



Mayor

M. Andy Moore

Mayor Pro-Tem

Travis Scott

Council Members

Marlon Lee

David Stevens

David Barbour

Emery Ashley

John A. Dunn

Stephen Rabil

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, October 1, 2019

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 OCTOBER 1, 2019  
7:00 PM**

Call to Order

Invocation

Pledge of Allegiance

Approval of Agenda

Page

Presentation:

1. Proclamation: Recognizing Public Power Week October 6<sup>th</sup> – 12<sup>th</sup>  
(Mayor – M. Andy Moore) See attached information.....1

Public Hearing: None

Citizens Comments

Consent Agenda Items

1. Approval of Minutes:
  - a. September 3, 2019 – Regular Meeting
  - b. September 19, 2019 – Special Meeting.....3
2. Special Event – Church Service: The applicant, Watering Hole Church, is requesting approval of a temporary use permit to conduct a church service at the Neuse Amphitheater on October 13<sup>th</sup> from 10:00 am until 2:00 pm. Amplified sound will be used throughout the service.  
(Planning Director – Stephen Wensman) See attached information.....17
3. Special Event – SkyFest 2019: The applicant, Johnston Regional Airport, is requesting approval to of a temporary use permit to conduct an event at the Johnston Regional Airport on October 12<sup>th</sup> from 10:00 am until 3:00 pm. Amplified should will be used during the event.  
(Planning Director – Stephen Wensman) See attached information.....21

4. Special Event – Community Garden Halloween Party: The applicant, Brandie Davis, is requesting approval of a temporary use permit to conduct a Halloween Party at the Community Garden on October 19<sup>th</sup> from 7:00 pm until 9:00 pm. Amplified sound will be used during the event.  
(Planning Director – Stephen Wensman) See attached information.....25

5. Special Event – Family Fun Days Fest Carnival: The applicant, Inners Shows, Inc., is requesting approval of a temporary use permit to hold a carnival at 1025 Outlet Center Drive October 9<sup>th</sup>-October 13<sup>th</sup>.  
(Planning Director – Stephen Wensman) See attached information.....29

6. Special Event – Silent March: The applicant, Harbor Inc., is requesting approval of a temporary use permit to hold a silent march on October 30<sup>th</sup> from 12:45 pm until 1:15 pm on the sidewalk at the Johnston County Courthouse.  
(Planning Director – Stephen Wensman) See attached information.....33

7. Special Event – Fall Festival: The applicant, Clayton General Store, is requesting approval of a temporary use permit to conduct a fall festival at 1025 Outlet Center Drive October 18<sup>th</sup> – 20<sup>th</sup> from 10:00 am until 7:00pm  
(Planning Director – Stephen Wensman) See attached information.....37

8. Bid Award to Barrs Recreation in the amount of \$16,856 for the purchase and installation of two dug out covers at Smith Collins Park and 2 shade structures at the Second Street Dog Park  
(Parks and Recreation Director – Gary Johnson) See attached information.....41

9. Bid Award to Greenfields Equipment in the amount of \$32,000 for the purchase fitness equipment for the DAV Trail to be funded by the Connect North Carolina Bond (CNCB) Grant  
(Parks and Recreation Director – Gary Johnson) See attached information.....51

10. Bid Award to TA Loving in the amount of \$59,540 for the replacement of the filter media at the Water Plant  
(Public Utilities Director – Ted Credle) See attached information.....61

11. Bid Award in the amount of \$49,500 for the purchase of an Outfall Jetter for the Public Utilities Water/Sewer Department  
(Public Utilities Director – Ted Credle) See attached information.....69

12. Consideration and request for approval of the East River Phase I Final Plat  
(Planning Director – Stephen Wensman) See attached information.....75

13. Consideration and Approval to allow the Smithfield Police Department to retire its K-9 Diesel to his handler MPO Jordan Cutchins in accordance with NCGS 20-187.14  
(Chief of Police – R. Keith Powell) See attached information.....87

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14. New Hire Report (Human Resources Director – Tim Kerigan) <u>See</u> attached information.....	91

Business Items:

1. Neuse River Amphitheater Discussion (Parks and Recreation Director – Gary Johnson) <u>See</u> attached information.....	93
2. Consideration and request for approval to allow the Fire Department to retain the ladder truck to use as a spare once the new ladder truck is placed in operation (Fire Chief – John Blanton) <u>See</u> attached information.....	97
3. Booker Dairy Road Naming (Planning Director – Stephen Wensman) <u>See</u> attached information.....	99

**Councilmember’s Comments**

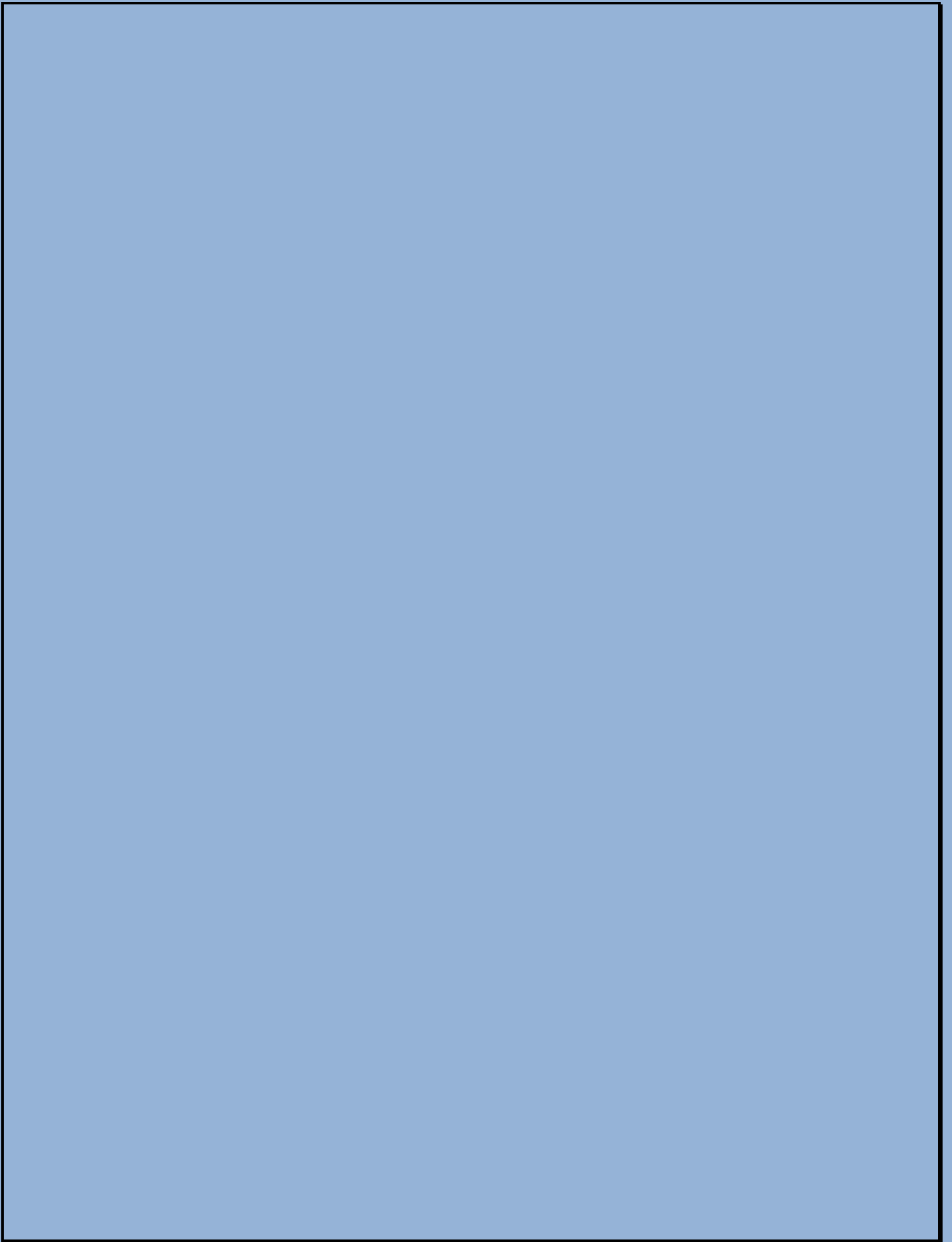
**Town Manager’s Report**

- Financial Report (See attached information).....107
- Department Reports (See attached information).....111
- **Manager’s Report** (Will be provided at the meeting)

Adjourn



# Presentation





**Proclamation**  
**Promoting NC Public Power During**  
**Public Power Week, October 6-12, 2019**

*WHEREAS*, public power is a crucial component in cities and towns across North Carolina, contributing to the overall health of communities by providing reliable electricity, excellent local service and prompt restoration; and

*WHEREAS*, North Carolina's more than 70 public power cities and towns are among more than 2,000 across the country; and

*WHEREAS*, many of North Carolina's public power cities and towns have been electric providers for more than 100 years; and

*WHEREAS*, public power meets the electric needs of 40 million Americans, almost 15 percent of electricity consumers; and

*WHEREAS*, North Carolina's public power utilities are valuable community assets that contribute to the well-being of the community and provide economic development opportunities; and

*WHEREAS*, North Carolina's public power utilities are dependable institutions that provide excellent service and a commitment to community.

**NOW, THEREFORE, I, M. Andy Moore**, Mayor of the Town of Smithfield do hereby proclaim that the week of October 6-12, 2019 be designated as Public Power Week in the Town of Smithfield. A week to promote North Carolina's public power cities and Towns for this contributions to their communities.

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M. Andy Moore, Mayor



# Consent Agenda Items



The Smithfield Town Council met in regular session on Tuesday, September 3, 2019 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  
Ted Credle, Public Utilities Director  
Gary Johnson, Parks & Rec Director  
Tim Kerigan, Human Resources/PIO  
Shannan Parrish, Town Clerk  
R. Keith Powell, Chief of Police  
Greg Siler, Finance Director  
Stephen Wensman, Planning Director

Present:

Bob Spence, Town Attorney

Administrative Staff Absent

Lenny Branch, Public Works Director

**CALL TO ORDER**

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

**INVOCATION**

The invocation was given by Mayor Pro-Tem Scott followed by the Pledge of Allegiance led by the following members of Girl Scout Troop 614: Valerie Smith, Katlin VanRoekel, Katelyn Hill, Brianna Faircloth and Juana Garcia.

**APPROVAL OF AGENDA:**

Councilman Dunn made a motion, seconded by Councilman Rabil, to approve the agenda with the following amendment:

*Move Consent Agenda Item 3. Consideration and request for approval to retain outside council for the purpose of conditional zoning advice to Business Item #2.*

Unanimously approved.

**PRESENTATIONS:**

**1. Proclamation – Declaring September 17<sup>th</sup> – 23<sup>rd</sup> as Constitution Week in the Town of Smithfield**

Mayor Moore presented a Proclamation honoring Constitution Week to members of the Smith Bryan Chapter of the Daughters of the American Revolution.

Proclamation  
Constitution Week  
September 17 – 23, 2019  
In the Town of Smithfield, North Carolina

Whereas, September 17, 2019 marks the two hundred and thirty-second 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 the anniversary of its creation; and

Whereas, it is fitting and proper to officially recognize 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, 2019 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

**2. Award of a Storm Resiliency Grant from Duke Energy Progress in the amount of \$22,000 to the Fire Department**

Marty Clayton of Duke Energy Progress presented a grant award in the amount of \$22,000 to the Smithfield Fire Department

**3. Administering Oath of Office to New Firefighter Walter Miller**

Mayor Moore administered the Oath of Office to new Firefighter Walter Miller and welcomed him to the Town of Smithfield.

**4. Clear Gov Financial Transparency Program**

Finance Director Greg Siler made a presentation to the Council on the Clear Gov financial transparency program. Mr. Siler explained that agencies like Clear Gov use a Town's financial data and other departmental data and make it more understandable for the general public. Clear Gov representative, Anna Bocarra, explained to the Council (via conference call) the features of Clear Gov and how it would provide transparency of information for the Town. She explained the website could be customized based on what the Council wished to share with the public.

Mayor Pro-Tem Scott questioned how the data would be updated. Mr. Siler responded he would send the data to Clear Gov on a monthly basis. Mayor Pro-Tem Scott further questioned the cost. Mr. Siler responded the cost was approximately \$5,600.00 a year.

Councilman Dunn questioned the amount of additional work this would create for Mr. Siler. Mr. Siler responded there would be additional work for not only himself, but for all the Department Heads. Mr. Siler explained this would be a joint effort between himself and the Department Heads to ensure the information provided on the site would be updated. Ultimately, Mr. Siler would be responsible for updating the site and submitting information to Clear Gov.

#### **PUBLIC HEARING:**

**1. Annexation Request Reid Smith (ANX-19-01) Consideration and request for approval to Adopt Ordinance #500 extending the corporate limits of the Town of Smithfield pursuant to NCGS 160A-31**

Councilman Ashley made a motion, seconded by Mayor Pro-Tem Scott, to open the public hearing. Unanimously approved.

Planning Director Stephen Wensman addressed the Council on a request by Reid Smith to annex 68.16 acres of land into the Town of Smithfield's corporate limits. The property considered for annexation was located on Buffalo Road about 700 feet north of the intersection with Booker Dairy Road. The Town Council at its July 9, 2019 meeting unanimously voted to adopt a resolution directing the Deputy Town Clerk to investigate the sufficiency of petition for the annexation and set

the date of the public hearing. The Town Council at its August 13, 2019 scheduled a public hearing on the annexation for its September 3, 2019 meeting. Mr. Wensman explained the applicant was requesting Town sewer, water and electrical services for the construction of the East River Subdivision, a Planned Unit Development consisting of 281 residential lots. The PUD Plan was approved on April 24, 2018. A condition of the approval required voluntary annexation prior to final plat of any individual lots. The Preliminary Plat was approved on December 4, 2018. Phase I construction plans were approved on February 2, 2019. Phase I is under construction. Final Plat of Phase I will occur after all public improvements are found to meet the Towns minimum development standards, or a bond is posted for any outstanding public improvements. Once the final plat is recorded, permits may be issued for home lots.

Mr. Wensman explained once all phases were completed estimated expenditures for public works, parks and recreation, and police totaled \$607,201 and total revenue would be \$1,209,889 for a net gain of \$602,688. These figures were provided to Mr. Wensman by the Department Heads.

Mr. Wensman explained that in accordance with GS 160A-31, a petition for annexation filed with the Town shall contain a signed statement declaring whether or not zoning vested right with respect for the property being petitioned for annexation has been established. No vested rights have been claimed by the applicant.

Mayor Moore asked if there were any questions from Council

Mayor Pro-Tem Scott questioned if the total revenue and expenses were based on the first phase of the project or the completion of the entire project. Mr. Wensman responded they were based on the entire project. Mayor Pro-Tem Scott stated he did not believe it was fair to associate the proposed expenses to the project.

Mayor Pro-Tem Scott questioned if staff had received any comments from adjacent property owners. Mr. Wensman responded that staff did not receive any comments.

Councilman Barbour questioned if there was analysis on the revenues and expenditures for each phase of the project. Mr. Wensman responded staff did not have that level of analysis. The figures provided by the Department Head was based on the completion of the project.

Councilman Ashley stated the revenues and expenses were for the total annexed property and not for each phase. Mr. Wensman responded in the affirmative.

Councilman Dunn questioned if the water/sewer revenue was a gross figure or net figure. Public Utilities Director Ted Credle explained it was a gross figure.

Town Attorney Bob Spence stated the bulk of the expenses appeared to be in the Police Department with four additional Police Officers and Police vehicles. Town Manager Michael Scott replied staff would continue to evaluate this based on call loads. At this time, there was no way to know what the call load would be. It was the hope that with this being a new subdivision the call load would be very low thus making the Police Department estimates high, but should the call load increase then the estimates would be accurate. The Town Manager explained closer estimates for all departments would be obtained as soon as the first phase of the project was completed. He further explained the annexation would support the services it needed.

Mayor Moore stated he did not remembers there ever being any discussion on additional Police Officers or Police vehicles needed for this project. The Town Manager responded he didn't believe it was every discussed, but staff would have the average number of officers in the area based on the average numbers in other areas of the Town.

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

Councilman Barbour made a motion, seconded by Councilman Rabil, to adopt Ordinance # 500 extending the corporate limits of the Town of Smithfield. Unanimously approved.

**ORDINANCE #500 TO EXTEND THE CORPORATE LIMITS OF THE  
TOWN OF SMITHFIELD, NORTH CAROLINA**

WHEREAS, the Town Council has been petitioned under G.S. 160A-31 to annex the area described below; and

WHEREAS, the Town Council has by resolution directed the Town Clerk to investigate the sufficiency of the petition; and

WHEREAS, the Town Clerk has certified the sufficiency of the petition and a public hearing on the question of this annexation was held in the Council Chambers of the Smithfield Town Hall at 7:00 pm on September 3, 2019 after due notice by publication in the Southeastern Edition of the News and Observer on August 16, 2019; and

WHEREAS, the Town Council finds that the petition meets the requirements of GS 160A-31; NOW, THEREFORE, BE IT ORDAINED by the Town Council of the Town of Smithfield, North Carolina that:

Section 1.

By virtue of the authority granted by G.S. 160A-31 the following described territory is hereby annexed and made part of the Town of Smithfield, as of September 3, 2019: Lying and being situated in Johnston County, North Carolina and being more particularly described as follows:

BEGINNING AT AN IRON PIPE WITH CAP, HAVING NC GRID COORDINATES OF N: 650708.13', E: 2199713.25' (NAD83/NSRS2011) THENCE S 19°34'19" W A DISTANCE OF 1143.21' TO AN IRON PIPE; THENCE S 89°26'23" W A DISTANCE OF 284.59' TO AN IRON PIPE; THENCE S 89°41'02" W A DISTANCE OF 210.42' TO AN IRON PIPE; THENCE N 89°50'16" W A DISTANCE OF 63.22' TO AN IRON PIPE; THENCE N 89°36'15" W A DISTANCE OF 750.00' TO AN IRON PIPE; THENCE N 89°36'15" W A DISTANCE OF 1095.02' TO AN EXISTING AXLE; THENCE N 53°05'31" E A DISTANCE OF 100.90' TO AN IRON PIPE; THENCE N 45°29'41" E A DISTANCE OF 203.12' TO AN IRON PIPE; THENCE N 38°44'59" E A DISTANCE OF 236.00' TO AN IRON PIPE; THENCE N 34°44'10" E A DISTANCE OF 181.09' TO AN IRON PIPE; THENCE N 26°35'47" E A DISTANCE OF 157.03' TO AN IRON PIPE; THENCE N 29°50'52" E A DISTANCE OF 455.65' TO AN IRON PIPE; THENCE N 37°13'33" E A DISTANCE OF 145.22' TO AN IRON PIPE; THENCE N 37°05'31" E A DISTANCE OF 60.31' TO AN IRON PIPE; THENCE N 43°05'41" E A DISTANCE OF 264.72' TO AN IRON PIPE; THENCE N 41°00'18" E A DISTANCE OF 473.57' TO AN IRON PIPE; THENCE S 64°03'50" E A DISTANCE OF 183.10' TO AN IRON PIPE; THENCE S 64°03'50" E A DISTANCE OF 900.00' TO AN IRON PIPE WITH CAP; THENCE S 64°03'50" E A DISTANCE OF 16.90' TO AN IRON PIPE; THENCE S 00°38'25" W A DISTANCE OF 59.59' TO AN IRON PIPE; THENCE S 66°33'31" E A DISTANCE OF 8.51' TO AN IRON PIPE; THENCE S 66°33'33" E A DISTANCE OF 436.50' TO THE POINT OF BEGINNING; HAVING AN AREA OF 3,052,413 SQUARE FEET, 70.07 ACRES AS SHOWN ON A SURVEY BY GREENBROOK SURVEYING, P.C. DATED FEBRUARY 23, 2018 AND RECORDED IN PLAT BOOK 87 PAGE 302, J.C.R.

Section 2.

Upon and after September 3, 2019, the above described territory and its citizens and property shall be subject to all debts, laws, ordinances, and regulations in force in the Town of Smithfield and shall be entitled to the same privileges and benefits as other parts of the Town of Smithfield. Said territory shall be subject to municipal taxes according to G.S. 160A-58.10.

Section 3.

The Mayor of the Town of Smithfield shall cause to be recorded in the office of the Register



of Deeds of Johnston County, and in the office of the Secretary of State at Raleigh, North Carolina, an accurate map of the annexed territory, described in Section 1 above, together with a duly certified copy this ordinance. Such a map shall also be delivered to the Town Board of Elections, as required by G.S. 163-288.1.

Section 4.

Notice of adoption of this ordinance shall be published once, following the effective date of annexation, in a newspaper having general circulation in the Town of Smithfield.

Adopted this 3<sup>rd</sup> day of September, 2019.

**CITIZENS' COMMENTS:**

- Ken Langston of 2255 Buffalo Road informed the Council that he and Larry Stancil owned the property on the west side of Buffalo Road directly across from the new intersection with Kellie Drive. Mr. Langston explained he and Mr. Stancil have been working with NCDOT for almost a year and the NCDOT is convinced they can put water into a 3 acre pond on Mr. Langston and Mr. Stancil's land. Mr. Langston further explained they were already experiencing erosion and sediment problems with the pond. The NCDOT has promised they have made slight changes to the plans, by Mr. Langston was not convinced this would not cause erosion or sediment issues. Mr. Langston cautioned the Town about accepting the roadway until all the betterments could be addressed. Mr. Langston stated he was meeting on site with the Planning Director and the Town Engineer to discuss any concerns Mr. Langston and Mr. Stancil had about the project.
- Emma Gemmel of 207 Hancock Street provided photos to the Council of several park structures in need of repair. She expressed her concerns that the Park structures had not been maintained or repaired.

**CONSENT AGENDA:**

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

1. The following minutes were approved
  - August 13, 2019 – Regular Meeting
2. Approval was granted to install two “Slow, Children at Play” signs on Cedar Street and one additional 25MPH speed limit sign at the corner of Cedar Street and Willow Street
3. Approval was granted for the following budget amendments

**EXHIBIT A**

**ENCUMBRANCES FROM 2018-2019 TO 2019-2020**

**GENERAL FUND**

10-10-3300-3307-0020	Grant - Revitalization (WiFi)	\$ <u>          </u>	
10-10-4100-5700-7400	General Gov. - Capital Outlay (WiFi)	25,000	
10-61-4110-5300-5712	Non-Departmental - S.H.A.R.P Reimbursements	14,372	
10-61-4110-5300-5716	Non-Departmental - PEG	<del>2,700</del>	1099
10-20-5100-5300-3702	Police - Community Policing Projects	<del>2,700</del>	2659
10-10-4900-5300-4502	Planning - Condemnation	25,000	
	Planning – Service Contracts (Engineering Standards Manual)	30,000	
10-10-4900-5300-4501	General Serv. - Appearance Commission	<del>19,365</del>	16365
10-60-5500-5300-3440	General Serv. - Capital Outlay (Painting Mausoleum)	3,000	
10-60-5500-5700-7400	General Serv. - Capital Outlay (Painting Mausoleum)	3,000	
10-30-5600-5300-7301	Streets -Street Paving (Equity Drive)	173,000	
10-10-3300-3307-0020	Grant - JC Visitors Bureau (1/2 half of basketball ct resurfacing)	<u>(7,500)</u>	

\$ 282,995

**WATER FUND**

30-71-7200-5700-7400	Water Plant - Capital Outlay (SCADA Upgrades	\$ 26,000	
30-71-7220-5300-5710	Water Dist/Sewer Coll. - Economic Development	<u>100,000</u>	
		<u>\$ 126,000</u>	

**Electric FUND**

31-72-7230-5300-5710	Electric - Economic Development	<u>\$100,000</u>
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**J.B. GEORGE BEAUTIFICATION FUND**

40-61-4100-5300-3400	J.B. George Projects	\$ 970	
40-61-4100-5300-3410	J.P. George Projects	<u>403</u>	
		<u>\$ 1,373</u>	

**EXHIBIT B - ENCUMBRANCES FOR PURCHASE ORDERS ISSUED PRIOR TO 6/30/19**

<b>GENERAL FUND</b>			<b>PO</b>		
			<b>Number</b>		
10-10-4100-5700-7400	General Government	Municipal Code Corporation Jewell Engineering	20186293	\$9,600.00	
10-10-4900-5300-4500	Planning	Consultants	20186704	\$54,521.80	
10-10-4900-5300-4504	Planning	Stewart Engineering	20186702	<del>\$1,648.07</del>	402.99
10-10-4900-5300-4505	Planning	Kimley Horn & Associates	20186703	<del>\$18,888.67</del>	2398
10-20-5100-5300-3600	Police	Lawmens Safety Supply	20197271	<del>\$625.00</del>	
10-20-5100-5300-3600	Police	Lawmens Safety Supply	20197322	\$876.00	
10-20-5100-5300-3600	Police	Lawmens Safety Supply	20197394	\$670.00	
10-20-5100-5700-7400	Police	Deacon Jones	20197152	\$22,400.00	
10-20-5100-5300-3300	Police	Lawmens Safety Supply Eastern Emergency	20197187	<del>\$1,309.02</del>	
10-20-5100-5700-7400	Police	Equipment	20197321	\$8,345.94	
10-20-5100-5700-7400	Police Public	FCB Visa (NCDMV)	20197407	<del>\$1,500.00</del>	830.1
10-60-5500-5700-7400	Works Public	Mark Gregory Roofing	20197362	\$14,800.00	
10-60-5500-5700-7400	Works	Dennis Evans	20197408	\$10,000.00	
10-30-5700-5700-7310	Powell Bill	James Paul Edwards, Inc.	20196932	<del>\$201,887.80</del>	
10-60-6200-5300-1700	Parks & Rec	Blade Equipment	20197351	<del>\$2,815.94</del>	
10-60-6200-5300-1700	Parks & Rec	Barrs Recreation	20197355	\$4,000.00	
10-60-6200-5300-1700	Parks & Rec	J & J Floors	20197365	\$1,708.00	
10-60-6200-5300-1700	Parks & Rec	Interstate Contract Glazing	20197370	<del>\$1,525.42</del>	
10-60-6200-5300-1700	Parks & Rec	Molinas Tree Service	20197390	<del>\$2,000.00</del>	1137
10-60-6200-5300-1700	Parks & Rec	Prosource Fitness	20197396	<del>\$2,500.00</del>	
10-60-6200-5300-3300	Parks & Rec	Super-Net	20197350	<del>\$3,775.00</del>	
10-60-6200-5300-3300	Parks & Rec	BSN Sports	20197354	<del>\$3,438.65</del>	
10-60-6200-5300-3300	Parks & Rec	Power Mulch	20197395	\$2,250.00	
10-60-6200-5700-7400	Parks & Rec	Capital Ford	20196913	\$47,670.00	
10-60-6200-5700-7400	Parks & Rec	North State Resurfacing	20197197	<del>\$8,950.00</del>	
10-60-6200-5700-7400	Parks & Rec	David Hinton Construction	20197280	\$15,400.00	
10-60-6200-5700-7400	Parks & Rec	Barrs Recreation	20197343	\$1,706.25	

10-60-6200-5700-7400	Parks & Rec	Barrs Recreation	20197344	\$4,943.00
10-60-6200-5700-7400	Parks & Rec	Barrs Recreation	20197345	\$3,845.00
10-60-6200-5700-7400	Parks & Rec	Barrs Recreation	20197346	\$4,558.75
10-60-6200-5700-7400	Parks & Rec	David Hinton Construction	20197364	\$5,000.00
10-60-6220-5300-3900	Parks & Rec	Colorado Time Systems	20197254	<del>\$1,089.35</del>
10-60-6220-5300-3900	Parks & Rec	Creative Caps	20197352	<del>\$1,000.00</del>
10-60-6220-5300-3900	Parks & Rec	Southern Metro Swim League	20197353	<del>\$1,200.00</del>
				<u>\$217,063.00</u>

<b>WATER FUND</b>		<b>PO Number</b>		
30-71-7200-5300-1700	Water Plant	FCX Performance	20197413	<del>\$1,000.00</del>
30-71-7200-5300-3300	Water Plant	Clear Water	20197172	<del>\$30,000.00</del>
30-71-7200-5300-3300	Water Plant	Mechanical Equipment Co	20197357	<del>\$17,803.00</del>
30-71-7220-5300-3300	Water/Sewer	Tec Utilities	20197381	<del>\$1,997.80</del>
				<u>\$6,941.00</u>

6941

**EXHIBIT C**

**BUDGET**  
**AMENDMENTS**  
**September,**  
**2019**

**1. Revenue**

10-10-3300-3307-0020	Grant - JC Visitors Bureau (1/2 of Bball Ct Resurfacing)	\$ -	\$ 7,500	\$ 7,500
10-00-3900-3900-0000	Fund Balance Appropriation	<u>1,093,000</u>	<u>500,056</u>	<u>1,593,056</u>
		<u>\$1,093,000</u>	<u>\$507,556</u>	<u># \$ 1,600,556</u>

**Expenditure**

10-10-4100-5700-7400	General Gov. - Capital Outlay/WiFi	\$ -	\$ 25,000	\$ 25,000
10-10-4100-5700-7400	General Gov. - Capital Outlay/Municipal Code	25,000	9,600	34,600
10-61-4110-5300-5712	Non-Departmental - S.H.A.R.P. Reimb	20,000	14,372	34,372
10-61-4110-5300-5716	Non-Departmental - PEG Channels	28,000	1,099	29,099
10-10-4900-5300-4500	Planning - C.S./Storm Water Plan Engineering	-	54,520	54,520
10-10-4900-5300-4501	Planning - C.S./Engineering Standards Manual	15,000	30,000	45,000
10-10-4900-5300-4502	Planning - C.S./Condemnation	25,000	25,000	50,000
10-10-4900-5300-4504	Planning - C.S./Comprehensive Growth Mgmt	-	403	403
10-10-4900-5300-4505	Planning - C.S./Comprehensive Transportation Plan	-	2,398	2,398
10-20-5100-5300-3600	Police - Uniforms	32,100	876	32,976
10-20-5100-5300-3600	Police - Uniforms	32,976	670	33,646
10-20-5100-5300-3702	Police - Community Projects	5,000	2,659	7,659

10-20-5100-5700-7400	Police - Capital Outlay (Deacon Jones)	277,600	22,400	300,000
10-20-5100-5700-7400	Police - Capital Outlay - Eastern Emergency Equip	300,000	8,346	308,346
10-20-5100-5700-7400	Police - Capital Outlay (FCB Visa- NCDMV)	308,346	830	309,176
10-60-5500-5300-3440	General Services - Appearance Commission	15,000	16,365	31,365
10-60-5500-5700-7400	General Services - Cap. Outlay (Mausoleum Roof)	35,000	3,000	38,000
10-60-5500-5700-7400	General Services - Cap. Outlay (Mark Gregory Roofing)	38,000	14,800	52,800
10-60-5500-5700-7400	General Services - Cap. Outlay (Dennis Evans)	52,800	10,000	62,800
10-30-5600-5700-7301	Streets - Street Paving (Equity Drive)	-	173,000	173,000
10-60-6200-5300-1700	Pks & Rec - Equipment Maint. (Barrs Recreation)	45,000	4,000	49,000
10-60-6200-5300-1700	Pks & Rec - Equipment Maint. (J&J Floors)	49,000	1,708	50,708
10-60-6200-5300-1700	Pks & Rec - Equipment Maint. (Molina Tree Service)	50,708	1,137	51,845
10-60-6200-5300-3300	Pks & Rec - Supplies (Power Mulch)	83,000	2,250	85,250
10-60-6200-5700-7400	Pks & Rec - Capital Outlay (Capital Ford)	93,500	47,670	141,170
10-60-6200-5700-7400	Pks & Rec - Capital Outlay (David Hinton Construction)	141,170	15,400	156,570
10-60-6200-5700-7400	Pks & Rec - Capital Outlay (Barrs Recreation)	156,570	1,706	158,276
10-60-6200-5700-7400	Pks & Rec - Capital Outlay (Barrs Recreation)	158,276	4,943	163,219
10-60-6200-5700-7400	Pks & Rec - Capital Outlay (Barrs Recreation)	163,219	3,845	167,064
10-60-6200-5700-7400	Pks & Rec - Capital Outlay (Barrs Recreation)	167,064	4,559	171,623
10-60-6200-5700-7400	Pks & Rec - Capital Outlay (David Hinton Construction)	171,623	5,000	176,623
		<u>\$2,488,952</u>	<u>\$507,556</u>	<u>\$ 2,996,508</u>

To bring forward encumbrances from the 2018-2019 General Fund  
Budget to FY19-20

## 2. Revenue

30-71-3900-3900-0000	Fund Balance Appropriation	\$ -	\$132,941	\$ 132,941
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## Expenditures

30-71-7200-5300-3300	Water Plant - Supplies (Mechanical Equipment Co.)	\$ 591,000	\$ 6,941	\$ 597,941
30-71-7200-5700-7400	Water Plant - Capital Outlay (SCADA Upgrades)	175,000	26,000	201,000
30-71-7220-5300-5710	Water Sewer - Economic Development	100,000	100,000	200,000
Water Plant -		<u>\$ 866,000</u>	<u>\$132,941</u>	<u>\$ 998,941</u>

To bring forward encumbrances from the 2018-2019 Water/Sewer Fund  
Budget to FY19-20

## 3. Revenue

31-72-3900-3900-0000	Fund Balance Appropriation	\$ _____ -	<u>\$100,000</u>	<u>\$ 100,000</u>
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**Expenditures**

31-72-7230-5300-5710	Electric - Economic Development	Electric - Supplies/Operations	<u>\$ 100,000</u>	<u>\$100,000</u>	<u>\$ 200,000</u>
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To bring forward encumbrances from the 2018-2019 Electric Fund Budget to FY19-20

**4. Revenue**

40-61-3900-3900-0000	Fund Balance Appropriation	\$ _____ -	<u>\$ 1,373</u>	<u>\$ 1,373</u>
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**Expenditures**

40-61-4100-5300-3400	J.B. George Projects	-	970	970
40-61-4100-5300-3410	J.P. George Projects	-	403	403
		<u>\$ _____ -</u>	<u>\$ 1,373</u>	<u>\$ 1,373</u>

To bring forward encumbrances from the 2018-2019 J.B. George Fund Budget to FY19-20

**4. The following advisory board appointments were approved:**

- Jackie Bryant was reappointed to serve a third term on the Parks and Recreation Advisory Committee.
- Stephen Upton was reappointed to serve a fifth term on the Planning Board as an In-Town Member

**5. New Hire Report**

<u>Position</u>	<u>Department</u>	<u>Budget Line</u>	<u>Rate of Pay</u>
Meter Technician	Public Utilities – Electric	31-72-7230-5100-0200	\$18.25/hr. (\$37,960.00/yr.)
Payroll/Accounting Technician	Finance	10-10-4200-5100-0200	\$18.11/hr. (\$37,668.80/yr.)
	Public Utilities - Electric	31-72-7230-5100-0200	
	Public Utilities – W/S	30-71-7220-5100-0200	
P/T SRAC Staff – General	P&R – Aquatics	10-60-6220-5100-0210	\$8.00/hr.
P/T SRAC Staff – General	P&R – Aquatics	10-60-6220-5100-0210	\$9.00/hr.

**Current Vacancies**

<u>Position</u>	<u>Department</u>	<u>Budget Line</u>
Police Officer I	Police	10-20-5100-5100-0200
Sanitation Equipment Operator	PW – Sanitation	10-40-5800-5100-0200

Unanimously approved

**Business Items:**

**1. Consideration and request for approval to enter into a supplemental agreement with NCDOT for roadway improvements to Kellie Drive**

Town Manager Michael Scott addressed the Council on a request by North Carolina Department of Transportation (NCDOT). The NCDOT was requesting the Town of Smithfield enter into a supplemental contract for Kellie Drive ownership and maintenance. In January of 2018, the Town of Smithfield entered into a contract with NCDOT to assume ownership and maintenance of the road,

sidewalks and utilities constructed by NCDOT known currently as Kellie Drive. The road and sidewalks are nearing completion and the water and sewer extensions have been inspected and approved by the Town of Smithfield and are currently operational. NCDOT is now requesting the Town to enter into a supplemental contract to assume ownership of this infrastructure once it is completed and also bind itself to pay for any movement of said utilities, should NCDOT require future utility relocations due to additional NCDOT construction. The supplemental agreement will be enacted at the end of the project when the Town inspects and accepts the road. The agreement was sent to the Town Attorney and he found no issues with the agreement. Mr. Spence stated he was unfamiliar with engineering standards for roadways, but felt the Town should investigate any water issues brought forward by Mr. Langston

Mayor Pro-Tem Scott stated he appreciated Mr. Langston bringing forth his concerns and further stated many of his constituents had expressed concerns about the new roadway. Mayor Pro-Tem Scott stated that while it was important to be good partners with the NCDOT, it was also important the road be constructed correctly. He further stated there were currently issues with the turn lane in front of the school. He suggested NCDOT officials be invited to the meeting with Mr. Langston, the Planning Director and the Town Engineer.

Councilman Barbour stated the road was not completed and should be completed before the Town accepts it. He also stated developers along the new roadway should be held to the same NCDOT roadway standards.

The council chose to take no action on this request.

## **2. Consideration and request for approval to retain outside council for the purpose of conditional zoning advice**

Mayor Pro-Tem Scott stated he asked for this item to be removed from the consent agenda because he had several questions. Mayor Pro-Tem Scott stated he thought it was the intent of the Council to allow the Planning Board to review the quasi-judicial hearing and then make a recommendation to the Council. He questioned why staff was seeking outside Council when it currently had a Town Attorney. He further questioned the cost to retain an outside attorney. Town Manager Michael Scott responded when staff reviewed the minutes from the Council, we could not find where a decision had been made concerning quasi-judicial hearings moving back to the Planning Board. Instead the decision was to move to conditional zoning and away from quasi-judicial hearings. This was also the recommendation of the Town Attorney. In order to move towards conditional zoning, staff felt it was important to retain an attorney that specializes in this conditional zoning.

Mayor Pro-Tem Scott stated he disagreed with staff's recommendation and questioned the cost of retaining the attorney. The Town Manager responded the goal was to stay within the current budget for attorney fees. If staff determined they would be over budget, they would stop using the attorney until they had a chance to speak with the Council. The Town Manager questioned if the Council wished to continue conducting quasi-judicial hearings or move toward conditional zoning. If the Council did not want to move towards conditional zoning then an outside attorney was not necessary.

Mayor Pro-Tem Scott felt retaining an outside attorney was not the best use of Town funds.

Councilman Barbour stated the quasi-judicial process does not allow for citizen to have any input and the Council is hindered by that process.

Councilman Ashley stated the reason why staff was making this request is to have such an ordinance.

Town Attorney Bob Spence stated that one of the risks in hiring an outside attorney is the North Carolina General Assembly will be issuing statute 160D that will address a lot of zoning issues. He suggested the Council wait until attorneys at the School of Government had a chance to analyze the changes to statute. Mr. Spence stated it was his recollection the Council wanted to move towards conditional zoning

Councilman Barbour questioned if other Towns use conditional zoning. Mr. Wensman responded Charlotte, Cary, Apex, Holly Springs are all successfully using conditional zoning. Mr. Wensman stated that staff had already drafted the ordinance for the attorney to review. They simply needed it to be reviewed so that it was clear, correct and legal.

Councilman Barbour made a motion seconded by Councilman Ashley, to allow staff to retain outside council for the purpose of conditional zoning advice. Councilman Barbour, Councilman Ashley, Councilman Lee, Councilman Stevens, Councilman Dunn and Councilman Rabil voted in favor of the motion. Mayor Pro-Tem Scott voted against the motion. Motion passed 6 to 1.

#### **Councilmembers Comments:**

- Mayor Pro-Tem Scott stated the Council has had a lot of discussions about the Water Plant expansion project. It was his understanding that the project was put on hold until the UFS water study was completed. Many of his constituents received a letter from the Army Corps of Engineers on the project and they wanted an explanation. Mayor Pro-Tem Scott stated he thought the Council made it clear that there would be no more progress on this project. The Town Manager responded the Council had approved the engineering and this was a part of the process. Mayor Pro-Tem Scott asked that Council be updated and informed about the project.
- Mayor Moore stated the Council approved moving forward with the construction of the clearwell. He asked Public Utilities Director for more information on the notice from Army Corps of Engineers. Mr. Credle responded the project had to be approved in its entirety. Part of the project included obtaining an erosion control permit from the Corps. The state will not grant it until the wetlands have been approved. When the initial plan was drafted, there was going to be some intrusion into the wetlands. This part of the engineering report was submitted to the Corps so a permit could be issued to slope the bank of the reservoir. Notifying surrounding property owners was a part of the Army Corp of Engineers process. The Town was not responsible for the notice and once staff became aware of it, it was posted on the website and all social media outlets.
- Councilman Barbour explained the benefits of Parks and Recreation to the Town and to its citizens. He explained how Parks and Recreation are essential public services and a value to the community.
- Mayor Moore expressed his appreciation to Town staff that assisted with the groundbreaking ceremony at the New Hampton Inn. He stated this would be a great addition to the Town. Mayor Moore also assured the public that Town staff was preparing for Hurricane Dorian.

#### **Town Manager's Report:**

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

- Hurricane Dorian: The Town is preparing for Hurricane Dorian's arrival near the North Carolina Coast. Town staff is using due caution in cleaning catch basins and checking storm drainage and asked citizens to help the Town by checking storm drains for debris.
- Movie Night: Johnson Park will play host to a movie in the park on Saturday, September 7th at dusk. The original "Incredibles" movie will be playing.
- A highlight of each department's monthly activities was given to the Council

#### **Adjournment**

Being no further business, Councilman Ashley made a motion, seconded by Councilman Rabil, to adjourn the meeting. Unanimously approved. The meeting adjourned at approximately 8:49 pm.

ATTEST:

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M. Andy Moore, Mayor

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Shannan L. Parrish, Town Clerk

The Smithfield Town Council met in special session on Thursday, September 19, 2019 at 6:15 p.m. in the Council Chambers of the Smithfield Town Hall, Mayor M. Andy Moore presided.

Councilmen Present:

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

Councilmen Absent

Marlon Lee, District 1  
Emery Ashley, At-Large

Administrative Staff Present

Michael Scott, Town Manager

Present:

Administrative Staff Absent

Shannan Parrish, Town Clerk

## CALL TO ORDER

Mayor Moore called the meeting to order at 6:15 pm.

## APPROVAL OF AGENDA:

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

## BUSINESS ITEM:

1. Consideration and request for approval to adopt Resolution #651 (18-2019) **supporting the submittal of an application to the North Carolina Attorney General's Office for an Environmental Enhancement Grant for improvements along the Spring Branch.**

Town Manager Michael Scott informed the Council staff was requesting approval to submit an Environmental Enhancement Grant for stormwater improvements along Spring Branch between South Fifth and South Sixth Streets. The proposed project will also include the first phase in building a greenway connecting the area with the Neuse River walk and eventually connecting to the Mountains to Sea Trail. Johnston County Visitor's Bureau has offered its support for the trail signage utilizing 2% tourism funds.

The Town Manager explained in order to apply for the grant, the Council must adopt a resolution of support. The grant is a \$150,000 grant with no matching fund requirement; however, if awarded, the Town would have to pay for the project and then seek reimbursement.

Mayor Pro-Tem Scott questioned if the primary purpose was to deal with the stormwater issues in the area and not the greenway extension. The Town Manager responded the hope is to mitigate the flooding in the area. The grant requires a recreation component and that would be the greenway around the area.

Councilman Dunn stated the Town did not have to provide any matching funds for the grant. The Town Manager stated the Town would have to pay for the project and then would be reimbursed with the grant funding. The Town would have to maintain any improvements.

Councilman Rabil questioned the Town's funding source. The Town Manager responded it would be dependent on when the grant was awarded. If it was awarded in this fiscal year, then contingency funds from the general fund could be used.

Mayor Pro-Tem Scott questioned if the letter of intent had been submitted. The Town Manager responded it had been submitted.

Councilman Barbour questioned if the Town would complete this project without grant funding. The Town



Manager responded some of the project needed to be completed, but staff would not move forward with it if the grant funding was not awarded. Councilman Barbour questioned the ongoing maintenance cost of the proposed project. The Town Manager responded that although he did not have an estimated maintenance cost, the Town would have to maintain it.

Councilman Rabil questioned the first phase of building a greenway connecting this area with the Smithfield Neuse River walk and eventually the Mountains to Sea Trail. The Town Manager responded it was always the plan to connect Johnston Community College to Highway 301. The Town Manager stated this was simply a grant proposal and if it is awarded, it would not have to be accepted. Staff was seeking the opportunity to submit an application for the grant.

Pam Lampe stated the new Comprehensive Growth Management Plan has not been adopted. She further stated there was opposition to extending the greenway to that part of Town. She questioned if the \$150,000 would be used mostly for stormwater and not the extension of the trail. Mayor Moore stated the trail would be a minimal expense compared to the stormwater improvements. Mayor Moore further stated the trail was included in the Town's long-range plan adopted nearly twenty years ago.

Councilman Barbour made a motion seconded Councilman Stevens to approve the resolution. Unanimously approved.

TOWN OF SMITHFIELD  
RESOLUTION #651 (18-2019)  
SUPPORTING THE SUBMISSION OF A GRANT APPLICATION TO THE  
NORTH CAROLINA ATTORNEY GENERAL'S OFFICE FOR  
AN ENVIRONMENTAL ENHANCEMENT GRANT

WHEREAS, the Town of Smithfield has incurred repeated flooding in the areas near the Spring Branch during hurricane Matthew, hurricane Florence and other rain events; and

WHEREAS, the Town of Smithfield has become the owner of properties as the result of Federal Emergency Management Agency (FEMA) Hazard Mitigation property buyouts along the Spring Branch as a result of past flooding; and

WHEREAS, the Johnston County Hurricane Matthew Resilient Redevelopment Plan calls for the implementation of a Spring Branch Stormwater Improvement Project to increase capacity and to properly handle stormwater; and

WHEREAS, the Town Council is concerned with stormwater issues and has recently supported the preparation of the Stormwater Management Action Plan to help the Town address stormwater issues; and

WHEREAS, the proposed Spring Branch project will address known stormwater issues and will benefit the Town and its residents; and

WHEREAS, the North Carolina Attorney's General's Office has established an Environmental Enhancement Grant to preserve and enhance North Carolina's natural resources; and

WHEREAS, the Town Council wishes to pursue a formal application for the North Carolina Attorney's General's Environmental Enhancement Grant for the Spring Branch project.

NOW, THEREFORE BE IT RESOLVED, by the Town of Smithfield's Town Council that the Town of Smithfield is authorized to submit a formal application to the North Carolina Attorney's General's Environmental Enhancement Grant for the Spring Branch project.

Adopted this the 19th day of September, 2019 in Smithfield, North Carolina.

**ADJOURN**

Being no further business, Mayor Pro-Tem Scott made a motion, seconded by Councilman Barbour, to adjourn the meeting. The meeting adjourned at approximately 6:33 pm.

ATTEST:

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M. Andy Moore, Mayor

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Shannan L. Parrish, Town Clerk



# Request for Town Council Action

Consent Agenda Item: Application for Temporary Use Permit  
Date: 10/01/2019

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Subject: Temporary Use Permit  
Department: Planning Department  
Presented by: Planning Director – Stephen Wensman  
Presentation: Consent Agenda Item

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## Issue Statement

The Council is asked to authorize Watering Hole Church to hold a church service at the Neuse Amphitheater on October 13<sup>th</sup> from 10:00 am to 2:00 pm.

## Financial Impact

N/A

## Action Needed

To approve the Temporary Use Permit Application

## Recommendation

Staff's recommendation is to approve the Temporary use Permit Application

Approved:  Town Manager  Town Attorney

## Attachments:

1. Staff Report
2. Temporary Use Permit Application



# Staff Report

Consent  
Agenda  
Item: Application  
for  
Temporary  
Use Permit

---

Watering Hole Church is requesting to hold a church service at the Neuse Amphitheater on October 13<sup>th</sup>, 2019 from 10:00 am to 2:00 pm. The event setup will begin at 9:00 am and cleanup will conclude at 3:00 pm. Amplified sound will be used throughout the service. There will not be any food or goods sold. Neither security or trash cans will be needed.



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

### Temporary Use Permit Application

#### TYPES OF 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
- 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) church service

<u>Church by the River</u> Name of Event	<u>104 S Front Str</u> Location of Event (exact street address)
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Applicant name Watering hole Church E-mail address info@wateringholechurch.com  
 Address 210 Wilsons Mills Rd Zip 27577  
 Phone number 9195000321 Event date 10/13/20019  
 Event start time 10am Event end time 2pm  
 Event set up time 9am Event cleanup time 3pm  
 Sound amplification Hours 4 hours Will food or goods be sold? no

# Food Trucks if applicable \_\_\_\_\_ (requires valid permit for a Mobile Food Unit, NC Sales and Use Certificate, NC Department of Agriculture Permit, and/or ABC Permit, if applicable)

Security agency name & phone, if applicable: \_\_\_\_\_

Will any Town property be used (i.e., streets, parks, greenways)? neuse ampitheather

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

Are event trash cans needed? \_\_\_\_\_ How many? \_\_\_\_\_

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 will be conducted per all applicable local laws. I certify that I have received the attached information concerning the regulations for Temporary Uses. I certify that I have notified all adjoining property owners of the planned temporary use.

Samantha Holder Applicant's Name (print)      [Signature] Signature      9/3/19 Date

Planning Director: [Signature] Date: 9/4/19

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





# Request for Town Council Action

Consent Agenda Item: Application for Temporary Use Permit  
Date: 10/01/2019

---

Subject: Temporary Use Permit  
Department: Planning Department  
Presented by: Planning Director – Stephen Wensman  
Presentation: Consent Agenda Item

---

## Issue Statement

The Council is asked to authorize Johnston Regional Airport to hold SkyFest 2019 on October 12<sup>th</sup>, 2019 from 10:00 am to 3:00 pm. This event will be located at 3149 Swift Creek Road.

## Financial Impact

N/A

## Action Needed

To approve the Temporary Use Permit Application

## Recommendation

**Staff's recommendation** is to approve the Temporary Use Permit Application

Approved:  Town Manager  Town Attorney

## Attachments:

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



## Staff Report

Consent  
Agenda  
Item: Application  
for  
Temporary  
Use Permit

---

Johnston Regional Airport would like to hold SkyFest 2019 on October 12<sup>th</sup>, 2019 at 3149 Swift Creek Road. This event would be held from 10:00 am to 3:00 pm. Setup would begin at 6:00 am and cleanup would conclude at 5:00 pm. Amplified sound will be used between 10:00 am and 3:00 pm. **Johnston County Sherriff's Department will provide** security. **Event trash cans have been requested from Public Works Department. It's expected SkyFest will** draw a very large crowd. Alcohol and food will be available for sale. Skyfest is a community festival with professional aerial demonstrations. This event includes parachute team jumps, flyovers, helicopter rappelling, and other aerial performances. There will also be musical entertainment, special performances, static displays, food trucks, a beer garden, **a kid's** zone and fireworks.





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

### Temporary Use Permit Application

**TYPES OF 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
- 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) \_\_\_\_\_

SkyFest 2019 <small>Name of Event</small>	3149 Swift Creek Rd <small>Location of Event (exact street address)</small>
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Applicant name Phil Lanier E-mail address info@jnxairport.com

Address 3149 Swift Creek Rd Zip 27577

Phone number 919-934-0992 Event date October 12, 2019

Event start time 10am Event end time 3pm

Event set up time 6am Event cleanup time 5pm

Sound amplification Hours 10am-3pm Will food or goods be sold? Yes

# Food Trucks if applicable 4 (requires valid permit for a Mobile Food Unit, NC Sales and Use Certificate, NC Department of Agriculture Permit, and/or ABC Permit, if applicable)

Security agency name & phone, if applicable: Sheriff's Office

Will any Town property be used (i.e., streets, parks, greenways)? No - Airport Property Only

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

Are event trash cans needed? Yes How many? \_\_\_\_\_

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 will be conducted per all applicable local laws. I certify that I have received the attached information concerning the regulations for Temporary Uses. I certify that I have notified all adjoining property owners of the planned temporary use.

Phil Lanier Applicant's Name (print)      Phil Lanier Signature      9/3/19 Date

Planning Director: [Signature] Date: 9/20/19

Method of Payment: Cash \_\_\_\_\_ Check# \_\_\_\_\_ Credit Card Yes Amount \$ 100.00 9-16-19



Saturday  
Oct 12th  
10am – 3pm

**Johnston Regional Airport**  
3149 Swift Creek Road, Smithfield NC

Paraglider Regatta 9:30am  
Opening Ceremony 10am (AVG Parachute Team & Bandit-Flight Team)  
82<sup>nd</sup> Airborne Rock Band 10:15am  
American Bombshells 10:45am  
Rappel Team Six 11am  
Airborne Invasion 11:30am (WWII Round Canopy Parachute Team & AVG Parachute Team)  
NC State Dance Team 11:40am  
American Bombshells 11:45am  
Them Rockabilly Band 12pm  
American Bombshells 12:45pm  
Chuck Aaron Helicopter Stunt Show 1pm  
US Navy Silent Night Drill Team 1:10pm  
Rappel Team Six 1:30pm  
American Bombshells 1:45pm  
Bandit Flight Team 2pm  
US Navy Silent Night Drill Team 2pm  
American Bombshells 2:45pm  
Closing Ceremony Wounded Warrior Jump 2:45pm



US Air Force Fly-In

US Army Fly-In



U.S. AIR FORCE

Aerial Demonstrations • Outdoor Concert • Beer Garden • Kids Zone



[www.skyfestnc.com](http://www.skyfestnc.com)



# Request for Town Council Action

Consent Agenda Item: Application for Temporary Use Permit  
Date: 10/01/2019

---

Subject: Temporary Use Permit  
Department: Planning Department  
Presented by: Planning Director – Stephen Wensman  
Presentation: Consent Agenda Item

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## Issue Statement

The Council is asked to authorize Brandie Davis to hold a Halloween Party at Community Gardens located at 309 S. Fifth Street on October 19<sup>th</sup>, 2019 from 7:00-9:00 pm.

## Financial Impact

N/A

## Action Needed

To approve the Temporary Use Permit Application

## Recommendation

Staff's recommendation is to approve the Temporary Use Permit

Approved:  Town Manager  Town Attorney

## Attachments:

1. Staff Report
2. Temporary Use Permit Application



# Staff Report

Consent  
Agenda  
Item: Application  
for  
Temporary  
Use Permit

---

Brandie Davis is requesting to have a Halloween Party at Community Gardens located at 309 S. Fifth Street on October 19<sup>th</sup>, 2019 from 7:00-9:00 pm. The event setup time will begin at 6:00 pm and cleanup will end at 10:00 pm. Amplified sound will be used between the hours of 7:00-9:00 pm. No food or goods will be sold and there will not be any security needed for this event. Inflatables will be used for the children to play on. There will not be any street closures. Two event trash cans have been requested.



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

### Temporary Use Permit Application

#### TYPES OF 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
- 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) \_\_\_\_\_

Halloween Party Name of Event      Community Garden - 309 S. 5th Location of Event (exact street address)

Brandi Davis for Smithfield Comm Garden Applicant name      bdaviswcc@yahoo.com E-mail address

915 E Lee St & E Address      27577 Zip

910 441 8207 Phone number      ~~10-26-19~~ 10-19-19 Event date

7:00 pm Event start time      9:00 Event end time

6:00 pm Event set up time      10:00 Event cleanup time

7:00-9:00 Sound amplification Hours      Will food or goods be sold? No

# Food Trucks if applicable \_\_\_\_\_ (requires valid permit for a Mobile Food Unit, NC Sales and Use Certificate, NC Department of Agriculture Permit, and/or ABC Permit, if applicable)

Security agency name & phone, if applicable: N/A

Will any Town property be used (i.e., streets, parks, greenways)? YES - Community Gardens

If any Town streets require closure, please list all street names. No

Are event trash cans needed? YES How many? 2

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 will be conducted per all applicable local laws. I certify that I have received the attached information concerning the regulations for Temporary Uses. I certify that I have notified all adjoining property owners of the planned temporary use.

Brandi Davis Applicant's Name (print)      [Signature] Signature      7/22/2019 Date

Planning Director: [Signature] Date: 9/17/19

Method of Payment: Cash \_\_\_\_\_ Check# \_\_\_\_\_ Credit Card \_\_\_\_\_ Amount \$ 0  
Town Event / Non-Profit





# Request for Town Council Action

Consent Agenda Item: Application for Temporary Use Permit  
Date: 10/01/2019

---

Subject: Temporary Use Permit  
Department: Planning Department  
Presented by: Planning Director – Stephen Wensman  
Presentation: Consent Agenda Item

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## Issue Statement

The Council is asked to authorize Inners Shows, Inc. to hold a carnival at 1025 Outlet Center Drive October 9<sup>th</sup>-October 13<sup>th</sup>, 2019.

## Financial Impact

N/A

## Action Needed

To approve the Temporary Use Permit Application

## Recommendation

**Staff's recommendation** is to approve the Temporary Use Permit Application

Approved:  Town Manager  Town Attorney

## Attachments:

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



## Staff Report

Consent Agenda Item:	Application for Temporary Use Permit
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Inners Shows, Inc. is requesting to have a carnival at Carolina Premium Outlets located at 1025 Outlet Center Drive. The setup for this event would begin on October 7<sup>th</sup> at 7 am. The carnival will run from October 9<sup>th</sup>- October 13<sup>th</sup>, 2019 beginning at 5pm on weekdays and 1pm on weekends and end on weekdays at 10pm and weekends at 11pm. The cleanup date is planned to be complete on October 15<sup>th</sup> at 5pm. There will not be any food trucks, but food will be available for purchase. No trash cans are being requested. The applicant is currently waiting to see if security can be provided by Silver Spear Security, if not they will reach out to Smithfield Police Department. There will not be any Town property used.





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

### Temporary Use Permit Application

**TYPES OF 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
- 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>Family Days Fun Fest Super Carnival</u> Name of Event	<u>1025 Outlet Center Dr., Smithfield, NC</u> Location of Event (exact street address)
---	---

Applicant name Inners Shows, Inc. - Donna Inners E-mail address tthiessen@kevaworks.com

Address 4091 Oak Circle, Franklinton, NC Zip 27525

Phone number 919-414-4771 Event date October 9 - 13, 2019

Event start time 5pm weekdays/1pm weekends Event end time 10 pm weekdays/11pm weekends

Event set up time October 7th at 7am Event cleanup time October 15 to be complete by 5pm

Sound amplification Hours \_\_\_\_\_ Will food or goods be sold? Yes - carnival food

# Food Trucks if applicable 0 (requires valid permit for a Mobile Food Unit, NC Sales and Use Certificate, NC Department of Agriculture Permit, and/or ABC Permit, if applicable)

Security agency name & phone, if applicable: Currently speaking with Silver Spear Security to see if they can accomodate if not we will reach out to the Smithfield Police Department

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

If any Town streets require closure, please list all street names. N/a

Are event trash cans needed? \_\_\_\_\_ How many? No - carnival will provide trash cans for patron use and will rent a roll-off dumpster to dispose of event trash.

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 will be conducted per all applicable local laws. I certify that I have received the attached information concerning the regulations for Temporary Uses. I certify that I have notified all adjoining property owners of the planned temporary use.

Inners Shows Taylor Thiessen Agent for Inners Shows 9/20/19  
 Applicant's Name (print) Signature Date

Planning Director: [Signature] Date: 9/20/19

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

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



2 - KevaWorks 760-832-8620



# Request for Town Council Action

Consent Agenda Item: Application for Temporary Use Permit  
Date: 10/01/2019

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Subject: Temporary Use Permit  
Department: Planning Department  
Presented by: Planning Director – Stephen Wensman  
Presentation: Consent Agenda Item

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## Issue Statement

The Council is being asked to authorize Harbor, Inc. to have a silent march on October 30<sup>th</sup>, 2019 from 12:45 to 1:15 pm on the sidewalks of the Johnston County Courthouse.

## Financial Impact

N/A

## Action Needed

To approve the Temporary Use Permit Application

## Recommendation

**Staff's recommendation is to approve the Temporary Use Permit Application**

Approved:  Town Manager  Town Attorney

## Attachments:

1. Staff Report
2. Temporary Use Permit Application
3. Letter from Harbor, Inc.



# Staff Report

Consent  
Agenda  
Item: Application  
for  
Temporary  
Use Permit

---

Harbor Inc. is requesting to have a silent march on the sidewalks of the Johnston County Courthouse. There will not be amplified sound. The march is scheduled to begin at 12:45 pm and end at 1:15 pm. Trash cans will not be needed. However Public Works will be contacted about blocking off the sidewalks. Less than 100 people are expected to attend. Harbor, Inc. intends to inform the County Manager of this event.



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

Temporary Use Permit Application

Completed applications should be submitted to the Town of Smithfield Planning Department at least four weeks prior to the event. All applicants should read the following pages before completing all sections required. Incomplete applications may increase the permit processing time. If a person other than the property owner signs this application, a notarized written authorization from the property owner must be attached.

A site plan/diagram of event property MUST BE ATTACHED (see attachments)

TYPES OF EVENT

PERMIT FEE \$100

- Expansion or replacement of existing facilities
Sale of agricultural products grown off-site
Sale of fireworks
Special event, over 100 people in attendance
Athletic event on streets, greenways
other (please describe)
Construction Trailer
Real estate sales office or model home
Sale of non-agricultural products, except fireworks
Not-for-profit event, over 100 people in attendance
Town recognized event
Live Band / Concert

Harbor Silent March / JoCo Courthouse/Downtown Smithfield
Name of Event 10-30-19 Location of Event (exact street address)

Applicant name Katrusia Johnson E-mail address kjohnson@harborshelter.org
Address 110 Skyland Drive Smithfield, NC Zip 27577
Day phone 919-938-3566 Mobile phone 919-631-7318
Event set-up/start time/date 12:45 Event clean-up/end date/time 1:15
Sound amplification hours N/A Will food or goods be sold? N/A

Security provided by Smithfield Police or private security (describe duties):

Private agency name & phone, if applicable: Harbor, Inc.

Will any Town property be used (i.e., streets, parks, greenways)? Sidewalks only

Will event trash cans be needed? no

Do you wish to: Restrict animals at this event? (Circle Yes No) Prohibit Fireworks? (Circle Yes No)

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 will be conducted per all applicable local laws. I certify that I have received the attached information concerning the regulations for Temporary Uses. I certify that I have notified all adjoining property owners of the planned temporary use.

Katrusia Johnson Signature Date 9/13/19

PLEASE RETURN THIS PERMIT TO THE PLANNING DEPARTMENT WITH \$100.00 FEE.

Method of payment: Cash Check # Credit Card Amount \$

Reviewing Planner: [Signature] Date: 9/20/19



**HARBOR** OF JOHNSTON COUNTY  
*Safe Haven for Families*

September 13, 2019

Town of Smithfield  
Post Office Box 761  
Smithfield, North Carolina 27577

RE: Harbor, Inc. Special Event

Dear Mayor, Council, and Staff:

Enclosed you will find temporary use permit applications for Harbor, Inc. sponsored events for 2019.

Harbor would like to facilitate a downtown silent march around the Johnston County Courthouse in recognition of Domestic Violence Awareness Month. This event will take place on October 30, 2019 beginning at 1pm and will take place at the Johnston County Courthouse. The County Manager, Rick Hester, will be notified regarding this event. The purpose of the event is to bring awareness to domestic violence in the County. The event will include a brief program (15 minutes) on the courthouse steps and a walk around the block (carrying signs and in silence to show solidarity for this dreadful social ill).

Harbor would like to also facilitate the Downtown Wine Walk for 2019. The event will occur on November 15, 2018 from the hours of 5pm-9pm. All alcohol consumed will occur within the businesses. Harbor will hire two Smithfield Police Department officers to verify the age of participants and provide police process. The Wine Walk has been a very successful retail event for Downtown Smithfield and the businesses. Neither event will require closure of any streets.

For additional questions, I may be contacted at 919.631.7318. Harbor, Inc. thanks you in advance for your assistance in providing services to ensure the success of this event.

Respectfully,

  
Katrusia 'Kay' Johnson,  
Executive Director



# Request for Town Council Action

Consent Agenda Item: Application for Temporary Use Permit  
Date: 10/01/2019

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Subject: Temporary Use Permit  
Department: Planning Department  
Presented by: Stephen Wensman – Planning Director  
Presentation: Consent Agenda Item

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## Issue Statement

The Council is being asked to authorize Clayton General Store to have a Fall Festival at 1025 Outlet Center Drive in the Carolina Premium Outlets parking lot. This event would take place October 18<sup>th</sup>-20<sup>th</sup> from 10:00am to 7:00pm.

## Financial Impact

N/A

## Action Needed

To approve the Temporary Use Permit Application

## Recommendation

**Staff's recommendation is to approve the Temporary Use Permit**

Approved:  Town Manager  Town Attorney

## Attachments:

1. Staff Report
2. Temporary Use Permit Application



# Staff Report

Consent  
Agenda  
Item: Application  
for  
Temporary  
Use Permit

---

Clayton General Store is requesting to have a Fall Festival at 1025 Outlet Center Drive in the Carolina Premium Outlets parking lot. This event would run October 18<sup>th</sup>-20<sup>th</sup> from 10:00 am to 7:00 pm. Setup time would start at 8:00 am and cleanup would conclude at 9:00 pm. The festival will include hayrides, a craft fair, various vendors selling outdoor décor, pumpkins and mums. There will be face painting, an outdoor movie on October 18<sup>th</sup> from 7-9 pm, and numerous food trucks onsite with food available for purchase. A dog costume parade and trunk or treating will also be available. Over 100 people are expected to attend this festival. No trash cans have been requested from Public Works and no security has been requested from Smithfield Police Department.





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

### Temporary Use Permit Application

**TYPES OF 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
- 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>Fall Festival 2019</u> Name of Event	<u>Carolina Premium Outlets</u> Location of Event (exact street address)
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Applicant name Scott Eason E-mail address Scott.Eason.30@gmail.com

Address 214 Waverly Dr. Clayton NC Zip 27527

Phone number 919-592-5126 Event date 10/18 - 10/20

Event start time 10am Event end time 7am 20th

Event set up time 8-10am 18th Event cleanup time 7pm-9pm 20th

Sound amplification Hours NA Will food or goods be sold? Yes

# Food Trucks if applicable 4 (requires valid permit for a Mobile Food Unit, NC Sales and Use Certificate, NC Department of Agriculture Permit, and/or ABC Permit, if applicable)

Security agency name & phone, if applicable: \_\_\_\_\_

Will any Town property be used (i.e., streets, parks, greenways)? \_\_\_\_\_

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

Are event trash cans needed? \_\_\_\_\_ How many? \_\_\_\_\_

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 will be conducted per all applicable local laws. I certify that I have received the attached information concerning the regulations for Temporary Uses. I certify that I have notified all adjoining property owners of the planned temporary use.

Scott Eason Applicant's Name (print) [Signature] Signature 10.09/20/19 Date

Planning Director: [Signature] Date: 9/23/19

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





# Request for Town Council Action

Consent  
Agenda  
Item  
Date: 10/01/2019  
Shade  
Structures

---

Subject: Dug-out Covers / Shade Structures  
Department: Parks and Recreation  
Presented by: Parks and Recreation Director - Gary Johnson  
Presentation: Consent Agenda Item

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Issue Statement: The Smithfield Parks and Recreation Department is requesting approval to procure and have installed 4 shade structures (2 at Smith-Collins Park and 2 at the 2<sup>nd</sup> Street Dog Park).

Financial Impact: Funds were budgeted in the FY 2019-2020 Budget Capital Improvement line item (10.60.6200.5700.7400) for these projects (\$9,000 for each project). \$16,856.00 will be spent for the purchase and installation of the shade structures.

Action Needed: Approval to have Barrs Recreation supply and install 2 dug-out covers at Smith-Collins Park and 2 Shade structures at the 2<sup>nd</sup> Street Dog Park.

Recommendation: Approval to have Barrs Recreation supply and install 2 dug-out covers at Smith-Collins Park and 2 Shade structures at the 2<sup>nd</sup> Street Dog Park.

Approved:  Town Manager  Town Attorney

Attachments:

1. Staff Report
2. Request for Quotes
3. Quote from Barrs Recreation
4. Quote from Carolina Parks and Play
5. Quote from Playworld



# Staff Report

Consent  
Agenda  
Item  
Date:           10/01/2019  
Shade  
Structures

In the 19/20 FY Budget, the Parks and Recreation Department was allocated \$ 9,000.00 for the installation of dug-out covers at Smith-Collins Park and \$ 9,000.00 for the installation of Shade Structures at the 2<sup>nd</sup> Street Dog Park.

The Parks and Recreation Department requested quotes for the procurement and installation of four - 4 column hip roof shade structures and received 3 quotes from reputable dealers. The request and the quotes combined the 2 projects into one quote.

Quotes were received from the following:

Barrs Recreation	\$ 16,856.00
Caroline Recreation and Play	\$ 24,600.00
Playworld	\$ 25,808.00

The Parks and Recreation Department is requesting approval to enter into an agreement with Barrs Recreation for the procurement and installation of the dug-out covers and shade structures.



## REQUEST FOR QUOTE

### SMITH-COLLINS PARK / 2ND STREET DOG PARK SHADE STRUCTURE PROJECT(S)

The Town of Smithfield Parks and Recreation Department is seeking quotes for the procurement and installation of shade structures. Two of the structures will be installed over existing dugout fencing at the Smith-Collins Park Baseball Field (Beige Posts / Burgundy Top) and two of the structures will be installed at the 2nd Street Dog Park (Tan Posts / Green Top)

The structures should be 10' x 20'.  
4 Column with a hip style roof with an 8' eave height.  
Shade structures are to be in ground mounted.

Bids shall be submitted on company letterhead and include following information:

Manufacturer  
Unit Materials Cost  
Installation Cost  
Quantity (4)  
Any additional costs (shipping, etc.)  
Total Price

Please direct questions and submit quotes to Gary Johnson, Director at [gary.johnson@smithfield-nc.com](mailto:gary.johnson@smithfield-nc.com)

Quotes should be submitted no later than 1:00 pm on Thursday, August 22, 2019



**36 DIANE STREET  
PITTSBORO, NC 27312**

# QUOTATION

Date	Estimate #
9/3/2019	115483

Name / Address

Smithfield Parks and Recreation  
E Booker Dairy Rd  
Smithfield, NC 27577

Rep	Project
CMB	

Description	Qty	U/M	Rate	Total
4 column Hip Shade, 8' Eave, 10X20, with EZ Glide Elbows, In ground Mount, RD152510IG	4	ea	2,764.00	11,056.00T
Freight			700.00	700.00T
Installation of Your Commercial Equipment - completed in typical soil conditions. *In atypical situations where excessive bedrock is encountered such that a rock hammer or other heavy equipment is needed to complete the job, additional fees may be discussed.	1		6,800.00	6,800.00T
Barrs Recreation Courtesy Discount			-1,700.00	-1,700.00

All purchases subject to a 5 - 7 week delivery schedule, unless otherwise noted. This quote is valid for 90 days. Payment terms are issuance of PO, or 50% deposit with order, balance due upon delivery (or completion of installation if we are providing that service). To accept this quotation, please sign and date on line below, and fax to (919) 781-5779 Thank you for your consideration. If an order is cancelled after production begins, there will be a 35% re-stocking fee

**Subtotal** \$16,856.00

**Sales Tax (6.75%)** \$1,137.78

**Total** \$17,993.78

Phone #	Toll Free Phone	E-mail	Web Site
919-781-4870	800-909-PLAY	carolynneb@barrsrec.com	www.barrsrec.com



Quote #: 6363  
 Created: 8/23/2019  
 Modified: 8/23/2019

Quote Name      Smithfield Shade Structures

Prepared By:    Hudson Veal  
 (919) 805-0934  
hudson@carolinaparksandplay.com

Prepared For:   Gary Johnson  
 (919) 934-2148  
xxx@xxx.com

Bill To:          Account Payable  
 Town of Smithfield  
 Unknown  
 Smithfield, NC 27577

Ship To:          Carolina Parks & Play  
 Town of Smithfield  
 TBD  
 Smithfield, NC 27577

Please make out purchase orders, contracts, and checks to:

Invoice Address   Carolina Parks and Play  
 P.O. Box 1246  
 Cary, NC, 27512  
 (919) 469-9188

Lead Time:        6-7 weeks ARO  
 Payment Terms:   Net 30  
 Total Wt          0

Product	Line Description	Quantity	Sales Price	Wt Subtotal	Total Price
Allied	Hip Style 10'x20' Direct Bury Shade Structure by Superior Shade.	4.00	\$3,500.00	0	\$14,000.00
Installation	Installation of All shade Structure	4.00	\$2,500.00	0	\$10,000.00
Shipping and Handling	Freight	1.00	\$600.00	0	\$600.00
				Subtotal	\$24,600.00
				Tax Rate	6.75%
				Project Tax	\$1,660.50
				Project Total	\$26,260.50

**Standard Terms and Conditions**

**Pricing:** Prices are firm for 30 days unless otherwise noted. Installation costs, if shown, are for one installation unless otherwise noted. Taxes will be shown separately, if applicable. Any applicable taxes not shown will be applied to the final invoice.

**Payment terms:** Payment terms are as stated above subject to approval by Credit Manager. Payment in full is due within those terms. Pre-payment may be required for orders equaling less than \$5000.00. A signed purchase order made out to the business name and address, as listed in the "Invoice Address" section of this quotation, or this signed quotation is required for all orders unless otherwise noted. A 1.5% per month finance charge will be imposed on all past due accounts. Checks should be made payable to and mailed as indicated in the "Invoice Address" section of this quotation.

**Returns:** Returns are available on shipments delivered within the last 60 days if the product is in merchantable condition, has never been installed, and has never been stored in an area with little or no protection. A 25% restocking fee will be charged on all returned goods. Customer will be charged freight for both the outbound and inbound shipment. Any credit will be based on the condition of the item(s) upon return.

**Installation:** The site should be clear, level and allow for unrestricted access of trucks and machinery. Customer is responsible for providing a secure location to off-load and store the equipment during the installation process. The customer is responsible for theft or damage of the



Quote #: 6363  
Created: 8/23/2019  
Modified: 8/23/2019

equipment from the time the equipment is off-loaded until the installation is complete, unless other arrangements are made and noted on the quotation. The customer is responsible for any locally required building permits unless specifically noted otherwise in this proposal. Price includes only what is stated in this quotation. If additional site work or equipment is needed then the price is subject to change. Customer shall be responsible for unknown conditions such as buried utilities (public and private), tree stumps, rock, or any concealed materials that may result in additional labor or material costs. Customer will be billed hourly or per job for any additional costs.

**Agreement Execution**

As an authorized agent, I accept the terms and conditions of this proposal for purchase of goods and services.

Name (print) \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Purchase order # \_\_\_\_\_ (please provide)





11515 Vanstory Drive, Suite 100 - Huntersville, NC 28078  
 P: 1-800-459-7241 F: 704-584-1034

# QUOTE

Date	Quote #
8/22/2019	PWCQ15711
<b>Quote valid for 30 days.</b>	

Bill To:
<b>Smithfield Parks &amp; Recreation</b>
Gary Johnson P O Box 2344 Smithfield, NC 27577
P: (919) 934-2148 F: (919) 934-6554 gary.johnson@smithfield-nc.com

Site/End User:
<b>Smith-Collins Park / 2nd Street Dog Park</b>
Gary Johnson 502 Martin Luther King Jr. Dr Smithfield, NC 27577
P: (919) 934-2148 F: (919) 934-6554 gary.johnson@smithfield-nc.com

Ship To:
<b>Smith-Collins Park / 2nd Street</b>
Gary Johnson 502 Martin Luther King Jr. Dr Smithfield, NC 27577
P: (919) 934-2148 F: (919) 934-6554 gary.johnson@smithfield-nc.com

50% Deposit Required.  
See Terms and Conditions

Ship Via	Sales Representative	Prepared By
BEST METHOD	Brittney Garrett	Brittney Garrett

Qty	Item #	Description	Unit Price	Ext. Price
2	ZZPSH053	Hip Quick Release 10'x20'x8' - In-Ground Post  To be installed over existing dugout fencing at the Smith-Collins Baseball Field  Colors: Beige Posts Burgundy Top	\$2,961.00	\$5,922.00
2	ZZPSH053	Hip Quick Release 10'x20'x8' - In-Ground Post  To be installed at the 2nd Street Dog Park, exact locations TBD.  Colors: Tan Posts Green Top	\$2,961.00	\$5,922.00
2	ZZSTPDWG	PlayShade Stamped Engineering Drawings	\$450.00	\$900.00
4	Install-EQ	Installation of (4) Shade Structures  **Pricing assumes there is access for equipment and concrete truck. If fencing needs to be removed for shade installation, additional costs will apply. **Unless noted, pricing is based on a flat, level, accessible area. **Does not include grading, fence removal, equipment removal or disposal. **Does not include safety surfacing.	\$3,266.00	\$13,064.00

Qty	Item #	Description	Unit Price	Ext. Price
		SubTotal		\$25,808.00

Unless otherwise noted, this proposal does not include site preparation, grading, excavation, fence removal, restoration of disturbed grass/landscaping, existing equipment/existing surfacing removal or disposal.

Unless otherwise indicated, installation cost is based on a level (1-2%) and ready site with normal ground conditions. Extraordinary ground conditions, such as slope (3% or greater), buried debris, natural obstructions which require extra attention (such as rock, unmarked service and/or irrigation lines, etc.), repair and/or special digging equipment during installation, will result in additional charges and time. All excavated dirt will be piled or spread on site.

Some site disruption can be expected due to construction traffic. Site repair is limited to cleaning up and raking out disturbed area. Any ground or yard rutting caused by equipment vehicles will be raked or shovel filled with available dirt on site. Any mud or dirt left on pavement/sidewalks will be flat shoveled or broom swept. The estimate does not include finish landscaping (i.e. new dirt, seed, straw, or sod).

Customer will provide disposal container/area for excavated spoils, equipment packaging and installation debris.

Standard lead time for delivery of product and start of installation is 6-8 weeks, unless other arrangements have been made in advance. This lead time can be affected by, but not limited to, ground conditions, permitting, site issues, shipping/delivering issues, etc. In any event, we will do our utmost to get the project back on schedule at first opportunity.

Permitting fees/zoning fees are not included in this proposal, and if required, will come at an additional cost.

Playworld Preferred will call 811 to locate any PUBLIC underground utility lines. It is the responsibility of the Customer to incur cost and arrange for a PRIVATE utility locator as a safe-guard in case it's believed that the

Qty	Item #	Description	Unit Price	Ext. Price
-----	--------	-------------	------------	------------

playground area have any PRIVATE lines running through it. Any costs associated with repairing utility lines damaged by installer that were not marked will be the responsibility of the Customer.

Sales tax will be removed from the estimate only when a valid tax exemption certificate has been received. All estimates must be signed with sales tax on the estimate if no tax exemption certificate is on file. Sales tax can be removed from the invoice once the required certificate is received.

SubTotal	\$25,808.00
Tax Rate	6.75 %
Sales Tax	\$1,910.79
Shipping	\$2,500.00
<b>Total</b>	<b>\$30,218.79</b>

*We appreciate the opportunity to work with you on this project.  
If this quotation does not meet your needs or expectations we will be happy to make any revisions necessary.*

\*\*Please contact your Playworld Preferred Sales Representative if any of the foregoing information is incorrect.\*\*

\*\*Order Acknowledgement will be sent within 48 hours after your Purchase Order has been processed. Order Acknowledgement will include the estimated Ship Date. Shipping notification and documentation will be sent once the product ships.\*\*

\*\*Please note, due to market variables outside of our control, certain items such as commodity material price fluctuations, freight surcharges, sales tax rates, and additionally requested re-consigned delivery location fees may change the final amount invoiced from the amount originally provided on this quote. \*\*





# Request for Town Council Action

Consent Agenda Item	Accessible Fitness Equipment DAV Trail
Date:	10/01/2019

Subject: DAV Fitness Trail Equipment  
 Department: Parks and Recreation  
 Presented by: Parks and Recreation Director – Gary Johnson  
 Presentation: Consent Agenda Item

Issue Statement: The Parks and Recreation Department is requesting approval to purchase accessible outdoor fitness equipment in the amount of \$ 32,000 from Greenfields Fitness Equipment for the D.A.V. Fitness Trail to complete the Partnership to Build a Miracle Project funded by the Connect NC Bond (CNCB) Grant. **Greenfields is the the lone producer of multiple accessible fitness equipment.**

Financial Impact: This project is phase 3 of the Partnership to Build a Miracle and is being funded by CNCB Grant monies. This will complete the project and is within the project budget.

Action Needed: Approval to purchase accessible fitness equipment from Greenfields Fitness Equipment.

Recommendation: Approval to purchase accessible fitness equipment from Greenfields Fitness Equipment.

Approved:  Town Manager  Town Attorney

Attachments:

1. Staff Report
2. Equipment Quote
3. Equipment Information



# Staff Report

Consent Agenda Item	Accessible Fitness Equipment DAV Trail
Date:	10/01/2019

The Parks and Recreation Department is requesting to purchase accessible outdoor fitness equipment to complete the D.A.V. Fitness Trail that is final phase of the Partnership to Build a Miracle Project at Community Park. The D.A.V. Fitness trail was part of the CNCG Bond Grant awarded to the Town for the purpose of developing facilities that catered to the needs of disabled children and/or disabled veterans. The Partnership to Build a Miracle, with the inclusion of the D.A.V. Fitness Trail, catered to both groups.

The Parks and Recreation Department has selected equipment from Greenfields Fitness Equipment. The equipment selected is unique in that it provides outdoor strength training and has a dual use as it is designed to be utilized by disabled and wheelchair bound participants as well as able bodied participants, making it all inclusive. Although there are a limited number of companies that make similar pieces, all are limited in their variety and number of pieces produced. The other companies we researched only produced 1-3 pieces that were dual purposed whereas Greenfields is the lone producer of multiple pieces. The 6 in which we are requesting to purchase and others that can be added at any time.

The Parks and Recreation Department is asking for approval to purchase accessible outdoor fitness equipment from Greenfields Equipment Company in the amount of \$ 32,000.00.



2617 West Woodland Drive, Anaheim, CA 92801 USA  
 T: 888.315.9037 F: 866.308.9719 Info@Greenfieldsfitness.com

# Customer Quotation

Date	Quote #
9/10/2019	Q013375

Sold To
Town of Smithfield Gary Johnson P.O. Box 2344 Smithfield, NC 27577
Tel: (919) 934-2148 Fax:
E-mail: gary.johnson@smithfield-nc.com

Ship To
Community Park Smithfield, NC

Project Name	Terms	Quote Valid Until	Rep
Smithfield Community Park	50% Deposit, Balance	12/31/2019	AKA

Item	Description	Color	Qt	Rate	Total
SGR2005-1-04	2-Person Tai-Chi Spinner (surface mount)	Green / Yellow discs	1	1,895.00	1,895.00T
SGR2005-1-47-W	2-Person Wheelchair Accessible Vertical Press (surface mount)	Green/ Tan	1	5,295.00	5,295.00T
SGR2005-1-48-W	2-Person Wheelchair Accessible Lat Pull Down (surface mount)	Green/ Tan	1	5,295.00	5,295.00T
SGR2005-1-48A-W	2-Person Wheelchair Accessible Chest Press (surface mount)	Green/ Tan	1	5,295.00	5,295.00T
SGR2005-1-48E-W	2-Person Wheelchair Accessible Butterfly & Reverse Fly Combo (surface mount) - Configuration A	Green/ Tan	1	6,395.00	6,395.00T
SGR2005-1-48E-W	2-Person Wheelchair Accessible Butterfly & Reverse Fly Combo (surface mount) - Configuration B	Green/ Tan	1	6,395.00	6,395.00T
SGR2005-1-105	Announcement Board (surface mount)	Green	1	1,795.00	1,795.00T
	Subtotal				32,365.00
Shipping & Hand...	Ships in large crates - forklift is needed to unload			3,200.00	3,200.00T
	All units are Surface Mount installation method				
Donation	Donation to the Town of Smithfield			-3565.00	-3,565.00

### Additional Terms and Conditions of Sale

1. THIS QUOTE IS LIMITED TO AND GOVERNED BY THE TERMS CONTAINED HEREIN. Greenfields Outdoor Fitness, Inc. ("Greenfields") objects to any other terms proposed by Customer, in writing or otherwise, as material alterations, and all such proposed terms shall be void. Customer authorizes Greenfields to ship the Equipment and agrees to pay Greenfields the total amount specified. Shipping terms are FOB the place of shipment via common carrier designated by Greenfields. Payment terms are specified on Quote and all charges are due and payable in full to Greenfields Outdoor Fitness Inc, 2617 West Woodland Drive, Anaheim, CA 92801 unless notified otherwise by Greenfields in writing. Customer agrees to pay all additional service charges for past due invoices. Customer must provide proper tax exemption certificates to Greenfields, and shall promptly pay and discharge all otherwise applicable taxes, license fees, levies and other impositions on the Equipment at customers own expense. Purchase orders and payments should be made to the order of Greenfields Outdoor Fitness, Inc.

2. Use & Maintenance. Customer agrees to regularly inspect and maintain the Equipment as recommended by Greenfields.

3. Default, Remedies & Delinquency Charges. Customer's failure to pay any invoice when due, or its failure to otherwise comply with the terms of this Quote, shall constitute a default under all unsatisfied invoices ("Event of Default"). Upon an Event of Default, Greenfields shall have all remedies available to it at law or equity, including, without limitation, all remedies afforded a secured creditor under the uniform Commercial Code. Customer agrees to assist and cooperate with Greenfields to accomplish its filing and enforcement of mechanic's or other liens with respect to the Equipment or its location or its repossession of the Equipment, and Customer expressly waives all rights to possess the Equipment after an Event of Default. All remedies are cumulative and not alternative, and no exercise by Greenfields of a remedy will prohibit or waive the exercise of any other remedy. Customer shall pay all reasonable attorneys' fees plus any costs of collection incurred by Greenfields in enforcing its rights hereunder. Subject to any limitations under law, Customer shall pay to Greenfields as liquidated damages, and not as a penalty, an amount equal to 1.5% per month of any payment that is delinquent in such month and is not received by Greenfields within ten (10) days after the date on which due.

CUSTOMER APPROVAL I hereby approve this order, the item selection, color selection and overall Terms & Conditions of this order. Name: _____ Date: _____  Signature: _____ PLEASE SIGN & Email to: Sales@GreenfieldsFitness.com	<b>Subtotal</b>	\$32,000.00
	<b>Sales Tax (0.0%)</b>	\$0.00
	<b>Total</b>	<b>\$32,000.00</b>

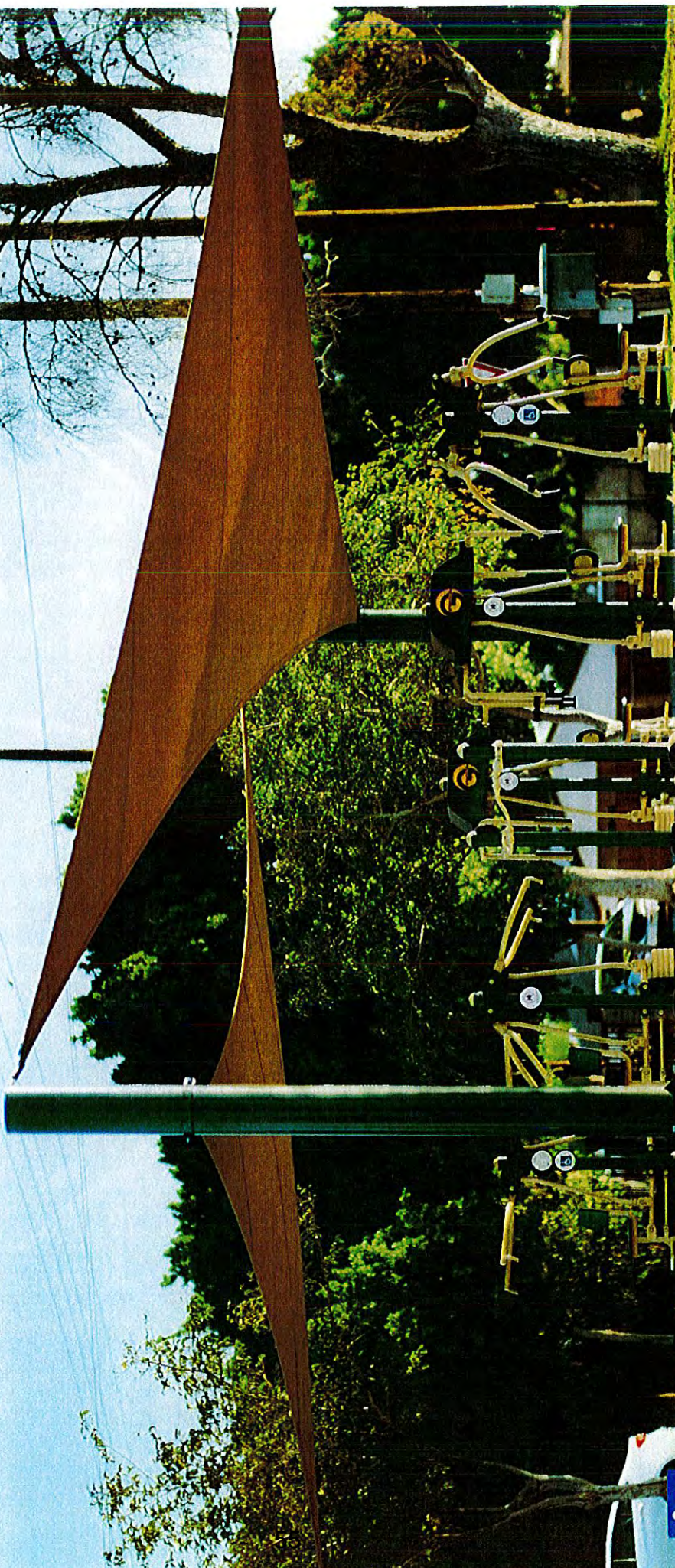






6 UNITS 11 USERS

# 2019 SMALL SIGNATURE ACCESSIBLE SAMPLE PACKAGE



Greenfields Outdoor Fitness | [www.greenfieldsfitness.com](http://www.greenfieldsfitness.com) | 888-315-9037

# 2019 SMALL SIGNATURE ACCESSIBLE SAMPLE PACKAGE

6 UNITS 11 USERS

## UNITS

SGR2005-1-47-W  
SGR2005-1-48-W  
SGR2005-1-48A-W  
SGR2005-1-48E-W A  
SGR2005-1-48E-W B  
SHP2009-7-21  
SGR2005-1-105

2-Person Accessible Vertical Press  
2-Person Accessible Lat Pull  
2-Person Accessible Chest Press  
Accessible Combo Butterfly & Reverse Fly Config. A  
Accessible Combo Butterfly & Reverse Fly Config. B  
Accessible Hand Cycle  
Customized Announcement Sign

**Small footprint, large impact**

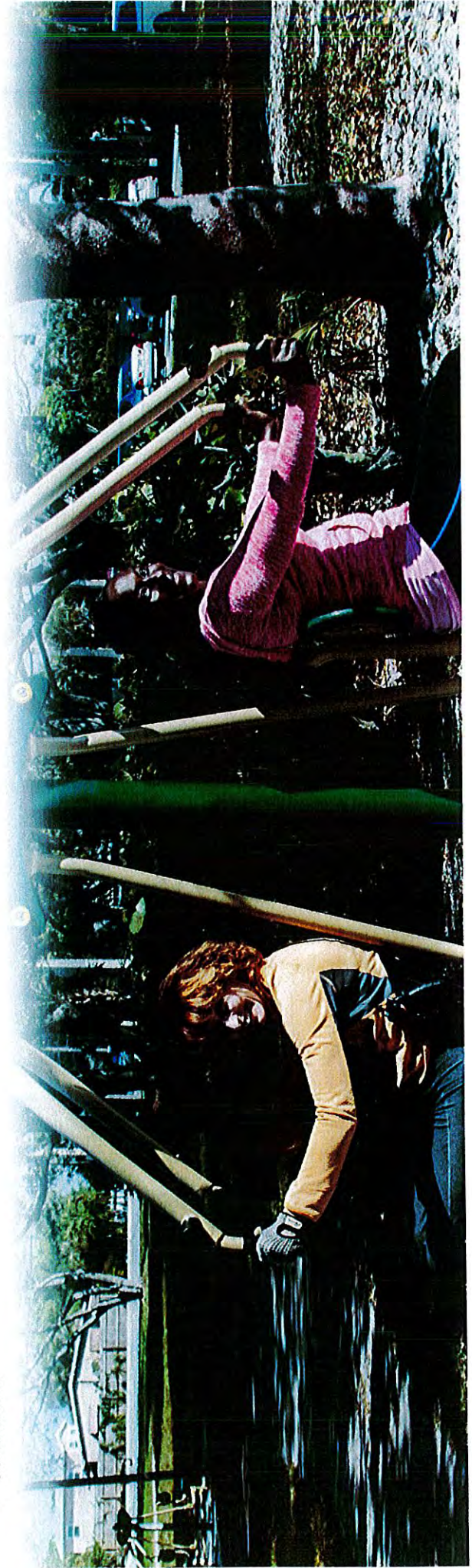


Turn a compact space into a pocket-size inclusive outdoor gym with Greenfields' Small Signature Accessible Package. The package allows for 6 wheelchair users and 5 able-bodied individuals to exercise alongside each other.

## Available options:

- Announcement sign customization - layout, text and graphics 100% customizable on both sides
- Shade
- Site amenities

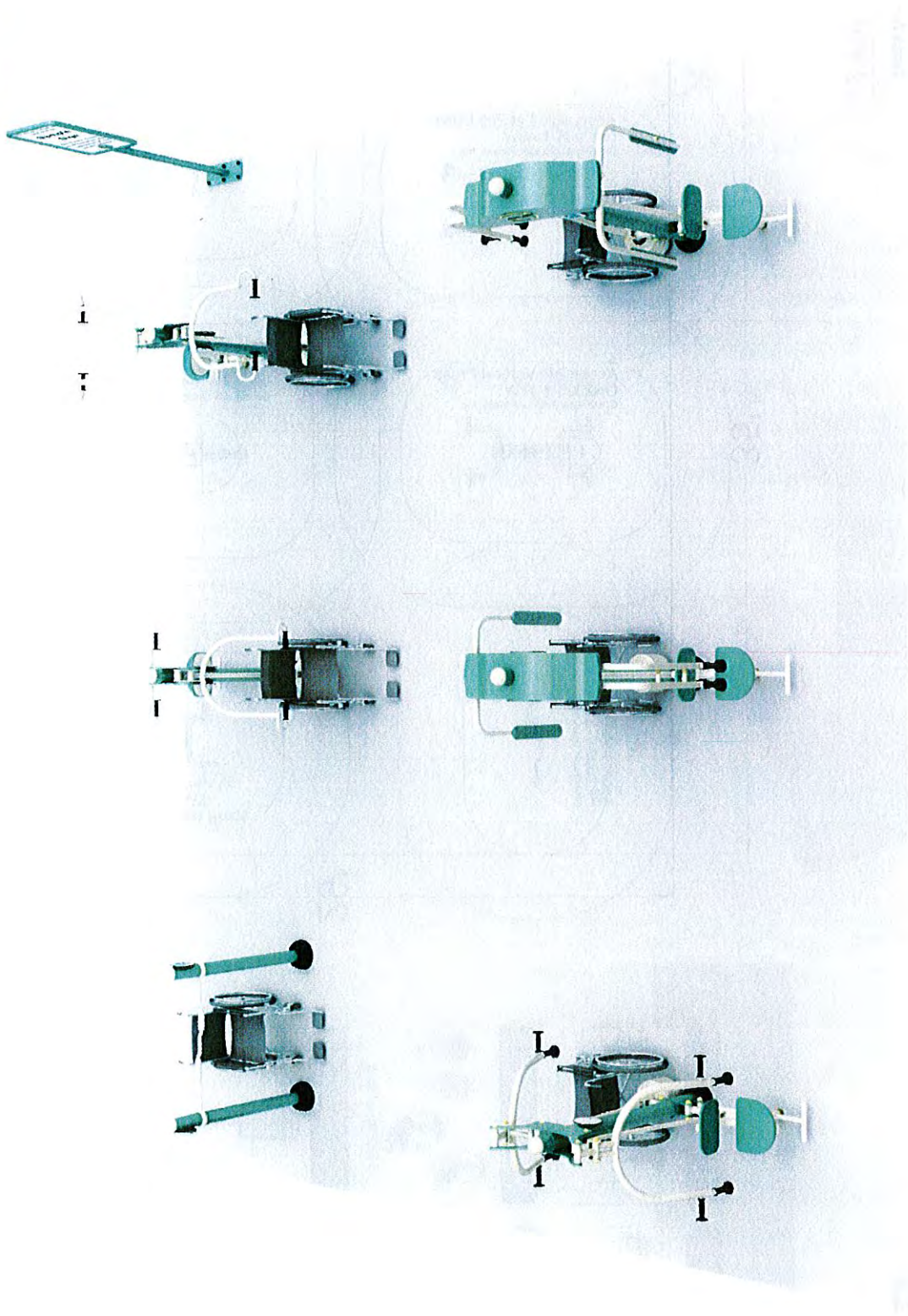
PACKAGE SPECS	
Units	6
Users	11
Required Dimensions	35' x 29'



# 2019 SMALL SIGNATURE ACCESSIBLE SAMPLE PACKAGE

Small footprint, large impact

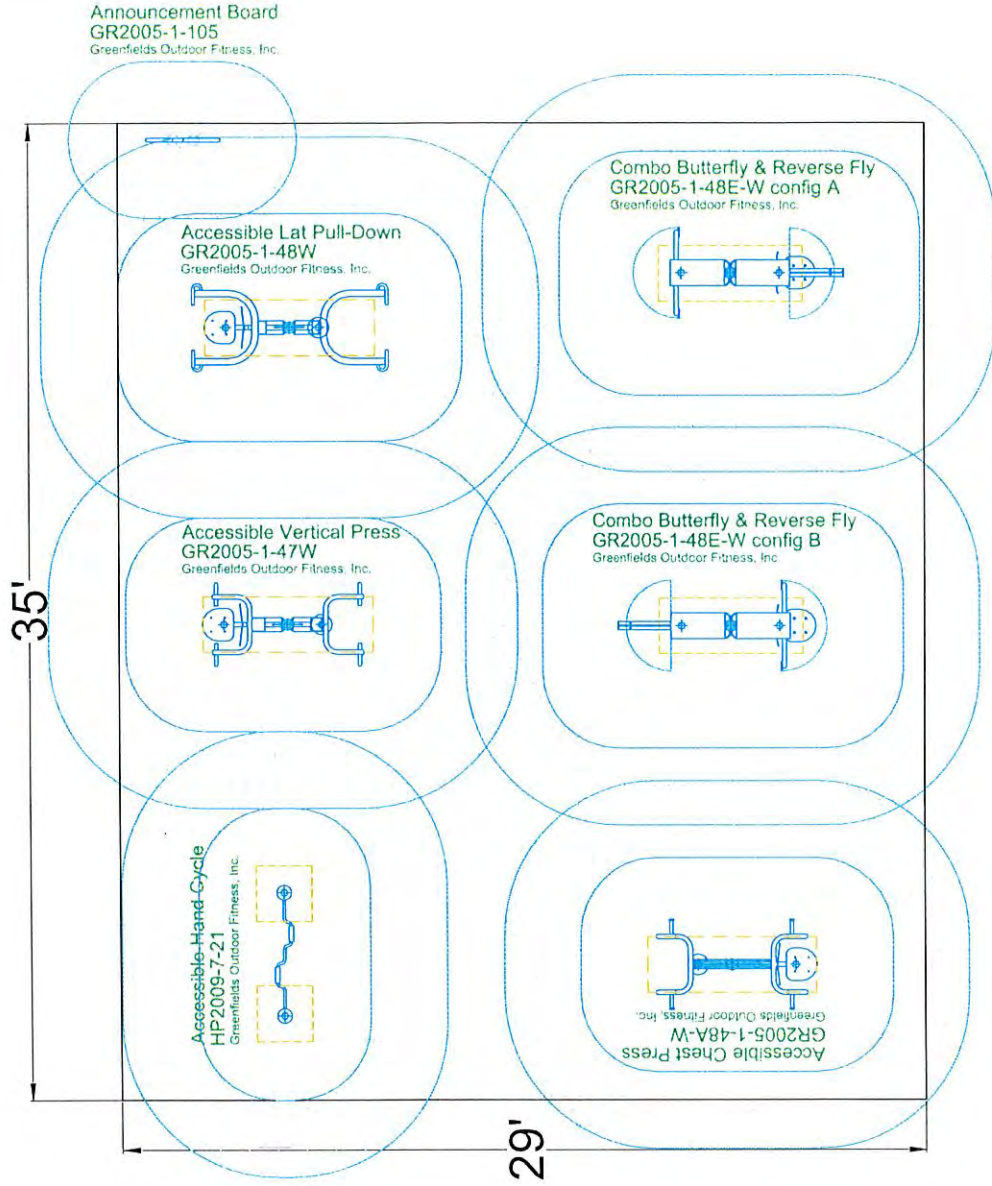
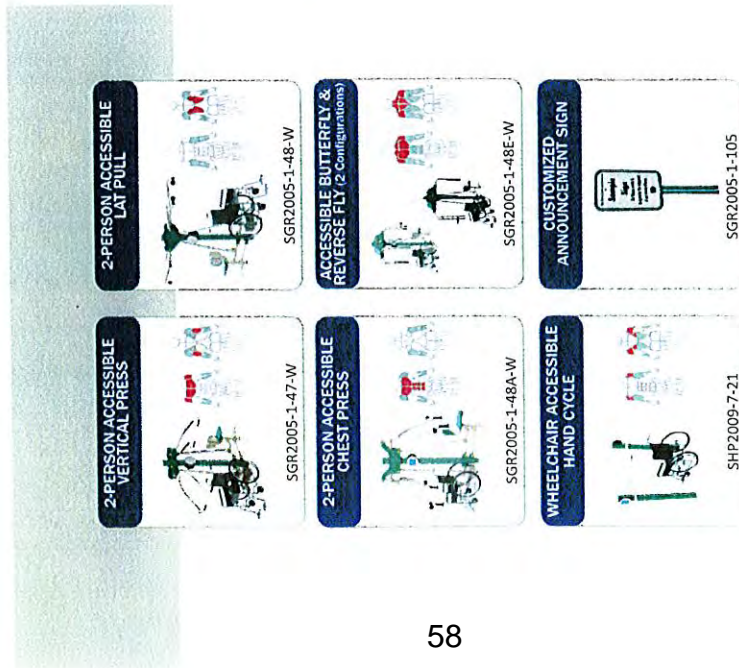
6 UNITS 11 USERS



# 2019 SMALL SIGNATURE ACCESSIBLE SAMPLE PACKAGE

Small footprint, large impact

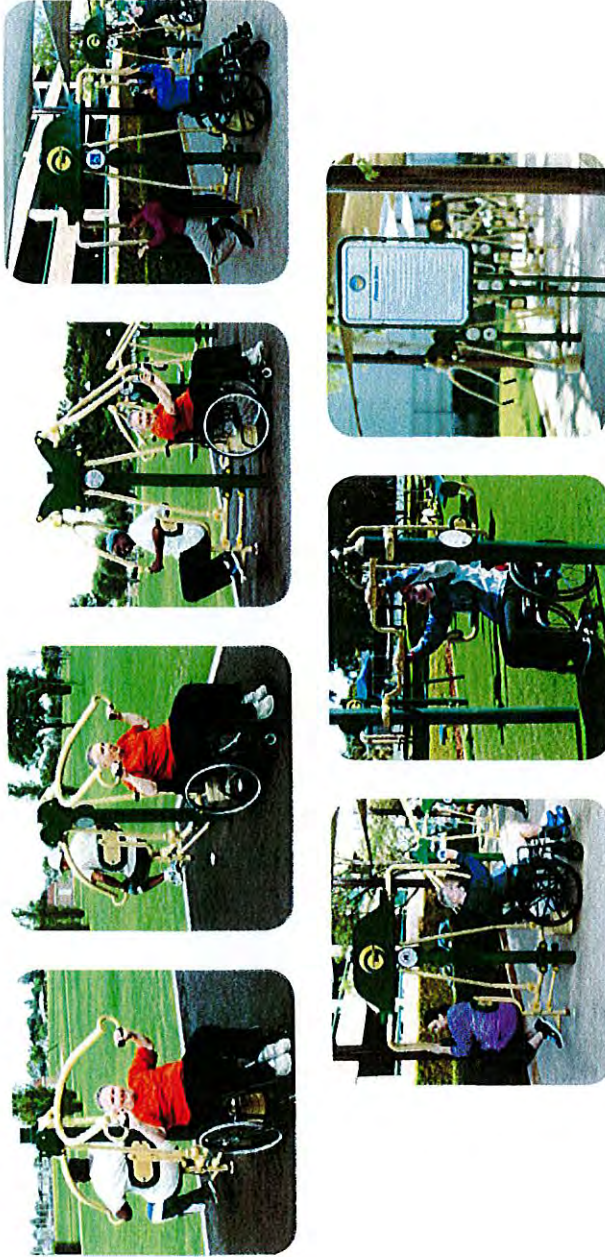
6 UNITS 11 USERS



# 2019 SMALL SIGNATURE ACCESSIBLE SAMPLE PACKAGE

Small footprint, large impact

**6 UNITS** **11 USERS**



## UNIT LIST

- SGR2005-1-47-W
- SGR2005-1-48-W
- SGR2005-1-48A-W
- SGR2005-1-48E-W A
- SGR2005-1-48E-W B
- SHP2009-7-21
- SGR2005-1-105

- 2-Person Accessible Vertical Press
- 2-Person Accessible Lat Pull
- 2-Person Accessible Chest Press
- Accessible Combo Butterfly & Reverse Fly Config. A
- Accessible Combo Butterfly & Reverse Fly Config. B
- Accessible Hand Cycle
- Customized Announcement Sign

**These 6 units may serve up to 11 people at a time.**

Please be advised that the use of DG (Decomposed Granite) increases the normal wear & tear of all footrests and other platforms used by the users.





# Request for Town Council Action

Consent  
Agenda  
Item:  
Date: 10/01/2019  
Award of  
Contract

---

Subject: Award of Contract to Remove and replace media filter at the water plant

Department: Public Utilities

Presented by: Public Utilities Director - Ted Credle

Presentation: Consent Agenda Item

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## Issue Statement

The replacement of filter media at the Smithfield water plant was approved by Town Council for this year's budget and was quoted by vendors.

## Financial Impact

\$100,000 was approved as part of the FY 2019-2020 budget for the replacement of two filters, due to the submitted bids only one filter can be replaced at this time. The low bid from TA Loving is \$59,540 for the replacement of one filter.

## Action Needed

Approve the award of Contract to the low bidder

## Recommendation

Staff recommends the approval of the proposed low-bid Contractor, TA Loving

Approved:  Town Manager  Town Attorney

## Attachments:

1. Staff Report
2. Bid from TA Loving
3. Bid from Turner Murphy
4. Notice to not bid on project from Evoqua



# Staff Report

Consent  
Agenda  
Item: Award of  
Contract

---

As part of the approved budget for the present fiscal year (2019-2020), the Town Council approved funding to replace the water plant filter media. The quoted project is under the approved budget and will fit Town needs. There are a limited number of contractors with experience, qualified to perform such work. Staff is asking the Council to approve the low bidder (TA Loving) to perform the work on the filter. Bid received are as follows:

TA Loving:	\$59,540
Turner Murphy:	\$93,986
Evoqua:	Did not submit a bid





**PROPOSAL**

400 Patetown Rd  
Goldsboro, NC 27530

P: 919.734.8400  
F: 919.731.7538

June 27, 2019

Mr. Dale Boyette  
Superintendent / ORC  
Smithfield Water Filtration Plant

RE: Filter Media Removal and Replacement Proposal

Mr. Boyette:

Thank you for the opportunity to provide a proposal for the media removal and replacement for one (1) High Rate Filter System. Please see TA Loving's proposed scope as follows:

1. Mobilize and remove material from one (1) High Rate Filter System to a predetermined depth above the gravel system.
2. Dispose of the extracted media at a local site provided by Owner.
3. Install 371 cubic feet of Filter Sand (to a depth of 10") with an Effective size of .45-.55mm and a uniformity coefficient of 1.50 or less. This will be installed via "hydraulic" method.
4. Install 578 cubic feet of Filter Anthracite (to a depth of 17") with an effective size of .90-1.00mm and a uniformity coefficient of 1.40 or less. This will be installed via "hydraulic" method.
5. Dress up and Demobilize from the site

The removal and replacement of the media will be performed for the Lump Sum price of **\$59,540.**

Sincerely,

TA Loving Company

*Justin Hott*  
Project Manager

## Ted Credle

---

**From:** rmurphy@turnermurphy.com  
**Sent:** Friday, August 30, 2019 2:10 PM  
**To:** Dale Boyette  
**Subject:** RE: Smithfield WTP Filter Media Replacement

Dale,

The remove and replace all the media and gravel beds per the specs will be \$93,986

I am assuming we can get a vacuum truck within 50' of the filter and onsite water is available for use.

Thanks,

Robert Murphy  
TMC

---

**From:** Dale Boyette <[dale.boyette@smithfield-nc.com](mailto:dale.boyette@smithfield-nc.com)>  
**Sent:** Tuesday, August 20, 2019 9:15 AM  
**To:** [rmurphy@turnermurphy.com](mailto:rmurphy@turnermurphy.com)  
**Subject:** RE: Smithfield WTP Filter Media Replacement

Robert,  
I have the 1968 as built paper copy only, no PDF.  
We can dispose of the media onsite.  
Please price 1 "cell". We will evaluate if we can afford to rebuild more than one per our budget.  
Thanks.

*Dale Boyette*  
**Superintendent |ORC**  
Smithfield Water Filtration Plant  
515 N 2<sup>nd</sup> Street |Smithfield,NC 27577  
w: 919-934-2661 | m: 252-230-8115  
[dale.boyette@smithfield-nc.com](mailto:dale.boyette@smithfield-nc.com)

---

**From:** [rmurphy@turnermurphy.com](mailto:rmurphy@turnermurphy.com) [<mailto:rmurphy@turnermurphy.com>]  
**Sent:** Monday, August 19, 2019 4:16 PM  
**To:** Dale Boyette  
**Subject:** RE: Smithfield WTP Filter Media Replacement

Dale,

Do you have any drawings?

Can the media be disposed of on site?

We are only to price one 360 sf cell, correct?

Thanks,

Robert Murphy  
TMC

---

**From:** Dale Boyette <[dale.boyette@smithfield-nc.com](mailto:dale.boyette@smithfield-nc.com)>  
**Sent:** Friday, August 9, 2019 2:10 PM  
**To:** [rmurphy@turnermurphy.com](mailto:rmurphy@turnermurphy.com)  
**Subject:** RE: Smithfield WTP Filter Media Replacement

Mr. Murphy,  
Please find the bid specs for our filter rehab attached.  
Please remember this is an old spec.  
Per our conversation we will only replace media a this time.  
Let me know if I can assist you further.  
Thank you.

*Dale Boyette*

**Superintendent | ORC**

Smithfield Water Filtration Plant  
515 N 2<sup>nd</sup> Street | Smithfield, NC 27577  
w: 919-934-2661 | m: 252-230-8115  
[dale.boyette@smithfield-nc.com](mailto:dale.boyette@smithfield-nc.com)

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**From:** [rmurphy@turnermurphy.com](mailto:rmurphy@turnermurphy.com) [<mailto:rmurphy@turnermurphy.com>]  
**Sent:** Wednesday, August 07, 2019 10:08 AM  
**To:** Dale Boyette  
**Subject:** Smithfield WTP Filter Media Replacement

Dale,

Thanks for the opportunity.

Thanks,

Robert Murphy  
President

PO Box 3490 Rock Hill SC 29732  
P 803-328-3874 F 803-328-8243  
[Rmurphy@turnermurphy.com](mailto:Rmurphy@turnermurphy.com)

 Turner Murphy Co., Inc.  
[www.turnermurphy.com](http://www.turnermurphy.com)

## Ted Credle

---

**From:** Sanchez, Richard V <[richard.sanchez@evoqua.com](mailto:richard.sanchez@evoqua.com)>  
**Sent:** Monday, June 17, 2019 1:46 PM  
**To:** Dale Boyette  
**Subject:** RE: Smithfield WTP filter rebuild

Dale,

Evoqua explored this opportunity thoroughly and unfortunately we will be a no bid on this. If you need anything else from us or would like to discuss in more detail please do not hesitate to contact me.

Respectfully,

**Richard Sanchez**

Technical Sales Representative- North Carolina

**Evoqua Water Technologies LLC**

2650 Tallevast Rd.  
Sarasota, Florida, 34243; USA

<image001.jpg>

Telephone/Mobile: (919) 455-6368  
Facsimile: (941) 359-7985  
Main Office: (800) 345-3982 (I do not have an office or telephone extension at this number)  
Email: [Richard.sanchez@evoqua.com](mailto:Richard.sanchez@evoqua.com)

Check out these videos:

Evoqua Municipal Services: <https://youtu.be/0dzCLVL2UmY>

Odor and Corrosion Control Overview: <https://youtu.be/1G27hJ7P7tk>

Sewer Corrosion Control: <https://youtu.be/9Q6iif90VEE>

[www.evoqua.com](http://www.evoqua.com)

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**From:** Dale Boyette <[dale.boyette@smithfield-nc.com](mailto:dale.boyette@smithfield-nc.com)>  
**Sent:** Thursday, February 14, 2019 4:19 PM  
**To:** Sanchez, Richard V <[richard.sanchez@evoqua.com](mailto:richard.sanchez@evoqua.com)>  
**Subject:** Smithfield WTP filter rebuild

**[This message came from an external mail server outside of the company.]**

Richard,  
I am looking for someone to replace the media in our 3 mixed media filters.  
Does EVOQUA offer this service?

Would you be interested in providing a budgetary estimate?

Our media is currently 18 years old and by the time our expansion is complete it will be 20 years old.

We would like to have new media in all 4 filters when the expansion comes online.

Interested?

Thanks

*Dale Boyette*

**Superintendent | ORC**

Smithfield Water Filtration Plant

515 N 2<sup>nd</sup> Street | Smithfield, NC 27577

**w:** 919-934-2661 | **m:** 252-230-8115

[dale.boyette@smithfield-nc.com](mailto:dale.boyette@smithfield-nc.com)





# Request for Town Council Action

Consent Purchase of  
Agenda Outfall  
Item: Jetter  
Date: 10/01/2019

---

Subject: Purchase of an Outfall Jetter

Department: Public Utilities

Presented by: Public Utilities Director – Ted Credle

Presentation: Consent Agenda Item

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## Issue Statement

The purchase of the Water & Sewer Outfall Jetter was approved by the Town Council **for this year's budget and was quoted by vendors.**

## Financial Impact

\$70,000 was approved in the FY 2019 – 2020 budget. \$49,500 is the low bid price from Southern Vac.

## Action Needed

Approve the purchase of the Outfall Jetter

## Recommendation

Staff recommends the approval of the low-bid jetter from Southern Vac

Approved:  Town Manager  Town Attorney

## Attachments:

1. Staff Report
2. Price quote/documentation from Southern Vac
3. Price quote/documentation from US Jetting
4. Price quote/documentation from VAC Con – SC Dealership



# Staff Report

Consent  
Agenda  
Item: Purchase of  
Outfall Jetter

---

As part of the approved budget for the present fiscal year (2019-2020), the Town Council approved funding to purchase an outfall jetter for the Water & Sewer Division in Public Utilities. The quoted jetter is under the approved budget and will fit Town needs. The lead time for such vehicles is between 8 weeks and 12 weeks. Staff is asking the Council to approve the order for, and subsequent manufacture of, the proposed outfall jetter. Bids received are as follows:

- Southern Vac \$49,500.00
- US Jetting \$51,860.00
- VAC Con – SC Dealership \$55,750.00



# Specifications for: Town of Smithfield

## US Jetting 4018-300 Trailer Mounted Jetter

<u>Engine/Pump:</u>	<u>Hose Reel &amp; Hose:</u>	<u>Accessories:</u>
Hatz 49 HP Diesel Engine Tier IV	Pivot Hose Reel	10' Leader Hose
USJ 18 GPM @ 4000 PSI	1/2" x 500' USJ Hose	1/2" RPD 3R/1F Nozzle
Triplex Plunger Run Dry Pump	Manual Hose Guide	1/2" RPD 6R Nozzle
Tier 4 Basic Control Panel	Hydraulic Speed Control Valve	9" Drain Jet Extension
Auto Shutdown (for High Engine Temp/Low Oil Pressure)	<b><u>Trailer:</u></b>	3" Tiger Tail
Water Recirculation & Anti-Freeze Sys	Single 7000 lbs. Torsion Bar Axle	Nozzle Rack
Pulsation System	D.O.T. Approved LED Lighting	Digital Operator/Owner Manual
Shrouded Engine	Two (2) 42" Aluminum Tool Box	1 Pair Safety Gloves: 3000 PSI Straight, 7500 PSI Flat or Rotary
	Aluminum Rims	
<b><u>Water Tank:</u></b> 300 Gallon Black Water Tank		

### Additional Options

- Upgrade to 375 Gallon Tank Capacity
- 1/2" Flexible Super Spin Warthog Nozzle
- Nozzle Skid for 4", 6", 8" Pipes
- 15" Drain Jet Extension

**Total Price: \$49,500.00**

\*Price good for 30 days

\*\*ALL APPLICABLE SALES TAX AND FEES ARE NOT INCLUDED IN THE QUOTE\*\*

Customer Signature: \_\_\_\_\_

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

Southern Vac Representative: \_\_\_\_\_

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



Leaf Solutions



850 McFarland Rd, Alpharetta, GA 30004

P: 770-740-9917 F: 770-740-0297

WWW.USJETTING.COM

**September 3, 2019**

Company:	Town of Smithfield	
Address, City, State, Zip	350 East Market St. Smithfield NC 27577	
Contact, Phone, Email:	Pat Butler - pat.butler@smithfield.com	
US Jetting Contact:	Sally Woodhead - 404-936-1718	OPP #

**USJ 4018-300 TRAILER MOUNTED HIGH PRESSURE JETTING UNIT**

<u>Engine/Pump:</u>	<u>Hose Reel &amp; Hose:</u>	<u>Accessories:</u>
Hatz 49 HP Diesel Engine Tier IV	Pivot Hose Reel	10' Leader Hose
USJ 18 GPM @ 4000 PSI	1/2" x 500' USJ Hose	1/2" RPD 3R/1F Nozzle
Triplex Plunger Run Dry Pump	Manual Hose Guide	1/2" RPD 6R Nozzle
Tier 4 Basic Control Panel	Hydraulic Speed Control Valve	9" Drain Jet Extension
Auto Shutdown (for High Engine Temp/Low Oil Pressure)	<u>Trailer:</u>	3" Tiger Tail
Water Recirculation & Anti-Freeze Sys	Single 7000 lbs. Torsion Bar Axle	Nozzle Rack
Pulsation System	D.O.T. Approved LED Lighting	Digital Operator/Owner Manual
Shrouded Engine	Two (2) 42" Aluminum Tool Box	1 Pair Safety Gloves: 3000 PSI Straight, 7500 PSI Flat or Rotary
<u>Water Tank:</u> 300 Gallon Black Water Tank	Aluminum Rims	
<b>BASE UNIT AS OUTLINED ABOVE</b>		<b>1 \$51,850.00</b>

FOR ALL NON STANDARD OPTIONS PLEASE CONTACT FACTORY FOR PRICING

<u>TRAILER OPTIONS:</u>	LIST PRICE	QTY	TOTAL
<b>BRAKES: HYDRAULIC OR ELECTRIC **MUST CHOOSE ONE**</b>			ELECTRIC
<b>HITCH: 2 5/16" BALL HITCH OR PINTLE **MUST CHOOSE ONE**</b>			2 5/16" BALL
SPARE TIRE AND RIM WITH MOUNTING BRACKET ON FRAME	\$490	0	\$0.00
SIX (6) 18" D.O.T. SAFETY CONES & HOLDER	\$195	0	\$0.00

<u>ENGINE / PUMP OPTIONS:</u>	LIST PRICE	QTY	TOTAL
JMS ELITE WIRELESS REMOTE CONTROL SYSTEM	\$4,115	0	\$0.00
UPGRADE TO HATZ 74 HP DIESEL ENGINE TIER IV (RECOMMENDED FOR ALTITUDES ABOVE 5000 FT)	\$4,377	0	\$0.00

<u>HOSE REEL / HOSE OPTIONS:</u>	LIST PRICE	QTY	TOTAL
UPGRADE TO 1/2" X 600' USJ HOSE	\$275	0	\$0.00
UPGRADE TO 1000' CAPACITY HOSE REEL	\$795	0	\$0.00
POWER PULLOUT OPTION FOR USJ HOSE REEL	\$1,334	0	\$0.00
DUAL HOSE REEL (SECOND REEL WITH 1/2" X 500' CAPACITY) INCLUDES 1/2" X 500' USJ HOSE, TWO ADDITIONAL NOZZLES AND NOZZLE RACK	\$4,995	0	\$0.00
FOOTAGE COUNTER (MOUNTED ON HOSE REEL) MANUAL OPTION	\$630	0	\$0.00

**TANK & FILL OPTIONS:**

UPGRADE TO 375 GAL TANK CAPACITY	\$495	1	\$495.00
1/2" X 25' FILL HOSE FOR FILL SYSTEM	\$140	0	\$0.00
FILL HOSE STORAGE RACK	\$195	0	\$0.00

**TOOL STORAGE OPTIONS:**

REAR BASKET	\$525	0	\$0.00
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**LIGHTING OPTIONS:**

LED FLOOD LIGHT	\$220	0	\$0.00
LED ARROW BOARD	\$1,310	0	\$0.00

**PAINT OPTIONS (REEL, UPRIGHT, ABOVE DECK TOOLBOX, SHROUD):**

SPECIAL PAINT COLOR (EXCEPT METALLIC PAINT)	\$2,495	0	\$0.00
SPECIAL PAINT COLOR (FRAME ONLY)	\$895	0	\$0.00

**CONTACT FACTORY FOR PRICING OF PAINTING OTHER COMPONENTS ON THE UNIT**

**MANUAL & TRAINING OPTIONS:**

ADDITIONAL PAPER OPERATOR'S MANUAL STANDARD	\$60	0	\$0.00
ONSITE FACTORY TRAINING (ADDITIONAL DAY)	\$270	0	\$0.00

**NOZZLE & ACCESSORY OPTIONS:**

ADDITIONAL SAFETY GLOVES (PER PAIR)	\$100	0	\$0.00
1/2" FLEXIBLE SUPER SPIN WARTHOG NOZZLE (2J-349-40)	\$1,256	1	\$1,256.00
1/4" X 100' MINI JET KIT ASSEMBLY (2J-173-ASSY)	\$195	0	\$0.00
1/8" X 75' MICRO MINI JET KIT ASSEMBLY (2J-175)	\$195	0	\$0.00
INLET GARDEN HOSE REEL WITH 5/8" X 100' GARDEN HOSE (2J-328-ASSY)	\$595	0	\$0.00
WASHDOWN SYSTEM WITH GUN & 25' OF HOSE	\$360	0	\$0.00
NOZZLE SKID 4", 6", 8" PIPES (2J-221-ASSY)	\$195	1	\$195.00
15" DRAIN JET EXTENSION (2J-212-ASSY)	\$60	1	\$60.00
	\$0	0	\$0.00
	\$0	0	\$0.00

**PRICE OF SELECTED OPTIONS: \$2,006.00**

**NET PRICE OF UNIT WITH OPTIONS: \$53,856.00**

**SALES TAX: 0.00% \$0.00**

**ALL UNITS SHIP FROM GA - ESTIMATED FREIGHT: \$1,395.00**

**ESTIMATED TOTAL: \$55,251.00**

**Estimated Shipping Date After ARO 8-12 Weeks**

**Acceptance of Quotation & Order Placement**

SIGNATURE

DATE

2.5% Processing fee for any unit purchases made in full via credit card.

**Terms & Conditions**

US Jetting reserves the right to modify or rescind this quotation if it is not accepted within 45 days from the above date. Freight, if not included in this document is the responsibility of the purchaser, FOB Alpharetta, GA. US Jetting is responsible for collecting sales tax for certain states. Duties, fees, State, Local, & Federal taxes, if any are the sole responsibility of the purchaser if overlooked & not collected by US Jetting. Deposits subject to return if leasing and financing arrangements cannot be obtained after all good faith efforts have been made within 30 days. Deposits will be returned upon receipt of written requests without cause within 10 days from the date of acceptance of this agreement. US Jetting employees will not act as an agent in arranging leasing or financing products. All products are subject to a 20% restocking fee plus all freight charges once US Jetting products have been shipped. Manufacturer's Statement of Origin (required for obtaining a title) will not be provided until payment in full has been received and cleared financial institutions. All US Jetting goods are subject to the terms and conditions of the US Jetting warranty. Warranty issues pertaining to trucks, enclosed trailers and truck bodies manufactured by others are to be resolved directly by the customer & specific manufacturer. After 10 days, deposits on enclosed or truck mounted units or skid units will not be returned.

# Specifications for: Town of Smithfield

## US Jetting 4018-600 Trailer Mounted Jetter

<u>Engine/Pump:</u>	<u>Hose Reel &amp; Hose:</u>	<u>Accessories:</u>
Hatz 49 HP Diesel Engine Tier IV	Pivot Hose Reel	10' Leader Hose
USJ 18 GPM @ 4000 PSI	1/2" x 500' USJ Hose	1/2" RPD 3R/1F Nozzle
Triplex Plunger Run Dry Pump	Manual Hose Guide	1/2" RPD 6R Nozzle
Tier 4 Basic Control panel	Hydraulic Speed Control Valve	9" Drain Jet Extension
Auto Shutdown (for High Engine Temp/Low Oil Pressure)	<b>Trailer:</b>	3" Tiger Tail
Water Recirculation & Anti-Freeze System	Twin 6000 lbs. Torsion Bar Axle	Nozzle Rack
Pulsation System	D.O.T. Approved LED Lighting	Digital Operator/Owner Manual
Shrouded Engine	Two (2) 72" Aluminum Tool Boxes	1 Pair Safety Gloves: 3000 PSI Straight, 7500 PSI Flat or Rotary
	Aluminum Rims	

**Water Tank:** Two (2) 300 Gallon Black Water Tanks

### Additional Options

- Upgrade to Two (2) 375 Gallon Tank Capacity
- 1/2" Flexible Super Spin Warthog Nozzle
- Nozzle Skid for 4", 6", 8" Pipes
- 15" Drain Jet Extension

**Total Price: \$55,750.00**

\*Price good for 30 days

\*\*ALL APPLICABLE SALES TAX AND FEES ARE NOT INCLUDED IN THE QUOTE\*\*

Customer Signature: \_\_\_\_\_

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

Southern Vac Representative: \_\_\_\_\_

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



Leaf Solutions



# Request for Town Council Action

Consent  
Agenda S-18-01  
Item:  
Date: 10/01/2019

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Subject: East River Phase I Final Plat  
Department: Planning Department  
Presented by: Planning Director - Stephen Wensman  
Presentation: Consent Agenda Item

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## Issue Statement

**Sam's Branch is requesting Final Plat of East River** – Phase 1 comprised of 40 single-family residential lots on 25.58 acres.

## Financial Impact

N/A

## Action Needed

Approve the final plat of East River -Phase 1.

## Recommendation

Staff recommends the Council approve the final plat of East River -Phase 1 finding it substantially consistent with the East River Preliminary Plat

Approved:  Town Manager  Town Attorney

## Attachments:

1. Staff Report
2. East River Final Plat Application
3. Final Plat of East River – Phase 1



# Staff Report

Consent  
Agenda  
Item:

S-18-01

## Overview:

**Sam's Branch** is requesting final plat approval of East River – Phase 1. The final plat is comprised of 40 single-family residential lots on 25.58 acres of land, the first phase of a nine-phase planned development consisting of 281 single-family residential lots over 64.95 acres of land.

## Site Development Data:

Applicant: **Sam's Branch**  
Property Owner: Buffalo Road, LLC  
Location: 1899 Buffalo Road (north of M.Durwood Stephenson Highway)  
Tax ID: 169520-80-0490  
Acreage: 25.58 acres out of 67.88 acre development site  
# Units: 40 Single-family residential lots  
Open Space: 21.16 acres  
Present Zoning: Planned Unit Development (PUD), and Water Supply Watershed Protection Overlay (WS IV-PA)  
Comprehensive Plan: Guided for Medium Density Residential  
Fire Protection: Town of Smithfield  
School Impacts: Additional students to the schools.  
Parks and Recreation: Trails and park dedication fee (\$17,543.86)  
Access: Buffalo Road  
Water and Sewer Provider: Town of Smithfield  
Electric Provider: Town of Smithfield  
Proposed density:

## Site Development History:

- Rezoned to PUD with Master Plan on April 3, 2018
- Preliminary Plat approval on December 4, 2018
- Construction Plan approval on February 12, 2019

## Final Plat Review:

The UDO Article 5 contains the procedure for obtaining final subdivision approval, in which case a final plat may only be reviewed by the Town Council after it takes action on a preliminary plat. As long as the final plat is consistent with the preliminary approval, it must

be approved by the Town. Please note that the **Town's** approval of the East River PUD Preliminary Plat included a series of conditions that must be met by the applicant:

Preliminary Plat Conditions:

1. That the final plat be contingent on the execution of an annexation agreement with the Town of Smithfield. This was approved by the Council on September 3, 2019.
2. That the developer obtains a NCDOT Right-of-Way Permit for the street access onto Buffalo Road prior to construction approval. The NCDOT permit was approved on January 16, 2019
3. That the developers dedicate additional right-of-way for Buffalo Road as required by NCDOT. *The Right of Way will be dedicated with the final plat.*
4. That Homeowners Association deed restrictions and covenants will be submitted for Town Attorney review to address among other items, a statement of compliance with state, local and federal regulations, and operation and maintenance of shared open space, amenities and stormwater management facilities. These documents will require Town Attorney approval prior to recordation. *The deed restrictions and covenants have been submitted and are being reviewed by the Town Attorney. Attorney approval will be required prior to recording the final plat.*
5. That there are no attached single family residential units within phases 1 or 2 as identified on the approved master plan phasing plan. *Phase 1 consists of single family homes only.*
6. That a park dedication fee in lieu of parkland be paid prior to recording the final plat approval of each phase of the development consistent with Article 10, Section 10.112.8. *A park dedication fee of \$17,543.86 has been submitted to satisfy park dedication requirements.*
7. That the public trail is constructed and easements be dedicated for trails adjacent to each phase with the final plat of that phase consistent with the preliminary plat. *Phase one sidewalks and trails will be installed after recording of the final plat and a performance bond has been submitted for these public improvements.*
8. That the public trail in the cul-de-sac of Street D be modified such that it is independent of the sanitary sewer pump station access way. *N/A, this will be in a future phase.*
9. The utilities shall be designed such that that extension can be made conveniently and without undue burden or expense to serve future adjacent development. *This condition has and will be met.*
10. The developer will work with staff to incorporate overflow parking areas into each phase of development. *No overflow parking has been identified in the phase 1 plans.*
11. The greenway trail shall go around the cul-de-sac rather than through it. *N/A, this will be addressed in a future phase of the development*

Staff finds the Final Plat to be consistent with the preliminary plat with the exception of no overflow parking being identified within the project phase.

#### Final Plat Summary

	Acres in Phase I	% overall site	No. Lots	R/W	Open Space
Prelim	26.93 ac	41.46%	40	1.61 ac	21.16 ac
Final	25.58 ac	39.38%	40	1.61 ac	19.74 ac

#### Park Dedication/Fees in Lieu:

Park dedication fees in lieu of land dedication will be paid in the amount of \$17,543.86 based on the appraised value of the land and the calculation of 1/57 an acre per lot within the development. This payment has been submitted with the final plat application and is required prior to recordation of the final plat.

#### Public Improvements:

With the recordation of the final plat, the developer will be dedicating public infrastructure, such as utilities, street right-of-way, trails, and sidewalks. Those items that have not been installed, inspected and approved are required to be completed within one year after the recordation of the final plat and the developer is required to post a performance guarantee (typically a surety bond) equal to 1.25% the reasonably estimated cost of the completion.

The developer will be posting a surety bond for any public improvements not completed prior to recordation, most likely for sidewalks, trails, handicap ramps and final lift of pavement.

#### Deed Restrictions and Covenants

A draft of the Declarations of Covenants, Conditions and Restrictions was submitted with the final plat. The document will need to be reviewed by the Town Attorney and Planning Department for compliance with requirements prior to recordation of the final plat.

#### Recommendation:

Staff recommends the Town Council approve the Final Plat of East River -Phase 1.





**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

**Final Plat Application  
 General Information**

Development Name East River — phase 1

Proposed Use Residential Housing

Property Address(es)  
1899 Buffalo Rd. ~~550~~ Smithfield, NC 27577

Johnston County Property Identification Number(s) and Tax ID Number (s) for each parcel to which these guidelines will apply:

PIN# 169520-80-0490 TAX ID# 14075013

Project type?  Single Family  Townhouse  Multi-Family  Non-Residential  Planned Unit Development (PUD)

**OWNER/DEVELOPER INFORMATION**

Company Name Sams Brauer Owner/Developer Name Sams Brauer

Address 114 W. main st. Clayton, NC 27520

Phone (919) 710-3326 Email jon@samsbrauer.com Fax \_\_\_\_\_

**CONSULTANT/CONTACT PERSON FOR PLANS**

Company Name Adams + Hodge Contact Name Donnie Adams

Address 314 E main st. Clayton, NC 27520

Phone (919) 763-7278 Email donnie@adamsandhodge.com Fax \_\_\_\_\_

**DEVELOPMENT TYPE AND SITE DATE TABLE (Applicable to all developments)**

**ZONING INFORMATION**

Zoning District(s) PUD

If more than one district, provide the acreage of each:

Overlay District?  Yes  No WS-1U-PA

Inside City Limits?  Yes  No

**FOR OFFICE USE ONLY**

File Number: \_\_\_\_\_ Date Submitted: \_\_\_\_\_ Date Received: \_\_\_\_\_ Amount Paid: \_\_\_\_\_

## Final Plat Application

Application for Final Plat review shall be submitted to the Town of Smithfield Planning Department within 24 months of preliminary plat approval and infrastructure improvements for all approved preliminary subdivisions. The UDO Administrator shall determine whether or not the final plat substantially agrees with the approved preliminary plan and submit to the Town Council for approval. If substantial differences exist, the Town Council may deny the final plat and require that a new preliminary plat be submitted. If the plat substantially agrees with the preliminary plat, the Town Council shall approve the final plat within thirty (30) days after first consideration, if the Town Council has accepted the publicly dedicated improvements or approved a performance bond agreement. Only after the final plat has been approved and recorded at the Johnston County Register of Deeds office shall any lots be transferred or conveyed. The plat must be recorded within 30 days after approval.

Complete this application in compliance with Article 10, of the Unified Development Ordinance (UDO). In order to ensure that the proposed subdivision complies with Town regulations, we recommend that the applicant review the Town of Smithfield UDO; the Ordinance may be accessed at [www.smithfield-nc.com](http://www.smithfield-nc.com).

Final Plat Application fee is \$250.00. Assessment does not include the cost of building, zoning, sign, or use permits. All fees are charged per application, and are non-refundable and non-transferrable. Applications will not be reviewed unless fees have been paid in full.

### **Final Plat review submissions shall include:**

- A completed application (including the attached checklist)
- Final plat application fee of \$250.00
- Two (2) sets of plans for review
- Two sets of as-built drawings for all work completed.
- Property Owners Association documents and covenants that include provisions for the ownership and maintenance of all privately-held facilities.
- Performance Guarantees in the form of a Surety bond, Letter of Credit or other form of guarantee that provides equivalent security for any agreed upon work to be completed after final plat approval. *Public Improvement dedicated, and*
- Recreation payment in lieu of property dedication for review by the Town of Smithfield Parks & Recreation Director and approved by Town Council.

Submit application, fees and supporting documents to the Town of Smithfield Planning Department along with digital copies of all required material.

**STORMWATER INFORMATION**

Existing Impervious Surface	<u>7</u> acres/sf	Flood Hazard Area	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Proposed Impervious Surface	<u>3.8</u> acres/sf	Neuse River Buffer	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Watershed protection Area	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Wetlands	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

If in a Flood Hazard Area, provide the FEMA Map Panel # and Base Flood Elevation

**NUMBER OF LOTS AND DENSITY**

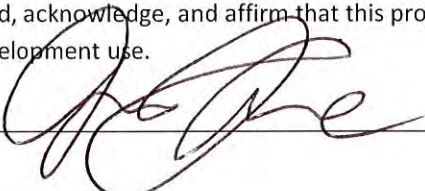
Total # of Single Family Lots	<u>40 (Phase 1)</u>	Overall Unit(s)/Acre Densities Per Zoning Districts	<u>4.5 /Ac</u>
Total # of Townhouse Lots	<u>N/A</u>	Acreage in active open space	
Total # of All Lots	<u>40 (Phase 1)</u>	Acreage in passive open space	

**SIGNATURE BLOCK (Applicable to all developments)**

In filing this plan as the property owner(s), I/we do hereby agree and firmly bind ourselves, my/our heirs, executors, administrators, successors and assigns jointly and severally to construct all improvements and make all dedications as shown on this proposed subdivision plan as approved by the Town.

I hereby designate Jon Harrell to serve as my agent regarding this application, to receive and respond to administrative comments, to resubmit plans on my behalf, and to represent me in any public meeting regarding this application.

I/we have read, acknowledge, and affirm that this project is conforming to all application requirements applicable with the proposed development use.

Signature  Date 9/20/19

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

**REVIEW FEES**

Final Plat (Submit 2 paper copies & **1 Digital copy on CD**) \$250.00

**FOR OFFICE USE ONLY**

File Number: \_\_\_\_\_ Date Submitted: \_\_\_\_\_ Date Received: \_\_\_\_\_ Amount Paid: \_\_\_\_\_

**INFORMATION TO BE PROVIDED ON PRELIMINARY AND FINAL PLATS.**

The preliminary and final plats shall depict or contain the information indicated in the following table. An "X" indicates that the information is required.

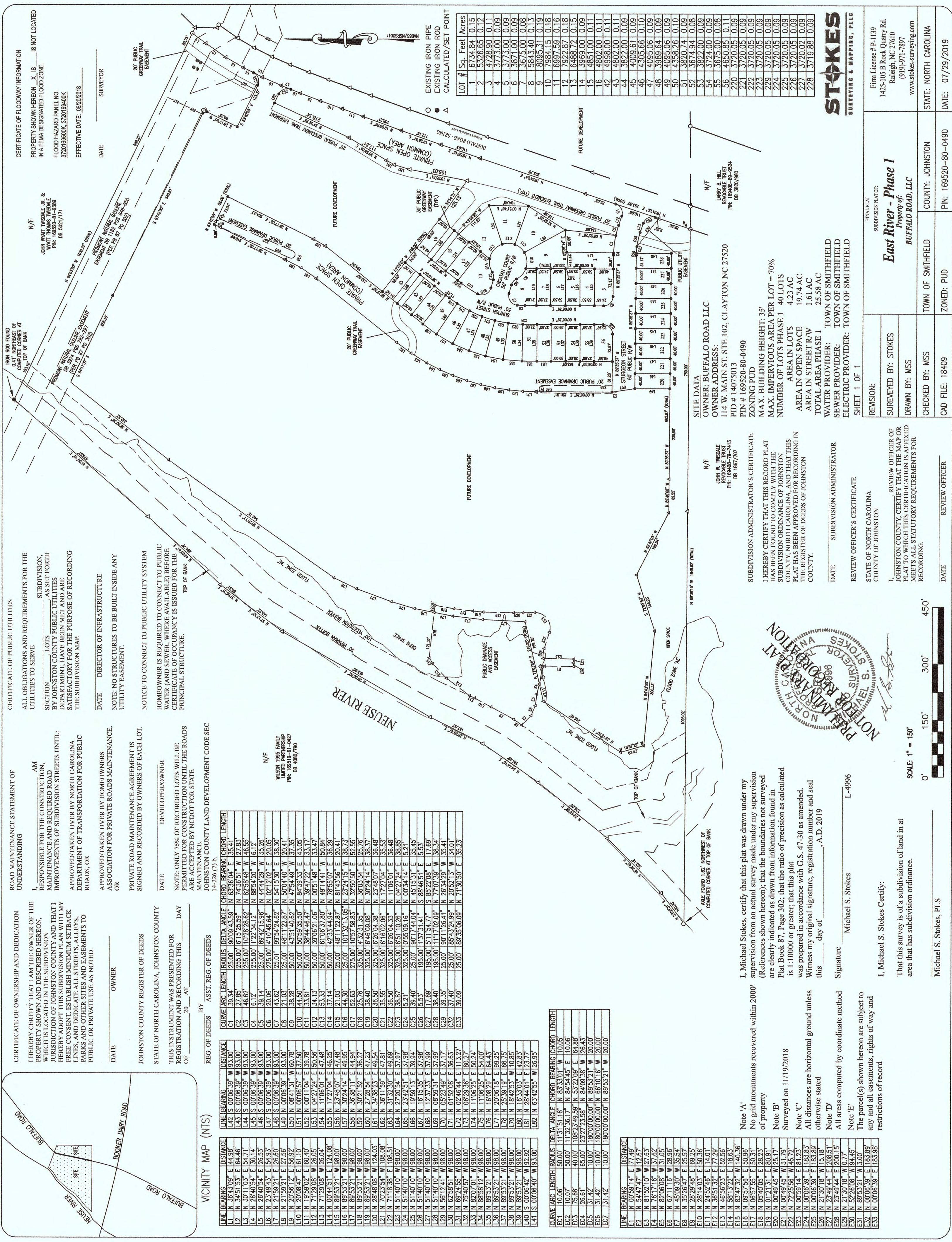
<b>Information</b>	<b>Preliminary Plat</b>	<b>Final Plat</b>
Vicinity map (6" W x 4" H) showing location of subdivision in relation to neighboring tracts, subdivision, roads, and waterways (to include streets and lots of adjacent developed or platted properties). Also include corporate limits, Town boundaries, county lines if on or near subdivision tract.	X	
Boundaries of tract and portion to be subdivided, including total acreage to be subdivided, distinctly and accurately represented with all bearings and distances shown.	X	X
Proposed street layout and right-of-way width, lot layout and size of each lot. Number lots consecutively throughout the subdivision.	X	X
Name of proposed subdivision.	X	X
Statement from the Johnston County Health Department that a copy of the sketch plan has been submitted to them, if septic tanks or other onsite water or wastewater systems are to be used in the subdivision, AND/OR statement from the County Public Utilities that application has been made for public water and/or sewer permits.	X	
Graphic scale.	X	X
North arrow and orientation.	X	X
Concurrent with submission of the Preliminary Plat to the Town, the subdivider or planner shall submit copies of the Preliminary Plat and any accompanying material to any other applicable agencies concerned with new development, including, but not limited to: District Highway Engineer, County Board of Education, U.S. Army Corps of Engineers, State Department of Natural Resources and Community Development, for review and recommendation.	X	
List the proposed construction sequence.	X	
Storm water plan – see Article 10, Part VI.	X	
Show existing contour lines with no larger than five-foot contour intervals.	X	
New contour lines resulting from earth movement (shown as solid lines) with no larger than five-foot contour intervals (existing lines should be shown as dotted lines).	X	
Survey plat, date(s) survey was conducted and plat prepared, the name, address, phone number, registration number and seal of the Registered Land Surveyor.	X	X
Names, addresses, and telephone numbers of all owners, mortgagees, land planners, architects, landscape architects and professional engineers responsible for the subdivision (include registration numbers and seals, where applicable).	X	X
Date of the drawing(s) and latest revision date(s).	X	X

<b>Information</b>	<b>Preliminary Plat</b>	<b>Final Plat</b>
The owner's name(s) of adjoining properties and Zoning District of each parcel within 100' of the proposed site.	X	
State on plans any variance request(s).	X	
Show existing buildings or other structures, water courses, railroads, bridges, culverts, storm drains, both on the land to be subdivided and land immediately adjoining. Show wooded areas, marshes, swamps, rock outcrops, ponds or lakes, streams or stream beds and any other natural features affecting the site.	X	
The exact location of the flood hazard, floodway and floodway fringe areas from the community's FHBM or FIRM maps (FEMA). State the base flood elevation data for subdivision.	X	X
Show the minimum building setback lines for each lot.	X	X
Provide grading and landscape plans. Proposed plantings or construction of other devices to comply with the screening requirements of Article 10, Part II.	X	
Show location of all proposed entrance or subdivision signage (see Section 10.23.1).	X	
Show pump station detail including any tower, if applicable.	X	
Show area which will not be disturbed of natural vegetation (percentage of total site).	X	
Label all buffer areas, if any, and provide percentage of total site.	X	X
Show all riparian buffer areas.	X	X
Show all watershed protection and management areas per Article 10, Part VI.	X	X
Soil erosion plan.	X	
Show temporary construction access pad.	X	
Outdoor illumination with lighting fixtures and name of electricity provider.	X	
<b>The following data concerning proposed streets:</b>		
Streets, labeled by classification (see Town of Smithfield construction standards) and street name showing linear feet, whether curb and gutter or shoulders and swales are to be provided and indicating street paving widths, approximate grades and typical street cross-sections. Private roads in subdivisions shall also be shown and clearly labeled as such.	X	X
Traffic signage location and detail.	X	
Design engineering data for all corners and curves.	X	X
For office review; a complete site layout, including any future expansion anticipated; horizontal alignment indicating general curve data on site layout plan; vertical alignment indicated by percent grade, PI station and vertical curve length on site plan layout; the District Engineer may require the plotting of the ground profile and grade line for roads where special conditions or problems exist; typical section indicating the pavement design and width and the slopes, widths and details for either the curb and gutter or the shoulder and ditch proposed; drainage facilities and drainage.	X	

<b>Information</b>	<b>Preliminary Plat</b>	<b>Final Plat</b>
Type of street dedication; all streets must be designated public. (Where public streets are involved which will be dedicated to the Town, the subdivider must submit all street plans to the UDO Administrator for approval prior to preliminary plat approval).	X	X
When streets have been accepted into the municipal or the state system before lots are sold, a statement explaining the status of the street in accordance with the Town of Smithfield construction standards.	X	X
If any street is proposed to intersect with a state maintained road, a copy of the application for driveway approval as required by the Department of Transportation, Division of Highways Manual on Driveway Regulations. (1) Evidence that the subdivider has applied for such approval. (2) Evidence that the subdivider has obtained such approval.	X X X	
<b>The location and dimensions of all:</b>		
Utility and other easements.	X	X
Pedestrian and bicycle paths.	X	X
Areas to be dedicated to or reserved for public use.	X	X
The future ownership (dedication or reservation for public use to governmental body or for owners to duly constituted homeowners' association) of recreation and open space lands.	X	X
Required riparian and stream buffer per Article 10, Part VI.	X	X
<b>The site/civil plans for utility layouts including:</b>		
Sanitary sewers, invert elevations at manhole (include profiles).	X	
Storm sewers, invert elevations at manhole (include profiles).	X	
Best management practices (BMPs)	X	
Stormwater control structures	X	
Other drainage facilities, if any.	X	
Impervious surface ratios	X	
Water distribution lines, including line sizes, the location of fire hydrants, blow offs, manholes, force mains, and gate valves.	X	
Gas lines.	X	
Telephone lines.	X	
Electric lines.	X	
Plans for individual water supply and sewage disposal systems, if any.	X	
<b>Provide site calculations including:</b>		
Acreage in buffering/recreation/open space requirements.	X	X
Linear feet in streets and acreage.	X	X
The name and location of any property or buildings within the proposed subdivision or within any contiguous property that is located on the US Department of Interior's National Register of Historic Places.	X	X

<b>Information</b>	<b>Preliminary Plat</b>	<b>Final Plat</b>
Sufficient engineering data to determine readily and reproduce on the ground every straight or curved line, street line, lot line, right-of-way line, easement line, and setback line, including dimensions, bearings, or deflection angles, radii, central angles and tangent distance for the center line of curved property lines that is not the boundary line of curved streets. All dimensions shall be measured to the nearest one-tenth of a foot and all angles to the nearest minute.	X	X
The accurate locations and descriptions of all monuments, markers, and control points.	X	X
Proposed deed restrictions or covenants to be imposed upon newly created lots. Such restrictions are mandatory when private recreation areas are established. Must include statement of compliance with state, local, and federal regulations.	X	X
A copy of the erosion control plan submitted to the Regional Office of NC-DNRCD, when land disturbing activity amounts to one acre or more.	X	
All certifications required in Section 10.117.	X	X
Any other information considered by either the subdivider, UDO Administrator, Planning Board, or Town Council to be pertinent to the review of the plat.	X	X
Improvements guarantees (see Section 5.8.2.6).		X

<b>FOR OFFICE USE ONLY</b>			
File Number: _____	Date Submitted: _____	Date Received: _____	Amount Paid: _____



LOT #	Sq. Feet	Acres
1	6734.84	0.15
2	5326.65	0.12
3	4728.90	0.11
4	3773.00	0.09
5	3871.00	0.09
6	3675.00	0.08
7	5843.40	0.13
8	8095.31	0.19
9	7984.15	0.18
10	6997.59	0.16
11	7972.87	0.18
12	6488.77	0.15
13	3069.00	0.07
14	3069.00	0.07
15	4851.00	0.11
16	4802.00	0.11
17	4988.00	0.11
18	4802.00	0.11
19	3822.00	0.09
20	4009.61	0.09
21	4305.66	0.10
22	4095.06	0.09
23	3969.64	0.09
24	4095.06	0.09
25	4358.26	0.10
26	3820.74	0.09
27	3674.94	0.08
28	3822.00	0.09
29	3724.00	0.09
30	3675.00	0.08
31	4650.85	0.11
32	3720.05	0.09
33	3720.05	0.09
34	3720.05	0.09
35	3720.05	0.09
36	3720.05	0.09
37	3720.05	0.09
38	3720.05	0.09
39	3720.05	0.09
40	3720.05	0.09
41	3720.05	0.09
42	3720.05	0.09
43	3719.88	0.09

**STOKES**  
SURVEYING & MAPPING, PLLC

Firm License # P-1139  
1425-105 B Rock Quarry Rd.  
Raleigh, NC 27610  
(919) 971-7897  
www.stokes-surveying.com

STATE: NORTH CAROLINA  
DATE: 07/29/2019

FINAL PLAT  
SUBDIVISION PLAT OF:  
**East River - Phase 1**  
Property of:  
**BUFFALO ROAD, LLC**

OWNER: BUFFALO ROAD LLC  
OWNER ADDRESS:  
114 W. MAIN ST. STE 102, CLAYTON NC 27520  
PID # 14075013  
PIN # 169520-80-0490

ZONING PUD  
MAX. BUILDING HEIGHT: 35'  
MAX. IMPERVIOUS AREA PER LOT = 70%  
NUMBER OF LOTS PHASE 1 40 LOTS  
AREA IN LOTS 4.23 AC  
AREA IN OPEN SPACE 19.74 AC  
AREA IN STREET R/W 1.61 AC  
TOTAL AREA PHASE 1 25.58 AC  
WATER PROVIDER: TOWN OF SMITHFIELD  
SEWER PROVIDER: TOWN OF SMITHFIELD  
ELECTRIC PROVIDER: TOWN OF SMITHFIELD

REVISION:  
SUREVEYED BY: STOKES  
DRAWN BY: MSS  
CHECKED BY: MSS  
CAD FILE: 18409  
TOWN OF SMITHFIELD  
COUNTY: JOHNSTON  
PIN: 169520-80-0490  
ZONED: PUD

CERTIFICATE OF FLOODWAY INFORMATION  
PROPERTY SHOWN HEREON IS NOT LOCATED  
IN A FEMA DESIGNATED FLOOD ZONE  
FLOOD HAZARD PANEL NO.  
3720189500K, 3720189400K  
EFFECTIVE DATE: 08/20/2018

DATE \_\_\_\_\_ SURVEYOR \_\_\_\_\_

SECTION \_\_\_\_\_ AS SET FORTH  
RESPONSIBILITY FOR THE CONSTRUCTION,  
MAINTENANCE AND REQUIRED ROAD  
IMPROVEMENTS OF SUBDIVISION STREETS UNTIL:  
APPROVED/TAKEN OVER BY NORTH CAROLINA  
DEPARTMENT OF TRANSPORTATION FOR PUBLIC  
ROADS, OR

DATE \_\_\_\_\_ DIRECTOR OF INFRASTRUCTURE  
NOTE: NO STRUCTURES TO BE BUILT INSIDE ANY  
UTILITY EASEMENT.

CERTIFICATE OF PUBLIC UTILITIES  
ALL OBLIGATIONS AND REQUIREMENTS FOR THE  
UTILITIES TO SERVE \_\_\_\_\_  
SUBDIVISION,  
SECTION \_\_\_\_\_ AS SET FORTH  
RESPONSIBILITY FOR THE CONSTRUCTION,  
MAINTENANCE AND REQUIRED ROAD  
IMPROVEMENTS OF SUBDIVISION STREETS UNTIL:  
APPROVED/TAKEN OVER BY NORTH CAROLINA  
DEPARTMENT OF TRANSPORTATION FOR PUBLIC  
ROADS, OR

DATE \_\_\_\_\_ DIRECTOR OF INFRASTRUCTURE  
NOTE: NO STRUCTURES TO BE BUILT INSIDE ANY  
UTILITY EASEMENT.

ROAD MAINTENANCE STATEMENT OF  
UNDERSTANDING  
I, \_\_\_\_\_ AM  
RESPONSIBLE FOR THE CONSTRUCTION,  
MAINTENANCE AND REQUIRED ROAD  
IMPROVEMENTS OF SUBDIVISION STREETS UNTIL:  
APPROVED/TAKEN OVER BY NORTH CAROLINA  
DEPARTMENT OF TRANSPORTATION FOR PUBLIC  
ROADS, OR

DATE \_\_\_\_\_ DEVELOPER/OWNER \_\_\_\_\_  
NOTE: ONLY 75% OF RECORDED LOTS WILL BE  
PERMITTED FOR CONSTRUCTION UNTIL THE ROADS  
ARE ACCEPTED BY NCDOT FOR STATE  
MAINTENANCE.

CERTIFICATE OF OWNERSHIP AND DEDICATION  
I HEREBY CERTIFY THAT I AM THE OWNER OF THE  
PROPERTY SHOWN AND DESCRIBED HEREON,  
WHICH IS LOCATED IN THE SUBDIVISION,  
SECTION \_\_\_\_\_ AS SET FORTH  
HEREIN, AND THAT I HEREBY ADOPT THIS SUBDIVISION PLAT WITH MY  
FREE CONSENT, LES BISHOP, NICHOLAS, ANNELES,  
PARKS AND OTHER SITES, AND EASEMENTS TO  
PUBLIC OR PRIVATE USE AS NOTED.

DATE \_\_\_\_\_ OWNER \_\_\_\_\_  
JOHNSTON COUNTY REGISTER OF DEEDS  
STATE OF NORTH CAROLINA, JOHNSTON COUNTY

REG. OF DEEDS (NTS)  
VICINITY MAP (NTS)

REG. OF DEEDS (NTS)  
VICINITY MAP (NTS)

REG. OF DEEDS (NTS)  
VICINITY MAP (NTS)

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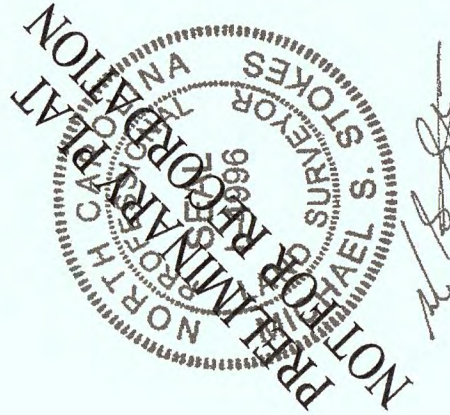
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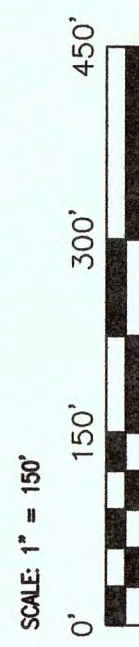
I, Michael Stokes, certify that this plat was drawn under my  
supervision from an actual survey made under my supervision  
(References shown hereon); that the boundaries not surveyed  
are clearly indicated as drawn from information found in  
Plat Book 87, Page 302; that the ratio of precision as calculated  
is 1:10000 or greater; that this plat  
was prepared in accordance with G.S. 47-30 as amended.  
Witness my original signature, registration number and seal  
this \_\_\_\_\_ day of \_\_\_\_\_, A.D. 2019

Signature \_\_\_\_\_  
Michael S. Stokes L-4996

I, Michael S. Stokes Certify:  
That this survey is of a subdivision of land in at  
area that has subdivision ordinance.

Michael S. Stokes, PLS

Note 'A'  
No grid monuments recovered within 2000  
of property  
Note 'B'  
Surveyed on 11/19/2018  
Note 'C'  
All distances are horizontal ground unless  
otherwise stated  
Note 'D'  
All areas computed by coordinate method  
Note 'E'  
The parcel(s) shown hereon are subject to  
any and all easements, rights of way and  
restrictions of record







# Request for Town Council Action

Consent  
Agenda  
Item: Retirement  
of K-9  
Date: 10/01/2019

---

Subject: Retirement of K-9  
Department: Police  
Presented by: Chief of Police – R. Keith Powell  
Presentation: Consent Agenda Item

---

## Issue Statement

The Police Department is asking to have Police K-9 Diesel declared surplus property and allowed to retire with his handler. The shelter and cement pad constructed to house K-9 Diesel will also need to be declared as surplus.

## Financial Impact

It will cost approximately \$14,000.00 to replace Police K-9 Diesel. This will be discussed in the upcoming budget process.

## Action Needed

The department is requesting the Town Council to allow Police K-9 Diesel be declared surplus and allowed to retire with his handler. MPO Cutchins will dismantle the kennel that was used to house Diesel and it will be returned. The actual shelter and cement will need to be declared as surplus and released to MPO Cutchins.

## Recommendation

The Department is recommending Police K-9 Diesel to be declared surplus and allowed to retire with his handler. The request is made due to age of the K-9 and health related issues.

Approved:  Town Manager  Town Attorney

## Attachments:

1. Staff Report
2. NCGS 20-187.4



# Staff Report

Consent  
Agenda  
Item: Retirement  
of K-9

To: M.L. Scott, Town Manager  
From: R.K. Powell, Chief of Police  
Subject: Request to declare certain property as "Surplus"

MPO Cutchins has been a K-9 officer with the Police Department for the last nine years and has done an outstanding job. Diesel is approximately 10 years old and has been working for 9 years.

The determination to retrain a K-9 is/has always been made by the age and health of the animal. The most current literature suggests that most K-9's have a useful field life of approximately 6-7 years, depending on the particular dog. Diesel is beginning to experience issues with his hips and has begun to show signs of slowing down. He had emergency surgery on his stomach and has been having difficulty maintaining a healthy weight ever since.

The cost of retraining (matching and retraining the dog with a new handler) would cost the department roughly \$2500 to \$3000. Since Diesel is 10 years old, the cost-benefit of retraining the dog seems contrary to good business sense. Due to the age of the dog, it has no monetary value other than that of a 10-year-old dog. MPO Cutchins will not be allowed to use K-9 Diesel in any forms of law enforcement after his retirement.

MPO Cutchins has agreed to take Diesel as a family pet, with no further expense to the town. In most cases with other towns, the K-9 officers have been allowed to take the dog when it is retired. The police department is requesting the Police K-9 named Diesel to be declared surplus property and turned over to MPO Cutchins.

Sincerely,

Robert K. Powell  
Chief of Smithfield Police

**§ 20-187.4. Disposition of retired service animals.**

(a) Upon determination that any service animal is no longer fit or needed for public service, the State or unit of local government may transfer ownership of the animal at a price determined by the State or unit of local government and upon any other terms and conditions as the State or unit of local government deems appropriate, to any of the following individuals, if that individual agrees to accept ownership, care, and custody of the service animal:

- (1) The officer or employee who had normal custody and control of the service animal during the service animal's public service to the State or unit of local government.
- (2) A surviving spouse, or in the event such officer or employee dies unsurvived by a spouse, surviving children of the officer or employee killed in the line of duty who had normal custody and control of the service animal during the service animal's public service to the State or unit of local government.
- (3) An organization or program dedicated to the assistance or support of service animals retired from public service.

(b) For purposes of this section, the following definitions apply:

- (1) "Service animal." – Any horse, dog, or other animal owned by the State or a unit of local government that performs law enforcement, public safety, or emergency service functions.
- (2) "Unit of local government." – As defined in G.S. 159-7(b)(15). (2016-101, s. 1.)





# Staff Report

Consent Agenda Item: New Hire / Vacancy Report

Date: 10/01/2019

## 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>
Police Officer I	Police	10-20-5100-5100-0200
P/T Recreation Aide	P&R – Recreation	10-60-6200-5100-0210
Facility Maintenance Specialist	PW – Sanitation	10-60-5500-5100-0200

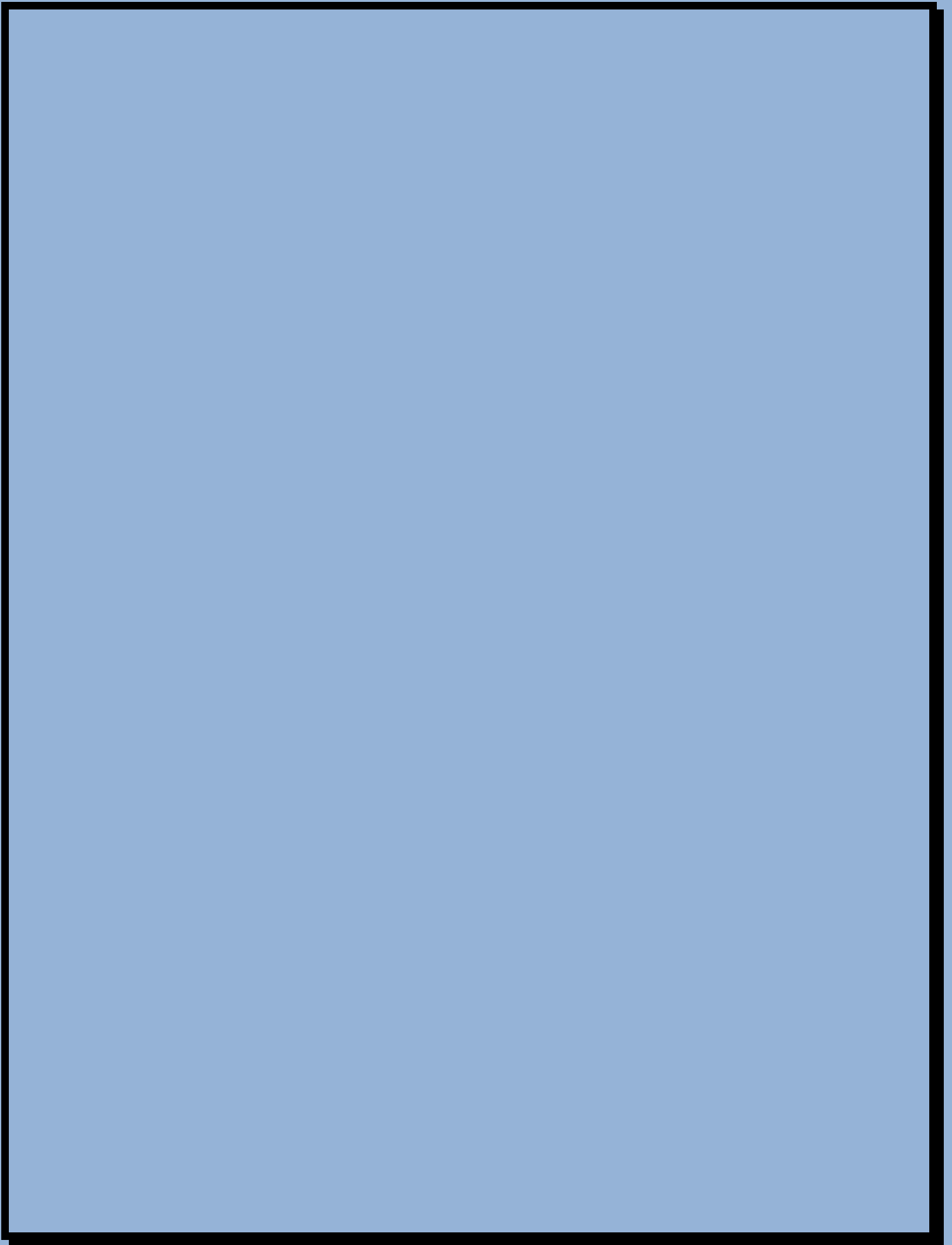
## Action Requested

The Town Council is asked to acknowledge that the Town has successfully filled the following vacancies in accordance with the Adopted FY 19-20 Budget.

<u>Position</u>	<u>Department</u>	<u>Budget Line</u>	<u>Rate of Pay</u>
Police Officer II	Police	10-20-5100-5100-0200	\$18.59/hr. (\$41,567.24/yr.)
P/T Instructor	P&R – Aquatics	10-60-6220-5100-0230	\$10.00/hr.
P/T Instructor	P&R – Aquatics	10-60-6220-5100-0230	\$15.00/hr.
P/T Instructor	P&R – Aquatics	10-60-6220-5100-0230	\$15.00/hr.
P/T Pool Staff – Lifeguard	P&R – Aquatics	10-60-5220-5100-0220	\$7.50/hr.
P/T SRAC Staff – General	P&R – Aquatics	10-60-6220-5100-0210	\$8.00/hr.
P/T SRAC Staff – General	P&R – Aquatics	10-60-6220-5100-0210	\$9.00/hr.
P/T SRAC Staff – General	P&R – Aquatics	10-60-6220-5100-0210	\$9.00/hr.



# Business Items







# Request for Town Council Action

Business Item: Amphitheater Improvement Project  
Date: 10/01/2019

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Subject: Neuse River Amphitheater Discussion  
Department: Parks and Recreation & Johnston County **Visitor's Bureau**  
Presented by: Donna Bailey-Taylor, Gary Johnson  
Presentation: Business Item

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Issue Statement: **The Johnston County Visitor's Bureau and the Parks and Recreation Department** are asking for approval to move forward with the Amphitheater Improvement Project by obtaining a No-Rise Study necessary for the financing of the project.

Financial Impact: The cost of the No-Rise study is \$ 5,200.00 and will be performed by Withers-Ravenel. The funding for the No-Rise study will provided by the Johnston County **Visitor's Bureau from Smithfield's 2% proceeds.**

Action Needed: Approval to perform a No-Rise Study for the Amphitheater Improvement Project.

Recommendation: Approval to perform a No-Rise Study for the Amphitheater Improvement Project.

Approved: Town Manager  Town Attorney

Attachments:

1. Staff report
2. Project Cost Projections



# Staff Report

Business Item: Amphitheater Improvement Project  
Date: 10/01/2019

The Johnston County Visitor's Bureau and the Parks and Recreation Department is seeking approval from the Town of Smithfield to take the next steps for completing the Town Commons Amphitheater Improvement Project. As you know, in last year's budget the Johnston County Visitor's Bureau worked together with Parks & Recreation, Planning, Economic Development and DSDC on a new design for the amphitheater to include replacing the roof over the existing stage with a band shell, building out new seating and grading the hill to be ADA accessible, and lighting the steps and walkways to the new seating. These improvements will change the overall use and accessibility of the venue, and it would become a destination for events and residents to enjoy. The current stage has served the park since 1987 and is in need of repairs.

With approval of the project, the next step would be an environmental study for approximately \$ 5,200 which the USDA requested for the loan application. These funds are in the Town of Smithfield 2% Marketing Budget for FY 19-20. If approved, the JCVB has also allocated the amount of \$100,000 for the architectural drawings for the project, which is estimated in the attached budget. We would complete both of these projects in FY 19-20, then move on to construction to be completed in 2021.

We are recommending that the Town use 2% funds to pay for this project with possible additional funds from grants, private funding, and town 2% reserves, which would reduce the loan amount. With the new Hampton Inn in Smithfield opening in 2020, we project that the hotel will generate around \$60,000/annually which would fund the loan payment for the project.

Attached please find additional information in regards to the Amphitheater Improvement Project.

From a tourism demand generator for Smithfield, we consider this a stellar project for the town, and hope the council agrees.

# NEUSE AMPHITHEATRE

## PROJECTED RENOVATION PROJECT COSTS AND FINANCING

COSTRUCTION COSTS	\$ 630,855.00
DESIGN AND PERMITTING	\$ 90,843.12
GC OVERHEAD, PROFIT AND INSURANCE	\$ 113,553.90
ENVIRONEMENTAL DOCUMENTATION	\$ 19,500.00
CONTINCENCY	\$ 126,171.00
<b>TOTAL ESTIMATED COST</b>	<b>\$ 980,923.02</b>

THE VISITOR'S BUREAU CAN FUND THE PROJECT USING DEDICATED FUNDS FROM THE 2% OCCUPANCY TAX. CURRENTLY, THE JCVB HAS \$ 300,000 IN RESERVES FOR USE TOWARDS VISITOR RELATED PROCECT IN SMITHFIELD.

IN ADDITION, THE JCVB COLLECTS \$ 250,000 ANNUALLY FROM THIS TAX. 2/3 GOES TO MAKETING EFFORTS WHILE 1/3 GOES TOWARDS PROJECTS SUCH AT THIS. \$ 82,500 IS AVAIALE ANNUALY FOR TOURISM RELATED PROJECTS

FUNDING FOR THE AMPHITHEATRE:

FUNDS IN RESERVE	\$ 200,000.00
USDA LOAN (OR OTHER SOURCE)	\$ 780,832.02
<b>TOTAL AMOUNT (JCVB FUNDS)</b>	<b>\$ 980,832.02</b>

ANNUAL PAYMENT	\$ 59,279.16
----------------	--------------

BASED ON 20 YEAR LOAN AT 4.5% INTEREST

BASED ON \$ 82,500.00 IN PROJECT FUNDS ANNUALLY AND AN ANNUAL PAYMENT OF \$ 59, 729.16, THIS WOULD LEAVE THE TOWN \$ 23,221.16 EACH YEAR FOR OTHER TOURISM RELATED PROJECTS. THIS PROPOSAL LEAVES \$ 100,000.00 IN RESERVES FOR SUCH PROJECTS.





# Request for Town Council Action

Business	Retain
Agenda	Fire Truck
Item:	as Spare
Date:	10/01/2019

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Subject: Approval to retain Fire Truck as Spare  
Department: Fire  
Presented by: Fire Chief - John Blanton  
Presentation: Business Item

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## Issue Statement

The Fire Department is asking for consideration to retain a 1991 E-One Ladder Truck to be used for the purpose of a spare Fire Truck.

## Financial Impact

Yearly insurance premium is \$414.49

## Action Needed

Approval of retaining this Fire Truck to be used as a spare in the current fleet.

## Recommendation

Fire Department requests Council to approve the retention of this Fire Truck to be used as a spare.

Approved:  Town Manager  Town Attorney

## Attachments:

1. Staff Report



# Staff Report

Business Retain  
Agenda Ladder  
Item: Truck

The Fire Department is asking to keep our current Ladder Truck to use as a spare, due to other trucks going out of service for maintenance and mechanical breakdowns. The Ladder truck can be stored at Station 2 and will be able to be utilized as both a spare ladder truck and pumper, in the event one or more of our fire trucks is out of service for an extended period of time.

Currently our fleet of Fire Trucks exists of:

- 1991 E-One 75' Ladder Truck                      Ladder 1 (Current)
- 1992 E-One Fire Engine                              Engine 5
- 1997 E-One Fire Engine                              Engine 4
- 2000 American Lafrance Rescue Truck              Rescue 1
- 2001 American Lafrance Fire Engine              Engine 1
- 2003 American Lafrance Fire Engine              Engine 2
- 2006 Ford F-550 Rescue Truck                      Rescue 2
- 2017 Smeal Fire Engine                              Engine 3
- 2019 Smeal 100' Platform Ladder Truck              Ladder 1 (new) \*\*

\*\*We have received delivery of our new ladder truck; we are estimating November 1st to put it into service due to training and the mounting of equipment\*\*

Within the last couple years, we have experienced more mechanical breakdowns with our aging fleet, especially the American Lafrance trucks: Engine 1, Engine 2 and Rescue 1. The main delay for them being out of service has been not having the available parts. We experience breakdowns with all of our Fire Trucks, however our aging fleet along with having three Firetrucks that were manufactured by the brand of American Lafrance that has since gone out of business in January of 2014, this making the parts extremely hard to get and when they are available the cost are usually more than twice.

A Ladder Truck of this age and type are expected to be worth \$25-\$35,000.00, the value of keeping it could be more due to having a spare truck to rely on when another goes out of service. Also, the Department of Insurance gives credit for having a reserve aerial fire truck (spare), the extra credit would be beneficial in maintaining our ISO Rating.

With keeping this truck there is no cost related to equipment as we have enough to keep it equipped, such as radios, hose, Air packs and tools.



# Request for Town Council Action

Business Road  
Item: Naming  
Date: 10/01/2019

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Subject: Booker Dairy Road Extension naming  
Department: Planning Department  
Presented by: Planning Director- Stephen Wensman  
Presentation: Business Item

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## Issue Statement

The Planning Department is seeking Town Council input on the future naming of the Booker Dairy Road extension, NCDOT Project U-3334B.

## Financial Impact

None

## Action Needed

To provide staff direction on the naming of the new road.

## Recommendation

Staff recommends the Council naming/rename the new road segment (Booker Dairy Road extension) and the east-west portion of Booker Dairy Road.

Approved:  Town Manager  Town Attorney

## Attachments:

1. Staff Report
2. Public Meeting Sign-in Sheet
3. Paul Worley email comments
4. Maps



# Staff Report

Agenda Item:	Road Naming
Date:	10/01/2019

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## Issue:

The NCDOT is currently working on Project U-3334B, a road project from Buffalo Road (SR 1003 to N. Brightleaf Boulevard (US 301), currently described as the Booker Dairy Road Extension.

This road project is nearing completion and once complete, it will need a name for addressing and wayfinding purposes. **It will be the Town's responsibility to name the road.** The road corridor is currently named M. Durwood Stephenson Highway from US 70 Business Highway W (Market Street) to Buffalo Road; then after Buffalo Road, becomes Booker Dairy Road. The new extension picks up on the easterly section of Booker Dairy Road and extends to Ava Gardner Avenue where it intersects with US 301. The corridor currently has 3 names: M. Durwood Stephenson Highway, Booker Dairy Road and Ava Gardner Avenue. M. Durwood Stephenson Highway is a controlled access highway with no properties having addresses along its frontage. Booker Dairy Road runs east-west and north-south, and may need to be extended to the north to Buffalo Road to provide access to parcels along US 70 (See Figure 3: Northern Gateway Opportunities Map from the draft Town Plan). Ava Gardner Avenue is currently less than a block long and currently and none of the properties fronting on it are addressed to it.

## Options:

When considering the options, staff considered the following:

- What option makes sense for wayfinding?
- What option would impact the fewest number property for readdressing?

When considering the naming options, wayfinding is a major consideration. The Town is currently installing wayfinding signs to aid visitors to navigate their way around town. For wayfinding purposes, the entire length of the corridor should ideally have a single name. The road corridor currently begins at West Market Street with the name M. Durwood Stephenson Highway, then becomes Booker Dairy Road, then extends to the Ava Gardner



alignment. Durwood Stephenson Highway is already a stand-alone Highway with no local access. Staff is recommending no change to this segment. Booker Dairy Road is problematic because it runs in both an east-west and north-south direction and will likely need to be **extended north into the "Northern Gateway" area to provide road access to the** future development area. The renaming of the roadway will result in some readdressing of properties. Regardless the option, 7 properties will be affected by a name change as Booker Dairy Road becomes a T-intersection with the new extension:

1. Wayne Register, 1106 E Booker Dairy Road
2. Harry and Linda Stiers, 1108 Booker Dairy Road
3. LMR Rentals, 1112 Booker Dairy Road
4. George McLamb Properties LLC, 1107 Booker Dairy Road
5. Juanita and Samuel Curtis, 1111 Booker Dairy Road
6. Dale and Sandra Austin, 1116 Booker Dairy Road
7. Jimmy Wallace & Nelda Norris Life Estate, 1204 Booker Dairy Road

This remnant of Booker Dairy Road could be renamed to Old Booker Dairy Road.

The naming of the corridor to a designation as Council desires will result in the following 12 properties to be renamed:

1. State Employees Credit Union
2. Awakening Church Inc
3. Neuse Charter School
4. Grace Community Assembly of God Inc
5. George and Dianne Creech, 916 Booker Dairy Rd.
6. Peggy Underwood, 908 Booker Dairy Rd.
7. Johnston County Board of Education, Smithfield-Selma High
8. Town of Smithfield, SRAC Facility and Community Park
9. Mark and Loyon Wolf, 404 Booker Dairy Road
10. Leigh Pittman, 1008 Booker Dairy Road
11. James and Roxanne Parrish, 1010 Booker Dairy Rd.
12. James and Roxanne Parrish, 1014 Booker Dairy Rd

Public Meeting:

A public meeting was held at the Smithfield Recreation and Aquatics Center on September 12 at 6 PM. All property owners with addresses on Booker Dairy Road that may be affected by the name change were notified. There were people 13 in attendance at the meeting including 9 property owners that will be directly affected by a potential name change including the Smithfield-Selma High School Principal and two representatives from State Employees Credit Union.

At the meeting, it was agreed that the north-south section of Booker Dairy Road should remain unchanged. It was accepted that the 7 property owners along the curve of Booker Dairy Road would have a change because that segment will be detached from Booker Dairy Road.

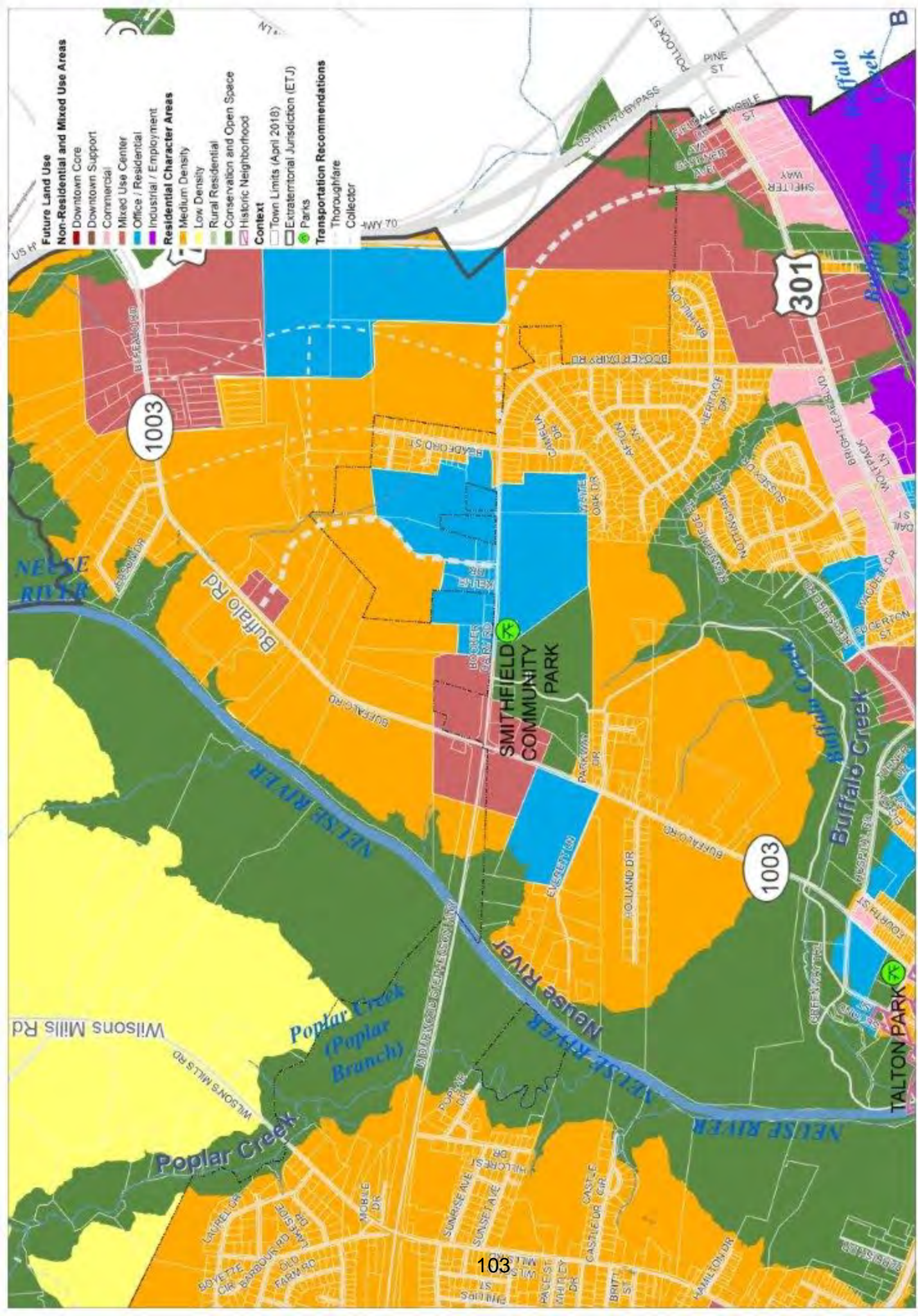
Although most understood the desire for a single name for the road between Buffalo Road and U.S. 301, those in attendance generally preferred to keep their current addresses, only naming the extension. The Smithfield-Selma High School Principal was in favor of a single name for the corridor. **Mr. Booker suggested the road name be changed to "Spartan Way"** or similar name. A representative from the Neuse Charter School visited me after the meeting and was fine with whatever option the Town chose as long as the name was not Spartan Way.

#### Action Requested:

The Town Council is requested to determine the best option for naming the Booker Dairy Road and its extension.

#### Next Steps:

Once the Council provides guidance, Staff intends to notify the property owners of the future name change and will begin the process of changing road names effective when the NCDOT completes its road project near the end of the year.



**SMITHFIELD GROWTH MANAGEMENT PLAN**

Draft Future Land Use Map - 08/21/2019



STEWART



0 250 500 Feet

US HWY 70 BYPASS E

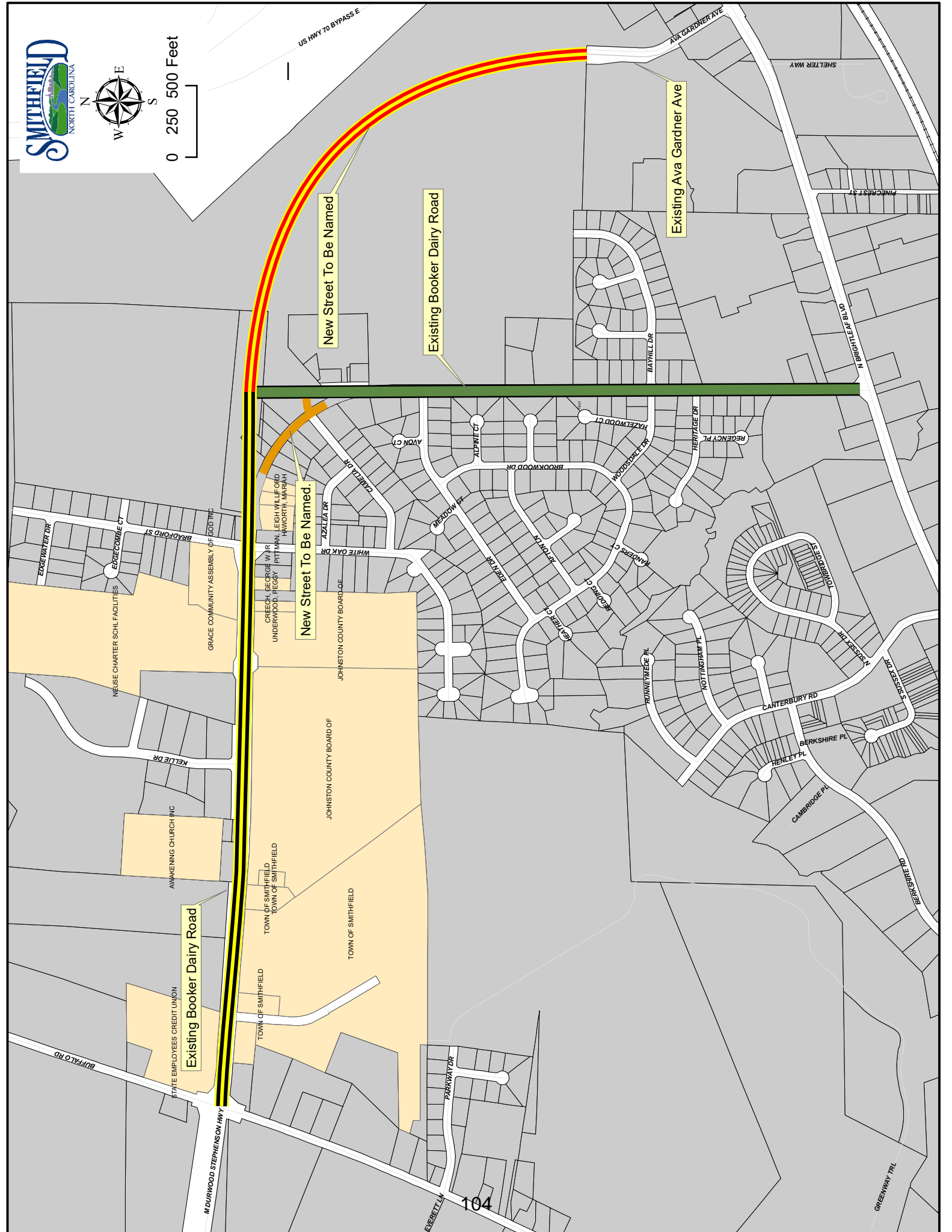
Existing Booker Dairy Road

New Street To Be Named.

New Street To Be Named

Existing Booker Dairy Road

Existing Ava Gardner Ave



## Stephen Wensman

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**From:** Paul Worley <pworley366@gmail.com>  
**Sent:** Monday, September 16, 2019 5:02 PM  
**To:** Stephen Wensman  
**Subject:** Road Naming

Steve, have you given any thought to naming the Ava Gardner road as “Parkway” instead of Avenue?

You could also name the Buffalo Rd-US 70 section as Durwood Stephenson Parkway.

Parkway would unite the two roads. “Take the Parkway...”

Technically a parkway is a roadway separated by a median, with limited access that serves or goes through - a park.

And the Parkway would connect to the Community Park. And I believe it would be the only Parkway in town.

Something to mull over.

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**Paul C. Worley** | 804 Baker Street; Smithfield, NC 27577 (919) 631-5451

# Booker Dairy Rd Extension Meeting



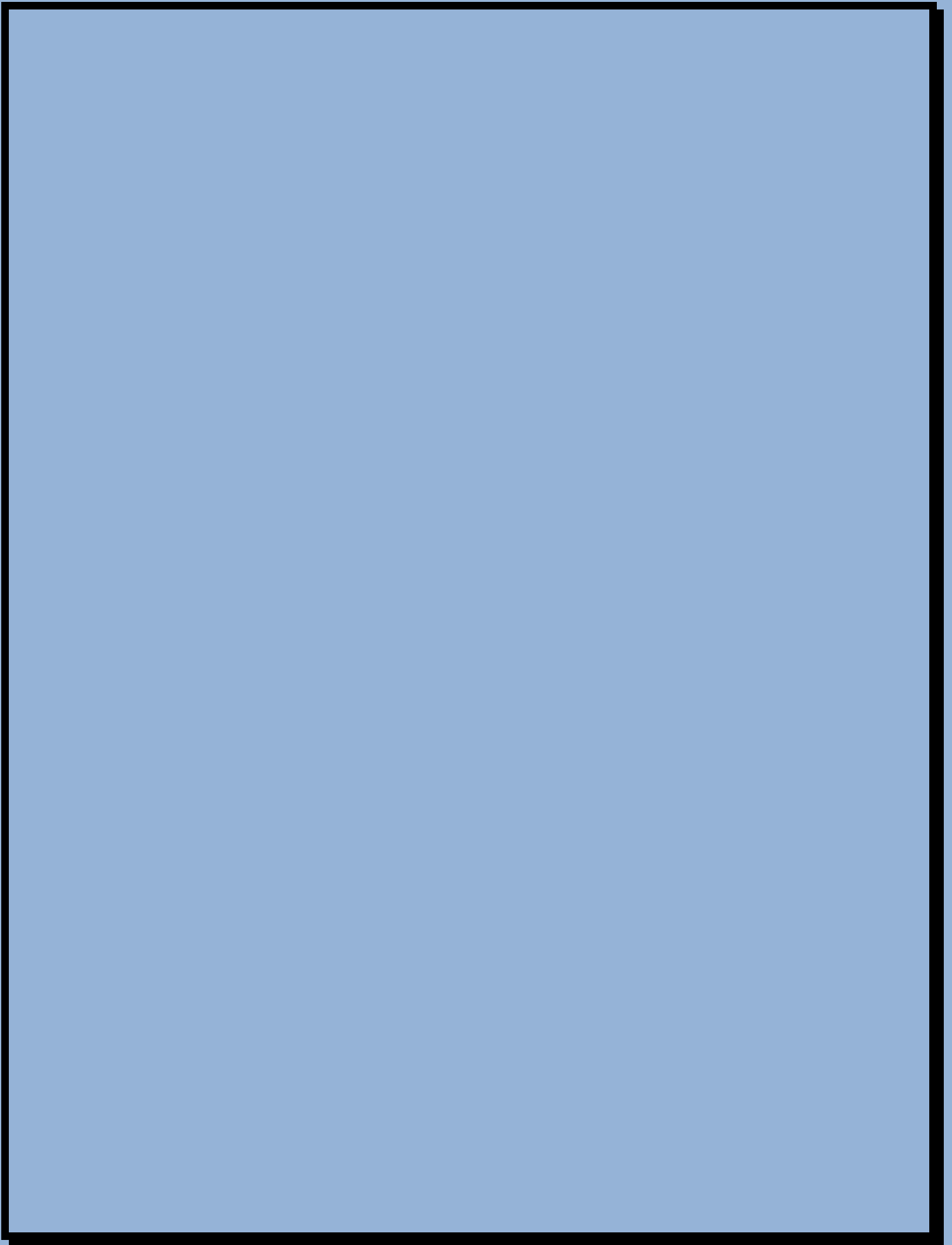
## Guest SIGN-IN

I understand in fitness/recreation and sport activities there are incidents of accident and injury. I voluntarily participate in these activities. I have read this agreement and understand its contents. I release and agree to hold harmless the Town of Smithfield, Smithfield Parks and Recreation Department and the Smithfield Recreation and Aquatics Center, its employees, agents and heirs harmless from any claim that arises due to accident and/or injury.

Today's Date: \_\_\_\_\_

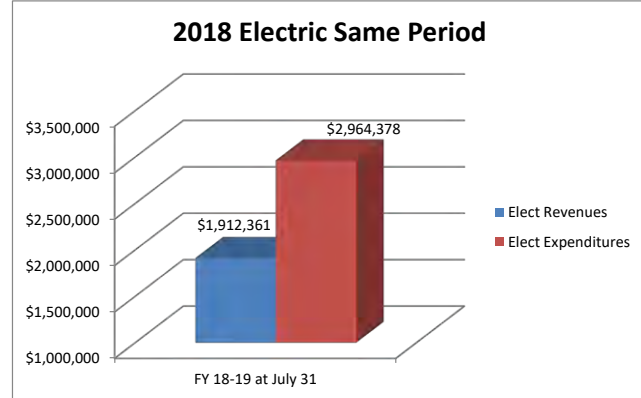
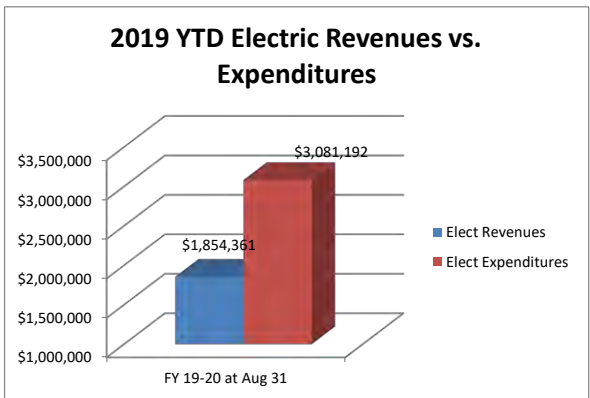
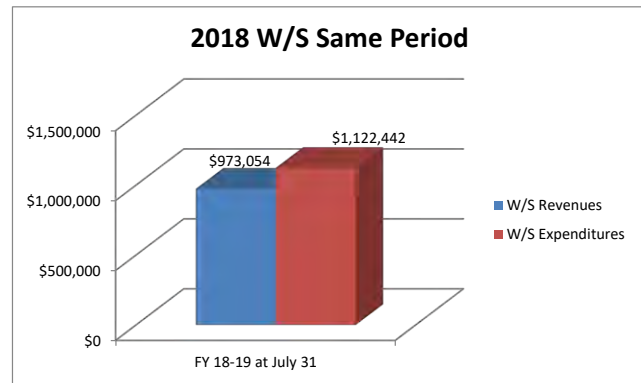
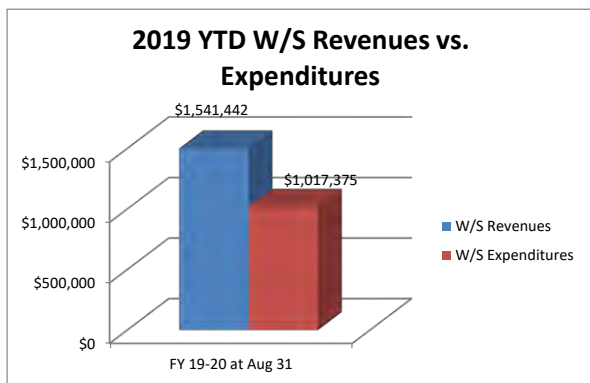
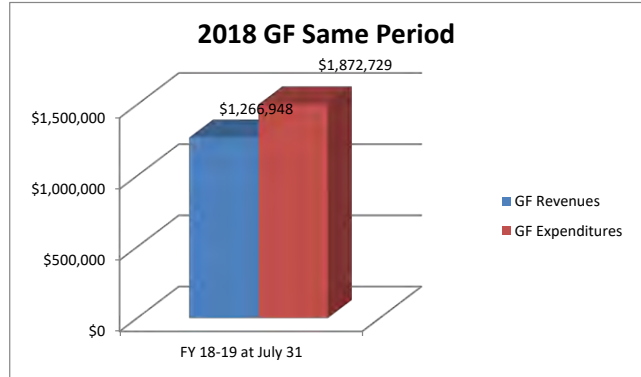
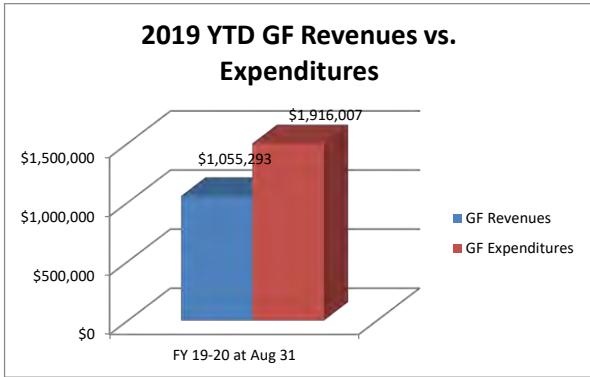
	Name (Please Print)	Parent/Guardian Signature for children under 18	Address	Phone #	<del>Birthdays</del>	Email	<del>Invited</del>
1	SECU		401 Booker Dr Rd	919-934-1508		tammy.holt@ncseccu.org	
2	David Allen d Junior Crech		700 Booker Dairy Road	919-934-5791		davidallen@j-hoston.k12.nc.us	
3	Dave Ham z Ragantam		33 Bradford St.	919-796-9657		dave.ham@icloud.com	
4	RAGHU KATUPU		1561 Bookers Dairy Rd	919-934-8777		raghukaturu@yahoodu.com	
5	Clellan		1106 Booker Dairy Rd	919-934-7583		cheronb@ncrr.com	
6	Dale Austin		1116 E Booker Dairy rd	919-423-6679		claus5223@gmail.com	
7	Sandy Austin		1116 E Booker Dairy rd	919-423-6679		claus5223@gmail.com	
8	Siraj & Dora Siraj		307 W Second	919-934-3009		Johnshirbooker@gmail.com	
9	Tom & Tracy		1209 Booker Dairy	919-620-7883			
10	Julie Stancel						
11							
12							
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15							
16							
17							
18							
19							
20							

# Financial Report





## Town of Smithfield Revenues vs. Expenditures



**TOWN OF SMITHFIELD**  
**MAJOR FUNDS FINANCIAL SUMMARY REPORT**  
**August 31, 2019**  
**Gauge: 2/12 or 16.67 Percent**

**GENERAL FUND**

Revenues	Frequency	Actual to Date	Budget	Actual to Date
		FY '18-19	FY '19-20	FY '19-20
Current & Prior Year Property Taxes	Monthly	\$ 28,768	\$ 6,276,000	\$ 411,745
Motor Vehicle Taxes	Monthly	49,361	505,000	107,297
Utility Franchise Taxes	Quarterly	-	975,000	-
Local Option Sales Taxes	Monthly	214,743	2,400,000	-
Aquatic and Other Recreation	Monthly	80,040	738,000	157,409
Sanitation (Includes Penalties)	Monthly	109,625	1,335,300	141,192
Grants			49,500	58,727
All Other Revenues		75,194	1,394,636	-
Loan Proceeds		-	-	178,923
Transfers (Electric and Fire Dist.)		-	261,214	-
Fund Balance Appropriated		-	1,593,056	-
<b>Total</b>		<b>\$ 557,731</b>	<b>\$ 15,527,706</b>	<b>\$ 1,055,293</b>

Expenditures	Actual to Date	Budget	Actual to Date
	FY '18-19	FY '19-20	FY '19-20
General Gov.-Governing Body	\$ 23,990	\$ 459,438	\$ 55,739
Non Departmental	163,149	929,616	230,039
Debt Service	180,826	939,258	190,426
Finance	6,420	115,511	12,183
Planning	33,738	455,635	69,015
Police	265,153	4,073,619	471,334
Fire	126,256	2,169,318	234,481
EMS	-	-	-
General Services/Public Works	39,227	601,590	65,903
Streets	27,654	1,664,371	62,436
Motor Pool/Garage	4,835	103,816	13,247
Powell Bill	3,675	322,725	4,382
Sanitation	61,462	1,287,765	141,933
Parks and Rec	51,589	1,105,243	176,209
SRAC	100,583	981,173	183,173
Sarah Yard Center	1,276	46,500	5,507
Contingency	-	272,128	-
Appropriations/Contributions	-	-	-
<b>Total</b>	<b>\$ 1,089,833</b>	<b>\$ 15,527,706</b>	<b>\$ 1,916,007</b>

YTD Fund Balance Increase (Decrease) - -

**WATER AND SEWER FUND**

<b>Revenues</b>	<b>Actual to Date FY '18-19</b>	<b>Budget FY '19-20</b>	<b>Actual to Date FY '19-20</b>
Water Charges	\$ 237,043	\$ 2,852,000	\$ 320,244
Water Sales (Wholesale)	175,788	\$ 1,400,000	\$ 200,971
Sewer Charges	364,645	4,180,000	494,418
Tap Fees	1,425	2,500	2,350
All Other Revenues	10,693	110,400	23,459
Grants	-	-	500,000
Loan Proceeds	-	-	-
Fund Balance Appropriated	-	132,941	-
Total	<u>\$ 789,594</u>	<u>\$ 8,677,841</u>	<u>\$ 1,541,442</u>

<b>Expenditures</b>	<b>Actual to Date FY '18-19</b>	<b>Budget FY '19-20</b>	<b>Actual to Date FY '19-20</b>
Water Plant ( <b>Less Transfers</b> )	\$ 159,360	\$ 1,980,216	\$ 288,302
Water Distribution/Sewer Coll ( <b>Less Transfers</b> )	239,540	4,480,720	646,016
Transfer to General Fund	-	-	-
Transfer to W/S Capital Proj. Fund	-	1,250,000	-
Debt Service	-	653,574	83,057
Contingency	-	313,331	-
Total	<u>\$ 398,900</u>	<u>\$ 8,677,841</u>	<u>\$ 1,017,375</u>

**ELECTRIC FUND**

<b>Revenues</b>	<b>Actual to Date FY '18-19</b>	<b>Budget FY '19-20</b>	<b>Actual to Date FY '19-20</b>
Electric Sales	\$ 1,526,560	\$ 16,550,000	\$ 1,802,747
Penalties	11,258	150,000	18,974
All Other Revenues	15,441	156,000	32,640
Grants	-	-	-
Loan Proceeds	-	-	-
Fund Balance Appropriated	-	100,000	-
Total	<u>\$ 1,553,259</u>	<u>\$ 16,956,000</u>	<u>\$ 1,854,361</u>

<b>Expenditures</b>	<b>Actual to Date FY '18-19</b>	<b>Budget FY '19-20</b>	<b>Actual to Date FY '19-20</b>
Administration/Operations	\$ 226,433	\$ 2,363,740	\$ 318,645
Purchased Power - Non Demand	455,364	12,750,000	932,856
Purchased Power - Demand	570,893	-	1,270,113

Purchased Power - Debt	96,348	-	192,696
Debt Service	-	351,279	342,585
Capital Outlay	-	120,000	24,297
Contingency	-	332,481	-
Transfers to Electric Capital Proj Fund	-	950,000	-
Transfer to Electric Capital Reserve	-	-	-
Transfers to General Fund	-	88,500	-
<b>Total</b>	<b>\$ 1,349,038</b>	<b>\$ 16,956,000</b>	<b>\$ 3,081,192</b>

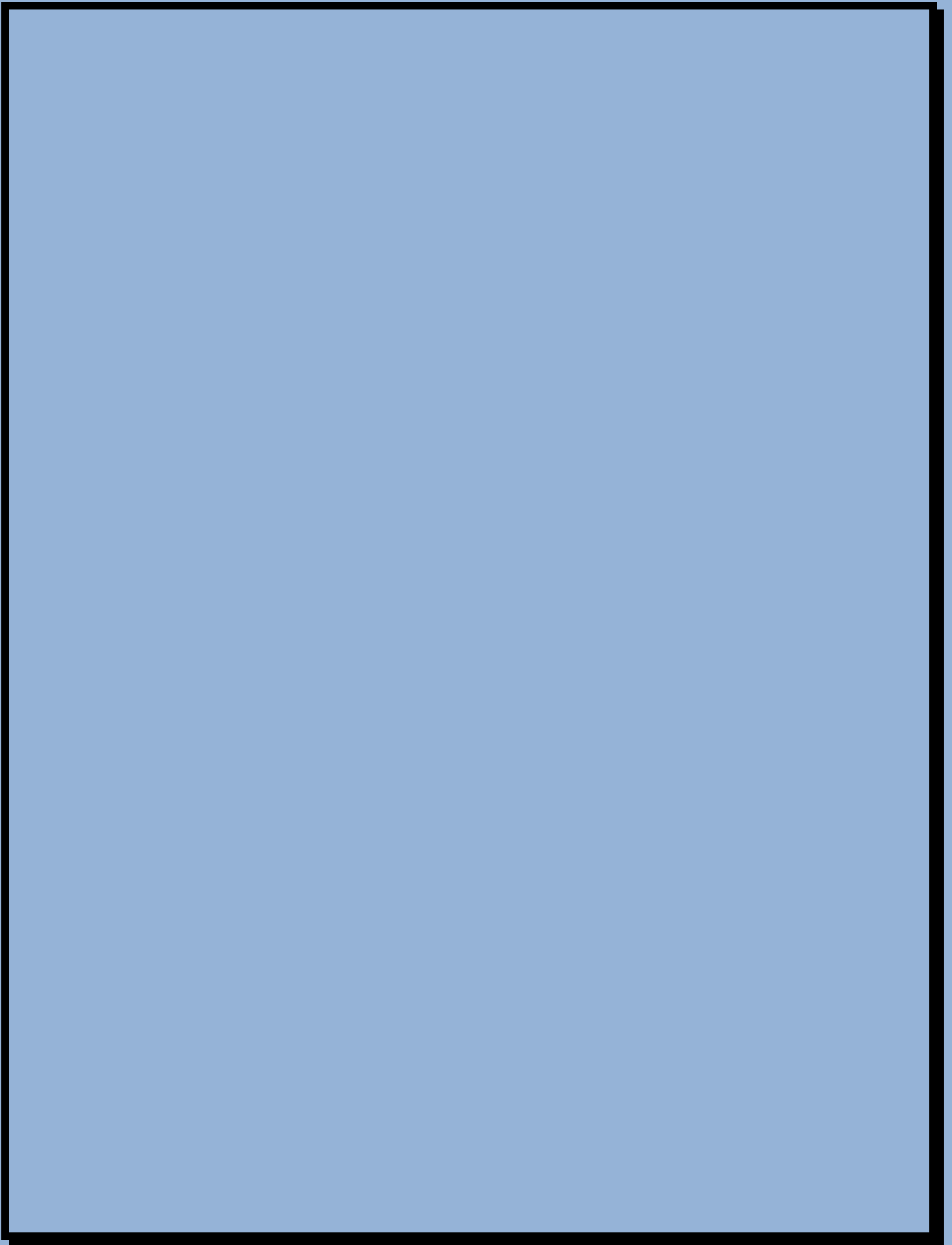
**CASH AND INVESTMENTS FOR APRIL**

General Fund (Includes P. Bill)	11,145,063		
Water and Sewer Fund	7,551,987		
Electric Fund*	9,740,650		
JB George Endowment (40)	133,800		
Water Plant Expansion (43)	2,633,805		
Booker Dairy Road Fund (44)	457,895		
Capital Project Fund: Wtr/Sewer (45)	63,714		
Capital Project Fund: General (46)	279,249	1st CITIZENS	26,053,452
Capital Project Fund: Electric (47)	1,045,664	NCCMT	2,355,737
Firemen Relief Fund (50)	130,257	KS BANK	3,711,882
Fire District Fund (51)	48,170	UNITED COMM	1,290,135
General Capital Reserve Fund (72)	180,952	PNC BANK	-
<b>Total</b>	<b>\$ 33,411,206</b>		<b>\$ 33,411,206</b>

\*Plug

**Account Balances Confirmed By Finance Director on 9/20/2019**

# Department Reports





**FINANCE DEPARTMENTAL REPORT FOR AUGUST, 2019**

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

Daily Collections/Property Taxes/Other.....	\$3,315,518
Franchise Tax.....	0
Sales & Use Tax.....	231,260
Powel Bill.....	0
<b>Total Revenue</b>	<b>\$3,546,778</b>

Expenditures: General, Water, and Electric..... \$3,401,287

**FINANCE:**

- Compiled and submitted monthly retirement report on 8/31/2019
- Issued 71 purchase orders
- Processed 833 vendor invoices for payment and issued 460 accounts payable checks
- Prepared and processed 2 regular payrolls. Remitted federal and state payroll taxes on 8/12/19, and 8/26/19
- Issued 0 new privilege licenses (new law change in effect 7/1/2015)
- Sent 0 past due notices for delinquent privilege license
- Issued 0 peddler license
- Sent 1 notices for grass cutting
- Collected \$220 in grass cutting invoices. Total collected to date is \$8,436
- Processed 5 NSF Checks/Fraudulent Cards (Utility and SRAC)
- Bad debt calendar year-to-date collections total \$36,844.85 (EMS = \$9,953.27; SRAC = \$6,128.15; Utility= \$20,763.43; and Other = \$0).
- Invoiced 5 grave opening for a total of \$3,500.
- Invoiced Smithfield Housing Authority, Johnston Community College, Johnston County Schools and Neuse Charter School for Police Security
- Earned \$5,608.64 in interest from FCB and paid 0 in fees on the central depository account
- Paid \$6,280.98 in credit/debit card fees.

**FINANCE DIRECTOR**

- Attended Town Council Meeting on August 6, 2019
- Attended Department Head Meetings on August 3 and 17,
- Participated in software update overview webinar on 8/13/2019
- Prepared for September auditor's visit



# Staff Report

Department Report  
Annual Economic Development Update

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## Update

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

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

## Action Requested

No action requested.



## Smithfield Economic Development Implementation Activities July/August 2019

1. Internal/External Marketing – met with Shanna and Randy Capps to discuss the publication of the marketing booklet. The content of the booklet was discussed, and a proposed production schedule was developed. The item that will take the longest to complete will be the interviews. It was agreed that the document would be designed so that it can be updated annually. An abbreviated version of the town’s annual report will be incorporated into the booklet. A photo list was developed to include town council, largest employers, and other scenes which portray the charm and uniqueness of Smithfield. A conceptual layout of the new industrial park, West Smithfield will also be included. The required items to produce the booklet were listed and a person assigned to ensure that the publication can move forward.
2. Downtown Development/Brewery Attraction – met with Sarah Edwards at the DSDC to discuss the Brewery project. Sarah stated that she understands that there is a tentative agreement between the building owner and the restaurateurs, and they have two to three prospects for a brewer. The architect engaged by the building owner is preparing as-built drawings for the project. The next step for the project working group is to get back together to review the drawings and progress to date.
3. Downtown Development/Gabriel Johnston Hotel – met with Sarah Edwards to discuss the status of the renovation of the Gabriel Johnston Hotel (Old Town Hall). We discussed the status of the condemnation. It was agreed that we would seek a clarification of what condemnation actually means and this should provide a clearer idea as to next steps. The DSDC has an option on the property and Sarah stated that there could be some funding in the state budget that could facilitate the renovation of the facility. Various potential funding strategies were explored. As soon as the status and meaning of the condemnation are determined, and if the existing conditions would allow, the next step would be for the DSDC to seek a development partner. In anticipation of a favorable determination, Sarah will prepare an RFQ to identify a potential partner.
4. Product Development – met with Stephen Wensman to review the rezoning application for West Smithfield Industrial Park. Stephen gave direction as to how the parcels should be listed and what items on the form were critical to moving the rezoning forward.
5. Product Development - met with Chris Johnson to discuss various issues associated with West Smithfield Industrial Park. We updated him on the status of the rezoning. Chris inquired about infrastructure extensions to serve projects that may locate on an interior parcel in the park. Chris wanted to determine the town’s policy on water and sewer line extensions. Chris also pointed out that the park was recently eliminated from a site search because the town’s height restrictions were lower than the required ceiling heights for the project. He believes Smithfield’s height restrictions are left over from a time when that was the safe limit of the fire department’s ability to fight a fire. He believes that the height limits should be reexamined and adjusted to the highest safe levels so as to maximize the town’s ability to be considered for future projects.

6. BRE – continue in our attempts to schedule a meeting with Greg Pari of Penn Compression. He asked for, and we have sent several dates in September for the meeting.
7. BRE – a meeting with an existing business will be rescheduled, at the owners request for September or October.

# SMITHFIELD STRATEGIC PLAN IMPLEMENTATION-AUGUST 26 2019

ACTIVITY	TASK	PARTNER	RESOURCES NEEDED	STATUS	NOTES
Develop overall support for the Economic Development Program	Develop and increase support for the Town's economic development efforts	Smithfield-Selma Chamber of Commerce		Good contact and support established with the organization. Tim attends Chamber meetings regularly	
		Commercial Realtors		Maintaining on-going contact with realtors.	
115		SEDAC		Maintaining on-going contact with SEDAC.	
		East Smithfield		Met with Tony Nixon to discuss needs, challenges, and opportunities in the community.	Received a listing of East Smithfield concerns submitted to the former town manager by the East Smithfield Improvement Organization.
		Business Community		Meeting with business community via BRE program.	Additional meetings with the business community are being scheduled via BRE activities.
Existing Business & Industry Support					
	Reestablish the Existing Industry Outreach Program				

ACTIVITY		TASK	PARTNER	RESOURCES NEEDED	STATUS	NOTES
		Develop a contact directory of Existing Industries			Initial Directory completed and will be updated regularly.	
		Developing an introductory letter to be mailed by January 2017				
		Schedule visitations			Visitations are on-going.	Contacted several companies via phone to discuss the town's renewed emphasis on BRE.
						Continued to seek at date to visit Greg Pari at Penn Compression. Several dates in September were sent for his review.
116						A meeting set for August 12, will be rescheduled at the business owner's request, because of an unexpected conflict.
		Determine Recognition Activities			Options discussed and being considered.	
New Business Recruitment	Attract new business investment and jobs	Identify needs of major companies in the County that Smithfield can capitalize on	JCED		Met with Chris Johnson and discussed business attraction and expansion issues, including product and workforce.	

ACTIVITY	TASK	PARTNER	RESOURCES NEEDED	STATUS	NOTES
				Met with Durwood Stephenson regarding an initiative that would be of great benefit to the town, and would assist in the recruitment of other businesses.	Met with Chris Johnson to discuss needs of new locations and expansions that are coming to the county. The number one need is product-buildings. Cold Storage facilities were identified as a specific need.
Town Image/Gateways					
	Gateways				
	Identify areas for improvement	SEDAC		Meetings to be scheduled in conjunction with Visioning/Branding and the development of the Strategic Communication Plan (SCP) to more fully discuss the issue.	Met with a developer who expressed developing a parcel located a one of Smithfield's gateways. The developer has been involved in many successful projects and what the vision he expressed for the property would greatly enhance the area and improve the aesthetics. We will follow up with the developer to identify ways that we can encourage him to make his vision a reality.
		East Smithfield - Tony Nixon		Tony Nixon of the East Smithfield Improvement organization was identified as the best person to contact re: to East Smithfield issues.	Information will be gathered on the different areas of the town, including East Smithfield, in the development of the SCP and Visioning/Branding efforts.
		Business Community			
	Conduct a Visioning/Branding process				

ACTIVITY		TASK	PARTNER	RESOURCES NEEDED	STATUS	NOTES
			ElectriCities/ Business Community/ SEDAC/East Smithfield		Town Council agreed to move forward with the development of the Strategic Communication Plan at their 07MAR17 meeting and a draft is being prepared by ElectriCities for review.	Received a draft strategic communications plan from Michelle Vaught, VP of Marketing for ElectriCities.
					A decision on what level of Visioning/Branding effort the town feels is appropriate will be made after a review of the SCP.	
118					A decision on what level of Visioning/Branding effort the town feels is appropriate will be made after a review of the SCP.	
Product Development						

ACTIVITY	Industrial Sites and Buildings	TASK	PARTNER	RESOURCES NEEDED	STATUS	NOTES
		Increase the Town's product inventory	County and SEDAC		<p>Contacted one of the Wellons-Howell property owners to discuss recertification. Reached out to owners of other properties identified as suitable for development as industrial sites. Searching for other suitable properties for evaluations and inclusion in the town's product inventory</p>	<p>Discussed the recertification of the WH property with Stephen Wensman. Stephen raised several questions about the property such as current zoning in the land use plan, other uses of the property, and highway access. Further research and discussions will be conducted before moving forward on recertification.</p>
110					<p>The town is partnering with Johnston County Economic Development on assembling properties for an industrial park that will then be certified. Five parcels lie within the town's corporate limits. Land owners will be contacted to secure the properties for the project.</p>	<p>Met with Stephen Wensman for guidance on the rezoning application for West Smithfield Industrial Park.</p>

ACTIVITY		TASK	PARTNER	RESOURCES NEEDED	STATUS	NOTES
						Spoke with Chris Johnson re: the town's policy on water and sewer extensions to interior sites in West Smithfield Industrial Park. Chris also discussed the town's height restrictions and how they had eliminated the town from a site search. He recommended that they be examined to see if they could be raised.
	Infrastructure Improvements	Golden LEAF Grant	Public Works Department- Johnston County		The county has received, or will receive grant funding for economic development related projects from the Golden LEAF Foundation. One of the projects identified is the extension improvement of water/sewer lines along the U.S. 70 corridor, which will serve the new industrial park. The GL Board will approve the projects at their April meeting.	Estimates for the number of jobs that West Smithfield Industrial Park could support and the average wage of those jobs are being prepared to be included in a follow up information request from the Golden LEAF in support of the grant.
Downtown Redevelopment						



ACTIVITY	Renovation and redevelopment of Downtown properties	TASK	PARTNER	RESOURCES NEEDED	STATUS	NOTES
		Redevelopment of the former Town Hall			The final report on the redevelopment of the Old Town Hall by the UNC SOG graduate student class was presented on 30NOV17.	Met with Sarah Edwards to discuss the status of the OTH. It was determined that we needed clarification of the status of the condemnation, and what that actually means. The DSDC has an option on the property and the clarification of the status and definition of the condemnation are key to developing the next steps forward. In anticipation of a favorable status, Sarah is preparing an RFQ to identify a development operator.
						Met with Sarah Edwards re: the brewery project. She thinks an agreement has been reached between the owner and the potential operator and they have 2-3 brewer prospects. The architect is preparing as-built drawings.
						Met with a businessman who had recently purchased a building in town to discuss the redevelopment of the property. In response to his inquiry, we recommended an engineer for an evaluation of the building.
Internal/External Marketing	Internal	Identify the Economic Development Program Spokesman Develop a newsletter			Tim Kerigan is the spokesperson for the Economic Development Program.  Exploring options for newsletter.	Met with the Chamber's Economic Development Committee to give an update on the town's economic development efforts.

ACTIVITY		TASK	PARTNER	RESOURCES NEEDED	STATUS	NOTES
	External	Develop Marketing Materials			The marketing flyer has been reviewed and finalized, utilizing town staff resources.	The ElectriCities Smart Communities Grant Award was received and will be used to enhance the town's marketing materials.
	Internal/External	Strategic Communications Plan			Received a draft strategic communications plan, social media presentation, social media content calendar, and references to additional resources for social media.	Met with Shanna and Randy Capps re: the publication of the marketing booklet. Content and a proposed production scheduled were discussed. The document will be designed to allow for annual updates and an abbreviated version of the town's annual report will be included. The required items for production were identified and a person was assigned to each to ensure that the publication moves forward in a timely manner.
Johnston Community College						
	Identify JCC needs that can be translated into economic development activities	Convene a meeting with JCC leadership to discuss opportunities for collaboration	JCC		Follow up meeting with Dr. Johnson and Dr. McGraw to continue earlier discussion and identify other areas of collaboration.	
Incentives						

ACTIVITY		TASK	PARTNER	RESOURCES NEEDED	STATUS	NOTES
		Review the Town's Incentives to assess the Town's competitiveness			A list of typical incentive practices was developed for consideration of incentive proposals for current and future prospects	Tim, Mike Scott, and Rocky discussed what options may be available for the redevelopment of the OTH. Incentives the town may be willing to consider for the project, the recruitment of a brewery, and other economic development projects were discussed.
Retirement Development		Determine interest in advancing this initiative				Discussed the potential retirement community development with the property owner's project manager. There are some issues with the property that need to be further evaluated. We will follow-up with the manager in a few weeks. Again, we offered the town's assistance for the project
Residential Development		Assess Housing Stock	Tax Office Planning Department Local Realtors		Working with the SEDAC Redevelopment Committee to explore options of increasing/enhancing the housing stock in the town limits, primarily near downtown.	Met with Sarah Edwards and Mike Fleming to revisit Mike's idea of promoting redevelopment or renovation of housing in the areas near downtown. Several communities that have had success in this area were identified and the practices and methods that they used to achieve this success will be researched.

ACTIVITY		TASK	PARTNER	RESOURCES NEEDED	STATUS	NOTES
						Tim, Stephen Wensman, and Rocky met with Brooks Moore, Construction Management Officer to discuss Smithfield Residential Development and new school construction.
Retail Development		Expanding the Retail offerings of the Town	ElectriCities-Retail Strategies		Discussions were held with a retail developer that has an interest in the town for a project.	Reviewed a social media promotion that supported retail in a nearby community. It was decided to approach the Chamber to support a similar initiative to promote retail in Smithfield.
						Met with the Principles of Adventure Development to discuss their plans for the redevelopment/renovations of the Pine Needles Shopping Center. We offered in support for their efforts.
						Also met with the principles of Adventure Development to discuss their interest in developing a East Market Street parcel. The asking price is too high to make the project financially feasible. Some ideas that would mitigate the cost were discussed and we will follow-up on those strategies and get back to the developers.
Public Education						Tim, Stephen Wensman, and Rocky met with Brooks Moore, Construction Management Officer to discuss Smithfield Residential Development and new school construction.



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

**BOARD ACTIONS REPORT - 2019**

August

**Town Council**

Zoning Map Ammendments	0
Special Use Permit	1
Zoning Ordinance Amendments	1
Major Subdivisions	0
Annexations	1
Special Events	1
Site Plan	0

**Planning Board**

Zoning Map Amendments	0
Zoning Ordinance Ammendments	1
Major Subdivisions	0
Town Plan Review	1

**Board of Adjustment**

Variance	0
Admin Appeal	0

**Historic Properties Commission**

Certificate of Appropriateness	0
Historic Landmarks	0



**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 August 2019

		Permit Fees	Permits Issued
Zoning	Land Use	1,300.00	13
Site Plan	Major Site Plan	\$200.00	2
Site Plan	Minor Site Plan	\$525.00	9
Zoning	Sign	\$200.00	4
Report Period		\$2,225.00	28
Fiscal YTD Total:		\$4,225.00	51

Z19-000110	Zoning	Land Use	Blanchet Concrete Pumping LLC	1209 W. Market St.
SP17-000045	Site Plan	Major Site Plan	Tires & Wheels Service Shop	2301 S. Brightleaf Blvd.
SP19-000029	Site Plan	Minor Site Plan	Parking Lot Expansion	3574 US 301 Highway S
Z19-000117	Zoning	Sign	Columbia Sportswear	1025 Outlet Center Drive Ste 205
Z19-000108	Zoning	Land Use	Fanatics by Lids	1025 Industrial Park Dr Ste 1247
Z19-000114	Zoning	Sign	Fanatics by Lids	1025 Industrial Park Dr Ste 1247
Z19-000109	Zoning	Land Use	Fantastic Sam's Hair Salon	1255 N. Brightleaf Blvd
Z19-000113	Zoning	Sign	Fantastic Sam's	1255 N. Brightleaf Blvd
SP19-000048	Site Plan	Minor Site Plan	Cell Tower antenna swap	2491 US 70 Business Highway East
SP19-000049	Site Plan	Minor Site Plan	detached accessory structure	1101 S. Second St
SP19-000050	Site Plan	Minor Site Plan	20' x 25' deck	15 Bradford St.
Z19-000111	Zoning	Land Use	Integrated Behavioral Healthcare	15 Noble St.
Z19-000112	Zoning	Land Use	German Auto Center Inc.	36 E Edgerton St Ste 1C
SP19-000051	Site Plan	Major Site Plan	JoCo Regional FBO addition	3146 Swift Creek Rd.
Z19-000115	Zoning	Sign	Central Marketing, Inc 4'X8' Sign	2816 S Brightleaf Blvd
Z19-000116	Zoning	Land Use	Sauce House Studios	810-A E. Market St.
Z19-000118	Zoning	Land Use	Family Care Home	101 W. Stevens St.
SP19-000052	Site Plan	Minor Site Plan	Single Family Dwelling	4558 Swift Creek Rd.
Z19-000119	Zoning	Land Use	Bubba's Bon Bons	806 S. First St.
Z19-000120	Zoning	Land Use	Truth Broadcasting Corp.	216 Peedin Rd.
Z19-000121	Zoning	Land Use	Truth Broadcasting Corp.	216 Peedin Rd.
Z19-000122	Zoning	Land Use	Truth Broadcasting Corp.	216 Peedin Rd.
SP19-000053	Site Plan	Minor Site Plan	Providence Pain Clinic	7 Berkshire Rd.
Z19-000124	Zoning	Land Use	Hope Services, LLC-Behavioral	1329-D N. Brightleaf Blvd
SP19-000054	Site Plan	Minor Site Plan	Residential Duplex	1002 & 1004 Nort St
SP19-000055	Site Plan	Minor Site Plan	SFD Addition	1300 Country Club Rd
SP19-000056	Site Plan	Minor Site Plan	Re-Paving of Parking Lot	36-C E. Edgerton St.
Z19-000125	Zoning	Land Use	Weiler Forestry, Inc.	1685-B S. Brightleaf Blvd.



**TOWN OF SMITHFIELD  
POLICE DEPARTMENT  
MONTHLY REPORT  
MONTH ENDING August 31, 2019**

**I. STATISTICAL SECTION**

Month Ending August 31, 2019	August 2019	August 2018	Total 2019	Total 2018	YTD Difference
Calls for Service	1666	1979	13054	15341	-2287
Incident Reports Completed	125	123	1119	1101	18
Cases Closed	91	89	791	776	15
Accident Reports	72	68	588	571	10
Arrest Reports	97	109	768	877	-109
Burglaries Reported	3	5	45	47	-2
Drug Charges	21	28	270	283	-13
DWI Charges	5	6	51	44	7
Citations Issued	126	290	1262	1999	-737
Speeding	18	123	237	705	-468
No Operator License	30	50	299	365	-66
Registration Violations	7	24	142	292	-150

**II. PERSONNEL UPDATE**

The police department currently has four vacant positions. One officer is on military leave with the National Guard. One conditional offer has been made for employment, just waiting on paperwork. Interviews are being conducted on potential new hires as applications are being turned in.

**III. MISCELLANEOUS**

Mandatory in-service training was continued in August, with most courses be completed on line. The Police Department participated in National Night Out this year which was a very huge success with approximately 1,000 in attendance at Johnston Community College. The agency continues to assist other agencies with promotional process as the need arises. Numerous community policing events were attended.

## REPORTED UCR OFFENSES FOR THE MONTH OF AUGUST 2019

PART I CRIMES	August 2018	August 2019	+/-	Percent Changed	Year-To-Date 2018	Year-To-Date 2019	+/-	Percent Changed
MURDER	0	0	0	N.C.	0	1	1	N.C.
RAPE	1	0	-1	-100%	2	1	-1	-50%
ROBBERY	2	1	-1	-50%	10	7	-3	-30%
Commercial	0	0	0	N.C.	1	2	1	100%
Individual	2	1	-1	-50%	9	5	-4	-44%
ASSAULT	2	0	-2	-100%	25	38	13	52%
* VIOLENT *	5	1	-4	-80%	37	47	10	27%
BURGLARY	3	3	0	0%	44	40	-4	-9%
Residential	3	2	-1	-33%	28	28	0	0%
Non-Resident.	0	1	1	N.C.	16	12	-4	-25%
LARCENY	26	40	14	54%	280	221	-59	-21%
AUTO THEFT	5	1	-4	-80%	12	11	-1	-8%
ARSON	0	0	0	N.C.	0	0	0	N.C.
* PROPERTY *	34	44	10	29%	336	272	-64	-19%
PART I TOTAL:	39	45	6	15%	373	319	-54	-14%
PART II CRIMES								
Drug	27	16	-11	-41%	239	202	-37	-15%
Assault Simple	12	6	-6	-50%	86	53	-33	-38%
Forgery/Counterfeit	1	6	5	500%	23	22	-1	-4%
Fraud	9	8	-1	-11%	44	54	10	23%
Embezzlement	0	0	0	N.C.	3	1	-2	-67%
Stolen Property	2	1	-1	-50%	16	6	-10	-63%
Vandalism	9	1	-8	-89%	39	46	7	18%
Weapons	2	0	-2	-100%	21	3	-18	-86%
Prostitution	0	0	0	N.C.	0	0	0	N.C.
All Other Sex Offens	0	0	0	N.C.	0	1	1	N.C.
Gambling	0	0	0	N.C.	0	0	0	N.C.
Offn Agnst Faml/Chld	0	0	0	N.C.	3	5	2	67%
D. W. I.	5	5	0	0%	41	57	16	39%
Liquor Law Violation	0	0	0	N.C.	3	6	3	100%
Disorderly Conduct	0	4	4	N.C.	6	15	9	150%
Obscenity	0	1	1	N.C.	1	1	0	0%
Kidnap	0	1	1	N.C.	0	3	3	N.C.
Human Trafficking	0	0	0	N.C.	0	0	0	N.C.
All Other Offenses	11	20	9	82%	73	256	183	251%
PART II TOTAL:	78	69	-9	-12%	598	731	133	22%
GRAND TOTAL:	117	114	-3	-3%	971	1050	79	8%

N.C. = Not Calculable





**Town of Smithfield  
Fire Department  
August 2019**

**I. Statistical Section**

Responded to	2019 Aug	Aug IN	Aug OUT	2018 Aug	2019 IN	2019 OUT	2019 YTD	2018 YTD
<b>Total Structure Fires Dispatched</b>	<b>7</b>	2	<b>5</b>	14	<b>35</b>	49	<b>84</b>	72
*Confirmed Structure Fires (Our District)*	<b>1</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>17</b>	4	<b>21</b>	<b>20</b>
*Confirmed Structure Fires (Other Districts)*	<b>1</b>	0	<b>1</b>	5	<b>0</b>	<b>25</b>	<b>25</b>	<b>13</b>
<b>EMS/Rescue Calls</b>	<b>120</b>	<b>116</b>	<b>4</b>	<b>146</b>	<b>942</b>	<b>45</b>	<b>987</b>	<b>1124</b>
<b>Vehicle Fires</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>4</b>	<b>1</b>	<b>5</b>	<b>16</b>
<b>Motor Vehicle Accidents</b>	<b>21</b>	<b>17</b>	<b>4</b>	<b>18</b>	<b>130</b>	<b>22</b>	<b>152</b>	<b>155</b>
<b>Fire Alarms (Actual)</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>6</b>	<b>61</b>	<b>2</b>	<b>63</b>	<b>70</b>
<b>Fire Alarms (False)</b>	<b>21</b>	<b>19</b>	<b>2</b>	<b>11</b>	<b>105</b>	<b>8</b>	<b>113</b>	<b>76</b>
<b>Misc./Other Calls</b>	<b>26</b>	<b>22</b>	<b>4</b>	<b>29</b>	<b>204</b>	<b>36</b>	<b>240</b>	<b>210</b>
*Mutual Aid (Received)*	<b>3</b>	0	<b>0</b>	2	<b>0</b>	0	<b>31</b>	41
*Mutual Aid (Given)*	<b>5</b>	<b>0</b>	<b>0</b>	12	<b>0</b>	0	<b>61</b>	49
*Overlapping Calls (Calls at the same time)*	<b>37</b>	0	<b>0</b>	28	<b>0</b>	0	<b>336</b>	211
<b>TOTAL EMERGENCY RESPONSES</b>	<b>191</b>	<b>176</b>	<b>15</b>	<b>217</b>	<b>1447</b>	<b>143</b>	<b>1590</b>	<b>1706</b>

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

	Aug	YTD
Fire Inspections/Compliance Inspections	<b>43</b>	321
Public Fire Education Programs	<b>5</b>	31
Children in Attendance	181	<b>1473</b>
Adults in Attendance	329	<b>825</b>
Plans Review Construction/Renovation Projects	<b>2</b>	24
Fire Code Citations	<b>0</b>	2
Fire Lane Citations	<b>0</b>	0
Consultation/Walk Through	<b>4</b>	73
Re-Inspections	<b>14</b>	56

**II. Major Revenues**

	Aug	YTD
<b>Inspections</b>	<b>\$2,045.00</b>	\$9,855.00
<b>False Alarms</b>	<b>\$0.00</b>	\$2,900.00
<b>Fire Recovery USA</b>	<b>\$596.00</b>	\$3,970.00
<b>EMS Debt Setoff</b>	<b>\$0.00</b>	\$2,017.86

**Major Expenses for the Month:**

### **III. Personnel Update:**

- Swore in Volunteer Firefighter Walter Miller.

### **IV. Narrative of monthly departmental activities:**

- We participated in an Event or Fire prevention/Training program's in the month of August:
  - National Night-Out at JCC
  - Children Network – station tour.
  - Flanders Filter Plant - fire extinguisher / extrication training
  - A-Caring Heart – station tour.
  - Caterpillar Warehouse – fire extinguisher training.

## **Appearance Commission August Monthly Report:**

### **Tree Planting Project**

- Commission met and approved to purchase 15 trees from Pender Nursery. Trees will be planted along Front Street beside Riverside Cemetery, Johnston Street between S 4<sup>th</sup> and Front Street and at corner of S 3<sup>rd</sup> and Johnston. We will plant 6 Autumn Blaze Maples, 1 Tuscarora Crape Myrtle, 2 Eastern Redbud Forest Pansy and 6 Cornus Kousa Chinese Dogwood Rubra.

### **Boat Ramp Project**

- Commission met at the Boat ramp this month and discussed several options regarding the upcoming grant possibilities for a shelter.

**Next Appearance Commission meeting is scheduled on Tuesday September 17th at 5:00pm. All meetings are held in the conference room at Town Hall.**

**Town of Smithfield  
Public Works Department  
August 31, 2019**



198 Total Work Orders completed by the Public Works Department

6 Burials, at \$700.00 each = \$4,200.00

0 Cremation Burial, \$400.00 each = \$0.00

\$1,000.00 Sunset Cemetery Lot Sales

\$0.00 Riverside Extension Cemetery Lot Sales

449.98 tons of household waste collected

134 tons of yard waste collected

5.49 tons of recycling collected

2.69 tons of shredder steel sold

**Town of Smithfield  
Public Works Appearance Division  
Cemetery, Landscapes, and Grounds Maintenance  
Buildings, Facilities, and Sign Division  
Monthly Report  
August 31, 2019**



**I. Statistical Section**

- 6 \_\_\_\_\_ Burials
- 3 \_\_\_\_\_ Works Orders – Buildings & Facilities Division
- 18 \_\_\_\_\_ Work Orders – Grounds Division
- 39 \_\_\_\_\_ Work Orders – Sign Division

**II. Major Revenues**

Sunset Cemetery Lot Sales:	\$1,000.00
Riverside Ext Cemetery Lot Sales:	\$0.00
Grave Opening Fees:	\$4,200.00
Total Revenue:	\$5,200.00

**III. Major Expenses for the Month:**

\$508.75 to All Star Flags for new US and American flags.

**IV. Personnel Update:**

None for the month.

**V. Narrative of monthly departmental activities:**

The overall duties include daily maintenance on cemeteries, landscapes, right-of-ways, buildings and facilities. The Appearance Division did not have safety meeting this month.

**Town of Smithfield**  
**Public Works Drainage/Street Division**  
**Monthly Report**  
**Aug. 31, 2019**



**I. Statistical Section**

- a. All catch basins in problem areas were cleaned on a weekly basis
- b. 10.97 Tons of Asphalt was placed in 9 gator areas.
- d. Cut one nuisance lot for Planning Department
- e. 14 - Work Orders – 585lbs. of Cold Patch was used for 19 Potholes.
- f. Assisted with National Night out and Rhythm and Brews events.

**II. Major Revenues**

None for the month

**III. Major Expenses for the Month:**

\$1,080.60 to NC Dept. of Public Safety for u-channel poles and signage, \$2,465.00 for 2020 Clean Water Education Partnership, \$11,090.00 to JP Edwards for Vermont Street culvert repair.

**IV. Personnel Update:**

None for the month

**V. Narrative of monthly departmental activities:**

The Public Works Department did not have a safety meeting this month.

**Town of Smithfield  
Public Works Department  
Aug. 2019 Drainage Report**

Location: 816 S 2<sup>nd</sup> Street, McCullers and Shady Lane, McCullers and Stencil, 113-116 Henley Place, 1-3-9 Eden Drive, 205 B N 7<sup>th</sup> Street, 1<sup>st</sup> and Stevens, 7<sup>th</sup> and Caswell, 10 Woodsdale Drive, 808 S 5<sup>th</sup> Street, 412 S 3<sup>rd</sup> Street.  
Starting Date: 8/1/2019  
Completion Date: 8/27/2019  
Description: Repaired 19 Potholes with Perma Patch Asphalt.  
Man-hours: 2.82hrs.  
Equipment: 401 pickup plus hand tools.  
Materials: 9.75 bags of Perma Patch Asphalt.

Location: College Road and MLK, Outlet Center Drive, 812 E Market Street, Woodall and SBL, 5<sup>TH</sup> Street FEMA lots, Lee Street at CSX, 808 Martin Street, 2<sup>nd</sup> Ave, Rand Street at Brogden Road, Blount Street at Brogden, S 3<sup>rd</sup> Street beside Travel Odyssey.  
Starting Date: 8/1/2019  
Completion Date: 8/23/2019  
Description: Cut FEMA lots and town owned lots.  
Man-hours: 25.25hrs.  
Equipment: Scag mowers plus hand tools.  
Materials: N/A

Location: Johnston Community College.  
Starting Date: 8/6/2019  
Completion Date: 8/7/2019  
Description: Assisted with National Night Out Event.  
Man-hours: 10.5hrs.  
Equipment: Trash Truck, 412 pickup plus cone trailer.  
Materials: 70 traffic cones, 21 barrels, 8 barricades.

Location: Johnston Street beside Sodosopa.  
Starting Date: 8/9/2019  
Completion Date: 8/9/2019  
Description: Repaired brick pavers around sidewalk panels.  
Man-hours: 1.5hrs.  
Equipment: 412 pickup plus hand tools.  
Materials: Replaced 8 pavers and raised 12 sunken pavers. Used one bag sand.

Location: 10<sup>th</sup> Street behind Walgreens.  
Starting Date: 8/13/2019  
Completion Date: 8/13/2019  
Description: Cleaned 85LF of shoulder for positive drainage.  
Man-hours: 2hrs.  
Equipment: 420 Cat backhoe plus hand tools.  
Materials: N/A

Location: Evergreen Lane and Old Farm Lane.  
Starting Date: 8/14/2019  
Completion Date: 8/14/2019  
Description: Per council removed 2 stop signs on Evergreen Lane. This intersection was a 4 way stop.  
Man-hours: 1hr.  
Equipment: Truck 900 plus hand tools.  
Materials: N/A

Location: Pine Street and Old Goldsboro Road.  
Starting Date: 8/14/2019  
Completion Date: 8/14/2019  
Description: Replaced Dead End sign and Children at Play sign.  
Man-hours: 1hr.  
Equipment: 412 pickup plus hand tools.  
Materials: 1 Children at play sign and 1 Dead end sign plus hardware.

Location: 117 N Bright Leaf Blvd.  
Starting Date: 8/16/2019  
Completion Date: 8/16/2019  
Description: Cleaned 45LF of storm drain line for positive drainage.  
Man-hours: 4hrs.  
Equipment: Jet truck plus hand tools  
Materials: N/A

Location: 701 East Street.  
Starting Date: 8/19/2019  
Completion Date: 8/19/2019  
Description: Cut nuisance lot for Planning Department.  
Man-hours: 1hr.  
Equipment: 412 pickup, scag mowers plus hand tools.  
Materials: N/A

Location: Rose Manor Entrance.  
Starting Date: 8/20/2019  
Completion Date: 8/20/2019  
Description: Erected 2 one-way signs.  
Man-hours: 1hr.  
Equipment: 412 plus hand tools.  
Materials: Two 8ft u-channel poles and 2 one-way signs.



Location: Powell Street.  
Starting Date: 8/20/2019  
Completion Date: 8/20/2019  
Description: Erected no-thru truck sign, 1 at Wilson Mills Rd and 1 at Computer Drive.  
Man-hours: 1hr.  
Equipment: 412 pickup plus hand tools.  
Materials: Two 8ft u-channel poles and 2 no-thru truck signs.

Location: 10 Nottingham Place, Town Hall parking lot.  
Starting Date: 8/28/2019  
Completion Date: 8/28/2019  
Description: Repaired 9 damaged asphalt areas with I2 asphalt.  
Man-hours: 29.5hrs.  
Equipment: 420 Cat backhoe, 405 dump truck, 408 flatbed plus hand tools.  
Materials: 10.97 tons of I2 Asphalt.

Location: S 3<sup>rd</sup> between Johnston and Market Street.  
Starting Date: 8/29/2019  
Completion Date: 8/30/2019  
Description: Assisted DSDC with Rhythm and Brews event.  
Man-hours: 1.5hrs.  
Equipment: 412 pickup, trash truck.  
Materials: 20 traffic cones and 4 event containers.



**Town of Smithfield  
Public Works Fleet Maintenance Division  
Monthly Report  
Aug. 31, 2019**



**I. Statistical Section**

- 2 Preventive Maintenances
- 0 North Carolina Inspections
- 31 Work Orders

**II. Major Revenues**

None for the month

**III. Major Expenses for the Month:**

Alan Tye and Associates, L. C. was paid \$670 for inspection of the shop lifts.

**IV. Personnel Update:**

None for the month

**V. Narrative of monthly departmental activities:**

The shop employee performed preventive maintenances on all Town owned generators. Alan Tyre & Associates performed the annual OSHA inspections on the shop lifts. Mid Atlantic Crane performed the annual inspection on the hoist and crane. The annual shoe truck event was held for employees to purchase their safety boots.

**Town of Smithfield  
Public Works Sanitation Division  
Monthly Report  
Aug. 31, 2019**



**I. Statistical Section**

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

- a. Sanitation forces completed 73 work orders
- b. Sanitation forces collected tons 449.98 of household waste
- c. Sanitation forces disposed of 67 loads of yard waste and debris at Spain Farms Nursery
- d. Recycled 0 tons of clean wood waste (pallets) at Convenient Site Center
- e. Town's forces collected 0 tons of construction debris (C&D)
- f. Town disposed of 0 scrap tires that was collected at Convenient Site Center
- g. Recycling forces collected 3.74 tons of recyclable plastic
- h. Recycled 1720 lbs. of cardboard material from the Convenient Site Center
- i. A total of 0 gals of cooking oil was collected at the Convenient Site Center
- j. Recycled 2060 lbs. of plastics & glass (co-mingle) from the Convenient Site Center

**II. Major Revenues**

- a. Received \$ 0 from Sonoco Products for cardboard material
- b. Sold 0 lbs. of aluminum cans for \$0
- c. Sold 5380 lbs. of shredder steel for \$222.60 to Omni Source

**III. Major Expenses for the Month:**

Spain Farms Nursery was paid \$2,178.00 for disposal of yard waste and debris. Paid \$693.00 to Carolina Freightliners for steer box knuckle boom. Paid \$1,196 .06 to Carolina Freightliners for Radiator for TK #310. Paid 1,116.78 to Safe Guard for Safety shoes. Paid \$775.00 to Whites tire Service for tires for sanitation truck.

**IV. Personnel Update:**

No one was hired. The Sanitation Division still has one vacant position open. We utilizing a temp laborer from Mitchells Temporary.

**V. Narrative of monthly departmental activities:**

The department worked closely with Parks & Recreation providing traffic control devices and event containers for special events held at the SRAC also for National night out @ JCC 8/6/2019 and for Rhythm and Brews concerts 8/16/2019 & 8/29/2019. Community Service Workers worked 0 hrs.



## PARKS AND RECREATION

### MONTHLY REPORT FOR AUGUST, 2019

<b>PROGRAMS STATISTICS</b>	<b>August, 2019</b>		<b>August, 2018</b>	
NUMBER OF PROGRAMS	9		10	
TOTAL ATHLETICS PARTICIPANTS	235		262	
TOTAL NON/ATHLETIC PARTICIPANTS	1076		460	
NUMBER OF GAMES PLAYED	6		11	
TOTAL NUMBER OF PLAYERS (GAMES)	190		660	
NUMBER OF PRACTICES	34		51	
TOTAL NUMBER OF PLAYER(S) PRACTICES	716		892	
SYCC VISITS	252			
	<b>August, 2019</b>	<b>19/20 FY YTD</b>	<b>August, 2018</b>	<b>18/19 FY YTD</b>
PARKS RENTALS	28	73	29	45
USERS (PARKS RENTALS)	725	5515	1082	4790
<b>TOTAL UNIQUE CONTACTS</b>	<b>3,194</b>		<b>3,356</b>	
	<b>August, 2019</b>	<b>19/20 FY YTD</b>	<b>August, 2018</b>	<b>18/19 FY YTD</b>
PARKS AND RECREATION REVENUES	\$ 7,492.00	\$ 24,127.11	\$ 7,315.00	\$ 13,922.00
PARKS AND RECREATION EXPENDITURES (OPERATIONS)	\$ 63,455.19	\$ 113,485.55	\$ 54,580.00	\$ 98,982.00
PARKS AND RECREATION EXPENDITURE (CAPITAL OUTLAY EQUIP)	\$ -	\$ 62,723.00	\$ 35,564.00	\$ 35,564.00
SYCC EXPENDITURES	4018.9	\$ 5,507.41		



## SMITHFIELD RECREATION AND AQUATICS CENTER

### SRAC MONTHLY REPORT FOR AUGUST, 2018

<b>PROGRAMS STATISTICS</b>	<b>August, 2019</b>		<b>August, 2018</b>	
NUMBER OF PROGRAMS	19		18	
TOTAL CONTACT WITH PROGRAM PARTICIPANTS	3721		3182	
	<b>August, 2019</b>	<b>19/20 FY YTD</b>	<b>August, 2018</b>	<b>18/19 FY YTD</b>
SRAC MEMBER VISITS	4098	8939	6219	11824
DAY PASSES	1496	3606	1389	3286
RENTALS (SRAC)	63	106	62	157
USERS (SRAC RENTALS)	3420	6001	2406	8782
<b>TOTAL UNIQUE CONTACTS</b>	<b>12,735</b>		<b>13,196</b>	
	<b>August, 2019</b>	<b>19/20 FY YTD</b>	<b>August, 2018</b>	<b>18/19 FY YTD</b>
<b>FINANCIAL STATISTICS</b>				
SRAC REVENUES	\$ 69,057.43	\$ 133,196.19	\$ 68,182.00	\$ 141,613.00
SRAC EXPENDITURES	\$ 102,610.00	\$ 183,173.00	\$ 88,807.00	\$ 174,736.00
SRAC MEMBERSHIPS	2819		3218	



- **Statistical Section**

- Electric CP Demand 27,772 Kw relative to July's demand of 29,534 Kw.
- Electric System Reliability for was 99.999%, with two (2) recorded outage; relative to July's 99.997%.
- Raw water treated on a daily average was 4.012 MG relative to 4.596 MG for July; with maximum demand of 5.233 MG relative to July's 5.371 MG.
- Total finished water to the system was 112.344 MG relative to July's 130.840 MG. Average daily for the month was 3.624 MG relative to July's 4.221 MG. Daily maximum was 4.588 MG (August 1<sup>st</sup>) relative to July's 5.037 MG. Daily minimum was 3.020 (August 24<sup>th</sup>), relative to July's 3.567 MG.

- **Miscellaneous Revenues**

- Water sales were \$255,252 relative to July's \$261,553
- Sewer sales were \$397,108 relative to July's \$398,195
- Electrical sales were \$1,504,245 relative to July's sales of \$1,453,975
- Johnston County Water purchases were \$186,001 for 84.546 MG relative to July's \$163,194 for 74.179 MG.

- **Major Expenses for the Month**

- Electricity purchases were \$1,158,558 relative to July's \$1,239,742.
- Johnston County sewer charge was \$215,194 for 58.730 MG relative to July's \$211,548 for 57.766 MG.

- **Personnel Changes –**

- There were no changes in the month of August



**Town of Smithfield  
Electric Department  
Monthly Report  
August, 2019**

**I. Statistical Section**

- Street Lights repaired –60
- Area Lights repaired -12
- Service calls – 30
- Underground Electric Locates –412
- Poles changed out, installed or removed-7
- Underground Services Installed/Repaired -1

**II. Major Revenues**

- N/A

**III. Major Expenses for the Month:**

- N/A

**IV. Personnel Update:**

- Utility Dept. had a Safety meeting and Fork Lift Certification.

**V. Miscellaneous Activities:**

- Installed new Primary Line on Bookerdairy Rd. Ext. for new traffic signals.
- Asplundh tree crew started annual trimming.
- Started installing underground electrical lines for East River Project. Approximately 40 new homes for phase one.





## WATER & SEWER

### AUGUST 2019 MONTHLY REPORT

● DISCONNECT WATER	14
● RECONNECT WATER	14
● TEST METER	2
● TEMPORARY METER SET	1
● DISCOLORED WATER CALLS	3
● LOW PRESSURE CALLS	3
● NEW/RENEW SERVICE INSTALLS	3
● LEAK DETECTION	18
● METER CHECKS	33
● METER REPAIRS	15
● WATER MAIN/SERVICE REPAIRS	11
● STREET CUTS	9
● REPLACE EXISTING METERS	17
● INSTALL NEW METERS	1
● FIRE HYDRANTS REPAIRED	1
● FIRE HYDRANTS REPLACED	0
● SEWER REPAIRS	6
● CLEANOUTS INSTALLED	2
● INSPECTIONS	15
● SEWER MAIN CLEANED	6294LF

- SERVICE LATERALS CLEANED                      495LF
- SERVICE CALLS                                      145
- LOCATES    362
  
- SERVICE AND MAINTAINED ALL 18 LIFT STATIONS 2 TIMES PER WEEK
- INSPECTED ALL AERIAL SEWERS ONE TIME
- INSPECTED HIGH PRIORITY MANHOLES WEEKLY

## MAJOR EXPENSES FOR THE MONTH OF JULY

- Corbett finished replacement of sewer outfall manhole risers behind lift station #1.
- Corbett starting finished of water line on Massey St.

## PERSONNEL UPDATES

- 
- 

## UPCOMING PROJECTS FOR THE MONTH OF AUGUST

- McClung's will be starting the upgrades at SLS #5.
- Will be getting quotes to upgrade stations 8, 13, and to install new grinder at #1.



## MONTHLY WATER LOSS REPORT

AUGUST, 2019

### (2) Meters with slow washer leaks

(4)  $\frac{3}{4}$ " Line,  $\frac{1}{8}$ " hole – 1day

FH Slow drip

$\frac{3}{4}$ " Line,  $\frac{1}{8}$ " hole – 2day

(2) 1" Line,  $\frac{1}{8}$ " hole – 2day

1" Line,  $\frac{1}{4}$ " hole – 1day

1  $\frac{1}{2}$ " Line,  $\frac{1}{8}$ " hole – 4days

(2) 2" Line,  $\frac{1}{8}$  hole – 4hrs

8" Line, 8" split – 4hrs

Fire Hydrant slow drip

