



WINTERVILLE

A slice of the good life!

MAYOR AND TOWN COUNCIL

DOUG JACKSON, MAYOR

RONALD COOPER, SR.

TONY MOORE

JOHNNY MOYE

VERONICA ROBERSON

MARK SMITH

ADMINISTRATION

TERRI L. PARKER, TOWN MANAGER

JASMAN J. SMITH, TOWN CLERK

KEEN LASSITER, TOWN ATTORNEY

ALAN LILLEY, PLANNING DIRECTOR

ANTHONY BOWERS, FINANCE DIRECTOR

BRYAN BELL, INTERIM IT DIRECTOR

DAVID MOORE, FIRE CHIEF

EVAN JOHNSTON, PARKS & RECREATION DIRECTOR

MERVIN TAYLOR, ELECTRIC UTILITY DIRECTOR

TRAVIS WELBORN, PUBLIC WORKS DIRECTOR

RYAN WILHITE, POLICE CHIEF

MIKE WELDIN, BUILDING INSPECTOR/CODE ENFORCEMENT OFFICER

February 10, 2014



TOWN COUNCIL AGENDA

February 10, 2014

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. RECOGNITION - None**
- VII. INTRODUCTION OF NEW EMPLOYEES - None**
- VIII. PRESENTATIONS - None**
- IX. PUBLIC HEARINGS:**
 1. Public Hearing on Request for Rezoning of the B B & D Partnership Property (Alan)
 2. Public Hearing on Request for Taxicab Franchise from the Garrison Transportation Company (Jasman)
- X. 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. Shantel Hawkins – Concerns about the Winterville Police Department Relationship with Citizens

XI. 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. Approval of the Regular Meeting Minutes for January 13, 2014 (Jasman)
2. Approval of the Proclamation in Honor of Black History Month (Jasman)
3. Approval of Resolution Accepting the Records Retention and Disposition Schedule Updated September 2012 and Amended August 29, 2013 (Jasman)
4. Approval of Resolution for Financing the Fire and Knuckle boom trucks (Anthony)
5. Approval of Re-appointment of Morris Luton to the Local Board of Trustees of the Firefighter's Relief Fund (David)

XII. ITEMS REMOVED FROM THE CONSENT AGENDA

XIII. OLD BUSINESS:

XIV. NEW BUSINESS:

1. Receive Petition Requesting Annexation of Ange Plaza, Lot 32 and Adopt a Resolution Directing the Town Clerk to Investigate the Sufficiency of the Petition (Alan)
2. Janitorial Services Contract (Terri/Travis)

XV. OTHER AGENDA ITEMS

XVI. ITEMS FOR FUTURE AGENDAS/FUTURE WORK SESSIONS

XVII. REPORTS FROM TOWN ATTORNEY, TOWN MANAGER, AND DEPARTMENT HEADS

XVIII. REPORTS FROM THE MAYOR AND TOWN COUNCIL

XIX. ANNOUNCEMENTS

1. Special Meeting on Nobel Canal – February 13, 2014 @ 6 pm ~Executive Conference Room
2. Winterville Youth Council Meeting – February 20, 2014 @ 6 pm ~Town Hall Assembly Room

XX. CLOSED SESSION

XXI. ADJOURN

SPECIAL NOTICE: Anyone who needs an interpreter or special accommodations to participate in the meeting should notify the Town Clerk, Jasman Smith at 215-2340, ext. 2344 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: February 10, 2014

Presenter: Alan Lilley, Planning Director

Item to be Considered

Subject: Public Hearing on Request for Rezoning of the B B & D Partnership Property

Action Requested: Approval of rezoning request

Attachments: Map showing location of subject property; Planning & Zoning Board Report

Prepared By: Alan Lilley, Planning Director

Date: 1/27/2014

ABSTRACT ROUTING:

TC JJS-1/8/14

FD _____

TM tjp - 2/4/2014

Final tjp - 2/4/20/14

Supporting Documentation

The subject property is a 28.44 acre tract located on the west side of Old Tar Road, south of Cooper Street, adjoining the south side of Craft Winds Subdivision (see attached map). The subject property was rezoned from Agricultural-Residential District to R-10 Conditional Use District at the August 2007 Town Council meeting. The following conditions were placed on the subject property:

Proposed Use: single-family residential subdivision (proposed Brookfield Subdivision);

Conditions: 1) All homes shall have a minimum of 1,700 sq. ft. heated space;

2) All homes shall have brick fronts with the exception of gables, dormers, and other architectural features where non-veneer finishes may be preferable.

The applicant is requesting to amend the conditions to read as follows:

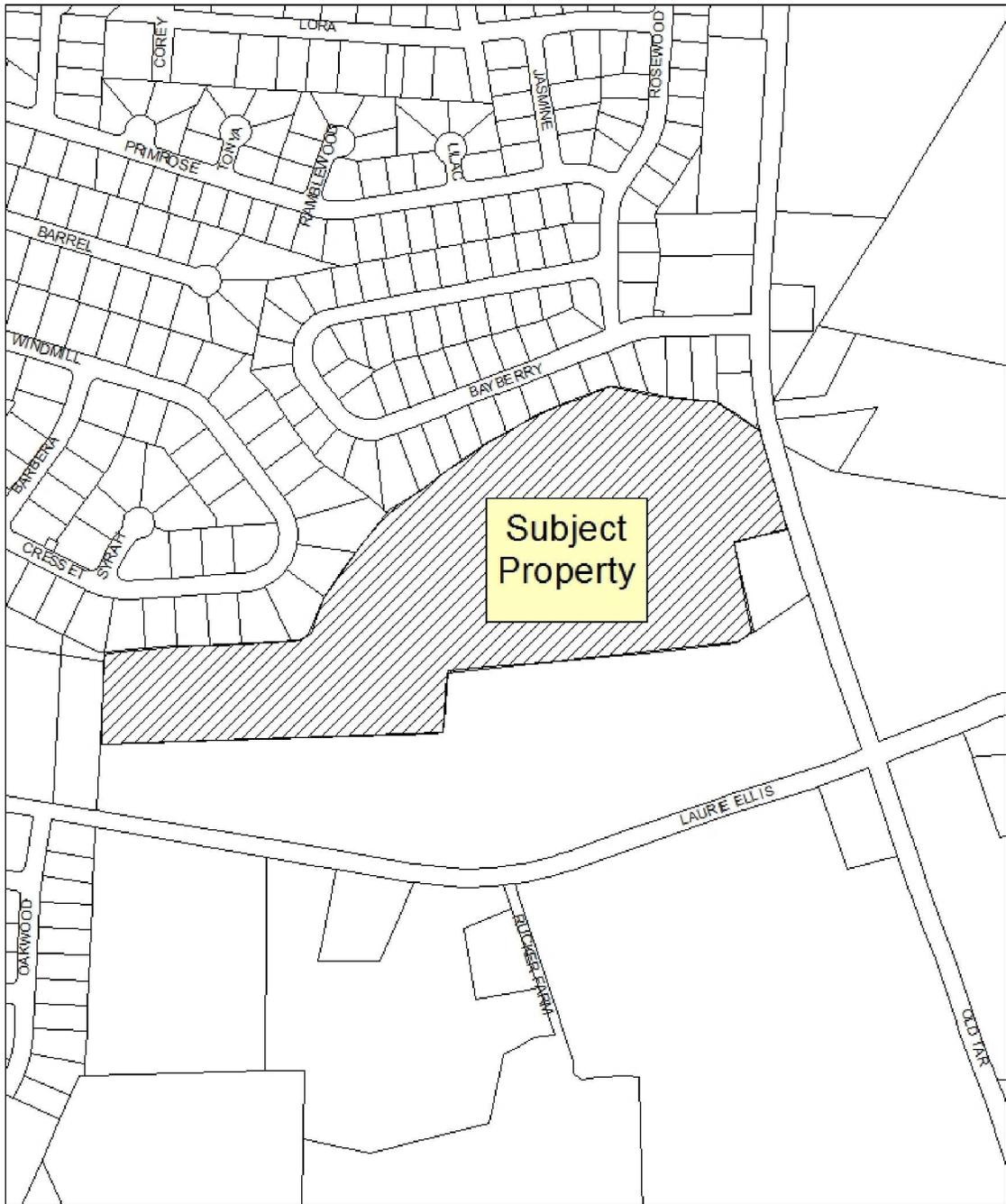
Conditions: 1) All homes shall have a minimum of 1,525 sq. ft. of heated space;

2) All homes shall have combination brick and vinyl fronts.

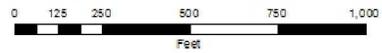
The Planning and Zoning Board voted to recommend approval of the requested rezoning at their January 21, 2014 meeting (see attached Planning & Zoning Board Report).

Budgetary Impact: N/A

Recommendation: The Planning & Zoning Board recommends approval



Cooper Island Development
Rezoning Request



January 21, 2014

To: Winterville Town Council
From: Alan Lilley, Planning Director / Secretary Planning and Zoning Board
Subject: Report for January 21, 2014 Planning and Zoning Board Meeting

As recorded in the minutes of the January 21, 2014 meeting, the Winterville Planning and Zoning Board took the following actions and/or made the following recommendations:

Request for Rezoning of the BB & D Partnership Property

“Following discussion, a motion to recommend approval of the requested rezoning to the Town Council was made by Gregory Monroe and seconded by Tim Miller. Four (4) members voted yes. One (1) member voted no. The motion was carried.”



**Town of Winterville
Town Council
Agenda**

Item Section: Consent Agenda

Meeting Date: February 10, 2014

Presenter: Jasman J. Smith, Town Clerk

Item to be Considered

Subject: Public Hearing on Request for Taxicab Franchise from the Garrison Transportation Company

Action Requested: Approval of Certificate of Convenience and Necessity

Attachments: Application for Taxicab Franchise, Winterville Ordinance Chapter 113: Taxicab Regulations, Draft Certificate of Convenience and Necessity, **and MEMO from Chief of Police .**

Prepared By: Jasman J. Smith, Town Clerk

Date: 2/3/2014

ABSTRACT ROUTING:

TC JJS-2/3/2014

FD

TM

Final

Supporting Documentation

Mr. Vernon Garrison, owner of the Garrison Transportation Company requests to operate a Taxicab Franchise in the Town of Winterville. The applicant has submitted his application for approval of the certificate of convenience and necessity, paid all fees associated with the application and advertising. The Public hearing was advertised in the Daily Reflector on January 26, 2014 in compliance according to the Winterville Code of Ordinances Chapter 113: Taxicab Regulations.

The Winterville Code of Ordinances is listed in a

Budgetary Impact: N/A.

Recommendation: Town Staff recommends Approval of the Taxicab Franchise and Certificate of Convenience for the Garrison Transportation Company; and Issuance of the Permit to Operate a Taxicab for Applicant Mr. Vernon Garrison (owner of Garrison Transportation Company) **contingent** upon the Chief of Police's investigation of the truth of facts of the Application

Attachment (a)

Winterville Code of Ordinances Chapter 113 : TAXICAB REGULATIONS

TAXICAB REGULATIONS

■ § 113.01 DEFINITIONS.

For the purpose of this chapter, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

TAXICAB. Any motor vehicle seating fewer than ten passengers and operated upon any street or highway on call or on demand, accepting or soliciting passengers indiscriminately for hire between the points along the streets or highways as may be directed by the passengers being transported. **TAXICAB** shall not include motor vehicles or common carrier by motor vehicle as defined in G.S. §§ 62-3(7) and (18).

(1992 Code, § 113.01) (Ord. O-50-05119798, passed 5-11-1998)

■ § 113.02 CERTIFICATE OF CONVENIENCE AND NECESSITY.

- Unlawful to operate without certification.* It shall be unlawful for any person to operate a taxicab over and upon the streets of the town without first having applied for and secured from the Board of Alderpersons a certificate of convenience and necessity as hereinafter set forth.
- Application.* Every person desiring to operate a taxicab within the town shall file, on forms supplied by the Town Clerk, an application for a certificate of convenience and necessity. A fee according to a regularly adopted fee schedule of the town shall be paid to the town for each application to defray some of the advertising and other administrative expenses involved.

- *Board of Alderpersons to issue certificates.* The Board of Alderpersons shall have the power to, and it shall be its duty to order the issuance or the refusal to issue certain certificates of convenience and necessity for the operation of taxicabs. The Board may attach to the exercise of the privileges granted by the certificates the terms and conditions as in its judgement the public convenience and necessity may require.
- *Nature and duration of certificate.* A certificate shall constitute a franchise from the town for the operation of taxicabs within the town, subject to the provisions of this chapter. Certificates shall be for three calendar years, unless a shorter period of time is specified in the certificate. Applications for renewal shall be filed at the expiration of the previous three-year franchise and hearings upon the question of renewal shall be conducted as provided in division (F) below.
- *Factors considered in issuing permit.* In determining whether the public convenience and necessity require the franchising of the taxicab or taxicabs, the Board of Alderpersons shall, among other things take into consideration the following factors:
 - (1) Whether the public convenience and necessity requires the proposed or additional taxicabs within the town;
 - (2) The financial responsibility of the applicant and the likelihood of the proposed service being permanent, responsible and satisfactory;
 - (3) The number and condition of equipment;
 - (4) The schedule of proposed rates to be charged;
 - (5) The number of taxicabs now operated within the town and the demand for increased service, if any;
 - (6) Whether safe use of the streets by the public, both pedestrian and vehicular, will be preserved, and whether adequate provision has been made for off-street parking of the taxicabs;
 - (7) The experience of the applicant in the taxicab business; and
 - (8) The other relative facts as may be deemed necessary or advisable to consider.
- (F) *Investigation.* Before making any decision with respect to the issuance of any certificate of convenience and necessity, the Board of Alderpersons or a committee thereof, shall make a full and complete investigation of all pertinent facts, and may, if it so desires, subpoena witnesses and utilize the services of the Chief of Police or any other officer or employee of the town.
- (G) *Hearing; notice.* Each application for a certificate shall be scheduled for a hearing not later than 45 days after the same is filed, and the applicant shall be notified by the Town Clerk by mail at the business address set forth in the application of the day, time and place of the hearing. The notice shall be sent at least ten days prior to the

hearing. The Town Clerk shall also, within the same time, notify all persons who at that time hold certificates of convenience and necessity for the operation of taxicabs within the municipality of the day, time and place of the hearing, and of the name of the applicant. In addition, the Town Clerk shall cause to be published, within the same time, at least once in a newspaper of general circulation, or posted for ten days in three public places within the town, a notice setting forth the name of the applicant and the purpose, day, time and place of the hearing. The cost of the notice will be paid in advance by the applicant.

- (H) *Burden of proof.* The burden of proof shall be upon the applicant to establish the fact that the public convenience and necessity requires the operation of the taxicabs specified in his or her application, as well as other facts requisite to the granting of a certificate.
- Failure to begin operations.* If a certificate is granted to an applicant, and the applicant fails to begin operation in accordance with the provisions of the certificate within 60 days after the date of the certificate, then the certificate shall become null and void.

(1992 Code, § 113.02) (Ord. O-50-05119798, passed 5-11-1998) Penalty, see § [REDACTED]

■ § 113.03 TRANSFER OF CERTIFICATE.

A certificate of convenience and necessity is not transferable without the consent of the Board of Alderpersons. Application for transfer of a certificate shall be made by the proposed transferee and shall be filed in the same manner as an application for an original certificate. The proceedings upon the application for transfer of a certificate shall be the same as those herein provided for the issuance of a certificate, except the question of public convenience and necessity need not be proved.

(1992 Code, § 113.03) (Ord. O-50-05119798, passed 5-11-1998)

■ § 113.04 REVOCATION OF CERTIFICATE.

- The Board of Alderpersons may, at any time after a public hearing conducted in the same manner as provided in § [REDACTED] (G), revoke any certificate of convenience and necessity issued pursuant to this chapter for any one or more of the following causes:
 - (1) Failure to operate the taxicabs specified in the certificate in such a manner as to serve the public adequately and efficiently;
 - (2) Failure to maintain motor vehicle equipment in good repair;
 - (3) Failure to carry liability insurance or bond as required by this chapter;
 - (4) Failure to pay to the town taxes or license fees imposed on the taxicabs;
 - (5) Repeated and persistent violations by the taxicab drivers of traffic and safety ordinances, or state laws relating to alcoholic beverages or prostitution;

(6) Failure to report accidents; and

(7) Willful failure to comply with any provision of this chapter or other ordinances or state laws relating to the operation of taxicabs.

- (B) No certificate shall be revoked until the holder thereof has had five-days' notice by personal service or certified mail of the charges against him or her, and of the time and place of the hearing giving him or her an opportunity to be heard. If after the hearing, the Board of Alderpersons finds that the holder is guilty of one or more of the offenses listed in division (A) above, the Board shall have the power to revoke the certificate, or to condition a revocation upon compliance with its order within any time fixed by the Board.

(1992 Code, § 113.04) (Ord. O-50-05119798, passed 5-11-1998)

■ § 113.05 SCHEDULE OF RATES CHARGED BY **TAXICABS; DISPLAY TO PASSENGERS.**

- The Board of Alderpersons may from time to time establish a schedule of rates to be charged by taxicabs for transporting passengers. The schedule so established shall remain in effect until changed by the Board. The schedule shall at all times be prominently displayed in each and every taxicab, so as to be visible to passengers therein. The current schedule of rates is on file in the office of the Town Clerk.
- Every taxicab operated within the geographical jurisdiction of this chapter shall at all times have prominently displayed therein, in a place readily visible to all passengers, a schedule of the rates, fares, and charges for the use of the taxicab.

(1992 Code, § 113.05) (Ord. O-50-05119798, passed 5-11-1998)

■ § 113.06 LIABILITY INSURANCE.

All owners and operators of taxicabs operated within the town shall procure and maintain upon each taxicab owned and operated by him or her within the town, liability insurance with some insurance company licensed to do business in the state in a minimum amount of \$100,000 for one person and \$300,000 for more than one person for the protection of all passengers transported against personal injuries and \$50,000 property damage, against liability for damages to the person and property of others.

(1992 Code, § 113.06) (Ord. O-50-05119798, passed 5-11-1998) Penalty, see § ■

■ § 113.07 TRANSFER OF CERTIFICATE, LIABILITY INSURANCE TO ANOTHER VEHICLE.

The person to whom a certificate of convenience and necessity has been issued may, by appropriate endorsement thereon by the Town Clerk, substitute another vehicle or vehicles for the vehicle or vehicles for which the certificate was granted. In such instance, the liability insurance or bonds shall also be transferred to the substitute vehicle or vehicles.

(1992 Code, § 113.07) (Ord. O-50-05119798, passed 5-11-1998)

TAXICAB DRIVERS

■§ 113.20 PERMIT REQUIRED.

- Permit required.* No person shall operate any taxicab for hire, carrying passengers from place to place within the corporate limits, or carrying passengers between the town to points within a radius of five miles of the corporate limits, unless that person has first applied for and secured from the Board of Alderpersons a permit to operate a taxicab.
- Application.* Application for a permit to operate a taxicab shall be made upon forms provided by the Town Clerk and shall, among other things, state the name, address, physical condition, physical description, employment history, court record, and state chauffeur license number. The application shall be signed and sworn to by the applicant. The applicant shall further appear at the office of the Police Department and have his or her fingerprints taken, and shall also furnish a recent photograph of himself or herself, both of which shall constitute a necessary part of his or her application.
- Investigate.* The Chief of Police is hereby charged with the duty of investigating the truth of the facts stated in the application and shall report his or her findings and recommendations to the Board of Alderpersons.
- Standards for granting permit.* If the Board of Alderpersons finds that the applicant has not been convicted of a felony; a violation of any federal or state statute relating to the use, possession, or sale of narcotic drugs and that the applicant is a citizen of the United States and is not a habitual violator of traffic laws, then the Board shall issue to the applicant a permit to drive a taxicab.

(1992 Code, § 113.15) (Ord. O-50-05119798, passed 5-11-1998) Penalty, see § ██████████

■§ 113.21 FEE; TERM; RENEWAL.

Upon issuance of a taxicab driver's permit, subject to the provisions of this article, the person to whom the permit is issued shall pay therefore a fee according to a regularly adopted fee schedule of the town. The permit shall be renewed annually. Upon the application for renewal the applicant for renewal shall be subject to the same investigation as required for initial issuance and shall pay a renewal fee according to a regularly adopted fee schedule of the town.

(1992 Code, § 113.16) (Ord. O-50-05119798, passed 5-11-1998)

■§ 113.22 PERMIT REVOCATION.

At any time after the issuance of a permit to any person to operate a taxicab, the Board of Alderpersons may revoke the permit if the person holding the permit is convicted of a felony; a violation of any federal or state statute relating to the use, possession or sale of intoxicating liquors; a violation of any federal or state statute relating to the use, possession, or sale of narcotic drugs; a violation of any federal or state statute relating to prostitution; repeated

violations of traffic laws; or if the person becomes a habitual user of intoxicating liquor or narcotic drugs.

(1992 Code, § 113.17) (Ord. O-50-05119798, passed 5-11-1998)

■ § 113.23 SUSPENSION OF PERMIT.

- The Board of Alderpersons may suspend a taxicab driver's permit for the time as it may deem proper on any ground sufficient for a revocation thereof; if the driver is found to have made a false statement in his or her application for a permit; if he or she shall be found to have in his or her possession or custody any quantity of intoxicating liquor within his or her cab or upon his or her person while on duty as a taxicab driver; or if he or she has violated any provision of this chapter.
- Before any suspension of permit is ordered by the Board of Alderpersons, the holder of the permit shall be given five-days' written notice by the Town Clerk of the time and place of a hearing before the Board of Alderpersons, at which the holder of the permit shall have an opportunity to show cause why his or her permit should not be suspended.

(1992 Code, § 113.18) (Ord. O-50-05119798, passed 5-11-1998)

■ § 113.24 DISPLAY OF PERMIT TO PASSENGERS.

The driver of every taxicab shall at all times while operating the taxicab prominently display therein, in a place readily visible to all passengers, his or her permit to drive a taxicab.

(1992 Code, § 113.19) (Ord. O-50-05119798, passed 5-11-1998)

CERTIFICATE OF CONVENIENCE AND NECESSITY

Under Chapter 113 of the Code of Ordinances of the Town of
Winterville, North Carolina

WHEREAS, application for a certificate of convenience and necessity has been filed by Garrison Transportation Company under the provisions of Chapter 113 of the Code of Ordinances of the Town of Winterville; and

WHEREAS, a public hearing on the question of this application was held at the Winterville Town Hall at 7:00 p.m. on February 10, 2014; and

WHEREAS, the Town Council of the Town of Winterville, having made favorable findings, in the regular monthly meeting held at 7:00 p.m. on February 10, 2014, has ordered the issuance of a certificate of convenience and necessity to the Garrison Transportation Company; and

NOW, THEREFORE, BE IT RESOLVED THAT THE WINTERVILLE TOWN COUNCIL does hereby issue this certificate of convenience and necessity to:

Garrison Transportation Company
2417 Cannon Road
Winterville, North Carolina 28590

This certificate shall constitute a franchise from the Town of Winterville for the operation of taxicabs within the town subject to the provisions of Chapter 113 of the Code of Ordinances of the Town of Winterville.

The duration of the certificate shall be a period of three (3) years. Application for renewal shall be filed at the expiration of this three (3) year franchise and hearings upon the question of renewal shall be conducted as provided under Section 113.02(G) of the Code of Ordinances.

The Town Council of the Town of Winterville may, at any time after a public hearing conducted in the same manner as provided in Section 113.02(G), revoke this certificate of convenience and necessity for any one or more of the causes listed under Section 113.04 of the Code of Ordinances.

ISSUED THIS THE 10TH DAY OF February, 2014

Douglas A. Jackson, Mayor

ATTEST:

Jasman J. Smith, CMC, Town Clerk

APPLICATION FOR TAXICAB FRANCHISE

TO: The Mayor and Board of Aldermen of the Town of Winterville

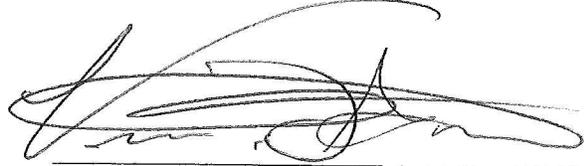
The undersigned makes application for a taxicab franchise under the provisions of Chapter 113, Section 113.02 of the Code of Ordinances of the Town of Winterville, and presents the following information:

1. That the applicant is familiar with the ordinances of the Town of Winterville relating to liability insurance, drivers regulations, regulation of rates and other matters pertaining to the operation of taxicabs.
2. That the individual, corporate or trade names and business address of the applicant is:
Garrison Mobile Transportation Company
3. That the applicant is:
 An individual and sole owner of the taxicab business to be operated under the above name.
 A Corporation charter under the laws of the State of North Carolina in the year _____, and the officers of the corporation are: _____
4. That applicant operates in the following cities: Winterville, NC
5. That applicant is requesting franchise to operate 1 taxicab~~s~~.
6. That in support of this application, there is attached hereto and made a part hereof the following Exhibits:
Exhibit "A": A full statement of facts which is supported by substantial testimony at the hearing, will support a finding of public convenience and necessity for this operation.
Exhibit "B": A complete list of applicant's motor equipment showing year, make, model, and caring capacity of each unit.
Exhibit "C": Financial statement showing assets, liabilities, and net worth of applicant.
Exhibit "D": Statement showing applicant has made complete arrangements for off street parking of all motor vehicles.

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HHS

Exhibit "E": Statement of proposed fares for transporting of persons and property.

Exhibit "F": Statement of experience of applicant conducting taxicab business.



Applicant Signature

2417 CANNON RD.
WINTERVILLE NC 28590

Address

Sworn to and Subscribed before me ~~me~~
this 16 day of October, 1992013

Heather B Johnson
Notary Public

My Commission Expires 3/7/2018

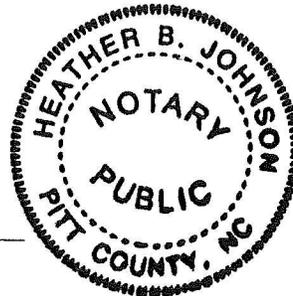


Exhibit A

Garrison Mobile Transportation Company wishes to become one of many successful businesses in Winterville North Carolina. GMT will provide a variety excellent transportation services and styles within a five year plan. GMT will transport people to work, providing emergency transportation for consumers with car trouble or conflicts, doctor's appointments, consumers with disability transportation and entertainment transportation etc. GMT will become one of eastern North Carolinas premier transportation companies positioned in the city of Winterville NC.

There are over 3,800 seniors (65 & older) in Winterville and there are more aging "baby boomers" than ever before. And with the sagging economy, more individuals and families are without reliable transportation. Garrison Mobile will apply for Medicaid and Medicare and private insurance for those individuals and families needing reliable transportation to doctor and clinic appointments whether scheduled or unscheduled. Garrison Mobile will also be providing reliable transportation for shopping, errands and out-of-town trips. Unlike the PATS vans, Garrison Mobile will be able to provide transportation without a two week scheduling process.

Exhibit B

Vehicles available for transportation services:

- 2000 Chevy Express Conversion Van with carrying capacity of 6
- 2009 Dodge Caliper with carrying capacity of 3
- 2003 Chevy Trailblazer with carrying capacity of 4

Exhibit C

Financial Statement:

Assets: 1200sq ft brick home: \$110,000
2000 Chevy Express Van: \$6,000
1997 Chrysler Sebring: \$1,500

Liabilities: Unsecured Debt: \$9,600
Mortgage: \$109,000

Net Worth: \$5,600

Exhibit D

Off street parking will be provided For 1 vehicle in drive way at
2417 Cannon Road, Winterville, NC

Exhibit E

Proposed fares will be comparable to current market fares and fees for local, in-state and out-of-state transport (see attached fare sheet and map for Greenville, NC)

Garrison Mobile Transportation

TAXICAB FARES- Winterville NC- (1st Draft/Same as Greenville NC)

The following rates shall be applicable for each standard zone fare

ZONES	1	2	3	4	5	6	7	8
1	4.00	4.35	4.70	5.05	5.40	5.75	6.10	6.50
2	4.35	4.35	4.70	5.05	5.40	5.75	6.10	6.50
3	4.70	4.70	4.70	5.05	5.40	5.75	6.10	6.50
4	5.05	5.05	5.05	5.05	5.40	5.75	6.10	6.50
5	5.40	5.40	5.40	5.40	5.40	5.75	6.10	6.50
6	5.75	5.75	5.75	5.75	5.75	5.75	6.10	6.50
7	6.10	6.10	6.10	6.10	6.10	6.10	6.10	6.50
8	6.50	6.50	6.50	6.50	6.50	6.50	6.50	6.50

The fare charged shall be the amount of the highest zone which is traveled through. Only one fare shall be charged for one or two persons traveling from the same point of origin to the same point of destination

The following ~ rates are for fares across town:

ZONES	1	2	3	4	5	6	7	8
1	4.00	4.60	5.20	5.80	6.40	7.00	7.60	8.20
2	4.60	5.20	5.80	6.40	7.00	7.60	8.20	8.80
3	5.20	5.80	6.40	7.00	7.60	8.20	8.80	9.40
4	5.80	6.40	7.00	7.60	8.20	8.80	9.40	10.00
5	6.40	7.00	7.60	8.20	8.80	9.40	10.00	10.60
6	7.00	7.60	8.20	8.80	9.40	10.00	10.60	11.20
7	7.60	8.20	8.80	9.40	10.00	10.60	11.20	11.80
8	8.20	8.80	9.40	10.00	10.60	11.20	11.80	12.50

Over two persons (per person extra)	1.50
	1.50
Stops en route to destination	
Waiting time (per hour)	16.50
Trunks or footlockers (each)	2.00
Baggage (each)	1.25
Rates outside zones unless previously specified (per mile)	2.00

Exhibit F

Garrison Mobile's owner has over 15 years experience transporting mental health and other various clients to appointments and activities.



Winterville Police Department
2593 Railroad Street
P.O. Box 1459
Winterville, NC 28590

Ryan C. Willhite

Chief of Police



Phone: (252) 756-1105
Fax: (252) 215-2461
ryan.willhite@wintervillenc.com

Mayor and Town Council
Town Manager

RE: Vernon Delwood Garrison (Taxi Cab Permit)

Good morning:

A thorough review of Mr. Garrison's application, driving history and criminal history has been conducted by the Winterville Police Department. As Chief of Police, I hereby find it appropriate to approve his application for a taxi cab permit in the Town of Winterville, with all rights and privileges afforded under this ordinance.

Sincerely,

Ryan C. Willhite
Chief of Police

Cc: File

TOWN OF WINTERVILLE
PUBLIC COMMENT APPLICATION

Name of Applicant: Shantel Hawkins

Date: 1/27/14

Address: 4916 Old Tar Road

Phone: (252) 917-7277

Town Council Meeting Date Requesting to Provide Comment: 2/10/14

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

I would like to speak in regards to
how the Winterville Police and it's relation/
tone with community citizens.

Name(s) of Speaker(s):

(1) Shantel Hawkins

(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.


Signature



Winterville Town Council
January 13, 2014 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 Cooper, which was followed by the pledge of allegiance. The following were present:

Mayor Douglas Jackson
Councilman Johnny Moye
Councilman Ronald Cooper, Sr.
Councilman Tony Moore
Mayor Pro-Tem Mark Smith
Councilwoman Veronica Roberson
Terri L. Parker, Town Manager
Jasman J. Smith, Town Clerk
Keen Lassiter, Town Attorney
Anthony Bowers, Finance Director
David Moore, Fire Chief
Bryan Bell, Interim IT Director
Evan Johnston, Parks and Recreation Director
Alan Lilley, Planning Director
Ryan Willhite, Police Chief
Mike Weldin, Code Enforcement/Building Inspections Officer

APPROVAL OF AGENDA: Town Manager Terri L. Parker requested the addition of the Winterville Rural Fire Association (WRFA) settlement and the set up meeting date for a meeting with Pitt County about the removal of the solid waste container at the Reedy Branch cemetery to old business. **A motion was made Mayor Pro-Tem Smith and seconded by Councilwoman Roberson to approve the agenda with the addition of the WRFA settlement and the set up meeting date for a meeting with Pitt County about the removal of the solid waste container at the Reedy Branch cemetery. Motion carried unanimously.**

WELCOME: Mayor Jackson welcomed the public.

RECOGNITION: None

INTRODUCTION OF NEW EMPLOYEES: Police Chief Ryan Willhite introduced Brian Commodore, Reserve Officer, Police Department. Chris Williams and Wesley Jordan were unable to attend. No Action was taken by the Council.

PRESENTATIONS:

FY 2012-2013 Audit Presentation: Mr. Lowell Taylor presented the item. Add presentation to minutes. No Action was taken by the Council.

PUBLIC HEARINGS: None

PUBLIC COMMENT:

Mr. Calvin Henderson spoke about Dr. Martin Luther King, Jr. Day and a request for monies to celebrate this event next year. He also inquired about a street name after Dr. Martin Luther King, Jr. No Action was taken by the Council.

CONSENT AGENDA: The items under the consent agenda included:

1. Approval of November 25, 2013 Special Meeting Minutes and December 9, 2013 Regular Meeting Minutes: A motion was made by Councilman Moye and seconded by Councilwoman Roberson to approve the November 25, 2013 Special Meeting Minutes and December 9, 2013 Regular Meeting Minutes. Motion carried unanimously.
2. Adoption of Proclamation in Honor of Martin Luther King Jr. Day: A motion was made by Councilman Moye and seconded by Councilwoman Roberson to adopt the proclamation in honor of Dr. Martin Luther King Jr. Day. Motion carried unanimously.

ITEMS REMOVED FROM THE CONSENT AGENDA: None.

OLD BUSINESS:

1. Discussion of Agreement with Christ Covenant School –Smith, cooper to approve: Town Manager Terri L. Parker stated that The Town Council met in November to discuss a request from Christ Covenant School (CCS) regarding utility services to the School's new location located on Worthington Road in Winterville. Initial details were agreed upon and Staff was directed to draft an Agreement reflecting the details approved at the November meeting and bring to the December Regular meeting. The Draft Agreement was not ready for the December Regular meeting, so Council met in a Special Called meeting on December 30th. The details approved by Council were further discussed and refined and Council again directed Staff to draft an Agreement reflecting the details. The DRAFT Infrastructure Financing Agreement which reflects the following major points: (1) CCS will pay \$120,000 towards the cost of a water interconnection project (\$35,000 upfront with the remaining \$85,000 to be financed over 10 years at an interest rate to be determined); (2) CCS will pay \$5,000 towards the cost of a Phase I sewer project; (3) CCS will pay all applicable fees associated with the School project. Future phases of the sewer project will be discussed and costs sharing will be determined at that time. In return, the Town will provide utility services as requested and required by CCS. Discussion was held and Questions from the Council were addressed. **A motion was made by Mayor Pro-Tem Smith and seconded by Councilman Cooper to approve the Infrastructure Financing Agreement with Christ Covenant. Motion carried unanimously.**
2. Set Meeting Date for 2014 Council Retreat : **A motion was made by Mayor Pro-Tem Smith and seconded by Councilman Moye to Set Meeting Date for 2014 Council Retreat for January 27, 2014 at 6:00 pm. Motion carried unanimously.**

3. Set Meeting Date for Nobel Canal Work Session: **A motion was made by Councilman Moore and seconded by Councilman Moyer to Set Meeting Date for Nobel Canal Work Session for February 13, 2014 at 6:00 pm. Motion carried unanimously.**
4. Set Meeting Date for Removal of Solid Waste Container with Pitt County: **A motion was made by Councilman Moore and seconded by Councilman Moyer to Set Meeting Date for Removal of Solid Waste Container with Pitt County for February 17, 2014 at 5:30 pm. Motion carried unanimously.**
5. Traffic Flow behind Winterville Fire Station: Town Manager Terri L. Parker stated that at the December Regular meeting, Councilman Moore scheduled the following items for discussion. Councilman Moore then requested that these items be tabled until the regular meeting in January. Staff has brought these items back for discussion and Council direction. **A motion was made by Councilman Moore to open both lanes behind the Winterville Fire Building. Councilman Moore withdrew his motion.**
6. Services Affected by the Winterville Library Funding : Town Manager Terri L. Parker stated that at the December Regular meeting, Councilman Moore scheduled the following items for discussion. Councilman Moore then requested that these items be tabled until the regular meeting in January. Staff has brought these items back for discussion and Council direction. Town Manager Terri L. Parker stated that she is still working on this issue.
7. Old Tar Road Widening : Town Manager Terri L. Parker stated that at the December Regular meeting, Councilman Moore scheduled the following items for discussion. Councilman Moore then requested that these items be tabled until the regular meeting in January. Staff has brought these items back for discussion and Council direction. Discussion was held.
8. Discussion of Housing Program: Town Manager Terri L. Parker stated that the Town has budgeted funds for housing in each budget in various amounts. Moneys have been used to supplement a variety of housing programs (i.e. CDBG, NC Housing Finance Agency, HOME, USDA, etc.). More recently, Council has expressed a desire to have some type of in-house urgent repair housing program. Staff has been working over the last several months to research and draft guidelines for an in-house program and draft program guidelines, and associated paperwork will be distributed at the Meeting and presented for discussion. **A motion was made by Councilwoman Roberson and seconded by Councilman Moore to approve the Housing Program. Motion carried unanimously.**
9. Settlement with WRFD: **A motion was made by Councilman Moore and seconded by Mayor Pro-Tem Smith to approve the settlement with the Winter Rural Fire Department. Motion carried unanimously.**

NEW BUSINESS:

1. 2014-2015 Budget Calendar : Town Manager Terri L. Parker presented the item. She stated that staff has prepared and hereby presents the Draft Budget Calendar for the 2014-2015 Fiscal Year. Our goal was to attempt to keep dates as close to the dates of the 2013-2014 Budget Calendar.

A motion was made by Councilman Moore and seconded by Councilwoman Roberson to approve the 2014 Meetings Calendar with the amendment to the Budget Retreat/Establishment of 2014-2015 Priorities to January 27, 2014. Motion carried unanimously.

2. **Preliminary Plat for the Bridle Song Park Subdivision:** Planning Director Alan Lilley presented the item. He stated that Bridlesong Park Subdivision is proposed on the west side of Reedy Branch Road, approximately 500 ft. north of the intersection of Sunrise Drive and Reedy Branch Road (see enclosed map). The subject property, Jerry E. Williams Property, was rezoned from Agricultural-Residential District to R-12.5 District at the July 8, 2013 Town Council meeting. The plat proposes development of the property is two sections. The first section is proposed on a 13.49 acre tract that adjoins Reedy Branch Road and will contain 35 lots. The second section, is proposed for future development, and will be located on a 20.08 acre tract located to the west of Section 1. The Planning and Zoning Board recommended conditional approval of the plat at their December 16, 2013 meeting. **A motion was made by Councilman Cooper and seconded by Councilwoman Roberson to conditionally approve the Preliminary Plat for the Bridle Song Park Subdivision. Motion carried unanimously.**

3. **Consideration of Board of Adjustment member appointment:** Planning Director Alan Lilley presented the item. He stated that

The Board of Adjustment is made up of 6 regular members and 2 alternates. Five regular members and one alternate member reside within the Winterville city limits and are appointed by the Winterville Town Council. One regular member and one alternate member reside within the Extraterritorial Jurisdiction and are appointed by the Pitt County Board of Commissioners. Due to members moving out of Winterville's jurisdiction, both out-of-town positions are currently vacant. Even though we have heavily solicited for applicants, we have had great difficulty in finding ETJ members. We have received an application from an eligible ETJ resident - Jeffrey Briley of 5016 Reedy Branch Road. As ETJ members are appointed by the Pitt County Board of Commissioners, the action to be considered by the Council is to recommend appointment of Mr. Briley, as a regular out-of-town member to the Pitt County Board of Commissioners. If this appointment is made, we will still have a vacancy for an out-of-town alternate member

A motion was made by Councilman Moore and seconded by Councilwoman Roberson to approve the request to the Pitt County Board of Commissioners for appointment of Jeffrey Briley as an out-of-town, regular member to the Board of Adjustment. Motion carried unanimously.

OTHER AGENDA ITEMS: None.

ITEMS FOR FUTURE AGENDAS/FUTURE WORK SESSIONS: None.

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

Councilman Moore spoke about the sidewalks in front of A.G. Cox Middle School. He also stated that the Town could possibly name the Winterville Parkway as the Martin Luther King Street.

Announcements: None

REPORTS FROM THE MAYOR AND TOWN COUNCIL: Mayor and Town Council wished everyone Happy Holidays.

ANNOUNCEMENTS

1. Town Hall Closed for MLK Day- Monday, January 20, 2013

ADJOURN

Having no further business to come before the Council, a motion was made by Councilwoman Roberson and seconded by Councilman Moye to adjourn at 8:58 pm. Motion carried unanimously.

Adopted this the 10st day of February 2014

Douglas A. Jackson, Mayor

ATTEST:

Jasman J. Smith, CMC



**Town of Winterville
Town Council
Agenda**

Item Section: Consent Agenda

Meeting Date: February 10, 2014

Presenter: Jasman J. Smith, Town Clerk

Item to be Considered

Subject: Adoption of Proclamation in Honor of Black History Month.

Action Requested: Adoption of Proclamation.

Attachments: Proclamation.

Prepared By: Jasman J. Smith, Town Clerk

Date: 2/3/2014

ABSTRACT ROUTING:

TC JJS-2/3/2014

FD _____

TM tlp - 2/4/2014

Final tlp - 2/4/2014

Supporting Documentation

In 1915, Dr. Carter G. Woodson and Rev. Jesse E. Moorland co-founded the Association for the Study of Negro Life and History. Their goal was to research and bring awareness to the largely ignored, yet crucial role black people played in American and world history. Dr. Woodson, the second black person to receive a degree from Harvard University and the son of former slaves, understood the value of education. In 1920, Dr. Woodson and the fraternity of Omega Psi Phi created Negro History and Literature Week. In 1926, Dr. Woodson changed the name to Negro History Week. The month of February was selected to celebrate and honor the birth of President Abraham Lincoln and Frederick Douglas.

In the 1970's, it was changed to Black History Week. In 1976, it was extended to a month long observation. Black History Month is observed by cities and organizations throughout the country.

Budgetary Impact: N/A.

Recommendation: Town Staff recommends Adoption of the Proclamation.

**PROCLAMATION OF THE TOWN OF WINTERVILLE
IN HONOR OF BLACK HISTORY MONTH**

WHEREAS, February has been designated as Black History Month and will be observed in our community; and

WHEREAS, this observance affords special opportunity to become more knowledgeable about black heritage, and to honor the many black leaders who have contributed to the progress of our nation; and

WHEREAS, such knowledge can strengthen the insight of all our citizens regarding the issues of human rights, the great strides that have been made in the crusade to eliminate the barriers of equality for minority groups, and the continuing struggle against racial discrimination and poverty;

NOW, THEREFORE, BE IT RESOLVED, that I, Douglas A. Jackson, Mayor of the Town of Winterville, do hereby proclaim the month of February, 2014 as

BLACK HISTORY MONTH

In the Town of Winterville and express special commendation to the dedicated volunteers who have labored so diligently to make this observance a reality in our area; and

NOW, THEREFORE, BE IT FURTHER RESOLVED, that I urge all residents to make special note of the various exhibits displayed in public buildings, attend scheduled activities, and join together in making this a period of rededication to the principles of justice and equality for all people.

This 10th day of February 2014.

Douglas A. Jackson, Mayor

Attest:

Jasman J. Smith, CMC



**Town of Winterville
Town Council
Agenda Abstract**

Item Section: Consent Agenda

Meeting Date: February 10, 2014

Presenter: Jasman J. Smith, CMC

Item to be Considered

Subject: Records Retention and Disposition Schedule

Action Requested: Approval

Attachments: September 2012 ~~Table of Contents~~, August 2013 Amendments, and Resolution

Prepared By: Jasman J. Smith, CMC

Date: 2/4/2014

ABSTRACT ROUTING:

TC 2/4/2014

FD _____

TM tjp - 2/4/2014

Final tjp - 2/4/2014

Supporting Documentation

The North Carolina Department of Cultural Resources (DCR), Division of Historical Resources, Archives and Records Section, and Government Records Branch has issued a Record Retention and Disposition Schedule. At the November 14, 2011 Regular Meeting, the Records Retention and Disposition Schedule was adopted. The Record Retention and Disposition Schedule pertain to municipal records maintenance, archiving, and disposal. According to North Carolina General Statutes §121-5 and §132-3, the Town may only destroy public records with the consent of the Department of Cultural Resources. This schedule is the primary way DCR gives its consent.

Budgetary Impact: None.

Recommendation: Approval of Resolution Accepting the Records Retention and Disposition Schedule Updated September 2012 and Amended August 29, 2013.

**Municipal
Records Retention Schedule Amendment**

Amending the Municipal Records Retention and Disposition Schedule published September 10, 2012.

STANDARD 4. BUDGET, FISCAL AND PAYROLL RECORDS

Amending item 32 Escheat and Unclaimed Property File as shown on substitute page 29.

STANDARD 12. PERSONNEL RECORDS

Adding item 1-A Accreditation Records as shown on substitute page 101.

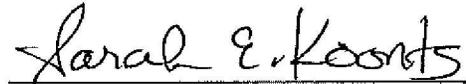
Amending item 19 Employee Eligibility Records as shown on substitute page 105.

Amending items 36 Family Medical Leave Act (FMLA) Records, 42 Leave File, and 43 Leave Without Pay File as shown on substitute pages 110-111.

APPROVAL RECOMMENDED

City/Town Clerk

Chief Administrative Officer/
City Manager



Sarah E. Koonts, Director
Division of Archives and Records

APPROVED

Mayor



Susan W. Kluttz, Secretary
Department of Cultural Resources

August 29, 2013

Municipality

ITEM #	STANDARD-4: BUDGET, FISCAL AND PAYROLL RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
27.	DAILY DETAIL REPORTS	Destroy in office after 1 year.*	
28.	DEPOSITS	a) Destroy in office official/audit copies after 3 years.* b) Destroy in office remaining records after 1 year.	G.S. § 159-32
29.	DETAIL REPORT FILE (FINANCIAL RECORDS FOR GENERAL FUND OR GENERAL LEDGER)	a) Destroy in office annual reports after 3 years.* b) Destroy in office all other reports after 1 year.	
30.	DIRECT DEPOSIT APPLICATIONS/AUTHORIZATIONS Includes related records such as bank account numbers and routing numbers.	Destroy in office when superseded or obsolete.	Comply with applicable confidentiality provisions of G.S. §132-1.10(b)(5) regarding personal identifying information.
31.	DISTRICT INVESTMENT RECORDS	Destroy in office after 3 years.*	
32.	ESCHEAT AND UNCLAIMED PROPERTY FILE	a) Destroy in office after 10 years if report was filed prior to July 16, 2012.* b) Destroy in office after 5 years if report was filed after July 16, 2012.*	Comply with applicable provisions of G.S. §116B-60 and §116B-73.
33.	EXPENDITURE REPORTS	Destroy in office after 3 years.*	
34.	FACILITY SERVICE AND MAINTENANCE AGREEMENTS See also GRANTS: FINANCIAL item 36, page 30.	a) Destroy in office depreciation schedules 3 years after asset is fully depreciated or disposed. b) Destroy in office remaining records after 3 years.*	

*See *AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS*, page vi.

† See signature page. The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Cultural Resources has scheduled with the disposition instruction "destroy when administrative value ends." Please use the space provided.

ITEM #	STANDARD-12. PERSONNEL RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
1.	ABOLISHED POSITION FILE	Destroy in office when administrative value ends.† Agency Policy: Destroy in office after _____	
1-A.	ACCREDITATION RECORDS Records concerning compliance with those standards outlined by professional accreditation programs.	Destroy in office 1 year after accreditation is obtained, renewed, or no longer valid.*	
2.	ADDRESS FILE	Destroy in office when superseded or obsolete.	
3.	ADS AND NOTICES OF OVERTIME, PROMOTION, AND TRAINING OPPORTUNITIES	Destroy in office 1 year from date record was made.	29 CFR 1627.3
4.	AFFIRMATIVE ACTION FILE	a) Destroy in office all reports, analyses, and statistical data after 5 years. b) Destroy in office affirmative action plans 5 years from date superseded.	29 CFR 30.8(b)(e) 29 CFR 1608.4
5.	APPRENTICESHIP PROGRAM RECORDS	Destroy in office 5 years from the date of enrollment.	29 CFR 30.8(e)
6.	APTITUDE AND SKILLS TESTING RECORDS Records concerning aptitude and skills tests required of job applicants or of current employees to qualify for promotion or transfer. May include civil service examinations. See also EMPLOYMENT SELECTION RECORDS item 32, page 109.	a) Destroy in office applicant and employee test papers 2 years from date record was created. b) Destroy in office validation studies and copies of tests 2 years after no longer in use. c) Destroy in office records relating to the planning and administration of tests in office after 2 years.	29 CFR 1602.31 29 CFR 1602.40 29 CFR 1602.49

*See *AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS*, page vi.

† See signature page. The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Cultural Resources has scheduled with the disposition instruction "destroy when administrative value ends." Please use the space provided.

ITEM #	STANDARD-12. PERSONNEL RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
18.	<p>EMPLOYEE EDUCATIONAL ASSISTANCE PROGRAM RECORDS Includes records requesting tuition assistance, repayments, and other related records.</p> <p>See also PERSONNEL RECORDS (OFFICIAL COPY) item 47, page 112.</p>	Destroy in office 3 years after completion, denial, repayment, or removal from program.*	
19.	<p>EMPLOYEE ELIGIBILITY RECORDS Includes the United States Immigration and Naturalization Services, Employment Eligibility Verification (I-9) forms.</p>	<p>a) Destroy in office certificates, I-9 forms, and statements, 3 years after individual was hired or 1 year from date of separation, whichever occurs later.</p> <p>b) Destroy in office registers after 2 years.</p>	8 USC 274a.2
20.	<p>EMPLOYEE EXIT INTERVIEW RECORDS</p> <p>See also PERSONNEL RECORDS (OFFICIAL COPY) item 47, page 112.</p>	Destroy in office after 1 year.	
21.	<p>EMPLOYEE HEALTH CERTIFICATES Includes health or physical examination reports, or certificates created in accordance with Title VII and the Americans with Disabilities Act (ADA).</p>	<p>a) Transfer records as applicable to PERSONNEL RECORDS (OFFICIAL COPY) item 47, page 112.</p> <p>b) Destroy in office all other records 2 years after resolution of all actions.</p>	

*See *AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS*, page vi.

† See signature page. The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Cultural Resources has scheduled with the disposition instruction “destroy when administrative value ends.” Please use the space provided.

ITEM #	STANDARD-12. PERSONNEL RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
35.	EQUAL PAY RECORDS Includes reports, studies, aggregated or summarized data, and similar documentation compiled to comply with the Equal Pay Act.	Destroy in office after 2 years.	29 CFR 1620.32
36.	FAMILY MEDICAL LEAVE ACT (FMLA) RECORDS Records concerning leave taken, premium payments, employer notice, medical examinations considered in connection with personnel action, disputes with employees over FMLA and other related records.	Item discontinued. See LEAVE FILE , item 42, page 111.	
37.	FRINGE BENEFITS FILE	Destroy in office when administrative value ends.† Agency Policy: Destroy in office after _____	
38.	GRIEVANCE FILE Includes initial complaint, investigations, actions, summary, and disposition. May include disciplinary correspondence, including email. See also DISCIPLINARY FILE item 11, page 102 and PERSONNEL RECORDS (OFFICIAL COPY) item 47, page 112.	Destroy in office after 2 years.	
39.	HEALTH INSURANCE FILE Completed claim forms and other records concerning employees covered by health plans.	Destroy in office after 2 years.*	
40.	INCREMENTS FILE	Destroy in office when released from all audits.	
41.	INTERNSHIP PROGRAM FILE Records concerning interns and students.	Destroy in office after 3 years.	

*See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS**, page vi.

† See signature page. The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Cultural Resources has scheduled with the disposition instruction "destroy when administrative value ends." Please use the space provided.

ITEM #	STANDARD-12. PERSONNEL RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
42.	LEAVE FILE Records concerning employee leave, including requests for and approval of sick, vacation, overtime, buy-back, shared, donated, military, etc. Includes premium payments, employer notice, medical examinations considered in connection with personnel action, disputes with employees over the Family Medical Leave Act (FMLA), and other related records.	Destroy in office 3 years after return of employee or termination of employment.*	29 CFR 825.110(b)(2)(i) 29 CFR 825.500(b)
43.	LEAVE WITHOUT PAY FILE	Item discontinued. See LEAVE FILE , item 42, page 111.	
44.	LONGEVITY PAY REQUESTS	Destroy in office when released from all audits.	
45.	MERIT AND SENIORITY SYSTEM RECORDS	a) Destroy in office employee-specific records after 3 years. b) Destroy in office system and plan records 1 year after no longer in effect.	29 CFR 1627.3
46.	PERSONNEL ACTION NOTICES Records used to create or change information in the personnel records of individual employees concerning such issues as hiring, termination, transfer, pay grade, position or job title, name change and leave.	a) Transfer records as applicable to PERSONNEL RECORDS (OFFICIAL COPY) item 47, page 112. b) Destroy in office all remaining records 2 years from date record was created, received, or the personnel action involved.	

*See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS**, page vi.

† See signature page. The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Cultural Resources has scheduled with the disposition instruction “destroy when administrative value ends.” Please use the space provided.

**RESOLUTION OF THE TOWN OF WINTERVILLE
ACCEPTING
THE RECORDS RETENTION AND DISPOSITION SCHEDULE
UPDATED SEPTEMBER 10, 2012 AND AMENDED AUGUST 29, 2013**

WHEREAS, "Public Record" means any document, paper, letter, map, book, photograph, film, sound recording, magnetic or other tape, electronic data-processing record, artifact, or other documentary material, despite physical form or characteristics, made or received pursuant to law or ordinance in connection with the transaction of public business by any agency of North Carolina government or its subdivisions; and

WHEREAS, Without a retention program, public records can accumulate, causing the need for additional storage space; and

WHEREAS, Without a schedule for disposal, valuable documents can be mistakenly discarded; and

WHEREAS, The Municipal Records Retention and Disposition Schedule is endorsed by the Division of Archives and History and the Department of Cultural Resources; and

WHEREAS, The Town of Winterville currently uses this system for record retention and disposal; and

WHEREAS, The Winterville Town Council, on November 14, 2011, adopted the use of the Municipal Records Retention Schedule, which was created by the North Carolina Division of Archives and History; and

WHEREAS, The Municipal Records Retention and Disposition Schedule was updated on September 10, 2012; and on August 29, 2013; and

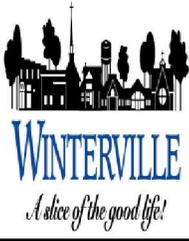
NOW, THEREFORE, BE IT RESOLVED THAT THE WINTERVILLE TOWN COUNCIL accepts the totally revised Municipal Records Retention and Disposition Schedule issued by the North Carolina Department of Cultural Resources, Division of Archives and History, Archives and Records Section, Records Services Branch, dated September 10, 2012 and amended August 29, 2013; and

ADOPTED THIS 10TH DAY OF February 2014

DOUGLAS A. JACKSON, Mayor

ATTEST:

JASMAN J. SMITH, CMC, Town Clerk



**Town of Winterville
Town Council
Agenda Abstract**

Item Section: Consent Agenda

Meeting Date: February 10, 2014

Presenter: Anthony Bowers, Finance Director

Item to be Considered

Subject: Resolution Approving Financing Terms for the Knuckle Boom Truck and Pierce Fire Truck

Action Requested: Approve the Resolution

Attachments: Bid Tabulations and Resolution

Prepared By: Anthony Bowers, Finance Director

Date: 2/3/2014

ABSTRACT ROUTING:

TC 02/03/2014

FD AB 02/03/2014

TM tlp - 2/4/2014

Final tlp - 2/4/2014

Supporting Documentation

Staff requested bids for the financing of two large pieces of equipment. We are financing the new Knuckle Boom Truck, and the used Pierce Fire Truck. Both pieces of equipment were budgeted in this year's budget and the purchases have been approved by the Town Council. The term for financing the equipment was 5 years.

The fire truck financing includes funds for equipment needed to get the truck in service. The total amount for the fire truck and equipment is \$400,000.

The knuckle boom truck is used by the Public Works Department to remove debris from the side of the street. The amount being financed is \$140,800.00

Bids were received on January, 30th. BB&T provided the lowest rate and the lowest cost for financing the equipment. The rate was 1.97%, and the payment for the fire truck will be \$84,789.48, while the knuckle boom truck will have an annual payment of \$29,845.90. We have used BB&T on several projects in the past and have had a great experience with them.

Budgetary Impact: The budget will be impacted by the amount of \$114,635 annually for 5 years.

Recommendation: Approve the Resolution

**Town of Winterville
Fire and Kuncle Boom truck
Bid Tabulation Sheet
2014**

Bank	Rate	Principal And Interest	Fees	Pre Payment Penalty	Total Cost
BB&T	1.97%	\$ 573,176.90	\$ -	1.00%	\$ 573,176.90
Southern Bank	2.06%	\$ 574,239.76	\$ -	0.00%	\$ 574,239.76
First Citizens	2.24%	\$ 577,678.36	\$ 400.00	1.00%	\$ 578,078.36
First South Bank	2.37%	\$ 579,851.17	\$ -	N/A	\$ 579,851.17

(\$61,755.10)

Resolution Approving Financing Terms

WHEREAS: The Town of Winterville (the "Town") has previously determined to undertake a project for the financing of a 2006 Pierce Fire Truck, Miscellaneous Fire Apparatus and a Peterson Knuckle Boom Truck TL, (the "Project"), and the Town Manager has now presented a proposal for the financing of such Project.

BE IT THEREFORE RESOLVED, as follows:

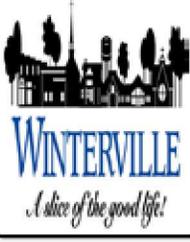
1. The Town hereby determines to finance the Project through Branch Banking and Trust Company ("BB&T"), in accordance with the proposal dated January 30, 2014. The amount financed shall not exceed \$540,800.00, the annual interest rate (in the absence of default or change in tax status) shall not exceed 1.97%, and the financing term shall not exceed five (5) years from closing.
2. All financing contracts and all related documents for the closing of the financing (the "Financing Documents") shall be consistent with the foregoing terms. All officers and employees of the Town are hereby authorized and directed to execute and deliver any Financing Documents, and to take all such further action as they may consider necessary or desirable, to carry out the financing of the Project as contemplated by the proposal and this resolution.
3. The Finance Officer is hereby authorized and directed to hold executed copies of the Financing Documents until the conditions for the delivery of the Financing Documents have been completed to such officer's satisfaction. The Finance Officer is authorized to approve changes to any Financing Documents previously signed by Town officers or employees, provided that such changes shall not substantially alter the intent of such documents or certificates from the intent expressed in the forms executed by such officers. The Financing Documents shall be in such final forms as the Finance Officer shall approve, with the Finance Officer's release of any Financing Document for delivery constituting conclusive evidence of such officer's final approval of the Document's final form.
4. The County shall not take or omit to take any action the taking or omission of which shall cause its interest payments on this financing to be includable in the gross income for federal income tax purposes of the registered owners of the interest payment obligations.
5. The Town intends that the adoption of this resolution will be a declaration of the Town's official intent to reimburse expenditures for the project that is to be financed from the proceeds of the BB&T financing described above. The Town intends that funds that have been advanced, or that may be advanced, from the Town's general fund, or any other Town fund related to the project, for project costs may be reimbursed from the financing proceeds.
6. All prior actions of Town officers in furtherance of the purposes of this resolution are hereby ratified, approved and confirmed. All other resolutions (or parts thereof) in conflict with this resolution are hereby repealed, to the extent of the conflict. This resolution shall take effect immediately.

Approved this 10th day of February, 2014.

By: _____
Douglas A. Jackson, Mayor

By: _____
Jasman J. Smith, CMC

SEAL



**Town of Winterville
Town Council
Agenda Abstract**

Meeting Date: February 10, 2014
Presenter: David Moore, Fire Chief

Item Section: Consent Agenda

Item to be Considered

Subject: Local Firefighter's Relief Fund Board

Action Requested: Approval

Attachments: None

Prepared By: David Moore, Fire Chief

Date: 1/30/2014

ABSTRACT ROUTING:

TC 2/3/2014

FD _____

TM tlp - 2/4/2014

Final 2/4/2014

Supporting Documentation

In accordance with General Statute §58-84-30, which is included in attachment (a) the Mayor and Board of Aldermen elect two (2) members of the Local Firefighter's Relief Fund Board of Trustees.

These two members serve two-year alternating terms. The two trustees appointed by the Town Council are Morris Luton and David Hooks. Morris Luton is due for reappointment.

Budgetary Impact: None

Recommendation: Town Staff recommends that the Town Council reappoint Morris Luton to the Local Board of Trustees of the Firefighter's Relief Fund for the Town of Winterville Fire-Rescue-EMS Department.

Attachment (a)

§ 58-84-30. Trustees appointed; organization. For each county, town or city complying with and deriving benefits from the provisions of this Article, there shall be appointed a local board of trustees, known as the trustees of the Firefighter's relief fund, to be composed of five members, two of whom shall be elected by the members of the local fire department or departments who are qualified as beneficiaries of such fund, two of whom shall be elected by the mayor and board of aldermen or other local governing body, and one of whom shall be named by the Commissioner of Insurance. Their selection and term of office shall be as follows: (1) The members of the fire department shall hold an election each January to elect their representatives to above board. In January 1950, the firemen shall elect one member to serve for two years and one member to serve for one year, then each year in January thereafter, they shall elect only one member and his term of office shall be for two years. (2) The mayor and board of aldermen or other local governing body shall appoint, in January 1950, two representatives to above board, one to hold office for two years and one to hold office for one year, and each year in January thereafter they shall appoint only one representative and his term of office shall be for two years. (3) The Commissioner of Insurance shall appoint one representative to serve as trustee and he shall serve at the pleasure of the Commissioner. All of the above trustees shall hold office for their elected or appointed time, or until their successors are elected or appointed, and shall serve without pay for their services. They shall immediately after election and appointment organize by electing from their members a chairman and a secretary and treasurer, which two last positions may be held by the same person. The treasurer of said board of trustees shall give a good and sufficient surety bond in a sum equal to the amount of moneys in his hand, to be approved by the Commissioner of Insurance. The cost of this bond may be deducted by the Insurance Commissioner from the receipts collected pursuant to G.S. 58-84-10 before distribution is made to local relief funds. If the chief or chiefs of the local fire departments are not named on the board of trustees as above provided, then they shall serve as ex officio members without privilege of voting on matters before the board. (1907, c. 831, s. 6; C.S., s. 6068; 1925, c. 41; 1945, c. 74, s. 1; 1947, c. 720; 1949, c. 1054; 1973, c. 1365; 1985, c. 666, s. 64; 1987, c. 174, ss. 1, 5.)



Town of Winterville Town Council Agenda Abstract

Item Section: Public Hearings

Meeting Date: February 10, 2014

Presenter: Alan Lilley, Planning Director

Item to be Considered

Subject: Receive Petition Requesting Annexation of Ange Plaza, Lot 32 and adopt a Resolution Directing the Town Clerk to Investigate the Sufficiency of the Petition

Action Requested: Adoption of Resolution

Attachments: Map showing location of subject property, Resolution Directing the Clerk to Investigate the Sufficiency of the Petition

Prepared By: Alan Lilley, Planning Director

Date: 1/27/2014

ABSTRACT ROUTING:

TC JJS-1/8/14

FD _____

TM tlp – 2/4/2014

Final tlp – 2/4/20/14

Supporting Documentation

The Town has received a petition requesting annexation of the proposed Ange Plaza, Lot 32. A final plat is being processed that creates Lot 32 and will be considered by the Planning & Zoning Board at their February 17, 2014 meeting. The plat will be on the agenda for March 10, 2014 Town Council meeting. A map is attached showing the location of the subject property.

The first 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. Taking this step does not commit the Town to annexation of the subject property but begins the annexation process so that the annexation ordinance can be adopted if and when the Town Council is ready to do so.

Budgetary Impact: Annexation will increase tax base

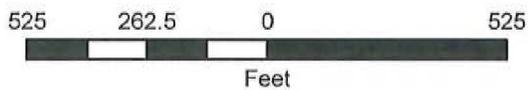
Recommendation: Adoption of the Resolution Directing the Town Clerk to Investigate the Sufficiency of the Petition



Ange Plaza
 Lot 32
 Annexation Request



- Existing City Limits
- Annexation Area



**RESOLUTION DIRECTING THE CLERK TO INVESTIGATE
A PETITION RECEIVED UNDER G.S. 160A-31
(Ange Plaza, Lot 32)**

WHEREAS, a petition requesting annexation of an area described in said petition was received on February 10, 2014 by the Winterville Town Council; and

WHEREAS, G.S. 160A-31 provides that the sufficiency of the petition shall be investigated by the Town Clerk before further annexation proceedings may take place; and

WHEREAS, the Town Council of the Town of Winterville deem it advisable to proceed in response to this request for annexation;

NOW, THEREFOR, BE IT RESOLVED by the Town Council of the Town of Winterville that:

The Town Clerk is hereby directed to investigate the sufficiency of the above described petition and to certify as soon as possible to the Town Council the result of her investigation.

Adopted this 10th day of February, 2014.

Douglas A. Jackson, Mayor

ATTEST:

Jasman J. Smith, Town Clerk



Town of Winterville Town Council Agenda Abstract

Item Section: New Business

Meeting Date: February 10, 2014

Presenter: Travis Welborn, Public Works
Director

Item to be Considered

Subject: Janitorial Services Contract

Action Requested: Award Contract

Attachments: Bid Specifications and Bid Tab

Prepared By: Travis Welborn, Public Works Director

Date: 2/4/2014

ABSTRACT ROUTING:

TC JJS-2/5/2014

FD _____

TM tlp - 2/5/2014

Final tlp - 2/5/2014

Supporting Documentation

Please see attached bid specifications and bid tabulation. Six bids were submitted ranging from \$41,429.76 to \$77,688.00. The lowest responsible bidder was A & B Cleaning Services, Inc. Their bid was \$41,429.76 which is approximately \$1,000 cheaper than what the Town's previous contractor was charging. This contract will be for one 12 month period, with the option to extend for an additional two 12 month periods.

Budgetary Impact: This item will have a minimal budgetary impact as this contractor's bid is approximately the same as the previous contractor's annual fee which was already budgeted for.

Recommendation: Award of Contract to A & B Cleaning Services, Inc. for Janitorial Services

TOWN OF WINTERVILLE
WINTERVILLE, NORTH CAROLINA
BID PROPOSALS FOR Janitorial Services
BID TABULATION -
BID OPENING: 02/04/2013 TIME: 2:00PM

DESCRIPTION	Vendors						
	The Finishing Touch 251 Winterville, NC 28590	P.O.Box Winterville, NC 28590	***360 Clean 9650 Strickland Rd. Ste. 103-200 Raleigh, NC 27615	A & B Cleaning Services, Inc. 610-B Lynndale Ct. Greenville, NC 27858	Any Occasion HouseKeeping,Services 1006 Pine Dr. Winterville, NC 28590	***Upkeeper Services Inc. / 2212 DBA Jana King Guston Court Greenville, NC 27834	American Facility Services, Inc. 1325 Union Hill Industrial Ct., Suite A Alpharetta, GA 30004
Town Hall Building	\$3,245.00		\$1,920.00	\$1,138.64	\$800.00	\$967.55	\$1,907.00
Winterville Recreation Park	\$205.00		\$398.00	\$240.00	\$500.00	\$160.88	\$380.00
Hillcrest	\$155.00		\$186.00	\$100.00	\$250.00	\$155.56	\$380.00
Library	\$285.00		\$834.00	\$466.64	\$525.00	\$400.34	\$1,298.00
Police/Fire/Rescue Station	\$405.00		\$1,280.00	\$775.36	\$650.00	\$780.25	\$781.00
Public Works Facilities	\$180.00		\$445.00	\$97.36	\$250.00	\$509.36	\$163.00
Electric Department Facilities	\$200.00		\$384.00	\$134.48	\$250.00	\$509.36	\$225.00
Operation Center	\$325.00		1,027.00	\$500.00	\$525.00	\$648.85	\$837.00
Total Amount Per Month:	\$5,000.00		\$6,474.00	\$3,452.48	\$3,750.00	\$4,132.15	\$5,971.00
Total Amount per Year:	\$60,000.00		\$77,688.00	\$41,429.76	\$45,000.00	\$49,585.80	\$71,652.00

DESCRIPTION	VENDOR NAME AND ADDRESS						
	The Finishing Touch 251 Winterville, NC 28590	P.O.Box Winterville, NC 28590	360 Clean 9650 Strickland Rd. Ste. 103-200 Raleigh, NC 27615	A & B Cleaning Services, Inc. 610-B Lynndale Ct. Greenville, NC 27858	Any Occasion HouseKeeping,Services 1006 Pine Dr. Winterville, NC 28590	***Upkeeper Services Inc. / 2212 DBA Jana King Guston Court Greenville, NC 27834	American Facility Services, Inc. 1325 Union Hill Industrial Ct., Suite A Alpharetta, GA 30004
SCHEDULED IF REQUESTED PER MAN- HOUR							
Town Hall Building	\$10.00		\$15.00	\$10.00	\$16.00	\$18.20	\$13.50
Winterville Recreation Park	\$10.00		\$15.00	\$10.00	\$16.00	\$18.20	\$13.50
Hillcrest	\$10.00		\$15.00	\$10.00	\$16.00	\$18.20	\$13.50
Library	\$10.00		\$15.00	\$10.00	\$16.00	\$18.20	\$13.50
Police/Fire/Rescue Station	\$10.00		\$15.00	\$10.00	\$16.00	\$18.20	\$13.50
Public Works Facilities	\$10.00		\$15.00	\$10.00	\$16.00	\$18.20	\$13.50
Electric Department Facilities	\$10.00		\$15.00	\$10.00	\$16.00	\$18.20	\$13.50
Operation Center	\$10.00		\$15.00	\$10.00	\$16.00	\$18.20	\$13.50

*** Corrected Bid Total/ Error in Addition

SPECIFICATIONS

JANITORIAL SERVICES

1. TERM OF CONTRACT

Contract shall exist for (12) months beginning on Notice to Proceed date. The Town reserves the right to extend this Agreement on an annual basis if it is determined to be in its best interest. The life of this Agreement including all extensions shall not extend beyond a period of three (3) years. The Town reserves the right to terminate this Agreement at any time with thirty (30) days written notice, with or without cause.

2. BIDDER QUALIFICATIONS

Only bids from companies established in performing this type service and qualified to handle accounts of this size may be considered. Prior to award, Town of Winterville reserves the right to investigate a bidder's ability to fulfill the requirements of the contract.

All bidders shall include an affidavit attesting to their compliance with E-Verify (or, if the contractor employs less than 25 employees in this state, attesting to that fact), and attesting to the bidder's subcontractors' compliance with E-Verify (or, if any subcontractors employ less than 25 employees in this state, attesting to that fact).

3. INSURANCE

Minimum Limits of insurance:

General Liability – No less than \$1,000,000, limit per occurrence for bodily injury, personal injury and property damage.

Auto Liability – No less than \$1,000,000, limit per occurrence combined single limit per accident per bodily injury and property damage.

The successful Contractor shall provide acceptable Insurance Certificate(s) and Endorsement(s) to the Town no later than at the execution of the contract. The Town reserves the right to require any additional documentation or information verifying insurance coverage, as the Town deems necessary. The town may contract the successful Contractor's insurance agent(s) or carrier(s) directly concerning any insurance issues.

4. INDEPENDENT CONTRACTOR

The Contractor is an independent contractor and shall not be deemed an agent or employee of the Town of Winterville for any purpose whatsoever.

The Town prefers a single, qualified company or entity to be responsible for providing services described herein. Therefore, the contractor shall not subcontract any work related to the janitorial service to another individual or janitorial service unless approved by the Town of Winterville.

5. CONTRACTOR'S USE OF SITE PREMISES

Successful contractor shall cooperate with and accommodate related work performed by the Town on site during the contract period. It shall be the successful Contractor's responsibility to coordinate its work on site.

6. PERSONNEL

Prior to beginning work, Contractor shall conduct and make available to the Town upon request a background check on all employees they intend to assign to each building. Fingerprints of all employees shall be obtained and kept on file. The Town of Winterville reserves the right to request of the Contractor, dismissal or replacement of an employee for the Contractor if a conflict or problem with that employee should arise. The Contractor will be responsible for supervision, hiring, and firing of their own employees and shall be solely responsible for the pay, worker's compensation insurance and benefits. The Contractor's designated representative is required to perform weekly inspections of buildings and shall submit inspection reports to the Contract Administrator.

The Contract Administrator, which will be the Public Works Director for the purpose of this Agreement, will be assigned as the contact person for cleaning personnel. Communication between the Contract Administrator and the cleaning personnel is very important. Therefore the Contractor must assure that at least one cleaning personnel per building can communicate well with the Contract Administrator. Any employee hired by the Contractor will be the Contractor's employee and in no way has any association with the Town of Winterville. The Contractor shall insure that his employees are trained in all appropriate safety regulations including but not limited to, OSHA regulations and all other local, State, and Federal regulations.

The Contractor shall utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the Contractor during the term of the Contract and shall expressly require any subcontractors performing work or providing services pursuant to the Contract to likewise utilize the E-Verify system to verify the employment eligibility of all new employees hired by the subcontractor during the Contract term.

7. UNIFORMS

All custodial personnel are required to wear a uniform and a photo identification card, which shall clearly identify personnel as employees of the contractor. This requirement shall apply upon entering Town property and at all times while on duty.

8. FACILITY SECURITY

Arrangements as to accessing the facilities will be coordinated through the Manager's office. Issuance of necessary keys and other procedures will be arranged after awarding the Contract. The Contractor shall be responsible for which employees shall be assigned keys and the return of all keys immediately upon termination of contract. Contractor shall report immediately any loss or misuse. In the event duplication of keys are required because of contractors and/or their employee's having lost or misuse of, Contractor shall promptly reimburse the Town for cost of such duplication. Contractor will not be allowed to duplicate keys. Turn off lights except those designated to be left on, and lock all doors as directed.

All doors found locked should be left locked. Security of the building shall be the responsibility of the Contractor during the designated cleaning service. Absolutely no one other than the authorized personnel can be in the facility after regular work hours. This includes relatives, friends, etc.

9. SCOPE OF SERVICES

a. Scope of Work

The contractor shall furnish cleaning services (5) days per week (unless otherwise noted), Monday through Friday inclusive and shall do all such work on those days as shall be required to keep the windows, floors, walls, and all other portions of said buildings clean and presentable and no less than specified on the attached list (See "Scope of Services List"). All work should be done between the hours of 8:00 am and 5:00 pm unless other arrangements are made. The contractor shall furnish all supervised labor, materials, and equipment necessary to provide complete and efficient cleaning services. The contractor shall arrange cleaning operations as necessary to avoid interfering with Town operations. Cleaning service shall be in accordance with Attachment 1, which lists each facility to be cleaned and specific duties to be performed and the frequency at which these duties should be performed. In case of inclement weather, the Contractor shall contact the Contract Administrator to determine the level of service required during that period.

b. Materials & Equipment to be supplied by Bidder

The contractor shall furnish supplies and equipment necessary to perform the services required by this contract. These include but not limited to restroom supplies, brooms, vacuums, vacuum bags, buffers, dusting equipment (no feather dusters), mops, mop buckets, steam vacuums, safety, and other equipment.

c. Other Items to be Supplied by the Contractor

The Contractor will furnish from its stock but not limited to paper towels, hand soap for dispensers, toilet tissue, trash can liners, deodorant blocks, disinfectant cleaners, furniture polish, glass cleaner, toilet cleaner, stainless steel cleaner, and cleaning towels. These items are to be stocked by the contractor during regular cleaning service for each building. The Town will provide storage room for all supplies and equipment.

10. RESPONSIBILITY FOR DAMAGE CLAIMS

The Contractor shall indemnify and save harmless the Town of Winterville and its officers, agents, and employees from all suits, actions or claims of any character brought for any injury or damages received or sustained by any person, persons, or property by reason of any act of the Contractor, its agents, or employees, in the performance of the contract.

11. NOTICE TO PROCEED

A notice to proceed will be issued after the Contractor has executed the Agreement and their Insurance Certificate(s) or Endorsements have been received and accepted by the Town. The Contractor shall not deliver any equipment to the work site or commence work until they have received a written Notice to Proceed.

12. PAYMENT

Town of Winterville shall make payments based on Contractor's invoice, which is to be submitted on the last day of each month for the previous month's work. Town shall, within 30 days after receipt of each invoice, issue payment to Contractor. Any and all monies expended by Town to remedy Contractor's failure to fulfill all contract obligations shall be deducted from invoiced amount.

Scope of Services List

Town Hall Building

Daily (Monday – Friday)

1. All carpets, carpet runners, and entrance mats in hallways, offices, conference rooms and Town Chambers shall be vacuumed and spot cleaned with carpet cleaner as necessary.
2. All trash receptacles emptied and trash removed from the building. When liners are dirty or torn, a clean liner is to be placed in trash receptacles. Regardless of condition, liners shall be replaced a minimum of once every week.
3. Water fountains cleaned and disinfected.
4. Restrooms cleaned and disinfected including sinks, toilets, fixtures, switches, door handles, mirrors, baby changing stations, and partitions. All dispensers should be filled. Floors are to be damp mopped using a disinfectant.
5. Clean glass entrance doors and windows.
6. Break room cleaned: Tables and counters damp wiped with disinfectant; sink, appliance exteriors, and vending machines damp wiped.
7. Custodial service storage room maintained in a clean and organized manner.
8. The hard surface floors should be dust mopped with treated dust mop. Wet mop any stains or spills.
9. Clean reception counters, damp wipe with disinfectant.
10. Empty marked recycling materials into proper containers.
11. Office furniture, fixtures, equipment, accessories, windowsills and flat surfaces dusted, spot clean desk tops and thoroughly clean if desk is cleared.
12. Spot clean walls, light switches, and doors.

Three Times per Week:

1. Mop entire building with wet mop.

Weekly:

1. Spray buff all hard surface areas using a high speed floor machine.

Monthly:

1. Vacuum all fabric office furniture including chairs and couches.
2. Dust all blinds.
3. Dust all air vents, returns, and light fixtures.
4. Machine scrub hard surface bathroom floor.

Bi-annually:

1. Strip and wax all hard surface floor areas and shampoo carpets.

2. Dust mop with treated dust mop upstairs storage area and sweep stair well.

Winterville Recreation Park

Daily

(Monday – Friday, November through March);

(7 days a week, April through October):

1. All trash receptacles emptied and trash removed. Trash shall be placed in dumpster adjacent to parking lot. When liners are dirty or torn, a clean liner is to be placed in trash receptacles. Regardless of condition, liners shall be replaced a minimum of once every week.
2. Restrooms cleaned and disinfected including sinks, toilets, fixtures, switches, door handles, mirrors, baby changing stations, and partitions. All dispensers should be filled. Floors are to be damp mopped using a disinfectant. No excess water or puddling shall remain on floors after mopping.
3. Clean and disinfect all water fountains.

Twice Weekly

1. All carpets, carpet runners, and entrance mats shall be vacuumed and spot cleaned with carpet cleaner as necessary.
2. Clean glass entrance doors.
3. Hard surface floors should be dust mopped with treated dust mop. Wet mop any stains or spills.
4. Office furniture, fixtures, equipment, accessories, windowsills, and flat surfaces dusted. Spot clean desk tops and thoroughly clean if desk is cleared.
5. Spot clean walls, light switches, and doors as necessary.

Hillcrest Park

Daily

(Monday – Friday, November through March);

(7 days a week, April through October):

1. All trash receptacles emptied and trash removed. Trash shall be placed into dumpster at Winterville Recreation Park. When liners are dirty or torn, a clean liner is to be placed in trash receptacles. Regardless of condition, liners shall be replaced a minimum of once every week.
2. Restrooms cleaned and disinfected including sinks, toilets, fixtures, switches, door handles, mirrors, baby changing stations, and partitions. All dispensers should be filled. Floors are to be damp mopped using a disinfectant. No excess water or puddling shall remain on floors after mopping.
3. Clean and disinfect all water fountains.

Library

Daily (Monday – Friday):

1. All carpets, carpet runners, and entrance mats in hallways, offices, and main rooms shall be vacuumed and spot cleaned with carpet cleaner as necessary.
2. All trash receptacles (including the trash receptacle outside by the front entrance) emptied and trash removed from the building and placed in the dumpster behind Town Hall on Church Street. When liners are dirty or torn, a clean liner is to be placed in trash receptacles. Regardless of condition, liners shall be replaced a minimum of once every week.
3. Water fountains cleaned and disinfected.
4. Restrooms cleaned and disinfected including sinks, toilets, fixtures, switches, door handles, mirrors, baby changing stations, and partitions. All dispensers should be filled. Floors are to be damp mopped using a disinfectant.
5. Clean glass entrance doors and windows.
6. Custodial service storage room maintained in a clean and organized manner.
7. The hard surface floors should be dust mopped with treated dust mop. Wet mop any stains or spills.
8. Clean reception counters with disinfectant.
9. Empty marked recycling materials into proper containers.
10. Office furniture, fixtures, equipment, accessories, windowsills and flat surfaces dusted; spot clean desk tops and thoroughly clean if desk is cleared.
11. Spot clean walls, light switches, and doors.

Monthly:

1. Vacuum all fabric office furniture including chairs and couches.
2. Dust all blinds.
3. Dust all air vents, returns, and light fixtures.

Bi-annually:

1. Strip and wax all hard surface floor areas and shampoo carpets.

Police/Fire/Rescue Station

Daily (Monday – Friday):

1. All trash receptacles emptied and trash removed from the building and placed in the dumpster behind Town Hall on Church Street. When liners are dirty or torn, a clean liner is to be placed in trash receptacles. Regardless of condition, liners shall be replaced a minimum of once every week.
2. Water fountains cleaned and disinfected.

3. Restrooms cleaned and disinfected including sinks, toilets, fixtures, switches, door handles, mirrors, and partitions. All dispensers should be filled. Floors are to be damp mopped using a disinfectant.
4. Clean glass front entrance doors and windows.
5. Custodial service storage room maintained in a clean and organized manner.

Weekly:

1. All carpets, carpet runners and entrance mats in hallways, offices, conference rooms, and living quarters (including bedrooms) shall be vacuumed and spot cleaned with carpet cleaner as necessary.

Twice Weekly:

1. Office furniture, fixtures, equipment, accessories, windowsills and flat surfaces dusted; spot clean desk tops and thoroughly clean if desk is cleared.
2. Spot clean walls, light switches, and doors.
3. The hard surface floors should be dust mopped with treated dust mop. Wet mop any stains or spills.

Monthly:

1. Vacuum all fabric office furniture including chairs and couches.
2. Dust all blinds.
3. Dust all air vents, returns, and light fixtures.

Bi-Annually:

1. Strip and wax all hard surface floor areas and shampoo carpets.

Operations Center

Daily (Monday – Friday):

1. All carpets, carpet runners, and entrance mats in hallways, offices, and conference rooms shall be vacuumed and spot cleaned with carpet cleaner as necessary.
2. All trash receptacles emptied and trash removed from the building. Trash shall be placed in dumpster behind Operations Center. When liners are dirty or torn, a clean liner is to be placed in trash receptacles. Regardless of condition, liners shall be replaced a minimum of once every week.
3. Water fountains cleaned and disinfected.
4. Restrooms cleaned and disinfected including sinks, toilets, fixtures, switches, door handles, mirrors, and partitions. All dispensers should be filled. Floors are to be damp mopped using a disinfectant.
5. Clean glass entrance doors and windows in front, rear, and south side of building.

6. Break room cleaned: Tables and counters damp wiped with disinfectant; sink, appliance exteriors, and vending machines damp wiped.
7. Custodial service storage room maintained in a clean and organized manner.
8. The hard surface floors should be dust mopped with treated dust mop. Wet mop any stains or spills.
9. Clean reception counters with disinfectant.
10. Empty marked recycling materials in to proper containers.
11. Office furniture, fixtures, equipment, accessories, windowsills and flat surfaces dusted; spot clean desk tops and thoroughly clean if desk is cleared.
12. Spot clean walls, light switches, and doors.

Three Times per Week:

1. Mop entire building with wet mop.

Weekly:

1. Spray buff all hard surface areas using a high speed floor machine.

Monthly:

1. Vacuum all fabric office furniture including chairs and couches.
2. Dust all blinds.
3. Dust all air vents, returns, and light fixtures.
4. Machine scrub hard surface bathroom floor.

Bi-annually:

1. Strip and wax all hard surface floor areas and clean carpets.

Public Works Building

Daily (Monday – Friday):

1. All trash receptacles emptied and trash removed from the building and placed in dumpster. When liners are dirty or torn, a clean liner is to be placed in trash receptacles. Regardless of condition, liners shall be replaced a minimum of once every week.
2. Restrooms cleaned and disinfected including sinks, toilets, fixtures, switches, door handles, mirrors, and partitions. All dispensers should be filled. Floors are to be damp mopped using a disinfectant.

Twice Weekly:

1. Office furniture, fixtures, equipment, accessories, windowsills and flat surfaces dusted; spot clean desk tops and thoroughly clean if desk is cleared.
2. Spot clean walls, light switches, and doors.
3. Clean glass entrance doors and windows.
4. The hard surface floors should be dust mopped with treated dust mop. Wet mop any stains or spills.

Electric Department Building

Daily (Monday – Friday):

1. All trash receptacles emptied and trash removed from the building and placed in dumpster. When liners are dirty or torn, a clean liner is to be placed in trash receptacles. Regardless of condition, liners shall be replaced a minimum of once every week.
2. Restrooms cleaned and disinfected including sinks, toilets, fixtures, switches, door handles, mirrors, and partitions. All dispensers should be filled. Floors are to be damp mopped using a disinfectant.

Twice Weekly:

1. Office furniture, fixtures, equipment, accessories, windowsills and flat surfaces dusted, Spot clean desk tops and thoroughly clean if desk is cleared.
2. Spot clean walls, light switches, and doors.
3. Clean glass entrance doors and windows.
4. The hard surface floors should be dust mopped with treated dust mop. Wet mop any stains or spills.

Bi-annually:

1. Strip and wax all hard surface floor areas and clean carpets.

The square footage relating to each of the buildings in the Request for Proposals is listed below.

BUILDINGS	SQUARE FOOTAGE
Winterville Town Hall	14,233
Winterville Police/Fire/Rescue Station	9,692
Library	5,833
Public Works Facility	1,217
Electric Department Facility	1,681
Operations Center	6,250
Parks and Recreation Areas	3,000

Below, please provide a list of all equipment that you currently own.

- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____

FORM OF PROPOSAL JANITORIAL SERVICES

The undersigned, as Bidder, proposes and agrees that if this proposal is accepted to contract with the Town of Winterville in the form of contract specified to furnish all necessary implements, equipment, tools, supplies, labor and supervision to complete Janitorial Services, in full and complete accordance with the Specification and Contract Documents, to the entire satisfaction of the Town of Winterville.

The undersigned bidder hereby declares that the only person or persons interested in this proposal as principal or principals is or are named herein and that no other person than herein mentioned has any interest in the proposal or in the contract to be entered into; that this proposal is made without connection with any person, company, or parties making a bid or proposal; that it is in all respect fair and in good faith without collusion or fraud; and that Bidder will not sub-contract to another party.

The Bidder further declares that they have examined the site of work, specifications, attachments, contract documents, and read all provisions furnished prior to opening of bids; and that they are satisfied their self-relative to the services to be performed.

Each bidder shall affirm that no official or employee of the Town is directly or indirectly interested in this proposal for any personal reason or gain.

The Town of Winterville reserves the right to reject any and all bids.

The Bidder proposes and agrees if this proposal is accepted to contract with the Town of Winterville for the following prices listed on the attached form.

Contract Dates: 1 year from Notice to Proceed with the Town possessing the option to extend for two (2) additional years.

JANITORIAL SERVICES BID SCHEDULE

#	Description	Location Per Month	Non-Scheduled Services per man-hour
1	Town Hall Building	\$	\$
2	Winterville Recreation Park	\$	\$
3	Hillcrest	\$	\$
4	Library	\$	\$
5	Police/Fire/Rescue Station	\$	\$
6	Public Works Facilities	\$	\$
7	Electric Department Facilities	\$	\$
8	Operation Center	\$	\$
	Total Per Month	\$	
	Total Per Year	\$	

Vendor Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone Number: _____ Cell Number: _____

Signature: _____ Date: _____

The bidder further proposes and agrees hereby to commence work under his contract after receiving a written Notice to Proceed.

The undersigned acknowledges receipt of the following Addenda to the Drawings and/or Specifications.

Addendum No.

Dated

The undersigned further agrees that in the case of failure on their part to execute the said contract and the bond within ten (10) consecutive calendar days after written notice being given of the award of the contract, the check, cash, or bid bond accompanying this bid shall be paid into the funds of Town of Winterville's account as liquidated damages for such failure; otherwise the check, cash, or bid bond accompanying this proposal shall be returned to the undersigned.

Submitted this _____ day of _____, 20_____.

Name of Bidder/Corporation/Firm/Individual

Signature of Officer/Individual -Title

Business Address of Corp./Firm/Individual

CONTRACT
TOWN OF WINTERVILLE
IANITORIAL SERVICES

This Agreement, made this _____ day of _____ in the year of 2014, by and between _____, hereinafter called the Party of the First Part, and Town of Winterville, North Carolina hereinafter called the Party of the Second Part.

Witnessed:

That the Party of the First Part and the Party of the Second Part for the consideration herein named agree as follows:

1. The Party of the First Part shall furnish and deliver all of the materials, and perform all of the work in the manner and form as provided by the following enumerated plans, specifications and documents, which are attached hereto and made a part thereof as if fully contained herein: Request for Proposals, Instructions to Bidders, Accepted Proposal, and Specifications.
2. The Party of the First Part shall commence work to be performed under this agreement once they have received a Notice to Proceed. The Party of the First Part shall perform the work in accordance with the scope of services.
3. The Party of the Second Part hereby agrees to pay the Party of the First Part for the faithful performance of this agreement, subject to the prices attached hereto as provided in the specifications or proposal, in lawful money of the United States, the total of _____ dollars (\$_____). Monthly payments will be made monthly for 1/12 of the total annual price.

In Witness Whereof, the Parties hereto executed this Agreement on the day and date first above written in four counterparts, each of which shall, without proof or accounting for other counterparts, be deemed and original contract.

WITNESS:

Corporation/Firm/Individual

By: _____
Signature and Title

WITNESS:

Town of Winterville

By: _____
Town Manager

This instrument had been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act.

Finance Director

NOTICE TO PROCEED

You are hereby notified to commence work in accordance with this agreement for Janitorial Services.

Town of Winterville

By _____

Title Town Manger _____

This instrument has been Pre-Audited in the manner requires by the North Carolina Local Government Budget and Fiscal Act.

Town of Winterville Finance Director

Date

ACCEPTANCE

Receipt to the above Notice to Proceed is hereby acknowledged by

_____ this _____ day of

_____, 2014 by _____.