



# WINTERVILLE

*A slice of the good life!*

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## MAYOR AND TOWN COUNCIL

DOUG JACKSON, MAYOR

RONALD COOPER, SR.

TONY MOORE

JOHNNY MOYE

VERONICA ROBERSON

MARK SMITH

## ADMINISTRATION

TERRI L. PARKER, TOWN MANAGER

BEN WILLIAMS, ASSISTANT TOWN MANAGER

JASMAN J. SMITH, TOWN CLERK

KEEN LASSITER, TOWN ATTORNEY

ALAN LILLEY, PLANNING DIRECTOR

ANTHONY BOWERS, FINANCE DIRECTOR

DAVID MOORE, FIRE CHIEF

EVAN JOHNSTON, PARKS & RECREATION DIRECTOR

MERVIN TAYLOR, ELECTRIC UTILITY DIRECTOR

TRAVIS WELBORN, PUBLIC WORKS DIRECTOR

RYAN WILLHITE, POLICE CHIEF

MIKE WELDIN, BUILDING INSPECTOR/CODE ENFORCEMENT OFFICER

**March 9, 2015**



TOWN COUNCIL AGENDA

March 9, 2015

7:00 P.M.

WINTERVILLE TOWN HALL ASSEMBLY ROOM

- I. CALL TO ORDER
- II. INVOCATION
- III. PLEDGE OF ALLEGIANCE
  1. Girl Scouts
- IV. WELCOME
- V. APPROVAL OF AGENDA
- VI. RECOGNITION
  1. Girl Scouts Proclamation
  2. AG Cox Cheerleaders
- VII. INTRODUCTION OF NEW EMPLOYEES
- VIII. PRESENTATIONS
- IX. PUBLIC HEARINGS
  1. Public Hearing on Proposed Annexation of Ange Plaza, Lots 4 & 5, Requested By Petition Pursuant To NCGS 160A-31
  2. Public Hearing on Proposed Annexation of The Linda V. McLawhorn Property, Requested By Petition Pursuant To NCGS 160A-31
  3. Public Hearing on Proposed Annexation of Denali, Section 3, Requested By Petition Pursuant To NCGS 160A-58.2
  4. Public Hearing on Proposed Adoption of The Town Of Winterville Flood Damage Prevention Ordinance
- 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

## 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 Minutes:
  - a) January 12, 2015 Regular Meeting Minutes
  - b) February 5, 2015 Special Meeting Minutes
  - c) February 9, 2015 Regular Meeting Minutes
2. Award of Contract to American Legal Publishing for the Meeting Minutes Indexing Program
3. Approval of Proclamation designating March 22<sup>nd</sup> through March 28<sup>th</sup> as National Boys & Girls Club Week
4. Award of Contract to Coca-Cola Bottling Company Consolidated (CCBCC) for Exclusive Beverage Distribution for
5. Schedule Public Hearings for Refinancing Four (4) Existing Loans
6. Schedule Public Hearings for Capital Project Financing for Regional Wastewater Pumpstation and the Water line and Water Tank Improvements
7. Approval of Resolution Financing Terms for Water Line Extension On Reedy Branch Rd With Southern Banks And Trust
8. Approval of Resolution Financing Terms for Police And Public Works Vehicles With Southern Bank And Trust
9. Approval of Capital Project Ordinance for The Regional Wastewater Pumpstation
10. Approval of Resolution of Findings for LGC application to refinance the loan with PNC with BB&T for the Town Hall Renovations and Operation Center
11. Approval of Resolution of Findings for the LGC application to refinance the loan with PNC for the Electric Substation with BB&T
12. Approval of Resolution of Findings for LGC application to refinance the loan with USDA for the Public Safety Building and the Library with BB&T
13. Approval of Resolution of Findings for LGC application to refinance the current USDA General Obligation Bonds with installment purchase agreement with BB&T. (Southern Sewer Extension)
14. Approval of Fire Department Master Plan and EMS Feasibility Study

## XII. ITEMS REMOVED FROM THE CONSENT AGENDA

## XIII. OLD BUSINESS

1. Report on Saltwater Pools
2. Approval of Amendment 3 Task Order 6 with Wooten Company
3. Award of Contract with P&L Utilities, LLC for Cleaning & Inspection Services for Sanitary Sewer Evaluation Survey Phase II Completion

## XIV. NEW BUSINESS

1. Request concerning Recreation Fee in Lieu of Land Dedication for the final plat for Denali, Section 3
2. Approval on Resolution Modifying the Park, and Electric Substation loans with BB&T
3. Approval to Prohibit Throwing of Items from Floats During Winterville Christmas Parade
4. Report on Mill Street Apartments

## 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

## 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: Recognition

**Meeting Date:** March 10, 2015

**Presenter:** Mayor Douglas A. Jackson

**Item to be Considered**

**Subject:** Adoption of Proclamation in Honor of 103<sup>rd</sup> Anniversary of Girl Scouts.

**Action Requested:** Mayor to Present Proclamation.

**Attachments:** Proclamation.

**Prepared By:** Jasman J. Smith, CMC, NCCMC

**Date:** 3/4/2015

**ABSTRACT ROUTING:**

TC 3/4/15-JJS

FD

TM tlp – 3/4/2015

Final tlp – 3/4/2015

**Supporting Documentation**

March 12<sup>th</sup> 2015, marks the 103<sup>rd</sup> anniversary of Girl Scouts. The Girl Scouts were founded by Juliette Gordon Low in 1912 in Savannah, Georgia. Throughout its distinguished history, Girl Scouting has inspired millions of girls and women with the highest ideals of courage, confidence, and character. Also, the Girl Scouts are in partnership with more than 10,000 adult volunteers, and the Girl Scouts – North Carolina Coastal Pines serves more than 35,000 girl members in 41 central and eastern North Carolina counties, including 350 adult and 1,375 girl members in Pitt County. Attached is the Proclamation.

**Budgetary Impact:** N/A.

**Recommendation:** Town Staff recommends approval of the proclamation and the Mayor to present the proclamation to the Girl Scouts.

## **Girl Scout Week Proclamation**

WHEREAS, March 12, marks the 103rd anniversary of Girl Scouts of the USA, founded by Juliette Gordon Low in 1912 in Savannah, Georgia; and,

WHEREAS, throughout its distinguished history, Girl Scouting has inspired millions of girls and women with the highest ideals of courage, confidence, and character; and,

WHEREAS, through the Girl Scout leadership experience girls develop the skills and lessons that will serve them a lifetime so that they may contribute to their communities; and,

WHEREAS, Girl Scouting takes an active role in increasing girls' awareness of the opportunities available to them today in math, science, sports, technology and other fields that can expand their horizons; and,

WHEREAS, Girl Scouts has shaped the lives of 53 percent of female senior executives and business owners, 60 percent of women in Congress, and virtually every female astronaut;

WHEREAS, more than 3.2 million current Girl Scout members nationwide will be celebrating 102 years of this American tradition, with nearly 50 million women who are former Girl Scouts and living proof of the impact of this amazing Movement;

WHEREAS, in partnership with 10,000 adult volunteers, Girl Scouts – North Carolina Coastal Pines serves more than 28,000 girl members in 41 central and eastern North Carolina counties, including 1,620 adult and girl members in Pitt County.

NOW, THEREFORE, I, **MAYOR DOUGLAS A. JACKSON**, by virtue of the authority vested in me as **(name of mayor, county commissioner, etc.)**, do hereby applaud the commitment Girl Scouting has made to support the leadership development of girls and proudly proclaim the week of March 8-15, 2015, as Girl Scout Week.



## Town of Winterville Town Council Agenda Abstract

Item Section: Public Hearings

**Meeting Date:** March 9, 2015

**Presenter:** Alan Lilley, Planning Director

### Item to be Considered

**Subject:** Public Hearing – proposed annexation of Ange Plaza, Lots 4 & 5, requested by petition pursuant to NCGS 160A-31.

**Action Requested:** a) Hold Public Hearing; b) adoption of annexation ordinance

**Attachments:** N/A

**Prepared By:** Alan Lilley, Planning Director

**Date:** 2/25/2015

#### ABSTRACT ROUTING:

TC 3/3/2015 jjs

FD

TM tlp – 3/3/2015

Final tlp – 3/3/2015

### Supporting Documentation

At the January 12, 2015 meeting, the Town Council received a petition requesting annexation of Ange Plaza, Lots 4 & 5. The subject property is located on the south side of Fire Tower Road in the Ange Plaza commercial subdivision. The Town Council adopted a resolution directing the Town Clerk to investigate the sufficiency of the petition. The Clerk presented the Certificate of Sufficiency at the February 9, 2015 Town Council meeting and the Council adopted a resolution scheduling a public hearing on the question of annexation. After conducting the public hearing, the Town Council may adopt the annexation ordinance.

**Budgetary Impact:** Annexation will increase tax base.

**Recommendation:** Adoption of the annexation ordinance.



## Town of Winterville Town Council Agenda Abstract

Item Section: Public Hearings

**Meeting Date:** March 9, 2015

**Presenter:** Alan Lilley, Planning Director

### Item to be Considered

**Subject:** Public Hearing – proposed annexation of the Linda V. McLawhorn property, requested by petition pursuant to NCGS 160A-31.

**Action Requested:** a) Hold Public Hearing; b) Adopt Annexation Ordinance

**Attachments:** N/A

**Prepared By:** Alan Lilley, Planning Director

**Date:** 2/25/2015

### ABSTRACT ROUTING:

TC 3/3/2015 jjs

FD \_\_\_\_\_

TM tlp – 3/3/2015

Final tlp – 3/3/2015

### Supporting Documentation

At the January 12, 2015 meeting, the Town Council received a petition requesting annexation of the Linda V. McLawhorn Property. The Council adopted a resolution directing the Town Clerk to investigate the sufficiency of the petition. The Town Clerk presented a Certificate of Sufficiency at the February 9, 2015 meeting and the Council adopted a resolution scheduling a public hearing on the question of annexation. After completing the public hearing, the Town Council may adopt the annexation ordinance.

**Budgetary Impact:** Annexation will increase tax base and population.

**Recommendation:** Adoption of the Annexation Ordinance.



## Town of Winterville Town Council Agenda Abstract

Item Section: Public Hearings

**Meeting Date:** March 9, 2015

**Presenter:** Alan Lilley, Planning Director

### Item to be Considered

**Subject:** Public Hearing – Proposed Annexation of Denali, Section 3

**Action Requested:** a) Hold Public Hearing; b) Adopt Annexation Ordinance

**Attachments:** N/A

**Prepared By:** Alan Lilley, Planning Director

**Date:** 2/25/2015

#### ABSTRACT ROUTING:

TC 3/3/2015 jjs

FD

TM tlp – 3/3/2015

Final tlp – 3/3/2015

### Supporting Documentation

At the January 15, 2015 meeting, the Town Council received a petition requesting annexation of Denali, Section 3. The Council adopted a resolution directing the Town Clerk to investigate the sufficiency of the petition. The Town Clerk presented the Certificate of Sufficiency at the February 9, 2015 meeting and the Council adopted a resolution scheduling a public hearing on the question of annexation. After completing the public hearing, the Council may adopt the annexation ordinance.

**Budgetary Impact:** Annexation will increase tax base and population.

**Recommendation:** Adoption of the Annexation Ordinance





# Town of Winterville Town Council Agenda Abstract

Item Section: Public Hearings

**Meeting Date:** March 9, 2015

**Presenter:** Alan Lilley, Planning Director

## Item to be Considered

**Subject:** Public Hearing – Proposed Town of Winterville Flood Damage Prevention Ordinance

**Action Requested:** a) Hold Public Hearing; b) Adopt Flood Damage Prevention Ordinance

**Attachments:** A copy of the proposed Flood Damage Prevention has been placed at each Council Members' seat.

**Prepared By:** Alan Lilley, Planning Director

**Date:** 2/25/2015

### ABSTRACT ROUTING:

TC 3/3/2015 jjs

FD \_\_\_\_\_

TM tlp – 3/3/2015

Final tlp – 3/3/2015

## Supporting Documentation

In order for FEMA flood insurance to be available for properties within the Town's jurisdiction, a Flood Damage Prevention Ordinance must be administered. In the past, the Town of Winterville adopted the Pitt County Flood Damage Prevention Ordinance and the ordinance was administered within the Town of Winterville jurisdiction by the Pitt County Planning Department in conjunction with the County's administration of the State Building Code (building permitting). Now that the Town of Winterville is administering its own building permitting program, it would be appropriate for the Town to also administer its own Flood Damage Prevention Ordinance. In anticipation of this change, I attending Flood Plain Administrator training, passed the written exam, and earned a Flood Plain Administrator Certification. As the next step in this process, the Town should adopt its own Flood Damage Prevention Ordinance. I have prepared a proposed Town of Winterville ordinance by utilizing a model ordinance from FEMA. A copy of the proposed ordinance has been placed at each Council member's seat. A public hearing to allow property owners, builders, developers, and other stakeholders an opportunity to ask questions and give comment should be held prior to the Town Council's consideration of adoption of the ordinance.

**Budgetary Impact:** Costs of staff wages, document printing and other materials for administration.

**Recommendation:** Adoption of Flood Damage Prevention Ordinance



# TOWN OF WINTERVILLE PUBLIC COMMENT APPLICATION

Name of Applicant: Valerie Lynn

Date: 2/20/15

Address: 2501 Railroad St. - Winterville

Phone: 814-7254

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

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

*Upcoming proposal for Unity Day*

Name(s) of Speaker(s):

(1) Valerie Lynn

(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.

Valerie Lynn  
Signature



Winterville Town Council  
January 12, 2015 Regular Meeting Minutes

The Winterville Town Council met in a regular meeting on the above date at 7:00 PM in the Town Hall Assembly Room, with Mayor Douglas A. Jackson presiding. The meeting was called to order, followed by the invocation by Councilman Johnny Moye followed by the pledge of allegiance. The following were present:

Mayor Douglas A. Jackson  
Mayor Pro-Tem Mark Smith  
Councilman Tony Moore  
Councilman Johnny Moye  
Councilman Ronald Cooper, Sr.  
Councilwoman Veronica Roberson  
Terri L. Parker, Town Manager  
Ben Williams, Assistant Town Manager  
Jasman J. Smith, Town Clerk  
Keen Lassiter, Town Attorney  
Evan Johnston, Parks and Recreation Director  
Alan Lilley, Planning Director  
Ryan Willhite, Police Chief  
Mike Weldin, Code Enforcement Officer/Building Inspections Officer  
Travis Welborn, Public Works Director  
Mervin Taylor, Electric Utilities Director  
Stephen Penn, Economic Development Planner

**APPROVAL OF AGENDA:** Town Manager Terri L. Parker requested the addition of Denali Subdivision, Amendment of the Audit Contract, and Schedule the Public Hearings for Demolition of the Dwellings located at 222 Gardner Street, 239 Tyson Street, and 133 Boyd Street. **A motion was made by Mayor Pro-Tem Smith and seconded by Councilwoman Roberson to approve the agenda with the requested changes. Motion carried unanimously.**

**WELCOME:** Mayor Jackson welcomed the public.

**INTRODUCTION OF NEW EMPLOYEE:** Town Manager Terri L. Parker introduced the New Assistant Town Manager Ben Williams to the Town Council.

**PRESENTATIONS:**

1. Audit Presentation- The Comprehensive Annual Financial Report for FY ending June 30, 2014 was presented. Questions from the council were addressed. No action taken by the Council.

**PUBLIC HEARINGS:** None.

**PUBLIC COMMENT: Mayor Jackson reads the public comment police aloud.**

1. Josh Walston – Winterville Christmas Lights. Winterville youth Council President, Josh Walston presented on The Town of Winterville Christmas Decorations. **A motion was made by Councilman Cooper and seconded by Councilwoman Roberson to approve the Youth Council's study on the Winterville Christmas Decorations. Motion carried unanimously.**
2. Calvin Henderson – Dr. Martin Luther King, Jr.- Mr. Calvin Henderson presented on Dr. Martin Luther King, Jr. Day. No Action was taken by the Council. Mayor Jackson and Councilman Moore announced that there were events at Pitt Community College about Dr. Martin Luther King, Jr.

**CONSENT AGENDA: The items under the consent agenda included:**

1. Approval of December 8, 2014 Regular Meeting Minutes. A motion was made by Councilman Moye and seconded by Mayor Pro-tem Smith to approve the December 8, 2014 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 Mayor Pro-tem Smith to adopt the Proclamation in Honor of Martin Luther King Jr. Day. Motion carried unanimously.
3. Award of Contract w/Wilson Rhodes for Construction of Chapman St. Generator. A motion was made by Councilman Moye and seconded by Mayor Pro-tem Smith to award the Contract to Wilson Rhodes for Construction of Chapman St. Generator. Motion carried unanimously.
4. Adoption of Budget Amendment 14-15-02. A motion was made by Councilman Moye and seconded by Mayor Pro-tem Smith to adopt the Budget Amendment 14-15-02. Motion carried unanimously.
5. Receive Petition requesting annexation of Ange Plaza Lots 4 & 5 and Adopt a Resolution Directing the Town Clerk to Investigate the Sufficiency of the Petition. A motion was made by Councilman Moye and seconded by Mayor Pro-tem Smith to Receive the Petition requesting annexation of Ange Plaza Lots 4 & 5 and Adopt a Resolution Directing the Town Clerk to Investigate the Sufficiency of the Petition. Motion carried unanimously.
6. Receive Petition requesting annexation of the Linda McLawhorn Property and Adopt a Resolution and Directing the Town Clerk to investigate the Sufficiency of the Petition. A motion was made by Councilman Moye and seconded by Mayor Pro-tem Smith to Receive Petition requesting annexation of the Linda McLawhorn Property and Adopt a Resolution and Directing the Town Clerk to investigate the Sufficiency of the Petition. Motion carried unanimously.
7. Receive Petition requesting annexation of Denali, Section 3 and Adopt a Resolution and Directing the Town Clerk to investigate the Sufficiency of the Petition. A motion was made by Councilman Moye and seconded by Mayor Pro-tem Smith to Receive Petition requesting annexation of Denali,

Section 3 and Adopt a Resolution and Directing the Town Clerk to investigate the Sufficiency of the Petition. Motion carried unanimously.

**ITEMS REMOVED FROM THE CONSENT AGENDA:** None

**OLD BUSINESS:**

1. Cemetery Signage for Reedy Branch- Town Manager Terri L. Parker and Councilman Cooper presented the item. At the December 8, 2014 Regular Meeting, Student with Pitt Community College Department of Architectural. Technology presented the "Winterville Cemetery Beautification Project" which they had been working on in conjunction with the Town. The presentation included artistic renderings for signs to be constructed and placed at both the Winterville Cemetery on Reedy Branch Road and the North Winterville Cemetery located on Firetower Road. There appeared to be a consensus regarding the signage design for the Winterville Cemetery located on Reedy Branch and Staff requests permission to move forward with this portion of the Beautification Project. Discussions are on-going regarding signage for the North Winterville Cemetery and Staff will be back requesting permission to move forward once a design is finalized.

**A motion was made by Councilman Cooper and seconded by Mayor Pro-Tem Smith to move forward with the signage design for the Winterville Cemetery located on Reedy Branch road. Members of the Council voting in favor of the motion were Cooper, Smith, and Moore. Members of the Council voting in opposition of the motion were Roberson and Moyer. Motion carried (3, 2).**

Further discussion was held about the cemetery signage. Councilman Moyer stated that he met with the committee and there was discussion about the North Cemetery signage, but have not heard anything else about it. He also reiterated that he did not attend the meeting at the same time as Councilwoman Roberson. During the cemetery meeting, Councilman Moyer and Councilman Cooper were only present at the same time.

Councilman Cooper suggested that the Pitt Community College students should be able to meet this week and would like to move forward with the Reed Branch portion.

Councilwoman Roberson asked that the North Cemetery plans goes before the entire committee since there was some un-readiness of the one at the North Winterville Cemetery so that we can improve both of them at one time.

2. Schedule the Public Hearings for Demolition of the Dwellings located at 222 Gardner Street, 239 Tyson Street, and 133 Boyd Street. Town Attorney Keen Lassiter stated that the notices were sent to the Daily Reflector. He suggested that the Public Hearings be scheduled for a special meeting. **A motion was made by Councilman Moore and seconded by Councilman Moyer to schedule the public hearings for Monday, February 9, 2015. Motion carried unanimously.**

**At 7:53 pm, Councilman Moyer stepped away from the meeting.**

Town Attorney Lassiter stated that the Town can place liens against the properties in order to cover the costs of demolition. Councilwoman Roberson questions whether the Town has done this in the past. Mayor Jackson stated that he gets complaints about the property on Cooper Street. Town Manager Terri L. Parker stated that the Council will have to take action before getting the estimates. It may be about ten thousand dollars (\$10,000) per house.

**At 7:57 pm, Councilman Moye returns to the meeting.**

**NEW BUSINESS:**

1. Approval of 2015 Regular Meetings Calendar: Town Clerk Jasman Smith presented the item. **A motion was made by Mayor Pro-Tem Smith and seconded by Councilwoman Roberson to approve the regular meetings calendar. Motion carried unanimously. A motion was made by Mayor Pro-Tem Smith and seconded by Councilwoman Roberson to remove the July Regular meeting and schedule the October meeting to October 19<sup>th</sup> approve the regular meetings calendar. Motion carried unanimously.**
2. Planning/Vision Retreat for the Town of Winterville: Town Manager Terri L. Parker presented the item. Staff is hereby requesting that the Council set a date for a Vision Setting meeting. A great deal of transition is occurring within the organization and Staff greatly desires the Council to set goals, objectives, and direction for the upcoming 12-24 month window. The structure of this meeting can be whatever the Council desires, but I would suggest that we use the format from last year which was a 1-2 night meeting of not more than 2-3 hours each as needed. I believe that the more prepared all parties are coming into the meeting, the shorter the meeting will be. Unless you instruct otherwise, I plan to bring in an outside facilitator to conduct the meeting.

**A motion was made by Councilman Cooper and seconded by Councilman Moore to schedule the vision setting meeting for February 3<sup>rd</sup> at 5:30 pm. Motion carried unanimously.**

**A motion was made by Councilman Moore and seconded by Councilman Cooper to not have a facilitator at the Vision Setting Meeting. Members of the Council voting in favor of the motion were Moore, Cooper, Smith, and Moye. Member of the Council voting in opposition of the motion was Roberson. Motion carried (4, 1).**

Mayor Pro-Tem Smith suggested that the Assistant Town Manager facilitate the Vision setting meeting. Town Manager Terri L. Parker suggested that she and the Assistant Town Manager will work together on this.

3. Approval of Abandonment Agreement of Existing Easement in Exchange for New Easement between the Town and Mr. & Mrs. James Wilson: An existing 24" concrete storm drain located along the eastern property line of the Winterville Free Will Baptist Church at 489 Cooper Street is failing and causing sink holes to develop. This pipe drains a large portion of the Shamrock Terrace Subdivision including Main St., Gayle Blvd., and Lynn Loop. This pipe is very similar to the pipe that was replaced last year in the Lynn Loop area, however it is actually older. The pipe was not installed within the easements in the Shamrock Terrace Subdivision and Town staff is currently working towards procuring the necessary easements from the Church and the adjacent property owners, Mr. and Mrs. James Wilson, so that pipe removal and replacement can begin. In exchange for the Wilson's granting a new easement where the replacement pipe will be installed, they have requested that the Town abandon an existing easement on the other side of their property. The Town does not currently have any infrastructure within this easement.

**A motion was made by Councilman Moore and seconded by Councilman Moye to approve the Abandonment Agreement of Existing Easement in Exchange for New Easement between the Town and Mr. & Mrs. James Wilson. Motion carried unanimously.**

4. Consideration of proposed amendment to Code of Ordinances Chapter 96. Noise, Section 96.03 Exceptions, regarding construction activities on weekends:

**A motion was made by Councilman Moore and seconded by Councilman Moye to approve the proposed amendment to Code of Ordinances Chapter 96. Noise, Section 96.03 Exceptions, regarding construction activities on weekends. Motion carried unanimously.**

5. Approval of Amendment to the Audit Contract -

**A motion was made by Councilman Moore and seconded by Mayor Pro-Tem Smith to approve the audit contract. Motion carried unanimously.**

**OTHER AGENDA ITEMS: None**

**REPORTS FROM TOWN ATTORNEY, TOWN MANAGER, DEPARTMENT HEADS, MAYOR, AND TOWN COUNCIL :**

- Electric Director Mervin Taylor told the Council he appreciated the opportunity to work 24 years with the Town Staff. Town Manager Terri L. Parker stated that she advertised for the position and will have to re-advertise for the Electric Director position. The Council Members thanked Mervin for his service.
- Town Manager Terri L. Parker provided an update on the Nobel Canal, sidewalks, working with the consulting engineering firms, and Christ Covenant. The Town ordered 30 flags and banners and will be working with Mervin on this. She further commented on the timeline of the urgent repair program. The Town Manager stated that she will bring the information for the applicants to the February 9, 2015 Regular Meeting.

**ANNOUNCEMENTS:** None

**ADJOURN**

Having no further business to come before the Council the meeting adjourned. A motion was made by Councilman Moore and seconded by Councilman Moye to adjourn at 8:33 pm.

Adopted this the 9<sup>th</sup> day of March, 2015

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Douglas A. Jackson, Mayor

ATTEST:

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Jasman J. Smith, CMC, NCCMC



Winterville Town Council  
February 5, 2015 Special Meeting Minutes

The Winterville Town Council met in a special meeting on the above date at 5:30 PM in the Winterville Community Room, with Mayor Pro-Tem Smith presiding. Mayor Douglas Jackson and Councilman Tony Moore were absent. The following were present:

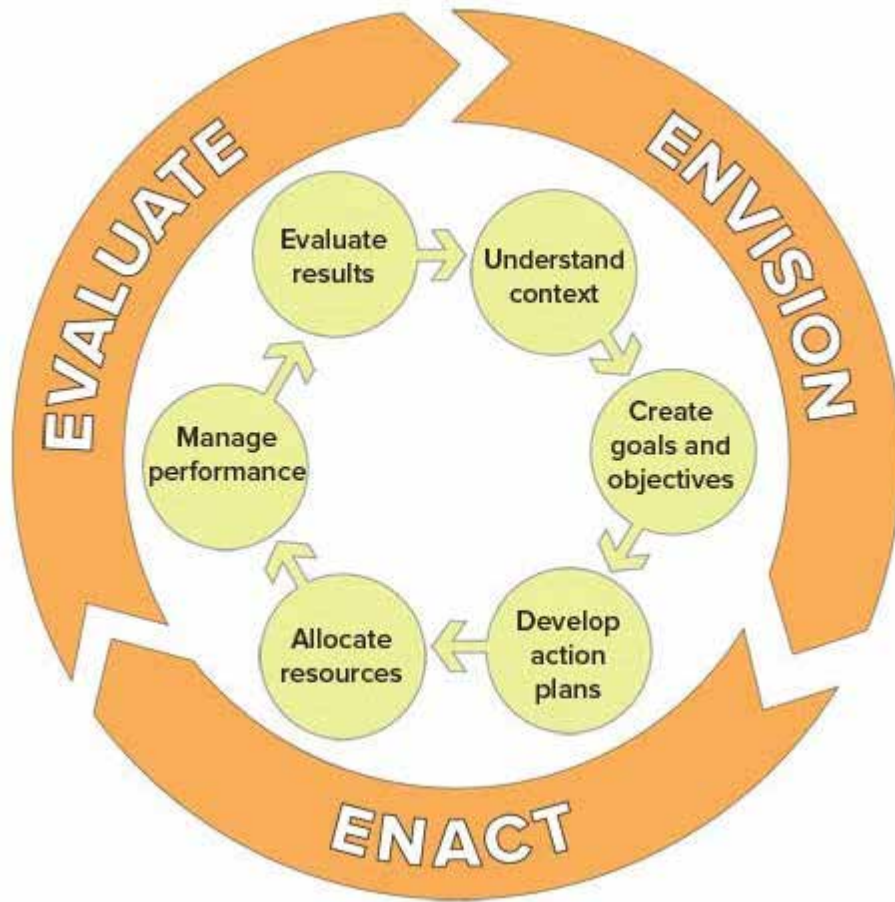
Mayor Pro-Tem Mark Smith  
Councilman Johnny Moye  
Councilman Ronald Cooper, Sr.  
Councilwoman Veronica Roberson  
Terri L. Parker, Town Manager  
Ben Williams, Assistant Town Manager  
Jasman J. Smith, Town Clerk  
Anthony Bowers, Finance Director  
David Moore, Fire Chief  
Evan Johnston, Parks and Recreation Director  
Alan Lilley, Planning Director  
Ryan Willhite, Police Chief  
Travis Welborn, Public Works Director

**Town Manager Terri L. Parker greeted the Council, Town Staff, and Citizens to the meeting.** She announced that information was received concerning the Pitt County Arts Council and would like to notify them the next day by lunch concerning the chosen art pieces. Town Manager Terri L. Parker distributed the documents with the art pieces to the Town Council Members.

Invocation was led by Councilman Cooper. The Council ate dinner at 5:48 pm.  
At 6:04 pm Assistant Town Manager Ben Williams re-opened the vision setting meeting.  
**He stated that** An old proverb says: A vision without a plan is just a dream.  
A plan without a vision is just drudgery. But a vision with a plan can change the world.

**Listed below are the notes from presentation:**

Why bother with visions of the future when today's problems seem overwhelming?




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**No Start. No Finish. It's cyclical**

**Consider this ....**

- What would your community be like if you had the power to make it any way you wanted?
- Who would live here?
- Where would people live?
- Where would they work?
- How would they get to their schools and workplaces?
- On their days off, where would they go and what would they do?
- What kind of a house would you live in?
- Where would you shop? How would you get there?
- What separates Winterville from other communities?

**Environmental Scan**

Consider external forces, pressures, and trends that are impacting Winterville from the global, national, and state levels.

Natural

Built (Man-Made)

## Community Scan

Consider the future Winterville is likely to face if no significant intervention occurs.

### SWOT

Strengths

Weaknesses

Opportunities

Threats



Assistant Town Manager Ben Williams turned the meeting over to Finance Director Anthony Bowers to discuss the Financial Status of the Town.

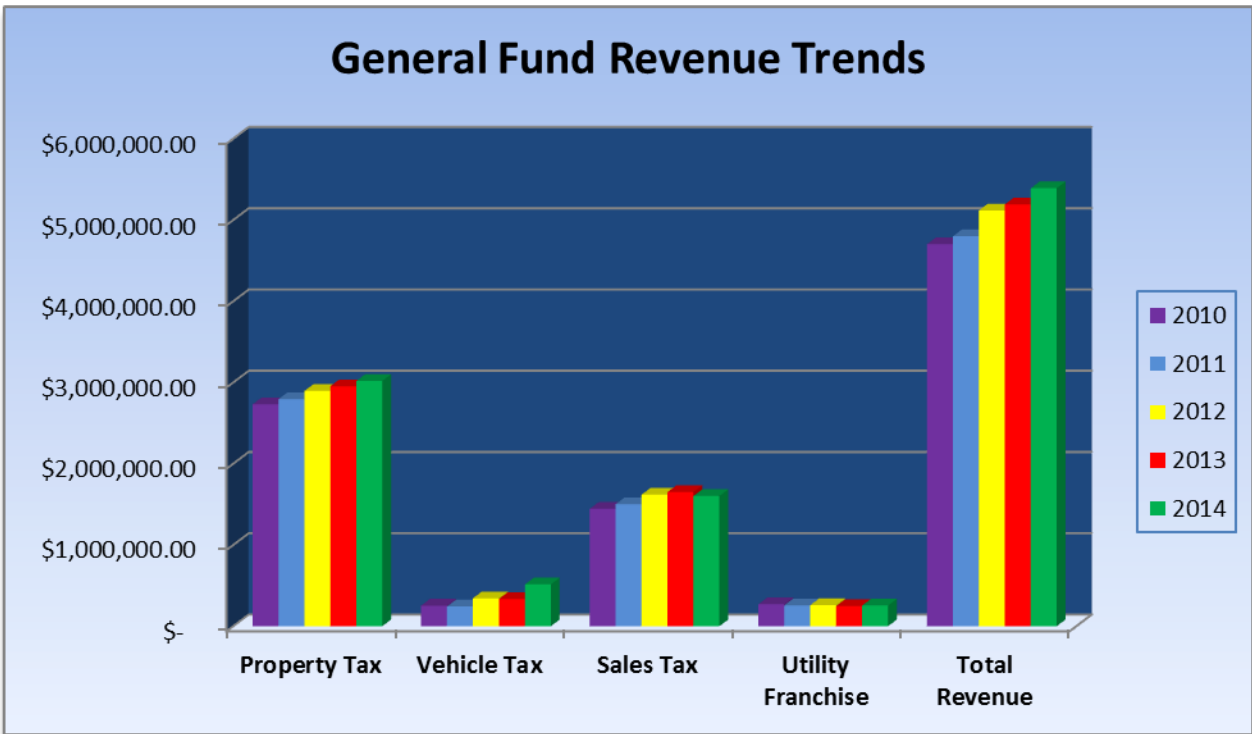
**BUDGET UPDATE:** Finance Director Anthony Bowers presented the Budget Update. The Budget Update is listed below:

### **Town of Winterville 2014-2015 Revenues**

#### **General Fund**

- Revenues are on target for the current fiscal year.
- As of the end of January we will have completed 58.3% percent of the year.
- Revenues are currently at 78.8% of the total revenue budget.
- With budgeted inter-fund transfers accounting for 18.8% of the General Fund Revenues.
- This is a 2.2% increase over last year.
- Property Tax revenue is at 98.66% of the budget.
- Vehicle Property Tax is currently on target for what was expected for this time of the year.
- We are averaging about \$39,917 which is the same as last year.
- Local Option Sales Tax is currently 48.97% of the estimated budget.
- Utility Franchise Taxes are higher than budget estimates. UFT are \$12,401 more than last year for the same period.

#### **General Fund Trends**



### Recreation Fund

- There were no contributions from Retained Earnings used to balance the Recreation Fund budget.
- The Recreation Fund has collected 81.79% of budgeted revenues. Many of the program revenues are collected in the spring.

### Electric Fund

- The Electric Fund has sales revenues that are currently meeting expectations in the amount of \$3,567,228.
- Revenues are at 59.08% with 57% of the year billed.
- There were no contributions from Retained Earnings used to balance the Electric Fund budget.

## **Water Fund**

- The Water Fund is slightly above target with water sales at 64% for the year.
- Current sales are at \$694,879 for the year.
- The Water Fund did not use any Retained Earning to balance the budget.

## **Sewer Fund**

- The Sewer Fund Sales are on target with \$1,014,067. Which is 58% of the sales budget for the year.
- There were no retained earnings used to balance this budget.

## **Stormwater Fund**

- Stormwater billings are \$100,183 or 65% of the budget
- There were no Retained Earnings used to balance the budget.

## **2014-2015 Expenditures**

### **General Fund**

- At this point in the year we have only had minor budget amendment changes in the General Fund Budget.
- I would expect at least one more budget amendment before year-end.
- In the General Fund the Town has spent 56.6% of the funds that were appropriated.

## **Recreation Fund**

- The Recreation Fund is currently on target, with 32% of the yearly appropriations having been spent.
- \$270,501 of the \$747,823 budgeted has been spent.

## **Electric Fund**

- The purchase for resale line item is on target for the year with \$1,832,483 of the \$3,338,783 having been spent.
- The total expenditure is at 49.27% of the appropriation for the year.
- The total budget is \$6,777,571.

## **Water Fund**

- The total expenditure is at 61% of the appropriation for the year.
- Purchase for resale is at 42% of the budget for the year with \$148,638 of the \$357,000 having been spent.
- The total Water Fund budget is \$1,244,221

## **Sewer Fund**

- The Sewer Fund has currently spent 46.39% of its annual appropriation.
- CMSD expense is 31.34% of the annual budget.
- The total Sewer Fund Budget is \$1,872,077

## **Stormwater Fund**

- The Stormwater Fund has spent 74.62% of its annual appropriation of \$171,256.
- This fund is above the 50% mark due to the contribution to the General Fund of \$102,683.
- This is the largest appropriation in the Stormwater fund

## **Fund Balance Status**

- Our unrestricted fund balance as of 6-30-2014 was 46.86% of annual operating expenditures.
- There was no original appropriation of Fund Balance this year.
- The fund balance percentage presented for the General Fund includes the Recreation Fund funds.
- The Recreation Reserve has \$7,400.
- The Powell Bill Fund has a cash balance of \$920,251. Restricted
- The UDSA Reserve is \$ 139,634.
- The Electric Fund has Unrestricted Retained Earnings in the amount of \$4,439,832 or 72% of the annual operating budget.
- The Water Fund has Retained Earnings in the amount of \$1,021,836 or 1.22% of the AOB.
- The Sewer Fund has RE in the amount of \$979,837 or is 56.8% of the AOB

## **Factors for Next Year**

- Expecting increases in Health Insurance in the 8 – 12 % range.
- We will have \$135,876 worth of debt come off the books next year.
- New GF debt in the amount of \$30,750 for new equipment.
- Currently looking to refinance a large portion of the Town's debt.
- New Water Fund debt in the estimated amount of \$26,000 for Reedy Branch line.
- Changes at CMSD? participant payment structure changes, New debt service payments. Will these changes create a burden for the Town's current rate structure.
- Capital Improvements
  - Water – Worthington Rd ext., and Water Tower Maintenance.
  - Sewer – Lauri Ellis Regional Pumpstation

## External Factors For Next Year

- Housing permits issued by the Planning Dept. have increased from 26 in 2013 to 101 in 2014. A substantial increase compared to prior years. No current indicator provides evidence that we will have a drastic change in either direction next year.
- The unemployment rate for Greenville is 5.4% down from 7.8% for 2014.
- We are scheduled to loose the Privilege Licenses tax due to changes by the state legislature. This is a small amount for Winterville, while others will see a large impact. CY budget is \$3,500.
- Overall economists seem to be optimistic about growth potential for North Carolina next year.
- Potential for interest rates to start rising in June. Modest rates increases at best.

**After the conclusion of the Budget Update. Assistant Town Manager continued to facilitate the meeting. He asked: What would an ideal Winterville be like in 10 to 20 years?**

**Write down responses (1-2 minutes per category) and be specific.**

Listed below are the responses:

### PUBLIC INVOLVEMENT

More people donating time and being involved in town functions  
More women involved in Boards and Commissions  
Active community involved in Town policy and procedures  
New Ideas

### PEOPLE

15000 populations  
Mix of Ages  
Outgoing  
Involved  
Recreation Minded  
Diverse  
More retirees  
Bedroom Community

### HEALTHCARE

Doctor Offices and Clinics  
More Home Health Providers  
Rescue  
Affordable Cost of Health care

### SERVICES

Some Services on larger scale  
More Retail  
Recreation  
Affordable  
Loss of service because of cost  
More Delivery Services  
Broadband Internet

### JOBS

More Retail Stores  
Private/ Small Business  
Workforce needed to provide service to the Town of Winterville  
Manufacture  
Thriving Downtown  
More Jobs & Business to center to population needs  
Walkable Winterville

### ENVIRONMENT

Same environment.  
More Growth is needed  
Larger Town Workforce  
Grouping of "like" structures  
Continued efforts on Land Use Plan  
Maintain Greenspaces/Keep Streets Clean and reduce Littering  
Walkable Winterville  
Eye Pleasing  
Quality Playgrounds

### TRANSPORTAION

Bus service  
Crosswalks  
Side walks  
Curb and Gutter  
Old Tar Road  
Bike Trails  
Walking Trails  
Increased Use of Golf Carts  
Increased Use of Cab Service  
Increased Use of Private Car Purchases



## **HOUSING**

More sub Divisions  
Housing for Seniors  
Multifamily Options  
Combination/Variety of Homes in  
Neighborhoods  
Private Schools  
Public Schools  
Maintain Needs of Families

## **AMENITIES**

Civic Center/Recreation Facility  
Trails  
Golf Course  
Fire Rescue Sub. Station  
Greenspaces  
More Stores & Shopping  
Grocery Store  
Restaurants  
Sa Home  
Youth Program  
Indoor/Outdoor Program

- Councilman Moyer stated that:
  - Diversity is an issue. He wants to see more diversity in the police department and for the department to hire more black officers. Councilwoman Roberson agreed.
  - Concerning new developers, the Town should check and balance the before they are allowed to start developing.
  - fire department need to go to another level and make sure have enough of personnel at all times
  - lost two big employees Mervin and troy and see if we can get, going to need more people if get more
  -
- Mayor Pro-Tem Smith stated that:
  - there needs to be a focus on the downtown area.
  - would like to see an increased recreation budget and new playground equipment at both parks.
- Councilman Cooper wants to see a focus on the down town area. He stated that he does not want the Town to lose momentum on a civic center or other recreation center, and in service training.
- Councilwoman Roberson commented on the following:
  - Wants the Town to maintain benefits for employees, African American police officers hired in order to help with relationship and does not want someone that does not know how to relate to others in the community of different races.
  - She further stated that there needs to be something done about the downtown plan, supports a recreational facility, and would love to see the Neighbor to neighbor program.
  - Councilwoman Roberson stated that she would like to see the Town come closed to providing funding to the Winterville Library. like to see us keep our rates as low as possible

- Town Employees
  - Town Manager Terri L. Parker stated that the Town offers a lot of services and when she came to Winterville, there were not a lot of employees.
  - Councilman Cooper questioned about the number of positions decreasing.
  - Town Manager Terri L. Parker stated that the Town may need to raise taxes in order to add more employees
  - Councilman Cooper inquired if the Town's growth would help to secure monies for positions.
  - Town Manager Terri L. Parker replied, No.
  
- Stormwater
  - same drainage problems.
  - Councilman Moye commented that there is no drainage at all on Boyd street.
  - Councilwoman Roberson suggested that there could be a volunteer project for cleaning out the storm drains
  - Town Manager Terri L. Parker stated that the street sweeper goes down a lot and is looking at replacing or doing something with the services
  - Councilman Moye asked about the truck
  - Fire Chief David Moore stated that Winterville owns their own trucks
  
- Public safety and dispatching- Roberson
  - Town Manager Terri L. Parker commented that dispatching will be hard to maintain.
  - Councilwoman Roberson asked about the communication
  - Fire Chief David Moore replied that the pagers did not go off and that \$253,000 was spent on the front end.
  
- Other
  - Councilwoman Roberson asked about the CMSD percentages
  - Councilman Moye wants the Town their own water
  - Town Manager Terri L. Parker is- having a group to come in and look at the water
  - Councilman Moye stated that there needs to be positions filled in the Administration and wants the Electric and Sewer bill to come down.
  - Councilwoman Roberson inquired why aren't the Town Council considered to be appointed to committees for hiring employees?

**ADJOURN:** The meeting adjourned around 9:30 pm.

Adopted this the 9<sup>th</sup> day of March 2015.

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Mark Smith, Mayor Pro-Tem

ATTEST:

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Jasman J. Smith, CMC, NCCMC



Winterville Town Council  
February 9, 2015 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 Ronald Cooper followed by the pledge of allegiance. The following were present:

Mayor Douglas A. Jackson  
Mayor Pro-Tem Mark Smith  
Councilman Tony Moore  
Councilman Johnny Moye  
Councilman Ronald Cooper, Sr.  
Councilwoman Veronica Roberson  
Terri L. Parker, Town Manager  
Ben Williams, Assistant Town Manager  
Jasman J. Smith, Town Clerk  
Keen Lassiter, Town Attorney  
Evan Johnston, Parks and Recreation Director  
Alan Lilley, Planning Director  
Ryan Willhite, Police Chief  
Mike Weldin, Code Enforcement Officer/Building Inspections Officer  
Travis Welborn, Public Works Director  
Mervin Taylor, Electric Utilities Director  
Stephen Penn, Economic Development Planner

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

**WELCOME:** Mayor Jackson welcomed the public. He requested to add the swearing in of Mr. William Nobles for the NC Respiratory Care Board.

**Oath of Office:**

1. William Nobles. Mayor Jackson swore in Mr. William Nobles to the NC Respiratory Care Board. Mr. Nobles made a few remarks and his picture was taken.

**INTRODUCTION OF NEW EMPLOYEE:** None.

**PRESENTATIONS:**

1. Christmas Decorations- Winterville Youth Council (WYC) President Josh Walston and Vice President Jayla Wooten introduced themselves to the Council. Winterville Youth Council President Josh Walston presented the item. He stated that at the January 12<sup>th</sup> Regular Town council meeting, the Christmas Decorations project was presented. The town council approved the youth council to proceed with research on the Christmas Decorations Project and to gather the facts on

Town's Christmas light pole decorations. The Youth Council would provide a report at Regular Meeting in February. Then at the Winterville Youth Council's meeting on January 15th, the Winterville Youth Council adopted the Christmas light project and immediately began gathering information.

WYC President Josh Walston stated that he met with former electric director Mervin Taylor, to gather any information from him. Our town has a total of 75 decorations including a wreath and poinsettia. These were purchased in 2007, from Mosca Design, at just over \$30,000. Since then the decorations have become faded, broken, and a nuisance to our electric department. The decorations are tested at the end of October before being hung throughout the town. Because the decorations are worn out, our electric department has to take an additional two weeks in December to check and replace all of the bulbs again, once they have been hung. I should also mention that these old wreaths and poinsettias are approximately 50 pounds each and become a safety concern each time an employee has to reach out of the bucket truck and hang the decoration on the pole.

WYC President Josh Walston read a comment published in the Bless your heart section of the Daily Reflector. *"Bless Your Heart Town of Winterville. Please use some of our tax money to replace those sad Christmas lights on the utilities poles. These are an embarrassment, especially the wreath shaped ones."*

The Youth Council Members were able to gather pictures of decorations from other Towns and are listed below. The Town of uses the Winterville-

- Town of Ayden-tree, angel, reindeer, and Christmas bell
- Town of Grifton-only the snowflake
- City of Greenville-LED Wreaths and hanging garland across the street
- Town of Vanceboro-LED Tree, snowflake, and candle
- City of Havelock-Snowflake
- Town of Morehead City- snowflake and angel and
- Town of Atlantic Beach- snowflake and angel

In the end the youth council chose the stocking, snowman, Holly candle, and reindeer for the new Christmas Decorations. However our choice was limited in the Mosca design catalog. If the Council so desires, we could look at products and prices from other companies. However if the lights were ordered from Mosca Design by February 27<sup>th</sup> in order to get the Buy 2 get 1 free deal on the LED Christmas Decorations. In essence it would be like getting 75 decorations at the price of 50 decorations, approximately \$25,000.

The youth council also suggested that we purchase each decoration in LED. While the upfront cost of LED is more, the future cost-savings are an extreme benefit. For example, the cost to run 600 c7 lights would be \$81 for a 45 day period at 6 hours per day verses 600 LED lights, which would cost \$1.30 to be run for that exact same time period. The LED bulb is also brighter, has a longer bulb life and is more durable. This is why the Youth Council would like to suggest the purchase of LED bulbs verses traditional bulbs.

In conclusion, this is the research we, the Youth council have found and now would like your guidance in the next steps for this project. WYC President Josh Walston asked if the Council had any questions. He also announced that the next WYC meeting is Thursday, February 19th at 6:30 pm and encouraged them to attend.

**A motion was made by Councilman Moore and seconded by Councilwoman Roberson to appropriate twenty- five thousand dollars (\$25,000) for Christmas Decorations. Motion carried unanimously.**

Further discussion was held. Councilman Cooper asked where the money would come from. Councilman Moore stated that there were moneys available in the General Fund. Councilman Moye inquired about what will the Town do with the old decorations. Town Manager Terri L. Parker stated that the Town could sell the old decorations to other municipalities.

### **PUBLIC HEARINGS:**

1. An Ordinance Pursuant to the Enforcement of the Minimum Housing Code Requiring the Owner of a Dwelling to Demolish and Remove the Dwelling Located at 222 Gardner Street, Tax Parcel Number 08949.

Town Attorney Lassiter presented the item. He stated that the letters were mailed and the notices were published in the paper and the ordinance gives those property owners ninety (90) days to improve the property or it will be demolished.

Councilwoman Roberson inquired about the liens being assessed. She further commented that she is very much against liens. Town Manager Terri L. Parker asked about the lien time period. Town Attorney Lassiter stated 10 years. Mayor Jackson asked about the cost of demolition. Code Enforcement Officer/Building Inspections Officer Mike Weldin stated that the cost of demolition depends on the material. Councilwoman Roberson reiterated that the owners of the houses that are on the agenda for demolition, she knows that they probable are not going to be able pay the \$10,000 lien and does not want to put an extra burden on them. Councilman Moye agrees with Councilwoman Roberson.

**A motion was made by Councilman Moye and seconded by Councilwoman Roberson to not put a lien on the properties located at 222 Gardner Street, 239 Tyson Street, and 133 Boyd Street. Members of the Council voting in favor of the motion were Moye and Roberson. Members of the Council voting in opposition of the motion were Moore, Smith, and Cooper. Motion failed (2, 3).**

Councilwoman Roberson stated that the seniors do not have the money to help them and it bothers me that we are not helping them. Councilman Moye asked if the Town could modify the time of the liens. Town Attorney Lassiter commented that he was not sure that the Town could modify the time of the lien but the lien could be reduced overtime. The Attorney further recommended that this would need to be done for everybody if the Council so desires.

Mayor declared the public hearing open.

Ms. Betsy Jackson spoke in favor of the demolition.

No one spoke in opposition

Mayor Jackson declared the public hearing closed.

**A motion was made by Councilman Moye and seconded by Councilwoman Roberson to create a demolition lien policy on collecting liens so that after, the lien would be reduced by fifty percent (50%) and after ten (10) years the lien balance to be reduced to zero (0). Members of the Council voting in favor of the motion were Moye and Roberson. Members of the Council voting in opposition of the motion were Moore, Smith, and Cooper. Motion failed (2, 3).**

**A motion was made by Councilman Moore and seconded by Mayor Pro-Tem Smith to adopt the Ordinance Pursuant to the Enforcement of the Minimum Housing Code Requiring the Owner of a Dwelling to Demolish and Remove the Dwelling Located at 222 Gardner Street, Tax Parcel Number 08949. Members of the Council voting in favor of the motion were Moore, Smith, and Cooper. Members of the Council voting in opposition of the motion were Moye and Roberson. Motion carried (3, 2).**

2. An Ordinance Pursuant to the Enforcement of the Minimum Housing Code Requiring the Owner of a Dwelling to Demolish and Remove the Dwelling Located at 239 Tyson Street, Tax Parcel Number 15951.

Mayor declared the public hearing open.

Hearing none.

Mayor Jackson declared the public hearing closed.

**A motion was made by Councilman Moore and seconded by Mayor Pro-Tem Smith to adopt the Ordinance Pursuant to the Enforcement of the Minimum Housing Code Requiring the Owner of a Dwelling to Demolish and Remove the Dwelling Located at 239 Tyson Street, Tax Parcel Number 15951. Members of the Council voting in favor of the motion were Moore, Smith, and Cooper. Members of the Council voting in opposition of the motion were Moye and Roberson. Motion carried (3, 2)**

3. An Ordinance Pursuant to the Enforcement of the Minimum Housing Code Requiring the Owner of a Dwelling to Demolish and Remove the Dwelling Located at 133 Boyd Street, Tax Parcel Number 25385.

Councilman Moye asked why it has taken us over a year to handle this. Town Attorney Lassiter stated that it took a while before it came to this point.

Mayor declared the public hearing open.

Ms. Nina Wilson, daughter of the owner of the property located at 133 Boyd Street is in favor of the demolition. She stated that she needed clarification on the lien. Town Attorney Lassiter stated that by statute the lien is only good for ten (10) years. Ms. Wilson asked if the owner dies then what happens. Town Attorney Lassiter replied that then the lien is still attached to the property. Ms. Wilson stated that her mom was treated unfairly and lied to by a previous board member

who told her to move out of the home, but when she moved out of the home she could not be eligible for repairs or home replacement because a previous board member told her to move out of the house at 133 Boyd Street.

Ms. Marci Blount, the daughter of Nina Wilson and granddaughter to the owner of the property at 133 Boyd Street stated that her grandmother's one wish is to move back to that property before she dies. She further asks if the Council could do something about the lien.

No one spoke in opposition.

Mayor Jackson declared the public hearing closed.

**A motion was made by Councilman Moore and seconded by Councilman Moye to adopt the Ordinance Pursuant to the Enforcement of the Minimum Housing Code Requiring the Owner of a Dwelling to Demolish and Remove the Dwelling Located at 133 Boyd Street, Tax Parcel Number 25385 and to not assign a lien to the property. Motion carried unanimously.**

Further discussion was held. Councilman Moye stated that we should do this for all of the homes for demolition and not just one home. Councilman Moore stated that the previous board member is Mr. Worthington that told (Ms. Wilson), the owner at 133 Boyd Street to move out of the home. Councilwoman Roberson says that she supports the motion because she believes it should be no liens for everyone.

Mayor Jackson comments on a property on Cooper street that needs to be torn down. Councilman Cooper asks about the apartments on Mills street. Town Attorney Lassiter stated that the property is set to be sold and then the buyer will be responsible for making changes to the property.

Councilwoman Roberson stated that it bothers her when the Town goes into one neighborhood and tear down a bunch of houses and not in other neighborhoods. We should treat everyone just alike. Councilman Moye stated that this is his first time that he got a report on this matter and would like a report on this on a regular basis. Town Manager Terri L. Parker asked how often. Councilman Moye stated he wanted the report at every meeting.

**PUBLIC COMMENT:** Mayor Jackson reads the public comment police aloud.

1. Michelle Joyner – Ms. Joyner informed the Council of the Community event that she was planning and requested a waiver in the Community Rental fee.

**A motion was made by Mayor Pro-Tem Smith and seconded by Councilman Moore to approve waive the fee for the Community Rental Fee so that Ms. Joyner can host a community event. Motion carried unanimously.**

**CONSENT AGENDA:** The items under the consent agenda included:

1. Approval of the Proclamation in Honor of Black History Month



2. Receive Certificates of Sufficiency and adopt Resolutions Scheduling Public Hearing on the Question of Annexation of:
  - i. Ange Plaza, Lot 4 & Lot 5;
  - ii. Linda V. McLawhorn Property;
  - iii. Denali, Section 3.
3. Schedule Public Hearing for consideration of adoption of Winterville Flood Damage Prevention Ordinance.
4. Award of Contract for Excite - Timekeeping Software

**A motion was made by Mayor Pro-tem Smith and seconded by Councilman Moore to approve the Consent Agenda. Motion carried unanimously.**

**ITEMS REMOVED FROM THE CONSENT AGENDA:** None

**OLD BUSINESS:** None

**NEW BUSINESS:**

1. 2015 Municipal Elections. Town Clerk Jasmin Smith presented the item. She stated that the 2015 Municipal election will be held on Tuesday, November 3, 2015. Filing by all municipal candidates for the 2015 Municipal Election in Pitt County will be located at the Pitt county government office at 1717 West 5th Street in Greenville. The filing will began at 8 am July 6, 2015 and ends at noon on Friday, July 17, 2015. Attached are the Filing Fees for Winterville and other local municipalities. The filing fee is twenty-five dollars (\$25) for the Mayor seat and twelve dollars (\$12) for the Council seats. At the June 10, 2013 Council Meeting the Town Council unanimously decided to reduce the. Town Clerk Jasmin Smith requested direction from the Town Council direction on the filing fees for Winterville.

**A motion was made by Councilwoman Roberson and seconded by Councilman Moore to keep the Filing fees at twenty-five dollars (\$25) for the Mayor seat and twelve dollars (\$12) for the Council seats. Motion carried unanimously.**

2. Volunteer Board Appreciation Dinner. Town Clerk Jasmin Smith presented the item. She stated that in prior years, the Town Council held a dinner to recognize the volunteers of the Town's advisory boards for their service to the Town of Winterville. In the past, the dinner was held during National Volunteer Appreciation Week. National Volunteer Appreciation Week is April 12-18, 2015. Town Staff recommends scheduling the dinner on Thursday, April 16th at 7:00 pm, so that the Town may recognize its volunteers.

**A motion was made by Councilwoman Roberson and seconded by Councilman Moore to scheduling the dinner on Thursday, April 16th at 7:00 pm, so that the Town may recognize its volunteers. Motion carried unanimously.**

3. Town Hall Day. Town Clerk Jasmin Smith presented the item. She stated that The NCLM's Annual Town Hall Day is being held early this year. Town Hall Day is organized by the League as the premier opportunity each year for city and town leaders to come to Raleigh to share their views on key municipal issues with legislators and executive branch officials. The day allows municipal

officials from around the state to become a visible presence at the Legislative Building, sending a strong message about the importance of vibrant, healthy cities and towns. Town Hall Day is organized on behalf of the 540 municipalities represented by the League so that local officials can have coordinated meetings with key decision-makers. These meetings help legislators and state leaders understand that the League is working on behalf of all of cities and towns, and help to continue the dialogue between municipal and state officials. This is an important on many legislative fronts and Town Hall Day offers an opportunity to talk with our representatives and let them know what we need for Winterville.

Council Members Moore, Cooper, Moye, stated that they will be attending the Town Hall Day event. Councilmember Roberson stated that she would let the Town Clerk know at a later date. Mayor Pro-Tem Smith was unsure also. Terri L. Parker stated that she would handle reserving transportation for everyone to travel together to attend the event

**A motion was made by Councilman Moore and seconded by Councilman Moye to attend the Town Hall Day event on Wednesday, March 18<sup>th</sup>. Motion carried unanimously.**

4. Revised Preliminary Plat for Laurie Meadows Subdivision. Planning Director Alan Lilley presented the item. He stated that Laurie Meadows is a single-family residential located on the south side of Laurie Ellis Road. Laurie Meadows will have a total of 98 lots at completion. The current owners also own the adjoining property to the east of Laurie Meadows (Mellon Downs Subdivision). This Preliminary Plat takes some property from the adjoining property and adds it to Laurie Meadows and reconfigures some of the lots in Laurie Meadows. The resulting lots will have great depth than as originally proposed, giving them a better "buildable" area.

The Planning and Zoning Board unanimously voted to recommend approval at their January 20, 2015 meeting.

**A motion was made by Councilman Moore and seconded by Councilman Moye to approve the Revised Preliminary Plat for Laurie Meadows Subdivision. Motion carried unanimously.**

5. Final Plat for Denali, Section 3. Planning Director Alan Lilley informed the Town Council that the developers of Denali Subdivision have submitted a final plat for Denali, Section 3. Mr. Lilley stated that Denali Subdivision is located on the east side of Red Forbes Road south of the intersection of Red Forbes Road and Forlines Road. Mr. Lilley stated that Section 3 will contain 13 lots. Mr. Lilley reported that the only remaining required improvement to be completed is paving of this portion of Denali Road. Mr. Lilley reported that it is the developers' intent to complete paving of the road prior to recording of the final plat. Mr. Lilley stated that weather conditions have prevented installation of the pavement up to this point in time. The paving contractor plans to install the pavement as soon as weather conditions will allow. Mr. Lilley reported that the Planning and Zoning Board unanimously voted to recommend conditional approval of the Final Plat at their January 20, 2015 meeting. Mr. Lilley stated that the following conditions are recommended for approval of the final plat:

- 1) Installation of pavement on Denali Road shall be complete or a guarantee of improvements, in accordance with Subdivision Ordinance Section 154.49 prior to recording of the final plat;
- 2) Payment of the following fees shall be made prior to recording of the final plat:

Sewer Acreage Fee = \$5,625.00;

Recreation Fee in Lieu of Land Dedication = \$11,456.00.

The following list of revisions shall be made prior to recording of the final plat:

1. Drainage easements between lots 7/8 and 16/17 needs to be 15' wide for 18" pipe.
2. Please clarify that 1' sidewalk easement is provided on Lots 7, 8, & 9.
3. 5' sidewalk easement to extend across Lots 10 & 11.
4. Please change 5' FM Easement to a Utility Easement and extend the full 5' width to the west end of Lot 11.
5. All street and utility improvements must be completed and approved by the Town of Winterville before approval of final plat for recordation.
6. Deed restrictions or protective covenants required to ensure development maintains conditions of approved low-density stormwater permit for Denali S/D Section 3 as well as remnant parcel owned by HOA.
7. Electric service provided by Greenville Utilities.
8. Please revise Owner's Statement and Dedication block to match Town of Winterville design manual.
9. Add the following notes to the final plat:
  - a. The designation over water, sanitary sewer, drainage, and electric lines are for the purpose of establishing the width of said easements. The easements shown are not exclusive and will permit the future installation of water, sanitary sewer, drainage, and electric lines within those designated widths.
  - b. No buildings, structures, or other improvements, materials and surfaces, including but not limited to principal and accessory structures and additions or appurtenances thereto, signage, fences, walls, mechanical equipment, canopies, antennas, masts, aerals, monuments, landscape plantings, fill materials, debris, and solid waste collection containers, mail receptacles and impervious surfaces, shall encroach within any dedicated easements without prior written approval of the Town of Winterville.
  - c. All utility and drainage easements are centered on lines as installed unless otherwise noted.

Following discussion, **A motion to approve the final plat subject to the above stated conditions was made by Councilman Moore and seconded by Mayor Pro-Tem Smith. The motion was carried unanimously.**

6. Approval of 2015-2016 FY Budget Calendars. Town Manager Terri L. Parker presented the item. **A motion was made by Mayor Pro-Tem Smith and seconded by Councilman Moore to approve the 2015-2016 FY Budget Calendar. Motion carried unanimously.**
7. Approval of Contract w/ North Carolina Department of Agriculture and Consumer Services. **A motion was made by Mayor Pro-tem Smith and seconded by Councilman Moore to approve the Contract w/ North Carolina Department of Agriculture and Consumer Services. Motion carried unanimously.**

### OTHER AGENDA ITEMS:

- Councilman Moore suggested that the Town have a special meeting on land purchases. Town Manager Terri L. Parker stated that this can be added as a Closed Session meeting in March.
- Councilman Moore asked Public Works Director Travis Welborn about sidewalks. Public Works Director Travis Welborn stated that he had two bids and is waiting on a third bid.
- Councilman Moore asked about utilities. Assistant Town Manager Ben Williams replied that he will provide an update at the next meeting.

### REPORTS FROM TOWN ATTORNEY, TOWN MANAGER, DEPARTMENT HEADS, MAYOR, AND TOWN COUNCIL:

- Economic Development Planner Stephen Penn presented the vacant land packet to the Council.
- Town Attorney Lassiter had no report.
- **A motion was made by Councilman Moore and seconded by Councilwoman Roberson to send a resolution to Butterfield and other representatives to begin curb and gutter for designing for the proposed Ange street area pedestrian improvements project. Motion carried unanimously.**
- Councilwoman Roberson suggested that the Town contact the MidEast Commission because they could help with writing grants.
- Mayor Pro-Tem Smith had no report.
- Councilman Moye stated that Assistant Town Manager Ben Williams did a great job facilitating the special meeting on February 5, 2015.
- Councilman Cooper updated the Council on the cemetery committee and stated that one member had 3 deaths in one month.
- Councilman Moore stated that he could not hear at his Mother-in-law's funeral due to Pitt County Dump Truck noise. Mayor Jackson stated that he was at the funeral and that he agrees with Councilman Moore. Mayor Jackson stated that he would like for the Council to look at closing the cemetery during the funeral. Town Manager Terri L. Parker stated that she has a meeting with Pitt County regarding this matter on Friday at 10 am. **A motion was made by Councilman Moye and seconded by Councilman Moore to look at putting up a barricade or sign during a funeral stating that the cemetery will be closed for an hour. Members of the Council voting in favor of the motion were Councilman Moore, Roberson, Smith, and Cooper. Member of the Council voting in opposition of motion was Moye. Motion carried (4, 1).** Further discussion was held on this item. Councilman Moye asked about those needing to go to the cemetery.
- Town Manager Terri L. Parker stated that she would bring back the saltwater item in March. Also, she gave an update on the 6 housing applicants that applied for the Housing Grant. **A motion was made by Councilman Moye and seconded by Councilman Moore to move forward with the 6 applicants. Motion carried unanimously.**

**ANNOUNCEMENTS:** None

**ADJOURN**

Having no further business to come before the Council the meeting adjourned. A motion was made by Councilman Moore and seconded by Councilwoman Roberson to adjourn at 9:28 pm. Motion carried unanimously

Adopted this the 9<sup>th</sup> day of March, 2015

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Douglas A. Jackson, Mayor

ATTEST:

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Jasman J. Smith, CMC, NCCMC



**Town of Winterville  
Town Council  
Agenda Abstract**

**Item Section:** Consent Agenda

**Meeting Date:** March 10, 2015

**Presenter:** Jasman J. Smith, Town Clerk

**Item to be Considered**

**Subject:** Meeting Minutes Contract

**Action Requested:** Award of Contract to American Legal Publishing Corporation for the Meeting Minutes Program

**Attachments:** Contract

**Prepared By:** Jasman J. Smith, CMC, NCCMC

**Date:** 3/4/2015

**ABSTRACT ROUTING:**

TC 3/4/15-JJS

FD

TM tlp - 3/4/2015

Final tlp - 3/4/2015

**Supporting Documentation**

- The Town of Winterville has meeting minutes since 1915. It is the goal of the Town Clerk to have all of the meeting minutes from 1915 to present online so that it can be easily viewed online. Currently, the Town Code of Ordinances are handled by American Legal Publishing, contractor of the North Carolina League of Municipalities. American Legal Publishing has been providing codes of ordinances, meeting minutes, and other documents online for over 25 years and codification services for over 79 years. American Legal will assist the Town Clerk to develop a Meeting Minutes Infobase online, on a network, on a disk, or all three.
- The benefits of the program: include no software or hardware to buy; instant access to meeting minutes, agenda, controlled costs; the program is easy to use; the program retains the original layout and formatting; and the program gives flexibility in managing and accessing the meeting minutes.
- The following Municipalities and Counties are using this program including Ashe County, Beaufort, Beaufort County, Bessemer City, Calabash, Carthage, Charlotte, Caswell Beach, Clayton, Columbus, Hildebran, Mills River, Southern Pines, Southport, and Wrightsville Beach.

**Budgetary Impact:** Approximately \$300.00. Funds already included in FY 2014-2015 Budget.

**Recommendation:** Award the contract to American Legal Publishing for the Meeting Minutes Program.

# **Meeting Minutes Proposal**

## **Winterville, North Carolina**



Richard C. Frommeyer  
Codification Consultant  
1-800-445-5588

## **TABLE OF CONTENTS**

1. Letter
2. Advantages and Benefits
3. Meeting Minutes Agreement





**AMERICAN LEGAL**  
Publishing Corporation

---



March 2, 2015

Jasman Smith  
Town Clerk  
Winterville  
2571 Railroad St.  
Winterville, NC 28590

Dear Jasman:

Thank you for considering American Legal Publishing, the North Carolina League of Municipalities contractor for your meeting minutes project. Enclosed is our proposal to place your meeting minutes and other documents online. You may wish to note that the League payment program will allow you to budget the cost of the project over two fiscal years.

The goal of The League's Meeting Minutes Program is to provide you with instant access to your meeting minutes, agenda, and other documents online at a reasonable price that fits within your budget. The League selected American Legal Publishing to help meet this goal. Under the supervision of the League, American Legal will work directly with you to develop a Meeting Minutes Infobase online, on a network, on a disk, or all three. The program allows you to draw upon the resources of American Legal Publishing, which has been providing codes of ordinances, meeting minutes, and other documents online for over 25 years and codification services for over 79 years.

Some benefits of the program: include no software or hardware to buy; you can control costs; the program is easy to use; the program retains the original layout and formatting; and the program gives you flexibility in managing and accessing your meeting minutes.

We welcome the opportunity to help manage Winterville's municipal documents. Should you have any questions about the proposal, please call me.

Best regards,

**Richard C. Frommeyer,**  
**Codification Consultant**



## QUALIFICATIONS

- ✧ American Legal Publishing Corporation began as the codification division of the Anderson Publishing Company of Cincinnati in 1934. We became a separate corporation in 1979.
- ✧ American Legal currently serves more than 2,100 local government clients across the country. Our clients range in size from Ashe County, Calabash, Mills River, and Southern Pines to Charlotte.
- ✧ ALP has been a codification consultant to the North Carolina League of Municipalities for over 30 years. We also serve eleven other state municipal leagues.

## PROJECT DEVELOPMENT

- ✧ ALP staff will work with each municipality to provide a specialized solution to meet their needs.
- ✧ Municipalities will be able to review the minutes before they go online. This review will allow the Municipality to talk with ALP staff about the initial setup or changes before the minutes go live online.
- ✧ ALP will arrange your minutes according to year and date. We can make adjustments if you prefer another arrangement.

## TIMELY DELIVERY AND FLEXIBLE BILLING

- ✧ ALP can complete your initial minute's project within 60 days (excluding your review time).
- ✧ ALP can schedule the project so that it meets your budgetary needs.
- ✧ ALP can place newly approved minutes online in days.

## ONLINE ACCESS

- ✧ Access every word in your minutes in just seconds with our program. Your minutes can be linked to your code of ordinances, agendas, and other municipal documents. We currently use Folio and NXT software. ALP does all the conversion work ourselves and have produced over 1,000 infobases for municipal clients across the country.
- ✧ The Minutes Program can run on a standalone computer or across a network, with a tablet, phone, or other mobile devices.

## UPDATE SERVICE

- ✧ Our fast and efficient service will keep your minutes database current in future years as well as adding older minutes at any time. Minutes can be posted in one day.
- ✧ It relieves the burden of having to get the minutes online yourself and having them instantly accessible.

## PDF ONLINE SOLUTION

- ✧ With our service all we need from you are the copies of the documents. We do the rest.
- ✧ The online minutes will appear exactly as the paper version - with signatures and other handwritten markings retained.
- ✧ Minutes that are provided to American Legal Publishing in Microsoft Word or Word Perfect will be converted into PDF and placed on the internet.
- ✧ Alternately, the Municipality may provide the documents directly to the American Legal Publishing in a PDF format. We can provide you with specific naming conventions, which will reduce your costs significantly.
- ✧ The PDF solution is operated on our internet site with a link to the Municipality's website.

## FOLIO NETWORK AND ONLINE SOLUTION

- ✧ Folio VIEWS can run on a standalone computer, across a network, and online.
- ✧ Folio users can customize their version by creating color highlights, bookmarks, notes, and pop-up links without affecting the original text.
- ✧ Infobases vary in size depending on amount of text and size and number of graphics; an average infobase requires less than 10 MB of hard disk space.
- ✧ Users can perform stem searches when you are not sure of the ending of the words you want to find (e.g. go% = going, gone, went, etc.) proximity searches (e.g. find "penalty within 5 words of jail"), and more.

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

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(Finance Officer)

North Carolina League of Municipalities  
308 West Jones Street  
Raleigh, North Carolina 27603

Town of Winterville, NC  
2571 Railroad Street  
Winterville, NC 28590

MEETING MINUTES AGREEMENT  
March 2, 2015

WHEREAS, The Town of Winterville, a municipal corporation in the State of North Carolina (hereinafter referred to as "Municipality"), has need to convert municipal documents (e.g. meeting minutes, resolutions, ordinances, agendas, and other documents) into a searchable online display.

WHEREAS, The North Carolina League of Municipalities, (hereinafter referred to as "LEAGUE"), desires to perform such services for Municipality, in cooperation with its meeting minutes contractor, American Legal Publishing Corporation of Cincinnati, Ohio (hereinafter referred to as "AMERICAN LEGAL");

NOW THEREFORE, in consideration of the mutual benefits to be derived from entering into and performing this Agreement and the mutual promises and covenants contained herein, the parties agree as follows:

I. THE LEAGUE (THROUGH AMERICAN LEGAL) SHALL:

- (1) Initially setup the splash page and NXT infobase for a fee of \$95.00. Setup includes the initial creation of a splash page on AMERICAN LEGAL's server and processing of any files through the NXT 4.6 software. The Minutes provided will be displayed in reverse chronological order, unless otherwise specified. Any additional changes, additions or deletions to the infobase or splash page will be charged at \$95.00 per hour. AMERICAN LEGAL will provide an estimate for approval before additional work begins.
- (2) Provide at no cost Folio/NXT Toll Free Technical Phone Support (\$500.00 yearly value). The support hours are from 8:30 a.m. to 5:30p.m. Eastern Standard Time.
- (3) Deliver to the Municipality a link to the splash page and NXT InfoBase online for the Municipality's examination. The time frame of providing the link will be determined by the amount of materials provided to AMERICAN LEGAL by the Municipality.

OPTIONAL ITEMS

INITIAL ITEMS

- (4) Convert paper documents provided in bound minute books requiring copying, scanning minutes into PDF. Scanned files will be named using a two-digit month and date and a four-digit year. All files will be run through an optimal character recognition (OCR) software to ensure best search capability practices before being placed on the AMERICAN LEGAL web server. Finally, all files will have a document property title applied inside the PDF file. This title is used in the online table of contents display. The price for this service is \$2.60 per page.

- (5) Convert paper documents provided in three ring binders for scanning and converting into PDF files before being placed on the AMERICAN LEGAL web server. Scanned files will be named using a two-digit month and date and a four-digit year. All files will be run through an optimal character recognition (OCR) software to ensure best search capability practices. Finally, all files will have a document property title applied inside the PDF file. This title is used in the online table of contents display. The price for this service is \$2.15 per page. \_\_\_\_\_
- (6) Convert loose, non-stapled paper documents to be scanned by AMERICAN LEGAL and converted into PDF files before being placed on the AMERICAN LEGAL web server. Scanned files will be named using a two-digit month and date and a four-digit year. All files will be run through an optimal character recognition (OCR) software to ensure best search capability practices. Finally, all files will have a document property title applied inside the PDF file. This title is used in the online table of contents display. The price is \$2.10 per page. \_\_\_\_\_
- (7) Convert electronic files in Word or Word Perfect when the Municipality might not have capabilities to create PDF files themselves. AMERICAN LEGAL shall convert files to PDF and rename using a two-digit month and date and a four-digit year. All files will be run through an optimal character recognition (OCR) software to ensure best search capability practices. Finally, all files will have a document property title applied inside the PDF file. This title is used in the online table of contents display. The price for this service is \$1.50 per page. \_\_\_\_\_
- (8) Convert PDF documents provided to AMERICAN LEGAL with the Municipality naming them using ALP required format of a two-digit month and date and four digit year (Ex: 01-01-1992). Files should also have a completed document properties title, located inside the PDF document, with the month, day and year spelled out (Ex. January 1, 1992). AMERICAN LEGAL will place these files on AMERICAN LEGAL'S web server in a searchable format. The price for this service is \$1.10 per page. \_\_\_\_\_
- (9) Provide a copy of the minutes and other document on disk in PDF for \$10.00 each + shipping and handling on an annual calendar yearly basis. \_\_\_\_\_
- (9) Provide an annual web hosting fee on the AMERICAN LEGAL server for \$295.00 per year. The price will increase 1.5% per year to cover yearly additional content added to the AMERICAN LEGAL web server. The annual web hosting fee will not exceed \$2,000.00 per year based on the total page count not exceeding 200,000 total pages. Should the page count go over 200,000 a new web hosting fee will be mutually agreed upon by both parties before being implemented. \_\_\_\_\_
- (11) If necessary, hold a phone conference to make final corrections, additions, and deletions to the Minutes Splash page and Infobase. The Municipality may present requested changes to the Infobase at the conference with American Legal. For any changes, additions, or deletions made by the Municipality that require additional work by AMERICAN LEGAL, the price will be \$95.00 per hour. An estimate will be provided if requested before the work is begun. \_\_\_\_\_
- (12) If a conference is requested by the Municipality which requires the travel of a member of the staff of AMERICAN LEGAL, then the Municipality shall be advised what the estimated cost, if any, for such conference will be and for any additional changes to the Minutes Splash page and Infobase. \_\_\_\_\_

## II. THE MUNICIPALITY SHALL:

- (1) Designate one official as the contact person with AMERICAN LEGAL and shall use its best efforts to cooperate with the LEAGUE and AMERICAN LEGAL to ensure timely completion of its responsibilities under this agreement.
- (2) Make available copies of all materials necessary to complete the meeting minute process to be sent directly to AMERICAN LEGAL.
- (3) On a monthly, quarterly, six month or yearly basis, new electronic or paper minutes will be sent to AMERICAN LEGAL to be placed online. Future minutes will be placed online at the above listed prices.
- (4) Return to AMERICAN LEGAL by email, fax, or letter an authorization to place the minutes and other documents live online.
- (5) Pay to the League the total cost of the project for the services set out in Section I, payable as follows: Forty percent (40%) within 30 days after submission of the sample infobase online and invoice; the balance within 30 days after infobase goes live on AMERICAN LEGAL's website.
- (6) Pay any invoices within 30 days of the invoice date. Invoices outstanding beyond the 30 day period shall be subject to a late payment equal to 1.% of the unpaid balance per month, or part thereof.

## III. EXTENSION OF TIME.

In the event that the municipal officials should require more than 30 days to review and revise the initial minutes project, the Municipality agrees to make the final payment to the League at that time in accordance with this contract. If more than a total of 120 days are required for the Municipality's review, the LEAGUE and AMERICAN LEGAL reserve the right to delay the final delivery of the project and to add additional reasonable charges not to exceed 10% of the adjusted base price.

## IV. DISTRIBUTION.

AMERICAN LEGAL shall ship, by common carrier, the number of disks ordered and the Municipality may direct that different portions of the shipment be made at various locations within the municipality at no additional cost. The Municipality will be charged for the direct shipping costs and a handling fee.

## V. TERMS AND TERMINATION:

- (1) Either party has the right to terminate or alter the terms of the meeting minutes agreement at any time by serving written notice. This written notice shall be sent at least thirty days before the start of additional minutes being placed online.
- (2) This agreement shall automatically renew itself from year to year except that either party may alter or cancel the terms of this agreement at any time upon thirty days written notice.

Transmittal As Offer

The transmittal of this Agreement to Municipality is an offer by the LEAGUE to perform the stated services at the price and upon the terms and conditions herein and shall be subject to acceptance by the League upon its receipt of the Agreement executed by the Municipality no later than March 30, 2015 unless such date is extended in writing by the League.

IN WITNESS WHEREOF the parties have hereunto set their hands on the date(s) indicated:

Town of Winterville, North Carolina

BY \_\_\_\_\_

TITLE \_\_\_\_\_

DATE \_\_\_\_\_

North Carolina League of Municipalities

BY \_\_\_\_\_

TITLE \_\_\_\_\_

DATE \_\_\_\_\_



**Town of Winterville  
Town Council  
Agenda Abstract**

**Item Section:** Consent Agenda

**Meeting Date:** March 9, 2015

**Presenter:** Mayor Douglas A. Jackson

**Item to be Considered**

**Subject:** Approval of Proclamation in Honor of National Boys & Girls Club Week

**Action Requested:** Approve Proclamation.

**Attachments:** Proclamation.

**Prepared By:** Jasman J. Smith, CMC, NCCMC

**Date:** 3/4/2015

**ABSTRACT ROUTING:**

TC 3/4/15-JJS

FD

TM tlp - 3/4/2015

Final tlp - 3/4/2015

**Supporting Documentation**

The young people of Winterville and Pitt County, North Carolina are tomorrow's leaders and they need professional youth services to help them reach their full potential. March 22<sup>nd</sup> through March 28<sup>th</sup>, marks the National Boys & Girls Club Week. About 4,000 Clubs serve over 4 million young people nationwide. In the Winterville/Pitt County area, the Boys & Girls Club organization provides services to more than 600 young people annually. The Boys & Girls Clubs are places where great futures start; they are at the forefront of efforts in academic success, healthy lifestyles, good character, citizenship, help ensure that our young people keep off the streets, offering them a safe and supportive place to go, and providing them with quality programs. Attached is the Proclamation.

**Budgetary Impact:** N/A.

**Recommendation:** Town Staff recommends approval of the proclamation.



# Proclamation

Winterville, North Carolina

**WHEREAS**, the young people of Winterville and Pitt County, North Carolina are tomorrow's leaders; and

**WHEREAS**, many such young people need professional youth services to help them reach their full potential ; and

**WHEREAS**, the Boys & Girls Club organization in Winterville/Pitt County –  
– provides services to more than 600 young people annually; and

**WHEREAS**, Boys & Girls Clubs are places where great futures start; they are at the forefront of efforts in academic success, healthy lifestyles, and good character and citizenship; and

**WHEREAS**, Boys & Girls Club organizations in our state help ensure that our young people keep off the streets, offering them a safe and supportive place to go and providing them with quality programs; and

**WHEREAS**, Boys & Girls Clubs of Pitt County will celebrate National Boys & Girls Club Week, 2015 along with some 4,000 Clubs serving over 4 million young people nationwide.

Now, Therefore, I, Douglas A. Jackson, by the virtue of the authority vested in me as Mayor of the Town of Winterville, do hereby proclaim March 22<sup>nd</sup> through 28<sup>th</sup> as

## **BOYS & GIRLS CLUB WEEK**

in the town of Winterville, NC and call upon our citizens to celebrate.

**IN WITNESS WHEREOF**, I have here unto set my hand and caused to be affixed the official seal of the Town of Winterville this \_\_\_\_ day of March, in the year of our Lord, two thousand and fifteen.

Douglas A. Jackson  
Mayor



**Town of Winterville  
Town Council  
Agenda Abstract**

**Item Section:** Consent Agenda

**Meeting Date:** March 9, 2015

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

**Item to be Considered**

**Subject:** Exclusive Beverage Distribution Agreement

**Action Requested:** Approve Agreement.

**Attachments:** Copy of Agreement with Coca-Cola Bottling Company Consolidated, MBG/CCBCC Expenditure and Revenue Comparison

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

**Date:** 3/4/2015

**ABSTRACT ROUTING:**

TC

FD

TM 3/4/2015

Final 3/4/2015

**Supporting Documentation**

In 2006 the Town of Winterville entered into an Agreement with Minges Bottling Group (MBG). The term of the Agreement was 10 years, expiring March 31, 2015. As current agreement is coming to an end, Town staff pursued new five (5) year Agreement proposals from Coca-Cola Bottling Company Consolidated (CCBCC) and MBG. After receiving proposals from both CCBCC and MBG staff has determined CCBCC to be the least expensive option when taking into account beverage costs, sponsorship fees, rebates, and commissions. Financial breakdown and comparison of both CCBCC and MBG proposals are included.

**Budgetary Impact:** The expenditures for remaining fiscal year can be covered in current budget and will not require a budget amendment.

**Recommendation:** Award contract.



**Town of Winterville  
Town Council  
Agenda Abstract**

**Item Section:** Consent Agenda

**Meeting Date:** March 9, 2015

**Presenter:** Anthony Bowers, Finance Director

**Item to be Considered**

**Subject:** Schedule public hearings for refinancing of existing loans

**Action Requested:** Schedule public hearings

**Attachments:** N/A

**Prepared By:** Anthony Bowers, Finance Director

**Date:** 2/24/2015

**ABSTRACT ROUTING:**

TC 3/3/2015 jjs

FD

TM 3/3/2015

Final 3/3/2015

**Supporting Documentation**

Staff is in the process of refinancing several loans. In order to do this the Town must get approval from the Local Government Commission (LGC). The LGC applications process requires a public hearing for each loan. With that being said. We will need to have public hearings to refinance the following loans:

Electric Substation - From PNC Bank, rate – 3.62% to Proposed – BB&T - rate 2.5%

Town Hall and Operation Center- From PNC Bank, rate – 3.62% to Proposed – BB&T - rate 2.5%

Public Safety and Library Buildings- From USDA, Rate – 4.75% to Proposed – BB&T - rate 2.97%

Southern Sewer Ext- From USDA, Rate – 4.38% to Proposed – BB&T - rate 2.97%

Scheduling these public hearings will allow staff the ability to meet state laws regarding advertisement and notice of public hearings.

**Budgetary Impact:** If the refinancing is allowed by the LGC the Town could save an estimated \$1.4 million combined on all refinancing's.

**Recommendation:** Town staff recommends scheduling the public hearing.



**Town of Winterville  
Town Council  
Agenda Abstract**

**Item Section:** Consent Agenda

**Meeting Date:** March 9, 2015

**Presenter:** Anthony Bowers, Finance Director

**Item to be Considered**

**Subject:** Schedule public hearings for financing Regional Wastewater Pumpstation; as well as, Water line and Water Tank Improvements.

**Action Requested:** Schedule public hearings for April's regularly scheduled meeting.

**Attachments:** N/A

**Prepared By:** Anthony Bowers, Finance Director

**Date:** 2/24/2015

**ABSTRACT ROUTING:**

TC 3/3/2015 jjs

FD

TM 3/3/2015

Final 3/3/2015

**Supporting Documentation**

Staff is in the process of obtaining financing for the proposed Water and Sewer capital projects. In order to do this the Town must get approval from the Local Government Commission (LGC). The LGC application process requires a public hearing for each loan. With that being said, we will need to hold public hearings to let the public know of the town's intent to finance these projects.

Scheduling these public hearings will allow staff the ability to meet state laws regarding advertisement and notice of public hearings.

Capital Project Ordinance for the Water project has already been adopted by the Town Council. The Sewer Capital Project Ordinance is scheduled to be on this month's agenda for the council to vote on.

**Budgetary Impact:** Debt service payments will begin next fiscal year. The water and sewer fund will be affected, and each fund will have to establish rates that will cover the debt service payment.

**Recommendation:** Town staff recommends scheduling the public hearing.



**Town of Winterville  
Town Council  
Agenda Abstract**

**Meeting Date:** March 9, 2015

**Presenter:** Anthony Bowers, Finance Director

**Item Section:** Consent Agenda

**Item to be Considered**

**Subject:** Award of contract for financing terms with Southern Bank and Trust – Reedy Branch Water Line

**Action Requested:** Approval of financing with lowest bidder

**Attachments:** bid tabulation, amortization table of the lowest bid

**Prepared By:** Anthony Bowers, Finance Director

**Date:** 2/24/2015

**ABSTRACT ROUTING:**

TC

FD

TM

Final

**Supporting Documentation**

The Town sent out Request For Proposals (RFP) from several local banks. We had three interested financial institutions bid on the loan. The lowest bidder was Southern Bank with a rate of 1.6% with no closing cost. The term for the loan is 5 years with annual payments. The annual payment will begin at \$30,138.12 and decrease each year. This payment is completely funded in the Water Fund and will be an obligation in next year's operating budget.

**Budgetary Impact:** This item was budgeted in the current year and we will have debt proceeds in the water fund in the amount of \$139,500. The annual debt service will begin in next year's budget in the amount of \$30,138.12

**Recommendation:** Town staff recommends approval of the loan with Southern Bank and Trust.

**Town of Winterville**  
~~3 Police Cars and Knuckle Boom Truck~~ **REEDY BRANCH WATER LINE EXTENSION**  
**Bid Tabulation Sheet**  
**2015**

<b>Bank</b>	<b>Rate</b>	<b>Principal And Interest</b>	<b>Fees</b>	<b>Pre Payment Penalty</b>	<b>Total Cost</b>
Southern Bank	1.60%	\$ 123,670.20	\$ -	0.00%	\$ 123,670.20
BB&T	1.61%	\$ 123,760.00	\$ -	1.00%	\$ 123,760.00
First Citizens	1.71%	\$ 124,121.80	\$ 150.00	1.00%	\$ 124,271.80

# AMORTIZATION SCHEDULE

Principal	Loan Date	Maturity	Loan No	Call / Coll	Account	Officer	Initials
\$118,000.00	03-01-2015	03-01-2020					
References in the boxes above are for Lender's use only and do not limit the applicability of this document to any particular loan or item. Any item above containing "*****" has been omitted due to text length limitations.							

**Borrower:** Town of Winterville #2

**Lender:** Southern Bank and Trust Company  
 PO Box 1018  
 121 East Main Street  
 Mount Olive, NC 28365

**Disbursement Date:** March 1, 2015  
**Interest Rate:** 1.600

**Repayment Schedule:** Irregular  
**Calculation Method:** 365/365 U.S. Rule

Payment Number	Payment Date	Payment Amount	Interest Paid	Principal Paid	Remaining Balance
1	03-01-2016	1,893.17	1,893.17	0.00	118,000.00
2	03-01-2016	23,600.00	0.00	23,600.00	94,400.00
<b>2016 TOTALS:</b>		<b>25,493.17</b>	<b>1,893.17</b>	<b>23,600.00</b>	
3	03-01-2017	1,510.40	1,510.40	0.00	94,400.00
4	03-01-2017	23,600.00	0.00	23,600.00	70,800.00
<b>2017 TOTALS:</b>		<b>25,110.40</b>	<b>1,510.40</b>	<b>23,600.00</b>	
5	03-01-2018	1,132.80	1,132.80	0.00	70,800.00
6	03-01-2018	23,600.00	0.00	23,600.00	47,200.00
<b>2018 TOTALS:</b>		<b>24,732.80</b>	<b>1,132.80</b>	<b>23,600.00</b>	
7	03-01-2019	755.20	755.20	0.00	47,200.00
8	03-01-2019	23,600.00	0.00	23,600.00	23,600.00
<b>2019 TOTALS:</b>		<b>24,355.20</b>	<b>755.20</b>	<b>23,600.00</b>	
9	03-01-2020	23,978.63	378.63	23,600.00	0.00
<b>2020 TOTALS:</b>		<b>23,978.63</b>	<b>378.63</b>	<b>23,600.00</b>	
<b>TOTALS:</b>		<b>123,670.20</b>	<b>5,670.20</b>	<b>118,000.00</b>	

**NOTICE:** This is an estimated loan amortization schedule. Actual amounts may vary if payments are made on different dates or in different amounts.

Police JPW Truck



**Town of Winterville  
Town Council  
Agenda Abstract**

**Meeting Date:** March 9, 2015

**Presenter:** Anthony Bowers, Finance Director

**Item Section:** Consent Agenda

**Item to be Considered**

**Subject:** Award of contract for financing terms with Southern Bank and Trust - Police Cars and Public Works Truck

**Action Requested:** Approval of financing with lowest bidder Southern Bank and Trust

**Attachments:** bid tabulation, amortization table of the lowest bid

**Prepared By:** Anthony Bowers, Finance Director

**Date:** 2/24/2015

**ABSTRACT ROUTING:**

TC 3/3/2015 jjs

FD \_\_\_\_\_

TM 3/3/2015

Final 3/3/2015

**Supporting Documentation**

The Town sent out Request For Proposals (RFP) from several local banks. We had three interested financial institutions bid on the loan. The lowest bidder was Southern Bank with a rate of 1.6% with no closing cost. The term for the loan is 5 years with annual payments. The annual payment will begin at \$25,493.17 and decrease each year. This payment is completely funded in the General Fund and will be an obligation in next year's operating budget.

**Budgetary Impact:** This item was budgeted in the current year and we will have debt proceeds in the General Fund in the amount of \$118,000. The annual debt service will begin in next year's budget in the amount of \$25,493.17

**Recommendation:** Town staff recommends approval of the loan with Southern Bank and Trust.



**Town of Winterville  
3 Police Cars and 1 PW Truck  
Bid Tabulation Sheet  
2015**

<b>Bank</b>	<b>Rate</b>	<b>Principal And Interest</b>	<b>Fees</b>	<b>Pre Payment Penalty</b>	<b>Total Cost</b>
Southern Bank	1.60%	\$ 146,203.34	\$ -	0.00%	\$ 146,203.34
BB&T	1.61%	\$ 146,309.60	\$ -	1.00%	\$ 146,309.60
First Citizens	1.71%	\$ 146,737.25	\$ 150.00	1.00%	\$ 146,887.25

# AMORTIZATION SCHEDULE

Principal	Loan Date	Maturity	Loan No	Call / Coll	Account	Officer	Initials
<b>\$139,500.00</b>	<b>03-01-2015</b>	<b>03-01-2020</b>					
References in the boxes above are for Lender's use only and do not limit the applicability of this document to any particular loan or item. Any item above containing "*****" has been omitted due to text length limitations.							

**Borrower:** Town of Winterville

**Lender:** Southern Bank and Trust Company  
 PO Box 1018  
 121 East Main Street  
 Mount Olive, NC 28365

**Disbursement Date:** March 1, 2015  
**Interest Rate:** 1.600

**Repayment Schedule:** Irregular  
**Calculation Method:** 365/365 U.S. Rule

Payment Number	Payment Date	Payment Amount	Interest Paid	Principal Paid	Remaining Balance
1	03-01-2016	2,238.12	2,238.12	0.00	139,500.00
2	03-01-2016	27,900.00	0.00	27,900.00	111,600.00
<b>2016 TOTALS:</b>		<b>30,138.12</b>	<b>2,238.12</b>	<b>27,900.00</b>	
3	03-01-2017	1,785.60	1,785.60	0.00	111,600.00
4	03-01-2017	27,900.00	0.00	27,900.00	83,700.00
<b>2017 TOTALS:</b>		<b>29,685.60</b>	<b>1,785.60</b>	<b>27,900.00</b>	
5	03-01-2018	1,339.20	1,339.20	0.00	83,700.00
6	03-01-2018	27,900.00	0.00	27,900.00	55,800.00
<b>2018 TOTALS:</b>		<b>29,239.20</b>	<b>1,339.20</b>	<b>27,900.00</b>	
7	03-01-2019	892.80	892.80	0.00	55,800.00
8	03-01-2019	27,900.00	0.00	27,900.00	27,900.00
<b>2019 TOTALS:</b>		<b>28,792.80</b>	<b>892.80</b>	<b>27,900.00</b>	
9	03-01-2020	28,347.62	447.62	27,900.00	0.00
<b>2020 TOTALS:</b>		<b>28,347.62</b>	<b>447.62</b>	<b>27,900.00</b>	
<b>TOTALS:</b>		<b>146,203.34</b>	<b>6,703.34</b>	<b>139,500.00</b>	

**NOTICE:** This is an estimated loan amortization schedule. Actual amounts may vary if payments are made on different dates or in different amounts.

*Ready Branch Rd*

**RESOLUTION TO APPROVE AND AUTHORIZE EXECUTION OF  
SOUTHERN BANK INSTALLMENT PURCHASE CONTRACT  
FOR \$139,500.00 FOR THE FINANCING OF THREE POLICE VEHICLES AND  
ONE PUBLIC WORKS TRUCK**

WHEREAS, the Town of Winterville (hereinafter "Town") is a governmental entity and municipality organized and existing under the laws of the State of North Carolina; and

WHEREAS, the Town has purchased three police vehicles and a public Works truck for \$139,500.00; and

WHEREAS, the Town is authorized pursuant to N.C.G.S. §160A-20 to finance the purchase of said motor vehicles by contract; and

WHEREAS, the Town of Winterville believes it would be in the best interests of the citizens of the Town of Winterville that said Town enter into the attached Installment Purchase Contract with Southern Bank & Trust Company for \$139,500.00, (whose terms are incorporated here by reference), pursuant to N.C.G.S. §160A-20 and Article 9 of Chapter 25 of the North Carolina General Statutes.

NOW, THEREFORE, BE IT RESOLVED by the Town Council for the Town of Winterville, North Carolina that it hereby approves and enters into said Southern Bank Installment Purchase Contract for \$139,500.00 for the financing of the three police vehicles and a public Works truck and authorizes the Mayor and Town Clerk to execute said Southern Bank Installment Purchase Contract and any and all associated documents required by the Bank (i.e.- IRS Form 8038-G) on behalf of said Town.

ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2015 upon motion by Councilmember \_\_\_\_\_, seconded by Councilmember \_\_\_\_\_ with a \_\_\_\_ to \_\_\_\_ vote.

\_\_\_\_\_  
Mayor, Town of Winterville

Attest: \_\_\_\_\_  
Clerk, Town of Winterville



**Town of Winterville  
Town Council  
Agenda Abstract**

**Item Section:** Consent Agenda

**Meeting Date:** March 9, 2015

**Presenter:** Anthony Bowers, Finance Director

**Item to be Considered**

**Subject:** Capital Project Fund Ordinance for Regional Sewer Pumpstation

**Action Requested:** Adopt the Capital Project Ordinance

**Attachments:** Sewer Regional Pumpstation Capital Project Ordinance

**Prepared By:** Anthony Bowers, Finance Director

**Date:** 2/26/2015

**ABSTRACT ROUTING:**

TC 3/3/2015 jjs

FD

TM 3/3/2015

Final 3/3/2015

**Supporting Documentation**

In order to construct the Regional Pumpstation adjacent to Old Tar Road, the Town Council needs to approve the Capital Project Budget Ordinance.

The adoption of a Capital Project Budget Ordinance is defined in General Statute 159-13.2. The statutes state that the project ordinance must clearly identify the purpose of the project. It must also establish that the budget is balanced with equal amounts of revenues and appropriations. The project ordinance will only last the life of the project.

The establishment of this capital project fund will provide detailed background information that will be used for LGC application process, Financing Process, and Accounting for the project.

**Budgetary Impact:** The total project budget is \$2,177,210. The project is scheduled to be funded with debt proceeds from the NCDENR – State Revolving Fund. Annual debt service will be due one year from the closing date of the loan.

**Recommendation:** Adopt the Capital Project Ordinance

**TOWN OF WINTERVILLE  
CAPITAL PROJECT BUDGET ORDINANCE  
SEWER SYSTEM IMPROVEMENT PROJECT**

**BE IT ORDAINED** by the Town Council of the Town of Winterville, North Carolina, that pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following capital project ordinance is hereby adopted:

**Section 1:** The project authorized is for design and construction of a new regional lift station and associated gravity sewer and force mains, abandonment of the existing Craft Winds lift station, and rehabilitation of existing gravity sewer mains to be funded by state loans and sewer funds.

**Section 2:** The following amounts are appropriated for the project:

Construction	\$1,669,020
Contingency	\$167,000
Engineering Cost	\$341,190
	<hr/>
	<b>\$2,177,210</b>

**Section 3:** The following revenue is anticipated to be available for this project:

Debt Proceeds - NCDENR State Revolving Fund	\$2,127,020
Sewer Fund Contribution	\$50,190
	<hr/>
	<b>\$2,177,210</b>

**Section 4:** The finance Officer is hereby directed to maintain within the Capital Project Fund sufficient detailed accounting records to satisfy the requirements of the financing agreements.

**Section 5:** Funds may be advanced from the Sewer Fund or from the General Fund for the purpose of making payments that are due. Reimbursement requests should be made to the loan agency in an orderly and timely manner.

**Section 6:** The Finance Director is directed to report, on a monthly basis, the financial status of each project element in Section 2 and on the total revenues received or claimed.

**Section 7:** Copies of this capital project budget ordinance shall be furnished to the Town Clerk, Governing Board, Finance Director, and Town Manager (Budget Officer) to be kept on file by them for their direction in the disbursement of funds.

Adopted this 9th day of March, 2015

---

Douglas A. Jackson, Mayor

Attest:

---

Jasman Smith, Town Clerk



**Town of Winterville  
Town Council  
Agenda Abstract**

**Item Section:** Consent Agenda

**Meeting Date:** March 9, 2015

**Presenter:** Anthony Bowers, Finance Director

**Item to be Considered**

**Subject:** Resolution of Findings for LGC application to refinance the loan with PNC with BB&T for the Town Hall Renovations and Operation Center.

**Action Requested:** Adopt the Resolution

**Attachments:** Resolution of Findings

**Prepared By:** Anthony Bowers, Finance Director

**Date:** 3/2/2015

**ABSTRACT ROUTING:**

TC 3/3/2015 jjs

FD

TM 3/3/2015

Final 3/3/2015

**Supporting Documentation**

Staff is in the process of refinancing several loans. In order to do this, the Town must get approval from the Local Government Commission (LGC). The LGC applications process requires the Town Council to adopt a Resolution of Finding. The resolution authorizes the Finance Director to submit the application on behalf of the Town of Winterville, and recognizes that the financing is in the best financial interest of the Town.

Town Hall and Operation Center- From PNC Bank, rate – 3.62% to Proposed – BB&T - rate 2.5%

**Estimated Savings: \$81,554**

**Budgetary Impact:** If the refinancing is allowed by the LGC the Town could save an estimated \$1.4 million combined on all refinancing's.

**Recommendation:** Town staff recommends adopting the resolution

## **Town of Winterville**

### **RESOLUTION**

#### **RESOLUTION AUTHORIZING THE FILING OF AN APPLICATION FOR APPROVAL OF A FINANCING AGREEMENT AUTHORIZED BY NORTH CAROLINA GENERAL STATUTE 160A-20**

WHEREAS, the Town of Winterville, North Carolina desires to refinance existing loans that were used for the construction of Town Hall renovations and Public Buildings. This project was originally financed with installment purchase agreements with RBC and later PNC through a merger; and

WHEREAS, The Town of Winterville desires to refinance the original installment contract by the use of the same, authorized under North Carolina General Statute 160A, Article 3, Section 20; and

WHEREAS, findings of fact by this governing body must be presented to enable the North Carolina Local Government Commission to make its findings of fact set forth in North Carolina General Statute 159, Article 8, Section 151 prior to approval of the proposed contract;

NOW, THEREFORE, BE IT RESOLVED that the Council of the Town of Winterville, North Carolina, meeting in regular session on the 9th day of March, 2015, make the following findings of fact:

1. The proposed contract is necessary or expedient because the Town of Winterville does not have the available cash to pay off the existing loan without jeopardizing the Town financial position. The Town does not wish to use the current available fund balance, or retained earnings. This is an effort to keep the Town's reserves at optimal levels.
2. The proposed contract is preferable to a bond issue for the same purpose because the cost for the bond issuance is considerably more than installment purchase agreements. The loan amount is \$1,229,790 at a rate of 2.06% for 9 years. This refinancing will save the Town an estimated \$81,555.
3. The sums to fall due under the contract are adequate and not excessive for the proposed purpose because the revenues and rates are sufficient to cover the established cost of the annual debt service payment. This insures that we are finding the most cost effective lender for the debt.
5. The Town of Winterville's debt management procedures and policies are good because they provide the Town of Winterville with guidelines for using debt financing and create boundaries and limitations on amounts and percentages with relation to the Town of Winterville's debt position.
6. The increase in taxes necessary to meet the sums to fall due under the proposed contract will be 0 cents per \$100 valuation and is not deemed to be excessive.
7. The Town of Winterville is not in default in any of its debt service obligations.
8. The attorney for the Town of Winterville has rendered an opinion that the proposed refinancing is authorized by law and is a purpose for which public funds may be expended pursuant to the Constitution and laws of North Carolina.

9. The probable net revenues of the project to be financed will be sufficient to meet the sums to fall due under the proposed contract.

NOW, THEREFORE, BE IT FURTHER RESOLVED that the Finance Director is hereby authorized to act on behalf of the Town of Winterville in filing an application with the North Carolina Local Government Commission for approval of the Project and the proposed financing contract and other actions not inconsistent with this resolution.

This resolution is effective upon its adoption this 9th day of May, 2015.

The motion to adopt this resolution was made by [Commission/Alderman/Director] \_\_\_\_\_, seconded by [Commissioner/Alderman/Director] \_\_\_\_\_ and passed by a vote of \_\_\_\_\_ to \_\_\_\_\_.

\_\_\_\_\_  
[Mayor/Chairman]

ATTEST:

\_\_\_\_\_  
[Clerk/Secretary]

This is to certify that this is a true and accurate copy of Resolution No. \_\_\_\_\_ Adopted by the Anywhere Board of [Commissioners/Aldermen/Directors] on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
[Clerk/Secretary]

\_\_\_\_\_  
Date





**Town of Winterville  
Town Council  
Agenda Abstract**

**Item Section:** Consent Agenda

**Meeting Date:** March 9, 2015

**Presenter:** Anthony Bowers, Finance Director

**Item to be Considered**

**Subject:** Resolution of Findings for the LGC application to refinance the loan with PNC for the Electric Substation with BB&T.

**Action Requested:** Adopt the Resolution

**Attachments:** Resolution

**Prepared By:** Anthony Bowers, Finance Director

**Date:** 3/2/2015

**ABSTRACT ROUTING:**

TC 3/3/2015 jjs

FD

TM 3/3/2015

Final 3/3/2015

**Supporting Documentation**

Staff is in the process of refinancing several loans. In order to do this, the Town must get approval from the Local Government Commission (LGC). The LGC applications process requires the Town Council to adopt a Resolution of Finding. The resolution authorizes the Finance Director to submit the application on behalf of the Town of Winterville, and recognizes that the financing is in the best financial interest of the Town.

Electric Substation - From PNC Bank, rate – 3.62% to Proposed – BB&T - rate 2.5%

**Estimated Savings: \$141,278**

**Budgetary Impact:** If the refinancing is allowed by the LGC the Town could save an estimated \$1.4 million combined on all refinancing's.

**Recommendation:** Town staff recommends adoption of the Resolution

## **Town of Winterville**

### **RESOLUTION**

#### **RESOLUTION AUTHORIZING THE FILING OF AN APPLICATION FOR APPROVAL OF A FINANCING AGREEMENT AUTHORIZED BY NORTH CAROLINA GENERAL STATUTE 160A-20**

WHEREAS, the Town of Winterville, North Carolina desires to refinance existing loans that were used for the construction of Electric Substation Phase I. This project was originally financed with installment purchase agreements with RBC and later PNC through a merger; and

WHEREAS, The Town of Winterville desires to refinance the original installment contract by the use of the same, authorized under North Carolina General Statute 160A, Article 3, Section 20; and

WHEREAS, findings of fact by this governing body must be presented to enable the North Carolina Local Government Commission to make its findings of fact set forth in North Carolina General Statute 159, Article 8, Section 151 prior to approval of the proposed contract;

NOW, THEREFORE, BE IT RESOLVED that the Council of the Town of Winterville, North Carolina, meeting in regular session on the 9th day of March, 2015, make the following findings of fact:

1. The proposed contract is necessary or expedient because the Town of Winterville does not have the available cash to pay off the existing loan without jeopardizing the Town financial position. The Town does not wish to use the current available fund balance, or retained earnings. This is an effort to keep the Town's reserves at optimal levels.
2. The proposed contract is preferable to a bond issue for the same purpose because the cost for the bond issuance is considerably more than installment purchase agreements. The loan amount is \$1,686,014 at a rate of 2.06% for 9 years. This refinancing will save the Town an estimated \$141,279.
3. The sums to fall due under the contract are adequate and not excessive for the proposed purpose because the revenues and rates are sufficient to cover the established cost of the annual debt service payment. This insures that we are finding the most cost effective lender for the debt.
5. The Town of Winterville's debt management procedures and policies are good because they provide the Town of Winterville with guidelines for using debt financing and create boundaries and limitations on amounts and percentages with relation to the Town of Winterville's debt position.
6. The increase in taxes necessary to meet the sums to fall due under the proposed contract will be 0 cents per \$100 valuation and is not deemed to be excessive.
7. The Town of Winterville is not in default in any of its debt service obligations.
8. The attorney for the Town of Winterville has rendered an opinion that the proposed refinancing is authorized by law and is a purpose for which public funds may be expended pursuant to the Constitution and laws of North Carolina.

9. The probable net revenues of the project to be financed will be sufficient to meet the sums to fall due under the proposed contract.

NOW, THEREFORE, BE IT FURTHER RESOLVED that the Finance Director is hereby authorized to act on behalf of the Town of Winterville in filing an application with the North Carolina Local Government Commission for approval of the Project and the proposed financing contract and other actions not inconsistent with this resolution.

This resolution is effective upon its adoption this 9th day of May, 2015.

The motion to adopt this resolution was made by [Commission/Alderman/Director] \_\_\_\_\_, seconded by [Commissioner/Alderman/Director] \_\_\_\_\_ and passed by a vote of \_\_\_\_\_ to \_\_\_\_\_.

\_\_\_\_\_  
[Mayor/Chairman]

ATTEST:

\_\_\_\_\_  
[Clerk/Secretary]

This is to certify that this is a true and accurate copy of Resolution No. \_\_\_\_\_ Adopted by the Anywhere Board of [Commissioners/Aldermen/Directors] on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
[Clerk/Secretary]

\_\_\_\_\_  
Date



**Town of Winterville  
Town Council  
Agenda Abstract**

**Item Section:** Consent Agenda

**Meeting Date:** March 9, 2015

**Presenter:** Anthony Bowers, Finance Director

**Item to be Considered**

**Subject:** Resolution of Findings for LGC application to refinance the loan with USDA for the Public Safety Building and the Library with BB&T.

**Action Requested:** Adopt the Resolution

**Attachments:** Resolution of Findings

**Prepared By:** Anthony Bowers, Finance Director

**Date:** 3/2/2015

**ABSTRACT ROUTING:**

TC 3/3/2015 jjs

FD

TM tlp - 3/3/2015

Final 03/02/2015

**Supporting Documentation**

Staff is in the process of refinancing several loans. In order to do this, the Town must get approval from the Local Government Commission (LGC). The LGC applications process requires the Town Council to adopt a Resolution of Finding. The resolution authorizes the Finance Director to submit the application on behalf of the Town of Winterville, and recognizes that the financing is in the best financial interest of the Town.

Public Safety and Library Buildings- From USDA, Rate – 4.75% to Proposed – BB&T - rate 2.97%

**Estimated Savings: \$489,542**

**Budgetary Impact:** If the refinancing is allowed by the LGC the Town could save an estimated \$1.4 million combined on all refinancing's.

**Recommendation:** Town staff recommends adopting the resolution

## **Town of Winterville**

### **RESOLUTION**

#### **RESOLUTION AUTHORIZING THE FILING OF AN APPLICATION FOR APPROVAL OF A FINANCING AGREEMENT AUTHORIZED BY NORTH CAROLINA GENERAL STATUTE 160A-20**

WHEREAS, the Town of Winterville, North Carolina desires to refinance existing loans that were used for the construction of Public Safety Building and Library. This project was originally financed with installment purchase agreements with USDA; and

WHEREAS, The Town of Winterville desires to refinance the original installment contract by the use of the same, authorized under North Carolina General Statute 160A, Article 3, Section 20; and

WHEREAS, findings of fact by this governing body must be presented to enable the North Carolina Local Government Commission to make its findings of fact set forth in North Carolina General Statute 159, Article 8, Section 151 prior to approval of the proposed contract;

NOW, THEREFORE, BE IT RESOLVED that the Council of the Town of Winterville, North Carolina, meeting in regular session on the 9th day of March, 2015, make the following findings of fact:

1. The proposed contract is necessary or expedient because the Town of Winterville does not have the available cash to pay off the existing loan without jeopardizing the Town financial position. The Town does not wish to use the current available fund balance, or retained earnings. This is an effort to keep the Town's reserves at optimal levels.
2. The proposed contract is preferable to a bond issue for the same purpose because the cost for the bond issuance is considerably more than installment purchase agreements. The loan amount is \$1,835,297 at a rate of 2.97% for 15 years. This refinancing will save the Town an estimated \$489,542.46.
3. The sums to fall due under the contract are adequate and not excessive for the proposed purpose because the revenues and rates are sufficient to cover the established cost of the annual debt service payment. This insures that we are finding the most cost effective lender for the debt.
5. The Town of Winterville's debt management procedures and policies are good because they provide the Town of Winterville with guidelines for using debt financing and create boundaries and limitations on amounts and percentages with relation to the Town of Winterville's debt position.
6. The increase in taxes necessary to meet the sums to fall due under the proposed contract will be 0 cents per \$100 valuation and is not deemed to be excessive.
7. The Town of Winterville is not in default in any of its debt service obligations.
8. The attorney for the Town of Winterville has rendered an opinion that the proposed refinancing is authorized by law and is a purpose for which public funds may be expended pursuant to the Constitution and laws of North Carolina.

9. The probable net revenues of the project to be financed will be sufficient to meet the sums to fall due under the proposed contract.

NOW, THEREFORE, BE IT FURTHER RESOLVED that the Finance Director is hereby authorized to act on behalf of the Town of Winterville in filing an application with the North Carolina Local Government Commission for approval of the Project and the proposed financing contract and other actions not inconsistent with this resolution.

This resolution is effective upon its adoption this 9th day of May, 2015.

The motion to adopt this resolution was made by [Commission/Alderman/Director] \_\_\_\_\_, seconded by [Commissioner/Alderman/Director] \_\_\_\_\_ and passed by a vote of \_\_\_\_\_ to \_\_\_\_\_.

\_\_\_\_\_  
[Mayor/Chairman]

ATTEST:

\_\_\_\_\_  
[Clerk/Secretary]

This is to certify that this is a true and accurate copy of Resolution No. \_\_\_\_\_ Adopted by the Anywhere Board of [Commissioners/Aldermen/Directors] on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
[Clerk/Secretary]

\_\_\_\_\_  
Date



**Town of Winterville  
Town Council  
Agenda Abstract**

**Item Section:** Consent Agenda

**Meeting Date:** March 9, 2015

**Presenter:** Anthony Bowers, Finance Director

**Item to be Considered**

**Subject:** Resolution of Findings for LGC application to refinance the current USDA General Obligation Bonds with installment purchase agreement with BB&T. Southern Sewer Extension

**Action Requested:** Adopt the Resolution

**Attachments:** Resolution of Findings

**Prepared By:** Anthony Bowers, Finance Director

**Date:** 3/2/2015

**ABSTRACT ROUTING:**

TC 3/3/2015 jjs

FD \_\_\_\_\_

TM 3/3/2015

Final 3/3/2015

**Supporting Documentation**

Staff is in the process of refinancing several loans. In order to do this, the Town must get approval from the Local Government Commission (LGC). The LGC applications process requires the Town Council to adopt a Resolution of Finding. The resolution authorizes the Finance Director to submit the application on behalf of the Town of Winterville, and recognizes that the financing is in the best financial interest of the Town.

Southern Sewer Ext- From USDA, Rate – 4.38% to Proposed – BB&T - rate 2.97%

**Estimated saving \$455,303.**

**Budgetary Impact:** If the refinancing is allowed by the LGC the Town could save an estimated \$1.4 million combined on all refinancing's.

**Recommendation:** Town staff recommends adopting the resolution

## **Town of Winterville**

### **RESOLUTION**

#### **RESOLUTION AUTHORIZING THE FILING OF AN APPLICATION FOR APPROVAL OF A FINANCING AGREEMENT AUTHORIZED BY NORTH CAROLINA GENERAL STATUTE 160A-20**

WHEREAS, the Town of Winterville, North Carolina desires to refinance existing loans that were used for the construction of Southern Sewer Line and Pumpstation. This project was originally financed with General Obligation Bonds with USDA; and

WHEREAS, The Town of Winterville desires to refinance the original installment contract by the use of the same, authorized under North Carolina General Statute 160A, Article 3, Section 20; and

WHEREAS, findings of fact by this governing body must be presented to enable the North Carolina Local Government Commission to make its findings of fact set forth in North Carolina General Statute 159, Article 8, Section 151 prior to approval of the proposed contract;

NOW, THEREFORE, BE IT RESOLVED that the Council of the Town of Winterville, North Carolina, meeting in regular session on the 9th day of March, 2015, make the following findings of fact:

1. The proposed contract is necessary or expedient because the Town of Winterville does not have the available cash to pay off the existing loan without jeopardizing the Town financial position. The Town does not wish to use the current available fund balance, or retained earnings. This is an effort to keep the Town's reserves at optimal levels.
2. The proposed contract is preferable to a bond issue for the same purpose because the cost for the bond issuance is considerably more than installment purchase agreements. The loan amount is \$916,500 at a rate of 2.97% for 15 years. This refinancing will save the Town an estimated \$455,303.
3. The sums to fall due under the contract are adequate and not excessive for the proposed purpose because the revenues and rates are sufficient to cover the established cost of the annual debt service payment. This insures that we are finding the most cost effective lender for the debt.
5. The Town of Winterville's debt management procedures and policies are good because they provide the Town of Winterville with guidelines for using debt financing and create boundaries and limitations on amounts and percentages with relation to the Town of Winterville's debt position.
6. The increase in taxes necessary to meet the sums to fall due under the proposed contract will be 0 cents per \$100 valuation and is not deemed to be excessive.
7. The Town of Winterville is not in default in any of its debt service obligations.
8. The attorney for the Town of Winterville has rendered an opinion that the proposed refinancing is authorized by law and is a purpose for which public funds may be expended pursuant to the Constitution and laws of North Carolina.



9. The probable net revenues of the project to be financed will be sufficient to meet the sums to fall due under the proposed contract.

NOW, THEREFORE, BE IT FURTHER RESOLVED that the Finance Director is hereby authorized to act on behalf of the Town of Winterville in filing an application with the North Carolina Local Government Commission for approval of the Project and the proposed financing contract and other actions not inconsistent with this resolution.

This resolution is effective upon its adoption this 9th day of May, 2015.

The motion to adopt this resolution was made by [Commission/Alderman/Director] \_\_\_\_\_, seconded by [Commissioner/Alderman/Director] \_\_\_\_\_ and passed by a vote of \_\_\_\_\_ to \_\_\_\_\_.

\_\_\_\_\_  
[Mayor/Chairman]

ATTEST:

\_\_\_\_\_  
[Clerk/Secretary]

This is to certify that this is a true and accurate copy of Resolution No. \_\_\_\_\_ Adopted by the Anywhere Board of [Commissioners/Aldermen/Directors] on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
[Clerk/Secretary]

\_\_\_\_\_  
Date



**Town of Winterville  
Town Council  
Agenda Abstract**

**Item Section:** Consent Agenda

**Meeting Date:** March 9, 2015

**Presenter:** David Moore, Fire Chief

**Item to be Considered**

**Subject:** Approval of Fire Department Master Plan and EMS Feasibility Study

**Action Requested:** Approve Staff Recommendation

**Attachments:** Proposal from Emergency Services Consulting International (ESCI) including: client list, cost, project team members; memo describing project.

**Prepared By:** David Moore, Fire Chief

**Date:** 02/23/2015

**ABSTRACT ROUTING:**

TC 3/3/2015 jjs

FD

TM 3/3/2015

Final 3/3/2015

**Supporting Documentation**

Upon direction of the Town Council, staff prepared and received proposals for a qualified firm to perform a "Fire Department Master Plan and EMS Feasibility Study." Staff advertised the request for proposals and received four (4) proposals from firms located around the country. These firms included: *Emergency Services Consulting International, Fitch and Associates, Matrix Consulting Group, and TriData.*

• <b>Emergency Services Consulting International</b>	<b> Mooresville, NC</b>	<b> \$22,941.00</b>
• Fitch & Associates, LLC	Platte City, MO	\$44,900.00
• TriData Division, System Planning Corporation	Arlington, VA	\$24,800.00
• Matrix Consulting Group	Mountain View, CA	\$49,000.00

The proposal from ESCI leaves an impression of being comprehensive and thorough. It identifies each area of fire and EMS service that ESCI will evaluate and the associated recommendations.

**ESCI** is the most cost effective option for this project. The cost associated with their proposal is all-inclusive and they are adequately insured.

**Budgetary Impact:** \$22,941 (Currently Budgeted in Fire-Rescue-EMS Departments Budget.)

**Recommendation:** Staff recommends that the Town Council approve Fire-Rescue-EMS Department staff to contract with Emergency Services Consulting International to complete the "Fire Department Master Plan" (including the "EMS Feasibility Study")



Emergency Services  
Consulting International

## Letter of Submittal

October 1, 2014

David Moore, Fire Chief

david.moore@wintervillenc.com

RE: Master Plan and EMS Feasibility Study

Dear Chief Moore,

Emergency Services Consulting International (ESCI) is pleased to submit the following proposal to conduct the Master Plan and EMS Feasibility Study for the Winterville Fire Department. We recognize the importance of this project and appreciate your consideration of our proposal.

ESCI has completed numerous fire department and emergency service studies utilizing our highly qualified staff. ESCI has a working knowledge and understanding of contemporary fire service and EMS organizations and the complexity of current delivery systems, as well as our ability to utilize advanced analytical technology and methodology to ensure accurate observations and recommendations.

We have developed a scope of work that addresses the components for your study as discussed with Kent Greene. The phases defined in our scope will analyze the fire department throughout the organization and utilize service delivery models to help generate recommendations and strategies in order to increase efficiency while remaining cost effective.

Kent Greene, ESCI's Senior Vice President, will be the Project Manager and will lead the Master Plan and EMS Feasibility Study of the Winterville Fire Department. Kent has put together a project team that will provide the knowledge, support, and expertise that will contribute to the successful completion of this project.

We appreciate your consideration of our proposal and look forward working with the Winterville Fire Department in this important endeavor. If you have any questions, please do not hesitate to contact Kent at 704-660-8027 or me at 800-757-3724.

**Corporate Office**  
25030 SW Parkway Avenue  
Suite 330  
Wilsonville, OR 97070  
503.570.7778

**Eastern Region**  
111 Kilson Drive  
Suite 208  
Mooresville, NC 28117  
704.660.8027

**Southern Region**  
1591 Terrace Drive  
Lantana, TX 76226  
940.453.1366

**National Capital Region**  
4025 Fair Ridge Drive  
Fairfax, VA 22033  
703.273.9363

Sincerely,

Cynthia K. March  
Chief Operations Officer



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## Profile of the Proposing Firm

### ESCI Capabilities

Emergency Services Consulting International (ESCI) is an international firm providing specialized, high quality, professional fire, police, communications, and EMS consulting services to organizations throughout the United States and Canada. ESCI has been meeting the needs of emergency services agencies since 1976 and is considered by many to be the nation's leader in emergency services consulting. Utilizing a staff of six personnel and over 40 field consultants nationwide, ESCI provides consulting services to municipalities, districts, nonprofit organizations, and the industrial and commercial community.

ESCI is recognized as an expert in the field by the emergency service community. This is confirmed by our ongoing relationship with the International Association of Fire Chiefs (IAFC), the United States Department of Defense, the Western Fire Chiefs Association, the National Fallen Firefighters Foundation, the National Volunteer Fire Council, and the hundreds of clients we serve from coast to coast.

Since the beginning, ESCI has operated on the principles of honesty, integrity, and service. ESCI's philosophy is to maintain an active involvement within the emergency service disciplines and related fields, staying ahead of the rapid changes and issues facing our clients.

The mission of ESCI is to **improve public safety by facilitating the best, most advanced policy decisions.**

*...facilitating the best, most advanced policy decisions*

We will accomplish this by providing the highest value of consulting services and educational programs. ESCI utilizes a team of professionals committed to offering highly beneficial programs covering current and anticipated fire, police, communications, emergency management, and emergency medical services issues and needs.

We provide a wide array of services including organization audits and evaluations; cooperative effort and consolidation; health and safety evaluations; master, strategic, and growth management plans; deployment planning; hazard mitigation planning; executive searches; assessment centers; and customized consulting. ESCI has helped improve emergency services in hundreds of communities throughout the country. Our innovative training programs are improving the way organizations and people work.

ESCI encourages creative solutions to complex system dilemmas. The firm recognizes the cultural, economic, operational, legal, and political realities of the local environment. ESCI avoids pre-conceived biases in order to develop and implement imaginative and long-lasting solutions. In addition, ESCI equips its clients with the background, understanding, and confidence to tackle future problems as they arise.

All of ESCI's field associates are active practitioners in their respective fields, with many involved in highly visible and responsible national leadership positions in law enforcement and fire/rescue services. We understand your issues, challenges, responsibilities, and offer proven methods to improve your effectiveness.

ESCI at a Glance

- Mission: Improve public safety by facilitating the best, most advanced policy decisions
- Established in 1976
- Headquartered in Wilsonville, Oregon; with branch offices in Mooresville, North Carolina; and Fairfax, Virginia
- Extensive fire and EMS consulting throughout the US and Canada
- Six employees, over 40 expert field consultants



## ESCI Offices

### Corporate Headquarters

Jack W. Snook, President  
Cindy March, Chief Operations Officer  
25030 SW Parkway Avenue, Suite 330  
Wilsonville, OR 97070  
Phone: 800.757.3724  
Email: cindy.march@ESCI.us

### Eastern Region Office

Kent Greene, Senior Vice President  
111 Kilson Drive, Suite 208  
 Mooresville, NC 28117  
Phone: 704.660.8027  
Email: kent.greene@ESCI.us

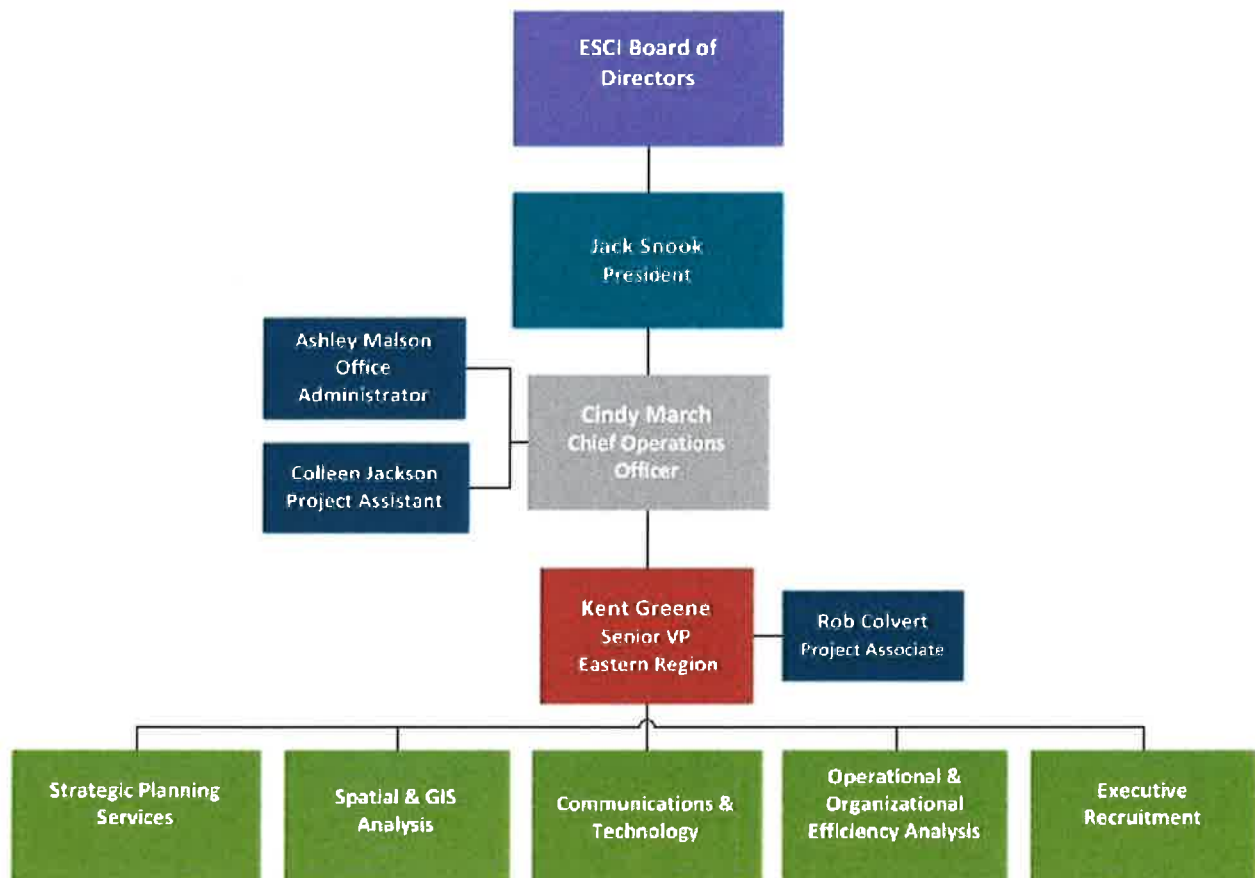
### National Capital Region Office

Tommy Hicks  
4025 Fair Ridge Drive  
Fairfax, VA 22033  
Phone: 703.273.0911  
Fax: 703.273.9363  
Email: tommy.hicks@ESCI.us

### Southern Region

Sheldon Gilbert, Senior Associate  
1591 Terrace Drive  
Lantana, TX 76226  
Phone: 940.453.1366  
Email: sheldon.gilbert@ESCI.us

## ESCI Organizational Chart





## Scope of Work

The following phases and tasks will be completed to produce the final report and recommendations. This methodology has been developed specifically for this project based on our understanding of your expectations. ESCI will utilize approaches, tools, and techniques proven through experience to provide the kind and quality of information needed to make objective, informed decisions.

The evaluation and analysis of data and other information will be based on local standards, National Fire Protection Association (NFPA) standards, Insurance Services Office (ISO) schedules, Commission on Fire Accreditation International (CFAI)<sup>1</sup> self-assessment criteria, health and safety requirements, federal and state mandates relative to emergency services, and general accepted best practices within emergency services.

The proposed methods, procedures, and anticipated deliverable items of this project have been organized into phases. Each project phase is described in detail below and on the following pages.

### *Phase I – Project Initiation*

#### **Task 1-A: Development of Project Work plan**

ESCI will converse with the department's project team or appointed project liaisons to develop and refine a project work plan that will outline all project work flow. The work plan also establishes an understanding of the background, goals, and expectations of the project. The work plan identifies:

- Primary tasks.
- Person(s) responsible for each task.
- Timetable for each objective.
- Method of evaluating results.
- Resources to be used.
- Possible obstacles or problem areas associated with the accomplishment of each task.

The work plan also helps to establish contacts, make logistical arrangements, and determine a line of communications. Other agenda items discussed includes data collection methodology, finalization of an interview plan and schedule, interim milestones, meetings, deliverables, and a process for obtaining pertinent reports and background material.

#### **Task 1-B: Review of Background Information**

ESCI will request from the assigned organizational project contact relevant data and information necessary to complete this project. ESCI will review and evaluate documents and information including, but not limited to:

- Recommendations from previous studies, if applicable.
- Applicable state and local laws, ordinances, tax information, regulations, and contracts.
- Annual reports, operating budgets, budget history, budget projections, revenue analysis, and audits.

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<sup>1</sup> The CFAI organization is now a subsection of the Center for Public Safety Excellence (CPSE) but maintains its prime function of accrediting fire agencies.





- Service demand and response data.
- Contractual agreement(s).
- An inventory of facilities, apparatus, and major equipment.
- Any other information necessary for the successful completion of the study.

### **Task 1-C: Stakeholder Input**

The project team will interview key stakeholders associated with this study. At a minimum, members of the project team will interview elected officials, fire department administrators and managers, and other representatives as deemed appropriate. From these interviews, ESCI obtains additional perspective on operational, economic, and policy issues confronting organization. The project team will gather information from key personnel including:

- The governing body
- City Manager
- Finance function manager
- Fire/EMS staff
- Other stakeholders as identified

## *Phase II – Development of Feasibility Options*

ESCI will review current departmental organization, capital assets, staffing mechanisms, governance and funding to identify the feasibility for a change in the current organizational structure. The review will include, but not necessarily be limited to the following.

### **Task 2-A: Organization Overview**

An overview of the organization will be developed evaluating:

- Responsibilities and line of authority.
- History, formation, and general description of the agencies today.
- Chain of command.
- Organizational structure.
- Operating budget, funding, fees, taxation, and financial resources.

### **Task 2-B: Capital Assets**

Review status and ownership of current major capital assets (facilities and apparatus) and analyze future needs relative to the condition of capital assets, including:

- Facilities – Tour and make recommendations in areas critical of current station conditions and future considerations.
- Apparatus/Vehicles – Review and make recommendations regarding inventory of apparatus and equipment.

### **Task 2-D: Staffing**

Review the staffing levels and how those personnel serve both organizations. Areas to be considered include:

- Administration and support staffing levels.
- Operational staffing levels.



From the review of the elements identified above, ESCI will identify critical issues facing the organizations and develop a fiscal analysis that will provide policymakers with options for uniting the two organizations without sacrificing service delivery or personnel. Items in this section of the final report will include but will not be limited to the areas listed below and will be discussed in depth. Included are:

- **Critical Issues Analysis**

The creation of a new service model will address critical issues found in the previous work of the study, and how those issues may influence the effort to construct a feasible and effective ambulance transport model. Improvement strategies will be provided in the service models.

- **Fiscal Analysis**

ESCI develops a computer-driven model budget to enable a comparative examination of the cost to provide ambulance transport service, and the likely cost outcome of any of the options provided. Budget modeling permits analysis of staffing schemes, facility/vehicle redeployment, service efficiency, and program cost; enabling the measurement of the effect of any proposed system change. Fiscal analysis includes:

- Itemization of all assumptions made to assist the analysis of conceptual models.
- Development of conceptual models including paradigm shifts as deemed appropriate by the ESCI and Client Teams. Estimates are generated for operational costs, capital requirements, and cost recovery for each model.
- The calculation of a public cost for any conceptual model identified, and the comparison of that cost with baseline estimates and various industry benchmarks.
- An estimate of the impact of growth and resource need (equipment, facilities, and personal services).
- A detailed staffing estimate that identifies staffing increases.
- A determination of the effects of any conceptual model on the human resource management system including hours of work, salaries, benefits, and retirement.
- Recognition of areas of likely short and long-term saving or cost.

- **Preferred Concept**

Based on ESCI's corporate experience in conducting similar studies, we identify one or more concepts as the most viable.

### *Phase III – Development, Review, and Delivery of Project Reports*

#### **Task 3-A: Development and Review of Draft Project Report**

ESCI will develop a digital draft report for client review and feedback. The client is given full opportunity to review and discuss the draft document with the ESCI Team. The draft report includes:

- A narrative and analysis of each objective area, structured in an easy-to-read format including footnoted reference to encourage understanding by staff and civilian readers alike.
- Clearly designated recommendations highlighted for easy reference and catalogued as necessary in a report appendix.
- Supportive charts, graphs, and diagrams, where appropriate.
- Supportive maps, using GIS analysis as necessary.



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### **Task 3-B: Delivery and Optional Presentation of Final Project Report**

ESCI will complete any necessary revisions of the draft report and produce five (5) bound final versions of the final report. The ESCI project manager, at the direction of the client, will make a formal presentation of the work product to the governing body at a time and location selected by the client. The presentation includes the following:

- A Report Overview that describes the nature of the report, the methods of analysis, the findings, and significant recommendations.
- Supportive audio-visual presentation.
- A review and explanation of primary supportive charts, graphs, diagrams, and maps, where appropriate.
- Opportunity for questions and answers as needed.

### ***Compensation Proposal for Phases I-III***

ESCI Not to Exceed: **\$8,449, inclusive of expenses.**

### ***Phase IV – Evaluation of Current Conditions***

If the client chooses to proceed with a full agency master plan for the fire department, ESCI will continue its work from the previous phases of the project and expand on information already obtained. Completion of this objective generates the background information necessary to provide data and insight for the feasibility objective and provides a foundation for improvement recommendations contained in the final report.

### **Task 4-A: Management Components**

Areas to be evaluated include:

- Mission, vision, strategic planning, goals, and objectives.
- Adequacy of foundational policies, i.e. SOGs and rules and regulations.
- Financial controls.
- Critical issues.
- Assessment of future challenges.
- Internal and external communications.
- Reporting and records.
- Internal and External Revenue and Collections processes

### **Task 4-B: Personnel Management**

Personnel management program will be reviewed, focusing on:

- Policies, rules, regulations, manuals, and handbooks.
- Reports and records.
- Compensation
- Disciplinary process.
- The application and recruitment process.
- Testing, measuring, and promotion processes.

### **Task 4-C: Staffing**

Review the staffing levels of the fire department. Areas to be considered include:

- Administration and support staffing levels.



- Operational staffing levels.
- Staff allocation to various functions and divisions.
- Staff scheduling methodology.
- Current standard of coverage and staffing performance for incidents.
- Firefighter/EMS staff distribution.
- Utilization of career and volunteer companies.
- Responsibilities and activity levels of personnel.

#### **Task 4-D: Delivery Systems: Suppression, Rescue, EMS, and Hazardous Materials**

Review and make observations in areas specifically involved in, or affecting, service levels and performance. Areas to be reviewed shall include, but not necessarily be limited to:

- **Demand**
  - Analysis and geographic display of current service demand by incident type.
  - Analysis and geographic display of current service demand by temporal variation.
- **Distribution**
  - Overview of current facility deployment strategy, analyzed through Geographical Information Systems software as appropriate, with identification of service gaps and redundancies.
  - Overview of current apparatus deployment strategy, analyzed through Geographical Information Systems software as appropriate, with identification of service gaps and redundancies.
- **Concentration**
  - Analysis of response time to achieve full effective response force.
  - Analysis of company and staff distribution as related to effective response force assembly.
- **Reliability**
  - Analysis of current workload, including unit hour utilization of individual companies (to the extent data is complete).
  - Review of actual or estimated failure rates of individual companies (to the extent data is complete).
  - Analysis of call concurrency and impact on effective response force assembly.
- **Response Performance Analysis**
  - Analysis of actual system reflex time performance, analyzed by individual components (to the extent data is available).
- **Incident control and management**
- **Water supply**

#### **Task 4-E: Training Program**

Review and make overall recommendations in critical areas involving training. Items to be reviewed include:

- General training competencies
- Training administration
- Training schedule
- Training facilities
- Training procedures, manuals, and protocols
- Record keeping



- Clerical support

#### **Task 4-F: Life Safety Services**

Review the department's efforts toward fire and injury prevention and public education programs and make recommendations as necessary. Elements to be evaluated include:

- Code enforcement activities
- New construction inspection and involvement
- General inspection program
- Fire and injury public education programs
- Fire investigation programs
- Pre-incident planning
- Statistical collection and analysis

#### ***Phase V: Future System Demand Projections***

The project moves forward with an assessment of the future community conditions, service demand, and fire protection risks that the organization can be expected to serve. ESCI will conduct an analysis of community growth projections and interpret their impact on emergency service planning and delivery.

#### **Task 5-A: Population Growth Projections**

An interpretation of available census and community development data will be provided indicating:

- Population history.
- Census-based population growth projections.
- Community planning-based population growth projections.

#### **Task 5-B: Service Demand Projections**

Population growth projections, along with historical and forecast incident rates, will be utilized to develop projections for future service demand.

#### **Task 5-C: Community Risk Analysis**

Land use and zoning classifications will be used, along with specific target hazard information, to analyze and classify community fire protection risk by geography. This process will be completed with GIS software and will consider:

- Population and population density.
- Demographics
- Community land use regulations.
- Occupancy types by land use designation.
- Hazardous substances and processes.

#### ***Phase VI: Future Delivery System Models***

The project concludes with strategies intended to place the organization in a position to successfully serve its future demand and risk. ESCI will develop and analyze various operational models for providing emergency services with the specific intent of identifying those options that can deliver the desired levels of service identified in the previous task at the most efficient cost. Recommendations will be provided identifying the best long-range strategy for service delivery and the impact of initiating such a



strategy. In addition, short and mid-term strategies will be recommended for service delivery improvement or increased efficiency.

### **Task 6-A: Development of Response Standards and Targets**

An appropriate set of response performance goals will be developed for the fire department matching the nature and type of risks identified in the previous report sections. The performance goals shall be developed with consideration to:

- Incident-specific staffing levels to meet the critical tasking analysis for the identified risks.
- Apparatus assignments to accommodate the anticipated fire flows and other critical functions of the identified risks.
- Time standards that will provide for effective initiation of critical tasks and functions.

### **Task 6-B: Recommended Long-Term Strategy**

ESCI will develop a recommended long-term option for resource deployment that will improve the department's level of service towards the identified performance objectives and targets. This may include, but is not necessarily limited to, specific recommendations regarding:

- Any relocations of existing facilities.
- General locations of future necessary fire stations.
- Selection and deployment of apparatus by type.
- Deployment of operations personnel.
- Future administrative and support personnel.
- Deployment special units or resources.
- Additional infrastructure or facilities for administration and support programs.

ESCI will evaluate and present in graphical and descriptive format for each of the deployment option(s):

- Degree of benefit to be gained through its implementation.
- Extent to which it achieves established performance targets.
- Potential negative consequences.

### **Task 6-C: Short and Mid-Term Strategies**

Recommendations for improving service delivery and system efficiency prior to any full implementation of the long-term strategy will be provided in areas such as:

- Agency management and organization.
- Staffing and personnel deployment.
- Service delivery methods.
- Training programs.
- Prevention programs.
- Enhanced cooperative service agreements with other communities or agencies.
- System funding and cost recovery.
- Others as appropriate and necessary.

## ***Phase VII – Development, Review, and Delivery of Project Reports***

### **Task 7-A: Development and Review of Draft Project Report**

ESCI will develop a digital draft report for client review and feedback. The client is given full opportunity to review and discuss the draft document with the ESCI Team. The draft report includes:



- A narrative and analysis of each objective area, structured in an easy-to-read format including footnoted reference to encourage understanding by staff and civilian readers alike.
- Clearly designated recommendations highlighted for easy reference and catalogued as necessary in a report appendix.
- Supportive charts, graphs, and diagrams, where appropriate.
- Supportive maps, using GIS analysis as necessary.

### **Task 7-B: Delivery and Optional Presentation of Final Project Report**

ESCI will complete any necessary revisions of the draft report and produce five (5) bound final versions of the final report. The ESCI project manager, at the direction of the client, will make a formal presentation of the work product to the governing body at a time and location selected by the client.

The presentation includes the following:

- A Report Overview that describes the nature of the report, the methods of analysis, the findings, and significant recommendations.
- Supportive audio-visual presentation.
- A review and explanation of primary supportive charts, graphs, diagrams, and maps, where appropriate.
- Opportunity for questions and answers as needed.

### **Compensation Proposal for Phases IV-VII**

ESCI Not to Exceed: **\$14,492.00, inclusive of expenses.**

### **Assumptions**

This scope of work is developed on the premise that the necessary information to adequately assess the Department's current and potential future state is readily available and in a form, which facilitates external analysis. This contemporary information includes but is not limited to financial records, service demand data, GIS shape files, and other records and data necessary to conduct a thorough external analysis. ESCI assumes the Department and allied agencies will fully cooperate in this study and will provide the requested data without cost and in a timely manner. If any of these assumptions are found not to be the case causing significant delay or excessive effort on ESCI's part to gather or recreate data, ESCI will immediately notify the Department and discuss appropriate remedies. Such delays or excessive effort beyond ESCI's control may result in additional effort performed on a time and materials basis over and above the mutually agreed contracted amount.



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## Project Team

### **About Your Project Team**

ESCI will assign the following staff and associate consultants to the Operational Audit of the Fire Department study. All team members will be available for the duration of the project.

#### **Kent Greene, Project Manager**

Mr. Greene has been involved in emergency services for over 19 years. He served as the Emergency Services Director for Rockingham County and as Training Officer for Catawba County EMS, both in North Carolina. His areas of oversight have included

9-1-1 Communications, emergency management administration, and EMS operations and training.

He is a graduate magna cum laude from Lenoir-Rhyne College with a Bachelor of Science degree, and Jacksonville State University with a Master of Public Administration degree with a concentration in Emergency Management. His experience began as a volunteer firefighter and has evolved into service as an emergency medical services paramedic and Field Training Officer in metropolitan Charlotte, North Carolina.

Mr. Greene is also a Level II Emergency Management Coordinator in North Carolina and has served as the Central Region Representative for the North Carolina Association of Emergency Medical Services Administrators. Earlier in his career, Kent served in the United States Air Force and has field experience as a paramedic and firefighter.

#### **Phil Kouwe, Senior Project Consultant**

Mr. Kouwe has over 25 years of consulting and fire and emergency services experience. He joined ESCI in 2000 and has managed over 40 consulting projects including emergency services evaluations, growth management and strategic planning processes, consolidation feasibility studies, officer development and assessment center programs, and station location studies.

In addition, Mr. Kouwe spent over 14 years as a fire chief. He has directed fire departments in the suburbs of Indianapolis, Indiana; Cleveland, Ohio; and in coastal North Carolina (Wilmington), with extensive experience managing high-growth environments through major organizational change. He has been appointed to several high profile boards and commissions on the state and national level, and received the Governor's Meritorious Service Award from the State of Indiana. He holds an AS degree in Fire Science Technology and is a graduate of the Executive Fire Officer (EFO) program at the US National Fire Academy.

#### **Elise Fisher, GIS Specialist**

Joining ESCI in April 2010, Elise Fisher has 15 years of GIS and cartography experience. She served four and a half years as a GIS Analyst/Research Assistant for the Department of Fire & EMS Operations/GIS at the International Association of Fire Fighters. At the IAFF Mrs. Fisher was responsible for providing customized technical assistance to local affiliates in the form of geographic information system (GIS) analysis. Additionally, she consulted with local affiliates on various components of fire department operations, including: staffing and deployment; compliance with national regulations and international standards; and disaster incident mitigation.





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Before working at the IAFF Mrs. Fisher was a GIS Analyst for the Arlington County Virginia GIS Mapping Center. While employed at Arlington County Mrs. Fisher was responsible for the support and maintenance of the Arlington County Geographic Information System; the creation, distribution and quality assurance of the GIS data; and the design, development, implementation and training for the Arlington County interactive Internet mapping applications. For the Arlington County Fire Department she developed an extensive routing project to support emergency call response allocation; participated in a comprehensive analysis of response capabilities and actual call responses; and a fire station site relocation analysis.



## Compensation Proposals

Emergency Services Consulting International is pleased to present the following formal cost proposal for the project outlined in the Scope of Work.

### ***Compensation Proposal for Phases I-III***

ESCI Not to Exceed: **\$8,449 inclusive of expenses.**

### ***Compensation Proposal for Phases IV-VII***

ESCI Not to Exceed: **\$14,492.00, inclusive of expenses.**

### ***Compensation Proposal for Entire Project – Phases I-VII***

ESCI Not to Exceed: **\$22,941.00, inclusive of expenses.**

#### **Proposed Payment Schedule**

- 10% payment due upon contract signing.
- Monthly invoicing thereafter as work progresses.

#### **Information relative to cost quotation**

- **Bid quotation is valid for 90 days.**
- ESCI Federal Employer Identification Number - 23-2826074.
- ESCI will receive full cooperation from person(s) representing Winterville Fire Department, North Carolina.
- While engaged in the project, ESCI will report to a single point of contact.
- When requested, and in a timely manner, the client representative will provide to the ESCI project manager, data, information, and materials required for the completion of the objectives outlined in the detailed work plans submitted in this proposal.
- ESCI shall perform any additional work on a time and materials basis as requested in writing by the client at a negotiated hourly rate.



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## Appendix

### *Disclosures and Practices*

#### **Conflict of Interest Statement**

ESCI has neither directly nor indirectly entered into any agreement, participated in any collusion or collusion activity, or otherwise taken any action which in any way restricts or restrains the competitive nature of this solicitation including but not limited to the prior discussion of terms, conditions, pricing or other offer parameters required by this solicitation.

ESCI is not presently suspended or otherwise prohibited by any government from participation in this solicitation or any other contracting to follow thereafter.

Neither ESCI nor anyone associated with ESCI has any potential conflict of interest because of or due to any other clients, contracts, or property interests in this solicitation or the resulting project.

In the event that a conflict of interest is identified in the provision of services, ESCI will immediately notify the client in writing.

#### **Insurance**

ESCI is insured in excess of \$2,000,000. Insurance certificates will be provided upon award of contract.

#### **Litigation**

ESCI has no past and/or pending litigation or unresolved lawsuits.

#### **Employment Practices**

ESCI is an equal opportunity employer. The company is guided by recognized industry standards, policies, and procedures. ESCI offers a wide range of employee benefits and ongoing training opportunities that has enabled ESCI to attract and retain quality consultants who are recognized as experts in emergency service organization, management, and service delivery. ESCI will not refuse to hire, discharge, promote, demote, or otherwise discriminate in matters of compensation against any person otherwise qualified, because of age, race, creed, color, sex, national origin, ancestry, or handicap.



*Select Clientele, 2009 – 2013 (most recent five years)*

Client	Project
Alachua County, FL	Master Plan
Alameda, CA	Strategic Plan
Albany/Corvallis, OR	Collaborative Effort Feasibility Study
Albemarle CO FR, VA	Officer Development Program
Albion, NY (Village of)	Fire and EMS Review
Anacortes FD/West Skagit County, WA	Fire and EMS Cooperative Services Facilitation
APCO, Canada	Standards Document – CANADA funds
North Snohomish County, WA	Cooperative Services
Arvada Fire Protection, CO	Standards of Cover
Arvada/Fairmont, CO	Feasibility Study
Astoria, OR	Internal Review
Avon Lake, OH	Cooperative Agreement/Consolidation
Bainbridge Township, OH	Facility Deployment and Staffing Study
Bangor, ME	Fire Department Management Study
Barnstable Fire Department, MA	Facility Location Study
Bay Area Economics, CA	Financial Consulting
Bemidji, MN	Feasibility Study
Bend, OR	Cooperative Services Study
Benson, MN	Shared Services Feasibility Study
Berger ABAM, WA	Vancouver (WA) Fire Service Delivery Assessment
Boise, ID	EMS Master Plan, Standards of Cover
BonTerra Consulting	Evacuation Plan
Boone County, MO	Executive Search
Boring FD, OR	Administrative Support Plus
Boring/Clackamas Fire Districts, OR	Cooperative Services
Boulder Rural, CO	Retreat Facilitation, Strategic Plan
Boulder Rural/Mt. View, CO	Feasibility Study
Brook Park, OH	Emergency Services Facility Closure Study
Brookhaven, NY	Financial Analysis, Fire Department Dissolution Feasibility Study
Brookline, MA	Technology Integration Consulting
Brooklyn Park (North Hennepin), MN	Fire Department Shared Services Study
Buhl, ID	Annexation Feasibility Study



Client	Project
Burbank, CA	Fire Department Comprehensive Review
Burning Mountains, CO	Management Consulting
Canby Rural Fire District #62, OR	Sustainability Study
Carlisle, PA	Deployment Analyses
Carlton, MN	Shared Services Feasibility Study
Central Jackson County (Blue Springs), MO	Dispatch Evaluation/Feasibility Regionalization
Central Kitsap Fire & Rescue, WA	Executive Search
Central Valley, MT Fire District	Station Location
Chaffee County, CO	Feasibility Study
Charleston, SC	Executive Recruitment
Chino Valley Independent Fire District, CA	Standards of Cover
Chula Vista, CA	Deployment Analysis, EUC Modeling Update, Fiscal Analysis of Fire Facility Master Plan, Deployment Analysis, Trigger Points for Village 9 Fire/EMS Services
Clark County, WA FD #5	Annexation Feasibility Analysis, Fire Authority Feasibility Study
Clark County, WA FD #6	Executive Search
Clayton, MO	Consolidation Study
Cloquet Area Fire District, MN	Strategic Plan, Review & Financial Analysis
Coeur D'Alene, ID	Kootenai County EMS System
Cohocton, NY (Town of)	EMS Consolidation Feasibility Study
Columbia 911 Communication District, OR	Executive Search
Columbia Heights, MN	Shared Services
Corcoran, MN	RFP Support Services
Corvallis PD, OR	Regional Communications Center Feasibility
Costa Mesa, CA	Fire Station Location/Response Time Modeling
Cowlitz #2 F & R, WA	Admin Services Retainer
Curry County Health District, OR	Community Attitude Survey
Danville, VA	EMS Agency Evaluation, Fire Station Location Study
Dauphin County, PA	Comprehensive Emergency Services Study
Davidson, NC	Station Location Study
Depoe Bay FPD/Newport FD, OR	Impact Assessment of Consolidation Study
Douglas County, OR	Dispatch Center Feasibility Study
Eagle Fire Department, ID	Agency Evaluation
East Pierce County FPD #22, WA	Capital Facilities Consulting



Client	Project
East Pierce Fire & Rescue, WA	Staffing and Deployment Analysis
Edmond, OK	Organizational and Operational Efficiency Analysis
Estacada Fire District, OR	Volunteer Recruitment Retention Strategic Plan
Estacada RFPD, OR	Administration Support Plus
Eugene Fire & EMS Department, OR	Feasibility Study
Evans, CO	Fire and Emergency Services Study
Everett, WA	Strategic Plan
Ferndale (Michigan Muni League), MI	Shared Services Study
Florence County, SC	Fire and EMS Evaluation
Franklin Township, NJ	Update of the Resource Deployment Analysis, Master Plan
Ft. Lauderdale, FL (With Stewart   Cooper   Newell Architects)	Station Location
Georgetown, TX	Master Plan
Gladstone, OR	Focused Management Review
Grand Traverse Metro Emergency Services Authority, MI	Evaluation of Potential Regionalization/Consolidation of Operations
Groton, CT	Survey of Fire Staffing Services
Guilford County, NC	Fire Service Agency Evaluation
Hailey-Wood River FPD, ID	Fire and Emergency Medical Services Study
Hamel-Lorretto, MN	Cooperative Efforts Feasibility Study
Hermiston, OR	Regional Fire and EMS Consolidation Study
Hibbing, MN	Shared Services
Highlands Ranch Metropolitan District, CO	Emergency Services Options Analysis
Hillsboro, OR	Executive Search
Hillsborough County, FL	Performance Audit
Honolulu Fire Department, HI	Merger Feasibility Study – EMS and Fire
Houston, TX	Executive Recruitment
IAFC, VA	Conference Facilitation
Imperial County, CA	Strategic Master Plan
Irvine, CA	Services Cost Analysis
Island County FD #3, WA	Executive Search
Jackson County FD #3, OR	Interim Chief, Executive Search Fire Chief, Facilities and Equipment Maintenance Study, Focused Management Review
Kannapolis, NC	Standards of Cover Analysis



Client	Project
Kansas City, MO	Fire/EMS CAD and RMS Integration, Standards of Cover and Strategic Plan
Kansas City/MAST, MO	Strategic Integration
Keizer Fire District, OR	Executive Search, Citizen's Advisory Group
King County Fire District 20, WA	Executive Recruitment
Kirkland, WA	Strategic Plan, Standards of Cover
Kootenai County EMS System, ID	Master Plan
La Pine Rural Fire District, OR	Executive Search
Lafayette, OR	Cooperative Services
Lake and McHenry Counties Fire Departments, IL	Strategic Plan Facilitation
Lakeside-Show Low-Pinetop, AZ	Cooperative Services Study
Lane County FD #1, OR	Executive Search with a Comprehensive Background Investigation
Larkspur Fire Protection District, CO	Fiscal Analysis
Lewiston, ID	EMS Master Plan
Lincoln County (Depoe Bay), OR	Collaborative Effort Feasibility Study
Littleton, CO	SOC and Strategic Plan
Littleton/Englewood, CO	Feasibility Study
Lompoc, CA	Master Plan, Assessment Center
Madison, OH	Evaluation and Master Plan
Malta, NY	Master Plan
Maplewood, MO	Consolidation Study, Standard of Cover
McKinney, TX	Operational Review of the Fire Department
McMinnville Police Department, OR	Strategic Plan Facilitation
McNulty Peoples Utility District, OR	Community Attitude Survey
Medford, OR	Master Plan
Medford/Jackson Co. 3, OR	Cooperative Services Study
Meeker (Rio Blanco) CO	EMS Director Recruitment, Master Plan
Meridian, ID	Fire Department Strategic Plan
Mid-Columbia Fire and Rescue, OR	Division Chief Executive Recruitment, Strategic Plan
Minneapolis, MN	Fire Department Evaluation/Master Plan
Minnetrissa, MN	Shared Services Feasibility Study, Police Feasibility Study
Missoula Rural Fire District, MT	Emergency Services Master Plan
Monterey Park, CA	Fire Service Analysis
Mound, MN	Police Feasibility Study



Client	Project
Mountain Vista, AZ	GIS Travel Time Mapping
Mt. Angel Rural Fire Protection, OR	Administration Support
N Washington FPD/SW Adams Co FD, CO	Financial Feasibility Study
North Kitsap Fire & Rescue, WA	Cooperative Efforts Feasibility Study
Nehalem Bay, OR	Executive Search
New Hanover County, NC	Master Plan/Feasibility Study
Newport Beach Fire Department, CA	Agency Evaluation, Standards of Coverage, Cooperative Services Feasibility Study, Strategic Plan
North Suburban 911 Center Des Plaines, IL	Quality Dispatch Solutions Communications Study
Northern Lakes Fire Protection District, ID	Service Contract Development, Validation of Perceived Needs
Northfield, MN	Consolidating Fire Services
Northshore, WA	Evaluation/Cooperative Efforts
Olivette, MO	Consolidation Study
Orange County Fire Authority, CA	Strategic Plan, Standards of Coverage
Palatine Rural Fire Protection District, IL	Strategic Plan Facilitation
Palo Alto, CA	Standards of Cover
Parkersburg, WV	Master Plan
Patterson/West Stanislaus, CA	Joint Agencies Strategic Plan
Polson Fire District, MT	Agency Evaluation
Port Ludlow Fire and Rescue, WA	Executive Search, Strategic Plan, Executive Recruitment
Poulsbo, WA	Feasibility Study
Quincy, WA	Fire Services Alternatives Study
Ramsey, MN	Shared Services Study
Regional Emergency Dispatch Center (Red Center), IL	Comprehensive Plan Update and Expansion Review
Reno, NV	Standards of Coverage Study with Truckee Meadows Fire Protection District
Richmond Heights, MO	Consolidation Study
Rifle Fire Protection District, CO	Cooperative Feasibility Study
Rifle/Burning Mountain, CO	Management Consulting
Salem, OR	Standards of Cover
Smyrna, GA	Executive Recruitment
Spokane, WA	Standards of Coverage and Annual Update
Tualatin Valley Fire and Rescue, OR	Volunteer Recruitment and Retention
Washougal, WA	Desk Review



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**MEMORANDUM**

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**TO:** TERRI PARKER, TOWN MANAGER  
**FROM:** DAVID MOORE, FIRE CHIEF  
**SUBJECT:** RECOMMENDATION FOR MASTERPLAN CONSULTANT  
**DATE:** FEBRUARY 23, 2015  
**CC:**

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The objective of this study is to develop a turnkey “EMS Feasibility Study” and “Fire-Rescue-EMS Department Master Plan.” Staff expects this project will result in a feasibility study that will evaluate whether the Town of Winterville should merge Winterville Rescue & Ems, Inc. into the umbrella of Town services.

Upon consideration of the proposals, staff recommends that the Town Council approve this project to be completed by ***Emergency Services Consulting International (ESCI)***. ESCI has completed similar projects across the country. However, they have also served a list of customers in North Carolina to include Kannapolis, Davidson County, Guilford County, and New Hanover County. Additionally, ESCI has an office in Mooresville, NC. ESCI has a team that is qualified to perform the project in manner that is consistent with the Town's needs, specifications, and values. Staff expects this study to evaluate current conditions and situations to develop a comprehensive plan for fire suppression, EMS, Rescue, HazMat, community risk reduction, and Life Safety Services. The resulting model of service delivery will develop a plan for the future that anticipates growth and considers the best practices of the fire, rescue, and EMS industry. This comprehensive plan will be critical for effective service delivery as the Town continues to grow. That plan will identify the most effective and efficient operational, management, and organizational structure to meet the service levels expected by elected officials, staff, town residents, and business owners. It will commence however with the EMS feasibility study.

ESCI places significant value upon stakeholder input. This means that members of the Fire-Rescue-EMS Department will have an opportunity to contribute as will the Town Management and Council. This input will be imperative to insure buy-in and ultimate success. During this process, staff will use established benchmarks to measure progress and insure the Town receives a useful, practical, and realistic product. Other Town departments have been through this process in the past thus resulting in informative documents that provide Staff and Council with guidance for the future.

ESCI demonstrates an understanding of the project as they have completed well over 150 similar projects over the past several years. The methodology / method of approach is well organized and emphasizes accountability and timeliness. The completeness and degree of detail of the proposal is acceptable and what staff solicited. The plan for

services that ESCI will provide is available for review. Staff also considered the ability of the proposer to complete the project in a timely manner based on the available resources they bring to the table. According to the proposal, ESCI can establish timely benchmarks with a realistic timetable for completion.

The ability of the consultant to relate data and recommendations to applicable standards is paramount. Staff is satisfied with ESCI's ability to make assessments and recommendations that are relative to requirements that apply to departments in North Carolina. These include: local standards such as those set forth by the EMS oversight committee and Pitt County Medical Director. ESCI will also evaluate departmental functions based on National Fire Protection Association (NFPA) standards that are also applicable to fire suppression, prevention, and code enforcement. They are familiar with Insurance Services Office (ISO) requirements nationally and as administered in North Carolina by the Office of State Fire Marshal (NC-OSFM). ESCI is familiar with these requirements. These include NC OSFM 9s Rating requirements and NC-OSFM Response Rating System requirements. ESCI places value on the Commission on Fire Accreditation International (CFAI) self-assessment criteria widely accepted as objective and reliable.

The proposal also evaluates data and information based upon health and safety requirements, federal and state mandates that relate to emergency services, NC Office of EMS requirements, and Industry best practices.

ESCI has submitted a proposal that outlines seven (7) stages of the work. ESCI submitted their proposal in accordance with this outline. The deliverables from this evaluation should provide a comprehensive final product with deliverables that are both realistic and practical. The proposal by ESCI places emphasis upon communication, benchmarking, and deliverables. This proposal includes the desirable amount of detail to provide an understanding of the methodology and processes that will take place. Staff is satisfied that if chosen, ESCI will spend considerable time with stakeholders to include staff and elected officials.



**Town of Winterville  
Town Council  
Agenda Abstract**

**Item Section:** Old Business

**Meeting Date:** March 9, 2015

**Presenter:** Terri L. Parker, Town Manager

**Item to be Considered**

**Subject:** Discussion of Possible Amendment for Saltwater Pools

**Action Requested:** Council Direction

**Attachments:** N/A

**Prepared By:** Terri L. Parker, Town Manager

**Date:** 3/4/2015

**ABSTRACT ROUTING:**

TC

FD

TM tlp – 3/4/2015

Final tlp – 3/4/2015

**Supporting Documentation**

Several months ago the Town received a request from a resident who changed their pool from a chlorine system to a saltwater system and asked that the sewer fees for filling said pool be waived. The Council asked Staff to look into the eco-friendliness of a pool having a salt water system versus a pool having a chlorine system. Staff found some information on this issue, but further found no other jurisdiction currently adjusting sewer rates for filling salt water pools only.

Staff did find that many jurisdictions including Ayden and Greenville who give a one-time adjustment on sewer for filling a pool, but they make no distinction between types of pool systems.

Staff requests Council direction on this issue.

**Budgetary Impact:** TBD

**Recommendation:** Council Direction



**Town of Winterville  
Town Council  
Agenda Abstract**

**Item Section:** Old Business

**Meeting Date:** March 9, 2015

**Presenter:** Travis Welborn, Public Works  
Director

**Item to be Considered**

**Subject:** Water System Improvements - Worthington Road GUC Interconnect Project

**Action Requested:** Approval of Amendment No. 3 to Task Order No. 6 – Wooten Co.

**Attachments:** Engineering Services Cost Estimate

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

**Date:** 2/23/2015

**ABSTRACT ROUTING:**

TC 3/3/2015 jjs

FD \_\_\_\_\_

TM tlp – 3/3/2015

Final tlp – 3/3/2015

**Supporting Documentation**

Due to the required relocation of the interconnection site, relocating a portion of the 10” water main to the northern side of Worthington Road, and modifications to the interconnection building, additional surveying and design is necessary to develop plans and specifications for permitting, bidding, and construction.

**Budgetary Impact:** The cost of this contract amendment is approximately \$92,050. This will require a future budget amendment to the Capital Project. Ordinance

**Recommendation:** Approval of subject contract amendment for additional engineering services with Wooten Co.

## Terri Parker

**Subject:** Winterville - Worthington Re-Design/Survey Estimate

### REVISED ESTIMATE

**From:** Gary Hartong [<mailto:ghartong@thewootencompany.com>]  
**Sent:** Tuesday, February 24, 2015 1:22 PM  
**To:** Travis Welborn  
**Cc:** Terri Parker; Ben Williams  
**Subject:** RE: Winterville - Worthington Re-Design/Survey Estimate

Travis –

I just wanted to touch base with you and see if you had any questions/comments about the original/revised Amendment 3. Feel free to give me a call if you want to talk. Thanks.

Gary

**From:** Gary Hartong  
**Sent:** Monday, February 16, 2015 5:18 PM  
**To:** Travis Welborn ([travis.welborn@wintervillenc.com](mailto:travis.welborn@wintervillenc.com))  
**Cc:** Terri Parker ([terri.parker@wintervillenc.com](mailto:terri.parker@wintervillenc.com)); Christopher Mielke; Will Lawrence; Slade Harvin ([sharvin@thewootencompany.com](mailto:sharvin@thewootencompany.com)); Russell Pearlman  
**Subject:** RE: Winterville - Worthington Re-Design/Survey Estimate

Travis –

Per your request, below is a breakdown of the original Amendment 3 and revised Amendment 3 to Task Order 6 for the Worthington Road 10" waterline. The revised Amendment takes into account the scope of work in my 2/9 email that includes survey, architectural/engineering design, permitting, construction administration and resident observation necessary for realignment of the 10" waterline, relocation of the chemical feed building, and addition of a booster pump station per GUC's directive. Please review and let me know if you have any questions/comments. We will then prepare a formal amendment for the Town's execution.

T.O. 6 - Amendment No. 3	Arch/Structural/ PME Design	Civil Design	CA	Resident Observation	Topo, Boundary & Esmt Survey	Geotech	TOTAL
Original - New 30x50' Chem Feed Bldg	\$ 14,000.00	\$ 8,000.00	\$ 9,000.00	\$ 12,000.00	\$ -	\$ -	\$ 43,000.00
New - Relocate Chem Feed Bldg and 10" W/L, Add BPS	\$ 6,500.00	\$ 20,400.00	\$ 2,250.00	\$ 6,000.00	\$ 9,800.00	\$ 4,100.00	\$ 49,050.00
<b>TOTAL Revised Amendment No. 3</b>	<b>\$ 20,500.00</b>	<b>\$ 28,400.00</b>	<b>\$ 11,250.00</b>	<b>\$ 18,000.00</b>	<b>\$ 9,800.00</b>	<b>\$ 4,100.00</b>	<b>\$ 92,050.00</b>
	Type	LS	LS	Hourly w/ Ceiling + 45 days construction	Hourly w/ Ceiling + 45 days construction	Hourly w/ Ceiling	Hourly w/ Ceiling

**Gary**

**From:** Gary Hartong

**Sent:** Thursday, February 12, 2015 3:46 PM

**To:** Travis Welborn ([travis.welborn@wintervillenc.com](mailto:travis.welborn@wintervillenc.com))

**Cc:** Terri Parker ([terri.parker@wintervillenc.com](mailto:terri.parker@wintervillenc.com)); Christopher Mielke; Will Lawrence; Slade Harvin ([sharvin@thewootencompany.com](mailto:sharvin@thewootencompany.com))

**Subject:** Winterville - Worthington Re-Design/Survey Estimate

Travis -

We understand that the Town would like to obtain an estimate for the engineering re-design of the Worthington Rd. chemical feed building to generally include the following items:

1. New survey and easement survey from Corey to the guard rail on the northern side of Worthington (~2,200 LF);
2. New waterline alignment along northern side of Worthington to bridge (directional drill/building tie in);
3. Survey and topo for area for proposed chemical feed building site (~250 ft x 200 ft);
4. Geotechnical investigation in proposed building area to identify building foundation requirements/pre-loading/fill criteria;
5. Modify chemical feed building site plan, floor plan, and foundation plan;
6. Modifications for electrical service;
7. NCDOT and 401/404 permitting for new building site.

I will revise the previous unexecuted Amendment No. 3 for this new scope of work. Previous Amendment No. 3 proposed \$43,000 (\$22,000 for additional field/easement survey; architectural, electrical, mechanical, structural and civil engineering design and \$21,000 additional for CA/CO) related to construction of the new chemical feed building. I will incorporate the above scope of work and send revised Amendment No. 3 back to Terri/you for review and execution.

Let me know of any corrections or questions.

Thanks,

Gary

TOWN OF WINTERVILLE  
 WINTERVILLE, NORTH CAROLINA  
 BID PROPOSALS FOR SANITARY SEWER EVALUATION SURVEY - PHASE II CCTV  
 BID TABULATION

DESCRIPTION	P&L Utilities, LLC NC Hwy 49 28075 Harrisburg, NC 2942	Tri-State Utilities, Inc. 2111 Smith Avenue Chesapeake, VA 23320	Spain Plumbing, Inc. 1803 Briley Rd. Greenville, NC 27834
BID	\$76,836.00	\$108,800.00	\$128,075.84

TOTAL BID:                                    \$76,836.00                                    \$108,800.00                                    \$128,075.84



## Town of Winterville Town Council Agenda Abstract

Item Section: New Business

**Meeting Date:** March 9, 2015

**Presenter:** Alan Lilley, Planning Director

### Item to be Considered

**Subject:** Request concerning Recreation Fee in lieu of Land Dedication for the final plat for Denali, Section 3

**Action Requested:** Consideration of request from developers of Denali Subdivision

**Attachments:** Copy of email from Johnny Corbett requesting that this item be placed on the Agenda for the March 9, 2015 Town Council Meeting

**Prepared By:** Alan Lilley, Planning Director

**Date:** 2/26/2015

#### ABSTRACT ROUTING:

TC 3/3/2015 jjs

FD

TM tlp - 3/3/2015

Final tlp - 3/3/2015

### Supporting Documentation

The developers' of Denali Subdivision have submitted a request concerning the recreation in lieu of land dedication fee associated with Denali, Section 3. The Town Council gave the final plat for Section 3 conditional approval at the February 9, 2015 Town Council meeting. One of the conditions for approval is that all required fees be paid, including the recreation fee in lieu of land dedication. Please see the email from Mr. Corbett for further details on the subject request.

**Budgetary Impact:** Dependent on what, if any, action is taken by the Town Council

**Recommendation:** Give consideration to the applicants request after discussion and, if desired, commentary from appropriate staff members.



## Alan Lilley

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**From:** jicorbett@suddenlink.net  
**Sent:** Wednesday, February 11, 2015 6:35 PM  
**To:** Alan Lilley  
**Subject:** Re: Winterville Town Council Meeting

This is a formal request to be on the agenda for your March 9th, 2015 meeting concerning Denali Section 3. We are asking the board to look at the recreation fees and how they are really out of proportion to the other sections because of an overtaxed parcel of property. Thank you Johnny Corbett

Please advise if this is sufficient to be on the agenda. Thanks Johnny

---- Alan Lilley <[alan.lilley@wintervillenc.com](mailto:alan.lilley@wintervillenc.com)> wrote:

> Mr. Corbett,

>

> Mayor Jackson & I have further discussed your request with other staff members.

> If you do wish to have this issue considered by the Winterville Town

> Council, the next step is for you to submit a written request to be on the agenda for the Monday, March 9, 2015 Town Council meeting.

>

> The request could be in the form of an email or a printed document.

> The request should briefly describe the issue you are asking the Council to consider and the action you are requesting them to take.

> If order to be on the agenda for the March 9, 2015 meeting, we need to

> receive your request no later than February 27, 2015.

>

> Please contact me if you have any questions.

>

> Thanks,

>

> Alan Lilley, Planning Director

> Town of Winterville

> 2571 Railroad Street

> PO Box 1459

> Winterville, NC 28590-1459

> (252) 215-2358

> [alan.lilley@wintervillenc.com](mailto:alan.lilley@wintervillenc.com)<<mailto:alan.lilley@wintervillenc.com>>

>

> \* Please note that any and all correspondence to and from this email address is subject to North Carolina Public Records Law and may be disclosed to third parties.

>

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**Town of Winterville  
Town Council  
Agenda Abstract**

**Item Section:** New Business

**Meeting Date:** March 9, 2015

**Presenter:** Anthony Bowers, Finance Director

**Item to be Considered**

**Subject:** Loan Modification with BB&T for Park Renovation Loan and Electric Substation Loan

**Action Requested:** Adopt the resolution modifying two loans currently held by BB&T

**Attachments:** Resolution

**Prepared By:** Anthony Bowers, Finance Director

**Date:** 2/24/2015

**ABSTRACT ROUTING:**

TC 3/5/2015jjs

FD

TM 3/5/2015

Final 3/5/2015

**Supporting Documentation**

Staff is in the process of refinancing several loans. Two of the loans are held by BB&T and they are willing to modify them. This means that they are going to simply change the interest rate and recalculate the interest related to the loans we have with them. This process does not require LGC approval, only notification after the Town agrees to the new rate.

Park Renovation Loan: Current rate is 4.77% the proposed rate is 2.5% saving the Town \$125,193.

Electric Substation: Current rate is 4.77% and the proposed rate is 2.5% saving the Town \$150,309.

**Budgetary Impact:** This will reduce the Town's liability in the amount of \$125,193 for the General Fund and \$150,309 for the Electric Fund over the life of the loan.

**Recommendation:** Town staff recommends adopting the resolution approving the loan modification.

***Resolution Approving Terms of Re-financing***

**WHEREAS**, Winterville, North Carolina (the "Town") has determined to change the terms of the Payment Schedules to that Financing Agreements and Deed of Trusts (the "Original Agreement") granted to F. Louis Loyd, III (the "Deed of Trust Trustee") for the benefit of Branch Banking and Trust Company ("BB&T") for contract # 9933004306-00001 and -00003; and

**WHEREAS**, the changes to the terms of the Payment Schedule include revising the interest rates from 4.77% to 2.50% for loan 00001 maturing on 2-10-25 and 4.67% to 2.50% for loan 00003 maturing on 6-1-25; and

**NOW, THEREFORE BE IT RESOLVED** by the governing body of the Town of Winterville, North Carolina that the proposed changes to the Payment Schedule of the Original Agreement are hereby approved and the officers designated to sign financing documents are hereby authorized and directed to take such action as may be necessary to effectuate such changes. All other terms and conditions of the Original Agreement and the Payment Schedule thereof remain in full force and effect.

Adopted this \_\_\_ day of \_\_\_\_\_ 2015

Attestation:

By: \_\_\_\_\_  
Clerk

By: \_\_\_\_\_  
Mayor

SEAL



**Town of Winterville  
Town Council  
Agenda Abstract**

**Item Section:** New Business

**Meeting Date:** March 9, 2015

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

**Item to be Considered**

**Subject:** Throwing Items From Floats During Winterville Christmas Parade

**Action Requested:** Prohibit throwing of items from floats during Winterville Christmas Parade. Items may be handed to Parade attendees rather than being thrown.

**Attachments:** None.

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

**Date:** 2/23/2015

**ABSTRACT ROUTING:**

TC \_\_\_\_\_  FD \_\_\_\_\_  TM \_\_\_\_\_  Final \_\_\_\_\_

**Supporting Documentation**

The 2014 Winterville Christmas Parade was very successful with many participants, attendees, and beautiful weather! Staff and the Winterville Recreation Advisory Board (RAB) did want to bring two parade issues to your attention. The issues are safety, trash/litter, and resulting cleanup which are a direct result of items thrown from floats during Parade.

- Safety – Parade attendees rush into street to collect candy and other items thrown. Attendees are focused on collecting items rather than what is going on around them. This creates a safety issue in the Parade route as many floats are motorized vehicles.
- Trash/Litter – Many of the items thrown are walked and/or run over during Parade. Once this has occurred the items are left in location untouched.
- Cleanup – Items thrown from Parade floats exponentially increase post-Parade cleanup.

The RAB discussed aforementioned issues at their January meeting. By unanimous vote, RAB recommended prohibiting throwing of items from floats during the Winterville Christmas Parade. Instead, parade participants could hand out items during the Parade. Distributing items hand to hand during Parade greatly increases safety of floats and attendees while decreasing trash and cleanup time and continuing current Parade atmosphere.

**Budgetary Impact:** None.

**Recommendation:** Prohibit throwing of items from floats during Winterville Christmas Parade. Items may be handed to Parade attendees rather than being thrown.



**Town of Winterville  
Town Council  
Agenda Abstract**

**Meeting Date:** March 9, 2015  
**Presenter:** Ben Williams, Assistant Town  
Manager

**Item Section:** New Business

**Item to be Considered**

**Subject:** Mills Street Apartments - Update

**Action Requested:** N/A

**Attachments:** N/A

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

**Date:** 3/3/2015

**ABSTRACT ROUTING:**

TC 3/3/2015 jjs

FD

TM tlp - 12/4/13

Final tlp - 12/4/13

**Supporting Documentation**

Owner has complied with staff's request to bring the structure to minimum standard and secure the property. Property is currently under foreclosure. Owner has recently filed for bankruptcy protection. May be 30-45 days before property can be sold.

**Budgetary Impact:** N/A

**Recommendation:** N/A