



Town of Fairview

FAIRVIEW PARK FACILITY COMMITTEE

Agenda

May 9, 2019 @ 6:30 p.m.

Meeting will be at Fairview Park

1. Call to order
2. Public Comments
3. Business:
 - Appoint Chairman and Vice Chairman
 - Set up term limits for Committee Members
 - Review Rules of Procedure
 - Discuss future park projects
4. Approval of Previous Minutes:
 - a. April 18, 2019 --- Regular Meeting
5. Adjourn

FAIRVIEW PARK FACILITY COMMITTEE

RULES OF PROCEDURE

TOWN OF FAIRVIEW NORTH CAROLINA

ARTICLE I

Park Facility Committee

- 1-1** The official name of the Fairview Park Facility Committee hereafter referred to as the Park Facility Committee.
- 1-2** The Park Facility Committee shall be considered a "Public Body" and is subject to all rules and regulations for Public Bodies contained in North Carolina's Open Meetings Regulations.

ARTICLE II

Objective and Purpose

- 2-1** The primary objective of the Park Facility Committee is to develop and maintain current and future park facilities to benefit the people of the Town of Fairview.
- 2-2** The purposes of the Park Facility Committee are:
 - (a) To make studies of the Town and its surrounding areas for recreation purposes;
 - (b) To determine objectives to be sought in the development of the programs under study;
 - (c) To recommend to the Town Council plans for achieving these objectives;
 - (d) To develop and recommend policies, rules, administrative procedures, and other means for carrying out plans in a coordinated and efficient manner;
 - (e) To advise the Town Council concerning the use and the means for carrying out plans;
 - (f) Exercise any functions in the administration, and means for carrying out plans that the Town Council may direct;
 - (g) To keep the Town Council and the general public informed and advised as to these matters; and
 - (h) To perform any other related duties concerning Town Park area or matters that the Town Council may direct.

**ARTICLE III
Membership**

- 3-1** Members of the Park Facility Committee, a total of seven (7), shall be appointed for terms of three years as not to have more than two (2) members leaving in any one year.
- 3-2** If a vacancy shall occur on the Park Facility Committee by reason of death, resignation, change of residence, or any other cause, it shall be filled by Town Council appointment for the duration of the unexpired term.

**ARTICLE IV
Election of Officers**

- 4-1** A Chairman and Vice-Chairman shall be elected by the Park Facility Committee members.
- 4-2** The Chairman shall preside at all meetings and hearings of the Park Facility Committee, appoint all standing and temporary committees, and have the duties normally conferred on such office. The Chairman shall have the privilege of discussing all matters before the Park Facility Committee.
- 4-3** In the event of the absence of both the Chairman and Vice-Chairman from a meeting of the Park Facility Committee, the members present may elect a temporary Chairman for that meeting and proceed with the order of business.
- 4-4** The Town Clerk shall keep a record of all business transacted at Park Facility Committee meetings. The Park Facility Committee minutes shall be of public record and shall be kept on file at the Town office by the Town Clerk and available for inspection during regular business hours.

**ARTICLE V
Meetings**

- 5-1** Regular meetings of the Park Facility Committee shall be held on the first Thursday of each month at 6:30 P.M. in the Fairview Town Hall Meeting Room or Fairview Park, unless the Chairman deems elsewhere. Each member shall be notified by mail or E-mail of each regular meeting by the Town Clerk.

Whenever there is no business to come before the Park Facility Committee, or whenever so many members notify the Town Clerk or the Chairman of their inability to attend that a quorum will not be available, the Chairman may dispense with a regular meeting. In such cases, the Chairman, or other person so designated by the Chairman will endeavor to notify Park Facility Committee members of all meeting cancellations.

- 5-2** Special meetings may be called only by the Chairman, provided that at least forty-eight (48) hours notice of time of such meeting shall be given to each member by the Town Clerk and all applicable open meeting law notification requirements are met. This notice shall be sufficient unless a longer time period would be needed due to Park Facility Committee notification requirements.

- 5-3** Three (3) members of the Park Facility Committee shall constitute a quorum. A quorum shall be present before any business is transacted.
- 5-4** All regular and special meetings of the Park Facility Committee shall be open to the public. Public notice of all regular meetings shall be made by posting notification and date on the Town web site at least three (3) days prior to the meeting. The notice shall remain posted until the meeting has been concluded.
- 8-6** Any person wishing to address the Park Facility Committee will be allowed. A time limit of three minutes will be allowed, unless the Park Facility Committee wishes to presently address the subject.

ARTICLE VI Attendance

- 6-1** In order for the Park Facility Committee to carry out its duties and responsibilities, it is necessary for all members to regularly attend meetings. Any Park Facility Committee member may be removed by the Town Council for failure to attend meetings.

ARTICLE VII Order Of Business

- 7-1** The order of business at regular meetings shall be as follows:
- a) Roll Call and Determination of Quorum
 - b) Committee Reports
 - c) Old Business New Business
 - d) Approval of Previous Minutes
 - e) Adjournment

The Chairman shall have the authority to amend the order of business at any meeting.

- 7-2** Items of business at the regular meeting shall appear on the agenda. All items on the agenda shall have been presented to the Town Clerk at least ten (10) days prior to the regular meeting. Items not appearing on the agenda or submitted to the Town Clerk within ten (10) days of the regular meeting may only be considered for addition to the agenda by a unanimous vote of the Park Facility Committee members present.

ARTICLE VIII Conflict Of Interest

- 8-1** No member of the Park Facility Committee shall seek to influence a decision, participate in any action or cast a vote involving any matter that is before the Park Facility Committee which may result in a private benefit to themselves. Park Facility Committee members should excuse themselves if the circumstance arises.
- 8-2** Withdrawal from participation in any matter is necessary only in those specific cases in which a conflict arises. There shall be no attempt to exclude entire categories of considerations because

of the business or profession with which a member is associated.

**ARTICLE IX
Actions By Committee**

- 9-1** All actions of the Park Facility Committee shall have been put before the Park Facility Committee members in the form of a motion, duly seconded, and voted upon by all unexcused members present for a quorum.
- 9-2** The chairman may take part in all deliberations and vote on all issues. Only non-excused members present at the time a hearing is held and a vote is taken shall be eligible to vote.
- 9-3** It is the duty of all Park Facility Committee members present at a meeting to vote on all issues coming before the Park Facility Committee unless such member has been specifically excused from voting on an issue. Any non-excused member who abstains from voting shall be counted as having cast a "yea" vote.

**ARTICLE X
Adoption and Amendment**

- 10-1** These rules of procedure may be adopted by a majority vote of the Park Facility Committee Membership.
- 10-2** These Rules of Procedure may, within the limits allowed by law, be amended at any time by an affirmative vote of a majority of the voting members of the Park Facility Committee, provided that such amendment be presented in writing at a regular or special meeting preceding the meeting at which the vote is taken.

Adopted

Mayor

Town Clerk

FUTURE PARK PROJECTS LIST

- Kids fishing day
- Sod in front of shelter and restrooms
- Lights around pond
- Clean-up day, replace mulch
- Activities for older kids (basketball, volleyball courts)
- Driveway and rear parking
- Clearing and develop wooded area to right of drive
- Fertilize grass
- Trail around entire park
- Additional shelter
- Pickleball
- Swings around the pond (porch type)



Town of Fairview
Fairview Park Facility Committee Meeting
April 23, 2019

The following Fairview Park Facility Committee members were present: Jane Link, Penny Love, and Bill Riffle

Others present: Jerry Clontz, Councilman, Teresa Gregorius, Town Clerk

Public Comments

None

Items of Business

A. Current Projects at the Park

Jerry Clontz briefed the committee members about the current projects that have been funded and are in process at the park:

- Clearing path to rear field
- Better drainage around walking trail

B. Future Projects for the Park

Jerry Clontz and committee members listed suggestions for future projects for the park:

- Kids fishing day
- Sod in front of shelter and restrooms
- Lights around pond
- Clean-up day, replace mulch
- Activities for older kids (basketball, volleyball courts)
- Driveway and rear parking
- Clearing and develop wooded area to right of drive
- Fertilize grass
- Trail around entire park
- Additional shelter
- Pickleball
- Swings around the pond (porch type)

Mr. Clontz reported that the Council would have a budget workshop on April 23rd. The committee discussed how much to request for the park and decided on \$20,000.00.

Bill Riffle made a motion to appoint Jerry Clontz to request \$20,000.00 at the budget workshop. Jane Link seconded the motion. Committee members Link, Love and Riffle voted yes (3-0).

Bill Riffle made a motion to adjourn. Penny Love seconded the motion. Committee members Link, Love and Riffle voted yes (3-0).

Respectfully submitted,

Teresa Gregorius
Town Clerk

Approved this _____ day of _____, 2019

DRAFT