

The Smithfield Town Council met in regular session on Tuesday, January 2, 2017 at 7:00 p.m. in the Council Chambers of the Smithfield Town Hall, Mayor M. Andy Moore presided.

Councilmen Present:

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

Councilmen Absent

Administrative Staff Present

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

Present:

Bob Spence, Town Attorney
Bill Dreitzler, Town Engineer

Administrative Staff Absent

Greg Siler, Finance Director

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

The invocation was given by Mayor Pro-Tem Scott followed by the Pledge of Allegiance.

APPROVAL OF AGENDA:

Councilman Ashley made a motion, seconded by Councilman Lee, to approve the agenda with the following amendment:

Move from the Consent Agenda: Item # 3 Bid award to Outer Banks Tennis Contractors to resurface the tennis courts at Smithfield Community Park and the tennis court and basketball court at Smith-Collins Park in the amount of \$35,564.10 to Business Item #6.

Unanimously approved.

Prior to the Presentations Mayor Moore read the following statement:

"I am pleased to announce that the national manufacturer, Penn Compression Moulding, maker of custom molding thermoset composites plans to add 30,000 sq. ft. of production space, which will result in the addition of 30-40 new jobs in Smithfield. A couple of weeks ago I had a Facebook Memory from December 11, 2015 pop up on my cell phone. It was from the Welcome Board in the front lobby of Penn Compression Molding, Inc. It stated Welcome Mayor Andy Moore, Councilman Perry Harris and Chris Johnson, Director of Johnston County Economic Development. This marked my first official industry visit as Mayor promoting our Economic Development initiative. In most cases Economic Develop doesn't just happen overnight, sometimes it takes years of planning, meeting, negotiating, and more planning before projects ever get off the ground. In this particular case, it took approximately 2 years. The main thing is that we continue to progress, cross hurdles and move forward together – businesses and government hand in hand!

The Town of Smithfield is eager to continue to partner with and collaborate with county leaders and businesses in efforts to grow our local economy. The expansion of a major industry like Penn Compression highlights the convenience, cost competitiveness, workforce quality and other advantages available to businesses of all kinds in our community. We are thrilled that Penn Compression CEO Daniel Leslie has chosen Smithfield for his company's expansion. It has been one of my goals as Mayor to boost our local economy. Investing in our community and providing our citizens job opportunities ultimately improves their quality of life and that of the town as a whole. I want to thank Tim Kerigan, Mike Scott, Chris Johnson, Perry Harris, the Town Staff, the Town Council, Chairman Jeff Carver and the Johnston County Commissioners for making this happen, and for helping to make Smithfield an even better place to live, work, play and stay. There are many other great things yet to come – stay tuned and Stay focused and stay Involved!

PRESENTATIONS:

1. Recognition of Police Officer Ricky Parker for obtaining the Advanced Law Enforcement Certification from the North Carolina Education and Training Standards Commission

Captain James Grady informed the Council that Officer Parker had received his Advanced Law Enforcement Certificate from the North Carolina Education and Training Commission. Officer Parker joins sixteen other members of the Smithfield Police Department that have received this specific recognition. Applications have to be submitted to Training and Standards then are approved by the Board of Commissioners. This certificate program allows dedicated officers to receive statewide recognition for education, professional training and on the job experience.

Officer Parker holds a Bachelors Degree in Religious Studies from San Jose State. Officer Parker with his degree needed an additional 24 training points (480 hours of training) as well as 6 years

continuous law enforcement service to obtain this certificate. Officer Parker has been with the Smithfield Police Department over 4 years. Before working in Smithfield, he worked for the Raleigh Police Department. He has worked in the Patrol Division and is currently assigned to Johnston Community College as a School Resource Officer.

Mayor Moore, Captain Grady and Chief of Police R. Keith Powell presented Officer Parker with a framed Advanced Law Enforcement Certificate.

2. Recognition of Police Officer Joey Wheeler for obtaining the Advanced Law Enforcement Certification from the North Carolina Education and Training Standards Commission

Captain James Grady informed the Council that Officer Wheeler had received his Advanced Law Enforcement Certificate from the North Carolina Education and Training Commission. Officer Wheeler joins seventeen other members of the Smithfield Police Department that have received this specific recognition. Applications have to be submitted to Training and Standards then are approved by the Board of Commissioners. This certificate program allows dedicated officers to receive statewide recognition for education, professional training and on the job experience.

Officer Wheeler holds a Bachelors Degree in Criminal Justice Studies from Mount Olive College. Officer Wheeler with his degree needed an additional 24 training points (480 hours of training) as well as 6 years continuous law enforcement service to obtain this certificate. Officer Wheeler has been with the Smithfield Police Department for 8 years. He has worked in the Patrol Division and is currently assigned to the Support Services Division

Mayor Moore, Captain Grady and Chief of Police R. Keith Powell presented Officer Parker with a framed Advanced Law Enforcement Certificate.

PUBLIC HEARINGS:

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

1. Special Use Permit Request – Boykin Investments, LLC (SUP-17-11)

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

Planning Director Stephen Wensman addressed the Council on a request by Boykin Investments, LLC. The applicant was requesting a special use permit to operate a motor vehicle reconditioning facility with outdoor storage of motor vehicles on property located within a B-2 (Business) zoning district. The property considered for approval was located on south side of Rose Street approximately 50 feet southeast of its intersection with South Brightleaf Boulevard and further identified as Johnston Tax ID #15041018.

Mr. Wensman explained the proposed automotive reconditioning facility will occupy a portion of the historic Farmers Cotton Warehouse Company site. This warehouse and the adjacent warehouse to the north represent two of only a few remaining early 20th century brick warehouses left within the Town of Smithfield. Utilities are provided to the site through existing water and sewer mains within the right of way of East Rose Street. An existing fire hydrant is located on the northeastern side of the intersection of South Bright Boulevard and East Rose Street. An existing fire loop around the building perimeter is shown on the plan. Electrical service is provided by the Town of Smithfield. The applicant was proposing a paved parking area with 18 parking spaces that will serve the proposed use, its employees and customer parking. In accordance with Town of Smithfield Unified Development Ordinance (UDO), Article 10.5.5 all proposed automobile storage facilities with more than four (4) spaces are required to be paved. The plan currently shows a graveled area designated for future paving. The UDO does not allow this graveled area to be used for automobiles storage and should be removed from the plan or paved with bituminous. No other outdoor storage is permitted at this time. Landscape buffering on the western property line was shown on the plan in accordance with UDO Article 10.14. The site plan as drawn does not meet the requirements of UDO Article 10.13.1, which states that no parking space shall be further than 75 feet from a trunk of a tree. The site plan as drawn does not meet UDO Article 7.2.1. which requires parking, access, and circulation lanes between the principal building and street be separated from required yards or open areas by continuous curbing or some other acceptable method of separation. Access to the site is provided by the existing unpaved right-of-way of East Rose Street. A new secondary access is being requested in the form of a gravel driveway to be constructed within the unimproved right-of-way of East Holt Street. The NCDOT has been consulted and they have no objections to the location of the driveway because there is an existing driveway curb cut in that location. The use of the right-of-way for a private driveway will require Council approval of a Comprehensive Declaration of Easements Agreement. The UDO Article 10.6.1 requires all driveway access to and from the property be paved with asphalt or concrete or other robust material such as brick pavers. The stormwater from the proposed paving is shown to sheet flow to the existing ditch located along the E. Holt right-of-way. There are several catch basins located on the north side of the warehouse building which carry some stormwater toward Rose Street. It appeared that the proposed paving was less than ½ acre and was therefore exempt from on-site detention. The Town Engineer requested pre and post stormwater calculations to confirm that the project is exempt. If not exempt, detention of stormwater

will be required. An Access Agreement recorded against the two properties will provide for legal cross access. The proposed automobile reconditioning facility is consistent with the recommendations of the Comprehensive Growth Management Plan Future Land Use Map which recommends industrial uses at this location. An automobile reconditioning facility at this location should not pose a compatibility issue with surrounding land uses to include an automotive sales lot to the west and the undeveloped property to the south.

The Planning Department determined the application was consistent with applicable adopted plans, policies and ordinances and, should the Town Council find that all Findings of Fact can be affirmatively made, the application should be approved. If the Special Use Permit was granted, the Planning Department recommends the site plan be approved subject to the submittal of a complete stormwater management plan, recording of a cross access agreement, recording of the Comprehensive Declaration of Easements Agreement and compliance with the UDO.

Planning Director Stephen Wensman has incorporated his entire record and provided it to Council in written form in the January 2, 2018 agenda packet.

Councilman Ashley stated that Mr. Wensman was not asking for the Council to approve the site plan, but simply the use. Mr. Wensman responded that was correct.

Mayor Moore asked the applicant if he was in agreement with the testimony provided by Mr. Wensman. The applicant, Joey Boykin, stated he was in agreement with the testimony provided. He requested that the Town Council consider not requiring the paving of the access at this time. Mr. Boykin explained that the adjacent property owner will require any developer to pave and curb the access at the time the property is developed.

Councilman Ashley responded that he felt that request was reasonable because Mr. Boykin would be funding the entire improvement.

Councilman Barbour questioned if Mr. Boykin would be doing something different than he was currently doing. Mr. Boykin responded that he simply needed more room to expand his current operations.

Mayor Moore asked if there were any comments/questions from those that had been duly affirmed to offer testimony.

Speaking on behalf of the applicant, Paul Embler stated that Mr. Boykin intended to fill in the potholes in the existing gravel drive. Mr. Embler stated that the Planning Department was recommending a Comprehensive Stormwater Management Plan, but the property is not subject to a stormwater plan. He proposed submitting the necessary calculations to the Planning Director instead of the stormwater plan.

Mayor Moore questioned the maximum amount of vehicles that will be stored onsite. Mr. Boykin responded that approximately 20 cars could be housed in the warehouse.

Mayor Moore asked if there were additional questions from Council. There were none.

Councilman Ashley made a motion, seconded by Councilman Stevens, to close the Public Hearing. Unanimously approved.

The Written Finding

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

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

1. The establishment, maintenance, or operation of the special use will not be detrimental to or endanger the public health, safety, or general welfare.
2. The special use will be in harmony with the existing development and uses within the area in which it is to be located.
3. The establishment of the special use will not impede the normal and orderly development and improvement of the surrounding property for uses permitted in the district.
4. Adequate utilities, access roads, drainage, parking, or necessary facilities have been or are being provided.
5. Adequate measures have been or will be taken to provide ingress and egress so designed as to minimize traffic congestion in the public streets.
6. The special use shall, in all other respects, conform to all the applicable regulations of the district in which it is located.

7. Public access shall be provided in accordance with the recommendations of the Town's land use plan and access plan or the present amount of public access and public parking as exists within the Town now. If any recommendations are found to conflict, the system requiring the greatest quantity and quality of public access, including parking, shall govern.
8. The proposed use will be in conformity with the land use plan, thoroughfare plan, or other plan officially adopted by the Town Council.

Record of Decision: Approval of Conditional Use Permit Application Number SUP-17-11

Councilman Ashley made a motion, seconded by Councilman Rabil, based upon satisfactory compliance with the above eight stated findings and fully contingent upon acceptance and compliance with all conditions as previously noted herein and with full incorporation of all statements and agreements entered into the record by the testimony of the applicant and applicant's representative I move to recommend approval of Special Use Permit Application # SUP-17-11. Unanimously approved.

2. Ordinance Text Amendments to the Unified Development Ordinance (UDO) ZA-17-05 Town of Smithfield

Councilman Ashley made a motion, seconded by Councilman Lee, to open the Public Hearing. Unanimously approved.

Planning Director Stephen Wensman addressed the Council on a proposed text amendment to Article 5 of the Town of Smithfield Unified Development Ordinance (UDO). This amendment will authorize the UDO Administrator or his designated representative approving authority on all site plans provided that minimum developments standards of UDO are met. The proposed ordinance amendment will be a return to the process that was in place prior to UDO updates that were adopted on August 2, 2017.

Mr. Wensman further explained that the proposed zoning ordinance amendment would serve to create: a time and cost saving development friendly process, simplified review process that is allowed by State statute, opportunities for express review of existing development expansions, a reduction in the Town Council's work load and a reduction in required paper work for both applicant and staff.

A multi-disciplinary technical review committee as described in Article 5.5.4, that may include but is not necessarily limited to, the Town Manager, Planning Department, Public Utilities Department, Fire Department, Johnston County Building Inspections and the North Carolina Department of Transportation will continue to review major site plans for compliance with published standards. Upon site plan approval, the UDO Administrator will issue a certificate of zoning compliance in accordance with Article 5.5.5 of the Town of Smithfield UDO.

The Planning Board held a public hearing and reviewed the zoning text amendment on December 7, 2017 and recommended approval by a unanimous vote. No residents were in attendance or during the public hearing and the Planning Department received no comments for or against.

Councilman Ashley explained that the UDO Committee discussed this and he did not understand how this got changed.

Mayor Pro-Tem Scott stated the Town has had some issues in the past with being business friendly. He stated he hoped staff was working to encourage growth and development.

Mayor Moore asked if there were any comments/questions from those that wished to speak. There were none.

Councilman Ashley made a motion, seconded by Councilman Dunn, to close the Public Hearing. Unanimously approved.

Councilman Ashley made a motion, seconded by Councilman Dunn, to approve Text Amendment ZA-17-05 amending Article 5 of the Unified Development Ordinance to allow for administrative approval of Site Plans and Final Plats. Unanimously approved.
{Attached by reference and made a part of these official minutes is a copy of UDO Text Amendment ZA-17-05 which is on file in the Office of the Town Clerk}

CITIZENS' COMMENTS: There were none

CONSENT AGENDA:

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

1. Approved the following Minutes: December 5, 2017 – Regular Meeting
2. Approved the submission of an Assistance to Firefighters Grant (AFG) Application to replace

aging Air-Packs (SCBA's) and the aging air compressor.

- The following budget amendments were approved by the Town Council

GENERAL FUND

1. Expenditures

10-30-5600-5300-7300 Streets - Sidewalks	\$ -		\$ 47,866		\$ 47,866
10-00-9990-5300-0000 General Fund Contingency	<u>212,381</u>		<u>(47,866)</u>		<u>164,515</u>
	<u>\$ 212,381</u>	#	<u>\$ -</u>	#	<u>\$ 212,381</u>

To fund 30% of sidewalk construction on both sides of Kellie Drive, between Buffalo Road and Neuse Charter School Access, as approved at the November 14, 2017 Council Meeting. Total project cost estimated at \$159,554 with NCDOT contributing \$111,688 (70%) and The Town \$47,866 (30%) using contingency funds

2. Expenditures

10-30-5600-5300-7300 Streets - Sidewalks	\$ 47,866		\$ 56,040		\$ 103,906
10-00-9990-5300-0000 General Fund Contingency	<u>164,515</u>		<u>(56,040)</u>		<u>108,475</u>
	<u>\$ 212,381</u>	#	<u>\$ -</u>	#	<u>\$ 212,381</u>

To fund 30% of sidewalk construction on both sides of Booker Dairy Road, between Buffalo Road and Bradford Street, as approved at the November 14, 2017 Council Meeting. Total project cost estimated at \$186,800, with NCDOT contributing \$130,760 (70%) and The Town \$56,040 (30%) using contingency funds

- J. Perry Harris was appointed to serve a first term on the Appearance Commission
- New Hire Report

<u>Position</u>	<u>Department</u>	<u>Budget Line</u>	<u>Rate of Pay</u>
P/T Instructor	P & R – Recreation	10-60-6200-5100-0210	\$10.00/hr.
P/T Lifeguard	P & R – Aquatics	10-60-6220-5100-0220	\$7.50/hr.
P/T Lifeguard	P & R – Aquatics	10-60-6220-5100-0220	\$7.50/hr.
P/T SRAC Staff	P & R – Aquatics	10-60-6220-5100-0210	\$9.00/hr.
P/T SRAC Staff	P & R – Aquatics	10-60-6220-5100-0210	\$9.00/hr.
Sanitation Worker	PW – Sanitation	10-40-5800-5100-0200	\$10.75/hr. (\$22,360.00/yr.)

Current Vacancies

<u>Position</u>	<u>Department</u>	<u>Budget Line</u>
Electric Line Technician	PU – Electric	31-72-7230-5100-0200
Equipment Mechanic	PW – Garage	10-30-5650-5100-0200
Equipment Operator	PW – Sanitation	10-40-5800-5100-0200
P/T Lifeguard	P & R – Aquatics	10-60-6220-5100-0220

Unanimously approved.

BUSINESS ITEMS:

1. Approval of an Encroachment Agreement with Boykin Motors

Planning Director Stephen Wensman addressed the Council on a request by Boykin Motors for the use of the unopened East Holt Street right-of-way to provide a secondary access to a property associated with the application for SUP 17-11. Mr. Wensman explained the Holt Street right-of-way between Brightleaf Boulevard and the railroad tracks is an unimproved and unopened right-of-way. There is a curb cut at that location and the right-of-way has been used in the past for access and most recently has been encroached upon by Jackson Automotive, an auto sales lot. The right-of-way is unimproved, however, much of it is hard packed with old gravel and grass. Boykin Motors was proposing a gravel driveway in the right-of-way to the old warehouse building adjacent the railroad tracks with their application for SUP 17-11. NCDOT has no objections to the access because there is an existing driveway access at that location. The UDO requires a concrete driveway apron be installed and the UDO requires commercial driveways providing access to a property be paved. Mr. Wensman further explained the encroachment agreement re-affirms the right-of-way dedication by adjacent property owners; defines uses for the street as for public travel including driving and walking, parking, surface water drainage and piping systems, underground and above ground utilities, and such other development as is consistent with the use of the Street as a public right of way when developed into the town system and as a private right of way by an adjacent property owner; and affirms that the Town will have no maintenance obligations unless the right-of-way is improved to Town street standards and is opened by the Town Council. Staff requested the Town Council approve the request and approve the Declaration of Easements Agreement.

Councilman Ashley questioned if the street had ever been dedicated. Mr. Wensman responded that fact was unclear. Town Attorney Bob Spence responded that there are no records that the Town of Smithfield ever accepted the street.

Councilman Ashley questioned the Town's liability. Town Attorney Bob Spence responded that with this agreement, the Town would not be assuming any liability or control. The private driveway would be maintained by the property owners.

Councilman Ashley made a motion, seconded by Councilman Rabil, to approve the encroachment agreement with Boykin Motors. Unanimously approved.

2. Approval to enter into a contract with Jewell Engineering to prepare the Stormwater Program Action plan for the Town of Smithfield

Planning Director Stephen Wensman addressed the Council on a request to enter into a contract with Jewel Engineering in the amount of \$29,645 to prepare the Stormwater Action Plan. Mr. Wensman explained that earlier in 2017, the Town Council budgeted \$30,000 to have a Stormwater Program Action Plan prepared and directed staff to prepare a Request for Proposals. Two firms submitted proposals and both were interviewed. Staff unanimously selected Jewell Engineering to prepare the Town of Smithfield Stormwater Program Action Plan. Jewell Engineering will begin no later than May 31st and will have the plan completed before the end of the fiscal year.

Councilman Dunn made a motion, seconded by Councilman Barbour, to approve entering into a contract with Jewell Engineering to prepare the Stormwater Action Plan for the Town of Smithfield. Unanimously approved.

{Attached by reference and made a part of these official minutes is a copy of the Contract between the Town of Smithfield and Jewell Engineering which is on file in the Office of the Town Clerk}

3. Approval to Update the Public Utilities Capital Improvement Plan

Public Utilities Director Ted Credle addressed the Council on a request to update the Public Utilities Capital Improvement Plan. Mr. Credle explained that in order to stay competitive for future grants and loans through the State's various programs, each applying governing body needs to have a current Capital Improvement Plan (CIP) that outlines the future direction of the utility. The current 5-year CIP was approved in January of 2017. The updated version is a 10-year plan because the state adjusted its scoring for financing to award municipalities. This plan addressed the long-term direction of the Department; as well as, addressed future Town needs in the areas of growth management and stability of water supply. The updated CIP also furthers the long running issues of electric voltage conversion, I&I in the sewer collection system, and the upgrade of the Town utility infrastructure. The Public Utilities Department recognized that any funding for a capital improvement project must be approved by Town Council as part of the fiscal year's budget process and that the 10-year CIP is a projected road map of where the Department believes future capital expenditures will be needed. The plan is simply a roadmap and not a funding commitment by the Town Council.

Mayor Pro-Tem Scott requested an update on the water pressure of West Smithfield due to the installation of the altitude valves. Mr. Credle responded that citizens should have seen some improvements. Additional work is being done by the contractors on these projects.

Mayor Pro-Tem Scott asked if the load management project could be added to the Capital Improvement Plan. Mr. Credle responded that it could be added if the Council chose to make a significant investment into the project, but he did not consider it a capital item because it is a voluntary program. Mr. Credle explained that with the Nexgrid meters, they can assist with load management.

Mayor Moore suggested that Mr. Credle provide a proposal to the Council on encouraging utility customers to enroll in the load management program.

Councilman Barbour questioned the plan for the 16"-18" pipe along Durwood Stephenson Drive. Mr. Credle explained the only line that currently crosses the Neuse River was located at Market Street. The additional pipe would be a benefit to the water system because it would create a loop in the Town water transmission line. The loop would leave the Town less susceptible to fluctuation in water supply, water quality and water pressure.

Councilman Barbour questioned why the Wilson's Mills Road storage tank was not included in the proposed ten year plan. Mr. Credle responded that the tank would not increase pressure significantly and the funds for that project could be used elsewhere.

Mayor Pro-Tem Scott made a motion, seconded by Councilman Ashley, to approve the update to the Public Utilities Capital Improvement Plan. Unanimously approved.

{Attached by reference and made a part of these official minutes is a copy of the Public Utilities Ten Year Capital Plan which is on file in the Office of the Town Clerk}

4. Discussion Concerning the expansion of the Water Plant

Public Utilities Director Ted Credle provided information to the Council on the future expansion of the Water Plant. Mr. Credle explained that it was widely accepted that the Town of Smithfield would be

undergoing growth in the coming years. The growth was already being felt in the northern end of the County. In order to meet the coming water supply needs, the Town will need to expand the Water Treatment Plant so more potable water will be available for the Town's customers, as we grow. Mr. Credle explained this would be the first presentation explaining the impact of the plant expansion. The purpose was to make the Council aware of what the next few years will entail and how the expansion will affect the citizens. Mr. Credle explained the following: why the Town needed the expansion, what steps needed to be taken by the Town for the expansion, what the expansion entailed, and how to pay for the expansion.

Mayor Pro-Tem Scott questioned if the additional tank was needed for capacity. Mr. Credle responded it was needed for capacity.

Mayor Pro-Tem Scott questioned the closing of the Neuse River Greenway. Mr. Credle responded that the Greenway would need to be relocated to facilitate the expansion of the Water Plant. This would be a permanent relocation and the existing section of the Greenway would be permanently closed. Mr. Credle explained that before any expansion could occur, Second Street to Hospital Road would have to be permanently closed and the Greenway would have to be relocated.

Mayor Pro-Tem Scott questioned if it would be beneficial for the Town to hire a grant writer. Town Manager Michael Scott responded that staff has been successful in acquiring grant funds. If a grant writer was hired then it was possible that more grant funds could be secured.

No action taken by the Town Council

5. Approval to update the Parks and Recreation Master Plan

Parks and Recreation Director Gary Johnson addressed the Council on a request to update the Parks and Recreation Master Plan. Mr. Johnson explained at the regularly scheduled meeting of the Smithfield Town Council for September, 2016, the Council approved for the Recreation Resource Service and the Department of Parks, Recreation and Tourism at North Carolina State University to conduct and Master Plan Update for the Parks and Recreation Department. The purpose of the Master Plan was to help plan and provide the optimum recreational opportunities as it serves as a guide for the future development of parks, facilities, amenities and programs. The Parks and Recreation Department Master Plan was last updated in 2009 and is recognized as current for five years. The Master Plan is also an integral part for grant applications and current plan is usually required. As part of the Master Plan Update, stakeholders were engaged, existing parks were inventoried for current and future updates and suggestions made for existing conditions and future growth development of recreation facilities, greenways and parks.

Pete Armstrong of Recreation Resource Service provided the Council with an update to the parks and recreation Master Plan.

Councilman Lee questioned if the Sarah Yard Community Center was incorporated into this plan. Parks and recreation Director Gary Johnson explained that the building was not owned by the Town at the time of the update. It will however be added to the Master Plan.

Councilman Lee also questioned the comments received concerning the Eva Ennis Pool and replacing it with a Splash Park. Mr. Armstrong responded those were comments received from the citizens.

Councilman Stevens made a motion, seconded by Mayor Pro-Tem Scott, to approve the update to the Parks and Recreation Master Plan. Unanimously approved.

{Attached by reference and made a part of these official minutes is a copy of the Updated Parks and Recreation Master Plan which is on file in the Office of the Town Clerk}

6. Bid award to Outer Banks Tennis Contractors to resurface the tennis courts at Smithfield Community Park and the tennis court and basketball court at Smith-Collins Park in the amount of \$35,564.10

Parks and Recreation Director Gary Johnson addressed the Council on a request to award a bid to Outer Banks Tennis Contractors to resurface the tennis courts at Smithfield Community Park and the tennis court and basketball court at Smith-Collins Park in the amount of \$35,564.10. Mr. Johnson explained in the current fiscal year, the Parks and Recreation Department was allocated \$25,000 to resurface tennis courts at Smithfield Community Park. After the budget was adopted, the Town was awarded a grant for up to \$12,500 (\$1 for \$1 match) from the Johnston County Visitor's Bureau to assist with the resurfacing project. Staff would like to take the unused funds allocated by the Town and reallocate them to resurface the courts at Smith-Collins Park. Total possible funds available for the project would then be \$ 37,500.00

Requests for quotes were sent to several reputable contractors and two submitted proposals:

- North State Resurfacing \$ 33,150.00
- Outer Banks Tennis Contractors \$ 35,564.10

Mr. Johnson explained that even though the Outer Banks bid was higher by \$ 2,414.10, their proposal provides for a more economical solution to repairing the structural cracks within the courts and is included in their bid. Their method is to heat the cracks for the cracked asphalt to adhere from the stone base up and patch and level. North State's bid included an additional \$ 6750.00 option to repair the cracks within the courts with Guardian Crack Repair.

Councilman Ashley made a motion, seconded by Councilman Barbour, to award the bid to Outer Banks Tennis Contractors in the amount of \$35,564.10 to resurface the tennis courts at Smithfield Community Park and the tennis court and basketball court at Smith-Collins Park.

Councilmembers Comments

- Mayor Moore expressed his appreciation to the Parks and Recreation Department, to Downtown Smithfield Development Corporation for the success of the Christmas Tree Lighting Ceremony and the Christmas Parade. He expressed his appreciation to the Smithfield Police Department and the Johnston County Sherriff's Department for their presence at the Christmas Parade.

Mayor Moore informed the public of the following upcoming events: The Martin Luther King, Jr. Parade to be held on Friday, January 12th at 6:00 pm on Market Street and the Annual Martin Luther King, Jr. Prayer Breakfast to be held on Saturday, January 13th at 8:00 am in the Paul A Johnston Auditorium.

Mayor Moore asked that everyone be careful and be safe during inclement weather stating that two structure fires were the result of heat sources.

- Councilman Ashley stated that the Town of Smithfield's heritage should be preserved and honored. He cited Mr. Smith and Mr. Collins for whom the Smith-Collins Park was named. He suggested that plaques be erected to honor those that served the community.
- Councilman Lee stated that during the Christmas break, many children in the East Smithfield community could have benefitted from the opening of the Sarah Yard Community Center. He questioned when the idea of switching the function of the building went from a Police substation to a Parks and Recreation Center. Town Manager Michael Scott responded that during the budget process, the Council decided to use the building as a rec center with a Police substation. It was his idea that the Police Officer assigned to the center would become involved as much as possible with the community. Also, during the budget process, funds were budgeted for capital items to renovate the building and utilities were budgeted. Since no funds were budgeted for programs, the Parks and Recreation Department has been using existing funds for programs at the Sarah Yard Community Center. The Town Manager stated that the Center was supposed to be a recreation center and not a day care center. Currently, the committee is discussing if and what fees should be charged for the use of the facility. The objective was to keep costs affordable.
- Councilman Barbour expressed his appreciation to Town Manager Michael Scott and staff for assisting him with his new role as a member of the Town Council. He also expressed his appreciation to Public Works Director Lenny Branch and his sanitation staff for their hard work

Town Manager's Report:

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

- Shelter are open for anyone in need during the extreme cold temperatures and inclement weather.
- Inclusion/Kiddee Park: Playground equipment is about 75% complete for the inclusion park. The Miracle League Field is about 95% complete. The JC Kiddee Park is also about 98% complete with only some seeding and signage left to complete. A grand opening for the inclusion park and miracle league field is scheduled for April 14th.
- Water Plant Award: The Smithfield Water Plant has received notice from the North Carolina Department of Environmental Quality (DEQ), formerly DENR, the Department of Environment and Natural Resources, that it is receiving this years, Area Wide Optimization Award. Smithfield's Water Plant has not received this award since 2004. A representative from DEQ is planning to attend February's regular council meeting to present the award.
- The Boat ramp is almost completed
- Pavement Analysis: The pavement study is beginning next week. Vehicles that will be used for the study are white pickup trucks with "Withers & Ravenel" posted on the sides and "Pavement Condition Survey" on the tail gate. It is likely these vehicles and their occupants will be seen throughout the community in the upcoming weeks. The study should be complete so the information can be used for our annual repaving project in the spring.
- Street Sweeper: Due to the current cold weather, the Street Sweeper is not in use. Because the sweeper uses a water reservoir that is self-contained, the sweeper is freezing up in these

types of extreme temperatures. Once the ambient temperature rises above the freezing mark (32 degrees) we will continue our normal routes.

Councilman Lee questioned if there were many accidents at the intersection of Fifth Street and Brogden Road because the intersection is pretty dangerous. Chief of Police Keith Powell responded that there have been no reports of accidents in the area.

Mayor Moore informed the public that he has asked that the snowflakes remain in the downtown area during the winter months. All other Christmas decorations have been removed.

Mayor Moore stated that he has received many complaints about the sewer smell in South Smithfield. Public Utilities Director Ted Credle responded that he has no new information to offer. He met with Johnston County because it is their issue. The County will continue to keep the Town updated on this issue.

Department Reports

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

Adjourn

Mayor Pro-Tem Scott made a motion, seconded by Councilman Dunn, to adjourn the meeting. The meeting adjourned at approximately 9:34 pm.

ATTEST:

Shannan L. Parrish
Shannan L. Parrish, Town Clerk



M. Andy Moore
M. Andy Moore, Mayor