



**WINTERVILLE TOWN COUNCIL AGENDA
MONDAY, AUGUST 1, 2022 - 7:00 PM
WINTERVILLE TOWN HALL ASSEMBLY ROOM**

- I. CALL TO ORDER.**
- II. INVOCATION.**
- III. PLEDGE OF ALLEGIANCE.**
- IV. WELCOME.**
- V. APPROVAL OF AGENDA.**
- VI. RECOGNITION OF NEW/PROMOTED EMPLOYEES:**
 1. Todd Bess, Public Works Superintendent
 2. Justin Blanton, Parks & Recreation Programmer
 3. James Fedash, Utility/Pump Maintenance Mechanic
 4. Walt Gaskins, Electrician/Instrumentation Technician
 5. Paulina Gomez – Police Officer
 6. Quan Hamilton – Police Officer
 7. Dustin Howard, Equipment Operator
 8. Dawson Majette, Police Officer
 9. Jordan Shirley, Parks & Recreation Program Supervisor
 10. Toby Sykes, Utility/Pump Maintenance Mechanic
 11. Patricia White, Police Officer/School Resource Officer
- VII. PROCLAMATIONS:**
 1. Winterville 10U All Stars.
 2. Winterville Watermelon Festival.
- VIII. PRESENTATIONS:**
 1. Traffic Garden Update.
- 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:
 - June 6, 2022 Budget Public Hearing Minutes; and
 - June 13, 2022 Regular Council Meeting Minutes.
2. Watermelon Festival Permissions.
 - a. Parade Permit Fee Waiver.
 - b. Traffic and Parking.
 - c. Park Hours.
 - d. Signs and Banners.
 - e. Bathroom Use.
3. Budget Amendment 2022-2023-1.

XI. OLD BUSINESS:

1. Cemetery Regulations and Update.
2. Ange Street Sidewalk Project Update.
3. Rivers & Associates - 2019 Sewer Rehabilitation Contract Amendment #4.
4. Rivers & Associates - 2020 Pump Rehabilitation Project Amendment #2.

XII. NEW BUSINESS:

1. Modification to the Design Standards Manual – Allow modifications to be approved at the administrative level.
2. Vehicle Lease Resolution - Winterville Police Department.

XIII. OTHER AGENDA ITEMS.

XIV. ITEMS FOR FUTURE AGENDAS/FUTURE WORK SESSIONS.

XV. REPORTS FROM DEPARTMENT HEADS.

XVI. ANNOUNCEMENTS:

1. Summer Market Series: National Night Out and Back to School Splash: Tuesday, August 2, 2022; 4:00 pm – 7:00 pm – Market on the Square.
2. ElectriCities Conference: Sunday, August 7th – Thursday, August 11th – Cherokee, NC.
3. Planning and Zoning Board Meeting: Monday, August 15, 2022 @ 7:00 pm - Town Hall Assembly Room.
4. Board of Adjustment Meeting: Tuesday, August 16, 2022 @ 7:00 pm - Town Hall Assembly Room.
5. Recreation Advisory Board: Tuesday, August 16, 2022 @ 6:30 pm – Operation Center.
6. Watermelon Festival: Thursday, August 25, 2022 through Sunday, August 28, 2022 – Winterville Recreation Park.
7. Human Relations Board Meeting: Thursday, August 25, 2022 @ 7:00 pm - Town Hall Executive Conference Room.
8. Labor Day Holiday: Monday September 5, 2022 - Town Offices Closed.
9. Regular Town Council Meeting: Monday, September 12, 2022 @ 7:00 pm.

XVII. **REPORTS FROM THE TOWN ATTORNEY, MAYOR AND TOWN COUNCIL, AND TOWN MANAGER.**

XVIII. **CLOSED SESSION:**

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

XIX. **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) 756-2221 ext. 2344 at least forty-eight (48) hours prior to the meeting. (Americans with Disabilities Act (ADA) 1991.)*



PROCLAMATION WINTERVILLE WATERMELON FESTIVAL

WHEREAS, the first Winterville Watermelon festival was held in 1986 by the Winterville Jaycees at the A.G. Cox School (where the middle school building presently stands) and at its conception was the only Watermelon Festival held in the State of North Carolina; and

WHEREAS, the festival has moved throughout the Town of Winterville since its conception to the present location at the Winterville Recreation Park, where it has called home for the past 11 years; and

WHEREAS, from the first committee to the group became known as the Winterville Watermelon Festival Committee, with numerous members who serve on the committee; and

WHEREAS, the dedication and sacrifices made by the Winterville Watermelon Festival Committee has placed Winterville, North Carolina on the map as a community that is truly "a Slice of the Good Life", and

NOW, THEREFORE, BE IT RESOLVED, I, Richard E. Hines, Mayor and the Town Council of the Town of Winterville, recognize the contribution the Watermelon Festival Committee has made to the Town of Winterville and are proud to be partners of this great festival which is recognized throughout the nation and state of North Carolina.

IN WITNESS WHEREOF, I do set my hand, and cause the seal of Winterville to be affixed this 1st day of August 2022.

Richard E. Hines, Mayor

ATTEST:

Donald Harvey, Town Clerk



FOR IMMEDIATE RELEASE

July 22, 2022
Winterville, NC

MEDIA CONTACT:

Town of Winterville: Evan Johnston, evan.johnston@wintervillenc.com, (252) 756-1487

BikeWalk NC: Trish Farnham, programs@bikewalknc.org, (910) 233-2757

Town of Winterville and BikeWalk NC Invite Feedback on a Bicyclist and Pedestrian Safety Skills Educational “Traffic Garden” Design

The design will be established in the unstriped portion of Winterville’s Hillcrest Park and will be the first of its kind in eastern NC.

July 22, 2022— The Town of Winterville is inviting public input on the design of its bicyclist and pedestrian safety skills “Traffic Garden” at Hillcrest Park. Working in partnership with BikeWalk NC, AARP, Pitt County Planning/Parks and Recreation, ECU Health and other community groups, the Hillcrest Park Traffic Garden will establish a permanent resource for bicyclists and pedestrians of all ages to learn about road safety in a protected environment. While traffic gardens are increasingly popular in other parts of the country, the Hillcrest Park Traffic Garden will be the first of its kind in eastern North Carolina.

Bicyclists and pedestrians of all ages and experience levels are invited to provide feedback on design options in one of 2 ways:

- Through an [online survey](#) available here through August 7, 2022.
- In-person feedback at BikeWalk NC’s tent at the Town of Winterville’s Summer Splash event on Tuesday, August 2, 2022.

The Hillcrest Park Traffic Garden will be established using [AARP Community Challenge](#) grant dollars secured by BikeWalk NC and unanimously supported by the Town of Winterville’s Town Council at its June meeting. It will repurpose the unstriped portion of Winterville’s Hillcrest Park parking lot.

The Town of Winterville’s Mayor Ricky Hines noted, “It brings me joy to know our community will be exposed to the safety aspects of riding bikes.”

BikeWalkNC’s Director, Terry Lansdell celebrates the collaboration with the Town of Winterville.

“The Traffic Garden at Hillcrest Park will be among the first of its kind in our state. It serves as a lasting example of a community coming together and reflecting its commitment to the safety of all road users. We are honored to partner with the Town of Winterville and others in the Greenville area on this visionary effort.”

The Hillcrest Park Traffic Garden is slated to be completed this fall. The Town of Winterville and BikeWalk NC will formally dedicate the Traffic Garden on Saturday, October 29 at 2:15 as part of [BikeWalk NC’s 11th annual NC BikeWalk Transportation Summit](#), to be held in Greenville on October 27-29, 2022 at the East Carolina Heart Institute. For more information about the Summit, please visit www.bikewalknc.org



**Town of Winterville
Town Council
Agenda Abstract**

Item Section: Consent Agenda

Meeting Date: August 1, 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: 7/20/2022

ABSTRACT ROUTING:

TC: 7/25/2022

TM: 7/29/2022

Final: tlp – 7/29/2022

Supporting Documentation

Approval of the following set of Council Meeting Minutes:

- ❖ June 6, 2022 Budget Public Hearing Minutes; and
- ❖ June 13, 2022 Regular Meeting Minutes.

Budgetary Impact: NA.

Recommendation: Approval of Minutes.



**WINTERVILLE TOWN COUNCIL
MONDAY, JUNE 6, 2022 – 7:00 PM
BUDGET PUBLIC HEARING**

The Winterville Town Council met in a Budget Public Hearing Meeting on the above date at 7:00 PM in the Town Hall Assembly Room, with Mayor Pro Tem Mark Smith presiding. The following were present:

Richard E. Hines, Mayor (absent)
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
Anthony Bowers, Assistant Town Manager
Ryan Willhite, Police Chief
David Moore, Fire Chief
Cliff McGuffin, Public Works Director
Robert Sutton, Electric Director
Jessica Manning, Finance Director
Evan Johnston, Parks and Recreation Director
Bryan Jones, Planning Director
Donald Harvey, Town Clerk

CALL TO ORDER: Mayor Pro Tem Smith called the meeting to order.

INVOCATION: Councilman Moore gave the Invocation.

PLEDGE OF ALLEGIANCE: Mayor Pro Tem Smith led everyone in the Pledge of Allegiance.

WELCOME: Mayor Pro Tem Smith welcomed the public.

APPROVAL OF AGENDA:

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

ITEMS FOR DISCUSSION:

Approval of Bid for Purchase of Electric Infrastructure Components (Transformers).

Electric Director Sutton noted that the Town advertised a Solicitation for Proposals in the Daily Reflector on May 20, 2022. The Solicitation specified the requested materials, 50 kVA and 75 kVA underground pad mount transformers, and listed a formal bid opening date of Tuesday, May 31, 2022

at 2:00 pm at the Winterville Town Hall. Unfortunately, only one bid packet arrived by the designated time and the bid opening was cancelled.

Immediately after the cancellation, Staff contacted all vendors who had previously shown interest in the bid submittal process. This was done to determine the vendor's interest in submitting a bid. Multiple vendors stated an inability to provide a bid due to unknown delivery dates and associated prices, although some felt they could submit a bid if given additional time. In hopes of obtaining the needed bids, the Town decided to extend the bid opening date an additional 72 hours to Friday, June 3, 2022 at 2:00 pm. All vendors who expressed interest in the bid process were notified of the time extension on May 31, 2022.

Three submittals were received prior to the extended bid opening date and a bid opening was held on June 3, 2022 at 2:00 pm. Present were representatives of the Town's Finance and Electric Departments. WESCO submitted a bid of \$627,625.00 with a 104-week delivery period. Stuart C. Irby submitted a bid of \$838,695.00 but with a lead time of 60-66 weeks. The third vendor, Border States Electric submitted a No-Quote.

SEALED BID OPENING FOR TOWN OF WINTERVILLE UNDERGROUND PAD MOUNT TRANSFORMERS
JUNE 3, 2022 - WINTERVILLE TOWN HALL

VENDOR NAME	SUBMITTED BID	RESPONSE RECEIVED AS SPECIFIED	DELIVERY/LEAD TIMES
WESCO	\$627,625.00	YES	104 WEEKS
STUART C. IRBY	838,695.00	YES	60-66 WEEKS
BORDER STATES ELECTRIC	NO QUOTE	YES	N/A

Motion made by Councilman Moore and seconded by Councilman Moye to approve the purchase of the requested transformers from Stuart C Irby at a price reflective of their submitted bid and per conditions noted in Section 7.5 of the Town's Purchasing Manual. Motion carried unanimously, 5-0.

PUBLIC HEARINGS:

Town Manager Parker presented the following Recommended Budget:

Fiscal Year 2022-2023 Recommended Budget.

RECOMMENDED DRAFT BUDGET VERSION #1 – FY 2022-2023

June 1, 2022

Mr. Richard (Ricky) Hines, Mayor
Mr. Mark Smith, Mayor Pro-Tem
Mr. Tony Moore, Councilman
Mr. Johnny Moye, Councilman
Mr. Paul Rice, Councilman
Ms. Veronica Roberson, Councilwoman

RE: Recommended Draft Annual Budget (Version #1) for the 2022-2023 Fiscal Year

Dear Mayor and Members of the Town Council:

Town Staff is pleased to present the Version #1 of **balanced** Draft Budget for Fiscal Year 2022-2023, beginning July 1, 2022 and ending June 30, 2023. The Draft Budget has been prepared in accordance with the NC Local Government Fiscal Control Act as required by NC General Statute Chapter 159-11.

This version of the Budget is **balanced** as of June 1, 2022.

The Recommended Draft Budget:

- *includes no tax adjustments;*
- *includes no rate adjustments;*
- *some fee adjustments (discussion items);*
- *includes some restructuring and new positions;*
- *includes a few capital outlay requests;*
- *includes funding for Non-Town Agency requests;*
- *includes contributions from the Water, Sewer, Storm water and Electric funds to the General Fund to compensate for administrative services;*
- *includes a 7.5% COLA for employees;*
- *Health Insurance costs increased 0% and the town absorbed the costs for both the employee and dependent coverage;*
- *Dental Insurance premiums increased by 3%;*
- *\$25,000 is included to add to the OPEB (Other Post-Employment Benefits) reserve; and*
- *The Town is absorbing the whole costs of the Fire Department Hiring Grant. The Recruitment and Retention Grant still has part of a year left in place. The Town will absorb the full cost of that Grant in FY 2023-2024.*

Below is a brief budgetary summary of point of interests:

GENERAL FUND:

All revenues, which comprise the General Fund, have been forecasted in a conservative manner. Staff has reviewed the estimates for state-collected revenues published every year by the North Carolina League of Municipalities, current economic trends for Eastern North

Carolina, current nationwide economic trends and historical data from the Town. The proposed budget assumes a 98% collection rate for ad valorem taxes and a slight increase in local option sales tax.

The total General Fund budget currently totals **\$12,423,251**. There is a General Fund balance appropriation of **\$1,038,503** as well as a transfer from the Electric Fund to the General Fund in an amount of **\$650,000**.

General Fund departments include the Town Council, Administration, Human Resources, Inspections/GIS, Finance, Information Technology, Planning, Non-Departmental, Public Buildings, Ground and Lawn Maintenance, Police, Fire, EMS, Animal Control, Mosquito Control, Public Works, and Sanitation budgets. Expenses have again been forecasted in a conservative manner but approached in such a way that service to the citizens remains constant.

Some highlights (In addition to departmental requests) in the General Fund Departmental budgets include:

- Approved Non-Town agency allocations for FY 2022-2023 total \$90,000. The **cash** allocation requests for Non-Town Agency funding are as follows:
 - *Winterville Watermelon Festival* - \$50,000;
 - *Boys and Girls Club* - \$5,000;
 - *Winterville Chamber of Commerce* - \$20,000;
 - *Pitt County Council on Aging (Meals on Wheels)* - \$6,500;
 - *Rebuilding Together, Pitt County, NC* - \$0;
 - *Winterville Senior Citizens Club* - \$2,500;
 - *Young Scholars and Leaders Institute* - \$0 and;
 - *Pitt County Girls Softball* - \$5,000.
- The in-kind amount for Winterville Historical and Arts Society (WHAS) - \$11,750.
- The in-kind amount for the Winterville Chamber - \$1,000.
- Sheppard Memorial Library has requested a total of \$168,400.

RECREATION FUND:

Recreation revenues and expenditures have been estimated in a manner like the General Fund budget. This Fund was hit especially hard due to the effects COVID-19 had on programs. A transfer from General Fund to Recreation in the amount of \$936,670 has been included for operational purposes.

The total budget for Parks and Recreation for FY 2022-2023 is estimated to be **\$1,121,920**.

POWELL BILL FUND:

The total budget for the Powell Bill Fund for FY 2022-2023 is estimated to be **\$277,187**. There is no contribution from "Fund Balance" included in this budget.

FIRE DEPARTMENT GRANT FUND:

This Fund includes both the salaries and benefits for the Hiring Grant as well as the Recruitment and Retention Grant. The total budget for the Fire Department Grant Fund for FY 2022-2023 is estimated to be **\$133,274**. The contribution from General Fund for this budget totals **\$100,461**.

URGENT REPAIR FUND:

The total budget for the Urgent Repair Fund for FY 2021-2022 is estimated to be **\$0.00**. There is no contribution from the General included for the same amount.

ENTERPRISE FUNDS:

Electric Fund - There is a transfer from Electric Fund to General Fund in the amount of **\$650,000** as is done annually to assist in covering the costs of operations. Due to the rapid expansion of our Town, substantial amount of capital work continues. The total budget for the Electric Fund is estimated to be **\$8,221,063**. There is a contribution from "fund balance" included in this Fund budget in the amount of **\$912,168**.

Water Fund – The total budget for the Water Fund is estimated to be **\$1,666,847**. There is a contribution from "fund balance" included in this Fund budget in the amount of **\$67,268**. **\$472,000** is included for water purchases for resale. This amount covers the water currently purchased from Greenville Utilities.

Sewer Fund – The total budget for the Sewer Fund is estimated to be **\$2,643,646**. There is a contribution from "fund balance" included in this Fund budget in the amount of **\$141,292**.

As you are aware, the Town is a member of the Contentnea Metropolitan Sewerage District (CMSD) and the District performs the treatment function of our sewer system. The Town pays its share based on a formula, which contains several components. The Town's appropriation to CMSD increased to **\$1,142,866**.

Storm Water Fund – The total budget for the Storm Water Fund is estimated to be **\$530,512**. There is a contribution from "fund balance" included in this Fund budget in the amount of **\$10,165**.

Conclusion:

It is with great stress and caution that Staff presents **Version #1 Recommended (Balanced) Annual Budget for FY 2022-2023**. As you know, the cost of doing business continues to rise and as such, it requires us to assess our current revenue streams and adjust accordingly, while planning.

Staff has continued concerns about the Town's current revenue sources and we urge Council to look toward making upward adjustments in some of these sources in the future. As the Town continues its rapid growth and expansion, there will be continued pressure on our workforce, equipment and facilities.

Thank you and Staff looks forward to answering any questions you may have.

Thank you.

Terri L. Parker
Terri L. Parker
Town Manager

Jessica Manning
Jessica Manning
Finance Director

Anthony Bowers
Anthony Bowers
Assistant Town Manager

Mayor Pro Tem Smith declared the public hearing open, asked if anyone would like to speak in favor of the recommended budget. No one spoke.

Mayor Pro Tem Smith asked if anyone would like to speak in opposition of the recommended budget. No one spoke.

Mayor Pro Tem Smith closed the public hearing.

Mayor Pro Tem Smith asked for any further discussion or any more questions.

A vote on the budget will take place at the June 13, 2022 Regular Council meeting.

ADJOURN:

Motion made by Councilman Moore and seconded by Councilman Rice to adjourn the meeting. Motion carried unanimously, 5-0. Meeting adjourned at 7:11 pm.

Adopted this the 1st day of August 2022.

Richard E. Hines, Mayor Pro Tem

ATTEST:

Donald Harvey, Town Clerk



**WINTERVILLE TOWN COUNCIL
MONDAY, JUNE 13, 2022 – 7:00 PM
REGULAR MEETING MINUTES**

The Winterville Town Council met in a Regular Meeting on the above date at 7:00 PM in the Town Hall Assembly Room, with Mayor Pro Tem Mark C. Smith presiding. The following were present:

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

CALL TO ORDER: Mayor Pro Tem Smith called the meeting to order.

INVOCATION: Councilman Moye gave the Invocation.

PLEDGE OF ALLEGIANCE: Mayor Pro Tem Smith led everyone in the Pledge of Allegiance.

WELCOME: Mayor Pro Tem Smith welcomed the public.

APPROVAL OF AGENDA:

Manager Parker requested an amendment to the Agenda.

Motion made by Councilman Moye and seconded by Councilman Moore to approve the amended agenda. Motion carried unanimously, 4-0.

PROCLAMATIONS: Town Clerk Harvey the Proclamation(s).

1. Flag Day.
2. Juneteenth Day.
3. Boys and Girls Club Week.
4. Park and Recreation Month.
5. Honoring Day'Ron Sharpe.

PRESENTATIONS:

Bicyclist and Pedestrian Safety Skills Educational Traffic Garden at Hillcrest Park:
Trish Farnham, Ellen Walston, and Steven Hardy-Braz spoke on the proposed Traffic Garden to be located at the empty space of the parking lot in Hillcrest Park. Ms. Farnham said this would be a legacy project and the information below:



Traffic Garden Information Packet Town of Winterville Town Council Meeting, June 13, 2022

BACKGROUND AND REQUEST TO TOWN COUNCIL



Opportunity to Establish a Permanent Traffic Garden

BikeWalk NC is the state's only education and advocacy organization dedicated *exclusively* to the needs of pedestrians, cyclists and other vulnerable road users. As a thanks to the Greenville region for hosting its 2022 statewide NC BikeWalk Transportation Summit, BikeWalk NC secured "start up" funding through the AARP Community Challenge grant to establish a permanent traffic garden at a local site identified and supported by the local community.

With the support of Mayor Hines, BikeWalk NC is prepared to use these grant dollars to organize the design and painting of a traffic garden at Hillcrest Park in the unstriped portion of the parking lot. This would be a gift to the Town of Winterville and the Greenville region.

The Request for Town Council's Consideration

Based on the endorsement of Mayor Hines, we are requesting the Winterville Town Council approve using the unstriped portion of the Hillcrest Park parking lot to create a traffic garden.

ADDITIONAL INFORMATION

What's a Traffic Garden?

A traffic garden enables bicyclists and pedestrians to learn traffic navigation and safety practices in a protected environment. Traffic gardens also provide a dedicated (and safe) educational space to teach people how to prevent common crashes with pedestrians, bicyclists and other vulnerable road users.

Traffic gardens can differ in size and layout, depending on the space and resources available.

To see a traffic garden "in action," please view this link from the National Highway Traffic Safety Administration.

<https://www.youtube.com/watch?v=x5qXYDXBShk>

Traffic Garden Information Packet for Winterville Town Council Meeting, June 13, 2022

1

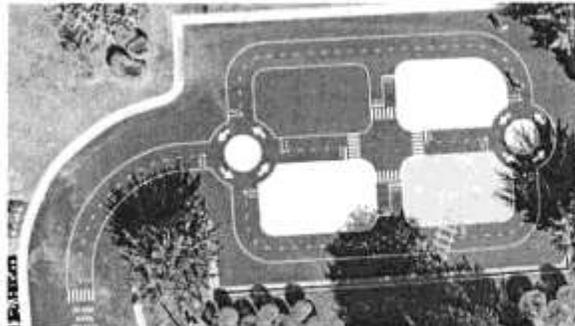


Funding available through BikeWalk NC/AARP for Traffic Garden

Funding awarded to BikeWalk NC for traffic garden implementation: \$27,500.00.

This funding will be used to cover:

- Traffic garden design, leveraging the professional design expertise of [Fionnuala Quinn](#) and soliciting community input.
- Traffic garden surface painting based on identified design, confirmed location and available resources.
- Signage reflecting donors.
- Miscellaneous costs for community engagement activities and dedication (copies, etc.).
- \$2,500.00 to offset BikeWalk NC staff and travel costs connected to implementing the traffic garden.



Proposed Location and Size of Traffic Garden

- Unstriped portion of Hillcrest Park parking lot.
- The minimum space required would be approximately 75ftL x 56ftW but may vary depending on space permission granted, striping and contract costs. The traffic garden will not interfere with the People Against Racism painting.



A Community Project

While the traffic garden's design is first determined by space available, we want to engage community members in design feedback and potential uses for the traffic garden. If the space is approved for use, we will collaborate with community volunteers and Town staff to organize opportunities for community input.

Next Steps:

- **Today:** Requesting Winterville Town Council's permission to approve use of the unstriped portion of Hillcrest Parking lot for a traffic garden.
- **July, 2022:** In collaboration with Winterville staff and Traffic Garden planning team, we will host opportunities to secure public input on traffic garden design.
- **August, 2022:** We will provide and update to the Town Council on design and implementation activities.
- **October, 2022:** Traffic garden implemented.
- **October 27-29, 2022:** NC BikeWalk Transportation Summit
- **October, 29, 2022:** Traffic Garden Dedication



Traffic gardens can either be temporary or permanent features in a park, on a parking lot or other flat, paved surface.



The traffic garden's design is developed through professional design and community engagement.



And the traffic garden's size and scale can vary depending on the space and resources available.

Alexandria, VA



Ft. Collins, CO



Motion made by Councilman Moore and seconded by Councilman Moye to approve the Bicyclist and Pedestrian Safety Skills Educational Traffic Garden at Hillcrest Park. Motion carried unanimously, 4-0.

PUBLIC HEARINGS: McLawhorn Tract – Rezoning Request (Parcel 16207): Planning Director Jones gave the following presentation:

**MCLAWHORN TRACT (PARCEL 16207)
REZONING REQUEST**

Presenter:
Bryan Jones,
Planning Director

The image shows a presentation slide for the Town of Winterville. At the top left is the town logo with the tagline "A slice of the good life!". At the top right, it says "Town Council - June 13, 2022". The main title in the center is "MCLAWHORN TRACT (PARCEL 16207) REZONING REQUEST". Below the title, it lists the presenter as "Bryan Jones, Planning Director". At the bottom right, there is a silhouette of a town skyline with houses and trees.

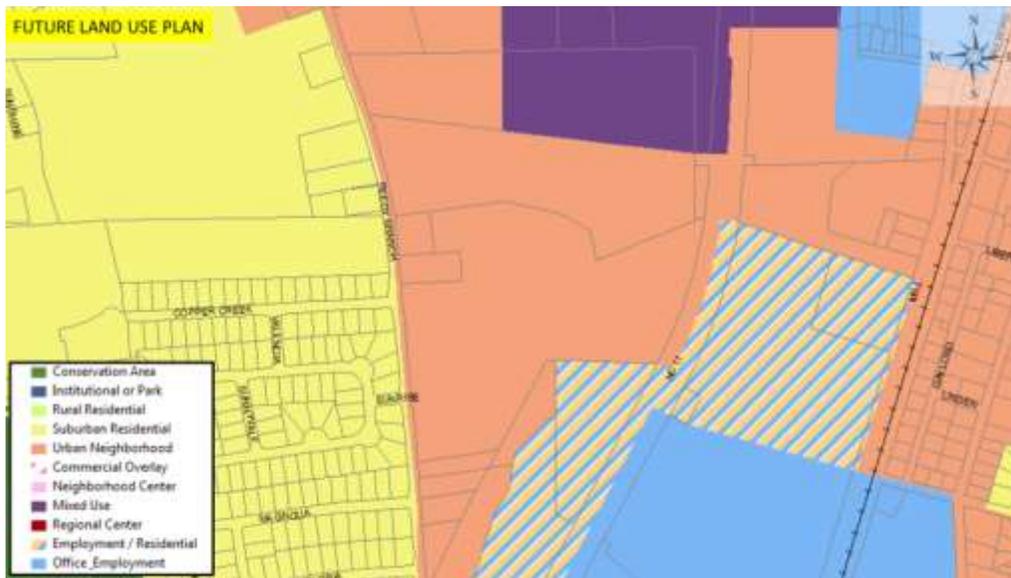
- Applicant: Nolan Commercial Contractors, Inc.
- Location: Winterville Parkway / Reedy Branch Road south of the NC 903 S intersection.
- Parcel Numbers: 16207
- Site Data: 34.72 acres
- Current Zoning District: Agricultural Residential (AR)
- Proposed Zoning District: R-6



- Notification was posted on the site on April 5, 2021.
- Adjacent property owners were mailed notification of the Public Hearing on May 25, 2022.
- Notice of the Public Hearing was published in the Daily Reflector on June 1, 2022 and June 8, 2022.







FUTURE LAND USE CHARACTER AREAS

- Conservation**
The 100-year floodplain is regulated in order to prevent loss of living foods. These areas are appropriate for outdoor recreation, agriculture / silviculture, and are otherwise predominantly unsuitable for development. This area also includes cemeteries.
- Rural Residential**
Why low density, single family detached residential on very large lots in a rural setting. Generally less than 1 dwelling per acre, and almost always without sewer service. Industrial agricultural operations are still active in these locations.
- Suburban Residential**
Primarily the large lot, single family detached residential that many people love about the town's housing stock. Generally 2-3 dwelling units per acre, larger lots, with front and side-loaded garages. Smaller lot sizes occasionally if minimum standards for open space and amenities are exceeded.
- Urban Neighborhood**
Primarily medium-sized lots with single family detached residential and occasionally smaller-scale, cost-effective patio homes and attached residential permitted if design criteria are met. Generally 3-6 dwellings per acre. Some small-scale services, restaurants, or offices encouraged at select locations with good access.
- Commercial Overlay**
Potential for small-scale commercial that is sensitive to existing residential development if good transportation access is possible.
- Neighborhood Center**
Concentrated appropriate commercial, retail, services, professional offices, and occasionally residential located at key locations and crossroads that serve the general neighborhood around them. Small lot residential or patio homes and/or attached residential could be part of land use mix.
- Mixed Use Center**
Mix of commercial, retail, restaurants, and service-oriented businesses, with a variety of residential options, including multi-family, townhomes, and upper story residential. Offices also potentially on upper floors. Walkable places with a pedestrian-focused "downtown" feel.
- Regional Center**
High- to medium-intensity commercial, retail and lodging uses that act as regional activity centers, with offices and residential potentially mixed in. Primarily auto-oriented destinations with national or regional businesses.
- Employment / Residential**
These areas should include office buildings, storage and flex uses, supporting commercial uses and/or medium to high-intensity residential uses.
- Office & Employment**
Large office buildings, manufacturing, distribution, and light to medium industrial uses, storage and flex uses, along with associated offices and supporting commercial uses.
- Institution or Park**
Community schools, the Pied Community College campus, town parks, and open space areas form a fabric that binds the community together. New institutional, civic, and open space uses are potentially allowed in any future land use category.

FUTURE LAND USE CHARACTER AREA

Urban Neighborhood

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

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

* Neighborhood Business zoning district is recommended on page 90.

Uses
Small-lot single family detached residential dom-

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

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

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

Examples of Urban Neighborhood



Economic Development

Organizing Goals:

Primary Goals:

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

Supporting Goals:

- Activate Downtown

Policies and Strategies

Policy 1: Continue to implement previous plans.

Strategies

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

especially along Winterville Parkway and other appropriate areas.

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

Strategies

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

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

Strategies

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



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



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



McLawhorn Tract – 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 34.72 acres from AR to R-6.



McLawhorn Tract – Rezoning Request

REZONING PROCESS:

- Planning and Zoning Board recommended approval (5-2) to the Town Council on April 18, 2022.
- Town Council will now hold a public hearing regarding this request.



Councilman Moore asked how R-6 is compatible in area of R-10. Planning Director Jones said the restricted access to the parcel makes it viable.

Mayor Pro Tem Smith declared the public hearing open, asked if anyone would like to speak in favor of the rezoning request. No one spoke.

Mayor Pro Tem Smith asked if anyone would like to speak in opposition of the rezoning request.

John Kieffer of 5213 Reedy Branch Road said the rezoning would cause issues of artificial light, drainage, and take away green space/trees. He has lived there 30 years. Magnolia Ridge took away the wildlife.

Sandy Edmondson of 5203 Reedy Branch Road and Kieffer's neighbor said it will be close and dense causing problems with the property. She wants bigger lots sizes.

Mayor Pro Tem Smith closed the public hearing.

Mayor Pro Tem Smith 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 Rice to deny the McLawhorn Tract (Parcel 16207) Rezoning Request. (Motion carried unanimously, 4-0.

PUBLIC COMMENT: Mayor Pro Tem Smith reminded speakers of the Public Comment Policy.

1. Preston Coghill spoke on an Evening of Gospel. He is looking for support and sponsorship of the September event.
2. Rebecca Caveness and Heather Jackson of the Watermelon Festival spoke on a Beer Garden to bring in additional funds for the Festival. Heather Jackson asked Council to allow them to host the Beer Garden.

Mayor Pro Tem asked what are your plans? Ms. Caveness said it will be limited and controlled in accordance with law. Mayor Pro Tem asked what is the location and how is it designated? Ms. Caveness said it would stay within the area of the concert. Councilman Moore asked who would be responsible? Ms. Caveness said Winterville Insurance will be providing a rider for the Beer Garden.

Councilman Moyer asked who would check identifications? Ms. Caveness Rebecca said the bars and servers will be responsible. Councilman Moyer asked if you have ever assisted with a situation like this? Chief Willhite said yes and there will be numerous Officers to enforce. He noted that without the Beer Garden, patrons utilize other ways. Councilman Moore said he is against the concept. Councilman Rice said he has been to functions that have similar areas.

Motion made by Councilman Rice and seconded by Councilman Moyer to approve a Beer Garden at the 2022 Watermelon Festival on Saturday, August 27, 2022 during the Watermelon Jam Concerts from 5:00 pm – 10:00 pm. Motion carried, 3-1, Councilman Moore opposed.

3. John Henderson and James Jones of Mt. Shiloh Missionary Baptist Church have started garden for the food bank. Irrigation is a long way from garden and any assistance would be appreciated.

CONSENT AGENDA:

Items included in the Consent Agenda:

1. Approval of the following sets of Council Meeting Minutes:
 - ❖ May 9, 2022 Regular Meeting Minutes; and,
 - ❖ May 10, 2022 Stormwater Workshop Minutes; and,
 - ❖ May 24, 2022 Budget Work Session #1.

Motion made by Councilman Moore and seconded by Councilman Moye to approve the consent agenda. Motion carried unanimously, 4-0.

OLD BUSINESS:

1. Budget Amendment: 2021-2022-8.

Assistant Town Manager Bowers explained the budget amendment.

Mayor Pro Tem Smith asked for any discussion or any more questions. Hearing none what is Council's pleasure.

Motion made by Councilman Moore and seconded by Councilman Moye to approve Budget Amendment: 2021-2022-8. Motion carried unanimously, 4-0.

2. Cemetery Update.

Town Manager Parker asked Council about changes to existing regulations that need to be made.

Council requested to bring back at August meeting.

NEW BUSINESS:

1. 2022-2023 Fiscal Year Budget Ordinance.

Town Manager Parker presented the following Budget Ordinance for Fiscal Year 2022 – 2023:

**TOWN OF WINTERVILLE
BUDGET ORDINANCE
FISCAL YEAR 2022-2023**

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

SECTION 1: It is estimated that the following revenues will be available in the General Fund for the Fiscal year beginning July 1, 2022 and ending June 30, 2023:

Ad Valorem Taxes	4,705,623
Other Taxes and Licenses	3,431,465
Permits and Fees	12,500
Sanitation Fees	577,623
Investment Income	11,812
Inspections	207,526
Miscellaneous Income	165,311
Grant Revenue	78,861
Inter-Fund Transfer Services	1,363,639
Electric Fund Contribution	650,000.00
EMS Contribution	180,388
Fund Balance Appropriation	507,102
Debt Proceeds	0
Total	11,891,850

SECTION 2: The following amounts are hereby appropriated in the General Fund for the operation of the Town government and its activities for the Fiscal Year beginning July 1, 2022 and ending June 30, 2023:

Governing Board	118,894
Administration	794,695
Finance	913,366
Inspections	292,099
Human Resources	268,970
Information Technology	457,750
Planning Department	162,710
Public Buildings	575,397
Grounds and Maintenance	57,000
Police Department	2,497,980
Fire Department	2,152,770
EMS Department	183,208
Animal Control	15,627
Mosquito Control	8,600
Public Works	997,453
Sanitation	607,300
Non-Departmental	1,788,031
Total	11,891,850

SECTION 3: The following revenues will be available in the Recreation Fund for the Fiscal Year beginning July 1, 2022 and ending June 30, 2023:

Program Fees	\$133,250
Concession Income	\$52,000
<u>General Fund Transfer</u>	<u>\$936,670</u>
	\$1,121,920

SECTION 4: The following amount is hereby appropriated in the Recreation Fund for operation of the Winterville Recreation Programs during the Fiscal Year beginning July 1, 2022 and ending June 30, 2023:

<u>Recreation Department</u>	<u>\$1,121,920</u>
	\$1,121,920

SECTION 5: It is estimated that the following revenues will be available in the Powell Bill Fund for the Fiscal year beginning July 1, 2022 and ending June 30, 2023:

Grant Funding	\$277,187
<u>Interest Income</u>	<u>\$0</u>
	\$277,187

SECTION 6: The following amount is hereby appropriated in the Powell Bill Fund for the operation of the Powell Bill Program for the Fiscal Year beginning July 1, 2022 and ending June 30, 2023:

<u>Powell Bill</u>	<u>\$277,187</u>
	\$277,187

SECTION 7: It is estimated that the following revenues will be available in the Home Housing Program Fund for the Fiscal year July 1, 2022 and ending June 30, 2023:

<u>General Fund Contribution</u>	<u>\$0</u>
	\$0

SECTION 8: The following amount is hereby appropriated in the Home Housing Program Fund for the operation of the Urgent Repair and Housing Program for the Fiscal Year beginning July 1, 2022 and ending June 30, 2023:

<u>Contracted Service</u>	<u>\$0</u>
	\$0

SECTION 9: It is estimated that the following revenues will be available in the Fire Grant Fund for the Fiscal year July 1, 2022 and ending June 30, 2023:

Grant Funding	\$32,813
<u>General Fund Contribution</u>	<u>\$100,461</u>
	\$133,274

SECTION 10: It is estimated that the following appropriations will be available in the Fire Grant Fund for the Fiscal year July 1, 2022 and ending June 30, 2023:

<u>Fire Grant Fund</u>	<u>\$133,274</u>
	\$133,274

SECTION 11: It is estimated that the following revenues will be available in the Electric Enterprise Fund for the Fiscal year July 1, 2022 and ending June 30, 2023:

Sales and Service	\$7,308,895
<u>Retained Earnings</u>	<u>\$912,168</u>
	\$8,221,063

SECTION 12: The following amount is hereby appropriated in the Electric Enterprise Fund for the operation of the electric utility for the Fiscal Year beginning July 1, 2022 and ending June 30, 2023:

<u>Electric Department</u>	<u>\$8,221,063</u>
	\$8,221,063

SECTION 13: It is estimated that the following revenues will be available in the Water Enterprise Fund for the Fiscal Year beginning July 1, 2022 and ending June 30, 2023:

<u>Sales and Service</u>	<u>\$1,661,847</u>
	\$1,661,847

SECTION 14: The following amount is hereby appropriated in the Water Enterprise Fund for the operation of the water utility for the Fiscal Year beginning July 1, 2022 and ending June 30, 2023:

<u>Water Department</u>	<u>\$1,661,847</u>
	\$1,661,847

SECTION 15: It is estimated that the following revenues will be available in the Sewer Enterprise Fund for the Fiscal Year beginning July 1, 2022 and ending June 30, 2023:

<u>Sales and Service</u>	<u>\$2,643,646</u>
	\$2,643,646

SECTION 16: The following amount is hereby appropriated in the Sewer Enterprise Fund for the operation of the sewer utility for the Fiscal Year beginning July 1, 2022 and ending June 30, 2023:

<u>Sewer Department</u>	<u>\$2,643,646</u>
	\$2,643,646

SECTION 17: It is estimated that the following revenues will be available in the Stormwater Fund for the Fiscal Year beginning July 1, 2022 and ending June 30, 2023:

<u>Sales and Service</u>	<u>\$530,512</u>
	\$530,512

SECTION 18: The following amount is hereby appropriated in the Stormwater Fund for the operation of the Storm Water utility for the Fiscal Year beginning July 1, 2022 and ending June 30, 2023:

<u>Storm Water Department</u>	<u>\$530,512</u>
	\$530,512

SECTION 19: There is hereby levied a tax at the rate of forty-seven and one-half cents (\$.475) per one hundred dollars (\$100) valuation of property as listed for taxes as of January 1, 2022 for the purpose of raising the revenue listed as "Ad Valorem Taxes" in the General Fund in Section 1 of this ordinance. This rate is based on a total estimated valuation of property for the purposes of taxation of \$838,983,463 and an estimated rate of collection of 98% for real and personal property, 100% for vehicles.

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

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

SECTION 21: The attached Fee and Utility Rate Schedules are hereby adopted for the Fiscal Year beginning July 1, 2022 and ending June 30, 2023.

SECTION 22: The attached Pay and Classification Plan is hereby adopted for the Fiscal Year beginning July 1, 2022 and ending June 30, 2023.

SECTION 23: Copies of the Budget Ordinance shall be furnished to the Town Clerk to the Governing Board and to the Town Manager (Budget Officer) to be kept on file by them for their direction in the disbursement of funds.

Adopted this 13th day of June 2022.

Mark C. Smith, Mayor Pro Tem

Attest:

Donald Harvey, Town Clerk

Mayor Pro Tem Smith asked for any discussion or any questions. Hearing none what is the Council's pleasure.

Motion made by Councilman Moore and seconded by Councilman Moyer to approve the Fiscal Year 2022-2023 Budget Ordinance. Motion carried unanimously, 4-0.

2. Wintergreen Commons Preliminary Plat: Planning Director Jones gave the following presentation:

WINTERGREEN COMMONS SPORTS COMPLEX PRELIMINARY PLAT

Presenter:
Bryan Jones,
Planning Director



• **Site Data:**

- **Location:** Laurie Ellis Road between Mill Street and Winterville Parkway
- **Parcel Number:** 16204
- **Acreage/Density:** 48.68 Acres, 4 Lots
- **Zoning:** Industrial (I)



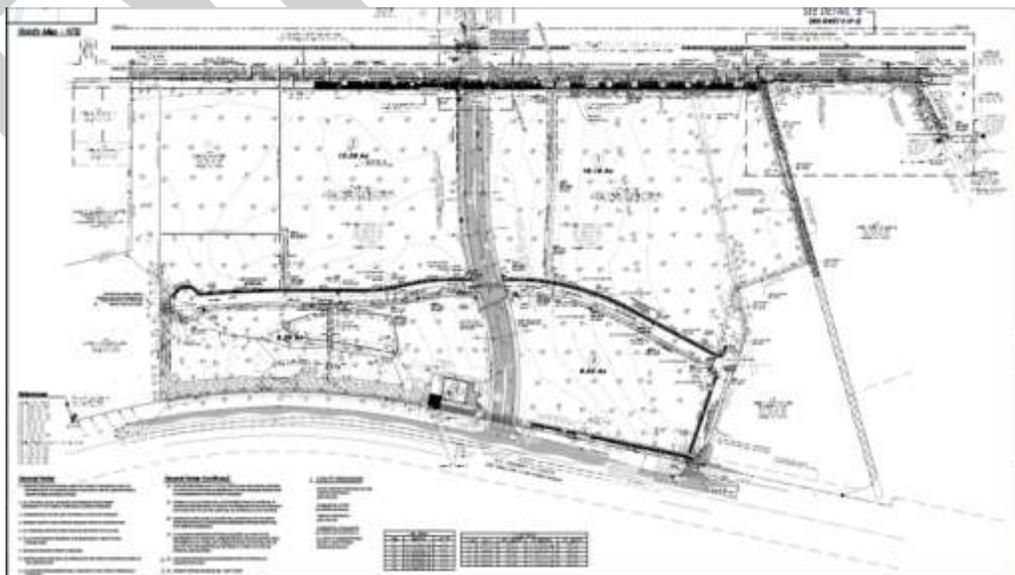
• **Site History:**

- Preliminary Plat (25 Lots) approved by Town Council November 7, 2016.
- TRC reviewed Preliminary Plat on May 3, 2022.
- Planning and Zoning Board unanimously recommended approval on May 18, 2022.









Staff Recommendation:

- Planning and Zoning Board unanimously recommended approval on May 18, 2022.
- Planning staff recommends approval.



Mayor Pro Tem Smith noted that this is a massive sports complex for the Town. Mayor Pro Tem Smith asked for any discussion or questions. Hearing none what is Council's pleasure.

Motion made by Councilman More and seconded by Councilman Moye to approve the Wintergreen Commons Preliminary Plat. Motion carried unanimously, 4-0.

3. Planning and Zoning Board Appointments: Planning Director Jones provided the following information:

The following Planning and Zoning Board Members have terms that will expire on June 30, 2022:

- Peggy Cliborne
- Darlene Gardner
- Douglas Kilian
- Gregory Monroe
- Michael Weldin

All members have expressed their desire to be reappointed to the Planning and Zoning Board. Also, Mr. Rony Fleming has resigned from the Board. Staff requests that the current alternate member, Brandy Daniels, be appointed to fill Mr. Fleming's regular member seat. In conjunction, Staff requests that Council appoint one of the following applicants on file to fill the vacant alternate seat (listed in order of receipt):

- Dr. Glenn E. Johnson (P & Z - 1st choice)
- Anthony Bell (P & Z - 1st choice)
- Morris Luton (P & Z - 2nd choice)
- Domini Cunningham (P & Z - 1st choice)

Mayor Pro Tem Smith asked for any discussion or questions. Hearing none what is Council's pleasure.

Motion made by Councilman Moore and seconded by Councilman to approve the requested reappointments and Morris Luton as a new alternate member to the Planning and Zoning Board. Motion carried unanimously, 4-0.

4. Recreation Advisory Board Appointments: Parks and Recreation Director Johnston provided the following information:

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) has three (3) members whose term expiration is June 30, 2022 and have requested to be appointed to an additional term. Following is list of said members and their membership type: Kirby Bryson (Resident), Carolyn Wanczyk (Resident), and Randy Bowers (Resident).

Staff recommends that all current members, as listed above, be appointed to an additional two (2) year term on the Recreation Advisory Board.

Staff would like to note that there are applications on file in which applicant indicated interest in Recreation Advisory Board:

- Katrina Jones - Resident: Listed Recreation Advisory Board as number two (2) priority.
- Melanie Miller - Resident: Listed Recreation Advisory Board as number one (1) priority.
- Stephanie Ham - Resident: Listed Recreation Advisory Board as number one (1) priority.

Mayor Pro Tem Smith asked for any discussion or questions. Hearing none what is Council's pleasure.

Motion made by Councilman Moye and seconded by Councilman Moore to approve the requested reappointments to the Recreation Advisory Board. Motion carried unanimously, 4-0.

5. Wooten Company – Recreation Maintenance Shop Task Order 36.

Town Manager Parker explained that the Town of Winterville currently has an Engineering Services Agreement with the Wooten Company. Task Order Number 36 would be an addition to Engineering Services Agreement. The Task Order includes professional services for design, bid, and construction of a new Parks and Recreation Department maintenance shop. If approved, the Wooten Company would act as our authorized agent from start to finish of the project. The fees associated with the Task Order are \$32,500 and would not be exceeded without written consent of the Town.

Mayor Pro Tem Smith asked for any discussion or questions. Hearing none what is Council's pleasure.

Motion made by Councilman Moore and seconded by Councilman Moye to approve Wooten Company Recreation Maintenance Shop Task Order 36. Motion carried unanimously, 4-0.

6. Wooten Company – General Consulting Services Task Order 37.

Town Manager Parker explained the General Services Contract for The Wooten Company. This is Task order 37 and is for Fiscal Year 2022-2023. The value of the contract is \$35,000. This is an increase of \$10,000 over last year. This is the result of the increased growth, and demand for these services for The Wooten Company to assist the Town with the multitude of projects we have underway.

Mayor Pro Tem Smith asked for any discussion or questions. Hearing none what is Council's pleasure.

Motion made by Councilman Moore and seconded by Councilman Moye to approve the Wooten Company General Consulting Services Task Order 37. Motion carried unanimously, 4-0.

7. Set Date for August Regular Council Meeting.

The August Regular Council meeting is scheduled for Monday, August 8, 2022 and a majority of the Council will be out of Town at the 2022 ElectriCities Conference. Council will need to decide when they would desire to meet in August. Staff recommends the meeting date be set for Monday, August 1, 2022 since there will not be a July meeting and there are conflicts with Advisory Board meetings later in August.

Mayor Pro Tem Smith asked for any discussion or questions. Hearing none what is Council's pleasure.

Motion made by Councilman Moore and seconded by Councilman Moyer to approve the August Regular Council meeting be set for Monday, August 1, 2022. Motion carried unanimously, 4-0.

8. 2022-2023 SRO contract with Pitt County Schools.

Pitt County Schools has requested that the Town of Winterville enter into a contract to supply a School Resource Officer (SRO) in the county schools in our jurisdiction. The county has proposed a one year contract which will pay the officers salary and benefits (\$76,025.69) and the Town of Winterville is responsible for the equipment, uniforms, vehicle and training. This officer will primarily be assigned to A.G. Cox Middle School but will frequent W.H. Robinson Elementary as well as Creekside Elementary as needed or prudent. The County will make 12 monthly installments to the Town to reimburse the salary and benefits cost. As with other SRO's throughout the county, this contract is renewed annually to address changes in salary or details.

Mayor Pro Tem Smith asked for any discussion or questions. Hearing none what is Council's pleasure.

Motion made by Councilman Moore and seconded by Councilman Moyer to approve the 2022-2023 SRO contract with Pitt County Schools. Motion carried unanimously, 4-0.

9. Additional SRO positions with Pitt County Schools.

The Police Department is requesting approval to staff two new SRO positions approved by the Pitt County Commissioners during their Monday, June 6 meeting.

Pitt County Schools has requested that the Town of Winterville enter into two (2) additional SRO contracts for W.H. Robinson Elementary and Creekside Elementary schools. During the June 6th board meeting, the County Commissioners voted to fund an SRO for every school in Pitt County. These are not grant funded positions. The Police Department would like and requests that these positions be Winterville Police officers. The County will make 12 monthly installments to the Town to reimburse the salary and benefits cost for these added SROs. As with other SRO's throughout the county, this contract is renewed annually to address changes in salary or benefits details.

The department's current budget will absorb personal equipment, uniforms and training costs however, two additional vehicles and upfit will be required at a cost of \$84,000 and was not in the proposed budget for 2022-23.

Police Chief Willhite noted that this is good for the Town even though there is an additional cost. Councilman Moyer noted that the Officer will be from the Town. Town Manager Parker said this is positive for the Town.

Mayor Pro Tem Smith asked for any discussion or questions. Hearing none what is Council's pleasure.

Motion made by Councilman Moyer and seconded by Councilman Moore to approve the additional SRO positions with Pitt County Schools. Motion carried unanimously, 4-0.

10. Rivers and Associates – 2019 Sanitary Sewer Project - Change Order Amendment No. 3.

Town Manager Parker noted that the third change order for three items that impacted the 2019 Sanitary Sewer Project. The amount of the change order is \$129,026.07. The reason for this amendment is to address the need for additional services performed by Rivers and Associates. The project took an additional 151 days beyond the original contract. This cost was \$121,026. There was also an additional \$8,000 needed for Grant and Loan administration. The additional cost will be included in the loan used to fund the project and will be paid back over the 20 year term. We will amend the Capital Project Ordinance to reflect this change order.

Mayor Pro Tem Smith asked for any discussion or questions. Hearing none what is Council's pleasure.

Motion made by Councilman Moore and seconded by Councilman Rice to approve the Rivers and Associates 2019 Sanitary Sewer Project Change Order Amendment No. 3. Motion carried unanimously, 4-0.

OTHER AGENDA ITEMS: None

ITEMS FOR FUTURE AGENDA/FUTURE WORK SESSIONS: None

ANNOUNCEMENTS: Town Clerk Harvey gave the following announcements:

1. Kids Carnival Game Day and Market: Thursday, June 16, 2022; 4:00 pm – 7:00 pm – Market on the Square.
2. Planning and Zoning Board Meeting: Monday, June 20, 2022 @ 7:00 pm - Town Hall Assembly Room.
3. Board of Adjustment Meeting: Tuesday, June 21, 2022 @ 7:00 pm - Town Hall Assembly Room.
4. Recreation Advisory Board-cancelled: Tuesday, June 28, 2022 @ 6:30 pm – Operation Center.
5. July 4th Holiday: Monday July 4, 2022 - Town Offices Closed.
6. Happy Birthday USA Cookout and Market: Thursday, July 7, 2022; 4:00 pm – 7:00 pm – Market on the Square.
7. Regular Town Council Meeting Cancelled: Monday, July 11, 2022 @ 7:00 pm.

REPORTS FROM DEPARTMENT HEADS:

Finance Director Manning noted that the Audit Report questionnaire needs to be submitted.

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

Attorney Lassiter: No report. Sent email to Council for your review.

Councilman Moore: Blessed.

Councilman Rice: We are fortunate.

Councilman Moyer: Asked Mr. Preston Coghill about the "An Evening of Gospel."

Manager Parker: Good.

Mayor Pro Tem Smith: None

ADJOURN:

Motion made by Councilman Moore and seconded by Councilman Moyer to adjourn the meeting. Motion carried unanimously, 4-0. Meeting adjourned at 8:16 pm.

Adopted this the 1st day of August 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: August 1, 2022

Presenter: Ryan C. Willhite, Chief of Police

Item to be Considered

Subject: The Town of Winterville Code of Ordinance section 96.04 requires person(s) wishing to engage in activities regulated by this ordinance to acquire a specific permit approved by the Chief of Police, or his designee. A permit granted under this section requires an administration fee of fifteen dollars (\$15.00). The Winterville Watermelon Festival Committee is requesting exemption from this fee.

Action Requested: Approve.

Attachment: Parade Route.

Prepared By: Ryan C. Willhite, Chief of Police

Date: 7/11/2022

ABSTRACT ROUTING:

TC: 7/20/2022

TM: 7/29/2022

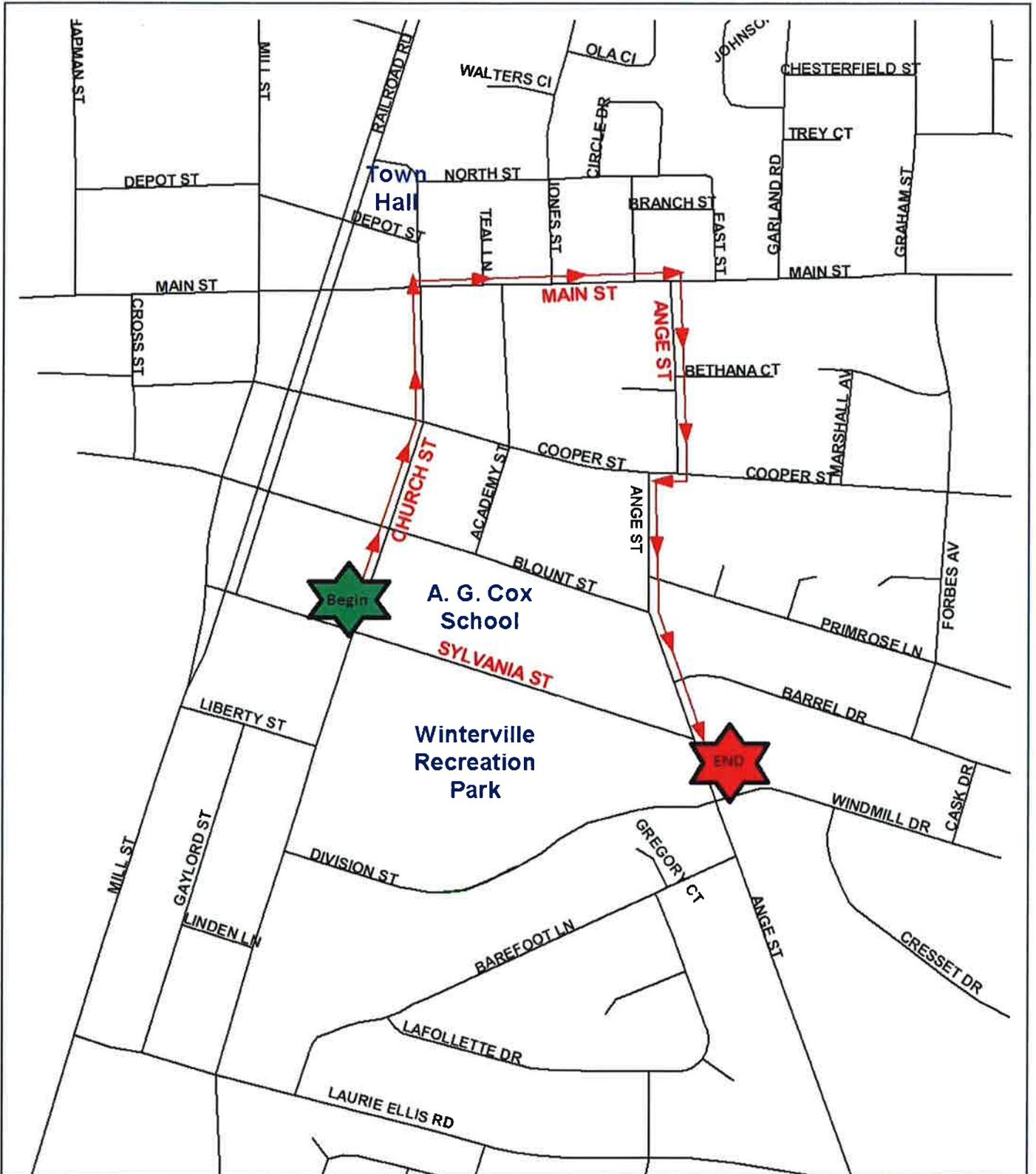
Final: tjp - 7/29/2022

Supporting Documentation

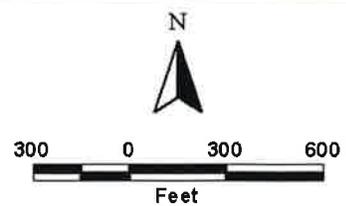
The code of ordinance requires all organizations that wish to hold a parade submit information describing the route, responsible persons and their contact numbers. The Town Council must approve the issuance of the permit based on this and any other information they request. The Winterville Watermelon Festival committee is expected to submit a parade application in the immediate future to the Chief of Police. The Organization's Chairperson is Heather Jackson. The parade contact person is Rebecca Caveness. The date of the parade is August 27th, 2022 at 10am. The lineup will begin at 9:00am and will end at approximately 11:00am. The parade route is attached.

Budgetary Impact: None.

Recommendation: Approval.



Watermelon Festival Parade Route





**Town of Winterville
Town Council
Agenda Abstract**

Item Section: Consent Agenda

Meeting Date: August 1, 2022

Presenter: Ryan C. Willhite, Chief of Police

Item to be Considered

Subject: Approval of Request from the Winterville Watermelon Festival Committee to Limit the use of the Parking lot at the Winterville Recreation Park and Request a Change in Traffic Patterns from August 25th-28th, 2022 in support of the 2022 Watermelon Festival

Action Requested: Approve.

Attachment: None.

Prepared By: Ryan C. Willhite, Chief of Police

Date: 7/11/2022

ABSTRACT ROUTING:

TC: 7/20/2022

TM: 7/29/2022

Final: tlp - 7/29/2022

Supporting Documentation

The Winterville Watermelon Festival Committee request that the parking lot located at the Winterville Recreation Park be utilized for parking during the festival for the following:

➤ Handicapped, VIP, Employee, Bands, Vendors, Emergency Services, and other Festival staff. Additionally, the Winterville Watermelon Festival Committee and the Chief of Police request a change in the following traffic patterns to help ensure public safety:

Sylvania Street- West bound vehicular traffic only from Ange Street to Church Street, and East bound pedestrian traffic only from Church Street to Ange Street.

- Friday, August 26th 4:00pm until 12:00am.
- Saturday, August 27th 3:00pm until 12:00am.

Division Street- From Church Street to Park entrance.

- Closed Thursday, August 25th at 4:00pm until 12:00am.
- Closed Friday, August 26th at 4:00pm until 12:00am.
- Closed Saturday, August 27th at 8:00am until 12:00am.

Barrel Street – From Ange Street to Forbes Street.

- No parking on south side of street during festival hours.
- No parking on south side of street during festival hours.

Windmill Street – From Ange Street to Forbes Street.

- No parking on south side of street during festival hours.

Gregory Lane- No parking in this cul-de-sac on street during festival hours.

No parking on west side of Ange street from Blount street to Sylvania street.

*** Note: Access to private residences on closed streets available by permits.**

To promote optimum traffic flow and public safety, changes to the Watermelon Festival Committee's request may be altered to accommodate Festival requirements.

Budgetary Impact: None.

Recommendation: Approval.



**Town of Winterville
Town Council
Agenda Abstract**

Item Section: Consent Agenda

Meeting Date: August 1, 2022

Presenter: Ryan C. Willhite, Chief of Police

Item to be Considered

Subject: Approval of Request from the Watermelon Festival Committee to Suspend the Winterville Park Hours Limitation for August 25th-28th, 2022.

Action Requested: Approve.

Attachment: None.

Prepared By: Ryan C. Willhite, Chief of Police

Date: 7/11/2022

ABSTRACT ROUTING:

TC: 7/20/2022

TM: 7/29/2022

Final: tjp - 7/29/2022

Supporting Documentation

The Town of Winterville's policy states that the Winterville Recreation Park may not be used after the hours of 10:30pm. The Winterville Watermelon Festival Committee requests that his policy be suspended for the 2022 Winterville Watermelon Festival to be held August 25th-28th, 2022.

Budgetary Impact: None..

Recommendation: Approval.



**Town of Winterville
Town Council
Agenda Abstract**

Item Section: Consent Agenda

Meeting Date: August 1, 2022

Presenter: Ryan C. Willhite, Chief of Police

Item to be Considered

Subject: Approval of Request from the Winterville Watermelon Festival Committee for the Placement of Signs and Banners on Town Property and Public Right-of-Ways.

Action Requested: Approve.

Attachment: None.

Prepared By: Ryan C. Willhite, Chief of Police

Date: 7/11/2022

ABSTRACT ROUTING:

TC: 7/25/2022

TM: 7/29/2022

Final: tjp - 7/29/2022

Supporting Documentation

The Winterville Watermelon Festival Committee request approval for the placement of signs and Banners on town property and along public right-of-way announcing the location and times for the upcoming 2022 Watermelon Festival. The signs will begin being erected on or about August 8th, 2022.

Budgetary Impact: None.

Recommendation: Approval.



**Town of Winterville
Town Council
Agenda Abstract**

Item Section: Consent Agenda

Meeting Date: August 1, 2022

Presenter: Evan Johnston, Director of Parks and Recreation

Item to be Considered

Subject: Request from the Winterville Watermelon Festival Committee for use of Parks and Recreation Bathroom facilities from August 25, 2022 through August 28, 2022.

Action Requested: Approve.

Attachment: None.

Prepared By: Evan Johnston, Director of Parks and Recreation

Date: 7/20/2022

ABSTRACT ROUTING:

TC: 7/25/2022

TM: 7/29/2022

Final: tlp - 7/29/2022

Supporting Documentation

The Winterville Watermelon Festival Committee has requested the use of all bathrooms, two (2) men's and two (2) women's, at the Winterville Recreation Park during the Watermelon Festival. The scheduled request is as follows:

8/25/2021 – 5 pm to 11 pm

8/26/2021 – 5 pm to 11 pm

8/27/2021 – 8 am to 11 pm

The Festival Committee will provide all paper products and they will hire and provide janitorial services to keep the bathrooms clean during these times.

Recreation Staff has discussed this issue with the Watermelon Festival Committee. Staff requests approval of the Committee's Request.

Budgetary Impact: Cost of water and electricity used during the Festival Period.

Recommendation: Approve.



**Town of Winterville
Town Council
Agenda Abstract**

Item Section: Consent Agenda

Meeting Date: August 1, 2022

Presenter: Anthony Bowers, Asst. Town Manager

Item to be Considered

Subject: Budget Amendment 2022-2023

Action Requested: Approval of the Amendment

Attachment: N/A

Prepared By: Anthony Bowers, Asst. Town Manager

Date: 7/20/2022

ABSTRACT ROUTING:

TC: _____

TM: 7/29/2022

Final: 7/29/2022

Supporting Documentation

This is the first budget amendment for the 2022-2023 Fiscal Year.

This amendment addresses the annual roll of open Purchase Orders from the prior year. Our process carries over only necessary open PO's into the next fiscal year. Once we have adopted the annual budget, we then bring forward the items that were started in the prior year.

The total across all funds is \$2,609,943

General: \$612,488

Recreation: \$184,653

Electric: \$1,597,188

Water: \$48,041

Sewer: \$140,648

Storm Water: \$26,896

Items that are not part of the Open PO amount are funds for Recreation Building \$120,000, Admin Vehicle Purchase \$8,000, and \$85,500 for 2 new Police Vehicles associated with the two new school resource officers.

Budgetary Impact: As denoted above.

Recommendation: Staff recommends Council approve the amendment

BUDGET ORDINANCE AMENDMENT 22-23-1

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, 2023:

SECTION 1. Revenues are to be changed as follows:

LINE ITEM DESCRIPTION	Fund	Account	Increase	Decrease
Fund Balance	10	3831		612,517
Fund Balance	15	3831	184,653	
Fund Balance	60	3831	1,597,188	
Fund Balance	61	3831	48,041	
Fund Balance	62	3831	140,648	
Connection Fees	63	3831	26,896	

Total 2,609,943 \$

SECTION 2. Appropriations are to be changed as follows:

LINE ITEM DESCRIPTION	Account	Department	Fund	Increase	Decrease
PROFESSION DEVELOP-EDUCAT	10-4110-00-4221	Town Council	General	1,560	
TRAVEL-MEALS,LODGING,MILE	10-4110-00-4222	Town Council	General	2,654	
TRAVEL-MEALS,LODGING,MILE	10-4120-00-4222	Administration	General	531	
DUES & SUBSCRIPTIONS	10-4120-00-4234	Administration	General	1,030	
CAPITAL OUTLAY ACCOUNT	10-4120-00-7150	Administration	General	21,067	
CAPITAL OUTLAY ACCOUNT	10-4120-01-7150	Administration	General	129,910	
SUPPLIES & MATERIALS	10-4120-02-4230	Administration	General	1,016	
CONTRACTED SERVICES	10-4120-02-4233	Administration	General	3,400	
CAPITAL OUTLAY ACCOUNT	10-4120-02-7150	Administration	General	29,112	
SUPPLIES & MATERIALS	10-4120-03-4230	Administration	General	2,988	
CONTRACTED SERVICES	10-4120-04-4233	Administration	General	104,389	
SMALL EQUIPMENT	10-4120-04-4267	Administration	General	2,500	
CONTRACTED SERVICES	10-4260-00-4233	Public Buildings	General	2,795	
MAINT & REPAIR-FACILITY	10-4260-00-4239	Public Buildings	General	19,827	
CAPITAL OUTLAY ACCOUNT	10-4260-00-7150	Public Buildings	General	39,649	
PROFESSION DEVELOP-EDUCAT	10-4310-00-4221	Police	General	768	
MAINT & REPAIR-VEHICLE	10-4310-00-4226	Police	General	12,298	
SUPPLIES & MATERIALS	10-4310-00-4230	Police	General	756	
UNIFORMS & SHOES	10-4310-00-4231	Police	General	503	
CONTRACTED SERVICES	10-4310-00-4233	Police	General	742	
FUEL (VEHICLES)	10-4320-00-4227	Fire	General	283	
NEW EQUIPMENT	10-4320-00-4274	Fire	General	14,883	
DISPOSABLE SUPPLIES AND M	10-4320-00-4295	Fire	General	1,218	
CAPITAL OUTLAY ACCOUNT	10-4320-00-7150	Fire	General	40,966	
FUEL (VEHICLES)	10-4510-02-4227	Public Works - Other	General	283	
CAPITAL OUTLAY ACCOUNT	10-4510-02-7150	Public Works - Other	General	56,687	
POSTAGE & TELEPHONE	10-9500-00-4223	Non Departmental	General	18,948	
COMMUNITYEXPENSE	10-9500-00-5111	Non Departmental	General	6,699	
TOWN CODE CODIFICATION	10-9500-00-5113	Non Departmental	General	760	
ECONOMIC DEVELOPMENT	10-9500-00-5135	Non Departmental	General	795	
MAINT & REPAIR-EQUIPMENT	15-6010-00-4225		Recreation	1,341	
MAINT & REPAIR-FACILITY	15-6010-00-4239		Recreation	9,450	
FOOTBALL	15-6010-00-4280		Recreation	6,242	
CONCESSION EXP	15-6010-00-4283		Recreation	5,121	
CAPITAL OUTLAY ACCOUNT	15-6010-00-7150		Recreation	32,500	
TRAVEL-MEALS,LODGING,MILE	60-7110-00-4222		Electric	1,539	
MAINT & REPAIR-EQUIPMENT	60-7110-00-4225		Electric	158	
FUEL (VEHICLES)	60-7110-00-4227		Electric	283	
SUPPLIES & MATERIALS	60-7110-00-4230		Electric	34,324	
ENGINEERING	60-7110-00-4232		Electric	172,252	
DEPARTMENTAL IMPROVEMENTS	60-7110-00-4260		Electric	5,100	
NEW EQUIPMENT	60-7110-22-4274		Electric	37,500	
WATER REPLACEMENT METERS	60-7110-22-4306		Electric	54,432	
CAPITAL OUTLAY ACCOUNT	60-8010-00-7150		Electric	1,291,600	
PROFESSION DEVELOP-EDUCAT	61-7210-00-4221		Water	705	
FUEL (VEHICLES)	61-7210-00-4227		Water	283	
SUPPLIES & MATERIALS	61-7210-00-4230		Water	674	
CAPITAL OUTLAY ACCOUNT	61-8010-00-7150		Water	46,378	
FUEL (VEHICLES)	62-7310-21-4227		Sewer	283	
MAINT & REPAIR-EQUIPMENT	62-7320-20-4225		Sewer	26,060	
ENGINEERING	62-7320-20-4232		Sewer	5,862	
CONTRACTED SERVICES	62-7320-20-4233		Sewer	24,137	
CAPITAL OUTLAY ACCOUNT	62-8010-00-7150		Sewer	84,305	
CONTRACTED SERVICES	63-7420-00-4233		Storm Water	26,896	
Capital Outlay	10-4120-00-4222		General	8,000	
Capital Outlay	15-6010-00-7150		Recreation	130,000	
Capital Outlay	10-4310-00-4221		General	85,500	

Total 2,609,943

Mayor

Town Clerk



**Town of Winterville
Town Council
Agenda Abstract**

Item Section: Old Business

Meeting Date: August 1, 2022

Presenter: Terri L. Parker, Town Manager

Item to be Considered

Subject: Cemetery Update: Summary of activities, schedule, new regulations, and etc.

Action Requested: Council Direction.

Attachment: NA.

Prepared By: Terri L. Parker, Town Manager

Date: 6/1/2022

ABSTRACT ROUTING:

TC: 7/25/2022

TM: 7/29/2022

Final: tlp - 7/29/2022

Supporting Documentation

As the Town moves toward with the Cemetery Expansion project, it is time for Council to look at current regulations to make sure we are where we want to be moving forward. Council moved this item to Tonight's Agenda to give time to review current regulations which have been provided to Council twice before.

Budgetary Impact: TBD.

Recommendation: Council Direction.



**Town of Winterville
Town Council
Agenda Abstract**

Item Section: New Business

Meeting Date: August 1, 2022

Presenter: Anthony Bowers, Assistant Town Manager

Item to be Considered

Subject: Ange Street Sidewalk Project.

Action Requested: Receive Report.

Attachment: Map.

Prepared By: Anthony Bowers, Finance Director

Date: 7/20/2022

ABSTRACT ROUTING:

TC: 7/25/2022

TM: 7/29/2022

Final: tjp - 7/29/2022

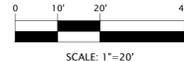
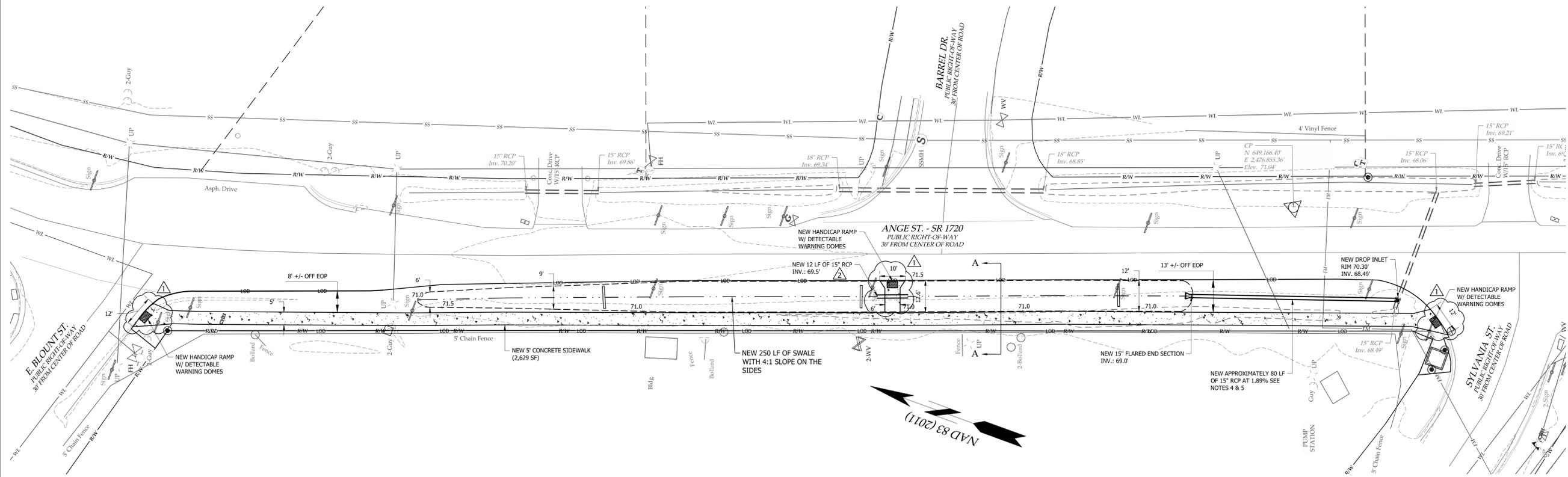
Supporting Documentation

We were recently contacted by The Wooten Company who is engineering the project to notify us that the project had to be modified from our original plan. The original plan called for curb and gutter to be installed on the west side of Ange Street on the AG Cox property. The sidewalk was to be constructed over the tile that was to be installed adjacent to the Rd. Once The Wooten Company evaluated the elevations, they determined that this would cause a water sheeting problem that would allow water to flow from the AG Cox Softball field to the Street and may cause flooding in the area.

The solution is to keep a small swell and reconfigure the drainage system so that it is much more shallow and easier to maintain and traversable for pedestrians. The sidewalk will now be moved closer to the softball field. The cost of this project will be significantly reduced from the estimated \$137,900 to \$85,000 and will provide the same benefit to pedestrians and will keep the water flowing from in a North to South.

Budgetary Impact: This is covered by our annually adopted budget..

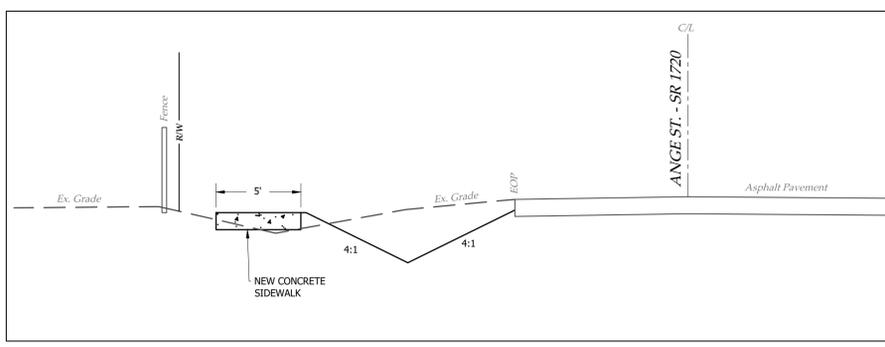
Recommendation: Staff recommends Council approve the contract



1 NEW SITE PLAN
C-2.02 SCALE 1" = 20'

NOTES:

1. THE TOPSOIL IN THE DITCH SHOULD BE REMOVED BEFORE THE CONTRACTOR DOES THE GRADING AND FILLING OF THE DITCH
2. DITCH TO BE FILLED AND COMPACTED TO 95% STANDARD PROCTOR.
3. DITCH WILL BE 8' WIDE FROM TOP OF BANK TO TOP OF BANK NEAR THE PIPE INVERT. THE DITCH ELEVATION AT THE DOWNSTREAM SIDE SHOULD MATCH THE INVERT OF FLARED END SECTION TO AVOID EROSION OF SOIL.
4. FILL ABOVE NEW 15" RCP SHALL BE GRADED TO PROVIDE POSITIVE DRAINAGE TO THE NEW DROP INLET.
5. PROPOSED 15" RCP SHALL UTILIZE BEDDING CLASS IV.
6. ALL TEMPORARY REMOVED SIGN TO BE PERMANENTLY LOCATED.



2 SECTION A-A
C-2.02 NTS

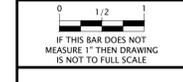
FINAL DRAWING
NOT RELEASED FOR
CONSTRUCTION

REVISIONS	REVISED PER NCDOT COMMENTS	07 / 12 / 2022
1	REVISED PER NCDOT COMMENTS	07 / 13 / 2022

Wooten
301 West 14th Street • Greenville, NC 27834
(252) 757-1096 • thewootencompany.com
License Number: F-0115

PITT COUNTY	TOWN OF WINTERVILLE	NORTH CAROLINA
ANGE STREET SIDEWALK IMPROVEMENTS		
NEW SITE PLAN		

DESIGNED BY:	WAL
DRAWN BY:	DRS
CHECKED BY:	WAL
PROJECT NO.:	2853-AV
DATE:	JUNE 2022
SCALE:	AS NOTED



C-2.02



**Town of Winterville
Town Council
Agenda Abstract**

Item Section: New Business

Meeting Date: August 1, 2022

Presenter: Anthony Bowers, Assistant Town Manager

Item to be Considered

Subject: Contract amendment for Rivers and Associates 2019 Sewer Rehab Project – Amendment #4.

Action Requested: Approve the contract amendment.

Attachment: Contract Amendment.

Prepared By: Anthony Bowers, Finance Director

Date: 7/25/2022

ABSTRACT ROUTING:

TC: 7/25/2022

TM: 7/29/2022

Final: tlp - 7/29/2022

Supporting Documentation

This is the final amendment for the 2019 Sanitary Sewer Rehabilitation Project. This amendment addresses the additional cost of Rivers assisting with negotiating and settling the close out of the project. This increase is in the amount of \$22,862.84 for additional work related to Construction Admin and Observation.

Approving the amendment will allow the Town to get reimbursed by NCDEQ who is providing the funding for the project.

Budgetary Impact: This does not affect the budget of the project as the project came in under budget.

Recommendation: Approve the Contract Amendment.

July 20, 2022

Mr. Anthony Bowers
Assistant Town Manager
Town of Winterville
2936 Church Street
Winterville, North Carolina 28590

HAND DELIVERED

SUBJECT: Town of Winterville - Sanitary Sewer Rehabilitation 2019 Project
Amendment No. 4 to *Engineering Services Agreement*
Rivers File 2018123 B

Dear Mr. Bowers:

Enclosed are two (2) copies of the Amendment No. 4 to the Engineering Services Agreement for the additional engineering services provided dealing with the contractor claim for the Town of Winterville Sanitary Sewer Rehabilitation 2019 Project. The technical service fee adjustments for Construction Administration and Observation for the additional services are estimated to be a net increase of \$22,862.84.

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

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

Very truly yours,



Seth Anderson, P.E.
Project Engineer

Enclosures

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

P:\Muni\Winterville - Sanitary Sewer Rehab 2019 - 2018123\ADMIN\B-Contract\Amendment #4\Ltr Bowers 72022.doc

This is **EXHIBIT K**, consisting of 2 pages, referred to in and part of the **Agreement between Owner and Engineer for Professional Services** dated October 11, 2018.

AMENDMENT TO OWNER-ENGINEER AGREEMENT
Amendment No. 4

The Effective Date of this Amendment is: August 1, 2022.

Background Data

Effective Date of Owner-Engineer Agreement: October 11, 2018

Owner: Town of Winterville

Engineer: Rivers & Associates, Inc.

Project: 2019 Sanitary Sewer System Rehabilitation

Nature of Amendment:

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

Description of Modifications:

Amend the fees of the Contract to account for additional engineering services provided during negotiations with North American Pipeline Management to close out construction, resulting in an increase in estimated compensation of \$22,862.84. This amendment is required in order for the additional fees to be eligible for reimbursement by NCDEQ CWSRF. The breakdown for the increase in estimated compensation is as follows:

- Increase the estimated compensation for Post Construction Phase Services by \$11,035.34.
- Increase the estimated compensation for Construction Observation by \$11,827.50.

Agreement Summary:

Original agreement amount:	\$ <u>70,000.00</u>
Net change for prior amendments:	\$ <u>481,776.07</u>
This amendment amount:	\$ <u>22,862.84</u>
Adjusted Agreement amount:	\$ <u>574,638.91</u>

Change in time for services (days or date, as applicable): 0 days

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

Refer to Attachment 1 for modifications to specific Exhibits in the Agreement of October 11, 2018, and as amended by Amendments #1, #2 and #3.

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

OWNER:

Town of Winterville

By: _____

Print

name: Richard E. Hines

Title: Mayor

Date Signed: _____

ENGINEER:

Rivers & Associates, Inc.

By: 

Print

name: Gregory J. Churchill, P.E.

Title: President

Date Signed: 7-20-22

Summary of Engineering Fees

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

A.1.a.	Funding Phase	\$ <u>25,000</u>
A.1.b.	Study and Report Phase	\$ <u>45,000</u>
A.1.c.	Preliminary & Final Design Phase	\$ <u>117,250</u>

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

A.4.d.	Bidding or Negotiating Phase	\$ <u>16,000</u>
A.4.e.	Construction Phase	\$ <u>99,748.36</u>
A.4.f.	Post-Construction Phase	\$ <u>13,035.34</u>

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

A.1.	Resident Project Representative Services	\$ <u>183,105.21</u>
------	--	----------------------

C2.05 Compensation for Additional Services – Standard Hourly Rates Method of Payment

D.1.	Grant and Loan Assistance and Documentation	\$ <u>36,000</u>
D.2.	Property Surveys and Easement Surveys	\$ <u>0</u>
D.3.	Topographic Surveys	\$ <u>39,500</u>

C2.01.1 through C2.05 TOTAL \$ 574,638.91



**Town of Winterville
Town Council
Agenda Abstract**

Item Section: Old Business

Meeting Date: August 1, 2022

Presenter: Anthony Bowers, Assistant Town Manager

Item to be Considered

Subject: Contract Amendment #2 for Rivers and Associates – 2020 Pump Station Rehab Project.

Action Requested: Approve the contract amendment.

Attachment: Contract Amendment.

Prepared By: Anthony Bowers, Finance Director

Date: 7/25/2022

ABSTRACT ROUTING:

TC: 7/25/2022

TM: 7/29/2022

Final: tlp - 7/29/2022

Supporting Documentation

This is the second amendment for the 2020 Pump Station Rehabilitation Project. This amendment addresses the additional cost of Rivers and Associates assisting with obtaining funding, design, and construction admin of increasing the capacity of the Church Street Lift Station. The cost of the amendment is \$280,300. This station is the target for much of the Town's growth area. As it stands now, the Town must begin increasing the capacity of this portion of the system in order to accommodate the growth that is occurring in the area. The project includes increasing the capacity at the wet well and increasing the size of the force main from an 8" line to a 12" line that will tie into the CMSD system.

By including this amendment with the original project, the Town will save an estimated \$180,000 in engineering fees. This project is funded by NCDWQ and is has an interest free loan with a 20-year term. There is also \$500,000 in debt forgiveness (Grant).

The original part of this project is to relocate the Chapman Street lift station and construct a new outfall canal that will take flow to the CMDS facility on Ready Branch Road.

Preliminary estimates for the Church Street portion of the project are \$2,395,100. The original budget for the Chapman Street project was \$2,013,700. The combined total will be \$4,408,800. The estimated debt service payment will be \$195,440.

The total cost per customer will be \$ 4.55 per month to \$5.00 per month.

Please note that all of these numbers are estimates and are not based on bids. We have not received any bids at this point.

Budgetary Impact: The Capital Project Budget will need to be amended to include the new improvement cost of \$2,395,100. The engineering contract will need to be increased in the amount of \$280,300.

Recommendation: Approve the Contract Amendment.

July 21, 2022

Mr. Anthony Bowers
Assistant Town Manager
Town of Winterville
2936 Church Street
Winterville, North Carolina 28590

SUBJECT: Town of Winterville – Pump Station Rehabilitation 2020 Project
Amendment No. 2 to *Engineering Services Agreement*
Rivers File 2020068 B

Dear Mr. Bowers:

Enclosed are two (2) copies of the Amendment No. 2 to the Engineering Services Agreement for revising scope of the project for adding replacement of the Church Street Pump Station with a new wet well and valve vault, increasing the capacity of the pump station and installing a new 12-inch force main from the replaced pump station to connect to an existing 12-inch force main previously installed near HWY 11. This additional scope of services is associated with the proposed Town of Winterville Pump Station Rehabilitation 2020 Project.

The initial scope of work for the project required installation of a mechanical bar screen at the existing Church Street Pump Station. However, recent flow data and proposed developments in the service area of the pump station will exceed the current available capacity. Additionally, the existing 8-inch force main is currently undersized for the existing flow, and will need to be increased to handle the proposed flow from the pump station. The new force main, along with the replacement of the existing pump station, will adequately handle the additional capacity required for the foreseeable future. The additional scope of work will also include an 8-inch water line loop extending from the existing water line on Worthington Road to the water line installed near the Winterville Crossing Pump Station.

The technical service fee included with this Amendment #2 is for additional topographic surveying, easement mapping, revisions to the ER/ EID submitted following Amendment #1 to include the additional scope of work, additional permitting, revisions to the plans and specifications, additional bidding and warranty phase budgets, additional budget for grant/ loan administration, and additional construction administration and construction observation for extending the current construction contract time by six (6) months. The original construction contract time assumed a seven (7) month construction period, with Amendment #1 extending this to ten (10) months. The additional time will extend the construction time period to sixteen (16) months. The additional scope of services for the project is estimated to be \$280,300. The breakdown of additional services is as follows:

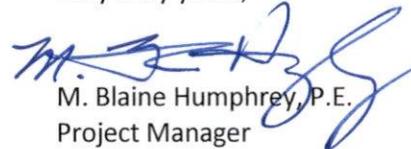
Easement Preparation & Topographic Survey	\$16,600.00
ER/EID Revisions	\$8,000.00
Final Design	\$73,200.00
Bidding	\$7,500.00
Permitting	\$23,500.00
Construction Administration (6 months)	\$47,200.00
Construction Observation (6 months)	\$96,300.00

Grant and Loan Assistance and Documentation	\$5,000.00
Warranty Phase	<u>\$3,000.00</u>
	\$280,300.00

A Preliminary Opinion of Probable Construction Cost for the additional scope of work was included in the Southern Farm Sewer Evaluation completed by Rivers & Associates, and was estimated to be \$1,935,000. The technical services outlined in that report were estimated at approximately \$460,100, if the project was completed as a "stand alone" project. Incorporating this scope in the current project will save approximately \$180,000 in technical services.

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

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

Very truly yours,

M. Blaine Humphrey, P.E.
Project Manager

Enclosures

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

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

**AMENDMENT TO OWNER-ENGINEER AGREEMENT
Amendment No. 2**

The Effective Date of this Amendment is: August 1, 2022.

Background Data

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

Owner: Town of Winterville

Engineer: Rivers & Associates, Inc.

Project: Winterville Pump Station Rehabilitation 2020

Nature of Amendment:

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

Description of Modifications:

Engineering Services shall be modified to include design of approximately 3,650 LF of 12-inch force main which will be designed to extend from the Church Street Pump Station to tie into the existing 12-inch force main installed beneath HWY 11. This existing force main ties into the force main owned by CMSD near Reedy Branch, and was installed approximately 2 years ago. The scope of services is also modified to design a new pump station wet well and valve vault on the Church Street Pump Station site to replace the existing wet well and valve vault for increasing the pump station capacity. The additional scope of services will also install a water main loop between Worthington Road and the existing water main in Winterville Crossing, paralleling the new gravity sewer approved in Amendment #1. These services shall include revisions to the ER/EID, easement preparation, additional permitting, additional topographic survey, final design for the

additional scope, increase the estimate fees for bidding and warranty phase, and additional construction administration and construction observation services associated with an extended construction period.

Agreement Summary:

Original agreement amount:	<u>\$494,000</u>
Net change for prior amendments:	<u>\$222,600</u>
This amendment amount:	<u>\$280,300</u>
Adjusted Agreement amount:	<u>\$996,900</u>

Change in time for services (days or date, as applicable): 330

The foregoing Agreement Summary is for reference only and does not alter the terms of the Agreement, including those set forth in Exhibit C. See Exhibit C2 for modifications to compensation to the Engineer. Exhibit 1 illustrates the proposed route for the force main and the location of the existing pump station.

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

OWNER:

Town of Winterville

By: _____

Print

name: Richard E. Hines

Title: Mayor

Date Signed: _____

ENGINEER:

Rivers & Associates, Inc.

By: 

Print

name: Gregory J. Churchill, P.E.

Title: President

Date Signed: 7-21-22

This is EXHIBIT C2 to Amendment #2, consisting of 1 page, referred to in and part of the Agreement between Owner and Engineer for Professional Services dated August 10, 2020.

Summary of Engineering Fees

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

A.1.a.	Study and Report Phase	<u>\$ 46,000</u>
A.1.b.	Preliminary & Final Design Phase	<u>\$ 291,700</u>

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

A.4.d.	Bidding or Negotiating Phase	<u>\$ 32,500</u>
A.4.e.	Construction Phase	<u>\$ 162,200</u>
A.4.f.	Post-Construction Phase	<u>\$ 8,000</u>

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

A.1.	Resident Project Representative Services	<u>\$295,300</u>
------	--	------------------

C2.05 Compensation for Additional Services – Standard Hourly Rates Method of Payment

D.1.	Grant and Loan Assistance and Documentation	<u>\$35,000</u>
D.2.	Property Surveys and Easement Surveys	<u>\$66,600</u>
D.3.	Permitting	<u>\$59,600</u>

C2.01.1 through C2.05 TOTAL \$996,900

Church Street FM

Write a description for your map.

Legend

- United Rentals
- Winterville Church of Christ

This segment under HWY 11 previously installed

This segment under railroad and Mill Street installed by others

Church Street Pump Station





**Town of Winterville
Town Council
Agenda Abstract**

Item Section: New Business

Meeting Date: August 1, 2022

Presenter: Anthony Bowers, Assistant Town Manager

Item to be Considered

Subject: Amendment to the Designs Standard and Specifications Manual that allow for changes to be implemented by Town Administrators.

Action Requested: Approval of the Amendment to the Design Standard and Specification Manual.

Attachment: None.

Prepared By: Anthony Bowers, Assistant Town Manager

Date: 7/20/2022

ABSTRACT ROUTING:

TC: 7/25/2022

TM: 7/29/2022

Final: tlp - 7/29/2022

Supporting Documentation

The Town updated and approved our Design Standard and Specification Manual in January 2021. This manual provides guidance to the Town staff as subdivisions are developed in the Town. This Design Standard and Specification Manual sets standards that the developers must adhere to when they are constructing new subdivisions.

This change would allow staff to make improvements to the manual in a much quicker manner.

Amendment:

1.02 Organizations, Authority, and Responsibilities

A. Town of Winterville

6. The Administrative staff for the Town has the authority to make necessary changes that will allow for Design Standard Manual to be implemented without the approval of the Town Council. All changes must be documented and added to Record of Revision that follows the table of contents.

Budgetary Impact: None.

Recommendation: Staff recommends Council approve the amendment.



**Town of Winterville
Town Council
Agenda Abstract**

Item Section: New Business

Meeting Date: August 1, 2022

Presenter: Terri L. Parker, Town Manager

Item to be Considered

Subject: Vehicle Lease Resolution.

Action Requested: Approve Resolution.

Attachment: Resolution 22-R-081.

Prepared By: Terri L. Parker, Town Manager

Date: 7/26/2022

ABSTRACT ROUTING:

TC: 7/26/2022

TM: 7/29/2022

Final: tlp - 7/29/2022

Supporting Documentation

The Winterville Police Department leases a car from Greenville Toyota every year for investigative purposes. This year, Greenville Toyota requires a Resolution ensuring that the Governing Board is aware of said lease and approves such.

Budgetary Impact: Amount for Said Lease is Already included in the FY 2022-2023 Approved Budget.

Recommendation: Approve Resolution 22-R-081.

RESOLUTION

**VEHICLE LEASE – WINTERVILLE POLICE DEPARTMENT
ENTITY RESOLUTION AND
SECRETARY CERTIFICATION**

WHEREAS, North Carolina General Statutes authorize a governmental unit in this State to lease motor vehicles when it is determined to be in the best interest of the Town; and

WHEREAS, the Town of Winterville has determined that it is in the best of the Winterville Police Department and the Town of Winterville to lease a vehicle from Greenville Toyota for police investigative purposes.

NOW, THEREFORE, BE IT RESOLVED that Jessica Manning, Finance Director whose name and signature appear below is hereby authorized, directed and empowered for and on behalf of the Town of Winterville and the Winterville Police Department and in its name to execute a retail motor vehicle installment sales contract, closed end motor vehicle lease agreement, or open end motor vehicle lease agreement (“Contract”) with Greenville Toyota (“Dealer”) on such terms as may be agreed to by said person. Said Dealer and any subsequent holder of the Contract are authorized to act upon this Resolution until written notice of its revocation is delivered to said Dealer or any such subsequent holder of the Contract.

BE IT FURTHER RESOLVED that the Town Council for the Town of Winterville hereby approves said retail motor vehicle installment sales contract, closed end motor vehicle lease agreement, or open-end motor vehicle lease agreement (“Contract”) with Greenville Toyota (“Dealer”).

Jessica Manning
Finance Director

Adopted this the 1st day of August 2022.

Richard E. Hines, Mayor

ATTEST:

Donald Harvey, Town Clerk

CERTIFICATION BY TOWN CLERK

I, Donald Harvey, the undersigned duly qualified Town Clerk of the Town of Winterville does hereby certify: That the above/attached Resolution is a true and correct copy of the Resolution authorizing the execution of a retail motor vehicle installment sales contract, closed end motor vehicle lease agreement, or open end motor vehicle lease agreement (“Contract”) with Greenville Toyota (“Dealer”). I further certify that said Resolution was adopted by a legal majority of the Town Council for the Town of Winterville at a legally convened meeting of the Town Council duly held on the 1st day of August 2022. Finally, I further certify that the signature of Jessica Manning, Finance Director for the Town of Winterville appearing above, is the genuine signature of the person mentioned in said Resolution and authorized to act on behalf of the Town of Winterville and the Winterville Police Department as set forth in said Resolution; and that such Resolution has been fully recorded in the journal of proceedings and records in my office and has not been amended or revoked and remains in full force and effect.

IN WITNESS WHEREOF, I have hereunto set my hand this 1st day of August 2022.

Donald Harvey, Town Clerk