	50
Zoning	Sign	Z25-000009	1515 South Brightleaf Boulevard	03/10/2026	50
Zoning Total	Sign Total			1	50
Zoning Total				1	50
Zoning Permit Application	Driveway	SZD26-000058	37 Peedin Road	03/04/2026	100
Zoning Permit Application Total	Driveway Total			1	100
Zoning Permit Application	Food Truck	SZD26-000101	826 South Third Street	03/26/2026	100
Zoning Permit Application	Food Truck	SZD26-000074	1230 North Brightleaf Boulevard	03/16/2026	100
Zoning Permit Application Total	Food Truck Total			2	200
Zoning Permit Application	Ground Sign	SZD26-000088	1150 North Brightleaf Boulevard	03/24/2026	50
Zoning Permit Application	Ground Sign	SZD26-000051	1250 North Brightleaf Boulevard	03/20/2026	50
Zoning Permit Application Total	Ground Sign Total			2	100
Zoning Permit Application	Land Use	SZD26-000102	404 North Brightleaf Boulevard	03/26/2026	100
Zoning Permit Application	Land Use	SZD26-000103	308 Components Drive	03/26/2026	100

Zoning Permit Application	Land Use	SZD26-000086	193 Willow Lane	03/23/2026	25
Zoning Permit Application	Land Use	SZD26-000087	1150 North Brightleaf Boulevard	03/23/2026	100
Zoning Permit Application	Land Use	SZD26-000105	204 Sunrise Avenue	03/27/2026	25
Zoning Permit Application	Land Use	SZD26-000106	331 East Market Street	03/27/2026	100
Zoning Permit Application	Land Use	SZD26-000107	3300 West US 70 Business Highway W	03/30/2026	100
Zoning Permit Application	Land Use	SZD26-000082	227 East Market Street	03/20/2026	100
Zoning Permit Application	Land Use	SZD26-000083	324 New Twin Branch Court	03/20/2026	25
Zoning Permit Application	Land Use	SZD26-000055	1691 South Brightleaf Boulevard	03/02/2026	100
Zoning Permit Application	Land Use	SZD26-000080	711 East Rose Street	03/19/2026	100
Zoning Permit Application	Land Use	SZD26-000076	1025 Outlet Center Drive Suite 520	03/16/2026	100
Zoning Permit Application	Land Use	SZD26-000077	118 North Seventh Street	03/18/2026	100
Zoning Permit Application	Land Use	SZD26-000071	724 North Brightleaf Boulevard	03/13/2026	100
Zoning Permit Application	Land Use	SZD26-000059	447-F Venture Drive	03/05/2026	100
Zoning Permit Application	Land Use	SZD26-000061	1025 Outlet Center Drive Suite 230	03/09/2026	100
Zoning Permit Application	Land Use	SZD26-000062	135 North Third Street	03/09/2026	100
Zoning Permit Application	Land Use	SZD26-000056	1025 Outlet Center Drive Suite 870	03/03/2026	100
Zoning Permit Application	Land Use	SZD26-000068	221 Whitley Drive	03/12/2026	25
Zoning Permit Application Total	Land Use Total			19	1600
Zoning Permit Application	New Construction	SZD26-000104	107 Caitlyn Parkway	03/26/2026	25

Zoning Permit Application	New Construction	SZD26-000090	226 North Finley Landing Parkway	03/24/2026	25
Zoning Permit Application	New Construction	SZD26-000091	232 North Finley Landing Parkway	03/24/2026	25
Zoning Permit Application	New Construction	SZD26-000092	235 North Finley Landing Parkway	03/25/2026	25
Zoning Permit Application	New Construction	SZD26-000093	235 North Finley Landing Parkway	03/25/2026	25
Zoning Permit Application	New Construction	SZD26-000094	238 North Finley Landing Parkway	03/25/2026	25
Zoning Permit Application	New Construction	SZD26-000095	241 North Finley Landing Parkway	03/25/2026	25
Zoning Permit Application	New Construction	SZD26-000096	244 North Finley Landing Parkway	03/25/2026	25
Zoning Permit Application	New Construction	SZD26-000097	247 North Finley Landing Parkway	03/25/2026	25
Zoning Permit Application	New Construction	SZD26-000098	250 North Finley Landing Parkway	03/25/2026	25
Zoning Permit Application	New Construction	SZD26-000099	253 North Finley Landing Parkway	03/25/2026	25
Zoning Permit Application	New Construction	SZD26-000100	256 North Finley Landing Parkway	03/25/2026	25
Zoning Permit Application	New Construction	SZD26-000067	102 Shady Lane	03/11/2026	25
Zoning Permit Application	New Construction	SZD26-000063	142 Caitlyn Parkway	03/09/2026	25
Zoning Permit Application	New Construction	SZD26-000064	156 Caitlyn Parkway	03/09/2026	25
Zoning Permit Application	New Construction	SZD26-000065	113 Caitlyn Parkway	03/09/2026	25
Zoning Permit Application	New Construction	SZD26-000066	101 Caitlyn Parkway	03/09/2026	25
Zoning Permit Application	New Construction	SZD26-000073	1479 Wilson's Mills Road	03/13/2026	25
Zoning Permit Application	New Construction	SZD26-000075	704 South Crescent Drive	03/13/2026	25

Zoning Permit Application	New Construction	SZD26-000081	104 East Holding Street	03/19/2026	25
Zoning Permit Application	New Construction	SZD26-000079	726 Olive Branch Drive	03/18/2026	25
Zoning Permit Application	New Construction	SZD26-000084	296 Hopewell Branch Court	03/20/2026	25
Zoning Permit Application	New Construction	SZD26-000085	356 Hopewell Branch Court	03/20/2026	25
Zoning Permit Application Total	New Construction Total			23	575
Zoning Permit Application	Wall Sign	SZD26-000072	724 North Brightleaf Boulevard	03/13/2026	50
Zoning Permit Application	Wall Sign	SZD26-000078	836 South Third Street	03/18/2026	50
Zoning Permit Application	Wall Sign	SZD26-000057	1266 North Brightleaf Boulevard	03/04/2026	50
Zoning Permit Application	Wall Sign	SZD26-000069	509 North Brightleaf Boulevard	03/12/2026	50
Zoning Permit Application	Wall Sign	SZD26-000070	514 North Brightleaf Boulevard	03/12/2026	50
Zoning Permit Application Total	Wall Sign Total			5	250
Zoning Permit Application Total				52	2825
<b>All Permits Total</b>				<b>57</b>	<b>\$3,145.00</b>



# SMITHFIELD POLICE DEPARTMENT

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

## MONTHLY STATISTICS

*MONTH ENDING March 31<sup>st</sup>, 2026*

	<i>MONTHLY TOTAL</i>	<i>YEAR TO DATE TOTAL</i>
CALLS FOR SERVICE	<b>2,608</b>	<b>6,752</b>
INCIDENT REPORTS TAKEN	<b>138</b>	<b>362</b>
BURGLARY	<b>2</b>	<b>9</b>
CASES CLOSED	<b>114</b>	<b>288</b>
ACCIDENT REPORTS	<b>81</b>	<b>201</b>
ARREST REPORTS TAKEN	<b>99</b>	<b>252</b>
DRUGS	<b>23</b>	<b>61</b>
DWI	<b>6</b>	<b>14</b>
CITATIONS ISSUED	<b>512</b>	<b>1,400</b>
PARKING/PAID	<b>59/19</b>	<b>65/20</b>
SPEEDING	<b>191</b>	<b>491</b>
NOL/DWLR	<b>123</b>	<b>361</b>
FICT/CNCL/REV REG CARD/TAG	<b>85</b>	<b>202</b>

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

### REPORTED UCR OFFENSES FOR THE MONTH OF MARCH 2026

PART I CRIMES	March	March	+/-	Percent	Year-To-Date		+/-	Percent
	2025	2026		Changed	2025	2026		Changed
MURDER	1	0	-1	-100%	1	1	0	0%
RAPE	0	0	0	N.C.	1	2	1	100%
ROBBERY	0	0	0	N.C.	0	2	2	N.C.
Commercial	0	0	0	N.C.	0	0	0	N.C.
Individual	0	0	0	N.C.	0	2	2	N.C.
ASSAULT	1	3	2	200%	12	9	-3	-25%
* VIOLENT *	2	3	1	50%	14	14	0	0%
BURGLARY	4	2	-2	-50%	14	8	-6	-43%
Residential	1	1	0	0%	7	3	-4	-57%
Non-Resident.	3	1	-2	-67%	7	5	-2	-29%
LARCENY	29	21	-8	-28%	111	56	-55	-50%
AUTO THEFT	1	3	2	200%	3	7	4	133%
ARSON	0	0	0	N.C.	0	0	0	N.C.
* PROPERTY *	34	26	-8	-24%	128	71	-57	-45%
PART I TOTAL:	36	29	-7	-19%	142	85	-57	-40%
PART II CRIMES								
Drug	31	32	1	3%	72	79	7	10%
Assault Simple	16	12	-4	-25%	35	45	10	29%
Forgery/Counterfeit	1	2	1	100%	6	5	-1	-17%
Fraud	6	7	1	17%	25	17	-8	-32%
Embezzlement	2	0	-2	-100%	5	1	-4	-80%
Stolen Property	1	0	-1	-100%	4	2	-2	-50%
Vandalism	7	2	-5	-71%	15	15	0	0%
Weapons	1	1	0	0%	6	3	-3	-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	0	2	2	N.C.	2	2	0	0%
D. W. I.	8	5	-3	-38%	20	17	-3	-15%
Liquor Law Violation	0	0	0	N.C.	1	0	-1	-100%
Disorderly Conduct	0	1	1	N.C.	2	1	-1	-50%
Obscenity	0	0	0	N.C.	0	1	1	N.C.
Kidnap	0	1	1	N.C.	0	1	1	N.C.
Human Trafficking	0	0	0	N.C.	0	0	0	N.C.
All Other Offenses	38	40	2	5%	82	87	5	6%
PART II TOTAL:	111	105	-6	-5%	275	276	1	0%
GRAND TOTAL:	147	134	-13	-9%	417	361	-56	-13%

N.C. = Not Calculable



**Town of Smithfield**  
**Fire Department**  
**March 2026**

**I. Statistical Section**

	<b>Mar.</b>	<b>YTD</b>
<b>Confirmed Structure Fires</b>	<b>9</b>	<b>20</b>
<b>EMS Responses</b>	<b>206</b>	<b>529</b>
<b>Misc./Other Calls</b>	<b>42</b>	<b>133</b>
<b>Mutual Aid Calls</b>	<b>15</b>	<b>50</b>
<b>TOTAL EMERGENCY RESPONSES</b>	<b>327</b>	<b>872</b>

	<b>Mar.</b>	<b>YTD</b>
Fire Inspections	94	209
Public Fire Education Programs	2	3
# Of Children Educated	38	238
# Of Adults Educated	8	108
Plans Review Construction/Renovation Projects	31	86
Fire Department Permits reviewed / Issued	72	112
Business Preplans	3	7
<b>Fire Related Injuries &amp; Deaths</b>	0	0
# Of Civilian Deaths	0	0
# Of Civilian Injuries	0	0

**II. Major Revenues**

	<b>Mar.</b>	<b>YTD</b>
<b>Inspections/Permits</b>	<b>\$1,000.00</b>	\$7,340.98
<b>Fire Recovery USA</b>	<b>\$1,492.93</b>	\$7,913.79

**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 14 of 22 days
- Training Hours for the month = 539 hours
- Total Training Hours = 1,384.5 hours

- Follow-ups and Re-inspections.
- Continue professional development.
- Budget process continues.
- Officer's Meeting.
- Advertising for the FF vacancy.
- Smoke Alarm Canvas Prep
- Specific Challenge Buildings Meeting with Johnston County
- B Johnson attending NC Fire Prevention School
- Fire Prevention Material Inventory begins
- Inspection/Plans Review Fee Invoicing modification

## **V. Upcoming Plans**

- Continue professional development.
- Budget process continues.
- Complete the application for FF vacancy.
- Prepare for the FF assessment center.
- Plans Project for Light Duty Personnel
- Preplan for 101 E Market Street Building
- Planning for Ham & Yam Food Truck Inspections
- Plans Review/Bluebeam Training



# Reporting

03/01/2026 - 03/31/2026

Last Month

Export

Build report

Work Orders Asset Health Reporting Details Recent Activity Export Data

Custom Dashboards

My Filters

Add Filter

Priority

Location

Due Date

Assigned To

## Work Orders

Created vs. Completed

192

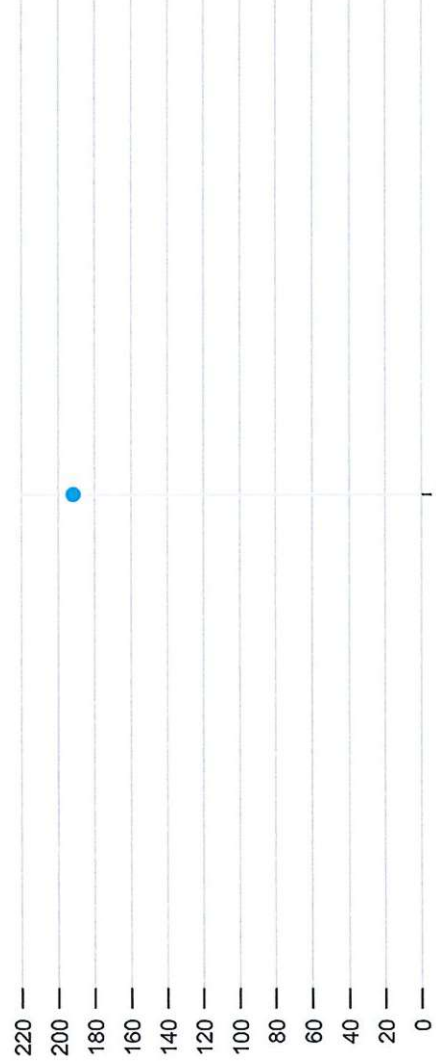
Created

191

Completed

99.5%

Percent Completed



Work Orders 8

Reporting

Requests

Assets

Messages

Categories

Parts Inventory

Library

Meters

Automations

Locations

Teams / Users

Support

Lawrence Davis Settings



# Reporting

03/01/2026 - 03/31/2026

Last Month

Export

Build report

Work Orders Asset Health Reporting Details Recent Activity Export Data

Custom Dashboards

Work Orders 8

Reporting

Requests

Assets

Messages

Categories

Parts Inventory

Library

Meters

Automations

Locations

Teams / Users

Support

Lawrence Davis Settings

Jesus Mier



Due Date



Location



Priority



Add Filter

Reset Filters

Save Filters



M

## Work Orders

Created vs. Completed

+ Add to Dashboard

44

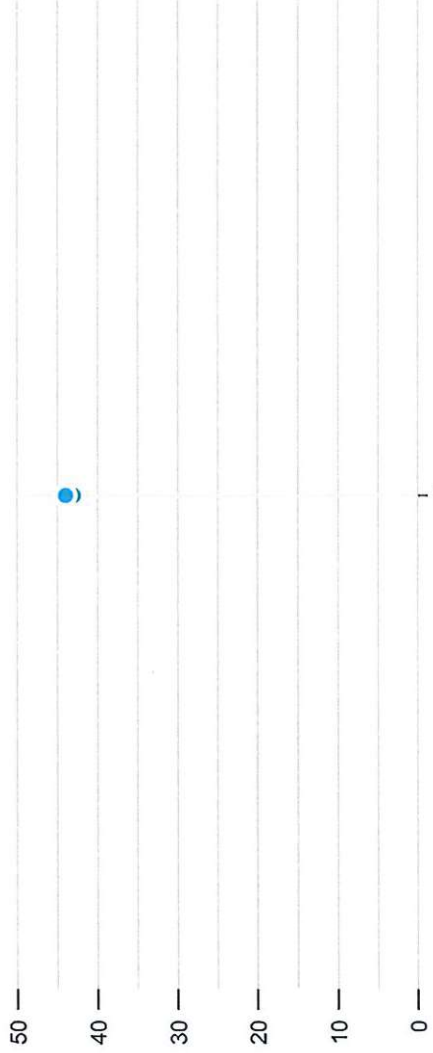
Created

43

Completed

97.7%

Percent Completed



3/11/2026

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



**I. Statistical Section**

- 5 Burials
- 0 Works Orders – Buildings & Facilities Division
- 44 Work Orders – Grounds Division
- 51 Work Orders – Sign Division

**II. Major Revenues**

Sunset Cemetery Lot Sales:	\$ 3,000.00
Riverside Ext Cemetery Lot Sales:	\$ 5,000.00
Grave Opening Fees:	\$ 3,875.00
Total Revenue:	\$ 11,875.00

**III. Major Expenses for the Month:**

Paid Craft Digging \$3,125.00 Digging 5 graves at Sunset .

**IV. Personnel Update:**

None

**V. Narrative of monthly departmental activities:**

The overall duties include daily maintenance on cemeteries, landscapes, right-of-ways, buildings, and facilities. Public Works safety training "Weight Managment" With Jamie Pearce

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



<u>192</u>	Total Work Orders completed by the Public Works Department
<u>5</u>	Burials, at \$775.00 each = <u>\$3,875.00</u>
<u>0</u>	Cremation Burial, \$475.00 each = \$ <u>0</u>
<u>\$3,000.00</u>	Sunset Cemetery Lot Sales
<u>\$5,000.00</u>	Riverside Extension Cemetery Lot Sales
<u>528.18</u>	tons of household waste collected
<u>177.81</u>	tons of yard waste collected
<u>3.30</u>	tons of recycling collected
<u>0</u>	gallons of used motor oil were recycled
<u>0</u>	scrap tires were recycled



# Work Orders List for 03/01/2026 - 03/31/2026

WORK ORDER INFO		LOCATION & ASSET	DUE & STATUS	TIME & COST	PROCEDURE ANSWERS
ID: #6978	Pick up trash around shop	Appearance Division Truck #905 Parent: Appearance Division	✓ Done Completed by Jesus Mier on 03/02/2026	Total Time Costs Total Time Total Costs	\$10.64 30m 0s \$10.64
Type: Reactive <a href="#">Appearance Division</a>					
Jesus Mier					
ID: #6960	Pick up trash at sunset cemetery	Appearance Division Truck #905 Parent: Appearance Division	✓ Done Completed by Jesus Mier on 03/02/2026	Total Time Costs Total Time Total Costs	\$21.28 1h 0m 0s \$21.28
Type: Reactive <a href="#">Appearance Division</a>					
Jesus Mier					
ID: #6985	Pick up door I'm the middle of the road on 301 brightleaf Blvd	Appearance Division Truck #905 Parent: Appearance Division	✓ Done Completed by Jesus Mier on 03/03/2026	Total Time Costs Total Time Total Costs	\$5.32 15m 0s \$5.32
Type: Reactive <a href="#">Appearance Division</a>					
Jesus Mier					
ID: #6961	Pick up trash at rose manor	Appearance Division Truck #905 Parent: Appearance Division	✓ Done Completed by Jesus Mier on 03/03/2026	Total Time Costs Total Time Total Costs	\$10.64 30m 0s \$10.64
Type: Reactive <a href="#">Appearance Division</a>					

Jesus Mier

ID: #6993

Pick up trash at riverside cemetery and extension

Type: Reactive

Appearance Division

Jesus Mier

Total Time Costs  
Total Time \$12.41  
35m 0s  
Total Costs \$12.41

✓ Done  
Completed by Jesus Mier on 03/03/2026

ID: #6992

Raise up magnolia trees at riverside cemetery

Type: Reactive

Appearance Division

Jesus Mier

Total Time Costs  
Total Time \$21.28  
1h 0m 0s  
Total Costs \$21.28

✓ Done  
Completed by Jesus Mier on 03/03/2026

Appearance Division  
Pole saw  
Parent: Appearance Division

ID: #7013

Pick up trash on peedin rd.

Type: Reactive

Appearance Division

Jesus Mier

Total Time Costs  
Total Time \$21.28  
1h 0m 0s  
Total Costs \$21.28

✓ Done  
Completed by Jesus Mier on 03/06/2026

Appearance Division  
Truck #905  
Parent: Appearance Division

ID: #7019

Pick up fallen branches at oakland cemetery

Type: Reactive

Appearance Division

Jesus Mier

Total Time Costs  
Total Time \$42.56  
2h 0m 0s  
Total Costs \$42.56

✓ Done  
Completed by Jesus Mier on 03/06/2026

Appearance Division  
Truck #905  
Parent: Appearance Division

PROCEDURE ANSWERS

TIME & COST

DUE & STATUS

LOCATION & ASSET

WORK ORDER INFO

ID: #7022  
**Replace usa flag at oakland cemetery**  
 Type: Reactive  
Appearance Division  
 Jesus Mier

✓ Done  
 Completed by Jesus Mier on 03/06/2026

Total Time Costs  
 Total Time 30m 0s  
**Total Costs \$10.64**

\$10.64  
 30m 0s

ID: #7020  
**Weedeat wall at riverside extension cemetery**  
 Type: Reactive  
Appearance Division  
 Jesus Mier

✓ Done  
 Completed by Jesus Mier on 03/06/2026

Total Time Costs  
 Total Time 1h 0m 0s  
**Total Costs \$21.28**

\$21.28  
 1h 0m 0s

ID: #7021  
**Raise trees at oakland cemetery**  
 Type: Reactive  
Appearance Division  
 Jesus Mier

✓ Done  
 Completed by Jesus Mier on 03/06/2026

Total Time Costs  
 Total Time 3h 30m 0s  
**Total Costs \$74.48**

\$74.48  
 3h 30m 0s

ID: #7029  
**Cut and weedeat townhall**  
 Type: Reactive  
Appearance Division  
 Jesus Mier

✓ Done  
 Completed by Jesus Mier on 03/09/2026

Total Time Costs  
 Total Time 1h 0m 0s  
**Total Costs \$21.28**

\$21.28  
 1h 0m 0s

WORK ORDER INFO

LOCATION & ASSET

DUE & STATUS

TIME & COST

PROCEDURE ANSWERS

ID: #7028 Cut Johnston st by Austin manor Type: Reactive <a href="#">Appearance Division</a> Jesus Mier	Appearance Division Scag mower #1 Parent: Appearance Division	✓ Done Completed by Jesus Mier on 03/09/2026	Total Time Costs Total Time 30m 0s <b>\$10.64</b>	
ID: #7048 Lower flags for trooper Type: Reactive <a href="#">Appearance Division</a> Jesus Mier	Appearance Division Truck #905 Parent: Appearance Division	✓ Done Completed by Jesus Mier on 03/11/2026	Total Time Costs Total Time 45m 0s <b>\$15.96</b>	
ID: #7032 Spray round around the curb at sunset cemetery Type: Reactive <a href="#">Appearance Division</a> Jesus Mier	Appearance Division Scag mower #1 Parent: Appearance Division	✓ Done Completed by Jesus Mier on 03/11/2026	Total Time Costs Total Time 1h 0m 0s <b>\$21.28</b>	
ID: #7053 Cut, weedat and spray 24 oz of round up at police station Type: Reactive <a href="#">Appearance Division</a> Jesus Mier	Appearance Division Scag mower #1 Parent: Appearance Division	✓ Done Completed by Jesus Mier on 03/12/2026	Total Time Costs Total Time 1h 30m 0s <b>\$31.92</b>	
ID: #7071 Cut and weedat dollar general lot	Appearance Division	✓ Done Completed by Jesus Mier on 03/13/2026	Total Time Costs Total Time 1h 0m 0s <b>\$21.28</b>	

PROCEDURE ANSWERS

TIME & COST

DUE & STATUS

LOCATION & ASSET

WORK ORDER INFO

Total Costs \$21.28

Scag mower #1  
Parent: Appearance Division

Type: Reactive

Appearance Division

Jesus Mier

Total Time Costs \$53.20  
Total Time 2h 30m 0s

Done  
Completed by Jesus Mier on 03/13/2026

Appearance Division  
Scag mower #1  
Parent: Appearance Division

ID: #7061  
Mow substitution on brogden rd  
Type: Reactive

Appearance Division

Jesus Mier

Total Time Costs \$15.96  
Total Time 45m 0s

Done  
Completed by Jesus Mier on 03/13/2026

Appearance Division  
Scag mower #1  
Parent: Appearance Division

ID: #7070  
Raise usa flags at cemeteries, townhall, and fire departments, police department  
Type: Reactive

Appearance Division

Jesus Mier

Total Time Costs \$21.28  
Total Time 1h 0m 0s

Done  
Completed by Jesus Mier on 03/13/2026

Appearance Division  
Scag mower #1  
Parent: Appearance Division

ID: #7077  
Cut and weedat townhall  
Type: Reactive

Appearance Division

Jesus Mier

Total Time Costs \$21.28  
Total Time 1h 0m 0s

Done  
Completed by Jesus Mier on 03/13/2026

Appearance Division  
Scag mower #1  
Parent: Appearance Division

ID: #7076  
Cut and weedat riverside extension  
Type: Reactive

Appearance Division

Jesus Mier

ID: #7080  
**Pick up trash at Pine acres**  
 Type: Reactive  
Appearance Division  
 Jesus Mier

Appearance Division  
 Parent: Appearance Division  
 Truck #905

✓ Done  
 Completed by Jesus Mier on 03/13/2026

Total Time Costs  
 Total Time  
**\$15.96**  
 45m 0s

ID: #7079  
**Cut, weedeat and blow downtown streets**  
 Type: Reactive  
Appearance Division  
 Jesus Mier

Appearance Division  
 Parent: Appearance Division  
 Scag mower #1

✓ Done  
 Completed by Jesus Mier on 03/13/2026

Total Time Costs  
 Total Time  
**\$21.28**  
 1h 0m 0s

ID: #7086  
**Picked up fallen branch at oakland cemetery**  
 Type: Reactive  
Appearance Division  
 Jesus Mier

Appearance Division  
 Parent: Appearance Division

✓ Done  
 Completed by Jesus Mier on 03/16/2026

ID: #7087  
**Lower usa flags half staff**  
 Type: Reactive  
Appearance Division  
 Jesus Mier

Appearance Division  
 Parent: Appearance Division  
 Truck #905

✓ Done  
 Completed by Jesus Mier on 03/16/2026

Total Time Costs  
 Total Time  
**\$14.19**  
 40m 0s

ID: #7088

Appearance Division

✓ Done

Total Time Costs  
 Total Time  
**\$42.56**  
 2h 0m 0s

**WORK ORDER INFO**      **LOCATION & ASSET**      **DUE & STATUS**      **TIME & COST**      **PROCEDURE ANSWERS**

**Check catch basins in south smithfield and areas that get flooded**

Type: Reactive

Appearance Division

Jesus Mier

Truck #905  
Parent: Appearance Division

Completed by Jesus Mier on 03/17/2026

**Total Costs**

**\$42.56**

ID: #7090

**Raise usa flags up**

Type: Reactive

Appearance Division

Jesus Mier

Appearance Division

Truck #905  
Parent: Appearance Division

✓ Done

Completed by Jesus Mier on 03/17/2026

**Total Time Costs**

Total Time

**\$15.96**

45m 0s

**Total Costs**

**\$15.96**

ID: #7091

**Trim back trees on 7th st and blow**

Type: Reactive

Appearance Division

Jesus Mier

Drainage Division

John deere 6105e  
Parent: Drainage Division

✓ Done

Completed by Jesus Mier on 03/17/2026

**Total Time Costs**

Total Time

**\$21.28**

1h 0m 0s

**Total Costs**

**\$21.28**

ID: #7092

**Trim back overgrown brush on 6th st. With help of jb and john deere tractor**

Type: Reactive

Appearance Division

Drainage and Streets

Jesus Mier

Appearance Division

Truck #905  
Parent: Appearance Division

✓ Done

Completed by Jesus Mier on 03/17/2026

**Total Time Costs**

Total Time

**\$14.19**

40m 0s

**Total Costs**

**\$14.19**

ID: #7094

Appearance Division

✓ Done

**Total Time Costs**

**\$21.28**

WORK ORDER INFO	LOCATION & ASSET	DUE & STATUS	TIME & COST	PROCEDURE ANSWERS
<p>Cut overgrown grass and tree limbs on S. 9th st with john deere tractor</p> <p>Type: Reactive</p> <p><a href="#">Streets Division</a></p> <p><a href="#">Appearance Division</a></p> <p>Jesus Mier</p>	<p>Blower</p> <p>Parent: Appearance Division</p>	<p>Completed by Jesus Mier on 03/20/2026</p>	<p>Total Time: 1h 0m 0s</p> <p>Total Costs: \$21.28</p>	
<p>ID: #7093</p> <p>Cut back brush around pole behind salvation army</p> <p>Type: Reactive</p> <p><a href="#">Streets Division</a></p> <p><a href="#">Appearance Division</a></p> <p>Jesus Mier</p>	<p>Appearance Division</p> <p>Blower</p> <p>Parent: Appearance Division</p>	<p>✓ Done</p> <p>Completed by Jesus Mier on 03/20/2026</p>	<p>Total Time Costs: \$10.64</p> <p>Total Time: 30m 0s</p> <p>Total Costs: \$10.64</p>	
<p>ID: #7107</p> <p>Raise trees at sunset cemetery</p> <p>Type: Reactive</p> <p><a href="#">Appearance Division</a></p> <p>Jesus Mier</p>	<p>Appearance Division</p> <p>Scag mower #1</p> <p>Parent: Appearance Division</p>	<p>✓ Done</p> <p>Completed by Jesus Mier on 03/20/2026</p>	<p>Total Time Costs: \$42.56</p> <p>Total Time: 2h 0m 0s</p> <p>Total Costs: \$42.56</p>	
<p>ID: #7109</p> <p>Cut townhall garden area</p> <p>Type: Reactive</p> <p><a href="#">Appearance Division</a></p> <p>Jesus Mier</p>	<p>Appearance Division</p> <p>Scag mower #1</p> <p>Parent: Appearance Division</p>	<p>✓ Done</p> <p>Completed by Jesus Mier on 03/20/2026</p>	<p>Total Time Costs: \$14.19</p> <p>Total Time: 40m 0s</p> <p>Total Costs: \$14.19</p>	

**WORK ORDER INFO**      **LOCATION & ASSET**      **DUE & STATUS**      **TIME & COST**      **PROCEDURE ANSWERS**

ID: #7110  
**Fill in holes on new graves at sunset cemetery and empty trash can**  
 Type: Reactive  
Appearance Division  
 Jesus Mier

Appearance Division  
 Scag mower #1  
 Parent: Appearance Division

✓ Done  
 Completed by Jesus Mier on 03/20/2026  
 Total Time Costs  
 Total Time 1h 30m 0s  
**Total Costs \$31.92**

ID: #7108  
**Cut and weedat pine acres**  
 Type: Reactive  
Appearance Division  
 Jesus Mier

Appearance Division  
 Scag mower #1  
 Parent: Appearance Division

✓ Done  
 Completed by Jesus Mier on 03/23/2026  
 Total Time Costs  
 Total Time 2h 30m 0s  
**Total Costs \$53.20**

ID: #7119  
**Prune bushes near black fence at townhall**  
 Type: Reactive  
Appearance Division  
 Jesus Mier

Appearance Division  
 Gas pruners  
 Parent: Appearance Division

✓ Done  
 Completed by Jesus Mier on 03/23/2026  
 Total Time Costs  
 Total Time 1h 30m 0s  
**Total Costs \$31.92**

ID: #7125  
**Replace flags at fire station 1**  
 Type: Reactive  
Appearance Division  
 Jesus Mier

Appearance Division  
 Truck #905  
 Parent: Appearance Division

✓ Done  
 Completed by Jesus Mier on 03/24/2026  
 Total Time Costs  
 Total Time 40m 0s  
**Total Costs \$14.19**

ID: #7142  
 Appearance Division

✓ Done  
 Total Time Costs  
 Total Time 1h 0m 0s

PROCEDURE ANSWERS

WORK ORDER INFO

LOCATION & ASSET

DUE & STATUS

TIME & COST

**Cut and weedeat peedin rd.**  
Type: Reactive

Appearance Division

Jesus Mier

Scag mower #1  
Parent: Appearance Division

Completed by Jesus Mier on 03/26/2026  
**Total Costs \$21.28**

ID: #7130  
**Prune bushes at rose manor**  
Type: Reactive

Appearance Division

Jesus Mier

Appearance Division  
Gas pruners  
Parent: Appearance Division

✓ Done  
Completed by Jesus Mier on 03/26/2026  
Total Time Costs 2h 0m 0s  
**Total Costs \$42.56**

ID: #7127  
**Replace usa flag and banner on market st**  
Type: Reactive

Appearance Division

Jesus Mier

Appearance Division  
Truck #905  
Parent: Appearance Division

✓ Done  
Completed by Jesus Mier on 03/26/2026  
Total Time Costs 40m 0s  
**Total Costs \$14.19**

ID: #7131  
**Pick up trash and old flowers at sunset cemetery**  
Type: Reactive

Appearance Division

Jesus Mier

Appearance Division  
Truck #905  
Parent: Appearance Division

✓ Done  
Completed by Jesus Mier on 03/26/2026  
Total Time Costs 1h 0m 0s  
**Total Costs \$21.28**

ID: #7144  
**Mow sunset cemetery**  
Type: Reactive

Appearance Division

Jesus Mier

Appearance Division  
Scag mower #1  
Parent: Appearance Division

✓ Done  
Completed by Jesus Mier on 03/30/2026  
Total Time Costs 5h 0m 0s  
**Total Costs \$106.40**

Jesus Mier

ID: #7143  
**Cut and weedat riverside cemetery and extension**  
 Type: Reactive  
Appearance Division  
 Jesus Mier

Appearance Division  
 Scag mower #1  
 Parent: Appearance Division

✓ Done  
 Completed by Jesus Mier on 03/30/2026

Total Time Costs  
 Total Time 7h 30m 0s  
**Total Costs \$159.60**

ID: #7168  
**Cut and weedat around welcome sign in south smithfield**  
 Type: Reactive  
Appearance Division  
 Jesus Mier

Appearance Division  
 Scag mower #1  
 Parent: Appearance Division

✓ Done  
 Completed by Jesus Mier on 04/01/2026

Total Time Costs  
 Total Time 40m 0s  
**Total Costs \$14.19**

ID: #7167  
**Cut and weedat around welcome sign in east smithfield by burger King**  
 Type: Reactive  
Appearance Division  
 Jesus Mier

Appearance Division  
 Scag mower #1  
 Parent: Appearance Division

✓ Done  
 Completed by Jesus Mier on 04/01/2026

Total Time Costs  
 Total Time 1h 0m 0s  
**Total Costs \$21.28**

ID: #7159  
**Cut and weedat resthaven cemetery**  
 Type: Reactive  
Appearance Division  
 Jesus Mier

Appearance Division  
 Scag mower #1  
 Parent: Appearance Division

✓ Done  
 Completed by Jesus Mier on 04/01/2026

Total Time Costs  
 Total Time 3h 0m 0s  
**Total Costs \$63.84**

**WORK ORDER INFO**      **LOCATION & ASSET**      **DUE & STATUS**      **TIME & COST**      **PROCEDURE ANSWERS**

ID: #7169  
**Cut and weedeat  
 around welcome sign  
 in west smithfield**

Appearance Division  
 Scag mower #1  
 Parent: Appearance Division


✓ Done  
 Completed by Jesus Mier on  
 04/06/2026

Total Time Costs  
 Total Time 1h 0m 0s  
**Total Costs \$21.28**

Type: Reactive

Appearance Division

Jesus Mier

  
 Signed off by  
 4/17/26  
 Date



# Reporting

03/01/2026 - 03/31/2026

Last Month

Export

Build report

Work Orders Asset Health Reporting Details Recent Activity Export Data

## Custom Dashboards

Work Orders 8

Reporting

Requests

Assets

Messages

Categories

Parts Inventory

Library

Meters

Automations

Locations

Teams / Users

Support

Lawrence Davis Settings

J.B. Young

Due Date

Location

Priority

Add Filter

Reset Filters

Save Filters

M

## Work Orders

Created vs. Completed

+ Add to Dashboard

51

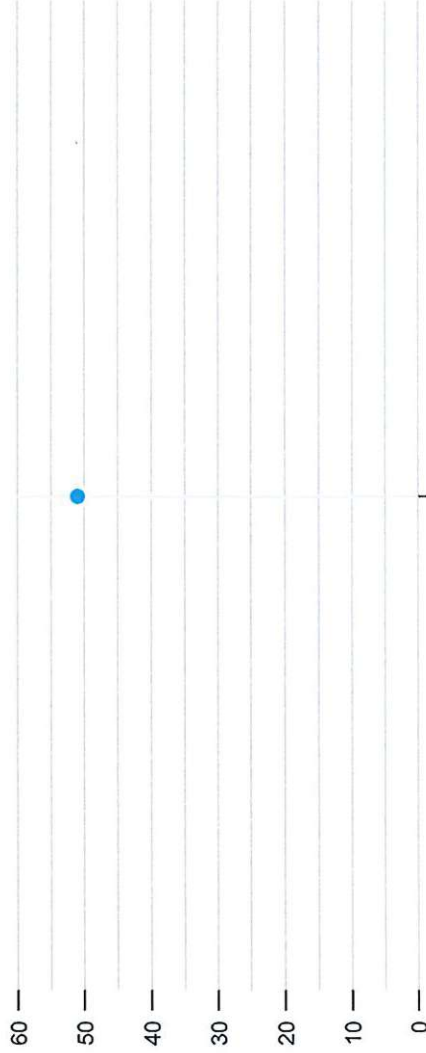
Created

51

Completed

100.0%

Percent Completed





# Work Orders List for 04/01/2026 - 04/30/2026

WORK ORDER INFO	LOCATION & ASSET	DUE & STATUS	TIME & COST	PROCEDURE ANSWERS
ID: #7175 <b>Faded stopsign</b> Type: Reactive <a href="#">Signage</a> J.B. Young		✓ Done Completed by J.B. Young on 04/01/2026	Total Time Costs Total Time <b>Total Costs</b>	\$2.50 10m 0s <b>\$2.50</b>
ID: #7176 <b>Stopsign leaning</b> Type: Reactive <a href="#">Signage</a> J.B. Young		✓ Done Completed by J.B. Young on 04/01/2026	Total Time Costs Total Time <b>Total Costs</b>	\$2.21 8m 51s <b>\$2.21</b>
ID: #7184 <b>Cut right away</b> Type: Reactive <a href="#">Signage</a> J.B. Young		✓ Done Completed by J.B. Young on 04/01/2026	Total Time Costs Total Time <b>Total Costs</b>	\$8.75 35m 0s <b>\$8.75</b>
ID: #7185 <b>Cut right away</b> Type: Reactive <a href="#">Signage</a> J.B. Young		✓ Done Completed by J.B. Young on 04/01/2026	Total Time Costs Total Time <b>Total Costs</b>	\$7.50 30m 0s <b>\$7.50</b>

**WORK ORDER INFO**

**LOCATION & ASSET**

**DUE & STATUS**

**TIME & COST**

**PROCEDURE ANSWERS**

ID: #7186  
**Stopsign torn down**  
 Type: Reactive  
[Signage](#)  
 J.B. Young

✓ Done  
 Completed by J.B. Young on  
 04/01/2026  
 Total Time Costs  
 Total Time 20m 0s  
**Total Costs \$5.00**

ID: #7195  
**Cut ditches**  
 Type: Reactive  
[Signage](#)  
 J.B. Young

✓ Done  
 Completed by J.B. Young on  
 04/02/2026  
 Total Time Costs  
 Total Time 2h 15m 0s  
**Total Costs \$33.75**

ID: #7200  
**2 faded stopsigns & 3-  
 way sign**  
 Type: Reactive  
[Signage](#)  
 J.B. Young

✓ Done  
 Completed by J.B. Young on  
 04/06/2026  
 Total Time Costs  
 Total Time 32m 0s  
**Total Costs \$8.00**

ID: #7213  
**Faded 25mph sign**  
 Type: Reactive  
[Signage](#)  
 J.B. Young

✓ Done  
 Completed by J.B. Young on  
 04/06/2026  
 Total Time Costs  
 Total Time 25m 0s  
**Total Costs \$6.25**

ID: #7221  
**No Parking Anytime  
 Sign lea**  
 Type: Reactive  
[Signage](#)  
 J.B. Young

✓ Done  
 Completed by J.B. Young on  
 04/07/2026  
 Total Time Costs  
 Total Time 7m 0s  
**Total Costs \$1.75**

**WORK ORDER INFO**

**LOCATION & ASSET**

**DUE & STATUS**

**TIME & COST**

**PROCEDURE ANSWERS**

ID: #7223  
**Faded 25mph sign**  
 Type: Reactive  
[Signage](#)  
 J.B. Young

✓ **Done**  
 Completed by J.B. Young on  
 04/07/2026

Total Time Costs  
 Total Time 22m 47s  
**Total Costs \$5.70**

ID: #7225  
**Faded stopsign**  
 Type: Reactive  
[Signage](#)  
 J.B. Young

✓ **Done**  
 Completed by J.B. Young on  
 04/07/2026

Total Time Costs  
 Total Time 25m 7s  
**Total Costs \$6.28**

ID: #7227  
**Cut right away**  
 Type: Reactive  
[Signage](#)  
 J.B. Young

✓ **Done**  
 Completed by J.B. Young on  
 04/07/2026

Total Time Costs  
 Total Time 15m 0s  
**Total Costs \$3.75**

ID: #7228  
**Cut right away**  
 Type: Reactive  
[Signage](#)  
 J.B. Young

✓ **Done**  
 Completed by J.B. Young on  
 04/07/2026

Total Time Costs  
 Total Time 15m 0s  
**Total Costs \$3.75**

ID: #7229  
**Cut right away**  
 Type: Reactive  
[Signage](#)  
 J.B. Young

✓ **Done**  
 Completed by J.B. Young on  
 04/07/2026

Total Time Costs  
 Total Time 45m 0s  
**Total Costs \$11.25**

ID: #7230  
**Cut back right away**  
 Type: Reactive

✓ **Done**  
 Completed by J.B. Young on  
 04/07/2026

Total Time Costs  
 Total Time 15m 0s  
**Total Costs \$3.75**

[Signage](#)

J.B. Young

ID: #7232

Limbs blocking view of stopsign

Type: Reactive

[Signage](#)

J.B. Young

ID: #7237

Cut right away

Type: Reactive

[Signage](#)

J.B. Young

ID: #7245

Cut right away

Type: Reactive

[Signage](#)

J.B. Young

ID: #7246

Cut right away

Type: Reactive

[Signage](#)

J.B. Young

ID: #7247

Cut ditch

Type: Reactive

[Signage](#)

J.B. Young

✓ Done  
Completed by J.B. Young on  
04/08/2026

Total Time Costs  
Total Time

\$2.70  
10m 47s

**\$2.70**

✓ Done  
Completed by J.B. Young on  
04/08/2026

Total Time Costs  
Total Time

\$17.50  
1h 10m 0s

**\$17.50**

✓ Done  
Completed by J.B. Young on  
04/09/2026

Total Time Costs  
Total Time

\$5.00  
20m 0s

**\$5.00**

✓ Done  
Completed by J.B. Young on  
04/09/2026

Total Time Costs  
Total Time

\$7.50  
30m 0s

**\$7.50**

✓ Done  
Completed by J.B. Young on  
04/09/2026

ID: #7263 <b>Cut right away</b> Type: Reactive <a href="#">Signage</a> J.B. Young	✓ Done Completed by J.B. Young on 04/10/2026		
ID: #7264 <b>Limbs hanging in street &amp; sidewalk</b> Type: Reactive <a href="#">Signage</a> J.B. Young	✓ Done Completed by J.B. Young on 04/13/2026	Total Time Costs Total Time <b>\$4.45</b>	\$4.45 17m 47s <b>\$4.45</b>
ID: #7265 <b>Small tree blocking sidewalk</b> Type: Reactive <a href="#">Signage</a> J.B. Young	✓ Done Completed by J.B. Young on 04/13/2026	Total Time Costs Total Time <b>\$5.00</b>	\$5.00 20m 0s <b>\$5.00</b>
ID: #7267 <b>Street blades torn down</b> Type: Reactive <a href="#">Signage</a> J.B. Young	✓ Done Completed by J.B. Young on 04/13/2026	Total Time Costs Total Time <b>\$3.75</b>	\$3.75 15m 0s <b>\$3.75</b>
ID: #7269 <b>Faded stopsign</b> Type: Reactive <a href="#">Signage</a> J.B. Young	✓ Done Completed by J.B. Young on 04/13/2026	Total Time Costs Total Time <b>\$3.75</b>	\$3.75 15m 0s <b>\$3.75</b>
ID: #7289 <b>Cut right away</b>	✓ Done	Total Time Costs	\$17.50

**WORK ORDER INFO**      **LOCATION & ASSET**      **DUE & STATUS**      **TIME & COST**      **PROCEDURE ANSWERS**

Type: Reactive <a href="#">Signage</a> J.B. Young	Completed by J.B. Young on 04/14/2026	Total Time 1h 10m 0s	<b>Total Costs</b> <b>\$17.50</b>	
ID: #7290 <b>Cut right away</b> Type: Reactive <a href="#">Signage</a> J.B. Young	✓ Done Completed by J.B. Young on 04/14/2026	Total Time Costs Total Time 30m 0s	<b>Total Costs</b> <b>\$7.50</b>	
ID: #7291 <b>Cut right away</b> Type: Reactive <a href="#">Signage</a> J.B. Young	✓ Done Completed by J.B. Young on 04/14/2026	Total Time Costs Total Time 30m 0s	<b>Total Costs</b> <b>\$7.50</b>	
ID: #7292 <b>Cut right away</b> Type: Reactive <a href="#">Signage</a> J.B. Young	✓ Done Completed by J.B. Young on 04/14/2026	Total Time Costs Total Time 20m 0s	<b>Total Costs</b> <b>\$5.00</b>	
ID: #7303 <b>Hedges blocking view of stopsign</b> Type: Reactive <a href="#">Signage</a> J.B. Young	✓ Done Completed by J.B. Young on 04/15/2026	Total Time Costs Total Time 1h 0m 0s	<b>Total Costs</b> <b>\$15.00</b>	
ID: #7304 <b>Cut right away</b> Type: Reactive <a href="#">Signage</a> J.B. Young	✓ Done Completed by J.B. Young on 04/15/2026	Total Time Costs Total Time 40m 0s	<b>Total Costs</b> <b>\$10.00</b>	

ID: #7305 <b>Cut right away</b> Type: Reactive <a href="#">Signage</a> J.B. Young	✓ Done Completed by J.B. Young on 04/15/2026		
ID: #7311 <b>Stopsign leaning</b> Type: Reactive <a href="#">Signage</a> J.B. Young	✓ Done Completed by J.B. Young on 04/16/2026	Total Time Costs Total Time <b>\$2.50</b>	\$2.50 10m 0s <b>\$2.50</b>
ID: #7312 <b>25mph sign leaning</b> Type: Reactive <a href="#">Signage</a> J.B. Young	✓ Done Completed by J.B. Young on 04/16/2026	Total Time Costs Total Time <b>\$2.50</b>	\$2.50 10m 0s <b>\$2.50</b>
ID: #7314 <b>Limbs blocking view of 25mph sign</b> Type: Reactive <a href="#">Signage</a> J.B. Young	✓ Done Completed by J.B. Young on 04/16/2026	Total Time Costs Total Time <b>\$3.75</b>	\$3.75 15m 0s <b>\$3.75</b>
ID: #7315 <b>Faded stopsign</b> Type: Reactive <a href="#">Signage</a> J.B. Young	✓ Done Completed by J.B. Young on 04/16/2026	Total Time Costs Total Time <b>\$5.28</b>	\$5.28 21m 8s <b>\$5.28</b>
ID: #7316 <b>Stopsign leaning</b> Type: Reactive	✓ Done Completed by J.B. Young on 04/16/2026	Total Time Costs Total Time	\$2.50 10m 0s

WORK ORDER INFO

LOCATION & ASSET

DUE & STATUS

TIME & COST

PROCEDURE ANSWERS

Signage

J.B. Young

\$2.50

Total Costs



Signed off by

4/17/2026

Date



# Reporting

03/01/2026 - 03/31/2026

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 >

+ Add to Dashboard

9

Created

9

Completed

100.0%

Percent Completed



Work Orders by Type > ⓘ

+

0

Preventive

9

Reactive

0

Other

0.0%

Total Preventive Ratio

### Support

Lawrence Davis >

Settings

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



**I. Statistical Section**

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

**II. Major Revenues**

None for the month

**III. Major Expenses for the Month:**

None

**IV. Personnel Update:**

None for the month

**V. Narrative of monthly departmental activities:**

The Public Works Department safety meeting "Confined Spaces" With Neo Gov in care of Osha and on "Weight Management" With Jaime Pearce



# Work Orders List for 03/01/2026 - 03/31/2026

WORK ORDER INFO		LOCATION & ASSET	DUE & STATUS	TIME & COST	PROCEDURE ANSWERS
ID: #7006	Replaced coolant line 304	Drainage Division Truck #304 Parent: Sanitation Division	✓ Done Completed by Andrew Strickland on 03/05/2026	Total Time Costs Total Time <b>Total Costs</b>	\$44.66 2h 0m 0s <b>\$44.66</b>
Type: Reactive	<span>Sanitation Division</span>				
Andrew Strickland					
ID: #7007	Replaced 2 rear tires 319	Drainage Division Truck #319 Parent: Sanitation Division	✓ Done Completed by Andrew Strickland on 03/05/2026	Total Time Costs Total Time <b>Total Costs</b>	\$22.33 1h 0m 0s <b>\$22.33</b>
Type: Reactive	<span>Sanitation Division</span>				
Andrew Strickland					
ID: #7008	Replaced batteries 319	Drainage Division Truck #319 Parent: Sanitation Division	✓ Done Completed by Andrew Strickland on 03/05/2026	Total Time Costs Total Time <b>Total Costs</b>	\$22.33 1h 0m 0s <b>\$22.33</b>
Type: Reactive	<span>Sanitation Division</span>				
Andrew Strickland					
ID: #7009	Change fire parks and rec trailer	Drainage Division 7x16 pj trailer	✓ Done Completed by Andrew Strickland on 03/05/2026	Total Time Costs Total Time <b>Total Costs</b>	\$22.33 1h 0m 0s <b>\$22.33</b>
Type: Reactive	<span>Parks and rec</span>				
Andrew Strickland					

ID: #7010  
**Installed back up camera system 319**  
 Type: Reactive  
Sanitation Division  
 Andrew Strickland

Drainage Division  
 Parent: Sanitation Division  
 Truck #319

✓ Done  
 Completed by Andrew Strickland on 03/05/2026  
 Total Time Costs \$89.32  
 Total Time 4h 0m 0s  
**Total Costs \$89.32**

ID: #7011  
**Install fuel lines on 310**  
 Type: Reactive  
Sanitation Division  
 Andrew Strickland

Drainage Division  
 Parent: Sanitation Division  
 Truck #310

✓ Done  
 Completed by Andrew Strickland on 03/05/2026  
 Total Time Costs \$44.66  
 Total Time 2h 0m 0s  
**Total Costs \$44.66**

ID: #7026  
**Service 718**  
 Type: Reactive  
Utilities  
 Andrew Strickland

Drainage Division  
 Parent: Public Utilities (Electric Department)  
 718 zero turn

✓ Done  
 Completed by Andrew Strickland on 03/09/2026  
 Total Time Costs \$44.66  
 Total Time 2h 0m 0s  
**Total Costs \$44.66**

ID: #7027  
**Service 803**  
 Type: Reactive  
Utilities  
 Andrew Strickland

Public Utilities  
 Parent: Public Utilities (Electric Department)  
 803

✓ Done  
 Completed by Andrew Strickland on 03/09/2026  
 Total Time Costs \$22.33  
 Total Time 1h 0m 0s  
**Total Costs \$22.33**

ID: #7042  
**Truck 408 service**  
 Type: Reactive  
Fleet Division  
 Andrew Strickland

Drainage Division  
 Parent: Drainage Division  
 Truck #408 (F550)

✓ Done  
 Completed by Andrew Strickland on 03/10/2026

  
\_\_\_\_\_

Signed off by

  
\_\_\_\_\_

Date



# Reporting

03/01/2026 - 03/31/2026

Last Month

Export

Build report

Work Orders Asset Health Reporting Details Recent Activity Export Data

Custom Dashboards

Work Orders 8

Reporting

Requests

Assets

Messages

Categories

Parts Inventory

Library

Meters

Automations

Locations

Teams / Users

Support

Lawrence Davis Settings

Warren Summers

Due Date

Location

Priority

Add Filter

Reset Filters

Save Filters

## Work Orders

Created vs. Completed

+ Add to Dashboard

26

Created

25

Completed

96.2%

Percent Completed

25

20

15

10

5

0

3/1/2026

CREATING FILE

Download | Open

Work Orders - 03-01-2026 - 03-31-2026.pdf

View in Download Center

**Town of Smithfield  
Public Works Drainage/Street Division  
Monthly Report  
March 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

**III. Major Expenses for the Month:**

Paid \$1,786.80 to NC Dept of Public Safety Correctional Enterprise for green street blades, 25mph signs, stop signs, and upper- and lower-case letters.

**IV. Personnel Update:**

No new hires for the month of April.

**V. Narrative of monthly departmental activities:**

The Public Works Department safety meeting "Confined Spaces" With Neo Gov in care of Osha and on "Weight Management" With Jaime Pearce.



# Work Orders List for 04/01/2026 - 04/30/2026

WORK ORDER INFO	LOCATION & ASSET	DUE & STATUS	TIME & COST	PROCEDURE ANSWERS
ID: #7187 <b>Cutting grass</b> Type: Reactive <span style="border: 1px solid blue; padding: 2px;">Appearance Division</span> Warren Summers		✓ Done Completed by Warren Summers on 04/02/2026	Total Time Costs \$134.29 Total Time 6h 30m 0s <b>Total Costs \$134.29</b>	
ID: #7188 <b>Grass cut</b> Type: Reactive <span style="border: 1px solid blue; padding: 2px;">Appearance Division</span> Warren Summers		✓ Done Completed by Warren Summers on 04/02/2026	Total Time Costs \$159.16 Total Time 7h 42m 14s <b>Total Costs \$159.16</b>	
ID: #7214 <b>Fence repair</b> Type: Reactive <span style="border: 1px solid blue; padding: 2px;">Streets Division</span> Warren Summers		✓ Done Completed by Warren Summers on 04/06/2026	Total Time Costs \$65.42 Total Time 3h 10m 0s <b>Total Costs \$65.42</b>	
ID: #7215 <b>Grass cutting, drainage inspection, and miscellaneous duties</b> Type: Reactive <span style="border: 1px solid blue; padding: 2px;">Appearance Division</span> Warren Summers		✓ Done Completed by Warren Summers on 04/07/2026	Total Time Costs \$87.81 Total Time 4h 15m 0s <b>Total Costs \$87.81</b>	

ID: #7216  
**Basin inspection and grass cutting and miscellaneous duties**  
 Type: Reactive

Drainage and appearance

Warren Summers

✓ Done  
 Completed by Warren Summers on 04/07/2026

Total Time Costs \$173.37  
 Total Time 8h 23m 29s  
**Total Costs \$173.37**

ID: #7238  
**Basin inspection**  
 Type: Reactive

Drainage and miscellaneous

Warren Summers

✓ Done  
 Completed by Warren Summers on 04/09/2026

Total Time Costs \$194.84  
 Total Time 9h 25m 50s  
**Total Costs \$194.84**

ID: #7262  
**Basin inspection**  
 Type: Reactive

Drainage

Drainage and miscellaneous

Warren Summers

✓ Done  
 Completed by Warren Summers on 04/10/2026

Total Time Costs \$144.62  
 Total Time 7h 0m 0s  
**Total Costs \$144.62**

ID: #7277  
**Cleaning drain and replacing basin lid**  
 Type: Reactive

Drainage

Warren Summers

✓ Done  
 Completed by Warren Summers on 04/13/2026

Total Time Costs \$12.05  
 Total Time 35m 0s  
**Total Costs \$12.05**

ID: #7276  
**Grass cutting, basin inspection, miscellaneous duties**  
 Type: Reactive

Appearance Division

Warren Summers

✓ Done  
 Completed by Warren Summers on 04/13/2026

Total Time Costs \$1111.17  
 Total Time 5h 22m 52s  
**Total Costs \$1111.17**

ID: #7299  
**Sinkhole filling**  
 Type: Reactive

Streets Division

Warren Summers

✓ Done  
 Completed by Warren Summers on 04/15/2026

Total Time Costs \$12.05  
 Total Time 35m 0s  
**Total Costs \$12.05**

ID: #7306  
**Stopped up drain**  
 Type: Reactive

Drainage

Warren Summers

✓ Done  
 Completed by Warren Summers on 04/15/2026

Total Time Costs \$15.50  
 Total Time 45m 0s  
**Total Costs \$15.50**

ID: #7302  
**Intersection of Fourth Street and Lee Street, pothole**  
 Type: Reactive

Medium

Drainage, potholes, miscellaneous

Warren Summers

04/15/2026  
 ✓ Done  
 Completed by Warren Summers on 04/15/2026

Total Time Costs \$14.96  
 Total Time 43m 27s  
**Total Costs \$14.96**

ID: #7293  
**Grass cutting, basin inspection, and**

🔒 Open

miscellaneous duties

Type: Reactive

Drainage, Appearance, Miscellaneous Duties

Warren Summers


ID: #7320

Landscaping and basin inspection

Type: Reactive

Drainage and appearance

Warren Summers

 Open



Signed off by

4/17/26

Date

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



**I. Statistical Section**

The Division collected from approximately 4,676 homes, 4 times during the month

- a. Sanitation forces completed 60 work orders
- b. Sanitation forces collected tons 528.18 of household waste
- c. Sanitation forces disposed of loads 47 of yard waste and debris at Spain Farms Nursery
- d. Recycled .81 tons of clean wood waste (pallets) at Convenient Site Center
- e. Town's forces collected 0 tons of construction debris (C&D)
- f. Town disposed of 0 scrap tires that was collected at Convenient Site Center
- g. Recycling forces collected 5.28 tons of recyclable plastic
- h. Recycled 2160 lbs. of cardboard material from the Convenient Site Center
- i. A total of 83.81 tons of loose yard waste was collected and dumped Landfill.
- j. Recycled 2,180 lbs. of plastics & glass (co-mingle) from the Convenient Site Center

**II. Major Revenues**

- a. Received \$8.37 from Sonoco Products for cardboard material
- b. Sold 0 lbs. of aluminum cans for
- c. Sold 2,320 lbs. of shredder steel for \$ 180.96 to Foss.

**III. Major Expenses for the Month:**

Spain Farms Nursery was paid \$2,156.00 for disposal of yard waste and debris. Lilley International Inc was paid \$5,396.00 for extra warrantee ok TK #325.

**IV. Personnel Update:**

No new hires in the month of March.

**V. Narrative of monthly departmental activities:**

The Public Works Department safety meeting "Confined Spaces" With Neo Gov in care of Osha and on "Weight Management" With Jaime Pearce

Community Service Workers worked 75 Hrs.



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

**I. Statistical Section**

**II. Major Revenues**

None

**III. Major Expenses for the Month:**

Paid \$3,500.00 to Barbour Beaver Control for beaver control though-out the Town.

**IV. Personnel Update:**

None

**VI. Narrative of monthly departmental activities:**

The Public Works Department safety meeting "Confined Spaces" With Neo Gov in care of Osha and on "Weight Management" With Jaime Pearce

**PARKS AND RECREATION / SRAC  
MONTHLY REPORT  
MARCH, 2026**

	JULY 2025	AUGUST 2025	SEPTEMBER 2025	OCTOBER 2025	NOVEMBER 2025	DECEMBER 2025	JANUARY 2026	FEBRUARY 2026	MARCH 2026	APRIL 2026	MAY 2026	JUNE 2026	FY 25/26 YTD
<b>PARKS AND RECREATION</b>													
ATHLETICS PROGRAMS	3	5	5	5	2	1	1	1	5				28
NUMBER OF PARTICIPANTS	621	671	671	995	618	413	413	413	627				5442
NUMBER OF GAMES	72	23	132	201	12	0	40	98	40				655
PLAYER GAME EXPERIENCES	1728	834	2646	5250	360	0	1386	1764	1200				15168
NUMBER OF PRACTICES	3	12	67	12	7	376	128	83	137				962
PLAYER PRACTICE EXPERIENCES	243	2520	1345	487	310	3760	1152	747	1921				12485
NUMBER OF CAMPS	1	0	0	0	0	0	0	0	0				1
CAMPS SESSIONS	3	0	0	0	0	0	0	0	0				3
PLAYER CAMP EXPERIENCES	144	0	0	0	0	0	0	0	0				144
PROGRAMS	11	4	4	5	3	4	2	5	3				41
PROGRAMS EXPERIENCES	996	402	322	895	109	189	28	73	96				3110
SPECIAL EVENTS	1	0	1	1	1	3	0	1	3				11
ESTIMATED ATTENDANCE	3000	0	275	825	250	3701	0	258	1654				9963
SARAH YARD VISITS	109	114	163	193	158	108	66	74	109				1094
PARKS AND FACILITY RENTALS	11	29	47	53	16	6	2	37	90				291
NUMBER PARKS AND FACILITY RENTAL USERS	247	1367	3973	2845	697	60	24	652	1703				11568
<b>TOTAL UNIQUE CONTACTS</b>	<b>7088</b>	<b>5908</b>	<b>9395</b>	<b>11490</b>	<b>2502</b>	<b>8231</b>	<b>3069</b>	<b>3981</b>	<b>7310</b>				<b>58974</b>
PARKS AND RECREATION REVENUES	\$ 19,382	\$ 7,407	\$ 13,332	\$ 20,340	\$ 3,089	\$ 2,910	\$ 14,486	\$ 11,651	\$ 13,296				\$ 110,706
PARKS AND RECREATION OPERATIONS EXPENSES	\$ 82,116	\$ 112,147	\$ 102,780	\$ 98,645	\$ 86,526	\$ 88,636	\$ 108,013	\$ 82,228	\$ 82,231				\$ 869,037
PARKS AND RECREATION CAPITAL EXPENDITURES	\$ -	\$ 19,076	\$ 7,400	\$ 310	\$ 14,299	\$ -	\$ 10,000	\$ 8,000	\$ 370,520				\$ 429,604
SARAH YARD OPERATIONS EXPENSES	\$ 2,554	\$ 4,802	\$ 6,007	\$ 2,492	\$ 2,722	\$ 3,414	\$ 3,392	\$ 2,460	\$ 2,905				\$ 30,748
SARAH YARD CENTER CAPITAL EXPENDITURES	\$ -	\$ -	\$ 6,104	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				\$ 6,104
<b>SRAC</b>													
NO OF PROGRAMS	26	5	3	3	5	4	3	6	6				61
PROGRAM PARTICIPANTS	815	414	521	689	398	255	295	433	780				4600
PROGRAM CONTACTS	2243	414	539	689	398	299	295	454	795				6126
FITNESS CLASSES	11	12	14	14	14	12	14	11	12				114
FITNESS CLASSES CONTACTS	588	531	690	580	601	851	651	563	615				5670
SRAC MEMBERSHIPS	4357	4386	4379	4386	4407	4412	4436	4497	4521				4386
SRAC MEMBER VISITS	5369	5032	4020	3911	3364	3510	3880	3969	4679				37734
DAY PASSES	4967	2627	797	692	783	1007	1110	1118	1790				14891
FACILITY RENTALS	39	48	31	29	30	33	14	40	36				300
SRAC FACILITY RENTAL USERS	2984	2006	1402	1615	1563	2273	2042	1279	1351				16515
<b>TOTAL UNIQUE CONTACTS</b>	<b>16151</b>	<b>10610</b>	<b>7448</b>	<b>7487</b>	<b>6709</b>	<b>7940</b>	<b>7978</b>	<b>7383</b>	<b>9230</b>				<b>80936</b>
SRAC REVENUES	\$ 84,029	\$ 67,963	\$ 64,118	\$ 56,591	\$ 49,077	\$ 45,912	\$ 57,271	\$ 58,176	\$ 75,795				\$ 558,932
SRAC OPERATIONS EXPENSES	\$ 97,339	\$ 145,094	\$ 103,223	\$ 94,859	\$ 88,603	\$ 75,325	\$ 109,346	\$ 85,503	\$ 74,733				\$ 616,434
SRAC CAPITAL EXPENSES	\$ -	\$ -	\$ 69,464	\$ 43,481	\$ -	\$ -	\$ -	\$ -	\$ -				\$ 112,945
<b>TOTAL NUMBER OF CONTACTS</b>													<b>139910</b>



**HIGHLIGHTS**  
 Youth Baseball, Softball, T-Ball, Fun and Fellowship Softball  
 Kinder Basketball  
 River Jam Concert Series - The Switch



**HIGHLIGHTS**  
 Life Guard Certification Course  
 Pottery - Wheel Throwing and Hand Building  
 Able Without Barriers Inclusion Program



**Utilities Department  
Monthly Report  
March 2026**

- **Statistical Section**

- Electric CP Demand 21,047 Kw relative to February's demand of 27,860 Kw.
- Electric System Reliability was 99.9958%, with one (1) recorded main line outages; relative to February's 99.9989%.
- Raw water treated on a daily average was 4.803 MG relative to 5.145 MG for February; with maximum demand of 5.675 MG relative to February's 6.645 MG.
- Total finished water to the system was 140.690 MG relative to February's 133.938 MG.  
Average daily for the month was 4.538 MG relative to February's 4.784 MG.  
Daily maximum was 5.107 MG (March 11<sup>th</sup>) relative to February's 5.952 MG.  
Daily minimum was 4.024 MG (March 8<sup>th</sup>), relative to February's 3.007 MG.

- **Miscellaneous Revenues**

- Water sales were \$253,870 relative to February's \$256,716
- Sewer sales were \$452,259 relative to January's \$457,436
- Electrical sales were \$1,308,975 relative to January's sales of \$1,650,661
- Johnston County Water purchases were \$212,319 for 83.590 MG relative to February's \$202,044 for 79.545 MG.

- **Major Expenses for the Month**

- Electricity purchases were \$928,164 relative to February's \$1,147,015
- Johnston County sewer charge was \$272,612 for 55.409 MG relative to February's \$255,475 for 51.926 MG.

- **Personnel Changes**

- There were no changes in March



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

**I. Statistical Section**

- Street Lights repaired –21
- Area Lights repaired-7
- Service calls – 39
- Underground Electric Locates - 430
- Poles changed out/removed or installed - 8
- Underground Services Installed - 4

**II. Major Revenues**

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

**III. Major Expenses for the Month:**

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

**IV. Personnel Update:**

- The Electrical Dept. has a full staff at this time.
- Have five employees enrolled in Electric city line career development program. Have three testing out in level two and one in level one.

**V. Miscellaneous Activities:**

- Contractor C-Phase bore at Brookwood Dr.
- Working on light circuit at Perfect Ride Dealership.
- The Electrical Dept. is working on replacing old poles and upgrading lines on the South side and North side Market St. area.
- . Asplundh Tree contractor trimming trees around town.
- . Contractor C-Phase bore around Noble St to replace bad primary.



**Public Utilities Water and Sewer**

Monthly Statistics	Month Ending	3/31/2026
	<i>Monthly Total</i>	<i>Year to Date Total</i>
Water Calls	64	887
Sewer Calls	39	435
Utility Locates	480	6648
Storm Drainage Calls	0	10
<b>Total Calls</b>	<b>583</b>	<b>7558</b>
Quotes new services	3	38
Inspections	0	103
Locate existing water & sewer services	7	32
Disconnect water	2	43
Reconnect water	2	18
Test meter	2	23
Temp hydrant meter	3	32
Discolored water call	4	48
Low pressure call	4	65
Leak detection	17	278
Meter check	26	357
Meter repair	17	210
Meter leak	5	104
Service leak	2	73
Water main leak	1	57
Replace existing water meter	12	133
Install new water meter	18	300
Install new water service	0	22
Renew water service	0	22
Water blow off repair	0	2
Street cuts	2	107

Repair utility cut or sink hole	3	32
Fire hydrant repair	0	17
Fire hydrant replaced	0	28
Camera Sewer main or service	1	36
Sewer odor complaint	2	21
Sewer main repair	5	72
Clean out repair or install	3	73
LF of sewer main cleaned	2850	72877
LF of sewer service cleaned	1190	15613
LF of storm drain cleaned	0	1100

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

## Major Expenses for the month of March

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

## Upcoming Projects for the month of April

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

## Personnel Updates



## **MONTHLY WATER LOSS REPORT**

**March 2026**

**(14) - Meters with slow washer leaks**

**1" Line, 1/8", 3 Day**

**1" Line, Full Shear, 1 Day**

**6" Line, Full, 4 Hrs.**

**Fire Hydrant, slow dripping**

**Smithfield Water Plant**  
Distribution Sampling Site Plan

**Hydrant Flushing**

Street Name	Date	Chlorine	Time	Gallons	Psi	Street Name	Date	Chlorine	Time	Gallons	PSI
Stephson Drive	03/03/26	1.5	15	7965	10	North Street	03/04/26	2	15	17820	40
Computer Drive	03/03/26	1.5	15	31860	10	West Street	03/04/26	2	15	78030	50
Castle Drive	03/03/26	1	15	7965	10	Regency Drive	03/04/26	3	15	63720	60
Parkway Drive	03/03/26	1.5	15	63720	40	Randers Court	03/04/26	3	15	15930	40
Garner Drive	03/03/26	0.8	15	63723	40	Noble Street	03/04/26	3	15	15930	40
Hwy 210 LIFT ST.	03/03/26	0.5	15	15930	40	Fieldale Dr#1(L)	03/04/26	2.5	15	63720	40
Skyland Drive	03/03/26	1	15	7965	10	Fieldale Dr#2(R)	03/04/26	2	15	63720	40
Bradford Street	03/03/26	1	15	15930	10	Heather Court	03/05/26	3	15	15930	40
Kellie Drive	03/03/26	1.8	15	7965	10	Reeding Place	03/05/26	3	15	15930	40
Edgewater	03/03/26	0.8	15	7965	10	East Street	03/05/26	2.5	15	63720	40
Edgewcombe	03/03/26	0.8	15	15930	40	Smith Street	03/05/26	3	15	63720	40
Valley Wood	03/03/26	1.5	15	63720	40	Wellons Street	03/05/26	2.5	15	63720	40
Creek Wood	03/05/26	1	15	63720	40	Kay Drive	03/04/26	0.5	15	38985	15
White Oak Drive	03/05/26	1.2	15	7965	10	Huntington Place	03/04/26	2	15	38985	15
Brookwood Drive	03/05/26	1.5	15	22515	5	N. Lakeside Drive	03/04/26	1.5	15	9750	15
Runnymede Place	03/05/26	1.5	15	31860	10	Cypress Point	03/04/26	2	15	34890	12
Nottingham Place	03/05/26	1.8	15	38985	10	Quail Run	03/04/26	2	15	8715	12
Heritage Drive	03/05/26	1.2	15	38985	10	British Court	03/04/26	2.5	15	8715	12
Noble Plaza #1	03/05/26	1	15	9750	10	Tyler Street	03/04/26	1.5	15	78030	60
Noble Plaza #2	03/05/26	0.8	15	9750	10	Yelverton Road	03/04/26	3	15	63720	40
Pinecrest Street	03/05/26	1.8	15	19500	10	Ava Gardner	03/04/26	3	15	63720	40
S. Sussex Drive	03/05/26	1.8	15	31860	10	Waddell Drive	03/04/26	3	15	7965	10
Elm Drive	03/05/26	1.2	15	9750	10	Henly Place	03/04/26	3	15	8715	12
Coor Farm Supply	03/03/26	3	15	7965	10	Birch Street	03/04/26	3	15	34890	12
Old Goldsboro Rd,	03/03/26	3	15	7965	10	Pine Street	03/04/26	3	15	38985	15
Hillcrest Drive	03/03/26	1.5	15	31860	10	Oak Drive	03/04/26	2	15	37695	14
Eason Street	03/03/26	1	15	38985	40	Cedar Drive	03/04/26	3	15	31860	10
Magnolia circle	03/03/26	0.5	15	78030	40	Aspen Drive	03/04/26	2.5	15	34890	12
Rainbow Drive	03/03/26	2.5	15	19500	60	Furlonge Street	03/04/26	1.5	15	34890	12
Rainbow Circle	03/03/26	2	15	19500	60	Golden Corral	03/04/26	3	15	40290	16
Moonbeam Circle	03/03/26	2.5	15	19500	60	Holland Drive	03/04/26	1.5	15	9750	15
Ray Drive	03/03/26	3	15	15930	60	Davis Street	03/05/26	3	15	34890	12
Will Drive	03/03/26	3	15	63720	40	Caroline Ave.	03/05/26	1.5	15	31860	10
Michael Lane	03/03/26	1.5	15	63721	40	Johnston Street	03/05/26	1.5	15	38985	15
Ward Street	03/03/26	2	15	15930	40	Ryans	03/05/26	1.5	90	9750	15

1282815 2260699

977884