



WINTERVILLE

A slice of the good life!

MAYOR AND TOWN COUNCIL

DOUG JACKSON, MAYOR

RONALD COOPER, SR.

JOHNNY MOYE

TONY MOORE

VERONICA ROBERSON

MARK SMITH

ADMINISTRATION

TERRI L. PARKER, TOWN MANAGER

JASMAN J. SMITH, TOWN CLERK

KEEN LASSITER, TOWN ATTORNEY

ALAN LILLEY, PLANNING DIRECTOR

ANTHONY BOWERS, FINANCE DIRECTOR

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

December 8, 2014



TOWN COUNCIL AGENDA

December 08, 2014

7:00 P.M.

WINTERVILLE TOWN HALL ASSEMBLY ROOM

- I. CALL TO ORDER**
- II. INVOCATION**
- III. PLEDGE OF ALLEGIANCE**
- IV. WELCOME**
- V. APPROVAL OF AGENDA**
- VI. RECOGNITION**
- VII. INTRODUCTION OF NEW EMPLOYEES:**
- VIII. PRESENTATIONS –**

- 1. Cemetery Committee
- 2. MidEast Commission – Timothy Baynes
- 3. Winterville Youth Council

IX. PUBLIC HEARINGS

X. PUBLIC COMMENT:

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

No public comment may be made to the Council during the meeting, except during the Public Comment period or as part of a Public Hearing. Individual speakers are limited to a maximum of three minutes, and no more than three speakers may address the Council on a single matter.

The Town Council may elect to take no action on the matter addressed by a speaker, may schedule the matter for further consideration at a future Council meeting, or may refer the matter to Town staff for disposition. Copies of the Town Public Comment Policy are available in the rear of the Assembly Room.

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) November 10, 2014 Regular Meeting Minutes
 - b) November 25, 2014 Special Meeting Minutes
2. Award of Contract to Carr Riggs, and Ingram (CRI), LLC for the Retirement System Audit (ORBIT)

XII. ITEMS REMOVED FROM THE CONSENT AGENDA

XIII. OLD BUSINESS:

1. Approval of
 - a) June 19, 2014 Special Meeting Minutes
 - b) June 24, 2014 Special Meeting Minutes
 - c) August 4, 2014 Special Meeting Minutes
 - d) September 8, 2014 Regular Meeting Minutes

XIV. NEW BUSINESS:

1. Proposed No Parking Zone – South side of Hammond Street east of Mill St.

XV. OTHER AGENDA ITEMS

XVI. ITEMS FOR FUTURE AGENDAS/FUTURE WORK SESSIONS

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

XVIII. REPORTS FROM THE MAYOR AND TOWN COUNCIL

XIX. ANNOUNCEMENTS

1. Winterville Christmas Parade – December 13, 2014 at 2 pm

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: Presentations

Meeting Date: December 8, 2014

Presenter: Jasman J. Smith, CMC, NCMC

Item to be Considered

Subject: Winterville Youth Council Thanksgiving Project

Action Requested: N/A

Attachments: Timesleader Article

Prepared By: Jasman J. Smith, CMC, NCMC

Date: 11/24/2014

ABSTRACT ROUTING:

TC JJS-12/3/14

FD _____

TM tlp - 12/3/2014

Final tlp - 12/3/2014

Supporting Documentation

The Winterville Youth Council partnered with graduate students from East Carolina University's social work program to distribute Thanksgiving baskets to needy Winterville residents. The social workers conducted a community analysis last year, which identified Winterville's most impoverished areas, including Winterville Manor. Members of the youth council and the graduate students sought numerous donations from family, friends and businesses, including Tarboro Community Outreach, filling the baskets with hygiene and dental products, crossword puzzles, snacks, socks and more. The youth council met its goal to distribute 30 baskets. In addition to the delivery Saturday, the youth council and graduate Students spent time with the residents of Winterville Manor. Youth council members hoped their Thanksgiving basket project made the holidays a bit more special for the residents. Through leadership, teamwork, enthusiasm, motivation, the Thanksgiving project was a huge success. The Youth council members plan to visit the residents at Winterville Manor in the future. Attached is the Newspaper article from the Timesleader edition dated November 26, 2014.

Budgetary Impact: \$194 from the Non-Departmental Youth Council Line Item.

Recommendation: N/A

Simply Natural Creamery: Fun for the family

SAM CLARK
Staff Writer

ORMONDSVILLE — Citizens from around the region, along with elected officials and members of the business community, gathered at Simply Natural Creamery and Jersey Farm Saturday for a grand opening and ribbon-cutting event designed for the whole family. The event featured bounce houses, free food, train rides around the farm and of course, Simply Natural ice cream.

"We wanted to open it up to the community," said Michael Fulcher, the marketing director of Simply Natural Creamery and Jersey Farm. "We've had so much support in getting it built and opened up, we just wanted to provide a chance for (the public) to see what's going on and provide some free food and fun for the entire family."

The event was free to all and brought out a lively crowd.

"Hopefully this will whet their appetite to come back and see more

of the farm ... so they come back in the spring," Fulcher said, explaining they plan on having tours of the farm and other agritourism related activities available when the weather warms up again.

During the ceremony, owner Neil Moye took the opportunity to thank the numerous entities responsible for helping make this dream come to fruition.

"First, I'd like to thank God. I'd also like to thank my family, because they have put up with a lot of stuff from me ... I want to thank Ag Carolina — they've played a big role in helping us make our dreams come true, and I'd also like to thank our staff," Moye said. "I want to thank the Greene County (and Ayden) Chamber of Commerce ... and the Ormondville community."

Ray Holloman, the president of the Greene County Chamber of Commerce, also shared a few words about what this business means to the community.

"This is truly a great thing, not only for Greene County and Ayden, but for the entire region," he said. "This creamery has been a dream of the Moye family for a long, long time. It truly is a field of dreams ... this is not heaven, but this is Greene County and it's one of the best places to be in the entire world, I can tell you that."

The creamery features a herd of approximately 180 Jersey cows and has the capacity to produce approximately 1,200 gallons of milk each day. While the majority of their milk is pasteurized at other facilities, they are working on increasing their processing capacity so they can eventually process all of their milk on-site. Aside from the delicious homemade ice cream, patrons can enjoy the entire line of milk, which includes whole, low-fat, skim, chocolate, buttermilk, heavy cream and half-and-half.

Recently, they also began producing their own butter, "if we can keep it in inventory — it's been

selling out just about as fast as we can make it," Fulcher said.

Several elected officials came out to the ribbon cutting to show their support for the novel business and encourage the community to continue its support.

"What a creation, what a vision for our community," said N.C. Sen. Don Davis. "This shows us at our best, what we can do. This truly challenges our community to continue to think outside of the box, to think how we can be the best that we are able to (be), to reach beyond just Greene County, but across the region. This is economic development at its best, and this ... is what we, as a community, need to continue to support."

Bennie Heath, the chairman of the Greene County Board of Commissioners, said, "I applaud the efforts of the Moye family for this event, for their vision. This is a fabulous, state-of-the-art facility. It's beautiful, it's clean, it's wonderful,



SAM CLARK

Simply Natural Creamery and Jersey Farm owner Neil Moye (third from left) and his wife, Jackie (third from right), along with several members of their family, cut the ribbon Saturday at their grand opening.

wholesome and it adds another dimension to the diversity that's in the face of Greene County."

Ayden Mayor Steve Tripp also attended the event and emphasized the importance of agriculture-based economic development for eastern North Carolina.

"This is what eastern North Carolina is about — it's about the regionalization between a county of Pitt and a county of Greene, a town of Ayden and a town of Snow Hill, working together for economic development," Tripp said. "Taking from

the natural resources that we have in agriculture and taking it to the marketplace to drive the economy — we've got to do more of that in eastern North Carolina. The greatest resource we have is our agriculture and we have to develop our agriculture business to bring growth and jobs to eastern North Carolina."

Simply Natural Creamery and Jersey Farm, 1265 Carson Edwards Road, Ormondville, is open from 10 a.m. to 6 p.m. Monday through Saturday and from 1:30-5 p.m. Sundays.

COUNCIL

Continued from 1

worked as a team to ensure each basket included the same items, Kyra Wooten, the council's sergeant-at-arms, said, "I hope the residents are happy with our gift. I can't wait to see their faces when we give it to them."

Josh Walston, the president of the Winterville Youth Council, is thrilled about the partnership with the graduate students.

"This project is a great way to impact the community in a positive way," he said. "We want to volunteer any way we can and this project is a way to get started. Asking for donations built leadership within our council and raised awareness of our work in the community, plus working with experienced adults is a great way to get out in town and show the community what we are a part of."

Jackson Brice is proud of

the youth council's dedication to teamwork.

"The youth council has grown in leadership and I hope this project teaches them how important service and helping others in need is," Jackson Brice said, adding she hopes their initial visit will not be their last. "I hope they can plan to go to Winterville Manor once a month to visit with the residents and play games with them."

The residents at Win-

terville Manor are on Medicaid and receive no additional assistance, according to Jackson Brice. The Department of Social Services provides supplies to the home, but Jackson Brice said when she and her classmates visited the site during their community analysis, the shelves were bare.

"In the past two years, only five of the 29 residents have had visitors," Jackson Brice said.

Hearing these statistics and seeing the youth council's enthusiasm to make a difference, Jasman

Smith, the adviser of the Winterville Youth Council, also hopes the council will agree to make monthly visits to Winterville Manor.

"It would be wonderful to further build our relationship with Winterville Manor," Smith said.

The Winterville Youth Council budgeted \$200 toward its Thanksgiving basket project. They spent \$194 and plan to make this an annual project.


Last year, the youth council attempted to start the project, but was in its infancy stage with no re-

sources or funds.

"We are grateful to the town of Winterville and town council for their financial support," Smith said, referring to the \$3,000 included in the fiscal year 2014-15 budget. "We are also grateful to the ECU students' willingness to work with us again and help us identify who is in need."


The next youth council meeting is at 6:30 p.m. Dec. 11 at Winterville Town Hall. The youth council is open to any middle or high school student. Participation is free.

WHAT DOES THIS GROUP OF BUSINESS OWNERS HAVE IN COMMON?



They all have unique plans from Nationwide Insurance.®

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DRIVE

Continued from page 1

by themselves. "Something they can eat without having a microwave."

The Back Pack Pals program incorporates snacks, meals and drinks to cover food over the weekend, Haddock said, explaining the church aims to best fill the bags based on the donations received.

The food collected by the builders club will be utilized for the backpacks delivered back to the school the first week of December.

Because the holidays are

a difficult time for food banks, Haddock stressed the need for canned foods.

"Pull-top canned meals, like ravioli, mac-n-cheese or even Ramen noodles are always needed," Haddock said.

Since the program recipients at Grifton School are smaller kids, donated items that do not have to be cooked are encouraged as well, she added.

Forty-two students are served at Ayden Middle, while 18 are served at Grifton School, but the number was much larger last year, Haddock said.

Thirteen Ayden Middle students make up the builders club, which serves as the youth extension of Kiwanis and Key Club.

"We do stuff under them, so we will do ring the bell for the Salvation Army, visit nursing homes, and we're sponsored by them," Russell said, explaining the adult clubs support the school program and utilize the school club members for community service projects.

As part of their service projects, the builders club

recently walked to Ayden Court Nursing Home to conduct bingo games with residents, Russell said, adding the group will return Dec. 10 for a Christmas craft project.

Ayden Middle also held a second canned drive initiative, cans for Kona, hosted by the school's Student Government Association. By contributing canned goods, students are allowed to upgrade their Kona ice purchase on the day the Kona truck visits the school.

A competition is being held among homerooms to see which class can raise the most canned goods, Russell said, explaining the winning homeroom will receive a pizza party.

"The winning homeroom of the builders club drive is getting a donut party," she said.

Seventh grade pre-algebra and math teacher Diane Premo's homeroom class won the donut party.

Canned food donations can be delivered to the school or directly to Ayden Christian Church, 462 Second St., Ayden.

Touch a Truck

ALL PROCEEDS WILL BENEFIT AYDEN POLICE DEPARTMENT'S SHOP WITH A COP PROGRAM.

SATURDAY, NOV. 29

AYDEN DISTRICT PARK

10 A.M. TO 1 P.M.

come out and explore.

Local agencies participating include the Ayden Police Department, Ayden Fire Department, Ayden EMS, Pitt County Sheriff's Office, Vidant Medical Center and town of Ayden.

VARIETY OF TRUCKS & CARS ON DISPLAY

OPEN TO THE PUBLIC — ONLY \$5

Includes access to all vehicles and hot chocolate.

Raffle tickets will also be sold for \$2 each for a chance to win up to \$100 in gift cards from Dick's Sporting Goods, Overton's and Play It Again Sports and autographed athletic items from East Carolina University, N.C. State, Duke and UNC-Chapel Hill. Winners will be announced Dec. 15. Ticket holders do not have to be present to win.

Hot dog lunches available for purchase.



Shop With a Cop is an initiative hosted by the Ayden Police Department that identifies and provides children in need with a day of shopping for clothing and toys at Christmastime. In 2013, the program aided 11 kids thanks to the generous donations of the individuals and businesses in the Ayden community.



LAUREN COLLINS

Sixth-grade members of the Ayden Middle School Builders Club unload meals for students at their school. The meals are provided by Ayden Christian Church's Back Pack Pals program, which serves approximately 60 students in the Ayden and Grifton communities.



Winterville Town Council
November 10, 2014 Regular Meeting Minutes

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

Mayor Douglas Jackson
Mayor Pro-Tem Mark Smith
Councilman Tony Moore
Councilman Johnny Moye
Councilman Ronald Cooper, Sr.
Councilwoman Veronica Roberson
Terri L. Parker, Town Manager
Jasman J. Smith, Town Clerk
Keen Lassiter, Town Attorney
Anthony Bowers, Finance Director
Bryan Bell, Interim IT Director
Evan Johnston, Parks and Recreation Director
Alan Lilley, Planning Director
Ryan Willhite, Police Chief
Willie Gay, GIS/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 to remove the minutes from the Consent Agenda and add Councilman Moore's items to the Other Agenda Items section. **A motion was made by Councilman Moore and seconded by Councilwoman Roberson to approve the agenda with the requested changes. Motion carried unanimously.**

WELCOME: Mayor Jackson welcomed the public.

PRESENTATIONS: None.

PUBLIC HEARINGS:

1. Public Hearing - Request for Rezoning of the Happy Trail Farms, LLC Property, located on the westside of Church Street Extension, from Agricultural-Residential District to General Business District.: Planning Director Alan Lilley presented the item. He stated that The Town has received an application for rezoning of the Happy Trail Farms, LLC Property from Agricultural-Residential District to General Business District. The subject property in a 13.7070 acre tract located on the west side of Church Street Extension approximately 445 ft. south of the intersection of Jeremy Lane and Church Street Extension. The Planning & Zoning Board voted to recommend approval of the requested rezoning at the October 21, 2014 meeting.

Mayor Jackson opened the public hearing. Mr. Steve Janowski spoke in favor of Request for Rezoning of the Happy Trail Farms, LLC Property, located on the westside of Church Street Extension, from Agricultural-Residential District to General Business District. No one spoke in opposition. Mayor Jackson closed the public hearing.

A motion was made by Mayor Pro-Tem Smith and seconded by Councilman Moore to approve the Request for Rezoning of the Happy Trail Farms, LLC Property, located on the westside of Church Street Extension, from Agricultural-Residential District to General Business District. Motion carried unanimously.

2. Public Hearing - Request for Rezoning of the Happy Trail Farms, LLC Property, located on the eastside of Church Street Extension, from Agricultural-Residential District to R-12.5 (residential) District.: Planning Director Alan Lilley presented the item. He stated that The Town has received an application for rezoning of the Happy Trail Farms, LLC Property from Agricultural-Residential District to General Business District. The subject property in a 15.684 acre tract located on the east side of Church Street Extension south of the intersection of Jeremy Lane and Church Street Extension. The Planning & Zoning Board voted to recommend approval of the requested rezoning at the October 21, 2014 meeting.

Mayor Jackson opened the public hearing. Mr. Steve Janowski spoke in favor of the Request for Rezoning of the Happy Trail Farms, LLC Property, located on the eastside of Church Street Extension, from Agricultural-Residential District to R-12.5 (residential) District. No one spoke in opposition. Mayor Jackson closed the public hearing.

A motion was made by Mayor Pro-Tem Smith and seconded by Councilman Moore to approve Request for Rezoning of the Happy Trail Farms, LLC Property, located on the eastside of Church Street Extension, from Agricultural-Residential District to R-12.5 (residential) District. Motion carried unanimously.

PUBLIC COMMENT: None.

CONSENT AGENDA: The items under the consent agenda included:

1. Approval of Write Off Policy: A motion was made by Councilman Moye and seconded by Councilwoman Roberson to approve the Write Off Policy. Motion carried unanimously.
2. Approval of:
 - a) June 9, 2014 Regular Meeting Minutes
 - b) June 17, 2014 Special Meeting Minutes
 - c) June 19, 2014 Special Meeting Minutes
 - d) June 24, 2014 Special Meeting Minutes
 - e) July 14, 2014 Regular Meeting Minutes
 - f) July 29, 2014 Special Meeting Minutes
 - g) August 4, 2014 Special Meeting Minutes
 - h) September 8, 2014 Regular Meeting Minutes
 - i) October 20, 2014 Regular Meeting Minutes

Item was removed from the Consent Agenda.

ITEMS REMOVED FROM THE CONSENT AGENDA:

Approval of:

- i. June 9, 2014 Regular Meeting Minutes: A motion was made by Councilwoman Roberson and seconded by Mayor Pro-Tem Smith to approve the June 9, 2014 Regular Meeting Minutes. Motion carried unanimously.
- ii. June 17, 2014 Special Meeting Minutes: A motion was made by Councilman Moye and seconded by Councilwoman Roberson to approve the June 17, 2014 Special Meeting Minutes. Motion carried unanimously.
- iii. June 19, 2014 Special Meeting Minutes: A motion was made by Councilman Moore and seconded by Councilwoman Roberson to table the June 19, 2014 Special Meeting Minutes to the December 8, 2014 Regular Meeting with the suggested corrections. Motion carried unanimously.
- iv. June 24, 2014 Special Meeting Minutes: A motion was made by Councilman Moore and seconded by Councilman Cooper to table the June 24, 2014 Special Meeting Minutes to the December 8, 2014 Regular Meeting with the suggested corrections. Motion carried unanimously.
- v. July 14, 2014 Regular Meeting Minutes: A motion was made by Councilman Moye and seconded by Councilwoman Roberson to approve the July 14, 2014 Regular Meeting Minutes. Motion carried unanimously.
- vi. July 29, 2014 Special Meeting Minutes: A motion was made by Councilman Moye and seconded by Councilwoman Roberson to approve the July 29, 2014 Special Meeting Minutes. Motion carried unanimously.
- vii. August 4, 2014 Special Meeting Minutes: A motion was made by Councilman Moore and seconded by Councilwoman Roberson to table the August 4, 2014 Special Meeting Minutes to the December 8, 2014 Regular Meeting with the suggested corrections. Motion carried unanimously.
- viii. September 8, 2014 Regular Meeting Minutes: A motion was made by Councilman Moore and seconded by Councilwoman Roberson to table the September 8, 2014 Regular Meeting Minutes to the December 8, 2014 Regular Meeting with the suggested corrections. Motion carried unanimously.
- ix. October 20, 2014 Regular Meeting Minutes: A motion was made by Councilman Moye and seconded by Councilwoman Roberson to approve the October 20, 2014 Regular Meeting Minutes. Motion carried unanimously.

OLD BUSINESS: None.

NEW BUSINESS:

1. Appointment of Sean Owens to the Stormwater Advisory Committee: A motion was made by Councilman Moore and seconded by Mayor Pro-Tem Smith to appoint Sean Owens to the Stormwater Advisory Committee. Motion carried unanimously.

OTHER AGENDA ITEMS: ITEMS REQUESTED BY COUNCILMAN MOORE

1. **Funds available from Vacant Positions (Assistant Town Manager).** Councilman Moore inquired about the funds available from the vacant Assistant Town Manager Position. Town Manager Terri L. Parker stated that \$36,281.32 was available from the vacant Assistant Town Manager Position. Councilman Moore wants to move to capital improvements for capital project. Town Manager Terri L. Parker replied that the Town can certainly do that we usually have a certain capital projects fund.
2. **Handicapped sidewalk entrance Cox Athletic Field.** Councilman Moore stated that he went to a lot of games and several people complained about not having a handicap sidewalk entrance. He further stated that he would like the Town Council to approve the handicap sidewalk entrance ramp on Blount Street. Mayor Jackson inquired about the cost for the ramp. Public Works Director Travis Welborn replied that nontraditional handicap ramp with removing the existing curb and gutter will probably cost about five thousand dollars (\$5,000). **A motion was made by Councilman Moore and seconded by Mayor Pro-Tem Smith to approve five thousand dollars (\$5,000) for the handicap ramp from the funds available from the vacant Assistant Town Manager position. Motion carried unanimously.** Finance Director Anthony Bowers stated that he would bring back a budget amendment at the December meeting for approval under the consent agenda.
3. **Change policy- Minutes for Approval- A motion was made by Councilman Moore and seconded by Councilman Moye to approve an administrative policy for Minutes for Approval to the Council to not be over 60 days unless there are extenuating circumstances. Motion carried unanimously.**
4. **Status of Apartments on Mills Street and other properties needing attention:** Councilman Moore addressed his concerns about the apartments on Mills Street and other properties that are need of attention. Town Manager Terri L. Parker commented that Economic Development Planner Stephen Penn, Town Attorney Lassiter, and Code Enforcement Enforcement/Building Inspector Mike Weldin have been researching these issues.

Economic Development Planner Stephen Penn commented that there are no promising resources that have been identified concerning local renovations on the Mills Street apartments.

Town Attorney Lassiter has checked with the Clerk of Court Office, Pitt County Register of Deeds, Court house and that the property is owned by BHCO, LLC. The taxes for 2013 and 2014 are delinquent. 2272 mills street, and apartments. My opinion is that the tax office is not going to do any until 2015. Foreclosure action may not take action until there is two years delinquent and check. The owner of the debt is Walter Williams and he has an ongoing foreclosure action against the property the apartment and tract next door. Hearing was set for October 30 and was postponed to December 4. Foreclosure haring date. Spoke with the attorney and the property will be marketed for sale. Councilman Moore asked What can the board do to make sure we.

Town Manager Terri L. Parker stated that is can be declared deteriorated. She further stated that the Hearing was held and that Code Enforcement Enforcement/Building Inspector Mike Weldin Mike believed

that it is repairable. The Time has passed to fix the apartments and the time has ran out it, which had been about two months ago. Town Attorney Keen Lassiter comment that the Town must hold a Public Hearing, adopt an ordinance in order to have it demolished. The demolition costs could be a lien to the property. Town Manager Terri L. Parker stated that there are about nine (9) properties that may qualify. The Town will have a public hearing and ordinances prepared for the (7) houses to be demolished. She asked if the Town had permission to do this at the December meeting. Town Attorney Keen Lassiter suggested that we only move forward with what we can afford first. Councilman Moye asked how many funds are available. Councilman Moore asked if the Town can we have the public hearing in December. T

Councilwoman Roberson stated that some people that have properties with tax liens have caused a hardship to the property. She further stated that she has a big problem with this and it defeats the purpose of tearing it down. To put a lien against the property is putting the person farther and farther behind. Is there any way we can tear down a property without putting a lien against properties for people who cannot afford to pay for the demolition. Councilman Cooper agreed with Councilwoman Roberson. Councilman Moore asked if the cost estimate for the Town and contractors per house to house for December meeting. Councilman Moye stated that he is not in agreement with the lien on property.

Town Manager Terri L. Parker stated that she would provide estimates of properties on the list, status of times frame and how long on the list, if choose to move forward with public hearing, and look at potentials out there as far as what needs to be demolished.

5. Capital Projects for Downtown Improvements:

- a. Sidewalks. Councilman Moore suggested that the Town schedule a meeting with property owners to discuss sidewalks. Councilman Moye agreed that sidewalks were needed.
- b. Downtown Revitalization. Councilman Moore stated that it is time to form some downtown business taskforce to help try to work with Stephen and Terri.
- c. Mayor Jackson thinks that the Town should schedule a meeting for property owners to attend. Councilwoman Roberson asked what about more than sidewalks, what about revitalization, etc. like benches? **A motion was made by Councilman Moore and seconded by Councilman Moye to schedule a meeting for the property owners to discuss sidewalks in the downtown area and all of other issues with down town beautification. Motion carried unanimously.** Mayor Pro-Tem Smith stated that it he has been on the board for nine (9) years and this has been talked about several times, but the Town has not spent money on doing it yet. He further stated that he is tired of having all of these task forces and committees, because we just need to get it done. Also, Rivers and Associates paid a lot of money for downtown study. Councilman Moore stated that it is not pleasant in downtown Winterville. Town Manager Terri L. Parker stated that she would re-send the downtown plan. Councilman Moore stated that he made a \$94000 investment to downtown
- d. Sidewalks-Depot to Railroad to Main- This item was handled and discussed above concerning sidewalks and downtown revitalization.
- e. Sidewalks-Mills to Main to Railroad- This item was handled and discussed above concerning sidewalks and downtown revitalization.

6. Staff Cost Projections:

- a. Safety Improvement at Cox Middle School. Councilman Moore wanted to know the staff cost projects for Blount Street to the gym and then sidewalks on the rear side of A.G. Cox. Middle School. Town Manager Terri L. Parker stated that we will come up with cost estimates.

- b. Planning Director Alan Lilley stated that safe routes to schools and funds are available. North suggests that the town submit sidewalk project thru the transportation improvement process and we will take a look at for funding. Mayor Pro-Tem Smith-curb and gutter for Ange Street?
 - c. North Street along Cox- corner of Church to Gym. Mayor Pro-Tem Smith was concerned about safety aspect for having sidewalks and crosswalks along Ange Street- behind Cox because it is well traveled. Handicapped ramp to Cox recreation field-Public Works Director Travis Welborn said that he could put a handicap ramp there from the Southside of Blunt Street to Church Street about 100 ft. It will cost approximately \$5,000. **A motion was made by Councilman Moye and seconded by Councilwoman Roberson to use Powell bill funds money to build handicap ramp from the Southside of Blunt Street to Church Street.**
 - d. Property on Chapman Street. Councilman Moore stated that the Town should use the property on Chapman Street for building a Cultural Arts Center for Senior Citizens-Arts-Plays-Recreation. Sara law property is not going to happen. Town Manager Terri L. Parker stated that she will have to follow up to see what is available. Mayor Pro-Tem Smith questioned if the Sara Law property was official yet? Parks and Recreation Director Evan Johnston replied that he did speak with their board and No, the deal is not been finalized yet. Mayor Pro-Tem Smith stated that it sounds like to me like they do not want to sell to the town. Councilman Moore reiterated that he wants to move forward with the multipurpose center. Discussion was held about the Walking Trail Cedar Ridge to Boyd Lee Park.
 - e. Town Manager Terri L. Parker stated that the cemetery committee has been working with the Pitt County Students. Councilman Cooper will come back in the December meeting to discuss the specifics on this topic.
7. **Home Repair Program:** Councilman Moye asked about the applications that were turned in for the home repairs. Town Manager Terri L. Parker stated that one applicant needs a home replacement and trying to figure out how to coordinate with other agencies. Councilman Moye further asked when we are going to make a decision, how much was available, and where are the guidelines. Town Manager Terri L. Parker replied not until January 2015,\$40,000 was available, and that the Town Council have already been provided with the guidelines, but can resubmit them to you. She further commented that we bring to Council in January about what needs to be approved per applicant and see what organizations or individuals that would be willing to work on houses or fixing up houses.

ITEMS FOR FUTURE AGENDAS/FUTURE WORK SESSIONS:

- a. Status of Cemetery Dumpsite.
- b. The Town Council collectively decided to move special meeting to Tuesday, November 25, 2014 at 6 pm.
- c. Councilman Moye talked about the traffic and noise issue on Jones Street. Asked if we need more speed bumps. Councilman Moore asked if we needed to put a camera on this street.
 - i. Chief Willhite stated that the Police Department patrols on Jones Street. The Police Department has to observe the violation in order to be able to enforce the law as it is actually happening. This goes for similar situations that may occur with a dog biting incident or nuisance occurring. He further stated that the Police Department has to observe it actually happening. Town Manager Terri L. Parker asked is Willhite can give a report on the amount of time that Jones Street is patrolled.

Councilman Moye inquired about if someone reports an incident to 911, is it a requirement to give your name and address. Chief Willhite replied that the caller can

decide to be anonymous. Further discussion was held on this topic. Councilwoman Roberson stated that maybe it would be best for the Police Department to contact the person by phone instead of going door to door and the person could see it as retaliation.

- ii. Councilman Moye asked about those being a nuisance in the neighborhood and if something could be done about it. Chief Willhite stated that nothing could be done about it unless they break a law, but the police department can decide to increase their visibility in the neighborhood.

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

- Parks and Recreation Director Evan Johnston reported on the following: Christmas Tree Lighting ceremony is on the last football game of ECU. He asked if the Council would like to reschedule the Tree Lighting. Mayor Jackson stated that this was already advertised in the newsletter. Town Manager Terri L. Parker reminded the Council that they previously voted to have wait and turn on all the holiday lights on December 4th and if the Council decides to change that then we will have to regroup on this item. Councilwoman Roberson stated that it is a little too far out to change the date and plus it was already advertised for December 4, 2014. No action was taken from the Council.
- Councilman Moye asked how we can stay abreast of changes. He further stated that he received information tonight that everyone was not aware of like the property concerning the Zone. Town Manager Terri L. Parker stated that she was not prepared to discuss that issue tonight. Parks and Recreation Director Evan Johnston stated that it was not completely off the table and did not feel prudent to bring it to the Council until we felt it was a done deal. Councilman Moye stated that if there is a change then don't we need to stay abreast or updated of changes. Town Manager Terri L. Parker stated that she agreed and that she and Parks and Recreation Director Evan Johnston did not have enough of information and it is has not been finalized yet. Parks and Recreation Director Evan Johnston we are going to meet with their board. Town Manager Terri L. Parker stated that they were waiting on something official and we will do our best.

REPORTS FROM THE MAYOR AND TOWN COUNCIL

- Town Attorney Keen Lassiter announced Happy Veteran's Day.
- Councilman Moore announced that the Police Chief Willhite would be the guest speaker at the Veterans Day Celebration, Moving up Sutton Trio, Mayor Jackson, South Central for the Flag Ceremony, and Reverend Turnage for the ending prayer. This is the 15th year for having this ceremony. The Mideast commission meeting was a great turnout. There was also a great crowd at the Trail of Terror. Parks and Recreation Director Evan Johnston stated that they had about 500 people to attend the event.
- Councilwoman Roberson stated that she attended the Mideast Commission meeting and that it was interesting. She hopes that the Town would be able to access their services. There will be a USDA meeting in Greenville tomorrow and it may be an opportunity to increase economic opportunities. Councilwoman Roberson further states that she does not know if this would apply to Winterville.
- Mayor Pro-Tem Smith thanked and saluted the Veterans.
- Councilman Moye asked about the status of the housing repair program. Town Manager Terri L. Parker replied that she had six (6) applicants eligible for the program, but two (2) of them need more help than provided for the Town's program. She further explained that the applicants met the initial criteria, which consisted of being a home owner and ages 62 yr. old and older. Councilman Moye inquired about when the Town will make a decision on the applicants. Town Manager Terri L. Parker once we have not until

we have applicants to move forward could be over the next couple of months but will not be probably until January. Councilman Moyer asked how much money is available we have \$40,000. Town Manager Terri L. Parker there is an income verification that takes longer to complete. Councilman Moyer asked if he could get a copy of the guidelines. Town Manager Terri L. Parker - she stated that this was previously approved by the Council and would be happy to get the information to Councilman Moyer. It is \$5400 per applicant. Councilman Moore asked if the Grifton Baptist Church help again. Town Manager Terri L. Parker stated that she was not sure. Councilman Moore further inquired if the Town could put the information in the newsletter for individuals and organizations to help for such a project.

- Councilman Cooper reminded the Town Council of the Winterville Youth Council Meeting and that he would like to encourage the Town Council to attend the meeting as well.
- Mayor Jackson encouraged everyone to attend the Veteran's Day Ceremony.
- Town Manager Terri L. Parker -thanked Amy and Stephen for working on the way finding signs that will be placed throughout Town, Parks, and the Post Office. Also, the signs will be mounted on light poles.

ADJOURN

Having no further business to come before the Council the meeting adjourned. A motion was made by Councilman Cooper and seconded by Mayor Pro-Tem Smith to adjourn at 9:20 pm.

Adopted this the 8th day of December 2014

Douglas A. Jackson, Mayor

ATTEST:

Jasman J. Smith, CMC, NCCMC

**Winterville Town Council
November 25, 2014
Special Called Meeting Minutes**

The Winterville Town Council met in a Special Called Meeting on the above date at 6:00 p.m. in the Town Hall Executive Conference Room, with Mayor Douglas A. Jackson presiding with Councilman Cooper leading the invocation, followed by the pledge of allegiance. Town Clerk Jasman J. Smith was excused from the meeting and Planning Director Alan Lilley recorded the minutes instead. The meeting was called to order. The following persons were present:

Mayor Doug Jackson
Mayor Pro-Tem Mark Smith
Councilman Ronald Cooper, Sr.
Councilman Tony Moore
Councilman Johnny Moye
Councilwoman Veronica Roberson
Terry L. Parker, Town Manager
Keen Lassiter, Town Attorney
Anthony Bowers, Finance Director
Alan Lilley, Planning Director
Mervin Taylor, Utilities Director
Travis Welborn, Public Works Director

WELCOME:

Mayor Jackson welcomed the public and read aloud the special notice.

OLD BUSINESS

1. Nobel Canal: Town Manager Terri Parker provided everyone with copies of a memo from Travis Welborn, Public Works Director, detailing an on-site meeting that was held at Nobel Canal on July 8. Persons in attendance at the on-site meeting included representatives of North Carolina Division of Environment & Natural Resources, a representative of the United States Army Corp of Engineers, a representative of the North Carolina Water Resources Commission, Jonas Hill of the Pitt County Planning Department, and two representatives of the Town of Winterville's consulting Engineer Company, the Wooten Company. Various options for addressing erosion issues at Noble Canal were discussed at the on-site meeting. Travis Welborn, Public Works Director, reported on the results of the on-site meeting and discussed various options considered for addressing the erosion issues. The options under consideration included: install pipe; relocate the canal;

Travis Welborn stated that the review agencies stated that approval of these options is very unlikely. In order for these options to be permitted, the Town would have to be able to prove that there are no other viable options available to address the issue. The mitigation fee would also be extremely expensive.

Mr. Welborn stated that other options under consideration include: do nothing; stabilization of the banks in the existing location; installation of bulk heads; or a combination of stabilization and bulk heads.

The review agencies felt that a combination of bank stabilization and bulk heads/retaining walls is the most viable option that might be approved for permitting. Councilman Cooper asked, what is likely to happen if we do nothing. Public Works Director Welborn stated that the banks may continue to erode until they eventually reach equalization and the erosion stops.

Councilman Moye stated that the ditch has continued to get bigger through the years and that doing nothing is not an option. Councilwoman Roberson stated that erosion has continued to occur and that the ditch was much smaller years ago when she was growing up.

Travis Welborn expressed that the next logical step in trying to make a decision would be to have an engineering firm do a study to formulate recommended plans to address the erosion issues.

A motion was made by Councilwoman Roberson and seconded by Councilman Cooper for staff to pursue a study to plan to institute a bank stabilization program. Members of the Council voting in favor of the motion were Roberson and Cooper. Members of the Council voting in opposition of the motion were Moye, Smith, and Moore. Motion failed (2,3).

A motion was made by Councilman Moye and seconded by Councilwoman Roberson to have a study be done to look at both the option of a bank stabilization program and the option of relocating the canal. Members of the Council voting in favor of the motion were Roberson, Moye, and Cooper. Members of the Council voting in opposition of the motion were Smith and Moore. Motion carried (3,2).

The Town Council members held further discussion on the possibility of seeking support for the Nobel Canal efforts from our representatives. Councilman Moore stated that he will be going to Washington D.C. in the near future and that he could try to meet with Congressman G. K. Butterfield to seek support for Winterville's Nobel Canal efforts. **A motion was made by Councilman Moye and seconded by Councilwoman Roberson, that Councilman Moore schedule a meeting with Congressman G.K. Butterfield to seek such support. Motion carried unanimously.**

2. Capital Projects:

- A. Property on Chapman Street: Councilman Moore asked that the Town investigate the possible purchase of the vacant tract on the east side of Chapman Street, between Chapman Street and Mill Street, for possible use for a multipurpose recreational facility. Mr. Moye requested that the Town offer the owners the tax value listed on the Pitt County tax records for the 8.74 acre tract. **A motion was made by Councilman Moore and seconded by Councilman Moye to have Town Manager Terri L. Parker make such an offer on behalf of the Town concerning the Property on Chapman Street. Motion carried unanimously.**
- B. Downtown Sidewalks: Councilman Moore asked that the Town consider making improvements to downtown sidewalks, beginning where the alley behind the businesses intersects Depot Street, east on Depot Street to Railroad Street, south on Railroad Street to Main Street, and west on Main Street to where the alley intersects Main Street. Councilman Moore suggested that the sidewalks be done with a stamped sandstone look. **A motion was made by Councilman Moore and seconded by Councilman Smith to direct the Public Works Director to prepare estimates and samples for presentation to the Council. Motion carried unanimously.**
- C. Boyd Street and Mill Street Sidewalks: The Council held discussion on the need for sidewalks on Boyd Street and on Mill Street. **A motion was made by Councilwoman Roberson and seconded by Councilman Moye to direct the Town to contact the North Carolina Department of Transportation and ask if the Town of Winterville might be allowed to install sidewalks on portions of Boyd Street and Mill Street. Motion carried unanimously.**

NEW BUSINESS

1. Final Plat for Ange Plaza, Lot 4 & Lot 5: Planning Director Alan Lilley informed the Council that the Town has received request for approval of the Final Plat for Ange Plaza, Lot 4 & Lot 5. The subject final plat creates two (2) lots within Ange Plaza Subdivision, along the Fire Tower Road frontage east of Winterville Parkway. The Planning and Zoning Board gave conditional approval at their October 21, 2014 meeting. The conditions set by the Planning & Zoning Board that involved changes to the plat have all been made. Planning Director Lilley informed the Council that the applicant will need to pay a sewer acreage fee and to provide a petition requesting annexation in order to receive sewer service for the subject property. Ken Malpass of Malpass and Associates, appeared on behalf of the applicant. **A motion was made by Councilman Moye and seconded by Mayor Pro-Tem Smith to approve the Final Plat for Ange Plaza, Lot 4 & Lot 5. Motion carried unanimously.**

2. Bridlesong Park Subdivision – Request to Move Electric Pole: Town Manager Terri L. Parker briefed the Council on this matter. She stated that the Bridlesong Park Subdivision is an ongoing subdivision within the Town of Winterville. During the subdivision approval process, the Town Council agreed to cover certain costs of electric provision. Two (2) electric poles currently owned by GUC need to be moved. One was located in the back of the subdivision and the Town paid GUC \$1,500 to move said pole. The second pole is located on Reedy Branch Road and is significantly more expensive to move - \$15,332.40. Town Manager Terri L. Parker directed the Council's attention to an October 8th email from John Worrell outlining said cost. Town Manager Terri L. Parker asked for Council's direction as to whether or not to proceed with the pole relocation. **A motion was made by Councilman Moore and seconded by Mayor Pro-Tem Smith to proceed with the relocation of the electric pole. Motion carried unanimously.**

3. Approval of Contract Amendment with VC3 for Information Technology Services: Town Manger Terri Parker informed the Town Council that IT Interim Director Bryan Bell's last day of employment with the Town of Winterville will be November 26, 2014. Town Manager Terri L. Parker suggested that the Town's existing contract with VC3 be amended so that the Town contracts with VC3 for thirty-six months (36) for additional IT services to replace the services currently provided by Bryan Bell. **A motion was made by Councilman Moore and seconded by Mayor Pro-Tem Smith to approve the contract amendment with VC3 for Information Technology Services for thirty-six months (36). Members of the Council voting in favor of the motion were Moore, Moye, Smith, and Roberson. Members of the Council voting in opposition of the motion was Cooper. Motion carried (4,1).**

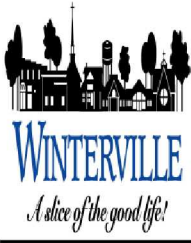
ADJOURN: There being no other business to come before the Council at this time, the meeting was adjourned.

Adopted this the 8th day of December 2014:

Douglas A. Jackson, Mayor

ATTEST:

Jasman Smith, CMC, NCCMC



**Town of Winterville
Town Council
Agenda Abstract**

Item Section: Consent Agenda

Meeting Date: December 8, 2014

Presenter: Anthony Bowers, Finance Director

Item to be Considered

Subject: Audit Contract for the State Retirement System - Carr Riggs and Ingram LLC.

Action Requested: Approve the Contract

Attachments: Engagement Letter

Prepared By: Anthony Bowers, Finance Director

Date: 12/4/2014

ABSTRACT ROUTING:

TC JJS-12/3/14

FD _____

TM tlp – 12/3/2014

Final tlp – 12/3/2014

Supporting Documentation

The Town of Winterville was selected by the State of North Carolina to provide additional information regarding the Town's contribution to the state retirement system. As with any audit contracts, the Town Council must approve the contract. The estimated cost of the audit is \$4,000. Our current audit team of Carr Riggs and Ingram will be conducting the audit. This will not require a budget amendment due to the fact that funds are budgeted for such events.

Budgetary Impact: \$4,000 above current Audit Contract Amount which can be taken out of current year's expenditures.

Recommendation: Approve the contract.



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

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

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

November 21, 2014

To the Town Council and Management of Town of Winterville
2571 Railroad Street
Winterville, North Carolina 28590

We are pleased to confirm our understanding of the services we are to provide for the Town of Winterville, North Carolina.

We will examine the employee census data and underlying payroll records of the Town of Winterville, North Carolina for the year ended December 31, 2013 to determine the employee census data provided to the Local Governmental Employees' Retirement System is complete and accurate. Our examination will be conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. Accordingly, it will include tests of your records and other procedures we consider necessary to enable us to express an opinion as to whether your employee census data is presented, in all material respects, complete and accurate in conformity with the Retirement System's Handbook revised January 2014. If, for any reason, we are unable to complete the examination, we will not issue a report as a result of this engagement.

This report is intended solely for the information and use of the Town of Winterville, North Carolina's management, the North Carolina Department of State Treasurer, and the North Carolina Office of the State Auditor and is not intended to be and should not be used by anyone other than these specified parties.

Our engagement will not include a detailed inspection of every transaction and cannot be relied on to disclose all material errors, fraud, or other violations of laws or regulations, that may exist.

We understand that you will provide us with the basic information required for our examination and that you are responsible for the accuracy and completeness of that information. We may advise you about appropriate criteria or assist in the development of the subject matter, but the responsibility for the subject matter remains with you.

At the end of the engagement, we will require a representation letter from management. The attest documentation for this engagement is the property of Carr, Riggs & Ingram, L.L.C. and constitutes confidential information. However, we may be requested to make certain attest documentation available to the North Carolina Department of State Treasurer and / or the North Carolina Office of the State Auditor pursuant to authority given to it by law or regulation. If requested, access to such attest documentation will be provided under the supervision of Carr, Riggs & Ingram, L.L.C. personnel. Furthermore, upon request, we may provide copies of selected attest documentation to the North Carolina Department of State Treasurer and / or the North Carolina Office of the State Auditor. The North Carolina Department of State Treasurer and / or the North Carolina Office of the State Auditor may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

You are responsible for the presentation of employee census data in accordance with Retirement System's Handbook revised January 2014; and for selecting the criteria and determining that such criteria are appropriate for your purposes. You are responsible for assuming all management responsibilities and for overseeing our assistance in preparation of your financial statements and related notes for the June 30, 2014 audit we provide

by designating an individual, preferably from senior management, who possesses suitable skill, knowledge, and/or experience. You are responsible for evaluating the adequacy and results of the services performed and accepting responsibility for the results of such services.

Lowell G. Taylor, CPA is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it.

We expect to begin our examination on approximately November 24, 2014. Our fees will be based upon our standard rates, and will be rendered periodically as work progresses with a final bill upon issuance of our report. A finance charge is applied to all invoices not paid within thirty (30) days. The finance charge is 1 ½% per month, which is an annual rate of 18% applied to the past due balance from the previous month. It is understood that our responsibility for such services will extend only to periods covered by our examination and will not include any items pertaining to later periods for which we are not engaged.

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

Very truly yours,

Cam, Riggs & Ingram, L.L.C.

RESPONSE:

This letter correctly sets forth the understanding of the Town of Winterville, North Carolina.

By: *Anthony Bowers*
Title: *Finance Director*
Date: *11-21-2014*

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

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

By: *Anthony Bowers*
Finance Officer Signature

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

Date: *12-8-2014*
Board Approval Date



**Town of Winterville
Town Council
Agenda Abstract**

Item Section: Old Business

Meeting Date: December 8, 2014

Presenter: Jasman J. Smith, CMC, NCMC

Item to be Considered

Subject: Minutes from Previous Meetings

Action Requested: Approve

Attachments: June 19th Special Meeting Minutes; June 24th Special Meeting Minutes; August 4th Special Meeting Minutes; and September 8th Regular Meeting Minutes.

Prepared By: Jasman J. Smith, CMC, NCMC

Date: 11/24/2014

ABSTRACT ROUTING:

TC JJS-12/3/14

FD _____

TM tlp - 12/3/2014

Final tlp - 12/3/2014

Supporting Documentation

At the November 10, 2014 Regular Meeting, the Town Council tabled four (4) sets of minutes. The revised and corrected minutes are attached for the Town Council's approval. The sets of minutes are for the following meetings:

- June 19th Special Meeting
- June 24th Special Meeting
- August 4th Special Meeting; and
- September 8th Regular Meeting.

Budgetary Impact: N/A

Recommendation: Approve

Winterville Town Council
June 19, 2014 Special Meeting Minutes

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

Mayor Douglas Jackson
Mayor Pro-Tem Mark Smith
Councilwoman Veronica Roberson
Councilman Ronald Cooper, Sr.
Councilman Tony Moore
Terri L. Parker, Town Manager
Jasman Smith, Town Clerk
Alan Lilley, Planning Director
Anthony Bowers, Finance Director
Bryan Bell, Interim IT Director
Evan Johnston, Parks/Recreation Director
Travis Welborn, Public Works Director
Mike Weldin, Code Enforcement Officer/Building Inspector
Mervin Taylor, Electric Utility Director
David Moore, Fire Chief

WELCOME: Mayor Jackson welcomed the public.

APPROVAL OF AGENDA: Mayor Jackson suggested the addition of the KCC Development Center Proclamation. A motion was made by Councilwoman Roberson and seconded by Mayor Pro-Tem Smith to approve the agenda with the addition of the KCC Development Center Proclamation. Motion carried unanimously.

NEW BUSINESS

1. **Approval of Stormwater Review Fee.** Public Works Director Travis Welborn presented the item. He stated that in order to comply with the regulations adopted by the North Carolina Environmental Management Commission and the Federal Water Pollution Control Act the Town of Winterville was issued a general permit under the National Pollutant Discharge Elimination System (NPDES) to discharge stormwater. The permit requires the Town to adopt and implement a Stormwater Management Plan. As part of that plan, the Town is required to implement an "Illicit Discharge Detection and Elimination Program" and "Post Construction Stormwater Management Program." To comply with these requirements we will hold a Public Hearing on the proposed ordinance on July 8. In order for the proposed permit review fee to be included in the budget for next fiscal year staff recommends adoption of the review fee at the June 19 meeting. This fee will cover the expense of having the Town's consulting Engineer review the submitted plans for compliance. The State charges a fee of \$505. Staff is proposing a fee of \$500. This will allow for approximately 4 hours of review time by our consulting Engineer for each plan submitted. Questions from the Council were addressed.

A motion was made by Mayor Pro-Tem Smith and seconded by Councilman Moye to approve the Stormwater Review Fee. Motion carried unanimously.

2. Approval of Contract with VC3 for Information Technology Services: Town Manager Terri L. Parker and Interim IT Director Bryan Bell presented the item. As you may recall during the Budget workshops, I informed Council that moneys were in the Budget for a contract with VC3 for Information Technology (IT) Services. This Contract will take the place of having an in-house full-time IT Director. Bryan Bell will remain on Staff and handle on-site support and related IT duties. Staff recommends approval of said Contract. **A motion was made by Mayor Pro-Tem Smith and seconded by Councilman Moore to approve the Contract with VC3 for Information Technology Services. Motion carried unanimously.**
3. Adoption of 2014-2015 Recommended Budget: Town Manager Terri L. Parker presented the item. She stated that the Notice of Rate Increases Beginning July 1, 2014 was at the Council's seat (this information is located in EXHIBIT 1). **A motion was made by Councilman Moore to extend the Sheppard Memorial Library funding for thirty (30) days and then request additional funding from the Pitt County Commissioners.**

Further discussion was held. Councilwoman Roberson asked if the Town could further extend the addition funding longer than thirty (30) days.

Councilman Moore withdrew his motion.

A motion was made by Mayor Pro-Tem Smith and seconded by Councilman Moore to approve the 2014-2015 Recommended Budget. Members of the Council voting in favor of the motion were Smith, Moore, Roberson, and Cooper. Member of the Council voting in opposition of the motion was Moye. Motion carried. (4,1)

A motion was made by Councilman Moore and seconded by Councilwoman Roberson to extend the present Sheppard Memorial Library funding at the present level for ninety (90) days beginning July 1st so that this would give the Town additional time to ask for additional funding from the Pitt County Commissioners. Members of the Council voting in favor of the motion were Moore, Roberson, and Moye. Members of the Council voting in opposition of the motion were Cooper and Smith. Motion carried. (3,2)

4. KCC Development Center Proclamation: A motion was made by Councilman Moore and seconded by Councilwoman Roberson to approve the KCC Development Center Proclamation. Motion carried unanimously.

ADJOURN: Having no further business to come before the Council, a motion by Councilman Moore and seconded by Councilman Moye to adjourn at 6:26 p.m. Motion carried unanimously.

Adopted this 8th day of December 2014.

Douglas A. Jackson, Mayor

ATTEST:

Jasman J. Smith, CMC, NCCMC

EXHIBIT 1

Town of Winterville Notice of Rate Increases Beginning July 1, 2014

Please take note that as of July 1st, 2014 some increases will take effect on utilities provided by the Town of Winterville. Water, Sewer and Electric funds are called Enterprise Funds. Enterprise Funds by law are supposed to be self-funded, in other words, the amount of revenues collected are supposed to cover the cost of operating those Funds. If revenues in those Funds do not cover the cost of operations, then rates have to be increased.

<u>Water Rates:</u>		<u>Current Rates</u>
WI (Water Inside)	First 3,000 gallons	\$11.52
	Next 17,000 gallons	\$ 1.80 per 1000 gallons
	All Over 20,000 gallons	\$ 1.80 per 1000 gallons
WO (Water Outside)	First 3,000 gallons	\$23.04
	Next 17,000 gallons	\$ 3.60 per 1000 gallons
	All Over 20,000 gallons	\$ 3.60 per 1000 gallons
<u>NEW RATES as of July 1st, 2014</u>		
WI (Water Inside)	First 3,000 gallons	\$19.02
	Next 17,000 gallons	\$ 3.31 per 1000 gallons
	All Over 20,000 gallons	\$ 3.31 per 1000 gallons
WO (Water Outside)	First 3,000 gallons	\$38.04
	Next 17,000 gallons	\$ 6.62 per 1000 gallons
	All Over 20,000 gallons	\$ 6.62 per 1000 gallons

<u>Sewer Rates:</u>		<u>Current Rates</u>
SI (Sewer Inside)	First 3,000 gallons	\$23.34
	Next 17,000 gallons	\$ 8.48 per 1000 gallons
	All Over 20,000 gallons	\$ 6.94 per 1000 gallons
SO (Sewer Outside)	First 3,000 gallons	\$54.92
	Next 17,000 gallons	\$16.97 per 1000 gallons
	All Over 20,000 gallons	\$11.81 per 1000 gallons
<u>NEW RATES as of July 1st, 2014</u>		
SI (Sewer Inside)	First 3,000 gallons	\$26.56
	Next 17,000 gallons	\$ 8.48 per 1000 gallons
	All Over 20,000 gallons	\$ 6.94 per 1000 gallons
SO (Sewer Outside)	First 3,000 gallons	\$53.12
	Next 17,000 gallons	\$16.97 per 1000 gallons
	All Over 20,000 gallons	\$13.88 per 1000 gallons

Electricity Sales Tax will be increasing from the current rate of 3% to 7% effective July 1st 2014. This rate change is based on the new state of NC tax law. North Carolina General State Statute 105-164(a)(9) states that the current rate of 3% has been repealed and replaced with a rate of 7%. The average customer in Winterville who uses 1,500kWh will see an increase of \$7.21 per month in electric sales taxes.

If you have any questions about the rate increase information provided above, please call the Town of Winterville at (252) 756-2221.

Winterville Town Council
June 24, 2014 Special Meeting Minutes

The Winterville Town Council met in a special meeting on the above date at 7:00PM in the Winterville Town Hall Assembly Room, with Mayor Pro-Tem Smith presiding. Mayor Pro-Tem Smith called the meeting to order, followed by invocation led by Councilman Moore, which was followed by the pledge of allegiance. Mayor Douglas Jackson was absent. The following were present:

Mayor Pro-Tem Mark Smith
Councilman Ronald Cooper, Sr.
Councilman Tony Moore
Councilwoman Veronica Roberson
Councilman Johnny Moyer
Terri L. Parker, Town Manager
Jasman J. Smith, Town Clerk
Alan Lilley, Planning Director
Anthony Bowers, Finance Director
Brian Bell, Interim IT Director
Evan Johnston, Parks/Recreation Director
Travis Welborn, Public Works Director
David Moore, Fire Chief

WELCOME

Mayor Pro-Tem Smith welcomed the public.

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

OLD BUSINESS – None

NEW BUSINESS

1. **Appointment of an Alternate member to represent the Town of Winterville on the Greenville Urban Area Metropolitan Planning Organization Transportation Advisory Committee (TAC):** A motion was made by Councilwoman Roberson and seconded by Councilman Cooper to appointment of an Alternate member to represent the Town of Winterville on the Greenville Urban Area Metropolitan Planning Organization Transportation Advisory Committee (TAC). Motion carried unanimously.

2. **Approval of Capital Project Budget Ordinance for the Winterville/GUC Water Interconnect Project on Worthington Road:** A motion was made by Councilman Moore and seconded by Councilman Cooper to approve the Capital Project Budget Ordinance for the Winterville/GUC Water Interconnect Project on Worthington Road. Members of the Council voting in favor of the motion was Moore, Cooper, Moye, and Smith. Member of the Council voting in opposition of the motion was Roberson. (4, 1) Motion carried.
3. **Approval of Budget Ordinance and Program Guidelines for the Town of Winterville Urgent Repair Program:** A motion was made by Councilman Moore and seconded by Councilwoman Roberson to approve the Budget Ordinance 13-14-05 and Budget Ordinance 13-14-03. Motion carried unanimously.

A motion was made by Councilman Moore and seconded by Councilwoman Roberson to approve the Budget Ordinance for fiscal year 2013-2014. Motion carried unanimously.

Councilwoman Roberson stated that she does not like the Urgent Repair guidelines stating that the applicant cannot receive urgent repair if the applicant received funding from another agency in the past.

Town Manager Terri L. Parker suggested changing the guidelines to stating that the applicant cannot receive urgent repair if the applicant received funding from another agency within the past five years

A motion was made by Councilman Moore and seconded by Councilwoman Roberson to remove the guidelines stating that the applicant cannot receive urgent repair if the applicant received funding from another agency in the past. Motion carried unanimously.

A motion was made by Councilwoman Roberson and seconded by Councilman Moore to approve the Urgent Repair Program with the requested changes. Motion carried unanimously.

4. **Closure of Capital Project Fund:** A motion was made by Councilman Moore and seconded by Councilwoman Roberson to approve the Closure of Capital Project Fund. Motion carried unanimously.

ADJOURN

Having no further business to come before the Council, a motion by Councilman Moore and seconded by Councilman Cooper to adjourn at 5:49 p.m. Motion carried unanimously.

Adopted this 8th day of December 2014.

Douglas A. Jackson, Mayor

ATTEST:

Jasman J. Smith, CMC, NCCMC

Winterville Town Council
August 4, 2014 Special Meeting Minutes

The Winterville Town Council met in a special meeting on the above date at 6:00 PM in the Winterville Town Hall Assembly Room, with Mayor Douglas A. Jackson presiding. Mayor Jackson called the meeting to order, followed by invocation led by Councilman Moye, which was followed by the pledge of allegiance. Councilwoman Roberson was absent. The following were present:

Mayor Douglas Jackson
Mayor Pro-Tem Mark Smith
Councilman Ronald Cooper, Sr.
Councilman Tony Moore
Councilman Johnny Moye
Terri L. Parker, Town Manager
Keen Lassiter, Town Attorney
Jasman J. Smith, Town Clerk
Alan Lilley, Planning Director
Anthony Bowers, Finance Director
Brian Bell, Interim IT Director
Evan Johnston, Parks/Recreation Director
Travis Welborn, Public Works Director
David Moore, Fire Chief

WELCOME: Mayor Jackson welcomed the public.

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

OLD BUSINESS:

1. **Proposed Annexation of Bridlesong Park Subdivision:** Town Attorney Keen Lassiter reiterated that the public hearing was held last week concerning the Bridlesong Park Subdivision. He also stated that he met with the Town Manager about Bridlesong Park Subdivision and that the Town received the necessary documents in order for the Council to approve the petition and annexation. Further discussion was held concerning Bridlesong Park Subdivision. **A motion was made by Councilman Moore and seconded by Mayor Pro-Tem Smith to approve the Proposed Annexation of Bridlesong Park Subdivision. Motion carried unanimously.**

ADJOURN: Having no further business to come before the Council, a motion by Councilman Moore and seconded by Mayor Pro-Tem Smith to adjourn at 6:09 p.m. Motion carried unanimously.

Adopted this 8th day of December 2014.

Douglas A. Jackson, Mayor

ATTEST:

Jasman J. Smith, CMC, NCCMC



Winterville Town Council
September 8, 2014 Regular Meeting Minutes

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

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

APPROVAL OF AGENDA: Town Attorney Keen Lassiter requested to remove the Consent Agenda Item titled Approval of Amendment to Town of Winterville Code of Ordinances Chapter 90: Abandoned, Nuisance and Junked Motor Vehicles and to add a closed session pursuant to § 143-318.11(a)(3). **A motion was made by Councilman Cooper and seconded by Mayor Pro-Tem Smith to approve the agenda with the requested changes. Motion carried unanimously.**

WELCOME: Mayor Jackson welcomed the public.

RECOGNITION:

1. Mr. Robert Blount – Proclamation: Mayor Jackson presented the proclamation to Mr. Robert Blount.
2. Jasman J. Smith – Town Clerk: Mayor Jackson recognized Town Clerk Jasman Smith for receiving the North Carolina Certified Municipal Clerk Certification.

INTRODUCTION OF NEW EMPLOYEES:

1. Town Manager Terri L. Parker introduced Economic Development Planner Stephen Penn to the Mayor and Town Council.
2. Police Chief Ryan Willhite introduced Police Officer Charles Hamilton to the Mayor and Town Council. Police Officer Chris Williams was not present at the meeting.

PRESENTATIONS: None

PUBLIC HEARINGS: None

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

1. Seth Cayton: Mr. Cayton addressed the Council about Stormwater issues. No Action was taken by the Council.
2. Brenda Harris - Taxes: Ms. Harris spoke about her concerns of Pitt County taxes on her property. No Action was taken by the Council.

CONSENT AGENDA: The items under the consent agenda included:

1. Consideration of Appointment of Stephen Penn as an Alternate Member on the MPO Technical Coordinating Committee (TCC). A motion was made by Councilwoman Roberson and seconded by Councilman Moye to approve the Consideration of Appointment of Stephen Penn as an Alternate Member on the MPO Technical Coordinating Committee (TCC). Motion carried unanimously.
2. Approval of Proclamation in Honor of Fire Prevention Week. A motion was made by Councilwoman Roberson and seconded by Councilman Moye to approve the Proclamation in Honor of Fire Prevention Week. Motion carried unanimously.
3. Approval of Amendment to Town of Winterville Code of Ordinances Chapter 90: Abandoned, Nuisance and Junked Motor Vehicles. **This item was removed from the consent agenda.**

ITEMS REMOVED FROM THE CONSENT AGENDA:

3. Approval of Amendment to Town of Winterville Code of Ordinances Chapter 90: Abandoned, Nuisance and Junked Motor Vehicles. Further discussion and questions from the Council were addressed concerning this ordinance. A motion was made by Councilman Cooper and seconded by Mayor Pro-Tem Smith to approve the Amendment to Town of Winterville Code of Ordinances Chapter 90: Abandoned, Nuisance and Junked Motor Vehicles. Motion carried unanimously.

OLD BUSINESS:

1. Proposed Portable Temporary Storage Unit Regulations – Status Report: Planning Director Alan Lilley presented the item. He stated that The Winterville Planning & Zoning Board will be holding a special workshop meeting, at 6:00 p.m. on Tuesday, September 2, 2014. The purpose of this meeting is to receive public comment and input on the proposed Portable, Temporary Storage Unit Regulations that the Planning Department Staff and Planning and Zoning Board have been working on. Based on the discussion and interaction at the workshop, the Planning & Zoning Board will consider finalizing the recommended regulations at the regular monthly meeting at 7:00 p.m. on Monday, September 15 (3rd Monday). At that point, if the Planning & Zoning Board is comfortable in doing so, they will forward a formal recommendation for adoption to the Town Council. As these regulations will be adopted as an amendment to the Zoning Ordinance, the Town Council will need to hold a public hearing before consideration of adoption. If both the Planning & Zoning Board and the Town Council are satisfied with the draft regulations, a public hearing for consideration of adoption could be scheduled for the Town Council's regular monthly meeting Monday, October 13, 2014. Further discussion was held concerning

Proposed Portable Temporary Storage Unit Regulations. **A motion was made by Councilman Moore and seconded by Mayor Pro-Tem Smith to table this item to the October 20th Meeting. Motion carried unanimously.**

2. Tree Lighting Ceremony: Parks and Recreation Director Evan Johnston presented the item. He stated that the traditional date of the Winterville Christmas Tree Lighting Ceremony and the Mayor and Council Reception is the second Thursday of December (December 11th). Staff recommends moving the annual date to the first Thursday in December (December 4th). Staff recommends changes based off following rationale: 1. To break up Tree Lighting Ceremony and Christmas Parade festivities which currently fall within the same week (second Thursday and second Saturday, respectively).2. Town Christmas Tree and other decorations are typically put out the week of Thanksgiving or the following week. By moving the Christmas Tree Lighting Ceremony up one week to first Thursday in December the Town could light the Christmas Tree and accompanying decorations for first time the night of the Ceremony. **A motion was made by Councilwoman Roberson and seconded by Councilman Moore to approve staff recommendation of moving the Annual Tree Lighting Ceremony from second Thursday in December to first Thursday in December beginning this year. Motion carried unanimously.**
3. Discussion of Procedure/Policy for Naming of Athletic Fields: Parks and Recreation Director Evan Johnston presented the item. He stated that in a previous Council meeting, the subject of the naming of Athletic Fields was discussed. Since that time, Evan Johnston has put together a draft set of guidelines for Council discussion and you will find them attached. Councilman Moore has requested that this item be brought back for discussion and Staff requests Council's direction. **A motion made by Councilman Moore and seconded by Councilman Moyer to direct staff to set the meetings for the committee and that it should consist of one person from the Parks and Recreation Staff, Recreation Advisory Board, Chamber, WHAS, and Councilman Moore and Councilman Moyer as members on the committee. Motion carried unanimously.**
4. Discussion of Library Funding for the Remainder of FY 2014-2015: Town Manager Terri L. Parker presented the item. Council approved an allocation for the Winterville Library of \$100,000 for FY 2014-2015 on June 19th, 2014 through the budget adoption process. The Council subsequently voted to give Sheppard Memorial an additional \$15,405 for the first quarter of the fiscal year and revisit funding for the remainder of the year after the Town contacted the County and requested additional monies be allocated for the operation of the Winterville Library. She further stated that a letter was sent to the County. **A motion was made by Councilwoman Roberson and seconded by Councilman Moyer to retrieve the additional funding from the Town for the Library. Members voting in favor of the motion were Roberson, Moyer, Cooper, and Moore. Member of the Council voting in opposition of the motion was Smith. Motion carried (4,1).**
5. Update on the Relocation of the Solid Waste Container Site by the Winterville Cemetery: Town Manager Terri L. Parker presented the item. She stated that the Town Council has directed Staff to schedule a meeting with the County to discuss the above-referenced subject. In a recent meeting with the County Manager on another topic, this issue was briefly discussed and Mr. Elliott suggested that a meeting among the Staff of the Town and County would be beneficial first before scheduling a meeting among elected officials. Staff is scheduled to meet on Tuesday, September 9th at 9 am and I will report back to Council afterward. Councilman Cooper stated that he has a partnership with the Pitt Community College students so that they can bring this back to Council at the December Meeting. No Action taken from the Council.

NEW BUSINESS:

1. NCLM Conference. Town Clerk Jasman J. Smith presented the item. She stated that the 2014 NCLM Annual Conference will convene on October 12 – 14, 2014 at the Joseph S. Koury Convention Center in Greensboro, NC. Under the League Constitution and the voting procedure established by the League Board of Directors, each member municipality sending delegates to the Annual Conference is required to designate one voting delegate and one alternate voting delegate. The vote of the Town of Winterville at the League's Annual Business Meeting on Monday, October 13, 2014 at 1:30 p.m. may be cast only by a designated voting delegate or alternate voting delegate. **A motion made by Councilman Moore and seconded by Councilwoman Roberson to designate Councilman Moye as the voting delegate and Councilman Moore as the alternate voting delegate. Motion carried unanimously.**
2. Youth Day Back to School Bash. Town Clerk Jasman J. Smith and Parks and Recreation Director Evan Johnston reported that on Saturday, August 16, 2014, the Winterville Parks & Recreation & Winterville Youth Council I hosted its first Community Youth Day Back-to-School Bash at the Winterville Recreation Park in Winterville, NC. The event included games, activities, live entertainment, raffles, food, and more, all free to the community! The event was a huge success with over 300 plus in attendance, with volunteers, vendors, and sponsors such as the Town of Winterville, Local Government Federal Credit Union, Walmart, Dollar Tree, Staples, Vidant Hospital, Kohl's, Paradise Outreach Ministries, Chick Fil A, US. Cellar, Party Makers, and East Carolina Trophies and Signs. The mission was to: Effectively and Efficiently meet the recreation needs and interests of residents of all ages; A chance to give back to the community; Give youth an opportunity to experience a day that is specifically catered to them; and Overall, to provide youth of all ages an opportunity to gain a sense of community though games, activities, fellowship, sense of expression, and acknowledgment. So that we can show that our kids matter! There was no action taken from the Council.
3. Discussion of Additional Funding for Winterville Roads . Councilman Moore has scheduled this item for discussion. No Action taken from the Council.
4. Discussion the "Ban the Box" Campaign .Town Manager Terri L. Parker presented the item. She stated that on 9/2/2014, an email was received from Calvin Henderson asking the Council to consider joining the "Ban the Box" Campaign which would remove the check box on the Town application with asks whether or not someone had been convicted of a felony. Staff has included a copy of Mr. Henderson's email and Daily Reflector article concerning the Campaign and a copy of the Town application will be handed out at the Meeting. **A motion was made by Mayor Pro-Tem Smith and seconded by Councilman Moore to keep the box on the application. Members voting in favor of the motion were Smith, Moye, Cooper, and Moore. Member of the Council voting in opposition of the motion was Roberson. Motion carried (4,1).**

OTHER AGENDA ITEMS: None

ITEMS FOR FUTURE AGENDAS/FUTURE WORK SESSIONS: None

REPORTS FROM TOWN ATTORNEY, TOWN MANAGER, AND DEPARTMENT HEADS: None

REPORTS FROM THE MAYOR AND TOWN COUNCIL:

- Councilwoman Roberson stated that she wants us to start planning for the budget retreat early. Town Manager Terri L. Parker stated that she is working on this right now.
- Councilwoman Roberson announced information concerning the housing forum.
- Councilman Moye asked about the Nobel Canal.

CLOSED SESSION § 143-318.11. (a) (3) To consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege between the attorney and the public body, which privilege is hereby acknowledged. A motion was made by Councilman Cooper and seconded by Councilman Moore to adjourn out of open session. Motion carried unanimously. A motion was made by Councilman Cooper and seconded by Councilwoman Roberson to enter into **CLOSED SESSION** § 143 318.11 (a) (3) To consult with an attorney employed or retained by the public body in order to preserve the attorney client privilege between the attorney and the public body, which privilege is hereby acknowledged. Motion carried unanimously. A motion was made by Councilman Cooper and seconded by Councilwoman Roberson to enter into open session. Motion carried unanimously.

ADJOURN

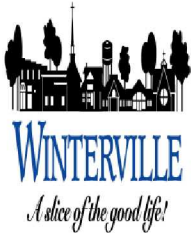
Having no further business to come before the Council, a motion was made by Councilman Cooper and seconded by Councilwoman Roberson to adjourn at 9:20 pm. Motion carried unanimously.

Adopted this the 8th day of December 2014

Douglas A. Jackson, Mayor

ATTEST:

Jasman J. Smith, CMC, NCCMC



**Town of Winterville
Town Council
Agenda Abstract**

Item Section: New Business

Meeting Date: December 8, 2014

Presenter: Travis Welborn, Public Works
Director & Ryan Willhite, Police Chief

Item to be Considered

Subject: Proposed No Parking Zone – South side of Hammond Street east of Mill St.

Action Requested: Approval of No Parking Zone

Attachments: Schematic

Prepared By: Travis Welborn, Public Works Director

Date: 11/17/2014

ABSTRACT ROUTING:

TC JJS-12/3/2014

FD _____

TM tlp – 12/3/2014

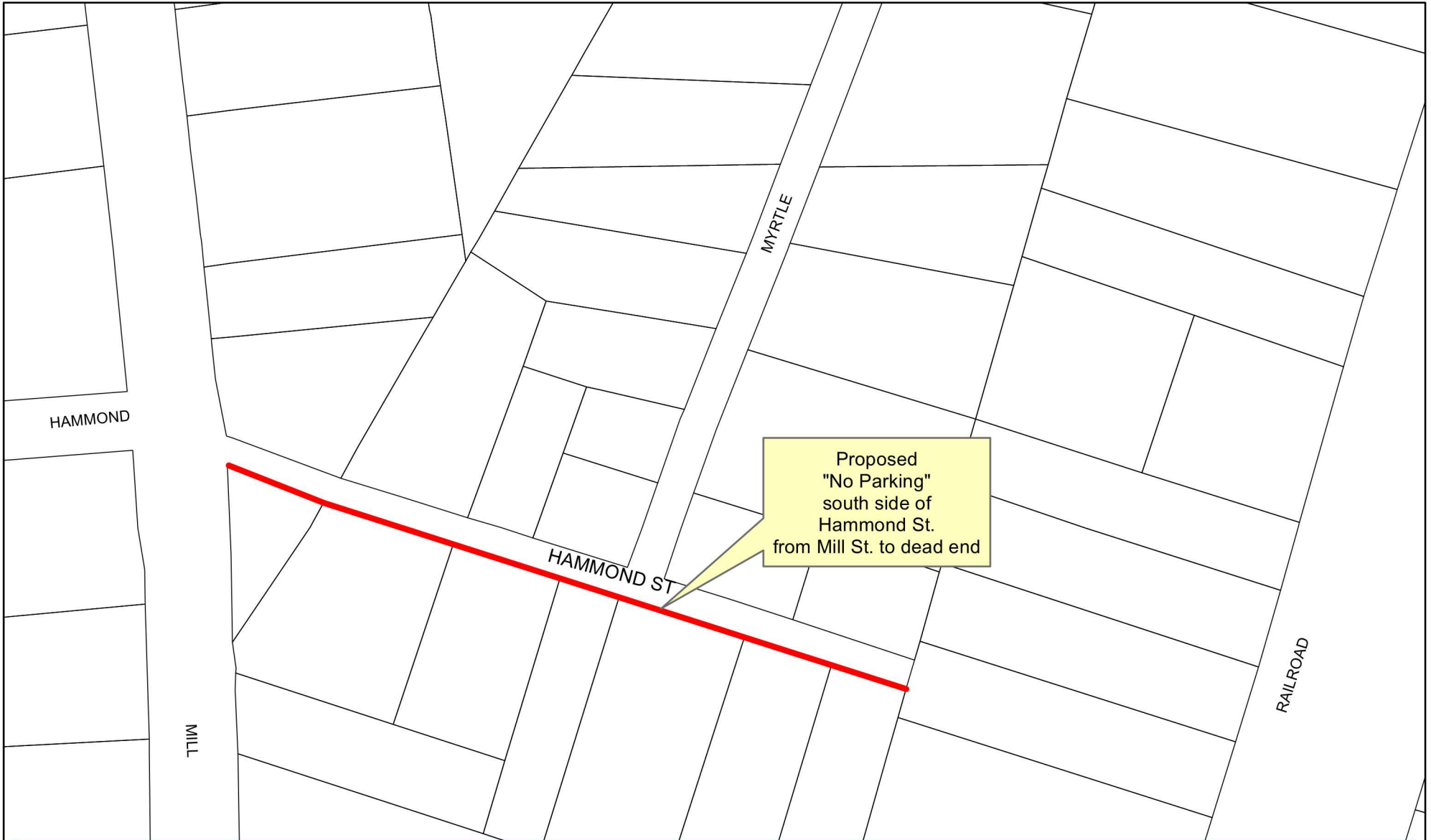
Final tlp – 12/3/2014

Supporting Documentation

Councilman Moye has requested to pursue a “No Parking Zone” on the south side of Hammond Street east of Mill Street. Staff has evaluated the existing conditions and recommends implementing the “No Parking Zone” to improve emergency vehicle access. Attached is a schematic showing the proposed “No Parking Zone” for Town Council approval and review by the public during the Public Hearing.

Budgetary Impact: Purchase of No Parking Zone signs would have very little impact to budget as they are inexpensive.

Recommendation: Enact No Parking Zone on south side of Hammond Street east of Mill St.



Proposed
"No Parking"
south side of Hammond Street
from Mill Street to Dead End

