



TOWN COUNCIL AGENDA

September 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. **INTRODUCTION OF NEW EMPLOYEES:** Jonathan Bryant, Police Department
- VII. **PUBLIC HEARINGS:**
 1. Rezoning of Michael and Wendy Bridgers Property (Vernon White Road) from Agricultural/Residential to Office and Institutional.
 2. The 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).
 3. The Town intends to consider formally requesting the Greenville Urban Area Metropolitan Planning Organization (MPO) modify their Comprehensive Transportation Plan (CTP) Highway Map.
- VIII. **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.
- IX. **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. August 8, 2016 Regular Meeting Minutes.
 2. Schedule a Public Hearing on the annexation petition of the Clearly Development Property (Villa Grande Subdivision) for October 10, 2016.

3. Receive the annexation petition of the Church of the Open Door and adopt a Resolution Directing the Town Clerk to Investigate the sufficiency of the petition.
4. Receive the annexation petition for Laurie Meadows Subdivision Pahe 2 and Phase 3 and adopt a Resolution Directing the Town Clerk to Investigate the sufficiency of the petition.
5. Schedule a Special Called Meeting to Approve the September 12, 2016 Regular Meeting Minutes – *proposing Monday, September 19, 2016 at 5:30 pm.*
6. Schedule a Workshop for Fire Department Presentation and Continued Discussion on Master Plan (Terri/David)

X. OLD BUSINESS:

1. Erick Uhlenbrock Request for a Minor Subdivision
2. Discussion on Proposed Façade Grant Program
3. Request money to install a third (3rd) fountain in the pond at the Winterville Recreation Park.

XI. NEW BUSINESS:

1. Pitt County NAACP Request for Sponsorship for Freedom Fund Banquet
2. Approval of Update Capital Improvement Program for Water and Sewer.

XII. OTHER AGENDA ITEMS.

XIII. ITEMS FOR FUTURE AGENDAS/FUTURE WORK SESSIONS.

XIV. 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
- Minimum Housing/Code Enforcement
- Urgent Repair Program
- Update on Downtown Parking Situation

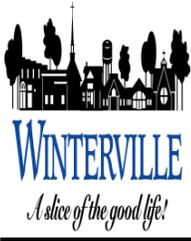
XV. REPORTS FROM THE MAYOR AND TOWN COUNCIL.

XVI. ANNOUNCEMENTS:

1. Community Unity Day – September 17, 2016 – 1:00 pm to 6:00 pm – Winterville Recreation Park
2. Winterville Planning and Zoning Meeting – September 19, 2016 – 7:00 pm – TH Assembly Room.

XVII. 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: Public Hearings

Meeting Date: September 12, 2016

Presenter: Terri L. Parker, Town Manager

Item to be Considered

Subject: Public Hearing on Rezoning of Michael and Wendy Bridgers Property (Vernon White Road) from Agricultural/Residential to Office and Institutional (*Council May Take Action at conclusion of Public Hearing*)

Action Requested: Council Consideration of Said Request

Attachments: Map of Said Property and Modified Application for Rezoning

Prepared By: Terri L. Parker, Town Manager

Date: 9/8/2016

ABSTRACT ROUTING:

TC

FD

TM 9/8/2016

Final 9/8/2016

Supporting Documentation

Michael and Wendy Bridgers who own property on Vernon White Road are asking the Council to consider the rezoning of their 6 acre tract of land from Agricultural/Residential to Office and Institutional. Mr. Bridgers made a presentation of said request to the Planning and Zoning Board where they denied said request.

Budgetary Impact: TBD

Recommendation: Consideration of Rezoning Request



REZONING APPLICATION
TOWN OF WINTERVILLE
2571 Railroad Steet
P O Box 1459
Winterville, NC 28590
Phone: (252) 756-2221

Staff Use Only
Appl. # _____

OWNERSHIP INFORMATION:

Applicant: Michael & Wendy Bridgers
Address: 2023 Doublegate Lane, Greenville, NC 27834
Phone #: 252 752-2980
Owner: Michael & Wendy Bridgers
Address: _____
Phone #: _____

PROPERTY INFORMATION

Parcel #: 67224 Area (square feet or acres): 6 acres
Current Land Use: Farming
Location of Property: North west corner intersection of Old Tar Road and Vernon White Road

ZONING REQUEST

Existing Zoning: R-15 Requested Zoning: O & I

Reason for zoning change: Desire is to modify existing zoning to accommodate moderate intensity office & institutional user which will not have a negative impact on surrounding properties. O & I district encompasses office educational institutions, medical, research and public service use,

This application shall be accompanied by the following items:

- A map drawn to a scale of not less than 400 feet to the inch and not more than 20 feet to the inch showing the land covered by the proposed amendment;
- A legal description of the property;
- A list of the names and addresses of all owners of property involved in the map change and all adjoining property owners as shown on County tax records;
- A filing fee according to a regularly adopted Fee Schedule of the Town.

OWNER/AGENT STATEMENT

I, Michael L. Bryder, being the Owner or Agent (if Agent, complete section below) request that the attached rezoning request be placed on the agenda of the Planning and Zoning Board meeting scheduled for 9 / 12 / 2016

I understand that failure to address any item in the zoning amendment application requirements of the zoning ordinance my result in the rezoning request not meeting the minimum submission requirements and will be returned to me for revision and resubmission at the next regular review cycle.

Michael Bryder
Signature

8-26-16
Date

NOTE: AGENTS ACTING ON BEHALF OF THE PROPERTY OWNER MUST HAVE A NOTARIZED STATEMENT FROM THE PROPERTY OWNER GIVING THEM THE AUTHORITY TO ACT ON THE OWNER'S BEHALF.

I, _____, being the Owner of the property described herein, do hereby authorize _____ as agent for the purpose of this application.

Signature

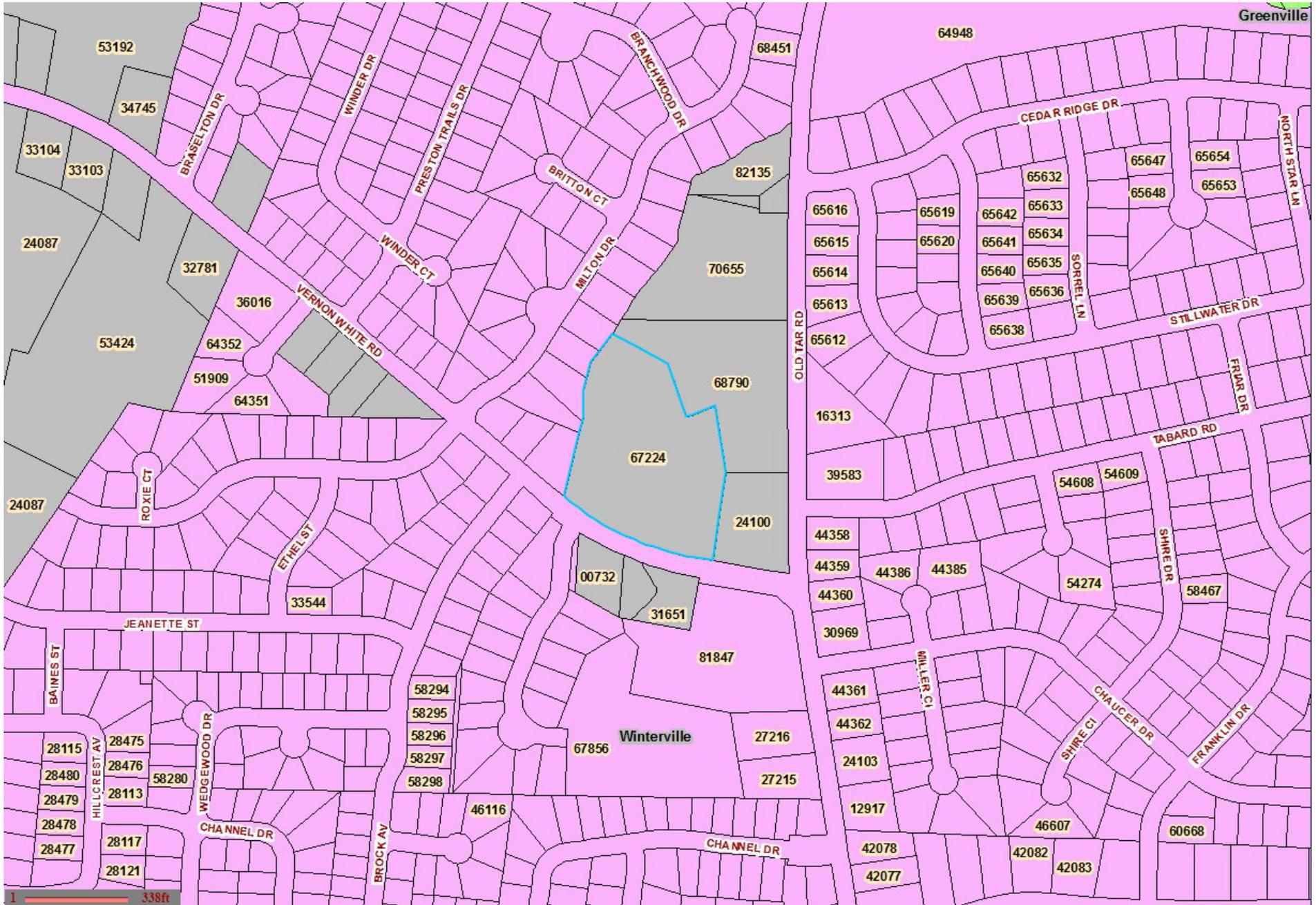
Date

Sworn to and subscribed before me, this _____ day of _____, 20_____.

Notary Public

My Commission Expires:

Michael & Wendy Bridgers Property Map (Parcel #67224)





**Town of Winterville
Town Council
Agenda Abstract**

Item Section: Public Hearings

Meeting Date: September 12, 2016

Presenter: Ben Williams, Assistant Town
Manager

Item to be Considered

Subject: CDBG-Infrastructure Grant Application – 2nd Public Hearing

Action Requested: N/A

Attachments: Copy of 2nd Public Hearing Notice

Prepared By: Terri L. Parker, Town Manager

Date: 9/8/2016

ABSTRACT ROUTING:

TC

FD

TM 9/8/2016

Final 9/8/2016

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: N/A

NOTICE OF PUBLIC HEARING
RELATIVE TO APPLICATION
BY TOWN OF WINTERVILLE, NC
FOR FUNDING UNDER THE HOUSING AND COMMUNITY
DEVELOPMENT ACT OF 1974, AS AMENDED

Notice is hereby given that the Town of Winterville (Town) will conduct a public hearing on September 12, 2016 at 7:00 PM, or as soon thereafter as the agenda will allow, at the regularly scheduled Town Council Meeting held at Town Hall relative to the intention of the Town to apply for FY2016 CDBG funding under Title I of the Housing and Community Development Act.

The 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).

The following is a tentative list of proposed activities and an estimated budget. Water distribution and sewer collection system improvements with a budget of approximately \$2,000,000.

The final application will be reviewed at the public hearing.

The proposed project will provide benefits to approximately ninety (90) households, with approximately 51% of whom are low and moderate income individuals based on surveys performed by Town staff. No individuals will be displaced nor will any require temporary relocation assistance as a result of the proposed project.

Citizens will be given the opportunity to provide oral and written comment on the Town's past and proposed use of CDBG funds at the public hearing. All interested citizens are encouraged to attend.

If additional information is needed, please contact the Town Manager's Office at (252) 215-2342. Formal written complaints or comments concerning the application process that are submitted to the Town Manager's Office prior to or following the public hearing will be responded to within ten working days by the Town Manager's Office. A copy of the completed project application will be available for public review after September 30, 2016, at the Winterville Town Hall.

Persons with disabilities or who otherwise need assistance should contact Amy Barrow, at (252) 215-2342 or amy.barrow@wintervillenc.com by August 3, 2016. Accommodations will be made for all who request assistance with participating in the public hearing.

This information is available in Spanish or any other language upon request. Please contact Amy Barrow, at (252) 215-2342, or at the Winterville Town Hall for accommodations for this request.

Esta información está disponible en español o en cualquier otro idioma bajo petición. Por favor, póngase en contacto con Amy Barrow, al (252) 215-2342 o en Winterville Town Hall, de alojamiento para esta solicitud.



**Town of Winterville
Town Council
Agenda Abstract**

Item Section: Public Hearings

Meeting Date: September 12, 2016

Presenter: Ben Williams, Assistant Town Manager

Item to be Considered

Subject: Request for MPO to modify Comprehensive Transportation Plan (CTP) Map

Action Requested: Adopt Resolution to Make Request as Outlined Below

Attachments: Copy of Resolution; Powerpoint Resolution

Prepared By: Ben Williams, Assistant Town Manager

Date: 8/24/2016

ABSTRACT ROUTING:

TC

FD

TM 9/8/2016

Final 9/8/2016

Supporting Documentation

The CTP is a long-term “wish-list” of recommended transportation improvements intended for an entire MPO planning area. It doesn’t have a specific timeline, cost, or funding source. The plan is a living document that provides for inter-jurisdictional cooperation and planning. All roadway segments on the CTP Highway Map are identified as one of three classifications: a) existing, b) needs improvement, and c) recommended. The CTP plan replaces what was previously known as the Thoroughfare Plan.

Staff recommends Town Council request the Greenville Urban Area Metropolitan Planning Organization (MPO) to modify the map for those areas listed below that are within or adjacent to the Town of Winterville’s area of influence or jurisdictional boundary:

1. *Extend Thomas Langston Road from its current terminus at Davenport Farm Road to Forlines Road. Classify as “recommended”.*
2. *Reclassify Boyd Street in Winterville from “existing” to “needs improvement” from NC11 to Railroad St.*
3. *Add new “recommended” route connecting Laurie Ellis Road to Worthington Rd., between Corey Road and Old Tar Road.*

Budgetary Impact: N/A at this time.

Recommendation: Town Council request MPO make the changes to the CTP map through resolution adoption.

**RESOLUTION REQUESTING
MODIFICATION OF THE COMPREHENSIVE TRANSPORTATION
PLAN HIGHWAY MAP**

WHEREAS, the Greenville Urban Area Metropolitan Planning Organization (GUAMPO) and the North Carolina Department of Transportation (NCDOT) actively worked to develop the Comprehensive Transportation Plan Highway Map.

WHEREAS, it is recognized that the highway map is but one element towards the development of a Comprehensive Transportation Plan (CTP) that will entail other modes of transportation when completed; and

WHEREAS, development of a Comprehensive Transportation Plan is directed by North Carolina General Statutes (NCGS) 136-66.2; and

WHEREAS, the purpose of the CTP is to document present and future transportation needs and the proposed solutions to meet those needs and act as an update to the Thoroughfare Plan; and

WHEREAS, the CTP Highway Map may be used by local officials to plan for transportation facilities that reflect the needs of the public while minimizing disruptions to local residents, businesses, and the environment; and

WHEREAS, a CTP Highway Map mutually adopted by the NCDOT Board of Transportation and GUAMPO will aid the region and State in making transportation decisions affecting the economic climate and quality of life within the Greenville Urbanized Area; and

WHEREAS, the Highway Map of the Comprehensive Transportation Plan was last adopted by the Board of Transportation on July 9, 2009, and October 3, 2011; and

WHEREAS, a public hearing was advertised and held at the Town of Winterville's September 12, 2016 Council meeting to receive public input regarding the proposed modifications to the CTP Highway Map; and

NOW, THEREFORE, BE IT RESOLVED that the Town of Winterville formally request the Greenville Urban Area MPO that it modify the Highway Map of the Comprehensive Transportation Plan, dated October 3, 2011 as follows:

1. *Extend Thomas Langston Road from its current terminus at Davenport Farm Road to Forlines Road. Classify as "recommended".*
2. *Reclassify Boyd Street in Winterville from "existing" to "needs improvement" from NC11 to Railroad St.*
3. *Add new "recommended" route connecting Laurie Ellis Road to Worthington Rd., between Corey Road and Old Tar Road.*

Adopted this the 12th day of September, 2016

Doug Jackson, Mayor

ATTEST:

Amy Parker Barrow, Acting Town Clerk

PROPOSED AMENDMENTS TO CTP HIGHWAY MAP

CTP = Comprehensive Transportation Plan

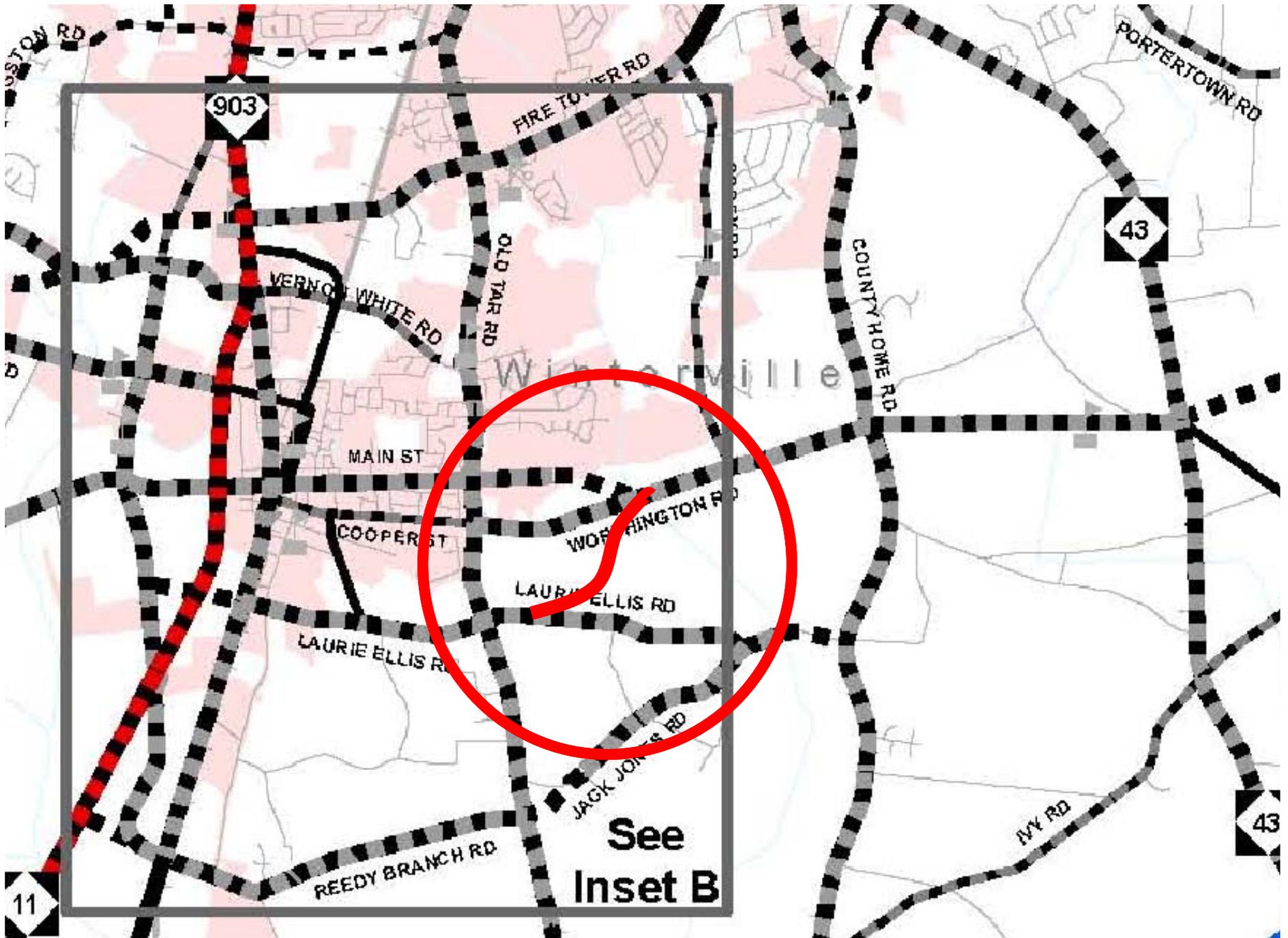
**Replaces what was previously known as the
“Thoroughfare Plan”.**

Long-range vision for transportation facilities.

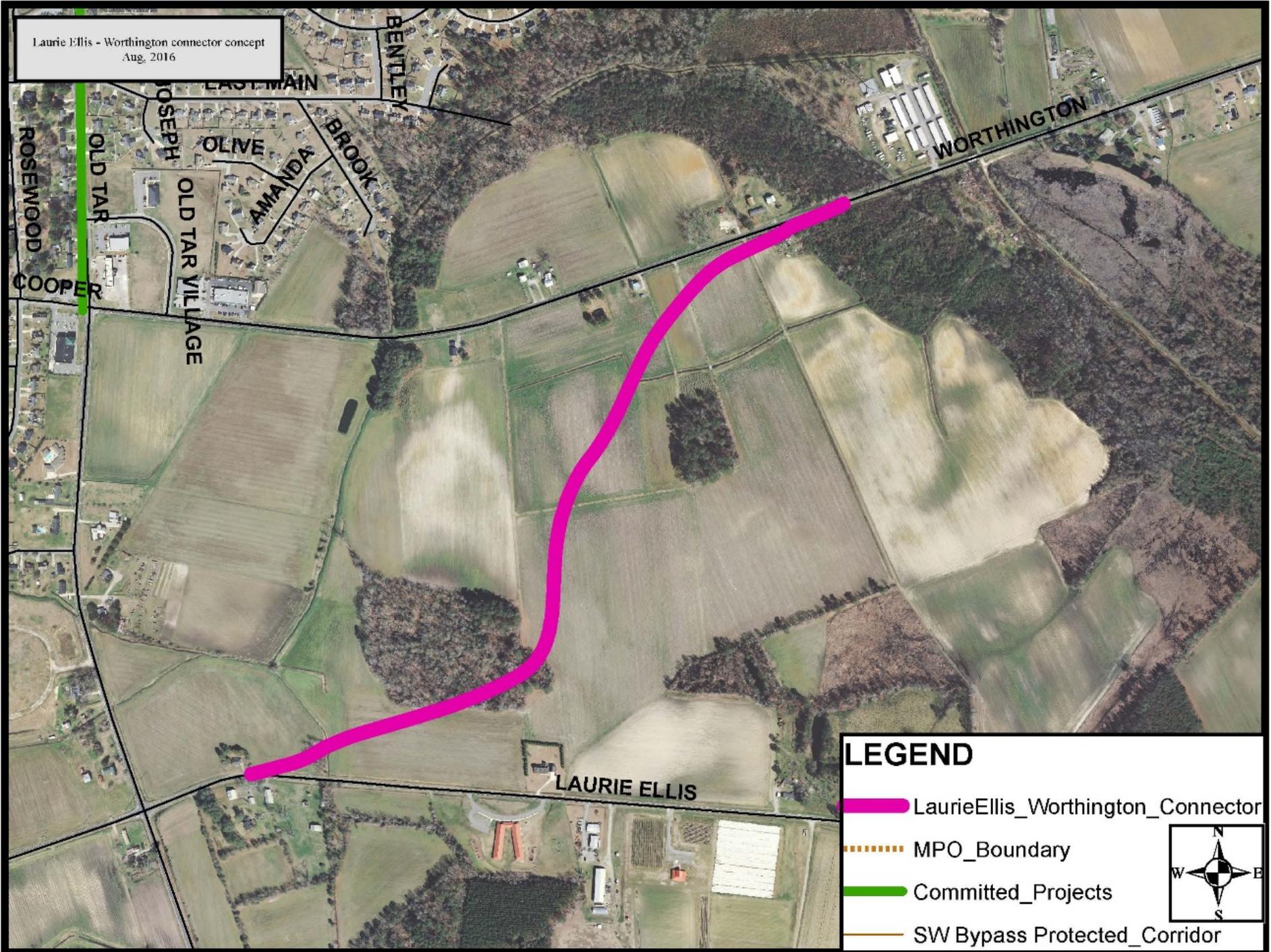
**2 changes to the Highway Map for Winterville
Town Council to consider today**

1. Laurie Ellis Rd-Worthington connector

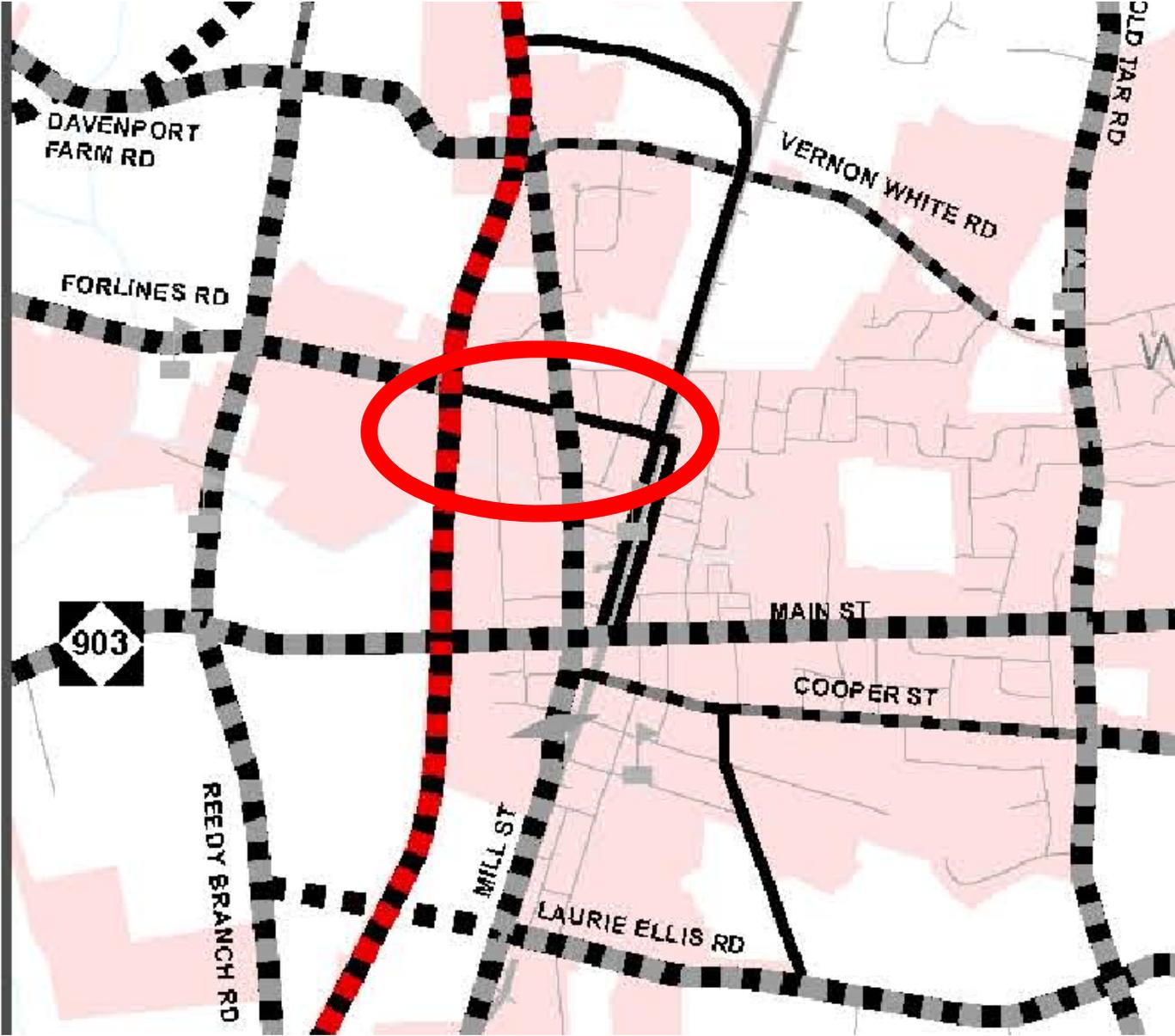




Laurie Ellis - Worthington connector concept
Aug. 2016



2. Boyd St



Questions?



**Winterville Town Council
August 8, 2016
Regular Meeting Minutes**

The Winterville Town Council met in a Regular Meeting on the above date at 7:00 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 Johnny Moye, which was followed by the pledge of allegiance. The following were present:

Mayor Douglas A. Jackson
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
Travis Welborn, Public Works Director
Evan Johnston, Parks & Recreation Director
Anthony Bowers, Finance Director
Mike Weldin, Building Inspector/Code Enforcement Officer
Stephen Penn, Economic Development Planner
Amy P. Barrow, Acting Town Clerk

APPROVAL OF AGENDA: Request by Town Manager Parker to remove Item #12 under the Consent Agenda. **A motion was made by Councilman Cooper and seconded by Councilwoman Roberson to approve the agenda as amended. Motion carried unanimously.**

WELCOME: Mayor Jackson welcomed the public.

PRESENTATIONS: Winterville Parks and Recreation Master Plan: Evan Johnston introduced Greg Lambert with McGill & Associates. Mr. Lambert gave the following presentation on the Final Master Plan document:



Agenda

- Introduction - Planning Process/Purpose
- Input Gathering Venues
- Public Survey Tabulations
- Recommendations
- Discussion



Planning Process

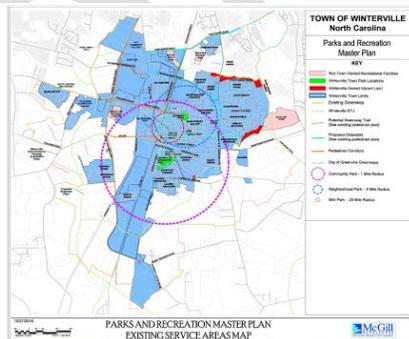
Five Step Process

1. Demographic Review (Who we are)
2. Existing Facilities Inventory & Analysis (What we have)
3. Community Needs Assessment (What we need)
4. Recommendations & Proposals (What to do)
5. Action Plan Implementation (How to do it)



Planning Documents Referenced

- Parks & Recreation Master Plan, 2005
- Winterville Comprehensive Pedestrian Plan, 2009
- Greenville MPO Bicycle & Pedestrian Master Plan, 2011
- Horizons – Greenville's Community Plan, 2004
- Pitt County Greenway Trail Master Plan, 2006
- Greenville Comprehensive Parks & Recreation Master Plan, 2008
- Greenville Urban Area Thoroughfare Plan, 2004
- Conceptual Sidewalk Improvement Plan, 2005
- Downtown Railroad Street Pedestrian Access Improvement Plan, 2008



Public Input Opportunities

Various methods were used to receive input

- 2014 Plan Input Venues:**
- Survey A (hardcopies and digital) (344)
 - Public Workshops (27)
 - Image Preference Boards
 - Park Preference Board
 - Notice Card Comments
 - Individual Stakeholder Interview (23)
 - Steering Committee Members (6)

- 2005 Plan Input Venues:**
- Recreation Advisory Board (9)
 - School Survey (500)
 - Random Phone Survey (218)
 - Public Workshops (17)

Total Number of People Giving Input = 1,144

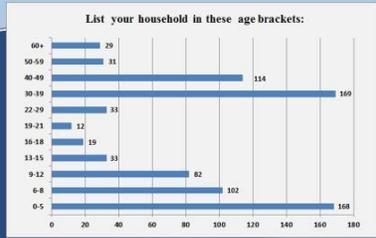


Community Needs Assessment

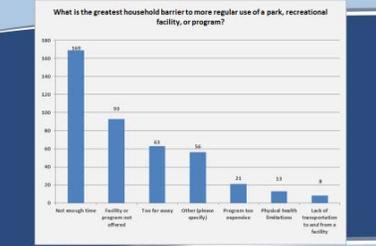
Survey Results:



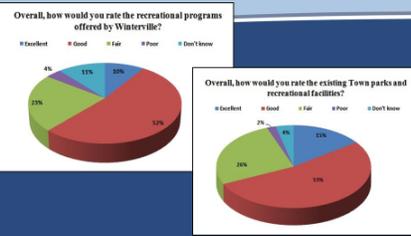
Survey Results



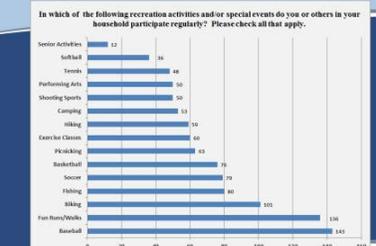
Survey Results



Survey Results



Survey Results



Possible Projects

Winterville Main Street Nature Park

- Picnic Pavilion
- Restroom
- Play Equipment
- Rest Areas & Interpretive Signage
- Natural Walking Trails

Project Cost = Approx. \$1,200,000



Possible Projects

WINTERVILLE LIBRARY PARK

- Picnic Tables
- Benches
- Interpretive Signs
- Fountain
- Walking Paths

Project Cost = \$15,000 - \$20,000

NEW MINI - PARK ON WEST SIDE OF TOWN

- New Park on West Side of Highway 11
- Install Low Maintenance Play equipment
- Install Picnic Shelter or Shade Cover

Project Cost = \$40,000 - \$100,000



Possible Projects

Winterville Splash Pad / Water Facility

- Could be in conjunction with another facility
- Consider having an interactive fountain that can serve a purpose on the off season
- Circulating or recirculating systems

Project Cost Range = \$40,000 to \$100,000



Possible Projects

Winterville Comprehensive Pedestrian Plan Projects

Proposed Pedestrian Projects

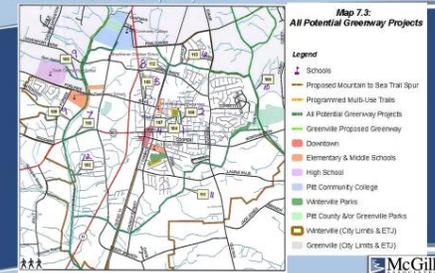
Map 7.3: All Potential Greenway Projects

1. **Bluejay Street - From Bluejay Street to Spaulding Street**: Install continuous sidewalk and curb along north side of street to connect to Spaulding Street.
2. **Bluejay Street - From Bluejay Street to Academy Street**: Install continuous sidewalk and curb along north side of street to connect to Academy Street.
3. **Bluejay Street - From Bluejay Street to Easting Street**: Install continuous sidewalk and curb along north side of street to connect to Easting Street.
4. **Bluejay Street - From Academy Street to Church Street**: Install continuous sidewalk and curb along north side of street to connect to Church Street.
5. **Intersect Street - From Academy Street to Church Street**: Install continuous sidewalk and curb along north side of street to connect to Church Street.
6. **Church Street (East) - From Church Street to Academy Street**: Install continuous sidewalk and curb along north side of street to connect to Academy Street.
7. **Church Street (West) - From Church Street to Academy Street**: Install continuous sidewalk and curb along north side of street to connect to Academy Street.
8. **Church Street - From Church Street to Spaulding Street**: Install continuous sidewalk and curb along north side of street to connect to Spaulding Street.
9. **Bluejay Street - From Church Street to Spaulding Street**: Install continuous sidewalk and curb along north side of street to connect to Spaulding Street.



Possible Projects - Greenway's

Ped Plan GWT Priority Projects



Possible Projects
Greenville Bicycle & Pedestrian Master Plan Projects

1. Bike Lane / Sharrow on Main Street - \$5,862
2. Bike Lane on Cooper Street - \$3,648
3. Bike Lane / Sharrow on Church Street - \$5,422
4. Intersection Improvements – Not Available
5. Ange Street Crossings Near Winterville Town Park - \$7,550

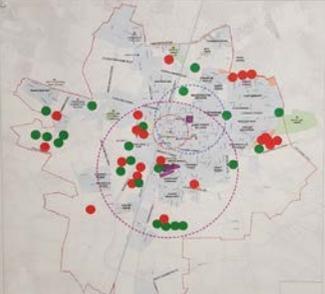


McGill

Questions or Comments?

McGill

TOWN OF WINTERVILLE
North Carolina
Parks and Recreation
Master Plan
2016



McGill

Discussion was had among Councilmembers, Mr. Lambert and Director Johnston about numbers of people participating (in-Town vs. out-of-Town). **A motion was made by Councilwoman Roberson and seconded by Councilman Moye to adopt the Parks and Recreation Master Plan. The motion was carried unanimously.**

PUBLIC HEARING: 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): Ben Williams, Assistant Town Manager presented:

This public hearing on August 8, 2016 will provide an explanation and description of the 2016 North Carolina Department of Environmental Quality (NCDEQ) Community Development Block– Infrastructure Grant (CDBG-I).

We are present to discuss the purpose of the public hearing for the Town of Winterville’s CDBG-I funding application. The purpose of the public hearing is to obtain citizen’s views and to allow response from the public to funding proposals and answer any questions posed by citizens. This public hearing will cover the Town’s community development needs, development of the proposed activities, and a review of program compliance before the submission of the Town’s CDBG-I funding application to the state of the North Carolina.

The Town proposes to request funding from NCDEQ’S CDBG-I program for 2016 CDBG-I Water and Sewer Improvements. The purpose of the CDBG-I grant program is:

To improve the quality of life for low to moderate income people by providing a safe, clean environment and clean drinking water through water and sewer infrastructure improvements and extensions of service.

- To benefit a residential area where at least 51% of the beneficiaries are low to moderate income as defined by the United States Department of Housing and Urban Development.
- To perform eligible activities.
- To minimize displacement, and
- Provide displacement assistance as necessary.

For the fiscal year of the CDBG-I funding available for Fall 2016 is expected to be \$26.5 million. The maximum available grant is \$2.0 million over a 3 year period. Applications for funding will be received September 30, 2016.

The CDBG program is able to fund a wide variety of community development activities. The State of North Carolina has chosen to fund two activities: water and sewer infrastructure, and economic development projects that lead to job creation or retention. The infrastructure program, or CDBG-I program can fund a range of water and sewer infrastructure activities, including, but not limited to the, following:

Water:

- Projects that resolve water loss in distribution systems.
- Projects that extend public water to areas with contaminated wells.
- Projects that extend water lines to areas with dry wells.
- Projects that assist with low water pressure in public water systems.
- Projects that regionalize two or more water systems.
- Project that rehabilitate or replace a water treatment plant.

Wastewater:

- Projects that resolve inflow and infiltration to collection systems and surcharges from pumps stations and manholes.
- Projects that extend public sewer to areas with failed septic tanks.
- Projects that rehabilitate a wastewater treatment plant to allow for greater efficiency/compliance with regulations.

The range of activities covered by the CDBG-I funds for the 2016 CDBG-I Water and Sewer System Improvements includes:

- Construction.
- Environmental Review
- Engineering Design
- Construction Administration and observation.
- Legal activities.
- Surveying.
- Grant Administration.

If Town of Winterville is awarded a CDBG-I grant, the Town is required to adhere to federal procurement requirements and other federal regulations which include:

- American with Disabilities Act/Section 504 Survey

- *Davis-Bacon & Related Labor Acts*
- *Adoption/Submittal of a Citizen's Participation Plan*
- *Adoption/Submittal of an Equal Opportunity Plan*
- *Adoption/Submittal of a Fair Housing Plan*
- *Adoption/Submittal of a Language Access Plan*
- *Adoption/Submittal of a Relocation Assistance Plan*
- *Adoption/Submittal of a Section 3 Plan*
- *Excess Force Provision*

The State of North Carolina requires that if the Town of Winterville receives CDBG grant funding that the town will certify that they will comply with the requirements of the general displacement and relocation policy for CDBG grant funding. This policy assists low to moderate income people with costs associated with relocation or displacement, should such relocation become necessary due to the project activities. CDBG funds can be used for those costs, if necessary. If no displacement and relocation will occur as a result of the proposed CDBG grant activity, then the Town of Winterville confirms that during this public hearing.

The Town will submit its CDBG-I application for the 2016 CDBG-I Water and Sewer System Improvements on September 30, 2016. The CDBG-I application will be available for review during normal business hours at 2571 Railroad Street, Winterville, NC 28590. Additional information is available from the Town Manager's Office located at 2571 Railroad Street, Winterville, NC 28590.

Should you have any complaints or grievances regarding the subject public hearing, they should be addressed to the addressee mentioned above within 10 business days or by August 18, 2016 and a written response to the written complaints and/or grievances will be sent by the Town within 10 business days, where practicable.

We open the floor for comments and questions about the CDBG program, and about the proposed project.

Assistant Manager Williams stated the areas Grimes, Hammond, Tyson, Myrtle, Main Street from Railroad Street to Hwy 11, Jones, portions of Blount were already being investigated. He further explained that residents on those streets will be receiving either a knock on the door or a door hanger that will have a sample of the income survey. There will also be a meeting in the Community Room on Wednesday, August 17th from 5-8 pm and Monday, August 22nd if necessary, for residents to sit down in a confidential environment to provide general income information and complete the survey by circling and sign that information is correct. Participation by those residents is critical. Councilwoman Roberson questioned whether it was both sides of Railroad Street? East or West side of Railroad Street? Assistant Manager Williams responded from the tracks on Main Street to Hwy 11. Councilman Moye wanted to know about rental property? Assistant Manager Williams responded the income is based on the occupant of the home not the owner. He stated that if the property is vacant it does not count against us, or if there is no structure on the property.

Assistant Manager Williams also announced that on July 20th the Town received notice that the Asset Inventory Assessment Grant application Council previously endorsed was approved. The Town will be receiving \$150,000 in grant funds with a \$30,000 match from the Town.

Mayor Jackson declared the public hearing is now open; would anyone like to speak in favor; would anyone like to speak opposition.

- Resident Edward Reynolds wanted to know about the sewer lines going to Hwy 11 if this would interfere with the Nobel Canal Project. Assistant manager Williams informed Mr. Reynolds that it would not interfere with the Nobel Canal Project.

Mayor Jackson asked again if anyone would like to speak in favor; would anyone like to speak in opposition. Public hearing closed.

PUBLIC COMMENT:

- 1) **Valerie Tyson** – Community IMPAC introduced Jermaine McNair and Tonya Jefferson-Lynch volunteer Board Members for the Community Day Event. McNair gave a brief update on the Community Day Event to be held on September 17, 2016 from 1 – 6 pm. Only changes to previous event will be to make it more culturally diverse by opening up the music to different groups. Chief Willhite to act as a liaison to assist with getting information out to the public.
- 2) **Nora Parker** – L’Academie De Danse Studio parking request two (2) designated parking spots for a drop-off lane in front of her studio to alleviate parking congestion and safety for children having to go out into oncoming traffic while being dropped off for class. Councilman Moye asked what time of the day Ms. Parker was requesting the drop-off lanes during the day, and not all day? Ms. Parker stated her classes usually run from 2:30 – 10:00 pm Monday - Thursday. May begin some classes on Saturday from 9 am – 12 pm. Drop-off would be used by any shops for a quick drop-off. Councilman Cooper wanted to know if we had directed staff previously to conduct a study on the parking situation. Town Manager stated it is scheduled to come back to the Council in September with any information and recommendations. **No action taken by the Council.**
- 3) **Keith Cooper** – Pitt County Southern Christian Leadership concerns about the lack of diversity within the Town of Winterville. Statistics on-line in 2013 show white/Caucasians in the Town of Winterville constituted about 55.9% of the population, 37.7% Black and 2.4% Hispanic. What is alarming about these statistics is out of 64 full-time employees only 6 are black, 2 hispanic, 14 women; which is very tricky as women are considered minorities and can be very deceptive when asked how many minorities you have working for the Town, you would say 22 and 14 women that are mostly Caucasians. I am also concerned that there are no Black Department Heads on staff with the Town. Learn some lessons from Greenville and we are living in 2016 and a lot has changed. Another concern are the allegations we have heard from Jasman Smith about the atmosphere of intimidation and harassment, these things need to be dealt with. I believe the EEOC will be handling a lot of these issues. When you look at Ms. Smith’s record since she was nominated by Councilman Moye and Councilwoman Roberson for Municipal Clerk of the Year, which means she had a fairly stellar record. No violation of Title 6 of the 1964 Civil Rights Act. Police Department only has one Black reserve on a department with 20 employees in a community where 37.7% are Black. Staff does not reflect the diversity of the Community. **No action taken by the Council.**
- 4) **Don Cavellini** – Policies and Procedures for Staff of the Town of Winterville. Co-chair Pitt County Coalition against Racism. Concerns about the unexpected firing of Town Clerk of 8.5 years Mrs. Jasman Smith. Winterville being small would be more like a family. Town Manager and Council would be more like family. Urge the Council to answer the questions

submitted to you by the Concerned Citizens Group. Item 5 New Business: Approval of the next group of homes for the Urgent Repair Program, urge the Council to look into why \$20,000 was rolled over from 2015 to 2016 weren't there repairs that were needed in 2015. When Bill Worthington was on the Board the money was used every year and not rolled over. Councilwoman Roberson informed Mr. Cavellini that it was a different program that he was referring to the Community Development Block Grant (CDBG) when Mr. Worthington was on the Board. **No action taken by the Council.**

- 5) **Edward Reynolds** – Concerns about the Vernon White Rezoning that was removed from the consent agenda for this evening. Resident for 21 years constantly have to fight for residential sections. Rezoning on the Corner of Vernon White Road and Memorial Drive the intersection alone has traffic back up to the entrance of Waterford Subdivision. Problem for Fire/Rescue. Would like to speak against the rezoning on Vernon White Road. Would like for the DOT to redo the intersection. **No action taken by the Council.**
- 6) **Adam Martin** – Mellons Downs neighborhood has 66 houses, another 20 more being built and 50 kids ranging from 1 – 12. Requesting, “slow children at play” sign, speed bumps throughout the neighborhood. Would like sidewalk to be placed from Mellon Downs subdivision down Laurie Ellis Road for safe access to the Recreation Park. Pot hole at the entrance needs to be filled. Mayor asked if the Police Department conduct a study concerning speed bumps. Town Manager stated staff could take a look at it and bring back a recommendation to the Council. Speed Limit on Laurie Ellis Road changes to 55mph just before the Mellon Downs Subdivision from 45mph. Informed that is a DOT Road and would need to be addressed with DOT. Councilman Moore asked if there was an HOA in the neighborhood and if they had a berm. Mr. Martin stated yes they have a HOA; however, they do not have a berm. Councilwoman Roberson questioned whether or not the build out for Cooper's Pointe is supposed to have sidewalks. Town Manager Parker informed Roberson that staff would look into the matter and get back with Council since Ange is a State Road. **Councilman Moye recommended Chief Willhite and Travis Welborn to study the area and come back to the Council with a recommendation at our next meeting.**

Councilwoman Roberson asked that staff look into signs “slow children at play” being added to Chapman Street along with Mellon Downs Subdivision.

CONSENT AGENDA: Consent items include the following:

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. Request from the Winterville Watermelon Festival Committee to Suspend the Winterville Park Hours Limitation for August 27, 2015 to August 29, 2015
7. Request from the Winterville Watermelon Festival Committee for Parade Permit and Exemption of Parade Permit Fee

8. 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. Request from the Winterville Watermelon Festival Committee for the Placement of Signs and Banners on Town Property and Public Rights-of-Way
11. Request from the Winterville Watermelon Festival Committee for the usage of the Parks and Recreation Bathroom facilities from August 25 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 8, 2016. **Item removed from Consent Agenda.**
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.

Motion was made by Councilwoman Roberson and seconded by Councilman Cooper to adopt the Consent Agenda. Motion carried unanimously.

OLD BUSINESS:

1. Report on Winterville Recreation Park Bathroom: Evan Johnston gave the Council an update on the WRP Restroom Renovation Bid Process. Bids were received by CA Lewis at \$65,775 and Pinnacle Construction \$53,762 with four (4) No Bids on the project. Specifications with the following alternate options: Alternate 1) Interior Floor Coating; Alternate 2) Interior Floor Tile; Alternate 3) Ductless Split HVAC. Council was reminded that funds would need to be allocated as this project was not included in FY2016-2017 Budget. **Councilman Moore makes a motion to approve the base bid \$33,363 with Tile \$6,999 and Ductless Split HVAC \$9,800 and seconded by Councilman Cooper. Motion carried unanimously.**
2. Funding for 13-15-year-old Baseball Program: Evan Johnston spoke to Council concerning funding non-allocated for the 13-15 year old would be \$8,400 Expenditure and \$4,100 Revenue with a four (4) team self-sustaining league. **Councilman Moore made a motion to approve funding of \$8,400 Expenditure and \$4,100 Revenue for a 13-15-year-old baseball league and a second motion by Councilman Moye. Motion carried unanimously.**
3. Report on Town Clock/Park Area Proposal: Stephen Penn gave a presentation on the proposed location for a Town Clock. A non-profit (Kiwanis Club) group would like to donate money for a Town Clock which starts around \$18,000. Staff recommends Church Street and Main would be a high visibility site that would beautify our Downtown Area. Also, there are two very historic roads in the Town of Winterville that would have great visibility for a four (4) face clock. In the past the Town considered a parking lot on the corner of Main and Church this would be a great location for the clock. Manager Parker stated this is the land located across from the Fire Department that the Town owns. Staff would like the Council to reconsider and make this a Town Common Area where we can erect a Town Clock and people can visit. This could also be a potential location for a Farmer's Market in the future. Staff is open to ideas; however, at this time we would like Council's direction support the idea on the Town Clock and location.

Mayor Jackson stated Mrs. Rouse donated the money to the Kiwanis Club with the stipulation that it must be spent in the Town of Winterville and a Kiwanis Club member suggested a clock. **After much discussion amongst Council and Staff, a motion was made by Councilman Cooper to place the Town Clock on the corner of Church and Main Street and seconded by Councilwoman Roberson. Councilman Moore opposed for safety reasons and Councilman Moye approved the Clock purchase not the location. Tie broken by the Mayor. Motion approved to purchase a Town Clock and place at the corner of Church and Main Street.**

4. Update on Farmer's Market Discussion: Stephen Penn submitted a presentation for a possible location for the Farmer's Market across from the Fire Station on the lots the Town owns on the corner of Church and Main Street. Penn has researched surrounding areas Farmer's Market and spoke with Leigh Allen Guth of Pitt County concerning ideas that have been successful. A few suggestions were creating a focus group to meet 2-3 times to go over program specifics, times for Market to be open, best location, vendors, buffer residential area and site work. There are a lot of things to consider before opening a Farmer's Market. Staff would like direction to move forward with a focus group as recommended. **A motion was made by Councilman Cooper to move forward to put together all the particulars it takes to start a Farmer's Market and seconded by Councilwoman Roberson. Motion carried unanimously.**
5. Update on Façade Grant Program: Stephen Penn presented a draft Winterville Façade Grant Program. Penn has researched several communities Façade Grants focusing on the Pitt County area. Encourage good design and capitalize on the original fabric of the Downtown area. Downtown Business owners or tenants (would need permission from the owner) would be eligible for the grant to offer economic incentive to substantial renovation of any street side façade downtown. Grant not designed to assist with damaged property or residential property. Preservation of the historical element of the building is the goal of the grant.

Councilman Moore questioned what other towns have for a façade grant? Penn stated Farmville is \$5,000; Greenville is \$5,000 not matching; and Ayden is \$2,000. Councilman Moore asked if awnings were included in the grant program? Penn stated if the awning was business specific then it would not be eligible; however, non-business related awnings are acceptable.

Penn stated staff is proposing a \$2,000 matching 50/50 grant at this time. Town Manager Parker reiterated up to a \$2,000 matching 50/50 grant. The proposed Program would allow for one open grant at a time. Parker asked that the Council review this policy and give Staff any thoughts. Staff will bring back said item in September. There are no monies budgeted for this program in the current budget. **A motion was made by Councilwoman Roberson to direct staff to continue investigating grant programs and seconded by Councilman Cooper. Motion carried unanimously.**

6. Amendment to Rental Contract with EMS: Town Manger Parker asked that the item be tabled since Chief Moore is not available to discuss. **A motion was made by Councilman Moore to table the Amendment to Rental Contract with EMS and seconded by Councilman Moye. Motion carried unanimously.**

NEW BUSINESS:

1. Request from Winterville Watermelon Festival Committee for Sponsorship of Fireworks for the Winterville Watermelon Festival: Alton Wadford request money from the Town for a fireworks display by Zambelli Fireworks. Zambelli Fireworks has done a site investigation and have chosen the newest baseball field on the corner of Ange and Sylvania. The Watermelon Festival request the Council's approval of the fireworks display, along with the \$5,000 to purchase the fireworks this year and the Festival will pay for them in the future. Mayor questioned about the safety of the fireworks in the location chosen. Evan stated he is waiting on answers as to how the display will be set up and how it will affect the baseball field and surrounding homes. **A motion was made by Councilman Moore to allow the the firework display after liability concerns have been answered and seconded by Councilman Moyer. Councilwoman Roberson opposed the motion due to safety concerns and Councilman Cooper approved the motion. A motion was made by Councilman Moore to appropriate the \$5,000 for the fireworks and seconded by Councilman Cooper. Motion carried unanimously.**
2. Approval of Authorizing Resolution for CDBG Infrastructure Grant: Ben Williams request the Council approve the Resolution for CDBG Infrastructure Grant. **A motion was made by Councilwoman Roberson to approve the Resolution to apply for the CDBG Grant and seconded by Councilman Moore. Motion carried unanimously.**
3. Resolution to Submit Application to Submit Asset Inventory Grant Application for Water System: Ben Williams request approval to submit the Grant Application. **A motion was made by Councilman Moore to approve the Resolution to submit application for the NCDEQ Grant and seconded by Councilwoman Roberson. Motion carried unanimously.**
4. SRF Acceptance of Loan Offer for Sewer Rehabilitation Project: Ben Williams went over the terms of the loan and request Council's approval to accept loan offer. **A motion was made by Councilman Moore to approve acceptance of loan offer and seconded by Councilwoman Roberson. Motion carried unanimously.**
5. Approval of Next Group of Homes for Urgent Repair Program: Town Manager Parker presented the Council with the Residents chosen for the 2016-17 Urgent Repair Funds:

List of Homes for approval:

334 Kennedy Street
 2422 Lane Street
 2443 Jones Street
 2450 Railroad Street
 2529 Church Street
 2460 Grimes Street

A motion was made by Councilman Moore to approve the homes on the list and seconded by Councilwoman Roberson. Motion carried unanimously.

REPORTS FROM ATTORNEY, TOWN MANAGER, AND DEPARTMENT HEADS:

Councilman Moore request the Town Attorney to research the property at the back of Magnolia Ridge. Town Attorney Lassiter agreed to research the property.

Councilwoman Roberson questioned what happens to the value of the homes in the surrounding area of a rezoned property. Town Attorney Lassiter responded that would be a

question for the Pitt County Tax Office and offered to contact. Roberson just concerned about the upcoming rezoning and how it would affect the homes around the property.

Departmental Reports:

- **Update on Capital Projects:** ATM Ben Williams gave updates on the following:
 1. Water Interconnect on Worthington Road: Programming near completion, 1-week operational testing to occur week of Aug 15th, punch list items remaining
 2. Regional Sewer Pump Station Project: Council just Accepted the loan offer and we are continuing our acquisition of 45 easements for the project
 3. Nobel Canal Drainage: Survey complete, survey data being reviewed by engineer, hydraulic model to be developed this month with analysis conducted in September
 4. Street Resurfacing Project: Contractor began work in late June, project still underway for Tyson, Brock, Franklin and Winston
 5. Railroad Street Sidewalk Project: project complete, handicap ramps located on each end
 6. Water Tank Rehabilitation Project: Engineer report approved by NCDEQ-DWI in July 2016; next milestone is the design and bid package to be submitted by May 2017
 7. Parks and Recreation Ponds: Project complete and fountains installed 8/5/2016
- **Police Chief Willhite:** information on Community IMPAC: Councilman Moyer wanted to know what the cost for Community IMPAC is on the Town. Chief informed the Council that \$3,000 is allotted for the Community IMPAC Event.
- **Attorney Lassiter:** thanked the Town for keeping him busy last month; remind everyone of the upcoming Watermelon Festival August 25-27th; Councilman Moore commented about the opening ceremonies for this year's event. Attorney Lassiter stated there would be a few changes this year such as Alton Wadford taking over for Tim Avery and has done an outstanding job, no opening ceremonies. Parade on Saturday and look forward to seeing everyone there. Thanked the Council for the fireworks.
- **Councilman Moore:** wanted to share that the Fire Department needs the parking lot across from the Fire Department for when we have events. Fire Department has meetings first Thursday night of each month where will they park if that parking is gone. Look forward to the Watermelon Festival.
- **Councilwoman Roberson:** thank everyone for Night Out, Police Department and Fire Department, it was big because of the weather but it was a successful event. Concerning the one-way parking on Railroad Street, stated that show would like both sides investigated. Town Manager Parker stated she felt that was part of the original study.
- **Councilman Moyer:** wanted to remind the community of the surveys for the CDBG grant and how important it is to get the information out to the citizens on what we are trying to do. Also, wanted to comment on the diversity in our staffing, that we are working toward this. Councilman Moyer inquired any openings in Town Staff. Town Manager Parker stated there are current openings for a Planning Director, Town Clerk, Electric Lineman and Public Works position. Councilman Moyer wanted to remind everyone that the applicant must be qualified, that just because we need to diversify the candidate still needs to qualify for the position. Parker wanted to reiterate that unless they are applying for a Police position, Staff has no way of knowing race or gender, hires are based on qualifications.
- **Councilman Cooper:** talked about the many meetings and conferences he has attended and how they are always concerned about diversity. Also, wanted to go on the record that no one is more conscious of the need for diversity than Councilman Moyer and Councilwoman Roberson.

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

Adopted this the 12th day of September, 2016.

Douglas A. Jackson, Mayor

ATTEST:

Amy Parker Barrow, Acting Town Clerk

DRAFT



**Town of Winterville
Town Council
Agenda Abstract**

Item Section: Consent Agenda

Meeting Date: September 12, 2016

Presenter: Terri L. Parker, Town Manager

Item to be Considered

Subject: Set a Public Hearing Date on the Annexation Petition of the Clearly Development Property (Villa Grande Subdivision) for October 10, 2016 and Accept the Acting Clerk Certificate of Sufficiency for Said Petition.

Action Requested: Set date for October 10, 2016

Attachments: Certificate of Sufficiency

Prepared By: Terri L. Parker, Town Manager

Date: 9/8/2016

ABSTRACT ROUTING:

TC

FD

TM tlp – 9/8/2016

Final tlp – 9/8/2016

Supporting Documentation

Budgetary Impact: TBD.

Recommendation: Set a Public Hearing Date.

CERTIFICATE OF SUFFICIENCY

Clearly Development – Villa Grande Subdivision

To the Town Council of the Town of Winterville, North Carolina:

I, Amy Parker Barrow, Acting Town Clerk, do hereby certify that I have investigated the petition attached hereto and have found as a fact that said petition is signed by all owners of real property lying in the area described herein, in accordance with NCGS 160A-58.1.

In witness whereof, I have hereunto set my hand and affixed the seal of the Town of Winterville this the 8th day of September, 2016.





Amy Parker Barrow, Acting Town Clerk



**Town of Winterville
Town Council
Agenda Abstract**

Item Section: Consent Agenda

Meeting Date: September 12, 2016

Presenter: Terri L. Parker, Town Manager

Item to be Considered

Subject: Receive Petition requesting annexation of the Church of the Open Door 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 the Meeting.

Prepared By: Terri L. Parker, Town Manager

Date: 9/8/2016

ABSTRACT ROUTING:

TC

FD

TM tlp – 9/8/2016

Final tlp – 9/8/2016

Supporting Documentation

The Town has received a petition requesting annexation of the Church of the Open Door. The subject property is located on Reedy Branch 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: 6/14/16

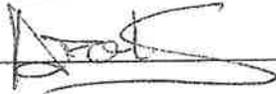
To the Board of Aldermen of the Town of Winterville:

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 as follows:

Description

See attached

Name Aaron Kennedy Address 4584 Reedy Branch Road
Signature  Winterville, NC 28590

Name _____ Address _____

Signature _____

Name _____ Address _____

Signature _____

**METES & BOUNDS DESCRIPTION
CHURCH OF THE OPEN DOOR
TAX MAP #4675-15-1581
PARCEL #56163**

AUGUST 30, 2016

Lying and being in Winterville Township, Pitt County, North Carolina and commencing at an existing parker-kalon nail located at the centerline intersection of NCSR 1126 (Forlines Road) and NCSR 1131 (Reedy Branch Road) and running thence N 18°28'17" E 831.56 feet to an existing iron pipe on the western road right-of-way being the common corner between Church of the Open Door and Carolina Conference of Seventh-Day Adventist, Inc., Map Book 50, Page 77, being the POINT OF BEGINNING; thence N 82°54'19" W 1,480.56 feet passing through an existing iron pipe at 1,180.02 feet and 1,400.29 feet to no point set in the centerline of Swift Creek; thence with the centerline of Swift Creek N 09°00'38" W 655.76 feet to no point set in the centerline of Swift Creek; thence leaving Swift Creek N 86°20'22" E 849.04 feet passing through an existing iron pipe at 24.57 feet and 752.73 feet to an existing iron pipe; thence N 86°38'40" E 481.30 feet to a disturbed existing iron pipe; thence N 86°43'29" E 410.55 feet to an existing iron pipe; thence N 87°33'28" E 190.17 feet to an existing iron pipe on the western road right-of-way of NCSR 1131 (Reedy Branch Road) being the common corner between Deed Book 2214 (Church of the Open Door) and Deed Book 358, Page 355 (James J. Ferenczy) thence with the western road right-of-way of NCSR 1131 (Reedy Branch Road) S 21°03'49" W 663.17 feet passing through an existing iron pipe at 435.89 feet to an existing iron pipe; thence S 20°44'30" W 102.27 feet to an existing iron pipe; thence S 19°26'20" W 243.87 feet to an existing iron pipe being the point of beginning containing 31.200 acres, being a portion of Deed Book 2214, Page 128 in the Pitt County Register of Deeds. This Metes and Bounds Description was taken from a map entitled "Boundary and Topographic Survey, Church of the Open Door" prepared by Brian L. Souva, PLS License Number L-3873 dated May 2, 2011.





Town of Winterville Town Council Agenda Abstract

Item Section: Consent Agenda

Meeting Date: September 12, 2016

Presenter: Terri L. Parker, Town Manager

Item to be Considered

Subject: Receive Petition requesting annexation of the Laurie Meadows Subdivision, Section 2 and 3 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 the Meeting.

Prepared By: Terri L. Parker, Town Manager

Date: 9/8/2016

ABSTRACT ROUTING:

TC

FD

TM tlp – 9/8/2016

Final tlp – 9/8/2016

Supporting Documentation

The Town has received a petition requesting annexation Laurie Meadows Subdivision, Section 2 and 3. The subject property is located on Laurie Ellis 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.



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

Hand Delivered

September 2, 2016

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

Attn: Terri L. Parker
Town Manager

Re: Petition Requesting Annexation
A. Sydes Construction, Inc. Tract
Parcel Numbers 82118, 22753, & 36357
Winterville Township, Pitt County, NC

Dear Terri,

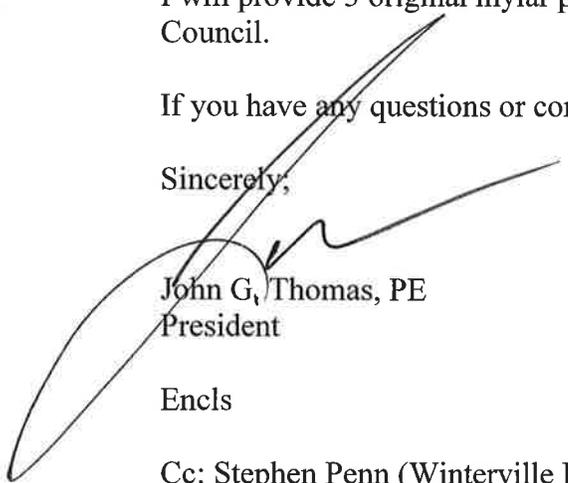
Attached is the "Petition Requesting Annexation" form along with the legal description (Exhibit A), and three (3) paper copies of the annexation map for the referenced tract.

We would like for this to go before the Winterville Town Council at their regularly scheduled meeting on September 12, 2016 for them to call for the public, annexation consideration and adoption at their regularly scheduled meeting on October 10, 2016.

I will provide 3 original mylar plats prior to the September 12, 2016 meeting of the Town Council.

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

Sincerely,


John G. Thomas, PE
President

Encls

Cc: Stephen Penn (Winterville Planning Department)



RECEIVED

9/2/2016

tp

PETITION REQUESTING ANNEXATION

Date: 9/2/2016

To the Mayor and 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 contiguous to the Town of Winterville and the boundaries of such territory are as follows:

Description

Pitt County Tax Parcel Numbers 22753 and 82118, ~~8~~ 36357

See attached Exhibit "A".

Name: A. Sydes Construction, Inc.

Address: 100 Carolina Plantation Blvd.
Jacksonville, NC 28546

By: Anthony W. Sydes Title: President

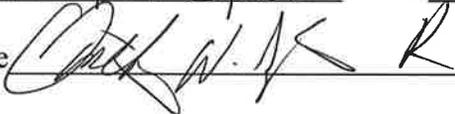
Signature 

EXHIBIT A

Legal Description
Pitt County, North Carolina

All that certain tract or parcel of land lying and being situate in Winterville Township, Pitt County, North Carolina, identified as Parcel Identifications Numbers 82118, 22753, and 36357; and being more particularly described as follows:

Beginning at a Point, said point being the southwestern most corner of Lot 44 as shown on that certain plat entitled "Laurie Meadows Subdivision Phase 2" as recorded in Book 66, Page 75 in the Pitt County Register of Deeds;

Thence, from said Point of Beginning, North 89 degrees 46 minutes 10 seconds East for a distance of 200.79 feet
Thence, North 00 degrees 13 minutes 50 seconds West for a distance of 22.68 feet to a point;
Thence, North 89 degrees 47 minutes 24 seconds East for a distance of 273.81 feet to a point;
Thence, South 00 degrees 13 minutes 50 seconds East for a distance of 8.88 feet to a point;
Thence, North 89 degrees 48 minutes 17 seconds East for a distance of 198.95 feet to a point;
Thence, North 01 degrees 10 minutes 52 seconds East for a distance of 80.69 feet to a point;
Thence, South 80 degrees 16 minutes 52 seconds East for a distance of 67.70 feet to a point;
Thence, North 01 degrees 08 minutes 45 seconds East for a distance of 184.94 feet to a point;
Thence, North 22 degrees 42 minutes 57 seconds West for a distance of 60.48 feet to a point;
Thence, North 01 degrees 14 minutes 19 seconds East for a distance of 121.94 feet to a point;
Thence, South 74 degrees 43 minutes 31 seconds West for a distance of 44.34 feet to a point;
Thence, North 01 degrees 10 minutes 57 seconds East for a distance of 291.45 feet to a point;
Thence, South 88 degrees 49 minutes 02 seconds East for a distance of 146.74 feet to a point;
Thence, South 01 degrees 10 minutes 58 seconds West for a distance of 13.82 feet to a point;
Thence, South 88 degrees 49 minutes 02 seconds East for a distance of 193.31 feet to a point;
Thence, South 01 degrees 10 minutes 58 seconds West for a distance of 430.68 feet to a point;
Thence, South 88 degrees 49 minutes 02 seconds East for a distance of 37.42 feet to a point;
Thence, South 18 degrees 20 minutes 14 seconds East for a distance of 198.44 feet to a point;
Thence, South 04 degrees 21 minutes 01 seconds East for a distance of 52.91 feet to a point;
Thence, South 03 degrees 20 minutes 59 seconds East for a distance of 127.98 feet to a point;
Thence, South 08 degrees 06 minutes 45 seconds East for a distance of 228.13 feet to a point;
Thence, North 89 degrees 58 minutes 36 seconds West for a distance of 150.86 feet to a point;
Thence, North 89 degrees 58 minutes 33 seconds West for a distance of 1012.63 feet to a point;
Thence, North 01 degrees 04 minutes 56 seconds East for a distance of 318.50 feet to the Point of Beginning.

Containing 14.41 acres, more or less.

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

End of Legal Description

September 2, 2016



**Town of Winterville
Town Council
Agenda Abstract**

Item Section: Consent Agenda

Meeting Date: September 12, 2016

Presenter: Terri L. Parker, Town Manager

Item to be Considered

Subject: Schedule a Special Called Meeting to Approve the September 12, 2016 Regular Meeting minutes.

Action Requested: Schedule meeting for Monday, September 19, 2016 at 5:30 pm in the Executive Conference Room – Town Hall

Attachments: N/A

Prepared By: Terri L. Parker, Town Manager

Date: 9/8/2016

ABSTRACT ROUTING:

TC

FD

TM tlp – 9/8/2016

Final tlp – 9/8/2016

Supporting Documentation

The September Regular meeting minutes will need to be approved in order to submit the completed application for CDBG funding.

Budgetary Impact: N/A

Recommendation: Schedule Meeting



Town of Winterville Town Council Agenda Abstract

Item Section: Consent Agenda

Meeting Date: September 12, 2016

Presenter: Terri L. Parker, Town Manager

Item to be Considered

Subject: Schedule a Workshop for Fire Department Presentation and Continued Discussion of Master Plan.

Action Requested: Schedule meeting – times to be discussed.

Attachments: N/A

Prepared By: Terri L. Parker, Town Manager

Date: 9/8/2016

ABSTRACT ROUTING:

TC _____

FD _____

TM tlp – 9/8/2016

Final tlp – 9/8/2016

Supporting Documentation

Budgetary Impact: N/A

Recommendation: Schedule Workshop



**Town of Winterville
Town Council
Agenda Abstract**

Item Section: Old Business

Meeting Date: September 12, 2016

Presenter: Terri Parker, Town Manager/
Stephen Penn, Economic Development Planner

Item to be Considered

Subject: Eric Uhlenbrock Request for a Minor Subdivision.

Action Requested: Approval of the Eric Uhlenbrock Minor Subdivision.

Attachments: Map of said property will be handed out at the Meeting.

Prepared By: Terri Parker, Town Manager/ Stephen Penn, Economic
Development Planner

Date: 9/7/2016

ABSTRACT ROUTING:

TC

FD

TM 9/8/2016

Final 9/8/2016

Supporting Documentation

Eric Uhlenbrock's property (Parcel #23479) is a 17.81 Acre Parcel off of Reedy Branch Road that is zoned Agricultural-Residential.

The new parcel will create a 1.275 Acre parcel. (16.535 will remain on parcel number #23479).

The Winterville Planning and Zoning Board considered this item at their August Regular Meeting and after discussion approved the request.

Budgetary Impact: N/A

Recommendation: Approval of the Eric Uhlenbrock Minor Subdivision.



**Town of Winterville
Town Council
Agenda Abstract**

Item Section: Old Business

Meeting Date: September 12, 2016

Presenter: Terri Parker, Town Manager/
Stephen Penn, Economic Development Planner

Item to be Considered

Subject: Update on Possible Façade Grant Program

Action Requested: Council Direction as Applicable

Attachments: Draft Façade Grant, Draft Façade Grant Application, Draft Façade Grant Map.

Prepared By: Terri Parker, Town Manager/ Stephen Penn, Economic Development Planner

Date: 9/7/2016

ABSTRACT ROUTING:

TC

FD

TM 9/8/2016

Final 9/8/2016

Supporting Documentation

Staff will provide Town Council with updated information on the possible implementation of a Winterville Façade grant:

- Stephen Penn distributed the draft Façade Grant, draft Façade Grant application and draft Façade Grant Map to each of the commercial property owners and current tenants within the delineated area on the draft Façade Grant Map.
- Stephen received comments from one (1) downtown property owner/ downtown business owner:

“First, I’d like to thank the Town Council and Staff for offering this program. I hope it proves to be worthwhile for our downtown area.

1. *I’d like to see the grant amount increased to \$2500.00 per renovation. I think \$2000 is low considering building permits, etc.*
2. *I’d like to see some consideration for the back of building that face major street. All of the buildings from Depot to Main st are extremely visible from Mill Street.”*

Budgetary Impact: TBD

Recommendation: N/A



Winterville Downtown Façade Grant

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. Only one application/grant can be opened or considered per building at any given time. 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;
- awnings and 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.
- Business specific signage or additions. (e.g. sign with name of business.)

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:

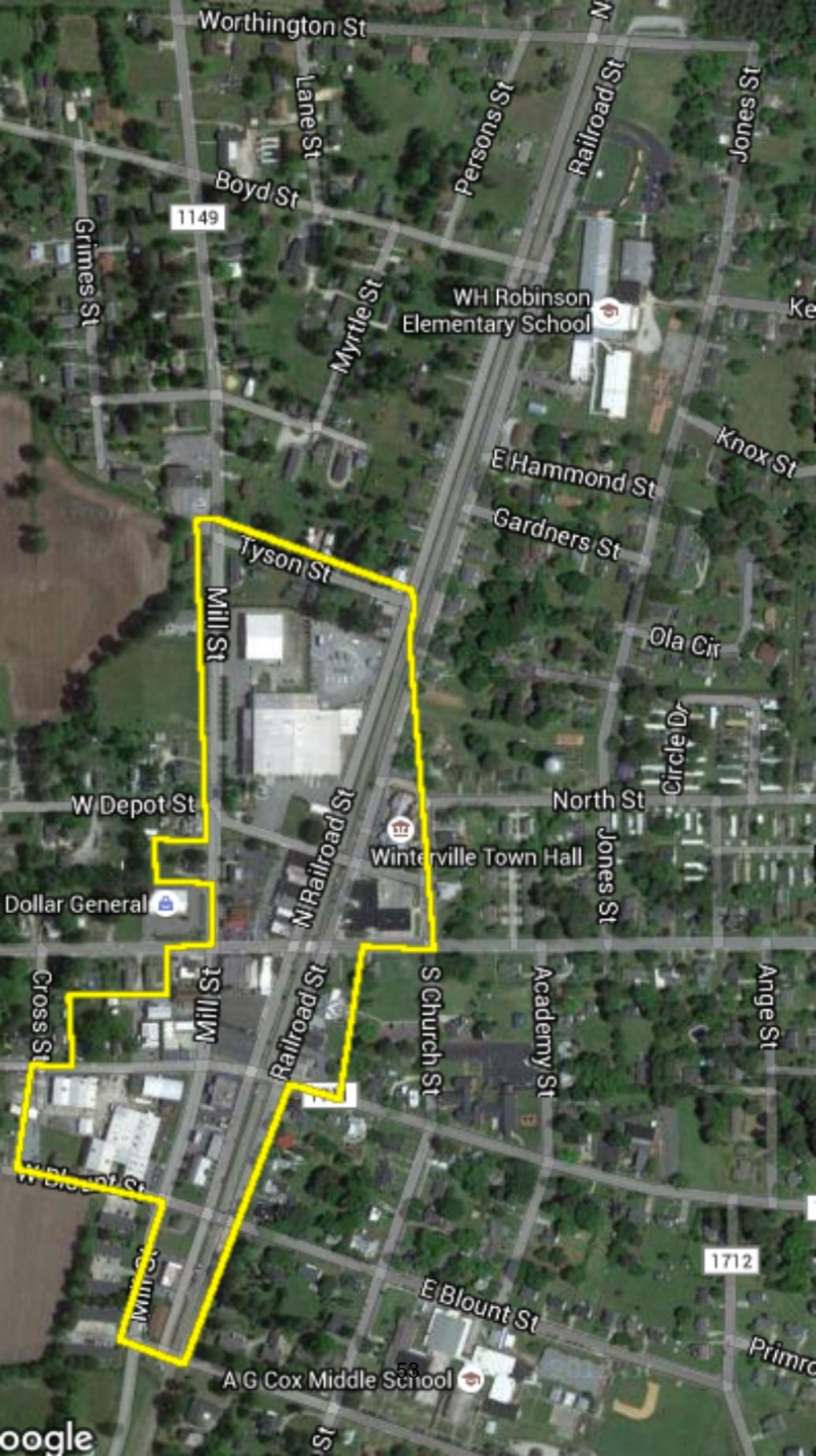
- 1) All work must conform to existing building codes and ordinances of the Town of Winterville, County of Pitt, and the State of North Carolina.
- 2) *Width* - Additions/new construction should respect the primacy of established width by designing a rhythmic division of the façade to maintain existing 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.
- 9) *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.



Worthington St

Lane St

Boyd St

Persons St

Railroad St

Jones St

1149

Grimes St

Myrtle St

WH Robinson Elementary School

Ke

E Hammond St

Knox St

Gardners St

Tyson St

Mill St

Ola Cir

Circle Dr

W Depot St

North St

Winterville Town Hall

Jones St

Dollar General

N Railroad St

Cross St

Mill St

S Church St

Academy St

Ange St

W Blount St

Mill St

1712

E Blount St

A G Cox Middle School

Primro

oogle



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.)

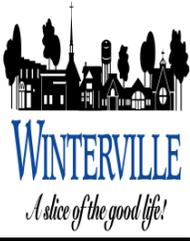
- Sketch or drawing- your own drawing is OK- professional work is not required.
- Photo(s) of your project site (before and after).
- Sample of finishes- Examples: paint chips, awning swatch, siding, trim, etc.
- Written cost estimates- if available- final cost documentation required on completion.

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
Town Council
Agenda Abstract**

Item Section: Old Business

Meeting Date: September 12, 2016

Presenter: Evan Johnston, Director of Parks & Recreation

Item to be Considered

Subject: Request to install a third (3rd) fountain in the pond at the Winterville Recreation Park.

Action Requested: Council Approval and Appropriation of Funds

Attachments: Copy of Quote from Contractor who Installed the Other Fountains

Prepared By: Evan Johnston, Director of Parks & Recreation

Date: 9/7/2016

ABSTRACT ROUTING:

TC

FD

TM 9/8/2016

Final 9/8/2016

Supporting Documentation

There are currently two (2) fountains in the pond at the Winterville Recreation Park. At the August Town Council Meeting, request was made for Staff to obtain cost to install a third (3rd) fountain in the pond at the Winterville Recreation Park.

Cost to install third (3rd) fountain is \$8,825.00. This cost includes fountain, lights, control panel, supplies/materials, and labor. Project to be completed by contractor that installed two (2) existing fountains, Bryan Smith Landscaping.

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

Recommendation: Approval of Request and appropriation of funds.

Bryan Smith's Landscaping, Inc.

Estimate

5273 NC 33 E
Greenville, NC 27858
Phone (252) 341-2449 Fax (252) 752-8480
bryansmithslandscaping@embarqmail.com

DATE September 6, 2016

Bid To:
Parks and Recreation Dept.
Winterville, NC

Description	AMOUNT
Base bid for 1 additional fountatin fountains (materials and Labor)	\$ 7,395.00
Alternate Bid for the lights on additional fountain (materials and Labor)	\$ 1,430.00
<p>- We are North Carolina certified landscape and irrigation contractors</p>	
	\$ 8,825.00

**** Fully Insured - GL/WC Certificate of Ins available upon request**

Any subsequent changes to construction/site plans may impact original estimate.

THANK YOU FOR YOUR BUSINESS!



**Town of Winterville
Town Council
Agenda Abstract**

Item Section: New Business

Meeting Date: September 12, 2016

Presenter: Terri L. Parker, Town Manager

Item to be Considered

Subject: Request from Pitt County NAACP for \$100 Sponsorship for Freedom Fund Banquet

Action Requested: Council Direction

Attachments: Letter; Sponsorship Form; Program Flyer

Prepared By: Terri L. Parker, Town Manager

Date: 9/8/2016

ABSTRACT ROUTING:

TC _____

FD _____

TM tlp - 9/8/2016

Final tlp - 9/8/2016

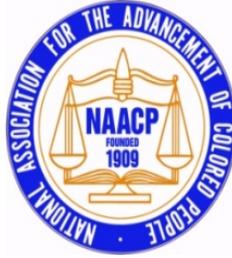
Supporting Documentation

The Pitt County Branch of the NAACP has requested a \$100 sponsorship for their Annual Freedom Fund Banquet. The Town has previously been a \$100 sponsor.

Councilman Smith asked that this be added to the Agenda to discuss the item as Staff had requested Council direction on the matter.

Budgetary Impact: \$100

Recommendation: Council Direction



THE PITT COUNTY BRANCH OF THE NAACP
800 West Fifth Street
Greenville, North Carolina 27834 -3002

Calvin Henderson, President

Cassandra Belcher Tripp, Secretary

August 6, 2016

Dear Fellow Supporter:

We bring greetings on behalf of the Pitt County Branch of the NAACP. We cordially invite you to our Annual Freedom Fund Banquet on Saturday, October 1, 2016 at 6:00 p.m. at the Greenville Hilton Hotel, 207 SW Greenville Blvd., Greenville, NC. 27834.

The NAACP Freedom Fund Banquet is an annual event and serves as our primary fundraiser. The proceeds from this affair will provide college scholarships to deserving High School seniors as well as funds to assist in the fight to help end homelessness and poverty in our communities.

Our theme for this important occasion is "It's Our Time, Our Vote - Our Lives Matter and Our Votes Count!" The guest speaker is Congressman G.K. Butterfield for the First Congressional District of North Carolina. Congressman Butterfield is a lifelong resident of eastern North Carolina and has served this area since 2004. He is a champion of affordable health care, investments in rural communities, veterans, renewable energies and federal programs that support low-income and middle-class Americans.

Tickets for this semi-formal gala are \$40.00 (per person) and table for eight is \$320.00. Souvenir advertising opportunities are available and donations are welcomed. Please review the attached Advertisement Form for specific details. Deadline for submission of all Ads and/or to purchase Banquet tickets is **Friday, September 16, 2016.**

Kindly join us in our support of these two very worthy causes. We look forward to you becoming a part of this historical event. Please feel free to contact Beatrice A. Henderson, Chair, Freedom Fund Banquet Committee at (252) 355-2572 or (252) 814-9012. Also, feel free to call the NAACP Office at (252) 814-9076 at your earliest convenience to reserve your tickets and/or to make arrangements for your financial donation. We thank you in advance for your generosity!

Sincerely,

Calvin C. Henderson
Calvin C. Henderson, President

Beatrice Henderson
Beatrice Henderson, Chair
Freedom Fund Banquet Committee

**PITT COUNTY BRANCH
NAACP FREEDOM FUND BANQUET**
October 1, 2016
Greenville Hilton 207 SW Greenville Blvd., Greenville NC

ADVERTISING ORDER FORM

Please print clearly:

SIZE	DIMENSIONS	PRICE	AMOUNT
Full Page Ad	8x10	\$100.00	
One-half page Ad	4x5	\$50.00	
One-fourth page Ad	2x1-1/2	\$25.00	
Business card		\$15.00	
Donation			

CUSTOMER INFORMATION

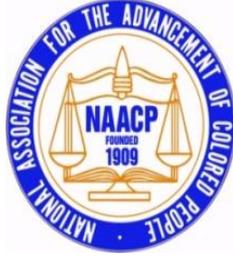
Company or Organization	_____
Contact Person & Title	_____
Mailing Address	_____
Telephone Number	_____
	Fax Number

Ad Remittance Information

Mail Advertisement to:

Pitt County NAACP
800 West 5th Street
Greenville, NC 27834 -3002
Attn: Souvenir Journal Committee

Email ccbea@suddenlink.net



PITT COUNTY BRANCH OF THE NAACP

HOSTS IT'S

61st ANNUAL FREEDOM FUND BANQUET

SATURDAY, OCTOBER 1, 2016, 6:00 P.M.

LOCATION: HILTON GREENVILLE

207 SW Greenville Blvd., Greenville, NC

Theme:

"It's Our Time, Our Vote – Our Lives Matter and Our Vote Count"

Guest Speaker
Unites States House
Of Representatives
G.K. Butterfield



Tickets \$40.00 in advance, \$45.00 at the door and \$320.00 per table of eight
Souvenir Booklet Ads Full Page \$100.00, Half page \$50.00, Quarter Page \$25.00, Business Card \$15.00

Ads and Tickets submission deadline September 16, 2016

SEMI-FORMAL ATTIRE

Please make check or money order payable to:

Pitt County Branch of NAACP
800 West Fifth Street
Greenville, NC 27834-3002



**Town of Winterville
Town Council
Agenda Abstract**

Item Section: New Business

Meeting Date: September 12, 2016

Presenter: Ben Williams, Assistant Town
Manager

Item to be Considered

Subject: Capital Improvement Plan (CIP) Update

Action Requested: Adoption of Proposed Update

Attachments: CIP (to be provided at meeting)

Prepared By: Ben Williams, Assistant Town Manager

Date: 8/31/2016

ABSTRACT ROUTING:

TC

FD

TM 9/7/2016

Final 9/7/2016

Supporting Documentation

The Capital Improvement Plan (CIP) is a list of identified capital project and acquisition needs that cover ten years, identifies financing alternatives.

Long-term capital planning has three key benefits. First is cash flow planning. Municipalities have limited ability to adjust revenues and doing so often requires significant advance planning. This creates an institutional bias toward stability or incremental changes in revenue. Capital expenditures, in contrast, are large and can vary significantly from year to year. Second, the process forces prioritization to assist in assuring that limited resources are allocated to those projects. Finally, the plan provides opportunities to both manage expectations and measure performance. By accumulating all of the project activity into a single source document that describes the expected timing and expense of the planned projects, the CIP provides visibility into project details for project proponents and supporters. It also assists in communicating the impact of operational and fiscal constraints on the timing and complexity of the project.

In addition to these key benefits, long range planning through CIP formation and adoption assists in coordinating dependent or related projects, facilitates personnel workload planning and/or staffing needs analysis, and provides a vehicle to see infrastructure investments planned in response to changing community needs or conditions.

Budgetary Impact: TBD

Recommendation: Adoption of Proposed Update