

# NOTES

TO: Honorable Mayor and City Council Members  
FROM: Ann E. Wall City Manager  
DATE: December 6, 2017  
SUBJECT: Materials for Your Information

Please find attached the following materials for your information:

1. A memo from Tom Weitnauer, Interim Community Development Director, regarding the Senior Citizens Christmas Luncheon on Thursday, December 7, 2017 from 11:30 AM- 1:30 PM at the Drew Steele Center.
2. A memo from Kevin Mulligan, Public Works Director, regarding the 2017 Jaycees Christmas Parade on Saturday, December 9, 2017 at 5 PM
3. A memo from Kevin Mulligan, Public Works Director, regarding professional services contracts for the construction of Town Creek Culvert
4. An agenda for the December 12, 2017 Police Community Relations Committee meeting and minutes from the November 14, 2017 meeting

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Attachments



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COMMUNITY DEVELOPMENT

MEMORANDUM

**To:** Ann Wall, City Manager  
**From:** Tom Weitnauer, Interim Director *TW*  
**Date:** December 1, 2017  
**Subject:** Community Event in December 2017 – Senior Citizens Christmas Luncheon

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The Greenville Human Relations Council scheduled the 7<sup>th</sup> Annual Senior Citizens Christmas Luncheon to be held on Thursday, December 7, 2017, 11:30 AM-1:30 PM to be held at the Drew Steele Center.

Attached is an event flyer with additional details including RSVP contact information.

# Senior Citizens Christmas Luncheon

Join us for the  
7<sup>th</sup> Annual  
Senior Citizens Christmas Luncheon

Thursday, December 7, 2017  
11:30 ~ 1:30 p.m.

Drew Steele Center  
1058 S. Elm Street  
Greenville, NC

Sponsors:

City of Greenville

- Greenville Police Dept.
- Community Development Dept.

Pitt County Sheriff's Office  
Pitt County Council on Aging  
Churches Outreach Network  
Human Relations Council  
Mr. & Mrs. Amando Peña

Please RSVP!

Cassandra Daniels

252-329-4494 or via e-mail:  
[cdaniels@greenvillenc.gov](mailto:cdaniels@greenvillenc.gov)



# Memorandum

**To:** Ann E. Wall, City Manager  
**From:** Kevin Mulligan, PE, Director of Public Works   
**Date:** December 6, 2017  
**Subject:** 2017 Jaycees Christmas Parade

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This is just a reminder of the 2017 Jaycees Christmas Parade to be held on Saturday, December 9, 2017, beginning at 5 pm.

The Jaycees will provide a car for Mayor Smith. All other officials (Council Members and Council Members-Elect) and their families are invited to ride on the City's float. Those who wish to participate are asked to meet behind City Hall between 4:15 and 4:30 pm on the day of the parade. Public Works will provide a van to transport them to the staging area to board the float (see attached photo), and the van will meet them at the end of the parade route to return them to City Hall.

Our elected officials are asked to let Ms. Carol Barwick, City Clerk, know if they plan to ride the float in this year's Christmas Parade and how many family members will be accompanying them. She can be reached at 329-4422.

Attachment

cc: Kevin Heifferon, Buildings & Grounds Superintendent



# Memorandum

**TO:** Ann Wall, City Manager

**FROM:** Kevin Mulligan, PE, Director of Public Works 

**DATE:** December 6, 2017

**SUBJECT:** Professional Service Contracts for the Construction of Town Creek Culvert

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The City of Greenville began the study and preliminary design phase of Town Creek Culvert in the fall of 2013. Town Creek Culvert drains stormwater from approximately 300 acres in the Uptown Greenville area. It was built in the early 1900s and needs to be replaced due to multiple pipe failures which have caused road closures as well as localized flooding. Final design was completed and presented to City Council in August 2016.

City Council approved a Resolution of Award of a construction contract for the Town Creek Culvert Drainage Improvement Project to Trader Construction in October 2017. The City has recently received the Authorization to Award from the NC Division of Water Infrastructure – December 4, 2017. All necessary signatures for the construction contract are being obtained, and shortly a Notice to Proceed will be issued.

During the October presentation of the construction contract, Public Works listed three (3) additional professional service contracts that would be forwarded to City Council for approval. These three contracts are necessary for a capital project of this size and complexity. The three contracts are as follows:

- 1) Construction Administration/inspection services
- 2) Construction Materials Testing, and
- 3) Environmental Services/Waste Management.

A summary of the proposed scope of services for each of these contracts is provided below. These contracts will be presented to City Council at the December 14, 2017, meeting for award.

### Construction Administration and Inspection Services

The professional services contract for this project (originally awarded October 7, 2013) has three phases or task orders. Those task orders are as follows: study and preliminary design (completed), final design (completed), and construction administration services. The Construction Administration and Inspection contract is composed of two major tasks. They are as follows:

Construction Administration which includes, but is not limited to, the following:

- Monthly Construction Progress Meeting
- Construction Oversight Visits
- Contractor Pay Application Review and Approval
- Shop Drawing Reviews
- Negotiate, Review, and Prepare Change Orders and Amended Drawings
- State Loan Reimbursement
- Conduct Final Inspection
- Record Drawings – These drawings indicated As-built, or constructed, project as compared to the proposed drawings.
- Review and Approve Close-out Documents Associated with State Loan
- One-Year Warranty Inspection and Issue Warranty List

**Resident Construction Inspection:**

- Resident Construction Inspector and Engineer – This task assumes that the construction inspector will be on-site for 30 months, the entirety of the job.



**Geotechnical Engineering/Construction Materials Testing (CMT)**

Construction Materials Testing (CMT) services are performed to help provide the owner with verification of compliance obtained by the general contractors with the project specification. These services are provided at periodic intervals which typically are defined by the project specifications. Test locations for most materials are based upon random selection; as such, not all materials incorporated into a construction project are tested or observed. The greater the testing frequency, the greater the confidence level that the test results are representative of other untested areas.

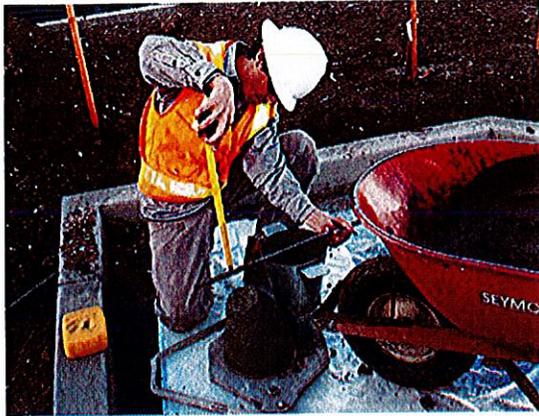
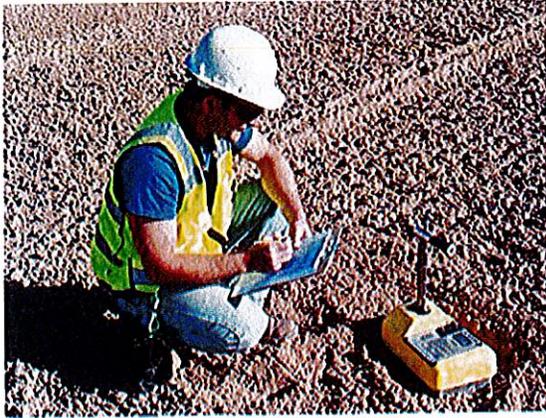
Materials to be tested under this professional services contract include, but are not limited to:

Earthwork/Soils:

- Observe the contractor proof-roll the site to observe that unstable soils have been identified and removed, or repaired in-place, prior to fill placement
- Observe fill placement activities for conformance with the project specifications
- Perform in-place density testing of fill materials to verify compaction

Aggregate Base Course:

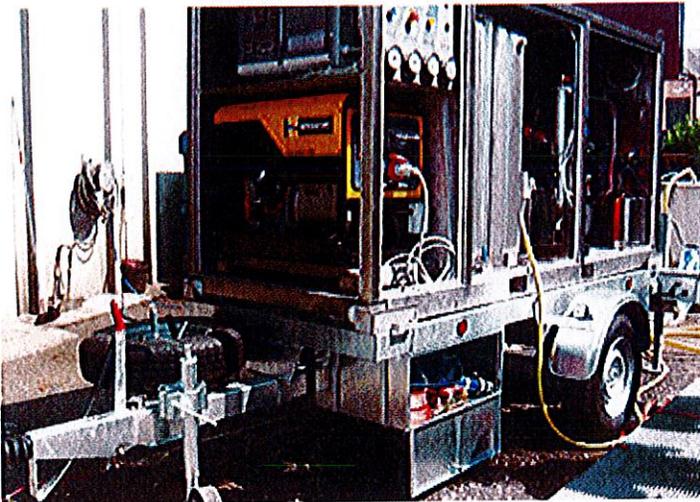
- Observe proof-rolling of soil subgrades prior to Aggregate Base Course (ABC) stone placement and ABC stone elevations prior to paving



## Environmental Services/Waste Management

Due to the age and location of the infrastructure, construction activities for the Town Creek Culvert will likely encounter contaminated soil and/or groundwater associated with, but not limited to, petroleum, solvents, and listed hazardous wastes from known and unknown sources. The scope of services being provided under this professional services contract include:

- Perform assessment activities including soil and groundwater sampling along proposed drainage in an attempt to minimize the need for a sealed (water tight) conveyance system
- Develop a plan for managing and disposing of possible listed hazardous wastes, petroleum and non-listed solvent contaminated water that may be generated by dewatering during excavations for construction below the water table
- Develop a plan for managing and disposing of contaminated soil generated during excavations performed during construction
- Evaluate groundwater and soil containment, treatment, and/or disposal logistics
- Coordinate with multiple NC Department of Environmental Quality (NCDEQ) sections and personnel for waste disposal alternatives and Individual National Pollutant Discharge and Elimination System (NPDES) permitting
- Preliminary treatment system analysis, constructability, design, and costs
- NPDES Permit application
- Health and Safety coordination with the City and construction contractor
- Possible additional pre-excavation borings for soil and groundwater sampling in an attempt to minimize potentially solvent impacted waste stream
- Groundwater treatment system operations, relocation and reporting
- Contaminated soil and groundwater removal, characterization, and disposal oversight and coordination
- Waste disposal documentation
- Emergency response underground storage tank removal (including reporting) if necessary



Should you have any questions, do not hesitate to contact me.

cc: Lisa Kirby, PE, Senior Engineer



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## **POLICE COMMUNITY RELATIONS COMMITTEE A G E N D A**

Tuesday, December 12, 2017, 6:30 PM  
City Hall Building, 3<sup>rd</sup> Floor, Room 337

200 W. Fifth Street  
Greenville, NC 27835

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- 1) Call to Order – Diane Kulik, Chair
- 2) Roll Call
- 3) Approval of the Agenda – December 12, 2017
- 4) Approval of Minutes – November 14, 2017
- 5) State briefly the mission of committee and purpose of meeting
- 6) New Business:
  - Police Community Relations Committee planning for program topics for 2018, except for July and August. We do not meet in July and August.
  - Elections
- 7) Public Expression and Questions
- 8) ADJOURN

**NOTE:**

To maintain order of the board and clarity of recording, please allow one person to speak at a time. Thank you.

**The Police Committee Relations Committee Mission Statement**

Serve as a liaison between the community and the police. To serve as an advocate for programs, ideas, and methods to improve relations between the community and the police. To disseminate information to the community and the City with regard to the state of relations between the community and the Greenville Police Department. To assist and promote the community education efforts concerning safety awareness and community and individual awareness.

**SUMMARY MINUTES FOR THE  
POLICE COMMUNITY RELATIONS COMMITTEE**

Chairperson Diane Kulik called the Police Community Relations Committee meeting to order at 6:30 p.m., at Brook Valley Country Club, Greenville, NC.

**INTRODUCTION OF COMMITTEE MEMBERS**

Chairperson Diane Kulik asked each committee member and city staff to introduce themselves.

Committee members present:

|                          |                          |
|--------------------------|--------------------------|
| Greg Rubel, District 3   | Jermaine McNair, Mayoral |
| Scott Snyder, District 4 | Diane Kulik, Chairperson |
| Carol Bass, District 5   |                          |

Committee members absent:

Lennard Naipaul, District 2

City Staff Members present:

|                     |                     |
|---------------------|---------------------|
| Lt. David Bowen     | Donald Phillips     |
| Officer A. Blackmon | Sylvia Horne        |
| Officer S. Paldino  | Billie Jo Viverette |
| Sgt. Dale Mills     |                     |

Sylvia Horne explained to everyone that she will no longer be the secretary for the PCRC. She introduced Billie Jo Viverette, Staff Support Specialist with the Greenville Police Department, who will now be the secretary.

**APPROVAL OF THE AGENDA**

Chairperson Diane Kulik asked for a motion for approval of the November 14<sup>th</sup>, 2017 agenda.

Motion: Jermaine McNair  
Seconded: Carol Bass

The agenda was unanimously approved by the committee.

**APPROVAL OF THE MINUTES**

Chairperson Diane Kulik asked for a motion for approval of the amended September 27, 2017 minutes.

Motion: Jermaine McNair  
Seconded: Carol Bass

Chairperson Diane Kulik asked for a motion for approval of the October 10<sup>th</sup>, 2017 minutes.

Motion: Jermaine McNair  
Seconded: Carol Bass

Chairperson Diane Kulik read the Police Community Relations Committee Mission Statement.

Chairperson Diane Kulik introduced Officer Blackmon and Officer Paldino to discuss Home Protection; what everyone can do to protect their homes and their families.

Officer Paldino explained that he and Officer Blackmon were designated Neighborhood officers for the East Zone areas under the supervision of Lt. Bowen. He discussed how Neighborhood officers work with citizens on problem solving for various criminal activity in neighborhoods. He stated that they are often asked questions from citizens about their rights of protecting themselves and their families with firearms. He stated that they explain to citizens that if they choose to protect themselves in that manner that proper training is recommended. He discussed the importance of proper training in the use of firearms and also on being taught the laws of owning and discharging firearms.

Officer Blackmon stated that if you don't feel comfortable in owning firearms that there are other ways that you can protect your home and deter criminal activity. She gave several examples of other options that citizens can use:

- Increased lighting on doorways, front and back yards
- Alarm systems
- Knowing your neighbors
- Calling Police Department when seeing something suspicious
- Video cameras with good quality picture viewing, good lighting
- Keep blinds/curtains closed when not at home
- Don't have landscaping that grows tall and large which would cover windows, doors and create hiding places for criminals

Sgt. Mills discussed the importance of not leaving garage doors open and locking all vehicle doors. He stated how important it is to not leave valuables in vehicles and to write down serial numbers and model numbers on property. He also discussed how valuable and beneficial it is to have Neighborhood Watch programs in deterring criminal activity and providing information to the Police Department.

Chairperson Kulik introduced Jarrett Pittman, Pitt County Assistant District Attorney to discuss the legal process of being arrested, and criminal sentencing process for North Carolina. He stated that there are several levels of the process. The first level being arrested and charged by a police officer. He stated the second level is the case being handled by the D.A.'s office. He explained how he receives folders from the victim witness legal assistants every day, which contains information on each individual that has been arrested. The information consists of the

warrant with the charges, the name and date of birth, and also the criminal record on that individual. Any information on the individual and on the activity that occurred that will help him in making the decisions on what charges to pursue; whether it is a misdemeanor or a felony.

He explained that in North Carolina, for certain misdemeanors, if an officer did not witness the crime, an individual may go obtain a warrant themselves by going to the Magistrate's office. He explained the process of officers serving warrants and how it may take some time to serve the warrants because of not having correct addresses on the suspects.

He then explained the next step when someone is arrested, is that they have a first appearance which could be before a magistrate or a judge, depending on the nature of the crime. Then a bond would be set. He explained the process of getting a bail bondsman to post bail, if the arrestees have no other resources. The purpose of posting a bond is to make sure the individual appears in court. He discussed the many factors that is considered when a magistrate or judge determines how high a bond should be.

He explained the process of sending letters to victims, after the subject is arrested, asking for their input and participation in preparing the case for court. He then explained the process of when federal cases go to the Grand Jury and how they decide if there's enough evidence for the cases to go further. He said then the next phase is the assistant district attorneys preparing the cases and giving them to the District Attorney, who reviews the police reports, the cases, and what plea offers the assistant district attorneys are recommending. He explained that some victims get discouraged by this point, thinking that their cases are not being worked. He stated that however that is far from the truth; it is just that the whole process takes a period of time to prepare for.

Jarrett briefly reviewed the Felony and Misdemeanor Punishment Charts that he provided as handouts.

Chairperson Kulik thanked everyone for coming. A motion was made and seconded to adjourn the meeting.