



WINTERVILLE

A slice of the good life!

MAYOR AND TOWN COUNCIL

DOUG JACKSON, MAYOR

RONALD COOPER, SR.

TONY

JOHNNY MOYE

VERONICA R

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

TRAVIS WELBORN, PUBLIC WORKS DIRECTOR

RYAN WILLHITE, POLICE CHIEF

MIKE WELDIN, BUILDING INSPECTOR/CODE ENFORCEMENT OFFICER



TOWN COUNCIL AGENDA

January 11, 2016

7:00 P.M.

WINTERVILLE TOWN HALL ASSEMBLY ROOM

I. CALL TO ORDER

II. INVOCATION

III. PLEDGE OF ALLEGIANCE

IV. WELCOME

V. APPROVAL OF AGENDA

VI. NEW EMPLOYEES

1. Electric Department – Robert Sutton, Electric Director

VII. PRESENTATIONS:

1. Audit Presentation
2. Sanitary Sewer Evaluation Study

VIII. PUBLIC COMMENT:

The Public Comment period of thirty minutes provides an opportunity for residents to comment on any item included in the agenda or to address the Town Council on any other matter related to the Town of Winterville. For an item included in the Public Hearing section of the agenda, residents should address the Council at the time the Mayor invites public comment.

No public comment may be made to the Council during the meeting, except during the Public Comment period of the 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 future consideration at a future Council meeting, or may refer the matter to Town staff for disposition. Copies of the Town Council Public Comment Policy are available in the rear of the Assembly Room.

IX. CONSENT AGENDA:

The following items are considered routine in nature and will not be discussed by the Town Council unless a citizen requests that an item be removed from the Consent Agenda for further discussion. The Mayor may address any items or questions.

X. ITEMS REMOVED FROM THE CONSENT AGENDA

XI. OLD BUSINESS:

1. Update on Village Drive Sewer Replacement

XII. NEW BUSINESS:

1. Discussion of Speaker Policy
2. 2016 Town Council Budget Calendar
3. Award of Contract to the Custom Building Company for the Public Works Shop Renovation Project

XIII. OTHER AGENDA ITEMS

XIV. ITEMS FOR FUTURE AGENDAS/FUTURE WORK SESSIONS

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

XVI. REPORTS FROM THE MAYOR AND TOWN COUNCIL

XVII. ANNOUNCEMENTS:

1. Town Hall Closings -
 - a) Dr. Martin Luther King Jr. Birthday – Monday, January 18, 2016

XVIII. ADJOURN

SPECIAL NOTICE: Anyone who needs an interpreter or special accommodations to participate in the meeting, please notify the Town Clerk, Jasman Smith at 215-2344 at least forty-eight (48) hours prior to the meeting. (ADA - Americans with Disabilities Act (ADA) 1991.)



**Town of Winterville
Town Council
Agenda Abstract**

Item Section: Pr

Meeting Date: January 11, 2016

Presenter: Lowell Taylor, Carr, Riggs and
Ingram, LLC

Item to be Considered

Subject: Presentation of the 2014-2016 Audit Report

Action Requested: Receive Report

Attachments: Audit Document to be Provided at the Meeting

Prepared By: Anthony Bowers, Finance Director

Date: 1/6/2016

ABSTRACT ROUTING:

TC 1/6/2016

FD _____

TM 1/6/2016

Final

Supporting Documentation

Mr. Lowell Taylor will be here to present the FY 2014-2015 Audit. Mr. Taylor is a partner with Ingram LLC. Carr, Riggs and Ingram has been working with the town for six (6) years.



**Town of Winterville
Town Council
Agenda Abstract**

Item Section: Pr

Meeting Date: January 11, 2016

Presenter: Will Larsen / Gary Hartong, The Wooten Company

Item to be Considered

Subject: Sanitary Sewer Evaluation Study (SSES)

Action Requested: Accept Report

Attachments: Copy of SSES Powerpoint Presentation

Prepared By: Ben Williams, Assistant Town Manager

Date: 1/5/2

ABSTRACT ROUTING:

TC 1/6/2016

FD _____

TM 1/06/2016

Final

Supporting Documentation

Utilizing planning grant dollars provided by the NC Rural Center, The Wooten Company has completed a Sanitary Sewer Evaluation Study to investigate Phase 1 of the Town's wastewater collection system. This study includes manhole assessment, smoke testing, and closed circuit television inspections. A report has been prepared summarizing the methods used, deficiencies identified, and recommended repairs including estimated costs. Representatives from The Wooten Company will attend to present these findings.

Sanitary Sewer Evaluation Survey

Town of Winterville

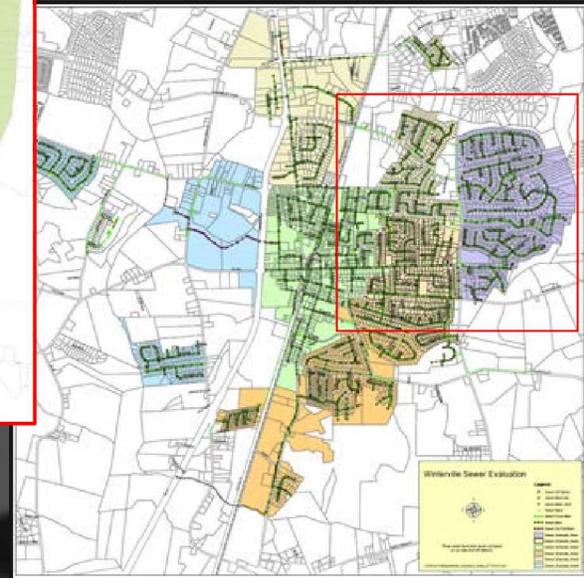
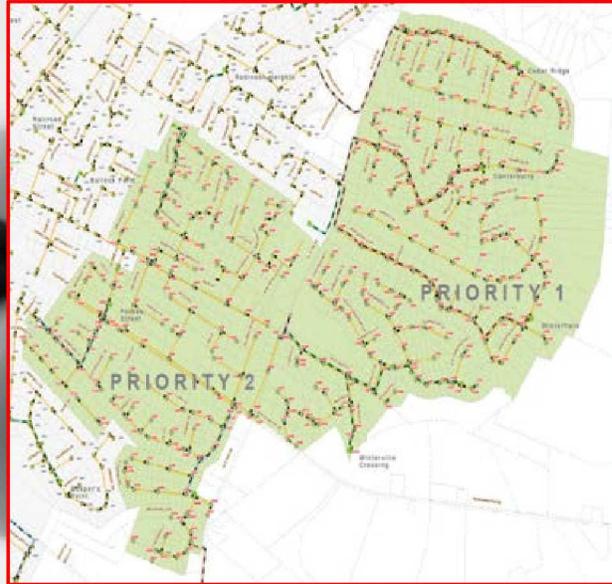
Monday January 11th, 2016



SSES Components

- Inflow and Infiltration Analysis
- Manhole Inspections
- Smoke Testing
- CCTV Inspections

SSES Study Area



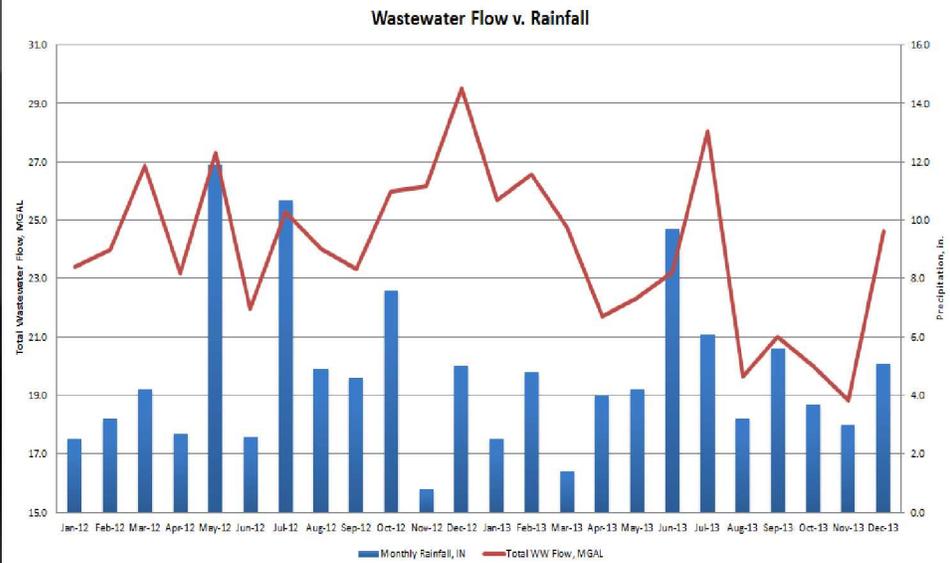
Inflow and Infiltration Analysis

- Compared water billing records to metered wastewater flow at the Winterville flowmeters between January 2012 & December 2013.
 - Percent of I&I averaged of 38% (~0.300 MGD) for entire Winterville wastewater collection system.
 - During the “wettest” portion of study period, the combination of infiltration and inflow was 0.353 MGD.

Infiltration, MGD: 0.334

Inflow, MGD: 0.019

Inflow and Infiltration Analysis



Manhole Inspection

- 374 manholes inspected for material, depth, visual evidence of deterioration and I&I.
- 35 manholes (9.36%) showed signs of corrosion or some deterioration.
 - 3 Severe
 - 32 Minor
- Est. to contribute 15 GPM



Smoke Testing

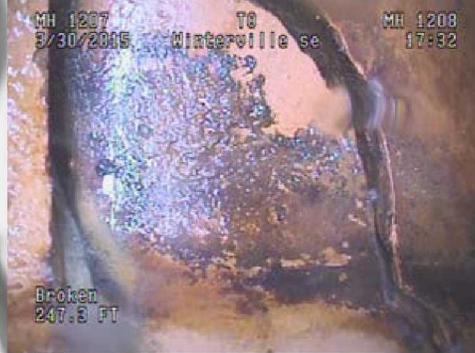
- Phase 1 & 2 areas were smoke tested looking to identify points of smoke egress.
- 58 points of egress from clean out caps (50), service laterals/main lines (3), and manholes (5).
- Each point was shot using GPS/GIS field equipment.



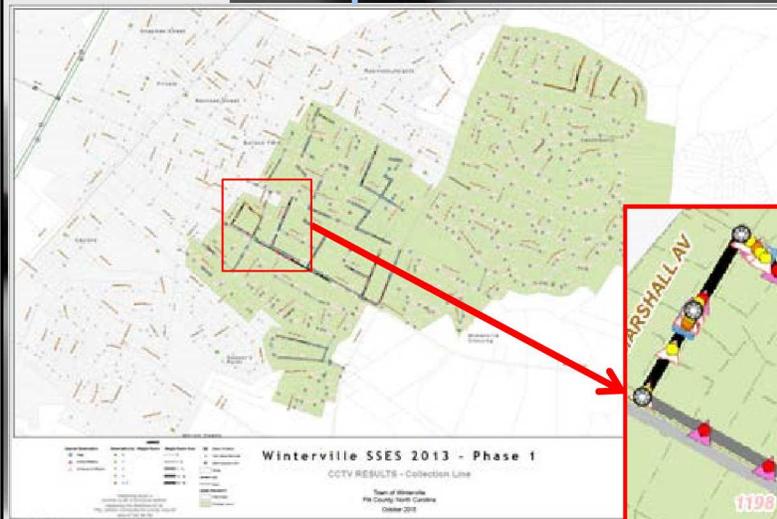
Closed Circuit Television Inspection

- 88,000 LF were cleaned and inspected between Town of Winterville crews (Priority Area No. 1) and P&L Utilities (Priority Area No. 2).
- 503 defects noted (equals 1 defect every 174.33 feet).
- Joint offsets, non-linear alignments and tap break-ins were common observations. Points of Active/Evidence of infiltration were documented and displayed on maps.
- Observations were assigned a weight to allow for statistical analysis. Infiltration estimates were assigned based on observation type.

Closed Circuit Television Inspection



Closed Circuit Television Inspection

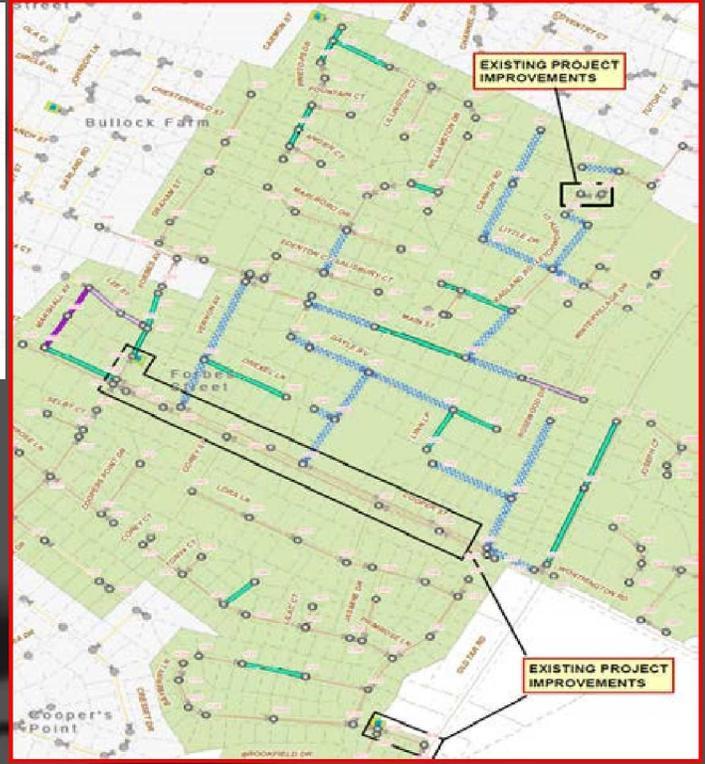


Special Observation

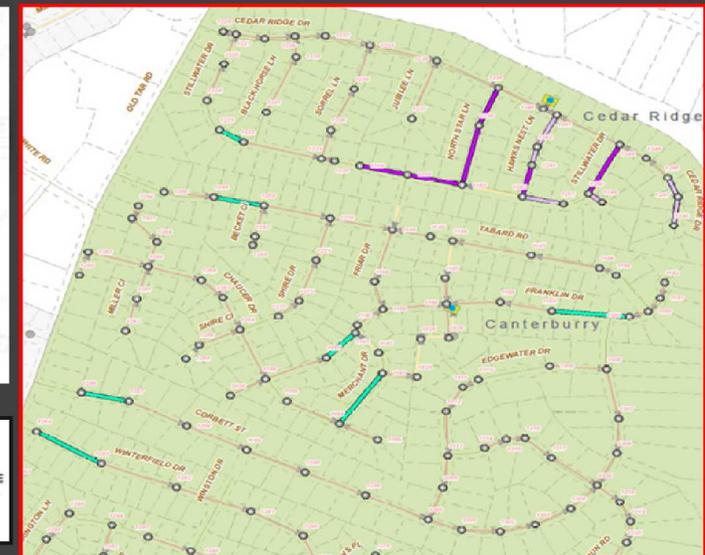
- Sags
- ▲ Active Infiltration
- △ Evidence of Infiltration

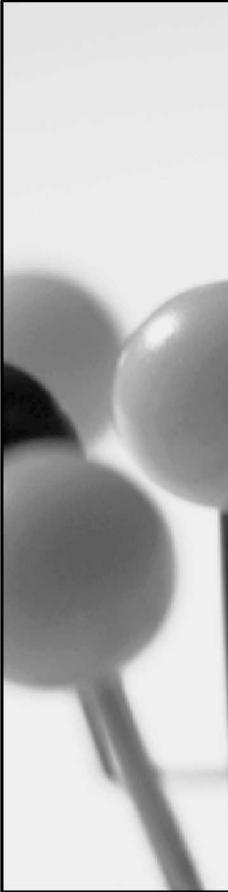


Recommended Improvements



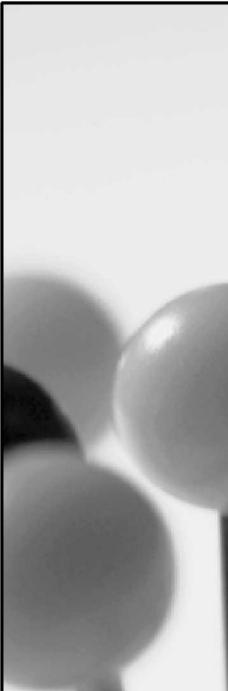
Recommended Improvements





Preliminary Cost Estimate

- Full scope of recommendations is \$2.1 million.
- Assuming CWSRF funding with 100% loan, this equates to \$2.59/month/customer.
- Assuming USDA funding with 100% loan, this equates to \$2.33/month/customer.
- CMSD charges \$3.50/1,000 gallons. Addressing I&I issues may save the Town \$155,000/year in wholesale sewer charges.
- Town of Winterville staff may be able to address some problems/issues by themselves, to reduce project costs.



Funding Programs

- State
 - NC DEQ Division of Water Infrastructure
 - CWSRF
 - State Grant Programs
 - CDBG-I (not applicable)
 - Connect NC Bond (SRL Funds)
- Federal
 - USDA Rural Development

Questions

Gary Hartong, P.E.

ghartong@thewootencompany.com

Will Larsen, P.E.

wlarsen@thewootencompany.com

252.757.1096





**Town of Winterville
Town Council
Agenda Abstract**

Item Section: Co

Meeting Date: January 11, 2016

Presenter: Anthony Bowers, Finance Director

Item to be Considered

Subject: Budget Amendment 2015-2016-03

Action Requested: Approve the budget amendment

Attachments: Budget Amendment 15-16-03

Prepared By: Anthony Bowers, Finance Director

Date: 11/9

ABSTRACT ROUTING:

TC 1/6/16

FD _____

TM 1/06/2016

Final

Supporting Documentation

This is the third budget amendment for the 2015-2016 Fiscal Year.

The first item addresses the funds for rehabilitation of the sewer main in Village Dr. The cost of the project is budgeted at \$37,400. Funds will be pulled from Sewer Fund, Retained Earnings to pay for the project.

The second item addresses funds needed for renovation of the Public Works Maintenance Shop. The cost for maintenance shop repair is \$113,000. Funds will be pulled from The General Fund, Fund B to pay for the cost of the project.

BUDGET ORDINANCE AMENDMENT 15-16-03

BE IT ORDAINED by the Governing Board of the Town of Winterville, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2016:

SECTION 1. Revenues are to be changed as follows:

LINE ITEM DESCRIPTION			Fund	Increase
General Fund Fund Balance	10		3831 General Fund	\$ 113,000
Fund Balance	62		3831 Sewer Fund	\$ 37,400
Total				\$ 150,400

SECTION 2. Appropriations are to be changed as follows:

LINE ITEM DESCRIPTION			Department	Fund	Increase
Capital Outlay	1042426000	7150	Public Buildings	General	\$ 113,000
Capital Outlay	6280801000	7150	Sewer	Sewer	\$ 37,400
Total					\$ 150,400

Adopted the 11th day of January 2016.

Mayor

Town Clerk



Winterville Town Council
December 14, 2015 Regular Meeting Minutes

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

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

APPROVAL OF AGENDA: Attorney Keen Lassiter requested the addition of the CDBG certificate of satisfaction of 226 Tyson Street. A motion was made by Councilman Moye and seconded by Councilwoman Roberson to approve the agenda with changes. Motion carried unanimously.

WELCOME: Mayor Jackson welcomed the public.

INSTALLATION AND OATH OF OFFICE OF NEWLY ELECTED TOWN OFFICIALS:

1. Councilwoman Veronica Roberson- Magistrate Cheryl T. Jordan- The oath of office for Councilwoman Veronica Roberson was administered by Magistrate Cheryl T. Jordan. Councilwoman Roberson was accompanied by family and friends.
2. Councilman Tony Moore- Town Clerk Jasman J. Smith, CMC, NCCMC- The oath of office for Councilman Tony Moore was administered by Town Clerk Jasman J. Smith.
3. Councilman Ron Cooper, Sr. – Mayor Douglas A. Jackson - The oath of office for Councilman Cooper, Sr. was administered by Mayor Douglas A. Jackson. Councilman Cooper was accompanied by his family.

- **A motion was made by Councilman Cooper and seconded by Councilman Smith to recommend Mark Smith as the Mayor Pro-Tem. Members voting in favor of the motion were Cooper, Smith and Moore. Members voting in opposition of the motion were Moyer and Roberson. Motion carried (3,2).**
- **Councilwoman Roberson nominated Councilman Johnny Moyer as Mayor Pro-Tem**
 - **A motion was made by Councilwoman Roberson and seconded by Councilman Moyer to recommend Johnny Moyer as the Mayor Pro-Tem. Members voting in favor of the motion were Moyer and Roberson. Members voting in opposition of the motion were Cooper, Moore and Smith. Motion carried (2,3).**
- **Councilman Mark Smith was re-appointed the Mayor Pro-Tem.**

RECOGNITION:

4. Benjamin Isaiah Bullock, Boy Scouts of America Troop 9: The Mayor recognized Mr. Bullock and read the resolution aloud for the Eagle Scout Award.

PRESENTATIONS:

1. Daryl Vreeland, Transportation Planner, Greenville Urban Area MPO. Daryl Vreeland presented and questions from the Council were addressed. No Action taken by the Council.
2. Mike Baldwin, Baldwin Design Consultants, PA – Solar Policy Request – Mr. Baldwin presented and questions from the Council were addressed. **A motion was made by Councilman Cooper and seconded by Mayor Pro-Tem Moore to direct staff to investigate the Solar Policy and add Mr. Mike Baldwin's name to the Policy for the March 14, 2016 Regular Meeting. Motion carried unanimously.**

PUBLIC COMMENT: Mayor Jackson read the public comment policy aloud.

1. Valerie Tyson Cox Community Impact – Black History Celebration: Town Manager T. presented in the absence of Mrs. Cox. She requested the use of the Community Room for February 6th for a Black History Program on behalf of Community Impact and for the fee be waived. **A motion was made by Councilman Moore and Councilwoman Roberson to approve the request and waive the fee for February 6, 2016 for the Community Impact. Motion carried unanimously.**
2. Debbie Avery-Grant Program for Building Improvements for Businesses: Debbie Avery-Grant presented the item concerning a matching façade grant. **A motion was made by Councilman Moore and Councilman Cooper to direct staff to look into the façade grant. Motion carried unanimously.**

CONSENT AGENDA:

1. Approval of Easement for Sewer Replacement Project
2. Reappointment of Terri L. Parker to Contentnea Metropolitan Sewerage District (CMSD)
3. Approval of
 - a) November 9, 2015 Regular Meeting Minutes
 - b) November 19, 2015 Special Meeting Minutes

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

OLD BUSINESS:

1. Discussion of Naming of Winterville Athletic Fields : Town Manager Terri L. Parker presented this item. Further discussion was held on this item.

A motion was made by Councilman Moore and seconded by Mayor Pro-Tem Smith to name the two fields after Mr. Levi Smith, Sr. and Mr. McLawhorn. Member of Council voting in favor of the motion were Moore, Smith, and Cooper. Member of Council voting in opposition of the motion were Roberson and Moye. Motion carried(3,2).

Councilwoman Roberson asked if the Council could put this off for one month so that she could add their input or even put it in the Town newsletter. She also asked about the names recommended by the Field Naming Committee. Then the Field names were read aloud and the names recommended by the committee.

Mayor Pro-Tem Smith said he was in support of the motion because one of the individuals was his father.

Councilman Moye stated that he was on the Field Naming Committee and that he felt that those individuals did not contribute to the fields, but what about the other citizens?

2. Update on Mill, Ange, and Boyd Street Sidewalks : Public Works Director Travis Williams presented this item to the Town Council on the Sidewalk Projects. He stated that the bids are due in January and that he has three of the five easements. No action was taken by the Council.

3. Update on Cemetery Signage Project: Assistant Town Manager Ben Williams presented this item. He stated that DesignCo Construction, Inc. (Contractor) has been notified of contract.

NEW BUSINESS:

4. 2016 Town Council Regular Meetings Calendar- Town Clerk Jasman Smith presented Regular Meetings Calendar. Questions from the Council were addressed. **A motion was made by Councilman Moore and seconded by Councilwoman Roberson to approve the Meetings Calendar.**
5. Wooten Company - General Consulting Services - Engineering : Assistant Town Manager Williams presented the item. **A motion was made by Councilman Moore and Mayor Pro-Tem Smith to approve the engineering contract to the Wooten Company. Motion carried unanimously.**
6. Certificate of Satisfaction of 226 Tyson Street- Town Attorney Keen Lassiter presented and added the item to the agenda. The 2002 Deed of Trust for Vivian Atkinson at 226 Tyson Street has matured over the five years and the lien can be cancelled since requirements have been met concerning the CDBG grant that was awarded. **A motion was made by Councilman Moore and seconded by Councilwoman Roberson to approve the Certificate of Satisfaction of 226 Tyson Street. Motion carried unanimously.**

ITEMS FOR FUTURE AGENDAS/FUTURE WORK SESSIONS

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

- Police Chief Ryan Willhite discussed the Shop with a Cop program.
- Councilman Moore, Mayor Pro-Tem Smith, and Councilwoman Roberson commended every body for the Tree Lighting Ceremony and the Parade.
- Councilman Cooper stated that the shop with a Cop was a great program.
- Town Manager Terri L. Parker followed up on the NTE plans that are underway. She also stated that the Rebuild together will work on repairing the homes in January 2016
- Mayor Jackson commented on the Tree Lighting ceremony and the Fire Department Award

ADJOURN

Having no further business to come before the Council the meeting adjourned. A motion was made by Councilman Moore and seconded by Councilman Cooper to adjourn at 9:04 pm. Motion carried unanimously.

Adopted this the 11th day of January, 2016

Douglas A. Jackson, Mayor

ATTEST:

Winterville Town Council
December 30, 2015 Special Meeting Minutes

The Winterville Town Council met in a special meeting on the above date at 5:00 pm in the Winterville Town Hall Executive Conference Room, with Mayor Douglas A. Jackson presiding. The meeting was called to order. The invocation was led by Mayor Douglas A. Jackson. The following were present:

Mayor Douglas Jackson
Councilwoman Veronica Roberson
Councilman Ronald Cooper, Sr.
Councilman Tony Moore
Councilman Johnny Moye
Mayor Pro-Tem Mark Smith
Ben Williams, Assistant Town Manager
Jasman J. Smith, Town Clerk
Alan Lilley, Planning Director

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

APPROVAL OF AGENDA: A motion was made by Councilman Cooper and seconded by Councilman Moye to approve the agenda as presented. Motion carried (3,0). (Councilman Moore and Mayor Pro-Tem Smith had not arrived yet). Councilman Moore and Mayor Pro-Tem Smith arrived at 5:02 pm.

OLD BUSINESS: Approval of Phase II-B of Melon Downs : Assistant Town Manager Ben Williams presented the item. He stated that Mellon Downs is a single-family residential subdivision located on the south side of Laurie Ellis Road, adjacent to the intersection of Ange Street and Laurie Ellis Road. Phase II-B will be the final section of Mellon Downs. Phase II-B contains 16.79 acres being subdivided into lots for single-family homes. This section of Mellon Downs is being developed by Sydes Construction of Jacksonville, NC. Construction of required improvements is underway and some of the infrastructure has been completed. The developer is posting a guarantee of installation of remaining required improvements, in accordance with Subdivision Ordinance Article V, in order to obtain final plat. **A motion was made by Councilman Moore and seconded by Councilman Cooper to approve Phase II-B of Melon Downs. Motion carried (5,0).**

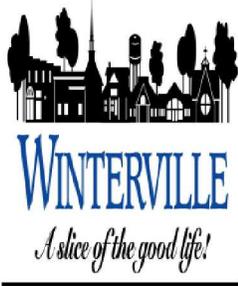
Adjourn

A motion was made by Councilman Moore and seconded by Mayor Pro-Tem Smith to adjourn the meeting. Motion carried unanimously.

Adopted this the 11th day of January 2016.

Douglas A. Jackson, Mayor

ATTEST:



**Town of Winterville
Town Council
Agenda Abstract**

Item Section: 01

Meeting Date: January 11, 2016

Presenter: Travis Welborn, Public Works
Director

Item to be Considered

Subject: Village Dr. Sanitary Sewer Replacement Project

Action Requested: Award Contract to Tripp Brothers Construction

Attachments: Final Bid Tab

Prepared By: Travis Welborn, Public Works Director

Date: 1/6/2016

ABSTRACT ROUTING:

TC JJS-1/6/16

FD _____

TM tlp - 1/06/2016

Final

Supporting Documentation

Bids were received for the replacement of approximately 300 LF of sanitary sewer at the end of the week before Christmas. The low bid came in at \$29,605.00 from Tripp Brothers Construction. There will also be some minor costs associated with existing fence relocations. Staff hopes to complete acquisition within the next two (2) weeks and begin work as soon as a clear weather window is available to minimize impacts to the residents. This project is necessary due to several large pine trees that are located on top of the existing sanitary sewer main and caused blockages.

Budgetary Impact: Approximately \$37,400 will be requested in a budget amendment to cover this project. This project includes easement acquisition and fence removal and replacement costs in addition to the sewer replacement.

TOWN OF WINTERVILLE

WINTERVILLE, NORTH CAROLINA

BID PROPOSALS FOR VILLAGE DR. SANITARY SEWER REPLACEMENT

BID TABULATION DECEMBER 2015

DESCRIPTION	Tripp Brother's Inc. 4158 Norris Store Rd. Ayden, NC 28513	Hendrix-Barnhill Co., Inc 1819 Progress Rd. Greenville, NC 27835	ER Lewis Construction Co., Inc. 100 East Arlington Blvd. Greenville, NC 27858
Base Bid	\$29,605.00	\$58,250.00	\$67,052.00

PROJECT TOTAL:

\$29,605.00

\$58,250.00

\$67,052.00



**Town of Winterville
Town Council
Agenda Abstract**

Item Section: Ne

Meeting Date: January 11, 2016

Presenter: Councilman Tony Moore

Item to be Considered

Subject: Discussion on Speaker Procedure

Action Requested: N/A

Attachments: Copy of Procedure from Pitt County Board of Education

Prepared By: Terri L. Parker, Town Manager

Date: 1/6/2

ABSTRACT ROUTING:

TC 1/6/2016

FD _____

TM tlp - 01/06/2016

Final

Supporting Documentation

Councilman Moore asked that the subject of speaker procedure be added to the Agenda for C
Staff awaits direction from Council if applicable.

RULES OF PROCEDURE FOR BOARD OF EDUCATION MEETINGS

A. INTRODUCTION

These Rules of Procedure are adopted by the Pitt County Board of Education to be used at all meetings of the Board of Education and its Committees. The Board has adopted a modified version of Robert's Rules of Order, Revised and, except for the modifications of Robert's Rules of Order which appear in this policy, the Rules of Order, Revised shall continue to be used as the procedure for conducting School Board meetings.

B. RULES OF PROCEDURE

1. AGENDAS

Town Manager

The ~~Superintendent~~ shall prepare the agendas for all Board and Committee meetings, with the consent of the Board Chair and the Committee Chairs, respectively.

Any member of the public may request to have an item of business placed on the agenda. The request must be submitted in writing to the Superintendent and received at least 15 calendar days before the meeting. All such requests are subject to the approval of the Superintendent with the consent of the Board Chair.

Any member of the Board may request to have an item of business placed on the prepared agenda. The request must be made to the Superintendent or Board Chair. In addition, the Board, by a majority vote, may place an item on the agenda at the appropriate time of a meeting has been convened.

The Board's agenda materials shall include, for each item of business placed on it, as much background information on the subject as is available and feasible to reproduce.

A copy of the agenda materials should be delivered to the home of each member of the Board three to five days prior to the meeting, unless there is a special or emergency meeting. Copies of the agenda materials should be made available for public inspection in the office of the Superintendent and in Sheppard Memorial Library as long as the materials have been distributed to Board members.

2. PRESENTATION OF AWARDS AND RECOGNITION OF ACHIEVEMENT

- 2.1 The first portion of each agenda shall be set aside for the presentation of awards and the recognition of outstanding achievement. (See Appendix 1.306-A: Employee/Student Recognition Form.)

3. REGULAR BUSINESS ITEMS

- 3.1 On the successful motion of any member to defer consideration of a routine business item, action on the said item shall be deferred to the next regular meeting of the Board.

4. PUBLIC EXPRESSION

- 4.1 A portion of each regular Board meeting will be set aside for public expression. This does not include workshop sessions and/or retreats.
- 4.2 At no time may speakers address any of the following:

- 4.2.1 matters concerning the job competence and performance of specific personnel or employees of the Board of Education.

The policies and laws of the State of North Carolina, as well as the policies of the Board, provide that matters concerning the job competence and performance of individual school system employees are confidential. For this reason, and to ensure that Board meetings are conducted in an orderly and fair manner, the Board will not entertain public discussion about specific named school system employees during the open session of Board meetings. The proper manner for raising concerns about a specific employee is to submit comments in writing to the Superintendent or to use the grievance procedures that have been established by the Board.

- 4.2.2 matters involving specific students of the school system

- 4.3 Any individual or spokesperson for any group who wishes to address the Board shall complete a Request to Address the Board form at least 10 minutes prior to the commencement of the meeting, and shall include his/her name, address, the name of the organization he/she represents, if any, and the topic to be addressed. (See Appendices 1.307-A: Procedure for Speaking before the Board, and 1.308-A: Form for Speaking before the Board.) If the speaker wishes to give the Board members written materials,

- 4.5 The following rules shall be followed by speakers appearing before the Board:
- 4.5.1 The speaker shall state his or her name and address.
 - 4.5.2 All remarks shall be made to the Board as a body and not to an individual Board member.
 - 4.5.3 No speaker shall make obscene, derogatory or (sl) remarks. Any Board member may stop such comments.
 - 4.5.4 No person shall be allowed to disrupt the speaker or other Board members as provided in 4.5.3 and the Board shall enforce the rules provided in 4.6.
 - 4.5.5 Remarks shall end when the speaker's allotted time has expired.
 - 4.5.6 Board members or the Superintendent may ask the speaker questions for clarification. However, no person from the public shall enter into discussion with the Board.
- 4.6 The ^{Mayor} ~~Board Chair~~ may immediately terminate any comments considered to be inappropriate.
- 4.7 Public speaker comments from action meetings of the Board which are 1) accepted as opinion, or 2) referred to an administrator for investigation, shall be reported back to the citizen and Board to the extent permitted by the Board, or 3) referred to the Board Chair, Vice Chair and Superintendent for agenda planning, or 4) referred to a Board Committee.
- When the Board Chair refers an issue of public concern to an administrator for investigation, the ~~Superintendent~~ administrator shall respond in one of three ways within 5 business days: 1) provide an answer to the citizen about their issue of concern, or 2) provide an estimated time frame that the administration feels will be necessary to investigate the issue, or 3) provide an answer to the citizen, or 4) indicate that the administration cannot be able to provide the answer with reasonable effort.

5. CONSENT ITEMS

- 5.1 A portion of each agenda will be set aside for consent items.
- 5.2 Consent items shall be disposed of collectively by unanimous vote of the Board. Should any Board member object to inclusion of an item under Consent Items, or should any item require discussion, it shall be removed from the Consent Items and placed on the agenda with the other items.

6. INFORMATIONAL REPORTS

- 6.1 A portion of each agenda will be set aside for the presentation of informational reports by the staff on some aspect of the current operations or administration of the school system. All formal reports shall be listed on the agenda and included with the materials distributed to the Board prior to the meeting.
- 6.2 Reports presented during this portion of the agenda are for informational purposes only and not action.
- 6.3 The Chair of the Board or the Board, by a majority vote of its members, may refer a report to a Committee for further study.

7. PRESIDING OFFICER *Mayor*

- 7.1 The ~~Chair~~ of the Board or of a Committee shall preside at Board or Committee meetings, respectively. To address the Board or a Committee, a member must be recognized by the Chair.
- 7.2 The Chair shall have the following powers:
 - 7.2.1 To rule motions in or out of order
 - 7.2.2 To determine whether a speaker has gone beyond reasonable standards of courtesy in his/her remarks and to entertain motions on objections from other Board members on those grounds
 - 7.2.3 To entertain and answer questions of parliamentary law and procedure with the advice of the Board attorney
 - 7.2.4 To adjourn in an emergency

8. ACTION BY THE BOARD

- 8.1 The Board shall proceed by motion. Anyone, including the Chair, may make a motion.
- 8.2 A second for each motion shall be required.
- 8.3 A member may make only one motion at a time.
- 8.4 After a substantive motion has been made and seconded, the mover should state the motion and, except in regard to the Consent Item, be given the floor to debate on it. The Chair shall preside over the debate according to the following general principles:

- 8.5 A motion shall be adopted by a majority of the votes cast, a quorum present, unless otherwise required by these rules, the Board's Bylaws, or the laws of North Carolina.
9. PROCEDURAL MOTIONS – In addition to substantive motions, the following procedural motions and no others shall be in order. Unless otherwise noted, a procedural motion is debatable, may be amended, and requires a majority vote for adoption. In order of priority (if applicable), the procedural motions are as follows:
- 9.1 To adjourn – The motion to adjourn may be made only when a substantive motion concludes; it may not interrupt deliberation on a pending matter.
- 9.2 To take a recess – This motion may be made at any time.
- 9.3 To follow the agenda – This motion must be made at the first real opportunity or it is waived.
- 9.4 To suspend the rules – For adoption, this motion requires a two-thirds vote of the members present.
- 9.5 To divide a complex motion and consider it by paragraph or section
- 9.6 To defer consideration – A substantive motion that has been adopted expires three months thereafter unless a motion to revive consideration is adopted.
- 9.7 To postpone to a certain time or day – This motion is appropriate when more information is needed or when the deliberations are likely to be lengthy.
- 9.8 To refer to a Committee – Two months after a substantive motion on a matter has been referred to a Committee, the maker of the motion may compel consideration of the matter by the entire Board, regardless of whether the Committee has reported the matter back to the Board.
- 9.9 To call the previous question – This motion is not in order until a member has had an opportunity to speak.
- 9.10 To amend – An amendment to a motion must be pertinent to the matter of the motion, but it may achieve the opposite of the maker's intent. The motion may be amended. An amendment may be made only once. Further amendments may be made to the motion, but not to an amendment of the motion.
- 9.11 To revive consideration – This motion is in order at any time with

- 9.12 To reconsider – This motion must be made by a member who voted on the prevailing side. It must be made at the same meeting as the motion was taken. It may not interrupt deliberation on a pending motion or motion and is in order at any time before actual adjournment.
- 9.13 To rescind or repeal – This motion is in order only for those motions adopted by the Board that may be repealed or rescinded legally.
- 9.14 To ratify – This motion is used to approve, after the fact, a motion that the Board would have authorized initially.
- 9.15 To prevent reconsideration for six months – This motion is in order immediately following the defeat of a substantive motion and at any time thereafter. For adoption, the motion must receive two-thirds of the vote of the members present, provided there is a quorum.
10. RENEWAL MOTIONS – A motion that is defeated may be renewed at a subsequent meeting unless a motion to prevent reconsideration has been adopted.
11. WITHDRAWAL MOTIONS – A motion may be withdrawn by the introducer at any time before a vote, with the consent of the member who submitted the motion.
12. AMENDING THE BY-LAWS AND RULES OF ORDER – The Pitt County Board of Education By-Laws and Rules of Order may be amended at any time at a business meeting by a two-thirds vote of the entire Board membership. If an amendment was submitted in writing at a previous regular business meeting, then it may be amended by two-thirds of those voting, so long as a quorum is present.



**Town of Winterville
Town Council
Agenda Abstract**

Item Section: Ne

Meeting Date: January 11, 2016

Presenter: Terri L. Parker, Town Manager

Item to be Considered

Subject: FY 2016-2017 Budget Calendar

Action Requested: Approval of DRAFT Calendar.

Attachments: Copy of DRAFT FY 2016-2017 Budget Calendar

Prepared By: Terri L. Parker, Town Manager

Date: 1/6/2

ABSTRACT ROUTING:

TC 1/6/2016

FD _____

TM tlp - 01/06/2016

Final

Supporting Documentation

Please see the attached DRAFT Budget Calendar for the FY 2016-2017 Budgeting Process. The Schedule includes a Council Retreat/Budget Update Meeting to start off the budgeting process. Council direction on any changes.



TOWN OF WINTERVILLE

FY 2016-2017

BUDGET CALENDAR

DATE	DESCRIPTION	TIME	LOCATION
February 4th, 2016	Town Council Retreat/ Budget Update Establishment of 2016-2017 Priorities	5:30 p.m.	WCF
February 26th, 2016	Distribution of Budget Worksheets to Mgmt. Team	N/A	TMG
March 31th, 2016	Management Team Recommendations Due	N/A	TMG
May 3rd, 2016	Town Council & Manager Progress Meeting	5:30 p.m.	THE
May 11th-13th, 2016	Manager Review w/ Mgmt. Team	N/A	TMG
May 17th, 2016	Hand delivery of the Recommended Budget	N/A	N/A
May 24th and 25th, 2016	Town Council Budget Work Sessions	6:00 p.m.	WCF
June 6th, 2016	Public Hearing	7:00 p.m.	THA
June 13th, 2016	Adoption of the 2015-2016 Budget Ordinance	6:00 p.m.	THA
July 1st, 2016	Fiscal Year Begins	N/A	N/A



Town of Winterville Town Council Agenda Abstract

Item Section: Ne

Meeting Date: January 11, 2016

Presenter: Travis Welborn, Public Works
Director

Item to be Considered

Subject: Approval of Contract for Public Works Shop Renovation Project

Action Requested: Approve contract with Custom Building Company

Attachments: Final Bid Tab

Prepared By: Travis Welborn, Public Works Director

Date: 1/6/2

ABSTRACT ROUTING:

TC JJS-1/6/16

FD _____

TM tlp - 1/6/2016

Final

Supporting Documentation

Bids were received for the Public Works Shop renovation project the week before Christmas. Company, the contractor who built the building in the mid 1970's, was the low bidder with a total of \$102,790.00. This price includes the base bid, Alternate #1, and Alternate #2. Staff proposes to award the base bid and both alternates. The base bid includes new exterior metal panels on the wall of the structure as well as new insulation. This will eliminate the numerous leaks that currently exist. The alternate #1 includes the interior renovation to repair areas damaged by the leaking roof and is \$20,308.00. The alternate #2 includes replacing the 3 garage doors and costs \$5,442.00. Due to the current condition of the building, the contractors who bid on this project all recommend proceeding with this work now in order to avoid major repairs that may include structural repairs in the future. Staff recommends award of the contract to the low bidder and both alternatives.

TOWN OF WINTERVILLE

WINTERVILLE, NORTH CAROLINA

BID PROPOSALS FOR PUBLIC WORKS SHOP RENOVATION

BID TABULATION DECEMBER 2015

DESCRIPTION	Custom Building Co. PO Box 781 Greenville, NC 27834	Frank McLawhorn Construction Co. 2563 Doc Loftin Rd. Ayden, NC 28513	Hudson Brothers Construction Co. 1450 East Arlington Blvd. Greenville, NC 27858
Base Bid	\$77,040.00	\$101,700.00	\$94,500.00
Alternate #1	\$20,308.00	\$19,980.00	\$29,000.00
Alternate #2	\$5,442.00	\$6,048.00	\$9,300.00

PROJECT TOTAL:

\$102,790.00

\$127,728.00

\$132,800.00