



## TOWN COUNCIL AGENDA

December 12, 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. **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. Glenn Johnson – *Recognition of Public Works employees for hard work.*
  2. Will Kuhn – *Request Change in Town Process Regarding Signs Subdivisions.*
- VII. **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. Receive Petition requesting annexation of the Old Tar Village Lot 7 and adopt a Resolution directing the Town Clerk to investigate the sufficiency of the Petition.
  2. Schedule a Public Hearing on the annexation petition of the Reedy Branch Mini-Storage's additions on Parcel # 81736 for January 9, 2017.
- VIII. **OLD BUSINESS:**
  1. Nobel Canal Drainage Basin Study Update.
  2. Hillcrest Bathroom Renovation.
  3. Update on Junk Vehicle Report.
- IX. **NEW BUSINESS:**
  1. Railroad Street Stormwater Improvements – DWR Grant Application.
  2. No Parking Zone in Front of Library.

X. **OTHER AGENDA ITEMS.**

XI. **ITEMS FOR FUTURE AGENDAS/FUTURE WORK SESSIONS.**

XII. **REPORTS FROM TOWN ATTORNEY, TOWN MANAGER, AND DEPARTMENT HEADS:**

Update on Capital Projects Currently Underway:      Water Interconnect on Worthington Road  
Regional Sewer Pump Station Project  
Nobel Canal Drainage Basin Study  
Street Resurfacing Project  
Water Tank Rehabilitation Project  
NTE Plant Construction Project  
Minimum Housing/Code Enforcement  
Urgent Repair Program

XIII. **REPORTS FROM THE MAYOR AND TOWN COUNCIL.**

XIV. **ANNOUNCEMENTS:**

1. Planning and Zoning Meeting – December 19, 2016 – 7 pm – Town Hall Assembly Room.
2. Christmas Holiday – December 23, 26 and 27, 2016 – Town Offices Closed.
3. New Year’s Holiday – January 2, 2017 – Town Offices Closed.

XV. **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  
PUBLIC COMMENT APPLICATION

Name of Applicant: Glenn Johnson

Date: 11-27-16

Address: 459 Williamson, Winterville

Phone: 252-902-9222

Town Council Meeting Date Requesting to Provide Comment: 12-12-16

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

Support and defend Public Works Department  
General comment concerning Winterville

Name(s) of Speaker(s):

(1) Glenn Johnson

(2) \_\_\_\_\_

(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.

Glenn E Johnson  
Signature





TOWN OF WINTERVILLE  
PUBLIC COMMENT APPLICATION

Name of Applicant: Will Kuhn

Date: 11/30/16

Address: 4226 Dunhogan Rd,

Phone: 205-7121

Town Council Meeting Date Requesting to Provide Comment: \_\_\_\_\_

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

Installation of Street Signs

Name(s) of Speaker(s):

(1) Will Kuhn

(2) \_\_\_\_\_

(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.

Will Kuhn  
Signature





**Town of Winterville  
Town Council  
Agenda Abstract**

**Item Section:** Consent Agenda

**Meeting Date:** December 12, 2016

**Presenter:** Stephen, Economic Development  
Planner

**Item to be Considered**

**Subject:** Receive Petition requesting annexation of the Old Tar Village Lot 7 and adopt a resolution directing the Town Clerk to investigate the sufficiency of the Petition.

**Action Requested:** Receive Petition and Adopt Resolution.

**Attachments:** Map and Petition; Resolution will be handed out at the meeting.

**Prepared By:** Stephen Penn, Economic Development Planner

**Date:** 12/5/2016

**ABSTRACT ROUTING:**

TC

FD

TM 12/7/2016

Final 12/7/2016

**Supporting Documentation**

The Town has received a petition requesting annexation of Old Tar Village Lot 7. The subject property is located on Old Tar Village Road (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.

PETITION REQUESTING ANNEXATION

Date: September 28, 2016


TO THE BOARD OF ALDERMEN OF THE TOWN OF WINTERVILLE

1. We the undersigned owners of real property respectfully request that the area described in Paragraph 2 below be annexed to the Town of Winterville.
2. The area to be annexed is contiguous to the Town of Winterville and the boundaries of such territory are described as follows:

Description

*Being 0.502 acre located off the southern and western rights-of-way of Old Tar Village Road as described in e-mailed legal description.*

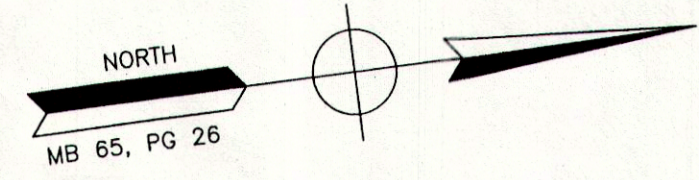
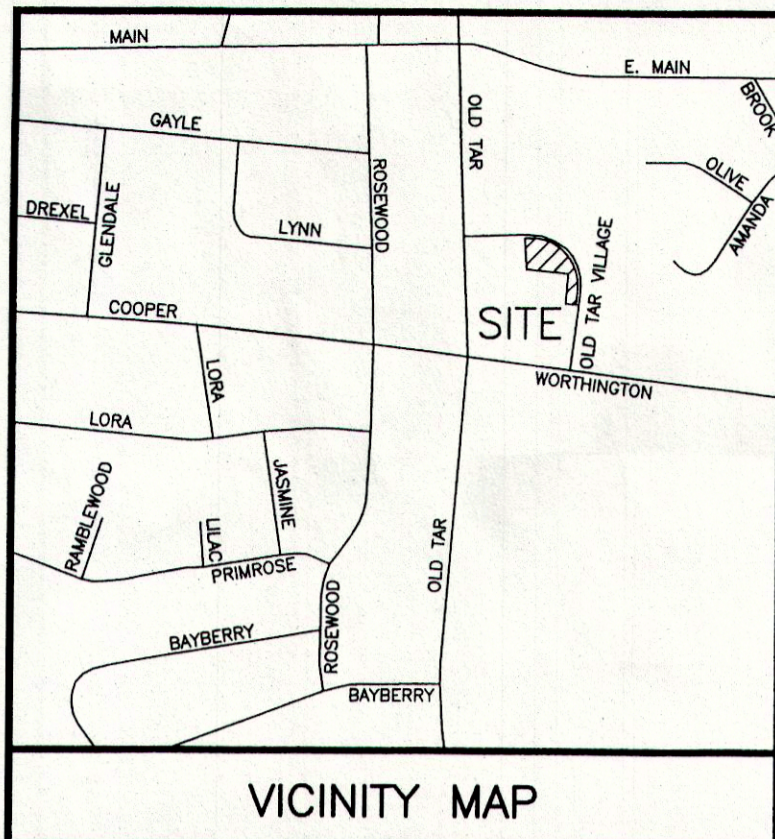
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| <u>Name</u>  | <u>Address</u>                                       |
|--|--|
| <u></u> | <u>5351 Reedy Branch Road, Winterville, NC 28590</u> |
| <u>Old Tar Village Properties, LLC</u>   |  |

**LEGAL DESCRIPTION OF PROPERTY TO BE  
ANNEXED INTO THE TOWN OF WINTERVILLE  
OLD TAR VILLAGE OFFICE BUILDING, LOT 7  
WINTERVILLE TOWNSHIP, PITT, NC  
SEPTEMBER 28, 2016**

Beginning at an existing iron stake on the southern right-of-way of Old Tar Village Road, said iron stake being the northeastern corner of Lot 8, Old Tar Village as recorded in Map Book 65, Page 26 of the Pitt County Register of Deeds. From the above described beginning, so located, running thence as follows:

With the southern right-of-way of Old Tar Village Road, S 82°01'18" E 13.82' to the point of curvature, thence with a curve to the right an arc distance of 294.67' having a radius of 170.00' and a chord bearing S 32°21'57" E 259.14' to the point of tangency on the western right-of-way of Old Tar Village Road, thence with the western right-of-way of Old Tar Village Road, S 17°17'16" W 59.25', thence leaving the western right-of-way of Old Tar Village Road, N 72°40'50" W 39.11' to a point, thence N 17°36'19" E 110.08' to a point, thence N 71°45'17" W 154.28' to a point, thence N 07°58'42" E 113.60' to the point of beginning containing 0.502 acre and being a portion of the property described in Deed Book 2005, Page 446 of the Pitt County Register of Deeds.



(1)  
**WILLIAMS FAMILY HEIRS, LLC**  
 DB 2824, PG 293  
 MB 64, PG 71

(8)  
**H&S PROPERTIES OF PITT, LLC**  
 DB 2246, PG 111  
 MB 65, PG 26

**NCSR 1700 - OLD TAR ROAD**  
 (60' R/W 36' B/B PUBLIC)

- GENERAL NOTES**
1. ALL AREAS CALCULATED BY COORDINATE GEOMETRY.
  2. THIS MAP IS OF A SURVEY THAT IS OF ANOTHER CATEGORY.
  3. REFERENCE: A PORTION OF A PROPERTY AS DESCRIBED IN DEED BOOK 2005, PAGE 446 OF THE PITT COUNTY REGISTER OF DEEDS.
  4. IRON PIPES TO BE SET AT ALL LOT CORNERS UNLESS OTHERWISE NOTED.

STATE OF NORTH CAROLINA  
 COUNTY OF PITT

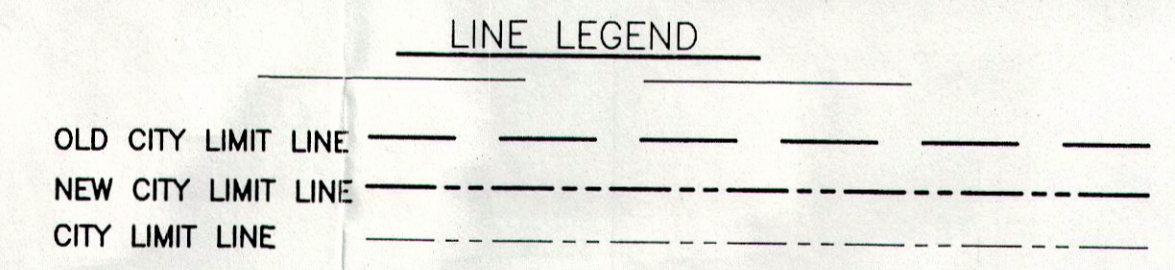
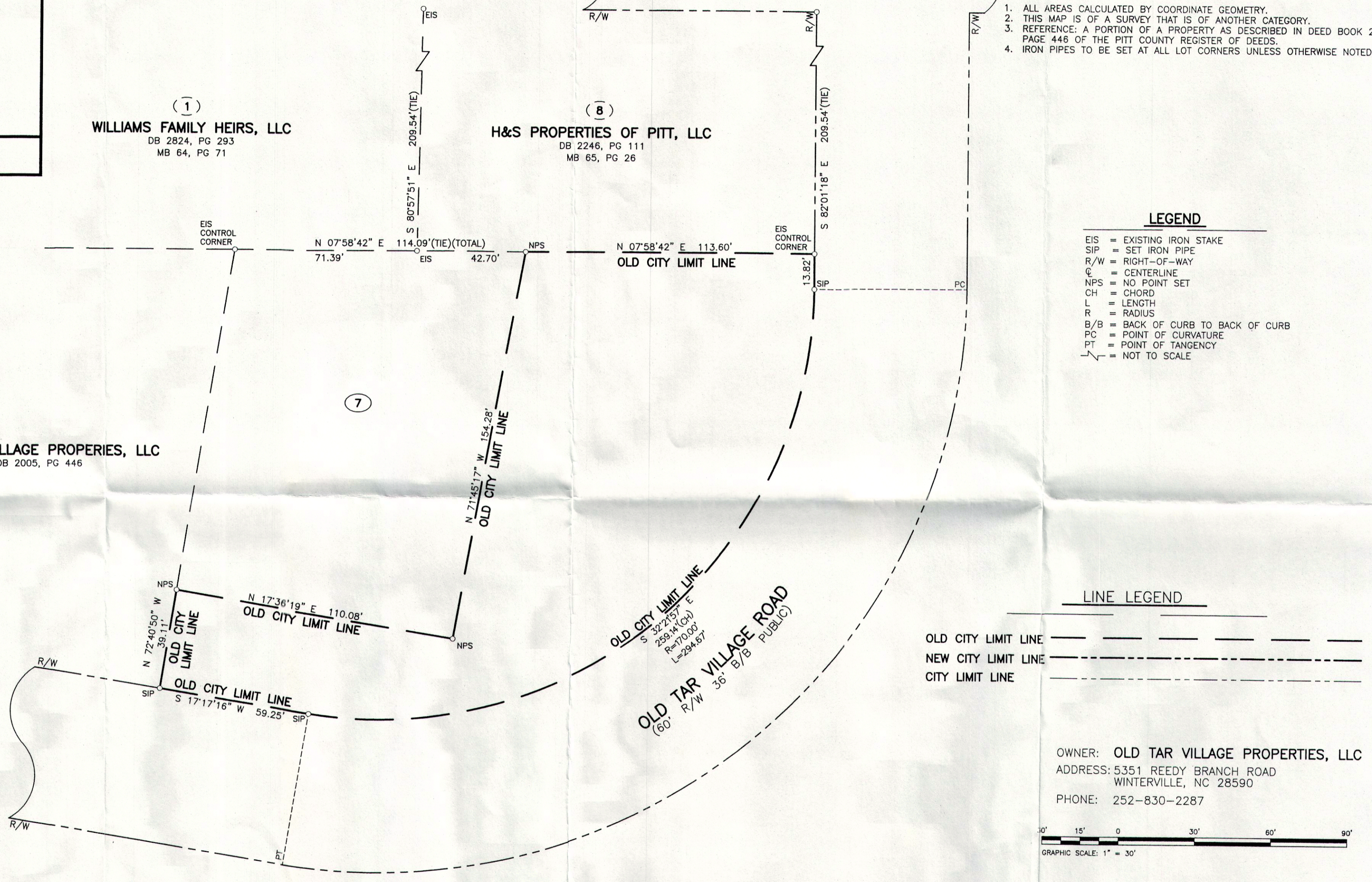
I, \_\_\_\_\_, REVIEW  
 OFFICER OF PITT COUNTY, CERTIFY THAT THE  
 MAP OR PLAT TO WHICH THIS CERTIFICATION  
 IS AFFIXED MEETS ALL STATUTORY REQUIRE-  
 MENTS FOR RECORDING.

DATE \_\_\_\_\_

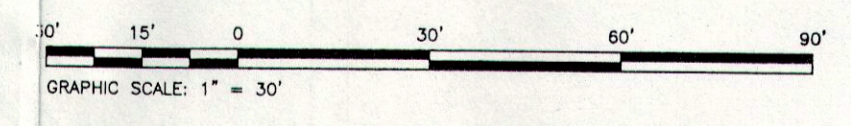
REVIEW OFFICER \_\_\_\_\_

- LEGEND**
- EIS = EXISTING IRON STAKE
  - SIP = SET IRON PIPE
  - R/W = RIGHT-OF-WAY
  - C = CENTERLINE
  - NPS = NO POINT SET
  - CH = CHORD
  - L = LENGTH
  - R = RADIUS
  - B/B = BACK OF CURB TO BACK OF CURB
  - PC = POINT OF CURVATURE
  - PT = POINT OF TANGENCY
  - N- = NOT TO SCALE

**OLD TAR VILLAGE PROPERTIES, LLC**  
 DB 2005, PG 446



OWNER: **OLD TAR VILLAGE PROPERTIES, LLC**  
 ADDRESS: 5351 REEDY BRANCH ROAD  
 WINTERVILLE, NC 28590  
 PHONE: 252-830-2287



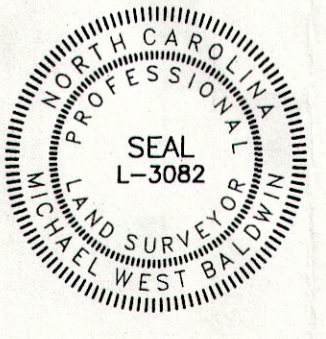
TAX PARCEL #54700  
 TAX MAP #4685-00-8492

**CERTIFICATION**

THIS IS TO CERTIFY THAT THIS MAP WAS DRAWN  
 UNDER MY DIRECTION AND SUPERVISION FROM AN  
 ACTUAL FIELD LAND SURVEY PERFORMED UNDER  
 MY DIRECTION AND SUPERVISION THAT THE ERROR  
 OF CLOSURE AS CALCULATED BY LATITUDES AND  
 DEPARTURES IS 1:10,000, THAT THE BOUNDARIES  
 NOT SURVEYED ARE SHOWN AS DASHED LINE; THAT  
 THIS MAP WAS PREPARED IN ACCORDANCE WITH  
 G.S. 17-30 AS AMENDED.

WITNESS MY HAND AND SEAL THIS 28th DAY  
 OF SEPTEMBER, 2016.

MICHAEL WEST BALDWIN, PLS L-3082



MAP SHOWING AREA ANNEXED BY  
**TOWN OF WINTERVILLE, N.C.**

ORDINANCE NO. \_\_\_\_\_ AREA 0.502 AC.

ACCEPTED FOR THE TOWN OF WINTERVILLE

MAYOR \_\_\_\_\_ DATE \_\_\_\_\_

ANNEXATION MAP FOR  
**OLD TAR VILLAGE OFFICE BUILDING**

LOT 7, OLD TAR VILLAGE

REFERENCE: DEED BOOK 2005, PAGE 446 OF THE  
 PITT COUNTY REGISTER OF DEEDS.

WINTERVILLE TOWNSHIP, PITT COUNTY, N.C.

|  |                    |              |                  |
|--|--------------------|--------------|------------------|
| <br><b>Baldwin Design Consultants, PA</b><br><small>ENGINEERING - SURVEYING - PLANNING</small><br><small>1700-D EAST ARLINGTON BOULEVARD</small><br><small>GREENVILLE, NC 27858 252.756.1390</small> | LICENSE#<br>C-3498 | SURVEYED: JP | APPROVED: MWB    |
|  |                    | DRAWN: JBE   | DATE: 09/28/2016 |
|  |                    | CHECKED: MWB | SCALE: 1" = 30'  |

Y:\DRAWINGS\16-065 OLD TAR VILLAGE PROPERTIES-LOT7 OLD TAR VILLAGE\16-065 ANNEXATION MAP.dwg Wed, Sep 28, 2016-9:45am BALDWIN-06





**Town of Winterville  
Town Council  
Agenda Abstract**

**Item Section:** Consent Agenda

**Meeting Date:** December 12, 2016

**Presenter:** Stephen, Economic Development  
Planner

**Item to be Considered**

**Subject:** Schedule a Public Hearing on the annexation petition of the Reedy Branch Mini-Storage additions on Parcel #81736 for January 9, 2017.

**Action Requested:** Schedule a Public Hearing on the annexation petition of Reedy Branch Mini-Storage Addition.

**Attachments:** Application, Metes and Bounds Description, and Map.

**Prepared By:** Stephen Penn, Economic Development Planner

**Date:** 12/5/2016

**ABSTRACT ROUTING:**

TC \_\_\_\_\_

FD \_\_\_\_\_

TM 12/7/2016

Final 12/7/2016

**Supporting Documentation**

The Town has received a petition requesting annexation of the back parcel (Parcel # 81736) of the Reedy Branch Mini-Storage. The subject property is located on Reedy Branch Road (see attached map). Our next step is to schedule a public hearing for the January Council Meeting.

**Budgetary Impact:** TBD.

**Recommendation:** N/A

PETITION REQUESTING ANNEXATION

Date: September 27, 2016

TO THE BOARD OF ALDERMEN OF THE TOWN OF WINTERVILLE

1. We the undersigned owners of real property respectfully request that the area described in Paragraph 2 below be annexed to the Town of Winterville.
2. The area to be annexed is contiguous to the Town of Winterville and the boundaries of such territory are described as follows:

Description

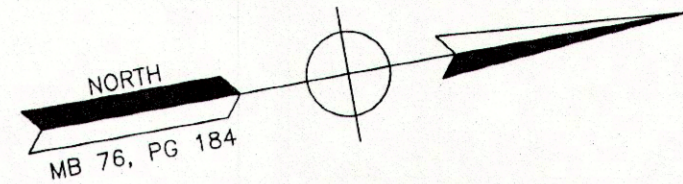
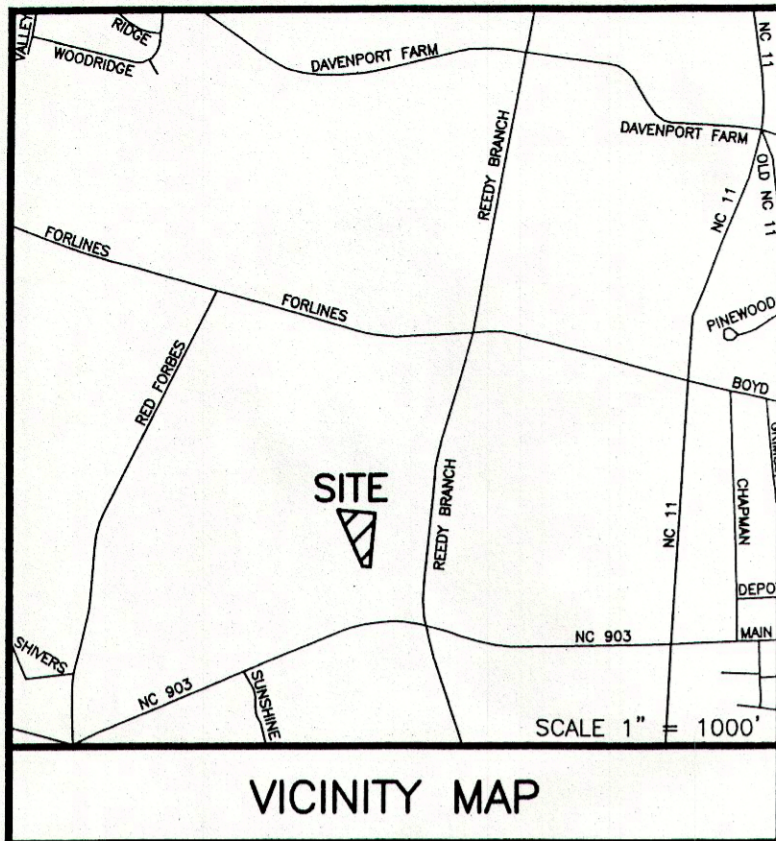
*Being 1.392 acres, known as Lot 8A, West Winterville Industrial Park, located off the western right-of-way of NCSR 1131 (Reedy Branch Road) as described in e-mailed legal description.*

|  |   |
|--|---|
| <hr/> <p style="text-align: center;"><u>Name</u></p>  <hr/> | <hr/> <p style="text-align: center;"><u>Address</u></p> <hr/> |
| <p><u>Tram Investments, Inc.</u></p>   | <p><u>P.O. Box 1178, Winterville, NC 28590</u></p>            |

**LEGAL DESCRIPTION OF PROPERTY TO BE  
ANNEXED INTO THE TOWN OF WINTERVILLE  
REEDY BRANCH MINI-STORAGE  
WINTERVILLE TOWNSHIP, PITT, NC  
SEPTEMBER 26, 2016**

Beginning at a point at the southwestern corner of Lot 8, West Winterville Industrial Park, as recorded in Map Book 76 Page 184 of the Pitt County Register of Deeds, said point being located N 02°48'07" E 649.15'(chord) and N 80°35'49" W 396.77' from an existing P.K. Nail located at the centerline intersection of NC Hwy 903 and NCSR 1131 (Reedy Branch Road). From the above described beginning, so located, running thence as follows:

N 80°35'49" W 50.38' to a point, thence N 19°29'58" W 438.48' to a point, thence S 79°38'38" W 268.65' to an existing iron pipe, thence S 10°21'22" W 379.44' to the point of beginning containing 1.392 acres and being a portion of the property described in Deed Book 3131, Page 314 of the Pitt County Register of Deeds.



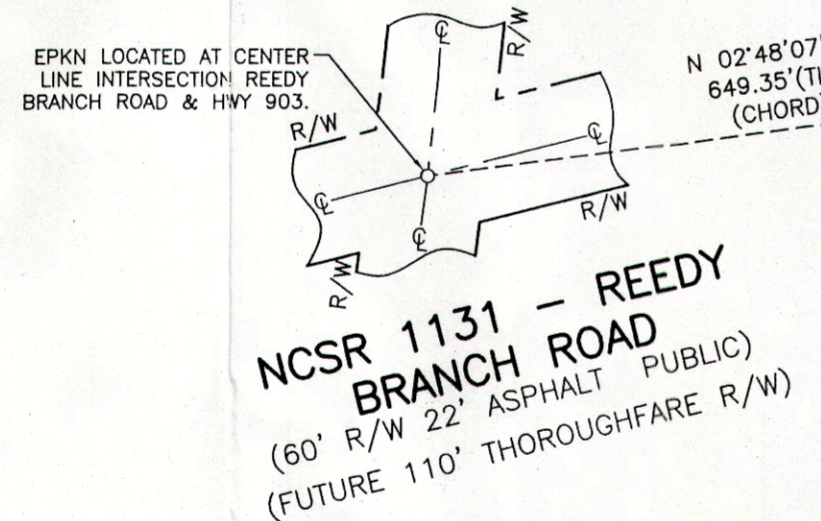
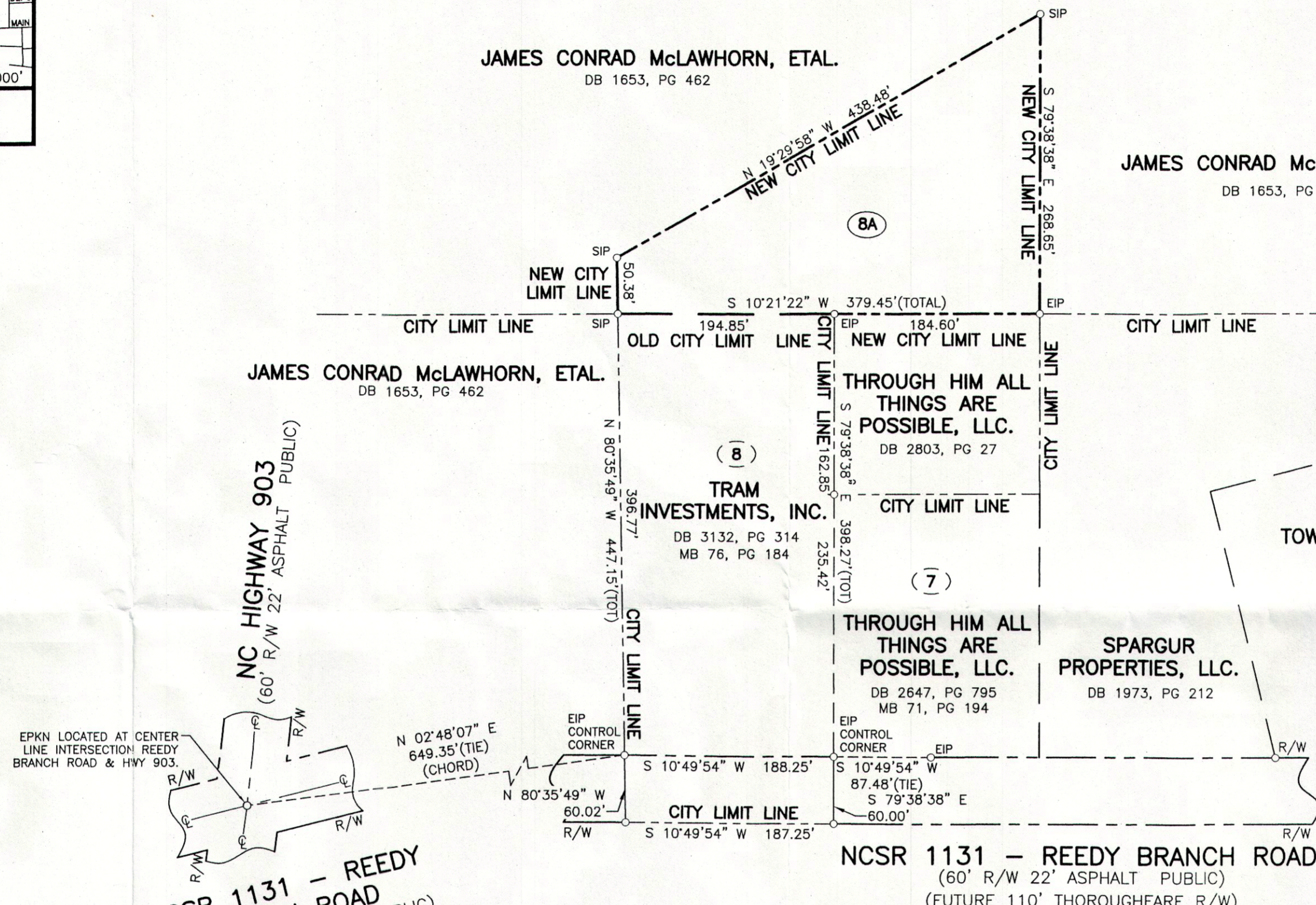
STATE OF NORTH CAROLINA  
COUNTY OF PITT

I, \_\_\_\_\_, REVIEW OFFICER OF PITT COUNTY, CERTIFY THAT THE MAP OR PLAT TO WHICH THIS CERTIFICATION IS AFFIXED MEETS ALL STATUTORY REQUIREMENTS FOR RECORDING.

DATE \_\_\_\_\_

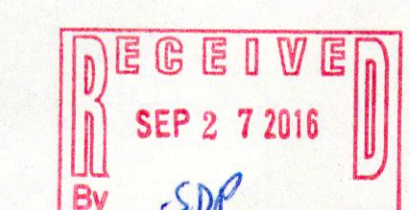
REVIEW OFFICER \_\_\_\_\_

Y:\DRAWINGS\13-036 ANNEXATION MAP.dwg Mon, Sep 26, 2016 - 4:50pm BALDWIN-06

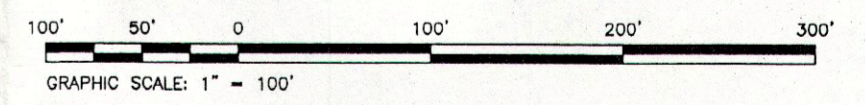


**LINE LEGEND**

|                     |           |
|---------------------|-----------|
| OLD CITY LIMIT LINE | ---       |
| NEW CITY LIMIT LINE | - - - - - |
| CITY LIMIT LINE     | ---       |



OWNER: TRAM INVESTMENTS, INC.  
ADDRESS: 301 HACKNEY AVENUE  
WASHINGTON, NC 27889  
PHONE: (252) 531-0690



**GENERAL NOTES**

1. ALL AREAS CALCULATED BY COORDINATE GEOMETRY.
2. THIS MAP IS OF A SURVEY THAT IS OF ANOTHER CATEGORY.
3. REFERENCE: A PROPERTY AS SHOWN ON MAP BOOK 76, PAGE 184 OF THE PITT COUNTY REGISTER OF DEEDS.
4. IRON PIPES TO BE SET AT ALL LOT CORNERS UNLESS OTHERWISE NOTED.

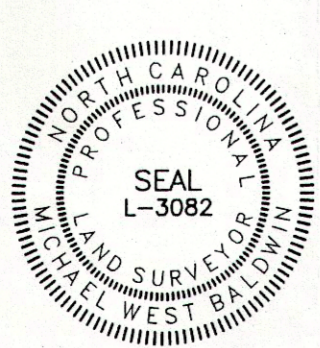
PARCEL #81736  
TAX MAP #4675-01-8853

**CERTIFICATION**

THIS IS TO CERTIFY THAT THIS MAP WAS DRAWN UNDER MY DIRECTION AND SUPERVISION FROM AN ACTUAL FIELD LAND SURVEY PERFORMED UNDER MY DIRECTION AND SUPERVISION THAT THE ERROR OF CLOSURE AS CALCULATED BY LATITUDES AND DEPARTURES IS 1:10,000, THAT THE BOUNDARIES NOT SURVEYED ARE SHOWN AS DASHED LINE; THAT THIS MAP WAS PREPARED IN ACCORDANCE WITH G.S. 47-30 AS AMENDED.

WITNESS MY HAND AND SEAL THIS 22nd DAY OF SEPTEMBER, 2016.

MICHAEL WEST BALDWIN, PLS L-3082



**LEGEND**

|     |   |                              |
|-----|---|------------------------------|
| EIS | = | EXISTING IRON STAKE          |
| SIP | = | SET IRON PIPE                |
| R/W | = | RIGHT-OF-WAY                 |
| C   | = | CENTERLINE                   |
| NPS | = | NO POINT SET                 |
| CH  | = | CHORD                        |
| L   | = | LENGTH                       |
| R   | = | RADIUS                       |
| B/B | = | BACK OF CURB TO BACK OF CURB |
| PC  | = | POINT OF CURVATURE           |
| PT  | = | POINT OF TANGENCY            |
| TOT | = | TOTAL                        |
| -   | = | NOT TO SCALE                 |

MAP SHOWING AREA ANNEXED BY  
**TOWN OF WINTERVILLE, N.C.**

1.392 AC.  
AREA

ORDINANCE NO. \_\_\_\_\_

ACCEPTED FOR THE TOWN OF WINTERVILLE

MAYOR \_\_\_\_\_ DATE \_\_\_\_\_

ANNEXATION MAP FOR  
**REEDY BRANCH MINI-STORAGE**

LOT 8A, WEST WINTERVILLE INDUSTRIAL PARK

REFERENCE: A PORTION OF DEED BOOK 3132 PAGE 314 OF THE PITT COUNTY REGISTER OF DEEDS.

WINTERVILLE TOWNSHIP, PITT COUNTY, N.C.

|   |                  |                    |                  |
|---|------------------|--------------------|------------------|
| <b>Baldwin Design Consultants, PA</b><br>ENGINEERING - SURVEYING - PLANNING<br>1700-D EAST ARLINGTON BOULEVARD<br>GREENVILLE, NC 27858 252.756.1390 | LICENSE # C-3498 | SURVEYED: N/A      | APPROVED: MWB    |
|   |                  | DRAWN: JGG/PAP/JBE | DATE: 09/22/2016 |
|   |                  | CHECKED: MWB       | SCALE: 1" = 100' |



**Town of Winterville  
Town Council  
Agenda Abstract**

**Item Section:** Old Business

**Meeting Date:** December 12, 2016

**Presenter:** Ben Williams, Assistant Town  
Manager

**Item to be Considered**

**Subject:** Nobel Canal Drainage Basin Study Update

**Action Requested:** N/A.

**Attachments:** N/A.

**Prepared By:** Ben Williams, Assistant Town Manager

**Date:** 12/5/2016

**ABSTRACT ROUTING:**

TC

FD

TM 12/7/2016

Final 12/7/2016

**Supporting Documentation**

Staff will provide an update on the drainage study currently underway for the 300+ acre Nobel Canal Drainage Basin. Preliminary findings and potential improvement recommendations will be discussed.

**Budgetary Impact:** TBD

**Recommendation:** N/A



**Town of Winterville  
Town Council  
Agenda Abstract**

**Item Section:** New Business

**Meeting Date:** December 12, 2016

**Presenter:** Evan Johnston, Director of Parks & Recreation

**Item to be Considered**

**Subject:** Hillcrest Park Restroom Renovation

**Action Requested:** Council direction.

**Attachments:** Project specifications and bid tab.

**Prepared By:** Evan Johnston, Director of Parks & Recreation

**Date:** 12/5/2016

**ABSTRACT ROUTING:**

TC

FD

TM 12/7/2016

Final 12/7/2016

**Supporting Documentation**

Council directed staff to explore costs for renovating the restrooms (men's and women's) at Hillcrest 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 Hillcrest restrooms are in serious need of update. Some of the existing restroom amenities are not commercial grade and all other amenities need to be upgraded/updated. Renovation of the restrooms will increase aesthetic appeal, make more user friendly, and make water fountain accessible.

Staff recommends proceeding with project and requests direction for alternates.

**Budgetary Impact:** Appropriate funds for project to Capital Outlay line item in Recreation Fund.

**Recommendation:** Direction from Town Council.



**Parks and Recreation Department**  
**Request for Bid: Hillcrest Park Restroom Renovation**

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**BASE BID**

1. Removal of existing restroom fixtures including, but not limited to, sinks, urinals, toilets, shelving, toilet paper dispensers, liquid soap dispensers, air fresheners, hand towel dispensers, and hand rails.
2. Removal of existing stall partitions and doors.
3. Removal of ceiling vent/fan.
4. Removal of ceiling lights.
5. Removal of men's and women's restroom door and casing.
6. Installation of new restroom fixtures. Fixtures include sinks (2), urinals (1), toilets (3), electric hand dryers (2), jumbo roll toilet paper dispensers (3), soap dispensers (2), and hand rails (2 sets).
  - a. Sinks, urinals, toilets, hand dryers, and soap dispensers must have battery powered hands-free sensors. Sinks, urinals, and toilets should also have push button for manual flush.
7. Installation of new stall partitions/doors. Must be high density polymer, or equivalent. Color to be approved by Project Manager.
8. Addition/installation of partition between urinal and sink in men's restroom.
9. At least one of each restroom fixture and at least one stall (partitions/doors in men's & women's) shall meet ADA requirements for accessibility.
10. Installation of new ceiling vent/fan.
11. Installation of new strip lights, including cages.
12. Installation of new men's and women's restroom door and casing.
13. Paint exterior doors/casings. Color to be approved by Project Manager.
14. Install fiberglass reinforced plastic (FRP) panel on interior restroom wall and ceiling. Color to be approved by Project Manager.
15. Removal of existing water fountain.
16. Installation of new ADA compliant water fountain.
17. Removal of existing concrete walk around restroom exterior.
18. Installation of new concrete walk around restroom exterior. New walkway shall meet with adjacent walking trail.

**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. Provide for connection to electrical service.
5. Install units with vibration installation.
6. Install units on concrete base.
7. Prepare start-systems.
8. Provide initial start-up.
9. Supply initial charge of refrigerant and oil for each refrigerant circuit. Replace losses of refrigerant and oil.
10. Install in accordance with manufacturer's instructions.



**Agreement**

The AGREEMENT is by and between Town of Winterville (Owner) and \_\_\_\_\_  
\_\_\_\_\_ (Contractor). Owner and Contractor hereby agree that Contractor shall complete work as specified above and titled "Hillcrest Park Restroom Renovation."

In witness whereof, Owner and Contractor have signed this Agreement in duplicate. One counterpart each has been delivered to Owner and Contractor. This agreement will be effective on \_\_\_\_\_, 2016 (effective date of the agreement).

OWNER: TOWN OF WINTERVILLE

CONTRACTOR:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

ATTEST:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

ADDRESS FOR GIVING NOTICES

PO Box 1459 \_\_\_\_\_

Winterville, NC 28590 \_\_\_\_\_

**Town of Winterville**  
**Hillcrest Park Restroom Renovation**  
**Bid Tabulation**

| <b>Description</b> | <b>Pinnacle Construction Enterprises</b> |
|--------------------|--|
| Base Bid           | \$ 43,463.00                             |
| Alternate 1        | \$ 2,750.00                              |
| Alternate 2        | \$ 5,970.00                              |
| Alternate 3        | \$ 8,800.00                              |
| <b>TOTAL</b>       | <b>\$ 60,983.00</b>                      |

**No-Bid**

1. Custom Building Company
2. T.D. Goodwin Construction
3. Hudson Brothers Construction
4. Stocks & Taylor Construction
5. C A Lewis

**Note**

Original bid opening was November 21st at 2:00 p.m. Only one qualified bid received.

Re-advertised bid opening was December 5th at 11:00 a.m. Only one qualified bid received.



**Town of Winterville  
Town Council  
Agenda Abstract**

**Item Section:** Old Business

**Meeting Date:** December 12, 2016

**Presenter:** Chief Ryan Willhite, Police  
Department

**Item to be Considered**

**Subject:** Update – Junk Vehicle Report

**Action Requested:** Council Direction if Applicable.

**Attachments:** Slide presentation – will be handed out at the Meeting.

**Prepared By:** Ryan C. Willhite, Chief of Police

**Date:** 12/7/2016

**ABSTRACT ROUTING:**

TC

FD

TM 12/7/2016

Final 12/7/2016

**Supporting Documentation**

The Town Council requested further information regarding junk vehicles in the Town of Winterville.

The presentation will show estimates in numbers and locations of junk vehicles throughout the Town of Winterville mainly focusing on private property. This presentation will provide the Council additional information, locations, and intended or unintended perceptions that could possibly arise with a decision to prohibit any junk vehicles in the Town.

**Budgetary Impact:** TBD

**Recommendation:** Council direction if applicable. Staff recommends leaving Ordinance as is currently written.



**Town of Winterville  
Town Council  
Agenda Abstract**

**Item Section:** New Business

**Meeting Date:** December 12, 2016  
**Presenter:** Ben Williams, Assistant Town  
Manager

**Item to be Considered**

**Subject:** Railroad Street Stormwater Improvements – DWR Grant Application.

**Action Requested:** Approval of Authorizing Resolution.

**Attachments:** Copy of Authorizing Resolution

**Prepared By:** Ben Williams, Assistant Town Manager

**Date:** 12/5/2016

**ABSTRACT ROUTING:**

TC

FD

TM 12/7/2016

Final 12/7/2016

**Supporting Documentation**

Resolution authorizing the filing of an application for funding through the NCDENR – Division of Water Resources – Water Resource Project Development Program.

With funding assistance from the NCDEQ – Division of Water Resources, the Town is conducting a drainage study for the Nobel Canal Drainage Basin. As a part of this study, the Town's consulting engineer reviewed the condition and capacity of the existing storm drainage infrastructure along the railroad tracks on Railroad Street. Due to failing pipes, there are numerous sinkholes and potholes in the vicinity of Town Hall and WH Robinson Elementary School. This is a safety hazard for pedestrians and vehicles alike. Railroad Street is also subject to flooding during heavy rain events.

The proposed construction project will replace the failing stormwater piping along Railroad Street east of the railroad tracks from Worthington Street south towards Town Hall. This project will also include repair of the damaged street/asphalt as well as the curb and gutter network.

If awarded the grant, the Town will be responsible for providing a 50% match of the total cost. Application due date is January 1, 2017.

**Budgetary Impact:** To be Provided at the Meeting.

**Recommendation:** Approval of Resolution to file grant application

**NCDENR Division of Water Resources  
Water Resources Project Development Grant  
Authorizing Resolution**

WHEREAS, the Town Council desires to sponsor a stormwater infrastructure improvement project to repair/replace failing drainage infrastructure entitled 2017 Railroad Street Drainage Improvements:

NOW, THEREFORE, BE IT RESOLVED THAT:

- 1) The Council requests the State of North Carolina to provide financial assistance to the Town of Winterville for 2017 Railroad Street Drainage Improvements in the amount of \$???????? or 50% percent of project construction cost, whichever is the lesser amount;
- 2) The Council assumes full obligation for payment of the balance of project costs;
- 3) The Council will obtain all necessary State and Federal permits;
- 4) The Council will comply with all applicable laws governing the award of contracts and the expenditure of public funds by local governments.
- 5) The Council will supervise construction of the project to assure compliance with permit conditions and to assure safe and proper construction according to approved plans and specifications;
- 6) The Council will obtain suitable spoil disposal areas as needed and all other easements or rights-of-way that may be necessary for the construction and operation of the project without cost or obligation to the State;
- 7) The Council will assure that the project is open for use by the public on an equal basis with no restrictions;
- 8) The Council will hold the State harmless from any damages that may result from the construction, operation and maintenance of the project;
- 9) The Council accepts responsibility for the operation and maintenance of the completed project.

Adopted by the Town Council this 12<sup>th</sup> day of December, 2016.

\_\_\_\_\_  
Acting Town Clerk

\_\_\_\_\_  
Mayor



**Town of Winterville  
Town Council  
Agenda Abstract**

**Item Section:** New Business

**Meeting Date:** December 12, 2016  
**Presenter:** Travis Welborn, Public Works  
Director

**Item to be Considered**

**Subject:** No Parking Zone in Front of Library.

**Action Requested:** Approval of No Parking Zone.

**Attachments:** Map, Email from Greg Needham.

**Prepared By:** Travis Welborn, Public Works Director

**Date:** 12/5/2016

**ABSTRACT ROUTING:**

TC JJS-12/5/13

FD

TM tlp – 12/7/2016

Final tlp – 12/7/2016

**Supporting Documentation**

Greg Needham of Sheppard Memorial Library called and requested that the Town enact a no parking zone in front of the Winterville Library's mailbox and book drop off box. The Library has had several instances where the US Postal Service could not deliver mail to the Library because of a car parked directly in front of the mailbox. These cars also block the book drop off box which is right next to the mailbox. The area is between a crosswalk and an existing driveway and is only large enough for a small car to park in. Staff recommends enacting a "No Parking Zone" in this area to prevent cars from blocking access to the book drop off and mailbox.

**Budgetary Impact:** Staff will paint the curb yellow and erect a sign as soon as weather allows. The cost of paint is minimal and would result in only a nominal budgetary impact.

**Recommendation:** Approval of No Parking Zone.

**From:** [Greg Needham](#)  
**To:** [Travis Welborn](#)  
**Cc:** [Greg Needham](#)  
**Subject:** Winterville Library Mailbox and Bookdrop No Parking Spot  
**Date:** Thursday, November 17, 2016 2:23:01 PM

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Hey Travis, I just left you a voicemail a minute ago, but here's an email to make sure it gets through. The mail carrier has left a couple of cards in the mailbox at the Winterville Library saying the mailbox can't be blocked and we need to keep that from happening. People do park in what looks like a parking space to most people, right in front of the mailbox, but there is some yellow paint on the curb there in a couple of places, and I don't think that is actually supposed to be a parking space- maybe a loading zone instead? Anyway, I think we need to work with the post office and probably mark that area as not a parking space, either no parking or as a loading zone, not sure which. Maybe stripe it or/and have a sign. I'd appreciate any help and please let me know what you think!

Thanks,

Greg

p.s.I'll forward you the cards from the mail carrier.

**Greg Needham**  
**Director of Libraries**  
**Sheppard Memorial Library**  
**530 Evans Street**  
**Greenville, NC 27858**  
**252-329-4585 office**  
**252-341-6521 cell**  
**252-329-4255 fax**

E-mail correspondence to and from this address is subject to North Carolina Public Records Law and may be disclosed to third parties.



**No Parking Zone**  
Library Book Return Drop Box