



TOWN COUNCIL AGENDA

MARCH 12, 2018 - 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. **PRESENTATIONS.**
 1. Presentation of the FY 2016-2017 Annual Audit – Anthony Bowers.
- VII. **PUBLIC COMMENT:** *The Public Comment period of thirty minutes provides an opportunity for residents to comment on any item included in the agenda or to address the Town Council on any other matter related to the Town of Winterville. For an item included in the Public Hearing section of the agenda, residents should address the Council at the time the Mayor invites public comment on the item. No public comment may be made to the Council during the meeting, except during the Public Comment period or as part of a Public Hearing. Individual speakers are limited to a maximum of three minutes, and no more than three speakers may address the Council on a single matter. The Town Council may elect to take no action on the matter addressed by a speaker, may schedule the matter for further consideration at a future Council meeting, or may refer the matter to Town staff for disposition. Copies of the Town Public Comment Policy are available in the rear of the Assembly Room.*
 1. Calvin Henderson - Winterville Senior Citizens Club Non-Town Agency Request FY 2018-19.
- VIII. **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. Set a Public Hearing on the Annexation of the Ange Plaza Lot 28 for April 9, 2018.
 2. Receive Petition Requesting Annexation of the Harris Tract A (Parcel No. 10262) (Villa Grande, Phase 2) and adopt a Resolution directing the Acting Town Clerk to Investigate the Sufficiency of the Petition.
 3. Set a date for a Special Meeting to Discuss Proposed Natural Gas Agreement with Greenville Utilities Commission.
- IX. **OLD BUSINESS:**
 1. GFOA Consulting Service for Enterprise Resource Planning Software.
- X. **NEW BUSINESS:**
 1. Brookfield, Section 3 (Revision of Lots 16-26) – Final Plat.
 2. Summer Winds, Section 2, Phase 2 – Final Plat.

3. Holly Grove – Preliminary Plat.
4. Approval of Dynamic Scheduling Agreement with Duke Progress Energy.
5. Updates to the Town's 2017-2018 Fee Schedule.
6. Approval of Next Round of Applicants for the Town's Urgent Repair Program.
7. Budget Amendment.

XI. OTHER AGENDA ITEMS (verbal updates):

1. Report on Petition for Reduction of Speed Limit and Installation of Speed Bumps on Gaylord Street. (Councilman Moore)
2. Update on Requests for Signs in and around Town. (Councilman Moore)
3. Update on Possible Cable Coverage of Town Meetings. (Councilman Moore)

XII. ITEMS FOR FUTURE AGENDAS/FUTURE WORK SESSIONS.

XIII. REPORTS FROM DEPARTMENT HEADS:

Update on Projects Currently Underway:	Fork Swamp Greenway Project Regional Sewer Pump Station Project Nobel Canal Drainage Basin Study Water Tank Rehabilitation Project NTE Plant Construction Project Minimum Housing/Code Enforcement Urgent Repair Program
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XIV. REPORTS FROM THE TOWN ATTORNEY, MAYOR AND TOWN COUNCIL, AND TOWN MANAGER.

XV. CLOSED SESSION: NCGS § 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. General policy matters may not be discussed in a closed session and nothing herein shall be construed to permit a public body to close a meeting that otherwise would be open merely because an attorney employed or retained by the public body is a participant. The public body may consider and give instructions to an attorney concerning the handling or settlement of a claim, judicial action, mediation, arbitration, or administrative procedure. (Update on Step Lawsuit).

XVI. ANNOUNCEMENTS:

1. Town Easter Egg Hunt – March 18, 2018 – 2 pm – Winterville Recreation Park (Rain Date is March 25, 2018.)
2. Planning and Zoning Board Meeting – March 19, 2018 – 7 pm – Town Hall Assembly Room.
3. Board of Adjustment Meeting – March 20, 2018 – 7 pm – Town Hall Assembly Room.
4. Volunteer Appreciation Dinner - Thursday, May 17, 2018 - Winterville Community Room.

XVII. ADJOURN.

SPECIAL NOTICE: *Anyone who needs an interpreter or special accommodations to participate in the meeting should notify the Acting Town Clerk, Amy Barrow at 215-2342 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: March 12, 2018

Presenter: Anthony Bowers, Finance Director

Item to be Considered

Subject: Presentation of the 2016-2017 Audit Report.

Action Requested: Accept Presentation.

Attachments: Information will be handed out at the Meeting.

Prepared By: Anthony Bowers, Finance Director

Date: 2/6/2018

ABSTRACT ROUTING:

TC

FD

TM 3/7/2018

Final 3/7/2018

Supporting Documentation

Mr. Michael Jordan will be here to present the 2016-2017 audit findings. Mr. Jordan is a partner with Carr, Riggs and Ingram LLC. Mr. Jordan is representing CRI from the Goldsboro office. We will provide the council with the CAFR (Comprehensive Annual Financial Report) once printing has been completed.

Budgetary Impact: N/A.

Recommendation: N/A.



TOWN OF WINTERVILLE PUBLIC COMMENT APPLICATION

Name of Applicant: Calvin Henderson _____

Date: 03/12/2018 _____

Address: 304 Ola Circle, Winterville, NC _____

Phone: (252) 355-2572 _____

Town Council Meeting Date Requesting to Provide Comment: 3/12/2018 _____

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

Request for Non-Town funding for Winterville Senior Citizens Club for budget year 2018

Name(s) of Speaker(s):

(1) Calvin C. Henderson, Advisor _____

(2) Beatrice A. Henderson, Director _____

(3) _____

My signature below acknowledges that I have read the Town of Winterville Public Comment Policy. I agree that as applicant, the speaker(s) named above shall adhere to the Public Comment Policy of the Town of Winterville.

Beatrice A. Henderson

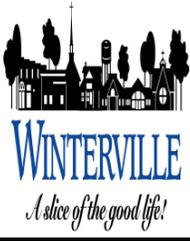
Signature



Print

Save

Submit



**Town of Winterville
Town Council
Agenda Abstract**

Item Section: Consent Agenda

Meeting Date: March 12, 2018

Presenter: Bryan Jones, Planning Director

Item to be Considered

Subject: Ange Plaza Lot 28 Annexation.

Action Requested: Set Public Hearing for Annexation – April 9, 2018.

Attachments: Annexation Map, Annexation Petition and Metes and Bounds.

Prepared By: Bryan Jones, Planning Director.

Date: 3/5/2018

ABSTRACT ROUTING:

TC

FD

TM 3/7/2018

Final 3/7/2018

Supporting Documentation

SAHL Investments, LLC is applying for annexation of Ange Plaza Lot 28 (Recombination of Lots 18 and 28).

Ange Plaza Lot 28:

Location: Beacon Drive. (Parcel Numbers: 73418 and 73416). North of intersection with Vernon White Road.

Size: 1.24 acres.

Zoned: Office and Institutional.

Annexation Process:

1st Council Meeting: Direct Town Clerk to Investigate the Sufficiency of the Annexation.

2nd Council Meeting: Schedule a Public Hearing for the Annexation.

3rd Council Meeting: Hold Public Hearing on the Annexation.

Budgetary Impact: TBD.

Recommendation: Set Public Hearing Date for April 9, 2018.

PETITION REQUESTING ANNEXATION

Date: January 10, 2018

To the Mayor and Town Council of the Town of Winterville:

1. We the undersigned owners of real property respectfully requested that the area described in Paragraph 2 below be annexed to the Town of Winterville.

2. The area to be annexed is contiguous to the Town of Winterville and the boundaries of such territory are as follows:

Description

Ange Plaza Lot 28

Name SAHL Investments, LLC

Address 3 Rest Haven Road Extension

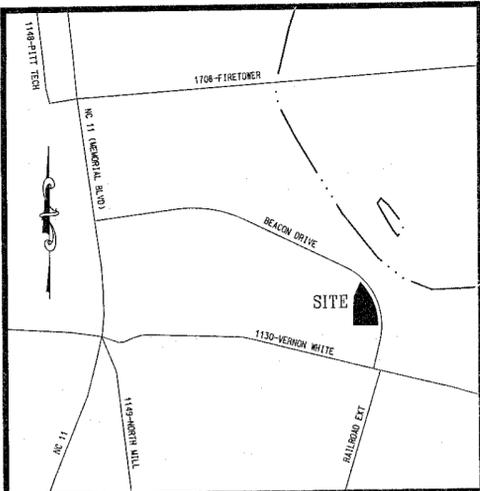
Signature 

Bath, NC 27808

Legal Description For
Ange Plaza Lot 28 Annexation

Lying and being situate in Winterville Township, Pitt County, North Carolina and being more particularly described as follows:

Beginning at a point in the southern right of way of Beacon Drive said point being the northeast corner of Ange Plaza Lot 29 as recorded in map book 68, page 44 of the Pitt County Registry and being further located N 19-14-46 E – 210.95', thence N 12-45-26 E – 113.01' from the intersection of the northern right of way of NCSR 1130 – Vernon White Road and the southern right of way of Beacon Drive, thence from said point of beginning with the northern line of Ange Plaza Lot 29 **N 82-34-00 W – 212.09'** to the eastern line of the Sylvia G. Dail property as recorded in deed book 224, page 145, thence with the eastern line of the Sylvia G. Dail property and the eastern line of Ange Plaza Lot 17 as recorded in map book 66, page 123 **N 07-26-00 E – 234.34'**, thence **N 31-04-43 E – 132.37'** to the southern right of Beacon Drive, thence with the southern right of way of Beacon Drive **400.12' along the arc of a curve said curve being to the right having a radius of 500.00' and a chord bearing S 16-39-25 E – 389.53'** to the point of beginning containing **1.2458 acres**.



VICINITY MAP
1" = 1000'

NCGS MONUMENT "WINTERVILLE"
NAD 83 (2001)
N = 653,550.83
E = 2,473,782.39

NCGS MONUMENT "REEDY"
NAD 83 (2001)
N = 656,283.99
E = 2,474,446.88



SYLVIA G. DAIL
DB 224, P 145
MB 65, P 97

17
MB 66, P.123

NCSR 1130 (VERNON WHITE ROAD)
(60' PUBLIC R/W - 20' P/W)

31
ANGE PLAZA
MB 68, P.44

29
ANGE PLAZA
MB 68, P.44

28

R = 500.00'
L = 113.25'
CH = S 12°45'26"W
113.01'

R = 500.00'
L = 400.12'
CH = S 16°39'25"E
389.53'

RAILROAD STREET
EXTENSION

S 44°56'31"E
70.13'

CENTERLINE OF
INTERSECTION

S 19°14'46"W 210.95'

N 07°26'00"E 285.87'
EXISTING CITY LIMIT

N 07°26'00"E 234.34'
OLD CITY LIMIT

N 31°04'43"E 132.37'
OLD CITY LIMIT

BEACON DRIVE
(60' PUBLIC R/W - 40' B/B)

ACCEPTED BY THE TOWN OF WINTERVILLE

MAYOR

DATE

30
ANGE PLAZA
MB 66, P.123

SEABOARD COASTLINE RAILROAD
(130' PRIVATE R/W)

PROGRESS
DRAWING

ANNEXATION MAP FOR
ANGE PLAZA, LOT 28
REFERENCE MAP BOOK 68, PAGE 44
OF THE PITT COUNTY REGISTRY

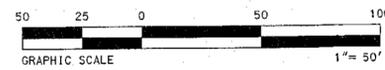
WINTERVILLE TOWNSHIP PITT COUNTY NORTH CAROLINA

OWNER: SAHL INVESTMENTS, LLC
3 REST HAVEN ROAD EXTENSION
ADDRESS: BATH, NC 27808
PHONE: (252) 714-8653

MALPASS & ASSOCIATES
1645 E. ARLINGTON BLVD., SUITE D
GREENVILLE, N.C. 27858
(252) 756-1780

SURVEYED: CEP APPROVED: CEP
DRAWN: WCO DATE: 01/08/18
CHECKED: CEP SCALE: 1" = 50'

NEW CITY LIMIT = - - - - -
OLD CITY LIMIT = - - - - -
EXISTING CITY LIMIT = - - - - -



MAP NO.	PLATS RECORDED	BOOK	PAGE

MAP SHOWING AREA ANNEXED BY
THE TOWN OF WINTERVILLE, N.C.

EFFECTIVE DATE: _____; ORDINANCE NUMBER: _____ AREA: 1.2458 ACRES
WINTERVILLE TOWNSHIP, PITT COUNTY, NORTH CAROLINA

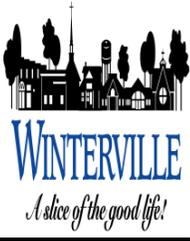
I, CARLTON E. PARKER, CERTIFY THAT THIS MAP WAS DRAWN BY ME OR UNDER MY SUPERVISION FROM AN ACTUAL SURVEY BY ME OR UNDER MY SUPERVISION. THAT THE RATIO OF PRECISION AS CALCULATED FROM LATITUDES AND DEPARTURES IS 1:10,000+; THAT THE BOUNDARIES NOT SURVEYED ARE SHOWN AS BROKEN LINES PLOTTED FROM INFORMATION FOUND IN BOOK _____, PAGE _____; WITNESS MY ORIGINAL SIGNATURE, LICENSE NUMBER AND SEAL. THIS _____ DAY OF _____, 2018.

CARLTON E. PARKER L-2980

NORTH CAROLINA, _____ COUNTY I, _____, A NOTARY PUBLIC OF THE COUNTY AND STATE AFORESAID, CERTIFY THAT _____ A REGISTERED LAND SURVEYOR PERSONALLY APPEARED BEFORE ME THIS DAY AND ACKNOWLEDGED THE EXECUTION OF THE FOREGOING INSTRUMENT. WITNESS MY HAND AND OFFICIAL STAMP OR SEAL. THIS _____ DAY OF _____, 2018.

NOTARY PUBLIC _____ MY COMMISSION EXPIRES _____

NORTH CAROLINA, PITT COUNTY THE FOREGOING CERTIFICATE OF _____ NOTARY PUBLIC, IS CERTIFIED TO BE CORRECT. FILED FOR REGISTRATION THIS _____ DAY OF _____, 2018, AT _____ O'CLOCK, _____ M. JUDY TART, REGISTER OF DEEDS BY _____ REGISTER OF DEEDS



**Town of Winterville
Town Council
Agenda Abstract**

Item Section: Consent Agenda

Meeting Date: March 12, 2018

Presenter: Bryan Jones, Planning Director

Item to be Considered

Subject: Annexation of Harris Tract A (Parcel No. 10262) (Villa Grande, Phase 2).

Action Requested: Approve Resolution to Direct Acting Town Clerk to Investigate Sufficiency of the Annexation.

Attachments: Annexation Map, Annexation Petition and Metes and Bounds.

Prepared By: Bryan Jones, Planning Director.

Date: 3/6/2018

ABSTRACT ROUTING:

TC

FD

TM 3/7/2018

Final 3/7/2018

Supporting Documentation

Raymond C. Harris, Jr. and Carolyn B. Harris are applying for annexation of "Harris Tract A" (Villa Grande, Phase 2).

Location: Red Forbes Road/Pocosin Road (Parcel Numbers: 10262). North of intersection with NC 903 S.

Size: 18.34 acres.

Zoned: AR

Annexation Process:

1st Council Meeting: Direct Town Clerk to Investigate the Sufficiency of the Annexation.

2nd Council Meeting: Schedule a Public Hearing for the Annexation.

3rd Council Meeting: Hold Public Hearing on the Annexation.

Budgetary Impact: TBD.

Recommendation: Direct Town Clerk Investigate Sufficiency of Annexation.

PETITION REQUESTING ANNEXATION

Date: 3/1/2018

To the Mayor and Town Council of the Town of Winterville:

1. We the undersigned owners of real property respectfully requested that the area described in Paragraph 2 below be annexed to the Town of Winterville.

2. The area to be annexed is contiguous to the Town of Winterville and the boundaries of such territory are as follows:

Description

See attached Exhibit "A".

Name: **Raymond C. Harris, Jr. (Owner)**

Address: **684 Pocosin Road**
Winterville, NC 28590

Signature Raymond C. Harris Jr. 3-01-18
Date

Name: **Carolyn B. Harris (Owner)**

Address: **684 Pocosin Road**
Winterville, NC 28590

Signature Carolyn B. Harris 3-01-18
Date

Exhibit "A"
Legal Description
Winterville, Pitt County, North Carolina

Beginning at a Point, said Point being the northwestern most corner of Tract 1 as shown on that certain plat entitled "Survey Shivers – Faulkner Division" dated June 10, 2015 as recorded in Book 79, Page 18 in the Pitt County Register of Deeds.

Thence, from said Point of Beginning, along and with the western property line of Tract 1, South 27 degrees 30 minutes 00 seconds West for a distance of 327.00 feet to a point;
Thence, South 03 degrees 20 minutes 00 seconds West for a distance of 134.00 feet to a point;
Thence, South 22 degrees 00 minutes 00 seconds East for a distance of 746.00 feet to a point;
Thence, North 86 degrees 30 minutes 00 seconds West for a distance of 136.50 feet to a point;
Thence, South 70 degrees 00 minutes 39 seconds West for a distance of 21.80 feet to a point in the center of Cabin Creek Branch;
Thence, along and with Cabin Creek Branch, North 15 degrees 43 minutes 12 seconds West for a distance of 19.33 feet to a point;
Thence, North 30 degrees 46 minutes 18 seconds West for a distance of 50.19 feet to a point;
Thence, North 61 degrees 09 minutes 24 seconds West for a distance of 46.52 feet to a point;
Thence, North 64 degrees 36 minutes 03 seconds West for a distance of 54.97 feet to a point;
Thence, North 65 degrees 39 minutes 50 seconds West for a distance of 37.81 feet to a point;
Thence, North 65 degrees 39 minutes 50 seconds West for a distance of 99.28 feet to a point;
Thence, North 63 degrees 52 minutes 24 seconds West for a distance of 106.83 feet to a point;
Thence, North 66 degrees 17 minutes 07 seconds West for a distance of 123.77 feet to a point;
Thence, North 86 degrees 32 minutes 31 seconds West for a distance of 70.14 feet to a point;
Thence, South 88 degrees 59 minutes 34 seconds West for a distance of 82.90 feet to a point;
Thence, North 76 degrees 56 minutes 09 seconds West for a distance of 48.88 feet to a point;
Thence, North 52 degrees 50 minutes 26 seconds West for a distance of 13.14 feet to a point;
Thence, leaving Cabin Creek Branch, North 07 degrees 36 minutes 35 seconds East for a distance of 203.15 feet to a point;
Thence, South 87 degrees 11 minutes 39 seconds West for a distance of 212.11 feet to a point;
Thence, North 28 degrees 54 minutes 19 seconds West for a distance of 12.83 feet to a point;
Thence, North 44 degrees 25 minutes 07 seconds West for a distance of 39.17 feet to a point;
Thence, North 47 degrees 24 minutes 21 seconds West for a distance of 96.91 feet to a point;
Thence, North 46 degrees 09 minutes 21 seconds West for a distance of 46.81 feet to a point;
Thence, North 36 degrees 43 minutes 21 seconds West for a distance of 87.11 feet to a point;
Thence, North 37 degrees 55 minutes 42 seconds West for a distance of 212.67 feet to a point;
Thence, North 42 degrees 01 minutes 13 seconds West for a distance of 178.07 feet to a point;
Thence, North 84 degrees 15 minutes 00 seconds East for a distance of 1334.91 feet to the Point of Beginning;

Containing 18.34 acres, more or less.

Together with and subject to covenants, easements, and restrictions of record.

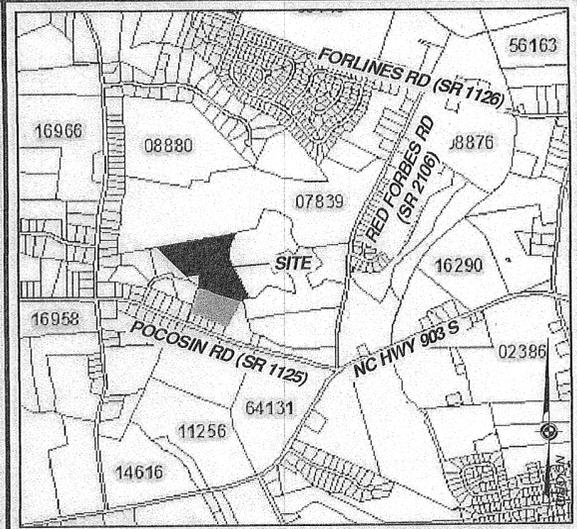
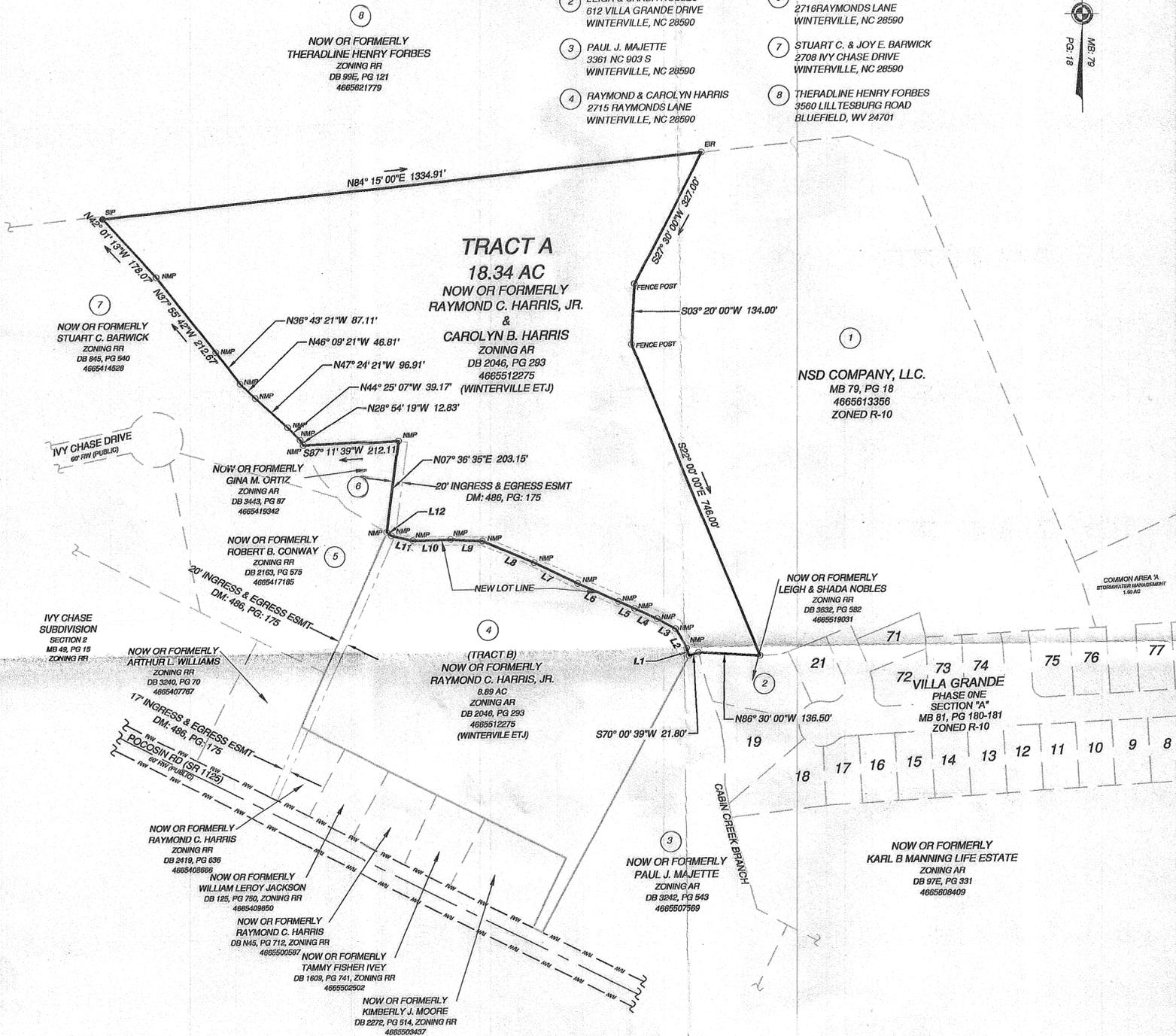
End of Legal Description

LINE DATA

L#	BEARING	DISTANCE
L1	N15° 43' 12"W	19.33'
L2	N30° 46' 18"W	50.19'
L3	N61° 09' 24"W	46.52'
L4	N64° 36' 03"W	54.97'
L5	N65° 39' 50"W	37.81'
L6	N65° 39' 50"W	89.28'
L7	N63° 52' 24"W	106.83'
L8	N66° 17' 07"W	123.77'
L9	N86° 32' 31"W	70.14'
L10	S88° 59' 34"W	82.90'
L11	N76° 56' 09"W	48.88'
L12	N52° 50' 26"W	13.14'

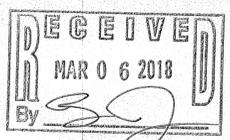
PROPERTY OWNERS ADDRESSES WITHIN 100 FEET OF PROPERTY

- 1 NSD COMPANY, INC.
P.O. BOX 7122
JACKSONVILLE, NC 28541
- 2 LEIGH & SHADA NOBLES
612 VILLA GRANDE DRIVE
WINTERVILLE, NC 28590
- 3 PAUL J. MAJETTE
3361 NC 903 S
WINTERVILLE, NC 28590
- 4 RAYMOND & CAROLYN HARRIS
2715 RAYMONDS LANE
WINTERVILLE, NC 28590
- 5 ROBERT B. & DIANA H. CONWAY
2707 IVY CHASE DRIVE
WINTERVILLE, NC 28590
- 6 GINA M. ORTIZ
2716 RAYMONDS LANE
WINTERVILLE, NC 28590
- 7 STUART C. & JOY E. BARWICK
2708 IVY CHASE DRIVE
WINTERVILLE, NC 28590
- 8 THERADLINE HENRY FORBES
3560 LILLESBURG ROAD
BLUEFIELD, WV 24701



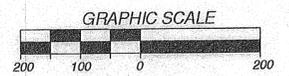
VICINITY MAP

- GENERAL NOTES**
- ALL DISTANCES ARE HORIZONTAL GROUND MEASUREMENTS, NO GRID FACTORS APPLIED.
 - DEED REFERENCES: DEED BOOK 2046, PAGE 293 & DEED BOOK 43, PAGE 299.



ACCEPTED FOR THE TOWN OF WINTERVILLE
 MAYOR _____
 ORDINANCE NO: _____
 EFFECTIVE DATE: _____

EXEMPT PURSUANT TO SEC. 154.05 OF THE TOWN OF WINTERVILLE
 SUBDIVISION ORDINANCE.
 DATE _____ SUBDIVISION ADMINISTRATOR _____

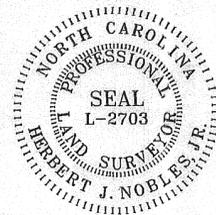


THE SURVEY IS OF EXISTING PARCEL OR PARCELS OF LAND OR ONE OR MORE EXISTING EASEMENTS AND DOES NOT CREATE A NEW STREET OR CHANGE AN EXISTING STREET. FOR THE PURPOSE OF THE SUBSECTION AN "EXISTING PARCEL" OR "EXISTING EASEMENT" IS AN AREA OF LAND DESCRIBED IN A SINGLE, LEGAL DESCRIPTION OR LEGALLY RECORDED SUBDIVISION THAT HAS BEEN OR MAY BE LEGALLY CONVEYED TO A NEW OWNER BY DEED IN ITS EXISTING CONFIGURATION.

CERTIFICATE OF SURVEY AND ACCURACY

I, HERBERT J. NOBLES, JR., CERTIFY THAT THIS PLAT WAS DRAWN BY ME FROM AN ACTUAL SURVEY MADE BY ME OR INFORMATION FOUND IN DEED BOOK 2046, PAGE 293 RECORDED AND MAP IN PITT COUNTY REGISTER OF DEEDS. THAT THE BOUNDARIES NOT SURVEYED ARE CLEARLY INDICATED AS DRAWN FROM INFORMATION FOUND IN MAP BOOK 49, PAGE 15 THAT THE RATIO AS CALCULATED IS 1: 3234 THIS MAP WAS PREPARED IN ACCORDANCE WITH G.S. 47-30 AS AMENDED.

WITNESS MY ORIGINAL SIGNATURE, REGISTRATION NUMBER, AND SEAL, THIS _____ DAY OF _____ A.D. 2018.
 SURVEYOR



L-2703
 REGISTRATION NUMBER
 THIS SURVEY DOES NOT CREATE A SUBDIVISION OF LAND WITHIN THE AREA OF A COUNTY OR MUNICIPALITY THAT HAS AN ORDINANCE THAT REGULATED PARCELS OF LAND.

TYPICAL ELEMENT SYMBOLOGY

○ EIP	- EXISTING IRON PIPE	HYD	- FIRE HYDRANT
○ EIR	- EXISTING IRON ROD	WM	- WATER METER
○ SIP	- SET/NEW IRON PIPE	WV	- WATER VALVE
△ EMAG	- EXISTING 'MAG' NAIL	SMH	- SEWER MANHOLE
△ SMAG	- SET/NEW 'MAG' NAIL	SC	- SEWER CLEAN-OUT
△ EPK	- EXISTING 'PK' NAIL	SV	- SEWER VALVE
△ SPK	- SET/NEW 'PK' NAIL	AD	- AREA DRAIN
□ ECM	- EXISTING CONCRETE MONUMENT	CB	- CATCH BASIN
□ SCM	- SET/NEW CONCRETE MONUMENT	GV/GM	- GAS VALVE/MARKER
■ CC	- CONTROL CORNER	P	- UTILITY POLE
■ NMP	- NON-MONUMENTED POINT	PED	- UTILITY PEDESTAL
(T)	- TOTAL DISTANCE	OHU	- OVERHEAD UTILITIES
TIE	- TIE LINE	TBR	- TO BE REMOVED
R/W	- RIGHT OF WAY	SQFT	- SQUARE FEET
CL	- CENTERLINE	AC	- ACRES
PL	- PROPERTY LINE	L#	- LINE TABLE
MBL	- MINIMUM BUILDING LINE	C#	- CURVE TABLE
D&UE	- DRAINAGE & UTILITY EASEMENT	10' x 70'	- 10' x 70' SIGHT TRIANGLE
ESMT	- EASEMENT	OS	- DENOTES LOT W/ OFFSITE SEPTIC AREA
CDS	- CUL-DE-SAC		

**STATE OF NORTH CAROLINA
 PITT COUNTY**

I, _____ REVIEW OFFICER OF PITT COUNTY,
 CERTIFY THAT THE MAP OR PLAT TO WHICH THIS CERTIFICATION IS
 AFFIXED MEETS ALL STATUTORY REQUIREMENTS FOR RECORDING.
 DATE: / / REVIEW OFFICER

**CERTIFICATION OF REGISTRATION BY REGISTER OF DEEDS
 PITT COUNTY NORTH CAROLINA**

FILED FOR REGISTRATION THIS _____ DAY OF _____, 2018 A.D.
 AT _____ (AM/PM) AND DULY RECORDED IN PLAT CABINET _____,
 SLIDE(S) _____, AND BOOK _____, PAGE _____
 REGISTER OF DEEDS

ANNEXATION MAP

TRACT A

TOWN OF WINTERVILLE	PITT COUNTY	NORTH CAROLINA
CURRENT OWNER		
RAYMOND C. JR. & CAROLYN B. HARRIS 684 POCOSIN ROAD WINTERVILLE, NORTH CAROLINA 28590		
SCALE: 1" = 200'	DATE: 3/6/2018	
PROJECT #: 2015_004	SHEET: 1 of 1	

THOMAS ENGINEERING, PA est 1983
 civil engineering • land surveying • project management

Physical Address: 1316-B Commerce Drive, New Bern, NC 28562
 Mailing Address: P.O. Box 1309, New Bern, NC 28563
 www.ThomasEngineeringPA.com
 Office: 252.637.2727 Fax: 252.636.2448

**RESOLUTION DIRECTION THE ACTING TOWN CLERK TO INVESTIGATE
A PETITION RECEIVED UNDER NCGS 160A-31**

Harris Division Tract A – Villa Grande Phase 2

WHEREAS, a petition requesting annexation of an area described in said petition was received on March 1, 2018 by the Town Council; and

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

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

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

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

Adopted this the 12th day of March, 2018.

Douglas A. Jackson, Mayor

ATTEST:

Amy P. Barrow, Acting Town Clerk



**Town of Winterville
Town Council
Agenda Abstract**

Item Section: Consent Agenda

Meeting Date: March 12, 2018

Presenter: Ben Williams, Assistant Town Manager

Item to be Considered

Subject: Set a Date for a Special Called Meeting to Discuss the Gas Franchise Agreement with GUC.

Action Requested: Set a Special Called Meeting Date.

Attachments: Proposed Franchise Agreement and Copy of Current Agreement.

Prepared By: Robert Sutton, Electric Utility Director

Date: 3/6/2018

ABSTRACT ROUTING:

TC

FD

TM 3/9/2018

Final 3/9/2018

Supporting Documentation

The Town of Winterville's existing Natural Gas Franchise Agreement with Greenville Utilities Commission (GUC) will expire at the end of this month (March 31, 2018). Prior to the expiration of the current Agreement, Council directed Staff to investigate all applicable natural gas alternatives for Winterville.

Staff investigated applicable alternatives and recommends that the Town continue the contractual arrangement with GUC for the provision of natural gas services to the citizens of Winterville.

The current Agreement generates no revenue for the Town and any new agreement will generate no revenue for the Town.

Budgetary Impact: The adoption of a new Gas Franchise Agreement will create **no** revenue stream.

Recommendation: Set a Special Called Meeting Date to discuss said issue.

NORTH CAROLINA
PITT COUNTY

NATURAL GAS
FRANCHISE AGREEMENT

THIS AGREEMENT, made and entered into on this the _____ day of _____, 20____, by and between GREENVILLE UTILITIES COMMISSION ("GUC"), a body politic duly chartered by the State of North Carolina, and THE TOWN OF WINTERVILLE, NORTH CAROLINA ("WINTERVILLE"), a municipal corporation organized pursuant to the laws of the State of North Carolina.

WITNESSETH:

WHEREAS, the parties previously entered into a Natural Gas Franchise Agreement dated May 11, 1998, for a term of twenty (20) years, which said Agreement expires March 2018; and

WHEREAS, the parties desire to ratify and confirm such Agreement and to extend its term for at least an additional period of ten (10) years; and

WHEREAS, each party deems such extension to be in its best interest and beneficial to the customers of both GUC and WINTERVILLE; and

WHEREAS, the parties desire to reduce to writing their agreements with respect thereto.

NOW, THEREFORE, for and in consideration of the mutual promises and covenants set forth herein and other good and valuable consideration passing from each party to the other, the receipt of which is hereby respectfully acknowledged by each of the parties hereto, GUC and WINTERVILLE do hereby agree each with the other as follows:

1. GUC and WINTERVILLE do hereby incorporate herein by reference all of the terms and conditions set forth in the Natural Gas Franchise Agreement between the parties dated May 11, 1998, a copy of which is marked Exhibit "A" and is attached hereto and made a part hereof, as fully as if set forth herein verbatim;
2. The term of said Natural Gas Franchise Agreement is hereby extended for an additional period of ten (10) years;
3. The parties further agree that absent written notice by one party to the other party at least one hundred eighty (180) days in advance of the end of such ten (10) year term (and each ten (10) year term hereafter), this Agreement shall automatically be renewed in increments of ten (10) years each as an extension of the term of this Natural Gas Franchise Agreement upon the same terms and conditions set forth herein;

IN WITNESS WHEREOF, each of the parties hereto has caused this Natural Gas Franchise Agreement to be executed through its duly authorized officers effective on the day and year first above written.

GREENVILLE UTILITIES COMMISSION

By: _____
Don Mills, Chair

(Corporate Seal)

ATTEST:

Joel Butler, Secretary

DRAFT

TOWN OF WINTERVILLE

By: _____
Douglas A. Jackson, Mayor

(Corporate Seal)

ATTEST:

Amy P. Barrow, Acting Town Clerk

Ratified and confirmed.

RECEIVED MAY 13 1998

MEMORANDUM

TO: Malcolm Green, General Manager of Greenville Utilities Commission
FROM: Wanda T. Elks, CMC/AAE, City Clerk *wte*
SUBJECT: Natural Gas Franchise Agreement
DATE: May 12, 1998

Attached is an executed original of the natural gas franchise agreement that was approved by City Council and Greenville Utilities Commission in March and by the Town of Winterville last night. I am sending an original to Bobby Crawford, Town Clerk of Winterville, and am asking that he send me a copy of the franchise ordinance that was also adopted. When I receive the copy, I will send one to you.

If you have any questions, please let me know.

Attachment

DRINNON *[Signature]*
① GREEN (A) B *[Signature]*
FERREN
② FILE Winterville Gas Franchise - ORIGINAL
CC: Anthony Miller ✓
Mark Larson ✓

NORTH CAROLINA

PITT COUNTY

**NATURAL GAS
FRANCHISE AGREEMENT**

THIS AGREEMENT, made and entered into as of this the 11th day of May, 1998, by and between GREENVILLE UTILITIES COMMISSION ("GUC"), an agency of the City of Greenville, North Carolina, and THE CITY OF GREENVILLE, NORTH CAROLINA ("CITY OF GREENVILLE"), a municipal corporation organized pursuant to the laws of the State of North Carolina, and THE TOWN OF WINTERVILLE, NORTH CAROLINA ("WINTERVILLE"), a municipal corporation organized pursuant to the laws of the State of North Carolina.

WHEREAS, WINTERVILLE is authorized to grant an exclusive franchise to construct, reconstruct, operate and maintain a natural gas delivery service within the Town;

WHEREAS, WINTERVILLE desires the construction of a natural gas delivery service for the benefit of the Town and all persons located therein;

WHEREAS, GUC operates a local gas distribution system through which it provides natural gas delivery service to consumers of natural gas in and around the City of Greenville and the Town of Winterville;

WHEREAS, GUC has agreed to extend natural gas delivery service to consumers located within the corporate limits of the Town of Winterville pursuant to a Power Sales and Delivery Agreement dated the 27th day of March, 1998;

WHEREAS, an annual franchise tax is imposed pursuant to North Carolina General Statute § 105-116 on a corporation that is a natural gas company engaged in the business of furnishing piped natural gas and said tax on a natural gas company is three and twenty-two hundredths percent (3.22%) of the company's taxable gross receipts from the business of furnishing piped natural gas;

WHEREAS, CITY OF GREENVILLE may receive franchise fee revenue related to the gross receipts taxes for the sales of natural gas from wholesale suppliers to GUC;

WHEREAS, WINTERVILLE after public hearings and due evaluation, has determined that it is in the best interest of the Town and its residents to grant this franchise to GUC for a twenty (20) year term;

WHEREAS, WINTERVILLE owns certain streets, alleys, and public ways through, over and under which GUC may require access to install facilities to provide natural gas or natural gas service; and

WHEREAS, WINTERVILLE, CITY OF GREENVILLE and GUC have contemporaneously herewith entered into a certain Power Sales and Delivery Agreement.

NOW, THEREFORE, in consideration of the premises and faithful performance and strict observance by the parties of all the terms, provisions, conditions and obligations set forth or provided for in this Agreement, it is agreed between the parties as follows:

I. GRANT OF FRANCHISE

A. GUC is hereby granted for itself and its successors and assigns, subject to the terms and conditions of this Franchise Agreement and the franchise grant ordinance, the right, privilege and authority to construct, operate, maintain and reconstruct a natural gas delivery service within the streets, alleys and public ways of the Town of Winterville and existing easements as appropriate.

B. The Franchise Agreement is subject to the Natural Gas Franchise Ordinance adopted the 11th day of May, 1998 (hereafter referred to as "Franchise Ordinance"). Nothing in this Franchise Agreement shall be deemed to waive the requirements of the various codes and ordinances of the Town regarding permits, fees to be paid or manner of construction.

C. For the purpose of operating and maintaining a natural gas delivery service in the Town of Winterville, GUC may erect, install, construct, repair, replace, reconstruct and retain in, on over, under or upon, across and along the streets, alleys and public ways within the Town of Winterville such property and equipment as is necessary and appurtenant to the operations of the natural gas delivery service in conformance with the Town's specifications. GUC shall coordinate its activities on, over, or under the streets, ways, and public lands of the Town of Winterville with WINTERVILLE and shall employ good utility operating practices in all respects. Except in cases of emergency, GUC shall not perform any significant excavation or

act in a manner which disrupts traffic on or access to any street or way without the prior consent of WINTERVILLE. Any significant excavation or disruption of traffic should be performed in a manner consistent with the standard practices of GUC in other municipalities. All streets, alleys, public ways, pipes, wires and other utility facilities that may be damaged or disturbed in the construction or maintenance of said natural gas delivery service, shall be promptly replaced or repaired by GUC, its successors or assigns, at its own expense. Any excavated area shall be promptly returned by GUC to at least the same condition as prior to said excavation. GUC shall coordinate with WINTERVILLE in the placement, construction, or maintenance of any gas line within the corporate limits of Town of Winterville.

D. GUC, its successors or assigns, shall hold WINTERVILLE free and harmless from all damages or claims for damages arising by reason of the negligent construction or maintenance of said natural gas delivery service.

II. RIGHT OF TOWN TO ISSUE FRANCHISE

GUC acknowledges and accepts the legal right of the WINTERVILLE to issue this Franchise.

III. EFFECTIVE DATE OF FRANCHISE

The effective date of the Franchise shall be the date of the second passage of the Franchise Ordinance, which shall incorporate this Franchise Agreement.

IV. TERM

The term of the franchise shall be for a period of twenty (20) years from the effective date.

V. RATES

Rates for natural gas service in WINTERVILLE shall be the same as rates to all other GUC customer classes. Any deviation from these rates must be the result of a cost-of-service rate study performed either by or for GUC for the GUC service areas. GUC agrees to provide WINTERVILLE reasonable notice of GUC's intent to conduct any rate study for the GUC service areas. GUC will provide WINTERVILLE with a copy of the current rates and service regulations regarding GUC natural gas service. In the event that the rates or service regulations are changed, GUC will provide WINTERVILLE a revised copy of same.

VI. SERVICE AREA

GUC shall offer natural gas delivery service to residences, commercial businesses, industrial facilities, schools and institutions within the Town of Winterville consistent with the GUC feasibility policy applied throughout the GUC service area. GUC shall offer natural gas delivery service within the corporate limits of the Town of Winterville, including all territory thereafter annexed by the Town that exists within the extraterritorial jurisdictional area of WINTERVILLE.

VII. OUTAGES AND LEAKS

GUC shall maintain outage and leak records and reports in compliance with and as required by the Federal Pipe Line Safety Act and the North Carolina Department of Transportation or any successor state or federal agency with jurisdiction over this issue. GUC hereby agrees to prepare and maintain outage and leak report documents for Town of Winterville customers in a same or like manner as those prepared or maintained for City of Greenville customers. Such records shall be available to WINTERVILLE during normal business hours.

VIII. DOCUMENT REVIEW

WINTERVILLE has the right, upon reasonable notice to GUC and CITY OF GREENVILLE and at reasonable times, hours, dates and frequencies, to inspect all or any part of GUC's and CITY OF GREENVILLE's records and documents pertaining to the sale of natural gas by GUC within the corporate limits of Winterville and further, to inspect any and all records and documents from GUC and CITY OF GREENVILLE pertaining to the receipt of the franchise fee distribution received by CITY OF GREENVILLE from the State of North Carolina. GUC shall maintain its records in a manner which will facilitate the identification of retail sales of natural gas service by GUC within the corporate limits of Winterville.

IX. POLICE POWERS

In accepting this Franchise Agreement, GUC acknowledges that its rights hereunder are subject to the police powers of WINTERVILLE to adopt and enforce general ordinances necessary to the safety and welfare of the public; and it agrees to comply with all applicable general laws and ordinances enacted by WINTERVILLE to such power.

X. FRANCHISE FEE

CITY OF GREENVILLE shall pay to WINTERVILLE, during the period of the operation of this Franchise Agreement, quarterly an amount equal to fifty percent (50%) of any franchise fee distribution received by CITY OF GREENVILLE from the State of North Carolina for any and all natural gas sales during the term of this Agreement by GUC to WINTERVILLE or to consumers within the corporate limits of the Town of Winterville. Such payment shall be made to WINTERVILLE within fifteen (15) days after CITY OF GREENVILLE receives its quarterly franchise fee for natural gas sales from the State of North Carolina. Each payment shall be accompanied by a financial statement which shall be supplied by GUC clearly indicating the gross revenues billed during the applicable quarterly period to WINTERVILLE or consumers within the corporate limits of the Town of Winterville by GUC for natural gas sales, certified by an official representative of GUC having the requisite knowledge to make the statement certifying the gross revenues on which the payment is based. It is understood and agreed by GUC, CITY OF GREENVILLE, and WINTERVILLE that the quarterly payment by the CITY OF GREENVILLE to WINTERVILLE of the franchise fee distribution related to natural gas sales pursuant to this Franchise Agreement and the Power Sales and Delivery Agreement dated the 27th day of March, 1998, shall not exceed an aggregate sum of fifty percent (50%) of said franchise fee distributions. It is also understood and agreed by GUC, CITY OF GREENVILLE, and WINTERVILLE that in no event shall WINTERVILLE remit any of the aforescribed franchise fee distribution to the CITY OF GREENVILLE.

XI. ACCEPTANCE

GUC, by accepting the rights hereby granted, agrees that it will perform and keep all acts and obligations imposed, represented or promised by the provisions of this Franchise Agreement and the Franchise Ordinance.

XII. COOPERATION

The parties recognize that it is within their mutual best interests for the natural gas delivery service to be operated as efficiently as possible and for the construction of the service to occur in accordance with the requirements and schedule set forth in this Franchise Agreement. To achieve this, the parties agree to cooperate with each other in accordance with the terms and provisions of this Franchise Agreement. Should either party believe that the other

is not acting timely or reasonably within the confines of applicable regulations and procedures in responding to a request for action, that party shall notify the agents designated by the other. The agent will use its best effort to facilitate the particular action requested.

XIII. NO JOINT VENTURE

Nothing herein shall be deemed to create a joint venture or principal-agent relationship between the parties; and neither party is authorized to, nor shall either party act toward third persons or the public in any manner which would indicate any such relationship with the other.

XIV. JURISDICTION

In any controversy or dispute under this Agreement, the laws of the State of North Carolina shall apply.

IN WITNESS WHEREOF, the parties hereto have caused this Franchise Agreement to be executed as of the day and year first above written.

GREENVILLE UTILITIES COMMISSION

By: Valerie J. Dixon
Valerie J. Dixon
Chair

(Corporate Seal)

ATTEST:

Alfreida C. Jordan
Alfreida C. Jordan, Secretary

TOWN OF WINTERVILLE

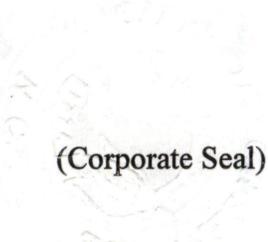
By: Douglas A. Jackson
Douglas A. Jackson
Mayor

(Corporate Seal)

ATTEST:

Bobby R. Crawford
Bobby R. Crawford, Town Clerk

CITY OF GREENVILLE



(Corporate Seal)

By: Nancy M. Jenkins
Nancy M. Jenkins
Mayor

ATTEST:

Wanda Elks
Wanda Elks, City Clerk



**Town of Winterville
Town Council
Agenda Abstract**

Item Section: Old Business

Meeting Date: March 12, 2018

Presenter: Anthony Bowers, Finance Director

Item to be Considered

Subject: GFOA Consulting Service for Enterprise Resource Planning Software.

Action Requested: Approve Consulting Proposal.

Attachments: GFOA Proposal and Applicable Information.

Prepared By: Anthony Bowers, Finance Director

Date: 2/9/2018

ABSTRACT ROUTING:

TC

FD

TM 3/1/2018

Final 3/1/2018

Supporting Documentation

This issue was brought before the council last month and was tabled so that more references could be interviewed as part of the vetting process.

As of now, we have interviewed 5 different municipalities and counties that have used the services provided by GFOA. They were Hillsboro, NC, Orange County, NC, Westerville, OH, City of Warrenton, Illinois, and the City of Longmont, Co.

All of the interviews were completely positive except one that said his process ran longer than anticipated. I would also say that based on the conversation I had with staff, they were 15 years behind and were a very small community. The larger progressive communities were excited and strongly recommend them.

Based on the conversations with the references, I am still recommending that we use the services to help us identify the best solution for the Town. Even if the process does run longer than anticipated, the guidance provided by the experts will be invaluable in determining the best path forward. A mistake in this process can cost the Town's thousands of dollars, even more than the cost of the service.

Budgetary Impact: \$47,950.

Recommendation: Approve use of Consultant.

PROPOSAL TO:



Town of Winterville, NC

ERP Advisory Services



**Research and
Consulting Center**

**Government Finance Officers Association
(GFOA)**

January 9, 2018

Note: *This proposal and description of GFOA methodologies is for the entity listed above. All information herein is confidential and proprietary to GFOA.*



Government Finance Officers Association

203 North LaSalle Street, Suite 2700

Chicago, IL 60601-1210

312.977.9700 fax: 312.977.4806

January 9, 2018

Town of Winterville
Attn: Anthony Bowers
2571 Railroad Street
Winterville, NC 28590

EMAIL: anthony.bowers@wintervillenc.com

Dear Anthony,

The Government Finance Officers Association (GFOA) is pleased to present this proposal to the Town of Winterville, NC (the Town) to provide ERP advisory services related to the Town's replacement of its administrative systems. Services are based on our past discussion and GFOA's prior experience with similar organizations.

More than 500 governments, including many in Florida, have found value in our high level of expertise and our detailed approach to ERP projects. As one of the premier membership associations for public-sector professionals, GFOA can offer independent, objective, and best practice-focused consulting services consistent with our mission to improve government management. We look forward to continuing our relationship and

If you have any questions or would like to discuss the proposal, please let me know.

Sincerely,

A handwritten signature in black ink that reads "Mike". The letters are cursive and fluid.

Mike Mucha
Director, Research and Consulting
Government Finance Officers Association

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Overview of Proposal

NOTE: Throughout this proposal, GFOA uses the terms “Enterprise Resource Planning system (ERP)” to refer to the set of computer applications used to manage administrative functions for the Town. This would include systems for finance, procurement, human resources, payroll, permitting, billing, document management, tax billing and more.

ERP system implementations offer a great deal of promise for improving business processes, empowering employees with tools to become more effective, and ultimately transforming the entire organization. However, implementing these systems is a complex effort, and many organizations struggle to realize many of the promised benefits. Based on GFOA’s experience, one critical success factor is proper preparation and a structured approach to project readiness. GFOA has assisted numerous governments in planning for ERP projects and has developed an approach that embeds these important steps within other activities such as business case analysis. In addition, GFOA’s approach includes a number of sequential steps that build on each other, ultimately resulting in a detailed contract and statement of work that is centered on public-sector best practices for ERP contract management and detailed functional requirements.

This proposal for ERP implementation advisory services will focus on an important initial first step in ERP preparation, development of a business case and definition of functional requirements.

GFOA has divided this proposal into the following tasks:

- Task 0: Project Planning
- Task 1: Scope Development/Requirements Definition
- Task 2: Procurement Strategy/RFP Draft
- Task 3: System Selection Services
- Task 4: Contract Negotiations

GFOA consultants assigned to this project include:

- Eva Olsaker (Project Manager/Project Lead)
- Vincent Reitano, Public Finance Associate (Consultant)
- Mike Mucha, Director, Research and Consulting (Engagement Manager)

GFOA has selected these resources because of their knowledge of comparable organizations and experience with business process improvement and change management projects. GFOA staffs all projects with experienced and capable consultants who have a proven track record of managing projects independently as well as working effectively within a project team. As a result, the Town can feel confident in turning to any consultant assigned to the project to provide quality guidance on issues related to any of the tasks included in this proposal.



Task 0: Project Planning

No project can succeed without proper planning and tools to manage the effort. Working together, GFOA and the Town project manager will prepare the following tools, which will be essential to project coordination.

- **Project Plan** –This document (typically created in Microsoft Project, although it can be developed in Excel if the Town is not familiar with Microsoft Project) identifies all the detailed tasks for the project, the people who responsible for executing those tasks, the estimated time required to complete them, and any ways in which a given task may be dependent on other tasks.
- **Project Documentation Procedures** – At the beginning of the project, GFOA and the Town will identify procedures for communication and posting/sharing of documents. If the Town uses a collaboration site for project and document management, GFOA consultants can post to that site. If desired, GFOA can also host a website with collaboration tools specifically for this project.

Task 0: Project Planning	
<i>Phase Duration:</i>	<ul style="list-style-type: none"> • 2 weeks
<i>Cost</i>	<ul style="list-style-type: none"> • Included
<i>Deliverables</i>	<ul style="list-style-type: none"> • D0: Project Plan



Task 1: Process Design and Requirements

For every ERP project, GFOA believes that governments should focus the procurement on a set of functional requirements that describe key tasks, calculations, processes, and other outcomes the system must complete. As part of the project, requirements development focuses defining *what* needs to be completed rather than *how* the system or the organization handles tasks currently. This allows for future improvement and full utilization of the system tools and built-in processes to make the Town more efficient.

To gather information on the Town’s business process and needs for a system, GFOA will administer a survey for key Town staff. If the Town has documented business requirements, GFOA will review those and incorporate comments/suggestions based on comparison to GFOA best practices and past consulting experiences. If documentation does not exist, GFOA will work with staff to facilitate a mapping session and prepare high-level as-is documentation to serve as reference point for any to-be discussion.

Results from the survey and process mapping will be discussed in person as part of a series of focus groups meetings. The focus group meetings will allow GFOA consultants a better understanding of Town process and requirements and provide an opportunity to discuss improvement opportunities.

GFOA will provide all analysis, documentation, and process design recommendations as a deliverable. Using this documentation and for each step in the business process, we will determine both the system requirements and implementation requirements, and document them using a Microsoft Excel template that will be included in the eventual request for proposals (RFP).

Process List	
Process	Task / Topics
Accounting	<ul style="list-style-type: none"> • Chart of Accounts • General Ledger Transactions • Grant / Project Tracking • Financial Reporting
Budget	<ul style="list-style-type: none"> • Operating Budget • Capital Budget • Budget Adjustments / Amendments
Procure – Pay	<ul style="list-style-type: none"> • Vendors • Purchase Requisitions • Purchase Orders • Contracts • Accounts Payable
Customer Billing	<ul style="list-style-type: none"> • Customer File • Billing • Accounts Receivable
Treasury	<ul style="list-style-type: none"> • Cash Receipts
Asset Management	<ul style="list-style-type: none"> • Asset Acquisition • Asset Lifecycle



Process List	
	<ul style="list-style-type: none"> ○ Service Request ○ Work Order ○ Inventory
Human Resources	<ul style="list-style-type: none"> ● Positions ● Employee File ● Benefits
Personnel Actions	<ul style="list-style-type: none"> ● Recruitment ● New Hire ● Personnel Actions (Salary Adjustment / Position Change)
Time Entry – Payroll	<ul style="list-style-type: none"> ● Time Entry ● Time Approval ● Payroll Calculations ● Payroll Processing ● Leave Management (FMLA)
Utility Billing	<ul style="list-style-type: none"> ● Customer File ● Property File ● Meter Inventory ● Meter Read ● Billing ● AR ● Payment Receipts ● Service Order
Community Development / Permitting	<ul style="list-style-type: none"> ● Property File / Customer ● Permit Application ● Plan Review ● Inspection ● Code Enforcement
Tax Billing / Special Assessments	<ul style="list-style-type: none"> ● Billing ● Payments / Collections ● Customers / Properties

Task 1: Process Design and Requirements Development	
Phase Duration:	<ul style="list-style-type: none"> ● 1 month
Cost	<ul style="list-style-type: none"> ● \$ 18,250
Deliverables	<ul style="list-style-type: none"> ● D1: Requirements and Process Analysis





Task 2: RFP Document

In parallel with Task 1, GFOA will work with the Town to prepare an overall procurement strategy designed to accomplish the organization's requirements and business goals, and mitigate risks during the project.

The procurement strategy will define the scope of the RFP and the strategic choices for how the RFP is written, and identify a specific plan for moving forward into the procurement process.

In this phase, GFOA will also develop a detailed RFP document. GFOA's RFP format is designed to remove disparity between proposals and to provide as much of an apples-to-apples comparison as possible. In addition, GFOA develops all RFPs with the end goal in mind – a contract that mitigates risk and leads to a successful project.

GFOA has a template RFP that was specifically designed for ERP procurements and has been continually updated, as required by changes in the ERP market. However, we are flexible and can either use this template or a Town RFP template, and we can work with Town staff to accommodate essential information, questions, and terms.

When complete, the RFP document will include information to help communicate the following to potential ERP vendors:

- 1) Procurement terms and conditions.
- 2) Detailed vendor response templates.
- 3) Functional requirements.
- 4) To-be process definition.
- 5) Interface definition.
- 6) Technical documentation.
- 7) Key objectives / goals / critical success factors for the project.
- 8) Service-level expectations.
- 9) Other information necessary for vendors to prepare detailed responses that meet the Town's needs.

Task 2: RFP Document	
Phase Duration:	<ul style="list-style-type: none"> • 1-2 months
Cost	<ul style="list-style-type: none"> • \$ 9,980
Deliverables	<ul style="list-style-type: none"> • D2: RFP Document

Note: as part of preparing a procurement strategy to receive competitive proposals across the full scope of the Town's project, GFOA may suggest that the Town split scope across multiple RFPs. If GFOA recommends that the Town prepare multiple RFPs, GFOA will do so at no additional cost.



Task 3: System Selection Services

GFOA will provide ongoing project advisory services to help the Town coordinate and manage its ERP selection project. GFOA consultants assigned to this project have managed many similar projects with other local governments and will bring that experience to the Town’s project. GFOA’s system selection and procurement methodology relies on principles of fairness, attention to detail, and competition, yet remains flexible enough to adapt to local procurement laws or other unique situations. In addition, the approach is continually enhanced by feedback from the hundreds of public-sector clients we work with, our own staff experience, and the vendor community.

For this part of the project, GFOA will provide proposal analysis, coaching, overall guidance, and planning assistance. GFOA expects that the Town use an approach similar to the one below.

Note: GFOA will provide system selection services for all RFPs developed in Task 2. If the scope is much reduced from the processes listed in Task 1, and that results in reduction in effort for GFOA consultants, GFOA will reduce the price listed below.

GFOA Approach

GFOA’s methodology is based on a series of elevations that “promote” proposals to the next level of evaluation. Through defined steps, vendors will be evaluated and scored according to pre-defined criteria, with the top vendors moving on to compete at the next step. GFOA’s standard evaluation process includes four steps, shown in the table below.

Step	Vendors
Written Proposals	Unlimited
Software Demonstrations	3
Discovery	2
Final Contract Negotiations	1

Written Proposals:

The Town will review all written proposals and identify three (3) proposals to elevate to software demonstrations. GFOA will be available to provide analysis and comments/feedback on proposals. GFOA’s analysis will be focused on identification of risks, weaknesses in the proposal, and areas for further clarification. The Town will be reviewing to determine which vendors best fit the Town’s needs and which deserve elevation to the next round.

Software Demonstrations and Implementation Presentations

Approximately two (2) weeks prior to each vendor’s scheduled software demonstration, the Town will send the demo scripts to the vendor. Demos will be heavily scripted and require the vendor to go through system business processes. The focus of the software demos should be to evaluate system features and capabilities rather than to look at the “bells and whistles.” It is expected that demonstrations will last approximately two (2) to three (3) days per vendor. At the conclusion of software demonstrations, the Town will evaluate the demonstrations and elevate two (2) proposals for the Discovery phase. Software demonstrations will be a combination of vendor presentations

on software features and a discussion of implementation issues. GFOA will assist the Town in developing demo scripts and coaching Town staff on facilitating demos. GFOA will be on-site to facilitate the demos if requested for an additional fee.

Discovery

After viewing software demonstrations and having an initial opportunity to interview implementation resources, GFOA will assist the Town in preparing for a “Discovery” session. As part of Discovery, the Town will prepare written clarification questions for any key unresolved issues. GFOA will also facilitate a final interview of vendors.

Task 3: System Selection Services	
<i>Phase Duration:</i>	<ul style="list-style-type: none"> • Duration of Engagement
<i>Cost*</i>	<ul style="list-style-type: none"> • \$10,000
<i>Deliverables</i>	<ul style="list-style-type: none"> • D3: Evaluation Plan • D4: High-Level Proposal Assessment • D5: Templates, Example Documents • D6: Demo Scripts • D7: Ongoing Project Management and Regular Check-In Meetings • D8: On-Site Discovery Facilitation

** Note: GFOA will invoice for this task upon Town selection of vendor for contract negotiations.*



Task 4: Contract Negotiations

One of the most valuable services that GFOA provides its clients is the negotiation of software contract and implementation service agreements. Too often, governments are pitted against software vendors that have negotiated contracts many times before. Understandably, software vendors and their implementation partners want to maximize profit and minimize risk. GFOA has developed a unique contracting methodology, using our membership network, to benchmark prices and terms. We propose to use this methodology – which also ensures that GFOA’s best practices are included in the contract – for this engagement.

GFOA will be involved with developing a software license contract, software maintenance agreement, hosting agreement, software-as-a-service agreement, implementation services agreement or any other required to procure the chosen vendor’s proposed solution. In addition, GFOA will take the lead in developing the statement of work, a critical document. The statement of work outlines responsibility for the implementation, and it is the primary reason GFOA consultants provide such a high level of detailed analysis throughout the procurement. GFOA will ensure that the Town’s statement of work is defined to a fine level of detail in order to prevent any unnecessary issues or misunderstandings during implementation.

Task 4: Contract Negotiations	
<i>Phase Duration:</i>	<ul style="list-style-type: none"> • 1 -2 months
<i>Cost</i>	<ul style="list-style-type: none"> • \$9,720
<i>Deliverables</i>	<ul style="list-style-type: none"> • D9: Contract Negotiations • D10: Statement of Work Development



Project Schedule

GFOA has proposed the following high-level schedule for completing all the work described in this proposal. Based on conversations with the Town, GFOA believes that this schedule is consistent with the Town’s plans. If this timeframe does not work for the Town, GFOA is open to discussing alternatives. GFOA would be prepared to begin work approximately one (1) month after contract signing.

Proposed Schedule														
	1	2	3	4	5	6	7	8	9	10	11	12	13	14
Task 0: Project Planning														
Task 1: Process Design / Requirements														
Task 2: RFP														
Task 3: Ongoing Advisory Services														
Task 4: Contract Negotiations														

Upon signing the contract, GFOA would begin work to prepare a project plan, survey, and document request from the Town. We would expect to be on-site approximately one month after contract signing and complete Task 1 and Task 2 approximately one month after being on site.



Price

Unless noted, all pricing is provided as a fixed fee, **inclusive of all travel costs** incurred by GFOA staff. GFOA will invoice for project deliverables upon completion of project deliverables.

Summary of Fees by Task

Phase/Deliverable	Milestone	Price
0	Project Planning	Included
D0	Project Plan	
1	Process Design and Requirements	\$18,250
D1	Requirements	
2	RFP	\$9,980
D2	RFP Document	
3	System Selection Services	\$10,000
D3	Evaluation Plan	
D4	High-Level Proposal Assessment	
D5	Templates, Example Documents	
D6	Demo Scripts	
D7	Ongoing Project Management and Regular Check-In Meetings	
4	Contract Negotiation	\$9,720
D8	Contract Negotiations	
D9	Statement of Work Development	
TOTAL		\$47,950



Project Assumptions

- GFOA assumes that Town staff will be available to participate in meetings and provide information necessary to the project.
- GFOA will complete tasks in this proposal with a combination of onsite and off-site work. Work performed off site will include review of project deliverables and the development of GFOA reports.
- Each site visit will include one or two GFOA consultants and last approximately two to three days (depending on planned activities). GFOA site visits will be scheduled in advance with the Town's project manager. The Town will be responsible for inviting appropriate stakeholders to meetings, based on agenda topics.
- GFOA has proposed all services listed for a fixed fee, based on completion of deliverables (unless noted). The fixed fee amount and hourly rate includes all expenses including travel. GFOA will invoice monthly for the amount listed in this proposal for tasks/milestones completed within the previous month.
- When performing work onsite, GFOA staff will be provided with appropriate office workspace.
- If it becomes necessary for the Town to request additional resources or expand scope beyond what is listed in this proposal, such additional work product will be secured as an amendment to the contract between the Town and the GFOA, and the work will be performed at rates of \$200 / hour.
- As an educational, nonprofit, professional membership association, GFOA reserves the right to publish non-confidential documents describing the results of, or created during, the services described in this scope of work. GFOA will not publish any item that identifies the Town without obtaining prior written consent of the government.
- GFOA is a nonprofit membership association made up of members representing organizations like the Town. GFOA's liability and indemnification under any agreement reached with your organization will be limited to the extent of fees paid by insurance coverage currently in force. This limitation applies to all exposures under this engagement.
- The Town recognizes that GFOA's role is to provide information, analysis, and advisory services. As such, GFOA bears no responsibility for the performance of the software, hardware, or implementation service suppliers.



Appendix: GFOA Profile

Company Information	
<i>Official Company Name:</i>	Government Finance Officers Association of the United States and Canada
<i>Company Ownership:</i>	GFOA is a 501(c)3 nonprofit association governed by an 18-person executive board made up of public-sector professionals.
<i>Location of Company Offices</i>	203 North LaSalle Street Suite 2700 Chicago, IL 60601 1301 Pennsylvania Avenue, N.W. Suite 309 Washington D.C. 20004
<i>Location of Office Servicing CA Accounts:</i>	GFOA's primary office is in Chicago. All research and consulting staff are located in the Chicago office.
<i>Number of Employees::</i>	GFOA has approximately 60 employees.
<i>Location from which employees will be assigned:</i>	Chicago, IL
<i>Contact Information</i>	Mike Mucha Director, Research and Consulting 203 North LaSalle Street Suite 2700 Chicago, IL 60601 Office: 312-977-9700 Direct: 312-578-2282 Email: mmucha@gfoa.org



Appendix: GFOA Project Team

Mike Mucha, Director, Research and Consulting



Mike Mucha joined GFOA in 2006 and is now the Director of the Research and Consulting Center and GFOA’s Deputy Executive Director. He oversees GFOA consulting projects, research activities, the *Government Finance Review*, planning for GFOA training and conference, the GFOA website, and other strategic initiatives for GFOA. Mike also leads GFOA’s consulting practice and focuses on providing guidance to local governments on how to use technology more effectively, improve business processes and administrative practices, and implement best practices in financial management. Mike has managed projects for both large and small governments, regularly speaks at GFOA training events, and has written numerous articles on public-sector enterprise technology applications, business process improvement, and performance management.

Recent clients include Pasco County Schools (FL), Orange County Schools (FL), City of Spokane (WA), Spokane Transit Agency (WA), City of Longmont (CO), City of Hayward (CA), City of San Luis Obispo (CA), City of Eugene (OR), Douglas County (KS), the City of Westerville (OH), and the City of Aspen (CO).

Mike also teaches GFOA’s training courses on ERP readiness and system selection and ERP implementation.

Education

- B.B.A. in Economics, University of Iowa
- M.S. in Public Policy and Management, Carnegie Mellon University

Eva Olsaker, Senior Manager (Project Manager)



Eva Olsaker joined GFOA in 2005 and is now a Senior Manager in the Research and Consulting Center. Eva brings years of experience in technology and management consulting projects, specializing in, organizational reviews, technology needs assessments and business case reviews, business process analysis, software selection methodologies, and implementation advisory assistance. Eva manages projects for both large and small governments, with an emphasis on improving organizations business processes, specializing in human resources, payroll, and finance functions and processes.

Prior to joining GFOA she served as a senior consultant with a private management-consulting firm for ten years. Eva consulted with private and public sector organizations to implement customer relationship management software, improve business processes, productivity and methodologies.

Eva is currently working on a very similar project for the Town of Hillsborough, NC.

Education

- BA, Political Science from Ball State University



Vincent Reitano, Public Finance Associate (Consultant)



Vincent Reitano is a Public Finance Associate in the GFOA's Research and Consulting Center. In this role, he researches financial indicators and fiscal reserves with econometric and statistical methods. Vincent has published research on fiscal reserves, public pensions, forecasting, and transparency in a range of public finance and economics journals. Additionally, he regularly presents his research at academic and professional conferences. Vincent also assists with GFOA consulting projects and has conducted research on process improvement, software evaluation, and property tax systems. Prior to joining GFOA, Vincent worked in the Department of Defense, and also completed a research fellowship at SAS. He also conducted research on risk analysis for the Department of Homeland Security, and co-authored reports on education finance for the North Carolina Department of Public Instruction. Across all of his research, Vincent focuses on evidence based decision-making.

Education

- BBA, Villanova University
- MPA, Villanova University
- PhD, North Carolina State University



**Town of Winterville
Town Council
Agenda Abstract**

Item Section: New Business

Meeting Date: March 12, 2018

Presenter: Bryan Jones, Planning Director

Item to be Considered

Subject: Brookfield, Section 3, Revision of Lots 16-26.

Action Requested: Approval of Final Plat.

Attachments: Final Map.

Prepared By: Bryan Jones, Planning Director

Date: 3/5/2018

ABSTRACT ROUTING:

TC

FD

TM 3/7/2018

Final 3/7/2018

Supporting Documentation

Brookfield, Section 3, Revision of Lots 16-26:

Location: Off of the north side of Laurie Ellis Road at its intersection with Old Tar Road.

Parent Parcel Number: 76198.

Site Data: 11 Lots, 2.973 Acres

Zoning District: R.10 - CUD

*Brookfield Section 3 was previously recorded on 7/17/17. Map BK 81 PG 192. The developer is now proposing to add an additional 10' to the rear of lots 16-26.

***Planning and Zoning Board unanimously recommended approval of the final plat at the February 19, 2018 meeting.*

Budgetary Impact: TBD.

Recommendation: Approve Final Plat

SITE DATA

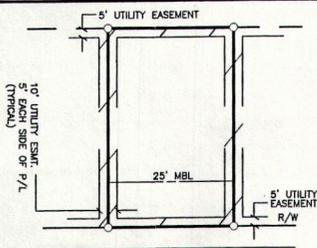
TOTAL AREA IN TRACT 2.973 ACRES
 NUMBER OF LOTS CREATED 11
 AREA IN COMMON AREA 0
 AREA IN PARKS, RECREATION AREAS,
 AND THE LIKE 0
 LINEAR FEET IN STREETS 752 LF
 ZONING CLASSIFICATION R10-CU

LEGEND

R/W = RIGHT-OF-WAY
 B/B = BACK OF CURB TO
 BACK OF CURB
 NTS = NOT TO SCALE
 C/L = CENTERLINE
 TOT. = TOTAL
 MBL = MINIMUM BUILDING LINE
 EIP = EXISTING IRON PIPE
 PT = POINT OF TANGENCY
 PC = POINT OF CURVATURE
 R = RADIUS
 L = LENGTH OF CURVE



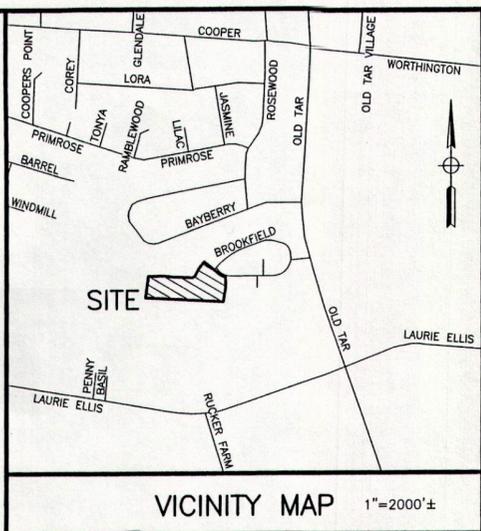
R-15
COOPERS POINTE
 SECTION 3
 MB 73, PG 132



THIS MAP IS A REVISION OF MAP BOOK 81, PAGE 192 OF THE PITT COUNTY REGISTER OF DEEDS, SHOWING AN ADDITIONAL 10' IN LOT DEPTH TO LOTS 16-26.

PUBLIC STREET
 (60' R/W 32' B/B PUBLIC)

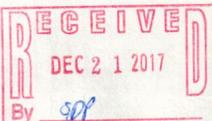
DETAIL "A"
 TYPICAL LOT UTILITY &
 DRAINAGE EASEMENT
 N.T.S.



VICINITY MAP 1"=2000'±

R-15

TOWN OF WINTERVILLE
 DB 2803, PG 192



CURVE TABLE

CURVE	RADIUS	CHORD	CH BEARING	LENGTH
C1	56.00'	43.07'	S 70°17'20" W	44.21'
C2	56.00'	37.39'	N 67°35'31" W	38.12'
C3	56.00'	39.01'	N 27°42'14" W	39.85'



CERTIFICATE OF SURVEY AND ACCURACY

I, MICHAEL WEST BALDWIN, PLS CERTIFY THAT UNDER MY DIRECT SUPERVISION, THIS MAP WAS DRAWN FROM AN ACTUAL FIELD SURVEY MADE BY BRAD WELLS THAT THE RATIO OF PRECISION AS CALCULATED BY LATITUDES AND DEPARTURES IS 1:10,000 THAT THE BOUNDARIES NOT SURVEYED ARE SHOWN AS BROKEN LINES PLOTTED FROM DEED INFORMATION THAT THIS MAP WAS PREPARED IN ACCORDANCE WITH G.S. 47-30 AS AMENDED.

WITNESS MY HAND AND SEAL THIS 6th DAY OF DECEMBER, 2017.

SIGNED: _____
 REGISTRATION NO. L-3082

REVIEW OFFICER

STATE OF NORTH CAROLINA
 COUNTY OF PITT
 REVIEW OFFICER OF PITT COUNTY, CERTIFY THAT THE MAP OR PLAT TO WHICH THIS CERTIFICATION IS AFFIXED MEETS ALL STATUTORY REQUIREMENTS FOR RECORDING.

DATE: _____
 REVIEW OFFICER: _____

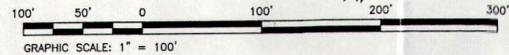
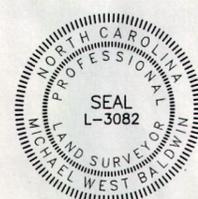
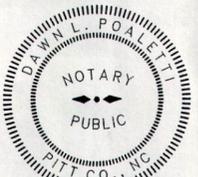
PLANNING BOARD

I HEREBY CERTIFY THAT THIS FINAL PLAT WAS RECOMMENDED FOR APPROVAL BY THE PLANNING BOARD OF THE TOWN OF WINTERVILLE ON THE ____ DAY OF ____ 2017.
 TOWN PLANNER: _____
 CHAIRMAN, PLANNING BOARD: _____

COOPER ISLAND DEVELOPMENT, LLC
 DB 3573, PG 522
 MB 61, PG 102

GENERAL NOTES

- ALL AREAS CALCULATED BY COORDINATE GEOMETRY.
- A 5' UTILITY EASEMENT WILL BE RESERVED INSIDE ALL SIDE, REAR AND FRONT PROPERTY LINES. SEE DETAIL "A".
- THIS MAP CREATES A SUBDIVISION OF LAND WITHIN A COUNTY OR MUNICIPALITY THAT HAS AN ORDINANCE THAT REGULATES PARCELS OF LAND.
- IRON PIPES TO BE SET AT ALL LOT CORNERS UNLESS OTHERWISE NOTED.
- THIS PROPERTY IS NOT LOCATED IN A SPECIAL FLOOD HAZARD AREA AS DETERMINED BY THE FEDERAL EMERGENCY MANAGEMENT AGENCY. REF: FIRM 3720467400J AND FIRM 3720468400 J, DATED JAN. 2, 2004.
- HOMEOWNERS ASSOCIATION IS RESPONSIBLE FOR THE MAINTENANCE OF COMMON AREA AND STORMWATER POND. NO IRON PIPES SET IN C/L DITCH UNLESS OTHERWISE NOTED.
- MAXIMUM BUILT UPON AREA ON EACH LOT IS NOT TO EXCEED 4,854 S.F.
- NO COMBUSTIBLES SHALL BE BROUGHT ON SITE OF THE HOMES BEING CONSTRUCTED UNTIL THE WATER/HYDRANTS ARE AVAILABLE FOR FIRE PROTECTION IN THE EVENT OF AN EMERGENCY, AS DRAWN IN THE PRELIMINARY PLAT.
- THE DESIGNATION OVER WATER, SANITARY SEWER, DRAINAGE AND ELECTRIC LINES ARE FOR THE PURPOSE OF ESTABLISHING THE WIDTH OF SAID EASEMENTS. THE EASEMENTS SHOWN ARE NOT EXCLUSIVE AND WILL PERMIT THE FUTURE INSTALLATION OF WATER, SANITARY SEWER, DRAINAGE, AND ELECTRIC LINES WITHIN THOSE DESIGNATED WIDTHS.
- NO BUILDINGS, STRUCTURES, OR OTHER IMPROVEMENTS, MATERIALS AND SURFACES, INCLUDING BUT NOT LIMITED TO PRINCIPAL AND ACCESSORY STRUCTURES AND ADDITIONS OR APPURTENANCES THERETO, SIGNAGE, FENCES, WALLS, MECHANICAL EQUIPMENT, CANOPIES, ANTENNAS, MASTS, AERIALS, MONUMENTS, LANDSCAPE PLANTINGS, FILL MATERIALS, DEBRIS, SOLID WASTE CONTAINERS, MAIL RECEPTACLES AND IMPERVIOUS SURFACES, SHALL ENCROACH WITHIN ANY DEDICATED EASEMENT WITHOUT PRIOR WRITTEN APPROVAL FROM THE TOWN OF WINTERVILLE.
- ALL UTILITY AND DRAINAGE EASEMENTS ARE CENTERED ON LINES AS INSTALLED UNLESS OTHERWISE NOTED.
- BMP MAINTENANCE AGREEMENT MUST BE RECORDED BEFORE APPROVAL OF FINAL PLAT.
- EITHER TEMPORARY OR PERMANENT STREET SIGNAGE MUST BE INSTALLED, DURING THE CONSTRUCTION PHASE OF THIS SUBDIVISION, AS IS REQUIRED BY THE 2012 NC FIRE CODE.



SHEET 1 OF 1
FINAL PLAT A PORTION OF TAX PARCEL #25766

BROOKFIELD

SECTION 3, REVISION OF LOTS 16-26

REFERENCE: DEED BOOK 3188, PAGE 526 & MAP BOOK 81, PAGE 192 OF THE PITT COUNTY REGISTER OF DEEDS

WINTERVILLE, WINTERVILLE TOWNSHIP, PITT COUNTY, N.C.

OWNER: COOPER ISLAND DEVELOPMENT, LLC
 ADDRESS: P.O. BOX 606
 GREENVILLE, NC 27835
 PHONE: 252-205-7121

SOURCE OF TITLE
 THIS IS TO CERTIFY THAT THE LAST INSTRUMENT(S) IN THE CHAIN OF TITLE(S) OF THIS PROPERTY AS RECORDED IN THE PITT COUNTY REGISTRY AT GREENVILLE, NORTH CAROLINA IS:

OWNERS STATEMENT
 THIS IS EVIDENCE THAT THIS SUB-DIVISION IS MADE AT THE REQUEST OF

DEDICATION
 THE UNDERSIGNED HEREBY ACKNOWLEDGE(S) THIS PLAT AND ALLOTMENT TO BE ITS FREE ACT AND DEED, AND HEREBY DEDICATE(S) TO PUBLIC USE AS STREETS, PARKS, PLAY-GROUNDS, OPEN SPACES AND EASEMENTS FOR-EVER ALL AREAS AS SHOWN OR SO INDICATED ON SAID PLAT.

CERTIFICATE OF FINAL APPROVAL
 APPROVED FOR RECORDING BY THE TOWN COUNCIL OF THE TOWN OF WINTERVILLE, N.C. ON THIS THE ____ DAY OF ____ 2017 PURSUANT TO AUTHORITY OF SECTION 154.13 ON THE SUBDIVISION REGULATIONS. MUST BE RECORDED WITHIN THIRTY(30) DAYS OF THIS DATE.

Baldwin Design Consultants, PA
 LICENSE# C-3498
 ENGINEERING - SURVEYING - PLANNING
 1700-D EAST ARLINGTON BOULEVARD
 GREENVILLE, NC 27858 252.756.1390

SURVEYED: BW APPROVED: MWB
 DRAWN: JGG/MAH DATE: 12/06/2017
 CHECKED: MWB SCALE: 1" = 100'

DEED BOOK 3188 PAGE 526
 DEED BOOK 3573 PAGE 522
 DEED BOOK _____ PAGE _____
 NC REGISTRATION NO. L-3082

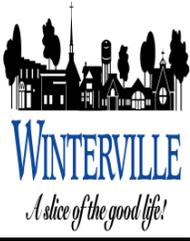
SWORN AND SUBSCRIBED TO BEFORE
 ME THIS ____ DAY OF ____, 2017

NOTARY PUBLIC
 MY COMMISSION EXPIRES: 03/28/19

SIGNED: _____
 ATTEST: _____

MAYOR: _____

Y:\DRAWINGS\07-067 BROOKFIELD\SECTION 3\FINAL PLAT-REVISED.dwg Thu, Dec 21, 2017 - 7:35am JGETSINGER



**Town of Winterville
Town Council
Agenda Abstract**

Item Section: New Business

Meeting Date: March 12, 2018

Presenter: Bryan Jones, Planning Director

Item to be Considered

Subject: Summer Winds, Section 2, Phase 2.

Action Requested: Approval of Final Plat.

Attachments: Final Map.

Prepared By: Bryan Jones, Planning Director

Date: 3/5/2018

ABSTRACT ROUTING:

TC

FD

TM 3/7/2018

Final 3/7/2018

Supporting Documentation

Summer Winds, Section 2, Phase 2:

Location: Off of Reedy Branch Road north of intersection with Winterville Pk.

Parcel Number: 73274

Site Data: 20 Lots, 8.1073 Acres

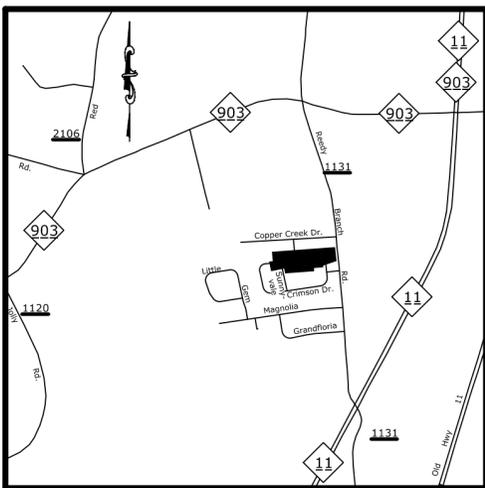
Zoning District(s): Lots 30-38, 51-57 and 66 – R-12.5 CUD

Lots 39-41 – R-15

*Planning and Zoning Board unanimously recommended approval of the final plat at the February 19, 2018 meeting.

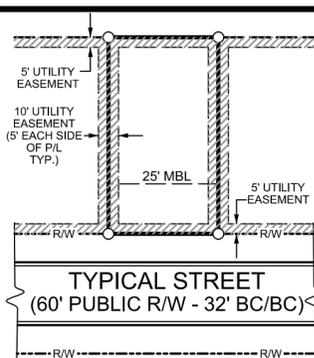
Budgetary Impact: TBD.

Recommendation: Approve Final Plat.



NOTES:

- 1) IRON STAKES SET AT ALL LOT CORNERS UNLESS OTHERWISE NOTED.
- 2) THE TOWN OF WINTERVILLE REQUIRES A MINIMUM 5' DRAINAGE AND UTILITY EASEMENT ALONG FRONT SIDE AND REAR PROPERTY LINES.
- 3) THIS PROPERTY IS NOT LOCATED IN A SPECIAL FLOOD HAZARD ZONE IN ACCORDANCE WITH FIRM 3720467400 J, DATED 01/02/04.
- 4) SUMMER WINDS HOMEOWNERS ASSOCIATION TO BE RESPONSIBLE FOR MAINTENANCE OF LANDSCAPE EASEMENTS AND COMMON IMPROVEMENTS.
- 5) THE DESIGNATION OVER WATER, SANITARY SEWER, DRAINAGE, AND ELECTRIC LINES ARE FOR THE PURPOSE OF ESTABLISHING THE WIDTH OF SAID EASEMENTS. THE EASEMENTS SHOWN ARE NOT EXCLUSIVE AND WILL PERMIT THE FUTURE INSTALLATION OF WATER, SANITARY SEWER, DRAINAGE, AND ELECTRIC LINES WITHIN THOSE DESIGNATED WIDTHS.
- 6) NO BUILDINGS, STRUCTURES, OR OTHER IMPROVEMENTS, MATERIALS AND SURFACES, INCLUDING BUT NOT LIMITED TO PRINCIPAL AND ACCESSORY STRUCTURES AND ADDITIONS OR APPURTENANCES THERETO, SIGNAGE, FENCES, WALLS, MECHANICAL EQUIPMENT, CANOPIES, ANTENNAS, MASTS, AERIALS, MONUMENTS, LANDSCAPE PLANTINGS, FILL MATERIALS, DEBRIS, SOLID WASTE COLLECTION CONTAINERS, MAIL RECEPTACLES AND IMPERVIOUS SURFACES, SHALL ENCR OACH WITHIN ANY DEDICATED EASEMENT WITHOUT PRIOR WRITTEN APPROVAL OF THE TOWN OF WINTERVILLE.
- 7) ALL UTILITY AND DRAINAGE EASEMENTS ARE CENTERED ON LINES AS INSTALLED UNLESS OTHERWISE NOTED.
- 8) DRAINAGE SWALES TO BE MAINTAINED BY HOMEOWNER'S ASSOCIATION.



CURVE	RADIUS	LENGTH	CHORD BEARING	CHORD LENGTH
C-1	R = 25.00'	L = 39.27'	CH = S 40°42'14.5"W	35.36'
C-2	R = 25.00'	L = 39.27'	CH = N 49°17'15"W	35.36'
C-3	R = 160.00'	L = 40.33'	CH = N 87°05'38"W	40.22'
C-4	R = 25.00'	L = 24.10'	CH = S 73°05'07"W	23.18'
C-5	R = 70.00'	L = 32.65'	CH = S 58°29'50"W	32.36'
C-6	R = 70.00'	L = 50.65'	CH = N 87°24'47"W	49.55'
C-7	R = 70.00'	L = 47.58'	CH = N 47°12'47"W	46.67'
C-8	R = 70.00'	L = 78.84'	CH = N 04°31'55"E	74.74'
C-9	R = 25.00'	L = 23.46'	CH = N 09°55'56"E	22.61'
C-10	R = 100.00'	L = 22.71'	CH = S 11°57'05"E	22.67'
C-11	R = 100.00'	L = 132.62'	CH = S 56°19'16"E	123.11'
C-12	R = 25.00'	L = 42.63'	CH = N 36°51'41"E	37.65'
C-13	R = 25.00'	L = 35.91'	CH = S 53°08'19"E	32.90'

SITE DATA	
TOTAL AREA	8.1073 AC
NUMBER OF LOTS CREATED	20
PARCEL	73274
ZONING	R12.5 CUD
	LOTS 30-38, 51-57 AND 66
	R15
	LOTS 39-41
AREA IN PARKS, RECREATION AREAS AND THE LIKE	0
LINEAL FEET IN STREETS	1,227



LEGEND

- EIP = EXISTING IRON PIPE
- EIS = EXISTING IRON STAKE
- EMN = EXISTING MAGNETIC NAIL
- EPK = EXISTING PK NAIL
- o- = NEW IRON STAKE UNLESS OTHERWISE NOTED

SHEET 1 OF 1

**MAP FOR RECORD
SUMMER WINDS SECTION 2 - PHASE 2**

REFERENCE DEED BOOK 3205 PAGE 860
OF THE PITT COUNTY REGISTRY
WINTERVILLE, WINTERVILLE TWP., PITT COUNTY, NORTH CAROLINA

OWNER: BILL CLARK HOMES OF GREENVILLE, LLC
ADDRESS: 200 EAST ARLINGTON BLVD., STE. A
GREENVILLE, NC 27858
PHONE: (252) 355-5805

PARKER AND ASSOCIATES LAND SURVEYING, PA
1645 EAST ARLINGTON BLVD., SUITE D
GREENVILLE, NC 27858
(252) 355-3055
C-1370

SURVEYED:	CEP	APPROVED:	CEP
DRAWN:	WCO	DATE:	07/24/17
CHECKED:	CEP	SCALE:	1" = 60'

SOURCE OF TITLE	CERTIFICATE OF OWNERSHIP AND DEDICATION	CERTIFICATE OF FINAL APPROVAL	CERTIFICATE OF APPROVAL BY THE PLANNING BOARD
THIS IS TO CERTIFY THAT THE LAST INSTRUMENT(S) OF THE PROPERTY SHOWN AND DESCRIBED HEREIN, THAT THE PROPERTY IS WITHIN THE JURISDICTION OF THE TOWN OF WINTERVILLE AND THAT I (WE) HEREBY ADOPT THIS PLAN OF SUBDIVISION WITH MY (OUR) FREE CONSENT AND HEREBY ESTABLISH ALL LOTS AND DEDICATE ALL STREETS, ALLEYS, WALKS, PARKS, EASEMENTS AND OTHER OPEN SPACES TO PUBLIC OR PRIVATE USE AS NOTED.	I (WE) HEREBY CERTIFY THAT I AM (WE ARE) THE OWNER(S) OF THE PROPERTY SHOWN AND DESCRIBED HEREIN, THAT THE PROPERTY IS WITHIN THE JURISDICTION OF THE TOWN OF WINTERVILLE AND THAT I (WE) HEREBY ADOPT THIS PLAN OF SUBDIVISION WITH MY (OUR) FREE CONSENT AND HEREBY ESTABLISH ALL LOTS AND DEDICATE ALL STREETS, ALLEYS, WALKS, PARKS, EASEMENTS AND OTHER OPEN SPACES TO PUBLIC OR PRIVATE USE AS NOTED.	APPROVED FOR RECORDING BY THE BOARD OF ALDERMAN OF THE TOWN OF WINTERVILLE, NORTH CAROLINA, ON THIS _____ DAY OF _____, 2017.	I HEREBY CERTIFY THAT THIS FINAL PLAT WAS RECOMMENDED FOR APPROVAL BY THE PLANNING BOARD OF THE TOWN OF WINTERVILLE ON _____ DAY OF _____, 2017.
DEED BOOK _____, PAGE _____ DEED BOOK _____, PAGE _____	DATE _____ NAME _____ NAME _____	DATE _____ MAYOR, TOWN OF WINTERVILLE	TOWN PLANNER _____ CHAIRMAN, WINTERVILLE PLANNING BOARD

SOURCE OF TITLE	CERTIFICATE OF OWNERSHIP AND DEDICATION	CERTIFICATE OF FINAL APPROVAL	CERTIFICATE OF APPROVAL BY THE PLANNING BOARD
THIS IS TO CERTIFY THAT THE LAST INSTRUMENT(S) OF THE PROPERTY SHOWN AND DESCRIBED HEREIN, THAT THE PROPERTY IS WITHIN THE JURISDICTION OF THE TOWN OF WINTERVILLE AND THAT I (WE) HEREBY ADOPT THIS PLAN OF SUBDIVISION WITH MY (OUR) FREE CONSENT AND HEREBY ESTABLISH ALL LOTS AND DEDICATE ALL STREETS, ALLEYS, WALKS, PARKS, EASEMENTS AND OTHER OPEN SPACES TO PUBLIC OR PRIVATE USE AS NOTED.	I (WE) HEREBY CERTIFY THAT I AM (WE ARE) THE OWNER(S) OF THE PROPERTY SHOWN AND DESCRIBED HEREIN, THAT THE PROPERTY IS WITHIN THE JURISDICTION OF THE TOWN OF WINTERVILLE AND THAT I (WE) HEREBY ADOPT THIS PLAN OF SUBDIVISION WITH MY (OUR) FREE CONSENT AND HEREBY ESTABLISH ALL LOTS AND DEDICATE ALL STREETS, ALLEYS, WALKS, PARKS, EASEMENTS AND OTHER OPEN SPACES TO PUBLIC OR PRIVATE USE AS NOTED.	APPROVED FOR RECORDING BY THE BOARD OF ALDERMAN OF THE TOWN OF WINTERVILLE, NORTH CAROLINA, ON THIS _____ DAY OF _____, 2017.	I HEREBY CERTIFY THAT THIS FINAL PLAT WAS RECOMMENDED FOR APPROVAL BY THE PLANNING BOARD OF THE TOWN OF WINTERVILLE ON _____ DAY OF _____, 2017.
DEED BOOK _____, PAGE _____ DEED BOOK _____, PAGE _____	DATE _____ NAME _____ NAME _____	DATE _____ MAYOR, TOWN OF WINTERVILLE	TOWN PLANNER _____ CHAIRMAN, WINTERVILLE PLANNING BOARD

SOURCE OF TITLE	CERTIFICATE OF OWNERSHIP AND DEDICATION	CERTIFICATE OF FINAL APPROVAL	CERTIFICATE OF APPROVAL BY THE PLANNING BOARD
THIS IS TO CERTIFY THAT THE LAST INSTRUMENT(S) OF THE PROPERTY SHOWN AND DESCRIBED HEREIN, THAT THE PROPERTY IS WITHIN THE JURISDICTION OF THE TOWN OF WINTERVILLE AND THAT I (WE) HEREBY ADOPT THIS PLAN OF SUBDIVISION WITH MY (OUR) FREE CONSENT AND HEREBY ESTABLISH ALL LOTS AND DEDICATE ALL STREETS, ALLEYS, WALKS, PARKS, EASEMENTS AND OTHER OPEN SPACES TO PUBLIC OR PRIVATE USE AS NOTED.	I (WE) HEREBY CERTIFY THAT I AM (WE ARE) THE OWNER(S) OF THE PROPERTY SHOWN AND DESCRIBED HEREIN, THAT THE PROPERTY IS WITHIN THE JURISDICTION OF THE TOWN OF WINTERVILLE AND THAT I (WE) HEREBY ADOPT THIS PLAN OF SUBDIVISION WITH MY (OUR) FREE CONSENT AND HEREBY ESTABLISH ALL LOTS AND DEDICATE ALL STREETS, ALLEYS, WALKS, PARKS, EASEMENTS AND OTHER OPEN SPACES TO PUBLIC OR PRIVATE USE AS NOTED.	APPROVED FOR RECORDING BY THE BOARD OF ALDERMAN OF THE TOWN OF WINTERVILLE, NORTH CAROLINA, ON THIS _____ DAY OF _____, 2017.	I HEREBY CERTIFY THAT THIS FINAL PLAT WAS RECOMMENDED FOR APPROVAL BY THE PLANNING BOARD OF THE TOWN OF WINTERVILLE ON _____ DAY OF _____, 2017.
DEED BOOK _____, PAGE _____ DEED BOOK _____, PAGE _____	DATE _____ NAME _____ NAME _____	DATE _____ MAYOR, TOWN OF WINTERVILLE	TOWN PLANNER _____ CHAIRMAN, WINTERVILLE PLANNING BOARD

SOURCE OF TITLE	CERTIFICATE OF OWNERSHIP AND DEDICATION	CERTIFICATE OF FINAL APPROVAL	CERTIFICATE OF APPROVAL BY THE PLANNING BOARD
THIS IS TO CERTIFY THAT THE LAST INSTRUMENT(S) OF THE PROPERTY SHOWN AND DESCRIBED HEREIN, THAT THE PROPERTY IS WITHIN THE JURISDICTION OF THE TOWN OF WINTERVILLE AND THAT I (WE) HEREBY ADOPT THIS PLAN OF SUBDIVISION WITH MY (OUR) FREE CONSENT AND HEREBY ESTABLISH ALL LOTS AND DEDICATE ALL STREETS, ALLEYS, WALKS, PARKS, EASEMENTS AND OTHER OPEN SPACES TO PUBLIC OR PRIVATE USE AS NOTED.	I (WE) HEREBY CERTIFY THAT I AM (WE ARE) THE OWNER(S) OF THE PROPERTY SHOWN AND DESCRIBED HEREIN, THAT THE PROPERTY IS WITHIN THE JURISDICTION OF THE TOWN OF WINTERVILLE AND THAT I (WE) HEREBY ADOPT THIS PLAN OF SUBDIVISION WITH MY (OUR) FREE CONSENT AND HEREBY ESTABLISH ALL LOTS AND DEDICATE ALL STREETS, ALLEYS, WALKS, PARKS, EASEMENTS AND OTHER OPEN SPACES TO PUBLIC OR PRIVATE USE AS NOTED.	APPROVED FOR RECORDING BY THE BOARD OF ALDERMAN OF THE TOWN OF WINTERVILLE, NORTH CAROLINA, ON THIS _____ DAY OF _____, 2017.	I HEREBY CERTIFY THAT THIS FINAL PLAT WAS RECOMMENDED FOR APPROVAL BY THE PLANNING BOARD OF THE TOWN OF WINTERVILLE ON _____ DAY OF _____, 2017.
DEED BOOK _____, PAGE _____ DEED BOOK _____, PAGE _____	DATE _____ NAME _____ NAME _____	DATE _____ MAYOR, TOWN OF WINTERVILLE	TOWN PLANNER _____ CHAIRMAN, WINTERVILLE PLANNING BOARD

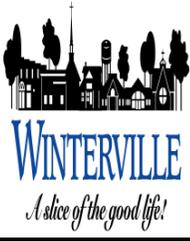
SURVEYORS CERTIFICATE

I, CARLTON E. PARKER, CERTIFY THAT THIS PLAT WAS DRAWN UNDER MY SUPERVISION FROM AN ACTUAL SURVEY BY ME OR UNDER MY SUPERVISION, THAT THE RATIO OF PRECISION AS CALCULATED IS 1:10,000+ THAT THE BOUNDARIES NOT SURVEYED ARE SHOWN AS BROKEN LINES PLOTTED FROM INFORMATION AS REFERENCED ON PLAT. THAT THIS PLAT WAS PREPARED IN ACCORDANCE WITH G.S. 47-30 AS AMENDED. WITNESS MY ORIGINAL SIGNATURE, LICENSE NUMBER AND SEAL THIS _____ DAY OF _____, 2017, A.D.

CARLTON E. PARKER PLS 2980

REVIEW OFFICER

STATE OF NORTH CAROLINA
COUNTY OF PITT
I, _____ REVIEW OFFICER OF PITT COUNTY, CERTIFY THAT THE MAP OR PLAT TO WHICH THIS CERTIFICATION IS AFFIXED MEETS ALL STATUTORY REQUIREMENTS FOR RECORDING.
DATE: _____, 2017
REVIEW OFFICER



**Town of Winterville
Town Council
Agenda Abstract**

Item Section: New Business

Meeting Date: March 12, 2018

Presenter: Bryan Jones, Planning Director

Item to be Considered

Subject: Holly Grove Subdivision.

Action Requested: Approval of Preliminary Plat.

Attachments: Preliminary Plat.

Prepared By: Bryan Jones, Planning Director

Date: 3/5/2018

ABSTRACT ROUTING:

TC

FD

TM 3/7/2018

Final 3/7/2018

Supporting Documentation

Holly Grove Preliminary Plat:

Location: Church Street Ext south of its intersection with Laurie Ellis Road

Parcel Numbers: 07840, 07841, 24482

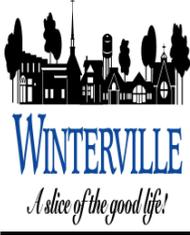
Site Data: 62 Lots, 27.388 Acres

Zoning District: R-12.5

*Planning and Zoning Board unanimously recommended approval of the preliminary plat at the February 19, 2018 meeting.

Budgetary Impact: TBD.

Recommendation: Approve Preliminary Plat.



**Town of Winterville
Town Council
Agenda Abstract**

Item Section: New Business

Meeting Date: March 12, 2018

Presenter: Ben Williams, Assistant Town Manager

Item to be Considered

Subject: Reimbursement Agreement with Duke Energy Progress for Dynamic Scheduling Request Study.

Action Requested: Approval of Agreement.

Attachments: Proposed Reimbursement Agreement.

Prepared By: Robert Sutton, Electric Utility Director

Date: 3/6/2018

ABSTRACT ROUTING:

TC

FD

3/7/2018

Final 3/7/2018

Supporting Documentation

The Town of Winterville has entered into a Wholesale Power Purchase Agreement with NTE. Per Duke Energy Progress (DEP) and NTE, the determination of the Town's needed real time power demands will be required. This energy demand data and the relaying of the information to DEP and NTE will require the requested Dynamic Scheduling Request Study. The Study will review current metering, communications, software and accounting configurations and determine the needed improvements to obtain real time data.

DEP will investigate and determine needed improvements for real time data acquisition and transfer via the Dynamic Scheduling Request. The proposed Reimbursement Agreement binds the Town only to the reimbursement of Dynamic Schedule Request Study costs to DEP and **not** the findings and implementation of the findings. The Agreement stipulates a two (2) year window for completion of the Dynamic Scheduling Request but Staff has been informed the Study would be complete prior to the third quarter of 2018.

DEP has indicated reimbursement for the Dynamic Scheduling Request Study would be required within 20 days of its completion. Should the Town desire to institute the findings of the Requested Study, the required upgrades would be assigned to an updated version of the Town's Network Integrated Transmission Services Agreement (NITSA).

Budgetary Impact: The FYE 18 Budget includes Electric Transmission costs. Per DEP, the costs to complete the Dynamic Scheduling Request would not be extensive and absorbed into this account.

Recommendation: Proceed with the Dynamic Scheduling Request Study.

Rate Schedule No. []

REIMBURSEMENT AGREEMENT

BETWEEN

Duke Energy Progress, LLC

AND

Town of Winterville, North Carolina

DRAFT

Reimbursement Agreement

This Reimbursement Agreement (the “Agreement”) is entered into as of _____ between Town of Winterville, North Carolina (“Load Serving Entity”) and Duke Energy Progress, LLC (“Attaining BA”).

Recitals

1. Load Serving Entity has requested that their PPA with NTE Energy (“Resource”) that is sourced from the Duke Energy Carolinas, LLC (Source BA) Balancing Authority Area be Dynamically Scheduled into the Duke Energy Progress, LLC (“Attaining BA”) region and, in connection with such request, seeks to implement all necessary arrangements to allow the Resource to be treated as a Dynamic Schedule, as that term is defined by the North American Electric Reliability Corporation.
2. Load Serving Entity understands and recognizes that, for its Resource to meet all Attaining BA requirements, including but not limited to those in the Attaining BA operating manuals and governing documents, to be Dynamically Scheduled to the Attaining BA region, and to permit effective implementation and administration of such Dynamic Schedule, Attaining BA’s models and other BA systems may require modifications to ensure an accurate representation of the Resource and other bulk power facilities that may not otherwise be required.

CONFIDENTIALITY

3. Load Serving Entity agrees to provide all information requested by Attaining BA necessary to determine any modifications to the models and other systems that are required for effective implementation and administration of the Dynamic Schedule for the Resource. Any such information designated by Load Serving Entity as confidential shall be maintained as confidential by Attaining BA.

COST RESPONSIBILITY, BILLING AND PAYMENT

4. Upon completion of review of its model, other systems, or both, Attaining BA shall provide Load Serving Entity with a good faith estimate of its actual costs to effectuate any modifications to its models and any other systems needed to accommodate the Dynamic Schedule of the Resource.
5. Attaining BA shall provide Load Serving Entity with an invoice of its actual costs (including any related costs incurred for work completed on Attaining BA’s behalf) of determining and effectuating any modifications to the models and any other systems needed to accommodate the Dynamic Schedule of the Resource. Load Serving Entity shall pay such

invoices to Attaining BA within 20 calendar days of Load Serving Entity's receipt of the invoice.

6. If Attaining BA determines that no modifications to the models and any other systems are needed to accommodate the Dynamic Schedule of the Resource, Load Serving Entity will have no cost responsibility under this Reimbursement Agreement.
7. If Load Serving Entity notifies Attaining BA that it no longer plans to proceed with the Dynamic Schedule, or Attaining BA determines that Attaining BA cannot accommodate the Dynamic Schedule, then Attaining BA shall terminate work under this Agreement. Load Serving Entity shall be responsible for any costs incurred by Attaining BA (including costs incurred for work completed on Attaining BA's behalf) prior to the termination of such work, as well as any costs necessary for Attaining BA to restore the models and any other Attaining BA systems to a safe and reliable manner.

REGULATORY FILING, EFFECTIVENESS, AND TERM

8. Attaining BA shall file this Agreement with the Federal Energy Regulatory Commission (the "Commission").
9. This Agreement shall become effective on the date set forth by the Commission in its order accepting this Agreement for filing.
10. This Agreement shall be for a term of 2 years from the effective date, after which it shall terminate under its own terms. No later than 60 days prior to the expected termination date, Attaining BA shall make a Notice of Cancellation filing with the Commission to effectuate the termination of this Agreement.

DISCLAIMER OF WARRANTY, LIMITATION OF LIABILITY

11. This Reimbursement Agreement is not intended, nor shall it be interpreted, to constitute agreement by Attaining BA to implement a Dynamic Schedule of the Resource.
12. This Reimbursement Agreement is not intended, nor shall it be interpreted, to constitute agreement by Attaining BA: (1) that Load Serving Entity has met any requirement in Attaining BA's governing documents; or (2) to provide Load Serving Entity an exception to any requirements in Attaining BA's governing agreement.
13. In no event will Attaining BA, transmission owner(s) or other subcontractors employed by Attaining BA be liable for indirect, special, incidental, punitive, or consequential damages of any kind including loss of profits, whether under this Agreement or otherwise, even if Attaining BA, transmission owner(s), or other subcontractors employed by Attaining BA

have been advised of the possibility of such a loss. Nor shall Attaining BA, transmission owner(s), or other subcontractors employed by Attaining BA be liable for any delay in delivery or of the non-performance or delay in performance of Attaining BA's obligations under this Reimbursement Agreement. Without limitation of the foregoing, Load Serving Entity further agrees that transmission owner(s) and other subcontractors employed by Attaining BA to prepare or assist in the incorporation of transmission facilities not currently included in Attaining BA's model or effectuate other system modifications but which are required to accommodate treating Resource as Dynamic Schedule shall be deemed third party beneficiaries of this provision entitled "Disclaimer of Warranty/Limitation of Liability."

MISCELLANEOUS

14. Notice. Any notice or request made to or by either party regarding Reimbursement Agreement shall be made to the representative of the other party as indicated below.

Attaining BA

Duke Energy Progress, LLC
Attn: Jim Eckelkamp, Transmission Contracts Sr. Analyst
3401 Hillsborough St.
Raleigh, NC 27607
Phone Number: (919) 546-7706
E-Mail Address: james.eckelkamp@duke-energy.com

Load Serving Entity

The Town of Winterville, North Carolina
Attn: Town Manager
PO Box 1459
2571 Railroad Street
Winterville, NC 28590
Phone: (252) 215-2340
E-Mail: terri.parker@wintervillenc.com

15. Governing Law. The validity, interpretation and performance of this Agreement and each of its provisions shall be governed by the laws of North Carolina, without regard to its conflicts of law principles.

16. Waiver. The failure of a party to this Agreement to insist, on any occasion, upon strict performance of any provision of this Agreement will not be considered a waiver of any obligation, right, or duty of, or imposed upon, such party. Any waiver at any time by either party of its rights with respect to this Agreement shall not be deemed a continuing waiver or a waiver with respect to any other failure to comply with any

other obligation, right, duty of this Agreement. Any waiver of this Agreement shall, if requested, be provided in writing.

17. Amendment. The parties may by mutual agreement amend this Agreement by a written instrument duly executed by the parties.
18. Severability. If any provision in this Agreement is finally determined to be invalid, void or unenforceable by any court or other governmental authority having jurisdiction, such determination shall not invalidate, void or make unenforceable any other provision, agreement or covenant of this Agreement.
19. Binding Effect. This Agreement and the rights and obligations hereof, shall be binding upon and shall inure to the benefit of the successors and assigns of the Parties hereto.
20. No Third Party Beneficiaries. This Agreement is not intended to and does not create rights, remedies, or benefits of any character whatsoever in favor of any persons, corporations, associations, or entities other than the parties, and the obligations herein assumed are solely for the use and benefit of the parties, their successors in interest and, where permitted, their assigns.
21. No Partnership. This Agreement shall not be interpreted or construed to create an association, joint venture, agency relationship, or partnership between the parties or to impose any partnership obligation or partnership liability upon either party. Neither party shall have any right, power or authority to enter into any agreement or undertaking for, or act on behalf of, or to act as or be an agent or representative of, or to otherwise bind, the other party.
22. Multiple Counterparts. This Agreement may be executed in two or more counterparts, each of which is deemed an original but all constitute one and the same instrument.

[Signatures on following page.]

IN WITNESS WHEREOF, Attaining BA and Load Serving Entity have caused this Reimbursement Agreement to be executed by their respective duly authorized signers.

Duke Energy Progress, LLC, as Attaining BA:

By: _____

Name: _____

Title: _____

Date: _____

Town of Winterville, North Carolina as Load Serving Entity:

By: _____

Name: _____

Title: _____

Date: _____

DRAFT



**Town of Winterville
Town Council
Agenda Abstract**

Item Section: New Business

Meeting Date: March 12, 2018

Presenter: David Moore, Fire Chief

Item to be Considered

Subject: FY 2017-2018 Fee Schedule Update.

Action Requested: Approval of Proposed Changes.

Attachments: Updated Fee Schedule

Prepared By: David Moore, Fire Chief

Date: 3/2/2018

ABSTRACT ROUTING:

TC

FD

TM 3/7/2018

Final 3/7/2018

Supporting Documentation

As directed, Fire Department Staff has developed an update to the FY 2017-2018 Fee Schedule primarily relating to fire inspections and plan review. The update to the Fee Schedule includes several small increases and several decreases that will most appropriately charge for the services rendered while ensuring sustainability of the program. The changes include:

- (1) Increasing the initial fire inspection fee from \$55.00 to \$60.00
- (2) Adding a fee of \$25.00 for hood inspections that we need to begin performing for heavy use occupancies. This will not affect churches or similar occupancies.
- (3) Decreasing the fees for fire alarm and sprinkler system plan reviews from \$100.00 to \$75.00 for the initial 3,000 square feet. This also moves any additional site visits and tests to the same rate.

Budgetary Impact: See attached fee schedule.

Recommendation: Staff recommends that Council approve the recommended changes.

DRAFT

		FIRST 3,000 SQUARE FEET	EACH ADDITIONAL 1,000 SQUARE FEET
FIRE INSPECTIONS			
Fire Inspection	<i>In Town</i>	\$60.00	\$3.00
	<i>ETJ</i>	\$90.00	\$4.50
Reinspection	<i>In Town</i>	\$30.00	\$1.50
	<i>ETJ</i>	\$45.00	\$2.25
Hood System Inspection	<i>In Town</i>	\$25.00	
	<i>ETJ</i>	\$37.50	
Foster Home Inspection	<i>In Town</i>	\$60.00	
	<i>ETJ</i>	\$90.00	
PLAN REVIEW			
Plan Review Per Building	<i>In Town</i>	\$100.00	\$3.00
	<i>ETJ</i>	\$150.00	\$4.50
Site Plan Review	<i>In Town</i>	\$100.00	
	<i>ETJ</i>	\$150.00	
Fire Alarm Plan Review & Test	<i>In Town</i>	\$75.00	\$3.00
	<i>ETJ</i>	\$112.50	\$4.50
Fire Alarm Additional Field test (Retest)	<i>In Town</i>	\$75.00	\$1.50
	<i>ETJ</i>	\$112.50	\$2.25
Sprinkler Plan Review & Field Test	<i>In Town</i>	\$75.00	\$3.00
	<i>ETJ</i>	\$112.50	\$4.50
Sprinkler, Field test, Retest or Additional site visits	<i>In Town</i>	\$75.00	\$1.50
	<i>ETJ</i>	\$112.50	\$2.25
Hood & Suppression Plan Review	<i>In Town</i>	\$50.00	
	<i>ETJ</i>	\$75.00	
Hood & Suppression Field Test & Additional Site Visits	<i>In Town</i>	\$50.00	
	<i>ETJ</i>	\$75.00	
Repiping Permit	<i>In Town</i>	\$100.00	
	<i>ETJ</i>	\$150.00	
Burn Permit	<i>In Town</i>	\$50.00	
	<i>ETJ</i>	\$75.00	
Private Hydrant Permit	<i>In Town</i>	\$100.00	
	<i>ETJ</i>	\$150.00	
Display & Exhibits Permit	<i>In Town</i>	\$50.00	
	<i>ETJ</i>	\$75.00	
Fairs and Carnival Permit	<i>In Town</i>	\$100.00	
	<i>ETJ</i>	\$150.00	
Tent Permit	<i>In Town</i>	\$50.00	
	<i>ETJ</i>	\$75.00	

DRAFT

Fumigating and Fogging Permit	<i>In Town</i> \$50.00 <i>ETJ</i> \$75.00	
Pyrotechnics or Explosives Permit	<i>In Town</i> \$100.00 <i>ETJ</i> \$150.00	(+ Hourly Fee for Inspectors)
Miscellaneous and Other Permits	<i>In Town</i> \$50.00 <i>ETJ</i> \$75.00	

OTHER		
Fire Reports	\$5.00	
Tank Installation	<i>In Town</i> \$150.00 <i>ETJ</i> \$225.00	
Tank Extraction	<i>In Town</i> \$150.00 <i>ETJ</i> \$225.00	
Tank Abandonment	<i>In Town</i> \$150.00 <i>ETJ</i> \$225.00	
Tank (Follow Up Inspections)	<i>In Town</i> \$50.00 <i>ETJ</i> \$75.00	
ABC License	\$100.00	
Fire Prevention Code/Ordinance Violations	\$50.00	-\$500.00
Hazardous Material Spills	\$30.00	Per Man Hour



**Town of Winterville
Town Council
Agenda Abstract**

Item Section: New Business

Meeting Date: March 12, 2018

Presenter: Ben Williams, Assistant Town
Manager

Item to be Considered

Subject: Update to FY 2017-2018 Fee Schedule - Inspection Fees.

Action Requested: Approval of proposed inspection/permit fees changes.

Attachments: Comparison and Proposed Fee Schedule.

Prepared By: Ben Williams, Assistant Town Manager

Date: 3/5/2018

ABSTRACT ROUTING:

TC

FD

TM 3/7/2018

Final 3/7/2018

Supporting Documentation

The Town of Winterville developed an Inspections Department in 2013. An initial schedule of fees was established for permits and inspections being issued and processed through this department. Since the department's creation, no adjustment has been made to the established fees reflective of inflation or comparison to jurisdictions in the region.

Staff recently conducted a fee analysis of thirteen (13) jurisdictions with inspection departments in the region. In this analysis, a comparison of fees for three (3) different sized residential and three (3) different sized commercial projects was performed. In all of the residential comparisons, all categories of the Town's fees were less than surrounding jurisdictions. In all of the commercial comparisons, all categories of the Town's fees were less than surrounding jurisdictions with the exception of the large project electrical permit. The fees currently charged by the Town, for these sample projects, range from 20% to 53% less than the combined average fees in the other jurisdictions.

The purpose of the proposed fee adjustment is to bring the Town's Inspection Department fees in line with neighboring jurisdictions as well as to maintain sufficient departmental derived operating revenues.

Budgetary Impact: Potential increase to Departmental revenue dependent upon number of annual permits issued.

Recommendation: Approval of proposed inspection/permit fee increases.

Permit Cost

1673 Heated Square Feet - 460 Non Heated Square Feet - 2134 Total Square Feet							
1 Story - 3 Bedroom - 2 Bath - 11 Plumbing Fixtures - 200 amp Electrical Service							
	Greenville	Pitt Co.	Washington	New Bern	Craven Co.	Kinston	Wayne Co.
Building	\$430.15	(\$282.00) \$600.00	\$320.10	\$505.93	\$362.78	\$370.10	\$434.98
Electrical	\$170.72	(\$87.00) Included	\$170.72	\$65.00	\$115.00	\$106.70	\$80.00
Mechanical	\$100.00	(\$87.00) Included	\$170.72	\$107.00	\$192.06	\$106.70	\$65.00
Plumbing	\$77.00	(\$114.00)Included	\$170.72	\$132.00	\$144.00	\$106.70	\$90.00
Temp Pole	\$50.00	\$100.00	\$50.00	\$54.00	\$70.00	\$50.00	\$45.00
Total	\$827.87	\$700.00	\$882.26	\$863.93	\$883.84	\$740.20	\$714.98
	Rocky Mount	Edgecombe Co.	Wilson	Havelock	Jacksonville	Lenoir Co.	Winterville
Building	\$576.09	\$468.14	\$565.10	\$296.00	(\$481.43) \$1024.32	\$370.10	\$330.10
Electrical	\$75.00	\$50.00	\$100.00	\$209.00	(\$148.53) Included	\$106.70	\$106.70
Mechanical	\$85.00	\$50.00	\$75.00	\$198.00	(\$148.53) Included	\$106.70	\$60.00
Plumbing	\$132.00	\$65.00	\$65.00	\$240.60	(\$194.62) Included	\$106.70	\$117.00
Temp Pole	\$70.00	\$40.00	\$75.00	\$43.00	\$65.00	\$50.00	\$50.00
Total	\$938.09	\$673.14	\$880.10	\$986.60	\$1,089.32	\$740.20	\$663.80
	Total of all Building Permits except Winterville		Average Cost of Permits		Winterville Permits		Percentage of Difference
Building	\$5,462.90		\$420.22		\$330.10		-24.02%
Electrical	\$1,484.37		\$114.18		\$106.70		-6.77%
Mechanical	\$1,491.71		\$114.75		\$60.00		-62.66%
Plumbing	\$1,638.34		\$126.03		\$117.00		-7.43%
Temp Pole	\$762.00		\$58.62		\$50.00		-15.87%

DRAFT

2363 Heated Square Feet - 582 Non Heated Square Feet - 2945 Total Square Feet							
1 1/2 Story - 3 Bedroom - 3 Bath - 15 Plumbing Fixtures - 200 amp Electrical Service							
	Greenville	Pitt Co.	Washington	New Bern	Craven Co.	Kinston	Wayne Co.
Building	\$612.63	(\$405.00) \$750.00	\$441.75	\$589.35	\$500.65	\$491.75	\$717.84
Electrical	\$235.60	(\$105.00) Included	\$235.60	\$65.00	\$115.00	\$197.25	\$80.00
Mechanical	\$100.00	(\$101.25) Included	\$235.60	\$107.00	\$212.67	\$197.25	\$65.00
Plumbing	\$105.00	(\$108.75) Included	\$235.60	\$199.00	\$180.00	\$197.25	\$127.50
Temp Pole	\$50.00	\$100.00	\$50.00	\$54.00	\$70.00	\$50.00	\$45.00
Total	\$1,103.23	\$850.00	\$1,198.55	\$1,014.35	\$1,078.32	\$1,133.50	\$1,035.34
	Rocky Mount	Edgecombe Co.	Wilson	Havelock	Jacksonville	Lenoir Co.	Winterville
Building	\$678.62	\$677.35	\$661.75	\$392.85	(\$866.72) \$1605.03	\$491.75	\$441.75
Electrical	\$75.00	\$50.00	\$100.00	\$279.78	(\$224.70) Included	\$197.25	\$147.25
Mechanical	\$95.00	\$50.00	\$75.00	\$265.05	(\$216.68) Included	\$197.25	\$120.00
Plumbing	\$187.00	\$65.00	\$65.00	\$273.89	(\$232.73) Included	\$197.25	\$145.00
Temp Pole	\$70.00	\$40.00	\$75.00	\$43.00	\$65.00	\$50.00	\$50.00
Total	\$1,105.62	\$882.35	\$976.75	\$1,254.57	\$1,670.30	\$1,133.50	\$904.00
	Total of all Building Permits except Winterville		Average Cost of Permits		Winterville Permits		Percentage of Difference
Building	\$7,228.01		\$556.00		\$441.75		-22.90%
Electrical	\$1,960.18		\$150.78		\$147.25		-2.37%
Mechanical	\$1,917.75		\$147.52		\$120.00		-20.57%
Plumbing	\$2,173.97		\$167.23		\$145.00		-14.24%
Temp Pole	\$762.00		\$58.62		\$50.00		-15.87%

Permit Cost

3053 Heated Square Feet - 703 Non Heated Square Feet - 3755 Total Square Feet								
2 Story - 5 Bedroom - 4 Bath -17 Plumbing Fixtures - 400 amp Electrical Service								
	Greenville	Pitt Co.	Washington	New Bern	Craven Co.	Kinston	Wayne Co.	
Building	\$794.88	(\$375.00) \$750.00	\$563.25	\$834.61	\$638.35	\$613.25	\$793.78	
Electrical	\$300.40	(\$127.50) Included	\$300.40	\$75.00	\$155.00	\$237.75	\$80.00	
Mechanical	\$200.00	(\$127.50) Included	\$300.40	\$161.00	\$274.77	\$237.75	\$130.00	
Plumbing	\$119.00	(\$90.00) Included	\$300.40	\$187.00	\$204.00	\$237.75	\$142.50	
Temp Pole	\$50.00	(\$30.00) Included	\$50.00	\$54.00	\$70.00	\$50.00	\$45.00	
Total	\$1,464.28	\$750.00	\$1,514.45	\$1,311.61	\$1,342.12	\$1,376.50	\$1,191.28	
	Rocky Mount	Edgecombe Co.	Wilson	Havelock	Jacksonville	Lenoir Co.	Winterville	
Building	\$721.54	\$938.75	\$856.40	\$494.00	(\$1023.24) \$2046.48	\$613.25	\$563.25	
Electrical	\$80.00	\$80.00	\$110.00	\$356.73	(\$327.44) Included	\$237.75	\$187.75	
Mechanical	\$150.00	\$80.00	\$75.00	\$274.77	(\$327.44) Included	\$237.75	\$120.00	
Plumbing	\$145.00	\$110.00	\$95.00	\$349.22	(\$368.36) Included	\$237.75	\$159.00	
Temp Pole	\$65.00	\$40.00	\$75.00	\$43.00	\$65.00	\$50.00	\$50.00	
Total	\$1,161.54	\$1,248.75	\$1,211.40	\$1,517.72	\$2,111.48	\$1,376.50	\$1,080.00	
	Total of all Building Permits except Winterville		Average Cost of Permits		Winterville			
Building	\$9,260.30		\$712.33		\$563.25			-23.37%
Electrical	\$2,467.97		\$191.42		\$187.75			-1.10%
Mechanical	\$2,576.38		\$199.76		\$120.00			-49.14%
Plumbing	\$2,585.98		\$189.48		\$159.00			-22.30%
Temp Pole	\$762.00		\$58.62		\$50.00			-15.87%

Permit Cost

19440 Total Square Feet - Commercial Project - Assembly Occupancy - Type II Construction - Non Sprinkled Building							
32 plumbing Fixtures - 5-3 ton HVAC split systems - 2-10 ton package units - 1-8 ton package unit - 3 exhaust fans							
2-unit heaters - 2500 amp electrical service							
	Greenville	Pitt Co.	Washington	New Bern	Craven Co.	Kinston	Wayne Co.
Building	\$5,782.00	\$2,916.00	\$2,916.00	\$3,580.20	\$3,693.60	\$4,960.00	\$3,494.16
Electrical	\$1,017.60	\$1,925.00	\$1,555.20	\$219.00	\$2,125.00	\$1,555.20	\$966.66
Mechanical	\$1,600.00	\$2,600.00	\$1,555.20	\$426.00	\$2,527.20	\$1,555.20	\$1,342.58
Plumbing	\$274.00	\$520.00	\$1,555.20	\$386.00	\$578.00	\$1,555.20	\$912.95
Gas	\$50.00	\$200.00	\$55.00	\$22.00	Included	\$100.00	Included
Temp Pole	\$50.00	\$100.00	\$50.00	\$54.00	\$70.00	\$50.00	\$45.00
Total	\$8,773.60	\$8,261.00	\$7,686.60	\$4,687.20	\$8,993.80	\$9,775.60	\$6,761.35
	Rocky Mount	Edgecombe Co.	Wilson	Havelock	Jacksonville	Lenoir Co.	Winterville
Building	\$3,144.00	\$2,969.00	\$2,814.00	\$3,110.40	\$5,698.80 \$11,397.60	\$4,960.00	\$3,110.40
Electrical	\$435.00	\$500.00	\$530.00	\$2,527.20	\$2,051.57 Included	\$1,555.20	\$1,166.40
Mechanical	\$795.00	\$410.00	\$153.09	\$2,527.20	\$1,595.66 Included	\$1,555.20	\$780.00
Plumbing	\$442.00	\$245.00	\$205.00	\$2,527.20	\$1,595.66 Included	\$1,555.20	\$264.00
Gas	\$86.00	\$40.00	\$270.00	\$121.00	\$455.90 Included	\$100.00	\$60.00
Temp Pole	\$15.00	\$40.00	\$75.00	\$43.00	\$65.00	\$50.00	\$50.00
Total	\$4,917.00	\$4,204.00	\$4,047.09	\$10,856.00	\$11,397.60	\$9,775.60	\$5,430.80
	Total Permit Cost Except Winterville		Average Cost of Permits		Winterville Permits		Difference from Average
Building	\$50,038.16		\$3,849.09		\$3,110.40		-21.23%
Electrical	\$16,962.63		\$1,304.82		\$1,166.40		-11.20%
Mechanical	\$18,642.33		\$1,434.03		\$780.00		-59.08%
Plumbing	\$12,351.41		\$950.11		\$264.00		-113.02%
Gas	\$1,499.90		\$136.36		\$60.00		-77.78%
Temp Pole	\$707.00		\$54.39		\$50.00		8.41%

Permit Cost

30500 Square Feet - Commercial Project - Business Occupancy - Type II Construction - NFPA 13 Sprinkled Building							
19 Plumbing Fixtures - 7-Ductless HVAC Units - 4-Air Handlers - 1-ERU - 22-Fan Boxes - 21 VAV - 2 Unit Heaters							
1-Boiler - 1-Chiller - 800 amp Electrical Service							
	Greenville	Pitt Co.	Washington	New Bern	Craven Co.	Kinston	Wayne Co.
Building	\$9,100.00	\$4,575.00	\$4,575.00	\$5,758.00	\$5,795.00	\$7,725.00	\$7,434.38
Electrical	\$1,460.00	\$650.00	\$2,440.00	\$97.00	\$680.00	\$2,440.00	\$1,486.88
Mechanical	\$3,700.00	\$2,200.00	\$2,440.00	\$509.00	\$3,965.00	\$2,440.00	\$1,561.22
Plumbing	\$133.00	\$390.00	\$2,440.00	\$243.00	\$323.00	\$2,440.00	\$892.13
Gas	\$50.00	\$200.00	\$55.00	\$73.00	Included	\$100.00	Included
Temp Pole	\$50.00	\$100.00	\$50.00	\$54.00	\$70.00	\$50.00	\$45.00
Total	\$14,493.00	\$8,115.00	\$12,000.00	\$6,734.00	\$10,833.00	\$15,195.00	\$11,419.61
	Rocky Mount	Edgecombe Co.	Wilson	Havelock	Jacksonville	Lenoir Co.	Winterville
Building	\$4,250.00	\$4,075.00	\$3,845.00	\$4,880.00	\$9,644.40 \$16,920.00	\$7,725.00	\$4,880.00
Electrical	\$180.00	\$160.00	\$190.00	\$3,965.00	\$2,368.80 Included	\$2,440.00	\$1,830.00
Mechanical	\$980.00	\$413.00	\$201.09	\$3,965.00	\$2,368.80 Included	\$2,440.00	\$960.00
Plumbing	\$209.00	\$245.00	\$140.00	\$3,965.00	\$2,199.60 Included	\$2,440.00	\$173.00
Gas	\$56.00	\$40.00	\$120.00	\$95.00	\$338.40 Included	\$100.00	\$60.00
Temp Pole	\$15.00	\$40.00	\$75.00	\$43.00	\$65.00	\$50.00	\$50.00
Total	\$5,690.00	\$4,973.00	\$4,571.09	\$16,913.00	\$16,985.00	\$15,195.00	\$7,953.00
	Total Permit Cost Except Winterville		Average Cost of Permits		Winterville Permits		Difference from Average
Building	\$79,381.78		\$6,106.29		\$4,880.00		-22.32%
Electrical	\$18,557.68		\$1,427.51		\$1,830.00		24.71%
Mechanical	\$27,183.11		\$2,091.01		\$960.00		-74.14%
Plumbing	\$16,059.73		\$1,235.36		\$173.00		-150.87%
Gas	\$1,227.40		\$111.58		\$60.00		-60.12%
Temp Pole	\$707.00		\$54.39		\$50.00		-8.41%

Building Permits	Proposed	Current
Residential New Construction - Additions - Alterations/Renovation	\$0.18 / SF >	\$0.15 / SF
Detached Storage Buildings - Detached Garages - Detached Carports	\$0.17 / SF >	\$0.15 / SF
(Minimum Fee - \$125.00)	>	\$ 100.00
(A Home Recovery Fund fee of \$10.00 will be assessed to all residential permit obtained by licensed		
Commercial - New Construction - Additions - Alterations / Renovations	\$0.20 / SF >	\$0.16 / SF
(Minimum Fee - \$200.00)	>	\$ 150.00
Manufactured Homes - New and Used	Single Wides - \$125.00 >	\$ 100.00
	Double Wides - \$175.00 >	\$ 150.00
Modular Offices or Classrooms	\$200.00 >	\$ 150.00
Demolition Permits	Residential \$100.00	
	Commercial \$150.00	
Insulation Permit	\$50.00	
Daycare / Group Homes	\$100.00	
Change of Occupancy Permit	\$75.00	
Roofing Permit	\$50.00	
ABC Permit	\$50.00	
Swimming Pool	\$125.00 *	
Signs - Wall and Freestanding	\$100.00 / sign *	
Re-Inspection Fees: \$100.00 First Time; \$150.00 Each Time Thereafter Under Same Inspection	>	\$ 50.00 \$ 100.00
Penalty for Beginning Work Without A Permit: \$200.00 Fee Plus the Cost of The Permit.	*	

<u>Electrical Permits</u>	Proposed	Current
Residential - New Construction - Additions (Min. Fee - \$75.00)	\$0.07/SF >	\$0.05/SF \$ 50.00
Commercial - New Construction - Additions (Min. Fee - \$75.00)	\$0.09/SF >	\$0.06/SF \$ 50.00
Alterations - Adding Outlets - Commercial and Residential	\$75.00 / 20 outlets *	
Temporary Construction Saw Poles	\$60.00 >	\$ 50.00
Swimming Pools	\$100.00 *	
Change of Electrical Service	\$100.00 Up To 400 Amps - \$200.00 More Than 400 Amps >	\$ 50.00
Mobile Homes	\$75.00 >	\$ 50.00
Electric Signs	\$50.00/Sign	
Residential Generators	\$100.00	
Commercial Generators	\$150.00 *	
Temporary Power Residential (For Electrical Power Before issuance of C/O)	\$125.00 >	\$ 50.00
Temporary Power Commercial (For Electrical Power Before Issuance of C/O)	\$150.00 >	\$ 50.00

<u>Mechanical Permits</u>	Proposed	Current
Residential - New Construction - Additions - Alterations	\$0.07/HSF *	
Commercial - New Construction - Additions - Alterations	\$0.09/HSF *	
Change outs	\$90.00/Unit >	\$ 60.00
Ductwork Only - Adding or Replacing	\$65.00 >	\$ 50.00
Refrigeration Work	\$50.00/Unit	
Commercial Kitchen Hood Fans	\$100.00 / Hood	
Paint Booths	\$100.00 / Unit	
Gas Logs / Fireplace	\$80.00/Unit >	\$ 75.00
Gas Lines - Residential	\$50.00 >	\$ 45.00
Gas Lines - Commercial	\$80.00 >	\$ 60.00

Plumbing Permits	Proposed	Current
Residential - New Construction - Additions - Alterations (Min. Fee - \$60.00)	\$0.07 / SF *	
Commercial - New Construction - Additions - Alterations (Min. Fee - \$60.00)	\$0.09 / SF *	
Service Water Line only	\$40.00 >	\$ 25.00
Sewer Line Replacement	\$50.00 >	\$ 25.00
Irrigation Water Service	\$50.00	
Maunfactured Homes / On Frame Modular	\$60.00 >	\$ 40.00



**Town of Winterville
Town Council
Agenda Abstract**

Item Section: New Business

Meeting Date: March 12, 2018

Presenter: Terri L. Parker, Town Manager

Item to be Considered

Subject: Approval of Next Round of Applicants for Town's Urgent Repair Program.

Action Requested: Approval of Applicants.

Attachments: Applicant Addresses will be handed out at the Meeting.

Prepared By: Terri L. Parker, Town Manager

Date: 3/12/2018

ABSTRACT ROUTING:

TC

FD

TM 3/7/2017

Final 3/7/2018

Supporting Documentation

Staff will be submitted four (4) applicants and (1) alternate applicant to Council on Monday night for approval to send to Rebuilding Together for vetting and inclusion in the Town's Urgent Repair Program for Spring 2018.

Budgetary Impact: There is currently \$29,000 in the Urgent Repair Fund. The budget for four (4) homes is \$21,608 at \$5,400 for each home.

Recommendation: Staff recommends Council approval of proposed applicants.



**Town of Winterville
Town Council
Agenda Abstract**

Item Section: New Business

Meeting Date: March 12, 2018

Presenter: Anthony Bowers, Finance Director

Item to be Considered

Subject: Budget Amendment 2017-2018-07.

Action Requested: Approve the budget amendment.

Attachments: Budget Amendment 17-18-07.

Prepared By: Anthony Bowers, Finance Director

Date: 1/3/2018

ABSTRACT ROUTING:

TC

FD

TM 3/1/2018

Final 3/1/2018

Supporting Documentation

This is the seventh budget amendment for the 2017-2018 Fiscal Year.

This amendment addresses five items. The first item increases the budget so the Town can complete the study to identify a new Enterprise Resource Planning (ERP) software. This software is the backbone of the Town's operations. The consulting fee from GFOA is \$47,950.

The second part of the amendment is for the Church St Lift station that Council approved at last month's meeting. The funds need for the contract are \$146,000 of which \$71,000 will come from fund balance and \$75,000 will come from FEMA.

The third item addresses the needs for additional funding for the new meter installed at Pitt Community College. The large capacity meter cost \$9,000.

The fourth item addresses FICA expense that did not migrate to the new sewer department in the software. The new department was created to separate the payroll expense from public works. This will allow for the line item to be corrected.

The fifth item addresses the use of Telex to acquire and purchase easements as well as, materials for a rebuilding a storm drain line off of Boyd St.

Budgetary Impact: The total budget amendment is \$254,200.

Recommendation: Approve the Budget Amendment.

BUDGET ORDINANCE AMENDMENT 17-18-07

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, 2018:

SECTION 1. Revenues are to be changed as follows:

LINE ITEM DESCRIPTION		Fund	Increase	Decrease
Fund Balance	10 3831	General Fund	\$ 48,000	
Contribution from Sewer	49 3827	Sewer Capital Project	\$ 71,000	
Contribution from FEMA	49 3425	Sewer Capital Project	\$ 75,000	
Contribution for metering	60 3908	Electric	\$ 9,000	
Contribution from Fund Balance	62 3831	Sewer Fund	\$ 9,700	
Contribution from Fund Balance	63 3942	Storm Water Fund	\$ 41,500	
Total			\$ 254,200	\$ -

SECTION 2. Appropriations are to be changed as follows:

LINE ITEM DESCRIPTION		Department	Fund	Increase	Decrease
Contracted Services	1041412001	4233 Finance	General	\$ 48,000	
Construction	4980801000	7110	Chapman St. Lift Station CIP	\$ 146,000	
Meter Replacement	6071711022	4306 Meter Department	Sewer Fund	\$ 9,000	
FICA	6273732020	4126	Sewer Fund	\$ 5,200	
Contribution to the Meter Department	6273732020	9103	Sewer Fund	\$ 4,500	
Capital Outlay	6380801000	7150	Storm Water Fund	\$ 41,500	
Total				\$ 254,200	\$ -

Adopted the 12th day of March 2018.

Mayor

Town Clerk