

**REGULAR MEETING OF
THE VILLAGE OF CLEMMONS COUNCIL
March 23, 2015**

The Village of Clemmons Council met on Monday, March 23, 2015, at 7 p.m. The meeting was held at the Village Hall, Clemmons, North Carolina. The following members were present: Mayor Nelson and Council Members Cameron, Denny, Lawry, Roark and Rogers. No Council member was absent.

Call to Order & Pledge of Allegiance

Mayor Nelson called the meeting to order at 7 p.m. and led the Pledge of Allegiance.

Public Comments

There were 18 citizens in attendance. Nine individuals signed in to speak:

Bonnie Oviedo, 1569 Trinity Garden Circle, Clemmons, NC, expressed concern due to drug activity taking place in the Moravian Heights neighborhood and concern for safety as crimes have been occurring.

Rick Langevin, 1530 Oak Creek Court, Clemmons, NC, expressed concern due to drug activity taking place in the Moravian Heights neighborhood and concern for safety as crimes have been occurring. Mr. Langevin provided statistical information he had researched for crimes that have occurred over last nine months. Mr. Langevin stated that the occupants of the property located at 1560 Trinity Garden Circle, Clemmons, NC has been the primary residence in which authorities have been called on to respond. Mr. Langevin made an appeal for help in making a safer community environment in the Moravian Heights neighborhood.

Crosby Moss, 5480 Moravian Heights Lane, Clemmons, NC, echoed the concern regarding Moravian Heights neighborhood and stated Kernersville which is similar in size to Clemmons has its own Police Department. Mr. Moss also stated his appreciation for the nice job done on snow removal.

Holly Fredricks, 1517 Trinity Garden Circle, Clemmons, NC, echoed the concern regarding Moravian Heights neighborhood.

David Marshall, 1700 Calvary View Lane, Clemmons, NC, echoed the concern regarding Moravian Heights neighborhood.

Wilbur Strout, 1584 Trinity Garden Circle, Clemmons, NC, echoed the concern regarding Moravian Heights neighborhood.

PJ Lofland, 1460 Lake Cottage Road, Clemmons, NC, echoed the concern regarding Moravian Heights neighborhood.

C. Robin Dean, 3525 Lawrence Street, Clemmons, NC, requested consideration of a Clemmons Comprehensive Plan Steering Committee comprised of volunteers who are given the opportunity to be actively involved and provide taxpayer input.

George Evans, 8204 Rivermont Drive, Clemmons, NC, spoke regarding the Village of Clemmons hiring practices.

Approval of the Minutes

Council Member Lawry requested a revision to Item D. Attorney's Report. He would like for the minutes to reflect that the individual requesting information from the Village of Clemmons withdrew his request.

Council Member Roark moved to approve the minutes of the March 9, 2015 regular meeting as amended. The motion was seconded by Council Member Lawry and unanimously approved.

Council Member Cameron moved to approve the minutes of the March 9, 2015 special meeting as presented. The motion was seconded by Council Member Roark and unanimously approved.

Approval of the Agenda

Interim Village Manager Kirby requested to add items under I. Manager's Report:

7. Discuss Requirements and Investigation on Hiring Village Manager
8. Sheriff's Department Report

Council Member Lawry moved to approve the agenda as amended. The motion was seconded by Council Member Roark and unanimously approved.

Announcements

Council Member Rogers advised of the groundbreaking ceremony for Krispy Kreme Doughnuts with approximately 150 people in attendance.

Business

- A. Oath of Office for Village Clerk, Lisa Shortt – was given by Warren Kasper, Village Attorney.
- B. Budget Amendment for Surveying/Planning – was approved in the amount of \$18,410 for surveys related to transportation connectivity and raise for interim manager. (Attached hereto as Exhibit A and incorporated as a part of the minutes.)

Council Member Rogers moved to approve the budget amendment as presented. The motion was seconded by Council Member Cameron and unanimously approved.

- C. Resolution 2015-R-03 for Acceptance of the Sidewalk Right-of-Way at the Intersection of Highway 158 & Middlebrook Drive – Resolution 2015-R-03 was presented for the completion of STPDA project connecting the current Middlebrook Drive sidewalk with crosswalk and a small segment in front of PNC bank. (Attached hereto as Exhibit B and incorporated as a part of the minutes.)

Council Member Cameron moved to approve Resolution 2015-R-03 as presented. The motion was seconded by Council Member Roark and unanimously approved.

- D. Call for Public Hearing on Zoning Docket C-203 The Retreat at Clemmons –

Council Member Cameron moved to call for public hearing on Zoning Docket C-203 on Monday, April 13, 2015 at the Regular Village Council Meeting. The motion was seconded by Council Member Rogers and unanimously approved.

- E. Request for Qualifications – Preliminary Engineering Services for Highway 158 Sidewalk/Yadkin River Greenway Project (TIP U-4741 PE STPDA-0926(8)) Selection – RFQ from Summit Design & Engineering Services was presented by Planner Megan Ledbetter The Village sent out request for qualifications for preliminary engineering for the Highway 158 sidewalk/Greenway Project connecting Tanglewood Park back to Village Hall two weeks ago. Eight firms responded and Staff recommended Summit Engineering to complete the engineering package based on skill set. (Attached hereto as Exhibit C and incorporated as a part of the minutes.)
- F. Attorney’s Report – nothing to report.
- F. Planner’s Report
 - 1. Minutes from the March 17, 2015 Planning Board Meeting – Minutes were presented.
 - 2. Overlay Committee Update – Village Planner Megan Ledbetter advised Council that the Overlay Committee had completed their project. The project will be presented during the Village Council Retreat.
 - 3. Bike Day in the Village 2015 Planning Meeting - will take place on April 6, 2015 at 2:00pm. Bike Day in the Village will be hosted at the greenway on May 16, 2015.
- G. Marketing Director News Releases
 - 1. Medicine Drop – approximately 200 lbs of medicine received by 277 citizens. (Attached hereto as Exhibit D and incorporated as a part of the minutes.)
 - 2. Krispy Kreme Doughnuts – groundbreaking ceremony on March 23, 2015 at 10:00am. (Attached hereto as Exhibit E and incorporated as a part of the minutes.)
- H. Manager’s Report
 - 1. Financial Summary Report for February 2015 – Financial Summary was presented.
 - 2. Retreat Agenda – Retreat Agenda was presented.
 - 3. Example of Village Manager Ad – Example of ad was presented. Council advised to amend ad to replace “minimum” to “preferred” (Attached hereto as Exhibit F and incorporated as a part of the minutes.)
 - 4. Funding Request by Doug Gardner – Doug Gardner submitted a funding request in the amount of \$4,000 for improvements to the Ryan Wood Memorial Amphitheater – Due to the fund being depleted for this fiscal year, no funding was granted at this time. (Attached hereto as Exhibit G and incorporated as a part of the minutes.)
 - 5. Public Officials Meeting – Idols Road Extension – a Public Officials Meeting will be held in July, 2015 timeframe to discuss the Idols Road Extension.

6. Questions on Sweepstakes Process – Due to the Clemmons Ordinance, Forsyth County cannot issue permits for new sweepstakes businesses. Village Council advised they were not interested in changing the ordinance at this time.
7. Discussion of Requirements and Investigation on Hiring Village Manager – After a brief discussion, regarding social media research Council decided not to proceed with this investigation as local, state and national background checks are sufficient.
8. Sheriff's Department Report – Monthly Sheriff's Department Report for February 2015 was presented. There were 150 calls for the month of February with an average response time of 3.7 minutes for serious calls and 8.3 minutes average response time when "non-reportable" calls are included in with the total number of calls.

I. Council Comments

Council Member Roark stated his appreciation to the residents of Moravian Heights for bringing attention to neighborhood issues.

Council Member Cameron responded to a public statement made that although Kernersville which is similar in size to Clemmons has a Police Department, the tax rate is approximately five times that of Clemmons

Mayor Nelson thanked Mr. Ivey with NCDOT for what he is doing for the Village of Clemmons and also thanked the Moravian Heights residents in attendance for being citizens who care.

J. Closed Session to discuss property acquisitions in accordance with NCGS 143-318.11(a)(5).

Council Member Lawry made a motion to reconvene the regular meeting with no action taken during Closed Session. Council Member Rogers seconded the motion which was unanimously approved.

Adjournment

Council Member Rogers moved to adjourn the meeting at 9:50 p.m. The motion was seconded by Council Member Lawry and was unanimously approved.



Nickolas B. Nelson
Mayor

ATTEST:



Lisa Shortt, Village Clerk

15-G-5

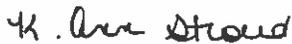
VILLAGE OF CLEMMONS
BUDGET AMENDMENT
FOR THE FISCAL YEAR ENDING JUNE 30, 2015

BE IT ORDAINED by the Village Council of the Village of Clemmons, North Carolina at a regular meeting on March 23, 2015 that the following Budget Amendment is adopted to amend budget for surveys related to transportation connectivity and raise for interim manager. Since gas prices dropped below our base contract price we have received credits on solid waste and recycling cost this year and there is some savings there.

	Beginning Budget	Previous Amendment	Increase (Decrease)	Ending Budget
Appropriations				
Administration Salaries	\$ 301,000	\$ 63,430	\$ 2,000	\$ 366,430
Administration FICA	28,044		160	28,204
Administration Retirement	35,510		250	35,760
Planning and Zoning				
Contract Services Transportation	13,000		16,000	29,000
Public Works				
Contract Services-Solid Waste	993,000		(18,410)	974,590
Total Expenditures	<u>\$ 5,892,710</u>	<u>\$ 58,054</u>	<u>\$ -</u>	<u>\$ 5,950,764</u>



Nickolas B. Nelson
Village Mayor



K. Ann Stroud, CPA
Village Finance Officer

Attest:



Lisa Shortt
Village Clerk



EXHIBIT B

Resolution Number 2015-R-03

**RESOLUTION FOR THE PURPOSE OF
ACCEPTING A SIDEWALK EASEMENT OR EASEMENTS**

WHEREAS, N.C.G.S. 160A-240.1 enables municipalities to acquire and own real property in fee simple, or any lesser interest therein, for use by the municipality; and

WHEREAS, an offer has been made by Williams Development Group LLC, a North Carolina Limited Liability Company to dedicate and convey to the Village of Clemmons for public use an easement for sidewalk construction and use as more particularly described in the Exhibit attached hereto; and

WHEREAS, the property offered to the Village of Clemmons by dedication for public use by the above named owner thereof, is within the corporate limits of the Village; and

WHEREAS, the proposed improvements to the property would require the acquisition of this easement by the Village;

NOW, THEREFORE, BE IT RESOLVED that the Village of Clemmons does accept the easement, as shown on the Exhibit attached hereto. The said easement shall be recorded in the Office of the Register of Deeds of Forsyth County, North Carolina by the Village Clerk.

This resolution will be effective on and after its adoption.

Adopted this the 23rd day of March, 2015.

Nickolas B. Nelson
Mayor

ATTEST:

Lisa Shortt, Village Clerk



EXHIBIT "A"

BEGINNING at a point in the existing east right of way line for Middlebrook Drive, said beginning point being located distant from a point marking the intersection of Middlebrook Drive with US Highway 158 (said intersection point having the following grid coordinates: N 829540.1339 and E1591334.3647) thence the following two (2) courses and distances: (1) S03°01'57" E 28.82 feet to a point; and (2) N86°58'03" E 14.82 feet to the point of beginning; thence from said BEGINNING point on a curve to the right with an arc length of 44.98 feet (R=35.00 feet), a chord length and bearing of N37°58'12"East 41.95 feet to a point in US Hwy 158; thence with existing South right of way line and the approximate curb line of US Hwy 158 N74°47'12"E 12.27 feet to a point; thence leaving US Hwy 158 S18°26'40"E 4.07 feet to a new iron rebar; thence S53°34'58"W 14.94 feet to a new iron rebar; thence S36°06'21"W 18.29 feet to a new rebar; thence S61°26'47"W 18.36 feet to the point and place of beginning, being an area of permanent easement granted for public use. All according to a plat of survey prepared by Alley, Williams, Carmen & King, Inc., Consulting Engineers and entitled "Map of Permanent Right-of-Way Property of Williams Development Group LLC; Job Number 11543 and dated April 27, 2012.



2015011027 00057

FORSYTH CO. NC FEE \$26.00
PRESENTED & RECORDED

04-02-2015 11:16:35 AM

C. NORMAN HOLLEMAN
REGISTER OF DEEDS
BY S. GRIFFITH

DPTY

BK: RE 3223

PG: 4138-4140



Public Works

OFFER OF DEDICATION RIGHT OF WAY FOR PUBLIC USES ACKNOWLEDGEMENT OF ACCEPTANCE BY VILLAGE OF CLEMMONS

Box 45 Warren

Mail to: Village of Clemmons, 3715 Clemmons Road, CLEMMONS, NC 27012

This instrument was prepared by: Village of Clemmons

THIS INSTRUMENT made this 12 day of March, 2015, by;

WILLIAMS DEVELOPMENT GROUP LLC
433 ROSYLN ROAD
WINSTON-SALEM, NC 27104

TO

THE VILLAGE OF CLEMMONS,
A NORTH CAROLINA MUNICIPALITY
3715 CLEMMONS ROAD
CLEMMONS, NC 27012

GRANTOR

GRANTEE

The undersigned GRANTOR does hereby state that it is the owner of the hereinafter described lands; that it is seized of the premises in fee simple, free of all encumbrances, and that it has the power and authority to convey the same;

The real property which is hereby dedicated to public use is as follows:

SEE EXHIBIT "A" ATTACHED HERETO AND INCORPORATED HEREIN BY REFERENCE FOR A MORE PARTICULAR DESCRIPTION.

The undersigned GRANTOR does hereby grant, bargain, and convey unto THE VILLAGE OF CLEMMONS, GRANTEE, its successors and assigns, for public use in perpetuity the aforesaid lands;

TO HAVE AND TO HOLD said dedicated right of way for public use in accordance with North Carolina law; and

The GRANTEE, The Village of Clemmons, does join in this instrument to evidence its acceptance of this Dedication and to acknowledge that, by Resolution adopted March 23, 2015, it has authorized the acceptance of this right of way and approved the recording of this instrument of dedication. Subsequent to this date the Village of Clemmons shall assume control of said easement for regulatory purposes and shall be responsible for all costs associated with its upkeep and maintenance.

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals, the day and date first above written.

WILLIAMS DEVELOPMENT GROUP LLC

BY: [Signature] (SEAL)
Name: Stephen Taylor Williams Jr.
Title: Managing Member

VILLAGE OF CLEMMONS

BY: [Signature]
Name: Nikolas B Nelson
Title: Mayor

STATE OF NC
COUNTY OF Forsyth

I, Romona W. Owens, a Notary Public of the County of Forsyth, State of NC, do hereby certify that Stephen Taylor Williams Jr. personally appeared before me this day and acknowledged that (s)he is Managing Member (President/Vice President/_____ of WILLIAMS DEVELOPMENT GROUP LLC, and that by authority duly given and as the act of such entity, (s)he signed the foregoing instrument in its name on its behalf as its act and deed.

Witness my hand and Notarial Seal this 12 day of March, 2015

(Notary Seal)

Romona W. Owens
Notary Public
My Commission Expires: 3-30-19

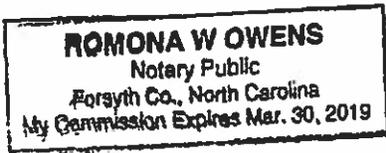


EXHIBIT "A"

BEGINNING at a point in the existing east right of way line for Middlebrook Drive, said beginning point being located distant from a point marking the intersection of Middlebrook Drive with US Highway 158 (said intersection point having the following grid coordinates: N 829540.1339 and E1591334.3647) thence the following two (2) courses and distances: (1) S03°01'57" E28.82 feet to a point; and (2) N86°58'03" E 14.82 feet to the point of beginning; thence from said BEGINNING point on a curve to the right with an arc length of 44.98 feet (R=35.00 feet), a chord length and bearing of N37°58'12"East 41.95 feet to a point in US Hwy 158; thence with existing South right of way line and the approximate curb line of US Hwy 158 N74°47'12"E 12.27 feet to a point; thence leaving US Hwy 158 S18°26'40"E 4.07 feet to a new iron rebar; thence S53°34'58"W 14.94 feet to a new iron rebar; thence S36°06'21"W 18.29 feet to a new rebar; thence S61°26'47"W 18.36 feet to the point and place of beginning, being an area of permanent easement granted for public use. All according to a plat of survey prepared by Alley, Williams, Carmen & King, Inc., Consulting Engineers and entitled "Map of Permanent Right-of-Way Property of Williams Development Group LLC; Job Number 11543 and dated April 27, 2012.



March 17, 2015

Megan Ledbetter, Village Planner
 Village of Clemmons
 3715 Clemmons Road
 Clemmons, NC 27012

Subject: Letter of Interest – Planning and Design Services for the Highway 158 Sidewalk/Yadkin River Greenway Project (TIP U-4741 PE STPDA-0926(8))

Dear Ms. Ledbetter:

Summit Design and Engineering Services, PLLC is pleased to submit this Letter of Interest and express our sincere interest in providing planning and design services to the Village of Clemmons for the Highway 158 Sidewalk/Yadkin River Greenway Project (TIP U-4741 PE STPDA-0926(8)). For over 17 years, Summit has provided professional transportation engineering services to various municipalities, NCDOT and local governments throughout North Carolina. Summit is excited about the opportunity to grow our professional services relationship with the Village of Clemmons.

Summit's overarching goal is to provide our clients the highest standard of quality for professional services. This begins with aligning firm expertise and team strengths with specific project needs. Our engineering and management staff have considerable experience with design and construction of public sector transportation projects, including numerous sidewalk and greenway projects requiring coordination with NCDOT Division and Programs Management Offices. For this project, Summit has strategically partnered with highly qualified, experienced sub-consultant firms Allied Associates, EEE Consulting and TELICS to address the specific disciplines required for the project. Included within this Letter of Interest are a comprehensive list of task assignments and detailed descriptions of each firm's expertise relative to the project requirements.

Summit Design and Engineering Services, PLLC is NCDOT pre-qualified and listed on the department's register of professional consultants, with our most recent prequalification application approved on February 5, 2015. Similarly, all team members are NCDOT pre-qualified for their assigned disciplines. Summit is licensed with the North Carolina Board of Examiners for Engineers and Surveyors to practice engineering and surveying in North Carolina, License #P- 0339. Neither Summit nor its team members have any conflict of interest in performing work on the Highway 158 Sidewalk/Yadkin River Greenway Project. Information included in this Letter of Interest includes the following:

Section II: Evaluation Factors (5 pages)

- a) Project Team and Key Staff
- b) Similar Project Experience
- c) Project Understanding
- d) Innovative Approaches

Section III: Supportive Information (4 pages)

- a) Capacity Chart
- b) Organizational Chart by Discipline
- c) Key Staff Resumes
- d) Staff Classification and Location Table

Appendix: RS-2 Forms

We appreciate the opportunity to submit this Letter of Interest to the Village of Clemmons. I look forward to hearing from you to hopefully notify us of our selection to provide professional services. Should you have any questions, please do not hesitate to contact me at 919.732.3883 or james.parker@summitde.net .

Respectfully Submitted,

Summit Design and Engineering Services, PLLC
 James W. Parker, Jr., PE, PLS Principal-in-Charge

PROJECT TEAM AND KEY STAFF

Summit Design and Engineering Services, PLLC (Summit) is committed to providing attentive, client-centered and quality professional services for the Village of Clemmons. Serving as the prime consultant, Summit has strategically partnered with Allied Associates, EEE Consulting and TELICS to concentrate experienced resources on the requirements, constraints and opportunities associated with the planning and design services for the Highway 158 Sidewalk/Yadkin River Greenway Project. The Summit team is focused on providing timely, innovative and customized engineering solutions. Our firms constitute a dynamic, agile and responsive team committed to direct, open client relationships and full accountability for services provided. Key staff identified herein are immediately available for the project.



Summit is a multi-disciplinary transportation engineering firm with departments specializing in roadway design, hydrologic/hydraulic design, geotechnical engineering, surveying and CEI/construction management. The firm was founded on engineering design and surveying, and these remain Summit's core disciplines. Since 1997, Summit has grown its core services and developed related disciplines to provide a full range of consulting engineering services to both public and private sector clients. Summit's success, tradition of service, and expansion into new fields of practice have been based on its commitment to helping clients complete all types of projects. With offices in Hillsborough (corporate), Raleigh, Durham and South Boston, Va., Summit continues to expand its full-service capabilities and resources.

The Triangle Business Journal named Summit one of the 50 fastest-growing private companies in the Triangle in 2014, ranking 37th out of over 800 companies. Summit's work on the Town of Hillsborough's Riverwalk, a collection of urban greenways, garnered two American Council of Engineering Companies of North Carolina (ACEC/NC) 2015 Engineering Excellence Awards, Grand Award for Small Projects and People's Choice Award. With over 120 professional and technical staff members, nearly one out of every three employees has a professional registration (PE, PG, PLS, AIA, etc). One of every four employees has worked for a state DOT before joining Summit. Summit is NCDOT prequalified.

Summit's Infrastructure Engineering Branch, developed and structured specifically for NCDOT and public sector transportation projects, concentrates in-house transportation expertise and maximizes collaboration between transportation related disciplines. Summit's principals and key project personnel have extensive experience in the planning, design and construction of all types of NCDOT transportation projects. Our firm enjoys an outstanding relationship with NCDOT and a long history of design coordination with NCDOT on numerous local government projects, including LAPP (Locally Administered Projects Program) projects with various

funding elements (STP-DA, CMAQ, ARRA-Stimulus). This comprehensive experience yields the firm's fundamental design principle of "designing for constructability and serviceability."

Mr. Tracy Parrott, PE, will serve as Project Manager for the Highway 158 Sidewalk/Yadkin River Greenway Project. Mr. Parrott has over 27 years of design, construction and project management experience, including 17 years with NCDOT in various positions including Resident Engineer and Division Construction Engineer. This provides a unique and comprehensive perspective of project development and delivery, and the integration of local government projects with NCDOT system facilities. Summit's roadway and hydraulic design efforts will be led by Mr. Brandon Johnson, PE, (over 12 years of experience; nine years with NCDOT) and Mr. Dan Duffield, PE, (over 23 years of experience; 20 years with NCDOT), respectively. Summit's geotechnical engineering efforts are led by Mr. Don Dewey, PE, with over 26 of geotechnical investigation and engineering experience and Mr. Harold Pruitt, PE, with over 36 years of geotechnical engineering design experience including retaining walls.

Summit is prequalified with NCDOT and is certified as a Small Professional Services Firm (SPSF). For the Highway 158/Yadkin River Greenway Project, Summit will provide the following services:

- Bridges - Spans Under 200' (00024)
- Erosion and Sediment Control Design (00070)
- Landscape and Streetscape Design (00132)
- Public Involvement (00171)
- Traffic Control Plans (00247)
- Urban Roadway Design (00269)
- Geotechnical Engr. Svc. and Specialty Svcs. (00294)
- Retaining Wall Investigation and Design (00296)
- Multi-Use Trail Design, Survey and Layout (00316)
- Tier II Complete Hydrologic/Hydraulic Design (00434)
- Project Management, Sub-Consultant Coordination



Allied Associates, P.A. (Allied) provides comprehensive professional surveying services including site location, boundary and topographic surveys, ALTA surveys, photogrammetric control, construction stakeout, GPS, route location surveys and subsurface utility engineering (SUE). Centrally based in Winston Salem, Allied provides surveying services throughout the state for a variety of clients. Allied's staff of 15 employees includes four Professional Land Surveyors and one SUE project manager, and is dedicated to meeting clients' needs with respect to schedule and scope of services.

The firm's extensive experience includes municipal, governmental, industrial, commercial, residential and institutional projects. Allied's survey crews utilize GPS, robotic and conventional surveying methods, and their SUE capabilities include subsurface line detection with Audio Frequency and Ground Penetrating Radar, vacuum excavation and video pipe inspection. Allied can provide the survey solution best suited for specific project needs and the most efficient means for data collection in any field situation. Allied Associates is prequalified with NCDOT for Surveying and SUE services, and is a NCDOT certified Small Professional Service Firm.

Allied's efforts for this project will be led by Mr. Clint Osborne, PLS – Survey Project Manager. Mr. Osborne has over twenty years of progressive survey experience, and unique knowledge of Clemmons and the affected project area. Though not specified in the RFLOI, SUE services are anticipated for the project. Mr. Derek Capitano – SUE Project Manager will lead all data collection and verification, and incorporate such data into the existing condition base mapping for design. The Summit team's unique qualifications for this project are further enhanced by the direct availability of Allied Associates' sister company, Allied Design. Mr. Steve Causey, PE is a principle in both firms and has extensive engineering design experience on various projects in Tanglewood Park. Although Allied Design is not NCDOT prequalified for roadway or multi-use trail design, the detailed knowledge of Tanglewood Park will facilitate any required coordination with Forsyth County or Tanglewood Park staff, and ensure design efforts are uniform and consistent with existing park infrastructure.

For the Highway 158 Sidewalk/Yadkin River Greenway Project, Allied will provide Route Location Surveys (00199), Boundary Surveying (00361), Easement Surveying (00362) and any required SUE. Allied's directly related project experience includes Surveying/SUE for the Lewisville-Clemmons Road Connection Study (Village of Clemmons), Surveying/SUE and design of various projects at Tanglewood Park including multi-use trails, the pool replacement, improvements to Shelters 2 and 3, the campground, and Arboretum (Forsyth County); and ROW and property mapping for I-0911A, I-40 Advance to Clemmons (NCDOT Locations and Surveys Unit).



3e Consulting (3e), an NCDOT prequalified and registered Small Professional Services Firm (SPSF), has specialized in natural resources and environmental studies for nearly 16 years. As indicated by the firm's name, 3e focuses on environmental, engineering and educational solutions. The firm employs over 50 staff in its offices in Cary, N.C., and Richmond, Blacksburg and Virginia Beach, Va. 3e partners and staff are committed to providing the highest quality and most cost-effective environmental services to clients. From ecological and biotic community surveys to environmental planning and NEPA documentation, 3e offers the complete spectrum of environmental and planning services to satisfy the client's needs.

3e scientists in its Cary office have long-standing working relationships with NCDOT. Ms. Tina Sekula and Mr. Ray Bode will lead 3e's environmental assessments and will delineate jurisdictional features for survey location. Ms. Susan Liszeski, WPIT will assess the NEPA planning requirements, according to the project scope, and will manage all planning tasks including the document development. For this project, 3e will be responsible for the appropriate NEPA planning document (Categorical Exclusion – 00032, EA/FONSI – 00063, or Environmental Impact Statement – 00066), all natural systems assessments (Threatened & Endangered Species Survey and Studies – 00243, Wetland and Stream Delineation – 00280), and Wetland, Stream and Buffer Permitting (00287). It is anticipated the project will warrant a Categorical Exclusion.



TELICS was established in 1981 as Telecommunication & Industrial Consulting Services Corporation. TELICS' core business is communications infrastructure and ROW solutions. On a daily basis the firm is responsible for the design, coordination and oversight of projects to accommodate infrastructure growth and DOT roadway improvements. Based in Charlotte, N.C., TELICS currently employs 200+ associates serving communications companies, utility companies, other consultants, municipalities and Departments of Transportation. For this project, TELICS will provide Right of Way Appraisals (00192), Right of Way Negotiations (00194) and Utility Coordination (00270).

Mr. Taylor Keith – Senior Manager, will lead ROW negotiation and acquisition services and oversee Utility Coordination services. Mr. Keith is a licensed Real Estate Broker (NC License #234278) and has over 12 years of experience in ROW acquisition for NCDOT transportation projects. TELICS has seven experienced ROW Agents available to handle ROW Acquisitions and Relocations across the State. Mr. Ed Welborn and Ms. Ashley Brooks will assist Mr. Keith with ROW negotiations, appraisals and acquisitions. Mr. Mike Brooks – Utility Coordination Manager has 17 years of industry experience and will lead utility coordination services with assistance from Area Manager, Mr. Jim Brooks.

PROJECT EXPERIENCE

SUMMIT DESIGN AND ENGINEERING SERVICES

Hillsborough Riverwalk – Hillsborough, N.C.
Summit was the prime consultant on the Town of Hillsborough's Riverwalk, a recently opened collection of urban greenways along the historic Eno River. Hillsborough's newest contribution to the North Carolina Mountains-to-Sea Trail, a statewide plan to connect existing state parks and trail systems, Riverwalk connects existing parks to downtown. Summit's ingenuity to utilize a top down construction method saved the town \$30,000, shortened construction time by three months, and preserved mature, native trees. Summit helped the town pursue and attain a variety of funding grants, including Parks and Recreation Trust Fund (PARTF), Congestion Mitigation and Air Quality (CMAQ), and NCDOT funding.



Summit's work on the Town of Hillsborough's Riverwalk garnered an ACEC/NC Engineering Excellence Award in October 2014.

Churton St Improvements – Hillsborough, N.C.
Summit is assisting the Town of Hillsborough with roadway design, surveying and transportation planning services for sidewalk and streetscape improvements along Churton Street in historic downtown Hillsborough. The project involves modifying the roadway typical to accommodate an expanded sidewalk section, patterned crosswalks and streetscaping (Complete Streets) elements, while maintaining the historic nature of the downtown area. The project, a LAPP project through agreement with NCDOT, is partially funded through

STP-DA. Design is 95 percent complete and reviews have been coordinated with the town and NCDOT Division staff. Summit is also coordinating with NCDOT on the addition of audible accessible pedestrian signal equipment at an existing traffic signal.

Sidewalk Expansion Project – Angier, N.C.

Summit is assisting the Town of Angier with a sidewalk expansion project totaling approximately 3400 linear feet. The sidewalk expansion is predominantly along residential town streets, but intersects NCDOT primary (NC 55) and secondary routes (SR 1502). The project, EL-5100LC, is a LAPP project involving STP-DA funds. Summit's services include: route location surveys, engineering design, project management and construction document preparation. The project design has been developed in close coordination with the Town of Angier and involves the addition of curb, gutter, drainage and sidewalk along one side of the affected roadways. The Summit team conducted natural resource assessments of the project area and coordinated with the regulatory agencies for Jurisdictional Determination. Summit also coordinated the cultural resources (historic and archaeological) review of the project with State Historic Preservation Office (SHPO). Project design is 75 percent complete and plans have been submitted to NCDOT Division 6 for design review. Summit prepared the Categorical Exclusion Checklist for the project.

Treyburn Corporate Park Trail – Durham, N.C.

Summit provided engineering design, permitting and approval services, and construction management for multiple phases of a pedestrian trail system for Treyburn Corporate Park in northern Durham County. The scope of work included field surveys, planning and preliminary design, final design and permitting for the construction of the six-foot wide walking trail. Summit also provided structural design of wooden boardwalks crossing environmentally sensitive areas. Environmental requirements included Durham Watershed Overlays, Neuse River buffers (PCN), stormwater management (DWQ) and erosion control permits (NCDENR). Various project phases involved over 3.7 miles of trail and four boardwalks along NCDOT system roadways. Post-design services included construction staking, and engineering review and oversight during the construction process.

Allied Design/Allied Associates

Tanglewood Park Trail – Clemmons, N.C.

Under contract with Forsyth County Parks and Recreation Department, sister companies Allied Design and Allied Associates provided complete surveying, engineering design and construction administration services for Phase I of the Tanglewood Park Trail Master Plan and featured a two mile long, 10 foot wide paved multi-use trail. Services provided under this contract included location and topographic surveys, horizontal and vertical trail alignment design, and preparation of permitting, construction and bidding documents. Regulatory permitting authorities included US Army Corps of Engineers, NCDENR Water Quality Division and NCDENR Land Quality Section. Project design features a gently sloped, multi-use trail which meets ADA accessibility design guidelines and perfectly accommodates walkers, runners, bicyclists and in-line skaters.

NCDOT Connector Road between Grace Chapel Road and US 231 – Caldwell County, N.C.

Mr. Bode and Ms. Sekula conducted a natural resource assessment for a two-lane roadway on new location. Responsibilities included performing jurisdictional surveys, permitting, and coordination with environmental resource agencies concerning stream crossings and protected plant species. This project was a collaboration between public and private interests involving financing from city, county and state economic development organizations.

Winston-Salem Stream Stabilization Projects

3e is the prime firm currently providing services for three stream bank stabilization projects in Winston-Salem, N.C. Once constructed these projects will address over 4,000 LF of severely eroded streambanks in the Mill Creek and Salem Creek Watersheds. 3e led the jurisdictional waters delineations, threatened and endangered species surveys, and cultural resource screenings. 3e coordinated with state and federal regulatory agencies for approval of those surveys, prepared the Jurisdictional Determination request package and coordinated with the USACE and NCDWR for wetland and stream boundary confirmation. 3e is preparing NWP 27 for Aquatic Habitat Restoration, Establishment and Enhancement Activities.

NEPA Documentation for High Bridge Trail State Park –Cumberland, Nottoway and Prince Edward Counties, Va.

3e prepared required NEPA documents (Categorical Exclusion) required by FHWA for "Transportation Enhancement" funds to renovate and adapt a former Norfolk Southern Railroad corridor for use as Virginia's newest state park. The park stretches 33 miles through Virginia's Piedmont countryside, the centerpiece of which is the "High Bridge" trestle spanning the Appomattox River. The half-mile long trestle rises over 100 feet above the river and the adjacent floodplain, and is listed on the National Register of Historic Places for its association with the final battles of the Civil War. 3e expedited an initial environmental review under Virginia's EIR law to enable construction to begin on resurfacing of the former railbed. The work included cultural resource survey and coordination with the Virginia SHPO on Section 106 of the National Historic Preservation Act.

PROJECT UNDERSTANDING & APPROACH

Goal 4 of the Clemmons Community Compass – The 2030 Comprehensive Plan dated April 2010 states in part "The Village's transportation network will provide true multi-modal opportunities for travelers that link neighborhoods to points of interest and regional destinations." The Summit team recognizes the Highway 158 Sidewalk/Yadkin River Greenway Project as a significant component in achieving this goal. Major project elements include proposed sidewalk facilities along Clemmons Road (US 158) from Lewisville-Clemmons Road to Harper Road and a portion of the proposed Yadkin River Greenway west of Clemmons Road, and connecting to existing trail infrastructure within Tanglewood Park.

The best project solutions understand and acknowledge the influence of a project's context. No project is successfully implemented as an entity separate from its surroundings. Context sensitive planning and design are paramount to project success. Summit staff has assessed the project area to gain an understanding of the project scope and existing community context. The Summit team is fully prepared to plan, design and permit this project in accordance with the project's context, current environmental regulations and all applicable design standards to achieve safe pedestrian connectivity.

A primary objective of the project is the addition of sidewalk along Clemmons Road (US 158). Clemmons Road currently exists as a 2-3 lane roadway section with shoulder/side ditch typical. Short segments of sidewalk and/or curb and gutter exist at various locations (Lewisville-Clemmons Road, Littlebrook Drive, Clinard Road, Asbury Place/Meeting House Lane), however no system connectivity exists. Proposed sidewalk along this portion of Clemmons Road will provide direct pedestrian connectivity between numerous residential properties, neighborhoods, and various churches and institutional properties along the affected section. The proposed sidewalk will also link to established commercial areas at Lewisville-Clemmons Road and Harper Road, and to existing sidewalk along the Tanglewood Park frontage.

Minor sidewalk improvements are desired along Harper Road just north of I-40 to enhance pedestrian safety/refuge. The project also includes a multi-use trail segment from the main Tanglewood entrance to Northtrail Drive to provide full connectivity between the Clemmons Road sidewalk and existing Tanglewood trail infrastructure.

Successful completion of the Highway 158 Sidewalk/Yadkin River Greenway Project will contribute greatly to Goal 4 of the comprehensive plan. The Summit team will work closely with Village of Clemmons to plan and design the project in a manner consistent with the 2030 Comprehensive Plan and the Clemmons Unified Development Ordinance. Extensive coordination with NCDOT Division 9 staff will be required from conceptual to final design. The Summit team also anticipates close coordination with City - County Utilities for water and sewer facility conflicts, and Forsyth County Parks and Recreation Department on all facets of the project within Tanglewood Park. Summit's preliminary project approach is as follows:

Kickoff Meeting

The project team will meet with Village and NCDOT representatives, and other appropriate stakeholders to establish project goals and values, communication protocols, points of contact, project schedule, design review points and other housekeeping items. A formal project schedule outlining required approvals, submittal dates, and review/approval durations will be prepared and submitted to town staff for review.

Data Collection

All available data sources, including as-built plans, property plats and deeds, digital topography information and GIS level data will be compiled by the project team. Additionally, Summit will coordinate with Village staff and NCDOT on current pedestrian transportation plans and

proximate TIP projects. Summit will ensure project design and permitting efforts comport to the comprehensive planning efforts, and associated community involvement.

Conceptual Planning and Design

The Summit team will prepare conceptual/schematic sidewalk and greenway routing alternatives. The conceptual designs will be functional level that highlights existing constraints and potential impacts to adjacent properties, and provides an initial assessment of possible sidewalk implementation (Behind ditch or with curb & gutter). Conceptual alternatives will be submitted to Village and NCDOT staff for review and comment.

Environmental Assessments; Hydraulic Analysis

Based on the conceptual alternatives, a study corridor/area will be defined and 3e will evaluate protected species and delineate any wetlands, streams and buffers proximate to the project. A preliminary jurisdictional determination request will be made to the US Army Corps of Engineers (USACE) and DWQ. 3e will coordinate with representatives from both agencies to verify the extent and locations of jurisdictional resources. Concurrently, Summit will compile all available hydraulic data and begin floodway analysis of the existing floodway conditions.

Route Location Survey

Allied Associates will perform a detailed location and topographic survey of the project corridor. Special attention will be given to properly locating utilities, existing drainage features, delineated jurisdictional features and existing infrastructure. Allied will also compile and incorporate relevant property data and plat information into the base mapping for design. Concurrently, the need for higher level SUE investigations will be assessed.

Alternate Selection

With surveys and base mapping complete, conceptual alternative sidewalk and greenway alignments will be reassessed, and a final determination of feasible alternatives will be developed. Alternative selection will include consideration of a pedestrian bridge or culvert extension at Clemmons Rd./Carriagebrook Ct., and greenway connectivity in Tanglewood Park. Feasible alternatives will be presented to the Village and associated stakeholders. A public information workshop can be convened at this juncture if desired by the Village and NCDOT. The Summit team will facilitate all necessary coordination to select the preferred alternative.

Preliminary Sidewalk/Greenway Design

Summit will prepare a preliminary (30 percent) design of the proposed sidewalk and greenway, to include horizontal and vertical alignments, designated crosswalk locations with ADA accessible ramps and preliminary storm drainage design. Preliminary plans are to be ROW level plans, depicting the extent of new ROW/easements required for the project. A 30 percent design review will be conducted with the village and NCDOT. 3e will begin development of the appropriate NEPA document (CE anticipated) and submit a request to the SHPO for historical and cultural resource review.

Geotechnical Investigation, Foundation Design and Retaining Wall Design

Summit geotechnical staff will conduct a detailed

subsurface investigation of the proposed project including any necessary structure sites (pedestrian bridge, culvert extension, retaining walls). Subsurface investigation will include mechanized soil test borings, standard penetration testing, rock coring and Dynamic Cone Penetrometer (DCP) tests at regular intervals. Summit will report the geotechnical inventory and subsurface recommendations according to NCDOT standard practices. Summit's geotechnical staff will develop structure foundation recommendations for any proposed structure and retaining wall design(s) deemed necessary to avoid conflicts and excessive ROW acquisition.

Hydraulic Design

The desired sidewalk and greenway alignments will be analyzed for potential floodway affects. Horizontal and vertical alignments will be revised as needed to ensure a no-rise condition is achieved. Summit will also develop a detailed storm drainage design, including ditches/swales, cross pipes, and pipe systems required for the project. Close coordination with NCDOT will occur at this juncture to finalize the sidewalk design along Clemmons Road. Summit is very familiar with the design and permitting requirements established by NCDOT, NCDENR, and NCFMP/FEMA, and will provide comprehensive hydraulic analysis and design.

Erosion and Sedimentation Control Design

The Summit team is keenly aware of the importance of protecting our waters and wetlands from sedimentation. With this understanding, we will develop erosion and sedimentation control plans to prevent, as much as practicable, the escape of sediment from the construction site. Summit will coordinate project review and approval through NCDENR's Land Quality, and/or NCDOT Roadside Environmental Unit as deemed appropriate.

Wetland, Stream and Buffer Permitting

Pending design and construction drawing approval, 3e will develop and complete environmentally-related permit drawings and required forms, including those associated with Sections 404 and 401 of the Clean Water Act, as amended. 3e's environmental staff has a wealth of experience in Clean Water Act (CWA) Section 401, 404 and state protected riparian buffer permitting. The firm enjoys solid working relationships with USACE, NCDWQ and commenting agency staff.

Public Involvement

Public engagement and consensus are essential to any project. The Summit team will organize and facilitate a public meeting, mailings, or other public outreach effort deemed appropriate by the Village to engage stakeholders along the project corridor in the design process. The Summit team is also prepared to meet with individual property owners or in small group format as needed. It is anticipated that, at a minimum, an informal Citizens Informational Workshop(s) will be conducted. This is recommended at the conceptual design stage and following review of the 75 percent design.

Final Design

Summit recommends an on-site design review at 75 percent design completion, inclusive of a walk-through of the project area. Applicable comments and revisions will be incorporated; final construction plans will be

completed, and submitted to the Village and NCDOT Division 9 for final approval. Summit will also develop bid documents inclusive of contract proposal, technical specifications and provisions, and final engineer's estimate of costs in accordance with the NCDOT Local Programs Management Handbook, and associated policies and procedures. The final plans and estimate package will be submitted to the Village and NCDOT for approval. Summit will finalize coordination with NCDOT Division 9 and Programs Management staff to confirm design approval, and acceptance of all required project documentation in order to secure construction authorization.

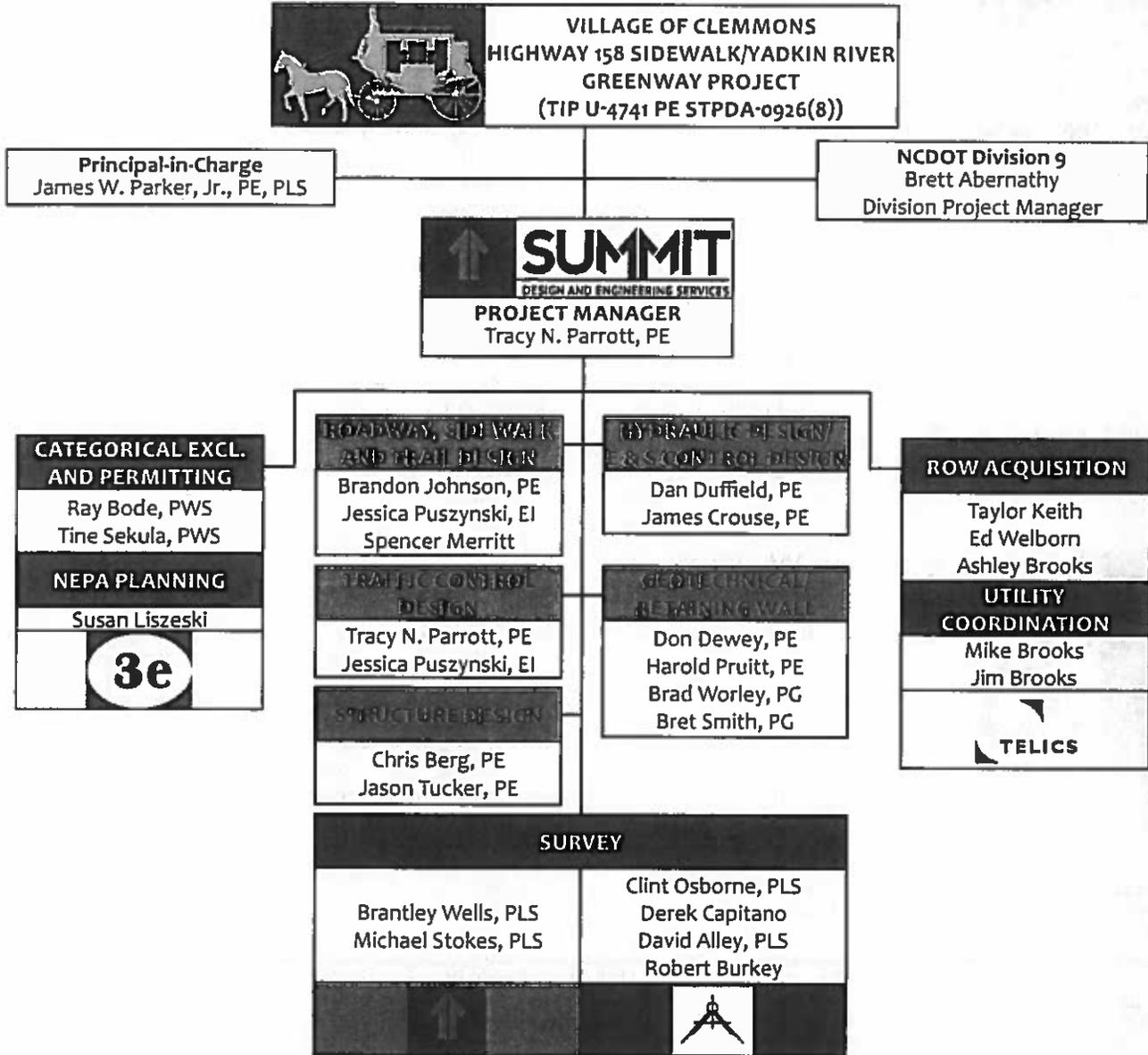
Core Project Principles

1. **Safety** – Upon being hired, every Summit employee receives safety orientation and is required to work in strict accordance with Summit's Workplace Safety Program. Regular safety meetings (daily for field personnel) are conducted & work site audits are performed to ensure both the work environment & staff work practices are safe.
2. **Environmental Responsibility** – Summit is dedicated to environmental stewardship and understands the critical nature of designing & implementing effective environmental protections. Our initial project assessments will focus on proximate environmental and jurisdictional resources (wetlands, streams, buffers) to ensure environmental considerations are accounted for early in the planning and design effort.
3. **Designing for Constructability and Serviceability** – Throughout design, Summit will constantly evaluate the scope, cost and constructability of the project. The construction cost, speed and quality are directly related to the appropriateness of the design. We design with the end in mind and produce realistic, buildable and serviceable projects.
4. **Contract Administration** – A consultant's role should not end upon the submission of final design plans. A project is not truly complete until it is serving its intended purpose for the client. Summit has experience & resources to provide bid process administration, construction engineering & inspection, and post design support as needed.
5. **Claims** – Claims resulting from conflicts in construction are an unpleasant side effect of short sighted design. Designing for constructability and serviceability reduces the potential for conflicts during construction.

Unique Qualifications of Team Members

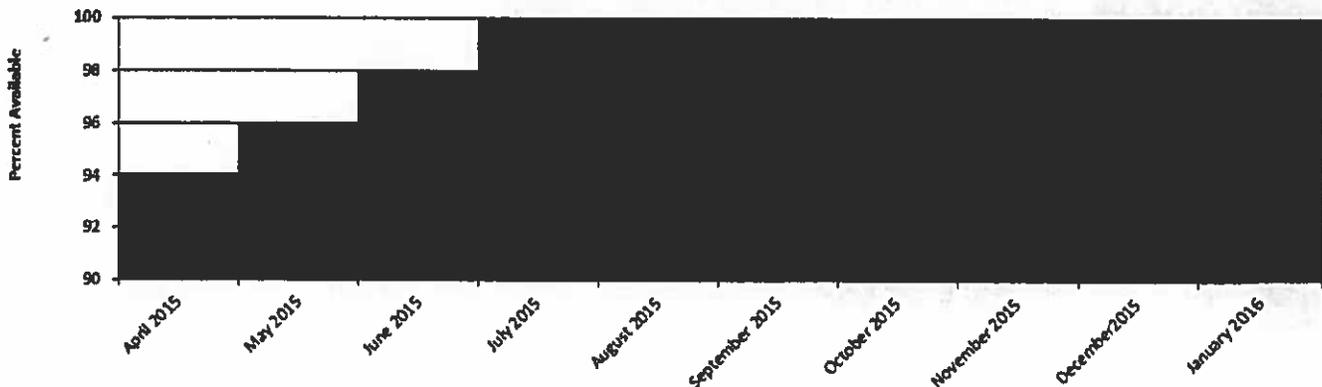
1. **NCDOT Experience** – Principals and key staff at Summit have extensive experience with NCDOT protocols and procedures as a result of having previously held numerous positions with NCDOT. This familiarity and directly related past experience benefits Summit's clients by streamlining coordination with NCDOT.
2. **Additional Services** – Summit can readily assist the Village of Clemmons with other services associated with project delivery, including bid administration, construction staking, CEI/construction inspection, material testing (AASHTO-, CCML- and ARML-accredited materials laboratory in Hillsborough) and contract administration.

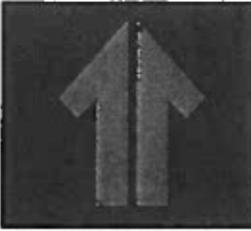
Organizational Chart



Capacity Chart

Staff Availability
Village of Clemmons - Highway 158 Sidewalk / Yadkin River Greenway Project





TRACY N. PARROTT, PE
Project Manager

Mr. Parrott has over 27 years of transportation engineering, civil design, project management and construction administration experience. As Infrastructure Engineering Branch Manager, Mr. Parrott is responsible for management of public sector engineering projects and contracts. He manages transportation engineering, planning and roadway design, construction management and assists with construction engineering and inspections (CEI). Prior to his work at Summit, Mr. Parrott worked 17 years with the North Carolina Department of Transportation, with the last eight years as Division Construction Engineer in Division 5. Mr. Parrott managed a transportation construction program (project development and delivery) with an average active volume of over \$800 million. He has also worked in the private sector construction industry involved in grading, paving and all aspects of roadway construction.

Education
B.S. Civil Engineering
Technology, UNC –
Charlotte, N.C. 1989

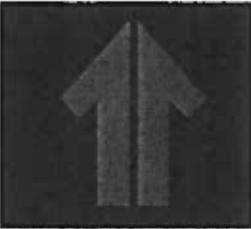
Professional Registrations
Professional Engineer,
N.C., License #23100

General Contractor
(Highway), N.C.

Certified Public Manager

Engineering Design Experience

- Hillsborough CMAQ Sidewalk/Greenway Connections – Hillsborough, N.C.
- Treyburn Trail – Treyburn Corporate Park – Durham County N.C.
- Town of Angier: Sidewalk Expansion – Angier, N.C.
- Forestville Road Sidewalk Extension – Town of Wake Forest, N.C.
- Churton Street Improvements – Hillsborough, N.C.
- Triangle North Granville Access Road (R-5520B) – Oxford, N.C.
- NCDOT Express Design Build Bridge Replacements – Columbus County N.C.
- NCDOT Express Design Build Bridge Replacements – Orange & Alamance counties N.C.
- NCDOT I-0914BB – I-85 Rehabilitation – Warren County N.C.
- South Campus Drive Rehabilitation – Butner, N.C.



BRANDON W. JOHNSON, PE
Roadway Design Engineer

Mr. Johnson serves as roadway design project manager in our Raleigh office and manages a staff of design engineers and CAD drafting personnel. Mr. Johnson has over 11 years of roadway design and transportation project management experience, having served as Project Design Engineer in the NCDOT Roadway Design Unit. Mr. Johnson's experience and knowledge base is derived from his progression through various positions in the Roadway Design Unit, Transportation Engineering Associate program, and part time positions with NCDOT during his college career. Mr. Johnson is well versed in project development and design management for transportation projects including roadway and bridge replacement projects. He has established productive working relationships within NCDOT.

Education
B.S. Civil Engineering,
NC State – Raleigh, N.C.
2003

Professional Registrations
Professional Engineer,
N.C., License #034371

Professional Affiliations
American Society of
Highway Engineers

Related Experience

- Hillsborough CMAQ Sidewalk/Greenway Connections – Hillsborough, N.C.
- Town of Angier: Sidewalk Expansion – Angier, N.C.
- Churton Street Improvements – Hillsborough, N.C.
- NCDOT Express Design Build Bridge Replacements – Columbus County, N.C.
- NCDOT I-0914BB – I-85 Rehabilitation – Warren County
- NCDOT Express Design Build Bridge Replacements – Orange & Alamance counties
- NCDOT 17BP Bridge Replacement – Group F, Chatham County, N.C.
- Ridge Road Intersection Improvements (C-4943) – Roxboro, N.C.
- Triangle North Granville Access Road (R-5520B) – Oxford, N.C.



DAN DUFFIELD, PE
Hydraulic Design Engineer

Mr. Duffield has over 23 years of progressive and comprehensive hydrologic and hydraulic engineering experience. In 2012, he completed a 20 year career with the NCDOT Hydraulics Unit where he progressed through numerous positions to the role of project engineer (TE III). Mr. Duffield has significant experience in all aspects of transportation hydrologic and hydraulic design, including extensive highway drainage design, bridge and culvert survey reports, floodway modeling and flood studies on complex projects.

Education
B.S. Civil Engineering
Technology, Fairmont
State University –
Fairmont, W.V. 1991

Professional Registrations
Professional Engineer,
N.C., License #30405

Mr. Duffield has provided hydrologic/hydraulic design on the full range of project types, including interstates/freeways, urban curb & gutter facilities, bridge replacements, and rural secondary roadways. He has conducted field reconnaissance and developed preliminary hydraulic/drainage recommendations on numerous bridge replacement projects across the state. Mr. Duffield has coordinated extensively with NCDOT PDEA Natural Environment Unit in minimizing impacts and developing appropriate permit drawings.

Related Experience

- B-5418 Bridge 50 – Pitt County, N.C. (bridge survey report and MOA approval)
- B-5420 Bridge 211 – Pitt County, N.C. (culvert survey report and MOA approval)
- B-5239 Bridges 119 & 126 – Alamance County, N.C. (drainage design and stormwater management)
- U-3330 US301 Bypass – Nash County, N.C. (drainage design and stormwater management)



DON DEWEY, PE
Geotechnical Engineering Manager

Don Dewey, PE has performed geotechnical engineering and construction materials testing over the past 25 years. Mr. Dewey presently manages Summit's geotechnical operations. As Vice President for Summit Geotechnical Engineering Branch, Mr. Dewey's duties include the oversight and execution of a variety of geotechnical engineering investigations. He and his staff of geotechnical professionals perform field subsurface investigations, laboratory testing and engineering analysis. His geotechnical experience includes analyses dealing with settlement, bearing capacity, slope stability, pile and shaft capacity, lateral analyses, construction earthwork recommendations, groundwater control, flexible and rigid pavement design and determination of earth pressure coefficients for the design of retaining walls. Mr. Dewey has considerable experience with geotechnical soil classification in both USCS and AASHTO and significant knowledge in rock classification.

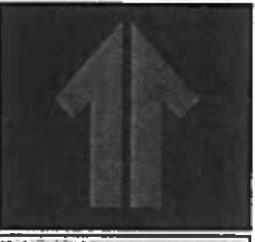
Education
B.S. Civil Engineering,
NC State – Raleigh, N.C.
1989

Professional Registrations
Professional Engineer,
N.C., License #20140

Professional Affiliations
American Society for
Highway Engineers

Related Experience

- Town of Hillsborough Riverwalk Trail – Hillsborough, N.C.
- Morrisville Parkway Extension – Durham, N.C.
- Town of Cary Green Level Church Road Widening – Cary, N.C.
- NCDOT On-Call Drilling for Geotechnical Engineering Unit – Various counties, N.C.
- NCDOT Geotechnical Engineering On-Call – N.C.
- US 221 over South Fork New River – Ashe County, N.C.
- NCDOT Bridge on Norfolk Southern Railroad – Morrisville, N.C.
- NCDOT Norfolk Southern Railroad Bridge over US 70 – Durham, N.C.
- NCDOT ARRA Bridge Replacement – Davidson, Forsyth, Rowan & Stokes counties, N.C.
- NCDOT Division 11 Express Design-Build Bridges – Ashe & Watauga counties, N.C.



C. CHRISTIAN (CHRIS) BERG, PE
Structural Engineering Manager

Mr. Berg has served as the project engineer for over 4 million square feet of building space in the last 24 years. Working first as an employee and officer of GKC Associates of Durham, N.C., Mr. Berg now performs as Structural Engineering Manager at Summit Design and Engineering Services, which acquired GKC in 2014. This experience includes projects in excess of one hundred million dollars. He performed engineering services on the Durham County Justice Building and Parking Structure. This is a 350,000-square-foot, 12-story steel framed building with an adjacent 900-space parking structure. Aside from buildings, Mr. Berg has structural experience on bridges.

Education
B.S. Civil Engineering,
University of Tennessee

Professional Registrations
Professional Engineer –
N.C., Fla., N.J., Tenn. & Ga.

Related Experience

- NC DENR Green Square Complex – Raleigh, N.C.
- Crabtree Mall Entry Bridge over Crabtree Creek – Raleigh, N.C.
- North Pointe Drive at Ellerbe Creek – Durham, N.C.
- Boone Station Drive over Alamance Creek – Burlington, N.C.
- Caterpillar, Inc. Product Design Center – Clayton, N.C.

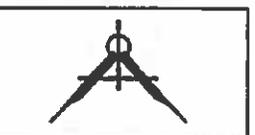


CLINTON B. OSBOURNE, PLS
Surveyor

With over twenty years of surveying experience, Mr. Osbourne has developed expertise in project management, Global Positioning Surveying (GPS), CAD mapping (both AutoCAD and Microstation/Geopak), and automated field data collection for all surveying aspects, to include highway route location surveys. Mr. Osborne has been providing PEF surveying services to NCDOT Location and Surveys beginning in 1993, as an employee of Concord Engineering and Surveying. Then in 1996, Mr. Osborne began employment at DSAntlantic as NCDOT/GPS project manager for their Winston-Salem Branch. From April of 2000 to February 2001, Mr. Osborne was a self-employed surveyor. Since February 2001 to present date, Mr. Osborne has been a Project Manager for Allied, performing NCDOT contract survey work and other various surveying projects.

Education
B.S. Applied Mathematics
University of N.C.
Asheville

Professional Registrations
Professional Surveyor,
License # L-3834



DEREK CAPITANO
SUE Project Manager

Mr. Capitano joined the Allied Associates in the spring of 2014 as the SUE Project Manager after serving as Field Supervisor for the United States Infrastructure Corporation, USIC, for the past seven years. His duties at USIC included: interacting with clients to evaluate project needs; and matching USIC resources to provide a quality product to clients. Derek's past experience supervising and directing underground utility investigations for a five county area in Piedmont North Carolina has proven to be a great asset for SUE project development and completion for Location and Survey requests. In addition to Derek's management skills he has performed field investigations to located and mark underground utilities over the past nine years. Derek has completed OSHA Competent Person Training in Trenching and Excavation, and is certified to work in confined spaces.

Education
Hillsborough High School,
Tampa Florida, 1983



TINA SEKULA, PWS
Senior Environmental Scientist

Ms. Sekula, a senior environmental scientist in EEE's Raleigh office, joined EEE Consulting in 2011. She is certified by the Society of Wetland Scientists as a professional wetland scientist. She has technical proficiency in a variety of natural resource studies such as Phase I Environmental Site Assessment investigations, riparian buffer studies, ecologic and biotic community surveys, wetland and stream delineation, environmental impact assessment, GIS analysis, environmental regulatory permitting, and threatened and endangered species surveys. With more than 12 years of experience, Ms. Sekula is an experienced environmental engineer. Ms. Sekula has Intermittent & Perennial Stream Identification for Riparian Buffer Rules Certification – NCDENR and North Carolina Wetland Assessment Method (NCWAM) Certification – USEPA, USACE, NCDENR.

Education
B.S. Earth and Environmental Science & Ecology, Lehigh University – Bethlehem, Pa. 2002

Professional Registrations
Professional Wetland Scientist, License #1774

Related Experience

- NCDOT Bridge Group 52 Replacements – Person, Granville and Wake counties
- Perimeter Realty: Tryon Rd & SE Cary Parkway Riparian Buffer Vegetation Management & Site Development – Cary, N.C.
- Town of Cary: Morrisville Parkway/I-540 Interchange – Morrisville, N.C.



SUSAN LISZESKI, WPIT
Senior Environmental Scientist

Ms. Liszeski has over 27 years of experience in natural resource management and environmental permitting. She has performed field assessments and prepared NEPA documents, including Environmental Impact Statements (EIS), Environmental Assessments (EA), and Categorical Exclusions (CE) for transportation, utility, natural resources, and correctional facility projects. Ms. Liszeski has also prepared Environmental Impact Reports for numerous Commonwealth of Virginia projects. In addition, she has experience with the Virginia Department of Transportation (VDOT) where she monitored wetland and water quality permit applications for state highway projects. During her tenure at VDOT, she assisted personnel in VDOT's nine districts with interpreting state and federal regulations, and developed training programs for department personnel to understand regulations as they changed.

Education
M.S. Wildlife Management, Louisiana State University – Baton Rouge, La. 1986

Professional Registrations
Wetland Professional in Training

NAME	CLASSIFICATION	FIRM	LOCATION
James W. Parker, PE, PLS	Principal-in-Charge	Summit	Hillsborough, N.C.
Tracy N. Parrott, PE	Project Manager	Summit	Hillsborough, N.C.
Brandon W. Johnson, PE	Project Engineer	Summit	Raleigh, N.C.
Dan Duffield, PE	Water Resources Manager	Summit	Raleigh, N.C.
James Crouse, PE	Infrastructure Design	Summit	Raleigh, N.C.
Don Dewey, PE	Geotechnical Manager	Summit	Hillsborough, N.C.
Harold Pruitt, PE	Geotechnical Design Engineer	Summit	Hillsborough, N.C.
Brad Worley, PG	Senior Transportation Geologist	Summit	Raleigh, N.C.
Bret Smith, PG	Geologic Staff Professional	Summit	Raleigh, N.C.
Jessica Puszynski, EI	Design Technician	Summit	Raleigh, N.C.
Spencer Merritt	Design Technician	Summit	Raleigh, N.C.
Chris Berg, PE	Structural Manager	Summit	Durham, N.C.
Jason Tucker, PE	Structural Engineer	Summit	Durham, N.C.
Brantley Wells, PLS	Survey Manager	Summit	Hillsborough, N.C.
Michael Stokes, PLS	Surveyor	Summit	Raleigh, N.C.
Clinton B. Osbourne, PLS	Project Survey Manager	Allied Associates	Winston-Salem, N.C.
Derek Capitano	SUE Project Manager	Allied Associates	Winston-Salem, N.C.
David Alley, PLS	Project Surveyor	Allied Associates	Winston-Salem, N.C.
Steve Causey, PE	Project Engineer	Allied Assoc./Design	Winston-Salem, N.C.
Tina Sekula, PWS	Senior Environ. Scientist	EEE Consulting	Cary, N.C.
Susan Liszeski, WPIT	Senior Environ. Scientist	EEE Consulting	Richmond, Va.
Ray Bode, PWS	Senior Environ. Scientist	EEE Consulting	Cary, N.C.
Taylor Keith	Senior Manager and ROW Acquisition	TELICS	Greenville, N.C.
Ed Welborn	ROW Acquisition	TELICS	Winston-Salem, N.C.
Ashley Brooks	ROW Acquisition	TELICS	Winston-Salem, N.C.
Mike Brooks	Utility Coordination Manager	TELICS	Winston-Salem, N.C.
Jim Brooks	Utility Coordination	TELICS	Winston-Salem, N.C.

**NORTH CAROLINA DEPARTMENT OF TRANSPORTATION
PRIME CONSULTANT**

**TO BE USED WITH PROFESSIONAL SERVICES CONTRACT ONLY
RACE AND GENDER NEUTRAL**

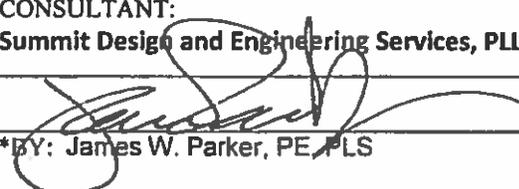
Village of Clemmons – Highway 158 Sidewalk/Yadkin River Greenway Project (TIP U-4741 PE
STPDA-0926(8))

TIP No. and/or Type of Work (Limited Services)

Summit Design and Engineering Services, PLLC

Federal Tax ID#: 30-0236228

(Consultant/Firm Name and Federal Tax Id)

<i>SERVICE / ITEM DESCRIPTION</i>	<i>Anticipated Utilization</i>
Bridges - Spans Under 200' (00024); Erosion and Sediment Control Design (00070); Landscape and Streetscape Design (00132); Public Involvement (00171); Route Location Surveys (00199); Traffic Control Plans (00247); Urban Roadway Design (00269); Geotechnical Engr. Svc. and Specialty Svcs. (00294); Retaining Wall Investigation and Design (00296); Multi-Use Trail Design, Survey and Layout (00316); Tier II Complete Hydrologic/Hydraulic Design (00434); Project Management, Sub-Consultant Coordination	60%
TOTAL UTILIZATION: 60%	
RECOMMENDED BY:	
CONSULTANT: Summit Design and Engineering Services, PLLC	
	
*BY: James W. Parker, PE, PLS	
TITLE: Principal-in-Charge	
SPSF Status:	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

**"PRIME CONCONSULTANT" (FORM RS-2)
RACE AND GENDER NEUTRAL**

Instructions for completing the Form RS-2:

1. Complete a Prime Consultant Form RS-2 for the prime consultant firm.
2. Insert TIP Number and /or Type of Work (Limited Services)
3. Complete the Consultant/Firm name and Federal Tax ID Number for the primary firm information.
4. Enter Service/Item Description – describe work to be performed by the Prime Firm
5. Enter Anticipated Utilization – Insert dollar value or percent of work to the Prime Firm
6. *Signature of the Prime Consultant is required on each RS-2 Form to be submitted with the Letter of Interest (LOI) to be considered for selection
7. Complete "SPSF Status" section - Check the appropriate box regarding SPSF Status, check Yes if SPSF or No if not SPSF

**NORTH CAROLINA DEPARTMENT OF TRANSPORTATION
SUBCONSULTANT**

**TO BE USED WITH PROFESSIONAL SERVICES CONTRACT ONLY
RACE AND GENDER NEUTRAL**

Village of Clemmons – Highway 158 Sidewalk/Yadkin River Greenway Project (TIP U-4741 PE
STPDA-0926(8))

TIP No. and/or Type of Work (Limited Services)

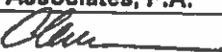
Summit Design and Engineering Services, PLLC
(Consultant/Firm Name and Federal Tax Id)

Federal Tax ID 30-0236228

Allied Associates, P.A.

(Subconsultant/Firm Name and Federal Tax Id)

Federal Tax ID 56-2247401

SERVICE / ITEM DESCRIPTION		Anticipated Utilization
Route Location Surveys (00189); Boundary Surveying (00361); Easement Surveying (00362); SUE (If Necessary)		20%
TOTAL UTILIZATION:		20%
SUBMITTED BY: SUBCONSULTANT: Allied Associates, P.A. 	RECOMMENDED BY: CONSULTANT: Summit Design and Engineering Svc, PLLC 	
*BY: Clint Osborne, PLS	*BY: T. N. Parrott, PE	
TITLE:	TITLE: Associate Vice President	
SPSF Status: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		

"SUBCONCONSULTANT" (FORM RS-2)

RACE AND GENDER NEUTRAL

Instructions for completing the Form RS-2:

1. Complete a Subconsultant Form RS-2 for each Subconsultant firm to be utilized by your firm.
2. Insert TIP Number and /or Type of Work (Limited Services)
3. Complete the Consultant/Firm name and Federal Tax ID Number for the primary firm information.
4. Complete the Subconsultant/Sub Firm name and Federal Tax ID Number for the sub firm information.
5. Enter Service/Item Description – describe work to be performed by the Sub Firm
6. Enter Anticipated Utilization – Insert dollar value or percent of work to the Subconsultant/Sub Firm
7. *Signatures of both DBE Subconsultant and Prime Consultant are required on each RS-2 Form to be submitted with the Letter of Interest (LOI) to be considered for selection
8. Complete "SPSF Status" section – Subconsultant shall check the appropriate box regarding SPSF Status, check Yes if SPSF or No if not SPSF

In the event the firm has no Subconsultant, it is required that this be indicated on the Subconsultant Form RS-2 form by entering the word "None" or the number "ZERO" and signing the form.

**NORTH CAROLINA DEPARTMENT OF TRANSPORTATION
SUBCONSULTANT**

**TO BE USED WITH PROFESSIONAL SERVICES CONTRACT ONLY
RACE AND GENDER NEUTRAL**

Village of Clemmons – Highway 158 Sidewalk/Yadkin River Greenway Project (TIP U-4741 PE STPDA-0926(8))

TIP No. and/or Type of Work (Limited Services)

Summit Design and Engineering Services, PLLC

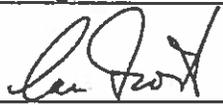
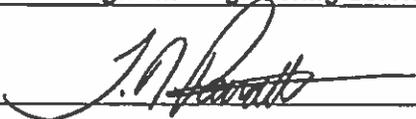
Federal Tax ID 30-0236228

(Consultant/Firm Name and Federal Tax Id)

EEE Consulting, Inc.

Federal Tax ID 54-1904064

(Subconsultant/Firm Name and Federal Tax Id)

<i>SERVICE / ITEM DESCRIPTION</i>		<i>Anticipated Utilization</i>
Categorical Exclusion/Environmental Assessments/Findings of no significant impacts/Environmental Impact Statements (00032/00063/00066); Threatened and Endangered Species Survey and Studies (00243); Wetland, Stream, and Buffer Permitting (00287)		15%
TOTAL UTILIZATION:		15%
SUBMITTED BY: SUBCONSULTANT: EEE Consulting, Inc.	RECOMMENDED BY: CONSULTANT: Summit Design and Engineering Services, PLLC	
		
*BY: Ian Frost, AICP, CEP, LEED® AP	*BY: T. N. Parrott, PE	
TITLE: President	TITLE: Associate Vice President	
SPSF Status: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		

"SUBCONCONSULTANT" (FORM RS-2)

RACE AND GENDER NEUTRAL

Instructions for completing the Form RS-2:

1. Complete a Subconsultant Form RS-2 for each Subconsultant firm to be utilized by your firm.
2. Insert TIP Number and /or Type of Work (Limited Services)
3. Complete the Consultant/Firm name and Federal Tax ID Number for the primary firm information.
4. Complete the Subconsultant/Sub Firm name and Federal Tax ID Number for the sub firm information.
5. Enter Service/Item Description – describe work to be performed by the Sub Firm
6. Enter Anticipated Utilization – Insert dollar value or percent of work to the Subconsultant/Sub Firm
7. *Signatures of both DBE Subconsultant and Prime Consultant are required on each RS-2 Form to be submitted with the Letter of Interest (LOI) to be considered for selection
8. Complete "SPSF Status" section – Subconsultant shall check the appropriate box regarding SPSF Status, check Yes if SPSF or No if not SPSF

In the event the firm has no Subconsultant, it is required that this be indicated on the Subconsultant Form RS-2 form by entering the word "None" or the number "ZERO" and signing the form.

**NORTH CAROLINA DEPARTMENT OF TRANSPORTATION
SUBCONSULTANT**

**TO BE USED WITH PROFESSIONAL SERVICES CONTRACT ONLY
RACE AND GENDER NEUTRAL**

Village of Clemmons – Highway 158 Sidewalk/Yadkin River Greenway Project (TIP U-4741 PE
STPDA-0926(8))

TIP No. and/or Type of Work (Limited Services)

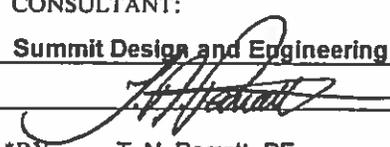
Summit Design and Engineering Services, PLLC

Federal Tax ID 30-0236228

(Consultant/Firm Name and Federal Tax Id)

Telecommunications & Industrial Consulting Services Corp (TELICS) Federal Tax ID 56-1301636

(Subconsultant/Firm Name and Federal Tax Id)

SERVICE / ITEM DESCRIPTION		Anticipated Utilization
Right of Way Appraisals (00192), Right of Way Negotiations (00194), Utility Coordination (00270)		5%
TOTAL UTILIZATION:		5%
SUBMITTED BY: SUBCONSULTANT: TELICS	RECOMMENDED BY: CONSULTANT: Summit Design and Engineering Svc, PLLC	
<i>J. Taylor Keith</i>		
*BY: J. Taylor Keith, R/W-RAC		
TITLE: Senior Manager	*BY: T. N. Parrott, PE	
	TITLE: Associate Vice President	
SPSF Status: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		

"SUBCONCONSULTANT" (FORM RS-2)

RACE AND GENDER NEUTRAL

Instructions for completing the Form RS-2:

1. Complete a Subconsultant Form RS-2 for each Subconsultant firm to be utilized by your firm.
2. Insert TIP Number and /or Type of Work (Limited Services)
3. Complete the Consultant/Firm name and Federal Tax ID Number for the primary firm information.
4. Complete the Subconsultant/Sub Firm name and Federal Tax ID Number for the sub firm information.
5. Enter Service/Item Description – describe work to be performed by the Sub Firm
6. Enter Anticipated Utilization – Insert dollar value or percent of work to the Subconsultant/Sub Firm
7. *Signatures of both DBE Subconsultant and Prime Consultant are required on each RS-2 Form to be submitted with the Letter of Interest (LOI) to be considered for selection
8. Complete "SPSF Status" section – Subconsultant shall check the appropriate box regarding SPSF Status, check Yes if SPSF or No if not SPSF

In the event the firm has no Subconsultant, it is required that this be indicated on the Subconsultant Form RS-2 form by entering the word "None" or the number "ZERO" and signing the form.



EXHIBIT D

PRESS RELEASE

FOR IMMEDIATE RELEASE

March 23, 2015

Contact: Shannon Ford
Marketing/Communications Director
(336) 766-7511
sford@clemmons.org

Annual Operation Medicine Drop Leads To Safe Disposal of Almost 200 Pounds of Pills

Clemmons, North Carolina – The Annual Medicine Drop held on March 16th, 2015 brought out 277 citizens disposing of 198.57 pounds of pills. The event, sponsored by the Forsyth County Sheriff's Office, was held at the Clemmons Fire Department Station 14.

According to Sergeant Sayers, "We provide this annual event to protect our kids, as well as our waterways from the dangers of leftover prescription drugs." Drugs are often unsafely stored at home, leading to unintentional poisoning. When pills are flushed or disposed of improperly, waterways are negatively impacted. Sewage systems cannot remove these medicines from water that is released into our lakes and rivers. Fish and other aquatic animals have shown adverse effects from medicines in the water.

Unfortunately, liquid medications were not accepted this year due to complications with the incineration process. The Forsyth Creek Week committee is researching an alternative source for the collection of liquids. If you did not have a chance to attend this event, the permanent Medicine Drop Box in Forsyth County for pill disposal is located at the Kernersville Police Department, 134 E. Mountain Street.

###



MEDIA ADVISORY

FOR IMMEDIATE RELEASE

March 19, 2015

Contact: Darryl Carr
Sr. Director, Corporate Communications
(336) 726-8996
dcarr@krispykreme.com

Krispy Kreme Hosts Groundbreaking Ceremony For New Shop In Clemmons, N.C.

- What:** The local community is invited to celebrate the groundbreaking of the area's newest Krispy Kreme shop in Clemmons, N.C. Local dignitaries, celebrities and Krispy Kreme executives will be on hand to celebrate the event, which includes free Krispy Kreme doughnuts and coffee.
- When:** Monday, March 23 at 10 a.m.
- Where:** 2442 Lewisville Clemmons Road, Clemmons, N.C.
- Who:** Clemmons Mayor Nick Nelson; Marketing/Communications Director Village of Clemmons Shannon Ford; NASCAR driver Gray Gaulding; Krispy Kreme President and CEO Tony Thompson; Krispy Kreme Senior Vice President of U.S. Franchises and Company Stores Cindy Bay; and other Krispy Kreme executives.

###

About Krispy Kreme

Krispy Kreme is an international retailer of premium-quality sweet treats, including its signature Original Glazed® doughnut. Headquartered in Winston-Salem, N.C., the Company has offered the highest-quality doughnuts and great-tasting coffee since it was founded in 1937. Krispy Kreme is proud of its Fundraising program, which for decades has helped non-profit organizations raise millions of dollars in needed funds. Today, Krispy Kreme can be found in over 1000 locations in more than 20 countries around the world. Krispy Kreme is listed on the New York Stock Exchange (NYSE: KKD). Visit us at www.KrispyKreme.com.

Advertisement for Employment:

Title: Village Manager

Description: VILLAGE MANAGER – Village of Clemmons, NC, population 19,158, located west of Winston-Salem on I-40 with an operating budget of \$5 million and approximately 20 full time employees including planning, stormwater and public works. Manager serves as chief executive and is directly responsible to Mayor and five (5) Council Members which are elected to two (2) year staggered over four (4) year terms. Must have the ability to communicate effectively with citizens and other government personnel. A bachelor's degree in public administration or business administration and five (5) or more years of experience in municipal government as a City Manager or ten (10) years of senior management in a medium or large city with progressively responsible local government experience is preferred. Master of Public Administration (MPA) or a Master of Business Administration (MBA), or equivalent combination of training and experience is desired. Familiarity with NC municipal management and ICMA credentialing are a plus. Manager must establish residency in the Village within twelve (12) months of employment. Salary range is \$70,000 -\$104,000 DOE. Benefits include paid health, dental, life and long term disability insurance and enrollment in NC State retirement. Please visit the Village of Clemmons website at www.clemmons.org for an application or you may pick one up at Village Hall located at 3715 Clemmons Road, Clemmons, NC. Submit resume with cover letter and Village application to Interim Manager Larry Kirby, Village of Clemmons, 4182 Clemmons Road #297, Clemmons, NC 27012. Application will be treated as confidential. The Village of Clemmons is an Equal Opportunity Employer.

Employer: Village of Clemmons

Expires: May 4, 2015



VILLAGE OF CLEMMONS
APPLICATION FORM
FOR FUNDING REQUESTS FROM
TOURISM AND/ OR OCCUPANCY TAX

CONTACT INFORMATION

Organization Name: Ryan Wood Memorial Amphitheater / Troop 749
 Address: ~~135 Hester~~ Bingham Ave Old Hickory
 City: Clemmons State: NC Zip: ~~27012~~ 2792
 Phone: 336-416-7715 Fax: 336 718-7757 Email: djgardner@noventhea.org

Requestor: DEUG GARDNER Title: MD
 Address: 3535 Fraternity Church Rd
 City: Winston-Salem State: NC Zip: 27127
 Phone: 336-765-2342 Fax: 336 718-7757 Email: djgardner@noventhea.org

Brief (100 words or less) Narrative Description of services to be provided with Village funds:

We are requesting an additional \$4000.00 from the Village for improvements upon the Ryan Wood Memorial Amphitheater. We requested funds earlier in the last fiscal year. The scope and size of the Project has grown and in order to irrigate landscaping, and to make the venue more usable for a variety of large scale purposes - concerts, theater events, - we would like to have irrigation and adequate electrical capabilities. The money would also be used to place sod to make the amphitheater more immediately usable.

We have a Grant for \$1400 to pay for landscaping, but it requires irrigation be present. We cannot access that money till irrigation is in place.

We have plans already in place to have Electrical and Irrigation provided, just needs funds to do them. We have had our plans on hold till we knew whether Mr. Brayhills library plans are approved as its passage would require relocation of our site.

VILLAGE OF CLEMMONS
APPLICATION FORM
TOURISM AND/ OR OCCUPANCY TAX
(CONTINUED)

Requested Amount of Funding: \$4000.⁰⁰

Fiscal Year of Funding: 2015

Village of Clemmons fiscal year is July 1st to June 30th.

Federal Tax Identification Number: _____

Check all that applies

Incorporated: _____ Non-profit:

Does your organization have an annual audit by a CPA? Yes _____ No

Please review the funding requirements on page 3 and provide applicable items.

How will this promote travel, tourism, cultural, recreation or economic development in Clemmons? For example number of participates, possible hotel rooms or other helpful information.

See earlier application.

I am quite confident this site will be used in many ways in large scale, by a variety of residents - individuals, corporations, organizations, the School system, and likely even the Village of Clemmons for events. All uses will be for cultural recreational economic events that will make the Village more attractive.

JAMES GARDNER / DOUG GARDNER

Requestor

3/9/15

Date

**VILLAGE OF CLEMMONS
FUNDING REQUIREMENTS
TOURISM AND OR OCCUPANCY TAX**

1. An Application must be submitted to the Village of Clemmons
2. The program to be funded must be clearly described to the Village of Clemmons
3. The Village prefers the requestor be an incorporated non-profit organization.
4. Funds requested and approved must be expended in one fiscal year.
5. Funding for organizations will be awarded on an annual basis based upon availability and budgetary considerations.
6. The requestor must provide to the Village Finance Officer an detailed budget of the event that funds are be requested to fund or subsidize.
7. If the requesting agency conducts a financial audit, the Village requires a copy of the audit report and the auditors management letter (if any) within 90 days following the end of the agency's fiscal year.
8. The Village, at its discretion, *may require an independent audit* or examination of any agency's financial records by the Village's Finance Officer before approval of funding.
9. All records supporting the disbursement of funds must be retained for a period of three years.
10. No disbursement will be made without supporting documentation.
11. Additional requirements may be imposed by the Council.

The application may be emailed to astroud@clemmons.org, mailed to PO Box 1710, Clemmons, NC 27012, or faxed to 336-766-7536.