



Mayor

M. Andy Moore

Mayor Pro-Tem

John A. Dunn

Council Members

Marlon Lee

Sloan Stevens

Travis Scott

David Barbour

Stephen Rabil

Roger A. Wood

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, September 5, 2023

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 SEPTEMBER 5, 2023
7:00 PM**

Call to Order

Invocation

Pledge of Allegiance

Approval of Agenda

Page

Presentations:

- 1. Proclamation: Declaring September 17-23, 2023 as Constitution Week in the Town of Smithfield**
(Mayor – M. Andy Moore) See attached information.....1
- 2. Appearance Commission’s Annual Report**
(Chairperson – Kaitlyn Tarley) See attached information.....3

Public Hearings: None

Citizens Comments

Consent Agenda Items:

- 1. Approval of Minutes:**
 - a. August 8, 2023 – Regular Meeting
 - b. August 8, 2023 – Closed Session (Under Separate Cover)(Town Clerk – Shannan Parrish) See attached information.....13
- 2. Special Event: Help Thy Neighbor Poker Run** – Angela Roberts of Help Thy Neighbor Johnston County is requesting to hold an event at 1043 Outlet Center Drive on September 16, 2023 from 9:00 am until 5:00 pm. This request includes the use of amplified sound and alcohol sales.
(Planning Director – Stephen Wensman) See attached information.....29
- 3. Special Event: Family Days Super Carnival** – Inners Shows is requesting to hold a carnival at Carolina Premium Outlets October 18-29, 2023.
(Planning Director – Stephen Wensman) See attached information.....37

4. Special Event: JoCo Works Career Expo – The Triangle East Economic Development Foundation is requesting approval to hold a career expo November 2-3, 2023 from 8:00 am until 3:00 pm at Johnston Community College. This request includes the use of amplified sound and Council approval to make this an annual event.
(Planning Director – Stephen Wensman) See attached information.....43

5. Consideration and request for approval to restructure the Police Department to add a Deputy Chief and eliminate the vacant Captain position
(Chief of Police – Pete Hedrick) See attached information.....48

6. Bid award in the amount of \$21,138.00 to JP Edwards, Inc. to repair drainage issues at the Community Park soccer field
(Parks and Recreation Director – Gary Johnson) See attached information.....57

7. Consideration and request for approval to allocate funds to the Downtown Smithfield Development Corporation for additional planters
(Town Manager – Michael Scott) See attached information.....65

8. Board Appointments

- a. Tara Meyer has submitted an application for consideration to serve a first term on the Planning Board as an In-Town Alternate member.
- b. Allison Boyd has submitted an application for consideration to serve a first term on the Recreation Advisory Committee.
- c. Whitley Kate Moore has submitted an application for consideration to serve a first term on the Recreation Advisory Committee as a High School Representative.
- d. John Arthur Gaskins has submitted an application for consideration to serve a first term on the Recreation Advisory Committee as a High School Representative.

(Town Clerk – Shannan Parrish) See attached information.....89

9. New Hire Report
(HR Director – Tim Kerigan) See attached information.....99

Business Items:

1. Consideration and request for approval adopt Ordinance No. 518-2023 creating a Social District in the downtown area
(Town Manager – Michael Scott & DSDC Director – Sarah Edwards)
See attached information.....101

2. Discussion concerning trash services for the downtown area
(Town Manager – Michael Scott) See attached information.....123

3. Consideration and request for approval to adopt Ordinance No. 517-2023 repealing and enacting speed limits in Smithfield on NCDOT Highways
(Planning Director – Stephen Wensman) See attached information.....125

Councilmember's Comments

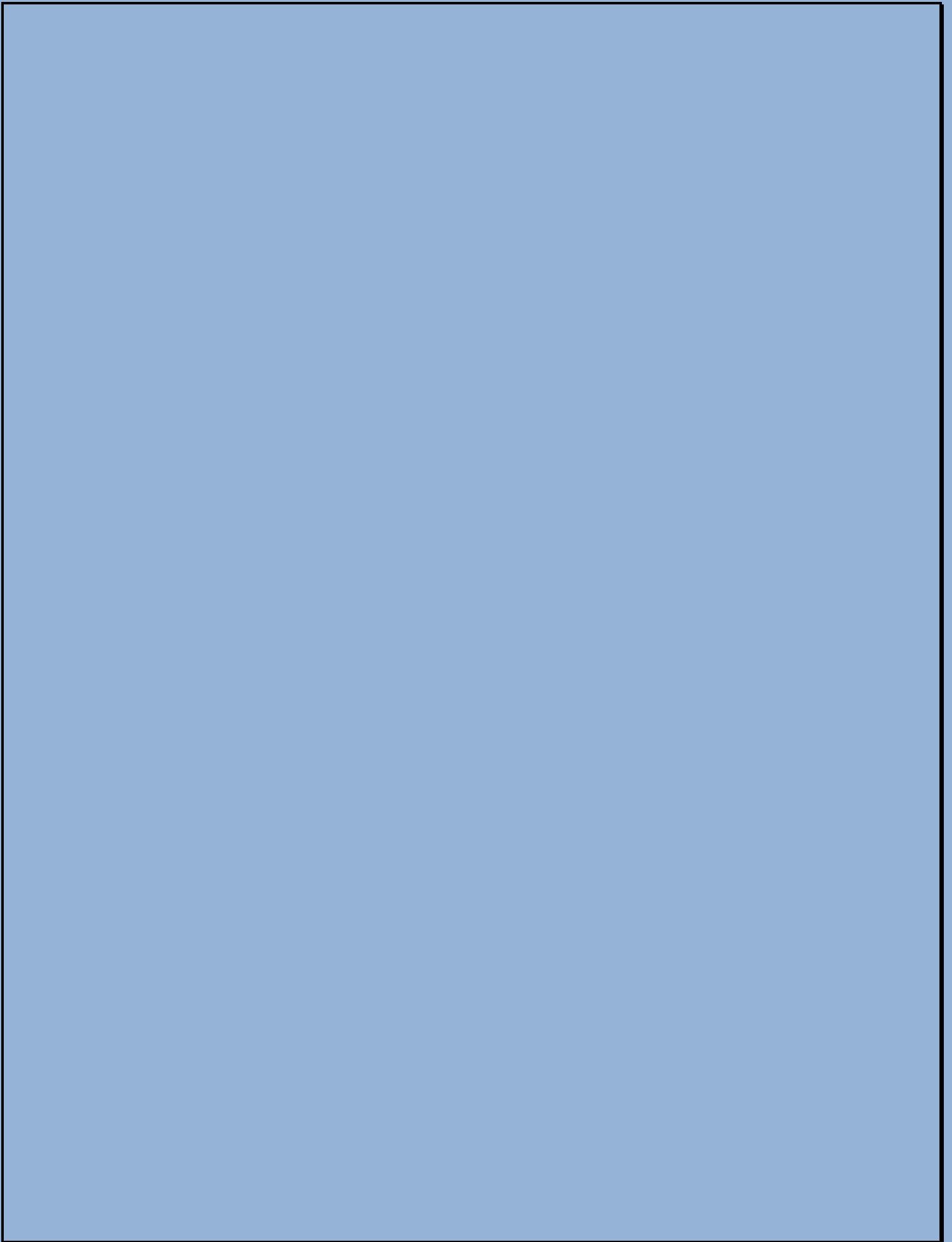
Town Manager's Report

- Financial Report (See attached information).....135
- Department Reports (See attached information).....139
- Manager's Report (Will be provided at the Meeting)

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

Adjourn

Presentations



**Proclamation
Constitution Week
September 17 – 23, 2023
In the Town of Smithfield, North Carolina**

Whereas, September 17, 2023 marks the two hundred and thirty-sixth anniversary of the drafting of the Constitution of the United States of America by the Constitutional Convention; and

Whereas, it is fitting and proper to officially recognize this magnificent document and its memorable anniversary; and to the patriotic celebrations which will commemorate the occasion; and

Whereas, Public Law 915 guarantees the issuing of a Proclamation each year by the President of the United States of America designating September 17 through 23 as Constitution Week.

NOW, THEREFORE, I, M. Andy Moore, Mayor of the Town of Smithfield do hereby proclaim September 17 through 23, 2023 to be

CONSTITUTION WEEK

in the Town of Smithfield and ask our citizens to reaffirm the ideals the framers of the Constitution had in 1787 by vigilantly protecting the freedoms guaranteed to us through this guardian of our liberties, remembering that lost rights may never be regained.

M. Andy Moore, Mayor

IN WITNESS WHEREOF, I have hereunto set my hand and caused to be affixed the Great Seal of the Town of Smithfield on this Fifth day of September in the year of our Lord Two Thousand Twenty – Three.



Smithfield Appearance Commission

To: Town Council and the Town Manager

From: Kaitlyn Tarley, Chairperson

Subject: Annual Report and Detailed Summary of the JB & JP George Endowment

Date: August 28, 2023

-
1. The JB & JP George Endowment Annual - Financial Reports
 2. Comprehensive report of activities of the Town of Smithfield Appearance Commission for the year ending June 30, 2023.
 3. Our Plan of work for the 2023-2024 year

To: Mr. Andy Moore, Mayor

Mr. Michael Scott, Town Manager

Ms. Shannan Parrish, Town Clerk

Mr. Stephen Wensman, Planning Director

Councilman Dr. David Barbour

Councilman John A. Dunn

Councilman Marlon Lee

Councilman Stephen Rabil

Councilman Travis Scott

Councilman Roger Wood

JB & JP George Endowment Reports will be delivered to Mr. George.

Sec. 2-237.

Enactment and mission. For the purposes cited above, and for promoting the general welfare of the town and its citizens, the town council does hereby ordain, adopt and enact this article in its entirety, which shall be known as the Smithfield Appearance Ordinance. The mission of the Town of Smithfield Appearance Commission shall be to enhance the visual quality and aesthetic characteristics of the town by advising and assisting the town council in:

- Fostering neighborhood pride
- Promoting and disseminating "best management practices" that are good examples of enhancing community appearance for residential, commercial and public sites
- Acknowledging achievement and excellence of citizens in fulfilling the purposes of this article
- Showcasing natural and architectural beauty
- Encouraging appealing community entrances; seasonal or holiday decorations; and signage
- Encouraging well planned, coordinated tree planting, preservation and maintenance throughout the town
- Reviewing and advising the town council, or the town department designated by the council, as to the appearance of publicly owned or maintained property and spaces
- Reviewing and advising the planning department as to compliance with the town's ordinances regarding sanitation, public works, housing, and other regulations affecting the community appearance
- Discouraging littering and blight

Board Members

Kaitlyn Tarley, Chairperson
Emery Ashley Jr, Vice-Chairperson
Carmen Zepp, Board Member
Elizabeth Baker, Board Member
Michelle Choe, Board Member
Robin Cook, Board Member
Sharon Lynch, Board Member

2 Vacant Positions

Lawrence Davis, Public Works Director
Shannan Parrish, Town Clerk

This Annual Report will be posted on the Appearance Commission page of the Town of Smithfield Website. For questions, please contact: Kaitlyn Tarley Chairperson or Emery Ashley Jr, Vice-Chairperson

1. JB George Beautification Endowment Fund

JB and JP Endowment agreements can be viewed thru Town Hall.

J.B. George Beautification Fund Annual Report

The Town has advertised in the Johnstonian once during the month of April 2023, about the availability of the beautification funds. We also advertised on the front page of the Town’s Web site. There were no applications submitted to the Appearance Commission for fund requests.

Beginning Endowment Balance on June 30, 2022 = \$105,000.00

Annual Earned Income		Expenditures	
<i>Interest</i>	\$987.14	<i>Mulch 11/17/22: \$280.00</i>	
		<i>Plantings for I-95 Wayfinding Sign 11/17/22: \$248.75</i>	
From last year	\$608.34		
Total	\$1,595.48	Total	\$528.75

Interest and reserved funds \$1595.48
 Spending \$-528.75
 Leaves a balance of \$1,066.73

We will carry over the Balance of \$ 1,066.73 to next year’s projects

J.P. George Beautification Fund

Beginning Endowment Balance on June 30, 2022 = \$25,330.00

Annual Earned Income		Expenditures
Interest	\$38.00	No funds were used
From Last year	\$566.52	
Total	\$604.52	

We will carry over the Balance of \$604.52 to next year's projects

Appearance Commission – General Fund Expenditures

A total of \$22,247.21 was spent this year on projects completed.

****Pictures and details listed below.****

The Commission encumbered \$20,760.00 for projects Planned & voted on but not completed. The amounts listed below are estimates:

\$5000.00 – 21 Large Boulders for the Boat Ramp Project



\$10,000 – Mural Project **

\$3,800 – Fencing along the Parking lot of the Boat Ramp area



\$800.00 – Replacement Plants at the welcome sign at the East end of Market- I 95

These projects total \$19,600 allocated but not invoiced as of this report.

****Due to inflation costs and planning issues, the Appearance Commission decided to table the mural project until a later date.**

2. Projects Completed (2022-2023)

The following projects were completed during this past fiscal year:

- Completion of Boat Ramp:
 - Project finished with implementation of boulders
 - Money allocated: \$5,000
 - Additional waste bins added as a requested need from Parks and Rec
- Wayfinding Signs:
 - Landscaping added around several of the signs
 - Landscaping for remaining signs has been requested and is in process
 - Clayton Narron working on designs
 - **Money spent (completed landscaping): \$ [500]**
- Town Hall Planters:
 - Partnered with Downtown Smithfield Development Commission
 - Installed self-watering planters, with plantings, at Town Hall
 - Money allocated: \$2,000
- College Pond Trail Additions:
 - Partnered with Parks and Rec
 - Bought benches, shade structures, and waste receptacles for area
 - Currently being installed
 - Money allocated: \$14,600
- Spring Clean-up:
 - Partnered with Parks and Rec
 - Litter sweep and educational installment
 - No money spent
- Donate-A-Tree Program:
 - Continued program for individuals to honor/memorialize someone with a planted tree. The placement of the trees is decided by need.
 - Revised changes being made to the program (ex. updated brochures, tiered donation options)
 - Funds carried over: \$617.99
 - Donations received: 4
 - Money spent (names plates, etc.): 0
 - Remaining balance: \$1, 017.99



3. Upcoming Plans (2023 –2025)

Community Collaborations

Our primary goal for this coming year is to pursue collaborative efforts with groups throughout our town and surrounding, local area. Up until now, we have tried to pursue projects directly through our commission. Doing so has slowed our progress in that our scope and resources are limited. By reaching out and having conversations first, we can widen our resources. We can then work alongside other organizations that are already doing work that we wish to pursue or support. The following list includes potential partnerships and project areas to pursue in the coming years:

- Johnston County Art Commission:
 - Art installations
 - Art walk
 - Mural(s)
 - Local artistry
- Downton Smithfield Development Commission:
 - Increasing foot traffic downtown for businesses
 - Continue to seek an aesthetic vision for the downtown area
- Johnston Co. Community College
 - Student involvement (ex. Art installations, educational projects, etc.)
- Public works
 - Continued partnership
- Parks and Rec
 - Continued partnership
- Community Garden (and other garden clubs)
 - Plantings (installation and upkeep)
 - Knowledge
- Activate Selma
 - Knowledge and advice for growing our area
- Johnston Co. Public Library
 - Projects surrounding their area
 - Community involvement
- Johnston Co. Heritage Center
 - Further promote the history of the area; encompass in vision
- Local schools
 - Increase student involvement in community projects

Upcoming Plans (2023 –2025) Cont.

“95 on 95” Project

The Downtown Appearance Commission has adopted a “95 on 95” vision as a model for planning the activities coordinated by the Commission. What is 95 on 95? Utilizing the branding benefits of engaging travelers on Interstate 95 and encouraging them to stop at Smithfield on Exit 95 as means to plan for improvements to the aesthetics of our community and help residents and visitors to enjoy all the amazing opportunities our community offers. The vision of “95 on 95” will help shape where the focus of the Commission will be in the coming years. That vision will be to focus on enhancing the aesthetics of Market Street from Exit 95 leading all the way into the downtown corridor and all points of entry along the route including both sides of the train trestle. We are excited to have a planning focus for the coming years.

Thank You!

The Appearance Commission would not be able to do the work we do without the tireless efforts of the Town Staff.

A Special Thank you to:

Lawrence Davis and his entire Department of Public Works – For always getting the many projects finished, installed, and looking great! Keeping our Beautiful Town clean and well maintained.

Gary Johnson and his team with Parks and Recreation – For partnering with our commission and serving as a resource for us, including help in completing projects and promoting the aesthetics of our town.

Shannan Parrish - For keeping us on track and taking care of our minutes and book work. She continues to be an incredible resource and point of contact for anything we need. We could not do what we do without her.

Stephen Wensman - For always being available to answer our questions and knowledge about areas we would like to work on.

Mr. Jim George - For his continued support of the Appearance Commission and the beautification of our Town.

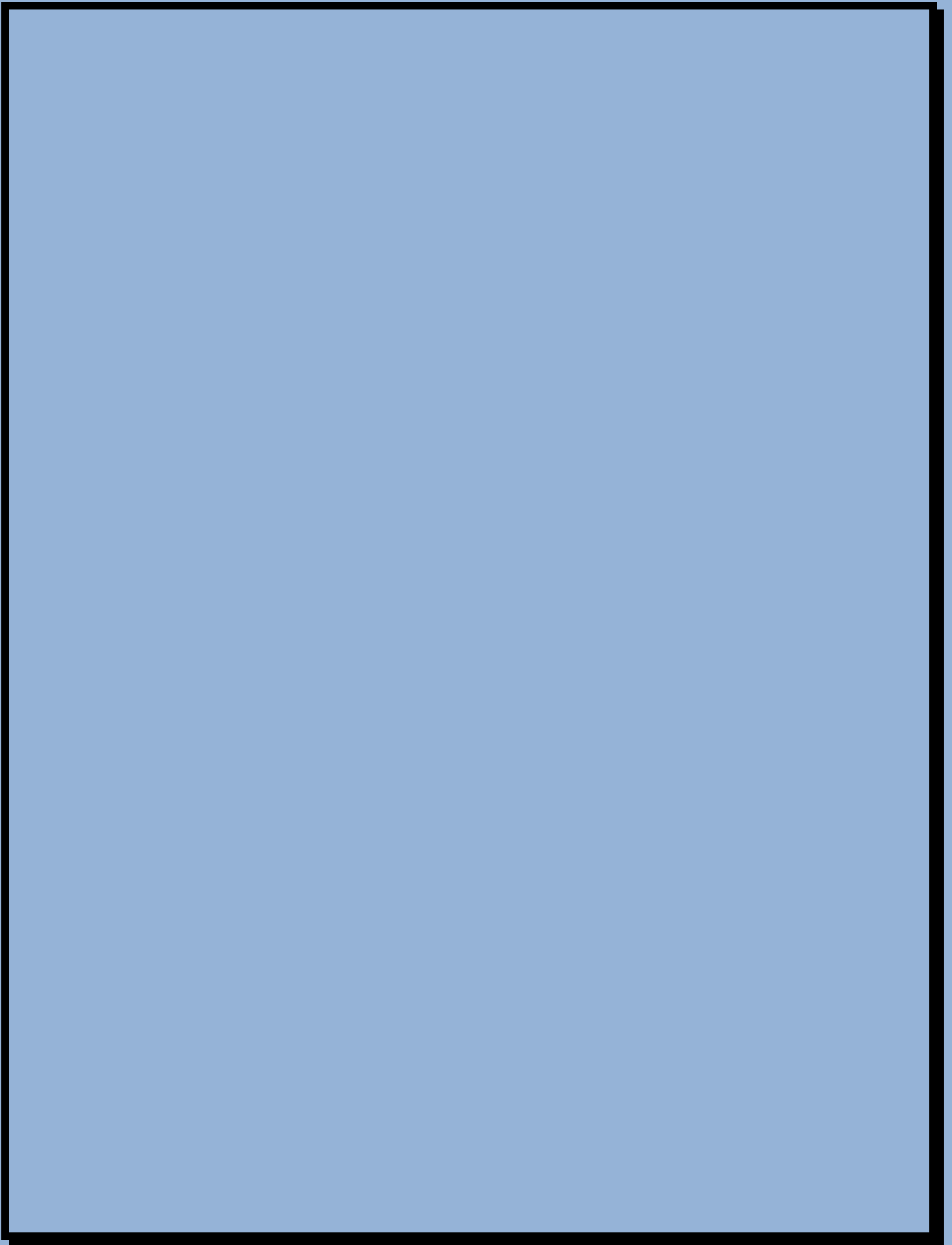
Mayor, Andy Moore - For his support of the Appearance Commission

Town Manager, Michael Scott - For his support of the Appearance Commission

Town Council - For their support of the Appearance Commission

Respectfully Submitted by - Chairperson, Kaitlyn Tarley

Consent Agenda Items



The Smithfield Town Council met in regular session on Tuesday, August 8, 2023 at 7:00 p.m. in the Council Chambers of the Smithfield Town Hall, Mayor M. Andy Moore presided.

Councilmen Present:

John A. Dunn, Mayor Pro-Tem
Marlon Lee, District 1
Sloan Stevens, District 2
Travis Scott, District 3
Dr. David Barbour, District 4
Roger Wood, At-Large
Stephen Rabil, At-Large

Councilmen Absent

John A. Dunn, Mayor Pro-Tem

Administrative Staff Present

Michael Scott, Town Manager
Ted Credle, Public Utilities Director
Lawrence Davis, Public Works Director
James Grady, Interim Police Chief
Gary Johnson, Parks & Rec Director
Tim Kerigan, Human Resources
Eric McDowell, IT Director
Shannan Parrish, Town Clerk
Greg Siler, Finance Director
Stephen Wensman, Planning Director

Also Present

Robert Spences, Jr., Town Attorney
Bill Dreitzler, Town Engineer

Administrative Staff Absent

CALL TO ORDER

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

INVOCATION

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

APPROVAL OF AGENDA:

Councilman Wood made a motion, seconded by Councilman Rabil, to approve the agenda with the following amendments:

Add to the Agenda:

Business Item 4: Consideration and request for approval to accept a bid from Carolina Phones and Alarms, Inc. in the amount of \$21,885.00 for a new fire alarm system for the Police Department and to approve the additional expenditure to APR Construction not to exceed \$8,640.00. Also, approval to use contingency funds for these expenditures was needed.

Add Closed Session Pursuant to NCGS 143-318.11 (a) (3) to consult with the Town Attorney.

Unanimously approved

Mayor Moore welcomed newly hired Chief of Police Pete Hedrick to the Town of Smithfield.

PRESENTATION:

1. Administering Oath of Office to New Police Officer Jacob Gibbons

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

PUBLIC HEARINGS:

- 1. Rezoning Request – Johnston County (RZ-23-01):** The applicant was requesting to rezone a 49.02-acre tract of land from the R-20A (Residential-Agricultural) zoning district and B-3 (Highway Entrance Business) zoning district to the O/I (Office/Institutional) zoning district. The property considered for rezoning is located on the east and west side of Yelverton Grove Road, approximately 480 feet south of its intersection with US 70 Highway Business East Smithfield and further identified as Johnston County Tax ID# 15L11012.

Councilman Barbour made a motion, seconded by Councilman Scott, to open the public hearing. Unanimously approved.

Planning Director Stephen Wensman explained Johnston County was requesting the rezoning for an expansion of its government campus east of I-95. In recent years, the County has constructed the Detention Center and Public Safety Center on the north side of US 70 Business East. The land to be rezoned will be used for government offices, storage buildings and service yards. All are permitted uses within the Office/Institutional zoning district.

- Split Zoning. The property to be rezoned is technically split zoned with the area within 500 feet of US Hwy 70 Business being zoned B-3 Highway Entranceway Business. The remainder of the property is zoned R-20A Residential-Agricultural. The County's application does not reflect this split zoning.
- Comprehensive Plan. The comprehensive plan guides the specific property for Rural Residential and Agriculture, however, the plan did guide for expanded Office/Residential uses adjacent and to the north of the subject property. Approval of the zoning map amendment will automatically amend the comprehensive plan.

Consistency Statement (Staff Opinion):

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

- Consistency with the Comprehensive Growth Management Plan - The Comprehensive Plan guides the specific property for Low Density Residential but does guide additional Office/Residential land use in the general area. Approval of the rezoning will amend the comprehensive plan.
- Consistency with the Unified Development Code – The site will be developed in conformance with the UDO. The proposed governmental uses are permitted uses in the UDO.
- Compatibility with Surrounding Land Uses - The property considered for rezoning will be compatible with the surrounding land uses. The rezoning expands upon the County's government campus in the area.

Recommendation:

Planning Staff and the Planning Board recommend approval of the rezoning, RZ-23-01, with a statement declaring the request consistent with the Town of Smithfield Comprehensive Growth Management Plan, as amended by the rezoning, and other adopted plans, and that the amendment is reasonable and in the public interest.

Planning Director Stephen Wensman has incorporated his entire record and provided it to the Council in written form in the August 8, 2023 agenda packet.

Mayor Moore asked if there were any questions or comment from the Council. There were none.

Mayor Moore asked if there was anyone in attendance that wished to speak on the matter.

Brian Leonard of BRL Engineering and Surveying explained that Johnston County held an option on the

property. The County was proposing to use this site to expand its government uses, particularly its administrative and service base facilities. The County will comply with all Town requirements.

Councilman Stevens stated traffic was a concern for him in that area. Mr. Leonard responded the County fully anticipated there would be traffic improvements required by the NCDOT which the County would comply with all improvements. Mr. Wensman stated that when a developer has plans, they initiate a planning study with NCDOT and prior to any approval, a traffic study would have to be completed. This ensures that staff has knowledge of the traffic impacts and improvements are on the plan.

Mayor Moore questioned if there was an anticipated construction date for this site. County Manager, Rick Hester, responded there was not a specific start date.

Mayor Moore further questioned if there was any issue with sewer capacity for that area. Public Utilities Director Ted Credle responded the Town's infrastructure in that area can handle the scope as it was presented to him. If improvements need to be made, the County has committed to make the necessary improvements.

Mayor Moore asked if the sewer allocation for this site would go towards Smithfield's allocation or would the County deduct this from their allocation. He further questioned if the County would be seeking annexation into the corporate limits of the Town for this site. Mr. Hester responded he was not prepared to answer those questions, but looked forward to having those discussions with the Town.

Councilman Stevens questioned how many jobs would be relocated from downtown to the new site. Mr. Hester responded there were no plans to do anything to impact the judicial aspects of the courthouse. He would share that information with the Council once it was known.

Councilman Scott questioned if staff had received any questions or comments from the public. Mr. Wensman responded staff had received some questions, but no one expressed any concerns.

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

Councilman Barbour made a motion, seconded by Councilman Rabil, to approve zoning map amendment, RZ-23-01, finding it consistent with the Town of Smithfield Comprehensive Growth Management Plan as hereby amended, and other adopted plans, and that the amendment is reasonable and in the public interest. Unanimously approved.

2. **Right-of-Way Closure:** Mr. Patrick E. Harris was requesting to permanently close a 50-foot wide by 200-foot-long section of unimproved public right-of-way know as Rosewood Drive. The public right-of-way considered for permanent closure is located on the northeast side of the intersection of Crescent Drive and Rosewood Drive and immediately south of property owned by the Town of Smithfield which is identified as Johnston County Tax ID# 15037010. Adoption of Resolution No. 731 (14-2023) is also needed.

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

Planning Director Stephen Wensman explained that in order to permanently close the unimproved right-of-way, the Town Council must hold a public hearing. Mr. Wensman further explained this was an unused right-of-way that separates the Town of Smithfield's property from Mr. Harris's property. There were no utilities in the right-of-way and no future uses for it. Staff was recommending the Council to permanently close this right-of-way since it had no purpose for the Town.

Mayor Moore asked if there were any questions or comment from the Council. There were none.

Mayor Moore asked if there was anyone in attendance that wished to speak on the matter.

Patrick Harris explained that he has been maintaining this property for the past 23 years. He would like to add

onto his home and this piece of property would allow him to do such.

Councilman Barbour questioned if the Town's property in this case was FEMA buyout land and if so, then nothing could be constructed on the land. Mr. Wensman responded that half of the right-of-way would go to the Town and the other half would go to Mr. Harris since both parties owned property on both sides.

Mayor Moore stated that given the location, there was no benefit to the Town because a street could never be constructed in that right-of-way.

Councilman Scott stated the original intention of the right-of-way was to construct a road, but that is not feasible. It made sense to permanently close the right-of-way.

Councilman Rabil made a motion, seconded by Councilman Stevens, to close the public hearing. Unanimously approved.

Councilman Scott made a motion, seconded by Councilman Rabil, to adopt Resolution No. 731 (14-2023) ordering the closing of that portion of Rosewood Drive from South Crescent Drive to its eastward termination. Unanimously approved.

TOWN OF SMITHFIELD
RESOLUTION NO. 731 (14-2023)
ORDERING THE CLOSING OF THAT PORTION OF
ROSEWOOD DRIVE FROM S. CRESCENT DRIVE TO ITS EASTWARD TERMINATION.

WHEREAS, on the 11th day of July, 2023, the Town Council adopted a resolution entitled "Resolution Declaring the Intent of the Town Council of the Town of Smithfield to Consider the Closing of a portion of North Ninth Street of Rosewood Drive from South Crescent Drive to its Eastward Termination in Smithfield, North Carolina at its next regular monthly meeting, hereinafter "the Meeting", on Tuesday August 8, 2023 at 7 pm at the town hall in Smithfield, NC; and

WHEREAS, pursuant to the Resolution the Town Clerk was directed to publish the Resolution in the Johnstonian News once each week for four successive weeks; and

WHEREAS, the Town Clerk has advised the Town Council that the Resolution was published in the Johnstonian News as directed; and

WHEREAS, pursuant to the Resolution the Town Clerk was directed to notify all persons owning property abutting on that portion of Rosewood Drive from S. Crescent to its eastward termination, as shown on the county tax records by certified or registered mail of the meeting and the purpose thereof; and

WHEREAS, pursuant to the Resolution the Town Clerk was directed to cause adequate notices of the proposed closing and of the public hearing to be posted at two locations on the public way as required by G.S. 160A-299; and

WHEREAS, the Town Clerk has advised the Town Council that adequate notices were posted on the applicable street(s) as required by G.S. 160A-299; and

WHEREAS, pursuant to the Resolution, a public hearing was held on the 8th day of August 2023, at which time all persons were granted full and complete opportunity to appear and be heard on the question of whether or not the closing would be detrimental to the public or the property rights of any individual; and

WHEREAS, after said public hearing and after full and complete consideration of the matter, it now appears to the satisfaction of the Town Council that the closing of said street is not contrary to the

public interest, and that no individual owning property, either abutting the street or in the vicinity of the street or in the subdivision in which the street is located, will as a result of the closing be thereby deprived of a reasonable means of ingress and egress to his or her property;

NOW, THEREFORE, subject to the reservation of easements to the Town of Smithfield for utility purposes as shown on a map recorded in Book of Maps ___, page ___ in the office of the Johnston County Register of Deeds, the portion of Rosewood Drive from South Crescent Drive to its eastward termination is hereby closed and abandoned, and all right, title, and interest that may have been vested in the public in said area for street purposes is hereby released and abandoned to the abutting property owners in accordance with the provisions of G.S. 160A-299. The portion of the Street abandoned, subject to the reservation of easements through the abandoned street for utility purposes by the Town of Smithfield, is more particularly described as follows:

{Metes and Bounds will be inserted prior to recordation}

Upon closing, the right-of-way vests in the adjoining property owners, each taking property from the centerline to their respective boundary. If the owners want to divide the right-of-way differently, they must themselves make that division by boundary agreement or conveyance. Any person aggrieved by the street closing, who has standing, has 30 days to appeal.

The Town Clerk is hereby ordered and directed to file in the Office of the Register of Deeds of Johnston County a certified copy of this resolution and order.

- 3. Unified Development Ordinance Text Amendment – Town of Smithfield (ZA-23-07):** The applicant was requesting an amendment to the Unified Development Ordinances, Article 2 for the creation of a side-walk fee in lieu policy and program

Councilman Barbour made a motion, seconded by Councilman Rabil, to open the public hearing. Unanimously approved.

Planning Director Stephen Wensman explained staff and the Planning Board recommend approval of the following amendment to the Unified Development Ordinance, Article 2, Section 2.22 to allow payment in lieu of required sidewalk construction with Town Council approval. The Town required a 5' wide sidewalk along all commercial frontages with new construction. Developers and contractors often complain about, "sidewalks to nowhere" because adjacent properties do not have sidewalks. The intent of the requirement is to slowly build a network of sidewalks as sites develop or redevelop, but in some instances, the complaint is valid in that an actual sidewalk network is unlikely to develop or it is so far into the future, the sidewalks do not make practical sense. This ordinance would allow a fee in lieu of sidewalk construction with Town Council approval on a site-by-site basis when requested. It would base the fee on an engineer's estimate for the actual sidewalk construction and the fee in lieu would be held in separate account to be spent yearly on sidewalks elsewhere in town where they are most needed. The intent would be to use the funds to fill in gaps in existing sidewalk networks and build out from commercial centers as needed. The Town Attorney was sent the amendment for review.

Planning Board review/ Recommendation:

The Planning Board reviewed the request on July 13, 2023, and recommended approval, but recommended the fee in lieu be granted only when the developer has shown hardship and that the Town Attorney review the ordinance.

Consistency Statement (STAFF OPINION):

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

Recommendation:

Planning Staff and the Planning Board recommend approval of the zoning text amendment, ZA-23-07, for a fee in lieu of sidewalk construction with a statement declaring the request consistent with the Town of

Smithfield Comprehensive Growth Management Plan and that the request is reasonable and in the public interest.

Planning Director Stephen Wensman has incorporated his entire record and provided it to the Council in written form in the August 8, 2023 agenda packet.

Mayor Moore asked if there were any questions or comment from the Council.

Councilman Scott questioned how these funds would be segregated from other Town funds. Town Manager Michael Scott responded the funds would be accounted for similarly to the way park-in-lieu fees are accounted. The sidewalk in lieu funds would be set aside in a separate part of the budget and carried over from year to year and would be strictly used for sidewalks only. The Council would have to approve any use of the funds.

Councilman Scott further questioned if the proposed fee was relative to today's construction cost. Mr. Wensman responded it would be based on current construction costs.

Councilman Stevens questioned if the funds could be used for repairs to existing sidewalks. Mr. Wensman responded they could be used for repairs. The idea was to build a sidewalk system from the center outward.

Councilman Barbour questioned if the sidewalk system was a part of the pedestrian plan. Mr. Wensman responded it was.

Mayor Moore stated the Council needed to be careful with this amendment. He was not in agreement that these funds should be used to repair existing sidewalks. He was concerned that if a developer paid the in-lieu fees now instead of constructing a sidewalk that there would be a time in the future when the Town would want the sidewalks in that location and the property owners refused. This could turn into a legal dispute.

Mr. Wensman responded through the site plan approval; the developer has to show sidewalks in the right-of-way. Part of that approval is providing the Town with an easement for the sidewalk. The easements are shown on the plat, but instead of showing a sidewalk it would show in-lieu fees collected. By doing this, it will provide a reason as to why the sidewalk was not constructed. Mr. Wensman further stated he would develop a policy for the Council to review prior to adoption of this ordinance.

Mayor Moore asked if there was anyone in attendance that wished to speak on the matter. There was no one in attendance that wished to speak on the matter.

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

Councilman Scott made a motion, seconded by Councilman Barbour, to send this ordinance back to staff for further modifications to be brought back to the Council during a workshop meeting. Unanimously approved.

CITIZEN'S COMMENTS: None

CONSENT AGENDA:

Councilman Scott made a motion, seconded by Wood, to approve the following items as listed on the Consent Agenda:

1. The following minutes were approved:
 - June 6, 2023 – Closed Session
 - July 11, 2023 – Regular Meeting
 - July 11, 2023 – Closed Session
 - July 25, 2023 – Special Session
 - July 25, 2023 – Closed Session

2. Special Event – Homegrown Harley Honkey-Tonk: Approval was granted to allow Bulldog Harley Davidson to hold an event at 1043 Outlet Center Drive on August 12, 2023 from 10:00 am until 4:00 pm. Amplified sound, food truck sales and alcohol sales were also approved.
3. Special Event – Renaissance Festival: Approval was granted to allow the FRC Team 6004 f(x) Robotics to hold an event in the parking lot behind the Public Library on September 23, 2023 from 10:00 am until 2:00 pm.
4. Approval of revisions to the employee pay scale.
{Attached hereto and made an official part of these minutes is the employee pay scale. Which is on file in the Office of the Town Clerk}
5. Bid was awarded to Capital Ford (NC Sheriff's Association approved vendor) in the amount of \$74,019 for the purchase of a dump truck for the Public Utilities – Water/Sewer Department.
6. Adoption of Resolution No. 732 (15-2023) accepting public dedication (not maintenance) of public lands or facilities for streets, parks, and public utility lines for Twin Creeks Phase 1.

**RESOLUTION NO. 732 (15-2023)
 RESOLUTION ACCEPTING DEDICATION TO THE PUBLIC OF
 RIGHTS-OF-WAY AND EASEMENTS ON SUBDIVISION PLAT
 TWIN CREEKS PHASE 1**

WHEREAS, G.S. 160D-806 authorizes the Town Council to accept by resolution any dedication made to the public of land or facilities for streets, parks, public utility lines, or other public purposes, when the lands or facilities are located within its subdivision-regulation jurisdiction; and

WHEREAS, the Smithfield Planning Department has acted to approve the preliminary plat named in this resolution on 1/4/22; and

WHEREAS, the preliminary plat named in this resolution contain dedication to the public of lands or facilities for streets, parks, public utility lines, or other public purposes; and

WHEREAS, the Smithfield Town Council finds that it is in the best interest of the public health, safety, and general welfare of the citizens of the Town of Smithfield to accept the offered dedication on the plat named in this resolution.

NOW, THEREFORE, BE IT RESOLVED by the Smithfield Town Council, North Carolina: Section 1. The Town of Smithfield accepts the dedication made to the public of lands or facilities for streets, parks, public utility lines, or other public purposes offered by, shown on, or implied in the following approved subdivision final plat:

Twin Creeks Phase 1 Subdivision Map Book 97 Page 437

Section 2. Acceptance of dedication of lands or facilities shall not place on the Town any duty to open, operate, repair, or maintain any street, utility line, or other land or facility except as provided by the ordinances, regulations or specific acts of the Town, or as provided by the laws of the State of North Carolina.

Section 3. Acceptance of the dedications named in this resolution shall be effective upon adoption of this resolution.

7. Adoption of Resolution No. 733 (16-2023) accepting public dedication (not maintenance) of public lands or facilities for streets, parks, and public utility lines for Floyd Landing.

RESOLUTION NO. 733 (16-2023)

**RESOLUTION ACCEPTING DEDICATION TO THE PUBLIC OF
RIGHTS-OF-WAY AND EASEMENTS ON SUBDIVISION PLAT
FLOYD LANDING**

WHEREAS, G.S. 160D-806 authorizes the Town Council to accept by resolution any dedication made to the public of land or facilities for streets, parks, public utility lines, or other public purposes, when the lands or facilities are located within its subdivision-regulation jurisdiction; and

WHEREAS, the Smithfield Planning Department has acted to approve the preliminary plat named in this resolution on 5/3/2022 and

WHEREAS, the preliminary plat named in this resolution contain dedication to the public of lands or facilities for streets, parks, public utility lines, or other public purposes; and

WHEREAS, the Smithfield Town Council finds that it is in the best interest of the public health, safety, and general welfare of the citizens of the Town of Smithfield to accept the offered dedication on the plat named in this resolution.

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

Section 1. The Town of Smithfield accepts the dedication made to the public of lands or facilities for streets, parks, public utility lines, or other public purposes offered by, shown on, or implied in the following approved subdivision final plat:

Floyd's Landing Subdivision Map Book _____ Page _____

Section 2. Acceptance of dedication of lands or facilities shall not place on the Town any duty to open, operate, repair, or maintain any street, utility line, or other land or facility except as provided by the ordinances, regulations or specific acts of the Town, or as provided by the laws of the State of North Carolina.

Section 3. Acceptance of the dedications named in this resolution shall be effective upon adoption of this resolution.

8. Adoption of Resolution No. 734 (17-2023) accepting public dedication (not maintenance) of public lands or facilities for streets, parks, and public utility lines for Marin Woods.

**RESOLUTION NO. 734 (17-2023)
RESOLUTION ACCEPTING DEDICATION TO THE PUBLIC OF
RIGHTS-OF-WAY AND EASEMENTS ON SUBDIVISION PLAT
MARIN WOODS**

WHEREAS, G.S. 160D-806 authorizes the Town Council to accept by resolution any dedication made to the public of land or facilities for streets, parks, public utility lines, or other public purposes, when the lands or facilities are located within its subdivision-regulation jurisdiction; and

WHEREAS, the Smithfield Planning Department has acted to approve the preliminary plat named in this resolution on 3/1/2022; and

WHEREAS, the preliminary plat named in this resolution contain dedication to the public of lands or facilities for streets, parks, public utility lines, or other public purposes; and

WHEREAS, the Smithfield Town Council finds that it is in the best interest of the public health, safety, and general welfare of the citizens of the Town of Smithfield to accept the offered dedication on the plat named in this resolution.

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

Section 1. The Town of Smithfield accepts the dedication made to the public of lands or facilities for streets, parks, public utility lines, or other public purposes offered by, shown on, or implied in the following approved subdivision final plat:

Marin Woods Subdivision: Map Book: 99 Page:113

Section 2. Acceptance of dedication of lands or facilities shall not place on the Town any duty to open, operate, repair, or maintain any street, utility line, or other land or facility except as provided by the ordinances, regulations or specific acts of the Town, or as provided by the laws of the State of North Carolina.

Section 3. Acceptance of the dedications named in this resolution shall be effective upon adoption of this resolution.

- 9. Adoption of Resolution No. 735 (18-2023) accepting public dedication (not maintenance) of public lands or facilities for streets, parks, and public utility lines for Harvest Run.

RESOLUTION NO. 735 (18-2023)
RESOLUTION ACCEPTING DEDICATION TO THE PUBLIC OF
RIGHTS-OF-WAY AND EASEMENTS ON SUBDIVISION PLAT
HARVEST RUN

WHEREAS, G.S. 160D-806 authorizes the Town Council to accept by resolution any dedication made to the public of land or facilities for streets, parks, public utility lines, or other public purposes, when the lands or facilities are located within its subdivision-regulation jurisdiction; and

WHEREAS, the Smithfield Planning Department has acted to approve the preliminary plat named in this resolution on 3/1/2022; and

WHEREAS, the preliminary plat named in this resolution contain dedication to the public of lands or facilities for streets, parks, public utility lines, or other public purposes; and

WHEREAS, the Smithfield Town Council finds that it is in the best interest of the public health, safety, and general welfare of the citizens of the Town of Smithfield to accept the offered dedication on the plat named in this resolution.

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

Section 1. The Town of Smithfield accepts the dedication made to the public of lands or facilities for streets, parks, public utility lines, or other public purposes offered by, shown on, or implied in the following approved subdivision final plat:

Harvest Run Subdivision: Map Book _____ Page _____

Section 2. Acceptance of dedication of lands or facilities shall not place on the Town any duty to open, operate, repair, or maintain any street, utility line, or other land or facility except as provided by the ordinances, regulations or specific acts of the Town, or as provided by the laws of the State of North Carolina.

Section 3. Acceptance of the dedications named in this resolution shall be effective upon adoption of this resolution.

- 10. Adoption of Resolution No. 736 (19-2023) accepting public dedication (not maintenance) of public lands or facilities for streets, parks, and public utility lines for Whitley Townes

RESOLUTION NO. 736 (19-2023)
RESOLUTION ACCEPTING DEDICATION TO THE PUBLIC OF
RIGHTS-OF-WAY AND EASEMENTS ON SUBDIVISION PLAT
WHITLEY TOWNES

WHEREAS, G.S. 160D-806 authorizes the Town Council to accept by resolution any dedication made to the public of land or facilities for streets, parks, public utility lines, or other public purposes, when the lands or facilities are located within its subdivision-regulation jurisdiction; and

WHEREAS, the Smithfield Planning Department has acted to approve the preliminary plat named in this resolution on 6/7/2022; and

WHEREAS, the preliminary plat named in this resolution contain dedication to the public of lands or facilities for streets, parks, public utility lines, or other public purposes; and

WHEREAS, the Smithfield Town Council finds that it is in the best interest of the public health, safety, and general welfare of the citizens of the Town of Smithfield to accept the offered dedication on the plat named in this resolution.

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

Section 1. The Town of Smithfield accepts the dedication made to the public of lands or facilities for streets, parks, public utility lines, or other public purposes offered by, shown on, or implied in the following approved subdivision final plat:

Whitley Townes Subdivision: Map Book _____ Page _____

Section 2. Acceptance of dedication of lands or facilities shall not place on the Town any duty to open, operate, repair, or maintain any street, utility line, or other land or facility except as provided by the ordinances, regulations or specific acts of the Town, or as provided by the laws of the State of North Carolina.

Section 3. Acceptance of the dedications named in this resolution shall be effective upon adoption of this resolution.

11. Adoption of Resolution No. 737 (20-2023) for the “balance” funding of the Lead and Copper Inventory Project

**RESOLUTION NO. 737 (20-2023)
BY GOVERNING BODY OF APPLICANT**

WHEREAS, The Town of Smithfield has need for and intends to construct, plan for, or conduct a study in a project described as Lead Service Line Inventory, and

WHEREAS, The Town of Smithfield intends to request State loan and/or grant assistance for the project,

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

That Town of Smithfield, the Applicant, will arrange financing for all remaining costs of the project, if approved for a State loan and/or grant award.

That the Applicant will provide for efficient operation and maintenance of the project on completion of construction thereof.

That the Applicant will adopt and place into effect on or before completion of the project a schedule of fees and charges and other available funds which will provide adequate funds for proper operation, maintenance, and administration of the system and the repayment of all principal and interest on the debt.

That the governing body of the Applicant agrees to include in the loan agreement a provision authorizing the State Treasurer, upon failure of the Town of Smithfield to make a scheduled repayment of the loan, to withhold from the Town of Smithfield any State funds that would

otherwise be distributed to the local government unit in an amount sufficient to pay all sums then due and payable to the State as a repayment of the loan.

That Michael L. Scott, Town Manager, the Authorized Representative and successors so titled, is hereby authorized to execute and file an application on behalf of the Applicant with the State of North Carolina for a loan and/or grant to aid in the study of or construction of the project described above.

That the Authorized Representative, and successors so titled, is hereby authorized and directed to furnish such information as the appropriate State agency may request in connection with such application or the project: to make the assurances as contained above; and to execute such other documents as may be required in connection with the application.

That the Applicant has substantially complied or will substantially comply with all Federal, State, and local laws, rules, regulations, ordinances, and funding conditions applicable to the project and to Federal and State grants and loans pertaining thereto.

12. Approval for the installation of additional stop signs at Hood Street and South Chestnut Drive.

13. New Hire Report

Recently Hired	Department	Budget Line	Rate of Pay
Aquatics Center Supervisor (E)	P&R – Aquatics	10-60-6220-5100-0200	\$24.29/hr. (\$50,523.20/yr.)
Police Records Specialist	Police	10-20-5100-5100-0200	\$17.21/hr. (\$35,796.80/yr.)
P/T SRAC Staff - General	P&R – Aquatics	10-60-6220-5100-0210	\$12.00/hr.
P/T SRAC Staff - Instructor	P&R – Aquatics	10-60-6220-5100-0230	\$15.00/hr.
Sanitation Equipment Operator	PU – Water/Sewer	10-40-5800-5100-0200	\$16.87/hr. (\$35,089.60/yr.)
Water Plant Operator – Trainee	PU – Water Plant	30-71-7200-5100-0200	\$16.87/hr. (\$35,089.60/yr.)

Current Vacancies	Department	Budget Line
Fire Chief	Fire	10-20-5300-5100-0200
Police Chief	Police	10-20-5100-5100-0200
Police Officer	Police	10-20-5100-5100-0200
Public Works Crew Leader	PW – General Services	10-60-5500-5100-0200
Sanitation Equipment Operator	PW – Sanitation	10-40-5800-5100-0200
Utility Line Mechanic	PU – Water/Sewer	30-71-7220-5100-0200

14. Special Event – Oktoberfest: Approval was granted to allow Oak City Collection to hold an event in the 100 block of South Third Street on October 7, 2023 from 9:00am until 10:00pm. Amplified sounds, food trucks and the closure of South Third Street were also approved.

BUSINESS ITEMS:

1. **Unified Development Ordinance Text Amendment - Town of Smithfield (ZA-23-06):** The applicant was requesting an amendment to Unified Development Ordinances, Article 2, 10 and Appendix A. The amendment will update existing performance standards, clarify vague wording, and break up large blocks of text into subsections and update definitions.

Planning Director Stephen Wensman explained this was a continuation from last month’s public hearing. For several years, staff has been working on updates to the UDO, Article 10 development performance standards. These standards work hand in hand with Town’s Standard Specifications and Details Manual (Manual) to guide new development. Staff has been working on updates to the Manual with a consulting firm, KCI, which has informed this UDO update.

This update:

- Moves street design specifications from the UDO to the Manual.
- Moves performance standards in the Manual to Article 10
- Moves performance standards in Article 2 are being moved to Article 10.

- Adds definitions for terms in the Table of Uses and some needed left out of the 160D update.
- Updates performance standards to address issues, clarifies vague wording, and breaks up large blocks of text into subsections.

Mr. Wensman summarized the following changes to each section:

- 10.2 - Clarifying, updating and breaking up Off-Street Parking Requirements to be more readable.
 - Requires paved parking (no gravel parking).
 - Requires new residential driveways to be paved, except in R20A
 - aligns junk vehicle exception with administrative code.
 - Adds a standard for semi-tractor and trailer parking.
 - Updates parking lot s with More than Four Spaces requirements.
 - Clarifies and updates curbing requirements.
 - Updates wheel bumper requirements.
 - 10.2.10 – Adds UDO administrator’s ability to waive lateral access if it provides no public benefit or if not feasible. Removes BOA Adjustment text. The BOA holds hearings on appeals and variances only.
 - 10.2.13.1 –BOA does not make modifications and appeals are already codified in Article 4.
- 10.3 – Update parking standards for Multi-family (from Clayton’s Code) and for Restaurants. Also allows UDO Administrator to determine parking requirements when standards are unclear. Appeals by BOA.
- 10.5 Off-Street Loading Requirements updated.
 - The BOA only hears variances and appeals.
- 10.6 Driveways section updated –
 - Requires paved driveways (concrete, bituminous, etc. – no gravel), except within the R-20A.
 - Residential driveways cannot exceed 50% of the front yard area.
 - Broke up the section for readability.
 - 10.6.4 –Driveway Location(s) section updated aligned with Manual.
 - 10.6.6 – Delete’s brick driveway section. Brick driveways are not permitted within the public right of way, but are permitted on private property with a standard driveway apron in the public right of way.
 - References Standard Specifications and Details Manual

Article 10- Performance Standards - Part II. Landscape Requirements

- 10.8 Applicability Standards– Clarifies applicability.
 - 10.8.4.3 Triggers compliance with “Expansion of Structure by 25%” only, deleting and 10 or more parking spaces.
- 10.9 –Tree Resource Management
 - require a zoning permit for forestry activities to ensure compliance with State and local ordinances.
 - Removes the misplaced section car dealerships. Prior to final plat, the lots do not exist.
- 10.10.2 – The planting details are to be moved from Appendix B of the UDO to the Standard Specification and Details Manual.
- 10.13.1.8 – Fixes a typo in the Streetyard requirements.
- 10.14 – Adds dimensions to Type C and D bufferyards and removes the reference to PRD (no longer exists in UDO)
- 10.15.3 – Dumpster regulations from Section 2.27 moved and updated
- 10.15.4 - Clarified Encroachment section.
- 10.15.5 – Create buffer requirements for double fronted lots.
- 10.16 – Added requirement that landscape plans identify planting bed edges, bed material, sod and seeded areas, identify irrigation if applicable, and landscape notes or planting instructions.

Article 10- Performance Standards - Part IV. Lighting Ordinance

- 10.34.3 – General Standards for Outdoor Lighting-
 - Site Plans are administrative and do not get reviewed by the Planning Board and Town Council.
 - 10.34.3.6 – Section deleted because it conflicts with requirement for cutoff fixtures.
- 10.34.4 – Updated lighting in parking lots and outdoor areas
 - PB and Town Council do not review site plans.
 - Require downcast shoebox style fixtures with LEDs
 - Updated outdoor display lighting standard.

- Update to require recessed lighting for vehicular canopies.
- 10.34.7 – Section updated to prohibit flood lights and removes references to PB and TC review and approval because site plan approvals are administrative.

Article 10- Performance Standards - Part V. Traffic Impact Study

- 10.41.1 Struck reference to BOA as they have no involvement in Traffic Studies.

Article 10- Performance Standards - Part VIX. Overlay Districts

- 90.93 - ECO District regulations to be deleted. Article 7 requires outdoor storage to be screened with fencing and landscaping, and requires paving.
- 10.94 – Struck rowhouses Section because the same can be achieved through the conditional zoning process.

Councilman Scott made a motion, seconded by Councilman Barbour, to move this item to a workshop meeting.

2. Consideration and request for approval to adopt Ordinance No. 517-2023 repealing and enacting speed limits on NC 210 in Smithfield

Planning Director Stephen Wensman explained he and the former Chief of Police had been working with NCDOT for some time to lower the speed limit on NC 210 between Swift Creek Bridge and Market Street. The speed change would make this stretch of road 35 miles per hour rather than 45 miles per hour. With the new subdivisions being added to this stretch of road, staff felt it was important to decrease the speed limit as soon as possible.

Mr. Wensman suggested that the 35 miles per hour be extended to Swift Creek. The Town Manager asked Mr. Wensman to also look at reducing the speed limit on West Market Street from Wilson’s Mills Road to NC 210. Mr. Wensman contacted the NCDOT and he was awaiting a response. He asked the Council where the speed limit reduction should be located.

Councilman Stevens questioned if the residents in the area had been complaining about speeding. Mr. Wensman responded he was unsure why the former Police Chief requested the speed limit reduction, but Planning staff did receive comments from people who were in favor of reducing the speed limit on NC 210.

Councilman Barbour stated he was not opposed to reducing the speed limit in the populated areas, but he thought it might be unnecessary to reduce the speed limit in the unpopulated areas of NC 210.

Mayor Moore stated he agreed with the transition from 45 mph to 35 mph because the downtown speed limit was 25 mph, but he felt staff should review this further so all the speed limits made sense and NCDOT was in agreement with staff recommendations.

Councilman Barbour made a motion, seconded by Councilman Rabil, to table a decision on this matter until such a time as the NCDOT provides an answer for the Market Street portion. Unanimously approved.

3. Discussion concerning post-employment health benefits

Town Manager Michael Scott explained that during a previous Council session, he was asked to review possibilities of adding a post-employment health benefit for employees that retire from the Town and were hired after June 30, 2007. Employees hired before July 1, 2007 are allowed to remain on the Town’s insurance if they leave the Town’s employment with at least 20 years of service. This benefit is paid 100 percent by the Town until the employee’s 65th birthday. After age 65, the employee’s Medicare Supplement is reimbursed by the Town until the employee’s death. The annual health benefit for employees and retirees who are less than 65 years of age is \$9,722.68 annually.

The Town Manager provided charts to the Council outlining costs and projected costs of post-employment health benefits. He explained there were currently 24 retirees receiving medical benefits at an annual cost of \$233,331.84. For retirees receiving supplements (those over 65 years old) that annual cost was \$99,300. The

last employee receiving any post-employment health benefit will be removed from the Town's insurance in 2047 because that employee will have reached the age of 65. Projections outlined in the charts were based on the number of eligible employees and 30 years of service.

Councilman Barbour stated the projections provided by the Town Manager were worst case scenario amounts. The Town Manager replied that these were not worst-case scenario amounts because some employees could retire after 20 years of service and not 30 years of service. He felt the data provided was accurate.

The Town Manager stated when the Council originally discussed this issue, it was primarily in regards to public safety. Therefore, he only researched projected post-employment health benefits for firefighters and police officers. To be eligible for this benefit, one would have to fight fires or be able to make an arrest. Administrative staff in each department would not be eligible for this benefit. Under this plan, the employee would have to have 25 years of service and no additional medical benefits would be paid after the age of 65.

It was the Manager's recommendation to not include retirees hired after June 30, 2007 in the Town's insurance risk pool. By having retirees in the employee risk pool, the cost of benefits increases for all employees, along with the employee share of this benefit.

The Manager was recommending a benefit for public safety employees, hired after June 30, 2007, completing 25 years of continuous service, would receive an annual stipend, reimbursing the employee up to \$10,000 of insurance premiums per fiscal year. The benefit would terminate at the end of the month of the employee's 65th birthday.

Councilman Stevens questioned if there were other municipalities offering this retirement benefit. The Town Manager responded there were some municipalities utilizing the reimbursement method for post-employment health benefits. They were using this method because it did not affect their insurance risk pool.

Councilman Scott stated the Town needed to find ways to be competitive with other communities as it related to employee retention and recruitment. He further stated he would love to have this benefit reinstated, but knew that could not be accomplished without a solid plan. He asked for the Council to continue investigating this issue. He said it was also important to get employee feedback. To be fair and competitive, this benefit should be offered to all employees.

Councilman Stevens stated this needed to be an expedited discussion because of the staffing issues in the Police Department. The Council should show its support for the officers.

The Town Manager explained there would be no cost implementing this benefit for fire or police until 2033. The Council could implement the rest of the employees at a later date. It was his understanding that the point of researching this benefit was for officer retention and recruitment.

No action was taken by the Council

4. Consideration and request for approval to accept a bid from Carolina Phones and Alarms, Inc. in the amount of \$21,885.00 for a new fire alarm system for the Police Department and to approve the additional expenditure to APR Construction not to exceed \$8,640.00. Also, approval to use contingency funds for these expenditures is needed.

Interim Chief of Police James Grady addressed the Council on a request to accept a bid by Carolina Phone and Alarms, Inc. for a new fire alarm system. He explained the Police Department's current fire alarm system is outdated and has been in place for 27 years. The new building expansion will not connect to our current system and will not pass fire code. The Police Department needed a system upgrade to bring the existing building up to code in order to add the new building addition to the system.

The installation of the new fire alarm system may result in additional costs incurred by APR Construction not to exceed \$8,640.00. These are line-item repairs so the Town would only pay for the repairs completed by APR Construction.

The Police Department was seeking approval to award the project to Carolina Phone and Alarm in the amount

of \$21,885.00 and to approve the additional expenditure to APR Construction not to exceed \$8,640.00 The total amount of the project was \$30,525.00.

Councilman Barbour questioned if the new fire system was not included in overall cost of the expansion project. Interim Chief Grady stated the plans were approved with smoke detectors inside the vents. When the fire inspection was completed, it was determined that a fire system was needed.

Councilman Scott stated he was concerned using the general fund's contingency fund so early in the fiscal year. The Town Manager responded that he would recommend the Council allow staff to bring back a budget amendment for this expense at possibly the end of the year. The reality was that due to staffing shortages in the Police Department, it was possible that contingency funds would not be needed.

Councilman Scott made a motion, seconded by Council Rabil, to award the bid to Carolina Phones and Alarms, Inc. in the amount of \$21,885.00 for a new fire alarm system for the Police Department and to approve the additional expenditure to APR Construction not to exceed \$8,640.00. Unanimously approved.

Councilmembers Comments:

- Councilman Scott stated he felt the Council needed to have a workshop to discuss some of the topics from tonight's meeting. Also, over \$200,000 had been allocated to the Fire Department from Johnston County and the Council needed to discuss Fire Department staffing issues. He further suggested having a meeting with the new Chief of Police.
- Councilman Lee expressed safety and security concerns at the Aquatics Center. He suggested installing metal detectors or having a police presence especially during tournaments. Councilman Lee also expressed safety concerns at the Splash Pad. He explained children were crossing the street from the Splash Pad to Smith Collins Park and there needed to be so safety measure for that area.

He informed the Council that he was contacted by someone that held a basketball tournament at the Aquatics Center in June. This gentlemen requested to sell food at that tournament, but was told he could not do so without a permit. This past weekend another tournament was held at the Aquatics Center and people were grilling and cooking.

He welcomed new Chief of Police Pete Hedrick and hoped the Chief could turn some things around for the Police Department.

Councilman Lee reminded the Council of the Back-to-School event at Smith Collins Park.

- Councilman Stevens expressed his appreciation to Officer Julie Carroll for planning and coordinating everything for National Night Out. He thanked the staff that participated and the members of the Town Council who were able to attend.
- Mayor Moore expressed his appreciation to Councilman Stevens for providing and cooking hotdogs and chili for National Night Out. He stated it was a good event. Mayor Moore expressed his appreciation to Electric Department staff for their quick response to the recent power outage.

Town Manager Michael Scott asked Councilman Lee for clarification on whether there were food truck or grills at the past weekend tournament and their location. Councilman Lee responded that it was his understanding that no food could be associated with any events at the Aquatics Center.

Parks and Recreation Director Gary Johnson explained that no goods can be sold on Town property. That was the policy staff has always followed in the Parks and in the Aquatics Center. If someone rents a shelter and they pay for a food truck for their private use, that is allowed.

Mayor Moore questioned if this was taking place on Town property. Councilman Lee stated it was his understanding that people parked in the high school parking lot and grilled/cooked there. Mr. Johnson stated he

did not have control over the high school parking lot as that was not Town property. We do ask that teams do not use the Community Park parking lot for grilling, but they can rent a shelter and grill there for their private consumption.

Town Manager’s Report:

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

- The River Rat Regatta remains scheduled for August 12th at 5:00. A rain date will be two weeks later, August 26th.
- A concert, “Ready Set Radio” is scheduled at the amphitheater on August 12th to coincide with the River Rat Regatta.
- The Town’s auditors will be in Town Hall next week for two to four days. Everyone should have received emails with audit forms to complete regarding known fraud and any transactions with the Town or conflicts of interest. If you have not already done so, please complete these forms and return them as soon as possible.
- The grant application for body cameras and data storage has passed the House Appropriations Committee’s Subcommittee on Commerce, Justice, Science, and Related Agencies FY24 funding bill. I am pleased to share that the project is included in this bill. Hopefully, it will stay in the federal budget. The Town should be notified in October when the federal fiscal year begins.

Closed Session: Pursuant to NCGS 143-318.11 (a) (3)

Councilman Wood made a motion, seconded by Councilman Barbour, to go into Closed Session pursuant to the aforementioned statute. Unanimously approved at approximately 9:33 pm.

Reconvene in Open Session

Councilman Barbour made a motion, seconded by Councilman Wood, to reconvene the meeting in Open Session. Unanimously approved at approximately 10:08 pm

No action taken following the Closed Session.

Adjourn

Councilman Barbour made a motion, seconded by Councilman Rabil, to adjourn the meeting. The meeting adjourned at approximately 10:09 pm.

M. Andy Moore, Mayor

ATTEST:

Shannan L. Parrish, Town Clerk



Request for Town Council Action

**Consent
Agenda
Item:** Application
for
Temporary
Use Permit
Date: 09/05/2023

Subject: Help Thy Neighbor Poker Run
Department: Planning Department
Presented by: Planning Director – Stephen Wensman
Presentation: Consent Agenda Item

Issue Statement

The Council is being asked to allow Angela Roberts to hold Help Thy Neighbor Poker Run at Bulldog Harley-Davidson.

Financial Impact

N/A

Action Needed Council approval of the Temporary Use Permit Application

Recommendation Staff recommends approval of the Temporary Use Permit Application

Approved: Town Manager Town Attorney

Attachments:

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



Staff Report

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

Angela Roberts would like to hold a Help Thy Neighbor Poker Run at Bulldog Harley-Davidson located at 1043 Outlet Center Drive on September 16, 2023 from 9:00 am to 5:00 pm. Over 100 people are expected to attend. A band will be performing beginning at 11:00 am. Alcohol will be served and goods will be sold. Police presence is not required since this is a fundraising event.



Temporary Use Permit Application

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

TYPES OF TEMP USE OR EVENT

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

OTHER TEMP USES

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

<u>Help Thy Neighbor Poker Run</u> Name of Event	<u>1043 Outlet Center Drive, Smithfield 27577</u> Location of Event/Use (exact street address)
---	---

APPLICANT:

Name Angela Roberts

Address 60 Parading Iron Dr, Clayton 29520

Phone number 919-810-8416

Email address alroberts76@yahoo.com

Event date 9/16/23

PROPERTY OWNER:

Name Carson Baker

Address 1508 Hope Mills Rd Fayetteville 28304

Phone number 910 734 8509

Email address Carson@bulldogharleydavidson.com

Event start and end time 9am - 5pm

Event set up and clean up time 8:30am, 5:30pm

Sound Amplification Type Band

Sound Amplification Times 11am

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

Will food or goods be sold? Y

Food Trucks (if applicable) 0 (Each Food Truck Requires Certificate of Inspections by Johnston County Environmental Health Department. Proof of Insurance, A Copy of the Vehicle or Trailer Registration and/or ABC Permit, if applicable and must be submitted with this application).

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

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

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

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

Please provide a detailed description of the proposed temporary use or special event:
Help Thy Neighbor Johnston County is doing
a poker run to raise money for a
Veteran in need.

Temporary Use Submittal Checklist:

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

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

Payment Received By: _____

Date: _____

CERTIFICATION OF APPLICANT AND/OR PROPERTY OWNER

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

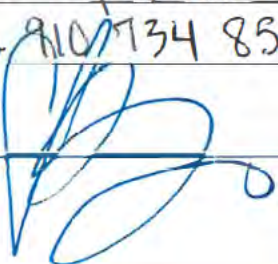
<u>Angela Roberts</u> Applicant's Name (Print)	<u>Angela Roberts</u> Signature	<u>8/18/23</u> Date
---	------------------------------------	------------------------

Town Planning Director Signature: <u>Steph Wern</u>	Date: <u>8/15/23</u>
---	----------------------

OWNERS AUTHORIZATION

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

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

Property owners name (print) Carson Baker
Address 1508 Hope Mills Rd Fayetteville 28304 Zip
Phone number 910 734 8509 Email
Signature:  Date: 8/8/23


OWNER'S CONSENT FORM

Name of Event: Help Thy Neighbor Poker Run Submittal Date:

OWNERS AUTHORIZATION

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

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 Signature of Owner
Carson Baker Print Name
8/8/23 Date



HELP THY NEIGHBOR JOHNSTON COUNTY

POKER RUN

ADD US TO YOUR CALENDAR!

SATURDAY SEPTEMBER 16TH



We would like to introduce to you Alex Jernigan. Alex was diagnosed with NON-ALCOHOLIC Liver disease in 2022. He is in need of a liver transplant. He is a retired Fire Fighter of 24 yrs, worked as a EMS for 6 yrs and taught fire training at JCC for 6 yrs (hazardous materials). He needs our help! Come out and help us support him!

**BIKE - \$20
PASSENGER - \$10**

**REGISTRATION @ 9:00AM
BULLDOG HARLEY DAVIDSON
1043 OUTLET CENTER DR
SMITHFIELD, NC 27577**

KSU @ 10:30AM

**ENDING LOCATION
BULLDOG HARLEY DAVIDSON
1043 OUTLET CENTER DR
SMITHFIELD, NC 27577**

**50/50
Raffle**

**RAFFLE
PRIZES!**

B

**Betsy 919-500-6475
Angie 919-810-8416
HTNJOCOINFO@GMAIL.COM**

BAD DECISIONS BAND

Raffles - Music - Vendors - Food





No alcohol past this point

Entrance/Exit

Event Area

Vendors

Beer

Band

Bike Parking

Showroom

Parts, Service & Motorclothes

Bathrooms

Door

Door

Door

Door

Door

Door

Door

Bathrooms

Help Thy Neighbor

Gill



Request for Town Council Action

**Consent
Agenda
Item:** Application
for
Temporary
Use Permit
Date: 09/05/2023

Subject: Family Days Super Fall Carnival
Department: Planning Department
Presented by: Planning Director – Stephen Wensman
Presentation: Consent Agenda Item

Issue Statement

The Council is being asked to allow Inner Shows to hold their Family Days Super Carnival at Carolina Premium Outlets.

Financial Impact

N/A

Action Needed Council approval of the Temporary Use Permit Application

Recommendation Staff recommends approval of the Temporary Use Permit Application

Approved: Town Manager Town Attorney

Attachments:

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



Staff Report

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

Inner Shows is requesting to hold their Family Days Super Carnival at 1025 Outlet Center Drive on October 18-29, 2023. The carnival would operate on weekdays from 5 pm-11 pm and on weekends from 1 pm-11 pm. Smithfield Police have been asked to provide security.



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

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

Temporary Use Permit Application

TYPES OF TEMP USE OR EVENT

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

OTHER TEMP USES

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

Family Days Super Fall Carnival Name of <input type="checkbox"/> ent	1025 Outlet Center Dr, Smithfield, NC Location of <input type="checkbox"/> ent/ <input type="checkbox"/> se (exact street address)
---	---

Name Inner Shows - Donna Inners Address 4091 Oak Circle, Franklinton, NC 27525

Phone number 919-529-1081 Email address tthiessen@kevaworks.com

Event date October 18 - 29, 2023 Will alcohol be sold or served? No

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

Event set up time 7am Event cleanup time 7 am October 16 - 17

Sound amplification hours _____ Will food or goods be sold? Food

Food Trucks if applicable 0 (requires a valid permit from NC Department of Agriculture, a copy of the vehicle or trailer registration and/or ABC Permit, if applicable and must be submitted with this application).

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

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

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

Are event trash cans needed? _____ How many? _____ Carnival will provide trash cans for patron usage and will rent a rolloff dumpster to contain all trash

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

Payment received by: _____

CERTIFICATION OF APPLICANT AND/OR PROPERTY OWNER

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

Taylor Thiessen - Agent _____ 8/3/23
Applicant's Name (print) Signature *Taylor Thiessen* Date

Planning Director signature: _____ Date: *7/4/23*

OWNERS AUTHORIZATION

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

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

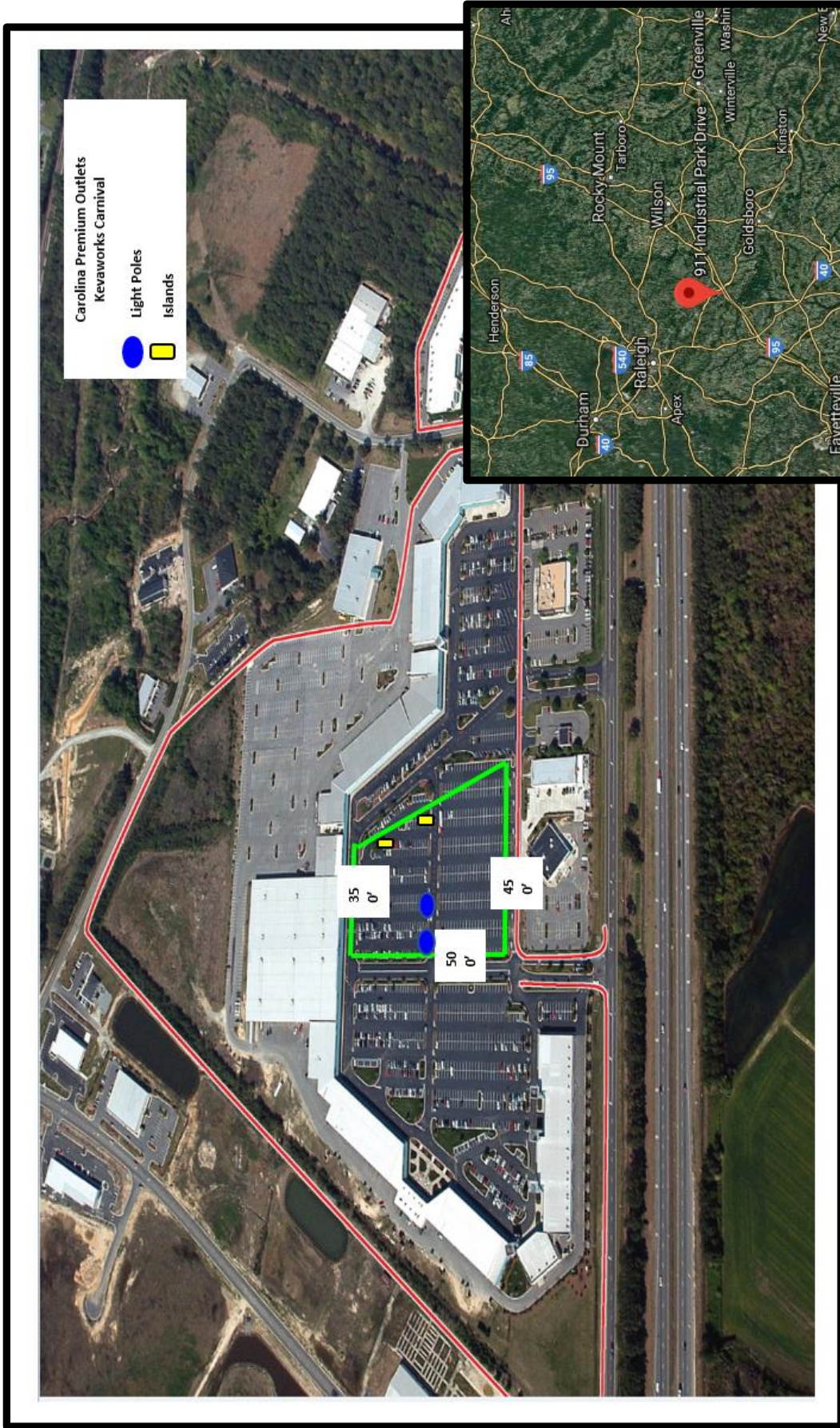
Property owners name (print) Julie Gasper

Address 1025 Outlet Center Dr., Ste 905, Smithfield, NC Zip 27577

Phone number 919-989-8453 Email jgasper@simon.com

Signature: *Julie Gasper* Date: 8/3/23

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





CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
4/21/2023

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

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

PRODUCER Johnson, Kendall & Johnson, Inc. 109 Pheasant Run Newtown, PA 18940	CONTACT NAME: PHONE (A/C, No, Ext): (215) 968-4741		FAX (A/C, No): (215) 968-0973
	E-MAIL ADDRESS: info@jkj.com		
	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A : Everest National Insurance Company		10120
INSURED Edward M. Inners & Sons Amus. dba Inners Shows 4091 Oak Circle Franklinton, NC 27525	INSURER B :		
	INSURER C :		
	INSURER D :		
	INSURER E :		
	INSURER F :		
	INSURER G :		

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

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC OTHER:			SI8ML01779-231	4/20/2023	4/20/2024	EACH OCCURRENCE	\$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 100,000
							MED EXP (Any one person)	\$
							PERSONAL & ADV INJURY	\$ 1,000,000
							GENERAL AGGREGATE	\$ 2,000,000
							PRODUCTS - COMP/OP AGG	\$ 2,000,000
								\$
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			SI8ML01779-231	4/20/2023	4/20/2024	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
								\$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 0			SI8EX01783-231	4/20/2023	4/20/2024	EACH OCCURRENCE	\$ 4,000,000
							AGGREGATE	\$
								\$ 4,000,000
								\$
							PER STATUTE OTH-ER	
WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y / N N / A If yes, describe under DESCRIPTION OF OPERATIONS below							E.L. EACH ACCIDENT	\$
							E.L. DISEASE - EA EMPLOYEE	\$
							E.L. DISEASE - POLICY LIMIT	\$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 Carolina Premium Outlets, LLC, a Delaware Limited Liability Company; Simon Property Group; KevaWorks, LLC and the City of Smithfield are Additional Insured with respect of the Named Insured, and where required by written Contact. are Additional Insured for General Liability with respect to the operations of the Named Insured, and where required by written contract.

CERTIFICATE HOLDER **CANCELLATION**

CAROLINA PREMIUM OUTLETS, LLC a Delaware limited liability company 1025 Outlet Center Drive Suite 905 Smithfield, NC 27577	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE



Request for Town Council Action

**Consent
Agenda
Item:** Application
for
Temporary
Use Permit
Date: 09/05/2023

Subject: JoCo Works Career Expo
Department: Planning Department
Presented by: Planning Director – Stephen Wensman
Presentation: Consent Agenda Item

Issue Statement

The Council is being asked to allow the Triangle East Economic Development Foundation to hold JoCo Works Career Expo on November 2 and 3, 2023 at Johnston Community College.

Financial Impact

N/A

Action Needed Council approval of the Temporary Use Permit Application

Recommendation Staff recommends approval of the Temporary Use Permit Application and approval to make this an annual event.

Approved: Town Manager Town Attorney

Attachments:

1. Staff Report
2. Temporary Use Permit Application



Staff Report

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

Triangle East Economic Development Foundation has requested to hold their JoCo Works Career Expo at 245 College Road on November 2-3, 2023. This event would be held 8:00 am to 3:00 pm. They expect over 100 in attendance, amplified sound will be used between 8:30 am to 2:30 pm. JCC Campus Police will provide security. The applicant is requesting 10-15 trash cans. Exhibitors will be using some 10x10 and 20x20 tents. The fire department will be notified for an inspection.

Since this event has been successfully held for several years, staff is also requesting Council approval to make this an annual event.



Temporary Use Permit Application

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

TYPES OF TEMP USE OR EVENT

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

OTHER TEMP USES

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

JOCO WORKS Career Expo	245 College Rd., Smithfield, NC
Name of Event	Location of Event/Use (exact street address)

APPLICANT:

Name Kelly Wallace

Address PO Box 467, Smithfield,

Phone number 919.934.9166

Email address kellywallace@triangleeas

Event date Nov 2-3, 2023

Event start time 8:00 am

Event set up time Nov 1 (7:00am)

Sound Amplification Type speaker

Sound Amplification Time 8:30a-2:30p

PROPERTY OWNER:

Name Johnston Community College

Address 245 College Rd., Smithfield, N

Phone number (919) 934-3051

Email address vlindquist@johnstoncc.e

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

Event end time 3:00 pm

Event cleanup time Nov 3 (3:00pm)

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

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

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

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

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

Are event trash cans needed? **Y** or N How many? 10-15

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

Career expo for 8th graders

Temporary Use Submittal Checklist:

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

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

Payment Received By: _____

Date: _____

CERTIFICATION OF APPLICANT AND/OR PROPERTY OWNER

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

VERN LINDQUIST _____ [Signature] _____ 8/14/23
Applicant's Name (Print) Signature Date

Planning Director Signature: [Signature] _____ Date: 8/17/23

OWNERS AUTHORIZATION

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

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Property owners name (print) VERN LINDQUIST

Address _____ Zip _____

Phone number _____ Email _____

Signature: [Handwritten Signature] Date: 8/14/23

OWNER'S CONSENT FORM

Name of Event: JOCO WORKS Submittal Date: _____

OWNERS AUTHORIZATION

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

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[Handwritten Signature]
Signature of Owner

VERN LINDQUIST
Print Name

8/14/23
Date



Request for Town Council Action

**Consent
Agenda
Item:** PD
Restructure
Date: 09/05/2023

Subject: Police Department Restructure
Department: Police Department
Presented by: Chief of Police – Pete Hedrick
Presentation: Consent Agenda Item

Issue Statement

The Police Chief is requesting to restructure the police department to add a Deputy Chief position and eliminate a vacant Captain Position.

Financial Impact

Financial impact is minimal. No budget amendment would be necessary. See attached pay scale changes to create new position.

Action Needed

Approve or deny restructure request.

Recommendation

Approve restructure.

Approved: Town Manager Town Attorney

Attachments:

1. Staff Report
2. Salary for Deputy Chief position
3. Deputy Chief job description



Staff Report

**Consent
Agenda
Item:** **PD
Restructure**

After an initial evaluation of the police department structure and staffing, the Police Chief is recommending eliminating the vacant position of Captain and replacing this position with a Deputy Police Chief position, similar to the structure that exists in the fire department. This would not increase the staffing numbers in the police department. Applicants from outside the police department would be potential hires for this position.

Accompanying this request is a draft job description for the new position, as well as an amendment to the current pay structure, adding the deputy chief position. The budget in the police department already includes the captain position which has been vacant for the first two months of the fiscal year. Therefore, adequate funding exists in the FY 2024 budget to create this position and the needed salary adjustment.

**PUBLIC SAFETY
2023-2024 PAY SCALE**

<i>Column 1</i>	Column2	Column3	Column4	Column5	Column6
FIRE Job Class	Range	Minimum	Hourly	Mid-Point	Maximum
Fire Fighter I (ABC Shift 42 HR/W)	116	41,910.96	19.19	53,436.47	64,961.99
Fire Fighter I (Day Shift - 40 HR/W)	116A	41,912.00	20.15	53,437.80	64,963.60
Fire Fighter II (42 HR/W)	117	44,007.60	20.15	56,109.69	68,211.78
Fire Engineer (42 HR/W)	118	46,235.28	21.17	58,949.98	71,664.68
Fire Lieutenant (42 HR/W)	119	48,550.32	22.23	61,901.66	75,253.00
Not Assigned (42 HR/W)	120	52,743.60	24.15	67,248.09	81,752.58
Not Assigned (42 HR/W)	121	53,508.00	24.50	68,222.70	82,937.40
Fire Inspector I (40 HR/W)	122	56,201.60	27.02	71,657.04	87,112.48
Fire Captain (42 HR/W, ABC Shift)	122A	56,194.32	25.73	71,647.76	87,101.20
Fire Inspector II (40 HR/W)	123	59,009.60	28.37	75,237.24	91,464.88
Fire Inspector III (40 HR/W)	124	62,337.60	29.97	79,480.44	96,623.28
Fire Marshall (E)	125	66,872.00	32.15	85,261.80	103,651.60
Not Assigned (42 HR/W)	126	68,337.36	31.29	87,130.13	105,922.91
Assistant Chief (E)	127	71,635.20	34.44	91,334.88	111,034.56
Fire Chief (E)	129	82,929.60	39.87	105,735.24	128,540.88

PUBLIC SAFETY
2023-2024 PAY SCALE

Column1	Column2	Column3	Column4	Column5	Column6
POLICE Job Class	Range	Minimum	Hourly	Mid-Point	Maximum
Police Officer I (43 HR/WK)	218	49,773.36	22.26	63,461.03	77,148.71
Police Officer II - (43 HR/WK)	219	52,232.96	23.36	66,597.02	80,961.09
Master Police Officer - (43 HR/WK)	220	54,849.08	24.53	69,932.58	85,016.07
Police Sergeant - (43 HR/WK)	221	57,442.84	25.69	73,239.62	89,036.40
Not Assigned (43 HR/WK)	222	60,304.92	26.97	76,888.77	93,472.63
Police Lieutenant (43 HR/WK)	223	63,502.40	28.40	80,965.56	98,428.72
Not Assigned (43 HR/WK)	224	66,722.24	29.84	85,070.86	103,419.47
Not Assigned (43 HR/WK)	225	69,986.80	31.30	89,233.17	108,479.54
Police Captain (E)	226	74,276.80	35.71	94,702.92	115,129.04
Deputy Police Chief (E)	227	78,020.80	37.51	99,476.52	120,932.24
Not Assigned (40 HR/W)	228	81,910.40	39.38	104,435.76	126,961.12
Not Assigned (40 HR/W)	229	86,008.00	41.35	109,660.20	133,312.40
Police Chief (E)	230	89,440.00	43.00	114,036.00	138,632.00



Job Description

Job Title: Deputy Police Chief

Department: Police

Reports To: Chief of Police

GENERAL DEFINITION AND CONDITIONING OF WORK:

Performs complex administrative, managerial, and specialized law enforcement work in directing the operational activities of the Police Department and assisting the Chief of Police in developing and carrying out the mission and vision for the department.

Work in this class is extremely independent and requires a high level of responsibility and decision making. The Deputy Chief position exercises considerable accountability and responsibility. The position will serve as the Acting Chief of Police in the absence of the Chief of Police. The employee is responsible for the protection of life and property through a varied program of enforcement, detection and prevention of crime and accidents. Work also involves a full managerial and supervisory role including the establishment of operations and policy, evaluation, and adherence to prescribed standards, and planning for and implementing special law enforcement activities, among other high-level leadership responsibilities. Work also includes preparing special state, federal and local reports, analyzing crime and accident trends; cooperating with other law enforcement agencies, preparing and managing a budget and supervising all department personnel. Work is performed in accordance with departmental policy and state and federal law. The employee is subject to the normal hazards associated with law enforcement duties to include, but not limited to, working in extreme temperatures, interacting with dangerous persons, heavy traffic, loud noises and hazardous fumes, spills and liquids. Work is performed under the general supervision of the Chief of Police and is evaluated through review of reports, observation and through the appraisal of the general effectiveness of departmental operations.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

- Supervises patrol, emergency response, criminal investigations, communications, parking control, animal control and various administrative support functions through subordinate personnel.
- Recruits, selects and oversees the training of civilian and sworn personnel for the department; advises, directs, and consults with subordinate officers on matters of training, work assignments and scheduling, work performance, promotions, and discipline.
- Meets with supervisory staff on a regular basis to clarify mission and objectives, build a sense of team within the department, insure that all are informed, and obtain input on decisions and issues.
- Works with subordinate staff to develop both long-term and short-term goals and associated objectives for meeting those goals.

Deputy Police Chief
Position Description
Created 08/2023

- Prepares and recommends annual budget in consultation with the Manager; supervises and participates in the application for grants.
- Supervises all departmental personnel through subordinate supervisors; establishes policy; sets priorities; evaluates the department and its personnel.
- Supervises the preparation of periodic reports of crime and accident activity and police department activities in relationship to this information; analyses data for trends.
- Develops emergency response plans and oversees their implementation during emergency situations.
- Works with the public on difficult or unusual crime situations; cooperates with other law enforcement agencies in crime prevention, detection, and investigative activities.
- Promotes the department's work and goals to the general public through individual contact and addresses to civic groups, school groups, other organizations and makes press releases as required.
- Receives and investigates inquiries or complaints from the public concerning police activities and services.
- Performs related duties as required.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to meet annual in-service training requirements.
- Extensive knowledge of law enforcement best practices, leadership, budget, and personnel management.
- Considerable knowledge of state and federal laws, local ordinances, policies and written directives of the police department and of law enforcement principles, practices, methods and equipment.
- Working knowledge of the physical, economic, and social characteristics of the Town of Smithfield.
- Working knowledge of the application of computers to modern law enforcement work.
- Working knowledge of the Town personnel policies, budget and purchasing procedures, and supervisory practices.
- Skill in the use of firearms and other police equipment as required to maintain state certification and comply with state mandates.
- Ability to act with sound judgment in routine and emergency situations.
- Ability to communicate effectively in oral and written forms.
- Ability to present effective court testimony and make public presentations.
- Ability to prepare clear and concise administrative and activity reports.
- Ability to build and maintain cooperative and effective public relations with the citizens, department staff, and Town officials.
- Ability to lead and direct the activities of police officers.
- Ability to maintain cooperative relationships with other Town officials and with the general public.
- Ability to evaluate the effectiveness of police operations and to institute improvements.
- Ability to use resourcefulness and sound judgment in emergencies.
- Ability to analyze complex police problems and situations and to adopt quick, effective and reasonable courses of action with due regard to surrounding hazards and circumstances.
- Ability to enforce laws firmly and to maintain satisfactory public relations.

PHYSICAL REQUIREMENTS:

Must be able to physically perform the basic life operational functions of climbing, balancing, stooping, reaching, standing, walking, fingering, grasping, talking, hearing, and perform repetitive motions.

Must be able to perform administrative and police work and lift or exert up to 50 pounds of force occasionally, 10 pounds of lifting or exertion of force frequently.

Must possess the visual acuity to perform extensive reading and administrative and computer work.

Job is inherently dangerous and presents substantial risk to life and limb.

Prolonged periods of sitting at a desk and working on a computer, and walking, bending, and climbing at crime scenes.

May require periods of running or extremely heavy lifting to apprehend suspects or assist victims.

Must be able to perform duties in a variety of weather conditions.

EDUCATION AND EXPERIENCE:

Extensive knowledge of law enforcement best practices, leadership, budget, and personnel management is required.

Completion of a two-year degree in criminal justice or graduation from high school supplemented by basic and advance course in police science and administration, and considerable supervisory and management experience at a rank of Captain or above (positions with other rank titles may be considered if the actual job duties and experience are substantially similar to those of a Deputy Chief in a similarly sized, municipal police agency).

Possession of a valid North Carolina driver's license.

Possession of North Carolina general law enforcement certification or ability to obtain that certification within a specified time frame.

Print Employee Name

Employee Signature

Date

Deputy Police Chief
Position Description
Created 08/2023



Request for Town Council Action

**Consent
Agenda
Item:** Com Park
Soccer
Field
Drainage
Date: 09/05/2023

Subject: Community Park Soccer Field Drainage
Department: Parks and Recreation
Presented by: Parks and Recreation Director
Presentation: Consent Agenda Item

Issue Statement

The Parks and Recreation Department is requesting authorization to enter into agreement with JP Edwards, Inc. in the amount of \$ 21,138.00 for drainage repairs and renovations at the Smithfield Community Park Soccer Fields.

Financial Impact

Approved Budgeted Amount for FY 2023-2024: \$ 18,500.00
Amount of Purchase/Bid/ Contract: \$ 21,138.00

Action Needed

Authorize the Parks and Recreation Department to enter into agreement with JP Edwards, Inc. in the amount of \$ 21,238.00 for drainage repairs and renovations at the Smithfield Community Park Soccer Fields.

Recommendation

Authorize the Parks and Recreation Department to enter into agreement with JP Edwards, Inc. in the amount of \$ 21,238.00 for drainage repairs and renovations at the Smithfield Community Park Soccer Fields.

Approved: Town Manager Town Attorney

Attachments:

1. Staff Report
2. JB Edwards, Inc Proposal
3. No BS Enterprises, LLC Proposal
4. H & H Enterprise of Knightdale, LLC Proposal
5. Request for Proposal



STAFF REPORT

Consent **Com Park**
Agenda **Soccer Field**
Item: **Drainage**
Date: 09/05/2023

In the FY 23-24 Budget, the Parks and Recreation Department was allocated \$ 18,500.00 to repair drainage issues at the southeast corner of the Community Park Soccer Field. The corner has settled over time, making that end of the soccer field unusable most of the time due to wetness as well as water standing along the sidewalk that leads to the greenway. This area is difficult to maintain (mow) and is a harbor for mosquitos.

An RFP (Request for Proposal) was prepared and advertised. Three proposals were received for the following amounts:

JP Edwards, Inc	\$ 21,138.00
No BS Enterprises, LLC	\$ 42,500.00
H&H Enterprise, LLC	\$ 50,000.00

The project low bid came from JP Edwards is \$ 2,638.00 over the allocated amount, however, the Parks and Recreation Department will adjust other line items within the budget to cover this overage.

The Parks and Recreation Department is requesting approval to enter into agreement with JP Edwards, Inc. in the amount of \$ 21,138.00 for the renovations and repairs for the drainage at the Community Park Soccer Field.

**

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

SALES PROPOSAL

To: SMITHFIELD PARKS AND RECREATION

DATE: 08/01/2023

PROJECT: COMMUNITY PARKS SOCCER FIELD

Subject: Drainage

A. Furnish and place 420 LF 8" outfall with double pipe HDPE	\$ 15,708.00
B. Furnish and place 80" of perforated pipe with stone	3,290.00
C. Furnish and place 24' catch basins as necessary	2,140.00

TOTAL SALES PROPOSAL:

\$ 21,138.00

J. P. Edwards, Jr.
President

NO BS ENTERPRISES LLC

Bryan Davis/Sam Shannon/Mark Hood

828 292 3340 / 828 455 0972 / 828 514 5498

QUOTATION

Quote Number: 23-2006

Quote Date: Aug 17, 2023

Page: 1



103 Industrial Court
 Lenoir, NC 28645
 USA

Denise : Office 828 572 2581
 nobsent@outlook.com

Quoted To:

City of Smithville NC
 Attn: Gary Johnson
 600 Booker Dairy Road
 Smithfiled, NC

Customer ID	Good Thru		
City of Smithville N	9/16/23		

Description	Amount
* NO BS Enterprises will provide all Materials, Labor & Equipment to perform the Community Park Soccer Field Drainage Project in Smithville NC This project consists of documents verified by Gary Johnson 8-18-23 * For The Sum Of:	42,500.00

TOTAL	42,500.00
--------------	------------------

Date: August 17, 2023

H & H Enterprises of Knightdale LLC

35 Whitley Ridge Drive
 Clayton, North Carolina 27527
 Email: hhenterprisesofknightdale@gmail.com
 Cell: 919-422-9390

TO: Gary Johnson
 Parks and Recreation Department
 600 M. Durwood Stephenson Pkwy
 Smithfield, North Carolina 27577

SALESPERSON	JOB	SHIPPING METHOD	SHIPPING TERMS	DELIVERY DATE	PAYMENT TERMS	DUE DATE
Henry J. Hardy	Community Parks Soccer Field Drainage	N/A	N/A	September 2023	Net 15	15 days after invoice submission

ITEM #	DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL
1	Mobilization & De-mobilization	1 Lump Sum	\$8,500.00	\$8,500.00
2	8" HDPE Double Wall	420 L.F.	\$50.00	\$21,000.00
3	24" x 24" HDPE Catch Basin (Nyloplast)	2 Each	\$4,000.00	\$8,000.00
4	8" Perforated Pipe with Stone	80 L.F.	\$50.00	\$4,000.00
5	Site Restoration for Work Zone Area Only	1 Lump Sum	\$8,500.00	\$8,500.00
Subtotal				\$50,000.00
Sales Tax				N/A
Total				\$50,000.00

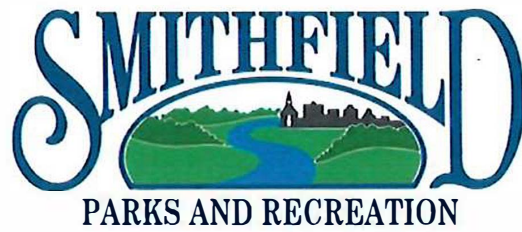
Quotation prepared by: Henry J. Hardy



This is a quotation on the goods named, subject to the conditions noted below: (Describe any conditions pertaining to these prices and any additional terms of the agreement. You may want to include contingencies that will affect the quotation.)

Items Excluded:

- 1) Permits of any kind
- 2) Utility or underground obstruction removal & adjustments of any kind
- 3) Bonding (can be provided at rate 2% of total bid)
- 4) Sidewalk, Curb & Gutter & Asphalt Trail Repairs are excluded (can be provided at an additional rate)
- 5) No design or post construction as-builts are included (can be provided at additional rate)



Request for Proposal

Community Parks Soccer Field Drainage
Town of Smithfield
Parks and Recreation Department

Issued: August 3, 2023

Submission Deadline: 5:00 pm, August 17, 2023

Contact Information:

Gary Johnson

600 M. Durwood Stephenson Pkwy

Smithfield, NC 27577

(919) 934-2148

gary.johnson@smithfield-nc.com

Project Location

Smithfield Community Park

600 M. Durwood Stephenson Pkwy

Smithfield, NC 27577

The Town of Smithfield Parks and Recreation Department is seeking proposals from qualified contractors for the design and construction of drainage repairs and piping for the Smithfield Community Park Soccer Field.

Scope of Work:

- Furnish and place 420 LF 8" outfall with double wall HDPE pipe
- Furnish and place 80" of perforated pipe with stone
- Furnish and place 24' catch basins as necessary

Proposal Requirements:

- Detailed description of the proposed work
- Time table to complete work including start date and finish date
- Itemized cost for the completion of the project, including all materials and labor
- References from previous clients

Proposals may be submitted in person or mail to:

Gary Johnson
600 M. Durwood Stephenson Pkwy
PO Box 2344
Smithfield, NC 27577

Or electronically to:

gary.johnson@smithfield-nc.com

Deadline to submit proposals is Thursday, August 17, 2023 at 5:00 pm

The Town of Smithfield reserves the right to reject any or all proposals and to waive any irregularities or informalities in the proposals received.

Contact Information:

For questions or additional information, please contact Gary Johnson, Director of Parks and Recreation at (919) 934-2148 or gary.johnson@smithfield-nc.com.



Request for Town Council Action

**Consent
Agenda
Item:** DSDC
Request
for
Funding
Date: 09/05/2023

Subject: DSDC Request for Funding
Department: General Government
Presented by: Town Manager- Michael Scott & DSDC Director-
Sarah Edwards
Presentation: Consent Agenda Item

Issue Statement

The Council is being asked to approve a Downtown Smithfield Development Corporation project of additional planters and one bench in the Downtown area.

Financial Impact

\$15,971.41 from Non-Governmental funds as set aside for DSDC projects in
FY 2024

Action Needed

Approval of the request.

Recommendation

Staff recommends approval of the request.

Approved: Town Manager Town Attorney

Attachments:

1. Staff Report
2. DSDC Report & Maps



Staff Report

**Consent DSDC
Agenda Request for
Item: Funding**

During the FY 2024 budget process, the Town Council approved \$40,000 for the Downtown Smithfield Development Corporation (DSDC) to use for its projects throughout the fiscal year, as approved by Council. This is the first request for funding for such a project. DSDC is asking that \$15,971.41 be approved for the purchase of 15 additional planters and one bench in the downtown area. These costs also include the required maintenance and vegetation changes that would occur through the remainder of FY 2024. DSDC will then be responsible for continued maintenance of the planters.

Attached is a letter from the DSDC President, Troy Brindle, requesting these funds and maps identifying the location of the additional planters in relation to the downtown area.

This is the first such request and would leave a remaining balance of \$24,028.59, if approved.



August 15, 2023

Mayor Andy Moore and Town Council
Town of Smithfield
PO Box 761
Smithfield, NC 27577

Dear Sirs:

Thank you for your provision of funding in the Fiscal Year 2023-2024 budget to support downtown projects. At the Downtown Smithfield Development Corporation Board meeting on August 15, 2023, the Board unanimously voted to support a recommendation from its Design committee to add additional planters in our downtown, and to request funding from the Town to support this effort.

In the spring of 2023, the DSDC purchased thirty-three planters, thirty of which were spread throughout the downtown core, and three of which were provided to the town to be used at Town Hall. We are very grateful to the Town staff and volunteers, including Peggy Scott, for planting and maintaining those planters! The DSDC contracted with a landscaping company to initially plant the planters, perform the required monthly maintenance (watering, weeding, fertilizing, and pest control), and change out the flowers in the spring and fall. The contractor expects that the fall changeout will occur in late September or early October.

Based on the very positive feedback on the planters, the DSDC would like to purchase fifteen additional planters to distribute in other areas of downtown. We are requesting funding from the Town in the amount of \$15,971.41, which will provide for the purchase of the planters, installation of the plants, monthly maintenance through the end of Fiscal Year 2023-2024, and a changeout in the spring of 2024. Included in the requested amount is the purchase of a bench to be placed between two planters that will be located in front of First Citizens Bank. All of the planters will be located on the sidewalk in areas where the sidewalk width is sufficient to accommodate a planter and maintain accessibility. DSDC Executive Director Sarah Edwards and Planning Director Stephen Wensman have walked the area to ensure that the locations identified on the attached maps are suitable for planters. Attached you will find a breakdown of

Downtown Smithfield Development Corporation
200 S. Front Street Smithfield, North Carolina 27577



the costs associated with this project, as well as information related to the expense already incurred and planned for by the DSDC.

Should you have any questions, please do not hesitate to reach out to DSDC Executive Director Sarah Edwards at (919) 934-0887 or Sarah@DowntownSmithfield.com.

Sincerely,

A handwritten signature in black ink, appearing to read "Troy Brindle", written in a cursive style.

Troy Brindle
President

Enclosures:

Planter Expenses

Maps of Additional Planter Locations

Fall 2023 Plant Selections for Planters

Quote for Planters

Quote for Landscaping Services

Quote for Bench

Downtown Smithfield Development Corporation
200 S. Front Street Smithfield, North Carolina 27577

Pope Landscape & Irrigation Company

Initial Planters Spring 2023	Initial Installation (30 planters)	\$8,097.85
	Watering/Maintenance (\$358/month) (30 planters)	\$4,296.00
	Seasonal Changeout - Spring and Fall (\$150/planter/changeout, 30 planters)	\$9,000.00
	Initial Cost	\$8,097.85
	Annual Cost	\$13,296.00
	Total Cost	\$21,393.85
	Planters (30 planters)	\$12,147.00
Grand Total	\$33,540.85	

Fall 2023 Expansion	Planters (15 planters)	\$6,113.00
	Initial Installation (15 planters)	\$4,581.41
	Watering/Maintenance (additional \$134/month for 15 planters)	\$1,340.00
	Seasonal Changeout (\$150/planter, 15 planters) (Spring 2024)	\$2,250.00
	Subtotal	\$14,284.41
	Bench	\$1,687.00
	Total	\$15,971.41

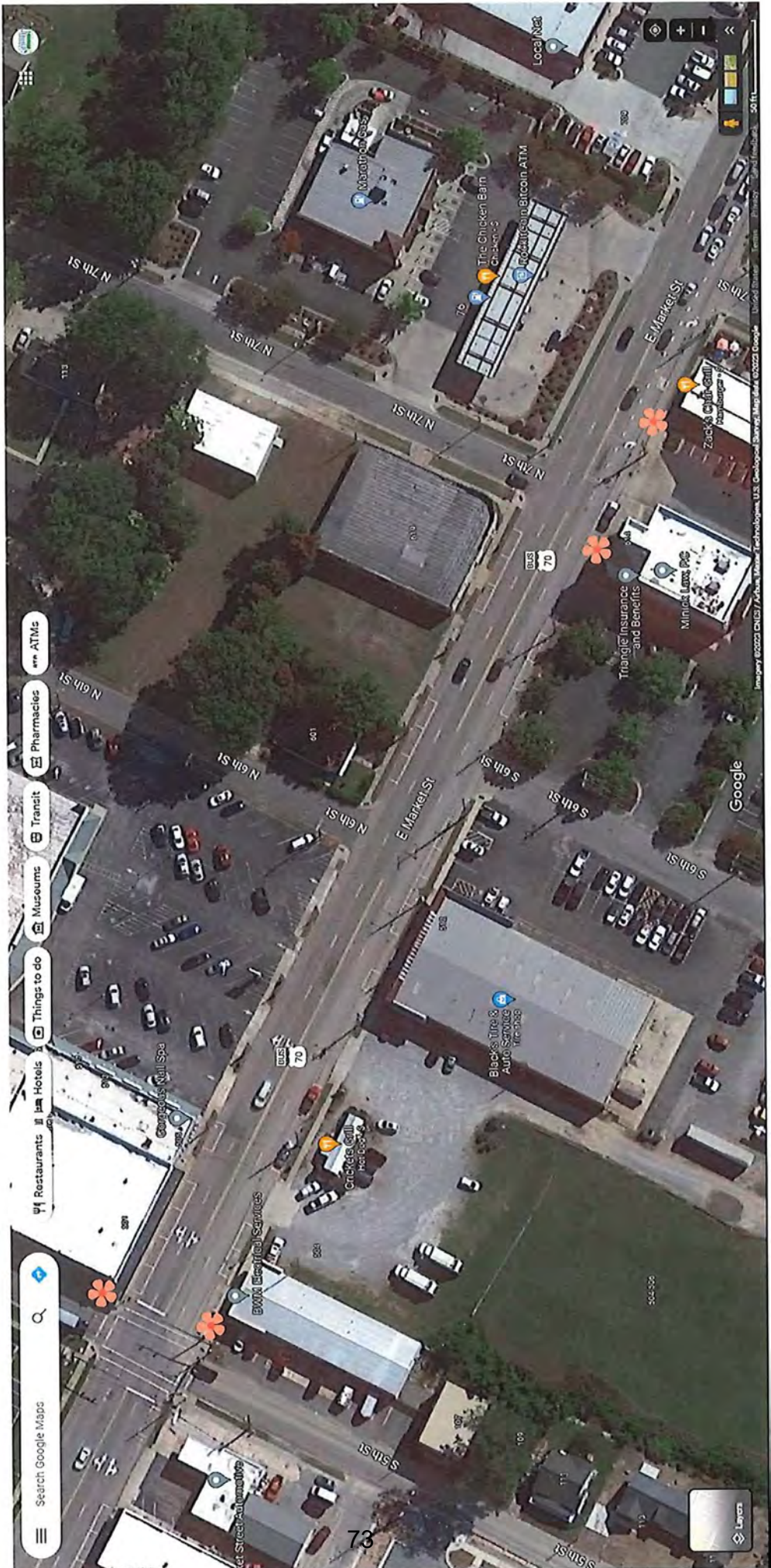
10 months (September 2023-June 2024)

Annual Maintenance	Watering/Maintenance (\$492/month)	\$5,904.00
	Seasonal Changeout (\$150/planter, quantity 45, spring and fall)	\$13,500.00
	Total	\$19,404.00











Pope Landscape & Irrigation Company

**Annual Pot Selections for The Town of Smithfield:
Fall 2023**

5- 31” gray pots (in front of Jewel’s formals and in front of Law Office of Narron Wenzel)



Viola Penny
Beaconsfield



Penny Rose Blotch



Euphorbia
Ascot Rainbow



Ajuga Chocolate
Chip

2- 31” gray pots (Corner of E Market St. and Third St. in front of Jewel’s formals)



Cool Wave Straw-
berry Swirl



Penny Rose Blotch



Heuchera
Lime Ricky

PLI co

Pope Landscape & Irrigation Company

Annual Pot Selections for The Town of Smithfield: Fall 2023

6- 31" gray pots (along Third St.)



Viola Primrose
Bicolor



Kale Pigeon Pur-
ple



Pansy Frizzle Siz-
zle Raspberry

2- 31" gray pots (in front of brick wall by Narron Wenzel both sides of bench)



Cool Wave Straw-
berry Swirl



Penny Rose
Blotch



Heuchera
Lime Ricky

6- 31" gray pots (2 on Corner of Market and Second in front of Wilkins and Wellons, 2 along Market St., 2 on corner of Market and Third in front of library)



Cool Wave Violet
Wing



Sorbet Primrose
Blotch



Kale Kamome
White

PLI co

Pope Landscape & Irrigation Company

Annual Pot Selections for The Town of Smithfield: Fall 2023

5- 31" gray pots (Along E Market St- 2 both sides of Wells Fargo, 2 by park benches, 1 on corner in front of Johnston County Heritage Center)



Heuchera Lime
Ricky



Penny Beacons-
field



Sorbet Yellow
Jump Up



Kale Kamome Red

2- 31" gray pots at Hastings House



Dianthus Red



Sorbet Pink Halo



Kale Kamome
White

2- 31" gray pots (1 in front of Courthouse on E Market St, 1 on corner of Second St and Market St near Court-
house)



Viola Primrose
Bicolor



Kale Pigeon Pur-
ple



Pansy Frizzle Siz-
zle Raspberry

Quote For Your Final Approval: EarthPlanter Quote #(30189) - August 9, 2023

EarthPlanter <sales@earthplanter.com>
 To: rbuckley@earthplanter.com, lindsay@earthplanter.com, jburgmaster@earthplanter.com, sarah@downtownsmithfield.com




Quote: Review For Your Final Confirmation #(30189) - August 9, 2023

Your final quote details are below. Once approved please accept the quote and select your payment method online. Note: Unless noted otherwise, shipping is to a commercial location with dock and/or forklift service and open delivery hours. Appointments, limited access locations, lift-gate service, and other special requests will incur additional charges. All orders arrive shrink-wrapped on pallets.

Accept Offer and Choose Payment Method

Have questions or need assistance processing your payment? Contact EarthPlanter at sales@earthplanter.com or call **877-815-9276**

Request #30189

Product	Quantity	Unit Cost	Extended Price
 <p>Large</p> <p>Rolled Rim (#EPRR32-)</p> <p>Blend Type: Standard Color</p> <p>Color: Millstone</p>	15	\$369.00	\$5,535.00
Subtotal before Discounts: (subtotal based on List Price)	\$7,185.00		
Discount Applied:	-\$1,650.00		
Shipping:	\$578.00 via FedEx Freight Economy		
Tax:	\$0.00		
Total:	\$6,113.00		

Product	Quantity	Unit Cost	Extended Price
List \$479: 32" Top Diameter x 28" H Water Capacity: 27 Gal			
Subtotal before Discounts: (subtotal based on List Price)	\$7,185.00		
Discount Applied:	-\$1,650.00		
Shipping:	\$578.00 via FedEx Freight Economy		
Tax:	\$0.00		
Total:	\$6,113.00		

Note: Manual Enter By Jack

Proposal Notes:

- Custom Quantity Discount Pricing Applied. Extension From Order 28820. Approved By Jack With Min Order of (15)
- **Thank You Sarah & The Smithfield Community For Your Continued Support!!**
 - Lifetime Planter Warranty
 - 100% Made in the USA (Auburn NY)
 - Industry Leading Stone Effects: Included at no extra charge

Model	List Price	Min 10	Min 20 *Approved for 15
Large Rolled Rim	\$479	\$379	\$369

- **Ship FedEx Freight Economy. Commercial Delivery Address Required.**
 - Forklift and/or Loading Dock required for unloading to avoid additional FedEx fees. Liftgate Service Available (\$179)
 - Shipping Appt Available (\$30)
 - Total Pallets: (3)
 - Shipping Quote Valid for 30 Days
- **Payment: Credit Card, Checks, OR PO's Accepted with Credit Approval - Terms NET 30 Days.**

Shipping Notes:

Total Pallets: 3

Emails being CC'ed: None

Billing address

Shipping address

Sarah Edwards
Downtown Smithfield Development Corporation
200 S. Front Street
Smithfield, NC 27577
9199340887
sarah@downtownsmithfield.com

Lawrence Davis
Town of Smithfield
200 S. Front Street
Smithfield, NC 27577



Proposal #816

Date: 8/10/2023

PO #

Property:

Downtown Smithfield
200 South Front Street
Smithfield, NC 27577

New Pots Planting

Seasonal
Changeout

The per change out price is \$115 per small pot, \$130 per medium pot, and \$150 per large pots.

Additional
Monthly
Maintenance Cost

The maintenance contract for these would go up as follows - 15 large pots would be \$134/month more.

15 Large Pot option

Large pots planting

Planting of the Large pots. Pots are not included as you will be providing these.

Initial
Planting
of 15
new pots

Items	Quantity	Price
Planter- Large Pots Materials Only	15.00	\$2,294.18
Labor - Enhancement	35.00	\$1,715.45
Baccto Potting Soil	27.00	\$571.78
Large pots planting:		\$4,581.41
PROJECT TOTAL:		\$4,581.41

Terms & Conditions

Warranty - Pope Landscape & Irrigation warrants that all plants are as specified, healthy and true to name. On current accounts, Pope Landscape will replace, once without charge, any tree, shrub or vine that dies within 12 months of the date of installation. Replacements are limited to plants installed by Pope Landscape. All claims for loss must be reported within the warranty period. This warranty will be in effect subject to the following conditions:

1. Sod will carry a 30 day warranty if under irrigation, sod not under irrigation carries no warranty. Seeded turf areas are guaranteed to germinate and cover a minimum of 90% of area seeded, provided areas grassed are neither eroded, washed away nor damaged by others. Pope Landscape cannot be responsible for disease problems (Brown patch, Phythium blight, etc.)

2. Perennials under approved irrigation will carry a 30 day guarantee. Annuals are not guaranteed.
3. Pope Landscape & Irrigation is not responsible for losses due to neglect, physical damage by others, pet damage, rodents, insects, acts of God or other cause beyond our control.
4. Pope Landscape & Irrigation will take every precaution and will use proper horticultural techniques to move your transplanted materials, however, transplanted material carries no warranty.
5. Approved losses will be replaced at the appropriate time of year, at the original contracted size. Replacements will generally be installed from October 1 through May 1 because of milder weather during that time.
6. Existing utilities: Owner will locate all lines (including property lines) and utilities not covered by ULOCO. Pope Landscape & Irrigation will not be held responsible for lines and utilities that are improperly located.
7. Concealed contingencies: this proposal is subject to extra charge for concealed contingencies such as buried rock or debris, Severe hardpan, poor drainage situations, etc. not readily apparent in estimating the material and work specified.
8. These prices are valid for 3 months, from proposal date.
9. Schedule: Owner agrees that Pope Landscape & Irrigation will not be held responsible for any delays caused by weather, acts of God, delays in shipment of materials or any other cause beyond our control.
10. This warranty does not include any watering or maintenance after substantial acceptance.
11. All materials and workmanship involved in the irrigation system carry a one year warranty.
12. All materials and workmanship involved in drainage work carry a one year warranty. This does not cover physical damage by others or acts of God.

By Ben Haulotte
 Ben Haulotte
 Date 8/10/2023
 Pope Landscape and Irrigation

By _____
 Date _____
 Downtown Smithfield



LEISURECRAFT HOLDINGS, LLC
 PO BOX 1190
 HENDERSONVILLE, NC 28793-1190
 (828) 693-8241

QUOTE

DATE	QUOTE #
8/10/2023	78789

NAME/ADDRESS
DOWNTOWN SMITHFIELD DEVELOPMENT CORP SARAH EDWARDS 200 SOUTH FRONT STREET SMITHFIELD NC 27577

SHIP TO
27577

PHONE/FAX/EMAIL	REP GROUP	TERMS	FOB	CUSTOMER TYPE - 2	LCI REP	LCI REP 2
919-934-0887		PRE PAY	POD	CITIES/MUNICIPALITIES...	JJ	

QTY	ITEM	DESCRIPTION	COLOR	PRICE EACH	AMOUNT
1	RF72D	***REVISED QUANTITY 8/10/23 - SG*** 6 FT DIAMOND ROLL FORMED BENCH, PORTABLE/SURFACE MOUNT, 265 LBS	BLACK	1,291.00	1,291.00T
	FREIGHT - OUT	FREIGHT & HANDLING _____ LIFT GATE _____ CALL AHEAD _____ RESIDENTIAL DELIVERY (SCHOOLS & CHURCHES ARE CONSIDERED RESIDENTIAL) _____ FULL TRUCK FREIGHT QUOTE IS GOOD FOR 10 DAYS ***FREIGHT SUBJECT TO CHANGE AT TIME OF INVOICING DUE TO SURCHARGES BEING INCURRED***		396.00	396.00T

THANK YOU FOR YOUR INTEREST IN LEISURE CRAFT'S PRODUCTS!	Subtotal	\$1,687.00
	Sales Tax (0.0%)	\$0.00
	Total	\$1,687.00

Original Planters

Quote: Review For Your Final
 Confirmation #(28820) - March 2, 2023

Your final quote details are below. Once approved please accept the quote and select your payment method online. Note: Unless noted otherwise, shipping is to a commercial location with dock and/or forklift service and open delivery hours. Appointments, limited access locations, lift-gate service, and other special requests will incur additional charges. All orders arrive shrink-wrapped on pallets.

[Accept Offer and Choose Payment Method](#)

Have questions or need assistance processing your payment?
 Contact EarthPlanter at sales@earthplanter.com or call 877-815-9276

Request #28820

Product	Quantity	Unit Cost	Extended Price
 Large Rolled Rim (#EPRR32-) <ul style="list-style-type: none"> Blend Type: Standard Color Color: Millstone List \$439: 32" Top Diameter x 28" H Water Capacity: 27 Gal 	30	\$369.00	\$11,070.00
 Hospitality Pedestal - Millstone (#EPHP30) <ul style="list-style-type: none"> List \$299: 17" Top Diameter x 30" H Water Capacity: 9 Gal 	2	\$0.00	\$0.00
 Hospitality Pedestal - Millstone (#EPHP30) <ul style="list-style-type: none"> List \$299: 17" Top Diameter x 30" H Water Capacity: 9 Gal 	1	\$259.00	\$259.00

Product	Quantity	Unit Cost	Extended Price
Subtotal before Discounts: (subtotal based on List Price)			\$14,067.00
Discount Applied:			-\$2,738.00
Shipping:			\$818.00 via FedEx Freight Economy
Tax:			\$0.00
Payment method:			Request For Quote
Total:			\$12,147.00

commercial-or-residential-address: Commercial

mailchimp_woncommerce_fs_subscribed: 1

Proposal Notes:

- Early Order Discount Pricing Applied - Expires 3/17. Ground Models Can Be Combined To Reach Minimums. Including (2) Pedestals at no charge for minimum order.
- **Thank You Sarah and The Town of Smithfield For Your Support!!**
 - 100% Made in the USA & Lifetime Planter Warranty
 - All colors, including Stone-Effect, No Extra Charge.

Model	List	Min 12 Standard Discount	Min 12	Min 20 Includes (2) Hospitality Pedestals at no charge
Large Rolled Rim	\$439	\$395	\$379	\$369

- Lead Times: Order Volume currently at all time high
 - Orders Received before 3/7: (2-3) weeks to ship from receipt of order
 - Orders Received after 3/7: (3-6) Weeks to Ship

- Ship FedEx Freight Economy. Commercial Delivery Address Required.
 - Forklift and/or Loading Dock required for unloading to avoid additional FedEx fees.
 - Total Pallets: (6)
 - Shipping Quote Valid for 30 Days
- Payment: Credit Card, Checks, OR PO's Accepted with Credit Approval - Terms NET 30 Days.

Shipping Notes:

Total Pallets: 6

Emails being CC'ed: None

Billing address

Shipping address

Sarah Edwards
Downtown Smithfield
Development Corporation
200 S. Front Street
Smithfield, NC 27577
2192340887
sarah@downtownsmithfield.com

Lawrence Davis
Town of Smithfield
200 S. Front Street
Smithfield, NC 27577



Proposal #388

Date: 3/21/2023

PO #

Property:

Downtown Smithfield
200 South Front Street
Smithfield, NC 27577

Original planters
Actual was less \$247.07
for small planter material (provided by Tom)

Install of material in pots

The per change out price is \$115 per small pot and \$150 per large pots.

Default Group

Pot Material installation

Installation of material in new pots. 30 Large pots and 3 small pots.

Items	Quantity	Price
Labor - Enhancement	50.00	\$2,450.65
Planter- Large Pots Materials Only	30.00	\$4,588.35
Planter- Small- Material Only	3.00	\$247.07
Baccto Potting Soil	50.00	\$1,058.85
Pot Material installation:		\$8,344.92
PROJECT TOTAL:		\$8,344.92

Terms & Conditions

Warranty - Pope Landscape & Irrigation warrants that all plants are as specified, healthy and true to name. On current accounts, Pope Landscape will replace, once without charge, any tree, shrub or vine that dies within 12 months of the date of installation. Replacements are limited to plants installed by Pope Landscape. All claims for loss must be reported within the warranty period. This warranty will be in effect subject to the following conditions:

1. Sod will carry a 30 day warranty if under irrigation, sod not under irrigation carries no warranty. Seeded turf areas are guaranteed to germinate and cover a minimum of 90% of area seeded, provided areas grassed are neither eroded, washed away nor damaged by others. Pope Landscape cannot be responsible for disease problems (Brown patch, Phythium blight, etc.)
2. Perennials under approved irrigation will carry a 30 day guarantee. Annuals are not guaranteed.

3. Pope Landscape & Irrigation is not responsible for losses due to neglect, physical damage by others, pet damage, rodents, insects, acts of God or other cause beyond our control.
4. Pope Landscape & Irrigation will take every precaution and will use proper horticultural techniques to move your transplanted materials, however, transplanted material carries no warranty.
5. Approved losses will be replaced at the appropriate time of year, at the original contracted size. Replacements will generally be installed from October 1 through May 1 because of milder weather during that time.
6. Existing utilities: Owner will locate all lines (including property lines) and utilities not covered by ULOCO. Pope Landscape & Irrigation will not be held responsible for lines and utilities that are improperly located.
7. Concealed contingencies: this proposal is subject to extra charge for concealed contingencies such as buried rock or debris, Severe hardpan, poor drainage situations, etc. not readily apparent in estimating the material and work specified.
8. These prices are valid for 3 months, from proposal date.
9. Schedule: Owner agrees that Pope Landscape & Irrigation will not be held responsible for any delays caused by weather, acts of God, delays in shipment of materials or any other cause beyond our control.
10. This warranty does not include any watering or maintenance after substantial acceptance.
11. All materials and workmanship involved in the irrigation system carry a one year warranty.
12. All materials and workmanship involved in drainage work carry a one year warranty. This does not cover physical damage by others or acts of God.

By Ben Haulotte
 Ben Haulotte
 Date 3/21/2023
 Pope Landscape and Irrigation

By _____
 Date _____
 Downtown Smithfield



Original Planter
Maintenance

Proposal #389

Date: 3/21/2023

PO #

Property:

Downtown Smithfield
200 South Front Street
Smithfield, NC 27577

Flower Maintenance

Every other week maintenance on 33 annual planters. To include, watering, pruning, disease and insect control.

Estimated at 26 visits on the year.

Default Group

Flower MTC- Pansies

Flower MTC for Fall plantings. Fertilization, insect control, deer repellent and fungicide program all included.

Items	Quantity	Price
Labor - Maint	5.00	\$2,684.89
Flower MTC- Pansies:		\$2,684.89

Flower MTC Summer

Weekly maintenance and watering of annuals bed and planters.


Items	Quantity	Price
Labor - Maint	3.00	\$1,610.96
Flower MTC Summer:		\$1,610.96

PROJECT TOTAL: \$4,295.85

Payment Schedule

Schedule	Price	Sales Tax	Total Price
May	\$358.00	\$0.00	\$358.00
June	\$358.00	\$0.00	\$358.00
July	\$358.00	\$0.00	\$358.00
August	\$358.00	\$0.00	\$358.00
September	\$358.00	\$0.00	\$358.00
October	\$358.00	\$0.00	\$358.00
November	\$358.00	\$0.00	\$358.00
December	\$358.00	\$0.00	\$358.00
January	\$358.00	\$0.00	\$358.00
February	\$358.00	\$0.00	\$358.00
March	\$358.00	\$0.00	\$358.00
April	\$358.00	\$0.00	\$358.00
	\$4,296.00	\$0.00	\$4,296.00

Terms & Conditions

By 

Michael Pope
Date 3/21/2023

Pope Landscape and Irrigation

By _____
Date _____
Downtown Smithfield



Request for Town Council Action

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

Date: 09/05/2023

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

Issue Statement

The Town Council is asked to consider new appointments to the Planning Board and the Recreation Advisory Committee.

Financial Impact

Planning Board members are paid \$50 per month which is budgeted in the Planning Department's annual budget.

Action Needed

The Town Council is asked to consider the appointment of Tara Meyers to the Planning Board as an In-Town Alternate member and consider the appointments of Allison Boyd, Whitley Kate Moore and John Arthur Gaskins to the Recreation Advisory Committee.

Recommendation

Staff recommends approval of these appointments

Approved: Town Manager Town Attorney

Attachments:

1. Staff Report
2. Tara Meyers – Board Application
3. Allison Boyd – Board Application
4. Whitley Kate Moore – Board Application
5. John Arthur B. Gaskins – Board Application



Staff Report

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

Board Reappointment

Tara Meyers has submitted an application for consideration to be appointed to a first term on the Planning Board as an In-Town Alternate member.

Allison Boyd has submitted an application for consideration to be appointed to a first term on the Recreation Advisory Committee.

Whitely Kate Moore has submitted an application for consideration to be appointed to a first term on the Recreation Advisory Committee as a High School Representative. This is a two-year term.

John Arthur B. Gaskins has submitted an application for consideration to be appointed to a first term on the Recreation Advisory Committee as a High School Representative. This is a two-year term.

Current Board vacancies are as follows:

- Appearance Commission – 2 positions
- Historic Properties Commission – 1 position
- Library Board of Trustees – 2 positions
- Parks and Recreation Advisory Commission – 3 positions and 2 High School representative positions

From: noreply@smithfield-nc.com
To: [Shannan Parrish](#)
Date: Thursday, July 13, 2023 10:32:29 PM

Name (Last, First, Middle Initial):
Meyer, Tara, N

Home Address:
213 West Wilson Street

Business Name & Address:
213 West Wilson Street

Home Telephone:
9193699264

Mobile Telephone:
9198669575

Email:
tnnunn.tn@gmail.com

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

Interests and Skills:
Interests in bringing positive view points but not limited to subjective and or objective to current planning board as well as looking into new narratives

Recent Job Experiences:
Crew leader for Raleigh water Distribution. repairing water/sewer infrastructure. install new utilities Current - Senior Engineering inspector (Raleigh water utility infrastructure) New Land Development for merger town communities

Civic or Service Organization Experience:
N/A

Previous Town Board Experience:
N/A

Current Board/Committee Service:
Raleigh Water Team Lead for DEI

Why are you interested in serving on this Board/Commission/Committee?
To expand the growth of Smithfield with my resources and knowledge in making the town the county seat it should be. That stands alongside its counterparts in reliable resources, shopping, Community, parks and rec., Homes and SO MUCH MORE..

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

NO

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

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

NO

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

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

NC

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

From IP address: 75.182.204.87

Submitted date: 7/13/2023 9:32:22 PM ID: 407



Town of Smithfield Board, Commission, or Committee Application

Name: Boyd Allison E.
 (Last) (First) (MI)

Home Address: 311 Pine Street Smithfield, NC 27577

Business Name & Address: AtWork Personnel Knightdale. 3009 Village Park Drive Suite D Knightdale, NC 27545

Telephone Numbers: 240-678-6152 BoydA1683@gmail.com
 (Home) (Mobile) (Email)

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

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

Interests & Skills: Interests: Nature Walks, historical literature, local volunteer work with youth, parent education and leadership

Skills: Organizing daily activities, managing employees and clients, planning academic activities, providing quick, efficient and effective responses to work related situations

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

Recent Job Experiences: I work as a recruiter for a staffing agency. In Johnston County, I have worked as a child care provider and substitute teacher.
I have worked in Baltimore, Washington D.C. , Philadelphia and southern Maryland as a lead teacher in elementary, middle and high schools

Civic or Service Organization Experience: JCTS/JCHS Alumni Association, Food bank of Central and Eastern North Carolina, Partnership for Children of Johnston County,

State level parent engagement and leadership council facilitated by the NC Dept of Health and Human Services

Town Boards previously served on and year(s) served: None

Please list any other Boards/Commissions/Committees on which you currently serve: _____
Board member of the Partnership for Children of Johnston County (2021 to present)

Why are you interested in serving on this Board/Commission/Committee? I intend to use my time, talents and dedication to help Smithfield residents

1. Play MORE by enhancing youth program accessibility 2. Learn MORE by promoting existing local programs and helping to develop new ones

3. Grow MORE by facilitating community connections across all local demographics.

Affirmation of Eligibility:

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

Yes No If yes, please explain disposition: _____

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

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

Printed Name: Allison Boyd

Signature: Allison Boyd

Date: 07/27/2023

Return completed for to:

Shannan Parrish
Town Clerk
P. O. Box 761
Smithfield, North Carolina 27577
Phone: (919) 934-2116 Fax: (919) 989-8937 E-Mail: shannan.parrish@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

From: noreply@smithfield-nc.com
To: [Shannan Parrish](#)
Date: Friday, August 25, 2023 4:29:17 PM

Name (Last, First, Middle Initial):
Moore, Whitley K

Home Address:
111 cypress pointe

Business Name & Address:
N/A

Home Telephone:
919-215-4548

Mobile Telephone:
919-215-4548

Email:
wkmoore15@gmail.com

Board which you are submitting an application:
Parks/Recreation Advisory Commission

Interests and Skills:
volleyball soccer camping pickleball working in a team environment

Recent Job Experiences:
childcare provider centenary united methodist church nursery worker

Civic or Service Organization Experience:
honor society girl scouts special olympics volunteer volunteered for harbor house 5k run

Previous Town Board Experience:
N/A

Current Board/Committee Service:
N/A

Why are you interested in serving on this Board/Commission/Committee?
I am interested in parks and recreation and providing a healthy lifestyle for people of all ages.
I also love to serve my community.

Has any formal charge of professional misconduct, criminal misdemeanor or felony ever been filed against you in any jurisdiction?
NO

If "YES" to above question, please explain in the box below:
Is there any conflict of interest or other matter that would create problems or prevent you from

fairly and impartially discharging your duties as an appointee of the Smithfield Town Council?

NO

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

To be transparent, my father is the mayor but this does not present a conflict of interest.

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

whitley kate moore

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

From IP address: 75.182.196.195

Submitted date: 8/25/2023 3:29:11 PM ID: 434

From: noreply@smithfield-nc.com
To: [Shannan Parrish](#)
Date: Saturday, August 26, 2023 8:44:18 PM

Name (Last, First, Middle Initial):

Gaskins, John Arthur, B

Home Address:

404 s 3rd street

Business Name & Address:

404 s 3rd street

Home Telephone:

(919)631-9634

Mobile Telephone:

(919)631-9634

Email:

BanksGaskins3@gmail.com

Board which you are submitting an application:

Parks/Recreation Advisory Commission

Interests and Skills:

High School Soccer Captain for 2 years. As a youth participated in Smithfield Park and Rec: Sharks swim team, basketball, baseball, and soccer.

Recent Job Experiences:

K9-Kabana, Doggy daycare

Civic or Service Organization Experience:

North Carolina Senate Page Program Boy Scouts Of America troop 77 Centenary United Methodist Youth Group High School National Honor Society

Previous Town Board Experience:

N/A

Current Board/Committee Service:

N/A

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

I am interested in serving on the board to have a voice for my fellow youth for activities within the Park and Rec department.

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

NO

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

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

NO

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

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

John Arthur Banks Gaskins

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

From IP address: 98.121.5.83

Submitted date: 8/26/2023 7:44:11 PM ID: 435



Staff Report

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

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:

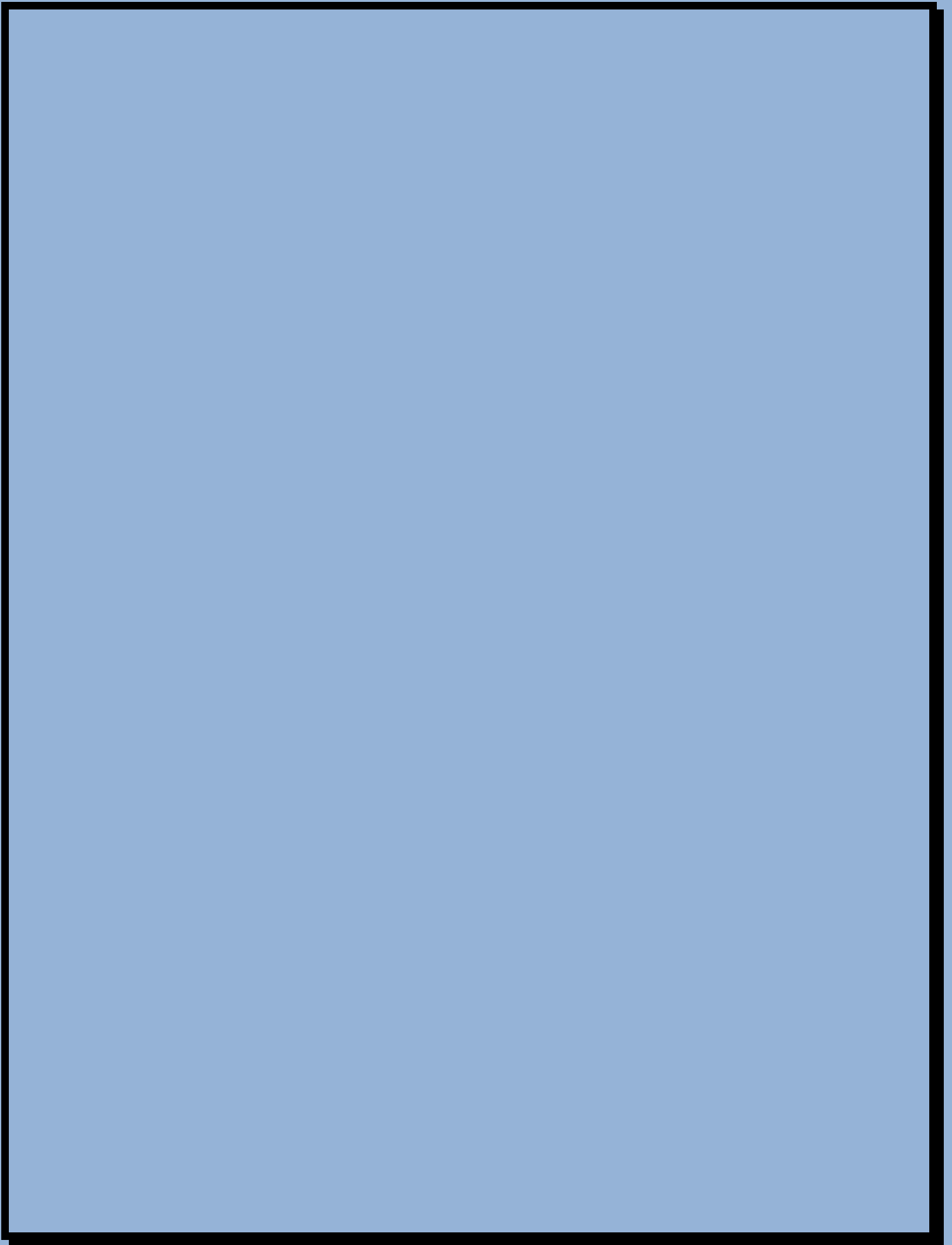
<u>Position</u>	<u>Department</u>	<u>Budget Line</u>
Facility Maintenance Specialist	P&R – Recreation	10-60-6200-5100-0200
Fire Chief	Fire	10-20-5300-5100-0200
Police Officer	Police	10-20-5100-5100-0200
Sanitation Equipment Operator	PW – Sanitation	10-40-5800-5100-0200
Utility Line Mechanic	PU – Water/Sewer	30-71-7220-5100-0200

Action Requested

The Town Council is asked to acknowledge that the Town has successfully filled the following vacancies in accordance with the Adopted FY 2023-2024 Budget.

<u>Position</u>	<u>Department</u>	<u>Budget Line</u>	<u>Rate of Pay</u>
Crew Leader	PW – Gen/Appearance	10-60-5500-5100-0200	\$20.97/hr. (\$43,617.60/yr.)
Police Chief	Police	10-20-5100-5100-0200	\$49.00/hr. (\$101,920.00/yr.)
Police Officer (BLET)	Police	10-20-5100-5100-0200	\$22.26/hr. (\$49,773.36/yr.)
P/T SRAC Staff - General	P&R – Aquatics	10-60-6220-5100-0210	\$12.00/hr.
P/T Athletic Staff	P&R – Recreation	10-60-6200-5300-0210	\$10.00/hr.

Business Items





Request for Town Council Action

Business **Downtown**
Agenda **Social**
Item: **District**
Date: 09/05/2023

Subject: Downtown Social District
Department: General Government
Presented by: Michael Scott – Town Manager and DSDC Executive
Director – Sarah Edwards
Presentation: Business Item

Issue Statement

The Downtown Smithfield Development Corporation, DSDC is requesting an area of downtown be designated as a "Social District" to permit alcohol, beer and wine to be carried open and consumed under the parameters approved for a social district by NC Statute 18B-300.1.

Financial Impact

Signage will need to be added to the downtown indicating the social district parameters. Website requirements for a social district will need to be created and maintained, cup design will need to be created, as well as business stickers allowing or refusing to participate in the social district.

Action Needed

Approve or deny request.

Recommendation

Approve request.

Approved: Town Manager Town Attorney

Attachments:

1. Staff Report
2. NC G.S. 18B-300.1
3. Draft Ordinance
4. DSDC Report



Staff Report

Business Agenda Item:	Downtown Social District
--------------------------------------	---

The Downtown Smithfield Development Corporation (DSDC) is requesting the Town Council designate a social district within the downtown area as permitted by NC G.S 18B-300.1, attached.

First readings of all Ordinances require approval by a super majority of two-thirds of the voting members of Council (5 total members voting in the affirmative)

Please refer to following DSDC report and social district plan.

§ 18B-300.1. Authorization and regulation of social districts.

(a) Policy. – The intent of this section is to regulate open containers of alcoholic beverages that customers of a permittee take from the permittee's licensed premises into another area where consumption of the alcoholic beverages is allowed. This section shall not in any way limit the consumption or possession of alcoholic beverages otherwise allowed under this Chapter.

(b) Definitions. – The following definitions apply in this section:

- (1) Customer. – A person who purchases an alcoholic beverage from a permittee that is in a social district.
- (2) Non-permittee business. – A business that is located in a social district and does not hold any ABC permit.
- (3) Permittee. – An establishment holding any of the following permits issued by the Commission:
 - a. An on-premises malt beverage permit issued pursuant to G.S. 18B-1001(1).
 - b. An on-premises unfortified wine permit issued pursuant to G.S. 18B-1001(3).
 - c. An on-premises fortified wine permit issued pursuant to G.S. 18B-1001(5).
 - d. A mixed beverages permit issued pursuant to G.S. 18B-1001(10).
 - e. A wine shop permit issued pursuant to G.S. 18B-1001(16).
 - f. A distillery permit issued pursuant to G.S. 18B-1100(5).
- (4) Social district. – A defined area in which a person may consume alcoholic beverages sold by a permittee. A social district may include both indoor and outdoor areas of businesses within or contiguous to the defined area during the days and hours set by the local government by ordinance pursuant to subsection (d) of this section. A social district may include privately owned property, including permittees and non-permittee businesses, and multi-tenant establishments, as defined in G.S. 18B-1001.5, and public streets, crosswalks, or parking areas whether or not the streets or parking areas are closed to vehicle traffic.

(c) Local Ordinances Authorized. – Pursuant to G.S. 153A-145.9, a county may adopt an ordinance designating one or more social districts in the parts of the county outside any city. Pursuant to G.S. 160A-205.4, a city may adopt an ordinance designating one or more social districts.

(d) Requirements for Designation. – A social district designated under this section shall meet all of the following requirements:

- (1) The social district shall be clearly defined with signs posted in a conspicuous location indicating which area is included in the social district, the days and hours during which alcoholic beverages may be consumed in the social district, the telephone number for the ALE Division and the local law enforcement agency with jurisdiction over the area comprising the social district, and a clear statement that an alcoholic beverage purchased from a permittee for consumption in a social district shall (i) only be consumed in the social district and (ii) be disposed of before the person in possession of the alcoholic beverage exits the social district. The hours set by a city or county during which customer-purchased alcoholic beverages may be consumed in a social district shall be in accordance with G.S. 18B-1004.
- (2) The city or county, or the city's or county's designee, shall establish or approve management and maintenance plans for the social district and post these plans, along with a rendering of the boundaries of the social district and days and

hours during which alcoholic beverages may be consumed in the social district, on the website for the city or county. The city's or county's designee may include a private entity, including a property owner or property owner's association. Any plan established under this subdivision shall be approved by the governing body of the city or county. The social district shall be maintained in a manner that protects the health and safety of the general public. The city or county may establish guidelines in the ordinance establishing the social district or in its management and maintenance plan to allow for suspension of regular days and hours of alcohol consumption in all or part of a social district during events requiring other permits pursuant to subsection (j) of this section.

- (3) Before allowing consumption of alcoholic beverages in a social district, the city or county shall submit to the Commission a detailed map of the social district with the boundaries of the social district clearly marked, and the days and hours during which alcoholic beverages may be consumed in the social district. The city or county shall only be required to submit a revised map to the Commission if the city or county amends the geographic footprint of a social district. A permittee may be included in the social district even if it chooses to exclude open containers of alcoholic beverages purchased from other permittees in the social district.
- (4) The city or county, or the city's or county's designee, shall develop or approve uniform signs indicating that a non-permittee business is included in the social district and allows alcoholic beverages on its premises when the social district is active and distribute the signs to non-permittee businesses that are included in the social district. The city's or county's designee may include a private entity, including a property owner or property owner's association. The signs may be in the form of a sticker, placard, or other format as deemed appropriate by the city or county. A participating non-permittee business shall display the uniform sign at all times during the times when the social district is active. A customer may not bring an alcoholic beverage into a non-permittee business that does not display the uniform sign. No non-permittee business shall be required to participate or be included in a social district or to allow customers to bring alcohol onto its premises.

(e) **Open Containers Sold by Permittees.** – A permittee located in a social district may sell open containers of alcoholic beverages and allow customers to exit its licensed premises to the social district in accordance with the following requirements:

- (1) The permittee shall only sell and serve alcoholic beverages on its licensed premises.
- (2) The permittee shall only sell an open container of an alcoholic beverage for consumption in the social district and off the premises of the permittee in a container that meets all of the following requirements:
 - a. The container clearly identifies the permittee from which the alcoholic beverage was purchased.
 - b. The container clearly displays a logo or some other mark that is unique to the social district in which it will be consumed.
 - c. The container is not comprised of glass.
 - d. The container displays, in no less than 12-point font, the statement, "Drink Responsibly – Be 21."
 - e. The container shall not hold more than 16 fluid ounces.

- (3) Nothing in this subsection shall be construed to authorize the sale and delivery of alcoholic beverage drinks in excess of the limitation set forth in G.S. 18B-1010.

(f) Limitations on Open Containers. – Except where otherwise allowed by local ordinance, the possession and consumption of an open container of an alcoholic beverage in a social district is subject to all of the following requirements:

- (1) A customer may only possess and consume open containers of alcoholic beverages that were purchased from a permittee located in the social district.
- (2) Customer-purchased open containers of alcoholic beverages in the social district shall only be in containers meeting the requirements set forth in subsection (e) of this section, except for open containers sold by a permittee for consumption on the permittee's premises.
- (3) A customer may only possess and consume open containers of alcoholic beverages in the social district during the days and hours set by the city or county in accordance with subsection (b) of this section, not to exceed the hours for consumption authorized pursuant to G.S. 18B-1004.
- (4) A customer shall not possess at one time open containers of alcoholic beverages in the social district in excess of the number of alcoholic beverages that may be sold and delivered by a retail permittee as set forth in G.S. 18B-1010.
- (5) A customer shall dispose of any open container of an alcoholic beverage purchased from a permittee in the customer's possession prior to exiting the social district unless the customer is reentering the licensed premises of the permittee where the customer purchased the alcoholic beverage.
- (6) Notwithstanding G.S. 18B-300 and G.S. 18B-301, a permittee or non-permittee business may allow a customer to possess and consume on the business's premises alcoholic beverages purchased from a permittee in the social district.

(g) Limitations on Closed Containers. – A person, including a customer who is in possession of an open container of an alcoholic beverage authorized under this section, may possess alcoholic beverages in closed containers in a social district to the extent allowed by law.

(h) Responsibilities of Non-Permittee Businesses. – A non-permittee business that is part of a social district and that allows customers to bring alcoholic beverages onto its premises shall not be responsible for enforcement of this Chapter. All non-permittee businesses that are part of a social district and that allow customers to bring alcoholic beverages onto their premises shall clearly post signage on any exits that do not open to the social district indicating that alcoholic beverages may not be taken past that point. During the days and hours when the social district is active, a non-permittee business that allows customers to bring alcoholic beverages onto its premises shall allow law enforcement officers access to the areas of the premises accessible by customers.

(i) Multi-Tenant Establishments Located in a Social District. – Permittees and non-permittee businesses in a multi-tenant establishment located within a social district may participate in the social district regardless of whether the multi-tenant establishment has a common area entertainment permit.

(j) Interaction with Other Permits. – The Commission shall issue permits for special events occurring partially or entirely within the boundaries of a social district as follows:

- (1) The Commission may issue special one-time permits pursuant to G.S. 18B-1002(a)(2) or (a)(5) for events occurring on premises located partially or entirely within the boundaries of a social district. If the event is scheduled to occur during hours when alcoholic beverages may be consumed

in the social district, the event permittee shall, in addition to obtaining such signed law enforcement notification as may be required under the Commission's rules, include in such notification a statement that the event is to occur in a social district during days and hours designated for consumption of alcoholic beverages.

- (2) A permittee holding a winery special event permit, malt beverage special event permit, or spirituous liquor special event permit pursuant to G.S. 18B-1114.1, 18B-1114.5, and 18B-1114.7, respectively, may sell and serve products at special events taking place in a social district.
- (3) A permittee holding a mixed beverages catering permit pursuant to G.S. 18B-1001(12) may serve spirituous liquor to guests at events taking place in a social district. (2022-49, s. 3(f).)

**TOWN OF SMITHFIELD
ORDINANCE NO. 518-2023**

**TO AMEND CHAPTER 17 OF THE TOWN OF SMITHFIELD CODE OF
ORDINANCES: STREETS, SIDEWALKS, AND OTHER PUBLIC PLACES TO ALLOW
FOR A SOCIAL DISTRICT**

WHEREAS, N.C.G.S. 160A-205.4 authorizes local governments to create and designate one or more “social districts” under N.C.G.S § 18B-300.1 within their jurisdictions; and

WHEREAS, a “social district” under N.C.G.S § 18B-300.1 is “a defined outdoor area in which a person may consume alcoholic beverages sold by” businesses holding one or more permits issued by the Alcoholic Beverage Commission; and

WHEREAS, local business owners within Downtown Smithfield have expressed interest in creating a social district to aid in economic development and downtown revitalization, and

WHEREAS, the Downtown Smithfield Social District shall be created and managed by the Town of Smithfield; and

WHEREAS, the Town of Smithfield desires to limit its social district to a walkable geographic area in the downtown where local restaurants and bars can sell alcoholic beverages to be consumed throughout the district, subject to certain rules and limitations; and

NOW, THEREFORE, BE IT ORDAINED by the Town Council of the Town of Smithfield, North Carolina, that it does hereby adopt and approve the Ordinance amending Section 17-7 “Alcohol Consumption on Public Property” and creating section 17-8 “Social District” as follows:

(All new language is denoted in red)

Section 17-7 is written as follows:

Sec. 17-7. - Alcohol consumption on public property.

Except as permitted in the Downtown Social District in Section 17-8 below, it shall be illegal to sell, serve, or otherwise consume any alcoholic beverage on any property or rights-of-way or other area owned or in the possession of the Town of Smithfield unless the town specifically authorizes such by the issuance of a special events permit and such conduct is not otherwise prohibited by law. Upon the filing of a special events application with the town's planning department, the Smithfield Town Council shall consider the approval of a special events permit at the first meeting that is more than two (2) weeks after the filing of the application. The town council shall consider the nature, location, time,

impact of adjoining properties, parking availability, and public health and safety factors when considering the issuance of a special events permit. The town council shall authorize the permit only if the event is compatible with the proposed time and location according to the factors in the preceding sentence. The town will issue a special event permit upon the following procedure and subject to the following conditions:

(1) This section applies only to the downtown business district, defined, for the purpose of this section, as the properties and areas between and including Fifth Street to Front Street and Bridge Street to Johnston Street in Smithfield, North Carolina.

(2) The event coordinator applies for and is issued a special events permit from the town. Upon approval by the town council, the city manager is authorized to issue the permit upon compliance with the applicable requirements of this section and state law.

(3) The event coordinator applies for and has been issued all necessary health department and ABC licenses and permits as required by law.

(4) The permit issued by the town clearly states and defines the area for which the alcoholic beverages may be sold or served and the boundaries of the area are clearly delineated in the application and the times of the event. No event shall continue past 12:00 a.m. The event coordinator is responsible for providing waiters or servers for the beverages so that those consuming the same are not serving themselves. The application must specify the location of the event with a drawing of sufficient detail for the town to locate the boundaries of the event on the ground. Before commencement of the event, the event coordinator must have visibly roped or ribboned boundaries surrounding the event area. Signs will be visible at all exit points that it is unlawful to remove alcoholic beverages in open and unsealed containers from the premises. **If the event is held entirely within the boundaries of the Downtown Smithfield Social District, it is not necessary to visibly rope or ribbon boundaries surrounding the event area and place signs at the exits.**

(5) The application must specify in the drawing the location of all tables, chairs, signs and other furnishings during the event. The event coordinator must remove such personally within two (2) hours after the event closes and may not install the items until twelve (12) hours before the event. If such items are not removed within two (2) hours after the event, the town shall have the right to remove such items that will become upon removal the property of the town and subject to discard as trash.

(6) The event coordinator is responsible for maintaining decorum and order and shall provide adequate security staff. A security plan will be presented to the chief of police prior to approval of a permit. The chief of police will then forward his/her approval/recommendations to the city manager for consideration.

(7) The area on town property where alcoholic beverages are proposed to be served or sold must not restrict access or interfere with the operation of any business in the immediate vicinity.

(8) All alcohol shall be poured into or otherwise consumed from non-breakable cups or shatterproof glasses. **If the event is held within the boundaries of the Downtown Smithfield Social District, the containers must meet the requirements as outlined in Section 17-8.** All empty bottles or cans shall be handled and stored in such a manner as not to be broken or left on town property. The event coordinator shall be responsible for the complete clean up of the event area and shall have all trash or debris collected and removed from the area immediately following the end of the event.

(9) The event coordinator must possess or secure for the special event liability insurance with liquor or alcoholic beverage coverage with minimum limits of one million dollars (\$1,000,000.00) per claimant and with aggregate coverage of not less than three million dollars (\$3,000,000.00). When the event is conducted on a town property or right-of-way, the town shall be identified as an additional insured on the referenced insurance policy. The event coordinator shall also agree to hold harmless and indemnify the Town of Smithfield from any liability arising from the event.

(10) Violation of any of the terms and conditions of the permit will entitle the town to immediately terminate the permit and order the immediate disbandment of all persons, as well as serve as a possible prohibition for future special event permitting for the event coordinator.

(11) The event coordinator must assume full personal responsibility in the written application for the reasonable operation of the event and agrees to indemnify town from any reasonably foreseeable damage to the town or third parties.

(12) The event coordinator shall not allow any permanent alteration or encroachment on property owned or possessed by the town. The event coordinator will be responsible for repairing any incidental damage to town property from the event.

(13) The event coordinator shall post a five hundred dollar (\$500.00) cash bond with the town as security for the faithful management of the event and the obligation of the event coordinator to take reasonable measures to prevent damage to town property or to third parties.

(14) A permit may be denied if it is found that the granting of the permit would not be in the public interest, lack of harmony of the event as planned with the neighborhood at the time requested; or

(15) The city manager or his designee may revoke a permit issued pursuant to this section, if he finds that the event coordinator has:

- a. Deliberately misrepresented or provided false information in the permit application;
- b. Violated any provision of this Code;
- c. Violated any law, regulation or ordinance regarding the possession, sale, transportation or consumption of intoxicating beverages or controlled substances;

d. Operated the event or prior events in such a manner as to create a public nuisance or to constitute a hazard to the public health, safety or welfare, specifically including failure to keep the sidewalk cafe area clean and free of refuse; and/or

e. Failed to maintain any health, business or other permit or license required by law for the operation of a business. Before the revocation of a permit, the city manager shall notify the permit holder of his intent to revoke the permit and the reasons therefore and shall afford the permit holder an immediate opportunity to appear and be heard on the question of such revocation.

f. The town must protect its properties from perceived emergencies and thus the town may within its sole discretion in extraordinary circumstances cancel the event and remove event property at any time without notice and without justifying cause. While this may be harsh, any applicant agrees to this condition.

(16) Permits issued in accordance with the provisions of this section shall:

- a. Be issued separately for each event;
- b. Not be transferable or assignable.

Sec. 17-8. - Social District.

Pursuant to the provisions of North Carolina Statute 160A-205.4, one or more social districts may be created within the municipal limits of the Town of Smithfield. The Downtown Smithfield Social District shall be created, designated and managed in accordance with the requirements contained in N.C.G.S. 160A-205.4. The boundaries of the Downtown Smithfield Social District are designated as shown on the map contained within the Downtown Smithfield Social District Management and Maintenance Plan, which is available in Town Hall and on the Town's website.

(a) Definitions. The following definitions shall apply in this section:

- (1) Social District. A defined outdoor area in which a citizen may consume alcoholic beverages sold by a permittee. This term does not include the permittee's licensed premise, or an extended area allowed under N.C.G.S. 18B-904(h).
- (2) Permittee. A person holding any of the following ABC permits issued by the North Carolina Alcoholic Beverage Control Commission established under N.C.G.S. 18B-200:
 - (i) An on-premises malt beverage permit issued pursuant to N.C.G.S. 18B-1001(1).
 - (ii) An on-premises unfortified wine permit issued pursuant to N.C.G.S. 18B-1001(3).
 - (iii) An on-premises fortified wine permit issued pursuant to N.C.G.S. 18B-1001(5).
 - (iv) A mixed beverages permit issued pursuant to N.C.G.S. 18B-1001(10).
 - (v) A distillery permit issued pursuant to N.C.G.S. 18B-1001(5).

(b) Application.

- (1) The provisions and terms contained in Section 17-8 shall be applicable between the hours of 10:00 a.m. and 10:00 p.m., Monday through Sunday. At all other times, the provisions and terms contained in this Article are not in effect and all provisions of

State and local laws concerning the possession and consumption of alcohol shall be in full force and effect.

(2) Any alcoholic beverage purchased for consumption in the Downtown Smithfield Social District shall:

- (i) Only be consumed in the Downtown Smithfield Social District.
- (ii) Be disposed of before the person in possession of the alcoholic beverage exits the Downtown Smithfield Social District.
- (iii) Establishments within the Downtown Smithfield Social District may opt-out of allowing alcoholic beverages purchased within the Social District to be brought into their establishments.

(c) Requirements for the Sale of Alcoholic Beverages.

(1) A permittee located in or contiguous to the Downtown Smithfield Social District may sell alcoholic beverages for consumption within the Downtown Smithfield Social District it is located in or contiguous to in accordance with the following requirements:

- (i) The permittee shall only sell and serve alcoholic beverages on its licensed premises.
- (ii) The permittee shall only sell alcoholic beverages for consumption in the Downtown Smithfield Social District that meets all of the following requirements:
 - a) The container clearly identifies the permittee from which the alcoholic beverage was purchased.
 - b) The container clearly displays a logo or some other mark that is unique to the Downtown Smithfield Social District.
 - c) The container is not comprised of glass.
 - d) The container displays, in no less than 12-point font, the statement, “Drink Responsibly - Be 21.”
 - e) The container shall not hold more than 16 fluid ounces.
- (iii) Nothing in this section shall be construed as authorizing the sale and delivery of alcoholic beverage drinks in excess of the limitation set forth in N.C.G.S. 18B-1010.

(d) Requirements for Possession and Consumption of Alcoholic Beverages.

(1) Only alcoholic beverages purchased from a permittee located in or contiguous to the Downtown Smithfield Social District may be possessed and consumed.

(2) Alcoholic beverages shall only be in containers meeting the requirements set forth in this section.

(3) Alcoholic beverages shall only be possessed and consumed within the boundaries of the Downtown Smithfield Social District during the days and hours set forth in this section.

(4) Nothing in this section shall be construed as authorizing the sale and delivery of alcoholic beverage drinks in excess of the limitation set forth in N.C.G.S. 18B-1010.

(5) A person shall dispose of any alcoholic beverage in the person’s possession prior to exiting the Downtown Smithfield Social District.

(e) Requirements for the Sale and Serving of Alcoholic Beverages at Special Events.

- (1) The NC ABC Commission may issue special one-time permits to a nonprofit organization to allow the retail sale of malt beverages, unfortified wine, fortified wine, or to allow brown bagging, at a single fund-raising event of that organization.
 - (i) Events issued special one-time permits from the NC ABC Commission must meet the requirements set forth in Section 17-7.
- (2) Alcoholic beverage drinks may be sold or served by permittees holding a winery special event permit, malt beverage special event permit, or spirituous liquor special event permit at special events taking place in the Downtown Smithfield Social District. A permittee holding a mixed beverages catering permit may serve spirituous liquor to guests at events taking place in a social district.
- (3) Holders of special one-time permits, winery special event permits, malt beverage special event permits, spirituous liquor special event permits, and mixed beverages catering permits will be required to purchase Social District containers meeting the requirements set forth in this section from the Downtown Smithfield Development Corporation, and affix a sticker to each container sold to a customer that identifies from where the alcoholic beverage was purchased.

Adopted by a motion made by Councilman _____, seconded by Councilman _____ and approved by a vote of _____ in favor and _____ against.

Adopted this the 5th day of September, 2023.

M. Andy Moore, Mayor

ATTEST:

Shannan L. Parrish
Town Clerk



**DOWNTOWN
SMITHFIELD**
social district

Introduction

Social districts in North Carolina were first authorized after Session Law 2021-150 was signed by the Governor on September 10, 2021. The legislation was amended to provide clarification on several issues under Session Law 2022-49, which was signed by the Governor on July 7, 2022.

As stated in NCGS § 18B-300.1, the intent is to regulate open containers of alcoholic beverages that customers of a permittee take from the permittee's licensed premises (i.e. restaurants, breweries, wineries, distilleries, and bars) into another area (social district) where consumption of the alcoholic beverages is allowed.

A social district may include both indoor and outdoor areas of businesses within or contiguous to the defined area during the days and hours set by the local government by ordinance, and may include privately owned property, including permittees and non-permittee businesses, multi-tenant establishments, public streets, crosswalks, and parking areas.

While non-permittee businesses and private property owners located within a social district may choose to allow open containers purchased from social district permittees on their properties when the social district is active, non non-permittee business shall be required to participate or be included in a social district or to allow customers to bring alcohol onto its premises.

Requirements for Designation of a Social District

Social District Signage

The social district shall be clearly defined with signs posted in a conspicuous location indicating which area is included in the social district, the days and hours during which alcoholic beverages may be consumed in the social district, the telephone number for the ALE Division and the local law enforcement agency with jurisdiction over the area comprising the social district, and a clear statement that an alcoholic beverage purchased from a permittee for consumption in a social district shall (i) only be consumed in the social district and (ii) be disposed of before the person in possession of the alcoholic beverage exits the social district.

Management and Maintenance Plan

The city, or the city's designee, shall establish or approve management and maintenance plans for the social district and post these plans, along with a rendering of the boundaries of the social district and days and hours during which alcoholic beverages may be consumed in the social district on the city's website. The city's designee may be a private entity. Any plan established shall be approved by the city's governing body. The social district shall be maintained in a manner that protects the health and safety of the general public. The city may establish guidelines in the ordinance establishing the social district or in its management and maintenance plan to allow for suspension of regular days and hours of alcohol consumption in all or part of a social district during events requiring other ABC permits.

Notification to the North Carolina ABC Commission

Before allowing consumption of alcoholic beverages in a social district, the city shall submit to the Commission a detailed map of the social district with the boundaries clearly marked, and the days and hours during which alcoholic beverages may be consumed in the social district.

Signage for Participating Non-Permittee Businesses

The city, or the city's designee, shall develop or approve uniform signs indicating that a non-permittee business is included in the social district and allows alcoholic beverages on its premises when the social district is active and distribute the signs to non-permittee businesses that have chosen to participate in the social district. A customer may not bring an alcoholic beverage into a non-permittee business that does not display the uniform sign.

Open Container Sales by Permittee Businesses

A permittee located in a social district may sell open containers of alcoholic beverages and allow customers to exit its licensed premises to the social district in accordance with the following requirements:

1. The permittee shall only sell and serve alcoholic beverages on its licensed premises
2. The permittee shall only sell an open container of an alcoholic beverage for consumption in the social district and off the premises of the permittee in a container that meets all of the following requirements:
 - a. The container clearly identifies the permittee from which the alcoholic beverage was purchased.
 - b. The container clearly displays a logo or some other mark that is unique to the social district in which it will be consumed.
 - c. The container is not comprised of glass.
 - d. The container displays, in no less than 12-point font, the statement, "Drink Responsibly - Be 21."
 - e. The container shall not hold more than 16 fluid ounces.

Limitations on Open Containers

Except where otherwise allowed by local ordinance, the possession and consumption of an open container of an alcoholic beverage in a social district is subject to all of the following requirements:

1. A customer may only possess and consume open containers of alcoholic beverages that were purchased from a permittee located in the social district.
2. Customer-purchased open containers of alcoholic beverages in social district shall only be in containers meeting the requirements set forth in N.C.G.S. 18B-300.1(3) and provided above, except for open containers sold by a permittee for consumption on the permittee's premises.
3. A customer may only possess and consume open containers of alcoholic beverages in the social district during the days and hours set by the city.
4. A customer shall not possess at one time open containers of alcoholic beverages in the social district in excess of the number of alcoholic beverages that may be sold and delivered by a retail permittee as set forth in N.C.G.S. 18B-1010. A social district permittee may sell and deliver open containers of alcoholic beverages to a single patron with the following limitations:

- a. Not more than two alcoholic beverage drinks at one time if the alcoholic beverage drinks are any of the following:
 - i. A malt beverage.
 - ii. Unfortified wine.
 - iii. Fortified wine.
 - b. Not more than one alcoholic beverage at one time if an alcoholic beverage drink is a mixed beverage or contains spirituous liquor.
5. A customer shall dispose of any open container of an alcoholic beverage purchased from a permittee in the customer's possession prior to exiting the social district unless the customer is reentering the licensed premises of the permittee where the customer purchased the alcoholic beverage.
 6. Notwithstanding N.C.G.S. 18B-300 and N.C.G.S. 18B-301, a permittee or non-permittee business may allow a customer to possess and consume on the business's premises alcoholic beverages purchased from a permittee in the social district.

Responsibilities of Non-Permittee Businesses

A non-permittee business that is part of a social district and that allows customers to bring alcoholic beverages onto its premises shall clearly post signage on any exits that do not open to the social district indicating that alcoholic beverages may not be taken past that point.

During the days and hours when the social district is active, a non-permittee business that allows customers to bring alcoholic beverages onto its premises shall allow law enforcement officers access to the areas of the premises accessible by customers.

Multi-Tenant Establishments Located in a Social District

Permittees and non-permittees in a multi-tenant establishment located within a social district may participate in the social district regardless of whether the multi-tenant establishment has a common area entertainment permit.

Interaction with Other Permits

The ABC Commission shall issue permits for special events occurring partially or entirely within the boundaries of a social district as follows:

1. The Commission may issue special one-time permits pursuant to N.C.G.S. 18B-1002(a)(2) or (a)(5) for events occurring on premises located partially or entirely within the boundaries of a social district. If the event is scheduled to occur during hours when the alcoholic beverages may be consumed in the social district, the event permittee shall, in addition to obtaining such signed law enforcement notification as may be required under the Commission's rules, include in such notification a statement that the event is to occur in a social district during days and hours designated for consumption of alcoholic beverages.
2. A permittee holding a winery special event permit, malt beverage special event permit, or spirituous liquor special event permit may sell and serve products at special events taking place in a social district.

3. A permittee holding a mixed beverages catering permit may serve spirituous liquor to guests at events taking place in a social district.

Downtown Smithfield Social District Management and Maintenance Plan

Introduction

On September 8, 2021, Session Law 2021-150 was signed into law by the Governor, thereby allowing local governments to establish social districts within their jurisdictions. In social districts, permitted businesses (restaurants, breweries, wineries, distilleries, and bars) may sell beverages in designated open containers to be consumed within the boundaries of the district.

The Town of Smithfield has established such a social district, designated the Downtown Smithfield Social District.

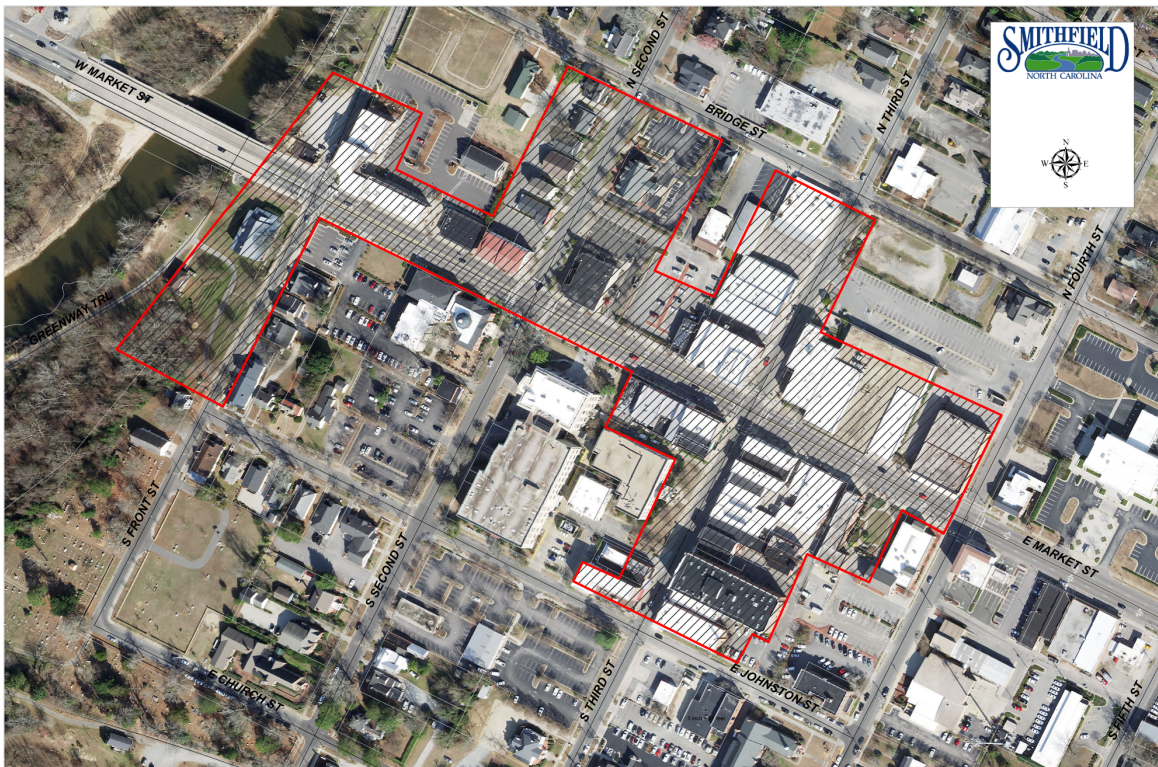
In the plan that follows, the management and maintenance of the Downtown Smithfield Social District is outlined. The plan will be submitted to the North Carolina ABC Commission and placed on the Town of Smithfield's website.

Management of the Downtown Smithfield Social District

The Downtown Smithfield Social District will be managed by the Town of Smithfield with support from the Planning Department, Public Works Department, Police Department, and other departments as needed, as well as the Downtown Smithfield Development Corporation (DSDC).

Social District Boundaries

The boundaries of the Downtown Smithfield Social District are outlined on the map below.



Days and Hours of Operation

Unless otherwise suspended as allowed by statute, the Downtown Smithfield Social District will operate Monday through Sunday from 10:00 a.m. until 10:00 p.m.

Social District Signage

In accordance with the general statutes, the DSDC will develop the required social district signage to be posted in a conspicuous location indicating the boundaries of the social district, the days and hours during which alcoholic beverages may be consumed in the social district, the telephone numbers for the ALE Division and the Smithfield Police Department, and a clear statement that an alcoholic beverage purchased from a permittee for consumption in a social district shall only be consumed in the social district and be disposed of before the person in possession of the alcoholic beverage exits the social district.

Website

The DSDC will create a section on its website, www.DowntownSmithfield.com, with the Social District Management and Maintenance Plan, boundaries, and operating hours, as well as a list of participating businesses and answers to frequently asked questions. The social district section of the Town of Smithfield's website may be an external link to the DSDC website.

Participating Businesses with ABC Permits

Businesses located within the social district boundaries and permitted by the NC ABC Commission to sell alcoholic beverages can participate in the Downtown Smithfield Social District provided they adhere to the rules, regulations, and requirements set forth by the Town of Smithfield, NC ABC Commission, and statutory requirements.

Businesses selling alcoholic beverages for consumption within the social district boundaries shall comply with the following rules:

1. The business shall only sell alcoholic beverages on its licensed premises.
2. The business shall only sell alcoholic beverages for consumption in a social district container that meets the below requirements, displays the required artwork provided by the DSDC and the business' logo, except for open containers sold by a permittee for consumption on the permittee's premises.
3. A customer shall not possess at one time open containers of alcoholic beverages in the social district in excess of the number of alcoholic beverages that may be sold and delivered by a retail permittee as set forth in N.C.G.S. 18B-1010. A social district permittee may sell and deliver open containers of alcoholic beverages to a single patron with the following limitations:
 - a. Not more than two alcoholic beverage drinks at one time if the alcoholic beverage drinks are any of the following:
 - i. A malt beverage.
 - ii. Unfortified wine.
 - iii. Fortified wine.
 - b. Not more than one alcoholic beverage at one time if an alcoholic beverage drink is a mixed beverage or contains spirituous liquor.

- c. The business shall only sell alcoholic beverages for consumption within the social district during the days and hours in which the social district operates.

Permitted businesses shall prohibit entry to customers who possess an alcoholic beverage purchased at another permitted business within the social district.

There is no fee to participate in the social district, other than the cost of the required containers.

Containers

In accordance with the general statutes, the DSDC will design artwork for containers that meet the general statute requirements:

1. The container clearly identifies the permittee from which the alcoholic beverage was purchased.
2. The container clearly displays a logo or some other mark that is unique to the Downtown Smithfield Social District.
3. The container is not comprised of glass.
4. The container displays, in no less than 12-point font, the statement, "Drink Responsibly - Be 21."
5. The container shall not hold more than 16 fluid ounces.

Permittee businesses will be responsible for purchasing containers that are compliant with the general statute requirements.

Non-Permittee Participating Businesses

Businesses located within the social district boundaries that do not possess an ABC permit may choose to allow alcoholic beverages purchased in accordance with the social district rules, regulations, and requirements to be consumed in their businesses.

During the days and hours when the social district is active, a non-permittee business that allows customers to bring alcoholic beverages onto its premises shall allow law enforcement officers access to the areas of the premises accessible by customers.

There is no fee to participate in the social district.

Non-Permittee Business Signage

In accordance with the general statutes, the DSDC will develop signage for non-permittee businesses that choose to allow consumption of alcoholic beverages in their businesses and provide such signs to those businesses.

Participating non-permittee businesses shall display the sign provided by the DSDC at all times during which the social district is active. A customer may not bring an alcoholic beverage into a non-permittee business that does not display the uniform sign.

Special Events

The NC ABC Commission may issue special one-time permits to a nonprofit organization to allow the retail sale of malt beverages, unfortified wine, fortified wine, or to allow brown bagging, at a single fund-raising event of that organization. Events issued special one-time permits from the NC ABC Commission must meet the requirements set forth in Section 17-7 of the Town of Smithfield's Code of Ordinance.

Alcoholic beverage drinks may be sold or served by permittees holding a winery special event permit, malt beverage special event permit, or spirituous liquor special event permit at special events approved by the Smithfield Town Council and taking place in the Downtown Smithfield Social District.. A permittee holding a mixed beverages catering permit may serve spirituous liquor to guests at events taking place in a social district.

During special events, the DSDC will sell social district containers to such permittees, and the permittee will be required to affix a sticker with their business logo to the container.

Possession and Consumption of Alcoholic Beverages

Persons consuming alcoholic beverages within the social district shall abide by the following rules:

1. Only alcohol purchased from a permitted business within the social district and that is in the approved social district container may be consumed within the social district.
2. Alcoholic beverages may only be taken into businesses that have signage indicating that alcoholic beverages are allowed in their business.
3. Alcoholic beverages must be disposed of before leaving the social district.
4. Alcoholic beverages may only be consumed during the days and hours in which the social district is in operation.

Sanitation and Maintenance

The Town of Smithfield Public Works Department will provide sanitation services within the Downtown Smithfield Social District, including trash removal and litter pickup. Trash receptacles will be located throughout the social district to encourage patrons to properly dispose of their cups and unconsumed alcohol.

Enforcement and Penalties

Security and enforcement in the Downtown Smithfield Social District will be provided by the Smithfield Police Department. The Police Department will enforce the provisions of N.C.G.S. 18B-300.1 and the Town of Smithfield's Code of Ordinances. A violation of the provisions of N.C.G.S. 18b-300.1 is a Class I misdemeanor pursuant to N.C.G.S. 18B-102(b).

Insurance

The Town of Smithfield is insured for its management and operation of the Downtown Smithfield Social District.

Marketing and Promotion

Marketing and promotion of the Downtown Smithfield Social District will be a joint effort between the Town of Smithfield, DSDC, and participating businesses in the social district.

Financing

The costs of establishing and managing the Downtown Smithfield Social District will be funded by the DSDC. Permittee participants and non-permittee business participants are solely responsible for costs associated with their respective properties.



Request for Town Council Action

Business **Downtown**
Agenda **Sanitation**
Item: **Collection**
Date: 09/05/2023

Subject: Downtown Trash Pick-up
Department: Public Works – Sanitation Department
Presented by: Town Manager – Michael Scott and Public Works Director
– Lawrence Davis
Presentation: Business Item

Issue Statement

The Sanitation Department is requesting businesses downtown that face the 200 and 300 blocks of Market Street and the 100 block of South Third Street be permitted to become town sanitation customers rather than leave their trash products on the sidewalk or in the pedestrian cans.

Financial Impact

New sanitation customers will be charged as indicated in the annual fee schedule.

Action Needed

Approve or deny request.

Recommendation

Approve request.

Approved: Town Manager Town Attorney

Attachments:

- Staff Report



Staff Report

**Business
Agenda
Item:** **Downtown
Sanitation
Collection**

At some point in history, it has been reported there were discussions between the downtown businesses and government leaders permitting businesses in the 100 block of South Third Street and the 200 and 300 blocks of Market Street to set their trash products on the sidewalk or inside the pedestrian cans for no charge pick-up. This may have occurred during the last street scape project when the power lines were buried in the downtown area. History has clouded this issue and the Town has no council meeting minutes it can locate regarding this matter.

The trash has become out of control and is now creating a nuisance in this area of downtown and the matter requires formal changes. Staff is recommending that businesses in this area be permitted to become sanitation customers at a cost, and within the requirements of, what is approved in the fee schedule each year. Back door pick-up however would not be available at these locations. Participating businesses would be required to bring their trash cans to the curb the morning or prior evening of their trash day and return their cans to behind their businesses following morning pick-up. All materials must be in a designated receptacle. All other materials, such as construction debris, plastic, appliances, furniture, yard debris, hazardous materials, grease, or electronic equipment must be disposed of by other means and is the responsibility of the business owner.

Leaving business trash, such as bags and boxes outside a designated trash receptacle would become unlawful and would be considered littering.

Businesses would not be required to use town services and would be permitted to have a dumpster from a private sanitation company or receptacle pick-up from a private sanitation company, as long as trash receptacles are not left on the street or sidewalk during normal business hours or on the weekends from 8:00 am to 5:00 pm. New customers would be required to sign-up for this service and would be invoiced as part of their monthly utility billing.



Request for Town Council Action

Business Agenda Item:	Speed Limit Changes
Date:	09/05/2023

Subject: Speed Limit Changes
Department: Planning Department & Police Department
Presented by: Planning Director – Stephen Wensman
Presentation: Business Item

Issue Statement

Due to increased traffic and identified speed issues, the police department and planning staff contacted NCDOT about reducing the speed limit on NC Highway 210 between Market Street to past the Marin Woods development and on West Market Street from the Neuse River Bridge to NC Highway 210. After review NCDOT agreed with the modification in speed and require the attached ordinance amendments to be approved by Council.

Financial Impact

None

Action Needed

Approve Speed Limit Changes and Ordinances as attached.

Recommendation

Approve Speed Limit Changes and Ordinances as attached.

Approved: Town Manager Town Attorney

Attachments:

1. Staff Report
2. Ordinance No. 517-2023
3. NCDOT Certification of Municipal Declarations



Staff Report

Business Agenda Item:	Speed Limit Changes
--------------------------------------	------------------------------------

The Planning Director, Stephen Wensman and the Previous Police Chief, Keith Powell have been working with NCDOT for some time to lower the speed limit on NC 210 Market Street to just beyond the Marin Woods development. With the new subdivisions being added to this stretch of road, staff felt it was important to decrease the speed limit as soon as possible. The speed change will make this stretch of road 35 miles per hour rather than 45 miles per hour. After providing time for NCDOT to review the issue, NCDOT has agreed with the change.

At the August Town Council meeting, the Council asked Staff to request a speed limit change on West Market Street between the Neuse River Bridge and NC Highway 210 from 45 miles per hour to 35 miles per hour. The NCDOT reviewed the issue and agreed to the change. Please note, the ordinance repeals the 45 MPH speed limit between the Neuse River Bridge and M. Durwood Stephenson Parkway and replaces it with a 45 MPH speed limit from the NC Highway 210 to M. Durwood Stephenson Parkway, the remainder of West Market Street between NC Highway 210 and the Neuse River Bridge therefore defaults to the local speed limit of 35 MPH.

The Council will need to adopt the attached ordinances to make the reduced speed limit changes effective.

**TOWN OF SMITHFIELD
ORDINANCE NO. 517-2023**

**AN ORDINANCE CONCURRING WITH THE NORTH CAROLINA DEPARTMENT
OF TRANSPORTATION FOR SPEED LIMIT REVISIONS INSIDE THE
CORPORATE LIMITS OF SMITHFIELD, NORTH CAROLINA**

WHEREAS, the Town of Smithfield requested from the North Carolina Department of Transportation for the approval of certification ordinance implementing speed limit modifications on certain state roads within the Corporate Limits; and,

WHEREAS, the Town and the State must concur in this action to modify the speed limits on any state highway located within the limits of the town; and,

WHEREAS, the Town Council desires to cooperate with the Department of Transportation in the designation of speed limit modifications as requested;

NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF SMITHFIELD, NORTH CAROLINA:

Section 1. Based upon the authority granted by GS 20-141(f), the speed zone modifications proposed by the Department of Transportation (DOT) are hereby approved as follows:

DECLARE THE FOLLOWING SPEED LIMITS ON NC 210

Speed Limit	Route	Description
35 MPH	NC 210	Between 0.18 mile east of SR 1010 and US 70.

RESCIND THE FOLLOWING SPEED LIMITS ON NC 210

Speed Limit	Route	Description
45 MPH	NC 210	NC 210 from a point 0.18 mile east of SR 1010, eastward for 1.12 mile in Smithfield

Section 2.

DECLARE THE FOLLOWING SPEED LIMITS ON US 70 BUSINESS

Speed Limit	Route	Description
45 MPH	US 70 BUS.	Between 0.28 mile east of SR 1969 and NC 210

RESCIND THE FOLLOWING SPEED LIMITS ON US 70 BUSINESS

Speed Limit	Route	Description
45 MPH	US 70 BUS.	From a point 0.28 mile east of SR 1969, eastward to a point 0.50 mile east of NC210

Section 3. The Town Clerk is hereby authorized and directed to cause this Ordinance, and the attached DOT ordinance certifications as ATTACHMENTS A - D, to be certified and forwarded to the Department of Transportation for its use and files for purposes effectuating the stated speed zone modifications.

Section 4. The Town Manager or his designees are hereby authorized to execute the applicable documents associated with this ordinance.

Section 5. This ordinance shall become effective upon its adoption and approval both by City and Department of Transportation.

Adopted and approved this the 5th day of September, 2023.

M. Andy Moore
Mayor

ATTEST:

Shannan L. Parrish
Town Clerk

**Certification of Municipal Declaration
To Repeal Speed Limits and Request for Concurrence**

Concurring State Ordinance Number: 1025326

Division: 4 **County:** JOHNSTON

Municipality: SMITHFIELD

Type: Municipal Speed Zones

Road: NC 210

Car: 45 MPH

Truck: 45 MPH

Description: NC 210 from a point 0.18 mile east of SR 1010, eastward for 1.12 mile in Smithfield.

Municipal Certification

I, _____, Clerk of _____, do hereby certify that the municipal governing body, pursuant to the authority granted by G.S. 20-141(f), determined upon the basis of an engineering and traffic investigation and duly declared, on the _____ day of _____, 20_____, the repeal of speed limits as set forth above on the designated portion of the State Highway System, which shall become effective when the Department of Transportation has passed a concurring ordinance and signs are erected giving notice of the authorized speed limit.

The said municipal declaration is recorded as follows:

Minute Book: _____ Page: _____ Ordinance Number: _____

In witness whereof, I have hereunto set my hand and the municipal seal this _____ day of _____, 20_____.

(signature)

(municipal seal)

Department of Transportation Approval

Division: _____ Title: _____ Date: _____

Region: _____ Title: _____ Date: _____

**Certification of Municipal Declaration
To Enact Speed Limits and Request for Concurrence**

Concurring State Ordinance Number: 1084405

Division: 4 **County:** JOHNSTON

Municipality: SMITHFIELD

Type: Municipal Speed Zones

Road: NC 210

Car: 45 MPH

Truck: 45 MPH

Description: Between 0.18 mile east of SR 1010 and 0.72 mile east of SR 1010.

Municipal Certification

I, _____, Clerk of _____, do hereby certify that the municipal governing body, pursuant to the authority granted by G.S. 20-141(f), determined upon the basis of an engineering and traffic investigation and duly declared, on the _____ day of _____, 20_____, the speed limits as set forth above on the designated portion of the State Highway System, which shall become effective when the Department of Transportation has passed a concurring ordinance and signs are erected giving notice of the authorized speed limit.

The said municipal declaration is recorded as follows:

Minute Book: _____ Page: _____ Ordinance Number: _____

In witness whereof, I have hereunto set my hand and the municipal seal this _____ day of _____, 20_____.

(signature)

(municipal seal)

Department of Transportation Approval

Division: _____ Title: _____ Date: _____

Region: _____ Title: _____ Date: _____

**Certification of Municipal Declaration
To Repeal Speed Limits and Request for Concurrence**

Concurring State Ordinance Number: 1025310

Division: 4 **County:** JOHNSTON

Municipality SMITHFIELD

Type: Municipal Speed Zones

Road: US 70BUS

Car: 45 MPH

Truck: 45 MPH

Description: From a point 0.28 mile east of SR 1969, eastward to a point 0.50 mile east of NC210

Municipal Certification

I, _____, Clerk of _____, do hereby certify that the municipal governing body, pursuant to the authority granted by G.S. 20-141(f), determined upon the basis of an engineering and traffic investigation and duly declared, on the _____ day of _____, 20_____, the repeal of speed limits as set forth above on the designated portion of the State Highway System, which shall become effective when the Department of Transportation has passed a concurring ordinance and signs are erected giving notice of the authorized speed limit.

The said municipal declaration is recorded as follows:

Minute Book: _____ Page: _____ Ordinance Number: _____

In witness whereof, I have hereunto set my hand and the municipal seal this _____ day of _____, 20_____.

(signature)

(municipal seal)

Department of Transportation Approval

Division: _____ Title: _____ Date: _____

Region: _____ Title: _____ Date: _____

**Certification of Municipal Declaration
To Enact Speed Limits and Request for Concurrence**

Concurring State Ordinance Number: 1084464

Division: 4 **County:** JOHNSTON

Municipality: SMITHFIELD

Type: Municipal Speed Zones

Road: US 70BUS

Car: 45 MPH

Truck: 45 MPH

Description: Between 0.28 mile east of SR 1969 and NC 210.

Municipal Certification

I, _____, Clerk of _____, do hereby certify that the municipal governing body, pursuant to the authority granted by G.S. 20-141(f), determined upon the basis of an engineering and traffic investigation and duly declared, on the _____ day of _____, 20_____, the speed limits as set forth above on the designated portion of the State Highway System, which shall become effective when the Department of Transportation has passed a concurring ordinance and signs are erected giving notice of the authorized speed limit.

The said municipal declaration is recorded as follows:

Minute Book: _____ Page: _____ Ordinance Number: _____

In witness whereof, I have hereunto set my hand and the municipal seal this _____ day of _____, 20_____.

(signature)

(municipal seal)

Department of Transportation Approval

Division: _____ Title: _____ Date: _____

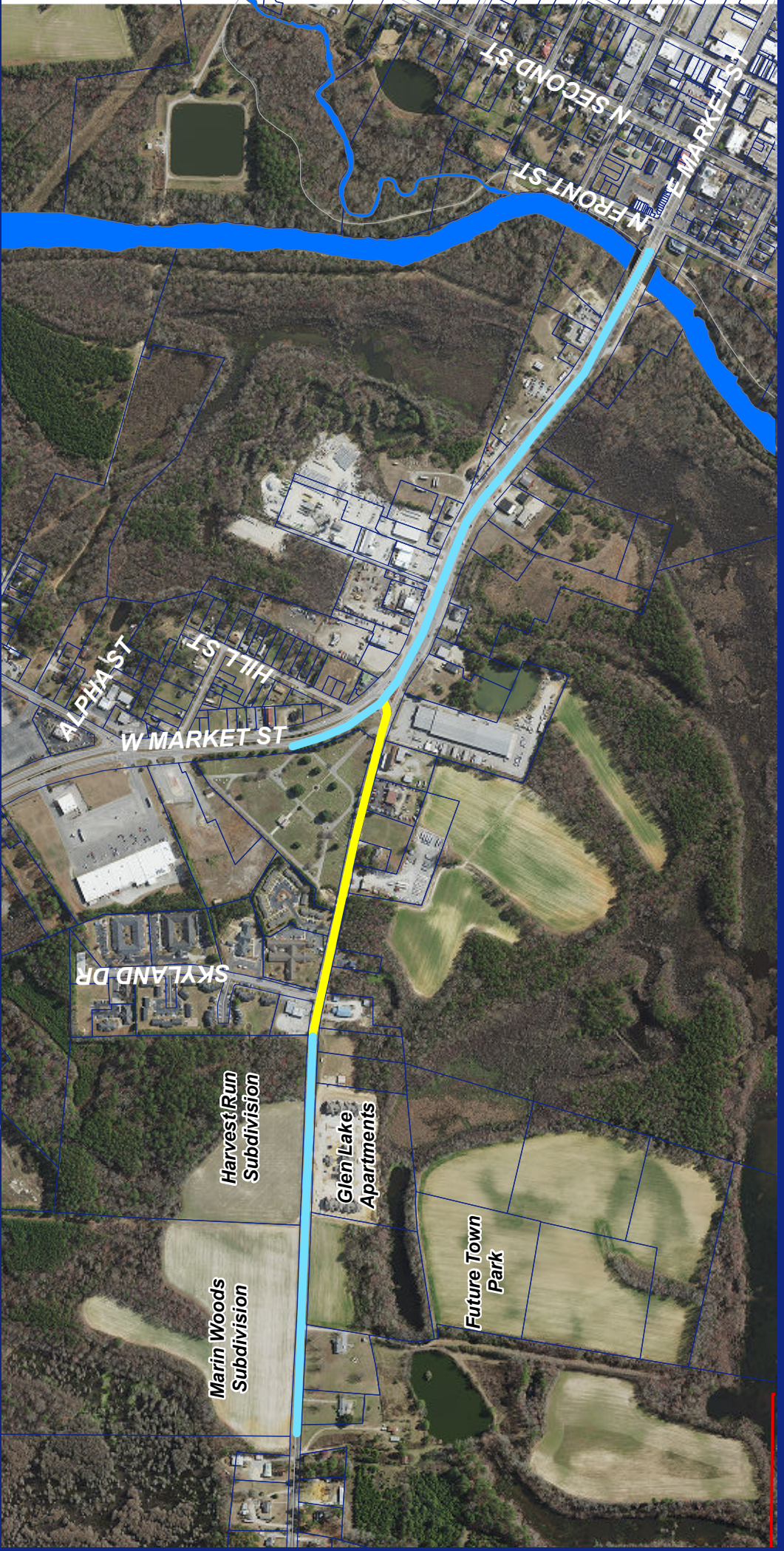
Region: _____ Title: _____ Date: _____

NC Hwy 210 & US Hw 70 Business Entrance Corridors

Existing 35 MPH zone



Proposed 35 MPH



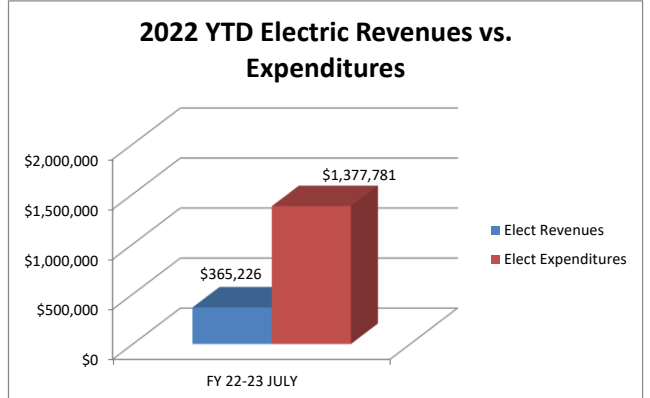
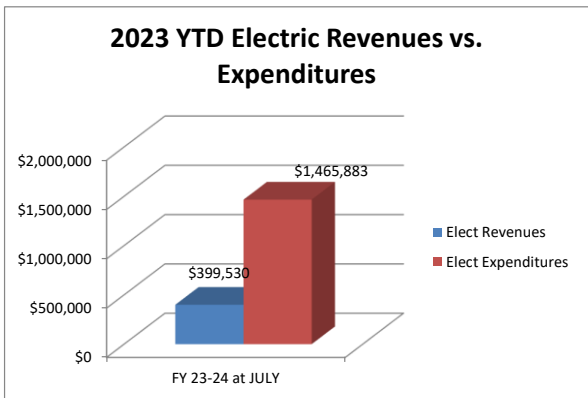
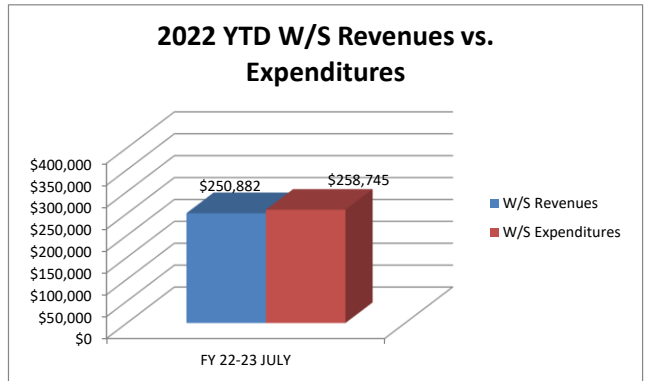
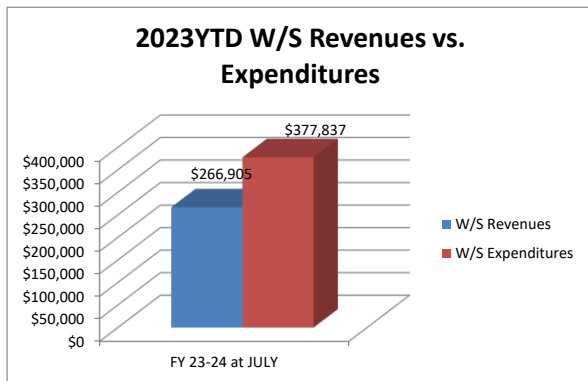
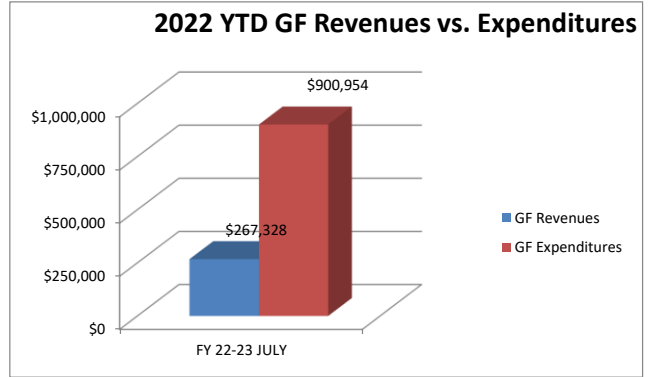
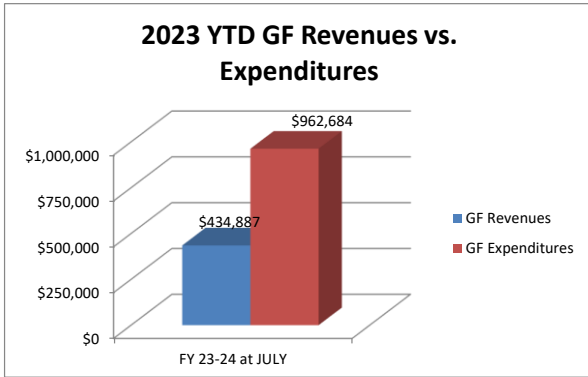
1 in = 800 ft

Map created by the Mark E. Helmer, AICP
Senior Planner, GIS Specialist on 8/7/2023

Financial Report



Town of Smithfield Revenues vs. Expenditures



TOWN OF SMITHFIELD
MAJOR FUNDS FINANCIAL SUMMARY REPORT
July 31, 2023
Gauge: 1/12 or 8.33 Percent

8.33%

GENERAL FUND					
	Frequency	Actual to Date	Budget	Actual to Date	YTD %
Revenues		FY '22-23	FY '23-24	FY '23-24	Collected
Current & Prior Year Property Taxes	Monthly	\$ 11,785	\$ 7,436,900	\$ -	0.00%
Motor Vehicle Taxes	Monthly	63,775	775,000	146,305	18.88%
Utility Franchise Taxes	Quarterly	-	965,000	-	0.00%
Local Option Sales Taxes	Monthly	-	3,100,000	-	0.00%
Aquatic and Other Recreation	Monthly	92,331	714,500	90,544	12.67%
Sanitation (Includes Penalties)	Monthly	32,243	1,519,310	33,815	2.23%
Grants		-	21,630	2,391	11.05%
All Other Revenues		67,195	1,784,483	161,832	9.07%
Loan Proceeds			-		#DIV/0!
Transfers (Electric and Fire Dist.)		-	334,150	-	0.00%
Fund Balance Appropriated		-	477,691	-	0.00%
Total		\$ 267,328	\$ 17,128,664	\$ 434,887	2.54%
		Actual to Date	Budget	Actual to Date	YTD %
Expenditures		FY '22-23	FY '23-24	FY '23-24	Collected
General Gov.-Governing Body		\$ 21,463	\$ 488,076	\$ 17,374	3.56%
Non Departmental		119,499	1,132,505	176,283	15.57%
Debt Service		188,054	438,296	211,469	48.25%
Finance		6,422	161,390	6,936	4.30%
IT		4,836	252,712	9,487	3.75%
Planning		14,253	335,303	15,773	4.70%
Police		187,511	4,604,075	150,031	3.26%
Fire		128,973	3,042,526	127,213	4.18%
EMS		-	-	-	#DIV/0!
General Services/Public Works		25,224	697,233	37,977	5.45%
Streets		30,400	518,065	14,535	2.81%
Motor Pool/Garage		4,608	198,685	13,212	6.65%
Powell Bill		19	359,306	7,843	2.18%
Sanitation		74,404	1,936,360	57,429	2.97%
Stormwater		501	161,225	11,225	6.96%
Parks and Rec		49,949	1,218,107	49,997	4.10%
SRAC		43,653	1,275,305	54,357	4.26%
Sarah Yard Center		1,185	58,696	1,542	2.63%
Contingency		-	250,799	-	0.00%
Appropriations/Contributions		-	-	-	0.00%
Total		\$ 900,954	\$ 17,128,664	\$ 962,684	5.62%

YTD Fund Balance Increase (Decrease)

- 0

8.33%

WATER AND SEWER FUND

	Actual to Date	Budget	Actual to Date	YTD %
	FY '22-23	FY '23-24	FY '23-24	Collected
Revenues				
Water Charges	\$ 54,207	\$ 2,912,000	\$ 65,766	2.26%
Water Sales (Wholesale)	59,337	\$ 2,080,380	64,653	3.11%
Sewer Charges	96,793	4,800,000	111,640	2.33%
Penalties	4,450	60,000	7,329	12.21%
Tap Fees	-	3,000	-	0.00%
Other Revenues	36,095	184,000	17,517	9.52%
Grants	-	-	-	#DIV/0!
Loan Proceeds	-	-	-	#DIV/0!
Fund Balance Appropriated	-	3,308	-	0.00%
Total	\$ 250,882	\$ 10,042,688	\$ 266,905	2.66%

	Actual to Date	Budget	Actual to Date	YTD %
	FY '22-23	FY '23-24	FY '23-24	Collected
Expenditures				
Water Plant (Less Transfers)	\$ 89,893	\$ 2,479,704	\$ 119,154	4.81%
Water Distribution/Sewer Coll (Less Transfers)	168,852	4,907,580	258,683	5.27%
Transfer to General Fund	-	-	-	#DIV/0!
Transfer to W/S Capital Proj. Fund	-	1,350,000	-	0.00%
Debt Service	-	1,030,957	-	0.00%
Contingency	-	274,447	-	0.00%
Total	\$ 258,745	\$ 10,042,688	\$ 377,837	3.76%

ELECTRIC FUND

Revenues	Actual to Date	Budget	Actual to Date	YTD %
	FY '22-23	FY '23-24	FY '23-24	Collected
Electric Sales	\$ 345,119	\$ 16,320,000	\$ 365,003	2.24%
Penalties	5,976	80,000	9,521	11.90%
All Other Revenues	14,131	252,000	25,006	9.92%
Grants	-			
Loan Proceeds	-			
Fund Balance Appropriated	-	56,150	-	
Total	\$ 365,226	\$ 16,708,150	\$ 399,530	2.39%

Expenditures	Actual to Date	Budget	Actual to Date	YTD %
	FY '22-23	FY '23-24	FY '23-24	Collected
Administration/Operations	\$ 197,793	\$ 2,968,094	\$ 301,839	10.17%
Purchased Power - Non Demand	474,784	12,450,000	481,287	3.87%
Purchased Power - Demand	608,856		586,409	#DIV/0!
Purchased Power - Debt	96,348		96,348	#DIV/0!
Debt Service	-	342,586	-	0.00%
Capital Outlay	-	-	-	#DIV/0!
Contingency	-	220,000	-	0.00%
Transfers to Electric Capital Proj Fund	-	632,320	-	0.00%
Transfer to Electric Capital Reserve	-	-	-	
Transfers to General Fund	-	95,150	-	0.00%
Total	\$ 1,377,781	\$ 16,708,150	\$ 1,465,883	8.77%

CASH AND INVESTMENTS FOR AUGUST

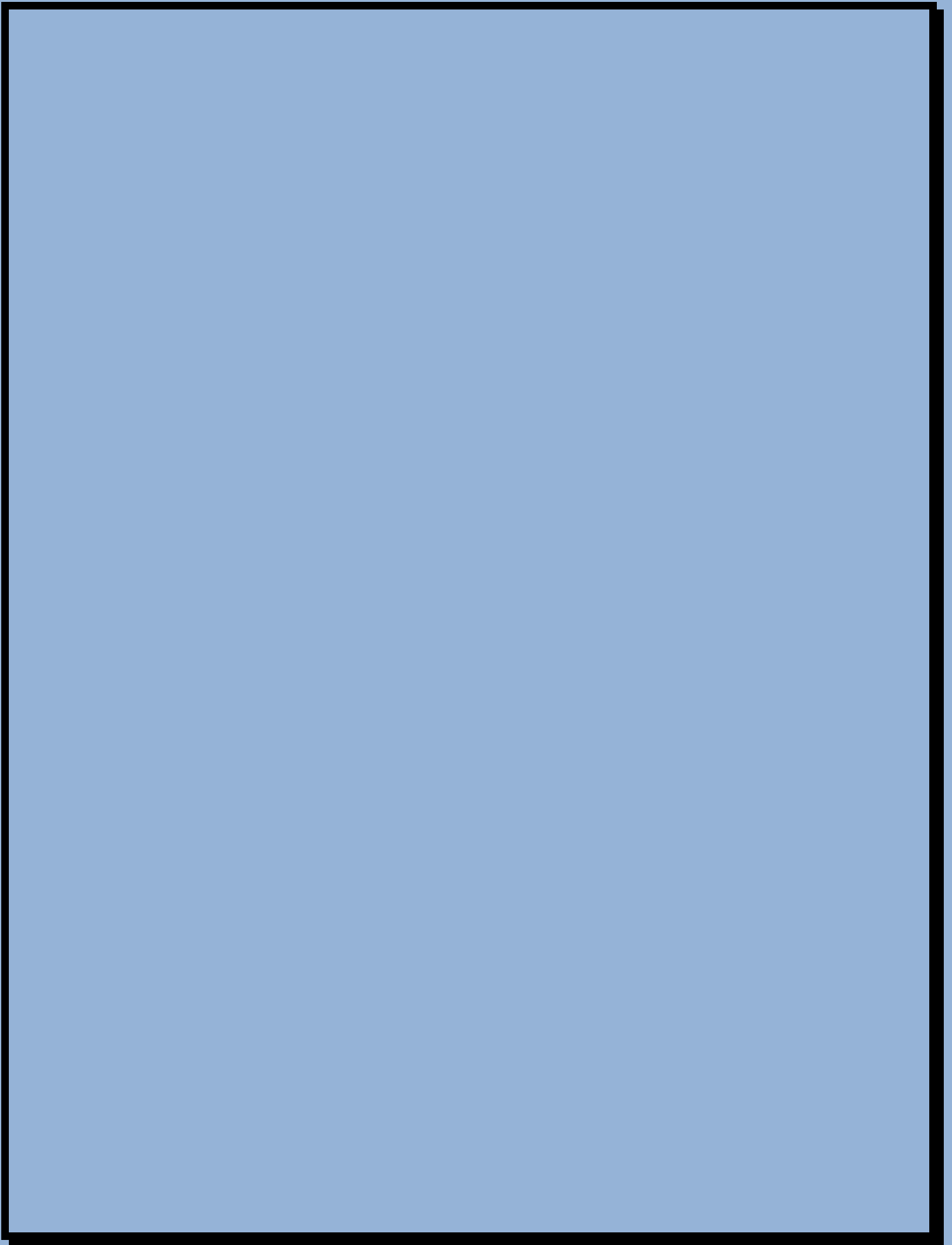
General Fund (Includes P. Bill)	16,201,750			
Water and Sewer Fund	11,569,991			
Electric Fund*	10,924,965			
ARPA (20)	2,723,562			
SCIF (21)	1			
JB George Endowment (40)	132,734			
Water Plant Expansion (43)	909,312			
Booker Dairy Road Fund (44)	457,896			
Capital Project Fund: Wtr/Sewer (45)	2,088,709			
Capital Project Fund: General (46)	942,214			
Capital Project Fund: Electric (47)	772,156			
FEMA Acquisitions and Elevations (48)	550			
CDBG Neighborhood Revitalization (49)	(31,159)	1st CITIZENS	34,344,403	0.3% (Earn
Firemen Relief Fund (50)	93,527	NCCMT	5,145,874	0.600%
Fire District Fund (51)	97,076	KS BANK	2,399,250	0.25%
General Capital Reserve Fund (72)	6,245	TRUIST	5,000,000	1.30%
Total	\$ 46,889,527		\$ 46,889,527	

*Plug

Account Balances Confirmed By Finance Director on

8/29/2023

Department Reports





FINANCE DEPARTMENTAL REPORT FOR JULY, 2023

SUMMARY OF ACTIVITIES FOR MAJOR FUNDS (10,30,31):

Daily Collections/Property Taxes/Other.....	\$1,101,323
Franchise Tax.....	-
Sales & Use Tax.....	-
Powel Bill.....	-
Total Revenue	\$1,101,323
Expenditures: General, Water, and Electric.....	\$2,806,404

FINANCE:

- Compiled and submitted monthly retirement report for July on July 20th.
- Issued 148 purchase orders
- Processed 576 vendor invoices for payment and issued 326 accounts payable checks
- Prepared and processed 2 regular payrolls and remitted federal and state payroll taxes on July 7th & July 21st.
- Issued total of 0 renewal privilege licenses for beer and wine sales with 9 outstanding
- Sent 0 past due notices for delinquent privilege license
- Issued 0 peddler license
- Sent 0 notices for grass cutting
- Collected \$0 in grass cutting invoices. Total collected to date is \$9,496.
- Processed 5 NSF Checks/Fraudulent Cards (Utility and SRAC)
- Debt Setoff - Bad Debt Collection calendar year-to-date total \$27,245.02 (EMS: \$6,926.27; SRAC: \$2,022.46; Utility: \$21,977.03; and Other: \$0)
- Penn Credit - Bad Debt Collections received in August \$0; Total collections calendar year-to-date \$23,185.67
- Invoiced 0 grave opening (10-40-3400-3403-0003) for a total of \$0.
- Invoiced Johnston Community College for Police Security on July 17th for July.
- Earned \$29,971 in interest from FCB and paid \$3,362 in fees on the central depository account.
- Paid \$13,322 in credit/debit/Tyler card fees, but received \$8,841 (31-72-3550-3520-0002) in convenience fees

FINANCE DIRECTOR

- Attended Town Council Meeting on July 11, 2023
- Prepared All Month for Auditor Visit on July 5 for Inventory Count and July 31- August 2 for Testing of Financial Records
- Prepared Powell Bill Expenditure Report on July 24, 2023
- Met with Debtbook on July 25, 2023 for review of GASB 96 Data

ASSISTANT FINANCE DIRECTOR.

- Attended NC Plans Employer Webinar on the 20th at 2pm.
- Assisted in planning/collecting donations for Employee Appreciation Picnic
- Provided HR with payroll information for worker's comp case.
- Worked with Mark III to ensure all deductions from Open Enrollment processed correctly.



Planning Department Development Report

Monday, August 28, 2023

Project Name: **Johnson's Tire & Auto**
 Request: Rezoning form R-20A to B-3
 Location 267 NC Hwy 210
 Tax ID#: 15076014 PIN#: 168400-93-3800
 Project Status Scheduled for Public Hearing
 Notes: Rezones a .5 acre portion of 1.5 acre tract of land

Map Amendment 2023-02	
Submittal Date:	8/4/2023
Planning Board Review:	9/7/2023
Board of Adjustment Review:	
Town Council Hearing Date:	10/2/2023
Approval Date:	

Project Name: **Outdoor vehicluar display**
 Request: Lowers parking lot striping standards
 Location
 Tax ID#: PIN#:
 Project Status
 Notes:

Text Amendment 2023-10	
Submittal Date:	8/4/2023
Planning Board Review:	9/7/2023
Board of Adjustment Review:	
Town Council Hearing Date:	10/3/2023
Approval Date:	

Project Name: **Special event ordinance revisions**
 Request: Reduces permit requirments for events held in town parks
 Location
 Tax ID#: PIN#:
 Project Status
 Notes:

Text Amendment 2023-11	
Submittal Date:	8/4/2023
Planning Board Review:	9/7/2023
Board of Adjustment Review:	
Town Council Hearing Date:	10/2/2023
Approval Date:	

Project Name: **Slim Chickens**
 Request: Free Standing Restaurant
 Location 1311 North Brightleaf Boulevard
 Tax ID#: 14074019A PIN#: 260411-55-9256
 Project Status First Review Complete
 Notes: Staff Review and Approval

Site Plan 2023-07	
Submittal Date:	7/18/2023
Planning Board Review:	
Board of Adjustment Review:	
Town Council Hearing Date:	
Approval Date:	

Project Name: **Bufflo Road Subdivision**
 Request: 217 unit subdivision
 Location Buffalo Rd
 Tax ID#: 14A03005 PIN#: 260412-06-3802
 Project Status **In First Review**
 Notes: Applicant requested a postponment

Conditional Zoning 2023-01	
Submittal Date:	6/30/2023
Planning Board Review:	8/4/2023
Board of Adjustment Review:	
Town Council Hearing Date:	9/5/2023
Approval Date:	

Project Name: **Big Dan's Car Wash**
 Request: Car wash tunnel
 Location 100 Smithfield Cros
 Tax ID#: 15008045Y PIN#: 260305-09-6780
 Project Status **Third Review Complete**
 Notes: Old Checkers Site

Site Plan SP-23-06	
Submittal Date:	6/1/2023
Planning Board Review:	
Board of Adjustment Review:	
Town Council Hearing Date:	
Approval Date:	

Project Name: **Airport Industrial Lot 4**
 Request: 8000 sq ft Industrial Flex Space
 Location 154 Airport Ind Drive
 Tax ID#: 15J08017H PIN#: 68500-04-6994
 Project Status **Approved**
 Notes: Under Construction

Site Plan 2023-04	
Submittal Date:	4/19/2023
Planning Board Review:	
Board of Adjustment Review:	
Town Council Hearing Date:	
Approval Date:	

Project Name: **Home2Suites**
 Request: 98 Room Hotel
 Location Towne Center Place
 Tax ID#: 15L11001H PIN#: 260305-08-8796
 Project Status **Approved**
 Notes: Staff review and approval

Site Plan 2023-03	
Submittal Date:	3/17/2023
Planning Board Review:	
Board of Adjustment Review:	
Town Council Hearing Date:	
Approval Date:	

Project Name: **Smithfield Kia Dealership**
Request: Modifications to previous Ford dealership site
Location 1698 Booker Dairy Road
Tax ID#: 14L10199H PIN#: 260414-34-2689
Project Status **Approved**
Notes: Staff review and approval

Site Plan 2022-13
Submittal Date: 12/12/2022
Planning Board Review:
Board of Adjustment Review:
Town Council Hearing Date:
Approval Date:

Project Name: **SSS Gym Expansion**
Request: Gym Expansion
Location 700 M.D.S Parkway
Tax ID#: 14075033 PIN#: 260405-08-9280
Project Status **Approved**
Notes: Under Construction

Site Plan 2022-14
Submittal Date: 12/12/2022
Planning Board Review:
Board of Adjustment Review:
Town Council Hearing Date:
Approval Date:

Project Name: **Brightleaf Plaza / Enterprise**
Request: 8,900 sq ft building on a 1.98 ac tract
Location 819 North Brightleaf Boulevard
Tax ID#: 15005041 PIN#: 260413-03-5247
Project Status **Approved**
Notes: Under Construction

Site Plan 2022-09
Submittal Date: 8/18/2022
Planning Board Review:
Board of Adjustment Review:
Town Council Hearing Date:
Approval Date:

Project Name: **Brogden Industrial**
Request: 265,000 sq ft warehouse
Location 934 Brogden Road
Tax ID#: 15K11012C PIN#: 169310-35-5200
Project Status **Approved**
Notes: Under Construction

Site Plan 2022-05
Submittal Date: 5/18/2022
Planning Board Review:
Board of Adjustment Review:
Town Council Hearing Date:
Approval Date:

Project Name: **Whitley Townes**
 Request: 70 lot Townhouse Subdivision
 Location West Market Street
 Tax ID#: 15084001 PIN#: 169409-06-6525
 Project Status **Approved**
 Notes: Construction drawings approved

Subdivision 2022-03	
Submittal Date:	4/1/2022
Planning Board Review:	5/5/2022
Board of Adjustment Review:	
Town Council Hearing Date:	6/7/2022
Approval Date:	

Project Name: **Take 5 Oil Change**
 Request: Retail oil change service center
 Location 1307 North Brightleaf Boulevard
 Tax ID#: 14074019 PIN#: 260411-55-6272
 Project Status **Approved**
 Notes: Under Construction

Site Plan 2022-02	
Submittal Date:	3/11/2022
Planning Board Review:	
Board of Adjustment Review:	
Town Council Hearing Date:	
Approval Date:	

Project Name: **Floyd's Landing**
 Request: 598 residential units on 698 acres
 Location 2001 US Hwy 70 We
 Tax ID#: 15078012 PIN#: 168500-73-3381
 Project Status **Approved**
 Notes: Construction drawings approved

Subdivision 2022-02	
Submittal Date:	3/4/2022
Planning Board Review:	4/7/2022
Board of Adjustment Review:	
Town Council Hearing Date:	5/2/2022
Approval Date:	

Project Name: **Franklin Towns**
 Request: Preliminary Sub'd for 134 townhouses on 15.9 acers
 Location Wilson's Mills Road
 Tax ID#: 15083049E PIN#: 169406-29-7604
 Project Status **Approved**
 Notes: Under Construction

Subdivision 2022-01	
Submittal Date:	1/7/2022
Planning Board Review:	2/4/2022
Board of Adjustment Review:	
Town Council Hearing Date:	3/1/2022
Approval Date:	

Project Name: **Harvest Run**
 Request: R8-CZ to allow for 69 townhouses and 96 single family
 Location NC 210 Highway
 Tax ID#: 15077009 PIN#: 168400-84-6775
 Project Status **Approved**
 Notes: Constrcution Drawings Approved

Conditional Zoning 2021-10	
Submittal Date:	10/1/2021
Planning Board Review:	11/4/2021
Board of Adjustment Review:	
Town Council Hearing Date:	12/7/2021
Approval Date:	

Project Name: **JNX Corporate Hangers**
 Request: Parking and stormwater improvements
 Location 3146 Swift Creek Road
 Tax ID#: 15079017D PIN#: 168500-12-1015
 Project Status **Approved**
 Notes: Under Construction

Site Plan 2021-17	
Submittal Date:	9/17/2021
Planning Board Review:	
Board of Adjustment Review:	
Town Council Hearing Date:	
Approval Date:	

Project Name: **Smithfied PD expansion**
 Request: Addition to existing facility
 Location 110 South Fifth Street
 Tax ID#: 15025048 PIN#: 169419-50-2949
 Project Status **Approved**
 Notes: Under Construction

Conditional Zoning 2021-05	
Submittal Date:	9/3/2021
Planning Board Review:	10/7/2021
Board of Adjustment Review:	
Town Council Hearing Date:	11/9/2021
Approval Date:	

Project Name: **Marin Woods Subdivision**
 Request: 143 units on 31.56 Ac.
 Location NC210 Highway
 Tax ID#: 15077008 PIN#: 168400-74-4498
 Project Status **Approved**
 Notes: Under Construction

Subdivision 2021	
Submittal Date:	7/2/2021
Planning Board Review:	8/5/2021
Board of Adjustment Review:	
Town Council Hearing Date:	9/7/2021
Approval Date:	

Project Name: **Ample Storage Expansion**
 Request: 32K additional building area on 1.84 acres
 Location 787 West Market Street
 Tax ID#: 15078199K PIN#: 169413-04-3402
 Project Status **Approved**
 Notes: Under Construction

Site Plan 2021-16	
Submittal Date:	6/23/2021
Planning Board Review:	
Board of Adjustment Review:	
Town Council Hearing Date:	
Approval Date:	

Project Name: **Johnston Health Services**
 Request: 5,370 Sq ft addition to Hospital Complex
 Location 512 North Brightleaf Boulevard
 Tax ID#: 15010058 PIN#: 169416-82-0969
 Project Status **Approved**
 Notes: Under Construction

Site Plan 0202-09	
Submittal Date:	8/24/2020
Planning Board Review:	
Board of Adjustment Review:	
Town Council Hearing Date:	
Approval Date:	9/4/2020

Project Name: **Johnston County Detention Center**
 Request: Site Plan Approval
 Location 1071 Yelverton Grov Road
 Tax ID#: 15L11011 PIN#: 260300-67-6920
 Project Status **Approved**
 Notes: Under Construction

Site Plan 2020-02	
Submittal Date:	2/7/2020
Planning Board Review:	
Board of Adjustment Review:	
Town Council Hearing Date:	
Approval Date:	7/14/2020

Project Name: **East River Phase 6-7**
 Request: Townhouse Development
 Location Buffalo Road
 Tax ID#: 14075013 PIN#: 169520-80-3415
 Project Status **Approved**
 Notes: Under Construction

Subdivision 2018-01	
Submittal Date:	1/29/2020
Planning Board Review:	
Board of Adjustment Review:	
Town Council Hearing Date:	
Approval Date:	4/20/2020

Project Name: **East River Phase 3-5**
 Request: Residential Subdivision
 Location Buffalo Road
 Tax ID#: 14075013 PIN#: 169520-80-3415
 Project Status **Approved**
 Notes: Under Construction

Subdivision 2018-01	
Submittal Date:	1/29/2020
Planning Board Review:	
Board of Adjustment Review:	
Town Council Hearing Date:	
Approval Date:	4/20/2020

Project Name: **Twin Creeks Phs 1**
 Request: 28 Lot Subdivision
 Location Gailee Road
 Tax ID#: 15I09011B PIN#: 167300-56-5565
 Project Status
 Notes: Under Construction

Subdivision 2019-01	
Submittal Date:	4/5/2019
Planning Board Review:	
Board of Adjustment Review:	
Town Council Hearing Date:	
Approval Date:	

Project Name: **Kamdon Ranch**
 Request: 110 Lot Division
 Location Swift Creek Road
 Tax ID#: 15I08020 PIN#: 167400-55-9495
 Project Status **Approved**
 Notes: Under Construction

Subdivision 2019-02	
Submittal Date:	4/5/2019
Planning Board Review:	
Board of Adjustment Review:	
Town Council Hearing Date:	
Approval Date:	6/27/2019



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

Permit Issued for July 2023

Permit Type	Sub Type	Permit Fees	Permits Issued
Zoning	Land Use	\$500.00	5
Site Plan	Minor Site Plan	\$475.00	19
Zoning	Sign	\$100.00	2
	Report Period	\$1,075.00	26
	Fiscal YTD Total:	\$1,075.00	26

SP23-000200	Site Plan	Minor Site Plan	60' x 40' Accessory Structure	2064 Galilee Road
SP23-000201	Site Plan	Minor Site Plan	Franklin Townhomes	1104 Wilson's Mills Road
Z23-000109	Zoning	Sign	Kookie Krumbs, LLC	250 Venture Drive
Z23-000066	Zoning	Land Use	New Innovation Nail Salon	259-B Brightleaf Boulevard
SP23-000203	Site Plan	Minor Site Plan	Single Family Dwelling	East River Sub'd
SP23-000204	Site Plan	Minor Site Plan	Single Family Dwelling	East River Sub'd
SP23-000205	Site Plan	Minor Site Plan	Single Family Dwelling	East River Sub'd
SP23-000206	Site Plan	Minor Site Plan	Single Family Dwelling	East River Sub'd
SP23-000207	Site Plan	Minor Site Plan	Single Family Dwelling	East River Sub'd
SP23-000208	Site Plan	Minor Site Plan	Single Family Dwelling	East River Sub'd
SP23-000209	Site Plan	Minor Site Plan	Single Family Dwelling	East River Sub'd
SP23-000210	Site Plan	Minor Site Plan	Single Family Dwelling	East River Sub'd
SP23-000211	Site Plan	Minor Site Plan	Single Family Dwelling	East River Sub'd
SP23-000212	Site Plan	Minor Site Plan	Single Family Dwelling	East River Sub'd
SP23-000213	Site Plan	Minor Site Plan	Single Family Dwelling	East River Sub'd
SP23-000214	Site Plan	Minor Site Plan	Single Family Dwelling	East River Sub'd
Z23-000107	Zoning	Sign	Law Office of Robert	118 South Second Street
SP23-000197	Site Plan	Minor Site Plan	2424' x 49' accessory building	594 Mallard Road
SP23-000202	Site Plan	Minor Site Plan	Single Family Dwelling	114 Sandstone Street
SP23-000215	Site Plan	Minor Site Plan	Single Family Dwelling	49 White Oak Drive
SP23-000216	Site Plan	Minor Site Plan	Single Family Dwelling	60 Brantely Circle
SP23-000217	Site Plan	Minor Site Plan	20' x 20' accessory structure	334 Holland Drive
Z23-000108	Zoning	Land Use	Tandoori Trail	227 East Market Street
Z23-000110	Zoning	Land Use	Rock Life Center	1709 South Brightleaf
Z23-000111	Zoning	Land Use	Christi C. Stem Family Law	1601 Booker Dairy Road
Z23-000112	Zoning	Land Use	Faith In Action Worship	259 Venture Drive Suite F



**TOWN OF SMITHFIELD
POLICE DEPARTMENT
MONTHLY REPORT
MONTH ENDING July 31, 2023**

I. STATISTICAL SECTION

Month Ending July 31, 2023	July 2023	July 2022	Total 2023	Total 2022	YTD Difference
Calls for Service	1632	1884	11682	11656	+26
Incident Reports Completed	131	120	836	944	-108
Cases Closed	63	60	524	649	-125
Accident Reports	69	79	530	545	-15
Arrest Reports	67	62	451	594	-143
Burglaries Reported	6	13	34	52	-18
Drug Charges	6	3	77	126	-49
DWI Charges	5	5	34	51	-17
Citations Issued	72	239	874	1753	-879
Speeding	14	152	226	802	-576
No Operator License	12	22	231	358	-127
Registration Violations	9	10	95	180	-85

II. PERSONNEL UPDATE

The police department currently has 12 vacant officer positions. One new hire that starts BLET in August. We currently have one new officer in Field Training. One officer is out on light duty. We held additional interviews for new recruits that would start BLET. We are in the process of one background investigation for a new officer with previous experience.

III. MISCELLANEOUS

The department continues its recruitment effort in order to fill vacant positions. We addressed speeding and code violation concerns brought to our attention by citizens. We continue to address these issues and provide feedback to the public. The department continues to prepare for upcoming community events and activities. We assisted in the July 4th fireworks.

REPORTED UCR OFFENSES FOR THE MONTH OF JULY 2023

PART I CRIMES	July 2022	July 2023	+/-	Percent Changed	Year-To-Date		Percent	
					2022	2023	+/-	Changed
MURDER	0	0	0	N.C.	0	1	1	N.C.
RAPE	0	0	0	N.C.	3	2	-1	-33%
ROBBERY	2	0	-2	-100%	3	3	0	0%
Commercial	1	0	-1	-100%	2	1	-1	-50%
Individual	1	0	-1	-100%	1	2	1	100%
ASSAULT	10	3	-7	-70%	42	28	-14	-33%
* VIOLENT *	12	3	-9	-75%	48	34	-14	-29%
BURGLARY	12	6	-6	-50%	48	31	-17	-35%
Residential	4	3	-1	-25%	23	15	-8	-35%
Non-Resident.	8	3	-5	-63%	25	16	-9	-36%
LARCENY	43	34	-9	-21%	275	223	-52	-19%
AUTO THEFT	3	3	0	0%	22	15	-7	-32%
ARSON	0	0	0	N.C.	1	1	0	0%
* PROPERTY *	58	43	-15	-26%	346	270	-76	-22%
PART I TOTAL:	70	46	-24	-34%	394	304	-90	-23%
PART II CRIMES								
Drug	5	10	5	100%	131	100	-31	-24%
Assault Simple	10	13	3	30%	62	67	5	8%
Forgery/Counterfeit	1	4	3	300%	7	12	5	71%
Fraud	8	7	-1	-13%	56	63	7	13%
Embezzlement	0	3	3	N.C.	4	6	2	50%
Stolen Property	1	0	-1	-100%	5	3	-2	-40%
Vandalism	3	2	-1	-33%	38	25	-13	-34%
Weapons	0	1	1	N.C.	3	3	0	0%
Prostitution	0	0	0	N.C.	0	0	0	N.C.
All Other Sex Offens	1	0	-1	-100%	3	1	-2	-67%
Gambling	0	0	0	N.C.	0	0	0	N.C.
Offn Agnst Faml/Chld	1	0	-1	-100%	3	1	-2	-67%
D. W. I.	5	5	0	0%	48	28	-20	-42%
Liquor Law Violation	1	0	-1	-100%	11	1	-10	-91%
Disorderly Conduct	0	0	0	N.C.	6	6	0	0%
Obscenity	0	0	0	N.C.	0	0	0	N.C.
Kidnap	0	1	1	N.C.	0	2	2	N.C.
Human Trafficking	0	0	0	N.C.	0	0	0	N.C.
All Other Offenses	13	32	19	146%	154	186	32	21%
PART II TOTAL:	49	78	29	59%	531	504	-27	-5%
GRAND TOTAL:	119	124	5	4%	925	808	-117	-13%

N.C. = Not Calculable



Town of Smithfield
Fire Department
July 2023

I. Statistical Section

July

Confirmed Structure Fires	6
EMS Responses	163
Misc./Other Calls	35
Mutual Aid Calls	12
TOTAL EMERGENCY RESPONSES	246

	July	YTD
Fire Inspections	110	621
Public Fire Education Programs	4	10
# Of Children Educated	475	701
# Of Adults Educated	150	312
Plans Review Construction/Renovation Projects	24	162
Fire Department Permits reviewed / Issued	48	273
Business Preplans	0	1
Fire Related Injuries & Deaths	0	0
# Of Civilian Deaths	0	0
# Of Civilian Injuries	0	1

II. Major Revenues

	July	YTD
Inspections	\$950.00	\$5,775.00
Fire Recovery USA	\$0.00	\$7,226.42

III. Personnel Update:

No vacant Full-time positions, Continuous Part-time positions available, 11 p/t positions current including the p/t fire inspector.

IV. Narrative of monthly departmental activities:

- Squad was in-service 5 of 21 days
- Fireworks for Independence Day
- Fireworks Display Class Development
- Outlet Center Knox Box Project with Light Duty staff
- Meeting with PD (CO/progress on Addition and Fire Alarm)
- Reorder Smoke alarms for next canvas
- Continue progress to full digital plans review
- July 2 – Independence Day Fireworks
- July 4 – Parade and Kool Kids Sprinkler – 1200 S. Crescent St.

- July 8 – Kool Kids Sprinkler/Fire Truck – SRAC
- July 11 – Public Education – 1110 E. Massey St.
- July 12 – Kool Kids Sprinkler – SRAC
- July 13 – Provide Engine & Assist with Driver Process – Selma FD
- July 18 – Public Education – Station 1
- July 20 – Fire Truck Display – North Smithfield Baptist
- July 26 – Command Staff meeting – Station 1

V. Upcoming Plans

- River Rat Regatta
- Engine Spec process
- Hydrant Maintenance plan development/update
- Hose Demo
- Plan review Projects
- Light duty personnel projects (Knox Box, Mapping, Inspection History Downloads)
- Smoke Alarm Inventory
- JCC Fire Drills
- Shopping Center Site Inspections

**Town of Smithfield
Public Works Department
July 31, 2023**



201 Total Work Orders completed by the Public Works Department

5 Burials, at \$725.00 each = \$2900.00

1 Cremation Burial, \$425.00 each = \$425.00

\$6000.00 Sunset Cemetery Lot Sales

\$1,250.00 Riverside Extension Cemetery Lot Sales

470.10 tons of household waste collected

126.00 tons of yard waste collected

7.20 tons of recycling collected

0 gallons of used motor oil were recycled

0 scrap tires were recycled

Town of Smithfield
Public Works Appearance Division
Cemetery, Landscapes, and Grounds Maintenance
Buildings, Facilities, and Sign Division
Monthly Report
July 31, 2023



I. Statistical Section

- 5 Burials
- 5 Works Orders – Buildings & Facilities Division
- 2 Work Orders – Grounds Division
- 14 Work Orders – Sign Division

II. Major Revenues

Sunset Cemetery Lot Sales:	\$6,000.00
Riverside Ext Cemetery Lot Sales:	\$1,250.00
Grave Opening Fees:	\$3,325.00
Total Revenue:	\$10,575.00

III. Major Expenses for the Month:

Paid \$14,239.00 to W. Landis Bullock for Scag Mower Model STT11-61V40BV- EFI

IV. Personnel Update:

Joey Price retired from Appearance Crew-leader

V. Narrative of monthly departmental activities:

The overall duties include daily maintenance on cemeteries, landscapes, right-of-ways, buildings, and facilities. The Public Works Dept. safety meeting was on "Hydration" with Jaime Pearce from Wellness Works.

**Town of Smithfield
Public Works Fleet Maintenance Division
Monthly Report
July 31, 2023**



I. Statistical Section

- 4 Preventive Maintenances
- 0 North Carolina Inspections
- 33 Work Orders

II. Major Revenues

None for the month

III. Major Expenses for the Month:

Paid \$1,545.00 to Diesel Laptops LLC for Cummins Insite, Pro Software,
Paid \$1,157.93 to Northern Tools & Equipment Co. for equipment for garage.
Paid \$1,824.69 Northern Tools & Equipment Co. for Honda V-Twin engines.
Paid \$694.82 Snap on Industrial for tx Plasma 5007 Plasma cutter torch.

IV. Personnel Update:

None for the month

V. Narrative of monthly departmental activities:

The shop employee performed preventive maintenances on all Town owned generators. The Public Works Dept. safety meeting was on "Hydration" with Jaime Pearce from Wellness Works.

**Town of Smithfield
Public Works Drainage/Street Division
Monthly Report
July 31, 2023**



Street cut list For July 2023

Cut Date	Address	Size	Date Patched
06/20/23	826 N. Brightleaf Blvd. / Johnston Animal Hospital	7x10	07/27/23
06/27/23	601 S. 4th St. / corner of Rose & 4th - cut is on Rose St. side of house	6x6	07/27/23
07/13/23	22 Camelia Dr.	6x15	07/27/23
07/19/23	917 West St.	6x13	07/27/23
07/17/23	811 West St.	6x9	07/27/23

Town of Smithfield
Public Works Drainage/Street Division
Monthly Report
July 31, 2023



I. Statistical Section

- a. All catch basins in problem areas were cleaned on a weekly basis
- b. 0 Work Orders – 0 Tons of Asphalt was placed in 0 utility cuts, 0 gator areas and 0 overlay.
- c. 0 Work Order – 0 Linear Feet Drainage Pipe installed.
- d. 6 Work Orders - 560 Linear Feet of Right-a-way ditches were cleaned
- e. 1 Work Orders – 100 lbs. of Cold Patch was used for 2 3x3 Potholes.
- f. 5 Work Orders - Fema ditches were cleaned.

II. Major Revenues

None for the month.

III. Major Expenses for the Month:

None for the month.

Paid \$2,500.00 Perma Patch to Core and Main.

IV. Personnel Update:

No on hired for the month of July.

V. Narrative of monthly departmental activities: Assisted with Traffic control and event containers for July 4th celebration, third Streeter. July 14th and 28th Farmers Market Ave set out 15 cones.

The Public Works Dept. safety meeting was on "Hydration" with Jaime Pearce from Wellness Works.

Work Orders List for 07/01/2023 - 07/31/2023



WORK ORDER INFO	LOCATION & ASSET	DUE & STATUS	TIME & COST	PROCEDURE ANSWERS
#1476 Cut blind corner Drainage Ethan Bryant	Drainage Division Drainage Division	✓ Done Completed by Ethan Bryant on 07/03/2023	Total Time Costs \$10.33 Total Time 30m 0s Total Costs \$10.33	
#1477 Straight up no parking signs Drainage Ethan Bryant	Drainage Division Drainage Division	✓ Done Completed by Ethan Bryant on 07/03/2023	Total Time Costs \$10.33 Total Time 30m 0s Total Costs \$10.33	
#1484 Stopsign torn down Drainage Ethan Bryant	Drainage Division Drainage Division	✓ Done Completed by Ethan Bryant on 07/05/2023	Total Time Costs \$3.44 Total Time 10m 0s Total Costs \$3.44	
#1485 Blind corner Drainage Ethan Bryant	Drainage Division Drainage Division	✓ Done Completed by Ethan Bryant on 07/05/2023	Total Time Costs \$5.17 Total Time 15m 0s Total Costs \$5.17	
#1487 Blow out drain Drainage Ethan Bryant	Drainage Division Drainage Division	✓ Done Completed by Ethan Bryant on 07/05/2023	Total Time Costs \$51.65 Total Time 2h 30m 0s Total Costs \$51.65	

#1490
Blind corner
[Drainage](#)
 Drainage Division
 Drainage Division
 Ethan Bryant

✓ Done
 Completed by Ethan Bryant
 on 07/05/2023

Total Time Costs \$6.89
 Total Time 20m 0s
Total Costs \$6.89

#1492
Blind corner
[Drainage](#)
 Drainage Division
 Drainage Division
 Ethan Bryant

✓ Done
 Completed by Ethan Bryant
 on 07/05/2023

#1502
Cut fema lot
[Drainage](#)
 Drainage Division
 Drainage Division
 Ethan Bryant

✓ Done
 Completed by Ethan Bryant
 on 07/06/2023

Total Time Costs \$10.33
 Total Time 30m 0s
Total Costs \$10.33

#1503
Cut fema lot
[Drainage](#)
 Drainage Division
 Drainage Division
 Ethan Bryant

✓ Done
 Completed by Ethan Bryant
 on 07/06/2023

Total Time Costs \$10.33
 Total Time 30m 0s
Total Costs \$10.33

#1504
Cut rightaway
[Drainage](#)
 Drainage Division
 Drainage Division
 Ethan Bryant

✓ Done
 Completed by Ethan Bryant
 on 07/06/2023

Total Time Costs \$5.17
 Total Time 15m 0s
Total Costs \$5.17

#1505
Cut rightaway
[Drainage](#)
 Drainage Division
 Drainage Division
 Ethan Bryant

✓ Done
 Completed by Ethan Bryant
 on 07/06/2023

Total Time Costs \$5.17
 Total Time 15m 0s
Total Costs \$5.17

WORK ORDER INFO	LOCATION & ASSET	DUE & STATUS	TIME & COST	PROCEDURE ANSWERS
#1506 Cut rightaway Drainage Ethan Bryant	Drainage Division Drainage Division	✓ Done Completed by Ethan Bryant on 07/06/2023	Total Time Costs Total Time Total Costs	\$30.99 1h 30m 0s \$30.99
#1524 Get tree limb down with backhoe Drainage Ethan Bryant	Drainage Division Drainage Division	✓ Done Completed by Ethan Bryant on 07/10/2023	Total Time Costs Total Time Total Costs	\$10.33 30m 0s \$10.33
#1534 Put rock on dirt street Drainage Ethan Bryant	Drainage Division Drainage Division	✓ Done Completed by Ethan Bryant on 07/11/2023	Total Time Costs Total Time Total Costs	\$20.66 1h 0m 0s \$20.66
#1536 Cut grass at house on ward st Drainage Ethan Bryant	Drainage Division Drainage Division	✓ Done Completed by Ethan Bryant on 07/11/2023	Total Time Costs Total Time Total Costs	\$15.50 45m 0s \$15.50
#1545 Cut fema lot Drainage Ethan Bryant	Drainage Division Drainage Division	✓ Done Completed by Ethan Bryant on 07/13/2023	Total Time Costs Total Time Total Costs	\$41.32 2h 0m 0s \$41.32
#1546 Cut fema lot Drainage Ethan Bryant	Drainage Division Drainage Division	✓ Done Completed by Ethan Bryant on 07/13/2023	Total Time Costs Total Time Total Costs	\$5.17 15m 0s \$5.17

WORK ORDER INFO	LOCATION & ASSET	DUE & STATUS	TIME & COST	PROCEDURE ANSWERS	
#1547 Cut fema lot Drainage Ethan Bryant	Drainage Division Drainage Division	✓ Done Completed by Ethan Bryant on 07/13/2023	Total Time Costs Total Time Total Costs	\$5.17 15m 0s \$5.17	
#1552 Take down American flags down t town Drainage Ethan Bryant	Drainage Division Drainage Division	✓ Done Completed by Ethan Bryant on 07/14/2023	Total Time Costs Total Time Total Costs	\$30.99 1h 30m 0s \$30.99	
#1559 Cut tree blocking flow of water Drainage Ethan Bryant	Drainage Division Drainage Division	✓ Done Completed by Ethan Bryant on 07/14/2023	Total Time Costs Total Time Total Costs	\$10.33 30m 0s \$10.33	
#1591 Pick up rollouts Drainage Ethan Bryant	Drainage Division Drainage Division	✓ Done Completed by Ethan Bryant on 07/19/2023	Total Time Costs Total Time Total Costs	\$10.33 30m 0s \$10.33	
#1592 Cut limbs in front of stop sign High Streets Division Ethan Bryant	Drainage Division Street Division	✓ Done Completed by Ethan Bryant on 07/19/2023	Total Time Costs Total Time Total Costs	\$10.33 30m 0s \$10.33	

#1594
Leaning sign
 Drainage Division
 Street Division
 ✓ Done
 Completed by Ethan Bryant
 on 07/19/2023
 Total Time Costs \$3.44
 Total Time 10m 0s
Total Costs \$3.44

Low
 Streets Division
 Ethan Bryant

#1595
Fill pothole
 Drainage Division
 Drainage Division
 ✓ Done
 Completed by Ethan Bryant
 on 07/19/2023
 Total Time Costs \$3.44
 Total Time 10m 0s
Total Costs \$3.44

Drainage
 Ethan Bryant

#1601
Cut rightaway
 Drainage Division
 Drainage Division
 ✓ Done
 Completed by Ethan Bryant
 on 07/20/2023
 Total Time Costs \$61.98
 Total Time 3h 0m 0s
Total Costs \$61.98

Drainage
 Ethan Bryant

#1602
Cut rightaway
 Drainage Division
 Drainage Division
 ✓ Done
 Completed by Ethan Bryant
 on 07/20/2023
 Total Time Costs \$20.66
 Total Time 1h 0m 0s
Total Costs \$20.66

Drainage
 Ethan Bryant

#1615
ditch in front of property needs cut back
 Drainage Division
 Street Division
 ✓ Done
 Completed by Ethan Bryant
 on 07/24/2023
 Total Time Costs \$5.17
 Total Time 15m 0s
Total Costs \$5.17

Low
 Streets Division
 Ethan Bryant

#1472
Cut rightaway
 Drainage Division
 Drainage Division
 Done
 Completed by Lawrence Davis on 07/24/2023
 Total Time Costs \$20.66
 Total Time 1h 0m 0s
Total Costs \$20.66

Lawrence Davis
 Ethan Bryant

#805
Repair sidewalk
 High
 Streets Division
 Drainage Division
 Street Division
 Done
 Completed by Lawrence Davis on 07/24/2023
 Total Time Costs \$6.89
 Total Time 20m 0s
Total Costs \$6.89

Lawrence Davis
 Ethan Bryant

#1626
Cut grass
 Low
 Streets Division
 Drainage Division
 Drainage Division
 Done
 Completed by Ethan Bryant on 07/25/2023
 Total Time Costs \$8.61
 Total Time 25m 0s
Total Costs \$8.61

Ethan Bryant

#1616
Stream area behind the property needs to be cut back
 Drainage Division
 Street Division
 Done
 Completed by Ethan Bryant on 07/25/2023

Low
 Streets Division

Ethan Bryant

#1631
Cut grass
Medium
Streets Division
 Drainage Division
 Drainage Division
 Done
 Completed by Ethan Bryant on 07/25/2023
 Total Time Costs \$30.99
 Total Time 1h 30m 0s
Total Costs \$30.99
 Ethan Bryant

#1628
320 STANCL ST
Medium
Drainage
 michael Sliger
 Ethan Bryant
 Town Hall
 Done
 Completed by michael Sliger on 07/25/2023

#1614
Sink holes around perimeter of the church property
Low
Streets Division
 Drainage Division
 Street Division
 Done
 Completed by Ethan Bryant on 07/26/2023
 Total Time Costs \$41.32
 Total Time 2h 0m 0s
Total Costs \$41.32

#1638
Cut grass
Medium
Streets Division
 Drainage Division
 Drainage Division
 Done
 Completed by Ethan Bryant on 07/26/2023
 Total Time Costs \$15.50
 Total Time 45m 0s
Total Costs \$15.50
 Ethan Bryant

#1639
Cut grass
Medium
Streets Division
 Drainage Division
 Drainage Division
 ✓ Done
 Completed by Ethan Bryant
 on 07/26/2023
 Total Time Costs \$15.50
 Total Time 45m 0s
Total Costs \$15.50
 Ethan Bryant

#1640
Cut grass
Medium
Streets Division
 Drainage Division
 Drainage Division
 ✓ Done
 Completed by Ethan Bryant
 on 07/26/2023
 Total Time Costs \$5.17
 Total Time 15m 0s
Total Costs \$5.17
 Ethan Bryant

#1633
ACROSS THE STREET FROM PARK ON S 2ND ST
Medium
Streets Division
Appearance Division
 Town Hall
 ✓ Done
 Completed by Ethan Bryant
 on 07/26/2023
 Total Time Costs \$20.66
 Total Time 1h 0m 0s
Total Costs \$20.66
 Joey Price
 Ethan Bryant

#1641
 The sidewalk is raised and is a tripping hazard
 Drainage Division
 Street Division
 07/26/2023
 ✓ Done
 Completed by Ethan Bryant on 07/26/2023

Medium

Streets Division

Ethan Bryant

#735
 Fix sidewalk
 Drainage Division
 Street Division
 ✓ Done
 Completed by Ethan Bryant on 07/27/2023

High

Damage

Ethan Bryant

#1027
 Clean storm drain
 Drainage Division
 Drainage Division
 ✓ Done
 Completed by Ethan Bryant on 07/27/2023

Drainage

Ethan Bryant

#1655
 Delivered 15 cones to 3rd street for streetry
 Appearance Division
 Appearance Division
 ✓ Done
 Completed by Ethan Bryant on 07/28/2023

Appearance Division

Ethan Bryant

#1667
 Limbs blocking view of stop
 Drainage Division
 Drainage Division
 ✓ Done
 Completed by Ethan Bryant on 07/31/2023

Drainage

Ethan Bryant

Total Time Costs \$15.50
 Total Time 45m 0s
Total Costs \$15.50

Total Time Costs \$10.40
 Total Time 30m 13s
Total Costs \$10.40

Total Time Costs \$6.89
 Total Time 20m 0s
Total Costs \$6.89

Total Time Costs \$5.17
 Total Time 15m 0s
Total Costs \$5.17

WORK ORDER INFO

LOCATION & ASSET

DUE & STATUS

TIME & COST

PROCEDURE ANSWERS

#1668
Blind corner
Drainage
 Drainage Division
 Drainage Division
 Ethan Bryant

✓ Done
 Completed by Ethan Bryant
 on 07/31/2023

Total Time Costs \$5.17
 Total Time 15m 0s
Total Costs \$5.17

#1674
Sink whole near mail box
High
Streets Division
 Streets Division
 Ethan Bryant

08/01/2023
 ✓ Done
 Completed by Ethan Bryant
 on 08/01/2023

Total Time Costs \$20.66
 Total Time 1h 0m 0s
Total Costs \$20.66

#1662
105 E HEATH AVE
Medium
Streets Division
 Streets Division
 Ethan Bryant

Town Hall
 08/01/2023
 Open

Signed off by _____

Date _____

Town of Smithfield
Public Works Sanitation Division
Monthly Report
July 31, 2023



I. Statistical Section

The Division collected from approximately 4,160 homes, 4 times during the month

- a. Sanitation forces completed 63 work orders
- b. Sanitation forces collected 470.10 Tons of household waste
- c. Sanitation forces disposed of 63 loads of yard waste and debris at Spain Farms Nursery
- d. Town's forces collected 0 tons of Yard Debris.
- e. Town's forces collected 1.07 tons of construction debris (C&D)
- f. Town disposed of 0 scrap tires that was collected at Convenient Site Center
- g. Recycling forces collected 5.94 tons of recyclable plastic
- h. Recycled .70 Tons. of cardboard material from the Convenient Site Center
- i. A total of 0 gals of used motor oil was collected at the Convenient Site Center
- j. Recycled 1.26 Tons. of plastics & glass (co-mingle) from the Convenient Site Center

II. Major Revenues

- a. Received \$ 0 from Sonoco Products for cardboard material
- b. Sold 0 lbs. of aluminum cans for \$ 0.00
- c. Sold 4,640 lbs. of shredder steel for \$ 313.20 to Omni Source

III. Major Expenses for the Month:

Spain Farms Nursery was paid \$ 2,268.00 for disposal of yard waste and debris. Blacks Tire Service Inc was paid \$ 2,133.69 for tires on TK #305. Blacks Tire service Inc was paid \$ 1,938.52 for tires on Tk #301. Carolina Industrial Equipment was paid \$ 3,203.72 for replacement equipment on the Leaf Box.

IV. Personnel Update:

. Public works continues to work with Mitchells Temporary services to feel 4 vacant positions.

V. Narrative of monthly departmental activities:

The department worked closely with Downtown Development providing traffic control and trash cans for their Farmers Market and the July 4th event. The Public Works Department safety meeting was on Hydration presented by Jamie Pearce.

Community Service Workers worked 65 hrs.



Reporting

Monthly Reports ▼

Jul 1 - Jul 31

Summary

Reporting Details

Recent Activity

Export Data

Custom Dashboards

Assigned To

Due Date

Priority

+ Add Filter

My Filters

Work Orders 8

Purchase Orders

Reporting

Requests

Assets

Messages 1

Categories

Parts Inventory

Procedure Library

Meters

Locations

Teams / Users

Vendors

Contact MaintainX

Lawrence Davis
Settings

Work Orders

Created vs. Completed ▶

Created

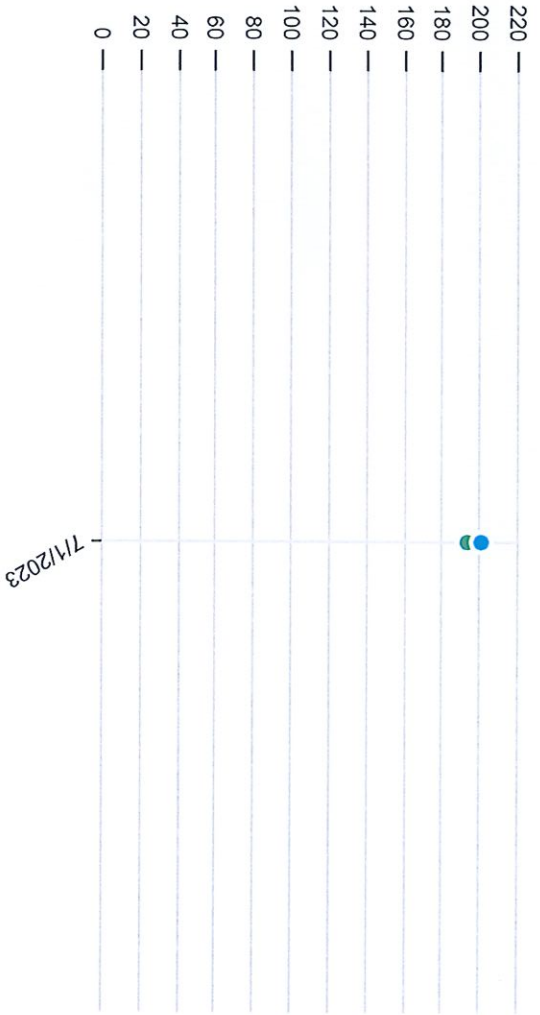
201

Completed

193

+ Add to Dashboard

96.0 %
Percent Completed





MONTHLY REPORT FOR JULY, 2023

PROGRAMS STATISTICS	July, 2023	23/24 FY YTD	July, 2023	23/24 FY YTD
NUMBER OF PROGRAMS	12		11	
TOTAL ATHLETICS PARTICIPANTS	295	295	672	672
TOTAL NON/ATHLETIC PARTICIPANTS	434	434	151	151
NUMBER OF GAMES PLAYED	34	34	79	79
TOTAL NUMBER OF PLAYERS (GAMES)	748	748	2070	2070
NUMBER OF PRACTICES	34	34	10	10
TOTAL NUMBER OF PLAYER(S) PRACTICES	530	530	499	499
SYCC VISITS	99	99	62	62
	July, 2023	23/24 FY YTD	July, 2022	22/23 FY YTD
PARKS RENTALS	23	23	37	37
USERS (PARKS RENTALS)	3972	3972	1185	1185
TOTAL UNIQUE CONTACTS	6,078	6,078	4,639	4,639
	July, 2023	23/24 FY YTD	July, 2022	22/23 FY YTD
FINANCIAL STATISTICS				
PARKS AND RECREATION REVENUES	\$ 9,860.00	\$ 9,860.00	\$ 12,495.00	\$ 12,495.00
PARKS AND RECREATION EXPENDITURES (OPERATIONS)	\$ 49,997.00	\$ 49,997.00	\$ 44,382.00	\$ 44,382.00
PARKS AND RECREATION EXPENDITURE (CAPITAL OUTLAY EQUIP)	\$ -	\$ -	\$ 5,567.00	\$ 5,567.00
SYCC EXPENDITURES (OPERATIONS)	\$ 1,542.00	\$ 1,542.00	\$ 1,185.00	\$ 1,185.00
SYCC EXPENDITURES (CAPITAL OUTLAY EQUIP)	\$ -	\$ -	\$ -	\$ -

HIGHLIGHTS Hosted Tar Heel Leagues District 5 Tournaments
 Assisted with July 4th Celebration



SRAC MONTHLY REPORT FOR JULY, 2023

PROGRAMS STATISTICS	July, 2023	23/24 FY YTD	July, 2022	22/23 FY YTD
NUMBER OF PROGRAMS	22		19	
TOTAL CONTACT WITH PROGRAM PARTICIPANTS	4523	4523	5104	5104
	July, 2023	23/24 FY YTD	July, 2022	22/23 FY YTD
SRAC MEMBER VISITS	3942	3942	3491	3491
DAY PASSES	3568	3568	3434	3434
RENTALS (SRAC)	71	71	96	96
USERS (SRAC RENTALS)	2938	2938	2707	2707
TOTAL UNIQUE CONTACTS	14,971	14,971	14,736	14,736
	July, 2023	23/24 FY YTD	July, 2022	22/23 FY YTD
FINANCIAL STATISTICS				
SRAC REVENUES	\$ 80,684.00	\$ 80,684.00	\$ 79,835.00	\$ 79,835.00
SRAC EXPENDITURES (OPERATIONS)	\$ 54,357.00	\$ 54,357.00	\$ 43,652.00	\$ 43,652.00
SRAC EXPENDITURES (CAPITAL OUTLAY)	\$ -	\$ -	\$ -	\$ -
SRAC MEMBERSHIPS	3470		3096	

HIGHLIGHTS Summer Day Camps (all sessions full)
 Alligator Steps Swim Lessons
 Hosted SML Year End Swim Meet



- **Statistical Section**

- Electric CP Demand 28,078 Kw relative to June's demand of 22,443 Kw.
- Electric System Reliability was 99.732%, with one (1) recorded main line outage; relative to June's 99.9876%.
- Raw water treated on a daily average was 5.793 MG relative to 5.511 MG for June; with maximum demand of 6.450 MG relative to June's 6.038 MG.
- Total finished water to the system was 166.149 MG relative to June's 152.672 MG. Average daily for the month was 5.360 MG relative to June's 5.089 MG. Daily maximum was 5.831 MG (July 29th) relative to June's 5.551 MG. Daily minimum was 4.629 MG (July 9th), relative to June's 4.239 MG.

- **Miscellaneous Revenues**

- Water sales were \$267,149 relative to June's \$240,622
- Sewer sales were \$459,101 relative to June's \$419,972
- Electrical sales were \$1,442,386 relative to June's sales of \$1,212,968
- Johnston County Water purchases were \$241,820 for 98.702 MG relative to June's \$254,773 for 103.989 MG.

- **Major Expenses for the Month**

- Electricity purchases were \$1,167,826 relative to June's \$1,032,782.
- Johnston County sewer charge was \$212,374 for 53.835 MG relative to June's \$175,334 for 44.469 MG.

- **Personnel Changes**

- No changes



**Town of Smithfield
Electric Department
Monthly Report
July, 2023**

I. Statistical Section

- Street Lights repaired –8
- Area Lights repaired-11
- Service calls – 81
- Underground Electric Locates -260
- Poles changed out/removed or installed -4
- Underground Services Installed -40

II. Major Revenues

- N/A

III. Major Expenses for the Month:

- N/A

IV. Personnel Update:

- The Utility Dept. had Audiometric Testing at the Operation Center for the Employees.

V. Miscellaneous Activities:

- The Electrical Dept. has only house services & street lights to install at East River Phases 3,4,5,6 & 7 as houses are completed.
- The Electrical Dept. is working on replacing old poles and upgrading lines around town.
- The Electrical Dept. put out Flags for July the 4th.



WATER & SEWER

July 2023 Monthly Report

● DISCONNECT WATER	2
● RECONNECT WATER	0
● TEST METER	1
● TEMPORARY METER SET	2
● DISCOLORED WATER CALLS	6
● LOW PRESSURE CALLS	6
● NEW/RENEW SERVICE INSTALLS	1
● LEAK DETECTION	20
● METER CHECKS	20
● METER REPAIRS	13
● WATER MAIN/SERVICE REPAIRS	5
● STREET CUTS	5
● REPLACE EXISTING METERS	1
● INSTALL NEW METERS	50
● FIRE HYDRANTS REPAIRED	0
● FIRE HYDRANTS REPLACED	0
● SEWER REPAIRS/SINK HOLES	8
● CLEANOUTS INSTALLED	5
● INSPECTIONS	10
● CAMERA SEWER	2

- SEWER MAIN CLEANED 995 LF
- SERVICE LATERALS CLEANED 410 LF
- SERVICE CALLS 123
- LOCATES ?

- SERVICED AND MAINTAINED ALL 21 LIFT STATIONS 2 TIMES PER WEEK
- INSPECTED ALL AERIAL SEWERS ONE TIME
- INSPECTED HIGH PRIORITY MANHOLES WEEKLY
- HELPED PUBLIC WORKS CLEAN STORM DRAIN ISSUES DURING EVERY RAIN FALL EVENT.

Major Expenses for the month of July

Personnel Updates

Upcoming Projects for the Month of August

Contractor working on Town homes on Wilson's Mill's Rd.

Starting the sewer replacement on Underwood Ave.



MONTHLY WATER LOSS REPORT

July 2023

(12) - Meters with slow washer leaks

(2) – ¾" Line, 1/8" hole, 1day

1" Line, 1/8" hole, 2day

2" Line, 1/8" hole, 1day

Smithfield Water Plant
Distribution Sampling Site Plan

Hydrant Flushing

Street Name	Date	Chlorine	Time	Gallons	Psi	Street Name	Date	Chlorine	Time	Gallons	PSI
Stephson Drive	07/25/23	3	15	7965	10	North Street	07/26/23	2.5	15	17820	40
Computer Drive	07/25/23	3	15	31860	10	West Street	07/26/23	2.5	15	78030	50
Castle Drive	07/25/23	3	15	7965	10	Regency Drive	07/26/23	2	15	63720	60
Parkway Drive	07/25/23	3	15	63720	40	Randers Court	07/26/23	2	15	15930	40
Garner Drive	07/25/23	3	15	63723	40	Noble Street	07/26/23	2.5	15	15930	40
Hwy 210 LIFT ST.	07/25/23	2.8	15	15930	40	Fieldale Dr#1(L)	07/26/23	2	15	63720	40
Skyland Drive	07/25/23	3	15	7965	10	Fieldale Dr#2(R)	07/26/23	2	15	63720	40
Bradford Street	07/25/23	3	15	15930	10	Heather Court	07/26/23	2	15	15930	40
Kellie Drive	07/25/23	3	15	7965	10	Reeding Place	07/26/23	3	15	15930	40
Edgewater	07/25/23	3	15	7965	10	East Street	07/26/23	2	15	63720	40
Edgcombe	07/25/23	2.8	15	15930	40	Smith Street	07/26/23	2.5	15	63720	40
Valley Wood	07/25/23	3	15	63720	40	Wellons Street	07/26/23	2	15	63720	40
Creek Wood	07/25/23	3	15	63720	40	Kay Drive	07/26/23	1.3	15	38985	15
White Oak Drive	07/25/23	3	15	7965	10	Huntington Place	07/26/23	1.3	15	38985	15
Brookwood Drive	07/25/23	3	15	22515	5	N. Lakeside Drive	07/26/23	3.2	15	9750	15
Runnymede Place	07/25/23	3	15	31860	10	Cypress Point	07/26/23	2.8	15	34890	12
Nottingham Place	07/26/23	3	15	38985	10	Quail Run	07/26/23	2.8	15	8715	12
Heritage Drive	07/26/23	3	15	38985	10	British Court	07/26/23	3	15	8715	12
Noble Plaza #1	07/26/23	2.8	15	9750	10	Tyler Street	07/26/23	1.8	15	78030	60
Noble Plaza #2	07/26/23	2.8	15	9750	10	Yelverton Road	07/26/23	1.2	15	63720	40
Pinecrest Street	07/26/23	3	15	19500	10	Ava Gardner	07/26/23	2.8	15	63720	40
S. Sussex Drive	07/26/23	3	15	31860	10	Waddell Drive	07/26/23	2	15	7965	10
Elm Drive	07/26/23	3	15	9750	10	Henly Place	07/26/23	3.4	15	8715	12
						Birch Street	07/26/23	1.8	15	34890	12
Coor Farm Supply	07/25/23	2	15	7965	10	Pine Street	07/26/23	1.6	15	38985	15
Old Goldsboro Rd.	07/25/23	3	15	7965	10	Oak Drive	07/26/23	1.8	15	37695	14
Hillicrest Drive	07/25/23	2	15	31860	10	Cedar Drive	07/26/23	2.2	15	31860	10
Eason Street	07/25/23	2.5	15	38985	40	Aspen Drive	07/26/23	2.4	15	34890	12
Magnolia circle	07/25/23	2	15	78030	40	Furlonge Street	07/27/23	1.2	15	34890	12
Rainbow Drive	07/25/23	2	15	19500	60	Golden Corral	07/27/23	2.5	15	40290	16
Rainbow Circle	07/25/23	2	15	19500	60	Holland Drive	07/27/23	3	15	9750	15
Moonbeam Circle	07/25/23	2	15	19500	60	Caroline Ave.	07/27/23	2.6	15	34890	12
Ray Drive	07/25/23	2	15	15930	60	Johnston Street	07/27/23	4	15	31860	10
Will Drive	07/25/23		15	63720	40	Ryans	07/27/23	2	15	38985	15
Michael Lane	07/25/23	2	15	63721	40				90	9750	15
Ward Street	07/25/23	2	15	15930	40						

977884

1282815 2260698