



TOWN COUNCIL AGENDA

June 11, 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. **INTRODUCTION OF NEW EMPLOYEES:**
 1. Norma Holmes, Reserve Police Officer
- VII. **PRESENTATION:**
 1. Eric Derstine, Pitt County Extension Agent.
 2. Joni Torres, Community Gardening Technician.
 3. James Youneat, Wayne County Action Group for Economic Solvency, Inc.
- VIII. **PUBLIC COMMENT:** *The Public Comment period of thirty minutes provides an opportunity for residents to comment on any item included in the agenda or to address the Town Council on any other matter related to the Town of Winterville. For an item included in the Public Hearing section of the agenda, residents should address the Council at the time the Mayor invites public comment 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. John Gainey, Dealer's Lane, Winterville, NC 28590
- IX. **CONSENT AGENDA:** *The following items are considered routine in nature and will not be discussed by the Town Council unless a Councilman or citizen requests that an item be removed from the Consent Agenda for further discussion. The Mayor may allow citizens to address an item or ask questions.*
 1. Approval of May 14, 2018 Regular Meeting Minutes (*forthcoming*).
 2. 2017-2018 Release and Refund of Taxes.
 3. Budget Amendment.
 4. Local Water Supply Plan Approval.
 5. Reappointment of Board of Adjustment members.
 6. Ark Consulting Contract Amendment #2.

X. OLD BUSINESS:

1. Street Improvements Project Change Order.

XI. NEW BUSINESS:

1. Approval of the FY 2018-2019 Budget.

XII. OTHER AGENDA ITEMS.

XIII. ITEMS FOR FUTURE AGENDAS/FUTURE WORK SESSIONS.

XIV. REPORTS FROM DEPARTMENT HEADS:

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

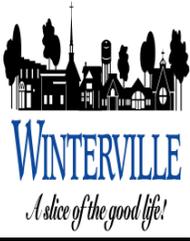
XVI. CLOSED SESSION: NCGS § 143-318.11. (a)(3) To consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege between the attorney and the public body, which privilege is hereby acknowledged. General policy matters may not be discussed in a closed 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. (Discussion on Service Areas for Utilities).

XVII. ANNOUNCEMENTS:

1. Market on the Square has returned! Every Thursday from 4 pm – 8 pm.
2. Fiscal Year 2018-2019 begins July 1, 2018.
3. Golden Age Senior Drop-In Program “Shop-Til-You-Drop,” Thursday, June 14, 2018 - Smithfield Outlets, Smithfield, NC.
4. Movie in the Park (Despicable Me) – Friday, June 15, 2018 – Sundown – Winterville Recreation Park.
5. Glow Party – Friday, July 13, 2018 – 8:00 pm -10:00 pm (Ages 13-19) – Winterville Recreation Park.

XVIII. 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: Consent Agenda

Meeting Date: June 11, 2018

Presenter: Terri L. Parker, Town Manager

Item to be Considered

Subject: May 14, 2018 Regular Meeting Minutes.

Action Requested: Council Approval.

Attachments: DRAFT set of minutes for the dates set out below will be forthcoming on 6/8/2017.

Prepared By: Don Harvey, Town Clerk

Date: 6/8/2017

ABSTRACT ROUTING:

TC

FD

TM 6/7/2018

Final 6/7/2018

Supporting Documentation

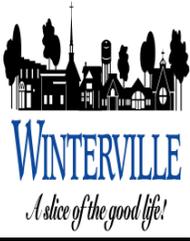
Staff requests that the Council approve the following sets of minutes:

- May 14, 2018 Regular Meeting.

Please review and advise Staff of any changes, additions or deletions.

Budgetary Impact: TBD.

Recommendation: N/A



**Town of Winterville
Town Council
Agenda Abstract**

Item Section: Consent Agenda

Meeting Date: June 11, 2018

Presenter: Anthony Bowers, Finance Director

Item to be Considered

Subject: 2017-2018 Release and Refund of Taxes.

Action Requested: Approve the release and refund of the taxes.

Attachments: Listing of owners due release and refunds.

Prepared By: Anthony Bowers, Finance Director

Date: 6/7/2018

ABSTRACT ROUTING:

TC

FD

TM 6/7/2018

Final 6/7/2018

Supporting Documentation

In general, tax refunds do not have a budgetary impact on the Town due to the fact that payments have been received twice for the same property. The total refunds are in the amount of \$181.81 and the total amount of releases are \$7,673.10

The Town Council has approved a resolution authorizing the Finance Officer to be able to approve the request for releases and refunds in amounts less than \$100.00 dollars.

Please see the attached information as submitted by the Tax collector.

Budgetary Impact: None as we will not amend the budget due to this small amount of releases.

Recommendation: Approve the release and refunds

**Town of Winterville
Tax Refunds and Releases
5/30/2018**

Real Property Tax Refunds

Name	Year	Parcel	Date	Amount	Reason
Greenberg, Jeffrey	2017		53799 1/10/2018	\$181.81	Over payment by customer.
				\$181.81	

Real Property Releases

Name	Year	Parcel	Date	Released	Reason
Greenberg, Jeffery	2017	2017	53799 1/10/2018	\$181.81	Per Pitt County error for square footage.
Tseng, Te Ching & yet	2017	2017	55197 2/21/2018	\$959.78	Released seven months of billing for annexation on 1/31/2018.
Collice and Ann Moore LLC & Linda E. Keel	2017	2017	52963 2/21/2018	\$2,600.15	Released seven months of billing for annexation on 1/31/2018.
Evergreen Tower LLC	2017	2017	55198 3/2/2018	\$2,969.01	Released eight months of billing for annexation on 2/28/2018.
SAHL Investments LLC	2017	2017	73416 5/22/2018	\$472.92	Released ten months of billing for annexation on 4/30/2018.
SAHL Investments LLC	2017	2017	73418 5/22/2018	\$489.43	Released ten months of billing for annexation on 4/30/2018.
				\$7,673.10	

Personal Property Releases

Name	Year	Account	Date	Released	Reason
Total Refunds		1		\$181.81	
Total Releases		6		\$7,673.10	

The Release (G.S. 105-381 or 382), Corrections (G.S. 105-325), or Refunds (G.S. 105-381 or 382) of tax bills outlined above are approved by The Town of Winterville Council.

Douglas Jackson, Mayor

Date Approved



**Town of Winterville
Town Council
Agenda Abstract**

Item Section: Consent Agenda

Meeting Date: June 11, 2018

Presenter: Anthony Bowers, Finance Director

Item to be Considered

Subject: Budget Amendment 2017-2018-10.

Action Requested: Approve the budget amendment.

Attachments: Budget Amendment 17-18-10.

Prepared By: Anthony Bowers, Finance Director

Date: 6/7/2018

ABSTRACT ROUTING:

TC

FD

TM 6/7/2018

Final 6/7/2018

Supporting Documentation

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

This amendment addresses several items that the Council has already approved and prepares the Town for year-end. Changes include:

Increased miscellaneous revenue in the General Fund resulting from the sale of several Town vehicles and FEMA payments received this FY for hurricane Mathew in the amount of \$26,450.

Sanitation sales need to be increased due to more new residents than expected in the amount of \$15,000

Legal services need to be increased to cover additional expense related to lawsuits and easement acquisition in the amount of \$45,000.

\$216,992 is a refund of funds held by the Town for developers to ensure they have met construction standards and warranty periods.

Powell Bill needs increases in the amount of \$54,230 Paving and \$27,000 for Engineering.

Electric fund had increased revenues and expenditures due to the cold winter. Sales were up and so were the purchase for resale on the appropriation side in the amount of \$450,000.

Four accounts need increases for Contribution to Capital Reserve. This is related to the collection of impact fees for new development. We do not budget for these funds in the annual budget due to the fact that we do not know if we will receive any during the course of the year. They are Recreation, Electric, Water, and Sewer in the amount of \$15,474. \$23,470. \$26,478. \$22,944. and \$12,600 respectively.

Budgetary Impact: The total budget amendment is \$947,278.

Recommendation: Approve budget amendment.

BUDGET ORDINANCE AMENDMENT 17-18-10

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
Misc Revenue	10	3820	General Fund	\$ 26,120	
Sanitation	10	3860	General Fund	\$ 15,000	
Fema Grant	10	3425	General Fund	\$ 21,880	
Fund Balance Approp	10	3831	Developer Reserve	\$ 251,992	
Subdivision Rec Fees	15	3627	Recreation Fund	\$ 15,474	
Fund Balance Approp	16	3831	Powell Bill	\$ 81,320	
Connection Fees	60	3902	Electric Fund	\$ 23,470	
Electric Sales	60	3901	Electric Fund	\$ 450,000	
Connection Fees	61	3922	Water Fund	\$ 26,478	
Sewer System Improvement Fee	62	3934	Sewer Fund	\$ 22,944	
Contribution from FB	62	3831	Sewer Fund	\$ 12,600	
Total				\$ 947,278	\$ -

SECTION 2. Appropriations are to be changed as follows:

LINE ITEM DESCRIPTION		Department	Fund	Increase	Decrease
Contracted Services	1047471000	4233	Sanitation	\$ 15,000	
Capital Outlay	1043431000	7150	Police	\$ 33,000	
Legal Services	1041950000	5107	Non-Dept	\$ 45,000	
Subdivision Guarentee Deposit Refund	1041950000	5121	Non-Dept	\$ 216,992	
Insurance and Bonds	1041950000	5122	Non-Dept	\$ 5,000	
Contribution to Capital Reserve	1560601000	9112	Recreation	\$ 15,474	
Paving and Resurfacing	1645451000	4270	Powell Bill	\$ 54,320	
Engineering	1645451000	4232	Powell Bill	\$ 27,000	
Purchase for Resale	6071711000	4302	Electric	\$ 450,000	
Contribution to Capital Reserve	6071711000	9112	Electric	\$ 23,470	
Contribution to Capital Reserve	6172721000	9112	Water	\$ 26,478	
Contribution to Capital Improvements	6273732021	9107	Water	\$ 12,600	
Contribution to Capital Reserve	6273732021	9112	Sewer	\$ 22,944	
Total				\$ 947,278	\$ -

Adopted the 14th day of June 2018.

Mayor

Town Clerk



**Town of Winterville
Town Council
Agenda Abstract**

Item Section: Consent Agenda

Meeting Date: June 11, 2018

Presenter: Travis Welborn, Public Works
Director

Item to be Considered

Subject: Town of Winterville 2017 Local Water Supply Plan.

Action Requested: Adoption of 2017 Local Water Supply Plan.

Attachments: 2017 Local Water Supply Plan, Adoption Resolution, Approval Letter from NCDEQ.

Prepared By: Travis Welborn, Public Works Director

Date: 5/29/2018

ABSTRACT ROUTING:

TC

FD

TM tlp – 6/7/2018

Final tlp – 6/7/2018

Supporting Documentation

The North Carolina Department of Environmental Quality, Division of Water Quality has approved the Town's 2017 Local Water Supply Plan as submitted by the Public Works Department. The State requires that this plan be adopted by the Town's governing board once approved. The Local Water Supply Plan is an assessment of current and future community water supply needs and the ability of a water system to meet them. All units of local government that provide public water service are required to prepare a LWSP.

Budgetary Impact: The Plan was prepared by the Public Works Director and does not cost anything. Therefore there are no budgetary impacts.

Recommendation: Adoption of 2017 Local Water Supply Plan.

RESOLUTION FOR APPROVING LOCAL WATER SUPPLY PLAN

WHEREAS, North Carolina General Statute 143-355 (l) requires that each unit of local government that provides public water service or that plans to provide public water service and each large community water system shall, either individually or together with other units of local government and large community water systems, prepare and submit a Local Water Supply Plan; and

WHEREAS, as required by the statute and in the interests of sound local planning, a Local Water Supply Plan for the Town of Winterville, has been developed and submitted to the NCDEQ – Division of Water Resources for approval; and

WHEREAS, the NCDEQ – Division of Water Resources finds that the Local Water Supply Plan is in accordance with the provisions of North Carolina General Statute 143-355 (l) and that it will provide appropriate guidance for the future management of water supplies for the Town of Winterville, as well as useful information to the Department of Environmental Quality for the development of a state water supply plan as required by statute;

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of Winterville that the Local Water Supply Plan entitled, Town of Winterville Local Water Supply Plan dated 2017, is hereby approved and shall be submitted to the Department of Environmental Quality, Division of Water Resources; and

BE IT FURTHER RESOLVED that the Town Council intends that this plan shall be revised to reflect changes in relevant data and projections at least once every five years or as otherwise requested by the Department, in accordance with the statute and sound planning practice.

This the _____ day of _____, 20_____.

Name: _____

Title: _____

Signature: _____

ATTEST:



ROY COOPER
Governor
MICHAEL S. REGAN
Secretary
LINDA CULPEPPER
Interim Director

May 3, 2018

Travis Welborn, Public Works Director
Town of Winterville
P. O. Box 1459
Winterville, NC 28590

Subject: LWSP Meet Minimum Criteria
Town of Winterville Water System
PWSID#: 04-74-040
Pitt County

Dear Mr. Welborn,

This letter is to notify you that our staff has reviewed the information contained in the 2017 Local Water Supply Plan (LWSP) update submitted by your office. Since all the required information is complete, the LWSP for the Town of Winterville Water System hereby meets the minimum criteria established in North Carolina General Statute 143-355(l).

Your water system's 2017 LWSP is now viewable online from the LWSP website found at: https://www.ncwater.org/Water_Supply_Planning/Local_Water_Supply_Plan/search.php. The plan has been made available after our best efforts to screen any errors. As a final check, please review and report any mistakes or omissions to the review engineer, Dennis Ramsey. Unless notified otherwise, the Division of Water Resources considers your 2017 LWSP complete.

The 2017 LWSP must next be adopted by your water system's governing board; a model LWSP resolution is available online on the right side of the page in the Forms and Docs section at: https://www.ncwater.org/Water_Supply_Planning/Local_Water_Supply_Plan/learn.php. A copy of the signed resolution must be submitted to Linwood Peele, Water Supply Planning Branch Chief, at the address printed at the bottom of this letter. The LWSP cannot be considered compliant with the requirements of NCGS 143-355(l) until an adopted resolution is received.

Thank you very much for your efforts to provide your customers with a safe and reliable supply of drinking water. We look forward to continuing to work with you in these efforts. Please contact Dennis Ramsey the review engineer at dennis.ramsey@ncdenr.gov or (919)707-9037, or me at linwood.peele@ncdenr.gov or (919) 707-9024, if we can be of further assistance.

Sincerely,

Linwood E. Peele, Supervisor
Division of Water Resources, NCDEQ



Winterville, Town of

2017 ▾

The Division of Water Resources (DWR) provides the data contained within this Local Water Supply Plan (LWSP) as a courtesy and service to our customers. DWR staff does not field verify data. Neither DWR, nor any other party involved in the preparation of this LWSP attests that the data is completely free of errors and omissions. Furthermore, data users are cautioned that LWSPs labeled **PROVISIONAL** have yet to be reviewed by DWR staff. Subsequent review may result in significant revision. Questions regarding the accuracy or limitations of usage of this data should be directed to the water system and/or DWR.

1. System Information

Contact Information

Water System Name: Winterville, Town of PWSID: 04-74-040
 Mailing Address: PO Box 1459 Winterville, NC 28590 Ownership: Municipality
 Contact Person: Travis Welborn Title: Public Works Director
 Phone: 252-215-2428 Fax: 252-215-2466

Complete

Distribution System

Line Type	Size Range (Inches)	Estimated % of lines
Asbestos Cement	6-12	8.00 %
Cast Iron	1-10	1.00 %
Ductile Iron	6-12	0.50 %
Galvanized Iron	1-2	0.50 %
Polyvinyl Chloride	2-12	90.00 %

What are the estimated total miles of distribution system lines? **69 Miles**

How many feet of distribution lines were replaced during 2017? **0 Feet**

How many feet of new water mains were added during 2017? **4,235 Feet**

How many meters were replaced in 2017? **186**

How old are the oldest meters in this system? **17 Year(s)**

How many meters for outdoor water use, such as irrigation, are not billed for sewer services? **88**

What is this system's finished water storage capacity? **0.5000 Million Gallons**

Has water pressure been inadequate in any part of the system since last update? **No**

Programs

Does this system have a program to work or flush hydrants? **Yes, As Needed**

Does this system have a valve exercise program? **Yes, 2 Years or More**

Does this system have a cross-connection program? **Yes**

Does this system have a program to replace meters? **Yes**

Does this system have a plumbing retrofit program? **No**

Does this system have an active water conservation public education program? **Yes**

Does this system have a leak detection program? **No**

Water Conservation

What type of rate structure is used? **Flat/Fixed**

How much reclaimed water does this system use? **0.0000 MGD** For how many connections? **0**

Does this system have an interconnection with another system capable of providing water in an emergency? **Yes**

2. Water Use Information

Service Area

Sub-Basin(s)	% of Service Population	County(s)	% of Service Population
Neuse River (10-1)	100 %	Pitt	100 %

What was the year-round population served in 2017? **9,368**

Has this system acquired another system since last report? No

Water Use by Type

Type of Use	Metered Connections	Metered Average Use (MGD)	Non-Metered Connections	Non-Metered Estimated Use (MGD)
Residential	3,847	0.4800	0	0.0000
Commercial	220	0.0900	0	0.0000
Industrial	0	0.0000	0	0.0000
Institutional	30	0.0010	0	0.0000

How much water was used for system processes (backwash, line cleaning, flushing, etc.)? 0.0100 MGD

500 GPM flushing 150 minutes per week

Water Sales

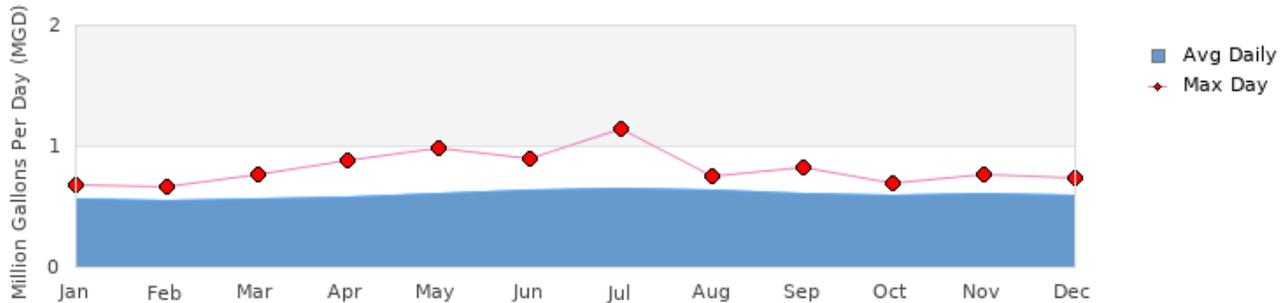
Purchaser	PWSID	Average Daily Sold (MGD)	Days Used	MGD	Contract Expiration	Recurring	Required to comply with water use restrictions?	Pipe Size(s) (Inches)	Use Type
Bell Arthur Water	04-74-045	0.0000	0	0.0000	9999	No	No	10	Emergency
Greenville Utilities	04-74-010	0.0000	0	0.0000	2034	No	Yes	12	Emergency

3. Water Supply Sources

Monthly Withdrawals & Purchases

	Average Daily Use (MGD)	Max Day Use (MGD)		Average Daily Use (MGD)	Max Day Use (MGD)		Average Daily Use (MGD)	Max Day Use (MGD)
Jan	0.5610	0.6730	May	0.6020	0.9890	Sep	0.6000	0.8200
Feb	0.5460	0.6580	Jun	0.6280	0.8960	Oct	0.5960	0.6900
Mar	0.5550	0.7700	Jul	0.6420	1.1490	Nov	0.6040	0.7690
Apr	0.5680	0.8830	Aug	0.6260	0.7460	Dec	0.5820	0.7370

Winterville, Town of's 2017 Monthly Withdrawals & Purchases



Ground Water Sources

Name or Number	Average Daily Withdrawal (MGD)	Max Day Withdrawal (MGD)	12-Hour Supply (MGD)	CUA Reduction	Year Offline	Use Type
# 2	0.0710	0.193000	0.1800	CUA25		Regular
# 3	0.0000	0	0.1440	CUA25	2010	Emergency
# 4	0.1520	0.775000	0.4320	CUA25		Regular

Ground Water Sources (continued)

Name or Number	Well Depth (Feet)	Casing Depth (Feet)	Screen Depth (Feet) Top	Screen Depth (Feet) Bottom	Well Diameter (Inches)	Pump Intake Depth (Feet)	Metered?
# 2	436	57	340	432	8	315	Yes

# 3	377	60	256	372	8	220	Yes
# 4	432	40	326	427	12	305	Yes

Are ground water levels monitored? **Yes, Monthly**

Does this system have a wellhead protection program? **Yes**

Water Purchases From Other Systems

Seller	PWSID	Average Daily Purchased (MGD)	Days Used	Contract			Required to comply with water use restrictions?	Pipe Size (s) (Inches)	Use Type
				MGD	Expiration	Recurring			
Bell Arthur Water	04-74-045	0.0000	0	0.0000		No	No	10	Emergency
Greenville Utilities Commission	04-74-010	0.3700	365	0.6000	2034	Yes	Yes	12	Regular

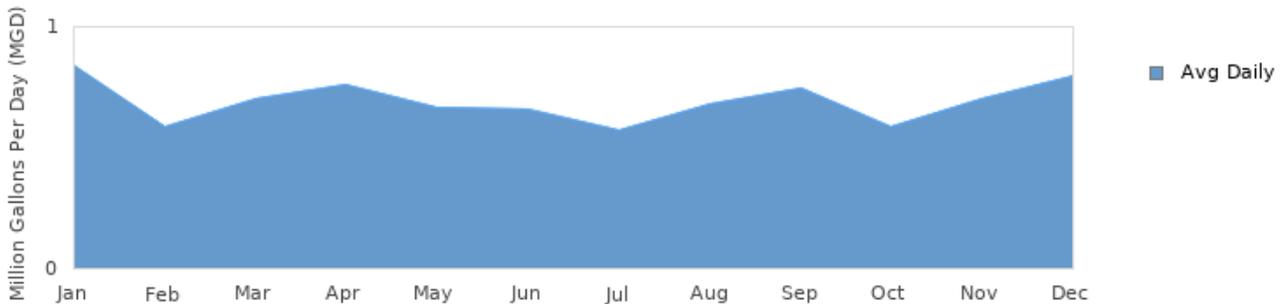
Winterville has a contract to purchase a minimum of 0.375 MGD from the Greenville Utilities Commission but has an agreement to purchase up to 0.600 MGD.

4. Wastewater Information

Monthly Discharges

	Average Daily Discharge (MGD)		Average Daily Discharge (MGD)		Average Daily Discharge (MGD)
Jan	0.8370	May	0.6680	Sep	0.7460
Feb	0.5860	Jun	0.6580	Oct	0.5830
Mar	0.7030	Jul	0.5740	Nov	0.7000
Apr	0.7600	Aug	0.6800	Dec	0.7960

Winterville, Town of's 2017 Monthly Discharges



How many sewer connections does this system have? **3,804**

How many water service connections with septic systems does this system have? **148**

Are there plans to build or expand wastewater treatment facilities in the next 10 years? **Yes**

The wastewater treatment plant expects to re-rate the plant from 3.5 MGD capacity to 4.0 MGD capacity.

Wastewater Permits

Permit Number	Permitted Capacity (MGD)	Design Capacity (MGD)	Average Annual Daily Discharge (MGD)	Maximum Day Discharge (MGD)	Receiving Stream	Receiving Basin
NC0032077	3.5000	4.0000	1.6830	6.1290	Contentnea Creek / Neuse River	Neuse River (10-1)

Wastewater Interconnections

Water System	PWSID	Type	Average Daily Amount	Contract Maximum (MGD)
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			MGD	Days Used	
Contentnea Metropolitan Sewage Dist	00-00-000	Discharging	0.6910	365	0.0000

5. Planning

Projections

	2017	2020	2030	2040	2050	2060
Year-Round Population	9,368	10,500	14,500	14,500	14,500	14,500
Seasonal Population	0	0	0	0	0	0
Residential	0.4800	0.5150	0.7110	0.7110	0.7110	0.7110
Commercial	0.0900	0.0940	0.1170	0.1270	0.1270	0.1270
Industrial	0.0000	0.0060	0.0060	0.0060	0.0060	0.0060
Institutional	0.0010	0.0000	0.0000	0.0000	0.0000	0.0000
System Process	0.0100	0.0100	0.0160	0.0160	0.0160	0.0160
Unaccounted-for	0.0104	0.0350	0.0450	0.0500	0.0500	0.0500

Future Water Sales

Purchaser	PWSID	MGD	Contract Year Begin	Year End	Pipe Size(s) (Inches)	Use Type
CCPCUA	00-00-000	0.0290	2018			Regular

The future sale shown to the CCPCUA is not actually a sell but an adjustment to reflect the withdrawal reduction required by the systems CCPCUA Permit.

Future Supply Sources

Source Name	PWSID	Source Type	Additional Supply	Year Online	Year Offline	Type
Greenville Utilities COMmission	04-74-010	Purchase	0.4000	2020		Regular
Greenville Utilities Commission	04-74-010	Purchase	0.0200	2040		Regular

Demand v/s Percent of Supply

	2017	2020	2030	2040	2050	2060
Surface Water Supply	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000
Ground Water Supply	0.6120	0.1530	0.1530	0.1530	0.1530	0.1530
Purchases	0.6000	0.6000	0.6000	0.6000	0.6000	0.6000
Future Supplies		0.4000	0.4000	0.4200	0.4200	0.4200
Total Available Supply (MGD)	1.2120	1.1530	1.1530	1.1730	1.1730	1.1730
Service Area Demand	0.5914	0.6600	0.8950	0.9100	0.9100	0.9100
Sales	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000
Future Sales		0.0290	0.0290	0.0290	0.0290	0.0290
Total Demand (MGD)	0.5914	0.6890	0.9240	0.9390	0.9390	0.9390
Demand as Percent of Supply	49%	60%	80%	80%	80%	80%

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The purpose of the above chart is to show a general indication of how the long-term per capita water demand changes over time. The per capita water demand may actually be different than indicated due to seasonal populations and the accuracy of data submitted. Water systems that have calculated long-term per capita water demand based on a methodology that produces different results may submit their information in the notes field.

Your long-term water demand is 51 gallons per capita per day. What demand management practices do you plan to implement to reduce the per capita water demand (i.e. conduct regular water audits, implement a plumbing retrofit program, employ practices such as rainwater harvesting or reclaimed water)? If these practices are covered elsewhere in your plan, indicate where the practices are discussed here.

Are there other demand management practices you will implement to reduce your future supply needs?

What supplies other than the ones listed in future supplies are being considered to meet your future supply needs?

How does the water system intend to implement the demand management and supply planning components above?

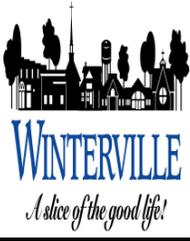
Additional Information

Has this system participated in regional water supply or water use planning?

What major water supply reports or studies were used for planning?

Please describe any other needs or issues regarding your water supply sources, any water system deficiencies or needed improvements (storage, treatment, etc.) or your ability to meet present and future water needs. Include both quantity and quality considerations, as well as financial, technical, managerial, permitting, and compliance issues:

The Division of Water Resources (DWR) provides the data contained within this Local Water Supply Plan (LWSP) as a courtesy and service to our customers. DWR staff does not field verify data. Neither DWR, nor any other party involved in the preparation of this LWSP attests that the data is completely free of errors and omissions. Furthermore, data users are cautioned that LWSPs labeled **PROVISIONAL** have yet to be reviewed by DWR staff. Subsequent review may result in significant revision. Questions regarding the accuracy or limitations of usage of this data should be directed to the water system and/or DWR.



**Town of Winterville
Town Council
Agenda Abstract**

Item Section: Consent Agenda

Meeting Date: June 11, 2018

Presenter: Bryan Jones, Planning Director

Item to be Considered

Subject: Reappointment of Board of Adjustment Members.

Action Requested: Reappoint Members to the Board of Adjustment.

Attachments: N/A.

Prepared By: Bryan Jones, Planning Director

Date: 5/29/2018

ABSTRACT ROUTING:

TC

FD

TM 6/7/2018

Final 6/7/2018

Supporting Documentation

Board of Adjustment Members:

The Board of Adjustment (BOA) shall consist of five (5) Members; four (4) members of the board shall be appointed by the Town Council and shall be residents of the Town of Winterville, and one (1) member shall be appointed by the Board of County Commissioners of Pitt County, all for overlapping terms of three years. One regular member alternate and one ETJ alternate.

We ask to reappoint the following to three year terms on the Planning and Zoning Board effective immediately (with term expiration of 6/30/2021).

1. Edward Reynolds
2. Helen Rollins
3. Alfred Phillips
4. (Jeffrey Briley re-appointed by the County Board of Commissioners on 6/4/18).

Budgetary Impact: N/A.

Recommendation: Reappointment of the members to three (3) year terms.



**Town of Winterville
Town Council
Agenda Abstract**

Item Section: Consent Agenda

Meeting Date: June 11, 2018

Presenter: Travis Welborn, Public Works
Director

Item to be Considered

Subject: 2017 Street Improvements Project Engineering Contract Amendment No. 2.

Action Requested: Approval of Contract Amendment.

Attachments: Engineering Contract Amendment No. 2.

Prepared By: Travis Welborn, Public Works Director

Date: 6/5/2018

ABSTRACT ROUTING:

TC

FD

TM 6/7/2018

Final 6/7/2018

Supporting Documentation

ARK Consulting Group is currently providing construction administration services for the Town related to the Town's 2017 Street Improvements project. Unfortunately there have been several additions to the original scope of work which has led to the Engineer having to spend more time on the project than originally estimated. The original construction administration budget was for \$7,310. Due to unforeseen circumstances at Gaylord St. and Ange Street, as well as the addition of more pipe replacement the Engineer has already exceeded this amount. The Engineer estimates that Construction Administration services for the remainder of the project will not exceed \$17,740. This includes processing pay applications and change orders, site inspections, answering Contractor and owner questions, and assisting Town staff with the overall project. These services are billed hourly and the Town only pays for actual services rendered.

The original contract including Contract Amendment No. 1 is for \$57,500.00. The subject amendment includes the continuation of construction administration services and brings the total contract amount to \$75,240.00. It should be noted also that Contract Amendment No. 1 as previously approved by Council included \$25,100 for easement mapping and acquisition, however only \$13,397.50 of that was spent, thus saving the Town \$11,702.50.

Budgetary Impact: All engineering for this project will be paid for out of the Powell Bill account. The Engineering line item will need to be increased with a budget amendment from the Powell Bill Fund in the amount of \$27,000.00 to cover the cost of the Engineering contract amendments 1 & 2.

Recommendation: Approval of Contract Amendment No. 2 with Ark Consulting Group.

May 21, 2018

Mr. K. Travis Welborn, P.E.
Public Works Director
Town of Winterville
2571 Railroad Street
Winterville, North Carolina 28590

Subject: Contract Amendment No. 2
Town of Winterville
2017 Street Improvements
Town of Winterville, Pitt County, North Carolina

Dear Mr. Welborn:

Under the Terms and Conditions outlined in the referenced contract dated February 8, 2017, Ark Consulting Group, PLLC is pleased to offer as ADDITIONAL SERVICES its Engineering and Consulting Services for the following:

ADD:

The original contract amount for the Construction Administration phase of this project is an hourly estimated amount of \$7,310. Due to excessive quantities of unsuitable soil subgrade within the existing roadways being patched and / or resurfaced, the Construction Administration hours spent on the project to date have exceeded the current hourly contract amount for Task 4 – Construction Administration. The total amount spent to date is \$10,018, which is \$2,708 more than the original estimated amount for the entire project. In addition to exceeding the current contract amount for Construction Administration, it is anticipated that the construction duration will be extended by approximately 4 weeks through a formal Change Order to grant the Contractor additional contract time due to the undercut work already performed together with the addition of removing and replacing 20 LF of 60" CMP on Bayberry Lane. The purpose of Amendment 2 is to revise Task 4 – Construction Administration to estimate the scope and fee required for Construction Administration for the remainder of construction.

Task 4 – Construction Administration Phase (In Addition to scope included in Contract dated 2/8/17)

- a) Attend Progress Meetings as appropriate (estimated at 2 meetings) and be available to review questions with Owner and Contractor.
- b) Provide periodic inspection of the street and storm drainage improvements (estimated at 8 hours per week for 11 weeks until Substantial Completion is achieved and 4 hours per week for 4 weeks until Final Completion is achieved).
- c) Review Shop Drawing submittals for 60" CMP and ancillary materials.
- d) Review Contractor Pay Requests.
- e) Prepare two (2) Owner / Contractor Change Orders – one for the undercut and 60" CMP and one final adjusting.
- f) Attend the final inspections for the project (1 pre-final inspection with the Contractor and 1 final inspection with the Owner and Contractor).

COMPENSATION:

ORIGINAL CONTRACT

Task 1 – Boundary & Topographic Survey	Lump Sum	\$7,680.00
Task 2 – Construction Plans & Technical Specs	Lump Sum	\$13,820.00
Task 3 – Bidding & Negotiations	Lump Sum	\$3,590.00
Task 4 – Construction Administration	Hourly (Not to Exceed)	\$7,310.00

Total Original Contract \$32,400.00

ADDITIONAL SERVICES - Amendment No. 1

Task 5 – Easement Mapping (based on 6 maps)	Lump Sum	\$2,100.00
Task 6 – Easement Acquisition (based on 8 parcels)	Not to Exceed	\$23,000.00

Total Amendment No. 1 \$25,100.00

ADDITIONAL SERVICES - Amendment No. 2

Task 4 – Construction Administration	Hourly (Not to Exceed)	\$17,740.00
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Total Amendment No. 1 \$17,740.00

TOTAL REVISED CONTRACT AMOUNT \$75,240.00

Schedule: Ark Consulting Group will complete Task 4 on a mutually agreed upon schedule upon execution of this agreement.

We appreciate the opportunity to submit this Additional Services Amendment for your review and consideration. If you find this acceptable, please sign and return one copy to our office. We will begin work upon receipt of an executed copy of this agreement.

Respectfully submitted,
Ark Consulting Group, PLLC



Bryan C. Fagundus, P.E.
Principal

ACCEPTED BY:
Town of Winterville

By _____

Printed Name _____

Title _____

Date _____



**Town of Winterville
Town Council
Agenda Abstract**

Item Section: Old Business

Meeting Date: June 11, 2018

Presenter: Travis Welborn, Public Works Director

Item to be Considered

Subject: 2017 Street Improvements Project – Change Order.

Action Requested: Approval of Proposed Change Order .

Attachments: Additional Work Summary.

Prepared By: Travis Welborn, Public Works Director

Date: 6/5/2018

ABSTRACT ROUTING:

TC

FD

TM tlp – 6/7/2018

Final tlp – 6/7/2018

Supporting Documentation

The Contractor for the 2017 Streets Improvements project has encountered unsuitable soil subgrades at Gaylord Street and Ange Street as they began patching those streets. In order to adequately repair these streets the Town's engineer and staff recommended that the Contractor undercut an additional 24" of material beneath the stone subgrade and install compacted select backfill. This work resulted in an additional cost of \$10,304 for Ange Street. Gaylord Street is such a wide and long street staff decided to break it up into three sections and complete one section this fiscal year, between Liberty Street and the Gaylord St. lift station. Undercutting this section alone cost an additional \$89,644.15. The contract originally included an edge mill and 1.5" overlay of the entire length of Gaylord St., however due to the additional cost of undercut staff decided to remove this work from the contract in order to offset some of the additional cost, with a savings of \$46,776.50 by removing those line items. The net additional cost for Gaylord St. is approximately \$42,867.65. Staff proposes to budget for and complete the undercut and re-paving of the remaining two sections of Gaylord St. in subsequent budget years. As brought to our attention by Council, there was also an area on Drexel Lane that needed to be repaired. This area will be repaired as well at an additional cost of \$1,147.50. The total additional cost for Ange St., Gaylord St., and Drexel Lane is approximately \$54,320. These costs will be lumped into one change order with the previously approved addition of Tabard Rd. milling and resurfacing and the Craft Winds 60" CMP replacement.

Budgetary Impact: A budget amendment will need to be authorized by the Town Council to transfer the \$54,320 for the additional work from the Powell Bill fund balance.

Recommendation: Approval of change order for additional work.

Town of Winterville
2017 Street & Drainage Improvements

Work Summary - Change Order #1

Gaylord St Undercut Excavation

<u>Measured Amount</u>	<u>Quantity</u>	<u>Undercut Contract Price</u>	<u>Total Cost</u>
Undercut 43'x22' @ 24" Depth	70 CY	\$16.00 CY	\$1,120.00
Undercut 15'x30' @ 24" Depth	33 CY	\$16.00 CY	\$528.00
Undercut 32'x22.5' @ 24" Depth	53 CY	\$16.00 CY	\$848.00
Undercut 15'x 28' @ 24" Depth	31 CY	\$16.00 CY	\$496.00
Undercut 465'x33.5' @ 34" Depth	1635 CY	\$16.00 CY	\$26,160.00
Subtotal for Undercut Excavation	1822 CY		\$29,152.00

Gaylord St Select Backfill

<u>Measured Amount</u>	<u>Quantity</u>	<u>Select Backfill Contract Price</u>	<u>Total Cost</u>
Select Backfill 43'x22' @ 24" Depth	70 CY	\$12.00 CY	\$840.00
Select Backfill 15'x30' @ 24" Depth	33 CY	\$12.00 CY	\$396.00
Select Backfill 32'x22.5' @ 24" Depth	53 CY	\$12.00 CY	\$636.00
Select Backfill 15'x 28' @ 24" Depth	31 CY	\$12.00 CY	\$372.00
Select Backfill 465' x 33.5' @ 24" Depth	1154 CY	\$12.00 CY	\$13,848.00
Subtotal for Select Backfill	1341 CY		\$16,092.00

Gaylord St Paving

<u>Measured Amount</u>	<u>Quantity</u>	<u>8" CABC Contract Price</u>	<u>Total Cost</u>
465'x33.5' @ 8" CABC	1731 SY	\$15.00 SY	\$25,965.00
Subtotal for CABC	1731 SY		\$25,965.00

<u>Measured Amount</u>	<u>Quantity</u>	<u>2" Asphalt Surface Contract Price</u>	<u>Total Cost</u>
465'x33.5' @ 2" Asphalt Surface	1731 SY	\$10.65 SY	\$18,435.15
Subtotal for Asphalt Surface	1731 SY		\$18,435.15
Subtotal for Additional Undercut/Backfill & Paving Work			\$89,644.15

DELETE Gaylord St Edge Mill & Overlay (Add Alternate #1)

<u>Work Item</u>	<u>Quantity</u>	<u>Edge Mill Contract Price</u>	<u>Total Cost</u>
1.5" Thick Edge Mill	(1333) SY	\$5.50 SY	(\$7,331.50)
1.5" Asphalt Overlay	(4900) SY	\$8.05 SY	(\$39,445.00)
Subtotal for Add Alt #1 Deduct			(\$46,776.50)
Net Subtotal for Gaylord Street			\$42,867.65

Ange Street Additional Work Summary - Change Order #1

Ange Street Undercut Excavation

<u>Measured Amount</u>	<u>Quantity</u>	<u>Undercut Contract Price</u>	<u>Total Cost</u>
Undercut 70'x7' @ 24" Depth	36 CY	\$16.00 CY	\$576.00
Undercut 26.5'x169' @ 24" Depth	332 CY	\$16.00 CY	\$5,312.00
Subtotal for Undercut Excavation	368 CY		\$5,888.00

Ange Street Select Backfill

<u>Measured Amount</u>	<u>Quantity</u>	<u>Select Backfill Contract Price</u>	<u>Total Cost</u>
Select Backfill 70'x7' @ 24" Depth	36 CY	\$12.00 CY	\$432.00
Select Backfill 26.5'x169' @ 24" Depth	332 CY	\$12.00 CY	\$3,984.00
Subtotal for Select Backfill	368 CY		\$4,416.00
Subtotal for Ange St Undercut & Backfill			\$10,304.00

Drexel Lane Additional Work Summary - Change Order #1

Drexel Lane Pavement Patching

<u>Measured Amount</u>	<u>Quantity</u>	<u>Patch Contract Price</u>	<u>Total Cost</u>
8'x28' Patch (8" CABG; 2" Asphalt)	25 SY	\$45.90 SY	\$1,147.50

Subtotal for Patch	25 SY	\$1,147.50
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Bayberry Lane Additional Work Summary - Change Order #1

Bayberry Lane Storm Drainage

<u>Measured Amount</u>	<u>Quantity</u>	<u>Price</u>	<u>Total Cost</u>
Remove / Replace 20lf of 60" CMP	1 LS	\$20,535.00 LS	\$20,535.00
Subtotal for Patch	1 LS		\$20,535.00

TOTAL CHANGE ORDER #1		\$74,854.15
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**Town of Winterville
Town Council
Agenda Abstract**

Item Section: New Business

Meeting Date: June 11, 2018

Presenter: Terri L. Parker, Town Manager

Item to be Considered

Subject: 2018-2019 Fiscal Year Budget Ordinance.

Action Requested: Adoption of Ordinance.

Attachments: Draft FY 2018-2019 Budget Ordinance.

Prepared By: Anthony Bowers, Finance Director

Date: 6/7/2018

ABSTRACT ROUTING:

TC

FD

TM tlp - 06/7/2018

Final tlp - 06/7/2018

Supporting Documentation

Attached please find the Draft Budget Ordinance for the 2018-2019 Fiscal Year. The Budget Ordinance reflects totals for the Draft Balanced Budget as presented and discussed at the Budget Public Hearing held on Monday, June 4, 2018.

Budgetary Impact: As presented.

Recommendation: Staff recommends Council adoption of the Ordinance.

**TOWN OF WINTERVILLE
BUDGET ORDINANCE
FISCAL YEAR 2018-2019**

BE IT ORDAINED by the Governing Board of the Town of Winterville, North Carolina:

SECTION 1: It is estimated that the following revenues will be available in the General Fund for the Fiscal year beginning July 1, 2018 and ending June 30, 2019:

Ad Valorem Taxes	\$3,813,025
Other Taxes and Licenses	\$2,491,785
Permits and Fees	\$16,050
Sanitation Fees	\$535,356
Investment Income	\$80,000
Inspections	\$187,550
Miscellaneous Income	\$88,584
Inter-Fund Transfer Services	\$1,106,645
Electric Fund Contribution	\$375,578
EMS Contribution	\$117,883
Fund Balance Appropriation	1,121,154
Debt Proceeds	\$600,000
Total	\$10,533,610

SECTION 2: The following amounts are hereby appropriated in the General Fund for the operation of the Town government and its activities for the Fiscal Year beginning July 1, 2018 and ending June 30, 2019:

Governing Board	\$79,085
Administration	\$613,359
Finance	716,930
Inspections	309,038
Human Resources	92,025
Information Technology	398,208
Planning Department	\$252,606
Public Buildings	\$768,002
Grounds and Maintenance	79,500
Police Department	\$2,071,095
Fire Department	\$2,104,551
EMS Department	\$117,883
Animal Control	\$8,600
Mosquito Control	\$8,600
Public Works	\$771,819
Sanitation	\$516,500
Non-Departmental	\$1,625,809
	\$10,533,610

SECTION 3: The following revenues will be available in the Recreation Fund for the Fiscal Year beginning July 1, 2018 and ending June 30, 2019:

Program Fees	\$131,630
Concession Income	\$52,000
<u>General Fund Transfer</u>	<u>\$798,724</u>
	\$982,354

SECTION 4: The following amount is hereby appropriated in the Recreation Fund for operation of the Winterville Recreation Programs during the Fiscal Year beginning July 1, 2018 and ending June 30, 2019:

<u>Recreation Department</u>	<u>\$1,057,654</u>
	\$1,057,654

SECTION 5: It is estimated that the following revenues will be available in the Powell Bill Fund for the Fiscal year beginning July 1, 2018 and ending June 30, 2019:

Grant Funding	\$254,855
Fund Balance Appropriation	\$175,145
<u>Interest Income</u>	<u>\$7,000</u>
	\$437,000

SECTION 6: The following amount is hereby appropriated in the Powell Bill Fund for the operation of the Powell Bill Program for the Fiscal Year beginning July 1, 2018 and ending June 30, 2019:

<u>Powell Bill</u>	<u>\$437,000</u>
	\$437,000

SECTION 7: It is estimated that the following revenues will be available in the Vehicle Replacement Fund for the Fiscal Year beginning July 1, 2018 and ending June 30, 2019:

<u>General Fund debt service contribution</u>	<u>\$29,239</u>
	\$29,239

SECTION 8: The following amount is hereby appropriated in the Vehicle Replacement Fund for the debt service payment of vehicles during the Fiscal Year beginning July 1, 2018 and ending June 30, 2019:

Debt Service Expense	\$28,120
<u>Interest Expense</u>	<u>\$1,119</u>
	\$29,239

SECTION 9: It is estimated that the following revenues will be available in the Home Housing Program Fund for the Fiscal year July 1, 2018 and ending June 30, 2019:

<u>General Fund Contribution</u>	<u>\$20,000</u>
	\$20,000

SECTION 10: The following amount is hereby appropriated in the Home Housing Program Fund for the operation of the Urgent Repair and Housing Program for the Fiscal Year beginning July 1, 2018 and ending June 30, 2019:

<u>Contracted Service</u>	<u>\$20,000</u>
	\$20,000

SECTION 11: It is estimated that the following revenues will be available in the Electric Enterprise Fund for the Fiscal year July 1, 2018 and ending June 30, 2019:

Sales and Service	\$6,318,378
Debt Proceeds	\$519,000
<u>Retained Earnings</u>	<u>\$650,000</u>
	\$8,030,830

SECTION 12: The following amount is hereby appropriated in the Electric Enterprise Fund for the operation of the electric utility for the Fiscal Year beginning July 1, 2018 and ending June 30, 2019:

<u>Electric Department</u>	<u>\$8,030,830</u>
	\$8,030,830

SECTION 13: It is estimated that the following revenues will be available in the Water Enterprise Fund for the Fiscal Year beginning July 1, 2018 and ending June 30, 2019:

Sales and Service	\$1,512,877
<u>Retained Earnings</u>	<u>\$97,919</u>
	\$1,610,796

SECTION 14: The following amount is hereby appropriated in the Water Enterprise Fund for the operation of the water utility for the Fiscal Year beginning July 1, 2018 and ending June 30, 2019:

<u>Water Department</u>	<u>\$1,610,796</u>
	\$1,610,796

SECTION 15: It is estimated that the following revenues will be available in the Sewer Enterprise Fund for the Fiscal Year beginning July 1, 2018 and ending June 30, 2019:

Sales and Service	\$2,437,909
<u>Retained Earnings</u>	<u>\$75,000</u>
	\$2,512,909

SECTION 16: The following amount is hereby appropriated in the Sewer Enterprise Fund for the operation of the sewer utility for the Fiscal Year beginning July 1, 2018 and ending June 30, 2019:

<u>Sewer Department</u>	<u>\$2,512,909</u>
	\$2,512,909

SECTION 17: It is estimated that the following revenues will be available in the Stormwater Fund for the Fiscal Year beginning July 1, 2018 and ending June 30, 2019:

<u>Sales and Service</u>	<u>\$486,832</u>
	\$486,832

SECTION 18: The following amount is hereby appropriated in the Stormwater Fund for the operation of the Storm Water utility for the Fiscal Year beginning July 1, 2018 and ending June 30, 2019:

<u>Storm Water Department</u>	<u>\$486,832</u>
	\$486,832

SECTION 19: There is hereby levied a tax at the rate of forty-seven and one-half cents (\$.475) per one hundred dollars (\$100) valuation of property as listed for taxes as of January 1, 2018 for the purpose of raising the revenue listed as "Ad Valorem Taxes" in the General Fund in Section 1 of this ordinance. This rate is based on a total estimated valuation of property for the purposes of taxation of \$708,694,697 and an estimated rate of collection of 98% for real and personal property, 100% for vehicles.

SECTION 20: The Town Manager (Budget Officer) is hereby authorized to transfer appropriations as contained herein under the following conditions:

- a. May amend line item appropriations within any Fund as long as the total appropriation of that Fund is not changed. A record of any such amendments shall be maintained by the Finance Director for public inspection.
- b. May not transfer any amounts between funds, unless approved by the Governing Board through an amendment to the Budget Ordinance.

SECTION 21: The attached Fee and Utility Rate Schedules are hereby adopted for the Fiscal Year beginning July 1, 2018 and ending June 30, 2019.

SECTION 22: The attached Pay and Classification Plan is hereby adopted for the Fiscal Year beginning July 1, 2018 and ending June 30, 2019.

SECTION 23: The Vehicle Replacement Fund does not include a listing of vehicles scheduled to be purchased due to the fact that purchases are being suspended for the Fiscal Year beginning July 1, 2018 and ending June 30, 2019.

SECTION 24: Copies of the Budget Ordinance shall be furnished to the Town Clerk to the Governing Board and to the Town Manager (Budget Officer) to be kept on file by them for their direction in the disbursement of funds.

Adopted this 11th day of June, 2018.

Douglas A. Jackson, Mayor

Attest:

Don Harvey, Town Clerk