



WINTERVILLE TOWN COUNCIL AGENDA
MONDAY, AUGUST 5, 2024 - 6:00 PM
WINTERVILLE TOWN HALL ASSEMBLY ROOM

- I. CALL TO ORDER.**
 - II. INVOCATION.**
 - III. PLEDGE OF ALLEGIANCE.**
 - IV. WELCOME.**
 - V. ROLL CALL.**
 - VI. APPROVAL OF AGENDA.**
 - VII. RECOGNITION OF EMPLOYEES:**
 1. Larry Davis; Utility Maintenance Mechanic.
 2. Tyler Mizell; Equipment Operator.
 3. Jim Miller; Assistant Fire Chief.
 4. Bobby Paige; Promotion to Fire Captain.
 5. Frankie Lopez; Promotion to Fire Captain.
 6. Spencer Albritton; Promotion to Fire Captain.
 7. Carson Collins; Promotion to Fire Captain.
 8. Alex Caldaro; Promotion to Fire Engineer.
 9. Tristyn Daughtry; Economic Development Planner.
 10. Mike Weldin; Part-time Building Inspector.
 - VIII. RECOGNITION OF ALL-STAR TEAMS:**
 1. 2024 Winterville 8-Year-Old Cal Ripken All Star Team: Manager Tre Stallings.
 - Won the 8-Year-Old Cal Ripken Age Division for the Eastern North Carolina Babe Ruth State Tournament.
 2. 2024 Winterville 9-Year-Old Cal Ripken All Star Team: Manager Chris Gladson.
 - Runner up for the 9-Year-Old Cal Ripken Age Division for the Eastern North Carolina Babe Ruth State Tournament.
 3. 2024 Winterville 11-Year-Old Cal Ripken All Star Team: Manager Robbie Johnson.
 - Runner up for the 11-Year-Old Cal Ripken Age Division for the Eastern North Carolina Babe Ruth State Tournament.
 - IX. PROCLAMATIONS:**
 1. Watermelon Festival.
 2. 2024 Winterville 12-Year-Old Cal Ripken All Star Team: Manager Brad Sikes.
 - Won the 12-Year-Old Cal Ripken Age Division for the Eastern North Carolina Babe Ruth State Tournament.
 - Won the 12-Year-Old Cal Ripken Age Division for the South East Region Tournament.
- SHORT RECESS**
- X. PRESENTATIONS:**
 1. Electric Department: Safety Award.
 - XI. PUBLIC HEARINGS:**
 1. Yarborough Rezoning - Parcel Number 80600.
 2. Cornerstone Annexation (Last Phase).

XII. 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.*

XIII. CONSENT AGENDA: *The following items are considered routine in nature and will not be discussed by the Town Council unless a Councilman or citizen requests that an item be removed from the Consent Agenda for further discussion. The Mayor may allow citizens to address an item or ask questions.*

1. Approval of the following sets of Council Meeting Minutes:
 - May 6, 2024 Budget Progress Minutes. and
 - May 13, 2024 Regular Council Meeting Minutes. and
 - May 21, 2024 Council Budget Session #1 Minutes, and
 - May 23, 2024 Council Budget Session #2 Minutes, and
 - May 28, 2024 Council Budget Session #3 Minutes, and
 - June 3, 2024 Budget Public Hearing Minutes, and
 - June 10, 2024 Regular Council Meeting Minutes.
2. Watermelon Festival Requests:
 - a. Parade Permit and Fee Waiver.
 - b. Traffic and Parking.
 - c. Park Hours.
 - d. Signs and Banners.
 - e. Noise Ordinance Exemption and Fee Waiver.
 - f. Request for Bathroom Use.
3. Purchase of New Christmas Pole Mount Light Decorations for Winterville Streets.
4. Budget Amendment: 2024-2025-1.
5. Tax Settlement FY 2023-2024.

XIV. OLD BUSINESS:

XV. NEW BUSINESS:

1. Quail Trace Preliminary Plat.
2. Accessory Dwelling Unit (ADU) Ordinance Change Consideration to allow ADU's.
3. Award of Mowing Contract to Precision Lawn Care.
4. Amended Funding Offer for 2020 Sewer Pump Station Rehab from DEQ.
5. Improvements for an All Way Stop intersection at Mill Street and Boyd Street.

XVI. OTHER AGENDA ITEMS:

1. Huge Trees on Properties and Resident's need for assistance. (Councilwoman Hawkins).
2. Mental Health and Community Resources. (Councilwoman Hawkins).
3. Update: Intersection and Pedestrian Safety Measures. (Councilwoman Hawkins).
4. Town-Based Transportation. (Councilwoman Hawkins).

XVII. ITEMS FOR FUTURE AGENDAS/FUTURE WORK SESSIONS:

XVIII. QUARTERLY REPORTS FROM DEPARTMENT HEADS.

XIX. ANNOUNCEMENTS:

- Market on the Square: - National Night Out/Back to School Bash: Thursday, August 8, 2024; 4:30 pm – 7:30 pm – 252 Main Street.
- September Newsletter Information Due: Thursday, August 8, 2024.
- ElectriCities 2024 Annual Conference: Sunday, August 11, 2024 – Thursday, August 15, 2024 - Omni Grove Park Inn in Asheville, NC.

- Coffee with a Cop: Friday, August 16, 2024; 9:00 am - 10:30 am – Community Room.
- Planning and Zoning Board Meeting: Monday, August 19, 2024 @ 7:00 pm - Town Hall Assembly Room.
- Board of Adjustment Meeting: Tuesday, August 20, 2024 @ 7:00 pm - Town Hall Assembly Room.
- Winterville Watermelon Festival: Thursday August 22, 2024 – Sunday, August 25, 2024 - Winterville Recreation Park.
- Human Relations Board Meeting: Thursday, August 22, 2024 @ 7:00 – Executive Conference Room - Cancelled.
- Recreation Advisory Board: Tuesday, August 27, 2024 @ 6:30 pm – Operation Center.
- September 9th Agenda Information Due: Wednesday, August 28, 2024.
- Labor Day Holiday - Town Offices Closed: Monday, September 2, 2024.
- Agenda Review Meeting: Thursday, September 5, 2024 @4:00 pm – Town Hall Executive Conference Room.
- Friday Night Concert: 6 Pack: Friday, September 6, 2024; 7:00 – 8:30 pm - Winterville Recreation Park Amphitheater.
- Regular Town Council Meeting: Monday, September 9, 2024 @ 6:00 pm - Town Hall Assembly Room.

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

XXI. CLOSED SESSION:

NCGS § 143-318.11. (3) To consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege between the attorney and the public body, which privilege is hereby acknowledged. General policy matters may not be discussed in a closed session and nothing herein shall be construed to permit a public body to close a meeting that otherwise would be open merely because an attorney employed or retained by the public body is a participant. The public body may consider and give instructions to an attorney concerning the handling or settlement of a claim, judicial action, mediation, arbitration, or administrative procedure. If the public body has approved or considered a settlement, other than a malpractice settlement by or on behalf of a hospital, in closed session, the terms of that settlement shall be reported to the public body and entered into its minutes as soon as possible within a reasonable time after the settlement is concluded, and

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

XXII. ADJOURN.

SPECIAL NOTICE: Anyone who needs an interpreter or special accommodations to participate in the meeting should notify the Town Clerk, Don Harvey at (252) 756-2221 ext. 2344 at least forty-eight (48) hours prior to the meeting. (Americans with Disabilities Act (ADA) 1991.)



PROCLAMATION
WINTERVILLE WATERMELON FESTIVAL – 39th ANNUAL

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

WHEREAS, the festival has moved throughout the Town of Winterville since its conception to the present location at the Winterville Recreation Park, where it has called home for the past 14 years; and

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

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

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

IN WITNESS WHEREOF, I do set my hand, and cause the seal of Winterville to be affixed this 5th day of August 2024.

Richard E. Hines, Mayor

ATTEST:

Donald Harvey, Town Clerk



PROCLAMATION
WINTERVILLE CAL RIPKEN 12-YEAR-OLD ALL-STAR TEAM

WHEREAS, the sport of baseball expresses the heart and character of America and for many years has been recognized as our Nation's pastime; and

WHEREAS, Cal Ripken Baseball is a program of service to the youth of our community, dedicated to teaching sportsmanship and the competitive will to win, as well as furthering physical fitness and well-being through healthful community activity to provide valuable training for the participants and entertainment for the spectators; and

WHEREAS, the Town of Winterville is extremely proud of the Winterville Cal Ripken 12-Year-Old All-Star Team consisting of 12 players, Manager Brad Sikes, and 3 coaches representing 6 Winterville recreation league teams; and

WHEREAS, the Winterville Cal Ripken 12-Year-Old All-Star Team practiced 4 weeks prior to the state tournament, held June 28-30, 2024, in Swansboro; and

WHEREAS, the Winterville Cal Ripken 12-Year-Old All-Star Team won the 12-Year-Old Cal Ripken Age Division for the Eastern North Carolina Babe Ruth State Tournament qualifying them to represent as the Eastern North Carolina Babe Ruth Cal Ripken State Champion Team at the Southeast Regional Tournament in St. Johns, Florida, July 17-20, 2024; and

WHEREAS, the Winterville Cal Ripken 12-Year-Old All-Star Team won the 12-Year-Old Cal Ripken Age Division for the Southeast Region Tournament qualifying them to represent as the Southeast Regional Babe Ruth Cal Ripken Champion Team at the Babe Ruth Cal Ripken World Series in Branson, Missouri, August 7-18, 2024; and

NOW, THEREFORE, BE IT RESOLVED, I, Richard E. Hines, Mayor, and the Town Council of the Town of Winterville, recognize the Winterville Cal Ripken 12-Year-Old All-Star Team's contribution made to the Town of Winterville and are proud of this great team.

IN WITNESS WHEREOF, I do set my hand, and cause the seal of Winterville to be affixed this 5th day of August 2024.

Richard E. Hines, Mayor

ATTEST:

Donald Harvey, Town Clerk



**Town of Winterville
Town Council
Agenda Abstract**

Item Section: Public Hearings

Meeting Date: August 5, 2024

Presenter: Stephen Penn, Planning and Economic Development Director

Item to be Considered

Subject: Yarborough Rezoning Request - Parcel Number 80600.

Action Requested: Hold Public Hearing and Consider Proposed Rezoning.

Attachment: Rezoning Application, Legal Description, Map, Staff Recommendation and Certified Notices.

Prepared By: Stephen Penn, Planning and Economic Development Director

Date: 7/23/2024

ABSTRACT ROUTING:

TC: 7/26/2024

TM: 7/29/2024

Final: tlp - 7/29/2024

Supporting Documentation

Yarborough Rezoning- Parcel Number 80600.

- Applicant: Inner Banks Engineering, PE- Marie Peedin.
- Current Zoning District: A-R.
- Proposed Zoning District: R 12.5.
- Site size: 12.8 Acres.
- Future Land Use Plan/Comprehensive Land Use Plan Character area: Suburban Residential.
- Staff Analysis: The 12.8-acre property is currently vacant with an existing stubbed street from Copper Creek, to the West of this property, creating a seamless flow from the neighboring subdivision. The R-12.5 Zoning District is the ideal proposal in order to ensure a similar product type to the neighboring residents. The proposal meets the recommendations of the Comprehensive Plan and Future Land Use Plan.
- Staff Recommendation: Staff recommends approval of the rezoning request for the 12.8 acres from AR to R-12.5.

❖ Planning and Zoning Board reviewed this proposal at their May 2024 meeting and unanimously recommended approval.

Budgetary Impact: TBD.

Recommendation: Hold the Public Hearing and consider rezoning request. Staff and Planning and Zoning Board recommend approval.

MIKE Yarborough



**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: _____ Inner Banks Engineering, PC – Marie Peedin

Address: _____
P O Box 154 Washington, NC 27889

Phone #: _____
252-945-2983

Owner: ~~Sophia Yarborough~~ Benjamin Michael Yarborough

Address: _____
3102 Eton Road Raleigh, NC 27608

Phone #: _____

PROPERTY INFORMATION

Parcel #: _____ 80600 Area (square feet or acres): _____ 12.8 ac
Vacant

Current Land Use: _____
325 lf north of Copper Creek Dr along Reedy Branch Road

Location of Property: _____

ZONING REQUEST

Existing Zoning: _____ RA Requested Zoning: _____ R12.5

Reason for zoning change: _____
Increase density for future residential subdivision

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

Marie Peedin

I, _____, 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 ____/____/____.

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 to me for revision and resubmission at the next regular review cycle.

- All owners of the property must sign the application.

Signature _____

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.

- All owners of the property must sign the application.

I, Benjamin Michael Yaborough ~~Sophia Yaborough~~, being the Owner of the property described herein, Marie Peedin

do hereby authorize _____ as agent for the purpose of this application.

Benjamin M. Yaborough
Signature

April 3, 2024
Date

Sworn to and subscribed before me, this 3rd day of April, 2024.



Kayla Wyrick
Notary Public

My Commission Expires:

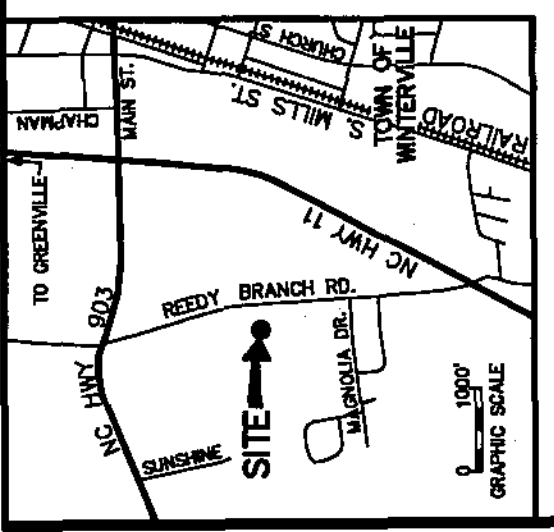
March 23, 28

Rezoning Property Description

Beginning at an existing iron in the western right of way of Reedy Branch Road (SR 1131):

S87° 54'26" W, 1595.65' to an EIP thence, N13° 34'29" W, 377.22' to an existing concrete monument in the centerline of the ditch, thence N 89° 13'59" E 1616.80' to an existing iron located along the western right of way of Reedy Branch Rd thence following said right of way , S 07° 06'48"E, 147.79' thence, S 05°34'14" E, 184.73' to the point of beginning containing 13.03 acres.

Description is based on a Map of Record entitled "Survey for E. Jerry Williams Living Trust", dated Feb. 21, 2011 recorded in Pitt Count Register of Deeds MB 74 Pg 79.



NOTE:
 COMBINED SCALE FACTOR = 0.9999837
 ALL DISTANCES ARE HORIZONTAL
 GROUND MEASUREMENTS IN FEET
 AND DECIMALS THEREOF UNLESS
 NOTED OTHERWISE.

SOURCE OF TITLE:
 DB 2315, P. 33
 DB 5-25, P. 535

LEGEND:
 NN.....NEW NAIL
 EP.....EXISTING IRON PIPE
 IP.....IRON PIPE SET
 WTS.....NOT TO SCALE
 TL.....TOTAL DISTANCE
 EDM.....EXISTING CONCRETE MONUMENT
 EPK.....EXISTING PK NAIL
 NMS.....MAG NAIL SET
 ELD.....CENTERLINE DITCH
 R/W.....RIGHT OF WAY

- NOTES:**
1. PROPERTY SURVEYED IS PARCEL NUMBER 74604, BEING THE JERRY WILLIAMS LIVING TRUST, CONTAINING 26.06.
 2. ACRES WERE CALCULATED BY THE COORDINATE METHOD.
 3. NO TITLE OPINION OR TITLE COMMITMENT WAS PROVIDED BY THE OWNER AT THE TIME OF THIS SURVEY.
 4. THIS PROPERTY LOCATED IS NOT LOCATED WITHIN A SPECIAL FLOOD AREA.
 5. ALL DISTANCES ARE HORIZONTAL GROUND DISTANCE, NO GRID FACTOR APPLIED.

Doc ID: 010837000001
 Recorded: 09/03/2011 at 04:59:07 PM
 Fee Amt: \$21.00 Page 1 of 1
 Deed Book: 74 Pg 79
 Deed Book: 74 Pg 79



KENNETH L. BIGGS, SR., L-3110
 SURVEYOR

CERTIFICATIONS:
 STATE OF NORTH CAROLINA
 I, KENNETH L. BIGGS, SR., CERTIFY THAT THIS PLAT WAS DRAWN UNDER MY SUPERVISION FROM AN ACTUAL SURVEY MADE UNDER MY SUPERVISION; (DEED DESCRIPTION RECORDED IN BOOK NO. 74, PAGE 79) THAT THE BOUNDARIES NOT SURVEYED ARE CLEARLY SHOWN AND THAT THE RATIO OF PRECISION IS 1:10,000; THAT THIS PLAT WAS PREPARED IN ACCORDANCE WITH G.S. 47-30 AS AMENDED; WITNESS MY ORIGINAL SIGNATURE, REGISTRATION NUMBER AND SEAL THIS 21ST DAY OF FEBRUARY, 2011.

I, KENNETH L. BIGGS, SR., PROFESSIONAL LAND SURVEYOR NO. L-3110, CERTIFY TO ONE OR MORE OF THE FOLLOWING AS INDICATED THIS 21ST OF FEBRUARY, 2011:
 A. THAT THIS PLAT IS OF A SURVEY THAT CREATES A SUBDIVISION OF LAND WITHIN THE AREA OF A COUNTY OR MUNICIPALITY THAT HAS AN ORDINANCE THAT REGULATES PARCELS OF LAND;
 B. THAT THIS PLAT IS OF A SURVEY THAT IS LOCATED IN SUCH PORTION OF A COUNTY OR MUNICIPALITY THAT IS UNREGULATED AS TO AN ORDINANCE THAT REGULATES PARCELS OF LAND;
 C. ANY OF THE FOLLOWING:
 1) THAT THE SURVEY IS OF AN EXISTING PARCEL OR PARCELS OF LAND AND DOES NOT CREATE A NEW STREET OR CHANGE AN EXISTING STREET;
 2) THAT THE SURVEY IS OF AN EXISTING BUILDING OR OTHER STRUCTURE, OR NATURAL FEATURE, SUCH AS A WATERCOURSE OR
 3) THAT THE SURVEY IS A CONTROL SURVEY.
 D. THAT THIS PLAT IS OF A SURVEY OF ANOTHER CATEGORY, SUCH AS THE RECONSTRUCTION OF EXISTING PARCELS, A COURT-ORDERED SURVEY OR OTHER EXCEPTION TO THE DEFINITION OF SUBDIVISION;
 E. THAT THE INFORMATION AVAILABLE TO THIS SURVEYOR IS SUCH THAT I AM UNABLE TO MAKE A STATEMENT AS TO THE BEST OF MY PROFESSIONAL ABILITY AS TO PROVISIONS CONTAINED IN (A) THROUGH (D) ABOVE.

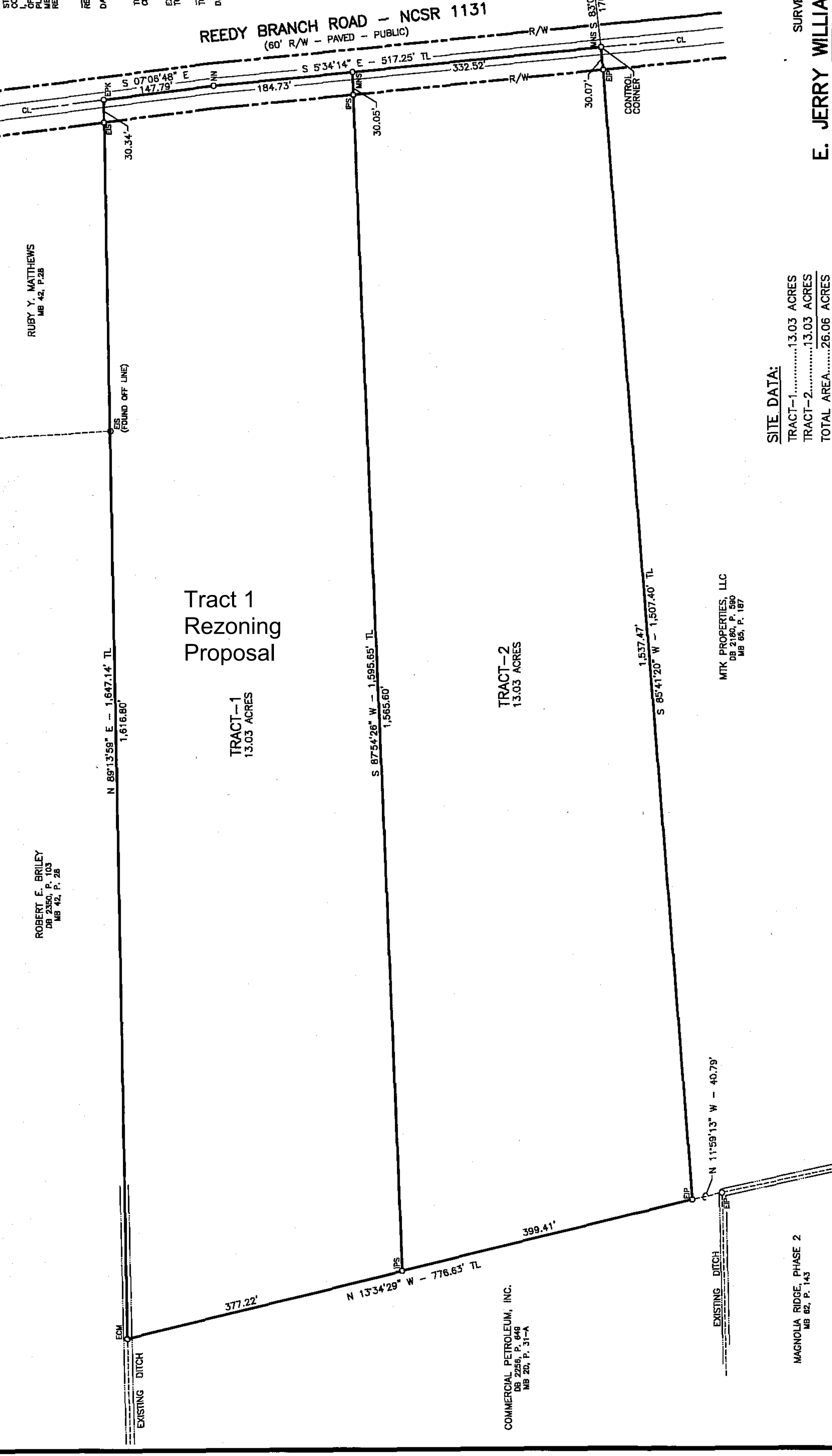
ROBERT E. BRILEY
 DB 2350, P. 103
 MB 42, P. 28

RUBY Y. MATTHEWS
 MB 42, P. 28

STATE OF NORTH CAROLINA
 COUNTY OF PITT
 I, Kenneth L. Biggs, Sr. REVIEW OFFICER
 OF PITT COUNTY, CERTIFY THAT THIS MAP OR PLAT TO WHICH THIS CERTIFICATION IS AFFIXED COMPLIES WITH ALL THE STATUTORY REQUIREMENTS FOR RECORDING.
 REVIEW OFFICER
 DATE: 2/21/11

TOWN OF WINTERVILLE, NC SUBDIVISION
 CERTIFICATION:
 EXEMPT PURSUANT TO SECTION 184.05 OF THE TOWN OF WINTERVILLE SUBDIVISION ORDINANCE.
 TOWN PLANNER
 DATE: 02-23-11

NCGSM "WINTERVILLE" 1979
 N = 653,551,704.7
 E = 2,473,782,244.0



SITE DATA:
 TRACT-1.....13.03 ACRES
 TRACT-2.....13.03 ACRES
 TOTAL AREA.....26.06 ACRES

MAGNOLIA RIDGE, PHASE 2
 MB 82, P. 143

MTK PROPERTIES, LLC
 DB 2400, P. 1520
 MB 85, P. 187

COMMERCIAL PETROLEUM, INC.
 DB 2256, P. 648
 MB 20, P. 31-A

SURVEY FOR
E. JERRY WILLIAMS LIVING TRUST
 Winterville Township
 Pitt County
 February 21, 2011
 North Carolina

Coastal Carolina Surveyors, PLLC
 LAND SURVEYORS
 P-0790
 PO Box 2788 · Winterville, NC 28590
 KLB (252) 702-1427, FAX (252) 321-8621
 kembiggs1@yahoo.com

Drawn by: Hgn
 Checked by: KLB
 Approved by: KLB
 DATE: 2/21/11
 Scale: 1" = 100'

CCS Project No. 2010015
 ECC Project No. 042 2-11 Jerry Williams Survey





Town of Winterville Planning Department
Zoning Staff Report
Yarborough Rezoning P#80600

GENERAL INFORMATION

APPLICANT	Inner Banks Engineering, PC- Marie Peedin.
HEARING TYPE	Rezoning Request
REQUEST	R-12.5
CONDITIONS	None/ No Proposed Conditional District.
LOCATION	Parcel Number 80600- Parcel adjacent to and north of Copper Creek Subdivision off of Reedy Branch Road.
PARCEL ID NUMBER(S)	80600
PUBLIC NOTIFICATION	<p>P&Z Board Meeting: Adjacent property owners were mailed notification of the rezoning request on May 6, 2024. Notification was posted on site on May 6, 2024. 29 properties were mailed notification.</p> <p>Public Hearing:- TBD Adjacent property owners were mailed notification of the rezoning request on _____. Notification was posted on site on _____. _____ properties were mailed notification.</p>
TRACT SIZE	12.8 acres
TOPOGRAPHY	Flat
VEGETATION	Cleared/ Agricultural.

SITE DATA

EXISTING USE	Farmland/Agriculture.
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ADJACENT PROPERTY	ZONING	ADJACENT LAND USE
N	AR	Agriculture & Single Family Home.
W	R-12.5	Single Family Residential Neighborhood. (Copper Creek)
E	AR	Single Family Residential Homes.



S	R-12.5	Single Family Residential Neighborhood. (Copper Creek)
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ZONING DISTRICT STANDARDS

DISTRICT SUMMARIES	EXISTING	REQUESTED
ZONING DISTRICT DESIGNATION	AR	R-12.5
MAX DENSITY	Minimum of 20,000 sf Single Family Residential Lots	Minimum of 12,000 sf of Single Family Residential Lots.
TYPICAL USES	Agricultural land and uses/and Single Family Residential.	Single Family Residential.

SPECIAL INFORMATION

OVERLAY DISTRICT	N/A
ENVIRONMENTAL / SOILS	N/A
FLOODPLAIN	N/A
STREAMS	N/A
OTHER	If >1 acre is disturbed, site must meet Phase 2 stormwater requirements and provide Soil Erosion and Sedimentation Control Permit
SITE PLAN REQUIREMENTS	Site Plan / Construction Plan required.

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

LANDSCAPING & BUFFER REQUIREMENTS

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

TRANSPORTATION

STREET CLASSIFICATION	Reedy Branch Road- NCDOT Minor Thoroughfare. Eliza Way- TOW Street connecting to Cooper Creek.
SITE ACCESS	Same as above: All access must be designed and constructed to meet the Town of Winterville / NCDOT standards.
TRAFFIC COUNTS	Reedy Branch Road- 1,900 AADT.



(per NCDOT Annual Average Daily Traffic Map)	
Level Of Service (Transportation Analysis) Current= 2016 Study; Future= 2045 Projection. <i>* LOS is rated from A-F: A is the best, F the worst.</i> <i>* Roadway Improvement and street design is based upon achieving a minimum of LOS D on existing facilities and LOS C on new facilities.</i>	Reedy Branch Road: Existing: Very Low A. Future: Very Low A.
TRIP GENERATION	TBD.
SIDEWALKS	Required.
TRAFFIC IMPACT STUDY (TIS)	TBD
STREET CONNECTIVITY	N/A – Rezoning Phase.
OTHER	N/A

IMPACT ANALYSIS

Land Use Compatibility

The proposed R-12.5 zoning district mirrors the zoning of the existing subdivision, Copper Creek, located to the south and west.

Town of Winterville Comprehensive Land Use Plan Policies

The Future Land Use Map designates this property as a “Suburban Residential” character area. The Suburban Residential Character area should consist of primarily larger lot, single family detached residential. The requested **R-12.5** zoning district **is consistent** with this character area as defined by the future land use designation.

Comprehensive Land Use Plans - Recommendations & Implementation

Economic Development - Strategies:

1. Policy 3: Reinforce the Town’s identity as a family-friendly community.
 - o Support rezonings to residential uses in the Suburban Residential and Urban Neighborhood areas identified on the future land use map.

STAFF ANALYSIS AND RECOMMENDATION

Community Outreach

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



Staff Analysis

The 12.8-acre property is currently vacant with an existing stubbed street from Copper Creek, to the West of this property, creating a seamless flow from the neighboring subdivision. The R-12.5 Zoning District is the ideal proposal in order to ensure a similar product type to the neighboring residents. The proposal meets the recommendations of the Comprehensive Plan and Future Land Use Plan.

Staff Recommendation

Staff recommends approval of the rezoning request for the 12.8 acres from AR to R-12.5.

Planning and Zoning Board will review this proposal at their May, 2024 meeting.

**(Yarborough Rezoning – Parcel 80600)
Public Hearing Notice of Meeting-Rezoning
Mailed on 7/23/24**

**STATE OF NORTH CAROLINA
PITT COUNTY**

I, Stephen Penn, Director of Planning and Economic Development of the Town of Winterville, North Carolina, do hereby certify that copies of the attached notice and map were mailed, this day by first class mail, postage prepaid, to the owner of the parcel under consideration and to the owners, as shown on the Pitt County Tax Records, of all abutting parcels. A list of these property owners is also attached hereto.

WITNESS my hand this the 23rd day of July, 2024.

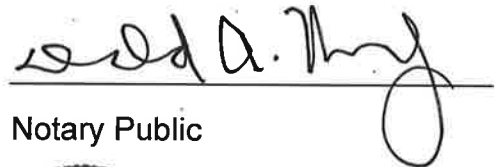


Director of Planning & Economic Development

**STATE OF NORTH CAROLINA
PITT COUNTY**

I, Donald A. Harvey, a Notary Public, do hereby certify that Stephen Penn, Economic Development Planner, personally appeared before me this day and acknowledged the due execution of the foregoing certification, for the purposes therein expressed.

WITNESS my hand and notarial seal this 23rd day of JULY, 2024.



Notary Public

My Commission Expires June 8, 2025





WINTERVILLE

A slice of the good life!

2571 Railroad Street
PO Box 1459
Winterville, NC 28590

Phone (252)756-2221
Fax (252)756-3109
www.wintervillenc.com

**Town Council
Rezoning & Public Hearing Notice**

NOTICE IS HEREBY GIVEN that the Winterville Town Council will meet on **Monday August 5, 2024** at 6:00 pm in the Town Hall Assembly Room at 2571 Railroad Street, for consideration of the following request and to hold a public hearing:

The Town of Winterville has received a rezoning application to rezone Parcel Number 80600, a 12.8 acre parcel from Agricultural-Residential (AR) to R-12.5. This parcel is located north of Copper Creek Phase 1 and east of Eliza's Way.

Winterville's Zoning Ordinance Defines R-12.5 as: a quiet, medium-density neighborhood consisting of single-family residences along with limited home occupations and private and public community uses.

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

Winterville Citizens are encouraged to attend the meeting and are welcome to speak for or against the proposal at the meeting. Citizens may also view the hearing on the Winterville website at www.wintervillenc.com/videos . If for any reason you have difficulty accessing the Town's video page, please go to the Town's YouTube channel at: www.youtube.com/channel/UChejtVcuiD9O3_zzTrrBj4g .

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

Yarborough Property
3102 ETON RD
Raleigh, NC 27608

Thomas McLawhorn
904 Havel Ct.
Charlotte, NC 28211

Ryan & Sandra McLawhorn
5093 Reedy Branch Rd.
Winterville, NC 28590

Ryan & Dan McLawhorn
5093 Reedy Branch Rd.
WINTERVILLE NC 28590

John and Phyllis Johnson
208 Copper Creek Dr.
WINTERVILLE NC 28590

Ronald & Sarah Woodward
214 Copper Creek Dr.
Winterville, NC 28590

Donald Weaver
220 Copper Creek Dr.
Winterville, NC 28590

Ronald & Sarah Woodward
214 Copper Creek Dr.
Winterville, NC 28590

Vish & Snehalben Atodaria
228 Copper Creek Dr.
Winterville, NC 28590

Archie & Deborah May
234 Copper Creek Dr.
Winterville, NC 28590

Collected Addresses on 4.16.24-
Mailed on:

July 23, 2024

Robert Watson
240 Copper Creek Dr.
Winterville, NC 28590

Jose & Robin Viera
248 Copper Creek Dr.
Winterville, NC 28590

David & Dionna McGhee
254 Copper Creek Dr.
Winterville, NC 28590

Christopher & Tammi Ellis
260 Copper Creek Dr.
Winterville, NC 28590

Dollie & Ronald Harris
266 Copper Creek Dr.
Winterville, NC 28590

Summer Foster & Teresa Sebastian
272 Copper Creek Dr.
Winterville, NC 28590

Abdalla Youssef
280 Copper Creek Dr.
Winterville, NC 28590

Ronald & Sarah Woodward
214 Copper Creek Dr.
Winterville, NC 28590

Sebron McMillan & Raiesha
Richerdson
286 Copper Creek Dr.
Winterville, NC 28590

Robert & Latonya Jones
290 Copper Creek Dr.
Winterville, NC 28590

Donnie Cox
298 Copper Creek Dr.
Winterville, NC 28590

Kevin & Brandi Mills
304 Copper Creek Dr.
Winterville, NC 28590

CCS Resources LLC
1801 Fox Den Way Unit 7
Greenville, NC 27858

Shawn Adams & Ashley Atkinson
316 Copper Creek Dr.
Winterville, NC 28590

Adams Homes AEC LLC
100 WEST GARDEN ST.
Pensacola, FL 32502

Ronald & Tamarah Taylor
2707 Eliana Ln
Winterville, NC 28590

Jeremy Johnson
306 Eliza Wy.
Winterville, NC 28590

Carolyn Jeune
312 Eliza Wy.
Winterville, NC 28590

Trudy Briley
4984 Reedy Branch Rd.
Winterville, NC 28590



**Town of Winterville
Town Council
Agenda Abstract**

Item Section: Public Hearings

Meeting Date: August 5, 2024

Presenter: Stephen Penn, Planning and Economic Development Director

Item to be Considered

Subject: Cornerstone Annexation (Last Phase).

Action Requested: Hold Public Hearing and Consider Proposed Annexation Request.

Attachment: Annexation Application, Annexation Map, Legal Description, Resolution of Sufficiency and Certified Notice.

Prepared By: Stephen Penn, Planning and Economic Development Director

Date: 7/23/2024

ABSTRACT ROUTING:

TC: 7/26/2024

TM: 7/29/2024

Final: tjp - 7/29/2024

Supporting Documentation

Applicant: Reggie Spain Homes LLC.

Location: Last phase/section of Cornerstone Subdivision that is located off of Fire Tower Road.

Parcel Number: 38827.

Site Data: 3.315 Acres.

Zoning District: R-6.

Staff Analysis: The applicant is constructing the last phase of Cornerstone in order to build more Single-Family Residential Homes.

* Effective August 31, 2024.

Budgetary Impact: TBD.

Recommendation: Hold the Public Hearing and consider Annexation Request. Staff recommends approval.

PETITION REQUESTING ANNEXATION

Date: 3/28/2024

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.

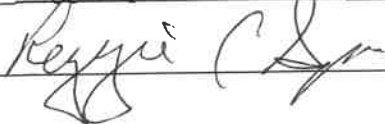
- All owners of the property must sign.

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

Description

See Attached.

Name Reggie Spain Homes, LLC Address 609 D Country Club Drive

Signature 

Name _____ Address _____

Signature _____

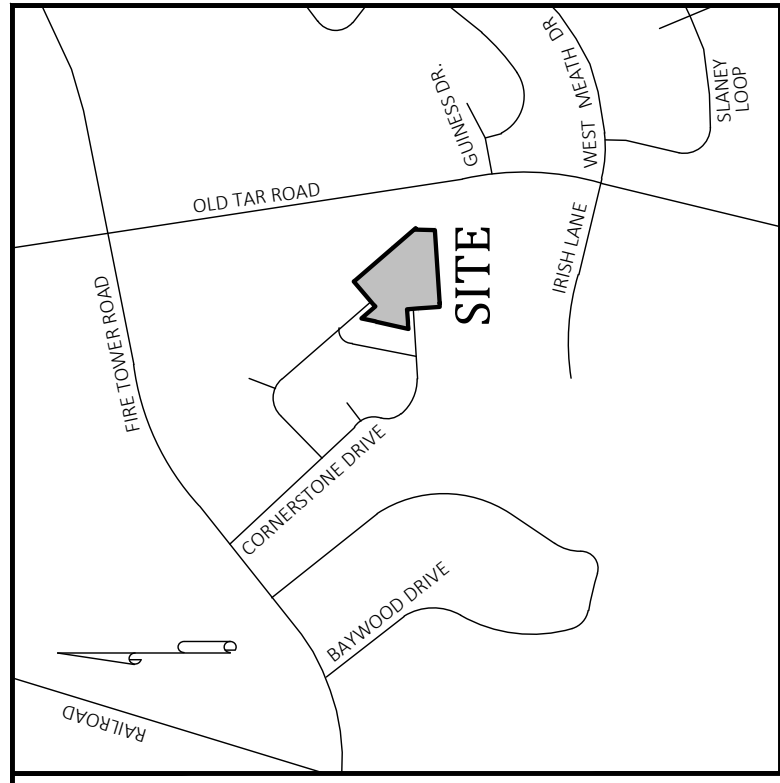
Name _____ Address _____

Signature _____

Description

Beginning at a point on the southeastern terminus of Cornerstone Drive, said point being the southwestern corner of Lot 26, Cornerstone, Section 2, Phase 2 as recorded in Map Book 63, Page 58 of the Pitt County Register of Deeds Office. From the above described beginning, so located running thence as follows:

Leaving the southeastern terminus of Cornerstone Drive and with the southern line of reference Lot 26, Cornerstone, Section 2, Phase 2, N 55-39-28 E 110.00 feet to a point on the western line of the Thomas Lee Lassiter Property as described in Deed Book 2842, Page 622 of the Pitt County Register of Deeds Office, thence with the western line of said Thomas Lee Lassiter Property, S 34-20-32 E 427.22 feet to a point on the northern line of the Thomas Lee Lassiter Property as described in Deed Book 2842, Page 622 of the Pitt County Register of Deeds Office, thence with the northern and western lines of said Thomas Lee Lassiter Property, S 60-58-44 W 18.96 feet and S 08-37-15 W 89.88 feet to a point in the northeastern corner of the Douglas A. Schiller and wife Allison M. Schiller Property as described in Deed Book 3719, Page 82 of the Pitt County Register of Deeds Office, thence with the northern line of said Schiller Property, N 86-54-00 W 393.00 feet to a point at the southeastern corner of Lot 36, Cornerstone, Section 2, Phase 2 as referenced, thence with eastern line of Lot 36, Cornerstone, Section 2, Phase 2, N 03-06-00 E 110.02 feet to a point at the northeastern corner of Lot 36, Cornerstone, Section 2, Phase 2 as referenced, thence with the northern line of Lot 36, Cornerstone, Section 2, Phase 2, along a curve in a clockwise direction having a chord bearing of N 87-22-41W, a chord distance of 2.25 feet and a radius of 135.00 feet to a point on the southeastern terminus of Cornerstone Drive, thence crossing the eastern terminus of Cornerstone Drive, N 03-06-00 E 60.00 feet to a point on the northern right-of-way of Cornerstone Drive, thence with the northern right-of-way of Cornerstone Drive N 86-54-00 W 102.16 feet to a point at the southeastern corner of Lot 86, Cornerstone, Section 2, as recorded in Map Book 60, Page 55 of the Pitt County Register of Deeds Office thence with the eastern line of Lots 86,87 and 88, Cornerstone, Section 2, N 19-13-21 E 250.70 feet to a point in the southern right of way of Cornerstone Drive, thence with the southern right of way of Cornerstone Drive S 34-20-32 E 95.03 feet to a point at the southwestern terminus of Cornerstone Drive, thence crossing the southern terminus of Cornerstone Drive, N 55-39-28 E 60.00 feet to the point of beginning containing 3.315 acres and being a portion of the property described in Deed Book 774, Page 595 of the Pitt County Register of Deeds Office.

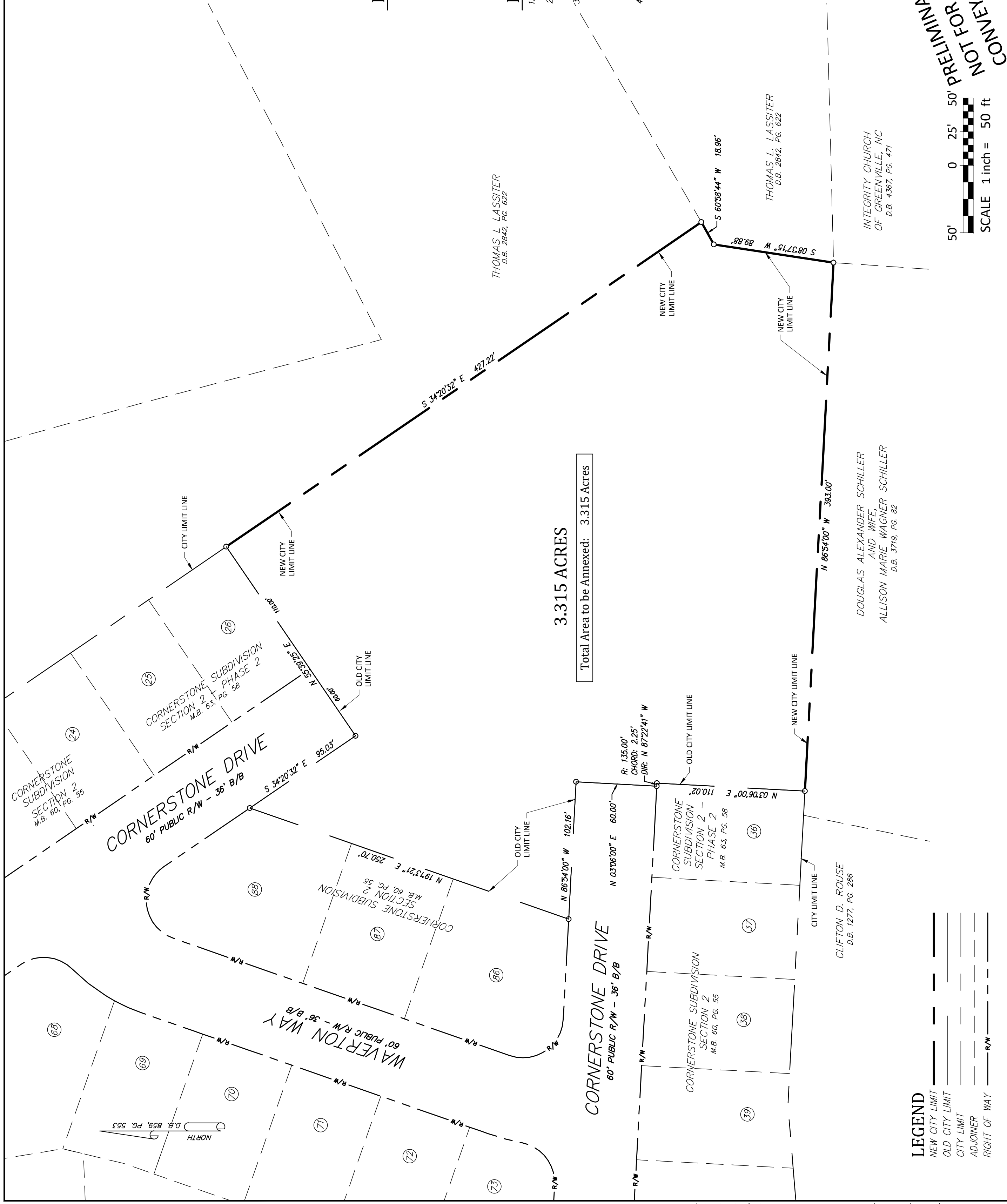


Vicinity Map
SCALE: 1" = 1,000'

- Legend**
- O -- PROPERTY CORNER
 - B/B -- BACK TO BACK
 - R/W -- RIGHT OF WAY
 - D.B. -- DEED BOOK
 - M.B. -- MAP BOOK
 - P.G. -- PAGE

Notes

1. AREA DETERMINED BY COORDINATES.
2. THIS MAP WAS PREPARED FOR ANNEXATION PURPOSES ONLY AND IS NOT A BOUNDARY SURVEY OF THE PROPERTIES SHOWN HEREON.
3. BOUNDARY INFORMATION AND PROPERTY CORNER MONUMENTATION SHOWN HEREON WAS DRAWN FROM SURVEY PREPARED BY BALDWIN AND ASSOCIATES FOR CORNERSTONE OF GREENVILLE, INC. DATED FEBRUARY 28, 2005 RECORDED IN M.B. 63 PG. 58 AND INFORMATION PROVIDED BY THE PITT COUNTY OPIS WEBSITE AND DOES NOT REPRESENT AN ACTUAL FIELD SURVEY BY THIS FIRM.
4. THIS IS A ANNEXATION REQUEST COMPOSITE BOUNDARY MAP OF PITT COUNTY TAX PARCEL NUMBER 36827.

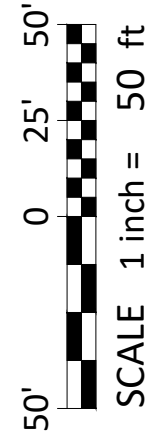


3.315 ACRES

Total Area to be Annexed: 3.315 Acres

- LEGEND**
- NEW CITY LIMIT
 - OLD CITY LIMIT
 - CITY LIMIT
 - ADJOINER
 - RIGHT OF WAY
 - R/W

**NOT FOR RECORDATION,
CONVEYANCES, OR SALES
PRELIMINARY PLAT**



SURVEYOR'S CERTIFICATION
I, J. DANTZLER WITHERS, CERTIFY THAT THIS MAP WAS PREPARED FROM INFORMATION SHOWN IN MAP BOOK 63, PAGE 58 AND HAS NOT BEEN FIELD SURVEYED BY ARK CONSULTING GROUP, PLLC AND IS EXEMPT FROM G.S. 47-30 AS SET FORTH IN SECTION (D) THEREOF.
WITNESS MY ORIGINAL SIGNATURE AND SEAL THIS THE 28th DAY OF MARCH, 2024.
SIGNED _____ PROFESSIONAL LAND SURVEYOR NO. L-5508

**MAP SHOWING AREA TO BE ANNEXED BY
THE TOWN OF WINTERVILLE, N.C.**
DATE: _____ ORDINANCE NO. _____ AREA: **3.315 AC**
WINTERVILLE TOWNSHIP, PITT COUNTY, N.C.

MAP NO.	PLATS RECORDED	BOOK	PAGE
	CORNERSTONE, SECTION 2, PHASE 2	63	58
	CORNERSTONE, SECTION 2	60	55

ANNEXATION MAP FOR CORNERSTONE SUBDIVISION TOWN OF WINTERVILLE, WINTERVILLE TOWNSHIP, PITT COUNTY, N.C. ARK DRAWING NO. C-1024			
SURVEYED:	APPROVED:	JDW	
DRAWN:	DATE:	3-28-2024	
CHECKED:	SCALE:	1"=50'	



CERTIFICATE OF SUFFICIENCY

**CORNERSTONE SUBDIVISION THAT IS LOCATED OFF OF FIRE TOWER ROAD
PARCEL NUMBERS: 38827**

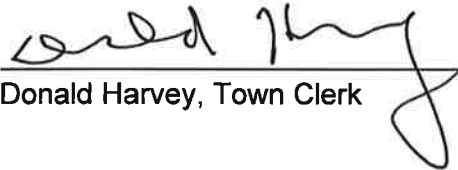
To the Town Council of the Town of Winterville, North Carolina:

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

In witness whereof, I have hereunto set my hand and affixed the seal of the Town of Winterville this the 14th day of May 2024.

ATTEST:





Donald Harvey, Town Clerk

**Cornerstone Annexation
Parcel 38827
Town Council Annexation PH Notice
Letters Mailed 7/23/24**

**STATE OF NORTH CAROLINA
PITT COUNTY**

I, Stephen Penn, Director of Planning and Economic Development of the Town of Winterville, North Carolina, do hereby certify that copies of the attached notice and map were mailed, this day by first class mail, postage prepaid, to the owner of the parcel under consideration and to the owners, as shown on the Pitt County Tax Records, of all abutting parcels. A list of these property owners is also attached hereto.

WITNESS my hand this the 23 day of July, 2024.

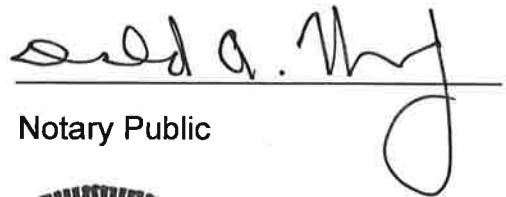


Director of Planning & Economic Development

**STATE OF NORTH CAROLINA
PITT COUNTY**

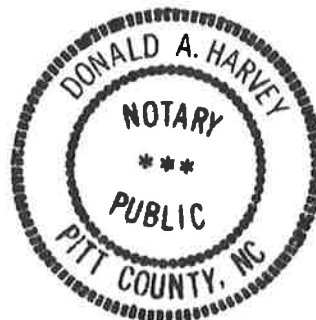
I, Donald A. Harvey, a Notary Public, do hereby certify that Stephen Penn, Director of Planning & Economic Development, personally appeared before me this day and acknowledged the due execution of the foregoing certification, for the purposes therein expressed.

WITNESS my hand and notarial seal the 23 day of July, 2024.



Notary Public

My Commission Expires June 8, 2025





WINTERVILLE

A slice of the good life!

2571 Railroad Street
PO Box 1459
Winterville, NC 28590

Phone (252)756-2221
www.wintervillenc.com

**Town Council
Public Hearing
Annexation Request**

NOTICE IS HEREBY GIVEN that the Winterville Town Council will meet on Monday, August 5, 2024 at 6:00 pm in the Town Hall Assembly Room at 2571 Railroad Street, in order to hold a Public Hearing and consider the following request:

The Town of Winterville has received an annexation petition for a portion of Cornerstone Subdivision (Parcel Number 38827). The 3.315 acre lot is zoned R-6. A map of the subject land is attached to this letter.

Copies of the Zoning Ordinance and Map are on file at the Planning Department Office in the Town Hall and are available for public inspection by contacting stephen.penn@wintervillenc.com or the Winterville Planning Department at (252) 756-2221; ext. 2360 or at www.wintervillenc.com.

The meeting is open to the public and will be available electronically. The public is encouraged to attend the meeting or watch the meeting live on YouTube (www.wintervillenc.com/videos). Persons having an interest in this matter and desiring to speak either for or against are encouraged to submit comments in writing prior to the meeting to stephen.penn@wintervillenc.com. Details on how to participate or view the meeting will be posted on the Town website. For further information, contact the Winterville Planning Department at (252) 756-2221; ext 2360. The public may also submit written comments to the Town Clerk's office, 2571 Railroad Street, Winterville, NC 28590, or via email to don.harvey@wintervillenc.com. Please include your name and address.

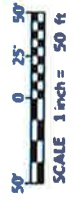
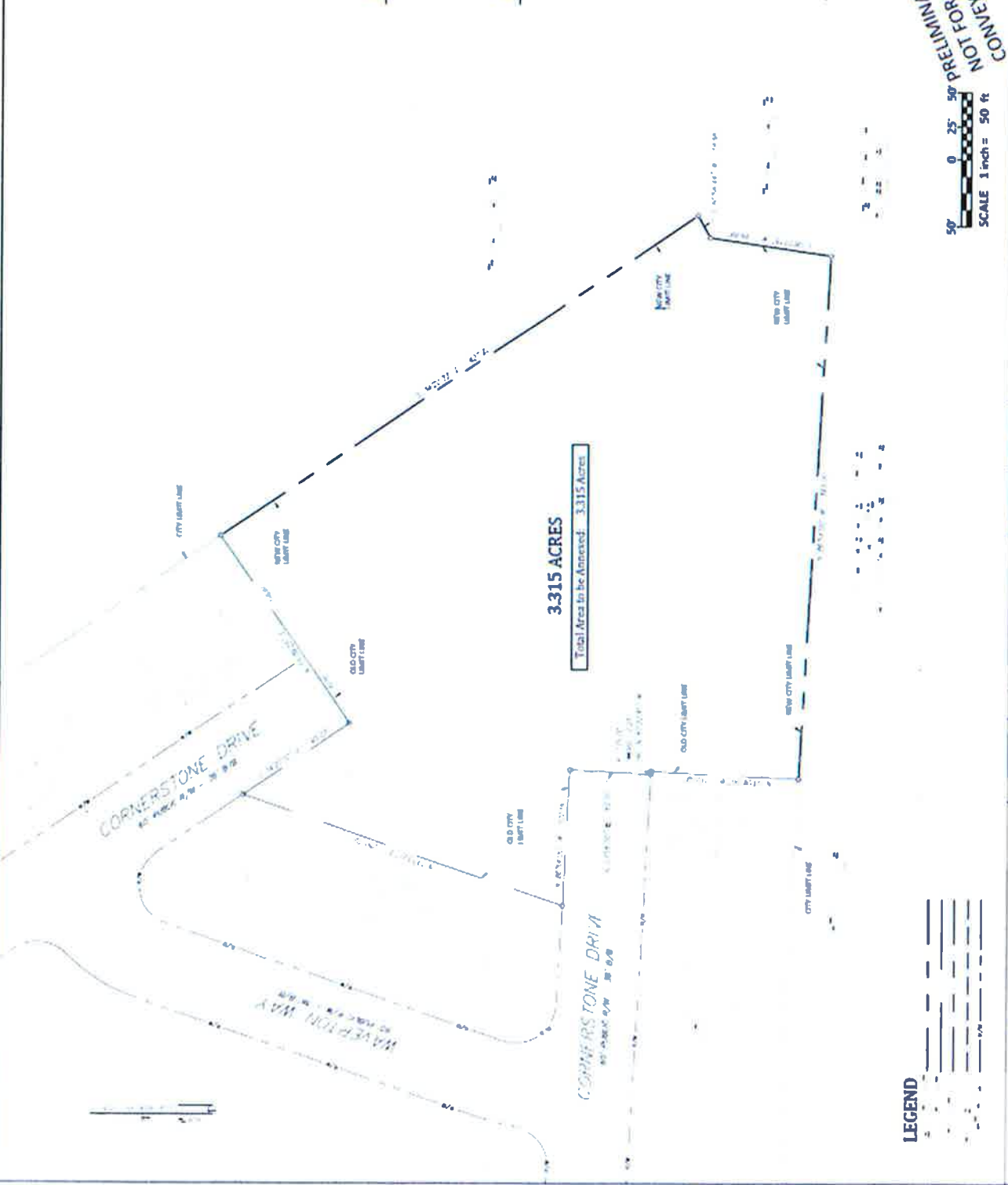


Legend

- PROPOSED CURB
- NEW CITY LIMIT
- OLD CITY LIMIT
- PROPERTY LINE
- LOT LINE
- ROAD

Notes

1. ALL DIMENSIONS ARE IN FEET AND DECIMALS THEREOF.
2. THIS PLAN IS SUBJECT TO ALL APPLICABLE ORDINANCES, REGULATIONS, AND ORDINANCES OF THE CITY OF CHARLOTTE AND THE STATE OF NORTH CAROLINA.
3. THE TOTAL AREA TO BE ANNEXED IS 3.315 ACRES.
4. THE CITY OF CHARLOTTE HAS REVIEWED THIS PLAN AND HAS DETERMINED THAT THE PROPOSED ANNEXATION IS IN THE BEST INTERESTS OF THE CITY AND THE STATE OF NORTH CAROLINA.
5. THE CITY OF CHARLOTTE HAS REVIEWED THIS PLAN AND HAS DETERMINED THAT THE PROPOSED ANNEXATION IS IN THE BEST INTERESTS OF THE CITY AND THE STATE OF NORTH CAROLINA.



**PRELIMINARY PLAN
NOT FOR RECORDATION,
CONVEYANCES, OR SALES**

MAP SHOWING AREA TO BE ANNEXED BY
THE CITY OF CHARLOTTE, N.C.
DATE: APRIL 10, 2007

NO.	DESCRIPTION	ACRES
1		
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ARK CONSULTING GROUP LLC
2700 Peachtree Road, Suite 200
Atlanta, GA 30329
Phone: 404.525.1111
Fax: 404.525.1112
www.arkconsulting.com

Parcel Number 38827: in consideration for a Annexation.



Reggie Spain Homes LLC

609 D COUNTRY CLUB DR
GREENVILLE NC 27834

Integrity Church of Greenville NC

569 IRISH LN
WINTERVILLE NC 28590

John & Claudette Lynch

2068 CORNERSTONE DR
Winterville, NC 28590

Melanie Salas

2025 CORNERSTONE DR
Winterville, NC 28590

Mailed on July 23, 24

SDP

Thomas Lassiter

3547 JOLLY RD
AYDEN NC 28513

Douglas and Allison Schiller

537 IRISH LN
WINTERVILLE NC 28590

**Betty Pellett Life Estate & Richard
Dalyai Remainder**

2073 Cornerstone Dr
Winterville, NC 28590

Kathryn Albritton

2032 CORNERSTONE DR
Winterville, NC 28590

Matthew & Shauna Meyers

2062 CORNERSTONE DR
Winterville, NC 28590

Clifton Rouse

513 IRISH LN
WINTERVILLE NC 28590

Raymond & Laraine Jason

2023 Waverton Wy.
Winterville, NC 28590

Ralph & Rebecca Smith

2028 CORNERSTONE DR
Winterville, NC 28590



**Town of Winterville
Town Council
Agenda Abstract**

Item Section: Consent Agenda

Meeting Date: August 5, 2024

Presenter: Donald Harvey, Town Clerk

Item to be Considered

Subject: Council Meeting Minutes.

Action Requested: Approval of Minutes.

Attachment: Draft Minutes of the Council meetings listed below.

Prepared By: Donald Harvey, Town Clerk

Date: 7/24/2024

ABSTRACT ROUTING:

TC: 7/26/2024

TM: 7/29/2024

Final: tjp - 7/29/2024

Supporting Documentation

Approval of the following set of Council Meeting Minutes:

- May 6, 2024 Budget Progress Minutes. and
- May 13, 2024 Regular Council Meeting Minutes. and
- May 21, 2024 Council Budget Session #1 Minutes, and
- May 23, 2024 Council Budget Session #2 Minutes, and
- May 28, 2024 Council Budget Session #3 Minutes, and
- June 3, 2024 Budget Public Hearing Minutes, and
- June 10, 2024 Regular Council Meeting Minutes.

Budgetary Impact: NA.

Recommendation: Staff recommends approval of Minutes.



**WINTERVILLE TOWN COUNCIL
MONDAY, MAY 6, 2024 – 6:00 PM
BUDGET PROGRESS MEETING MINUTES**

The Winterville Town Council met in a Budget Progress Meeting on the above date at 6:00 PM in the Town Hall Assembly Room, with Mayor Richard E. Hines presiding. The following were present:

Richard E. Hines, Mayor
Brandy Harrell, Mayor Pro Tem (absent)
Shantel Hawkins, Councilwoman
Johnny Moye, Councilman
Veronica W. Roberson, Councilwoman
Lisa Smith, Councilwoman
Terri L. Parker, Town Manager
Anthony Bowers, Assistant Town Manager
Chris Williams, Interim Police Chief
David Moore, Fire Chief
Cliff McGuffin, Public Works Director
Ron Mills, Interim Electric Director
Jessica Manning, Finance Director
Evan Johnston, Building Inspector/Code Enforcement Officer
Diane White, Parks and Recreation Director
Stephen Penn, Planning and Economic Development Director
Angela Fuller, Human Resource Director
Willie Gay, Building Inspector/GIS Technician
Donald Harvey, Town Clerk

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

INVOCATION: Councilwoman Hawkins gave the Invocation.

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

WELCOME: Mayor Hines welcomed the public.

ROLL CALL: Mayor Pro Tem Harrell absent.

APPROVAL OF AGENDA:

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

Motion made by Councilman Moye and seconded by Councilwoman Smith to break for dinner. Motion carried unanimously, 4-0.

Mayor Hines asked for a moment of silence for those that died in Charlotte.

BREAK FOR DINNER

ITEMS FOR DISCUSSION:

1. Update on FY 2024-2025 Budget. Finance Director Manning gave the following presentation.



**FY 2024-2025
Budget Progress Meeting
Monday, May 6th, 2024
Town Hall Assembly Room**

General Fund Revenues:

- ✓ The DRAFT Budget is in the works – anticipate a DRAFT being delivered on May 21st.
- ✓ FY 2024-2025 Budget Calendar has been previously provided for Council's information.
- ✓ **Current tax rate is \$0.475.** The Town's most recent Revaluation was completed in January 2024. Based on the County's valuations so far, the **Revenue Neutral tax rate would be \$0.3295.** The Revenue Neutral tax rate is the rate that would produce the equivalent levy as last fiscal year adjusted for growth.
- ✓ Property Tax budget will be calculated with a **98%** collection rate. This is our normal collection rate. The present year valuation is **\$882,785,155** and the new valuation is **\$1,303,451,576.**
- ✓ Sales and Use Tax will continue to be very difficult to budget for. We had tremendous increases over the last few years mostly driven by stimulus funding, rising inflation, and changes in consumer spending. These revenues run on a three-month lag. Economists are suggesting that this post-pandemic boom in sales tax revenue has come to an end. They are predicting sales tax to begin showing more resemblance to prior pandemic years, with some growth due to rising population and higher than predicted inflation. We are recommending that the Town use a 1.5% growth factor which is more conservative than the league's 2.2%. This will generate an estimated increase in the amount of **\$78,880** over the original budget revenue for FY 2024-2025.
- ✓ Powell bill estimates are expected to increase from the FY 2023-2024. Revenues are expected to be approximately **\$345,394.** This is an increase in the amount of \$38,163.
- ✓ Utility Franchise Tax revenues are expected to remain consistent from FY 2023-2024 (\$367,360). Revenues are expected to be approximately **\$379,855.** This is a slight increase of the prior year estimate of \$12,495.
- ✓ The Building Inspections Department continues to be busy. Based on conversations with our planning department, developers are moving forward at a steady pace. This will allow for revenues to remain constant. We are estimating those revenues to be **\$190,470.**

- ✓ Interest income will remain steady as last year as interest rates were up compared to the previous few years. The Fed has stated that interest rates will hold steady for most of 2024. Interest Income is expected to be around **\$613,305** for the General Fund.
- ✓ All other General Fund revenues are expected to be slightly **higher** for the FY 2024-2025 Fiscal Year.

Enterprise Funds:

- ✓ Electric revenues are expected to increase slightly with an estimated growth rate of **4%** showing electric sales increase in the amount of \$294,889 to be approximately **\$7,025,448.59**.
- ✓ Water revenues are expected to increase slightly with an estimated growth rate of **1%** showing water sales to be approximately **\$1,582,204**.
- ✓ Sewer revenues are expected to increase slightly with an estimated growth rate of **1%** showing sewer sales to be approximately **\$2,384,334**. Winterville (who is a member of the Contentnea Metropolitan Sewerage District) will see a slight decrease in the amount of \$58,104. The current year budget is \$1,487,866 and will be decreased to **\$1,429,770**. The decrease equates to about a 4% decrease in our contribution.
- ✓ Storm water sales growth is expected to be flat at the same **1%**, with revenues **increasing from \$525,550 to \$530,806**.

Notable Items:

- ✓ First National Insurance (formally Carolina Benefits) is anticipating that the renewal will only have a **1.5%** increase in health insurance premiums and no increase in dental insurance premiums.
- ✓ We have two loans in the General Fund that will no longer be on the books in the 2024-2025 fiscal year with one loan in the amount of \$105,436 for the E-One Fire Truck and the other loan in the amount of \$8,942 for a Nissan Pathfinder.
- ✓ We have new debt service payments scheduled for this fiscal year in the General Fund in the total amount of \$96,187 for a Knuckle Boom Truck, Commercial Lawn Mower, Pick-up Truck, and 2 Police Cars. The Sewer Fund will also have new debt service payment in the amount of \$36,300 for a Sewer Jetter Trailer and a 6-Inch Bypass Pump. The Sewer Fund will also begin to pay back the Water Fund this fiscal year in the amount of \$52,000.
- ✓ The Sewer fund operated at a \$260,000 deficit last year and borrowed funds from the Water fund to cover annual operating expenditures. We also have new debt service in the amount of \$88,300. We need to increase the minimum monthly bill by **\$7.00** per month to cover the deficit and the debt service payments.

Town Manager Parker discussed the Revenue Items. Assistant Town Manager Bowers noted the General fund deficit last year that made the budget work last year. The revaluation this year could recoup some losses. Mayor Hines asked what if we use new rate of \$.40/100. This would result in \$176/year for a \$250,000 home or \$14.67 per month. Town Manager Parker we must keep up with increases. Councilwoman Smith asked if the \$.40/100 will we be keeping up. Assistant Town Manager Bowers we will still need to make a transfer from electric fund. Town Manager Parker said we possibly need to adopt a policy. Councilwoman Roberson said raising the sewer rate concerns her. Assistant Town Manager Bowers noted that the rate structure is looked at by funding agencies and we need to fix our system to catch up.

Councilman Moye asked what the current tax rate is and how is it impacted. Assistant Town Manager Bowers said it is currently \$.475; revenue neutral would be \$.3295 staff recommending \$.40. This will help us from using as much from savings. We need rates that are comparative to similar communities.

Town Manager Parker said growing and growth is good, and more people help contribute to tax base. Councilwoman Hawkins asked to restate what I am hearing; rate decrease but increase to individuals. Councilman Moye said if we keep the existing tax rate, what will it bring. Assistant Town Manager Bowers said \$1.8 mil if we leave the rate at \$.475. Councilwoman Hawkins said with reduction of rate, it will increase taxes. Town Manager Parker said the rate dropping, but due to re-evaluation, taxes will increase. Councilwoman Roberson said to lower the tax rate but has concerns about the increase to sewer rate. Assistant Town Manager Bowers noted each fund should be self-sustaining. Incremental increases easier to absorb better than a large one-time. Everything is increasing in cost. Councilwoman Hawkins if voted when will it take place; growing is good but it adds up for citizens. Assistant Town Manager Bowers said would be effective July 1, 2024.

Mayor Hines noted we do not want to hear from the LGC. Assistant Town Manager Bowers said reserves can go fast. Councilwoman Smith said we have shortages; tax rates and needs are a delicate thing.; citizen want amenities. Mayor Hines said tough decisions to make to keep the Town in good working order; with grants town doing their part. Town Manager Parker said with one budget meeting, staff needs direction. Councilwoman Roberson asked at based on rate proposed, will there be money for the Multi-purpose building. Assistant Town Manager Bowers said it will be some time out on the multi-purpose building. Councilman Moye asked why just have one, why not different rates; what do we need to get us where we need to be. Assistant Town Manager Bowers said \$.1 equals \$127,000; and & \$.42/100 to get out of the hole.

Motion made by Councilwoman Roberson and seconded by Councilwoman Smith to prepare a draft budget at .40 tax rate including capital reserve for the multi and sewer funds. Motion carried unanimously, 4-0.

Councilwoman Hawkins asked if the motion included capital reserve for the multi-purpose building.

Parks and Recreation Director White gave the following presentation on the Accessible Parks Grant.

The Accessible Parks Grant Program provides \$12.5 million in matching grants for parks and recreation to benefit people living with disabilities in North Carolina. Local governments, including public authorities, are eligible to apply. This program is administered through the Division of Parks and Recreation and the North Carolina Parks and Recreation Trust Fund. The matching grants can be used for the construction of special facilities, or adaptation of existing facilities that meet the unique needs of persons living with disabilities or enable them to participate in recreational and sporting activities, regardless of their abilities. Applicants can request a maximum of \$500,000 with each application and must match the grant with at least \$1 of local funds for every \$5 in grant funds. After submission, awards will be selected on August 23, 2024 with a project period of November 1, 2024 to October 31, 2027. Staff recommends that Council approve applying for the Accessible for Parks Grant.

Crosswalk improvement/stripping
from tennis court to playground.



Accessible game viewing shelter



Accessible gates at Kiwanis Field



Dugout improvements. Concrete ADA
Sidewalk Access to Dugout with new brick
Compatible dugouts to facilitate ADA access



Currently, the only way to access the field and dugout is to walk all the way down to right field or left field. Our plan is to remove and replace the current fence and gates for ADA access



Councilman Moye asked about improvements at Hillcrest Park. Parks and Recreation Director White noted that presently Hillcrest Park is ADA accessible. Councilman Moye said he has had people comment and places that need improvements; there is a need. Town Manager Parker said grant cannot be split into two locations. Parks and Recreation Director White noted other options are available.

Motion made by Councilwoman Smith and seconded by Councilwoman Roberson to authorize Mayor Hines to sign the Accessible Parks Grant.

Councilwoman Hawkins noted to keep in mind the need for crosswalks and a shelter in the Hillcrest Park area.

Motion carried unanimously, 4-0.

Assistant Town Manager Bowers gave the following presentation on the Tentative Contract Award for the Pump Station Rehab to T. A. Loving. This is a very critical situation involving two main pump stations.

This resolution is required for the Local Government Commission to approve the interest free loan that is being offered to the Town by NCDEQ. This funding is offered from the State Revolving Fund and included \$500,000 in debt forgiveness. We are looking to get on the agenda of the LGC at their June meeting. Normally they require submittals 45 days prior to the meeting. They have agreed to make accommodations to get this on the agenda to expedite the process. They understand the urgent need of the project. The award of this contract will become official upon the approval of the project by the LGC. The contract amount is \$7,628,500. The average cost per customer is \$7.21 per month at the conclusion of the project. The estimated first payment would be in May of 2026. Staff recommends approval of the tentative award of contract with T.A. Loving for the 2020 Pumpstation Rehabilitation Project.

May 3, 2024

Ms. Terri Parker
Town Manager
2571 Railroad Street
Winterville, NC 28590

SUBJECT: Town of Winterville –Sewer Pump Station Rehabilitation 2020
Tentative Recommendation of Award
Rivers Project No. 2020068

Dear Ms. Parker,

A bid opening was held for the subject project at 2:00 p.m. on Thursday, April 11th, 2024 at the Winterville Operations Center. Only one bid was presented at this initial bid opening, and bids were not opened. A second bid date was scheduled for April 30th, 2024. The second formal bid opening was held at 2:00 p.m. on Tuesday, April 30th, 2024 at the Winterville Operations Center, where only two bids were submitted. The bids were opened and read aloud. The initial Advertisement for Bids was published in the *Daily Reflector* and the *Greater Diversity News*, with the re-advertisement published in the *Daily Reflector*, in addition to direct solicitation to area contractors (21 total) and plan rooms. Six (6) sets of plans and specifications were distributed to the Town, plan rooms, contractors, and the funding agency. The two Bids received were from TA Loving Company and Hendrix-Barnhill Company as follows:

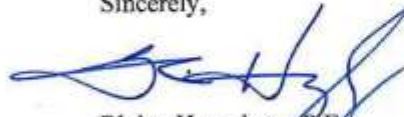
	<u>Base Bid</u>
TA Loving Company	\$7,628,500.00*
Hendrix-Barnhill Company	\$8,425,245.00*

*Corrected Total

Enclosed with this letter is a copy of the certified Bid Tabulation Sheet. Add Alternates were listed for submittal with the bids; however, these add alternates are not recommended for inclusion in the Tentative Award. Based on the bids received we recommend that the Town of Winterville issue tentative award for the Sewer Pump Station Rehabilitation 2020 project to TA Loving Company for the bid amount of \$7,628,500.00. Final award of the project should be contingent upon the availability of additional funding, approval of debt service by the Local Government Commission, as well as funding approval and Authorization to Award from CWSRF.

If you have any questions or concerns regarding this project, please call at (252) 752-4135. Thank you for this opportunity to serve the Town of Winterville. We look forward to assisting you in the construction phase of this project.

Sincerely,



Blaine Humphrey, P.E.
 Sr. Project Manager

Enclosures

cc: Anthony Bowers, Assistant Town Manager, Town of Winterville (w/ enclosures)
 Stephen Reece, P.E., Rivers and Associates (w/o enclosures)
 Rivers File 2020068C (w/ enclosures)

RIVERS AND ASSOCIATES, INC. BID TABULATION SHEET		CERTIFICATION					
OWNER: Town of Winterville PROJECT: Sanitary Sewer Pump Station Rehabilitation 2020 LOCATION: Town Operations Center 200 Church Street, Winterville, NC 28590 BIDDING PERIOD: Tuesday, April 30, 2024 at 2:00pm		I CERTIFY THAT THIS IS A TRUE RECORD OF BIDS RECEIVED.					
CONTRACTOR ADDRESS		TALHING P.O. Drawer 519 Sedgeboro, NC 27535		Frankie Serrell P.O. Box 1904 Owensville, NC 27955			
AGENCY		UNIT		UNIT			
NO.	QTY. UNIT DESCRIPTION	PRICE	COEF.	ALTERNATE	PRICE	COEF.	ALTERNATE
BIDDER							
1.	1 LS Mobilization and Bonding (Not to Exceed 3M)		\$194,328.33			\$100,000.00	
2.	1 LS Chapman St. Pump Station (Base Bid)		\$1,778,501.00			\$1,075,000.00	
2A.	1 LS Chapman St. Pump Station w/ Barnes Pumps			\$1,808,500.00			\$1,985,500.00
3.	1 LS Church St. Pump Station (Base Bid)		\$1,389,501.00			\$1,665,000.00	
3A.	1 LS Church St. Pump Station w/ Barnes Pumps			\$1,899,500.00			\$1,685,500.00
4.	1 LS Robleson Heights PS Electrical Improvements		\$310,000.00			\$415,000.00	
5.	1 LS Abandon Existing Pump Station (Winterville Crossing)		\$35,000.00			\$65,000.00	
6.	35 LF 8" RUPP Force Main	\$275.00	\$9,625.00		\$360.00	\$12,600.00	
7.	4,300 LF 12" PVC Force Main	\$125.00	\$537,500.00		\$150.00	\$645,000.00	
8.	3,200 LF 12" RUPVC Force Main	\$295.00	\$956,000.00		\$320.00	\$1,024,000.00	
9.	3 EA Tie-in Existing Forcemain to new Forcemain	\$6,000.00	\$18,000.00		\$14,250.00	\$42,750.00	
10.	1 EA 12" Horizontal Directional Bore w/ Flexible PVC Beneath NC HWY 11	\$135,000.00	\$135,000.00		\$81,500.00	\$81,500.00	
11.	1 EA 12" Horizontal Directional Bore w/ Flexible PVC Beneath Stream Crossing	\$136,000.00	\$136,000.00		\$81,000.00	\$81,000.00	
12.	1 EA 12" Horizontal Directional Bore w/ Flexible PVC Beneath Reedy Branch Road	\$218,000.00	\$218,000.00		\$126,000.00	\$126,000.00	
13.	30 EA Automatic Air Release Valve and Vault w/ Vent (B-C)	\$17,500.00	\$525,000.00		\$28,000.00	\$840,000.00	
14.	50 LF Abandon 8" Force Main with Flowable Fill	\$50.00	\$2,500.00		\$75.00	\$3,750.00	

RIVERS AND ASSOCIATES, INC. BID TABULATION SHEET									
OWNER:		Town of Winterville							
PROJECT:		Sanitary Sewer Pump Station Rehabilitation 2020							
LOCATION:		Town Operations Center 2005 Church Street, Winterville, NC 28580							
BIDDING OPENED:		Tuesday, April 30, 2024 at 2:00pm							
CONTRACTOR ADDRESS:		TA Loring P.O. Drawer 919 Debbars, NC 27833				Franklin Garret P.O. Box 1934 Greenville, NC 27638			
COUNTOY BOND:		25% 5%				400% 5%			
ITEM NO.	QTY.	UNIT	DESCRIPTION	UNIT PRICE	QTY	ALTERNATE	UNIT PRICE	COST	ALTERNATE
15.	2 EA		Cap and Abandon Existing 6" Force Main	\$2,000.00	\$4,000.00		\$0,000.00	\$4,000.00	
16.	2 EA		8" Plug Valve w/ Box	\$7,100.00	\$14,200.00		\$7,200.00	\$14,500.00	
17.	1 EA		12" Plug Valve w/ Box	\$12,000.00	\$12,000.00		\$13,800.00	\$13,800.00	
18.	180 LF		10" PVC Gravity Sewer (8'-10")	\$200.00	\$40,000.00		\$190.00	\$34,200.00	
19.	30 LF		12" PVC Gravity Sewer (10'-10")	\$470.00	\$14,100.00		\$460.00	\$13,800.00	
20.	220 LF		15" PVC Gravity Sewer (8'-10")	\$290.00	\$64,000.00		\$275.00	\$60,500.00	
21.	445 LF		15" PVC Gravity Sewer (10'-12")	\$260.00	\$115,725.00		\$250.00	\$112,250.00	
22.	20 LF		15" PVC Gravity Sewer (12'-10")	\$425.00	\$8,500.00		\$410.00	\$8,200.00	
23.	50 LF		18" PVC Gravity Sewer (8'-4")	\$190.00	\$9,500.00		\$185.00	\$9,250.00	
24.	1 EA		12" DIP 20 LF Point Regen (2'-4")	\$12,300.00	\$12,300.00		\$24,000.00	\$24,000.00	
25.	1 EA		Install New 4" Manhole (6'-8")	\$14,500.00	\$14,500.00		\$8,200.00	\$8,200.00	
26.	1 EA		Install New 4" Manhole (8'-10")	\$14,500.00	\$14,500.00		\$10,000.00	\$10,000.00	
27.	2 EA		Install New 4" Manhole (10'-12")	\$14,500.00	\$29,000.00		\$12,000.00	\$24,000.00	
28.	1 EA		Install New 4" Manhole (12'-10")	\$17,500.00	\$17,500.00		\$18,000.00	\$18,000.00	
29.	1 EA		Concrete Polymer Manhole w/ Vent	\$28,500.00	\$28,500.00		\$26,000.00	\$26,000.00	
30.	4 EA		Tie-in to Existing Manhole	\$3,500.00	\$14,000.00		\$14,000.00	\$14,000.00	
31.	2 EA		Cap and Abandon 8" Gravity Sewer	\$2,500.00	\$5,000.00		\$0,100.00	\$0,200.00	



RIVERS AND ASSOCIATES, INC. BID TABULATION SHEET									
OWNER:		Town of Winterville							
PROJECT:		Sanitary Sewer Pump Station Rehabilitation 2020							
LOCATION:		Town Operations Center 2005 Church Street, Winterville, NC 28580							
BIDDING OPENED:		Tuesday, April 30, 2024 at 2:00pm							
CONTRACTOR ADDRESS:		TA Loring P.O. Drawer 919 Debbars, NC 27833				Franklin Garret P.O. Box 1934 Greenville, NC 27638			
COUNTOY BOND:		25% 5%				400% 5%			
ITEM NO.	QTY.	UNIT	DESCRIPTION	UNIT PRICE	QTY	ALTERNATE	UNIT PRICE	COST	ALTERNATE
32.	1 EA		Cap and Abandon 12" Gravity Sewer	\$2,500.00	\$2,500.00		\$0,200.00	\$0,200.00	
33.	65 LF		24" Steel Casing (Jack & Bore)	\$65.00	\$4,225.00		\$2,670.00	\$175,050.00	
34.	100 LF		30" Steel Casing (Jack & Bore)	\$1,250.00	\$125,000.00		\$2,780.00	\$278,000.00	
35.	25 LF		18" Steel Casing (Open Cut)	\$380.00	\$7,000.00		\$475.00	\$11,875.00	
36.	30 LF		24" Steel Casing (Open Cut)	\$385.00	\$11,550.00		\$660.00	\$19,800.00	
37.	400 LF		24" RCP	\$320.00	\$128,000.00		\$220.00	\$88,000.00	
38.	80 LF		15" Corrugated Metal Pipe (CMP)	\$200.00	\$16,000.00		\$180.00	\$14,400.00	
39.	20 LF		18" Corrugated Metal Pipe (CMP)	\$225.00	\$4,500.00		\$170.00	\$3,400.00	
40.	20 LF		24" Corrugated Metal Pipe (CMP)	\$245.00	\$4,900.00		\$180.00	\$3,600.00	
41.	1 EA		3' x 2' Drop Inlet (1'-4")	\$8,500.00	\$8,500.00		\$7,350.00	\$7,350.00	
42.	1 EA		Utility Bridging	\$3,000.00	\$3,000.00		\$3,150.00	\$3,150.00	
43.	350 SY		Asphalt Pavement Replacement	\$175.00	\$61,250.00		\$170.00	\$59,500.00	
44.	7 EA		Temporary Construction Entrance	\$2,000.00	\$14,000.00		\$3,300.00	\$23,100.00	
45.	5,000 LF		Silk Fence	\$5.25	\$47,250.00		\$.00	\$.00	
46.	22 EA		Silk Fence Outlet	\$190.00	\$3,320.00		\$400.00	\$8,800.00	
47.	2 EA		Rock Inlet Sediment Trap	\$500.00	\$1,000.00		\$400.00	\$1,800.00	
48.	6 EA		Curb Inlet Sediment Trap	\$150.00	\$900.00		\$300.00	\$1,800.00	

**TOWN OF WINTERVILLE
RESOLUTION
WASTEWATER COLLECTION SYSTEM IMPROVEMENTS**

WHEREAS, the Town of Winterville is in the process making improvements to its wastewater collection system by repairing and improving its sanitary sewer pump station and force main systems; and

WHEREAS, The Town of Winterville has applied for loan financing from the State of North Carolina for the replacement project designated as CS370879-03; and

WHEREAS, less than three bids as required by North Carolina General Statutes were received on the first scheduled bid opening date for the sanitary sewer rehabilitation; and

WHEREAS, the scheduled bid opening was re-advertised, and two bids were received by The Town of Winterville from TA Loving Company and Hendrix-Barnhill Company on April 30, 2024; and

WHEREAS, The Town of Winterville desires to accept the lowest, responsive bid received and make tentative award of a construction contract based upon the bid price.

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

THAT, The Town of Winterville hereby accepts the lowest, responsive bid received on April 30, 2024, for making improvements to its wastewater collection system by repairing and improving its sanitary sewer pump stations and force mains system; and

THAT, a construction contract be tentatively awarded to the bidder, TA Loving Company for the Bid amount of \$7,628,500.00, subject to review of the bid-award actions and subsequent approval by the funding agency, the North Carolina Department of Environmental Quality, Division of Water Infrastructure.

Adopted this the 6th day of May 2024 at a regularly scheduled meeting of the Town of Winterville Town Council held in the Assembly Room at the Winterville Town Hall in Winterville, North Carolina.

Richard E. Hines, Mayor

ATTEST:

Donald Harvey, Town Clerk

Motion made by Councilwoman Roberson and seconded by Councilwoman Smith to approve the tentative Contract Award for the 2020 Pump Station Rehabilitation to T. A. Loving.

Councilman Moye asked which contractor is preferred. Assistant Town Manager Bowers said both have good reputations.

Motion carried unanimously, 4-0.

ADJOURN:

Motion made by Councilwoman Smith and seconded by Councilwoman Roberson to adjourn the meeting. Motion carried unanimously, 4-0. Meeting adjourned at 8:07 pm.

Adopted this the 5th day of August 2024.

Richard E. Hines, Mayor

ATTEST:

Donald Harvey, Town Clerk

DRAFT



**WINTERVILLE TOWN COUNCIL
MONDAY, MAY 13, 2024 - 6:00 PM
REGULAR MEETING MINUTES**

The Winterville Town Council met in a Regular Meeting on the above date at 6:00 PM in the Town Hall Assembly Room, with Mayor Richard E. Hines presiding. The following were present:

Richard E. Hines, Mayor
Brandy Harrell, Mayor Pro Tem
Shantel Hawkins, Councilwoman
Johnny Moye, Councilman
Veronica W. Roberson, Councilwoman
Lisa Smith, Councilwoman
Keen Lassiter, Town Attorney
Terri L. Parker, Town Manager
Anthony Bowers, Assistant Town Manager
Chris Williams, Interim Police Chief
Cliff McGuffin, Public Works Director
Ron Mills, Interim Electric Director
Jessica Manning, Finance Director
Evan Johnston, Building Inspector/Code Enforcement Officer
Diane White, Parks and Recreation Director
Stephen Penn, Planning and Economic Development Director
Angela Fuller, Human Resource Director
Willie Gay, Building Inspector/GIS Technician
Donald Harvey, Town Clerk

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

INVOCATION: Councilwoman Harrell gave the Invocation.

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

WELCOME: Mayor Hines welcomed the public.

ROLL CALL: All present.

APPROVAL OF AGENDA:

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

PROCLAMATIONS: Town Clerk Harvey read the Proclamation(s).

1. Mother's Day 2024.



PROCLAMATION

***Mother's Day
May 12, 2024***

WHEREAS, On Mother's Day, we honor the grace, wisdom, and strength of our mothers, and we celebrate the special bonds shared between mothers and their children; and

WHEREAS, Mothers work tirelessly to help their children build healthy and successful lives through their positive examples and countless acts of kindness, and mothers teach the values of generosity and compassion and the importance of family and community by providing a nurturing environment where their children can grow in confidence and character; mothers lay the foundation for the next generation to realize their full potential; and

WHEREAS, Our Town is grateful for the sacrifice's mothers make every day and for the unconditional love they give their children; and

WHEREAS, Every child blessed with a mother's love has been given one of life's great gifts. On this Mother's Day, we recognize the extraordinary contributions America's mothers make to their children, their families, our Town, and our country; and

WHEREAS, To honor mothers, the second Sunday in May each year has been designated as "Mother's Day" and called for its appropriate observance. May God bless mothers across America and especially the Town of Winterville on this special day and throughout the year; and

NOW, THEREFORE, I, Richard E. Hines, Mayor of the Town of Winterville hereby proclaim May 12, 2024, as Mother's Day. I encourage all citizens to show their gratitude and love to mothers for making a difference in the lives of their children, families, and community. I call upon citizens to observe this day with appropriate activities.

IN WITNESS WHEREOF, I do set my hand, and cause the seal of Winterville to be affixed this 13th day of May 2024.

Richard E. Hines, Mayor

Attest:

Donald Harvey, Town Clerk

2. Memorial Day 2024.



PROCLAMATION
Memorial Day – May 27, 2024

WHEREAS, on Memorial Day, we remember our debt to those who have died so that we might live in freedom; and

WHEREAS, we also remember those Americans who today, at home and in the lands of our allies, stand guard against all who threaten our freedom; and

WHEREAS, on this Memorial Day, we who remain free by the sacrifice of the dead and the service of the living will repay our debt to both with thoughts and acts of gratitude and love; and

WHEREAS, and we will gain renewed inspiration from their sacrifice to push forward with the task of trying to bring about a just and enduring peace by every reasonable means; and

WHEREAS, the Congress, by joint resolution of May 11, 1950, has requested the people of the United States to observe each Memorial Day as a day of prayer for permanent peace and designating a period during such day when the people of the United States might unite in such supplication; and

WHEREAS, we urge the press, radio, television, and all other information media to cooperate in this observance; and

WHEREAS, we urge all Americans, wherever they may be on this designated day, to join their prayers to bestow upon this Nation the blessing of peace restored and lasting among all the nations of the world; and

WHEREAS, on this Memorial Day, as a special mark of respect to the memory of the gallant Americans who have sacrificed their lives, so that this Nation might live to be for all people everywhere a symbol of peace and justice and freedom; and

WHEREAS, we also direct that the flag be flown at half-staff on all public buildings during that entire day and request the people of Winterville to display the flag at half-staff from their homes for the same period; and

NOW, THEREFORE, I, Richard E. Hines, Mayor of the Town of Winterville hereby designate Memorial Day, Monday, May 27, 2024, as a day of prayer for permanent peace, and I designate the hour beginning at eleven o'clock in the morning of that day as a time to unite in such prayer.

IN WITNESS WHEREOF, I do set my hand, and cause the seal of Winterville to be affixed this 13th day of May 2024.

Richard E. Hines, Mayor

Attest:

Donald Harvey, Town Clerk

3. Emergency Medical Services Week 2024.



PROCLAMATION
National Emergency Medical Services Week
May 19 – 25, 2024
50th Anniversary of National EMS Week

WHEREAS, emergency medical services are a vital public service; and,

WHEREAS, the members of emergency medical service teams are ready to provide lifesaving care to those in need 24 hours a day, seven days a week; and,

WHEREAS, access to quality emergency care dramatically improves the survival and recovery rate of those who experience sudden illness or injury; and,

WHEREAS, emergency medical services have grown to fill a gap by providing important, out of hospital care, including preventative medicine, follow-up care, and access to telemedicine; and,

WHEREAS, the emergency medical service system consists of first responders, emergency medical technicians, paramedics, emergency medical dispatchers, firefighters, police officers, educators, administrators, pre-hospital nurses, emergency nurses, emergency physicians, trained members of the public, and other out of hospital medical care providers; and,

WHEREAS, the members of emergency medical service teams, whether career or volunteer, engage in thousands of hours of specialized training and continuing education to enhance their lifesaving skills; and,

WHEREAS, it is appropriate to recognize the value and the accomplishments of emergency medical service providers by designating Emergency Medical Services Week; and,

NOW, THEREFORE, I, Richard E. Hines, Mayor of the Town of Winterville hereby in recognition of this event do hereby proclaim the week of May 19-25, 2024 as Emergency Medical Services Week; and,

IN WITNESS WHEREOF, I do set my hand, and cause the seal of Winterville to be affixed this 13th day of May 2024.

Richard E. Hines, Mayor

Attest:

Donald Harvey, Town Clerk

4. Police Week 2024.



PROCLAMATION
National Police Week
May 12 – May 18, 2024

WHEREAS, the Congress and the President of the United States have designated that there be a national Law Enforcement Officers Week; and

WHEREAS, the men and women of the law enforcement agency of the Town of Winterville unceasingly provide a vital public service; and

WHEREAS, the members of the Winterville Police Department play an essential role in safeguarding the rights and freedoms of our community; and

WHEREAS, the citizens of Winterville recognize and appreciate the contributions made by law enforcement officers at all levels of government; and

WHEREAS, it is important that all citizens know and understand the duties, responsibilities, hazards, and sacrifices of their law enforcement agencies, and that officers of the Town of Winterville recognize their duty to serve the people by safeguarding life and property, by protecting them against violence and disorder, and by protecting the innocent against deception and the weak against oppression; and

WHEREAS, the men and women of law enforcement of the Town of Winterville unceasingly provide a vital public service by their faithful and loyal devotion to their responsibilities have rendered a dedicated service to this community and in so doing, have established for themselves an enviable and enduring reputation for preserving the rights and security of all citizens; and

NOW, THEREFORE, I, Richard E. Hines, Mayor of the Town of Winterville, call upon all citizens to observe May 12 - 18, 2024, as "NATIONAL POLICE WEEK" in Winterville, North Carolina, and that all of our people join in commemorating law enforcement officers, past and present, who by their faithful and loyal devotion to their responsibilities have rendered a dedicated service to their communities. In so doing, they have established for themselves an enviable and enduring reputation for preserving the rights and security of all citizens.

IN WITNESS WHEREOF, I do set my hand, and cause the seal of Winterville to be affixed this 13th day of May 2024.

Richard E. Hines, Mayor

Attest:

Donald Harvey, Town Clerk

5. Public Works Week 2024.



PROCLAMATION
National Public Works Week
May 19-25, 2024

WHEREAS, public works professionals focus on infrastructure, facilities, and services that are of vital importance to sustainable and resilient communities and the public health, high quality of life, and well-being of the citizens of Winterville; and

WHEREAS, these infrastructure, facilities and services could not be provided without the dedicated efforts of public works professionals, who are engineers, managers, and employees at all levels of government and the private sector, who are responsible for rebuilding, improving, and protecting our nation's transportation, water supply, water treatment and solid waste systems, public buildings, and other structures and facilities essential for our citizens; and

WHEREAS, these facilities and services could not be provided without the dedicated efforts of public works professionals; and

WHEREAS, these individuals build, operate, maintain, and administer the streets, sidewalks, stormwater infrastructure, solid waste and recycling collections, public buildings, and other structures and facilities that are vital to the citizens of Winterville; and

WHEREAS, it is in the interest of the public for citizens, civic leaders, and children to continue to gain information and to understand the role public works plays in the Town of Winterville; and

NOW, THEREFORE, I, Richard E. Hines, Mayor of the Town of Winterville joins the American Public Works Association in recognizing the contributions of public works professionals to the health, safety, and quality of life in Winterville. The Town Council also encourages all residents of Winterville to thank the public works professionals for their continued dedication and hard work to this community. We proclaim the week of May 19 through May 25, 2024 as "National Public Works Week" in the Town of Winterville

IN WITNESS WHEREOF, I do set my hand, and cause the seal of Winterville to be affixed this 13th day of May 2024.

Richard E. Hines, Mayor

Attest:

Donald Harvey, Town Clerk

PUBLIC HEARINGS:

1. Amend Title XV: Land Usage of the Town of Winterville Code of Ordinances.

Building Inspector/Code Enforcement Officer Johnston summarized the amendments and changes to Title XV of the code and gave the following presentation:

Creating and amending chapters of the existing Title XV: Land Usage of the Town of Winterville Code of Ordinances are recommended. These recommendations include general clarification and modification, change in chapter numbering, and changes stemming from GS 160D.

Chapter 140: Building Regulations:

- Change chapter number and statutory references. Replacement of existing Chapter 150.

Chapter 141: Minimum Housing Code

- Change chapter number. Replacement of existing Chapter 151.

Chapter 142: Nonresidential Building or Structure Code

- Create new Chapter for the repair, closing or demolition of nonresidential buildings or structures.

Chapter 143: Repair, Closing or Demolition of Abandoned Structures

- Create new Chapter for the repair, closing or demolition of abandoned structures.

Chapter 144: Closing or Securing Vacated and Closed Buildings

- Create new Chapter for closing or securing structures as determined by aforementioned chapters 141, 142, or 143.

Councilwoman Roberson asked are they the same as the state required for 160D. Building Inspector/Code Enforcement Officer Johnston said yes. Councilwoman Hawkins said she did not have time to go through, if she has questions, she will bring them up later.

Mayor Hines declared the public hearing open, asked if anyone would like to speak in opposition of the Code Ordinance Amendments. None spoke

Mayor Hines asked if anyone would like to speak in favor of the Code Ordinance Amendments. None spoke.

Mayor Hines declared the public hearing closed.

Building Inspector/Code Enforcement Officer Johnston noted he had received no comments and was advertised as required.

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

Town Attorney Lassiter stated the way the motion should be made.

Motion made by Mayor Pro Tem Harrell and seconded by Councilman Moye to amend Title XV Land Use of the Town of Winterville Code of Ordinances by amending Chapters 140 and 141 and by adding Chapters 142, 143 and 144. Motion carried unanimously, 5-0.

PUBLIC COMMENT: Mayor Hines read the Public Comment Policy.

1. Rebecca Caveness and Heather Jackson – Watermelon Festival.

Mayor Hines asked how the beer garden went last year and why only Saturday. Rebecca Caveness said it went well and only on Saturday because the area is ticketed, and it can be controlled.

Councilman Moyer asked why there is no concert on Sunday. Rebecca Caveness responded because the heat of the day for a concert. Mayor Pro Tem Harrell asked do you have a fund investment committee. Rebecca Caveness said the Board puts together a budget with sponsorships. Councilwoman Hawkins asked about the Winterville pageant. Heather Jackson said we have not had a pageant for a number of years, the Committee has plenty to do. Town Attorney Lassiter said it had been 10 - 15 years since we have had one. Councilwoman Hawkins what about the queen. Heather Jackson said she comes from outside the area.

2. Steve and Indira Dixon – Proposing a change to a section of the Winterville Zoning Ordinance.

The Dixon's gave a request to change Zoning Ordinance to allow use of accessory buildings for residential use. Town Manager Parker said they have been in contact with Planning and Economic Development Director Penn. Councilwoman Smith noted she has had several requests. Town Manager Parker said there are numerous ways this could go. Planning and Economic Development Director Penn said they can file an ordinance amendment with the required fee. Councilwoman Roberson said some lots are configured that would be advantageous to this change. Councilwoman Smith asked the Dixon's to reach out to Planning and Economic Development Director Penn for questions or information.

Motion made by Councilwoman Roberson and seconded by Councilwoman Smith to approve Staff moving forward with changes to accessory building use for residential uses.

Councilman Moyer asked what purpose of this ordinance was. Planning and Economic Development Director Penn said we have had cases in the past; Greenville does not allow, and Ayden does allow. Town Manager Parker said we can move forward.

Motion carried unanimously, 5-0.

CONSENT AGENDA:

Items included in the Consent Agenda:

1. Approval of the following sets of Council Meeting Minutes:
 - April 8, 2024 Regular Meeting Minutes.
2. Budget Amendment 2023-2024-6.
3. Eli's Ridge Phase 5 Annexation, Set Public Hearing for June 10, 2024.
4. Cornerstone Annexation; Town Clerk Investigate Sufficiency.
5. Internet Sweepstakes Ordinance Amendment; Schedule Public Hearing.
6. Tobacco Shop Ordinance Amendment; Schedule Public Hearing.
7. A-R Zoning District Ordinance Amendment; Schedule Public Hearing.
8. Variance Text Amendment; Schedule Public Hearing.
9. Flood Damage Prevention Ordinance Amendment; Schedule Public Hearing.

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

OLD BUSINESS:

Update on Human Relations Board.

Town Manager Parker noted The Human Relations Board consists of six (6) Members. At the present time, the Board has met irregularly due to attendance. An information meeting will be held on Thursday, May 16, 2024 at 6:00 pm in the Town Hall Executive Conference Room to explain the commitments, purpose, and by-laws to applicants as potential new members. A presentation and question and answer time will help applicant understand the Human Relations Board and its goals and objectives.

NEW BUSINESS:

Storm Debris Removal Services Contract.

Public Works Director McGuffin gave the following information:

Staff advertised a RFP's for 2024 Disaster Relief Contract and on April 1, 2024 received 3 bids; CTC Inc., DRC Emergency Services, and Ceres Environmental. CTC Inc. came in as the lowest responsible proposal and staff recommends the contract be awarded to them for a period of 3 years effective July 1, 2024. The Disaster Relief Contract covers disaster debris clearance and removal services in the event of a natural disasters such as hurricanes, tornadoes, floods etc.

2024 Disaster Relief Bids

Company Name	Location	Price
CTC Inc.	Topeka, Kansas	\$6,796.90
Ceres Environmental	Sarasota, Florida	\$11,572.98
DRC Emergency Services	Holly Ridge, North Carolina	\$13,170.56

Prices are a total of all per unit quotes and are not the price for work to be completed should the need occur.

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

Motion made by Councilwoman Smith and seconded by Councilman Moye to approve the Storm Debris Removal Services Contract . Motion carried unanimously, 5-0.

Axon-Police Taser Camera Contract.

Interim Police Chief Williams gave the following information:

The Town of Winterville has had the foresight to equip the Police Department with body cameras for over 18 years, well before the recent social outcry and incidents involving police and citizens. The current contract with Taser International will expire as of 7/14/2024. The continuation of this contract with Axon is crucial to the Police Department as well as the citizens of Winterville. The proposed five (5) year contract is structured much like the current on with the exception of price. The total cost of the proposed Contract over a five (5) year period is \$292,895.

Prices have increased due to the rise in companies providing body cameras, driving a healthy competition amongst competitors. Additionally, after years 2.5 and 5, new cameras will be issued as technology is changing faster than the equipment's life span as well as similar offers from other vendors. The payment schedule of the proposed Contract is as follows:

- Year 1 - \$54,153
- Year 2 - \$56,221
- Year 3 - \$58,470
- Year 4 - \$60.809
- Year 5 - \$63,242

Mayor Hines asked what the equipment is. Interim Police Chief Williams noted that it is the latest.

Motion made by Councilwoman Roberson and seconded by Councilwoman Smith to approve the Axon-Police Taser Camera Contract. Motion carried unanimously, 5-0.

Janitorial Services Contract.

Town Manager Parker that this item includes the information for the approval of the upcoming contract for janitorial services for Town properties. The solicitation for proposal was advertised in the newspaper on January 10, 2024 and January 13, 2024. A walk-through was held on January 24, 2024. (10) vendors expressed interest and five vendors attended the walk-through. Staff received and opened sealed proposals from four vendors on February 14, 2024. The bid tabulation is attached for review. A & B Cleaning Service, Inc. was the lowest bid received. Staff recommends that Town Council approve the contract. If approved, the contract will be executed, purchase order will be issued, and notice to proceed will be issued.

Town of Winterville
Janitorial Services
Bid Tabulation

TOWN OF WINTERVILLE
WINTERVILLE, NORTH CAROLINA
BID PROPOSALS FOR Janitorial Services
BID TABULATION -
BID OPENING: 02/14/2024 TIME: 2:00PM

DESCRIPTION	VENDOR NAME AND ADDRESS	
E-Verify Documented	American Facility Services	Blink Facility Solutions
		Service Master
		AIB Cleaning Service, INC
RATE - PER MONTH:		
Town Hall Building	1,650	2,381
Winterville Recreation Park	850	780
Hillcrest	825	780
Library	1,100	650
Police/Fire/Rescue Station	1,330	1,862
Public Works Facilities	600	1,660
Electric Department Facilities	700	896
Operation Center	1,100	1,494
Total Amount per Month:	8,155	16,503
Total Amount per Year:	97,860	198,036
SCHEDULED IF REQUESTED PER MAN-HOUR		
Town Hall Building		
Winterville Recreation Park		
Hillcrest		
Library		
Police/Fire/Rescue Station		
Public Works Facilities		
Electric Department Facilities		
Operation Center		

Motion made by Councilman Moye and seconded by Mayor Pro Tem Harrell to approve the Janitorial Services Contract. Motion carried unanimously, 5-0.

OTHER AGENDA ITEMS:

1. Protecting Pedestrian Safety. (Councilwoman Hawkins).

Councilwoman Hawkins noted the loss of pedestrian safety, and a list of ways to protect drivers and pedestrians. Town Manager Parker said staff will get it out to citizens in the newsletter.

2. Fair Housing in Our Town. (Councilwoman Hawkins).

Councilwoman Hawkins said Chapter 93 of the Ordinances addresses affordable, protected classes, but nothing income based. Outside of town there are efforts being made; what can the Town do? Town Manager Parker said Chapter 93 appoints the Planning Board, and we will review for additional items. Other efforts most go to civil; rights. Town Attorney Lassiter there has been no activity for a long time, Planning Board has never addressed this type items. A procedure would have to come up. Town Manager Parker noted there are no confines to developers. Town Attorney Lassiter said we would have to look into any efforts available. Mayor Pro Tem Harrell this reflects the Department of Justice and civil rights act. Councilwoman Roberson asked what is affordable in Winterville, some cannot live at those levels. Planning and Economic Development Director Penn said 30% of income is considered affordable. Town Manager Parker said we work with developers that want to be affordable units. Mayor Hines said affordable varies, some may have incentives. Mayor Pro Tem Harrell said can be income driven and based. Councilwoman Hawkins said knows what others are speaking, however, some can barely afford. What grievance can come forward. What opportunities can they have. Town Manager Parker said we will look into it and report back to Council. Town Attorney Lassiter said we will take it forward but will take time. Town Manager Parker said we will report back in September.

3. Main Street / Mill Street Parking. (Councilwoman Hawkins).

Councilwoman Hawkins said that driving on weekends is hard and difficult to get through the area. She asked if we had looked at that and what can we do. Town Manager Parker asked what specific area. Councilwoman Hawkins said the area near Main and Mill Restaurant. Town Manager Parker said we have been looking at downtown parking, rerouting streets, and safe places to park. We will continue to have this project at the top of the list. Councilwoman Hawkins said it helps to know the Town has recognized. What is the time frame for additional parking? Town Manager Parker we are looking at ways, methods, and time for improvements to take place. Mayor Pro Tem Harrell asked can we look at duration of parking at places, and at businesses that are using up valuable spaces. Town Manager Parker said that can be a challenge.

4. Intersection of Reedy Branch Road / Memorial Drive / South Square Drive. (Councilwoman Hawkins).

Mayor Hines noted that this is not in our jurisdiction. Councilwoman Roberson that Highway 11, Mill Street, and Vernon White Road intersection needs to be a high priority. Mayor Hines said we continue to push this for a higher priority. Town Manager Parker said traffic congestion will continue to be an issue and concern.

ITEMS FOR FUTURE AGENDA/FUTURE WORK SESSIONS:

Councilwoman Roberson asked for an update on the graveyard status.

REPORTS FROM DEPARTMENT HEADS: (May).

Assistant Town Manager Bowers briefed on the quick build project; completed, walk and roll event held. We are focusing on opportunities with the US Department of Transportation for funding for planning, and then actual improvements. We are working with elected officials to garner support for funding.

ANNOUNCEMENTS: Town Clerk Harvey read the following announcements:

- 2024 Second Primary Election: Tuesday, May 14, 2024; 6:30 am – 7:30 pm – Community Room and Operation Center Training Room.
- Human Relations Board Information Meeting: Thursday, May 16, 2024 @ 7:00 – Town Hall Executive Conference Room.
- Coffee with a Cop: Friday, May 17, 2024; 9:00 am - 10:30 am – Community Room.
- Planning and Zoning Board Meeting: Monday, May 20, 2024 @ 7:00 pm - Town Hall Assembly Room.
- Budget Work Session #1: Tuesday, May 21, 2024 @ 6:00 pm - Town Hall Assembly Room.
- Budget Work Session #2: Thursday, May 23, 2024 @ 6:00 pm - Town Hall Assembly Room.
- Memorial Day Holiday - Town Offices Closed: Monday, May 27, 2024.
- Recreation Advisory Board: Tuesday, May 28, 2024 @ 6:30 pm – A.W. Ange House.
- Budget Public Hearing: Monday, June 3, 2024 @ 6:00 pm - Town Hall Executive Conference Room.
- Regular Town Council Meeting: Monday, June 10, 2024 @ 6:00 pm - Town Hall Assembly Room.

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

Attorney Lassiter: No report.

Councilwoman Smith: Thanks to the Police and Fire Departments.

Councilwoman Roberson: Echo Councilwoman Smith. Noted the support at CityVision.

Mayor Pro Tem Harrell: Thanks to Staff and want to recognize Mental Health Awareness.

Councilman Moyer: Recognize senior citizens that had a good outing. We need to look at Depot and parking at night and keep an eye on it. Glad for all those that came out.

Councilwoman Hawkins: Thanks to citizen for entrusting her. Thanks to the staff, especially Interim Police Chief Williams on the field trip, encourage others to go, thoroughly enjoyed. Thanks Mayor Pro Tem Harrell for what she does every day. Recognize Lupus awareness month. Noted that tomorrow NCDOT will install all way stop at Old Tar Road and Vernon White Road.

Manager Parker: No Report.

Mayor Hines: Thanks for all that came out tonight. Grand opening at Lowe's Food this week. Growing can collectively be done right.

ADJOURN:

Motion made by Mayor Pro Tem Harrell and seconded by Councilwoman Roberson to adjourn the meeting. Motion carried unanimously, 5-0. Meeting adjourned at 7:45 pm.

Adopted this the 5th day of August 2024.

Richard E. Hines, Mayor

ATTEST:

Donald Harvey, Town Clerk



**WINTERVILLE TOWN COUNCIL
TUESDAY, MAY 21, 2024 – 6:00 PM
BUDGET WORK SESSION #1**

The Winterville Town Council met in Budget Session #1 on the above date at 6:00 PM in the Town Hall Assembly Room, with Mayor Richard E. Hines presiding. The following were present:

Richard E. Hines, Mayor
Brandy Harrell, Mayor Pro Tem
Shantel Hawkins, Councilwoman
Johnny Moye, Councilman
Veronica W. Roberson, Councilwoman
Lisa Smith, Councilwoman
Terri L. Parker, Town Manager
Anthony Bowers, Assistant Town Manager
Chris Williams, Police Chief
David Moore, Fire Chief
Cliff McGuffin, Public Works Director
Ron Mills, Interim Electric Director
Jessica Manning, Finance Director
Evan Johnston, Building Inspector/Code Enforcement Officer
Diane White, Parks and Recreation Director
Stephen Penn, Planning and Economic Development Director
Angela Fuller, Human Resource Director
Donald Harvey, Town Clerk

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

INVOCATION: Councilwoman Roberson gave the Invocation.

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

WELCOME: Mayor Hines welcomed the public.

ROLL CALL: All present.

APPROVAL OF AGENDA:

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

BLESSING: Councilman Moye gave the Blessing on dinner.

BREAK FOR DINNER; Meeting resumed at 6:36 pm.

ITEMS FOR DISCUSSION: FISCAL YEAR 2024-2025 RECOMMENDED BUDGET.

Town Manager Parker gave an explanation and summarized the FY 2024-2025 Recommended Budget. May 20, 2024 Version #1: Unbalanced budget letter. No change since it was delivered to you. Council and Staff discussed the revenues and expenditures.

UNBALANCED DRAFT BUDGET VERSION #1 – FY 2024-2025

May 20, 2024

Mr. Ricky Hines, Mayor
Dr. Brandy Harrell, Mayor Pro Tem
Ms. Shantel Hawkins, Councilwoman
Mr. Johnny Moye, Councilman
Ms. Veronica Roberson, Councilwoman
Mrs. Lisa Smith, Councilwoman

RE: Unbalanced Draft Annual Budget (Version #1) for the 2024-2025 Fiscal Year

Dear Mayor and Members of the Town Council:

Town Staff is pleased to present the Version #1 of Draft Budget for Fiscal Year 2024-2025, beginning July 1, 2024, and ending June 30, 2025. The Draft Budget has been prepared in accordance with the NC Local Government Fiscal Control Act as required by NC General Statute Chapter 159-11.

Please keep in mind this Version #1 of the Draft Budget is unbalanced.

The Unbalanced Draft Budget:

- *includes tax adjustment – reduction from \$.475/100 to \$.040/100;*
- *includes rate adjustments – increase of \$3.50 per household account/per month for sanitation and an increase of \$7.00 per household/per month to the sewer flat rate;*
- *some fee adjustments;*
- *includes some new positions;*
- *includes capital outlay requests;*
- *includes funding for Non-Town Agency requests – discussion item;*
- *includes contributions from the Water, Sewer, Storm water and Electric funds to the General Fund to compensate for administrative services;*
- *includes a 5.0% COLA and 1.2% to 2.4% merit for employees – discussion item;*
- *Health Insurance costs increased 1% and the town absorbed the costs for both the employee and dependent coverage;*
- *No Dental Insurance premiums increase*
- *\$25,000 is included to add to the OPEB (Other Post-Employment Benefits) reserve; and*

Below is a brief budgetary summary of point of interests:

General Fund:

All revenues, which comprise the General Fund, have been forecasted in a conservative manner. Staff has reviewed the estimates for state-collected revenues published every year by the North Carolina League of Municipalities, current economic trends for Eastern North Carolina, current nationwide economic trends, and historical data from the Town. The proposed budget assumes a 98% collection rate for ad valorem taxes and a slight increase in local option

sales tax. As you know, there was a tax reappraisal this year of all ad valorem or "real" property. By Law, we must report the "revenue neutral" tax rate. The "revenue neutral" tax rate would be the tax rate after re appraisal that would bring in an equivalent amount of money as the previous fiscal year. Tax amounts assessed and associated revenues brought in by the tax rate set by the Town of Winterville are calculated per \$100 valuation on said property.

- ✓ The current tax rate for Winterville is \$0.475/100.
- ✓ The "revenue neutral" tax rate for Winterville for 2024 would be \$0.3310/100 (real property only).
- ✓ The "revenue neutral" tax rate for Winterville including motor vehicle taxes would be \$0.3501/100.
- ✓ The Unbalanced DRAFT budget is based (per Council Direction) on a \$0.40/100 tax rate.

This Fund is **out of balance** by **(\$2,306,918)**. There is no General Fund balance appropriation included current, but there is a transfer from the Electric Fund to the General Fund in an amount of \$350,000 for the time being. This is a reduction of \$300,000 from the \$650,000 transferred in FY 2023-2024. There are requests for new positions as well as significant capital requests.

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

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

- Non-Town agency requests for FY 2024-2025 total \$144,000. The cash allocation requests for Non-Town Agency funding are as follows:
 - *Winterville Watermelon Festival* - \$50,000;
 - *Boys and Girls Club* - \$20,000;
 - *Winterville Chamber of Commerce* - \$20,000;
 - *Pitt County Council on Aging (Meals on Wheels)* - \$6,500;
 - *Rebuilding Together, Pitt County, NC* - \$15,000;
 - *Winterville Senior Citizens Club* - \$5,000;
 - *Pitt County Girls Softball* - \$18,000;
 - *Greenville Pitt Education Association, Inc.* - \$2,000 (new); and
 - *Mt. Shiloh Missionary Baptist Church* - \$7,500 (new).
- The in-kind amount for Winterville Historical and Arts Society (WHAS) - \$12,925.
- The in-kind amount for the Winterville Chamber - \$1,100.
- Sheppard Memorial Library has requested a total of \$176,821.

Recreation Fund:

Recreation revenues and expenditures have been estimated in a manner like the General Fund budget. This Fund is currently **out of balance** by **(\$471,190)**. There are personnel and capital

requests included. There is currently **no contribution to capital reserve for the Multi-Purpose Center** and this is an item to be discussed

A transfer from General Fund to Recreation in the amount of \$989,501 has been included for budgetary purposes at this time.

Enterprise Funds Summary:

Electric Fund - There is a transfer from Electric Fund to General Fund in the amount of \$350,000 as is done annually to assist in covering the costs of operations. This amount is \$300,000 less that FY 2023-2024.

The Electric Fund does not include any request for new positions however, there are significant capital requests included. This Fund is **currently out of balance** by **(\$1,797,634)**.

Water Fund – The Water Fund does include requests for new positions and there are capital requests included.

\$560,000 is included for water purchases for resale (which is more than FY 2023-2024). This amount covers the water currently purchased from Greenville Utilities. This Fund is currently **out of balance** by **(\$243,838)**.

Sewer Fund – There is a request for new personnel. This Fund is **out of balance** by **(\$195,979)**. Please keep in mind that this is after the \$7.00 per month/per household increase in the flat sewer rate.

As you are aware, the Town is a member of the Contentnea Metropolitan Sewerage District (CMSD) and the District performs the treatment function of our sewer system. The Town pays its share based on a formula, which contains several components. The Town's appropriation to CMSD decreased to **\$1,429,770** that reflects the continued implementation of the system for charging member entities based entirely on flow.

Storm Water Fund – The Storm Water Fund does include requests for new positions. There are also capital requests. This Fund is **out of balance** by **(\$232,088)**.

Conclusion:

It is with pleasure and an abundance of caution that Staff presents the **Version #1 FY 2024-2025 Unbalanced Draft Budget**. **The Draft is out of balance across all funds by (\$5,127,884)**. As you know, the cost of doing business continues to rise and as such, it requires us to assess our current revenue streams and adjust accordingly, while planning.

Staff looks forward to answering any questions you may have, and a Balanced Draft Budget will be submitted to you as soon as we collectively get there.

Thank you.

Terri L. Parker

Terri L. Parker
Town Manager

Jessica Manning

Jessica Manning
Finance Director

Mayor Hines suggested Council going through and discuss each request.

Council noted the need of more time to review the Non -Town Agency request applications and information. Town Clerk Harvey noted the page with the last year requests and funding. Council and Staff held discussions especially how Winterville citizens are served on each request followed. Discussions on the Boys and Girls Clubs of the Coastal Plain request. Decision on this request to be made on Thursday.

Discussions on the Greenville Pitt Education Association, Inc.(New) request. Decision on this request to be made on Thursday.

Discussions on the Mount Shiloh Missionary Baptist Church.(New) request. Staff was requested to reach out to determine if drainage issue have been solved. Councilwoman Hawkins asked who is being served by this request. Decision on this request to be made on Thursday.

Discussions on the Pitt County Council on Aging request.

Motion made by Councilman Moya and seconded by Councilwoman Roberson to approve the Non-Town Agency funding request to the Pitt County Council on Aging for \$6,500. Motion carried unanimously 5-0.

Discussions on the Pitt County Girls Softball League, Inc. request.

Motion made by Councilwoman Roberson and seconded by Mayor Pro Tem Harrell to approve the Non-Town Agency funding request to the Pitt County Girls Softball League, Inc. for \$5,000. Motion carried unanimously 5-0.

Discussions on the Rebuilding Together Pitt County request. Town Manager Parker explained the relationship of the funding.

Motion made by Councilwoman Roberson and seconded by Councilwoman Smith to approve the Non-Town Agency funding request to the Rebuilding Together Pitt County for \$10,000.

Councilman Moya noted that this has not been active since COVID. Town Manager Parker said she is scheduled to meet with them and that they now use contractors.

Motion carried unanimously 5-0.

Discussions on the Winterville Chamber of Commerce.

Motion made by Councilwoman Smith and seconded by Mayor Pro Tem Harrell to approve the Non-Town Agency funding request to the Winterville Chamber of Commerce for \$20,000 and \$1,100 in-kind.

Councilwoman Hawkins asked about the Chamber marketing and advertising; how are small businesses promoted. Councilwoman Roberson said she attended a roundtable meeting with Elaine Marshall at ECU; small businesses helped by the Chamber of Commerce. Mayor Hines met with some at a Depot meeting.

Motion carried unanimously 5-0.

Discussions on the Winterville Historical & Arts Society, Inc.: DEPOT.

Motion made by Mayor Pro Tem Harrell and seconded by Councilwoman Smith to approve the Non-Town Agency funding request to the Winterville Historical & Arts Society, Inc.: DEPOT for \$7,150 in-kind. Motion carried unanimously 5-0.

Discussions on the Winterville Historical & Arts Society, Inc.: MUSEUM.

Motion made by Councilwoman Smith and seconded by Mayor Pro Tem Harrell to approve the Non-Town Agency funding request to the Winterville Historical & Arts Society, Inc.: MUSEUM for \$5,775 in-kind. Motion carried unanimously 5-0.

Discussions on the Winterville Senior Citizen Club.

Motion made by Councilman Moye and seconded by Councilwoman Hawkins to approve the Non-Town Agency funding request to the Winterville Senior Citizen Club for \$3,500 and \$2,700 in-kind for use of the community room. Motion carried unanimously 5-0.

Discussions on the Winterville Watermelon Festival.

Motion made by Councilman Moye and seconded by Councilwoman Smith to approve the Non-Town Agency funding request to the Winterville Watermelon Festival Committee, Inc. for \$50,000.

Councilwoman Roberson we need to let them know well in advance prior to changing. Councilman Moye said the Festival promotes our Town and shows off the Town's good points. Mayor Hines said it is a great activity for the Town, asking all to tighten their belts. Attendance is dependent on weather and acts. Councilwoman Roberson said the event is safe due to our staff. Need to look at them becoming more self-sufficient. Councilwoman Hawkins asked what the Town gets back for the \$50,000 investment.

Motion carried unanimously 5-0.

Discussions on the Sheppard Memorial Library - Winterville Public Library. Councilwoman Roberson said the Library is a bargain and well worth and valuable to our Town.

Motion made by Councilwoman Roberson and seconded by Councilwoman Hawkins to approve the Non-Town Agency funding request to the Sheppard Memorial Library - Winterville Public Library for \$176,921. Motion carried unanimously 5-0.

Town Manager Parker said we will come back Thursday and discuss the Boys and Girls Clubs of the Coastal Plain, Greenville Pitt Education Association, Inc., and the Mount Shiloh Missionary Baptist Church requests.

Discussions on the Winterville Watermelon Festival in kind amount. Councilman Moye asked do we need to vote on the in-kind for Winterville Watermelon Festival Committee, Inc. Assistant Town Manager said last year we conducted a dry run last year to get this figure.

Councilwoman Roberson asked several questions on items in the budget concerning sidewalks, lighting, and parking. Assistant Town Manager Bowers discussed efforts to undertake these efforts.

Motion made by Councilman Moye and seconded by Councilwoman Roberson to approve showing the Non-Town Agency in kind service funding request to the Winterville Watermelon Festival Committee, Inc. for \$61,611 in-kind estimate for staff and use of Town commitments to the festival.

Mayor Pro Tem Harrell said to talk with the Watermelon folks in advance with a sustainable plan. Councilman Moyer said we chat with them on this effort.

Motion carried unanimously 5-0.

Town Manager Parker asked for discussion on the Tax Rate and handout. Council is asked to consider based on deficit in the budget.

Comparable Property Tax Rates

Current Rate		Proposed Rate	
Property Tax Rate per \$100		Property Tax Rate per \$100	
Ayden	\$ 0.540	Ayden	\$ 0.540
Greenville	\$ 0.4895	Greenville	\$ 0.3895
Farmville	\$ 0.490	Farmville	\$ 0.460
Winterville	\$ 0.475	Winterville	\$ 0.400
Pitt County	\$ 0.6841	Pitt County	\$ 0.5665

Town Manager Parker said we cannot fund at the \$.40/100 rate. Mayor Pro Tem Harrell asked what your recommendation is. Town Manager Parker said stay at \$.475 however that is a big ask, \$.45/100.

Councilwoman Hawkins seeing all the out of balance items, what, why and how can we get even. Town Manager Parker said requests put you to point we are. Councilwoman Hawkins said now see where this puts us. Councilwoman Hawkins asked does not see the Multipurpose Building. Town Manager Parker not a specific line with present deficit.

Mayor Hines asked what the pleasure of Council on the tax rate is. Councilman Moyer expected a decrease with the economy. Assistant Town Manager Bowers said it shows the department requests and get out of the deficit. Town Manager Parker know it is a tall task. Staying the same will not make up the shortfall it is a challenge to roll out the services. Councilwoman Smith these are difficult years, we have increased fees, and Town will have to tighten.

Motion made by Councilwoman Smith and seconded by Councilman Moyer to reduce the existing tax rate of \$.475/100 to \$.40/100.

Mayor Pro Tem Harrell as we continue to operate at existing levels, wonder if we can continue at this level. Town Manager Parker said deficits in budget message reflect a \$.40/100 tax rate and will have to cut to make it work, please keep COLA, and merit increase. Councilwoman Smith we spent Non-Town Agency, must look at everything. Councilman Moyer we need to put some numbers in for capital reserve fund for Multi-purpose building. Start to build on a foundation, something to start. Mayor Hines we are already at a deficit, no fat to cut. Councilwoman Roberson said like revenue neutral but need funds to maintain services. Councilwoman Hawkins said out of balance more revenue with neural.

Motion carried 3-2. Mayor Pro Tem Harrell and Councilwoman Roberson opposed.

RECESS MEETING:

Motion made by Mayor Pro Tem Harrell and seconded by Councilwoman Roberson to recess the meeting to Thursday, May 23, 2024 at 6:00 pm – Town Hall Assembly Room. Motion carried unanimously, 5-0. Meeting recessed at 9:01 pm.

Adopted this the 5th day of August 2024.

Richard E. Hines, Mayor

ATTEST:

Donald Harvey, Town Clerk

DRAFT



**WINTERVILLE TOWN COUNCIL
THURSDAY, MAY 23, 2024 – 6:00 PM
BUDGET WORK SESSION #2**

The Winterville Town Council met in Budget Session #2 on the above date at 6:00 PM in the Town Hall Assembly Room, with Mayor Richard E. Hines presiding. The following were present:

Richard E. Hines, Mayor
Brandy Harrell, Mayor Pro Tem
Shantel Hawkins, Councilwoman
Johnny Moye, Councilman
Veronica W. Roberson, Councilwoman
Lisa Smith, Councilwoman
Terri L. Parker, Town Manager
Anthony Bowers, Assistant Town Manager
Chris Williams, Police Chief
David Moore, Fire Chief
Cliff McGuffin, Public Works Director
Ron Mills, Interim Electric Director
Jessica Manning, Finance Director
Evan Johnston, Building Inspector/Code Enforcement Officer
Diane White, Parks and Recreation Director
Stephen Penn, Planning and Economic Development Director
Angela Fuller, Human Resource Director
Donald Harvey, Town Clerk

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

INVOCATION: Mayor Pro Tem Harrell gave the Invocation and Blessing for the dinner.

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

WELCOME: Mayor Hines welcomed the public.

ROLL CALL:All Present.

APPROVAL OF AGENDA:

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

BREAK FOR DINNER; 6:08 pm - 6:38 pm.

ITEMS FOR DISCUSSION: FISCAL YEAR 2024-2025 RECOMMENDED BUDGET.

Town Manager Parker presented the recommended budget information and passed out corrected and updated information.

UNBALANCED DRAFT BUDGET VERSION #1 – FY 2024-2025

May 20, 2024

Mr. Ricky Hines, Mayor
Dr. Brandy Harrell, Mayor Pro Tem
Ms. Shantel Hawkins, Councilwoman
Mr. Johnny Moya, Councilman
Ms. Veronica Roberson, Councilwoman
Mrs. Lisa Smith, Councilwoman

RE: Unbalanced Draft Annual Budget (Version #1) for the 2024-2025 Fiscal Year

Dear Mayor and Members of the Town Council:

Town Staff is pleased to present the Version #1 of Draft Budget for Fiscal Year 2024-2025, beginning July 1, 2024, and ending June 30, 2025. The Draft Budget has been prepared in accordance with the NC Local Government Fiscal Control Act as required by NC General Statute Chapter 159-11.

Please keep in mind this Version #1 of the Draft Budget is unbalanced.

The Unbalanced Draft Budget:

- *includes tax adjustment – reduction from \$.475/100 to \$.040/100;*
- *includes rate adjustments – increase of \$3.50 per household account/per month for sanitation and an increase of \$7.00 per household/per month to the sewer flat rate;*
- *some fee adjustments;*
- *includes some new positions;*
- *includes capital outlay requests;*
- *includes funding for Non-Town Agency requests – discussion item;*
- *includes contributions from the Water, Sewer, Storm water and Electric funds to the General Fund to compensate for administrative services;*
- *includes a 5.0% COLA and 1.2% to 2.4% merit for employees – discussion item;*
- *Health Insurance costs increased 1% and the town absorbed the costs for both the employee and dependent coverage;*
- *No Dental Insurance premiums increase*
- *\$25,000 is included to add to the OPEB (Other Post-Employment Benefits) reserve; and*

Below is a brief budgetary summary of point of interests:

General Fund:

All revenues, which comprise the General Fund, have been forecasted in a conservative manner. Staff has reviewed the estimates for state-collected revenues published every year by the North Carolina League of Municipalities, current economic trends for Eastern North Carolina, current nationwide economic trends, and historical data from the Town. The proposed budget assumes a 98% collection rate for ad valorem taxes and a slight increase in local option

sales tax. As you know, there was a tax reappraisal this year of all ad valorem or "real" property. By Law, we must report the "revenue neutral" tax rate. The "revenue neutral" tax rate would be the tax rate after re appraisal that would bring in an equivalent amount of money as the previous fiscal year. Tax amounts assessed and associated revenues brought in by the tax rate set by the Town of Winterville are calculated per \$100 valuation on said property.

- ✓ The current tax rate for Winterville is \$0.475/100.
- ✓ The "revenue neutral" tax rate for Winterville for 2024 would be \$0.3310/100 (real property only).
- ✓ The "revenue neutral" tax rate for Winterville including motor vehicle taxes would be \$0.3501/100.
- ✓ The Unbalanced DRAFT budget is based (per Council Direction) on a \$0.40/100 tax rate.

This Fund is **out of balance** by **(\$2,306,918)**. There is no General Fund balance appropriation included current, but there is a transfer from the Electric Fund to the General Fund in an amount of \$350,000 for the time being. This is a reduction of \$300,000 from the \$650,000 transferred in FY 2023-2024. There are requests for new positions as well as significant capital requests.

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

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

- Non-Town agency requests for FY 2024-2025 total \$144,000. The cash allocation requests for Non-Town Agency funding are as follows:
 - *Winterville Watermelon Festival* - \$50,000;
 - *Boys and Girls Club* - \$20,000;
 - *Winterville Chamber of Commerce* - \$20,000;
 - *Pitt County Council on Aging (Meals on Wheels)* - \$6,500;
 - *Rebuilding Together, Pitt County, NC* - \$15,000;
 - *Winterville Senior Citizens Club* - \$5,000;
 - *Pitt County Girls Softball* - \$18,000;
 - *Greenville Pitt Education Association, Inc.* - \$2,000 (new); and
 - *Mt. Shiloh Missionary Baptist Church* - \$7,500 (new).
- The in-kind amount for Winterville Historical and Arts Society (WHAS) - \$12,925.
- The in-kind amount for the Winterville Chamber - \$1,100.
- Sheppard Memorial Library has requested a total of \$176,821.

Recreation Fund:

Recreation revenues and expenditures have been estimated in a manner like the General Fund budget. This Fund is currently **out of balance** by **(\$471,190)**. There are personnel and capital

requests included. There is currently **no contribution to capital reserve for the Multi-Purpose Center** and this is an item to be discussed

A transfer from General Fund to Recreation in the amount of \$989,501 has been included for budgetary purposes at this time.

Enterprise Funds Summary:

Electric Fund - There is a transfer from Electric Fund to General Fund in the amount of \$350,000 as is done annually to assist in covering the costs of operations. This amount is \$300,000 less that FY 2023-2024.

The Electric Fund does not include any request for new positions however, there are significant capital requests included. This Fund is **currently out of balance** by **(\$1,797,634)**.

Water Fund – The Water Fund does include requests for new positions and there are capital requests included.

\$560,000 is included for water purchases for resale (which is more than FY 2023-2024). This amount covers the water currently purchased from Greenville Utilities. This Fund is currently **out of balance** by **(\$243,838)**.

Sewer Fund – There is a request for new personnel. This Fund is **out of balance** by **(\$195,979)**. Please keep in mind that this is after the \$7.00 per month/per household increase in the flat sewer rate.

As you are aware, the Town is a member of the Contentnea Metropolitan Sewerage District (CMSD) and the District performs the treatment function of our sewer system. The Town pays its share based on a formula, which contains several components. The Town's appropriation to CMSD decreased to **\$1,429,770** that reflects the continued implementation of the system for charging member entities based entirely on flow.

Storm Water Fund – The Storm Water Fund does include requests for new positions. There are also capital requests. This Fund is **out of balance** by **(\$232,088)**.

Conclusion:

It is with pleasure and an abundance of caution that Staff presents the **Version #1 FY 2024-2025 Unbalanced Draft Budget**. **The Draft is out of balance across all funds by (\$5,127,884)**. As you know, the cost of doing business continues to rise and as such, it requires us to assess our current revenue streams and adjust accordingly, while planning.

Staff looks forward to answering any questions you may have, and a Balanced Draft Budget will be submitted to you as soon as we collectively get there.

Thank you.

Terri L. Parker

Terri L. Parker
Town Manager

Jessica Manning

Jessica Manning
Finance Director

Comparable Property Tax Rates

Current Rate		Proposed Rate		Revenue Neutral Rate	
Property Tax Rate per \$100					
Ayden	\$ 0.540	Ayden	\$ 0.540	\$	0.3500
Greenville	\$ 0.4895	Greenville	\$ 0.3927	\$	0.3685
Farmville	\$ 0.490	Farmville	\$ 0.460	\$	0.3253
Winterville	\$ 0.475	Winterville	\$ 0.400	\$	0.3502
Pitt County	\$ 0.6841	Pitt County	\$ 0.5665	\$	0.5200

**Utility and Property Tax Cost Comparisons
For Pitt County Municipalities
FY 2024-2025**

Monthly Utility Costs	Ayden	Greenville Utilities Commission	Farmville	Winterville
Water 5,000 Gallons	\$ 53.00	\$ 34.17	\$ 58.14	\$ 29.02
Sewer 5,000 Gallons	\$ 89.62	\$ 41.20	\$ 63.17	\$ 51.47
Sanitation Monthly	\$ 15.00	\$ 16.00	\$ 23.99	\$ 11.50
Electricity 1,500 kWh	\$ 183.90	\$ 167.60	\$ 204.75	\$ 180.08
Stormwater Per ERU	\$ 3.50	\$ 7.35 (per 2,000 sq ft)	\$ -	\$ 4.00
TOTAL	\$ 355.22	\$ 266.32	\$ 350.05	\$ 276.07

Annual Property Taxes	Ayden	City of Greenville	Farmville	Winterville
County Tax \$150,000 Home	\$ 1,026.15	\$ 1,026.15	\$ 1,026.15	\$ 1,026.15
City Tax \$150,000 Home	\$ 810.00	\$ 734.25	\$ 735.00	\$ 712.50
EMS Tax \$150,000 Home	\$ 119.85	\$ -	\$ 90.00	\$ 130.50
TOTAL	\$ 1,956.00	\$ 1,760.40	\$ 1,851.15	\$ 1,869.15

Property Tax Rate per \$100	EMS Tax	County Tax
Ayden \$ 0.540	\$ 0.0799	\$ 0.6841
Greenville \$ 0.4895	N/A	\$ 0.6841
Farmville \$ 0.490	\$ 0.0600	\$ 0.6841
Winterville \$ 0.475	\$ 0.0670	\$ 0.6841

* All rates for other municipalities are based on current rates at the time of publishing

Council and Staff held discussion about staying at the \$.40/100. Tax rate. Mayor Pro Tem Harrell wanted Council discussion for the future and quality of life for the Town residents. Mayor Hines said looking at comparison rates, we need to be at least at \$.45/100. Town Manager Parker we cannot totally compare other localities. Councilwoman Hawkins asked for a clarification of taxes of Pitt County and municipalities. Mayor Pro Tem Harrell asked what would additional approximately \$600,000 with increase. Town Manager Parker said present shortfall is \$2,742,000. Councilwoman Roberson said she voted for higher increase to help our citizens. Councilwoman Smith asked about the up and down deficits, with cuts, benefits left alone. Town Manager Parker said yes that would happen. Assistant Town Manager Bowers noted electric rates stabilizing due to gas prices. Councilwoman Hawkins said talking about rates, citizens need adjustments and non town agency funds are a part of the deficit. Assistant Town Manager Bowers difference go to general fund. Councilwoman Hawkins asked about the Multi Purpose Center funding. Town Manager Parker said the land has been purchased; studies are budgeted, have in mind \$10,000 - \$25,000 placeholder. Councilwoman Hawkins Town has been talking about it for 18 years. Town Manager Parker it has been a priority, however, it has never been formalized. Assistant Town Manager Bowers said we have made attempts that all fell through. Town Manager Parker reiterated what Assistant Town Manager Bowers said.

Motion made by Mayor Pro Tem Harrell and seconded by Councilwoman Roberson to approve a \$.45/100 tax rate. Motion carried, 3-2. Councilman Moyer and Councilwoman Smith opposed.

Councilwoman Smith said not a new position, just a lot at one time, need to move in that direction but be cautious and frugal. Councilman Moyer said he does not feel good about going up to the rate increase, only includes Town taxes impacts those on fixed income. Assistant Town Manager Bowers said helps to balance without transfers from other funds and borrowing from ourselves. Mayor Hines said all on a budget, inflation is driving the train, cannot keep digging a hole.

Mayor and Council discussed funds for multipurpose building and funds to make things happen. Town Manager Parker said on behalf of staff, figures provided based on best figures available at the time. Mayor Pro Tem Harrell said glad for the figures staff provided and comparisons, decisions based on the future. Councilwoman Smith apologized for decisions in the past that put us in situation now incremental would have been better. Councilwoman Roberson said tax is a tax rate decrease. Councilwoman Hawkins said what she sees is staff doing everything they can, an overall benefit.

Motion made by Councilwoman Smith and seconded by Mayor Pro Tem Harrell to approve the 5% COLA and 1.2% - 2.4% Merit increase.

Councilman Moyer asked what percentage of employees get merit increase. Town Manager Parker said merit awards based on performance, have a system to benefit those most deserving, comments concerning compensation and merit important.

Motion carried unanimously 5-0.

Council and Staff discussed the budget and asked questions. Councilwoman Roberson asked what community expense is. Chief Williams responded they are Police community events. Councilman Moyer said voted for merit as a benefit for all would like a report on merit increases. Town Manager Parker said we operate as a team approach; merit system is performance based. Mayor Hines said classification system coming after budget adoption. Assistant Town Manager Bowers noted classification system identifies ranges and if we are competitive. Councilwoman Hawkins asked when budget is drafted, keep multipurpose building visible in recreation budget in light of increases. Town Manager Parker noted the budget is effective July 1, 2024 and the Multi Purpose Building, noted in special section of recreation. Assistant Town Manager Bowers noted the electric power cost adjustment will be reviewed and rate structure reviewed. Town Manager Parker information will be forthcoming on multipurpose building.

Town Manager Parker explained questions asked of staff concerning non town agency funding. We will conduct discussion on other localities, the funding, and availability. Included we will update applications, questions asked, and documentation of beneficiaries required.

Boys and Girls Club of the Coastal Plain
Funding History

FY 2021-2022	Requested - \$10,000 Approved - \$ 5,000
FY 2022-2023	Requested - \$10,000 Approved - \$ 5,000
FY 2023-2024	Requested - \$20,000 Approved - \$ 5,000
FY 2024-2025	Requested - \$20,000 Approved - TBD

Discussions on the Boys and Girls Clubs of the Coastal Plain request.

Motion made by Councilman Moyer and seconded by Mayor Pro Tem Harrell to approve the Non-Town Agency funding request to the Boys and Girls Clubs of the Coastal Plain for \$5,000. Motion carried unanimously 5-0.

Discussions on the Greenville Pitt Education Association, Inc. request and Discussions on the Mount Shiloh Missionary Baptist Church request. Town Manager Parker contacted the agencies and noted they do not delineate those they serve by address.

Motion made by Councilwoman Smith and seconded by Mayor Pro Tem Harrell to deny any new Non-Town Agency funding requests.

Councilman Moyer asked about support for the Community garden. Town Manager Parker said she reached out to Mr. Jones, received no response, however the drainage problem has been solved.

Motion carried, 4-1. Councilman Moyer opposed.

RECESS MEETING:

Motion made by Councilwoman Roberson and seconded by Mayor Pro Tem Harrell to recess the meeting to Tuesday, May 28, 2024 at 6:00 pm in the Town Hall Assembly Room. Motion carried unanimously, 5-0. Meeting adjourned at 8:19 pm.

Adopted this the 5th day of August 2024.

Richard E. Hines, Mayor

ATTEST:

Donald Harvey, Town Clerk

DRAFT



**WINTERVILLE TOWN COUNCIL
TUESDAY, MAY 28, 2024 – 6:00 PM
BUDGET WORK SESSION #3 MINUTES
FISCAL YEAR 2024-2025**

The Winterville Town Council met in a Regular Meeting on the above date at 6:00 PM in the Town Hall Assembly Room, with Mayor Richard E. Hines presiding. The following were present:

Richard E. Hines, Mayor
Brandy Harrell, Mayor Pro Tem
Shantel Hawkins, Councilwoman
Johnny Moye, Councilman
Veronica W. Roberson, Councilwoman
Lisa Smith, Councilwoman
Terri L. Parker, Town Manager
Anthony Bowers, Assistant Town Manager
Chris Williams, Interim Police Chief
David Moore, Fire Chief
Cliff McGuffin, Public Works Director
Ron Mills, Interim Electric Director
Jessica Manning, Finance Director
Evan Johnston, Building Inspector/Code Enforcement Officer
Diane White, Parks and Recreation Director
Stephen Penn, Planning and Economic Development Director
Angela Fuller, Human Resource Director
Willie Gay,

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

INVOCATION: Councilman Moye gave the Invocation.

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

WELCOME: Mayor Hines welcomed the public.

ROLL CALL: All Present.

APPROVAL OF AGENDA:

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

ITEMS FOR DISCUSSION:

Fiscal Year 2024-2025 Recommended Draft Budget.

Town Manager Parker gave the following updated materials and presentation:

RECOMMENDED DRAFT BUDGET– FY 2024-2025

May 28, 2024

Mr. Richard (Ricky) Hines, Mayor
Dr. Brandy Harrell, Mayor Pro-Tem
Ms. Shantel Hawkins, Councilwoman
Mr. Johnny Moye, Councilman
Ms. Veronica Roberson, Councilwoman
Mrs. Lisa Smith, Councilwoman

RE: Recommended Draft Annual Budget for the 2024-2025 Fiscal Year

Dear Mayor and Members of the Town Council:

Town Staff is pleased to present the **balanced** Draft Budget for Fiscal Year 2024-2025, beginning July 1, 2024 and ending June 30, 2025. The Draft Budget has been prepared in accordance with the NC Local Government Fiscal Control Act as required by NC General Statute Chapter 159-11.

This version of the Budget is **balanced** as of May 28, 2024.

The Recommended Draft Budget:

- *includes tax adjustment – reduction from \$.475/100 to \$.45/100;*
- *includes rate adjustments – increase of \$3.50 per household account/per month for sanitation and an increase of \$7.00 per household/per month to the sewer flat rate;*
- *some fee adjustments;*
- *includes position and position funding adjustments;*
- *includes capital outlay requests;*
- *includes funding for Non-Town Agency requests;*
- *includes contributions from the Water, Sewer, Storm water and Electric funds to the General Fund to compensate for administrative services;*
- *includes a 5.0% COLA and 1.2% to 2.4% merit for employees;*
- *Health Insurance costs increased 1% and the town absorbed the costs for both the employee and dependent coverage;*
- *No Dental Insurance premiums increase;*
- *\$25,000 is included to add to the OPEB (Other Post-Employment Benefits) reserve; and*
- *\$25,000 is included to add to the Multi-purpose building Capital Reserve Fund.*

Below is a brief budgetary summary of point of interests:

GENERAL FUND:

All revenues, which comprise the General Fund, have been forecasted in a conservative manner. Staff has reviewed the estimates for state-collected revenues published every year by the North Carolina League of Municipalities, current economic trends for Eastern North Carolina, current nationwide economic trends and historical data from the Town. The proposed budget assumes a **98%** collection rate for ad valorem taxes.

The total General Fund budget currently totals **\$15,517,275**. There is a General Fund balance appropriation of **\$386,483** as well as a transfer from the Electric Fund to the General Fund in an amount of **\$350,000**.

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

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

- Approved Non-Town agency allocations for FY 2024-2025 totals **\$100,000**. The cash allocations for Non-Town Agency funding are as follows:
 - *Winterville Watermelon Festival - \$50,000;*
 - *Boys and Girls Club - \$5,000;*
 - *Winterville Chamber of Commerce - \$20,000;*
 - *Pitt County Council on Aging (Meals on Wheels) - \$6,500;*
 - *Rebuilding Together, Pitt County, NC - \$10,000;*
 - *Winterville Senior Citizens Club - \$3,500;*
 - *Pitt County Girls Softball - \$5,000;*
 - *Greenville Pitt Education Association, Inc. - \$0 (new); and*
 - *Mt. Shiloh Missionary Baptist Church - \$0 (new).*
- *The in-kind amount for Winterville Historical and Arts Society (WHAS) - \$12,925.*
- *The in-kind amount for the Winterville Chamber - \$1,100.*
- *The in-kind amount for the Winterville Senior Citizens Club - \$2,700.*
- *Sheppard Memorial Library has requested a total of \$176,821..*
- *The "big ticket" capital requests in this Fund are being financed, therefore Debt Proceeds are being shown for the purchase year (FY 2024-2025) on the revenue side of the Fund budget and the expenditure side of the Fund budget will show the same amount for said purchases.*

RECREATION FUND:

Recreation revenues and expenditures have been estimated in a manner like the General Fund budget. A transfer from General Fund to Recreation in the amount of **\$1,043,454** has been included for operational purposes.

The total budget for Parks and Recreation for FY 2024-2025 is estimated to be **\$1,198,874**.

POWELL BILL FUND:

The total budget for the Powell Bill Fund for FY 2024-2025 is estimated to be **\$387,263**. There is no contribution from "Fund Balance" included in this budget.

URGENT REPAIR FUND:

The total budget for the Urgent Repair Fund for FY 2024-2025 is estimated to be **\$20,000**. Money was allocated from unspent reserves in the Fund built up from previous Budget years (pandemic primarily).

SAFE ROUTES TO SCHOOLS GRANT:

The total budget for the Safe Routes to Schools Grant Fund (new) for FY 2024-2025 is estimated to be **\$60,922**.

ENTERPRISE FUNDS:

Electric Fund - There is a transfer from Electric Fund to General Fund in the amount of **\$350,000** as is done annually to assist in covering the costs of operations. Due to the rapid expansion of our Town, substantial amount of capital work continues. The total budget for the Electric Fund is estimated to be **\$8,848,885**. There is no contribution from "fund balance" included in this Fund budget.

Water Fund – The total budget for the Water Fund is estimated to be **\$2,069,771**. There is a contribution from "fund balance" included in this Fund budget in the amount of **\$288,838**. **\$560,000** is included for water purchases for resale. This amount covers the water currently purchased from Greenville Utilities.

There is one new position (Utility Maintenance Mechanic) included in the FY 2024-2025 Budget.

Sewer Fund – The total budget for the Sewer Fund is estimated to be **\$3,318,511**. There is **\$26,000** in "fund balance" which has been allocated to assist in balanced the Sewer Fund budget.

As you are aware, the Town is a member of the Contentnea Metropolitan Sewerage District (CMSD) and the District performs the treatment function of our sewer system. The Town pays its share comprised of a flow-based formula. The Town's appropriation to CMSD decreased to **\$1,429,770**.

There is one new position (Utility Maintenance Mechanic) included in the FY 2024-2025 Budget.

There was a loan being made from the Water Fund in the amount of **\$260,000** (FY 2023-2024) to assist in balancing the Fund budget and covering the increase in the annual contribution to CMSD. The Sewer Fund will pay the Water Fund back over a five (5)-year term at **\$52,000** annually.

Storm Water Fund – The total budget for the Storm Water Fund is estimated to be **\$584,000**. There is no "fund balance" appropriation included but there is one new position (Equipment Operator) which has been added to the Budget.

Conclusion:

It is with great stress and caution that Staff presents **Recommended (Balanced) Annual Budget for FY 2024-2025**. As you know, the cost of doing business continues to rise and as such, it

requires us to assess our current revenue streams and adjust accordingly, while simultaneously planning.

Staff has major concerns about the Town's current revenue sources, and we urge Council to continue to look toward making upward adjustments in some of these sources in the future or be faced with the consideration of substantial service adjustments to the citizens. As the Town continues its rapid growth and expansion, there will be increasing pressure on our workforce, equipment and facilities. We, as an organization, talk about these growing pressures during every Budget process and we have arrived at a time where we simply cannot maintain the same path. Staff thanks the Mayor and Council for the difficult decisions you have had to make this year and we know it will only get more difficult as time goes on.

The Town is in a very good financial position and I know that each of you desires that it stay that way. Unfortunately, that will result in hard decisions related to revenues needed to cover the ever-increasing cost of doing business. Staff would be remiss if we did not continue to urge a change in the Town's financial direction moving forward. Please know that growth is wonderful, but it comes at a cost which is required to be expended before the additional revenue of such growth is realized.

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

Thank you.

Terri L. Parker
Terri L. Parker
Town Manager

Jessica Manning
Jessica Manning
Finance Director

Mayor Hines asked for discussion. Council and Staff discussed the budget letter, presentation, and the high and low points of the FY 2024-2025 budget.

Assistant Town Manager Bowers presented and discussed existing and recommended proposed electric rate structures handouts. Council and Staff discussed the features of the proposed rate structure.

ADJOURN:

Motion made by Councilman Moye and seconded by Councilwoman Hawkins to adjourn the meeting. Motion carried unanimously, 5-0. Meeting adjourned at 6:50 pm.

Adopted this the 5th day of August 2024.

Richard E. Hines, Mayor

ATTEST:

Donald Harvey, Town Clerk



**WINTERVILLE TOWN COUNCIL
MONDAY, JUNE 3, 2024 – 6:00 PM
FISCAL YEAR 2024-2025 BUDGET PUBLIC HEARING**

The Winterville Town Council met for the Fiscal Year 2024-2025 Budget Public Hearing on the above date at 6:00 PM in the Town Hall Assembly Room, with Mayor Richard E. Hines presiding. The following were present:

Richard E. Hines, Mayor
Brandy Harrell, Mayor Pro Tem
Shantel Hawkins, Councilwoman
Johnny Moye, Councilman
Veronica W. Roberson, Councilwoman
Lisa Smith, Councilwoman
Terri L. Parker, Town Manager
Chris Williams, Police Chief
David Moore, Fire Chief
Cliff McGuffin, Public Works Director
Ron Mills, Interim Electric Director
Jessica Manning, Finance Director
Evan Johnston, Building Inspector/Code Enforcement Officer
Diane White, Parks and Recreation Director
Stephen Penn, Planning and Economic Development Director
Angela Fuller, Human Resource Director
Willie Gay, Building Inspector/GIS Technician
Donald Harvey, Town Clerk

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

INVOCATION: Mayor Pro Tem Harrell gave the Invocation.

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

WELCOME: Mayor Hines welcomed the public.

ROLL CALL:All Present.

APPROVAL OF AGENDA:

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

PUBLIC HEARING: Fiscal Year 2024-2025 Recommended Budget

Mayor Hines declared the public hearing open, asked if anyone would like to speak in opposition to the recommended budget.

Andy DeCuzzi – 474 Channel Drive spoke.

Mayor Hines asked if anyone would like to speak in favor of the recommended budget.

No one spoke.

Mayor Hines declared the public hearing closed.

Mayor Hines asked for any further discussion or any more questions. Councilman Moye asked if staff would be able to answer Mr. DeCuzzi's question. Town Manager Parker responded that every possible effort would be made to get his question answered.

Hearing none what is Council's pleasure.

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

Speaker(s).

Mayor Hines asked if anyone would like to speak in opposition of the annexation/rezoning request.

Speaker(s).

Mayor Hines asked for any further discussion or any more questions.

ADJOURN:

Motion made by Councilman Moye and seconded by Mayor Pro Tem Harrell to adjourn the meeting. Motion carried unanimously, 5-0. Meeting adjourned at 6:08 pm.

Adopted this the 5th day of August 2024.

Richard E. Hines, Mayor

ATTEST:

Donald Harvey, Town Clerk



**WINTERVILLE TOWN COUNCIL
MONDAY, JUNE 10, 2024 – 6:00 PM
REGULAR MEETING MINUTES**

The Winterville Town Council met in a Regular Meeting on the above date at 6:00 PM in the Town Hall Assembly Room, with Mayor Richard E. Hines presiding. The following were present:

Richard E. Hines, Mayor
Brandy Harrell, Mayor Pro Tem
Shantel Hawkins, Councilwoman
Johnny Moye, Councilman
Veronica W. Roberson, Councilwoman
Lisa Smith, Councilwoman
Keen Lassiter, Town Attorney
Terri L. Parker, Town Manager
Chris Williams, Police Chief
David Moore, Fire Chief
Cliff McGuffin, Public Works Director
Ron Mills, Interim Electric Director
Jessica Manning, Finance Director
Evan Johnston, Building Inspector/Code Enforcement Officer
Diane White, Parks and Recreation Director
Stephen Penn, Planning and Economic Development Director
Angela Fuller, Human Resource Director
Willie Gay, Building Inspector/GIS Technician
Donald Harvey, Town Clerk

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

INVOCATION: Pastor Winfred Felton of the Winterville Church of Christ gave the Invocation.

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

WELCOME: Mayor Hines welcomed the public.

ROLL CALL: All Present.

APPROVAL OF AGENDA:

Manager Parker noted the Agenda to be the Amended Version 2.

Motion made by Councilwoman Smith and seconded by Councilwoman Hawkins to approve the Amended Version 2 of the Agenda. Motion carried unanimously, 5-0.

PROCLAMATIONS: Town Clerk Harvey read the following Proclamations.

1. Dr. Rouse Recognition



PROCLAMATION DR. LAWRENCE L. ROUSE RECOGNITION

WHEREAS, in the summer of 2018, Dr. Lawrence L. Rouse became only the fifth president in Pitt Community College's now 63-year history, after being approved by the State Board of Community Colleges to replace retiring PCC President G. Dennis Massey; and,

WHEREAS, with Rouse at the helm, PCC earned reaffirmation of accreditation from the Southern Association of Colleges and Schools Commission on Colleges in the summer of 2023, with no recommendations from the accrediting institution. The college opened the Eddie & Jo Allison Smith Center for Student Advancement last spring and purchased a pair of buildings and land on the former Alliance One property last summer to use as its PCC Farmville Center; and,

WHEREAS, Rouse will long be remembered at Pitt for the calm and steady leadership he provided the college throughout a period of unprecedented turmoil caused by the COVID-19 pandemic. PCC Trustees Chairman Charles Ellis said Rouse began laying the foundation for PCC to successfully navigate the pandemic the moment he became president, when he pledged the college "would be an agile institution, capable of responding to the community's needs rapidly, adequately and innovatively"; and,

WHEREAS, throughout his PCC presidency, Rouse focused on educational equity and seeing students attain academic credentials to better their life circumstances. He was also dedicated to workforce development and serving students with excellence; and,

WHEREAS, Rouse informed the PCC Board of Trustees of his decision to retire in January. He said his final day with Pitt would be June 30 and added that retirement would allow him to spend more time with his wife, Janie, three children and granddaughter; and,

WHEREAS, a native of Sumter, S.C., Rouse earned a bachelor's degree in sociology from Voorhees College in 1978 and a master's from the University of South Carolina in 1992. After receiving his master's degree, he was selected as one of four South Carolinians to receive a Kellogg ACCLAIM Fellowship to attend North Carolina State University, where he earned a Doctorate of Education in 1998. As a graduate student, he also received a National Leadership and Institutional Effectiveness Fellowship; and,

WHEREAS, in 2020, Rouse was inducted into the Voorhees College Hall of Fame for outstanding contributions and service to the community; and,

WHEREAS, PCC is currently North Carolina's seventh-largest community college in terms of student credit hours. The college serves nearly 20,000 students in credit and non-credit programs annually. PCC Trustees are confident Rouse has put the college in position to continue serving as a hub for developing and deploying talent needed for the workforce of tomorrow; and,

NOW, THEREFORE, I, Richard E. Hines, Mayor of the Town of Winterville hereby recognize and honor Dr. Lawrence L. Rouse for his contribution to Pitt Community College and the Town of Winterville.

IN WITNESS WHEREOF, I do set my hand, and cause the seal of Winterville to be affixed this 10th day of June 2024.

Richard E. Hines, Mayor

Attest:

Donald Harvey, Town Clerk

2. Parks and Recreation Month



PROCLAMATION
DESIGNATION OF JULY AS PARK AND RECREATION MONTH

WHEREAS, parks and recreation are an integral part of communities throughout this country, including Winterville; and

WHEREAS, parks and recreation promote health and wellness, improving the physical and mental health of people who live near parks; and

WHEREAS, parks and recreation promotes time spent in nature, which positively impacts mental health by increasing cognitive performance and well-being, and alleviating illnesses such as depression, attention deficit disorders, and Alzheimer's; and

WHEREAS, parks and recreation encourage physical activities by providing space for popular sports, hiking trails, swimming pools and many other activities designed to promote active lifestyles; and

WHEREAS, parks and recreation are a leading provider of healthy meals, nutrition services and education; and

WHEREAS, park and recreation programming and education activities, such as out- of-school time programming, youth sports and environmental education, are critical to childhood development; and

WHEREAS, parks and recreation increase a community's economic prosperity through increased property values, expansion of the local tax base, increased tourism, the attraction and retention of businesses, and crime reduction; and

WHEREAS, parks and recreation are fundamental to the environmental well-being of our community; and

WHEREAS, parks and recreation are essential and adaptable infrastructure that makes our communities resilient in the face of natural disasters and climate change; and

WHEREAS, our parks and natural recreation areas ensure the ecological beauty of our community and provide a place for children and adults to connect with nature and recreate outdoors; and

WHEREAS, Winterville recognizes the benefits derived from parks and recreation resources.

NOW THEREFORE, BE IT RESOLVED BY the Winterville Town Council that July is recognized as Park and Recreation Month in the Town of Winterville.

IN WITNESS WHEREOF, I do set my hand, and cause the seal of Winterville to be affixed this 10th day of June 2024.

Richard E. Hines, Mayor


Attest:

Donald Harvey, Town Clerk

PUBLIC HEARINGS:


1. Eli's Ridge (Phase 5) Annexation.


Planning and Economic Development Director Penn gave the following presentation:

Town Council – June 10, 2024


**Eli's Ridge Phase 5
Annexation
Portion of PARCEL 84754**

Presenter:
Stephen Penn,
Director of Planning & Economic Development



Annexation Request – Eli's Ridge Ph 5.

- Applicant: Stroud Engineering, PA
- Location: Newest Section of Eli's Ridge Subdivision off of Worthington Rd.
- Parcel Numbers: A portion of parcel number 84754.
- Site Data: 5.5089 acres.
- Zoning District: R-10.
- Annexation Effective June 30, 2024.



- Notice:
 - Daily Reflector Public Hearing Notice:
 - May 29, 2024 & June 5th 2024.
 - Mailed Notice to Adjoining Property Owners and Those within 100':
 - Mailed letters on May 28, 2024.



**AN ORDINANCE TO EXTEND THE CORPORATE LIMITS OF THE
TOWN OF WINTERVILLE, NORTH CAROLINA**

Eli's Ridge, Phase 5

WHEREAS, the Town Council has been petitioned under NCGS 160A-31 to annex the area described below; and

WHEREAS, the Town Council has, by resolution, directed the Acting Town Clerk to investigate the sufficiency of the petition; and

WHEREAS, the Acting Town Clerk has certified the sufficiency of the petition and a public hearing on the question of annexation was held at the Winterville Town Hall at 6:00 pm on June 10, 2024 after due notice was given by publication on May 29, 2024 and June 5, 2024; and

WHEREAS, the Town Council finds that the petition meets the requirements of NCGS 160A-31;

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

Section 1. By virtue of the authority granted by NCGS 160A-31, the following described territory is hereby annexed and made part of the Town of Winterville as of June 30, 2024:

**Legal Description for Annexation
ELI'S RIDGE, PHASE 5**

Lying and being in Winterville Township, Pitt County, North Carolina and lying north of NCSR 1713 Laurie Ellis Road, east of NCSR 1700 Old Tar Road, and being bounded on the north by Eli's Ridge, Phase 1 & 3 (Map Book 86, Page 155) and Eli's Homeowners Association, Inc. (Deed Book 4368, Page 655), on the west and south by Bill Clark Homes of Greenville, LLC (Deed Book 3683, Page 559), and on the southeast by Alva Wayne Worthington, Jr. (Estate File 22E, Slide 696 and Deed Book 1558, Page 508) and being more particularly described as follows:

Beginning at a point on the eastern right-of-way of Hunter Grace Drive, said point being the southernmost corner of Lot 77, Eli's Ridge, Phase 2 & 3 as recorded in Map Book 86, Page 155, the True Point of Beginning. Thence from the True Point of Beginning, leaving the eastern right-of-way of Hunter Grace Drive and following the southern line of Lot 77 N39-19-57E-150.00' to the easternmost corner of Lot 77, a point in the western line of Eli's Ridge Homeowners Association, Inc. (Deed Book 4368, Page 655), thence leaving Lot 77 and following the line of Eli's Ridge Homeowners Association S50-40-03E-175.98' to the

westernmost corner of the Alva Wayne Worthington, Jr. property, thence with the Worthington line S50-40-03E-386.93', thence leaving the Worthington line and following a line of annexation through the lands of Bill Clark Homes of Greenville, LLC (Deed Book 3683, Page 559), the following calls: S30-39-02E-36.51', thence S04-30-33E- 51.91', thence S05-51-50E-36.70', thence S18-04-23E-22.14', thence S31-32-46W-41.10'; thence S34-35-11W-96.95'; thence S29-32-27W-88.43', thence S35-41-29W-25.46', thence N50-40-03W -144.61', thence S39-19-57W -22.38', thence N50-40-03W -560.00' to the southernmost corner of Lot 55, Eli's Ridge, Phase 1 and 3 as recorded in Map Book 86, Page 155, thence along the line of Lot 55 N39-19-57E-150.00' to a point on the western right-of-way of Hunter Grace Drive, thence crossing Hunter Grace Drive N35-59-36E -60.10' to the True Point of Beginning, containing 5.5089 Acres and being a portion of Parcel Number 84754 as filed with the Pitt County Tax Assessor's Office.

Section 2. Upon and after June 30, 2024, the above-described territory and its citizens and property shall be subject to all debts, laws, ordinances and regulations in force in the Town of Winterville and shall be entitled to the same privileges and benefits as other parts of the Town of Winterville. Said territory shall be subject to municipal taxes according to NCGS 160A-58.10.

Section 3. the Mayor of the Town of Winterville shall cause to be recorded in the Office of the Register of Deeds of Pitt County, and in the Office of the Secretary of State in Raleigh, North Carolina, an accurate map of the annexed territory, described in Section 1 above, together with a duly certified copy of this ordinance. Such map shall also be delivered to the County Board of Elections, as required by NCGS 163-288.1.

Adopted this the 10th day of June 2024.

Richard E. Hines, Mayor

ATTEST:

Donald Harvey, Town Clerk

Planning and Economic Development Director Penn asked for any questions.

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

Mayor Hines asked if anyone would like to speak in favor of the annexation request. No one spoke.

Mayor Hines declared the public hearing closed.

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

Motion made by Councilman Moye and seconded by Mayor Pro Tem Harrell to approve the Eli's Ridge (Phase 5) Annexation request (Ordinance 24-O-061). Motion carried unanimously, 5-0.

2. Internet Sweepstakes Zoning Ordinance Amendments.

Planning and Economic Development Director Penn gave the following presentation:

Town of WINTERVILLE
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Town Council – June 10, 2024

Zoning Ordinance Amendment “Internet Sweepstakes”

Presenter:
Stephen Penn,
Director of Planning & Economic Development



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Internet Sweepstakes Amendment Proposal

Staff Recommendation for “Internet Sweepstakes”:

- This amendment is intended to stay ahead of the ever-changing regulations to ensure any future proposals meet all local, state, and federal requirements prior to opening.
- Change from a Permitted Use within G-B & I Zoning Districts with Special Requirement (SR) 44.
 - To a Special Use within the G-B & I Zoning Districts with SR 44.
 - SR- 44 has been updated during this proposal.
- More consistent with Greenville and other city’s restrictions & helps to ensure a diverse economy.

Staff Recommendation:

- Removing Use from General Business (G-B) and Industrial (I) as permitted uses.
- Only remains in General Business (G-B) and Industrial (I) as Special Uses.

Use Type	GC	MC	G-B	A-20	R-10	R-12.5	R-15	R-20	R-30	DI	C-B	HC	C-M	I	SR
Internet Sweepstakes														1	44

Staff Recommendation

- SR 44: Internet Sweepstakes

The following specific provisions shall be met as minimum standards prior to approval of any business engaging in internet sweepstakes:

- a. No such establishment shall be permitted within a one-half mile radius (2,640 foot) of any existing "Internet Sweepstakes".
- b. No establishment shall be permitted within one-thousand feet (1,000') from the property line of any existing or proposed public or private school, childcare or daycare center, public park, library, church, residential zoning district, or any existing multi-family dwelling, or single-family, attached or detached, dwelling.
- c. Measure of distance separation shall be in a straight line from the closet point of the building at which the internet sweepstakes business is located.

Staff Recommendation

- d. The applicant for approval of an internet sweepstakes business shall provide a current certificate and straight-line drawing prepared by a registered land surveyor within thirty days prior to the application demonstrating compliance with separation requirements. For purposes of this section, a use shall be considered existing or established if it is in existence at the time an application is made for approval.
- e. No establishment, store, or restaurant may have or install any Internet Sweepstake devices or machines, or allow such activity, without obtaining approval from the Board of Adjustment and obtaining a Zoning Compliance Certificate that clearly states the use.

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Internet Sweepstakes Amendment

P&Z Recommendation

- * Recommended Approval (Unanimously)

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Internet Sweepstakes Amendment

- Notice:
 - Daily Reflector Public Hearing Notice:
 - May 29, 2024 & June 5th 2024.



Planning and Economic Development Director Penn asked for any questions.

Councilman Moyer asked how many do we have now. Planning and Economic Development Director Penn none approved, one has popped up. Councilwoman Hawkins asked to explain what it is. Planning and Economic Development Director Penn explained and defined an internet sweepstakes use. Councilwoman Hawkins asked how moneys are exchanged. Planning and Economic Development Director Penn explained the numerous methods to pay.

Mayor Hines declared the public hearing open, asked if anyone would like to speak in opposition of the Internet Sweepstakes Zoning Ordinance Amendments. No one spoke.

Mayor Hines asked if anyone would like to speak in favor of the Internet Sweepstakes Zoning Ordinance Amendments. No one spoke.

Mayor Hines declared the public hearing closed.

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

Motion made by Councilwoman Smith and seconded by Councilwoman Roberson to approve the Internet Sweepstakes Zoning Ordinance Amendments. Motion carried, 4-1. Councilwoman Hawkins opposed.

Note on the Amendment to Internet Sweepstakes Ordinance vote - After the vote on this matter was closed and other items on the Agenda were being discussed, Councilwoman Hawkins addressed the fact that she had mistakenly voted against the Amended Internet Sweepstakes Ordinance and desired to vote in favor of the amendment.

Town Attorney Lassiter noted that vote cannot be changed after voting closes.

3. Tobacco Shop Zoning Ordinance Amendments.

Planning and Economic Development Director Penn gave the request with the following presentation:

Town of WINTERVILLE
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Town Council – June 10, 2024

Zoning Ordinance Amendment “Tobacco Shops”

Presenter:
Stephen Penn,
Director of Planning & Economic Development

Town of WINTERVILLE
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Tobacco Store Amendment Proposal

Staff Recommendation for “Tobacco” Stores:

- With Vape and Smoke Shops becoming more popular, staff recommends modernizing the “Tobacco” Use Category to:
 - Change from a Permitted Use within C-B, G-B, I-C, C-N, & I.
 - To a Special Use within the G-B & I Zoning Districts.
 - With Special Requirements (SR)
- More consistent with Greenville and other city's restrictions, helps to ensure a diverse economy, and to help limit advertisement and exposure to children and youth.

Staff Recommendation:

- Removing Use from Central Business (C-B), Intermediate Commercial (I-C) and Commercial Neighborhood (C-N), General Business (G-B) and Industrial (I) as permitted uses.
- Only remains in General Business (G-B) and Industrial (I) as Special Uses.

Use Type	UC	MC	GB	ICB	ICN	ICD	ICF	ICG	ICD	ICF	ICG	ICD	ICF	ICG	ICD	ICF	ICG	ICD	ICF
Tobacco																			
Vape																			
Smoke Shop or Other Chemically Enhanced Products																			

Staff Recommendation- Adding "SR 46"

- SR 46. Tobacco, Vape, Smoke Shop, or Other Chemically Enhanced Products
- a. No such establishment shall be permitted within a one-half mile radius (2,640 foot) of any existing "Tobacco, Vape, Smoke Shop, or Other Chemically Enhanced Products".
- b. No establishment shall be permitted within one-thousand feet (1,000') from the property line of any existing or proposed public or private school, childcare or daycare center, public park, library, church, residential zoning district, or any existing multi-family dwelling, or single-family, attached or detached, dwelling.
- c. No establishment may sell any items described within the definition of "Tobacco, Vape, Smoke Shop, or Other Chemically Enhanced Products" without obtaining approval from the Board of Adjustment for each item and obtaining an approved Zoning Compliance Certificate that clearly states the sale of each item within the establishment.

Staff Recommendation

- SR 46. Tobacco, Vape, Smoke Shop, or Other Chemically Enhanced Products
- d. Measure of distance separation shall be in a straight line from the closest point of the building or unit at which the “Tobacco, Vape, Smoke Shop, or Other Chemically Enhanced Products” use is located.
- e. For approval, of a “Tobacco, Vape, Smoke Shop, or Other Chemically Enhanced Products” use, the applicant shall provide a straight-line drawing prepared by a registered land surveyor demonstrating compliance with separation requirements. For purposes of this section, a use shall be considered existing or established if it is in existence at the time an application is made for approval.

P&Z Recommendation

- Recommended Approval (Unanimously)

- Notice:
 - Daily Reflector Public Hearing Notice:
 - May 29, 2024 & June 5th 2024.



Planning and Economic Development Director Penn asked for any questions.

Mayor Hines declared the public hearing open, asked if anyone would like to speak in opposition of the Tobacco Shop Zoning Ordinance Amendments. No one spoke.

Mayor Hines asked if anyone would like to speak in favor of the Tobacco Shop Zoning Ordinance Amendments. No one spoke.

Mayor Hines declared the public hearing closed.

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

Motion made by Councilwoman Smith and seconded by Mayor Pro Tem Harrell to approve the Tobacco Shop Zoning Ordinance Amendments. Motion carried unanimously, 5-0.

4 .a. Zoning Ordinance Amendments. (Multi-Family in A-R).

Planning and Economic Development Director Penn gave the following presentation:



Staff Recommendation for Multi-Family Use Amendment within the A-R Zoning District:

- This amendment proposal is to remove Multi-Family uses within the A-R Zoning District.
 - **Zoning Ordinance:** AR Zoning district is intended for low-density residential and agricultural uses. The purpose of this district is to maintain lots of sufficient size to ensure that residential development dependent upon septic tank systems for sewage disposal and individual wells for water will occur at sufficiency low density to ensure a healthful environment.
 - **Comprehensive Land Use Plan:** The majority of the existing A-R zoning district is designated as Suburban Residential, Rural Residential, or Conservation Areas.
- Thus, Multi-Family developments would be at odds to the recommendations of the Zoning Ordinance and Comprehensive Land Use Plan.

Staff Recommendation for "Multi-Family" Use Amendment within the A-R Zoning District:

- A-R land that is appropriate for Multi-Family Developments will now require a rezoning to an appropriate Zoning District as reviewed by Town Council.
 - Rather than review by the BOA.

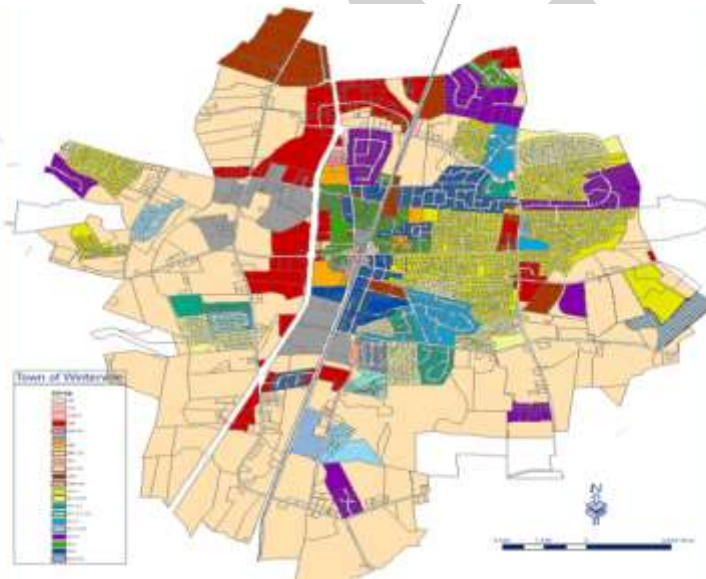
Staff Recommendation:

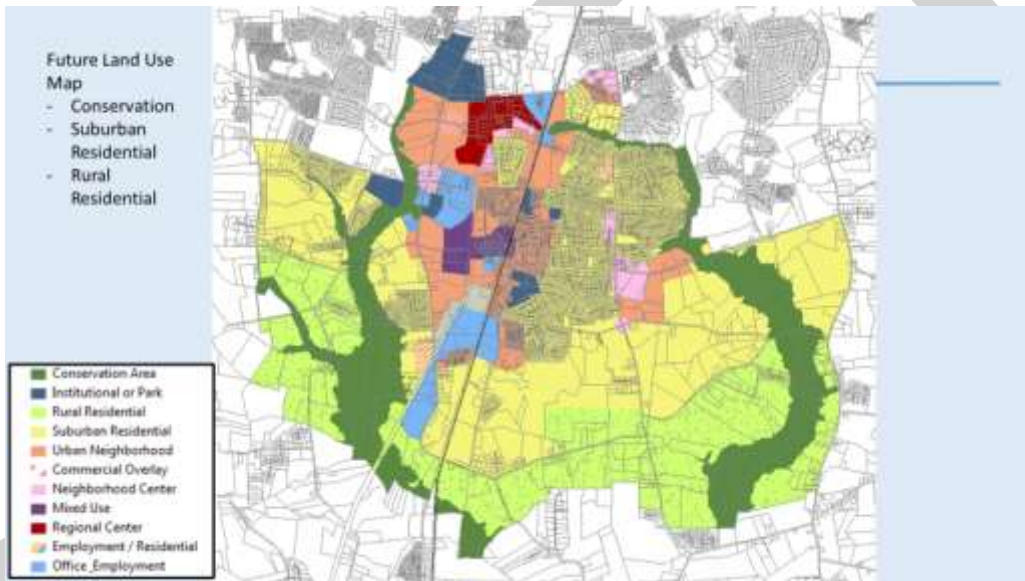
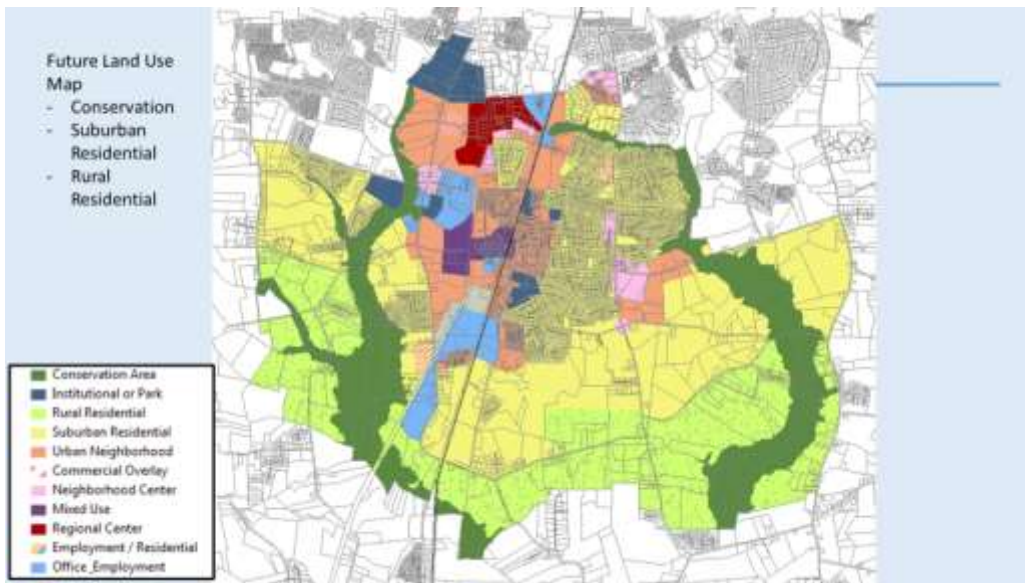
- Removing Use from Agricultural Residential (A-R) Zoning Districts.
- Only remains as Special Uses within the M-R, O-I, and C-B Zoning Districts with SR 2 & 42.

Use Type	UUC	UC	A-R	R-20	R-15	R-10	R-5	R-3	M-R	O-I	C-B	C	HC	LD	Y	SR
Dwelling, conventional or institutional multi-family (including single family attached of more than 2 attached units)	X	0000	X							X	X	X				SR2

- This amendment will remove the reference of "AR" within Special Requirement #2 as well. Since it's no longer within the permitted districts.

Zoning Map
Tan= AR.





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A-R Amendment Proposal MR

- Notice:
 - Daily Reflector Public Hearing Notice:
 - May 29, 2024 & June 5th 2024.



Planning and Economic Development Director Penn asked for any questions.

Mayor Hines declared the public hearing open, asked if anyone would like to speak in opposition of the Zoning Ordinance Amendments. (Multi-Family in A-R). No one spoke.

Mayor Hines asked if anyone would like to speak in favor of the Zoning Ordinance Amendments. (Multi-Family in A-R). No One Spoke

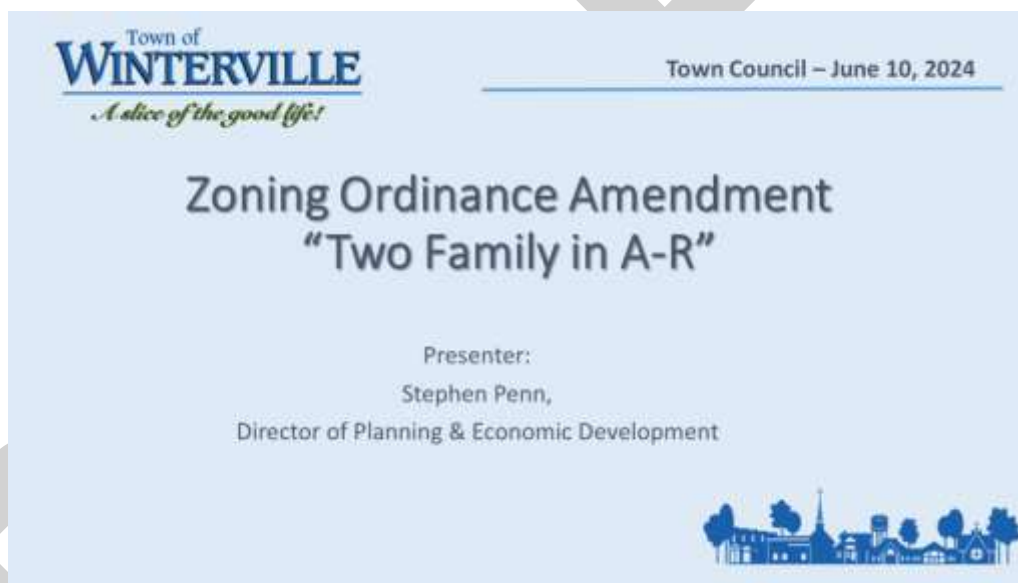
Mayor Hines declared the public hearing closed.

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

Motion made by Councilman Moye and seconded by Councilwoman Roberson to approve the Zoning Ordinance Amendments. (Multi-Family in A-R). Motion carried unanimously, 5-0.

4. b. Zoning Ordinance Amendments. (Two Family in A-R).

Planning and Economic Development Director Penn gave the following presentation:



Staff Recommendation for "Two Family" Use Amendment within the A-R Zoning District:

- This amendment proposal is to remove Two Family (Duplex) uses within the A-R Zoning District.
 - **Zoning Ordinance:** AR Zoning district is intended for low-density residential and agricultural uses. The purpose of this district is to maintain lots of sufficient size to ensure that residential development dependent upon septic tank systems for sewage disposal and individual wells for water will occur at sufficiency low density to ensure a healthful environment.
 - **Comprehensive Land Use Plan:** The majority of the existing A-R zoning district is designated as Suburban Residential, Rural Residential, or Conservation Areas.
- Thus, Two-Family developments would be at odds to the recommendations of the Zoning Ordinance and Comprehensive Land Use Plan.

Staff Recommendation for "Two Family" Use Amendment within the A-R Zoning District:

- A-R land that is appropriate for Two-Family Developments will now require a rezoning to an appropriate Zoning District as reviewed by Town Council.
 - Rather than review by the BOA.

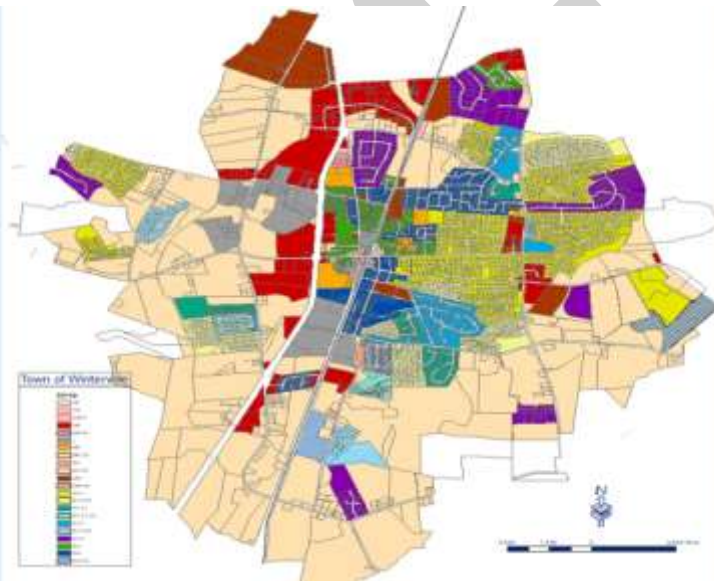
Staff Recommendation:

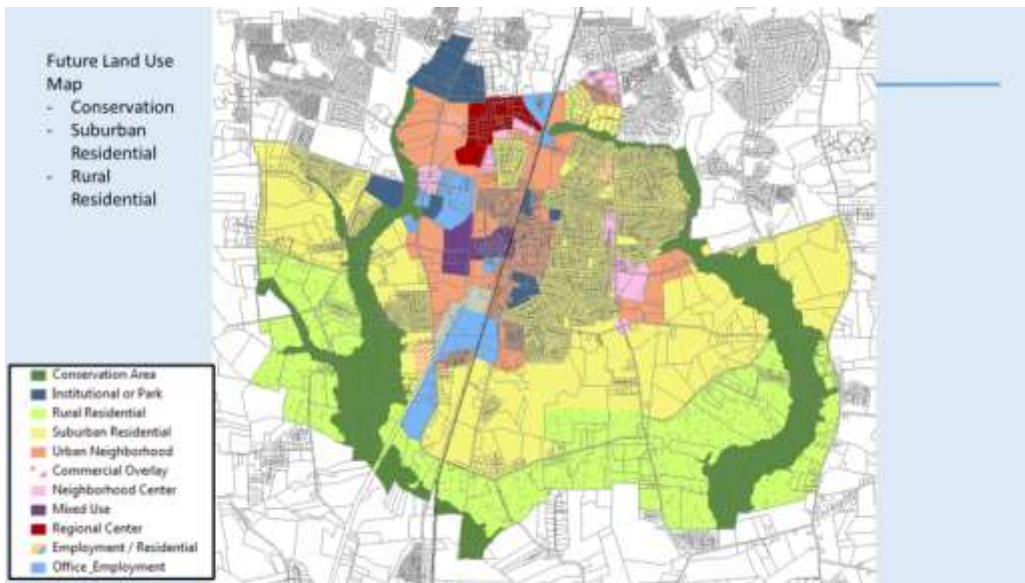
- Removing Use from Agricultural Residential (AR) Zoning Districts.
- Only remains as Special Uses within the R-8 and O-I Zoning Districts and as permitted uses within the R-6 and M-R Zoning Districts with SR 2.

Use Type	EEC	HC	A-R	R-2R	R-1R	R-1.5R	R-2R	R-3R	M-R	O-I	O-R	R-8	I-C	O-N	I	SR
Two-Family (including single family attached or not attached to main house & attached units)	-	0000	*													

- This amendment will remove the reference of "AR" within Special Requirement #2 as well. Since it's no longer within the permitted districts.

Zoning Map
Tan= A-R.





P&Z Recommendation

- * Recommended Approval (Unanimously)

- Notice:
 - Daily Reflector Public Hearing Notice:
 - May 29, 2024 & June 5th 2024.



Planning and Economic Development Director Penn asked for any questions.

Mayor Hines declared the public hearing open, asked if anyone would like to speak in opposition of the Zoning Ordinance Amendments. (Two Family in A-R). No one spoke.

Mayor Hines asked if anyone would like to speak in favor of the Zoning Ordinance Amendments. (Two Family in A-R). No one spoke.

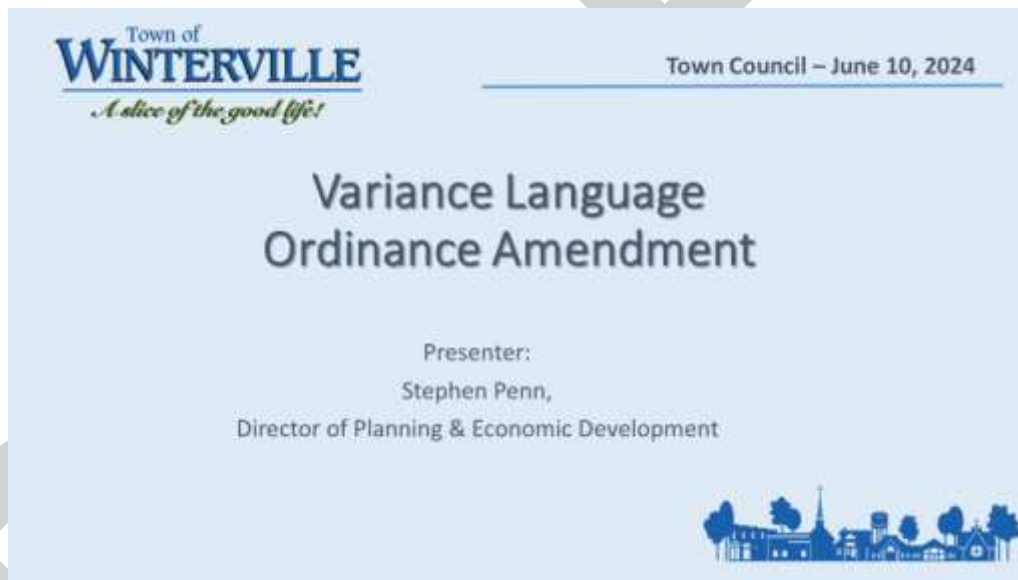
Mayor Hines declared the public hearing closed.

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

Motion made by Councilwoman Roberson and seconded by Councilwoman Smith to approve the Zoning Ordinance Amendments. (Two Family in A-R). Motion carried unanimously, 5-0.

5. Variance Language Text Amendments.

Planning and Economic Development Director Penn gave the following presentation:



Staff Recommendation to update our Zoning Ordinance's Variance Language

- This amendment proposal is the new standard for all NC jurisdictions when reviewing a Variance.

160D-705(d)- Variance requirement of NC.

- Remove current Variance Language and replace with new language:
 - New Language:

Variations. When unnecessary hardships would result from carrying out the strict letter of a zoning regulation, the Board of Adjustment shall vary any of the provisions of the zoning regulation upon a showing of all of the following:

1. An unnecessary hardship results from the strict application of the ordinance.
2. The hardship results from conditions that are peculiar to the property.
3. The hardship is not a self-created hardship.
4. The requested variance is consistent with the spirit, purpose, and intent of the ordinance, such that public safety is secured, and substantial justice is achieved.

Staff Recommendation:

- Staff recommends adding the following information to the Zoning Ordinance, beneath the information above, to better inform applicant of State requirements regarding Board of Adjustment matters.
- **** Important:** The applicant bears the burden of presenting sufficient factual evidence to support findings of fact that allow the Board to reasonably reach each of the required conclusions, in accordance with NC General Statute 160D-705. If the applicant fails to meet that burden, the Board has no choice but to deny the application.

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Variance Text Amendment

P&Z Recommendation

- * Recommended Approval (Unanimously)

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Variance Text Amendment

- Notice:
 - Daily Reflector Public Hearing Notice:
 - May 29, 2024 & June 5th 2024.



Planning and Economic Development Director Penn asked for any questions.

Mayor Hines declared the public hearing open, asked if anyone would like to speak in opposition of the Variance Language Text Amendments. No one spoke.

Mayor Hines asked if anyone would like to speak in favor of the Variance Language Text Amendments. No one spoke.

Mayor Hines declared the public hearing closed.

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

Motion made by Mayor Pro Tem Harrell and seconded by Councilman Moye to approve the Variance Language Text Amendments. Motion carried unanimously, 5-0.

Motion made by Councilwoman Smith and seconded by Mayor Pro Tem Harrell to approve Zoning Ordinance Amendment 24-O-062. Motion carried unanimously, 5-0.

6. Flood Damage Ordinance Amendments. (Ordinance 24-O-063).

Planning and Economic Development Director Penn gave the request with the following presentation:

Town of WINTERVILLE
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Town Council – June 10, 2024

Flood Damage Prevention Ordinance Ordinance Amendment

Presenter:
Stephen Penn,
Director of Planning & Economic Development



Town of WINTERVILLE
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Flood Prevention Amendments.

Winterville's Community Assistance Visit (CAV) Floodplain Audit

- Met with the NC Department of Public Safety to review our floodplain documents and procedures on April 15, 2024.
- Received great feedback from the State based on the visit.
- They suggested a revision of our Flood Prevention Ordinance with very minor changes.
- Staff is bringing the recommended changes to Town Council in hopes to update our ordinance with their suggestions.

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Flood Prevention Amendments.

Staff Recommendation:

- Approval of suggested Flood Prevention Ordinance Amendments.

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Flood Prevention Amendments.

- **Notice:**
 - Daily Reflector Public Hearing Notice:
 - May 29, 2024 & June 5th 2024.



Planning and Economic Development Director Penn asked for any questions.

Mayor Hines declared the public hearing open, asked if anyone would like to speak in opposition of the Flood Damage Ordinance Amendments. (Ordinance 24-O-063). No one spoke.

Mayor Hines asked if anyone would like to speak in favor of the Flood Damage Ordinance Amendments. (Ordinance 24-O-063). No one spoke.

Mayor Hines declared the public hearing closed.

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

Motion made by Councilman Moye and seconded by Councilwoman Hawkins to approve the Flood Damage Ordinance Amendments. (Ordinance 24-O-063). Motion carried unanimously, 5-0.

PUBLIC COMMENT: Mayor Hines read the Public Comment Policy.

1. Cindy Proctor – Feral Cat Issue.

Town Manager Parker said she has met with Animal services, working with County for assistance. Cats are a difficult situation, and this will not be a wholesale solution to the problem. Councilman Moyer said there is a great cost to take on a solution. Town Manager Parker said working to produce a solution. Councilwoman Roberson asked can we check for ownership. Councilman Moyer said not just cats, also dogs without a leash Councilwoman Hawkins asked if someone is feeding the animals, can we give them a citation. Town Manager Parker said would be a civil action.

CONSENT AGENDA:

Items included in the Consent Agenda:

1. Final Budget Amendment 2023-2024-7.
2. Resolution to Close out Fire Department Fund 18.
3. Resolution to Close out ARPA Grant Fund 23.
4. Resolution to Close out 2019 Sewer Rehab Project Fund 46.
5. Yarborough Rezoning: Schedule Public Hearing for Monday, August 5, 2024.
6. Cornerstone Annexation: Schedule Public Hearing for August 5, 2024.
7. Approval of Bid to Design Co. for the Public Works and Electric Office Renovation.

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

OLD BUSINESS:

1. Winterville Human Relations Board Update and Appointments.

Town Manager Parker provided the following information on the Winterville Human Relations Board:

An information meeting was held on Thursday, May 16, 2024 at 6:00 pm in the Town Hall Executive Conference Room to explain the commitments, purpose, and by-laws to applicants as potential new members. A presentation was delivered by Councilwoman Shantel Hawkins and a question and answer time was held to help applicants understand the Winterville Human Relations Board and its goals and objectives.

The Human Relations Board consists of six (6) Members. At the present time, the Board has met irregularly in the past due to attendance. All sitting members (Councilwoman Shantel Hawkins, Stephanie Ham, and Dennis Bottoms attended the said informational meeting. Don Harvey, Town Clerk and Terri L. Parker, Town Manager attended as well.

Applications on file are as follows:

- Dedra Gregory
- Shetoria Roach
- Rashana Carmon
- James Jones
- Patrice Hardy

Of the applicants who have expressed interest in serving, Dedra Gregory, Rashana Carmon and Patrice Hardy were present and participated in the Informational Meeting. Council needs to appoint three (3) people to round out the membership of the WHRB. Staff recommends appointing those who attended the Informational Meeting.

Motion made by Mayor Pro Tem Harrell and seconded by Councilwoman Roberson to appoint Rashana Carmon to the Winterville Human Relations Board. Motion carried unanimously, 5-0.

Motion made by Councilman Moyer and seconded by Mayor Pro Tem Harrell to appoint James G. Jones to the Winterville Human Relations Board. Motion carried unanimously, 5-0.

Motion made by Councilwoman Hawkins and seconded by Councilman Moyer to appoint Shetoria Roach to the Winterville Human Relations Board. Motion failed unanimously, 0-5. Mayor Pro Tem Harrell, Councilwoman Hawkins, Councilman Moyer, Councilwoman Roberson, Councilwoman Smith opposed.

Motion made by Councilwoman Hawkins and seconded by Councilwoman Roberson to appoint Dedra Gregory to the Winterville Human Relations Board. Motion carried unanimously, 5-0.

NEW BUSINESS:

1. 2024-2025 Fiscal Year Budget Ordinance.

Town Manager Parker and Finance Director Manning presented the following 2024-2025 Fiscal Year Budget Ordinance for approval:

DRAFT

**TOWN OF WINTERVILLE
BUDGET ORDINANCE
FISCAL YEAR 2024-2025**

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

SECTION 1: It is estimated that the following revenues will be available in the General Fund for the Fiscal year beginning July 1, 2024 and ending June 30, 2025:

Ad Valorem Taxes	6,438,015
Other Taxes and Licenses	4,132,077
Permits and Fees	22,000
Sanitation Fees	784,688
Investment Income	613,305
Inspections	253,650
Miscellaneous Income	156,175
Grant Revenue	265,089
Inter-Fund Transfer Services	1,455,766
Electric Fund Contribution	350,000
EMS Contribution	202,027
Fund Balance Appropriation	386,483
Debt Proceeds	458,000
Total	15,517,275

SECTION 2: The following amounts are hereby appropriated in the General Fund for the operation of the Town government and its activities for the Fiscal Year beginning July 1, 2024 and ending June 30, 2025:

Governing Board	162,908
Administration	768,659
Finance	1,070,927
Inspections	437,815
Human Resources	291,536
Information Technology	710,552
Planning Department	305,229
Public Buildings	988,093
Grounds and Maintenance	116,000
Police Department	3,203,642
Fire Department	2,541,179
EMS Department	212,213
Animal Control	10,600
Mosquito Control	9,200
Public Works	1,510,847
Streets and Sidewalks	213,000
Sanitation	750,000
Non-Departmental	2,214,875
Total	15,517,275

SECTION 3: The following revenues will be available in the Recreation Fund for the Fiscal Year beginning July 1, 2024 and ending June 30, 2025:

Program Fees	\$105,420
Concession Income	\$50,000
<u>General Fund Transfer</u>	<u>\$1,043,454</u>
	\$1,198,874

SECTION 4: The following amount is hereby appropriated in the Recreation Fund for operation of the Winterville Recreation Programs during the Fiscal Year beginning July 1, 2024 and ending June 30, 2025:

<u>Recreation Department</u>	<u>\$1,198,874</u>
	\$1,198,874

SECTION 5: It is estimated that the following revenues will be available in the Powell Bill Fund for the Fiscal year beginning July 1, 2024 and ending June 30, 2025:

Grant Funding	\$345,394
<u>Interest Income</u>	<u>\$41,869</u>
	\$387,263

SECTION 6: The following amount is hereby appropriated in the Powell Bill Fund for the operation of the Powell Bill Program for the Fiscal Year beginning July 1, 2024 and ending June 30, 2025:

<u>Powell Bill</u>	<u>\$387,263</u>
	\$387,263

SECTION 7: It is estimated that the following revenues will be available in the Safe Routes to School Grant Fund for the Fiscal year July 1, 2024 and ending June 30, 2025:

<u>Grant Funding</u>	<u>\$60,922</u>
	\$60,922

SECTION 8: The following amount is hereby appropriated in the Safe Routes to School Grant Fund for the operation of the Safe Routes to School Program for the Fiscal Year beginning July 1, 2024 and ending June 30, 2025:

<u>Safe Routes to School</u>	<u>\$60,922</u>
	\$60,922

SECTION 9: It is estimated that the following revenues will be available in the Home Housing Program Fund for the Fiscal year July 1, 2024 and ending June 30, 2025:

Fund Balance Appropriation	\$0
<u>General Fund Contribution</u>	<u>\$20,000</u>
	\$20,000

SECTION 10: The following amount is hereby appropriated in the Home Housing Program Fund for the operation of the Urgent Repair and Housing Program for the Fiscal Year beginning July 1, 2024 and ending June 30, 2025:

<u>Home Housing</u>	<u>\$20,000</u>
	\$20,000

SECTION 11: It is estimated that the following revenues will be available in the Electric Enterprise Fund for the Fiscal year July 1, 2024 and ending June 30, 2025:

Sales and Service	\$8,025,251
<u>Retained Earnings</u>	<u>\$823,634</u>
	\$8,848,885

SECTION 12: The following amount is hereby appropriated in the Electric Enterprise Fund for the operation of the electric utility for the Fiscal Year beginning July 1, 2024 and ending June 30, 2025:

<u>Electric Department</u>	<u>\$8,848,885</u>
	\$8,848,885

SECTION 13: It is estimated that the following revenues will be available in the Water Enterprise Fund for the Fiscal Year beginning July 1, 2024 and ending June 30, 2025:

Sales and Service	\$1,780,933
<u>Retained Earnings</u>	<u>\$288,838</u>
	\$2,069,771

SECTION 14: The following amount is hereby appropriated in the Water Enterprise Fund for the operation of the water utility for the Fiscal Year beginning July 1, 2024 and ending June 30, 2025:

<u>Water Department</u>	<u>\$2,069,771</u>
	\$2,069,771

SECTION 15: It is estimated that the following revenues will be available in the Sewer Enterprise Fund for the Fiscal Year beginning July 1, 2024 and ending June 30, 2025:

Sales and Service	\$3,292,511
<u>Retained Earnings</u>	<u>\$26,000</u>
	\$3,318,511

SECTION 16: The following amount is hereby appropriated in the Sewer Enterprise Fund for the operation of the sewer utility for the Fiscal Year beginning July 1, 2024 and ending June 30, 2025:

<u>Sewer Department</u>	<u>\$3,318,511</u>
	\$3,318,511

SECTION 17: It is estimated that the following revenues will be available in the Stormwater Fund for the Fiscal Year beginning July 1, 2024 and ending June 30, 2025:

<u>Sales and Service</u>	<u>\$584,000</u>
	\$584,000

SECTION 18: The following amount is hereby appropriated in the Stormwater Fund for the operation of the Storm Water utility for the Fiscal Year beginning July 1, 2024 and ending June 30, 2025:

<u>Storm Water Department</u>	<u>\$584,000</u>
	\$584,000

SECTION 19: There is hereby levied a tax at the rate of forty-five cents (\$.45) per one hundred dollars (\$100) valuation of property as listed for taxes as of January 1, 2024 for the purpose of raising the revenue listed as "Ad Valorem Taxes" in the General Fund in Section 1 of this ordinance. This rate is based on a total estimated valuation of property for the purposes of taxation of \$1,297,746,298 and an estimated rate of collection of 98% for real and personal property, 100% for vehicles.

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

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

SECTION 19: The attached Fee and Utility Rate Schedules are hereby adopted for the Fiscal Year beginning July 1, 2024 and ending June 30, 2025.

SECTION 20: The attached Pay and Classification Plan is hereby adopted for the Fiscal Year beginning July 1, 2024 and ending June 30, 2025.

SECTION 21: Copies of the Budget Ordinance shall be furnished to the Town Clerk to the Governing Board and to the Town Manager (Budget Officer) to be kept on file by them for their direction in the disbursement of funds.

Adopted this 10th day of June 2024.

Richard E. Hines, Mayor

Attest:

Donald Harvey, Town Clerk

Motion made by Councilwoman Roberson and seconded by Councilman Moye to approve the 2024-2025 Fiscal Year Budget Ordinance. Motion carried, 4-1. Councilwoman Smith opposed.

Councilwoman Smith thanked staff for the hard work and that it does not go unnoticed. She stated that she would have been more comfortable with less of an increase.

2. Change Order for Tripp Brothers Inc. regarding the Railroad Street paving contract.

Public Works Director McGuffin provided the following information:

There are 8 change orders for additional items including needed curb replacement and undercutting of bad soils. The total for the Powell Bill fund increase is \$60,423. The water fund had a revision to the first change order in the amount of \$12,050, The second change order was for the Depot Street water line replacement in the amount of \$85,849.42. During the current street resurfacing project, it was determined that the water line on Depot Street needed to be replaced. This water line is constructed of a material that is no longer allowed to be installed. The line is also very old and brittle. The replacement of this line is a proactive measure that will allow the Town to avoid tearing up the street in a few years to remove and replace the water line. Staff is recommending the approval of all of the change orders for completion of the project.

Motion made by Councilwoman Smith and seconded by Councilwoman Hawkins to approve the Tripp Brothers Inc. Change Order. Motion carried unanimously, 5-0.

3. Comprehensive and Site-Specific Master Plan Contract Award.

Parks and Recreation Director White provided the following information:

The main purpose of the Comprehensive and Site-Specific Master Plan is to identify the current state of Parks and Recreation in Winterville and to develop a realistic plan of action for the future focusing on staffing, programming, facilities, parks, trails, and agency growth. The Site-Specific Master Plan thoroughly assesses the Town of Winterville's current and future needs for the new multi-purpose center and associated property. The Comprehensive Plan thoroughly assesses the Town of Winterville's current and future needs for the Parks and Recreation Facilities. A practical strategy over the next ten (10) years to help guide the decisions of the Town's leadership and Town Council will also be provided for helping with the continued development of the department, parks, recreation facilities and programs. Based off of Proposal review and evaluation, the Selection Committee recommends awarding the contract for creation and completion of the Plan to McGill Associates.

Motion made by Councilwoman Hawkins and seconded by Mayor Pro Tem Harrell to approve the Contract Award for Comprehensive and Site-Specific Master Plan to McGill Associates. Motion carried unanimously, 5-0.

4. Planning and Zoning Board Appointments.

Planning and Economic Development Director Penn provided the following information for appointments to the Planning and Zoning Board:

Planning and Zoning Board Members Expiring and Seeking Reappointment:

1. Peggy Cliborne: Term Expires 6/30/2024; Extend Term to 6/30/2027.
2. Darlene Gardner: Term Expires 6/30/2024; Extend Term to 6/30/2027.
3. Douglas R. Kilian: Term Expires 6/30/2024; Extend Term to 6/30/2027.
4. Gregory Monroe: Term Expires 6/30/2024; Extend Term to 6/30/2027.
5. Michael Weldin: Term Expires 6/30/2024; Extend Term to 6/30/2027.

Additional Applicants on file

1. Anthony Bell: only priority.
2. Jason Bunch: only priority.
3. Corbett Harris: only priority.
4. Glenn E. Johnson: only priority.
5. Jonathon Powell: 2nd priority.

Motion made by Councilwoman Roberson and seconded by Councilwoman Hawkins to appoint Gregory Monroe to the Planning and Zoning Board. Motion carried unanimously, 5-0.

Motion made by Councilwoman Roberson and seconded by Councilman Moye to appoint Doug Kilian to the Planning and Zoning Board. Motion carried unanimously, 5-0.

Motion made by Councilwoman Smith and seconded by Councilwoman Roberson to appoint Mike Weldin to the Planning and Zoning Board. Motion carried unanimously, 4-1. Mayor Pro Tem Harrell opposed.

Motion made by Councilwoman Roberson and seconded by Councilwoman Smith to appoint Darlene Gardner to the Planning and Zoning Board. Motion carried unanimously, 5-0.

Motion made by Councilwoman Roberson and seconded by Councilwoman Hawkins to appoint Anthony Bell to the Planning and Zoning Board. Motion carried unanimously, 5-0.

5. Board of Adjustment Appointments.

Planning and Economic Development Director Penn provided the following information for appointments to the Board of Adjustment:

Board of Adjustment members with expiring terms seeking reappointment:

1. Edward A. Reynolds: Term Expires 6/30/2024; Extend Term to 6/30/2027.
2. Alfred P. Phillips: Term Expires 6/30/2024; Extend Term to 6/30/2027.
3. Jeffrey Earl Briley (ETJ Member) will need reappointment by Pitt County Commissioners if approved by Town Council: Term Expires 6/30/2024; Extend Term to 6/30/2027.

Additional Applicant

1. Jonathon Powell: 4th priority.

Motion made by Councilman Moye and seconded by Councilwoman Roberson to appoint Alfred Phillips to the Board of Adjustment. Motion carried unanimously, 5-0.

Motion made by Mayor Pro Tem Harrell and seconded by Councilwoman Smith to appoint Jeffrey Earl Briley (ETJ Member) to the Board of Adjustment. Motion carried unanimously, 5-0.

Motion made by Councilman Moye and seconded by Councilwoman Hawkins to appoint Edward A. Reynolds to the Board of Adjustment. Motion carried unanimously, 5-0.

6. Recreation Advisory Board Appointments.

Recreation and Parks Director White provided the following information for appointments to the Recreation Advisory Board:

The Recreation Advisory Board (RAB) is composed of seven (7) Resident members, two (2) Non-Resident (ETJ) members, and one (1) Alternate member that may be a resident or non-resident. The Recreation Advisory Board (RAB) currently has three (3) Resident Members whose term will expire at the end of June 2024 and have requested to be appointed to an additional term. Following is list of said members and their membership type:

1. Randy Bowers (resident).
2. Kirby Bryson (resident).
3. Carolyn Wanczyk (resident).

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

Additional Applicants.

1. John Powell, only priority.
2. Jonathon Powell, 1st priority.

Motion made by Councilwoman Smith and seconded by Mayor Pro Tem Harrell to appoint Randy Bowers to the Recreation Advisory Board. Motion carried unanimously, 5-0.

Motion made by Mayor Pro Tem Harrell and seconded by Councilman Moye to appoint Carolyn Wanczyk to the Recreation Advisory Board. Motion carried unanimously, 5-0.

Motion made by Councilwoman Smith and seconded by Councilwoman Roberson to appoint John Powell to the Recreation Advisory Board. Motion carried unanimously, 5-0.

7. CMSD Appointments.

Town Manager Parker provided the following information for appointments to the CMSD Board:

Chairman (Pitt County Commissioners) Mark Smith's term is ending and he has requested to remain as a Board Member/Chairman on the CMSD Board. His term will end on June 29, 2024. Town Manager Parker's term is ending, and she would like to remain as a Board Member on the CMSD Board. Her term ends on June 29, 2024. There is one requirement for someone to serve on the CMSD Board and that is that the person must reside within the District. Chairman Smith and Town Manager Parker meet these criteria.

Motion made by Councilwoman Smith and seconded by Councilwoman Hawkins to appoint Town Manager Parker to the CMSD Board. Motion carried unanimously, 5-0.

Motion made by Mayor Pro Tem Harrell and seconded by Councilwoman Roberson to appoint Pitt County Commissioners Mark Smith to the CMSD Board.

Councilman Moye said since we have new Board members wish they would have an opportunity.

Councilwoman Smith abstained. Motion carried, 5-0.

OTHER AGENDA ITEMS:

None.

ITEMS FOR FUTURE AGENDA/FUTURE WORK SESSIONS:

None.

ANNOUNCEMENTS: Town Clerk Harvey gave the following announcements:

- July Newsletter Information Due: Monday, June 10, 2024.
- Planning and Zoning Board Meeting: Monday, June 17, 2024 @ 7:00 pm - Town Hall Assembly Room.
- Board of Adjustment Meeting: Tuesday, June 18, 2024 @ 7:00 pm - Town Hall Assembly Room.
- Juneteenth Holiday - Town Offices Closed: Wednesday, June 19, 2024.
- Coffee with a Cop: Friday, June 21, 2024; 9:00 am - 10:30 am – Community Room.

- Winterville Summer Kickoff & Kickball Tournament: Saturday, June 22, 2024 1:00 pm – 5:00 pm – Hillcrest Park.
- Recreation Advisory Board: Tuesday, June 25, 2024 @ 6:30 pm – Operation Center.
- Human Relations Board Meeting: Thursday, June 27, 2024 @ 7:00 – Executive Conference Room.
- Independence Day Holiday - Town Offices Closed: Thursday, July 4, 2024.
- Agenda Review Meeting-Cancelled: Thursday, July 4, 2024 @4:00 pm – Town Hall Executive Conference Room.
- Regular Town Council Meeting-Cancelled: Monday, July 8, 2024 @ 6:00 pm - Town Hall Assembly Room.
- Pitt County Human Relations Listening Session: Tuesday, July 16, 2024 @ 6:00 pm – Town Hall Assembly Room.
- NC BEMO Summer Conference: Saturday, July 27, 2024 – Sunday, July 28, 2024 – Rizzo Center, Chapel Hill, NC.
- Electricities 2024 Annual Conference: Sunday, August 11, 2024 – Thursday, August 15, 2024 - Omni Grove Park Inn in Asheville, NC.

Finance Director Manning provided answers that were asked during the Budget Public Hearing of June 3, 2024.

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

Attorney Lassiter: No report, reminded of the Closed Session tonight.

Councilwoman Hawkins: She noted that on the Internet Sweepstakes issue she meant to vote for no, not as she did mistakenly vote. Congratulation to graduates and to keep pushing; continue reading.

Councilman Moyer: Thanks to the staff and citizens; shows an interest in our community. Hillcrest Park users are leaving a mess, trash overflowing. He asked are we having same issue at Winterville Park. Recreation and Parks Director White noted we have rentals at all parks. Councilman Moyer said we need to require a deposit. Town Manager Parker said unlike a building it is difficult to determine who has left debris. Councilman Moyer asked if the same problem at the Winterville Recreation Park. Councilwoman Hawkins has used the area and information explains to clean behind. Councilman Moyer said prayers to family of the accident on 903.

Mayor Pro Tem Harrell: Thanks to staff and guests tonight. June is Men’s Health Month and be aware. Happy Father’s Day.

Councilwoman Roberson: Happy school is out. Juneteenth and July 4th upcoming. Noted trucks parked on streets causing hazards.

Councilwoman Smith: Thanks to all that came out. Buckle up for summer. Congratulations to Alex Smith for getting his vector control permit.

Manager Parker: Thanks for all the hard work on the budget.

Mayor Hines: Thanks to Council on the budget. Caleb Moore participated in the special Olympics again and won 2 gold metals.

Motion made by Councilman Moyer and seconded by Councilwoman Roberson to enter into Closed Session for the following purpose:

NCGS § 143-318.11. (3) To consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege between the attorney and the public body, which privilege is hereby acknowledged. General policy matters may not be discussed in a closed session and nothing herein shall be construed to permit a public body to close a meeting that otherwise would be open merely because an attorney employed or retained by the public body is a participant. The public body may consider and give instructions to an attorney concerning the handling or settlement of a claim, judicial action, mediation, arbitration, or administrative procedure. If the public body has approved or considered a settlement, other than a malpractice settlement by or on behalf of a hospital, in closed session, the terms of that settlement shall be reported to the public body and entered into its minutes as soon as possible within a reasonable time after the settlement is concluded, and

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

Motion carried unanimously, 5-0. Entered into Closed Session at 8:36 pm.

CLOSED SESSION:

Motion made by Councilwoman Smith and seconded by Mayor Pro Tem Harrell to return to Open Session. Motion carried unanimously, 5-0.

Motion made by Councilwoman Smith and seconded by Mayor Pro Tem Harrell to terminate the audit Contract with Mauldin and Jenkins, LLC. Motion carried unanimously, 5-0.

Motion made by Councilwoman Smith and seconded by Councilwoman Roberson to enter into an audit contract with Thompson, Price, Scott, Adams & Co., P.A, pending review by Town Attorney Lassiter, and termination of the contract with Mauldin and Jenkins, LLC., and approval by the LGC. Motion carried unanimously, 5-0.

ADJOURN:

Motion made by Mayor Pro Tem Harrell and seconded by Councilwoman Roberson to adjourn the meeting. Motion carried unanimously, 5-0. Meeting adjourned at 10:18 pm.

Adopted this the 5th day of August 2024.

Richard E. Hines, Mayor

ATTEST:

Donald Harvey, Town Clerk



**Town of Winterville
Town Council
Agenda Abstract**

Item Section: Consent Agenda

Meeting Date: August 5, 2024

Presenter: Christopher L. Williams, Chief of Police

Item to be Considered

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

Action Requested: Approval of Request.

Attachment: Parade Route.

Prepared By: Christopher L. Williams, Chief of Police

Date: 7/15/2024

ABSTRACT ROUTING:

TC: 7/26/2024

TM: 7/29/2024

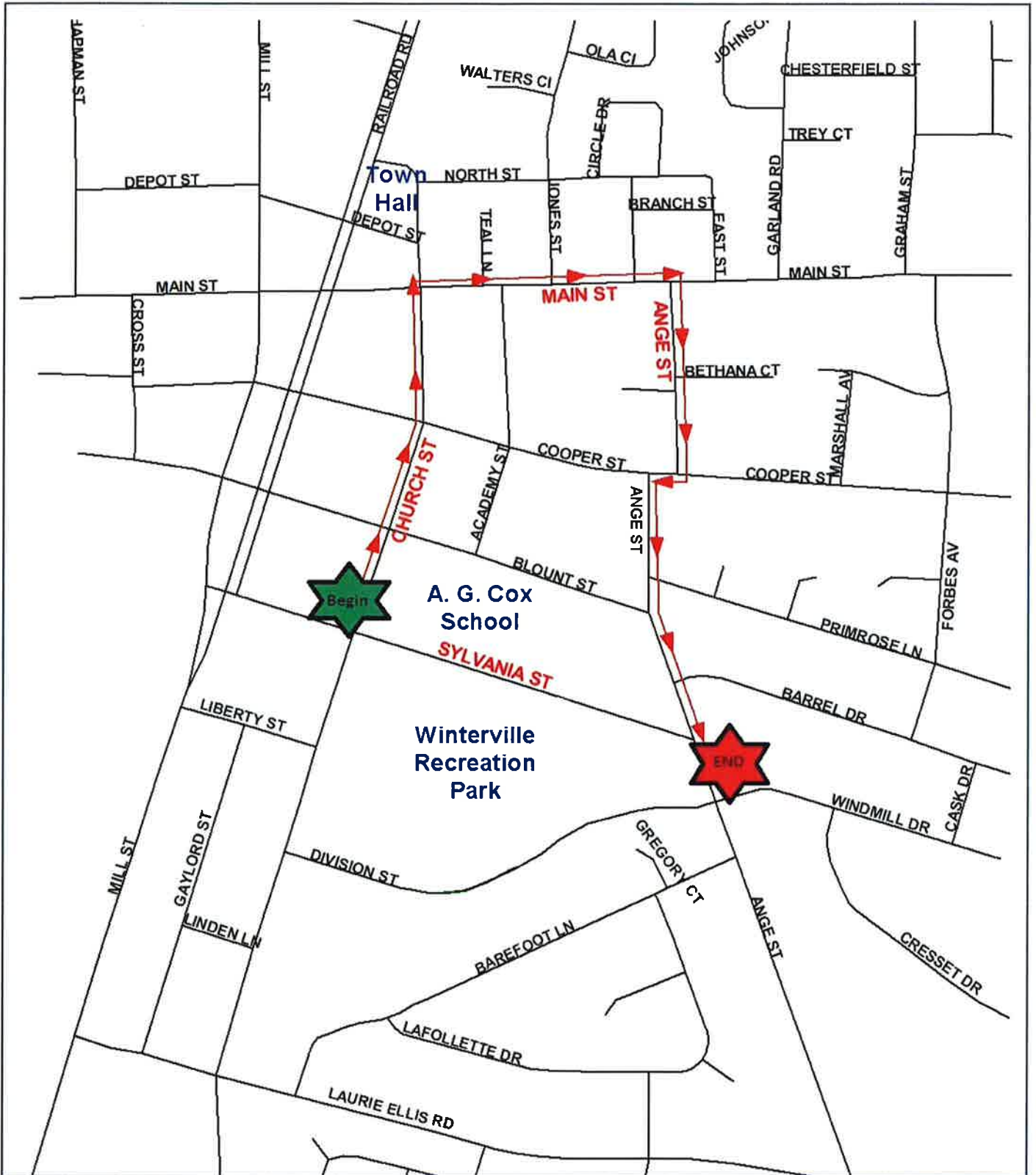
Final: tjp - 7/29/2024

Supporting Documentation

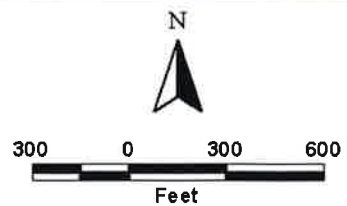
The code of ordinance requires all organizations that wish to hold a parade submit information describing the route, responsible persons and their contact numbers. The Town Council must approve the issuance of the permit based on this and any other information they request. The Winterville Watermelon Festival committee is expected to submit a parade application in the immediate future to the Chief of Police. The Watermelon Festival: Chairman is Heather Jackson and the parade contact person is Rebecca Caveness. The date of the parade is Saturday, August 26, 2024 at 10 am. The lineup will begin at 9:00 am and will end at approximately 11:00 am. The parade route is attached.

Budgetary Impact: None.

Recommendation: Staff recommends Town Council approval of the Parade Permit Fee Waiver.



Watermelon Festival Parade Route





**Town of Winterville
Town Council
Agenda Abstract**

Item Section: Consent Agenda

Meeting Date: August 5, 2024

Presenter: Christopher L. Williams, Chief of Police

Item to be Considered

Subject: Approval of Request from the Winterville Watermelon Festival Committee to Limit the use of the Parking lot at the Winterville Recreation Park and Request a Change in Traffic Patterns from Thursday, August 22nd through Sunday, August 25th, 2024 in support of the 2024 Watermelon Festival.

Action Requested: Approval of Request.

Attachment: None.

Prepared By: Christopher L. Williams, Chief of Police

Date: 7/15/2024

ABSTRACT ROUTING:

TC: 7/26/2024

TM: 7/29/2024

Final: tlp - 7/29/2024

Supporting Documentation

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

- Handicapped, VIP, Employee, Bands, Vendors, Emergency Services, and other Festival staff.

Additionally, the Winterville Watermelon Festival Committee and the Chief of Police request a change in the following traffic patterns to help ensure public safety:

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

- Thursday, August 22nd: 4:00 pm until 12:00 am.
- Friday, August 23rd: 4:00 pm until 12:00 am.
- Saturday, August 24th: 3:00 pm until 12:00 am.

Division Street: From Church Street to Park entrance.

- Closed Thursday, August 22nd: 4:00 pm until 12:00 am.
- Closed Friday, August 23rd: 4:00 pm until 12:00 am.
- Closed Saturday, August 24th: 8:00 am until 12:00 am.
- Closed Sunday, August 25th: 12:00 pm until 6:00 pm.

Barrel Street: From Ange Street to Forbes Street.

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

Windmill Street: From Ange Street to Forbes Street.

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

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

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

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

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

Budgetary Impact: None.

Recommendation: Staff recommends Town Council approval of the Parking and Traffic Pattern changes.



**Town of Winterville
Town Council
Agenda Abstract**

Item Section: Consent Agenda

Meeting Date: August 5, 2024

Presenter: Christopher L. Williams, Chief of Police

Item to be Considered

Subject: Approval of Request from the Watermelon Festival Committee to Suspend the Winterville Park Hours Limitation for August 22 - 25, 2024.

Action Requested: Approval of Request.

Attachment: None.

Prepared By: Christopher L. Williams, Chief of Police

Date: 7/15/2024

ABSTRACT ROUTING:

TC: 7/26/2024

TM: 7/29/2024

Final: tjp - 7/29/2024

Supporting Documentation

The Town of Winterville's policy states that the Winterville Recreation Park may not be used after the hours of 10:30 pm. The Winterville Watermelon Festival Committee requests that this policy be suspended for the 2024 Winterville Watermelon Festival to be held August 22 - 25, 2024.

Budgetary Impact: None.

Recommendation: Staff recommends Town Council approve the Suspended Park Hours Limitation.



**Town of Winterville
Town Council
Agenda Abstract**

Item Section: Consent Agenda

Meeting Date: August 5, 2024

Presenter: Christopher L. Williams, Chief of Police

Item to be Considered

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

Action Requested: Approval of Request.

Attachment: None.

Prepared By: Christopher L. Williams, Chief of Police

Date: 7/15/2024

ABSTRACT ROUTING:

TC: 7/26/2024

TM: 7/29/2024

Final: tjp - 7/29/2024

Supporting Documentation

The Winterville Watermelon Festival Committee requests approval for the placement of Signs and Banners on town property and along public right-of-way announcing the location and times for the upcoming 2024 Watermelon Festival. The signs will begin being erected on or about August 1, 2024.

Budgetary Impact: None.

Recommendation: Staff recommends Town Council approve the Placement of Signs and Banners.



**Town of Winterville
Town Council
Agenda Abstract**

Item Section: Consent Agenda

Meeting Date: August 5, 2024

Presenter: Christopher L. Williams, Chief of Police

Item to be Considered

Subject: The Watermelon Festival Committee is requesting to be granted an exemption from the Noise Ordinance application for Festival concerts and other associated festival events to include any Administration Fee associated with associated permit application.

Action Requested: Approval of Request.

Attachment: None.

Prepared By: Christopher L. Williams, Chief of Police

Date: 7/15/2024

ABSTRACT ROUTING:

TC: 7/26/2024

TM: 7/29/2024

Final: tjp - 7/29/2024

Supporting Documentation

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

Budgetary Impact: None.

Recommendation: Staff recommends Town Council approval of the Noise Ordinance application and fee.



**Town of Winterville
Town Council
Agenda Abstract**

Item Section: Consent Agenda

Meeting Date: August 5, 2024

Presenter: Diane White, Director of Parks and Recreation

Item to be Considered

Subject: Request from the Winterville Watermelon Festival Committee for use of Parks and Recreation Bathroom facilities from August 22, 2024 through August 25, 2024.

Action Requested: Approve.

Attachment: None.

Prepared By: Diane, Director of Parks and Recreation

Date: 7/26/2024

ABSTRACT ROUTING:

TC: 7/26/2024

TM: 7/29/2024

Final: tlp - 7/29/2024

Supporting Documentation

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

8/22/2024 – 5 pm to 11 pm

8/23/2024 – 5 pm to 11 pm

8/24/2024 – 8 am to 11 pm

8/25/2024 – 12 pm to 7 pm

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

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

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

Recommendation: Staff recommends Town Council approve Use of Bathroom Facilities.



**Town of Winterville
Town Council
Agenda Abstract**

Item Section: Consent Agenda

Meeting Date: August 5, 2024

Presenter: Anthony Bowers, Assistant Town Manager

Item to be Considered

Subject: Purchase of New Christmas Pole Mount Light Decorations for Winterville Streets.

Action Requested: Approve the Purchase

Attachment: Winterville 2024 Pole Mounts Proposal.

Prepared By: Anthony Bowers, Assistant Town Manager

Date: 7/26/2024

ABSTRACT ROUTING:

TC: 7/26/2024

TM: 7/29/2024

Final: tjp - 7/29/2024

Supporting Documentation

The Town's Purchasing policy is for the Council to approve purchases over \$30,000. This item was included and adopted with the annual budget. The majority of the town's street decorations are old and are not in good working condition. This year we will be replacing our old decorations with new ones.

The budget for these decorations was \$130,000 The pole mount lights cost is \$86,656.63

Budgetary Impact: This item is already included in the budget.

Recommendation: Staff recommends approval of Christmas Pole Mount Light Decorations purchase.



Proposal

355 Park Avenue
 Youngsville, NC 27596
 (800) 332-6798 Fax (919) 954-0203
www.moscadesign.com

Date: 7/24/2024
 Quote #: KG-72324-A1
 Cust ID: WINTERVILLE
 Exp. Date: 7/31/2024
 Sales Rep: Kyle Gauger/SH

Proposal For:
 Ron Mills
 Town of Winterville, NC
 PO Box 1459
 Winterville, NC 28590
 252-756-2221 EXT: 2423

Ship To Address:
 Town of Winterville
 ATTN: Mike Whaley
 2914 South Church Street
 Winterville, NC 28590

Email: ron.mills@wintervillenc.com

PO Number	Ship Date	Ship Via	F.O.B	Terms
	ASAP	Best Way	Origin	Net 20
QTY			Unit Price	Total
50	Mosca Design 5' Presidential Snowflake - P-699. Includes 108 Warm White C7 LED Lights and All Mounting Hardware. Retail Price: \$837.		\$ 627.75	\$ 31,387.50
40	Mosca Design 5'x8' Silhouette Fantasy Tree - P-120S. Includes 103 C7 LED Lights LAI - All Whites Warm White - and All Mounting Hardware. Retail Price: \$726.		\$ 544.50	\$ 21,780.00
40	Mosca Design 4'x8' Standing Deer - PSD-624. Includes 90 Warm White C7 LED Lights and All Mounting Hardware. Retail Price: \$894		\$ 670.50	\$ 26,820.00
Sales Tax Exemption #:				
All orders paid with a credit card will include a 3.5% Bank Service Fee added to the final bill (as shown below).				

Notes:	Sub Total	\$ 79,987.50
Estimated Lead Time: 6 to 15 weeks upon receipt of signed proposal and mock up (if required).	Estimated Freight	\$ 1,000.00
	7% Sales Tax	\$ 5,669.13
	Grand Total:	\$ 86,656.63
	Total If Paid By Credit Card:	\$ 89,689.61

Accepted By: _____

Any Shipping Costs shown above are estimates only.
 Actual Shipping Costs will be added to your invoice.

By signing above, purchaser agrees to all terms and conditions, and authorizes Mosca Design, Inc. to place order accordingly.

THANK YOU FOR YOUR BUSINESS



**Town of Winterville
Town Council
Agenda Abstract**

Item Section: Consent Agenda

Meeting Date: August 5, 2024

Presenter: Jessica Manning, Finance Director

Item to be Considered

Subject: Budget Amendment 2024-2025-1

Action Requested: Approval of Budget Amendment.

Attachment: Budget Amendment.

Prepared By: Jessica Manning, Finance Director

Date: 7/26/2024

ABSTRACT ROUTING:

TC: 7/26/2024

TM: 7/29/2024

Final: tjp - 7/29/2024

Supporting Documentation

This is the first budget amendment for the 2024-2025 Fiscal Year.

The first item addressed in this budget amendment is the annual roll over of purchase orders. In order for us to complete the purchases that the Town is obligated to through the issuance of purchase orders, the budget must be amended. If not, the purchases that were started in last year's budget will have to be funded out of the current year's budget. This will greatly reduce the amount of funds in each operation budget.

The second item addresses the need to increase the Sewer Capital Outlay budget in order to purchase the R. E. Davenport ROW Easement in the amount of \$20,000.

The third item addresses the need to increase the Insurance and Bonds line item by \$50,000 due to increases in insurance rates and legal claims.

The final item addresses the need to increase the Construction and Contracted Services line items for additional project cost for the 2020 Sewer Pump Station Rehab Project. Debt Proceeds will increase by \$6,400,432 and the Contribution from Sewer line item will increase by \$177,945.

Budgetary Impact: The total budget amendment is an increase in the amount of \$9,826,360 across all funds.

Recommendation: Staff recommends approval Budget Amendment 2024-2025-1.

BUDGET ORDINANCE AMENDMENT 2024-2025-1

BE IT ORDAINED by the Governing Board of the Town of Winterville, that the following amendment be made to the annual budget ordinance for the fiscal

SECTION 1. Revenues are to be changed as follows:

LINE ITEM DESCRIPTION		Fund	Account	Increase	Decrease
Fund Balance Appropriation		10	3831	\$ 732,791.00	
Fund Balance Appropriation		15	3831	\$ 132,369.00	
Fund Balance Appropriation		16	3831	\$ 553,448.00	
Retained Earnings		60	3831	\$ 834,213.00	
Retained Earnings		61	3831	\$ 375,619.00	
Retained Earnings		62	3831	\$ 150,800.00	
Retained Earnings		63	3831	\$ 270,798.00	
Retained Earnings		62	3831	\$ 20,000.00	
Debt Service Proceeds		47	3811	\$ 6,400,432.00	
Contribution from Sewer		47	3827	\$ 177,945.00	
Retained Earnings		62	3831	\$ 177,945.00	
Total				\$ 9,826,360.00	\$ -

SECTION 2. Appropriations are to be changed as follows:

LINE ITEM DESCRIPTION	Account		Department	Fund	Increase	Decrease
Travel - Meals, Lodging, Miles	10-4110-00	4222	Town Council	General	\$ 1,750.00	
Contracted Services	10-4120-00	4233	Finance	General	\$ 7,682.00	
Contracted Services	10-4120-00	4233	Inspections/GIS	General	\$ 3,385.00	
Contracted Services	10-4120-04	4233	Information Technology	General	\$ 236,694.00	
Engineering	10-4260-00	4232	Public Buildings	General	\$ 22,500.00	
Contracted Services	10-4260-00	4233	Public Buildings	General	\$ 8,712.00	
Maint & Repair - Facility	10-4260-00	4239	Public Buildings	General	\$ 13,793.00	
Capital Outlay	10-4260-00	7150	Public Buildings	General	\$ 172,203.00	
Maint & Repair - Vehicle	10-4310-00	4226	Police	General	\$ 3,935.00	
Uniforms and Shoes	10-4310-00	4231	Police	General	\$ 705.00	
Authorized Forfeiture Allocation	10-4310-00	4263	Police	General	\$ 5,571.00	
Professional Development - Education	10-4320-00	4221	Fire	General	\$ 9,080.00	
Postage and Telephone	10-4320-00	4223	Fire	General	\$ 60.00	
Maint & Repair - Vehicle	10-4320-00	4226	Fire	General	\$ 7,722.00	
Uniforms and Shoes	10-4320-00	4231	Fire	General	\$ 15,594.00	
Contracted Services	10-4320-00	4233	Fire	General	\$ 25,483.00	
Departmental Improvements	10-4320-00	4260	Fire	General	\$ 3,341.00	
New Equipment	10-4320-00	4274	Fire	General	\$ 16,912.00	
Member Benefits	10-4320-00	4294	Fire	General	\$ 7,269.00	
Disposable Supplies and Materials	10-4320-00	4295	Fire	General	\$ 6,933.00	
Capital Outlay	10-4320-00	7150	Fire	General	\$ 26,447.00	
Engineering	10-4510-02	4232	Public Works	General	\$ 25,359.00	
Capital Outlay	10-4510-02	7150	Public Works	General	\$ 60,642.00	
Contracted Services	10-4710-00	4233	Sanitation	General	\$ 1,019.00	
Contracted Services	15-6010-00	4233		Parks and Recreation	\$ 105,000.00	
Maint & Repair - Facility	15-6010-00	4239		Parks and Recreation	\$ 13,054.00	
Cal Ripken Expense	15-6010-00	4275		Parks and Recreation	\$ 960.00	
Rookie Ball	15-6010-00	4276		Parks and Recreation	\$ 524.00	
Tee Ball	15-6010-00	4278		Parks and Recreation	\$ 2,716.00	
Football	15-6010-00	4280		Parks and Recreation	\$ 500.00	
Cal Ripken All Star	15-6010-00	4285		Parks and Recreation	\$ 6,060.00	
Babe Ruth Baseball Allstar	15-6010-00	4286		Parks and Recreation	\$ 1,496.00	
Capital Outlay	15-6010-00	7150		Parks and Recreation	\$ 2,059.00	
Engineering	16-4510-00	4232		Powell Bill	\$ 17,238.00	
Paving and Resurfacing	16-4510-00	4270		Powell Bill	\$ 536,210.00	
Supplies & Materials	60-7110-00	4230		Electric	\$ 15,052.00	
Engineering	60-7110-00	4232		Electric	\$ 114,038.00	
Dues & Subscriptions	60-7110-00	4234		Electric	\$ 1,611.00	
Maintenance - Substation	60-7110-00	4293		Electric	\$ 15,015.00	
Customer Bill Preparation	60-7110-00	4301		Electric	\$ 4,681.00	
New Equipment	60-7110-22	4274		Electric - Metering	\$ 9,713.00	
Electric New Account Meters	60-7110-22	4305		Electric - Metering	\$ 11,984.00	
Water Replacement Meters	60-7110-22	4306		Electric - Metering	\$ 48,857.00	

Water New Account Meters	60-7110-22	4307		Electric - Metering	\$ 26,210.00	
Capital Outlay	60-8010-00	7150		Electric - Metering	\$ 587,052.00	
Supplies & Materials	61-7210-00	4230		Water	\$ 17,067.00	
Engineering	61-7210-00	4232		Water	\$ 14,000.00	
Customer Bill Preparation	61-7210-00	4301		Water	\$ 682.00	
Purchase For Resale	61-7230-00	4302		Water	\$ 121,158.00	
Capital Outlay	61-8010-00	7150		Water	\$ 222,712.00	
Engineering	62-7320-20	4232		Sewer	\$ 16,168.00	
Customer Bill Preparation	62-7320-20	4301		Sewer	\$ 682.00	
AIA Grant	62-7320-20	6101		Sewer	\$ 133,950.00	
Contracted Services	63-7420-00	4233		Stormwater	\$ 9,828.00	
AIA Grant	63-7420-00	6101		Stormwater	\$ 260,970.00	
Insurance and Bonds	10-9500-00	5122		General	\$ 50,000.00	
Capital Outlay	62-8010-00	7150		Sewer	\$ 20,000.00	
Construction	47-8010-00	7109		2020 Sewer Rehab Project	\$ 6,400,432.00	
Contracted Services	47-8010-00	4233		2020 Sewer Rehab Project	\$ 177,945.00	
Contribution to CIP	62-7320-20	9107		Sewer	\$ 177,945.00	
Total					\$ 9,826,360.00	

Adopted the 5th day of August 2024.

\$ -

Mayor

Town Clerk



**Town of Winterville
Town Council
Agenda Abstract**

Item Section: Consent Agenda

Meeting Date: August 5, 2024

Presenter: Jessica Manning, Finance Director

Item to be Considered

Subject: Tax Settlement 2023-2024.

Action Requested: Accept the Tax Settlement for 2023-2024 Fiscal Year.

Attachment: Certified Tax Settlement.

Prepared By: Jessica Manning, Finance Director

Date: 7/22/2024

ABSTRACT ROUTING:

TC: 7/26/2024

TM: 7/29/2024

Final: tjp - 7/29/2024

Supporting Documentation

The State of North Carolina requires that each year the Tax Collector of a given municipality provide a settlement to the Governing Board. The settlement statement gives the Town Council a look at the collection, discoveries, and adjustment for the previous year.

Budgetary Impact: None.

Recommendation: Staff recommends Town Council accept the Tax Settlement.

**Town of Winterville
Tax Settlement
2023-2024
As of June 30, 2024**

Charges to The Tax Collector

Original Levy	\$4,199,367.76
Discoveries	\$22,168.47
Interest	\$6,821.54
Total	\$4,228,357.77

Credit to Tax Collector

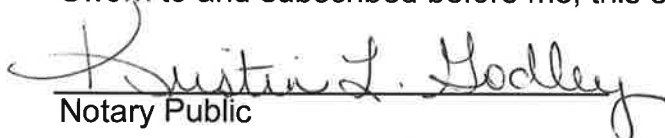
Revenues From Taxes	\$4,223,342.33
Releases	\$9,247.43
Uncollected/Insolvent	\$29,774.97
Overpayment/Refunds	(\$34,006.96)
Total	\$4,228,357.77

Respectfully Submitted,



Kiesha B. Gardner, Tax Collector

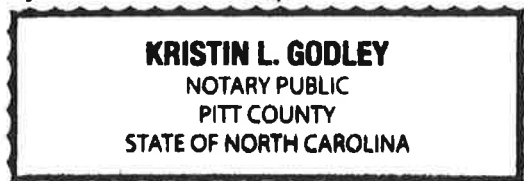
Sworn to and subscribed before me, this 30th day of July 2024.



Notary Public

June 23rd 2029

My Commission Expires:





**Town of Winterville
Town Council
Agenda Abstract**

Item Section: New Business

Meeting Date: August 5, 2024

Presenter: Stephen Penn, Planning and Economic Development Director

Item to be Considered

Subject: Quail Trace Preliminary Plat.

Action Requested: Consider the Preliminary Plat for approval.

Attachment: Quail Trace Preliminary Plat and Staff Report.

Prepared By: Stephen Penn, Planning and Economic Development Director

Date: 7/23/2024

ABSTRACT ROUTING:

TC: 7/26/2024

TM: 7/29/2024

Final: tlp - 7/29/2024

Supporting Documentation

Applicant: Stocks Engineering and Garden Street Communities Southeast, LLC.

Location: Reedy Branch Road (Opposite of Copper Creek Subdivision and Summer Winds Subdivision).

Parcel Numbers: 16207.

Site Data: 34.72 acres; 85 Lots. 15,241 sf Common Area/Play Area with a Shelter.

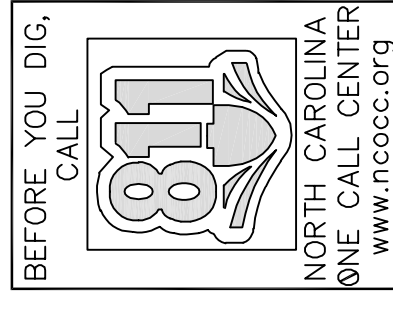
Zoning District: R-10 Conditional District (CD). Conditions: All external materials on constructed homes must consist of Hardie Plank, Stone, or Brick.

Staff Analysis:

- The presented Quail Trace Preliminary Plat has received full Technical Review Committee approval. The Town of Winterville Staff recommends approving the preliminary plat as it meets the standards and ordinances of the Town of Winterville.
- Winterville Planning and Zoning Board unanimously recommended approval of Quail Trace Preliminary Plat.

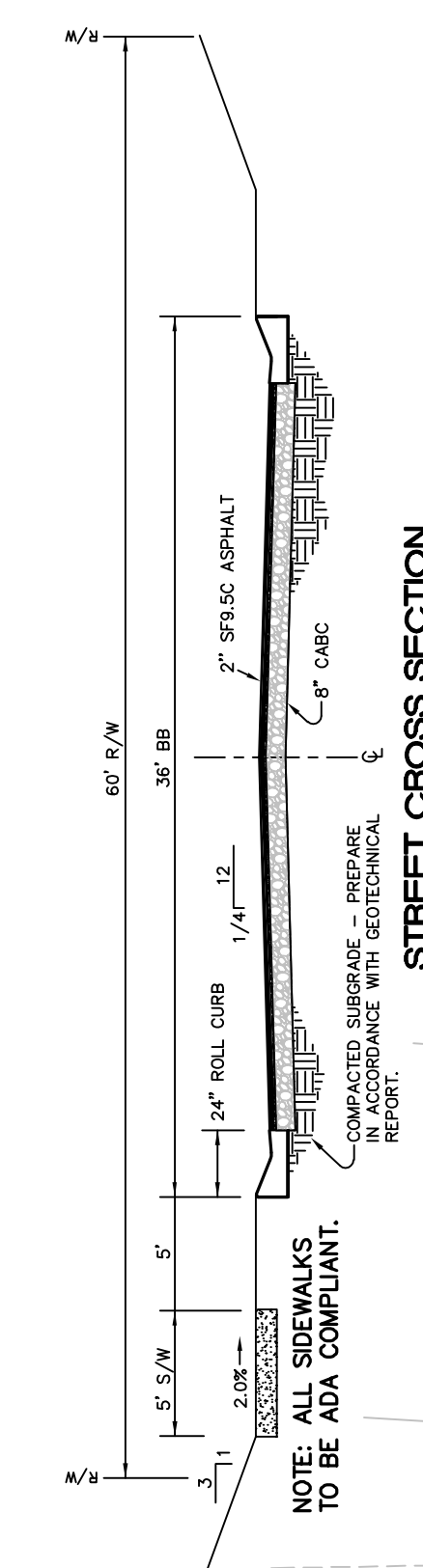
Budgetary Impact: TBD.

Recommendation: Staff recommends approval of Quail Trace Preliminary Plat as it has received Technical Review Committee (TRC) approval for meeting Town ordinances and standards. Planning and Zoning Board unanimously recommended approval.



Berm Detail
Not to Scale

EVERGREEN SHRUBS
(3' HIGH @ PLANTING & 10' O.C.)



STREET CROSS SECTION

NOTE: ALL SIDEWALKS TO BE ADA COMPLIANT. COMPACTED SUBGRADE - PREPARE IN ACCORDANCE WITH GEOTECHNICAL REPORT.

RECEIVED
2nd Rev-
5.14.24

TRC Approved & Cleared
To go to P&Z and Council
SITE INFORMATION

LOCATION: OFF REEDY BRANCH ROAD
WINTERVILLE, N.C.
COUNTY: PITT COUNTY
TOTAL SITE ACREAGE: 34.72 Ac. (Total)
ZONING: R-10 CD
NOTE: ALL EXTERNA UTILITIES ON CONSIDERED MARKS MUST CONSIST OF MARBLE PLANK, STONE OR BRICK. (ORD. #44-C-01)
MINIMUM BUILDING SETBACKS: (R-10)
FRONT: 25'
REAR: 20'
SIDE STREET: 15'
ADJ: 10'
EXISTING USE: VACANT/AGRICULTURAL
PROPOSED USE: RESIDENTIAL
PARCEL ID: 18202
PIN: 4874284733
EX. IMPERVIOUS AREA: 0 AC
PRO. IMPERVIOUS AREA: 13.01 AC
POST CONSTRUCTION: 13.747%
RIVER BASIN: NEUSE
TOTAL NO. LOTS: 85
TOTAL STREET LENGTH: 3,865 LF
TOTAL STREET R/W: 45.32 AC
AVERAGE LOT SIZE: 11,217 S.F.

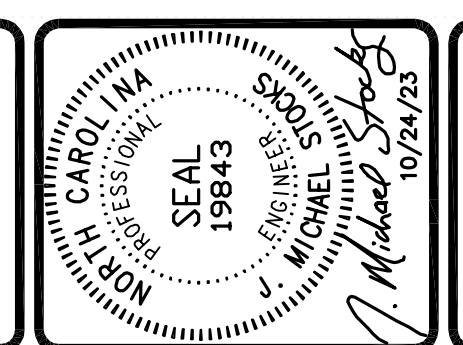
LAND OWNER:
Patty D. Dyer, et al
5889 Reedy Branch Rd
Winterville, NC 28590

DEVELOPER:
Garden Street Communities Southeast, LLC
149 U.S. Hwy 70
Garner, N.C. 27529
PHONE: 910.548.8400

**QUAIL TRACE SUBDIVISION
WINTERVILLE, NORTH CAROLINA**

BLN-C-1874

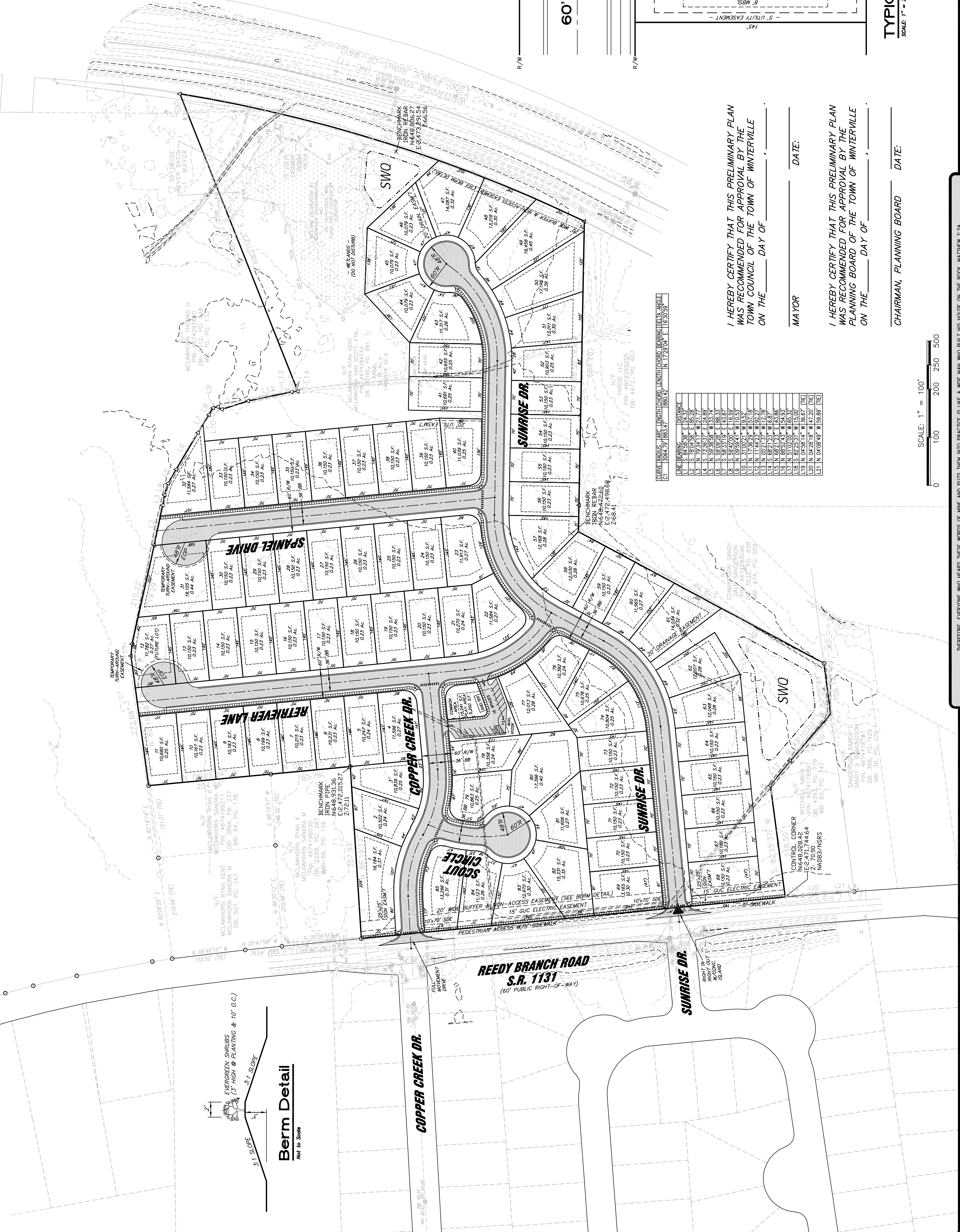
STOCKS ENGINEERING
P.O. BOX 1108
801 EAST WASHINGTON STREET
NASHVILLE, N.C. 27856
WWW.STOCKSENGINEERING.COM
PHONE: (252) 499-8196



PRELIMINARY PLAN

REVISIONS	4/29/24 TRC COMMENTS
FILE NO.	2023-005
HORIZ. SCALE	1"=100'
VERT. SCALE	N/A
DATE	05/14/24

CE-01



LINE	BEARING	LENGTH	START POINT	END POINT
1	S 88°04'30" E	18.26	18.26	18.26
2	S 88°04'30" E	18.26	18.26	18.26
3	N 79°34'17" W	21.77	18.26	18.26
4	S 73°35'30" E	14.39	18.26	18.26
5	S 89°02'28" E	18.33	18.26	18.26
6	S 88°04'30" E	18.26	18.26	18.26
7	S 88°04'30" E	18.26	18.26	18.26
8	N 79°34'17" W	21.77	18.26	18.26
9	S 88°04'30" E	18.26	18.26	18.26
10	S 88°04'30" E	18.26	18.26	18.26
11	N 79°34'17" W	21.77	18.26	18.26
12	S 88°04'30" E	18.26	18.26	18.26
13	S 88°04'30" E	18.26	18.26	18.26
14	S 88°04'30" E	18.26	18.26	18.26
15	N 79°34'17" W	21.77	18.26	18.26
16	S 88°04'30" E	18.26	18.26	18.26
17	N 79°34'17" W	21.77	18.26	18.26
18	S 88°04'30" E	18.26	18.26	18.26
19	S 88°04'30" E	18.26	18.26	18.26
20	N 79°34'17" W	21.77	18.26	18.26
21	S 88°04'30" E	18.26	18.26	18.26

I HEREBY CERTIFY THAT THIS PRELIMINARY PLAN WAS RECOMMENDED FOR APPROVAL BY THE TOWN COUNCIL OF THE TOWN OF WINTERVILLE ON THE ____ DAY OF _____,

MAYOR _____ DATE: _____

I HEREBY CERTIFY THAT THIS PRELIMINARY PLAN WAS RECOMMENDED FOR APPROVAL BY THE PLANNING BOARD OF THE TOWN OF WINTERVILLE ON THE ____ DAY OF _____,

CHAIRMAN, PLANNING BOARD _____ DATE: _____

TYPICAL LOT
SCALE: 1" = 25'

NOTES:
1. ALL STREETS TO BE TOWN OF WINTERVILLE PUBLIC STREETS.
2. 5' UTILITY EASEMENT SHALL BE PROVIDED AROUND EACH LOT.
3. 10' UTILITY EASEMENT ALONG RIGHT-OF-WAY.



THEREFORE, EVERYONE WHO HEARS THESE WORDS OF WINE AND PUTS THEM INTO PRACTICE IS LIKE A WISE MAN WHO BUILT HIS HOUSE ON THE ROCK. MATTHEW 7:24



**Town of Winterville Planning Department
Quail Trace Preliminary Plat- Staff Report**

GENERAL INFORMATION

APPLICANT	Stocks Engineering & Garden Street Communities Southeast, LLC.
SUBMISSION TYPE	Preliminary Plat (PP)
REQUEST	Preliminary Plat Approval.
LOCATION	Between Reedy Branch Road and Winterville Parkway. – Across the street from Copper Creek and Summer Winds.
PARCEL ID NUMBER(S)	16207
PUBLIC NOTIFICATION	NA.
TRACT SIZE	34.72 +/- acres
SITE DATA	85 Lots; A common area with shelter (15,241 SF)
TOPOGRAPHY	Flat
VEGETATION	Cleared with a small patch of woods that are equal to around 4 acres. Some Wetlands.

SITE DATA

EXISTING USE	Vacant/Farmed/ Wooded
---------------------	-----------------------

ADJACENT PROPERTY	ZONING	ADJACENT LAND USE
N	GB	Agricultural.
W	R-12.5 (Copper Creek); R-15 & R-12.5 (Summer Winds) .	Single Family Residential.
E	Industrial (across Highway 11); GB (on Parcel number 41496) and A-R (on Parcel 51816).	Agricultural & Commercial.
S	Agricultural-Residential. Except the small portion of GB that is referred to above on parcel number 41496)	Single Family Residential, Agricultural, Vacant field/pasture, Commercial.

ZONING DISTRICT STANDARDS

DISTRICT SUMMARIES	EXISTING
ZONING DISTRICT DESIGNATION	R-10 CD (Residential)



TYPICAL USES	Medium-density neighborhood consisting of single-family residences.
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SPECIAL INFORMATION

OVERLAY DISTRICT	None
ENVIRONMENTAL / SOILS	Yes- Wetlands not to be disturbed.
FLOODPLAIN	None
STREAMS	None.
OTHER	If >1 acre is disturbed, site must meet Phase 2 stormwater requirements and provide Soil Erosion and Sedimentation Control Permit
SITE PLAN REQUIREMENTS	Site Plan / Construction Plan required if Preliminary Plat is Approved.

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

LANDSCAPING & BUFFER REQUIREMENTS

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

TRANSPORTATION

STREET CLASSIFICATION	Reedy Branch Rd. – NCDOT Owned Public Street. Classified as a “Minor Thoroughfare” by our MPO Transportation Plan. Winterville Parkway (Highway 11) – NCDOT Owned Public Street. Classified as a “Boulevard-Major Thoroughfare” by our MPO Transportation Plan.
SITE ACCESS	All access must be designed and constructed to meet the Town of Winterville / NCDOT standards.
TRAFFIC COUNTS (per NCDOT Annual Average Daily Traffic Map)	Reedy Branch Road (just north of this site) latest AADT 2022: 1,900. Winterville Parkway: Adjacent counts, latest AADT 2022: 20,000. (this site will not have direct access to Winterville Parkway.



<p>Level Of Service (Transportation Analysis) Current= 2016 Study; Future= 2045 Projection.</p> <p><i>* LOS is rated from A-F: A is the best, F the worst.</i></p> <p><i>* Roadway Improvement and street design is based upon achieving a minimum of LOS D on existing facilities and LOS C on new facilities.</i></p>	<p>Reedy Branch Road: Adjacent segment.</p> <ul style="list-style-type: none"> • Current: LOS A. (Very low A). • Future: LOS A. (Very low A) <p>Winterville Parkway: Adjacent segment.</p> <ul style="list-style-type: none"> • Current Southbound: LOS B (Low-Medium B) • Current Northbound: LOS C (Very Low C) • Future Southbound: LOS B (Very Low B). • Future Northbound: LOS B (High B).
TRIP GENERATION	Medium Density Single Family is shown to have 10 trips/day/dwelling.
SIDEWALKS	Required on one side of the street.
TRAFFIC IMPACT STUDY (TIS)	NA.
STREET CONNECTIVITY	Must connect to northern parcel- Future Land Use suggests parcel to the north become a residential site.
OTHER	N/A

STAFF ANALYSIS AND RECOMMENDATION

Staff Analysis

Quail Trace Preliminary Plat has been reviewed by the Winterville Technical Review Committee and has received approval. Staff recommends **approval** of the Quail Trace Preliminary Plat as it meets all standards and requirements of the Town of Winterville and other TRC Members. P&Z Board Unanimously recommended approval of Quail Trace Preliminary Plat at their August 2024 meeting.



**Town of Winterville
Town Council
Agenda Abstract**

Item Section: New Business

Meeting Date: August 5, 2024

Presenter: Stephen Penn, Planning and Economic Development Director

Item to be Considered

Subject: Accessory Dwelling Unit (ADU) Ordinance Change Consideration (to allow ADU's).

Action Requested: Provide Direction for Staff.

Attachment: Accessory Dwelling Unit Staff Report.

Prepared By: Stephen Penn, Planning and Economic Development Director

Date: 7/23/2024

ABSTRACT ROUTING:

TC: 7/26/2024

TM: 7/29/2024

Final: tlp - 7/29/2024

Supporting Documentation

Please review the Accessory Dwelling Unit Staff Report for detail:

History: A Winterville citizen approached Winterville Town Staff and Town Council to consider the addition of "Accessory Dwelling Units" (ADU's) as a use within Winterville's Ordinance.

What is an ADU: An accessory dwelling unit (ADU) is a smaller, independent residential dwelling unit located on the same lot as a stand-alone (i.e., detached) single-family home.

Staff's Research: With every city being different, we must consider if the proposed change will complement the Town of Winterville and our future. Per any ordinance amendment consideration, Winterville staff has reviewed the ordinances and best practices of ADU's found in other cities. There are both benefits and concerns of altering our Accessory Dwelling Unit ordinances as outlined in the attached Staff Report.

Staff Recommendation: If Town Council wishes to add ADU's to the Zoning Ordinance, Town Staff recommends adding "ADU's" as a Special Use, requiring BOA approval. The Special Use will entail Special Requirements in hopes to help preserve the atmosphere and character of our Neighborhoods.

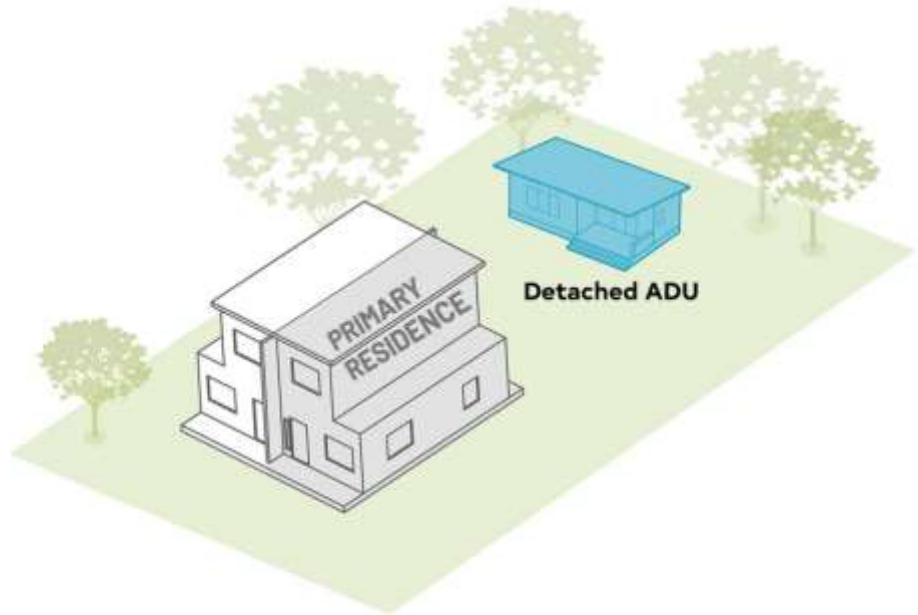
If Town Council would like to proceed with the ordinance amendment, please direct staff to proceed accordingly: Planning and Zoning Board Review and Town Council holding a Public Hearing.

Budgetary Impact: TBD.

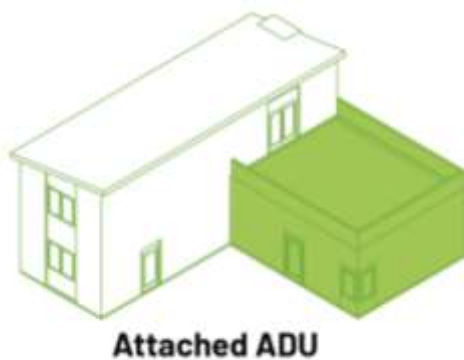
Recommendation: Provide Direction to Staff.

Accessory Dwelling Unit (ADU) Staff Report:

- **ADU Definition:**
 - An accessory dwelling unit (ADU) is a smaller, independent residential dwelling unit located on the same lot as a stand-alone (i.e., detached) single-family home.
- **ADU Types:**
 - Detached ADU: (Two Residential Units on one Lot).



- Attached ADU: (Similar to a Duplex-two separate units attached.).



- **Pro's Of ADU's:**
 - Can increase housing availability.
 - Provides housing variety & alternative forms of housing.
 - Increase Density.
 - Provide income for the owners of the land/property.
 - Provide more housing.
 - Provide housing for family & friends in need.
 - Supports multigenerational dwelling opportunities.

- **Concerns of ADU's:**
 - Increase Density in existing neighborhoods.
 - Increased parking and noise concerns.
 - May promote short-term, mid-term & long term rentals within neighborhoods- affecting the long-term character of the neighborhood and the Town.
 - May promote investor interest in Winterville homes.
 - Investors buying homes in Winterville to create investment rentals in the home and a rental in the ADU.
 - Investors can compete with local families seeking housing.
 - May affect housing costs for prospective owner-occupied inhabitants.
 - Concerns that it may affect Winterville's Small Town/Family Oriented Character & Winterville's Owner Occupancy Rates over time.
 - Greenville does not currently allow ADU's and thus more people may move to Winterville in order to purchase a lot for the intentions of adding an ADU.
 - Greenville has an extremely low homeownership rate of 33.4%.
 - Winterville has a very high homeownership rate of 87.2%.
 - NC average is 66.7%
 - Administrative concerns:
 - Complaints from neighbors.

- **Other Consideration:**
 - Many restrictive covenants likely do not permit multiple dwelling units on the same property, already. So there may not be many neighborhoods that would grant such a use.

- **Staff Recommendation:**

- Although there are advantages to ADU's, staff has concerns on how such a change may affect the character of Winterville and our neighborhoods. Winterville has an extremely high homeowner occupancy rate which contributes to the small town and family-oriented character in which we promote. Our high owner occupancy rates are especially unique when considering Greenville's high rental rates. Winterville has marketed itself as a great place for families to live and purchase their homes. Although there are concerns and expected unforeseen issues that may arise in ADU's, there are benefits to ADU's as well. And thus, if Town Council does wish to proceed with approving ADU's, Staff recommends that Town Council consider the following:

- Adding ADU's as a Special Use within all single-family residential zoning districts and the Agricultural Residential Zoning District.
 - R-20; R-15; R-12.5; R-10; R-8; R-6; A-R.
 - Board of Adjustment would review each proposal to ensure it meets all requirements.
- Creating Special Requirement (SR) 47:
 - One ADU Per Lot.
 - ADU's must be placed on a foundation;
 - May not use a mobile home or home on wheels.
 - ADU may not be sold or deeded separately from the property, lot, or principle dwelling unit.
 - The ADU must be an accessory to a principle residential structure and cannot exist on a lot without a principle dwelling.
 - Must provide additional off-street parking specifically for the ADU. One car per bedroom within the ADU.
 - Must Meet all Requirements of Accessory Buildings:
 - No ADU shall be erected in any front yard whether required or provided.
 - Detached ADU may be located in a side or rear yard not adjacent to a street within five (5) feet of the property line. Accessory buildings to be located in the street side yard shall meet the principal building setback for that side. No separate accessory building shall be erected within five (5) feet of any other building.
 - An aggregate of all detached accessory buildings shall not exceed fifty percent (50%) of the gross floor area of

the principal use building and/or cover more than thirty percent (30%) of the rear yard, whichever is lesser.

- Attached ADU's must meet principle setbacks.
- Property owner must reside on property.
- All ADU's must comply with all applicable city ordinances and codes, including building and housing codes.
- Short term rental of an ADU may be granted by the Board of Adjustment during the Special Use Permit hearing. However the use of the building as a Short Term Rental must be explicitly approved or denied by the Board of Adjustment upon review of all ADU's.
 - Short Term Rentals are defined as "The rental of residential property for vacation, leisure, or recreation purposes for fewer than 90 days"



**Town of Winterville
Town Council
Agenda Abstract**

Item Section: New Business

Meeting Date: August 5, 2024

Presenter: Cliff McGuffin, Public Works Director

Item to be Considered

Subject: Mowing Contract to Precision Lawn Care.

Action Requested: Award 2024-2025 Town Mowing Contract to Precision Lawn Care.

Attachment: 2024 Invitation for Bids and RFP from Precision Lawn Care.

Prepared By: Cliff McGuffin, Public Works Director

Date: 7/24/2024

ABSTRACT ROUTING:

TC: 7/26/2024

TM: 7/29/2024

Final: tjp - 7/29/2024

Supporting Documentation

Staff advertised the 2024-2025 invitation for bids on the website and in the newspaper on May 4, 2024 with a due date of May 27, 2024 for bids to be turned in. We received one bid from Precision Lawn Care in the amount of \$131,350 for all Town mowing locations for a year with the option to extend for 3 years should we be satisfied with the services. Precision Lawn Care has been performing these services for the Town for many years and has always provided excellent service.

Budgetary Impact: This is accounted for in our annual budget for \$131,350.

Recommendation: Approve the mowing contract for Precision Lawn Care for 2024-2025.

INVITATION FOR BIDS
FOR MUNICIPAL RIGHTS-OF-WAY, DITCHES, CEMETERY AND OTHER DESIGNATED
AREAS MOWING AND GROUNDS MAINTENANCE

Sealed bids will be received by the Public Works Director for Town of Winterville **until 2:00 p.m. local time on, May 27th, 2024 at the Town Hall**, 2571 Railroad St., Winterville, NC 28590, and immediately thereafter opened and read. Envelopes should have “Winterville Municipal Cemetery Mowing & Grounds Maintenance” clearly written on the outside. All bids must be made on the blank forms provided for that purpose.

The resulting service contract will be to furnish all implements, equipment, tools, labor and supervision necessary for the execution and completion of the work.

Complete plans, specifications, and contract documents may be obtained at the Winterville Town Hall, 2571 Railroad St., Winterville, NC or by calling the Town Hall at 252-756-2221 ext. 2428.

A walkthrough of the areas included in the contract will be conducted on May 15th 2024. The walkthrough will begin at the Winterville Town Hall at 10:00 a.m. Attending the walkthrough is not a condition of bid consideration but is highly recommended.

All qualified proposals will be evaluated, and acceptance made of the proposal found by the Town of Winterville to constitute the best value offered for the purpose intended. Evaluation will include, but not necessarily be limited to, the bidder’s qualifications, experience, financial standing, labor supply, equipment, supervisory experience, and bid price.

All bidders shall include an affidavit attesting to their compliance with E-Verify (or, if the contractor employs less than 25 employees in this state, attesting to that fact), and attesting to the bidder’s subcontractors’ compliance with E-Verify (or, if any subcontractors employ less than 25 employees in this state, attesting to that fact). A sample “Affidavit of Compliance with NC E-Verify Statutes” is attached. This must be included with all bid submittals.

The Town of Winterville reserves the right to accept or reject any or all proposals presented, the right to waive any informalities or irregularities, and the right to accept the bid or any portion of the bid thereof that is deemed most advantageous to the Town.

Town of Winterville
Cliff McGuffin, Public Works Director

INSTRUCTIONS TO BIDDERS

1. PROPOSALS

Proposals must be made in strict accordance with the "Form of Proposal" provided and therefore, must not be detached from these documents and all blank spaces for bids and alternates properly filled in.

The contractor shall fill in the Form of Proposal as follows:

- a. If the documents are executed by a sole owner, that fact shall be evidenced by the word "Owner" appearing after the name of the person executing them.
- b. If the documents are executed by a partnership, that fact shall be evidenced by the word "Co-Partner" appearing after the name of the partner executing them.
- c. If the documents are executed on the part of a corporation, they shall be executed by either the President and the Secretary or the Vice-President and Secretary and the title of the office of such persons shall appear after their signatures. The seal of the corporation shall be attached to each copy of the documents.
- d. *The bidder must attach the Mowed Area Maps that were distributed by the Town with the bid. Each Mowed Area Map must be initialed and dated by the contractor signifying they have reviewed the sites and are submitting a bid based on a full and complete understanding of the areas requiring mowing and maintenance.*

Modification of bids will only be acceptable if delivered in writing or by telegram to the place of the bid opening prior to the time for opening bids. Should the bidder find discrepancies in or omissions from the drawings, or documents or should be in doubt as to their meaning, the bidder shall at once notify the Purchasing Manager who will send a written instruction to all bidders. The Town will not be responsible for any oral instructions.

2. BULLETINS AND ADDENDA

Any bulletins or addenda to specifications issued during the time of bidding are to be considered covered in the proposal and in closing a contract they will become a part thereof. Receipt of addenda shall be acknowledged by the bidder on the proposal form.

3. AWARD OF CONTRACT

In evaluation of bids, the Town of Winterville shall consider qualifications of the bidders and whether or not the bids comply with the prescribed requirements. The Town may conduct such investigations as deemed necessary to establish responsibility, qualifications, and financial ability of the bidders. The Town may require the apparent low bidder to qualify himself by furnishing to the Town any or all of the following data:

- a. Financial statements dated within 30 days of the bid opening

- b. Records showing the number of full-time employees and length of time the organization has been in business
- c. Name and address of the proposed surety and local claims agent

In the event the apparent low bidder does not qualify, he will be so notified.

4. EXAMINATION OF CONDITIONS

The submission of a bid will assume that the contractor has fully examined the site and knows existing conditions and has made every provision for operation under existing conditions and has included all necessary items.

The contractor, as a condition of his or her bid being considered for the contract, is to initial and date each attached Mowing Area Designation Map signifying he or she has reviewed the Maps and is submitting a bid based on a full understanding of all areas included for mowing and maintenance in the contract.

5. PAYMENT

Payment will be made to the Contractor on a monthly invoice basis for work satisfactorily accomplished during the previous month, and within thirty (30) days after receipt by the Town of invoice.

6. BIDS TO BE RETAINED

No bid may be withdrawn after the scheduled closing time for the receipt of bids for a period of one hundred twenty (120) days pending the execution of a contract by the successful bidder. Should the successful bidder default and not execute a contract, the contract would be offered to the next lowest and responsible bidder.

7. LAWS AND REGULATIONS

The bidder's attention is directed to the fact that all applicable State laws, municipal ordinances, and the rules and regulations of all authorities having jurisdiction over the project shall apply to the contract throughout, and they will be deemed to be included in the contract the same as though herein written out in full.

FORM OF PROPOSAL
FOR MUNICIPAL RIGHTS-OF-WAY, DITCHES AND OTHER DESIGNATED AREAS MOWING
AND GROUNDS MAINTENANCE

The undersigned, as Bidder, proposes and agrees that if this proposal is accepted to contract with the Town of Winterville in the form of contract specified to furnish all necessary implements, equipment, tools, labor and supervision to complete the Town of Winterville Municipal Rights-of-Way, Ditches and Other Designated Areas Mowing and Grounds Maintenance, in full and complete accordance with the Specifications and Contract Documents, to the entire satisfaction of the Town of Winterville.

The undersigned bidder hereby declares that the only person or persons interested in this proposal as principal or principals is or are named herein and that no other person than herein mentioned has any interest in the proposal or in the contract to be entered into; that this proposal is made without connection with any other person, company or parties making a bid or proposal; that it is in all respects fair and in good faith without collusion or fraud; and that Bidder will not sub-contract to another party.

The Bidder further declares that he has examined the site of the work, Specifications, Attachments, and Contract Documents, and read all provisions furnished prior to opening of bids; and that he has satisfied himself relative to the services to be performed.

Each bidder shall affirm that no official, employee of the Town nor their immediate family is directly or indirectly interested in this proposal for any personal reason or gain.

The Town of Winterville reserves the right to reject any and all bids and the right to accept the bid or any portion of the bid thereof that is deemed most advantageous to the Town. The bidder understands it is not guaranteed that Municipal Rights-of-Way, Ditches and Other Designated Areas Mowing and Grounds Maintenance job will be awarded.


Signature

5/23/24
Date

David Rogerson
Printed Name

President
Title

SPECIFICATIONS
FOR MUNICIPAL RIGHTS-OF-WAY, DITCHES AND OTHER DESIGNATED AREAS MOWING
AND GROUNDS MAINTENANCE CONTRACT

This describes the specifications, and terms and conditions for the Town of Winterville’s Municipal Rights-of-Way, Ditches and Other Designated Areas Mowing and Grounds Maintenance Contract including, but not limited to mowing, weed eating, and removal of trash and debris. The work shall include furnishing all equipment, implements, tools, materials, transportation, labor, work, and supervision necessary for the execution and completion of the work.

It shall be understood and agreed that the reference to “Town” herein shall mean Town of Winterville representative or designee.

1. TERM OF CONTRACT

Contract shall exist for twelve (12) months beginning on the date of the Notice to Proceed. The Town reserves the right to extend this Agreement on an annual basis if it is determined to be in its best interest. The life of this Agreement including all extensions shall not extend beyond a period of three (3) years. The Town reserves the right to terminate this Agreement at any time with thirty (30) days written notice, with or without cause.

2. BIDDER QUALIFICATIONS

Only bids from companies established in performing this type service and qualified to handle accounts of this size may be considered. Prior to award, Town of Winterville reserves the right to investigate a bidder’s ability to fulfill the requirements of the contract.

The Contractor shall utilize the U.S. Department of Homeland Security’s E-Verify system to verify the employment eligibility of all new employees hired by the Contractor during the term of the Contract and shall expressly require any subcontractors performing work or providing services pursuant to the Contract to likewise utilize the E-Verify system to verify the employment eligibility of all new employees hired by the subcontractor during the Contract term.

3. LOCATIONS

The Mowed Area Maps are attached herein. The Town’s municipal rights-of-way, ditches and other designated areas as indicated on the maps.

4. USE OF CHEMICALS

The successful bidder (Contractor) must have all applicable licenses including North Carolina Pesticide Applicator's license and endorsements or obtain same within 30 days of contract execution. The Contractor must maintain this license during the term of his contract.

5. MOWING SEASON

The Town's municipal rights-of-way, ditches and other designated areas as listed on the attached map, shall be mowed every fourteen (14) days during the growing seasons beginning the 1st week of April and continuing thru the second week of November.

6. CONTRACTOR USE OF SITE PREMISES

Successful contractor shall cooperate with and accommodate related work performed by the Town on site during the contract period. It shall be the successful Contractor's responsibility to coordinate its work on site.

7. PERSONNEL

The Town of Winterville reserves the right to request of the Contractor, dismissal or replacement of an employee for the Contractor if a conflict or problem with that employee should arise. The Contractor will be responsible for supervision, hiring, and firing of their own employees and shall be solely responsible for the pay, worker's compensation insurance and benefits. The Contractor's designated representative is required to perform periodic inspections of the areas to be cut and shall submit inspection reports to the Contract Administrator when requested.

The Contract Administrator, which will be the Public Works Director "Director" for the purpose of this Agreement, will be assigned as the contact person for maintenance personnel. The Contractor shall insure that his employees are trained in all appropriate safety regulations including but not limited to, OSHA regulations and all other local, State, and Federal regulations.

8. SCOPE OF SERVICES

- The Contractor must remove trash and debris from municipal rights-of-way and ditches, and dispose of it in an approved manner before mowing is begun. The Town will not be responsible for picking up trash and debris left by a contractor on the curb. For purposes of this Agreement, debris includes but is not limited to bricks, paper, cans, bottles, limbs, pipes and any other forms of debris that may prevent proper maintenance of rights-of-ways and ditches.
- The contractor shall supply properly trained staff and all needed equipment and materials to mow and maintain the rights-of-ways every fourteen (14) days for the period of July 1st 2024

thru November 15, 2024. The Town, at its discretion, may require additional mowing on occasion.

- The mowed areas are to be cut such that the mowed grass height is no less than 2 inches and no more than 3 inches.
- The contractor shall remove all grass clippings from sidewalks, paved surfaces and travel ways after each mowing activity.
- Areas to be mowed and maintained rights-of-ways, ditches, and other areas as noted. These areas are shown on the attached Mowing Area Designation Maps.
- Mowing during inclement weather or poor site conditions is prohibited. The Town reserves the right to adjust the mowing schedule because of adverse weather conditions or schedule changes due to other factors. The Contractor shall furnish a proposed mowing schedule and keep the Town advised of any changes. Contractor shall complete each mowing within 14 days of commencement of each mowing cycle, unless otherwise approved in writing from the Town.
- The equipment shall not be left overnight or at other times when work has been suspended, unless approved by the Town.

8. TRAINING

The contractor is responsible for all required and/or needed training of his employees.

9. HOURS OF WORK

The Contractor's operations will be restricted to daylight hours and no work may be performed on Sundays, unless otherwise approved by the Town.

10. CONTRACTOR AVAILABILITY

Within 24 hours of notification, the Contractor shall correct any problems within the scope of this agreement.

11. RESPONSIBILITY FOR DAMAGE CLAIMS

The Contractor shall indemnify and save harmless the Town of Winterville and its officers, agents, and employees from all suits, actions or claims of any character brought for any injury or damage received or sustained by an person, persons, or property by reason of any act of the Contractor, its agents or employees, in the performance of the contract.

12. PROTECTION AND RESTORATION OF PROPERTY

The Contractor shall be responsible for the protection from his activities of all public and private property on and adjacent to the work and shall use every reasonable precaution necessary to prevent

damage or injury thereto. He shall use suitable precautions to prevent damage to pipes, conduits, and other underground structures, and to poles, wires, cables and overhead structures.

It shall be the responsibility of the Contractor to promptly restore, replace or make good any damage or injury to all public and private property. If the Contractor fails to do so, the Town may at the Contractor's expense repair, rebuild, or otherwise restore such property.

13. EQUIPMENT

The Contractor is responsible for the proper operation and maintenance of all equipment and tools used for performance of its duties and must demonstrate to the satisfaction of the Town that the mowing equipment to be used in the work is in good working condition and suitable for the purpose intended.

Mowers are to be equipped with shields to prevent foreign objects from being thrown out from the cutting unit enclosures.

The Contractor is responsible for compliance with applicable requirements of the National Occupational Safety and Health Act of 1970 as amended, the Construction Safety Act, and applicable implementing regulations. The Town of Winterville shall not be responsible for the Contractor's compliance.

Each bidder must attach to his proposal a list describing the equipment he proposes to use in the work.

14. EXECUTION OF THE WORK

If the Contractor fails to execute the work as directed or fails to perform the work in a manner satisfactory to the Town, the Town may perform the work with other forces. The cost of work so performed will be deducted from any monies due the Contractor.

15. CANCELLATION

In the event it becomes necessary for the Town to have other forces perform the work, the Contractor shall promptly supplement his forces to get the work back on schedule. If the Contractor fails to take steps to keep the work on schedule, or consistently performs unsatisfactory work, the contract may be canceled upon thirty (30) days written notice by the Town of Winterville.

16. INSPECTION

All work shall be subject to inspection by the Town at any time. Routinely, the Town will make periodic inspections of the completed work.

17. INSURANCE

Minimum Limits of Insurance:

General Liability---No less than \$1,000,000, limit per occurrence for bodily injury, personal injury and property damage.

Auto Liability---No less than \$1,000,000, limit per occurrence combined single limit per accident per bodily injury and property damage.

Workers Compensation and Employers Liability---Workers Compensation and Employers Liability as required by the State of North Carolina.

The successful Contractor shall provide acceptable Insurance Certificate(s) and Endorsement(s) to the Town no later than at the execution of the contract. The Town reserves the right to require any additional documentation or information verifying insurance coverage, as the Town deems necessary. The Town may contact the successful Contractor's insurance agent(s) or carrier(s) directly concerning any insurance issues.

18. SUBCONTRACTING

It is the intent of the Owner that this contract not be subcontracted. The Contractor shall not award work to subcontractors without prior written approval of the Town of Winterville.

The Contractor shall be fully responsible to the Town for the acts and omissions of their employees, and of persons either directly or indirectly employed by the Contractor. The Contractor shall cause appropriate provisions to be inserted in all employment contracts by the terms of the contract documents insofar as applicable to the work of employees and to give the Contractor the same power as regards to terminating any employee that the Town may exercise over the Contractor under any provision of the contract documents. Nothing contained in this contract shall create any contractual relation between any contract employee and the Town of Winterville.

19. NOTICE TO PROCEED

A notice to proceed will be issued after the Contractor has executed the Agreement and his Insurance Certificate(s) or Endorsements have been received and accepted by the Town. The Contractor shall not deliver any equipment to the work site or commence work until he has received a written Notice to Proceed.

20. TERMINATION

This contract shall be subject to termination upon the occurrence of any of the following events:

If either party hereto defaults on any of its material obligations, (including but not limited to payment of workmen, subcontractors or material men and the timely performance of grass mowing and/or cemetery grounds maintenance), representations (including maintaining in force insurance as per the contract provisions), or warranties under this contract, the non-defaulting party shall notify the other party in writing specifying in sufficient detail the nature and extent of such breach and, unless within thirty (30) calendar days after such written notice of such default the defaulting party remedies the default, the non-defaulting party may terminate the contract in writing without further notice.

Also, this contract shall terminate, if (a) either party files a petition for bankruptcy or is adjudicated a bankrupt or if (b) a petition in bankruptcy is filled against either party or if (c) either party becomes insolvent or makes an assignment for the benefit of its creditors or an arrangement for its creditors pursuant to any bankruptcy or if (d) either party discontinues its business; then the other party shall have the right to terminate its contract immediately upon written notice.

21. ATTACHMENTS

The following attachments are herein made a part of these specifications:

ATTACHMENT A: Mowed Area Maps (North Cemetery and Reedy Branch Road Cemetery)

ATTACHMENT B: Mowed Area Map (Hwy 11, Town Right of Ways and Ditches)

ATTACHMENT C: E-Verify Affidavit of Compliance with NC E-Verify Statutes

The Bidder proposes and agrees if this proposal is accepted to contract with the Town of Winterville for the following price ***(As well as the attached price list broken down by location on page 12)***

\$ 131,350.00

Annual Price

Contract Dates: 12 months from the date of the Notice to Proceed with the Town Possessing the option to extend for two (2) additional 12 month periods

The Bidder further proposes and agrees hereby to commence work under his contract on a date to be specified in a written Notice to Proceed.

The undersigned acknowledges receipt of the following Addenda to the Drawings and/or Specifications.

Addendum No. N/A Dated _____

Submitted this 24th day of May, 2024.

Precision Lawn Care & Landscaping Inc.
 Name of Bidder/Corporation/Firm/Individual

[Signature] President
 Signature of Officer/Individual – Title

5118 Country Lane

Grifton NC 28530
 Business Address of Corp./Firm/Individual

Maria Rogerson, Secretary

MOWING AND CEMETERY MAINTENANCE BID FOR SCHEDULED EVENTS

	Description	Cost per Mowing Event
1	Reedy Branch Road Cemetery	\$ 450 x 15
2	North Cemetery (Firetower Rd)	\$ 400 x 15
3	Highway 11	\$ 2200 x 15
4	Town Right of Ways	\$ 3900 x 15
5	Ditches	\$ 9800 (2 times per year)

Total Per Year (Based on 15 Events Per Year) \$ 131,350.00

PRICE FOR TOWN REQUESTED ADDITIONAL MOWINGS

	Description	Cost per Mowing Event
1	Reedy Branch Road Cemetery	\$ 950
2	North Cemetery (Firetower Rd)	\$ 400
3	Highway 11	\$ 2200
4	Town Right of Ways	\$ 3900
5	Town Ditches	\$ 9800

Vendor Name: Precision Lawn Care and Landscaping Inc.

Vendor Address: 5118 Country Ln.

City: Grifton State: NC Zip Code: 28530

Phone Number: 252-746-2202 Cell Number: 252-531-1841

Signature:  Date: 5-23-24

BIDDER'S QUALIFICATIONS

(Per Item #2 in Specifications)

BIDDERS NAME: Precision Lawn Care and Landscaping
DATE: 5-23-24

Bidder must demonstrate that he has a successful record of experience in the type of service specified. Otherwise, the proposal may not be considered.

The Invitation for Bids is for a service agreement for cemeteries grass mowing and grounds maintenance. Therefore, list below at least three (3) accounts of comparable size that you are now serving within this general area.

COMPANY	PERSON TO CONTACT	TELEPHONE NUMBER
City of Greenville	Kevin Heffernon	252-378-5214
NC DOT DIV 2	Marshall Gibbs	252-439-2939
NC DOT DIV 1	Dennis Robertson	252-340-1936
NC DOT DIV 4	Bryant Adams	252-373-6434

Precision Lawn Care and Landscaping
 Company Name

5118 Country Lane
 Address

Grifton, NC 28530
 City, State, Zip

BIDDERS NAME: Precision Lawn Care and Landscaping
 DATE: 5-24-24

EQUIPMENT	DESCRIPTION	MODEL YEAR
430 Grasshopper	72" Mower	2020-2024 Qty 8
Jacobson 5111	11' Mower	2009
W105E John Deere	22' Reach Long Arm	2018-2023 Qty 8

Energreen mower	30' Boom	2023	Qty 2
Energreen mower	40' Boom	2023	Qty 1

Precision Lawn Care and Landscaping
 Company Name

5118 Country Lane
 Address

Grifton, NC 28530
 City, State, Zip

STATE OF NORTH CAROLINA

COUNTY OF PITT

AFFIDAVIT of COMPLIANCE
with N.C. E-Verify Statutes

I, David Regerson (hereinafter the "Affiant"), duly authorized by and on behalf of Precision Lawn Care and Landscaping (hereinafter the "Employer") after being first duly sworn deposes and says as follows:

1. I am the President (President, Manager, CEO, etc.) of the Employer and possess the full authority to speak for and on behalf of the Employer identified above.
2. Employer understands that "E-Verify" means the federal E-Verify program operated by the United States Dept. of Homeland Security and other federal agencies, or any successor or

equivalent program used to verify the work authorization of newly hired employees pursuant to federal law.

3. X Employer employs 25 or more employees in the State of North Carolina, and is in compliance with the provisions of N.C. Gen. Stat. §64-26. Employer has verified the work authorization of its employees through E-Verify and shall retain the records of verification for a period of at least one year.

____ Employer employs fewer than 25 Employees and is therefore not subject to the provisions of N.C. Gen. Stat. §64-26.

4. All subcontractors engaged by or to be engaged by Employer have or will have likewise complied with the provisions of N.C. Gen. Stat. §64-26.

5. Employer shall keep the Town of Winterville informed of any change in its status pursuant to Article 2 of Chapter 64 of the North Carolina General Statutes.

Further this affiant sayeth not.

This the 24 day of May, 2024.

[Signature]
Affiant

STATE OF NORTH CAROLINA
COUNTY OF North Carolina

Sworn to and subscribed before me, this the 24th day of May, 2024.

[Signature]
Notary Public

[SEAL]

My commission expires: 6.25.2028



CONTRACT
TOWN OF WINTERVILLE
CEMETERY MOWING AND GROUNDS MAINTENANCE

This Agreement, made this _____ day of _____ in the year of 2024, by and between _____, hereinafter after called the Party of the First Part, and Town of Winterville, North Carolina hereinafter called the Party of the Second Part.

Witnesseth:

That the Party of the First Part and the Party of the Second Part for the consideration herein named agree as follows:

1. The Party of the First Part shall furnish and deliver all of the materials, and perform all of the work in the manner and form as provided by the following enumerated plans, specifications and documents, which are attached hereto and made a part thereof as if fully contained herein: Invitation for Bids, Instructions to Bidders, Accepted Proposal, and Specifications.

2. The Party of the First Part shall commence work to be performed under this agreement on the date stated in the Notice to Proceed. The Party of the First Part shall perform the work in accordance with the schedule herein.

3. The Party of the Second Part hereby agrees to pay the Party of the First Part for the faithful performance of this agreement, subject to the prices attached hereto as provided in the specifications or proposal, in lawful money of the United States, the total of One hundred thirty one thousand three Dollars (\$ 131,350.00). Payments will be made monthly for the work satisfactorily hundred fifty performed in the previous month.

In Witness Whereof, the Parties hereto executed this Agreement on the day and date first above written in four counterparts, each of which shall, without proof or accounting for other counterparts, be deemed and original contract.

WITNESS:

_____ Corporation/Firm/Individual
By: _____

Title of Officer or Individual

WITNESS:

_____ **TOWN OF WINTERVILLE**
By: _____

Town Manager

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

Finance Director

NOTICE TO PROCEED

You are hereby notified to commence work in accordance with this agreement for the Town of Winterville Cemeteries Mowing and Grounds Maintenance services.

Town of Winterville

By _____

Title _____

This instrument has been Pre-Audited in the manner required by the North Carolina Local Government Budget and Fiscal Control Act

Town of Winterville Finance Director

Date

ACCEPTANCE

Receipt to the above Notice to Proceed is hereby acknowledged by

_____ this _____ day of _____, 2024 by _____.



**Town of Winterville
Town Council
Agenda Abstract**

Item Section: Consent Agenda

Meeting Date: August 5, 2024

Presenter: Anthony Bowers, Assistant Town Manager

Item to be Considered

Subject: Resolution for Funding with NCDEQ for Construction of 2020 Sewer Pumpstation Rehab Project.

Action Requested: : Adopt Resolution 24-R-081.

Attachment: Resolution 24-R-081.

Prepared By: Anthony Bowers, Assistant Town Manager

Date: 7/26/2024

ABSTRACT ROUTING:

TC: 7/26/2024

TM: 7/29/2024

Final: tjp - 7/29/2024

Supporting Documentation

The Town has obtained funding in the amount of \$8,897,232. This funding also included \$500,000 in debt forgiveness. This is a 0% interest loan and is for a term of 20 years. The annual debt service payment is \$419,861.60 and it will cost the average customer \$7.67 per month.

This project will build a new Chapman Street pumpstation to replace the station that is currently over capacity. It will also increase the capacity of the Church Street pumpstaion to handle all of the growth on the south side of Town. This project will also overhaul control panels around Town at other stations. This project will also eliminate the Winterville Crossing pumpsation.

Debt Service payments will begin as early as May 2026, but will most likely be October of 2026.

CS370879-03

Budgetary Impact: Annual Debt Service Payment of \$419,861.60.

Recommendation: Staff recommends Council adopt Resolution 24-R-081.

RESOLUTION BY THE TOWN OF WINTERVILLE

NORTH CAROLINA CLEAN WATER REVOLVING LOAN AND GRANT

WHEREAS, the North Carolina Clean Water Revolving Loan and Grant Act of 1987 has authorized the making of loans and grants to aid eligible units of government in financing the cost of construction of wastewater treatment works, wastewater collection systems, and water supply systems, water conservation projects; and

WHEREAS, the North Carolina Department of Environmental Quality has offered a (State Revolving Loan, State Grant, or State Bond Loan) in the amount of \$\$8,897,232 for the construction of 2020 Pumpstation Rehabilitation Project, and

WHEREAS, the Town of Winterville intends to construct said project in accordance with the approved plans and specifications,

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF WINTERVILLE:

THAT, Winterville Town Council does hereby accept the State Revolving Loan, offer of \$8,397,232, and

THAT, the Winterville Town Council does hereby give assurance to the North Carolina Department of Environmental Quality that all items specified in the loan offer, Section II - Assurances will be adhered to. and

THAT, Terri L. Parker, Town Manager, and successors so titled, is hereby authorized and directed to furnish such information as the appropriate State agency may request in connection with such application or the project; to make the assurances as contained above; and to execute such other documents as may be required in connection with the application, and

THAT, The Town of Winterville has substantially complied or will substantially comply with all Federal, State, and local laws, rules, regulations, and ordinances applicable to the project and to Federal and State grants and loans pertaining thereto.

Adopted this the 5th day of August 2024.

Richard E. Hines, Mayor

ATTEST:

Donald Harvey, Town Clerk

CERTIFICATION BY RECORDING OFFICER

The undersigned duly qualified Town Clerk of the Town of Winterville does hereby certify: That the above attached resolution is a true and correct copy of the resolution, as regularly adopted at a legally convened meeting of the Town Council duly held on the 5th day of August 2024; and, further, that such resolution has been fully recorded in the journal of proceedings and records in my office. IN WITNESS WHEREOF,

I have hereunto set my hand this 5th day of August 2024.

Donald Harvey, Town Clerk



**Town of Winterville
Town Council
Agenda Abstract**

Item Section: New Business

Meeting Date: August 5, 2024

Presenter: Anthony Bowers, Assistant Town Manager

Item to be Considered

Subject: Resolution Adopting Improvements for an All Way Stop intersection at Mill Street and Boyd Street.

Action Requested: Adopt the resolution.

Attachment: : Resolution 24-R-082.

Prepared By: Anthony Bowers, Assistant Town Manager

Date: 7/26/2024

ABSTRACT ROUTING:

TC: 7/26/2024

TM: 7/29/2024

Final: tjp - 7/29/2024

Supporting Documentation

The Town Council expressed concerns regarding the intersection of Mill Street and Boyd Street. As a result, staff reached out to NCDOT and conveyed the concerns of the Town Council. NCDOT listened to the request and reviewed the intersection to determine if improvements could be made. They determined that this intersection has had a high number of traffic accidents over the last 5 years.

Attached is the resolution requested by NCDOT.

Once adopted we will communicate the Town Council's vote for the improvements to be installed by NCDOT

Budgetary Impact: NA.

Recommendation: Staff recommends Council adopt Resolution 24-R-082.

RESOLUTION

**TO SUPPORT THE INSTALLATION OF AN ALL WAY STOP
AT THE INTERSECTION OF MILL STREET AND BOYD STREET**

WHEREAS, Mill Street and Boyd Street is a North Carolina State road, both being primary transportation routes in the Winterville area; and

WHEREAS, the intersection of Mill Street and Boyd Street is heavily traveled at all time of the day; and

WHEREAS, the Town of Winterville and the NC Department of Transportation have observed an accident rate at the intersection of Mill Street and Boyd Street that is warranting discussion as to how to make the intersection safer for all who use it; and

WHEREAS, the NC Department of Transportation has proposed adding stop signs on Mill Street with an all way stop at the intersection with Boyd Street; and

WHEREAS, the NC Department of Transportation has provided information that shows an all way stop is an effective way to reduce vehicular accidents at highly traveled intersections.

NOW, THEREFORE, BE IT RESOLVED, by the Winterville Town Council that the Town of Winterville supports the safety improvements proposed by the NC Department of Transportation at the intersection of Mill Street and Boyd Street, with the installation of an all way stop.

Adopted this the 5th day of August 2024.

Richard E. Hines, Mayor

ATTEST:

Donald Harvey, Town Clerk

CERTIFICATION BY RECORDING OFFICER

The undersigned duly qualified Town Clerk of the Town of Winterville does hereby certify: That the above resolution is a true and correct copy of the resolution authorizing the filing of an application with the State of North Carolina, as regularly adopted at a legally convened meeting of the Town Council duly held on the 5th day of August 2024; and, further, that such resolution has been fully recorded in the journal of proceedings and records in my office. IN WITNESS WHEREOF,

I have hereunto set my hand this 5th day of August 2024.

Donald Harvey, Town Clerk