

Agenda Item Summary Sheet



Meeting Date: August 20, 2019	Agenda Item Number: 5b
Submitted By: Pam Justice	
Attachments: Tax Releases	

Topic: Tax Releases

Requested/Recommended Action & Motion: Approve

Summary Explanation & Background:

Town Priority/Goal (Strategic Plan):

Direct Financial Impact: Reduce expected revenue

Indirect Financial Impact:

Funds Included in Current Budget:

**TOWN OF TRYON
BOARD OF COMMISSIONERS
AUGUST 20, 2019
TRYON TOWN HALL MCCOWN ROOM
6:00 P.M. WORK SESSION**

1. Call to Order-Mayor Peoples
2. Discussion
3. Adjourn

**TOWN OF TRYON
BOARD OF COMMISSIONERS
PROPOSED AGENDA
AUGUST 20, 2019
TRYON TOWN HALL MCCOWN ROOM
7:00 P.M.**

All items are for discussion and possible action

1. Call to Order-Mayor Peoples
2. Invocation
3. Pledge of Allegiance
4. Agenda Adoption-Mayor Peoples
5. Consent Agenda Adoption-Mayor Peoples
 - a. Board of Commissioners Minutes
 - b. Tax Releases
6. Appointment(s) to Tryon Tourism Development Authority-Ollis
7. Appointment(s) to ABC Board-Ollis
8. Resolution Electronic Public Auction T5-J6-Ollis
9. Erskine Bridge discussion-Ollis
10. Golf Cart Ordinance Discussion-Ollis
11. RFQ for Lake Lanier Dam Inspections-Ollis
12. Software Update Discussion-Ollis
13. Budget Amendment No. 1-Ollis
14. Hogback Mountain Road Paving-Ollis
15. Minimum Housing Update-Ollis/Daniels
16. 150th Founders Day Anniversary Celebration-Ollis/Calhoun
17. TDDA Update -Ollis
18. Town Manager's Report, Town Project Prioritization, and Citizen Input-Ollis
19. Council/Mayor Report
20. Citizen Comments & Responses
21. Adjourn

TAX RELEASES				
AUGUST 2019				
RECEIPT #	YEAR	NAME	AMOUNT	REASON
127	2009	DD BRADLEY	\$ 225.07	EXCEEDS STATUTE OF LIMITATION
1516	2009	CHINA DYNASTY	\$ 7.59	EXCEEDS STATUTE OF LIMITATION
1547	2009	DFS EQUIPMENT HOLDINGS	\$ 10.10	EXCEEDS STATUTE OF LIMITATION
704	2009	RW EARLY	\$ 80.03	EXCEEDS STATUTE OF LIMITATION
705	2009	RW EARLY	\$ 66.21	EXCEEDS STATUTE OF LIMITATION
1519	2009	EL CHILI ROJO	\$ 330.22	EXCEEDS STATUTE OF LIMITATION
1520	2009	EL CHILI ROJO	\$ 290.33	EXCEEDS STATUTE OF LIMITATION
1521	2009	EL CHILI ROJO	\$ 70.48	EXCEEDS STATUTE OF LIMITATION
1522	2009	EL CHILI ROJO	\$ 11.67	EXCEEDS STATUTE OF LIMITATION
1413	2009	ELECTRONIC DATA SYSTEMS	\$ 10.82	EXCEEDS STATUTE OF LIMITATION
1404	2009	ELMO'S BAR & GRILL	\$ 12.79	EXCEEDS STATUTE OF LIMITATION
1405	2009	ELMO'S BAR & GRILL	\$ 9.92	EXCEEDS STATUTE OF LIMITATION
702	2009	FRINK, ARCHIE	\$ 38.22	EXCEEDS STATUTE OF LIMITATION
1081	2009	HANNON, ROBERT	\$ 11.67	EXCEEDS STATUTE OF LIMITATION
231	2009	HENDERSON, NANNIE	\$ 115.12	EXCEEDS STATUTE OF LIMITATION
909	2009	HILL, DAVID	\$ 154.69	EXCEEDS STATUTE OF LIMITATION
827	2009	ISODORA'S CLOSET	\$ 42.98	EXCEEDS STATUTE OF LIMITATION
828	2009	ISADORA'S CLOSET	\$ 169.51	EXCEEDS STATUTE OF LIMITATION
829	2009	ISADORA'S CLOSET	\$ 17.33	EXCEEDS STATUTE OF LIMITATION
706	2009	JOHNSON, ROMNEY	\$ 9.89	EXCEEDS STATUTE OF LIMITATION
254	2009	KING, WILL	\$ 54.37	EXCEEDS STATUTE OF LIMITATION
1850	2009	LITTLE CEDAR MOUNTAIN	\$ 119.95	EXCEEDS STATUTE OF LIMITATION
283	2009	MASSEY, SUSIE	\$ 320.71	EXCEEDS STATUTE OF LIMITATION
290	2009	MCCARROLL, MILDRED	\$ 216.29	EXCEEDS STATUTE OF LIMITATION
1796	2009	PINNACLE MANAGEMENT	\$ 9.74	EXCEEDS STATUTE OF LIMITATION
1794	2009	ROGERS, JAOHN	\$ 59.40	EXCEEDS STATUTE OF LIMITATION
1738	2009	RTS TAXI	\$ 12.63	EXCEEDS STATUTE OF LIMITATION
1739	2009	RTS TAXI	\$ 11.06	EXCEEDS STATUTE OF LIMITATION
1740	2009	RTS TAXI	\$ 11.67	EXCEEDS STATUTE OF LIMITATION
1793	2009	SHERRILL, MICHAEL	\$ 18.02	EXCEEDS STATUTE OF LIMITATION
1240	2009	SIMPLY SIMONS SWEETS	\$ 298.00	EXCEEDS STATUTE OF LIMITATION
1241	2009	SIMPLY SIMONS SWEETS	\$ 10.28	EXCEEDS STATUTE OF LIMITATION
1242	2009	SIMPLY SIMONS SWEETS	\$ 11.76	EXCEEDS STATUTE OF LIMITATION
1667	2009	STORIES, MUSIC AND	\$ 9.22	EXCEEDS STATUTE OF LIMITATION
839	2009	VERNON, OTIS	\$ 635.07	EXCEEDS STATUTE OF LIMITATION
377	2009	WADDELL, VIOLA	\$ 198.12	EXCEEDS STATUTE OF LIMITATION
387	2009	WHITE LEROY	\$ 112.67	EXCEEDS STATUTE OF LIMITATION
393	2009	WHITE, WITNEY	\$ 75.78	EXCEEDS STATUTE OF LIMITATION
1502	2009	WHITNEY ANTIQUES	\$ 11.26	EXCEEDS STATUTE OF LIMITATION
400	2009	WILLIAMS, ELLA	\$ 109.73	EXCEEDS STATUTE OF LIMITATION
1816	2009	WINDSTREAM NORTH	\$ 17.98	EXCEEDS STATUTE OF LIMITATION
406	2009	WOOD, RL	\$ 108.55	EXCEEDS STATUTE OF LIMITATION
827	2019	MELROSE INN	\$ 79.14	BUILDING BURNED 2018
		TOTAL	\$ 4,196.04	



Agenda Item Summary Sheet

Town of Tryon Board of Commissioners

Meeting Date: August 20, 2019

Agenda Item Number: 6

Topic: Tryon Tourism Development Authority Appointments

Requested/Recommended Action & Motion:

Appoint a member of the Board of Commissioners for one-year term from July 1, 2019 through June 30, 2020 as Board of Commissioners Representative to the Tryon Tourism Development Authority. Position currently held by Commissioner Bill Crowell and reappoint Michaila Cowles for a two year term from July 1, 2019 to June 30, 2021.

Summary Explanation & Background:

The Tryon Board of Commissioners approved, at its regularly scheduled meeting August 15, 2006, a resolution creating the Tryon Tourism Development Authority and initiating the levy of occupancy tax. The Resolution, as amended May 20, 2014, specifies that the Authority shall consist of six members, each appointed by the Town's Board of Commissioners. **One member shall be a member of the Board of Commissioners (1-year term)**; two of the members shall be from businesses that collect the occupancy tax (2-year terms, alternating year appointments); plus two additional members (2-year terms, alternating year appointments).

Current Authority Members

Current Terms

Bill Crowell (Town Commissioner)

July 1, 2018-June 30, 2019

Michaila Cowles (Owner Huckleberry's Restaurant)

July 1, 2017-June 30, 2019

Mary Parker (Owner - Greenlife at Mimosa Inn)

January 16, 2018-June 30, 2020

Robert Lange (Occupancy Tax Collector)

April 16, 2019-June 30, 2021

Vacant seat

July 1, 2018-June 30, 2020

Vacant seat

July 1, 2017-June 30, 2019

Town Priority/Goal (Strategic Plan): Goal 2: The Town of Tryon will take the lead in retaining existing businesses, recruiting new businesses and promoting the area as a premier tourist destination, while maintaining the small town character of the community.

Direct Financial Impact: None

Indirect Financial Impact: Not Available

Funds Included in Current Budget: Not Applicable

Attachments: None

Submitted By: Meg Rogers, Secretary to the Tryon Tourism Development Authority



Agenda Item Summary Sheet

Town of Tryon Board of Commissioners

Meeting Date: August 20, 2019

Agenda Item Number: 7

Topic: Tryon ABC Appointments

Requested/Recommended Action & Motion: Approve/Deny Applicant for ABC Board

Summary Explanation & Background:

The ABC Board currently only has 2 members. This appointment would give them a full board of three.

Town Priority/Goal (Strategic Plan): Goal 2:

Direct Financial Impact: None

Indirect Financial Impact: Not Available

Funds Included in Current Budget: Not Applicable

Attachments: None

Submitted By: Zach Ollis

TOWN OF TRYON
APPLICATION FOR VOLUNTEER BOARD
PERSONAL HISTORY FORM

NAME JEFFREY CLOSE HOME ADDRESS 200 COACHMAN LANE

BOARD(S) YOU ARE APPLYING FOR:

- ABC, Board of Planning & Adjustment, Cemetery,
 Depot Master Plan, Downtown Finance Construction, Eastside
Citizens Advisory, Fire Commission, Harmon Field Board of
Supervisors, Historic Preservation Commission, Park,
 Public Works, Rail Corridor Committee, Tourism Authority,
 Town Hall Restoration

BUSINESS ADDRESS N/A

PHONE (WORK) _____ (HOME) 828 859-0199

(CELL) 828 817 846 E-MAIL Jeffclose@mac.com

MARITAL STATUS M NAME OF SPOUSE PIPER

DO YOU LIVE WITHIN THE CORPORATE LIMITS OF TRYON? YES NO

HOW LONG HAVE YOU BEEN A RESIDENT OF TRYON? 1 YEARS

NAME AND LOCATION OF HIGH SCHOOL ATTENDED:
ROOSEVELT HS - FRESNO, CA

COLLEGE: UNIV CAL, LOS ANGELES TYPE DEGREE: BS

PRESENTLY EMPLOYED BY: RETIRED

JOB TITLE: EXECUTIVE VICE PRESIDENT, DESERT HEALTHCARE FOUNDATION

CURRENT MEMBERSHIP IN ORGANIZATIONS AND OFFICES HELD:
TRYON RIDING & HUNT CLUB; TRYON HOUNDS

PAST MEMBERSHIP IN ORGANIZATIONS AND OFFICES HELD:

PREVIOUS SERVICE ON ANY CITY BOARD/COMMISSION: NONE
IF SO, WHICH: _____ WHEN: _____

DO YOU ANTICIPATE A CONFLICT OF INTEREST BY SERVING AS A
MEMBER OF A BOARD/COMMISSION? NO
IF YES, EXPLAIN _____

STATE REASONS WHY YOU FEEL QUALIFIED FOR THIS
APPOINTMENT(S)(OPTIONAL)(Use back or additional sheet if more space needed.)
BUSINESS EXPERIENCE, PHILANTHROPIC EXPERIENCE
looking for opportunity to become involved in
Community Affairs.

**APPLICATION FOR
APPOINTMENTS TO BOARDS, COMMITTEES, COMMISSIONS**

Page 2 of 2

(Historic Preservation Commission candidates only) **ARE YOU EMPLOYED IN ANY OF THE DISCIPLINES OF ARCHITECTURE, HISTORY, ARCHITECTURAL HISTORY, PLANNING, ARCHEOLOGY OR RELATED PROFESSIONS?** YES NO **IF YES, EXPLAIN.**

NOTE: This information along with other material may be used by the City Council in making appointments to Boards and Commissions and in the event you are appointed, it may be used as a basis for news release to identify you to the community.

Signature  Date 29 May 2019

Please submit completed form to:

**Town of Tryon
301 North Trade Street
Tryon, NC 28782**

Attention: Town Clerk

Agenda Item Summary Sheet



Meeting Date: 8/20/2019

Agenda Item Number: 8

Submitted By: Zach Ollis

Attachments: Resolution Authorizing Electronic Auction

Topic: Resolution Authorizing Electronic Auction for Parcel ID T4-B11

Requested/Recommended Action & Motion: Please vote to approve/deny Resolution

Summary Explanation & Background:

ELECTRONIC AUCTION

THE Town of Tryon will hold an electronic auction for the following surplus properties:

- 1- Real Estate- Vacant Lot Located on Livingston St, Tryon, North Carolina 28782
Parcel ID T4-B11, Zoned R-4, Estimated Acreage (Not Surveyed) is .17 acres
(Not Guaranteed), starting bid at \$4915.55

Bidding will begin October 8, 2019 at 8:00 a.m. and end November 8, 2019 at 4:00 pm. Website address to view properties is polknc.org and to bid on said properties is GovDeals.com. A minimum will be set for each parcel. All bidders will be required to prequalify by posting a deposit with GovDeals.com prior to bidding. The right is reserved to delete or "NO SALE" any item(s). Terms of payment: Certified or cashier check. All items are to be removed on November 8, 2019 @ 4:00 p.m. Any questions regarding this sale, contact: Pam Justice, Town of Tryon Tax Collector, 828-859-6654 or e-mail pbj@tryon-nc.com.

This notice of sale is in accordance with North Carolina General Statute 106A-270(a).

Town Priority/Goal (Strategic Plan):

Direct Financial Impact:

Indirect Financial Impact:

Funds Included in Current Budget:

**RESOLUTION AUTHORIZING SALE OF REAL PROPERTY BY ELECTRONIC PUBLIC AUCTION
PURSUANT TO G.S. 160A-270**

Whereas, G.S. 160A-270 authorizes the Town of Tryon Council to sell real property at public auction, including electronic public auction, upon adoption of a resolution authorizing the Town of Tryon Tax Collector to dispose of the property at public auction subject to Council's acceptance of the highest bid:

Whereas, the City Manager has recommended that the property listed below should be sold at public auction as surplus property:

Real Estate – Vacant Lot located on Livingston Street, Tryon, North Carolina, 28782
Parcel ID T4-B11, Zoned R-4 Estimated Acreage (Not Surveyed) is .17 acres.

Now, therefore, be it resolved, by the Tryon Town Council:

1. The Town Manager or his designee is authorized to sell by electronic auction at www.govdeals.com, beginning on October 8, 2019 and ending on November 8, 2019, the surplus property described above
2. The terms of the sale shall be net cash (include any other terms of sale required by council, such as transfer of title by a date certain, transfer of title in fee simple, etc.)
3. The Town Manager or his designee is directed to have published a notice of the sale at least once and not less than 30 days before the date on which bidding opens. The notice shall contain a general description of the land sufficient to identify it, the terms of the sale, and a reference to this authorizing resolution as required by G.S. 160A-270(a)

Adopted on this _____ day of _____, 20__

Agenda Item Summary Sheet



Meeting Date: 8/20/2019	Agenda Item Number: 10
Submitted By: Zach Ollis	
Attachments: Golf Cart Ordinance	

Topic: Golf Cart Ordinance Discussion

Requested/Recommended Action & Motion: Please vote to approve/deny

Summary Explanation & Background: Jeff Arrowood is asking that the board consider revising our golf cart ordinance. This would free up some of the confusion found amongst our current ordinances.

Town Priority/Goal (Strategic Plan):

Direct Financial Impact:

Indirect Financial Impact:

Funds Included in Current Budget:

**ORDINANCE REGULATING USE OF GOLF CARTS
IN THE TOWN OF TRYON**

WHEREAS, pursuant to N.C. Gen. Stat. § 160A-300.6, the Town of Tryon is authorized, by ordinance, to require the registration of and regulate the operation of golf carts upon any public street or road within the Town; and

WHEREAS, the Board of Commissioners has received requests from some citizens to be able to operate golf carts on streets within the Town and finds that it is in the best interest of the citizens of the Town that regulations should be put in place to protect the health and safety of golf cart occupants, other drivers and pedestrians;

NOW, THEREFORE, BE IT ORDAINED by the Board of Commissioners of the Town of Tryon, North Carolina, that:

1. The following golf cart ordinance is added to the Code of Tryon as § 71.23:

§ 71.23 OPERATION OF GOLF CARTS ON PUBLIC STREETS

(A) **DEFINITIONS:** The following words, terms and phrases, when used in this Section, shall have the meanings ascribed to them in this Subsection, except where the context clearly indicates a different meaning:

(1) *Golf cart* means a vehicle designed and manufactured for operation on a golf course for sporting or recreational purposes and that is not capable of exceeding speeds of 20 miles per hour.

(2) *Operate* means to drive, or be in physical control of, a golf cart that is moving or has its motor on.

(B) OPERATION ON PUBLIC STREETS AND ROADS.

It is unlawful to operate a golf cart on a public street or road within the Town unless the operator has obtained the permit required under Subsection (D), below, and the following requirements are met:

(1) The golf cart may only be operated on streets and roads that meet the requirements of Section (C), below.

(2) No person may operate a golf cart unless that person is at least 18 years of age and is licensed to drive upon the streets and highways of North Carolina and then, only in accordance with such driver's license.

(3) Only the number of people the golf cart is designed to seat may ride on a golf cart. Passengers shall not be carried on the part of a golf cart designed to carry golf bags. No person may stand on a golf cart while it is in operation.

(4) No golf cart may be operated at a speed greater than is reasonable and prudent for the existing conditions, and in no instance at a speed greater than 20 miles per hour.

(5) No golf cart may be operated in a careless or reckless manner.

(6) Golf carts must be operated to the extreme right of the roadway and must yield to all vehicular and pedestrian traffic.

(7) Golf carts may be operated only during daylight hours, unless equipped with front and rear operating lights meeting the requirements of state motor vehicle law.

(8) Golf carts must be operated in accordance with all applicable state and local laws and ordinances, including all laws, regulations and ordinances pertaining to the possession and use of alcoholic beverages.

(9) Golf carts must have the basic equipment supplied by the manufacturer, including a vehicle identification number. Such equipment must include all safety devices as installed by said manufacturer and as required by state motor vehicle law. At a minimum, and subject to the foregoing requirements of this subsection (B)(9), all golf carts must be equipped with at least the following safety equipment:

- (a) Rear view mirror;
- (b) Lap belts and child restraints. These must be used while the vehicle is in motion; and
- (c) A reflective "Slow Moving Vehicle" sign affixed to the rear of the golf cart.

(C) STREETS AND ROADS APPROVED FOR USE.

(1) Golf carts authorized for use under the provisions of this Ordinance may be operated in the Town on public streets and roads having a speed limit of 35 miles per hour or less and only where the following requirements are met:

(a) Golf carts shall not be operated on Trade St. (Hwy 176) or on Lynn Rd. (Hwy 108) between the hours of 9:00 a.m. and 6:00 p.m., Monday through Friday, provided, however, that golf carts may cross such streets at any time at intersections in accordance with the rules of the road.

(b) Golf carts shall cross to the opposite side of streets only at intersections unless an exigent circumstance exists where the golf cart operator must take an evasive action(s).

(c) Golf carts shall not be operated on the sidewalks.

(d) Golf carts shall not be operated on or across any public or private properties without the permission of the property owner.

(2) During an emergency situation or at a special event, any police officer supervising or controlling traffic may direct that golf carts be operated on or upon other locations.

(3) The Chief of Police, or the Chief's designee, may prohibit the operation of golf carts on any street or road if the Chief determines that the prohibition is necessary in the interest of safety.

(D) PERMIT REQUIRED.

(1) No golf cart may be driven on a public street or road within the Town without a permit and sticker being acquired from Town Hall and the sticker attached to said golf cart in a conspicuous place. Permits and stickers will be issued annually and shall be valid for one (1) year from the date of issue. Fees for permits/stickers shall be as established by the Board of Commissioners of the Town from time to time and as set forth in the Town's Schedule of Fees.

(2) Town Hall staff are hereby authorized to issue a permit and sticker, one per golf cart, to all applicants who are licensed drivers at least 18 years of age. Stickers shall

be in such form as the Town Hall staff deem practicable for ease of visibility. Before a permit and sticker are issued, the applicant shall:

(a) Sign a form supplied by the Town Clerk certifying that he or she has read this Ordinance;

(b) Demonstrate proof of ownership of the golf cart;

(c) Demonstrate proof of financial responsibility by showing that the golf cart is covered by a policy of liability insurance of at least the minimum limits required by state law;

(d) Sign a completed Waiver of Liability supplied by the Town Clerk, releasing the Town of Tryon, its employees, and affiliates from all liability that may arise as a result of operating a golf cart inside the Town of Tryon. A current Waiver of Liability must be on file with the Town of Tryon, and must be renewed annually; and

(e) Have an inspection of the golf cart performed by the Chief of Police or the Chief's designee to ensure that the golf cart contains the safety equipment required under this Ordinance. Fees for inspections shall be as established by the Board of Commissioners of the Town from time to time and as set forth in the Town's Schedule of Fees.

(3) Lost or stolen Permit/Stickers are the responsibility of the owner. A police report must be filed in the event of a lost or stolen permit/sticker. The Chief of Police shall have the discretion in determining whether a permit/sticker may be re-issued in this instance. If no record can be found of a previous application, or the receipt of a permit/sticker, the Chief of Police may direct the applicant to reapply, and also resubmit any and all fees necessary, before a replacement permit/sticker is issued.

(E) ENFORCEMENT.

Civil penalties as set forth in Table IV of the Table of Special Ordinances of this Code shall be assessed for the violation of this Section, provided however, that operating a golf cart under the influence of an impairing substance (i.e., alcohol or drugs) on a public road or highway is not a violation of this Ordinance, but a violation of state law, and is punishable as provided therein. Because golf carts driven on public streets and roads are deemed "motor vehicles" under North Carolina law, operators may also be cited for moving violations and other violations of North Carolina motor vehicle law, and such violations shall not be a violation of this Ordinance but shall be punishable as provided under state law.

(F) LIABILITY DISCLAIMER.

This Ordinance is adopted to address the interest of public safety. Golf carts are not designed or manufactured to be used on the public streets, and the Town in no way advocates or endorses their operation on public streets or roads. The Town, by regulating such operation is merely trying to address obvious safety issues, and adoption of this Ordinance is not to be relied upon as a determination that operation on public streets is safe or advisable if done in accordance with this Ordinance. All persons who operate or ride upon golf carts on public streets or roads do so at their own risk and peril, and must be observant of, and attentive to the safety of themselves and others, including their passengers, other motorists, bicyclists, and pedestrians. The Town has no liability under any theory of liability and the Town assumes no liability, for permitting golf carts to be

operated on the public streets and roads under the special legislation granted by the state's legislature. Any person who operates a golf cart is responsible for procuring liability insurance sufficient to cover the risk involved in using a golf cart on the public streets and roads.

(Ord. 2013-15, passed 11-19-13)

2. The following is added to TABLE IV: SCHEDULE OF CIVIL PENALTIES of this Code:

E. Violations of Section 71.23 of the Code of Tryon: \$100.00.

Adopted this 19th day of November, 2013.

J. Alan Peoples, Mayor

Attest:

Susan B. Bell, Clerk

(SEAL)

Approved as to form:

A. Bailey Nager, Town Attorney

Mayor
J. Alan Peoples
Mayor Pro-tem
Bill Ingham
Board Members
Crys Armbrust
Chrelle Booker
Bill Crowell

Town of Tryon

Office of the Town Manager
Zach Ollis



Town Manager
Zach Ollis

Town Clerk
Susan Bell

Town Attorney
William Morgan

RFQ Release Date: Tuesday, August 20, 2019

Request for Qualifications (RFQ)

For

Lake Lanier Dam Inspections

RFQ- 2019-08-20-01

The Town of Tryon is seeking a professional engineering firm qualified in the State of South Carolina to perform services related to Dam inspections. The requirements for submitting evidence of qualifications are provided herein.

Proposals are due no later than 3:00pm on Wednesday, August 21, 2019. If your firm would like to be considered for providing the required services, please submit one (1) originally signed and three (3) copies, all bound, in addition to one (1) electronic copy in PDF format (provided on CD or flash drive), of your Statement of Qualifications (SOQ). The SOQ is to be submitted per the instructions outlined within this RFQ. Attached is a sample of a standard professional services agreement that will be presented to the selected firm. Please review prior to submitting your SOQ.

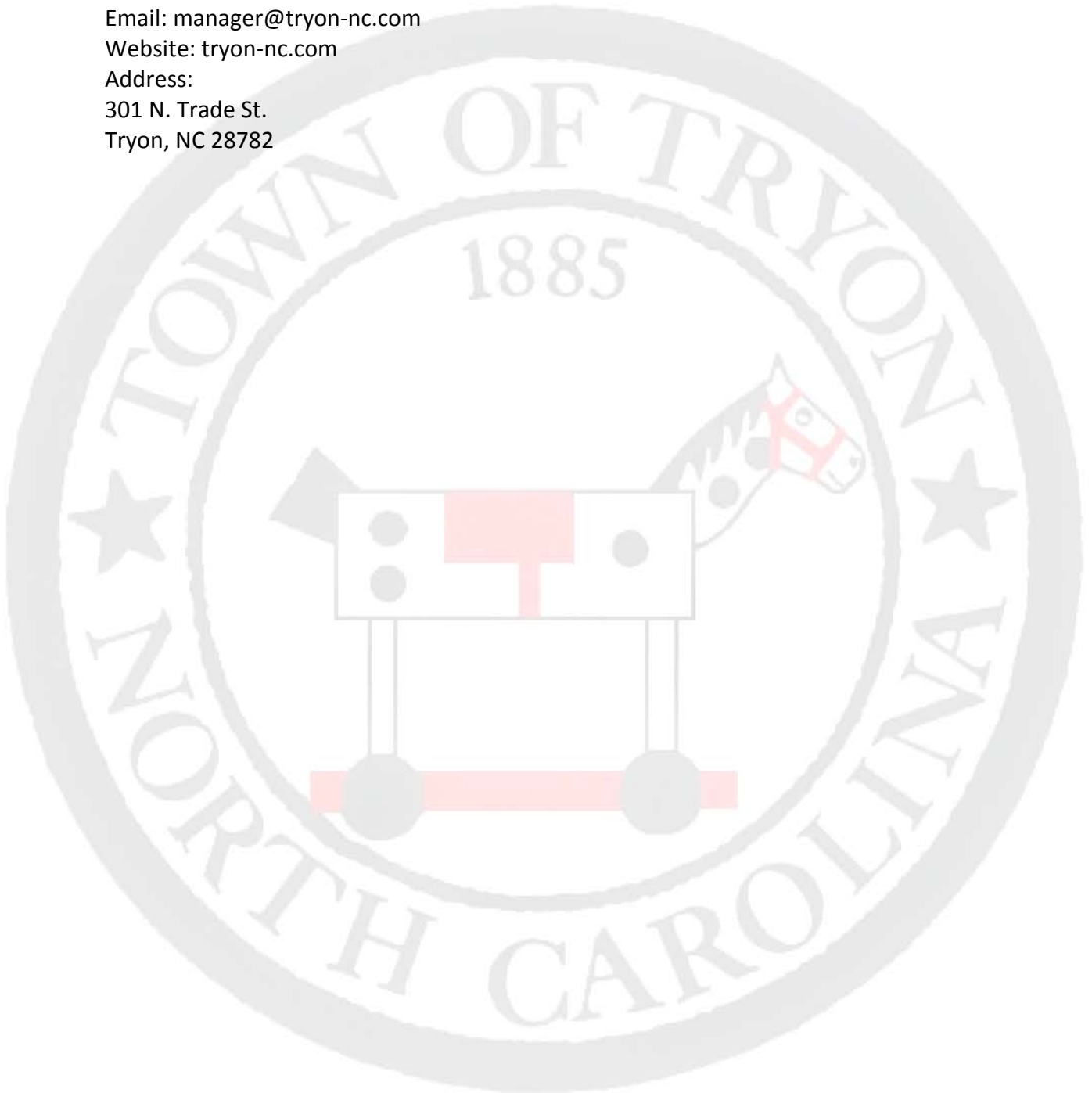
The full RFQ document, addenda, clarifications, and all other related information will be posted on The Town of Tryon website at www.tryon-nc.com. Each firm is responsible for checking the Town of Tryon Website to obtain the latest information.

The Town of Tryon appreciates your interest in providing professional services for this project.

Sincerely,

Zach Ollis
Town Manager
Tryon, NC

Zach Ollis
Town Manager
Tryon, NC
Office: 828.859.6655
Fax: 828.859.6653
Email: manager@tryon-nc.com
Website: tryon-nc.com
Address:
301 N. Trade St.
Tryon, NC 28782



Request for Qualifications (RFQ)
For
Lake Lanier Dam Inspections
RFQ- 2019-08-20-01

Description of Project

The Town of Tryon is seeking a professional engineering firm qualified in the State of South Carolina to perform services related to inspections at the Lake Lanier Dam. The State of South Carolina and the Department of Environmental and Health Control has required that the Town of Tryon submit a detail inspection no later than December 1, 2019.

This RFQ is not a request for technical proposals. It is a request for firm qualifications with an emphasis on qualifications related to technical investigation and diagnostics, license to operate in SC, and government interaction.

Firm selection will require firms capable of understanding and providing services to complete on call services and task orders including but not limited to the following:

1. Investigate and analyze the Lake Lanier Dam.
2. Perform a detailed inspection that meets the requirements set forth by DHEC.
3. Perform Hydrologic analysis and Hydraulic analysis to DHEC standards.
4. Perform subsurface geotechnical investigation to DHEC standards.
5. Define a scope and opinion of probable cost for required engineering plans and specifications for repairs based on the above investigations and analysis.
6. Prepare plans and specifications for repairs.
7. Construction Administration of installation and repairs of the plans and specifications.

The qualified engineer will provide on call services and task orders. The winning firm will only provide services and task orders for the engineering related to the Lake Lanier Dam inspection. The Town of Tryon reserves the right to release additional RFQ's as they deem appropriate for any reason for any specific project related to the Lake Lanier Dam Inspection. This RFQ does not apply to any other engineering services within the Town of Tryon nor does it bind the Town to use the selected firm for any other project within the Town of Tryon.

Schedule of Events

RFQ release 8:30 AM local time on Wednesday, August 21, 2019

Last day to submit RFQ questions 3:00 P.M. local time on Wednesday, August 28, 2019

RFQ submission deadline 3:00 PM local time on Thursday, August 29, 2019

Project Status

Once the RFQ responses are received, the Town Manager for the Town of Tryon will prepare a report and recommendation to the Board of Commissioners. The Board will then approve, amend, or reject the engineer recommendation. Once selected, the engineer will work with the

Town Manager in developing a scope of investigation and analysis services to determine how to move forward with the Lake Lanier Dam Inspection.

Statement of Qualifications (SOQ) Preparation

If your firm would like to be considered for providing the required services to the Town of Tryon, please submit one (1) originally signed and three (3) copies, all bound, in addition to one (1) electronic copy in PDF format (provided on CD or flash drive), of your SOQ. The name and address of the proposer and RFQ-2019-08-20-01, including RFQ Title, shall be placed on the outside of the package. SOQs shall be addressed and delivered to:

Town Of Tryon
ATTN: Zach Ollis, Town Manager
301 N. Trade St.
Tryon, NC 28782

SOQs may be mailed, or hand delivered to the 301 N. Trade St. Tryon, NC 28782. Proposals must be submitted in a sealed envelope or box with the following information clearly notated on the face of it:

SOQ ENCLOSED
RFQ-2019-08-20-01
Name of Firm
Address of Firm

If submitted via mail (by a third party vendor), the outside sealed SOQ envelope or box must contain the aforementioned information clearly notated on the face of it.

If hand delivered, the SOQ envelope must be handed directly to either Zach Ollis, Susan Bell, Jeff Arrowood, or Tim Daniels.

No responsibility will be attached to the Town for prematurely opening a SOQ not properly addressed or identified.

Each Firm is solely responsible for the timely delivery of their SOQ. Firms accept all risks of late delivery regardless of fault. Any SOQ received after the date and time specified, regardless of the mode of delivery, shall not be considered.

The SOQ Package should consist of the information described below. Limit your proposal to eight (8) double-sided pages (or sixteen (16) single-sided pages). Page size should be 8.5" x 11" and type size should be no smaller than 11 points for narrative sections, but may be reduced for captions, footnotes, etc. as required while still maintaining legibility. Front and back covers, dividers, and required Exhibit forms will not count toward the page limit. Promotional literature, brochures, and the cover letter will be considered as part of the page limit. Statements consisting of more than the previously stated page limit may be rejected.

Cover Letter

Cover letter should be signed by a person empowered to commit the firm to a contractual arrangement with the Town of Tryon.

Section One: Project Team

Provide an organizational chart identifying members of the team, including subconsultants who would be assigned to this project. The chart should clearly delineate roles and responsibilities of the various team members.

For proposed subconsultants, please provide the name of each firm, the office location, contact name and telephone number, and the services to be provided.

Provide brief bios for the team members listed on the organizational chart. For each team member, provide his/her length of time with the firm, relevant experience for this project, professional registrations/certifications listing applicable state(s), and location. Particular emphasis should be placed on the project manager. The continuity of the selected Firm's key personnel throughout this project is vital to the success of this project. To that end, the individual(s) proposed for this project must be able to guarantee their commitment to this project. Background information for all team members should include:

Section Two: Experience

Firms should do their best to demonstrate experience with the following emphasis:

1. Investigation and analysis of high hazard dams.
2. Experience in dealing with laws, requirements, and submittals in the State of South Carolina.
3. Experience in Hydrologic analysis and Hydraulic analysis with DHEC standards.
4. Experience in subsurface geotechnical investigation to DHEC standards.
5. Experience with management of construction administration utilizing plans and specifications.
6. Experience working with government agencies including municipal, state, and federal.

For each example project your project team has completed, provide a brief project summary, dates of design and construction completion, identify the Owner and include the name and phone number of a contact person. In addition, indicate which member(s) of your proposed project team had key roles in the projects, and what those roles were.

Proposers may list ongoing projects; however, preference may be given to proposers providing completed projects. Highlight any projects that utilized federal or state funding.

Firms shall submit experience for a minimum of three projects. Firms may include additional projects as long as the page limit is not exceeded.

Section Three: Approach

Describe the general methodology your firm uses to investigate, analyze, and diagnose high hazard dams. Provide your firm's methodology and philosophy for communication with clients.

Summarize why your firm should be selected.

Section Four: Rate Structure

Provide an hourly rate structure for team members for on call services such as scope consulting. Fee proposals will be requested for task orders once a scope for a task order is determined.

Required Forms

Please note these forms are occasionally updated. Firms need to sign and submit the forms provided in the Exhibits section of this RFQ instead of submitting previously signed forms.

Exhibit 1 – Firm Information

Exhibit 2 – E-Verify Certification

Evaluation Criteria

SOQ packages will be evaluated on the Firm's ability to meet the requirements of this RFQ. Evaluations will focus on relative strengths, weaknesses, deficiencies and risks associated with the SOQs. Factors will include the following:

- Experience with High Hazard Dams in the State of South Carolina (Critical selection criteria)
- Transparency, Honesty, and Integrity (Critical selection criteria)
- Reliability in completing projects and project deadlines on an agreed upon schedule (Critical selection criteria)
- Ability to communicate deadlines, status updates, and time sensitive information to points of contact within town and contractors. (Critical selection criteria)
- Familiarity with the town and surrounding area
- Professional personnel
- Qualifications and abilities of key individuals identified in the Qualifications Package
- References.

The Town is an Equal Opportunity Employer and encourages small, minority, and female-owned businesses to submit qualifications.

Additional Information about this RFQ

Addenda / Question and Answers; Firms may submit written questions concerning this RFQ to Zach Ollis, Town Manager via email at manager@tryon-nc.com. Questions received after the stated deadline in the Schedule of Events will not be answered. No oral statement of any person shall modify or otherwise change or affect the terms, conditions, or specifications stated in the RFQ, and changes to the RFQ, if any, shall be made in writing only and issued in the form of an Addendum to the RFQ. Addenda and clarifications will be posted on the Town of Tryon website at www.tryon-nc.com.

Selection Process

The Town of Tryon will conduct a fair and impartial evaluation of all SOQ's that are received in accordance with the provisions of this RFQ. They reserve the right to obtain clarification of any point in a firm's/team's Qualification Package or to obtain additional information. All firms/teams who submit Qualification Packages will be notified of the firm selection. Final approval of any selected firm/team is subject to the action of Tryon Board of Commissioners.

Failure to Comply with Instructions

The Town of Tryon may choose to exercise the following options for SOQ packages that fail to comply with any requirement of this RFQ:

- a) assign a low rating;
- b) deem the SOQ non-responsive and remove the SOQ from further consideration.

Modification or Withdrawal of SOQs; Firms may change or withdraw their SOQs at any time prior to the due date by providing written notice via email to Zach Ollis, Town Manager. In order to be effective, the intent of the notification must be clear and concise.

Withdrawal of a SOQ will not preclude a Proposer from subsequently submitting a new SOQ, so long as that new SOQ is properly submitted and received as required herein prior to the SOQ Due Date.

Negotiations and Modification of Contract Documents

The Town of Tryon reserves the right to conduct negotiations with the Proposer regarding any remaining issues provided that the general work scope remains the same and that the field of competition does not change as a result of changes to the requirements stated in the RFQ. The Town of Tryon will make such modifications to the Contract Documents as it may determine, in the exercise of its sole discretion, to be necessary to fully incorporate the terms of the Proposer's Statement of Qualification, or to correct any inconsistencies, ambiguities, or errors that may exist in the Contract Documents. If, Tryon determines that the highest qualified Proposer is not responsive to the negotiation process, or that the parties will be unable to reach a mutually-acceptable Contract, the Town may terminate negotiations with the Proposer. The Town of Tryon will then continue the process of negotiation with the next highest qualified Proposer until they either successfully negotiate a Contract or cancel the procurement.

Public Records

Upon receipt, each Qualifications Package becomes the property of the Town of Tryon and is considered a public record except for material that qualifies as "Trade Secret" information under North Carolina General Statute 66-152 et seq. Qualifications Packages will be reviewed by the Town of Tryon, Tryon Board of Commissioners, as well as other town staff and members of the general public who submit public record requests after a selection result has been announced to the public. To properly designate material as a trade secret under these circumstances, each firm must take the following precautions;

1. any trade secrets submitted by a firm should be submitted in a separate, sealed envelope marked "Trade Secret - Confidential and Proprietary Information - Do Not Disclose Except for the Purpose of Evaluating this Qualifications Package," and;
2. the same trade secret/confidentiality designation should be stamped on each page of the trade secret materials contained in the envelope.

In submitting a Qualifications Package, each firm agrees that the Town may reveal any trade secret materials contained in such response to all town staff and town officials involved in the selection process and to any outside consultant or other third parties who serve as selection reviewers or who are hired by the Town to assist in the selection process. Furthermore, each firm agrees to indemnify and hold harmless the Town of Tryon and each of its officers, employees, and agents from all costs, damages, and expenses incurred in connection with refusing to disclose any material that the firm has designated as a trade secret. Any firm that designates its entire Qualifications Package as a trade secret may be disqualified from the selection process.

E-Verify; As a condition for payment under this Contract, Company shall:

1. comply with the E-Verify requirements set forth in Article 2 of Chapter 64 of the North Carolina General Statutes (the "E-Verify Requirements"); and
2. cause each subcontractor under this Contract to comply with such E-Verify Requirements as well. Company will indemnify and save harmless the Town from all losses, damages, costs, expenses (including reasonable attorneys' fees), obligations, duties, fines, penalties, interest charges and other liabilities (including settlement amounts) incurred on account of any failure by Company or any subcontractor to comply with the E-Verify Requirements.

Conditions and Reservations

The Town of Tryon reserves the right to request substitutions of subconsultants. The Town reserves the right to contact any Proposer if such is deemed desirable to obtain any additional information including but not limited to experience, qualifications, abilities, equipment, facilities, and financial standing. The Town reserves the right to conduct investigations with respect to the qualifications and experience of any Proposer. The Town reserves the right to contact any firm/team to negotiate if such is deemed desirable. The Town reserves the right to reject any or all responses to the RFQ, to advertise for new RFQ responses, or to accept any RFQ response deemed to be in the best interest of the Town. The Town of Tryon reserves the right to waive technicalities and informalities.

A response to this RFQ should not be construed as a contract, nor indicate a commitment of any kind. No recommendations or conclusions from this RFQ process concerning any firm shall constitute a right (property or otherwise) under the Constitution of the United States or under the Constitution, case law or statutory law of North Carolina. No binding contract, obligation to negotiate, or any other obligation shall be created on the part of the Town unless they and a firm jointly execute a contract.

Cost of SOQ Preparation

The town of Tryon accepts no liability for the costs and expenses incurred by Proposers responding to this RFQ, in preparing responses for clarification, in attending interviews, participating in contract development sessions, or in attending meetings and presentations required for the contract approval process. Each Proposer that enters into the procurement process shall prepare the required materials and proposals at its own expense and with the

express understanding that the Proposer cannot make any claims whatsoever for reimbursement from the Town for the costs and expenses associated with the procurement process. The RFQ does not commit the Town to pay for costs incurred in the submission of a response to this RFQ or for any cost incurred prior to the execution of a final contract.

Registration with Secretary of State for North Carolina; Any Proposer wishing to be considered for the Services must be properly registered with the Office of the Secretary of State at the time of submission of the SOQ. The firm(s) selected under this RFQ will be responsible for providing all professional, technical, managerial, and administrative staff with the appropriate skills and qualifications to perform the required Services.

Communication Guidelines

Firms and their staff are prohibited from communicating with elected Town officials and Town employees regarding the RFQ or proposals from the time the RFQ has been released until all respondents have been notified and the selection results have been publicly announced. These restrictions extend to “thank you” letters, phone calls, and emails and any contact that results in the direct or indirect discussion of the RFQ and/or the Qualification Package submitted by the firm/team. Violation of this provision by the firm/team and/or its agents may lead to disqualification of the firm’s/team’s proposal from consideration.

No Lobbying; The Proposer certifies that it has not and will not pay any person or organization to influence or attempt to influence an officer or employee of the Town or the State of North Carolina in connection with obtaining a contract under this RFQ.

The Town of Tryon is an Equal Opportunity Employer and encourages small, minority, and female-owned businesses to submit qualifications.

EXHIBIT 1 FIRM INFORMATION

Project: Inspection of Lake Lanier Dam

Exhibit 1 consists of the following 2 pages and should be signed by a person empowered to commit the firm to a contractual arrangement with the Town of Tryon. The person executing Exhibit 1, on behalf of the Company, being duly sworn, solemnly swears (or affirms) the following:

He/she has fully read the RFQ document and agrees to the contents.

The information contained in this Proposal, including its forms and other documents, delivered or to be delivered to the Town, is true, accurate, and complete. This Proposal includes all information necessary to ensure that the statements therein do not in whole or in part mislead the Town as to any material facts.

Signature: _____

Printed Name: _____

Title: _____

Date: _____

PROPOSER INFORMATION

Company Legal Name: _____

SC Board of Examiners for Engineers and Surveyors License No.: _____

Mailing Address (Headquarters): _____

Mailing Address (Local Office, if different from above): _____

Person(s) to Contact Regarding Proposal (including questions and selection announcements):

Contact 1 Name: _____

Contact 1 Email: _____

Phone: _____

Signature: _____

Printed Name: _____

Title: _____

Date: _____

Contact 2 Name: _____

Contract 2 Email: _____

Phone: _____

Type of Company (check one)

- Sole Proprietor
- Partnership
- Corporation | State of Incorporation: _____
- Limited Liability Company | State of Incorporation: _____
- Joint Venture (Exhibit 1 must be completed by each joint venture company)

Name of Joint Venture: _____

Does the Company or any key individual have any conflicts of interest with this project?

- No
- Yes (If yes, please attach an additional sheet explaining.)

Does the Company or any key individual:

- A. currently have any unresolved claims, disputes, and/or litigation with the Town of Tryon?
- B. have claims, disputes, and/or litigation with the Town of Tryon resolved/settled within the past 5 years?

- No
- Yes (If yes, please attach an additional sheet explaining.)

Proposal contains confidential / proprietary / trade secret information:

- No
- Yes (If yes, pages must be clearly identified.)

Acknowledgement of Addenda:

No.: _____ Date: _____

No.: _____ Date: _____

No.: _____ Date: _____

No.: _____ Date: _____

EXHIBIT 2
E-VERIFY CERTIFICATION

Project:

Lake Lanier Dam Inspection for The Town of Tryon

This E-Verify Certification is provided to the Town of Tryon ("Town") by the company signing below ("Company") as a prerequisite to the Town considering Company for award of a Town contract (the "Contract").

1. Company understands that:

- a. E-Verify is the federal program operated by the United States Department of Homeland Security and other federal agencies to enable employers to verify the work authorization of newly hired employees pursuant to federal law, as modified from time to time.
- b. Article 2 of Chapter 64 of the North Carolina General Statutes requires employers that transact business in this state and employ 25 or more employees in this state to: (i) verify the work authorization of newly hired employees who will be performing work in North Carolina through E-Verify; and (ii) maintain records of such verification (the "E-Verify Requirements"). Section 126-7.1 of the North Carolina General Statutes requires state agencies to verify their employees' work statuses through E-Verify.
- c. North Carolina General Statute 160A-20.1(b) prohibits the Town from entering into contracts unless the contractor and all subcontractors comply with the E-Verify Requirements.

2. As a condition of being considered for the Contract, Company certifies that:

- a. If Company has 25 or more employees working in North Carolina (whether now or at any time during the term of the Contract), Company has complied and will comply with the E-Verify Requirements with respect to Company employees working in North Carolina; and
- b. Regardless of how many employees Company has working in North Carolina; Company will take appropriate steps to ensure that each subcontractor performing work on the Contract that has 25 or more employees working in North Carolina complies with the E-Verify Requirements.

3. Company acknowledges that the Town will be relying on this Certification in entering into the Contract, and that the Town may incur expenses and damages if the Town enters into the Contract with Company and Company or any subcontractor fails to comply with the E-Verify Requirements. Only in the manner and to the extent permitted by the North Carolina Tort Claims Act, N.C.G.S. § 143-291, et seq., and without waiver of its sovereign immunity, company agrees to indemnify and save the Town harmless from and against all losses, damages, costs, expenses obligations, duties, fines and penalties (collectively "Losses") arising directly or indirectly from violation of the E-Verify Requirements by Company or any of its subcontractors, including without limitation any Losses incurred as a result of the Contract being deemed void.

Name of Company

Signature of Company's Authorized Official

Date

Agenda Item Summary Sheet



Meeting Date: 8/20/2019

Agenda Item Number: 12

Submitted By: Zach Ollis

Attachments:

Topic: Software Upgrade Discussion

Requested/Recommended Action & Motion: Please vote to approve/deny

Summary Explanation & Background: Admin staff has been looking at new billing software. The current software has been in effect since July 1, 2004. Staff would like to go with Southern Software. Pam has contacted references on each of the companies and has received good references on Southern Software.

Southern Software	\$41,309.00	annual support	\$ 5,907	hosting	\$2,850
Edmunds & Associates	\$54,835.00	annual support	\$ 8,465		
Smart Fusion through Harris	\$64,595.66	annual support	\$14,025	hosting	\$3,960
Central Square	\$28,331.30	annual support	\$ 5,643	includes hosting	

Town Priority/Goal (Strategic Plan):

Direct Financial Impact: \$53,000

Indirect Financial Impact:

Funds Included in Current Budget: Funds to be transferred from Fund Balance Item 13. Budget Amendment No. 1

Agenda Item Summary Sheet



Meeting Date: 8/20/2019	Agenda Item Number: 13
Submitted By: Zach Ollis	
Attachments: Budget Amendment No. 1	

Topic: Budget Amendment No. 1

Requested/Recommended Action & Motion: Please vote to approve/deny

Summary Explanation & Background: To purchase the new software we will need to take out of fund balance.

Town Priority/Goal (Strategic Plan):

Direct Financial Impact:

Indirect Financial Impact:

Funds Included in Current Budget:

**TOWN OF TRYON
BUDGET ORDINANCE AMENDMENT NO. 1**

AN ORDINANCE AMENDING THE BUDGET OF THE TOWN OF TRYON FOR THE FISCAL YEAR 2019-2020.

WHEREAS, Article 3 of Chapter 159 of the N.C. General Statutes require local governments in North Carolina to adopt ordinances establishing an annual budget, in accordance with procedures specified in said Article 3; and

WHEREAS, the Tryon Town Council, following a public hearing as required by law approved the annual budget for the Town of Tryon for the 2019-2020 fiscal year; and

WHEREAS, the Town of Tryon is desirous to amend its FY 19/20 budget for the purchase of new software;

Revenues:			
General Fund	Fund Balance		\$53,000
Expenses:			
General Fund	10-00-4120-500		\$53,000

NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF TRYON THAT THE FOLLOWING BE HEREBY AMENDED AS FOLLOWS:

The amount is hereby appropriated for operating the Town government for the fiscal year beginning July 1, 2019 and ending June 30, 2020:

That this ordinance shall be in full force and effect upon date of amendment approval. Read, approved and adopted this the 20th day of August 2019.

J. Alan Peoples, Mayor

Attest:

Susan B. Bell, Town Clerk

(Ord. 2019-04 passed 06/18/19; Ord. Amended 08/20/19.)

Agenda Item Summary Sheet



Meeting Date: 8/20/2019	Agenda Item Number: 18
Submitted By: Zach Ollis, Town Manager	
Attachments: None	

Topic: Town Manager's Report, Town Project Prioritization, and Citizen Input

Requested/Recommended Action & Motion: No action is required of Council; however you may choose to provide direction to Staff regarding topics presented.

Summary Explanation & Background: The following will be discussed:
COMPLETED

- Remarked locates for Fiber Project
- Repaired broken sewer lines
- Performed clean out inspection on hidden house
- Performed right of way clearing on sewer right of ways
- Mowed dam, sewer plant, and water plant
- Removed all brush and debris behind fire department
- Removed dead tree limbs from rogers park
- Met with JR Newman to discuss future of dying sycamores on trade street
- Performed fire hydrant clearing and inspection on every hydrant in the system
- Continuous maintenance of cemetery
- Sprayed town right of ways for kudzu
- Brush removal
- Side mowing
- Leaf pickup
- Performed Back To School Bash at Roseland Community Center
 - Over 105 backpacks given away
 - Over 160 meals provided
 - Inflatables provided for duration of event
 - Extra schools supplies donated by owens pharmacy and nichole white
- Town crews worked to overhaul school grounds for funeral of Chief Tennant
- Fire department worked to help assist with funeral in any way possible
- Hung banners and laid flowers in honor of Tennant
- Coordinate with the TDB regarding an article for Tennant
- Repaired gutter at Harmon field screened in picnic area
- Secured contractor to fix bathrooms at Harmon Field
- Met with Duke Energy regarding fiber work downtown as well as other issues
- Met with DOT regarding easement issues on 176
- Also spoke with DOT regarding Erskine Bridge Project
- Washed Morris and continued to water plants downtown

Agenda Item Summary Sheet



- Installed new plants at Town sign on 176 coming in from Saluda
- Gathered, prepared, and provided more materials to engineer for CIP
- Sent key staff to meet with Wither Ravenel for a CIP update
- Attended CTP regional meeting
- Met with Stephen Brady to catalog property for insurance purposes
- Arch at Rogers park was pressure washed, treated with boric acid, and sealed with a sealant
- New mulch and river rock at Rogers park
- New trashcans picked up and installed throughout town
- New Our Carolina Foothills banners installed
- Met with DOT regarding Dollar general sinkhole and drain pipe
- Bank work at depot
- Secured quotes for hogback mountain road
- Spoke with engineer regarding DHEC Lak Lanier Dam inspection requirements
- Secured engineer for Safe Yield Assessment at Lake Lanier
- Drained clarifier at sewer plant in advance of repairs to drag arm and weirs
- Repaired trashtruck hydraulic pump
- Held shred day event with attendance of over 60 people
- Met with promoter of 100k Gravel Ride
- Met with JR Newman about clearing bank at Rogers Park
- Spoke with SC DNR about Lake Lanier and problems with dangers on the lake
- Coordinated taking care of TDDA needs for 4th Friday
- Inspected Dallara Project
- Inspected Pacolet River Restoration Project
- Sprayed for kudzu.
- Sidewalk inspections
- Removed debris from multiple fallen trees
- Clear overhanging brush in roadways
- Community engagement projects.
- Tourism, Public Arts Committee, Eastside, and Harmon Field Board meetings

IN TRANSITION (TOWN)

- Police Department is planning National Night Out for October
- Meet with Austin Hyder regarding water at cemetery and changes to distance
- Hand reading meters to double check for accuracy
- Reviewing strategic plan
- Leaf removal in progress
- Securing contractor for thermopaint in front of Plaza
- Still working to manage brush removal in town
- Sidewalk repairs throughout town
- Leaf removal in progress
- Speedbump replacement on Whitney
- Signage for rose garden
- Spraying around town
- Sidewalk improvements on Whitney
- Sidewalk improvements on Melrose
- More pothole maintenance
- Searching for more spots to fix on creek at E. Howard

Agenda Item Summary Sheet



- Final punch list for the Pacolet River Restoration Project is below. Provided by Joel Lenk
 - Install last two rock cross-vanes downstream of last river-right point bar
 - Chink spaces between large rocks with smaller rocks and cut excess fabric from all cross-vanes so that it is not visible
 - Plant, seed, fertilize, straw bench and bank downstream of last river-right point bar
 - Cultivate area beyond top of bank to ~50 feet from river and seed with Meadow Mix/Oats
 - Install left over container plants in locations where vegetation is sparse
 - Install live stakes between first two rows of geo-lifts and them along toe of riverbank on Harmon Field Side then on adjacent landowners sides and then on upper rows of geo-lifts if any remaining
 - Bark on bottom end of stakes should be scraped and stakes treated with rooting hormone before installation (10-12 fl/oz hormone per 5 gallon bucket)
 - Should be planted within a few hours of treating with rooting hormone and new hormone used for each batch of stakes
 - I'm concerned about the survival rates of live stakes since it has taken so long to get them installed
 - They are an important part of the planting and stabilization for the project
 - If we do not get good survival it will be necessary to plant more in the fall
 - I'm concerned about the stability of the project in a flood this fall if stakes have not grown this summer
 - Water live stakes every day at least once
 - Plant, seed, fertilize, straw and install more coir on banks of tributary upstream of foot bridge and deter traffic
 - Add boulders to bridge remnant upstream of vehicle bridge and tie to bank (discussed with Gary)
 - Create inner berm from cross-vane above vehicle bridge down to bridge with cobble in center of river (bar forming)
 - Cut back/Repair/reinforce sw pipe outlet on river-right bank immediately upstream of bridge
 - Repair sw rill on river right point bar between end of large rip rap and vane upstream of vehicle bridge
 - Create sw swale from soccer field fence to rain garden on west side of gym
 - Complete all rain gardens
 - Repair vane across from track, river right side
 - Cut/bevel stormwater pipes back to streambanks and install rock outlets/splash dissipaters
 - Discuss/delineate public access areas
 - Order stone from Green River and place at ~50 riparian zone boundary
 - Draft info for signage, have approved and install signs
 - Address opening day trout fishing concerns
 - Draft and record deed restriction for riparian area
 - Conduct as-built survey
 - Complete FEMA permitting
 - Submit final package to NC DWR
- Various street signs ordered and will be place as soon as possible
- Sign straightening as needed
- Other as needed

THANKS

Agenda Item Summary Sheet



OTHER AS NEEDED