



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

- I. CALL TO ORDER.**
- II. INVOCATION.**
- III. PLEDGE OF ALLEGIANCE.**
- IV. WELCOME.**
- V. APPROVAL OF AGENDA.**
- VI. PROCLAMATIONS:**
 1. Month and Week of the Young Child 2022.
 2. The Older Americans Act Nutrition Program Anniversary 2022.
 3. Town of Winterville 125th Anniversary (Quasquicentennial).
 4. Women's History Month
- VII. PRESENTATIONS:**
 1. Jesse Riggs – Town History - Quasquicentennial Anniversary.
- VIII. PUBLIC HEARINGS:**
 1. Villa Grande, Phase 3 Rezoning Request.
- IX. 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.*
- X. 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:
 - February 14, 2022 Regular Meeting Minutes; and
 - February 24, 2022 Vision Setting Meeting Minutes.
 2. Carroll Crossing, Section 3, Phase 1: Set Public Hearing for Annexation Request.
 3. Forbes Property Rezoning: Set Public Hearing Date.
 4. Release and Refund of Taxes.
 5. Budget Amendment 2021-2022-5.

XI. OLD BUSINESS:

1. Human Relations Board Appointments.

XII. NEW BUSINESS:

1. Old Tar Road Widening Project Engineering Contract.
2. NCLM Voting Delegate.
3. Human Resource Additions/Restructuring.
4. Classification and Pay Study.
5. Update of Town Personnel Policy.

XIII. OTHER AGENDA ITEMS:

1. Stormwater Workshop.
2. Discussion of Town's Quasiquicentennial Anniversary Activities.

XIV. ITEMS FOR FUTURE AGENDAS/FUTURE WORK SESSIONS:

XV. ANNOUNCEMENTS:

1. Recreation Advisory Board: Tuesday, March 15, 2022 @ 6:30 pm – Operation Center Training Room.
2. Planning and Zoning Board Meeting: Monday, March 21, 2022 @ 7:00 pm - Town Hall Assembly Room.
3. Board of Adjustment Meeting: Tuesday, March 22, 2022 @ 7:00 pm - Town Hall Assembly Room.
4. Easter Eggtravaganza: Saturday, April 2, 2022; 11:00 am – 1:00 pm; Winterville Recreation Park.
5. Town Offices Closed: April 15, 2022 for the Good Friday Holiday.
6. Town Council and Manager Budget Progress Meeting: Monday, April 25, 2022 @6:00 pm – Town Hall Executive Conference Room.
7. NCLM CityVision April 26-28, 2022 – Wilmington Convention Center.
8. Town Council Budget Work Session: Tuesday, May 24, 2022 @ 6:00 pm - Town Hall Assembly Room.
9. Town Council Budget Work Session: Thursday, May 26, 2022 @ 6:00 pm - Town Hall Assembly Room

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

XVII. CLOSED SESSION:

NCGS § 143-318.11. (a) (5) (ii) 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 (ii) the amount of compensation and other material terms of an employment contract or proposed employment contract.

XVIII. 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
Month and Week of the Young Child

WHEREAS, the Martin-Pitt Partnership for Children, in conjunction with the North Carolina Association for the Education of Young Children (NCAEYC) and National Association for the Education of Young Children (NAEYC), are celebrating the Week of the Young Child, April 2-8, 2022; and

WHEREAS, these organizations are working to promote and inspire high quality early childhood experiences for our city's youngest citizens, that can provide a foundation of learning and success for children in the Town of Winterville; and

WHEREAS, teachers and others who work with or on behalf of young children birth through age five, who make a difference in the lives of young children in the Town of Winterville deserve thanks and recognition; and

WHEREAS, public policies that support early learning for all young children are crucial to young children's futures and to the prosperity of our society; and

WHEREAS, all young children and their families across the country and in the Town of Winterville deserve access to high-quality early education and care; and

WHEREAS, in recognizing and supporting the people, programs, and policies that are committed to high-quality early childhood education as the right choice for kids; and

NOW, THEREFORE, I, Richard E. Hines, Mayor of the Town of Winterville, do hereby proclaim April 2022 as "Month of the Young Child" and April 2-8, 2022 as "Week of the Young Child" in the Town of Winterville and commend observance to all citizens; and

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

Richard E. Hines, Mayor

Attest:

Donald Harvey, Town Clerk



PROCLAMATION
CELEBRATING THE 50TH ANNIVERSARY
OLDER AMERICANS ACT NUTRITION PROGRAM 2022

WHEREAS, fifty years ago, on March 22, 1972, President Nixon signed into law a measure that amended the Older Americans Act of 1965 to include a national nutrition program for individuals 60 years and older; and

WHEREAS, for five decades, this landmark law has helped to fund community-based organizations – like Meals on Wheels – and it is still the only federal program designed specifically to meet the nutritional and social needs of older adults; and

WHEREAS, this year, Meals on Wheels programs from across the country are joining together for the March for Meals awareness campaign to celebrate 50 years of success and garner the support needed to ensure these critical programs can continue to address food insecurity and malnutrition, combat social isolation, enable independence, and improve health for years to come; and

WHEREAS, Council on Aging’s Meals on Wheels programs – both congregated and home-delivered, in Winterville have served our communities admirably for over 40 years; and

WHEREAS, volunteers for Council on Aging’s Meals on Wheels programs in Winterville are the backbone of the program and they not only deliver nutritious meals to seniors and individuals with disabilities who are at significant risk of hunger and isolation, but also caring concern and attention to their welfare; and

WHEREAS, Council on Aging’s Meals on Wheels programs in Winterville provide nutritious meals to seniors throughout Winterville that help them maintain their health and independence, thereby helping to prevent unnecessary falls, hospitalizations and/or premature institutionalization; and

WHEREAS, Council on Aging’s Meals on Wheels programs in Winterville provide a powerful opportunity for social connection for millions of seniors to help combat the negative health effects and economic consequences of loneliness and isolation; and

WHEREAS, Council on Aging’s Meals on Wheels programs in Winterville deserve recognition for the heroic contributions and essential services they have provided amid the COVID-19 pandemic and will continue to provide to local communities, our State and our Nation long after it is over; and

WHEREAS, the senior population is increasing substantially, and action is needed now to support local Meals on Wheels programs through federal, state and local funding; volunteering; donations; and raising awareness to ensure these vital services can continue to be delivered for another 50 years; and

NOW, THEREFORE, I Richard E. Hines, Mayor of the Town of Winterville do hereby proclaim March 2022 as a month celebrating the 50th anniversary of the Older Americans Act Nutrition program and urge every community member to take this month to honor Council on Aging’s Meals on Wheels programs, the seniors they serve and the volunteers who care for them. Our recognition of, and involvement in, the national celebration can enrich our entire community and help combat senior hunger and isolation in America.

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

Richard E. Hines, Mayor

Attest:

Donald Harvey, Town Clerk



PROCLAMATION

TOWN OF WINTERVILLE 125TH ANNIVERSARY (QUASQUICENTENNIAL)

WHEREAS, the Town of Winterville was incorporated by the General Assembly of North Carolina on March 3, 1897; and

WHEREAS, the Town of Winterville owes its beginnings to a cotton planter and to the railroad in the closing decades of the 19th century; and

WHEREAS, in the forward looking vision and leadership of Amos Graves Cox, who saw opportunity and enterprise, a community grew around the manufacturing of that cotton planter and other commodities; and

WHEREAS, other persons were drawn to the growing community to take advantage of the increasing opportunities - inventors, manufacturers, merchants, farmers, laborers, educators; and

WHEREAS, the town with a strong sense of community not only valued education but made it a priority and a reality for its children, black and white; and

WHEREAS, the town became the first industrial center of Pitt County, the first municipality with electric lights, and home of the first high school in Pitt County; and

WHEREAS, we express appreciation to our first Mayor, James R. Johnson, the first Commissioners – Rowan Cooper, C. O. Brown, and J. F. Harrington, and to all the women and men, black and white, who provided leadership and guidance to the successive generations who have called Winterville home; and

NOW, THEREFORE, I, Richard E. Hines, Mayor of the Town of Winterville hereby celebrate and proclaim the incorporation of the Town of Winterville by the North Carolina Legislature on March 3, 1897.

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

Richard E. Hines, Mayor

Attest:

Donald Harvey, Town Clerk



PROCLAMATION
Women's History Month

WHEREAS, American women of every race, class, and ethnic background have made historic contributions to the growth and strength of our Nation in countless recorded and unrecorded ways; and

WHEREAS, American women have played and continue to play critical economic, cultural, and social roles in every sphere of the life of the Nation by constituting a significant portion of the labor force working inside and outside of the home; and

WHEREAS, American women have played a unique role throughout the history of the Nation by providing the majority of the volunteer labor force of the Nation; and

WHEREAS, American women were particularly important in the establishment of early charitable, philanthropic, and cultural institutions in our Nation; and

WHEREAS, American women of every race, class, and ethnic background served as early leaders in the forefront of every major progressive social change movement; and

WHEREAS, American women have served our country courageously in the military; and

WHEREAS, American women have been leaders, not only in securing their own rights of suffrage and equal opportunity, but also in the abolitionist movement, the emancipation movement, the industrial labor movement, the civil rights movement, and other movements, especially the peace movement, which created a more fair and just society for all; and

WHEREAS, despite these contributions, the role of American women in history has been consistently overlooked and undervalued, in the literature, teaching and study of American history.

NOW, THEREFORE, I, Richard E. Hines, Mayor of the Town of Winterville hereby designate March as "Women's History Month" honoring the contribution and legacy of women.

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

Richard E. Hines, Mayor

Attest:

Donald Harvey, Town Clerk



**Town of Winterville
Town Council
Agenda Abstract**

Item Section: Public Hearings

Meeting Date: March 14, 2022

Presenter: Bryan Jones, Planning Director

Item to be Considered

Subject: Villa Grande, Section 3 – Rezoning Request.

Action Requested: Hold the Public Hearing.

Attachment: Rezoning Application, Rezoning Map, Legal Description, Notification of Rezoning with Address Labels to Adjacent Property Owners, Notice of Rezoning, and Staff Report.

Prepared By: Bryan Jones, Planning Director

Date: 3/7/2022

ABSTRACT ROUTING:

TC: 3/9/2022

TM: 3/9/2022

Final: tlp - 3/9/2022

Supporting Documentation

Applicant: Nolan Commercial Contractors, Inc.

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

Parcel Number: 82582, 80704, and 19880.

Site Data: 22.733 acres.

Current Zoning District: AR.

Proposed Zoning District: R-10.

- ❖ Proposed Zoning Districts: R-10
- ❖ Notification was posted on the site on December 29, 2021.
- ❖ Planning and Zoning Board unanimously recommended approval January 18, 2022.
- ❖ Adjacent property owners were mailed notification of the public hearing on March 1, 2022.
- ❖ Notice of the public hearing was published in the Daily Reflector on March 3, 2022 and March 9, 2022.

Budgetary Impact: TBD.

Recommendation: Approval of the Rezoning Request.



**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.

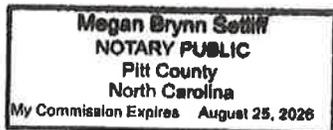
[Signature] _____ Date 12/27/2021

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.

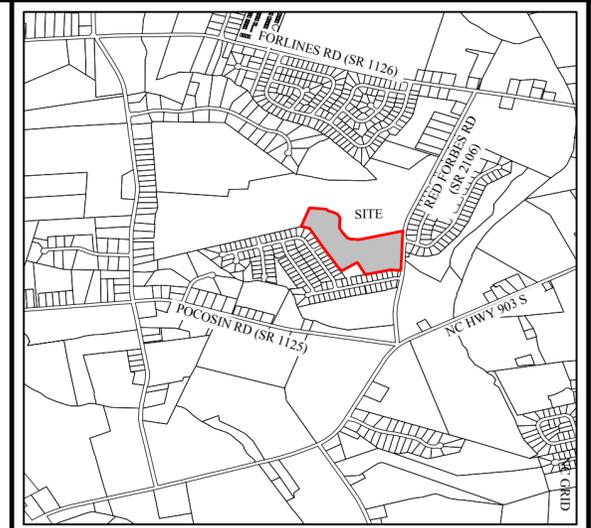
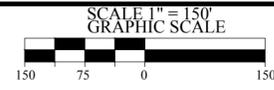


[Signature] _____
Notary Public

My Commission Expires:

August 25, 2026

ADJACENT PROPERTY				
LOT #	PARCEL #	OWNER	ADDRESS	DB PG
36	87048	ADAMS HOMES AEC LLC	2681 BRITTLA LN	4106 350
37	87059	ADAMS HOMES AEC LLC	2685 BRITTLA LN	4106 350
38	87052	ADAMS HOMES AEC LLC	2689 BRITTLA LN	4106 350
39	87053	ADAMS HOMES AEC LLC	2695 BRITTLA LN	4106 350
40	87055	ADAMS HOMES AEC LLC	2701 BRITTLA LN	4106 350
42	85726	CONSTABLE WILLIAM C III	2711 BRITTLA LN	3978 863
43	88727	IGE THOMAS	2719 BRITTLA LN	4037 820
44	85728	HAYNES YASHEKA T	2725 BRITTLA LN	3981 485
45	85729	JAMES HOSEA	2731 BRITTLA LN	4075 846
46	85730	NGUYEN HUONG V	2737 BRITTLA LN	4121 232
47	85731	PHAN THONG	2745 BRITTLA LN	3995 442
48	85732	DOYON GUY M	2751 BRITTLA LN	4019 521
49	85733	HARRISON LINDSEY P III	2755 BRITTLA LN	3986 351
75	81038	ALAKWA ALI A	570 VILLA GRANDE DR	3737 511
76	81039	MOORE SEAN D	566 VILLA GRANDE DR	3668 34
77	81040	SOUTHWELL KENNETH CHARLES	554 VILLA GRANDE DR	3658 592
78	81041	FREEMAN JAMES ROBERT	548 VILLA GRANDE DR	3715 614
79	81042	THEELE RICHARD B	542 VILLA GRANDE DR	3658 117
80	81043	DANIELS TOBY CHAKARIAN	536 VILLA GRANDE DR	3740 547
81	81044	MOTTER ADAM C	530 VILLA GRANDE DR	3787 213
82	81045	SQOUR NISREEN A	524 VILLA GRANDE DR	3803 546
83	81046	JOYNER TWANA	518 VILLA GRANDE DR	3782 511
84	81047	COX NATALIE	512 VILLA GRANDE DR	3667 712
85	81048	KASCHAK STEVEN J	504 VILLA GRANDE DR	3745 277
COMMON AREA	81049	NSD COMPANY INC	0 VILLA GRANDE DR	3564 507
COMMON AREA	81050	NSD COMPANY INC	0 VILLA GRANDE DR	3564 507



VICINITY MAP

- GENERAL NOTES
- ALL DISTANCES ARE HORIZONTAL GROUND MEASUREMENTS, NO GRID FACTORS APPLIED.
 - DEED REFERENCES: DEED BOOK 2020, PAGE 73.
 - PARCEL NC ID# 4665615975, 4665712692, 4665619324 & 4665712299.
 - ALL PROPOSED CORNERS ARE TO BE MARKED WITH IRON PIPES.

ACCEPTED FOR THE TOWN OF WINTERVILLE.

MAYOR _____

ORDINANCE NO: _____

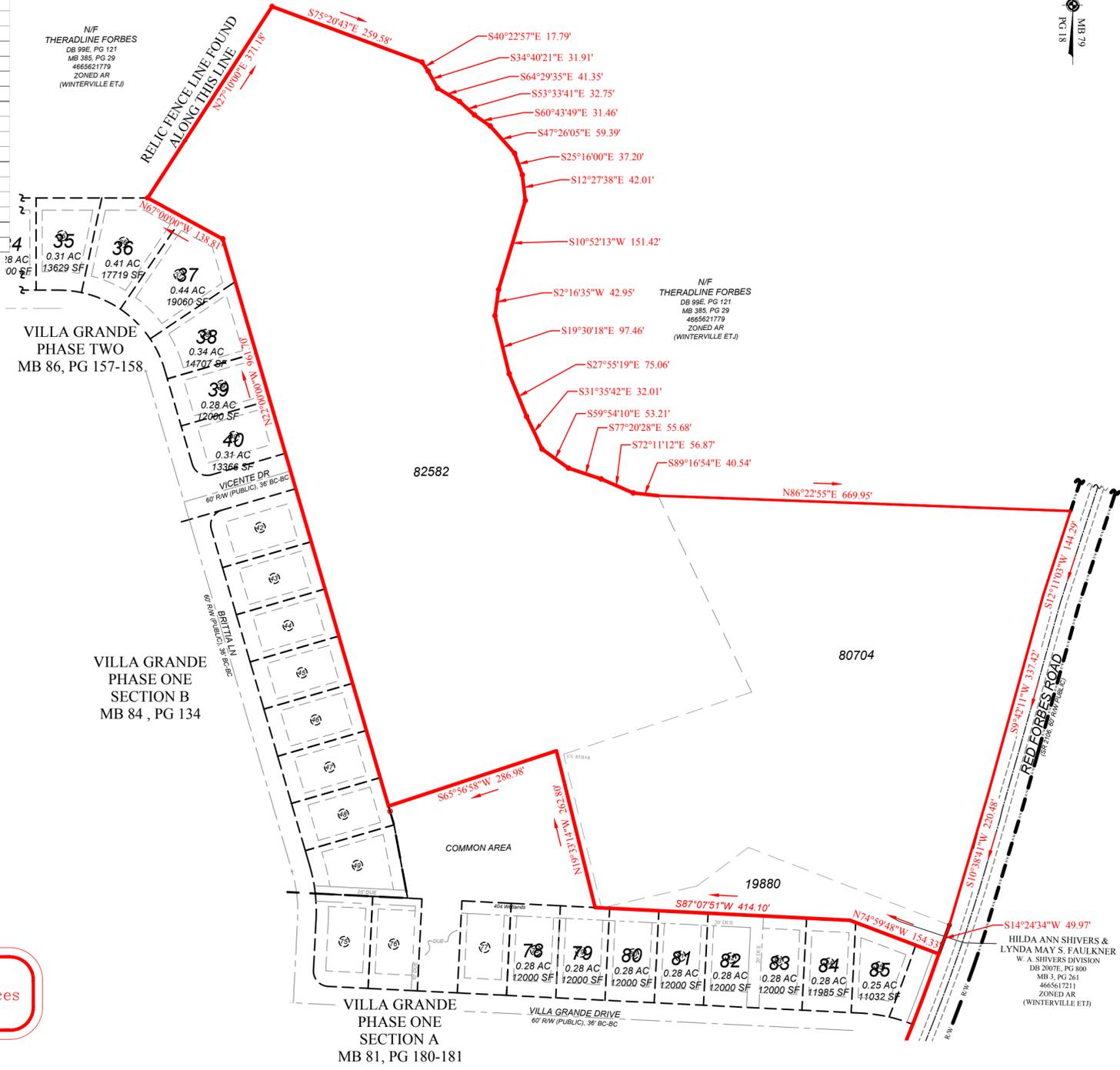
EFFECTIVE DATE: _____

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

DATE _____ SUBDIVISION ADMINISTRATOR _____

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

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



PRELIMINARY PLAT
 Not for Recordation, Conveyances
 or Sales

CERTIFICATE OF SURVEY & ACCURACY

I, HERBERT J. NOBLES, JR., CERTIFY THAT THIS PLAT WAS DRAWN BY ME FROM AN ACTUAL SURVEY MADE BY ME FROM DESCRIPTION FOUND IN MAP BOOK 74, PAGE 152, AND MAP BOOK 79, PAGE 18, WAYNE COUNTY REGISTER OF DEEDS. THAT THE BOUNDARIES NOT SURVEYED ARE CLEARLY INDICATED AS DRAWN FROM INFORMATION FOUND IN PLAT CABINET: _____ SLIDES: _____ THAT THE RATIO OF PRECISION AS CALCULATED IS 1:15000 THIS MAP WAS PREPARED IN ACCORDANCE WITH G.S.47-30 AS AMENDED. WITNESS MY ORIGINAL SIGNATURE, REGISTRATION NUMBER AND SEAL, THIS _____ DAY OF _____, 20____.

PROFESSIONAL LAND SURVEYOR
 LICENSE NUMBER L-2703

TYPICAL ELEMENT SYMBOLOLOGY

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

STATE OF NORTH CAROLINA
 PITT COUNTY

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

DATE: ____/____/____ REVIEW OFFICER _____

CERTIFICATION OF REGISTRATION BY REGISTER OF DEEDS
 PITT COUNTY NORTH CAROLINA

FILED FOR REGISTRATION THIS _____ DAY OF _____, 2021 A.D. AT _____ (AM/PM) AND DULY RECORDED IN PLAT CABINET _____, SLIDE(S) _____, AND BOOK _____, PAGE _____

REGISTER OF DEEDS _____

REVISIONS

NO.	DESCRIPTION	BY	DATE

REZONING MAP

VILLA GRANDE PHASE THREE

TOWN OF WINTERVILLE PITT COUNTY NORTH CAROLINA

CURRENT OWNER
 LYNDIA FAULKNER
 P.O. BOX 130
 GRIMESLAND, NORTH CAROLINA 27837

SCALE: 1" = 150' DATE: 12/20/2021
 PROJECT #: 2015_004 SHEET: 1 of 1

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



WINTERVILLE

A slice of the good life!

2571 Railroad Street
PO Box 1459
Winterville, NC 28590

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

**Town Council
Public Hearing
Rezoning Request**

NOTICE IS HEREBY GIVEN that the Winterville Town Council will meet on Monday, March 14, 2022 at 7:00 pm in the Town Hall Assembly Room at 2571 Railroad Street, in order to hold a public hearing on 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
DEMETRIS Y COBB
2476 KODIAK DRIVE
WINTERVILLE, NC 28590

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

NISREEN SQOUR
MURAD ALSAUDANY
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

**NOTICE OF PUBLIC HEARING
Town of Winterville**

NOTICE IS HEREBY GIVEN that the Winterville Town Council will meet on Monday, March 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:

Nolan Commercial Contractors, Inc. has submitted a rezoning application to rezone Parcels 19880, 80704, and 82582 (22.733 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, PO Box 1459, 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 – Villa Grande, Section 3 Rezoning.

Please place the above legal advertisement in the Daily Reflector on Thursday, March 3, 2022 and Wednesday, March 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
(252) 756-2221 ext. 2344 – Phone
don.harvey@wintervillenc.com



**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: March 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: 3/2/2022

ABSTRACT ROUTING:

TC: 3/8/2022

TM: 3/9/2022

Final: tlp - 3/9/2022

Supporting Documentation

Approval of the following set of Council Meeting Minutes:

- ❖ February 14, 2022 Regular Meeting Minutes; and
- ❖ February 24, 2022 Vision Setting Meeting Minutes.

Budgetary Impact: NA.

Recommendation: Approval of Minutes.



**WINTERVILLE TOWN COUNCIL
MONDAY, FEBRUARY 14, 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
Evan Johnston, Parks and Recreation Director
Bryan Jones, Planning Director
Donald Harvey, Town Clerk

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

Mayor Hines asked for a moment of silence for those killed in the crash of a small plane carrying eight people into the ocean off North Carolina's Outer Banks on Sunday including four Carteret County high school students who had been on a hunting trip in Hyde County prior to the crash.

INVOCATION: Pastor Darron Carmon with Rebuild Christian Center 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:

The Agenda was amended to add additional Proclamations.

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

PROCLAMATIONS: Town Clerk Harvey read the following Proclamations:



**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



**PROCLAMATION
IN MEMORY OF WILLIAM "BILL" WHISNANT**

WHEREAS, on behalf of the Town of Winterville, we wish to record our sorrow over the passing of William "Bill" Whisnant on February 4th, 2022 at the age of 81, and,

WHEREAS, Bill leaves behind a legacy of kindness and service to others, however, most important to him, was his unceasing devotion to his wife, Joan, and his family, and,

WHEREAS, Bill was born in Gastonia, NC on August 26, 1940.

WHEREAS, Bill is a graduate of UNC-Chapel Hill and holds a Master of Governmental Administration from the Wharton School of the University of Pennsylvania, and,

WHEREAS, Bill started his career in local government, working for the City of Durham, NC for 14 years; he then built homes and developed residential subdivisions in the Durham area for 18 years, retiring from building; and,

WHEREAS, Bill moved to Wilmington, NC to serve as Deputy City Manager for eight years; and,

WHEREAS, Bill then, wanting to be "The Manager," he served for eight years as the Town Manager for Winterville from December 2002 until retiring in August 2010; and,

WHEREAS, Bill's service to the Town was distinguished by the construction of the Operation Center, Public Safety Building, Winterville Library, and expansion of Town Hall and the Winterville Recreation Park; and,

WHEREAS, Bill was a man of many talents and skills from complex woodworking, landscape design, an avid reader, and historian, enjoying his book club and lifelong learning programs in Greenville. An Eagle Scout, and life-long supporter of Scouting, he enjoyed his yearly re-unions with fellow Piedmont Council camp counselors; and,

WHEREAS, The Town of Winterville is blessed to have known him and been a part of his life; and,

WHEREAS, the Town of Winterville and its citizens honor Bill for his distinguished service and unwavering commitment to the Town of Winterville and surrounding community; and,

NOW, THEREFORE, I, Richard E. Hines, Mayor of the Town of Winterville on behalf of the entire Town Council, in recognition of the many contributions of Bill to our Town and its citizens, do hereby express our deep appreciation for his dedication to the progress of the community and extend to his family our sincere sympathy upon his passing.

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
HONORING BRONSWELL PATRICK**

WHEREAS, Bronswell Patrick was born on September 16, 1970 in Greenville, NC, attended D. H. Conley High School, and was a star athlete; and,

WHEREAS, He proved to be a legendary athlete in Pitt County during the 1980's. While at Conley, he excelled at football, baseball and basketball. In baseball, he earned 1986 Pitt County Invitational MVP/All-Tournament Team, All-Coastal Conference (1986, 1987 and 1988) and All-State First Team (1988); and,

WHEREAS, In 1988, he became the first Conley athlete to be drafted professionally out of high school when the Oakland Athletics selected him in the 23rd round of the Major League Draft, pitching in the Oakland organization until 1995; and,

WHEREAS, He played with the Athletics, Astros, Brewers and Giants organizations and made his debut in 1998, picking up four wins and striking out 49 batters in 78.1 innings; and,

WHEREAS, His greatest impact on baseball came after his playing career was over, as he helped numerous players from around the world realize their dream of playing in the big leagues as he served as a pitching coach in the San Diego Padres organization, working with young prospects as well as coaching in the Mexican Pacific League; and,

WHEREAS, The number 16 he wore at D. H. Conley High School was retired in a special ceremony at the school on Thursday, February 13, 2020; and,

WHEREAS, He was inducted into the inaugural class of the D. H. Conley High School Athletics Hall of Fame during a ceremony on Friday, October 8, 2021; and,

NOW, THEREFORE, I, Richard E. Hines, Mayor of the Town of Winterville do hereby honor Bronswell Patrick for his contribution to baseball and our community, and hereby proclaim.

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

PUBLIC HEARINGS:

WLH Development – Rezoning Request (Parcel 77831): Planning Director Jones gave the request with the following presentation:

Town of WINTERVILLE
A slice of the good life!

Town Council – February 14, 2022

**WLH DEVELOPMENT, LLC
REZONING REQUEST**

Presenter:
Bryan Jones,
Planning Director



Town of WINTERVILLE
A slice of the good life!

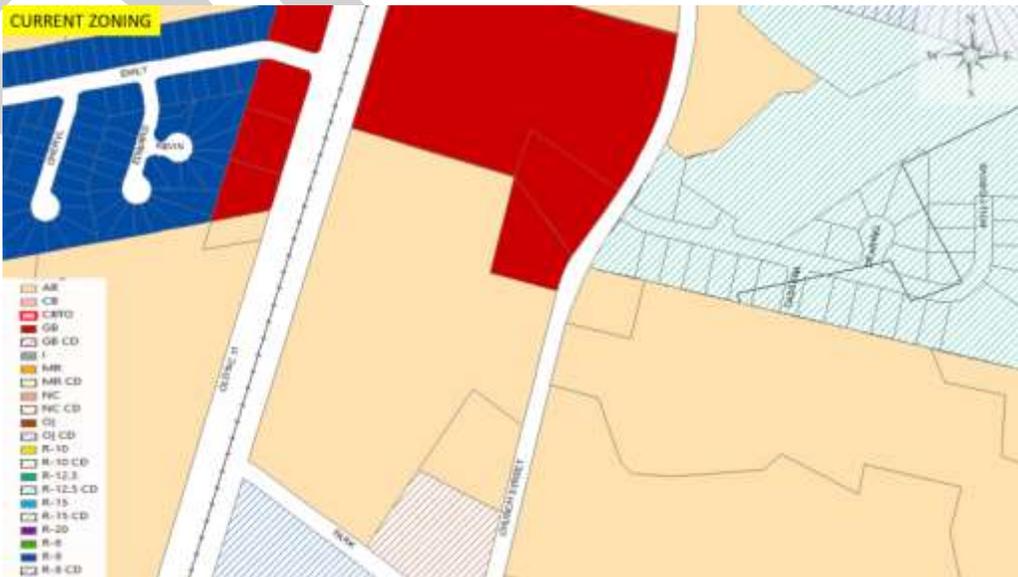
WLH Development, LLC – Rezoning Request

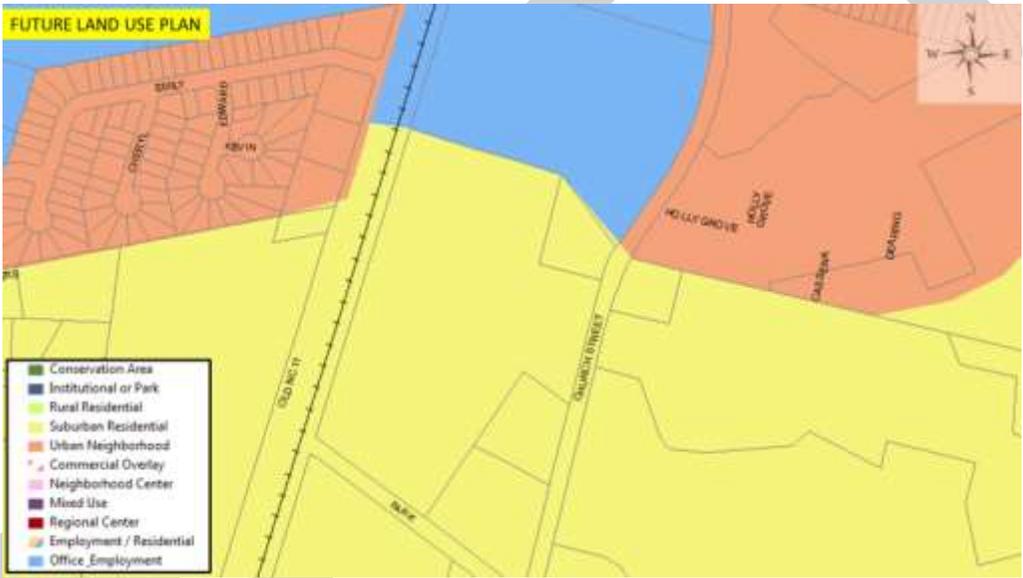
- Applicant: WLH Development, LLC
- Location: Church Street Ext north of its intersection with Park Road.
- Parcel Numbers: 77831
- Site Data: 19.62 acres
- Current Zoning District: Agricultural Residential (AR)
- Proposed Zoning District: R-10



- Adjacent property owners were mailed notification of the Public Hearing on January 31, 2021.
- Notice was published in the Daily Reflector on February 2, 2022 and February 9, 2022.
- Notification was posted on the site on December 1, 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.

Neighborhood Center
Corridor 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.

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 center services. Industrial agricultural operations are still active in these locations.

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.

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.

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.

Urban Neighborhood
Primarily medium-sized lots with single family detached residential and occasionally smaller-scale, cost-sensitive patio homes and attached residential permitted if design criteria are met. Generally 3-6 dwellings per acre. Some small-scale services, retail, parks, or offices encouraged at select locations with good access.

Employment / Residential
These areas could include office buildings, storage and flex uses, supporting commercial uses and/or medium to high-intensity residential uses.

Commercial Overlay
Potential for small-scale commercial that is sensitive to existing residential development if good transportation access is possible.

Office & Employment
Large office buildings, manufacturing, distributor, and light- to medium-industrial uses, storage and flex uses, along with associated offices and supporting commercial uses.

Institution or Park
Community schools, the Pitt 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.



General Character

Large lot, low density single family residential was identified by the community as a land use type that was appropriate and valued in many locations. This flexible land use type is appropriate for many areas of the planning area and will likely be served by town utilities.

Typical Components	
Density	1-3 per acre
Lot coverage	Low
Building height	1-2 stories
Parking	On-street, front, side, or rear
Street pattern	Suburban grid, modified grid
Right-of-way width	50'-60'
Block length	600'-1000'
Drainage	Curb-and-gutter
Bicycle/Pedestrian	Sidewalk (one side)
Open Space	10-30%, including passive recreation, trails, playgrounds, amenity centers, fields, greens
Potential zoning	Typically R-20, R-15 or R-12.5, R10 or R8 if additional open space or amenities are provided

Uses

Primarily single family detached residential with sewer service.

Buildings & Parking

Buildings are usually set back from the road and have large front and rear yards. Parking should be off street as much as possible, especially since sidewalks are limited.

Streets & Connections

These neighborhoods have low to medium walkability and are fairly homogeneous. Street connections to adjacent neighborhoods is key to creating a community and preserving options for the future. Sidewalks connect neighbors, and landscaping is primarily owner-maintained.



Examples of Suburban Residential

Suburban Residential

Economic Development

Organizing Goals:

- | | |
|---|---|
| Primary Goals: | Supporting Goals: |
| <ul style="list-style-type: none"> Strengthen and Diversify the Economy Create a town-wide identity | <ul style="list-style-type: none"> 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.



WLH Development, LLC- Rezoning Request

Staff Recommendation:

- 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 19.62 acres from AR to R-10.



REZONING PROCESS:

- Planning and Zoning Board unanimously recommended APPROVAL to Town Council on January 18, 2022.
- Town Council will now hold a public hearing regarding this rezoning request.



Mayor Pro Tem Smith asked if anything on Park Road is being developed. Planning Director Jones noted that Mayor Hines has had conversations with NCDOT to get something going on Park Road. Mayor Pro Tem Smith said if it builds out with Park Road unpaved, residents will complain. Mayor Hines commented that is why the effort to get it paved is progressing. Planning Director Jones said he received no comments. Richie Brown with Stroud Engineering is available to answer any questions. Councilman Moore noted Representative Humphrey has said he would get it paved. Councilman Moye wants to make sure the design shows exit. Town Manager Parker said that would come at a separate time. Councilwoman Roberson asked to get the economic development council to support.

Mayor Hines declared the public hearing open and asked if anyone would like to speak in favor of the rezoning request. No one spoke in favor of the request.

Mayor Hines asked if anyone would like to speak in opposition of the rezoning request. No one spoke in opposition of the request. Mayor Hines declared the public hearing closed.

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 WLH Development – Rezoning Request (Parcel 77831). Motion carried unanimously, 5-0.

PUBLIC COMMENT: Mayor Hines read the Public Comment Policy.

1. Chariesse Boyd – Boyd Street sign across from W. H. Robinson School.

Councilwoman Roberson noted that Ms. Boyd has been hosting a black history program on Awesome Radio and appreciate her doing this program on Saturdays at 3 pm.

CONSENT AGENDA:

Items included in the Consent Agenda:

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.

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

OLD BUSINESS:

Update and Discussion on Winterville Human Relations Board: Town Manager Parker shared logistics that need to be determined, reviewed status, missing information, and membership needs.

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).

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.

Councilwoman Roberson said that Council should set the first date then HRB could set future meeting dates. Also, follow procedures as other boards, with simple operation. Town Council select liaison and Town Clerk serves the Board.

Motion made by Councilman Moore and seconded by Mayor Pro Tem Smith to approve Councilwoman Roberson as Council liaison to the Human Relations Board. Motion carried unanimously, 5-0.

2020 Sanitary Sewer Pump Station Rehabilitation Project: Engineering Contract Amendment #1 with Rivers & Associates: Assistant Town Manager Williams commented with a summary of the project, efforts, and amendment increases.

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.

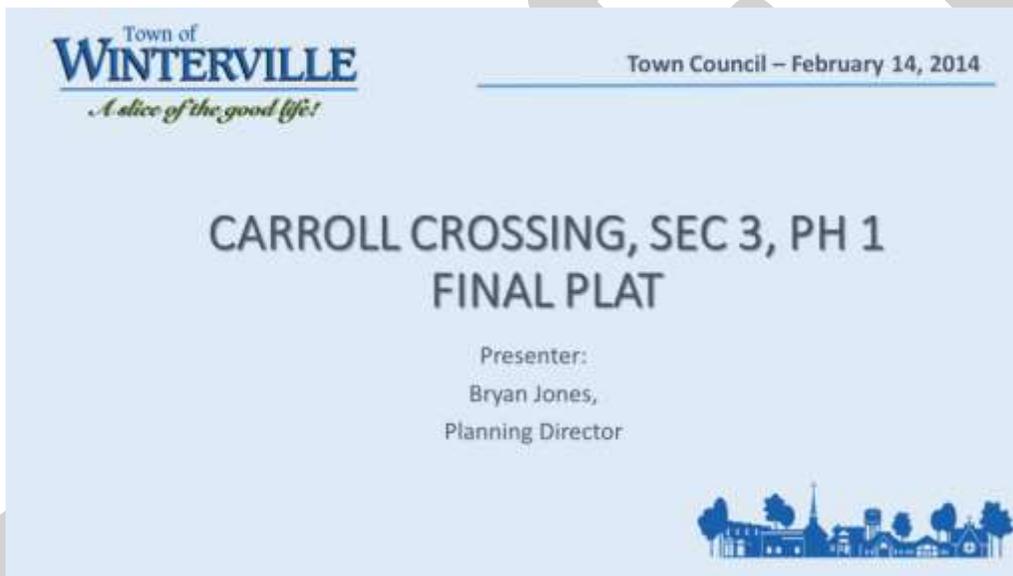
The Town received a 0% interest 20-year loan award, with \$500,000 being approved for principal forgiveness, from the Division of Water Infrastructure in the spring of 2020 for a Sanitary Sewer Pump Station Rehabilitation Project.

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.

Motion made by Councilman Moore and seconded by Mayor Pro Tem Smith to approve the 2020 Sanitary Sewer Pump Station Rehabilitation Project: Engineering Contract Amendment #1 with Rivers & Associates. Motion carried unanimously, 5-0.

NEW BUSINESS:

Carroll Crossing, Section 3, Phase 1: Final Plat: Planning Director Jones gave the request with the following presentation:



• Site Data:

- Location: Church Street Ext south of its intersection with Laurie Ellis Road
- Parcel Number: 04819
- Acreage/Density: 1.102 Acres, 3 Lots, (6 units/duplexes)
- Zoning: R-8 CD



• Site History:

- Rezoned to R-8 August 2021.
- BOA approved SUP for duplexes October 19, 2021.
- TRC reviewed/approved the Final Plat January 4, 2022.
- Planning and Zoning Board unanimously recommended APPROVAL on January 18, 2022.





Town of
WINTERVILLE
A slice of the good life!

Carroll Crossing, Sec 3, Ph 1 – Final Plat

Staff Recommendation:

- Planning staff recommends approval.



Motion made by Mayor Pro Tem Smith and seconded by Councilman Moore to approve the Carroll Crossing, Section 3, Phase 1: Final Plat. Motion carried unanimously, 5-0.

Electric Engineering Contract: Enter Contract Negotiations with Utility Engineer, LLC: Electric Director Sutton commented as follows:

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.

Motion made by Councilman Moore and seconded by Mayor Pro Tem Smith to approve entering into Contract Negotiations with Utility Engineer, LLC for an Electric Engineering Contract. Motion carried unanimously, 5-0.

Volunteer Advisory Board Appointments-Recreation Advisory Board: Parks and Recreation Director Johnston commented that 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 Carolyn Wanczyk to fill the vacant RAB Resident position. Ms. Wanczyk has served as Alternate on the RAB since June of 2019. Appointing Carolyn Wanczyk to the Resident position results in one (1) vacant RAB Alternate position.

There are currently three (3) applications 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

Motion made by Councilman Moore and seconded by Councilwoman Roberson to approve Carolyn Wanczyk as a resident member of the Recreation Advisory Board. Motion carried unanimously, 5-0.

Motion made by Councilwoman Roberson and seconded by Councilman Moore to approve Rashana Carmon as an alternate member of the Recreation Advisory Board. Motion carried unanimously, 5-0.

Volunteer Advisory Board Appointments-Planning and Zoning Board: Planning Director Jones commented that 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 with terms expiring on June 30, 2025.

Eight (8) applications are on file 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 Godfrey Jones
4. Henry Hostetter (ETJ)
5. Anthony Bell
6. Anthony Klontz
7. Morris Luton (P&Z 2nd preference)
8. Domini Cunningham

Motion made by Councilman Moore and seconded by Mayor Pro Tem Smith to approve Henry Hostetter as an ETJ member and Anthony Klontz as a regular member of the Planning and Zoning Board. Motion carried unanimously, 5-0.

Motion made by Councilwoman Roberson and seconded by Councilman Moore to approve James Godfrey Jones as a regular in town member and Brandy Daniels as a regular member alternate of the Planning and Zoning Board. Motion carried unanimously, 5-0.

OTHER AGENDA ITEMS:

Post Office problems with mail/package delivery, box rent increases, space, and etc. (Councilwoman Roberson).

Mayor Hines read letters from Senator Burr and Representative Murphy. Councilwoman Roberson noted she constantly is bombarded by complaints, employees complaining. She wants citizens to know the Town is trying to do something. Councilman Moore noted that the facility is inadequate, and the building is being leased and is not safe. Town Manager Parker said we will continue to keep check on situation.

Discussion of Town's Quasiquicentennial Anniversary: Town Manager Parker wants Council to keep thinking about activities to celebrate the anniversary. Staff will also work on items. Mayor Hines said a citizen group can be established to work on items. Councilman Moore noted that it has been 125 years since incorporated, it was once named "Woodrack". Councilwoman Roberson noted and thanked Awesome Radio for sharing information.

ITEMS FOR FUTURE AGENDA/FUTURE WORK SESSIONS:

Town Manager Parker reminded Council of the Vision Setting Meeting on February 24th. She noted a new poll for the Stormwater Workshop will be formulated.

REPORTS FROM DEPARTMENT HEADS:

Assistant Town Manager Williams gave status on the following: Pump Station Rehab Project (Chapman Street forcemain); Gravity Rehab Project closeout; Winterville Crossing Pump Station abandonment (Christ Covenant School and Aces for Autism); Church Street Forcemain bore; Procure bids to perform town-wide street patching; Wooten to coordinate downtown striping; Trying to get quotes from contractors for repairing damaged fire hydrants; Pump Station alarm conversion to 5G; Upcoming MetroNet plan review and project supervision; Ange Street sidewalk working with engineer and NCDOT. estimated cost of \$200,000; and continued new development construction observation.

Councilman Moore asked about drainage at W. H. Robinson. Councilman Moye said Blackstone had a request for speedbumps. Town Manager Parker said we have many requests for speed bumps. Councilwoman Roberson requested more patrols. Town Manager Parker also noted speed tables. Councilman Moye we have citizen's request. Town Manager Parker noted we have had citizens do a petition.

Motion made by Councilwoman Roberson and seconded by Councilman Moore to increase patrols in the Blackstone neighborhood. Motion carried unanimously, 5-0.

Planning Director Jones: Development is booming including current projects, subdivisions, zoning permits, site plan reviews, rezoning's, annexations, and special use permits.

Electric Director Sutton: Update on recent outage. Utility relocation at 11 and Main development, Copper Creek, A.G. Cox improvements, supply chain issue has hit us, ElectriCities contacted to form a purchasing group, gas prices skyrocketing, MetroNet sent information for pole attachments, Notice to Proceed on Fire Sprinkler project.

ANNOUNCEMENTS: Town Clerk Harvey gave the following 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.

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

Councilman Moye: Thanks to Fire Department for responding to home.

Mayor Pro Tem Smith: None.

Councilman Rice: Thanks to Council and Staff for help. Pitt County Senior Center ribbon cutting celebrating 7,000-foot, \$1.5 million expansion.

Councilwoman Roberson: Working with group to bring Covid testing. Thanks to staff.

Councilman Moore: Can increase of pay help; Chief Willhite we are competitive, unusual situations have opened some positions.

Attorney Lassiter: Sweepstakes case came down from Supreme court, should help. Case for request for a personnel file

Manager Parker: Happy Valentine's day.

Mayor Hines: Ridgewood School for Black History Month, Sycamore Hill Missionary Baptist Church, North Carolina Mayors Association Conference. Appreciate all.

ADJOURN:

Motion made by Councilman Moore and seconded by Councilwoman Roberson to adjourn the meeting. Motion carried unanimously, 5-0. Meeting adjourned at 9:11 pm.

Adopted this the 14th day of March 2022.

Richard E. Hines, Mayor Pro Tem

ATTEST:

Donald Harvey, Town Clerk

DRAFT



**WINTERVILLE TOWN COUNCIL
THURSDAY, FEBRUARY 24, 2022 – 5:30 PM
VISION SETTING MEETING MINUTES
FISCAL YEAR 2022-2023
(LIMITED IN-PERSON ATTENDANCE)**

The Winterville Town Council met in a Vision Setting Meeting on the above date at 5:30 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
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
Evan Johnston, Parks and Recreation Director
Bryan Jones, Planning Director
Willie Gay, Code Enforcement Officer
Tony Klontz, Fire Retention, Recruitment and Member Officer
Donald Harvey, Town Clerk

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

INVOCATION: Councilman Moore.

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

WELCOME: Mayor Hines welcomed the public.

BREAK FOR DINNER

APPROVAL OF AGENDA:

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

ITEMS FOR DISCUSSION:

State of the Budget - FY 2022-2023: Finance Director Bowers slide presentation.



Town of Winterville

Budget Highlights and Outlook

FY 2021-2022 Revenues

- General Fund
- Recreation Fund
- Electric Fund
- Water Fund
- Sewer Fund
- Stormwater Fund

General Fund

- Revenues are on target for the current Fiscal Year.
- As of the end of January we will have completed 58.% percent of the year.
- Revenues are currently at 74% of the total revenue budget.
- With budgeted inter-fund transfers accounting for 11.3% of the General Fund Revenues.
- Property Tax revenue is at 101% of the Budget.

General Fund

- Vehicle Property Tax is currently on target for what is expected for this time of the year. We are averaging about \$51,867 monthly, which is approximately \$1,200 less per month than last year.
- Local Option Sales Tax is currently 67.3% of the estimated Budget.
- Utility Franchise Taxes are on target with relation to budget estimates.
- GF is balanced with a \$469,544 Fund Balance appropriation. Up from \$130,000 PY.
- Balanced with Electric Fund cont. of \$650,000

Recreation Fund

- There were no contributions from Retained Earnings used to balance the Recreation Fund Budget.
- The Recreation Fund has collected 89% of budgeted revenues. Many of the program revenues are collected in the spring.
- 84% of Recreation Revenues are transferred from the General Fund.

Electric Fund

- The Electric Fund has sales revenues that are currently on target with expectations in the amount of \$6,462,337.
- Revenues are at 58% with 58% of the year billed.
- There were no contributions from Retained Earnings used to balance the Electric Fund Budget.

Water Fund

- The Water Fund is on target with water sales at 58% for the year.
- Current sales are at \$869,149 for the year.
- The Water Fund used \$121,799 of Retained Earnings to balance the Budget.

Sewer Fund

- The Sewer Fund Sales are on target with \$1,336,063. Which is 58% of the sales budgeted for the year.
- This fund was balanced without contributions from Retained Earnings.

Stormwater Fund

- Stormwater billings are \$296,044 or 56% of the Budget.
- There were \$16,534 Retained Earnings used to balance the budget.

FY 2021-2022 Expenditures

- General Fund
- Recreation Fund
- Electric Fund
- Water Fund
- Sewer Fund
- Stormwater Fund

General Fund

- At this point in the year, we have had four Budget amendment changes in the General Fund Budget.
- I would expect at least two more Budget amendments before year-end.
- In the General Fund the Town has spent 64.86% of the funds that were appropriated.
- There are still capital outlay purchases to be made.

Recreation Fund

- The Recreation Fund is currently lower than normal, with 34.04% of the yearly appropriations having been spent.
- \$326,282 of the \$1,145,582 budgeted has been spent.
- Capital spending for Recreation this year is \$133,000.

Electric Fund

- The “Purchase for Resale” line item is not on target for the year with \$2,320,021. of the \$3,525,000 having been spent. This is 66% and an increase of \$903,434 over the same period last year. Lost \$171,000 last month.
- The total fund expenditure is at 66% of the appropriation for the year.
- The total Budget is \$7,659,993.
- We will have to appropriate RE to cover losses. Next two months will determine how much.

Water Fund

- The total expenditure is at 63% of the appropriation for the year.
- “Purchase for Resale” is at 52% of the Budget for the year with \$188,044 of the \$400,000 having been spent.
- The total Water Fund Budget is \$1,648,041.

Sewer Fund

- The Sewer Fund has currently spent 71.% of its annual appropriation.
- CMSD expense is 41% of the annual Budget.
- The total Sewer Fund Budget is \$2,489,900.

Stormwater Fund

- The Stormwater Fund has spent 46% of its annual appropriation of \$526,464
- The largest appropriation in the Stormwater Fund is contribution for services \$136,541.

Fund Balance Status

- Our unassigned Fund Balance as of 6-30-2021 was 103.96%. Up from 67.78% in 2020.
- The Town appropriated \$469,544 up for \$297,598 a \$171,946 increase to balance the Budget this year. Unassigned FB is \$9,379,125 or 68% of AOE.
- The Fund Balance percentage presented for the General Fund includes the Recreation Fund. The Recreation Reserve has \$95,412.

Fund Balance Status

- The Powell Bill Fund has a Fund Balance of \$203,036.
- The Electric Fund has Unrestricted Retained Earnings in the amount of \$8,260,599 or 107% of the Annual Operating Budget.
- The Water Fund has Retained Earnings in the amount of \$1,885,083 or 117% of the AOB.
- The Sewer Fund has RE in the amount of \$698,113 or is 28% of the AOB. This is up from 14% last year.
- The Storm Water Fund has RE in the amount of \$893,095 or 1.69% of the AOB

Factors for Next Year

- We have two loans coming off the books this year. The General Fund has a payment ending in the amount of \$156,876. (Town Hall Renovation) The second loan is for the Electric Fund in the amount of \$226,232
- We may have one debt service payment for the Winterville Crossing Abandonment that just completed. The annual payment is estimated to be \$75,685

Unfunded Commitments

- Cost associated with the ending of fire grant funding will increase in the amount of \$306,685.
- Old Tar Road widening, Utility and Pedestrian.
- CMSD Commitments.
- Pump Station Rehab Project \$3,000,000. Rate increase of \$2.75 – \$3.00

Unfunded High Priorities

- Multipurpose Facility
- Multipurpose operation and maint. cost.
- Cemetery development and maint. cost.
- Greenway.
- Road Improvements.
- Storm water Railroad St. Project.
- Fire Training Ground

External Factors For Next Year

- Housing permits issued by the Planning Dept. increased to 130 in 2021 up from 98 in 2020. Inventory will open up during next FY.
- The unemployment rate for Greenville is 3.4% down from 6% for 2021.
- Potential for Sales Tax uncertainty.

External Factors For Next Year

- Overall economists seem to be uncertain about growth potential for North Carolina next year. Expectations are for interest rates to increase for 2022. This creates uncertainty as to what that will do with housing and vehicles.
- We also have the inflation rate driving up cost of projects along with supply chain problems.

External Factors For Next Year

- The CPI for last 12 months was 7.5% according to the US Bureau of Labor Statics. 1.4% last year.
- Inflation rate for 2022 is expected to be an additional 2.4% according to Statista potentially an additional 4.5% according to Market Watch.
- Sales and Use Tax has remained stable this year. We are at 67% of the budget, so we are on target. Last year we had a huge surplus.

External Factors For Next Year

- Expecting increases in Health Insurance in the 5% to 9% range.
- Current Tax Levy yields \$82,007.
- The Federal Reserve has stated that they will have 4-5 interest rate increases in the next year.
- Cost of Living Raises

Questions



Councilwoman Roberson asked about the transfer of Electric to General. Mayor Hines what will our Tar Road costs for electric be. Electric Director Sutton said unsure at this time, many factors including population factors. Councilwoman Roberson asked about the Multi-purpose building costs. Mayor Hines asked for any further questions. Answers will be forthcoming at Budget Workshops in May.

State of the Budget - FY 2022-2023: Town Manager Parker Slide Presentation - Future is now!

Town of Winterville Vision Setting Meeting

- ▶ Winterville Assembly Room
- ▶ 5:30 pm
- ▶ February 24, 2022



“The Future is Here. It is Now.”

“THE BEST WAY TO PREDICT THE FUTURE IS TO CREATE IT – ABRAHAM LINCOLN”

2022 Vision Setting Meeting Goals/Projects – FY 2022-2023

- **HIRING PERSONNEL** – includes restructuring of certain positions and addition of some key administrative positions – plan forthcoming.
- Succession Planning
- Increase Employee Diversity
- Focus on Downtown Redevelopment
 - Downtown Beautification
 - Parking
 - Market on the Square Plan
 - Lighting
- Website Redesign - underway
- Town App
- Citizen Notification System - underway

2022 Vision Setting Meeting Goals/Projects – FY 2022-2023 (cont.)



- ▶ Cemetery Expansion – Goal Date – 07-2022
- ▶ Strategic Planning Process for the Town – 1st anet
- ▶ Utility expansion/Installation as growth demands

2022 Vision Setting Meeting Goals/Projects



- ✓ Additional Park facilities (including west side of Town)
- ✓ Additional Planning Tools
 - ✓ Multi-Purpose facility
- ✓ Additional lights at Hillcrest
 - ✓ Walking trails
 - ✓ Sidewalks
- ✓ Street Repair/Rebuilding
 - ✓ Nobel Canal
- ✓ Stormwater Projects
- ✓ Utility Rate Structures
- ✓ Utility Capacity/Rates
- ✓ Additional Revenue Sources
- ✓ Future Services



2022 Vision Setting Meeting

Closing Questions or Comments?

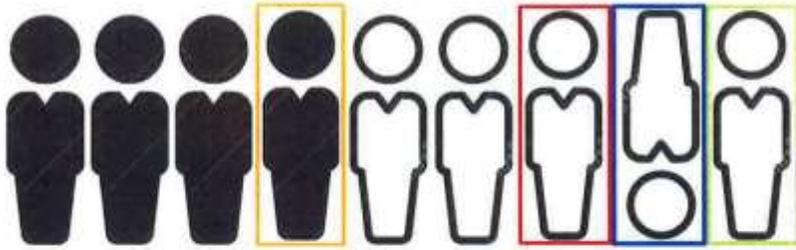
Town Manager Parker discussed the following:

- Goals and objectives.
- Restructure positions and hire vacancies.
- Succession of existing staff and increase diversity.
- Downtown redevelopment.
- Website redesign, update, including Town application for complaints and citizen notification.
- Cemetery expansion
- Strategic planning process
- Personnel plan update.
- Utility plans and expansions
- Personnel pay study.
- Master plan revisions
- Greenway
- Multi-purpose building
- Revenue sources.
- Human resources and vacancies including building inspector, customer service, permit technician, police officers, recreation program supervisor and part-time, and public works.

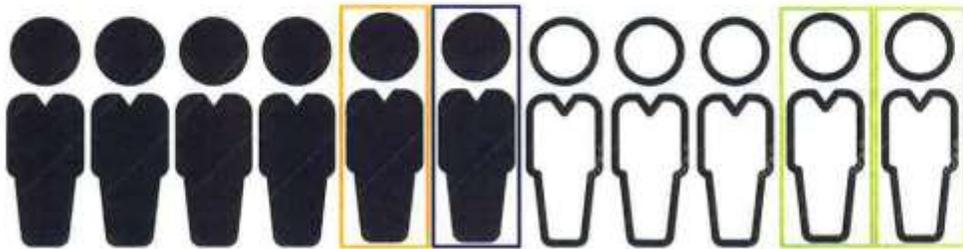
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Assistant Town Manager Williams explained the following chart he provided:

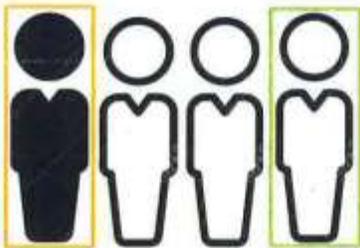
Water/Sewer



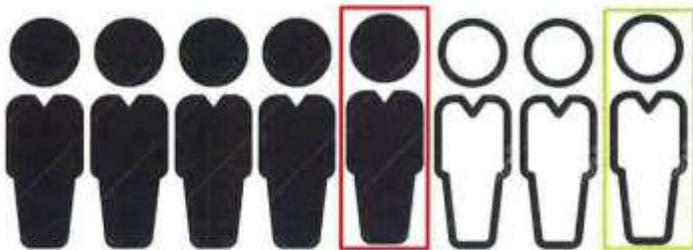
Streets



Meter



Electric



Notes:
 Retirement
 Service Area Growth (10yr) – Pop 15.3%; W/S Cust 17%; Street Lengths 10%
 114% population growth since 2000



Council and Staff discussed a variety of topics including the following: Mayor Hines noted that many towns are having the same issues. Assistant Town Manager Williams noted there are many developments in the pipeline. Councilman Moyer asked how we got to this point and service has not faltered. Mayor Pro Tem Smith said their business is in the same situation; all places are in this situation and cannot find qualified people putting more pressure on those working. Councilman Moyer said this is the problem; what can we do different. Councilman Moore noted that things are going to change. Mayor Pro Tem Smith said unemployment rate is low. Town Manager Parker said a variety of reasons have gotten us here. I am asking Council to create a position of a Human Resource Officer. Mayor Pro Tem Smith said he would be supportive of this position. Town Manager Parker noted that this is the biggest decision of this Council. Councilwoman Roberson said will they make hires or recommendations to Manager. Councilman Moyer asked who this person answer will and at what level. Assistant Town Manager Williams said it is a full time job for someone to undertake. Councilman Moyer said Assistant Town Manager would step in for Manager. Town Manager Parker said that position was hired as Assistant Town Manager, and both are all going in many directions. Mayor Hines said life in a balance and asked the information to be put together for the March 14th meeting. Town Manager Parker noted she had compared information from NCLM of like size. Mayor Hines asked Councilman Moyer and Town Manager Parker to get together and answer his questions.

Electric Director Sutton said life balance is important. Assistant Town Manager Williams said commitment and communication of where we are and where we are headed and noted many employees carry a phone and are here on weekends and nights. Mayor Hines said let's look outside the box and make plans. Mayor Pro Tem Smith said send email with restructure and including website updates. Councilwoman Roberson asked about the volunteer firemen misnomer. Fire Chief Moore explained that the Town was grant funded and was adjusted and grant has now run out. He had run the numbers and have to work out numbers for stand out time. Councilwoman Roberson said funding for the Human Relations Board and training is needed and also add Juneteenth as a Town holiday.

Councilman Moore said that we asked Representative Smith, Representative Humphrey and Senator Davis for assistance in State providing more sidewalks on State Streets! Install sidewalk on Mill Street from Boyd Street to Dollar General and Main Street and Church Street. Assistant Town Manager Williams said the MPO sidewalks project is in the hopper, it just keeps falling. Councilman Moore said just do not fix or study our work. Planning Director Jones said the MPO is looking at different configuration. Mayor Hines noted the Park Road paving. Councilman Moore asked if Representative Humphrey has been contacted. Town Manager Parker said Newsletter plans update is forthcoming. Planning Director Jones said development is out of the roof and that Multi-family residential is becoming more popular. Town Manager Parker said we still expect developments that keep the standards of Town Council. Councilman Moore said we need more sidewalks. Mayor Hines noted that H.B. 367 and S.B. 363 should help with vacant heir property. Councilman Moore noted that some properties are getting bad looking, especially along Main Street off of Highway 11. Planning Director Jones said we are addressing some of these and have contacted people to get things improved. Councilman Moore said we need to install pedestrian crossings in the areas over the railroad tracks. Assistant Town Manager Williams said utility updates needed for projects and efforts. Councilman Moyer asked what the bar screen devices will do. Assistant Town Manager Williams said they are automated bar screens to catch debris before they get into the pumping device.

Electric Director Sutton said it is good to add personnel. He noted that an economy of scale is important and that an issue with supply chain is causing problems. Also, we are in a volatile gas market and we must be competitive and work with our partners to hedge prices. Town Manager Parker said we appreciate your time. The Stormwater Workshop is on the horizon and Solar energy issue is on time in the future. Councilwoman Roberson said remember the electric car charging station. Town Manager Parker said exciting things to come.

ADJOURN:

Motion made by Councilman Moore and seconded by Councilwoman Roberson to adjourn the meeting. Motion carried unanimously, 5-0. Meeting adjourned at 7:58 pm.

Adopted this the 14th day of March 2022.

Richard E. Hines, Mayor Pro Tem

ATTEST:

Donald Harvey, Town Clerk

DRAFT



**Town of Winterville
Town Council
Agenda Abstract**

Item Section: Consent Agenda

Meeting Date: March 14, 2022

Presenter: Bryan Jones, Planning Director

Item to be Considered

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

Action Requested: Schedule the Public Hearing for April 11, 2022.

Attachment: Annexation Petition with Legal Description, Annexation Map, and Certificate of Sufficiency.

Prepared By: Bryan Jones, Planning Director

Date: 3/7/2022

ABSTRACT ROUTING:

TC: 3/9/2022

TM: 3/9/2022

Final: tlp - 3/9/2022

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: Schedule the Public Hearing.

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 _____

Name Hally My Ngoc Lam, Member, Le & Lam Properties, LLC
Address P.O. Box 606, Greenville, NC 27835

Signature _____

CERTIFICATE OF SUFFICIENCY

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

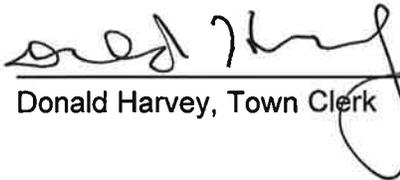
To the Town Council of the Town of Winterville, North Carolina:

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



**Town of Winterville
Town Council
Agenda Abstract**

Item Section: Consent Agenda

Meeting Date: March 14, 2022

Presenter: Bryan Jones, Planning Director

Item to be Considered

Subject: Forbes Property – Rezoning Request (Parcel 10614).

Action Requested: Schedule the Public Hearing for April 11, 2022.

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

Prepared By: Bryan Jones, Planning Director

Date: 3/7/2022

ABSTRACT ROUTING:

TC: 3/9/2022

TM: 3/9/2022

Final: tlp - 3/9/2022

Supporting Documentation

Applicant: William Alfred Forbes, IV.

Location: Red Forbes Road south of its intersection with Forlines Road.

Parcel Number: 10614.

Site Data: 10.09 acres.

Current Zoning District: AR.

Proposed Zoning District: R-10.

- ❖ Adjacent property owners were mailed notification of the rezoning request on January 31, 2022.
- ❖ Notification was posted on the site on January 27, 2022.
- ❖ Planning and Zoning Board unanimously recommended approval on February 21, 2022.

Budgetary Impact: TBD.

Recommendation: Schedule the Public Hearing.



**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: William Alfred Forbes, IV

Address: 42725 W. Alhanna Rd. Alhanna, FL 32702

Phone #: _____

Owner: Richard German

Address: 1000 Devonshire Dr. Trent Woods, NC 28562

Phone #: 252-671-1694

PROPERTY INFORMATION

Parcel #: 10614 Area (square feet or acres): 10.09

Current Land Use: AR

Location of Property: O Red Forbes Rd

ZONING REQUEST

Existing Zoning: AR Requested Zoning: R-10

Reason for zoning change: Single family dwelling

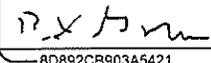
This application shall be accompanied by the following items:

- 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, Richard Gorman, 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 2 / 21 / 22.

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.

DocuSigned by:
 2/10/2022
Signature 8D892CB903A5421... 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____.

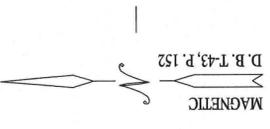
Notary Public

My Commission Expires:

I, HOOD RICHARDSON, CERTIFY THAT UNDER MY DIRECTION AND SUPERVISION, THIS MAP WAS DRAWN FROM AN ACTUAL LAND SURVEY USING DOCUMENTS OF RECORD AS SHOWN ON THIS MAP AND THAT THE ERROR OF CLOSURE IS 1:10,000 AS CALCULATED BY LATITUDES AND DEPARTURES. THAT THIS MAP WAS PREPARED IN ACCORDANCE WITH G.S. 47-30 AS AMENDED, NO DETERMINATION OTHER THAN AS IS SHOWN ON THIS MAP HAS BEEN MADE ABOUT G.S. 47-30, SECTION 3, (F), (11), DASHED LINES WITHOUT NOTATION ARE NOT SURVEYED. WITNESS MY HAND AND SEAL ON THIS 23RD DAY OF DECEMBER, 2021.



HOOD L. RICHARDSON, P.L.S. L-25222 - PROFESSIONAL CORE C-576
 THIS IS A SURVEY OF AN EXISTING PARCEL OF LAND.

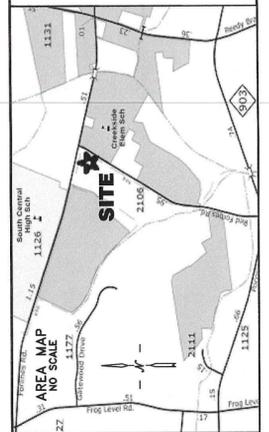


CURVE	RADIUS	ARC	DELTA	CHORD BEARING
C1	25.00'	36.62'	83°55'06"	N 85°10'58"W
C2	25.00'	39.28'	90°00'54"	S 01°46'32"W



LEGEND:
 ○ NEW 1/2"Ø IRON ROD
 ● FOUND 1" IRON PIPE
 ⊙ POINT
 ⊕ FOUND 1/2" IRON PIPE

GRAPHIC SCALE - FEET
 0 120 240 360



SURVEY FOR:
MANISH SETHI
 WINTERVILLE TOWNSHIP
 NORTH CAROLINA
 PITT COUNTY

SCALE: 1" = 120' SURVEY DATE: DECEMBER 23, 2021

SURVEYED BY: HOOD RICHARDSON, P.A.
 LICENSE NO. 25222
 ENGINEERING AND SURVEYING
 WASHINGTON, N.C. 27689
 PHONE: (252) 975-3472

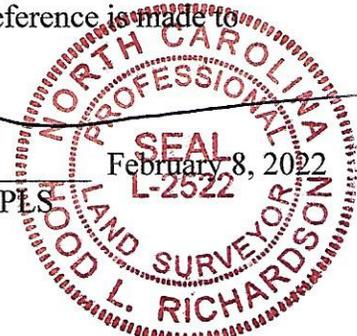
Manish Sethi

Rezoning Description

**Winterville
Pitt County**

BEGINNING at an iron pipe in the west right of way line of Red Forbes Road, the said iron pipe is located one tenth of a mile southwest of the said Red Forbes Road intersection with Forelines Road; thence North 55 degrees 49 minutes 50 seconds West 170.00 feet with the Phillip D. Ward line of record in Deed Book 77 at page 370 to an iron rod; thence continuing with the said Phillip D. Ward boundary line North 33 degrees 33 minutes 07 seconds East 227.97 feet to an iron rod; thence the following two calls with the Dorothy Green McRoy line of record in Deed Book X53 at page 209 to iron rods, North 67 degrees 29 minutes 26 seconds West 7.03 feet and North 67 degrees 30 minutes 00 seconds West; thence North 57 degrees 30 minutes 30 seconds West 150.00 feet with the Sidney R Spain line of record in Deed Book 90 at Page 461 to an iron rod; thence North 67 degrees 26 minutes 08 seconds West 149.98 feet with the Frank D. Bennett line of record in Deed Book 4061 at Page 865 to an iron pipe; thence North 67 degrees 33 minutes 52 seconds West 150.02 feet with the Donnie E. Wilson line of record in Deed Book W45 at Page 516 to an iron pipe; thence the following four calls with the Manchester Subdivision lines of Record in Map Book 55 at Page 53 to points in a ditch, South 23 degrees 00 minutes 37 seconds West 370.41 feet, South 36 degrees 16 minutes 06 seconds West 84.56 feet, South 46 degrees 52 minutes 12 seconds West 6.04 feet, and South 47 degrees 44 minutes 36 seconds West 198.69 feet; thence crossing the east end of the Ambleside Drive right of way South 46 degrees 46 minutes 32 seconds West 60.00 feet to a point in the said ditch; thence continuing with the said ditch and the said Manchester Subdivision lines the following three calls South 46 degrees 46 minutes 32 seconds West 120.00 feet, North 58 degrees 54 seconds 22 minutes West 97.71 feet and South 44 degrees 14 minutes 23 seconds West 187.74 feet; thence South 61 degrees 28 minutes 18 seconds East 491.13 feet to an iron pipe in the northwest corner of the Clyn Willard Barber lot of record in Deed Book 3753 at Page 823; thence North 34 degrees 13 minutes 28 seconds East 143.24 feet with the said Barber line to an iron pipe; thence North 35 degrees 52 minutes 25 seconds East 193.97 feet with the Clyn Willard Barber, Jr lot line of record in Deed Book K45 at Page 299 to an iron pipe; thence North 33 degrees 20 minutes 36 seconds East 299.29 feet with the William C. Glidewell, Jr lot of record in Deed Book Q47 at Page 684 and then the Ronald Harrell White lot of Record in Deed Book 73 at page 323 to an iron pipe; thence North 33 degrees 20 minutes 36 seconds East 150.00 with the William S. Highsmith lot line of record in Deed Book 232 at Page 488 to an iron rod; thence continuing with the said Highsmith lot line South 55 degrees 59 minutes 44 seconds East 406.40 feet to an iron rod in the said Red Forbes Road right of way line; thence with the said Red Forbes right of way line North 36 degrees 00 minutes 02 seconds East 69.85 feet to the BEGINNING: containing 10.09 acres according to a survey by Hood L. Richardson, PLS dated December 23, 2021 and titled "Survey for Manish Sethi". Reference is made to records with the Pitt County Register of Deeds.


Hood L. Richardson, PLS





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 Monday, February 21, 2022 at 7:00 pm in the Town Hall Assembly Room at 2571 Railroad Street, in order to consider the following request:

William Alfred Forbes, IV (property owner) has submitted a rezoning application to rezone Parcel 10614 (10.09 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.



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

GENERAL INFORMATION

APPLICANT	William Alfred Forbes, IV
HEARING TYPE	Rezoning Request
REQUEST	Agricultural-Residential (AR) to R-10
CONDITIONS	n/a
LOCATION	Intersection of Red Forbes Road and Forlines Road
PARCEL ID NUMBER(S)	10614
PUBLIC NOTIFICATION	Adjacent property owners were mailed notification of the rezoning request on December 6, 2021. Notification was posted on site on December 1, 2021. 13 properties were mailed notification.
TRACT SIZE	10.09 acres
TOPOGRAPHY	Flat
VEGETATION	Cleared / Agricultural

SITE DATA

EXISTING USE	Agricultural / Vacant
---------------------	-----------------------

ADJACENT PROPERTY	ZONING	ADJACENT LAND USE
N	AR	Single Family Residential
E	AR	Single Family Residential
W	R-10	Single Family Residential
S	AR	Agriculture/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.



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 Rd– NCDOT Road Ambleside Drive – TOW Road
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 Forlines Road – 4200 Ambleside Drive – 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 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 10.09-acre property is currently vacant. The property North of the request is zoned AR and is single family residential. West of the request is zoned R-10 and is single family residential. South of the request is zoned AR and is currently vacant. East of the property is zoned AR and is single family residential.

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 of the rezoning request on February 21, 2022.



Staff recommends **approval** of the rezoning request for the 10.09 acres from AR to R-10.



**Town of Winterville
Town Council
Agenda Abstract**

Item Section: Consent Agenda

Meeting Date: March 14, 2022

Presenter: Anthony Bowers, Finance Director

Item to be Considered

Subject: Release and Refund of Taxes.

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

Attachment: Listing of owner's due release and refunds.

Prepared By: Anthony Bowers, Finance Director

Date: 3/8/2022

ABSTRACT ROUTING:

TC: 3/9/2022

TM: 3/9/2022

Final: tlp - 3/9/2022

Supporting Documentation

In general, tax refunds do not have a budgetary impact on the Town due to the fact that payments have been received twice for the same property. The total refunds are in the amount of \$42,015.34 and the total amount of releases are \$1,848.75.

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

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

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

Recommendation: Approve the release and refunds.

**Town of Winterville
Tax Refunds and Releases
01/31/2022**

Real Property Tax Refunds		Year	Parcel	Date	Amount	Reason
Name						
CALVARY TEMPLE PENTECOSTAL	2021	27120	08/25/2021	\$511.76	Overpayment by customer	
STYONS, RAYMOND E (JR)	2021	16016	09/14/2021	\$21.16	Overpayment by customer	
BRUNSON, GWENDOLYN	2021	18093	09/14/2021	\$8.36	Overpayment by customer	
WHITEHURST, GARY W	2021	62270	09/14/2021	\$556.80	Overpayment by customer	
HARMON, SUZANNE BREWER ETALS	2021	70857	09/14/2021	\$4.00	Overpayment by customer	
SMITH, ARZELLA	2021	18116	09/14/2021	\$6.76	Overpayment by customer	
CLARK, KRISTINA MANNING	2021	35327	09/21/2021	\$3.02	Overpayment by customer	
SMITH, VERNESTINE ISLER	2021	15135	09/21/2021	\$27.00	Overpayment by customer	
BOYD, ERICK	2021	36337	09/21/2021	\$26.30	Overpayment by customer	
ALBERT, CARL ROBERT	2021	60684	09/21/2021	\$696.18	Overpayment by mortgage company	
MCBRYDE, WALTER GRAHSM	2021	68594	10/06/2021	\$213.75	Exemption Refund	
HARVILLE, PERNELL K	2021	13002	12/08/2021	\$9.56	Overpayment by mortgage company	
MAIER, KAYLEN IRIS	2021	28702	12/08/2021	\$504.43	Overpayment by mortgage company	
CAINE, CIARA GABRIELLE	2021	31948	12/08/2021	\$558.40	Overpayment by mortgage company	
RUNNING CEDAR DRIVE LLC	2021	42094	12/08/2021	\$710.21	Overpayment by mortgage company	
VENUTO, AMY	2021	44364	12/08/2021	\$684.64	Overpayment by mortgage company	
GLOSSON, KIA	2021	44457	12/08/2021	\$839.23	Overpayment by mortgage company	
SIMONS, JAMES E	2021	46126	12/08/2021	\$562.47	Overpayment by mortgage company	
MEJIA GARCIA, JORGE ALBERTO	2021	46145	12/08/2021	\$161.02	Overpayment by mortgage company	
WATFORD, DONNA D	2021	46148	12/08/2021	\$531.81	Overpayment by mortgage company	
SOLOMON, ANTHONY	2021	46631	12/08/2021	\$213.75	Overpayment by mortgage company	
COWARD, JENNIVER	2021	52411	12/08/2021	\$200.00	Overpayment by mortgage company	
MERRILL, JOHN THOMAS IV	2021	55170	12/08/2021	\$746.04	Overpayment by mortgage company	
BECKER, MARSHA CARMEN	2021	56843	12/08/2021	\$525.77	Overpayment by mortgage company	
MILLER, MARY	2021	57102	12/08/2021	\$715.33	Overpayment by mortgage company	
BARNES, VERONICA ELAINE	2021	58301	12/08/2021	\$287.92	Overpayment by mortgage company	
CONGLETON, PAMELA W	2021	58469	12/08/2021	\$935.66	Overpayment by mortgage company	
SULLIVAN, FRANK	2021	58569	12/08/2021	\$747.30	Overpayment by mortgage company	
TUCKER, CHRISTOPHER CHARLES	2021	59964	12/08/2021	\$1,428.35	Overpayment by mortgage company	
GRANDY, MELVIN	2021	61080	12/08/2021	\$831.39	Overpayment by mortgage company	
PEOPLES, SHAWN	2021	62484	12/08/2021	\$213.75	Overpayment by mortgage company	
JAMES, MARY	2021	62626	12/08/2021	\$657.36	Overpayment by mortgage company	
BAILEY, JOANITA M	2021	63267	12/08/2021	\$812.30	Overpayment by mortgage company	

BERNHEISEL, KAREN MICHELLE	2021	64667	12/08/2021	\$730.61	Overpayment by mortgage company
PATEL, HEMLATA A	2021	65659	12/08/2021	\$1,070.21	Overpayment by mortgage company
HOLSTEN, ANTHONY J	2021	65885	12/08/2021	\$791.36	Overpayment by mortgage company
COGGINS, CHRISTOPHER J	2021	65902	12/08/2021	\$731.99	Overpayment by mortgage company
BRUNER, MARIA ELIZABETH	2021	66798	12/08/2021	\$481.58	Overpayment by mortgage company
KLIMEK, KARISSA GRACE	2021	67442	12/08/2021	\$763.18	Overpayment by mortgage company
TEMPLE, ZACHERY JOSEPH	2021	67453	12/08/2021	\$864.82	Overpayment by mortgage company
BIDDLECOME, WILLIAM JOSHUA	2021	67454	12/08/2021	\$718.28	Overpayment by mortgage company
SULLIVAN, GEORGE E JR	2021	67580	12/08/2021	\$731.86	Overpayment by mortgage company
KIRK, ROBERT W III	2021	67667	12/08/2021	\$843.23	Overpayment by mortgage company
WAGNER, CHRISTOPHER SETH	2021	68289	12/08/2021	\$886.27	Overpayment by mortgage company
ROBERSON, JENNIFER	2021	68441	12/08/2021	\$840.13	Overpayment by mortgage company
LITTLETON, HEATHER L	2021	68506	12/08/2021	\$1,580.99	Overpayment by mortgage company
DAVIS, LARRY J JR	2021	68509	12/08/2021	\$1,391.78	Overpayment by mortgage company
FAWCETT, WILLIAM C	2021	68511	12/08/2021	\$1,387.02	Overpayment by mortgage company
JARMAN, TYLER PAUL	2021	68568	12/08/2021	\$820.25	Overpayment by mortgage company
CLEMONS, RODNEY DEVARD	2021	68624	12/08/2021	\$895.13	Overpayment by mortgage company
SOCIE, KRISTOPHER MICHAEL	2021	68636	12/08/2021	\$1,067.36	Overpayment by mortgage company
PRICE, SAMUEL J	2021	68645	12/08/2021	\$1,115.57	Overpayment by mortgage company
GARDNER, STANTON M	2021	72604	12/08/2021	\$873.65	Overpayment by mortgage company
SHADRICK, CHRISTOPHER	2021	74298	12/08/2021	\$213.75	Overpayment by mortgage company
MCCLENNNEY, HOLDEN	2021	76076	12/08/2021	\$960.38	Overpayment by mortgage company
MILLS, SAMMY R	2021	79211	12/08/2021	\$945.54	Overpayment by mortgage company
PHAN, THONG	2021	79593	12/08/2021	\$981.16	Overpayment by mortgage company
ANDERSON, JUSTIN H	2021	82343	12/08/2021	\$1,123.98	Overpayment by mortgage company
ROACH, ERNEST T	2021	82879	12/08/2021	\$6.97	Overpayment by mortgage company
GREISIGER, HEATHER MICHELLE	2021	82909	12/08/2021	\$57.42	Overpayment by mortgage company
PERKOVICK, PAUL F	2021	82968	12/08/2021	\$1,202.83	Overpayment by mortgage company
MILLER, KRYSTLE L	2021	83550	12/08/2021	\$1,277.82	Overpayment by mortgage company
KELL, STEVEN EDWARD	2021	84219	12/08/2021	\$1,137.45	Overpayment by mortgage company
CAVINNESS & CATES BUILDINGS	2021	85559	12/08/2021	\$190.00	Overpayment by mortgage company
GREENE, BILLE R	2021	85725	12/08/2021	\$219.49	Overpayment by mortgage company
WILL KUHN HOMES LLC	2021	86174	12/08/2021	\$161.50	Overpayment by mortgage company
			Total	\$42,015.34	

Personal Property Refunds

Name	Year	Account	Date	Refund	Reason
			Total	\$0.00	

Real Property Releases

Name	Year	Parcel	Date	Released	Reason
BARNES, VERONICA	2021	58301	07/16/2021	\$287.92	Per Pitt County Exemption was removed in error.
SHADRICK, CHRISTOPHER	2021	74298	10/06/2021	\$213.75	Per Pitt Co. customer qualified for tax exemption.
PEOPLES, SHAWN	2021	62484	10/06/2021	\$213.75	Per Pitt Co. customer qualified for tax exemption.
PHILLIPS, MELVIN	2021	85738	10/06/2021	\$213.75	Per Pitt Co. customer qualified for tax exemption.
MCBRYDE, WALTER GRAHSM	2021	68594	10/06/2021	\$213.75	Per Pitt Co. customer qualified for tax exemption.
SOLOMON, ANTHONY	2021	46631	10/06/2021	\$213.75	Per Pitt County customer qualified for tax exemption.
Total				\$1,356.67	

Personal Property Releases

Name	Year	Account	Date	Released	Reason
MOZINGO, DONALD RAY	2021	0001072993	09/14/2021	\$30.21	Per Pitt Co. not in town city limits
CHRISMON, DAVID MICHAEL	2021	0001065087	09/17/2021	\$157.84	Per Pitt Co. not in town city limits (boat) trailer in city limits
TIAA COMMERCIAL FINANCE INC.	2021	0001062195	09/14/2021	\$0.95	Per Co. Assets disposed of
WINTERVILLE SUBWAY INC	2021	0000958271	11/10/2021	\$159.46	Per Pitt Co. Business Closed
BRINKLEY, MARCIE TERESA	2021	000909037	11/22/2021	\$34.34	Per Co. Property was sold
WATERS JR, MAXWELL THOMAS	2021	0001079730	01/04/2022	\$10.15	Per Pitt Co. not in town city limits
SMITH, CAROLYN ANNE	2021	0001076595	01/19/2022	\$8.79	Per Pitt County not in city limits (.18 interst release)
SUTTON, MARVIN PAUL	2021	0001054036	01/19/2022	\$4.51	Per Pitt County not in city limits (.09 interst release)
PADRICK, GARY LEE	2021	0001075903	01/19/2022	\$14.63	Per Pitt County not in city limits (.29 interst release)
JORDAN, DONNA	2021	0000208209	01/19/2022	\$2.62	Per Pitt County not in city limits (.05 interst release)
BUSSARD, AARON C	2021	0001072932	01/19/2022	\$63.44	Per Pitt County not in city limits (1.15 interst release)
JOYNER, FAYE	2021	000054997	01/19/2022	\$5.14	Per Pitt County not in city limits (.10 interst release)
Total				\$492.08	

Total Refunds	66	\$42,015.34
Total Releases	18	\$1,848.75

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

Richard E. Hines, Mayor

March 14, 2022

Date Approved



**Town of Winterville
Town Council
Agenda Abstract**

Item Section: Consent Agenda

Meeting Date: March 14, 2022

Presenter: Anthony Bowers, Finance Director

Item to be Considered

Subject: Budget Amendment 2020-2021-5

Action Requested: Approve the Budget Amendment.

Attachment: Budget Amendment 2020-20201-5.

Prepared By: Anthony Bowers, Finance Director

Date: 3/8/2022

ABSTRACT ROUTING:

TC: 3/9/2022

TM: 3/9/2022

Final: tlp - 3/9/2022

Supporting Documentation

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

The first item is to appropriate funds to cover additional general engineering services for The Wooten Company. The Council amended the contract at the February Meeting. The amendment was \$20,000.

The second item is for engineering services for the 2020 Sewer Rehab Project. The Council approved the amendment at the February meeting in the amount of \$222,600 for design. This will be funded with loan proceeds.

The third item addresses engineering services for the Old Tar Road widening project. The cost of this is \$198,000. We anticipate the funds to be reimbursed by DOT, however we do not have anything in writing. Until that is resolved we will fund this project with Electric Fund Balance.

Budgetary Impact: The total budget amendment is \$440,600.

Recommendation: Approve the Budget Amendment.

BUDGET ORDINANCE AMENDMENT 2021 -2022 - 5

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	10	3942	General	\$20,000	
Debt Service Proceeds	47	3942	Sewer Pump St. Rehab CP	\$222,600	
Fund Balance	60	3942		\$198,000	

Total \$440,600 \$0

SECTION 2. Appropriations are to be changed as follows:

LINE ITEM DESCRIPTION	Dept	Fund	Increase	Decrease
Engineering	10451002	4232	General Fund	\$20,000
Engineering	47801000	4232	Sewer Pump St. Rehab CP	\$222,600
Engineering	60801000	7150	Electric Fund	\$198,000

Total \$440,600 \$0

Adopted the 14th day of March 2022.

Mayor

Town Clerk



**Town of Winterville
Town Council
Agenda Abstract**

Item Section: Old Business

Meeting Date: March 14, 2022

Presenter: Terri L. Parker, Town Manager

Item to be Considered

Subject: Human Relations Board Appointments.

Action Requested: Appointment of Human Relations Board Members.

Attachment: Applications of Interest

Prepared By: Terri L. Parker, Town Manager

Date: 3/8/2022

ABSTRACT ROUTING:

TC: 3/8/2022

TM: 3/8/2022

Final: tlp - 3/8/2022

Supporting Documentation

Section II of the Approve HRB By-Laws outlines the membership and attendance components.

The Mayor and each Councilmember appoints one person to the HRB. Terms of office are outlined as follows:

The term of office for each WHRC 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 WHRC 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.

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: N/A.

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 Civitan

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
- 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: 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

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.)

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

❖ 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 () 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:

Ethnic Group: <input checked="" type="checkbox"/> African American <input type="checkbox"/> American Indian <input type="checkbox"/> Asian or Pacific Islander <input type="checkbox"/> Caucasian <input type="checkbox"/> Hispanic	Sex: <input checked="" type="checkbox"/> Female <input type="checkbox"/> Male US Citizenship: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Birth Date: <u>11-24-1978</u>
---	--

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
_____ American Indian	Birth Date: _____
_____ Asian or Pacific Islander	
_____ Caucasian	
_____ Hispanic	



**Town of Winterville
Town Council
Agenda Abstract**

Item Section: New Business

Meeting Date: March 14, 2022

Presenter: Robert Sutton, Electric Utilities Director

Item to be Considered

Subject: Utility Engineering, LLC – Old Tar Road Widening Project – Engineering Contract.

Action Requested: Approval.

Attachment: Engineering Estimate with Associated Scope of Work and Engineering Fees.

Prepared By: Robert Sutton, Electric Utility Director

Date: 3/8/2022

ABSTRACT ROUTING:

TC: 3/9/2022

TM: 3/9/2022

Final: tlp – 3/9/2022

Supporting Documentation

During the January 14, 2022 Town Council Meeting, Council approved staff to enter contract negotiations with Utility Engineering for the Old Tar Road Widening Project (NC DOT Project U-2187). Negotiations promptly began and the attached estimate is a direct product of the process.

Budgetary Impact: Estimated contract amount \$197,908. The contract will require approval of a budget amendment for a like amount. The NCDOT contract engineer, Hinde Engineering, believes most, if not all, engineering funds expended will be reimbursable.

Recommendation: Staff recommends approval of contract with Utility Engineering, LLC for required electric engineering services to complete the Old Tar Road Widening Project.

February 28, 2022

Mr. Robert Sutton
Electric Director
Town of Winterville
PO Box 1459
Winterville, NC 28590-1459

Re: Town of Winterville
Engineering Estimate for Services
Old Tar Road Widening U-2817

Dear Robert,

UtilityEngineering appreciates the opportunity to provide the attached Engineering Estimate to Winterville for design, bid documents, and filed services to assist with the Old Tar Road Widening, NCDOT Project U-2817. Our services will include design and relocation of the existing electric distribution facilities of the Town and the resulting coordination with NCDOT.

Our Engineering Estimate includes all tasks and services anticipated for a typical NCDOT project; however, the amount of coordination, duration, and cost can vary greatly. Our estimate does not include the cost to acquire the necessary right-of-way or easements. The timeline for the project will depend upon the schedule of NCDOT and our services are split into two phases. The engineering estimate for Phase I of the project which includes the field work and preparation of the bid documents as described in more detail in the attachment will be \$128,459. The estimate of Phase II for the remainder of the project will be \$69,449 for a total project cost of \$197,908.

Let me know if you have any questions and we appreciate the opportunity to work with you.

Sincerely,

Robin W. Blanton

Robin W. Blanton, PE
Chief Operating Officer

**Town of Winterville
Winterville, North Carolina**

**Engineering Services for the
Old Tar Road Widening U-2187**

Scope of Work and Engineering Fees

Task	Description of Services	Estimated Engineering Fees
Phase I Engineering Scope of Work		
1	Project Administration <ul style="list-style-type: none"> • Budgeting, scheduling, invoice approvals, etc. and initial site visit to determine overall project parameters 	\$ 4,951
2	Field Assessment and Data Review <ul style="list-style-type: none"> • Identify and assessment of affected facilities and inventory of existing facilities • Review and determine line grading for design and design surveys • Inventory of right-of-way clearing units, etc. 	\$ 8,622
3	Route Planning and preliminary Design <ul style="list-style-type: none"> • Route planning, acquisition of base project data, maps, and aerial photographs, etc. • Layout for reconstruction of existing facilities or location of new facilities • Coordination of preliminary design with owner 	\$24,632
4	Meetings, coordination with federal, state, and local agencies and attaching utilities <ul style="list-style-type: none"> • Meetings with federal, state, and local agencies • Coordination with attaching utilities both existing and proposed during the design and construction phases of the project • Obtaining drawings from and provide necessary drawings to attaching utilities • Determine and provide right-of way requirements 	\$14,967
5	Surveying and Right-of-Way negotiations and Winterville Planning Department <ul style="list-style-type: none"> • Retain subcontractors for surveying and ROW negotiation of required easement areas • Coordination with subcontractors and Winterville Planning Department • Address design questions concerning easement acquisition 	\$10,261
6	Design Calculations <ul style="list-style-type: none"> • Preparation of standard and specialized design calculations and checks to meet NESC requirements including guying requirements, structure loading, conductor clearances, conductor motion, conductor separation, and conductor loading • This task does not include special unguyed structures and foundation calculations 	\$ 7,517
7	Permitting and DOT cost estimates <ul style="list-style-type: none"> • Preparation of permit documents as required by all agencies including the US Army Corp of Engineers, FAA, DT etc. to meet project requirements • Preparation of DOT Project Cost Estimates for determination of reimbursement to the client included in this task 	\$ 8,681

UtilityEngineering, LLC
2308 Wakefield Plantation Drive
Raleigh, NC

**Town of Winterville
Winterville, North Carolina**

**Engineering Services for the
Old Tar Road Widening U-2187**

**Scope of Work and Engineering Fees
(Continued)**

8	<p>Assemblies List and Staking Sheets</p> <ul style="list-style-type: none"> • Preparation of construction assembly list of new, removal, and transfers as taken from the finalized staking sheets or work orders used by the client or to be included in a construction contract document for bidding 	\$17,353
9	<p>List of materials and coordination with Town Material Standards Engineer and Purchasing</p> <ul style="list-style-type: none"> • Preparation of a list of required materials for purchase by the Town • Coordination with Town Material Standards Engineer and the Town Purchasing Department for procurement of necessary material (tracking of material deliveries and review of material invoicing) 	\$ 7,011
10	<p>Specifications and Bid Documents, issuing for bids</p> <ul style="list-style-type: none"> • Preparation of plans specifications, and a formal labor bid or labor and material bid contract document per standard client format for use in acquiring quotations for the proposed work • Task includes review and prequalification of contractors, preparation of bidder list for review and approval by client, and issuance of proposals to bidders • This task assumes all ROW clearing requirements will be included in the labor contract or handled by the Town of Winterville under separate work order 	\$24,464
Phase I Estimated Engineering Fee		\$128,459

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**Town of Winterville
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**Engineering Services for the
Old Tar Road Widening U-2187**

**Scope of Work and Engineering Fees
(Continued)**

Task	Description of Services	Estimated Engineering Fees
Phase II Engineering Scope of Work		
11	<p>Bid Evaluation, Contract Process, Pre-Bid Conference</p> <ul style="list-style-type: none"> • Pre-bid conference meeting and notes to discuss project bidding requirements and specifics: issuance of notes to attendees • Receipt of proposals, bid opening, bid tabulation, review and evaluation of the bids along with recommendation for award of contract • Notification of bid results and recommendation to all bidders • Contract execution and coordination 	\$18,162
12	<p>Construction Administration</p> <ul style="list-style-type: none"> • Preparation and issuance of field copies of contract documents and specifications for contractor use • Pre-construction notes and conference, finalization and issuance of preconstruction conference notes to all interested parties • Flagging and inventory of right-of-way clearing requirements, pole and anchor staking for construction and layout of new underground facilities to be installed • On-site construction observation on a part-time basis after pole staking • Respond to contractor or client questions concerning the design as they may arise • Preparation of change orders for revisions to completed construction, if needed • Review and approve contractor invoice submittals for monthly invoicing for compliance with the contract and preparation of progress reports and charts • <i>For DOT project or projects where periodic payments may be made to the client, the preparation of periodic payment request on behalf of the client may be included in this task or budgeted and handled as a separate task at the client's option</i> 	\$24,563
13	<p>Field Review of Final Project, Construction Inventory</p> <ul style="list-style-type: none"> • Final review of the construction with the client and contractor • Final inventory of completed construction units • Punch list and clean-up notes, or project checklist and monitoring of corrections for compliance with specifications 	\$ 7,702

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Engineering Services for the
Old Tar Road Widening U-2187
Scope of Work and Engineering Fees
(Continued)

14	As Built Drawings/Recapitulation of Units, Closeout Documents <ul style="list-style-type: none"> • Revision of staking sheets/ work orders and project plans and drawings to reflect actual construction completed under the contract • Copies of all construction records, drawings, staking sheets/work orders, etc. provided to the client for their records • Recapitulation of final completed units of construction, coordination with contractor on final total project unites completed • Preparation of contract closeout documents reflecting total project cost, amounts paid to date and final amount due the contractor • Administration of closeout procedures, coordination of acquisition of lien waivers, tax documentation, and other project documentation, review, and approval of the final project invoice for payment 	\$11,561
15	DOT Project Final Documents <ul style="list-style-type: none"> • Coordination and documentation of all project costs • Preparation of compilation of project records to substantiate reimbursements to the client • Assistance in preparing final project invoice for payment to the client by DOT 	\$ 7,461
	Phase II Estimated Engineering Fee	\$ 69,449
	TOTAL PROJECT COST	\$197,908

Town of Winterville Old Tar Road Widening U-2187

Personnel	Tasks															Totals
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	
Professional Engineer	3	2	2	2	2	2	2	2	2	5	4	2	2	2	2	30
Project Manager	10	10	20	20	10	5	10	15	5	25	15	20	10	10	10	195
Project Engineer	10	20	40	40	20	20	20	40	15	40	40	50	15	20	25	415
Field Engineer		20	40		20	20		40	40	40	10	30	15			235
Engineering Tech								10	30	20	10	20		10		100
Cad Tech			60	30			15				10	12		20		147
Administrative Asst.	5				20		10	10		40	40	40	10	20	10	205
Total Hours	28	52	162	92	72	47	57	115	50	170	129	174	50	82	47	1,327
Subtotal Labor Cost	\$4,535	\$7,740	\$23,140	\$14,090	\$9,640	\$6,740	\$8,215	\$15,700	\$6,550	\$22,800	\$17,030	\$22,910	\$6,925	\$10,990	\$6,890	\$183,895
Subtotal Other Expenses (Meals, Mileage, Etc)	\$416	\$882	\$1,492	\$877	\$621	\$777	\$466	\$1,653	\$461	\$1,664	\$1,132	\$1,653	\$777	\$571	\$571	\$14,011
Total Labor & Expenses	\$4,951	\$8,622	\$24,632	\$14,967	\$10,261	\$7,517	\$8,681	\$17,353	\$7,011	\$24,464	\$18,162	\$24,563	\$7,702	\$11,561	\$7,461	\$197,906



**Town of Winterville
Town Council
Agenda Abstract**

Item Section: New Business

Meeting Date: March 14, 2022

Presenter: Donald Harvey, Town Clerk

Item to be Considered

Subject: NCLM Voting Delegate.

Action Requested: Designate one voting delegate.

Attachment: NA.

Prepared By: Donald Harvey, Town Clerk

Date: 3/2/2022

ABSTRACT ROUTING:

TC: 3/7/2022

TM: 3/9/2022

Final: tlp - 3/9/2022

Supporting Documentation

The nomination period for the 2022-2023 Board of Directors is now open and will run through March 31, 2022. Once again, NCLM will hold an electronic voting process for board elections.

During CityVision, held April 26-28 in Wilmington, League members will attend the annual business meeting where the 2022-2023 electronic Board of Directors election results will be announced.

Each member municipality shall designate one voting delegate who is eligible to cast a single vote for the 2022-2023 League Board of Directors in advance of the annual business meeting.

Please designate a member as the Voting Delegate for our municipality to ensure delivery of electronic ballot and voting instructions by April 15, 2022.

Budgetary Impact: NA.

Recommendation: Designate a Delegate.



**Town of Winterville
Town Council
Agenda Abstract**

Item Section: New Business

Meeting Date: March 14, 2022

Presenter: Terri L. Parker, Town Manager

Item to be Considered

Subject: Human Resource Additions/Restructuring

Action Requested: Approval of Requests

Attachment: Job Description and Salary Information for Human Resource Director; Job Description and Salary Information for Customer Service Representative

Prepared By: Terri L. Parker, Town Manager

Date: 3/8/2022

ABSTRACT ROUTING:

TC: 3/9/2022

TM: 3/9/2022

Final: tlp - 3/9/2022

Supporting Documentation

During the Vision Setting Meeting, a lengthy discussion was held regarding the state of positions and human resource items with the Town. I reported that I would be requesting some additional and/or restructured positions and discussed the addition of Human Resource Director (at length). Therefore, I am officially requesting approval of the following:

Creation of a Human Resources Director position – Grade 25 – Salary range – \$66,924-\$100,386. Proposed Job Description is attached.

Merge the interim Part-Time Permit Tech position in Inspections/GIS and the Part-Time Finance Position into a full-time Customer Service Representative Position that will work both in Finance and Inspections/GIS.

This is requesting the addition of a full-time position to Staff. This position is Grade 11 with a Salary range - \$33,802-\$48,604.

The Executive Staff/HR position will be restructured as an Executive Staff Assistant position. That position is a Grade 16 with a Salary range - \$43,136-\$64,711. I will keep said position the same as there are several duties that can be added on the Executive Staff Assistant side that will compensate for the HR Assistant duties being removed.

Budgetary Impact: TBD.

Recommendation: Approval as Requested.

North Carolina League of Municipalities

Municipal Salary Survey 2021

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FIRE CHIEF
Code 10130

Code	Number Budgeted	Minimum Salary	Maximum Salary	Average Salary	See Code
Hendersonville	1	84,413	128,455	102,997	
Hope Mills	1	71,477	109,287	92,381	
Kings Mountain	1	63,825	94,749	74,110	
Kinston	1			92,123	
Knightdale	1	95,113	141,610	119,573	
Laurinburg	1	71,506	106,151	75,126	
Leland	1	88,326	141,321	99,433	
Lenoir	1	72,684	104,495	89,307	
Lexington	1	80,000	160,000	99,225	
Lincolnton	1	78,574	117,861	90,182	
Mount Airy	1	63,395	95,093	80,250	
Mount Holly	1	71,071	111,790	89,207	
Newton	1	69,495	104,243	98,816	
Pinehurst	1	74,009	111,014	111,014	
Reidsville	1	76,103	114,154	97,895	
Roanoke Rapids	1	63,098	96,737	73,709	
Shelby	1	75,558	114,848	99,320	
Smithfield	1	73,923	114,581	99,507	
Southern Pines	1	70,484	105,727	91,562	
Spring Lake	1	57,885	95,728	77,738	
Tarboro	1	63,401	95,102	72,672	
Waynesville	1	60,000	104,000	83,351	
Total/Average	33	73,968	114,297	93,128	

INFORMATION SYSTEM DIRECTOR

Code	Number Budgeted	Minimum Salary	Maximum Salary	Average Salary	See Code
Albemarle	1	79,732	123,584	86,278	
Archdale	1	64,117	102,587	82,102	
Carrboro	1	73,334	113,667	116,267	
Clemmons					10210
Eden	1	62,608	93,913	72,429	
Elizabeth City	1	97,073	150,462	120,370	
Graham	1	61,938	100,546	75,470	
Harrisburg	1	69,933	103,235	90,569	
Havelock	1	74,026	111,039	97,613	
Henderson	1	44,809	67,214	46,725	
Kings Mountain	1	60,786	90,237	88,026	
Kinston	1	64,418	92,560	100,422	
Laurinburg	1	68,101	101,096		

INFORMATION SYSTEM DIRECTOR

Code	Number Budgeted	Minimum Salary	Maximum Salary	Average Salary	See Code
Lexington	1	80,000	160,000	110,000	
Morganton	1	76,791	115,187	101,631	
Newton	1	63,035	94,553	82,837	
Pinehurst	1	77,710	116,564	116,564	
Reidsville	1	72,479	108,718	84,094	
Smithfield	1	58,053	89,982	62,732	
Southern Pines	1	70,484	105,727	97,198	
Waxhaw	1	66,628	99,940	92,219	
Total/Average	20	69,303	107,041	90,718	

HUMAN RESOURCES/PERSONNEL DIRECTOR

Code	Number Budgeted	Minimum Salary	Maximum Salary	Average Salary	See Code
Albemarle	1	79,732	123,584	81,848	
Archdale	1	50,787	81,259	61,595	
Boone	1	67,552	101,328	97,011	
Carrboro	1	73,334	113,667	83,400	
Clayton	1	74,201	116,736	98,348	
Clemmons					10080
Davidson	1	67,869	101,803	85,932	
Eden	1	46,720	70,080	62,391	
Elizabeth City	1	83,855	129,975	103,980	
Elon					10120
Graham	1	65,035	105,573	73,580	
Harrisburg	1	69,933	103,235	84,721	
Havelock	1	50,102	75,153	63,700	
Henderson	1	62,441	93,662	87,684	
Hendersonville	1	84,413	128,455	99,000	
Hope Mills	1	67,052	102,521	78,880	
Kings Mountain	1	60,786	90,237	85,883	
Kinston	1	64,418	92,560	90,002	
Laurinburg	1	71,506	106,151	91,534	
Leland	1	84,120	134,591	95,116	
Lenoir	1	56,982	82,064	68,088	
Lewisville					10120
Lexington	1	80,000	160,000	110,000	
Lincolnton	1	71,269	106,904	80,177	
Morganton	1	66,335	99,503	85,296	
Mount Airy	1	61,235	91,853	76,650	
Mount Holly	1	82,183	130,610	78,125	

HUMAN RESOURCES/PERSONNEL DIRECTOR

Code	Number Budgeted	Minimum Salary	Maximum Salary	Average Salary	See Code
10150					
Newton	1	66,186	99,279	86,919	
Pinehurst	1	74,009	111,014	111,014	
Reidsville	1	72,479	108,718	86,217	
Roanoke Rapids	1	54,827	79,930	68,697	
Shelby	1	75,558	114,848	101,129	
Smithfield	1	58,053	89,982	75,213	
Southern Pines	1	77,709	116,564	100,922	
Spring Lake	1	49,758	74,638	59,591	
Stallings	1	64,935	95,857	77,883	
Waxhaw	1	73,457	110,185	88,963	
Waynesville	1	53,018	84,829	57,723	
Total/Average	35	67,481	103,639	83,920	

PLANNING DIRECTOR

Code	Number Budgeted	Minimum Salary	Maximum Salary	Average Salary	See Code
10160					
Albemarle	1	79,732	123,584	81,687	
Archdale	1	60,488	96,780	68,249	
Boone	1	70,929	106,394	84,094	
Carrboro	1	77,000	119,352	115,081	
Clayton	1	81,807	128,702	94,357	
Clemmons	1	63,767	96,568	73,882	
Davidson	1	71,262	106,893	99,275	
Eden	1	69,025	103,539	89,554	
Elizabeth City	1	83,855	129,975	103,980	
Elon					10070
Graham	1	50,957	82,720	62,727	
Harrisburg	1	73,430	108,396	91,548	
Havelock	1	74,026	111,039	93,615	
Henderson	1	65,488	98,232	79,290	
Hope Mills	1	67,052	102,521	75,530	
Kinston	1	53,123	74,485		
Knightdale	1	86,270	128,445	103,192	
Leland	1	88,326	141,321	97,968	
Lenoir	1	72,684	104,495	87,345	
Lexington	1	80,000	160,000	97,703	
Lincolnton	1	71,269	106,904	79,942	
Newton	1	69,495	104,243	93,153	
Pinehurst	1	77,710	116,564	109,610	

PLANNING DIRECTOR

Code	Number Budgeted	Minimum Salary	Maximum Salary	Average Salary	See Code
10160					
Reidsville	1	51,509	77,264	68,484	
Roanoke Rapids	1	60,199	87,059	78,519	
Shelby	1	75,558	114,848	95,638	
Smithfield	1	70,512	109,294	93,246	
Southern Pines	1	67,128	100,692	79,581	
Stallings	1	71,591	105,682		
Tarboro	1	60,382	90,573	71,374	
Waxhaw	1	77,129	115,694	95,999	
Waynesville	1	60,000	104,000	86,547	
Total/Average	31	70,378	108,266	87,971	

POLICE CHIEF

Code	Number Budgeted	Minimum Salary	Maximum Salary	Average Salary	See Code
10170					
Albemarle	1	83,718	129,764	103,002	
Archdale	1	76,364	122,183	87,415	
Boone	1	74,476	111,714	92,997	
Carrboro	1	80,851	125,318	102,757	
Clayton	1	85,897	135,103	126,205	
Davidson	1	86,620	129,929	125,936	
Eden	1	76,100	114,152	99,905	
Elizabeth City	1	97,073	150,462	120,370	
Elon	1	79,222	118,834	91,624	
Graham	1	79,051	128,325	91,946	
Havelock	1	70,500	105,751	112,371	
Henderson	1	66,488	98,232	90,739	
Hendersonville	1	84,413	128,455	117,700	
Hope Mills	1	71,477	109,287	87,573	
Kings Mountain	1	63,825	94,749	90,189	
Kinston	1	74,485	104,499		
Knightdale	1	95,113	141,610	121,976	
Laurinburg	1	78,835	117,032	89,195	
Leland	1	88,326	141,321	96,544	
Lenoir	1	80,131	115,472	91,689	
Lexington	1	80,000	160,000	116,905	
Lincolnton	1	78,574	117,861	95,104	
Morganton	1	80,631	120,947	96,436	
Mount Airy	1	66,565	99,848	81,653	
Newton	1	84,470	126,705	96,308	



2021 Weighted Avg. Salaries by Population Size

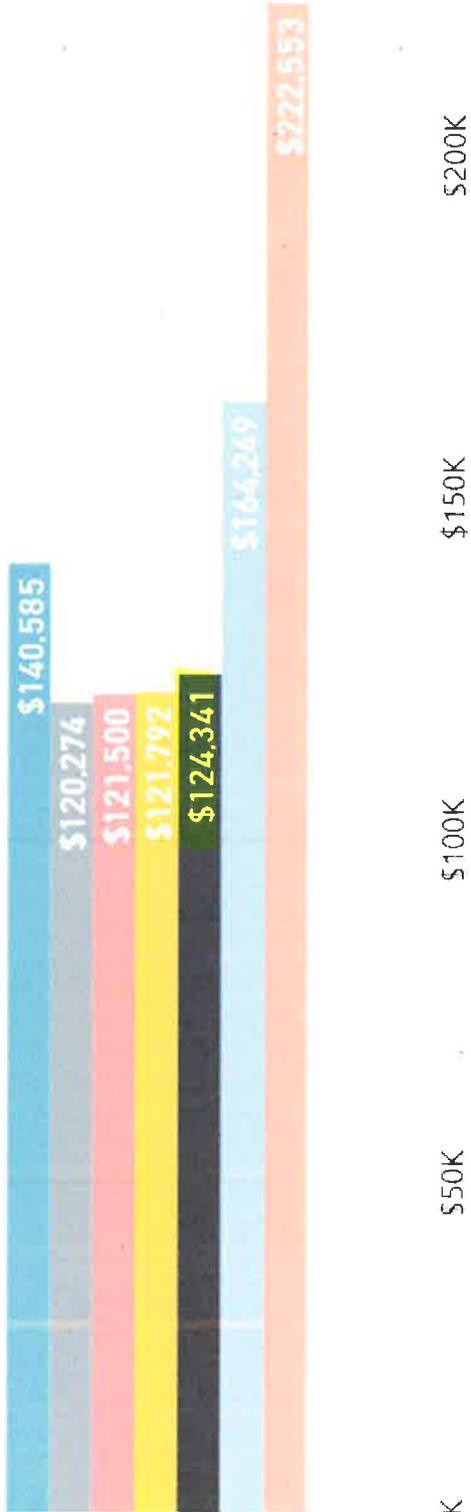
Position Title (Select)

Multiple selections



Selected Position's Weighted* Average Salary for Each Population Group

- All Population Groups
- Below 2,500
- Between 2,500 and 4,999
- Between 5,000 and 9,999
- Between 10,000 and 24,999
- Between 25,000 and 99,999
- Above 100,000



*The weighted average takes into account the number of people employed in each position in each municipality. The weighted average is therefore the most reflective of actual market conditions.

HUMAN RESOURCES DIRECTOR

General Statement of Duties

Performs difficult professional and administrative work in managing the human resources systems for the Town.

Distinguishing Features of the Class

An employee in this class plans, organizes, develops, and implements a variety of human resources programs designed to help the Town achieve its mission and vision. Work includes developing policies and programs, facilitating the identification and removal of barriers to productivity in the organization, and planning for the implementation of personnel practices with management and employees. Functions performed include compensation, employee relations, training and development, recruitment and selection, benefits, performance evaluation programs, and personnel records management. In addition, the employee serves as risk management officer for the organization. Work requires an understanding of organization development, human behavior, the laws and regulations affecting the human resources management field, considerable judgment and initiative in the development of programs and policy interpretation and application, and sound judgment in maintaining confidentiality regarding personnel actions. Work is performed under the general supervision of the Town Manager and is evaluated by discussion, reports, observation, and feedback from managers and employees.

Duties and Responsibilities

Essential Duties and Tasks

Develops, plans and implements goals and objectives, policies and priorities of the human resources programs designed to help the organization achieve its mission.

Develops, implements, and administers a wide variety of personnel systems designed to hire, train, motivate and retain employees; works with management, department heads, supervisors, and employees in identifying and addressing conflict, communications barriers, or other problems that negatively impact morale and productivity; facilitates conflict resolution and problem-solving regarding issues that detract management and/or employees from a high level of engagement and productivity; assists with determining appropriate disciplinary and grievance responses; coordinates employee newsletters.

Participates as part of the Town's management team; develops and recommends human resources programs and policies; researches existing and new programs for alternative and innovative proposals; seeks legal advice as necessary; advises the Town Manager and Board on human resource management issues; confers with department heads on policy issues and interpretation; advises employees on personnel policy and program matters.

Supervises and participates in the recruitment and selection programs for the Town; writes advertisements; screens applications; assists with developing interview questions; participates in interviews when needed; coaches supervisors and managers in effective and legal hiring practices; maintains records and checks for adverse impact; assists with reviewing screening methods for job-relatedness and effectiveness.

Administers the classification and pay system; reviews requests for new positions and allocates to existing classification plan or recommends new classes within the plan structure.

Supervises and participates in training needs assessments and provision of orientation and training for employees and managers; develops and conducts employee orientation and other related programs; coordinates teambuilding in various departments and the management team.

Provides internal consultation on performance evaluation program, performance pay program, various incentive and recognition programs; participates in determining if programs achieve objectives and are consistent with organizational vision and values.

Manages property, liability and workers' compensation insurance programs; serves as liaison between insurance vendors and claimants; ensures cost effective program management.

Reviews, researches, and recommend various benefits programs; supervises open enrollment processes; ensures cost effectiveness of structure and providers of benefits; plans and provides wellness programs.

Ensures compliance with all federal, state, and local laws, regulations, and guidelines; maintains vigilance on court cases and legislation; researches and implements; supervises alcohol and substance abuse testing; supervises FMLA, ACA, HIPAA and other regulatory compliance.

Additional Job Duties

Performs related duties as required.

Recruitment and Selection Guidelines

Knowledges, Skills, and Abilities

Thorough knowledge of the theory, principles and practices of human resource management, including the functional areas cited, and human behavior.

Thorough knowledge of the laws, principles, court cases, and regulations that apply to personnel policies and practices in the public sector.

Thorough knowledge of the trends and modern technology now being implemented in the human resources fields.

Thorough knowledge of modern and effective supervisory principles and practices including leadership, motivations, communications, discipline, performance coaching and evaluation.

Knowledge of public administration including local government structures and budgeting.

Knowledge of organization development and organizational psychology.

Some knowledge of principles of organization and management and statistical concepts and methods.

Skill in problem-solving, group facilitation, internal customer service excellence, public speaking and collaborative conflict resolution.

Ability to establish and maintain an effective human resource management program, and to provide management with costs projections, statistical trends, program accomplishments and recommendations for implementing new programs.

Ability to develop long term plans and goals for the human resources programs.

Ability to analyze facts, programs, and benefits costs and make recommendations and reports in oral and written forms.

Ability to advise management on creating a climate of employee engagement and performance excellence.

Ability to maintain the confidentiality of personnel records and discussions.

Ability to establish and maintain effective working relationship with other officials, department heads, employees, and the general public.

Ability to be innovative and creative in designing new programs, proposing policy changes, and recommending motivational and organizational development to managers.

Physical Requirements

Must be able to perform the basic life operational skills of climbing, stooping, kneeling, crouching, reaching, standing, walking, fingering, grasping, talking, hearing and repetitive motions.

Must be able to perform medium work, exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to lift objects.

Must possess the visual acuity to prepare and analyze data and figures, perform accounting tasks, operate a computer terminal, and do extensive reading.

Desirable Education and Experience

Graduation from a four-year college or university with a major in human resource management, public or business administration, psychology, or related human service field and considerable experience of a progressively responsible nature in human resource management including supervisory experience; or an equivalent combination of education and experience. Prefer Master of Human Resources or Public Administration degree.

Winterville
2022

TOWN OF WINTERVILLE **EMPLOYEE COMPENSATION SCHEDULE** **AS OF 7/1/2021**

Grade	Classification	STATUS	Hiring Rate	Minimum	Midpoint	Maximum
23			60,702	63,740	75,868	91,054
24	Fire Chief	E	63,739	66,924	79,673	95,609
	Parks and Recreation Director	E				
25	IT Director	E	66,924	70,271	83,657	100,386
	Planning Director	E				
26	Electric Utilities Director	E	70,271	73,785	87,837	105,407
	Public Works Director	E				
27	Finance Director	E	73,785	77,474	92,231	110,676
	Police Chief	E				
28			77,474	81,348	96,842	116,210
29	Assistant Town Manager	E	81,348	85,412	101,685	122,021
30		E	85,412	89,687	106,768	128,122
31		E	89,687	94,172	115,305	134,526
32		E	94,172	98,878	117,713	141,255
33		E	98,878	103,821	123,599	148,317
34		E	103,821	109,012	129,776	163,366
35		E	109,012	114,464	136,266	163,519
36		E	114,464	120,187	143,080	171,694
37		E	120,187	126,194	150,251	180,279

TOWN OF WINTERVILLE EMPLOYEE COMPENSATION SCHEDULE AS OF 7/1/2021

Grade	Classification	STATUS	Hiring Rate	Minimum	Midpoint	Maximum
5			25,225	26,785	31,530	37,837
6			26,485	27,808	33,107	39,729
7			27,808	29,200	34,739	41,714
8	Maintenance Worker		29,200	30,660	36,705	43,800
9			30,660	32,193	38,324	45,991
10	Administrative Assistant Park Maintenance Worker		32,193	33,802	40,240	48,288
11	Customer Service Representative Meter Technician		33,802	35,492	42,251	48,604
12	Accounting Technician Buyer Equipment Operator Office Manager		35,492	37,265	44,367	53,238
13	Senior Equipment Operator Parks & Recreation Programmer Firefighter		37,265	39,129	46,582	55,898
14	Electric Line Technician - 3rd Class Utility/Pump Maintenance Mechanic Utility Billing Coordinator		39,129	41,087	50,107	58,693
15	Parks and Recreation Maintenance Supervisor Senior Utility/Pump Maintenance Mechanic Paramedic Fire Engineer		41,087	43,138	51,538	61,628



**Town of Winterville
Town Council
Agenda Abstract**

Item Section: New Business

Meeting Date: March 14, 2022

Presenter: Terri L. Parker, Town Manager

Item to be Considered

Subject: Classification/Pay Study.

Action Requested: Approval to Move Forward with Working with the NCLM.

Attachment: NA.

Prepared By: Terri L. Parker, Town Manager

Date: 3/8/2022

ABSTRACT ROUTING:

TC: 3/9/2022

TM: 3/9/2022

Final: tlp - 3/9/2022

Supporting Documentation

During the Vision Setting Meeting, I reported to the Council that the Town needed an updated Classification/Pat Study to determine how competitive the Town's position classifications and pay are comparatively speaking. I am hereby requesting that the Council approve this project concept and direct me to move forward working with the North Carolina League of Municipalities with finding and securing a quote.

Budgetary Impact: TBD.

Recommendation: Approve/Direction.



**Town of Winterville
Town Council
Agenda Abstract**

Item Section: New Business

Meeting Date: March 14, 2022

Presenter: Terri L. Parker, Town Manager

Item to be Considered

Subject: Update to Town's Personnel Policy

Action Requested: Approval to Move Forward with Working with the NCLM

Attachment: NA

Prepared By: Terri L. Parker, Town Manager

Date: 3/8/2022

ABSTRACT ROUTING:

TC: 3/9/2022

TM: 3/9/2022

Final: tlp - 3/9/2022

Supporting Documentation

During the Vision Setting Meeting, I reported to the Council that the Town needed an updated Personnel Policy to ensure that we are up to date and in compliance with all applicable laws, regulations and policies related to Human Resources. I am hereby requesting that the Council approve this project concept and direct me to move forward working with the North Carolina League of Municipalities with finding and securing a quote.

Budgetary Impact: TBD.

Recommendation: Approve/Direction.



**Town of Winterville
Town Council
Agenda Abstract**

Item Section: Other Items

Meeting Date: March 14, 2022

Presenter: Terri L. Parker, Town Manager

Item to be Considered

Subject: Stormwater Workshop Update.

Action Requested: Set a Date for Said Workshop.

Attachment: None.

Prepared By: Terri L. Parker, Town Manager

Date: 3/8/2022

ABSTRACT ROUTING:

TC: 3/8/2022

TM: 3/8/2022

Final: tlp - 3/8/2022

Supporting Documentation

Council has stated that holding a public workshop on stormwater was a priority item in recent months. We have yet to settle on a date that works for the majority of the Council.

Therefore, Staff proposes the following choices:

Tuesday, April 19, 2022 – 6:00 pm

Thursday, April 21, 2022 – 6:00 pm

Tuesday, April 26, 2022 – 6:00 pm

Thursday, April 28, 2022 – 6:00 pm

Staff stands ready to assist as needed.

Budgetary Impact: TBD.

Recommendation: None.