



WINTERVILLE

A slice of the good life!

MAYOR AND TOWN COUNCIL

DOUG JACKSON, MAYOR

RONALD COOPER, SR.

JOHNNY MOYE

TONY MOORE

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

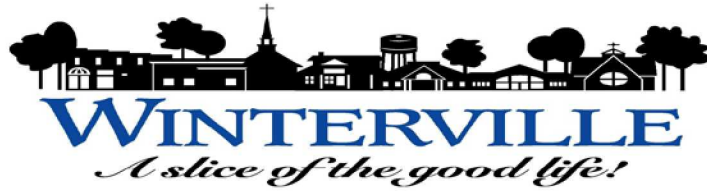
MERVIN TAYLOR, ELECTRIC UTILITY DIRECTOR

TRAVIS WELBORN, PUBLIC WORKS DIRECTOR

RYAN WILHITE, POLICE CHIEF

MIKE WELDIN, BUILDING INSPECTOR/CODE ENFORCEMENT OFFICER

May 12, 2014



TOWN COUNCIL AGENDA

May 12, 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**
- VII. INTRODUCTION OF NEW EMPLOYEES**
- VIII. PRESENTATIONS –**

- 1. Local Government Credit Union – Desiree White

IX. PUBLIC HEARINGS:

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. Valerie Tyson – Community Day Discussion

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 Meeting Minutes for
 - a) May 5, 2014 Special Meeting Minutes;
2. Approval of Audit Contract (Anthony)

XII. ITEMS REMOVED FROM THE CONSENT AGENDA

XIII. OLD BUSINESS:

1. Approval of Amendment to 2014-2015 Budget Calendar

XIV. NEW BUSINESS:

1. Installation of Speed Bumps and Speed Limits in Cooper's Point Subdivision
2. Final Plat for WAL DEB HOLDINGS, LLC

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

XX. CLOSED SESSION - NONE

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.)



Winterville Town Council
May 5, 2014 Special Meeting Minutes

The Winterville Town Council met in a special meeting on the above date at 5:30 PM in the Town Hall Executive Conference Room, with Mayor Douglas A. Jackson presiding with Councilman Cooper leading the invocation. The meeting was called to order. The following were present:

Mayor Douglas Jackson
Councilman Johnny Moya
Councilman Ronald Cooper, Sr.
Councilman Tony Moore
Mayor Pro-Tem Mark Smith
Councilwoman Veronica Roberson
Terri L. Parker, Town Manager
Jasman J. Smith, Town
Anthony Bowers, Finance Director
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
Travis Welborn, Public Works Director

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

WELCOME: Mayor Jackson welcomed the public and read the Special Notice.

Budget Update: Town Manager Terri L. Parker provided the Town Council with a Budget Update and discussed the revisions to the Budget Calendar. Discussions were held concerning the Budget Updates. The Budget Calendar Revisions, Summary of Non-Town Agency Requests, and the Sheppard Memorial Library Request is listed below.



TOWN OF WINTERVILLE

FY 2014-2015

BUDGET CALENDAR

| DATE | DESCRIPTION | TIME | LOCATION |
|---|--|----------|-------------|
| January 27 th , 2014 | Town Council Retreat/ Budget Update Establishment of 2014-2015 Priorities | 6:30 pm | |
| January 31 st , 2014 | Distribution of Budget Worksheets to Mgmt. Team | N/A | TMGR OFFICE |
| March 14 th , 2014 | Management Team Recommendations Due | N/A | TMGR OFFICE |
| May 12 th -15 th , 2014 | Manager Review w/ Mgmt. Team | N/A | TMGR OFFICE |
| May 5 th , 2014 | Town Council & Manager Progress Meeting | 5:30 pm | THECR |
| May 19 th , 2014 | Hand delivery of the Recommended Budget | N/A | N/A |
| May 27 th , 28 th , 29 th , 2014 | Town Council Budget Work Session | 6:00 pm | WCR |
| June 3 rd , 2014 | Public Hearing | 7:00 p.m | THAR |
| June ____, 2014 | Adoption of the 2014-2015 Budget Ordinance | 7:00 p.m | THAR |
| July 1 st , 2014 | Fiscal Year Begins | N/A | N/A |

THAR:
Town Hall Assembly Room
2571 Railroad St.
Winterville, NC 28590

THECR:
Executive Conference Room
2571 Railroad St.
Winterville, NC 28590

WCR:
Winterville Community Room
2571 Railroad St.
Winterville, NC 28590

OCTR:
Ops Center Training Room
2936 Church St. Ext.
Winterville, NC 28590

ADOPTED 01/13/2014; Revised 05/12/2014
Please NOTE the times of the meetings vary.

From: Jasman Smith
To: [Terri Parker \(terri.parker@wintervillenc.com\)](mailto:terri.parker@wintervillenc.com)
Subject: 2014-2015 Non-Town Agency Requests
Date: Monday, May 05, 2014 9:24:32 AM
Importance: High

| Agency | Column1 | Other Amt. |
|---|-------------|------------|
| Boys & Girls Club | \$5,000.00 | |
| Pitt County Council on Aging | \$5,000.00 | |
| Senior Adult Fellowship | \$3,000.00 | |
| Winterville Chamber of Commerce | \$25,000.00 | |
| Winterville Historical & Arts Society: DEPOT | \$0.00 | In-Kind |
| Winterville Historical & Arts Society: MUSEUM | \$0.00 | In-Kind |
| Winterville Senior Citizens Club | \$5,000.00 | |
| Winterville Watermelon Festival | \$35,000.00 | |
| | | |
| TOTAL | \$78,000.00 | |

Jasman J. Smith, CMC
Town Clerk & Winterville Youth Council Advisor
Town of Winterville
2571 Railroad St. / PO Box 1459
Winterville, NC 28590
OFFICE (252) 215-2340 ext. 2344
CELL (252) 814-7394
FAX (252) 215-2450
jasman.smith@wintervillenc.com

March 24, 2014

To: Ms. Terri L. Parker, Manager, Town of Winterville
From: Greg Needham, Director of Libraries
Re: Winterville Library Budget for 2014-2015

In the budget process for 2014-2015, the Trustees of Sheppard Memorial Library adopted the sum of \$171,423 as the amount needed from the Town of Winterville as reimbursement for Sheppard Memorial Library's cost of operating the Winterville Library from July 1, 2014 through June 30, 2015. Attached is a worksheet that breaks down and explains the costs in detail. Please let me know if you require any further information.

The amount indicated above covers the cost of personnel and operational expenses to provide 57 hours of library service per week. The request does not include the following items, which, according to our agreement, are to be paid directly by the Town of Winterville: utilities, telephone, building maintenance and supplies, building insurance, equipment, and any other costs involved with the physical operation and improvement of the building.

We are proud of the service we are able to provide to the citizens of Winterville, and we look forward to continuing our cooperative working relationship with the Town of Winterville. Thank you for allowing us to provide this budget information to you.

ADJOURN: Having no further business to come before the Council, a motion was made by Councilman Moore and seconded by Councilman Cooper to adjourn at 5:54 pm. Motion carried unanimously.

Adopted this the 12th day of May 2014

Douglas A. Jackson, Mayor

ATTEST:

Jasman J. Smith, CMC



**Town of Winterville
Town Council
Agenda Abstract**

Item Section: Consent Agenda

Meeting Date: May 12, 2014

Presenter: Anthony Bowers, Finance Director

Item to be Considered

Subject: Audit contract for fiscal year 2013-2014

Action Requested: Approve the Audit Contract with Carr Riggs and Ingram, LLC

Attachments: Contract, and Engagement Letter

Prepared By: Anthony Bowers, Finance Director

Date: 4/29/2014

ABSTRACT ROUTING:

TC JJS-5/5/14

FD AB 04/29/2014

TM tlp - 5/7/2014

Final tlp - 5/7/2014

Supporting Documentation

Each year the Town Council must approve the contract with the audit firm that it uses for its independent review of the Town's finances. We have completed our fourth year with Carr, Riggs and Ingram, LLC. We have a three year contract with an annual renewal. The annual renewal for this audit contract is valued at \$30,250.

Budgetary Impact: This is accounted for in the annual operating budget for the Finance Department. The value of the contract is \$30,250.

Recommendation: Approve the contract.



Carr, Riggs & Ingram, LLC
127 West Boulevard
Williamston, North Carolina 27892

Mailing Address:
P.O. Box 869
Williamston, North Carolina 27892-0869

(252) 792-6081
(252) 792-8218 (fax)
www.cricpa.com

April 30, 2014

Honorable Mayor and Members of the Town Council
and Anthony Bowers, Finance Officer
Town of Winterville, North Carolina

We are pleased to confirm our understanding of the services we are to provide Town of Winterville for the year ended June 30, 2014. We will audit the financial statements of the governmental activities, the business-type activities, and each major fund, including the related notes to the financial statements, which collectively comprise the basic financial statements of Town of Winterville as of and for the year ended June 30, 2014. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement Town of Winterville's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to Town of Winterville's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

1. Management's Discussion and Analysis
2. Law Enforcement Officer's Special Separation Allowance
3. Other Post-Employment Benefits – Retiree Health Care

We have also been engaged to report on supplementary information other than RSI that accompanies Town of Winterville's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and we will provide an opinion on it in relation to the financial statements as a whole in a report combined with our auditor's report on the financial statements:

1. Individual Fund Statements and Schedules – Budget and Actual
2. Other Schedules – Additional Financial Data

The following other information accompanying the financial statements will not be subjected to the auditing procedures applied in our audit of the financial statements, and our auditor's report will not provide an opinion or any assurance on that other information:

1. Statistical schedules/tables for Comprehensive Annual Financial Report (CAFR).
2. Non-required supplementary information from internal purposes.

Audit Objectives

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America

and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of the accounting records of Town of Winterville and other procedures we consider necessary to enable us to express such opinions. We will issue a written report upon completion of our audit of Town of Winterville's financial statements. Our report will be addressed to management and the governing board of Town of Winterville. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions on the financial statements are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or may withdraw from this engagement.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and on compliance and other matters will include a paragraph that states (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The paragraph will also state that the report is not suitable for any other purpose. If during our audit we become aware that Town of Winterville is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

Management Responsibilities

Management is responsible for the financial statements and all accompanying information as well as all representations contained therein. As part of the audit, we will assist with preparation of your financial statements and related notes. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. You agree to assume all management responsibilities relating to the financial statements and related notes and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and related notes and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, who possesses suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Management is responsible for establishing and maintaining effective internal controls, including evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met; following laws and regulations; and ensuring that management is reliable and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; and for the preparation and fair presentation of the financial statements in conformity with U.S. generally accepted accounting principles, and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the entity complies with applicable laws, regulations, contracts, agreements, and grants for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts or grant agreements, or abuse that we report.

You are responsible for the preparation of the supplementary information in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) that you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying for us previous financial audits, attestation engagements, performance audits or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

Audit Procedures – General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of abuse is subjective, *Governmental Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even through the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential and of any material abuse that comes to our attention. Our responsibility as auditors is limited to the period covered by our audit and does not extend to later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial

statements; compliance with laws, regulations, contracts, grant agreements; and other responsibilities required by generally accepted auditing standards.

Audit Procedures – Internal Controls

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

An audit is not designed to provide assurance on internal control or to identify significance deficiencies or material weaknesses. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

Audit Procedures – Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of Town of Winterville's compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

Engagement Administration, Fees, and Other

We understand that your employees will locate any documents selected by us for testing.

We will provide copies of our reports to the Town of Winterville; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Carr, Riggs, & Ingram, LLC and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to a grantor agency or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Carr, Riggs, & Ingram, LLC personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by a grantor agency. If we are aware that a federal awarding agency or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

We expect to begin our audit in June 2014 and to issue our reports no later than October 31, 2014. Lowell G. Taylor, CPA, is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

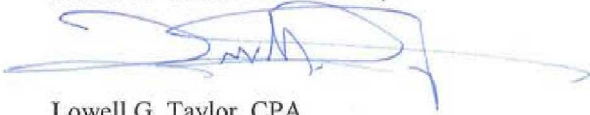
Our fee for these services will be as defined in our Local Government Commission contract with Town of Winterville for the year July 1, 2013 through June 30, 2014. Our fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

To the Town Council
Town of Winterville
April 30, 2014
Page 5

We appreciate the opportunity to be of service to Town of Winterville and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign and return it to us.

Cordially yours,

PITTARD PERRY & CRONE, INC.



Lowell G. Taylor, CPA

This letter correctly sets forth the understanding of Town of Winterville.

Management Signature: _____

Title: _____

Date: _____

Governance signature: _____

Title: _____

Date: _____

CONTRACT TO AUDIT ACCOUNTS

Of Town of Winterville
Governmental Unit and Discretely Presented Component Unit (DPCU) if applicable

On this 30th day of April, 2014,

Auditor: Carr, Riggs & Ingram, LLC Auditor Mailing Address: PO Box 869

Williamston, NC 27892 Hereinafter referred to as The Auditor

and Town Council (Governing Board (s)) of Town of Winterville

: hereinafter referred to as the Governmental Unit (s), agree as follows:
Governmental Unit (s)

1. The Auditor shall audit all statements and disclosures required by generally accepted accounting principles (GAAP) and additional required legal statements and disclosures of all funds and/or divisions of the Governmental Unit (s) for the period beginning July 1, 2013, and ending June 30, 2014. The non-major combining, and individual fund statements and schedules shall be subjected to the auditing procedures applied in the audit of the basic financial statements and an opinion will be rendered in relation to (as applicable) the governmental activities, the business-type activities, the aggregate DPCU's, each major governmental and enterprise fund, and the aggregate remaining fund information (non-major government and enterprise funds, the internal service fund type, and the fiduciary fund types).

2. At a minimum, the Auditor shall conduct his/her audit and render his/her report in accordance with generally accepted auditing standards. The Auditor shall perform the audit in accordance with *Government Auditing Standards* if required by the State Single Audit Implementation Act, as codified in G.S. 159-34. If required by OMB Circular A-133 Audits of States, Local Governments, and Non-Profit Organizations and the State Single Audit Implementation Act, the Auditor shall perform a Single Audit. This audit and all associated workpapers may be subject to review by Federal and State agencies in accordance with Federal and State laws, including the staffs of the Office of State Auditor (OSA) and the Local Government Commission (LGC). If the audit and/or workpapers are found in this review to be substandard, the results of the review may be forwarded to the North Carolina State Board of CPA Examiners (NC CPA Board).

County and Multi-County Health Departments: The Office of State Auditor will designate certain programs that have eligibility requirements to be considered major programs in accordance with OMB Circular A-133 for the State of North Carolina. The LGC will notify the auditor and the County and Multi-Health Department of these programs. A County or a Multi-County Health Department may be selected to audit any of these programs as major.

3. If an entity is determined to be a component of another government as defined by the group audit standards - the entity's auditor will make a good faith effort to comply in a timely manner with the requests of the group auditor in accordance with AU-6 §600.41 - §600.42.

4. This contract contemplates an unqualified opinion being rendered. The audit shall include such tests of the accounting records and such other auditing procedures as are considered by the Auditor to be necessary in the circumstances. Any limitations or restrictions in scope which would lead to a qualification should be fully explained in an attachment to this contract.

5. If this audit engagement is subject to the standards for audit as defined in *Government Auditing Standards*, 2011 revisions, issued by the Comptroller General of the United States, then by accepting this engagement, the Auditor warrants that he has met the requirements for a peer review and continuing education as specified in *Government Auditing Standards*. The Auditor agrees to provide a copy of their most recent peer review report regardless of the date of the prior peer review report to the Governmental Unit and the Secretary of the LGC prior to the execution of the audit contract (See Item 22). **If the audit firm received a peer review rating other than pass, the Auditor shall not contract with the Governmental Unit without first contacting the Secretary of the LGC for a peer review analysis that may result in additional contractual requirements.**

If the audit engagement is not subject to Government Accounting Standards or if financial statements are not prepared in accordance with GAAP and fail to include all disclosures required by GAAP, the Auditor shall provide an explanation as to why in an attachment..

6. It is agreed that time is of the essence in this contract. All audits are to be performed and the report of audit submitted to the State and Local Government Finance Division (SLGFD) within four months of fiscal year end. Audit report is due on: October 31, 2014. If it becomes necessary to amend this due date or the audit fee, an amended contract along with a written explanation of the delay must be submitted to the Secretary of the LGC for approval.

Contract to Audit Accounts (cont.)

Town of Winterville

Name of Governmental Unit and Discretely Presented Component Unit's (DPCU) if applicable

- 7. It is agreed that generally accepted auditing standards include a review of the Governmental Unit's systems of internal control and accounting as same relates to accountability of funds and adherence to budget and law requirements applicable thereto; that the Auditor will make a written report, which may or may not be a part of the written report of audit, to the Governing Board setting forth his findings, together with his recommendations for improvement. That written report must include all matters defined as "significant deficiencies and material weaknesses" in AU-C 265 of the *AICPA Professional Standards (Clarified)*. The Auditor shall file a copy of that report with the Secretary of the LGC.
- 8. All local government and public authority contracts for audit or audit-related work require the approval of the Secretary of the LGC. This includes annual or special audits, agreed upon procedures related to internal controls, bookkeeping or other assistance necessary to prepare the Governmental Unit's records for audit, financial statement preparation, any finance-related investigations, or any other audit-related work in the State of North Carolina. Invoices for services rendered under these contracts shall not be paid by the Governmental Unit until the invoice has been approved by the Secretary of the LGC. (This also includes any progress billings.) [G.S. 159-34 and 115C-447] All invoices for Audit work must be submitted by email in PDF format to the Secretary of the LGC for approval. The invoices must be sent to: lgc.invoice@nctreasurer.com. Subject line should read "Invoice – [Unit Name]. The PDF invoice marked 'approved' with approval date will be returned by email to the Auditor to present to the Governmental Unit for payment. Approval is not required on contracts and invoices for system improvements and similar services of a non-auditing nature.
- 9. In consideration of the satisfactory performance of the provisions of this contract, the Governmental Unit shall pay to the Auditor, upon approval by the Secretary of the LGC, the following fee, which includes any cost the Auditor may incur from work paper or peer reviews or any other quality assurance program required by third parties (Federal and State grantor and oversight agencies or other organizations) as required under the Federal and State Single Audit Acts:

Year-end bookkeeping assistance – [For audits subject to Government Auditing Standards, this is limited to bookkeeping services permitted by revised Independence Standards] N/A

Audit \$25,715

Preparation of the annual financial statements \$4,535

Prior to submission of the completed audited financial report, applicable compliance reports and amended contract (if required) the Auditor may submit invoices for approval for services rendered, not to exceed 75% of the total of the stated fees above. If the current contracted fee is not fixed in total, invoices for services rendered may be approved for up to 75% of the prior year audit fee. **The 75% cap for interim invoice approval for this audit contract is \$ 22,013** **** NA if no interim billing**

- 10. If the Governmental Unit has outstanding revenue bonds, the Auditor shall include documentation either in the notes to the audited financial statements or as a separate report submitted to the SLGFD along with the audit report, a calculation demonstrating compliance with the revenue bond rate covenant. Additionally, the Auditor should be aware that any other bond compliance statements or additional reports required in the authorizing bond documents need to be submitted to the SLGFD simultaneously with the Governmental Unit's audited financial statements unless otherwise specified in the bond documents.
- 11. After completing the audit, the Auditor shall submit to the Governing Board a written report of audit. This report shall include but not be limited to the following information: (a) Management's Discussion and Analysis, (b) the financial statements and notes of the Governmental Unit and all of its component units prepared in accordance with GAAP, (c) supplementary information requested by the client or required for full disclosure under the law, and (d) the Auditor's opinion on the material presented. The Auditor shall furnish the required number of copies of the report of audit to the Governing Board as soon as practical after the close of the accounting period.
- 12. If the audit firm is required by the NC CPA Board or the Secretary of the LGC to have a pre-issuance review of their audit work, there must be a statement added to the engagement letter specifying the pre-issuance review including a statement that the Governmental Unit will not be billed for the pre-issuance review. The pre-issuance review must be performed prior to the completed audit being submitted to the LGC. The pre-issuance report must accompany the audit report upon submission to the LGC.
- 13. The Auditor shall electronically submit the report of audit to the LGC when (or prior to) submitting the invoice for services rendered. The report of audit, as filed with the Secretary of the LGC, becomes a matter of public record for inspection, review and copy in the offices of the SLGFD by any interested parties. Any subsequent revisions to these reports must be sent to the Secretary of the LGC. These audited financial statements are used in the preparation of official statements for debt offerings (the Auditors' opinion is not included) by municipal bond rating services to fulfill secondary market disclosure requirements of the Securities and Exchange Commission and other lawful purposes of the Governmental Unit without subsequent consent of the

Auditor. If it is determined by the LGC that corrections need to be made to the Governmental Unit's financial statements, they should be provided within three days of notification unless, another time frame is agreed to by the LGC.

If the OSA designates certain programs to be audited as major programs, as discussed in item #2, a turnaround document and a representation letter addressed to the OSA shall be submitted to the LGC.

The LGC's process for submitting contracts, audit reports and Invoices is subject to change. Auditors should use the submission process in effect at the time of submission. The most current instructions will be found on our website: <https://www.nctreasurer.com/sgl/Pages/Audit-Forms-and-Resources.aspx>

14. Should circumstances disclosed by the audit call for a more detailed investigation by the Auditor than necessary under ordinary circumstances, the Auditor shall inform the Governing Board in writing of the need for such additional investigation and the additional compensation required therefore. Upon approval by the Secretary of the LGC, this contract may be varied or changed to include the increased time and/or compensation as may be agreed upon by the Governing Board and the Auditor
15. If an approved contract needs to be varied or changed for any reason, the change must be made in writing, signed and dated by all parties and pre-audited if the change includes a change in audit fee. This document and a written explanation of the change must be submitted by email in PDF format to the Secretary of the LGC for approval. The portal address to upload your amended contract and letter of explanation documents is <http://nctreasurer.slgfd.leapfile.net> No change shall be effective unless approved by the Secretary of the LGC, the Governing Board, and the Auditor.
16. Whenever the Auditor uses an engagement letter with the Governmental Unit, Item #17 is to be completed by referencing the engagement letter and attaching a copy of the engagement letter to the contract to incorporate the engagement letter into the contract. In case of conflict between the terms of the engagement letter and the terms of this contract, the terms of this contract will control. Engagement letter terms are deemed to be void unless the conflicting terms of this contract are specifically deleted in Item #23 of this contract. Engagement letters containing indemnification clauses will not be approved by the LGC.
17. Special provisions should be limited. Please list any special provisions in an attachment. Engagement letter utilized - see attached.
18. A separate contract should not be made for each division to be audited or report to be submitted. If a DPCU is subject to the audit requirements detailed in the Local Government Budget and Fiscal Control Act and a separate audit report is issued, a separate audit contract is required. If a separate report is not issued and the DPCU is included in the primary government audit, the DPCU must be named along with the parent government on this audit contract. Signatures from the DPCU Board chairman and finance officer also must be included on this contract.
19. The contract must be executed, pre-audited, physically signed by all parties including Governmental Unit and Auditor signatures and submitted in PDF format to the Secretary of the LGC. The current portal address to upload your contractual documents is <http://nctreasurer.slgfd.leapfile.net> Electronic signatures are not accepted at this time. Included with this contract are instructions to submit contracts and invoices for approval as of April, 2014. These instructions are subject to change. Please check the NC Treasurer's web site at www.nctreasurer.com for the most recent instructions.
20. The contract is not valid until it is approved by the LGC Secretary. The staff of the LGC shall notify the Governmental Unit and Auditor of contract approval by email. The audit should not be started before the contract is approved.
21. There are no other agreements between the parties hereto and no other agreements relative hereto that shall be enforceable unless entered into in accordance with the procedure set out herein and approved by the Secretary of the LGC.
22. Municipal & County Contracts: The Auditor acknowledges that any private employer transacting business in this State who employs 25 or more employees in this State must, when hiring an employee to work in the United States, use E Verify to verify the work authorization of the employee in accordance with N.C.G.S. §64 26(a). The Auditor acknowledges further that any such private employer and its subcontractors must comply with all of the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes (North Carolina's E-verify law), and that such private employer has a duty under the law to ensure compliance by its subcontractors. The Auditor further acknowledges that this contract is of the type governed by S.L. 2013-418, which makes it unlawful for a local government to enter into certain types of contracts unless the contractor and its subcontractors comply with North Carolina's E-verify law, and that failure to comply with such law could render this contract void. The Auditor hereby covenants, warrants and represents for itself and its subcontractors that with respect to this contract the Auditor and its subcontractors shall comply with the provisions of North Carolina's E-verify law and that failure to comply with such law shall be deemed a breach of this contract and may render this contract void.
23. All of the above paragraphs are understood and shall apply to this contract, except the following numbered paragraphs shall be deleted: (See Item 16 for clarification).

Contract to Audit Accounts (cont.)

Town of Winterville

Name of Governmental Unit and Discretely Presented Component Unit's (DPCU) if applicable

Communication regarding audit contract requests for modification or official approvals will be sent to the email addresses provided in the spaces below.

Audit Firm Signature:

Carr, Riggs & Ingram, LLC

Name of Audit Firm

By Lowell G. Taylor

Authorized Audit firm representative name: Type or print

Signature of authorized audit firm representative

lgtaylor@cricpa.com

Email Address of Audit Firm:

Date

4/30/14

Governmental Unit Signatures:

By Douglas A. Jackson, Mayor

Mayor / Chairperson: Type or print name and title

Signature of Mayor/Chairperson of governing board

Date

By N/A

DPCU Chairperson: Type or print name and title

Signature of Chairperson of DPCU if applicable

Date N/A

Unit Signatures (continued):

By N/A

Chair of Audit Committee - Type or print name

Signature of Audit Committee Chairperson

Date N/A

** If Governmental Unit has no audit committee, this section should be marked "N/A."

PRE-AUDIT CERTIFICATE: Required by G.S. 159-28 (a)

This instrument has been preaudited in the manner required by The Local Government Budget and Fiscal Control Act or by the School Budget and Fiscal Control Act. Additionally, the following date is the date this audit contract was approved by the governing body.

By Anthony B. Bowers

Governmental Unit Finance Officer: Type or print name

Finance Officer Signature

anthony.bowers@wintervillenc.com

Email Address of Finance Officer

Date

(Pre-audit Certificate must be dated.)

Date Governing Body Approved Audit Contract - G.S. 159-34(a)

Board Approval Date - Primary Government

N/A

Board Approval Date - DPCU



**Town of Winterville
Town Council
Agenda Abstract**

Meeting Date: January 13, 2014
Presenter: Terri L. Parker, Town Manager

Item Section: Old Business

Item to be Considered

Subject: FY 2014-2015 Budget Calendar Amendment

Action Requested: Approval of Amended Calendar.

Attachments: Copy of Amended FY 2014-2015 Budget Calendar

Prepared By: Terri L. Parker, Town Manager

Date: 5/7/2014

ABSTRACT ROUTING:

TC _____ FD _____ TM tlp - 05/07/2014 Final tlp - 05/07/2014

Supporting Documentation

During the Budget Update held on May 5th, Staff advised Council of a couple of changes that needed to be made to the FY 2014-2015 Budget Calendar:

- ✔ Move the date of DRAFT Budget distribution from May 12th at the Regular Council Meeting to May 19th – Drafts of which will be hand-delivered.
- ✔ Set a date for budget adoption for some time later in June. Council to determine the date at the Regular Meeting.

The Town reserves the right to add any additional budget workshops necessary to maintain a proper budget process.

Budgetary Impact: Nominal costs are included in the current year budget.

Recommendation: Approve Amended Calendar.



TOWN OF WINTERVILLE

FY 2014-2015

BUDGET CALENDAR

| DATE | DESCRIPTION | TIME | LOCATION |
|--|--|----------|-------------|
| January 27th, 2014 | Town Council Retreat/ Budget Update Establishment of 2014-2015 Priorities | 6:30 pm | |
| January 31st, 2014 | Distribution of Budget Worksheets to Mgmt. Team | N/A | TMGR OFFICE |
| March 14th, 2014 | Management Team Recommendations Due | N/A | TMGR OFFICE |
| May 12th-15th, 2014 | Manager Review w/ Mgmt. Team | N/A | TMGR OFFICE |
| May 5th, 2014 | Town Council & Manager Progress Meeting | 5:30 pm | THECR |
| May 19th, 2014 | Hand delivery of the Recommended Budget | N/A | N/A |
| May 27th, 28th, 29th, 2014 | Town Council Budget Work Session | 6:00 pm | WCR |
| June 3rd, 2014 | Public Hearing | 7:00 p.m | THAR |
| June ____, 2014 | Adoption of the 2014-2015 Budget Ordinance | 7:00 p.m | THAR |
| July 1st, 2014 | Fiscal Year Begins | N/A | N/A |

THAR:
Town Hall Assembly Room
2571 Railroad St.
Winterville, NC 28590

THECR:
Executive Conference Room
2571 Railroad St.
Winterville, NC 28590

WCR:
Winterville Community Room
2571 Railroad St.
Winterville, NC 28590

OCTR:
Ops Center Training Room
2936 Church St. Ext.
Winterville, NC 28590



Winterville Town Council
May 5, 2014 Special Meeting Minutes

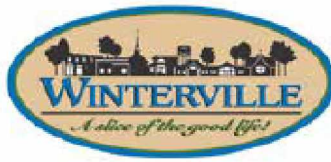
The Winterville Town Council met in a special meeting on the above date at 5:30 PM in the Town Hall Executive Conference Room, with Mayor Douglas A. Jackson presiding with Councilman Cooper leading the invocation. The meeting was called to order. The following were present:

Mayor Douglas Jackson
Councilman Johnny Moya
Councilman Ronald Cooper, Sr.
Councilman Tony Moore
Mayor Pro-Tem Mark Smith
Councilwoman Veronica Roberson
Terri L. Parker, Town Manager
Jasman J. Smith, Town
Anthony Bowers, Finance Director
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
Travis Welborn, Public Works Director

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

WELCOME: Mayor Jackson welcomed the public and read the Special Notice.

Budget Update: Town Manager Terri L. Parker provided the Town Council with a Budget Update and discussed the revisions to the Budget Calendar. Discussions were held concerning the Budget Updates. The Budget Calendar Revisions, Summary of Non-Town Agency Requests, and the Sheppard Memorial Library Request is listed below.



TOWN OF WINTERVILLE

FY 2014-2015

BUDGET CALENDAR

| DATE | DESCRIPTION | TIME | LOCATION |
|---|--|----------|-------------|
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THAR:
Town Hall Assembly Room
2571 Railroad St.
Winterville, NC 28590

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Executive Conference Room
2571 Railroad St.
Winterville, NC 28590

WCR:
Winterville Community Room
2571 Railroad St.
Winterville, NC 28590

OCTR:
Ops Center Training Room
2936 Church St. Ext.
Winterville, NC 28590

ADOPTED 01/13/2014; Revised 05/12/2014
Please NOTE the times of the meetings vary.

From: Jasman Smith
To: [Terri Parker \(terri.parker@wintervillenc.com\)](mailto:terri.parker@wintervillenc.com)
Subject: 2014-2015 Non-Town Agency Requests
Date: Monday, May 05, 2014 9:24:32 AM
Importance: High

| Agency | Column1 | Other Amt. |
|---|-------------|------------|
| Boys & Girls Club | \$5,000.00 | |
| Pitt County Council on Aging | \$5,000.00 | |
| Senior Adult Fellowship | \$3,000.00 | |
| Winterville Chamber of Commerce | \$25,000.00 | |
| Winterville Historical & Arts Society: DEPOT | \$0.00 | In-Kind |
| Winterville Historical & Arts Society: MUSEUM | \$0.00 | In-Kind |
| Winterville Senior Citizens Club | \$5,000.00 | |
| Winterville Watermelon Festival | \$35,000.00 | |
| | | |
| TOTAL | \$78,000.00 | |

Jasman J. Smith, CMC
Town Clerk & Winterville Youth Council Advisor
Town of Winterville
2571 Railroad St. / PO Box 1459
Winterville, NC 28590
OFFICE (252) 215-2340 ext. 2344
CELL (252) 814-7394
FAX (252) 215-2450
jasman.smith@wintervillenc.com

March 24, 2014

To: Ms. Terri L. Parker, Manager, Town of Winterville
From: Greg Needham, Director of Libraries
Re: Winterville Library Budget for 2014-2015

In the budget process for 2014-2015, the Trustees of Sheppard Memorial Library adopted the sum of \$171,423 as the amount needed from the Town of Winterville as reimbursement for Sheppard Memorial Library's cost of operating the Winterville Library from July 1, 2014 through June 30, 2015. Attached is a worksheet that breaks down and explains the costs in detail. Please let me know if you require any further information.

The amount indicated above covers the cost of personnel and operational expenses to provide 57 hours of library service per week. The request does not include the following items, which, according to our agreement, are to be paid directly by the Town of Winterville: utilities, telephone, building maintenance and supplies, building insurance, equipment, and any other costs involved with the physical operation and improvement of the building.

We are proud of the service we are able to provide to the citizens of Winterville, and we look forward to continuing our cooperative working relationship with the Town of Winterville. Thank you for allowing us to provide this budget information to you.

ADJOURN: Having no further business to come before the Council, a motion was made by Councilman Moore and seconded by Councilman Cooper to adjourn at 5:54 pm. Motion carried unanimously.

Adopted this the 12th day of May 2014

Douglas A. Jackson, Mayor

ATTEST:

Jasman J. Smith, CMC



**Town of Winterville
Town Council
Agenda Abstract**

Item Section: New Business

Meeting Date: May 12, 2014

Presenter: Terri L. Parker, Town Manager

Item to be Considered

Subject: Discussion of Speed Bumps and Speed Limits in Cooper's Pointe Subdivision

Action Requested: Council Direction on Speed Bumps and Speed Limits

Attachments: Various Email Requests from Residents in Cooper's Pointe Subdivision

Prepared By: Terri L. Parker, Town Manager

Date: 4/30/2014

ABSTRACT ROUTING:

TC JJS 5/6/14

FD _____

TM tlp - 04/30/2014

Final tlp - 04/30/2014

Supporting Documentation

In 2013, the Town installed speed bump devices on Jones Street in an effort to reduce speeding which had become quite a problem in recent history. Since the installation of said speed bumps devices, the Police Department reports that there have been no complaints regarding speeding on Jones Street.

Residents in Cooper's Pointe Subdivision have been complaining about speeding in the subdivision and recently residents on Windmill and Cresset Streets have requested that the Town install speed bumps on these streets in order to reduce speeding as well as reduce the speed limits which is currently 35 miles per hours since there is no speed limit postings to the contrary. Copies of emails from various residents on Windmill and Cresset have been included for information purposes.

Staff has received past complaints from residents on Primrose and Barrel as well, though the speed limit postings on those streets are 25 miles per hours respectively.

A map of said area has also been included for Council's information.

Budgetary Impact: Cost of Speed Bumps and Speed Limit Signs.

Recommendation: Town Staff recommends that speed bumps be installed on Windmill, Cresset, Barrel and Primrose Streets in Cooper's Pointe Subdivision and that the speed limits be set at 20 miles per hour on all four Streets.

Terri Parker

From: Chris Starbuck <piraternmedic@gmail.com>
Sent: Saturday, April 26, 2014 10:44 AM
To: Terri Parker
Cc: Mandy Starbuck; glen.webb@ymail.com
Subject: Re: Coopers point

Thank you for responding. I would also like to point out that the speed on Ange is 30. It makes no sense that this would need council "approval" for a neighborhood street. I'm sure you have heard from most of the residents on Windmill and Cresset.

As we have so many children that live in this new phase of Coopers Point, I would like to request a speed limit of "15" mph for our two streets as well as slow children at play signs (as on the other Coopers Point streets currently) in addition to speed bumps.

Please let me know if you need further comments or additional information.

V/r
Chris Starbuck

Sent from my iPhone

> On Apr 24, 2014, at 11:17 AM, Terri Parker <terri.parker@wintervillenc.com> wrote:
>
> Good morning:
>
> Thank you for your email and I will make sure I pass along your request to the Council for consideration once Staff has looked into said request.
>
> It appears that since Windmill and Crescent are not marked that the speed limit is 35 mph.....
>
> Primrose and Barrell are marked (as I am sure you know) with a speed limit of 25 mph.....
>
> Staff will certainly take the speed differentials into consideration as well.
>
> Again thank you for your email and I will be in touch.
>
> Have a good day!
>
> Terri
> _____
>
> Terri L. Parker
> Town Manager
> Town of Winterville
> 2571 Railroad Street/P.O. Box 1459
> Winterville, NC 28590
> (252) 215-2340 - Phone
> (252) 215-2451 - Fax
> terri.parker@wintervillenc.com
>

> The contents of this e-mail (and any attachments) are confidential, may be privileged and may contain copyright material. You may only reproduce or distribute material if you are expressly authorized by us to do so. If you are not the intended recipient, any use, disclosure or copying of this email (and any attachments) is unauthorized. If you have received this e-mail in error, please notify the sender and immediately delete this e-mail and any copies of it from your system.

>

>

>

> -----Original Message-----

> From: Chris Starbuck [<mailto:piraternmedic@gmail.com>]

> Sent: Thursday, April 24, 2014 10:19 AM

> To: Terri Parker

> Cc: Mandy Starbuck

> Subject: Coopers point

>

> Hi Ms. Parker,

>

> I have to agree that speed in an issue in Cooper's Point along Cesset and Windmill. We are in need of some measures (speed limit signs, children at play signs, monitoring, etc) to reduce the speed of the construction and general traffic in the neighborhood.

>

> Can you advise what is the speed limit for the neighborhood?

>

> Please feel free to contact me if you have further questions.

>

> Thanks,

> Chris

>

> Sent from my iPhone

Terri Parker

From: Apryle F. Davis <adavis@coxwood.com>
Sent: Thursday, April 24, 2014 1:45 PM
To: Terri Parker

Follow Up Flag: Follow up
Flag Status: Flagged

I am sure you have received many emails from my neighbors about the speed bumps on Windmill and Cresset. I too live on Windmill with 2 children under the age of 3. Out of the houses that were in our phase and on these two streets there are 18 children under the age of 5 on Windmill and 10 under the age of 5 , soon the be 11 on Cresset. As you can see from these numbers speed is a HUGE concern. With the new development and extra traffic we usually stand in the street to make drivers aware there are children at play. We would appreciate any help you can give us. Thank you so very much for all your help

Anna and Patrick's Mama



Better Ideas. Better Wood.

Apryle F. Davis
Inside Sales
p: 252-638-5455 Ext: 4402
c:
f: 252-636-1401
e: adavis@coxwood.com
Cox Industries
11065 Old US Hwy 70 W
Cove City, NC 28523



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Terri Parker

From: Mary-Emma Daniels <me_daniels04@yahoo.com>
Sent: Thursday, April 24, 2014 12:45 PM
To: Terri Parker
Subject: Windmill drive

Follow Up Flag: Follow up
Flag Status: Flagged

I am a resident on Cresset Drive in Coopers Point. I do agree with others that cars do speed through the neighborhood, mainly now the new construction traffic. A few speed bumps on Windmill would probably work well to decrease the speed. It probably wouldn't hurt to have some on Cresset as well, but with Windmill being the entrance road, hopefully that would be enough to slow people down.

Thank you,
Mary-Emma Jones

Sent from my iPhone

Terri Parker

From: Stephanie Ham <stephanieham@ymail.com>
Sent: Thursday, April 24, 2014 11:45 AM
To: Terri Parker
Subject: Speed Bumps

Follow Up Flag: Follow up
Flag Status: Flagged

Hi Terri,

Thanks again for calling me today. It is always a pleasure to talk with you.

Since the new phase in Cooper's Pointe (Windmill, Barbera & Cresset Drives) has started the traffic has obviously increased by quite a bit. I am requesting speed bumps be installed on Windmill Drive & Cresset Drive. Windmill Drive is my main concern because it is such a long straight away. As a stay at home mom with two kids, I observe constant speeding in our neighborhood every single day. It seems to be easy for drivers to increase their speeds easily coming into & leaving the neighborhood with the long stretch of street. We have around 30 children under the age of 5 on these streets alone. These children play in their front yards & ride their bikes on the sidewalk and in the streets. It is my duty as a mother & neighbor to ensure our children can play safely. Without the speed bumps, I am very concerned about this.

I would also like to request speed limit signs and children at play signs be installed on Windmill & Cresset Drives. I know the typical speed limit for a neighborhood is 25 mph but if there is a way we could have it reduced on these streets, it would be greatly appreciated.

I can't thank you enough for taking the time to hear my concerns. The Town of Winterville is blessed to have you!!

Sincerely,
Stephanie Ham

Terri Parker

From: Diana Pepino <ddimitrescu@icloud.com>
Sent: Thursday, April 24, 2014 10:55 AM
To: Terri Parker
Subject: Coopers point speed bump

Follow Up Flag: Follow up
Flag Status: Flagged

Hello, with the increase of houses and traffic in Coopers Point, I strongly believe that Cresset Dr. as well as Windmill is in great need of speed bumps and speed limits. I have two small children, and people are driving extremely fast.

I live on Cresset Dr in the culdosec, and every day I witness how inconsiderate and unaware of their surroundings people drive on my street.

Please take my request in cinsideration.

Thank you
Diana Pepino

Sent from my iPhone

Terri Parker

From: Danielle Draughon <ddraughon76@gmail.com>
Sent: Thursday, April 24, 2014 10:29 AM
To: Terri Parker
Subject: Speeding Motorists - Windmill Drive

Follow Up Flag: Follow up
Flag Status: Flagged

Good Morning, Ms. Parker,

First of all I'd like to say how PROUD I am that I live in a town that has been placed in the top 5 safest cities in North Carolina! This starts with great leadership and great law enforcement! Thanks for all that you and our other town officials do for our community! I'm also proud of a great Parks and Recreation Department that provides wonderful opportunities for my kids!

Next, I know you've spoken with my neighbor Stephanie Ham regarding the speeding motorists on Windmill Drive. I live in the fourth house on the right as you turn onto Windmill Drive from Ange. I have a 3 year old and an 8 year old who love to play outdoors. It is nothing for a car/truck/motorcycle to come by driving 40-45 (and I'm not exaggerating) by the time they reach my house. I along with other neighbors are constantly yelling at these drivers to 'Slow Down!'. It has always been an issue but now that the new neighborhood has been built we are seeing a huge increase in traffic and speeders. Some of it is construction traffic but a lot of it is new residents or those simply house shopping. I'm scared to death to let my 8 year old ride his bike down the street without me.

I would love to see speed bumps installed on Windmill Drive like those that have been installed on the street that runs behind WH Robinson. I love my neighborhood and want it to be safe for our children!

Thank you for your time!

Danielle Draughon
348 Windmill Drive
252-341-3908



Town of Winterville Town Council Agenda Abstract

Item Section: New Business

Meeting Date: May 12, 2014

Presenter: Alan Lilley, Planning Director

Item to be Considered

Subject: Final Plat for WAL DEB HOLDINGS, LLC

Action Requested: Approval of final plat.

Attachments: Planning & Zoning Board Report

Prepared By: Alan Lilley, Planning Director

Date: 4/30/2014

ABSTRACT ROUTING:

TC JJS-5/6/14

FD _____

TM tlp - 5/7/2014

Final tlp - 5/7/20/14

Supporting Documentation

The WAL DEB HOLDINGS, LLC property consists of two tracts located on north side of Forlines Road approximately 450 ft. east of Reedy Branch Road. There are four existing facilities located on the subject property, two on each parcel. The plat under consideration divides the subject property into four lots, one for each of the existing facilities, and combines the remainder of the property into open common area. This creates a "Non-Residential Cluster Development" as per Zoning Ordinance Section 6.5, Special Requirement SR 40. The Planning and Zoning Board voted to recommend approval of the plat at the April 21, 2014 meeting (see attached Planning Board Report).

Budgetary Impact: N/A

Recommendation: The Planning & Zoning Board recommends approval.

April 21, 2014

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

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

Final Plat for WAL DEB HOLDINGS, LLC

“Following discussion, a motion to recommend approval of the final plat to the Town Council was made by Joe Shambley and seconded by Peggy Cliborne. The motion was carried unanimously.”