



## TOWN COUNCIL AGENDA

May 14, 2018 - 7:00 P.M.

### WINTERVILLE TOWN HALL ASSEMBLY ROOM

- I. **CALL TO ORDER.**
- II. **INVOCATION.**
- III. **PLEDGE OF ALLEGIANCE.**
- IV. **WELCOME.**
- V. **APPROVAL OF AGENDA.**
- VI. **INTRODUCTION OF NEW EMPLOYEES:**
  1. Don Harvey, Town Clerk - to be sworn in by Mayor Doug Jackson
  2. Jordan Cruse, Police Officer
  3. Norma Holmes, Reserve Police Officer
- VII. **PUBLIC HEARINGS:**
  1. Annexation of the Harris Tract A Rezoning (Villa Grande, Phase 2).
  2. Water Shortage Response Plan.
- VIII. **PUBLIC COMMENT:** *The Public Comment period of thirty minutes provides an opportunity for residents to comment on any item included in the agenda or to address the Town Council on any other matter related to the Town of Winterville. For an item included in the Public Hearing section of the agenda, residents should address the Council at the time the Mayor invites public comment on the item. No public comment may be made to the Council during the meeting, except during the Public Comment period or as part of a Public Hearing. Individual speakers are limited to a maximum of three minutes, and no more than three speakers may address the Council on a single matter. The Town Council may elect to take no action on the matter addressed by a speaker, may schedule the matter for further consideration at a future Council meeting, or may refer the matter to Town staff for disposition. Copies of the Town Public Comment Policy are available in the rear of the Assembly Room.*
  1. Glenn Johnson – 459 Williamston Drive, Winterville, NC 28590.
- IX. **CONSENT AGENDA:** *The following items are considered routine in nature and will not be discussed by the Town Council unless a Councilman or citizen requests that an item be removed from the Consent Agenda for further discussion. The Mayor may allow citizens to address an item or ask questions.*
  1. Audit Contract for Fiscal Year 2017 – 2018.
  2. Electric Utility Cost of Service (COS) Study.
- X. **NEW BUSINESS:**
  1. Award of Contract for Hillcrest Park and Winterville Recreation Park Playground Replacement Project to Barrs Recreation as Recommended by Staff.

2. Award of Contract for Fork Swamp Canal Greenway Plan to Kimley-Horn.
3. Preliminary Plat – Copper Creek – Section 2.
4. Preliminary Plat – Villa Grande, Phase 2.
5. Approval of Change Order #2 for Elevated Water Tank Reconditioning Contract.
6. Appointment of New Planning and Zoning Board Member.
7. Re-Appointment of Parks and Recreation Advisory Board Members.
8. Budget Amendment.

**XI. OTHER AGENDA ITEMS.**

**XII. ITEMS FOR FUTURE AGENDAS/FUTURE WORK SESSIONS.**

**XIII. REPORTS FROM DEPARTMENT HEADS:**

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

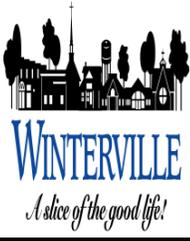
**XV. CLOSED SESSION: NCGS § 143-318.11. (a)(3)** To consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege between the attorney and the public body, which privilege is hereby acknowledged. General policy matters may not be discussed in a closed session and nothing herein shall be construed to permit a public body to close a meeting that otherwise would be open merely because an attorney employed or retained by the public body is a participant. The public body may consider and give instructions to an attorney concerning the handling or settlement of a claim, judicial action, mediation, arbitration, or administrative procedure. (Discussion on Service Areas for Utilities).

**XVI. ANNOUNCEMENTS:**

1. Market on the Square has returned! Every Thursday from 4 pm – 8 pm.
2. Volunteer Appreciation Dinner – May 17, 2018 – 6:30 pm – Winterville Community Room.
3. Planning and Zoning Board Meeting – May 21, 2018 – 7 pm – Town Hall Assembly Room.
4. Board of Adjustment Meeting – May 22, 2018 – 7 pm – Town Hall Assembly Room.
5. FY 2018-2019 Budget Workshops – May 30 – May 31, 2018 – Train Depot.

**XVIII. ADJOURN.**

**SPECIAL NOTICE:** *Anyone who needs an interpreter or special accommodations to participate in the meeting should notify the Acting Town Clerk, Amy Barrow at 215-2342 at least forty-eight (48) hours prior to the meeting. (Americans with Disabilities Act (ADA) 1991.)*



**Town of Winterville  
Town Council  
Agenda Abstract**

**Item Section:** Public Hearings

**Meeting Date:** May 14, 2018

**Presenter:** Bryan Jones, Planning Director

**Item to be Considered**

**Subject:** Harris Tract A (Villa Grande, Phase 2).

**Action Requested:** Hold Public Hearing for Annexation.

**Attachments:** Annexation Map, Annexation Petition and Metes and Bounds, Public Notice, Address Labels of Adjacent Property Owners.

**Prepared By:** Bryan Jones, Planning Director.

**Date:** 4/23/2018

**ABSTRACT ROUTING:**

TC

FD

TM 5/8/2018

Final 5/8/2018

**Supporting Documentation**

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

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

Size: 18.34 acres.

Zoned: AR

Annexation Process:

1<sup>st</sup> Council Meeting: Direct Town Clerk to Investigate the Sufficiency of the Annexation.

2<sup>nd</sup> Council Meeting: Schedule a Public Hearing for the Annexation.

3<sup>rd</sup> Council Meeting: Hold Public Hearing on the Annexation.

\*\*Adjacent property owners within 100' were mailed notification mail on May 1, 2018.

\*\*Notification was published in the Daily Reflector on May 2 and May 9, 2018.

**Budgetary Impact:** TBD.

**Recommendation:** N/A.

**PETITION REQUESTING ANNEXATION**

Date: 3/1/2018

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

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

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

Description

See attached Exhibit "A".

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

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

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

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

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

Signature Carolyn B. Harris 3-01-18  
Date

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

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

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

Containing 18.34 acres, more or less.

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

End of Legal Description

**NOTICE OF PUBLIC HEARING**  
**Town of Winterville**

NOTICE IS HEREBY GIVEN that the Winterville Town Council will meet on Monday, May 14, 2018 at 7:00 pm in the Town Hall Assembly Room at 2571 Railroad Street, to hold a Public Hearing on the following proposal:

The Town of Winterville has received an annexation petition for Harris Property - Tract A (Villa Grande – Phase 2), located on Red Forbes Road (Parcel Number 10262). The 18.34 acre site is zoned R-10.

Copies of the Zoning Ordinance and Map are on file at the Planning Department Office in the Town Hall and are available for public inspection during normal business hours (8:00 am to 5:00 pm) Monday through Friday.

Persons having an interest in this matter and desiring to speak either for or against the annexation are invited to be present and will be given the opportunity to be heard at the Town Council Public Hearing. For further information, contact the Winterville Planning Department at (252) 215-2360.

Block Ad: May 2, 2018  
              May 9, 2018

Raymond and Carolyn Harris  
684 POCOSIN RD  
WINTERVILLE NC 28590

Stuart and Joy Barwick  
2708 IVY CHASE DR.  
WINTERVILLE NC 28590

Paul Majette  
3361 NC 903 S  
WINTERVILLE NC 28590

Tammy Ivey  
670 Pocosin Road  
Winterville, NC 28590

Thereldline Forbes  
3560 LILLTESBURG RD  
BLUEFIELD WV 24701

Robert and Diana Conway  
2707 IVY CHASE DR  
WINTERVILLE NC 28590

NOLAN COMMERCIAL  
CONTRACTORS INC  
PO BOX 7122  
JACKSONVILLE NC 28540

Kimberly Moore  
660 Pocosin Road  
Winterville, NC 28590

NSD COMPANY INC  
PO BOX 7122  
JACKSONVILLE NC 28541

Gina Ortiz  
2716 RAYMONDS LN  
WINTERVILLE NC 28590

William Jackson  
Debbie Jackson  
692 Pocosin Road  
Winterville, NC 28590

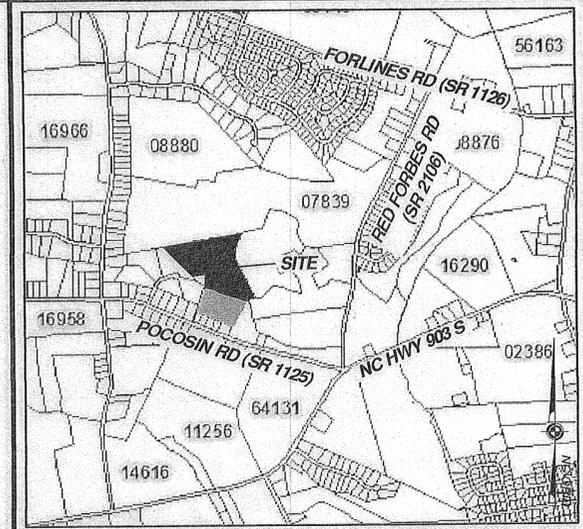
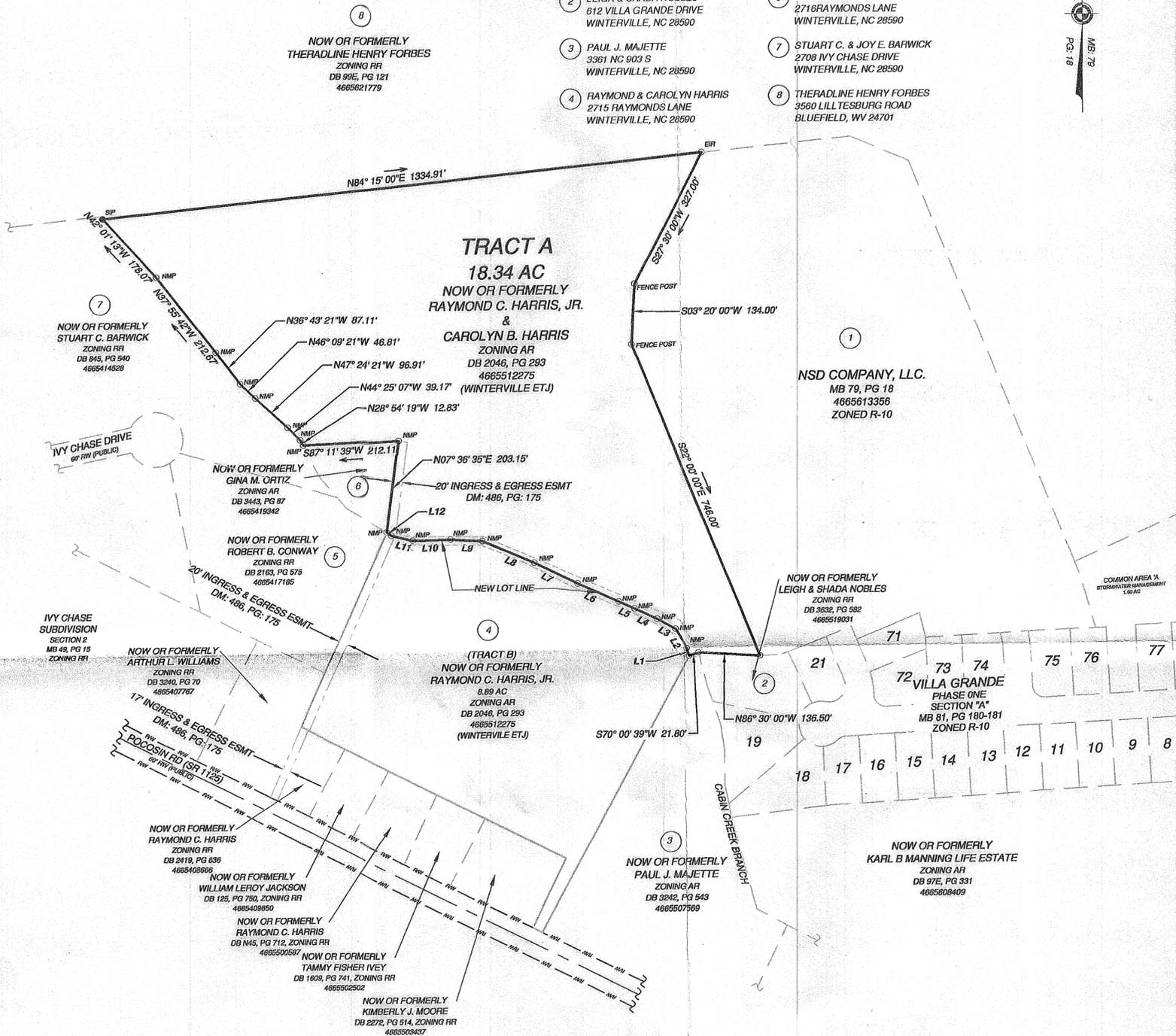
Hilda Ann Shivers  
2668 Red Forbes Rd  
Winterville, NC 28590

**LINE DATA**

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

**PROPERTY OWNERS ADDRESSES WITHIN 100 FEET OF PROPERTY**

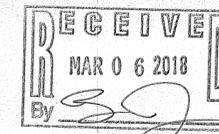
- 1 NSD COMPANY, INC.  
P.O. BOX 7122  
JACKSONVILLE, NC 28541
- 2 LEIGH & SHADA NOBLES  
612 VILLA GRANDE DRIVE  
WINTERVILLE, NC 28590
- 3 PAUL J. MAJETTE  
3361 NC 903 S  
WINTERVILLE, NC 28590
- 4 RAYMOND & CAROLYN HARRIS  
2715 RAYMONDS LANE  
WINTERVILLE, NC 28590
- 5 ROBERT B. & DIANA H. CONWAY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



**VICINITY MAP**

**GENERAL NOTES**

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

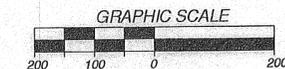


ACCEPTED FOR THE TOWN OF WINTERVILLE

MAYOR \_\_\_\_\_  
ORDINANCE NO: \_\_\_\_\_  
EFFECTIVE DATE: \_\_\_\_\_

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

DATE \_\_\_\_\_ SUBDIVISION ADMINISTRATOR \_\_\_\_\_



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

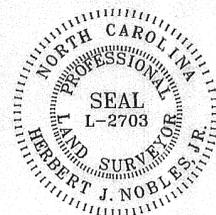
**CERTIFICATE OF SURVEY AND ACCURACY**

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

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

L-2703  
REGISTRATION NUMBER

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



**TYPICAL ELEMENT SYMBOLOLOGY**

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

**STATE OF NORTH CAROLINA  
PITT COUNTY**

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

DATE: / / REVIEW OFFICER

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

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

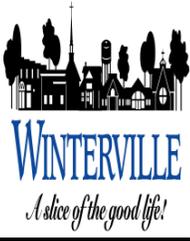
**ANNEXATION MAP**

**TRACT A**

TOWN OF WINTERVILLE	PITT COUNTY	NORTH CAROLINA
<b>CURRENT OWNER</b>		
RAYMOND C. JR. & CAROLYN B. HARRIS 684 POCOSIN ROAD WINTERVILLE, NORTH CAROLINA 28590		
SCALE: 1" = 200'	DATE: 3/6/2018	
PROJECT #: 2015-004	SHEET: 1 of 1	

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

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



**Town of Winterville  
Town Council  
Agenda Abstract**

**Item Section:** Public Hearings

**Meeting Date:** May 14, 2018

**Presenter:** Travis Welborn, Public Works Dir.

**Item to be Considered**

**Subject:** Water Shortage Response Plan 2018 Update

**Action Requested:** Approval of Proposed Water Shortage Response Plan

**Attachments:** Proposed Water Shortage Response Plan

**Prepared By:** Travis Welborn, Public Works Director

**Date:** 5/1/2018

**ABSTRACT ROUTING:**

TC \_\_\_\_\_

FD \_\_\_\_\_

TM \_\_\_\_\_

Final \_\_\_\_\_

**Supporting Documentation**

The North Carolina Department of Environmental Quality Water Resources Division requires that all local governments and community water systems update their Water Shortage Response Plans (WSRP) every five (5) years. The Town's Plan must be updated and adopted by June 1, 2018. The WSRP provides guidelines and protocols for handling water shortages during emergencies such as extreme drought. The proposed updated plan is very similar in nature to the previously adopted Plan, with minor revisions such as Town personnel and contact information. Once adopted by the Town Council the Plan will be submitted to the State for review.

**Budgetary Impact:** The Plan was updated by the Public Works Director and does not cost anything to adopt. Implementation of the Plan during an emergency would not result in any significant budget impacts either.

**Recommendation:** Approval and adoption of the proposed Water Shortage Response Plan.

# **WATER SHORTAGE RESPONSE PLAN**

**TOWN OF WINTERVILLE**

**NORTH CAROLINA**

**Adopted as a Ordinance**

**May 14, 2018**

**Water Shortage Response Plan  
Town of Winterville, North Carolina  
May 2018**

The procedures herein are written to reduce potable water demand and supplement existing drinking water supplies whenever existing water supply sources are inadequate to meet current demands for potable water.

**I. Authorization**

The Winterville Town Manager shall enact the following water shortage response provisions whenever the trigger conditions outlined in Section IV are met. In his/her absence, the Public Works Director will assume this role.

Terri L. Parker  
Winterville Town Manager  
Phone: (252) 215-2341  
E-mail: [terri.parker@wintervillenc.com](mailto:terri.parker@wintervillenc.com)

Travis Welborn, PE  
Winterville Public Works Director  
Phone: (252) 215-2428  
E-mail: [travis.welborn@wintervillenc.com](mailto:travis.welborn@wintervillenc.com)

**II. Notification**

The following notification methods will be used to inform water system employees and customers of a water shortage declaration: employee e-mail announcements, notices at municipal buildings, notices in water bills. Required water shortage response measures will be communicated through PSA announcements on local radio and cable stations, and on the town website at [www.wintervillenc.com](http://www.wintervillenc.com). Declaration of emergency water reductions or water rationing will be communicated to all customers by telephone through use of reverse 911.

**III. Levels of Response**

Five levels of water shortage response are outlined in the table below. The five levels of water shortage response are: voluntary reductions, mandatory reductions I and II, emergency reductions and water rationing. A detailed description of each response level and corresponding water reduction measures follow below.

Stage	Response	Description
1	Voluntary Reductions	Water users are encouraged to reduce their water use and improve water use efficiency; however, no penalties apply for noncompliance. Water supply conditions indicate a potential for shortage.
2	Mandatory Reductions I	Water users must abide by required water use reduction and efficiency measures; penalties apply for noncompliance. Water supply conditions are significantly lower than the seasonal norm and water shortage conditions are expected to persist.
3	Mandatory Reductions II	Same as in Stage 2
4	Emergency Reductions	Water supply conditions are substantially diminished and pose an imminent threat to human health or environmental integrity.
5	Water Rationing	Water supply conditions are substantially diminished and remaining supplies must be allocated to preserve human health and environmental integrity.

In Stage 1, Voluntary Reductions, all water users will be asked to reduce their normal water use by 5%. Customer education and outreach programs will encourage water conservation and efficiency measures including: irrigating landscapes a maximum of one inch per week; preventing water waste, runoff and watering impervious surfaces; watering plants deeply to encourage root growth; washing only full loads in clothes and dishwashers; using spring-loaded nozzles on garden hoses; and identifying and repairing all water leaks.

In Stage 2, Mandatory Reductions I, all customers are expected to reduce their water use by 10% in comparison to their previous month’s water bill. In addition to continuing to encourage all voluntary reduction actions, the following restrictions apply: irrigation is limited to a half inch per week between 8PM and 8AM; outdoor use of drinking water for washing impervious surfaces is prohibited; and all testing and training purposes requiring drinking water (e.g. fire protection) will be limited.

In Stage 3, Mandatory Reductions II, customers must continue actions from all previous stages and further reduce water use by 20% compared to their previous month’s water bill. All non-essential uses of drinking water are banned and garden and landscape irrigation must be reduced to the minimum amount necessary for survival. Additionally, in Stage 3, a drought surcharge of 1.5 times the normal water rate applies.

In Stage 4, Emergency Reductions, customers must continue all actions from previous stages and further reduce their water use by 25% compared to their previous month’s water bill. A ban on all use of drinking water except to protect public health and safety is implemented and drought surcharges increase to 2 times the normal water rate.

The goal of Stage 5, Water Rationing, is to provide drinking water to protect public health (e.g. residences, residential health care facilities and correctional facilities). In Stage 5, all customers are only permitted to use water at the minimum required for public health protection. Firefighting is the only allowable outdoor water use and pickup locations for distributing potable water will be announced according to Winterville’s Emergency Response Plan. Drought surcharges increase to 5 times the normal water rate.

IV. Triggers

Winterville is provided purchased surface water by the Greenville Utilities Commission. When Greenville Utilities Commission declares a water shortage Winterville is required to do so as well. During this time the Winterville Public Works Director will stay in close contact with Greenville Utilities Commission and follow their triggers.

The Town of Winterville’s other water source is groundwater. The following measurements of well pumping times and well levels in relationship to pump intake levels trigger entry into corresponding water restriction stages.

Stage	Well Operating Conditions
1	Pumping Time >10 hrs for three (3) consecutive days 20% reduction in seasonal normal distance from static water level and pump intake 20% increase pumping time for same output
2	Pumping Time >12 hrs for three (3) consecutive days 40% reduction in distance from static water level and pump intake 40% increase pumping time for same output
3	Pumping Time >14 hrs for three (3) consecutive days 60% reduction in distance from static water level and pump intake 60% increase pumping time for same output
4	Pumping Time >20 hrs for two (2) consecutive days 80% reduction in distance from static water level and pump intake
5	Water level at pump intake elevation

Return to Normal

When water shortage conditions have abated and the situation is returning to normal, water conservation measures employed during each phase should be decreased in reverse order of implementation. Permanent measures directed toward long-term monitoring and conservation should be implemented or continued so that the community will be in a better position to prevent shortages and respond to recurring water shortage conditions.

V. Enforcement

The provisions of the water shortage response plan will be enforced by Town of Winterville Public Works department and police personnel. Violators may be reported to the Town’s police and/or public works departments. Citations are assessed according to the following schedule depending on the number of prior violations and current level of water shortage.

<b>Water Shortage Level</b>	<b>First Violation</b>	<b>Second Violation</b>	<b>Third Violation</b>
Voluntary Reductions	N/A	N/A	N/A
Mandatory Reductions (Stages 2 and 3)	Warning	\$250	Discontinuation of Service
Emergency Reductions	\$250	Discontinuation of Service	Discontinuation of Service
Water Rationing	\$500	Discontinuation of Service	Discontinuation of Service

Drought surcharge rates are effective in Stages 3, 4 and 5.

VI. Public Comment

Customers will have multiple opportunities to comment on the provisions of the water shortage response plan. First, a draft plan will be will be available at Town Hall for customers to view. A notice and copy of the draft plan will be posted on the town website [www.wintervillenc.com](http://www.wintervillenc.com) as well as in the lobby at Town Hall. Residents may also comment during the public comment section of our regularly scheduled Town Council meetings as well as a public hearing which will be scheduled prior to approval of the plan. All subsequent revisions to the plan will be published at least 30 days prior to an adoption vote by the Winterville Town Council.

VII. Variance Protocols

Applications for water use variance requests are available from the Town Public Works Office. All applications must be submitted to the Public Works Office for review by the Public Works Director or his designee. A decision to approve or deny individual variance requests will be determined within two weeks of submittal after careful consideration of the following criteria: impact on water demand, expected duration, alternative source options, social and economic importance, purpose (i.e. necessary use of drinking water) and the prevention of structural damage.

### VIII. Effectiveness

The effectiveness of the Winterville water shortage response plan will be determined by comparing the stated water conservation goals with observed water use reduction data. Other factors to be considered include frequency of plan activation, any problem periods without activation, total number of violation citations, desired reductions attained and evaluation of demand reductions compared to the previous year's seasonal data.

### IX. Revision

The water shortage response plan will be reviewed and revised as needed to adapt to new circumstances affecting water supply and demand, following implementation of emergency restrictions, and at a minimum of every five years in conjunction with the updating of our Local Water Supply Plan. Further, a water shortage response planning work group will review procedures following each emergency or rationing stage to recommend any necessary improvements to the plan to Winterville's Town Council. The Town of Winterville Public Works Director is responsible for initiating all subsequent revisions.



# TOWN OF WINTERVILLE PUBLIC COMMENT APPLICATION

Name of Applicant: Glenn Johnson

Date: 04/20/2018

Address: 459 Williamston Drive Winterville, NC 28590

Phone: (252) 902-9222

Town Council Meeting Date Requesting to Provide Comment: 5/14/2018

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

Introduction of a new resident and new member of the Buffalo Soldiers Mr. James Peebles.

Name(s) of Speaker(s):

(1) Glenn Johnson

(2) \_\_\_\_\_

(3) \_\_\_\_\_

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

Signature \_\_\_\_\_

**Print**

**Save**

**Submit**



**Town of Winterville  
Town Council  
Agenda Abstract**

**Item Section:** Consent Agenda

**Meeting Date:** May 14, 2018

**Presenter:** Anthony Bowers, Finance Director

**Item to be Considered**

**Subject:** Audit Contract for Fiscal Year 2017-2018.

**Action Requested:** Approve the audit contract with Carr, Riggs, and Ingram, LLC.

**Attachments:** Contract and Engagement letter.

**Prepared By:** Anthony Bowers, Finance Director

**Date:** 5/7/2018

**ABSTRACT ROUTING:**

TC

FD

TM 5/9/2018

Final 5/9/2018

**Supporting Documentation**

Each year the Town Council must approve the contract with the audit firm that it uses for its independent review of the Town's Finances. We are recommending that we use CRI out of Goldsboro. While this will be a completely new audit team we will have continuity with data that will be beneficial to completing the audit in a timely manner. Mr. Jordan and his staff are highly recognized in the state and are considered to be one of best.

**Budgetary Impact:** This is accounted for in the operating budget for the Finance Department. The value of the contract is \$35,750.

**Recommendation:** Approve the contract.

CONTRACT TO AUDIT ACCOUNTS

Of Town of Winterville  
Primary Government Unit

N/A  
Discretely Presented Component Unit (DPCU) if applicable

On this 3rd day of May, 2018,

Auditor: Carr, Riggs & Ingram, LLC Auditor Mailing Address: PO Box 10588

Goldsboro, NC 27532-0588 Hereinafter referred to as The Auditor

and Town Council (Governing Board(s)) of Town of Winterville  
(Primary Government)

and N/A; hereinafter referred to as the Governmental Unit(s), agree as follows:  
(Discretely Presented Component Unit)

1. The Auditor shall audit all statements and disclosures required by accounting principles generally accepted in the United States of America (GAAP) and additional required legal statements and disclosures of all funds and/or divisions of the Governmental Unit (s) for the period beginning July 1, 2017, and ending June 30, 2018. The non-major combining, and individual fund statements and schedules shall be subjected to the auditing procedures applied in the audit of the basic financial statements and an opinion shall be rendered in relation to (as applicable) the governmental activities, the business-type activities, the aggregate DPCUs, each major governmental and enterprise fund, and the aggregate remaining fund information (non-major government and enterprise funds, the internal service fund type, and the fiduciary fund types).
2. At a minimum, the Auditor shall conduct his/her audit and render his/her report in accordance with auditing standards generally accepted in the United States of America. The Auditor shall perform the audit in accordance with *Government Auditing Standards* if required by the State Single Audit Implementation Act, as codified in G.S. 159-34. If required by OMB *Uniform Administration Requirements, Cost Principles, and Audit Requirements for Federal Awards*, (Uniform Guidance) and the State Single Audit Implementation Act, the Auditor shall perform a Single Audit. This audit and all associated audit documentation may be subject to review by Federal and State agencies in accordance with Federal and State laws, including the staffs of the Office of State Auditor (OSA) and the Local Government Commission (LGC). If the audit and Auditor communication are found in this review to be substandard, the results of the review may be forwarded to the North Carolina State Board of CPA Examiners (NC State Board). **County and Multi-County Health Departments:** The Office of State Auditor will require Auditors of these Governmental Units to perform agreed upon procedures (AUPs) on eligibility determination on certain programs. Both Auditor and Governmental Unit agree that Auditor shall complete and report on these AUPs on Eligibility Determination as required by Office of the State Auditor (OSA) and in accordance with the instructions and timeline provided by OSA.
3. If an entity is determined to be a component of another government as defined by the group audit standards, the entity's Auditor shall make a good faith effort to comply in a timely manner with the requests of the group auditor in accordance with AU-6 §600.41 - §600.42.
4. This contract contemplates an unmodified opinion being rendered. If during the process of conducting the audit the Auditor determines that it will not be possible to render an unmodified opinion on the financial statements of the unit, the Auditor shall contact the SLGFD staff to discuss the circumstances leading to that conclusion as soon as is practical and before the final report is issued. The audit shall include such tests of the accounting records and such other auditing procedures as are considered by the Auditor to be necessary in the circumstances. **Any limitations or restrictions in scope which would lead to a qualification should be fully explained in an attachment to this contract.**

Primary Government Unit

N/A

Discretely Presented Component Unit (DPCU) if applicable

5. If this audit engagement is subject to the standards for audit as defined in *Government Auditing Standards*, 2011 revisions, issued by the Comptroller General of the United States, then by accepting this engagement, the Auditor warrants that he has met the requirements for a peer review and continuing education as specified in *Government Auditing Standards*. The Auditor agrees to provide a copy of their most recent peer review report regardless of the date of the prior peer review report to the Governmental Unit and the Secretary of the LGC prior to the execution of the audit contract. **If the audit firm received a peer review rating other than pass**, the Auditor shall not contract with the Governmental Unit without first contacting the Secretary of the LGC for a peer review analysis that may result in additional contractual requirements.

If the audit engagement is not subject to Government Accounting Standards or if financial statements are not prepared in accordance with GAAP and fail to include all disclosures required by GAAP, the Auditor shall provide an explanation as to why in an attachment.

6. It is agreed that time is of the essence in this contract. All audits are to be performed and the report of audit submitted to the SLGFD within four months of fiscal year end. Audit report is due on: 10/31/2018. If it becomes necessary to amend this due date or the audit fee, an amended contract along with a written explanation of the delay shall be submitted to the Secretary of the LGC for approval.
7. It is agreed that generally accepted auditing standards include a review of the Governmental Unit's systems of internal control and accounting as same relate to accountability of funds and adherence to budget and law requirements applicable thereto; that the Auditor shall make a written report, which may or may not be a part of the written report of audit, to the Governing Board setting forth his findings, together with his recommendations for improvement. That written report shall include all matters defined as "significant deficiencies and material weaknesses" in AU-C 265 of the *AICPA Professional Standards (Clarified)*. The Auditor shall file a copy of that report with the Secretary of the LGC.
8. All local government and public authority contracts for audit or audit-related work require the approval of the Secretary of the LGC. This includes annual or special audits, agreed upon procedures related to internal controls, bookkeeping or other assistance necessary to prepare the Governmental Unit's records for audit, financial statement preparation, any finance-related investigations, or any other audit-related work in the State of North Carolina. Invoices for services rendered under these contracts shall not be paid by the Governmental Unit until the invoice has been approved by the Secretary of the LGC. (This also includes any progress billings.) [G.S. 159-34 and 115C-447] All invoices for Audit work shall be submitted in PDF format to the Secretary of the LGC for approval. The invoices shall be sent via upload through the current portal address: <https://nctreasurerslgfd.leapfile.net>. Subject line should read "Invoice – [Unit Name]. The PDF invoice marked 'approved' with approval date shall be returned by email to the Auditor to present to the Governmental Unit for payment. Approval is not required on contracts and invoices for system improvements and similar services of a non-auditing nature.
9. In consideration of the satisfactory performance of the provisions of this contract, the Primary Government shall pay to the Auditor, upon approval by the Secretary of the LGC, the fee, which includes any cost the Auditor may incur from work paper or peer reviews or any other quality assurance program required by third parties (Federal and State grantor and oversight agencies or other organizations) as required under the Federal and State Single Audit Acts. (Note: Fees listed on Fees page.) This does not include fees for any Pre-Issuance reviews that may be required by the NC Association of CPAs (NCACPA) Peer Review Committee or NC State Board of CPA Examiners (see Item #12).
10. If the Governmental Unit has outstanding revenue bonds, the Auditor shall submit to the SLGFD either in the notes to the audited financial statements or as a separate report, a calculation demonstrating compliance with the revenue bond rate covenant. Additionally, the Auditor shall submit to the SLGFD simultaneously with the

**Contract to Audit Accounts (cont.)** Town of Winterville

Primary Government Unit

N/A

Discretely Presented Component Unit (DPCU) if applicable

Governmental Unit's audited financial statements any other bond compliance statements or additional reports required by the authorizing bond documents, unless otherwise specified in the bond documents.

11. After completing the audit, the Auditor shall submit to the Governing Board a written report of audit. This report shall include, but not be limited to, the following information: (a) Management's Discussion and Analysis, (b) the financial statements and notes of the Governmental Unit and all of its component units prepared in accordance with GAAP, (c) supplementary information requested by the Governmental Unit or required for full disclosure under the law, and (d) the Auditor's opinion on the material presented. The Auditor shall furnish the required number of copies of the report of audit to the Governing Board as soon as practical after the close of the fiscal year end.
12. If the audit firm is required by the NC State Board, the NCACPA Peer Review Committee, or the Secretary of the LGC to have a pre-issuance review of its audit work, there shall be a statement in the engagement letter indicating the pre-issuance review requirement. There also shall be a statement that the Governmental Unit shall not be billed for the pre-issuance review. The pre-issuance review shall be performed **prior** to the completed audit being submitted to the SLGFD. The pre-issuance review report shall accompany the audit report upon submission to the SLGFD.
13. The Auditor shall electronically submit the report of audit to the SLGFD as a text-based PDF file when (or prior to) submitting the invoice for services rendered. The report of audit, as filed with the Secretary of the LGC, becomes a matter of public record for inspection, review and copy in the offices of the SLGFD by any interested parties. **Any subsequent revisions to these reports shall be sent to the Secretary of the LGC along with an Audit report Reissuance form.** These audited financial statements, excluding the Auditors' opinion, may be used in the preparation of official statements for debt offerings, by municipal bond rating services to fulfill secondary market disclosure requirements of the Securities and Exchange Commission and for other lawful purposes of the Governmental Unit without subsequent consent of the Auditor. If the SLGFD determines that corrections need to be made to the Governmental Unit's financial statements, those corrections shall be provided within three days of notification unless another deadline is agreed to by the SLGFD.

If the OSA designates certain programs to be audited as major programs, as discussed in item #2, a turnaround document and a representation letter addressed to the OSA shall be submitted to the SLGFD.

The SLGFD's process for submitting contracts, audit reports and invoices is subject to change. Auditors shall use the submission process in effect at the time of submission. The most current instructions will be found on our website: <https://www.nctreasurer.com/slg/Pages/Audit-Forms-and-Resources.aspx>

14. Should circumstances disclosed by the audit call for a more detailed investigation by the Auditor than necessary under ordinary circumstances, the Auditor shall inform the Governing Board in writing of the need for such additional investigation and the additional compensation required therefore. Upon approval by the Secretary of the LGC, this contract may be varied or changed to include the increased time, compensation, or both as may be agreed upon by the Governing Board and the Auditor.
15. If an approved contract needs to be amended for any reason, the change shall be made in writing, on the Amended LGC-205 contract form and pre-audited if the change includes a change in audit fee. This amended contract shall be completed in full, including a written explanation of the change, signed and dated by all original parties to the contract. It shall then be submitted through the audit contract portal to the Secretary of the LGC for approval. The portal address to upload the amended contract is <https://nctreasurerslgfd.leapfile.net>. No change to the audit contract shall be effective unless approved by the Secretary of the LGC, the Governing Board, and the Auditor.

Contract to Audit Accounts (cont.) Town of Winterville

Primary Government Unit

N/A

Discretely Presented Component Unit (DPCU) if applicable

16. A copy of the engagement letter, issued by the Auditor and signed by both the Auditor and the Governmental Unit shall be attached to the contract, and by reference here becomes part of the contract. In case of conflict between the terms of the engagement letter and the terms of this contract, the terms of this contract shall take precedence. Engagement letter terms that conflict with the contract are deemed to be void unless the conflicting terms of this contract are specifically deleted in Item #23 of this contract. Engagement letters containing indemnification clauses shall not be accepted by the SLGFD.
17. Special provisions should be limited. Please list any special provisions in an attachment.
18. A separate contract should not be made for each division to be audited or report to be submitted. If a DPCU is subject to the audit requirements detailed in the Local Government Budget and Fiscal Control Act and a separate audit report is issued, a separate audit contract is required. If a separate report is not to be issued and the DPCU is included in the primary government audit, the DPCU shall be named along with the parent government on this audit contract. DPCU Board approval date, signatures from the DPCU Board chairman and finance officer also shall be included on this contract.
19. The contract shall be executed, pre-audited, physically signed by all parties including Governmental Unit and the Auditor and then submitted in PDF format to the Secretary of the LGC. The current portal address to upload the contractual documents is <https://nctreasurerslgfd.leapfile.net>. Electronic signatures are not accepted at this time. Included with this contract are instructions to submit contracts and invoices for approval as of November 2017. These instructions are subject to change. Please check the NC Treasurer's web site at <https://www.nctreasurer.com/slg/Pages/Audit-Forms-and-Resources.aspx> for the most recent instructions.
20. The contract is not valid until it is approved by the Secretary of the LGC. The staff of the LGC shall notify the Governmental Unit and Auditor of contract approval by email. **The audit should not be started before the contract is approved.**
21. There are no other agreements between the parties hereto and no other agreements relative hereto that shall be enforceable unless entered into in accordance with the procedure set out herein and approved by the Secretary of the LGC.
22. **E-Verify.** Auditor **shall comply** with the requirements of NCGS Chapter 64 Article 2. Further, if Auditor utilizes any subcontractor(s), Auditor **shall require** such subcontractor(s) to comply with the requirements of NCGS Chapter 64, Article 2.
23. All of the above paragraphs are understood and shall apply to this contract, except the following numbered paragraphs shall be deleted: (See Item 16 for clarification).

***SIGNATURE PAGES FOLLOW FEES PAGE***

Contract to Audit Accounts (cont.) **Town of Winterville**

Primary Government Unit

N/A

Discretely Presented Component Unit (DPCU) if applicable

**FEES – PRIMARY GOVERNMENT**

AUDIT: \$ 30,750

WRITING FINANCIAL STATEMENTS: \$ 5,750

ALL OTHER NON-ATTEST SERVICES: \$ -

For all non-attest services the Auditor shall adhere to the independence rules of the AICPA Professional Code of Conduct and *Governmental Auditing Standards* (as applicable). Bookkeeping and other non-attest services necessary to perform the audit shall be included under this contract. However, bookkeeping assistance shall be limited to the extent that the Auditor is not auditing his or her own work or making management decisions. The Governmental Unit shall designate an individual with the suitable skills, knowledge, and/or experience necessary to oversee the services and accept responsibility for the results of the services. Financial statement preparation assistance shall be deemed a “significant threat” requiring the Auditor to apply safeguards sufficient to reduce the threat to an acceptable level. The Auditor shall maintain written documentation of his or her compliance with these standards in the audit work papers.

Prior to submission of the completed audited financial report, applicable compliance reports and amended contract (if required) the Auditor may submit invoices for approval for services rendered, not to exceed 75% of the total of the stated fees above. If the current contracted fee is not fixed in total, invoices for services rendered may be approved for up to 75% of the prior year audit fee.

The 75% cap for interim invoice approval for this audit contract is \$ 27,375

\*\* NA if there is to be no interim billing

**FEES – DPCU (IF APPLICABLE)**

AUDIT: \$ \_\_\_\_\_

WRITING FINANCIAL STATEMENTS: \$ \_\_\_\_\_

ALL OTHER NON-ATTEST SERVICES: \$ \_\_\_\_\_

For all non-attest services the Auditor shall adhere to the independence rules of the AICPA Professional Code of Conduct and *Governmental Auditing Standards* (as applicable). Bookkeeping and other non-attest services necessary to perform the audit shall be included under this contract. However, bookkeeping assistance shall be limited to the extent that the Auditor is not auditing his or her own work or making management decisions. The Governmental Unit shall designate an individual with the suitable skills, knowledge, and/or experience necessary to oversee the services and accept responsibility for the results of the services. Financial statement preparation assistance shall be deemed a “significant threat” requiring the Auditor to apply safeguards sufficient to reduce the threat to an acceptable level. The Auditor shall maintain written documentation of his or her compliance with these standards in the audit work papers.

Prior to submission of the completed audited financial report, applicable compliance reports and amended contract (if required) the Auditor may submit invoices for approval for services rendered, not to exceed 75% of the total of the stated fees above. If the current contracted fee is not fixed in total, invoices for services rendered may be approved for up to 75% of the prior year audit fee.

The 75% cap for interim invoice approval for this audit contract is \$ \_\_\_\_\_

\*\* NA if there is to be no interim billing

Contract to Audit Accounts (cont.) Town of Winterville  
Primary Government Unit  
N/A  
Discretely Presented Component Unit (DPCU) if applicable

Communication regarding audit contract requests for modification or official approvals will be sent to the email addresses provided in the spaces below.

**Audit Firm Signature:**

Carr, Riggs & Ingram, LLC

Name of Audit Firm

By Michael C. Jordan, CPA

Authorized Audit firm representative name: Type or print

  
Signature of authorized audit firm representative

Date 3 May 2018

mjordan@cricpa.com

Email Address of Audit Firm

**Governmental Unit Signatures:**

Town of Winterville

Name of Primary Government

By Douglas A. Jackson, Mayor

Mayor / Chairperson: Type or print name and title

Signature of Mayor/Chairperson of governing board

Date

By Not applicable

Chair of Audit Committee - Type or print name

\*\*

Signature of Audit Committee Chairperson

Date

\*\* If Governmental Unit has no audit committee, mark this section "N/A"

**PRE-AUDIT CERTIFICATE: Required by G.S. 159-28 (a)**

This instrument has been pre-audited in the manner required by The Local Government Budget and Fiscal Control Act or by the School Budget and Fiscal Control Act.

By Anthony B. Bowers

**Primary Government Unit Finance Officer:**

Type or print name

Primary Government Finance Officer Signature

Date

*(Pre-audit Certificate **must be dated.**)*

anthony.bowers@wintervillenc.com

Email Address of Finance Officer

**Date Primary Government Governing Body Approved Audit Contract - G.S. 159-34(a)**

**\*\*\*Please provide us the most current email addresses available as we use this information to update our contact database\*\*\***

Contract to Audit Accounts (cont.) Town of Winterville  
Primary Government Unit  
N/A  
Discretely Presented Component Unit (DPCU) if applicable

**\*\* This page to only be completed by Discretely Presented Component Units If Applicable \*\***

*Communication regarding audit contract requests for modification or official approvals will be sent to the email addresses provided in the spaces below.*

**DPCU Governmental Unit Signatures:**

Name of Discretely Presented Component Unit

By \_\_\_\_\_  
**DPCU Board Chairperson:** Type or print name and title

Signature of Chairperson of DPCU governing board

Date \_\_\_\_\_

By \_\_\_\_\_  
**Chair of Audit Committee -** Type or print name

Signature of Audit Committee Chairperson \*\*

Date \_\_\_\_\_  
*\*\* If Governmental Unit has no audit committee, mark this section "N/A"*

**PRE-AUDIT CERTIFICATE: Required by G.S. 159-28 (a)**

This instrument has been pre-audited in the manner required by The Local Government Budget and Fiscal Control Act or by the School Budget and Fiscal Control Act.

By \_\_\_\_\_  
**DPCU Finance Officer:**  
Type or print name

DPCU Finance Officer Signature

Date \_\_\_\_\_  
*(Pre-audit Certificate must be dated.)*

Email Address of Finance Officer

**Date DPCU Governing Body Approved Audit Contract - G.S. 159-34(a)**

**\*\*\*Please provide us the most current email addresses available as we use this information to update our contact database\*\*\***

Primary Government Unit

N/A

Discretely Presented Component Unit (DPCU) if applicable

### Steps to Completing the Audit Contract

1. Complete the header information – If a DPCU is subject to the audit requirements found in the Local Government Budget and Fiscal Control Act and a separate report is being issued for that DPCU, a separate audit contract for the DPCU is required. If a separate report is not being issued for the DPCU – it is being included in the Primary Government’s audit – the DPCU shall be named with the Primary Government on the audit contract for the Primary Government. The Board Chairperson of the DPCU shall sign the audit contract in addition to the elected leader of the Primary Government.
2. Item No. 1 – Complete the period covered by the audit
3. Item No. 6 – Fill in the audit due date. For Governmental Unit (s), the contract due date can be no later than 4 months after the end of the fiscal year, even though amended contracts may not be required until a later date.
4. Item No. 8 – If the process for invoice approval instructions changed, the Auditor should make sure he and his administrative staff are familiar with the current process. Instructions for each process can be found at the following link. <https://www.nctreasurer.com/slg/Pages/Audit-Forms-and-Resources.aspx>
5. Item No. 9 –Please note that the new fee section has been moved to page 5.
6. Item No. 16 – Has the engagement letter been attached to the contract that is being submitted to SLGFD?
  - a. Do the terms and fees specified in the engagement letter agree with the Audit contract? *“In case of conflict between the terms of the engagement letter and the terms of this contract, the terms of this contract shall take precedence.”*
  - b. Does the engagement letter contain an indemnification clause? **The audit contract shall not be approved if there is an indemnification clause – refer to LGC Memo # 986.**
7. Complete the fee section for BOTH the Primary Government and the DPCU (if applicable) on the fees page; please note:
  - The cap on interim payments is 75% of the current audit fee for services rendered if the contracted fee amount is a fixed amount. If any part of the fee is variable, interim payments are limited to 75% of the prior year’s total audit fee. If the contract fee is partially variable, we shall compare the authorized interim payment on the contract to 75% of last year’s actual approved total audit fee amount according to our records. There is a report of audit fees paid by each governmental unit on our web site: [https://www.nctreasurer.com/slg/lfm/audit\\_acct/Pages/default.aspx](https://www.nctreasurer.com/slg/lfm/audit_acct/Pages/default.aspx) select “audit fees”

Please call or email Lorna Hodge at 919-814-4299 [lorna.hodge@nctreasurer.com](mailto:lorna.hodge@nctreasurer.com) if you have any questions about the fees on this list.

  - For variable fees for services, are the hourly rates or other rates clearly stated in detail? If issued separately in an addendum, has the separate page been acknowledged in writing by the Governmental Unit?

Contract to Audit Accounts (cont.) Town of Winterville

Primary Government Unit

N/A

Discretely Presented Component Unit (DPCU) if applicable

- For fees for services that are a combination of fixed and variable fees, are the services to be provided for the fixed portion of the fee clearly stated? Are the hourly rates or other rates clearly stated for the variable portion of the fee? (Note: See previous bullet point regarding variable fees.)
  - If there is to be no interim billing, please indicate N/A instead of leaving the line blank.
8. Signature Area – There are now 2 Signature Pages: one for the Primary Government and one for the DPCU. Please only send the page(s) that are applicable to your Unit of Government and do not include the instructions pages. Make sure all signatures have been obtained, and properly dated. **The contract shall be approved by Governing Boards pursuant to G.S. 159-34(a).** If this contract includes the audit for a DPCU that is a Public Authority that falls under the Local Government Budget and Fiscal Control Act, it shall be named in this contract and the Board Chairperson of the DPCU also shall sign the contract in the area indicated. If the DPCU is filing a separate audit, a separate audit contract is required for that DPCU.
9. Please place the date the Primary Government’s Governing Board and the DPCU’s Governing Board (if applicable) approved the audit contract in the space provided.
- a. Please make sure that you provide email addresses for the audit firm and finance officer as these will be used to communicate official approval of the contract.
  - b. Has the pre-audit certificate for the Primary Government (and the DPCU if applicable) been signed and dated by the appropriate party?
  - c. Has the name and title of the Mayor or Chairperson of the Unit’s Governing Board and the DPCU’s Chairperson (if applicable) been typed or printed on the contract and has he/she signed in the correct area directly under the Auditor’s signature?
10. If the Auditor is performing an audit under the yellow book or single audit rules, has year-end bookkeeping assistance been limited to those areas permitted under the revised GAO Independence Standards? Although not required, we encourage Governmental Units and Auditors to disclose the nature of these services in the contract or an engagement letter. Fees for these services should be shown in the space indicated on the fees page.
11. Has the most recently issued peer review report for the audit firm been included with the contract? This is required if the audit firm has received a new peer review report that has not yet been forwarded to us. The audit firm is only required to send the most current Peer Review report to us once – not multiple times.
12. After all the signatures have been obtained and the contract is complete, please convert the contract and all other supporting documentation to PDF. When submitting for approval send the documents as one PDF file to include the Audit contract, any applicable addendums, the engagement letter and Peer Review Report. Submit these documents using the most current submission process which can be obtained at the NC Treasurer’s web site
- <https://www.nctreasurer.com/slg/Audit%20Forms%20and%20Resources/Instructions%20for%20Contract%20Submission.pdf>
13. If an audit cannot be completed by the due date, the Auditor or Governmental Unit shall file an Amended Contract form (Amended LGC-205). This form shall be signed by the Governmental Unit representative and the Auditor. The explanation for the delay in completing the audit is part of this contract amendment form and shall be provided. The parties that signed the original audit contract shall sign the amended contract form as well. If the signing representatives are unable to sign the amended contract, please include an explanation for this in the submitted amended contract form.



**Town of Winterville  
Town Council  
Agenda Abstract**

**Item Section:** Consent Agenda

**Meeting Date:** May 14, 2018

**Presenter:** Terri Parker, Town Manager and Ben Williams, Assistant Town Manager

**Item to be Considered**

**Subject:** Electric Utility Cost of Service (COS) Study.

**Action Requested:** Acceptance of Electric Utility Cost of Service Study.

**Attachments:** Electric Cost of Service Study.

**Prepared By:** Robert Sutton, Electric Utility Director

**Date:** 5/10/2018

**ABSTRACT ROUTING:**

TC

FD

TM 5/10/2018

Final 5/10/2018

**Supporting Documentation**

The Town's Electric Engineering Consultant, PowerServies, Inc., has completed the Electric Cost of Service Study. The Study's intended purpose is to identify all costs associated with the provision of electric service to residential, commercial and industrial customers. This data is then used for developing current and future cost versus revenue comparisons and determining resultant rate structures.

The Council's acceptance of the COS Study does not indicate a decision to enact any changes in rate structures or pass along any rate adjustments to paying customers. All related actions/decisions by Council will be discussed and if applicable acted upon separately from this action.

**Budgetary Impact:** The FYE 18 Budget included funding for the Cost of Service Study. The data gathered from the Study will be considered during future budget/rate discussions and recommendations.

**Recommendation:** Accept the Cost of Service Study (COS).

Town of  
**WINTERVILLE**

*A slice of the good life!*

**TOWN OF WINTERVILLE  
WINTERVILLE, NORTH CAROLINA**

**ELECTRIC COST OF SERVICE STUDY  
FEBRUARY 2018**



PREPARED BY:

PowerServices, Inc.



1616 East Millbrook Road, Suite 210  
Raleigh, North Carolina 27609  
Phone: (919) 256-5900

**TOWN OF WINTERVILLE  
WINTERVILLE, NORTH CAROLINA**

**ELECTRIC COST OF SERVICE STUDY  
FEBRUARY 2018**

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**Exhibits**

- A. Cost of Service Model
- B. Proposed Retail Rate Adjustments

# WINTERVILLE ELECTRIC COST OF SERVICE STUDY FEBRUARY 2018

## A. EXECUTIVE SUMMARY

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### 1. Background

An electric utility Cost of Service (COS) study is an important consideration in establishing electric retail rates. A COS study identifies the revenue requirements to fund a utility's operations, including all expense liabilities, depreciation, and margins. In turn, these costs are assigned, or allocated, to each customer class based on how those customers cause costs to be incurred. Electric retail rates are then designed such that the utility recoups all service costs plus its desired margins.

COS studies are recommended when major changes to cost structures or customer load profiles occur. This is the case recently for the Town of Winterville (Town), which previously purchased wholesale power from Duke Energy Progress (DEP). Under this previous Agreement, the Town purchased most of its wholesale power requirements from DEP, with a very small portion of the Town's wholesale power being furnished by the Southeastern Power Administration (SEPA). Based on a new Power Supply Agreement with NTE Carolinas (NTE), the Town is projecting to have lower power costs than if the previous Agreement with DEP were to remain in place.

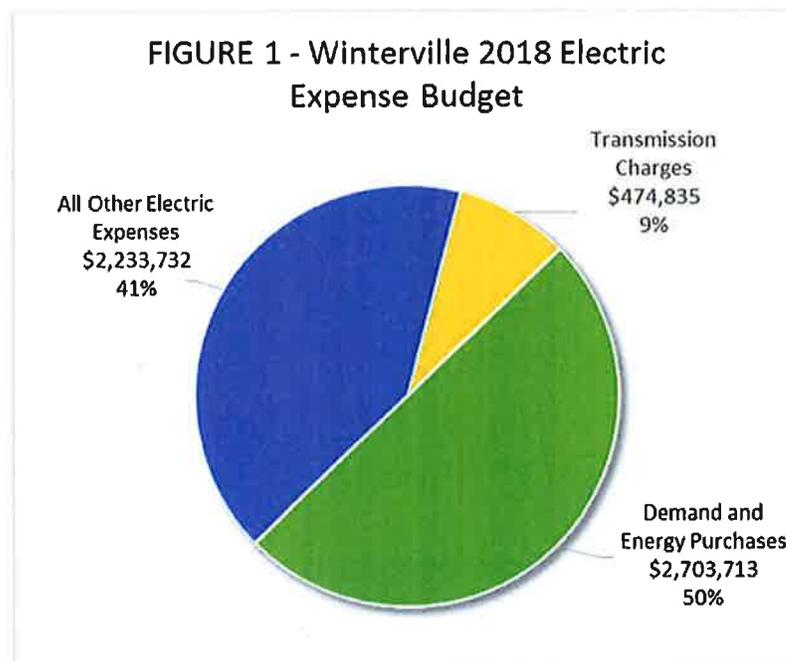
The comparison of future power cost between the two power suppliers was not a component of this COS; that analysis was provided by NTE. All of the projected power costs used in the COS analysis were provided to PowerServices by the Town. Although PowerServices used the 20-year projections for the Town's power costs, the COS study period runs from 2018 to 2022.

This COS study is designed to provide options for the Town to consider in structuring future electric retail rates. It contemplates rate designs that cover utility costs, offers various levels of cost savings to the Town's retail customers, and attempts to prevent over-charging to any one class of customers. The Town's primary goal is to provide a one-time reduction to its current electric retail rates, and map out an opportunity to adjust these rates further over time. There is no single correct rate structure for all customer classes, but rather many

variations depending on load characteristics. Most importantly, the effects of future wholesale power cost adjustments that will impact the Town's service costs must be taken into account. The Town must ensure that electric retail rates adequately recoup all current and estimated future costs.

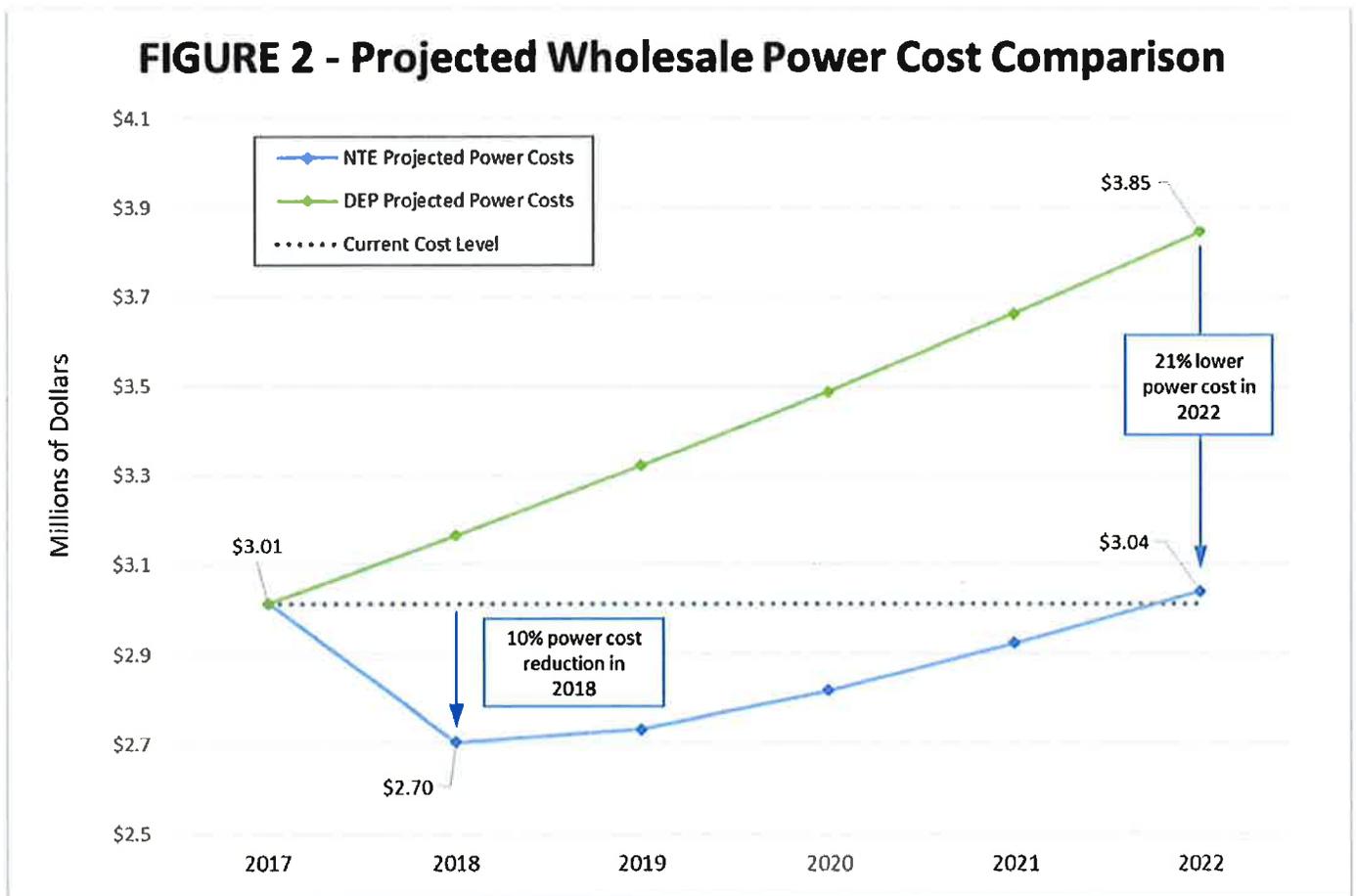
## 2. Revenue Requirement Adjustments

A financial model of the Town's current and projected revenue requirements was prepared that takes into account anticipated changes in the cost of wholesale power. It is projected that under the new NTE Power Supply Agreement, wholesale demand and energy purchases will decrease approximately 10% in 2018. However, because demand and energy purchases account for only about 50% of the Town's electric expenses, the impact of this 10% wholesale decrease will be approximately 5% to the average Town customer's retail bill.



Beginning in 2019, annual increases in the NTE power costs are forecasted, averaging 3% per year through 2022. Another analysis of the Town's projected power costs, performed prior to this COS study, discussed as much as a 20% differential in power costs if the Town switched power suppliers from DEP to NTE. The difference between that analysis and the conclusion of this COS study is two-fold:

- This COS study compares the Town’s current power costs with projected power costs over the next 5 years under an Agreement with NTE. As illustrated below in Figure 2, the Town’s power cost (demand and energy purchases, excluding transmission costs) will fall approximately 10% from 2017 to 2018 when the NTE Agreement takes effect. Also illustrated in the chart are the projected DEP costs used in the previous power cost comparison. That analysis compared projected NTE power costs with projected DEP power costs in future years. Based on projections provided to PowerServices, in 2022 the NTE power costs will be 21% lower than projected DEP power costs in the same year.



- Although the cost of demand and energy purchases is projected to drop by 10% in 2018, these wholesale purchases represent only a portion of the Town’s electric expenses (see Figure 1). This COS study takes into account increases to other operational costs of the electric distribution system, such as material, equipment overheads, and staffing. The wholesale power cost savings of 10% translates to an approximate 5% decrease in the total electric expense budget.

## B. PROCESS

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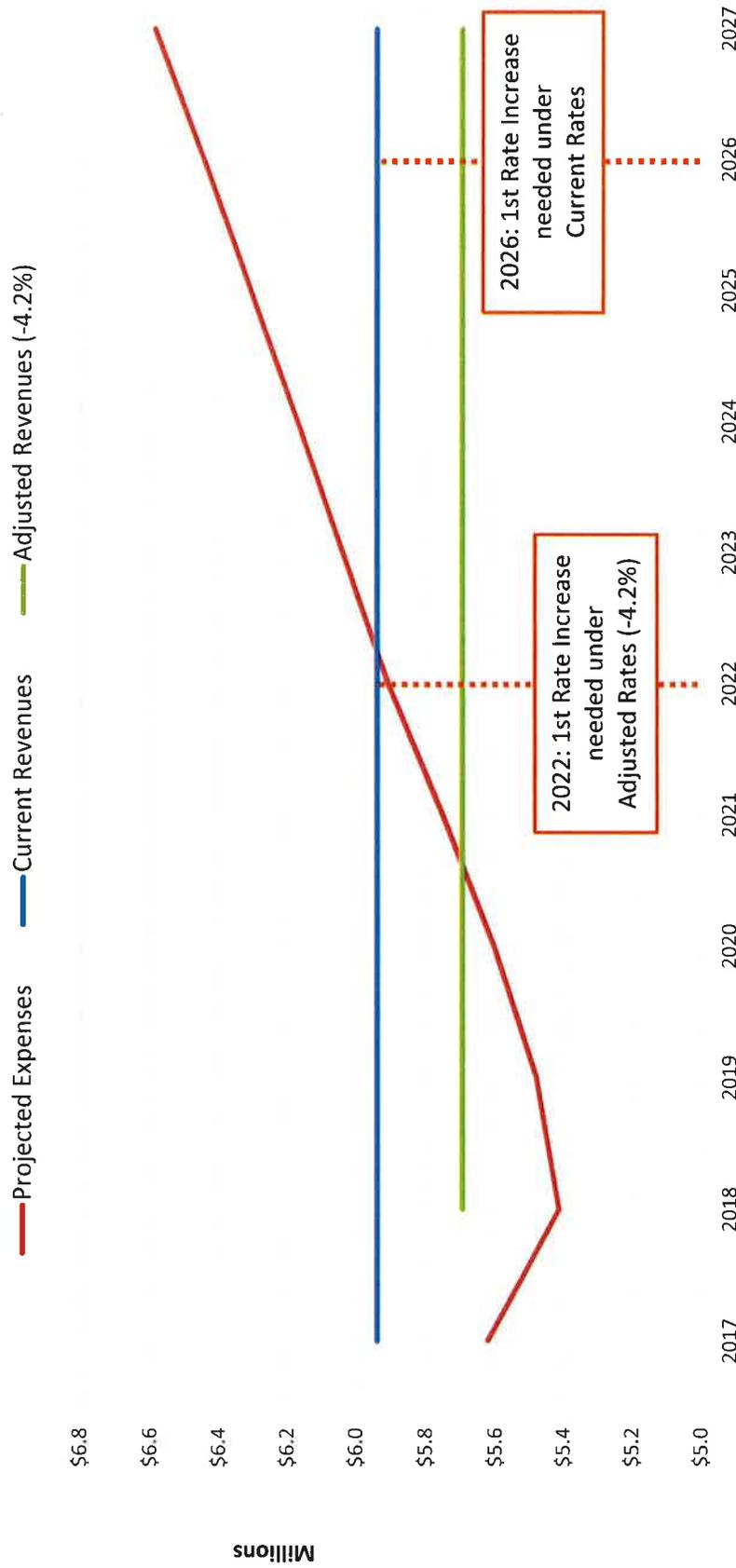
The major steps in deriving COS electric retail rates are:

1. Establish Revenue Requirements
  2. Functionalize and Classify Cost Components
  3. Allocate Costs to Customer Classes
  4. Design Rates
- 
1. Establish Revenue Requirements

The Town's electric utility has a set of operational costs that must be met, and revenue must be generated each year to cover these costs. This revenue requirement is the Town's benchmark for ratemaking purposes and reflects annual operating expenses for a typical year. Historical data such as financial reports and third party audits are the resources used to determine the Town's annual revenue requirements. However, for this COS study, expenses are highly impacted by changes to future wholesale power costs which must be accounted for in establishing revenue targets. To understand the influence of fluctuating power costs, a model is prepared that compares the Town's revenues under current electric retail rates to expenses under a new Power Supply Agreement. This 5-year model utilizes a 1.0% growth factor for recurring expenses and load growth projected by Town staff. Wholesale power costs utilize rate data supplied by NTE that is applied to the Town's expected usage. The model in Figure 3 represents the Town's long-term financial position to use as a baseline in evaluating options for initial rate adjustments.

The graphical representation of the baseline clearly shows that the Town would collect revenues that exceed anticipated expenses for the short-term. This is primarily due to a one-time decrease in wholesale power costs in 2018 as the Town transitions to a new Power Supply Agreement. After this decrease, and starting in 2019, wholesale power cost is expected to increase on an annual basis. Over the 5-year period from 2018 to 2022, the Town's electric revenues and expenses begin to align, but moving beyond the study period there are opportunities for expenses to exceed revenues. Overall, the baseline graph indicates that the Town's power costs will drop in the short-term, that the Town's revenues exceed expenses during the short-term, and that long-term electric retail rates and revenues will require adjustments to compensate for the fluctuations in operational costs.

### FIGURE 3 - Projected Electric Revenues and Expenses



	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027
Current Annual Margin	\$0.53	\$0.46	\$0.34	\$0.19	\$0.03	(\$0.10)	(\$0.23)	(\$0.37)	(\$0.51)	(\$0.65)
Current Cumulative	\$0.53	\$0.99	\$1.32	\$1.51	\$1.54	\$1.45	\$1.22	\$0.85	\$0.34	(\$0.30)
Adjusted Annual Margin	\$0.28	\$0.21	\$0.09	(\$0.06)	(\$0.22)	(\$0.35)	(\$0.48)	(\$0.62)	(\$0.75)	(\$0.90)
Adjusted Cumulative	\$0.28	\$0.49	\$0.57	\$0.51	\$0.30	(\$0.05)	(\$0.53)	(\$1.14)	(\$1.90)	(\$2.79)

The table at the bottom of Figure 3 contains the projected annual margins for two scenarios: the expected revenues generated by current electric retail rates, and the expected revenues following a one-time rate adjustment in 2018. If the Town elected to keep electric retail rates at their current levels, the projections indicate no rate increases would be needed until 2027. This is because of positive margins in the first five years of the study (through 2022) that would be held in a reserve account and only used to defer rate adjustments in the period from 2023 to 2026, or for major unexpected electric expenses. In these years, where electric expenses are projected to exceed collected revenues, the reserve account would be used to maintain the Town's operating margin.

In the second scenario, electric retail rates would be adjusted in 2018, which would result in fewer collected revenues and smaller annual operating margins in future years. Beginning in 2021, projected electric expenses would exceed these adjusted annual revenues, and the funds held in the reserve account would be drawn down to offset these costs. A rate increase would be necessary at the beginning of the 2023 fiscal year to achieve positive operating margins for the Town. Both scenarios are tenable for the 5-year study period, but have different effects on future revenues and necessary rate adjustments.

The next step of this COS study is to determine revenue adjustments per rate group for the Town to consider in the ratemaking process. Given the short-term decrease in wholesale power costs, the Town chose to adjust its revenue targets for the 5-year study period. The Town must take caution to avoid aggressive reductions that may fail to recover expenses in the short-term. There are multiple approaches to achieving target revenues, and after consulting with the Town, PowerServices evaluated the following options:

- a. No retail rate adjustments (Current Revenues from Figure 3)
- b. Uniform retail rate adjustment to all customer classes
- c. Retail rate adjustments to Residential and LGS based on COS allocations
- d. Retail rate adjustments for the four major retail classes

Each revenue target option is then evaluated against forecasted expenses to ensure that the Town can implement adjustments and maintain necessary operating margins, as well as consider local economic issues.

## 2. Functionalize and Classify Cost Components

Once the Town's total revenue requirement is determined, costs are broken down, or functionalized, into cost categories. The major cost categories are:

- Power Supply
- Administration
- Operations
- Capital
- Debt
- Transfers
- Other

Power Supply includes all components of the full requirements contract with NTE for the delivery of energy and capacity to the Town, as well as transmission costs from DEP and Greenville Utilities Commission (GUC), and SEPA costs. Administration generally refers to office functions and overheads. Operations includes all functions for providing reliable electric service to the Town's customers. The Capital component includes necessary investments in electric infrastructure for safety and reliability, and typically excludes financing for larger projects. The larger projects are accounted for in the Debt Service category. All other items including Margins are incorporated in the "Other" category. Historical financial data along with NTE forecasts for wholesale power costs are used to derive the revenue requirement for each component.

After the revenue requirements have been separated by function, they are classified into one of the following categories based on the type of cost that will be incurred:

- Energy
- Demand (Capacity)
- Customer
- Fund Transfers
- Direct

Energy costs are associated with the supply of energy to meet the Town's electric requirements. Demand costs are associated with the peak demand of each customer that contributes to the overall peak demand of the utility. For the COS analysis, analyzing and planning for the Demand is necessary to ensure the Town has adequate system capacity when needed. Customer costs relate to billing and any functions necessary to provide service to all customers. Direct costs are those related specifically to a customer or class of customers.

After the functionalization and classification of the Town's total costs to serve, these costs can be allocated to each customer rate class based on the resources needed to support each type of service.

### 3. Allocation Costs to Customer Classes

Once costs are categorized, they must be proportionally allocated to each customer class. The allocation process assigns costs depending on the type or level of cost that is expected to support a specific class of customers. The Town has the following four primary customer classes:

- Residential Service
- Small General Service
- Medium General Service
- Large General Service

Allocation methods depend on the type of cost because customer service costs may vary dramatically by end use requirements. Typically, residential customers have simple services, metering, and billing, while three phase commercial or industrial customers have more complex interconnection, metering, and billing that require additional administration and attention. To compensate for the various levels of service requirements, it is customary to apply weighting factors to the raw quantity of customer meters in each customer class. Thus, assigned weighting factors vary from one for residential customers to two for Large General Service customers, applying more cost per customer to those classes with more complex service needs.

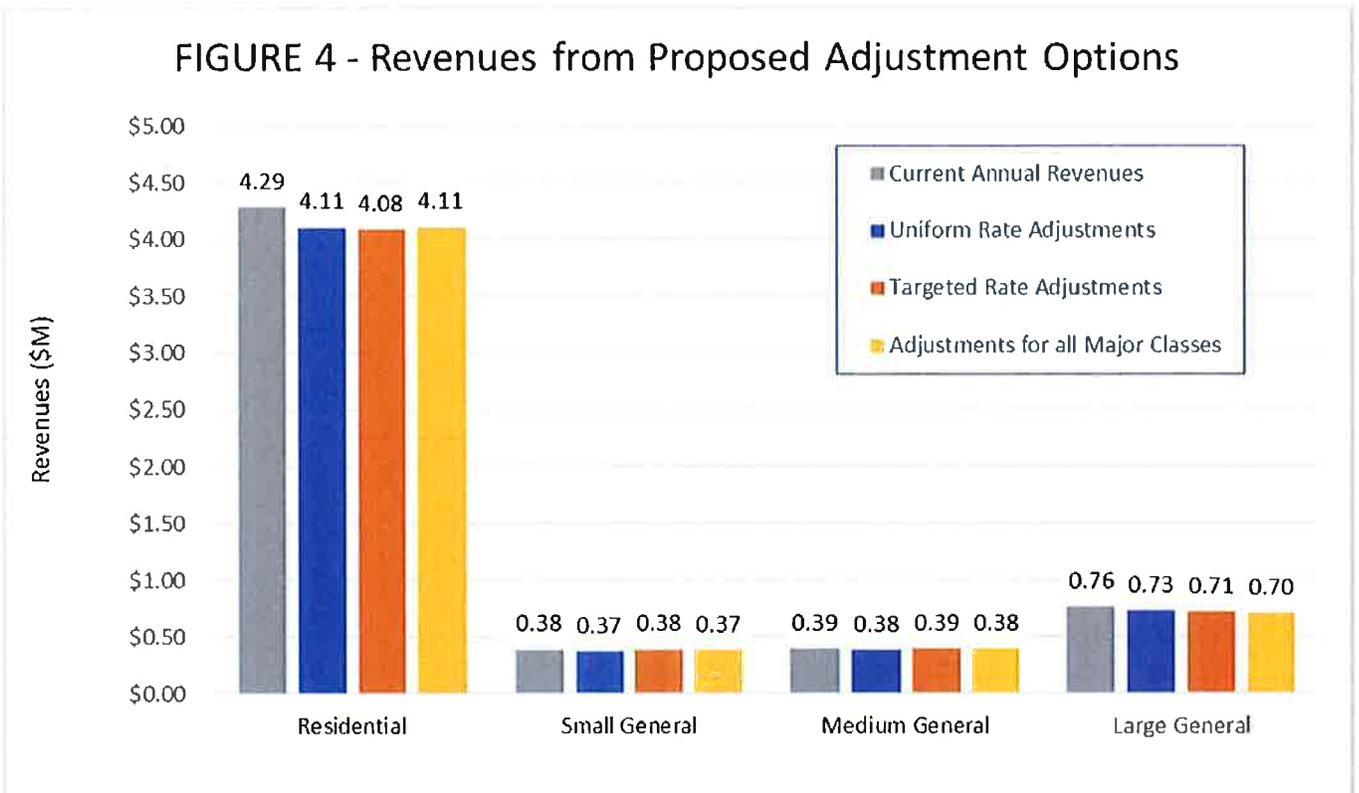
Alternately, an expense that is directly related to an end use, such as the purchase of residential meters, is 100% allocated to that end use or classification. Other costs, such as energy and demand components of wholesale power, are allocated based on the consumption level of a class of customers, meaning larger usage customers bear more of the burden for those costs. The demand component requires additional evaluation to determine how customers contribute to peak usage, when wholesale power is more expensive to the Town. Underlying assumptions for allocations are based on industry experience and knowledge of the Town's operating structure.

#### 4. Design Rates

The COS inputs and allocation methods discussed above are assigned to each line item in the Town's Budget (Exhibit A). All the expense allocations are determined for each rate group, and then compared to the revenues received from the previous year and projected for next year and forward over the course of the study period. It is not uncommon in a COS analysis to find some rate classes that are under-collecting revenues compared to their allocated expenses, and other rate classes that are over-collecting. Changing expense structures, particularly wholesale power cost changes, can shuffle the allocation of costs as wholesale demand and energy rates change. Maintenance and material costs can change over time as well, shifting costs to particular rate groups that require different types of electric service.

Discrepancies between classes can become exaggerated in a short period of time, and it is not always feasible to bring these classes into balance immediately, or with only one rate change. The goals of the COS study are to identify these discrepancies between rate classes and create a roadmap of subtle rate modifications to bring these classes into balance with each other. In this COS study, potential rate adjustments will be presented for the Residential and Large General Service classes, while Small and Medium General Service rates have no or minimal proposed adjustments. This rate change is a solid step towards balancing expected revenues with the COS expense allocations for each class.

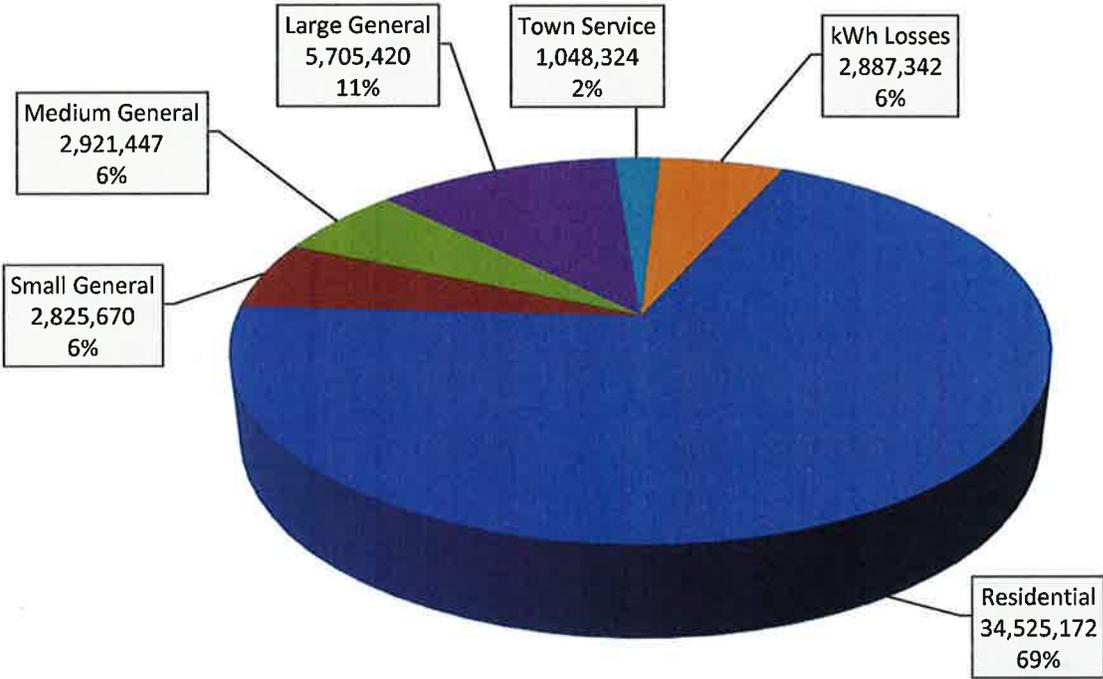
Figure 4 illustrates the expected revenues during the first year of the COS period from each rate class following the proposed rate adjustment options. These expected revenues are compared to currently collected revenues based upon the most recent 12 months of financial data provided by the Town. There were three adjustment scenarios considered, all of which provide retail customers with the largest 5-year adjustment the Town can make while maintaining a positive cumulative operating margin at the end of the 5-year period. The specific rate changes for each scenario can be found in Exhibit B following this report.



A Uniform Rate Adjustment applies the same percentage of savings to each rate class, without regard for the results of the COS analysis. A Targeted Rate Adjustment focuses on the customer classes projected by the COS Analysis to collect revenues over the 5-year period that exceed allocated expenses. This second scenario adjusts the revenue collections for only the Residential and Large General Service classes. The final scenario provides some adjustment to each of the four major retail classes, but remains partially consistent with the COS analysis, focusing the largest adjustments on Residential and LGS.

Figure 5 illustrates the energy usage per class, as a percentage of the Town's total energy purchases. This chart highlights the makeup of the Town's electric loads, with more than two-thirds of the annual energy purchases serving residential loads.

**FIGURE 5 - July 2015 - June 2016**  
**Distribution of Wholesale Energy Purchases**



## C. Overview

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Based on the new NTE Power Supply Agreement, the Town of Winterville's wholesale power costs will be reduced by 10% in 2018, compared to 2017. Since this reduction applies only to the wholesale cost of power, the retail equivalent (which includes other service expenses that have not changed) was approximately 5%. This reduction is very beneficial, but wholesale cost of power increases are projected each year for the next five years. Although the Town has a new Power Sales Agreement with NTE, the Town continues to pay DEP and GUC for the provision of transmission service.

The Town requested a Cost of Service Study to assist in making two major decisions. First, the Town needed to know how much of the power cost savings could be passed along as a retail adjustment while still meeting current and future expenses, as well as minimizing future rate shocks. Second, service costs needed to be allocated to each rate group, based on how they contributed to the annual expenses of the Electric Department. These allocated costs form the basis of an electric retail rate structure that will ensure adequate cost recovery for the Town's electric operations. In addition to the standard customer rate classes discussed above, the Town also requested that PowerServices examine rates for new LED lighting the Town will be installing. Exhibit B contains both the COS results for the standard retail rates, as well as the results of the LED analysis, performed separately from this study.

The proposed retail rate adjustments (Exhibit B) are a reflection of the expense allocations updated in this study. Implementing any of these rate structure options will ensure a level of revenue collection that continues the Town's electric operations, and attempt to proportionally allocate service expenses to each rate class. An update to this Cost of Service study should be performed if the Town encounters significant changes to its wholesale power structure, to its cost of maintenance and materials, or to its retail load profile. Barring the significant changes mentioned, and relying on the projections provided by NTE and the Town of Winterville, the electric retail rates proposed in this analysis should be sufficient to cover electric expenses through fiscal year 2022.

# EXHIBIT A

## COST OF SERVICE MODEL

COS Expense Allocation Factors

Description	Allocation Factor	Total System	Residential	Small General	Medium General	Large General	Temporary LGS	Town
Energy Usage	KWH	1.00000	0.7342	0.0601	0.0621	0.1210	0.0004	0.0223
Non-coincident Peak Demand	NCP	1.00000	0.6129	0.0766	0.1276	0.1653	0.0003	0.0174
Electric Sales	ES	1.00000	0.7216	0.0643	0.0660	0.1278	0.0003	0.0199
Customer - Unweighted Weighting Factor	CU	1.00000	0.9242	0.0541	0.0105	0.0035	0.0003	0.0073
Customer - Weighted	CW	1.00000	0.9159	0.0536	0.0156	0.0069	0.0007	0.0073
Commercial Only	COMM	1.00000	0.7142	0.1385	0.0458	0.0046	0.0046	0.0969
Residential Only	RES	1.00000	1.0000					
Total Plant	TP	1.00000	0.7842	0.0636	0.0643	0.0758	0.0005	0.0117
Net Total Plant	NP	1.00000	0.7717	0.0645	0.0689	0.0823	0.0005	0.0121
Gross Distribution Plant	GDP	1.00000	0.9159	0.0536	0.0156	0.0069	0.0007	0.0073
Net Distribution Plant	NDP	1.00000	0.9159	0.0536	0.0156	0.0069	0.0007	0.0073
Gross General Plant	GGP	1.00000	0.7644	0.0651	0.0716	0.0861	0.0005	0.0123
Net General Plant	NGP	1.00000	0.7644	0.0651	0.0716	0.0861	0.0005	0.0123

Winterville Electric Expenses Budget

Account	Title	2016-2017 Budget	5-Year Total Expenses	Residential	Small General	Medium General	Large General	Temporary LGS	Town
<b>Administration (6071711000) Budget</b>									
4120	SALARIES AND WAGES	\$433,101	\$2,231,343	\$2,043,792	\$119,644	\$34,800	\$15,339	\$1,534	\$16,234
4121	OVERTIME	\$20,000	\$103,040	\$94,379	\$5,525	\$1,607	\$708	\$71	\$750
4122	LONGEVITY	\$4,314	\$22,226	\$20,358	\$1,192	\$347	\$153	\$15	\$162
4126	FICA EXPENSE	\$35,488	\$182,835	\$167,467	\$9,804	\$2,852	\$1,257	\$126	\$1,330
4127	INSURANCE EXPENSE	\$134,807	\$694,528	\$636,151	\$37,240	\$10,832	\$4,774	\$477	\$5,053
4128	OPEB INSURANCE EXPENSE	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
4129	PAYROLL ACCRUAL EXPENSE	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
4130	RETIREMENT	\$32,236	\$166,080	\$152,121	\$8,905	\$2,590	\$1,142	\$114	\$1,208
4170	401(K) RETIREMENT	\$22,232	\$114,540	\$104,912	\$6,142	\$1,786	\$787	\$79	\$833
4185	UNEMPLOYMENT INS RES CONT	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
4221	PROFESSION DEVELOP-EDUCAT	\$7,050	\$36,322	\$33,269	\$1,948	\$566	\$250	\$25	\$264
4222	TRAVEL-MEALS,LODGING,MILE	\$5,050	\$26,018	\$23,831	\$1,395	\$406	\$179	\$18	\$189
4223	POSTAGE & TELEPHONE	\$1,000	\$5,152	\$4,719	\$276	\$80	\$35	\$4	\$37
4224	OFFICE SUPPLIES	\$2,000	\$10,304	\$7,877	\$671	\$738	\$887	\$5	\$127
4225	MAINT & REPAIR-EQUIPMENT	\$15,000	\$77,280	\$59,075	\$5,030	\$5,531	\$6,654	\$38	\$952
4226	MAINT & REPAIR-VEHICLE	\$8,000	\$41,216	\$31,507	\$2,683	\$2,950	\$3,549	\$20	\$508
4227	FUEL (VEHICLES)	\$20,000	\$103,040	\$78,767	\$6,707	\$7,375	\$8,872	\$50	\$1,269
4228	UTILITIES	\$17,000	\$87,584	\$80,223	\$4,696	\$1,366	\$602	\$60	\$637
4229	OSHA	\$14,000	\$72,128	\$55,137	\$4,695	\$5,163	\$6,211	\$35	\$888
4230	SUPPLIES & MATERIALS	\$72,000	\$370,945	\$283,561	\$24,145	\$26,550	\$31,940	\$180	\$4,568
4231	UNIFORMS & SHOES	\$20,000	\$103,040	\$80,804	\$6,553	\$6,622	\$7,807	\$53	\$1,201
4232	ENGINEERING	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	COS STUDY	\$20,000	\$103,040	\$94,379	\$5,525	\$1,607	\$708	\$71	\$750
4233	CONTRACTED SERVICES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	UNDERGROUND REPLACEMENT	\$10,000	\$51,520	\$47,190	\$2,762	\$804	\$354	\$35	\$375
	CONTRACT EMPLOYEES	\$139,100	\$716,645	\$656,409	\$38,426	\$11,177	\$4,926	\$493	\$5,214
	TREE TRIMMING	\$9,000	\$46,368	\$42,856	\$2,509	\$486	\$161	\$16	\$340
	RADIO CONTRACT	\$1,900	\$9,789	\$7,483	\$637	\$701	\$843	\$5	\$121
4234	DUES & SUBSCRIPTIONS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	ELECTRICITIES	\$7,000	\$36,064	\$33,332	\$1,951	\$378	\$125	\$13	\$265
	APPA	\$4,000	\$20,608	\$19,047	\$1,115	\$216	\$71	\$7	\$151
	811	\$2,100	\$10,819	\$10,000	\$585	\$114	\$38	\$4	\$79
	ITRON	\$4,600	\$23,699	\$21,904	\$1,282	\$249	\$82	\$8	\$174
	NERC	\$1,500	\$7,728	\$7,143	\$418	\$81	\$27	\$3	\$57
4250	CONTINGENCY	\$10,156	\$52,324	\$38,415	\$3,144	\$3,251	\$6,330	\$18	\$1,166
4260	DEPARTMENTAL IMPROVEMENTS	\$7,600	\$39,155	\$35,864	\$2,099	\$611	\$269	\$27	\$285
4261	ADVERTISING	\$1,500	\$7,728	\$7,078	\$414	\$121	\$53	\$5	\$56
4274	NEW EQUIPMENT	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
4293	MAINTENANCE - SUBSTATION	\$25,000	\$128,800	\$117,974	\$6,906	\$2,009	\$885	\$89	\$937
4301	CUSTOMER BILL PREPARATION	\$11,200	\$57,703	\$52,852	\$3,094	\$900	\$397	\$40	\$420

## Winterville Electric Expenses Budget

Account	Title	2016-2017 Budget	5-Year Total Expenses	Residential	Small General	Medium General	Large General	Temporary LGS	Town
4302	PURCHASE FOR RESALE	\$3,409,266	\$16,752,654	\$4,548,695	\$372,282	\$384,901	\$749,515	\$2,175	\$138,117
	PURCHASE FOR RESALE (ENERGY)	\$1,539,307	\$6,195,684	\$4,918,880	\$614,457	\$1,023,671	\$1,326,882	\$2,276	\$139,283
	PURCHASE FOR RESALE (DEMAND)	\$1,475,081	\$8,025,449	\$687,085	\$85,829	\$142,990	\$185,343	\$318	\$19,456
	DUKE TRANSMISSION CHARGES	\$200,311	\$1,121,020	\$864,510	\$107,993	\$179,914	\$233,204	\$400	\$24,480
	GUC TRANSMISSION CHARGES	\$194,567	\$1,410,501	\$0	\$0	\$0	\$0	\$0	\$0
4303	NORTH CAROLINA SALES TAX	\$428,947	\$0	\$0	\$0	\$0	\$0	\$0	\$0
4321	GREEN ENERGY COMPL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	RECS PROGRAM COMPLIANCE	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
4695	DEPRECIATION EXPENSES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
5116	SALARY INCREASE W/FRINGE	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
5132	DEBT SERVICE EXPENSE	\$278,742	\$1,436,083	\$1,315,376	\$77,002	\$22,397	\$9,872	\$987	\$10,448
5133	INTEREST EXPENSE	\$45,603	\$234,947	\$184,246	\$14,941	\$15,100	\$17,801	\$120	\$2,739
5137	ACCRUED INTEREST EXPENSE	\$5,000	\$25,760	\$20,201	\$1,638	\$1,656	\$1,952	\$13	\$300
9101	CONTR TO GEN FUND SVC RND	\$329,579	\$1,697,996	\$1,331,570	\$107,983	\$109,130	\$128,649	\$869	\$19,795
9104	CONTR TO SEWER FUND	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
9105	CONTR TO VEH REPL DEBT	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
9106	CONTR TO VEH REPL RENT	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
9107	CONTR TO CAPITAL IMP	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
9112	CONTR TO CAPITAL RESERVE	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
9113	GENERAL FUND TRANSFER	\$215,000	\$1,107,683	\$799,289	\$71,258	\$73,068	\$141,598	\$431	\$22,039
	<b>Total</b>	<b>\$5,830,071</b>	<b>\$27,014,736</b>						
	<b>Administration - Metering (6071711022) Budget</b>								
4266	COMPUTER	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
4268	VEHICLE PURCHASE	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	NEW PICKUP	\$27,500	\$141,680	\$108,305	\$9,222	\$10,141	\$12,199	\$69	\$1,745
4274	NEW EQUIPMENT	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	AMR COLLECTOR AND HANDHELD	\$16,000	\$82,432	\$75,504	\$4,420	\$1,286	\$567	\$57	\$600
4304	ELECTRIC METER REPLACEMENT	\$6,250	\$32,200	\$0	\$22,998	\$4,460	\$1,474	\$147	\$3,120
	32 DEMAND METERS	\$1,000	\$5,152	\$5,152	\$0	\$0	\$0	\$0	\$0
	20 HOUSE METERS	\$950	\$4,894	\$0	\$0	\$0	\$0	\$0	\$0
4305	ELECTRIC NEW ACCOUNT METE	\$1,500	\$7,728	\$7,728	\$3,496	\$678	\$224	\$22	\$474
	5 DEMAND METERS	\$22,000	\$113,344	\$103,817	\$6,077	\$1,768	\$779	\$78	\$825
4306	WATER REPLACEMENT METERS	\$12,000	\$61,824	\$56,628	\$3,315	\$964	\$425	\$42	\$450
4307	WATER NEW ACCOUNT METERS	\$87,200	\$449,256	\$0	\$0	\$0	\$0	\$0	\$0
	<b>Total</b>	<b>\$87,200</b>	<b>\$449,256</b>						
	<b>Capital outlay (60801000) Budget</b>								
7150	CAPITAL OUTLAY ACCOUNT	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	CIRCUIT REHAB	\$20,000	\$103,040	\$94,379	\$5,525	\$1,607	\$708	\$71	\$750
	NEW S/D COMMERCIAL	\$79,308	\$408,596	\$0	\$291,832	\$56,589	\$18,707	\$1,871	\$39,597
	LED STREET LIGHTING PROJECT	\$33,250	\$171,305	\$156,906	\$9,185	\$2,672	\$1,178	\$118	\$1,246
	<b>Total</b>	<b>\$132,558</b>	<b>\$682,941</b>						
	<b>Total Expenses</b>	<b>\$6,049,829</b>	<b>\$28,146,933</b>	<b>\$20,428,145</b>	<b>\$2,127,576</b>	<b>\$2,167,854</b>	<b>\$2,937,493</b>	<b>\$13,800</b>	<b>\$472,063</b>



# EXHIBIT B

## PROPOSED RATES

## Winterville Retail Rates and Proposed Adjustments

	Residential	SGS	MGS	LGS	Temp LGS	Town	Total
<b>Current Rates</b>							
Facilities	\$12.82	\$34.50	\$18.43	\$345.00	\$34.50	\$12.82	
Energy 1st Block	\$0.1151	\$0.1153	\$0.1153	\$0.0788	\$0.1153	\$0.1151	
Energy 2nd Block	\$0.1074	\$0.1042	\$0.1042		\$0.1042	\$0.1074	
Demand 1st Block			\$2.11	\$11.26			
Demand 2nd Block			\$5.83				
Base Demand (LGS)				\$250.00			
Reactive Demand				\$0.25			

<b>Revenue Projection (5-yr)</b>	<b>\$21,425,082</b>	<b>\$1,910,082</b>	<b>\$1,958,603</b>	<b>\$3,795,550</b>	<b>\$11,554</b>	<b>\$590,759</b>	<b>\$29,691,631</b>
5-yr Expenses	\$20,428,145	\$2,127,576	\$2,167,854	\$2,937,493	\$13,800	\$472,063	\$28,146,933
Over/Under Collected	\$996,937	(\$217,494)	(\$209,251)	\$858,057	(\$2,246)	\$118,696	\$1,544,698
%	4.7%	-11.4%	-10.7%	22.6%	-19.4%	20.1%	5.2%

	Residential	SGS	MGS	LGS	Temp LGS	Town	Total
<b>Option 1: Uniform Retail Adjustment</b>							
Facilities	\$25.00	\$34.50	\$39.00	\$200.00	\$34.50	\$12.82	
Energy 1st Block	\$0.0958	\$0.1080	\$0.0662	\$0.0735	\$0.1093	\$0.1151	
Energy 2nd Block		\$0.1030			\$0.1023	\$0.1074	
Demand 1st Block			\$10.00	\$14.75			
Demand 2nd Block			\$10.00	none			
Base Demand (LGS)				\$0.25			
Reactive Demand							

<b>Revenue Projection (5-yr)</b>	<b>\$20,528,192</b>	<b>\$1,829,334</b>	<b>\$1,875,489</b>	<b>\$3,634,501</b>	<b>\$11,067</b>	<b>\$590,530</b>	<b>\$28,469,114</b>
% Change in Retail Bill	-4.2%	-4.2%	-4.2%	-4.2%	-4.2%	0.0%	-4.1%
5-yr Expenses	\$20,428,145	\$2,127,576	\$2,157,854	\$2,937,493	\$13,800	\$472,063	\$28,146,933
Over/Under Collected	\$100,047	(\$298,243)	(\$252,365)	\$697,008	(\$2,733)	\$118,467	\$322,181

## Winterville Retail Rates and Proposed Adjustments

	Residential	SGS	MGS	LGS	Temp LGS	Town	Total
<b>Option 2: Targeted Adjustments for RES and LGS</b>							
Facilities	\$25.00	\$34.50	\$41.00	\$200.00	\$34.50	\$12.82	
Energy 1st Block	\$0.0952	\$0.1153	\$0.0717	\$0.0705	\$0.1153	\$0.1151	
Energy 2nd Block		\$0.1042			\$0.1042	\$0.1074	
Demand 1st Block			\$10.00	\$14.75			
Demand 2nd Block				none			
Base Demand (LGS)				\$0.25			
Reactive Demand							
<b>Revenue Projection (5-yr)</b>	<b>\$20,424,658</b>	<b>\$1,909,447</b>	<b>\$1,959,427</b>	<b>\$3,556,454</b>	<b>\$11,551</b>	<b>\$590,530</b>	<b>\$28,452,067</b>
<b>% Change in Retail Bill</b>	<b>-4.7%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>-6.3%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>-4.2%</b>
5-yr Expenses	\$20,428,145	\$2,127,576	\$2,157,854	\$2,937,493	\$13,800	\$472,063	\$28,146,933
Over/Under Collected	(\$3,487)	(\$218,130)	(\$208,428)	\$618,961	(\$2,249)	\$118,467	\$305,134

	Residential	SGS	MGS	LGS	Temp LGS	Town	Total
<b>Option 3: Adjustments for all Major Retail Classes</b>							
Facilities	\$25.00	\$34.50	\$41.00	\$200.00	\$34.50	\$12.82	
Energy 1st Block	\$0.0958	\$0.1124	\$0.0690	\$0.0690	\$0.1153	\$0.1151	
Energy 2nd Block		\$0.1024			\$0.1042	\$0.1074	
Demand 1st Block			\$10.00	\$14.75			
Demand 2nd Block				none			
Base Demand (LGS)				\$0.25			
Reactive Demand							
<b>Revenue Projection (5-yr)</b>	<b>\$20,528,192</b>	<b>\$1,872,635</b>	<b>\$1,920,003</b>	<b>\$3,517,430</b>	<b>\$11,551</b>	<b>\$590,530</b>	<b>\$28,440,342</b>
<b>% Change in Retail Bill</b>	<b>-4.2%</b>	<b>-2.0%</b>	<b>-2.0%</b>	<b>-7.3%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>-4.2%</b>
5-yr Expenses	\$20,428,145	\$2,127,576	\$2,167,854	\$2,937,493	\$13,800	\$472,063	\$28,146,933
Over/Under Collected	\$100,047	(\$254,941)	(\$247,851)	\$579,937	(\$2,249)	\$118,467	\$293,409

## Winterville LED Lighting Analysis

High-Pressure Sodium Wattage	LED Equivalent Wattage	Material Cost minus Pole and Labor	Fixed Charge Rate*	Monthly Material Cost	Monthly kWh per Fixture	Energy Cost Plus Losses**	Demand Cost** \$19.39 per kW	Total Fixture Monthly Cost	Monthly Cost for Wooden Pole	Monthly Rate (Fixture plus Pole)
100	53	\$215.88	17.67%	\$3.18	19.345	\$0.44	\$0.09	\$3.70	\$7.99	\$11.70
150	77	\$260.88	17.67%	\$3.84	28.105	\$0.62	\$0.12	\$4.58	\$7.99	\$12.57
250	146	\$490.88	17.67%	\$7.23	53.29	\$1.17	\$0.24	\$8.63	\$7.99	\$16.62
400	230	\$575.88	17.67%	\$8.48	83.95	\$1.84	\$0.37	\$10.69	\$7.99	\$18.68
Wooden Pole		\$669.00	14.33%	\$7.99						

\*Fixed Charge Rate includes depreciation, cost of capital, and Admin Coverage; assumes 30 years for poles, 15 years for lights; No O&M assumed since total replacement is planned after 15 years for light and after 30 years for poles

\*\*Demand and energy costs are the average expected charges for 2018-2022



**Town of Winterville  
Town Council  
Agenda Abstract**

**Item Section:** New Business

**Meeting Date:** May 14, 2018

**Presenter:** Evan Johnston, Director of Parks & Recreation

**Item to be Considered**

**Subject:** Award of Contract for Hillcrest Park & Winterville Recreation Park Playground Replacement Project.

**Action Requested:** Award project to Barrs Recreation.

**Attachments:** Plan drawings, playground renderings, bid tab, quotes.

**Prepared By:** Evan Johnston, Director of Parks & Recreation

**Date:** 5/3/2018

**ABSTRACT ROUTING:**

TC \_\_\_\_\_

FD \_\_\_\_\_

TM 5/9/2018

Final 5/9/2018

**Supporting Documentation**

The Town received Proposals from five (5) vendors in response to Hillcrest Park and Winterville Recreation Park Playground Replacement Project Request for Proposals (RFP): Barrs Recreation, Bliss Products, Site Concepts, Cunningham Recreation, and PlayWorld Preferred. Staff felt that this was a great response for the Playground Replacement Project.

Copies of Proposals were distributed to Terri Parker, Ben Williams, Anthony Bowers, and Evan Johnston. Each of individual reviewed and scored each Proposal. Aforementioned individuals met as a group on Friday, April 20<sup>th</sup> to review scores, critique proposals, and to finalize recommendation for Town Council. We feel that Barrs Recreation will provide playgrounds that will meet, if not exceed, the needs and desires of the community for many years to come.

Town Staff recommends approval of Barrs Recreation for the Hillcrest Park and Winterville Recreation Park Playground Replacement Project, contingent to agreeing upon fee with the budgeted amount.

**Budgetary Impact:** Funds for project included in current Fiscal Year (2017-18) budget. Total amount budgeted is \$400,000.

**Recommendation:** Award project to Barrs Recreation contingent upon agreeing to fee within budgeted amount. Direct staff to negotiate playground features and project cost.

**Town of Winterville - Parks & Recreation**  
**Hillcrest Park & Winterville Recreation Park Playground Replacement Project Bid Tab - 2018**

Item	Barrs Recreation	Cunningham Recreation	Bliss Products	Site Concepts		Playworld Preferred
	Item Total	Item Total	Item Total	Option 1 Item Total	Option 2 Item Total	Item Total
WRP & HP Playground Replacement	\$ 384,475.80	\$ 384,353.96	\$ 398,406.48	\$ 399,263.36	\$ 383,966.36	\$ 385,000.00
Shipping	\$ 7,700.00	\$ 15,105.09	\$ 21,879.77	\$ -		\$ 15,000.00
<b>Subtotal</b>	<b>\$ 392,175.80</b>	<b>\$ 399,459.05</b>	<b>\$ 420,286.25</b>	<b>\$ 399,263.36</b>	<b>\$ 383,966.36</b>	<b>\$ 400,000.00</b>
Sales Tax	\$ 27,452.31	\$ 21,159.53	\$ 15,209.11	\$ 12,714.66	\$ 11,863.32	\$ 27,000.00
<b>Total</b>	<b>\$ 419,628.11</b>	<b>\$ 420,618.58</b>	<b>\$ 435,495.36</b>	<b>\$ 411,978.02</b>	<b>\$ 395,829.68</b>	<b>\$ 427,000.00</b>



**BARRS RECREATION, LLC**  
**9521 LUMLEY ROAD**  
**SUITE A**

# QUOTATION

Date	Estimate #
3/27/2018	113957

<b>Name / Address</b>
Town of Winterville 332 Sylvania Street, Winterville, NC 28590

<b>Rep</b>	<b>Project</b>
JLB	

Description	Qty	U/M	Rate	Total
Hillcrest Park Bid				
Nucleus design per the proposal # 405-107650-2	1	ea	139,243.00	139,243.00T
Burke Move with us Grant			-55,697.20	-55,697.20
Installation of Your Commercial Equipment - completed in typical soil conditions. *In atypical situations where excessive bedrock is encountered such that a rock hammer or other heavy equipment is needed to complete the job, additional fees may be discussed.			30,800.00	30,800.00T
Pour N Place rubber surfacing with compacted stone base	5,200	Sq. Ft.	12.75	66,300.00T
Remove and disposal of existing equipment and EWF			7,900.00	7,900.00T
Custom Concrete curbing, walkway and drainage	440	ea	18.00	7,920.00T
Freight			3,500.00	3,500.00T
In addition to BCI Burkes 100% Non-prorated warranty, Barrs Recreation offers Value Added Service of 100% FREE replacement costs on all warranted BCI Burke products if installed by Barrs Recreation throughout the duration of the warranty period. The warranted items are shipped directly to Barrs and are installed FREE OF CHARGE by our qualified installer(s). Resulting in Zero out-of-pocket costs to our customers on all warranted Burke Products. Our commitment to higher quality products and service, makes this possible.			0.00	0.00T

All purchases subject to a 5 - 7 week delivery schedule, unless otherwise noted. This quote is valid for 90 days. Payment terms are issuance of PO, or 50% deposit with order, balance due upon delivery (or completion of installation if we are providing that service). To accept this quotation, please sign and date on line below, and fax to (919) 781-5779 Thank you for your consideration. If an order is cancelled after production begins, there will be a 35% re-stocking fee _____				<b>Subtotal</b>	\$199,965.80
				<b>Sales Tax (7.0%)</b>	\$13,997.61
				<b>Total</b>	\$213,963.41
<b>Phone #</b>	<b>Toll Free Phone</b>	<b>E-mail</b>	<b>Web Site</b>		
919-781-4870	800-909-PLAY	carolynneb@barrsrec.com	www.barrsrec.com		



PROPOSAL: 405-107650-2

**HILLCREST PARK**



**Burke**

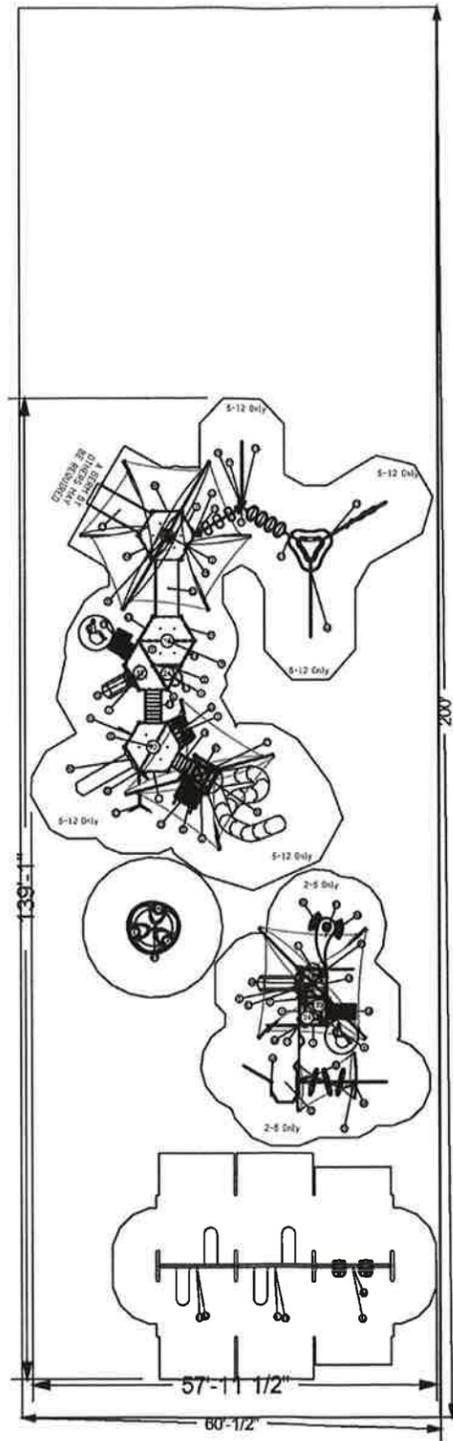
SERIES: Basics, Intensity, Nucleus  
 SITE PLAN  
 DRAWN BY: John Uelmen

Hillcrest Park  
 2418 Carmon St  
 Winterville, NC 28590

BCI Burke Company, LLC PO Box 549 Fond du Lac, Wisconsin 54936-0549 Telephone 920-921-9220

Barrs Recreation, LLC  
 405-107650-2

March 28, 2018



**ADA ACCESSIBILITY GUIDELINE (ADAAG CONFORMANCE)**

NUMBER OF PLAY EVENTS:	40	REQ'D: -
NUMBER OF ELEVATED PLAY EVENTS:	PROVIDED: 20	REQ'D: 5
NUMBER OF ELEVATED PLAY EVENTS ACCESSIBLE BY RAMP:	PROVIDED: 7	REQ'D: 5
NUMBER OF ELEVATED PLAY EVENTS ACCESSIBLE BY TRANSFER SYSTEM:	PROVIDED: 20	REQ'D: 5
NUMBER OF ELEVATED PLAY EVENTS ACCESSIBLE BY RAMP OR TRANSFER SYSTEM:	PROVIDED: 20	REQ'D: 7
NUMBER OF GROUND LEVEL PLAY EVENTS:	PROVIDED: 20	REQ'D: 7
NUMBER OF TYPES OF GROUND LEVEL PLAY EVENTS:	PROVIDED: 5	REQ'D: 4

**WARNING!**

ACCESSIBLE SAFETY SURFACING MATERIAL IS REQUIRED BENEATH AND AROUND THIS EQUIPMENT.

FOR SLIDE FALL ZONE SURFACING AREA SEE CPSC's Handbook for Public Playground Safety.

PLATFORM HEIGHTS ARE IN INCHES ABOVE RESILIENT MATERIAL.

INFORMATION  
 MINIMUM FALL ZONE  
 SURFACED WITH  
 RESILIENT MATERIAL  
 AREA

4645 SQ.FT.

PERIMETER

661 FT.

STRUCTURE SIZE

139' 1" x 57' 11"

STRUCTURE IS DESIGNED  
 FOR CHILDREN AGES:

- 6-23 MONTH OLDS
- 2-5 YEAR OLDS
- 5-12 YEAR OLDS
- 13 + YEAR OLDS



To verify product certification, visit [www.ipema.org](http://www.ipema.org)

The play components identified in this plan are IPEMA certified. The use and layout of these components conform to the requirements of ASTM F1487. To verify product certification, visit [www.ipema.org](http://www.ipema.org)

The space requirements shown here are to ASTM standards. Requirements for other standards may be different.

The use and layout of play components identified in this plan conform to the CPSC guidelines.



**BARRS RECREATION, LLC**  
**9521 LUMLEY ROAD**  
**SUITE A**

# QUOTATION

Date	Estimate #
3/27/2018	113959

<b>Name / Address</b>
Town of Winterville 332 Sylvania Street, Winterville, NC 28590

<b>Rep</b>	<b>Project</b>
JLB	

Description	Qty	U/M	Rate	Total
Winterville Recreation Park Bid				
Nucleus design per the proposal # 405-107651-1	1	ea	164,860.00	164,860.00T
Burke Move with us Grant			-62,000.00	-62,000.00
Installation of Your Commercial Equipment - completed in typical soil conditions. *In atypical situations where excessive bedrock is encountered such that a rock hammer or other heavy equipment is needed to complete the job, additional fees may be discussed.			48,900.00	48,900.00T
4' x 12" plastic timbers for 150' x 72' area	110		35.00	3,850.00T
ADA ramp	2		650.00	1,300.00T
Certified Engineered Wood Fiber	450	CuYd	30.00	13,500.00T
Remove and disposal of existing equipment and EWF			17,600.00	17,600.00T
Freight			4,200.00	4,200.00T
In addition to BCI Burkes 100% Non-prorated warranty, Barrs Recreation offers Value Added Service of 100% FREE replacement costs on all warranted BCI Burke products if installed by Barrs Recreation throughout the duration of the warranty period. The warranted items are shipped directly to Barrs and are installed FREE OF CHARGE by our qualified installer(s). Resulting in Zero out-of-pocket costs to our customers on all warranted Burke Products. Our commitment to higher quality products and service, makes this possible.			0.00	0.00T

All purchases subject to a 5 - 7 week delivery schedule, unless otherwise noted. This quote is valid for 90 days. Payment terms are issuance of PO, or 50% deposit with order, balance due upon delivery (or completion of installation if we are providing that service). To accept this quotation, please sign and date on line below, and fax to (919) 781-5779 Thank you for your consideration. If an order is cancelled after production begins, there will be a 35% re-stocking fee _____				<b>Subtotal</b>	\$192,210.00
				<b>Sales Tax (7.0%)</b>	\$13,454.70
				<b>Total</b>	\$205,664.70
<b>Phone #</b>	<b>Toll Free Phone</b>	<b>E-mail</b>	<b>Web Site</b>		
919-781-4870	800-909-PLAY	carolynneb@barrsrec.com	www.barrsrec.com		





**Burke**

SERIES: Basics, Intensity, Nucleus  
 SITE PLAN  
 DRAWN BY: John Uelmen

Winterville Recreation Park

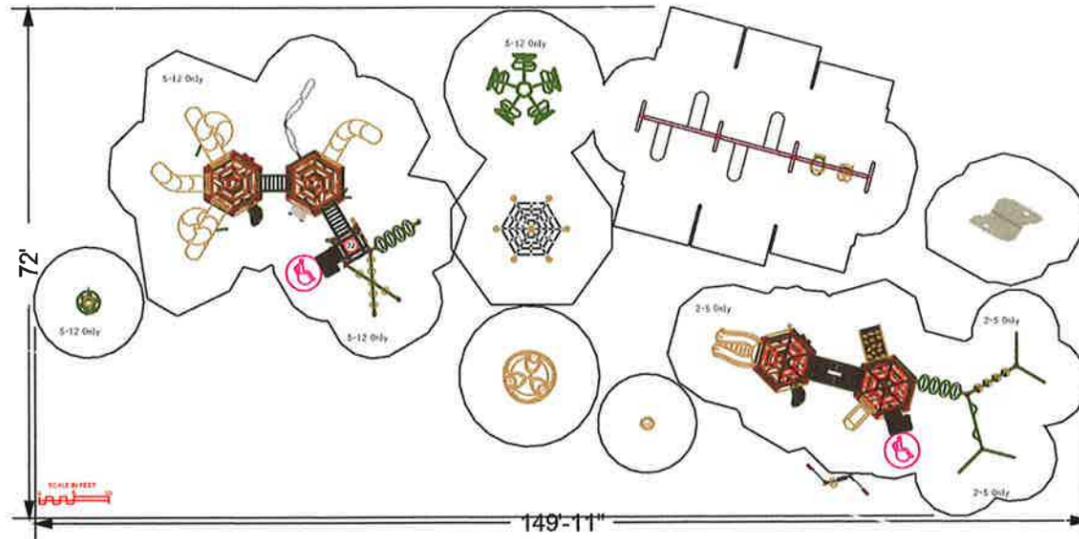
324 Sylvania St  
 Winterville, NC 28590

BCI Burke Company, LLC PO Box 549 Fond du Lac, Wisconsin 54936-0549 Telephone 920-921-9220

Barrs Recreation, LLC

405-107651-1

March 28, 2018



**ADA ACCESSIBILITY GUIDELINE (ADAAG CONFORMANCE)**

NUMBER OF PLAY EVENTS:	48	REQ'D:	-
NUMBER OF ELEVATED PLAY EVENTS:	PROVIDED: 21	REQ'D:	6
NUMBER OF ELEVATED PLAY EVENTS ACCESSIBLE BY RAMP:	PROVIDED: 0	REQ'D:	6
NUMBER OF ELEVATED PLAY EVENTS ACCESSIBLE BY TRANSFER SYSTEM:	PROVIDED: 18	REQ'D:	5
NUMBER OF ELEVATED PLAY EVENTS ACCESSIBLE BY RAMP OR TRANSFER SYSTEM:	PROVIDED: 27	REQ'D:	7
NUMBER OF GROUND LEVEL PLAY EVENTS:	PROVIDED: 9	REQ'D:	4
NUMBER OF TYPES OF GROUND LEVEL PLAY EVENTS:			

**WARNING!**

ACCESSIBLE SAFETY SURFACING MATERIAL IS REQUIRED BENEATH AND AROUND THIS EQUIPMENT.

FOR SLIDE FALL ZONE SURFACING AREA SEE CPSC's Handbook for Public Playground Safety.

PLATFORM HEIGHTS ARE IN INCHES ABOVE RESILIENT MATERIAL.

INFORMATION  
 MINIMUM FALL ZONE  
 SURFACED WITH  
 RESILIENT MATERIAL  
 AREA

5794 SQ.FT.

PERIMETER

859 FT.

STRUCTURE SIZE

72' 0" x 149' 11"

STRUCTURE IS DESIGNED  
 FOR CHILDREN AGES:

- 6-23 MONTH OLDS
- 2-5 YEAR OLDS
- 5-12 YEAR OLDS
- 13 + YEAR OLDS



To verify product certification, visit [www.ipema.org](http://www.ipema.org)

The play components identified in this plan are IPEMA certified. The use and layout of these components conform to the requirements of ASTM F1487. To verify product certification, visit [www.ipema.org](http://www.ipema.org)

The space requirements shown here are to ASTM standards. Requirements for other standards may be different.

The use and layout of play components identified in this plan conform to the CPSC guidelines.



**Town of Winterville  
Town Council  
Agenda Abstract**

**Item Section:** New Business

**Meeting Date:** May 14, 2018

**Presenter:** Evan Johnston, Director of Parks & Recreation

**Item to be Considered**

**Subject:** Fork Swamp Canal Greenway Plan.

**Action Requested:** Award Fork Swamp Canal Greenway Plan to Kimley-Horn contingent upon agreeing to scope and fee within budgeted amount.

**Attachments:** Statement of Qualification.

**Prepared By:** Evan Johnston, Director of Parks & Recreation

**Date:** 5/7/2018

**ABSTRACT ROUTING:**

TC

FD

TM 5/9/2018

Final 5/9/2018

**Supporting Documentation**

The Fork Swamp Canal Greenway Plan will have three components: Town of Winterville Greenway Master Plan, Fork Swamp Canal Greenway Feasibility and Design, and Parks and Recreation Trust Fund (PARTF) Grant application. The final result of this planning effort will provide the Town with a Town-wide Greenway Master Plan identifying locations and alignments for future Greenway development, a shovel ready plan for the Fork Swamp Canal Greenway, and we hope to receive PARTF funding as a result of PARTF Grant application.

The Town received two (2) Statements of Qualifications (SOQ) in response to the Fork Swamp Canal Greenway Request for Proposal (RFQ). Submitting firms were: Alta Planning and Design and Kimley-Horn. SOQs were reviewed and discussed by Terri Parker, Ben Williams, and Evan Johnston. Staff feels that Kimley-Horn is the best firm to undertake the Fork Swamp Canal Greenway planning effort.

Staff recommends awarding contract to Kimley-Horn, contingent upon agreeing to a scope and fee within the budgeted amount.

**Budgetary Impact:** Funds included in current Fiscal Year budget total \$165,000. Funds include \$130,000 budgeted by the Town and \$35,000.00 awarded to the Town via NCDWR Development Grant.

**Recommendation:** Award Fork Swamp Canal Greenway Plan to Kimley-Horn contingent upon agreeing to scope and fee within budgeted amount. Direct staff to negotiate contract scope and fee.



# Greenway Master Plan and Fork Swamp Canal Greenway Plan

Statement of Qualifications



Prepared for: **Town of WINTERVILLE** *A slice of the good life!* Prepared by: **Kimley»Horn**

April 2018



## 1. Cover Letter

April 27, 2018

**Kimley-Horn**  
421 Fayetteville Street  
Suite 600  
Raleigh, NC 27601  
919 677 2000

Town of Winterville Finance Department  
Attention: Kristin Godley  
2571 Railroad Street  
Winterville, NC 28590

Dear Ms. Godley and Members of the Selection Committee:

The Town of Winterville is seeking a professional services firm to prepare a Greenway Master Plan, a feasibility study and design for the Fork Swamp Canal Greenway, and a North Carolina Parks and Recreation Trust Fund (PARTF) grant application. For this assignment, the Town needs a firm with unparalleled greenway experience, the ability to combine creativity with constructability, a team with all disciplines required for the project under one roof, a proven track record of success with similar projects, and thorough knowledge of FEMA requirements. **Kimley-Horn** is that firm. We offer all of these advantages and more, making our team ideally suited to deliver this project for the Town.

I will be your Project Manager representing Kimley-Horn; our subconsultants are **Chance & Associates, Inc.** (Project Manager: Joe Chance, PLS) and **Falcon Engineering, Inc.** (Project Manager: Chris Norville, P.E.). As subconsultants, Chance and Falcon will contract directly with Kimley-Horn.

This statement of qualifications includes detailed information on our team members and their significant experience with similar projects. In addition, we have provided a proposed approach for each portion of the project as well as a map of the Fork Swamp Canal Greenway that summarizes potential opportunities this project offers.

We look forward to the prospect of serving the Town of Winterville and demonstrating our abilities on this project. If you have any questions, please feel free to contact me directly at 919 677 2175 or [jeff.moore@kimley-horn.com](mailto:jeff.moore@kimley-horn.com). Thank you for your consideration of our qualifications.

Sincerely,

KIMLEY-HORN

Jeffrey W. Moore, P.E.  
Project Manager



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## 2. Organization and Staffing

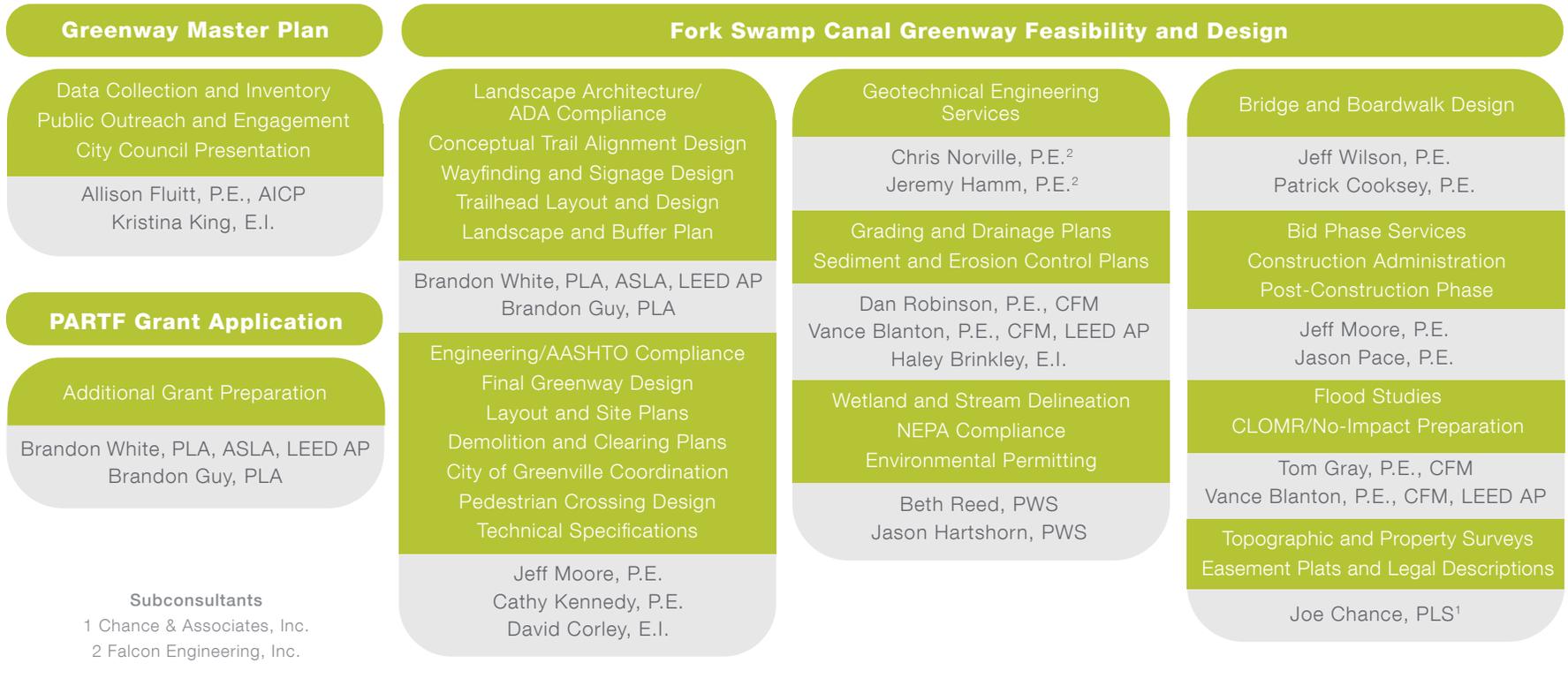
Our team is comprised of staff who regularly work on similar projects in North Carolina. Our organizational chart below shows lines of communication. Staff members' qualifications are summarized in the table on pages 4-6.

### Organizational Chart



#### Project Manager

Jeff Moore, P.E.





## Staff Member Qualifications

Team Member	Job Title	Resume Biography	Education	Professional Registrations
Jeff Moore	Project Manager/ Senior Greenway Engineer	Jeff brings 24 years of experience specializing in multiuse trail, streetscape, roadway, roundabout, and environmentally sensitive projects. He has led 28 of the 43 greenway design projects listed on pages 22-23, which included the recently constructed Green Mill Run Greenway, Phase 2 and recently bid South Tar River Greenway, Phase 3 projects for the City of Greenville. During his career, Jeff has managed numerous projects for North Carolina municipalities and worked on more than 85 TIP projects for NCDOT, including greenway design, environmental permitting, interchange design, freeway design, urban widening, bridge replacements, and NEPA documentation.	Bachelor of Science, Civil Engineering, North Carolina State University, 1994	Professional Engineer in NC and SC
Allison Fluitt	Transportation Engineer/Planner	Allison offers 15 years of experience in bicycle and pedestrian planning. She has participated and led bike/ped projects at the regional, municipal and small area, and corridor levels. Allison's experience ranges from conceptual planning all the way through project implementation and construction. She has led and participated in numerous public outreach efforts, including bicycle rodeos and rideabouts, charrettes, workshops, stakeholder groups, and committee meetings. In addition to her specific bicycle and pedestrian experience, Allison is adept at financial planning for multimodal efforts and is a trained specialist in air quality conformity and analysis.	Master of Science, Civil Engineering, University of Texas, Austin, 2003 Bachelor of Science, Civil Engineering, University of Tennessee, 2002	Professional Engineer in NC; American Institute of Certified Planners
Kristina King	Transportation Engineer in Training	Kristina has 2 years of experience in analysis, data collection, public involvement, and implementation strategies for a variety of transportation and planning studies. Her project experience includes pedestrian and bicycle mobility plans in Hendersonville, Lenoir, Laurel Park, and Flat Rock, NC; comprehensive plans; land use/redevelopment plans; corridor studies; master thoroughfare plans; and travel demand modeling.	Bachelor of Civil Engineering, Civil Engineering, University of Tennessee, Knoxville, 2016	Engineering Intern in TN
Brandon White	Landscape Architect	Brandon has 21 years of landscape architecture experience serving public and private clients throughout the Southeast. A registered landscape architect, Brandon collaborates with project teams on planning and design for commercial and municipal developments, streetscapes, greenways, and transportation projects. He recognizes the opportunities and limitations of a project during the design phase and understands the careful balance between all the moving parts of a project.	Bachelor of Landscape Architecture, Landscape Architecture, University of Georgia, 1997	Professional Landscape Architect in NC, FL, GA, and SC; American Society of Landscape Architects; LEED AP
Brandon Guy	Landscape Architect	Brandon brings 6 years of landscape architecture experience to this assignment. Prior to joining Kimley-Horn in 2015, he worked for an architecture firm on multifamily and retail projects designing public areas and hardscape detailing. Brandon has worked on all levels of construction documents. Since joining Kimley-Horn, he has worked on projects including due diligence investigations, landscaping plans, master planning, and construction documents. Brandon also is proficient with 3-D graphics. He also has experience with the entitlement process and assessing site constraints while analyzing how a site plan can capitalize on their existing site.	Bachelor of Landscape Architecture, North Carolina State University, 2012	Professional Landscape Architect in NC
Cathy Kennedy	Greenway Engineer	Cathy offers 11 years of greenway design experience for public North Carolina clients, including NCDOT, the Cities of Wilmington, Greensboro, and Raleigh and the Town of Cary. She has been the project engineer or manager on more than a dozen federally funded greenways and sidewalk projects. Cathy works closely with the other proposed team members to ensure high-quality products for her clients. Her experience includes horizontal and vertical geometry design, permitting, erosion and sediment control design, drainage design, ADA design requirements, pavement marking and signing design, and project bid documents.	Bachelor of Science, Civil Engineering, University of Florida, 2007	Professional Engineer in NC



# Greenway Master Plan and Fork Swamp Canal Greenway Plan

Team Member	Job Title	Resume Biography	Education	Professional Registrations
David Corley	Greenway Engineer in Training	David specializes in roadway and greenway design, from conceptual design to final construction plans. His 2 years of experience include erosion control, utility coordination, signing and pavement marking, environmental permitting, technical specifications, and construction administration. David has assisted with greenway projects for the Towns of Apex, Wake Forest, and Fuquay-Varina and the Cities of Wilmington, Raleigh, and Greensboro, including the Beaver Creek Greenway in Apex.	Bachelor of Science, Civil Engineering, North Carolina State University, 2016	Engineering Intern in NC
Dan Robinson	Hydrologic/Hydraulic Engineer	With 22 years of experience, Dan is one of Kimley-Horn's most experienced stormwater professionals. He specializes in the design of stormwater infrastructure improvements associated with NCDOT and municipal roadway improvement projects as well as stand-alone stormwater capital improvement projects. His design experience includes stormwater planning studies, existing infrastructure evaluation, stormdrain system design, bridge/culvert modeling (using HEC-RAS and XPSWMM), scour analysis, floodplain hydraulics, permit preparation, pond design, utility conflict identification and resolution, erosion and sediment control design, and FEMA coordination for CLOMRs and LOMRs.	Bachelor of Science, Environmental Engineering, North Carolina State University, 1996	Professional Engineer in NC, GA, and SC; Certified Floodplain Manager
Vance Blanton	Hydrologic/Hydraulic Engineer	Vance has 11 years of design and engineering experience specializing in stormwater and hydraulic design, permit preparation, erosion/sediment control design, roadway horizontal design and vertical geometry design. He has provided stormwater and roadway design services for numerous municipalities, including the NCDOT, SCDOT, City of Raleigh, and various other municipalities across North Carolina.	Master of Civil Engineering, Civil Engineering, North Carolina State University, 2009 Bachelor of Science, Civil Engineering, North Carolina State University, 2007	Professional Engineer in NC; Certified Floodplain Manager; LEED AP
Haley Brinkley	Hydrologic/Hydraulic Engineer in Training	Haley has a year of experience in hydrology, stormwater and hydraulic design, and permit preparation. She has provided these services for multiple municipal greenway projects as well as large NCDOT projects, including interchange redesigns, grade separations, and urban roadway projects. Haley also has performed stormwater control measure design and analysis.	Bachelor of Science, Environmental Engineering, North Carolina State University, 2017	Engineering Intern in NC
Tom Gray	Hydrologic/Hydraulic Engineer	Tom has 17 years of experience specializing in projects involving hydraulics, hydrology, and environmental remediation. A certified floodplain manager, he is accomplished in floodplain and stormwater management involving FEMA flood map modernization; flood studies; letters of map revision; stormwater studies (including best management practices design); and stream restoration. Tom is proficient in the use of various hydrologic and hydraulic modeling software packages and ArcGIS related to floodplain modeling/mapping and stormwater management.	Bachelor of Civil Engineering, Oregon State University, 2001	Professional Engineer in NC; Certified Floodplain Manager
Beth Reed	Environmental Scientist	Beth provides prompt, effective solutions to complex environmental issues and serves as a knowledgeable liaison with federal, state, and local environmental agencies. With 27 years of experience in the environmental regulatory arena, she specializes in Section 404/401 and Section 9 and 10 permitting, environmental due diligence and assessments, wetland/stream/riparian buffer delineation, wetland mitigation development, protected species surveys, environmental permit coordination, and environmental impact statements.	Master of Science, Coastal Zone Management/Oceanography, Florida Institute of Technology, 1991 Bachelor of Science, Marine Biology, Auburn University, 1989	Professional Wetland Scientist
Jason Hartshorn	Environmental Scientist	Jason is an environmental scientist specializing in GPS and GIS technologies; geospatial data collection and management; stream, wetland, and riparian buffer delineation and permitting; vegetative communities assessment; and rare, threatened, and endangered species habitat assessment and surveys. Jason has 7 years of experience working with state DOTs, various local municipalities, and private-sector clients throughout North Carolina, South Carolina, and Georgia.	Bachelor of Science, Environmental Technology, North Carolina State University, 2011	Professional Wetland Scientist



# Greenway Master Plan and Fork Swamp Canal Greenway Plan

Team Member	Job Title	Resume Biography	Education	Professional Registrations
Jeff Wilson	Structural Engineer	Jeff has 9 years of experience specializing in bridge design. His experience includes work with prestressed concrete girders, steel plate girders, and substructure elements. In addition, he has experience with culvert design, retaining wall design, and bridge widening projects. Jeff has worked on pedestrian bridge projects, including the Smith and Sanford Creek Greenway and the Tanyard Branch Greenway Trail.	Master of Civil Engineering, North Carolina State University, 2009 Bachelor of Science, Civil Engineering, North Carolina State University, 2008	Professional Engineer in NC and MN
Patrick Cooksey	Structural Engineer	Patrick is a structural engineer with 6 years of experience specializing in bridge design. His experience includes working with steel plate girders, prestressed concrete girders and various substructure elements. Patrick's recent projects include the Concord Bridge (U-5806), US-70 Bypass Bridges (R-1015), South Tar River Greenway (EB-5539) and Town Creek Culvert Storm Improvements in Greenville, NC. He also has experience with culvert design, retaining wall design, and retrofit bridge projects.	Master of Science, Civil Engineering, University of Virginia, 2014 Bachelor of Science, Civil Engineering, University of North Carolina, Charlotte, 2010	Professional Engineer in NC
Joe Chance <sup>1</sup>	Surveyor	Joe has over 20 years of experience providing professional surveying services to governmental, institutional, corporate, and private clients. Their firm primarily serves Eastern North Carolina. Joe is currently providing surveying services to the City of New Bern for the Old Airport Road Widening project for which Kimley-Horn is performing the roadway design.	Associate of Land Surveying, Coastal Carolina Community College, 1989 Bachelor of Applied Science, Craven Community College, 1986	Professional Land Surveyor in NC
Chris Norville <sup>2</sup>	Geotechnical Engineer	With 22 years of experience, Chris serves as Falcon's Vice President and Director of Construction services. In his role, Chris provides technical oversight and final review of all deliverables and design recommendations prepared by Falcon staff. Chris has spent 20 years planning, performing, and reporting geotechnical investigations in North Carolina and the southeastern US. He has been responsible for direct supervision of up to 30 staff performing geotechnical investigations, construction materials testing (CMT), special inspections (SI), forensic investigations, and remedial designs.	Bachelor of Science, Biological and Agricultural Engineering, North Carolina State University, 1996	Professional Engineer in NC and MD
Jeremy Hamm <sup>2</sup>	Geotechnical Engineer	With nearly 10 years of experience providing geotechnical investigations and engineering recommendations and designs, Jeremy is Falcon's Geotechnical Engineering Department Manager and Lead Project Geotechnical Engineer. Throughout his career, he has built an extensive portfolio of working for municipalities in North Carolina and possesses a thorough knowledge of the geological conditions throughout the state as they relate to development of municipal infrastructure. Jeremy is fully equipped to lead Falcon's team of geotechnical engineers and staff through geotechnical testing tasks presented by this project.	Bachelor of Science, Civil Engineering, North Carolina State University, 2008	Professional Engineer in NC, SC, and VA

<sup>1</sup> Chance & Associates, Inc.

<sup>2</sup> Falcon Engineering, Inc.



## Team Structure

### Prime Consultant

**Kimley-Horn** was founded in 1967 by transportation planners and traffic engineers in Raleigh, NC. Today, we are a full-service engineering, planning, and environmental consulting firm, offering comprehensive services in aviation, environmental sciences, intelligent transportation systems, land development, transit, transportation, urban planning/landscape architecture, and water resources. Our clients have access to a versatile staff of professional civil, transportation, and structural engineers; planners; landscape architects; and environmental scientists. Kimley-Horn will be responsible for leading the greenway master plan, Fork Swamp Canal Greenway design, and PARTF grant application tasks on this project.

### Subconsultants

**Chance and Associates, Inc.** was founded in New Bern in 2016. The firm is committed to serving clients with responsiveness and accuracy of his work. Chance provides boundary, ALTA/ACSM, control, topographic, utility, construction layout, existing condition/as-built, flood certification, and title surveys. Chance will provide survey services for this project and be directly under contract with Kimley-Horn as a subconsultant.



**Falcon Engineering** provides a complete range of geotechnical engineering services with experienced staff who use both current computer analysis techniques and traditional methods. These services are client-centric, practical, and aligned with the specific project, contract requirements and regulatory requirements. They include planning, field, and laboratory investigations, quality control instrumentation, and performance studies. Falcon will provide geotechnical services on this project as the firm has done on a multitude of Kimley-Horn projects, including the Beaver Creek Greenway for the Town of Apex, Smith and Sanford Creek Greenway for the Town of Wake Forest, and Green Mill Run and South Tar River Greenways for the City of Greenville. Falcon will be directly under contract with Kimley-Horn as a subconsultant.



**Jeff Moore, P.E.** will serve as your project manager and single point of contact. Kimley-Horn operates a client-centered style of project management oriented toward maintaining the high levels of quality and communication that you have come to expect. **Allison Fluitt, P.E., AICP** will lead the Greenway Master Plan, and **Brandon White, PLA, ASLA, LEED AP** will lead the PARTF Application and be instrumental in developing the greenway feasibility and design. Jeff, Allison, and Brandon will work closely with the Town throughout project development, attend meetings with Town staff and project partners, and conduct presentations to boards and the Town Council. We will carefully evaluate and monitor job progress and provide timely meeting summaries. Kimley-Horn will develop monthly progress reports that highlight all task-related activities and identify and resolve any problems or issues before they affect schedule and budget.

Jeff has developed a detailed, milestone-driven schedule—as shown on page 21—and will update it regularly throughout the project duration and send it to the Town’s project manager. Parallel to that effort, he will develop a comprehensive work plan and project scope, including phasing tasks and identifying scheduling and manpower requirements. Jeff will establish a schedule showing key project tasks and milestones; customize the work plan according to your needs, project schedule, and budget; and perform a comprehensive quality control/quality review of each major deliverable.



*Jeff Moore*



*Allison Fluitt*



*Brandon White*



## 3. Approach to the Project

### Greenway Master Plan

The goal of the Greenway Master Plan will be to identify exact alignments and the desired widths/lengths of recreational and transportation greenways, and to guide the Town in acquisition and development of these greenways. The trails and sidewalks should be studied in new and existing sections of the community, and should include multiple connections to existing sidewalks and neighborhoods.

### Data Collection and Inventory

It is important to begin a greenway master plan effort by gathering all available information. The Kimley-Horn team will develop base mapping from available GIS data resources. Using as much existing information as possible will save the Town time and money. Data evaluated will include stream locations, parcel boundaries, topography (QL-2), utility infrastructure projects, existing sewer line easements, and existing park locations. After gathering all this information, our team will conduct a visual field survey to further evaluate the existing conditions and better determine the feasibility of a proposed greenway being constructed.

During our field observations, our team will assess the condition of existing streams and creeks identified as well as any other potential greenway corridors to ensure that they are suitable. Using Kimley-Horn's in-house hydraulic engineers, we will develop a suitability matrix to use during our planning efforts. Our approach to comprehensive data collection and inventory review will enable us to design an implementable greenway system and will ensure that when the Town is ready to construct these greenways, they work in reality as well as on paper.

Our team also plans to contact neighboring communities (City of Greenville and Pitt County) to obtain any available greenway plans or mapping to evaluate potential connections and opportunities to extend the Town's greenway system.

**Based on the Town's desire to apply for a PARTF grant, this approach to advance planning on the greenway will allow for the development of a preliminary greenway alignment and approximate construction budget much earlier in the design process. These graphics and data will be instrumental in drafting the grant application. Final drawings for the greenway will be based on the field survey as it becomes available.**

The Greenway Master Plan will include the following components:

### Introduction and Executive Summary

Kimley-Horn will develop an executive summary of our inventory and analysis for inclusion the overall Master Planning documents. The summary will clearly and succinctly assert the overall message of the master plan. We typically present the executive summary in a way that can be understood by the general public and often visually represent as much data as possible.

### Vision, Goals and Objectives

The design team will develop the vision, goals, and objectives for the project through conducting project meetings and community input. This document will become the basis of design for our master planning efforts.

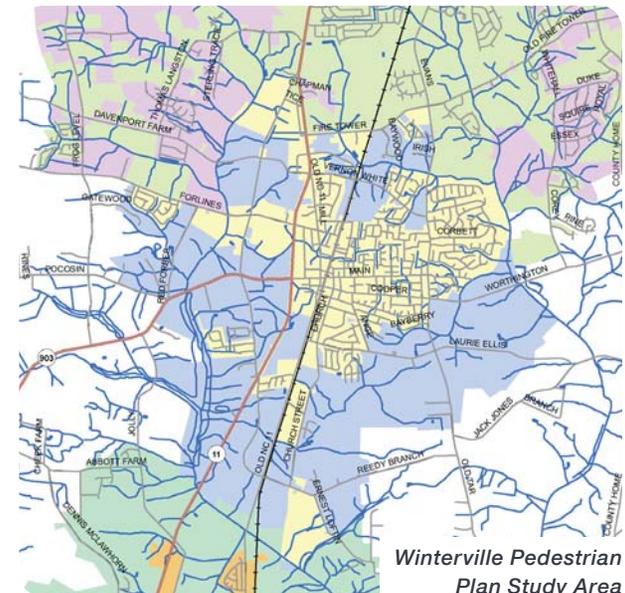
### System Components and Master Plan Map

Kimley-Horn will develop system mapping to identify greenway corridors and connection opportunities. This document will establish the framework for our master planning efforts. The mapping will illustrate the site-specific corridors for the Town's greenway system.

### Implementation Strategy and Cost Estimations

The design team will develop a hierarchy or logical phasing of implementation of the Town's greenway system based on criteria established by the Town. This document will factor potential funding opportunities, associated transportation projects, growth patterns in the Town, constructability, and other elements identified from the community input.

Kimley-Horn will develop an Opinion of Probable Cost for the initial greenway projects identified by the Town. Kimley-Horn has extensive experience



Winterville Pedestrian Plan Study Area



# Greenway Master Plan and Fork Swamp Canal Greenway Plan

with constructed greenways and significant historical data available to accurately provide budgeting figures as the Town pursues potential grant funding for implementation of the Greenway Master Plan.

## Funding Opportunities

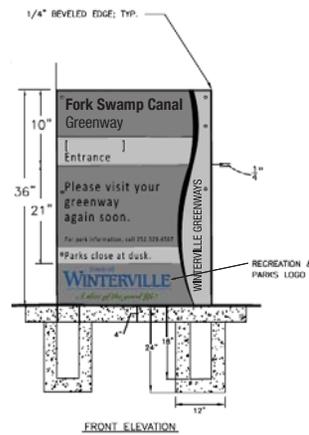
Kimley-Horn will develop a list of potential sources of funding for the Town to implement the Greenway Master Plan. We are familiar with local avenues of funding and assisted other towns in applying for these funds.

## Design Guidelines, Construction Details, Standards

The design team will develop a list of design guidelines, typical construction details, and standards following NCDOT requirements and AASHTO's Guide for the Development of Bicycle Facilities. This approach will provide the Town the greatest flexibility as it implements the Greenway Master Plan in terms of potential funding sources.

## Sample Wayfinding and Signage

Kimley-Horn will develop a list of typical wayfinding signage required with a greenway system. Brandon White has recently completed a comprehensive greenway and park wayfinding project for the Town of Wake Forest. He is ready to bring that experience and knowledge to this project.



## Operations, Maintenance and Management Best Practices

The design team will develop a list of typical operations, maintenance, and management standards to assist the Town's Parks and Recreation and Public Works Departments with establishing budgets as the Greenway Master Plan is implemented.

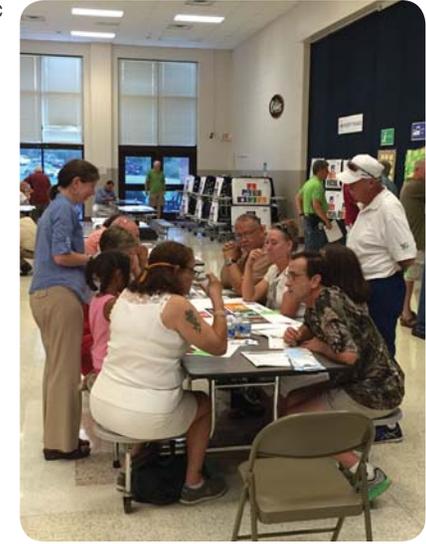
## Public Input

Kimley-Horn understands the importance of citizen participation in the planning process. It is critical to gain support and develop a sense of ownership of the Greenway Master Plan from the Town's citizens and ultimately the board members and community leaders. Public outreach and participation is generally the largest effort involved in a greenway master plan. Kimley-Horn has extensive experience in gaining community support and reaching consensus. Allison Fluitt will lead this effort by interviewing key Town staff, board members, and community leaders; conducting community forums; distributing public input materials; presenting the results to Town staff and Council; and will be sure to effectively garner stakeholder input and incorporate it into our planning. Please see

page 22 for additional information regarding public input and experience.

## Project Meetings

Kimley-Horn will conduct project meetings with Town of Winterville staff and the Parks and Recreation Advisory Board on a regular basis. Our team will be prepared to discuss updates, strategies, challenges, and solutions for the Greenway Master Plan project. Following each Master Plan milestone (see page 23), we will schedule a comment response debriefing with Town staff and the Advisory Board to facilitate the planning process. As needed, we will incorporate any feedback from this meeting into the documents before the final deliverables are published.



Allison Fluitt, left, at a public meeting

## Deliverables

Kimley-Horn will produce professional mapping, graphics, and other necessary materials to effectively communicate the project to the Town's citizens and stakeholders during community forums and official public meetings. These will include a draft, pre-final, and final hard copy set of documents in loose-leaf form and on USB-Drive or CD in Word format. Final graphics may include site constraints, greenway mapping, and other planning information over available aerial photography.



Smith and Sanford Creek Greenway



## Fork Swamp Canal Greenway Feasibility and Design

### Planning Coordination and Conceptual Design

Kimley-Horn will review existing pertinent documents including the Town of Winterville Parks and Recreation Master Plan and Greenville Area MPO Active Transportation Plan, existing sewer outfall maps, and other available information and data. The purpose of this review is to gain a more detailed knowledge of the existing conditions and the potential design considerations that existing conditions will impose on the proposed trail alignment.

**Corridor Field Walk** — Coordination will begin with walking the proposed corridor with Town Staff to review the trail alignment, to identify easement and permitting challenges, and discuss potential maintenance concerns related to proposed corridor alignment. Our approach is to request that Chance & Associates, Inc. hand clear the trail centerline (based on the conceptual alignment shown on pages 14-16) during their surveying operation so that we can find our way through the heavily wooded portion along Long Branch and Fork Swamp Canal.

**Trail Alignment (25%) Plans** — The conceptual trail alignment shown on pages 14-16 was laid out with respect to Long Branch and Fork Swamp Canal, topography from QL-2 data, wetlands from National Wetland Inventory Mapping, and GIS property boundaries. The final trail alignment and location will be refined with respect to delineated streams and wetlands, natural features, sewer manholes, topographic mapping, and property mapping. These alignments will be designed to meet the latest version of AASHTO, American Disabilities Act, NCDOT and NACTO guidelines for greenways and bikeways. All trails will use existing Town-owned property, sewer easement, or other greenway easements where feasible.



The feasibility and design process will compare easement acquisition cost of shifting the greenway away from the canal to the construction of boardwalks, retaining walls, and other construction items needed to prevent/control trail flooding. Kimley-Horn will identify potential bridge and boardwalk locations and compare this cost and drainage impacts to the possibility of installing pipe culverts; consider and design high-visibility crosswalks and signage for potential pedestrian crossings on Vernon White Road, Old Tar Road, and Worthington Road; and identify any potential stream restorations and/or mitigation area with the goal of avoiding these areas. The trail alignment will be superimposed on aerial photography and provided to the Town for the first Public Informational Session.

**Wetland and Stream Delineation** — Kimley-Horn's professional wetland scientists and natural resources specialists will field delineate both the jurisdictional wetland and stream features within the project study area. Critical information and data forms required for certification by the U.S. Army Corps of Engineers (USACE) will be completed during the initial field reviews. Coordination with the USACE and the North Carolina Division of Water Quality will take place as needed. The approved limits of the jurisdictional features will be flagged using the guidelines presented in the 1987 USACE Wetland Delineation Manual. Jurisdictional streams will be classified as either perennial or intermittent.

### Surveying

Chance & Associates, Inc. will complete topographic, utility, planimetric, and property surveys for the proposed corridor trail. This will include location and survey services along the conceptual greenway centerline for a 50-foot width. The width will be increased to a 75-foot width at the bridge crossing and 80-foot length at creek crossings. Property surveys will include locating all necessary property corners of adjacent property lines or easement mapped within the 50-foot corridor. The topographic mapping will be to a 1-foot contour accuracy.

Joe Chance, PLS will field locate the wetland and stream flags and prepare a sealed wetland plat according to USACE standards. The wetland plat and all other survey materials will be delivered in CADD and PDF format.

**Wayfinding Signage** — Brandon White has recently completed a comprehensive wayfinding master plan and implementation for the Town of Wake Forest. Jeff Moore included wayfinding, informational and mile marker signs on the South Tar River Greenway, Phase 3 and Green Mill Run Greenway, Phase 2 for the City of Greenville. Kimley-Horn will use this experience to develop a preliminary wayfinding design for this section of greenway including informational signs and mile markers.



## Design Development (65%) Plans

The trail design will be developed to 65% completion while meeting all applicable codes and regulations of the Town of Winterville, Pitt County, NCDOT, and AASHTO standards for potential funding opportunities. This milestone will include preliminary technical specifications and an Opinion of Probable Construction Cost for the project.

**Geotechnical Engineering** — Kimley-Horn will determine potential bridge and boardwalk crossing locations and coordinate geotechnical studies for bridge abutments. Falcon Engineering will provide the geotechnical borings and subsurface exploration to develop the required bearing capacity and foundation designs for the pedestrian bridge, structural elements, soil testing, and trail sub-grade conditions. Falcon has provided similar services on numerous projects for Kimley-Horn including both greenway projects for the City of Greenville (see page 25).

**Preliminary Drainage Plans** — Kimley-Horn will apply a Low Impact Development (LID) stormwater design and management approach for this project. This approach will seek to provide stormwater treatment, to the maximum extent possible, by providing diffused stormwater flow through the existing woodlands, vegetation, and riparian buffers along the project corridor. The vegetative areas will serve as a filter strip, and will be designed to meet the requirements of the NCDWR Stormwater BMP Manual. In these instances, it may be possible to use the greenway trail as a level spreader device to provide diffuse flow. By providing stormwater treatment in this manner, the newly constructed impervious areas will be treated without the additional clearing of wooded areas for the construction of alternative stormwater treatment devices. Kimley-Horn successfully used the LID approach to obtain the stormwater permit for the Gary Shell Cross-City Trail, Phases II and III projects in Wilmington.

When the use of the existing vegetation is not adequate to treat stormwater runoff to the extent required by the governing stormwater regulations, several smaller BMPs can be implemented along the greenway corridor. These BMPs will be designed to blend with the surrounding landscape and proposed greenway system. Where necessary, the BMPs can be combined in series to meet the necessary pollutant removal targets and employ the forested filter strip previously mentioned. Examples of BMPs that can be used as part of this approach are bio-retention swales, grass swales, and restored riparian buffers.

**Structure Design** — Kimley-Horn will develop bridge and boardwalk details and performance specifications for the crossing of the Fork Swamp Canal floodway. Layout plans will include basic dimensions of trail, structures and proposed materials.

**Landscape and Buffer Plan** — The proposed trail alignment traverses behind a multitude of private residences behind Milton Drive (14 residences), Cedar Ridge Drive

(approximately 21 residences), Corbett Street and Spring Run Road (16 residences requiring permanent greenway easement), Ray Crawford Road (3 residences), Winterfield and Edenbrook Drives (22 residences), Main Street and Brook Lane (4 residences). That equates to approximately 80 residences that will have the trail alignment directly behind or close to their rear property line or within the middle of their property.

Brandon White, PLS will develop plans for the proposed trailheads and parking, planting plans, and trail screening/buffers and be ready to discuss these plans with the public at the informational sessions. Brandon led the development of several trail heads and parking for the two greenway projects for the City of Greenville (see page 27).

**Easement Plat Maps** — After the Town approves the 65% Design Development Plans and the second Public Informational Session is held, Chance & Associates, Inc. will provide easement plat maps for Town review. Upon receipt of Town comments or approval, Chance & Associates, Inc. will refine easement plat maps and legal descriptions and metes and bounds for individual easements for the Town to acquire easements.

**Hydraulic Modeling** — Fork Swamp Canal is a FEMA-regulated redelineated detail studied stream with regulatory floodways. A portion of the proposed greenway at the end of Ray Crawford Drive will be located completely within FEMA flood hazard areas and the connector to H. Boyd Lee Park (owned by the City of Greenville) will cross the FEMA floodway (over 500-foot floodway width). This floodway encroachment and Fork Swamp Canal crossing will require a hydraulic assessment.



Gary Shell Cross-City Trail



## Greenway Master Plan and Fork Swamp Canal Greenway Plan

This assessment will include the integration of the proposed trail and bridge/boardwalk elements into the effective FEMA HEC-RAS model for Fork Swamp Canal and determine impacts to base flood levels associated with raising the grade of the natural topography for sections of the greenway located within the floodway. If the results of the hydraulic evaluation demonstrate that base flood levels are increased by more than 0.00 foot, a FEMA-approved Conditional Letter of Map Revision (CLOMR) will be required before construction of the greenway can begin.

The design of the greenway will involve consideration for limiting natural grade changes within the floodway areas to improve the chance that base flood levels will not increase. However, based on our experience on many other projects involving FEMA-regulated streams, it is likely that the project will require a CLOMR. If the hydraulic evaluation demonstrates that no increases in base flood levels result from the proposed greenway, we will prepare and submit a No-Impact Certification document (including the results of the hydraulic evaluation) to the North Carolina Floodplain Mapping Program (NCFMP) for review and approval. In the case that increases in base flood levels result from the greenway, Kimley-Horn will prepare a CLOMR application documenting the results of the hydraulic evaluation and proposed flood insurance rate map changes. We will submit the CLOMR application to NCFMP for review and approval.

**Environmental Permitting** — Fork Swamp Canal is subject to Neuse Riparian Buffers, wetlands, and jurisdictional streams protected by Sections 401 and 404 of the Clean Water Act and Neuse Buffer Rules. To protect the existing surface waters and to streamline Section 404/401 permitting, Kimley-Horn recommends that any jurisdictional features identified within the project corridor be avoided with the trail alignment where feasible, or crossed with open-slat wooden boardwalks. These avoidance and minimization measures are required as part of the permitting process and could save the Town in mitigation cost.

Once the jurisdictional wetlands and streams have been delineated and the preliminary greenway alignment developed, Kimley-Horn will hold a pre-application field meeting with representatives from the USACE and NC Department of Water Quality (DWQ) to discuss any permitting issues and concerns. Addressing these issues early in the process will assist in expediting the Section 404/401 permits required for construction.

Kimley-Horn will calculate wetland and stream impacts, prepare permit drawings, and complete the Pre-Construction Notification application. These items will be submitted to the DWQ for a Section 401 Water Quality Certification and Buffer Certification; they also will be submitted to the USACE for a Section 404 Nationwide Permit. We will meet with the agencies as necessary to secure timely approval. When wetlands are encountered, we will avoid them by either realigning the trail to bypass the wetland area or by constructing

boardwalks over the wetland area. Kimley-Horn will design the greenway to minimize buffer impacts by crossing the buffer perpendicular to the streams and demonstrate that they avoided and minimized all buffer impacts to the greatest extent practicable.

### Construction Document (100%) Plans

The trail design will be refined to 100% completion that meet the requirements of regulatory agencies and suitable for unit cost bidding. This will include existing conditions plan (superimposing the survey information alone on the sheets), demolition and clearing plans combined with grading and drainage plans, greenway plan and profile sheets, greenway cross-sections illustrating footprint and useful for calculating earthwork quantities, staking plan, structural details, typical sections, and final technical specifications.

**Coordination with the City of Greenville** — Jeff Moore, P.E. brings tremendous relationships with the City of Greenville, having worked directly for the City on the Tenth Street Connector, Green Mill Run Greenway, and South Tar River Greenway, Phase 3. Jeff will leverage those relationships in coordinating with the City on the connection to H. Boyd Lee Park.

**Erosion and Sediment Control Design** — Our approach to erosion and sediment control during construction of the greenway is to design and specify erosion control measures in accordance with the requirements of the NCDENR and the Town, which will minimize erosion and limit off-site sedimentation to protect water quality. This will include silt fence along the channel banks and low areas to capture sediment laden runoff, along with rock silt check dams to decrease runoff velocities in channelized drainage areas.

**Traffic Control Plans** — The greenway will be constructed away from vehicular traffic. However, Kimley-Horn will plan ahead to determine how the contractor will access the site with construction equipment and materials from Vernon White Road, Old Tar Road, Main Street, and Worthington Road. The plan will be performed in accordance with applicable NCDOT and Manual on Uniform Traffic Control Devices (MUTCD) standards and guidelines.

**Bidding, Construction and Post-Construction Phase Services** — Kimley-Horn has provided bidding and construction services on the majority of our greenway projects and we are fully capable of providing these services to the Town of Winterville. We can attend the pre-bid and pre-construction meetings, respond to requests for information, issue addenda, review bid proposals, certify the bid tabulation, and recommend construction award when bids are received. This can be followed with attending monthly construction meetings, reviewing shop drawings, and conducting final punch lists. As the engineer of record, Kimley-Horn would be ideally qualified to ensure that the original intent of the contract documents is adhered to during construction.



## PARTF Grant Application

### Grant Writing

Kimley-Horn will prepare a comprehensive grant application to the Recreation Resources Service regarding PARTF to maximize the Town's opportunity to receive grant funding for construction. This grant provides matching funds up to \$500,000 to local municipalities for recreational projects similar to the Fork Swamp Canal Greenway. PARTF has awarded grant funding to more than 40 greenway or trail projects since its inception more than 20 years ago.

Timing is critical to meet the PARTF application deadline on May 1, 2019. The Town needs to demonstrate they own or have vested rights by either a lease agreement or easement for the Fork Swamp Canal Greenway by this date. Most recently, Brandon White assisted the Town of Zebulon in developing their successful application for PARTF funding in 2017 on the Beaverdam Creek Greenway and the Town of Garner in 2016 on the Garner Indoor Recreation Center.

In addition, Kimley-Horn has assisted other municipalities on greenway projects with navigating the various federal funding programs available through NCDOT and the Capital Area Metropolitan Planning Organization (CAMPO). These programs include the Locally Administered Project Program (LAPP), Congestion Mitigation and Air Quality (CMAQ), and Fast Act (formerly FHWA TAP).

**Most of the greenways we have designed have received some form of alternate funding source.**



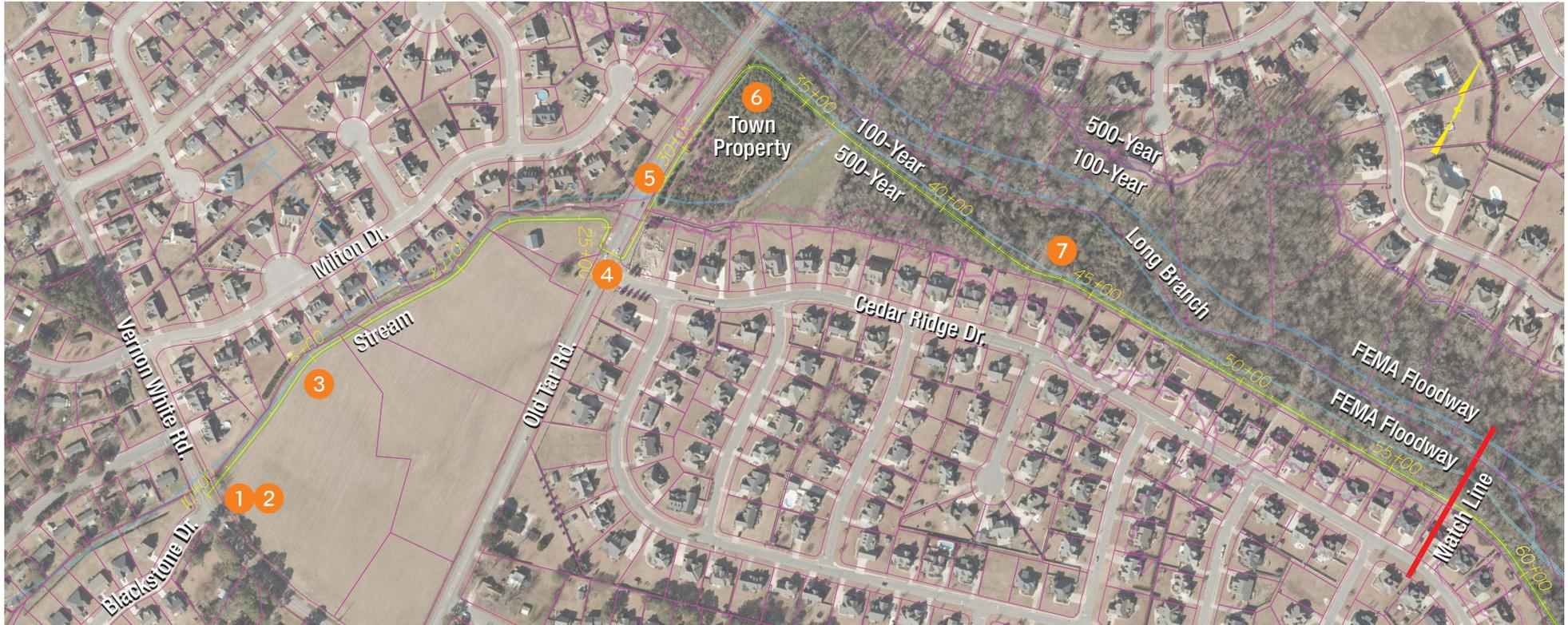
## NEPA Documentation

Kimley-Horn understands the Town may pursue federal funding to assist with project construction. This funding will require an environmental document to be prepared through the National Environmental Policy Act (NEPA) procedures. This document is a relatively low-cost investment by the Town if completed early in the planning process. A pitfall we have seen on similar projects is for municipalities to defer this task until later in the project and they either find themselves pressed for time on application deadlines or have new issues raised, meaning they have to explore new alternatives late in the design process. These decisions may cost valuable time and could increase design fees.

Based on our extensive experience with greenway projects for NCDOT and other municipalities, we expect that this project would be classified as a Class III action (categorical exclusion). A categorical exclusion (CE) is a category of federal actions that do not individually or cumulatively have a significant effect on the human environment and for which neither an environmental assessment (EA) nor an environmental impact statement (EIS) is required. This is the same documentation we provided for all of our federally funded greenways across North Carolina.



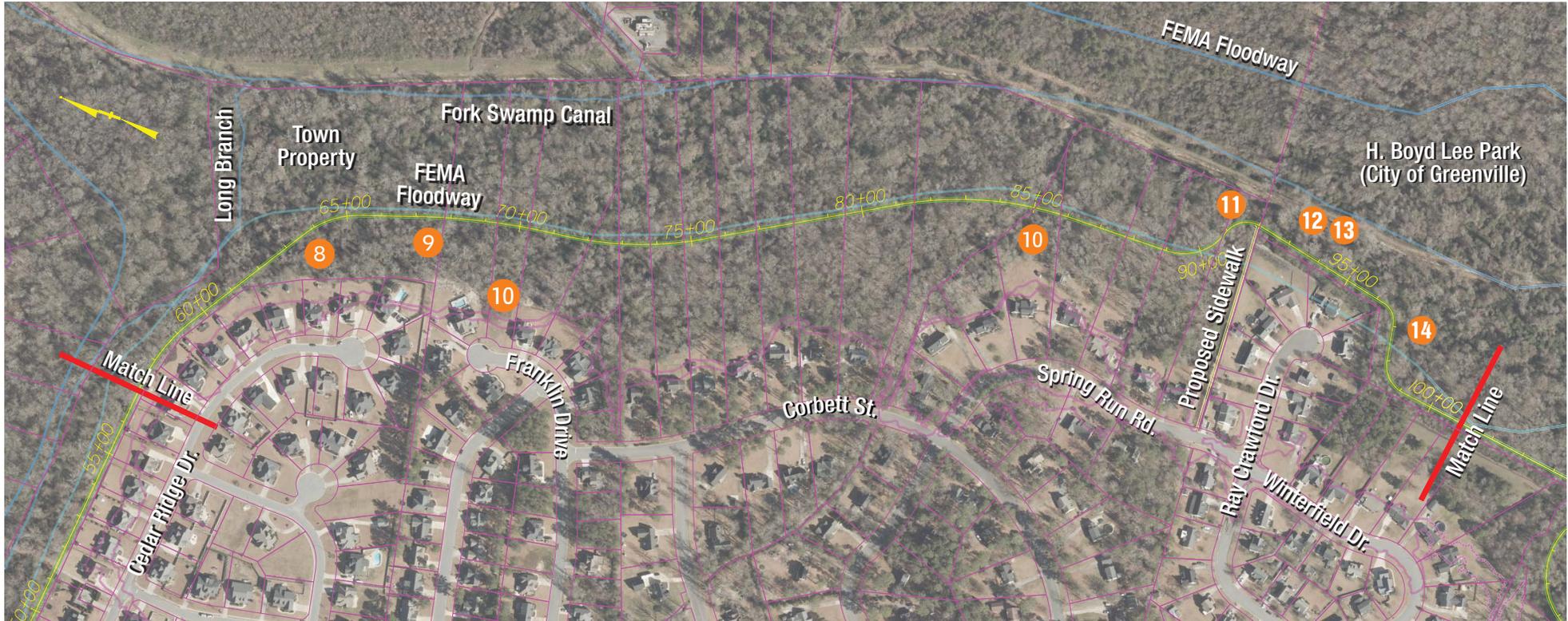
## Project Opportunities



- 1 Project begins at Vernon White Road (Station 10+10) across from Blackstone Drive with a proposed trailhead.
- 2 Kimley-Horn will study the sight distance of an at-grade crossing of Vernon White Road at this location based on the roadway curvature.
- 3 From Station 10+10 to 25+80, the greenway likely will traverse along the back side of residences along Milton Drive offset from the stream. This portion of the trail will encroach upon the vacant properties of Michael Bridgers and Johnson Properties, LLC.
- 4 Trail will cross at-grade at Old Tar Road at the intersection with Cedar Ridge Road. Typical treatments at all at-grade crossings will be high-visibility crosswalks and pedestrian signage at the crossing location. Care should be taken to avoid the cemetery directly across from Cedar Ridge Road.
- 5 Trail along Old Tar Road (Station 25+80 to 29+00) likely will be placed on the grassed berm between the roadway ditch and evergreen trees. A 10-foot path will likely impact the trees because of the need to maintain the roadway ditch.
- 6 The remaining section along Old Tar Road and north of Cedar Ridge Drive is proposed within Town of Winterville property. This area includes a proposed trailhead with parking and offers opportunities to meander the trail (between Stations 29+00 and 43+20) more than what is shown in the conceptual design.
- 7 The trail from Station 43+20 to 61+25 will be nestled between the FEMA floodway and the back side of residences along Cedar Ridge Drive due to the narrow 30-foot width. This will require balancing floodplain and floodway impacts with residential privacy. Screening the greenway with landscaping or fences is a possible solution to typical property owner requests for privacy.



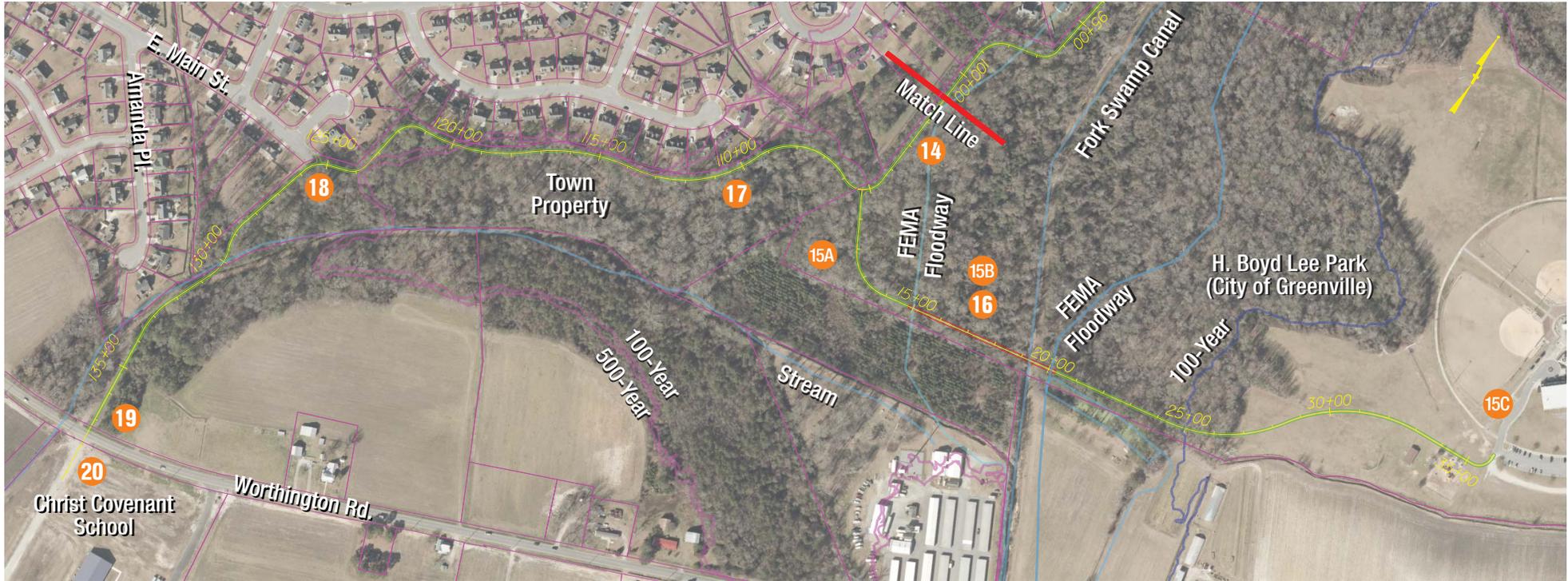
## Project Opportunities (cont.)



- 8** From Station 61+25 to 67+80, the trail continues along Town property with opportunities for trail meandering.
- 9** The trail from Station 67+80 to 91+00 traverses along 16 long and narrow parcels that reach Fork Swamp Canal. Most of these parcels are split in half by the FEMA floodway. This portion of the trail will need to parallel the floodway, splitting the parcels essentially in half with a permanent greenway easement. Kimley-Horn will work with the Town to meet with the property owners to discuss the alignment early in the planning phase.
- 10** Possible path connections at the end of Franklin Drive (property owner: Singletree, Inc.) and along Corbett Street (property owner: Clewood Neighborhood Association).
- 11** Possible path connection to Spring Run Road to the north of the Town of Winterville Lift Station. Due to narrow width between existing fences along property line and top of stream bank, a 5-foot sidewalk might be necessary.
- 12** From Station 91+00 to 97+50, the FEMA floodway encroaches onto three parcels at the end of Ray Crawford Drive, including two dwellings.
- 13** This section of trail is located within H. Boyd Lee Park (owned by the City of Greenville) but will have to encroach into the FEMA floodway. This encroachment is allowable, but the trail will have to be built completely at-grade to not generate an impact to the water surface elevations. Kimley-Horn will develop a floodplain model to ensure that the water surface elevation (WSE) is not increased because of this trail section. The North Carolina Floodplain Mapping Program (NCFMP) will not allow a WSE increase due to the adjacent dwellings within the floodway. A CLOMR will be required due to this encroachment.
- 14** The trail from Station 97+50 to 105+50 continues along the H. Boyd Lee Park property and the back of residences along Winterfield Drive. The trail should be built as far away from the FEMA floodway as possible to limit floodway impacts.



## Project Opportunities (cont.)



- 15** The conceptual design includes the proposed connection between the Fork Swamp Canal Greenway and H. Boyd Lee Park at Station 105+25. This connection point has several benefits, including the following:
  - a. Begins outside of the FEMA floodway, allowing it to be paved rather than on structure, which would be the case if the connection was on the north side of the park property.
  - b. Crosses the floodway at the narrowest point on the south side of the park property.
  - c. Ties into the existing parking lot and pavement stub-out at the park recreational fields (total length of 0.5 miles).
- 16** The floodway width is 506 feet at the intersection of the connection with Fork Swamp Canal and will require bridging (approximately 512 feet) to maintain the existing WSE (as described in #13). This could consist of a longer 80-foot pedestrian bridge span across the canal itself and a series of 27 16-foot timber boardwalk spans to span the entire floodway with structure. 16-foot spans are the longest allowable by NCDOT

without specialized design and would keep the Town's design and construction costs down.

- 17** From Station 105+50 to 130+10, the trail is proposed within Town of Winterville property. This area is outside of the FEMA floodway but includes 100- and 500-year floodplains due to backwater from Fork Swamp Canal. The trail likely will traverse along the back side of residences along Edenbrook Drive as far away from the stream as possible.
- 18** Proposed path connection to East Main Street and adjacent neighborhood at Station 125+25, including a proposed trailhead with parking.
- 19** Project ends at Worthington Road (Station 137+40 and 2.4-mile project length) across from Christ Covenant School and at a proposed trailhead. This portion of the trail would encroach upon the vacant Alva Worthington property.
- 20** Kimley-Horn will study the sight distance of an at-grade crossing of Worthington Road at this location based on the roadway curvature.



### Why Kimley-Horn is the Most Qualified Firm for this Project

**Unparalleled Greenway Experience.** Kimley-Horn has completed or is currently working on 43 greenway design projects (see pages 22-23) for more than 20 North Carolina municipalities—all within the last 7 years. These include the Towns of Holly Springs, Wake Forest, Cary, Fuquay-Varina, Clayton, and Carrboro and the Cities of Greenville, Charlotte, Raleigh, Chapel Hill, Greensboro, Monroe, and Wilmington. These projects were not only designed locally, but also performed by the same core team proposed for the Fork Swamp Canal Greenway. Kimley-Horn will provide the necessary design and implementation to satisfy the requirements of AASHTO, ADA, NCDOT, NACTO, and the permitting agencies. We know exactly what you need to comply with the accountability and transparency requirements on greenways regardless of the funding mechanism. **With our team's experience, you can be confident that all the necessary design considerations will be evaluated and met.**

**Combining Creativity with Constructability.** Our unique ability to blend the creative skills of our landscape architects with the nuts and bolts thinking of our engineers sets Kimley-Horn apart on greenway design projects. A greenway is a linear open space linking places and providing conservation and recreational uses. Kimley-Horn's landscape architects typically hand sketch greenway layouts to provide that link, as well as incorporate sustainable and functional elements. Our engineers then design the final layout, factoring in constructability, permitting, maintenance, and cost-effectiveness. **With Kimley-Horn, you get a team that combines creativity, value engineering, and constructability to produce the optimal trail design from every possible perspective.**

**Integration of Core Disciplines.** The simultaneous development of the Pedestrian Greenway Master Plan, Fork Swamp Canal Greenway Feasibility and Design, and PARTF Grant Application will require public involvement, planning, surveys, greenway design, geotechnical investigations, hydraulic design, floodplain modeling, and bridge/boardwalk design all working in lock step with the same goal of serving the Town with high quality and timely services. The wetlands and stream crossings will involve heavy environmental permitting and require pedestrian bridge and boardwalk design. These challenges will require close coordination between the greenway, hydraulic, structure, planning, landscape architecture, and environmental disciplines. **With all of these technical disciplines located under one roof, Kimley-Horn can offer the Town enhanced communication and streamlined coordination to ensure that all of these disciplines work together effectively—just as we have on all of our greenway projects.**

**Proven Ability to Complete the Mission.** Kimley-Horn has the proven track record and ability to deliver outstanding service and meet critical deadlines as exemplified by making Wilmington's Gary Shell Cross-City Trail, Phase II project (EB-5121B) shovel ready by its September 1, 2009 deadline. Shovel readiness included design approval, right-of-way acquired, utilities relocated, and permits in hand. Meeting this deadline of 132 days from Council award (April 21, 2009) to NCDOT approval (August 31, 2009) ensured that the trail could be built using federal stimulus (ARRA) funds. Kimley-Horn committed to completing this mission for the City—and we delivered. **We have proven our ability to deliver on our promises and will commit all of the manpower and resources necessary to meet the schedule on page 21. Kimley-Horn understands the challenges associated with Fork Swamp Canal Greenway project, has the resources to complete the mission, and has developed a proven approach to jump through the necessary hoops to get it done.**

**Unparalleled FEMA Expertise.** Fork Swamp Canal is a FEMA-regulated re-delineated detail studied stream with regulatory floodways. A portion of the proposed greenway at the end of Ray Crawford Drive will be located completely within FEMA flood hazard areas and the connector to H. Boyd Lee Park (owned by the City of Greenville) will cross the FEMA floodway (over 500-foot floodway width). This floodway encroachment and Fork Swamp Canal crossing will require a hydraulic assessment. This assessment will include the integration of the proposed trail and bridge/boardwalk elements into the effective FEMA HEC-RAS model for Fork Swamp Canal. The Town needs a firm with experience in successfully meeting floodplain regulation requirements on projects with significant floodplain-related challenges. Dan Robinson, P.E., CFM, will lead this effort as he has led the On-Call Hydrologic/Hydraulic Design Studies Contracts for NCDOT continuously since 2000 and is the project manager for the NCDOT On-Call Highway Stormwater/BMP Retrofit Program. **The Kimley-Horn team's experience and Dan's relationships with NCFMP will be critical to streamlining the CLOMR approval from NCFMP associated with the proposed encroachment and pedestrian bridge crossing at Fork Swamp Canal.**



# Greenway Master Plan and Fork Swamp Canal Greenway Plan

## Task Outline and Man-Hour Estimate

Please see below for an outline of tasks, team members assigned to each task, and estimated man-hours for each member and task. Each member has been meticulously assigned to each task to match their expertise and provide the Town with high quality services.

Task	Team Members/Estimated Man-Hours																	
	Allison Fluitt	Kristina King	Brandon White	Brandon Guy	Jeff Moore	Cathy Kennedy	David Corley	Dan Robinson	Vance Blanton	Haley Brinkley	Tom Gray	Beth Reed	Jason Hartshorn	Jeff Wilson	Patrick Cooksey	Joe Chance	Chris Norville	Jeremy Hamm
<b>Greenway Master Plan</b>																		
Data Collection and Inventory	2	6																
Community Forums	12	12																
Stakeholder Interviews	8	8																
Greenway Master Plan	40	60			4													
Town Council Presentation	8	8			4													
<b>Subtotal</b>	<b>70</b>	<b>94</b>	<b>0</b>	<b>0</b>	<b>8</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Fork Swamp Canal Feasibility and Design</b>																		
Wetland/Stream Delineation													12					
Field Reconnaissance with Town					8													
Jurisdictional Determination Package												4	20					
Surveys																100		
Field Meeting with NCDENR DWR/USACE													12					
Trail Alignment (25%) Plans			12	40	6													
Public Meeting Map			4	20														
Public Informational Sessions					10													
Geotechnical Engineering Report																	12	40
Design Development (65%) Plans					4	8	16											
- Drainage and Grading Plans								12	80	100								
- Sediment and Erosion Control Plans								4	24	16								
- Wayfinding and Signage Design			6	20														
- Trailhead Layout and Design			6	16														
- Landscape and Buffer Plan			8	24														
- Demolition and Clearing Plans						4	16											



# Greenway Master Plan and Fork Swamp Canal Greenway Plan

## Task Outline and Man-Hour Estimate (cont.)

Task	Team Members																		
	Allison Fluitt	Kristina King	Brandon White	Brandon Guy	Jeff Moore	Cathy Kennedy	David Corley	Dan Robinson	Vance Blanton	Haley Brinkley	Tom Gray	Beth Reed	Jason Hartshorn	Jeff Wilson	Patrick Cooksey	Joe Chance	Chris Norville	Jeremy Hamm	
- City of Greenville Coordination					4														
- Pedestrian Crossing Design							8												
Flood Studies								4			40								
CLOMR/No-Impact Preparation								4			28								
401/404 Permit Applications									32			8	16						
Plat Maps																24			
100% Construction Documents, Specifications, and Estimate			4	8	16	40	60							8					
- Bridge and Boardwalk Design								8						40	40				
Miscellaneous Coordination and Project Administration	4		4		12	4													
<b>Subtotal</b>	<b>4</b>	<b>0</b>	<b>44</b>	<b>128</b>	<b>60</b>	<b>56</b>	<b>100</b>	<b>32</b>	<b>136</b>	<b>116</b>	<b>68</b>	<b>12</b>	<b>60</b>	<b>48</b>	<b>40</b>	<b>124</b>	<b>12</b>	<b>40</b>	
<b>PARTF Grant Application</b>																			
PARTF Grant Application			16	48	4														
<b>Subtotal</b>	<b>0</b>	<b>0</b>	<b>16</b>	<b>48</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total</b>	<b>74</b>	<b>94</b>	<b>60</b>	<b>176</b>	<b>72</b>	<b>56</b>	<b>100</b>	<b>32</b>	<b>136</b>	<b>116</b>	<b>68</b>	<b>12</b>	<b>60</b>	<b>48</b>	<b>40</b>	<b>124</b>	<b>12</b>	<b>40</b>	



## Public Input and Participation Approach

Kimley-Horn is sensitive to the pivotal role of meaningful public involvement programs that enable area residents to establish their priorities. Community involvement determines the overall design program, funding strategies, and implementation priorities. Our expertise in providing a broad range of services helps to ensure the successful implementation of your goals while addressing the specific challenges that each project entails.

Kimley-Horn is known for developing innovative approaches to projects that involve neighborhood participation. We understand that some projects require community involvement and acceptance, and we have developed effective methods of bringing the community into the process. Kimley-Horn is strongly committed to conducting public participation programs that educate, inform, and build consensus for a solution. Each project is different in terms of the stakeholders and the critical issues involved. Therefore, each public involvement program must be tailored to specifically address the project's needs.

One hallmark of our public participation program is to communicate with the public and stakeholders in non-technical, easy-to-understand language. Kimley-Horn has a specialized team of professionals who are dedicated to effective written communication. We have professional writers with years of experience translating engineering jargon into language that anyone can understand. They will be involved in developing the project newsletter, website content, and any other written materials developed over the course of the project. Our staff will ensure that the planning and engineering lingo is properly translated so that the average citizen can easily understand it.

## Online Presence

Project websites are an important tool for engaging stakeholders beyond public events. More and more, we find that young professionals, busy families, and others who are unable to attend public meetings will still participate in public planning processes if we make it easy for them. All project websites should be a repository for plan information and updates regarding the planning process. We also seek to incorporate interactive input activities as part of our websites. Some recent projects have included custom mapping tools or community preference surveys. We often use MetroQuest software as a user-friendly interface for mapping, survey, and prioritization instruments.

Project websites also are excellent for providing general information and input. If the Town desires to have an online community forum or bulletin board as part of the project, we have a series of guidelines and recommendations to help ensure that forums are monitored and remain constructive.

## Social Media

Social media is a tool for promotion and information sharing typically used to drive citizens back to client/project websites where project information and activities are hosted. Our preference is for a local project manager or staff member to manage social media content so the account can live beyond the planning effort. However, we typically provide content for social media outreach and incorporate both outgoing and incoming messages within the project website.

## Newsletters

We can develop a newsletter to explain the goal and scope of the project at the inception. At the completion of the project, we can develop another newsletter than can serve as the final executive summary. Newsletters will be available in PDF on the project website, and paper copies will also be made available to the public.

## Stakeholder Meetings

From our experience, Kimley-Horn has learned that stakeholder briefings are effective when there are groups who have a high level of concern or apprehension about a project. Our staff can attend the normally scheduled meetings to provide information and answer any questions these stakeholders may have. This helps to avoid the spreading of misinformation. These meetings also communicate the message that the Town and its leaders are willing to listen to stakeholder's concerns. Whenever possible, we attempt to schedule these meetings in conjunction with other meeting dates to reduce associated costs. In some cases, we schedule multiple meetings on the same day or consecutive days to accomplish this. Some examples of the types of groups with whom we have met are various clubs, persons with disabilities, elderly groups, and homeowners' associations.

## Public Notification Techniques

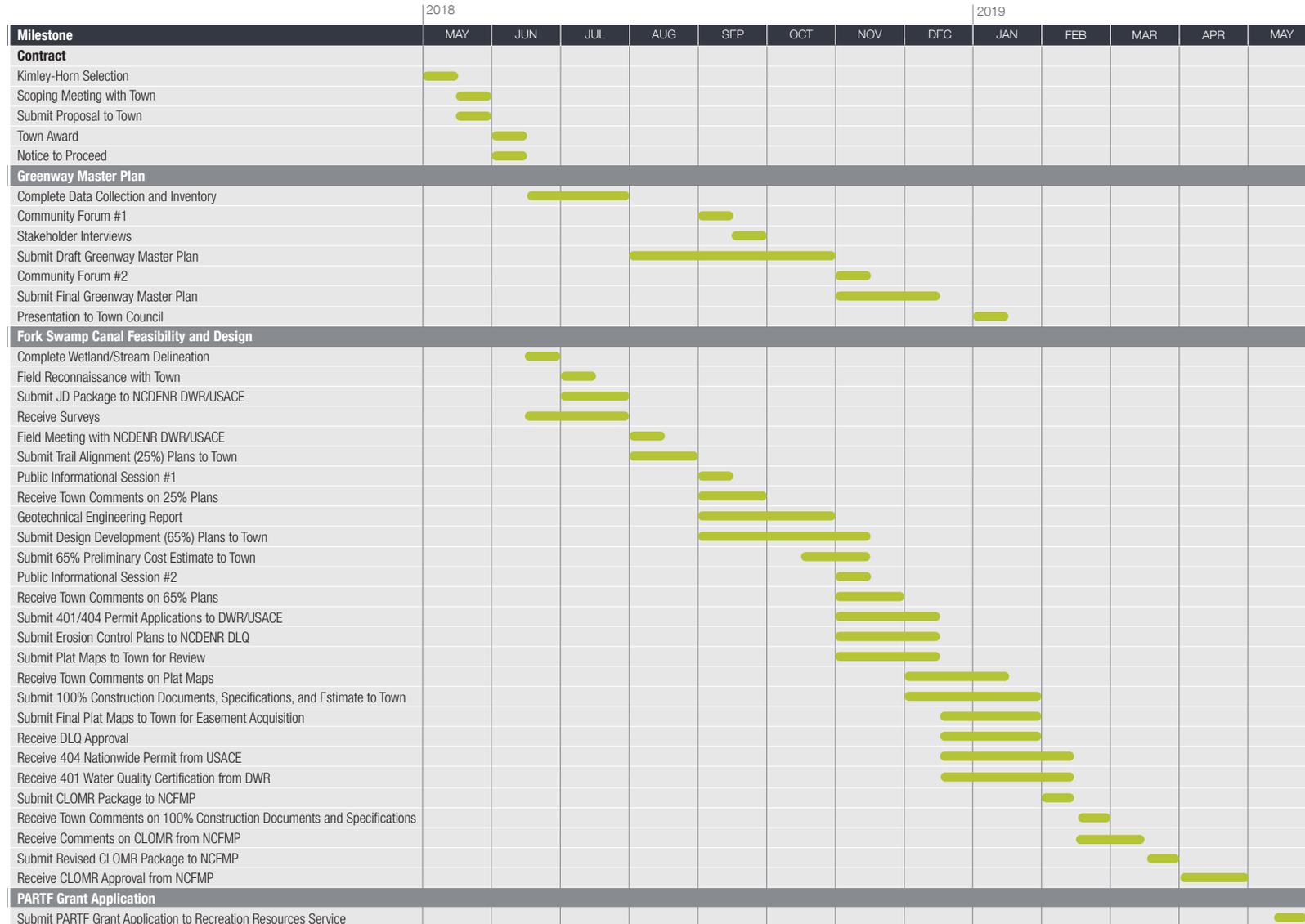
A public meeting is only successful if people come to the meeting—and we believe the more the better. To assist Town of Winterville staff in attracting participants to the various meetings, Kimley-Horn can employ a variety of techniques including the following:

- Notification postcards mailed to specific targets
- Meeting flyers distributed and posted in the study area
- Announcements posted on the Town's web site
- Email reminders through a database list created for each project
- Press releases for television and radio



## Project Schedule

As shown below, Kimley-Horn has developed a project schedule for developing the greenway master plan, Fork Swamp Canal Feasibility and Design, and PARTF Application simultaneously to meet the PARTF Application deadline of May 1, 2019. This timeline demonstrates our significant greenway master planning and design experience with similar projects and command of the specific project challenges. The timeline includes all the major milestones identified in the RFQ. Kimley-Horn has developed a solid reputation for project delivery and we seek the opportunity to demonstrate that ability to the Town.





## 4. Similar Work Experience

The table below and on the following page highlights the Kimley-Horn team's North Carolina experience on projects similar to the Greenway Master Plan and Fork Swamp Canal Greenway Plan project. Descriptions of selected projects begin on page 25. All of the projects were designed by the same team members proposed for your project.

We have designed, or are in the process of designing, 43 greenway projects for local municipalities in the last 7 years. You will be hard pressed to find a team with more overall recent experience, knowledge, and familiarity with greenway planning and design services than the Kimley-Horn team.

Greenway Design Project	Client	Multiuse Path Design	Public Involvement	Landscape Architecture	401/404 Permitting	Hydraulic Design	Flood Study CLOMR	Erosion Control Design	Pedestrian Structure	Trailhead Design	Wayfinding Signage	PARTF Application
C-5164, Smith and Sanford Creek Greenway	Town of Wake Forest	•	•	•	•	•	•	•	•		•	
C-5537, Barton Creek Greenway	City of Charlotte	•	•	•	•	•		•				
C-5567, East Lyon Station Greenway	Town of Butner	•	•	•	•	•		•				
C-5604IB, White Oak Creek Greenway, MacArthur to Davis Drive	Town of Cary	•	•	•	•	•	•	•	•			
EB-4707, Old Durham/Chapel Hill Roads	NCDOT	•	•		•	•	•	•	•			
EB-4996, Green Mill Run Greenway, Phase 2	City of Greenville	•	•	•	•	•	•	•	•	•	•	
EB-5011, Bearskin Creek Greenway	City of Monroe	•	•	•	•	•	•	•	•	•	•	
EB-5118CA, Gary Shell Cross-City Trail, Phase III	City of Wilmington	•	•	•	•	•	•	•	•	•		
EB-5121B, Gary Shell Cross-City Trail, Phase II	City of Wilmington	•	•	•	•	•	•	•	•			
EB-5508, New Hope Road Multiuse Path	City of Goldsboro	•	•	•	•	•		•				
EB-5539, South Tar River Greenway, Phase 3	City of Greenville	•	•	•	•	•	•	•	•	•	•	
EB-5543, Middle Sound Greenway	New Hanover County	•	•	•		•		•	•			
EB-5544, Gary Shell Cross-City Trail, Phase IIIE	City of Wilmington	•	•			•		•				
EB-5721, Fordham Boulevard Multi-Use Path	Town of Chapel Hill	•	•	•		•		•				
EB-5818, Statesville Greenway	City of Statesville	•	•	•	•	•	•	•	•			
EL-51000B, Clayton Pedestrian Connector	Town of Clayton	•	•	•	•	•	•	•	•			
U-4726DC, Wilson Park Multi-Use Path	Town of Carrboro	•	•	•		•		•				
U-4726DE, Homestead-Chapel Hill High School Path	Town of Carrboro	•	•	•	•	•	•	•	•			
U-5530, Park-Depot Greenway Trail	Town of Fuquay-Varina	•	•	•		•		•				
U-5530LA, Sam's Branch Greenway	Town of Clayton	•	•	•	•	•	•	•	•			
U-5534B, Walkway under Heide Trask Bridge	City of Wilmington	•	•	•		•	•	•	•			
Downtown Greenway, Phase 4 and Atlantic & Yadkin Feasibility Study and Design	City of Greensboro	•	•	•		•		•				
Bass Lake Outfall Greenway	Town of Holly Springs	•	•	•		•		•				
Beaver Creek Greenway, Phase 1	Town of Apex	•	•	•	•	•	•	•	•			
Beaver Creek Greenway, Phase 2	Town of Apex	•	•	•	•	•	•	•	•			
Beaverdam Creek Greenway, Phase 1	Town of Zebulon	•	•	•	•	•	•	•	•	•	•	•
Central College Trail	City of Wilmington	•	•	•		•		•				
Cross-Charlotte Trail	City of Charlotte	•	•	•	•	•	•	•	•	•	•	
Downtown Greenway, Phase 4	City of Greensboro	•	•	•	•	•	•	•	•			
Dunn Creek Greenway, Phase 3	Town of Wake Forest	•	•	•	•	•	•	•	•			•



# Greenway Master Plan and Fork Swamp Canal Greenway Plan

Greenway Design Project (cont.)	Client	Multiuse Path Design	Public Involvement	Landscape Architecture	401/404 Permitting	Hydraulic Design	Flood Study CLOMR	Erosion Control Design	Pedestrian Structure	Trailhead Design	Wayfinding Signage	PARTF Application
Freedom Trail, Phase 2	City of Fayetteville	•	•	•	•	•		•				
Gary Shell Cross-City Trail, Phase IIIB	City of Wilmington	•				•		•				
Gary Shell Cross-City Trail, Phase IIID	City of Wilmington	•	•	•		•		•				
Gary Shell Cross-City Trail, Phase IIIZ	City of Wilmington	•				•	•	•	•			
Little Sugar Creek Greenway	Mecklenburg County	•	•	•	•	•	•	•	•		•	
McDowell Creek Greenway	City of Huntersville	•	•	•	•	•	•	•	•		•	
Rosengarten Greenway	City of Raleigh	•	•	•		•	•	•	•			
Tanyard Branch Greenway Trail	Town of Chapel Hill	•	•		•	•	•	•	•			
Toby Creek Greenway	Mecklenburg County	•	•	•	•	•	•	•	•			
Utley Creek Greenway	Town of Holly Springs	•		•		•		•				
Waccamaw Neck Greenway, Phase V	SCDOT	•			•	•	•	•	•			
Waccamaw Elementary School Improvements (SRTS)	SCDOT	•			•	•		•				
Worthdale Park Walking Trail	City of Raleigh	•		•		•		•	•			

Bicycle and Pedestrian Facility Planning Project	Client	Greenway Master Planning	Conceptual Multiuse Path Design	Public Involvement
Little Sugar Creek Feasibility Study	Mecklenburg County	•	•	•
Comprehensive Pedestrian Transportation Plan	City of Southport	•		•
Albemarle Regional Bicycle Plan	Town of Hertford	•		•
Community Transportation Plan	Town of Wrightsville Beach	•		•
Comprehensive Bicycle Plan	City of Morehead	•		•
Bicycle Facilities Plan and Mobility Plan	City of Knoxville	•	•	•
Bicycle and Pedestrian Master Plan	City of Greenville	•	•	•
BCDCOG, East Coast Greenway	Charleston & Dorchester Counties	•	•	•
Pedestrian Plan	City of Hendersonville	•		•
Comprehensive Bicycle Plan	City of Rocky Mount	•		•
Old Durham/Chapel Hill Road Bicycle and Pedestrian Facilities	Durham County	•	•	•
Comprehensive Bicycle Plan	City of New Bern	•		•



## Participating Team Members

The table below summarizes our key team members' experience with the projects highlighted on pages 25-30.

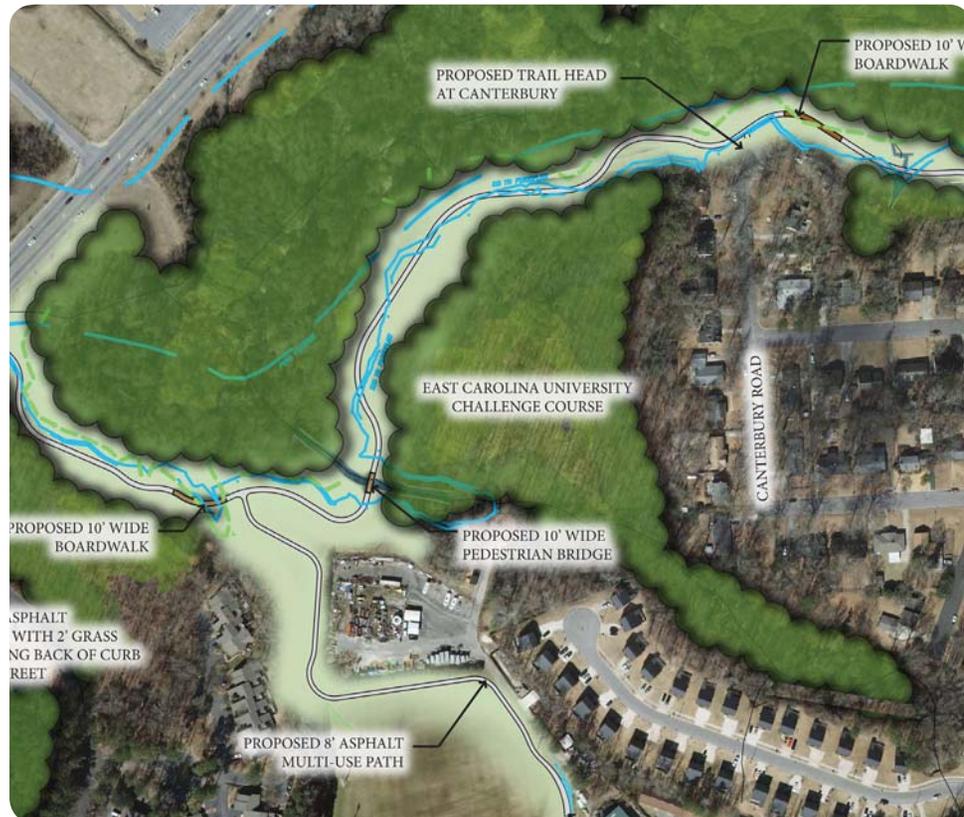
Project	Key Team Members															
	Allison Fluit	Kristina King	Brandon White	Brandon Guy	Jeff Moore	Jason Pace	Cathy Kennedy	David Corley	Dan Robinson	Vance Blanton	Haley Brinkley	Tom Gray	Beth Reed	Jason Hartshorn	Jeff Wilson	Patrick Cooksey
EB-4996, Green Mill Run Greenway, Phase 2, Greenville, NC					●	●	●		●			●	●	●		
EB-5539, South Tar River Greenway, Phase 3, Greenville, NC			●		●				●			●	●	●	●	●
Gary Shell Cross-City Trail Design Services (all phases), Wilmington, NC					●	●	●		●			●	●			
EB-5543, Middle Sound Greenway, Wilmington, NC					●		●							●		
EB-5508, New Hope Road Multiuse Path, Goldsboro, NC			●		●	●										●
C-5164, Smith and Sanford Creek Greenway, Wake Forest, NC			●		●	●			●	●		●	●	●	●	
EB-5011, Bearskin Creek Greenway, Monroe, NC			●		●		●							●		
Downtown Greenway, Phase 4 and Atlantic & Yadkin Feasibility Study and Design, Greensboro, NC	●		●	●	●		●		●				●			●
Dunn Creek Greenway, Wake Forest, NC			●			●	●	●	●	●	●	●		●	●	
Beaverdam Creek Greenway, Zebulon, NC			●	●		●		●	●	●	●	●	●	●		
Bicycle and Pedestrian Master Plan, Greenville, NC	●															
Comprehensive Bicycle Plan, Rocky Mount, NC	●															



## EB-4996, Green Mill Run Greenway, Phase 2 Greenville, NC

Kimley-Horn is preparing final construction plans to NCDOT/AASHTO/ADA design standards for Green Mill Run Greenway/Bikeway, Phase 2 Extension for the City of Greenville. This phase proposes to construct a multiuse bicycle and pedestrian greenway for approximately 1.4 miles to connect existing greenways and sidewalk facilities. The proposed greenway is a 10-foot paved path from Evans Park on Arlington Boulevard to SR 1707 (Charles Boulevard) near East Carolina University. Services include project coordination, public involvement, NEPA documentation, environmental permits, geotechnical investigations, preliminary path design, grading and drainage plans, hydraulic modeling and design, signal designs, pavement marking and signing plans, landscape design, pedestrian bridge and boardwalk design, and final path design.

**Client contact:** Lynn Raynor, 252 329 4467



## EB-5539, South Tar River Greenway, Phase 3 Greenville, NC

Kimley-Horn is preparing final construction plans to NCDOT/AASHTO/ADA standards for this City of Greenville project. The 10-foot-wide asphalt multiuse trail extends 1.5 miles from Moye Boulevard to Pitt Street and includes a proposed railroad underpass of the CSXT bridge over the Tar River. Kimley-Horn is providing greenway design, public involvement, hydraulic and storm drainage design, BMP/LID design, erosion and sediment control plans, pedestrian bridge and timber boardwalk design, landscape plans, pavement marking and signing plans, FEMA modeling, CLOMR, environmental permitting, NEPA Programmatic CE, wetland and stream delineation, NCDOT coordination, contract documents, and bid phase services.

**Client contact:** Lynn Raynor, 252 329 4467



## Gary Shell Cross-City Trail Design Services Wilmington, NC

Kimley-Horn provided planning and engineering design services for five phases of the Gary Shell Cross-City Trail. Phases II, III, IIIB, IIIE, IIID, and IIIZ are part of a 10-mile multiuse trail from Wade Park to Wrightsville Beach that provides bicycle and pedestrian access to numerous recreational, cultural, and educational destinations in Wilmington. Services included project coordination, public involvement, NEPA documentation, environmental permits, geotechnical investigations, preliminary path design, grading and drainage plans, CLOMR, signal designs, pavement marking and signing plans, pedestrian bridge design, landscape design, and final path design.

**Client contact:** Mike Kozlosky, 910 342 2781



## EB-5543, Middle Sound Greenway Wilmington, NC

Jeff Moore, P.E. led the Middle Sound Greenway project for New Hanover County, which consisted of a 10-foot-wide multiuse trail along Middle Sound Loop Road (SR 1403) from Red Cedar Road (SR 1916) to Kenmore Drive (SR 1823) and Oyster Lane (SR 1970). The project also consisted of bicycle improvements (sharrows) along Oyster Lane, Wendover Lane, Bright Leaf Road, and Humphrey Drive as well as a multiuse path and pedestrian bridge at Thais Trail. The County received Safe Routes to School and SAFETEA-LU federal funds for the improvements.

Kimley-Horn provided turnkey services for this project, including greenway design, public involvement, hydraulic and storm drainage design, BMP/LID design, erosion and sediment control plans, pedestrian bridge design, landscape plans, pavement marking and signing plans, environmental permitting, NEPA Programmatic CE, wetland and stream delineation, NCDOT coordination, contract documents, and bid phase services.

**Client contact:** Tara Duckworth, 910 798 7635





## EB-5508, New Hope Road Multiuse Path Goldsboro, NC

This project for the City of Goldsboro consists of constructing a 10-foot-wide multiuse path along the south side of New Hope Road (SR 1003) from Hare Road (SR 1570) to Wayne Memorial Drive (SR 1556) for a distance of 0.8 miles. This project is federally funded with NCDOT administering the funding. The greenway is generally a streetside trail running parallel to New Hope Road for most of its length. It is located primarily within the City's existing utility easement so as not to encumber right-of-way or permanent greenway easement. The City will modify the existing utility easement language to accommodate a greenway facility and acquire temporary construction easements as necessary. Kimley-Horn is providing multiuse path design, FEMA compliance, hydrologic and hydraulic design, wetland and stream delineation, CEs, erosion and sediment control design, pedestrian bridge design, traffic control plans, utility coordination, and wetland, stream, and buffer permitting.

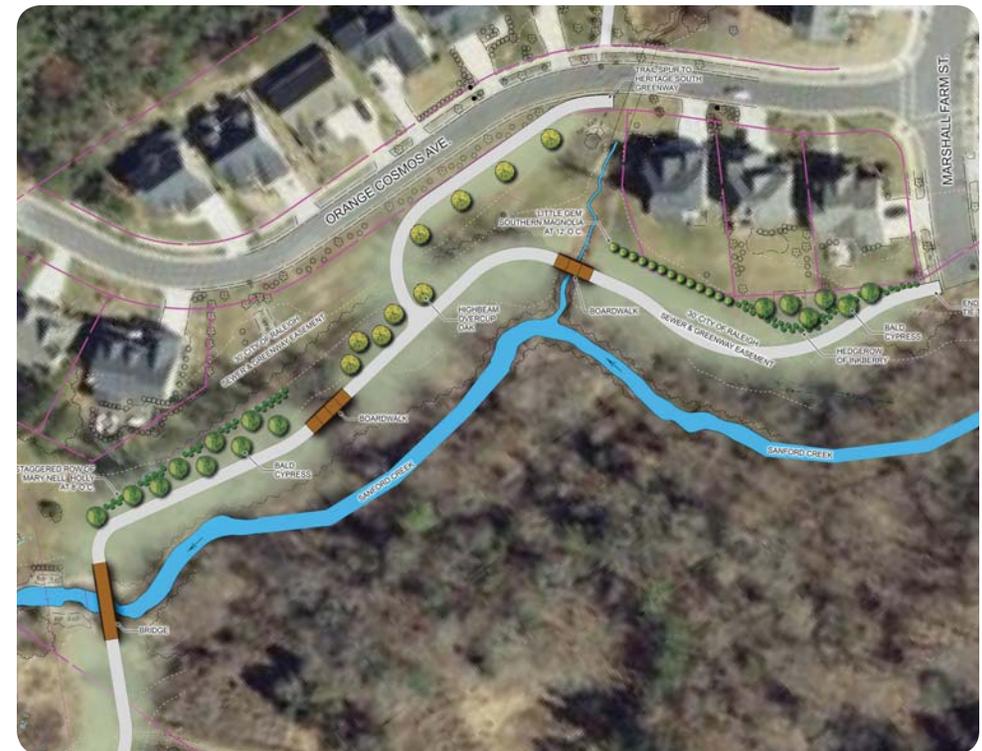
**Client contact:** Bobby Croom, 919 580 4278



## C-5164, Smith and Sanford Creek Greenway Wake Forest, NC

This project includes a 10-foot-wide asphalt multiuse trail from Rogers Road to Marshall Farm Street (2.4 miles), 0.4 miles of multiuse path along Forestville Road from Foundation Drive to Thornrose Drive, 0.3 miles of multiuse path and sidewalk along Rogers Road, and 1 mile of sidewalk along Heritage Lake Road. The greenway will parallel Smith and Sanford Creeks and include underpasses of Rogers and Forestville Roads. Kimley-Horn is providing greenway design, public involvement, hydraulic and storm drainage design, BMP/LID design, erosion and sediment control plans, pedestrian bridge (6 sites) and timber boardwalk design, landscape plans, pavement marking and signing plans, FEMA modeling, CLOMR, environmental permitting, NEPA Programmatic CE preparation, wetland and stream delineation, NCDOT coordination, contract documents, and bid phase services. This project also includes a small section of stream restoration to protect the greenway.

**Client contact:** Candace Davis, 919 435 9513





## EB-5011, Bearskin Creek Greenway Monroe, NC

Kimley-Horn is leading this City of Monroe project that is providing engineering design services for the Bearskin Creek Greenway, a 10-foot-wide asphalt multiuse path that extends 1.6 miles and provides connectivity between Icemorlee Street and Skyway Drive. The greenway will connect residential neighborhoods at each end with four City-owned parks as well as the Union County Farmers Market. The project will include pedestrian bridge and boardwalk crossings of Bearskin Creek. Bearskin Creek is a FEMA-regulated stream studied by detailed FEMA study methods. Sections of the greenway and bridge will encroach within the FEMA floodway. Therefore, FEMA coordination was necessary and a CLOMR has been developed.

**Client contact:** Lisa Stiwinter, 704 282 4500



*Simulation*

## Downtown Greenway, Phase 4 and Atlantic & Yadkin (A&Y) Feasibility Study and Design

Greensboro, NC

The purpose of the project is to create an urban loop around Downtown Greensboro. It is intended to enhance the urban landscape with green space that promotes fitness, connectedness, and well-being for both residents and visitors. The greenway will emphasize public art that tells stories and engages users of the trail. The project consists of the design of a 12-foot-wide asphalt greenway along a single track railroad bed between the end of the greenway at Spring Garden Street and the end of an existing greenway north of Markland Street. The Downtown Greenway, Phase 4 traverses from Spring Garden Street to Hill Street (0.9 miles) and the A&Y Greenway traverses from Hill Street to Markland Street (2.1 miles). Kimley-Horn is providing planning and design services that include environmental documentation, greenway design, cost estimation, inventory and data collection, pedestrian bridge and boardwalk design, erosion and sediment control planning, and landscape architecture design.

**Client contact:** Eric Tart, 336 373 4313



*Simulation*



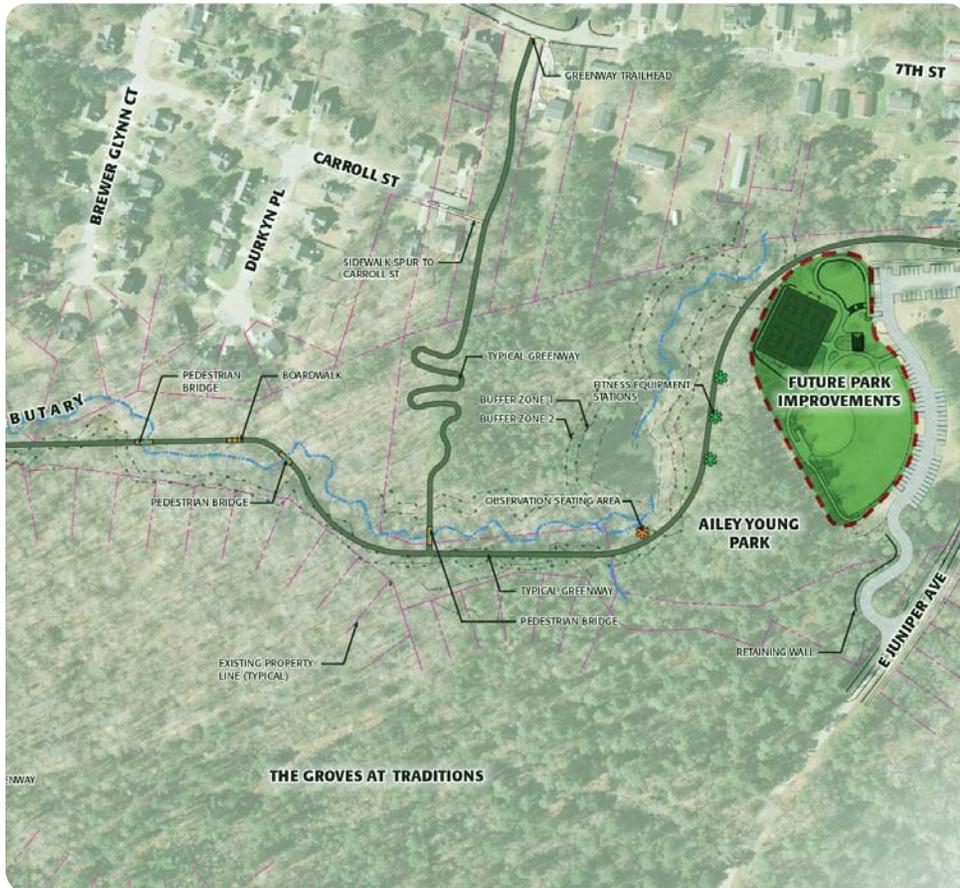
# Greenway Master Plan and Fork Swamp Canal Greenway Plan

## Dunn Creek Greenway

Wake Forest, NC

Kimley-Horn is designing this 1.53-mile greenway for the Town of Wake Forest. Our services include greenway extension and multiuse path design, public involvement, hydraulic and storm drainage design, BMP/LID design, erosion and sediment control plans, bridge and boardwalk design, landscape plans, cost estimates, environmental permitting, wetland and stream delineation, NCDOT coordination, FEMA modeling, contract documents, and bid phase services. Kimley-Horn also helped the Town prepare a PARTF grant application for this project.

**Client contact:** Holly Miller, 919 435 9443

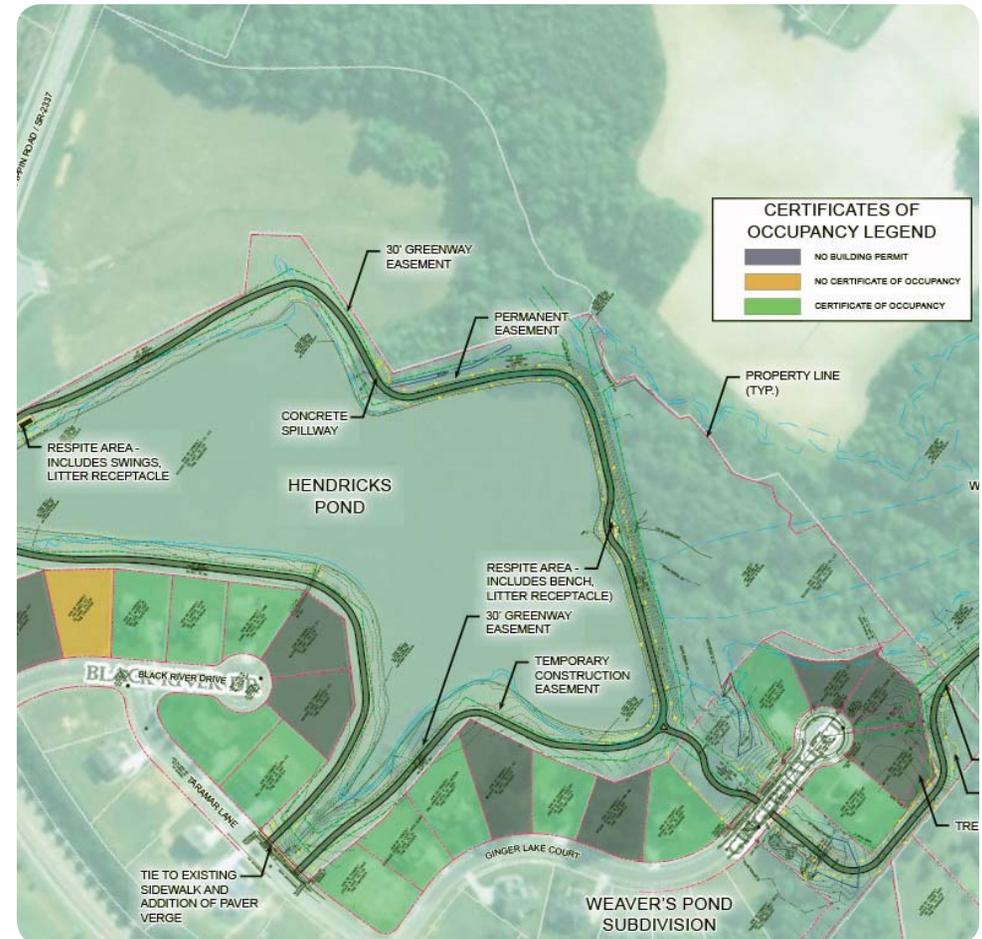


## Beaverdam Creek Greenway

Zebulon, NC

For this 1.25-mile greenway, Kimley-Horn is providing greenway design, public involvement, hydraulic and storm drainage design, stream modeling, BMP/LID design, erosion and sediment control plans, FEMA modeling, landscape plans, cost estimates, environmental permitting, wetland and stream delineation, NCDOT coordination, contract documents, and bid phase services. Kimley-Horn helped the Town prepare a PARTF grant application for this project.

**Client contact:** Chris Ray, 919 269 5285

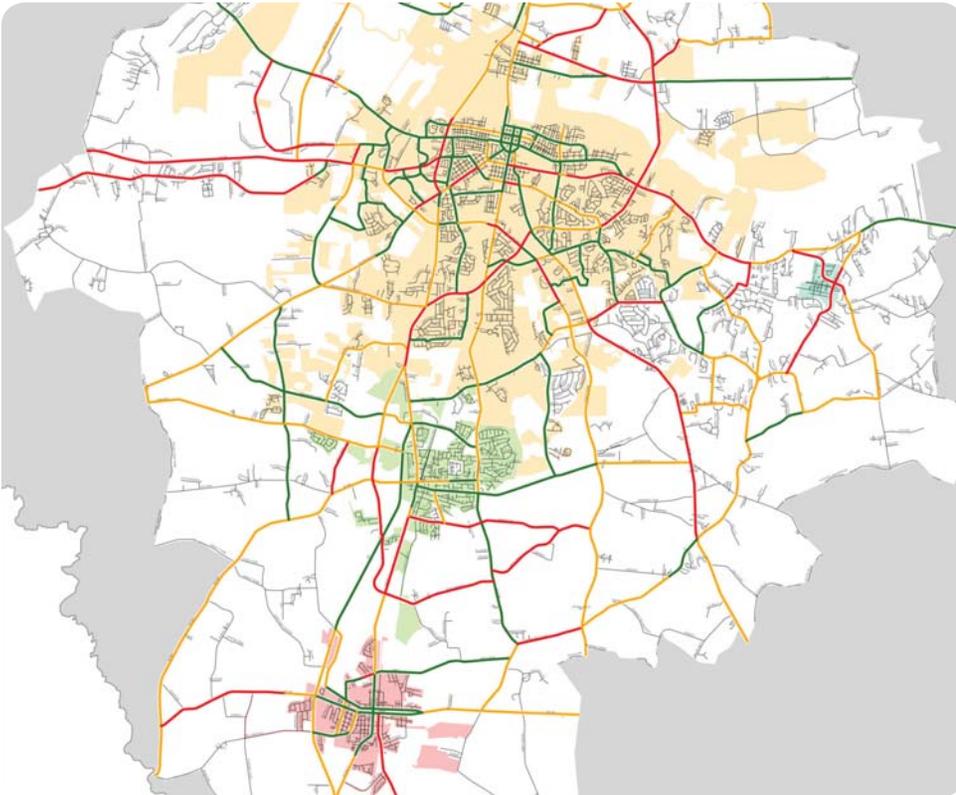




## Bicycle and Pedestrian Master Plan Greenville, NC

As a subconsultant, Kimley-Horn prepared several elements of the Greenville MPO's Bicycle and Pedestrian Master Plan. Our efforts focused on some of the technical elements of the planning process. To obtain a snapshot of the conditions facing bicyclists in the MPO area, Kimley-Horn prepared a bicycle suitability map, which involved identifying suitability criteria. As part of this task, we rated elements such as pavement condition, lane widths, surrounding land uses, speed limits, traffic volumes, and other roadway geometrics. This information was gathered through a field analysis and then coded into a GIS database. With documentation prepared to detail the method for this process, the generated findings can be dynamically maintained in the database, into the future, if desired. Kimley-Horn also identified a set of engineering improvements for problematic intersections in the MPO area.

**Client contact:** Daryl Vreeland (formerly with Greenville MPO), 919 435 9512

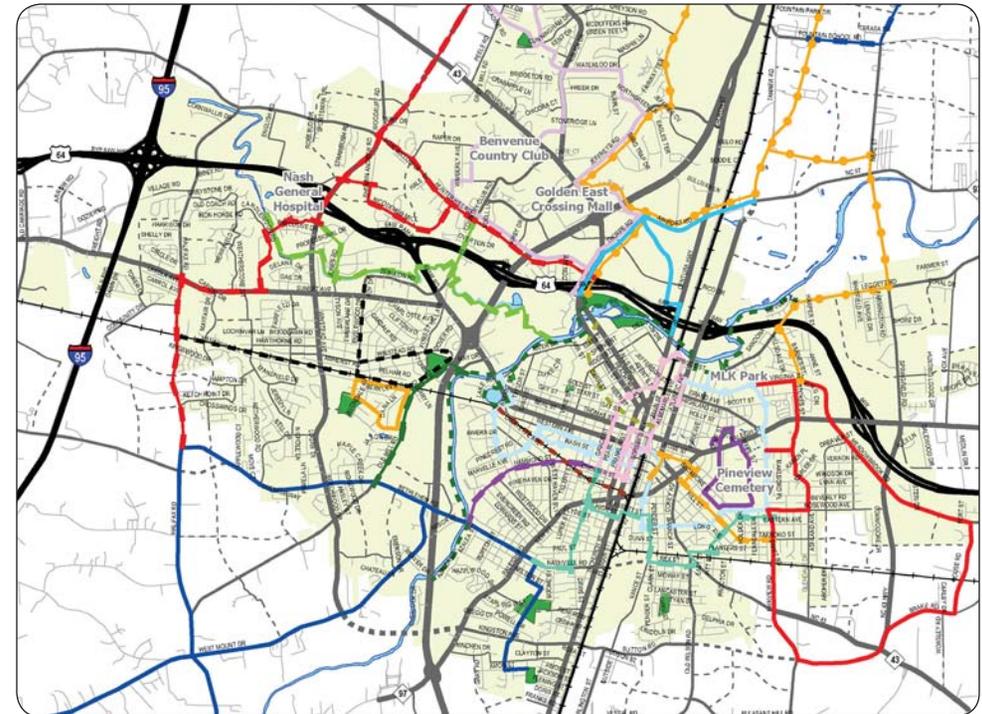


## Comprehensive Bicycle Plan Rocky Mount, NC

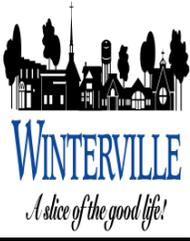
Kimley-Horn developed a comprehensive bicycle plan that included a facilities inventory, a public involvement and outreach program, development of goals and objectives, needs assessment, and recommendations for local ordinance control measures. Kimley-Horn also was responsible for making recommendations for system improvements, project prioritization, detailed cost analysis, project implementation strategies, city/state/federal coordination, and regulatory/guideline requirements.

A key element of this study involved coordinating with local bike shops to assist with data collection and participation in a one-day "ride-about." This provided a firsthand view of not only problem areas, but also the benefits associated with making Rocky Mount a bicycle-friendly community. A bicycle rodeo also was organized to provide participating children education in bicycle safety from a trained Rocky Mount police officer. Since the adoption of this plan, some recommendations have been implemented or are in the development stages.

**Client contact:** Bob League, 252 972 1129







**Town of Winterville  
Town Council  
Agenda Abstract**

**Item Section:** New Business

**Meeting Date:** May 14, 2018

**Presenter:** Bryan Jones, Planning Director

**Item to be Considered**

**Subject:** Preliminary Plat - Copper Creek, Section 2.

**Action Requested:** Approval of Preliminary Plat.

**Attachments:** Preliminary Plat.

**Prepared By:** Bryan Jones, Planning Director

**Date:** 5/2/2018

**ABSTRACT ROUTING:**

TC

FD

TM 5/9/2018

Final 5/9/2018

**Supporting Documentation**

**Copper Creek, Section 2 – Preliminary Plat:**

Location: Reedy Brach Road south of its intersection with NC 903 S

Parcel Numbers: 82196, 20394

Site Data: 40 Lots, 20.37 Acres

Zoning District: R-12.5

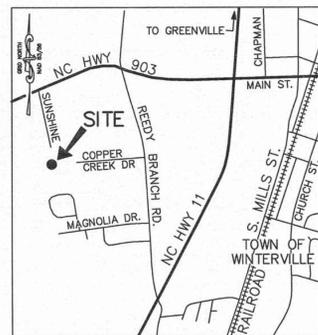
*\*\* Planning and Zoning Board unanimously recommended approval of the preliminary plat at the April 16, 2018 meeting.*

**Budgetary Impact:** TBD.

**Recommendation:** Recommend Approval Preliminary Plat.

# COPPER CREEK, SECTION 2

## PRELIMINARY PLAT



VICINITY MAP  
N.T.S.

- LEGEND:**
- AC = ACRE
  - B/B = BACK OF CURB TO BACK OF CURB
  - BM = BENCHMARK
  - BO = BLOW OFF
  - CC = CENTERLINE CORNER
  - CL = CENTERLINE DITCH
  - C/L = CENTERLINE
  - CONC = CONCRETE
  - DB = DEED BOOK
  - DBL = DOUBLE
  - EQM = EX CONCRETE MONUMENT
  - EIP = EXISTING IRON PIPE
  - ESMT = EASEMENT
  - EX = EXISTING
  - FT = FIRE HYDRANT
  - FT = FEET
  - GV = GATE VALVE
  - IPS = IRON PIPE SET
  - LH = LOCKING HYDRANT
  - MB = MAP BOOK
  - MIN = MINIMUM
  - MNS = MAG NAIL SET
  - NPS = NO POINT SET
  - NTS = NOT TO SCALE
  - PG = PAGE
  - RD = ROAD
  - R/W = RIGHT OF WAY
  - SFT = SQUARE FEET
  - SS = SANITARY SEWER - SS -
  - SSMH = SANITARY SEWER MANHOLE
  - TEMP = TEMPORARY
  - TYP = TYPICAL
  - VG = VALLEY GUTTER
  - W = WATERLINE - W -
  - WV = WATER VALVE
  - WLF = WETLAND FLAG
  - ADJ = ADJACENT LOT NUMBER
  - WETLAND AREA
  - CLEARING AREA

**Owner/Contact Info:**  
 TAX PARCEL # 20394  
 WILLIAMS, EDWIN JERRY  
 119 Pond Lane  
 Grimesland, NC 27837  
 Phone: (252) 717-9871  
 Email: "ejerrywilliams@yahoo.com"

**Engineer:**  
 Inner Banks Engineering, P.A.  
 C/o Marie Peedin, PE  
 PO Box 154  
 Washington, NC 27889  
 Phone: (252) 945-2983  
 Email: mupeedin@ibengineering.com

**SOURCE OF TITLE:**

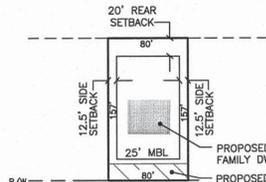
DB 2861, P. 694  
 MB 74, P. 79  
 DB 3047, P. 461  
 MB 20, P. 31-A

**SETBACKS:**

FRONT = 25' MBL  
 SIDE = 12.5'  
 REAR = 20'  
 HEIGHT = 35' MAX.  
 MIN. LOT SIZE = 12,500 SF  
 OTHER PRINCIPAL  
 STRUCTURES = 17.5' SIDE  
 MIN. FRONTAGE = 80'

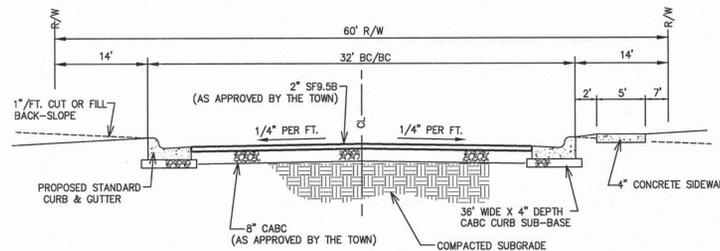
**SITE DATA:**

TOTAL ACREAGE, SECTION-2.....20.37 Ac.  
 UPLANDS.....17.90 +/- Ac.  
 WETLANDS.....2.47 +/- Ac.  
 NO. OF LOTS, (SECTION-2).....40  
 LF IN STREET, (SECTION-2).....2,286  
 ACREAGE IN R/W, (SECTION-2).....3.29 +/-Ac.  
 ACREAGE IN COMMON AREA.....1.20 +/-Ac.  
 AVERAGE LOT SIZE.....17,284 +/- SF  
 EXISTING ZONING.....R12.5  
 CURRENT LAND USE.....AGRICULTURAL  
 PROPOSED LAND USE.....SINGLE FAMILY  
 TAX PARCEL NUMBER(S).....82196, 20394  
 TOTAL DISTURBED ACREAGE.....15.14 AC



- NOTE:**
- 80' MIN. WIDTH AT MBL.
  - MIN. LOT SIZE = 12,500 SF.
  - MAXIMUM HEIGHT = 35'
  - CORNER LOT, SIDE ADJ. TO STREET: 12.5' + 10' = 22.5' MBL

TYPICAL LOT SETBACKS  
N.T.S.



TYPICAL STREET CROSS SECTION  
N.T.S.

**NOTES:**

- DISTANCES SHOWN ARE HORIZONTAL GROUND DISTANCES.
- INFRASTRUCTURE PROVIDERS ARE AS FOLLOWS:  
ELECTRIC: TOWN OF WINTERVILLE  
WATER: TOWN OF WINTERVILLE  
SANITARY SEWER: TOWN OF WINTERVILLE  
NATURAL GAS: NA  
COMMUNICATION: SUDDENLINK  
CABLE TV: SUDDENLINK  
REFUGES: TOWN OF WINTERVILLE
- A PORTION OF THIS PROPERTY IS LOCATED WITHIN SPECIAL FLOOD HAZARD AREA AE. REF: FLOODPLAIN N.L.F.P. RATE MAP DATED 7/7/2014, COMMUNITY ID 370193, PANEL 464A, SUFFIX "K" AND FLOODPLAIN N.L.F.P. RATE MAP DATED 1/2/2004, COMMUNITY ID 370193, PANEL 4674, SUFFIX "J".
- THE 100 YEAR FLOOD LINE WAS TAKEN FROM REFERENCED N.L.F.P. RATE MAP.
- THERE ARE 404 WETLANDS LOCATED IN PHASE-2.
- AN NCDDOT DRIVEWAY IS NOT REQUIRED.
- BOUNDARY & TOPOGRAPHIC INFORMATION TAKEN FROM SURVEY BY COASTAL CAROLINA SURVEYORS, PLLC (WINTERVILLE, NC)
- FINAL BOUNDARY AND LOT LINES FOR COPPER CREEK, SECTION 2 TO BE ESTABLISHED AND PLATTED BY COASTAL CAROLINA SURVEYORS, PLLC (WINTERVILLE, NC)
- HORIZONTAL AS-BUILT SURVEY AND UTILITY VERIFICATION INFORMATION SHOWN BY: COASTAL CAROLINA SURVEYORS, PLLC (WINTERVILLE, NC)
- ENGINEER OF RECORD: INNER BANKS ENGINEERING, PC (WASHINGTON, NC)
- CONSTRUCTION PLANS SHALL BE APPROVED BY THE TOWN OF WINTERVILLE (TOWN) PRIOR TO THE CONSTRUCTION.
- ALL REQUIRED IMPROVEMENTS SHALL CONFORM TO THE TOWN OF WINTERVILLE STANDARDS.
- EROSION CONTROL PLAN APPROVAL REQUIRED PRIOR TO CONSTRUCTION.
- ALL UTILITIES TO BE UNDERGROUND.
- HYDRAULIC ANALYSIS IS REQUIRED FOR THE WATER SYSTEM.
- WATER AND SANITARY SEWER AS-BUILT INFORMATION PROVIDED BY THE TOWN OF WINTERVILLE.
- A PORTION OF THE PROJECT IS LOCATED WITHIN THE 100 YEAR FLOOD PLAN.
- A SURETY BOND MAY BE REQUIRED BY THE TOWN PRIOR TO RECORDATION OF THE FINAL PLAT.
- STORM DRAINAGE EASEMENTS SHOWN OVER PIPE ARE CENTERED ON PIPE AS INSTALLED.
- INDIVIDUAL LOT DRIVEWAYS SHALL NOT BE INSTALLED OVER EXISTING WATER AND SEWER SERVICES.
- SUBDIVISION SIGNAGE SHALL NOT BE LOCATED WITHIN ANY UTILITY OR TOWN MAINTAINED EASEMENTS.
- PROJECT IS SUBJECT TO RIPARIAN BUFFERS AS REGULATED BY NCDEQ.
- THE STORMWATER BEST MANAGEMENT PRACTICES CONSTRUCTED TO MEET THE STORMWATER MANAGEMENT REQUIREMENTS OF THE TOWN ARE TO BE MAINTAINED BY THE HOME OWNERS ASSOCIATION, INCLUDING ALL SWALES. TOWN OF WINTERVILLE IS NOT RESPONSIBLE FOR MAINTENANCE OF ANY SWALES LOCATED WITHIN THE RIGHT OF WAY OR DRAINAGE EASEMENT
- STRIP ALL EXISTING VEGETATION AND ORGANIC MATERIAL LOCATED WITHIN THE PROPOSED R/W'S AND FILL WITH SELECT MATERIAL. COMPACT TO 95% STANDARD PROCTOR IN MINIMUM 8" LIFTS.
- ALL WATER SYSTEM TEES SHALL BE "LOCKED HYDRANT" TYPE.
- A FINAL PLAT SHALL INCLUDE SECTION-1 AND SECTION-2 AND LIMIT TOTAL IMPERVIOUS AREA IN SECTION-1 TO 3,250 SF/LOT. SECTION-2 SHALL BE RESTRICTED TO A MAXIMUM OF 164,320 SF OF TOTAL IMPERVIOUS AREA TO MAINTAIN A LOW DENSITY THRESHOLD OF 24% IMPERVIOUS AREA FOR THE NPDES PHASE II POST CONSTRUCTION REQUIREMENTS FOR SECTION-1 AND SECTION-2. THE FINAL PLAT SHALL REQUIRE A STORM WATER DETENTION FACILITY TO ATTENUATE THE POST DEVELOPED RUN-OFF TO THE PREDEVELOPMENT RUN-OFF FOR THE 24-HOUR 10-YEAR STORM UPON THE DEVELOPMENT OF SECTION-2. DEED RESTRICTIONS RELATED TO STORM WATER MANAGEMENT SHALL BE RECORDED AT TIME OF FINAL PLAT RECORDATION PER APPROVED PERMITS.
- DITCHES REQUIRING A 48" DIAMETER OR LESS PIPE SHALL BE PIPED. DITCHES AND WATER COURSES WHICH REQUIRE PIPES LARGER THAN 48" SHALL BE EVALUATED FOR A 100 YEAR FLOOD ELEVATION.
- FINAL STORM DRAIN PIPE SIZES AND SUPPORTING CALCULATIONS SHALL BE SUBMITTED WITH THE CONSTRUCTION PLANS.
- ALL STREETS SHALL BE CONSTRUCTED SUCH THAT THE LOWEST ELEMENT OF THE STREET IS AT OR ABOVE THE BASE FLOOD ELEVATION OF THE 100 YEAR FLOOD PLAN.
- SELECT BACKFILL SHALL BE UTILIZED WHEN FILLING EXISTING DITCHES WHERE FUTURE HOME FOUNDATIONS WILL BE LOCATED. CONTRACTOR SHALL COORDINATE WITH ENGINEER TO SCHEDULE COMPACTION TESTING AS FILL MATERIAL IS PLACED IN 8" LIFTS AND COMPACTED TO 95% STANDARD PROCTOR. PROVIDE AN ENGINEERING CERTIFICATION REPORT TO RECORDATION OF LOTS WHERE DITCHES ARE FILLED.
- WINTERVILLE INSPECTIONS DEPARTMENT WILL REQUIRE COMPACTION TEST RESULTS FOR BACKFILL OF DITCHES AND POND FOR LOTS 6, 22, 23, 24, 26, 27, 31, 32 AND 37 BEFORE PERMITS ARE ISSUED FOR SAID LOTS.
- NEWLY INSTALLED FIRE HYDRANTS ARE REQUIRED TO HAVE 5" STORZ CONNECTION UPON INSTALLATION.
- GUC 15' ELECTRICAL EASEMENT TO FOLLOW THE ROW OPPOSITE THE WATER LINE CONSTRUCTION.

**SELF INSPECTION AND REPORTING REQUIREMENTS (PER NCG010000)**

- MINIMUM SELF INSPECTION AND REPORTING REQUIREMENTS ARE AS FOLLOWS UNLESS OTHERWISE APPROVED IN WRITING BY THE DIVISION OF WATER QUALITY.
- A RAIN GAUGE SHALL BE MAINTAINED IN GOOD WORKING ORDER ON THE SITE UNLESS ANOTHER RAIN MONITORING DEVICE HAS BEEN APPROVED BY THE PERMITTING AUTHORITY.
  - A WRITTEN RECORD OF THE DAILY RAINFALL AMOUNTS SHALL BE RETAINED AND ALL RECORDS SHALL BE MADE AVAILABLE TO DWQ OR AUTHORIZED AGENT UPON REQUEST (NOTE: IF NO RAINFALL OCCURRED, THE PERMITEE MUST RECORD ZERO).
  - EROSION AND SEDIMENTATION CONTROL MEASURES SHALL BE INSPECTED TO ENSURE THAT THEY ARE OPERATING CORRECTLY. INSPECTION RECORDS MUST BE MAINTAINED FOR EACH INSPECTION EVENT AND FOR EACH MEASURE. AT A MINIMUM, INSPECTION OF MEASURES MUST OCCUR AT THE FREQUENCY INDICATED BELOW:
    - ALL EROSION AND SEDIMENTATION CONTROL MEASURES MUST BE INSPECTED BY OR UNDER THE DIRECTION OF THE PERMITEE AT LEAST ONCE EVERY SEVEN CALENDAR DAYS, AND
    - ALL EROSION AND SEDIMENT CONTROL MEASURES MUST BE INSPECTED BY OR UNDER THE DIRECTION OF THE PERMITEE WITHIN 24 HOURS AFTER ANY STORM EVENT OF GREATER THAN 0.50 INCHES OF RAIN PER 24 HOUR PERIOD.
    - IF A DETERMINATION THAT ADVERSE WEATHER CONDITIONS PREVENTED INSPECTIONS SHOULD BE DOCUMENTED ON THE INSPECTION RECORD.
  - ONCE LAND DISTURBANCE HAS OCCURRED ON THE SITE, STORMWATER RUNOFF DISCHARGE OUTFALLS SHALL BE INSPECTED BY OBSERVATION FOR EROSION, SEDIMENTATION AND OTHER STORMWATER DISCHARGE CHARACTERISTICS SUCH AS CLARITY, FLOATING SOLIDS, AND OIL SHEENS. INSPECTIONS OF THE OUTFALLS SHALL BE MADE AT LEAST ONCE EVERY SEVEN CALENDAR DAYS AND WITHIN 24 HOURS AFTER ANY STORM EVENT OF GREATER THAN 0.50 INCHES OF RAIN PER 24 HOUR PERIOD.
  - INSPECTIONS ARE ONLY REQUIRED TO BE MADE DURING NORMAL BUSINESS HOURS. WHEN ADVERSE WEATHER CONDITIONS WOULD CAUSE THE SAFETY OF THE INSPECTION PERSONNEL TO BE IN JEOPARDY, THE INSPECTION CAN BE DELAYED UNTIL IT IS DEEMED SAFE TO PERFORM THESE DUTIES. IF THE INSPECTION CANNOT BE DONE ON THAT DAY, IT MUST BE COMPLETED ON THE FOLLOWING BUSINESS DAY.
  - THE PERMITEE SHALL REPORT TO THE DIVISION OF WATER QUALITY CENTRAL OFFICE OR THE APPROPRIATE REGIONAL OFFICE ANY VISIBLE SEDIMENT BEING DEPOSITED IN ANY STREAM OR WETLAND OR ANY NONCOMPLIANCE WHICH MAY ENDANGER HEALTH OR THE ENVIRONMENT. (SEE SECTION IX OF THIS PERMIT FOR CONTACT INFORMATION.) ANY INFORMATION SHALL BE PROVIDED ORALLY OR ELECTRONICALLY WITHIN 24 HOURS FROM THE TIME THE PERMITEE BECAME AWARE OF THE CIRCUMSTANCES. VISIBLE DISCOLORATION OR SUSPENDED SOLIDS IN THE EFFLUENT SHOULD BE RECORDED ON THE INSPECTION RECORD AS PROVIDED BELOW.
    - A WRITTEN SUBMISSION SHALL BE PROVIDED TO THE APPROPRIATE REGIONAL OFFICE OF THE DWQ WITHIN 5 DAYS OF THE TIME THE PERMITEE BECAME AWARE OF THE CIRCUMSTANCES. THE WRITTEN SUBMISSION SHALL CONTAIN A DESCRIPTION OF THE SEDIMENT DEPOSITION AND ACTIONS TAKEN TO ADDRESS THE CAUSE OF THE DEPOSITION. THE DIVISION OF WATER QUALITY STAFF MAY WAIVE THE REQUIREMENT FOR A WRITTEN REPORT ON A CASE-BY-CASE BASIS.
  - RECORDS OF INSPECTIONS MADE DURING THE PREVIOUS 30 DAYS SHALL REMAIN ON THE SITE AND AVAILABLE FOR AGENCY INSPECTORS AT ALL TIMES DURING NORMAL WORKING HOURS, UNLESS THE PERMITTING AUTHORITY PROVIDES A SITE-SPECIFIC EXEMPTION BASED ON UNIQUE SITE CONDITIONS THAT MAKE THIS REQUIREMENT NOT PRACTICAL. OLDER RECORDS MUST BE MAINTAINED FOR A PERIOD OF ONE YEAR AFTER PROJECT COMPLETION AND MADE AVAILABLE UPON REQUEST. THE RECORDS MUST PROVIDE THE DETAILS OF EACH INSPECTION INCLUDING OBSERVATIONS, AND ACTIONS TAKEN IN ACCORDANCE WITH THIS PERMIT. THE PERMITEE SHALL RECORD THE REQUIRED RAINFALL AND MONITORING OBSERVATIONS ON THE INSPECTION RECORD FOR ACTIVITIES UNDER STORMWATER GENERAL PERMIT NCG010000 FORM PROVIDED BY THE DIVISION OR A SIMILAR INSPECTION FORM THAT IS INCLUSIVE OF ALL OF THE ELEMENTS CONTAINED IN THE DIVISION'S FORM. ELECTRONIC STORAGE OF RECORDS WILL BE ALLOWED IF APPROVED BY THE PERMITTING AUTHORITY.
  - INSPECTION RECORDS MUST INCLUDE, AT A MINIMUM, THE FOLLOWING:
    - CONTROL MEASURE INSPECTIONS: INSPECTION RECORDS MUST INCLUDE AT A MINIMUM:
      - IDENTIFICATION OF THE MEASURES INSPECTED,
      - DATE AND TIME OF THE INSPECTION,
      - NAME OF THE PERSON PERFORMING THE INSPECTION,
      - INDICATION OF WHETHER THE MEASURES WERE OPERATING PROPERLY,
      - DESCRIPTION OF MAINTENANCE NEEDS FOR THE MEASURE,
      - CORRECTIVE ACTIONS TAKEN AND
      - DATE OF ACTIONS TAKEN.
    - STORMWATER DISCHARGE INSPECTIONS: INSPECTION RECORDS MUST INCLUDE AT A MINIMUM:
      - IDENTIFICATION OF THE DISCHARGE OUTFALL INSPECTED,
      - DATE AND TIME OF THE INSPECTION,
      - NAME OF THE PERSON PERFORMING THE INSPECTION,
      - EVIDENCE OF INDICATORS OF STORMWATER POLLUTION SUCH AS OIL SHEEN, FLOATING OR SUSPENDED SOLIDS OR DISCOLORATION,
      - INDICATION OF WHETHER THE MEASURES WERE OPERATING PROPERLY,
      - ACTIONS TAKEN TO CORRECT/PREVENT SEDIMENTATION AND
      - DATE OF ACTIONS TAKEN.
    - VISIBLE SEDIMENTATION FOUND OUTSIDE THE SITE LIMITS: INSPECTION RECORDS MUST INCLUDE:
      - AN EXPLANATION AS TO THE ACTIONS TAKEN TO CONTROL FUTURE RELEASES,
      - ACTIONS TAKEN TO CLEAN UP OR STABILIZE THE SEDIMENT THAT HAS LEFT THE SITE LIMITS AND
      - THE DATE OF ACTIONS TAKEN.
    - VISIBLE SEDIMENTATION FOUND IN STREAMS OR WETLANDS: ALL INSPECTIONS SHOULD INCLUDE EVALUATION OF STREAMS OR WETLANDS ON-SITE OR OFF-SITE (WHERE ACCESSIBLE) TO DETERMINE IF VISIBLE SEDIMENTATION HAS OCCURRED.
    - VISIBLE STREAM TURBIDITY - IF THE DISCHARGE FROM A SITE RESULTS IN VISIBLE STREAM TURBIDITY, INSPECTION RECORDS MUST RECORD THAT EVIDENCE AND ACTIONS TAKEN TO REDUCE SEDIMENT CONTRIBUTIONS. SITES DISCHARGING TO STREAMS NAMED ON THE STATE'S 303(D) LIST AS IMPAIRED FOR SEDIMENT-RELATED CAUSES MAY BE REQUIRED TO PERFORM ADDITIONAL MONITORING, INSPECTIONS OR APPLICATION OF MORE-STRINGENT MANAGEMENT PRACTICES IF IT IS DETERMINED THAT THE ADDITIONAL REQUIREMENTS ARE NEEDED TO ASSURE COMPLIANCE WITH THE FEDERAL OR STATE IMPAIRED-WATERS CONDITIONS, IF A DISCHARGE COVERED BY THIS PERMIT ENTERS A STREAM SEGMENT THAT IS LISTED ON THE IMPAIRED STREAM LIST FOR SEDIMENT-RELATED CAUSES, AND A TOTAL MAXIMUM DAILY LOAD (TMDL) HAS BEEN PREPARED FOR THOSE POLLUTANTS, THE PERMITEE MUST IMPLEMENT MEASURES TO ENSURE THAT THE DISCHARGE OF POLLUTANTS FROM THE SITE IS CONSISTENT WITH THE ASSUMPTIONS AND MEETS THE REQUIREMENTS OF THE APPROVED TMDL. THE DWQ 303(D) LIST CAN BE FOUND AT: [http://h2o.enr.state.nc.us/TMDL/GENERAL\\_303D.HTM](http://h2o.enr.state.nc.us/TMDL/GENERAL_303D.HTM)
  - ALL EROSION AND SEDIMENTATION CONTROL DEVICES SHALL REMAIN IN PLACE AND BE MAINTAINED BY THE CONTRACTOR UNTIL ALL SEEDING IS ESTABLISHED AND CONSTRUCTION AREAS HAVE BEEN STABILIZED.
  - TEMPORARY SEEDING - SEED IN ACCORDANCE WITH SOIL CONSERVATION SERVICE RECOMMENDATIONS WITH REGARD TO SEED TYPE, RATE OF APPLICATION, FERTILIZER, ETC.

**GROUND STABILIZATION (PER NCG010000)**

- A. SOIL STABILIZATION SHALL BE ACHIEVED ON ANY AREA OF A SITE WHERE LAND-DISTURBING ACTIVITIES HAVE TEMPORARILY OR PERMANENTLY CEASED ACCORDING TO THE FOLLOWING SCHEDULE:
- ALL PERIMETER DIKES, SWALES, DITCHES, PERIMETER SLOPES AND ALL SLOPES STEEPER THAN 3 HORIZONTAL TO 1 VERTICAL (3:1) SHALL BE PROVIDED TEMPORARY OR PERMANENT STABILIZATION WITH GROUND COVER AS SOON AS PRACTICABLE BUT IN ANY EVENT WITHIN 7 CALENDAR DAYS FROM THE LAST LAND-DISTURBING ACTIVITY.
  - ALL OTHER DISTURBED AREAS SHALL BE PROVIDED TEMPORARY OR PERMANENT STABILIZATION WITH GROUND COVER AS SOON AS PRACTICABLE BUT IN ANY EVENT WITHIN 14 CALENDAR DAYS FROM THE LAST LAND-DISTURBING ACTIVITY.
- B. CONDITIONS - IN MEETING THE STABILIZATION REQUIREMENTS ABOVE, THE FOLLOWING CONDITIONS OR EXEMPTIONS SHALL APPLY:
- EXTENSIONS OF TIME MAY BE APPROVED BY THE PERMITTING AUTHORITY BASED ON WEATHER OR OTHER SITE-SPECIFIC CONDITIONS THAT MAKE COMPLIANCE IMPRACTICABLE.
  - ALL SLOPES 50' IN LENGTH OR GREATER SHALL APPLY THE GROUND COVER WITHIN 7 DAYS EXCEPT WHEN THE SLOPE IS FLATTER THAN 4:1. SLOPES LESS THAN 50' SHALL APPLY GROUND COVER WITHIN 14 DAYS EXCEPT WHEN SLOPES ARE STEEPER THAN 3:1, THE 7 DAY-REQUIREMENT APPLIES.
  - ANY SLOPED AREA FLATTER THAN 4:1 SHALL BE EXEMPT FROM THE 7-DAY GROUND COVER REQUIREMENT.
  - SLOPES 10' OR LESS IN LENGTH SHALL BE EXEMPT FROM THE 7-DAY GROUND COVER REQUIREMENT EXCEPT WHEN THE SLOPE IS STEEPER THAN 2:1.
  - ALTHOUGH STABILIZATION IS USUALLY SPECIFIED AS GROUND COVER, OTHER METHODS, SUCH AS CHEMICAL STABILIZATION, MAY BE ALLOWED ON A CASE-BY-CASE BASIS.
  - FOR PORTIONS OF PROJECTS WITHIN ONE MILE AND DRAINING TO TROUT WATERS AND HIGH QUALITY WATERS AS CLASSIFIED BY THE ENVIRONMENTAL MANAGEMENT COMMISSION, STABILIZATION WITH GROUND COVER SHALL BE ACHIEVED AS SOON AS PRACTICABLE BUT IN ANY EVENT ON ALL AREAS WITHIN 7 CALENDAR DAYS FROM THE LAST LAND-DISTURBING ACT.
  - FOR PORTIONS OF PROJECTS LOCATED IN OUTSTANDING RESOURCE WATERSHEDS AS CLASSIFIED BY THE ENVIRONMENTAL MANAGEMENT COMMISSION, STABILIZATION WITH GROUND COVER SHALL BE ACHIEVED AS SOON AS PRACTICABLE BUT IN ANY EVENT ON ALL AREAS WITHIN 7 CALENDAR DAYS FROM THE LAST LAND-DISTURBING ACT.
  - PORTIONS OF A SITE THAT ARE LOWER IN ELEVATION THAN ADJACENT DISCHARGE LOCATIONS AND ARE NOT EXPECTED TO DISCHARGE DURING CONSTRUCTION MAY BE EXEMPT FROM THE TEMPORARY GROUND COVER REQUIREMENTS IF IDENTIFIED ON THE APPROVED EASC PLAN OR ADDED BY THE PERMITTING AUTHORITY.

New Stabilization Timeframes		
Site Area Description	Stabilization	Timeframe Exceptions
Perimeter dikes, swales, ditches, slopes	7 Days	None
High Quality Water (HQW) Zones	7 Days	None
Slopes steeper than 3:1	7 Days	If slopes are 10' or less in length and are not steeper than 2:1, 14 days are allowed
Slopes 3:1 or flatter	14 Days	7 days for slopes greater than 50' in length
All other areas with slopes flatter than 4:1	14 Days	None except for perimeter and HQW Zones

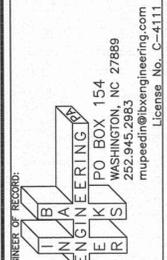
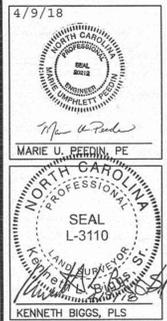
**APPROVAL**

THIS PRELIMINARY PLAT, # \_\_\_\_\_, AND THE STREET NAME(S) HEREON WERE APPROVED BY THE \_\_\_\_\_ AT A MEETING HELD THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 2018.

SIGNED \_\_\_\_\_ CHAIRMAN

SIGNED \_\_\_\_\_ PLANNER

**Owner/Contact Info:**  
 TAX PARCEL #: 20394  
 WILLIAMS, EDWIN JERRY  
 119 Pond Lane  
 Grimesland, NC 27837  
 Phone: (252) 717-9871  
 Email: "ejerrywilliams@yahoo.com"



Rev.	Description	Date	By	CT
1	WINTERVILLE D.E.C.	4/9/18		

PRELIMINARY PLAT  
**COPPER CREEK, SECTION 2**  
 BEING A PORTION OF THE PROPERTY DESCRIBED IN DB 2861, PG 694 AND DB 3047, PG 461 OF THE PITT COUNTY REGISTRY  
 Winterville Township, Pitt County, North Carolina

Drawn: CT    Design: MP  
 Chkd: MP/KB    App'd: MP/KB  
 Date: 3/5/18    Scale: N/A

**C1.1**  
 Sheet 1 of 2

Curve #	Length	Radius	Delta Angle	Tangent	Chord Bearing
C1	119.27'	280.00'	24°24'21"	60.55'	S75°47'37"W
C2	158.44'	530.00'	17°07'43"	79.82'	S72°09'18"W
C3	111.57'	500.00'	12°47'07"	56.02'	N20°01'00"W
C4	176.87'	120.00'	84°27'01"	106.91'	N57°03'20"W
C5	43.31'	180.00'	13°47'11"	21.76'	N75°16'14"W
C6	109.70'	500.00'	12°34'13"	55.07'	N72°02'20"W

Structure Name	Structure Details
EXMH1	RIM = 59.24 INV IN = 49.74 INV OUT = 49.74 INV OUT = 49.55
EXMH2	RIM = 61.17 INV IN = 51.11 INV OUT = 50.98
MH3 (OVER EX SS MAIN)	RIM = 60.62 INV IN = 51.29
MH4	RIM = 62.16 INV IN = 52.61 INV OUT = 52.51
MH5	RIM = 61.86 INV IN = 53.38 INV OUT = 53.28
MH6	RIM = 62.84 INV IN = 54.21 INV OUT = 54.21
MH7	RIM = 57.93 INV IN = 50.52 INV OUT = 50.42
MH8	RIM = 57.47 INV IN = 50.94 INV OUT = 50.84
MH9	RIM = 58.01 INV IN = 51.38 INV OUT = 51.28
MH10	RIM = 59.59 INV IN = 54.53 INV OUT = 54.43
MH11	RIM = 59.41 INV IN = 55.08 INV IN = 55.08 INV OUT = 54.98
MH12	RIM = 60.83 INV OUT = 56.59
MH13	RIM = 60.35 INV OUT = 55.83

Pipe Name	Size	Type	Length	Slope
EX 24" DI 2	24"	RCP	12.91	37.89%
EX 42" DI 3	42"	RCP	15.32	2.68%
CB 1 - CB 2	15"	RCP	78.72	0.51%
CB 2 - CB 3	15"	RCP	30.00	1.33%
CB 3 - CB 4	15"	RCP	63.35	1.10%
CB 4 - CB 5	18"	RCP	177.86	1.07%
CB 5 - CB 6	24"	RCP	189.08	1.00%
CB 6 - CB 20	36"	RCP	82.46	0.80%
CB 7 - CB 20	42"	RCP	29.73	0.70%
CB 8 - CB 7	42"	RCP	78.65	0.10%
CB 9 - CB 8	36"	RCP	213.40	0.16%
CB 10 - CB 9	24"	RCP	124.32	0.60%
CB 11 - CB 10	24"	RCP	49.84	2.05%
CB 12 - CB 11	18"	RCP	160.63	0.85%
CB 13 - CB 12	15"	RCP	192.12	0.27%
CB 14 - CB 13	15"	RCP	30.00	0.53%
CB 15 - CB 12	15"	RCP	30.00	0.20%
CB 16 - CB 11	15"	RCP	30.01	1.30%
CB 17 - CB 18	15"	RCP	30.00	1.57%
CB 18 - CB 11	15"	RCP	93.38	0.44%
CB 19 - CB 8	15"	RCP	30.00	2.47%
CB 20 - FES 1	42"	RCP	48.78	0.70%
CB 21 - CB 5	15"	RCP	30.00	1.00%
DI 1 - CB 1	15"	RCP	187.11	0.50%
DI 2 - FES 3	48"	RCP	248.66	0.86%
DI 3 - EX	42"	RCP	39.30	1.02%
FES 4 - DI 3	42"	RCP	6.00	5.33%
OCS 1 - FES 2	24"	RCP	40.00	0.50%



**APPROVAL**

THIS PRELIMINARY PLAT, # \_\_\_\_\_, AND THE STREET NAME(S) HEREON WERE APPROVED BY THE \_\_\_\_\_ AND THE \_\_\_\_\_ AT A MEETING HELD THE \_\_\_\_\_ DAY OF \_\_\_\_\_ 2018.

SIGNED \_\_\_\_\_ CHAIRMAN

SIGNED \_\_\_\_\_ PLANNER

NORTH CAROLINA PROFESSIONAL ENGINEERING SEAL  
L-3110  
4/9/18  
KENNETH E. GOSS, P.E.

**INTEGRAL ENGINEERS**  
ENGINEERS OF RECORD  
COASTAL CAROLINA SURVEYORS, PLLC  
LAND SURVEYORS  
P-0790

PO BOX 154  
WASHINGTON, NC 27889  
mupeed@integral-engineers.com  
License No. C-4111

No.	Revision Description	Date	By	CT
1	WINTERVILLE D.R.C.	4/9/18		

**PRELIMINARY PLAT**  
**COPPER CREEK, SECTION 2**

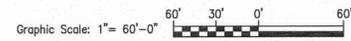
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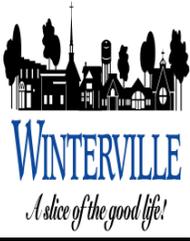
Drawn: CT    Design: MP  
Chk: MP/KB    App: MP/KB  
Date: 3/5/18    Scale: 1"=60'

**C2.1**  
Sheet 2 of 2

**Owner/Contact Info:**

TAX PARCEL #: 20394  
WILLIAMS, EDWIN JERRY  
119 Pond Lane  
Grimesland, NC 27837  
Phone: (252) 717-9871  
Email: "ejerrywilliams@yahoo.com"





**Town of Winterville  
Town Council  
Agenda Abstract**

**Item Section:** New Business

**Meeting Date:** May 14, 2018

**Presenter:** Bryan Jones, Planning Director

**Item to be Considered**

**Subject:** Preliminary Plat - Villa Grande, Phase 2.

**Action Requested:** Approval of Preliminary Plat.

**Attachments:** Preliminary Plat.

**Prepared By:** Bryan Jones, Planning Director

**Date:** 5/2/2018

**ABSTRACT ROUTING:**

TC

FD

TM 5/9/2018

Final 5/9/2018

**Supporting Documentation**

**Villa Grande, Phase 2 – Preliminary Plat:**

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

Parcel Numbers: 10262, 82581

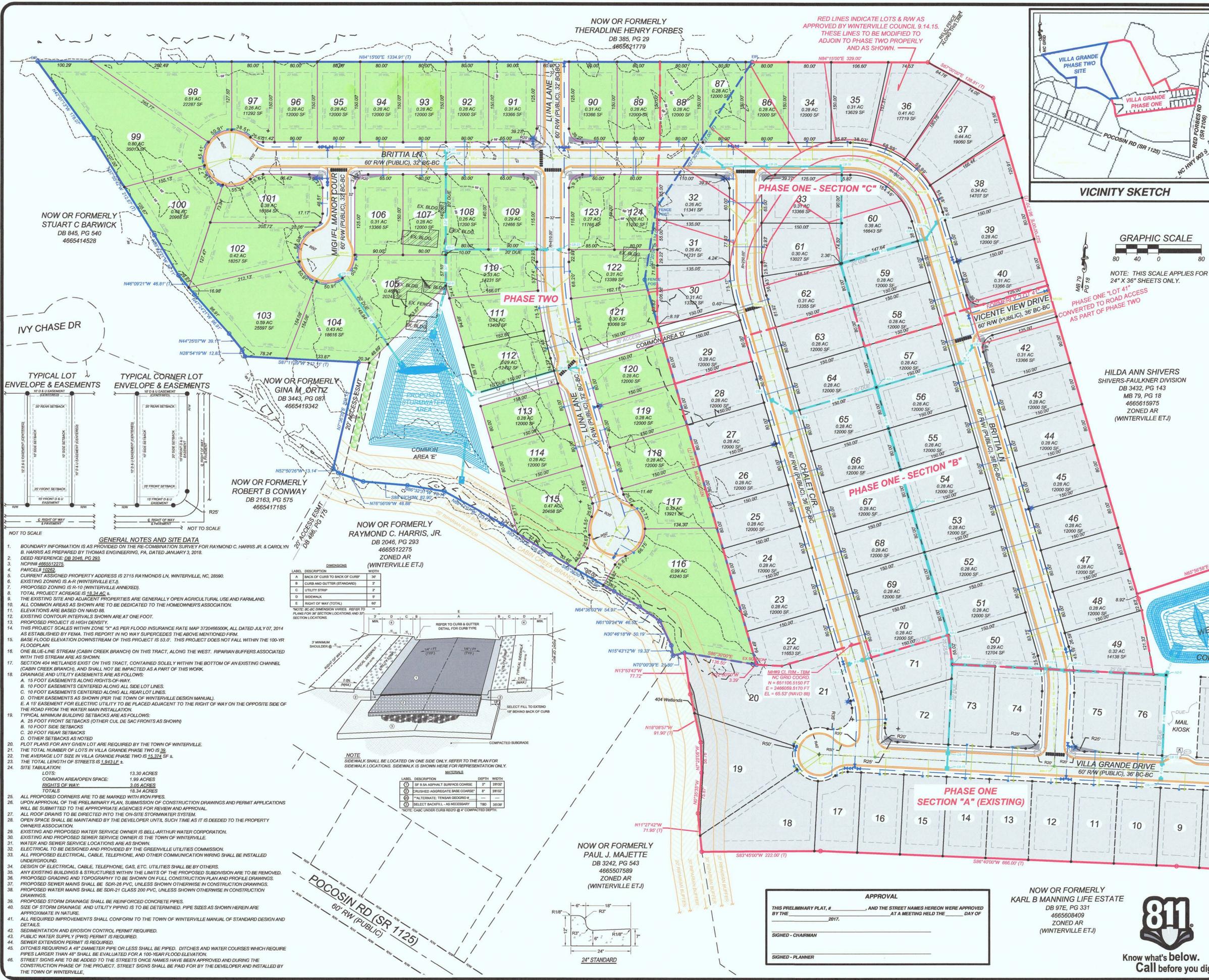
Site Data: 39 Lots, 18.34 Acres

Zoning District: R-10

*\*\*Planning and Zoning Board unanimously recommended approval of the preliminary plat at the April 16, 2018 meeting.*

**Budgetary Impact:** TBD.

**Recommendation:** Recommend Approval Preliminary Plat.



**GENERAL NOTES AND SITE DATA**

- BOUNDARY INFORMATION IS AS PROVIDED ON THE RE-COMBINATION SURVEY FOR RAYMOND C. HARRIS, JR. & CAROLYN B. HARRIS AS PREPARED BY THOMAS ENGINEERING, P.A. DATED JANUARY 3, 2018.
- DEED REFERENCE: DB 2046, PG 293
- NCPPN #65512275
- PARCEL # 10022
- CURRENT ASSIGNED PROPERTY ADDRESS IS 2715 RAYMONDS LN, WINTERVILLE, NC, 28590.
- EXISTING ZONING IS A-R (WINTERVILLE ETJ).
- PROPOSED ZONING IS R-10 (WINTERVILLE ANNEXED).
- TOTAL PROJECT ACREAGE IS 18.34 AC.
- THE EXISTING SITE AND ADJACENT PROPERTIES ARE GENERALLY OPEN AGRICULTURAL USE AND FARMLAND.
- ALL COMMON AREAS AS SHOWN ARE TO BE DEDICATED TO THE HOMEOWNERS ASSOCIATION.
- ELEVATIONS ARE BASED ON NAVD 83.
- EXISTING CONTOUR INTERVALS SHOWN ARE AT ONE FOOT.
- PROPOSED PROJECT IS HIGH DENSITY.
- THIS PROJECT SCALES WITHIN ZONE "A" AS PER FLOOD INSURANCE RATE MAP 370486500K, ALL DATED JULY 07, 2014 AS ESTABLISHED BY FEMA. THIS REPORT IN NO WAY SUPERCEDES THE ABOVE MENTIONED FIRM.
- BASE FLOOD ELEVATION DOWNSTREAM OF THIS PROJECT IS 53.0'. THIS PROJECT DOES NOT FALL WITHIN THE 100-YR FLOODPLAIN.
- ONE BLUE-LINE STREAM (CABIN CREEK BRANCH) ON THIS TRACT, ALONG THE WEST. RIPARIAN BUFFERS ASSOCIATED WITH THIS STREAM ARE AS SHOWN.
- SECTION 404 WETLANDS EXIST ON THIS TRACT, CONTAINED SOLELY WITHIN THE BOTTOM OF AN EXISTING CHANNEL (CABIN CREEK BRANCH), AND SHALL NOT BE IMPACTED AS A PART OF THIS WORK.
- DRAINAGE AND UTILITY EASEMENTS ARE AS FOLLOWS:  
A. 15 FOOT EASEMENTS ALONG RIGHTS-OF-WAY.  
B. 10 FOOT EASEMENTS CENTERED ALONG ALL SIDE LOT LINES.  
C. 10 FOOT EASEMENTS CENTERED ALONG ALL REAR LOT LINES.  
D. OTHER EASEMENTS AS SHOWN (PER THE TOWN OF WINTERVILLE DESIGN MANUAL).  
E. A 15' EASEMENT FOR ELECTRIC UTILITY TO BE PLACED ADJACENT TO THE RIGHT OF WAY ON THE OPPOSITE SIDE OF THE ROAD FROM THE WATER MAIN INSTALLATION.
- TYPICAL MINIMUM BUILDING SETBACKS ARE AS FOLLOWS:  
A. 25 FOOT FRONT SETBACKS (OTHER CL. DE. SAC FRONTS AS SHOWN)  
B. 10 FOOT SIDE SETBACKS  
C. 20 FOOT REAR SETBACKS  
D. OTHER SETBACKS AS NOTED
- PLOT PLANS FOR ANY GIVEN LOT ARE REQUIRED BY THE TOWN OF WINTERVILLE.  
21. THE TOTAL NUMBER OF LOTS IN VILLA GRANDE PHASE TWO IS 99.  
22. THE AVERAGE LOT SIZE IN VILLA GRANDE PHASE TWO IS 18,324 SF ±.  
23. THE TOTAL LENGTH OF STREETS IS 1,843 LE ±.
- SITE TABULATION:  
LOTS: 13.38 ACRES  
COMMON AREA/OPEN SPACE: 1.99 ACRES  
RIGHTS OF WAY: 3.05 ACRES  
TOTALS: 18.34 ACRES
- ALL PROPOSED CORNERS ARE TO BE MARKED WITH IRON PIPES.
- UPON APPROVAL OF THE PRELIMINARY PLAN, SUBMISSION OF CONSTRUCTION DRAWINGS AND PERMIT APPLICATIONS WILL BE SUBMITTED TO THE APPROPRIATE AGENCIES FOR REVIEW AND APPROVAL.
- ALL ROOF DRAINS TO BE DIRECTED INTO THE ON-SITE STORMWATER SYSTEM.
- OPEN SPACE SHALL BE MAINTAINED BY THE DEVELOPER UNTIL SUCH TIME AS IT IS DEEDED TO THE PROPERTY OWNERS ASSOCIATION.
- EXISTING AND PROPOSED WATER SERVICE OWNER IS BELL-ARTHUR WATER CORPORATION.
- EXISTING AND PROPOSED SEWER SERVICE OWNER IS THE TOWN OF WINTERVILLE.
- WATER AND SEWER SERVICE LOCATIONS ARE AS SHOWN.
- ELECTRICAL TO BE DESIGNED AND PROVIDED BY THE GREENVILLE UTILITIES COMMISSION.
- ALL PROPOSED ELECTRICAL, CABLE, TELEPHONE, AND OTHER COMMUNICATION WIRING SHALL BE INSTALLED UNDERGROUND.
- DESIGN OF ELECTRICAL, CABLE, TELEPHONE, GAS, ETC. UTILITIES SHALL BE BY OTHERS.
- ANY EXISTING BUILDINGS & STRUCTURES WITHIN THE LIMITS OF THE PROPOSED SUBDIVISION ARE TO BE REMOVED.
- PROPOSED GRADING AND TOPOGRAPHY TO BE SHOWN ON FULL CONSTRUCTION PLAN AND PROFILE DRAWINGS.
- PROPOSED SEWER MAINS SHALL BE SDR-21 CLASS 200 PVC, UNLESS SHOWN OTHERWISE IN CONSTRUCTION DRAWINGS.
- PROPOSED WATER MAINS SHALL BE SDR-21 CLASS 200 PVC, UNLESS SHOWN OTHERWISE IN CONSTRUCTION DRAWINGS.
- PROPOSED STORM DRAINAGE SHALL BE REINFORCED CONCRETE PIPES.
- SIZE OF STORM DRAINAGE AND UTILITY PIPING IS TO BE DETERMINED. PIPE SIZES AS SHOWN HEREIN ARE APPROXIMATE IN NATURE.
- ALL REQUIRED IMPROVEMENTS SHALL CONFORM TO THE TOWN OF WINTERVILLE MANUAL OF STANDARD DESIGN AND DETAILS.
- SEDIMENTATION AND EROSION CONTROL PERMIT REQUIRED.
- PUBLIC WATER SUPPLY (PWS) PERMIT IS REQUIRED.
- SEWER EXTENSION PERMIT IS REQUIRED.
- DITCHES REQUIRING A 48" DIAMETER PIPE OR LESS SHALL BE PIPED. DITCHES AND WATER COURSES WHICH REQUIRE PIPES LARGER THAN 48" SHALL BE EVALUATED FOR A 100-YEAR FLOOD ELEVATION.
- STREET SIGNS ARE TO BE ADDED TO THE STREETS ONCE NAMES HAVE BEEN APPROVED AND DURING THE CONSTRUCTION PHASE OF THE PROJECT. STREET SIGNS SHALL BE PAID FOR BY THE DEVELOPER AND INSTALLED BY THE TOWN OF WINTERVILLE.

**APPROVAL**

THIS PRELIMINARY PLAT, # \_\_\_\_\_ AND THE STREET NAMES HEREON WERE APPROVED BY THE \_\_\_\_\_ AT A MEETING HELD THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 2017.

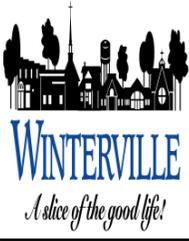
SIGNED - CHAIRMAN \_\_\_\_\_

SIGNED - PLANNER \_\_\_\_\_

**APPROVAL**  
NOW OR FORMERLY  
KARL B MANNING LIFE ESTATE  
DB 97E, PG 331  
466508409  
ZONED AR  
(WINTERVILLE ETJ.)

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

P. O. Box 1309, New Bern, NC 28563  
www.ThomasEngineeringPA.com  
Office: 252.637.2727 Fax: 252.636.2448



**Town of Winterville  
Town Council  
Agenda Abstract**

**Item Section:** New Business

**Meeting Date:** May 14, 2018

**Presenter:** Travis Welborn, Public Works  
Director

**Item to be Considered**

**Subject:** Approval of Change Order #2 for Elevated Water Tank Reconditioning Contract.

**Action Requested:** Approve proposed Change Order #2.

**Attachments:** Change Order Proposal from Contractor.

**Prepared By:** Travis Welborn, Public Works Director

**Date:** 5/3/2018

**ABSTRACT ROUTING:**

TC \_\_\_\_\_

FD \_\_\_\_\_

TM 05/9/2018

Final 5/9/2018

**Supporting Documentation**

The Contractor for the Elevated Tank Reconditioning Project has completed the initial sandblasting and prime paint coat, and begun painting the interior and exterior of the tank with the new finish coat. Upon inspecting the inside of the tank, the Contractor determined that the tank was lined with grease to prevent the lead in the existing paint from leaching into the water supply. Removal of the grease coating on the interior of the tank was not included in the original contract. The Contractor removed the grease coating at an additional cost of \$18,675. This was a necessary change order as the grease had to be removed in order to sandblast the old interior lining by hand.

All equipment used had to be discarded and replaced with new once the grease was removed in order to prevent contaminating the tank interior with lead once the grease was removed. Now that the grease and existing paint have been removed from the interior of the tank there is no longer any lead based paint on the tank and therefore no grease coating is necessary.

Staff has also requested that the Contractor install LED flood lights to illuminate the Town's logo on the tank. The Contractor has proposed installing the lights and new conduit for the wiring for an additional \$8,419. The total change order amount would be \$27,094.

**Budgetary Impact:** The total proposed change order is \$27,094. The project fund has \$10,605 remaining in contingency funds. The remaining balance will come from an underrun on the engineering contract from construction administration and inspection services. As of the middle of April there is approximately \$25,826 remaining in the Engineering Construction Phase line item. The Engineer estimates that less than \$7,000 of that will be spent for the remainder of the project.

**Recommendation:** Approval of proposed Change Order #2.

# Change Order

No. 2

Date of Issuance: May 2, 2018

Effective Date: May 2, 2018

Project: 2853-AC	Owner: Town of Winterville	Owner's Contract No.:
Contract: 500,000 Gallon Elevated Tank Reconditioning		Date of Contract: November 16, 2017
Contractor: Utility Services Co., Inc.		Engineer's Project No.: 2853-AC

## The Contract Documents are modified as follows upon execution of this Change Order:

### Description:

Removal of grease coating on the interior of the tank and addition of LED lights, conduits, brackets and wire to illuminate the Town's logo on the tank.

### Attachments (list documents supporting change):

Contractor quote

### CHANGE IN CONTRACT PRICE:

Original Contract Price:

\$346,100.00

[Increase] [~~Decrease~~] from previously approved Change Orders No. 1 to No. 1:

\$9,700.00

Contract Price prior to this Change Order:

\$355,800.00

[Increase] [~~Decrease~~] of this Change Order:

\$27,094.00

Contract Price incorporating this Change Order:

\$382,894.00

### CHANGE IN CONTRACT TIMES:

Original Contract Times:  Working days  Calendar days

Substantial completion (days or date): 90 days

Ready for final payment (days or date): 110 days

[Increase] [~~Decrease~~] from previously approved Change Orders No. 1 to No. 1:

Substantial completion (days): 5 days

Ready for final payment (days): 5 days

Contract Times prior to this Change Order:

Substantial completion (days or date): June 8, 2018

Ready for final payment (days or date): June 28, 2018

[Increase] [~~Decrease~~] of this Change Order:

Substantial completion (days or date): 14 days

Ready for final payment (days or date): 14 days

Contract Times with all approved Change Orders:

Substantial completion (days or date): June 22, 2018

Ready for final payment (days or date): July 12, 2018

RECOMMENDED:

By: \_\_\_\_\_  
Engineer (Authorized Signature)

Date: \_\_\_\_\_

Approved by Funding Agency (if applicable):

ACCEPTED:

By: \_\_\_\_\_  
Owner (Authorized Signature)

Date: \_\_\_\_\_

ACCEPTED:

By: \_\_\_\_\_  
Contractor (Authorized Signature)

Date: \_\_\_\_\_

Date: \_\_\_\_\_

# Change Order

## Instructions

### A. GENERAL INFORMATION

This document was developed to provide a uniform format for handling contract changes that affect Contract Price or Contract Times. Changes that have been initiated by a Work Change Directive must be incorporated into a subsequent Change Order if they affect Price or Times.

Changes that affect Contract Price or Contract Times should be promptly covered by a Change Order. The practice of accumulating Change Orders to reduce the administrative burden may lead to unnecessary disputes.

If Milestones have been listed in the Agreement, any effect of a Change Order thereon should be addressed.

For supplemental instructions and minor changes not involving a change in the Contract Price or Contract Times, a Field Order should be used.

### B. COMPLETING THE CHANGE ORDER FORM

Engineer normally initiates the form, including a description of the changes involved and attachments based upon documents and proposals submitted by Contractor, or requests from Owner, or both.

Once Engineer has completed and signed the form, all copies should be sent to Owner or Contractor for approval, depending on whether the Change Order is a true order to the Contractor or the formalization of a negotiated agreement for a previously performed change. After approval by one contracting party, all copies should be sent to the other party for approval. Engineer should make distribution of executed copies after approval by both parties.

If a change only applies to price or to times, cross out the part of the tabulation that does not apply.

UTILITY SERVICE CO., INC.  
535 COURTNEY HODGES BOULEVARD  
P O BOX 1350  
PERRY, GA 31069  
TEL 800-223-3695  
TEL 478-987-0303  
FAX 478-987-9657  
WWW.UTILITYSERVICE.COM



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## CHANGE ORDER PROPOSAL #2

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TO:	Derrick Smith	FROM:	Curt Dimsdale
COMPANY:	The Wooten Company	DATE:	04/03/2018
RE:	500,000 Gallon Elevated Tank Reconditioning, Winterville, NC	TOTAL NO. OF PAGES INCLUDING COVER:	1

---

We provided all labor, materials, equipment, tools, accessories and incidentals needed to complete the work as described below:

- Utility Service Company, Inc. removed the grease coatings on the interior of the water tank. Additional compensation is being requested due to the extra time and materials needed to remove the grease coatings from the tank. = **\$18,675**

This Proposal shall expire, if not accepted, in 15 days; however, this Proposal may be withdrawn by USCI at any time prior to acceptance.

The work required 10 contract days.

If the proposed work is acceptable to you, please sign below and email or fax this page back to me at 478-987-9657. If you have any questions, please call me at 478-988-5212.

Thank you,

A handwritten signature in black ink that reads "Curt Dimsdale". The signature is written in a cursive, slightly slanted style.

Curt Dimsdale

Accepted by: \_\_\_\_\_

Date: \_\_\_\_\_

UTILITY SERVICE CO., INC.  
535 COURTNEY HODGES BOULEVARD  
P O BOX 1350  
PERRY, GA 31069  
TEL 800-223-3695  
TEL 478-987-0303  
FAX 478-987-9657  
WWW.UTILITYSERVICE.COM



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### CHANGE ORDER PROPOSAL #3

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TO:	Derrick Smith	FROM:	Apurv Aggarwal
COMPANY:	The Wooten Company	DATE:	05/02/2018
RE:	500,000 Gallon Elevated Tank Reconditioning, Winterville, NC	TOTAL NO. OF PAGES INCLUDING COVER:	6

---

We provided all labor, materials, equipment, tools, accessories and incidentals needed to complete the work as described below:

- Utility Service Company, Inc. will install a galvanized conduit on the tank leg, install mounts and two (2) LED lights on the balcony handrail to illuminate the logo. = **\$8,419**

This Proposal shall expire, if not accepted, in 30 days; however, this Proposal may be withdrawn by USCI at any time prior to acceptance.

The work requires 4 contract days.

Notes/ Exceptions:

- Utility Service Company, Inc. will not be responsible for providing power to the leg on which the conduit will be installed.
- Utility Service Company, Inc. will not be responsible for the power connection at the ground level and/or the installation of the photo cell.
- The location of the conduit and the balcony mounts will be field determined.
- The proposal is based on installing the lights per the attached product data sheets.
- The proposal includes touch up of paint damaged due to welding.

If the proposed work is acceptable to you, please sign below and email this page back to me. If you have any questions, please call me at 478-988-5212.

Thank you,

A handwritten signature in black ink, appearing to read "Apurv Aggarwal", is written over a horizontal line.

Apurv Aggarwal

Accepted by: \_\_\_\_\_

Date: \_\_\_\_\_

# Sign-Vue<sup>®</sup> LED II

The Sign-Vue LED II is the next generation product designed to meet the needs of the media sign lighting market. Built on breakthrough LEDs and dedicated optics for specific poster and bulletin applications, the Sign-Vue LED II provides exceptional uniform illumination while saving energy and reducing maintenance costs. Built on the design philosophy “**MORE LIGHT WHERE YOU NEED IT—ON THE BOARD**”, watt for watt, the Sign-Vue LED II delivers twice as much light *on the board* as our leading LED competitors.”



## Key Benefits

### 78% more energy efficient than comparable HID luminaires:

- + 12,000 through 16,000 lumens – replaces 175W through 400W HID sign lighting products

### Dedicated optics for poster panel and bulletin applications:

- + Panel-Vue<sup>®</sup> optics for poster applications
- + Sign-Vue<sup>®</sup> optics for bulletin and super bulletin applications
- + AdVue<sup>®</sup> optics for bulletin and super bulletin applications where two luminaires are required
- + Most light on the board equals “most efficient” in the industry
- + Illuminates entire board apron, copy and extensions

### Leading edge optics and “white light” improve visibility on signage:

- + 5000K CCT, 70 CRI minimum
- + Exceptional uniformity
- + Uniform apron lighting promotes “brand” of operator
- + Uplight and spill light minimized to be environmentally friendly

### Improved fixture efficacy reduces energy usage vs competitive LED luminaires:

- + Efficacy improvements up to 130 LPW
- + Lowest total cost of ownership in the media industry
- + Maximized energy savings over HID results in faster payback

### Longevity and low maintenance make it the ultimate sustainable solution for renovation and new construction media sign lighting projects:

- + L70 & driver life > 100,000 hours
- + Robust IP66 rated prismatic borosilicate optics increase durability and reduce dirt depreciation
- + ANSI C136 10kV/5kA surge protection
- + 5,000 hour rated salt spray finish

### Sleek attractive dayform with weight less than ½ of comparable HID sign lighting luminaires ensures no issues when retrofitting to existing structure:

- + Weight < 25 lbs.
- + Luminaire mounts to existing 1.25 inch round or 1.5 inch square tube
- + Low profile ensures luminaire not visible in sign messaging

### Optional controls for design flexibility and energy savings:

- + AO field-adjustable module provides design flexibility
- + Provides choice of lumen and wattage for both rural and urban applications with one luminaire

**Smart Solutions that Simply Work**

# Sign-Vue® LED II

Media Group

Outdoor Advertising

## How to Construct a Catalog Number

### Example:

<b>SVLED2</b>	<b>SVL</b>	<b>PK3</b>	<b>MVOLT</b>	<b>50K</b>	<b>AMT</b>	<b>GHSDP</b>	<b>AO</b>
<b>1</b> SERIES	<b>2</b> DIRECT DISTR.	<b>3</b> LED OUTPUT	<b>4</b> VOLTAGE	<b>5</b> COLOR TEMP.	<b>6</b> MOUNTING	<b>7</b> COLOR	<b>8</b> OPTIONS
SVLED2	ADL PNL SVL	PK1 PK3 PK4	MVOLT 24VDC	50K	AMT	BNSDP GYSDP GHSDP	AO

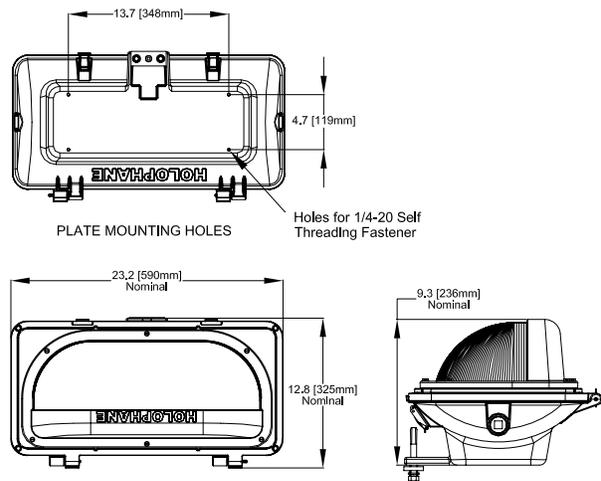
## Catalog Number Information

<b>STEP 1: SERIES</b>	
<b>SVLED2</b>	Sign-Vue LED II
<b>STEP 2: DIRECT DISTRIBUTION</b>	
<b>ADL</b> <sup>1</sup>	AdVue optical distribution refractor
<b>PNL</b>	Panel-Vue optical distribution refractor
<b>SVL</b>	Sign-Vue optical distribution refractor
<sup>1</sup> available with PK4 only	
<b>STEP 3: LED LIGHT OUTPUT</b>	
<b>PK1</b> <sup>2</sup>	6,000 lumen performance package
<b>PK3</b>	12,000 lumen performance package
<b>PK4</b>	16,000 lumen performance package
<sup>2</sup> 24VDC only	
<b>STEP 4: VOLTAGE</b>	
<b>MVOLT</b>	Auto sensing voltage 120, 208, 240, 277V
<b>24VDC</b>	24V DC

<b>STEP 5: DIRECT LED COLOR</b>	
<b>50K</b>	5000K Color Temperature
<b>STEP 6: MOUNTING</b>	
<b>AMT</b>	Standard pipe mount 1.25IN round, 1.5IN square mounting with refractor up or refractor down with single wire access
<b>STEP 7: COLOR</b>	
<b>BNSDP</b>	Brown super durable paint finish
<b>GYSDP</b>	Gray super durable paint finish
<b>GHSDP</b>	Graphite super durable paint finish
	
<b>STEP 8: OPTIONS</b>	
<b>AO</b> <sup>3</sup>	Field adjustable output
<sup>3</sup> MVOLT only	

## Application Reference

Fixture	Board Size	# of Fixtures
<b>PNL</b> - Panel-Vue	12'x24' Poster	1
<b>PNL</b> - Panel-Vue	10'6" x 36' Bulletin	2 or 3
<b>SVL</b> - Sign-Vue	14'x48' Bulletin	3 or 4
<b>SVL</b> - Sign-Vue	20'x60' Super	5
<b>AVL</b> - AdVue	14'x48' Bulletin	2



Acuity Brands Lighting, Inc.

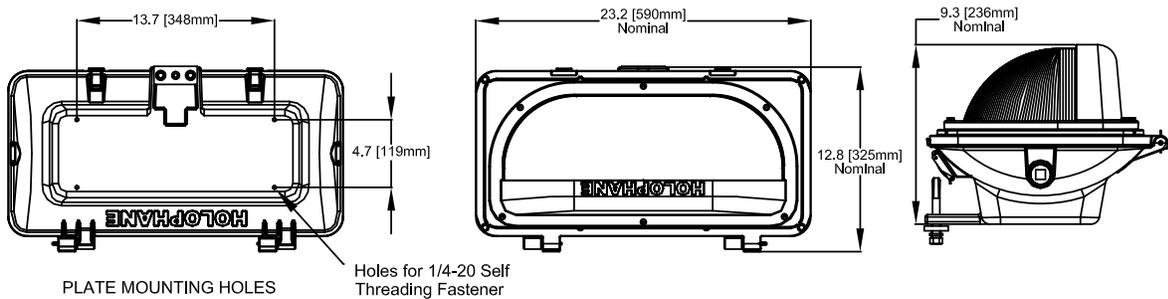
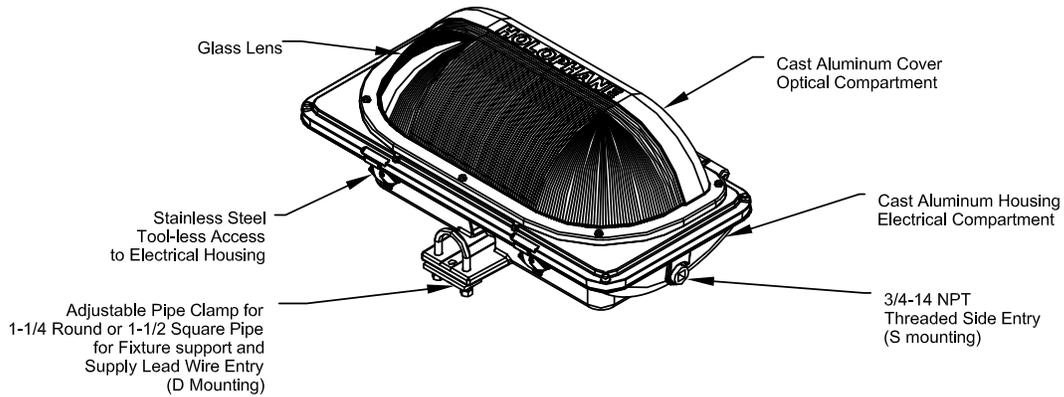
Holophane Headquarters, 3825 Columbus Road, Granville, OH 43023  
For more information on this product contact your Holophane Media Group at MediaSalesSupport@holophane.com or call 855-803-1345

**Warranty** Five-year limited warranty. Full warranty terms located at [www.acuitybrands.com/CustomerResources/Terms\\_and\\_conditions.aspx](http://www.acuitybrands.com/CustomerResources/Terms_and_conditions.aspx)

Visit our web site at [www.holophane.com](http://www.holophane.com)



MVOLT/ HVOLT Max Weight: 26.1 lbs (11.8 Kg)  
 Max EPA = .67 ft<sup>2</sup> (.06 m<sup>2</sup>)  
 CSA Certified to U.S. and Canadian Standards  
 Ambient Rating: 40°C  
 Wet Location



**Sign-Vue<sup>®</sup> LED II**  
 Infrastructure  
 Specialty



Customer Preferred: (Most Frequently Ordered Catalog Numbers)  
 SVLED2 PNL PK3 MVOLT 50K AMT GYSD

<p>SVLED2</p> <p>Series</p> <p>SVLED2 = Sign-Vue LED 2</p>	<p>Direct Distribution</p> <p>ADL = Ad-Vue Optic <sup>1</sup>          PNL = Panel-Vue Optic <sup>2</sup>          SVL = Sign-Vue Optic <sup>2</sup></p>	<p>Direct LED Light Output</p> <p>PK1 = 6,000 Lumens <sup>3</sup>          PK3 = 12,000 Lumens          PK4 = 16,000 Lumens</p>	<p>Voltage</p> <p>MVOLT = Auto-sensing Voltage (120, 208, 240, 277v)          24VDC = 24V DC</p>
<p>Direct LED Color</p> <p>50K = 5,000 K</p>	<p>Mounting Method</p> <p>AMT = Standard Pipe Mount; 1.25" Round, 1.5" Square, with refractor up or down, with single wire access</p>	<p>Color</p> <p>BNSDP = Brown Super Durable          GYSDP = Gray Super Durable          GHSDP = Graphite Super Durable</p>	<p>Options</p> <p>AO = Field Adjustable Output</p>

**ORDERING INFORMATION:**

NOTES:

1. PK4 only.
2. PK3 only.
3. 24VDC only.

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ORDER #:	
TYPE:	
DRAWN:	BGW
DATE:	9-23-15
DWG #:	LUM_SVLED2

# Specifications

## General Construction

Rugged door cast, high silicon-copper A413.0 aluminum alloy housing, allows for corrosion resistance and long life. "U" bolt arm mount with +0/-5 degree vertical adjustment. "U" bolt arm provides easy, secure installation and adjustability for arms 1.25 in round or 1.5 in square pipe, top or bottom mount. Also available with plate style mount with two 3/4-14 NPT threaded side entries. Stainless steel tool-less latch disengages top optical door for easy access to terminal block, surge protection module, LED drivers. Removable optical door for ease of installation. Quick disconnect connectors for ease of installation and maintenance. PCB mounted LED design focused on providing long life and substantially reducing energy and maintenance costs with L70 >100,000 hour life resulting in high lumen application efficacy for sign lighting applications.

## Environmental

Luminaire design and tested to comply with ANSI C136:31 2001 for 100,000 cycles at 3.0G acceleration for normal applications.

The range of luminaire operation is -40°C to +40°C.

Optical assembly meets dust and moisture rating of IP-66, Electrical meets IP-65 per IEC 60529, ensures long component life and protection from the environment.

The luminaire is finished with polyester paint applied after a pretreatment process to ensure maximum durability.

The finish shall pass the 1000 hour salt fog test per ASTM B117 and D1654 standard.

The luminaire passed Humidity testing per IEC 60068-2-3 1987 and passed Temperature-Voltage Cycling and Condensing Humidity testing per Acuity Brands Validation Test Specification 902-00007-001

## Regulatory

The luminaire is safety listed to CSA-C22.2 number 250, wet location 40°C.

The luminaire is ROHS compliant. Luminaire meets EMI compliance per FCC Title 47 CFR Part 15, Class A.

## Electrical

The surge protection is tested to ANSI/IEEE62.41 specification. For the MVOLT voltage option (120-277v), the device meets 10kV, 5kA. For HVOLT voltage ratings (347 and 480V), the protection level is 6kV, 3kA. The surge protection module (SPD) protects all downstream electronics such as led drivers, transfer switch, and relays for the purpose of protecting from electrical disturbances such as nearby lightning strikes.

The luminaire is designed to conform to ANSI C82.77:2002 for Maximum Total Harmonic Distortion (THD) <20%. Inrush current complies with NEMA410:2004 table B-2 and line Fluctuations and Ramp input voltage per UL 991:2004.

The luminaire conforms to Electromagnetic compatibility tests for Electrostatic Discharge (ESD) per IEC 61000-4-2:2001, Level 4.

All drivers have (0-10 volt) dimming capability. Driver life at 25C is 100,000 hours.

## Optical

PCB mounted LED technology comprised of multi-cluster LEDs on single metal core board, more reliable, and light source provides better and uniform optical control. Highly engineered reflector with 90+% reflectivity provides overlapping and repeatable distribution from each LED cluster eliminating dark spots. The luminaire is available with LED color temperature of 4000K or 5000K. The minimum color rendering index (CRI) is 70 minimum.

Reference [www.Holophane.com](http://www.Holophane.com) for individual photometric tests on Sign-Vue LED luminaire that are tested per LM79 guidelines. Consult factory for LM80 data as that varies per LED chip manufacturer.

Direct Distribution	LED Light Output	5000 K CCT			LLD @ 25C		
		Lumens	Input Watts	LPW	50K Hours	75K Hours	100K Hours
ADL	PK4	16,500	147	112	89	84	80
PNL	PK3	12,730	108	118	89	84	80
SVL	PK3	12,980	108	120	89	84	80

## WARRANTY

Limited warranty located at [www.acuitybrands.com/CustomerResources/Terms and conditions.aspx](http://www.acuitybrands.com/CustomerResources/Terms%20and%20conditions.aspx)

## NOTE

Specifications subject to change without notice.

Actual performance may differ as a result of end-user environment and application.

Actual wattage may differ by +/- 8% when operating at nominal input voltage +/- 10%.

Sign-Vue® LED II

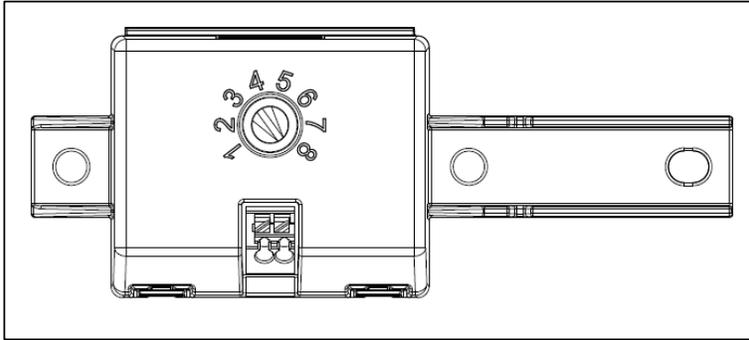
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ORDER #:	
TYPE:	
DRAWN:	BGW
DATE:	9-23-15
DWG #:	LUM_SVLED2

The Field Adjustable Output (AO) module



Configuration	FAO Position	Lumens	Watts
SVLED2 PK4 ADL	8	16,500	147
	7	16,500	147
	6	16,335	146
	5	14,190	132
	4	12,045	118
	3	10,065	101
	2	7,920	84
	1	5,775	63

Configuration	FAO Position	Lumens	Watts
SVLED2 PK3 PNL	8	12,730	108
	7	12,730	108
	6	12,603	107
	5	11,075	97
	4	9,420	85
	3	7,765	73
	2	6,237	60
	1	4,582	45

Configuration	FAO Position	Lumens	Watts
SVLED2 PK3 SVL	8	12,980	108
	7	12,980	108
	6	12,850	107
	5	11,293	97
	4	9,605	85
	3	7,918	73
	2	6,360	60
	1	4,672	45

Sign-Vue® LED II

Infrastructure  
Specialty



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ORDER #:	
TYPE:	
DRAWN:	BGW
DATE:	9-23-15
DWG #:	LUM_SVLED2



**Town of Winterville  
Town Council  
Agenda Abstract**

**Item Section:** New Business

**Meeting Date:** May 14, 2018

**Presenter:** Bryan Jones, Planning Director

**Item to be Considered**

**Subject:** Appointment of New Planning & Zoning Board Member.

**Action Requested:** Appointment of Planning Board Member from Eligible Applicants.

**Attachments:** Town of Winterville Applications – Request for Appointment to Boards.

**Prepared By:** Bryan Jones, Planning Director

**Date:** 4/25/2018

**ABSTRACT ROUTING:**

TC

FD

TM 5/9/2018

Final 5/9/2018

**Supporting Documentation**

Veronica S. Grice resigned from the Planning and Zoning Board as a regular City Limits Member. Mrs. Grice's term would have ended on 6/30/19. Currently, there are four (4) applications on file requesting to be appointed to the Planning and Zoning Board. The applicants are as follows (listed in order of receipt):

- Joseph Chrobak, Darlene Gardner, Rashad Curmon, and Tucker Moore.

**Winterville Code of Ordinances.**

**32.067 Terms of Members, When Appointments Made**

(E) In filling vacancies caused by resignations of existing members, the Council and County Board of Commissioners may appoint certain members for less than three years, to the end that thereafter the terms of all members shall not expire at the same time.

- ❖ If appointed, the newly appointed Board Member's term will end 06/30/2019.

**Budgetary Impact:** N/A.

**Recommendation:** Appoint eligible applicant to the P&Z Board.

TOWN OF WINTERVILLE

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

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

- Board of Adjustment
Recreation and Parks Advisory Board
Mid-East Commission
Planning and Zoning Board
Tree Board
Stormwater Advisory Committee

Name: JOSEPH CHROBAK Home Phone Number: 252-355-9148
Address: 588 CEDAR RIDGE DR. Business Phone Number: 252-758-0858
Employed By: EDWARD JONES Occupation: FINANCIAL ADVISOR
Name of High School Attended: MARIAN HS
College or University Attended: PENN STATE / KUTZTOWN UNIV.
How long have you been a resident of Winterville? 12 Y

Have you served on a board/commission of the town? [ ] Yes [x] No

If yes, please indicate which one(s):

Current membership in organization and offices held: PITT GOLDEN K (ASST. TREASURER), CHAMBER OF COMMERCE.

Past membership in organizations and offices held: ROTARY CLUB; LITTLE LEAGUE (BOARD OF DIR.) - BOTH IN NORTHPORT, FL. BS TROOP 340 (ASST. SCOUT MASTER)

State why you feel you would be an asset to this board/commission. I HAVE A BACKGROUND IN ACCOUNTING & FINANCE. WILL PROVIDE AN OBJECTIVE VIEWPOINT. COLLABORATE EFFEICTIVELY IN GROUP SETTINGS.

Signature: Joseph Chrobak Date: 6-21-16

Please Return To: Town of Winterville Town Clerk's Office P.O. Box 1459 Winterville, NC 28590

This information requested below is optional.

Form with fields for Ethnic Group, Sex, U.S. Citizenship, and Birth Date. Includes handwritten checkmarks and dates.



TOWN OF WINTERVILLE

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

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

- Board of Adjustment (blank), Planning and Zoning Board (X), Recreation and Parks Advisory Board (blank), Tree Board (blank), Mid-East Commission (blank), Stormwater Advisory Committee (blank)

Name: Darlene Gardner Home Phone Number: 252.439.0494

Address: 2559 Amanda Place, Winterville Business Phone Number: --

Employed By: Koinonia Christian Center Church Occupation: Admin. Asst/Church Secretary (retired from the profession of Social Work (Pitt Co. Dpt of Social Services, 16 yrs)

Name of High School Attended: D. H. Conley High School, Greenville, NC

College or University Attended: Pitt Community College, East Carolina University (both Greenville, NC)

How long have you been a resident of Winterville? 16 yrs

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

If yes, please indicate which one(s):

Current membership in organization and offices held: Board Member (& Secretary) Koinonia Christian Center Church Board

Past membership in organizations and offices held: N/a

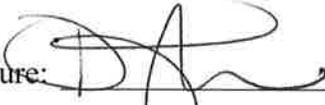
State why you feel you would be an asset to this board/commission.

I have resided in Pitt Co., NC since birth and have experienced living in rural Pitt County, in the city limits of Greenville, NC, and now Winterville, and can honestly say that Winterville really is the charm of all of those places I've lived. Therefore, I'd love the opportunity to serve Winterville in a capacity that would help promote that charm and for Winterville to become more attractive and the source of genuine pride of its residents such that it extends to those who will visit, travel through, or hear about by word of mouth and strategic marketing. Additionally, in my travels to other countries and various states, I realize that Winterville has the capacity for growth in the area of building its downtown so that it continues to attract a variety of individuals and families, both residents and non-residents and potential residents, for casual activities, family-centered activities, shopping, dining,



recreation, business adventures, etc. Having worked with a wide variety of people from various educational backgrounds, vocations, life experiences, socioeconomic levels, etc., along with my  
Cont'd -- State why you feel you would be an asset to this board/commission.

travels to other quaint towns (such as Blowing Rock NC, Savannah GA, Charleston SC, etc., ), to simply intently observing and digesting the heartbeat or vibe of what people of our society today seem to be gravitating toward and moving away from, I'd simply love the opportunity to just bring myself – having been shaped by life experiences, educational achievements, work experiences, etc., to the table of serving my home, via serving Winterville's Planning and Zoning Board. Simply, I'd love to be a part of seeing Winterville become more attractive by maintaining beautiful neighborhoods for families of a variety of income levels, by maintaining and growing an infrastructure in such a fashion that there's strategic long-term goals but also quality short-term solutions, by continuing to promote health, fitness and recreation for the casual walker and bicyclist to accommodating sports teams and their families, by fixing and maintaining streets and roadways so that they can accommodate the volume of traffic into the neighborhoods they provide access to and from, and by developing the downtown so it's attractive to residents, families, and visitors for access to basic life amenities as well as shopping, dining, and family entertainment, etc.

Signature:  Date: 2/13/2017

**Please Return To: Town of Winterville Town Clerk's Office P.O. Box 1459 Winterville, NC 28590**

This information requested below is optional.

<u>Ethnic Group:</u> _____ African American _____ American Indian _____ Asian or Pacific Islander _____ Caucasian _____ Hispanic	<u>Sex:</u> _____ Female _____ Male <u>U.S. Citizenship:</u> _____ Yes _____ No <u>Birth Date:</u> _____
---	--

TOWN OF WINTERVILLE

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

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

2 Board of Adjustment 1 Planning and Zoning Board  
3 Recreation and Parks Advisory Board \_\_\_\_\_ Tree Board  
\_\_\_\_\_ Mid-East Commission \_\_\_\_\_ Stormwater Advisory Committee

Name: Rashard Curmon Home Phone Number: 252-671-4888

Address: 387 Johnson Lane Business Phone Number: 252-883-7508

Employed By: Edgecombe County Public Schools Occupation: School Administrator

Name of High School Attended: New Bern High School

College or University Attended: Elizabeth City State University, East Carolina University, NC State University

How long have you been a resident of Winterville? Since 2008

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

If yes, please indicate which one(s): \_\_\_\_\_

Current membership in organization and offices held: \_\_\_\_\_

Koinonia Christian Center Church, Deacon

Past membership in organizations and offices held: \_\_\_\_\_

N/A

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

Currently seeking unique opportunities to play an active role in my local community

and making an intentional impact on the lives of other in the fine Town of Winterville.

Signature: Rashard Curmon Date: 12/30/17

Please Return To: Town of Winterville Town Clerk's Office P.O. Box 1459 Winterville, NC 28590

This information requested below is optional.

Ethnic Group:	Sex: _____ Female <input checked="" type="checkbox"/> Male
<input checked="" type="checkbox"/> African American	U.S. Citizenship: <input checked="" type="checkbox"/> Yes _____ No
_____ American Indian	Birth Date: <u>03/21/1986</u>
_____ Asian or Pacific Islander	
_____ Caucasian	
_____ Hispanic	



RECEIVED

1/16/2018 DBB

TOWN OF WINTERVILLE

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

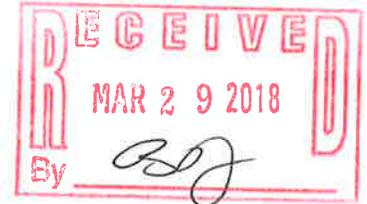
Please indicate which board you are interested in serving on. If you are interested in more than one board, please list them by preference by using numbers (1, 2, 3, etc.)

- Board of Adjustment (blank)
Recreation and Parks Advisory Board (blank)
Mid-East Commission (blank)
Planning and Zoning Board (1)
Tree Board (blank)
Stormwater Advisory Committee (blank)

Name: Tucker Moore
Address: 4695 Old Tar Road
Employed By:
Name of High School Attended: D.H. Conley
College or University Attended: ECU
Home Phone Number: 252-341-8223
Business Phone Number: 252-341-8223
Occupation: Manager
How long have you been a resident of Winterville? 25 years
Have you served on a board/commission of the town? (X) Yes ( ) No
If yes, please indicate which one(s): Stormwater

Current membership in organization and offices held:
Winterville Historic Society

Past membership in organizations and offices held:
Winterville Chamber of Commerce



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

As a 25 year resident of Winterville I am committed to the growth and prosperity of our town. ☺

Signature:

Date:

Please Return To: Town of Winterville Town Clerk's Office P.O. Box 1459 Winterville, NC 28590

This information requested below is optional.

Form with fields for Ethnic Group (Caucasian checked), Sex (Male checked), U.S. Citizenship (Yes checked), and Birth Date (1-15-1975).



**Town of Winterville  
Town Council  
Agenda Abstract**

**Item Section:** New Business

**Meeting Date:** May 14, 2018

**Presenter:** Evan Johnston, Director of Parks & Recreation

**Item to be Considered**

**Subject:** Re-appointments to the Parks and Recreation Advisory Board.

**Action Requested:** Appoint Recreation Advisory Board members to additional term.

**Attachments:** N/A.

**Prepared By:** Evan Johnston, Director of Parks & Recreation

**Date:** 5/3/2018

**ABSTRACT ROUTING:**

TC

FD

TM 5/9/2018

Final 5/9/2018

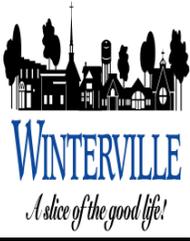
**Supporting Documentation**

The Recreation Advisory Board (RAB) has four (4) members whose term expiration is June 30, 2018 and have requested to be appointed to an additional term. Following is list of said members and their membership type: Kirby Bryson (Resident), Michael Guglielmelli (Resident), Randy Bowers (Resident), and Nicholas Vick (Non-Resident).

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

**Budgetary Impact:** N/A.

**Recommendation:** Appoint Recreation Advisory Board members to additional term.



**Town of Winterville  
Town Council  
Agenda Abstract**

**Item Section:** New Business

**Meeting Date:** May 14, 2018

**Presenter:** Anthony Bowers, Finance Director

**Item to be Considered**

**Subject:** Budget Amendment 2017-2018-09.

**Action Requested:** Approve the budget amendment.

**Attachments:** Budget Amendment 17-18-09.

**Prepared By:** Anthony Bowers, Finance Director

**Date:** 1/3/2018

**ABSTRACT ROUTING:**

TC

FD

TM 5/9/2018

Final 5/9/2018

**Supporting Documentation**

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

This amendment will allow the public works department to rebuild the culvert at Bayberry Ln. This change order is in the amount of \$20,535 and is part of the larger storm water project already approved by the council. The funding will be Powell Bill Fund Balance.

**Budgetary Impact:** The total budget amendment is \$20,535.

**Recommendation:** Approve the Budget Amendment.

**BUDGET ORDINANCE AMENDMENT 17-18-09**

BE IT ORDAINED by the Governing Board of the Town of Winterville, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2018:

**SECTION 1. Revenues are to be changed as follows:**

LINE ITEM DESCRIPTION			Fund	Increase	Decrease
Fund Balance	16	3831	Powell Bill	\$ 20,535	
Total				\$ 20,535	\$ -

**SECTION 2. Appropriations are to be changed as follows:**

LINE ITEM DESCRIPTION			Department	Fund	Increase	Decrease
Drainage and Stormwater	1645451000	4272		Powell Bill	\$ 20,535	
Total					\$ 20,535	\$ -

Adopted the 14th day of May 2018.

\_\_\_\_\_

Mayor

\_\_\_\_\_

Town Clerk