



Mayor

M. Andy Moore

Mayor Pro-Tem

Emery Ashley

Council Members

Marlon Lee

J. Perry Harris

Travis Scott

Roger A. Wood

John A. Dunn

Stephen Rabil

Council Elect Members

David Stevens

Dr. David Barbour

Town Attorney

Robert Spence, Jr.

Town Manager

Michael L. Scott

Finance Director

Greg Siler

Town Clerk

Shannan Parrish

Town Council Agenda Packet

Meeting Date: Tuesday, December 5, 2017

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 DECEMBER 5, 2017
7:00 PM**

Call to Order

Invocation

Approval of Agenda

Old Business

Page

Presentations:

1. **2017 North Carolina American Water Works Association & Water Environment Federation Award for Potable Water Distribution System of the Year**
(Mayor – M. Andy Moore) See attached information.....1

2. **2017 North Carolina American Water Works Association & Water Environment Federation Award for Sanitary Sewer Collection System of the year**
(Mayor – M. Andy Moore) See attached information.....5

Public Hearing:

1. **Thomas Concrete:**
 - a. **Rezoning Request (RZ-17-01):** The applicant is requesting approval of a zoning map amendment to rezone approximately 5.6 acres of land from the LI (light Industrial) to HI (Heavy Industrial) zoning district and site plan approval for a concrete plant.
(Planning Director – Stephen Wensman) See attached information.....9

 - b. **Site Plan Approval (SP-17-15):** The applicant is requesting preliminary site plan review.
(Planning Director – Stephen Wensman) See attached information.....33

Citizens Comments:

Consent Agenda Items:

- 1. Approval of **Minutes: November 14, 2017 – Regular Meeting**
November 14, 2017 – Closed Session (Under Separate Cover)
See attached information.....45

- 2. **Career Ladder Promotion – Police Department:** The Police Department is requesting approval to promote a Police Officer I to the rank of Police Officer II. (Chief of Police – R. Keith Powell) See attached information.....59

- 3. **Career Ladder Promotion – Public Utilities/ Water Plant:** The Public Utilities Department is requesting approval to promote a Water Plant Operator II to a Water Plant Operator III. (Public Utilities Director – Ted Credle) See attached information.....71

- 4. **Consideration and approval to authorize the Police Department to purchase six Dodge Chargers from Performance Chevrolet in the total amount of \$109,695.** (Chief of Police – R. Keith Powell) See attached information.....75

- 5. **Consideration and approval to authorize the Police Department to purchase a Dodge Ram Truck from Performance Chevrolet in the amount of \$19,270.** (Chief of Police – R. Keith Powell) See attached information.....85

- 6. **Bid Award and Contract approval with J.P Edwards in the amount of \$75,917 for the Neuse River Greenway Bank Repairs.** (Town Manager – Michael L. Scott) See attached information.....93

- 7. **Consideration and approval to amend the 2018 Employee Holiday Schedule** (Town Manager – Michael L. Scott) See attached information.....99

- 8. **Consideration and Approval of various budget amendments.** (Finance Director – Greg Siler) See attached information.....101

- 9. **Consideration and Approval to appoint Jeremy Pearce to a first term on the Appearance Commission** (Town Clerk – Shannan Parrish) See attached information.....107

- 10. **New Hire Report** (Human Resources Director – Tim Kerigan) See attached information.....111

New Business

Organizational Meeting:

Pursuant to NCGS 160A-68, the Smithfield Governing Body is scheduled to conduct an organizational meeting. Therefore, the following information is provided:

1. Presentations

- a. To outgoing Councilman J. Perry Harris and relinquishment of Council seat.
(Mayor – M. Andy Moore) See attached information.....113
- b. To outgoing Councilman Roger Wood and relinquishment of Council seat
(Mayor – M. Andy Moore) See attached information.....115

2. Oaths of Office

- a. Administering Oath of Office to returning Mayor M. Andy Moore by the Honorable Clerk of Court, Michelle C. Ball.
See attached information.....117
- b. Administering Oath of Office to returning Councilman Marlon Lee by the Honorable District Court Judge, Addie Harris Rawls.
See attached information.....119
- c. Administering Oath of Office to newly elected Councilman David Stevens by the Honorable Clerk of Court, Michelle C. Ball.
See attached information.....121
- d. Administering Oath of Office to returning Councilman Travis Scott by the Honorable District Court Judge, Joy A. Jones.
See attached information.....123
- e. Administering Oath of Office to newly elected Councilman David Barbour by the Honorable Clerk of Court, Michelle C. Ball.
See attached information.....125

3. Election of the Mayor Pro-Tempore

Pursuant to NCGS 160A-70, the new Board is to elect a Mayor Pro-Tem amongst its members.

4. Meeting Schedule

Pursuant to NCGS 160A-71 and Town of Smithfield Code of Ordinances Article II Section 2-46, the governing body is to adopt a meeting schedule.

(Town Manager – Michael Scott) See attached information.....127

Councilmember’s Comments

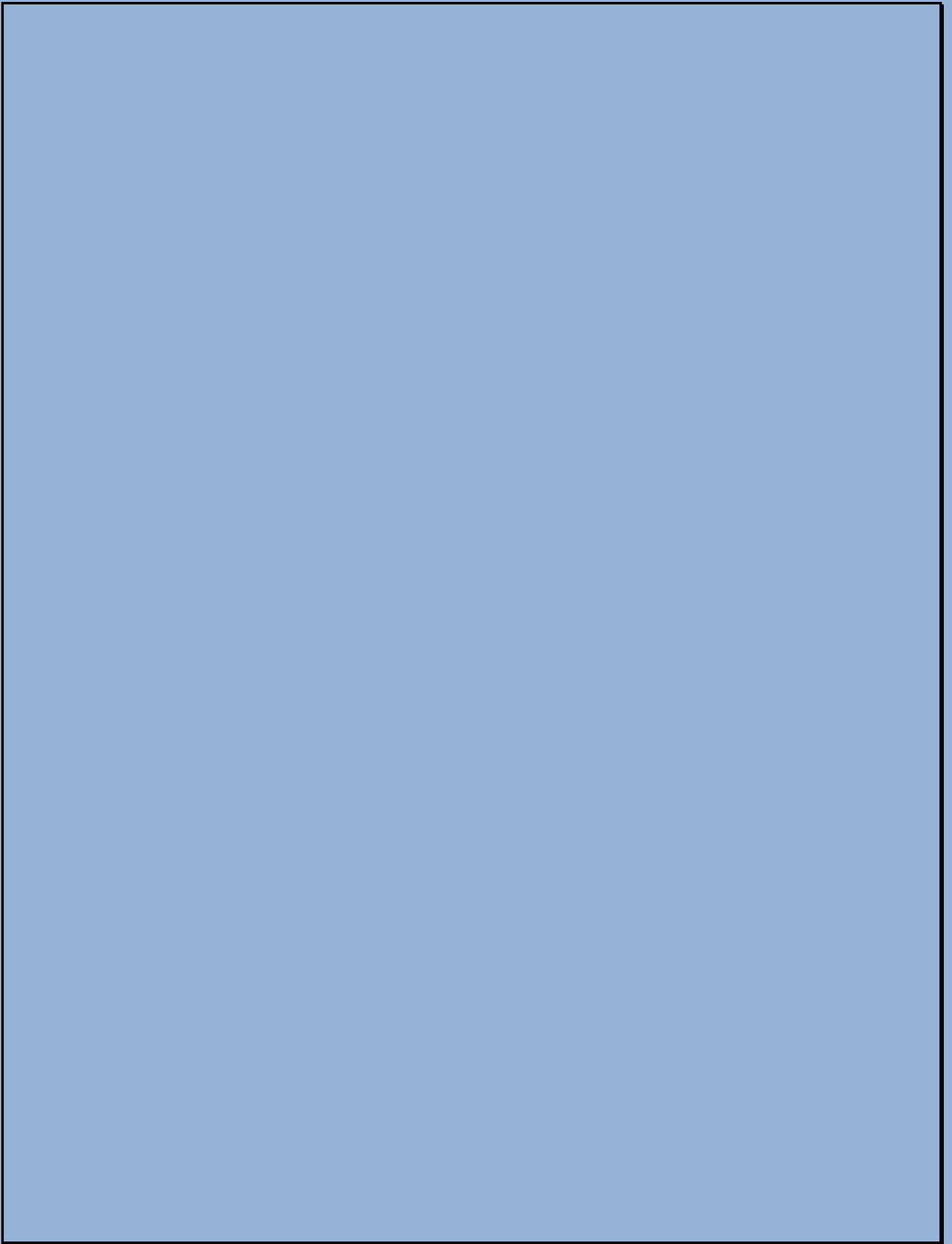
Town Manager’s Report

- Financial Report (See attached information).....129
- Department Reports (See attached information).....133
- Manager’s Report (Will be provided prior to the meeting)

Adjourn

A reception will follow with light refreshments in the Fire Station Training Room.

Presentations





Request for City Council Action

Presentation: NC AWWA-
WEA
Award
Date: 12/05/2017

Subject: NC AWWA-WEA Award Presentation

Department: Public Utilities

Presented by: Ted Credle

Presentation: No

Issue Statement

Acceptance of the 2017 North Carolina American Water Works Association & Water Environment Federation Award for Potable Water Distribution System of the Year

Financial Impact

None

Action Needed

Accept the award, as presented by a representative from the NC AWWA-WEA

Recommendation

Staff recommends acceptance of the award

Approved: City Manager City Attorney

Attachments:

1. Staff Report
2. Letter of Notification



Staff Report

Presentation **NC AWWA-
WEA Award**

The purpose of the NC AWWA-WEA North Carolina Collection System of The Year Award is to identify and recognize the municipality that protects the public health and the natural beauty of the environment through pro-active practices of management, operations and maintenance beyond what is required of its NC DEQ collection system permit.

The purpose of the North Carolina Water Distribution System of The Year Award is to identify and recognize the municipality that protects the public health through pro-active practices of management, operations and maintenance of their water distribution system beyond minimum standards.

To assist in these efforts the Water Distribution System committee shall annually recognize up to four water distribution systems in North Carolina based on the size of their system. In 2017, only two systems in North Carolina were selected for this honor.

Recipients of the award will have demonstrated that they perform quality water system maintenance procedures through the efficient use of labor, materials, equipment, and innovative methods to keep their distribution system in good working condition to minimize health hazards.

The award honors the system personnel that serve their community with a high level of professionalism and diligent work in the operation and maintenance of their water **distribution system facilities. The recipient's staffs make the most of their available resources, no matter how great or small.**

2017 OFFICERS

CHAIR

ANGELA LEE
Charlotte Water

CHAIR-ELECT

(JAMES) RAY COX, P.E.
Highfill Infrastructure Engineers

PAST CHAIR

JULIE HELLMANN, P.E.
WK Dickson

SECRETARY

KENNETH WALDROUP, P.E.
City of Raleigh Public Utility Dept.

TREASURER

JEFF COGGINS, P.E.
Black & Veatch

VICE-CHAIR

DAVID SAUNDERS, P.E.
HDR

TRUSTEES

NICHOLAS DIERKES, P.E.
Brown and Caldwell

ANTHONY MARTIN, P.E.
Charlotte Water

CAROLYN ROSS
Charlotte Water

CHUCK SHUE, P.E.
McKim & Creed

AWWA DIRECTOR

BRIAN TRIPP, P.E.
WK Dickson

WEF DELEGATES

RICHARD TSANG, P.E.
CDM Smith

TJ LYNCH
City of Raleigh Public Utility Dept.

BETSY DRAKE (Delegate-Elect)
Town of Cary

PROFESSIONAL WASTEWATER OPS REP

KENNETH STEVENS
City of Kinston

PROFESSIONAL WATER OPS REP

(DARRELL) CHRIS HILL
Greenville Utilities Commission

EXECUTIVE DIRECTOR

CATRICE JONES, CAE
cjones@ncsafewater.org

September 29, 2017

Walter Credle
Town of Smithfield
230 Hospital Road
Smithfield NC, 27577

Dear Walter Credle,

Congratulations to the Town of Smithfield on receiving the **2017 NC AWWA-WEA Distribution System of the Year**. NC AWWA-WEA would like to recognize your utility for this accomplishment during the Monday Awards Ceremony at our 97th Annual Conference in Raleigh, NC. **The Monday Awards Ceremony will take place Monday, November 13, 2017 from 4:00 p.m. - 5:00 p.m. in Room 402 of the Raleigh Convention Center.** During the Monday Awards Ceremony, a representative from your utility will be invited on stage for a brief award presentation. Immediately following the event, a professional photographer will be available to take photos of all award recipients.

Attendance at the Monday Awards Ceremony is included in the Full Conference or Monday Only registration types at no additional charge. If you are not registered to attend the Annual Conference, we are happy to offer complimentary attendance at the Monday Awards Ceremony so that your utility may be recognized.

To help us prepare for the Monday Awards Ceremony, please RSVP to Rebecca Aguié, NC AWWA-WEA Engagement & Outreach Coordinator, no later than Tuesday, October 24, 2017. There are three methods to submit your RSVP; Email raguie@ncsafewater.org, Phone (919) 784-9030 x1001, or Online at <http://www.ncsafewater.org/event/AC17MondayAwardsCeremony>. When you RSVP, please let us know if you will be attending and if you will be bringing any guests. Each award recipient may bring three guests at no charge.

As an added benefit, NC AWWA-WEA is offering all award recipients the opportunity to have their award re-presented locally. If you are interested in this additional recognition, please let Rebecca know as you are submitting your RSVP. You may also contact the NC AWWA-WEA office about this opportunity at any time in the future.

Congratulations again on your outstanding accomplishment, and thank you for your commitment and dedication to the water industry. We look forward to honoring you at the NC AWWA-WEA Annual Conference!

Sincerely,



Catrice Jones, CAE
Executive Director, NC AWWA-WEA



Request for City Council Action

**NC AWWA-
WEA
Award**
Date: 12/05/2017

Subject: NC AWWA-WEA Award Presentation

Department: Public Utilities

Presented by: Ted Credle

Presentation: Presentation

Issue Statement

Acceptance of the 2017 North Carolina American Water Works Association & Water Environment Federation Award for Sanitary Sewer Collection System of the year

Financial Impact

None

Action Needed

Accept the award, as presented by a representative from the NC AWWA-WEA

Recommendation

Staff recommends acceptance of the award

Approved: City Manager City Attorney

Attachments:

1. Staff Report
2. Letter of notification



Staff Report

Presentations **NC AWWA-
WEA Award**

The purpose of the NC AWWA-WEA North Carolina Collection System of The Year Award is to identify and recognize the municipality that protects the public health and the natural beauty of the environment through pro-active practices of management, operations and maintenance beyond what is required of its NC DEQ collection system permit.

To assist in these efforts, the committee annually recognizes three wastewater collection systems in our state based on the size of their collection system (small, medium & large systems).

Recipients of the award will have demonstrated that they perform quality collection system maintenance procedures through the efficient use of labor, materials, equipment, and innovative methods to keep their collection system in good working condition to minimize health hazards and property damage that occur due to sanitary sewer over flows during both wet weather and dry weather conditions.

The award honors the collection system personnel that serve their community with a high level of professionalism and diligent work in the operation and maintenance of their **wastewater collection system facilities**. **The recipient's staff** prove themselves to make the most of their available resources, no matter how great or small.

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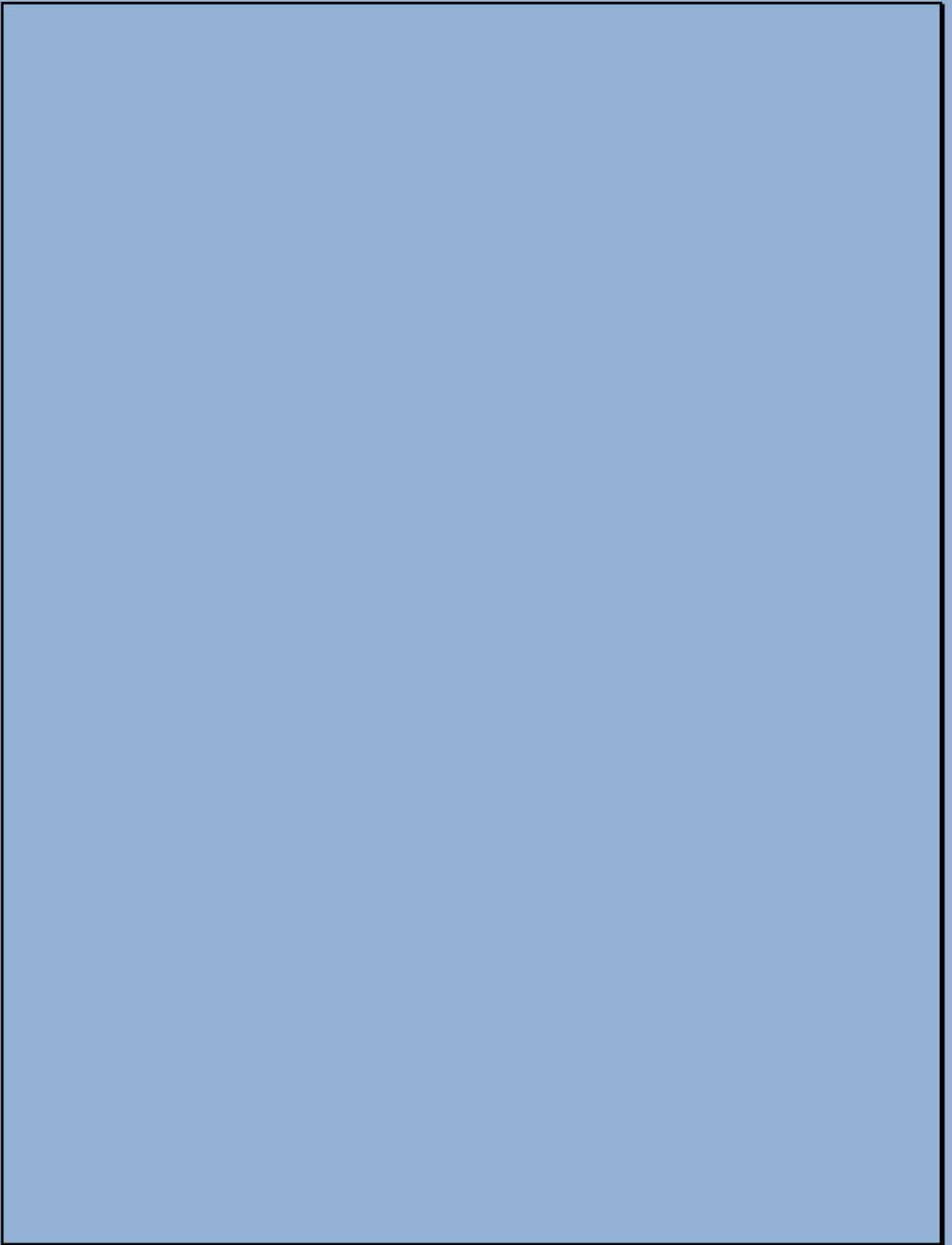
Congratulations again on your outstanding accomplishment, and thank you for your commitment and dedication to the water industry. We look forward to honoring you at the NC AWWA-WEA Annual Conference!

Sincerely,



Catrice Jones, CAE
Executive Director, NC AWWA-WEA

Public Hearings





Request for City Council Action

**Public
Hearing**
**Application
for Zoning
Map
Amendment
RZ-17-04**
Date: 12/05/2017

Subject: Zoning Map Amendment
Department: Planning
Presented by: Stephen Wensman, Planning Director
Presentation: Public Hearing

Issue Statement

Thomas Concrete is requesting approval of a zoning map amendment to rezone approximately six (6) acres of land from the LI (light Industrial) to HI (Heavy Industrial) zoning district.

Financial Impact

There will be no financial impact to the Town.

Action Needed

To review the application for rezoning, hold a public hearing and make a decision on the rezoning.

Recommendation

The Planning Department and Planning Board recommend approval of the Zoning Map Amendment; and recommend that the Town Council approve a consistency statement declaring the request is consistent with the Town of Smithfield Comprehensive Growth Management Plan and that the request is reasonable and in the public interest.

Approved: City Manager City Attorney

Attachments:

1. Staff Report



Staff Report

**Application
for Zoning
Map
Amendment
RZ-17-04**

**Public
Hearing**

Application Number: RZ-17-04
Project Name: Thomas Concrete
TAX ID number: 15079005J
Town Limits / ETJ: ETJ
Applicant: Thomas Concerne of the Carolinas, INC
Owners: SCA Ventures, LLC
Agents: none
Neighborhood Meeting: none

PROJECT LOCATION: The property is located on Citation Lane approximately 980 feet northeast of its intersection with US Hwy Bus 70 West.

REQUEST: The applicant is requesting o rezone approximately 6.00 acres of land from the LI (Light Industrial) to the HI (Heavy Industrial) zoning district.

SITE DATA:

Acreage: 6.00 acres
Present Zoning: LI (Light Industrial),
Proposed Zoning: HI (Heavy Industrial)
Existing Use: Undeveloped land
Proposed Use: Concrete batch plant - All uses permitted within the HI zoning can be considered for future approval.

ENVIRONMENTAL: The property is not located within a floodplain and no delineated wetlands exist on or near property considered for rezoning.

ADJACENT ZONING AND LAND USES:

North: **Zoning:** LI (Light Industrial)
 Existing Use: Undeveloped

South: **Zoning:** LI (Light Industrial)
 Existing Use: Carolina Electronic Assemblers / undeveloped

East: **Zoning:** LI (Light Industrial)
 Existing Use: Agriculture

West: Zoning: Li (Light Industrial)
Existing Use: Undeveloped

STAFF ANALYSIS AND COMMENTARY:

○ **Consistency with the Strategic Growth Plan**

The Future Land Use Map guides this property and the surrounding properties for industrial land uses.

○ **Consistency with the Unified Development Code**

The rezoning will be consistent with the Town of Smithfield Unified Development Ordinance as all proposed future land uses and site specific development plans must meet the minimum development standards of the Town of Smithfield Unified Development Ordinance.

○ **Compatibility with Surrounding Land Uses**

The property considered for a rezoning is immediately adjacent to other Industrial zoned properties. Compatibility issues are unlikely provided that any future development is industrial in nature.

OTHER:

FIRE DISTRICT:	Wilson's Mills
SCHOOL IMPACTS:	NA
PARKS AND RECREATION:	NA
ACCESS/STREETS:	2 direct access points to Citation Lane (private street)
WATER/SEWER PROVIDER:	Johnston County
ELECTRIC PROVIDER:	Duke Progress Energy

RECOMMENDATION:

The Planning Department and the Planning Board has determined that the application is consistent with applicable adopted plans, policies and ordinances and recommends approval of the rezoning request.

TOWN COUNCIL RECOMMENDED ACTION:

The Town Council is respectfully requested to review the petition and make a decision to rezone a six (6) acre tract of land from the LI (Light Industrial) to the HI (Heavy Industrial) zoning district.



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

REZONING APPLICATION

Pursuant to Article 4, Section 4-1 of the Unified Development Ordinance, proposed amendments may be initiated by the Town Council, Planning Board, Board of Adjustment, members of the public, or by one or more interested parties. Rezoning applications must be accompanied by nine (9) sets of the application, nine (9) sets of required plans, an Owner's Consent Form (attached) and the application fee. The application fee is \$300.00 for a rezoning to a Standard District.

Name of Project: Thomas Concrete Acreage of Property: 6.0 acres
 Parcel ID Number: 15079005J Tax ID: _____
 Deed Book: Plat book 85 Deed Page(s): 384
 Address: Citation Lane, Smithfield, NC 27577
 Location: North Aviation Industrial Park

Existing Use: Vacant Land Proposed Use: Ready Mix Concrete Plant
 Existing Zoning District: Light Industrial (LI)
 Requested Zoning District Heavy Industrial (HI)
 Is project within a Planned Development: Yes No
 Planned Development District (if applicable): _____
 Is project within an Overlay District: Yes No
 Overlay District (if applicable): _____

FOR OFFICE USE ONLY

File Number: RZ-17-04 Date Received: 10/6/17 Amount Paid: \$300.00

OWNER INFORMATION:

Name: SCA Ventures, LLC

Mailing Address: 132 Citation Lane, Smithfield, NC 27577

Phone Number: 919-938-1086 Ext 104 **Fax:** 919-938-3280

Email Address: syauch@CEAmanufacturing.com

APPLICANT INFORMATION:

Applicant: Thomas Concrete of the Carolinas, INC

Mailing Address: 2500 Cumberland Parkway, Suite 200, Atlanta GA 30339

Phone Number: 205-335-9942 **Fax:** 770-431-3315

Contact Person: James P Daniel

Email Address: James.Daniel@thomasconcrete.com

REQUIRED PLANS AND SUPPLEMENTAL INFORMATION

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

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

STATEMENT OF JUSTIFICATION

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

Rezoning to HI (Heavy Industrial) is requested in order to locate a Ready Mix Concrete plant on the 5.8 acre site. The parcel is currently zone LI (Light Industrial) and is located in the North Aviation Industrial Park on US 70 West (Business) and Citation Lane. North Aviation is an established industrial park with existing infrastructure of paved roads, utilities and sewage. Access to the Industrial Park is directly from US 70 West or from Swift Creek Road.

The manufacturing of ready mix concrete in Smithfield requires the property to be zoned Heavy Industrial. The applicant is requesting this zoning change to allow for the construction and operation of a new ready mix concrete plant and related facilities.

REQUIRED FINDINGS OF FACT

Article 13, Section 13-17 of the Town of Smithfield Unified Development Ordinance requires applications for zoning map amendment to address the following findings. The burden of proof is on the applicant and failure to adequately address the findings may result in denial of the application. Please attach additional pages if necessary.

- 1. *The zoning petition is in compliance with all applicable plans and policies of the Town of Smithfield:*

The parcel requested for rezoning to Heavy Industrial is located in an existing Industrial Park with all of the required infrastructure (paved roads, utilities, and sewage) that conform to Smithfield ordinances and requirements for this type of use. Construction and operation will be in accordance with the Smithfield ordinances and requirements.

- 2. *The zoning petition is compatible with established neighborhood patterns of the surrounding area:*

The parcel requested to be rezoned lies within an existing industrial park containing existing manufacturing businesses and thus is compatible with the neighborhood.

- 3. *The rezoning petition is compatible with the changing neighborhood conditions that might warrant a rezoning:*

It is not anticipated that the nature of the Industrial Park will change.

- 4. *The rezoning request is in the community interest:*

The city of Smithfield and Johnston County are in need of additional ready mix concrete production capacity due to both commercial and residential construction and growth.

- 5. *The request does not constitute "Spot Zoning":*

This request is not spot zoning in that the current industrial park is zoned for industrial use and is part of the Smithfield Comprehensive Growth Plan.

6. *Present regulations deny or restrict the economic use of the property:*

Current zoning (Light Industrial) does not allow for the construction and operation of a ready mix concrete plant.

7. *The availability of public services allows consideration of this rezoning request:*

All public services (paved roads, utilities, and sewage) needed are currently in place.

8. *Physical characteristics of the site prohibit development under present regulations:*

There are no physical characteristics that prevent development.

APPLICANT AFFIDAVIT

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

James P Daniel

Print Name



Signature of Applicant

9/14/2017

Date



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

OWNER'S CONSENT FORM

Name of Project: Thomas Concrete Rezoning Submittal Date: 10/6/17

OWNERS AUTHORIZATION

I hereby give CONSENT to Thomas CONCRETE (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] STEVE YAVCH 9/11/17
 Signature of Owner Print Name Date

CERTIFICATION OF APPLICANT AND/OR PROPERTY OWNER

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

[Signature] James P Daniel 9/14/2017
 Signature of Owner/Applicant Print Name Date

FOR OFFICE USE ONLY

File Number: RZ-17-04 Date Received: 10/6/2017 Parcel ID Number: 15079005J

SURVEYOR'S DISCLAIMER:

THIS PLAT IS A CORRECT REPRESENTATION OF THE LAND SURVEYED. HOWEVER, A NORTH CAROLINA LICENSED ATTORNEY SHOULD BE CONSULTED FOR THE RIGHTS OF WAY, EASEMENTS OR FAMILY BURIAL GROUNDS NOT SHOWN ON RECORDED MAPS OR DEEDS MADE AVAILABLE TO THIS SURVEYOR BY THE RECENT OWNERS AT THE TIME OF THIS SURVEY AND OTHER QUESTIONS THAT MAY BE REVEALED BY THE TITLE SURVEYOR HAS NO KNOWLEDGE OF THE OWNERSHIP OR MAINTENANCE RESPONSIBILITIES OF ANY FENCES ON OR NEAR THE BOUNDARY LINES. NO RESPONSIBILITY OF ANY NATURE IS ASSUMED BY THIS SURVEYOR FOR ANY ENCROACHMENTS, EASEMENTS, TOWNSHIP OR VARIATIONS IN WIDTH AS EASEMENTS, FAMILY BURIAL GROUNDS, TOWNSHIP OR VARIATIONS IN WIDTH AS EASEMENTS, FLOOD HAZARD AREAS/SOALS, ETC., OR MATERIALS/SIZES, METALS, FLOOD HAZARD AREAS/SOALS, ETC., OR ANYTHING ELSE THAT MAY BE IN THE RESTRICTIVE COVENANTS. ALSO AS USED IN THE SURVEYOR'S CERTIFICATION HEREOF, THE WORD "CERTIFY" MEANS TO STATE OR DECLARE PROFESSIONAL OPINION OF CONDITIONS, CERTIFICATION AND DOES NOT CONSTITUTE A WARRANTY OR GUARANTEE. EITHER EXPRESS OR IMPLIED. THE MAP OR PLAT SHOWN HEREOF SHALL NOT BE USED WITH AN AFFIDAVIT OR LETTER OF ANY KIND FOR REUSE IN ANY CONSTRUCTION, PERMITTING, ETC. IT IS A VIOLATION OF THE FEDERAL COPYRIGHT ACT TO COPY OR MODIFY AND REUSE THIS SURVEY BEYOND THE DATE AND SCOPE NOTED ON THE MAP. JIMMY BARBOUR SURVEYING, P.A., ITS ASSOCIATES, AND/OR AGENTS SHALL NOT BE RESPONSIBLE FOR ANY PURPOSE BEYOND THE DATE AND SCOPE AS NOTED ON THIS MAP OR PLAT.

GRID NOTE

GRID NORTH
NGCS 1983
NAD 1983 (2011)
COMBINED FACTOR-0.99988220

- NOTES:
1. WATER AND SEWER BY COUNTY OF JOHNSTON
 2. PARCEL ID NO. 150790050
 3. PROPERTY LOCATED WITHIN THE ETJ OF THE TOWN OF SMITHFIELD
 4. PROPERTY IS ZONED - U
BUILDING SETBACKS FOR LI ZONING
FRONT-50'
SIDE-25'
REAR-40'
MINIMUM LOT SIZE-20,000 SF
MINIMUM LOT WIDTH-150'

OWNER:
SCA VENTURES, LLC
132 CITATION LANE
SMITHFIELD, NC 27577



DATE: 10/21/17
REVIEW OFFICER: [Signature]
DATE: 10/21/17

1. JIMMY C. BARBOUR, PLS. DO HEREBY CERTIFY THAT THIS PLAT WAS DRAWN UNDER MY SUPERVISION FROM AN ACTUAL SURVEY MADE UNDER MY SUPERVISION AND DESCRIBED IN BOOK 25E, PAGE 25E. THAT THE BOUNDARIES NOT SURVEYED ARE CLEARLY INDICATED AS DRAWN FROM INFORMATION FOUND IN BOOK 25E, PAGE 25E, THAT THE RATIO OF PRECISION AS CALCULATED IS 1:10,000+ THAT THE PERFORMANCE TO THE GEOSPATIAL POSITIONING WERE STANDARDS FOR GEOSPATIAL POSITIONING NETWORKS USING RTK NETWORKING THAT THIS PLAT WAS PREPARED IN ACCORDANCE WITH G.S. 47-30 AS AMENDED.

WITNESSEY ORIGINAL SIGNATURE, LICENSE NUMBER AND SEAL THIS 21st DAY OF OCTOBER, A.D. 2017.

REFERENCES:
DEED BOOK 1027, PAGE 1
DEED BOOK 61, PAGE 285
DEED BOOK 61, PAGE 298
DEED BOOK 69, PAGE 135
DEED BOOK 65, PAGES 279-280

JIMMY C. BARBOUR, PROFESSIONAL LAND SURVEYOR, LICENSE NO. L-2855, CERTIFY THAT THIS PLAT IS A SURVEY OF ANOTHER CATEGORY, SUCH AS THE RECOMBINATION OF EXISTING PARCELS, A COURT-ORDERED SURVEY OR OTHER EXCEPTION OF EXCEPTION OF THE DEFINITION OF SUBDIVISION IN ACCORDANCE WITH G.S. 47-32 (1)(1).

- JIMMY C. BARBOUR, PROFESSIONAL LAND SURVEYOR LICENSE NO. L-2855
- FM UNDEVELOPED LAND
 - FI EXISTING IRON NAIL FOUND
 - EIP WATER METER
 - EA EXISTING IRON PIPE FOUND
 - EA EXISTING CONCRETE CENTERLINE OF ROAD
 - EA EXISTING PARKER-KALON NAIL FOUND
 - EA EXISTING RAILROAD SPIKE FOUND
 - EA EXISTING IRON REBAR SET WITH RED PLASTIC CAP
 - EA EXISTING COTTON SPINDLE FOUND
 - EA EXISTING MAGNETIC NAIL FOUND
 - EA FIRE HYDRANT
 - EA EXISTING IRON REBAR
 - EA EXISTING IRON WATER VALVE
 - EA EXISTING POWER POLE/SERVICE POLE/AREA LIGHT
 - EA COMPUTED POINT FROM REFERENCED SOURCES
 - EA COTTON SPINDLE SET
 - EA RIGHT OF WAY
 - MNS
 - BRSS
 - N/T
 - PP/SF/AL
 - CS
 - R/W

CURVE	RADIUS	ARC LENGTH	CHORD LENGTH	CHORD BEARING
C1	50.00'	53.69'	51.32'	N29°44'20"W
C2	50.00'	65.77'	61.13'	S91°41'54"W
C3	20.00'	15.51'	15.12'	S66°13'34"W
C4	270.00'	207.77'	202.66'	N69°51'06"W
C5	20.00'	31.42'	28.28'	N02°28'29"W
C6	330.00'	120.67'	120.00'	N32°01'22"E
C7	20.00'	15.51'	15.12'	N43°45'25"E
C8	50.00'	45.87'	44.28'	N39°41'06"E
C9	330.00'	57.99'	57.92'	S66°31'47"E
C10	20.00'	15.50'	15.12'	S74°15'58"E
C11	50.00'	47.33'	45.58'	N39°52'33"E
C12	50.00'	67.61'	62.58'	N87°45'34"E
C13	20.00'	31.42'	28.29'	N02°28'29"W
C14	330.00'	120.67'	120.00'	N32°01'22"E
C15	50.00'	188.73'	95.03'	S65°16'04"W
C16	20.00'	15.51'	15.12'	S00°39'46"E
C17	270.00'	98.73'	98.18'	S32°01'21"W

CURVE DATA TABLE



VICINITY MAP - NO SCALE

CERTIFICATE OF APPROVAL
I HEREBY CERTIFY THAT THE RECOMBINATION AS SHOWN ON THIS PLAT DOES NOT INVOLVE THE CREATION OF NEW PUBLIC STREETS OR ANY CHANGE IN EXISTING PUBLIC STREETS, THAT THE RECOMBINATION PLAT SHOWN IS IN ALL RESPECTS IN COMPLIANCE WITH THE TOWN OF SMITHFIELD UNIFIED GOVERNMENT ORDINANCES, AND THEREFORE THIS PLAT HAS BEEN APPROVED BY THE UDO ADMINISTRATOR SUBJECT TO ITS BEING RECORDED IN THE JOHNSTON COUNTY REGISTRY WITHIN SIXTY DAYS OF THE DATE BELOW:
[Signature] UDO ADMINISTRATOR
DATE: 10/21/17

NOTES:
THIS PLAT REFLECTS A PROPOSED CHANGE IN THE PROPERTY LINES OF THE TRACTS SHOWN HEREOF, BUT THAT CHANGE DOES NOT TAKE EFFECT UNTIL THE DEEDS OR APPROPRIATE COUNTY REGISTER OF DEEDS BEING A RECOMBINATION OF LOT 5 AND A PORTION OF LOT 6 AS SHOWN IN PLAT BK. 65, PGS 279-280
SEE SHEET 2 FOR SURVEY MAP RECOMBINATION MAP FOR: SCA VENTURES, LLC SHEET 1 of 2

JIMMY BARBOUR SURVEYING, PA
JIMMY C. BARBOUR, PLS., GSI
C-3708
213 S. SECOND STREET
P. O. BOX 28
SMITHFIELD, N.C. 27577
919-989-6642 919-989-3013
919-989-6643 FAX

MAGNETIC NAIL SET EXISTING IRON REBAR NOW OR FORMERLY POWER POLE/SERVICE POLE/AREA LIGHT COMPUTED POINT FROM REFERENCED SOURCES COTTON SPINDLE SET RIGHT OF WAY

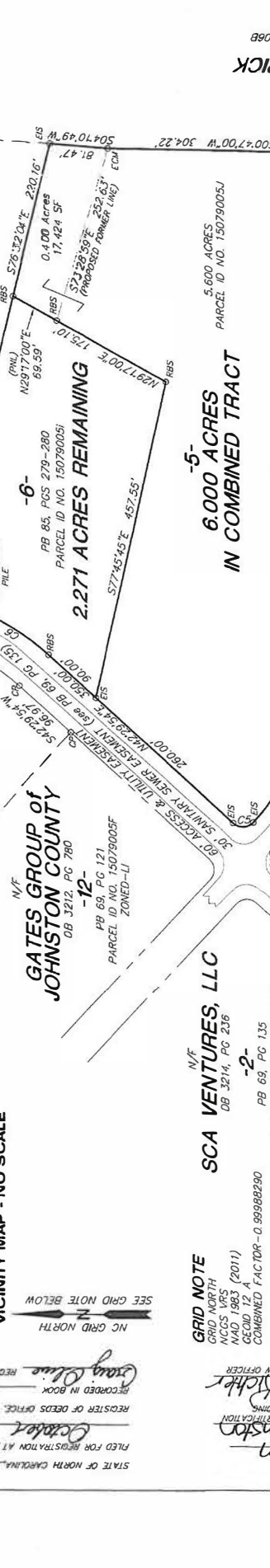
OWNER: SCA VENTURES, LLC
TOWNSHIP: SMITHFIELD
COUNTY: JOHNSTON STATE: NC
SURVEYED BY: [Signature]
DATE SURVEYED: 8-7-17
SCALE: 1" = 100'
DRAWING NO. 17-196 REC

SURVEYOR'S DISCLAIMER:
 THIS PLAN IS A CORRECT REPRESENTATION OF THE LAND SURVEYED. HOWEVER, A NORTH CAROLINA LICENSED SURVEYOR SHOULD BE AWARE OF ANY CASUALTY, LOSS OF RECORD, OR OTHER FACTORS THAT MAY AFFECT THE ACCURACY OF THIS SURVEY. THE SURVEYOR HAS CONDUCTED A VISUAL INSPECTION OF THE LAND AND HAS FOUND NO EVIDENCE OF ANY FACTORS THAT WOULD AFFECT THE ACCURACY OF THIS SURVEY. THE SURVEYOR HAS CONDUCTED A VISUAL INSPECTION OF THE LAND AND HAS FOUND NO EVIDENCE OF ANY FACTORS THAT WOULD AFFECT THE ACCURACY OF THIS SURVEY. THE SURVEYOR HAS CONDUCTED A VISUAL INSPECTION OF THE LAND AND HAS FOUND NO EVIDENCE OF ANY FACTORS THAT WOULD AFFECT THE ACCURACY OF THIS SURVEY.



VICINITY MAP - NO SCALE

FILED FOR REGISTRATION AT 2:13:41 PM
 REGISTERED IN BOOK 85 PAGE 385
 REGISTERED IN DEEDS OFFICE
 REGISTERED IN DEEDS OFFICE
 DATE 10/2/17



GRID NOTE
 GRID NORTH
 NAD 1983 (2011)
 COMBINED FACTOR = 0.99988290
 PARCEL ID NO. 150790005E
 ZONED-LI

SCA VENTURES, LLC
 DB 3214, PG 236
 PARCEL ID NO. 150790005F
 ZONED-LI

SCA VENTURES, LLC
 DB 69, PG 121
 PARCEL ID NO. 150790005G
 ZONED-LI

SCA VENTURES, LLC
 DB 69, PG 135
 PARCEL ID NO. 150790005H
 ZONED-LI

STAG SMITHFIELD LLC
 DB 4049, PG 863
 PARCEL ID NO. 150790001B
 ZONED-LI

SCA VENTURES, LLC
 DB 2360, PG 414
 PARCEL ID NO. 150790005B
 ZONED-LI

SCA VENTURES, LLC
 DB 61, PG 278
 PARCEL ID NO. 150790005D
 ZONED-LI

DOROTHY G. UNDERWOOD FAMILY TRUST
 DB 4696, PG 177
 PARCEL ID NO. 150790006
 ZONED-R20A

SUE U. WARRICK
 DB 1166, PG 233
 PARCEL ID NO. 15079006B
 ZONED-R-20A

SCA VENTURES, LLC
 DB 3214, PG 236
LOTS 9, 10 and 11
 PARCEL ID NO. 150790005C
 ZONED-LI

6.000 ACRES
 PARCEL ID NO. 150790005J

2.271 ACRES REMAINING
 PARCEL ID NO. 150790005I

60' ACCESS & UTILITY ESMT.

6.000 ACRES IN COMBINED TRACT

DOROTHY G. UNDERWOOD FAMILY TRUST
 DB 4696, PG 177
 PARCEL ID NO. 150790006
 ZONED-R20A

SUE U. WARRICK
 DB 1166, PG 233
 PARCEL ID NO. 15079006B
 ZONED-R-20A

RECOMBINATION MAP FOR:
 BEING A RECOMBINATION OF LOT 5 AND A PORTION OF LOT 6 AS SHOWN IN PLAT BK. 85, PGS 279-280
see SHEET 1 FOR CURVE DATA, NOTES, ETC

SCA VENTURES, LLC
 SHEET 2 of 2

JIMMY BARBOUR SURVEYING, PA
 JIMMY C. BARBOUR, PLS, GSI
 C-3109
 213 S. SECOND STREET
 P. O. BOX 28
 SMITHFIELD, N.C. 27577
 919 989-6642 919-989-3013
 919 989-6643 FAX

OWNER N/F SCA VENTURES, LLC
 TOWNSHIP SMITHFIELD COUNTY JOHNSTON STATE NC
 SURVEYED BY
 DRAWN BY CINDA MOORE
 DATE SURVEYED RM
 SCALE 1" = 100'
 DRAWING NO. 17-196 REC

REFERENCES:
 DEED BOOK 3027, PAGE 1
 PLAT BOOK 67, PAGE 288
 PLAT BOOK 61, PAGE 278
 PLAT BOOK 66, PAGE 135
 PLAT BOOK 65, PAGE 279-280

LEGEND:
 DASHED LINES --- FIRE HYDRANT
 --- EXISTING IRON REBAR
 --- EXISTING IRON PIPE FOUND
 --- EXISTING CONCRETE MONUMENT FOUND
 --- EXISTING PARKER-MALON NAIL FOUND
 --- EXISTING RAILROAD SPIKE FOUND
 --- EXISTING IRON NAIL FOUND
 --- EXISTING COTTON SPINALE FOUND
 --- EXISTING MAGNETIC NAIL FOUND

WITNESSES:
 JIMMY C. BARBOUR, PROFESSIONAL LAND SURVEYOR, LICENSE NO. L-2855
 JIMMY C. BARBOUR, PROFESSIONAL LAND SURVEYOR, LICENSE NO. L-2855

DATE: 10/2/17

REVIEW OFFICER: Stephanie Fitcher

REVIEW OFFICER: John Johnston

**THE TOWN OF SMITHFIELD
UNIFIED DEVELOPMENT ORDINANCE
ZONING MAP AMENDMENT CONSISTENCY STATEMENT
BY THE SMITHFIELD PLANNING BOARD
RZ-17-04**

Whereas the Smithfield Planning Board, upon acting on a zoning map amendment to the *Unified Development Ordinance* and pursuant to NCGS §160A-383, is required to approve a statement describing how the action is consistent with the Town of Smithfield *Comprehensive Growth Management Plan*; and

Whereas the Smithfield Planning Board, upon acting on a zoning map amendment to the *Unified Development Ordinance* and pursuant to NCGS §160A-383, is required to provide a brief statement indicating how the action is reasonable and in the public interest.

NOW THEREFORE, BE IT ADOPTED BY THE SMITHFIELD PLANNING BOARD AS APPROPRIATE:

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

That the Planning Board recommendation regarding text amendment RZ-17-04 is based upon review of and consistency with, the Town of Smithfield *Comprehensive Growth Management Plan* and any other officially adopted plan that is applicable, along with additional agenda information provided to the Planning Board and information provided at the public hearing; and

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

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

That the final recommendation regarding zoning map amendment RZ-17-04 is based upon review of, and consistency, the Town of Smithfield *Comprehensive Growth Management Plan* and other officially adopted plans that are applicable; and

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

DRAFT
Smithfield Planning Board Minutes
Thursday, November 2, 2017
6:00 P.M., Town Hall, Council Chambers

Members Present:

Chairman Stephen Upton
Vice-Chairman Daniel Sanders
Teresa Daughtry
Mark Lane
Oliver Johnson
Michael Taylor
Eddie Foy

Members Absent:

Ashley Spain

Staff Present:

Mark Helmer, Senior Planner
Julie Edmonds, Administrative Assistant

Staff Absent:

CALL TO ORDER

Mr. Upton identified the members of the board as well as the Planning Department staff.

APPROVAL OF MINUTES FROM October 5, 2017

Eddie Foy made a motion, seconded by Mark Lane to approve the minutes as written.
Unanimous.

APPROVAL TO OPEN THE PUBLIC HEARING RZ-17-02

Teresa Daughtry made a motion, seconded by Eddie Foy to open the Public Hearing.
Unanimous.

RZ-17-04 Thomas Concrete:

Mr. Helmer stated the applicant is requesting to rezone approximately 6 acres of land from the LI (Light Industrial) to the HI (Heavy Industrial) zoning district. The property considered for approval is located on Citation Lane approximately 980 feet northeast of its intersection with US Hwy Bus 70 West and further identified as Johnston County Tax ID# 15079005J. The property is not located within a floodplain and no delineated wetlands exist on or near property considered for rezoning. The Future Land Use Map has identified this property and the surrounding properties as being suitable of industrial land uses. The rezoning will be consistent with the Town of Smithfield Unified Development Ordinance as all proposed future land uses and site specific development plans must meet the minimum development standards of the Town of Smithfield Unified Development Ordinance. The property considered for rezoning is immediately adjacent to other industrial zoned properties. Compatibility issues are unlikely provided that any future development is industrial in nature. Services provided in the area will include Wilsons Mills Fire Department for fire protection, Johnston County will provide water and sewer, Duke Progress Energy will provide electricity and there will be two direct street

access points to Citation Lane. The Planning Department has determined that the application is consistent with applicable adopted plans, policies and ordinances and recommends approval of the rezoning request. The Smithfield Planning Board is requested to review the petition and make a recommendation on the rezoning request of approximately 6 acres of land from the LI (Light Industrial) to the HI (Heavy Industrial) zoning district.

Mr. Lane asked how far out of a radius are adjacent property owners contacted.

Mr. Helmer said by law 200 feet out.

Mr. Foy asked what would be the difference between what Thomas Concrete would be doing versus what Gates Concrete across the road would be doing.

Mr. Helmer said Gates Concrete is a contractor that works with concrete; not a manufacturer of concrete.

Mr. Foy asked if any neighbors had complained or had concerns about the proposed rezoning.

Mr. Helmer said no but he strongly encouraged the Planning Board to receive testimony from the audience.

Sue Warrick came forward and stated her property touches the backside of the property in question. She said she owned approximately 19.18 acres adjacent to this property. She doesn't feel like other residents in the area are aware of this. They will be affected by the outcome of this decision. Last year my property went from agricultural to light industrial. However light industrial is different than heavy. We're talking about a concrete plant; noise, pollution, things going on a night and lights. I have four rental houses there and my sister and I own about 40 more acres that is still zoned agricultural. If someone from Thomas Concrete is here, I'd like them to enlighten us on their hours of operation, their lighting, where they'd go in and out on Hwy 70.

Mr. Johnson asked Ms. Warrick to point out on the map where her property was located.

Ms. Warrick walked over to the map and showed the board where her land was.

Mr. Lane asked if there are any residents adjacent to the property being considered for rezoning.

Ms. Warrick said there were tenant houses on that land.

Mrs. Daughtry said you already know this property is light industrial. If you look at the list of approved uses for LI there may be things others don't want. We have to be careful deciding who operates what and where. This area is designated to be an industrial area. It was just a matter of which industrial use would go on which lot.

Ms. Warrick asked Teresa if she would want a concrete business near her.

Mrs. Daughtry said that isn't the point, when this property was zoned light industrial that opened the door to heavy and light industrial.

Ms. Warrick said this land in question was my grandfathers. It was condemned and taken, so we had no choice but to turn it over.

Mr. Helmer said when you look at the Comprehensive Land Use Plan it shows this property being suitable for industrial. It doesn't break light and heavy industrial out. Technically the request for heavy industrial is compliant for what the Comprehensive Land Use Plan calls for.

Mr. Foy asked if the property is zoned heavy industrial, will the uses have to come before the Town Council for a Special Use Permit.

Mr. Helmer said not necessarily, some uses that are permitted by right in Heavy Industrial while others would require Special Use Permits such as an oil refinery or daycare. Batch plants such as a concrete company are a permitted use by right.

Chairman Stephen Upton pointed out that the Planning Board is only making a recommendation to the Town Council to approve or deny this rezoning request. He stated the next Town Council meeting would be held December 5th, 2017 at 7pm.

Mr. Lane asked if the Planning Board could put conditions on the rezoning.

Mr. Upton said no we can't.

Mr. Sanders asked if Town Council were to deny the rezoning, can the applicant come back and request this use in another district or go about it in a different way.

Mr. Helmer said yes I would think so. The applicant can come back and ask to amend the ordinance to allow batch plants in light industrial.

James Daniel from Thomas Concrete came forward to answer questions from the Planning Board.

Mr. Lane asked how much noise was going to come out of the plant.

Mr. Daniel said he didn't feel like there would be that much noise. They have Ready Mix plants in many urban areas and they abide by the noise ordinances. They don't have complaints, it is a manufacturing place but it isn't like a rock quarry where they pound rocks.

Mr. Foy asked Mr. Daniels to describe what Thomas Concretes does exactly.

Mr. Daniel said they manufacture Ready Mix concrete. We bring in rock, sand and cement. We mix the three together and put into a bin then into a mix truck. We plan to start with 4 trucks and as business increases we will have as many as 8 trucks.

Mrs. Daughtry asked what the hours of Thomas Concrete would be.

Mr. Daniel said typically they start at 5:00 am if they have a big pour.

Justin Hartley/ Operations Manager for Thomas Concrete Raleigh Division came forward to answer questions.

Mrs. Daughtry asked if Thomas Concrete had other locations.

Mr. Hartley said yes we have six other locations within the market.

Mrs. Daughtry asked if buffers were used at other locations due to being near residential areas.

Mr. Hartley said their downtown Raleigh plant is on the corner of West Street and Capital Blvd, is a railroad track away from a residential neighborhood. It is literally on the other side of the railroad track. Two out of their six plants are within an urban residential landscape.

Mr. Upton asked if there were any noise requirements as far as decibels.

Mr. Hartley said no there are not currently any noise requirements.

Mr. Taylor asked how many trips a day do they project these cement trucks will make.

Mr. Hartley said their ideal goal is four trips per truck per day.

Mr. Taylor said so that is 16 trips per day.

Mr. Hartley answered yes

Mr. Taylor asked if the plant runs the entire day.

Mr. Hartley said the setup for this plant being a dry patch plant, will not have consistent noise all day. The plant will not run all day.

Mr. Lane asked if the two homes in the top right corner of Ms. Warrick's land were occupied.

Mr. Upton spoke up and answered yes, they're mobile homes with cars in the yard.

Steve Yauch, owner of Carolina Electronic Assemblers as well as the whole airport part in question here, came forward. OPW runs shifts all hours of the night depending on their work load. They have at least 25 semi-trucks going in and out of there every night. There is a four

engine prop plane that comes in at the Johnston County Airport at least once sometimes twice a week. It is late, usually 10:00 at night and it is very loud. He guarantees it will be louder than anything Thomas Concrete will ever do.

Eddie Foy made a motion to close RZ-17-04, seconded by Teresa Daughtry. Unanimous.

Teresa Daughtry made a motion to approve RZ-17-04, seconded by Eddie Foy. Unanimous.

Recommended to Town Council on Dec 5, 2017.

SP-17-15 Thomas Concrete: The applicant is requesting site plan approval of a 5.6 acre batch concrete plant on property located within a HI (Heavy Industrial) zoning district. The property considered for approval is located on Citation Lane approximately 980 feet northeast of its intersection with US Hwy Bus 70 West and further identified as Johnston County Tax ID# 15079005J.

Mr. Foy said the landscape schedule for the site plan shows a lot of trees and shrubs all around the site.

Mr. Helmer said the applicant was currently exceeding minimum standards. Under the current UDO which was adopted two months ago; no longer requires landscaping between like zoning districts. The plan is currently in review, before planning staff can issue a zoning permit, we will have to make sure the site plan meets or exceeds minimum development standards.

Mr. Johnson made a motion to approve SP-17-15, seconded by Mark Lane. Unanimous.

Eddie Foy made a motion to adjourn the meeting, seconded by Teresa Daughtry.

Old Business:

No Report

New Business:

Our next Planning Board Meeting is scheduled for December 7th, 2017 at 6:00 pm.

Submitted this 6th day of November, 2017.

Julie Edmonds
Administrative Assistant
Planning Department



PLANNING DEPARTMENT

Mark E. Helmer, Senior Planner

Notice Of Public Hearing

Notice is hereby given that the Town Council of the Town of Smithfield will conduct a public hearing during the course of their open meeting which starts at 7:00 P.M. on Tuesday, December 5, 2017 in the Town Hall Council Chambers located at 350 East Market Street to consider the following request:

RZ-17-04 Thomas Concrete: The applicant is requesting to rezone approximately 5.6 acres of land from the LI (Light Industrial) to the HI (Heavy Industrial) zoning district. The property considered for approval is located on Citation Lane approximately 980 feet northeast of its intersection with US Hwy Bus 70 West and further identified as Johnston County Tax ID# 15079005J.

You have been identified as a property owner in the area specified above and are being advised of this meeting as you may have interest in this matter. You are welcome to attend; however, you are not required to in order for the Board to act on this request. Additional information may be obtained by contacting the Town of Smithfield Planning Department at 919-934-2116.

TAG	PIN	NAME1	ADDRESS1	CITY	STATE	ZIPCODE
15079005E	168510-37-9463	SCA VENTURES LLC	132 CITATION LN	SMITHFIELD	NC	27577-0000
15079005G	168506-47-5802	SCA VENTURES LLC	132 CITATION LN	SMITHFIELD	NC	27577-0000
15079005B	168510-47-1066	SCA VENTURES LLC	132 CITATION LN	SMITHFIELD	NC	27577-0000
15079005D	168510-47-8027	SCA VENTURES LLC	132 CITATION LANE	SMITHFIELD	NC	27577-0000
15079005F	168506-37-9875	GATES GROUP OF JOCO	300 CITATION LANE	SMITHFIELD	NC	27577-0000
15079006B	168511-57-4009	WARRICK, SUE U	CHURCH ROAD	CLAYTON	NC	27520-6833
15079005I	168506-47-7699	SCA VENTURES LLC	132 CITATION LANE	SMITHFIELD	NC	27577-0000



PLANNING DEPARTMENT
Steve Medlin, AICP, Interim Director

ADJOINING PROPERTY OWNERS CERTIFICATION

I, **Mark E. Helmer**, hereby certify that the property owner and adjacent property owners of the following petition, **RZ-17-04**, were notified by First Class Mail on **11-21-17**.



Signature

Johnston County, North Carolina

I, Melissa Rodriguez, Notary Public for Johnston County and State of North Carolina do hereby certify that Mark E. Helmer personally appeared before me on this day and acknowledged the due execution of the foregoing instrument. Witness my hand and official seal, this the

21 day of November, 2017



Notary Public Signature

Melissa Rodriguez

Notary Public Name



Notice Of Public Hearing

Notice is hereby given that the Town Council of the Town of Smithfield will conduct a public hearing during the course of their open meeting which starts at 7:00 P.M. on Tuesday, December 5, 2017 in the Town Hall Council Chambers located at 350 East Market Street to consider the following request:

RZ-17-04 Thomas Concrete: The applicant is requesting to rezone approximately 5.6 acres of land from the LI (Light Industrial) to the HI (Heavy Industrial) zoning district. The property considered for approval is located on Citation Lane approximately 980 feet northeast of its intersection with US Hwy Bus 70 West and further identified as Johnston County Tax ID# 15079005J.

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

**Run “Legal Ad” in the News and Observer on 11/24/17 and
Run “Legal Ad” in the Smithfield Herald on 11/29/17**

200 Block of Citation Lane



Project Name:
Thomas Concrete
Batch Plant

Existing Zoning:
LI (Light Industrial)

Proposed Zoning:
HI (Heavy Industrial)

File Number:
RZ-17-04
SP-17-15

Owner:
SCA Ventures, LLC

Applicant:
Thomas Concrete LLC

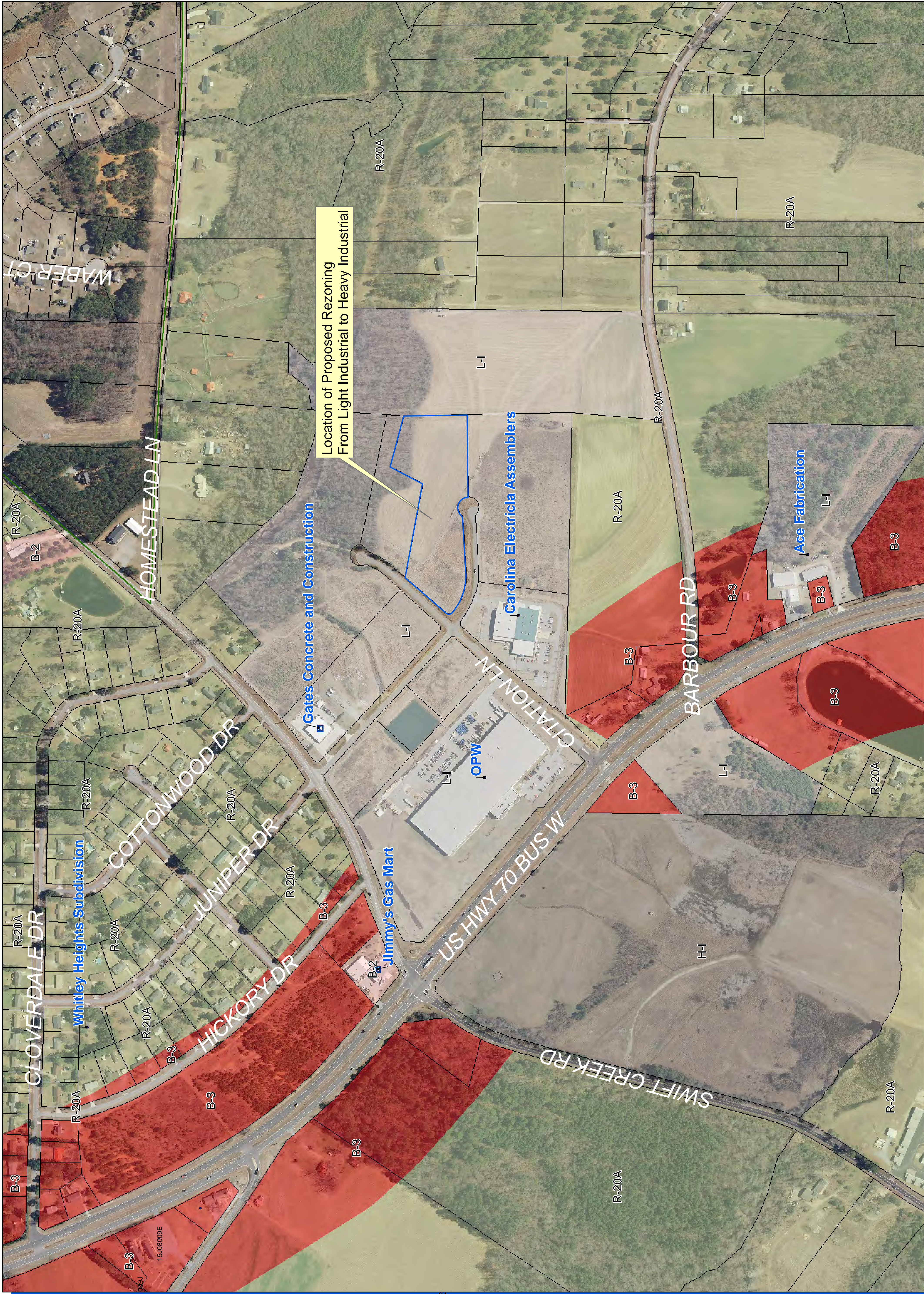
Location:
200 Citation Lane

Tax ID#
15079005J

Zoning District:
LI to HI

Map created by the
Mark E. Helmer, AICP
Senior Planner,
GIS Specialist
on 10/20/2017

1 inch = 200 feet
0 100 200 400 600 Feet





Request for Town Council Action

Site Plan
Approval **SP-17-15**
Date: 12/05/2017

Subject: SP-17-15

Department: Planning

Presented by: Stephen Wensman, Planning Director

Presentation: Public Hearing

Issue Statement: The applicant is requesting preliminary site plan review and approval of a concrete batch facility on property located within a HI (Heavy Industrial) zoning district.

Financial Impact: none

Action Needed: The Town Council is requested to review the preliminary site plan for compliance with the Town of Smithfield Unified Development Ordinance minimum development standards.

Recommendation: Planning staff and the Planning Board recommends approval of the site plan with the condition that that a storm water management plan is approved prior to staff issuing a valid zoning permit.

Approved: City Manager City Attorney

Attachments:

1. Staff Report
2. Site Plan
3. Photos



Staff Report

**Site Plan
Approval** SP-17-15

Site Analysis

Thomas concrete is requesting site plan approval for a concrete batch plant on a six (6) acre tract of land located within Aviation Industrial Park. The site plan indicates 3 conveyors, hoppers and silos that will be used in the production on concrete to be mixed on site and delivered to various construction site within the surrounding area. Raw material will be stored in bins and there locations are identified on the plan. The applicant has indicated that as many as eight (8) cement trucks will be used in support of the operation. On-site truck parking is identified on the plan and is adequate for the proposed use.

A 1,200 square foot office building with six (6) parking spaces and a 3,600 square foot maintenance building are proposed. Landscaping is provided in the form of a standard 15 foot street yard planted at a rate of one (2) tree and 20 shrubs per 100 feet of road frontage. An oversized type A landscape buffer is proposed for all other perimeter yards.

Thomas Concrete key site elements

- 1,200 square foot modular office building & 3,600 square foot shop
- Conveyors are exempt from maximum 40 foot height requirements of the zoning district.
- Paved parking provided at a rate of 1 space per 200 square feet of office space and 1 space per fleet vehicle
- Storage bins for raw materials
- Wash pit with water recycling pond
- Access provided by two proposed driveway on unnamed private street
- Required **15'** landscaped street yards
- Public utility connections within Citation Lane
- Storm water management facility
- Erosion control plan included.

Site Data

Proposed Project Name: Site Plan for Thomas Concrete
Current Property Owner of Record: SCA Ventures LLC
Developer/Applicant:
Zoning: HI
Existing Use, Vacant
Proposed Use: Concrete Batch Plant
Electricity Provider: Duke Progress Energy

Total Boundary Area= 6.0 Ac
Area in Existing NCDOT ROW = N/A
Buildable Site Area = 6.0 Ac
Existing Building/Structure Sq. Ft. = n/a
Proposed Building/Structure Sq. Ft. = 4,800 Sq. Ft.
Parking Spaces Required = 16 Proposed
Handicap Spaces Required= 1
Handicap Spaces Provide = 1
Existing Impervious Area 0.0 Ac
Proposed Impervious Area= 3.95 Ac
Net New/Additional Impervious Area = 3.95 Ac
Storm water: > 1.00 Ac New Impervious - Attenuation will be required
Nitrogen loading calculations and buy down will be required
Site lighting plan included- No area lighting proposed at this time.

Recommendations:

Planning staff has reviewed the site plan for compliance with the minimum development standards of the Unified Development Ordinance (UDO) and finds the plan meets or exceeds published standards and recommends approval of the site plan with the following conditions of approval.

1. The submitted storm water management plan is found to meet minimum development standards of the UDO prior to staff issuing a valid zoning permit.

The Planning Board, at its November 2, 2017 meeting, unanimously voted to recommend approval of the site plan with the following conditions of approval.

1. The submitted storm water management plan is found to meet minimum development standards of the UDO prior to staff issuing a valid zoning permit.

Town Council is requested to review the site plan for compliance with the UDO and make an administrative decision for site plan approval.

SITE DEVELOPMENT PLANS

THOMAS CONCRETE OF THE CAROLINAS, INC.

3733 NATIONAL DRIVE, SUITE 124
 RALEIGH, NORTH CAROLINA, 27613

SMITHFIELD CONCRETE PLANT

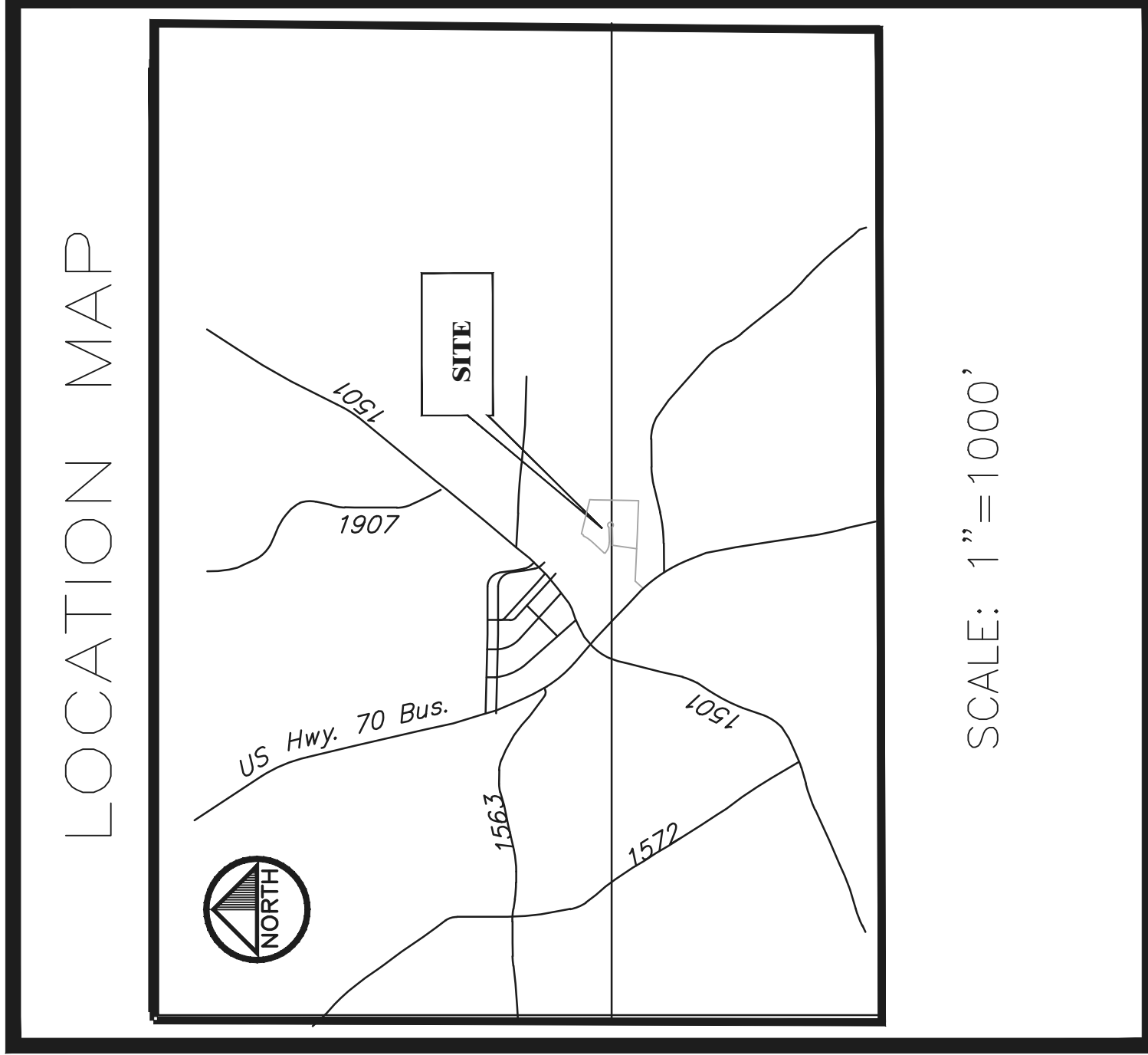
132 CITATION LANE
 SMITHFIELD, NORTH CAROLINA, 27977
 DATE: AUGUST 12 , 2017



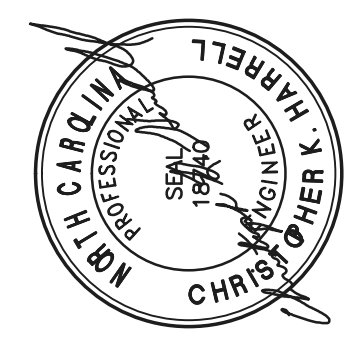
BLACK ROCK CONSULTING, LLC
 Seven Dunwoody Park, Suite 115
 Atlanta, Georgia 30338
 Ph: 770-395-6111 Fax: 770-395-6899

SITE DATA
 AREA - 6.00 ACRES
 APPLICANT: THOMAS CONCRETE OF THE CAROLINAS, INC.
 ADDRESS: 3733 NATIONAL DRIVE
 SUITE 124
 RALEIGH, NORTH CAROLINA, 27612
 PHONE: 919-832-0451
 CONTACT: JAMES DANIEL
 CELL: (205) 335-9942
 OWNER: SCA VENTURES, LLC
 ADDRESS: 132 CITATION LANE
 SMITHFIELD, NORTH CAROLINA, 27577
 CURRENT ZONING: LIGHT INDUSTRIAL
 PROPOSED ZONING: HEAVY INDUSTRIAL
 TAX ID: 4667317
 DEED BOOK: 03027 PAGE: 0001
 BOUNDARY INFORMATION PROVIDED BY
 W. STANTON MASSENGILL, PLS
 DATED NOVEMBER 30, 2005

REVISION SCHEDULE	
DATE	REVISION DESCRIPTION



SHEET No.	DESCRIPTION
1	BOUNDARY SURVEY
2	SITE PLAN
3	GRADING AND DRAINAGE PLAN
4	COMPOSITE UTILITY PLAN
5	PHASE 1 - EROSION AND SEDIMENT CONTROL PLAN
6	PHASE 2 - EROSION AND SEDIMENT CONTROL PLAN
7	LANDSCAPE PLAN
8	LANDSCAPE DETAILS AND SPECIFICATIONS
9	EROSION AND SEDIMENT CONTROL DETAILS
10	CONSTRUCTION DETAILS



BLACK ROCK CONSULTING, LLC
 6699-395-6111 Fax: 770-395-6999
 Savannah, Georgia 30338

THOMAS CONCRETE OF THE CAROLINAS, INC.
 3733 NATIONAL DRIVE, SUITE 124
 RALEIGH, NORTH CAROLINA, 27612
 OFFICE: 912-832-0451

Project No.	90903
Design By:	BDJ
Checked By:	DB
Date:	9/2/17
Scale:	1" = 40'
Revision	
No	
Date	

SITE PLAN
 SMITHFIELD BATCH PLANT
 132 CITATION LANE
 SMITHFIELD, NORTH CAROLINA, 27577

Project No. 90903
 Design By: BDJ
 Checked By: DB
 Date: 9/2/17
 Scale: 1" = 40'

Drawing No. **2**
 Grading Plan.dwg

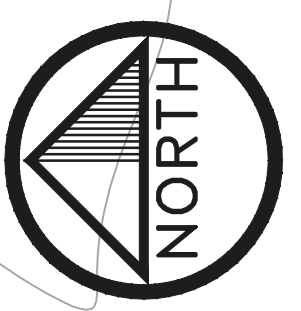
ZONING NOTES

BUILDING SETBACKS SHOWN
 STREET FRONTAGE - 50'
 SIDE YARD - 25'
 REAR YARD - 40'

PARKING SHOWN
 5 CAR SPACES
 1 HDOP SPACE
 10 TRUCK SPACES

IMPERVIOUS AREA SHOWN
 EXISTING IMPERVIOUS AREA - 0.0 ACRES
 PROPOSED IMPERVIOUS AREA - 3.95 ACRES

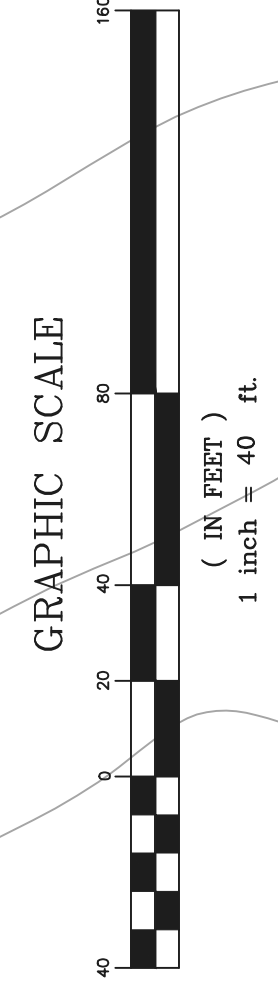
WETLANDS/"WATERS OF THE U.S."
 THERE ARE NO WETLANDS OR "WATERS OF THE U.S." ON THIS SITE
 BASED ON U.S.F.S. WETLAND INVENTORY MAP



SITE DATA
 AREA - 6.00 ACRES
 APPLICANT: THOMAS CONCRETE OF THE CAROLINAS
 ADDRESS: 3733 NATIONAL DRIVE
 SUITE 124
 RALEIGH, NORTH CAROLINA, 27612
 PHONE: 919-852-0451
 CONTACT: JAMES DANIEL
 CELL: (405) 355-9942

OWNER: /SCA VENTURES, LLC
 ADDRESS: 132 CITATION LANE
 SMITHFIELD, NORTH CAROLINA, 27577

CURRENT ZONING: I-1
 PROPOSED ZONING: I-2
 TAX ID: 4667317
 DEED BOOK: 03027 PAGE: 0001
 BOUNDARY INFORMATION PROVIDED BY
 W. STANTON MASSENGILL, PLS
 DATED NOVEMBER 30, 2005

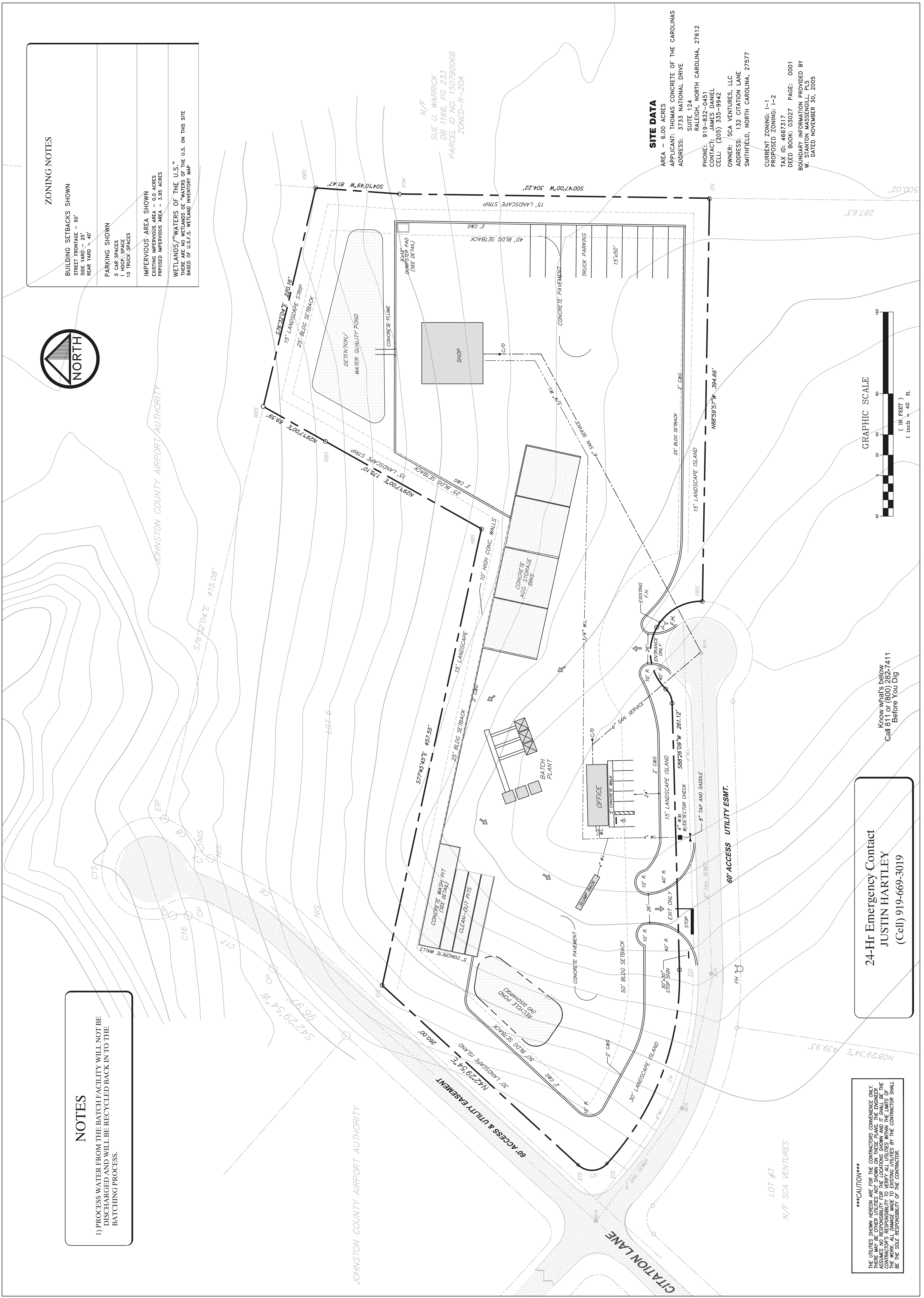


24-Hr Emergency Contact
JUSTIN HARTLEY
 (Cell) 919-669-3019

*****CAUTION*****
 THE UTILITIES SHOWN HEREON ARE FOR THE CONTRACTOR'S CONVENIENCE ONLY.
 THERE MAY BE OTHER UTILITIES NOT SHOWN ON THESE PLANS. THE ENGINEER
 ASSUMES NO RESPONSIBILITY FOR VERIFYING ALL UTILITIES WITHIN THE LIMITS OF
 THE CONTRACTOR'S RESPONSIBILITY TO VERIFY UTILITIES WITHIN THE LIMITS OF
 THE WORK. ALL DAMAGE MADE TO EXISTING UTILITIES BY THE CONTRACTOR SHALL
 BE THE SOLE RESPONSIBILITY OF THE CONTRACTOR.

NOTES

1) PROCESS WATER FROM THE BATCH FACILITY WILL NOT BE
 DISCHARGED AND WILL BE RECYCLED BACK IN TO THE
 BATCHING PROCESS.

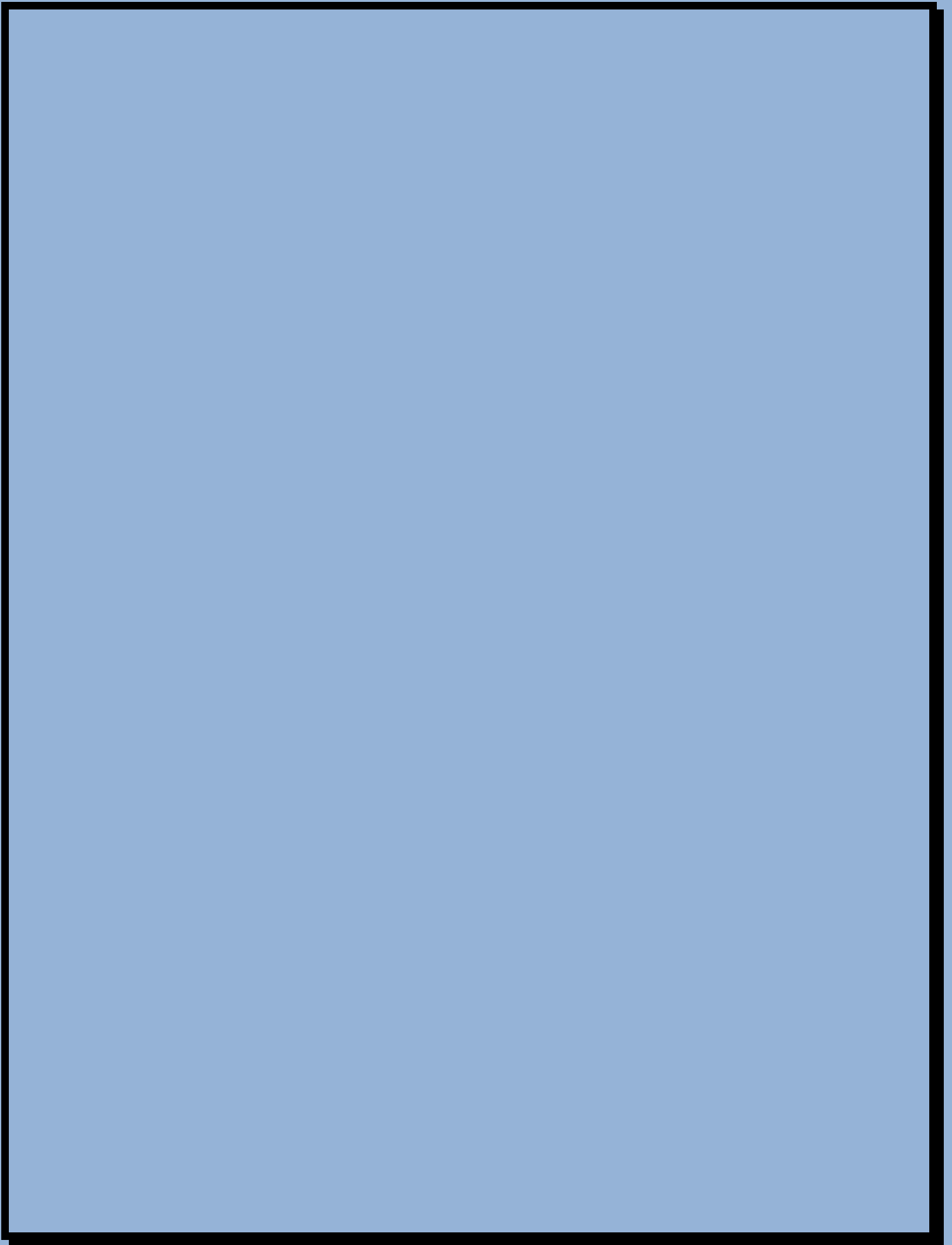








Consent Agenda Items



The Smithfield Town Council met in regular session on Tuesday, November 14, 2017 at 7:00 p.m. in the Council Chambers of the Smithfield Town Hall, Mayor M. Andy Moore presided.

Councilmen Present:

Emery Ashley, Mayor Pro-Tem
Marlon Lee, District 1
J. Perry Harris, District 2
Travis Scott, District 3
Roger A. Wood, District 4
Stephen Rabil, At-Large

Councilmen Absent

John A. Dunn, At-Large

Administrative Staff Present

Michael Scott, Town Manager
John Blanton, Fire Chief
Lenny Branch, Public Works Director
Ted Credle, Public Utilities Director
Gary Johnson, Parks & Rec Director
Tim Kerigan, Human Resources/PIO
Shannan Parrish, Town Clerk
R. Keith Powell, Chief of Police
Greg Siler, Finance Director
Stephen Wensman, Planning Director

Present:

Bob Spence, Town Attorney
Bill Drietzler, Town Engineer

Administrative Staff Absent

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

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

APPROVAL OF AGENDA:

Councilman Wood made a motion, seconded by Councilman Rabil, to add to the Consent Agenda: Consideration and Approval to accept a Stream Restoration Grant in the amount of \$148,890 from the North Carolina Department of Agriculture and Consumer Services and authorization to enter into Contract #17-175-4060. Unanimously approved.

Councilman Lee made a motion, seconded by Council Harris, to move the following items from the Consent Agenda to the Business Items:

- Consideration and approval for a donation to South Smithfield Elementary School in the amount of \$500.00
- Consideration and approval for a donation to West Smithfield Elementary School in the amount of \$500.00
- Consideration and approval for a donation to the Smithfield Selma High School Robotics team in the amount of \$2,000.00

Unanimously approved.

Councilman Harris made a motion, seconded by Councilman Wood, to move the following item from the Business Items to the Consent Agenda

- Special Event: Annual Christmas Tree Lighting: The applicant, the Downtown Smithfield Development Corporation, is seeking approval to amend its original request approved by Council on April 4, 2017. They are seeking to also close Market Street from Second to Fourth Streets. Adoption of Ordinance #493, as required by NCDOT, is also requested.

Unanimously approved.

Councilman Harris made a motion, seconded by Councilman Rabil, to approve the agenda as amended. Unanimously approved

PRESENTATIONS:

1. Proclamation: Renaming & Dedicating the Former Family Life Center in honor of Sarah McDaniel Yard.

Councilman Lee made a motion, seconded by Councilman Harris, to rename the Family Life Center to the Sarah Yard Community Center. Unanimously approved.

Mayor Moore presented Mrs. Yard with a Proclamation recognizing her contribution to the East Smithfield Community and her dedication to the former Family Life Center.

PROCLAMATION
Honoring Sarah McDaniel Yard
and the Dedication of the
Sarah Yard Community Center

WHEREAS, the Town of Smithfield recognizes the extraordinary contributions that Sarah McDaniel Yard has made to the East Smithfield Community; and

WHEREAS, in 1991, with her passion for addressing injustices, her love for education, her love for community and families, Sarah McDaniel Yard founded the Family Life Center of Smithfield; and

WHEREAS, the Family Life Center was a program that grew out of the work of the National Council of Churches' Black Families Ministry Project whereby programs were developed to enhance the lives of individuals, families and communities; and

WHEREAS, under the visionary and heartfelt leadership of Sarah McDaniel Yard, the Family Life Center made an impact on a generation of families and children; and

WHEREAS, under Sarah McDaniel Yard's direction, The Family Life Center provided after school and summer youth programs, work-place training, educational opportunities, a meeting place for elders to fellowship, heritage festivals, celebrations and a weekly food distribution center to those in need; and

WHEREAS, Sarah McDaniel Yard has demonstrated in many practical ways her deep and genuine love for our community and the surrounding area; and

WHEREAS, as a token of the Town of Smithfield's appreciation, the former Family Life Center will be dedicated in Sarah McDaniel Yard's honor by changing of the building's name to the Sarah Yard Community Center.

NOW, THEREFORE, I, M. Andy Moore, Mayor of the Town of Smithfield along with the members of the Town Council, do hereby declare that the Family Life Center located at 909 East Lee Street be named the Sarah Yard Community Center.

2. Life Saving Awards to Police Officers Michael Jernigan and James Barbour

Mayor Moore and Police Captain James Grady presented Life Saving Awards to Police Officers Michael Jernigan and James Barbour for their actions on September 1, 2017.

3. Administering Oath of Office to new Police Officer Samuel Adams

Mayor Moore administered the Oath of Office to new Smithfield Police Officer Samuel Adams and welcomed him to the Town.

4. Administering Oath of Office to new Police Officer Christopher VanHalen

Mayor Moore administered the Oath of Office to new Smithfield Police Officer Christopher VanHalen and welcomed him to the Town.

Prior to the Public Hearings, Town Manager Michael Scott introduced new Planning Director Stephen Wensman.

PUBLIC HEARINGS:

1. Rezoning Request By Twin States Farming: (RZ-17-02)

Mayor Pro-Tem Ashley made a motion, seconded by Councilman Rabil, to open the Public Hearing. Unanimously approved.

Planning Director Stephen Wensman addressed the Council on a request by Twin States Farming. The applicant was requesting to rezone approximately 8.25 acres of land from the R-20A (Residential-Agricultural) to the B-3 (Business) zoning district. The property was located on the south side of West Market Street approximately 1950 feet northwest of its intersection with Front Street. The property is further identified as Johnston County Tax ID #47533009.

Mr. Wensman explained that a portion of the property considered for rezoning is within a 100 year floodplain but does not appear to be within the floodway. Any future development of the property would be subject to the Town of Smithfield Flood Damage Prevention ordinances. The Future Land Use Map has identified this property as being a conservation district. Adjacent properties within this corridor are currently zoned and developed as commercial so the use of this site for commercial is contextually consistent and appropriate. Compatibility issues are unlikely provided that any future development is commercial in nature. The rezoning would be consistent with the Town of Smithfield Unified Development Ordinance as all proposed future land uses and site specific development plans must meet the minimum development standards of the Town of Smithfield Unified Development Ordinance

Planning Director Stephen Wensman has incorporated his entire record and provided it to Council in written form in the November 14, 2017 agenda packet.

The Planning Department has determined that the application is consistent with applicable adopted plans, policies and ordinances and recommends approval of the rezoning request.

The Planning Board, at its October 5, 2017 meeting, unanimously voted to recommended approval of the rezoning request.

Mayor Moore asked if there were any questions from Council.

Mayor Pro-Tem Ashley stated it appeared the current zoning for the property was outdated. Mr. Wensman responded that staff believed it was zoned R20A because it was in the floodplain, but portions of the property are outside the floodplain.

Councilman Scott questions if there were any objections from adjacent property owners concerning this rezoning. Mr. Wensman responded he was not aware of any objections.

Mayor Moore asked if there were any comments/questions from those that wished to speak on this matter.

June Wallace, owner of Wallace Welding, stated she was not opposed to this project. Her concern was based on damages sustained to her business during Hurricane Matthew. While she was aware that the proposed site would have to be elevated, she asked that the owner/developer to be mindful of the businesses downriver.

Andrew Hodge of Adam's and Hodge Engineering responded that Ms. Wallace's concerns would be addressed during the site plan phase of the project.

Councilman Rabil made a motion, seconded by Mayor Pro-Tem Ashley, to close the Public Hearing. Unanimously approved.

The Written Finding

Town Council of the Town of Smithfield decided the matter of this Rezoning Application by motion and vote on each of the following eight findings of fact.

Mayor Pro-Tem Ashley made a motion, seconded by Councilman Rabil, to vote in the affirmative to all of the below Finding of Facts. Unanimously approved.

- **Finding One:** The zoning petition is in compliance with all applicable plans and policies of the Town of Smithfield.
- **Finding Two:** The rezoning petition is compatible with established neighborhood patterns of the surrounding area.
- **Finding Three:** The rezoning petition is compatible with the changing neighborhood conditions that might warrant a rezoning.
- **Finding Four:** The rezoning request is in the community interest
- **Finding Five:** The request does not constitute “Spot Zoning”
- **Finding Six:** Present regulations deny or restrict the economic use of the property
- **Finding Seven:** The availability of public services allows consideration of this rezoning request
- **Finding Eight:** Physical characteristics of the site prohibit development under present regulations

Record of Decision: Approval of Rezoning Request (RZ-17-02)

Mayor Pro-Tem Ashley made a motion, seconded by Councilman Scott, to approve the rezoning petition by Twin States Farming RZ-17-02. Unanimously approved.

Town Clerk Shannan Parrish administered affirmations to those that wished to offer testimony during the Public Hearing

2. Atlantic Coast Pipeline

a. Special Use Permit Request (SUP 17-09)

Mayor Pro-Tem Ashley made a motion, seconded by Councilman Rabil, to open the Public Hearing. Unanimously approved.

Planning Director Stephen Wensman addressed the Council on a request by Atlantic Coast Pipeline. The applicant was requesting a special use permit and site plan approval to allow for a temporary contractor storage yard on a 42 acre tract of land located within an R-20A (Residential-Agricultural) zoning district. The property was located on Northwest side of Mallard Road approximately 600 feet northeast of its intersection with Old Mallard Road and further identified as Johnston County tax ID # 15K11019F.

Mr. Wensman testified the applicant indicated approximately 29 acres of the 42 acre tract of land will be utilized for the proposed use. Approximately 13 acres will consist of impervious gravel surfaces to include the parking and work areas. The site is bisected by a jurisdictional stream and riparian buffer. The plan indicated that the existing vegetation within this buffer will remain and serve as a visual screen from the residential subdivision to the West. The plan indicated that no land uses and land disturbing activities are proposed between the riparian buffer and existing residential subdivision. All

proposed land uses will exist between the riparian buffer to the west, Duke Progress Energy utility easement to the North and a 60 foot access easement on the west to serving the existing solar farm. Approximately thirteen acres of topsoil will be removed and stockpiled in the northwest corner of the property. The area cleared of top soil will be graveled to provide 7.6 acres of parking and 5 (five) acres of general purpose work area. The northern most portion of the property was identified as equipment storage. Given the temporary nature of the proposed use, the applicant was requesting to install a chain link fence with screening in lieu of a planted street yard on Mallard Road and the transition yard on the eastern property line. The project is requesting Johnston County water service and is proposing portable facilities. Access to the site will be provided by three (3) proposed driveways to be approved and permitted by NCDOT. Above ground fuel tanks with secondary fuel containment shown on the plan and detailed construction plans shall be reviewed and permitted by the Town of Smithfield Fire Department prior to construction. The site will contain temporary storage containers and are a permitted use by right. Temporary construction trailers are permitted in accordance with Section 7.13 Modular Office Units/Temporary Office Units which allows temporary office units by right in any district on construction sites only, for a time period of six (6) months, which may be extended for an additional six (6) months by reapplication to the UDO Administrator, with no additional fee. A temporary contractor storage yard at this location should not pose a compatibility issue with surrounding land uses given that it will be located in a rural area and screened from view from the adjacent residential subdivision to the west and from Mallard Road.

The Planning Board held a public hearing on 10/05/2017 and determined that the proposal was consistent with applicable adopted plans, policies and ordinances and voted unanimously to recommend approval. The Planning Board's concerns included the need for proper spill containment for maintenance work areas, employee parking and the lack of detail on the site plans.

The Planning Department determined that the proposal is consistent with applicable adopted plans, policies and ordinances and should the Town Board find that all Findings of Fact can be affirmatively made that the application be approved with the following conditions:

1. That the fence be 8 ft. tall, opaque and properly maintained.
2. That the temporary use be limited to a period of 3 years.
3. Submit revised detailed site plans for Town Staff approval.
4. Submit a complete stormwater management plan for approval.
5. Submit Erosion control plan for approval by the State.
6. Submit a site remediation plan.
7. Post of a bond for the site remediation (amount to be approved by the Town Engineer).

Planning Director Stephen Wensman has incorporated his entire record and provided it to Council in written form in the November 14, 2017 agenda packet.

Councilman Harris stated the permitted time period for temporary office units was only six months. He questioned if the permit period could be extended to one year. Mr. Wensman responded the UDO mandates that the permit be reviewed and renewed every six month, but it can be administratively approved by staff. Town Attorney Bob Spence responded in order to authorize more time than is allowable by the UDO, it would have to be amended to reflect the change.

Mayor Moore asked the applicant if he was in agreement with the testimony provided by Mr. Wensman. Henry Kitchin of McGuire Woods Law Firm in Wilmington, NC (Council for Atlantic Coast Pipeline) responded he was in agreement with the testimony offered by Mr. Wensman.

Mr. Kitchin introduced expert witnesses Min So and Bruce McKay from Dominion Energy and Dennis Egger from Atlantic Coast Pipeline. He stated these expert were present to offer technical testimony if required by the Council.

Mr. Kitchin testified that the site is 42 acres with substantial area being open space and buffer. Mr. Kitchin stated that his clients were agreeable with all conditions except the bond because the Federal Energy Regulatory Commission (FERC) certificate that Atlantic Cost Pipeline had to obtain requires them to restore the site back to its preconstruction condition.

Mr. Kitchin further testified that this is an ideal site because of the close proximity to I-95 and the pipeline construction. He assured the Council that his clients would be very good neighbors in Smithfield and Johnston County.

Mayor Pro-Tem Ashley questioned if there would be a lot of heavy vehicles entering and exiting the site. Mr. Kitchin responded that there may be some, but there would not be many.

Mayor Pro-Tem Ashley stated that in terms of the bond, the special use goes with the land and if for some reason Atlantic Coast Pipeline did not comply, it would be the responsibility of the landowner. Mr. Kitchin assured the Council that his client would comply with all conditions and would return the site back to its preconstruction condition.

Councilman Lee questioned security for the site. Mr. Kitchin responded that there would be night security and during the day there would be several dozen employees working on the site.

Mayor Moore asked if there were any comments/questions from those that had been duly affirmed to offer testimony. There were none.

Mayor Moore asked if there were additional questions from Council.

Mayor Pro-Tem Ashley asked Mr. Wensman if he was satisfied with Mr. Kitchin's explanation concerning the bond requirement. Mr. Wensman responded the remediation would be satisfied if the information provided by Mr. Kitchin was accurate.

Councilman Harris made a motion, seconded by Councilman Lee, to close the Public Hearing. Unanimously approved.

The Written Finding

Mayor Pro-Tem Ashley made a motion, seconded by Councilman Rabil, to vote in the affirmative to all of the below eight Findings of Fact. Unanimously approved.

The Town Council shall issue a special use permit if it has evaluated an application through a quasi-judicial process and determined that:

1. The establishment, maintenance, or operation of the special use will not be detrimental to or endanger the public health, safety, or general welfare.
2. The special use will be in harmony with the existing development and uses within the area in which it is to be located.
3. The establishment of the special use will not impede the normal and orderly development and improvement of the surrounding property for uses permitted in the district.
4. Adequate utilities, access roads, drainage, parking, or necessary facilities have been or are being provided.
5. Adequate measures have been or will be taken to provide ingress and egress so designed as to minimize traffic congestion in the public streets.
6. The special use shall, in all other respects, conform to all the applicable regulations of the district in which it is located.
7. Public access shall be provided in accordance with the recommendations of the Town's land use plan and access plan or the present amount of public access and public parking as exists within the Town now. If any recommendations are found to conflict, the system requiring the greatest quantity and quality of public access, including parking, shall govern.

8. The proposed use will be in conformity with the land use plan, thoroughfare plan, or other plan officially adopted by the Town Council.

Record of Decision: Approval of Conditional Use Permit Application Number SUP-17-09

Mayor Pro-Tem Ashley made a motion, seconded by Councilman Rabil, based upon satisfactory compliance with the above eight stated findings and fully contingent upon acceptance and compliance with all conditions as previously noted herein and with full incorporation of all statements and agreements entered into the record by the testimony of the applicant and applicant's representative I move to recommend approval of Special Use Permit Application # SUP-17-09 with the following conditions:

1. That the fence be 8 ft. tall, opaque and properly maintained.
2. That the temporary use be limited to a period of 3 years.
3. Submit revised detailed site plans for Town Staff approval.
4. Submit a complete stormwater management plan for approval.
5. Submit Erosion control plan for approval by the State.
6. Submit a site remediation plan.

Unanimously approved.

b. Site Plan Approval – SP- 17-13

Planning Director Stephen Wensman stated that staff was seeking approval of the site plan for Atlantic Coast Pipeline. He explained that the site plan provided was very conceptual and staff was requesting a more detailed site plan. Representatives from Atlantic Coast Pipeline will comply with that request allowing staff for further inspection and approval.

Mayor Pro-Tem Ashley made a motion, seconded by Councilman Harris, to approve the Site Plan SP-17-13. Unanimously approved

CITIZENS' COMMENTS: There were none

CONSENT AGENDA:

Mayor Pro-Tem Ashley made a motion, seconded by Councilman Rabil, to approve the following items as listed on the Consent Agenda:

1. Approved the following Minutes: October 3, 2017 – Regular Meeting (with corrections recommended by the Town Attorney)
2. Special Event - First Baptist Fall Festival: Approval was granted to allow the applicant First Baptist Church to conduct a Fall Festival event held on October 22, 2017 from 3:30 pm to 6:30 pm at 125 S. Fourth Street. A street closure of Johnston Street was also approved.
3. Special Event - Higher Calling Christian Centers Ministries: Approval was granted to allow the applicants, Nelson Covington and Tiffany Blevins, to conduct a Christian event held on October 28th from 10:00 am to 4:00 pm at 115 North Seventh Street. A street closure of Sixth and Bridge Streets along with amplified sounds were also approved for this event.
4. Special Event – Gobble Waddle 5k/10k Walk/ Run. Approval was grant to allow Johnston Health to conduct a 5k and 10K Run/Walk to be held on November 18, 2017 at 9:00 am to 11:00 am. along Church and Second Streets. Street closures of Church Street and Second Street along with amplified sound were also approved. This was approved as an annual event.
5. Approval was granted to adopt Resolution #613 (18-2017) authorizing the Town to enter into an agreement with NCDOT for sidewalks along Kellie Drive with the Town funding 30% of the project and NCDOT funding 70% of the project.

**TOWN OF SMITHFIELD
RESOLUTION # 613 (18-2017)
ENTERING INTO AN AGREEMENT WITH THE
NORTH CAROLINA DEPARTMENT OF TRANSPORTATION
FOR SIDEWALKS TO BE INSTALLED ALONG KELLIE DRIVE**

WHEREAS, as a part of the Kellie Drive Road Project, North Carolina Department of Transportation (NCDOT) as agreed to install sidewalks along both sides of Kellie Drive between Buffalo Road, along the Kellie Drive Right-of-Way; and

WHEREAS, the estimated total cost to construct the sidewalks at an estimated cost of \$159,554 of which, 70% will be funded by the NCDOT at a cost of \$111,687.80 and 30% will be funded by the Town of Smithfield at a cost of \$47,866; and

WHEREAS, the Smithfield Town Council is committed to this project to provide adequate safety for pedestrians; and

WHEREAS, the Smithfield Town Council appreciates all the assistance that the North Carolina Department of Transportation has provided to the Town and continues to provide to the Town of Smithfield.

NOW, THEREFORE BE IT RESOLVED, by the Town Council of the Town of Smithfield, enters into an agreement with the North Carolina Department of Transportation to construct sidewalks along Kellie Drive at an estimated cost of \$159,554; 70% will be funded by NCDOT at a cost of \$111,687.80 and 30% will be funded by the Town of Smithfield at a cost of \$47,866.

6. Bid was awarded to Corbett Contracting, Inc. in the amount of \$38,500.00 for the installation of altitude valves. Bids received were as follows:
 - Corbett Contracting, Inc \$38,500
 - RD Braswell Construction Company \$39,553
 - KBS Construction Co. \$45,000
 - Mizelle Construction Services Inc. \$50,500
7. Approval was granted to purchase 1,240 automatic meters from Nexgrid in the amount of \$180,192.30.
8. Approved Career Ladder Promotion: The employee will be promoted from the rank of Fire Fighter I to the rank of Fire Fighter II.
9. Approved Career Ladder Promotion: The employee will be promoted from the rank of Fire Fighter II to the rank of Fire Engineer.
10. Approval was granted to appoint Alice Harris to the Downtown Smithfield Development Corporation's Board of Directors.
11. Approval was granted to allow Town Employees to donate sick leave to an employee that has had a medical hardship and has exhausted all of his own sick leave.
12. Approval was granted to amend the salary schedule changing the maximum salary for the Planning Director position from \$87,026 to \$91,376.
13. New Hire Report

<u>Position</u>	<u>Department</u>	<u>Budget Line</u>	<u>Rate of Pay</u>
Planning Director	Planning	10-10-4900-5100-0200	\$39.43/hr. (\$82,014.40/yr.)
Police Officer I	Police	10-20-5100-5100-0200	\$15.58/hr. (\$34,836.88/yr.)
Police Officer I	Police	10-20-5100-5100-0200	\$15.58/hr. (\$34,836.88/yr.)

P/T Police Officer I	Police	10-20-5100-5100-0200	\$16.85/hr.
P/T Fitness Instructor	P & R – Aquatics	10-60-6220-5100-0230	\$15.00/hr.
P/T Fitness Instructor	P & R – Aquatics	10-60-6220-5100-0230	\$15.00/hr.
P/T Game Official	P & R – Recreation	10-60-6200-5100-0210	\$15.00/hr.
P/T Lifeguard	P & R – Aquatics	10-60-6220-5100-0220	\$7.50/hr.
P/T Lifeguard	P & R – Aquatics	10-60-6220-5100-0220	\$7.50/hr.
P/T Pool Staff	P & R – Aquatics	10-60-6220-5100-0220	\$7.50/hr.
P/T Pool Staff	P & R – Aquatics	10-60-6220-5100-0220	\$7.50/hr.
P/T Receptionist	P & R – Aquatics	10-60-6220-5100-0210	\$9.00/hr.
P/T Receptionist	P & R – Aquatics	10-60-6220-5100-0210	\$9.00/hr.
P/T SRAC Staff	P & R – Aquatics	10-60-6220-5100-0210	\$9.00/hr.
P/T SRAC Staff	P & R – Aquatics	10-60-6220-5100-0210	\$9.00/hr.
San. Equipment Operator	PW – Sanitation	10-40-5800-5100-0200	\$13.10/hr. (\$27,248.00/yr.)
San. Equipment Operator	PW – Sanitation	10-40-5800-5100-0200	\$13.10/hr. (\$27,248.00/yr.)
Sanitation Worker	PW – Sanitation	10-40-5800-5100-0200	\$10.75/hr. (\$22,360.00/yr.)
Utility Line Mech.	PU – Water Plant	30-71-7220-5100-0200	\$12.46/hr. (\$25,916.80/yr.)

Current vacancies:

<u>Position</u>	<u>Department</u>	<u>Budget Line</u>
Admin. Support Specialist	Police	10-20-5100-5100-0200
Police Officer	Police	10-20-5100-5100-0200
P/T Lifeguard	P & R – Aquatics	10-60-6220-5100-0220
Sanitation Equipment Operator	PW – Sanitation	10-40-5800-5100-0200
Sanitation Worker	PW – Sanitation	10-40-5800-5100-0200
Sanitation Worker	PW – Sanitation	10-5800-0200
Utility Line Mechanic	PU – Water/Sewer	30-7220-0200

14. Approved and accepted a Stream Restoration Grant in the amount of \$148,890 from the North Carolina Department of Agriculture and Consumer Services and authorization to enter into Contract #17-175-4060.
15. Special Event- Annual Christmas Tree Lighting: Approval was granted to allow the applicant, the Downtown Smithfield Development Corporation, to amend its original request approved by Council on April 4, 2017 by closing Market Street from Second to Fourth Streets for the annual tree lighting. Adoption of Ordinance #493 was also approved.

**Town of Smithfield
North Carolina
ORDINANCE # 493**

An ordinance declaring road closures for the Annual Christmas Tree Lighting, the Annual Christmas parade and the Annual Martin Luther King, Jr. parade

WHEREAS, the Town Council of the Town of Smithfield acknowledges a long tradition of providing an annual Christmas Parade and annual Tree Lighting Ceremony for the pleasure of its citizens; and

WHEREAS, the Town Council of the Town of Smithfield acknowledges a new tradition of providing an annual Martin Luther King, Jr. Parade for the pleasure of its citizens; and

WHEREAS, the Town Council of the Town of Smithfield acknowledges its citizens realize a financial benefit from holding these annual events; and

WHEREAS, the Town Council of the Town of Smithfield acknowledges each event requires approximately two hours to install signing and traffic control to be provided by the Smithfield Police Department, and also requires approximately two hours for removing signs, traffic control and litter.

WHEREAS, Any ordinances or parts of ordinances in conflict with this ordinance are hereby repealed, and this ordinance shall be in full force and effect as an ordinance of the Town of Smithfield from the date of its adoption by the Town Council of the Town of Smithfield.

NOW THEREFORE BE IT ORDAINED by the Town Council of the Town of Smithfield pursuant to the authority granted by G.S. 20-169 that they do hereby declare a temporary road closure during the days and times set forth below on the following described portion of a State Highway System route:

Annual Tree Lighting Ceremony

Date: First Thursday of every December
Time: 5:00 pm to 9:00 pm
Route Description: North 3rd Street between Market Street and Bridge Street
Market Street (US70) from 2nd Street to 4th Street.

Annual Christmas Parade

Date: Second Thursday of every December
Time: 5:00 pm to 9:00 pm
Route Description: Market Street (US70) from South 6th Street to South 2nd Street

Annual Martin Luther King, Jr. Parade

Date: Second Friday of every January
Time: 5:00 pm to 9:00 pm
Route Description: Market Street (US70) from South 6th Street to South 2nd Street

BUSINESS ITEMS:

1. Approval of donations to South Smithfield Elementary School, West Smithfield Elementary School and the Smithfield Selma High School Robotics Team

Town Manager Michael Scott addressed the Council on a request for donation from South Smithfield Elementary School in the amount of \$ 500.00 to assist with the purchase of playground equipment. The Town Manager explained that \$5,000 was budgeted for school donations and it was his recommendation that the \$500 donation be approved for South Smithfield Elementary.

Councilman Lee stated that last year the Town gave \$2,000 to the Smithfield Selma High School Robotics Club and they were requesting the same amount of funding this year. He questioned if there was any accounting of how those funds were used. He suggested that instead of giving \$500 to South Smithfield Elementary, \$500 to West Smithfield Elementary and \$2,000 to the Robotics Club that the total of \$3,000 be divided equally among the three entities. Each receiving \$1,000.

Councilman Lee made a motion, seconded by Councilman Scott, to donate \$1,000 to South Smithfield Elementary, \$1,000 to West Smithfield Elementary and \$1,000 to the Smithfield Selma High School Robotics Club. Councilman Lee, Councilman Scott, Councilman Harris, Councilman Rabil and Councilman Wood voted in favor of the motion. Mayor Pro-Tem Ashley voted against the motion. Motion passed five to one.

Mayor Pro-Tem Ashley stated that the only reason why he voted against the motion was because of the requests made by each entity to the Council.

Councilman Wood stated that it was the school's and the club's responsibility to request the funds.

2. Approved and accepted a Golden Leaf Foundation Grant in the Amount of \$70,000

Town Manager Michael Scott addressed the Council on a request to accept a Golden Leaf Foundation Grant in the amount of \$70,000. The Town Manager explained that this grant would be used for

engineering fees to further the Town's stormwater plan. The primary purpose was to plan around some of the areas devastated by Hurricane Matthew and subsequent flooding. Staff was concerned that the hurricane may have changed some of the Town's stormwater areas and the distribution points. Staff wished to evaluate the areas before any construction began because staff does not want to correct a flooding condition in one area and then cause flooding issues in another area of Town. The Town Manager further explained that staff requested \$200,000 from the Golden Leaf Foundation and the Town was awarded \$70,000. The grant requires that the Town pay for all associated costs and then seek reimbursement from the Golden Leaf Foundation. These costs will likely be paid from fund balance or contingency funds. In December, the Council will be asked to approve budget amendments to account for the revenues and expenditures associated with the grant.

Councilman Rabil made a motion, seconded by Councilman Wood, to accept the Golden Leaf Foundation grant in the amount of \$70,000. Unanimously approved.

3. Approval of an expenditure in the amount of \$5,374.40 for the emergency replacement of one Lochinvar boiler on the roof of the Public Library of Johnston County and Smithfield

Town Manager Michael Scott addressed the Council on a request to spend \$5,374.40 from the general fund contingency line for the replacement of a boiler at the Public Library of Johnston County and Smithfield. The Town Manager explained that recently a boiler at the Library was in need of replacement. Based on the Memorandum of Understanding, it outlined that Johnston would then be divided between Smithfield and Johnston County with Johnston County paying 60% of the remaining balance and Smithfield paying 40%. The total cost for the replacement was \$17,436. This was an unbudgeted expense and could be allocated from the general fund contingency line. A budget amendment is to follow.

Councilman Wood asked if the Council should budget extra funds for the Library for these types of situations. Town Manager Michael Scott responded that it could be done, but ultimately the Town would be budgeting funds that could not be spent elsewhere. The Town Manager further explained the contingency line was for any unanticipated expenditures.

Mayor Pro-Tem Ashley made a motion, seconded by Councilman Scott to approve the expenditure for the Library's replacement boiler in the amount of \$5,374.40. Unanimously approved.

4. Approved entering into an agreement with WithersRavenel to conduct a street condition study

Public Works Director Lenny Branch addressed the Council on a request to enter into an agreement with WithersRavenel to conduct a street condition study. Mr. Branch explained the last street resurfacing projects have utilized the 2006 pavement condition study. During last year's street resurfacing project, several streets were moved around to accommodate the change in conditions and deterioration of Town streets. Council recognized the need for the new study and appropriated \$30,000 in this year's budget for such a study. Mr. Branch further explained that in August, five requests for letters of interest (RFLOI) were sent out to engineering firms. WithersRavenel and SEPI were the only two firms to respond. Based on WithersRavenel having past experience and a familiarity with the Town of Smithfield, they were selected for a fee proposal. Staff reviewed the proposal and made a recommendation to award WithersRavenel the contract to conduct a Pavement Condition Study in the amount of \$26,860.00.

Councilman Lee questioned if the yellow striping and school sign would be reapplied to the street near the Innovation Academy. Mr. Branch responded that it would be reapplied.

Councilman Wood made a motion, seconded by Councilman Harris to approve entering into an agreement with WithersRavenel to conduct a street condition study in the amount of \$26,860.00. Unanimously approved.

5. Approved the reappointment of Mike Fleming to the Johnston County Economic Development Committee representing the Town of Smithfield

Town Manager Michael Scott addressed the Council on a request to appoint a citizen in the Town of Smithfield to the Johnston County Economic Development Advisory Board. The Town Manager explained there was a vacancy on the board. Currently the position was being held by Mike Fleming. Mr. Fleming submitted an application for reappointment. Johnston County also received an application from David Johnson for consideration to be appointed to the board. Staff recommending that Mr. Fleming be reappointed to the board because continuity was important to economic development. The Town Manager stated it was staff's hope that Mr. Johnson's services could be utilized on another Town Advisory Board.

Councilman Harris made a motion, seconded by Councilman Wood, to recommend to the Johnston County Board of Commissions that Mike Fleming be reappointed to serve on the Johnston County Economic Development Advisory Board representing the Town of Smithfield. Unanimously approved.

Councilmembers Comments

- Councilman Lee expressed displeasure with certain Town Department Heads and the Town Manager. He stated that all staff should be held accountable for their actions. The Town Manager responded that he was responsible for all the Department Heads and all Town Staff and asked that complaints be directed to him.
- Mayor Moore explained that during the budget sessions, the Town Council felt it important to set aside funds to support the local schools. Each school or school club could make a request to the Town for funding. It is then the responsibility of the Town Council to approve or deny such requests. Though he did not disagree with Councilman Lee's early motion, South Smithfield Elementary and West Smithfield Elementary both agreed to \$500 and the Smithfield Selma High School Robotics Team agreed to \$2,000.
- Councilman Scott expressed his appreciation to the Junior Women's League and the Downtown Smithfield Development Corporation for the Touch a Truck Event. He also expressed his appreciation to the Heritage Center for a remarkable and well attended Ghost Walk.
- Councilman Lee questioned the next steps for the Sarah Yard Community Center. He asked what programs would be offered. Councilman Lee questioned the creation of the advisory committee for the center. The Town Manager responded that staff was still working on programs for the center and the advisory committee had not been formally created. Councilman Harris stated that together, Town Staff and members of the community, could work together to develop structured programs.
- Mayor Moore introduced Councilman Elect David Barbour and Councilman Elect David Stevens and offered his congratulations.
- Councilman Wood expressed his appreciation to Town Staff, Department Heads and the Town Manager for their hard work and dedication to the Town.

Town Manager's Report:

Town Manager Michael Scott gave a brief update to the Council on the following items:

- Family Life Center/ Sarah Yard Community Center: Parks and Recreation continued to move items into the facility to accommodate its opening. A ribbon cutting and official opening of the building will take place on November 19th on location at 3:00.

- Inclusion/Kiddee Park: The playground equipment for the Inclusion/Miracle League Field and the JC Kiddee Park arrived. The JC Kiddee Park equipment is currently being installed as well as the new fencing. It has been determined that additional drainage would need to be installed in several places in the Inclusion Park, prior to the playground equipment being erected. A change order has been approved and French drains will be installed in these areas beginning next week.
- Greenway Repairs: Staff currently receiving proposals for the greenway bank repair near the amphitheater. \$20,000 in grant funds have been received and an additional \$20,000 in grant funds is expected to be received prior to the first of the year. Once all proposals are received we will have a better idea how much the repairs will cost. We were estimating between \$60,000 and \$75,000 for the repairs.
- Up-Coming Events: December 2nd at 9:00 am Grinch Run at Community Park. Bring a toy as the entry fee. December 7th 5:00 to 9:00 Christmas Tree Lighting, Downtown
December 14th 7:00 pm Christmas Parade, Downtown
- November 19th – Planned Power Outage from 12:00 am to 6:00 am for the areas that were effected during Hurricane Matthew.

Department Reports

A highlight of each department's monthly activities was given to the Council

Closed Session: Pursuant to NCGS 143-318.11 (a) (6) to discuss a personnel matter

Mayor Pro-Tem Ashley made a motion, seconded by Councilman Rabil, to go into closed session pursuant to NCGS 143-318.11 (a) (6). Unanimously approved at 8:25 pm.

Reconvene in Open Session:

Councilman Harris made a motion, seconded by Councilman Wood, to reconvene in open session. Unanimously approved at 9:08 pm.

Adjourn

Councilman Scott made a motion, seconded by Councilman Rabil, to adjourn the meeting. The meeting adjourned at approximately 9:09 pm.

M. Andy Moore, Mayor

ATTEST:

Shannan L. Parrish, Town Clerk



Request for City Council Action

Consent **Police**
Agenda **Department**
Item: **Promotion**
Date: 12/05/2017

Subject: Promotion
Department: Police Department
Presented by: Chief R.K. Powell
Presentation: Consent

Issue Statement

This is a request to promote one officer from the rank of Police Officer I (PO I) to Police Officer II (PO II), moving from pay grade 16 to pay grade 17. Under the Town's Employee Handbook, all promotions to a higher pay grade will be accompanied by an increase to the next pay grade minimum salary or a 5% increase, whichever is greater.

Financial Impact

This salary increase will be covered by the Police Department's current budget and will not require a budget amendment to the current salary line item. In this case the required salary increase for the current budget year will be \$ 856.56 (annually starting next year \$1855.88).

Action Needed

This Officer has followed the attached career ladder policy previously approved by the Council found in the support documentation and has earned the promotion. The Police Chief recommends this promotion and a five percent salary increase, moving him to the next pay grade in the current Town salary schedule.

Recommendation

It is requested this Officer be allowed this promotion

Approved: City Manager City Attorney

Attachments:

1. Officer Request for PO II
2. Department Policy

**Smithfield Police Department
Memorandum**

Date: November 09, 2017

To: Chief K. Powell *KCP 11/9*

From: PO I.

Subject: Career Ladder

This memo is to inform you I have met the minimum requirements set forth in the Smithfield Police Department General orders for advancement to the pay grade of Police Officer II.

Date of Hire: November 03, 2014

Completed List of Required Classes:

40 Hours of Community Policing Training:
Crisis Intervention Training (40 Hours)

40 Hours of Traffic Enforcement Training:
Radar Operator Class (40 Hours)

40 Hours of Investigations Training:
Police Law Institute (76 Hours)

40 Hours of Training in any Law Enforcement Topic:
Interdiction: Conducting Complete Traffic Stops (16 Hours)
DWI Detection/Standardized Field Sobriety Testing (28 Hours)

I have been employed with the department for three years and received a performance rating of Outstanding on the last annual performance appraisal. I have not received any disciplinary actions in my 3 years of service with the Smithfield Police Dept. If you have any question please feel free to contact me at your earliest convenience.

Cc: Capt. J. Grady *JG 11/9/17*
Lt. T. West *TW 11/9/2017*

Name:

Social Security No.:

Date of Birth:

Date of Employment:

SMITHFIELD POLICE DEPARTMENT
TRAINING RECORD

COURSE TITLE	LOCATION	COURSE LENGTH	DATE COMPLETED
Officer Survival Training	Wake Tech	80 hours	05/30/2014
Taser Certificate			11/07/2014
CJLeads Training	NC Office of Information Technology Services	4 hours	11/12/2014
Firearms: Patrol Rifle	JCC	10 hours	12/04/2014
General Inquiries	DCI		02/11/2015
Legal Update	JCC	4 hours	03/10/2015
JMST: A Juvenile-What Does It Have To Do With Me?	JCC	2 hours	03/10/2015
Public Speaking for Law Enforcement	Wake Tech	16 hours	04/22/2015
Officer Safety: Use of Force Overview	JCC	4 hours	05/14/2015
Active Shooter Overview	JCC	2 hours	05/14/2015
Taser Recertification	JCC	4 hours	08/11/2015
Firearms Training	JCC	4 hours	08/11/2015
Bloodborne Pathogens	On-Line	3 hours	08/31/2015
Interdiction: Conducting Complete Traffic Stops Training	Wilson CC	16 hours	09/10/2015
NHTSA/DWI Detention and Standardized Field Sobriety Testing Training	GHSP	28 hours	09/18/2015
Law Enforcement Intelligence Update	NC Justice Academy	2 hours	10/12/2015
Domestic Violence: Teen Dating Violence	NC Justice Academy	2 hours	10/12/2015

Skills			
Crisis Intervention Training	JCC	40 hours	07/24/2017-7/28/2017
DWI-SFST Refresher	JCC	8 Hours	08/29/2017
Taser Recerticiation	JCC	4 hours	09/21/2017
Firearms Training	JCC	4 hours	09/21/2017

Signature of Training Officer

Date



Chapter 500
Personnel Policy 504: Promotions & Career Development
Effective Date: January 1, 2014 Revised Date: September 1, 2015
Approved by: Chief Michael L. Scott

Michael L. Scott

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 Police Officer II 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) Have completed a total of 80 hours of Management/Supervision Training;
- 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 been awarded the Advanced Law Enforcement Certificate by the North Carolina Criminal Justice Education and Training Standards Commission;
- 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.

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

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 polygraph examination

All finalists will be interviewed by the Chief of Police. Within the first two years of employment, officers are required to attend the following classes after completing Field Training:

- a) Officer Survival (minimum 24 hours)
- b) Standardized Field Sobriety Testing
- c) Public Speaking

2. Police Officer II

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

- a) Have completed the following time in grade as a Police Officer I, based on level of education:

No Degree -3 years as a Police Officer I

Associate Degree - 2 years as a Police Officer I

Bachelors Degree - 1 year as a Police Officer I

An officer with a minimum of five years full-time previous law enforcement experience with another agency will be eligible for advancement to Police Officer II after one year of service with the Smithfield Police Department, provided that all other requirements for Police Officer II are met.

- b) Have completed a total of 160 training hours, including:
 - 40 hours of Community Policing Training
 - 40 hours of Traffic Enforcement Training
 - 40 hours of Investigations Training
 - 40 hours of training in any law enforcement topic

- c) Have been awarded the Basic Law Enforcement Certificate by the North Carolina Criminal Justice Education and Training Standards Commission
- d) Have received a rating of "Satisfactory" or higher on the last annual performance appraisal
- e) 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 two years

An officer with a minimum of five years previous full time law enforcement experience with another agency will be eligible for advancement to Master Police Officer after one year of service with the Smithfield Police Department as a Police Officer II, provided that all other requirements for Master Police Officer are met.

- b) Have completed a total of 280 training hours, including:

40 hours of Management/Supervision Training

80 hours of Community Policing Training (includes 40 hours as Police Officer II)

160 hours of training in any law enforcement topic

- 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.



Request for City Council Action

Consent **Career**
Agenda **Ladder**
Item: **Promotion**
Date: 12/05/2017

Subject: Career Ladder Promotion

Department: Public Utilities

Presented by: Ted Credle

Presentation: Consent

Issue Statement

The request is to approve the promotion of a Water Plant Operator II to a Water Plant Operator III as outlined in the .

Financial Impact

This salary increase will be covered by the **Water Plant's** current budget and will not require a budget amendment to the current salary line item. In this case, the required salary increase for the current budget year will be \$ 1154.40 (annually starting next year \$2308.80).

Action Needed

Approve a career ladder promotion an employee at the water plant.

Recommendation

Staff recommends the approval of the promotion

Approved: City Manager City Attorney

Attachments:

1. Staff Report
2. Copy of Employee Certification



Staff Report

**Consent
Agenda
Item:** **Career
Ladder
Promotion**

In keeping with stated Town goals of retaining highly qualified employees, in 2016 the 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 2017. By State law, he took his certification test at least 30 days after the training school was completed and only after he had worked as a Water Operator II for a minimum of 12 months.

This employee has followed the career ladder previously approved by the Council and obtained his certification on November 27, 2017. This career ladder increase will promote the employee from Water Plant Operator II (Grade 13) to Water Plant Operator III (Grade 14).



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.

*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 "A-Surface"

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 26TH DAY OF OCTOBER 2017.
THIS CERTIFICATION SUBJECT TO ANNUAL RENEWAL PROCEDURES.



CHAIRMAN OF THE BOARD

CERTIFICATE NO. 100306



Request for City Council Action

**Police
Department
Purchase of
Patrol
Vehicles**
Date: 12/05/2017

Subject: Purchase 6 Patrol Vehicles
Department: Police Department
Presented by: Chief R.K. Powell
Presentation: Consent

Issue Statement

The Police Department was budgeted \$137,000 for the purchase and outfitting of five (5) police vehicles during the FY 2017-18 budget process. The Police Department is prepared to purchase these five vehicles and is requesting to re-allocated \$27,500 of grant matching funds also approved in the FY2017-2018 budget process to purchase a sixth police vehicle.

Financial Impact

The purchase of these vehicles and preparation for the road will be covered by the current budget.

Action Needed

It is requested the Town Council approve the low quote from Performance Chevrolet and approve the purchase of six (6) Dodge Chargers for the Police Department. The recommended quote is within the budgeted amount for this purchase.

Recommendation

The police department be allowed to purchase the six (6) Dodge Chargers from the low quote at Performance Chevrolet in Clinton, NC.

Approved: City Manager City Attorney

Attachments:

1. Staff Report
2. Proposal from Performance Chevrolet
3. Proposal from Deacon Jones
4. Proposal from Capital Chrysler Jeep Dodge



Staff Report

**Consent
Agenda
Item:** **Police
Department
Purchase of
Patrol
Vehicles**

The Police Department was budgeted \$137,000 for the purchase and preparation of five (5) Dodge Chargers. The police department solicited quotes from Deacon Jones, Capital Chrysler Jeep Dodge and Performance Chevrolet. All three submitted bids and the quotes are attached.

- Performance Chevrolet: \$21,939.00 (1) Vehicle
- Deacon Jones: \$22,048.00 (1) Vehicle
- Capital Chrysler Jeep Dodge: \$22,647.00 (1) Vehicle

The Police Department would also ask the council to be allowed to purchase one (1) additional Dodge Charger with \$27,500 of the \$37,500 that was set aside for the Traffic Grant. The agency didn't receive the grant and is requesting to use those funds to purchase an additional vehicle that was not requested in the current budget. By allowing this purchase, this will eliminate the need to request one additional vehicle to be purchased in FY 2018-19. Seven (7) vehicles were originally requested by the Police Department during the FY 2017-18 budget process.

00P71

100-1011

PERFORMANCE

AUTOMOTIVE

CHRYSLER

DODGE

Jeep

RAM



2018 Dodge Charger Pursuit

NCSA CONTRACT 18-04-0912

5.7L HEMI V-8 Rear Wheel Drive - Specification #143



NCSA Base Vehicle Specifications

CODE	DESCRIPTION	OPT/STD
LDDE48	Dodge Charger Police Rated Sedan	STD
EZH	5.7 Liter Hemi V-8 MDS VVT Engine	STD
29A	Customer Preferred Package	STD
CKJ	Heavy Duty Black Vinyl Floor	STD
X5X9	HD Cloth Front Seats / Vinyl Rear Seat	OPT
TBW	Full Size Spare Tire	STD
LNF	Drivers Side Incandescent Spotlight	OPT
W8A	18" Wheel Covers	OPT
LBG	Overhead Map Lights	OPT
AWC	Fleet Safety Group	OPT

Vehicle Pricing

NCSA Delivery Zones (Pick One)

		Cost
<input type="checkbox"/>	Appalachia Zone (Western Mountains)	\$ 21,848
<input checked="" type="checkbox"/>	Dogwood Zone (Piedmont and Triad)	\$ 21,848
<input type="checkbox"/>	Cardinal Zone (Charlotte to Wilmington)	\$ 21,788
<input type="checkbox"/>	Longleaf Zone (North East Counties)	\$ 21,848

2018 Dodge Charger Pursuit Available Options

Options Delete

<input type="checkbox"/>	X5X9	Delete Rear Vinyl Seat, Revert Back to Cloth Rear	(\$100)
<input checked="" type="checkbox"/>	TBW	Delete Full Size Spare Tire	(\$24)
<input type="checkbox"/>	LNF	Drivers Side Incandescent Spotlight	(\$75)
<input type="checkbox"/>	W8A	18" Wheel Covers	(\$33)
<input type="checkbox"/>	LBG	Overhead Map Lights	(\$53)

Interior Seating Options

		Cost	
<input type="checkbox"/>	X5X9	HD Cloth Front Bucket and Rear Bench Seats	See Above
<input checked="" type="checkbox"/>	X5X9	HD Cloth Front and Vinyl Rear Bench Seat	BASE SPEC

Tires & Wheels

<input type="checkbox"/>	DR3	250 NMI Rear Axle	N/A
<input type="checkbox"/>	AMH	Convenience Group 1	\$ 451
<input type="checkbox"/>	GLK	Power Heated Mirrors with Fold Away	\$ 55
<input type="checkbox"/>	TYL	245/45R18BSA Performance Tires	\$ 182

Equipment Groups

<input type="checkbox"/>	AMH	Sever Appearance Group	\$ 351
<input type="checkbox"/>	AYE	Patrol Package Base Prep	\$ 1,000
<input type="checkbox"/>	AYW	Patrol Package Wiring Prep	\$ 1,001
<input checked="" type="checkbox"/>	AWC	Fleet Safety Group	N/A
<input type="checkbox"/>	AYJ	Max Flow Package	\$ 141

Interior Features

<input type="checkbox"/>	CRD	Floor Carpet	\$	119
<input type="checkbox"/>	CEE	Mini Console		N/C
<input type="checkbox"/>	CUO	Police Floor Console	\$	497
<input type="checkbox"/>	LEA	Front Reading MP3 Lights		BASE SPEC
<input type="checkbox"/>	CWS	Deactivate Rear Doors & Windows	\$	71
<input type="checkbox"/>	JSH	Spare Tire Relocation Bracket	\$	157
<input type="checkbox"/>	JAS	Black LSR Spotlight		BASE SPEC
<input type="checkbox"/>	LJA	Matching Night Spotlight	\$	167
<input type="checkbox"/>	LJX	LED Spotlight Insert	\$	141
<input type="checkbox"/>	MDA	Front License Plate Bracket		N/C
<input type="checkbox"/>	MSY	Coats Badges		N/C
<input type="checkbox"/>	MHK	Engine Block Heater	\$	89
<input type="checkbox"/>	MZE	Base Engine Controller		N/C
<input type="checkbox"/>	TEK	Equipment Mounting Bracket		N/C

Key Options

<input type="checkbox"/>	GMF	Enter Fleet Key Alike - FREQ 1	\$	122
<input type="checkbox"/>	GYA	Enter Fleet Key Alike - FREQ 2	\$	122
<input type="checkbox"/>	GYE	Enter Fleet Key Alike - FREQ 3	\$	122
<input type="checkbox"/>	GYB	Enter Fleet Key Alike - FREQ 4	\$	122
<input type="checkbox"/>	GYG	Additional Non Key Alike Key Fobs	\$	64

Security Options

<input type="checkbox"/>	CBT	Steel Seat Back Panel Inserts	\$	127
<input type="checkbox"/>	LAA	Security Alarm	\$	141
<input type="checkbox"/>	XDG	Passenger Side Ballistic Door Panel	\$	2,269
<input type="checkbox"/>	XDV	Driver Side Ballistic Door Panel	\$	2,269
<input type="checkbox"/>	PLMT	Paint-Matched Cover Black	\$	176

Standard Colors

<input type="checkbox"/>	PSG	Billet Silver Metallic Clear Coat
<input type="checkbox"/>	PSZ	Bright Silver Metallic Clear Coat
<input type="checkbox"/>	PCN	Destroyer Gray Clear Coat
<input type="checkbox"/>	PAU	Granite Pearl Coat
<input type="checkbox"/>	PBN	Indigo Blue
<input type="checkbox"/>	PAF	Maximum Steel Metallic Clear Coat
<input type="checkbox"/>	PRV	Octane Red Pearl Coat
<input type="checkbox"/>	PXE	Peach Black Clear Coat
<input type="checkbox"/>	PR3	Tortois Clear Coat
<input type="checkbox"/>	PW7	Bright White Clear Coat

Note: Low volume colors available at additional cost

Emergency Equipment/Lighting Upfit

<input type="checkbox"/>	Legacy	Whelen 45" Legacy Lightbar Standard Upfit	\$	4,172
<input type="checkbox"/>	InnerEdge	Whelen Inner Edge Stickup Standard Upfit	\$	3,838
<input type="checkbox"/>	PEMS100	Mopar 5yr / 100,000 Mile Extended Warranty	\$	3,976

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Emergency Equipment Options		ADD
<input type="checkbox"/>	Go Rhino Push bar with Headlight Guards	\$ 575
<input type="checkbox"/>	Setina Push Bar, 4 Whelen Leds and Guards	\$ 1,071
<input type="checkbox"/>	Setina Full Partition with Leg Extensions	\$ 771
<input type="checkbox"/>	Setina Single Prisoner Partition	\$ 562
<input type="checkbox"/>	Custom Cage Single Prisoner Partition	\$ 565
<input type="checkbox"/>	Window Tint	\$ 220
Total Price:		\$ 21,939
Number Units This Spec:		3
Total:		\$ 65,817

Whelen/Havis Legacy Lightbar Video Link:
[Charger Whelen Inner Edge Slicktop Upfit](#)
[Charger Legacy Lightbar Video](#)

Features Whelen Avengers on rear deck, Setina Half Cage
 Go Rhino Push Bar with Headlight Guards

Warranty Information

I. Charger Pursuit
 5 Year / 100,000 Mile Powertrain Warranty
 3 Year / 36,000 Mile Bumper to Bumper Warranty

II. Emergency Lighting Package
 3 Year / 36,000 Mile Warranty on Parts and Labor

Notes:



NORTH CAROLINA SHERIFFS' ASSOCIATION

DODGE CHARGER FULL SIZE POLICE RATED SEDAN - RWD - 5.7 LITER HEMI V8 (LDDE48) SPECIFICATION #143

2018 Dodge Charger (LDDE48)

The Dodge Charger (LDDE48) purchased through this contract comes with all the standard equipment as specified by the manufacturer for this model and NCSA's base vehicle specification(s) requirements which are included and made a part of this contract's vehicle base price as awarded by specification by zone.

ZONE:	* Appalachia	* Dogwood	* Cardinal	* Longleaf Pine
BASE PRICE:	\$21,848.00	\$21,848.00	\$21,798.00	\$21,848.00

While the North Carolina Sheriffs' Association has attempted to identify and include those equipment items most often requested by participating agencies for full size vehicles, we realize equipment needs and preferences are going to vary from agency to agency. In an effort to incorporate flexibility into our program, we have created specific add/delete options which allow the purchaser to tailor the vehicle to their particular wants or needs.

The following equipment delete and add options and their related cost are provided here to assist you in approximating the total cost of the type vehicle(s) you wish to order through this program. Simply deduct the cost of any of the following equipment items you wish deleted from the base unit cost and/or add the cost of any equipment items you wish added to the base unit cost to determine the approximate cost of the type vehicle(s) you wish to order.

NOTE: An official listing of all add/delete options and their prices should be obtained from the appropriate dealer in your zone when preparing your order. Additional add/delete options other than those listed here may be available through the dealers, however, those listed here must be honored by the dealers in your zone at the stated prices.

21,848
+ 200 ADD ONS

22,048 per car 11-7-17

Roger Wood
Commercial MGR.
DEACON JONES

Capital Chrysler Jeep Dodge

Date: **11/02/2017 3:37:08 PM**
 Salesperson: **Stan Warrick**
 Manager: **Stan Warrick**

BUSINESS NAME TOWN OF SMITHFIELD, POLICE DEPT. Home Phone: _____
CONTACT CAPTAIN GRADY
110 SOUTH FIFTH STREET
 Address: SMITHFIELD, NC 27577 Work Phone: **(919) 989-1071**
JOHNSTON
 E-Mail: JFGRADY@SMITHFIELDPD.ORG Cell Phone: _____

VEHICLE
 Stock #: _____ New / Used: **New** VIN: _____ Mileage: **0**
 Vehicle: **2018 Dodge Charger** Color: _____
 Type: **Police 4dr Rear**

TRADE IN
 Payoff: _____ VIN: _____ Mileage: _____
 Vehicle: _____ Color: _____
 Type: _____

Selling Price	<u>22,647.00</u>
<u>INCLUDES PAINTING</u>	_____
<u>HUBCAPS BLACK</u>	_____
_____	_____
_____	_____
Total Purchase	<u>22,647.00</u>
Trade Allowance	_____
Trade Difference	_____
_____	_____
Trade Payoff	_____
Cash Deposit	_____
Balance	<u>22,647.00</u>

Customer Approval: _____ Management Approval: _____
 By signing this authorization form, you certify that the above personal information is correct and accurate, and authorize the release of credit and employment information. By signing above, I provide to the dealership and its affiliates consent to communicate with me about my vehicle or any future vehicles using electronic, verbal and written communications including but not limited to eMail, text messaging, SMS, phone calls and direct mail. Terms and Conditions subject to credit approval. For Information Only. This is not an offer or contract for sale.

CAPITAL CHRYSLER JEEP DODGE, LLC
200 WATERFIELD RIDGE PLACE
GARNER, NC 275296990

Configuration Preview

Date Printed: 2017-11-02 3:01 PM **VIN:** **Quantity:** 1
Estimated Ship Date: **VON:** **Status:** BA - Pending order
FAN 1: 00P9A Town of Smithfield NC
FAN 2:
Client Code:
Bid Number: TB8076
PO Number:

Sold to: **Ship to:**
CAPITAL CHRYSLER JEEP DODGE, LLC (45272) CAPITAL CHRYSLER JEEP DODGE, LLC (45272)
200 WATERFIELD RIDGE PLACE 200 WATERFIELD RIDGE PLACE
GARNER, NC 275296990 GARNER, NC 275296990

Vehicle: **2018 CHARGER POLICE RWD (LDDE48)**

	Sales Code	Description	MSRP(USD)
Model:	LDDE48	CHARGER POLICE RWD	32,020
Package:	29A	Customer Preferred Package 29A	0
	EZH	5.7L V8 HEMI MDS VVT Engine	2,230
	DGJ	5-Speed Auto W5A580 Transmission	0
Paint/Seat/Trim:	PW7	White Knuckle Clear Coat	0
	APA	Monotone Paint	0
	*X5	HD Cloth Bucket Seats w/Vinyl Rear	120
	-X9	Black	0
Options:	TBF	Delete Spare Tire	-100
	LNF	Black Left Spot Lamp	210
	LBG	Front Reading/Map Lamps	75
	AWC	Fleet Safety Group	595
	5N8	Easy Order	0
	4FM	Fleet Option Editor	0
	4FT	Fleet Sales Order	0
	166	Zone 66-Orlando	0
	4EA	Sold Vehicle	0

Non Equipment:

Bid Number:

Discounts:

YGF 8 Additional Gallons of Gas 0

Destination Fees:

1,095

Total Price: 35,650

Order Type: Fleet **PSP Month/Week:**
Scheduling Priority: 1-Sold Order **Build Priority:** 99
Customer Name: TOWN OF SMITHFIELD
Customer Address: 110 SOUTH FIFTH STREET
SMITHFIELD NC 27577 USA

*VEHICLE BID PRICE - \$22,647 -
INCLUDES PAINTING HUBCAPS BLACK*

Instructions:



Request for City Council Action

**Consent
Agenda
Item:** **Police
Department
Purchase of
Animal
Control
Truck**
Date: 12/05/2017

Subject: Purchase (1) Animal Control Truck
Department: Police Department
Presented by: Chief R.K. Powell
Presentation: Consent

Issue Statement

The Police Department was budgeted \$25,400.00 for the purchase and preparation of one (1) truck . The Police Department solicited quotes from Deacon Jones, Capital Chrysler Jeep Dodge and Performance Chevrolet. Only two submitted bids and the quotes are attached.

- Performance Chevrolet: \$19,270.00 (1) Vehicle
- Deacon Jones: No Quote Submitted
- Capital Chrysler Jeep Dodge: \$20,265.00 (1) Vehicle

Financial Impact

The purchase of this vehicle and preparation for the road will be covered by the current budget.

Action Needed

It is requested the Town Council approve the low quote from Performance Chevrolet and approve the purchase of one (1) Dodge Ram for the police department. The recommended quote is within the budgeted amount for this purchase.

Recommendation

The Police Department be allowed to purchase the one (1) Dodge Ram from the low quote at Performance Chevrolet in Clinton, NC.

Approved: City Manager City Attorney

Attachments:

1. Proposal from Performance Chevrolet
2. Proposal from Capital Chrysler Jeep Dodge

PERFORMANCE

AUTOMOTIVE



NCSA Vehicle Procurement Contract

Contract Number: 18-04-0912 Specification: 182
2018 DS1L41 RAM 1500 Quad Cab 2wd
NCSA Spec 182



Vehicle Shown for Illustrative Purposes Only - May Have Options

Base Vehicle Specifications

- 3.6L V-6, 24 Valve VVT Engine
- 8 Speed Auto 845 RE Transmission
- 17 X 7.0 Steel Wheels
- 730 Amp Maintenance Free Battery
- Black Grill & Bumpers
- Class V Receiver Hitch
- 6800 LB GVWR
- HD Vinyl 40/20/40 Front Seat / Vinyl Floor
- Power Heated Mirrors, Fold Away
- Spray In Bedliner
- Power Windows, Door Locks
- Locking Tailgate

Base Vehicle Pricing

		Base Price
<input type="checkbox"/>	Appalachia Zone (Western Mountains)	\$ 19,270
<input checked="" type="checkbox"/>	Dogwood Zone (Piedmont and Triad)	\$ 19,230
<input type="checkbox"/>	Cardinal Zone (Charlotte to Wilmington)	\$ 19,230
<input type="checkbox"/>	Longleaf Zone (North East Counties)	\$ 19,260

Available Options

(Note: All options may not be available on all body models and may require grouping)

Engine & Drivetrain Options

<input type="checkbox"/>	4WD	Upgrade to 4wd from 2wd	\$	3,182
<input checked="" type="checkbox"/>		3.6L V-6, 24 Valve VVT Engine		STD
<input type="checkbox"/>	26B	5.7L Hemi V-8, MDS VVT Engine	\$	1,833

Equipment Groups

<input type="checkbox"/>	ADB	Protection Group		
<input type="checkbox"/>	AED	Chrome Appearance Group	\$	559
<input type="checkbox"/>	AJY	Popular Equipment Group	\$	682
<input type="checkbox"/>	AJB	Remote Start and Security Alarm Group	\$	371
<input type="checkbox"/>	AHC	Trailer Tow Mirrors & Brake Group	\$	432
<input type="checkbox"/>	ADE	Cold Weather Group	\$	221

Additional Factory Options

<input type="checkbox"/>	DMD	3.55 Rear Axle Ratio	\$	89
<input type="checkbox"/>	DMH	3.92 Rear Axle Ratio	\$	89
<input type="checkbox"/>	NHK	Engine Block Heater	\$	89
<input type="checkbox"/>	DSA	Anti Spin Differential Rear Axle	\$	409
<input type="checkbox"/>	TXN	LT265/70R17E OWL On/Off Road Tires	\$	235
<input type="checkbox"/>	CLF	Front and Rear Rubber Floor Mats	\$	118
<input type="checkbox"/>	LPL	LED Bed Lighting	\$	136
<input checked="" type="checkbox"/>	XAC	ParkView Rear Back Up Camera		STD
<input type="checkbox"/>	XAA	Parksense Rear Park Assist System	\$	235
<input type="checkbox"/>	RH1	Single Disc Remote CD Player	\$	324
<input type="checkbox"/>	MRA	Wheel to Wheel Side Steps	\$	653
<input type="checkbox"/>	UA1	Uconnect 3.0 Radio	\$	183
<input type="checkbox"/>	RA2	Uconnect 5.0 Radio	\$	653
<input type="checkbox"/>	CKE	Carpet Floor Covering	\$	85
<input type="checkbox"/>	GFA	Rear Window Defroster	\$	183
<input checked="" type="checkbox"/>	GXM	Remote Keyless Entry with All-Secure	\$	179
<input type="checkbox"/>	RSD	Sirius XM Satellite Radio	\$	183
<input type="checkbox"/>	NFX	32 Gallon Fuel Tank	\$	418
<input type="checkbox"/>	XB9	RAMBOX Cargo Management System	\$	1,217
<input type="checkbox"/>	XHC	Integrated Trailer Brake Controller	\$	277
<input type="checkbox"/>	CS7	Tri-Fold Tonneau Cover	\$	559
<input type="checkbox"/>	LMK	Daytime Running Lights, High Beam	\$	38
<input type="checkbox"/>	LM1	Daytime Running Lights, Low Beam	\$	38
<input type="checkbox"/>	XME	Under Rail Box Bedliner	\$	287

Dealer Added Items

<input type="checkbox"/>	Tool	Aluminum Bedrail Mounted Tool Box	\$	395
<input type="checkbox"/>	LEER	Leer Camper/Color Match Side Door Shelves	\$	3,275
<input type="checkbox"/>	SLIDE	1,000 LB Bed Slide	\$	1,495
<input type="checkbox"/>	STEP-S	Mopar Stainless Cab Length Stepbars	\$	595
<input type="checkbox"/>	STEP-B	Mopar Black Cab Length Stepbars	\$	575

Total: \$ 19,409

Ram 1500 Quad Cab Color Selection

		Quantity
<input type="checkbox"/>	PCL Blue Streak Pearl Coat	
<input type="checkbox"/>	PS2 Bright Silver Metallic Clear Coat	
<input checked="" type="checkbox"/>	PW7 Bright White Clear Coat	
<input type="checkbox"/>	PXR Brilliant Black Crystal Clear Coat	
<input type="checkbox"/>	PR4 Flame Red Clear Coat	
<input type="checkbox"/>	PAU Granite Crystal Metallic Clear Coat	
<input type="checkbox"/>	PRV Delmonico Red Clear Coat	
<input type="checkbox"/>	PAR Maximum Steel Metallic Clear Coat	
<input type="checkbox"/>	PBU True Blue Pearl Coat	
<input type="checkbox"/>	PUW Walnut Brown Metallic Clear Coat	

**Note: Low volume colors may be available for additional cost.
Forward any special color requests for availability and pricing**

Additional Notes or Comments:

Agency Information:

Agency Name: _____
Agency Contact: _____
Position: _____
Address 1: _____
Address 2: _____
City, State, Zip: _____
Office Phone: _____
Cell Phone: _____
Email: _____

Fax: _____

Amy Hill
Government & Fleet Sales

605 Warsaw Road
Clinton, North Carolina 28328
ahill@ramclinton.com
(336) 687-7964 Cell



Gene Daniel
Government Sales Manager

605 Warsaw Road
Clinton, North Carolina 28328
(910) 592-5337 Dealership
gdaniel@ramclinton.com

Capital Chrysler Jeep Dodge

Date: **11/14/2017 11:45:37 AM**
 Salesperson: **Stan Warrick**
 Manager: **Stan Warrick**

FOR INTERNAL USE ONLY

BUSINESS NAME	TOWN OF SMITHFIELD, POLICE DEPT.	Home Phone:
CONTACT	CAPTAIN GRADY	
Address :	110 SOUTH FIFTH STREET SMITHFIELD, NC 27577 JOHNSTON	Work Phone: (919) 989-1071
E-Mail :	JFGRADY@SMITHFIELDPD.ORG	Cell Phone:

VEHICLE			
Stock # :	New / Used : New	VIN :	Mileage : 0
Vehicle :	2018 RAM 1500	Color :	WHITE
Type :	ST 4x2 Quad Cab V-6, JUNK INTERIOR		

TRADE IN		
Payoff :	VIN :	Mileage :
Vehicle :	Color :	
Type :		

Selling Price	20,265.00
<i>INCLUDES A TOTAL OF FOUR REMOTES</i>	
Total Purchase	20,265.00
Trade Allowance	
Trade Difference	
Trade Payoff	
Cash Deposit	
Balance	20,265.00

Customer Approval: _____ Management Approval: _____
 By signing this authorization form, you certify that the above personal information is correct and accurate, and authorize the release of credit and employment information. By signing above, I provide to the dealership and its affiliates consent to communicate with me about my vehicle or any future vehicles using electronic, verbal and written communications including but not limited to eMail, text messaging, SMS, phone calls and direct mail. Terms and Conditions subject to credit approval. For Information Only. This is not an offer or contract for sale.

CAPITAL CHRYSLER JEEP DODGE, LLC
200 WATERFIELD RIDGE PLACE
GARNER, NC 275296990

Configuration Preview

Date Printed:	2017-11-14 10:44 AM	VIN:	Quantity:	1
Estimated Ship Date:		VON:	Status:	BA - Pending order
			FAN 1:	00P9A Town of Smithfield NC
			FAN 2:	
			Client Code:	
			Bid Number:	TB8076
			PO Number:	
Sold to:	Ship to:			
CAPITAL CHRYSLER JEEP DODGE, LLC (45272)	CAPITAL CHRYSLER JEEP DODGE, LLC (45272)			
200 WATERFIELD RIDGE PLACE	200 WATERFIELD RIDGE PLACE			
GARNER, NC 275296990	GARNER, NC 275296990			

Vehicle: 2018 1500 ST QUAD CAB 4X2 (140 in WB 6 FT 4 IN box) (DS1L41)

	Sales Code	Description	MSRP(USD)
Model:	DS1L41	1500 ST QUAD CAB 4X2 (140 in WB 6 FT 4 IN box)	30,895
Package:	22B	Customer Preferred Package 22B	0
	ERB	3.6L V6 24V VVT Engine	0
	DFL	8-Spd Auto 845RE Trans (Make)	0
Paint/Seat/Trim:	PW7	Bright White Clear Coat	0
	APA	Monotone Paint	0
	*TX	HD Vinyl 40/20/40 Split Bench Seat	0
	-X8	Black/Diesel Gray	0
Options:			
	GXM	Remote Keyless Entry with All-Secure	190
	5N6	Easy Order	0
	4FM	Fleet Option Editor	0
	4FT	Fleet Sales Order	0
	166	Zone 86-Orlando	0
	4EA	Sold Vehicle	0
Non Equipment:			
Bid Number:			
Discounts:	XKN	Flex Fuel Vehicle	0
	YGE	5 Additional Gallons of Gas	0
Destination Fees:			1,395
		Total Price:	32,480

Order Type:	Fleet	PSP Month/Week:	
Scheduling Priority:	1-Sold Order	Build Priority:	99
Customer Name:	TOWN OF SMITHFIELD		
Customer Address:	110 SOUTH FIFTH STREET SMITHFIELD NC 27577 USA		

VEHICLE BID PRICE \$30,265

Instructions:

INCLUDES 4 REMOTES TOTAL



Request for City Council Action

**Consent
Agenda
Item:** Neuse
River
Bank
Repair
Date: 12/05/2017

Subject: Neuse River Bank Greenway Repair Stabilization
Department: Parks and Recreation
Presented by: Mike Scott and Bill Dreitzler
Presentation: Consent

Issue Statement

A river bank failure has occurred along the Greenway system. The location is approximately 500 feet south of the Neuse Little Theater. Stabilizing the bank is required to protect the greenway trail in this area. The proposed repair is similar to the bank stabilization that took place earlier this year in the area generally behind the old scout building along North Front Street.

Financial Impact

The project is being constructed using \$40,000 of State Grant funds with the balance of the cost from the **Town's general fund contingency**.

Action Needed

Council to vote to accept or deny the JP Edwards, Inc. lump sum base bid of \$72,917.00 and the \$3,000.00 alternate to include a concrete slurry to potentially be used to help hold the rip rap in place (procedure used on previous bank stabilization).

Recommendation

Staff recommends award of the lump sum base bid in the amount of \$72,917.00 to JP Edwards, Inc. and authorization to include the \$3,000.00 alternate to include a concrete slurry to help hold the rip rap in place should field conditions warrant this approach.

Approved: City Manager City Attorney

Attachments:

1. Staff Report
2. Request for Proposal Form
3. JP Edwards, Inc. Proposal
4. Stewart Group Enterprises, LLC Proposal



Staff Report

**Consent
Agenda
Item:** **Neuse
River
Bank
Repair**

On Wednesday, November 15, 2017 we received bids for the repair of the Neuse River Bank along the Greenway. I am attaching a copy of the RFP and the two proposals we received.

Stewart Group Enterprises, LLC	\$ 74,615.00
JP Edwards, Inc.	\$ 72,917.00

Based on my review of the submitted proposals, I am recommending award of the contract to JP Edwards, Inc. in the amount of \$72,927.00. I am also recommending authorization to implement the \$3,000 alternate to provide a concrete slurry to stabilize the rip rap. We ended up using this method for the similar bank stabilization earlier this year. It will be a field decision once the stone is in place. Therefore, I am recommending authorization of \$75,917.00. The Stewart Group proposal did not include the alternate so the comparison is with the 2 base bids.

Bill Dreitzler, P.E.
Smithfield Town Engineer



REQUEST FOR PROPOSAL

NEUSE RIVER BANK GREENWAY REPAIR STABILIZATION

Monday, October 30, 2017

Please consider the following Request for Proposal from the Town of Smithfield, NC for stabilization of a section of the Neuse River Bank along the Town's Greenway that has failed. The bank repair area is generally located approximately 500 feet south of the Neuse Little Theater as you follow the greenway path. The length of the repair is approximately 125 linear feet and extends from an open area (fallen trees) to the north until an exposed sewer pipe is covered. The area will be marked in the field and/or you can use the contact information provided below and you will be shown the exact location in the field. The work will be performed under the Corps of Engineers Nationwide Permit #13.

GENERAL SCOPE OF SERVICES

- Mobilization
- Remove and replace greenway trail as needed for equipment access.
- Clear trees and brush as needed.
- Grade river bank for stone placement.
- Provide and install geotextile fabric prior to stone placement.
- Provide, haul and install rip rap (2" to 5") as required to stabilize bank.
- Seed, straw and tac disturbed areas.

CONTRACTOR RFP SUBMITTAL REQUIREMENTS

- Provide an itemized cost proposal inclusive of all work necessary to complete the project. Final contract shall be based on the Lump Sum amount provided.
- **Submittals can be made electronically, by fax or by mail; however, they must be received no later than Wednesday, November 15, 2017 at 5:00 PM. Submit proposals to Bill Dreitzler, Town Engineer, by Email at bdreitzler@dm2engineering.com, by fax to 919-989-8937 or by mail to 350 East Market Street, Smithfield, NC 27577. This is an informal bid process. The successful bidder will be notified and copies of all bids will be available for review.**

END DOCUMENT

JAMES PAUL EDWARDS, INC.
PO BOX 2307
SMITHFIELD, NC 27577
919-934-0518

BID PROPOSAL

DATE: 11/15/17

PROJECT: Neuse River Bank Greenway

SUBJECT: Neuse River Bank Greenway Repair Stabilization

- A. Mobilization
- B. Remove and replace greenway trail as needed for equipment access
- C. Clear trees and brush as needed
- D. Grade river bank for stone placement
- E. Provide and install geotextile fabric prior to stone placement
- F. Provide and haul and place riprap (2' to 5' as required to Stabilize bank)
- G. Seed, straw and tac disturbed areas

TOTAL BID

\$ 72,817.00

Alt: Spread concrete on new stone to stabilize. LS. \$3,000

James Paul Edwards, Jr
President



115 S. Railroad St, PO Box 899, Benson, NC 27504
 WBE, WOSB, HUBZone

Phone (919) 894-2680

Fax (919) 457-1407

Owner:	Town of Smithfield
Address:	350 East Market Street
Job Name:	Neuse River Bank Greenway Repair Stabilization
Plans Date:	RFP Dated Monday October 30, 2017
Revision:	N/A
Date:	11/15/2017
Attention:	Bill Dreitzler
Phone:	919-818-2235

PROPOSAL

Proposal pricing to include all labor, equipment, material, and supervision to complete the following:

- Mobilization
- Clear Trees and brush as needed
- Grade river bank for stone placement
- Provide and install geotextile fabric prior to stone placement
- Provide, haul, and install rip rap 2' to 5' as required to stabilize bank
- Seed, straw, and tac disturbed areas

TOTAL **\$64,540.00**

- Remove and replace greenway trail as needed for equipment access

TOTAL **\$10,075.00**

Exclusions

- Engineering
- Bonding
- Testing
- Any undercutting if applicable
- Any removal of unsuitable soils
- Any items not stated above



115 S. Railroad St, PO Box 899, Benson, NC 27504
 WBE, WOSB, HUBZone

Phone (919) 894-2680

Fax (919) 457-1407

We Propose hereby to furnish material and labor- complete in accordance with above specifications, for the sum of:		\$ 74,615.00
Payment to be made as follows:	<u>Mutually Agreed Upon Terms and Conditions</u>	
<p>All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance. Our workers are fully covered by Worker's Compensation Insurance.</p>	Authorized Signature:	
	<hr/> Jeffrey Stewart Stewart Group Enterprises, LLC	
	This proposal may be withdrawn by us if not accepted within 90 days.	
<u>Acceptance of Proposal-</u>	<u>Signature:</u>	
The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified.	<u>Date of Acceptance:</u>	



Request for City Council Action

**Consent
Agenda
Item**
Date:

**2018
Holiday
Schedule**
12/05/2017

Subject: 2018 Employee Holiday Schedule
Department: All
Presented by: Michael L. Scott, Town Manager
Presentation: Consent

Issue Statement:

The Town Manager is asking to change the employee Holiday schedule for Calendar Year 2018.

Financial Impact:

No budget amendments needed.

Action Needed:

Approve Holiday Schedule Change.

Recommendation:

Approve Holiday Schedule Change

Approved: City Manager City Attorney

Attachments:

1. Staff Report.



Staff Report

Consent Agenda Item	2018 Holiday Schedule
------------------------------------	--------------------------------------

The Employee Handbook previously approved by the Town Council states under Article VII, Section 66:

"The Town shall observe the following holidays and others as observed by the State of North Carolina, and as may be amended by the State and approved by the Town. Town staff will be notified of the holiday schedule at the beginning of each calendar year."

In 2018, the Town has a conflict with the State approved, recognized time off for the Christmas Holiday. Because Christmas Eve and Christmas Day fall on Monday and Tuesday respectfully, the State is scheduling State employees to be off Monday, Tuesday and Wednesday of Christmas week (24th, 25th, & 26th). Because this is a payroll week for the Town of Smithfield, payroll must be submitted by the morning of the 26th (Wednesday) for employees to receive their pay checks on the following Friday, the 28th. Because some departments in Smithfield operate during the weekends, this schedule will force these departments to have their administrative staff work on their scheduled holiday off (Wednesday), as well as have payroll/finance employees work on **the Wednesday to complete the Payroll and submit to the bank for Friday's payments.**

The Town Manager is recommending the Town be closed on Friday, the 21st, Monday, the 24th and Tuesday the 25th, to recognize Christmas in 2018. (Replacing Wednesday the 26th with Friday the 21st) This would mirror the Christmas Holiday schedule followed in calendar year 2017.

The remainder of the 2018 Holiday Schedule will follow the State of North Carolina recommendations, as included with this request.



Request for City Council Action

**Consent
Agenda
Item:**
Date: 12/05/2017

**Budget
Amendments**

Subject: Various Budget Amendments
Department: Finance
Presented by: Greg Siler
Presentation: Consent

Issue Statement – Various Budget Amendments. Please review each as they cover an assortment of areas.

Financial Impact – Of the 11 budget amendments presented, only one (number 1) has a financial impact of \$5,375 (to assist with the library’s boiler repair). The other 10 budget amendments involve the moving of budgets to proper expense lines or establishing budgets for grant awards.

Action Needed – Approve as presented

Recommendation – Approve Amendment

Approved: City Manager City Attorney

Attachments:

1. Budget Amendments



Staff Report

**Consent
Agenda
Item:** **Budget
Amendments**

See attached budget amendments.

BUDGET AMENDMENTS
December, 2017

GENERAL FUND

1. Expenditures

10-61-4110-5300-5711 Non-Departmental/Public Library	\$ 250,000	\$ 5,375	\$ 255,375
10-00-9990-5300-0000 General Fund Contingency	217,756	(5,375)	212,381
	<u>\$ 467,756</u>	<u>\$ -</u>	<u>\$ 467,756</u>

To fund boiler repair at Johnston Co. Public Library (Town's Portion) as approved at the November 14, 2017 Council Meeting.

2. Expenditures

10-20-5300-5300-3305 Fire Department - Miscellaneous	\$ 24,864	\$ (24,864)	\$ -
10-20-5300-5100-0200 Fire Department - Salaries	831,967	24,864	856,831
	<u>\$ 856,831</u>	<u>\$ -</u>	<u>\$ 856,831</u>

To move Town's match on AFG Safer Grant for three new firefighters from miscellaneous line to salary line

3. Expenditures

10-20-5300-5700-7400 Fire Department - Capital Outlay	\$ 54,717	\$ (20,997)	\$ 33,720
10-20-5300-5100-0200 Fire Department - Salaries	856,831	20,997	877,828
	<u>\$ 911,548</u>	<u>\$ -</u>	<u>\$ 911,548</u>

To help fund same three new firefighters early start date with Town's match of FEMA AFG Grant for Air Packs which was denied.

4. Revenue

10-10-3300-3307-0100 GRANT - Golden Leaf (Storm Water)	\$ -	\$ 70,000	\$ 70,000
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Expenditures

10-10-4900-5300-4500 Planning - Storm Water Plan Engineering	\$ -	\$ 70,000	\$ 70,000
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To establish and fund the Gold Leaf Grant for storm water plan engineering as approved at the Nov. 14, 2017 Council meeting

5. Revenue				
10-60-3300-3315-0000 GRANT - NC Agriculture (Stream Restoration)	\$	<u>-</u>	\$ <u>148,890</u>	\$ <u>148,890</u>
Expenditures				
10-60-5500-5300-4502 Public Works - Storm Water Plan Engineering	\$	<u>-</u>	\$ <u>148,890</u>	\$ <u>148,890</u>
To establish and fund NC Agricultural and Consumer Services Grant for stream restoration as approved at the Nov. 14, 2017 Council meeting				
6. Expenditures				
30-71-7220-5300-7400 Water/Sewer - Capital Outlay	\$	318,593	\$ (45,833)	\$ 272,760
30-76-7200-5970-9101 Water - Transfer to Water Fund Capital Proojects		<u>585,000</u>	<u>45,833</u>	<u>630,833</u>
	\$	<u>903,593</u>	\$ -	\$ <u>903,593</u>
To move new financial software cost to the water capital project fund				
WATER CAPITAL PROJECT FUND				
7. Revenue				
45-75-3870-3870-0301 Transfer From W/S Fund	\$	<u>1,918,400</u>	\$ <u>45,833</u>	\$ <u>1,964,233</u>
Expenditures				
45-71-7220-5700-7400 Financial Software	\$	<u>-</u>	\$ <u>45,833</u>	\$ <u>45,833</u>
To move new financial software cost to the water capital project fund				
ELECTRIC FUND				
8. Expenditures				
31-72-7230-5700-7400 Electric - Capital Outlay	\$	103,672	\$ (51,582)	\$ 52,090
31-76-7230-5970-9102 Electric - Transfer to Electric Cap. Proj. Fund		<u>750,000</u>	<u>51,582</u>	<u>801,582</u>
	\$	<u>853,672</u>	\$ -	\$ <u>853,672</u>
To move remaining or unused Nexgrid AMI funds from FY17 to AMI in Capital Project Fund				

9. Expenditures

- 31-72-7230-5700-7400 Electric - Capital Outlay
- 31-76-7230-5970-9102 Electric - Transfer to Electric Cap. Proj. Fund

\$ 52,090	\$ (45,833)	\$ 6,257
<u>801,582</u>	<u>45,833</u>	<u>847,415</u>
<u>\$ 853,672</u>	<u>\$ -</u>	<u>\$ 853,672</u>

To move new financial software cost to the electric capital project fund

ELECTRIC CAPITAL PROJECT FUND

10. Revenue

- 47-75-3870-3870-0000 Transfer From Electric Fund

<u>\$2,656,515</u>	<u>\$ 51,582</u>	<u>\$ 2,708,097</u>
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Expenditures

- 47-72-7230-5700-7420 AMI

<u>\$ 500,000</u>	<u>\$ 51,582</u>	<u>\$ 551,582</u>
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To move leftover Nexgrid AMI funds from FY17 to AMI in Capital Project Fund

11. Revenue

- 47-75-3870-3870-0000 Transfer From Electric Fund

<u>\$2,708,097</u>	<u>\$ 45,833</u>	<u>\$ 2,753,930</u>
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Expenditures

- 47-72-7230-5700-7400 Financial Software

<u>\$ -</u>	<u>\$ 45,833</u>	<u>\$ 45,833</u>
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To move new financial software cost to the electric capital project fund

APPROVED: _____

M. Andy Moore, Mayor

VERIFIED: _____

Shannan Parrish, Town Clerk



Request for City Council Action

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

Date: 12/05/2017

Subject: Advisory Board Appointments
Department: General Government
Presented by: Town Clerk, Shannan Parrish
Presentation: Consent

Issue Statement

The Town Council is asked to consider the new appointment to the Appearance Commission.

Financial Impact

N/A

Action Needed

The Town Council is asked to consider and approve the new appointment of Jeremy Pearce to the Appearance Commission

Recommendation

Staff recommends approval of this appointment.

Approved: City Manager City Attorney

Attachments:

1. Staff Report
2. Jeremy Pearce – Board Application



Staff Report

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

Current Board vacancies are as follows:

Appearance Commission – 3 positions

Historic Properties – 3 positions

Parks and Recreation Advisory Commission

- 1 In-Town Member
- 2 High School student positions (2 year term)

Planning Board – 1 ETJ Alternate

Board Appointments/Reappointment

1. Jeremy Pearce has submitted an application for consideration to be appointed to a first term on the Appearance Commission.



Town of Smithfield
Board, Commission, or Committee
Application

Name: PEARCE (Last) JEREMY (First) (MI)

Home Address: 409 E. LEE ST, Smithfield NC 27577

Business Name & Address:

Telephone Numbers: (Home) (Mobile) JPEARCE@theinsurancehoppe.com (Email)

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

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

Interests & Skills: Interests - Golf, COOKING, TRAVEL, Family (I HAVE A)
SKILLS - PLANNER, COORDINATOR, LISTENER, ADAPTABILITY, COMMUNICATION

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

Recent Job Experiences: The Insurance Shoppe of NC - Smithfield 2003 to Present

Civic or Service Organization Experience: Kewly AREA Chamber of Commerce, Boy Scouts of America

Town Boards previously served on and year(s) served: N/A

Please list any other Boards/Commissions/Committees on which you currently serve: IJANC (Independent Insurance Agents of NC) 2008 to current
Liberty Mutual Advisory Council - 2015 to current

Why are you interested in serving on this Board/Commission/Committee? MY wife + I just moved from Pittsboro to Smithfield in Sept. ONE of the main REASONS WAS to work + volunteer in the community we live in.

Affirmation of Eligibility:

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

Yes No If yes, please explain disposition: _____

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

I understand this application is public record and I certify that the facts contained in this application are true and correct to the best of my knowledge. I authorize and consent to background checks and to the investigation and verification of all statements contained herein as deemed appropriate and if necessary. I further authorize all information concerning my qualifications to be investigated and release all parties from all liability for any damages that may result from this investigation. I understand and agree that any misstatement may be cause for my removal from any Board/Commission/Committee. I understand regular attendance to any Council Board/Commission/Committee is important and, accordingly, I further understand that if my attendance is less than the standards established for any such body that this is cause for removal. Lacking any written standards for attendance by any Board/Commission/Committee, it is expected that I will attend at least 75% of all meetings during any one calendar year to maintain my seat on any Board/Commission/Committee to which I may be appointed. This form will remain on file in the Office of the City Clerk and requests for updates will be sought prior to any consideration for reappointment (or future appointment) to any Board/Commission/Committee. Further, I have received a copy of the Policy adopted 03-04-2008 and understand its contents.

Printed Name: Jeremy PEARCE

Signature:  _____ Date: 11-16-17

Return completed for to:
Shannan Williams
Town Clerk
P. O. Box 761
Smithfield, North Carolina 27577
Phone: (919) 934-2116 Fax: (919) 989-8937 E-Mail: shannan.williams@smithfield-nc.com

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



Staff Report

**Consent
Agenda
Item:** **New
Hire /
Vacancy
Report**

Date of Meeting: December 05, 2017 **Date Prepared:** November 22, 2017

Staff Work By: Tim Kerigan, HR Director

Background

Per Policy, upon the hiring of a new or replacement employee, the Town Manger or Department Head shall report the new/replacement hire to the Council on the Consent Agenda at the next scheduled monthly Town Council meeting.

In addition, please find the following current vacancies:

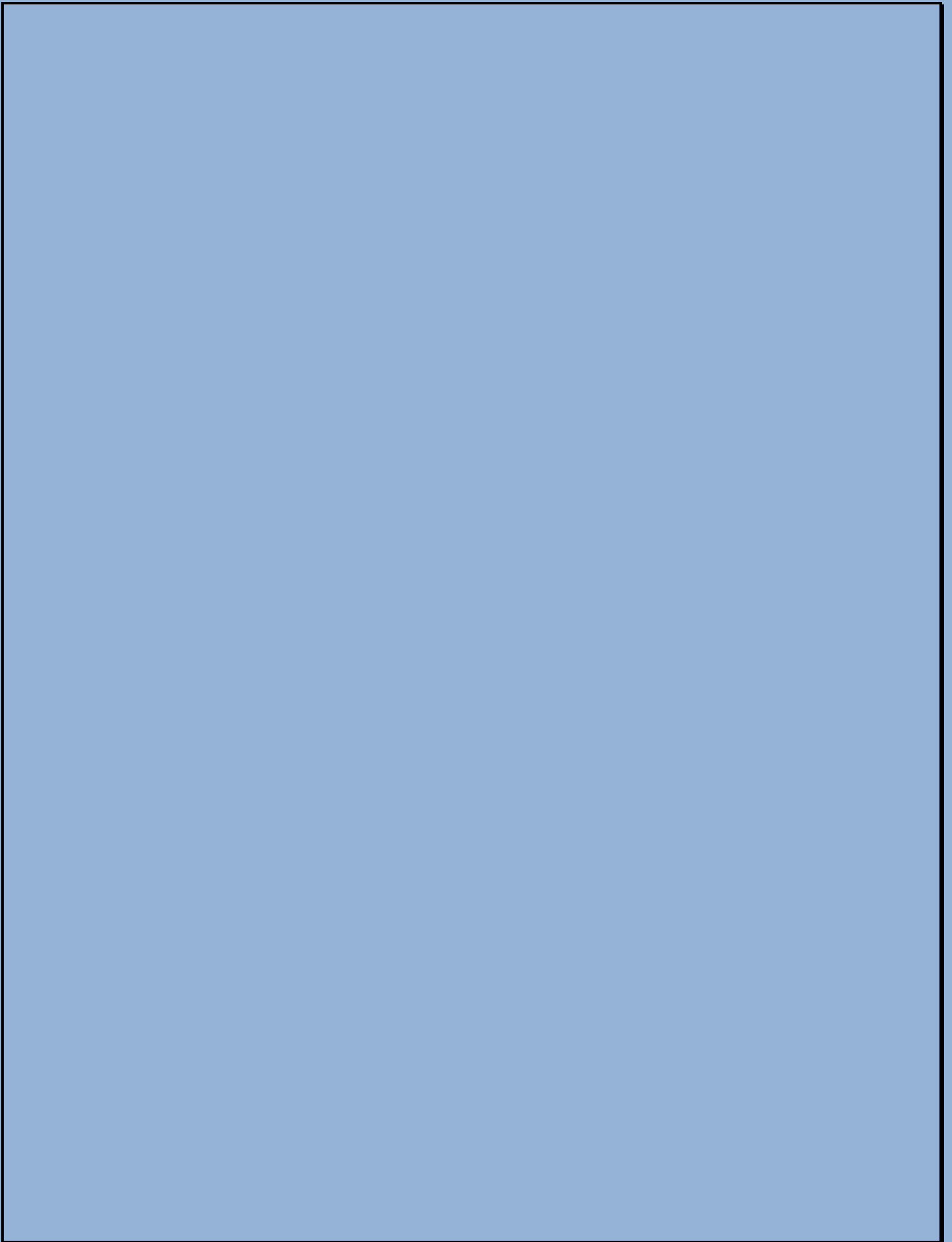
<u>Position</u>	<u>Department</u>	<u>Budget Line</u>
P/T Lifeguard	P & R – Aquatics	10-60-6220-5100-0220
Sanitation Equipment Operator	PW – Sanitation	10-40-5800-5100-0200
Sanitation Worker	PW – Sanitation	10-40-5800-5100-0200

Action Requested

The Town Council is asked to acknowledge that the Town has successfully filled the following vacancies in accordance with the Adopted FY 17-18 Budget.

<u>Position</u>	<u>Department</u>	<u>Budget Line</u>	<u>Rate of Pay</u>
Admin Support Specialist	Police	10-20-5100-5100-0200	\$14.31/hr. (\$29,764.80/yr.)
Firefighter I	Fire	10-20-5300-5100-0200	\$15.18/hr. (\$33,153.12/yr.)
P/T SRAC Staff	P & R – Aquatics	10-60-6220-5100-0210	\$9.00/hr.

Organizational Meeting Information



PROCLAMATION

In Honor of Councilman J. Perry Harris' Service to the Town of Smithfield

WHEREAS, the Town Council of the Town of Smithfield wishes to acknowledge and express its appreciation to J. Perry Harris for his dedicated service to the citizens of Smithfield as a member of the Town Council representing District 2 since December 2009; and

WHEREAS, J. Perry Harris devoted his time, energy and talents to the Town of Smithfield and provided experience and sound judgment while serving on numerous committees; and

WHEREAS, during his tenure, J. Perry Harris, was a champion for economic development, fiscal policy and the overall appearance of the Town; and

WHEREAS, the Town of Smithfield has been fortunate to have had the services of J. Perry Harris who has provided leadership and rendered good judgment for the betterment of all the citizens of the Town; and

WHEREAS, the Town of Smithfield extends sincere gratitude to J. Perry Harris for the countless hours he dedicated to the Town as a member of the Town Council.

NOW, THEREFORE, I, M. Andy Moore, Mayor of the Town of Smithfield along with the members of the Town Council, express our sincere appreciation to J. Perry Harris for his leadership and service to the Town of Smithfield.



M. Andy Moore
M. Andy Moore, Mayor

PROCLAMATION
In Honor of
Councilman Roger Wood's Service
to the Town of Smithfield

WHEREAS, the Town Council of the Town of Smithfield wishes to acknowledge and express its appreciation to Roger Wood for his dedicated service to the citizens of Smithfield as a member of the Town Council representing District 4 since December; and

WHEREAS, during his tenure, Roger Wood devoted his time and interests to matters not only affecting West Smithfield, but also to the entire Town; and

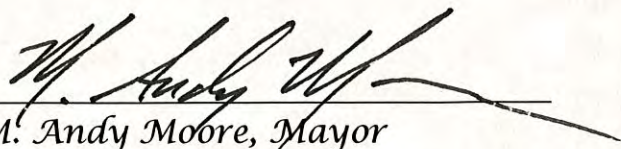
WHEREAS, Roger Wood has served for the good of the Town of Smithfield to improve the quality for life for generations to come by supporting Parks and Recreation, Public Safety and all Town employees; and

WHEREAS, through the performance of his duties and responsibilities as a member of the Town Council, Roger Wood has made excellent and constructive contributions for the betterment of the community; and

WHEREAS, the Town of Smithfield extends sincere gratitude to Roger Wood for the countless hours he dedicated to the Town as a member of the Town Council.

NOW, THEREFORE, I, M. Andy Moore, Mayor of the Town of Smithfield along with the members of the Town Council, express our sincere appreciation to Roger Wood for his service to the Town of Smithfield.




M. Andy Moore, Mayor



STATE OF NORTH CAROLINA
COUNTY OF JOHNSTON

**OATH OF OFFICE
MAYOR
TOWN OF SMITHFIELD, NC**

I, M. Andy Moore, do solemnly swear (or affirm) that I will support and maintain the Constitution and laws of the United States, and the Constitution and laws of North Carolina not inconsistent therewith, and that I will faithfully discharge the duties of my office as **Mayor** of the Town of Smithfield according to the best of my skill and ability, according to law; so help me, God

M. Andy Moore, Mayor

Sworn to and subscribed before me,
This 5th day of December, 2017

The Honorable Clerk of Court
Michelle C. Ball



STATE OF NORTH CAROLINA
COUNTY OF JOHNSTON

**OATH OF OFFICE
COUNCILMAN – DISTRICT 1
TOWN OF SMITHFIELD, NC**

I, Marlon Lee, do solemnly swear (or affirm) that I will support and maintain the Constitution and laws of the United States, and the Constitution and laws of North Carolina not inconsistent therewith, and that I will faithfully discharge the duties of my office as Councilman representing District 1 of the Town of Smithfield according to the best of my skill and ability, according to law; so help me, God

Marlon Lee

Sworn to and subscribed before me,
This 5th day of December, 2017

The Honorable District Court Judge
Addie Harris Rawls



STATE OF NORTH CAROLINA
COUNTY OF JOHNSTON

**OATH OF OFFICE
COUNCILMAN – DISTRICT 2
TOWN OF SMITHFIELD, NC**

I, David Stevens, do solemnly swear (or affirm) that I will support and maintain the Constitution and laws of the United States, and the Constitution and laws of North Carolina not inconsistent therewith, and that I will faithfully discharge the duties of my office as Councilman representing District 2 of the Town of Smithfield according to the best of my skill and ability, according to law; so help me, God

David Stevens

Sworn to and subscribed before me,
This 5th day of December, 2017

The Honorable Clerk of Court
Michelle C. Ball



STATE OF NORTH CAROLINA
COUNTY OF JOHNSTON

**OATH OF OFFICE
COUNCILMAN – DISTRICT 3
TOWN OF SMITHFIELD, NC**

I, Travis Scott, do solemnly swear (or affirm) that I will support and maintain the Constitution and laws of the United States, and the Constitution and laws of North Carolina not inconsistent therewith, and that I will faithfully discharge the duties of my office as Councilman representing District 3 of the Town of Smithfield according to the best of my skill and ability, according to law; so help me, God

Travis Scott

Sworn to and subscribed before me,
This 5th day of December, 2017

The Honorable District Court Judge
Joy A. Jones



STATE OF NORTH CAROLINA
COUNTY OF JOHNSTON

**OATH OF OFFICE
COUNCILMAN – DISTRICT 4
TOWN OF SMITHFIELD, NC**

I, David Barbour, do solemnly swear (or affirm) that I will support and maintain the Constitution and laws of the United States, and the Constitution and laws of North Carolina not inconsistent therewith, and that I will faithfully discharge the duties of my office as Councilman representing District 4 of the Town of Smithfield according to the best of my skill and ability, according to law; so help me, God

David Barbour

Sworn to and subscribed before me,
This 5th day of December, 2017

The Honorable Clerk of Court
Michelle C. Ball



Request for City Council Action

Organizational Meeting Item: **2018 Town Council Meeting Schedule**
Date: 12/05/2017

Subject: 2018 Town Council Meeting Schedule

Department: General Government

Presented by: Michael L. Scott, Town Manager

Presentation: Organizational Meeting Item

Issue Statement

Each year the Council is asked to review the next year's Town Council meeting schedule and determine if there are any regularly scheduled meetings that conflict with either a holiday or election day. In 2018, the July meeting is scheduled for July 3rd which is typically a vacation week for many.

Financial Impact

N/A

Action Needed

It is requested that Council review the 2018 regular meeting schedule and determine if an alternate date for the July meeting is necessary.

Recommendation

Approved: City Manager City Attorney

Attachments:

1. Staff Report



Staff Report

Organizational Meeting Item: 2018 Town Council Meeting Schedule

Article II Section 2-46 of the **Town of Smithfield's Code of Ordinances** states that a regular meeting of the Town Council shall be held at the Town Hall on the first Tuesday of each month unless the date conflicts with a Town observed holiday or election day, in which event, the meeting will be schedule for the following Tuesday or as such time as may be prescribed.

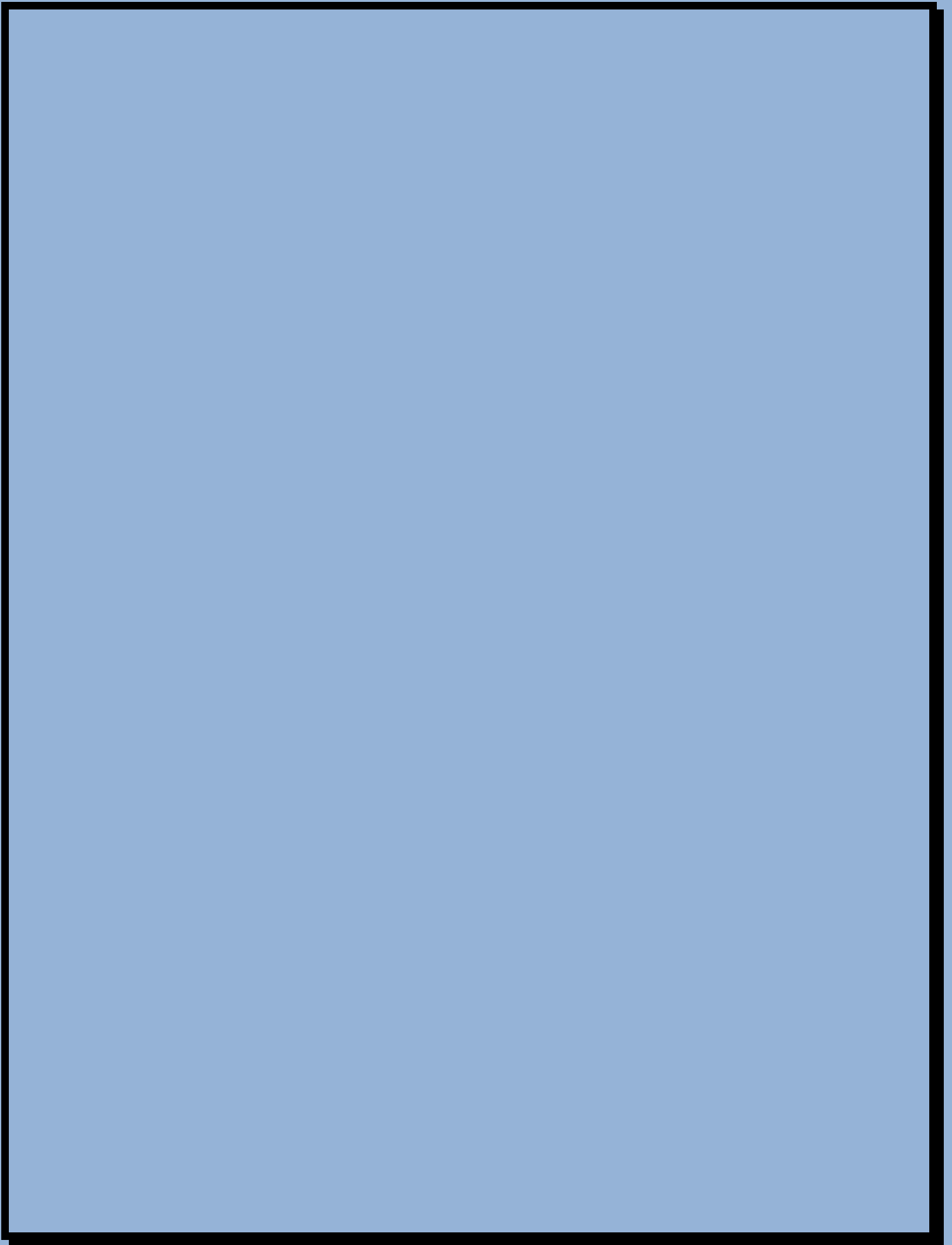
In 2018 , the July meeting is scheduled to be held on July 3rd . Due to this being a typical holiday/ vacation week for many, staff is seeking input from the Council to determine if the meeting should be moved to July 10th.

It is requested that Council review the 2018 regular meeting schedule and determine if an alternate date for the July meeting is necessary.

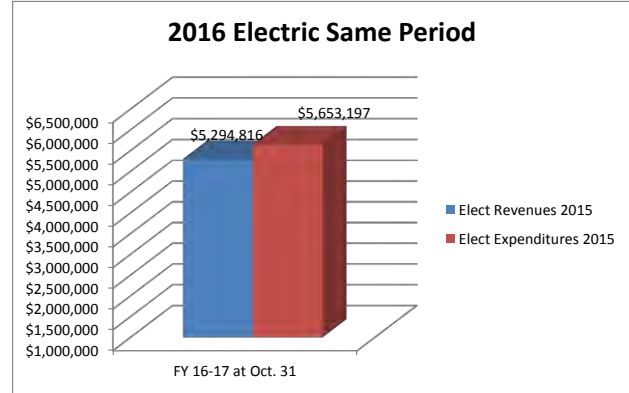
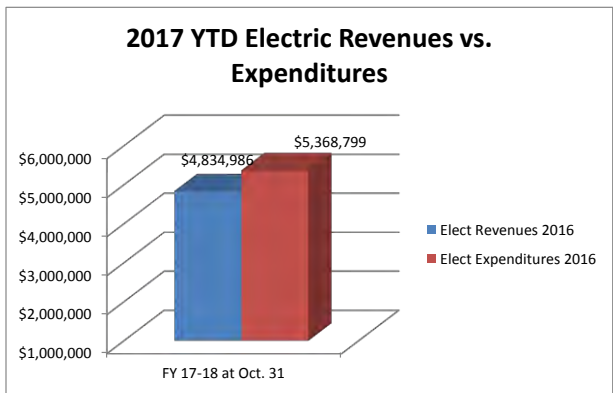
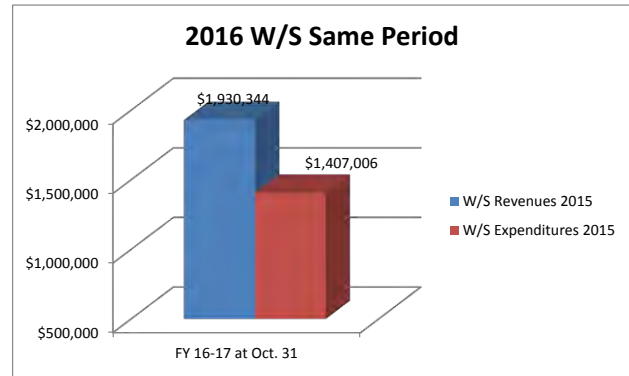
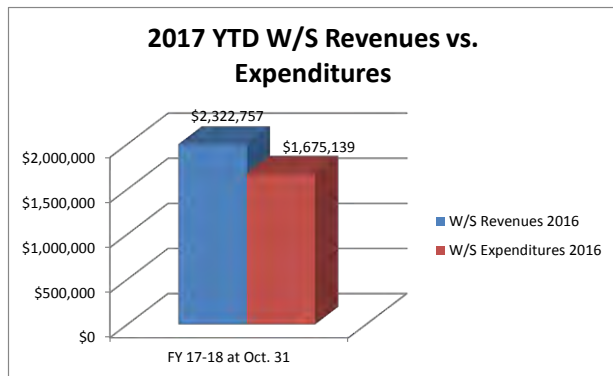
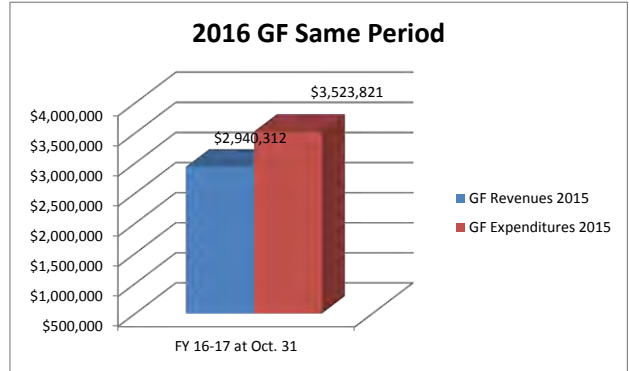
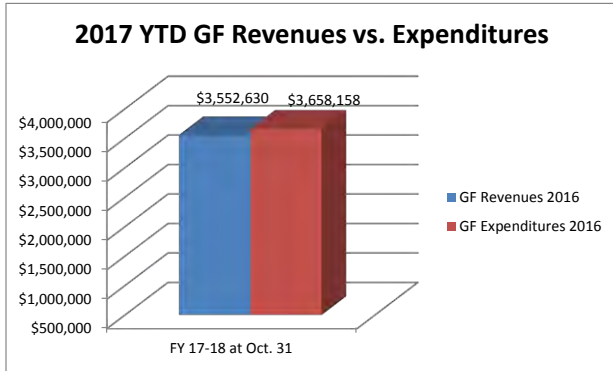
2018 Town Council Meeting Schedule

- January 2nd
- February 6th
- March 6th
- April 3rd
- May 1st
- June 5th
- July 3rd
- August 7th
- September 4th
- October 2nd
- November 6th
- December 4th

Financial Report



Town of Smithfield Revenues vs. Expenditures



TOWN OF SMITHFIELD
MAJOR FUNDS FINANCIAL SUMMARY REPORT
October, 2017
Gauge: 4/12 or 33.33 Percent

33.33%

GENERAL FUND						
	Frequency	Actual	Budget	Actual to Date	YTD %	
Revenues		FY '16-17	FY '17-18	FY '17-18	Collected	
Current & Prior Year Property Taxes	Monthly	\$ -	\$ 5,559,000	\$ 909,452	16.36%	
Motor Vehicle Taxes	Monthly	-	500,000	188,426	37.69%	
Utility Franchise Taxes	Quarterly	-	975,000	222,948	22.87%	
Local Option Sales Taxes	Monthly	-	2,065,019	418,318	20.26%	
Aquatic and Other Recreation	Monthly	-	765,100	284,345	37.16%	
Sanitation	Monthly	-	1,305,500	358,720	27.48%	
All Other Revenues		-	1,350,981	1,170,421	86.63%	
Loan Proceeds		-	25,400	-	0.00%	
Transfers (Electric and Fire Dist.)		-	261,614	-	0.00%	
Fund Balance Appropriated		-	238,083	-	0.00%	
Total		\$ -	\$ 13,045,697	\$ 3,552,630	27.23%	

	Actual	Budget	Actual to Date	YTD %
Expenditures	FY '16-17	FY '17-18	FY '17-18	Spent
General Gov.-Governing Body	\$ -	\$ 382,278	\$ 122,683	32.09%
Non Departmental	-	851,299	304,221	35.74%
Debt Service	-	1,342,760	423,423	31.53%
Finance	-	143,501	28,569	19.91%
Planning	-	383,138	86,976	22.70%
Police	-	3,745,925	1,038,400	27.72%
Fire	-	1,651,559	479,385	29.03%
EMS	-	-	-	#DIV/0!
General Services/Public Works	-	489,874	139,331	28.44%
Streets	-	466,482	141,157	30.26%
Motor Pool/Garage	-	91,391	21,258	23.26%
Powell Bill	-	322,725	20,430	6.33%
Sanitation	-	1,097,678	310,430	28.28%
Parks and Rec	-	927,002	248,040	26.76%
SRAC	-	932,329	293,855	31.52%
Contingency	-	217,756	-	0.00%
Appropriations/Contributions	-	-	-	0.00%
Total	\$ -	\$ 13,045,697	\$ 3,658,158	28.04%

YTD Fund Balance Increase (Decrease)

-

-

33.33%

WATER AND SEWER FUND

	Actual FY '16-17	Budget FY '17-18	Actual to Date FY '17-18	YTD % Collected
Revenues				
Water Charges	\$ -	\$ 2,560,000	\$ 710,425	27.75%
Water Sales (Wholesale)	-	\$ 955,000	\$ 363,128	38.02%
Sewer Charges	-	3,350,000	979,107	29.23%
Tap Fees	-	15,500	5,875	37.90%
All Other Revenues	-	121,000	264,222	218.37%
Loan Proceeds	-	-	-	#DIV/0!
Fund Balance Appropriated	-	99,017	-	0.00%
Total	\$ -	\$ 7,100,517	\$ 2,322,757	32.71%

	Actual FY '16-17	Budget FY '17-18	Actual to Date FY '17-18	YTD % Spent
Expenditures				
Water Plant (Less Transfers)	\$ -	\$ 1,751,006	\$ 543,319	31.03%
Water Distribution/Sewer Coll (Less Transfers)	-	3,906,658	825,948	21.14%
Transfer to General Fund	-	-	-	#DIV/0!
Transfer to W/S Capital Proj. Fund	-	585,000	-	0.00%
Debt Service	-	717,038	305,872	42.66%
Contingency	-	140,815	-	0.00%
Total	\$ -	\$ 7,100,517	\$ 1,675,139	23.59%

ELECTRIC FUND

	Actual FY '16-17	Budget FY '17-18	Actual to Date FY '17-18	YTD % Collected
Revenues				
Electric Sales	\$ -	\$ 16,400,000	\$ 4,662,606	28.43%
Penalties	-	315,000	149,151	47.35%
All Other Revenues	-	46,000	23,229	50.50%
Loan Proceeds	-	-	-	
Fund Balance Appropriated	-	111,566	-	
Total	\$ -	\$ 16,872,566	\$ 4,834,986	28.66%

	Actual FY '16-17	Budget FY '17-18	Actual to Date FY '17-18	YTD % Spent
Expenditures				
Administration/Operations	\$ -	\$ 2,048,433	\$ 647,316	31.60%
Purchased Power - Non Demand	-	12,800,000	2,012,895	15.73%
Purchased Power - Demand	-	-	1,980,462	#DIV/0!
Purchased Power - Debt	-	-	385,392	#DIV/0!
Debt Service	-	359,972	342,585	95.17%
Capital Outlay	-	103,672	149	
Contingency	-	609,275	-	
Transfers to Electric Capital Proj Fund	-	750,000	-	
Transfer to Electric Capital Reserve	-	115,000	-	
Transfers to General Fund	-	86,214	-	0.00%
Total	\$ -	\$ 16,872,566	\$ 5,368,799	31.82%

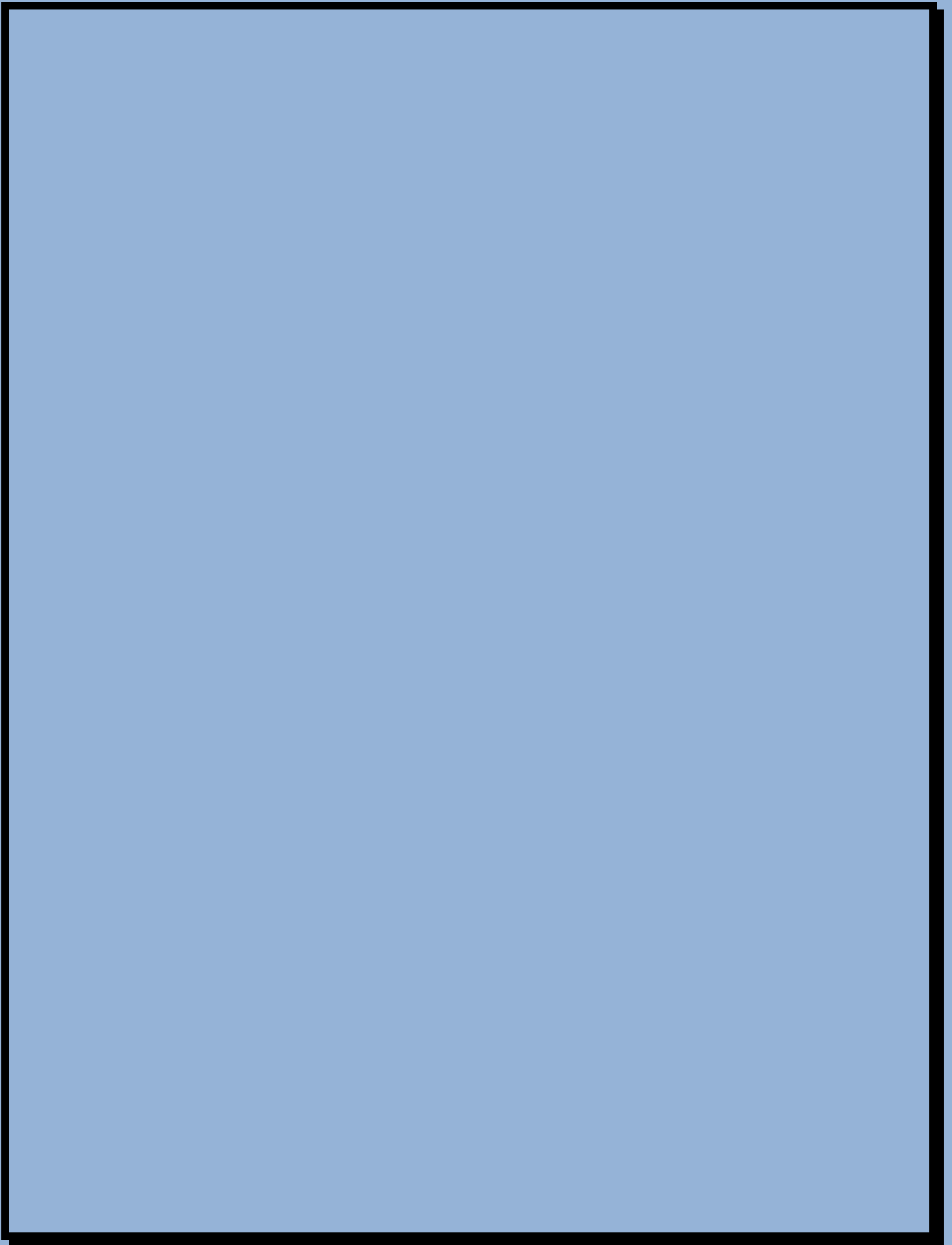
CASH AND INVESTMENTS

General Fund (Includes P. Bill)	8,897,524			
Water and Sewer Fund	5,357,994			Interest Rate
Electric Fund*	10,014,682			
Booker Dairy Road Fund (44)	(175,202)			
Capital Project Fund: Wtr/Sewer (45)	235,965	1st CITIZENS	17,062,273	0.20%
Capital Project Fund: General (46)	(574,369)	NCCMT	2,272,061	0.500%
Capital Project Fund: Electric (47)	291,185	STIFEL	-	Market
Firemen Relief Fund (50)	153,540	KS BANK	3,740,043	.2, .65, &.7
Fire District Fund (51)	31,511	FOUR OAKS	1,290,135	0.60%
JB George Endowment (40)	131,682	PNC BANK	-	0.00%
Total	\$24,364,512		\$ 24,364,512	

*Plug

Account Balances Confirmed By Finance Director on 11/27/2017

Department Reports





Staff Report

Department Report **Economic Development Update**

Date of Meeting: December 05, 2017 **Date Prepared:** November 22, 2017

Staff Work By: Tim Kerigan, Economic Development Liaison

Update

In July 2017, upon request of Economic Development Liaison Tim Kerigan along with Rocky Lane of Sanford Holshouser, Council approved to continue to engage the Scope of Work with Sanford Holshouser for Implementation of the Strategic Economic Development Update Action Items that originally began in August 2016.

Since August of 2016, the Town has been able to make steady progress on implementing the identified action items from the Town's Economic Development Strategic Plan that was updated in 2014.

Please see the attached most recent Implementation Activities and Progress Matrix.

Going further, at the request of Council, staff will provide similar monthly summary and matrix updates.

Action Requested

No action requested.

Smithfield Economic Development Implementation Activities OCT/NOV 2017

1. Met with Durwood Stephenson regarding an initiative that would be of great benefit to the town, and would assist in the recruitment of other businesses.
2. Along with Sarah Edwards, conducted a tour of the OTH for Dr. David Johnson and Dr. Darryl McGraw of Johnston Community College. The purpose of the tour was to allow Dr. Johnson and Dr. McGraw to get a firsthand look at the building, and to evaluate the space for potential use by the college for one of their programs. The building was viewed positively in terms of the potential usable space. Dr. Johnson requested a copy of the UNC Report and we agreed to meet again after the report had been delivered.
3. Met with Chris Johnson to discuss progress on product development. Enough properties have now been secured to create a workable industrial park. The next steps are to continue to add adjacent properties as they are secured and to move toward certification.
4. Tim, Mike Fleming, and Rocky discussed the activities of the SEDAC and agreed that an update on the town's economic development activities would be put on the agenda of the groups next meeting.
5. Progress on the Strategic Communications Plan is still at a minimum. It has been determined that there is a major misunderstanding as to what Smithfield has requested and what ElectriCities marketing staff thinks the town has requested. A meeting with Brenda Daniels has been scheduled to discuss the best course of action on the SCP. Another topic of discussion at the meeting will be the status of the grant application, as well as the potential for another grant application to support a focused recruiting strategy.
6. Efforts on a brewery recruitment strategy are progressing. A team to support this effort is being formed and is expected to meet just after the first of the year. A grant from ElectriCities, as noted above, has been targeted to support this strategy.
7. Met with Tony Nixon to discuss community needs, challenges and opportunities for East Smithfield. During a community tour, Tony pointed out several of these, which included housing, workforce development, basic business skills training, code enforcement, and others. Tony stated that he would work with the town in any way he could to help improve the community.
8. Tim and Rocky discussed the progress of the program and updated the Performance Matrix and the associated To Do list. Actions related to these areas are contained in the most current Strategic Plan Implementation Progress Matrix.

SMITHFIELD STRATEGIC PLAN IMPLEMENTATION-22NOV17

ACTIVITY	TASK	PARTNER	RESOURCES NEEDED	STATUS	NOTES
Develop overall support for the Economic Development Program					
	Develop and increase support for the Town's economic development efforts	Smithfield-Selma Chamber of Commerce		Good contact and support established with the organization. Tim attends Chamber meetings regularly	
		Commercial Realtors		Maintaining on-going contact with realtors.	
135		SEDAC		Maintaining on-going contact with SEDAC.	Scheduled an update presentation of economic development activities to the SEDAC at their next meeting.
		East Smithfield		Met with Tony Nixon to discuss needs, challenges, and opportunities in the community.	During a tour of East Smithfield, Tony pointed out several of the areas that we had discussed previously.
		Business Community		Meeting with business community via BRE program.	Additional meetings with the business community are being scheduled via BRE activities.
Existing Business & Industry Support					
	Reestablish the Existing Industry Outreach Program				

ACTIVITY	TASK	PARTNER	RESOURCES NEEDED	STATUS	NOTES
	Develop a contact directory of Existing Industries			Initial Directory completed and will be updated regularly.	
	Developing an introductory letter to be mailed by January 2017			First batch of letters mailed 19JAN17.	
	Schedule visitations			Visitations have begun and will be on-going.	A monthly existing business visitation calendar has been established.
	Determine Recognition Activities			Options discussed and being considered.	
1 New Business Recruitment	Identify needs of major companies in the County that Smithfield can capitalize on			Met with Chris Johnson and discussed business attraction and expansion issues, including product and workforce.	Met with Durwood Stephenson regarding an initiative that would be of great benefit to the town, and would assist in the recruitment of other businesses.
	Attract new business investment and jobs	JCED			
Town Image/Gateways					
	Gateways			Meetings to be scheduled in conjunction with Visioning/Branding and the development of the Strategic Communication Plan (SCP) to more fully discuss the issue.	
	Identify areas for improvement	SEDAC			

ACTIVITY		TASK	PARTNER	RESOURCES NEEDED	STATUS	NOTES
			East Smithfield - Tony Nixon		Tony Nixon of the East Smithfield Improvement organization was identified as the best person to contact re: to East Smithfield issues.	Information will be gathered on the different areas of the town, including East Smithfield, in the development of the SCP and Visioning/Branding efforts.
			Business Community			
	Conduct a Visioning/Branding process		ElectriCities/ Business Community/ SEDAC/East Smithfield		Town Council agreed to move forward with the development of the Strategic Communication Plan at their 07MAR17 meeting and a draft is being prepared by ElectriCities for review.	The Strategic Communications Plan has still not been received. A meeting has been scheduled with Brenda Daniels in November to discuss status of the Plan and decide on next steps.
					A decision on what level of Visioning/Branding effort the town feels is appropriate will be made after a review of the SCP.	
					A decision on what level of Visioning/Branding effort the town feels is appropriate will be made after a review of the SCP.	

ACTIVITY		TASK	PARTNER	RESOURCES NEEDED	STATUS	NOTES
	Industrial Sites and Buildings	Increase the Town's product inventory	County and SEDAC		<p>Contacted one of the Wellons-Howell property owners to discuss recertification. Reached out to owners of other properties identified as suitable for development as industrial sites. Searching for other suitable properties for evaluations and inclusion in the town's product inventory</p>	<p>Enough properties have now been secured to create a workable industrial park. The next steps are to continue to add adjacent properties as they are secured and to move toward certification.</p>
138					<p>Two other properties with potential to be developed for industrial uses have been identified and efforts are underway to contact their owners.</p>	<p>Efforts continue to contact and engage landowners of remaining key parcels.</p>
Downtown Redevelopment	Renovation and redevelopment of Downtown properties	Redevelopment of the former Town Hall			<p>Met with Sarah Edwards and discussed the status of the Old Town Hall initiative.</p>	<p>The final report on the redevelopment of the Old Town Hall by the UNC SOG graduate student class will be presented 30NOV17.</p>
Internal/External Marketing						

ACTIVITY		TASK	PARTNER	RESOURCES NEEDED	STATUS	NOTES
	Internal	Identify the Economic Development Program Spokesman			Tim Kerigan is the spokesperson for the Economic Development Program.	
		Develop a newsletter			Exploring options for newsletter.	
	External	Develop Marketing Materials			The SCP is incomplete. A second marketing piece, a general marketing flyer has been received in draft form for review and comment.	The marketing flyer has been reviewed and finalized, utilizing town staff resources.
Johnston Community College						
		Identify JCC needs that can be translated into economic development activities			Follow up meeting with Dr. Johnson and Dr. McGraw to continue earlier discussion and identify other areas of collaboration.	With Sarah Edwards assistance, a tour of the OTH by Dr. Johnson and Dr. McGraw was conducted has 24OCT17 to determine if the space may be suitable for use by the College. The response was positive and we will follow-up with the college after the UNC presentation.
Incentives		Review the Town's Incentives to assess the Town's competitiveness				Gathering information on incentive programs offered by communities in Johnston County and selected others that have similarities to Smithfield

ACTIVITY		TASK	PARTNER	RESOURCES NEEDED	STATUS	NOTES
Retirement Development		Determine interest in advancing this initiative				
Residential Development		Assess Housing Stock	Tax Office Planning Department Local Realtors		Working with the SEDAC Redevelopment Committee to explore options of increasing/enhancing the housing stock in the town limits, primarily near downtown.	Christy Rauilli, Associate Director of the Development Finance Initiative, UNC School of Government met with town officials and toured the community to determine if a project could be identified that would be a match for their consulting services.
Retail Development		Expanding the Retail offerings of the Town	ElectriCities-Retail Strategies		Discussions were held with a retail developer that has an interest in the town for a project.	

ACTIVITY		TASK	PARTNER	RESOURCES NEEDED	STATUS	NOTES
Public Education						Tim met with Supt. Renfro to discuss the Smithfield Economic Development program and explore areas of collaboration and support



FINANCE DEPARTMENTAL REPORT FOR OCTOBER, 2017

SUMMARY OF ACTIVITIES:

Daily Collections/Property Taxes/Other	\$3,023,257
Franchise Tax.....	0
Sales & Use Tax.....	198,337
Powel Bill.....	0
Total Revenue	\$3,221,594

Expenditures: General, Water, Electric and Firemen’s Fund..... \$3,486,801

FINANCE:

- Compiled and submitted monthly retirement report on 10/31/2017
- Issued 141 purchase orders
- Processed 774 vendor invoices for payment and issued 407 accounts payable checks
- Prepared and processed 2 regular payrolls. Remitted federal and state payroll taxes on 10/6/2017 and 10/20/2017
- Issued 0 new privilege licenses (new law change in effect 7/1/2015)
- Collected \$0 on past due privilege license fees. **NOTE:** Total collected now at \$10,374. The past due collections are the result of mailing some 284 past due notices to local businesses. Approximately 40 second notices were sent
- Sent 0 past due notices for grass cutting
- Collected \$0 in grass cutting invoices. Total collected to date is \$7,026
- Processed 21 NSF Checks (Utility and SRAC)
- Bad debt calendar year-to-date collections total \$32,895 (EMS = \$10,424; SRAC = \$5,243; Utility= \$16,864; and Other = \$364).
- Invoiced three (2) grave openings for a total of \$1,400
- Invoiced Smithfield Housing Authority and Johnston Community College for Police Security

FINANCE DIRECTOR

- Attended Town Council Meeting on October 3, 2017
- Participated in biweekly meetings with Tyler Technologies on 10/24/2017 to discuss records management system (RMS)
- Tyler Tech Rep on site October 2-20 for Financials and Accounts Payable Go Live
- Completed utility data pull for Tyler Tech on 10/20/2017
- Attended Gold Leaf Grant Workshop in Lumberton on 10/23/2017
- Attended Dept. Head Meeting on 10/24/2017
- Prepared transaction data (line by line) for Tyler conversion for FY17, then YTD for FY18
- Throughout the month of July, August, September and October the Finance Director has been preparing and responding to an extensive list of request from our new auditors, TPSA.



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

BOARD ACTIONS REPORT - 2017

	October	Calendar Year to date
Town Council		
Rezoning	0	2
Conditional Use / Special Use	3	10
Ordinance Amendment	1	4
Major Subdivisions	0	0
Annexations	0	0
Special Events	0	9
Site Plan	1	1
Planning Board		
Rezoning	1	4
Condition Use	1	8
Ordinance Amendment	0	3
Subdivisions	0	0
Annexations	0	0
Major Site Plan	1	1
Board of Adjustment		
Variance	0	1
Admin Appeal	0	0
Historic Properties Commission		
Certificate of Appropriateness	0	0
Historic Landmarks	0	0



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Permit Issued for October 2017

				Permit Fees	Permits Issued
	Site Plan	Major Site Plan		\$300.00	3
	Zoning	Land Use		\$1,150.00	15
	Zoning	Sign		\$100.00	2
	Report Period Total:			\$1,550.00	20
	Fiscal YTD Total:			\$5,875.00	88
Z17-000189	Zoning	Land Use	SFD Addition	350 Westerman Place	
Z17-000188	Zoning	Land Use	103 Hartley Drive	103 Hartley Drive 2301 South BRIGHTEAF Boulevard	
SP17-000045	Site Plan	Major Site Plan	Tires & Wheels Service Shop	Boulevard	
Z17-000190	Zoning	Land Use	Verizon Wireless	250 North Equity Drive	
Z17-000191	Zoning	Land Use	Barbour Brothers Construction Inc.	1716 East Market Street	
Z17-000192	Zoning	Land Use	Oakey Grove Church	3525 US 70 BUS	
Z17-000193	Zoning	Land Use	Contents USA EXISTING Single Family	36-A East Edgerton Street	
Z17-000194	Zoning	Land Use	Dwelling/Garage Addition	562 Rock Pillar Road	
Z17-000195	Zoning	Land Use	SFD New Construction	219 Bayhill Drive	
Z17-000196	Zoning	Land Use	BP Convenience Store/Gas Station	817 South Third Street	
Z17-000197	Zoning	Land Use	Margarita Corona	306 Smith Street	
Z17-000198	Zoning	Land Use	SFD Porch Addition	1107 South Crescent Street	
Z17-000199	Zoning	Sign	Adidas	1025 Outlet Center D	
Z17-000200	Zoning	Land Use	Attached Carport to	203 Woodlwan Dr.	
Z17-000201	Zoning	Land Use	HN Carr Inc.	1025 Outlet Center Dr.	
Z17-000202	Zoning	Land Use	Auto Trader Sales & Service LLC.	1195 Brogden Road	
SP17-000046	Site Plan	Major Site Plan	Ample Storage	787 West Market Street	
SP17-000047	Site Plan	Major Site Plan	Kellie Drive Medical Office Building	100 Kellie Drive	
Z17-000203	Zoning	Sign	Panera Bread	1716 East Market Street	
Z17-000205	Zoning	Land Use	Class Act Financial Inc.	105 Computer Drive	



**TOWN OF SMITHFIELD
POLICE DEPARTMENT
MONTHLY REPORT
MONTH ENDING October 31, 2017**

I. STATISTICAL SECTION

Month Ending Oct. 31, 2017	Oct -17	Oct-16	Total 2017	Total 2016	YTD Difference
Calls For Service	1751	1919	19017	17179	1838
Incident Reports Completed	154	192	1559	1858	-299
Cases Closed	110	111	1078	1459	-381
Accident Reports	76	74	712	724	-12
Arrest Reports	125	120	1148	1324	-176
Burglaries Reported	7	13	95	132	-37
Drug Charges	29	33	291	384	-93
DWI Charges	10	11	91	91	0
Citations Issued	186	175	1841	2013	-172
Speeding	56	33	437	413	24
No Operator License	34	38	415	425	-10
Registration Violations	24	12	278	143	135

II. PERSONNEL UPDATE

The department currently has all positions filled. Two Officers are in Field Training and one officer is still in Basic Law Enforcement Training which is scheduled to graduate in December. The agency has one officer on light duty due to shoulder surgery. Kathy Russell is retiring in December so the agency is currently working to fill her position.

III. MISCELLANEOUS

The police department partnered with Greater Vision Worship Center , Fire Department and EMS to host a Trunk A Treat at the Sarah Yard Community Center. Approximately 150 children attended.

Officers provided extra patrols during Halloween Trick or Treat times. Officers handed out over 800 glow necklaces to children, as a safety item. The necklaces were purchased with drug forfeiture money.

The department has began parking enforcement in the Down Town Business district during the last two weeks of October by issues warning Tickets.

REPORTED UCR OFFENSES FOR THE MONTH OF OCTOBER 2017

PART I CRIMES	October	October	+/-	Percent	Year-To-Date		+/-	Percent
	2016	2017		Changed	2016	2017		Changed
MURDER	0	0	0	N.C.	0	0	0	N.C.
RAPE	0	2	2	N.C.	4	3	-1	-25%
ROBBERY	4	0	-4	-100%	10	19	9	90%
Commercial	3	0	-3	-100%	3	4	1	33%
Individual	1	0	-1	-100%	7	15	8	114%
ASSAULT	7	2	-5	-71%	49	33	-16	-33%
* VIOLENT *	11	4	-7	-64%	63	55	-8	-13%
BURGLARY	11	7	-4	-36%	127	91	-36	-28%
Residential	7	5	-2	-29%	65	59	-6	-9%
Non-Resident.	3	0	-3	-100%	23	9	-14	-61%
Commercial	1	2	1	100%	39	23	-16	-41%
LARCENY	59	42	-17	-29%	514	418	-96	-19%
AUTO THEFT	4	4	0	0%	22	11	-11	-50%
ARSON	1	0	-1	-100%	4	0	-4	-100%
* PROPERTY *	75	53	-22	-29%	667	520	-147	-22%
PART I TOTAL:	86	57	-29	-34%	730	575	-155	-21%
PART II CRIMES								
Drug	41	21	-20	-49%	381	271	-110	-29%
Assault Simple	7	17	10	143%	130	140	10	8%
Forgery/Counterfeit	1	4	3	300%	34	46	12	35%
Fraud	12	10	-2	-17%	79	80	1	1%
Embezzlement	1	3	2	200%	17	11	-6	-35%
Stolen Property	0	0	0	N.C.	11	9	-2	-18%
Vandalism	5	5	0	0%	79	61	-18	-23%
Weapons	2	0	-2	-100%	18	27	9	50%
Prostitution	0	0	0	N.C.	1	0	-1	-100%
All Other Sex Offens	3	0	-3	-100%	6	11	5	83%
Gambling	0	0	0	N.C.	0	0	0	N.C.
Offn Agnst Faml/Chld	1	0	-1	-100%	3	2	-1	-33%
D. W. I.	12	10	-2	-17%	88	87	-1	-1%
Liquor Law Violation	0	1	1	N.C.	15	6	-9	-60%
Disorderly Conduct	0	4	4	N.C.	13	10	-3	-23%
Obscenity	0	0	0	N.C.	1	0	-1	-100%
Kidnap	0	0	0	N.C.	2	0	-2	-100%
All Other Offenses	1	6	5	500%	62	76	14	23%
PART II TOTAL:	86	81	-5	-6%	940	837	-103	-11%
===== GRAND TOTAL:	172	138	-34	-20%	1670	1412	-258	-15%

N.C. = Not Calculable



**Town of Smithfield
Fire Department
October, 2017**

I. Statistical Section

Responded to	2017 Oct.	Oct. IN	Oct. OUT	2016 Oct.	2017 IN	2017 OUT	2017 YTD	2016 YTD
Total Structure Fires Dispatched	2	0	2	12	35	38	73	78
Confirmed Structure Fires (Our District)	0	0	0	3	11	7	18	15
Confirmed Structure Fires (Other Districts)	1	0	0	2	0	0	23	9
EMS/Rescue Calls	130	123	7	198	1291	83	1374	1419
Vehicle Fires	1	1	0	1	9	1	10	15
Motor Vehicle Accidents	13	12	1	25	133	28	161	165
Fire Alarms (Actual)	11	11	0	15	99	9	108	94
Fire Alarms (False)	22	20	2	16	95	6	101	98
Misc./Other Calls	27	22	5	54	195	23	218	277
Mutual Aid (Received)	3	0	0	14	0	0	56	93
Mutual Aid (Given)	5	0	0	10	0	0	65	60
Overlapping Calls (Calls at the same time)	28	0	0	145	0	0	294	372
TOTAL EMERGENCY RESPONSES	206	189	17	321	1857	188	2045	2146

* Denotes the breakdown of calls, these are not calculated into the totals *
IN/OUT denotes in and out of the Town, not outside the fire district. When we respond to another fire district (Mutual Aid), which is outside of our total fire district boundaries that is reported in (**Other Districts**).

	Oct.	YTD
Fire Inspections/Compliance Inspections	45	398
Public Fire Education Programs	6	26
Children in Attendance	960	2107
Adults in Attendance	196	665
Plans Review Construction/Renovation Projects	5	27
Fire Code Citations	0	0
Fire Lane Citations	0	0
Consultation/Walk Through	29	304
Re-Inspections	19	240

II. Major Revenues

	Oct.	YTD
Inspections	\$1,650.00	\$16,046.00
False Alarms	\$200.00	\$1,250.00
Fire Recovery USA	\$1,392.00	\$21,573.39
EMS Debt Setoff	\$36.19	\$10,740.20
Haz-Mat I-95 Recovery	\$0.00	\$54,384.77

Major Expenses for the Month:

III. Personnel Update:

- We hired three Firefighter positions provided by the FEMA Safer Grant, having there start date on October 2nd 2017.
 - Andrew Rhodes
 - Blake Capps
 - Matthew Blackman

IV. Narrative of monthly departmental activities:

- We participated in many public fire education programs; the Early Home School, Jo. Co. Head Start, First Baptist Pre-School, A-Bright Start Daycare and South Smithfield Elementary.
- Mr. Mike Causey, NC commissioner of Insurance stopped by and visited our department, during Fire Prevention week to discuss issues facing the fire service today.
- We participated in several events: First Baptist Church Fall Festival, Touch-A-Truck, Trunk or Treat at Smith-Collins Park.
- We participated in the Business Expo at the County Agriculture Center.
- On October 5th we opened Smithfield Fire Station #2 in West Smithfield, that evening we were running calls and staffing the station with 3 firefighters.
- We are working to prepare for the upcoming NC-DOI; 9/S and ISO rating inspections, the inspections are scheduled for the department. The 9/S inspection is December 18th 2017 and the ISO inspection is January 8th 2018.

**Town of Smithfield
Public Works Department
Oct. 31, 2017**



167 Total Work Orders completed by the Public Works Department

1 Burials, at \$700.00 each = \$700.00

0 Cremation Burial, \$400.00 each = \$0

\$0 Sunset Cemetery Lot Sales

\$0 Riverside Extension Cemetery Lot Sales

407.78 tons of household waste collected

120 tons of yard waste collected

6.41 tons of recycling collected

Town of Smithfield
Public Works Appearance Division
Cemetery, Landscapes, and Grounds Maintenance
Buildings, Facilities, and Sign Division
Monthly Report
Oct. 31, 2017



I. Statistical Section

- 1 Burials
- 8 Works Orders – Buildings & Facilities Division
- 15 Work Orders – Grounds Division
- 33 Work Orders – Sign Division

II. Major Revenues

Sunset Cemetery Lot Sales:	\$0.00
Riverside Ext Cemetery Lot Sales:	\$0.00
Grave Opening Fees:	\$700.00
Total Revenue:	\$700.00

III. Major Expenses for the Month:

\$744.00 to Power Mulch Systems for 24yds of red mulch in landscape beds at Fire Station #2.

IV. Personnel Update:

Jesse Sparks was hired as a Facility Maintenance Specialist this month.

V. Narrative of monthly departmental activities:

The overall duties include daily maintenance on cemeteries, landscapes, right-of-ways, buildings and facilities. The Public Works Department safety meeting was on "Improving Safety Communication Skills, Part II".

Town of Smithfield
Public Works Drainage/Street Division
Monthly Report
Oct. 31, 2017



I. Statistical Section

- a. All catch basins in problem areas were cleaned on a weekly basis
- b. 8 Work Orders – 9.10 Tons of Asphalt was placed in 11 utility cuts.
- c. 13 Work Orders – 1,050lbs. of cold patch used for 23 potholes.
- d. Installed new landscape bed around monument on Front Street.
- c. Street Crew assisted with traffic cones and trash cans at the following events; Millard Stallings beach music block party, Missionary Baptist Church block party, First Baptist church fall festival, Alive after Five event, Ghost walk event, Egg Hunt, Touch a truck event.

II. Major Revenues

None for the month

III. Major Expenses for the Month:

\$2,600 to Harvey's transmission shop for transmission in truck 309, \$993.44 to Smithfield Diesel for repairs to truck 405.

IV. Personnel Update:

None for the month

V. Narrative of monthly departmental activities:

The Public Works Department safety meeting was on "Improving Safety Communication Skills, Part II".

**Town of Smithfield
Public Works Department
Oct. 31, 2017 Drainage Report**

Location:	410 Canterbury Rd, S Sussex and Canterbury, Pitchie Street, 200 Coats Street, Wellons and Second, 110 Caroline Ave, Dundee and 5 th , Ava Gardner Drive, Outlet Center Drive, 250-255-275 N Equity, 808 S 5 th Street.
Starting Date:	10/2/2017
Completion Date:	10/23/2017
Description:	Repaired 23 potholes with Perma Patch asphalt.
Man-hours:	5hrs.
Equipment:	401 pickup plus hand tools.
Materials:	17.5 bags of Perma Patch asphalt.
Location:	200 BLK of Longview Drive, 317 Pace Street, Sanders and Walnut, 231 Hospital Road, 208 Kathy Cir, North and N 7 th , Longview at Dead end, 206-208 Longview, 405 Bridge Street, 109 W Riverside.
Starting Date:	10/3/2017
Completion Date:	10/4/2017
Description:	Repaired 11 utility cuts with S9.5B asphalt mix.
Man-hours:	26.5hrs.
Equipment:	420 Cat backhoe, 405 dump truck plus hand tools.
Materials:	9.10 tons of S9.5B Asphalt mix.
Location:	204 Whitley Drive.
Starting Date:	10/6/2017
Completion Date:	10/6/2017
Description:	Cleaned 24LF of driveway culvert for positive drainage.
Man-hours:	3hrs.
Equipment:	Jet truck.
Materials:	NA
Location:	S Third Street between Market and Johnston.
Starting Date:	10/5/2017
Completion Date:	10/6/2017
Description:	Painted parking spaces and no parking curbs.
Man-hours:	28.5 hrs.
Equipment:	401 pickup plus hand tools.
Materials:	2 gallons of yellow and 1 gallon of white traffic paint.
Location:	513 S First Street.
Starting Date:	10/12/2017
Completion Date:	10/12/2017
Description:	Repaired sinkhole around drain line.
Man-hours:	2.25hrs.
Equipment:	420 Cat backhoe plus hand tools.
Materials:	Two 80lbs. bags of concrete and ½ yard of topsoil.

Location: Market Street downtown.
Starting Date: 10/25/2017
Completion Date: 10/25/2017
Description: Removed 10 dead Paper Bark Maple trees from street scape.
Man-hours: 5hrs.
Equipment: 420 Cat backhoe, 405 dump truck.
Materials: NA

Location: Hospital Road / N 2nd Street.
Starting Date: 10/25/2017
Completion Date: 10/25/2017
Description: Trimmed, trucked and mulched Street trees.
Man-hours: 12hrs.
Equipment: 905 pickup plus dump trailer.
Materials: 9 yards of red mulch.

Location: JO. Co Library.
Starting Date: 10/26/2017
Completion Date: 10/26/2017
Description: Removed overgrown bushes and dead tree from landscape beds.
Man-hours: 25.5hrs.
Equipment: 420 Cat backhoe, 405 Dump truck plus hand tools.
Materials: NA

Location: Front Street, around Monument.
Starting Date: 10/31/2017
Completion Date: 10/31/2017
Description: Installed new landscape bed for Appearance Commission.
Man-hours: 24hrs.
Equipment: 905, 408 flatbed plus hand tools.
Materials: 6 Misca Adagio Maiden grass, 70 Variegated Lirope, Black metal edging and red mulch.

**Town of Smithfield
Public Works Fleet Maintenance Division
Monthly Report
Oct. 31, 2017**



I. Statistical Section

- 1 Preventive Maintenances
- 0 North Carolina Inspections
- 19 Work Orders

II. Major Revenues

None for the month

III. Major Expenses for the Month:

None for the month

IV. Personnel Update:

Norman Hill shop mechanic is out on short term disability.

V. Narrative of monthly departmental activities:

The Public Works Department safety meeting was on "Improving Safety Communication Skills, Part II".

Town of Smithfield
Public Works Sanitation Division
Monthly Report
Oct. 31, 2017



I. Statistical Section

The Division collected from approximately 4100 homes, 4 times during the month

- a. Sanitation forces completed 61 work orders
- b. Sanitation forces collected tons 407.78 of household waste
- c. Sanitation forces disposed of 60 loads 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 3.89 tons of recyclable plastic
- h. Recycled 2560 lbs. of cardboard material from the Convenient Site Center
- i. A total of 0 gals of cooking oil was collected at the Convenient Site Center
- j. Recycled 2520 lbs. of plastics & glass (co-mingle) from the Convenient Site Center

II. Major Revenues

- a. Received \$95.25 from Sonoco Products for cardboard material
- b. Received \$186.96 from Sonoco Products for aluminum and metal.
- c. Sold 0 lbs. of shredder steel for \$0 to Omni Source

III. Major Expenses for the Month:

Spain Farms Nursery was paid \$5,362.00 for disposal of yard waste and debris. Paid NC DMV \$2006.00 for tags and taxes for 2016 Ravo 5 Street Sweeper. Paid \$890.00 to Old Dominion for Hose for Yellow Leaf Vac. Paid Southern Vac. \$222,500.00 for 2016 Ravo 5 Street Sweeper. Paid EJR Hydraulics \$557.00 Cylinder Repairs for Garbage truck. Paid Smithfield Diesel Repair \$1,152.17 for repairs on the Yellow Leaf box Collector.

IV. Personnel Update:

Eddie Ryan was hired 10/2/2017 as an Equipment Operator for Sanitation.

V. Narrative of monthly departmental activities:

The Public Works Department safety meeting was on "Improving Safety Communication Skills, Part II".

The department worked closely with providing traffic control devices and event containers for special events held at the SRAC. Activities of the month Millard Stallings Beach Music with Embers , Missionary Baptist Church block party, First Baptist Church Fall Festival, Alive after Five, Carriage ride, Ghost Walk, Egg Haunt, Touch a truck Annual Event on Third Street.

Community Service Workers worked 107.15 hrs.



PARKS AND RECREATION

MONTHLY REPORT FOR OCTOBER, 2017

PROGRAMS STATISTICS

NUMBER OF PROGRAMS	14
TOTAL ATHLETICS PARTICIPANTS	388
TOTAL NON/ATHLETIC PARTICIPANTS	776
NUMBER OF GAMES PLAYED	101
TOTAL NUMBER OF PLAYERS (GAMES)	2448
NUMBER OF PRACTICES	31
TOTAL NUMBER OF PLAYER(S) PRACTICES	2127

	OCTOBER, 2017	17/18 FY YTD	OCTOBER, 2016	16/17 FY YTD
PARKS RENTALS	27	102	22	100
USERS (PARKS RENTALS)	877	12394	2120	6999
TOTAL UNIQUE CONTACTS	6,228			

FINANCIAL STATISTICS	OCTOBER, 2017	17/18 FY YTD	OCTOBER, 2016	16/17 FY YTD
PARKS AND RECREATION REVENUES	\$ 8,088.00	\$ 41,755.00	\$ 7,279.00	\$ 38,381.00
PARKS AND RECREATION EXPENDITURES (OPERATIONS)	\$ 77,305.00	\$ 246,312.00	\$ 52,712.00	\$ 20,317.00
PARKS AND RECREATION EXPENDITURE (CAPITAL OUTLAY EQUIP)	\$ -	\$ 1,728.00	\$ -	\$ 31,259.00



**SMITHFIELD RECREATION
AND AQUATICS CENTER**

SRAC MONTHLY REPORT FOR OCTOBER, 2017

PROGRAMS STATISTICS

NUMBER OF PROGRAMS 28

TOTAL CONTACT WITH PROGRAM PARTICIPANTS 1619

	OCTOBER 2017	17/18 FY YTD	OCTOBER 2016	16/17 FY YTD
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SRAC MEMBER VISITS	4575	22177	4287	21650
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DAY PASSES	250	3754	244	4183
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RENTALS (SRAC)	42	188	39	181
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USERS (SRAC RENTALS)	3018	10420	2385	11774
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TOTAL UNIQUE CONTACTS 9,462

FINANCIAL STATISTICS	OCTOBER 2017	17/18 FY YTD	OCTOBER 2016	16/17 FY YTD
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SRAC REVENUES	\$ 49,503.00	\$ 242,360.00	\$ 46,467.00	\$ 231,745.00
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SRAC EXPENDITURES	\$ 55,435.00	\$ 293,855.00	\$ 69,338.00	\$ 287,754.00
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SRAC MEMBERSHIPS	3223			
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- **Statistical Section**

- Electric CP Demand 25,510 Kw relative to September's demand of 25,482 Kw.
- Electric System Reliability for was 99.991%, with one (1) recorded outage; relative to September's 99.976%.
- Raw water treated on a daily average was 3.374 MG relative to 3.451 MG for September; with maximum demand of 4.198 MG relative to September's 3.821 MG.
- Total finished water to the system was 100.061 MG relative to September's 96.398 MG. Average daily for the month was 3.228 MG relative to September's 3.110 MG. Daily maximum was 3.725 MG (October 16th) relative to September's 3.561 MG. Daily minimum was 2.634 MG (October 31st), relative to September's 2.708 MG.

- **Miscellaneous Revenues**

- Water sales were \$202,543 relative to September's \$221,645
- Sewer sales were \$294,803 relative to September's \$310,729
- Electrical sales were \$1,295,751 relative to September's sales of \$1,437,214
- Johnston County Water purchases were \$106,382 for 53.191 MG relative to September's \$120,943 for 60.471 MG.

- **Major Expenses for the Month**

- Electricity purchases were \$1,007,215 relative to September's \$1,032,066
- Johnston County sewer charge was \$129,799 for 41.261 MG relative to September's \$124,748 for 39.621 MG.

- **Personnel Changes –**

- Chad van Antwerp began employment as Utility Line Mechanic on October 30, 2017



**Town of Smithfield
Electric Department
Monthly Report
October, 2017**

I. Statistical Section

- Street Lights repaired –66
- Area Lights repaired -11
- Service calls – 36
- Underground Electric Locates –184
- Poles changed out, installed or removed
- Underground Services Installed/Repaired -1

II. Major Revenues

- N/A

III. Major Expenses for the Month:

- N/A

IV. Personnel Update:

- Utility Dept. had a Safety meeting on Hazardous Communication.

V. Miscellaneous Activities:

- Continuing to cut Power line Right-of-Way.
- Removed limb hanging over sidewalks & streets for Street Dept.
- Done some turn on & turn offs for Meter Dept.



WATER & SEWER

OCTOBER 2017 MONTHLY REPORT

● DISCONNECT WATER	10
● RECONNECT WATER	14
● TEST METER	3
● TEMPORARY METER SET	0
● DISCOLORED WATER CALLS	0
● LOW PRESSURE CALLS	1
● NEW/RENEW SERVICE INSTALLS	0
● LEAK DETECTION	19
● METER CHECKS	35
● METER REPAIRS	12
● WATER MAIN/SERVICE REPAIRS	8
● STREET CUTS	7
● REPLACE EXISTING METERS	8
● INSTALL NEW METERS	2
● FIRE HYDRANTS REPAIRED	0
● FIRE HYDRANTS REPLACED	0
● SEWER REPAIRS	14
● CLEANOUTS INSTALLED	8
● SEWER MAIN CLEANED	4535LF
● SERVICE LATERALS CLEANED	290LF

- SERVICE CALLS 133
- LOCATES 171
- SERVICE AND MAINTAINED ALL 18 LIFT STATIONS 2 TIMES PER WEEK
- INSPECTED ALL AERIAL SEWERS ONE TIME
- INSPECTED HIGH PRIORITY MANHOLES WEEKLY

MAJOR EXPENSES FOR THE MONTH

- NEXGRID METERS INSTALLATION.

PERSONNEL UPDATES

- CHAD WAS HIRED AS A UTILITY LINE MECHANIC.

UPCOMING PROJECTS FOR THE MONTH OF OCTOBER

- BRASWELL STILL WORKING ON BOOKER DAIRY RD PROJECT.
- BRASWELL WILL BE STARTING FLOW METER ON HWY 70.
- BRASWELL WILL BE STARTING STATION #12 UPGRADE.
- SHOULD START INSTALLING NEXGRID METERS AGAIN.



MONTHLY WATER LOSS REPORT

October, 2017

(5) Meters with slow washer leaks

(2)- ¾" Line, 1/8" hole – 2day

(5)- ¾" Line, 1/16" hole – 1days

2" Line, full shear – 1 hr

1" Line full shear – 2hrs

Smithfield Water Plant
Distribution Sampling Site Plan

Hydrant Flushing
1,384,815

Street Name	Date	Chlorine	Time	Gallons	Psi	Street Name	Date	Chlorine	Time	Gallons	PSI
Stephson Drive	10/13/17	32	15	15930	10	North Street	10/04/17	2.4	15	15930	50
Computer Drive	10/13/17	3.2	15	7965	10	West Street	10/04/17	2.2	15	71220	50
Castle Drive	10/13/17	3	15	7965	10	Regency Drive	10/09/17	1	45	58500	60
Parkway Drive	10/13/17	2.8	15	63720	40	Randers Court	10/09/17	1	25	26550	40
Garner Drive	10/13/17	3	15	7965	10	Noble Street	10/04/17	1	30	31680	40
Hwy 210 LIFT ST.	10/16/17	2	15	7965	10	Fieldale Dr#1(L)	10/04/17	1	30	31860	40
Skyland Drive	10/16/17	1.8	15	7965	10	Fieldale Dr#2(R)	10/04/17	1	30	31860	40
Bradford Street	10/16/17	1	15	7965	10	Heather Court	10/09/17	1	30	31860	40
Kellie Drive	10/16/17	1	15	15930	10	Reeding Place	10/04/17	1	30	31860	40
Edgewater	10/16/17	1	15	7965	10	East Street	10/04/17	2.2	15	63720	40
Edgcombe	10/16/17	1	15	31860	40	Smith Street	10/04/17	2	15	7965	
Valley Wood	10/16/17	1	15	15930	40	Wellons Street	10/09/17	2.2	15	15930	40
Creek Wood	10/16/17	1	15	15930	40	Kay Drive	10/09/17	1.2	15	77970	15
White Oak Drive	10/16/17	1	15	10620	10	Huntington Place	10/09/17	1	15	31860	
Brookwood Drive	10/16/17	1	15	5310	10	N. Lakeside Drive	10/09/17	1.5	15	38985	15
Runnymede Place	10/09/17	2	15	5310	10	Cypress Point	10/09/17	1.6	15	34890	12
Nottingham Place	10/09/17	2.2	15	10620	10	Quail Run	10/09/17	1	15	31860	
Heritage Drive	10/09/17	1	15	5310	10	British Court	10/09/17	1.6	15	31860	
Noble Plaza #1	10/09/17	1	15	10620	10	Tyler Street	10/09/17	1.2	15	142440	60
Noble Plaza #2	10/09/17	1	15	10620	10	Yelverton Road	10/09/17	1	15	15930	40
Pinecrest Street	10/16/17	1	15	10620	10	Ava Gardner	10/09/17	0.5	15	47990	
S. Sussex Drive	10/16/17	1	15	7965	10	Waddell Drive	10/16/17	1	15	7965	10
Elm Drive	10/16/17	2.8	15	5310	10	Henly Place	10/16/17	1	15	34890	12
Bradford Street	10/16/17	1	15	7965	10	Birch Street	10/16/17	2	15	34890	12
Coor Farm Supply	10/16/17	2	15	10620	10	Pine Street	10/16/17	1.8	15	38985	15
Old Goldsboro Rd.	10/16/17	2	30	10620	10	Oak Drive	10/16/17	1.9	15	37695	14
Hillcrest Drive	10/04/17	3.4	15	13275	10	Cedar Drive	10/16/17	1.7	15	31860	10
Eason Street	10/04/17	1	15	26550	40	Aspen Drive	10/16/17	1.9	15	34890	12
Magnolia circle	10/04/17	1	15	7965	10	Furlonge Street	10/16/17	2.2	15	34890	12
Rainbow Drive	10/04/17	2.2	15	26000	60	Golden Corral	10/16/17	2.4	15	10080	16
Rainbow Circle	10/04/17	2	15	19500	60	Holland Drive	10/16/17	1.8	15	16250	15
Moonbeam Circle	10/04/17	1.8	15	19500	60	Davis Street	10/16/17	3.1	15	8715	12
Ray Drive	10/09/17	1.6	15	26550	40	Caroline Ave.	10/16/17	3.2	15	63720	10
Will Drive	10/09/17	1.6	15	84960	40	Johnston Street	10/16/17	3	15	38985	15
Michael Lane	10/09/17	3.4	15	106200	40	Ryans	10/16/17	0.5	15	7965	
Ward Street	10/04/17	2.6	15	15930	40						

**Town of Smithfield
Water Treatment Plant**

All figures are in MGD.

Oct-17
Plant Totals

Date	Rate of Flow	Hrs. Operated	Raw Treated	Finish Metered	Plant Useage	Finish to Dist. System	% of RAW TREATED TO SYSTEM
1	3.40	22.0	3.076	2.956	0.0760	2.880	93.63
2	3.50	23.5	3.419	3.592	0.1000	3.492	102.14
3	3.75	23.5	3.660	3.605	0.1000	3.505	95.77
4	3.75	21.0	3.292	3.035	0.0930	2.942	89.37
5	3.75	23.0	3.606	3.564	0.0790	3.485	96.64
6	5.00	20.0	4.124	3.664	0.0830	3.581	86.83
7	3.75	24.0	3.726	3.526	0.0920	3.434	92.16
8	3.75	19.5	3.026	2.928	0.0790	2.849	94.15
9	3.75	19.0	2.973	3.092	0.0790	3.013	101.35
10	3.75	19.5	3.016	3.092	0.0800	3.012	99.87
11	3.75	20.5	3.168	2.951	0.0830	2.868	90.53
12	3.75	21.5	3.322	3.094	0.0930	3.001	90.34
13	3.75	21.0	3.250	3.231	0.0810	3.150	96.92
14	3.50	18.0	2.612	2.768	0.0860	2.682	102.68
15	3.50	23.0	3.341	3.270	0.0920	3.178	95.12
16	3.75	24.0	3.770	3.818	0.0930	3.725	98.81
17	3.75	22.0	3.395	3.194	0.0910	3.103	91.40
18	3.50	22.0	3.200	3.306	0.0900	3.216	100.50
19	3.50	24.0	3.467	3.476	0.0930	3.383	97.58
20	3.50	24.0	3.523	3.503	0.0940	3.409	96.76
21	3.50	23.5	3.447	3.407	0.0910	3.316	96.20
22	3.50	24.0	3.545	3.458	0.0780	3.380	95.35
23	3.50	22.5	3.272	3.477	0.0770	3.400	103.91
24	3.50	23.0	3.306	3.420	0.0760	3.344	101.15
25	3.75	23.5	3.674	3.430	0.0970	3.333	90.72
26	4.50	22.5	4.198	3.713	0.0960	3.617	86.16
27	3.75	22.5	3.530	3.600	0.0800	3.520	99.72
28	3.75	18.5	2.913	2.840	0.0810	2.759	94.71
29	3.75	21.0	3.276	3.301	0.0780	3.223	98.38
30	3.75	23.0	3.608	3.703	0.0760	3.627	100.53
31	3.50	18.5	2.866	2.713	0.0790	2.634	91.91
Total	115.15	677.5	104.601	102.727	2.666	100.061	95.66
Avg	3.71	21.9	3.374	3.314	0.086	3.228	
Max	5.00	24.0	4.198	3.818	0.100	3.725	
Min	3.40	18.0	2.612	2.713	0.076	2.634	