



TOWN COUNCIL AGENDA

August 8, 2016

7:00 P.M.

WINTERVILLE TOWN HALL ASSEMBLY ROOM

- I. **CALL TO ORDER.**
- II. **INVOCATION.**
- III. **PLEDGE OF ALLEGIANCE.**
- IV. **WELCOME.**
- V. **APPROVAL OF AGENDA.**
- VI. **PRESENTATIONS:**
- VII.
 1. Winterville Parks and Recreation Master Plan.
- VIII. **PUBLIC HEARINGS:**
 1. Town intends to submit an application for a grant of CDBG Infrastructure funds to construct improvements to the Town's water distribution and/or sewer collection system(s).
- IX. **PUBLIC COMMENT:** *The Public Comment period of thirty minutes provides an opportunity for residents to comment on any item included in the agenda or to address the Town Council on any other matter related to the Town of Winterville. For an item included in the Public Hearing section of the agenda, residents should address the Council at the time the Mayor invites public comment on the item.*

No public comment may be made to the Council during the meeting, except during the Public Comment period or as part of a Public Hearing. Individual speakers are limited to a maximum of three minutes, and no more than three speakers may address the Council on a single matter. The Town Council may elect to take no action on the matter addressed by a speaker, may schedule the matter for further consideration at a future Council meeting, or may refer the matter to Town staff for disposition. Copies of the Town Public Comment Policy are available in the rear of the Assembly Room.

 1. Valerie Tyson – Community IMPAC
- X. **CONSENT AGENDA:** *The following items are considered routine in nature and will not be discussed by the Town Council unless a Councilman or citizen requests that an item be removed from the Consent Agenda for further discussion. The Mayor may allow citizens to address an item or ask questions.*
 1. July 11, 2016 Special Called Meeting Minutes.
 2. July 15, 2016 Emergency Meeting Minutes.
 3. Receive Petition requesting annexation of the Clearly Development Property (Villa Grande Subdivision) and adopt a Resolution Directing the Town Clerk to Investigate the sufficiency of the petition.
 4. Budget Amendment.
 5. Tax Settlement Statement/Tax Charge.

6. Approval of Request from the Winterville Watermelon Festival Committee to Suspend the Winterville Park Hours Limitation for August 25, 2016 to August 27, 2016.
7. Approval of Request from the Winterville Watermelon Festival Committee for Parade Permit and Exemption of Parade Permit Fee.
8. Approval of Request from the Winterville Watermelon Festival Committee to Grant Exemption from the Noise Ordinance and the Noise Ordinance Administrative Fee.
9. Request from the Winterville Watermelon Festival Committee to Limit the Use of the Parking Lot at the Winterville Recreation Park and Request a Change in the Traffic Patterns of Certain Streets from August 25, 2016 to August 27, 2016.
10. Approval of Request from the Winterville Watermelon Festival Committee for the Placement of Signs and Banners on Town Property and Public Rights-of-Way.
11. Approval of Request from the Winterville Watermelon Festival Committee for the usage of the Parks and Recreation Bathroom facilities from August 25, 2016 to August 27, 2016.
12. Set a Public Hearing Date for the Charles and Rebecca White Property Rezoning (139 Vernon White Road) from Agricultural/Residential to General Business – September 12, 2016.
13. Set a Public Hearing Date for the Michael and Wendy Bridgers Property Rezoning (Northwest Corner of Vernon White Road and Old Tar Road Parcel #67224) from Agricultural/Residential to Office and Institutional – September 12, 2016.
14. Cost of Service Study – Winterville Electric Service – Award to PowerServices.

XI. OLD BUSINESS:

1. Report on Winterville Recreation Park Bathroom Improvements.
2. Funding for 13-15 year Old Baseball Program.
3. Report on Town Clock/Park Area Proposal.
4. Update on Farmer's Market Discussion.
5. Update on Façade Grant Program.
6. Amendment to Rental Contract with EMS.

XII. NEW BUSINESS:

1. Request from Winterville Watermelon Festival Committee for Sponsorship of Fireworks for the Winterville Watermelon Festival.
2. Approval of Authorizing Resolution for CDBG Infrastructure Grant.
3. Resolution to Submit Application to Submit Asset Inventory Grant Application for Water System.
4. SRF Acceptance of Loan Offer for Sewer Rehabilitation Project.
5. Approval of Next Groups of Homes for Urgent Repair Program.

XIII. OTHER AGENDA ITEMS.

XIV. ITEMS FOR FUTURE AGENDAS/FUTURE WORK SESSIONS.

XV. REPORTS FROM TOWN ATTORNEY, TOWN MANAGER, AND DEPARTMENT HEADS:

Update on Capital Projects Currently Underway:	<ul style="list-style-type: none"> Water Interconnect on Worthington Road Regional Sewer Pump Station Project Nobel Canal Drainage Basin Study Street Resurfacing Project Railroad Street Sidewalk Project Water Tank Rehabilitation Project Minimum Housing/Code Enforcement Urgent Repair Program Update on Downtown Parking Situation
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XVI. REPORTS FROM THE MAYOR AND TOWN COUNCIL.

XVII. **ANNOUNCEMENTS:**

1. Back to School Bash – August 13, 2016 – 10:00 am to 1:00 pm – Winterville Recreation Park.
2. Winterville Planning and Zoning Meeting – August 15, 2016 – 7:00 pm – TH Assembly Room.
3. Labor Day Holiday – Town Offices Closed – September 5, 2016.

XVIII. **ADJOURN.**

SPECIAL NOTICE: *Anyone who needs an interpreter or special accommodations to participate in the meeting should notify the Acting Town Clerk, Amy Barrow at 215-2342 at least forty-eight (48) hours prior to the meeting. (Americans with Disabilities Act (ADA) 1991.)*



**Town of Winterville
Town Council
Agenda Abstract**

Item Section: Presentations

Meeting Date: August 8, 2016

Presenter: Evan Johnston, Director of Parks & Recreation

Item to be Considered

Subject: Presentation of Final Parks & Recreation Comprehensive Plan

Action Requested: Adoption of Parks & Recreation Comprehensive Plan.

Attachments: N/A. Note that copies of Comprehensive Plan will be provided to Council Members in advance of meeting.

Prepared By: Evan Johnston, Director of Parks & Recreation

Date: 7/26/2016

ABSTRACT ROUTING:

TC

FD

TM 8/3/2016

Final 8/3/2016

Supporting Documentation

Mr. Greg Lambert will present the Parks & Recreation Comprehensive Plan. This is the final version of the Plan, presented to Council for adoption.

Mr. Lambert is a Landscape Architect with McGill Associates. McGill Associates is the firm the Town contracted to complete the Comprehensive Plan.

Budgetary Impact: TBD.

Recommendation: Adoption of Parks & Recreation Comprehensive Plan

**A RESOLUTION ADOPTING THE TOWN OF WINTERVILLE
PARKS AND RECREATION MASTER PLAN**

WHEREAS, the Town of Winterville through its Parks and Recreation Department has developed and maintained a system of Parks for use by its citizens; and

WHEREAS, the Town's 2010 Parks and Recreation Master Plan is 11 years old; and

WHEREAS, it is necessary to regularly update planning documents to keep up with the growing population and ever changing needs of the community; and

WHEREAS, the Town of Winterville contracted with McGill Associates to create the 2016 Parks and Recreation Master Plan; and

WHEREAS, Town Staff and the Steering Committee have reviewed the Master Plan and have determined that the Master Plan has met the planning objectives and is in the best interest of the residents of the Town.

NOW, THEREFORE BE IT RESOLVED that the Winterville Town Council hereby adopts the 2016 Parks and Recreation Master Plan.

Adopted this the 8th day of August, 2016.

Douglas A. Jackson, Mayor

(SEAL)

Amy Parker Barrow
Acting Town Clerk



**Town of Winterville
Town Council
Agenda Abstract**

Item Section: Public Hearings

Meeting Date: August 8, 2016

Presenter: Ben Williams, Assistant Town
Manager

Item to be Considered

Subject: CDBG-Infrastructure Grant Application

Action Requested: N/A

Attachments: Public Hearing Script (to be provided at meeting)

Prepared By: Ben Williams, Assistant Town Manager

Date: 8/1/2016

ABSTRACT ROUTING:

TC

FD

TM 8/3/2016

Final 8/3/2016

Supporting Documentation

The NC Department of Environmental Quality (NCDEQ) Division of Water Infrastructure (DWI) will be accepting applications for water and sewer improvement projects targeting low-moderate income residents. The purpose of these funds is to construct public water and sewer infrastructure to mitigate public and environmental health problems in areas where the percentage of low to moderate income persons is at least 51 percent. Income surveys for residents in the project areas will be conducted in the next month.

A public hearing is necessary to comply with the funding agency's requirements.

A 2nd public hearing summarizing the project area, costs, and beneficiaries will be held in September prior to submitting the final application package.

The maximum grant amount is \$2,000,000 per applicant over a 3-year period.

Staff continues to work on developing the scope of the proposed project. Therefore, the estimated total cost of the application has yet to be finalized.

Applications are due September 30, 2016 with Notice of Funding anticipated to occur in December, 2016. If approved for funding, and should Council decide to accept the grant offer, staff will prepare a Request for Proposals (RFP) for distribution to potential consultants.

Budgetary Impact: If approved by the agency, the project will be paid for by 100% grant.

Recommendation: N/A



TOWN OF WINTERVILLE
PUBLIC COMMENT APPLICATION

Name of Applicant: Valerie Tyson

Date: 8/5/2014

Address: _____

Phone: 919.539.3246

Town Council Meeting Date Requesting to Provide Comment: 8/8/2014

Description of the item(s) to be presented to the Town Council Members. Please be specific.

Community IMPAC

Name(s) of Speaker(s):

(1) Valerie Tyson

(2) Shelia Leggett

(3) _____

My signature below acknowledges that I have read the Town of Winterville Public Comment Policy. I agree that as applicant, the speaker(s) named above shall adhere to the Public Comment Policy of the Town of Winterville.

Valerie Tyson
Signature

RECEIVED
8/3/2014
PBB



**Winterville Town Council
July 11, 2016
Special Meeting Minutes**

The Winterville Town Council met in a Special Meeting on the above date at 5:00 PM in the Town Hall Assembly Room, with Mayor Douglas A. Jackson presiding. The meeting was called to order, followed by the invocation by Councilman Tony Moore, which was followed by the pledge of allegiance. The following were present:

Mayor Douglas A. Jackson
Mayor Pro-Tem Mark Smith
Councilman Ronald Cooper, Sr.
Councilwoman Veronica Roberson
Councilman Johnny Moye
Councilman Tony Moore
Terri L. Parker, Town Manager
Ben Williams, Assistant Town Manager
Ryan Willhite, Police Chief
Mike Weldin, Building Inspector/Code Enforcement Officer
Alan Lilley, Planning Director
Stephen Penn, Economic Development Planner
Josh Walston, Administrative Intern

APPROVAL OF AGENDA: A motion was made by Councilman Cooper and seconded by Councilwoman Roberson to approve the agenda as presented. Motion carried unanimously.

WELCOME: Mayor Jackson welcomed the public.

AGENDA ITEMS:

- (1) Allowed uses in the Agricultural Residential Zoning District: Town Manager Terri L. Parker, Planning Director Alan Lilley, and Assistant Town Manager Ben Williams addressed the Council with their ideas on how we can accomplish the Town Councils' goals with regards to making adjustments to the AR zoning district. Staff recommended that the Council consider making all nonresidential and nonagricultural uses within an AR district Conditional Uses requiring approval of a conditional use permit by the Town Council before such uses could be implemented. **A motion was made by Councilman Moore, and seconded by Councilman Cooper that staff continue to develop this concept and that a public hearing on this matter be held at the regular meeting in September. The motion was carried unanimously.**

- (2) Requested Change in the Off-Premise Advertising Regulations: The next item on the agenda was discussion on a request for a zoning ordinance text amendment that would allow off-premise advertising signs under a specific set of guidelines and standards as submitted through the zoning ordinance amendment application filed by Robert Moore of "Riley Outdoor". **A motion was made by Councilman Moore and seconded by Councilman Cooper to table**

action on the item pending further research and reporting by Town staff. The motion was carried unanimously.

- (3) Discussion of Results of Fire Department Master Plan: The next item on the agenda was discussion on the Winterville Fire Department Master Plan. Town Manager Terri L. Parker and Fire Chief David Moore addressed the Town Council on matters pertaining to the Master Plan. Council members asked various questions. Following discussion, no specific action was taken and the Council Members took the information presented under advisement. Councilman Tony Moore asked that the Town make contact with the Pitt County Board of Commissioners concerning the need for automatic aid agreements among area Fire Departments. Councilman Moore also expressed concerns about potential negative impacts of having two Fire Stations in such close proximity as the proposed Winterville Community Fire Station and the Town of Winterville Fire Station will be when the Community Fire Station is constructed on Mill Street downtown.

Closed Session: NCGS 143-318.11(a)(6): To consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee.

A motion was made by Councilman Moore and seconded by Councilman Smith to go into Closed Session. The motion was carried unanimously.

A motion was made by Councilman Cooper and seconded by Councilman Moye to go into Open Session. The motion was carried unanimously.

ADJOURN: Having no further business to come before the Council the meeting adjourned. A motion was made by Councilman Moore, seconded by Councilwoman Roberson. Motion carried unanimously.

Adopted this the 8th day of August, 2016.

Douglas A. Jackson, Mayor

ATTEST:

Terri L. Parker, Town Manager

**Winterville Town Council
July 15, 2016 Emergency Meeting
Minutes**

The Winterville Town Council met in an emergency meeting on the above date at 12:30 PM in the Town Hall Executive Conference Room, with Mayor Douglas A. Jackson presiding. The meeting was called to order, followed by the invocation by Mayor Pro-Tem Mark Smith. The following were present:

Mayor Douglas Jackson
Mayor Pro-Tem Mark Smith
Councilman Tony Moore
Councilman Johnny Moyer
Councilwoman Veronica Roberson
Councilman Ron Cooper
Terri Parker, Town Manager
Keen Lassiter, Town Attorney
Amy Barrow, Acting Town Clerk
Ben Williams, Assistant Town Manager
David Moore, Fire Chief
Travis Welborn, Public Works Director

APPROVAL OF AGENDA: Motion was made by Councilman Cooper and seconded by Mayor Pro-Tem Smith to approve the agenda as presented. Motion carried unanimously.

WELCOME: Mayor Jackson welcomed the public.

NEW BUSINESS:

1. **Approval of Lawsuit against Suddenlink Communications and Willis Cable Construction.**

Town Attorney Lassiter requested the Council's approval to proceed with filing a lawsuit against Suddenlink Communications and Willis Cable Construction. Assistant Town Manager Williams supplied a Memorandum with locations, damages, timeframes, calculations, along with pictures.

Councilman Smith questioned the calculations in the Memorandum showing almost a twenty (20) year period of damage with flow calculations for the timeframe. Attorney Lassiter stated the calculations are based off of the dates when cable was put in and the Town was not made aware of the damage until Town Crews were videoing the sewer lines in 2013.

Councilman Moyer asked whether or not Suddenlink had explained why they have not paid for the damages. Attorney Lassiter explained that his office sent an email last week (July 4-8th) concerning Suddenlink's stance and has yet to receive a response from Suddenlink.

Councilwoman Roberson wanted to know how the article in the newspaper that morning concerning the reorganization of Suddenlink would affect the filing of the lawsuit. Attorney

Lassiter indicated he has researched the parent company and feels confident with proceeding with the filing.

Councilman Moye motioned to approve Town Attorney’s filing against Suddenlink and Willis Cable Construction and seconded by Councilman Cooper. Motion carried unanimously.

ADJOURN.

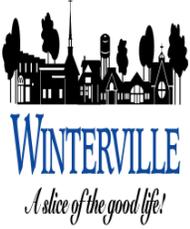
Having no further business to come before the Council, a motion was made by Councilman Moore and seconded by Councilman Moye to adjourn. Motion carried unanimously.

Douglas A. Jackson, Mayor

ATTEST:

Terri L. Parker, Town Manager

DRAFT



Town of Winterville Town Council Agenda Abstract

Item Section: Consent Agenda

Meeting Date: August 8, 2016

Presenter: Terri L. Parker, Town Manager

Item to be Considered

Subject: Receive Petition requesting annexation of the Clearly Development Property (Villa Grande Subdivision) and adopt a Resolution Directing the Town Clerk to Investigate the Sufficiency of the Petition.

Action Requested: Receive Petition and adopt Resolution.

Attachments: Information and Map showing subject property; Resolution will be handed out at meeting.

Prepared By: Terri L. Parker, Town Manager

Date: 8/3/2016

ABSTRACT ROUTING:

TC _____

FD _____

TM tlp - 8/3/2016

Final tlp - 8/3/2016

Supporting Documentation

The Town has received a petition requesting annexation of the Clearly Development Property (Villa Grande Subdivision). The subject property is located on the south side of Fire Tower Road in the Ange Plaza commercial subdivision (see attached map). The first required step in the annexation process is for the Town Council to adopt a resolution directing the Town Clerk to investigate the sufficiency of the petition.

Budgetary Impact: Annexation will increase Tax Base.

Recommendation: Adopt Resolution Directing the Town Clerk to Investigate the Sufficiency of the Petition.

Terri Parker

From: Ben Williams
Sent: Wednesday, July 27, 2016 11:01 AM
To: Travis Welborn
Cc: Terri Parker
Subject: Fwd: Villa Grande Phase One Section A

FYI

Sent from my iPhone

Begin forwarded message:

From: John Thomas <johnthomas@thomasengineeringpa.com>
Date: July 27, 2016 at 10:09:37 AM EDT
To: "Alan G. Lilley" <alan.lilley@wintervillenc.com>
Cc: Stephen Penn <stephen.penn@wintervillenc.com>, Ben Williams <ben.williams@wintervillenc.com>
Subject: Villa Grande Phase One Section A

Alan,

The subdivision improvements for the referenced project was expected to be completed by the end of July. The prime contractor, Bear Contracting, LLC, doing the work has cease operation and we have since terminated our contract with Bear. Needless to say, the project is nowhere near completion and we are seeking another contractor at this time to complete the work.

I know that we had previously requested that the final plat for this project be considered for approval at the August 8th meeting of the Winterville Town Council. I am requesting that we withdraw that submittal until such time as the project's subdivision improvements are near completion.

Also, it is my understanding that the Villa Grande property is scheduled to be annexed as requested at the August 8th meeting of the Winterville Town Council. Please proceed with that process as planned. I will not be in attendance for that meeting in that I have a conflict that night.

If you have any questions or comments, please do not hesitate to call.

John

John G. Thomas, PE



1316-B Commerce Drive

P. O. Box 1309

New Bern, NC 28563

252-637-2727 (office)

252-636-2448 (fax)

252-671-5855 (cell)

johnthomas@thomasengineeringpa.com

www.thomasengineeringpa.com



THOMAS ENGINEERING, PA *est 1983*
civil engineering • land development • project management

Hand Delivered

May 2, 2015

To: Town of Winterville
2571 Railroad Street
PO Box 1459
Winterville, NC 28590-1459

Attn: Alan Lilley
Planning Director

Re: Petition Requesting Annexation
Clearly Development, Inc. Tract
Red Forbes Road
Winterville, NC

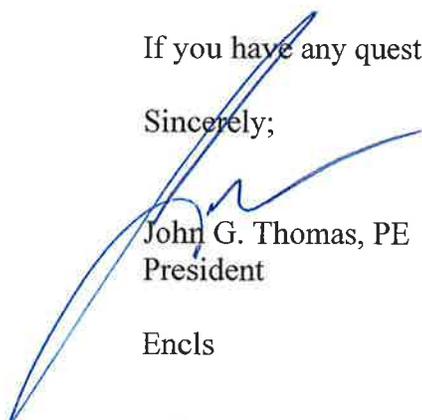
Dear Alan,

Attached is the "Petition Requesting a Non-Contiguous Annexation" form along with the legal description, mylar annexation map and three (3) copies of the map for the referenced tract.

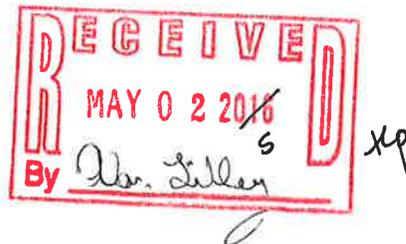
Please let me know the times and dates of the various meeting regarding the consideration of our request.

If you have any questions or comments, please do not hesitate to call.

Sincerely;


John G. Thomas, PE
President

Encls



PETITION REQUESTING A NON-CONTIGUOUS ANNEXATION

Date: June 29, 2015

To the Town Council of the Town of Winterville:

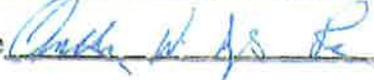
1. We the undersigned owners of real property respectfully requested that the area described in Paragraph 2 below be annexed to the Town of Winterville.

2 The area to be annexed is non-contiguous to the Town of Winterville and the boundaries of such territory are as follows:

Description

See attached Exhibit A.

Name Clearly Development, Inc. Address P. O. Box 7227
Jacksonville, NC 28540

Signature 

Name _____ Address _____

Signature _____

Name _____ Address _____

Signature _____

Exhibit "A"
Legal Description
Winterville, Pitt County, North Carolina

Beginning at a Point, Said Point being the northeastern most corner of Tract 1 as shown on that certain plat entitled "Survey Shivers – Faulkner Division" dated June 10, 2015 as recorded in Book 79, Page 18 in the Pitt County Register of Deeds.

Thence, from said Point of Beginning, along and with the western right of way of Red Forbes Road (SR 2106), along a curve to the right having a radius of 3254.61 feet, a delta angle of 02 degrees 21 minutes 23 seconds, and an arc length of 305.13 feet, being subtended by a chord of South 16 degrees 09 minutes 20 seconds West for a distance of 305.02 feet to a point;

Thence, South 18 degrees 50 minutes 29 seconds West for a distance of 17.13 feet to a point;

Thence, leaving the western right of way of Red Forbes Road (SR 2106), South 86 degrees 30 minutes 00 seconds West for a distance of 176.51 feet to a point;

Thence, South 32 degrees 10 minutes 00 seconds West for a distance of 15.00 feet to a point;

Thence, South 88 degrees 25 minutes 00 seconds West for a distance of 514.00 feet to a point;

Thence, South 86 degrees 40 minutes 00 seconds West for a distance of 666.00 feet to a point;

Thence, South 83 degrees 45 minutes 00 seconds West for a distance of 222.00 feet to a point;

Thence, North 11 degrees 27 minutes 42 seconds West for a distance of 71.95 feet to a point;

Thence, North 00 degrees 35 minutes 35 seconds West for a distance of 75.87 feet to a point;

Thence, North 07 degrees 25 minutes 06 seconds West for a distance of 56.76 feet to a point;

Thence, North 18 degrees 08 minutes 57 seconds West for a distance of 91.90 feet to a point;

Thence, North 13 degrees 53 minutes 43 seconds West for a distance of 77.72 feet to a point;

Thence, South 86 degrees 30 minutes 00 seconds East for a distance of 136.50 feet to a point;

Thence, North 22 degrees 00 minutes 00 seconds West for a distance of 3.39 feet to a point;

Thence, North 22 degrees 00 minutes 00 seconds West for a distance of 742.61 feet to a point;

Thence, North 03 degrees 20 minutes 00 seconds East for a distance of 134.00 feet to a point;

Thence, North 27 degrees 30 minutes 00 seconds East for a distance of 327.00 feet to a point;

Thence, North 84 degrees 15 minutes 00 seconds East for a distance of 329.00 feet to a point;

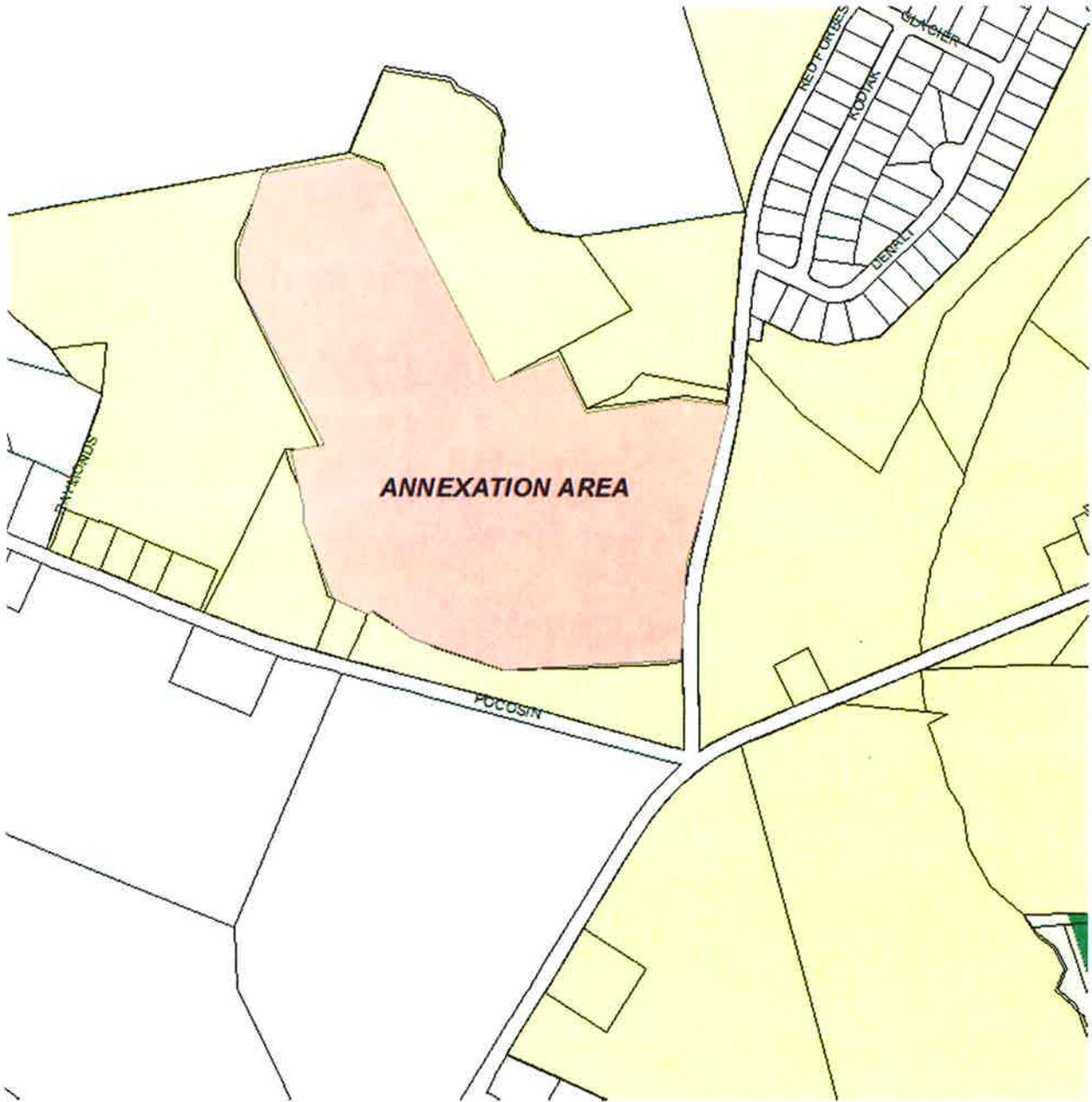
May 2, 2016

Thence, South 67 degrees 00 minutes 00 seconds East for a distance of 138.81 feet to a point;
Thence, South 22 degrees 00 minutes 00 seconds East for a distance of 961.70 feet to a point;
Thence, North 65 degrees 56 minutes 58 seconds East for a distance of 286.98 feet to a point;
Thence, South 19 degrees 33 minutes 14 seconds East for a distance of 262.80 feet to a point;
Thence, North 87 degrees 07 minutes 51 seconds East for a distance of 414.10 feet to a point;
Thence, South 74 degrees 59 minutes 48 seconds East for a distance of 154.33 feet to the Point of Beginning;

Containing 32.94 acres, more or less.

Together with and subject to covenants, easements, and restrictions of record.

End of Legal Description



**CLEARLY DEVELOPMENT, INC. PROPERTY
ANNEXATION MAP**





**Town of Winterville
Town Council
Agenda Abstract**

Item Section: Consent Agenda

Meeting Date: August 8, 2016

Presenter: Anthony Bowers, Finance Director

Item to be Considered

Subject: Budget Amendment 2016-2017-01

Action Requested: Approve the budget amendment

Attachments: Budget Amendment 16-17-01

Prepared By: Anthony Bowers, Finance Director

Date: 8/2/2016

ABSTRACT ROUTING:

TC

FD

TM 8/3/2016

Final 8/3/2016

Supporting Documentation

This is the first budget amendment for the 2016-2017 Fiscal Year.

This amendment addresses the annual roll of open Purchase Orders from the prior year. Our process carries over only necessary open PO's into the next fiscal year. Once we have adopted the annual budget we then bring forward the items that were started in the prior year. The total across all funds is \$721,919.

Budgetary Impact: The total budget amendment is \$721,919.

Recommendation: Approve the Budget Amendment

BUDGET ORDINANCE AMENDMENT 16-17-01

BE IT ORDAINED by the Governing Board of the Town of Winterville, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2017:

SECTION 1. Revenues are to be changed as follows:

LINE ITEM DESCRIPTION		Fund	Increase	Decrease
General Fund Fund Balance	10	3831 General Fund	\$ 56,595	
Recreation Fund Balance	15	3831 Recreation Fund	\$ 26,924	
Powell Bill Fund Balance	16	3831 Powell Bill	\$ 561,920	
Electric Fund	60	3831 Electric Fund	\$ 6,480	
Stormwater Fund Retained Earnings	63	3831 Water Fund	\$ 70,000	
Total			\$ 721,919	\$ -

SECTION 2. Appropriations are to be changed as follows:

LINE ITEM DESCRIPTION		Department	Fund	Increase	Decrease
Grant Study	6374742000	6103 Stormwater	Stormwater	\$ 70,000.00	
Supplies and Materials	1043432000	4230 Fire	General	\$ 27,674.00	
Maint and Repair Facility	1560601000	4239 Recreation	Recreation	\$ 9,275.00	
Capital Outlay	1560601000	7150 Recreation	Recreation	\$ 17,649.00	
Capital Outlay	6080801000	7150 Electric	Electric	\$ 1,698.00	
Watermelon Fest	1041950000	5102 Non-Departmental	General	\$ 1,329.00	
Contracted Services	1041412004	4233 IT	General	\$ 1,159.00	
Contracted Services	6071711000	4233 Electric	Electric	\$ 4,782.00	
Contracted Services	1041412004	4233 IT	General	\$ 26,433.00	
Supplies and Materials	1645451000	4320 Powell Bill	Powell Bill	\$ 49,475.00	
Paving and Resurfacing	1645451000	4270 Powell Bill	Powell Bill	\$ 512,445.00	
Total				\$ 721,919	\$ -

Adopted the 8th day of August 2016.

Mayor

Town Clerk



**Town of Winterville
Town Council
Agenda Abstract**

Item Section: Consent Agenda

Meeting Date: August 8, 2016

Presenter: Anthony Bowers, Finance Director

Item to be Considered

Subject: Tax Settlement 2015-2016

Action Requested: Accept the tax settlement for 2015-2016 fiscal year.

Attachments: Certified Tax settlement

Prepared By: Anthony Bowers, Finance Director

Date: 8/1/2016

ABSTRACT ROUTING:

TC

FD

TM 8/3/2016

Final 8/3/2016

Supporting Documentation

The State of North Carolina required that each year the tax collector of a given municipality provide a settlement to the Governing Board. The settlement statement gives the Town Council a look at the collection, discoveries, and adjustment for the previous year.

Budgetary Impact: N/A

Recommendation: Accept the Tax Settlement

**Town of Winterville
Tax Settlement
2015-2016
As of June 30, 2016**

Charges to The Tax Collector

Original Levy	\$3,135,292.68
Discoveries	\$24,516.66
Interest	\$5,977.46
Total	\$3,165,786.80

Credit to Tax Collector

Revenues From Taxes	\$3,170,978.28
Releases	\$1,247.15
Uncollected/Insolvent	\$27,006.63
Overpayment/Refunds	(\$33,445.26)
Total	\$3,165,786.80

Respectfully Submitted,

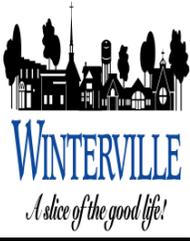
Kiesha B. Chavis
Kiesha B. Chavis, Tax Collector

Sworn to and subscribed before me, this 31st day of July 2016.

Kristin L. Godley
Notary Public

June 23rd 2019
My Commission Expires:





**Town of Winterville
Town Council
Agenda Abstract**

Item Section: Consent Agenda

Meeting Date: August 8, 2016

Presenter: Anthony Bowers, Finance Director

Item to be Considered

Subject: Charge the tax collector with collection of the 2016-2017 tax levy.

Action Requested: Charge the Tax Collector

Attachments: N/A

Prepared By: Anthony Bowers, Finance Director

Date: 8/1/2016

ABSTRACT ROUTING:

TC _____

FD _____

TM 8/3/2016

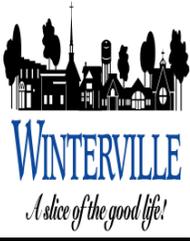
Final 8/3/2016

Supporting Documentation

The State of North Carolina requires that each year the Tax Collector be charged with the collection of the tax levy for taxes. This year the levy is \$ \$3,200,852.56.

Budgetary Impact: \$3,200,852.56 – included in the FY 2016-2017 Budget Year.

Recommendation: Charge the Tax Collector with collection of the 2016-2017 tax levy.



**Town of Winterville
Town Council
Agenda Abstract**

Item Section: Consent Agenda

Meeting Date: August 8, 2016

Presenter: Ryan Willhite, Chief of Police

Item to be Considered

Subject: Approval of Request from the Watermelon Festival Committee to Suspend the Winterville Park Hours Limitation for August 25th-27th, 2016.

Action Requested: Approve Request.

Attachments: N/A

Prepared By: Ryan C. Willhite, Chief of Police

Date: 7/20/2016

ABSTRACT ROUTING:

TC

FD

TM 8/3/2016

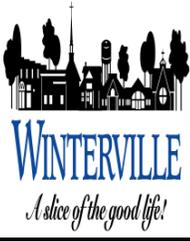
Final 8/3/2016

Supporting Documentation

The Town of Winterville's policy states that the Winterville Recreation Park may not be used after the hours of 10:30pm. The Winterville Watermelon Festival Committee requests that his policy be suspended for the 2016 Winterville Watermelon Festival to be held August 25th-27th, 2016.

Budgetary Impact: N/A

Recommendation: Approval of Request



**Town of Winterville
Town Council
Agenda Abstract**

Item Section: Consent Agenda

Meeting Date: August 8, 2016

Presenter: Ryan Willhite, Chief of Police

Item to be Considered

Subject: The Town of Winterville Code of Ordinance section 96.04 requires person(s) wishing to engage in activities regulated by this ordinance to acquire a specific permit approved by the Chief of Police, or his designee. A permit granted under this section requires an administration fee of fifteen dollars (\$15.00). The Winterville Watermelon Festival Committee is requesting exemption from this fee.

Action Requested: Approve Request.

Attachments: N/A

Prepared By: Ryan C. Willhite, Chief of Police

Date: 7/20/2016

ABSTRACT ROUTING:

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FD _____

TM 8/3/2016

Final 8/3/2016

Supporting Documentation

The Code of Ordinances requires all organizations that wish to hold a parade submit information describing the route, responsible persons and their contact numbers. The Town Council must approve the issuance of the permit based on this and any other information they request. The Winterville Watermelon Festival committee is expected to submit a parade application in the immediate future to the Chief of Police. The Organization's president is Alton Wadford. The parade contact person is Michelle Whaley. The Organization's address and contact telephone numbers are on file at the Police Department, along with any other additional information that may be required to notify responsible parties. The date of the parade is August 27th, 2016 at 10am. The lineup will begin at 9:00 am and will end at approximately 11:00 am. The parade route is attached.

Budgetary Impact: N/A

Recommendation: Approval of Request



**Town of Winterville
Town Council
Agenda Abstract**

Item Section: Consent Agenda

Meeting Date: August 8, 2016

Presenter: Ryan Willhite, Chief of Police

Item to be Considered

Subject: Approval of Request from the Watermelon Festival Committee to Grant an exemption from the Noise Ordinance application and restrictions the ordinance may entail for Festival concerts or other associated festival events to include any Administration Fee associated with associated permit application.

Action Requested: Approve request.

Attachments: N/A

Prepared By: Ryan C. Willhite, Chief of Police

Date: 7/20/2016

ABSTRACT ROUTING:

TC

FD

TM 8/3/2016

Final 8/3/2016

Supporting Documentation

The Town of Winterville Code of Ordinance section 96.04 requires person(s) wishing to engage in activities regulated by this ordinance to acquire a specific permit approved by the Chief of Police, or his designee. A permit granted under this section requires an administration fee of fifteen dollars (\$15.00). The Winterville Watermelon Festival Committee is requesting exemption from this fee as well as an exemption from the constraints of this ordinance for the 2016 Watermelon Festival.

Budgetary Impact: N/A

Recommendation: Approval of request



**Town of Winterville
Town Council
Agenda Abstract**

Item Section: Consent Agenda

Meeting Date: August 8, 2016

Presenter: Ryan Willhite, Chief of Police

Item to be Considered

Subject: Approval of Request from the Winterville Watermelon Festival Committee to Limit the use of the Parking lot at the Winterville Recreation Park, and Request a Change in Traffic Patterns from August 25th-27th, 2016 in support of the 2016 Watermelon Festival.

Prepared By: Ryan C. Willhite, Chief of Police

Date: 7/20/2016

Supporting Documentation

The Winterville Watermelon Festival Committee request that the parking lot located at the Winterville Recreation Park be utilized for parking during the festival for the following:

Handicapped, VIP, Employee, Bands, Vendors, Emergency Services, and other Festival staff.

Additionally, the Winterville Watermelon Festival Committee and the Chief of Police request a change in the following traffic patterns to help ensure public safety:

Sylvania Street- West bound vehicular traffic only from Ange Street to Church Street, and East bound pedestrian traffic only from Church Street to Ange Street.

-Thursday, August 25th 4:00pm until 12:00am.

-Friday, August 26th 4:00pm until 12:00am.

-Saturday, August 27th 3:00pm until 12:00am.

Division Street- From Church Street to Park entrance.

-Closed Thursday, August 25th at 4:00pm until 12:00am.

-Closed Friday, August 26th at 4:00pm until 12:00am.

-Closed Saturday, August 27th at 8:00am until 12:00am.

Barrel Street – From Ange Street to Forbes Street.

- No parking on south side of street during festival hours.

- No parking on south side of street during festival hours.

Windmill Street – From Ange Street to Forbes Street.

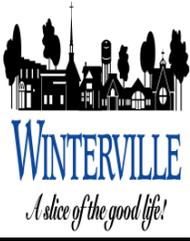
- No parking on south side of street during festival hours.

No parking on west side of Ange street from Blount street to Sylvania street.

** Note: Access to private residences on closed streets available by permits.*

In order to promote optimum traffic flow and public safety, changes to the Watermelon Festival Committee's request may have to be altered to accommodate Festival requirements.

Recommendation: Approval of Request



**Town of Winterville
Town Council
Agenda Abstract**

Item Section: Consent Agenda

Meeting Date: August 8, 2016

Presenter: Ryan Willhite, Chief of Police

Item to be Considered

Subject: Approval of Request from the Winterville Watermelon Festival Committee for the Placement of Signs and Banners on Town Property and Public Right-of-Ways.

Action Requested: Approve Request.

Attachments: N/A

Prepared By: Ryan C. Willhite, Chief of Police

Date: 7/20/2016

ABSTRACT ROUTING:

TC _____

FD _____

TM 8/3/2016

Final 8/3/2016

Supporting Documentation

The Winterville Watermelon Festival Committee request approval for the placement of signs and Banners on town property and along public right-of-ways announcing the location and times for the upcoming 2016 Watermelon Festival. The signs will begin being erected on or about August 9th, 2016.

Budgetary Impact: N/A

Recommendation: Approval of Request



**Town of Winterville
Town Council
Agenda Abstract**

Item Section: Consent Agenda

Meeting Date: August 8, 2016

Presenter: Terri L. Parker, Town Manager and
Evan Johnston, Parks and Recreation Director

Item to be Considered

Subject: Approval of Request from the Winterville Watermelon Festival Committee for the usage of the Parks and Recreation Bathroom facilities from August 25, 2016 to August 27, 2016

Action Requested: Approval of Request

Attachments: N/A

Prepared By: Terri L. Parker, Town Manager

Date: 8/3/2016

ABSTRACT ROUTING:

TC

FD

TM tlp – 8/3/2016

Final tlp – 8/3/2016

Supporting Documentation

The Winterville Watermelon Festival Committee has requested the use of bathrooms in both concession stands during the Watermelon Festival. The scheduled request is as follows:

8/25/2016 – 6 pm to 11 pm

8/26/2016 – 6 pm to 11 pm

8/27/2016 – 10 am to 11 pm

The Festival Committee will provide all paper products and they will hire janitorial services to keep the bathrooms clean during these times.

Recreation Staff has discussed this issue with the Watermelon Festival Committee. Staff requests approval of the Committee's Request.

Budgetary Impact: Cost of water used during the Festival Period.

Recommendation: Approve Request.



**Town of Winterville
Town Council
Agenda Abstract**

Item Section: Consent Agenda

Meeting Date: August 8, 2016

Presenter: Terri L. Parker, Town Manager

Item to be Considered

Subject: Set a Public Hearing Date for the Charles and Rebecca White Property Rezoning (139 Vernon White Road) from Agricultural/Residential to General Business.

Action Requested: Set date for September 12, 2016.

Attachments: N/A

Prepared By: Terri L. Parker, Town Manager

Date: 8/3/2016

ABSTRACT ROUTING:

TC

FD

TM tlp – 8/3/2016

Final tlp – 8/3/2016

Supporting Documentation

Budgetary Impact: TBD.

Recommendation: Set a Public Hearing Date.



**Town of Winterville
Town Council
Agenda Abstract**

Item Section: Consent Agenda

Meeting Date: August 8, 2016

Presenter: Terri L. Parker, Town Manager

Item to be Considered

Subject: Set a Public Hearing Date for the Michael and Wendy Bridgers Property Rezoning (Northwest Corner of Vernon White Road and Old Tar Road) from Agricultural/Residential to Office and Institutional.

Action Requested: Set date for September 12, 2016.

Attachments: N/A

Prepared By: Terri L. Parker, Town Manager

Date: 8/3/2016

ABSTRACT ROUTING:

TC

FD

TM tlp – 8/3/2016

Final tlp – 8/3/2016

Supporting Documentation

Budgetary Impact: TBD.

Recommendation: Set a Public Hearing Date.



**Town of Winterville
Town Council
Agenda Abstract**

Item Section: Consent Agenda

Meeting Date: August 8, 2016

Presenter: Robert Sutton, Electric Director

Item to be Considered

Subject: Electric Cost of Service Study

Action Requested: Approval to move forward with Cost of Service Study and award project to PowerServices

Attachments: RFQ Response from PowerServices for Electrical Engineering Services and Cost of Service Study

Prepared By: Robert Sutton, Electric Director

Date: 8/1/2016

ABSTRACT ROUTING:

TC

FD

TM tlp – 8/3/2016

Final tlp – 8/3/2016

Supporting Documentation

In June of 2016 the Town of Winterville advertised for RFQ's (Request for Qualifications) for Electrical Engineering Services, including Cost of Service Studies. Subsequently, three firms contacted the town regarding the RFQ. Of the three firms with initial interest, only one, PowerServices, Inc., submitted a response to the RFQ.

The purpose of a Cost of Service Study is to analyze short and long term electric utility projected revenues and expenditures. Using this data, the Study assigns recommended rate schedules for each service class based on the impact each class contributes to the operational costs of the electric utility. The study is performed with consideration for rate designs that cover complete utility costs and the elimination of potential over-charges to any class of customer while providing options for structuring future rate schedules.

This type of analysis is recommended on a regular basis, and particularly so in light of the Town's contract with NTE for wholesale power purchase.

Budgetary Impact: The FY 2016-2017 Budget includes moneys for said study.

Recommendation: Approval to move forward with Cost of Service Study and award project to PowerServices with the amount of the project not to exceed approved budget.



Response to RFQ for Electrical Engineering Services



Response Due: July 11, 2016, 2:00 p.m.

Submitted to:

Town of Winterville

Attn: Mr. Robert Sutton
Electric Utility Director

2571 Railroad Street
Winterville, North Carolina 28590

Submitted by:

PowerServices, Inc.

1616 E. Millbrook Road, Suite 210
Raleigh, NC 27609

Branch Offices: Maitland, FL & Clemson, SC

Contact:

R.L. Willoughby, Vice President
1616 E. Millbrook Road, Suite 210
Raleigh, North Carolina 27609
E-mail: rlw@powerservices.com
Phone: 919-256-5902, Fax: 919-256-5939



1616 E. Millbrook Road, Suite 210
Raleigh, NC 27609
Toll-Free: 1-866-231-6610
Tel: 919-256-5900
Fax: 919-256-5939
www.powerservices.com

July 11, 2016

Mr. Robert Sutton
Electric Utility Director
Town of Winterville
2571 Railroad Street
Winterville, NC 28590

Subject: Response to Request for Qualifications for
Electrical Engineering Services

Dear Mr. Sutton:

PowerServices, Inc. appreciates the opportunity to offer our qualifications in response to the Town's RFQ for Electrical Engineering Services. Enclosed are five (5) copies of our response and one (1) Confidential package containing samples of our work product. We have additionally provided our response package, excluding the Confidential work samples, to Mr. Ben Williams via e-mail, as requested. We would welcome the opportunity to provide additional information regarding our company and our team members.

The staff of PowerServices have a long history in the utility business and have provided engineering consulting services for hundreds of utilities in over 30 states, including the Town of Winterville. Our senior management staff has utility experience ranging from 20 to nearly 50 years in all aspects of electric utility design, management, planning, and operations and maintenance. Each specific project or task awarded to PowerServices would be assigned the most efficient, cost-effective, and skilled and experienced personnel to deliver the highest level of engineering and management services at the most competitive cost. We have 8 staff members who have been either utility CEOs, managers, directors of utilities, vice presidents of engineering or staff engineers, or a combination thereof.

PowerServices, Inc. believes that information on pages 5, 9, 10, 19 and Attachment 2 of this Response identified with Confidential constitute trade secrets and confidential client information. The project work samples provided as Attachment 2 to this response contain client information that is not public information, and therefore has been designated as Confidential. PowerServices, Inc. requests the Town of Winterville not release, reproduce, or disclose this information in any way beyond the Town's staff evaluation of this response. PowerServices respectfully requests these materials be returned to PowerServices, with no copy retained by the Town, upon the Town's award of this contract.

The primary contact for the Town of Winterville will be myself, R.L. Willoughby, Vice President, direct phone (919) 256-5902, and cell (919) 971-9006. Our teams look forward to working with you and your staff, and stand ready to provide any services you need currently or in the future. Please contact me with any questions, or if you would like additional information or clarification regarding our submittal.

Sincerely,

R. L. Willoughby
Vice President

rlw/sk
Enclosures

TABLE OF CONTENTS

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1	Executive Summary
2	Firm Information
3	Qualifications & Experience
4	References
5	Project Teams
6	Firm History
7	Work Samples (<i>Attachment 2 Confidential Package</i>)
8	Rate & Fee Schedule
Attachment 1	Resumes
Attachment 2	Work Samples (<i>Confidential Package</i>)

PowerServices is committed to serving our clients to the highest level of our profession which meet our clients' planning, operational, aesthetic, and fiscal requirements. Our high level of the combination of national and local experience and inside knowledge of utility operations sets us apart from other firms in our field. PowerServices is prepared to support our clients with a full line of electrical engineering services, including system planning and system optimization, and design of all phases of generation, distribution, transmission, and substation (to include troubleshooting, relay testing, and SCADA), system modeling, loss evaluation, construction administration, reliability improvement, and technology assessments. Other support we can provide includes cost of service studies and rate design, demand side management, energy conservation, green power solutions, power supply planning and negotiation, financial planning, and expert witness services. We continually provide our clients with Sustainable Energy Solutions and an enhanced ability to compete in an ever-changing utility market.

Since our inception, we have grown to over 70 professional staff members, including 14 Professional Engineers and 2 Professional Land Surveyors, and are continuing with this growth trend to support our clients' needs. Within the PowerSecure team we retain over 1,000 power delivery professionals providing additional support. The strength and experience of our family of companies, coupled with our many relationships within the industry, greatly enhances our ability to complete any project expeditiously and successfully. **This large and extremely experienced team of professional staff ensures we will complete projects for our clients on time and within the agreed to budget.** We know the materials, procurement methods, designs, and construction standards, as well as the many entities that impact successful construction and operation of transmission, distribution, substation, and generation projects. We strive to maintain excellent communications relationships with our clients throughout their projects, and continuing well into the future.

Our team of engineers consists of members who have designed, constructed and operated electric utility systems, including transmission lines, substations, generating plants, and extensive overhead and underground distribution systems throughout the United States. PowerServices has provided services to over 100 municipal clients in the 10.75 years since our inception, and our typical clients are municipal and cooperative utilities. Our staff includes individuals with extensive Public Power experience, including serving on large joint action Power Agencies, and serving as city managers and directors of municipal utilities, which provides us a unique insight into municipal projects. The team has experience working for and interfacing with over 300 electric utilities in over 40 states spanning over 40 years. We have a history of 100% project success. Our primary engineering business is from repeat utility clients, and we are driven to maintaining this as a cornerstone of who we are as an organization.

PowerServices' primary liaison with the Town will be R.L. Willoughby, Vice President, office phone (919) 256-5902, cell (919) 971-9006, e-mail rlw@powerservices.com, 1616 E. Millbrook Road, Suite 210, Raleigh, NC 27609. Mr. Willoughby has over 45 years of experience working with all aspects of utility operations and management, including 8 years as an electric utility director, and 7 years as a city manager. From January 2000 through December 2005, Mr. Willoughby served on the Board of Directors for two nationally recognized Joint Municipal Power Agencies, and one Joint Municipal Assistance Agency.

PowerServices, Inc. is a corporation formed in 2005 in the State of North Carolina to provide the highest level of electrical engineering services to municipalities, cooperatives, utility consumers, universities and governmental agencies, regulatory entities, and investor owner utilities involved in the procurement of energy services and in the ownership, planning, operation, regulation, and financing of electric utility systems. PowerServices was licensed in North Carolina as a corporation in September 2005, and as an engineering firm holding license number F-1131. PowerServices is a wholly owned company of PowerSecure, Inc., who just recently became a wholly owned company of Southern Company's unregulated business, one of the largest investor owned utilities in the United States. Our main business offices are located at 1616 E. Millbrook Road, Suite 210, Raleigh, North Carolina 27609, main phone (919) 256-5900, and fax (919) 256-5939. Our corporate offices are located at 1609 Heritage Commerce Court, Wake Forest, NC 27587, and we have branch offices located in Clemson, South Carolina, and Maitland, Florida.

PowerServices' Corporate Officers are:

Gregory L. Booth, PE, President
Peter J. Rant, PE, Vice President
Sidney Hinton, CEO
William C. Forness, Secretary

R.L. Willoughby, MSA, Vice President
Linda J. Kushner, EE, MBA, Vice President
Chris Hutter, CFO

Our firm's experience includes electrical, mechanical, and civil engineering, along with surveying, through every aspect of construction and operation of electric systems. Collectively, the focus of the companies is to enhance clients' abilities to meet their customers' needs through reliability, efficiency, and overall cost savings in supplying and delivering power. We have the ability to incorporate all necessary resources for a project as may be requested by the Town.

As demonstrated by the representative experience included in our response, we have the depth of knowledge needed to most successfully assist the Town with its design, specification, and engineering for its generation, transmission, substation and distribution projects, along with any planning and evaluating needs. PowerServices is prepared to support the Town of Winterville with a full line of electrical engineering services, including:

- Planning and design of all phases of transmission (overhead and underground), distribution (overhead and underground including coordination of other utility systems), and substation and relaying (to include troubleshooting, relay testing, and SCADA implementation),
- Our services include planning and design, construction estimation, development of specifications and drawings, bidding, review and response to technical requests for information, evaluation and recommendation, executed contracts when needed, construction administration and reliability improvement, surveying and staking, and commissioning of substations,
- System planning, system modeling, loss evaluation, load flow studies, and fault analysis,
- A unique feature of our capabilities is our ability to assist with storm restoration planning, distribution system facilities hardening, management and engineering during recovery, and accounting assistance in the recovery of FEMA funding, and
- Other support we can provide includes cost of service studies and rate design, demand side management, energy conservation, green power solutions, power supply planning and negotiation, financial planning, and expert witness services.

Following is a representative listing of services provided by PowerServices, and we would welcome the opportunity to provide any or all of these services to the Town.

Generation, Transmission, & Distribution Design and Management

- Project Planning and Studies
- Cost Estimation
- Routing and Right-of-Way Acquisition
- Detailed Specifications
- Plan and Profile Drawings
- Inventory and Condition Assessment
- Overhead and Underground Design
- Contract Preparation and Bidding
- Material Procurement
- Permitting
- Construction Staking
- Construction Management and Closeout Documents
- D.O.T. Relocation Projects
- Joint Use and Make Ready
- RUS, Municipal, Federal, State and Other Formats
- NESC Compliance



Substation Design and Management

- Planning and Siting
- Site and Structure Layout
- Grading and Erosion Control Plans
- Foundations and Oil Containment Systems
- Grounding Evaluation and Design
- Relaying and Coordination
- Material and Equipment Procurement
- Labor Contract Preparation and Bidding
- Permitting
- Construction Management
- Integrated with Transmission Design
- Overhead and Underground Circuit Exits
- Evaluation of Substation and Delivery Point Options
- SCADA Implementation
- AMI and AMR Systems Implementation



Planning and Quality Improvement

- Long-Range Planning
- Best Practices Analyses
- Construction Work Plans
- Regionalization Analysis
- Privatization / Municipalization Studies
- Risk Analysis



Technical Studies

- Coordination Studies
- Arc Flash Studies
- Reliability Studies (Sectionalizing) and Insulation Coordination
- Rate Issues and Studies
- Ground Resistivity Studies
- Lightning Protection Systems
- Capacitor Studies
- System Improvement Analysis
- Distributed Generation
- Reliability Analysis and Recommendations
- Instrumentation and Control



Other Services

- NERC Compliance and Reporting
- Legislative and Regulatory Filings and Testimony
- Cost-of-Service and Rate Studies
- Power Supply Contracts and Negotiations
- Losses & Utility Billing Practices Evaluations
- Pole Attachment Agreements
- Customer Service Policies & Practices Evaluations
- Utility Privatization
- Federal Projects
- Design-Build/EPC Turnkey Delivery
- Instrumentation and Control Systems

Utility Lighting Design

- Street Lighting - D.O.T. and AASHTO
- Area and Parking Lots, Security, Decorative
- Specialty Poles and Luminaires
- Full Line of LED Solutions

Relay Testing and Commissioning Services

- Relay Testing and Calibration
- Troubleshooting
- Substation Checkout and Commissioning
- Distributed Generation Checkout and Commissioning
- Evaluation of Equipment Maintenance Requirements
- ISO Interconnection Design, Evaluation, and Assistance



PowerServices has been providing engineering services for the past 10.75 years, and we have grown to over 70 professional staff members, including 14 Professional Engineers and 2 Professional Land Surveyors, and are continuing with this growth trend to support our clients' needs. Within the PowerSecure team we retain over 25 Professional Engineers and Professional Land Surveyors, along with over 1,000 power delivery professionals providing additional support. The strength and experience of our family of companies, coupled with our many relationships within the industry, greatly enhances our ability to complete any project expeditiously and successfully. **This large and extremely experienced team of professional staff ensures we will complete projects for our clients on time and within the agreed to budget.**

We offer our clients some of the most experienced personnel in the electrical engineering field, and the key personnel are our project team leaders. Our senior professionals have ranging from 26 to 49 years of experience providing any and all services our clients have requested, including design, evaluation, and maintenance of electrical systems, Engineering Procurement & Construction ("EPC") substation and distribution projects, electrical/electronics instrumentation and control equipment evaluation and implementation, investigation studies, electric system evaluations and reports, and all aspects of the electrical engineering consulting field. Our staff includes individuals with extensive experience in solar energy and microgrid EPC projects, and who have provided services for utility scale, statewide associations, and large industrial, and commercial installations across the country. Our parent company, PowerSecure, is a leader in the industry of DSM and provides peak shaving remote management to many of our municipal clients.

PowerServices has continued to meet our clients' needs within the project's budget and schedule for services we have delivered to date. PowerServices has provided engineering services in the last five years Below is the summary list requested by the Town of Winterville regarding projects our teams have performed over the past 5 years, followed by our typical project approaches to many of our design projects which provides an overview of our project approach methodology developed to ensure our projects are completed in a timely and efficient manner, while complying with all regulations in the industry and with all the Town's requests and requirements.

Project Summary for Past 5 Years

Confidential Begins

- Total cost of electrical projects installed by or through PowerServices' engineering efforts (**Engineering cost only**) \$28M

Confidential Ends

- Total Capital Improvement Plans Completed 24
- Total Cost of Service projects 12

Typical Project Approaches

PowerServices will provide any or all of the engineering design, contract administration and all construction administration or EPC services for any transmission, substation and distribution projects requested by the Town of Winterville, and all of these services will be provided in compliance with all Federal, State, and Local, prevailing laws, regulations, and standards, as well as the Town's standards and requirements. PowerServices will prepare all

contract documents necessary to successfully bid, evaluate and provide recommendation on standard bid forms to the client, respond to all vendor and contractor requests for information, and execute contracts or otherwise award the materials and construction portions of the project to the successful vendor or contractor, as requested by the client.

PowerServices will provide complete design and bid packages to the client for each step of any of the projects for review and modification, as required. We want to ensure the client is very satisfied with the final product. We cannot emphasize enough how important a priority this is to every member of our project team. To retain the basic style of construction and maintain a continuity of construction materials utilized by the client's past electrical facilities, PowerServices will use a similar design philosophy in its design approach with the proposed transmission, substation, and/or distribution projects. Based upon any input from the client's staff, we will specify preferred materials and framing to meet long-term operating and maintenance preferences and requirements.

We believe clarity of scope prior to commencement of the project is the basis for good communication with the client. We will provide the Project Manager with frequent updates on the status of completion of individual tasks, and will provide prompt responses and resolutions for all questions that arise throughout any project, and meet any timeline required by our clients.

General Engineering Projects

R.L. Willoughby will serve as the PowerServices liaison and project coordinator with the Town. Mr. Willoughby is extremely experienced and capable of providing many of the services anticipated directly to the client, and has extensive experience with both design and management of a wide range of generation, substation, transmission, distribution, and planning projects.

Transmission Projects

PowerServices has extensive capabilities to provide transmission line design projects. This is additionally representative of our distribution line design and construction administration capabilities. PowerServices is providing a condensed summary of our transmission line project methodology following.

As required, PowerServices would obtain soil borings from a qualified firm in accordance with the Town's procurement regulations. Our in-house civil engineer, based upon the design requirements, would prepare completed foundation designs. The PowerServices team assembled for transmission line projects includes some of the most experienced experts with transmission design and construction, project bidding, and construction administration in the country. The team includes key individuals with nearly 200 cumulative years OF experience with similar projects. The team has unique and special experience with similar projects throughout the eastern United States, including transmission line design and construction, National Electrical Safety Code and other standards, overhead line strengthening, underground transmission design, and other types of transmission construction.

PowerServices would provide complete design and bid packages to the client at each step of the Transmission Line project for review and modification, if required. We would monitor the construction, as requested by the client. We believe strongly in the importance of communicating deficiencies and "punch list" items to the construction contractor as the

project progresses to minimize the clean-up required prior to project closeout. Lastly, we would conduct a final inspection of the line, and obtain approval by the client that the contractor had fulfilled all contractual obligations. PowerServices would provide a closeout package, and a recommendation for final payment, to whatever extent the client would request.

Distribution Projects

Our distribution project approach is similar to managing a transmission project, however, the pace and concurrent steps in distribution design are typically completed much faster and may require multiple "staking" or design teams. After the initial notification of a prospective project by the client we begin by obtaining as much information as possible about the project and its location including searching online aerial photograph and mapping data. This also helps prepare us for our on-site visit with the client to discuss the project and obtain the necessary data for our engineering budget and task submittals.

Distribution projects are normally driven by changing system conditions and may have an immediate priority, such as supporting a new load, mid-term priority such as for a DOT relocation, or may be for longer term system improvements to support the client's Long-Range Planning needs. As with transmission and substation projects, PowerServices begins distribution projects by reviewing parameters with the client. We prepare and review a Distribution Design Data Summary, and often we will meet with operations and warehouse personnel to ensure a smoother design process. PowerServices brings a particular strength to distribution projects from a vast background in both overhead and underground distribution standards, planning, design, and construction. Our team members have authored standards, such as the TVPPA Distribution Design Guidelines, and have been active in the IEEE Distribution Reliability Subcommittee, and our designs incorporate the latest technology and developments.

It is difficult to concisely cover all of the aspects that may come into overhead and underground distribution projects. However, some examples illustrate how PowerServices brings value to our clients. We review each line design in the context of the client's long term needs and offer any possible considerations (such as capacity) we see up front. Specifics such as lighting roads to AASHTO levels (PowerServices regularly performs detailed lighting calculations using industry software) or placing poles around possible future driveways might come into play. High reliability lines might require some special materials or routing, and we address these items up front. Underground distribution may consist of complex downtown feeder construction or basic subdivisions. Again, PowerServices searches for optimum cost-effective solutions. We recently completed a series of large scale projects which incorporate decorative and utility lighting, special controls, and joint utility duct banks. All underground construction requires careful planning due to its cost and the difficulty of modifying it in the future. Our scoping and routing approach prevents future costly problems and conflicts, particularly since we consider all other occupants of the right-of-way, including both dry and wet utilities. All distribution designs are delivered in the format(s) preferred by our clients and designed to their standards. As with other projects, our scope can include contract bidding and procurement steps.

Substation Projects

We will provide the client with frequent updates on the status of completion of individual tasks, and on all questions and solutions that arise throughout any project. We cannot

emphasize enough how important a priority this is to every member of our team. Project success is driven by good communication. We utilize a comprehensive Substation Project Design, Procurement, and Management Checklist, with over 70 major task components and over 500 subparts, to assure PowerServices and the client have fully communicated and developed every option and component. Our team has designed virtually every type of station in use, including designs on the side of a mountain. Our designs are intended to achieve construction cost economies and operating economies as well as high reliability, ease of operation, and safety. PowerServices has provided designs that include transmission and distribution substations, including voltages through 500 kV and over 500 MVA. Our team has completed designs for many clients throughout the eastern United States, many of which are for municipal utilities and large, medium, and small cooperatives.

The design of substation foundations normally requires soil boring investigations, and we will coordinate the acquisition of soil borings from a qualified firm in the area where the substation is to be constructed. We will also acquire soil resistivity data, as needed, for review of ground grid design. Foundations will be designed in house by one of our civil engineers. We will supply soil data and structure loading details to one of our civil engineers, who will provide the completed foundation designs to us based upon the design requirements. Our design processes follow a series of systematic sequential tasks similar to the sample Scope of Work which follows. PowerServices will provide a detailed Scope of Work for each project the client is considering, and will provide the client's Engineering Staff with frequent updates as the design progresses and alternative solutions that arise throughout the project are decided. Any number of relatively minor changes that can be easily incorporated into the design will be accommodated without any additional charges. PowerServices will also provide complete design and bid packages to the client for each step of the substation project for review and modification.

Relay Testing

Barker Edwards with 43 years of experience leads our staff of outside plant personnel involved in substation and generator testing and evaluation. Our staff maintains the equipment to test all types of relays and reclosers including the latest electronic versions. On numerous occasions our staff has located problems with generators and circuit breakers that no one else could find. John Dickens with 53 years of experience, is available to decipher the most difficult relay application problems.

Planning Studies, Environmental Studies, Assessment Reports, Other Special Services

PowerServices' team for Planning Studies and Assessments consists of Gregory L. Booth, PE, R.L. Willoughby, MSA, Linda J. Kusher, MBA, H. Monty Montsinger, PE, and technical and administrative personnel as required. PowerServices brings one of the most experienced system planning teams in the country to our utility clients. In fact, special studies and analyses are a significant part of our overall value engineering portfolio.

SCADA, DA, and Smart Grid

Mike White, PE and Mike Jenkins, PE are specialists in the design, installation, and operation of SCADA, Distribution Automation, and the implementation of smart grid technology. They have faced the problems associated with system integration on several occasions. They are also familiar with the techniques used to expand SCADA and smart grid metering to integrate outage management software (OMS).

Confidential Begins

PowerServices provided all engineering and was the primary engineer for all the following projects. The projects provided below are similar to projects indicated in the Town of Winterville’s RFP, but are not all projects PowerServices has performed for these clients. The amounts provided below are the engineering fees for each project, are rounded, and most do not include construction amounts. PowerServices will provide construction costs to the Town of Winterville upon request when indication of award of Contract is provided to PowerServices.

Description	Reference
<p>Client Reference No. 1 Main Line of Business Principal Address Contact Name and Title Contact Telephone Number Services Provided Past 5 Years</p>	<p>ElectriCities of North Carolina / NCEMPA / NCMPPA #1 Municipal Trade Organization / Power Agency 1427 Meadow Wood Drive, Raleigh, NC 27609 Cecil Rhodes, Director of NCEMPA (919) 760-6231 • Relay Testing, calibration, and reprogramming for various municipalities 2011-2016 \$46,000</p>
<p>Client Reference No. 2 Main Line of Business Principal Address Contact Name and Title Contact Telephone Number Services Provided Past 5 Years</p>	<p>City of New Bern Municipal Utility 303 First Street, New Bern, NC 28562 Jon Rynne, Director of Utilities (252) 639-2820 • Miscellaneous Engineering 2012-2015 \$48,500 • AMI/DSM System Consulting 2012 \$165,000 • Highway 70 Feeder Design 2012 \$3,600 • SCADA System Evaluation, Procurement, Implementation 2014-2015 \$60,000</p>
<p>Client Reference No. 3 Main Line of Business Principal Address Contact Name and Title Contact Telephone Number Services Provided Past 5 Years</p>	<p>Public Works Commission of the City of Fayetteville Municipal Utility 955 Old Wilmington Road, Fayetteville, NC 28302-1089 John Sidebotham, Electrical Engineer II (910) 223-4109 • Fault Current Study 2015 \$13,000 • Addison Ridge Apartments Feeder design, procurement, construction administration 2013 \$8,000 • Camden Road B 69 and 12.47/7.2 kV Distribution NCDOT Relocation design, procurement, staking, construction administration 2015 \$180,500 • Camden Road C Distribution NCDOT Relocation design, procurement, staking, construction administration Ongoing \$290,000 • I-295 Outer Loop Distribution Relocation design, procurement, construction administration 2015 \$72,500 • NCDOT W-5206I 12.47/7.2 kV Distribution Relocation design, procurement, staking, construction administration 2015 \$51,500 • 5 Year CIP 2015 \$109,000 • Legion Road Distribution NCDOT Relocation design, procurement, staking, construction administration Ongoing \$158,000</p>

Description	Reference
Client Reference No. 3 (Continued)	<ul style="list-style-type: none"> • Raeford Road Distribution NCDOT Relocation design, procurement, staking, construction administration Ongoing \$230,000 • Reilly Road Distribution Upgrades design Ongoing \$21,500 • Owen Drive Distribution Upgrades design Ongoing \$17,500 • Bragg Boulevard and Rowan Street Distribution Upgrades Ongoing \$62,000 Military Business Park Distribution Feeder Tie design, permitting, procurement, construction administration Ongoing \$19,000
Client Reference No. 4 Main Line of Business Principal Address Contact Name and Title Contact Telephone Number Services Provided Past 5 Years	City of Rocky Mount Municipal Utility 331 S. Franklin Street, Rocky Mount, NC 27804 Richard Worsinger, Director of Public Utilities (252) 972-1271 <ul style="list-style-type: none"> • Annual Financial Forecasts Annually from 2011-2015 \$65,000 • Cost of Service Study 2015 \$36,000 • New 230 kV North POD No. 4 design, procurement, construction administration 2015 \$3.07M engineering & construction • New 69 kV Substation No. 8 design, procurement, construction administration 2015 \$1.98M engineering & construction • Hunter Hill Road 69 kV Transmission and 12.47/7.2 kV Distribution NCDOT Relocation Ongoing \$43,500 • Long Range Plan 2015 \$52,500 • Country Club Road Distribution NCDOT Relocation 2014 \$75,500 • Substation Nos. 6 and 7 Rebuild design, procurement, construction administration Ongoing \$76,000
Client Reference No. 5 Main Line of Business Principal Address Contact Name and Title Contact Telephone Number Services Provided Past 5 Years	Town of Tarboro Municipal Utility 2206 Howard Avenue, Tarboro, NC 27886 Buddy Harrison, Director of Utilities (252) 641-4280 <ul style="list-style-type: none"> • Calibration of substation relays Ongoing \$21,000 • Cost of Service study 2015 \$46,000 • Relay changeout project 2012 \$20,000
Client Reference No. 6 Main Line of Business Principal Address Contact Name and Title Contact Telephone Number Services Provided Past 5 Years	Town of Wake Forest Municipal Utility 401 Elm Avenue, Wake Forest, NC 27587 Mike Barton, Director of Public Works (919) 554-6123 <ul style="list-style-type: none"> • 20 Year Long-Range & Asset Management Plan 2012 \$17,500 • Miscellaneous Engineering Services 2011-2015 \$86,000 • John B. Cole Substation design, procurement, construction administration 2015 \$1.82M engineering & construction • Highway 98 Substation design, procurement, construction administration 2015 \$3.52M engineering & construction

Confidential Ends

PowerServices' project teams are overseen by Gregory Booth, President, a professional engineer licensed in 23 states and the District of Columbia with over 45 years of experience providing services to electric utilities in 40 states. This principal and senior project manager has provided consulting and design and construction services for generation, transmission, switching station and substation projects and interconnections along with distribution and planning services across all elements of electric utility engineering. Mr. Booth's experience includes electric utility construction, operation and maintenance, including development of standards for utility clients, state regulatory commissions, and hands-on training for utility workers on NESC, NEC, OSHA, and risk management and safety. Mr. Booth has written manuals for the National Rural Electric Cooperative Association, Tennessee Valley Public Power Authority, and others, and has provided modifications for cooperatives, cities, and IOU's. Mr. Booth has been accepted as an expert in nearly all areas of electric utility engineering, utility construction, personnel safety, and job analysis, including NESC, NEC, and OSHA safety manual and code application, before regulatory commissions, and state and federal courts. Mr. Booth has advised clients on municipal financing and written engineering reports as a part of an Official Statement.

A Vice President of PowerServices, R.L. Willoughby, spent the first 30 years of his career operating municipal electric utilities as line superintendent, utility director, and city manager. He has firsthand experience in financial planning, cost of service, safety/job analysis, risk management, and project management. Mr. Willoughby consults with our clients on NERC requirements.

Also serving as a Vice President of PowerServices, Peter Rant, manages a wide range of utility design/build projects including interfacing with our own construction personnel. He has authored design and construction standards for the Tennessee Valley Public Power Association (TVPPA), and has been directly involved in a wide array of transmission and distribution projects over the last 23 years for municipal public power clients throughout the United States.

Following are resume summaries for our primary key personnel, and detailed resumes are provided in Attachment 1 to this submittal.

Gregory L. Booth, PE, President of PowerServices since its inception (Raleigh, NC Offices), obtained his B.S in electrical engineering from N.C. State University in 1969 and is a Registered Professional Engineer in 23 states and the District of Columbia. Mr. Booth has over 45 years of experience in engineering, financial, and management services experience assisting local, state, and federal government units, municipal electric systems, rural electric and telephone cooperatives; investor-owned utilities, industrial customers and privately owned businesses, including some 300 utility clients in 38 states. Mr. Booth brings this wealth of experience to bear in management consulting and representing clients as an expert witness in regulatory proceedings, private negotiations, and litigation.

R.L. Willoughby, MSA, Vice-President of PowerServices since its inception (Raleigh, NC Offices), obtained his M.S.A. from Central Michigan University in Science Administration in 1992, and has over 45 years of experience with operations, maintenance, and management of utility systems. He has worked with all aspects of utility operations and management, including 8 years as an electric utility director, and 7 years as a city manager. From January 2000 through December 2005, he served on

the Board of Directors for two nationally recognized Joint Municipal Power Agencies, and one Joint Municipal Assistance Agency.

Peter J. Rant, PE, Vice President of PowerServices since its inception (Raleigh, NC Offices), obtained his B.S. in electrical engineering from Clarkson University in 1990 and is a Registered Professional Engineer in over 10 states. Mr. Rant has 26 years of experience in engineering and management experience dealing with electric transmission, distribution and communications systems. He has provided consulting services to municipal electric systems, electric cooperatives, investor-owned utilities, as well as federal and state facilities and universities in the areas of overhead and underground electric transmission and distribution since 1994. His experience also includes system planning and design, condition assessment, valuation, and privatization, as well as construction management. Mr. Rant has also specialized in overhead to underground conversion projects (including one project of over 88 miles of electric distribution), utility lighting projects, DOT relocations, and government and university campus electric systems. Mr. Rant has recently assisted the State of Mississippi Development Authority Energy Division in the production of a Sustainable Project Toolkit for local governments in Mississippi.

Linda J. Kushner, MBA, Vice President (Raleigh, NC Offices), has 28 years of experience in the electric power industry, many of which were with one of the largest utilities in the U.S., Duke Energy Progress, holding various positions in business development, account management and engineering. She has broad experience in renewable and alternative generation, energy efficiency, energy management, utility operations, and wholesale energy markets. Her focus area includes wholesale power, renewables, and related regulatory policies.

H. Michael Taylor, PE, Director of Substation & Relay Engineering (Raleigh, NC Offices), is a Registered Professional Engineer with an MBA and over 44 years of experience in engineering, operations, maintenance and management of electric utility systems. He has worked with one investor-owned utility, one electric cooperative, and two municipal electric systems, in addition to being a consultant for dozens of cities and other utilities. He has been responsible for the design/construction of 38 new or major modification substation projects, and for the operation and maintenance of 47 substations through his 18 years of electric utility employment.

Michael E. Jenkins, PE, SC Division Manager and Senior Project Manager (Clemson, SC Offices), is a registered professional engineer in several states with 32 years of experience working with electric utilities in nearly all aspects of power system engineering, system operations and utility management. His involvement with utilities across the nation has provided a wide ranging perspective of E&O practices, power supply issues and Smart Grid Challenges. This experience proves to be a fundamental asset as he routinely provides instruction to fellow industry personnel and leaders through training classes and publications. He received his Bachelor of Science Degree in Electrical Engineering from Clemson University, Clemson South Carolina. He is a member of IEEE – PES, National Society of Professional Engineers, Clemson University Power Engineering and Research Association and Professional Educators of Technical Colleges.

Lloyd D. Shank, Jr., PE, FL Division Manager and Senior Project Manager (Maitland, FL Offices), is a registered professional engineer in North Carolina and Florida with 42 years of experience in engineering, design, and management experience. As a utility director in High Point, N.C. he was responsible for management, engineering, operations, and customer service for over 50,000 utility accounts. While in High Point he managed two utility billing conversions, including oversight in writing a complete set of software specifications. Mr. Shank led a group who compiled customer service specifications for the 72 North Carolina municipal power systems. He was also involved in recommending construction standards and material specifications for all 72 North Carolina municipal electric systems. Mr. Shank has recently performed system loss studies and long range planning for two Florida cities. He also has experience with supervising distribution, transmission, and substation

maintenance and testing, as well as with managing storm recovery and system planning projects. His experience also includes duct and manhole underground distribution systems. Mr. Shank recently provided seminars on insulation coordination and arc flash to the FMEA E&O Workshop, and recently contributed an article on electric system planning in the January 2010 issue of Relay magazine. Mr. Shank is a former President of FMEA, and served on the Board of Directors and the Risk Oversight committee of FMPA.

The team additionally has unique and special experience with coastal projects in throughout the southeastern United States, including overhead to underground conversion, overhead line strengthening, submarine cable, and other types of coastal construction. Listed below is a sampling of some of these projects.

Hurricane Katrina Hardening Projects - Following the devastation of Hurricane Katrina, the UtilityEngineering/PowerServices team completed some thirty million dollars of hurricane hardening projects which have included overhead to underground conversion of many miles of electric lines, ATT lines, and CATV lines, including work for the VA Hospital in Biloxi, MS, the Naval Construction Battalion Center in Gulfport, MS, the Air National Guard Base in Gulfport, MS, the Stennis Space Center in Mississippi, and other industrial facilities along the Gulf Coast.

Coastal Islands Hazard Mitigation Project - The team includes the project manager and engineer of record for this FEMA funded project, along with several other key team members. Over a 3 year period, Brunswick EMC in North Carolina converted 88 miles of overhead distribution lines to underground to mitigate against the high cost and impact of hurricanes on four barrier islands, including Oak Island, Sunset Beach, Holden Beach, and Ocean Isle.

Sanibel and Captiva Island Distribution Projects - One team member developed overhead and underground options, and completed designs for Lee County Electric Cooperative, located in Florida, to improve reliability on these sensitive barrier islands.

Tangier and Smith Islands - Completed several underground distribution projects on these islands located in Virginia.

Cape Hatteras Electric Cooperative Projects - Team members have completed numerous projects in North Carolina, including underground subdivision designs, overhead transmission lines, and submarine cable to Ocracoke Island. After Hurricane Isabel, team members assessed the feasibility and cost of a major underground boring project to provide emergency relief to Hatteras Village.

City of Rocky Mount, NC - Team members designed and oversaw the construction of conversion of a major portion of the downtown area to underground, including 69 kV transmission, and coordination of traffic signaling, telephone, CATV, and other utilities.

Town of Smithfield, NC - Similar to the project in Rocky Mount, team members developed costs for and, ultimately, converted the downtown area from overhead to underground, including installing decorative lighting and coordination with Sprint Telephone Company.

NRECA Underground Standards Manual - Team members edited and authored sections of this national standard on underground distribution construction.

TVPPA Standards for Transmission and Distribution - Team includes the project manager and editor of the most recent complete re-write of this major standard for distribution line construction used by over 160 public utilities. The manual includes standards for both overhead and underground electric distribution.

Following are project team organizational charts for our main design and planning teams.

Corporate Team Leaders



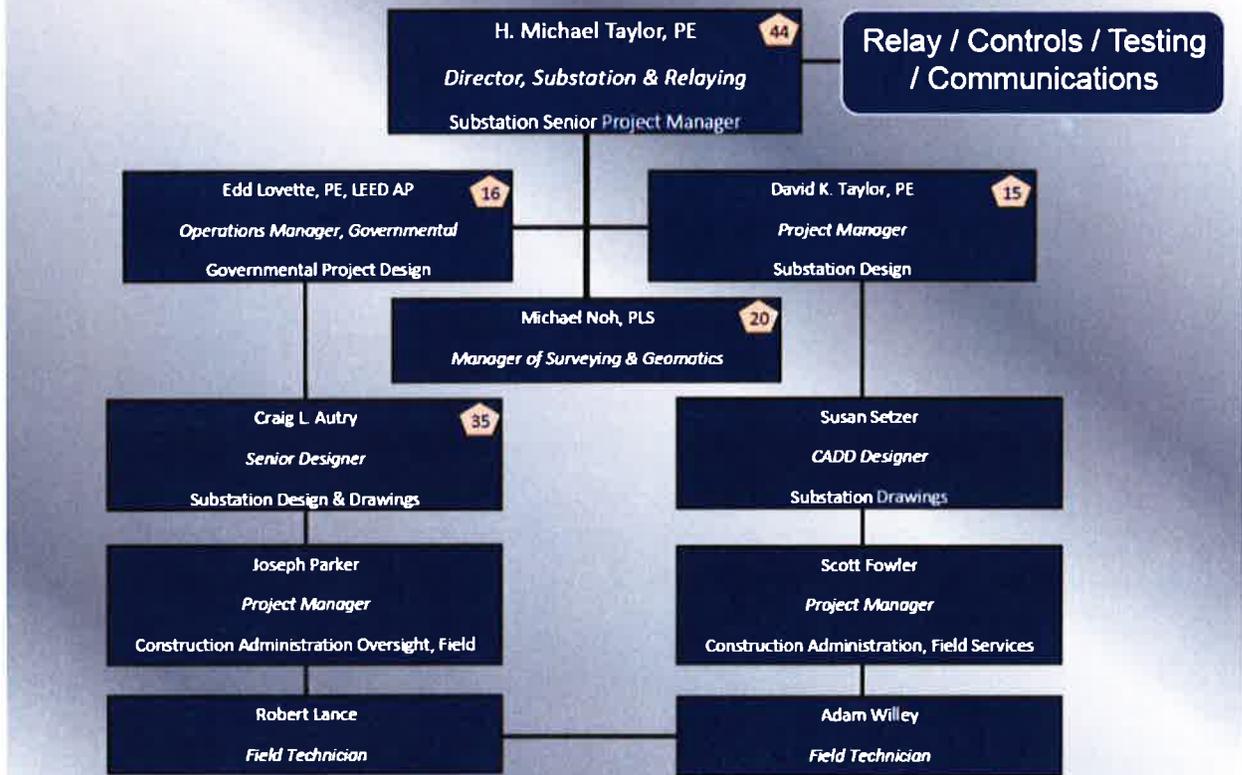
System Planning, Power Quality, Cost of Service and Rate Studies



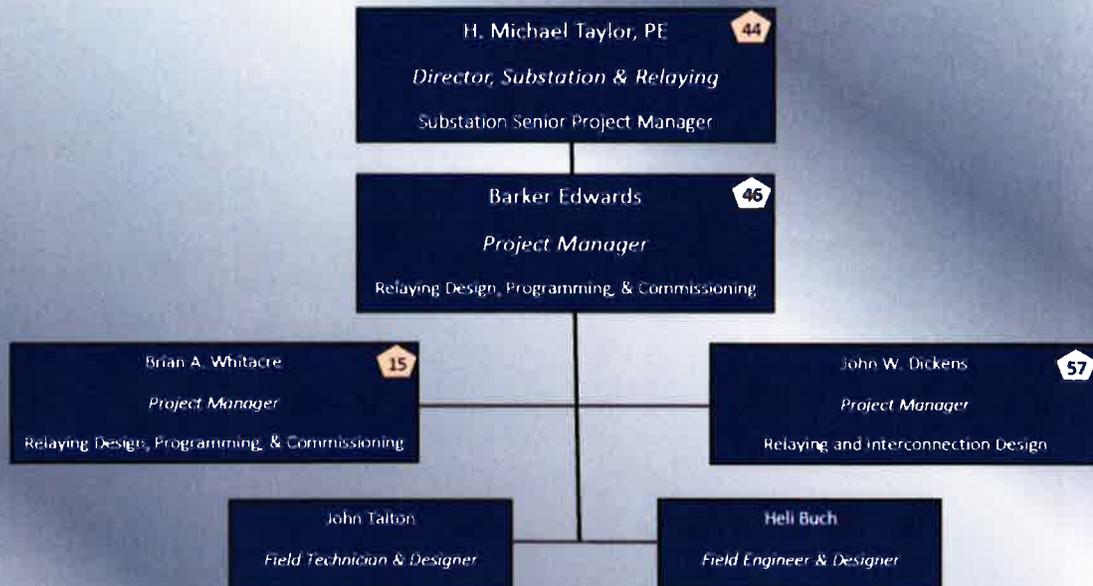
Transmission and Distribution



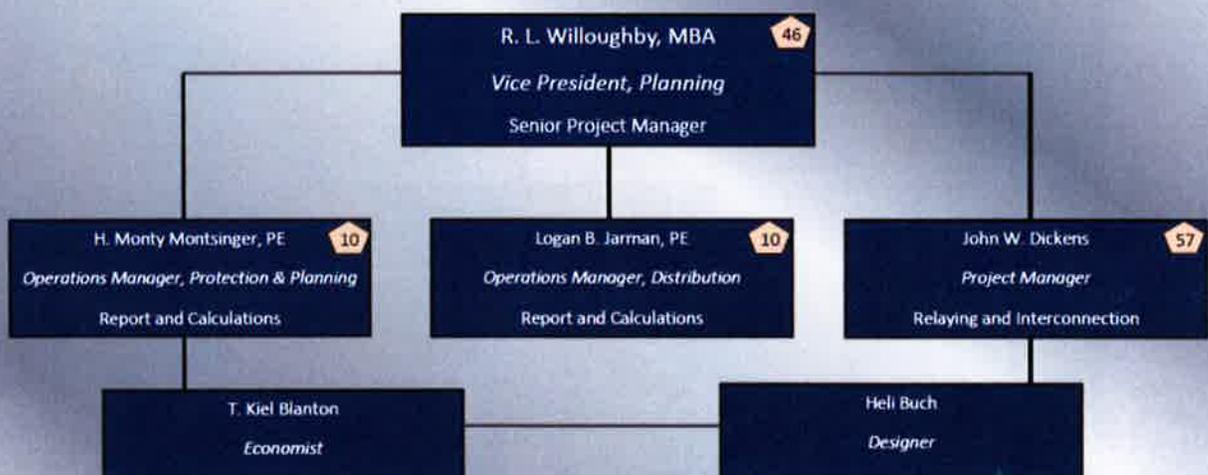
Substation Design



Relay/Controls/Testing/Communications



Relay Protective Coordination/Load Flow Analysis



PowerServices has **not** had any of the following situations occur throughout our firm's history.

- Debarment (of either the Firm or any of its principal officers or owners) by any Federal, State, County, Municipal or other local agency
- Involvement as a party in any litigation, arbitration or mediation associated with an energy project (not including any action filed to validate a transaction)
- Any convictions of the Firm or any of its principal officers or owners for violation of any Federal or State antitrust law (e.g., bid rigging, collusion, or otherwise restricting competition between bidders) or other law relating to bidding or performance of public works
- Determination by a governmental or public authority, which became final or unappealable, that the Firm or any of its principal officers or owners: (i) knowingly concealed any deficiency in the performance of any contract or project; (ii) falsified any information or made deceptive or fraudulent statements in connection with any contract or project; or (iii) willfully disregarded applicable laws, regulations, rules or contractual requirements in connection with any contract or project
- The Firm has filed any claims and/or lawsuits against any public agencies in connection with any contracts or projects of such public agencies and, if yes, identify the public agency and describe the nature and the outcome of such claim and lawsuit.

NOTICE: PowerServices, Inc. believes that information on pages 5, 9, 10, 19 and Attachment 2 of this Response identified with “**Confidential**” constitute trade secrets and confidential client information, disclosure of which possibly could injure the competitive position of PowerServices, Inc. or release client information that should not be disseminated to the public. PowerServices, Inc. requests that such information be used only in connection with evaluation of the Response or otherwise in connection with any agreement entered into by PowerServices, Inc. and the Town, but PowerServices, Inc. understands that disclosure may nonetheless occur, excluding client confidential documents, to the extent the Town determines disclosure is proper in accordance with federal, state and/or local law. The Town may disclose or use any information included in a Response that is not so marked and made subject to such notice. In the event the Town receives a request for information that is properly identified and for which notice is given in accordance with the foregoing, the Town will advise PowerServices, Inc. of the request. If PowerServices, Inc. objects to disclosure of such information, PowerServices, Inc., within a reasonable time, but in no event in excess of five (5) business days, shall submit to the Town a detailed statement indicating the reasons PowerServices, Inc. believes disclosure is not proper in accordance with Federal, State and/or local law. The Town will review such statement in determining whether disclosure is proper in accordance with applicable law. If PowerServices, Inc. requests that the Town resist disclosure of such information, the Town may agree to such request if the Town determines that requested information likely is exempt from disclosure pursuant to Federal, State or local law, but subject to PowerServices, Inc. in each such event agreeing to assume responsibility for and to pay any and all costs incurred by the Town, including, without limitation, attorney fees and expenses. The Town will exercise reasonable care in applying the requirements of this Notice, but in no event shall the Town be responsible or liable for any damage or injury that may result from any disclosure that may occur of information PowerServices, Inc. believes constitutes a trade secret.

Project work samples have been provided as Attachment 2 to this response and contain client information that is not public information, and therefore has been designated as Confidential materials. PowerServices, Inc. requests the Town of Winterville not release, reproduce, or disclose this information in any way beyond the Town’s staff evaluation of this response. PowerServices respectfully requests these materials be returned to PowerServices, with no copy retained by the Town, upon the Town’s award of this contract.

Confidential Begins

LABOR BILLING RATE SCHEDULE

JANUARY 2016*

Classification	Rates (Per Hour)
Principal Engineer	\$ 207.00 - \$ 245.00
Senior Project Manager	\$ 100.00 - \$ 190.00
Professional Engineer	\$ 100.00 - \$ 190.00
Project Manager	\$ 95.00 - \$ 170.00
Senior Engineering Technician	\$ 90.00 - \$ 150.00
Project Engineer	\$ 80.00 - \$ 145.00
Engineering Technician	\$ 50.00 - \$ 100.00
CAD Technician	\$ 50.00 - \$ 100.00
Administrative	\$ 30.00 - \$ 100.00

*Rates Subject to Change on an Annual Basis on January 1st

EXPENSE RATES

Basic Subsistence

Lodging	Billed at cost with no adders
Meals	Billed at cost with no adders
Vehicle Mileage	Billed at IRS allowed rate with no adders
Airline or Other Travel	Billed at cost with no adders

Printing and Reproduction

Black/White:

8½" x 11"	\$ 0.10 per sheet
8½" x 14"	\$ 0.12 per sheet
11" x 17"	\$ 0.15 per sheet
24" x 36" Plots	\$ 7.00 per sheet
24" x 36" Copies	\$ 4.00 per sheet
30" x 36" Plots	\$ 8.00 per sheet
30" x 36" Copies	\$ 6.00 per sheet

Color:

	\$ 1.00 per sheet
	\$ 1.20 per sheet
	\$ 1.80 per sheet
	\$10.00 per sheet
	\$13.00 per sheet
	\$14.00 per sheet
	\$18.00 per sheet

Equipment and Miscellaneous Supplies

Rental Equipment Billed at Cost with no Adders
Other Miscellaneous Supplies are Billed at Cost with no Adders

Software

Use of basic software, such as Microsoft Office products, AutoCAD, and non-specialized graphics programs is included in hourly billing rates for employees. Specialized or proprietary software will be quoted on a per project basis, if required.

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Following are detailed resumes for our primary key personnel team members.



1616 E. Millbrook Road, Suite 210
Raleigh, NC 27609
Toll-Free: 1-866-231-6610
Tel: 919-256-5900
Fax: 919-256-5939
www.powerservices.com

**GREGORY L. BOOTH, PE, PLS
PRESIDENT**

**PROFESSIONAL
EDUCATION:**

NORTH CAROLINA STATE UNIVERSITY, Raleigh, NC
BS - Electrical Engineering, 1969

REGISTRATIONS:

Registered as Professional Engineer in Alabama, Arizona, Colorado, Connecticut, Delaware, District of Columbia, Florida, Georgia, Kansas, Maryland, Minnesota, Missouri, New Hampshire, New Jersey, North Carolina, Oklahoma, Pennsylvania, Rhode Island, South Carolina, Commonwealth of Virginia, West Virginia, and Wisconsin. Council Record with National Council of Examiners for Engineering and Surveying

EXPERIENCE:

Mr. Booth has been accepted as an expert before state and federal regulatory agencies. He has been accepted as an expert in both state and federal courts. Investigation and testimony experience includes areas of wholesale and retail rates, territorial disputes, electric service reliability, utility acquisition expert, right-of-way acquisition and impact of electromagnetic fields and evaluation of transmission line options for utility commissions. Additionally, Mr. Booth has extensive experience serving as an expert witness before state and federal courts on matters including property damage, forensic evaluation, fire investigations, fatality, and areas of electric facility disputes and Occupational, Safety and Health Administration violations and investigations together with National Electric Code and National Electrical Safety Code and Industry Standard compliance.

2007-Present
President
UTILITYENGINEERING, INC.
Raleigh, North Carolina

Providing engineering management services to the electric industry, including planning and design. Providing forensic engineering, product evaluation, fire and accident investigations, and serving as an expert witness in state and federal regulatory matters and state and federal courts.

2005-Present
President
POWERSERVICES, INC.
Raleigh, North Carolina

Providing engineering management services to the electric industry, including planning and design. Providing forensic engineering, product evaluation, fire and accident investigations, and serving as an expert witness in state and federal regulatory matters and state and federal courts.

GREGORY L. BOOTH, PE, PLS
(Continued)

- 2004-Present
President
GREGORY L. BOOTH, PLLC
Raleigh, North Carolina
- Providing engineering management services to the electric industry, including planning and design. Providing forensic engineering, product evaluation, fire and accident investigations, serving as an expert witness in state and federal regulatory matters and state and federal courts.
- 1994-2004
President
BOOTH & ASSOCIATES, INC.
Raleigh, North Carolina
- Responsible for the direction of the engineering and operations of for all divisions and departments. The engineering work during this time frame has continued to be the same as during 1974 through 1993 with the addition of greater emphasis on power supply issues, including negotiating power supply contracts for clients; increased involvement in peaking generation projects; development of joint transmission projects, including wheeling agreements, power supply analyses, and power audit analyses. The work during this time frame includes providing services to over 200 utility clients across the United States, including NCEMC and NRECA.
- 1975-1994
Executive Vice President
BOOTH & ASSOCIATES, INC.
Raleigh, North Carolina
- Directed five departments of Booth & Associates, Inc.; provided engineering services to electric cooperatives and other public power utilities in 23 states; provided expert testimony before state regulatory commissions on rates and reliability issues; in accident and tort proceedings; transmission line routing and designs; generation plant designs; preparation and presentation of long-range and construction work plans; relay and sectionalizing studies; relay design and field start-up assistance; generation plant designs; rate and cost-of-service studies; reliability studies and analyses; filed testimony, preparation and teaching of seminars; preparation of nationally published manuals; numerous special projects for statewide organizations, including North Carolina EMC. Work was provided to over 130 utility clients in 23 states, PWC of the City of Fayetteville, NC, Cities of Wilson, Rocky Mount and Greenville are among the utilities in which I have provided engineering services in North Carolina during this time frame. Services to industrial customers include Texfi Industries, Bridgestone Firestone, Inc and many others.

GREGORY L. BOOTH, PE, PLS
(Continued)

1973-1975

Professional Engineer

BOOTH & ASSOCIATES, INC.

Raleigh, North Carolina

Directed five departments of Booth & Associates, Inc.; provided engineering services to electric cooperatives and other public power utilities in 23 states; provided expert testimony before state regulatory commissions on rates and reliability issues; in accident and tort proceedings; transmission line routing and designs; generation plant designs; preparation and presentation of long-range and construction work plans; relay and sectionalizing studies; relay design and field start-up assistance; generation plant designs; rate and cost-of-service studies; reliability studies and analyses; filed testimony, preparation and teaching of seminars; preparation of nationally published manuals; numerous special projects for statewide organizations, including North Carolina EMC. Work was provided to over 130 utility clients in 23 states, PWC of the City of Fayetteville, NC, Cities of Wilson, Rocky Mount and Greenville are among the utilities in which I have provided engineering services in North Carolina during this time frame. Services to industrial customers include Texfi Industries, Bridgestone Firestone, Inc and many others.

1967-1973

Project Engineer

BOOTH & ASSOCIATES, INC.

Raleigh, North Carolina

Transmission line and substation design; distribution line design; long-range and construction work plans; rate studies in testimony before State and Federal commissions; power supply negotiations; all other facets of electrical engineering for utility systems and over 30 utilities in 10 states.

1963-1967

Technician

BOOTH & ASSOCIATES, INC.

Raleigh, North Carolina

Transmission surveying and design assistance, substation design assistance; distribution staking; construction work plan, long-range plan, and sectionalizing study preparation assistance for many utilities, including Cape Hatteras EMC, Halifax EMC, Delaware EC, Prince George EC, A & N EC; assistance generation plant design, start-up, and evaluations.

PROFESSIONAL ORGANIZATIONS:

- National Society of Professional Engineers (NSPE)
- Professional Engineers in Private Practice (PEPP)
- National Council of Examiners for Engineering & Surveying (NCEES)
- Professional Engineers of North Carolina (PENC)
- National Fire Protection Association (NFPA)
- Associate Member of the NRECA
- NRECA Cooperative Network Advisory Committee (NRECA-CRN)
- The Institute of Electrical and Electronics Engineers (IEEE)
(Distribution sub-committee members on reliability)
- American Standards and Testing Materials Association (ASTM)
- Occupational Safety and Health Administration (OSHA) Certification
- American Public Power Association (APPA)



1616 E. Millbrook Road, Suite 210
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Tel: 919-256-5900
Fax: 919-256-5939
www.powerservices.com

R. L. WILLOUGHBY
VICE PRESIDENT

PROFESSIONAL
EDUCATION:

CENTRAL MICHIGAN UNIVERSITY, Mt. Pleasant, MI
MSA - Masters of Science Administration, 1992

MT. OLIVE COLLEGE, Mt. Olive, NC
BS - Business Management, 1988

LENOIR COMMUNITY COLLEGE, Kinston, NC
A.A.S. - Industrial Management, 1987

EXPERIENCE:

Mr. Willoughby has 40 years experience with operations, maintenance, and management of utility systems. He has worked with all aspects of utility operations and management, including 8 years as an electric utility director, and 7 years as a city manager.

From January 2000 through December 2005, Mr. Willoughby served on the Board of Directors for two nationally recognized Joint Municipal Power Agencies, and one Joint Municipal Assistance Agency. The combined annual budget for the three agencies was over \$1 billion dollars. The two Joint Municipal Power Agencies have 51 members with a combined annual demand of 2300 megawatts, and the Joint Municipal Assistance Agency has 90 members in three states.

2005 - Present
Vice President
POWERSERVICES, INC.
Raleigh, North Carolina

Assisting utilities in management and planning to achieve optimum reliability and cost management for power systems, including long-range planning, economic analyses, privatization studies, coordination studies, rate issues and studies, system improvement studies, and power supply contracts and negotiations.

Also provides assistance to president with accident investigation, fire investigation, forensic engineering, and product evaluation in expert witness services.

**R. L. WILLOUGHBY
(Continued)**

2003-2005
Vice President of Management Services
BOOTH & ASSOCIATES, INC., Consulting Engineers
Raleigh, North Carolina

Assisted with implementation, assignation, and focusing direction of System Planning and Power Quality Division company management personnel.

Supervised the System Planning and Power Quality Division to provide planning solutions to fill individual utility client's needs. Assisted in providing Long-Range Plans, Construction Work Plans, creation of system models, Automation Integration Plans, protective coordination, environmental reports, power requirements studies, system upgrades and replacements, and power quality studies.

1996-2003
City Manager
CITY OF WASHINGTON
Washington, North Carolina

Provided leadership and administration of the day to day operations of the city. Worked with the City Council and citizens, to ensure quality services and programs for the citizens and the business community.

City had 225 employees and a \$40 million dollar annual budget.

1988-1996
Electric Utility Director
CITY OF WASHINGTON
Washington, North Carolina

Planned, directed, and coordinated all activities of the city's electric utility division. Accomplished directives identified by the City Council and City Manager, coordinated activities of the electric department and between the electric department and other city departments, identified operating, maintenance, and/or construction concerns and initiated appropriate corrective actions, administered annual budget for electric department, participated in load and rate studies, provided oversight for staff technical and safety training programs, and conferred with technical and engineering personnel relative to plans and specifications for construction projects.

**R. L. WILLOUGHBY
(Continued)**

1985-1988
Electric System Manager
CITY OF KINSTON
Kinston, North Carolina

Provided for the direction of the Utilities Department electrical engineering sections. Included responsibility for all aspects of utility operations, including technical and economic feasibility analysis; operation and maintenance programs; and inspections.

1971-1985
CITY OF KINSTON
Kinston, North Carolina

Various job responsibilities dealing with the operations and maintenance of the electric distribution system.

**PROFESSIONAL
AFFILIATIONS:**

International City/County Managers Association (ICMA)



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**PETER J. RANT, PE
VICE PRESIDENT**

**PROFESSIONAL
EDUCATION:**

CLARKSON UNIVERSITY, Potsdam, NY
BS - Electrical & Computer Engineering, 1990
Concentration in Power Systems

REGISTRATION:

Professional Engineer: North Carolina, Virginia, Maryland,
Tennessee, Florida, Ohio, Pennsylvania, Arizona, District of
Columbia, Mississippi, Council Record with National Council of
Examiners for Engineering and Surveying

EXPERIENCE:

2005-Present

Vice President
POWERSERVICES, INC.
Raleigh, North Carolina

Responsible for leadership and direction of staff completing design and management of power delivery projects. Develops projects from concept through completion. Responsible for staffing, budgeting, scheduling, and contractual agreements related to design and construction.

Allocates resources, develops partnering and subcontracting relationships, and directs bidding and other procurement methods to complete projects. Maintains professional engineering responsibilities over designs, studies, and reports, consistent with the work listed below.

Project experience includes major system studies for federal facilities, overhead to underground distribution conversion projects, outdoor lighting, utility privatization, 115 kV electric transmission. Other work completed includes arc flash studies, system protective coordination, system planning and analysis, and regulatory testimony.

2005

Operations Manager-Transmission & Distribution and Geographic Information & Technology
BOOTH & ASSOCIATES, INC., Consulting Engineers
Raleigh, North Carolina

Responsible for the daily operations and resource allocation for the largest division at Booth & Associates, Inc. Worked with Division Vice Presidents developing annual division budget and performance goals. Tracked project budgets and directed department and project managers to meet fiscal targets and project schedules.

**PETER J. RANT, PE
(Continued)**

Maintained relationships with diverse base of clients and vendors to develop engineering and design/build (EPC) projects. Developed studies and cost proposals supporting clients' technical and fiscal requirements. Designed, bid, and managed multiple construction projects. Continuing professional engineering responsibilities for an array of projects. Project experience includes: design of 18 miles of static overhead ground wire replacement on a 69 kV Transmission System with Optical Ground Wire (OPGW), successful completion of a 3-year FEMA funded hurricane hazard mitigation project converting 88 miles of overhead distribution line to underground (approximate value of 15 million dollars), complete replacement and upgrade of a university medium voltage electric system, including station breakers, in two phases with a total project cost of 3.5 million dollars, and complete update of the TVPPA Design Guidelines for Transmission and Distribution.

1999-2005

Manager of Distribution Design
BOOTH & ASSOCIATES, INC., Consulting Engineers
Raleigh, North Carolina

Managed Electric Distribution Department for a seventy person electric utility engineering consulting firm; Responsible for distribution design standards and quality control of engineered solutions. Engineer of Record and Senior Project Manager for multiple projects. Directed engineers and technicians completing all design and management activities required for construction of multimillion-dollar capital projects. Developed new business through client contact, marketing efforts, and preparation of engineering proposals. Negotiated design and construction contracts.

Designed overhead and underground electric transmission and distribution facilities; Responsible for project scheduling and coordination, design calculations, field staking, right-of-way acquisition, permitting, and construction management of multiple projects. Prepared specifications, bid documents, labor and material contracts, construction cost estimates, various permit applications, construction drawings, design data books, design and construction standards manuals, Federal and State forms and reports, and system studies for municipalities, Investor Owned Utilities, Rural Electric Cooperatives, schools and universities, military bases and other owners of high and medium voltage electric systems.

**PETER J. RANT, PE
(Continued)**

Experience includes: major system improvement and revenue projects, voltage conversions, installation of metering, DOT relocations, roadway and decorative lighting, overhead and underground 69 kV transmission, substation upgrades, military base system privatizations, GPS/GIS mapping, system valuations, infrared inspections, and alternative materials specifications.

Specialized in complex underground construction projects for aesthetics and reliability including downtown streetscape enhancement and university campus electric and telecommunication systems.

Other Positions: Project Manager 1997-1999
 Junior Engineer 1994-1997
1994-1999 **BOOTH & ASSOCIATES, INC.**, Consulting Engineers
 Raleigh, North Carolina

Design and project management activities consistent with the experience listed above.

1990-1994 **UNITED STATES ARMY**, Fort Bragg, North Carolina.
 First Lieutenant; Signal Operations Officer

Responsible for communications and site power for deployed Special Forces and major Joint Special Operations headquarters. Designed and supervised installation of communications networks and remote mobile power generation and distribution systems and serving base camps in Central America and the United States. Supervised up to 100 people installing and maintaining radio, telephone, and satellite communications systems during exercises and missions worldwide. Communications systems included single and multichannel HF, UHF, and SHF radios in point to point and point to multipoint secure voice and data networks as well as wireline systems. Employed technologies including spread spectrum radio, automatic link establishment (ALE), and Microsoft Windows based LAN's and WAN's.

Design of communications networks included selection and assignment of frequencies and antennas for wireless connections based on propagation analysis. Responsibilities also included allocation of bandwidth for trunked and dedicated channels, and assignment of individual subscriber priorities and privileges. Directed installation and troubleshooting of multiple layered networks.

**PETER J. RANT, PE
(Continued)**

Led individual and group training resulting in unit's 100% mission accomplishment in numerous deployments despite high personnel turnover. Responsible for maintenance and accountability of up to 5 million dollars worth of vehicles, generators, and communications equipment as well as control of classified documents and cryptographic materials.

Positions Held:	Signal Detachment Commander	1992 to 1994
	Platoon Leader	1991 to 1992
	(Military Training Schools)	1990 to 1991

**MILITARY
ACHIEVEMENTS:**

Excelled academically graduating second in a class of eighty-four officers in the Signal Officer Basic Course, and in the top five at the Battalion/Brigade Signal Officer Course. These courses comprise nine months of training covering design, installation, and maintenance of military communications and power systems. Military training certifications include Parachutist, Senior Parachutist, Jumpmaster, Battalion/Brigade Signal Officer, Airlift Loadplanner, Range Operations and Ammunition Handling, and Substance Abuse Prevention and Control. Awarded Army Commendation Medal with Oak Leaf Cluster for meritorious service in the 7th Special Forces Group (Airborne) and the 112th Signal Battalion (Special Operations) (Airborne).

**PROFESSIONAL
AFFILIATIONS:**

Institute of Electrical and Electronic Engineers (IEEE)
National Society of Professional Engineers (NSPE/PENC)
Society of American Military Engineers (SAME)



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LINDA J. KUSHNER
SPECIAL PROJECT MANAGER

**PROFESSIONAL
EDUCATION:**

JAMES MADISON UNIVERSITY, Harrisonburg, VA
Certified Energy Manager 1995-2008
Master of Business Administration, 1999

NORTH CAROLINA STATE UNIVERSITY, Raleigh, NC
BS – Electrical Engineering, 1986

EXPERIENCE:

Ms. Kushner has twenty five years of experience in the electric power industry holding various positions in business development, account management and engineering. She has broad experience in renewable and alternative generation, energy efficiency, energy management, utility operations, and wholesale energy markets. Her focus area includes energy portfolio compliance and related regulatory policies.

Nov. 2012 - Present

Special Project Manager
POWERSERVICES, INC. and ZEMPLEO, INC.
Raleigh, North Carolina

Assisting Vice President with providing utilities with economic analyses, renewable energy evaluations and studies, planning studies, acquisition evaluations and studies, privatization studies, coordination studies, rate issues and studies, system improvement studies, and power supply contracts and negotiations.

LINDA J. KUSHNER
(Continued)

July 2012 – October 2012 Renewable Energy Compliance Manager
DUKE ENERGY
Raleigh, North Carolina

2007 – July 2012 Solar Program Manager
PROGRESS ENERGY
Raleigh, North Carolina

Lead strategy and compliance efforts to meet statutory renewable portfolio requirements in North Carolina with annual expenditures from \$180M growing to \$500M. Directed solicitations for renewable energy supply, evaluated proposals, negotiated power purchase agreements and provided ongoing contract administration. Responsible for all regulatory filings and related testimony. Collaborated across multiple company areas including executive management, resource planning, finance, environmental, legal, and operations to ensure consistency with corporate business objectives. Managed key external interfaces including local and national renewable energy organizations to communicate company's position on energy strategies. Developed relationships with renewable energy suppliers and associations to facilitate resource procurement. Oversight of alternative energy R&D projects in partnership with municipalities, research institutes, and universities. Designed, implemented, and administered residential and commercial solar programs to encourage diverse market participation to meet utility compliance goals.

2000 - 2007 Wholesale Account Manager
PROGRESS ENERGY
Raleigh, North Carolina

Primary corporate contact for assigned wholesale customers and independent power producers. Managed long term power sales and purchase agreements exceeding \$100M annually. Responsible for relationship with assigned accounts at all organizational levels. Liaised with company accounting, financial, production, engineering, planning, legal and operations organizations to ensure contract compliance. Developed comprehensive strategies and account plans for assigned accounts to maintain and/or improve company's power sales market.

**LINDA J. KUSHNER
(Continued)**

1994 - 2000 Senior Engineer/Account Executive
VIRGINIA POWER / PROGRESS ENERGY
South Boston/Charlottesville Virginia / Wilmington, North Carolina

Primary contact for key commercial and industrial electric accounts. Developed and maintained relationships by providing technical assistance to complement customer's comprehensive energy strategy. Performed reviews of plant energy use including billing and rate analysis, energy surveys and efficiency measures, and power quality studies. Designed interconnection facilities for new and expanding businesses.

1990 - 1994 Substation Engineer/Materials Coordinator
VIRGINIA POWER
Richmond, Virginia

Designed and managed major substation projects. Worked extensively with substation engineering, equipment, and construction material and equipment requirements.

1986 - 1990 Customer Service Representative/Associate Engineer
VIRGINIA POWER
Charlottesville, Virginia

Designed electric service for residential and commercial customers. Provided analysis of substation design and protection schemes.

**PROFESSIONAL
AFFILIATIONS:**



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H. MICHAEL TAYLOR, PE
DIRECTOR OF SUBSTATION AND RELAYING

PROFESSIONAL
EDUCATION:

NORTH CAROLINA STATE UNIVERSITY, Raleigh, NC
BS - Electrical Engineering, 1972

UNIVERSITY OF NORTH CAROLINA AT CHARLOTTE, Charlotte, NC
MBA - Business Administration, 1985

REGISTRATION:

Professional Engineer: North Carolina, South Carolina

EXPERIENCE:

2006-Present

Director of Substation and Relaying
POWERSERVICES, INC.
Raleigh, North Carolina

Responsible for direction of substation and relaying, including programming and cost analysis, permitting, design, construction, and operations.

Evaluates options and prepares studies, reports, specifications and contracts to meet client needs as a part of the total power delivery solution. Directs company resources and personnel, along with other procured resources, to complete projects related to points-of-delivery and substations.

2002-2006

Electric System Superintendent
CITY OF HIGH POINT
High Point, North Carolina

Responsible for 1) Construction, operation, and maintenance of all substations, transmission lines, and distribution lines of the electrical distribution system which serves 37,000+ consumers with peak load of 263 MW; 2) Substation Engineering: relaying, SCADA, load management, voltage complaints, City owned generators, and PCB testing and reporting; 3) Long Range Plans: Work Plans, sectionalizing studies, capacitor placement, outage analysis and reporting, and line loss reduction; 4) Material specifications and bid analysis; and 5) Miscellaneous: retail rate design, wholesale bill monitoring, marketing to Large Power customers, Electric Department budgeting, and others as needed. Responsible for direction of 39 employees and eleven construction and tree contract crews.

**H. MICHAEL TAYLOR, PE
(Continued)**

2000-2002
Electric Engineering Manager
CITY OF HIGH POINT
High Point, North Carolina

Responsible for 1) Engineering: transmission and distribution line design, engineering standards, adherence to NESC requirements, territorial matters, R/W procurement, system maps on CAD/CAM, and environmental regulation compliance; 2) Substation Engineering: substation construction, operation, and maintenance, SCADA, load management, voltage complaints, and PCB testing and reporting; 3) Long Range Plans, Work Plans, sectionalizing studies, capacitor placement, outage analysis and reporting, and line loss reduction; 4) Material specifications and bid analysis; and 5) Miscellaneous: retail rate design, wholesale billing monitoring, marketing to Large Power customers, Electric Department budgeting, and others as needed.

1995-2006
President
TAYLOR & ASSOCIATES ENGINEERING COMPANY
Lexington, North Carolina

Offering a wide range of high quality engineering services to electrical transmission and distribution utilities based on 33 years of electric utility experience. Services have included substation modifications, specification, design, and construction inspection; overhead and underground distribution line specification, design, and construction inspection; feasibility studies; rate studies; cost estimates; field inventory of installed facilities; preparation and conversion of system detail maps to digital format; sectionalizing studies; standby generators; road widening and relocation projects; underground 100 KV transmission line; underground subdivision design; and other miscellaneous engineering services.

1986-1995
Manager of Engineering
DAVIDSON EMC
Lexington, North Carolina

Responsible for 1) Field Engineering: transmission and distribution line design, engineering standards, adherence to NESC and REA requirements, territorial matters, R/W procurement, system maps on CAD/CAM, and administration of contracts for electric system improvements including substations and transmission lines; 2) Test Engineering: substation construction, operation, and maintenance, metering, mobile radios, microwave system, telephone system, mobile substations, SCADA, load management, voltage complaints, PCB testing and reporting, and rubber goods testing; 3) Dispatching; 4) Large Power bill reviews and edits; 5) Planning Engineering: Long Range Plans, Two Year Work Plans, sectionalizing studies, capacitor

**H. MICHAEL TAYLOR, PE
(Continued)**

placement, outage analysis, and line loss reduction; 6) Material specifications and bid analysis; and 7) Miscellaneous: retail rate design, wholesale billing monitoring, Service Rules and Regulations, marketing to Large Power customers, establishing data processing priorities, and others as needed. Directed a team of 15 employees plus 3 contract crews. Directed production of all new digital system maps. Installed a microwave system and mobile radio system as part of a total revamp of the communications system. Devised a unique strategy to double the savings produced by the load management system at no additional cost and practically no customer complaints. Directed installation and operation of several large customer generation projects for peak shaving.

1983-1986

Director of Electric Utilities
CITY OF GASTONIA
Gastonia, North Carolina

Directly responsible for all aspects of administration, engineering, and operations of the electric system which served 20,000+ customers and had a peak load of 115 MW; retail rate design and implementation; marketing to large power customers; marketing of load management system; review of wholesale billings; and advisor for billing, collections, and data processing. Directed 35 employees plus contract construction and tree crews. Installed SCADA system saving \$400,000 per year. Revised retail rates to eliminate inequities and bring revenues in line with costs. Audited commercial and industrial accounts and discovered billing errors that when corrected produced \$200,000 additional revenue annually. Instituted use of City standby generators for peak shaving.

1982-1983

Sales Engineer
BROWN BOVERI ELECTRIC
Charlotte, North Carolina

Responsible for the promotion and sale of a wide range of electric utility equipment and materials including substations, circuit breakers, switchgear, insulators, transformers, switches, and batteries to investor owned utilities, municipalities, distributors, consulting engineers, contractors, and large industrial customers in North and South Carolina.

**H. MICHAEL TAYLOR, PE
(Continued)**

1977-1982
Engineer
SOUTHEASTERN CONSULTING ENGINEERS
Charlotte, North Carolina

Performed consulting engineering services on distribution and transmission systems of municipal and large industrial clients. Responsibilities included system studies; rate studies; economic analyses; design, specification, and bid evaluation of materials, substations, and transmission and distribution lines; 4 KV conversions; lighting layouts; inspection of construction projects; and inventories and appraisals.

1972-1977
Assistant Engineer
DUKE POWER COMPANY
Charlotte, North Carolina

Worked in Distribution Engineering Department as a customer service engineer. Consulted with residential, commercial, and industrial customers to determine their power needs, and designed facilities to meet their needs with regards to voltage, service size, reliability, and physical placement of facilities. Designed Eastland Mall distribution system and converted a large portion of downtown Charlotte underground from 15 KV to 24 KV. Also worked two years in Communications designing communication links and equipment for microwave, mobile, and telephone systems.

**PROFESSIONAL
AFFILIATIONS:**

Served on NCAMES Board 1983-1986
ElectriCities Representative to SERC 1985-1986
NRECA Management Certification 1992



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**MICHAEL E. JENKINS, PE
SENIOR PROJECT MANAGER**

**PROFESSIONAL
EDUCATION:**

CLEMSON UNIVERSITY, Clemson, SC
BS – Electrical Engineering – Power Engineering, 1998

TRI-COUNTY TECHNICAL COLLEGE, Pendleton, SC
A.S. – Science Degree – Mathematics & Science, 1998

TRI-COUNTY TECHNICAL COLLEGE, Pendleton, SC
A.S. – Science Degree – Industrial Electronics, 1986

EXPERIENCE:

Mr. Jenkins has 27 years of experience in most aspects of power system engineering, system operations and utility management. He is a licensed professional engineer in several states and is nationally certified with the National Council of Examiners for Engineering and Surveying. His experience and rich background in power engineering and operations has provided him with the experience to address a broad range of electric utility issues, technical as well as its key resource, personnel.

Mr. Jenkins is a professional engineer with 27 years of utility and consulting experience focused on Electric Utility Plant Engineering and Planning. His responsibilities included managing multiple departments/employees, System Planning and RUS Loan Applications, Protective Relay Coordination, Energy and Power Forecasts, GIS programs, Outage Management Systems, Power Quality and Service Reliability, Construction Work Order Systems, and Substation and Transmission Line Planning and Construction.

2010 - Present

Senior Project Manger
POWERSERVICES, INC.
Raleigh, North Carolina

South Carolina Resident Engineer – Responsible for managing and leading consulting activities within the State of South Carolina.

MICHAEL E. JENKINS, PE
(Continued)

2009 - 2010

Senior Engineer & Director of Business Development
MCCALL-THOMAS ENGINEERING COMPANY
Orangeburg, South Carolina

Provided GIS Implementation and CIS Systems Integration with Automated Staking, included the integration of the GIS with the client's CIS system and the implementation of a new automated line design and staking system. Provided Construction Work Plan Planning Study which involved the system analysis of the cooperative's electric distribution system, analyzing historical data, developing load forecasts and customer growth projections, and preparing short and long term planning reports to meet RUS requirements. As project manager, 230kV Transmission Line Tap Design, worked with client, substation designer and transmission service provider to design all structures and facilities to tap an existing 230 kV transmission line and provide new TL service for a new distribution substation included development of all contracts, specifications, guidelines for the purchase and construction of the final project design. Long Range Work Plan, provided a ten year Long Range Work Planning study for transmission and distribution system. The planning study developed an electrical and customer growth model of the client's system based upon historical load growth, weather indexed data, economic forecasts, and the Power Requirements for a 20-year planning horizon. Some required tools included Milsoft, WindMil, LightTable, ESRI GIS, MS Office. Provided Substation Circuit Exit Rebuild which consisted of providing conceptual drawings and designs to rebuild the circuit exits for a 6 bay 115/12.47kV substation which included the removal of the existing 4/0 ACSR Hendrix cable system and installation of 1000 kcmil underground circuit feeder exits.

2005 - 2009

Vice President
POWER DELIVERY ASSOCIATES, INC.
Clemson, South Carolina

1994 - 2005

Supervisor of System Engineering
BLUE RIDGE ELECTRIC COOPERATIVE, INC.
Pickens, South Carolina

Provide GIS Implementation and CIS Systems Integration required conversion of cooperative's legacy GIS system to an ESRI based system required interactive interface to CIS, OMS, EA and IVR.

MICHAEL E. JENKINS, PE
(Continued)

1991 - 1994
System Planning Engineer
BLUE RIDGE ELECTRIC COOPERATIVE, INC.
Pickens, South Carolina

Perform Construction Work Planning Study which involved the system analysis of the cooperative's electric distribution system, analyzing historical data, developing load forecasts and customer growth projections, and preparing short and long term planning reports to meet RUS requirements.

1986 - 1991
Supervisor of Instrumentation, Metering & SCADA
BLUE RIDGE ELECTRIC COOPERATIVE, INC.
Pickens, South Carolina

Power System SCADA Installation and Upgrade as project manager installed an initial SCADA system to the utility's transmission and distribution system tap, switching and substation system for real monitoring and control.

1982 - 1986
Substation & Transmission, Metering & Apparatus Technician
BLUE RIDGE ELECTRIC COOPERATIVE, INC.
Pickens, South Carolina

1999 - 2000
Adjunct Instructor
TRI-COUNTY TECHNICAL COLLEGE
Pendleton, South Carolina

As having an active role in the electric power industry, Mr. Jenkins has enjoyed conducting hundreds of training classes all across the United States for his fellow industry personnel and leaders. Since Mr. Jenkins has worked at all levels of the electric industry, he is able to identify with the essential needs for his audience and training topic. Mr. Jenkins has completed many focused training sessions, courses and workshops but primarily his focus on training has included: Power System Fundamentals, Electric Power Infrastructure Design including Overhead and Underground Systems, Power Quality and System Reliability, Operations Safety including Personal Protective Grounding, National Electrical Safety Code, OSHA, Arc Flash Hazard Training, Coordination and Sectionalizing Training, Work Management System Implementation and GIS/Staking/OMS Implementation.

1989 - 1990
Adjunct Instructor
TRI-COUNTY TECHNICAL COLLEGE
Pendleton, South Carolina

**MICHAEL E. JENKINS, PE
(Continued)**

**PROFESSIONAL
AFFILIATIONS:**

Institute of Electrical and Electronic Engineers (IEEE)

Power Engineering Society (PES)

National Society of Professional Engineers

Clemson University Engineering and Power Research Association
(CUEPRA)

Cooperative Research Network (CRN)

Co-author of *Purchasing and Design Standards for Distribution and
Large Power Transformers*

Electric Cooperative Material Standards Committee



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lshank@powerservices.com

**LLOYD D. SHANK, JR., PE
SENIOR PROJECT MANAGER**

**PROFESSIONAL
EDUCATION**

North Carolina State University, Raleigh, NC
B.S. Electrical Engineering –1972 – With Honors
TAU BETA PI Engineering Honor Society

REGISTRATION:

Professional Engineer: North Carolina - # 07960
Florida - # 56515

EXPERIENCE:

2/2008-Present

Senior Project Manager
POWERSERVICES, INC.
Raleigh, North Carolina

Florida Resident Engineer – Responsible for managing and leading consulting activities within the State of Florida.

2005– 3/2008

Project Development Manager
FLORIDA MUNICIPAL POWER AGENCY
Orlando, Florida

Responsible for oversight of the construction of a 30 MW peaking project and a 300 MW combined cycle power project. Planned and initiated a second combined cycle power project.

In collaboration with other FMPA staff, authored a "Project Execution Plan" which is being currently edited for APPA.

2000 - 2005

Director of Electric and Gas Utilities
CITY OF LEESBURG
Leesburg, Florida

Managed a 9000 customer gas system and 21,000 customer electric system. While in Leesburg, the fiber optic system was expanded by 90 miles and communication profits increased from \$125,000 to over \$1,000,000 per year. Managed projects in fiber optic system construction, substation construction, transmission line construction. Produced long range system construction and capital plans for both

LLOYD D. SHANK, JR., PE
(Continued)

gas and electric utilities. Developed a long range plan to underground the entire City electric system. Organized a cooperative effort of seven public and private utilities to share common trenches on both sides of a 3½ mile highway widening project. While there, the City became one of the first APPA member Cities to qualify for and receive the APPA RP3 (Reliable Public Power) Award. Received the City's "Sterling Award" for managing and expediting the recovery of power after experiencing two direct hurricanes in the same year.

Served as President of the Florida Association of Municipal Electric Systems

Five years on the Board of Directors of Florida Association of Municipal Electric Systems

Four years on the Board of Directors of Florida Municipal Power Agency

Director of Electric Utilities

1980 – 2000

CITY OF HIGH POINT

High Point, North Carolina

Managed a 34,000 customer electric system. While in High Point, the City experienced growth from 103 MW peak demand to 224 MW. The successful response was in large part due to a long range capital and financial plan I implemented. While there, I managed the construction of four new city substations, renovations and additions in seven substations, the extension of over thirty miles of 69 kV and 100 kV transmission, and an additional 100 kV delivery point. The delivery point was tied to the existing 100 kV transmission loop through a dual 100 kV underground feed extending 2800 feet. All of the above work was constructed by City forces without a bond issue.

I also bring to PowerServices many years of experience with construction and maintenance of major underground systems. Being home to the International Home Furnishings Market, High Point downtown features a major underground electrical network. I experienced extending this network of duct banks, manholes, and vaults. Some unique experiences were locating transformers in rooms on various floors of buildings and roofs of multi-story buildings. During my tenure in High Point, I was also responsible for all aspects of customer service for all the City's utilities. My experience includes rate studies and development of customer service policies. Being aware of the need for demand side management, I implemented energy auditing services and a 14,000 voluntary customer load control program. My experience in High Point also includes implementing a utility wide SCADA system.

In my years in High Point, I honed my abilities in managing system recovery after storms. In twenty years the system experienced ice storms and wind storms, including a hurricane and a tornado.

LLOYD D. SHANK, JR., PE
(Continued)

Also during these years, I served as President of the North Carolina Association of Municipal Electric Systems and many years on the Board of Directors of North Carolina Municipal Power Agency including the position of Secretary /Treasurer.

I concurrently served terms on the Board of Directors of ElectriCities of North Carolina

1972– 1975

Director of Electric Utilities
CITY OF WASHINGTON
Washington, North Carolina

At the time of my tenure, the Washington system consisted of 14,000 customers. The system had circuits as long as 26 miles in one direction and 19 miles in the other. At the time, these long circuits were served from a 4,160 volt system. Through system planning and engineering, I was able to show the improvement in system integrity and revenue through lower losses associated with a higher voltage. I was commended in a resolution by the Town of Washington Park for my actions in improving system reliability.

1972– 1975

Electric Engineer
DUKE POWER COMPANY
Charlotte, North Carolina

Served in the Plant and Transmission Meter Department under the Transmission Division of Duke Power Company. I managed the test program for all metering installations served from the transmission lines of Duke Power Company, including major industrial customer meters. I supervised three meter test men for which he was responsible for monitoring meter performance and scheduling tests. I was also responsible for calculating compensation factors for both inductive and capacitive losses in conductors and devices in the major transmission interties between Duke and other Power Companies.

PROFESSIONAL AFFILIATIONS:

Institute of Electrical and Electronic Engineers (IEEE-PES)
Served as President of the North Carolina Association of Municipal Electric Systems
Many years on the Board of Directors of North Carolina Municipal Power Agency including the position of Secretary /Treasurer.
Served terms on the Board of Directors of ElectriCities of North Carolina



**Town of Winterville
Town Council
Agenda Abstract**

Item Section: Old Business

Meeting Date: August 8, 2016

Presenter: Evan Johnston, Director of Parks & Recreation

Item to be Considered

Subject: Report Winterville Recreation Park Bathroom Renovation

Action Requested: Direction from Town Council.

Attachments: Base bid and alternate specifications. Copies of bid tab to be provided at meeting.

Prepared By: Evan Johnston, Director of Parks & Recreation

Date: 7/25/2016

ABSTRACT ROUTING:

TC

FD

TM 8/3/2016

Final 8/3/2016

Supporting Documentation

During the Council Budget Work Sessions, Council directed staff to explore costs for renovating the older restrooms (men's and women's) at the Winterville Recreation Park. As a result, Staff obtained bids for restroom renovation from local contractors.

Specifications for base bid and alternates have been included to familiarize Council with items included.

The restrooms addressed receive the highest traffic of any Recreation restroom facilities and are in need of update. Renovation of the restrooms will increase aesthetic appeal, make more user friendly, and increase hands-free use for sanitary purposes. Staff recommends proceeding with base bid, alternate 1, and alternate 3.

Budgetary Impact: TBD.

Recommendation: Direction from Town Council.



Parks and Recreation Department
Request for Bid: Winterville Recreation Park Restroom Renovation

BASE BID

1. Removal of existing restroom fixtures. Fixtures include sinks, urinals, toilets, shelving, toilet paper dispensers, liquid soap dispensers, air fresheners, hand dryers, and hand rails.
 - a. Hand rails may be re-used if fit for use and application.
 - b. Air fresheners may be re-used if fit for use and application.
 - c. Hand dryers may be re-used if fit for use and application.
2. Removal of existing stall partitions and doors.
3. Removal of ceiling vent/fan.
4. Removal of wall vent.
5. Removal of ceiling strip lights.
6. Removal of men's restroom door and casing.
7. Installation of new restroom fixtures. Fixtures include sinks (4), urinals (2), toilets (5), hand dryers (4 new or, 2 new and 2 re-used if condition allows), jumbo roll toilet paper dispensers (5), soap dispensers (2), and hand rails (2 sets, if not re-used).
 - a. Sinks, urinals, water toilet, and soap dispensers must have battery powered hands-free sensors. Sinks, urinals, and toilets should also have push button for manual flush.
8. Installation of new stall partitions/doors. Must be high density polymer, or equivalent. Color to be approved by Project Manager.
9. At least one of each restroom fixture (excluding hand dryers) and at least one stall (partitions/doors) shall meet ADA requirements for accessibility.
10. Installation of new ceiling vent/fan.
11. Installation of new wall vent.
12. Installation of new strip lights, including cages.
13. Installation of new men's restroom door and casing.
14. Paint exterior doors/casings. Color to be approved by Project Manager.
15. Paint interior restroom ceiling and walls. Color to be approved by Project Manager.

ALTERNATES

Alternate 1 – Interior Floor Coating

1. Strip existing interior floor coating.
2. Install new interior floor coating.

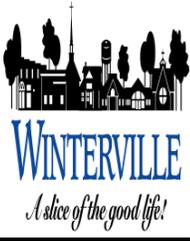
3. New floor coating shall be H & C Shield-Crete Garage Floor Epoxy, or equivalent. Color to be approved by Project Manager.
4. Install in accordance with manufacturer's instructions.

Alternate 2 – Interior Floor Tile

1. Strip existing interior floor coating.
2. Install tile, covering entire floor space,
3. Tile shall be American Olean Fusion Cotto 12"x12" porcelain, or equivalent. Color to be approved by Project Manager.
4. Grout shall be TEC Power Grout, or equivalent. Color to be approved by Project Manager.
5. Install in accordance with manufacturer's instructions.

Alternate 3 – Ductless Split HVAC

1. Shall be sized to adequately heat and cool each restroom. Require one system per restroom unless otherwise approved.
2. The split-system shall be a multi-zone outdoor condensing unit and indoor factory-fabricated single-zone draw-through air-handling unit. Both indoor and outdoor unit shall be by the same manufacturer.
3. Acceptable manufacturers: Mitsubishi, Sanyo, Carrier, Panasonic, Trane, and LG.
4. Must provide washable filter. Provide additional sets of filters (minimum of three) as required during construction. Install a clean set of filters upon completion of project.
5. Provide for connection to electrical service.
6. Install units with vibration installation.
7. Install units on concrete base.
8. Prepare start-systems.
9. Provide initial start-up.
10. Supply initial charge of refrigerant and oil for each refrigerant circuit. Replace losses of refrigerant and oil.
11. Install in accordance with manufacturer's instructions.



**Town of Winterville
Town Council
Agenda Abstract**

Item Section: Old Business

Meeting Date: August 8, 2016

Presenter: Evan Johnston, Director of Parks & Recreation

Item to be Considered

Subject: Funding for 13-15 Year Old Baseball Program

Action Requested: Council Direction if Applicable.

Attachments: N/A

Prepared By: Evan Johnston, Director of Parks & Recreation

Date: 7/27/2016

ABSTRACT ROUTING:

TC

FD

TM 8/3/2016

Final 8/3/2016

Supporting Documentation

Fund would need to be allocated in order to offer a (spring) 13-15 year old baseball program. Financial projections for a four (4) team, self-sustaining program are:

- Expenditure: \$8,400.00
- Revenue: \$4,100.00

Budgetary Impact: Appropriation of \$8,400.00 in expenditures and \$4,100.00 in revenue.

Recommendation: Council direction.



**Town of Winterville
Town Council
Agenda Abstract**

Item Section: Old Business

Meeting Date: August 8, 2016

Presenter: Stephen, Economic Development
Planner

Item to be Considered

Subject: Update on Downtown Clock & Presentation of Downtown Square Potential.

Action Requested: Council Approval of Concept and/or Council Direction if Applicable

Attachments: Street Clocks and Pricing- clock examples with prices attached.

Prepared By: Stephen Penn, Economic Development Planner

Date: 7/25/2016

ABSTRACT ROUTING:

TC

FD

TM 8/3/2016

Final 8/3/2016

Supporting Documentation

Stephen Penn will update the Town Council on the plans for a downtown clock and present an example design of the Town's potential for a downtown square.

Budgetary Impact: TBD.

Recommendation: Council Approval of Concept and/or Council Direction if applicable



Robbins, NC – Installed 2010
 Model 4S – Four Score **Price = \$19,200**
 Height 12’- 4” Four 24” Dials



Hope Mills, NC – Installed 2011
 Model 4M/ST II–Howard/ST II **Price = \$22,650**
 Height 12’ – 7” Four 24” Dials



Cary, NC – Installed 2005
 Model 4M/ST - Howard /ST **Price = \$26,900**
 Height 16’-7” Four 36” Dials



Mint Hill, NC – Installed 2004
 Model 4M – Four Score II **Price = \$28,900**
 Height 16’ Four 36” Dials



Designing TimeTM

ELECTRIC TIME STREET CLOCKS

REASONS TO BUY AN ELECTRIC TIME STREET CLOCK

- **Since 1918 - Service & Support** - Electric Time has been manufacturing tower and street clocks since Henry Warren's original electric clock patent of 1918. Electric Time can still fix products more than 80+ years old. No other firm in almost any industry can offer this service.



1950 Street Clock at Factory

- **Cast in Aluminum** - Our street clocks are made of aluminum not fiberglass. Aluminum provides a stronger, sturdier clock – not likely to need any repairs or upkeep. The aluminum clock will be around for 100 years+. We find fiberglass is a less expensive medium for both patterns and parts, but not one we prefer for our post clocks.



Casting process: (left to right) original pattern - casting - finished results

- **Finishing** - Our paint system consists of an acid etched primer followed by a polyurethane top coat and a protective clear coat. The finishes have been tested and passed an ASTM UV and salt spray test.
- **Raised Lettering** - Unique in the industry Electric Time Company provides raised 3/16" thick aluminum letters on all headers and saddles.



3/16" raised lettering

- **No Yearly or Bi-Yearly Maintenance** - Due to the quality which is designed into our clocks no yearly or bi-yearly maintenance is required. The bearings in our clock movements are of a composite type which will not wear and do not need oil.
- **Integrated Manufacturing** - Electric Time manufactures the clock movements, the clock controller and the entire clock. We can provide parts for your clock, if it is two, twenty or eighty years old. Our clock movements are made of brass and stainless steel, they will not rust and will provide decades of reliable operation.



Tiffany & Co - Houston, TX

- **Tempered Glass Crystals** - We provide clear tempered glass crystals to protect the faces on our street clocks. This is the same glass used in the side windows on your car, it will never yellow. We do not recommend polycarbonate (LEXAN™) as it will yellow in a relatively short time. If you are in an area with vandalism problems we can provide an alternative material.



Left - aged LEXAN™ crystal removed during clock renovation. Right - warped & scratched LEXAN™ crystal.

- **UL & CUL Listed** - Electric Time Company lists its street clocks under both UL and CUL (Canadian UL) standards.



SETH THOMAS FOUR DIAL DESIGN

SETH THOMAS FOUR DIAL REPLICA STREET CLOCK 19' (579CM) HEIGHT (PSTCLK-SETHTHOMAS)

Electric Time Company's Seth Thomas Four Dial Replica Street Clock is made from an original Seth Thomas casting. This full sized replica is a beautiful architectural focal point for large, open areas. The fully equipped clock is perfect for many uses, including country clubs, golf courses, parks and banks.

FEATURES

- Cast Aluminum Post, Saddle & Head - no plastic or fiber-glass
- Nominal 36" Dial
- Automatic 99B-MI Control
- GPS satellite synchronization
- Style "MI" Clock Movements made by Electric Time
- Translucent Acrylic Dials backlighted with LEDs
- Clear Tempered Glass Crystals
- Photocell Controlled Lighting
- UL & CUL Listed
- Weatherproof
- Wide Range of Dial Marking and Hand Designs
- Acid etched primer with Polyurethane top coat. Finish system tested and passed UV and Salt Spray ASTM test
- Wide Range of colors including Forest Green and Black
- Gold Highlighting
- Cast Aluminum Header Plaques with raised 3/16" thick aluminum lettering - not vinyl
- Stainless Steel Anchor Rods with Templates included
- 3 Year Warranty
- 80 Years Serviceability

SPECIFICATIONS

- "Green" Lighting
- Standard Power Requirements 115VAC/60HZ
- 240 VAC/50HZ on request



OPTIONS

- Custom Color Match
 - Faux Finishes
- Gold Leaf Highlighting
- Custom Dial Graphics and Logos
- Local Installation and Service
 - Polycarbonate Crystals
 - Cast Bronze Plaques
- Black on White Acrylic Dials

REFERENCE

- Drawing A-5592 Elevation
- Drawing A-5597 Foundation

INSTALLATIONS - SETH THOMAS FOUR DIAL DESIGN



Americana at Brand
Glendale, CA



Rotary Club
Coopersville, MI



South Korea



Crockett, CA



Newport, RI



Romania

LARGE HOWARD FOUR DIAL DESIGN

LARGE HOWARD FOUR DIAL REPLICA STREET CLOCK 15' 6" (472CM) HEIGHT (PSTCLK-LG4HOWARD)

Electric Time Company's Large Four Dial Howard Replica Street Clock is made using original Howard Company patterns. This full sized replica is a beautiful accent feature for large, open areas or as a focal point on Main Street. The fully equipped clock is perfect for many uses, including country clubs, schools, main street and banks.

FEATURES

- Cast Aluminum Post, Saddle & Head - no plastic or fiber-glass
- Nominal 30" Dial
- Automatic 99B-MI Control
- GPS satellite synchronization
- Style "MI" Clock Movements made by Electric Time
- Translucent Acrylic Dials backlighted with LEDs
- Clear Tempered Glass Crystals
- Photocell Controlled Lighting
- UL & CUL Listed
- Weatherproof
- Wide Range of Dial Marking and Hand Designs
- Acid etched primer with Polyurethane top coat. Finish system tested and passed UV and Salt Spray ASTM test
- Wide Range of colors including Forest Green and Black
- Gold Highlighting
- Stainless Steel Anchor Rods with Templates included
- 3 Year Warranty
- 80 Years Serviceability

SPECIFICATIONS

- "Green" Lighting
- Standard Power Requirements 115VAC/60HZ
- 240 VAC/50HZ on request
- 



Hotel Jerome, Aspen CO

OPTIONS

- Custom Color Match
 - Faux Finishes
 - Gold Leaf Highlighting
- Custom Dial Graphics and Logos
- Local Installation and Service
 - Polycarbonate Crystals
- Cast Aluminum Header & Saddle Plaques with raised 3/16" thick aluminum lettering - not vinyl
 - Cast Bronze Plaques
- Black on White Acrylic Dials

REFERENCE

- Drawing A-5590 Elevation
- Drawing A-6570 Foundation

INSTALLATIONS - LARGE HOWARD FOUR DIAL DESIGN



Los Altos, CA



Charleston, SC



Republic of Georgia



South Korea



Marine Corps University
Quantico, VA



LRTA - Lowell, MA

LARGE HOWARD TWO DIAL DESIGN

LARGE HOWARD TWO DIAL REPLICA STREET CLOCK 15'6"(472CM) HEIGHT (PSTCLK-LG2HOWARD)

Electric Time Company's Large Two Dial Howard Replica Street Clock is made using original Howard Company patterns. This full sized replica is a beautiful accent feature for large, open areas or as a focal point on Main Street. The fully equipped clock is perfect for many uses, including country clubs, schools, main street and banks.

FEATURES

- Cast Aluminum Post, Saddle & Head - no plastic or fiber-glass
- Made from original 1890's patterns
- Nominal 36" Dial
- Automatic 99B-MI Control
- GPS satellite synchronization
- Style "MI" Clock Movements made by Electric Time
- Translucent Acrylic Dials backlighted with LEDs
- Clear Tempered Glass Crystals
- Photocell Controlled Lighting
- UL & CUL Listed
- Weatherproof
- Wide Range of Dial Marking and Hand Designs
- Acid etched primer with Polyurethane top coat. Finish system tested and passed UV and Salt Spray ASTM test
- Wide Range of colors including Forest Green and Black
- Gold Highlighting
- Raised 3/16" thick Aluminum Header & Saddle Lettering - not vinyl
- Stainless Steel Anchor Rods with Templates included
- 3 Year Warranty
- 80 Years Serviceability

SPECIFICATIONS

- "Green" Lighting
- Standard Power Requirements 115VAC/60HZ
- 240 VAC/50HZ on request
- 



Norwood, MA

OPTIONS

- Custom Color Match
 - Faux Finishes
 - Gold Leaf Highlighting
- Custom Dial Graphics and Logos
- Local Installation and Service
 - Polycarbonate Crystals
 - Cast Bronze Plaques
 - Illuminated Header

REFERENCE

- Drawing A-5591 Elevation
- Drawing A-6570 Foundation

INSTALLATIONS - LARGE HOWARD TWO DIAL DESIGN



Madison CT



Orlando, FL - Main Street



Barrington, IL



Yerington Rotary
Yerington, NV



Bucharest, Romania



Ohio University - Athens, OH

SMALL HOWARD FOUR DIAL DESIGN

SMALL HOWARD FOUR DIAL REPLICA STREET CLOCK 10'9" (328CM) HEIGHT (PSTCLK-SM4HOWARD)

Electric Time Company's Small Four Dial Howard Replica Street Clock is a reduced size version of the Large Four Dial Howard Replica Street Clock. It's a perfect architectural feature in areas with smaller buildings or in spaces with multiple site lines. This fully equipped street clock is perfect for many uses, including golf courses, schools, parks and courtyards.

FEATURES

- Cast Aluminum Post, Saddle & Head - no plastic or fiberglass
- Nominal 18" Dial
- Automatic 99B-MI Control
- GPS satellite synchronization
- Style "MI" Clock Movements made by Electric Time
- Translucent Acrylic Dials backlighted with LEDs
- Clear Tempered Glass Crystals
- Photocell Controlled Lighting
- UL & CUL Listed
- Weatherproof
- Wide Range of Dial Marking and Hand Designs
- Acid etched primer with Polyurethane top coat. Finish system tested and passed UV and Salt Spray ASTM test
- Wide Range of colors including Forest Green and Black
- Gold Highlighting
- Stainless Steel Anchor Rods with Templates included
- 3 Year Warranty
- 80 Years Serviceability

SPECIFICATIONS

- "Green" Lighting
- Standard Power Requirements 115VAC/60HZ
- 240 VAC/50HZ on request
- 



Stanwood, MI

OPTIONS

- Custom Color Match
 - Faux Finishes
- Gold Leaf Highlighting
- Custom Dial Graphics and Logos
- Local Installation and Service
 - Polycarbonate Crystals
- Cast Aluminum Header & Saddle Plaques with raised 3/16" thick aluminum lettering - not vinyl
 - Cast Bronze Plaques

REFERENCE

- Drawing A-5586 Elevation
- Drawing A-5095 Foundation

INSTALLATIONS - SMALL HOWARD FOUR DIAL DESIGN



Greer, SC



Medford Rotary
Medford, MA



Ramsey, NJ



Manchester, ME



Nipawin, SK Canada



Walla Walla, WA

SMALL HOWARD TWO DIAL DESIGN

SMALL HOWARD TWO DIAL REPLICA STREET CLOCK 10'9" (328CM) HEIGHT (PSTCLK-SM2HOWARD)

Electric Time Company's Small Two Dial Howard Replica Street Clock is a reduced size version of the Large Two Dial Howard Replica Street Clock. It's a perfect architectural feature in areas with smaller buildings or in spaces with close site lines. This fully equipped street clock is perfect for many uses, including golf courses, schools, parks and courtyards.

FEATURES

- Cast Aluminum Post, Saddle & Head - no plastic or fiber-glass
- Nominal 24" Dial
- Automatic 99B-MI Control
- GPS satellite synchronization
- Style "MI" Clock Movements made by Electric Time
- Translucent Acrylic Dials backlighted with LEDs
- Clear Tempered Glass Crystals
- Photocell Controlled Lighting
- UL & CUL Listed
- Weatherproof
- Wide Range of Dial Marking and Hand Designs
- Acid etched primer with Polyurethane top coat. Finish system tested and passed UV and Salt Spray ASTM test
- Wide Range of colors including Forest Green and Black
- Gold Highlighting
- Raised 3/16" thick Aluminum Header & Saddle Lettering - not vinyl
- Stainless Steel Anchor Rods with Templates included
- 3 Year Warranty
- 80 Years Serviceability

SPECIFICATIONS

- "Green" Lighting
- Standard Power Requirements 115VAC/60HZ
- 240 VAC/50HZ on request
- 



Greens Fork, IN

OPTIONS

- Custom Color Match
 - Faux Finishes
 - Gold Leaf Highlighting
- Custom Dial Graphics and Logos
- Local Installation and Service
 - Polycarbonate Crystals
 - Cast Bronze Plaques
 - Illuminated Header

REFERENCE

- Drawing A-5585 Elevation
- Drawing A-5095 Foundation

INSTALLATIONS - SMALL HOWARD TWO DIAL DESIGN



Saint Anselm College
Manchester, NH



Rotary Club of Coronado
Coronado, CA



Ord, NE



Farmington Lions Club
Farmington, MN



Saint Louis, MO



Singapore

COURTYARD TWO DIAL DESIGN

COURTYARD TWO DIAL STREET CLOCK 8'10" (269CM) HEIGHT (PSTCLK-COURTYARD)

Electric Time Company's Courtyard Street Clock is a perfect accent to any project. The reduced size makes the Courtyard ideal for closer site lines. This clock style can be featured in many settings, from cafes, to gardens, to plazas.

FEATURES

- Cast Aluminum Post, Saddle & Head - no plastic or fiber-glass
- Nominal 18" Dial
- Manual Set Clock Movements made by Electric Time
- Aluminum Clock Dials Painted Off-white
- Off-white neon ring to edge light the clock dials
- Clear Tempered Glass Crystals
- Photocell Controlled Lighting
- UL & CUL Listed
- Weatherproof
- Wide Range of Dial Marking and Hand Designs
- Acid etched primer with Polyurethane top coat. Finish system tested and passed UV and Salt Spray ASTM test
- Wide Range of colors including Forest Green and Black
- Gold Highlighting
- Stainless Steel Anchor Rods
- 3 Year Warranty
- 80 Years Serviceability

SPECIFICATIONS

- Standard Power Requirements 115VAC/60HZ
- 240 VAC/50HZ on request
- 



Manchester, CT

OPTIONS

- Custom Color Match
 - Faux Finishes
- Gold Leaf Highlighting
- Automatic 99B-MI Control
- Translucent Acrylic Dials backlighted with LEDs
 - GPS satellite synchronization
- Custom Dial Graphics and Logos
- Local Installation and Service
 - Polycarbonate Crystals
 - Cast Bronze Plaques

REFERENCE

- Drawing A-8340 Elevation
- Drawing ES-927 Foundation

INSTALLATIONS - COURTYARD TWO DIAL DESIGN



Rockville, UT



La Jolla Rotary
Afghanistan



Pittsfield, MA



Hollis Hills, NY



Bedford, NH



St. Clair Shores, MI

LARGE LUCERNE FOUR DIAL DESIGN

LARGE LUCERNE FOUR DIAL STREET CLOCK

16'1" (490CM) HEIGHT (PSTCLK-4LUCERNE)

Electric Time Company's Large Four Dial Lucerne Street Clock is a perfect focal point for your community or business. The fully equipped full-sized clock is perfect for many uses, including parks, schools, main street and banks.

FEATURES

- Aluminum Post, Saddle & Head - no plastic or fiberglass
- Nominal 30" Dial
- Automatic 99B-MI Control
- GPS satellite synchronization
- Style "MI" Clock Movements made by Electric Time
- Translucent Acrylic Dials backlighted with LEDs
- Clear Tempered Glass Crystals
- Photocell Controlled Lighting
- UL & CUL Listed
- Weatherproof
- Wide Range of Dial Marking and Hand Designs
- Acid etched primer with Polyurethane top coat. Finish system tested and passed UV and Salt Spray ASTM test
- Wide Range of colors including Forest Green and Black
- Gold Highlighting
- Stainless Steel Anchor Rods with Templates included
- 3 Year Warranty
- 80 Years Serviceability

SPECIFICATIONS

- "Green" Lighting
- Standard Power Requirements 115VAC/60HZ
- 240 VAC/50HZ on request
- 



Alberta, Canada

OPTIONS

- Custom Color Match
 - Faux Finishes
- Gold Leaf Highlighting
- Custom Dial Graphics and Logos
- Local Installation and Service
 - Polycarbonate Crystals
- Raised Lettering on Clock Head
 - Cast Bronze Plaques

REFERENCE

- Drawing A-7900 Elevation
- Drawing A-6570 Foundation

FRENCH QUARTER TWO DIAL DESIGN

FRENCH QUARTER TWO DIAL STREET CLOCK 13' (396CM) HEIGHT (PSTCLK-FRENCH-HOW)

Electric Time Company's French Quarter Street Clock is a stylish accent for your business or community. The slender post adds height and appeal to this graceful street clock. The French Quarter is ideal for parks, golf courses, and schools.

FEATURES

- Cast Aluminum Post, Saddle & Head - no plastic or fiber-glass
- Nominal 30" Dial
- Manual Set Clock Movements made by Electric Time
- Aluminum Clock Dials Painted Off-white
- Off-white neon ring to edge light the clock dials
- Clear Tempered Glass Crystals
- Photocell Controlled Lighting
- UL & CUL Listed
- Weatherproof
- Wide Range of Dial Marking and Hand Designs
- Acid etched primer with Polyurethane top coat. Finish system tested and passed UV and Salt Spray ASTM test
- Wide Range of colors including Forest Green and Black
- Gold Highlighting
- Stainless Steel Anchor Rods
- 3 Year Warranty
- 80 Years Serviceability

SPECIFICATIONS

- Standard Power Requirements 115VAC/60HZ
- 240 VAC/50HZ on request
- 



Voluntown, CT

OPTIONS

- Custom Color Match
 - Faux Finishes
- Gold Leaf Highlighting
- Automatic 99B-MI Control
- Translucent Acrylic Dials backlighting with LEDs
 - GPS satellite synchronization
- Custom Dial Graphics and Logos
- Cast aluminum "Crown" Header
- Local Installation and Service
 - Polycarbonate Crystals
 - Cast Bronze Plaques

REFERENCE

- Drawing A-5588 Elevation
- Drawing A-4336 Foundation

SPECIAL APPLICATIONS



Milwaukee WI Airport



Santa Barbara, CA



Stamford, CT



Eagle River, AK



Turnberry Town Center
Las Vegas, NV



Farmers Exchange Bank
Tonkawa, OK

OPTIONS



Black on White Dials

Spectacular dials look black during daylight and turn translucent white when backlit in the evening. Best used with gold dial markings and hands.



Gold Leaf Highlighting

To add that extra sparkle we can provide 23K Gold Leaf Highlighting in place of the Gold Painted Highlighting. Hand applied sheets of real gold create a perfect finishing touch.



Dedication and Donor Plaques

Cast Bronze Plaques are the perfect way to dedicate a clock or convey thanks to your donor(s). They can be mounted to the clock or placed on a monument, sign or building.



Licensed Rotary International Vendor (and other service organizations)

Adding a Street Clock to your Community is a wonderful Rotary Club project. Rotary International "Wheel" Logo can be added to the clock dials, headers or plaques in numerous ways.



Protective Bollards

Cast aluminum or iron bollards provide a decorative and protective feature for your post clock installation. Chain to connect the bollards is included. Bollards are finished to complement the clock.



Organization and Corporate Logos

Add your name, founding date or logos to the clock. Visible recognition or signage adds the finishing touch.

ABOUT US

Electric Time Company has been in continuous operation since the early 1900's. We are an offshoot of Telechron the first self-starting synchronous electric clock company. Incorporated in the State of Massachusetts USA in 1928 we have grown to a firm that has thousands of tower clock and street clock installations on almost every continent.



1950 Factory

Our current 50,000 square foot (4,645 square meter) facility allows us the space and resources to design, manufacture and support our products. Standard and custom tower and street clocks are designed by our full time engineering department using state of the art 3D modeling software. We make our own clock movements - and properly design them to fit in the enclosure or surrounding structure. If the clock is lighted we make sure there are no shadows and the clock is evenly lighted with the correct color temperature. In the case of clock hands and structures, we perform FEA analysis (finite element analysis) on the design to be certain they will stand up to wind and environmental conditions.



50,000 Square Foot Manufacturing Facility - Medfield, Massachusetts USA

After a product is designed it's typically sent to our 6' x 12' CNC controlled waterjet cutting machine - and then to fabrication in one of our multiple welding and fabrication stations. In addition to the work stations, we employ rolling machines, an 11'x 11' CNC router and a 175Ton CNC controlled press brake for bending metal to fabricate our clocks.



Gold Leaf Being Applied to a Street Clock

Electric Time has a complete metal finishing department - offering line & circle graining and polishing, on almost any metal. Our paint finishes are applied in environmentally controlled chambers and have been tested by a National Testing Lab for UV stability, abrasion and corrosion resistance. Products are assembled by our skilled technicians, inspected by our quality department and then shipped in engineered crates to your project location.



Waldorf Astoria - Clock in Assembly - Orlando Florida USA

As required by electrical codes, OSHA and by most insurance companies, our products are listed for electrical safety under CUL (Canadian UL) UL and ETL.



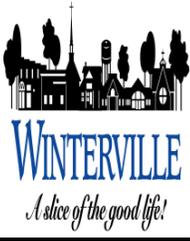
Installation, service and support is available worldwide. We keep meticulous records of your project - both electronic and paper. Unique in almost any industry, we can still repair any of our products, including those dating back to the 1920's.

Our dedicated and professional staff who have been with us on average over 15 years looks forward to assisting you on your next project.



Lake Sumter Landing Florida USA





**Town of Winterville
Town Council
Agenda Abstract**

Item Section: Old Business

Meeting Date: August 8, 2016

Presenter: Stephen, Economic Development
Planner

Item to be Considered

Subject: Farmers Market Update.

Action Requested: N/A

Attachments: Copy of Article entitled "Starting a Farmer's Market."

Prepared By: Stephen Penn, Economic Development Planner

Date: 7/25/2016

ABSTRACT ROUTING:

TC

FD

TM 8/3/2016

Final 8/3/2016

Supporting Documentation

Stephen Penn will update the Town Council on the plans for a Farmers Market. If we decide to move forward, there are a few items we need to act on as soon as possible:

- Rezone Site: Rezoning to Conditional Use District that allows a Community/Farmers Market.
- Site Work: Filling holes; buffering from residential properties.
- Focus Groups to determine: certain elements of the market.

Budgetary Impact: N/A

Recommendation: Give Direction to Staff.



Starting a Farmers' Market

Christa Hofmann and Jennifer Dennis
Department of Agricultural Economics
Purdue University

Introduction

Farmers' markets bring in \$1 billion nationally and continue to grow (Shaffer and Cox, 2006). The United States Department of Agriculture lists over 19,000 farmers reporting farmers' markets as their sole marketing outlet. In 2004, the number of markets in Indiana grew to 77—an increase of 222% within a 10-year period (Wilmont, 2006).

Communities interested in starting a farmers' market should follow a series of steps to evaluate the feasibility of the idea for their area. Three components are required to begin and operate a farmers' market: a location, vendors, and customers. A series of planning meetings will help with determining a location, understanding whether vendors are available in the area, and evaluating customer interest.

Planning Meetings

A series of meetings is the best way to transform the market from an idea to reality. This series of meetings should involve those in the community who are essential in starting the farmers' market—including, but not limited to, growers, vendors, county Extension staff, civic leaders, consumers, and potential sponsors. The following

sections explain the topics that participants should cover at these meetings. The actual number of meetings required may vary depending upon the amount of progress made at each.

Meeting 1—*Interest*

- Examine Community and Farmer Interest
- Evaluate Market Goals

This meeting should explore the possibility of establishing a farmers' market as well as determine community interest from both farmers and consumers. The meeting organizers should be open to suggestions and even opposition.

If the consensus of the meeting is positive and the group decides in favor of creating a farmers' market, the market's champions should begin setting realistic goals for the market, including the number of potential vendors and customers, and goals for sales volume in the upcoming season.

At this point, participants should create a timeline to assist with the planning process. The sample timeline included on page 2 may serve as a checklist of suggested activities the planning committee should consider. It is adapted from the Kentucky Cooperative Extension Service.

Farmers' Market Planning Timeline

January	Gather a group of interested people Determine specific goals and tasks
February	Explore the mechanics of direct marketing Look for and settle on a location Gain community support and begin fund-raising Check into legalities Begin publicity to farmers (continue through May)
March	Promote the farmers' market concept
April	Finalize market management and organization
May	Begin publicity to consumers (continue through September)
June	Open the farmers' market
July	Promote the farmers' market (peak season)
August	Sponsor a special activity
September	Organize and solidify farmer-consumer association
October	Extend the marketing season with fall crops
November	Solicit and evaluate suggestions from farmers and consumers
December	Close market

Planning for the farmers' market should be an ongoing process throughout the year.

Meeting 2—Size

- Create Market Share Worksheet
- Examine Vendor/Consumer Ratio

During the second meeting, the group should determine how large the market will be during the season. The size should be based on the goals made during the first planning meeting. The number of booth spaces for known and potential vendors should be set. The group should avoid creating a market with too many vendors and not enough customers, as well as the scenario of a market with not enough vendors to supply all of its customers. In either situation, neither the vendors nor the consumers are going to be pleased and the market will not succeed.

The perfect ratio of vendors to consumers for a successful farmers' market does not exist. The most important criteria are that consumers have an ample amount of goods to choose from so they return and that vendors

have enough customers to make the market worth their time, effort, and energy. A suggestion is to include six vendors per 100 customers.

Vendors can produce a range of products from fruits and vegetables to live plants, processed meats, hand-made crafts, etc. Limitations on what can be sold and how are often dictated by the bylaws and regulations of the farmers' market, which should be created during the planning sessions.

One way to find vendors is to place an ad in the local newspaper or agricultural newspaper such as the Farm World and/or Indiana AgriNews. Other outreach alternatives, such as Extension bulletins, community newspapers, and church announcements, also serve as great sources for reaching producers. All print media should include contact information for the market master, such as name, phone number, email address, as well as the intended date, time, and location of the farmers' market. Personal communication and word of mouth through the local convention and visitor's bureau, county Extension educators, community services, etc., are other ways to promote the need for vendors at little to no cost.

A successful market consists of vendors that have a large selection of products in adequate quantities. It is important that not every booth contain the same products. However, it is acceptable and healthy for a market to have a slight overlap of the products available because many vendors will produce the same crops. The overlap will provide options for the customer as well as help keep the vendors' pricing competitive.

After a vendor is found, a list of rules and regulations, as well as a contract, should be provided to him or her. This ensures that each vendor understands the general rules and regulations at the market and serves as reinforcement in the event of a discrepancy.

Meeting 3—Location

- Evaluate Atmosphere Desired
- Examine Physical Location
- Determine Site Amenities

At this meeting, the organizing committee or planning group should pinpoint the physical location of the farmers' market. The location will set the tone and atmosphere for the entire farmers' market, so the group

2-3 year period
April-May

should make building and parking decisions carefully. The physical location should provide certain amenities to promote business on the site. Below is a list of location considerations and amenities. Although not all of these requirements must be satisfied, the more that are met, the better the site will work.

Location Considerations

- Does the location require a zoning permit?
- Will the location be accessible to the public?
- Are there enough parking spaces for customers?
- Does the location have a convenient and easy traffic flow from parking into the market?
- What is the location of the closest competitor (grocery or other farmers' market)?
- Will the ground surface hold up to foot traffic?
- Will the ground surface be suitable for various weather conditions?
- Does the facility have the necessary features?
 - Is there a roof for weather protection?
 - Is there electricity for cash registers, fans, etc?
 - Is there a restroom?
 - Is there a place to wash hands?
- Will this location be suitable if future growth and expansion are needed?

Meeting 4—Operating the Market

- Organize Season Dates
- Determine the Market Master

At this meeting, the group should decide how the market will operate—the opening and closing dates for the year and the number of days per week the market is open. The group should determine how often the market meets by examining potential demand created by customers and the availability of product supplied by vendors.

Some communities with an established farmers' market can support holding the market three times a week; other markets (especially new ones) can only justify meeting once a week. The most common day for farmers' markets is Saturday mornings. Vendors should be considered when determining the dates the market will open, based

on the availability of goods they can provide. In Indiana, farmers' markets are generally open in April (Southern Indiana) or May and close between August and November.

By this meeting, the site should be selected and the number of vendors determined. The layout of booth spaces can now be determined, as well as how the foot-traffic will flow from the parking lot through the market and back out into the parking lot.

During this meeting, the group should choose an individual to serve as the market master. This individual will collect funds from vendors, deal with vendor issues and customer complaints and serve as the sole decision maker during the farmers' market operation. Market masters should designate booth assignments and formulate a plan for the next meeting (covering rules and bylaws). The market master should be identifiable and available for the duration of time the market is open.

Meeting 5—Money

- Organize Sponsorship
- Evaluate Budgets
- Determine Fees and Rates

This meeting should focus on the expenses and income related to financing the farmers' market. The market will require some initial capital to get started. Sponsorship can help the market cover some of these initial costs for promotion and insurance. Markets that are looking to obtain a sponsor should have an estimated budget that calculates the difference between revenues and expenses.

Creating a budget to figure expenses such as insurance, promotional costs, and supplies is important during the planning process. The budget should incorporate size of the market determined during the second meeting.

A common practice to help with the costs associated with operating a market is to pass them along to the vendors through booth fees. This fee is set based on the amount of retail space the vendor uses to sell his or her products. Booths are rented to vendors by the week or for the entire season, based on the specifications outlined in the bylaws (see Meeting 6). Booth fees are variable and should be determined based on the goals of the market and the operating budget.

Meeting 6—Rules

- Create Bylaws
- Develop Market Rules

At this meeting, the group should establish a regulatory structure for the annual market operations by drafting a set of bylaws. These bylaws should include:

- The purpose of the market
- The vendor application process
- The market's specific set-up, operation, and closing times
- Which products can or cannot be sold at the market
- How many overlapping products are allowed
- Guidelines on the origin of produce (definition of local or percentage grown on farm)
- Booth fees and assignments, how and when they will occur, and the possibility of changing the assignment
- The market master's role in decision making
- The insurance understanding between the market and vendors

Market masters are responsible for deciding on rules and enforcement practices before the opening day of the season. Market organizers should also outline the enforcement policy and identify the person responsible for enforcing it. Market masters who create a solid set of rules from the market's beginning can alleviate problems that may arise in the future.

Meeting 7—Promotion

- Promote and Advertise
- Arrange for Media Coverage and Publicity

Market masters should determine how they make the surrounding communities aware of the market's existence.

Initial promotion and advertising are required to help create awareness of when the farmers' market will be operating for the season.

Promotional activities should focus on creating a positive image as well as providing details about when and where the market will occur. Market organizers should describe consumer benefits such as fresher products, producer/consumer interaction, and supporting local farmers. Markets should promote and advertise by posting fliers at community meeting places, purchasing newspaper advertisements, and securing radio advertisements. On "Grand Opening Day," organizers should ask local news media to visit the market to create further awareness. All markets should include the hours of operation for future weeks in their coverage.

Conclusion

A series of planning meetings will help build a strong foundation for newly formed farmers' markets. Communities should determine interest from vendors and farmers before publicizing and attempting to open a market. The market master and/or planning committee should assume responsibility for conducting these meetings and collecting information needed to determine whether a new market will work in a specified location. These measures could well determine whether or not a farmers' survives and thrives.

References

- Shaffer, J. & B. Cox. 2006. "USDA Releases New Farmers' Market Statistics." Agricultural Marketing Service.
- Wilmont, F. 2006. "Inside the Data Center." State Data Center, Indiana State Library.

➤ Visit the Purdue New Ventures Team Web site
<http://www.agecon.purdue.edu/newventures>

for more information on the topics discussed in this publication and for other resources to help you decide whether to start a new agriculture- or food-related business.

New 03/07



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This material may be available in alternative formats.



**Town of Winterville
Town Council
Agenda Abstract**

Item Section: Old Business

Meeting Date: August 8, 2016

Presenter: Stephen Penn, Economic
Development Planner

Item to be Considered

Subject: Discussion of Implementation of Façade Grant Program

Action Requested: Council Direction if applicable

Attachments: Façade Grant Program Draft.

Prepared By: Stephen Penn, Economic Development Planner

Date: 7/25/2016

ABSTRACT ROUTING:

TC

FD

TM 8/3/2016

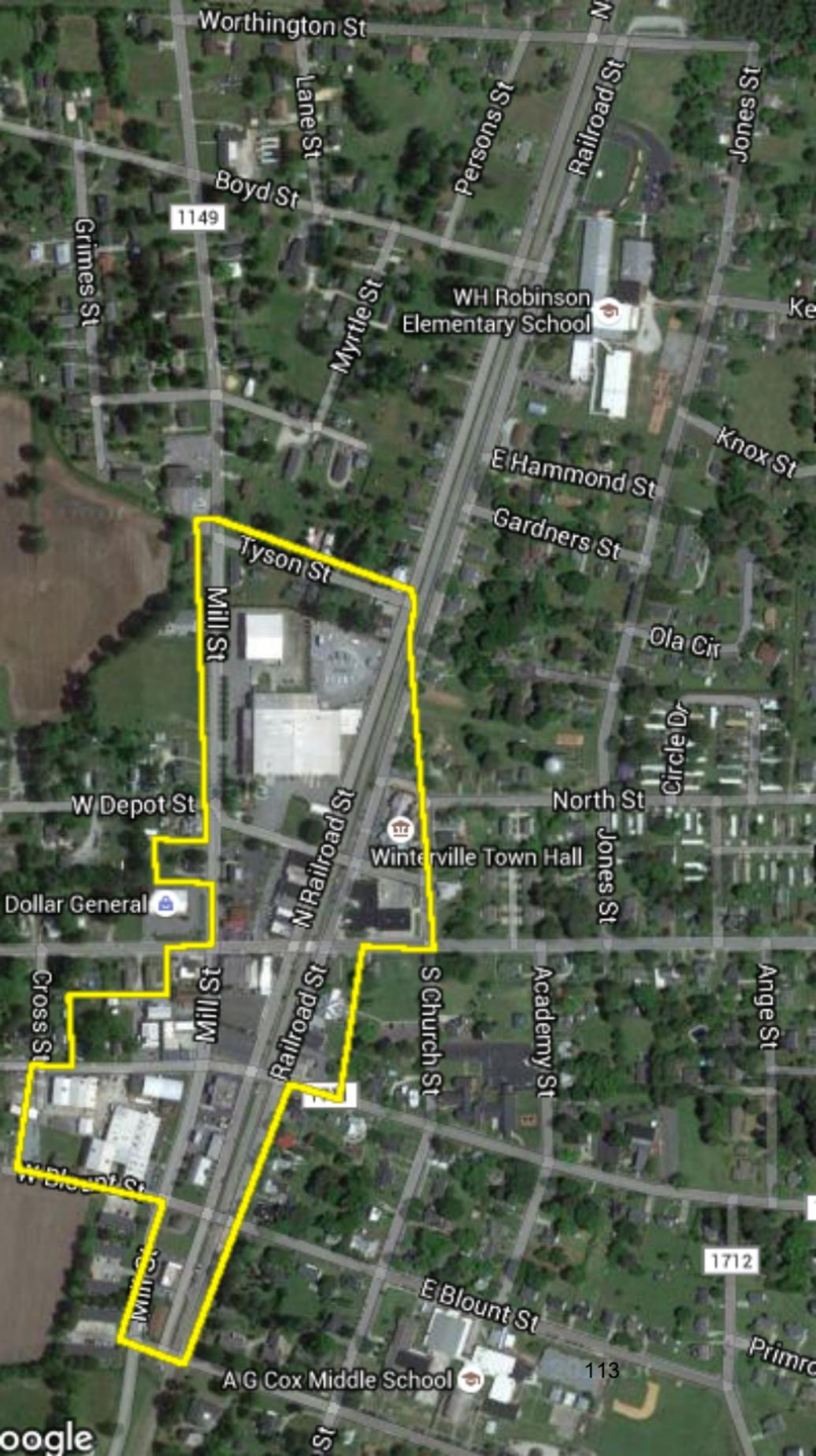
Final 8/3/2016

Supporting Documentation

Stephen Penn presents the DRAFT Winterville Façade Grant Program.

Budgetary Impact: TBD

Recommendation: Council Direction if applicable.



Worthington St

Lane St

Boyd St

Persons St

Railroad St

Jones St

Grimes St

1149

WH Robinson Elementary School

Myrtle St

E Hammond St

Knox St

Gardners St

Tyson St

Mill St

Ola Cir

Circle Dr

W Depot St

North St

Winterville Town Hall

N Railroad St

Jones St

Dollar General

Mill St

S Church St

Academy St

Ange St

Cross St

Railroad St

W Blount St

Mill St

E Blount St

1712

A G Cox Middle School

113

oogle



Winterville Downtown Façade Grant (DRAFT)

INTRODUCTION:

The architectural quality of Winterville’s downtown area is important to the town, its history, image, and economy. Proper improvements to the exterior appearances of individual buildings will help develop appropriate downtown aesthetics and foster revitalization. Therefore, it is important that an organized and coordinated approach to exterior improvements be followed. The Town of Winterville has developed the following guidelines to this coordinated approach. The guidelines should be followed by property owners, tenants, architects and contractors involved in exterior improvements to rehabilitations buildings in the downtown business district. These guidelines will be used by the Town of Winterville in approving the Winterville Downtown Façade Grant requests for projects.

This grant program is available to eligible property owners and tenants within the bounds of the target areas highlighted in the Winterville Downtown Map. The Winterville Downtown Façade Grant is an opportunity to obtain grant funds. Applications will be considered on the basis of available funds and compliance with the Design Guidelines. Applications are considered under an “open cycle” program, meaning that interested parties may submit applications at any time during the year provided that funds are available. All applications for the program are due in the Town of Winterville’s Economic Development Department located at the Winterville Town Hall: 2571 Railroad St, Winterville, NC 28590.

PURPOSE:

The purpose of the Winterville Downtown Facade Grant program is to provide an economic incentive to:

- 1) Complete substantial renovations to street facing facades within the core of Winterville’s Downtown (“facade” is defined as “the face of a building”.)
- 2) Encourage good design projects that capitalize on rehabilitation of the original fabric or design of existing properties; and
- 3) Preserve the unique character of Downtown Winterville.

ELIGIBILITY:

- 1) The owner or tenant operating a business within a building(s), structure or site located within the boundaries of the downtown business district is eligible for the façade grant.
- 2) Owners or tenants may request façade grants; however, any tenant must have the owner’s written permission attached to the application.

- 3) The grant will fund existing commercial businesses in the downtown business district currently in use and structures under renovation for imminent future occupancy and use.
- 4) Any street-side exterior renovation proposal- from an entire façade rehabilitation to maintenance items, such as repainting or the replacement of building parts – may be eligible for funding, but top priority will be given to projects that would make a highly visible contribution to the enhancement of Downtown Winterville. Repair of damage of any type is not covered under the façade grant. The façade grant program does not in any way, shape, or form, apply to residential houses.

Examples of projects eligible for funding include:

- prepping (using gentle methods) and painting of previously painted surfaces or paint removal;
- repair/replacement of non-historic doors and/or windows;
- installation of approved awnings;
- repointing (sometimes called “tuck pointing”) of brick;
- structural repairs;
- removal of inappropriate or out of date signs;
- authentic reconstruction and replacement of original architectural details;
- removal of false fronts;

Examples of projects that cannot be funded, either in whole or part by the grant program:

- sandblasting of exterior bricks;
- removal of historic features of the original building facade;
- inappropriate changes to the arrangement of windows;
- installation of aluminum, vinyl, stone, stucco veneer or other inappropriate building materials;
- roof and chimney repairs;
- electrical work;
- attempts to make buildings represent a time period inappropriate to the building (e.g. adding colonial windows to a building built in 1926 or adding residential architectural components to historically commercial properties);
- Improvements made prior to grant approval.

FUNDING:

Grants will provide 50% of the total cost of an approved project up to a maximum grant award of \$2,000. Funding will not be distributed prior to a final site review by the Town of Winterville and receipt of copies of invoices and proof of payment.

PROCESS FOR RECEIVING GRANT:

- 1) Applicant must meet with the Façade Grant Coordinator. Call the Town of Winterville to schedule an appointment.
- 2) Applicant completes application, which must include photographs of the building, photographs of the building in context (buildings on either side of it in the streetscape), design plans/sketches and owner’s signature (consent of mortgage

holder or lien holder may be required) and returns it to the Façade Grant Coordinator.

- 3) One professional estimate for awnings and two professional estimates for structural work are required and should be included with the application.
- 4) Applications are reviewed by the Façade Grant Coordinator. These improvements must adhere to the Design Guidelines and the Secretary of the Interior's Standards for Rehabilitation of Historic Buildings.
- 5) The applicant will be notified concerning the approval, approval with conditions, or denial of the application. If approved, an application number will be assigned to the project.
- 6) An agreement must be signed BEFORE any work begins and within 90 days of the official Award Notification. Failure to meet this date may result in the loss of the grant. Parties to the agreement will be the applicant(s), the building owner(s), and the Façade Grant Coordinator.
- 7) Work is to begin within 90 days after the contract is signed. Failure to meet this date may result in the loss of the grant.
- 8) Upon project completion, copies of invoices and proof of payment must be submitted to the Façade Grant Coordinator to claim reimbursement.
- 9) The Façade Grant Coordinator will inspect work completed and request checks to be issued for the amount of the grant or one-half the actual cost of the project, whichever is less as approved by the Grant Review Coordinator provided the work is accomplished in accordance with the agreement.
- 10) The project must be completed within six months after the applicant has signed the grant agreement. Exemptions from this condition may be arranged with the Façade Coordinator BEFORE this deadline and work must be underway. Failure to meet the completion date may result in the loss of the grant.

CONSTRUCTION METHODS AND MATERIALS:

- 1) All work must conform to existing building codes and ordinances of the Town of Winterville, County of Pitt, and the State of North Carolina.
- 2) *Width* - Additions/new construction should respect the primacy of established width by designing a rhythmic division of the façade to maintain existing progression.
- 3) *Setback* - Additions/new construction should maintain the uniform setback of buildings and align with façades.
- 4) *Proportion of Openings* - New construction, additions, and remodeling of existing buildings should maintain established proportion and spacing of window openings.
- 5) *Materials* - The quality of building materials varies widely. It is the quality of the finish materials and its application that determines compatibility. Use the highest quality facing materials possible. Materials that are compatible in quality, color, texture, finish and dimension to those existing in the project area are encouraged.
- 6) *Roof Forms* - Gabled and/or residential roofs are not appropriate; historically, downtown buildings have flat roofs. The roof plane should be hidden from view on

the front façade. Decoration of the roofline by use of special materials, forms, or decorative details, using examples from surrounding buildings is encouraged.

- 7) *Cornices* - The retention and repair of existing cornices is strongly encouraged wherever possible. The re-creation of missing cornices should be done with care, using historic photographs as a guide.
- 8) *Awnings* - Awnings should relate to the shape and color of the building. First floor awnings should terminate no higher than one (1) foot below second floor windows. No façade money will be granted for the installation of metal awnings, and their removal and replacement with fabric awnings is strongly encouraged. All awnings must meet code requirements for size, materials, projection, etc. If installed or retained, they should be designed or treated in a manner that adds to the visual quality of the building. Business related graphics or wording on awnings will be ineligible for funding. Business related graphics or wording located on a detachable valance or removable patch are allowed but are not eligible for funding. All awnings must meet code requirements for size, materials, projection, etc.

FAÇADE IMPROVEMENT DESIGN GUIDELINES:

The following standards are to be applied to specific rehabilitation projects in a reasonable manner, taking into consideration economic and technical feasibility.

The Secretary of the Interior's Standards for Rehabilitation.

- 1) A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its size and environment.
- 2) The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.
- 3) Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.
- 4) Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.
- 5) Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a historic property shall be preserved.
- 6) Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be sustained by documentary, physical, or pictorial evidence.
- 7) Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.

- 8) Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.
- 9) New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.
- 10) New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

**Town of Winterville
Façade Grant Application Form**

Name: _____

Address: _____

Contact Phone & Email: _____

Building Owner and Address: _____

Describe your Project:

When would our Begin? _____ Expected Completion?: _____

Estimated Project Costs?: _____

4. Attachments- (Must be included with your complete application package.)

- Sketch or drawing- your own drawing is OK- professional work is not required.
- Photo(s) of your project site (before and after).
- Sample of finishes- Examples: paint chips, awning swatch, siding, trim, etc.
- Written cost estimates- if available- final cost documentation required on completion.

Signature and date: _____

Signature of building owners: _____

Return this form to:

Stephen Penn
Economic Development Planner
Town of Winterville
2571 Railroad Street
Winterville, NC 28590
Office: (252) 215-2360
Stephen.Penn@wintervillenc.com



**Town of Winterville of Winterville
Town of Winterville Council
Agenda Abstract**

Item Section: Old Business

Meeting Date: August 8, 2016

Presenter: David Moore, Fire Chief

Item to be Considered

Subject: Revision of Agreement for Services with Winterville Rescue & EMS, Inc.

Action Requested: Approve Revised Agreement

Attachments: Copy of Original Agreement will be handed out at the meeting.

Prepared By: David Moore, Fire Chief

Date: 7/21/2016

ABSTRACT ROUTING:

TC

FD

TM tlp - 8/3/2016

Final tlp - 8/3/2016

Supporting Documentation

Historically, the Town of Winterville of Winterville has served as the payroll administrator for Winterville Rescue & EMS, Inc. This agreement, in part, has allowed the Town of Winterville to provide administrative support for payroll functions while Winterville Rescue and EMS, Inc. paid all associated costs to the Town of Winterville. As a result of the Affordable Care Act and some technical software limitations, the Town of Winterville is no longer able to perform this function. Consequently, Winterville Rescue and EMS, Inc... has contracted with a third party to provide payroll support and administration. This has resulted in a cost of \$500.00 per quarter while also reducing the time spent administering payroll by Town of Winterville staff.

Budgetary Impact: Decrease of \$500.00 per quarter received from Winterville Rescue and EMS, Inc...

Recommendation: Staff recommends Town Council approve a reduction in the contractual amount paid by Winterville Rescue and EMS, Inc. to Town of Winterville in the amount of \$500.00 per quarter



**Town of Winterville
Town Council
Agenda Abstract**

Item Section: New Business

Meeting Date: August 8, 2016

Presenter: Alton Wadford, WWF President

Item to be Considered

Subject: Request from Winterville Watermelon Festival Committee for Sponsorship of Fireworks Display for the Winterville Watermelon Festival

Action Requested: Council Direction

Attachments: Copy of email from Alton Wadford, WWF President

Prepared By: Terri L. Parker, Town Manager

Date: 8/3/2016

ABSTRACT ROUTING:

TC

FD

TM tlp – 8/3/2016

Final tlp – 8/3/2016

Supporting Documentation

Attached please see said request from the Winterville Watermelon Festival Committee.

Budgetary Impact: Cost is estimated to be approximately \$5,000.

Recommendation: Council Direction.

From: [Alton Wadford](#)
To: [Terri Parker](#)
Subject: RE: Fireworks at the Watermelon Festival
Date: Monday, August 01, 2016 11:08:46 AM

That sounds great. Thank you.

Alton

>>> Terri Parker <terri.parker@wintervillenc.com> 8/1/2016 10:35 AM >>>
Mr. Wadford:

Good morning. I believe that this is an item you would need to request of Council - I will add you to the Agenda for Monday, August 8, 2016.

Thank you!

Terri

-----Original Message-----

From: Alton Wadford [<mailto:awadford@email.pittcc.edu>]
Sent: Monday, August 01, 2016 10:29 AM
To: Terri Parker <terri.parker@wintervillenc.com>
Subject: Fireworks at the Watermelon Festival

Hi Terri. We have been told that we can have a fireworks display at the festival this year. We did not think this was possible because of space, but they have taken a look at the area and are saying we can. We feel that this would add a lot to the festival and make it even more special. Since we did not know about this previously, we did not budget for it and the cost is about \$5,000.00. Do you think this is something the Town would want to sponsor and if so, would it need to be requested at a town meeting? I am open to any suggestions. Thanks.

Alton Wadford

Alton Wadford
Director, Career and College Promise
Pitt Community College
252-493-7745
awadford@email.pittcc.edu

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**Town of Winterville
Town Council
Agenda Abstract**

Item Section: New Business

Meeting Date: August 8, 2016

Presenter: Ben Williams, Assistant Town
Manager

Item to be Considered

Subject: CDBG-Infrastructure Grant Application

Action Requested: Adoption of Authorizing Resolution

Attachments: Resolution Authorizing Filing of Grant Application

Prepared By: Ben Williams, Assistant Town Manager

Date: 8/1/2016

ABSTRACT ROUTING:

TC

FD

TM 8/3/2016

Final 8/3/2016

Supporting Documentation

The NC Department of Environmental Quality (NCDEQ) Division of Water Infrastructure (DWI) will be accepting applications for water and sewer improvement projects targeting low-moderate income residents. The purpose of these funds is to construct public water and sewer infrastructure to mitigate public and environmental health problems in areas where the percentage of low to moderate income persons is at least 51 percent. Income surveys for residents in the project areas will be conducted in the next month. A public hearing summarizing the project area, costs, and beneficiaries will be held in September prior to submitting the final application package.

The maximum grant amount is \$2,000,000 per applicant over a 3-year period.

Staff continues to work on developing the scope of the proposed project. Therefore, the estimated total cost of the application has yet to be finalized.

Applications are due September 30, 2016 with Notice of Funding anticipated to occur in December, 2016. If approved for funding, and should Council decide to accept the grant offer, staff will prepare a Request for Proposals (RFP) for distribution to potential consultants.

Budgetary Impact: If approved by the agency, the project will be paid for by 100% grant.

Recommendation: Adoption of Authorizing Resolution

RESOLUTION BY GOVERNING BODY OF APPLICANT

WHEREAS, Title I of the Federal Housing and Community Development Act of 1974, as amended, has established the U.S. Housing and Urban Development (HUD) Community Development Block Grant (CDBG) Program, and has authorized the making of grants to aid eligible units of government in funding the cost of construction, replacement, or rehabilitation of water and wastewater infrastructure, and that the North Carolina Department of Environment & Natural Resources (NCDENR) Division of Water Infrastructure (DWI) was delegated the authority by the state legislature to administer the water and wastewater infrastructure portion of the state grant monies received from the U.S. HUD CDBG program by Session Law 2013-360, Section 15.15(a) as amended by Section 5.3 of Session Law 2013-363, and

WHEREAS, The Town of Winterville has need for and intends to construct a wastewater collection system and drinking water distribution system project described as 2016 CDBG-I System Improvements, and

WHEREAS, The Town of Winterville intends to request state grant assistance for the project,

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

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

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

That Doug Jackson, Mayor and Terri L. Parker, Town Manager, the **Authorized Official(s)**, and successors so titled, is hereby authorized to execute and file an application on behalf of the **Applicant** with the State of North Carolina for a grant to aid in the construction of the project described above.

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

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

Adopted this the 8th day of August, 2016 at Winterville, North Carolina.

(Signature of Chief Executive Officer)

Mayor

(Title)

CERTIFICATION BY RECORDING OFFICER

The undersigned duly qualified and acting Clerk of the Town of Winterville does hereby certify:
That the above/attached resolution is a true and correct copy of the resolution authorizing the filing of an application with the State of North Carolina, as regularly adopted at a legally convened meeting of the Town Council duly held on the 8th day of August 2016; and, further, that such resolution has been fully recorded in the journal of proceedings and records in my office. IN WITNESS WHEREOF, I have hereunto set my hand this _____ day of _____, 20____.

(Signature of Recording Officer)

(Title of Recording Officer)



**Town of Winterville
Town Council
Agenda Abstract**

Item Section: New Business

Meeting Date: August 8, 2016

Presenter: Ben Williams, Assistant Town
Manager

Item to be Considered

Subject: Water Distribution Asset Inventory and Assessment Grant Application

Action Requested: Adoption of Authorizing Resolution

Attachments: Resolution Authorizing Filing of Grant Application

Prepared By: Ben Williams, Assistant Town Manager

Date: 8/1/2016

ABSTRACT ROUTING:

TC

FD

TM 8/3/2016

Final 8/3/2016

Supporting Documentation

The NC Department of Environmental Quality (NCDEQ) Division of Water Infrastructure (DWI) recently announced a new funding category and will be accepting applications for water and sewer planning projects including Asset Inventory and Assessments. The goal of the Asset Inventory & Assessment (AIA) grant is to inventory the existing water and/or sewer system and document the condition of inventoried infrastructure.

The maximum grant amount is \$150,000 per system type (water and sewer) per applicant.

The Town has been recently awarded a \$150,000 AIA grant for the Sewer System. Staff recommends conducting the Asset Inventory and Assessment for the **water** distribution system.

Staff continues to work on developing the scope of the proposed planning project. Therefore, the estimated total cost of the Inventory and Assessment has yet to be finalized. The Town will be responsible for providing a 20% match (maximum of \$30,000).

Applications are due September 30, 2016 with Notice of Funding anticipated to occur in December, 2016. If approved for funding, and should Council decide to accept the grant offer, staff will prepare a Request for Proposals (RFP) for distribution to potential consultants.

Budgetary Impact: \$30,000 (max.) if approved for grant.

Recommendation: Adoption of Authorizing Resolution

RESOLUTION BY GOVERNING BODY OF APPLICANT

WHEREAS, The Federal Clean Water Act Amendments of 1987 and the North Carolina the Water Infrastructure Act of 2005 (NCGS 159G) have authorized the making of loans and grants to aid eligible units of government in financing the cost of drinking water system planning project, and

WHEREAS, The Town of Winterville has need for and intends to conduct a drinking water distribution system planning project described as Water Distribution System Asset Inventory and Assessment, and

WHEREAS, The Town of Winterville intends to request state grant assistance for the project,

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

That Town of Winterville, the **Applicant**, will arrange financing for all remaining costs of the planning project, if approved for a State grant award.

That Doug Jackson, Mayor and Terri L. Parker, Town Manager, the **Authorized Official(s)**, and successors so titled, are hereby authorized to execute and file an application on behalf of the **Applicant** with the State of North Carolina for a grant to aid in the project described above.

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

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

Adopted this the 8th day of August, 2016 at Winterville, North Carolina.

(Signature of Chief Executive Officer)

Mayor

(Title)

CERTIFICATION BY RECORDING OFFICER

The undersigned duly qualified and acting Town Clerk of the Town of Winterville does hereby certify: That the above/attached resolution is a true and correct copy of the resolution authorizing the filing of an application with the State of North Carolina, as regularly adopted at a legally convened meeting of the Town Council of the Town of Winterville duly held on the 8th day of August, 2016; and, further, that such resolution has been fully recorded in the journal of proceedings and records in my office. IN WITNESS WHEREOF, I have hereunto set my hand this 8th day of August, 2016.

(Signature of Recording Officer)

(Title of Recording Officer)



**Town of Winterville
Town Council
Agenda Abstract**

Item Section: Old Business

Meeting Date: August 8, 2016

Presenter: Ben Williams, Assistant Town Manager

Item to be Considered

Subject: New Regional Lift Station and Sewer Rehabilitation

Action Requested: Adoption of Resolution Accepting Loan Offer

Attachments: Resolution of Acceptance

Prepared By: Ben Williams, Assistant Town Manager

Date: 8/1/2016

ABSTRACT ROUTING:

TC

FD

TM 8/3/2016

Final 8/3/2016

Supporting Documentation

In 2014, the Town applied for funding assistance for the construction of a new regional sanitary sewer lift station and collection system rehabilitation. In January 2015, the NC Department of Environmental Quality (NCDEQ) Division of Water Infrastructure (DWI) reviewed the funding application and approved the Town of Winterville for loan assistance from the Clean Water State Revolving Fund (CWSRF).

Town Staff and the Wooten Company have continued to meet the project milestones as outlined by NCDEQ – DWI in the January 12, 2015 Letter of Intent to Fund. As a result of successfully meeting these milestones, the funding agency has made the official Loan Offer.

The loan amount for the project is in the amount of \$2,127,020 for a term of twenty (20) years with an interest rate of 2.21%.

Budgetary Impact: Repayment of loan with annual installments over twenty (20) years upon project completion.

Recommendation: Adopt Resolution Accepting Loan Offer

RESOLUTION BY GOVERNING BODY OF APPLICANT

WHEREAS, the North Carolina Clean Water Revolving Loan and Grant Act of 1987 has authorized the making of loans and grants to aid eligible units of government in financing the cost of construction of wastewater treatment works, wastewater collection systems, and water supply systems, water conservation projects, and

WHEREAS, the North Carolina Department of Environment and Natural Resources has offered a State Revolving Loan in the amount of \$2,127,020 for the construction of a new regional pump station and sewer collection system rehabilitation, and

WHEREAS, the Town of Winterville (Applicant) intends to construct said project in accordance with the approved plans and specifications,

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

That the Town of Winterville does hereby accept the State Revolving Loan offer of \$2,127,020.

That the Town of Winterville does hereby give assurance to the North Carolina Department of Environment and Natural Resources that all items specified in the loan offer, Section II Assurances will be adhered to.

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

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

Adopted this the 8th day of August, 2016 at Winterville, North Carolina.

(Signature of Chief Executive Officer)

(Title)

CERTIFICATION BY RECORDING OFFICER

The undersigned duly qualified and acting Clerk of the Town of Winterville does hereby certify: That the above/attached resolution is a true and correct copy of the resolution authorizing the filing of an application with the State of North Carolina, as regularly adopted at a legally convened meeting of the Town Council duly held on the 8th day of August, 2016; and, further, that such resolution has been fully recorded in the journal of proceedings and records in my office. IN WITNESS WHEREOF, I have hereunto set my hand this _____ day of August, 2016.

(Signature of Recording Officer)

(Title of Recording Officer)



**Town of Winterville
Town Council
Agenda Abstract**

Item Section: New Business

Meeting Date: August 8, 2016

Presenter: Terri L. Parker, Town Manager

Item to be Considered

Subject: Approval of Next Group of Homes for Urgent Repair Program

Action Requested: Approval of Request

Attachments: Copy of list of applicants

Prepared By: Terri L. Parker, Town Manager

Date: 8/3/2016

ABSTRACT ROUTING:

TC _____

FD _____

TM tlp – 8/3/2016

Final tlp – 8/3/2016

Supporting Documentation

Staff requests Council of the attached addresses to be submitted for vetting for Round #2 of the Town's Urgent Repair Program.

Budgetary Impact: Approximately \$32,400 – which are currently available in Town appropriations.

Recommendation: Approve Request.

Town of Winterville**Urgent Repair Program****FY 2014-2015**

	Addresses	Phone	
Case # 1	334 Kennedy Street	252-756-3299	\$5,400
Case # 2	2422 Lane Street	252-355-6088	\$5,400
Case # 3	2443 Jones Street	252-916-4998	\$5,400
Case # 4	2450 Railroad Street	252-702-4542	\$5,400
Case # 5	2529 Church Street	252-321-0731	\$5,400
Case # 6	2460 Grimes Street		<u>\$5,400</u>
			\$32,400