



**WINTERVILLE TOWN COUNCIL AGENDA
MONDAY, FEBRUARY 14, 2022 - 7:00 PM
WINTERVILLE TOWN HALL ASSEMBLY ROOM
(LIMITED IN-PERSON ATTENDANCE)**

- I. CALL TO ORDER.**
- II. INVOCATION:** Pastor Darron Carmon with Rebuild Christian Center Church.
- III. PLEDGE OF ALLEGIANCE.**
- IV. WELCOME.**
- V. APPROVAL OF AGENDA.**
- VI. PROCLAMATIONS:**
 1. Black History Month.
 2. Pastor Darron Carmon.
- VII. PUBLIC HEARINGS:**
 1. WLH Development – Rezoning Request (Parcel 77831).
- 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.*
- 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 the following sets of Council Meeting Minutes:
 - December 13, 2021 Regular Meeting Minutes; and
 - January 10, 2022 Regular Meeting Minutes.
 2. Budget Amendment 2021-2022-4.
 3. Amendment and Renewal of Interlocal 700 MHz Radio System Agreement.
 4. Set Public Hearing for Villa Grande, Phase 3 Rezoning Request for March 14, 2022.
 5. Direct Town Clerk to Investigate the Sufficiency of Annexation for Carroll Crossing, Section 3, Phase 1 Annexation Request.
 6. Amendment to the 2021-2022 General Consulting Services contract with the Wooten Company.

X. OLD BUSINESS:

1. Update and Discussion on Winterville Human Relations Board.
2. 2020 Sanitary Sewer Pump Station Rehabilitation Project: Engineering Contract Amendment #1 with Rivers & Associates.

XI. NEW BUSINESS:

1. Carroll Crossing, Section 3, Phase 1: Final Plat.
2. Electric Engineering Contract: Enter Contract Negotiations with Utility Engineer, LLC.
3. Volunteer Advisory Board Appointments: Recreation Advisory Board.
4. Volunteer Advisory Board Appointments: Planning and Zoning Board.

XII. OTHER AGENDA ITEMS:

1. Post Office issues. (Councilwoman Roberson).
2. Discussion of Town's Quasquicentennial Anniversary.

XIII. ITEMS FOR FUTURE AGENDAS/FUTURE WORK SESSIONS:

XIV. REPORTS FROM DEPARTMENT HEADS:

XV. ANNOUNCEMENTS:

1. Planning and Zoning Board Meeting: Monday, February 21, 2022 @ 7:00 pm - Town Hall Assembly Room.
2. Recreation Advisory Board: Tuesday, February 22, 2022 @ 6:30 pm – Operation Center Training Room.
3. Board of Adjustment Meeting: Tuesday, February 22, 2022 @ 7:00 pm - Town Hall Assembly Room.
4. Town Council Vision Setting Meeting: Thursday, February 24, 2022 @ 5:30 pm - Town Hall Assembly Room. (Dinner Provided)
5. Regular Town Council Meeting: Monday, March 14, 2022 @ 7:00 pm - Town Hall Assembly Room.
6. NCLM CityVision April 26-28, 2022 – Wilmington Convention Center.

XVI. REPORTS FROM THE TOWN ATTORNEY, MAYOR AND TOWN COUNCIL, AND TOWN MANAGER.

XVII. ADJOURN.

SPECIAL NOTICE: *Anyone who needs an interpreter or special accommodations to participate in the meeting should notify the Town Clerk, Don Harvey at (252) 215-2344 at least forty-eight (48) hours prior to the meeting. (Americans with Disabilities Act (ADA) 1991.)*



PROCLAMATION BLACK HISTORY MONTH

WHEREAS, much of the Town of Winterville's honor, strength and stature can be attributed to the diversity of cultures and traditions that are celebrated by the residents of this great region; and

WHEREAS, February has been designated as Black History Month in which we pause to reflect on the contributions of the African American community, and we recognize this year's Black History Month theme of "Black Health and Wellness"; and

WHEREAS, African Americans have played significant roles in the history of North Carolina State's economic, cultural, spiritual and political development while working tirelessly to maintain and promote their culture and history; and

WHEREAS, as a result of their determination, hard work, intelligence and perseverance, African Americans have worked tirelessly to maintain and promote a valuable and lasting contribution to the Town of Winterville, our state, and nation achieving exceptional success in all aspects of society including business, education, politics, economy, culture, science, arts, and history; and

WHEREAS, this observance affords special opportunity to become more knowledgeable about black heritage, and to honor the many black leaders who have contributed to the progress of our nation and community; and

WHEREAS, such knowledge can strengthen the insight of all our citizens regarding the issues of human rights, the great strides that have been made in the crusade to eliminate the barriers of equality for minority groups, and the continuing struggle against racial discrimination and poverty; and

WHEREAS, we join with all Americans in celebrating our diverse heritage and culture and continuing our efforts to protect democracy for all people, and recognizing the vital achievements of our local African American residents; and

NOW, THEREFORE, BE IT RESOLVED, that I do hereby proclaim the month of February 2022 as Black History Month and express special commendation to the dedicated volunteers who have labored so diligently to make this observance a reality in our community.

IN WITNESS WHEREOF, I do set my hand, and cause the seal of Winterville to be affixed this 14th day of February 2022.

Richard E. Hines, Mayor

Attest:

Donald Harvey, Town Clerk



PROCLAMATION

Pastor Darron Carmon

WHEREAS, Pastor Carmon a man of God who has devoted his life and the love of Christ to people and his hard work is demonstrated in the outcome of his effectiveness in the church as well as in the community; and

WHEREAS, Pastor Carmon has been relentless to confront problems with a solution and is extraordinarily gifted and generously anointed; and

WHEREAS, Pastor Carmon is pastoring two churches he established and other programs designed to heal and offset what has gone wrong, has fed the hungry and answered the greatest problems in our community; and

WHEREAS, Pastor Carmon is the founder of the Sikono Mentoring Program within he works closely with children that range from three years old to young adult, which has a breathtaking 100% success rate; and

WHEREAS, Pastor Carmon has stepped in line of abuse and neglect to protect the children and rent a gym weekly to host free events and provide an alternative to just hanging in the streets; and

WHEREAS, Pastor Carmon is also the founder of People Against Racism, which has spoken to issues that most shy away from and is designed to take a stand against injustice, racism, and police brutality; and

WHEREAS, Pastor Carmon gets involved and helps any individual to get a fair trial and provide counseling to those in jail; and

WHEREAS, Pastor Carmon has gracefully pioneered the success of two murals which has brought peace and unity to the community; and

WHEREAS, Pastor Carmon is the reason many are not dead and has advanced and become more strategic at getting real-time results. He has talked people off the bridge, changed people's mental status, and erased the diagnosis; and

WHEREAS, Pastor Carmon is an exceptional Pastor and leader right in our community, making it better and safer for all, a man consistently jumping in the water to save people, the shining light on negative news, and a hero for his many acts; and

WHEREAS, we celebrate Pastor Carmon as Hero of the Year for 2022 in recognition for his outstanding service; and

NOW THEREFORE, I, Richard E. Hines, Mayor of the Town of Winterville hereby deem it an honor and pleasure to extend this Proclamation of Recognition in celebrating Pastor Darron Carmon.

IN WITNESS WHEREOF, I do set my hand, and cause the seal of Winterville to be affixed this 14th day of February 2022.

Richard E. Hines, Mayor

Attest:

Donald Harvey, Town Clerk



**Town of Winterville
Town Council
Agenda Abstract**

Item Section: Public Hearings

Meeting Date: February 14, 2022

Presenter: Bryan Jones, Planning Director

Item to be Considered

Subject: WLH Development – Rezoning Request (Parcel 77831).

Action Requested: Hold the Public Hearing.

Attachment: Rezoning Application, Rezoning Map, Legal Description, Notification to Adjacent Property Owners, Public Hearing Notice, Staff Report, and Draft Ordinance 22-O-021.

Prepared By: Bryan Jones, Planning Director

Date: 1/31/2022

ABSTRACT ROUTING:

TC: 2/7/2022

TM: 2/9/2022

Final: tlp - 2/9/2022

Supporting Documentation

Applicant: WLH Development, LLC.

Location: Church Street Ext north of its intersection with Park Road.

Parcel Number: 77831.

Site Data: 19.62 acres.

Current Zoning District: AR.

Proposed Zoning District: R-10.

- ❖ Proposed Zoning Districts: R-10.
- ❖ Adjacent property owners were mailed notification of the Public Hearing on January 31, 2022.
- ❖ Notification was posted on the site on December 1, 2021.
- ❖ Planning and Zoning Board unanimously recommended approval of the rezoning request on December 20, 2021.

Budgetary Impact: TBD.

Recommendation: Approval of the Rezoning Request.



**REZONING APPLICATION
TOWN OF WINTERVILLE**

2571 Railroad Steet
P O Box 1459
Winterville, NC 28590
Phone: (252) 756-2221

Staff Use Only
Appl. # _____

OWNERSHIP INFORMATION:

Applicant: Lynn Evans

Address: 237 Churchhill Drive, Greenville, NC 27858

Phone #: 252-916-0643

Owner: WLH Development, LLC, Lynn Evans, Registered Agent

Address: 237 Churchhill Drive, Greenville, NC 27858

Phone #: 252-916-0643

PROPERTY INFORMATION

Parcel #: 77831 Area (square feet or acres): 19.62 acres

Current Land Use: Farm land

Location of Property: 3252 Church Street Extension

ZONING REQUEST

Existing Zoning: AR Requested Zoning: R10

Reason for zoning change: To allow development of a subdivision for construction of single family residences with a minimum lot size will be 10,000 square feet .

This application shall be accompanied by the following items:

- A map drawn to a scale of not less than 400 feet to the inch and not more than 20 feet to the inch showing the land covered by the proposed amendment;
- A legal description of the property;
- A list of the names and addresses of all owners of property involved in the map change and all adjoining property owners as shown on County tax records;
- A filing fee according to a regularly adopted Fee Schedule of the Town.

OWNER/AGENT STATEMENT

I, Lynn W. Evans, being the Owner or Agent (if Agent, complete section below) request that the attached rezoning request be placed on the agenda of the Planning and Zoning Board meeting scheduled for December/20/2021.

I understand that failure to address any item in the zoning amendment application requirements of the zoning ordinance may result in the rezoning request not meeting the minimum submission requirements and will be returned to me for revision and resubmission at the next regular review cycle.


Signature

11/29/21
Date

NOTE: AGENTS ACTING ON BEHALF OF THE PROPERTY OWNER MUST HAVE A NOTARIZED STATEMENT FROM THE PROPERTY OWNER GIVING THEM THE AUTHORITY TO ACT ON THE OWNER'S BEHALF.

I, _____, being the Owner of the property described herein, do hereby authorize _____ as agent for the purpose of this application.

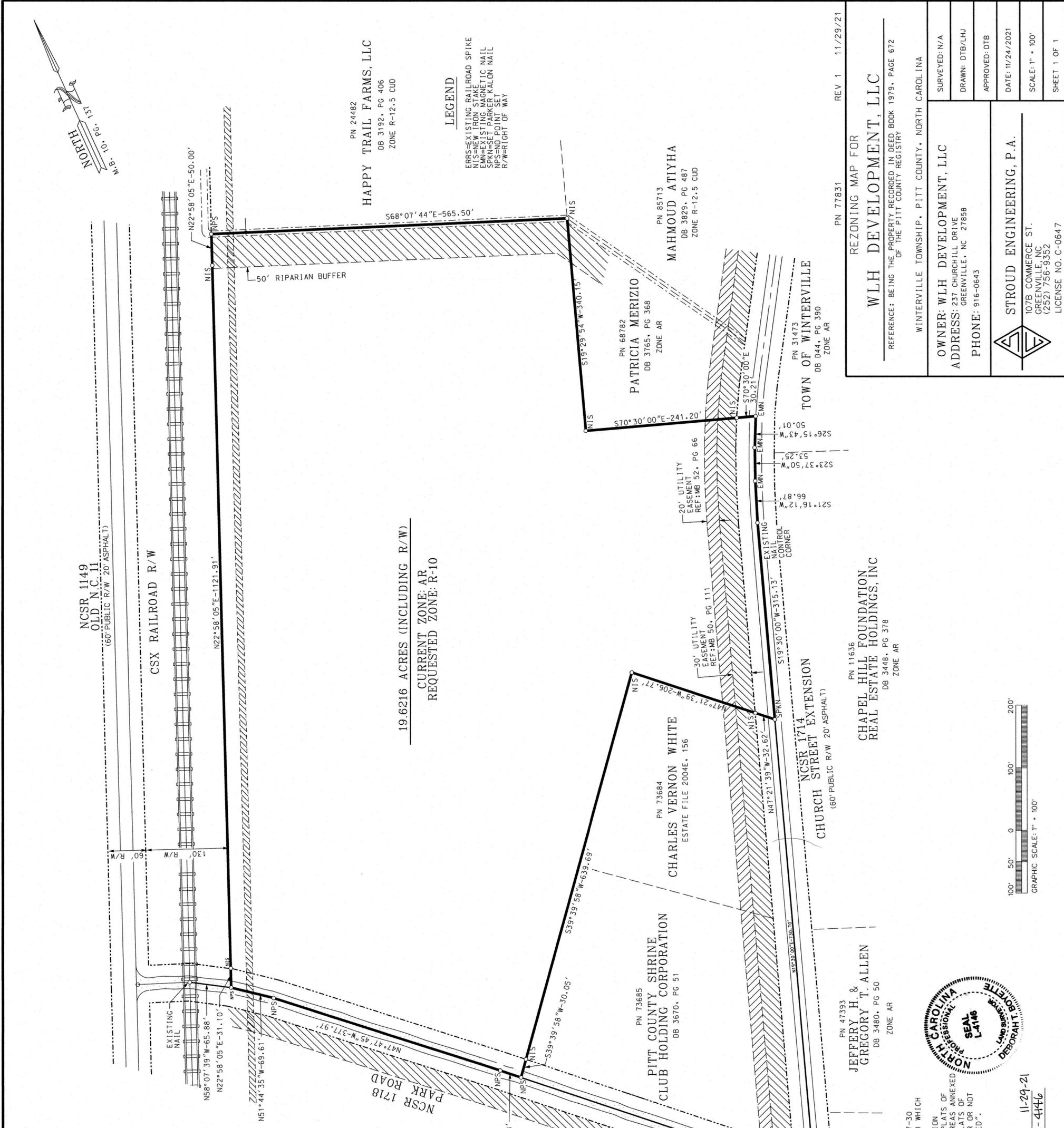
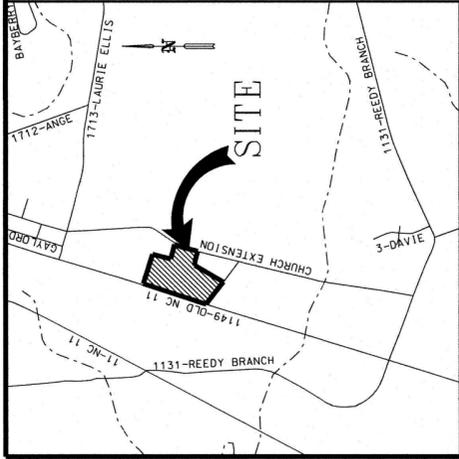
Signature

Date

Sworn to and subscribed before me, this _____ day of _____, 20_____.

Notary Public

My Commission Expires:



19.6216 ACRES (INCLUDING R/W)
 CURRENT ZONE: AR
 REQUESTED ZONE: R-10

THIS MAP IS EXEMPT FROM GS 47-30 REQUIREMENTS PER GS 47-30 (j) WHICH STATES:
 "THE PROVISIONS OF THIS SECTION SHALL NOT APPLY TO BOUNDARY PLATS OF STATE LINES, COUNTY LINES, AREAS ANNEXED BY MUNICIPALITIES, NOR TO PLATS OF MUNICIPAL BOUNDARIES, WHETHER OR NOT REQUIRED BY LAW TO BE RECORDED."



Deborah J. Boyette 11-29-21
 PROFESSIONAL LAND SURVEYOR L-4146

REV 1 11/29/21 PN 77831 REZONING MAP FOR WLH DEVELOPMENT, LLC REFERENCE: BEING THE PROPERTY RECORDED IN DEED BOOK 1979, PAGE 672 OF THE PITT COUNTY REGISTRY		SURVEYED: N/A DRAWN: DTB/LHU APPROVED: DTB
WINTERVILLE TOWNSHIP, PITT COUNTY, NORTH CAROLINA OWNER: WLH DEVELOPMENT, LLC ADDRESS: 237 CHURCHILL DRIVE GREENVILLE, NC 27858 PHONE: 916-0643		DATE: 11/24/2021 SCALE: 1" = 100' SHEET 1 OF 1
STROUD ENGINEERING, P.A. 107B COMMERCE ST. GREENVILLE, NC (252) 756-9352 LICENSE NO. C-0647		

LEGAL DESCRIPTION
FOR
WLH DEVELOPMENT, LLC
(TAX PARCEL 77831
INCLUDING RIGHTS OF WAY)

Lying and being in Winterville Township, Pitt County, North Carolina, and being bounded on the south by the center of NCSR 1718 Park Road, on the west by the eastern right of way of CSX Railroad, on the north by Happy Trail Farms, LLC (Deed Book 3192, Page 406), Mahmoud Atiyha (Deed Book 3829, Page 487) and Patricia Merizio (Deed Book 3765, Page 368), and on the east by the center of NCSR 1714 Church Street Extension, by Charles V. White (Deed Book 554, Page 448) and by Pitt County Shrine Club Holding Corporation (Deed Book 3670, Page 51) all of the Pitt County Registry, and being more particularly described as follows:

Beginning at an existing railroad spike found in the centerline intersection of Park Road and Church Street Extension, thence along the center of Park Road N 47-00-10 W, 491.80' to a point, the True Point Of Beginning, thence from the True Point of Beginning the following calls along the center of Park Road:

thence N 47°00'10" W 34.68' feet, to a point,
thence N 47°47'45" W 377.97 feet, to a point,
thence N 51°44'35" W 69.61 feet, to a point, thence leaving the center of Park Road and following the eastern right of way of CSX Railroad
N 22°58'05" E 31.10 feet, to a point
thence N 22°58'05" E 1121.91 feet, to a point
thence N 22°58'05" E 50.00 feet, to a point in the line of Happy Trail Farms, LLC, and also being a point in the center of a ditch, thence along the center of the ditch S 68°07'44" E 565.50 feet, to the common corner of Mahmoud Atiyha and Patricia Merizio, thence along the Merizio line S 19°29'54" W 340.15 feet, to a point, thence S 70°30'00" E 241.20 feet, to a new iron stake,

thence S 70°30'00" E 30.21 feet, to an existing magnetic nail found in the center of Church Street Extension, thence along the center of Church Street Extension the following calls:

thence S 26°15'43" W 50.01 feet, to an existing magnetic nail,
thence S 23°37'50" W 53.25 feet, to an existing magnetic nail,
thence S 21°16'12" W 66.87 feet, to an existing nail,
thence S 19°30'00" W 315.13 feet, to a point, thence leaving the center of Church Street Extension N 47°21'39" W 32.62 feet, to a new iron stake set in the right of way of Church Street Extension, thence along the northern line of Charles V. White N 47°21'39" W 206.77 feet, to a new iron stake, thence S 39°39'58" W 639.69 feet, to a new iron stake set in the right of way of Park Road, the southwest corner of the Pitt County Shrine Club Holding Corporation, thence S 39°39'58" W 30.05 feet to a point in the center of Park Road, the True POINT OF BEGINNING; Containing 19.6216 acres, more or less, of which 0.6650 acre is within the right of way of Park Road and Church Street Extension.

Deborah T. Boyette 11-29-21
Deborah T. Boyette, PLS L-4146





2571 Railroad Street
PO Box 1459
Winterville, NC 28590

Phone (252)215-2358
Fax (252)756-3109
www.wintervillenc.com

**Town Council
Rezoning Request**

NOTICE IS HEREBY GIVEN that the Winterville Town Council will meet on Monday, February 14, 2022 at 7:00 pm in the Town Hall Assembly Room at 2571 Railroad Street, in order to hold a Public Hearing for the following request:

WLH Development, LLC has submitted a rezoning application to rezone Parcel 77831 (19.6216 Acres) as shown on the attached map from Agricultural- Residential (AR) to R-10 Zoning District. The R-10 Residential District is a quiet, medium density neighborhood consisting of single-family residences along with limited home occupations and private and public community uses.

Copies of the Zoning Ordinance and Map are on file at the Planning Department Office in the Town Hall and are available for public inspection by contacting bryan.jones@wintervillenc.com or the Winterville Planning Department at (252) 756-2221 or at wintervillenc.com.

**The Town of Winterville will be keeping measures in place in an ongoing effort to mitigate the spread of COVID-19. The meeting is open to the public; however, limited attendance will be allowed to attend in-person due to COVID-19 provisions and the meeting will be available electronically. The public is encouraged to watch the meeting live on YouTube (www.wintervillenc.com/videos).

The public may submit written comments to the Town Clerk's office, 2571 Railroad Street, Winterville, NC 28590, or via email to don.harvey@wintervillenc.com. Please include your name and address.

WLH DEVELOPMENT, LLC
237 CHURCHILL DRIVE
GREENVILLE, NC 27858

PATRICIA MERIZIO
200 PRANCER DRIVE
BEAUFORT, NC 28516

BOBBY ALLEN LIFE ESTATE
ANNIE MAE ALLEN LIFE ESTATE
3107 CHURCH STREET EXT
WINTERVILLE NC 28590

SUZANNE BREWER HARMON
ETALS
PO BOX 2548
GREENVILLE NC 27836

JOYCE BYRUM MCLAWHORN
623 SECOND STREET
AYDEN, NC 28513

HAPPY TRAIL FARMS, LLC
PO BOX 1863
GREENVILLE, NC 27835

CHAPEL HILL FOUNDATION
REAL ESTATE HOLDINGS INC
300 SOUTH BUILDING
CN 1000
CHAPEL HILL, NC 27599

ROBERT TUGWELL
SUSAN TUGWELL
2436 TRELIS CT
RALEIGH, NC 27604

PITT CONTY SHRINE CLUB
HOLDING CORP
PO BOX 1845
WINTERVILLE, NC 28590

MAHMOUD ATIYHA
940 VAN GERT DRIVE
WINTERVILLE, NC 28590

DORIS SALMON NOBLES
455 DAVENPORT FARM RD
WINTERVILLE NC 28590

BOBBY JEFFERSON, JR
DENISE JEFFERSON
527 JIMMIES CREEK DR
NEW BERN, NC 28562

CHARLES VERNON WHITE
3024 CHURCH STREET EXT
WINTERVILLE, NC 28590

**NOTICE OF PUBLIC HEARING
Town of Winterville**

NOTICE IS HEREBY GIVEN that the Winterville Town Council will meet on Monday, February 14, 2022 at 7:00 pm in the Town Hall Assembly Room at 2571 Railroad Street, to hold a Public Hearing on the following proposal:

WLH Development, LLC has submitted a rezoning application to rezone Parcel 77831 (19.6216 Acres) from Agricultural-Residential (AR) to R-10 Zoning District. The R-10 Residential District is a quiet, medium density neighborhood consisting of single-family residences along with limited home occupations and private and public community uses.

Additional information is available by contacting bryan.jones@wintervillenc.com or the Winterville Planning Department at (252) 756-2221 ext. 2358.

The Town of Winterville will be keeping measures in place in an ongoing effort to mitigate the spread of COVID-19. These measures include limiting physical attendance at the meeting, employing social distancing, and implementing remote participation. The meeting is open to the public; however, limited attendance will be allowed to attend in-person due to COVID-19 provisions and the meeting will be available electronically. The public is encouraged to watch the meeting live on YouTube (www.wintervillenc.com/videos).

The public may submit written comments to the Town Clerk's office, 2571 Railroad Street, Winterville, NC 28590, or via email to don.harvey@wintervillenc.com. Please include your name and address.

Notes to Publisher:

Legal Advertisements
legals@apgenc.com
(252) 329-9521

Subject: Winterville Public Hearing – WLH Development Rezoning.

Please place the above legal advertisement in the Daily Reflector on Wednesday, February 2, 2022 and Wednesday, February 9, 2022. Should you have any questions please contact me.

Please forward the invoice and Affidavit of Publication to me to assist with payment.

Thanks,

Donald Harvey, NCCMC
Town Clerk
Town of Winterville
2571 Railroad Street/PO Box 1459
Winterville, NC 28590
Phone: (252) 756-2221 ext. 2344
Email: don.harvey@wintervillenc.com



**Town of Winterville Planning Department
Zoning Staff Report**

GENERAL INFORMATION

APPLICANT	WLH Development, LLC
HEARING TYPE	Rezoning Request
REQUEST	Agricultural-Residential (AR) to R-10
CONDITIONS	n/a
LOCATION	Intersection of Church Street Ext and Park Road
PARCEL ID NUMBER(S)	77831
PUBLIC NOTIFICATION	Adjacent property owners were mailed notification of the Public Hearing for the rezoning request on January 31, 2022. Notification was posted on site on December 1, 2021. 13 properties were mailed notification.
TRACT SIZE	19.62 acres
TOPOGRAPHY	Flat
VEGETATION	Cleared / Agricultural

SITE DATA

EXISTING USE	Agricultural / Vacant
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ADJACENT PROPERTY	ZONING	ADJACENT LAND USE
N	GB	HVAC Business/Vacant
E	AR / R-12.5	Single Family/Wooded
W	AR	Railroad/Agricultural
S	R-8/OI	Shrine Club/Vacant

ZONING DISTRICT STANDARDS

DISTRICT SUMMARIES	EXISTING	REQUESTED
ZONING DISTRICT DESIGNATION	AR	R-10
MAX DENSITY	n/a	n/a
TYPICAL USES	Low-density residential and agricultural uses; where urban development is expected.	(R-10) Medium Density; single-family residential; limited home occupations.



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SPECIAL INFORMATION

OVERLAY DISTRICT	N/A
ENVIRONMENTAL / SOILS	N/A
FLOODPLAIN	N/A
STREAMS	(50' Riparian Buffer along tributary off of Swift Creek) Stream feature located along northern property line.
OTHER	If >1 acre is disturbed, site must meet Phase 2 stormwater requirements and provide Soil Erosion and Sedimentation Control Permit
SITE PLAN REQUIREMENTS	Subdivision plan required

**These regulations may not reflect all requirements for all situations. See the Town of Winterville Zoning Ordinance for all applicable regulations for site requirements for this zoning district.

LANDSCAPING & BUFFER REQUIREMENTS

Development must meet requirements of the Zoning Ordinance (Article X-A. Vegetation and Buffering Requirements).

TRANSPORTATION

STREET CLASSIFICATION	Church Street Ext / Park Road– NCDOT Roads
SITE ACCESS	All access must be designed and constructed to meet the Town of Winterville / NCDOT standards.
TRAFFIC COUNTS (per NCDOT Annual Average Daily Traffic Map)	Church Street Ext- 180 Park Road – n/a
TRIP GENERATION	N/A
SIDEWALKS	Required.
TRAFFIC IMPACT STUDY (TIS)	TBD
STREET CONNECTIVITY	N/A
OTHER	N/A



IMPACT ANALYSIS

Land Use Compatibility

The proposed R-10, R-8, and R-6 zoning districts would allow land uses that are compatible with the general character of the area.

Town of Winterville Comprehensive Land Use Plan Policies

The Future Land Use Map designates this property as an Urban Neighborhood character area. The requested **R-10** zoning district is generally consistent with this character area as defined by the future land use designation.

Comprehensive Land Use Plans - Recommendations & Implementation

Suburban Residential - General Character:

- Low to medium density single family residential. This land use type was identified as one that is appropriate and valued. This flexible land use type is appropriate for many parts of the planning area.

STAFF ANALYSIS AND RECOMMENDATION

Community Outreach

Applicant is encouraged to discuss this proposed rezoning with owners of surrounding properties.

Staff Analysis

The 19.62-acre property is currently being used for agriculture. The property North of the request is zoned GB and is vacant/agriculture. West of the request is zoned AR and is bordered by the railroad. South of the request is zoned R-8 and OI and is currently vacant with planned subdivision consisting of approximately 70 homes currently being reviewed. East (across Church Street Ext) of the request is zoned AR and R-12.5 and is single-family residential/wooded.

The R-10 District rezoning request is consistent with the intent and purpose of the Zoning Ordinance, the Future Land Use Plan and is generally compatible with the existing development and trends in the surrounding area. The proposed R-10 zoning district fall within the density recommendations provided within the Suburban Residential character area.

Planning and Zoning Board Recommendation

Planning and Zoning Board unanimously recommended **approval** of the rezoning



request for the 19.62 acres from AR to R-10 on December 20, 2021.

Staff Recommendation

Staff recommends **approval** of the rezoning request for the 19.62 acres from AR to R-10.

**AN ORDINANCE TO AMEND CHAPTER 155
ZONING ORDINANCE OF THE
CODE OF ORDINANCES OF THE
TOWN OF WINTERVILLE, NORTH CAROLINA
OFFICIAL ZONING MAP**

WHEREAS, WLH Development, LLC has requested amendment of the Zoning Ordinance of the Town of Winterville by rezoning of the property described herein of Agricultural Residential (AR) to R-10.

WHEREAS, a public hearing on the question of this zoning amendment was held, at the Winterville Town Hall at 7:00 p.m. on February 14, 2022, after due notice publication on February 2, 2022 and February 9, 2022; and

WHEREAS, due notice of said public hearing was also given by first class mail to the owners of all parcels, as shown on the County Tax Records, adjoining the parcel under consideration, certification of which has been to the Winterville Town Council; and

WHEREAS, due notice of said public hearing was also given by posting a rezoning request notice on the subject property;

WHEREAS, the Winterville Town Council finds that the proposed rezoning is in compliance with the Town of Winterville's Comprehensive Land Use Plan;

NOW, THEREFORE, BE IT ORDAINED by the Town Council of the Town of Winterville, North Carolina that:

Section 1. The Town of Winterville Zoning Ordinance, Official Zoning Map, is hereby amended by rezoning the following described track from AR to R-10.

WLH Development, a 19.6216-acre tract land located on **Church Street Ext., Tax Parcel 77831**, and being more particularly described on the attached legal description provided below.

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

**LEGAL DESCRIPTION OF PROPERTY
TO BE REZONED FROM AR TO R-10
WLH DEVELOPMENT, LLC
WINTERVILLE TOWNSHIP, PITT, NC**

Lying and being in Winterville Township, Pitt County, North Carolina, and being bounded on the south by the center of NCSR 1718 Park Road, on the west by the eastern right of way of CSX Railroad, on the north by Happy Trail Farms, LLC (Deed Book 3192, Page 406), Mahmoud Atiyha (Deed Book 3829, Page 487) and Patricia Merizio (Deed Book 3765, Page 368}, and on the east by the center of NCSR 1714 Church Street Extension, by Charles V. White (Deed Book 554, Page 448) and by Pitt County Shrine Club Holding Corporation (Deed Book 3670, Page 51) all of the Pitt County Registry, and being more particularly described as follows:

Beginning at an existing railroad spike found in the centerline intersection of Park Road and Church Street Extension, thence along the center of Park Road N 47-00-10 W, 491.80' to a point, the True Point Of Beginning, thence from the True Point of Beginning the following calls along the center of Park Road:

thence N 47A00'10" W 34.68'feet, to a point, thence N 47A47'45" W 377.97 feet, o a point, thence N 51A44'35" W 69.61 feet, to a point, thence leaving the center of Park Road and following the eastern right of way of CSX Railroad N 22A58'05" E 31.10 feet, to a point, thence N 22"58'05" E 1121.91 feet, to a point, thence N 22A58'05" ¹¹ E 50.00 feet, to a point in the line of Happy Trail Farms, LLC, and also being a point in the center of a ditch, thence along the center of the ditch S 68A07'44" E 565,50 feet, to the common corner of Mahmoud Atiyha and Patricia Merizio, thence along the Merizio line S 19A29'54" W 340.15 feet, to a point, thence S 7QA3Q'00" E 241.20 feet, to a new iron stake, thence S 7QA3Q'00" E 30.21 feet, to an existing magnetic nail found in the center of Church Street Extension, thence along the center of Church Street Extension the following calls:

thence S 26A15'43" W 50.01 feet, to an existing magnetic nail, thence S 23A37'50" W 53.25 feet, to an existing magnetic nail, thence S 21A16'12" W 66.87 feet, to an existing nail, thence S 19A30'00" W 315.13 feet, to a point, thence leaving the center of Church Street Extension N 47A21'39" W 32.62 feet, to a new iron stake set in the right of way of Church Street Extension, thence along the northern line of Charles V. White N 47A21' ¹ 39' ¹ W 206.77 feet, to a new iron stake, thence S 39A39'58" W 639.69 feet, to a new iron stake set in the right of way of Park Road, the southwest corner of the Pitt County Shrine Club Holding Corporation, thence S 39A39'58" W 30.05 feet to a point in the center of Park Road, the True POINT OF BEGINNING; Containing 19.6216 acres, more or less, of which 0.6650 acre is within the right of way of Park Road and Church Street Extension.

End of Legal Description

Section 2. This action shall be shown on the Official Zoning Map.

Section 3. This ordinance shall become effective upon adoption.

Adopted this 14th day of February 2022.

Richard E. Hines, Mayor

ATTEST:

Donald Harvey, Town Clerk



**Town of Winterville
Town Council
Agenda Abstract**

Item Section: Consent Agenda

Meeting Date: February 14, 2022

Presenter: Donald Harvey, Town Clerk

Item to be Considered

Subject: Council Meeting Minutes.

Action Requested: Approval of Minutes.

Attachment: Draft Minutes of the Council meetings listed below.

Prepared By: Donald Harvey, Town Clerk

Date: 2/2/2022

ABSTRACT ROUTING:

TC: 2/7/2022

TM: 2/9/2022

Final: tlp - 2/9/2022

Supporting Documentation

Approval of the following set of Council Meeting Minutes:

- December 13, 2021 Regular Meeting Minutes, and
- January 10, 2022 Regular Meeting Minutes.

Budgetary Impact: NA.

Recommendation: Approval of Minutes.



**WINTERVILLE TOWN COUNCIL
MONDAY, DECEMBER 13, 2021 – 7:00 PM
REGULAR MEETING MINUTES
(LIMITED IN-PERSON ATTENDANCE)**

The Winterville Town Council met in a Regular Meeting on the above date at 7:00 PM in the Town Hall Assembly Room, with Mayor Douglas A. Jackson presiding. The following were present:

Douglas A. Jackson, Mayor
Richard (Ricky) E. Hines, Mayor Pro Tem
Tony P. Moore, Councilman
Johnny Moye, Councilman
Veronica W. Roberson, Councilwoman
Mark C. Smith, Councilman
Keen Lassiter, Town Attorney
Terri L. Parker, Town Manager
Ben Williams, Assistant Town Manager
Ryan Willhite, Police Chief
David Moore, Fire Chief
Vacant, Public Works Director
Robert Sutton, Electric Director
Anthony Bowers, Finance Director
Evan Johnston, Parks and Recreation Director
Bryan Jones, Planning Director
Donald Harvey, Town Clerk

CALL TO ORDER: Mayor Jackson called the meeting to order.

INVOCATION: Councilwoman Roberson gave the Invocation.

PLEDGE OF ALLEGIANCE: Mayor Jackson led everyone in the Pledge of Allegiance.

WELCOME: Mayor Jackson welcomed the public.

APPROVAL OF AGENDA:

Motion made by Councilman Moye and seconded by Mayor Pro Tem Hines to approve the agenda. Motion carried unanimously, 5-0.

PROCLAMATIONS:

Debbie Avery, Retiring Chamber of Commerce, Executive Director. Town Clerk Harvey read the Proclamation and presented her with a copy.



PROCLAMATION
Honoring Debbie Avery

WHEREAS, Debbie Avery began working with the Chamber in November of 2006, raising the membership from 25 members to 126 members, and sending a monthly newsletter to members consistently for 15 years; and

WHEREAS, she initiated feeding teachers breakfast at the beginning of each school year to all Winterville area schools, the construction of two Blessing Boxes in our community, assisted families with Thanksgiving dinners, and supplied gift cards to area youth at Christmas; and

WHEREAS, she reinitiated the annual Community Awards Banquet recognizing; Citizen of the Year, Business of the Year, Volunteer of the Year, Teacher of the Year, Public Servant of the Year and Youth of the Year, and creation of the Milton and Sue May Scholarship for an area high school senior; and

WHEREAS, she began the Community Sculpture project with the Pitt County Arts Council, and assisted with Winterville becoming a recognized NC Retirement Community; and

WHEREAS, she held Business After Hours socials for area business owners, held numerous educational membership meetings and seminars with guest speakers, planned Candidate Forums for numerous elections, and Annual Christmas socials for Chamber membership; and

WHEREAS, she is a Member of the Winterville Historical and Arts Society, served on the Pitt Community College Small Business Advisory Council, served on the Pitt County Development Commission for 2 terms, and presently serves on the Pitt County Board of Elections; and

WHEREAS, she participated with the Chamber in Christmas and Watermelon Festival events and parades, and served on the Winterville Watermelon Festival Committee for 36 years; and

NOW, THEREFORE, the Town of Winterville hereby honors the contributions of Debbie Avery to the Winterville Community, A Slice of the Good Life.

IN WITNESS WHEREOF, I, Douglas A. Jackson, Mayor, do set my hand, and cause the seal of Winterville to be affixed this 13th day of December 2021.

Douglas A. Jackson, Mayor

Attest:

Donald Harvey, Town Clerk

Councilman Moore presented a plaque and other Councilmembers commented on her service to the Chamber and the Community. Ms. Avery recognized her husband and thanked everyone.

PRESENTATIONS:

FY 2020-2021 Audit Report: Carr, Riggs & Ingram, LLC. Finance Director Bowers introduced Michael Jordan and James Overton from CRI. They gave the following presentation.

**Town of Winterville
Annual Comprehensive Financial Report
June 30, 2021**



General Fund

- Unassigned fund balance and as a percentage of general fund expenditures:
 - 2021 \$9,379,125 – 103.96%
 - 2020 \$7,102,605 – 67.78%
 - 2019 \$5,337,796 – 56.01%
 - 2018 \$5,428,585 – 59.76%
 - 2017 \$5,913,768 – 83.08%
 - 2016 \$5,214,955 – 75.67%
 - 2015 \$5,413,814 – 84.38%
 - 2014 \$4,236,207 – 63.71%
 - 2013 \$3,289,582 – 56.53%



General Fund

- Total fund balance and as a percentage of general fund expenditures:
 - 2021 \$11,480,689 – 127.26%
 - 2020 \$8,831,936 – 84.28%
 - 2019 \$9,494,676 – 99.63%
 - 2018 \$9,033,638 – 99.45%
 - 2017 \$8,537,687 – 119.95%
 - 2016 \$7,893,731 – 114.54%
 - 2015 \$7,342,441 – 114.44%
 - 2014 \$6,266,010 – 94.24%
 - 2013 \$5,353,514 – 91.99%
- Includes non-spendable, restricted, committed, assigned, unassigned

CARR, RIGGS & INGRAM, LLC

Governmental Funds [General Fund]

- Revenues:
 - 2021 \$9,849,130
 - 2020 \$9,310,390
 - 2019 \$8,423,925
 - 2018 \$7,939,025
 - 2017 \$7,482,114
 - 2016 \$7,220,120
 - 2015 \$7,066,950
 - 2014 \$6,816,537
 - 2013 \$6,454,118

CARR, RIGGS & INGRAM, LLC

General Fund Budgetary Data

- 2021 Budgeted vs. Actual Revenues
 - \$9,731,115 vs. \$9,849,130
- 2020 Budgeted vs. Actual Revenues
 - \$8,962,888 vs. \$9,310,390
- 2019 Budgeted vs. Actual Revenues
 - \$8,433,208 vs. \$8,423,925
- 2018 Budgeted vs. Actual Revenues
 - \$7,650,584 vs. \$7,939,025
- 2017 Budgeted vs. Actual Revenues
 - \$7,326,837 vs. \$7,482,114
- 2016 Budgeted vs. Actual Revenues
 - \$7,157,779 vs. \$7,220,120
- 2015 Budgeted vs. Actual Revenues
 - \$6,599,544 vs. \$7,066,950

CARR, RIGGS & INGRAM, LLC

General Fund Budgetary Data

- 2021 Budgeted vs. Actual Expenditures
 - \$12,765,992 vs. \$9,021,452
- 2020 Budgeted vs. Actual Expenditures
 - \$13,240,284 vs. \$10,478,881
- 2019 Budgeted vs. Actual Expenditures
 - \$13,848,030 vs. \$9,529,204
- 2018 Budgeted vs. Actual Expenditures
 - \$11,572,701 vs. \$7,812,619
- 2017 Budgeted vs. Actual Expenditures
 - \$8,603,869 vs. \$7,117,437
- 2016 Budgeted vs. Actual Expenditures
 - \$8,232,171 vs. \$6,891,432
- 2015 Budgeted vs. Actual Expenditures
 - \$7,586,472 vs. \$6,416,230

CARR, RIGGS & INGRAM, LLC

Proprietary Fund Net Position

- Water Fund:
 - 2021 Unrestricted \$1,885,083
 - 2020 Unrestricted \$1,807,462
 - 2019 Unrestricted \$1,249,180
 - 2018 Unrestricted \$1,380,010
 - 2017 Unrestricted \$1,571,623
 - 2016 Unrestricted \$1,550,091
- Electric Fund:
 - 2021 Unrestricted \$8,260,599
 - 2020 Unrestricted \$7,424,873
 - 2019 Unrestricted \$7,159,927
 - 2018 Unrestricted \$7,143,123
 - 2017 Unrestricted \$6,554,801
 - 2016 Unrestricted \$5,934,482

CARR, RIGGS & INGRAM, LLC

Proprietary Fund Net Position

- Sewer Fund:
 - 2021 Unrestricted \$698,113
 - 2020 Unrestricted \$637,928
 - 2019 Unrestricted \$318,986
 - 2018 Unrestricted \$981,214
 - 2017 Unrestricted \$920,453
 - 2016 Unrestricted \$830,223
- Stormwater Fund:
 - 2021 Unrestricted \$893,095
 - 2020 Unrestricted \$591,515
 - 2019 Unrestricted \$350,246
 - 2018 Unrestricted \$213,325
 - 2017 Unrestricted \$113,303
 - 2016 Unrestricted \$160,195

CARR, RIGGS & INGRAM, LLC

Cash Balances & Investments

- Governmental Funds:
 - Unrestricted
 - 2021 \$10,598,752
 - 2020 \$10,798,865
 - 2019 \$8,226,380
 - 2018 \$11,768,236
 - 2017 \$7,113,798
 - 2016 \$6,396,794
 - 2015 \$5,946,334
- Proprietary Funds:
 - Unrestricted
 - 2021 \$10,437,654
 - 2020 \$6,109,383
 - 2019 \$7,500,358
 - 2018 \$4,400,749
 - 2017 \$7,725,958
 - 2016 \$7,343,054
 - 2015 \$5,946,334

CARR, RIGGS & INGRAM, LLC

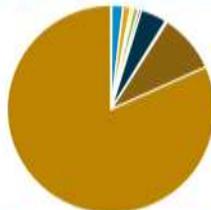
Powell Bill Fund

- 2021:
 - Cash balance \$203,036
 - State Distribution \$248,179
- 2020:
 - Cash balance \$241,969
 - State Distribution \$258,124
- 2019:
 - Cash balance \$379,837
 - State Distribution \$257,450
- 2018:
 - Cash balance \$964,355
 - State Distribution \$259,072
- 2017:
 - Cash balance \$808,216
 - State Distribution \$260,092
- 2016:
 - Cash balance \$1,076,372
 - State Distribution \$264,282

CARR, RIGGS & INGRAM, LLC

Fund Balance – General Fund

Town of Winterville, North Carolina
Fund Balance - General Fund

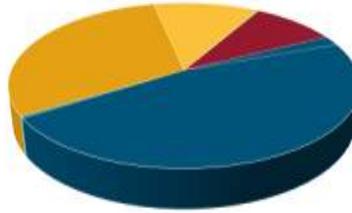


- Inventories - \$11,531
- Public Safety - \$134,847
- Recreation - \$95,412
- Assigned FBA 2022 - \$469,544
- Reserve by State Statute - \$1,058,589
- Streets Powell Bill - \$203,036
- Committed Housing - \$49,305
- Committed OPEB - \$50,000
- Note Receivable Guilton - \$29,500
- Unassigned - \$9,379,125

CARR, RIGGS & INGRAM, LLC

General Fund Revenues

Town of Winterville, North Carolina
General Fund Revenues



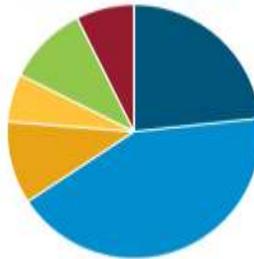
- Ad valorem taxes - \$4,576,184
- Unrestricted intergovernmental - \$1,003,956
- Permits and fees - \$20,797
- Investment earnings - \$643
- Other taxes and licenses - \$26,961
- Restricted intergovernmental - \$1,129,987
- Sales and services - \$908,855
- Miscellaneous - \$181,517

CARR, RIGGS & INGRAM, LLC

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General Fund Expenditures

Town of Winterville, North Carolina
General Fund Expenditures



- General Government \$2,105,270
- Transportation \$947,405
- Cultural and Recreation \$924,954
- Public Safety \$1,826,550
- Environmental Protection \$349,593
- Debt Service \$667,680

CARR, RIGGS & INGRAM, LLC

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TODAY'S PRESENTER

Michael C. Jordan, CPA, Partner
Goldsboro
919-751-8297
mjordan@cricpa.com

Text CRI to 66866 to receive CRI News and Alerts.

CARR, RIGGS & INGRAM, LLC

James Overton with Carr, Riggs & Ingram, LLC. thanked the staff for preparing the required information and thanked the Council for the opportunity to work for the Town. Councilman Moore asked where the Town ranked. Mr. Overton said better than most others that his firm works. Councilman Moore noted 8 percent of the budget in reserve is required. Mr. Overton said that is the minimum, what the town has in reserve is excellent for a Town its size and where you need to be. Councilman Moye said the Staff is important.

Finance Director Bowers said thanks to CRI and Mr. Overton and Mr. Jordan. Town Manager Parker said thanks Finance Director Bowers and his staff.

Motion made by Councilman Moore and seconded by Councilman Smith to approve the Audit Report. Motion carried unanimously, 5-0.

Introduction of new Chamber of Commerce, Executive Director, Rebecca Caveness.

Debbie Avery introduced Rebecca Caveness. Rebecca Caveness said she is excited about the job. Debbie Avery also introduced Chamber President Glenda White and Chairman Alton Wadford.

PUBLIC HEARINGS:

Sutton Capital Group – Rezoning Request. (Intersection of Reedy Branch Road and Davenport Farm Road). Planning Director Jones gave the following presentation.



- Applicant: Sutton Capital Group, LLC
- Location: Intersection of Reddy Branch Road and Davenport Farm Road.
- Parcel Numbers: 12045, 23479, 38386
- Site Data: 94.372 acres
- Current Zoning District: Agricultural Residential (AR)
- Proposed Zoning District: R-10 CD (33.773 Acres), R-8 CD (53.192 Acres)



- Proposed Zoning District: R-10 CD (33.773 Acres), R-8 CD (53.192 Acres)
- With the following conditions:
 - All lots will be single family residential.
 - 8' Side Setbacks.
 - All homes will be a minimum of 1500 SF (Heated).
 - The development will consist of fiber cement board exterior siding on all homes with some elevations consisting of brick or stone accents.
 - All homes will include a 2-car garage.
 - Dedication of 30' Greenway easement along Swift Creek.
 - Development will include amenity area with pool and cabana.
 - Development will provide Stormwater Control Measures to attenuate the 25-year storm event. Stormwater Control Measures will be inspected annually by a qualified professional
 - Development will provide sidewalks on both sides of public streets;
 - Developer will install a traffic signal at the intersection of Davenport Farm Road and Reddy Branch Road if approved by NCDOT.



NOTIFICATIONS

- Notification was posted on the site on October 11, 2021.
- Adjacent property owners were mailed notification of the Public Hearing on November 23, 2021.
- Public Hearing was published in the Daily Reflector on December 1, 2021 and December 8, 2021.







FUTURE LAND USE CHARACTER AREAS



- Conservation**
The 100-year floodplain is regulated in order to prevent loss during floods. These areas are appropriate for outdoor recreation, agriculture / silviculture, and are otherwise predominantly unsuitable for development. This area also includes cemeteries.
- Rural Residential**
Very low density, single family detached residential on very large lots in a rural setting. Generally less than 1 dwelling per acre, and almost always without sewer service. Industrial agricultural operations are still active in these locations.
- Suburban Residential**
Primarily the large lot, single family detached residential that many people love about the town's housing stock. Generally 2-3 dwelling units per acre, larger lots, with front and side-loaded garages. Smaller lot sizes occasionally if minimum standards for open space and amenities are exceeded.
- Urban Neighborhood**
Primarily medium-sized lots with single family detached residential and occasionally small-scale, context-sensitive public homes and attached residential permitted if design criteria are met. Generally 3-6 dwellings per acre. Some small-scale services, restaurants, or offices encouraged at select locations with good access.
- Commercial Overlay**
Potential for small-scale commercial that is sensitive to existing residential development if good transportation access is possible.

- Neighborhood Center**
Context-appropriate commercial, retail, services, professional offices, and occasionally residential located at key locations and crossroads that serve the general neighborhood around them. Small lot residential or patio homes and/or attached residential could be part of land use mix.
- Mixed Use Center**
Mix of commercial, retail, restaurants, and service-oriented businesses, with a variety of residential options, including multi-family, townhomes, and upper-story residential. Offices also potentially on upper floors. Walkable places with a pedestrian-focused "downtown" feel.
- Regional Center**
High- to medium-intensity commercial, retail and lodging uses that act as regional activity centers, with offices and residential potentially mixed in. Primarily auto-oriented destinations with national or regional businesses.
- Employment / Residential**
These areas could include office buildings, storage and flex uses, supporting commercial uses and/or medium to high-intensity residential uses.
- Office & Employment**
Large office buildings, manufacturing, distribution, and high- to medium-industrial uses, storage and flex uses, along with associated offices and supporting commercial uses.
- Institution or Park**
Community schools, the Pied Community College campus, town parks, and open space areas form a fabric that binds the community together. New institutional, civic, and open space uses are potentially allowed in any future land use category.

FUTURE LAND USE CHARACTER AREA



General Character
Somewhat higher density, predominantly single family detached residential housing. Some attached housing and/or small-scale commercial, retail, or restaurants allowed at select locations.

Typical Components	
Density	3-8 per acre
Lot coverage	Medium
Building height	1.5-3 stories
Parking	On- and off-street, front, side, rear, or alley-loaded
Street pattern	Suburban to urban grid
Right-of-way width	50'-60', less for alleys
Block length	600' 800'
Drainage	Curb-and-gutter
Bicycle/Pedestrian	Sidewalk (both sides)
Open Space	5-10%, more formal including plazas, greens and other common areas
Potential zoning	R1-12.5, R1-10, R1-8, possibly also NB*, R1-6, or M-1R

*An Neighborhood Business zoning district is recommended on page 90.

Uses
Small-lot single family detached residential dom-

Urban Neighborhood

inates (with lots of approx. 6,000 to 10,000 sq ft), but duplexes or townhomes may be appropriate if design criteria are met to protect neighborhood character. Some small-scale service or office uses may be appropriate at select locations.

Buildings & Parking
Buildings are closer to the street, some side- and alley-loaded developments may be close to the sidewalk. Parking at nonresidential uses should be in the rear to preserve walkability. On-street parking should be provided if densities exceed 4 dwelling units per acre or lot coverage of less than 50 feet per home.

Streets & Connections
Low- to medium-volume streets prioritize pedestrians. Street trees soften the streetscape. Connections to adjacent properties and neighborhoods are required.



Examples of Urban Neighborhood

- Policy 5: Maintain and improve neighborhood character.**
- Strategies**
- 5.1: Identify, measure, and codify the character of the places that make Winterville unique.**
- Design guidelines or standards that reinforce architectural vernacular styles and/or define streetscape, planting or open space design criteria can help make the built environment in Winterville unique and distinct.
- 5.2: Encourage open space and amenities in new development.**
- Review open space, recreation, and amenity standards for new subdivisions to ensure that the recreational needs of new residents are met.
 - Update Zoning Ordinance to require minimum amounts of open space in new residential developments, particularly those in Suburban Residential and Urban Neighborhood areas with gross densities exceeding 2 dwelling units/acre.
 - Consider adopting an incentive for the provision of additional open space, over the minimum.
 - Update Zoning Ordinance to encourage connectivity between open space areas.
 - Update PUD option to specify open space requirements.

- Policy 6: Support higher density housing options in strategic locations.**
- Strategies**
- 6.1: Encourage housing options in locations within walking distance of commercial and mixed use areas.**
- Allow for higher density housing near places of work, shopping and as a transitional use between non-residential uses and lower density housing.
 - Update land development regulations to encourage development that has a mix of uses and housing types in appropriate zoning districts.
 - Consider smaller lot detached and small-scale attached residential housing in Urban Neighborhood, Employment / Residential, Neighborhood Center and Mixed Use Center areas identified on the Future Land Use Map.
 - Allow multifamily development within and near commercial and mixed use areas, including in Employment / Residential, Neighborhood, Regional and Mixed Use Centers.
- 6.2: Require that higher density developments, townhomes and apartments meet design criteria that emphasizes architectural detail, quality materials, streetscape standards, amenities and open space, landscaping and street trees to improve design and reduce impacts.**



Open space in the form of greens, pocket parks, sports fields and greenways can serve as amenities in new developments. Function as gathering places for the community and help to reduce the burden on public parks and facilities. Passive open space, in the form of nature areas can help buffer existing development and natural resources from new development. Standards for open space in Winterville could be included for new development. In the meantime the conditional zoning process could be utilized to ensure new development fits well near existing residential neighborhoods.



Economic Development

Organizing Goals:

Primary Goals:

- Strengthen and Diversify the Economy
- Create a town-wide identity

Supporting Goals:

- Activate Downtown

Policies and Strategies

Policy 1: Continue to implement previous plans.

Strategies

- 1.1: Continue to implement relevant recommendations from the adopted economic development plan.
 - Update the Economic Development Strategy periodically (typically every 5-6 years).
- 1.2: Continue to market the assets and opportunities of Winterville as stated in the adopted economic development plan.
- 1.3: Emphasize retail, office, light industrial and other commercial development

especially along Winterville Parkway and other appropriate areas.

Policy 2: Improve self-sufficiency and reduce retail leakage.

Strategies

- 2.1: Support Winterville's transformation from a 'bedroom community' to a 'neighboring community' of Greenville.
 - The Economic Development Task Force recommended that Winterville grow into its own vibrant community with its own commercial and employment sectors. This will help the town become a self-sufficient community that recaptures retail leakage from nearby Greenville.
- 2.2: Discourage rezonings to residential zoning districts in high visibility corners with good access and parcels within Office & Employment future land use areas.

Policy 3: Reinforce the Town's identity as a family-friendly community.

Strategies

- 3.1: Support rezonings to residential uses in the Suburban Residential and Urban Neighborhood areas identified on the future land use map.
- 3.2: Continue to support and promote



The majority of Winterville's residential growth has been and will likely be in the form of single family detached residential subdivisions.



Encouraging commercial development on sites with good transportation access will help balance the tax base and create a more self-sufficient community.

RECOMMENDATIONS & IMPLEMENTATION

family friendly events including the Christmas Parade and Tree Lighting, the Watermelon Festival, Summer Movie and Concert Series and other events.

Policy 4: Respond to recent and planned transportation improvements.

Strategies

- 4.1: Encourage new commercial development at key intersections along Fortines Road and Fire Tower Road Extension.
 - Capitalize on opportunities that will arise due to the Southwest Bypass and planned extension of Fire Tower Road.
- 4.2: Encourage new commercial and industrial businesses to locate along the Laurie Ellis Extension.

Policy 5: Promote retirement-focused living.

Strategies

- 5.1: Continue participation in the N.C. Department of Commerce's Certified Retirement Community Program.
- 5.2: Remove barriers to and consider incentives for senior-friendly housing types in downtown and other appropriate locations.
- 5.3: Recruit developers for individualized patio homes and life care facilities

ties to broaden market offerings to appeal to the retirement age demographic.

Policy 6: Focus on business recruitment, expansion and retention.

Strategies

- 6.1: Recruit new national and local businesses to Regional Center future land use areas.
- 6.2: Encourage and support local businesses, especially in expansion efforts.
- 6.3: Coordinate with Pitt Community College for expansions or other infrastructure needs.
 - This might include facilities to support the college, such as hotels, better road connections or intersection realignments, pedestrian connections, etc.
- 6.4: Coordinate with Pitt County and neighboring community economic development efforts.



The number of Winterville residents age 45 to 75 grew by 20% between 2010 and 2018. Lower maintenance public transit and senior neighborhoods may appeal to this demographic. Current zoning requirements could be modified to encourage this type of housing near downtown and in other appropriate locations.

Pocket Neighborhoods

Langley, Washington adopted a new Cottage Housing Development option that allows for double the density of detached homes in some zones if homes front a green-space and meet other design criteria. The image above is from a 'pocket neighborhood' in Langley.

Infrastructure & Mobility

Organizing Goals:

Primary Goals:

- Connectivity and Mobility
- Safe, Healthy Neighborhoods and Environment

Supporting Goals:

- Create a town-wide identity
- Activate Downtown

Policy 1: Coordinate with NCDOT and the Greenville Urban Area MPO.

Strategies

- 1.1: Coordinate with NCDOT on street design projects and roadway widenings, and insist on connectivity and pedestrian facilities.
- 1.2: Coordinate with the Greenville Urban Area Metropolitan Planning Organization on roadway planning.
 - Advocate for roadway improvements and collectors streets that support the growth pattern planned in the Future Land Use Map.

Policy 2: Coordinate connectivity, street and sidewalk standards.

Strategies

- 2.1: Set a maximum block length that varies based on land use type.
 - Recommended block length standards to increase walkability and street connectivity are listed below. Recommendations for future land use areas are as follows:
 - Suburban Residential: 800ft
 - Urban Neighborhood: 600-800ft
 - Commercial and Mixed Use areas: <600ft
- 2.2: Address problematic intersections, like the intersection of NC11, Davenport Farm Road, Vernon White Road, and Mill Street.
 - Partner with MPO to study intersection reconfigurations.
- 2.3: Monitor traffic hot spots and potential impacts of proposed developments.
- 2.4: Coordinate with NCDOT and private development to upgrade four-way stop intersections with traffic lights and/or turn lanes as needed.
- 2.5: Manage access on high volume roadways to preserve capacity.
 - Potential interventions include medians, reduced driveway cuts, increased minimum lot widths, etc.

Walkability and Street Connectivity	Recommended Block Length Standards
Excellent	250 - 400 ft
Good	400 - 500 ft
Acceptable	500 - 600 ft
Poor	800 ft +

Source: TND Design Rating Standards v2.0

Connectivity Benefits

Different block widths may be appropriate in different zoning districts. Rural areas can have fewer street connections than suburban and urban areas. A connected street network can:

- Make destinations and POI "closer"
- Assist with emergency response times / service area
- Walk to School and physical health improvement opportunities
- Improve access to downtown and greenway



RECOMMENDATIONS & IMPLEMENTATION

2.2: Require or incentivize the connection of stub streets to adjacent properties to allow for future connection of local or collector streets.

- All new development should connect to or stub-out to adjacent parcels (even vacant parcels), providing cross access at regular intervals.
- Current regulations require connections to adjacent properties but could be improved by:
 - Specifying that stub streets should connect to adjoining properties at logical points (i.e. not undevelopable floodplain or wetland areas).
 - Requiring at least two road connections if a subdivision has over 30 lots for emergency access (if possible).
 - Implementing an incentive that provides a one (1) lot density bonus for the provision of additional stub-outs, over and above established minimums, if designed appropriately.
- When connecting subdivisions with streets is not possible due to environmental constraints or adjacent incompatible uses (such as an industrial area with truck traffic) or lacks public support, connecting subdivisions via a sidewalk or path should be explored.
- If a stub-out street ends at a creek or water body, require fee-in-lieu for half of the

bridge or culvert construction so that the project can be completed when the adjacent parcel develops.

- Require cross access between adjacent nonresidential parcels when streets do not exist.

2.3: Discourage cul-de-sacs and dead end streets wherever possible.

- An overabundance of subdivisions using cul-de-sacs can cause additional delay and hinder emergency access.

2.4: Require sidewalks in new developments.

- See Character Area Descriptions for recommendations for location and width.

Policy 3: Consider retrofitting walkways and connector paths to connect neighborhoods and points of interest.

3.1: Where existing right of way exists and connections are possible consider a road extension or a pedestrian walkway to connect these neighborhoods.

- One opportunity is the south-end of Franklin Drive and the north-end of Weston Drive.



Cul-de-sac roads are a predominant development pattern in Winterville. Consider retrofitting more walkways through these cul-de-sacs, constructing new sidewalks, and requiring more connectivity through street connections and connector paths for new development. These steps can improve safety for biking and walking and provide more options for golf carts, scooters, and new mobility devices.

RECOMMENDATIONS & IMPLEMENTATION

Policy 3: Formalize a downtown public space.

Strategies

3.1: Develop a downtown event space that can be used for concerts, markets, seasonal events (Christmas Parade, 4th of July, etc.), special events, and possibly even be rented for private events like weddings.

- Market on the Square events have been held on property on the corner of Main and Church Street. Minor improvements have been made, including a clock tower.
- Additional improvements to the space, including aerial pathways, on-street parking along Church Street, plantings and landscaping, and programming could help formalize this as destination for residents and visitors.

3.2: Enhance programming of the space after improvements have been made.

- An initial goal of 2 events per season, and an initial budget projected at \$30,000-\$80,000 is a reasonable target. This may also require an additional staff person to administer and advertise events.

Policy 4: Study a Recreation Center on north side of downtown.

Strategies

4.1: Develop a recreation center on the north side of downtown, near the railroad tracks, to serve youth recreation leagues, exercise space, creative classes, and other events.

- This large recreation center will be a prominent and defining recreational facility for Winterville. Precedent facilities might include the Snow Hill Recreation Center or the Clayton Community Center.



Improvements to the area where Market on the Square currently takes place could provide a park and year-round public space in downtown.

Policy 5: Implement the Greenway Master Plan.

5.1: Complete the Phase I greenway along Cedar Ridge Drive.

5.2: Study potential greenway trailheads (i.e. at Main Street and NC11).

5.3: Create a greenway connection to the Boys and Girls Club.

5.4: Add north-south connectivity along the railroad track to connect downtown to Pitt Community College.

5.5: Conduct feasibility studies on other project priorities.

5.6: Obtain greenway assessments wherever possible, including in sewer and public utility corridors; a minimum assessment



Minor improvements to the space across from the fire department have already been made. Additional improvements could include aerial pathways, on-street or off-street parking, landscaping and programming.



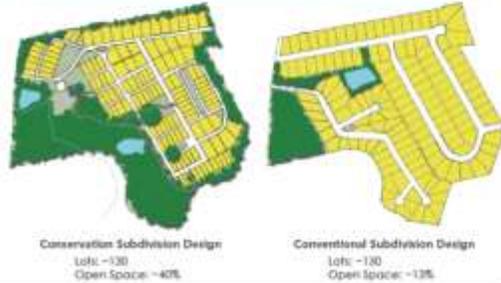
width of 30 feet wide wherever shown on the greenway master plan.

Policy 4: Encourage quality open space.
Strategies

- 5.1: Review and enhance open space requirements for residential development.**
 - New subdivisions should be required to set aside usable open space, not just foodplains and wetlands.
- 5.2: Provide incentives for more open space and amenities in new neighborhoods. Incentives could include:**
 - Lot size reductions, increased density allowances and/or reductions in recreation fees could be considered.
- 5.3: Review and revise recreation dedication and fee-in-lieu as needed to ensure that new growth mitigates its impact on recreational resources.**
- 5.4: Incentivize tree preservation and water quality protection in site design.**
 - Incentives, such as credit toward open space requirements, can sometimes work better than requirements. Preserving stands of mature trees should be prioritized over single tree saves.
 - Stormwater facilities with naturalized design could count toward open space.
 - Stormwater devices should be built to mimic pre-development conditions.

Conservation subdivision design that includes open space and amenities should be encouraged in Suburban Residential areas.

The below graphics illustrate two alternatives for designing a residential subdivision. Each design includes the same number of lots and homes. The graphic on the left illustrates a Conservation Subdivision Design alternative that reserves more land as open space and amenities in exchange for more flexibility in lot size. Studies have shown that parks and open space in new subdivisions can result in higher property values. The current zoning code in Winterville results in conventional design with limited open space. Allowing smaller lots if minimum open space requirements are exceeded could help preserve unique natural features and result in higher property values.



Town of
WINTERVILLE

A slice of the good life!

Staff Recommendation:

Sutton Capital Group – Rezoning Request

- Planning Staff finds the request is reasonable and in the public interest because the proposed zoning district is compatible with surrounding land uses and the future land use plan.
- Staff recommends approval of the request to rezone 94.372 acres from AR to R-10 CD and R-8 CD with the following conditions:
 - All homes will be single family residential.
 - 8' Side Setbacks.
 - All homes will be a minimum of 1500 SF (Heated).
 - The development will consist of fiber cement board exterior siding on all homes with some elevations consisting of brick or stone accents.
 - All homes will include a 2-car garage.
 - Dedication of 30' Greenway easement along Swift Creek.
 - Development will include amenity area with pool and cabana.
 - Development will provide Stormwater Control Measures to attenuate the 25-year storm event. Stormwater Control Measures will be inspected annually by a qualified professional.
 - Development will provide sidewalks on both sides of public streets.
 - Developer will install a traffic signal at the intersection of Davenport Farm Road and Reedy Branch Road if approved by NCDOT.



Town of
WINTERVILLE

A slice of the good life!

Sutton Capital Group – Rezoning Request

REZONING PROCESS:

- Planning and Zoning Board unanimously recommended approval to the Town Council on October 18, 2021.
- Town Council will now hold a Public Hearing regarding this request.



Comments Received:

- “We are very excited to see this project move forward and appreciate the fact that they are bring much needed housing to the area. Please pass on that we as their southern neighbor are happy to see this come to fruition and benefit Winterville and Greenville alike. Thank you for soliciting our input! We are thankful for the Town of Winterville and its leadership.”
 - Brian Maciaszek, Executive Pastor (Open Door Church)
- Letter from Judy Bowen (535 Davenport Farm Road)
- Letter from Steffen McGhee (owner of East Carolina Kiddie College)



Mayor Jackson declared the public hearing open, asked if anyone would like to speak in favor of the rezoning request.

Scott Anderson with ARK Engineers speaking on behalf of applicant. They have looked at the request and addressed concerns previously mentioned. They have modified the zoning districts, the community area and added sidewalks on both sides of all streets. He noted that stormwater controls were increased for 25-year storms and will be inspected yearly by a qualified individual. They have addressed traffic concerns by meeting with NCDOT to lay the groundwork for future controls.

Councilman Smith said his faith in NCDOT is concerning. He asked if there are right turns into the development. Scott Anderson noted they have worked with NCDOT and they tend to require more requirements on private projects and these developments have additional restrictions. Mayor Pro Tem Hines noted that traffic is a problem in the morning and later in the day it goes down. He also noted that the traffic at SCHS is a problem. Traffic is a problem that is here and will be into the future.

Councilman Smith noted NCDOT is a problem. When they finish a project, they are gone. Mayor Pro Tem Hines we do not have an assurance. Scott Anderson noted the development will be back with a preliminary plat for approval. Councilman Moore said NCDOT does not keep their promises. Councilwoman Roberson said she is glad they met concerns and that developer will bear these costs.

Councilman Moore asked where they will get utilities. Scott Anderson said Greenville and GUC districts. He noted that the Town will get a tax base increase and the developer is willing to donate an acre for Town use and the development meets the land use plan. Mayor Pro Tem Hines asked if this materializes will this help the fire flow. Fire Chief Moore said this will increase our fire flow to the area.

Andre Duncan, a developer team member and a retired army sergeant said it is their duty to better the community, to stand behind the project and give back to community. Darren Sutton, developer, said we will work with the Town to make sure the development is made better. Mayor Pro Tem Hines asked about the 55 plus. Mr. Sutton said they are bedrooms downstairs units that are age targeted. Mayor Pro Tem Hines said are they 1,500 square feet. Mr. Sutton said 2,500 to 3,200 square feet. Stephan McGhee spoke and said he found a home here, wants to stay for the community and support their businesses. He noted that affordable housing opens opportunities to many.

Chris Little representing the Jenkins family has owned property for a long time and has seen the area grow. He said he found Sutton Capital and thinks they are the team to make it happen. Beverly Davison has owned some of the property and thinks this development will bring the right project.

Mayor Jackson asked if anyone would like to speak in opposition of the rezoning request.

Michael Bowen lives on Davenport Farm Road and said to think carefully about this decision. It will forever change the area. He noted that the Kimley-Horn traffic study was conducted prior to the bypass opening, traffic is backed up. Also, Swift Creek will be impacted, he contacted Mr. Paramore and other areas will be impacted also. He said concerns can exceed those impacted as well. He asked due diligence in the decision process. Mayor Pro Tem Hines asked how often the Creeks are cleaned, they have just started. Mr. Bowen said Swift Creek drains to the swamp.

Mayor Jackson asked for any further discussion or any more questions. Hearing none what is the Board's pleasure.

Motion made by Mayor Pro Tem Hines and seconded by Councilman Moye to approve the Sutton Capital Group Rezoning Request. Motion carried unanimously, 5-0.

PUBLIC COMMENT: None.

CONSENT AGENDA:

Items included in the Consent Agenda:

1. Approval of the following set of Council Meeting Minutes:
 - November 8, 2021 Regular Meeting Minutes.

Motion made by Councilman Smith and seconded by Mayor Pro Tem Hines to approve the consent agenda. Motion carried unanimously, 5-0.

OLD BUSINESS:

Update on Revisions to the Noise Ordinance.

Town Manager Parker updated changes to Ordinance including use of decibel meter.

CLOSED SESSION:

NCGS § 143-318.11. (a) (5) To establish, or to instruct the public body's staff or negotiating agents concerning the position to be taken by or on behalf of the public body in negotiating (i) the price and other material terms of a contract or proposed contract for the acquisition of real property by purchase, option, exchange, or lease; or (ii) the amount of compensation and other material terms of an employment contract or proposed employment contract. (Acquisition of Real Property).

Motion made by Councilman Moore and seconded by Councilman Smith to go into Closed Session (NCGS § 143-318.11. (a) (5)-Acquisition of Real Property). Motion carried unanimously, 5-0.

Motion made by Councilman Moore and seconded by Councilman Smith to return to Open Session at 8:45 pm. Motion carried unanimously, 5-0.

INSTALLATION AND OATH OF OFFICE OF NEWLY ELECTED TOWN OFFICIALS:

Mayor Richard E. Hines sworn in by the Honorable Donald G. Davis, Senator.

2571 Railroad Street
P.O. Box 1459
Winterville, NC 28590



Phone: (252) 215-2340
Fax: (252) 215-2450
www.wintervillenc.com

**NORTH CAROLINA
PITT COUNTY
TOWN OF WINTERVILLE**

OATH OF OFFICE

I, Richard E. Hines, do solemnly swear that I will support and maintain the Constitution and laws of the United States, and the Constitution and laws of North Carolina not inconsistent therewith, and that I will faithfully discharge the duties of my office as Mayor, so help me God.

Richard E. Hines, Mayor

Donald G. Davis, Senator

December 13, 2021
Date

Councilman Johnny Moye sworn in by the Honorable Wendy S. Hazelton, District Court Judge.

2571 Railroad Street
P.O. Box 1459
Winterville, NC 28590



Phone: (252) 215-2340
Fax: (252) 215-2450
www.wintervillenc.com

**NORTH CAROLINA
PITT COUNTY
TOWN OF WINTERVILLE**

OATH OF OFFICE

I, Johnny Moye, do solemnly swear that I will support and maintain the Constitution and laws of the United States, and the Constitution and laws of North Carolina not inconsistent therewith, and that I will faithfully discharge the duties of my office as Town Councilman, so help me God.

Johnny Moye, Town Councilman

The Honorable Wendy S. Hazelton
District Court Judge

December 13, 2021

Date

Councilman Mark C. Smith sworn in by the Honorable W. Brian DeSoto, District Court Judge.

2571 Railroad Street
P.O. Box 1459
Winterville, NC 28590



Phone: (252) 215-2340
Fax: (252) 215-2450
www.wintervillenc.com

**NORTH CAROLINA
PITT COUNTY
TOWN OF WINTERVILLE**

OATH OF OFFICE

I, Mark C. Smith, do solemnly swear that I will support and maintain the Constitution and laws of the United States, and the Constitution and laws of North Carolina not inconsistent therewith, and that I will faithfully discharge the duties of my office as Town Councilman, so help me God.

Mark C. Smith, Town Councilman

The Honorable W. Brian DeSoto
District Court Judge

December 13, 2021

Date

SHORT BREAK. Meeting resumed at 9:10 pm.

APPOINTMENT OF VACANT COUNCIL SEAT.

Motion made by Councilman Moore and seconded by Councilman Smith to appoint Paul Rice to the vacant Council seat.

Councilman Smith noted that we follow procedure. Councilwoman Roberson said we should be transparent by following policy. Mayor Hines suggested clean up language for next highest for council. Councilman Moyer said we need to be consistent. Councilwoman Roberson said there should be no playing games, numbers, be consistent. Attorney Keen said policy can deviate, Ordinance could be more established.

Motion carried unanimously, 4-0. Paul Rice appointed to vacant Council seat.

DRAFT

Installation and Oath of Office for New Officials.

Councilman Paul A. Rice sworn in by the Honorable Donald G. Davis, Senator.

2571 Railroad Street
P.O. Box 1459
Winterville, NC 28590



Phone: (252) 215-2340
Fax: (252) 215-2450
www.wintervillenc.com

**NORTH CAROLINA
PITT COUNTY
TOWN OF WINTERVILLE**

OATH OF OFFICE

I, Paul A. Rice, do solemnly swear that I will support and maintain the Constitution and laws of the United States, and the Constitution and laws of North Carolina not inconsistent therewith, and that I will faithfully discharge the duties of my office as Town Councilman, so help me God.

Paul A. Rice, Town Councilman

Donald G. Davis, Senator

December 13, 2021
Date

APPOINTMENT OF MAYOR PRO-TEM.

Nomination of Councilman Smith made by Councilman Moore. Nomination of Councilman Moye made by Councilwoman Roberson.

Nominations closed.

Councilwoman Roberson and Councilman Moye voted for Councilman Moye. Councilman Moore, Councilman Rice and Councilman Smith voted for Councilman Smith.

Councilman Smith elected Mayor Pro Tem, by a 3-2 vote.

CONSENT AGENDA:

Items included in the Consent Agenda:

1. Approval of 2022 Calendars.
 - 2022 Regular Council Meeting Calendar; and
 - 2022-2023 Budget Calendar.
2. Schedule Public Hearing for Monday, January 10, 2022: Kenneth Allen Annexation Request.

Motion made by Mayor Pro Tem Smith and seconded by Councilman Moye to approve the consent agenda. Motion carried unanimously, 5-0.

NEW BUSINESS:

Pitt County Human Relations Commission Appointment.

Motion made by Councilman Moore and seconded by Councilwoman Roberson to appoint Mayor Hines as the Town’s representative to the Pitt County Human Relations Commission. Motion carried unanimously, 5-0.

Wooten Company – Task Order No. 34 – Risk and Resilience Assessment and Emergency Response Plan.

Assistant Town Manager Williams noted that Section 2013 of America’s Water Infrastructure Act of 2018 (AWIA) requires community water systems that serve more than 3,000 people to complete a risk and resilience assessment and develop an emergency response plan. The subject Task Order No. 34 is for creating the Town’s Water System Risk and Resiliency Assessment and Emergency Response Plan for compliance with EPA regulations. The Engineer will provide services to assist the Town with development of written guidance for the required plan.

Motion made by Councilman Moore and seconded by Mayor Pro Tem Smith to approve the contract with the Wooten Company for Task Order No. 34 – Risk and Resilience Assessment and Emergency Response Plan. Motion carried unanimously, 5-0.

OTHER AGENDA ITEMS:

Update on Stormwater Workshop.

Town Manager Parker said we are contacting other experts in the field to be available; We are looking at dates they are available. Mayor Hines said to bring back available dates.

Update on Speeding on East Main Street. (Councilman Moore)

Councilman Moore noted that Town Manager Parker is handling. Town Manager Parker said the stop sign has been installed. Police Chief Willhite said enforcement has been conducted and issued warnings. We will now wait and see how the stops signs work in slowing down the speed. Town Manager Parker noted if necessary, we can take warning signs.

ITEMS FOR FUTURE AGENDA/FUTURE WORK SESSIONS:

Schedule Vision Setting Meeting 2022-2023.

Town Manager Parker noted she will get proposed dates out via a poll.

ANNOUNCEMENTS: Town Clerk Harvey gave the following announcements.

1. Planning and Zoning Board Meeting: Monday, December 20, 2021 @ 7:00 pm - Town Hall Assembly Room.
2. Town Offices Closed: December 23, 24, and 27, 2021 for the Christmas Holiday.
3. Town Offices Closed: December 31, 2021 for the New Year Holiday.
4. Regular Town Council Meeting: Monday, January 10, 2022 @ 7:00 pm - Town Hall Assembly Room.

REPORTS FROM THE TOWN ATTORNEY, MAYOR, AND TOWN COUNCIL, AND TOWN MANAGER:

Attorney Lassiter: We have served the internet sweepstakes, after much testimony, Judge denied injunction, both businesses closed. They are not anticipated to drop the suit.

Councilman Rice: Look forward to serving on Council and Merry Christmas.

Councilman Moyer: Glad to see all those out tonight and Merry Christmas.

Mayor Pro Tem Smith: Wished all a Merry Christmas.

Councilwoman Roberson: Introduced volunteer and requested we get information from NCHFA.

Councilman Moore: Note to County for establishing Town in 1 district. Post Office letter sent. Parade in future provide area to set and have John Moore announce. Noted dirty street with rocks, shame street is not clean. All have a Safe Happy Christmas and New Year.

Manager Parker: Glad for 32 years of service, all have Safe, Happy Holiday. Noted we are planning for Mayor Jackson service.

Mayor Hines: Looking forward to making "A Slice of the Good Life". Thanks to all for their support.

ADJOURN:

Motion made by Councilman Moore and seconded by Councilwoman Roberson to adjourn the meeting. Motion carried unanimously, 5-0. Meeting adjourned at 9:44 pm.

Adopted this the 14th day of February 2022.

Richard E. Hines, Mayor

ATTEST:

Donald Harvey, Town Clerk

DRAFT



**WINTERVILLE TOWN COUNCIL
MONDAY, JANUARY 10, 2022 – 7:00 PM
REGULAR MEETING MINUTES
(LIMITED IN-PERSON ATTENDANCE)**

The Winterville Town Council met in a Regular Meeting on the above date at 7:00 PM in the Town Hall Assembly Room, with Mayor Richard E. Hines presiding. The following were present:

Richard E. Hines, Mayor
Mark C. Smith, Mayor Pro Tem
Tony P. Moore, Councilman
Johnny Moye, Councilman
Paul A. Rice, Councilman
Veronica W. Roberson, Councilwoman
Keen Lassiter, Town Attorney
Terri L. Parker, Town Manager
Ben Williams, Assistant Town Manager
Ryan Willhite, Police Chief
David Moore, Fire Chief
Robert Sutton, Electric Director
Anthony Bowers, Finance Director
Bryan Jones, Planning Director
Donald Harvey, Town Clerk

CALL TO ORDER: Mayor Hines called the meeting to order.

INVOCATION: Rev. Rich Vreeland, Pastor at Winterville Christian Church, gave the Invocation.

PLEDGE OF ALLEGIANCE: Mayor Hines led everyone in the Pledge of Allegiance.

WELCOME: Mayor Hines welcomed the public.

APPROVAL OF AGENDA:

Councilman Moore requested an amendment to the Agenda to add Electric Utility Rate discussion as New Business, Item 2.

Motion made by Councilman Moore and seconded by Councilwoman Roberson to approve the amended agenda. Motion carried unanimously, 5-0.

PROCLAMATIONS: Town Clerk Harvey read the following Proclamations.



PROCLAMATION
DR. MARTIN LUTHER KING, JR. DAY

WHEREAS, Dr. Martin Luther King, Jr. was a great moral leader who espoused peace and the brotherhood of man; and

WHEREAS, Dr. King advanced the cause of the attainment of social changes for all people and the establishment of "The Beloved Community" worldwide; and

WHEREAS, Dr. Martin Luther King, Jr. admonished us to have faith, wisdom, and conviction that racial harmony can be achieved and left us a blueprint for harmonious relationships, let us, therefore, embrace his principles of love, peace and non-violence as well as freedom and justice for all; and

WHEREAS, a national holiday has been established by law to observe the anniversary of Dr. King's birth; and

WHEREAS, the State of North Carolina has established the third Monday in January as a legal holiday in honor of his birth;

NOW, THEREFORE, I, Richard E. Hines, Mayor of the Town of Winterville hereby proclaim January 17, 2022, as "DR. MARTIN LUTHER KING, JR. DAY" throughout the Town of Winterville. I urge all citizens to avail themselves of the splendid opportunity to remember and celebrate the life of Dr. King, whose struggle for civil rights and noble pursuit of equality for all Americans deserve our heartfelt appreciation.

IN WITNESS WHEREOF, I do set my hand, and cause the seal of Winterville to be affixed this 10th day of January 2022.

Richard E. Hines, Mayor

Attest:

Donald Harvey, Town Clerk

Human Trafficking Awareness and Prevention Month.



PROCLAMATION

HUMAN TRAFFICKING AWARENESS AND PREVENTION JANUARY 2022

WHEREAS, human trafficking involves the recruitment, harboring, transportation, provision, buying or selling of human beings for their services of labor or commercial sex through the use of force, fraud or coercion; and

WHEREAS, human trafficking violates basic human rights and deprives victims of human dignity and freedom; and

WHEREAS, human trafficking is a growing global and national problem, with North Carolina being consistently ranked among the top ten states for prevalence in human trafficking; and

WHEREAS, it is imperative that we educate our communities, our young people and families to take an active interest in learning how to recognize the risks and resist predators who use coercion and threats to manipulate children as young as 12 into labor or sex trafficking; and

WHEREAS, in recognition of the need for that education, the NC General Assembly enacted legislation mandating that sex trafficking prevention and awareness information be included in the sexual health education curriculum; and

WHEREAS, the NC General Assembly enacted legislation in 2019 mandating that sex trafficking training be provided to all public school personnel; and

WHEREAS, the Pitt County Coalition Against Human Trafficking seeks to eradicate human trafficking by empowering organizations and individuals through collaboration, leadership and training; and

WHEREAS, the Winterville Police Department, the Pitt County Sheriff's Office, Pitt County Schools TEDI Bear Child Advocacy Center, the Center for Family Violence Prevention, and many other organizations are active members of the Pitt County Coalition Against Human Trafficking; and

WHEREAS, the Town of Winterville is committed to protecting people vulnerable to human trafficking and taking action to end human trafficking through prevention, prosecution and partnerships.

NOW, THEREFORE, I, Richard E. Hines, Mayor of the Town of Winterville, do hereby proclaim January 2022 as "Human Trafficking Awareness and Prevention Month" in the Town of Winterville and commend its observance to all citizens.

IN WITNESS WHEREOF, I do set my hand, and cause the seal of Winterville to be affixed this 10th day of January 2022.

Richard E. Hines, Mayor

Attest:

Donald Harvey, Town Clerk

PUBLIC HEARINGS:

Kenneth Allen Annexation Request - Planning Director Jones gave the following presentation:

Town of WINTERVILLE
A slice of the good life!

Town Council – January 10, 2022

Allen Property Annexation Public Hearing

Presenter:
Bryan Jones,
Planning Director



Town of WINTERVILLE
A slice of the good life!

Allen Property - Annexation

Site Data:

- Address: 386 Vernon White Road
- Current Zoning: AR
- Size: 0.727 acres

Annexation Process:

- 1st Council Meeting: Direct Town Clerk to Investigate the Sufficiency of the Annexation (11/8/21).
- 2nd Council Meeting: Schedule a Public Hearing for the Annexation (12/13/21).
- 3rd Council Meeting: Hold Public Hearing on the Annexation (1/10/22).

❖ Petitioner and adjacent property owners were mailed notification on December 28, 2022.

❖ Public Notice published in the Daily Reflector on 12/29/21 and 1/5/22.





Mayor Hines declared the public hearing open and asked if anyone would like to speak in favor of the annexation request. None spoke. Mayor Hines asked if anyone would like to speak in opposition of the annexation request. None spoke.

Mayor Hines asked for any further discussion or any more questions. Hearing none what is Council's pleasure.

Motion made by Councilman Moore and seconded by Councilman Moye to approve the Kenneth Allen Annexation Request. Motion carried unanimously, 5-0.

Revisions to the Noise Ordinance – Police Chief Willhite presented proposed revision to Chapter 96 of the Code of Ordinances. Town Manager Parker noted that updates were placed at their seats.

Town Manager Parker noted that an update was placed at their seats. Police Chief Willhite said the changes are objective not subjective and changes address for less than 100 feet. Mayor Hines asked that he show the device to be used. Police Chief Willhite showed the device and noted that it cost approximately \$200. They have tested at the breweries and noted that passing traffic spiked the levels. Town Manager Parker asked that Chief discuss the permitting changes. Police Chief Willhite said residential there will be no changes and businesses will be a yearly permit. Town Manager Parker asked if they tested with generated music. Police Chief Willhite said they tested at a variety of locations.

Mayor Hines declared the public hearing open, asked if anyone would like to speak in favor of the revisions to the noise ordinance.

Amy Amacker with Local Oak Brewery spoke in favor of businesses having the ability to get a yearly permit and thanked Council and Staff for the work to make the changes.

Mayor Hines asked if anyone would like to speak in opposition of the plan. None spoke.

Mayor Hines asked for any further discussion or any more questions. Hearing none what is Council's pleasure.

Motion made by Councilman Moore and seconded by Councilman Moye to approve the Revisions to the Noise Ordinance (22-O-011). Motion carried unanimously, 5-0.

PUBLIC COMMENT: None.

CONSENT AGENDA:

Items included in the Consent Agenda:

1. WLH Development – Rezoning Request (Parcel 77831): Schedule Public Hearing for February 14, 2022.
2. Budget Amendment 2021-2022-3.

BUDGET ORDINANCE AMENDMENT 2021-2022-3

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, 2022:

SECTION 1. Revenues are to be changed as follows:

LINE ITEM DESCRIPTION			Fund	Increase	Decrease
Fund Balance Contribution	10	3831	General Fund	\$163,000	
Total				\$163,000	\$0

SECTION 2. Appropriations are to be changed as follows:

LINE ITEM DESCRIPTION	Department	Fund	Increase	Decrease
Capital Outlay	Public Buildings	General Fund	\$155,000	
Contracted Services	Fire	General Fund	\$8,000	
Total			\$163,000	\$0

Adopted the 10th day of January 2022.

Richard E. Hines, Mayor

Donald Harvey, Town Clerk

Motion made by Councilman Moore and seconded by Councilman Moye to approve the consent agenda. Motion carried unanimously, 5-0.

NEW BUSINESS:

Brookstone, Phase 2 – Preliminary Plat: Planning Director Jones gave the following presentation:

BROOKSTONE, PHASE 2 PRELIMINARY PLAT

Presenter:
Bryan Jones,
Planning Director



- **Site Data:**
 - **Location:** Church Street Ext south of its intersection with Park Road
 - **Parcel Number:** 70650
 - **Acreage/Density:** 26.99 Acres, 49 Lots
 - **Zoning:** R-10



- **Site History:**
 - Initial rezoning to R-15 CUD approved January 9, 2006.
 - The Preliminary Plat for Brookstone was approved May 8, 2006.
 - Brookstone, Phase 1 Final Plat was approved in 2007 (PZ – May 7, 2007 and TC – August 13, 2007).
 - Rezoned to R-10 June 2021.





Staff Recommendation:

- TRC reviewed/approved on December 7, 2021.
- Planning and Zoning Board unanimously recommended approval on December 20, 2021.
- Planning staff recommends approval.



Mayor Pro Tem Smith asked if this was the development that D.R. Horton took over building. Planning Director Jones said yes.

Mayor Hines asked for any further discussion or any more questions. Hearing none what is Council's pleasure.

Motion made by Mayor Pro Tem Smith and seconded by Councilman Moore to approve the Brookstone, Phase 2 Preliminary Plat. Motion carried unanimously, 5-0.

Electric Utility Rates.

Councilman Moore noted the Town had an electric rate reduction previously during the pandemic. Assistant Town Manager Williams noted that last year there was a 10% reduction for 2 months, April and May 2021.

Mayor Hines asked for any further discussion or any more questions. Hearing none what is Council's pleasure.

Motion made by Councilman Moore and seconded by Councilwoman Roberson to approve a 10 percent Electric Utility Rate Reduction for the next 3 month to all customers. Motion carried, 4-1, Mayor Pro Tem Smith opposed.

OTHER AGENDA ITEMS:

Discussion of Town's Quasiquicentennial Anniversary (March 3, 1897).

Council held discussion of the Town's Quasiquicentennial Anniversary - 125 years (March 3, 1897). Town Manager Parker asked for ideas of what would Council like to do. Mayor Hines suggested signs on poles. Town Manager Parker asked what kinds of events, we will revisit at February meeting. Mayor Hines noted we meet and discuss with town historians and show appreciation of the Town's past.

ITEMS FOR FUTURE AGENDA/FUTURE WORK SESSIONS:

Town Manager Parker said two polls forthcoming for the vision setting meeting and the stormwater workshop. Councilwoman Roberson asked for an update on the solar energy issue.

ANNOUNCEMENTS: Town Clerk Harvey gave the following announcements.

1. Town Offices Closed: Monday, January 17, 2022 for the Martin Luther King, Jr. Holiday.
2. Planning and Zoning Board Meeting: Tuesday, January 18, 2022 @ 7:00 pm - Town Hall Assembly Room.
3. Board of Adjustment Meeting: Tuesday, January 18, 2022 @ 7:30 pm - Town Hall Assembly Room.
4. Recreation Advisory Board: Tuesday, January 25, 2022 @ 6:30 pm – Operation Center Training Room.
5. Regular Town Council Meeting: Monday, February 14, 2022 @ 7:00 pm - Town Hall Assembly Room.

REPORTS FROM THE TOWN ATTORNEY, MAYOR, AND TOWN COUNCIL, AND TOWN MANAGER:

Attorney Lassiter: The Internet sweepstakes filed; the businesses closed; no date set for case.

Councilman Rice: Glad to be here serving on Council.

Councilman Moye: Noted bad fires in County recently and what a tragedy. Fire Chief Moore noted to avoid use and be careful with drop cords and space heaters.

Mayor Pro Tem Smith: None.

Councilwoman Roberson: Prayers to those impacted by fires and storms. Martin Luther King service at Next Generation Church and Mayor Hines will speak at 6 pm.

Councilman Moore: Thanks for comments and for Leland Tucker, he was very involved in leading the Town. Mayor Jackson and Dean Hines are in need of our prayers.

Manager Parker: Happy New Year, looking forward for the year ahead.

Mayor Hines: Settling in as Mayor; phone ringing and appreciate honor to serve as first African.- American Mayor. Speaking at several functions this weekend. Shared loss of Eugene James.

ADJOURN:

Motion made by Councilwoman Roberson and seconded by Councilman Moore to adjourn the meeting. Motion carried unanimously, 5-0. Meeting adjourned at 7:53 pm.

Adopted this the 14th day of February 2022.

Richard E. Hines, Mayor Pro Tem

ATTEST:

Donald Harvey, Town Clerk



**Town of Winterville
Town Council
Agenda Abstract**

Item Section: Consent Agenda

Meeting Date: February 14, 2022

Presenter: Anthony Bowers, Finance Director

Item to be Considered

Subject: Budget Amendment 2021-2022-4

Action Requested: Approve the Budget Amendment.

Attachment: Budget Amendment 2021-2022-4.

Prepared By: Anthony Bowers, Finance Director

Date: 2/7/2022

ABSTRACT ROUTING:

TC: 2/7/2022

TM: 2/9/2022

Final: tlp - 2/9/2022

Supporting Documentation

This is the fourth budget amendment for the 2021-2022 Fiscal Year.

This amendment addresses the use of fund balance to cover two items.

The first item is to appropriate funds to items needed by the Police Department. The funds are to be allocated from the Asset Forfeiture Account.

The second item is for \$409,600 to cover increased cost associated with building transmission and distribution lines in the new territory on the east side of Town.

Budgetary Impact: The total budget amendment is \$417,334.

Recommendation: Approve the Budget Amendment.

BUDGET ORDINANCE AMENDMENT 21-22-4

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, 2022:

SECTION 1. Revenues are to be changed as follows:

LINE ITEM DESCRIPTION			Fund	Increase	Decrease
Fund Balance Contribution	10	3831	General Fund	\$7,734.00	
Fund Balance Contribution	60	3831	Electric Fund	\$409,600.00	
Total				\$417,334.00	\$0.00

SECTION 2. Appropriations are to be changed as follows:

LINE ITEM DESCRIPTION			Department	Fund	Increase	Decrease
Auth Forfeiture Allocation - Fed	10431000	4263	Public Buildings	General Fund	\$6,000.00	
Auth Forfeiture Allocation - State	10431000	4263	Public Buildings	General Fund	\$1,734.00	
Capital Outlay	60801000	7150	Fire	General Fund	\$409,600.00	
Total					\$417,334.00	\$0.00

Adopted the 14th day of February 2022.

Mayor

Town Clerk



**Town of Winterville
Town Council
Agenda Abstract**

Item Section: Consent Agenda

Meeting Date: February 14, 2022

Presenter: David Moore, Fire Chief

Item to be Considered

Subject: Amendment and Renewal of Interlocal Agreement Between Pitt County and The Town of Winterville, NC

Action Requested: Approval of Interlocal Agreement Renewal

Attachment: Agreement Between Pitt County and Partnering Agency for Subscriber Fee For The Use of 700 MHz Radio System (2012) and Amended Agreement Between Pitt County and The Town of Winterville, NC (2022)

Prepared By: David Moore, Fire Chief

Date: 2/8/2022

ABSTRACT ROUTING:

TC: 2/8/2022

TM: 2/9/2022

Final: tlp - 2/9/2022

Supporting Documentation

The Amendment and Renewal of Interlocal Agreement Between Pitt County and Partnering Agency for Subscriber Fee for The Use of 700 MHz Radio System (2012), was originally entered into to establish the Town of Winterville's access to the 700 MHz radio system. This original agreement included a \$10.00 monthly fee for each radio. This agreement automatically renewed annually for a period of ten (10) years which comes to an end in June 2022. The attached amendment extends this original agreement for an additional ten (10) years. The associated fee for each radio will increase to \$15.00 per month. Currently the Town operates currently operates (44 Radios) Fire Department, (2 Radios) Public Works Department, and (31 Radios) Police Department for a total of 77 radios.

Budgetary Impact: \$13,860 annually beginning July 1, 2022 through June 30, 2032.

Recommendation: Approval for Mayor to sign Amendment and Renewal of Interlocal Agreement Between Pitt County and The Town of Winterville, NC

**NORTH CAROLINA
PITT COUNTY**

**INTERLOCAL AGREEMENT BETWEEN
PITT COUNTY AND PARTNERING AGENCY
FOR SUBSCRIBER FEE FOR THE USE
OF 700 MHz RADIO SYSTEM**

THIS AGREEMENT entered into on this the 9th day of July, 2012, by and between Pitt County, hereinafter referred to as "COUNTY" and the Town of Winterville, hereinafter referred to as "AGENCY".

WITNESSETH:

WHEREAS, COUNTY has purchased and is installing a Motorola 700 MHz L-2 Core ASTRO P-25 TDMA Radio System, hereinafter referred to as "SYSTEM", to provide improved public safety communications, including emergency and non-emergency, which can be expanded to accommodate the requirements of the COUNTY; and

WHEREAS, the SYSTEM has the capacity to allow other users to communicate on the SYSTEM, both public safety and non-public safety agencies; and

WHEREAS, AGENCY has expressed an interest to use the SYSTEM as a primary means of communications; and

WHEREAS, COUNTY is willing to allow AGENCY the ability to use the SYSTEM for primary means of communications; and

WHEREAS, AGENCY and COUNTY desire to enter into an agreement to provide the terms and conditions of their agreement, including subscriber fees to be paid by AGENCY for the use of the radio system.

NOW, THEREFORE, for and in consideration of the mutual covenants and agreements contained herein, the COUNTY and the AGENCY agree as follows:

1. Purpose: The purpose of this Agreement is to set forth the rights and obligations regarding the use of the SYSTEM by AGENCY.
2. Term: The effective date of this Agreement shall be the date when the AGENCY first uses the SYSTEM for operational purposes (excluding training or testing) after acceptance of the SYSTEM from Motorola by COUNTY. The AGENCY AND COUNTY shall promptly memorialize this effective date by indicating the date on a certificate. The initial term of this Agreement shall be for one (1) year from the effective date. The terms of this Agreement shall automatically renew for additional one (1) year terms, for a total of ten (10) years unless either

COUNTY or AGENCY gives at least one (1) year's written notice of termination to the other party.

3. Subscriber Fee: AGENCY shall pay to COUNTY a subscriber fee of \$10.00 per subscriber unit per month, for a total of \$120.00 per year per subscriber unit, payable quarterly. The monthly subscriber fee per subscriber unit shall be prorated on the first and final month that each subscriber unit is initially placed and finally removed from service based upon the number of days in the month in which it is in service. Payment of the subscriber fee includes all payments to be made by AGENCY for the use of the SYSTEM, with no additional charge for air time.

4. Subscriber Units: For the purpose of this Agreement, a subscriber unit means a radio owned by the AGENCY which utilizes the SYSTEM. AGENCY shall be responsible for the purchase of its subscriber units. Provided that Motorola is willing to furnish the subscriber units to the AGENCY at the same or more favorable prices furnished to the COUNTY, AGENCY agrees to purchase subscriber units from Motorola through the COUNTY's contract with Motorola. Said contract is the result of a public, formal bid process in full compliance with the bidding laws of the State of North Carolina for the purchase of this equipment. Payment for the subscriber units shall be the sole responsibility of AGENCY to Motorola. Maintenance and upgrades of the subscriber units purchased by AGENCY shall be the sole responsibility of AGENCY. COUNTY shall provide and maintain all ancillary equipment necessary for Motorola subscriber units to join and utilize the SYSTEM.

Any non-Motorola subscriber units purchased by AGENCY will be P25 Phase 2 capable and will require the AGENCY to purchase for the COUNTY the necessary software and hardware equipment for the programming of the non-Motorola subscribers units.

All subscriber units shall only be granted access to the system by a radio ID assigned by the COUNTY. All subscribers units must be maintained and programmed in accordance with the COUNTY specifications. COUNTY will maintain the system key but will provide a programming button to allow AGENCY the ability to program their radios that have an approved and issued County ID.

If AGENCY chooses to purchase non-Motorola subscriber units, any Ancillary Equipment needed for AGENCY to join and utilize the SYSTEM must be Motorola compatible (Motorola approved) and will be at the expense of AGENCY. All equipment will be P25 Phase 2 capable.

5. Infrastructure: COUNTY shall own, operate, maintain and administer all aspects of the SYSTEM in a professional manner to ensure the long-term and reliable provision of the SYSTEMS's coverage and capacity requirements. Performance shall be as specified in the contract between COUNTY and Motorola dated August 1, 2011, which performance requirements are incorporated herein by reference. COUNTY shall be responsible for maintaining the SYSTEM so that the SYSTEM complies with said performance requirements and has the capacity to accommodate the number of subscriber units the COUNTY allows to use the SYSTEM, including COUNTY use and all the Agencies granted use.

6. Priorities: It is understood that public safety agency access and utilization of the SYSTEM is first priority and that the access of other Agencies, whether currently on the SYSTEM or requesting service in the future, may be restricted to avoid negatively impacting public safety use of the SYSTEM. A public safety agency is defined as an agency whose primary function is law enforcement, firefighting or emergency medical care.

7. FCC Licenses: Throughout the term of this Agreement, COUNTY will provide the use of radio frequencies licensed to the COUNTY. Use of the frequencies shall comply with the rules and policies of the FCC, any other applicable federal and state law, and the specific authorizations of COUNTY. COUNTY shall be responsible for ensuring that the frequencies are used properly and AGENCY shall provide access to facilities and equipment necessary to ensure compliance. COUNTY shall perform the necessary administrative responsibilities with regard to the FCC Licenses, which shall include the timely renewal of all licenses and responding to all FCC inquiries. During the term of this Agreement, neither party shall take any action, or fail to take any action, in respect to the FCC Licenses which would inhibit or prevent operation of the SYSTEM. Upon termination of this Agreement for any reason, the frequencies associated with the FCC Licenses shall remain with the COUNTY.

8. Amendments: This Agreement shall not be modified or otherwise amended except in writing and signed by the parties.

9. Independent Contractor: COUNTY and AGENCY are and shall remain independent contractors with respect to all services performed under this Agreement.

10. Indemnification: Each party shall indemnify and hold the other harmless from and against any and all loss, damage, cost or expense caused by the negligent or wrongful act or omission of any employee of the indemnifying party. Except as permitted by law, neither party shall be liable to the other for any indirect, special, incidental, consequential or punitive damages.

11. Governing Law: This Agreement shall be governed by and construed in accordance with North Carolina law.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement, in duplicate originals, as of the day and year first above written, all pursuant to authority duly granted.



TOWN OF WINTERVILLE

Douglas A. Jackson
BY: Major, Douglas A. JACKSON

ATTEST:

Jasman J. Smith
Jasman J. Smith Town Clerk

PITT COUNTY

Beth B. Ward
Chairman, Board of Commissioners

ATTEST:

Kimberly W. Hines
Clerk to the Board



**AMENDMENT AND RENEWAL OF INTERLOCAL AGREEMENT
BETWEEN PITT COUNTY
AND THE Town of Winterville, NC**

THIS RENEWAL OF INTERLOCAL AGREEMENT is made and entered into this the ____ day of _____, 2022 between Pitt County, a political subdivision of the State of North Carolina, (hereinafter referred to as the “County”) and the Town of Winterville, NC (hereinafter referred to as “Agency”).

WITNESSETH:

WHEREAS, County and Agency entered into an Interlocal Agreement dated December 19, 2011 for the use of the County’s 700 MHz Radio System, herein called Original Agreement, which is attached hereto as Exhibit A and incorporated into this Renewal as if fully set forth herein; and

WHEREAS, County and Agency desire at this time to amend and renew said Original Agreement as hereinafter set forth;

NOW, THEREFORE, it is mutually agreed that the Original Agreement shall be amended and renewed as follows:

- a. The Original Agreement shall be amended and renewed and shall exist and continue until the 30th day of June, 2022. This Agreement shall automatically renew for additional one (1) year terms, beginning July 1, 2022 for a total of ten (10) years ending the last day of June of each fiscal year until June 30, 2032 unless either COUNTY or AGENCY gives at least one (1) year’s written notice of termination to the other party, or unless terminated as provided in Paragraph 8, Amendments, as amended.
- b. Starting on and effective on July 1, 2022, the first sentence of Paragraph 3, Subscriber Fee, is amended to read as follows:

AGENCY shall pay to COUNTY a subscriber fee of \$15.00 per subscriber unit per month, for a total of \$180.00 per year per subscriber unit, payable quarterly.

- c. Starting on and effective on July 1, 2022, Paragraph 8, Amendments, is amended to add the following new language in addition to and after the now existing language:

The COUNTY reserves the right to change or modify any terms of this agreement provided the AGENCY is notified in writing prior to the change going into effect. Upon receipt of written notice provided by the COUNTY changing or modifying terms, within 60 days the AGENCY can accept the change or modification by completing any necessary amendments in writing, or the AGENCY in writing can

reject the change or modification which operates to terminate this agreement 60 days from the date of the AGENCY'S writing rejecting the change or modification.

- d. All subscriber units shall only be granted access to the system by a radio ID assigned by the COUNTY. All subscribers' units must be maintained and programmed in accordance with the COUNTY specifications. COUNTY will maintain the system key but will provide a programming button to allow AGENCY the ability to program their radios that have an approved and Issued County ID, with approved talk groups/channels only. Private channels are for the use of the owning agency and its subsequent units only. **If AGENCY chooses to purchase non-Motorola subscriber units, any Ancillary Equipment needed for AGENCY to join the system must be Motorola compatible (Motorola approved) and will be at the expense of AGENCY. All equipment will be P25 Phase 2 capable.**

- e. All of the terms and provisions of the Original Agreement except as herein modified, are to remain in full force and effect, and are made a part of this Renewal of Contract for Services;

In consideration of the mutual promises and benefits set forth herein, County and Agency agree to be bound by the terms of this Amendment and Renewal of Contract for Services, as evidenced by the signatures below.

Agency:

Pitt County:

By: _____

By: _____
Janis Gallagher, County Manager



**Town of Winterville
Town Council
Agenda Abstract**

Item Section: Consent Agenda

Meeting Date: February 14, 2022

Presenter: Bryan Jones, Planning Director

Item to be Considered

Subject: Villa Grande, Section 3 – Rezoning Request (Parcels 82582, 80704, 19880).

Action Requested: Schedule the Public Hearing on Rezoning for March 14, 2022.

Attachment: Rezoning Application, Rezoning Map, Legal Description, Notification to Adjacent Property Owners, and Staff Report.

Prepared By: Bryan Jones, Planning Director

Date: 2/2/2022

ABSTRACT ROUTING:

TC: 2/7/2022

TM: 2/9/2022

Final: tlp - 2/9/2022

Supporting Documentation

Applicant: Nolan Commercial Contractors, Inc.

Location: Red Forbes Road north of its intersection with NC HWY 903 S.

Parcel Number: 82582, 80704, 19880.

Site Data: 22.733 acres.

Current Zoning District: AR.

Proposed Zoning District: R-10.

- ❖ Proposed Zoning Districts: R-10.
- ❖ Adjacent property owners were mailed notification of the rezoning request on January 5, 2022.
- ❖ Notification was posted on the site on December 29, 2021.
- ❖ Planning and Zoning Board unanimously recommended approval of the rezoning request on January 18, 2022.

Budgetary Impact: TBD.

Recommendation: Schedule Public Hearing on the Rezoning Request for March 14, 2022.



**REZONING APPLICATION
TOWN OF WINTERVILLE**

2571 Railroad Street
P O Box 1459
Winterville, NC 28590
Phone: (252) 756-2221

Staff Use Only
Appl. # _____

OWNERSHIP INFORMATION:

Applicant: Nolan Commercial Contractors, Inc.

Address: 754 Ramsey Road, Jacksonville, NC 28546

Phone #: 910-219-4770

Owner: LYNDA MAY SHIVERS FAULKNER

Address: 633 WILLOW LANE, GRIMESLAND, N.C. 27837-0130

Phone #: 252-714-1882

PROPERTY INFORMATION

Parcel #: 82582, 80704, & 19880 Area (square feet or acres): 22.733 acres

Current Land Use: Farm Land & one unoccupied residence

Location of Property: Off Red Forbes Road. See attached map.

ZONING REQUEST

Existing Zoning: ~~None~~ A-R Requested Zoning: R-10

Reason for zoning change: Continuation of the existing adjacent Villa Grande development, which is R-10.

This application shall be accompanied by the following items:

- A map drawn to a scale of not less than 400 feet to the inch and not more than 20 feet to the inch showing the land covered by the proposed amendment;
- A legal description of the property;
- A list of the names and addresses of all owners of property involved in the map change and all adjoining property owners as shown on County tax records;
- A filing fee according to a regularly adopted Fee Schedule of the Town.

OWNER/AGENT STATEMENT

I, Nolan Commercial Contractors, Inc., being the Owner or Agent (if Agent, complete section below) request that the attached rezoning request be placed on the agenda of the Planning and Zoning Board meeting scheduled for 01 / 17 / 2022.

I understand that failure to address any item in the zoning amendment application requirements of the zoning ordinance may result in the rezoning request not meeting the minimum submission requirements and will be returned to me for revision and resubmission at the next regular review cycle.

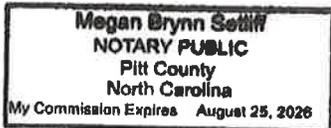
[Signature] _____ Date 12/27/2021

NOTE: AGENTS ACTING ON BEHALF OF THE PROPERTY OWNER MUST HAVE A NOTARIZED STATEMENT FROM THE PROPERTY OWNER GIVING THEM THE AUTHORITY TO ACT ON THE OWNER'S BEHALF.

I, LYNDA MAY SHIVERS FAULKNER, being the Owner of the property described herein, do hereby authorize Nolan Commercial Contractors, Inc. as agent for the purpose of this application.

[Signature] _____ Date 12/27/21

Sworn to and subscribed before me, this 27th day of December, 2021.



[Signature] _____
Notary Public

My Commission Expires:
August 25, 2026

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

Beginning at a Point, said Point being the northeastern most corner of Common Area 'B' as shown on that certain plat entitled "Final Plat Villa Grande Phase One Section "A" dated June 14, 2017 as recorded in Book 81, Page 180-181 in the Pitt County Register of Deeds

Thence, from said Point of Beginning, along North 74 degrees 59 minutes 48 seconds West for a distance of 154.33 feet to a point;
Thence, South 87 degrees 07 minutes 51 seconds West for a distance of 414.10 feet to a point;
Thence, North 19 degrees 33 minutes 14 seconds West for a distance of 262.80 feet to a point;
Thence, South 65 degrees 56 minutes 58 seconds West for a distance of 286.98 feet to a point;
Thence, turning to the northwest and along and with the eastern boundary line of the Villa Grande Phase One Section "B" as recorded in Map Book 84, Page 134 of the Pitt County registry, North 22 degrees 00 minutes 00 seconds West for a distance of 961.70 feet to a point;
Thence, North 67 degrees 00 minutes 00 seconds West for a distance of 138.81 feet to a point;
Thence, North 27 degrees 10 minutes 00 seconds East for a distance of 371.18 feet to a point;
Thence, South 75 degrees 20 minutes 43 seconds East for a distance of 259.58 feet to a point;
Thence, South 40 degrees 22 minutes 57 seconds East for a distance of 17.79 feet to a point;
Thence, South 34 degrees 40 minutes 21 seconds East for a distance of 31.91 feet to a point;
Thence, South 64 degrees 29 minutes 35 seconds East for a distance of 41.35 feet to a point;
Thence, South 53 degrees 33 minutes 41 seconds East for a distance of 32.75 feet to a point;
Thence, South 60 degrees 43 minutes 49 seconds East for a distance of 31.46 feet to a point;
Thence, South 47 degrees 26 minutes 05 seconds East for a distance of 59.39 feet to a point;
Thence, South 25 degrees 16 minutes 00 seconds East for a distance of 37.20 feet to a point;
Thence, South 12 degrees 27 minutes 38 seconds East for a distance of 42.01 feet to a point;
Thence, South 10 degrees 52 minutes 13 seconds East for a distance of 151.42 feet to a point;
Thence, South 02 degrees 16 minutes 35 seconds West for a distance of 42.95 feet to a point;
Thence, South 19 degrees 30 minutes 18 seconds East for a distance of 97.46 feet to a point;
Thence, South 27 degrees 55 minutes 19 seconds East for a distance of 75.06 feet to a point;
Thence, South 31 degrees 35 minutes 42 seconds East for a distance of 32.01 feet to a point;
Thence, South 59 degrees 54 minutes 10 seconds East for a distance of 53.21 feet to a point;
Thence, South 77 degrees 20 minutes 28 seconds East for a distance of 55.68 feet to a point;
Thence, South 72 degrees 11 minutes 12 seconds East for a distance of 56.87 feet to a point;
Thence, South 89 degrees 16 minutes 54 seconds East for a distance of 40.54 feet to a point;
Thence, South 86 degrees 22 minutes 55 seconds East for a distance of 669.95 feet to a point on the western right of way of Red Forbes Road;
Thence, and along and with the western right of way of Red Forbes Road, South 12 degrees 11 minutes 03 seconds West for a distance of 144.29 feet to a point;
Thence, South 09 degrees 42 minutes 11 seconds West for a distance of 337.42 feet to a point;
Thence, South 10 degrees 38 minutes 41 seconds West for a distance of 220.48 feet to a point;
Thence, South 14 degrees 24 minutes 34 seconds West for a distance of 49.97 feet to the Point of Beginning.

Containing 22.733 acres, more or less.

End of Legal Description



2571 Railroad Street
PO Box 1459
Winterville, NC 28590

Phone (252)215-2358
Fax (252)756-3109
www.wintervillenc.com

**Planning and Zoning
Rezoning Request**

NOTICE IS HEREBY GIVEN that the Winterville Planning and Zoning Board will meet on Tuesday, January 18, 2022 at 7:00 pm in the Town Hall Assembly Room at 2571 Railroad Street, in order to consider the following request:

Nolan Commercial Contractors, Inc. has submitted a rezoning application to rezone Parcels 19880, 80704, and 82582 (22.733Acres) as shown on the attached map from Agricultural- Residential (AR) to R-10 Zoning District. The R-10 Residential District is a quiet, medium density neighborhood consisting of single-family residences along with limited home occupations and private and public community uses.

Copies of the Zoning Ordinance and Map are on file at the Planning Department Office in the Town Hall and are available for public inspection by contacting bryan.jones@wintervillenc.com or the Winterville Planning Department at (252) 756-2221 or at wintervillenc.com.

**The Town of Winterville will be keeping measures in place in an ongoing effort to mitigate the spread of COVID-19. The meeting is open to the public; however, limited attendance will be allowed to attend in-person due to COVID-19 provisions and the meeting will be available electronically. The public is encouraged to watch the meeting live on YouTube (www.wintervillenc.com/videos).

The public may submit written comments to the Town Clerk's office, 2571 Railroad Street, Winterville, NC 28590, or via email to don.harvey@wintervillenc.com. Please include your name and address.

NOLAN COMMERCIAL
CONTRACTORS, INC
754 RAMSEY RD
JACKSONVILLE, NC 28546

NATALIE COX
512 VILLA GRANDE DRIVE
WINTERVILLE, NC 28590

ADAM MOTTER
MEGAN MOTTER
530 VILLA GRANDE DRIVE
WINTERVILLE, NC 28590

JAMES FREEMAN
548 VILLA GRANDE DRIVE
WINTERVILLE, NC 28590

ALI ALAKWA
570 VILLA GRANDE DRIVE
WINTERVILLE, NC 28590

THONG PHAN
DUNG NGOC CAO
2745 BRITTIA LANE
WINTERVILLE, NC 28590

YASHEKA HAYNES
TRAVIS HAYNES
2725 BRITTIA LANE
WINTERVILLE, NC 28590

ADAMS HOMES
3000 GULF BREEZE PKWY
GULF BREEZE, FL 32563

CONNIE HOOKER
JACQUELINE B HOOKER
410 DENALI RD
WINTERVILLE NC 28590

JOHNATHAN GUTTNEBERGER
ASHLEY GUTTENBERGER
2460 KODIAK DRIVE
WINTERVILLE

LYNDA MAY SHIVERS
FAULKNER
633 WILLOW LANE
GRIMESLAND, NC 27837

TWANA JOYNER
518 VILLA GRANDE DRIVE
WINTERVILLE, NC 28590

TOBY DANIELS
CHAWATA DANIELS
536 VILLA GRANDE DRIVE
WINTERVILLE, NC 28590

KENNETH SOUTHWELL
OLGA SOUTHWELL
554 VILLA GRANDE DRIVE
WINTERVILLE, NC 28590

LINSEY P HARRISON III
ANNE HARRISON
2755 BRITTIA LANE
WINTERVILLE, NC 28590

HUONG V NGUYEN
CHAU N NGUYEN
2737 BRITTIA LANE
WINTERVILLE, NC 28590

THOMAS IGE
ABIODUN IGE
2719 BRITTIA LANE
WINTERVILLE, NC 28590

THERADLINE HENRY FORBES
3560 LITTLESBURG RD
BLUEFIELD, WV 24701

ANTHONY COBB
DEMETRISE Y COBB
2476 KODIAK DRIVE
WINTERVILLE, NC 28590

STEVEN KASCHAK
KIMBERLY KASCHAK
504 VILLA GRANDE DRIVE
WINTERVILLE, NC 28590

NISREEN SQOUR
MURAD ALSOUDANY
524 VILLA GRANDE DRIVE
WINTERVILLE, NC 28590

RICHARD THIELE
ELIZABETH THIELE
542 VILLA GRANDE DRIVE
WINTERVILLE, NC 28590

SEAN MOORE
ADRIENNE MOORE
566 VILLA GRANDE DRIVE
WINTERVILLE, NC 28590

GUY DOYON
DEBORAH DOYON
2751 BRITTIA LANE
WINTERVILLE, NC 28590

HOSEA JAMES
2731 BRITTIA LANE
WINTERVILLE, NC 28590

WILLIAM C CONSTABLE III
SUSAN RESSLER
2711 BRITTIA LANE
WINTERVILLE, NC 28590

DENALI HOMEOWNERS
ASSOCIATION INC
106 REGENCY BLVD
GREENVILLE, NC 27834

LONNIE JAMES LEE
DOROTHY M LEE
2468 KODIAK DRIVE
WINTERVILLE, NC 28590



**Town of Winterville Planning Department
Zoning Staff Report**

GENERAL INFORMATION

APPLICANT	Nolan Commercial Contractors, Inc
HEARING TYPE	Rezoning Request
REQUEST	Agricultural-Residential (AR) to R-10
CONDITIONS	n/a
LOCATION	Red Forbes Road
PARCEL ID NUMBER(S)	19880, 80704, 82582
PUBLIC NOTIFICATION	Adjacent property owners were mailed notification of the rezoning request on January 5, 2022. Notification was posted on site on December 29, 2021. 27 properties were mailed notification.
TRACT SIZE	22.733 acres
TOPOGRAPHY	Flat
VEGETATION	Cleared

SITE DATA

EXISTING USE	Single Family Home / Vacant
---------------------	-----------------------------

ADJACENT PROPERTY	ZONING	ADJACENT LAND USE
N	RR (County Zoning District)	Residential / Agricultural
E	AR / R-15	Single Family/Wooded
W	R-10	Single Family Residential
S	R-10	Single Family Residential

ZONING DISTRICT STANDARDS

DISTRICT SUMMARIES	EXISTING	REQUESTED
ZONING DISTRICT DESIGNATION	AR	R-10
MAX DENSITY	n/a	n/a
TYPICAL USES	Low-density residential and agricultural uses; where urban development is expected.	(R-10) Medium Density; single-family residential; limited home occupations.



SPECIAL INFORMATION

OVERLAY DISTRICT	N/A
ENVIRONMENTAL / SOILS	N/A
FLOODPLAIN	N/A
STREAMS	(50' Riparian Buffer along tributary off of Swift Creek) Stream feature located along northern property line.
OTHER	If >1 acre is disturbed, site must meet Phase 2 stormwater requirements and provide Soil Erosion and Sedimentation Control Permit
SITE PLAN REQUIREMENTS	Subdivision plan required

**These regulations may not reflect all requirements for all situations. See the Town of Winterville Zoning Ordinance for all applicable regulations for site requirements for this zoning district.

LANDSCAPING & BUFFER REQUIREMENTS

Development must meet requirements of the Zoning Ordinance (Article X-A. Vegetation and Buffering Requirements).

TRANSPORTATION

STREET CLASSIFICATION	Red Forbes Road– NCDOT Road Vicent View Drive - TOW
SITE ACCESS	All access must be designed and constructed to meet the Town of Winterville / NCDOT standards.
TRAFFIC COUNTS (per NCDOT Annual Average Daily Traffic Map)	Red Forbes Road- 900
TRIP GENERATION	N/A
SIDEWALKS	Required.
TRAFFIC IMPACT STUDY (TIS)	TBD
STREET CONNECTIVITY	N/A
OTHER	N/A



IMPACT ANALYSIS

Land Use Compatibility

The proposed R-10 zoning districts would allow land uses that are compatible with the general character of the area.

Town of Winterville Comprehensive Land Use Plan Policies

The Future Land Use Map designates this property as an Urban Neighborhood character area. The requested **R-10** zoning district is generally consistent with this character area as defined by the future land use designation.

Comprehensive Land Use Plans - Recommendations & Implementation

Suburban Residential - General Character:

- Low to medium density single family residential. This land use type was identified as one that is appropriate and valued. This flexible land use type is appropriate for many parts of the planning area.

STAFF ANALYSIS AND RECOMMENDATION

Community Outreach

Applicant is encouraged to discuss this proposed rezoning with owners of surrounding properties.

Staff Analysis

The 22.733-acre property is currently being used for a single-family home on Parcel 80704. Parcel 82582 is vacant. The property North of the request is zoned RR (Pitt County Zoning District) and is vacant/agriculture. South and West of the request is zoned R-10 and is single-family residential (Villa Grande Subdivision, Phases 1 and 2). East (across Red Forbes Road) of the request is zoned AR and R-15 and is single-family residential (Denali Subdivision)/wooded.

The R-10 District rezoning request is consistent with the intent and purpose of the Zoning Ordinance, the Future Land Use Plan and is generally compatible with the existing development and trends in the surrounding area. The proposed R-10 zoning district fall within the density recommendations provided within the Suburban Residential character area.

Staff Recommendation

Planning and Zoning Board unanimously recommended **approval** on January 18, 2022.

Staff recommends **approval** of the rezoning request for the 23.733 acres from AR to R-10.



**Town of Winterville
Town Council
Agenda Abstract**

Item Section: Consent Agenda

Meeting Date: February 14, 2022

Presenter: Bryan Jones, Planning Director

Item to be Considered

Subject: Carroll Crossing, Section 3, Phase 1 – Annexation.

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

Attachment: Annexation Petition with Legal Description, Annexation Map, Resolution Directing Clerk to investigate Sufficiency, Draft Certification of Sufficiency.

Prepared By: Bryan Jones, Planning Director

Date: 2/2/2022

ABSTRACT ROUTING:

TC: 2/7/2022

TM: 2/9/2022

Final: tlp - 2/9/2022

Supporting Documentation

Le & Lam Properties, property owner of Parcel 04819, is applying for annexation into the Town limits.

Location: Church Street Ext at its intersection with Jeremy Lane.

Size: 1.102 Acres

Zoned: R-8 CD

Annexation Process:

1st Council Meeting: Direct Town Clerk to Investigate the Sufficiency of the Annexation (2/14/2022).

2nd Council Meeting: Schedule a Public Hearing for the Annexation (3/14/2022).

3rd Council Meeting: Hold Public Hearing on the Annexation (4/11/2022).

Budgetary Impact: TBD.

Recommendation: Direct Town Clerk to Investigate Sufficiency of Annexation.

PETITION REQUESTING ANNEXATION

Date: 1/03/2022

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:

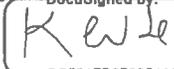
Description

Beginning at an iron pipe on the curved southern right-of-way of Jeremy Lane, said iron pipe being located S 54°56'58" E 67.86' from a Mag Nail located at the centerline intersection of Jeremy Lane and NCSR 1714 (Church Street). From the above described beginning, so located, running thence as follows:

With the curved southern right-of-way of Jeremy Lane an arc distance of 97.68', said curve to the right having a radius of 315.00' and a chord bearing S 70°14'44" E 97.29' to the point of tangency, thence S 61°21'44" E 131.06' to an existing iron pipe at the northwestern corner of Lot 22B, Carroll Crossing as recorded in Map Book 62, Page 195 of the Pitt County Register of Deeds, thence leaving the southern right-of-way of Jeremy Lane and with the western line of said Lot 22B, Carroll Crossing, S 09°00'47" W 195.72' to an existing iron pipe, thence N 62°05'36" W 264.24' to an iron pipe on the eastern right-of-way of NCSR 1714 (Church Street), thence with the eastern right-of-way of NCSR 1714 (Church Street), N 09°00'47" E 142.33' to the point of curvature, thence with a curve to the right an arc distance of 48.10', said curve having a radius of 30.00' and a chord bearing N 54°56'32" E 43.11' to the point of beginning containing 1.102 acres and being a portion of the property described in Deed Book 4049, Page 773 of the Pitt County Register of Deeds

Name Kevin H. Le, Member, Le & Lam Properties, LLC

Address 189 Blackwater Drive, Winterville, NC 28590

Signature 
DocuSigned by: CC521FB279054AB

Name Hally My Ngoc Lam, Member, Le & Lam Properties, LLC

Address P.O. Box 606, Greenville, NC 27835

Signature 
DocuSigned by: B55A113FFF6246B

Y:\DRAWINGS\21-054 CARROLL CROSSING SEC 3\ANNEXATION MAP.dwg Mon, Jan 10, 2022-10:52am RWELLS FB 536, PG 132

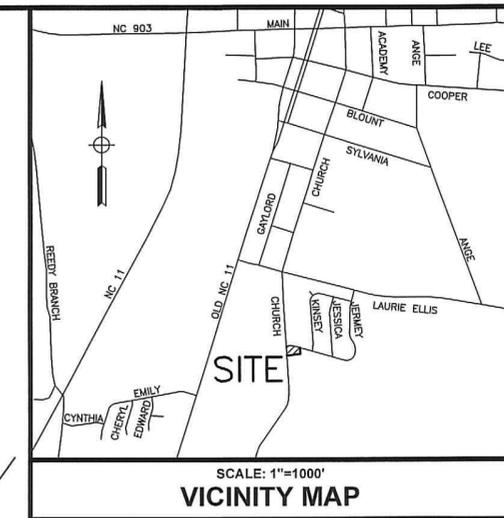
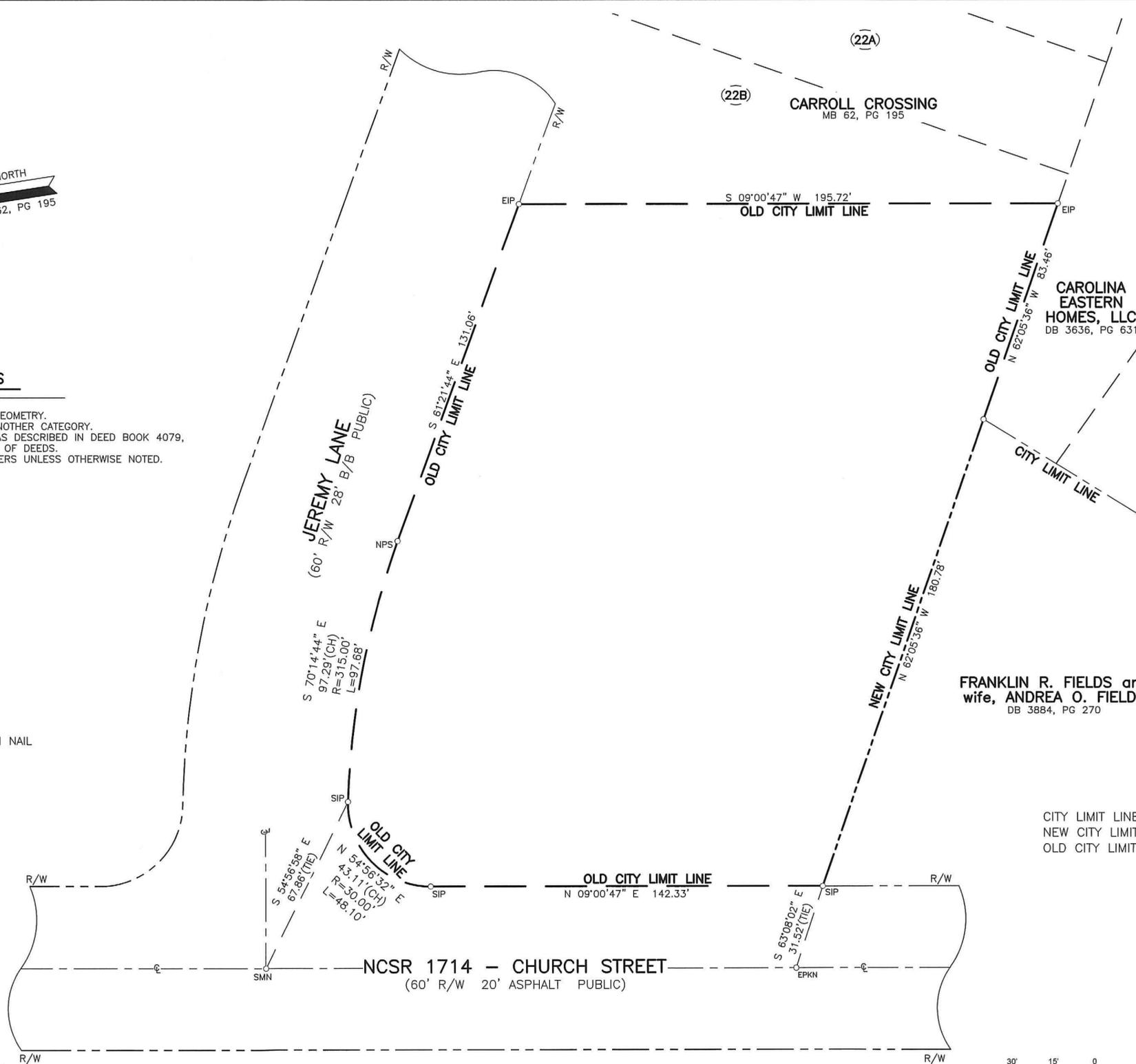


GENERAL NOTES

1. ALL AREAS CALCULATED BY COORDINATE GEOMETRY.
2. THIS MAP IS OF A SURVEY THAT IS OF ANOTHER CATEGORY.
3. REFERENCE: A PORTION OF A PROPERTY AS DESCRIBED IN DEED BOOK 4079, PAGE 773 OF THE PITT COUNTY REGISTER OF DEEDS.
4. IRON PIPES TO BE SET AT ALL LOT CORNERS UNLESS OTHERWISE NOTED.

LEGEND

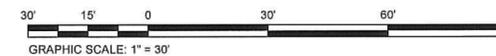
R/W = RIGHT-OF-WAY
 EIP = EXISTING IRON PIPE
 EPKN = EXISTING PARKER KYLON NAIL
 SMN = SET MAG NAIL



SCALE: 1"=1000'
VICINITY MAP

LEGEND

CITY LIMIT LINE =
 NEW CITY LIMIT LINE =
 OLD CITY LIMIT LINE =



OWNER: **LE & LAM PROPERTIES, LLC**
 ADDRESS: 189 BLACKWATER DRIVE
 WINTERVILLE, NC 28590
 PHONE: (252) 702-9531 (CLARK HAZELTON, AGENT)

A PORTION OF TAX PARCEL #04819
 TAX MAP #4674-56-0659

CERTIFICATION

THIS IS TO CERTIFY THAT THIS MAP WAS DRAWN UNDER MY DIRECTION AND SUPERVISION FROM AN ACTUAL FIELD LAND SURVEY PERFORMED UNDER MY DIRECTION AND SUPERVISION THAT THE ERROR OF CLOSURE AS CALCULATED BY LATITUDES AND DEPARTURES IS 1:110,000. THAT THE BOUNDARIES NOT SURVEYED ARE SHOWN AS DASHED LINE; THAT THIS MAP WAS PREPARED IN ACCORDANCE WITH G.S. 47-30 AS AMENDED.

WITNESS MY HAND AND SEAL THIS 6th DAY OF JANUARY 2022

MICHAEL WEST-BALDWIN, PLS L-3682



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

ORDINANCE NO. _____ AREA 1.102 AC.

ACCEPTED FOR THE TOWN OF WINTERVILLE

MAYOR _____ DATE _____

ANNEXATION MAP FOR
CARROLL CROSSING

SECTION 3, PHASE 1

REFERENCE: A PORTION OF PROPERTY DESCRIBED IN DEED BOOK 4079, PAGE 773 OF THE PITT COUNTY REGISTER OF DEEDS

WINTERVILLE TOWNSHIP, PITT COUNTY, N.C.

Baldwin Design Consultants, PA
 ENGINEERING - SURVEYING - PLANNING
 1700-D EAST ARLINGTON BOULEVARD
 GREENVILLE, NC 27658 252.756.1390

SURVEYED: BM	APPROVED: MWB
DRAWN: NRW	DATE: 01/06/21
CHECKED: MWB	SCALE: 1" = 30'

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

**CARROLL CROSSING, SECTION 3, PHASE 1
PARCEL 04819**

WHEREAS, petitions requesting annexation of an area described in said petitions were received January 3, 2022 by the Town Council; and

WHEREAS, NCGS 160A-31 provides that the sufficiency of the petition shall be investigated by the 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 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 the investigation.

Adopted this the 14th day of February 2022.

Richard E. Hines, Mayor

ATTEST:

Donald Harvey, Town Clerk

CERTIFICATE OF SUFFICIENCY

**CARROLL CROSSING, SECTION 3, PHASE 1
PARCEL 04819**

To the Town Council of the Town of Winterville, North Carolina:

I, Donald Harvey, Town Clerk, do hereby certify that I have investigated the petition attached hereto and have found as a fact that said petition is signed by all owners of real property lying in the area described herein, in accordance with NCGS 160A-58.1.

In witness whereof, I have hereunto set my hand and affixed the seal of the Town of Winterville this the 15th day of February 2022.

ATTEST:

Donald Harvey, Town Clerk

DRAFT



**Town of Winterville
Town Council
Agenda Abstract**

Item Section: Consent Agenda

Meeting Date: February 14, 2022

Presenter: Terri L. Parker, Town Manager

Item to be Considered

Subject: Amendment to the FY 2021-2022 General Consulting Services contract with the Wooten Company.

Action Requested: Standard Construction Specifications and Details Update.

Attachment: Amendment.

Prepared By: Terri L. Parker, Town Manager

Date: 2/9/2022

ABSTRACT ROUTING:

TC: 2/9/2022

TM: 2/9/2022

Final: tlp - 2/9/2022

Supporting Documentation

Due to a change in Town Staffing and Current Staff philosophy, more work has been requested of The Wooten Company to be performed in the General Consulting Services Agreement. The original ceiling fee for the FY 2021-2022 Agreement was \$25,000. In consultation with Will Larson, The Wooten Company, the recommended amended increase is a ceiling of \$45,000 which would require a monetary amendment of \$20,000.

Staff requests Council approval of Amended Contract.

Budgetary Impact: Increase of \$20,000.

Recommendation: Staff recommends Approval of amendment.

This is **EXHIBIT K**, consisting of 2 pages, referred to in and part of the **Agreement between Owner and Engineer for Professional Services – Task Order Edition** dated _____

Amendment to Task Order No. 31

1. Background Data:
 - a. Effective Date of Task Order Agreement: July 1, 2021
 - b. Owner: Town of Winterville, NC
 - c. Engineer: L.E. Wooten and Company dba The Wooten Company
 - d. Specific Project: 2021-2022 General Consulting Services
2. Description of Modifications
 - a. Engineer shall perform additional services under the 2021-2022 on-call agreement:
 - b. For the Additional Services or the modifications to services set forth above, Owner shall pay Engineer the following additional or modified compensation:
3. Task Order Summary (Reference only)
 - a. Original Task Order amount: \$ 25,000
 - b. Net change for prior amendments: \$ N/A
 - c. This amendment amount: \$ 20,000
 - d. Adjusted Task Order amount: \$ 45,000

The foregoing Task Order Summary is for reference only and does not alter the terms of the Task Order, including those set forth in Exhibit C.

Owner and Engineer hereby agree to modify the above-referenced Task Order as set forth in this Amendment. All provisions of the Agreement and Task Order not modified by this, or previous Amendments remain in effect. The Effective Date of this Amendment is _____.

OWNER:

Town of Winterville

By: Richard (Ricky) E. Hines

Signature: _____

Title: Mayor

Date Signed: _____

ENGINEER:

**L.E. Wooten and Company dba
The Wooten Company**

By: W. Brian Johnson, PE

Signature: 

Title: Vice President

Date Signed: 1/31/2022

**This is Task Order No. 31
consisting of 4 pages.**

Task Order No. 31

In accordance with Paragraph 1.01 of the Agreement between Owner and Engineer for Professional Services – Task Order Edition, dated September 10, 2012 ("Agreement"), Owner and Engineer agree as follows:

1. Specific Project Data

A. Title: 2021-2022 General Consulting Services

B. Description: Engineering-related services on a task-by-task basis requested by Owner for small projects not requiring execution of a separate task order.

~~C. Number of Construction Contracts~~

~~The Specific Project is anticipated to be constructed under Construction Contracts.~~

2. Services of Engineer

Study and Report Services

Part 1 of Exhibit A as specifically requested by Owner.

Design Services

Part 2 of Exhibit A as specifically requested by Owner.

Bidding or Negotiating Services

Construction and Commissioning Services

Resident Project Representative Services

Engineer will provide Resident Project Representative services pursuant to Part 4 of Exhibit A; Exhibit D is attached to this Task Order and expressly incorporated by reference.

Additional Services

Part 5 of Exhibit A as specifically requested by Owner.

Additional Services Requiring an Amendment to Task Order

Part 6 of Exhibit A is incorporated by reference unless otherwise noted.

3. Owner's Responsibilities

Owner shall have those responsibilities set forth in Article 2 and in Exhibit B, subject to the following: **No modifications.**

4. Times for Rendering Services

<u>Phase</u>	<u>Completion Date</u>
<u>General Consulting Services</u>	<u>June 30, 2022</u>

5. Payments to Engineer

A. Owner shall pay Engineer for services rendered as follows:

<i>Category of Services</i>	<i>Compensation Method</i>	<i>Estimate of Compensation for Services</i>
General Consulting Services	Hourly Rate	\$ 25,000.00

B. The terms of payment are set forth in Article 4 of the Agreement and in Exhibit C.

C. **Ceiling Fee will not be exceeded without written consent of the Owner.**

6. Consultants: **With written consent of the Owner.**

7. Other Modifications to Agreement: **None.**

8. Attachments: **Appendix 1, Schedule of Fees.**

9. Documents Incorporated By Reference: **None.**

10. Terms and Conditions: Execution of this Task Order by Owner and Engineer shall make it subject to the terms and conditions of the Agreement (as modified above), which Agreement is incorporated by this reference. Engineer is authorized to begin performance upon its receipt of a copy of this Task Order signed by Owner.

The Effective Date of this Task Order is July 1, 2021.

OWNER:

Town of Winterville

By (Signature): Richard E. Hines

Typed Name: Richard (Ricky) E. Hines

Mayor Pro Tem

ENGINEER:

**L.E. Wooten & Company dba
The Wooten Company**

By (Signature): W. Brian Johnson

Typed Name: W. Brian Johnson, PE

Title: Vice President

Engineer License or Firm's
Certificate No. F-0115
State of: North Carolina

**DESIGNATED REPRESENTATIVE FOR
-TASK ORDER:**

**DESIGNATED REPRESENTATIVE FOR
-TASK ORDER:**

Typed Name: Terri Parker

Title: Town Manager

Address: P. O. Box 1459
Winterville, NC 28590

E-Mail
Address: terriparker@wintervillenc.com

Phone: (252) 215-2340

Fax: (252) 321-8455

Typed Name: Derrick C. Smith

Title: Regional Manager

Address: 310 W. 14th Street
Greenville, NC 27834

E-Mail
Address: dsmith@thewootencompany.com

Phone: (252) 757-1096

Fax: (252) 757-3221





SCHEDULE OF FEES
Hourly Rates for Wage Categories

Wage Category	Hourly Billing Rate
Engineer I	\$ 108
Engineer II	\$ 137
Engineer III	\$ 163
Engineer IV	\$ 194
Engineer V	\$ 235
Architect II	\$ 141
Designer I	\$ 75
Designer II	\$ 95
Designer III	\$ 117
Designer IV	\$ 142
Construction Admin I	\$ 112
Construction Admin II	\$ 170
Construction Admin III	\$ 210
Construction Observer / Resident Project Representative	\$ 102
Utility Coordinator II	\$ 125
Utility Coordinator III	\$ 160
Survey Technician I	\$ 50
Survey Technician II	\$ 65
Survey Technician III	\$ 85
Survey Technician IV	\$ 120
Surveyor II	\$ 110
Surveyor III	\$ 129
Surveyor IV	\$ 174
GIS Analyst II	\$ 83
GIS Analyst III	\$ 117
GIS Analyst IV	\$ 122
Funding Coordinator I	\$ 116
Funding Coordinator II	\$ 131
Funding Coordinator III	\$ 141
Community Development Coordinator	\$ 133
Project Assistant	\$ 79

Reimbursables: Mileage will be billed at the current IRS Standard Mileage Rate, Subcontracted Services and other expenses at cost plus 10%.

Annual adjustments are made on July 1st of each year. The above hourly rates reflect current rates for the period through June 30, 2022. Hourly billing rates will change next on July 1, 2022 to reflect Direct Payroll Costs (salaries) being paid at that time.

Effective Rates July 1, 2021 through June 30, 2022



**Town of Winterville
Town Council
Agenda Abstract**

Item Section: Old Business

Meeting Date: February 14, 2022

Presenter: Terri L. Parker, Town Manager

Item to be Considered

Subject: Human Relations Board Update.

Action Requested: Discuss and Approve Pertinent Information.

Attachment: Draft Winterville Human Relations Board By-Laws, HRB Ordinance, and Applications of Interest.

Prepared By: Terri L. Parker, Town Manager

Date: 2/3/2022

ABSTRACT ROUTING:

TC: 2/7/2022

TM: 2/9/2022

Final: tlp - 2/9/2022

Supporting Documentation

Town Council created and approved a Human Relations Board by Ordinance on November 9, 2020. Council subsequently approved By-Laws for this Organization on April 12, 2021 (copies have been provided in the Agenda Packet).

In order to complete the By-Laws, there are certain things that Council needs to decide:

- Meetings - the Day (one a month), time and place for the Human Relations Board(HRB) meetings;
- Time Commitment – what is the minimum time commitment for members of the HRB;
- Choose the Rules of Procedures that the HRB is to follow.

Secondly, Section II of the By-Laws outlines the membership and attendance components of the HRB. The Mayor and each Councilmember appoints one person to the HRB. Terms of office are outlined in the By-Laws. Council may also appoint up to two (2) high school and (2) college/university (non-voting) student representatives. Finally, Council shall appoint one Council members to be the Council liaison to the HRB.

Copies of applications of interest in serving on Volunteer Boards and Commissions where the HRB is first choice are also attached for the Council's information.

Staff stands ready to assist as needed.

Budgetary Impact: TBD.

Recommendation: Approve/Update By-Laws.



Winterville Human Relations Board

Approved by Town Council on Monday, April 12, 2021.

Section I - Purpose of the Board.

The Winterville Human Relations Board (hereinafter referred to as the WHRB) is devoted to:

- The study of problems in the area of human relations;
- The promotion of equity for all citizens;
- The promotion of understanding, respect, and goodwill among all citizens;
- The provision of channels of communication among diverse groups;
- Encouraging the employment of qualified people without regard to race, color, religion, gender, sex, age, national origin, disability or genetic information.
- Encouraging youth to become better trained and qualified for employment.

Section II - Membership and Attendance.

Membership:

The WHRB shall be selected for membership in the following manner:

- The Mayor shall nominate one (1) member;
- Town Council members will make the additional five (5) nominations;
- All nominees shall be confirmed by the approval of the Town Council; and
- All nominees must reside within the Town of Winterville.

In the event any nominees are not approved by Town Council, the person making the original nomination shall submit an alternate nomination. The Town Council will endeavor to create a composition for the WHRB that fairly represents the social, economic, gender, and ethnic composition of the population of the Town. The Town Council may in its discretion appoint up to two (2) high school and two (2) college/university student representatives from high schools and/or colleges and universities located which serve the Town of Winterville. Such student representatives will be non-voting members of the WHRB. Town Council shall appoint one (1) member of Town Council to act as the liaison to the WHRB. The appointed liaison shall attend the WHRB meetings and keep Town Council informed as to the activities of the WHRB. The Town Clerk shall serve as the Staff liaison to the WHRB.

Terms:

The term of office for each WHRB member shall be as follows:

- All members will serve a two-year staggered term;
- No member shall serve more than three (3) consecutive terms;
- Each member shall hold office until the qualification and appointment of his/her successor or until one (1) year has lapsed since the expiration of the term for which the member was appointed, which first occurs; and
- In order to establish staggered terms, the original voting members of the WHRB shall be appointed as follows:
 - Two members for a one-year term.
 - Two members for a two-year term.
 - Two members for a three-year term.
- Thereafter, each newly appointed voting member shall serve for a two-year term.

Attendance:

Members are expected to attend regular WHRB meetings as required. After review, the Executive Committee may recommend to Town Council whether a member should be retained or removed from the WHRB. The recommendation will be determined by the following:

- Three (3) consecutive absences from regularly scheduled meetings if notification of any such absence has not been submitted to the Chairperson or Staff liaison prior to the meetings where the absence occurred.
- Five (5) absences from regularly scheduled meetings of the WHRB in any calendar year if notification of any such absence has not been submitted to the Chairperson or Staff liaison prior to the meetings where the absence occurred
- In the event that a vacancy occurs by reasons stated in this Section II, the Chairperson of the WHRB shall immediately notify the Town Council liaison, so that the vacancy can be filled in accordance with Town Ordinance by the Town Council.
- Members may also be removed from the WHRB by breach of Section III of the By-Laws governing general conduct of WHRB members.

Section III - General Conduct.

Government appointees are expected to meet high standards of conduct, which enhance and maintain public confidence in the operation of the WHRB. In order to instill public confidence in the actions and decisions of the WHRB, members will adhere to the following:

- Be cognizant of your individual actions as a member of the WHRB.
- WHRB members are expected to act at all times with integrity demonstrating good faith, honesty, and due diligence on behalf of the public interest.
- WHRB members are expected to participate, prepare, and regularly attend meetings in order to adequately carry out the duties expected of them.
- The public conduct and language of WHRB members must be free of discrimination, harassment, and hate acts prohibited by local, state, and federal laws. Conduct should reflect social standards of courtesy, respect, and dignity.
- WHRB members must not reveal or divulge information deemed confidential by the WHRB or liaisons received in the course of their duties. Confidential information must not be used for any purpose outside that of undertaking the work of the WHRB to which they have been appointed.
- WHRB members must comply with the public comment protocols established by the Town or the WHRB. If none exist, WHRB members must refer to the Chairman for guidance before making public comment on WHRB matters.
- WHRB members may not make individual personal statements, editorials, speeches, appearances, or requests for information on behalf of the WHRB.
- WHRB members' work or endeavors should not result in any financial or other substantive gain for personal increase and/or profit, or for organized entities to which the WHRB may have membership or affiliation. (Private gain does not include honoraria for service on other agencies, boards or commissions).
- WHRB members must inform the Chairman or Staff liaison of any circumstance that may have a negative or harmful impact on their respective abilities to perform the duties required of their appointments or that could reflect negatively upon the WHRB.

Section IV - Conflict of Interest.

WHRB members must avoid any activity that might impair or impugn the independence, integrity or impartiality of the WHRB. There must be no apprehension of bias, based on what a reasonable person might perceive.

WHRB members who are in any doubt must disclose their circumstances and consult with the Chairman or Staff liaison. In practical terms, WHRB members should ensure that:

- All personal financial interests, assets, and holdings are distinct from and independent of any decision, information or other matter that may be heard by or acted upon by the WHRB.
- Activities undertaken as a private citizen are kept separate and distinct from any responsibilities held as a member of the WHRB.
- Activities undertaken individually as a member of other agencies, boards, or commissions are kept separate and distinct from the WHRB.
- Recusal is expected when agencies, organizations, boards, and commissions you are affiliated with come before the WHRB for action.
- WHRB members may not receive any form of payment for products, services, or acts done as a part of WHRB sponsored or supported events.
- Other memberships, directorships, voluntary or paid positions or affiliations remain distinct from work undertaken in the course of performing their duties as public appointees. Actions taken in the course of performing duties as public appointees neither cause nor suggest the reality or perception that their ability to perform or exercise those duties has been or could be affected by private gain or interest.

Section V - Election, Tenure, and Duties of the Chair & Vice Chair.

The WHRB shall elect from its membership a Chair and Vice Chair, each for a one-year term and they will be eligible for re-election. Their duties shall be those generally assigned by the nature of their offices. Interim elections may be held if any such office is vacated.

Section VI – Committees.

In accordance Town ordinance, Town Council may, as necessary and upon request from the WHRB, appoint or approve the appointment of committees related to specific human relations issues. These committees shall be composed of adult residents of the Town that are not members of the WHRB and chaired by a member of the WHRB.

Standing Committees of the WHRB shall be appointed by vote of Town Council after suggestions by the WHRB and discussion by Town Council. Each committee shall be chaired by a current WHRB member. Ad hoc committees will be formed as needed. The following shall constitute the Standing Committees:

- Executive
- Interfaith
- Youth Council Advisory

Section VII - Conduct of Business.

- Quorum - A quorum for the official conduct of business shall consist of a simple majority of voting WHRB members.
- Business shall be conducted in accordance with Robert's Rules of Order or Rules of Procedures approved by Town Council.
- Meeting Time _____.
- The WHRB shall hold monthly meetings, which shall be conducted on the _____.
- Meeting times or location can be changed by a majority vote or in case of emergency by the Chair.
- Additional meetings as needed shall be called by the Chair, Vice Chair, or any three (3) WHRB members.
- The WHRB shall hold an annual planning session in November.
- Time Commitment - members have agreed to a minimum time commitment of _____ (this is inclusive of regular WHRB and committee meetings).
- Meetings are open to the public.

Section VIII – Work Plan.

The WHRB shall submit a work plan to Town Council in March of each year. The work plan should list the proposed activities of the WHRB and any associated budget requests.

Section IX – Changes and Amendments.

The By-Laws may be changed and/or amended by motion passed by three-fourths of the entire WHRB, which includes all voting members, provided written notice of the proposed amendment(s) is mailed to all WHRB members at least then (10) days prior to the meeting which action proposed is to be taken. The changes are then submitted to Town Council for approval.

**WINTERVILLE TOWN COUNCIL
MONDAY, APRIL 12, 2021 – 7:00 PM
REGULAR MEETING MINUTES
REMOTE VIA ZOOM**

OLD BUSINESS:

Human Relations Board By Laws: Town Manager Parker presented the Final DRAFT of the By-Laws for the Winterville Human Relations Board. Also presented was the Winterville Human Relations Board Ordinance 20-O-111 adopted at the November 2020 Regular Town Council meeting, and a presentation provided by the NC Human Relations Commission.

Motion made by Councilman Moye and seconded by Councilman Moore to approve the Winterville Human Relations Board By Laws. The poll vote results are as follows: Mayor Pro Tem Hines, yes; Councilman Moore, yes; Councilman Moye, yes; Councilwoman Roberson, yes; and Councilman Smith, no. Motion carried unanimously, 4-1.

ORDINANCE NO. 20-O-111

HUMAN RELATIONS BOARD

§32.100 HUMAN RELATIONS BOARD.

Under the direction of Council, there is hereby established a six (6)-member Human Relations Board. This Board will be appointed by Council, and will assist the Council and the Town with the following:

- The study of problems in the area of human relations.
- The promotion of equity for all citizens.
- The promotion of understanding, respect, and goodwill among all citizens.
- The provision of channels of communication among diverse groups.
- Encouraging the employment of qualified people without regard to race, color, religion, gender, sex, age, national origin, disability or genetic information.
- Encouraging youth to become better trained and qualified for employment.

§32.101 MEMBERSHIP.

The Human Relations Board shall consist of six (6) members who are residents within the Town corporate limits.

§ 32.102 TERMS, APPOINTMENTS AND COMPENSATION.

(A) *Term and appointment.*

1. Board members shall serve two (2)-year staggered terms and be appointment by Council.
2. The initial terms of appointment for members shall be:
 - Two members for a one (1)-year term.
 - Two members for a two (2)-year term.
 - Two members for a three (3)-year term.
 - Thereafter, each newly appointed voting member shall serve for a two (2)-year term.
3. Members may be reappointed, and no member shall serve more than three (3) consecutive terms. Each member shall hold office until the qualification and appointment of his/her successor or until one (1) year has lapsed since the expiration of the term for which the member was appointed, which first occurs.

(B) The Town Council may in its discretion appoint up to two (2) high school and two (2) college/university student representatives from high schools and/or colleges and universities located which serve the Town of Winterville. Such student representatives will be non-voting members of the Human Relations Board. Town Council shall appoint one (1) member of Town Council to act as the non-voting Liaison to the Human Relations Board. The appointed Liaison shall attend the meetings and keep Town Council informed as to the activities of the Board.

(C) *Compensation.* Members of the Human Relations Board shall serve without compensation.

§ 32.103 VACANCIES AND REMOVAL OF MEMBERS.

(A) Movement from within the Town limits will result in removal from the Human Relations Board. The Council will subsequently appoint a replacement to serve the remainder of the unexpired term.

(B) Meeting Attendance.

(1) Absences caused by illness, injury, death, bereavement, personal emergency, or other similar situations shall be recognized as an excused absence. Excused absences are generally defined as medical or family emergencies or unavoidable business/personal conflicts.

(2) Three (3) consecutive absences from regularly scheduled meetings if notification of any such absence has not been submitted to the Chairperson or Staff Liaison prior to the meetings where the absence occurred will be considered unexcused absences.

(3) Five (5) absences from regularly scheduled meetings of the Human Relations Board in any calendar year if notification of any such absence has not been submitted to the Chairperson or Staff liaison prior to the meetings where the absence occurred shall be considered unexcused absences.

(4) In the event that a vacancy occurs by reasons stated in Section II, the Chairperson of the Human Relations Board shall immediately notify the Town Council liaison, so that the vacancy can be filled in accordance with Town Ordinance by the Town Council.

(5) Members may also be removed from the Board by breach of Section III of the By-Laws governing general conduct of Human Relations Board members.

§32.103 ORGANIZATION.

(A) The Human Relations Board shall choose its own officers.

(1) Officers will serve one (1)-year terms, with no limits on the number of terms that may be served.

(2) Elections will be held at the start of the fiscal year, during the month of July.

(3) The Town Clerk shall serve as the Staff Liaison to the Board.

§32.104 MEETINGS OF THE HUMAN RELATIONS BOARD.

(A) The Human Relations Board will approve a schedule of monthly meetings for each calendar year, including day and time of said meetings. The schedule of meetings will be posted on all applicable Town outlets as well as in the Office of the Town Clerk.

(B) A quorum for the official conduct of business shall consist of a simple majority of voting Human Relations Board members.

(C) The Human Relations Board shall keep meetings of its proceedings.

§32.105 DUTIES AND RESPONSIBILITIES.

(A) *Work Plan.*

(1) The Human Relations Board shall submit a work plan to Town Council in March of each year. The work plan should list the proposed activities of the Board and any associated budget requests.

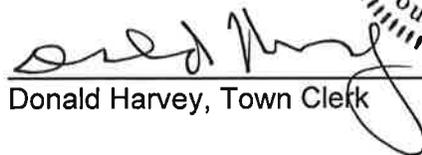
(2) The Plan will be presented annually to the Council during the Town’s Annual Budget process, and upon approval, shall become Human Relations Board Annual Work Plan.

(B) *Other Requested Work.* The Human Relations Board, when requested by Council, shall consider and report upon any matter coming within the scope of its work.

This Ordinance shall be effective upon adoption.

Adopted this the 9th day of November 2020.

ATTEST:



Donald Harvey, Town Clerk





Veronica W. Roberson, Mayor Pro Tem

TOWN OF WINTERVILLE

Request for Appointments to Boards, Commissions and Committees of the Town of Winterville

Please indicate which board you are interested in serving on. If you are interested in more than one board, please list them by preference by using numbers (1, 2, 3, etc.)

- Board of Adjustment
- Planning and Zoning Board
- 2 Recreation and Parks Advisory Board
- Stormwater Advisory Committee
- 1 Human Relations Board

❖ Require in-town residency or in the Town's ETJ to be appointed to any volunteer board.

Name: Katrina Jones

Address: 752 Cedar Ridge Dr
Winterville NC 28590

Home Phone #: 252 814 0356 Business Phone #: _____

Email Address: kmissb@hotmail.com

Employed By: Trellium Occupation: _____

Name of High School Attended: McIntosh High School

College or University Attended: Allegheny College

How long have you been a resident of Winterville? 14 yrs

Have you served on a board/commission of the town? () Yes () No

If yes, please indicate which one(s): _____

Current membership in organization and offices held: Winterville Citizen

Past membership in organizations and offices held: Recreation and Park

in Pennsylvania - Secretary on Board

State why you feel you would be an asset to this board/commission. I have

a passion to create a warm and successful

community and believe that my background can be of

Signature: Katrina Jones Date: 5/3/21 Service

Please return to: Town of Winterville Town Clerk's Office PO Box 1459 Winterville, NC 28590 or email don.harvey@wintervillenc.com with the completed application.

This information requested below is optional:

Ethnic Group:	Sex: <input checked="" type="checkbox"/> Female <input type="checkbox"/> Male
<input checked="" type="checkbox"/> African American	US Citizenship: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> American Indian	Birth Date: _____
<input type="checkbox"/> Asian or Pacific Islander	
<input type="checkbox"/> Caucasian	
<input type="checkbox"/> Hispanic	

TOWN OF WINTERVILLE

Request for Appointments to Boards, Commissions and Committees of the Town of Winterville

Please indicate which board you are interested in serving on. If you are interested in more than one board, please list them by preference by using numbers (1, 2, 3, etc.)

- Board of Adjustment
- Planning and Zoning Board
- Recreation and Parks Advisory Board
- Stormwater Advisory Committee
- Human Relations Board

❖ Require in-town residency or in the Town's ETJ to be appointed to any volunteer board.

Name: Dedra A. Gregory

Address: 310 Quinn Court, Winterville, NC 28590

Home Phone #: _____ Business Phone #: 252-312-7144

Email Address: dedra.gregory85@gmail.com

Employed By: State of NC Occupation: Rehabilitation Counselor

Name of High School Attended: Pasquotank County High School

College or University Attended: East Carolina University

How long have you been a resident of Winterville? 14 years

Have you served on a board/commission of the town? () Yes () No

If yes, please indicate which one(s): _____

Current membership in organization and offices held: N/A

Past membership in organizations and offices held: N/A

State why you feel you would be an asset to this board/commission. I am patient, unbiased and I understand the importance of transparency and open-communication when strengthening relationships between citizens and community leaders.

Signature: Dedra Gregory Date: 12-6-21

Please return to: Town of Winterville Town Clerk's Office PO Box 1459 Winterville, NC 28590 or email don.harvey@wintervillenc.com with the completed application.

This information requested below is optional:

Ethnic Group:	Sex: <input checked="" type="checkbox"/> Female <input type="checkbox"/> Male
<input checked="" type="checkbox"/> African American	US Citizenship: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> American Indian	Birth Date: <u>2-18-85</u>
<input type="checkbox"/> Asian or Pacific Islander	
<input type="checkbox"/> Caucasian	
<input type="checkbox"/> Hispanic	

TOWN OF WINTERVILLE

Request for Appointments to Boards, Commissions and Committees of the Town of Winterville

Please indicate which board you are interested in serving on. If you are interested in more than one board, please list them by preference by using numbers (1, 2, 3, etc.)

- X Human Relations Board
Board of Adjustment
Recreation and Parks Advisory Board
Planning and Zoning Board
Stormwater Advisory Committee

*Require in-town residency or in the Town's ETJ to be appointed to any volunteer board.

Name: Shantel Hawkins Home Phone Number: 252-327-0399

Address: 2456 Mill Street Business Phone Number:

Employed By: Self-Employed Occupation: Educational Consultant

Name of High School Attended: Franklin K. Lane High School

College or University Attended: Gardner-Webb Univeristy/East Carolina University/Medgar Evers College

How long have you been a resident of Winterville? 20 Years

Have you served on a board/commission of the town? () Yes (X) No

If yes, please indicate which one(s):

Current membership in organization and offices held: Please reference resume attached

Past membership in organizations and offices held: Please reference resume attached

State why you feel you would be an asset to this board/commission.

I believe that Human Relations are a key component to continued development and cohesiveness within the town that I live. The insight, dedication, knowledge and investment that I possess will serve as an advantage as I can serve as a conduit between the residents to share their ideas, needs and goals for a town that is sensitive and responsive to the importance of human relations.

Signature: Ms. Shantel Hawkins Date: 12/22/2021

Please Return To: Town of Winterville Town Clerk's Office P.O. Box 1459 Winterville, NC 28590 or email don.harvey@wintervillenc.com with the completed application.

This information requested below is optional.

Form with fields for Ethnic Group, Sex, U.S. Citizenship, and Birth Date. Includes checkboxes for African American, American Indian, Asian or Pacific Islander, Caucasian, and Hispanic. Sex is marked X for Female. U.S. Citizenship is marked X for Yes. Birth Date is 9/27.

Shantel E. Hawkins

Home Address: 2456 Mill Street

Winterville, NC 28590

Home:252-327-0399

Cell: 252-499-5500

Email Address: Hawkshantel@gmail.com

Core Purpose: To attain appointment to Winterville Human Relations Board in order to help with the development of proactive, diverse partnerships and conduit between residents and governing bodies to promote constructive, interactive, respectful and responsible human relations with the aim to strengthen an expanding town using skills garnered from years of homeownership and community engagement. Additionally, utilizing and expanding on collaborative resources; thereby, serving the growing needs, requests and desired goals of Winterville residents through ambitious, analytical, organizational and networking skills gained from the experience of local associations paired with a rich educational foundation which can positively foster collective, respectful unification while also supporting continued structural innovation and advancement.

CHARACTERISTICS

Dedicated-Visionary-Collaborative-Responsive-Decisive-Caring-Flexible-Conscientious

LICENSURES AND CERTIFICATIONS

School Administration, K-12, NC Department of Public Instruction

Elementary Education K-6, North Carolina Department of Public

Instruction, Specialized Reading K-12, North Carolina NCDPI

Certified Mental Health First Aider 2021

AVID Instructional Practices Credentials Grade Levels 3-6 2021

Adaptive Schools Certification 2019

Cognitive Coaching Certification 2018

Reading Horizons Certification 2020

Stewart's of Children Child Advocacy Certification 1999

NC Early Childhood Certification 1999

EDUCATION

Gardner-Webb University 2018-2020 School Administration/Educational Leadership K-12

East Carolina University 2009-2012 Elementary Education K-6

Medgar Evers College City University of New York 1991-1994, Elementary Education (N-6)

WORK EXPERIENCE

Falkland Elementary School, Pitt County Schools, Instructional Coach, Greenville, NC January 2020-June 2021

- ❖ Coaching K-5 Teachers by developing relationships, identifying individual professional needs, while highlighting the desires and principles exhibited along with supporting progressive instruction that effectively serves all students needs. Developing systems, processes and procedures for K-5 Teachers to enable schools to continue advancing towards overall student achievement emerging from core and consistent planning and instruction to data analysis, communicating with continuous collaborative exchange. Setting framework for intentional planning and assessment aligned with closing achievement gaps and curriculum.
- ❖ Reinforcing both the mission and vision of an administration that encompasses passionate and invested stakeholders, to secure prospects for advancement in both meeting and exceeding targeted school goals. Modeling professionalism, demonstrating flexibility, intricately focused on system building and insight to obtain and supersede instructional mastery prior to and during global change with fervent dedication. Worked with the School Leadership Team to allocate funds to various areas within school to ensure balance of services and staff aligned with student's needs. Provided training and reinforcement to teachers with the objective of keeping practices effective and reinforcements for knowledgeable demonstration.

Lakeforest Elementary School, Pitt County Schools, Teacher, Greenville, NC August 2013-January 2020

- ❖ Providing instruction, guidance and building relationships with students, parents and administrators by working to meet and exceed expectations while in pursuit of excellence and advancement towards leadership as a 4th and 5th Grade teacher. Diligently led and supported five colleagues and grade level teammates for 6 consecutive years with the goals of meeting the academic, behavioral and social needs of all our students. Extending ideas and resources while modeling effective teaching practices while also developing and promoting positive, vertical networking. Volunteering to lead and participate in a variety of school-wide committees that promoted a balance of cohesive stature. Gaining recognition for providing students with opportunities to perform towards academic excellence and growth.

COMMUNITY ENGAGEMENT AND ADVOCACY WITHIN TOWN OF WINTERVILLE

- ❖ Communicated to the Town Council, Mayor and Town Manager through public comment the intricate necessities of literacy and resources accessible at the Winterville Library which helped to prevent proposed cuts which resulted in sustaining hours established. 2011

Periodically attends Town Council Meetings (in person or electronically) to be a present participant in listening or speaking during public comment to exercise resident engagement and interest in public town business toward overall procedures, process and progress. 2008-2021

- ❖ Frequently communicates with Mayor, Town Manager and Town Council through email and/or through media's public comment to address concerns, provide suggestions and/or commendations appropriate to topic- 2011-2021
- ❖ Organized/Help lead the George Floyd Vigil/Memorial to promote unification amongst the townspeople at a critical time in American History. This brought the Winterville community together for prayer and acknowledgement of the need for healing in the country.-2020
- ❖ Requested a Winterville Town Forum to provide opportunity for residents to collectively dialogue with the Police Department, Fire Department, Elected Officials and Town Manager with the aim to build a bridge between everyone's responsibilities and rights of functionality within the community. -2020
- ❖ Periodically communicate with Winterville Police Chief and Winterville Lieutenant to gain an understanding of how they can improve and establish increase in quality of connections and/or interactions with residents. -2012-2021
- ❖ Candidate in November 2021 Winterville Municipal Election for Town Council with following platforms: Gained 340 votes at 16.94% of the Ballots Cast
 - Police/Community Relations
 - Youth/Elderly Engagement and Opportunities
 - Transparency and Accountability

SUCSESSES AND LEVELS OF EXCELLENCE

- ❖ **Earned 4.0 Grade Point Average in Masters of Executive Leadership, School Administration Graduate Program** Gardner-Webb University -May 2020

- ❖ **Awarded Teacher of the Year 2020** -Received overall votes from teachers and staff at Lakeforest Elementary to become the Teacher of the Year, nominee for PCS Teacher of the Year.

- ❖ **Earned Top 20% Teacher Effectiveness/Growth in both English Language Arts and Mathematics End of Grade Tests** NC EVAAS (2018-19 School Year) Received top scores which superseded 80% of achievement for same grade in State, County and District.

- ❖ **Math Masters Competition 3rd Place Winning Coach**, Pitt County Schools developed teams by assessing and identifying strengths, team building, provided opportunities for consistent and competitive practice, April 2019.

- ❖ **Established School RECHARGE Climate Committee at Lakeforest Elementary School** which included team building relationships, personal enrichment and self-care to over 60 staff members including administrators, teachers, support, cafeteria and custodial staff with the goal of retaining teachers and revitalizing the “Why” as stakeholders in the field of education. October 2019-January 2020.

- ❖ **School-wide First Responder, Pitt County Schools**, providing first aid and preventative methods when needed and response to minimize or eliminate injuries at school site in both students, staff and families on site. 2016-June 2021

- ❖ **Establishing Cub Cafe Climate Committee in Falkland Elementary** Develop and build staff relationships and diversity awareness, strengthen and support measures for resilience and identify commonalities in order to reinforce positive collaborative efforts. 2020-2021

ADDITIONAL COMMUNITY INVOLVEMENT WITHIN PITT COUNTY AND BEYOND

Municipal Candidate for Winterville Town Council July 2021-November 2021

- ❖ Undertook public intention in pursuit of Municipal elected official seat of Winterville Town Council within Pitt County, North Carolina by conducting vigorous public announcements, engagements to promote and provide intricacies through campaign of platforms of focus to aim in representation of Winterville residents.

Pitt County Human Relations Commission Representative April 2021-Present

- ❖ Attend monthly meetings to gain information and work to promote/provide equal opportunity and diversity to citizens while also gaining information and opportunities to resolve local human relations problems. Gain insight on identifying, monitoring and working to address hate crimes or bias activities and crises within communities of Pitt County.

Board of Directors, Mediation Center of Eastern Carolina March 2021-Present

- ❖ Attend quarterly meetings and participate in activities and/or events with use of understanding of the theory and nature of conflict and various approaches to conflict resolution and how mediation staff provides techniques to remove barriers which may be presented for youth, teens and adults in various situations. Determine ways to provide support, salary through funding and space for mediation staff to work with those who render their services.

Pitt County NAACP 2nd Vice President, March 2021-Present

- ❖ Attend monthly meetings and participate in activities and/events while performing duties of the 1st Vice President in his/her absence within the branch or community in his/her absence or disability working collectively with committees locally and nationally and other organizations to establish and sustain civil rights such as attending meetings within the branch and communities, companies, or with individuals. Listen, provide information and work collectively with other executive board members to resolve concerns effectively

Pitt County Youth Advisor, NAACP 2014-Present

- ❖ Attend monthly meetings and develop activities/events which provide constructive advice and coaching to youth in Pitt County that promotes citizenship and highlights liberties and rights while providing tools for youth to gain skills and development to communicate and collaborate within school and the workforce.

World International Panelist Covid-19 Impact on Students September 2020

- ❖ Global Health Institute Panelist that spoke to a global audience from first hand perspective on the impacts that Covid-19 has on students, teachers and staff which was aired in multiple continents and countries.

Developed Project Youth M.A.S.K Drive County-Wide Initiative September 2020

- ❖ Collected and distributed over 100 masks to students and youth from Bethel through Grifton, Pitt County as part of leadership in the Youth Department, Pitt County NAACP.

Girls Scout Troop #3100 Parent/Leader Assistant 2010- June 2018

- ❖ Worked to support troop leaders by providing modeling, projects, and activities to help develop life long skills for girls residing in the Moyewood Housing Authority and West Greenville Area

Developed & Facilitated Conflict Resolution Sessions July 2018

- ❖ Provided scenarios, led dialogue and reflection opportunities to youth that would provide them with techniques to resolve conflict in a constructive manner as part of the Pitt County NAACP. Youth Program

LEADERSHIP EXPERIENCE AND ADMINISTRATION DEVELOPMENT 2020-2021

- ❖ **Developed, implemented, and participated in the systems and processes of school-wide intervention programs** by researching and collecting multiple data sources, establishing groups based on achievement level and skill need. Constructed schedules for intervention grouping by reviewing site Master Schedule, collaborating with administration, collaborating with various team leaders to design individualized programs subjective to student's needs. Collaborating and guiding all instructional support staff and working with student groups daily to ensure consistency intervention support was modeled. Progress monitored data
- ❖ **Developed, implemented and participated in system of school-wide Planning Meetings**, developed a Planning Sketch to provide support within components of Learning Focused Lesson Plans and intentional resource building in order to provide substantial instruction for virtual and face to face learners to secure consistency and knowledge of best practices through pedagogy from Learning Targets and Success Criteria to supportive assessment and student conferencing.
- ❖ **Developed scheduling and provided guidance, distribution and monitored scoring for 2nd Grade Testing of District Common Assessments** including, communicating with teachers, preparing and secured materials, ensuring that accommodations were provided.
- ❖ **Facilitated and supported emerging teacher leadership during Professional Learning Communities Meetings** to develop a culture of collaboration which includes review within a multidisciplinary approach to dissecting data and guiding collaboration on strengths and areas of deficiency to close achievement gaps and provide structures for long standing progress. Provided guidance in cross checking of data for school-wide virtual support.

- ❖ **Constructed digital training sessions for K-5 Teachers** by distributing knowledge, model maneuver and establishing ideal dialogue, inquiry, application and assessments within virtual instruction.
- ❖ **School Leadership Team Member** who provides critical thinking, dialogue to review data analysis, staff concerns, school goals and indicators to meet them successfully. Constructing multiple instructionally focused documents and frameworks to support applying school missions. Provided communication and insight in allocation of funds within school for teachers, staff to align with student's needs.
- ❖ **Provided support and guidance to K-2 and 3-5 EC Teachers** in providing technology and classroom design and initial data collection. Provide updates and information in collaboration with administration to provide support for instruction in terms of teachers accommodations/modifications in the classroom based on their service needs.
- ❖ **Provide opportunities for self-confidence, language and multicultural awareness** through daily affirmations and Spanish Speaking Guide for students and their families.

ACHIEVEMENT TOWARD STUDENT FAMILY AND COMMUNITY LEADERSHIP

Certified Teacher Leadership Institute Graduate-Star Teacher in Pitt County Schools 2019

- ❖ Completion of a 2-year Teacher Leadership Program which provided skills and training for best practices and application of an educator.

Team Grade Level Chairperson

- ❖ Seven consecutive years in the 4th Grade level which included leading a group of five fellow teachers while providing leadership and professional modeling, diligence and commitment toward maintaining a cohesive team through peer modeling, meeting team expectations and encouraging great collaboration. 2013-2019

School Testing Coordinator Assistant, Lakeforest Elementary

- ❖ Developing a system and schedule to support and organize disbursement of technology. Organized materials for testing preparation. October, March, May, June 2018-2019

School Escape Floor Plan Surveyor for K-5 Hallways, Lakeforest Elementary

- ❖ Lakeforest Elementary, for a student population of over 800 students and over 50 staff persons to ensure that all exits and emergency windows were mapped out with great accuracy. August 2019

Collaborative Teacher

- ❖ Three consecutive years of leadership in providing dialogue, inquiry and data analysis within a Community of Practice to help in the development of the key problem of practice to be targeted and improved within the 4th and 5th Grade Levels. August 2017-January 2020

School Office Receptionist,

- ❖ Lakeforest Elementary, including greeting school staff, parents/families and visitors upon their arrival, departure while professionally and pleasantly answering and transferring phone calls daily as part of internship. August 2019-January 2020

Initial Cohort Teacher Representative in the Multi Tiered Support Systems Program

- ❖ Interacting with administrators, school counselors, and instructional coaches as a team to ensure that students and their families are provided every opportunity to utilize tools to exhibit growth in student achievement based on their deficiencies being monitored and supported through interventions customized to meet specific needs. 2015-2019

ADDITIONAL PROFESSIONAL DEVELOPMENT TOWARD LEADERSHIP

- ❖ **AVID (Advanced Via Individual Determination) Grades 3-5 Site Coordinator** which included information, development and practices to help support teachers provide resources and opportunities for students in High Risk Schools and Advanced Schools to develop the skills they need to be successful in college aligned with 21st century growth and development. July 2020
- ❖ **Digital Trainings** which included gaining access to being guided while gaining knowledge of multiple digital learning platforms which supported educational instruction, development of assessment, effective communication and analytics for both Remote and Face to Face Learners August-December 2020
- ❖ **Adaptive Schools**, which included gaining knowledge through intense study and practice of professional learning communities: how to behave in groups, how to lead them, and how to facilitate them for improved leading, teaching and learning. February 2019

- ❖ **Cognitive Coaching**- gained knowledge through multiple facets of dialogue such as paraphrasing, pausing, and reflection to establish and equip teachers with techniques to communicate effectively during collaborative settings and overall communication and relationship building. April 2018
- ❖ **Corrective Reading** - which included training to support and promote increased student achievement for students who have gaps in reading abilities. To also provide support and resources for families while they help in reading accuracy through decoding, fluency, and comprehension skills. August 2017

REFERENCES

- ❖ Principal Falkland Elementary, **Mr. Anthony Perkins, (W) (252) 752-7820 or (C) 1(704)-605-7526**

- ❖ Federal Programs Director, Pitt County Schools, **Lavette Ford (W) (252) 752-2907 (C)252-341-5391**

- ❖ Assistant Principal of Falkland Elementary and Clinical Site Supervisor for Ms. Hawkins at Lakeforest Elementary School, Pitt County Schools, **Ms. Lashaunda Gilbert (W) (252) 756-3941 (C)1-914-882-2470**

- ❖ Principal of Welcome Middle School, Pitt County Schools, **Ms. Dannie Foster(W) (252) 752-5938**

ADDITIONAL REFERENCES- Can be readily provided upon request.

TOWN OF WINTERVILLE

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Please indicate which board you are interested in serving on. If you are interested in more than one board, please list them by preference by using numbers (1, 2, 3, etc.)

- 4 Board of Adjustment
2 Planning and Zoning Board
3 Recreation and Parks Advisory Board
5 Stormwater Advisory Committee
1 Human Relations Board

Require in-town residency or in the Town's ETJ to be appointed to any volunteer board.

Name: Dr. Brandy Harrell
Address: 331 Primrose Lane Winterville NC 28590

Home Phone #: 252 917 3033 Business Phone #: 252 214 0425

Email Address: brandyh@journeys to success.org

Employed By: Kinston Community Health Occupation: Behavioral Health Director

Name of High School Attended: JH Rose High School

College or University Attended: East Carolina University

How long have you been a resident of Winterville? 9 years 14 yrs. DAH as per applicant

Have you served on a board/commission of the town? () Yes (X) No

If yes, please indicate which one(s):

Current membership in organization and offices held:

Past membership in organizations and offices held:

State why you feel you would be an asset to this board/commission. I would be an asset to the board/commission due to being very resourceful, compassionate, reliable and my ability to build collaboration among a team

Signature: Brandy Harrell Date: 1-24-2022

Please return to: Town of Winterville Town Clerk's Office PO Box 1459 Winterville, NC 28590 or email don.harvey@wintervillenc.com with the completed application.

This information requested below is optional:

Form with fields for Ethnic Group (African American checked), Sex (Female checked), US Citizenship (Yes checked), and Birth Date (11-24-1978).

2022-01-29
RECEIVED
DAH

TOWN OF WINTERVILLE

Request for Appointments to Boards, Commissions and Committees of the Town of Winterville

Please indicate which board you are interested in serving on. If you are interested in more than one board, please list them by preference by using numbers (1, 2, 3, etc.)

3 Board of Adjustment 2 Planning and Zoning Board
_____ Recreation and Parks Advisory Board _____ Stormwater Advisory Committee
1 Human Relations Board

❖ Require in-town residency or in the Town's ETJ to be appointed to any volunteer board.

Name: Dennis E. Bottoms

Address: 421 Angier Court
Winterville, NC 28590

Home Phone #: 252-364-8184 Business Phone #: _____

Email Address: bottoms-dennis@hotmail.com

Employed By: _____ Occupation: Retired

Name of High School Attended: Tarboro HS

College or University Attended: NC Wesleyan College

How long have you been a resident of Winterville? 15 years

Have you served on a board/commission of the town? (X) Yes () No

If yes, please indicate which one(s): Recreation and Park Advisory Board

Current membership in organization and offices held: American Legion

Past membership in organizations and offices held: _____

State why you feel you would be an asset to this board/commission. I'm eager to be a part of the local community and to make an impact while learning.

Signature: [Signature] Date: 1-29-22

Please return to: Town of Winterville Town Clerk's Office PO Box 1459 Winterville, NC 28590 or email don.harvey@wintervillenc.com with the completed application.

This information requested below is optional:

Ethnic Group:	Sex: _____ Female <input checked="" type="checkbox"/> Male
<input checked="" type="checkbox"/> African American	US Citizenship: <input checked="" type="checkbox"/> Yes _____ No
<input type="checkbox"/> American Indian	Birth Date: _____
<input type="checkbox"/> Asian or Pacific Islander	
<input type="checkbox"/> Caucasian	
<input type="checkbox"/> Hispanic	



**Town of Winterville
Town Council
Agenda Abstract**

Item Section: Old Business

Meeting Date: February 14, 2022

Presenter: Ben Williams, Assistant Town Manager

Item to be Considered

Subject: 2020 Sanitary Sewer Pump Station Rehabilitation Project.

Action Requested: Approval of Engineering Contract Amendment #1 with Rivers & Associates, Inc.

Attachment: Engineering Services Agreement Amendment #1.

Prepared By: Ben Williams, Assistant Town Manager

Date: 2/2/2022

ABSTRACT ROUTING:

TC: 2/7/2022

TM: 2/9/2022

Final: tlp - 2/9/2022

Supporting Documentation

As previously discussed with Council, an opportunity to abandon Winterville Crossing pump station in conjunction with the development of Aces for Autism and the expansion of Christ Covenant School is available to the Town and qualifies for funding assistance through the approved loan. Additionally, recent private development in the Chapman Street pump station basin and recorded sewer flows are necessitating the upgrading and installation of larger pumps and forcemain from the Town's pump station to the CMSD pump station located on Reedy Branch Road. (see attached documentation for details)

The Town received a 0% interest 20-year loan award, with \$500,000 being approved for principal forgiveness, from the Division of Water Infrastructure in the spring of 2020 for a Sanitary Sewer Pump Station Rehabilitation Project.

The initial Engineering Services Agreement was in the amount of \$494,000 to include the Engineering Report/Environmental Information Document, preliminary and final design, preparation of plans and specifications, bidding and negotiation, permitting, surveying, construction contract administration and construction observation. The subject amendment increases the professional services amount by \$222,600 for a project total of \$716,600.

Budgetary Impact: The project costs, including Professional Services, has been approved for funding through the NCDENR – DWI Clean Water State Revolving Fund. The Town received a zero percent interest 20-year loan award with \$500,000 being approved for principal forgiveness. The amended professional services costs as well as the construction costs will be approved and funded through the existing SRF program loan.

Recommendation: Approval of Amendment #1 to the Engineering Services Agreement w/ Rivers & Associates, Inc.

February 2, 2022

Mr. Ben Williams, AICP CEP
Assistant Town Manager
Town of Winterville
2936 Church Street
Winterville, North Carolina 28590

SUBJECT: Town of Winterville – Pump Station Rehabilitation 2020 Project
Amendment No. 1 to *Engineering Services Agreement*
Rivers File 2020068 B

Dear Mr. Williams:

Enclosed are two (2) copies of the Amendment No. 1 to the Engineering Services Agreement for revising scope of the project for adding gravity sewer line to eliminate the existing Winterville Crossing Pump Station and extending the length of the designed force main to the Reedy Branch Pump Station associated with the proposed Town of Winterville Pump Station Rehabilitation 2020 Project. The design work associated with the original scope has already been completed and design documents submitted to the Division of Water Infrastructure.

The initial scope of work for the project included replacing electrical components at the existing Winterville Crossing Pump Station. However, subsequent developments with the Christ Covenant School and Aces for Autism projects have accelerated the need for installation of a gravity sewer outfall to serve these facilities. This has provided the opportunity to eliminate the Winterville Crossing Pump Station and serve the existing basin by gravity sewer to the new outfall.

Additionally, the initial scope of work for the project required replacement of the existing Chapman Street Pump Station with similar pumping capacity. However, it is our understanding that recent flow data indicates the current pump station is undersized, and due to current available capacity, will need to be upsized to handle existing flow and proposed flow from the HWY 11 and Main development. Based upon a survey of the existing gravity sewer line outfall, as authorized by the Town, the capacity of the existing sewer outfall is insufficient to handle the additional capacity required for the pump station. This increased flow capacity will require design and construction of a force main that will transmit the excess flow directly to the Reedy Branch Pump Station currently owned and operated by Contentnea Metropolitan Sewage District (CMSD). The new force main, along with the existing gravity sewer outfall, will adequately handle the additional capacity required for the Chapman Street PS.

The technical service fee included with this Amendment #1 is for additional topographic surveying, easement mapping, revisions to the approved ER/ EID to include the additional scope of work, additional permitting, revisions to the plans and specifications, and additional construction administration and construction observation for extending the current construction contract time by three (3) months. The original construction contract time assumed a seven (7) month construction period. This has been extended to ten (10) months; however, we have included time and expense for a second construction observer, in the event the awarded contractor completes portions of the project simultaneously. The additional scope of services for the project is estimated to be \$222,600. The breakdown of additional services is as follows:

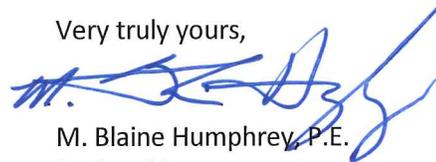
Easement Preparation & Topographic Survey	\$35,000.00
ER/EID Revisions	\$8,000.00
Final Design	\$49,500.00
Permitting	\$15,100.00
Construction Administration (3 months)	\$29,000.00
Construction Observation (3 months) (2 const. observers)	<u>\$86,000.00</u>
	\$222,600.00

We have also included a Preliminary Opinion of Probable Construction Cost for the additional scope of work. We had previously estimated the Winterville Crossing PS Electrical Rehabilitation would be on the order of \$50,000.

Please review the documents. If everything is acceptable, please have the Mayor sign and date the Amendment in the designated location. Return one copy of the document to our attention, and maintain a copy for your file.

We appreciate the opportunity to continue to work with you and the Town of Winterville on this important project. Should you have any questions, please do not hesitate to call.

Very truly yours,



M. Blaine Humphrey, P.E.
Project Manager

Enclosures

Cc: Terri Parker, Town Manager, w/o encl.
File w/ encl.

Town of Winterville - Additional Gravity Sewer to Outfall and Force Main to Reedy Branch PS
Winterville, North Carolina
Preliminary Opinion of Probable Construction Cost
February 2, 2022

Item No.	Qty.	Unit	Description	Unit Price	Cost
1	1	LS	Mobilization and Bonding (3% or less)		\$ 35,100.00
2	3,550	LF	12" PVC Sewer Force Main	\$ 70.00	\$ 248,500.00
3	950	LF	12" RJPVC Sewer Force Main	\$ 135.00	\$ 128,250.00
4	2	EA	12" Plug Valve	\$ 12,000.00	\$ 24,000.00
5	1	EA	16" Directional Bore (HWY 11 - ~300 LF)	\$ 150,000.00	\$ 150,000.00
6	1	EA	16" Directional Bore (Winterville Cemetery - 400 LF)	\$ 200,000.00	\$ 200,000.00
7	1	EA	New Manhole and Tie-in at Reedy Branch PS	\$ 25,000.00	\$ 25,000.00
8	1	LS	Gravity Sewer to PS	\$ 6,000.00	\$ 6,000.00
9	950	LF	Gravity Sewer	\$ 180.00	\$ 171,000.00
10	5	EA	New Manholes (10'-12')	\$ 10,000.00	\$ 50,000.00
11	1	EA	Gravity Sewer Tie-in to Existing MH	\$ 10,000.00	\$ 10,000.00
12	100	LF	Jack & Bore under Worthington Road	\$ 400.00	\$ 40,000.00
13	1	EA	Bypass Pumping	\$ 40,000.00	\$ 40,000.00
14	5,000	LBS	Additional Ductile Iron Fittings	\$ 5.00	\$ 25,000.00
15	5	TN	Stabilization Stone	\$ 50.00	\$ 250.00
16	1	LS	Erosion Control	\$ 15,000.00	\$ 15,000.00
17	0.5	AC	Clearing and Grubbing	\$ 15,000.00	\$ 7,500.00
18	4,500	LF	Testing, Clean-Up, and Seeding	\$ 5.00	\$ 22,500.00
19	1	LS	Testing Allowance		\$ 5,000.00
SUBTOTAL ESTIMATED CONSTRUCTION COST					\$ 1,198,100.00
CONTINGENCY @ 10%					\$120,000.00
TOTAL ESTIMATED CONSTRUCTION COST					\$1,318,100.00

This is **EXHIBIT K**, consisting of 2 pages, referred to in and part of the **Agreement between Owner and Engineer for Professional Services** dated August 10, 2020.

AMENDMENT TO OWNER-ENGINEER AGREEMENT
Amendment No. 1

The Effective Date of this Amendment is: February 14, 2022.

Background Data

Effective Date of Owner-Engineer Agreement: August 10, 2020.

Owner: Town of Winterville

Engineer: Rivers & Associates, Inc.

Project: Winterville Pump Station Rehabilitation 2020

Nature of Amendment:

- Additional Services to be performed by Engineer
- Modifications to services of Engineer
- Modifications to responsibilities of Owner
- Modifications of payment to Engineer
- Modifications to time(s) for rendering services
- Modifications to other terms and conditions of the Agreement

Description of Modifications:

Engineering Services shall be modified to include design of approximately 950 LF of gravity sewer from the existing Winterville Crossing Pump Station to a proposed gravity sewer line to be installed as a part of the sewer service to Christ Covenant School and Aces for Autism complex. Additionally, approximately 4,500 LF of 12-inch force main will be designed to extend from the manhole tie-in currently proposed on Chapman Street to the Reedy Branch Pump Station owned by CMSD near the Winterville Cemetery. These services shall include revisions to the ER/EID, easement preparation, additional permitting, additional topographic survey, final design for the additional scope, and additional construction administration and construction observation services associated with an extended construction period.

Agreement Summary:

Original agreement amount:	\$ <u>494,000</u>
Net change for prior amendments:	\$ <u>0</u>
This amendment amount:	\$ <u>222,600</u>
Adjusted Agreement amount:	\$ <u>716,600</u>

Change in time for services (days or date, as applicable): 210

The foregoing Agreement Summary is for reference only and does not alter the terms of the Agreement, including those set forth in Exhibit C. See Exhibit C1 for modifications to compensation to the Engineer. Exhibits 1 & 2 illustrate the proposed routes for the force main and gravity sewer, respectively.

Owner and Engineer hereby agree to modify the above-referenced Agreement as set forth in this Amendment. All provisions of the Agreement not modified by this or previous Amendments remain in effect.

OWNER:

Town of Winterville

By: _____
Print name: _____

Title: _____

Date Signed: _____

ENGINEER:

Rivers & Associates, Inc.

By: 
Print name: _____

Title: President

Date Signed: 2-2-22

This is **EXHIBIT C1 to Amendment #1**, consisting of 1 page, referred to in and part of the **Agreement between Owner and Engineer for Professional Services** dated August 10, 2020.

Summary of Engineering Fees

C2.01.1 *Compensation for Basic Services (other than Resident Project Representative) - Lump Sum Method of Payment*

A.1.a.	Study and Report Phase	\$ <u>38,000</u>
A.1.b.	Preliminary & Final Design Phase	\$ <u>218,500</u>

C2.01.2 *Compensation for Basic Services (other than Resident Project Representative) – Standard Hourly Rates Method of Payment*

A.4.d.	Bidding or Negotiating Phase	\$ <u>25,000</u>
A.4.e.	Construction Phase	\$ <u>115,000</u>
A.4.f.	Post-Construction Phase	\$ <u>5,000</u>

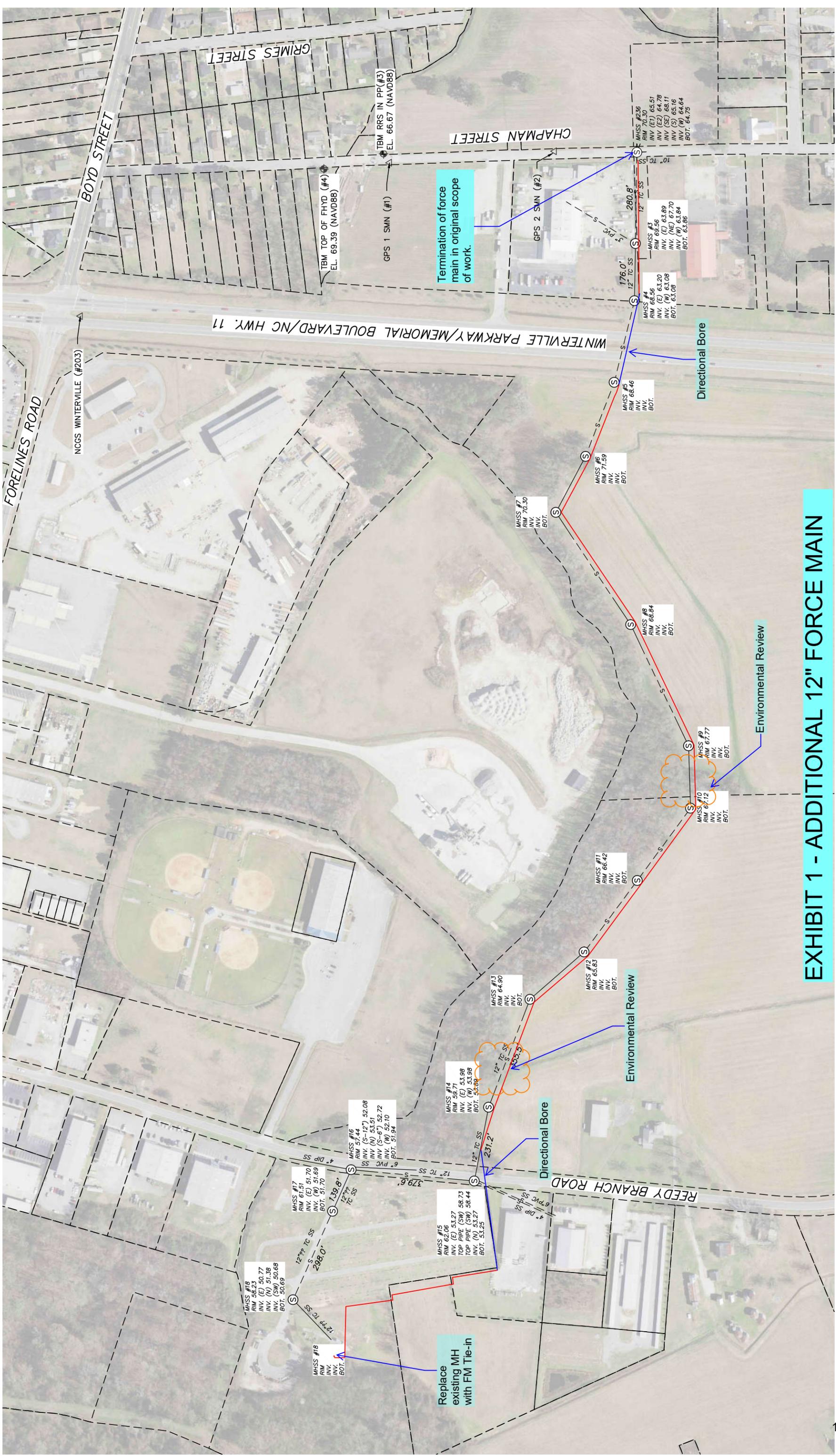
C2.04 *Compensation for Resident Project Representative Basic Services – Standard Hourly Rates Method of Payment*

A.1.	Resident Project Representative Services	\$ <u>199,000</u>
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C2.05 *Compensation for Additional Services – Standard Hourly Rates Method of Payment*

D.1.	Grant and Loan Assistance and Documentation	\$ <u>30,000</u>
D.2.	Property Surveys and Easement Surveys	\$ <u>50,000</u>
D.3.	Permitting	\$ <u>36,100</u>

C2.01.1 through **C2.05** TOTAL \$ **716,600**



WINTERVILLE PARKWAY/MEMORIAL BOULEVARD/NC HWY. 11

Termination of force main in original scope of work.

Directional Bore

Environmental Review

Environmental Review

Directional Bore

Replace existing MH existing with FM Tie-in

EXHIBIT 1 - ADDITIONAL 12" FORCE MAIN

Gravity Sewer Layout

Write a description for your map.

Legend

Christ Covenant School

Winterville Crossing PS

New Gravity Sewer Outfall

Proposed Gravity Sewer Tie-in

Worthington Rd

1711

1711

Christ Covenant School
Calvary Chapel East Carolina

EXHIBIT 2 - GRAVITY SEWER OUTFALL



300 ft



**Town of Winterville
Town Council
Agenda Abstract**

Item Section: New Business

Meeting Date: February 14, 2022

Presenter: Bryan Jones, Planning Director

Item to be Considered

Subject: Carroll Crossing, Section 3, Phase 1 (Parcel 04819) – Final Plat.

Action Requested: Approval of Final Plat.

Attachment: Final Plat.

Prepared By: Bryan Jones, Planning Director

Date: 2/2/2022

ABSTRACT ROUTING:

TC: 2/7/2022

TM: 2/9/2022

Final: tlp - 2/9/2022

Supporting Documentation

Carroll Crossing, Section 3, Phase 1 – Final Plat:

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

Parcel Number: 04819.

Site Data: 3 lots, 1.102 Acres.

Zoning District: R-8 CD.

- ❖ The Winterville Technical Review Committee approved the Final Plat on January 4, 2022.
- ❖ Planning and Zoning Board unanimously recommended approval on January 18, 2022.

Budgetary Impact: TBD.

Recommendation: Recommend Approval of Final Plat.



**Town of Winterville
Town Council
Agenda Abstract**

Item Section: New Business

Meeting Date: February 14, 2022

Presenter: Robert Sutton, Electric Utilities Director

Item to be Considered

Subject: Electric Engineering Contract.

Action Requested: Approval for Staff to Enter Contract Negotiations for Electric Engineering with Utility Engineering.

Attachment: The Town's Advertisement for and Request for Qualifications (RFQ).

Prepared By: Robert Sutton, Electric Utility Director

Date: 2/3/2022

ABSTRACT ROUTING:

TC: 2/7/2022

TM: 2/9/2022

Final: tlp - 2/9/2022

Supporting Documentation

The Town's former electric engineer, PowerServices was purchased by Pike Electric in 2019. The majority of PowerServices staff, familiar with the Town's existing distribution and transmission systems, rate tariffs and future projects, were retained during the transition and became employees of Pike Electric. Shortly thereafter, the majority of these same employees left Pike Engineering and formed new, independent companies.

Recognizing these developments would require a review of outsourcing options, the Town distributed and advertised a Request for Qualifications (RFQ) for Electric Engineering. Two companies, Utility Engineering, LLC and RGrid Power PLLC, responded to the Request. Both firms' responses were evaluated by the Town's Review Team to determine which best fit the Town's needs. Utility Engineering was determined to be the best fit from this process.

Budgetary Impact: The FYE 22 Budget obligated sufficient funding for the needed engineering.

Recommendation: Approval for Staff to enter contract negotiations with Utility Engineering for the development and design of the required electric infrastructure relocation related to the Old Tar Road Widening Project and a General Services Contract.

RFQ for Electrical Engineering Services

Town of Winterville

2571 Railroad Street
Winterville, NC 28590

NOTICE IS HEREBY GIVEN that the Town of Winterville (“Town”) is issuing this Request for Statements of Qualifications (RFQ). The Town seeks statements of qualifications from interested, independent, established and experienced electrical engineering consultant firms (“Firms”), to be received no later than Wednesday, January 12, 2022 at or before 2:00 p.m..

The Town intends to engage a qualified engineering firm to facilitate the development of cost-effective energy/electrical projects and cost of service/financial analyses for the Town’s facilities. Qualified firms shall be free from conflicts of interest arising from financial relationships with potential suppliers, constructors, financiers, or owners of related projects or products.

The Town shall be the sole judge of the qualifications and services to be offered and its decision shall be final.

1.1 Town Facilities and Energy Projects Background

The Town has a municipally owned electric distribution system serving approximately 7,000 citizens and is located in Pitt County, North Carolina. The Town’s existing facilities include two substations and one transfer station. The Town is a member of Electricities in a Non-Power Agency capacity. The Town’s peak consumption is approximately 16MW.

The Town of Winterville has been engaged in numerous projects, including new substation and switching station construction, as well as rehab of its distribution system and expansion of its distribution system.

1.2 Solicitation Background

The Town plans to complete various projects during the next five-year period. These projects include but may not be limited to Cost of Service Analysis, Capital Improvement Plan, System and Asset Valuation, Utility Relocations as a result of NCDOT projects, General Engineering Services and the continued expansion of the Town’s transmission and distribution system and other projects it deems necessary and in its best interests.

The Town seeks the support of a Firm in the development and implementation of these plans and projects. These projects and their development may include the following services and others consistent with municipal, state and federal regulations:

- Prioritization of system expansion and requirements
- Review of Rate Tariffs and their financial suitability
- Development of Utility Relocation Plans and Rights-of-Way determination and acquisition

The Town intends to contract with a Firm that has the following minimum qualifications:

- A. Free from conflicts of interest arising from financial or other relationships with potential suppliers, constructors, financiers, or owners of related projects or products
- B. Extensive experience in the successful development of electrical distribution and transmission projects; including project costing, strategic planning, design specification, construction oversight and other associated facets
- C. Experience working with municipally owned electric systems
- D. Knowledge and understanding of applicable rules, regulations, codes and standards
- E. Ability to provide timely, effective communication and support to the Town

The Town intends to use the responses to this RFQ to assist in the possible selection of one or more Firms for the Town's electric projects. The Town will evaluate each Firm based on the information set forth in the Response submitted, together with other information available to the Town from any other sources. The Firm's ability to develop a rapport and working relationship with Town personnel will be considered. The Town will, at its own discretion, select one or more Firms after receipt of Responses; the Town also reserves the right to not select any Firm. The Town may also request that one or more Firms participate in an interview process or the Town may implement a combination of these and/or other methods for selection.

This RFQ is solely a solicitation for Responses. Neither this RFQ, nor any Response to this RFQ shall be deemed or construed to: (i) create any contractual relationship between Town and any Firm; (ii) create any obligation for the Town to enter into a contract with any Firm or other party; or (iii) serve as the basis for a claim for reimbursement for costs associated with submittal of any Response.

If the Town selects a Firm for its potential electrical projects, the Town shall have the right to negotiate any and all of the final terms and conditions of any agreement with the Firm and nothing in this RFQ or any Response shall be deemed or construed as a limitation of such rights.

1.3 Town Goals

The Town's desire is to achieve the following projects/goals with the assistance of the Firm(s) selected:

- A. Development of a 10 or 20-year Capital Improvement Plan
- B. Development of Utility Relocation Plans
- C. Bidding and Contract administration for Utility Relocation or System Expansion/Rehab Projects.
- D. Serve as the Town's representative for any Projects when requested.
- E. Development and review of plans related to the construction, expansion or repair of the Town's distribution and transmission system, substations, switching station, etc.
- F. Any and/or all other electrical related projects the Town deems in its best interest

1.4 Response Content

Each Response must be in writing and should be concise, well organized, and tailored to this RFQ. Each response shall demonstrate the Firms understanding of the Town's goals and the objectives. Firms will be evaluated based on the information submitted in accordance with this Section, 1.4, together with other information as may be available to the Town. Responses must include all of the information specified in this Section, 1.4, and be set forth in the same order as outlined below.

Response Evaluation Points: 10 points

A. **Executive Summary:** Include an overview of the Response (maximum one page) describing the highlights of the Response, specifying the name, title, address, telephone number, and e-mail address of a single Firm representative to contact regarding the Response.

Response Evaluation Points: 10 points

B. **Firm Information:** Specify or provide all of the following information:

- Legal name and address of Firm
- Name and address of the Firm's principal place of business
- Firm's legal form of entity (sole proprietorship, partnership, corporation, joint venture, etc) and state of incorporation or other organization. If Firm is a joint venture or partnership, identify all members of the joint venture or partnership and provide all information required pursuant to this Paragraph C for each member
- Firm's engagement model and fee structure (including process, scope, and commitment points)
- Evidence that Firm is authorized to conduct business in the State of North Carolina
- If company is a subsidiary or affiliate of another company or companies, identify such other company or companies

Response Evaluation Points: 15 points

C. **Firm's Relevant Qualifications and Experience:** Provide all of the following information, as applicable.

Please mark "N/A" only if such information/experience is non-existent:

- Number of years Firm and/or staff have been engaged in electrical engineering
- Number of qualified electrical engineers on staff available to support Town projects
- Total cost in dollars of electrical projects installed by or through the Firm or Firm's staff engineering efforts in the previous 5 years

Response Evaluation Points: 15 points

D. **Project References:** Provide five (5) references related to similar engineering services provided in North Carolina in the last five years, including for each:

- Customer name and contact information
- Exact role Firm or Firm's employee(s) performed for project
- Type of project
- Location of project
- Date installed and date deemed operational
- Project cost (includes construction cost and all applicable soft costs)

Response Evaluation Points: 15 points

E. Proposed Firm Team: Provide all of the following information:

- Name of Firm's project managers and a description of such person's experience as relevant to the Town's proposed projects
- Names of team members who would be dedicated to the Town's electrical projects
- Roles and responsibilities of team members, including an organizational chart
- Brief description of team's ability to implement a successful project (history, performance of similar scope of services, etc.)
- Resumes for key members of the Firm's proposed team, including key personnel of any subcontractors that Firm proposes to use (resume package may be submitted as an attachment to the Response)
- Describe each circumstance in which the Firm ever had a contract terminated for cause or convenience and include the reasons for termination

Response Evaluation Points: 10 points

F. Firm's History: Indicate whether there has been, within the preceding five years, any occurrence of the situations described below and, if yes, then describe in detail the circumstances surrounding each such situation and the outcome. Failure by a Firm to disclose any such situations may result in a determination that the Firm is ineligible to bid on, contract for, or perform any work in connection with any future Town projects.

Each Firm must disclose each of the following:

- Debarment (of either the Firm or any of its principal officers or owners) by any Federal, State, County, Municipal or other local agency
- Involvement as a party in any litigation, arbitration or mediation associated with an energy project (not including any action filed to validate a transaction)
- Any convictions of the Firm or any of its principal officers or owners for violation of any Federal or State antitrust law (e.g., bid rigging, collusion, or otherwise restricting competition between bidders) or other law relating to bidding or performance of public works
- Determination by a governmental or public authority, which became final or unappealable, that the Firm or any of its principal officers or owners: (i) knowingly concealed any deficiency in the performance of any contract or project; (ii) falsified any information or made deceptive or fraudulent statements in connection with any contract or project; or (iii) willfully disregarded applicable laws, regulations, rules or contractual requirements in connection with any contract or project
- The Firm has filed any claims and/or lawsuits against any public agencies in connection with any contracts or projects of such public agencies and, if yes, identify the public agency and describe the nature and the outcome of such claim and lawsuit.

Failure by a Firm to disclose any such claims and/or litigation may result in a determination that the Firm is ineligible to bid on, contract for, or perform any work in connection with Town projects.

Response Evaluation Points: 10 points

G. **Work Samples:** Provide two (2) sample work products relevant to CIP projects, Substation/P.O.D. Installation/Rehab Projects or Distribution System/Transmission Expansion/Rehab Projects in a PDF format as attachments to the Response.

Response Evaluation Points: 15 points

H. **Fee Schedule and Reimbursable Expenses:** Respondents shall state their proposed hourly rates offered on a time-and-materials basis.

1.5 Additional RFQ Information

A. **Schedule of Events:** The Town anticipates the schedule of events in connection with this RFQ will be as set forth below. However, the Town reserves the right, in its sole discretion and at any time prior to entering into an agreement, to alter its anticipated schedule as related to this RFQ or any project.

Event Anticipated Dates:

- RFQ Available: Thursday, December 2, 2021
- Deadline for Request for Information (RFI): Tuesday, January 4, 2022 at or before 12:00 PM
- Response for RFI: Friday, January 7, 2022
- Responses Due: Wednesday, January 12, 2022 at or before 2:00 PM
- Interviews: Through Wednesday, February 2, 2022
- Recommendations to Council: February 14, 2022

B. **Addenda to RFQ:** The Town in its discretion may, at any time, issue one or more addenda to this RFQ and the Town will provide such addenda to each Firm that is known by the Town to have received a copy of this RFQ. Each Firm is solely responsible for and must, in its Response, acknowledge each addendum that it has received. The Town will send each addendum to the last known addresses of the Firms, but in no event shall the Town be responsible or liable for any failure of a Firm to receive any such addendum.

C. **No Guarantee of Award of Contract:** This RFQ does not create any obligation whatsoever, either expressed or implied, for the Town to award any contract to any Firm or other party. The Town at all times retains the sole and absolute right to select the Firm that best meets the Town's needs, or to not select any Firm based on Responses to this RFQ. *The award of any contract to a Firm is subject to approval by the Governing Board of the Town ("Board").*

D. **Privacy:** The Town will open and review Responses privately to assure confidentiality and to avoid disclosure of the contents to competing Firms prior to and during the review, evaluation and negotiation process. However, the Town may, upon applicable request, disclose any Response to the extent it is a public record in accordance with North Carolina law.

E. Confidential Information: It is understood that information submitted in response to this RFQ and subsequent presentations may contain technical, financial, or other data that would constitute trade secrets, the public disclosure of which possibly could injure the Firm's competitive position. To the extent the Firm reasonably determines that information in its Response constitutes trade secrets in accordance with applicable law, the Firm may seek to protect such trade secrets from disclosure by specifically identifying the pages of its Response that contain such information by properly marking such pages and inserting the following notice in its Response:

NOTICE: [*Insert Firm name*] believes that information on page(s) ___ of this Response identified by an asterisk (*) or marked along the margin with a vertical line constitute trade secrets, disclosure of which possibly could injure the competitive position of [*insert Firm's name*]. [*Insert Firm's name*] requests that such information be used only in connection with evaluation of the Response or otherwise in connection with any agreement entered into by [*insert Firm's name*] and the Town, but [*insert Firm's name*] understands that disclosure may nonetheless occur to the extent the Town determines disclosure is proper in accordance with federal, state and/or local law. The Town may disclose or use any information included in a Response that is not so marked and made subject to such notice. In the event the Town receives a request for information that is properly identified and for which notice is given in accordance with the foregoing, the Town will advise the Firm of the request. If the Firm objects to disclosure of such information, the Firm, within a reasonable time, but in no event in excess of five (5) business days, shall submit to the Town a detailed statement indicating the reasons the Firm believes disclosure is not proper in accordance with Federal, State and/or local law. The Town will review such statement in determining whether disclosure is proper in accordance with applicable law. If the Firm requests that the Town resist disclosure of such information, the Town may agree to such request if the Town determines that requested information likely is exempt from disclosure pursuant to Federal, State or local law, but subject to the Firm in each such event agreeing to assume responsibility for and to pay any and all costs incurred by the Town, including, without limitation, attorney fees and expenses. The Town will exercise reasonable care in applying the requirements of this Paragraph E, but in no event shall the Town be responsible or liable for any damage or injury that may result from any disclosure that may occur of information the Firm believes constitutes a trade secret.

F. Ownership of Documents: All Responses and other materials submitted in response to this RFQ shall become the property of the Town of Winterville.

G. Responsibility for Costs: Each Firm (and not the Town) shall be responsible for any and all costs that it incurs in connection with this RFQ, including, without limitation, costs associated with preparation and submission of a Response, and expenses associated with travel to any presentation, interview or other meeting. In no event will the Town reimburse any Firm for any such costs or expenses.

H. Modification or Withdrawal of Response: A Firm may at any time withdraw its Response by providing written request for withdrawal to the Town. At any time prior to the deadline for submittal of Responses specified in this RFQ, a Firm may modify its Response by submitting the modified Response together with a written request to withdraw the original Response and replace it with the modified Response.

I. Insurance Requirements: The Town will require the selected Firm have insurance in effect at all times during the term of the resulting agreement and the Firm provide certificates of insurance indicating the Town, its employees, agents, and consultants as additional insured, and copies of policies as evidence that the insurance is in effect. The applicable insurance requirements and limits will be established by the Town during negotiations with the Firm.

J. Unethical Behavior: By submitting a Response, a Firm shall be deemed to represent and warrant that neither it nor any of its agents or other representatives gave or offered to give any gratuity (in the form of entertainment, gifts, or otherwise) to any Town officer or employee with the intent or goal of obtaining favorable treatment with respect to the selection of a Firm for the Town’s electrical projects. If the Town determines that a Firm has breached or violated such warranty, the Town may terminate any agreement with such Firm, in whole or in part, and the Firm shall be responsible and liable for any associated losses and/or damages incurred by the Town. The rights and remedies of the Town pursuant to this paragraph are not exclusive and are in addition to any other rights and remedies the Town may have pursuant to law or contract.

1.6 Submittal Requirements

A. Response Length: A Response must be no more than 10 double-sided pages including resume materials. The 10 double-sided page submittal total does not include sample reports. The font size of the text included in a Response must not be less than 11 points.

B. Number of Copies: Each Firm must submit one (1) digital copy and five (5) hard copies of its Response.

C. Method of Delivery: Provide digital copy by email to robert.sutton@wintervillenc.com as described in 1.6.A above to the Town prior to the due date and time. The e-mail subject line of the Response should be specified as “Response Regarding RFQ for Electrical Engineering Services.” Hard copies shall be submitted to:

Town of Winterville
Attn: RFQ Response for Electric Engineering Services
2571 Railroad Street
P.O. Box 1459
Winterville, NC 28590

D. Responsibility for Delivery of Responses: Each Firm shall be solely responsible for ensuring that its Response is received by the Town prior to the deadline specified in this RFQ. The Town will not be required to consider any Response received by the Town after the submittal deadline specified in this RFQ.

E. Deadline for Submitting Responses: The deadline for submitting Responses to this RFQ is the date and time set forth In Section 1.5, Part A of this RFQ.

1.7 Requests for Information (“RFI”) Regarding This RFQ

A. **RFIs:** Questions regarding this RFQ should be set forth in writing and sent via e-mail to Robert Sutton, Electric Utility Director, at robert.sutton@wintervillenc.com. The e-mail subject line of each such question should be specified as “Question Regarding RFQ for Electrical Engineering Services.”

B. **Authorized person to receive RFIs:** No other person is authorized to receive questions relating to this RFQ, and the Town shall have no obligation to respond to questions sent to any other person or entity. In its discretion, the Town may disregard the Response of any Firm that, in connection with this RFQ, contacts any other Town representative including, without limitation, any member of the Town’s Governing Board, Town staff member, Consultants, Managers, etc.

C. **Responses to RFIs:** The Town will, to the best of its ability, respond to RFIs regarding this RFQ. The Town will send each question and response to the last known e-mail addresses of the Firms known by the Town to have received this RFQ, but in no event shall the Town be responsible or liable for any failure of a Firm to receive any such question and response.

D. **Deadline for RFIs:** The deadline for submitting questions regarding this RFQ is as listed in Section 1.5.A above. The Town, in its discretion, may determine not to respond to questions submitted after the deadline or may extend the deadline for submittal of Responses so that all Firms will have the benefit of responses to questions submitted after the deadline.

1.8 Evaluation, Award and Agreement

Statements of Qualifications Evaluation:

The evaluation of statements of qualifications will include but may not be solely limited to the preceding criteria. The Town’s Evaluation Committee will determine which, if any, statements of qualifications are in the Town’s overall best interest to accept. During the evaluation process, the Town may request additional information, clarifications, explanations and answers from any respondent. The Town may request any or all respondents to participate in a presentation and/or interviews in regard to their qualifications. The invited respondents must be available for the presentation and/or interviews within seven (7) days of the request, unless another date has been agreed upon.

The Town reserves the right to conduct negotiations with any number of respondents, as determined by the Town, for entering into contract agreements.

Solicitation of Request for Statements
of Qualifications
Town of Winterville
Electric Engineering Services

Sealed proposals will be received in the Office of the Purchasing Manager, Town of Winterville, 2571 Railroad Street, P.O. Box 1459, Winterville, North Carolina 28590 until 2:00PM on Wednesday, January 12, 2022 for the furnishing of Electric Engineering Services.

Interested parties may contact the Town of Winterville via email at robert.sutton@wintervillenc.com or by mail at Town of Winterville, Attn: RFQ for Electric Engineering, 2571 Railroad Street, P.O. Box 1459, Winterville, N.C. 28590 for additional information.



**Town of Winterville
Town Council
Agenda Abstract**

Item Section: New Business

Meeting Date: February 14, 2022

Presenter: Evan Johnston, Director of Parks and Recreation

Item to be Considered

Subject: Recreation Advisory Board appointments.

Action Requested: Appoint Carolyn "CJ" Wanczyk to vacant Resident position on Recreation Advisory Board. Appoint an applicant to the now Alternate position.

Attachment: Applications attached.

Prepared By: Evan Johnston, Director of Parks and Recreation

Date: 2/2/2022

ABSTRACT ROUTING:

TC: 2/7/2022

TM: 2/9/2022

Final: tlp - 2/9/2022

Supporting Documentation

Recreation Advisory Board Members:

The Recreation Advisory Board (RAB) is made up of seven (7) Resident members, two (2) Non-Resident (ETJ) members, and one (1) Alternate member that may be a resident or non-resident.

The Recreation Advisory Board (RAB) currently has one (1) Resident vacancy. Staff recommends appointing current RAB Alternate and Winterville resident CJ Wanczyk to fill the vacant RAB Resident position. Ms. Wanczyk has served as Alternate on the RAB since June of 2019. Appointing CJ Wanczyk to the Resident position results in one (1) vacant RAB Alternate position.

There are currently three (3) applications (see attachments) in which applicant indicated RAB as either their sole interest or first preference. The applicants, whom are all Town residents, are as follows (listed in order of receipt):

- Rashana Carmon
- John Powell
- Melanie Grotjan Miller

Staff recommends appointing one (1) of the aforementioned individuals to the vacant RAB Alternate position

Budgetary Impact: None.

Recommendation: Appoint Carolyn "CJ" Wanczyk to vacant Resident position on Recreation Advisory Board. Appoint an applicant to the vacant Alternate position

TOWN OF WINTERVILLE

Request for Appointments to Boards, Commissions and Committees of the Town of Winterville

Please indicate which board you are interested in serving on. If you are interested in more than one board, please list them by preference by using numbers (1, 2, 3, etc.)

- Board of Adjustment
Recreation and Parks Advisory Board
Human Relations Board
Planning and Zoning Board
Stormwater Advisory Committee

Require in-town residency or in the Town's ETJ to be appointed to any volunteer board.

Name: JOHN POWELL

Address: 2243 SHIRE DR WINTERVILLE, NC 28590

Home Phone #: 252 916 8450 Business Phone #:

Email Address: john_powell@yahoo.com

Employed By: NGWORKS Occupation: CAREER CENTER OPERATOR

Name of High School Attended: NEW HANOVER HIGH

College or University Attended: UNCU

How long have you been a resident of Winterville? 26 YEARS

Have you served on a board/commission of the town? () Yes (X) No

If yes, please indicate which one(s):

Current membership in organization and offices held: -

Past membership in organizations and offices held: 1) PITT COUNTY ARTS

COUNCIL 2) GADJ - GUIDANCE & DIRECTION FOR JOB SEEKERS 3) MILITARY AFFAIRS COMMITTEE (PART OF CHAMBER OF COMMERCE)

State why you feel you would be an asset to this board/commission. COMMITTED TO HELPING GROW OUR PARKS, REGULARLY ATTEND EVENTS & REGULAR USER OF FACILITIES (WALKING PATH)

Signature: [Signature] Date: 12 JAN 22

Please return to: Town of Winterville Town Clerk's Office PO Box 1459 Winterville, NC 28590 or email don.harvey@wintervillenc.com with the completed application.

This information requested below is optional:

Form with fields for Ethnic Group, Sex, US Citizenship, and Birth Date.

TOWN OF WINTERVILLE

Request for Appointments to Boards, Commissions and Committees of the Town of Winterville

Please indicate which board you are interested in serving on. If you are interested in more than one board, please list them by preference by using numbers (1, 2, 3, etc.)

- _____ Board of Adjustment
- _____ Planning and Zoning Board
- 1 _____ Recreation and Parks Advisory Board
- _____ Stormwater Advisory Committee
- 2 _____ Human Relations Board

❖ Require in-town residency or in the Town’s ETJ to be appointed to any volunteer board.

Name: Melanie Grotjan Miller _____

Address: 413 Glacier Pl, Winterville, NC 28590 _____

Home Phone #: 252-412-7275 _____ Business Phone #: 252-379-4303 _____

Email Address: melgrot@gmail.com _____

Employed By: SDS Restaurant Group _____ Occupation: Director of Human Resources

Name of High School Attended: DH Conley _____

College or University Attended: East Carolina University _____

How long have you been a resident of Winterville? 9 years most recently, 28 years total

Have you served on a board/commission of the town? () Yes (X) No

Current membership in organization and offices held: Member of Crosspointe Church and NCCSHRM (NC Coastal Society for Human Resources Management)

Past membership in organizations and offices held: _____

State why you feel you would be an asset to this board/commission. Parks & Rec – I have 3 children who have played and are still playing rec sports in Winterville, Pitt Community Schools & Rec, Ayden, and Greenville. My daughter also plays on a travel soccer team for PGSA. With Winterville’s growth, I would love to see the town increase and improve parks and rec program offerings so local families have affordable recreation opportunities close to home.

Human Relations Board – I have spent the past 20 years working in Human Resources in both the retail and restaurant industries. In these positions, I’ve had the opportunity to work with a very diverse population of varying ages, ethnicities, and backgrounds. In these roles, I’ve had the opportunity to see people from a variety of background develop from teenagers in their first job to professional leaders, which is very rewarding. I feel that communities are strongest when they come together for the good of all citizens. Winterville has done an amazing job of keeping the hometown community spirit I knew growing up here and it’s important to ensure that continues as we grow.

Signature: Melanie D Miller _____ Date: 1-27-22 _____

Please return to: Town of Winterville Town Clerk’s Office PO Box 1459 Winterville, NC 28590 or email don.harvey@wintervillenc.com with the completed application.



**Town of Winterville
Town Council
Agenda Abstract**

Item Section: New Business

Meeting Date: February 14, 2022

Presenter: Bryan Jones, Planning Director

Item to be Considered

Subject: Planning and Zoning Board Appointments.

Action Requested: Appoint Members to Planning and Zoning Board.

Attachment: Applications.

Prepared By: Bryan Jones, Planning Director

Date: 2/2/2022

ABSTRACT ROUTING:

TC: 2/7/2022

TM: 2/9/2022

Final: tlp - 2/9/2022

Supporting Documentation

Planning and Zoning Board Members:

The Planning and Zoning Board is made up of ten (10) regular members and two (2) alternate members. There are currently 2 regular member vacancies, 1 regular member alternate vacancy, 2 ETJ vacancies, and 1 ETJ alternate vacancy.

Attached are eight (8) applications requesting to be appointed to the Planning and Zoning Board. The applicants are as follows (listed in order of receipt):

1. Brandy Daniels
2. Glen Johnson
3. James Jones
4. Henry Hostetter (ETJ)
5. Anthony Bell
6. Anthony Klontz
7. Morris Luton (P&Z 2nd preference)
8. Domini Cunningham

Terms will expire on 6/30/2025.

Budgetary Impact: NA.

Recommendation: Appoint Members to Planning and Zoning Board.

TOWN OF WINTERVILLE

Request for Appointments to Boards, Commissions and Committees of the Town of Winterville

Please indicate which board you are interested in serving on. If you are interested in more than one board, please list them by preference by using numbers (1, 2, 3, etc.)

2 Board of Adjustment
4 Recreation and Parks Advisory Board
1 Planning and Zoning Board
3 Stormwater Advisory Committee

*Require in-town residency or in the Town's ETJ to be appointed to any volunteer board.

Name: Brandy Daniels Home Phone Number: 252-413-9249
Address: 2945 FoxGlove Drive; Business Phone Number: N/A
Employed By: ECU Occupation: Administrator - Campus Living
Name of High School Attended: Roanoke High School
College or University Attended: ECU / NC State
How long have you been a resident of Winterville? 3 years
Have you served on a board/commission of the town? () Yes (X) No

If yes, please indicate which one(s):

Current membership in organization and offices held:

None

Past membership in organizations and offices held:

None

State why you feel you would be an asset to this board/commission. I have a vested interest in Winterville and being involved.

Signature: BMD Date: 10/25/19

Please Return To: Town of Winterville Town Clerk's Office P.O. Box 1459 Winterville, NC 28590 or email don.harvey@wintervillenc.com with the completed application.

This information requested below is optional.

Form with fields for Ethnic Group (African American checked), Sex (Female checked), U.S. Citizenship (Yes checked), and Birth Date (9/20/56).

E-mail



RECEIVED 10/25/2019

alexanderdaniels b14@ecu.edu

TOWN OF WINTERVILLE

Request for Appointments to Boards, Commissions and Committees of the Town of Winterville

Please indicate which board you are interested in serving on. If you are interested in more than one board, please list them by preference by using numbers (1, 2, 3, etc.)

Board of Adjustment X Planning and Zoning Board
Recreation and Parks Advisory Board Stormwater Advisory Committee

*Require in-town residency or in the Town's ETJ to be appointed to any volunteer board.

Name: Dr. Glenn E. Johnson Home Phone Number: 251-565-8436
Address: 459 Williamston Dr. Winterville, NC Business Phone Number: 252-902-9222
Employed By: None Occupation: Retired - SSD

Name of High School Attended: Asbury Park High School

College or University Attended: Shepherd's Care Bible College

How long have you been a resident of Winterville? 5 Years

Have you served on a board/commission of the town? () Yes (X) No

If yes, please indicate which one(s):

Current membership in organization and offices held: A New Day Outreach Center (Board Member)
Resurrected Order of Buffalo Soldiers (East Coast Executive Officer)

Past membership in organizations and offices held: Fraternal Order of Police (Lodge 21 Treasurer)

State why you feel you would be an asset to this board/commission. I can contribute knowledge and advice on various public concerns and information.

Signature: Date:

Please Return To: Town of Winterville Town Clerk's Office P.O. Box 1459 Winterville, NC 28590 or email don.harvey@wintervillenc.com with the completed application.

This information requested below is optional.

Form with fields for Ethnic Group, Sex, U.S. Citizenship, and Birth Date.



RECEIVED

TOWN OF WINTERVILLE

Request for Appointments to Boards, Commissions and Committees of the Town of Winterville

Please indicate which board you are interested in serving on. If you are interested in more than one board, please list them by preference by using numbers (1, 2, 3, etc.)

3rd Choice Board of Adjustment 1st Choice Planning and Zoning Board
2nd Choice Recreation and Parks Advisory Board Stormwater Advisory Committee
Human Relations Board

Require in-town residency or in the Town's ETJ to be appointed to any volunteer board.

Name: James Godfrey Jones
Address: 127 Boyd Street
Winterville NC 28590

Home Phone #: 252-364-8548 Business Phone #: 704-488-9441

Email Address: jgjfinancial@gmail.com

Employed By: Self employed Occupation: Insurance + Real Estate Broker

Name of High School Attended: DH Conley + WH Robinson

College or University Attended: Central Piedmont Community College Charlotte NC

How long have you been a resident of Winterville? 1953 to 1976 and 2018 to Present

Have you served on a board/commission of the town? () Yes (X) No

If yes, please indicate which one(s):

Current membership in organization and offices held:

Past membership in organizations and offices held:

State why you feel you would be an asset to this board/commission. Worked in Management and training positions within there was ongoing collaboration to resolve/improve issues/processes.

Signature: [Handwritten Signature] Date: 12/16/2020

Please return to: Town of Winterville Town Clerk's Office PO Box 1459 Winterville, NC 28590 or email don.harvey@wintervillenc.com with the completed application.

This information requested below is optional:

Form with fields: Ethnic Group (African American checked), Sex (Male checked), US Citizenship (Yes checked), Birth Date (12/14)



Request for Appointments to Boards, Commissions and Committees of the Town of Winterville

Please indicate which board you are interested in serving on. If you are interested in more than one board, please list them by preference by using numbers (1, 2, 3, etc.)

- 1 Board of Adjustment
2 Planning and Zoning Board
3 Recreation and Parks Advisory Board
4 Human Relations Board
5 Stormwater Advisory Committee
Note: either of these is fine

Require in-town residency or in the Town's ETJ to be appointed to any volunteer board.

Name: Henry Hostetter

Address: 437 Baywood Drive
Winterville, NC 28590

Home Phone #: 252-531-3269 Business Phone #: same

Email Address: henryhostetter129@gmail.com

Employed By: Baywood Racquet Club Occupation: tennis pro

Name of High School Attended: Hoke High

College or University Attended: SLCU

How long have you been a resident of Winterville? since 1994 ETS

Have you served on a board/commission of the town? () Yes (x) No

If yes, please indicate which one(s):

Current membership in organization and offices held: still on Board of NC Tennis Assoc
Past President North Carolina Tennis Assoc & Foundation

Past membership in organizations and offices held: Numerous committees in Southern Tennis Association

State why you feel you would be an asset to this board/commission.

worked Greenville Rec/Parks 13 years before owning Baywood Racquet Club

A) Business owner for 26 years - sold Business in 2020 - still work parttime

Signature: [Signature] Date: 5-4-2021

Please return to: Town of Winterville Town Clerk's Office PO Box 1459 Winterville, NC 28590 or email don.harvey@wintervillenc.com with the completed application.

This information requested below is optional:

Form with fields: Ethnic Group (Caucasian checked), Sex (Male checked), US Citizenship (Yes checked), Birth Date (1-29-1958)

11-9-2021
RECEIVED
DAH

TOWN OF WINTERVILLE

Request for Appointments to Boards, Commissions and Committees of the Town of Winterville

Please indicate which board you are interested in serving on. If you are interested in more than one board, please list them by preference by using numbers (1, 2, 3, etc.)

- Board of Adjustment Planning and Zoning Board
- Recreation and Parks Advisory Board Stormwater Advisory Committee
- Human Relations Board

❖ Require in-town residency or in the Town's ETJ to be appointed to any volunteer board.

Name: Anthony Bell

Address: 339 Barrel Dr
Winterville, NC 28590

Home Phone #: ^{cell} 252-916-9122 Business Phone #: _____

Email Address: Bell19285@yahoo.com

Employed By: United States Postal Service Occupation: postmaster

Name of High School Attended: Greenwood High School Greenwood MS

College or University Attended: _____

How long have you been a resident of Winterville? 18 yrs

Have you served on a board/commission of the town? () Yes () No

If yes, please indicate which one(s): _____

Current membership in organization and offices held: _____
National Association of Supervisors

Past membership in organizations and offices held: _____

State why you feel you would be an asset to this board/commission. _____

Alone with everyone else I would like to see Winterville grow and become a better TOWN for its citizens.

Signature: Anthony Bell Date: 11/08/2021

Please return to: Town of Winterville Town Clerk's Office PO Box 1459 Winterville, NC 28590 or email don.harvey@wintervillenc.com with the completed application.

This information requested below is optional:

Ethnic Group:	Sex: _____ Female <input checked="" type="checkbox"/> Male
<input checked="" type="checkbox"/> African American	US Citizenship: <input checked="" type="checkbox"/> Yes _____ No
<input type="checkbox"/> American Indian	Birth Date: _____
<input type="checkbox"/> Asian or Pacific Islander	
<input type="checkbox"/> Caucasian	
<input type="checkbox"/> Hispanic	

Request for Appointments to Boards, Commissions and Committees of the Town of Winterville

Please indicate which board you are interested in serving on. If you are interested in more than one board, please list them by preference by using numbers (1, 2, 3, etc.)

- Board of Adjustment (1) Planning and Zoning Board
2 Recreation and Parks Advisory Board Stormwater Advisory Committee
3 Human Relations Board

Require in-town residency or in the Town's ETJ to be appointed to any volunteer board.

Name: Anthony Ray Klutz

Address: 518 Primrose Lane
Winterville NC 28590

Home Phone #: 252-830-0300 Business Phone #: 252-756-2515

Email Address: aklutz_07@hotmail.com

Employed By: Town of Winterville Occupation: Recruitment and Retention Coordinator

Name of High School Attended: Greenville Senior High School - Greenville Ohio

College or University Attended: Lenoir Community College - Kinston North Carolina

How long have you been a resident of Winterville? 11.5 yrs.

Have you served on a board/commission of the town? () Yes (x) No

If yes, please indicate which one(s): N/A

Current membership in organization and offices held: Winterville Improved Order of Red Men,
Mohican Tribe # 56 - Member, Winterville Fire Dept Relic Fund Board of Trustees - Trustee #3

Past membership in organizations and offices held: IAFF Local 1867 - Shift Steward (2012-2018)

State why you feel you would be an asset to this board/commission. I am interested in the well thought out development and growth of the Town of Winterville. As I have become more familiar with the zoning ordinance, I want to become more involved with town growth.

Signature: [Handwritten Signature] Date: 11/15/21

Please return to: Town of Winterville Town Clerk's Office PO Box 1459 Winterville, NC 28590 or email don.harvey@wintervillenc.com with the completed application.

This information requested below is optional:

Form with fields for Ethnic Group, Sex, US Citizenship, and Birth Date. Includes handwritten selections: X for Male, X for Yes, and 12/30/1988 for Birth Date.

TOWN OF WINTERVILLE

Request for Appointments to Boards, Commissions and Committees of the Town of Winterville

Please indicate which board you are interested in serving on. If you are interested in more than one board, please list them by preference by using numbers (1, 2, 3, etc.)

- 1 Board of Adjustment 2 Planning and Zoning Board
3 Recreation and Parks Advisory Board 4 Stormwater Advisory Committee
5 Human Relations Board

Require in-town residency or in the Town's ETJ to be appointed to any volunteer board.

Name: Morris Luton
Address: 626 Main Street Winterville NC 28590

Home Phone #: 252-378-8516 Business Phone #: none

Email Address: mdluton@yahoo.com

Employed By: Retired Occupation: Field Technical Services

Name of High School Attended: Plymouth High School Plymouth NC

College or University Attended: Pitt Community Collage, Beaufort Community Collage

How long have you been a resident of Winterville? 32 Years

Have you served on a board/commission of the town? () Yes (X) No

If yes, please indicate which one(s):

Current membership in organization and offices held: None

Past membership in organizations and offices held: WintervilleFire Department Satation 41
Town of Winterville Fire Department

State why you feel you would be an asset to this board/commission. I have lived in this town for a long time and have seen many changes to my community. I want to help this town grow and prosper so the next generations can live and enjoy what this town has to offer.

Signature: Morris Luton Date: 01/31/2021

Please return to: Town of Winterville Town Clerk's Office PO Box 1459 Winterville, NC 28590 or email don.harvey@wintervillenc.com with the completed application.

This information requested below is optional:

Ethnic Group: African American, American Indian, Asian or Pacific Islander, X Caucasian, Hispanic
Sex: Female, X Male
US Citizenship: X Yes, No
Birth Date: 02/03/1958

TOWN OF WINTERVILLE

Request for Appointments to Boards, Commissions and Committees of the Town of Winterville

Please indicate which board you are interested in serving on. If you are interested in more than one board, please list them by preference by using numbers (1, 2, 3, etc.)

_____	Board of Adjustment	<u>1</u>	Planning and Zoning Board
<u>2</u>	Recreation and Parks Advisory Board	<u>3</u>	Stormwater Advisory Committee
_____	Human Relations Board		

❖ Require in-town residency or in the Town's ETJ to be appointed to any volunteer board.

Name: Domini Cunningham, PLA

Address: 502 Williamston Dr., Winterville, NC 28590

Home Phone #: 305.333.3095 Type text here Business Phone #: 252.946.0897

Email Address: dcunningham@washingtonnc.gov / domini.cunningham@gmail.com

Employed By: City of Washington Occupation: Community Development Planner

Name of High School Attended: School for Advanced Studies (Miami, FL)

College or University Attended: FIU (Undergraduate, FL), Auburn University (Graduate, AL)

How long have you been a resident of Winterville? 5 yrs

Have you served on a board/commission of the town? () Yes () No

If yes, please indicate which one(s): n/a

Current membership in organization and offices held: _____

American Society of Landscape Architects, member; American Planning Association, member

Past membership in organizations and offices held: _____

State why you feel you would be an asset to this board/commission. Over the past 15 years I've worked to improved the lives of a number of communities either through design or planning administration and the skills and knowledge I've gained along the way would be an asset for Winterville

Signature: Domini Cunningham Date: 01.28.2022

Please return to: Town of Winterville Town Clerk's Office PO Box 1459 Winterville, NC 28590 or email don.harvey@wintervillenc.com with the completed application.

This information requested below is optional:

Ethnic Group:	Sex: _____ Female <input checked="" type="checkbox"/> Male
<input checked="" type="checkbox"/> African American	US Citizenship: <input checked="" type="checkbox"/> Yes _____ No
_____ American Indian	Birth Date: _____
_____ Asian or Pacific Islander	
_____ Caucasian	
_____ Hispanic	



2571 Railroad Street
PO Box 1459
Winterville, NC 28590

Phone: (252) 756-2221
Fax: (252) 215-2450
www.wintervillenc.com

December 9, 2021

The Honorable Gregory Murphy
313 Cannon House Office Building
Washington, DC 20510

Re: Winterville, NC Post Office Building

Dear Representative Murphy:

The purpose of this letter is to request your assistance in planning for and ultimately procuring a new facility for the Winterville Post Office.

The Town has grown substantially since the Post Office began operating out of its current location. The current building is too small, has inadequate parking, and is deteriorating to a point where it cannot provide safe and adequate service to the citizens or to Postal employees.

Therefore, the Winterville Town Council requests your assistance in making the proper contacts so that the process of planning and procuring a new location for the Winterville Post Office can begin. We realize that in recent years, the Postal service, like many other government entities has had to look at how it operates in a changing world of technology, however, a safe and properly functioning Post office building for a growing areas like Winterville and the Winterville Township is a critical part of serving our citizens.

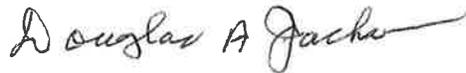
Your continuing efforts in Washington on our behalf are greatly appreciated and the hard work your position entails is certainly not lost on us as elected officials. We look forward to your support and assistance on this important matter.

Please respond so that you can inform us of your support and willingness to assist on this matter. Thank you, as always, for your time and consideration.

If you have any questions, feel free to contact Terri L Parker, Town Manager at (252) 756-2221 ext. 2341 or terri.parker@wintervillenc.com and she can assist in getting you in touch with any of us on the Council or forwarding any pertinent information you may need.

We wish you and yours the happiest of Holidays!

Sincerely,

A handwritten signature in cursive script that reads "Douglas A. Jackson". The signature is written in black ink and includes a long horizontal flourish at the end.

Douglas A. Jackson,
Mayor

Cc: Louis DeJoy, Postmaster General
Connie Moses, Officer in Charge, Winterville Post Office
Members of the Winterville Town Council
Terri L. Parker, Town Manager

Winterville NC Post Office Building

From: Littleton, Adam <Adam.Littleton@mail.house.gov>

Sent: Tuesday, January 04, 2022 12:17 PM

To: Terri Parker <terri.parker@wintervillenc.com>

Subject: Winterville, NC Post Office Building

Hi Terri,

Our office recently received a letter from Mayor Jackson regarding a new location for Winterville's Post Office. I just wanted to inform you that we are inquiring as to what proper steps and procedures we can assist with at the Federal level. I will be in touch with any future updates I may hear. Please let me know if we can be of anymore assistance.

Best,
Adam

Adam Littleton

Legislative Correspondent

Representative Greg Murphy, M.D. (NC-3)

313 Cannon HOB

(202)-225-3415

[Newsletter Sign-Up](#)