



## TOWN COUNCIL AGENDA

March 11, 2019 - 7:00 PM

### WINTERVILLE TOWN HALL ASSEMBLY ROOM

- I. **CALL TO ORDER.**
- II. **INVOCATION.**
- III. **PLEDGE OF ALLEGIANCE.**
- IV. **WELCOME.**
- V. **APPROVAL OF AGENDA.**
- VI. **NEW EMPLOYEE:**
  1. Kaleb Pait, Maintenance Worker, Parks and Recreation.
- VII. **PROCLAMATIONS:**
  1. Proclamation Recognizing Girl Scout Week.
- VIII. **PRESENTATIONS:**
  1. Presentation of the 2017-2018 Audit Report – Anthony Bowers, Finance Director.
- IX. **PUBLIC HEARINGS:**
  1. Mellon Downs Subdivision, Phases 2A and 2B Annexation.
- X. **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. Paul Briney, Principal, Creekside Elementary School
  2. William Mitchell – Introduction of a new business.
- XI. **CONSENT AGENDA:** *The following items are considered routine in nature and will not be discussed by the Town Council unless a Councilman or citizen requests that an item be removed from the Consent Agenda for further discussion. The Mayor may allow citizens to address an item or ask questions.*
  1. Approval of the following set of Council Meeting Minutes:
    - ✓ January 28, 2019 Vision Setting Meeting.
  2. Annexation - Ange Plaza, Lot 22: Direct Town Clerk to Investigate the Sufficiency of Annexation.

**XII. OLD BUSINESS:**

1. Approval of Next Round of Homes Needing Urgent Repairs through the Town's URP.
2. Winterville Recreation Advisory Board Composition.
3. Brookstone Subdivision, Phase 1 – Request for Amendment to Existing Conditional Uses.
4. Approval of Electric Territory Expansion Design and Engineering Contract.
5. Approval Old Tar Road Widening Project Electric Utility Relocation Design and Engineering Contract.

**XIII. NEW BUSINESS:**

1. Approval of Contract Award to Tripp Brothers Inc. for Church St. Lift Station Force Main Bore.

**XIV. OTHER AGENDA ITEMS.**

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

**XVI. REPORTS FROM DEPARTMENT HEADS: Update on Projects Currently Underway:**

- ❖ Minimum Housing/Code Enforcement (TLP)
- ❖ Tar Road Widening Project – Electric Engineering/Relocation (RS)
- ❖ New Electric Territory Engineering/Installation (RS)
- ❖ Fork Swamp Greenway Project (EJ)
- ❖ Multi-Purpose Building Site Plan (EJ)
- ❖ Winterville Market/Town Common Plan (BW)
- ❖ Winterville Land Use Plan (BJ)
- ❖ Chapman Street Culvert - Nobel Canal Drainage Basin Study (TW)
- ❖ 2018 SRF Application (Sewer Rehabilitation) (TW)
- ❖ Church Street Pump Station Rehabilitation (TW)

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

**XVIII. ANNOUNCEMENTS:**

1. Planning and Zoning Board Meeting – Monday, March 18, 2019 – 7:00 p.m. - Town Hall Assembly Room.
2. Board of Adjustment Meeting – Tuesday, Tuesday March 19, 2019 – 7:00 p.m. - Town Hall Assembly Room.
3. Stormwater Workshop – Monday, March 25, 2019 – 6:00 p.m. – Town Hall Executive Conference Room.

**XIX. ADJOURN.**

**SPECIAL NOTICE:** *Anyone who needs an interpreter or special accommodations to participate in the meeting should notify the Town Clerk, Don Harvey at (252) 215-2344 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:** Proclamation

**Meeting Date:** March 11, 2019

**Presenter:** Donald Harvey, Town Clerk

**Item to be Considered**

**Subject:** Girl Scout Week – March 11 – 15, 2019.

**Action Requested:** Approval of Proclamation.

**Attachment:** Proclamation Recognizing Girl Scout Week.

**Prepared By:** Donald Harvey, Town Clerk

**Date:** 2/28/2019

**ABSTRACT ROUTING:**

**TC:** 2/28/2019

**FD:**

**TM:** 3/6/2019

**Final:** 3/6/2019

**Supporting Documentation**

Approval of the attached Proclamation Honoring recognizing Girl Scout Week.

**Budgetary Impact:** N/A.

**Recommendation:** Approval of Proclamation.



## **PROCLAMATION** **Girl Scout Week**

**WHEREAS**, the year 2019 marks the 107th anniversary of Girl Scouts of the USA, the largest and most successful leadership program for girls in the world; and

**WHEREAS**, Girl Scouts unleashes the G.I.R.L. (Go-getter, Innovator, Risk-taker, Leader)™ in every girl, preparing her for a lifetime of leadership; and

**WHEREAS**, Girl Scouts combines time-tested, research-backed methods with exciting, modern programming that speaks to today's girls and is designed to cater to the strengths of girls' leadership development; and

**WHEREAS**, Girl Scouts offers girls 21st century programming in science, technology, engineering, and math (STEM); the outdoors; entrepreneurship; and beyond, helping girls develop invaluable life skills and take the lead early and often; and

**WHEREAS**, as the world's premier leadership development organization for girls, Girl Scouts welcomes girls of all backgrounds and interests who want to develop the courage, confidence, and character to make the world a better place; and

**WHEREAS**, the Girl Scout Gold Award, the highest and most prestigious award in Girl Scouting, calls on Girl Scouts in grades 9 to 12 to take on projects that have a measurable and sustainable impact on a community by first assessing a need, designing a solution, completing a project, and inspiring others to sustain it; and

**WHEREAS**, with more than 100 years of experience, Girl Scouts brings a wealth of knowledge to programs that deliver girls cornerstone experiences with benefits that last a lifetime; and

**WHEREAS**, today, more than 50 million women are Girl Scout alums, and 2.6 million girls and adults are current members.

**NOW, THEREFORE**, I, Douglas A. Jackson, by virtue of the authority vested in me as Mayor of Winterville, North Carolina do hereby applaud the Girl Scout Movement and North Carolina Coastal Pines for providing girls with a safe, inclusive, all-girl space where they can hone their skills and develop leadership abilities, and I declare the 11th -15th of March 2019 to be "Girl Scout Week".

**IN WITNESS WHEREOF**, I do set my hand, and cause the seal of Winterville to be affixed this 11th day of March, 2019.

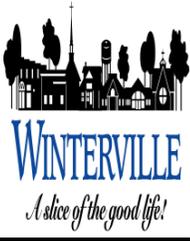
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Douglas A. Jackson, Mayor

**Attest:**

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Donald Harvey, Town Clerk



**Town of Winterville  
Town Council  
Agenda Abstract**

**Item Section:** Presentations

**Meeting Date:** March 11, 2019

**Presenter:** Anthony Bowers, Finance Director

**Item to be Considered**

**Subject:** Presentation of the 2017-2018 Audit Report.

**Action Requested:** Accept Report.

**Attachments:** Comprehensive Annual Financial Report (CAFR) will be provided at the meeting.

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

**Date:** 2/27/2019

**ABSTRACT ROUTING:**

TC 2/28/2019

FD

TM 3/6/2019

Final 3/6/2019

**Supporting Documentation**

This is a follow up presentation. Mr. Michael Jordan of CRI presented his findings at the December 10th meeting. However, the CAFR had not completed LGC review, and had not been published at that time. We will revisit the major funds and any audit findings as it relates to the June 30<sup>th</sup> Audit.

**Budgetary Impact:** N/A.

**Recommendation:** N/A.



# Town of Winterville

## 2017-2018 Comprehensive Annual Financial Report



# Audit Requirements

- State law G.S. 159-34 requires municipalities to be audited annually.
- Must be preformed by an independent Audit Firm.
- Provides Citizens and Council with feedback regarding staff's financial management of funds according to Generally Accepted Accounting Principles. GAAP
- Provides critical feed back for staff and improvement points.



# Time Period

- This audit covers the period of July 1<sup>st</sup> 2017 through June 30<sup>th</sup> 2018.
- The North Carolina Local Government Commission request submissions by October 31<sup>st</sup>, unless extensions are granted due to unusual circumstances.
- There were two items that affected the submission of the audit last year.
  - Hurricane Florence
  - Implementation of GASB 75 (Governmental Accounting Standards Board) OPEB (Other Post Employment Benefits) reporting requirement. Required Actuarial Study that was not completed until mid November – Volume



# Independent Auditor's Opinion

- In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, and each major fund of the Town of Winterville, North Carolina as of June 30, 2018, and the respective changes in financial position, and, where applicable, cash flows, thereof and the respective budgetary comparison for the General Fund for the year then ended in accordance with accounting principles generally accepted in the United States of America.
- Unmodified, Unqualified, = Clean Audit



# General Fund

- Revenues Budget To Actual
  - \$8,110,210 vs. \$7,939,962
- Expenditures Budget To Actual
  - \$11,572,701 vs. 9,083,755
- Unassigned Fund Balance
  - \$5,428,585
- Fund Balance as a % of the Annual Operating Budget
  - 59.76%
- Debt Position
  - \$7,944,192



# Powell Bill

- Revenues Budget To Actual
  - \$1,051,325 vs \$1,051,325
- Expenditures Budget To Actual
  - \$1,051,325 vs \$458,267
- Unassigned Fund Balance
  - \$506,239
- Fund Balance as a % of the Annual Operating Budget
  - 91%
- Debt Position
  - \$0.00



# Electric Fund

- Revenues Budget To Actual
  - \$7,249,793 Vs \$7,304,825
- Expenditures Budget To Actual
  - \$7,411,574 Vs \$6,500,841
- Unrestricted Retained Earnings
  - \$7,145,212
- Fund Balance as a % of the Annual Operating Budget
  - 97%
- Debt Position
  - \$1,748,133



# Water Fund

- Revenues Budget To Actual
  - \$1,688,492 Vs \$1,518,820
- Expenditures Budget To Actual
  - \$1,722,992 Vs \$1,499,440
- Unassigned Fund Balance
  - \$1,375,193
- Fund Balance as a % of the Annual Operating Budget
  - 80%
- Debt Position
  - 1,647,665



# Sewer Fund

- Revenues Budget To Actual
  - \$1,998,809 Vs \$2,305,709
- Expenditures Budget To Actual
  - \$2,621,603 Vs \$2,031,684
- Unassigned Fund Balance
  - \$982,576
- Fund Balance as a % of the Annual Operating Budget
  - 38%
- Debt Position
  - \$1,537,323



# Storm Water Fund

- Revenues Budget To Actual
  - \$207,845 Vs \$257,370
- Expenditures Budget To Actual
  - \$283,025 Vs 147,620
- Unassigned Fund Balance
  - \$213,325
- Fund Balance as a % of the Annual Operating Budget
  - 76%
- Debt Position
  - \$0.00



# Questions or Comments



**Town of Winterville  
Town Council  
Agenda Abstract**

**Item Section:** Public Hearings

**Meeting Date:** March 11, 2019

**Presenter:** Bryan Jones, Planning Director

**Item to be Considered**

**Subject:** Mellon Downs, Phases 2A and 2B: Lots 16, 17, 18, 20, 22, 23, 24, 26, 39, 42, 43, 44, 46, 48, 51, 53, 54, 55, 56, 72, 76, 77, 78, 79, 80, 81, 82, 84, 86 and Parcels 82642 & 82885.

**Action Requested:** Hold Public Hearing.

**Attachments:** Annexation Map, Annexation Petitions and Metes and Bounds, Resolution, and Certificate of Sufficiency.

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

**Date:** 2/20/2019

**ABSTRACT ROUTING:**

TC 2/29/2019

FD \_\_\_\_\_

TM 3/6/2019

Final 3/6/2019

**Supporting Documentation**

The property owners of Lots 16, 17, 18, 20, 22, 23, 24, 26, 39, 42, 43, 44, 46, 48, 51, 53, 54, 55, 56, 72, 76, 77, 78, 79, 80, 81, 82, 84, 86 and Parcels 82642 & 82885 (HOA Property) in Mellon Downs, Phases 2A and 2B are applying for annexation into the Town limits.

Mellon Downs, Phases 2A and 2B:

Location: Oakwood Drive and Mockingbird Lane

Size: 31 Lots.

Zoned: R-12.5

Annexation Process:

1<sup>st</sup> Council Meeting: Direct Town Clerk to Investigate the Sufficiency of the Annexation (1/14/19).

2<sup>nd</sup> Council Meeting: Schedule a Public Hearing for the Annexation (2/11/19).

3<sup>rd</sup> Council Meeting: Hold Public Hearing on the Annexation (3/11/19).

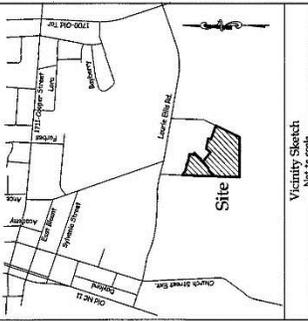
- Petitioners and adjacent property owners within 100' mailed notification on February 25, 2019.
- Public Notice published in the Daily Reflector on 2/27/19 and 3/6/19.

**Budgetary Impact:** TBD.

**Recommendation:** Hold Public Hearing.

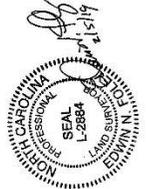
**LEGEND:**

- A.C. - Acreage
- D.B. - Deed Book
- 3" - 6" Iron Pipe Found
- 3" - 6" Cast Iron Pipe Found
- 3" - 6" Zinc Stake Found
- M.B. - Map Book
- Pg. - Page
- R/W - Right-of-way
- (37) - Adjoining Lot Number
- POB - Point of Beginning for Amusement Description



**Petitioners List**

Lot Number	Owner
16	Brandon & Kayla Luther
17	Lakesia Boone
18	Ferrando HIGGS
20	Shirley A. Puller
22	Brenda Hayes & Linda Wynkoop
23	Lisa Haddock
24	Kenneth & Francine McCullough
26	Brian & Brittany Miller
28	James & Ann Cooper
29	James & Ann Cooper
30	Charles & Soni Jahresdorfer
33	Charles & Soni Jahresdorfer
44	Lynne Beck
46	Evan & Molly Pierce
48	Randy & Brenda Garis
50	Tommy & Judy
51	Tommy & Judy
53	Tommy & Judy
54	Boey & Joann Swindall
55	Joshua & Amy Troseall
56	Clarence & Kimberly Whitley
72	John & Lisa Petriello
73	John & Lisa Petriello
74	Troy & Michela Open
78	William & Virginia Greene
79	Darand & Laticha Cantey
80	Alva & Cathy Stuckey
81	Boonester & Ivy Appah
84	Boonester & Ivy Appah
85	Kenneth & Klanna Kerwin
86	Charles Jahresdorfer & Daniel Jahresdorfer
	Mellon Downs HOA, Inc.
	Mellon Downs HOA, Inc.



This map was prepared from recorded information and not by actual survey.

**ANNEXATION MAP - 12.68 ACRES**

**LOTS 16-18, 20, 22-24, 26, 39, 42-44, 46, 48, 51, 53-56, 72, 76-82, 84, 86, OPEN SPACES, & SPARROW LANE**

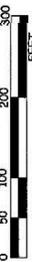
**MELLON DOWNS PHASE II-A & II-B**  
Winterville Twp., Pitt Co., North Carolina

**See Petitioners List**

DATE: 01/17/19

SCALE: 1"=100'

GRAPHIC SCALE: 1"=100'

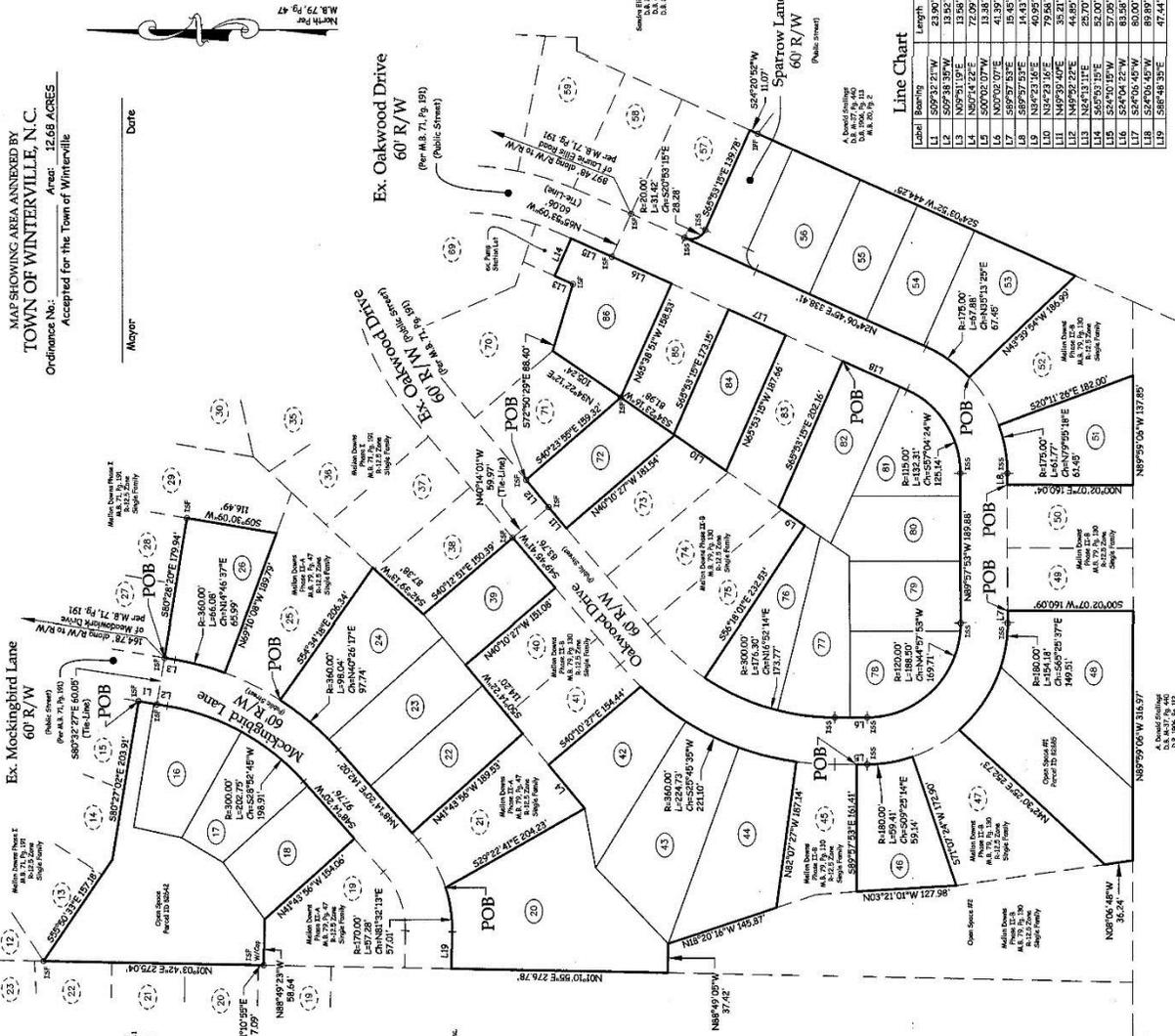


**PARKER & ASSOCIATES, INC.**

Engineers and Surveyors  
1010 W. Main Street, Raleigh, NC 27601  
P.O. Box 976 - 306 New Bridge Street - 28540  
Phone (910) 465-2414 - www.Parker-Jacksonville.com  
N.C. Firm License Number: F-0108



MAP SHOWING AREA ANNEXED BY  
**TOWN OF WINTERVILLE, N.C.**  
Ordinance No.: \_\_\_\_\_  
Accepted for the Town of Winterville  
Area: 12.68 ACRES



**Line Chart**

Lot	Bearing	Length
L1	S09°32'21"W	23.00
L2	S09°38'35"W	13.95
L3	S09°31'09"E	13.95
L4	S07°14'22"E	72.09
L5	S07°14'22"E	72.09
L6	N00°02'07"E	41.39
L7	S89°57'53"E	15.45
L8	S89°57'53"E	15.45
L9	N89°57'53"E	40.95
L10	N89°57'53"E	40.95
L11	N45°53'40"E	33.21
L12	N45°53'40"E	33.21
L13	N45°53'40"E	33.21
L14	N45°53'40"E	33.21
L15	N45°53'40"E	33.21
L16	N45°53'40"E	33.21
L17	N45°53'40"E	33.21
L18	N45°53'40"E	33.21
L19	N45°53'40"E	33.21

Field Book: N/A  
Disk Name: ACAD 2650  
Job No.: 5189725-9854  
Ames: 3rd Ang BLD

PETITION REQUESTING ANNEXATION

Date: 10/3/18

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

Parcel: 82643

LOT 16

Address: 2816 Mockingbird Lane, Winterville, NC 28590 Mellon Downs Phase II-A

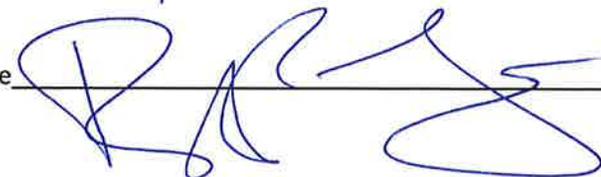
Map Book: 79 Page: 47-48

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

BEING all of Lot 16 of Mellon Downs, Phase IIA as shown on the plat recorded in Map Book 79, Pages 47-48 of the Pitt County Registry.

Name Brandon P. & Kayla N. Luther Address 2816 Mockingbird Lane, Winterville, NC 28590

Signature 

Signature 

PETITION REQUESTING ANNEXATION

Date: 12-5-18

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

Parcel: 82644

LOT 17

Address: 2826 Mockingbird Lane, Winterville, NC 28590 Mellon Downs Phase II-A

Map Book: 79 Page: 47-48

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

BEING all of Lot 17 of Mellon Downs, Phase II-A as shown on the plat recorded in Map Book 79, Pages 47-48 of the Pitt County Registry.

Name Lakesia Y. Boone Address 2826 Mockingbird Lane, Winterville, NC 28590

Signature

Lakesia Y. Boone

PETITION REQUESTING ANNEXATION

Date: 12/10/18

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

Parcel: 82645

LOT 18

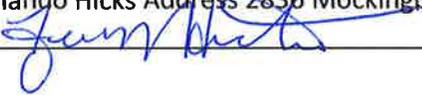
Address: 2836 Mockingbird Lane, Winterville, NC 28590 Mellon Downs Phase II-A

Map Book: 79 Page: 47-48

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

BEING all of Lot 18 of Mellon Downs, Phase IIA as shown on the plat recorded in Map Book 79, Pages 47-48 of the Pitt County Registry.

Name Fernando Hicks Address 2836 Mockingbird Lane, Winterville, NC 28590

Signature 

PETITION REQUESTING ANNEXATION

Date: 11/20/18

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

Parcel: 82647

LOT 20

Address: 2851 Mockingbird Lane, Winterville, NC 28590

Mellon Downs Phase II-A

Map Book: 79 Page: 47-48

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

BEING all of Lot 20 of Mellon Downs, Phase IIA as shown on the plat recorded in Map Book 79, Pages 47-48 of the Pitt County Registry.

Name George E. & Angela P. Fuller Address 2851 Mockingbird Lane, Winterville, NC 28590

Signature 

Signature 

PETITION REQUESTING ANNEXATION

Date: 11/30/13

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

Parcel: 82649

LOT 22

Address: 2839 Mockingbird Lane, Winterville, NC 28590

Mellon Downs Phase II-A

Map Book: 79 Page: 47-48

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

BEING all of Lot 22 of Mellon Downs, Phase IIA as shown on the plat recorded in Map Book 79, Pages 47-48 of the Pitt County Registry.

Name Brenda S. Hayes & Linda J. Wynkoop Address 2839 Mockingbird Lane, Winterville, NC 28590

Signature 

Signature 

PETITION REQUESTING ANNEXATION

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

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

Parcel: 82652

LOT 23

Address: 2833 Mockingbird Lane, Winterville, NC 28590

Mellon Downs Phase II-A

Map Book: 79 Page: 47-48

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

BEING all of Lot 23 of Mellon Downs, Phase IIA as shown on the plat recorded in Map Book 79, Pages 47-48 of the Pitt County Registry.

Name Lisa Lane Haddock Address 2833 Mockingbird Lane, Winterville, NC 28590

Signature



PETITION REQUESTING ANNEXATION

Date:

9/28/18

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

Parcel: 82651

LOT 24

Address: 2827 Mockingbird Lane, Winterville, NC 28590

Mellon Downs Phase II-A

Map Book: 79 Page: 47-48

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

BEING all of Lot 24 of Mellon Downs, Phase IIA as shown on the plat recorded in Map Book 79, Pages 47-48 of the Pitt County Registry.

Name Kenneth I. & Francine A. McCullough Address 2827 Mockingbird Lane, Winterville, NC 28590

Signature 

Signature 

PETITION REQUESTING ANNEXATION

Date: Oct-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

Parcel: 82653

LOT 26

Address: 2817 Mockingbird Lane, Winterville, NC 28590

Mellon Downs Phase II-A

Map Book: 79 Page: 47-48

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

BEING all of Lot 26 of Mellon Downs, Phase IIA as shown on the plat recorded in Map Book 79, Pages 47-48 of the Pitt County Registry.

Name Brian F. & Brittany T. Miller Address 2817 Mockingbird Lane, Winterville, NC 28590

Signature  \_\_\_\_\_

Signature  \_\_\_\_\_

PETITION REQUESTING ANNEXATION

Date: 10/15/18

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

Parcel: 82876

LOT 39

Address: 2987 Oakwood Drive, Winterville, NC 28590

Mellon Downs Phase II-B

Map Book: 79 Page: 130

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

BEING all of Lot 39 of Mellon Downs, Phase IIB as shown on the plat recorded in Map Book 79, Pages 130 of the Pitt County Registry.

Name Thomas F. & Venus Roeller Address 2987 Oakwood Drive, Winterville, NC 28590

Signature 

Signature 

PETITION REQUESTING ANNEXATION

Date: 10/2/18

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

Parcel: 82879

LOT 42

Address: 2969 Oakwood Drive, Winterville, NC 28590

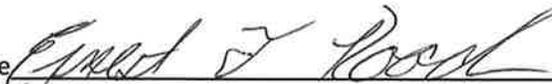
Mellon Downs Phase II-B

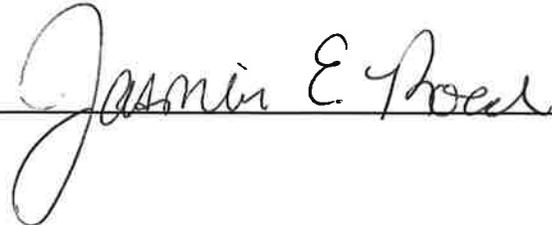
Map Book: 79 Page: 130

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

BEING all of Lot 42 of Mellon Downs, Phase IIB as shown on the plat recorded in Map Book 79, Pages 130 of the Pitt County Registry.

Name Ernest T. & Jasmine E. Roach Address 2969 Oakwood Drive, Winterville, NC 28590

Signature 

Signature 

PETITION REQUESTING ANNEXATION

Date: 10/4/18

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

Parcel: 82880

LOT 43

Address: 2963 Oakwood Drive, Winterville, NC 28590

Mellon Downs Phase II-B

Map Book: 79 Page: 130

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

BEING all of Lot 43 of Mellon Downs, Phase IIB as shown on the plat recorded in Map Book 79, Pages 130 of the Pitt County Registry.

Name Charles E. & Soni C. Jahrsdorfer Address 2963 Oakwood Drive, Winterville, NC 28590

Signature \_\_\_\_\_

Signature \_\_\_\_\_

PETITION REQUESTING ANNEXATION

Date: 10/13/2018

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

Parcel: 82881

LOT 44

Address: 2957 Oakwood Drive, Winterville, NC 28590

Mellon Downs Phase II-B

Map Book: 79 Page: 130

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

BEING all of Lot 44 of Mellon Downs, Phase IIB as shown on the plat recorded in Map Book 79, Pages 130 of the Pitt County Registry.

Name Lynne M. Beck Address 2957 Oakwood Drive, Winterville, NC 28590

Signature Lynne M. Beck

PETITION REQUESTING ANNEXATION

Date: 10/2/2018

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

Parcel: 82883

LOT 46

Address: 2947 Oakwood Drive, Winterville, NC 28590

Mellon Downs Phase II-B

Map Book: 79 Page: 130

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

BEING all of Lot 46 of Mellon Downs, Phase IIB as shown on the plat recorded in Map Book 79, Pages 130 of the Pitt County Registry.

Name Evan Kyle & Molly Baker Pierce Address 2947 Oakwood Drive, Winterville, NC 28590

Signature 

Signature 

PETITION REQUESTING ANNEXATION

Date: 10-6-18

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

Parcel: 82886

LOT 48

Address: 2931 Oakwood Drive, Winterville, NC 28590

Mellon Downs Phase II-B

Map Book: 79 Page: 130

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

BEING all of Lot 48 of Mellon Downs, Phase IIB as shown on the plat recorded in Map Book 79, Pages 130 of the Pitt County Registry.

Name Randy Lee & Brenda Bowen Garris Address 2931 Oakwood Drive, Winterville, NC 28590

Signature 

Signature 

Date: 12/3/18

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

Parcel: 82889

LOT 51

Address: 2915 Oakwood Drive, Winterville, NC 28590

Mellon Downs Phase II-B

Map Book: 79 Page: 130

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

BEING all of Lot 51 of Mellon Downs, Phase IIB as shown on the plat recorded in Map Book 79, Pages 130 of the Pitt County Registry.

Name Cortney Jahrsdorfer Address 2915 Oakwood Drive, Winterville, NC 28590

Signature 

PETITION REQUESTING ANNEXATION

Date: 12/4/18

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

Parcel: 82891

LOT 53

Address: 2905 Oakwood Drive, Winterville, NC 28590

Mellon Downs Phase II-B

Map Book: 79 Page: 130

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

BEING all of Lot 53 of Mellon Downs, Phase IIB as shown on the plat recorded in Map Book 79, Pages 130 of the Pitt County Registry.

Name Temias Dante & Jalysa Karina Gavin Address 2905 Oakwood Drive, Winterville, NC 28590

Signature



Signature



PETITION REQUESTING ANNEXATION

Date: 12-15-16

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

Parcel: 82892

LOT 54

Address: 2899 Oakwood Drive, Winterville, NC 28590

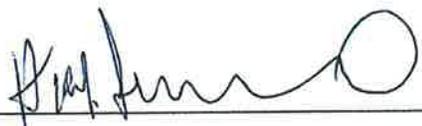
Mellon Downs Phase II-B

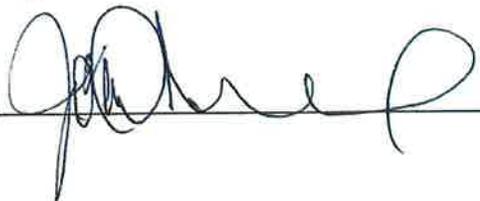
Map Book: 79 Page: 130

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

BEING all of Lot 54 of Mellon Downs, Phase IIB as shown on the plat recorded in Map Book 79, Pages 130 of the Pitt County Registry.

Name Huey & Joann Swindell Address 2899 Oakwood Drive, Winterville, NC 28590

Signature  \_\_\_\_\_

Signature  \_\_\_\_\_

PETITION REQUESTING ANNEXATION

Date: 12/4/2018

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

Parcel: 82893

LOT 55

Address: 2893 Oakwood Drive, Winterville, NC 28590

Mellon Downs Phase II-B

Map Book: 79 Page: 130

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

BEING all of Lot 55 of Mellon Downs, Phase IIB as shown on the plat recorded in Map Book 79, Pages 130 of the Pitt County Registry.

Name Joshua Alan & Amy Thomason Troxell Address 2893 Oakwood Drive, Winterville, NC 28590

Signature  \_\_\_\_\_

Signature  \_\_\_\_\_

PETITION REQUESTING ANNEXATION

Date: 10-24-2018

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

Parcel: 82894

LOT 56

Address: 2887 Oakwood Drive, Winterville, NC 28590

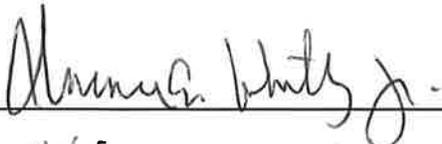
Mellon Downs Phase II-B

Map Book: 79 Page: 130

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

BEING all of Lot 56 of Mellon Downs, Phase IIB as shown on the plat recorded in Map Book 79, Pages 130 of the Pitt County Registry.

Name Clarence E. Jr. & Kimberly H. Whitley Address 2887 Oakwood Drive, Winterville, NC 28590

Signature 

Signature 

PETITION REQUESTING ANNEXATION

Date: 09/28/18

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

Parcel: 82896

LOT 72

Address: 2990 Oakwood Drive, Winterville, NC 28590

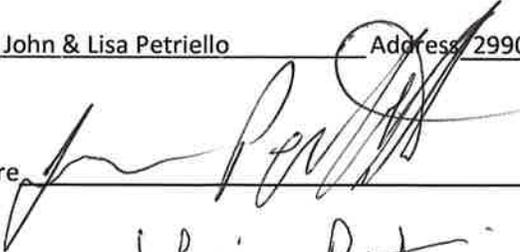
Mellon Downs Phase II-B

Map Book: 79 Page: 130

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

BEING all of Lot 72 of Mellon Downs, Phase IIB as shown on the plat recorded in Map Book 79, Pages 130 of the Pitt County Registry.

Name John & Lisa Petriello Address 2990 Oakwood Drive, Winterville, NC 28590

Signature 

Signature 

PETITION REQUESTING ANNEXATION

Date: 10/4/2018

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

Parcel: 82900

LOT 76

Address: 2962 Oakwood Drive, Winterville, NC 28590

Mellon Downs Phase II-B

Map Book: 79 Page: 130

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

BEING all of Lot 76 of Mellon Downs, Phase IIB as shown on the plat recorded in Map Book 79, Pages 130 of the Pitt County Registry.

Name June Ward Address 2962 Oakwood Drive, Winterville, NC 28590

Signature 

PETITION REQUESTING ANNEXATION

Date: 12/2/2018

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

Parcel: 82901

LOT 77

Address: 2954 Oakwood Drive, Winterville, NC 28590

Mellon Downs Phase II-B

Map Book: 79 Page: 130

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

BEING all of Lot 77 of Mellon Downs, Phase IIB as shown on the plat recorded in Map Book 79, Pages 130 of the Pitt County Registry.

Name Troy D. & Michele D. Owen Address 2954 Oakwood Drive, Winterville, NC 28590

Signature \_\_\_\_\_  


Signature \_\_\_\_\_  


PETITION REQUESTING ANNEXATION

Date: 9/28/18

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

Parcel: 82902

LOT 78

Address: 2940 Oakwood Drive, Winterville, NC 28590

Mellon Downs Phase II-B

Map Book: 79 Page: 130

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

BEING all of Lot 78 of Mellon Downs, Phase IIB as shown on the plat recorded in Map Book 79, Pages 130 of the Pitt County Registry.

Name William A. & Virginia B. Greene Address 2940 Oakwood Drive, Winterville, NC 28590

Signature *William A. Greene*

Signature *Virginia B. Greene*

PETITION REQUESTING ANNEXATION

Date: 9/28/2018

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

Parcel: 82903

LOT 79

Address: 2926 Oakwood Drive, Winterville, NC 28590

Mellon Downs Phase II-B

Map Book: 79 Page: 130

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

BEING all of Lot 79 of Mellon Downs, Phase IIB as shown on the plat recorded in Map Book 79, Pages 130 of the Pitt County Registry.

Name Durand N. & Latisha D. Greene Address 2926 Oakwood Drive, Winterville, NC 28590

Signature Durand N. Cooney

Signature Latisha D. Greene Cooney

PETITION REQUESTING ANNEXATION

Date: 8-22-18

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

Parcel: 82904

LOT 80

Address: 2920 Oakwood Drive, Winterville, NC 28590

Mellon Downs Phase II-B

Map Book: 79 Page: 130

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

BEING all of Lot 80 of Mellon Downs, Phase IIB as shown on the plat recorded in Map Book 79, Pages 130 of the Pitt County Registry.

Name Alva III & Cathy M. Stuckey Address 2920 Oakwood Drive, Winterville, NC 28590

Signature 

Signature 

PETITION REQUESTING ANNEXATION

Date: 10/01/2018

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

Parcel: 82905

LOT 81

Address: 2910 Oakwood Drive, Winterville, NC 28590

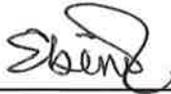
Mellon Downs Phase II-B

Map Book: 79 Page: 130

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

BEING all of Lot 81 of Mellon Downs, Phase IIB as shown on the plat recorded in Map Book 79, Pages 130 of the Pitt County Registry.

Name Ebenezer O. & Ivy Anna O. Appah Address 2910 Oakwood Drive, Winterville, NC 28590

Signature 

Signature 

PETITION REQUESTING ANNEXATION

Date: 9/28/18

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

Parcel: 82906

LOT 82

Address: 2898 Oakwood Drive, Winterville, NC 28590

Mellon Downs Phase II-B

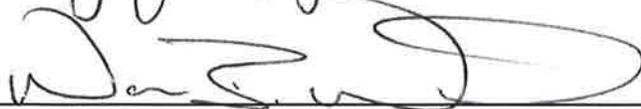
Map Book: 79 Page: 130

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

BEING all of Lot 82 of Mellon Downs, Phase IIB as shown on the plat recorded in Map Book 79, Pages 130 of the Pitt County Registry.

Name Jennifer Lynn & Warren Brooks White Address 2898 Oakwood Drive, Winterville, NC 28590

Signature 

Signature 

PETITION REQUESTING ANNEXATION

Date: September 28, 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

Parcel: 82908

LOT 84

Address: 2884 Oakwood Drive, Winterville, NC 28590

Mellon Downs Phase II-B

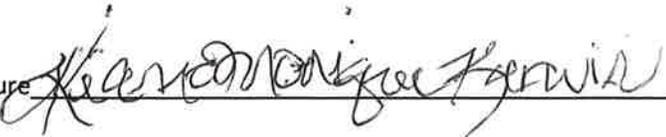
Map Book: 79 Page: 130

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

BEING all of Lot 84 of Mellon Downs, Phase IIB as shown on the plat recorded in Map Book 79, Pages 130 of the Pitt County Registry.

Name Kenneth L. & Kianna M. Kerwin Address 2884 Oakwood Drive, Winterville, NC 28590

Signature 

Signature 

Date: 12/3/18

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

Parcel: 82910

LOT 86

Address: 2872 Oakwood Drive, Winterville, NC 28590

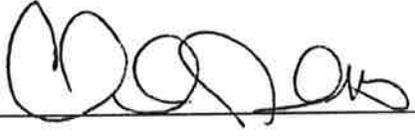
Mellon Downs Phase II-B

Map Book: 79 Page: 130

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

BEING all of Lot 86 of Mellon Downs, Phase IIB as shown on the plat recorded in Map Book 79, Pages 130 of the Pitt County Registry.

Name Charles E. & Daniel N. Jahrsdorfer Address 2872 Oakwood Drive, Winterville, NC 28590

Signature  \_\_\_\_\_

PETITION REQUESTING ANNEXATION

Date: 12/13/18

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

Parcel: 82642

Map Book: 79 Page: 47

A tract or parcel of land in Pitt County containing 41.0661 acres, more or less, as shown on that plat prepared by Stroud Engineering, P.A., dated September 14, 2004, entitled "Boundary Survey for Jane S. Mellon and is incorporated herein by reference for a more complete accurate description.

LESS AND EXCEPT all lots in Mellon Downs, Phase I as shown on map recorded in Map Book 71 at Page 191, Pitt County Registry.

Name: Mellon Downs Homeowners Association , INC Address: Parcel 82642

Signature \_\_\_\_\_



PETITION REQUESTING ANNEXATION

Date: 12/3/18

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

Parcel: 82885

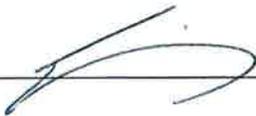
Map Book: 79 Page: 130

Lying and being situate in Winterville Township, Pitt County, North Carolina, and more particularly discribed as follows: BEING all of that Open Space #1 (.055 acres) as depicted on that certain map of Mellon Downs, Phase II-B as shown on the plat recorded in Map Book 79, Pages 130 of the Pitt County Registry.

Name Mellon Downs Homeowners Association, INC.

Address Parcel 82885

Signature \_\_\_\_\_



Signature \_\_\_\_\_



PARKER & ASSOCIATES, INC.  
ENGINEERS • SURVEYORS • PLANNERS  
JACKSONVILLE, NORTH CAROLINA

## ANNEXATION DESCRIPTION

February 4, 2019

Revised February 5, 2019

Town of Winterville  
Mellon Downs  
Winterville Township, Pitt County, NC

Certain tracts of land in the Mellon Downs Subdivision, Phase II-A and II-B, on Mockingbird Lane and Oakwood Drive and being more particularly described as follows:

### Lots 16-18 and Open Space

Beginning at an iron stake found on the Western Right-of-Way Line of Mockingbird Lane, 60 foot Right-of-Way, said iron being the Northeast corner of the Open Space Area, Mellon Downs, Phase II-A, as recorded in Map Book 79, Page 47; **THENCE** from said point of beginning and with said Right-of-Way Line, South 09 degs. 32 min. 21 sec. West, 23.90 feet to an iron stake found; thence South 09 degs. 38 min. 35 sec. West, 13.52 feet to a point; thence along the arc of a curve having a radius of 300.0 feet and curving to the right, 202.75 feet, (chord South 28 degs. 52 min. 45 sec. West, 198.91 feet) to a point; thence South 48 degs. 14 min. 20 sec. West, 97.76 feet to a point, the Southwest corner of Lot 18; thence leaving said Right-Of-Way Line, North 41 degs. 43 min. 56 sec. West, 154.06 feet to a point; thence North 88 degs. 49 min. 23 sec. West, 58.64 feet to a point, the Southwest corner of the Open Space; thence North 01 degs. 10 min. 55 sec. East, 7.09 feet to a point; thence North 01 degs. 03 min. 42 sec. East, 275.04 feet to an iron stake found; thence along the Northern line of the Open Space, South 55 degs. 50 min. 33 sec. East, 157.18 feet to a point; thence South 80 degs. 27 min. 02 sec. East, 203.91 feet to the POINT AND PLACE OF BEGINNING.

### Lot 26

Beginning at an iron stake found on the Eastern Right-of-Way Line of Mockingbird Lane, said iron being the Northwest corner of Lot 26; **THENCE** from said point of beginning and leaving said Right-of-Way Line, South 80 degs. 28 min. 20 sec. East, 179.94 feet to an iron stake found; thence South 09 degs. 30 min. 09 sec. West, 116.49 feet to a point; thence North 69 degs. 10 min. 08 sec. West, 189.79 feet to a point on the Eastern Right-of-Way Line of Mockingbird Lane; thence with said line and along the arc of a curve having a radius of 360.0 feet and curving to the left, 66.0 feet, (chord North 14 degs. 46 min. 37 sec. East, 65.99 feet) to a point; thence North 09 degs. 51 min. 19 sec. East, 13.58 feet to the POINT AND PLACE OF BEGINNING.

Lots 22-24 and 39

Beginning at a point on the Eastern Right-of-Way Line of Mockingbird Lane, said point being the Northwest corner of Lot 24; **THENCE** from said point of beginning and leaving said Right-of-Way Line, South 54 degs. 34 min. 18 sec. East, 206.34 feet to a point; thence South 42 degs. 39 min. 13 sec. West, 87.38 feet to a point; thence South 40 degs. 12 min. 51 sec. East, 150.39 feet to a point on the Western Right-of-Way Line of Oakwood Drive, 60 foot Right-of-Way; thence with said Right-of-Way Line, South 49 degs. 45 min. 41 sec. West, 83.76 feet to a point, the Southwest corner of Lot 39; thence leaving said Right-of-Way Line, North 40 degs. 10 min. 27 sec. West, 151.08 feet to a point; thence South 50 degs. 14 min. 22 sec. West, 114.20 feet to a point; thence North 41 degs. 43 min. 56 sec. West, 189.53 feet to a point on the Eastern Right-of-Way Line of Mockingbird Lane; thence with said Right-of-Way Line, North 48 degs. 14 min. 20 sec. East, 142.02 feet to a point; thence along the arc of a curve having a radius of 360.0 feet and curving to the left, 98.04 feet (chord North 40 degs. 26 min. 17 sec. East, 97.74 feet) to the POINT AND PLACE OF BEGINNING.

Lots 20 and 42-44

Beginning at a point on the Southern Right-of-Way Line of Mockingbird Lane, said point being the Northeast corner of Lot 20; **THENCE** from said point of beginning and leaving said Right-of-Way Line, South 29 degs. 22 min. 41 sec. East, 204.23 feet to a point; thence North 50 degs. 14 min. 22 sec. East, 72.09 feet to a point; thence South 40 degs. 10 min. 27 sec. East, 154.44 feet to a point on the Western Right-of-Way Line of Oakwood Drive; the Southeast corner of Lot 42, thence with said Right-of-Way Line and along the arc of a curve having a radius of 360.0 feet and curving to the left, 224.73 feet, (chord South 25 degs. 45 min. 35 sec. West, 221.10 feet) to a point, the Southeast corner of Lot 44; thence leaving said Right-of-Way Line and along the Southern line of Lot 44, North 82 degs. 07 min. 27 sec. West, 187.14 feet to a point; thence North 18 degs. 20 min. 16 sec. West, 145.87 feet to a point, thence North 88 degs. 49 min. 05 sec. West, 37.42 feet to a point; thence North 01 degs. 10 min. 55 sec. East, 276.78 feet to a point on the Southern Right-of-Way Line of Mockingbird Lane; thence with said line, South 88 degs. 48 min. 35 sec. East, 47.44 feet to a point; thence along the arc of a curve having a radius of 170.0 feet and curving to the left, 57.28 feet, (chord North 81 degs. 32 min. 13 sec. East, 57.01 feet) to the POINT AND PLACE OF BEGINNING.

Lot 46

Beginning at a point on the Western Right-of-Way Line of Oakwood Drive, said point being the Northeast corner of Lot 46; **THENCE** from said point of beginning and with said Right-of-Way Line, South 00 degs. 02 min. 07 sec. West, 13.38 feet to a point; thence along the arc of a curve having a radius of 180.0 feet and curving to the left, 59.41 feet, (chord South 09 degs. 25 min. 14 sec. East, 59.14 feet) to a point; thence leaving said Right-of-Way Line and along the Southern line of Lot 46, South 71 degs. 07 min. 24 sec. West, 172.90 feet to a point; thence

North 03 degs. 21 min. 01 sec. West, 127.98 feet to a point; thence South 89 degs. 57 min. 53 sec. East, 161.41 feet to the POINT AND PLACE OF BEGINNING.

Lot 48 and Open Space #1

Beginning at a point on the Southern Right-of-Way Line of Oakwood Drive, said point being the Northeast corner of Lot 48; **THENCE** from said point of beginning and leaving said Right-of-Way Line, South 00 degs. 02 min. 07 sec. West, 160.09 feet to a point, thence North 89 degs. 59 min. 06 sec. West, 316.97 feet to a point; thence North 08 degs. 06 min. 48 sec, West, 36.24 feet to a point; thence North 42 degs. 30 min. 25 sec. East, 252.73 feet to a point on the Southern Right-of-Way Line of Oakwood Drive, the Northwest corner of Open Space #1; thence with said Right-of-Way Line and along the arc of a curve having a radius of 180.0 feet and curving to the left, 154.18 feet, (chord South 65 degs. 25 min. 37 sec. East, 149.51 feet) to a point; thence South 89 degs. 57 min. 53 sec. East, 15.45 feet to the POINT AND PLACE OF BEGINNING.

Lot 51

Beginning at a point on the Southern Right-of-Way Line of Oakwood Drive, said point being the Northwest corner of Lot 51; **THENCE** from said point of beginning and with said Right-of-Way Line, South 89 degs. 57 min. 53 sec. East, 14.43 feet to a point, thence along the arc of a curve having a radius of 175.0 feet and curving to the left, 61.77 feet, (chord North 79 degs. 55 min. 18 sec. East, 61.45 feet) to a point; thence leaving said Right-of-Way Line, South 20 degs. 11 min. 26 sec. East, 182.00 feet to a point; thence North 89 degs. 59 min. 06 sec. West, 137.85 feet to a point; thence North 00 degs. 02 min. 07 sec. East, 160.04 feet to the POINT AND PLACE OF BEGINNING.

Lots 53-56, and Sparrow Lane

Beginning at a point on the Eastern Right-of-Way Line of Oakwood Drive, said point being the Southwest corner of Lot 53; **THENCE** from said point of beginning and with said Right-of-Way Line and along the arc of a curve having a radius of 175.0 feet and curving to the left, 67.88 feet, (chord North 35 degs. 13 min. 25 sec. East, 67.45 feet) to a point; thence North 24 degs. 06 min. 45 sec. East, 338.41 feet to a point; thence along the arc of a curve having a radius of 20.0 feet and curving to the left, 31.42 feet, (chord South 20 degs. 53 min. 15 sec. East, 28.28 feet to a point on the Southern Right-of-Way Line of Sparrow Lane, 60 foot Right-of-Way; thence with said Right-of-Way Line, South 65 degs. 53 min. 15 sec. East, 139.78 feet to a point; thence crossing Sparrow Lane and beyond, South 24 degs. 20 min. 52 sec. West, 11.07 feet to an iron pipe found; thence South 24 degs. 03 min. 52 sec. West, 444.25 feet to a point, the Southeast corner of Lot 53; thence North 43 degs. 39 min. 54 sec. West, 186.99 feet to the POINT AND PLACE OF BEGINNING.

Lots 84, 86, and 72

Beginning at an iron stake found on the Eastern Right-of-Way Line of Oakwood Drive, the Northwest corner of Lot 72; **THENCE** from said point of beginning and leaving said Right-of-Way Line, South 40 degs. 23 min. 55 sec. East, 159.32 feet to an iron stake found; thence North 34 degs. 22 min. 12 sec. East, 105.24 feet to a point, the Northwest corner of Lot 86; thence South 72 degs. 50 min. 29 sec. East, 88.40 feet to a point; thence North 24 degs. 13 min. 11 sec. East, 25.70 feet to a point; thence South 65 degs. 53 min. 15 sec. East, 52.0 feet to a point on the Western Right-of-Way Line of Oakwood Drive; thence with said Right-of-Way Line, South 24 degs. 10 min. 15 sec. West, 57.05 feet to a point; thence South 24 degs. 04 min. 22 sec. West, 83.58 feet to a point; thence leaving said Right-of-Way Line and with the Southern line of Lot 86, North 65 degs. 38 min. 51 sec. West, 158.53 feet to a point; thence South 34 degs. 23 min. 16 sec. West, 81.98 feet to a point; thence South 65 degs. 53 min. 15 sec. East, 173.15 feet to a point on the Western Right-of-Way Line of Oakwood Drive; thence with said Right-of-Way Line, South 24 degs. 06 min. 45 sec. West, 80.0 feet to a point, the Southeast corner of Lot 84; thence leaving said Right-of-Way Line and with the Southern line of Lot 84, North 65 degs. 53 min. 15 sec. West, 187.66 feet to a point; thence North 34 degs. 23 min. 16 sec. West 79.58 feet to a point, the Southeast corner of Lot 72; thence North 40 degs. 10 min. 37 sec. West, 181.54 feet to a point on the Eastern Right-of-Way Line of Oakwood Drive; thence with said Right-of-Way Line, North 49 degs. 39 min. 40 sec. East, 35.21 feet to a point; thence North 49 degs. 52 min. 22 sec. East, 44.85 feet to the POINT AND PLACE OF BEGINNING.

Lots 76-82

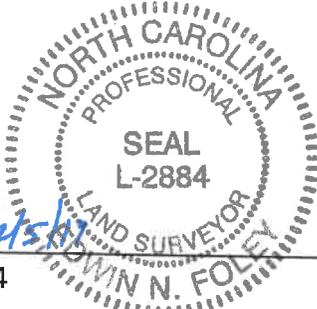
Beginning at a point on the Western Right-of-Way Line of Oakwood Drive, said point being the Northeast corner of Lot 82, **THENCE** from said point of beginning and with said Right-of-Way Line, South 24 degs. 06 mins. 45 secs. West, 89.89 feet to a point; thence along the arc of a curve having a radius of 115.0 feet and curving to the right, 132.31 feet, (chord South 57 degs. 04 min. 24 sec. West, 125.14 feet) to a point; thence North 89 degs. 57 min. 53 sec. West, 189.88 feet to a point; thence along the arc of a curve having a radius of 120.0 feet and curving to the right, 188.50 feet (chord North 44 degs. 57 min. 53 sec. West, 169.71 feet to a point; thence North 00 degs. 02 min. 07 sec. East, 41.39 feet to a point; thence along the arc of a curve having a radius of 300.0 feet and curving to the right, 176.30 feet, (chord North 16 degs. 52 min. 14 sec. East, 173.77 feet) to a point, the Northwest corner of Lot 76; thence leaving said Right-of-Way Line and along the Northern line of Lot 76, South 56 degs. 18 min. 01 sec. East, 232.53 feet to a point; thence North 34 degs. 23 min. 16 sec. East, 40.95 feet to a point, thence South 65 degs. 53 min. 15 sec. East, 202.16 feet to the POINT AND PLACE OF BEGINNING.

The described tracts contain 12.68 acres, more or less, and being Lots 16, 17, 18, 22, 23, 24, 26, 39, 42, 43, 44, 46, 48, 51, 53, 54, 55, 56, 84, 86, 72, 76, 77, 78, 79, 80, 81, 82, Open Spaces, and Sparrow Lane at Mellon Downs, Phase II-A and II-B and referenced to Map Book 79, Page 47 and Map Book 79, Page 130. All courses are referenced to Map Book 79, Page 47.

Town of Winterville  
Mellon Downs  
Winterville Township, Pitt County, NC  
February 4, 2019; Revised February 5, 2019  
Page 5 of 5

This description being prepared by Parker & Associates, Inc. from recorded information and is for annexation purposes only.

  
Edwin N. Foley, P.L.S., L-2884



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

**Mellon Downs, Phases II A and II B  
Lots 16, 17, 18, 20, 22, 23, 24, 26, 39, 42, 43, 44, 46, 48, 51, 53, 54, 55, 56, 72,  
76, 77, 78, 79, 80, 81, 82, 84, 86 and Parcels 82642 & 82885 (HOA Property)**

**WHEREAS**, petitions requesting annexation of an area described in said petitions were received August 22, 2018 through December 15, 2018 by the Town Council; and

**WHEREAS**, NCGS 160A-31 provides that the sufficiency of the petition shall be investigated by the Town Clerk before further annexation proceedings may take place; and

**WHEREAS**, the Town Council of the Town of Winterville seems it advisable to proceed in response to this request for annexation.

**NOW, THEREFORE, BE IT RESOLVED** by the Town Council of the Town of Winterville that:

The Town Clerk is hereby directed to investigate the sufficiency of the above-described petition and to certify as soon as possible to the Town Council the result of the investigation.

Adopted this the 14<sup>th</sup> day of January, 2019.



Douglas A. Jackson  
Douglas A. Jackson, Mayor

ATTEST:

Donald Harvey  
Donald Harvey, Town Clerk

**CERTIFICATE OF SUFFICIENCY**

**Mellon Downs, Phases 2A and 2B**

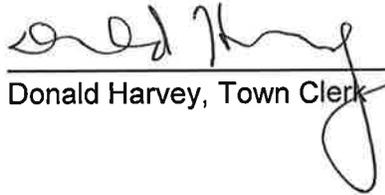
**Lots 16, 17, 18, 20, 22, 23, 24, 26, 39, 42, 43, 44, 46, 48, 51, 53, 54, 55, 56, 72, 76, 77, 78, 79, 80, 81, 82, 84, 86 and Parcels 82642 & 82885 (HOA Property)**

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

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

In witness whereof, I have hereunto set my hand and affixed the seal of the Town of Winterville this the 30<sup>th</sup> day of January, 2019.



  
\_\_\_\_\_  
Donald Harvey, Town Clerk



Name of Applicant: \_\_\_\_\_

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

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Town Council Meeting Date Requesting to Provide Comment: \_\_\_\_\_

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

Name(s) of Speaker(s):

(1) \_\_\_\_\_

(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



# TOWN OF WINTERVILLE PUBLIC COMMENT APPLICATION

Name of Applicant: William Mitchell

Date: 2/26/2019

Address: 2423 E. Winter village Dr. Winterville, NC 28590

Phone: 252-702-1880

Town Council Meeting Date Requesting to Provide Comment: March 11, 2019

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

Introduction to the town counsel of a new business in their town

Name(s) of Speaker(s):

(1) William H. Mitchell Jr,

(2) Bryan T. Corey

(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.

William H. Mitchell Jr.  
Signature

**Print**

**Save**

**Submit**



**Town of Winterville  
Town Council  
Agenda Abstract**

Item Section: Consent Agenda

**Meeting Date:** March 11, 2019

**Presenter:** Donald Harvey, Town Clerk

**Item to be Considered**

**Subject:** Council Meeting Minutes.

**Action Requested:** Approval of DRAFT Minutes.

**Attachment:** DRAFT Minutes of the Council Meeting listed below.

**Prepared By:** Donald Harvey, Town Clerk

**Date:** 2/27/2019

**ABSTRACT ROUTING:**

TC: 3/4/2019

FD:

TM: 3/6/2019

Final: 3/6/2019

**Supporting Documentation**

Approval of the following set of Council Meeting Minutes:

- January 28, 2019 Vision Setting Meeting Minutes

**Budgetary Impact:** N/A.

**Recommendation:** Approval of Minutes.



**Winterville Town Council  
January 28, 2019 – 5:30 PM  
Special Called/Vision Setting Meeting Minutes**

The Winterville Town Council met in a Special Called/Vision Setting Meeting on the above date at 5:30 PM in the Winterville Train Depot, with Mayor Douglas A. Jackson presiding. The following were present:

Douglas A. Jackson, Mayor  
Mark Smith, Mayor Pro-Tem  
Ricky Hines, Councilman (arrived at 7:00 pm)  
Tony Moore, Councilman  
Johnny Moyer, Councilman  
Veronica Roberson Councilwoman  
Terri L. Parker, Town Manager  
Ben Williams, Assistant Town Manager  
Ryan Willhite, Police Chief  
David Moore, Fire Chief  
Travis Welborn, Public Works Director  
Robert Sutton, Electric Director  
Anthony Bowers, Finance Director  
Evan Johnston, Parks and Recreation Director  
Bryan Jones, Planning Director  
Amy P. Barrow, Executive Staff Assistant/Human Resource Assistant  
Donald Harvey, Town Clerk

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

**INVOCATION:** Councilman Moyer gave the Invocation.

**WELCOME:** Mayor Jackson welcomed everyone to the meeting.

**APPROVAL OF AGENDA:**

**Motion made by Mayor Pro Tem Smith and seconded by Councilwoman Roberson to approve the agenda. The motion carried unanimously, 4-0.**

Town Manager Parker noted that Councilman Hines was not present due to a medical emergency in his family and would arrive late.

The group took a break to eat dinner.

**ITEMS FOR DISCUSSION:**

Budget Update for FY 2019-2020: Finance Director Bowers gave the following presentation:



## Town of Winterville

### Budget Highlights and Outlook

## 2018-2019 Revenues



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

## General Fund



- Revenues are on target for the current fiscal year.
- As of the end of January we will have completed 58.% percent of the year.
- Revenues are currently at 69.25% of the total revenue budget.
- With budgeted inter-fund transfers accounting for 11% of the General Fund Revenues.
- Rev. are currently 3% lower than last year.

## General Fund

- Property Tax revenue is at 98.15% of the budget.
- Vehicle Property Tax is currently on target for what was expected for this time of the year. We are averaging about \$41,091 monthly, which is approximately \$120 less per month than last year.
- Local Option Sales Tax is currently 50% of the estimated budget.
- Utility Franchise Taxes are on target with relation to budget estimates.
- GF is balanced with a \$1,770,915 fund balance appropriation.

## General Fund Trends



## Recreation Fund

- There were no contributions from Retained Earnings used to balance the Recreation Fund budget.
- The Recreation Fund has collected 86.34% of budgeted revenues. Many of the program revenues are collected in the spring.
- 83% of Recreation Revenues are transferred from the General Fund.

## Electric Fund

- The Electric Fund has sales revenues that are currently on target with expectations in the amount of \$6,291,423.
- Revenues are at 55.77% with 50% of the year billed.
- There was a \$650,000 contribution from Retained Earnings used to balance the Electric Fund budget.

## Water Fund

- The Water Fund is on target with water sales at 45.62% for the year.
- Current sales are at \$752,346 for the year.
- The Water Fund used \$164,799 of Retained Earning to balance the budget.

## Sewer Fund

- The Sewer Fund Sales are on target with \$1,043,848. Which is 50% of the sales budgeted for the year.
- This fund was balanced with contributions from retained earning in the amount of \$241,058.

## Stormwater Fund

- Stormwater billings are \$239,364.81 or 51% of the budget.
- There were \$53,956 Retained Earnings used to balance the budget.

## 2018-2019 Expenditures

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

## General Fund

- At this point in the year we have only had minor budget amendment changes in the General Fund Budget.
- I would expect at least two more budget amendments before year-end.
- In the General Fund the Town has spent 35.90% of the funds that were appropriated.
- This is a result of large capital purchases that have not been completed.

## Recreation Fund

- The Recreation Fund is currently on target, with 30.54% of the yearly appropriations having been spent.
- \$450,105 of the \$1,473,634 budgeted has been spent.
- Capital spending for recreation this year is \$348,210.

## Electric Fund

- The Purchase for Resale line item is on target for the year with \$1,843,153. of the \$3,467,040 having been spent.
- The total expenditure is at 50.21% of the appropriation for the year.
- The total budget is \$8,314,355.

## Water Fund

- The total expenditure is at 63.98% of the appropriation for the year.
- Purchase for Resale is at 40.67% of the budget for the year with \$179,760 of the \$372,000 having been spent.
- The total Water Fund budget is \$1,677,676.

## Sewer Fund

- The Sewer Fund has currently spent 55.54% of its annual appropriation.
- CMSD expense is 41% of the annual budget.
- The total Sewer Fund Budget is \$2,678,967.

## Stormwater Fund

- The Stormwater Fund has spent 48% of its annual appropriation of \$510,788
- The largest appropriation in the Stormwater fund is contracted services.

## Fund Balance Status

- Our unrestricted fund balance as of 6-30-2018 was 55%. Down from 77% in 2017.
- The Town appropriated \$1,121,154. to balance the budget this year. Reducing FB to \$2,508,553 or 32% of AOE. From 77% to 32%!
- The fund balance percentage presented for the General Fund includes the Recreation Fund.
- The Recreation Reserve has \$35,513.

## Fund Balance Status

- The Powell Bill Fund has a fund balance of \$506,239. With \$175,145 being used to balance the fund this year. Leaving the new balance at \$331,094.
- The Electric Fund has Unrestricted Retained Earnings in the amount of \$7,143,123 or 89% of the annual operating budget.
- The Water Fund has Retained Earnings in the amount of \$1,380,010 or 86% of the AOB.
- The Sewer Fund has RE in the amount of \$981,214 or is 39% of the AOB.

## Factors for Next Year

- We have four loans coming off the books this year. They are Knuckle Boom Truck, \$29,845. Pierce Fire Truck, \$84,789. Cemetery Land, \$15,000 and SCBA \$47,800.
- New loans starting are :
  - Ladder Truck - \$ 102,094.
  - Engine - \$ 116,643.
  - Playground Equipment - \$40,000
  - Water Tank and Dist. - \$34,304
  - Regional Pump station - \$151,123

## Considerations For Next Year

Enterprise Resource Software – Est. \$1,000,000  
Town's Portion of the SAFR Grant - \$ 204,000  
Sewer Rehabilitation Project - \$ 3,600,000  
Old Tar Road Utility Migration - \$1,000,000  
Electric Transmission Expansion - \$4 to 5 million  
Railroad St. Stm. Water Imp. Proj - \$ 3,000,000  
Recreation Land Expansion  
Roads Improvement Project  
Cemetery Project

## External Factors For Next Year

- Housing permits issued by the Planning Dept. have increased to 98 in 2018 up from 89 in 2017. However, due to low inventory staff is not expecting this level of new homes until the completion of new subdivision.
- The unemployment rate for Greenville is 3.3% down from 4.5% for 2018.

## External Factors For Next Year

- Overall economists seem to be optimistic about growth potential for North Carolina next year.
- We will be watching interest rates as the Federal Reserve has bumped up interest rates and will most likely move them again.
- Expectations are for at least two .25% increases in the next year.

## External Factors For Next Year

- Expecting increases in Health Insurance in the 6 to 8% range.

Approval of De-Obligation of Sewer Flow: Town Manager Parker explained the chart below relating to wastewater flow tracking to CMSD from the Town of Winterville. The two subdivisions highlighted in yellow not built, thus flow can be de-obligated.

**Motion made by Councilman Moore and seconded by Councilman Moye to de-obligate the sewer flow for the two noted subdivisions. The motion carried unanimously, 4-0.**

Wastewater Flow Tracking  
Flow Not Tributary to WWTP - Winterville January 2019

Winterville						
Subdivision	# Lots Platted	# Lots w/ Construction	# Lots Remaining	Point of Entry	Flow Not Tributary	Date CMSD Accepted Yr/Month
Canterbury Sec.6	63	57	6	Reedy Br	2160	2002-Feb
Laurie Meadows Ph 3	30	0	30	Church St	10800	2005-July
Brookestone	74	10	64	Church St	23040	2006-Sept
Summerwinds	68	52	16	Mag Rid.	5760	2006-Dec
Chapman Court	28	0	28	Reedy Br	10080	2007-Feb
Denali Sub	68	53	15	Reedy Br	5400	2008-Mar
Blackstone	27	16	11	Reedy Br	3960	2014-Oct
Brookfield	76	46	30	Church St	10800	2008-Mar
Magnolia Ridge	76	76	0	Mag Rid.	0	2000-Nov
Cooper's Pointe Sec 8	23	20	3	Church St	1080	2015-July
Laurie Meadows Ph 3	19	19	0	Church St	0	2015-Oct
Villa Grande Ph 1	85	35	50	Reedy Br	18000	2015-Dec
Holly Grove Sub	62	0	62	Church St	29760	2018-July
Copper Creek	40	0	40	Mag Rid.	14400	2018-May
Brookfield Sec. 4	57	0	57	Church St	20520	2018-Oct

Total Flow Not Tributary

155760

Council Vision Setting Process / Discussion: Town Manager Parker gave the following presentation:

Town of Winterville  
Vision Setting Meeting

- ▶ Winterville Depot – 5:30 pm
- ▶ January 28, 2019

The slide features a dark teal background with a red vertical bar on the right. Below the text is an image of a red stethoscope resting on several stacks of US dollar bills, symbolizing the financial aspect of the vision setting process.



*“Stay the Course.”*

*“A goal without a plan is just a wish.” ~ Antoine Saint-Exupery, French Writer*

## 2019 Vision Setting Meeting Administrative Goals

### Hines/Roberson/Moye

- ✓ In-house IT Person (dual position possibly)
- ✓ Hire Town Clerk
- ✓ Increase Employee Diversity
- ✓ Hire more Police Officers

### Mayor/Mayor Pro-Tem

- ✓ Cemetery Expansion
- ✓ Evaluate In-House IT person
- ✓ Faster hiring process
- ✓ Roads
- ✓ Inspections

### Moore

- ✓ Need more employees in Police, Fire and Inspections
- ✓ More Sr. Citizen programs
- ✓ Focus on planning (home values)
- ✓ Focus on downtown redevelopment

## 2019 Vision Setting Meeting Planning and Zoning Goals

### Hines/Roberson/Moye

- ✓ Annexation issues
- ✓ Issues surrounding mandatory connection to utilities
- ✓ Land Use plan (re-do)

### Mayor/Mayor Pro-Tem

- ✓ Land Use plan/map
- ✓ Enforcement of regs (berms)

### Moore

- ✓ Design standards for businesses (Dollar General)

## 2019 Vision Setting Meeting Police Goals

### Hines/Roberson/Moye

- ✓ Employee diversity
- ✓ Community policing efforts
- ✓ Additional officers

### Mayor/Mayor Pro-Tem

- ✓ Additional presence at games and in parks
- ✓ Speeding enforcement

### Moore

- ✓ Additional personnel

## 2019 Vision Setting Meeting Fire Goals

### Hines/Roberson/Moye

- ✓ Continued meetings with Rural Fire personnel
- ✓ Additional equipment
- ✓ Pay structure for current staff
- ✓ Visibility at community events

### Mayor/Mayor Pro-Tem

- ✓ Ladder/platform truck

### Moore

- ✓ Administrative personnel

## 2019 Vision Setting Meeting GIS/Inspections Goals

### Hines/Roberson/Moye

- ✓ Additional staff
- ✓ Availability of inspections
- ✓ Cross training of employees

### Mayor/Mayor Pro-Tem

- ✓ Time it takes to get a permit

### Moore

- ✓ Additional employee

## 2019 Vision Setting Meeting Parks and Recreation Goals

### Hines/Roberson/Moye

- ✓ Additional renovations at Hillcrest
- ✓ Additional supervision at Hillcrest
- ✓ Increased activities at Hillcrest
- ✓ Multi-Purpose facility
- ✓ West-side facilities
- ✓ Additional lights at Hillcrest
- ✓ Better marketing of programs

### Mayor/Mayor Pro-Tem

- ✓ Additional staff

### Moore

- ✓ Walking trail
- ✓ Gym
- ✓ Senior Center

## 2019 Vision Setting Meeting Public Works Goals

### Hines/Roberson/Moye

- ✓ Street repair (cold patch)
- ✓ Cemetery expansion
- ✓ Long-range internet service
- ✓ Nobel Canal
- ✓ Sidewalks (Mill Street)
- ✓ Boyd Street
- ✓ Adverse weather equipment
- ✓ Continue projects that will repair, improve and update our utility systems in Town

### Mayor/Mayor Pro-Tem

- ✓ Potholes
- ✓ Stormwater charges
- ✓ Utility payment extensions

### Moore

- ✓ N/A

## 2019 Vision Setting Meeting Electric Goals

### Hines/Roberson/Moye

- ✓ Transparency related to contracts
- ✓ Decrease in electric rates
- ✓ Additional equipment to assist Department with transition to NTE
- ✓ Electric territorial issues

### Mayor/Mayor Pro-Tem

- ✓ Continue LED street light program

### Moore

- ✓ N/A

## 2019 Vision Setting Meeting Other Projects and Goals

- ✓ Electric Gas Pre-Pay Contract
- ✓ Addition of 13 Full-time Fire positions
- ✓ Minimum Housing/Code Enforcement
- ✓ ISO Inspection (Fire)
- ✓ Old Tar Road Widening Project – Electric Engineering/Relocation
- ✓ New Electric Territory Engineering/Installation
- ✓ Winterville Market/Town Common Plan
- ✓ Regional Sewer Pump Station Project
- ✓ Chapman Street Culvert - Nobel Canal Drainage Basin
- ✓ Sewer Rehabilitation Project
- ✓ Church Street Pump Station Rehabilitation

## 2019 Vision Setting Meeting Closing Questions or Comments?



Council Vision Setting Process/Discussion Council questions. Councilman Moore noted the past year was a great year.

Town Manager Parker noted the following personnel diversity information: Twelve (12) females; one (1) Asian American, two (2) African American, two (2) Hispanic, and seven (7) Caucasian. Ten (10) males with seven (7) African American and three (3) Hispanic.

Mayor Pro Tem Smith ask about the new electric territory. What is the timeline for funding and expansion? Electric Director Sutton said we are working with the engineer, second the design area determined by June 30, 2019. Goal is to bid second half of 2019 in phases. Mayor Pro Tem Smith asked if we will contract the work or will staff complete. Electric Director Sutton noted the schedule might dictate how work is completed.

Mayor Pro Tem Smith asked for example the Bill Clark subdivision, is the water and sewer ready? Public Works Director Welborn said the force main to the regional pump station completed. Electric Director Sutton noted that annexation of east of area is needed. Mayor Jackson asked if Laurie Ellis Road

extension is the Towns. Town Manager Parker said yes. Mayor Pro Tem Smith asked are we ready? Assistant Town Manager Williams noted that developers are not ready. Electric Director Sutton said we could serve area from adjacent areas, not to interior of area. Mayor Pro Tem Smith said we want to be ready when the developers are ready, do not want any complaining. Public Works Director Welborn noted that we have some areas with problems to serve. Town Manager Parker said some areas would not be cheap to serve. Mayor Pro Tem Smith reiterated we want to make sure we are ready for developers. Electric Director Sutton said we have done some work for the extensions. Town Manager Parker said we have looked how to serve area, still need some work. Mayor Pro Tem Smith asked how far the extraterritorial jurisdiction goes. Town Manager Parker said some areas are outside of the extraterritorial jurisdiction.

Councilman Moore stated he has a meeting with Pitt county schools, more costs to renovate. He noted that Mr. Cox was important to town. School is important. Mayor Pro Tem Smith said hope they can preserve however, we do not want money sent somewhere else. Town Manager Parker said there are two ways, declare historical. Councilman Moore said it was the same cost at one point. Councilman Hines said Town not going to put up money. Councilman Moore said spent money not used. Councilwoman Roberson said the school would be A.G. Cox School. Councilman Moore said will have a friendly conversation. Mayor Jackson noted he graduated from Winterville High School.

Councilman Moyer asked about the vision and plans on Nobel Canal. Town Manager Parker said we have been working a long time, will need a vision and work plan. Assistant Town Manager Williams said bids and costs for improvements, shoring, and pipe replacement. Councilman Moore noted the high water table now. Assistant Town Manager Williams said rainfall is above average. Town Manager Parker said difficult how to address. Councilman Moore said he met with southeast drainage districts. Councilman Moyer said are we back to step one. Town Manager Parker noted we have done some projects. Councilman Moyer said bank stabilization. Town Manager Parker said over \$50,000 on studies and not related to the canal erosion. Assistant Town Manager Williams said study was \$70,000; 50% - 50% grant spent plenty on five projects. Public Works Director Welborn said we prioritize projects. Assistant Town Manager Williams said numerous projects. Councilman Moyer asked have we received some grants. Finance Director Bowers said one and done grant from natural disaster. Assistant Town Manager Williams said we received funds for one project. Councilman Hines noted about a project on the west side. Public Works Director Welborn noted an installation error and joint collapse. Assistant Town Manager Williams said we have to do surprise inspections. Councilwoman Roberson asked if wrong sized piping. Assistant Town Manager Williams said we completed hydraulic analysis. Public Works Director Welborn noted problems in subdivisions from the early 2000.

Councilwoman Roberson noted when we talk about electric rates. Town Manager Parker said schedule something in near future for this purpose and will send out dates to set time

Councilman Moyer asked about rural fire department regular meetings. Fire Chief Moore said we have had some discussions and conducted a burning last week. Town Manager Parker said we continue the process. Fire Chief Moore noted things are working better. Councilman Moyer said it would help the community as a whole to reach out as much as possible. Fire Chief Moore said staff level communication is happening. Councilman Moyer noted the meeting we had was positive. Mayor Jackson said did not see anything positive. Councilman Hines said talking and training will make things better; but boards keep out. Councilman Moyer said how you could come into a meeting, off balance when you enter on a neutral basis. Town Manager Parker said was challenging. Mayor Pro Tem Smith said ship sailed; work together now. Fire Chief Moore said a meeting could sabotage efforts. Councilman Hines said chiefs can work it out, until then; let them go, if not then report to Town Manager Parker. Councilwoman Roberson said to work together for all taxpayers. Councilman Hines said too close, talk to county about them. Councilman Moyer said all have opinion; pay both taxes,

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

Councilwoman Roberson gave a prayer for U.S. Congressman Walter B. Jones, Jr.

**ADJOURN: Motion made by Councilman Moore and seconded by Councilman Hines to adjourn the meeting. Motion carried unanimously, 5-0. Meeting adjourned at 8:00 pm.**

Adopted this the 11<sup>th</sup> day of March, 2019.

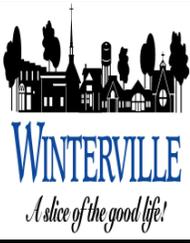
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Douglas A. Jackson, Mayor

ATTEST:

---

Donald Harvey, Town Clerk



**Town of Winterville  
Town Council  
Agenda Abstract**

**Item Section:** Consent Agenda

**Meeting Date:** March 11, 2019

**Presenter:** Bryan Jones, Planning Director

**Item to be Considered**

**Subject:** Ange Plaza, Lot 22 – Annexation.

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

**Attachments:** Annexation Map, Annexation Petition.

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

**Date:** 2/27/2019

**ABSTRACT ROUTING:**

TC 2/28/2019

FD

TM 3/6/2019

Final 3/6/2019

**Supporting Documentation**

The property owner of Lot 22 in Ange Plaza is applying for annexation into the Town limits.

Ange Plaza, Lot 22:

Location: Beacon Drive

Size: .8747 acres.

Zoned: GB

Annexation Process:

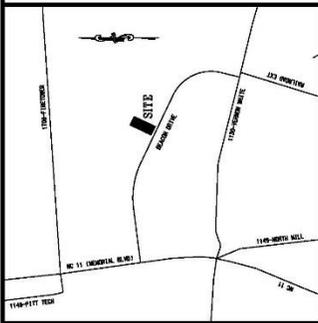
1<sup>st</sup> Council Meeting: Direct Town Clerk to Investigate the Sufficiency of the Annexation (3/11/19).

2<sup>nd</sup> Council Meeting: Schedule a Public Hearing for the Annexation (4/8/19).

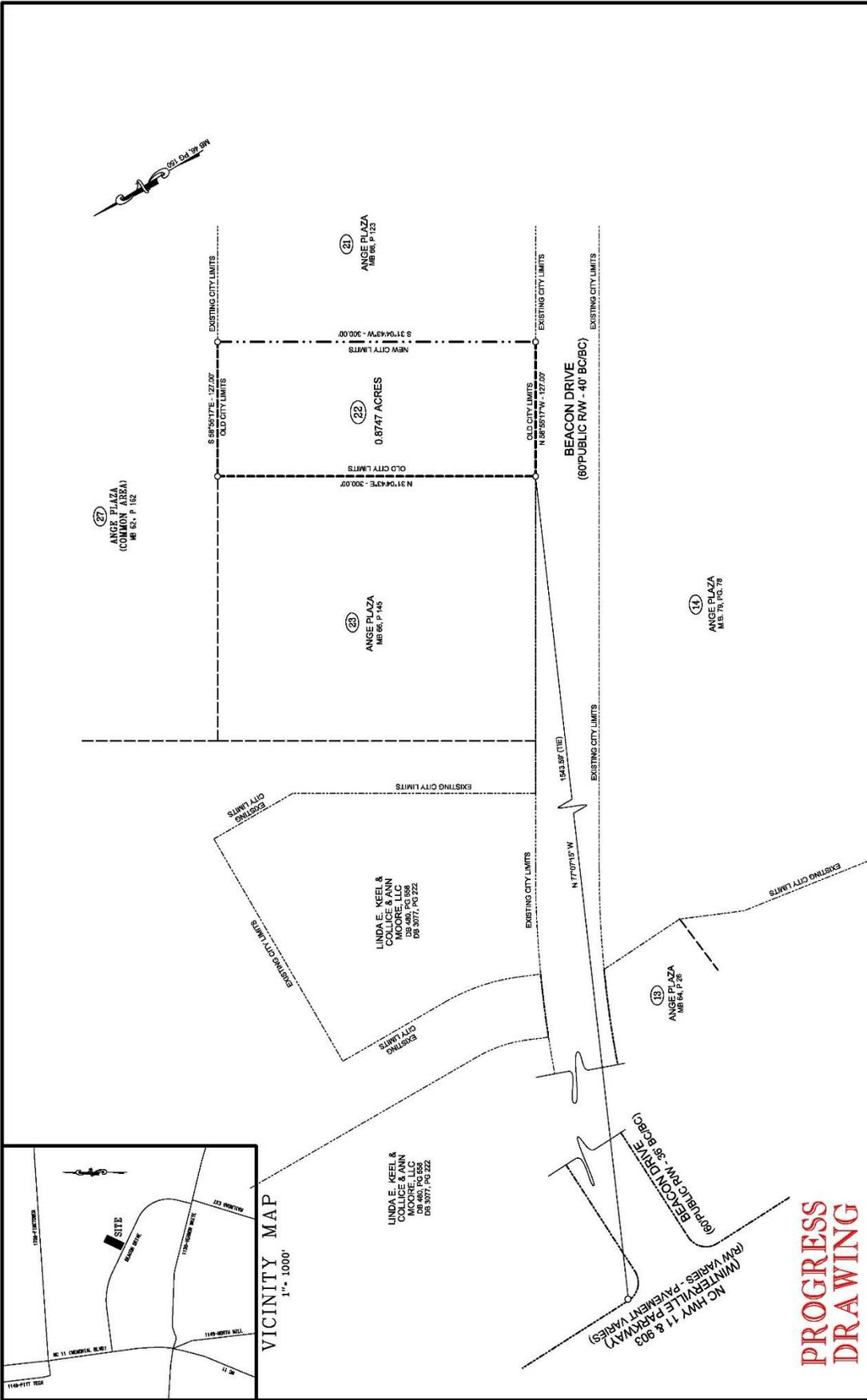
3<sup>rd</sup> Council Meeting: Hold Public Hearing on the Annexation (5/13/18).

**Budgetary Impact:** TBD.

**Recommendation:** Direct Town Clerk to Investigate Sufficiency.



VICINITY MAP  
1" = 1000'



I, CARLTON E. PARKER, CERTIFY THAT THIS MAP WAS DRAWN BY ME OR UNDER MY SUPERVISION, THAT THE RATIO OF PRECISION AS CALCULATED FROM LATITUDES AND DEPARTURES IS 1:110,000+1. THE INFORMATION SHOWN AS BROKEN LINES PLOTTED FROM INFORMATION FOUND IN BOOK \_\_\_\_\_ PAGE NO. \_\_\_\_\_; THAT THIS PLAT WAS PREPARED BY ME OR UNDER MY SUPERVISION AND AMENDED, WITNESS MY ORIGINAL SIGNATURE, LICENSE NUMBER AND SEAL.

THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ A.D., 2019.

CARLTON E. PARKER  
L-2980

ANNEXATION MAP FOR  
**ANGE PLAZA - LOT 22**  
A PORTION OF THE UNINCORPORATED AREA SHOWN ON PAGE 300 OF THE PITT COUNTY REGISTRY OF THE PITT COUNTY REGISTRY  
PITT COUNTY  
NORTH CAROLINA

OWNER: CEDAR LANDING PROPERTIES, LLC  
ADDRESS: 3 REST HAVEN ROAD EXTENSION  
BATH, NC 27808  
PHONE: (252) 714-8653

DATE: \_\_\_\_\_; ORDINANCE NUMBER: \_\_\_\_\_; AREA: 0.8747 ACRES  
WINTERVILLE TOWNSHIP, PITT COUNTY, NORTH CAROLINA

MAP NO.	PLATS RECORDED	BOOK	PAGE

ANNEXATION MAP FOR  
**ANGE PLAZA - LOT 22**  
A PORTION OF THE UNINCORPORATED AREA SHOWN ON PAGE 300 OF THE PITT COUNTY REGISTRY OF THE PITT COUNTY REGISTRY  
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NORTH CAROLINA

OWNER: CEDAR LANDING PROPERTIES, LLC  
ADDRESS: 3 REST HAVEN ROAD EXTENSION  
BATH, NC 27808  
PHONE: (252) 714-8653

DATE: \_\_\_\_\_; ORDINANCE NUMBER: \_\_\_\_\_; AREA: 0.8747 ACRES  
WINTERVILLE TOWNSHIP, PITT COUNTY, NORTH CAROLINA

PROJECT NO. \_\_\_\_\_, P-567, DRAWING NO. P567ANEXLOT22.DGN

**PROGRESS  
DRAWING**

**PETITION REQUESTING ANNEXATION**

Date: February 20, 2019

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

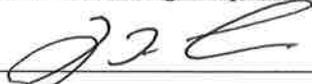
1. We the undersigned owners of real property respectfully requested that the area described in Paragraph 2 below be annexed to the Town of Winterville.
2. The area to be annexed is contiguous to the Town of Winterville and the boundaries of such territory are as follows:

Description

Ange Plaza Lot 22

Name Cedar Landing Properties, LLC

Address 3 Rest Haven Road Extension  
Bath, NC 27808

Signature 



**Town of Winterville  
Town Council  
Agenda Abstract**

**Item Section:** Old Business

**Meeting Date:** March 11, 2019

**Presenter:** Terri L. Parker, Town Manager

**Item to be Considered**

**Subject:** Approval of Next Round of Applicants for Town's Urgent Repair Program.

**Action Requested:** Approval of Applicants.

**Attachment:** Applicant Addresses will be handed out at the Meeting.

**Prepared By:** Donald Harvey, Town Clerk

**Date:** 3/5/2019

**ABSTRACT ROUTING:**

TC 3/5/2019

FD

TM 3/6/2019

Final 3/6/2019

**Supporting Documentation**

Staff is submitting four (4) applicants and one (1) alternate applicant for Council consideration and approval to send to Rebuilding Together for vetting and inclusion in the Town's Urgent Repair Program for Spring 2019.

**Budgetary Impact:** There is currently \$20,000 in the Urgent Repair Fund. The budget for four (4) homes is \$21,600 at \$5,400 for each home.

**Recommendation:** Staff recommends Council approval of proposed applicants.



**Town of Winterville  
Town Council  
Agenda Abstract**

**Item Section:** Old Business

**Meeting Date:** March 11, 2019

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

**Item to be Considered**

**Subject:** Winterville Recreation Advisory Board composition.

**Action Requested:** Direction from Town Council.

**Attachments:** Recreation Board Composition.

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

**Date:** 2/27/2019

**ABSTRACT ROUTING:**

TC 2/28/2019

FD

TM 3/6/2019

Final 3/6/2019

**Supporting Documentation**

At the January 2019 Winterville Town Council Meeting, Staff presented application for appointment to Parks and Recreation Advisory Board (RAB). The appointment was tabled. During discussion, Town Council directed Staff to research recreation board compositions, specifically, non-resident membership and requirements.

Attached to abstract is document showing recreation board compositions for twenty-seven (27) municipalities in North Carolina as well as that of the Winterville Parks and Recreation Advisory Board. Staff did not review information for county related recreation boards due to nature of population and residency.

**Budgetary Impact:** N/A.

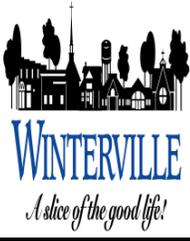
**Recommendation:** Town Staff requests direction from Town Council.

**Recreation Board Composition**  
**Municipalities in NC**

<b>Municipality</b>	<b>Board Members</b>	<b>Resident</b>	<b>Non-Resident</b>	<b>Non-Resident Requirement</b>	<b>Notes</b>
Wake Forest	9	No more than 8	Min of 1 and max of 3	Reside outside corporate limits.	
Black Mountain	5	Minimum of 3	Maximum of 2	Outside corporate limits, inside East Buncombe Fire District, not within corporate limits of other municipality.	
Apex	9	Minimum of 8	1**	None specified	Total membership is 9. No more than 1 resident may serve if the Council so chooses.
Ayden	8 - includes alternate	6	1 - no voting rights	Must live within ETJ.	Alternate must be resident.
Washington	9	6	3	Outside city limits.	
Dunn	8 - includes 1 council member	6	2	Outside city limits.	
Wendell	5	3	2	Must live within ETJ.	
Fuquay-Varina	7	5	2	Reside within the Fuquay-Varina Urban Service Area.	
Huntersville	10	8	2	Must live within ETJ.	1 non-res from eastern ETJ and 1 non-res from general ETJ.
Chapel Hill	9	8	1	Orange County resident	Appointed by County Commissioners
Farmville	9 - includes 1 town commissioner	9	0	N/A	
Greenville	9	9	0	N/A	
Tarboro	9	9	0	N/A	
Wrightsville Beach	7	7	0	N/A	
Burlington	12	12	0	N/A	
Carolina Beach	7	7	0	N/A	
Clinton	7	7	0	N/A	
Leland	7	7	0	N/A	
Burgaw	7	7	0	N/A	
Garner	9	9	0	N/A	
Gastonia	10 - includes 1 council member	10	0	N/A	
Hope Mills	7	7	0	N/A	Additional 4 non-voting (liason) members. Residency for liasons not specified.
Kannapolis	9	9	0	N/A	
Lexington	9	9	0	N/A	
Carolina Beach	7	7	0	N/A	
Mount Airy	9	See notes	See notes	See notes	Members shall reside inside the corporate limits or extraterritorial jurisdiction area.
Salisbury	9 to 11	9 to 11	0	N/A	

**Winterville Parks & Recreation Advisory Board - Composition**

The Parks and Recreation Advisory Board of the township shall be comprised of nine members and one alternate member, of which six shall reside within the town limits at the time of their appointment, and three shall reside outside the town limits but within the township at the time of their appointment, and one alternate member who may reside either within the town limits or outside of the town limits but within the township at the time of his or her appointment.



**Town of Winterville  
Town Council  
Agenda Abstract**

**Item Section:** New Business

**Meeting Date:** March 11, 2019

**Presenter:** Bryan Jones, Planning Director

**Item to be Considered**

**Subject:** Brookstone Subdivision, Phase 1 – CUD Amendment.

**Action Requested:** Set Date for Public Hearing.

**Attachments:** Application, Map, Original Conditional Use Permit

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

**Date:** 3/5/2019

**ABSTRACT ROUTING:**

TC 3/5/2019

FD

TM 3/6/2019

Final 3/6/2019

**Supporting Documentation**

DR Horton is requesting to amend/remove the following condition for the Conditional Use District for Brookstone Subdivision, Phase 1:

- A minimum of twenty-five percent (25%) of the homes shall have brick veneer exteriors with the exception of gables, dormers, and other architectural features where non-veneer finishes may be preferable.

The Town Council authorized the issuance of the Conditional Use Permit – Conditional Use Permit (CUD-01-010906) on January 9<sup>th</sup>, 2006.

Process:

- Planning & Zoning Board will hear the request. (3/18/19).
- Council Meeting: Hold Public Hearing on the Request. (4/8/19).

**Budgetary Impact:** TBD.

**Recommendation:** Set Public Hearing for April 8, 2019.



**REZONING APPLICATION  
TOWN OF WINTERVILLE**

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

**Staff Use Only**  
Appl. # \_\_\_\_\_

**OWNERSHIP INFORMATION:**

Applicant: Zach Anderson - D.R. Horton, Inc.

Address: 2000 Aerial Center Pky, Ste 110, Morrisville NC 27560

Phone #: 919-414-3251

Owner: D&I Properties of NC LLC

Address: 1338 Fox Hollow Dr, Ayden NC 28513

Phone #: 757-477-7000

**PROPERTY INFORMATION**

Parcel #: See Attached Area (square feet or acres): 10.57 ac

Current Land Use: Vacant Residential Developed Lots

Location of Property: Streamside Lane, Winterville, NC

**ZONING REQUEST**

Existing Zoning: R-15 CUD Requested Zoning: R-15 CUD

Reason for zoning change: DR Horton is requesting to amend the Conditional Use District Zoning Condition to remove the requirement that 25% of homes be full-brick homes, and change to a condition more consistent with current market demand and cost considerations. DR Horton wishes to change the condition to all homes required to have at least 25% stone or brick on front facade.

**This application shall be accompanied by the following items:**

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

**OWNER/AGENT STATEMENT**

I, Zach Anderson - D.R. Horton, Inc., being the Owner or Agent (if Agent, complete section below) request that the attached rezoning request be placed on the agenda of the Planning and Zoning Board meeting scheduled for 03 / 18 / 2019.

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

  
Signature

1 March 2019  
Date

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

I, Robert A. Widener, being the Owner of the property described herein, do hereby authorize Zach Anderson as agent for the purpose of this application.

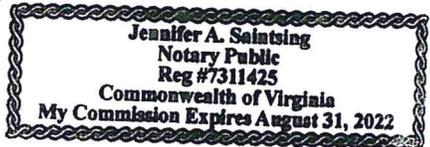
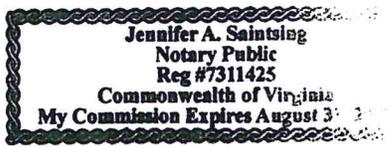
  
Signature

3-4-19  
Date

Sworn to and subscribed before me, this 4<sup>th</sup> day of March, 2019.

  
Notary Public

My Commission Expires:  
8/31/2022



**Staff Use Only**

Appl. #: \_\_\_\_\_ Fee Amount \_\_\_\_\_ Date Paid \_\_\_\_\_

Planning Board Recommendation: APPROVED  Meeting Date: \_\_\_\_\_  
DENIED

Conditions/Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Board of Aldermen Decision: APPROVED  Meeting Date: \_\_\_\_\_  
DENIED

Conditions/Comments: \_\_\_\_\_  
\_\_\_\_\_



**Town of Winterville  
Conditional Use District  
Conditional Use Permit CUD-01-0106106**

This permit is issued under the terms of Article XIII, Section 13.7 and all other applicable provisions of the Zoning Ordinance of the Town of Winterville.

This Permit was authorized by Ordinance No. 06-O-206 adopted by the Winterville Board of Aldermen on January 9, 2006.

Applicant: Kenneth Smith Properties, Inc.

Zoning Classification: R-15 Conditional Use District

Property Description:

KENNETH SMITH PROPERTIES, INC. PROPERTY

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

Beginning at a point in the eastern right of way of NCSR 1714 (Church Street Extension) said point being located S 04-54-53 W - 123.91' from the centerline intersection of NCSR 1718 (Park Road) and NCSR 1714 and being further described as the southwest corner of the Susan Tugwell property as recorded in deed book 523, page 732 of the Pitt County Registry, thence from said point of beginning leaving the eastern right of way of NCSR 1714 with the southern line of the Susan Tugwell property S 57-47-51 E - 300.00', thence with the eastern line of the Susan Tugwell property N 18-51-14 E - 185.00' to the southern line of the Bobby H. Allen property as recorded in deed book 186, page 612, thence with the southern line of the Bobby H. Allen property and continuing with the southern line of the Roy Mills property as recorded in deed book M 37, page 440, S 57-47-51 E - 640.08', thence S 40-26-46 W - 120.91', thence S 42-00-20 W - 78.50', thence S 38-28-44 W - 352.84' to the northern line of the Kenneth Smith Properties, Inc. property as recorded in deed book 1940, page 846, thence with the northern line of the Kenneth Smith Properties, Inc. property S 67-37-12 E 36.20', thence S 87-34-33 E - 511.95' to an existing concrete monument, thence S 26-47-13 E - 1300.35' to the centerline of a ditch, thence leaving the southern line of the Roy Mills property with the centerline of the ditch N 81-35-04 W - 113.46', thence N 69-52-19 W - 139.46', thence N 67-09-46 W - 292.02', thence N 65-09-13 W - 120.22', thence N 59-30-20 W - 111.63', thence N 71-30-23 W - 231.76', thence S 80-31-11 W - 221.53', thence S 84-40-30 W - 146.80', thence N 86-40-36 W - 146.54', thence S 85-57-00 W - 594.71', thence N 54-13-26 W - 161.68' to the eastern right of way of NCSR 1714, thence with the eastern right of way of NCSR 1714 N 17-33-38 E - 209.43', thence N 18-57-21 E - 1458.64' to the point of beginning containing 48.8338 acres.

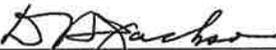
**The USES authorized under this permit are as follows:**

Single-Family Residential Subdivision - The Permitted Uses and Conditional Uses of the R-15 District listed in the Table of Permitted and Conditional Uses, Article VI, Section 6.4 of the Zoning Ordinance except where such uses would be in conflict with the conditions to which this permit is subject, as listed below.

The CONDITIONS to which this permit is subject are as follows:

1. A minimum of seventy-five percent (75%) of the lots shall be twenty-thousand square feet (20,000 sq. ft.) or greater in area;
2. A maximum of twenty-five percent (25%) of the lots shall be seventeen-thousand-five-hundred square feet (17,500 sq. ft.) or greater in area;
3. All homes shall contain a minimum of two-thousand square feet (2,000 sq. ft.) of heated space;
4. A minimum of twenty-five percent (25%) of the homes shall have brick veneer exteriors with the exception of gables, dormers, and other architectural features where non-veneer finishes may be preferable.

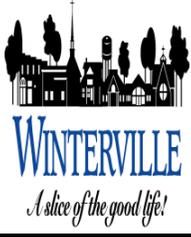
Issued the 9<sup>th</sup> day of January, 2006.

  
\_\_\_\_\_  
D. A. Jackson, Mayor

ATTEST:

  
\_\_\_\_\_  
Tangi Williams, Town Clerk

Permit No. CUD-01-010906



**Town of Winterville  
Town Council  
Agenda Abstract**

**Item Section:** Old Business

**Meeting Date:** March 11, 2019

**Presenter:** Robert Sutton, Electric Utilities  
Director

**Item to be Considered**

**Subject:** Town of Winterville Electric Territory Expansion Design and Engineering Contract.

**Action Requested:** Award to PowerServices of Engineering Contract for Tasks 1 and 2 as detailed in the attached Engineering Estimate and Scope of Work and Engineering Fees Document.

**Attachments:** Letter of Authorization and Engineering Estimate with detailed Scope of Work Spreadsheet(s)

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

**Date:** 3/6/2019

**ABSTRACT ROUTING:**

TC 3/6/2019

FD

3/6/2019

Final 3/6/2019

**Supporting Documentation**

During the November, 2018 Council Meeting, the Town's Governing Board approved Staff to enter contract negotiations with PowerServices for the development and design of required electric infrastructure improvements needed for areas recently acquired in the Town of Winterville/GUC Electric Territory Agreement.

Staff requested the engineering contract be divided into two phases. The first phase, totaling \$100,000 will cover Tasks 1 and 2 and help determine the sectionalized projected costs for each of the new territorial areas and the entire project area. This approach will allow for flexibility in determining the approach taken towards the Expansion Project.

Tasks 3, 4 and 5, totaling \$375,000 will be considered after completion of Tasks 1 and 2 and would be needed in FYE 2020 or later.

**Budgetary Impact:** The FYE 19 Budget obligated sufficient funding for the needed engineering.

**Recommendation:** Approval of engineering contract with PowerServices for Tasks 1 and 2 totaling \$100,000.

**Letter of Authorization  
Miscellaneous Consulting Services**

February 27, 2019

Mr. Robert Sutton  
Utilities Director  
Town of Winterville  
2571 Railroad Street  
Winterville, North Carolina 28590

Dear Mr. Sutton:

Under the Services Agreement of September 13, 2017, by and between the Town of Winterville ("Town") and PowerServices, Inc., PowerServices will provide the following services to the Town:

The work is designated as Individual Work Assignment No. 2, "New Territory Electric Upgrades".

1. Work will consist of items detailed in the scope of work provided in PowerServices proposal dated January 8, 2019, as attached to this Letter of Authorization.
2. Work shall be completed in accordance with the timelines established between PowerServices and the Town at the project kickoff meeting.
3. Tasks 1 and 2 should provide enough engineering analysis for the Town to determine whether to proceed with either the total project or a component thereof. Total engineering cost for only Tasks 1 and 2 will be \$100,000. PowerServices will not proceed with all or any part of Tasks 3, 4 and 5 without prior written authorization from the Town of Winterville.
4. Billable effort for entire project shall not exceed \$475,000.00 without the Town's prior written authorization.

Sincerely,




---

(PowerServices' representative)

Accepted by:

---

(Winterville representative)

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

January 8, 2019

Mr. Robert Sutton  
Electric Director  
Town of Winterville  
Post Office Box 1459  
Winterville, North Carolina 28590-1459

Re: Town of Winterville  
Engineering Estimate for New Territorial Agreement

Dear Robert:

PowerServices is pleased to provide an Engineering Estimate for Winterville to serve the electric service areas agreed upon by Winterville and GUC. Short of completing a detailed engineering analysis, I believe we can make some basic assumptions to provide an order of magnitude budget.

I would expect the actual cost not to be greater than the estimate barring unforeseen issues. Our estimate does not include the cost of obtaining right-of-way or easements. Basic assumptions and scope are:

- Winterville has four new territory districts to evaluate that extend beyond the area currently served by the Town.
- Future customer mix in the new territory will be similar to the existing mix of customers.
- Winterville will not serve any current GUC customers.
- GUC will not serve any current Winterville customers.
- Winterville's current peak load is 13.3 MW.
- Over time, the customers served by Winterville should double; expect approximately 27 MW when new territory districts are populated.
- All districts will be evaluated and designed to allow sequential or concurrent construction, pending the Town's priority and population growth.
- Winterville will need to upgrade, or install new, approximately twenty miles of additional main feeder lines.
- Design will include main feeder circuits and evaluate the need for a future new substation or expansion of existing substations.
- All main lines, where possible, will be overhead.
- Some poles may require double or triple circuits.
- Design will maintain, if not improve, current system reliability.
- Additional service options will be evaluated, including the need for a future substation or expansion of existing substations, or possible joint use with GUC for some poles.

Mr. Robert Sutton  
January 8, 2019  
Page 2

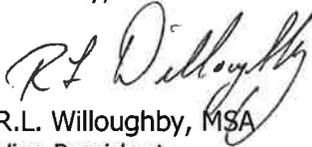
PowerServices estimates the twenty mile distribution upgrades to be between \$3,000,000 and \$4,000,000. This is a broad range, but a reasonable approximation based on our experience and knowledge of the existing system. This estimate will be refined once the initial engineering work is complete, which will provide a design acceptable to the Town. The engineering work will consist of:

- Confirmation of existing and future distribution system capacity.
- Confirmation of existing and future 115 kV/34.5 kV Delivery Point capacity.
- Preparation of preliminary plans for system upgrades.
- Confirmation of final design with Town staff.
- Providing field engineering staking to identify routes, materials, and construction estimates.
- Preparation of and submittal of bid documents
- Providing construction administration.
- Up to two additional meetings are included for presentation to the Town Council or Management, if needed.

The engineering cost for this project will be \$475,000 and is included in the total construction estimate of \$3,000,000 to \$4,000,000. Tasks 1 & 2 of this project, as provided in the enclosed Scope of Work and Engineering Fee, should provide enough engineering analysis for the Town to determine whether to proceed with either the total project or a component thereof. Total engineering cost for only Tasks 1 and 2 will be \$100,000.

If you have any questions or need clarification, please contact me. PowerServices appreciates this opportunity, and we look forward to working with the Town to integrate its vision of growth with reliable electric service supply.

Sincerely,



R.L. Willoughby, MSA  
Vice President

Direct: (919) 256-5902, Mobile (919) 971-9006

rlw/sk

Enclosure

cc: Ms. Linda J. Kushner, MBA, EE  
Mr. Peter J. Rant, PE  
Mr. Homer E. Montsinger, IV, PE  
Mr. Harry G. Buckner, Jr., AS

**PowerServices, Inc.**

1616 East Millbrook Road, Suite 210 | (919) 256-5900 tel | powerservices.com  
Raleigh, NC 27609 | (919) 256-5969 fax

**Town of Winterville  
Winterville, North Carolina**

**Engineering Services for the  
Winterville New Territory Electric Upgrades**

**Scope of Work and Engineering Fees  
January 8, 2019**

Task	Description of Services	Estimated Engineering Fee
1	<b>Project Kickoff Meeting and Preliminary Design</b> <ul style="list-style-type: none"> <li>• Confirmation of existing and future distribution system capacity</li> <li>• Confirmation of existing and future 115 kV/34.5 kV Delivery Point capacity</li> <li>• Prepare preliminary plans for system upgrades</li> <li>• Confirm final design with Town staff</li> </ul>	\$ 50,000
2	<b>Prioritize Territorial Areas for Upgrades</b> <ul style="list-style-type: none"> <li>• Determine preliminary construction cost for each of the four Districts</li> <li>• Determine economies of scale, if any, for multiple District upgrades</li> <li>• Meet with Town staff to complete prioritization</li> </ul>	\$ 50,000
3	<b>Field Engineering Staking</b> <ul style="list-style-type: none"> <li>• Identify routes, materials and field staking</li> </ul>	\$ 300,000
4	<b>Bid Documents and Administration</b> <ul style="list-style-type: none"> <li>• Coordinate with the Town to advertise for construction and material bids</li> <li>• Provide staking sheets and necessary information for potential bidders</li> <li>• Receive and evaluate bids</li> <li>• Provide recommendation to the Town</li> </ul>	\$ 50,000
5	<b>Construction Administration</b> <ul style="list-style-type: none"> <li>• Provide construction administration, as needed</li> </ul>	\$ 25,000
<b>TOTAL ESTIMATED ENGINEERING FEE</b>		<b>\$ 475,000</b>

**Note: Tasks 1 and 2 will provide enough information for the Town to decide how to proceed with total project, or with prioritizing District developments.**

**PowerServices, Inc.**

1616 East Millbrook Road, Suite 210 | (919) 256-5900 tel | powerservices.com  
Raleigh, NC 27609 | (919) 256-5969 fax

**Town of Winterville  
 Work Assignment No. 2  
 New Territory Upgrades  
 Engineering Budget**

Personnel	Tasks					TOTALS
	1	2	3	4	5	
Professional Engineer	25	40	80	20	10	175
Project Manager	80	70	80	15	10	255
Project Engineer	80	100	150	40	50	420
Field Engineer	125	100	1250	60	100	1635
Engineering Tech	100	50	1250	80		1480
CAD Tech				40		40
Administrative Assistant	20		275	200		495
<b>Total Estimated Man-Hours</b>	430	360	3085	455	170	4500
Subtotal - Labor Expenses	\$47,750.00	\$43,650.00	\$281,700.00	\$39,000.00	\$19,900.00	\$432,000.00
Subtotal - Other Expenses (Meals, Mileage, Printing, Telephone, Etc.)	\$2,250.00	\$6,350.00	\$18,300.00	\$11,000.00	\$5,100.00	\$43,000.00
<b>Subtotal - Labor &amp; Expenses</b>	<b>\$50,000.00</b>	<b>\$50,000.00</b>	<b>\$300,000.00</b>	<b>\$50,000.00</b>	<b>\$25,000.00</b>	<b>\$475,000.00</b>

Estimated consulting engineering services costs have been separated into the following task numbers with general task work descriptions:

\$50,000.00	<b>Task 1 Project Kickoff Meeting and Preliminary Design</b>	Confirmation of existing and future distribution system capacity. Confirmation of existing and future 115 kV/34.5 kV Delivery Point capacity. Prepare preliminary plan for system upgrades. Confirm final design with Town staff.
\$50,000.00	<b>Task 2 Prioritize Territorial Areas For Upgrades</b>	Determine preliminary construction cost for each of the four Districts. Determine economies of scale, if any, for multiple District upgrades. Meet with Town Staff to complete prioritization.
\$300,000.00	<b>Task 3 Field Engineering Staking</b>	Identify routes, materials and field staking.
\$50,000.00	<b>Task 4 Bid Documents and Administration</b>	Coordinate with the Town to advertise for construction and material bids. Provide staking sheets and necessary information for potential bidders. Receive and evaluate bids. Provide Recommendation to the Town.
\$25,000.00	<b>Task 5 Construction Administration</b>	Provide construction administration, as needed.

Total: \$475,000.00



**Town of Winterville  
Town Council  
Agenda Abstract**

**Item Section:** Old Business

**Meeting Date:** March 11, 2019

**Presenter:** Robert Sutton, Electric Utilities  
Director

**Item to be Considered**

**Subject:** Old Tar Road Widening Project Electric Utility Relocation Design and Engineering Contract.

**Action Requested:** Award to PowerServices of Engineering Contract for Tasks 1 thru 10 as detailed in the attached Engineering Estimate and Scope of Work and Engineering Fees Document.

**Attachments:** Letter of Authorization and Engineering Estimate with detailed Scope of Work Spreadsheet(s).

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

**Date:** 3/6/2019

**ABSTRACT ROUTING:**

TC 3/6/2019

FD

3/6/2019

Final 3/6/2019

**Supporting Documentation**

During the November, 2018 Council Meeting, the Town's Governing Board approved Staff to enter contract negotiations with PowerServices for the development and design of relocated electric infrastructure improvements needed for areas impacted from the Old Tar Road Widening Project.

Staff requested the engineering contract be divided into two phases. The first phase will cover Tasks 1 thru 10 and cover the design and development phase. This contract, as specified in the attached documents, would cost \$95,000.

Tasks 11 thru 15 total an additional \$52,400, will cover associated engineering costs during the bid and construction phases of the project, and would be required in FYE 2020.

**Budgetary Impact:** The FYE 19 Budget obligated sufficient funding for the needed engineering.

**Recommendation:** Approval of engineering contract with PowerServices for Tasks 1 thru 10 totaling \$95,000.

**Letter of Authorization  
Miscellaneous Consulting Services**

February 27, 2019

Mr. Robert Sutton  
Utilities Director  
Town of Winterville  
2571 Railroad Street  
Winterville, North Carolina 28590

Dear Mr. Sutton:

Under the Services Agreement of September 13, 2017, by and between the Town of Winterville ("Town") and PowerServices, Inc., PowerServices will provide the following services to the Town:

The work is designated as Individual Work Assignment No. 3, "Old Tar Road Widening U-2817".

1. Work will consist of items detailed in the scope of work provided in PowerServices proposal and Engineering Estimate dated January 8, 2019, as attached to this Letter of Authorization.
2. Work shall be completed in accordance with the timelines established between PowerServices and the Town at the project kickoff meeting.
3. Billable effort shall not exceed \$95,000.00 for Engineering Tasks 1-10 without the Town's prior written authorization.
4. This authorization for \$95,000 is for engineering effort through June 30, 2019. The complete project engineering is currently estimated to be \$147,400.

Sincerely,

  
\_\_\_\_\_  
(PowerServices' representative)

Accepted by:

\_\_\_\_\_  
(Winterville representative)

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

January 8, 2019

Mr. Robert Sutton  
Electric Director  
Town of Winterville  
Post Office Box 1459  
Winterville, North Carolina 28590-1459

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

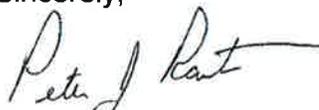
Dear Robert:

PowerServices appreciates the opportunity to provide the attached Engineering Estimate to Winterville for design, bid documents, and field services to assist with the Old Tar Road Widening, N.C.D.O.T. Project No. U-2817. Our services will include design and relocation of the existing electric distribution facilities of the Town, and the resulting coordination with the N.C.D.O.T.

PowerServices' Engineering Estimate includes all tasks and services anticipated for a typical N.C.D.O.T. project, however, with these types of projects requiring coordination with the N.C.D.O.T., duration and cost can vary greatly. Our estimate does not include the cost of obtaining right-of-way or easements. The total engineering cost for the Phase I portion of this project, through June 30, 2019, will be \$95,000. The engineering services for the remainder of the project, which will run July 1, 2019 through the year 2020 will be performed for \$52,400.

If you have any questions or need clarification, please let me know. PowerServices appreciates this opportunity and we look forward to working with the Town to integrate its vision of growth with reliable electric service supply.

Sincerely,



Peter J. Rant, PE  
Vice President

pjr/sk

Enclosure

cc: Mr. R.L. Willoughby, MSA  
Mr. Harry G. Buckner, AS  
Mr. John W. Palmiter, PE

**Town of Winterville  
Winterville, North Carolina**

**Engineering Services for the  
Old Tar Road Widening U-2817**

**Scope of Work and Engineering Fees  
January 8, 2019**

Task	Description of Services	Estimated Engineering Fee
<b>Phase I – Engineering Effort Through June 30, 2019</b>		
<b>1</b>	<b>Project Administration</b> <ul style="list-style-type: none"> <li>• Budgeting, scheduling, invoice approvals, etc., and initial site visit to determine overall project parameters</li> </ul>	\$ 3,580
<b>2</b>	<b>Field assessment, data review</b> <ul style="list-style-type: none"> <li>• Identification and assessment of affected facilities, inventory of existing facilities</li> <li>• Review and determine line grading for line design, design surveys</li> <li>• Inventory of right of way clearing units, etc.</li> </ul>	\$ 6,600
<b>3</b>	<b>Route planning, preliminary design</b> <ul style="list-style-type: none"> <li>• Route planning, acquisition of base project data, maps, and aerial photographs etc.,</li> <li>• Layout for reconstruction of existing facilities or location of new facilities, reduction of field notes and information</li> <li>• Coordination of preliminary design with owner</li> </ul>	\$ 16,910
<b>4</b>	<b>Meetings, coordination with federal, state and local agencies, and attaching utilities</b> <ul style="list-style-type: none"> <li>• Meetings and coordination with federal, state and local agencies</li> <li>• Coordination with attaching utilities both existing and proposed during the design and construction phases of the project</li> <li>• Obtaining drawings from and providing necessary drawings to attaching utilities</li> <li>• Determining and providing PUE or right-of-way requirements, as necessary</li> </ul>	\$ 11,560
<b>5</b>	<b>Surveying and Right-of-Way negotiations and Winterville Planning Department</b> <ul style="list-style-type: none"> <li>• Retain subcontractors for surveying and right-of-way negotiation of required easement areas</li> <li>• Coordination with subcontractors and Winterville Right-of-Way/Business Planning Department</li> <li>• Address design questions concerning easement acquisition</li> </ul>	\$ 8,110
<b>6</b>	<b>Design calculations</b> <ul style="list-style-type: none"> <li>• Preparation of standard and specialized design calculations and checks in order to meet requirements of the NESC, if applicable, including guying requirements, structure loading, conductor clearances, conductor motion, conductor separation, and conductor loading.</li> <li>• <i>This task does <b>not</b> include special unguyed structure and foundation calculations</i></li> </ul>	\$ 5,750

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**Town of Winterville**

**Engineering Services for the  
Old Tar Road Widening U-2817**

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

<b>Task</b>	<b>Description of Services</b>	<b>Estimated Engineering Fee</b>
<b>Phase I (Continued) – Engineering Effort Through June 30, 2019</b>		
<b>7</b>	<b>Permitting and DOT cost estimates</b> <ul style="list-style-type: none"> <li>• Preparation of permit documents as required by Federal, State, or Local agencies including the U.S. Army Corps of Engineers, FAA, DOT, railroads, or others to meet project requirements</li> <li>• Preparation of DOT Project Cost Estimates for determination of reimbursement to the client is included in this task</li> </ul>	\$ 7,410
<b>8</b>	<b>Assemblies list, staking sheets</b> <ul style="list-style-type: none"> <li>• Preparation of construction assembly list of new, removal and transfer assemblies as taken from the finalized staking sheets or work orders, for use by the client or to be included in a construction contract document for bidding</li> </ul>	\$ 12,800
<b>9</b>	<b>List of materials and coordination with Town Material Standards Engineer, Purchasing</b> <ul style="list-style-type: none"> <li>• Preparation of a list of required materials for purchase by the Town of Winterville</li> <li>• Coordination with Town Material Standards Engineer and the Town Purchasing Department for procurement of necessary materials (tracking of material deliveries, and review of material invoicing)</li> </ul>	\$ 4,750
<b>10</b>	<b>Specifications and Bid Documents, issuing for bids</b> <ul style="list-style-type: none"> <li>• Preparation of plans, specifications, and a formal bid labor or labor and material contract document per standard client format for use in acquiring quotations for the proposed work</li> <li>• Task includes review and prequalification of contractors, preparation of bidder list for review and approval by client, and issuance of proposals to bidders</li> <li>• This task assumes all right-of-way clearing requirements will be included in the labor contract or handled by the Town of Winterville under separate work order</li> </ul>	\$ 17,530
<b>Phase I Estimated Engineering Fee</b>		<b>\$ 95,000</b>

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**Town of Winterville**

**Engineering Services for the  
Old Tar Road Widening U-2817**

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

<b>Task</b>	<b>Description of Services</b>	<b>Estimated Engineering Fee</b>
<b>Phase II – Engineering Effort From July 1, 2019 Through 2020</b>		
<b>11</b>	<b>Bid Evaluation, Contract Process, Pre-Bid Conference</b> <ul style="list-style-type: none"> <li>• Pre-bid conference notes and pre-bid conference to discuss project bidding requirements and specifics; issuance of notes to attendees</li> <li>• Receipt of proposals, bid opening, bid tabulation, review and evaluation of the bids, recommendation to client for award of contract</li> <li>• Notification of bid results and recommendation to all bidders</li> <li>• Contract execution and coordination</li> </ul>	\$ 14,000
<b>12</b>	<b>Construction Administration</b> <ul style="list-style-type: none"> <li>• Preparation and issuance of field copies of contract documents and specifications for contractor use</li> <li>• Pre-Construction notes and conference, finalization and issuance of preconstruction conference notes to all interested parties,</li> <li>• Flagging and inventory of right-of-way clearing requirements, pole and anchor staking for construction, layout of new underground facilities to be installed</li> <li>• On-site construction observation on a part-time basis after pole staking</li> <li>• Respond to contractor or client questions concerning the design as they may arise</li> <li>• Preparation of change orders for revisions to completed construction, if needed</li> <li>• Review and approve contractor invoice submittals for monthly invoicing for compliance with the contract, and preparation of progress reports and charts</li> <li>• <i>For DOT project or project where periodic payments may be made to the client, the preparation of periodic payment request on behalf of the client may be included in this task or budgeted and handled as a separate task at the client's option.</i></li> </ul>	\$ 18,800
<b>13</b>	<b>Field Review of Final Project, Construction Inventory</b> <ul style="list-style-type: none"> <li>• Final review of the construction with the client and contractor</li> <li>• Final inventory of completed construction units</li> <li>• Punch list and clean-up notes, or project checklist and monitoring of corrections for compliance with specifications</li> </ul>	\$ 6,600

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**Town of Winterville**

**Engineering Services for the  
Old Tar Road Widening U-2817**

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

<b>Task</b>	<b>Description of Services</b>	<b>Estimated Engineering Fee</b>
<b>Phase II (Continued) – Engineering Effort From July 1, 2019 Through 2020</b>		
<b>14</b>	<b>As Built Drawings/Recapitulation of Units/Closeout Documents</b> <ul style="list-style-type: none"> <li>• Revision of staking sheets/work orders and project plans and drawings to reflect actual construction completed under the contract</li> <li>• Copies of all construction records, drawings, staking sheets/work orders, etc. provided to client for their records</li> <li>• Recapitulation of final completed units of construction, coordination with contractor on final total project units completed</li> <li>• Preparation of contract closeout documents reflecting total project cost, amounts paid to date and final amount due the contractor</li> <li>• Administration of closeout procedures, coordination of acquisition of lien waivers, tax documentation, and other project documentation, review and approval of the final project invoice for payment</li> </ul>	\$ 7,630
<b>15</b>	<b>DOT Project Final Documents</b> <ul style="list-style-type: none"> <li>• Coordination and documentation of all project costs</li> <li>• Preparation or compilation of project records to substantiate reimbursements to the client</li> <li>• Assistance in preparing final project invoice for payment to the client by the DOT</li> </ul>	\$ 5,370
<b>Phase II Estimated Engineering Fee</b>		<b>\$ 52,400</b>
<b>TOTAL PROJECT</b>		<b>\$ 147,400</b>

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Town of Winterville  
 Old Tar Road Widening U-2817  
 Engineering Budget for Year 2018 - 2019

Personnel	Tasks										TOTALS
	1	2	3	4	5	6	7	8	9	10	
Professional Engineer	1	2	2	2	2	2	2				16
Project Manager	10	10	20	20	10	4	10	15	5	15	119
Project Engineer	10	20	40	40	20	20	20	40	15	40	265
Field Engineer		20	40		20	20		40		40	180
Engineering Tech								10	30	20	60
CAD Tech			60	30			15				105
Administrative Assistant	5				20		10	10		40	85
<b>Total Estimated Man-Hours</b>	26	50	162	92	72	46	57	115	50	160	830
Subtotal - Labor Expenses	\$3,230.00	\$6,000.00	\$16,560.00	\$10,060.00	\$7,760.00	\$5,400.00	\$5,910.00	\$12,550.00	\$4,400.00	\$16,200.00	\$88,070.00
Subtotal - Other Expenses (Meals, Mileage, Printing, Telephone, Etc.)	\$350.00	\$600.00	\$350.00	\$1,500.00	\$350.00	\$350.00	\$1,500.00	\$250.00	\$350.00	\$1,330.00	\$6,930.00
<b>Subtotal - Labor &amp; Expenses</b>	<b>\$3,580.00</b>	<b>\$6,600.00</b>	<b>\$16,910.00</b>	<b>\$11,560.00</b>	<b>\$8,110.00</b>	<b>\$5,750.00</b>	<b>\$7,410.00</b>	<b>\$12,800.00</b>	<b>\$4,750.00</b>	<b>\$17,530.00</b>	<b>\$95,000.00</b>

Estimated consulting engineering services costs have been separated into the following task numbers with general task work descriptions:

Task 1	\$3,580.00	Budgeting, scheduling, invoice approvals, etc., and initial site visit to determine overall project parameters.
Task 2	\$6,600.00	Identification and assessment of affected facilities, inventory of existing facilities, review and determine line grading for the design, design surveys, inventory of right of way clearing units, etc.
Task 3	\$16,910.00	Route planning, acquisition of base project data, maps, and aerial photographs etc., office layout for reconstruction of existing facilities or location of new facilities, reduction of field notes and information, coordination of preliminary design with owner.
Task 4	\$11,560.00	Meetings and coordination with federal, state and local agencies, coordination with attached utilities both existing and proposed during the design and construction phases of the project, obtaining drawings from and providing necessary drawings to the other utilities, and determining and providing PUE or right of way requirements as necessary.
Task 5	\$8,110.00	Retain subcontractors for surveying and right-of-way negotiation of required easement areas, coordination with subcontractors and Winterville Right-of-Way/Business Planning Department, and answer design questions concerning easement acquisition.
Task 6	\$5,750.00	Preparation of standard and specialized design calculations and checks in order to meet requirements of the NES, if applicable, including guying requirements, structure loading, conductor clearances, conductor motion, conductor separation, and conductor loading. This task does not include special ungued structure and foundation calculations.
Task 7	\$7,410.00	Preparation of permit documents as required by Federal, State, or Local agencies including the U.S. Army Corps of Engineers, FAA, DOT's, railroads or others to meet project requirements. Preparation of DOT Project Cost Estimates for determination of reimbursement to the client is covered by this task.
Task 8	\$12,800.00	Preparation of a construction assembly list of new, removal and transfer assemblies as taken from the finalized staking sheets or work orders for use by the client or to be included in a construction contract document for bidding.
Task 9	\$4,750.00	Preparation of a list of required materials for purchase by the Town of Winterville. Coordination with the Town of Winterville Material Standards Engineer and the Town of Winterville Purchasing Departments for the procurement of necessary materials (tracking of material deliveries, and review of material invoices).
Task 10	\$17,530.00	Preparation of plans, specifications, and a formal bid labor or labor and material contract document per standard client format for use in acquiring quotations for the proposed work. Includes review and prequalification of contractors, preparation of a contractors list for review and approval by client, and issuance of proposals to bidders. This task assumes that all right of way clearing requirements will be included in the labor contract or handled by the Town of Winterville under separate work order.
<b>2019 Total:</b>	<b>\$95,000.00</b>	

Town of Winterville  
 Old Tar Road Widening U-2817  
 Engineering Budget for Year 2019-2020

Personnel	Tasks					TOTALS
	11	12	13	14	15	
Professional Engineer	180	4	2	2	2	10
Project Manager	160	15	20	10	8	63
Project Engineer	110	40	50	15	20	150
Field Engineer	110	10	30	15		55
Engineering Tech	65	8	20		8	36
GAD Tech	70	8	12		16	36
Administrative Assistant	70	40	40	10	20	118
<b>Total Estimated Man-Hours</b>	125	174	50	74	45	468
Subtotal - Labor Expenses	\$12,500.00	\$17,300.00	\$5,600.00	\$6,880.00	\$5,270.00	\$47,550.00
Subtotal - Other Expenses (Meals, Mileage, Printing, Telephone, Etc.)	\$1,500.00	\$1,500.00	\$1,000.00	\$750.00	\$100.00	\$4,850.00
<b>Subtotal - Labor &amp; Expenses</b>	<b>\$14,000.00</b>	<b>\$18,800.00</b>	<b>\$6,600.00</b>	<b>\$7,630.00</b>	<b>\$5,370.00</b>	<b>\$52,400.00</b>

Estimated consulting engineering services costs have been separated into the following task numbers with general task work descriptions:

Task	Construction Labor Contract Bidding & Administration	Construction Observation Management	Final Construction Review & Inventory	Final Project Documentation & Labor Closeout	DOT Project Final Costs Documentation & Reimbursement Assistance
Task 11 \$14,000.00	Preparation of notes for a pre-bid conference, holding a pre-bid conference to discuss project bidding requirements and specifics, finalization of the pre-bid meeting notes and issue to all interested parties, receipt of proposals and preparation for the bid opening, preparation of a bid tabulation, review and evaluation of the bidding, preparation of a recommendation to client for award of contract, notification of bid results and recommendation to all bidders, preparation of contract documents for execution by bidder and client and coordination of contract execution.				
Task 12 \$18,800.00	On-site construction observation on a part-time basis after pole staking. Preparation and issuance of field copies of contract documents and specifications for contractor use, preparation of preconstruction conference notes, preparation for and holding a preconstruction conference, finalization and issuance of preconstruction conference notes to all interested parties, flagging and inventory of right-of-way clearing requirements, pole and anchor staking for construction, layout of new underground facilities to be installed, answer contractor or client questions concerning the design as they may arise, prepare project change orders for revisions to completed construction, review and approve contractor invoice submissions for monthly invoicing for compliance with the contract, and preparation of progress reports and charts. DOT project or project where periodic payments may be made to the client, the preparation of periodic payment request on behalf of the client may be included in this task or budgeted and handled as a separate task at the client's option.				
Task 13 \$6,600.00	A final review of the construction with the client and contractor and a final inventory of completed construction units, preparation of clean-up notes, or a project checklist and monitor corrections for compliance with specifications.				
Task 14 \$7,630.00	Revision of staking sheets/work orders and project plans and drawings to reflect actual construction completed under the contract, copies of all construction records, drawings, staking sheets/work orders, etc. to be given to client for their records, recapitulation of the final completed units of construction, coordination with the contractor on final total project units completed, preparation of a contract closeout document reflecting total project cost, amounts paid to date and final amount due the contractor, administration of the closeout procedures, coordination of acquisition of lien waivers, tax documentation, and other project documentation, review and approval of the final project invoice for payment.				
Task 15 \$5,370.00	Coordination and documentation of all project costs and preparation or completion of project records to substantiate reimbursements to the client, and assistance in preparing a final project invoice for payment to the client by the DOT.				

Total: \$52,400.00

Town of Winterville  
Old Tar Road Widening, U-2817  
Total Engineering Budget

Personnel	Tasks															TOTALS
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	
Professional Engineer	1	2	2	2	2	2	2	2	2	2	4	2	2	2	2	26
Project Manager	10	10	20	20	10	4	10	13	3	15	15	20	10	8	10	187
Field Engineer	10	20	40	40	20	20	20	40	15	40	40	50	15	20	25	415
Field Engineer	20	20	40	40	20	20	40	40	10	40	10	30	15	10	10	235
Engineering Tech.																96
CAD Tech																141
Administrative Assistant																203
<b>Total Estimated Man-Hours</b>	26	50	122	92	72	46	57	113	50	160	175	174	50	74	45	1298
Subtotal - Labor Expenses (Wash, Minner, Printing, Fringe, Etc.)	\$3,130.00	\$6,000.00	\$16,560.00	\$10,060.00	\$7,760.00	\$5,400.00	\$5,910.00	\$12,510.00	\$4,400.00	\$16,200.00	\$12,500.00	\$17,300.00	\$5,600.00	\$8,800.00	\$5,270.00	\$135,620.00
	\$350.00	\$600.00	\$350.00	\$1,500.00	\$350.00	\$350.00	\$1,300.00	\$250.00	\$350.00	\$1,330.00	\$1,500.00	\$1,300.00	\$1,000.00	\$750.00	\$100.00	\$11,790.00
<b>Subtotal - Labor &amp; Expenses</b>	<b>\$3,480.00</b>	<b>\$6,600.00</b>	<b>\$16,910.00</b>	<b>\$11,560.00</b>	<b>\$8,110.00</b>	<b>\$5,750.00</b>	<b>\$7,410.00</b>	<b>\$12,800.00</b>	<b>\$4,750.00</b>	<b>\$17,530.00</b>	<b>\$14,000.00</b>	<b>\$18,600.00</b>	<b>\$6,600.00</b>	<b>\$9,550.00</b>	<b>\$5,370.00</b>	<b>\$147,410.00</b>

Estimated consulting engineering services costs have been separated into the following task numbers with general task work descriptions:

Task	Description	Cost
Task 1	Budgeting, scheduling, invoice approvals, etc., and initial site visit to determine overall project parameters.	\$3,580.00
Task 2	Identification and assessment of affected facilities, inventory of existing facilities, review and determine line grading for line design, design surveys, inventory of right of way clearing units, etc.	\$6,000.00
Task 3	Route planning, acquisition of base project data, maps, and aerial photographs etc., office layout for reconstruction of existing facilities or location of new facilities, reduction of field notes and information, coordination of preliminary design with owner.	\$16,910.00
Task 4	Meetings and coordination with federal, state and local agencies, coordination with attached utilities both existing and proposed during the design and construction phases of the project, obtaining drawings from and providing necessary drawings to the other utilities, and determining and providing PUE or right of way requirements as necessary.	\$11,560.00
Task 5	Retain subcontractors for surveying and right-of-way negotiation of required easement areas, coordination with subcontractors and Winterville Right-of-Way/Business Planning Department, and answer design questions concerning easement acquisition.	\$8,110.00
Task 6	Preparation of standard and specialized design calculations and checks in order to meet requirements of the NESC, if applicable, including giving requirements, structure loading, conductor clearances, conductor motion, conductor separation, and conductor loading. This task does not include special unguaged structure and foundation calculations.	\$5,750.00
Task 7	Preparation of permit documents as required by Federal, State, or Local agencies including the U.S. Army Corps of Engineers, FAA, DOT's, railroads or others to meet project requirements. Preparation of DOT Project Cost Estimates for determination of reimbursement to the client is covered by this task.	\$7,410.00
Task 8	Preparation of a construction assembly list of new, removal and transfer assemblies as taken from the finalized staking sheets or work orders for use by the client or to be included in a construction contract document for bidding.	\$12,800.00
Task 9	Preparation of a list of required materials for purchase by the Town of Winterville. Coordination with the Town of Winterville Materials Standards Engineer and the Town of Winterville Purchasing Department for the procurement of necessary materials (loading of material deliveries, and review of material invoicing).	\$4,750.00
Task 10	Preparation of plans, specifications, and a formal bid labor or labor and material contract document per standard client format for use in acquiring quotations for the proposed work. Includes review and prequalification of contractors, preparation of a contractor list for review and approval by client, and issuance of proposals to bidders. This task assumes that all right of way clearing requirements will be included in the labor contract or handled by the Town of Winterville under separate work order.	\$17,530.00
Phase 1 Total		\$55,000.00
Task 11	Preparation of notes for a pre-bid conference, holding a pre-bid conference to discuss project bidding requirements and specifics, finalization of the pre-bid meeting notes and bid to all interested parties, receipt of proposals and preparation for the bid opening, preparation in a bid tabulation, review and evaluation of the bidding, preparation of a recommendation to client for award of contract, reduction of bid fields and recommendation to all bidders, preparation of contract documents for execution by bidder and client and coordination of contract execution.	\$14,000.00
Task 12	On-site construction observation on a part-time basis after pole staking. Preparation and issuance of field copies of contract documents and specifications for contractor use, preparation of reconstruction conference notes, preparation for and holding a reconstruction conference, finalization and issuance of reconstruction conference notes to all interested parties, flagging and inventory of right-of-way clearing requirements, pole and anchor staking for construction, layout of new underground facilities to be installed, answer contractor or client questions concerning the design as they may arise, prepare project change orders for revisions to completed construction, review and approve contractor invoice submissions for monthly invoicing for compliance with the contract, and preparation of progress reports and charts. DOT project or project where periodic payments may be made to the client, the preparation of periodic payment request on behalf of the client may be included in this task or budgeted and handled as a separate task at the client's option.	\$18,800.00
Task 13	A final review of the construction with the client and contractor and a final inventory of completed construction units, preparation of clean-up notes, or a project checklist and monitor corrections for compliance with specifications.	\$6,600.00
Task 14	Revision of staking sheets/work orders and drawings to reflect actual construction completed under the contract, copies of all construction records, drawings, staking sheets/work orders, etc. to be given to client for their records, resubmission of the final completed units of construction, coordination with the contractor on final total project units completed, preparation of a contract closeout document reflecting total project cost, amounts paid to date and final amount due the contractor, administration of the closeout procedures, coordination of acquisition of lien waivers, tax documentation, and other project documentation, review and approval of the final project invoice for payment.	\$7,630.00
Task 15	Coordination and documentation of all project costs and preparation or compilation of project records to substantiate reimbursements to the client, and assistance in preparing a final project invoice for payment to the client by the DOT.	\$5,370.00
Phase II Total		\$54,400.00
<b>Total Project</b>		<b>\$109,400.00</b>



**Town of Winterville  
Town Council  
Agenda Abstract**

**Item Section:** New Business

**Meeting Date:** March 11, 2019

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

**Item to be Considered**

**Subject:** Approval of Contract Award to Tripp Brothers Inc. for Church St. Lift Station Force Main Bore.

**Action Requested:** Approval of Contract with Bid Mod.

**Attachments:** Bid Tab and Bid Mod.

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

**Date:** 2/27/2019

**ABSTRACT ROUTING:**

TC 2/28/2019

FD

TM 3/6/2019

Final 3/6/2019

**Supporting Documentation**

In the summer of 2017, Town staff replaced a portion of the existing force main for the Church Street Lift Station that had failed several times and caused sanitary sewer overflows. The existing pipe under the railroad tracks could not be replaced in the existing casing, so a new casing will have to be installed with a new carrier pipe. In order to accommodate future growth staff intends to install a larger pipe as well. The existing force main is 8" and the new force main (under the railroad) will be 12" diameter. This is the first step in upsizing the entire force main, and staff hopes to accomplish this in small sections over a several year period to avoid a large upfront costs.

Bids were opened on Tuesday February 5, 2019. Three bids were received, with Tripp Brothers Inc. being the lowest responsible bidder with a bid of \$81,805.00. There was also a small change in the plans that staff requested after the bid opening, which resulted in a bid modification and increase in price of \$2,500.00. This was to increase all of the proposed force main to 12" so it would not have to be replaced again in the near future when the Town upgrades the force main, and will ultimately save the Town money.

**Budgetary Impact:** There was \$75,000 budgeted for this project in the approved budget. Savings from the Vac Truck purchase and other budgeted capital projects will be used to cover the difference in budgeted amount and actual cost.

**Recommendation:** Award of contract to Tripp Brothers Inc. including Bid Mod.



February 28, 2019

Mr. Terri Parker  
Town Manager  
Town of Winterville  
2571 Railroad Street  
Winterville, NC 27890

RE: Recommendation for Construction Contract Award  
Church Street Force Main CSX Crossing  
Winterville, NC  
TWC No. 2853-AG

Mr. Parker:

Construction bids for the above-referenced project were received on Tuesday, February 5, 2019. Three (3) bids were received ranging from \$81,805.00 to \$207,705.00. To accommodate a change from 8-inch to 12-inch pipe replacement, a Bid Modification has been executed increasing the base bid cost by \$2,500. We are recommending award of the construction contract to Tripp Brothers, Inc. (Ayden, NC) based upon the acceptance of the Base Bid in the amount of Eighty Four Thousand Three Hundred Five Dollars and 0/100 (\$84,305.00). The contractor meets the obligation of being the lowest responsive, responsible bidder.

A copy of the Certified Bid Tabulation, Unit Price Bid Summary, Bid Modification and Memorandum of Negotiation are enclosed for your reference.

If the Town of Winterville is in agreement with our recommendation, please sign and date all five (5) copies of the enclosed Notice of Award to Trip Brothers, Inc. and return all copies to our office at your earliest convenience.

If you have any questions, please contact our office.

Best Regards,

THE WOOTEN COMPANY

By:   
William A. Larsen, P.E.

WAL/ads

Enc: Bid Modification  
Memorandum of Negotiations  
Notice of Award  
Certified Bid Tabulation  
Unit Price Summary

Via: Email/Mail

Cc: TWC File

301 West 14<sup>th</sup> Street  
Greenville, NC 27834

252.757.1096  
Fax 252.757.3221



D. Justification

1. The price was modified for the following reasons:

Item Number	Change
1	No Change
2	No Change
3	No Change
4	Increase in Pipe Diameter & Associated Unit Cost
5	No Change
6	No Change
7	No Change
8	No Change
9	No Change
10	No Change
11	No Change

The foregoing changes shall be incorporated in the Contract Documents.

END OF DOCUMENT

**MEMORANDUM OF NEGOTIATION – CONSTRUCTION**  
**CONTRACT – (attach to executed contract)**  
(for proposed contract award less than bid amount)

OWNER Town of Winterville  
CONTRACTOR: Trip Brothers, Inc.  
CONSULTANT The Wooten Company PROJECT ENGR./ARCH.: The Wooten Company  
CONTRACT # 1 BID AMOUNT \$ 81,805.00 AGREEMENT DATE: 3/15/2019  
BRIEF DESCRIPTION OF CONTRACT AS BID: Project includes

1. Sewer System Improvement (Sewer Force Main)
  - 215 LF of New 12-inch RJDIP Force Main
  - 192 LF of New 24-inch Steel Encasement by Dry Jack and Bore
  - 100 LF of New 8-inch PVC Force Main

The Owner and Contractor acknowledge and agree that the bid(s) received on the above project have resulted in the project budget being exceeded and that a contract(s) cannot be awarded based on the amount of the bid(s) received. This memorandum documents that both parties to the contract entered into and completed negotiations in order to arrive at a mutually acceptable amount on which the construction contract(s) is to be awarded. It is hereby agreed that the terms and conditions as stated in this document shall be binding on all parties and it shall become a part of the terms and conditions of the contract, subject only to the owner being successful in obtaining any needed additional funding resulting from this memorandum.

The following changes in the contractor's bid and the following changes in the terms / provisions of the contract are hereby incorporated into the proposed contract award.

(Refer to attached Section 00540: Bid Modification #1 dated February 8, 2018)

(attach supplemental sheet(s) and drawings / specifications as necessary)

PROPOSED NEGOTIATED CONTRACT AWARD AMOUNT: \$84,305.00

It is further understood and agreed by all parties that should additional funds become available within the contract time or extension thereof, the Owner shall have the right to add back to the project any items deleted above or to otherwise revise the contract as originally bid based on the same prices for deletions / revisions as noted above, subject only to any additional costs to which the contractor is entitled to per the terms of the contract.

This memorandum shall be valid and binding up to and inclusive of 3.15.2019.

**We agree to the terms and conditions of this document:**

OWNER	date		2-21-19 date
	2.8.2019 date	CONTRACTOR	
ENGINEER			

# Notice of Award



Project: <b>Church Street Force Main Replacement</b>	Date: <b>February 8, 2019</b>
Owner: <b>Town of Winterville</b>	Owner's Contract No.:
Contract:	Engineer's Project No.: <b>2853-AG</b>
Bidder: <b>Tripp Brothers, Inc.</b>	
Bidder's Address: (send Certified Mail, Return Receipt Requested) <b>4158 Norris Store Road</b>	
<b>Ayden, NC 28513</b>	

You are notified that your Bid dated February 5, 2019 for the above Contract has been considered. You are the Successful Bidder and are awarded a Contract for the following:

The Contract Price of your Contract is Eighty-Four Thousand Three Hundred Five Dollars (\$84,305.00).

4 copies of the proposed Contract Documents (except Drawings) accompany this Notice of Award.

4 sets of the Drawings will be delivered separately or otherwise made available to you immediately.

You must comply with the following conditions precedent within 10 days of the date you receive this Notice of Award.

1. Deliver to the Owner 5 fully executed counterparts of the Contract Documents.
2. Deliver with the executed Contract Documents the Contract Bonds as specified in the Instructions to Bidders, General Conditions Paragraph 5.01, and Supplementary Conditions Paragraph SC-5.01.
3. Other conditions precedent:

\_\_\_\_\_  
\_\_\_\_\_

Failure to comply with these conditions within the time specified will entitle Owner to consider you in default, annul this Notice of Award and declare your Bid security forfeited.

Within 10 days after you comply with the above conditions, Owner will return to you one fully executed counterpart of the Contract Documents.

\_\_\_\_\_  
Town of Winterville  
Owner  
By: \_\_\_\_\_  
Authorized Signature  
\_\_\_\_\_  
Title

Copy to Engineer

### Acceptance of Notice

Receipt of the above Notice of Award is hereby acknowledged by \_\_\_\_\_

this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

By: \_\_\_\_\_

Title: \_\_\_\_\_

2853-AG: 2/8/2019

00510-1

Notice of Award

TOWN OF WINTERVILLE  
 CHURCH STREET FORCE MAIN CSX CROSSING  
 TWC PROJECT NO.: 2853-AG



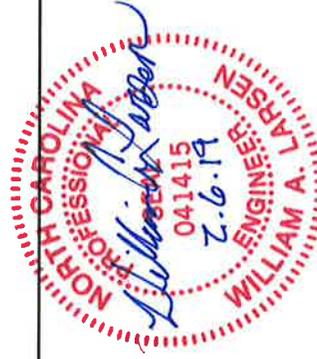
THE **WOOTEN** COMPANY

301 W. 14th Street, Greenville, NC 27834

February 5, 2019 @ 2:00 pm

	CONTRACTORS	LIC. NO.	CLASS	BID BOND	DBE AFF A or B	TOTAL BASE BID	REMARKS
1	Tripp Brothers, Inc. 4158 Norris Store Road Ayden, NC 28513	52247	B/H/PU	5%	A	81,805.00	Low Bidder
2	E.R. Lewis Construction Co. 100 E. Arlington Blvd Greenville, NC 27834	8361	U	5%	A	134,321.00	
3	Hendrix-Barnhill 1819 Progress Road Greenville, NC 27835	4883	U	5%	A	207,705.00	

This is to certify that the bids received herein were publicly opened and read at 2:00 p.m. on February 5, 2019 2571 Railroad Street, Winterville, NC



William A. Larsen, P.E.

TOWN OF WINTERVILLE  
 CHURCH STREET FORCE MAIN CSX CROSSING  
 TWC Project No. 2853-AG

February 5, 2019 @ 2:00 pm													
Item No.	Description	Est. Quantity	Unit	Tripp Brothers, Inc.		E.R. Lewis Construction Co.		Hendrix-Barnhill		Average of All Bids		Average of Three Low Bidders	
				Unit Price	Total Extended Price	Unit Price	Total Extended Price	Unit Price	Total Extended Price	Unit Price	Total Extended Price	Unit Price	Total Extended Price
<b>Sanitary Sewer Work Items</b>													
1	New (12) Inch RJDIP Force Main with (24) Inch Steel Encasement by Jack & Bore	192	LF	\$266.50	\$51,168.00	\$436.00	\$83,712.00	\$675.00	\$129,600.00	\$459.17	\$88,160.00	\$459.17	\$88,160.00
2	New (12) Inch RJDIP Force Main	23	LF	\$85.00	\$1,955.00	\$101.00	\$2,323.00	\$900.00	\$20,700.00	\$362.00	\$8,326.00	\$362.00	\$8,326.00
3	Abandonment of Existing (6) Inch Force Main (Pressure Grout)	180	LF	\$26.00	\$5,040.00	\$43.50	\$7,830.00	\$50.00	\$9,000.00	\$40.50	\$7,290.00	\$40.50	\$7,290.00
4	New (8) Inch C900 Force Main	100	LF	\$36.00	\$3,600.00	\$66.50	\$6,650.00	\$100.00	\$10,000.00	\$67.50	\$6,750.00	\$67.50	\$6,750.00
5	Connect (8) Force Main with New (8) Inch 90° Bend	2	EA	\$1,350.00	\$2,700.00	\$2,500.00	\$5,000.00	\$4,500.00	\$9,000.00	\$2,783.33	\$5,566.67	\$2,783.33	\$5,566.67
6	New (12) Inch Plug Valve & Box	2	EA	\$4,025.00	\$8,050.00	\$5,450.00	\$10,900.00	\$5,300.00	\$10,600.00	\$4,925.00	\$9,850.00	\$4,925.00	\$9,850.00
7	New Air Release Valve Assembly in Manhole	1	EA	\$6,300.00	\$6,300.00	\$8,450.00	\$8,450.00	\$9,800.00	\$9,800.00	\$8,183.33	\$8,183.33	\$8,183.33	\$8,183.33
8	Silt Fence	120	LF	\$7.00	\$840.00	\$5.50	\$660.00	\$8.00	\$960.00	\$6.83	\$820.00	\$6.83	\$820.00
9	Clearing and Grubbing	488	SY	\$4.00	\$1,952.00	\$17.00	\$8,296.00	\$15.00	\$7,320.00	\$12.00	\$5,856.00	\$12.00	\$5,856.00
10	Undercut of Unstable Soils	5	CY	\$10.00	\$50.00	\$50.00	\$250.00	\$85.00	\$425.00	\$48.33	\$241.67	\$48.33	\$241.67
11	Select Backfill	10	CY	\$15.00	\$150.00	\$25.00	\$250.00	\$30.00	\$300.00	\$23.33	\$233.33	\$23.33	\$233.33
	<b>TOTAL</b>				\$81,805.00		\$134,321.00		\$207,705.00	\$16,911.33	\$141,277.00	\$16,911.33	\$141,277.00