



Town of Pilot Mountain
Town Hall 124 West Main Street Pilot Mountain, NC 27041
Monday, February 11, 2019, 7:00 PM

BOARD OF COMMISSIONERS REGULAR MEETING AGENDA

Call to Order/Moment of Silence/Pledge of Allegiance

Adoption of Agenda

Public Comment

Anyone may speak on any issue. Before speaking, please state your name and address. Please limit comments to three minutes.

Consent Agenda

- [1.](#) These are minutes from the January 14, 2019 regular meeting, January 15, 2019 work session, January 22, 2019 Special Meeting and January 31, 2019 Special Meeting.

Board & Committee Reports

2. Monthly Report from the ABC Board Chairman.

Unfinished Business

- [3.](#) Rural Center Community Assessment

New Business

- [4.](#) Board & Committee Appointments
- [5.](#) Water Agreement with Surry County
- [6.](#) Streetscape Project
- [7.](#) Development Moratorium Public Hearing
- [8.](#) Resolution Establishing Check Signing Authority

Administrative Reports

- [9.](#) Staff Reports

Mayor and Commissioners Comments

Other Business

Adjourn

**Town of Pilot Mountain
Board of Commissioners Meeting
Monday, January 14, 2019
Special Meeting 6:00 PM
Public Hearing on Re-zoning Request 6:45
Regular Meeting 7:00 PM**

Members Present: Mayor Evan Cockerham, Commissioner Kimberly Quinn, Commissioner Donna Kiger, Commissioner Scott Needham and Commissioner Hilda Willis.

Staff Present: Town Manager, Michael Boaz, Town Attorney, Ed Woltz, Town Planner, Andy Goodall and Town Clerk, Holly Utt

Special Meeting to interview candidates for vacant seat 6:00 PM

Mayor Cockerham announced that each applicant could speak to the Board about their interest in the vacant seat. One applicant, Meigs Needham, respectfully withdrew his application. The following citizens spoke about their desire to be on the Board: Crystal Folger-Hawks, Rachel Collins, Gary Marshall and Hilda Willis. Ballots were cast by Board members to fill the vacancy. Two ballots were received for Hilda Willis and one for Crystal Folger-Hawks.

Public Hearing on Re-zoning Request 6:45PM

Andy Goodall explained that the property at 403 S. Key Street, which contains a small barn or garage, has residential zoning. The owners would like to lease the property to be used for commercial purposes. There is currently tree service that is set up there. The re-zoning would allow that business to continue and other uses that are allowed in GB as well. The Planning Board reviewed this at the meeting in December and they found that the request was not consistent with the land use plan. The land use plan has this property marked for medium-density residential. The Planning Board did find that, based on the adjacent zoning districts as well as the history of uses on that property that it would warrant re-zoning to commercial. It was recommended by the Planning Board to rezone the property and amend the land use plan to commercial. The owner of the property, Greg Smith, stated that the property had been used for a garage from the 1950's to 1989. Since that time, it has been used for storage. R & J Tree Service approached him for use as equipment storage and office space. The intention is to clean it up, re-do the landscaping and gravel the parking lot. This would allow the tree service business to have more exposure in town.

Cheryl Pruitt, 500 Butler Street, stated that her property adjoins this property. She has concerns about the types of businesses that would be allowed under the proposed zoning in the future. It has the potential to make the area look bad.

Randy Kottwitz, owner of R & J Tree Service, stated that he had been in business for 5 years. They have grown to the point that they need commercial space for office space and exposure. They do not plan to have customers in and out, just a space to park the trucks and use for an office. He also plans to paint the building, landscape and gravel the parking lot. They work with the community and try to help when needed and he would like to stay in Pilot Mountain.

Mayor Cockerham closed the public hearing.

Call to order/Moment of Silence/Pledge of Allegiance – 7:00 PM

Mayor Cockerham called the meeting to order at 7:00 PM. All in attendance observed a moment of silence. Commissioner Quinn led all in attendance in reciting the Pledge of Allegiance.

Swearing in of New Board Member

Mayor Cockerham swore in appointed Board member, Hilda Willis.

Adoption of Agenda

Commissioner Needham made a motion to adopt the agenda as presented and it was unanimous.

Public Comment

David Presnell, Lola Lane Unit 209, was present to address the Board. He purchased the unit about 6 months ago with the intention of living there but are so many problems that the unit is uninhabitable. He said the inspections department was supposed to protect property owners from these type situations. There are violations of code that should never have got past inspections. The retaining wall is about to fall over and flashing on decking was done improperly is causing mold in the unit. Commissioner Quinn asked if this was not disclosed during the sell. Mr. Presnell said that it was disappointing that the homeowners in that location have to fix their own problems that should fall back on inspections and the things that were not built to code. Attorney Woltz explained that each municipality is responsible for their own inspections but all in Surry County contract with the county to offer those services. Attorney Woltz suggested he contact Johnny Easter with the Surry County Inspections Department.

Gary Marshall, 521 E Main Street, was present to address the Board. Mr. Marshall stated that he had read the article in the paper and questioned the Board about how far they could go to protect the citizens concerning the New River Tire Recycling. He stated that the waste was toxic no matter what the EPA or DEQ says. He asked if the company, the citizens or the Board defines the town. Attorney Woltz stated that the state and federal government regulate a specific part of commerce and a locality cannot put something into place that is more stringent than state or federal levels. The Board has contacted state and federal agencies and NRTR complies with their guidelines. Mr. Marshall asked what they could do and it worries him that this business could define the town. Mr. Woltz explained that if specific individuals had specific problems and they could prove the damage to property or health then the recovery could be for them. Commissioner Quinn stated that the Board had taken this seriously for three years and they have done everything they legally can. They consulted with an outside attorney when the residents presented the petition and everything that can legally be done, has been done. She explained that the town could not over-step the boundaries set forth by the state. Mr. Marshall stated that he did appreciate what the Board had done.

Consent Agenda

- November 26, 2018 Regular Meeting Minutes

Commissioner Quinn made a motion to approve and adopt the consent agenda and the items there upon and it was unanimous.

Board, Committee & Department Reports

Billy Pell stated that the ABC sales were up by 25.4% over November 2017. Total sales for the month was \$113,399 compared to \$89,381 in the previous year. December sales increased for 2018 with total sales for the month of \$159,850. This is an increase of 24.05% over 2017 sales of \$128,157. He commended the staff for their hard work.

Unfinished Business

Water Payment Refund Request

Mr. Boaz explained that last month the Board had a refund request from a utility customer that had paid the tap fees and never actually connected to the water system. The customer paid the bill for two years. The town's policy has been, that once they make that tap the customer is responsible for the minimum monthly fee whether water is used or not. This particular customer is requesting that payments be refunded for the past two years. Mr. Boaz stated that there were roughly 10 customers that have taps and do not use water. If those payments were refunded then the town would lose about \$7,700 that would have to be paid out and then approximately \$3,800 a year in revenue. Commissioner Needham made a motion to deny the refund request and it was unanimous.

Interlocal Agreement with City of Mr. Airy for Water Purchases

Mr. Boaz gave some background on the inter-connect. This is a \$4 million project with the City of Mount Airy and Surry County paying 1/3 each and a cost to the town of \$650K. The master meter will be in the area of Simmons Grove Church Road. Mr. Boaz explained that this agreement would establish parameters for the purchase of water from the City of Mount Airy. This would limit the amount of increase that Mount Airy could charge the town. For example, if they raised their inside city rate by 2% they can only increase the rate to the Town by 2%. Mr. Boaz reminded the Board that this was a big decision governing the future of water for residents and it is essentially not reversible. Once the inter-connection is built, it will shut down the current water plant. Commissioner Quinn asked for more time to review the contract. Commissioner Kiger made a motion to approve the interlocal agreement. Commissioner Quinn was opposed; the motion carries.

New Business

Zoning Map Amendment 2018-REZ-04

Andy Goodall explained that originally the permit was for a tree service, which is a contractor's office, would fit under the GB zoning. After hearing discussion, the issue is storage of materials (firewood) on the property that is not inside the building and that is not allowed under the GB zoning without a conditional use permit. Randy Kottwitz stated that they did not intend to sale the firewood and he would relocate it back to his personal property. Mayor Cockerham asked if they moved the material to the inside would they be able to sell it. Andy stated that they could have the materials for sale if they were stored inside. Andy explained to the property owner and business owner that if the re-zoning was approved they could use the property as a contractor's office with no outdoor storage and their company vehicles. Commissioner Needham asked that if in the future this property were to be used for a car lot would that be allowed as outdoor storage. Andy stated that they would have to apply for a conditional use permit. Mayor Cockerham asked about the limit of vehicles on the property. Mr. Kottwitz stated that he would have two trucks parked outside, a bucket truck, a grapple truck and a trailer in the future. All of the smaller equipment will be stored inside the building. Commissioner Quinn asked about the storage of brush on the property. Mr. Kottwitz stated that they took the brush to the landfill daily. If they get a job done late in the day, the refuse will be taken to the landfill the next day. Discussion ensued about the hours of operation, the noise ordinance and number of vehicles

stored on the lot. Cheryl Pruitt cited concerns about any future business that might move in there in there and how restrictions would be enforced. Commissioner Quinn explained that the Board could set restrictions on properties that would carry with the property in the future. Andy explained that the new land use plan tightened up many uses in GB that are very specific. Any conditions that are violated will be sent to code enforcement. They would have 15 days to correct the issue and after that, they will accrue penalties at \$100 per day. The Board proposed the following conditions to the property owner: no more than five registered vehicles stored on the property and hours of operation are to be 7:00am – 9:00pm. Owner Greg Smith agreed to the conditions. Commissioner Needham made a motion stating that the proposed map amendment is not consistent with the Pilot Mountain Land Use Plan and it was unanimous. Commissioner Needham made a motion to approve the re-zoning from RH to GB-CD with the following conditions: no more than five registered vehicles on the property and hours of operation are to be 7:00am – 9:00pm, and the Board finds the action reasonable in the public interest 1) due to the property being used for commercial purposes for many years within a commercial corridor, 2) the conditions placed on the property will keep it in character with the surrounding community, and it was unanimous.

Brownfield Grant Application – Public Comment

No one present to speak.

Board Appointment Policy

Mr. Boaz stated that there were appointments to various Boards and some of those people have been on those boards for a very long time. He and the Mayor had discussed bringing new people to those boards with new ideas and give others the chance to serve. A draft policy was presented that would limit terms on those boards to two consecutive terms. Mr. Boaz stated that this policy would not apply to the Board of Commissioners, only advisory boards and committees. Mayor Cockerham stated that he would like to get new people from the community to get on boards, be active in the community, and give everyone a chance to serve in different capacities. Commissioner Needham was concerned that people that actively serve on boards would feel shut out as a result of limiting terms and may not come back. Commissioner Quinn suggested taking board appointments off the consent agenda and present them as a separate item. Commissioner Kiger made a motion to table the policy and it was unanimous.

Administrative Reports

a. Town Manager's Report

- The work session will be held on January 15th at 6:00 PM
- Work has been ongoing at the Lola Lane ponds due to a fuel spill, which is being paid for by the trucking company. All necessary permits have been secured from DEQ and Army Corp of Engineers.
- Survey work on the historic district application has been completed and submitted to the State Historic Preservation office.
- The TDA paid for a hotel study for Pilot Mountain. The occupancy rates are not high enough to support another hotel without a weekday demand generator.
- Mr. Boaz asked the Board to check their calendars for a budget planning retreat for February- early March.
- There are two seats open on the Planning Board, one seat on the TDA and two open seats on the Main Street Coordinating Committee.

b. Financial Report

- In a good place for this point in the year. The expenses are higher in both the general fund and enterprise fund but there is time for them recover by year-end.

c. Departmental Reports

Mayor and Commissioners Comments

Mayor Cockerham:

Mayor Cockerham thanked everyone that applied for the vacant seats. He is excited about new economic incentives and façade grants are being issued.

Commissioner Quinn:

Commissioner Quinn welcomed Commissioner Willis to the Board. She also asked to clarify that her vote was not against the inter-local agreement with Mount Airy; she just wanted more time to read the agreement before making a decision.

Commissioner Kiger

Commissioner Kiger commended the public works department for clearing the streets so quickly in the December snowstorm. She also welcomed Commissioner Willis to the Board.

Commissioner Needham:

Commissioner Needham stated that he was pleased with the snow removal also.

Commissioner Willis:

Commissioner Willis stated that she was glad to be on the Board.

Other Business

No other business to discuss

Adjourn or Recess

Commissioner Needham made a motion to adjourn and it was unanimous.

Respectfully Submitted:

Attest:

Holly Utt
Town Clerk

Evan Cockerham
Mayor

**Town of Pilot Mountain
Board of Commissioners Work Session
Tuesday, January 15, 2019 at 6:00PM**

Members Present: Mayor Evan Cockerham, Commissioner Kimberly Quinn, Commissioner Donna Kiger and Commissioner Scott Needham

Staff Present: Town Manager, Michael Boaz and Town Clerk, Holly Utt

Mayor Cockerham stated that it would be beneficial to the town to offer an incentive for new businesses to start up and expand. This would also assist the Surry County EDP and the Main Street Coordinator in having something to offer to new business owners. This idea was explored about a year ago and one of the hurdles was a way to administer the program. In speaking with Barry Ryan at the NC Rural Center, they have programs that provide a revolving loan program for new and expanding businesses. This particular program would be tailored to Pilot Mountain. They emphasize building a pipeline of entrepreneurs so there is constant turnover with that fund. The cost of the program, with the town receiving the deliverables, is \$5K. At the end of the study, they will make a recommendation if the town is a good fit for the loan program or offer other options to the town. If the town does decide to do the loan program, they are willing to provide up to \$100K in capital to start that fund. This would be a cost of \$5K to the town on an annual basis. The line of credit would be through Thread Capital. Mayor Cockerham explained that they just needed consensus from the Board to proceed with the study part of the program. Discussion ensued about the interest rate of the loan, co-branding and annual fees. Commissioner Quinn asked what the \$5k covered. Mr. Boaz explained that it helped cover the cost of administering the plan for the town. Commissioner Kiger asked if the town had the \$5K to pay for the study. Mr. Boaz stated that it was in the downtown budget that has been rolled over for a couple of years. After further discussion, it was the consensus of the Board to have Barry Ryan come speak more in depth on the program.

Respectfully Submitted:

Attest:

Holly Utt
Town Clerk

Evan Cockerham
Mayor

**Town of Pilot Mountain
Board of Commissioners Special Meeting
Tuesday, January 22, 2019 5:00 PM**

Members Present: Mayor Evan Cockerham, Commissioner Kim Quin, Commissioner Donna Kiger and Commissioner Scott Needham.

Staff Present: Town Manager, Michael Boaz; Town Attorney, Ed Woltz and Town Clerk, Holly Utt

Mayor Cockerham called the meeting to order at 5:00PM.

Commissioner Needham made a motion to appoint Hilda Willis to the Board. Commissioner Quinn asked for discussion.

Mr. Boaz explained that the Board had appointed Hilda Willis to the vacant seat on the Board using the ballot method. At that time, Ms. Willis had not finished the process of changing her voter registration from Stokes County to Surry County. There is a constitutional provision that you have to be eligible to vote in the election to the office of which you are going to serve. This provision invalidates action by the Board and they will need to fill the vacancy in some way. Attorney Woltz stated that the statute tells you when there is a vacancy town council has to fill it, it does not specify how or when, just in a reasonable amount of time. The two primary ways to fill the vacancy would be by ballot or motion and a vote.

Mayor Cockerham stated that the Board needed to consider the direction and message that would be sent. The intention of the rule is to select someone who is part of the community and legally able to vote and that requirement had been fulfilled. Nothing has changed to alter the reasons Hilda was selected. The process was open and transparent and the Board of Elections has helped clear up this technicality. He asked the Board to consider the message and direction they would send with this vote.

Commissioner Kiger stated that she did not feel there was anything the Board could do to go back and make it right. She hopes that going forward; there will be a better process in place of vetting the applicants so the Board does not end up in this situation again.

Crystal Folger-Hawks spoke to the Board. She asked that the Board make this process right. She asked that the Board be transparent and follow the constitution to make the process right because the citizens deserve to be informed.

Commissioner Needham explained that the reason for the meeting was that the Board realized they could not officially nominate Hilda. This meeting is open to the public and he does not feel like the Board is trying to hide anything. Mayor Cockerham stated that the issue had been addressed and the Board is using this opportunity to make it right.

Hilda Willis stated that she did not come into this process trying to be un-integral. She did nothing of malice intent, but she is going to trust the process and she is sorry that it happened.

Crystal Folger-Hawks stated that Hilda was a good candidate but she is just concerned about the process. Her opinion was for the Board to re-do the process.

Commissioner Quinn stated that there was a lack of due diligence and neither Hilda or the Board should be in this position. She feels that if the Board does not re-start the process, it tells the community that they did not care about the integrity of the paperwork. Commissioner Quinn stated that it was not cruel or personal at all, but by following the process, it would speak better to the community.

The Board recessed for 10 minutes.

Mayor Cockerham stated that there was a motion on the floor by Commissioner Needham to appoint Hilda Willis to the Board. Commissioner Quinn was opposed and the motion carries.

Mayor Cockerham swore in appointed Board member, Hilda Willis.

Commissioner Quinn made a motion to adjourn and it was unanimous.

Respectfully Submitted:

Attest:

Holly Utt
Town Clerk

Evan Cockerham
Mayor

**Town of Pilot Mountain
Board of Commissioners Special Meeting
Tuesday, January 31, 2019 4:00 PM**

Members Present: Mayor Evan Cockerham, Commissioner Hilda Willis, Commissioner Donna Kiger and Commissioner Scott Needham.

Staff Present: Town Manager, Michael Boaz, Town Clerk, Holly Utt and Main Street Coordinator, Jenny Kindy

Barry Ryan with the NC Rural Center was present. He discussed the services that the NC Rural Center/Thread Capital Partnership could provide for the Town. They currently work with 10 towns across the state for small business lending. He noted that the process was challenging, but with the help of leaders and the community, it would be a good thing for Pilot Mountain. The process consists of a community assessment and becoming a "Partner Community".

The community assessment would consist of talking to business owners and entrepreneurs and discuss goals of downtown. They would spend 3-4 days in the community doing the assessment and bring those deliverables back to the Board. They will work with the leadership team and small businesses and identify strategies that would build upon the strengths and address the weaknesses. The participation fee is \$5K up front and \$5k annually. The annual fee is designed to represent a financial commitment from the community and covers a portion of Thread Capital's cost for fund administration. The NC Rural Center/Thread Capital Partnership is a nonprofit lender. They have unrestricted funds available to the community up to \$100K. The interest rate on the loans are set at 12.9%. They would also provide templates and support to assist with development of co-branded marketing.

Respectfully Submitted:

Attest:

Holly Utt
Town Clerk

Evan Cockerham
Mayor

TO: Town of Pilot Mountain

FROM: Barry Ryan, NC Rural Center

DATE: January 10, 2019

SUBJECT: Town of Pilot Mountain and NC Rural Center / Thread Capital Partnership

The NC Rural Center has a history of engagement with small towns across the state including its Small Town Economic Prosperity Program (STEP) and STEP for Small Business. We have existing partnerships with 10 towns across the state for small business lending. We have developed the following proposal in consultation with Town of Pilot Mountain leadership with the expectation of developing a new model to test expanding our community partnerships.

Two-step Process

1. Community Resource Assessment– Each community needs to be able to look with a critical eye at their readiness to tackle community and economic development...an important step toward a more prosperous future. The Rural Center will conduct an assessment in partnership with a community leader or a leadership team in the community. This community assessment sets the stage for the Rural Center team to provide a customized set of “next steps” needed to form a more strategic and valuable partnership between a rural community and the Rural Center. The Rural Center will:
 - a. Spend 2-3 days in area meeting with various stakeholders
 - b. Deliver a written report on the resource scan and recommended next steps
 - c. Attend a meeting of local leaders to present the findings of the report
 - d. If community commits to follow report findings and recommendations, and shows progress towards meeting next steps, it will be eligible to become a Thread Capital Community.
2. Become a *Partner Community*– City or town enters in to a formal partnership with Thread Capital for co-branded lending and outreach. Thread Capital will:
 - a. Reserves up to \$100,000 in loan funds for the community
 - b. Thread team provides templates and support to develop Co-branded marketing materials and online application for the local loan fund
 - c. One Thread Capital employee and one NC Rural Center employee assigned to work with town leadership (Rural Center) and local entrepreneurs (Thread)
 - d. Collaboration on press release and local media placement

Cost-share requirement

To conduct the resource assessment, the Rural Center requires a \$5,000 fee to cover 50% of the estimated cost of the project. The community partnership requires a \$5,000 annual fee, which is designed to represent a financial commitment from the community and cover a portion of Thread Capital’s cost for fund administration and outreach.

Readiness Assessment Background

Every small town has a set of assets that can be leveraged to create a more prosperous future. The ultimate responsibility for achieving prosperity falls to the community – its residents, entrepreneurs, leaders, public officials, philanthropists. Based on decades of work in rural communities, the Center for Rural Entrepreneurship (now LOCUS Impact Investing) has determined that rural prosperity depends on communities doing three things well - attracting and retaining residents; creating economic opportunities through entrepreneur-focused economic development; investing in quality of life/placemaking. And, to do these things requires strong leadership capacity, a strong entrepreneurial ecosystem and investment capital to support opportunities and overcome challenges.

In North Carolina, small towns in rural counties have a partner to help them create a more prosperous future – the Rural Center. Through years of work with small towns across the state, the Rural Center has built its own capacity to help small towns achieve a more prosperous future through leadership development, entrepreneurial ecosystem building support, and flexible and varied capital resources to invest in the place-making, social, and economic opportunities that will drive future success.

With the launch of Thread Capital, the Rural Center has strengthened the capital “solutions” available to help businesses in rural North Carolina. However, those businesses may be limited in their success if the communities in which they are located are not building their own capacity over time to be active and skilled participants in community and economic development. Community capacity building, especially for rural places, is tough work. It requires a long-term and committed partner like the Rural Center. But, it also requires a “ready” community partner.

On the pathway to creating a more prosperous future, every community begins in a different place – some are more “ready” than others. A simple readiness assessment can help communities – and the Rural Center – identify the right partnership for success. The assessment is not meant to return a “thumbs up” or “thumbs down” decision. Rather it is meant to help each community understand the critical elements it needs to have in place and to help the Rural Center provide the most appropriate set of resources and support.

Rural Center Support

In response to the community assessment, the Rural Center team can determine the most appropriate set of support resources for each community. Communities with strong scores on Entrepreneur/Small Business Development may be “ready” to partner with Thread Capital to identify entrepreneurs and bring needed capital and technical assistance resources to them. Communities without such an ecosystem – or with holes in that ecosystem – might need intermediate steps along the way - e.g., building a stronger resource network; identifying a host institution to support entrepreneurship work; help organizing a leadership team. And, communities with a sparkplug leader but limited other leadership capacity might be targeted for regional REDI or other leadership training opportunities to build this capacity over time.



TOWN OF PILOT MOUNTAIN
BOARD OF COMMISSIONERS MEETING

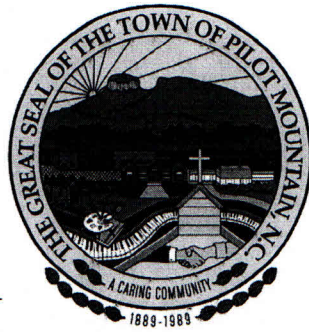
Rural Center Community Assessment	
<u>Background Information:</u>	
At a special meeting on January 31, the Board heard a presentation by Barry Ryan with the NC Rural Economic Development Center. Over the past several months, Mayor Cockerham and Town staff have been working with Mr. Ryan and his team at the Rural Center to develop a micro-loan program for the Town of Pilot Mountain. Mayor Cockerham wanted to create this program in order to help provide capital to entrepreneurs who wanted to start and/or expand their business. The Rural Center has a long history of administering loan programs and therefore the Town sought a partnership with the Rural Center to help manage a loan program. Mr. Ryan indicated that the Rural Center was willing to form a partnership, but the first step in this process would be to conduct an assessment of the community. The purpose of this assessment would be to insure that the Town had the appropriate environment and culture to promote entrepreneurship in our community. Once this process was completed and the Town worked to take any steps necessary to create this culture, the Rural Center would devote \$100,000 in capital for a loan program. The Town would need to fund half the cost of the assessment or \$5,000. Going forward, the fee for administering the loan program would be \$5,000 per year. The Town can cancel the loan program at the start of each fiscal year. Conducting such an assessment and developing the loan program would help the Town achieve its goal of promoting small business development. While the Town has made great strides over the last two years to prepare and make itself attractive for small business development, there may be additional steps that we need to take. This assessment will help us to identify these areas and develop a plan to address them. The Town will owe \$5,000 in this fiscal year and we have the funds available to pay for this project.	
<u>Staff Recommendation:</u>	Staff recommends that the Board approve this partnership with the Rural Center and the \$5,000 cost.
<u>Possible Board of Commissioner Actions</u>	
• Approve the partnership • Deny approval of the partnership • Take no action	
<u>Attachments</u>	
Barry Ryan Letter	



TOWN OF PILOT MOUNTAIN
BOARD OF COMMISSIONERS MEETING

Board & Committee Appointments	
<u>Background Information:</u>	
There are several vacancies on various Boards and Committees that serve in an advisory capacity to the Commissioners. In addition, there are vacancies on regional boards that the Commissioners are authorized to make appointments to. Finally, the Commissioners have to appoint the Chair and members of the TDA. Under the Board's Rules of Procedure, the Mayor may make recommendations to the Commissioners as to who should be appointed to these various roles. The Mayor is making the recommendations via the attached memo.	
<u>Staff Recommendation:</u>	Staff recommends that the Board approve this agreement as written.
<u>Possible Board of Commissioner Actions</u>	
• Approve the partnership • Deny approval of the partnership • Take no action	
<u>Attachments</u>	
• Appointments memo from Mayor Cockerham	

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MEMORANDUM

TO: Board of Commissioners
FROM: Mayor Evan J. Cockerham
DATE: February 11, 2019
RE: Board Appointments

There are several vacancies on various Boards and Committees that need to be filled. These include an inside of town limits member on the Planning and Zoning Board, an ETJ member on the Planning and Zoning Board, a member of the TDA, the Chairperson of the TDA, and two seats on the Main Street Coordinating Committee. In addition to these local advisory Boards, there are a few seats that the Town gets to appoint on regional boards that are vacant. These include the voting delegate to the Piedmont Triad Regional Council, the NW Piedmont RPO, and the Surry County Economic Development Partnership. Under the Rules of Procedure of the Board of Commissioners, the Mayor shall make recommendations/nominations to fill these seats.

For the Planning and Zoning Board, I make the following recommendations to the Commissioners: for the in Town seat I recommend that the Board appoint Greg Smith. For the ETJ seat, I recommend that the Board recommend to the County Commissioners that it appoint Neal Willard.

With Greg Smith's appointment to the Planning and Zoning board, this vacates his seat on the Board of Adjustment. I recommend that the Board appoint Steve Tillman to finish Greg Smith's term.

For the Chairperson of the TDA, I recommend that the Board appoint Christy Craig. I also recommend that the Board re-appoint Harry Wilson to an additional 3 year term on the TDA.

I am still seeking nominees for the Main Street Committee appointments as well as the open seat on the TDA and will make recommendations on these appointments soon.

For the voting delegate to the Piedmont Triad Regional Council and the NW Piedmont RPO I recommend that the Board Appoint Commissioner Scott Needham. These meetings are normally held back to back and so it makes sense that the same person be appointed to both Boards.

For the member of the Surry County Economic Development Partnership I recommend that the Board appoint Commissioner Donna Kiger. This position is required to be filled by an elected official.

Thank you,

Evan J. Cockerham
Mayor - Town of Pilot Mountain



TOWN OF PILOT MOUNTAIN
BOARD OF COMMISSIONERS MEETING

Water Agreement with Surry County	
<u>Background Information:</u>	
At last month's meeting the Board approved an interlocal agreement with Mt. Airy that will govern the Town's purchase of water from the City. In this agreement, the City agreed to help fund the debt service for the interconnection. A key part to making this interconnection affordable was Surry County's agreement to also take part in servicing the debt for the interconnection. In order to get approval from the Local Government Commission for the necessary loan to build the interconnection, we will need an interlocal agreement with Surry County covering their contribution to the debt service. Under this agreement, Surry County will pay 1/3 of the debt service required for this project. The County Board of Commissioners approved this agreement at their February 4, 2019 meeting	
<u>Staff Recommendation:</u>	Staff recommends that the Board approve this agreement as written.
<u>Possible Board of Commissioner Actions</u>	
• Approve the partnership • Deny approval of the partnership • Take no action	
<u>Attachments</u>	
Interlocal agreement with Surry County	

**INTERLOCAL AGREEMENT BETWEEN THE
COUNTY OF SURRY AND THE TOWN OF PILOT MOUNTAIN
FOR REGIONAL WATER PRODUCTION AND DISTRIBUTION**

THIS INTERLOCAL AGREEMENT is made and entered into as of the ____ day of _____, 2019, by and between the **TOWN OF PILOT MOUNTAIN**, a North Carolina Municipal Corporation, hereinafter referred to as “Town”, party of the first part, and the **COUNTY OF SURRY**, a body politic and corporate, hereinafter referred to as “County”, and party of the second part;

WHEREAS, Town has entered into an Interlocal Agreement with a nearby municipality that has made substantial investments in water treatment facilities and has unused capacity to treat and supply additional water; and

WHEREAS, the nearby municipality has entered into an Interlocal Agreement to sell excess water to Town and Town has installed and maintains water lines, water mains and elevated tanks as well as water treatment facility which is in need of significant updating; and

WHEREAS, Town was awarded a grant of \$1,950,000 and 50% zero interest loan in the amount of \$1,950,000 from the State of North Carolina in order to fund the contemplated Regional Water Production and Distribution System to be created by Town and the nearby municipality water source; and

WHEREAS, the nearby municipality, Town and County have each approved payment of one-third of the state’s zero interest loan over a period of twenty (20) years;

NOW, THEREFORE, it is agreed between Town and County as follows:

1. Town and County shall each pay one-third of the zero interest loan from State of North Carolina, currently estimated at \$32,500 paid annually by each (the “Estimated Payment”).
2. Further, the nearby municipality serving as the water source has also agreed to pay one-third of the zero interest loan from the State of North Carolina, currently estimated to be \$32,500 paid annually as documented in the Interlocal Agreement between the City of Mount Airy and Town of Pilot Mountain for Regional Water Production and Distribution dated January 4, 2019.

Once the actual amount paid is fixed (the “Actual Payment”), any increase in the Actual Payment shall be limited to no more than twenty-five percent (25%) above the Estimated Payment without mutual agreement of County and Town. County shall remit payment to Town over a term not to exceed 20 years and Town shall timely remit payment to the State when due. County reserves the right to prepay its obligation to Town.

1. General Provisions.

- A. Modification of this Agreement shall be in writing, signed, duly executed by the parties hereto, and kept on file with the original agreement.
- B. Any offer, notice, election or other communication, which any party hereto may be required or desire to give the other party shall be in writing and shall be considered delivered when deposited in the United States Mail, certified with postage pre-paid (or sent by reputable overnight delivery service), addressed to the last known address of the parties as shown below:

Town of Pilot Mountain
Attn: Town Manager
124 W. Main Street, Box 1
Pilot Mountain, NC 27041

Surry County
Attn: County Manager
114 West Atkins St.
PO Box 1467
Dobson, NC 27017

- C. The parties agree that the terms and provisions of this Agreement shall be construed in accordance with the laws of the State of North Carolina.
- D. This Agreement contains the entire agreement between the parties. There is merged herein all prior and collateral representations, promises and conditions in connection with the subject matter hereof. Any representation, promise or condition not incorporated herein shall not be binding upon either party. The Memorandum of Understanding dated October 1, 2018 between City of Mount Airy, Town of Pilot Mountain and Surry County shall be subject to the terms and provisions of this Interlocal Agreement. If there is any conflict between the terms of the Memorandum of Understanding and this Interlocal Agreement, the Interlocal Agreement shall prevail.
- E. This Agreement shall be binding upon and inure to the benefit of the parties and their permitted assigns.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed in their respective names by their duly authorized officers, all of the day and year first above written.

TOWN OF PILOT MOUNTAIN:

ATTEST:

BY: _____
Evan Cockerham, Mayor

BY: _____
Holly Utt, Town Clerk

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

James Michael Boaz
Finance Officer, Town of Pilot Mountain

COUNTY OF SURRY:

ATTEST:

BY: _____
Van Tucker, Chairman,
Surry County Board of Commissioners

BY: _____
Tammy Johnson, City Clerk

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

Sarah Bowen, Surry County Finance Officer



TOWN OF PILOT MOUNTAIN
BOARD OF COMMISSIONERS MEETING

Streetscape Project

Background Information:

At a special meeting in December, the Board approved the concept plan that was prepared by Benchmark for our streetscape. The next step in this process is to hire an engineering firm to prepare construction level drawings for this project. This process will include a number of things including a check for any underground storage tanks, a review of Town owned water/sewer lines that may be located in the project area, conversations with the NC DOT about the project to get their input/approval of the design, conversations with the utility companies about the burying of utility lines, and the preparation of construction drawings and bid documents.

In order to select an engineering firm, the staff issued a Request for Qualifications from interested firms in early January. We received two submittals and these have been reviewed by staff and the Mayor. The recommendation from this review group is for the Town to enter into an agreement, assuming an acceptable price can be obtained, with WithersRavenel to conduct the engineering for this project. This group, in addition to preparing the design for the project, will help us to develop a strategy for obtaining funding for the project and to oversee construction of the improvements once we get that far. The majority of the group found the WR proposal to be the stronger of the two especially with regards to the detailed scope of work and WR's experience in obtaining funding for projects. The team at WR is the same team that helped write the Interconnection Study and Sunset Sewer grant. They are also have completed writing the Brownfields Community Assessment grant, have submitted a grant application for funding for and Asset Inventory and Assessment grant from DEQ, and are preparing the USDA grant for the road project. In short, the team that will be working on this project is very familiar with the Town and we have worked well together in the past.

As you may remember, we have received a \$50,000 grant from the NC Department of Commerce to help fund downtown improvements. I am recommending that we use this grant money to fund most of the engineering work for this project. WR has giving us a proposal of \$61,500, which means that the Town will need to fund \$11,500. We can do this with available fund balance.

In addition to approving the proposal from WR, I am also asking that the Board approve a capital project ordinance for this project. This project will likely cover several fiscal years and therefore it is better to use a capital project to authorize the expenditures rather than having to re-appropriate money during each fiscal year. The attached ordinance will create this capital project.

Finally, I am asking that the Board approve the attached budget amendment which will authorize the transfer of \$11,500 from the general fund balance to the capital project.

Staff Recommendation:

Staff recommends that the Board approve the WR proposal, capital project ordinance, and budget amendment as presented.



TOWN OF PILOT MOUNTAIN
BOARD OF COMMISSIONERS MEETING

<u>Possible Board of Commissioner Actions</u>
• Approve the proposal, capital project ordinance, and budget amendment as presented • Make changes to the any of these items and approve • Deny approval • Take no action
<u>Attachments</u>
• WithersRavenel Statement of Qualifications • WithersRavenel Proposal • Streetscape Capital Project Ordinance • FY 2019 Budget Amendment 4

STATEMENT OF QUALIFICATIONS

Streetscape Plan

TOWN OF PILOT MOUNTAIN

JANUARY 18, 2019



WithersRave
Our People. Your Success.

18 January, 2019

Mr. Michael Boaz, Town Manager
124 W. Main Street, Box 1
Pilot Mountain, NC 27041

RE: REQUEST FOR QUALIFICATIONS FOR DESIGN SERVICES: STREETScape PLAN

Dear Mr. Boaz:

The Town of Pilot Mountain is ready to embark on an exciting journey taking the next steps in the design of the Streetscape Plan. You have already created the foundation for this project through the preparation of the Downtown Streetscape Plan (2018), with Benchmarks, well as establishing goals in part of the Surry County Economic Development Partnership effort. This streetscape plan will not only bring together aspects of those efforts, but will also create and combine new and updated components.

WithersRavenel would like to become your partner on this journey. We have reviewed the scope of your RFQ and are confident that we can help the Town create a successful project. As a 240-person employee-owned planning and design firm focused on engineering, landscape architecture, land development, transportation, utilities, planning, environmental services, stormwater and survey, we have built our business around crafting memorable, livable, and sustainable communities.

By choosing to work with the WithersRavenel team, the Town can expect the following:

- ▶ **A responsive team of designers with a passion for working with communities to create new places for building a sustainable future.** We create our designs to merge into the pattern of the community and our decisions are shaped at every step by the goals of the Town, its stakeholders and, ultimately, the citizens and businesses that call Pilot Mountain home.
- ▶ **Reliable cost estimating to take your project from concepts to concrete.** We understand how big ideas can become complex and challenging in execution. We leverage the expertise of our team members in specific design elements and the economics of folding new projects into existing programs and landscapes to deliver designs—and dollar values—grounded in reality.
- ▶ **A proactive and adaptive approach to scheduling that results in timely project delivery.** First we consider the phasing of projects to align with the Town's financial objectives and capacity to undertake projects. We use a number of tools to create and monitor project schedules, including Microsoft Project, Deltek Vision, and Basecamp. These tools enable our team to identify when and where scheduling issues may arise so that we can act to prevent or mitigate them.
- ▶ **Strong, personal and work-based relationships with NCDOT Division 9 staff and with the full range of funding agency staff that will allow us to successfully secure the necessary approvals and the necessary funding.** We have worked closely with the Local Programs Management Office of the NCDOT as well as NCDOT district and division offices. We have also coordinated with the NCDOT's central office in Raleigh as necessary when dictated by the funding level. WithersRavenel is experienced in preparing the construction documents in accordance with NCDOT standards, and we understand that the time required for NCDOT reviews must be reflected in the project schedule.

We invite you to review our enclosed qualifications and approach to crafting the Town's Downtown Streetscape Plan. We welcome the opportunity to work on this project with you.

Sincerely,
WithersRavenel, Inc.



Gary E. Warner, PLA, ASLA, AICP, CLARB
Project Manager



Jessica Martin-Lane
Client Officer



Firm Overview



Downtown Streetscape & Greenway, City of Greensboro

EMPLOYMENT PROFILE

WithersRavenel is an Employee Stock Ownership Plan (ESOP) company. Our firm of more than 240 employee-owners excels at providing land planning, parks and recreation, water resources, surveying, GIS, and environmental services.

HISTORY OF THE FIRM

Founded in 1983 as Withers & Ravenel, Inc., WithersRavenel is equipped with more than **35 years** of serving a wide array of clients and projects through innovative and cost-effective engineering and landscape architecture solutions in North Carolina.



WithersRavenel
Our People. Your Success.

424 Gallimore Dairy Road,
Suite C
Greensboro, NC 27409
ph: 336.605.3009
www.withersravenel.com

CONTACTS

Jessica Martin-Lane

Client Officer

jmartinlane@withersravenel.com

Gary Warner, PLA, ASLA, AICP

Project Manager

gwarner@withersravenel.com

LOCATION OF OFFICES

WithersRavenel is headquartered in Cary and maintains five branch locations, including Asheville, Greensboro, Raleigh, Pittsboro, and Wilmington. Services for this project will be performed from our Greensboro, with support from Cary and Raleigh.

APPROPRIATE EXPERTISE

Our capabilities include:

- ▶ Multimodal Transportation Planning & Design
- ▶ Utility Coordination
- ▶ Innovative Stormwater Techniques
- ▶ Landscape Architecture
- ▶ Environmental Services
- ▶ Historic District Facilitation
- ▶ Site Specific Planning
- ▶ Design Guidelines
- ▶ Comprehensive Planning
- ▶ Open Space Planning
- ▶ Funding- Grant / Loan Management
- ▶ Public Engagement



Similar Experience

DOWNTOWN STREETSCAPE + GREENWAY CITY OF GREENSBORO, NC



Greensboro is constantly seeking ways to attract new business and appeal to cosmopolitan residents and visitors. One such effort is the Downtown Greenway, a proposed four-mile-long loop of multi-use greenways circling the core of the city and connecting it to university campuses, parks, and other trails.

WithersRavenel is providing planning, trail design, roadway modifications, landscape architecture, stormwater management and treatment, and environmental services for phases 1b, 2, and 3, which total more than two miles. Along with the 12-foot-wide multi-use trail, all segments of the greenway are designed to include enhancements such as public art, pocket parks, and user amenities like walls, benches, fountains, and pedestrian and accent lighting. WithersRavenel introduced “green street” strategies, or Low Impact Development (LID) techniques for treating stormwater runoff within the urban roadway corridor, using tree wells, curb extensions, and planter boxes along three city blocks.

The success of the initial phase, which encompassed approximately a half mile of greenway, prompted the City to incorporate green street concepts into future phases of the greenway and a City park as part of a retrofit and educational pilot project.

Innovation Cornerstone

Along with the 12-foot-wide multi-use trail of the Greensboro Downtown Greenway, all segments of the greenway are designed to include enhancements such as public art, pocket parks, and user amenities like walls, benches, fountains, and pedestrian and accent lighting. The Tradition Cornerstone and Innovation Cornerstone are located at major nodes of the greenway, and each employed a different artist to create a significant piece of public art. WithersRavenel supported the artists' work by providing engineering and landscape design for the placement of the artwork, donor recognition areas, site circulation, and associated parking.



FRONT STREET STREETScape

CITY OF WILMINGTON, NC



Front Street is a vibrant part of downtown Wilmington and the City's Historic District, offering an array of dining and entertainment options with views of the Cape Fear River. When Pharmaceutical Product Development (PPD), which has been located in Wilmington since 1986, decided to construct a new building to house its company headquarters, the City seized the opportunity to redevelop Front Street and the portion of Harnett Street in front of the building to create a more pedestrian-friendly and aesthetically pleasing corridor. Working with multiple City departments, WithersRavenel provided master planning, streetscape design, stormwater engineering, and landscape architectural services to accomplish these goals while incorporating significant environmental improvements into the design.

The master planning effort depended heavily on WithersRavenel performing extensive research and due diligence to create an inventory of existing downtown streetscape elements. This data was supplemented by community input and a design charrette to develop a master plan that addressed the needs of many stakeholder groups, including residents, business owners, PPD employees, and visitors.



The design was divided into two phases: Phase I involved intersection improvements to Front Street and Harnett Street near the PPD site, and Phase II involved all streetscape and amenity design to transform Front street into a downtown gateway, including sidewalk and crosswalk paving patterns, materials, and colors; decorative street lighting; tree location and species selection; tree grates for sidewalks; benches; trash containers; and unique street, directional, and pedestrian signage. WithersRavenel also coordinated with utility companies to convert to underground utilities during Phase II.



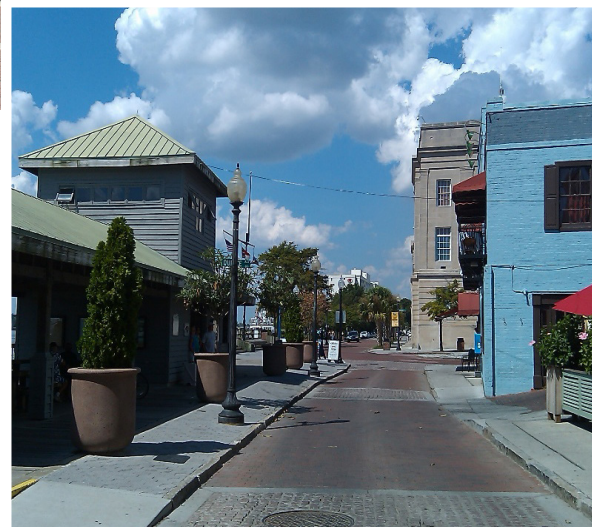
WATER STREET & MARKET STREET IMPROVEMENTS CITY OF WILMINGTON, NC



WithersRavenel provided engineering, environmental and surveying services for streetscape, paving and drainage improvements on Water Street south of the Market Street intersection. Services included planning, landscape design, and engineering design to support the refurbishment and improvement of the area adjacent to the Welcome Center.

The project also consists of construction of a new sheet pile bulkhead under the sidewalk around the Market / Water Street visitor's center provided by Andrew Consulting Engineers, PC. WithersRavenel will provide site, surveying and subsurface utility engineering for the project site, including subsurface radar investigation and analysis to determine and map the existing cavity beneath Water Street.

WithersRavenel developed a preliminary traffic control plan for review and coordination by the City of Wilmington, a layout that indicated the location of traffic during construction.



WithersRavenel developed a final traffic control plan based on the approved preliminary traffic control plan that was implemented during construction and showed all traffic control devices and dimensions. This plan will meet MUTCD and NCDOT requirements.



TROY CAPEL PARK AMPHITHEATER TOWN OF TROY, NC



After a land donation from the storied enterprise of Capel Incorporated, the Town of Troy set out to determine the best use for a hillside that served as a backdrop to their Capel Centennial Park ballfields. WithersRavenel assisted the Town in creating a vision for the site: a unique and inviting entertainment venue in their downtown district. The resulting design effort sited an amphitheater, equipped with a hardscape entry plaza, stone wall seating terraces, a performance stage covered with a custom wood band shell and a new paved parking area supporting both the venue and downtown Troy. The amphitheater, recently named Troy Stage, was designed to accommodate a minimum of 500 persons seated on the stone walls with additional turf seating available outside of the terraced area. Troy Stage has brought life to the downtown area with the prospect of outdoor movies, a concert series and the new home to the Town farmer's market, an instant success thanks to a collaborative effort between the Town and its enthusiastic benefactors.



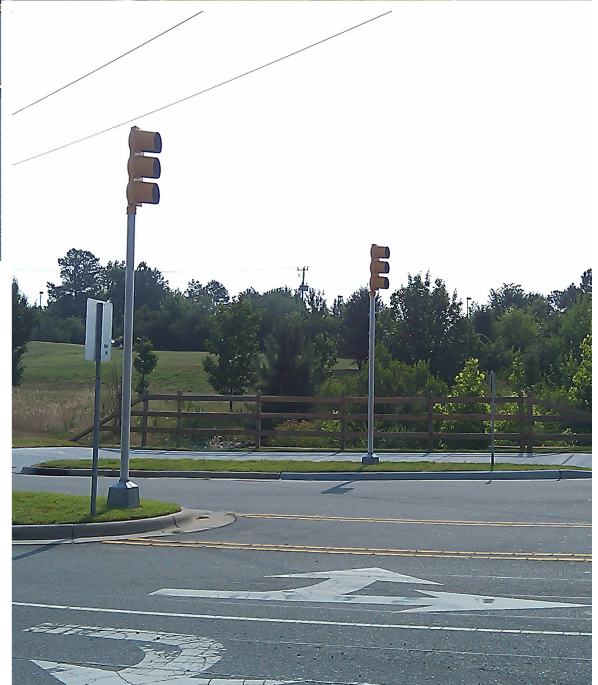


MEDICAL MILES EXTENSION OF THE ENDOR IRON FURNACE TRAIL CITY OF SANFORD, NC



The Medical Mile Extension of the Endor Iron Furnace Trail is a 10-foot-wide multi-use trail that includes a scenic, wooded, asphalt “greenway” segment along Skunk Creek and an “urban” concrete segment along K.M. Wicker Boulevard and Carthage Street as it travels through the Sanford Medical Arts Village area before connecting to sidewalk at Wicker Street. WithersRavenel was responsible for all engineering, design, landscape architecture and surveying services.

WithersRavenel also provided a functional design for Carthage Street, which is currently a three-lane facility consisting of one travel lane in each direction with a two-way center turn lane. The design transforms Carthage Street to a “complete street” with bicycle zones, pedestrian zones, and green zones through the use of planted medians, sidewalks, and the 10-foot greenway. The functional design also includes roundabouts at the Carthage Street/K.M. Wicker Memorial Drive/Fields Drive intersection and at the Carthage Street/Wicker Street intersection.





FIRST AVENUE STREETSCAPE AND ROAD WIDENING TOWN OF KNIGHTDALE, NC

WithersRavenel prepared construction plans and documents for the widening of about 2,000 LF of First Avenue heading into the Old Town area of Knightdale. The widened street section included wide outside lanes for use as shared bike lanes. Bulb-outs at intersections are for traffic calming purposes, slowing vehicles down and providing more space for pedestrian movement.

In addition to roadway and utility design, our design team developed a streetscape design palette, including site amenities, landscaping, and paving enhancements. The palette of materials and enhancements considered the aesthetics of Knightdale and the adjacent rail corridor, while also meeting NCDOT guidelines, Town budgetary constraints, and input from Town committees. The streetscape design palette included benches, trash receptacles, bicycle racks, pedestrian pavers, colored stamped concrete at crosswalks, planters, street trees, ornamental trees, shrubs, and pedestrian seating areas.





HOLLY SPRINGS STREETSCAPE TOWN OF HOLLY SPRINGS, NC

WithersRavenel prepared a conceptual master plan for the Town's Village District Area. The planning process included the review and update of previous planning documents. The master plan made recommendations and provided standards for future development in order to create a more pedestrian-friendly street environment. Site furnishings, paving material, lighting, and landscaping were key items of discussion. The action plan was divided into phases with proposed costs and improvements tied to each phase.





Overhang Before



Overhang After



ADA Non-compliance Before



ADA Non-compliance After



MAIN STREET PEDESTRIAN IMPROVEMENTS PROJECT TOWN OF YADKINVILLE, NC

In addition to being in poor repair, the one block segment of the East Main Street sidewalk serving the south side of the Town of Yadkinville's Downtown business district was as pedestrian unfriendly and ADA uncompliant as could be imagined. Some areas required climbing more than three steps to get from street level to the sidewalk, and then overcoming one or two steps more to access the buildings fronting immediately onto the sidewalk. The Yadkinville Beautification Committee had targeted this section of Town and this sidewalk in particular as their highest priority project. The Town hired WithersRavenel to develop a plan for adding streetscaping, removing the ADA barriers, providing an attractive look, providing for future concealed electrical services, meeting NCDOT approval and accommodating building drainage. Knowing that moving the curb line to provide more working room between the parking and the building made achieving all of these expectations a big order to fill. However, with the cooperation and

collaboration of all parties involved and with the benefit of a series of progressive review meetings with the Beautification Committee, all of the requirements were fulfilled. By creating a two-level sidewalk to overcome the over 30-inch elevation difference in spots between building finished floor elevation and street level, all ADA barriers to the sidewalk and to the buildings were eliminated. The final construction included the by-level brick accented concrete side, concealed roof drains, a decorative railing, brick-faced retaining/safety walls, brick surrounds for roof overhang supports, trees with decorative crate covers, and two brick surfaced pedestrian landings. Among the numerous construction challenges encountered were the need to resolve some latent environmental issues and to rework the support of a building roof overhang to replace the original supports which intruded into the sidewalk section.



Grifton Streetscape Master Plan

Town of Grifton, NC

WithersRavenel prepared a Downtown Master Plan and Waterfront Development Plan that focused on four key districts, including a Central Business District and a Waterfront Arts District; four gateway corridors leading to downtown Grifton; and the “Town Commons.” The master plan included recommendations and design guidelines for pedestrian circulation, traffic calming techniques, pedestrian-scale lighting, and signage and wayfinding, all of which emphasized connectivity and safety. Additional recommendations included strategies to generate economic development, Low Impact Development approaches to stormwater management, landscaping and vegetation, and site furniture of a consistent scale and character.

Columbus Courthouse Square Streetscape and LID Improvements

Town of Columbus

WithersRavenel provided the Town of Columbus, Polk County’s County Seat, with planning, design, engineering, and grant writing services for the revitalization of historic Courthouse square, one block bounded by Courthouse Street, Ward Street, and Gibson Street. The Courthouse, originally built in 1857, now serves many purposes including the site for the local farmers market and the judicial center for Polk County. The surrounding grounds and sidewalk system, located in the center of town, are in need of a major renovation effort. WithersRavenel is committed to preserving the history of Columbus and Courthouse Square through active public involvement and special consideration paid to historic monuments located within the study area. The design team evaluated current vehicular and pedestrian circulation patterns and parking facilities, and recommended the implementation of traffic calming methods to optimize vehicular and pedestrian movement with larger sidewalks and more green space downtown. Coordination with Town officials, NCDOT, and community input was very instrumental in the project’s progress.

EXPERIENCE WITH NCDOT’S DIVISION 9

WithersRavenel has ample experience working with NCDOT’s Division 9 through our Greensboro office. Over the years, we have completed many projects in the region that had some level of coordination through NCDOT Division 9:

Village of Clemmons

- ▶ Safe Routes To School

Town of Cleveland

- ▶ Amity Hill Pump Station Replacement
- ▶ Main Street Waterline Replacement
- ▶ US 70 Widening - Utilities Relocation
- ▶ East Main Street Waterline Tie-in

Town of Kernersville

- ▶ Salisbury Street/South Main Street Intersection Improvements
- ▶ Union Cross/Glenwood Road Intersection Improvement

WithersRavenel is currently under contract with the City of Statesville (Shelton Avenue Linear Park) and the Town of North Wilkesboro (Streetscape Plan). Both projects are not only within close proximity to the Town of Pilot Mountain, but also reflect a similar scope to your project, giving our team an accelerated project startup, as well as the availability to be at the project site frequently.

- ▶ Union Cross/Grayson Road Intersection Planning
- ▶ 2015 Five Year STIP Estimates

City of Salisbury

- ▶ Brenner Avenue Sidewalk Design



Gary Warner's Streetscape Experience

Below features streetscape projects Project Manager, Gary Warner, PLA, ASLA, AICP, worked on before joining WithersRavenel.

Hillsborough Avenue Streetscape Beautification

Hillsborough County, Florida

- ▶ 0.75 miles, hardscape, landscape, utility relocations, pedestrian lighting, site furnishings, crosswalk improvements, FDOT coordination, public workshops

M. L. King, Jr. Avenue Enhancements

Lakeland, Florida

- ▶ 0.5 miles, FDOT beautification grant application & award, hardscape, landscape, utility relocations, pedestrian lighting, site furnishings, crosswalk improvements, FDOT coordination

Memorial Boulevard Streetscape Beautification

Lakeland, Florida

- ▶ 0.65 miles, FDOT beautification grant application & award, hardscape, landscape, utility relocations, pedestrian lighting, site furnishings, crosswalk improvements, FDOT coordination

13th Street Streetscape and Gateway

Augusta, Georgia

- ▶ 0.6 miles, hardscape, landscape, pedestrian lighting, site furnishings, bicycle lanes, lane narrowing, intersection and crosswalk improvements, stormwater infrastructure improvements, FDOT schematic design package, TEA funding package, public workshops

Southpointe Town Center Streetscape

Canonsburg, Pennsylvania

- ▶ 0.4 miles, hardscape, landscape, pedestrian lighting, site furnishings, crosswalk improvements, stormwater infrastructure improvements



Southpointe Town Center Streetscape

M. L. King, Jr. Boulevard Streetscape

Fort Myers, Florida

- ▶ 1.85 miles, FDOT beautification grant application & award, hardscape, landscape, utility relocations, pedestrian lighting, site furnishings, crosswalk improvements, median improvements, FDOT coordination

N. Florida Avenue Streetscape Beautification

Lakeland, Florida

- ▶ 0.35 miles, FDOT beautification grant application & award, hardscape, landscape, gateway features, utility relocations, pedestrian lighting, site furnishings, crosswalk improvements, FDOT coordination

Washington Ridge Renaissance

Lakeland, Florida

- ▶ 0.67 miles, hardscape, landscape, pedestrian lighting, site furnishings, crosswalk improvements, stormwater improvements, FDOT coordination, private development improvements in city right-of-way



Funding Capabilities

Our team of dedicated funding and financial consultants can assist local governments in navigating the often complex and intricate details involved in applying for, securing, and administering loans and grants, as well as other types of funding for essential infrastructure projects.

Our program is one of the most successful in the state among other consulting firms and our team is unparalleled when it comes to funding success.

- ▶ Community Development Block Grants
- ▶ State Revolving Fund Grants and Loans: Water and Sewer Divisions
- ▶ USDA-RD
- ▶ Appalachian Regional Commission
- ▶ Golden LEAF
- ▶ EDA
- ▶ Asset Inventory & Assessment Grants
- ▶ Merger & Regionalization Study Grants
- ▶ Clean Water Management Trust Fund (CWMTF)
- ▶ Parks & Recreation Trust Fund
- ▶ Rural Center Bond Projects
- ▶ Economic Infrastructure (Rural Center)
- ▶ Economic Innovation (Rural Center)
- ▶ Clean Water Partners (Rural Center)
- ▶ Building Reuse & Renovation (Rural Center)
- ▶ Rural Center Misc. (Planning)
- ▶ High Unit Cost
- ▶ TAG
- ▶ NCDOT
- ▶ STAG
- ▶ ARRA
- ▶ Flood Mitigation

Secured more than
537+
 million
 in Public Funding
 for Government Clients



Costs & Schedules

As a multidisciplinary firm, we have in-house expertise to ensure that this project not only meets all design and accessibility requirements, but is planned with construction cost realities in mind. Our understanding of the current construction market enables us to develop accurate estimates at a time when construction prices are rising as the market adjusts to higher contractor demand in both the private and public sectors. Working with vendors and our cost-estimating specialists ensure that cost control is comprehensive and you have a full understanding of where your investment is being used. Our team's experience working with contractors along with the effectiveness of our cost control techniques has delivered a successful record of budget performance.

The provided information showcases WithersRavenel's recent experience with schedule performance, as well as cost performance.

PROJECT SCHEDULE PERFORMANCE

- ▶ Pilot Mountain Sunset Sewer Rehab – PER completed 5 month ahead of schedule
- ▶ CDBG and SRF funding is contingent on meeting specific project delivery dates to retain the funding. We have completed hundreds of these projects and have never missed a date or forfeited a dollar of funding.

PROJECT COST PERFORMANCE

- ▶ **Pilot Mountain Emergency Sewer Repair**
– Value Engineering dropped cost from \$55,000 to \$35,480
- ▶ **Town of Cramerton Lakewood Park Trail**
NCDOT EB-5535 – Engineer Estimate \$808,245; Low Bid \$792,157
- ▶ **Town of Yadkinville Lee Avenue Sidewalk**
NCDOT EB-5529 – Engineer Estimate \$1,061,000; Low Bid \$986,467

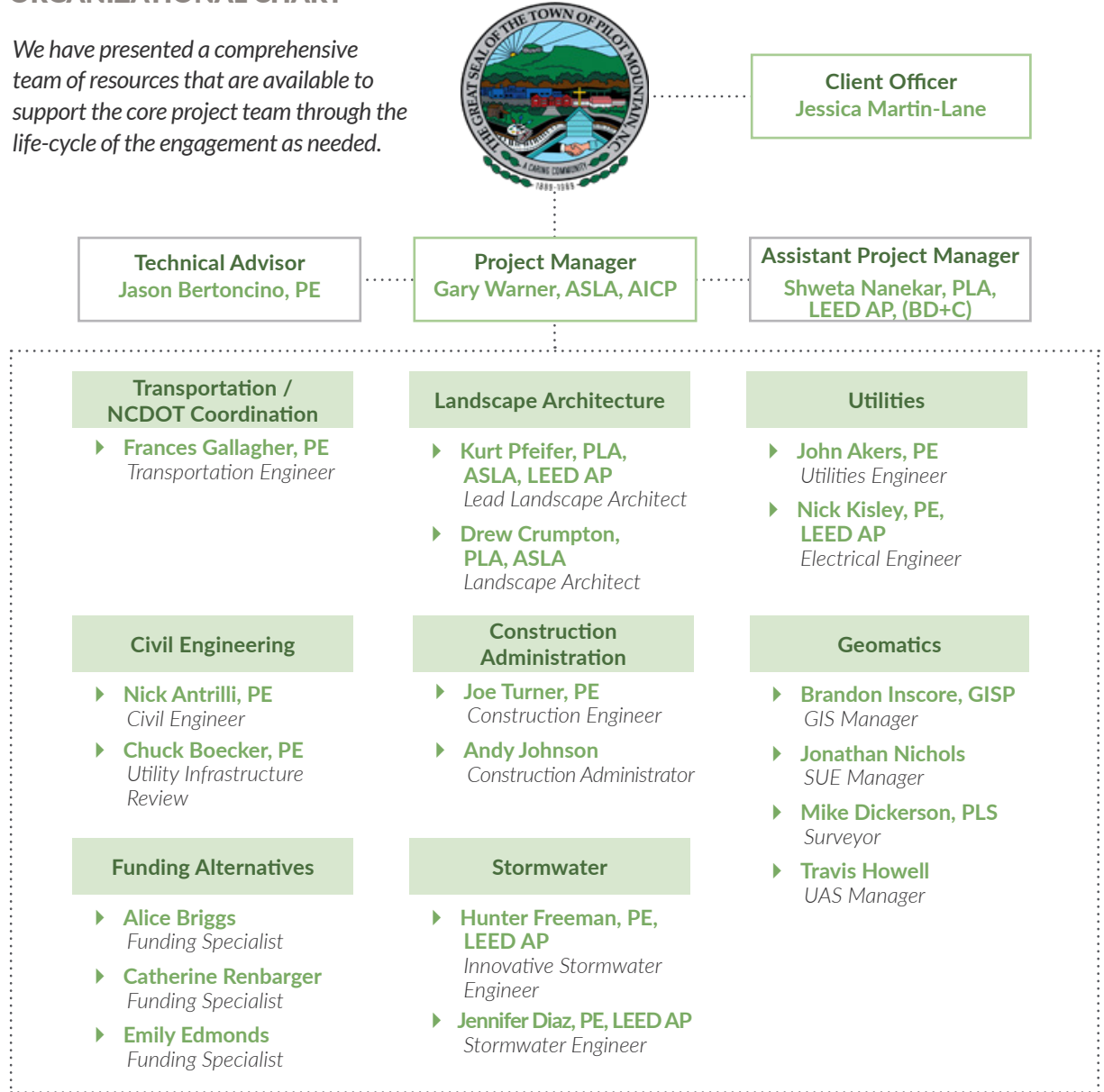


Team Overview

The WithersRavenel team has built a strong work ethic with all of the selected team members for this project. Having worked together on dozens of projects, our diverse skill set, familiarity of the area, and collaborative project approach will allow us to handle any obstacle that is placed in front of us, allowing us to effectively meet project objectives and deadlines.

ORGANIZATIONAL CHART

We have presented a comprehensive team of resources that are available to support the core project team through the life-cycle of the engagement as needed.



CLIENT OFFICER

Jessica Martin-Lane

As your Client Officer, Ms. Martin-Lane will act as a liaison between the Town of Pilot Mountain and your Project Manager, Gary Warner, ensuring that as a team we are continually maintaining the highest standards of service and quality. He will have check-ins with the Town to ensure all project milestones are met and to address any concerns or questions the Town may have.



OUR PEOPLE, YOUR SUCCESS

**EDUCATION**

Master of Landscape
Architecture; B.S.,
Horticulture, Virginia Tech

**PROFESSIONAL
REGISTRATION**

Professional Landscape
Architect: NC, #1708;
American Institute of
Certified Planners:
#14032; Council of
Landscape Architecture
Registration Boards: #1955

PROJECT MANAGER

Gary Warner, ASLA, AICP

Specializing in the planning and design of public places in North Carolina communities, Mr. Warner provides 28 years of experience in master planning, public facilitation and workshops, and open space design to bring trails, greenways, and parks to life. He has a passion for inclusive facilities that is rooted in the belief that recreational facilities should be open and accessible to everyone, regardless of age, ability, or socioeconomic background. He also believes in the power of well-designed public facilities to create memories, shape character, and bless the lives of those who visit them.

PROJECT EXPERIENCE

- ▶ Shelton Avenue Linear Park, City of Statesville, NC. *Project Manager*
- ▶ North Wilkesboro Streetscape, Town of North Wilkesboro, NC. *Project Manager*
- ▶ Comprehensive Master Plan, Town of Elkin, NC. *Project Manager*
- ▶ Green Energy Park Redevelopment Master Plan, Jackson County, NC. *Project Manager*
- ▶ On-Call Transportation Services, City of Asheville, NC. *Lead Planner*
- ▶ Southpointe Town Center Streetscape, Canonsburg, PA. *Prior to WR*

**EDUCATION**

Master of Landscape
Architecture, North
Carolina State University;
B.S., Architecture, Nagpur
University, India

**PROFESSIONAL
REGISTRATION**

Professional Landscape
Architect: NC, #1960;
American Institute of
Certified Planners: #14032

ASSISTANT PROJECT MANAGER

Shweta Nanekar, PLA, ASLA, LEED AP

Ms. Nanekar has experience in designing child- and family-friendly outdoor environments. Her areas of emphasis include master planning parks and recreation facilities, amenity areas for residential developments, and formal and non-formal education institutions, including several Montessori Schools, daycare centers, museums, and botanical gardens. Apart from her expertise in outdoor design for children, she has extensive experience in developing design programs through participatory design processes.

PROJECT EXPERIENCE

- ▶ Innovation Cornerstone, City of Greensboro, NC. *Lead Project Designer*
- ▶ Main Street Pedestrian Improvements Project, Town of Yadkinville, NC. *Landscape Designer*
- ▶ Downtown Greenway, City of Greensboro, NC. *Landscape Designer*
- ▶ Civitan Park Master Plan, Town of Kernersville, NC. *Lead Designer*
- ▶ Parks and Recreation Comprehensive Master Plan, Wilson, NC. *Planning and Public Involvement*



OUR PEOPLE, YOUR SUCCESS

**EDUCATION**

B.S., Civil Engineering,
Virginia Polytechnic
Institute and State
University

**PROFESSIONAL
REGISTRATION**

Professional Engineer:
NC, #025944

TECHNICAL ADVISOR

Jason Bertoncino, PE

As the Assistant Director of the Land Development & Planning Department, Mr. Bertoncino regularly serves the Principal-in-Charge for public and private design projects involving the development of roadways, storm drainage, water distribution, sewer collection and transmission, and other services. In this capacity he ensures that the project manager has the staff and technological resources necessary to deliver a project on time and within budget, and offers his more than 20 years of experience to advise the team on any design challenges.

PROJECT EXPERIENCE

- ▶ Comprehensive Master Plan, Town of Elkin, NC. *Technical Advisor*
- ▶ Project Axis E-Commerce Facility. *Technical Advisor*
- ▶ North Main Athletic Complex (NMAC) Phase I & Phase II, Town of Holly Springs, NC. *Technical Advisor*
- ▶ Inclusion Park of Johnston County, Smithfield, NC. *Technical Advisor*
- ▶ Mims Park Stormwater BMP Design, Town of Holly Springs, NC. *Technical Advisor*
- ▶ Pleasant Park, Town of Apex, NC. *Project Manager*

**EDUCATION**

B.S., Civil Engineering,
Georgia Institute of
Technology

**PROFESSIONAL
REGISTRATION**

Professional Engineer:
NC, #029043

TRANSPORTATION ENGINEER / NCDOT COORDINATION

Frances Gallagher, PE

Ms. Gallagher has experience in the management and design of local, county and state transportation projects, including roadways, greenways, and pavement assessments. She has held direct responsibility for the supervision of design and plans production from concept design through final plans approval. Frances brings invaluable NCDOT expertise to this project, having coordinated with them for the majority of her career. She manages all aspects of the planning and environmental phases of projects including public involvement programs, corridor analyses, and transportation-related NEPA environmental documentation. Additionally, Her experience includes serving as design and environmental manager for sales and use tax-funded transportation improvements.

PROJECT EXPERIENCE

- ▶ Downtown Greenway, City of Greensboro, NC. *Transportation Manager and Project Engineer*
- ▶ Medical Mile Extension of the Endor Iron Furnace Trail, City of Sanford, NC. *Transportation Manager and Project Engineer*
- ▶ Shelton Avenue Linear Park, City of Statesville, NC. *Transportation Manager*
- ▶ On-Call Transportation Services, City of Asheville, NC. *Transportation Engineer Lead*



OUR PEOPLE, YOUR SUCCESS

**EDUCATION**

B.S., Landscape
Architecture,
West Virginia University

**PROFESSIONAL
REGISTRATION**

Professional Landscape
Architect: NC, #1521
LEED Accredited
Professional

LEAD LANDSCAPE ARCHITECT

Kurt Pfeifer, PLA, ASLA, LEED AP

Mr. Pfeifer has expertise in landscape architecture and related fields. His professional responsibilities consist of project management, small and large-scale master planning, site design, landscape planting and design, grading and earthwork, construction documentation, hand-drawn and digital illustration and rendering, and computer-aided drafting. Other areas of expertise include golf course routing and master planning, golf course construction documentation, SCM and Low Impact Design planting, and residential landscape design.

PROJECT EXPERIENCE

- ▶ Downtown Greenway, City of Greensboro, NC. *Lead Landscape Architect*
- ▶ Troy Capel Park Amphitheater, Town of Troy, NC. *Project Manager*
- ▶ Grifton Streetscape, Town of Grifton, NC. *Lead Landscape Architect*
- ▶ Front Street Streetscape, City of Wilmington, NC. *Landscape Architect*
- ▶ Mims Park, Town of Holly Springs, NC. *Lead Landscape Architect*
- ▶ WakeMed Tryon Road Widening, Town of Cary, NC.

**EDUCATION**

Master of Landscape
Architecture, North Carolina
State University; B.S., Parks,
Recreation and Tourism
Management, North
Carolina State University

**PROFESSIONAL
REGISTRATION**

Landscape Architect, NC:
#2015

LANDSCAPE ARCHITECT / PLANNER

Drew Crumpton, PLA, ASLA

Mr. Crumpton has expertise in landscape architecture, park planning and related fields. His professional responsibilities consist of master planning at both small-scale and system wide levels, public involvement, project management, site design, hand graphic and digital rendering, and project visualizations. Working on various design and planning projects has provided Mr. Crumpton with an understanding of the value of thorough analysis, inclusive participation, clear and concise presentation, and collaborative team environments.

PROJECT EXPERIENCE

- ▶ North Wilkesboro Streetscape, Town of North Wilkesboro, NC. *Landscape Architect & Planner*
- ▶ Shelton Avenue Linear Park, City of Statesville, NC. *Lead Planner*
- ▶ O.T. Sloan Park Master Plan, Lee County, NC. *Landscape Architect & Planner*
- ▶ Knightdale Athletic Park, Town of Knightdale, NC. *Landscape Architect & Planner*
- ▶ Comprehensive Master Plan, Town of Elkin, NC. *Landscape Architect & Planner*



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**EDUCATION**

B.S., Civil Engineering,
Vanderbilt University

**PROFESSIONAL
REGISTRATION**

Professional Engineer: NC,
#028942; LEED Accredited
Professional

INNOVATIVE STORMWATER ENGINEER

Hunter Freeman, PE, LEED AP

Mr. Freeman is a leader in innovative and sustainable stormwater management planning and implementation for WithersRavenel. He specializes in permitting and execution of innovative stormwater strategies. He has designed hundreds of SCMs in the Piedmont and Coastal Plain regions of North Carolina. He has assisted with regulatory and programmatic efforts to promote sustainable design concepts, including working with the City of Raleigh to develop green infrastructure standards. He recently completed STORM-EZ, a comprehensive stormwater computation tool used by the NCDEQ to streamline the stormwater permitting processes and encourage integrated stormwater designs. He served on the City of Raleigh Green Infrastructure stakeholder committee; he is Vice President of the APWA-NC Stormwater Division.

PROJECT EXPERIENCE

- Downtown Greenway, City of Greensboro, NC. *Project Engineer*
- Front Street Streetscape, City of Wilmington, NC. *Senior Water Engineer*
- Yadkin Road Drainage, City of Fayetteville, NC. *Stormwater Engineer*
- Chatham Park Stormwater, Pittsboro, NC. *Stormwater Engineer*
- On-Call Transportation Services, City of Asheville, NC. *Stormwater Engineer*

**EDUCATION**

B.S., Environmental
Engineering, University of
Miami

**PROFESSIONAL
REGISTRATION**

Professional Engineer: NC,
#034473; BMP Inspection
and Maintenance, #1684

STORMWATER ENGINEER

Jennifer Diaz, PE, LEED AP

Ms. Diaz specializes in hydraulics/hydrology modeling and analysis to determine the stormwater impact of proposed developments or existing watersheds for flood and water quality control. She is familiar with local, state, and federal design and permitting requirements and has collaborated with numerous municipalities, NCDOT, and propriety owners to shepherd projects from design to completion. Using programs and methods such as HEC-HMS, HEC-RAS, PondPack, SCS TR-55, SWMM, HY-8, and StormCAD, she has leveraged her stormwater knowledge and familiarity with these systems to successfully develop drainage system designs, riverine flood studies, hydraulic grade-line studies, and watershed studies.

PROJECT EXPERIENCE

- Yadkin Road Drainage, City of Fayetteville, NC. *Stormwater Engineer*
- Innovation Cornerstone, City of Greensboro, NC. *Stormwater Engineer*
- Stormwater Master Plan, Town of Biltmore Forest, NC. *Stormwater Engineer*
- Downtown Cary Mixed-Use, Town of Cary, NC. *Stormwater Engineer*



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**EDUCATION**

B.S., Civil Engineering,
Rowan University

**PROFESSIONAL
REGISTRATION**

Professional Engineer:
NC, #038549

CIVIL ENGINEER

Nick Antrilli, PE

Mr. Antrilli's areas of expertise include project management, storm drainage design, erosion control design, construction drawing preparation, and AutoCAD drafting. He also provides assistance with tasks required for the land development approval and entitlement process, construction, and final function.

PROJECT EXPERIENCE

- ▶ Street Improvements, Town of Clayton, NC. *Civil Engineer*
- ▶ Street Improvements, Town of Holly Springs, NC. *Civil Engineer*
- ▶ Front Street Streetscape, City of Wilmington, NC. *Civil Engineer*
- ▶ N. Wilkesboro Streetscape, Town of North Wilkesboro, NC. *Civil Engineer*
- ▶ North Main Athletic Complex, Holly Springs, NC. *Project Manager*
- ▶ Pleasant Park, Apex, NC. *Civil Engineer*

**EDUCATION**

B.S., Psychology, Towson
University

**PROFESSIONAL
REGISTRATION**

Professional Engineer: NC,
#036904

INFRASTRUCTURE UTILITIES REVIEW

Chuck Boecker, PE

Mr. Boecker is a professional engineer with 20 years of experience in transportation and site design in North Carolina and Maryland. His design experience includes grading, storm drainage, stormwater management, utility coordination, parking lots, and ADA compliance. He is also experienced in staff development, contract administration, permitting, cost estimation, and handling projects from the concept level through final construction.

PROJECT EXPERIENCE

- ▶ Main Street Sidewalk Design, City of Graham, NC. *Project Manager*
- ▶ State Street Pedestrian Improvements, City of Asheville, NC. *Project Manager*
- ▶ Shelton Avenue Linear Park, City of Statesville, NC. *Transportation Engineer*
- ▶ On-Call Transportation Services, City of Asheville, NC. *Transportation Engineer*
- ▶ Gate City Boulevard Sidewalk, Greensboro, NC. *Transportation Engineer*



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**EDUCATION**

M.S., Engineering Management, Air Force Institute of Technology;
BS Civil Engineering, West Virginia University, Institute of Technology

PROFESSIONAL REGISTRATION

Professional Engineer: NC, #024645; SC, #30547; VA, #0402048468

LEAD UTILITIES ENGINEER

John Akers, PE

Mr. Akers has extensive experience in managing, coordinating and designing all aspects of projects involving infrastructure improvements, including utility coordination and relocation, ranging from preliminary design development plans, budgetary cost estimates, contract documents and jurisdictional approvals, to construction phase services.

He specializes in water treatment plant upgrades, wastewater treatment, sewer collection, water distribution, grading and erosion control plans, stormwater and watershed protection plans and site and roadway plans, studies, preliminary engineering reports, and software modeling. He is a Certified Stormwater Management Plan Reviewer and a Certified Stormwater BMP Inspector.

PROJECT EXPERIENCE

- ▶ Sunset Sewer Rehab, Town of Pilot Mountain, NC. *Project Manager*
- ▶ Rural Ready Site, City of Reidsville, NC. *Project Manager*
- ▶ Newton Sanitary Sewer, Town of Newton, NC. *Project Manager*
- ▶ Pavement Survey, City of High Point, NC. *Project Manager*

**EDUCATION**

M.P.A., Public Administration, UNC Chapel Hill
B.S., Social Policy and Political Science, Western Carolina University

PROFESSIONAL MEMBERSHIPS

APA-NC, NCEDA, NC ACES, ICMA, IEDC

FUNDING SPECIALIST

Emily Edmonds

Ms. Edmonds' research and professional experience is focused on helping rural communities thrive. She has worked in economic development, grant writing and administration, and community outreach across the East Coast for more than 10 years. Through her grant administration and fundraising efforts, clients have procured more than \$6 million. She has served as a project manager for county and municipal park, greenway, trail, and land conservation projects for four years in addition to serving on the Parks, Recreation and Cultural Resources advisory boards for both the Town of Cary and Jackson County.

FUNDING/RESEARCH EXPERIENCE

- ▶ USDA Pavement Application, Town of Pilot Mountain, NC. *Funding Specialist*
- ▶ Town of Blowing Rock Greenway EFLAP Grant Administration. *Funding Specialist*
- ▶ EPA Brownfields Applications. *Funding Specialist*
- ▶ Jackson County Greenways Comprehensive Master Plan. *Recreation and Conservation Project Manager, Jackson County*
- ▶ "Rural Economic Development Through Local Food Systems." *Publication Writer*



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**ELECTRICAL ENGINEER****Nick Kisley, PE,
LEED AP**

Mr. Kisley has more than 34 years of experience in commercial and industrial building PME systems designs.

His PME design experience includes heavy industrial facilities, as well as laboratory clean room design, computer rooms, manufacturing building and process, educational and health care facilities.

EDUCATION

B.S., Mechanical Engineering, North Carolina State University; Industrial Ventilation Course, North Carolina State University; Asbestos in Buildings, University of North Carolina at Chapel Hill

PROFESSIONAL REGISTRATION

Professional Engineer: NC, #009531;
LEED Accredited Professional

**SUE MANAGER****Jonathan Nichols**

Mr. Nichols serves as the SUE Manager and is responsible for operations and manpower allocation. He has performed and managed numerous

SUE and geophysical investigations for a wide range of clients, including the Department of Defense, state departments of transportation, municipalities, industries, airports, power utilities (nuclear and fossil), environmental and geotechnical firms, and railroads.

EDUCATION

B.S., Business Administration, Barton College

PROFESSIONAL REGISTRATION

First Aid/CPR/AED; OSHA Hazardous Waste (HAZWOPER)

**GIS MANAGER****Brandon Inscore,
GISP**

Mr. Inscore is the GIS Manager and is responsible for overseeing GIS project management and staff

coordination, which includes mobilizing field staff for large and small data collection projects, then integrating that field data into office work flows, and providing oversight of final quality control/quality assurance on deliverables. Prior to joining WithersRavenel, Mr. Inscore acquired 15 years of public sector experience working City of Greensboro.

EDUCATION

MBA, Liberty University; MA Applied Geography, University of North Carolina, Greensboro; B.A., Social Science Education, Elon University

PROFESSIONAL REGISTRATION

Geographic Information Systems Professional: NC, #58189

**SURVEY MANAGER****Mike Dickerson, PLS**

As Assistant Director of Surveying for WithersRavenel, Mr. Dickerson coordinates the day-to-day operations of the firm's survey crews and office

personnel. He also has progressive surveying, civil, mapping, and construction layout experience.

EDUCATION

Surveying Certificate, Wake Technical Community College

PROFESSIONAL REGISTRATION

Professional Land Surveyor: NC, #L-3639



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**UAS MANAGER****Travis Howell**

Mr. Howell specializes in unmanned aerial systems (UAS) legality, flight logistics, orthophoto/surface model generation, ArcGIS 3D

modeling, and LiDAR data interpretation. His fieldwork consists of UAS remote sensing data collection and GPS/GNSS feature location. He is well-versed in ArcGIS Pro and multiple structure from motion (SfM) programs for UAS photogrammetry and 3D modeling.

EDUCATION

M.S., Forest Management with GIS minor, B.S., Forest Management with Agricultural Business Management minor, North Carolina State University

PROFESSIONAL REGISTRATION

FAA Part 107 Pilot: #3920261

**CONSTRUCTION ADMINISTRATOR****Andy Johnson**

Mr. Johnson specializes in construction supervision, project management, and construction observations.

He oversees observation services. He also acts a liaison between the contractor, client, and WithersRavenel. His presence helps to secure compliance from the contractor with the plans and specifications. He was formerly the Engineering Field Services Manager for the Town of Cary, responsible for contract administration, project management and inspection for many of the Town's buildings, parks, transportation, and utility projects.

EDUCATION

A.A.S., Civil Engineering, Wake Technical Institute

**CONSTRUCTION ENGINEER****Joe Turner, PE**

Mr. Turner brings more than 10 years of combined experience from the North Carolina Department of Transportation and Town of Knightdale.

While with NCDOT, he effectively coordinated with private engineering firms, contractors, and developers to administer driveway and encroachment permits for private development in Wake County. He oversaw NCDOT's Secondary Roads Program, which is tasked with programming roads, designing erosion control plans, coordinating with right-of-way agents and utility contractors, conducting field meetings with property owners, and managing road construction crews.

EDUCATION

B.S., Civil Engineering, North Carolina State University

PROFESSIONAL REGISTRATION

Professional Engineer: NC, #037512

**FUNDING SPECIALIST****Alice Briggs**

Ms. Briggs has experience completing many projects in the areas of economic development, marketing research and planning, grant research and

application assistance, and marketing strategy and development. She is an experienced economic developer well versed in factors that affect the financial performance of local governments.

She has also assisted many rural communities with submitting grant and local applications to various agencies, including the North Carolina Parks and Recreation Trust Fund, the N.C. Rural Economic Development Division, USDA Rural Development, U.S. Economic Development Administration, the Golden LEAF Foundation, and the State Revolving Fund. She possesses the ability to multi-task in a deadline-driven and fast-paced environment.

EDUCATION

B.A., Economics and German Studies (Departmental Honors/Magna Cum Laude), Washington Col



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**FUNDING SPECIALIST****Catherine Renbarger**

Ms. Renbarger possesses more than 10 years of experience in County and Municipal government administration and was also an esteemed ICMA

Local Government fellow.

Her background in Municipal and County administration, enables her to bring critical insight and real-world solutions to challenging client problems. Additionally, Ms. Renbarger has an amazing track record for securing grant/loan monies and ongoing administration of funding projects.

EDUCATION

M.P.A, University of North Carolina at Chapel Hill

Our References

- ▶ **Jonathan Kanipe, Town Manager**
Town of Biltmore Forest
jkanipe@biltmoreforest.org; 828-274-0824
- ▶ **Greg Zephir, Town Manager**
Town of Troy
manager@troy.nc.us; 910-572-3661
- ▶ **Fred Boone, Engineering & Public Works Director**
Town of Knightdale
fred.boone@knightdalenc.gov; 919-217-2250
- ▶ **Paul Weeks, City Engineer**
City of Sanford
paul.weeks@sanfordnc.net; 919-777-1119
- ▶ **Aaron Levitt, Senior Engineer**
Town of Holly Springs
aaron.levitt@hollyspringsnc.us; 919-567-

Why Choose Our Team

Dedicated Team of Funding Experts



History and Knowledge of NCDOT



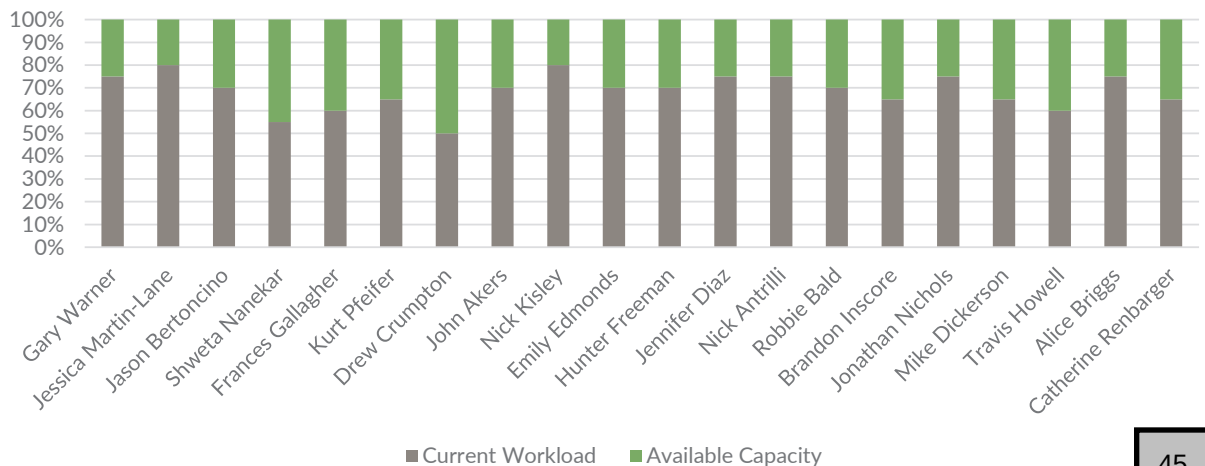
Creative Construction Phasing Solutions



Proximity to Pilot Mountain

CURRENT WORKLOAD

WithersRavenel is committed to providing the resources needed to provide responsive and cost-effective engineering services to the Town in accordance with your schedule. We have a proven track record of initiating and completing projects on or ahead of schedule. Based on our projection of percentage of time available, our team has sufficient capacity in their present workload commitments, as well as sufficient additional staff resources, to complete your project requirements.





Technical Approach



Collaborative integrated designs that preserves, honors, and celebrates history. At WithersRavenel, we are designers and placemakers. We believe in the creation of inviting places and the power they have to draw people to them. We believe that a collaborative, cross-section of informed and dedicated talent can craft those inviting places that create memories and turn ordinary spaces into great social places that improve our quality of life. Our approach to activating an area like your Downtown, which encompasses the historic segment of Main Street between Academy and Key Streets, takes into consideration community history, a town's character, and its opportunities for diverse use. Our designs are always guided by the principles of environmentally friendly design, low impact design techniques for stormwater management, ADA compliance, and crime prevention through environmental design (CPTED) strategies.

We incorporate streetscape design, landscape architecture, mobility planning, ecological sustainability, and environmental graphic design in an open, collaborative setting that tackles unique linear planning issues.



We believe that our collective talents can create a vision of sustainable vehicular and pedestrian access ways, sidewalks, green areas, and destinations that allow people to connect with each other and the surrounding environment.

PROXIMITY & FAMILIARITY WITH THE TOWN

WithersRavenel maintains six office locations in North Carolina. For you project, we will be mobilizing team members from our Greensboro, Cary, and Raleigh locations. Our Greensboro office is just 43 minutes from the Town, allowing key team members to be at the project site urgently, ensuring that your project needs are met and communication is compact throughout the design process.

Currently, WithersRavenel is assisting the Town with the Sunset Sub-Basin Sewer Line Replacement, Pump Station Work, and SCADA System Implementation project, lead by Utilities Engineer John Akers, PE. Additionally, our funding team, including Client Officer Jessica Martin-Lane and Emily Edmonds, have assisted the Town with a USDA Pavement Application to support the Downtown Repaving Project and a Brownfields Application.

Not only are we familiar with the Town, we are also knowledgeable about the region, as we are currently working on the Comprehensive Master Plan for the Town of Elkin, as well as the Surry County Economic Development Plan, which Pilot Mountain is a part of. Both of these projects are within close proximity to the Town and involve key team members who frequent that region quite often because of this. We are also working in the vicinity with the City of Mount Airy managing several grant-funded infrastructure projects.



Project Understanding



Site Photo

"This project has been near and dear to town leadership and the entire community from the beginning. WithersRavenel understood our vision for placemaking here in Holly Springs, and they've come through for us at every stage of the project. We're grateful for their expertise and professionalism."

Len Bradley , Parks & Recreation Director
Town of Holly Springs

A vision is a vessel of ideas, a catalyst of insight, intuition, and innovation. A shared vision requires a concept that engages a diverse range of people in the process. The Town has collaborated and worked diligently with Benchmark Planning to begin a vision for the Downtown area. Our present understanding of that vision is to further promote the Downtown as an intentionally sought destination for both citizens and visitors. The vision of this project is to make further improvements to the Downtown area by removing unsightly areas, rehabilitating and burying Town utilities, accommodating necessary services, improving pedestrian accessibility, improving the street side and alleyway appearance and adding additional features that will attract and engage.

We will carry that vision through full development and implementation. It is our intent to be with you at the ribbon-cutting and grand opening of many stages of this effort.

At the core of our design process is the ability to become advocates, build consensus, and collaborate with all stakeholders to craft a bold and action-oriented implementation plan. A fully activated, inviting Downtown will provide residents and visitors with a safe, relaxing, shopping, recreational, dining experience area that fully accommodates all modes of transportation.

In a study by the North Carolina Chapter of the American Planning Associations, walkability is a key priority for the Millennial generation (aged 21 to 34). The study found that 54% said they would prefer to live in a walkable urban area, suburb, or small Town—such as Pilot Mountain—if they could afford it. The study also found that almost 70% of North Carolina respondents did not feel that there are enough non-car options for transportation in their communities. Seventy-four percent (74%) of NC Millennials and many minority communities express the importance of having a diversity of transportation options.



Work Plan Methodology

Our methodology for the planning and design of the streetscape project is shaped by our commitment to developing solutions that will have lasting value for the community. We believe our work must be highly inclusive, so we often structure portions of our work around multi-day on-site design activities, particularly at the early visioning and concept design level. In these initial workshops, we can organize evening public meetings, lunch-time presentations, conduct stakeholder interviews, and investigate the site together as a team, and with the community through walking audits and site tours where we can talk about situations on the spot and in person.

We are interested in processes that are highly interactive—we don't want to get too far in front of the Town or the community with our work without review and feedback. As projects move into more detailed levels of design, more of the work must be done in the office, but we will schedule regular team meetings, conference calls and other interactions.

KICK-OFF MEETING

WithersRavenel will initiate the project by meeting with the Town and North Carolina Department of Transportation (NCDOT) for a design kickoff meeting. With Main Street being an NCDOT road, engaging NCDOT early and getting their input throughout will be critical to the success of the project. This important meeting will introduce key personnel; establish lines of communication; review the scope of services; set the project schedule; and establish a clear understanding of the desired outcomes and deliverables for the project.

PRELIMINARY DATA COLLECTION

Prior to obtaining field-verified survey information, GIS data may be used to identify sensitive areas within the design area and provide better understanding of site opportunities. This information will be supplemented by a project walk-through with the Town Project Manager and our design team to gather on-site observations and collect data with handheld GPS units to document unique site features within the project corridor. When the data assembly is complete, a full review and site analysis will be performed to identify appropriate areas of opportunity and area limitations and constraints.



ENVIRONMENTAL DUE DILIGENCE

As with any old area evaluation, environmental due diligence will be a key element of the site analysis. It is essential to understand from the outset whether contamination might be present and how it may be addressed.

Our first step toward addressing this concern is to complete a Phase I Environmental Site Assessment (ESA) or Limited ESA depending on the Town's requirements. Thereafter, if Recognized Environmental Conditions (RECs) are identified during Phase I activities, which we do not anticipate being a factor, a Phase II ESA will be completed. The Phase II ESA results will be evaluated and, if subsurface contamination is discovered, the type and source of the contaminants will typically enable the identification of the required regulatory program with jurisdiction over investigation and cleanup of the contamination.

WithersRavenel and the Town will then discuss the most cost effective and timely approach to proceed. Two possible scenarios for moving forward include Risk-Based Assessment for cleanup or Brownfields Agreements. WithersRavenel will counsel the Town regarding cost-effective remediation strategies or engineering controls that meet the requirements of state and federal programs, and we will work with you to integrate those strategies with the plans and specifications for any project. We have combined our land development, transportation, and environmental capabilities to deliver integrated solutions on numerous environmentally distressed projects.



UTILITY COORDINATION

During the early phases of the design process, WithersRavenel will coordinate with Duke Energy, and other service providers, to evaluate and assess the opportunity to move the existing overhead utility lines to an underground alignment. Burying the utility lines will provide not only an aesthetic value but will also provide room for larger trees and a more comfortable pedestrian environment and reduce potential power outages from downed powerlines.

The undergrounding of overhead lines will have an impact on the views from the proposed amphitheater behind Town Hall. WithersRavenel will work with the power company and utility providers to review opportunities to move overhead lines to an underground alignment for portions of Pine and Marion Streets. Burying the lines will provide views of Pilot Mountain free from unsightly overhead wires as guests enjoy the amphitheater venue.

CONCEPTUAL DESIGN & OPPORTUNITY ANALYSIS

With the information obtained from the site investigation and analysis, and the plans prepared by Benchmark, initial designs will be prepared for all of the “wish list” project components. The designs will be reviewed with the Town and refined. Using these conceptual designs, budget level costs will be generated and the project components will be analyzed through an evaluation of the “Opportunity vs Cost” for each discrete component of the project.

The results of this evaluation will then be reviewed with the Town to begin prioritizing the components on the basis of existing available funding and the potential for outside funding assistance.

The outcome of this effort will be a rank order list of immediately fundable project components and a list of project components for which outside funding is to be pursued. At this point the project will diverge into two tracks – one track will be the Design Track progressing the design of the immediately fundable components and the other track will be the Funding Track pursuing funding assistance for phasing the remaining components of the project.

PRELIMINARY (30%) DESIGN

The design team will prepare preliminary plans for the immediately fundable components that will take advantage of unique opportunities while minimizing impacts and reducing construction costs. The designs and information supporting the recommended designs, including all design assumptions, will be presented to Town staff and NCDOT for review.

STAKEHOLDER INVOLVEMENT

We believe that stakeholder involvement will be an important part of the design process and this would be the appropriate time to obtain that input. WithersRavenel and our team routinely facilitate stakeholder and public involvement through a variety of venues. We can assist with assembling stakeholders, interested participants, and local organizations and facilitate a design review/design input process that will guide your project to consensus in the remaining planning and design. We believe in a multi-disciplinary approach that integrates local knowledge from stakeholders and professionals. The result is a long-term sustainable outcome that is both practical and of a “common mind” among participants, which sustains the vision and supports implementation. We would develop, manage, and staff the effort to whatever extent you would like to involve the participants in the design review/input process.

DESIGN DEVELOPMENT (60%) DRAWINGS

Design Development (60%) drawings (NCDOT Right-of-Way Plans) will be prepared and presented for review and comment to the Town, NCDOT and any regulatory agency whose approval is required for the development of the project. The cost estimate and project schedule will be updated. Right-of-way and easement acquisition can begin upon approval of the 60% plans.



FINAL CONSTRUCTION DRAWINGS & TECHNICAL SPECIFICATIONS

Once design development plans have been approved by Town staff and NCDOT, WithersRavenel will prepare final Construction Drawings and Technical Specifications and the cost estimate will be updated based on the final documents.

If the need presents itself during the process, any privately-owned or Town-owned utilities requiring construction, reconstruction, rehabilitation and/or relocation will be identified and its construction will be coordinated. Finally, all permits and approvals will be presented to Town staff after they have been secured. Upon completion of the final Plans, Specifications and Estimate (PS&E) package, Construction Authorization will be obtained.

BID PHASE SERVICES

WithersRavenel can perform all bid phase activities, including preparation of the complete bid package and bid advertisement, conducting the pre-bid meeting, answering contractor questions, preparing addenda, assisting with bid opening, tabulating & evaluating bids, preparing award recommendation and participating in the pre-construction conference.

CONSTRUCTION ADMINISTRATION CAPABILITIES

Once Town of Pilot Mountain awards the work, the project then proceeds to the Construction Administration Phase. During this phase we will have staff on site for the full term of the project to ensure proper compliance with the design and specifications. In addition to a kick-off meeting, we will conduct progress meetings at regular intervals and provide minutes to the Town of Pilot Mountain. Our staff will also maintain daily inspection reports with applicable photographs which will aide in our review of pay applications. We will also oversee field testing and identify deficiencies to the contractor in preparation for substantial completion and final application for payment.

FUNDING INVESTIGATION

Our team of funding specialists at WithersRavenel will research all grant/loan/funding assistance sources that might possibly be tapped to providing outside funding to the Town for the identified components for the project. After evaluating the Town's success potential for competing for funding from the various sources, we will meet with the Town to review these results to formulate a strategy.

Approach to Schedules

WithersRavenel prepares a schedule for each project using a Gantt chart format. All project team members have input in creating the schedule, and they assist in defining dependencies, constraints, and duration of tasks. Throughout the project, Project Engineers and Landscape Architects assist the Project Manager with tracking the project, noting the actual start and end dates of the various tasks. They keep all team members aware of task start dates and completion dates. If they see a problem in meeting the schedule of a certain task, they advise the Project Manager and discuss options for recovering the schedule.

Approach to Budgets

WithersRavenel uses Deltek Vision accounting software that is specifically designed for professional services firms. Each employee records their chargeable time through the Vision timesheet entry process; accounting then captures that time and posts it to the billable project. The Project Manager tracks billable time on a weekly basis as the project progresses, which can be used to recognize trends early in the project that could lead to schedule or budget overruns.

Our accounting systems ensures that invoices accurately reflect every billable dollar for every project and that project chargeable costs are properly billed to the client. All invoices for outside services by our subconsultants must be reviewed and approved by our Project Manager before being billed to the project.



WITHERSRAVENEL
424 GALLIMORE DAIRY ROAD, SUITE C
GREENSBORO, NC 27409

DOWNTOWN STREETScape
Town of Pilot Mountain
PROPOSAL FOR PLANNING, DESIGN AND ENGINEERING SERVICES

A. PROJECT DESCRIPTION

As a result of a Downtown Streetscape Plan completed in 2018, the Town of Pilot Mountain (CLIENT) is implementing a streetscape improvement project (PROJECT) for a portion of Main Street through Downtown Pilot Mountain. The project limits are right-of-way to right-of-way between Key Street and Academy Street. Main Street through downtown is a North Carolina Department of Transportation (NCDOT) corridor, State Route 268. The total length of the Main Street project is approximately 0.38 miles. The PROJECT is intended to enhance pedestrian safety and comfort, define an image for Downtown Pilot Mountain, improve utility infrastructure and, in the long run, urge economic redevelopment.

Based on the approved 2018 Downtown Streetscape Plan, elements of the project include, but is not limited to, the following:

Main Street

- Narrowing of travel lanes
- Widening of pedestrian sidewalks
- Relocation of curbs, curb cuts, stormwater inlets
- Pedestrian-scale lighting
- Street trees and landscaping
- Relocating existing overhead utilities
- Site furnishings

The goal of the project is to prepare detailed construction documents of proposed improvements. The means of accomplishing this will include a design team with a broad range of professional disciplines and by drawing inspiration from trends in current streetscape and pedestrian planning issues.

B. SCOPE OF SERVICES

WithersRavenel (CONSULTANT) will provide the following planning, design and engineering services for the project described above.

TASK 1 – PROJECT MANAGEMENT AND ADMINISTRATION

WithersRavenel will provide the following as part of this task:

- ▶ Coordinate and facilitate a Kick-off Meeting with the CLIENT, stakeholders and property owners within the road corridors for the PROJECT
- ▶ Coordinate with CLIENT's project manager and project team and regulatory agencies throughout the course of the project as necessary (assumed one (1) hour per month on average)
- ▶ Coordinate submittals to the CLIENT, NCDOT, and North Carolina Department Environmental Quality (NCDEQ)
- ▶ Participate in general conference calls, coordination meetings and review meetings with the CLIENT, CLIENT's representative, and CONSULTANT team during design (up to 12 meetings)
- ▶ Monthly coordination calls throughout the duration of the PROJECT

- Manage internal project processes, communication and resources.

TASK 2 – SITE INVENTORY AND ANALYSIS

2.1 On-Site Analysis and Inventory

Prior to receiving field verified survey information, field observations and available Geographic Information System (GIS) data will be used to begin preliminary data collection and to identify potential environmentally sensitive areas within the PROJECT limits. A basic understanding of topography, easements, soils, site hydrology, vehicular and pedestrian traffic patterns, and parking usage will be obtained to begin developing the plan base. These files will be supplemented by on-site observation and data collection with handheld GPS units. When the data assembly is completed, the site analysis will be performed to identify potential impacts and site constraints.

2.2 Topographic Survey

To provide access to the individual parcels with the PROJECT, the CLIENT shall provide a letter to each property owner to explain the project and to request access to the property for survey and other analysis work. The CONSULTANT will assist the CLIENT in preparing a letter for distribution.

The CONSULTANT shall provide a design topographic survey for the PROJECT limits as defined above. We will locate spot grades at approximate 50-foot intervals, locate top and bottom of slopes, all improvements along the corridors including visible above ground utilities (i.e., storm drainage pipes, sanitary sewer man holes, clean outs, water meters, fire hydrants, water valves, transformers, power poles, phone boxes, cable boxes, etc.), buildings, curb and gutter, edge of pavement, driveways, signs, mail boxes, trees equal to/greater than 6-inches DBH, etc. Utility Location shall include elevations for tops and inverts of all storm and sewer structures. The CONSULTANT shall coordinate with NC811 during survey and provide locations in the survey data. Property boundary work along the corridors is not included in this Scope of Services.

Deliverables (paper and electronic formats):

- One (1) set of topographic survey (24" x 36" format)
- Electronic copy of survey in AutoCAD .dwg format

2.3 Level B Subsurface Investigations

CONSULTANT will use both Electromagnetic (EM) and Ground Penetrating Radar (GPR) equipment to designate all the utilities within the rights-of-ways within the project area. All utilities designated will be marked using the APWA guidelines with marking paint and/or pin flags. Once all the utilities have been designated, a survey crew will locate all of the designated utilities and provide a CADD deliverable.

2.4 Environmental Desktop Assessment

The CONSULTANT will complete an Environmental Desktop Review of the subject properties. An Environmental Desktop Review is a limited-scope assessment that does not include a visit by the environmental consultant to the subject property. Due to its limited scope, the desktop report provides an initial screen of a property to determine the potential for environmental liability at the site, such as orphan tanks, contamination from a nearby gas station, or historical property uses. If such a concern is identified, the recommendations will be made to elevate the scope to a more comprehensive report such as the Phase I ESA or move directly to assessment of the suspect areas.

- ▶ Historic Records Research - The historical records search will include a review of historical aerial photos, Sanborn Fire Insurance Maps, and city directories covering the subject property and surrounding area. The historical records review will be conducted to identify the past or current presence of hazardous waste, hazardous material, or petroleum products on the site or for obvious land uses that may involve the storage, distribution or use of these materials on the subject properties.
- ▶ Review of Public Record - This task is intended to identify evidence readily available in the public record of past or present activities on the site or in the immediate vicinity of the site that may have resulted in contamination or deposition of hazardous waste materials or petroleum products. The CONSULTANT will review a government database report of the subject site and surrounding area. Regulatory files will be reviewed to extent feasible through online databases. In the event that environmental incidents are discovered for the properties or other sites in close proximity to the properties where environmental assessment activities are determined to be on file with a local regulatory agency, the CONSULTANT will contact the CLIENT for the purposes of requesting a change order to cover the cost to mobilize to the regulatory agency, obtain copies of the reports and summarize the findings of the site relative to their degree to effect the condition and use of the properties to be included in this report.
- ▶ Report Preparation - After completing the review of public records and site reconnaissance, CONSULTANT will issue a written summary memorandum documenting the evaluation. The memorandum will describe any areas of concern and present the findings of the review as they relate to the project. The report will include conclusions and recommendations and provide an evaluation of the need for further investigation or remedial activities. The memorandum will include a site location map and a site plan showing pertinent site features. CONSULTANT will not distribute the report to any other party without CLIENT's prior written approval.

TASK 3 – PRELIMINARY / SCHEMATIC DESIGN (30% PLANS)

Based on the Final Master Plan, the proposed streetscape improvements will be determined, with possible variations identified as necessary at critical locations. The alignment alternatives and information supporting the recommendation will be presented to the CLIENT and NCDOT for review and comment. A preliminary statement of probable cost, as detailed below, will be developed, and historic and natural resource data will be utilized for environmental analysis of the project corridor, all of which will factor into the design.

3.1 Preliminary Plans

Preliminary Plans for the PROJECT will be prepared a schematic design plans in accordance with CLIENT and NCDOT standards. Plans may include, but not be limited to, the following elements of the PROJECT:

- ▶ Vehicle travel lanes and parking
- ▶ Edge of pavement for streets and potential curb alignments
- ▶ Utility improvements and relocations, if necessary
- ▶ Crosswalk layout at intersections
- ▶ Pedestrian walkways
- ▶ Plantings areas including street trees and accent areas
- ▶ Site furnishings and amenities
- ▶ Stormwater improvements including additional inlets, if necessary
- ▶ Pedestrian-scale lighting

CONSULTANT will provide one (1) revision to the plans based on comments received from review and regulatory agencies. Unless otherwise directed or required by any agency, plans will be 24" x 36", provided in AutoCAD format and will include the following:

- ▶ Cover sheet
- ▶ Layout of streetscape elements
- ▶ Preliminary layout of planting areas
- ▶ Design theming or detailing
- ▶ Suggest materials for paving, special use areas and structures
- ▶ Typical sections
- ▶ Plan and profiles including preliminary horizontal and vertical alignment, and
- ▶ Cross sections at 25' interval.

3.2 Utility Coordination

The CONSULTANT will coordinate with local utility owners within the PROJECT to address design issues, relocations and new service requirements. The CONSULTANT will provide and distribute the Preliminary Plans to utility owners for review.

Deliverables (paper and .pdf formats):

- ▶ One (1) sets of preliminary plans
- ▶ One (1) copy of opinion of probable costs
- ▶ One (1) set of preliminary plans (for NCDOT)
- ▶ One (1) set or preliminary plans (for each utility owner)

TASK 4 – DESIGN DEVELOPMENT DOCUMENTS (60% PLANS)

Upon approval of the Preliminary Plans by the CLIENT and NCDOT, the CONSULTANT will prepare Design Development Documents for review and comment. This includes one (1) revision to the plans based on comments received from review and regulatory agencies.

4.1 Design Development

The PROJECT will be advanced in accordance with CLIENT, NCDOT and NCDEQ standards and requirements to produce Design Development Plans that will include, but not be limited to, the following:

- ▶ Cover sheet
- ▶ Layout of streetscape elements
- ▶ Schedule of paving and hardscape finishes, colors and textures
- ▶ Landscape plans and plant list including species and sizes
- ▶ Crosswalk layout at intersections
- ▶ Construction details
- ▶ Drainage summary
- ▶ Refined plan and profiles (grading and drainage) including final horizontal and vertical alignment, proposed storm drainage design
- ▶ Erosion control plans
- ▶ Cross sections at 25' interval
- ▶ Draft technical specifications

4.2 Utility Coordination

The CONSULTANT will review design based on existing and proposed utility locations provided by utility owners, and request subsurface utility locates where necessary to avoid conflicts. The proposed layout will be provided to utility owners for review and comment.

Deliverables (paper and .pdf formats):

- ▶ One (1) set of right-of-way plans

- ▶ One (1) set of hydraulic calculations
- ▶ One (1) draft and final CE Document
- ▶ One (1) revised opinion of probable costs
- ▶ One (1) set of right-of-way plans (for NCDOT)
- ▶ One (1) set of hydraulic calculations (for NCDOT)
- ▶ One (1) draft and final CE Document (for NCDOT)
- ▶ One (1) set of right-of-way plans (for each utility owner)

TASK 5 – PERMITTING SERVICES

The CONSULTANT will make the following submittals and prepare the necessary supporting documents for each of the following submittals as needed:

- ▶ NCDEQ Erosion and Sediment Control
- ▶ NCDOT Encroachment/Driveway

TASK 6 – FINAL CONSTRUCTION PLANS AND DOCUMENTS

Upon approval of the Design Development Plans and Documents by the CLEINT and NCDOT, the CONSULTANT will prepare Final Construction Documents (drawings and specifications) based on the work completed in Task 5, above. The documents will serve as the basis of the construction contract with the CLIENT's selected General Contractor. Two (2) revisions to the plans based on comments received from review and regulatory agencies are included in this task.

6.1 Final Construction Plans

The design will be advanced and finalized in accordance with NCDOT standards to produce Final Construction Plans and Project Manual per NCDOT requirements. Final plans will include the following:

- ▶ Cover sheet
- ▶ General notes and standard drawings
- ▶ Typical sections
- ▶ Construction details
- ▶ Drainage summary
- ▶ Plan and profiles (grading and drainage)
- ▶ Cross sections at 25' interval
- ▶ Erosion control plans
- ▶ Project manual, specifications and Special Provisions

6.2 Utility Coordination

Based upon updated information provided by utility owners, the CONSULTANT will identify and coordinate any remaining utility issues with design team, CLIENT and utility owners. The CONSULTANT will prioritize based on impact on the construction schedule, and coordinate with utility owners accordingly to eliminate potential delays during construction. This task does not include utility relocation plans.

Deliverables (paper and .pdf formats):

- ▶ One (1) set of plans and project manual
- ▶ Revised opinion of probable construction costs
- ▶ One (1) set of plans and project manual (for NCDOT submitted by CLIENT)
- ▶ One (1) set of hydraulic calculations (for NCDOT submitted by CLIENT)
- ▶ Revised opinion of probable construction costs (for NCDOT submitted by CLIENT)

TASK 7 – OPINION OF PROBABLE CONSTRUCTION COSTS

Throughout the development of the design for the PROJECT, the CONSULTANT shall prepare an Opinion of Probable Construction Costs. The anticipated costs will be based on the design, the CONSULTANT's past project experience and industry standards. The Opinion of Probable Construction Costs will be used to assist the CLIENT and CONSULTANT in discussions of possibly phasing proposed improvements. Revisions to the Opinion of Probable Costs will be made at each submittal, starting with the Final Master Plan, as detailed herein.

Deliverables (paper and .pdf formats):

- ▶ *Opinion of costs spreadsheets will be provided at submittal intervals, as detailed herein*

C. SPECIAL CONSULTANTS AND SERVICES TO SUPPORT DESIGN EFFORT

Currently, there are no specific subconsultants included in the Basic Services. As the Project becomes more defined, we will be able to identify additional design subconsultants, if any, to further the design. If such services become necessary, and the CLIENT approves same in writing as Additional Services, these fees will be in addition to the compensation for the Basic Services set forth in this Proposal.

The following special consultants may be required to support the design effort but are NOT INCLUDED in our scope or fee. Required services for these consultants have not been determined at this time. If such services become necessary and the CLIENT approves same in writing as Additional Services, these fees will be in addition to the compensation for the Basic Services set forth in this Proposal. These special consultants include but may not be limited to:

Zoning Consultant	Market/Economic Consultant
Architecture Consultant	Demolition Consultant
Cost Consultant	Fountain Design Consultant
Structural Engineer	Low Voltage Design Consultant
Irrigation Consultant	Traffic Engineering and Signalization
Real Estate Easement Consultant	Public Involvement Consultant

D. QUALIFICATIONS AND CLARIFICATIONS OF SCOPE OF SERVICES

We will coordinate our services with those services provided by you and your consultants and shall be entitled to rely on the accuracy and completeness of services and information you and your consultants furnished to us.

The costs of professional artist renderings have not been included in this Proposal. If requested, actual costs will be billed as a Reimbursable Expense.

Services in connection with LEED® Green Building Rating System or Sustainable Sites Initiative® certification or other similar environmental certifications ("Green Certification") are not included in our Basic Services or fee. These services can be provided as an Additional Service upon your request. Should you elect to pursue a Green Certified project, we suggest a meeting with all proposed team members, including you and the Contractor, if selected, to start the process towards determining the level of certification and specific items that will be pursued.

E. CLIENT RESPONSIBILITIES

The CLIENT will provide the CONSULTANT the following information as outlined below:

- ▶ Designate in writing a person to act as the CLIENT's representative with respect to the work to be performed under this AGREEMENT; and such person shall have the complete authority to CLIENT's

policies and decisions with respect to materials, equipment, elements and systems pertinent to the services covered under this AGREEMENT.

- ▶ Arrange for and make provision for the CONSULTANT to enter the subject property as required for the CONSULTANT to perform services under this AGREEMENT.
- ▶ Provide and arrange a venue for all project meetings and public presentations.
- ▶ Provide all criteria and full information as to the CLIENT's requirements for the project, and furnish copies of any prior survey documents, deeds, reports, master plans, and design and construction standards.
- ▶ CLIENT shall be responsible for acquisition of all off-site utility and/or construction easements if they become applicable for this project.
- ▶ All review and permit fees, including recordation fees
- ▶ Give prompt written notice to the CONSULTANT whenever the CLIENT observes or otherwise becomes aware of any development that affects the scope or timing of CONSULTANT's services, or any defect or non-conformance of the work
- ▶ Direct the CONSULTANT to provide Additional Services as stipulated in Section C of this Agreement or other services as required; and
- ▶ Any legal representation requiring an attorney at law.

F. ADDITIONAL SERVICES / EXCLUSIONS

Additional requested progress meetings or excluded tasks that are not included in the above listed scope of services are considered additional services. The CONSULTANT will furnish or obtain from others additional services that are not covered herein or specifically excluded, if requested in writing by the CLIENT, and accepted by the CONSULTANT. Additional services shall be paid by the CLIENT in accordance with the Fee Schedule outlined in Exhibit II. The proposal does not include following:

The proposal does not include the following:

- ▶ CLIENT directed revisions to plans or design beyond what is noted above and after approvals
- ▶ Stormwater services other than listed above
- ▶ Environmental studies/permitting other than listed above
- ▶ Easements and/or plats outside of PROJECT limits
- ▶ Architecture or building design
- ▶ Construction management services
- ▶ Construction staking and record drawing surveys
- ▶ Fountain design
- ▶ Erosion control/SCM monitoring/inspections
- ▶ Erosion control/SCM reporting during infrastructure construction
- ▶ LEED/Sustainable Site design certification
- ▶ Professional illustrations and renderings
- ▶ Serving as an expert witness for the CLIENT in any litigation involving the project

Note: This list is not all inclusive and the Scope of Services defines the services provided by CONSULTANT for this proposal.

G. COMPENSATION FOR SERVICES

Basic Services

The CONSULTANT proposes to provide the services outlined in B. Scope of Services for a lump sum amount of Sixty-One Thousand, Five Hundred Dollars (\$61,500.00), as detailed below. This proposal has been provided in good faith and may not be exceeded without being substantiated and mutually agreed by the CONSULTANT and the CLIENT.

The CONSULTANT will submit monthly invoice statements to the CLIENT for all work completed. The amount of the statement will be based on the percentage of the project accomplished during the billing period. The CLIENT agrees to make prompt monthly payments in response to the monthly statements. Interest shall be charged at the rate of one and one-half (1.5) percent per month on all balances due over 90 days from date of invoice.

Breakdown of Fees	
Task	Fee
Task 1 – Project Management & Admin	\$2,500
Task 2 – Site Inventory & Analysis	\$20,500
Task 4 – Schematic Design (30% Plans)	\$7,200
Task 5 – Design Development (60% Plans)	\$12,600
Task 6 – Permitting Services	\$2,500
Task 7 – Construction Documents	\$14,400
Task 8 – Opinion of Probable Costs	\$1,800
TOTAL	\$61,500

Reimbursable Expenses

Reimbursable expenses are in addition to compensation for Basic and Additional Services and include expenses incurred by THE CONSULTANT or our consultants in the interest of the Project. These expenses will be billed in accordance with Exhibit II and include but are not limited to the following:

- ▶ Mileage/Travel (for all meetings, site visits, public outreach)
- ▶ Courier Trips
- ▶ Prints/document copies (includes schematics, color renderings, plan drawings)
- ▶ Postage/FedEx
- ▶ Review Fees (if applicable)

Reimbursable expenses will be invoiced at actual cost and are estimated to be Two Thousand Dollars (\$2,000).

H. TIMELINE FOR SERVICES

The CONSULTANT agrees to commence work upon receipt of written notice to proceed from the CLIENT. The CONSULTANT will not be held responsible for any delays in time of completion resulting from:

- ▶ The CLIENT's failure to carry out any of the responsibilities listed under Sections IV and VII in a timely manner
- ▶ CLIENT requesting Additional Services as outlined in Section C

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As previously proposed by the CONSULTANT, it is anticipated that this project may take up to forty-eight (48) weeks from the Notice to Proceed. The time required to complete the design services listed in Section B (as well as Section C - Additional Services) will be extended by negotiation in the event the CONSULTANT is delayed by circumstances as listed in the above.

I. Acceptance

Receipt of an executed copy of this agreement will serve as the written agreement between CONSULTANT and the CLIENT for the basic services outlined in Section B of this document. The terms outlined in the attached Exhibits - Standard Terms and Conditions (Exhibit I) and Fee & Expense Schedule (Exhibit II) shall be considered a part of this agreement.

OFFERED BY:

WithersRavenel

ACCEPTED BY:

Town of Pilot Mountain

Gary E. Warner
Director, Parks & Recreation Planning

Michael Boaz
Town Manager

**PROJECT BUDGET ORDINANCE
STREETSCAPE PROJECT**

BE IT ORDAINED, by the Pilot Mountain Board of Commissioners, that pursuant to North Carolina General Statutes Section 13.2 of Chapter 159, the following capital project ordinance is hereby adopted:

Section 1: The project authorized is the “Streetscape Project”.

Section 2: The officers of this unit are hereby directed to proceed with the project within the budget contained herein.

Section 3: The following revenues are anticipated to be available to complete this project.

NC Department of Commerce Grant	\$50,000.00
Transfer from General Fund	\$11,500.00
Total:	\$62,000.00

Section 4: The following amounts are the anticipated expenditures for the project:

Engineering Fees	\$61,500.00
Total:	\$61,500.00

Section 5: The Town Manager is hereby directed to maintain within the Grant Project Fund sufficient specific detailed accounting records to provide the accounting to the grantor agency required by the grant agreement state regulations.

Section 6: The Town Manager is directed to report quarterly on the financial status of each project element in Section 4 and on the total revenues received or claimed.

Section 7: Copies of this grant project ordinance shall be made available to the Town Manager for direction in carrying out this project.

Adopted this the 11th day of February, 2019

SEAL:

Evan J. Cockerham, Mayor

ATTEST:

Holly Utt, Town Clerk

Town of Pilot Mountain, North Carolina

FY 2018 – 2019 Budget Ordinance

Amendment No. 2019-004

BE IT ORDAINED by the Pilot Mountain Board of Commissioners that the 2018-2019 Budget Ordinance be amended as follows:

REVENUES	-
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Increase	10-3690-0000 – Appropriated Fund Balance	\$15,830.00
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EXPENDITURES	-
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Increase	10-4110-9999 – Transfer to Capital Project	\$21,130.00
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Adopted this 11th day of February, 2019

Evan Cockerham, *Mayor*

Holly Utt, *Town Clerk*

Explanation of Amendment:

1. To recognize appropriated fund balance and a transfer to the Streetscape Capital project to fund the streetscape project engineering work.



TOWN OF PILOT MOUNTAIN
BOARD OF COMMISSIONERS MEETING

Development Moratorium Public Hearing	
<u>Background Information:</u>	
Over the past several days, staff has become aware of a potential loophole in our UDO. The UDO allows certain agricultural uses, particularly commercial nurseries and greenhouses to located in our General and Highway business districts. Staff does not believe that this was the intent of the ordinance as these uses could have impacts on other related commercial activities. For example, these operations could use fertilizers and other chemicals that may have a smell that would make them an inappropriate use in a commercial district. Staff is recommending that the Board set a public hearing for Wednesday, February 20 at 6 PM. The purpose of this hearing would be to receive comment from the public about the proposed 60 day moratorium. If the Board chooses to adopt this moratorium, it would then have 60 days to adopt a change to the zoning ordinance that changes where these types of uses are allowed. The reason for the moratorium is that we want to give staff time to write the ordinance changes and prevent any of these uses from locating in a district that is not really compatible. If the Board chooses to impose the moratorium, it will also schedule a public hearing on the proposed text amendment at the April Board meeting and send the proposed text amendment to the Planning and Zoning Board for its review.	
<u>Staff Recommendation:</u>	Staff recommends that the Board approve the scheduling of the public hearing.
<u>Possible Board of Commissioner Actions</u>	
• Approve the scheduling of the public hearing • Take no action	
<u>Attachments</u>	
• NCGS 160A-381	

Part 3. Zoning.

§ 160A-381. Grant of power.

(a) For the purpose of promoting health, safety, morals, or the general welfare of the community, any city may adopt zoning and development regulation ordinances. These ordinances may be adopted as part of a unified development ordinance or as a separate ordinance. A zoning ordinance may regulate and restrict the height, number of stories and size of buildings and other structures, the percentage of lots that may be occupied, the size of yards, courts and other open spaces, the density of population, the location and use of buildings, structures and land. The ordinance shall provide density credits or severable development rights for dedicated rights-of-way pursuant to G.S. 136-66.10 or G.S. 136-66.11.

(b) Expired.

(b1) These regulations may provide that a board of adjustment may determine and vary their application in harmony with their general purpose and intent and in accordance with general or specific rules therein contained, provided no change in permitted uses may be authorized by variance.

(c) The regulations may also provide that the board of adjustment, the planning board, or the city council may issue special use permits or conditional use permits in the classes of cases or situations and in accordance with the principles, conditions, safeguards, and procedures specified therein and may impose reasonable and appropriate conditions and safeguards upon these permits. Conditions and safeguards imposed under this subsection shall not include requirements for which the city does not have authority under statute to regulate nor requirements for which the courts have held to be unenforceable if imposed directly by the city. When deciding special use permits or conditional use permits, the city council or planning board shall follow quasi-judicial procedures. Notice of hearings on special or conditional use permit applications shall be as provided in G.S. 160A-388(a2). No vote greater than a majority vote shall be required for the city council or planning board to issue such permits. For the purposes of this section, vacant positions on the board and members who are disqualified from voting on a quasi-judicial matter shall not be considered "members of the board" for calculation of the requisite majority. Every such decision of the city council or planning board shall be subject to review of the superior court in the nature of certiorari in accordance with G.S. 160A-388.

Where appropriate, such conditions may include requirements that street and utility rights-of-way be dedicated to the public and that provision be made of recreational space and facilities.

(d) A city council member shall not vote on any zoning map or text amendment where the outcome of the matter being considered is reasonably likely to have a direct, substantial, and readily identifiable financial impact on the member. Members of appointed boards providing advice to the city council shall not vote on recommendations regarding any zoning map or text amendment where the outcome of the matter being considered is reasonably likely to have a direct, substantial, and readily identifiable financial impact on the member.

(e) As provided in this subsection, cities may adopt temporary moratoria on any city development approval required by law, except for the purpose of developing and adopting new or amended plans or ordinances as to residential uses. The duration of any moratorium shall be reasonable in light of the specific conditions that warrant imposition of the moratorium and may not exceed the period of time necessary to correct, modify, or resolve such conditions. Except in cases of imminent and substantial threat to public health or safety, before adopting an ordinance imposing a development moratorium with a duration of 60 days or any shorter period, the governing board shall hold a public hearing and shall publish a notice of the hearing in a newspaper having general circulation in the area not less than seven days before the date

set for the hearing. A development moratorium with a duration of 61 days or longer, and any extension of a moratorium so that the total duration is 61 days or longer, is subject to the notice and hearing requirements of G.S. 160A-364. Absent an imminent threat to public health or safety, a development moratorium adopted pursuant to this section shall not apply to any project for which a valid building permit issued pursuant to G.S. 160A-417 is outstanding, to any project for which a conditional use permit application or special use permit application has been accepted, to development set forth in a site-specific or phased development plan approved pursuant to G.S. 160A-385.1, to development for which substantial expenditures have already been made in good faith reliance on a prior valid administrative or quasi-judicial permit or approval, or to preliminary or final subdivision plats that have been accepted for review by the city prior to the call for public hearing to adopt the moratorium. Any preliminary subdivision plat accepted for review by the city prior to the call for public hearing, if subsequently approved, shall be allowed to proceed to final plat approval without being subject to the moratorium.

Any ordinance establishing a development moratorium must expressly include at the time of adoption each of the following:

- (1) A clear statement of the problems or conditions necessitating the moratorium and what courses of action, alternative to a moratorium, were considered by the city and why those alternative courses of action were not deemed adequate.
- (2) A clear statement of the development approvals subject to the moratorium and how a moratorium on those approvals will address the problems or conditions leading to imposition of the moratorium.
- (3) An express date for termination of the moratorium and a statement setting forth why that duration is reasonably necessary to address the problems or conditions leading to imposition of the moratorium.
- (4) A clear statement of the actions, and the schedule for those actions, proposed to be taken by the city during the duration of the moratorium to address the problems or conditions leading to imposition of the moratorium.

No moratorium may be subsequently renewed or extended for any additional period unless the city shall have taken all reasonable and feasible steps proposed to be taken by the city in its ordinance establishing the moratorium to address the problems or conditions leading to imposition of the moratorium and unless new facts and conditions warrant an extension. Any ordinance renewing or extending a development moratorium must expressly include, at the time of adoption, the findings set forth in subdivisions (1) through (4) of this subsection, including what new facts or conditions warrant the extension.

Any person aggrieved by the imposition of a moratorium on development approvals required by law may apply to the appropriate division of the General Court of Justice for an order enjoining the enforcement of the moratorium, and the court shall have jurisdiction to issue that order. Actions brought pursuant to this section shall be set down for immediate hearing, and subsequent proceedings in those actions shall be accorded priority by the trial and appellate courts. In any such action, the city shall have the burden of showing compliance with the procedural requirements of this subsection.

(f) In order to encourage construction that uses sustainable design principles and to improve energy efficiency in buildings, a city may charge reduced building permit fees or provide partial rebates of building permit fees for buildings that are constructed or renovated using design principles that conform to or exceed one or more of the following certifications or ratings:



TOWN OF PILOT MOUNTAIN
BOARD OF COMMISSIONERS MEETING

Resolution Establishing Check Signing Authority	
<u>Background Information:</u>	
Recently I met with representatives from the Local Government Commission as we are preparing to go before the Commission regarding our loan for the Sunset Sewer Project. As a part of their review of our financial operations, they recommended that we add a third person with the ability to sign checks. As it stands now, both the Mayor and I have to sign all checks as they require two signatures. The LGC staff recommends that the Board declare that the Mayor is also a Deputy Finance Officer and that a 3rd official be given the authority to sign checks. Under this plan, either Evan or I would have to sign checks but if one of us was unavailable the 3rd person could counter-sign. I would recommend that the Mayor Pro-Tem be named as the third official authorized to sign checks. I have prepared the attached resolution that would declare the Mayor a Deputy Finance Officer and authorize the Mayor, Mayor Pro-Tem, and Town Manager to sign checks.	
<u>Staff Recommendation:</u>	I recommend that the Board approve the resolution as written.
<u>Possible Board of Commissioner Actions</u>	
• Approve the resolution • Decline to approve the resolution • Make changes to the resolution and approve • Take no action	
<u>Attachments</u>	
• Resolution 2018/19-07	

**RESOLUTION OF THE TOWN OF PILOT MOUNTAIN
ESTABLISHING WHICH OFFICIALS HAVE THE AUTHORITY TO SIGN CHECKS
FOR THE TOWN OF PILOT MOUNTAIN**

WHEREAS, N.C.G.S. Section 159-25 requires that all checks issued by the Town of Pilot Mountain be signed by the Finance Officer or a Board designated Deputy Finance Officer, and;

WHEREAS, N.C.G.S. Section 159-25 also requires that all checks issued by the Town of Pilot Mountain be countersigned by another official of the Town designated by the Board of Commissioners, and;

WHEREAS, the Board of Commissioners for the Town of Pilot Mountain wishes to designate which Town officials have the authority to sign and countersign checks issued by the Town.

NOW, THEREFORE BE IT RESOLVED, that all checks issued by the Town of Pilot Mountain will be signed by two of the following officials: the Town Manager/Finance Officer, Mayor, or Mayor Pro-Tem. In addition, all checks shall be countersigned by either the Town Manager, Mayor of the Town of Pilot Mountain.

BE IT FURTHER RESOLVED, that Town staff is hereby directed to have the Town's financial institutions prepare signature cards that comply with this resolution.

BE IT FURTHER RESOLVED, that for the purposes of signing checks and purchase orders the Mayor is hereby appointed as a Deputy Finance Officer.

ADOPTED by the Board of Commissioners of the Town of Pilot Mountain this the 11th day of February, 2019.

Attest:

Evan J. Cockerham, Mayor

Holly Utt, Town Clerk

Pilot Mountain Town Hall
124 West Main St.
Pilot Mountain, NC 27041



(Phone) – 336.368.2247
(Fax) – 336.368.9532
www.pilotmountainnc.org

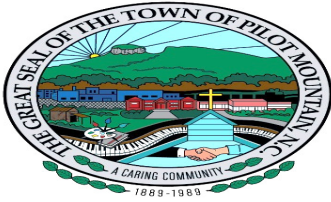
MEMORANDUM

TO: Mayor and Board of Commissioners
FROM: Michael Boaz, Town Manager/Finance Officer
DATE: February 4, 2019
RE: February 2019 Town Manager's Report

- Please remember that we have a conference call tomorrow evening to discuss the planning of our strategic planning session. This meeting will be held upstairs at Town Hall at 6 PM. During this meeting we will also need to confirm dates for the session. I am proposing March 8 and 9 or March 15 and 16. This session will be the afternoon of the first day and the morning of the second day.
- The Town will be changing out its telephone provider on February 22. There will be a period of time, possibly 30 minutes, that day where Town Hall and the PD will not have phone service. We are changing our phone provided to VC3 b/c we will be able to save \$100-200 per month on service. No phone numbers will change as a part of this project.
- This is the first month that we are using our new agenda management software. You will all notice that the PDF that you received with the packet in it has hyperlinks so that you can jump to a particular agenda item. We can still print copies of the agenda if anyone wants, but it would be great if the Board members would use a device to review the agenda both before and during the meeting. If you need help setting this up, please talk to me after the meeting.

PROJECT UPDATES

1. Depot Street Stream Restoration Project: We have been awarded three grants, totaling \$1,100,000 for this project. This is enough money to do most of the stream restoration work on project. We have signed easements from 20 of 40 property owners. We are still working with property owners to get signed easements.
2. Lola Lane Ponds/Dam: The staff has re-issued an NOV on this property.
3. Water/Sewer Regionalization/Interconnection Study: The engineers are preparing the final written report so that we can close out the grant.
4. Landfill Rehabilitation Project: The engineers are continuing to work on a remediation plan for this old landfill project. This project is being completed funded by the State of NC.
5. Main Street National Register District: The survey work has been completed and submitted to the NC Historic Preservation Office.
6. Street Paving Project: We are waiting on some updated numbers from the NC DOT before we can complete the application process.
7. Sunset Sewer Sub-Basin Project: the PER has been reviewed and approved. The engineers are currently working on the formal designs which are due to the State by June 3.
8. Water Treatment Upgrade: The PER has been approved and the engineers are working on a formal design which is due to the State by June 3. We have had a meeting with NC DOT to discuss the plans and which routes would be best for crossing by US 52 and I-74.
9. Streetscape Project: The Staff is recommending that we enter into an agreement with WithersRavenel to perform the engineering work on this project.



TOWN OF PILOT MOUNTAIN

Monthly Financial Dashboard
FISCAL YEAR ENDING June 30, 2019

Reporting Period: January 1-January 31 2019

OUR CASH AND INVESTMENTS

Balances on January 31, 2019, in whole dollars

CASH & INVESTMENTS BY FUND

GENERAL FUND

	January 2018	January 2019
Central Depository	\$ 328,372	\$ 471,474
NCCMT	195,564	2,108
NCCMT-Powell Bill	138,181	472
NCCMT-Term Account	251,720	257,890
Police Drug Forfeiture	1,398	1,398
Centura Bank CD	25,031	25,031
Fiduciary Funds	51,450	38,052
TOTAL GENERAL FUND	\$ 991,717	\$ 796,426

OTHER FUNDS

	January 2018	January 2019
Water & Sewer Fund	\$ 43,177	\$ (27,020)
NCCMT-Water/Sewer	\$ 1,549	\$ 2,178
Water Meter CP	\$ 88	\$ 9,059
Interconnection CP	\$ (14,900)	\$ (27,900)
Landfill Project CIP	\$ (13,080)	\$ 1,134
Lola Lane CP	N/A	\$3,286
Water Treatment Upgrade	N/A	(\$39,625)
Sunset Sewer Project	N/A	(\$66,500)
Street Resurfacing	N/A	\$23,055
Capital Reserve	\$ 43,244	\$ 28,833
TOTAL OTHER FUNDS	\$ 60,078	\$ (93,499)

TOTAL CASH & INVESTMENTS TOWN-WIDE

	January 2018	January 2019
ALL FUNDS	\$ 1,051,795	\$ 702,927

OUR CASH FLOWS...

GENERAL FUND REVENUES & EXPENDITURES	Comparison of FYTD %	
	Prior FYTD %	Current FYTD %
Fiscal Year Budget	\$ 1,790,030	\$ 1,858,090
Revenues Fiscal Year to Date	33.00%	65.00%
Expenses Fiscal Year to Date	25.51%	63.38%
WATER & SEWER ENTERPRISE FUND		
Fiscal Year Budget	\$ 964,700	\$ 935,190
Revenues Fiscal Year to Date	\$ 557,441 22.89%	58.94%
Expenses Fiscal Year to Date	\$ 586,624 26.01%	62.73%
LANDFILL REHAB PROJECT		
Project Budget	\$ 10,000	\$ 72,355
Revenues Project to Date	\$ 77,657 11.34%	107.33%
Expenses Project to Date	\$ 77,657 11.34%	107.33%
Water Treatment Upgrade Project		
Project Budget	N/A	\$ 3,978,000
Revenues Project to Date	N/A	0.00%
Expenses Project to Date	\$ 39,625 N/A	1.00%
Sunset Sewer Rehabilitation Project		
Project Budget	N/A	\$ 2,528,784
Revenues Project to Date	N/A	0.00%
Expenses Project to Date	\$ 66,500 N/A	2.63%
WATER & SEWER INTERCONNECTION STUDY PROJECT		
Project Budget	\$ 100,000	\$ 100,000
Revenues Project to Date	\$ 53,500 0%	54%
Expenses Project to Date	\$ 68,400 61%	68%

SPECIFIC REVENUE COLLECTIONS AT A GLANCE...

	Comparison of FY %	
	Prior FY %	Current FY %
AD VALOREM PROPERTY TAX		
Fiscal Year Budget	\$ 812,500	\$ 834,280
Revenues this Month	\$ 85,492 9.94%	10.25%
Revenues FYTD	\$ 659,136 80.42%	79.01%
SALES & USE TAX		
Fiscal Year Budget	\$ 440,000	\$ 446,310
Revenues this Month	\$ 37,618 8.05%	8.43%
Revenues FYTD	\$ 265,488 56.94%	59.49%
UTILITY FRANCHISE TAX		
Fiscal Year Budget	\$ 117,500	\$ 107,000
Revenues this Month	\$ - 0.00%	0.00%
Revenues FYTD	\$ 54,078 45.78%	50.54%
REFUSE COLLECTION FEES		
Fiscal Year Budget	\$ 66,150	\$ 68,000
Revenues this Month	\$ 5,875 8.62%	8.64%
Revenues FYTD	\$ 40,432 58.82%	59.46%
SALES & SERVICES		
Fiscal Year Budget	\$ 27,700	\$ 41,500
Revenues this Month	\$ 3,615 12.87%	8.71%
Revenues FYTD	\$ 26,643 102.40%	64.20%
WATER & SEWER ENTERPRISE FUND REVENUES		
Fiscal Year Budget	\$ 972,770	\$ 945,800
Revenues this Month	\$ 69,143 7.10%	7.31%
Revenues FYTD	\$ 557,441 53.88%	58.94%

EXPENDITURES AT A GLANCE...

GENERAL FUND DEPARTMENTS	Comparison of Monthly Expenses		
	Fiscal Year 2019 Budget	YTD Expenses Prior FY	YTD Expenses Current FY
Governing Body	\$ 55,280	\$ 25,653	\$ 49,791
Administration	299,010	133,124	167,166
Community & Economic D	32,600	6,717	14,554
Downtown Revitalization	110,870	2,305	63,183
Police Dept	689,670	269,738	439,862
Street Dept	157,550	56,231	95,735
Powell Bill	145,000	20,890	141,298
Sanitation	212,240	125,866	130,300
Pilot Center	19,060	45,716	17,588
Library	44,140	626	4,330
Debt Service	49,620	29,561	38,371
Non Departmental	43,050	11,694	15,447
	\$ 1,858,090	\$ 728,123	\$ 1,177,625
Fiscal Year Budget	\$ 1,790,030	\$ 1,858,090	
YTD % of Annual Budget Expended		40.68%	63.38%
WATER & SEWER ENTERPRISE FUND			
General	\$ 137,720	\$ 29,894	\$ 84,150
Water/Sewer Administration	115,680	45,899	77,349
Production	212,090	107,262	131,662
WWTP	205,550	78,796	111,505
Line Maintenance	264,150	130,893	181,958
	\$ 935,190	\$ 392,743	\$ 586,624
Fiscal Year Budget	\$ 989,270	\$ 935,190	
YTD % of Annual Budget Expended		39.70%	62.73%

Town of Pilot Mountain Budget Reports January 2019

10 - General Fund

Expenditures						
	Department	Budget	Period Activity	Year to Date	Balance	% Spent
10-4110:	Governing Body	\$55,280.00	\$104.72	\$49,791.25	\$5,488.75	90%
10-4120:	Administration	\$301,510.00	\$23,248.60	\$164,165.41	\$137,344.59	54%
10-4490:	Community & Economic Devtpt	\$32,600.00	\$0.00	\$14,554.00	\$18,046.00	45%
10-4495:	Downtown Revitalization	\$110,870.00	\$3,840.36	\$63,182.66	\$47,687.34	57%
10-4510:	Public Safety	\$689,670.00	\$56,476.83	\$439,861.97	\$249,808.03	64%
10-4560:	Streets	\$157,550.00	\$13,346.70	\$95,735.15	\$61,814.85	61%
10-4570:	Powell Bill	\$145,000.00	\$0.00	\$141,298.04	\$3,701.96	97%
10-4580:	Sanitation	\$212,240.00	\$16,008.31	\$130,300.44	\$81,939.56	61%
10-4620:	Pilot Center	\$19,060.00	\$1,099.06	\$17,588.31	\$1,471.69	92%
10-4630:	Library	\$44,140.00	\$0.00	\$4,329.75	\$39,810.25	10%
10-4650:	Non Departmental	\$43,050.00	\$1,943.25	\$15,447.15	\$27,602.85	36%
10-9100:	Debt Service	\$49,620.00	\$0.00	\$38,370.53	\$11,249.47	77%
Total Expenditures: (10) General Fund		\$1,860,590.00	\$116,067.83	\$1,174,624.66	\$672,463.02	63%

Revenues						
Account	Account	Budget	Period Activity	Year to Date	Uncollected	% Collected
10-3010-2004	Prior Year Tax Collection	\$6,000.00	\$962.13	\$1,775.28	-\$4,224.72	30%
10-3010-2005	Ad Valorem Taxes (Current)	\$758,190.00	\$79,329.28	\$625,509.40	-\$132,680.60	83%
10-3010-9301	Motor Vehicles	\$62,590.00	\$4,823.49	\$30,581.73	-\$32,008.27	49%
10-3170-0000	Tax Penalties & Interest	\$7,500.00	\$376.90	\$1,269.23	-\$6,230.77	17%
10-3317-0000	Controlled Substance Tax	\$0.00	\$0.00	\$0.00	\$0.00	0%
10-3319-0000	Police Reports & Fees	\$250.00	\$40.00	\$295.00	\$45.00	118%
10-3319-0100	Civil Citations	\$100.00	\$0.00	\$0.00	-\$100.00	0%
10-3350-0000	Miscellaneous Revenue	\$1,500.00	\$44.11	\$52,835.74	\$51,335.74	3522%
10-3350-0200	Sale Of Fixed Assets	\$3,300.00	\$0.00	\$0.00	-\$3,300.00	0%
10-3350-0300	Downtown Contributions	\$0.00	\$346.08	\$2,128.58	\$2,128.58	#DIV/0!
10-3350-0400	Dinner on Main Street	\$7,500.00	\$0.00	\$0.00	-\$7,500.00	0%
10-3350-0500	Farmer's Market	\$3,000.00	\$0.00	\$410.00	-\$2,590.00	14%
10-3350-0600	Food Truck Festival	\$2,500.00	\$1,266.00	\$4,948.50	\$2,448.50	198%
10-3350-0800	Glow Party	\$0.00	\$1,952.55	\$8,049.00	\$8,049.00	#DIV/0!
10-3360-0000	Rental/Lease Income	\$16,200.00	\$2,650.00	\$16,050.00	-\$150.00	99%
10-3350-0700	Bench Purchase	\$0.00	\$0.00	\$1,800.00	\$1,800.00	#DIV/0!
10-3370-0000	Franchise Tax - Utilities	\$107,000.00	\$0.00	\$54,077.76	-\$52,922.24	51%
10-3375-0000	Solid Waste Disposal Tax	\$1,250.00	\$0.00	\$489.21	-\$760.79	39%
10-3410-0000	Beer & Wine Tax Distribution	\$7,500.00	\$0.00	\$110.00	-\$7,390.00	1%
10-3412-4100	Copies	\$0.00	\$1.50	\$1.50	\$1.50	
10-3440-0000	Powell Bill Revenue	\$43,970.00	\$0.00	\$43,899.90	-\$70.10	100%
10-3450-0000	Local Option Sales Tax	\$446,310.00	\$37,618.49	\$265,487.93	-\$180,822.07	59%
10-3510-0000	Court Costs, Fees, & Charges	\$200.00	\$22.50	\$180.00	-\$20.00	90%
10-3550-0000	Planning/Zoning Fees	\$2,000.00	\$210.00	\$1,785.00	-\$215.00	89%
10-3590-0000	Solid Waste Fees	\$68,000.00	\$5,875.35	\$40,432.15	-\$27,567.85	59%
10-3610-0000	Cemetery-Plot Sales	\$5,000.00	\$0.00	\$2,850.00	-\$2,150.00	57%
10-3650-0300	Facilities Rental	\$0.00	\$0.00	\$25.00	\$25.00	0%
10-3690-0000	Encumbered Fund Balance	\$74,030.00	\$0.00	\$0.00	-\$74,030.00	0%
10-3695-0000	Powel Bill Fund Balance Approp.	\$144,000.00	\$0.00	\$0.00	-\$144,000.00	0%
10-3370-0000	TDA - Administrative Cost	\$500.00	\$215.30	\$686.38	\$186.38	137%
10-3370-1000	TDA Project Contriubtions	\$2,700.00	\$0.00	\$0.00	-\$2,700.00	0%
10-3370-2000	County TDA Project Contributions	\$2,600.00	\$0.00	\$2,666.67	\$66.67	103%
10-3831-4910	Interest On Investments	\$9,500.00	\$553.45	\$3,989.65	-\$5,510.35	42%
10-3831-4915	Interest on Controlled Substance	\$0.00	\$0.01	\$0.07	\$0.07	
10-3831-4916	Interest on Powell Bill Investments	\$1,500.00	\$1.33	\$557.69	-\$942.31	37%
10-3831-4920	Contributions & Donations	\$0.00	\$0.00	\$0.00	\$0.00	0%
10-3837-1000	ABC Law Enforcement Cont.	\$1,400.00	\$2,091.00	\$2,091.00	\$691.00	149%
10-3837-1100	ABC Store Profit Sharing	\$35,000.00	\$0.00	\$35,000.00	\$0.00	100%
10-3837-2000	Donations Law Enforcement	\$0.00	\$0.00	\$105.60	\$105.60	0%
10-3837-3000	Grant Proceeds - Law Enforcement	\$24,500.00	\$0.00	\$2,087.51	-\$22,412.49	0%
10-3837-3000	Grants	\$0.00	\$0.00	\$0.00	\$0.00	0%
10-3838-4950	Reimbursement for Services	\$15,000.00	\$754.73	\$5,958.45	-\$9,041.55	40%
10-3850-0850	Misltetoe Market	\$0.00	\$0.00	\$2,300.00	\$2,300.00	
10-3900-0100	Loan Proceeds	\$0.00	\$0.00	\$0.00	\$0.00	0%
Total Revenues: (10) General Fund		\$1,860,590	\$139,134.20	\$1,210,433.93	-\$650,156.07	65%

10 Fund Status Summary		Budget	Period Activity	Year to Date
Total Expenditures: (10) General Fund		\$1,860,590	\$116,067.83	\$1,174,624.66
Total Revenues: (10) General Fund		\$1,860,590	\$139,134.20	\$1,210,433.93
Revenues Over/(Under) Expenditures		\$0	\$23,066	\$35,809.27

Town of Pilot Mountain Budget Reports as of January 2019

60 - Enterprise Fund

Expenditures						
	Department	Budget	Period Activity	Year to Date	Balance	% Spent
60-7000:	General	\$137,720.00	\$8,942.42	\$84,150.20	\$53,569.80	61%
60-7700	Water Administration	\$115,680.00	\$12,591.93	\$77,348.64	\$38,331.36	67%
60-7810:	Water Treatment	\$212,090.00	\$14,762.66	\$131,661.94	\$80,428.06	62%
60-7815:	WWTP	\$205,550.00	\$16,780.53	\$111,505.29	\$94,044.71	54%
60-7820	Line Maintenance	\$264,150.00	\$33,668.05	\$181,957.84	\$82,192.16	69%
Total Expenditures: (60) Enterprise Fund		\$935,190.00	\$86,745.59	\$586,623.91	\$348,566.09	63%

Revenues						
	Account	Budget	Period Activity	Year to Date	Uncollected	% Collected
60-3290-0000	Interest on Investments	\$0.00	\$0.00	\$0.00	\$0.00	0%
60-3350-0000	Miscellaneous Revenue	\$280.00	\$0.00	\$264.00	-\$16.00	94%
60-3350-0001	Sale Of Fixed Assets	\$0.00	\$0.00	\$6,306.00	\$6,306.00	0%
60-3360-0000	Insurance Proceeds	\$0.00	\$0.00	\$0.00	\$0.00	0%
60-3361-0000	Bad Debt Recoveries	\$0.00	\$0.00	\$72.93	\$72.93	0%
60-3710-0000	Charges For Water	\$485,000.00	\$38,824.07	\$269,567.64	-\$215,432.36	56%
60-3710-0100	Charges For Sewer	\$360,000.00	\$27,952.82	\$193,668.59	-\$166,331.41	54%
60-3710-0200	Infrastructure Fee	\$0.00	\$0.00	\$0.00	\$0.00	0%
60-3710-0500	Returned Check Fee	\$500.00	\$60.43	\$330.00	-\$170.00	0%
60-3710-0600	Service Initiation Fee	\$2,000.00	\$225.00	\$1,590.00	-\$410.00	80%
60-3710-5100	Bulk Sale Of Water	\$2,000.00	\$0.00	\$1,274.18	-\$725.82	0%
60-3720-0000	Late Fee	\$12,000.00	\$1,435.74	\$8,389.04	-\$3,610.96	70%
60-3730-0000	Tap/Connection Fee	\$7,500.00	\$0.00	\$0.00	-\$7,500.00	0%
60-3750-0000	Delinquent Fees	\$8,000.00	\$645.00	\$7,458.60	-\$541.40	93%
60-3890-9995	Transfer from General Fund	\$0.00	\$0.00	\$0.00	\$0.00	0%
60-3890-9996	Transfer from Capital Res.	\$68,520.00	\$0.00	\$68,520.00	\$0.00	100%
60-3900-0100	Loan Proceed	\$0.00	\$0.00	\$0.00	\$0.00	0%
60-3990-0000	Encumbered Fund Balance	\$0.00	\$0.00	\$0.00	\$0.00	0%
Total Revenues: (60) Enterprise Fund		\$945,800	\$69,143.06	\$557,440.98	-\$388,359.02	59%

60 Fund Status Summary		Budget	Period Activity	Year to Date
Total Expenditures: (60) Enterprise		\$935,190.00	\$86,745.59	\$586,623.91
Total Revenues: (60) Enterprise		\$945,800.00	\$69,143.06	\$557,440.98
Revenues Over/(Under) Expenditures		\$10,610.00	(\$17,602.53)	(\$29,182.93)

Date Exported	Work Type	Total	Complete	New Request
2/4/2019 11:17	Brush	4	1	3
2/4/2019 11:17	Cut Off	11	10	1
2/4/2019 11:17	Cut On	2	2	0
2/4/2019 11:17	Detect Water Leak	1	1	0
2/4/2019 11:17	Grave Marking	1	1	0
2/4/2019 11:17	Meter Check	6	6	0
2/4/2019 11:17	Misc. Repair	1	0	1
2/4/2019 11:17	Pothole	1	1	0
2/4/2019 11:17	Pump Station	1	1	0
2/4/2019 11:17	Sewer Investigate	2	2	0
2/4/2019 11:17	Sign Down/Damaged	1	1	0

**MONTHLY STATUS REPORT OF
OPERATION FOR THE PILOT MOUNTAIN
WASTEWATER TREATMENT PLANT**

MONTH: December

YEAR: 2018

OPERATIONS:

MILLION GALLONS OF WATER TREATED	7.006	PERMIT LIMIT MGD	.500
AVERAGE DAILY VOLUME TREATED	.226		
TOTAL RAINFALL INCHES	7.45		

CHEMICALS USED:

CHLORINE/BLEACH	100 Gallons
POLYMER	0 Gallons

CHEMICAL ANALYSIS:

Parameter	Permit Limits	Monthly Results
BOD	30 max. avg. monthly	4.53
TSS	30 max. avg. monthly	8.09
D.O.	5 minimum avg. daily eff.	10.45
Fecal Coliform	200 max. avg. monthly	1.56
Ammonia-Nitrogen	28.6 max. avg. monthly	.962

We are in compliance with all permit requirements.