

Agenda

Town of Fairview



Agenda

Town Council Meeting

April 10, 2017

7:00 pm

(Meeting to be held at the Old Fairview School)

1. Call the meeting to order: ---Mayor Thomas

Invocation

Pledge of Allegiance

- a. Agenda Changes
- b. Approval of Agenda

2. Public Comments / Presentations:**

3. Consent Agenda:

- a) Financial and Tax Reports--- *Report Accepted as Information (including Pending Bills documentation provided at meeting)*
- b) Land Use Report---*Report Accepted as Information*
- c) CRTPO --- *No Report*
- d) Monroe/Union County Economic Development Committee Report--- *No Report*
- e) Set the Public Hearing time and date to hear public comments on the proposed 2017-2018 Budget at our regular meeting date of May 8, 2017 at 7:00 PM.
- f) Approve Council Minutes for March 13, 2017

Agenda

4. Items of Business:

Item 1: Discuss and Review the draft personnel policy for the Town

Item 2: Select a Date and Time for the 2017-2018 Budget Workshop

Item 3: Adopt new logo for website and stationery

Item 4: Park Update

5. Council Comments:

6. Adjournment

AS A COURTESY, PLEASE TURN CELL PHONES OFF WHILE MEETING IS IN PROGRESS

**** Public Comments are limited to 3 minutes**

Consent Agenda

A consent agenda is an effective means of managing the length of a meeting. It is normally made up of routine items that are not controversial in nature and upon which no further discussion is anticipated. Action on the consent agenda usually occurs early in the meeting with all items listed being approved by one motion and vote.

If any member of the governing body feels the need to discuss one or more of the items more fully, the item may be removed from the consent agenda and placed on the regular agenda.

Town of Fairview
Balance Sheet
As of March 31, 2017

	Mar 31, 17	Mar 31, 16
ASSETS		
Current Assets		
Checking/Savings		
American Community Bank	190,871.68	221,159.25
Bank of NC	0.00	957,591.69
Total Checking/Savings	190,871.68	1,178,750.94
Other Current Assets		
Accounts Receivable - State Gov	897.83	0.00
Franchise Tax Receivable	34,697.37	43,188.53
Investments		
Investments NCCMT	968.96	965.99
Total Investments	968.96	965.99
Sales Tax Receivable	4,083.70	4,001.24
Taxes receivable	2,643.45	3,601.33
Total Other Current Assets	43,291.31	51,757.09
Total Current Assets	234,162.99	1,230,508.03
Fixed Assets		
Accumulated Depreciation	-9,717.68	-7,474.08
Computer Equipment	12,643.66	12,643.66
Furniture and Equipment	1,698.00	1,698.00
Land	219,516.33	219,516.33
Land improvements	10,145.00	10,145.00
Leasehold improvements	2,500.00	2,500.00
Total Fixed Assets	236,785.31	239,028.91
Other Assets		
Park development costs	56,201.15	25,055.00
Total Other Assets	56,201.15	25,055.00
TOTAL ASSETS	527,149.45	1,494,591.94
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
Accounts Payable	8,000.00	13,715.58
Total Accounts Payable	8,000.00	13,715.58
Other Current Liabilities		
Accrued payroll	3,533.01	3,436.07
Deferred revenue - ad valorem	0.00	4,635.53
Payroll Liabilities	573.86	507.49
Total Other Current Liabilities	4,106.87	8,579.09
Total Current Liabilities	12,106.87	22,294.67
Total Liabilities	12,106.87	22,294.67
Equity		
Equity		
Fixed assets	294,248.81	264,083.91
Total Fund Balance	1,359,212.89	1,244,247.72
Total Equity	1,653,461.70	1,508,331.63

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04/03/17

Accrual Basis

Town of Fairview
Profit & Loss Budget vs. Actual
July 2016 through March 2017

	Jul '16 - Mar 17	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
Ad Valorem taxes	71,536.66	68,000.00	3,536.66
Cable TV franchise taxes	2,676.57	0.00	2,676.57
Interest on delinquent taxes	318.34		
Investment income	1,668.10	1,800.00	-131.90
Motor vehicle taxes	8,236.89	5,701.00	2,535.89
PARTF grant	125,430.90	0.00	125,430.90
Sales and use tax	18,932.46	18,000.00	932.46
Sales and use tax refund	92.93		
Utility Franchise taxes	109,142.41	119,000.00	-9,857.59
Zoning fees	4,280.00	2,250.00	2,030.00
Total Income	342,315.26	214,751.00	127,564.26
Expense			
Advertising and Promotion	318.40	450.00	-131.60
Audit fees	7,050.00	7,050.00	0.00
Bank Service Charges	127.76	0.00	127.76
Capital outlay	1,185,475.65	0.00	1,185,475.65
Charitable Contributions	39,426.93	39,426.00	0.93
Collection fees	1,207.91	900.00	307.91
Computer and Internet Expenses	4,822.00	4,500.00	322.00
Dues and Subscriptions	5,391.00	5,250.00	141.00
Festival expense	218.00	10,000.00	-9,782.00
Grants	0.00	5,000.00	-5,000.00
Insurance Expense	5,157.60	6,000.00	-842.40
Legal fees	4,816.04	4,500.00	316.04
Meals and Entertainment	44.95		
Miscellaneous Expense	122.09	0.00	122.09
Office Supplies	2,234.29	3,600.00	-1,365.71
Park Maintenance	360.00	4,500.00	-4,140.00
Payroll Expenses	24,143.55	25,037.01	-893.46
Payroll taxes	4,181.10	4,177.35	3.75
Planning and zoning	29,623.19	29,568.78	54.41
Professional Fees	4,843.70	10,000.00	-5,156.30
Public Safety	7,499.97	7,500.01	-0.04
Rent Expense	2,250.00	2,250.00	0.00
Repairs and Maintenance	0.00	1,000.00	-1,000.00
Telephone Expense	2,416.20	2,700.00	-283.80
Training fees	125.00	900.00	-775.00
Travel Expense	334.24	900.00	-565.76
Total Expense	1,332,189.57	175,209.15	1,156,980.42
Net Ordinary Income	-989,874.31	39,541.85	-1,029,416.16
Net Income	-989,874.31	39,541.85	-1,029,416.16

5:14 PM

04/03/17

Accrual Basis

Town of Fairview
Transactions by Account
 As of March 31, 2017

Type	Date	Num	Name	Memo	Debit	Credit	Balance
American Community Bank							27,859.71
Deposit	03/03/2017			Deposit	345.00		28,204.71
Bill Pmt -Check	03/13/2017	101825	Brian C. Austin			225.00	27,979.71
Bill Pmt -Check	03/13/2017	101828	CompuNetwork	Email and server hosting		280.00	27,719.71
Bill Pmt -Check	03/13/2017	101827	Ed Humphries_	expense reimbursement		541.07	27,178.64
Bill Pmt -Check	03/13/2017	101828	EZ Task.Com Inc.	Website charge		1,250.00	25,928.64
Bill Pmt -Check	03/13/2017	101829	Fairview VFD and R...			1,083.33	24,845.31
Bill Pmt -Check	03/13/2017	101830	Great American Fin...			66.55	24,778.78
Bill Pmt -Check	03/13/2017	101831	Morrison Appraisal, ...	Appraisal on house		275.00	24,503.76
Bill Pmt -Check	03/13/2017	101832	REM Home Techno...	Recorder and labor		448.61	24,055.15
Bill Pmt -Check	03/13/2017	101833	Darrell H. Baucom_	expense reimbursement		77.12	23,978.03
Paycheck	03/13/2017	101835	Darrell H. Baucom			500.68	23,477.35
Paycheck	03/13/2017	101847	Teresa Gregorius			935.56	22,541.79
Paycheck	03/13/2017	101834	Bradley W Purser			138.52	22,403.27
Paycheck	03/13/2017	101836	Doug Buchanan			46.17	22,357.10
Paycheck	03/13/2017	101837	Edward D Humphries			2,084.12	20,272.98
Paycheck	03/13/2017	101838	Gary H Wilfong			138.52	20,134.46
Paycheck	03/13/2017	101839	Greg Morgan			46.17	20,088.29
Paycheck	03/13/2017	101840	Jerry C. Clontz			161.62	19,926.67
Paycheck	03/13/2017	101841	John A. Biggers, Jr.			138.52	19,788.15
Paycheck	03/13/2017	101842	John H. Crowell			46.17	19,741.98
Paycheck	03/13/2017	101843	Patricia H. Kindley			46.17	19,695.81
Paycheck	03/13/2017	101844	Phillip C Thomas			184.70	19,511.11
Paycheck	03/13/2017	101845	Richard E Pigg			46.17	19,464.94
Paycheck	03/13/2017	101846	Sara Furr			46.17	19,418.77
Paycheck	03/13/2017	101848	Tony FD Helms			46.17	19,372.60
Deposit	03/13/2017			Deposit	1,849.48		21,222.08
Check	03/13/2017	101849	Phil Thomas	Meeting with Ed Humphries and ...		22.95	21,199.11
Check	03/13/2017	101850	Eagle Wood, Inc.	Construction draw 9 and 10		75,677.13	-54,478.02
Check	03/13/2017	101851	Clark, Griffin and M...			537.50	-55,015.52
Liability Check	03/14/2017	To Print	IRS	55-0789092		1,783.42	-56,798.94
Transfer	03/14/2017			Funds Transfer	210,029.97		153,231.03
Deposit	03/14/2017			Deposit	2,389.52		155,620.55
Deposit	03/14/2017			Deposit	34,734.75		190,355.30
Deposit	03/20/2017			Deposit	707.88		191,062.98
Check	03/27/2017		Frontier Telephone	land line		191.65	190,871.33
Deposit	03/31/2017			Interest	0.35		190,871.68
Total American Community Bank					250,056.73	87,044.76	190,871.68
TOTAL					250,056.73	87,044.76	190,871.68

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Town of Fairview
Park Related costs

<u>Date</u>	<u>Services</u>	<u>Payee</u>	<u>Check Number</u>	<u>Amount Paid</u>
2/9/2015	Design development - initial bill	Benesch	101245	8,370.00
4/13/2015	Design development - second bill	Benesch	101268	1,335.00
5/11/2015	Design development - third bill	Benesch	101292	4,610.00
6/8/2015	Design development - fourth bill	Benesch	101321	1,010.00
6/23/2015	NC DOT driveway permit application fee	NC DOT	101329	50.00
6/23/2015	NC DENR erosion and sedimentation app fee	NC DENR	101330	260.00
7/10/2015	Construction documents - June 28, 2015	Benesch	101335	9,420.00
8/10/2015	Construction documents - July 26, 2015	Benesch	101359	2,355.00
8/27/2015	NC DENR storm water permit	NC DENR	101383	505.00
9/14/2015	Construction docs - Aug 18 and perc test	Benesch	101385	1,895.00
10/12/2015	Const docs, permitting and bidding	Benesch	101411	6,255.00
11/9/2015	Bidding on park	Benesch	101437	3,100.00
12/7/2015	Amendment #1 for turn lane design	Benesch	101488	4,900.00
3/14/2016	Construction administration	Benesch	101552	2,300.00
3/28/2016	NC DENR for revisions to plan	NC DENR	101565	150.00
4/11/2016	Construction administration	Benesch	101566	5,600.00
5/9/2016	Construction administration	Benesch	101589	2,162.00
6/13/2016	Construction administration	Benesch	101612	760.50
7/11/2016	Construction administration and Amend #2	Benesch	101631	1,163.65
8/8/2016	Amendment #2	Benesch	101650	2,005.00
8/11/2016	Initial construction - first draw	Eagle Wood	101671	83,797.98
9/12/2016	Construction administration	Benesch	101672	2,346.84
9/12/2016	Initial construction - second draw	Eagle Wood	101676	85,790.96
9/13/2016	Construction administration - Amend #2	Benesch	101692	1,764.01
9/30/2016	Initial construction - third draw	Eagle Wood	101713	76,419.35
10/10/2016	Amendment #2 draw	Benesch	101718	3,298.00
11/14/2016	Duke Energy - Deposit and connection fee	Duke Energy	101721	115.00
11/14/2016	Initial construction - fourth draw	Eagle Wood	101722	196,960.49
12/12/2016	Construction administration	Benesch	101759	500.00
12/12/2016	Initial construction - fifth draw	Eagle Wood	101762	171,505.50
12/12/2016	Initial construction - sixth draw	Eagle Wood	101784	240,275.08
12/30/2016	Initial construction - seventh draw	Eagle Wood	101789	169,363.66
2/13/2017	Initial construction - eighth draw	Eagle Wood	101822	75,656.65
3/13/2017	Initial construction - ninth and tenth draws	Eagle Wood	101850	75,677.13
	Total incurred costs-to-date			1,241,676.80
	Reimbursements received from PARTF November 4, 2015			18,032.50
	Reimbursements received from PARTF November 9, 2016			136,130.15
	Total reimbursed to date			154,162.65
	Park Budget			
	Design and construction management			65,150.00
	Cost to develop park			1,215,529.00
	Contingency			60,651.00
	Total park costs			1,341,330.00

Town of Fairview
Pond Related Costs

<u>Date</u>	<u>Services</u>	<u>Payee</u>	<u>Check Number</u>	<u>Amount Paid</u>
3/9/2015	Foster Lake and Pond - lowering pond level	Foster Lake	101248	2,450.00
	Total for 14/15 fiscal year			2,450.00
8/10/2015	Foster Lake and Pond - pond renovation	Foster Lake	101356	22,833.59
9/14/2015	Warlick Trucking - Grading, etc on pond site	Warlick Trucking	101386	9,500.00
	Total paid-to-date on pond renovation and maintenance			34,783.59

Zoning Permits 2017

2017

<u>Date</u>	<u>CK#</u>	<u>Permit #</u>	<u>Type</u>	<u>Fee \$</u>	<u>Name</u>	<u>Address</u>	<u>Parcel#</u>
10-Jan	1948	U-17-001	Uffit	\$50	Hawk Construction-Byrum	602 W Lawyers Road	8228022
12-Jan	3185	C-17-002	Compl	\$100	Daniel Const	310 W Lawyers	8195008
17-Jan	n/a	TC-17-003	Text Chg	n/a	Town of Fairview	7400 Concord highway	n/a
17-Jan	2679	Cup 17-004	CUP	\$500	Patrick Ferguson	212 W Old Dutch	08216005F
19-Jan	13990	C-17-005	Compliance	\$100	Helms-	1032 Biggers Farm	08180004D
19-Jan	cash	MS-17-006	Minor	\$65	A.Hinson	1213 Hwy 218 W	82222004
Totals		6		\$815			

2-Feb	1184	U-17-007	Uffit	\$50	Yuri Livarchuck	1615 Crowell Dairy	8282020
2-Feb	1116	H-17-008	Home	\$75	Gala Homes	8907 Noah Helms Rd IT	8285300
2-Feb	15171	H-17-009	Home	\$75	Pinnacle Homes	1809 W. Highway 218	08252001F
2-Feb	3008	A-17--010	Accessory	\$50	Scott Helms	8907 Noah Helms Rd IT	8285300
7-Feb	N/A	C-17-011	Compliance	N/A	Town of Fairview-Park	7350 Concord Highway	08189031C
14-Feb	9422	U-17-0012	Uffit	\$50	McPherson-Benet	9702 Heritage	8246029
14-Feb	16860	MS-17-013	Minor	\$130	Shirdl Sai Temple	Highway 218 west	08282019D
23-Feb	cash	C-17-014	Compliance	\$100	Vadim Balashov	816 Old Dutch Road West	8252014
Totals		8		\$530			

2-Mar	283	MS-17-015	MS	\$65	Laura Childers	Highway 218	8189021
7-Mar	7988	MS-17-016		\$130	Little	6215 Sikes Mill Road	08087029b

7-Mar	N/A	C-17-017	Compliance	N/A	Fairview Park	7350 Concord Hwy	08189031C
14-Mar	135	MS-17-018	MS	\$260	Home Property		08246002A&C
14-Mar	1397	MS-17-019	MS	\$65	Wm Leon Hill	705 Brief Road West	8213005
21-Mar	1072	A-17-020	Accessory	\$50	Residential Services-Crotts	711 Hwy 218	08153009A
21-Mar	12375	H-17-21	Home	\$75	Paragon Homes-Hinson	1209 Hwy 218 W	8222004
21-Mar	Cash	A-17-022	Accessory	\$50	P Larsen--Donaldson	8606 Bendanna Lane	08114008h
28-Mar	1207	MS 17-023	Minor	\$65	A Pession	502 East Old Dutvh Road	8183014
28-Mar	22861	A 17-024	Addition	\$50	B Crowell	1416 Crowell Dairy Rd	08282010B
30-Mar	N/A	TC-17-029	Text Change	N/A	Town of Fairview	7400 Concord Highway	N/A

Totals 11 \$810

April 4 381 H-17-025 home \$75 Z. Childers East Hwy 218 8189021

Totals



**Town of Fairview
Regular Meeting
March 13, 2017**

The following Council members were present: Mayor Phil Thomas, John Biggers, Jerry Clontz, Bradley Purser, and Gary Wilfong.

Others present: Joe McCollum, Town Attorney; Darrell Baucom, Financial Officer, Ed Humphries, Land Use Administrator / Deputy Clerk and Teresa Gregorius, Town Clerk

Agenda Changes

None

Approval of Agenda

Bradley Purser made a motion to approve the agenda. John Biggers seconded the motion. Councilmen Biggers, Clontz, Purser, and Wilfong voted yes (4-0).

Public Comments

None

Consent Agenda

- a) Accept Financial and Tax Reports as Information
- b) Accept Land Use Report as Information
- c) Accept CRTPO Report as Information
- d) Approve Council Regular Minutes for February 13, 2017

Jerry Clontz made a motion to approve the consent agenda. Gary Wilfong seconded the motion. Councilmen Biggers, Clontz, Purser and Wilfong voted yes (4-0).

Items of Business

Item 1: Conduct Public Hearing for Text Amendment Change #TC 17-003

Ed Humphries explained the Text Amendment Change #TC 17-003 which is a request to add the following use to the Table of Uses in The Fairview Land Use Ordinance the Use: **“Truck Body Fabrication”** Permitted in the following zone by the requirement of “Condition Use Permit” RA-40 (C), HC (C), and by right (Z) in LI. Definition: ‘Truck Body Fabrication’: To make by assembling parts or sections of truck beds to be mounted on truck chassis.

Councilman Purser made a motion to recuse himself from Items of Business #1, 2, 3 and 4 on the agenda because (1) the applicant is my third cousin, (2) the property borders my property and (3) that applicant and I use the same driveway. John Biggers seconded the motion. Councilmen Biggers, Clontz, Purser and Wilfong voted yes (4-0).

Mayor Thomas to open Public Hearing

The following residents spoke against the text amendment change:

Carolyn Creasy
Janet Gerardot-Stipp
Shirese Palmieri
Amy Harris
Frank McKee
Dave Furr
Scott Hinkleman

Mayor Thomas closed the Public Hearing

Item 2: Discuss Text Amendment Change #TC 17-003

Council discussed the text amendment change.

Jerry Clontz made a motion to NOT approve text amendment change #TC 17-003 to add to the Table of Uses in The Fairview Land Use Ordinance the Use: **“Truck Body Fabrication”** Permitted in the following zone by the requirement of “Condition Use Permit” RA-40 (C), HC (C), and by right (Z) in LI. Definition: ‘Truck Body Fabrication’: To make by assembling parts or sections of truck beds to be mounted on truck chassis to include the zoning statement: “The proposed zoning amendment under consideration is not found to be reasonable and consistent with the recommendations of the Town’s adopted comprehensive plan, the Town of Fairview Land Use Plan (Revised August 11, 2014), and the Town of Fairview Land Use Ordinance (effective July 1, 2005)”. John Biggers seconded the motion. Councilmen Biggers, Clontz, and Wilfong voted yes (3-0).

Item 3: Conduct Public Hearing for Conditional Use Permit

The public hearing for the Conditional Use Permit was not needed because the text amendment change #TC 17-003 was not approved.

Item 4: Approve Conditional Use Permit #CUP -17-004

Approval of CUP-17-004 was not needed because the text amendment change #TC 17-003 was not approved.

Item 5: Renew Order granting Temporary Permit # TP 14-037

Ed Humphries presented the renewal of the temporary permit # TP 14-037 for six months (new permit will expire September '17) in the name of Gregory Morgan, 6508 Morgan's Cove Road, Monroe, NC 28110 to add a manufactured home to his property (Parcel #08192012) for the purpose of caring for a relative—under Section 179 of the Fairview Land use Ordinance.

Jerry Clontz made a motion to renew the temporary permit # TP 14-037 for six months to expire September 2017. John Biggers seconded the motion. Councilmen Biggers, Clontz, Purser and Wilfong voted yes (4-0).

Item 6: Discuss Land for Fire Department

Eric Freeman, Fairview Fire and Rescue, provided the Council with a conceptual site plan for the proposed addition to the fire department for use in housing fire trucks. This plan will require .71 acre of property owned by the Town of Fairview. The Fairview Fire and Rescue asks that the Town of Fairview give the fire department .71 acre of property. The Council discussed.

John Biggers made a motion to approve giving Fairview Fire and Rescue .71 acre of property and also agree to an easement if or when needed for an additional sewer drain field when the fire department remodels their present building. Gary Wilfong seconded the motion. Councilmen Biggers, Clontz, Purser and Wilfong voted yes (4-0).

Item 7: Park Update

Jerry Clontz updated the Council on the park construction progress:

- Eagle Wood Inc. has put a stop work order on the park until Union County turns the water on. The water meter is now in and we are waiting on Union County to inspect it. Once the water is turned on, Eagle Wood will be ready to do the walk-thru and produce the punch list.
- Plans for the April 29th grand opening are being finalized.
- Mr. Clontz asked Brian Austin to mow and weed eat around the pond edge.
- Eagle Wood Inc. has locked the gate until the park is completed and turned over to the Town.

Mr. Clontz presented the three bids received for the park maintenance contract from Refined Outdoors for \$2,068,75 per month; Tucker Lawn Care for \$2,300.00 per month; and Brian Austin for \$3,800.00 per month. The Council discussed the contracts.

Gary Wilfong made a motion to give the park maintenance contract to Refined Outdoors for \$2,086.75 per month for a one year period. Jerry Clontz seconded the motion. Councilmen Biggers, Clontz, Purser and Wilfong voted yes (4-0).

Mr. Clontz presented the two bids received from Cash Grading Company, Inc. (\$39,200.00) and Garcia Forest Service (\$43,450.00) for clearing the trees that had been marked around the park. The Council discussed the bids.

John Biggers made a motion to approve the bid from Cash Grading Company, Inc. for \$39,200.00. Gary Wilfong seconded the motion. Councilmen Biggers, Clontz, Purser and Wilfong voted yes (4-0).

Gary Wilfong made a motion to approve the ninth (\$8,953.50) and tenth (\$66,723.63) Applications and Certificates for Payment to Eagle Wood Inc. Jerry Clontz seconded the motion. Councilmen Biggers, Clontz, Purser and Wilfong voted yes (4-0).

Council Comments

Gary Wilfong stated that the Festival Committee has been waiting to see how things went with the park, but anticipate setting the festival for the end of September or first part of October.

Bradley Purser asked if the contractor working on the park had asked for any additional extensions. Mr. Clontz stated there had been no additional extensions requested.

Mr. Purser asked where the noise ordinance regarding jake brakes stood. Attorney McCollum stated that he had attempted to contact the sheriff department attorney and would try again.

Mr. Purser stated that although the upcoming retreat has already been set he would like to request having it at a different location and not in the Council Meeting room.

Jerry Clontz thanked the citizens in attendance for their comments and orderly behavior.

Mayor Thomas also thanked the citizens and encouraged them to attend future Council meeting. Mayor Thomas also reminded the Council of the Retreat scheduled for March 25th. Also he noted that there is a Union County Public Health Strategic Planning meeting on March 21st from 11:30 till 1:00 with lunch provided.

Jerry Clontz made a motion to adjourn. Bradley Purser seconded the motion. Councilmen Biggers, Clontz, Purser and Wilfong voted yes (4-0).

Respectfully submitted,

Teresa Gregorius
Town Clerk

Phil Thomas
Mayor

Approved this _____ day of _____, 2017

Review Personnel Policy

Select Budget Workshop Date

Adopt Logo



FAIRVIEW NORTH CAROLINA

Park Report



Alfred Benesch & Company
 2320 West Morehead Street
 Charlotte, NC 28208
 www.benesch.com
 P 704-521-9880
 F 704-521-8955

SUBSTANTIAL COMPLETION INSPECTION

Fairview Park
 Fairview, North Carolina
 April 5, 2017

Date of Meeting: April 5, 2017

Place of Meeting: On site

Present:

B.B. Haigler	Town of Fairview
Jerry Clontz	Town of Fairview
Leon Whitley	Town of Fairview
Mayor Phil Thomas	Town of Fairview
John Efird	
Tim Efird	
Jason Schultz	Eaglewood
Sue Fink	Eaglewood
Matt	Eaglewood
Jeff Ashbaugh	Alfred Benesch & Company

Meeting Purpose

To inspect the overall project and make a determination if the project is substantially complete. After a walk-through of the building and grounds, it was determined the project is substantially complete and will be acceptable once the following work is completed. The following punch list was generated by those present at the meeting:

General Site

- Mow grass until final acceptance. This will consist of mowing “high” the first time with a second mow to a lower height to minimize shock to the high grass.
- Clean paved surfaces (parking, drives, trail, sidewalk, and picnic shelter slab). Remove all black tire marks from concrete walks.
- For all lawn areas, remove rocks, construction gravel, parts of root matter, stakes.
- For all lawn areas, smooth clods, lumps, ruts and disc/till all compacted areas. Fine grade, seed, and straw disturbed areas created by this process.
- Numerous bare spots are visible in the turf. Establish permanent turf for all bare areas.
- Remove survey stakes
- Remove all concrete forms and stakes.
- Remove gravel from around the storm inlet grate adjacent the walk intersection at the bridge
- Near the park entrance obtain positive drainage in lawn area on the left side entering the park.
- Remove construction sign from the gate.
- Clean hydroseeding overspray from the entrance gates and transformers.
- Remove wattles once ditches are stabilized
- In the parking area in front of playground the asphalt surface has two small scuff marks from tires turning when the asphalt is hot. Compact and secure the loose material.

Play equipment

- Secure/Fasten/Tighten cow bell
- Submit CPSC compliance certificates for playground and play surfacing

Trail

- Remove concrete spatter at bottom of steps where concrete landing connects with trail
- Improve drainage in 3 locations. Small tail ditches have been installed for location #1 and #2. These tail ditches need to be widened to 3-4 feet, the outlet extended to the pond, and side slopes smoothed. For location #3 the trail appears saturated after rain. While water is not ponding it is draining very slowly. Improve drainage in this area by lowering the trail shoulder on the pond side by at least 1-1.5 inches deep by 6-8' feet wide. Seed and straw all disturbed areas. Each of these swale areas should be graded so the terrain is gently sloped without any abrupt grade changes.

Site Furnishings

- Secure trash can hoods.
- Secure trash can container at steps (unstable when shaken).
- Grill-turnover to the Town

Bridge

- Lower the rip rap in the bottom of the emergency spillway on the pond side of the bridge by 6".

Yard Hydrant

- Adjust direction of hydrant so that when hydrant is in use the flow hits the concrete walk or add small section of concrete. As installed flow misses concrete and will erode the grade beside the hydrant.

Restroom

- Re-paint concrete soffit/ceiling for front porch and also back of restroom roof.
- Touch up paint part of roof on pond side of restroom.
- Remove concrete "freckles" on porch slab.
- In landing area of front sidewalk install cleanout cover.
- Adjust flow height for small drinking fountain. Low spout flow.

Stormwater Control Measures

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- Provide a letter from the supplier stating the soil mixtures comply and have been installed with state requirements.
- Install Bermuda sod (sand based) in bottom of stormwater control measures

This punch list shall serve as written notification the project is deemed substantially complete as of the date of this correspondence and it is noted this correspondence shall also serve as written notice the Stop Work order request is suspended.

Eaglewood should diligently work to complete all of these items noted herein by April 21, 2017. A re-inspection for final acceptance will be held on April 21, 2017 at 9:00 AM.

Eaglewood shall notify Benesch immediately if this milestone can not be reached.

END REPORT

Punch List Prepared By:

Alfred Benesch & Company

A handwritten signature in black ink, appearing to read "Jeff Ashbaugh".

Jeff Ashbaugh, PLA

cc: Jerry Clontz
Mayor Phil
Ed Humphries
Jason Schultz
Sue Fink