



# Town of Fairview

## PARKS & RECREATION

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### Agenda

February 2, 2017 @ 6:30 p.m.

Meeting will be in the Council Meeting Room

1. Call to order ---*Chairman Clontz*
2. Public Comments:
3. Business:
  - Report on Park Progress
  - Finalize Park Maintenance Duties/Job Description
4. Approval of Previous Minutes:
  - a. January 5, 2017---Regular meeting
5. Adjourn

## **Park Maintenance Duties**

### **DAILY:**

- Open Park gate at 7:00 AM
- Unlock/Lock restrooms
- Check/Clean restrooms
- Check picnic shelter/grills (dump ashes as needed)
- Walk trail to collect litter
- Pick up any litter on the grounds
- Empty trash cans (individual's responsibility for disposing of trash)
- Close Park gate at sunset

\*\*\* Call and report any problems to designated person\*\*\*

## **Lawn Maintenance**

- Finish mow designated areas once a week or as needed to maintain a height of 3½
- Pick up any yard debris/trash before mowing
- Weed eat around pond (to edge of pond) and around bridge
- Bush hog designated areas as needed



**Town of Fairview  
Parks & Recreation Advisory Committee Meeting  
January 5, 2017**

The following Parks & Recreation Advisory Committee members were present: Jerry Clontz, Scott Cuthbertson, B.B. Haigler, Rachel Outen, and Leon Whitley

Others present: Teresa Gregorius, Town Clerk

**Public Comments**

None

**Items of Business**

A. Park Signage:

The Committee reviewed and made changes to the verbiage for signage at various locations within the park, i.e. picnic shelter, playground, trail, swings, and gate entrance. Town Clerk will contact a sign company to get prices for making and installing the signs.

B. Park Maintenance Duties/Job Description:

The Committee reviewed and made changes to the list of duties to be used in hiring a person/company to maintain the park on a daily basis.

C. Park Grand Opening:

The Committee discussed having a ribbon cutting and inviting local dignitaries and at a later date having a grand opening for the community possibly late April or early May.

D. Minutes:

Rachel Outen made a motion to approve the December 1, 2016 minutes. B.B. Haigler seconded the motion. Members Clontz, Cuthbertson, Haigler, Outen, and Whitley voted yes (5-0).

Leon Whitely made a motion to adjourn. Scott Cuthbertson seconded the motion. Members Clontz, Cuthbertson, Haigler, Outen, and Whitley voted yes (5-0).

Respectfully submitted,

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Teresa Gregorius  
Town Clerk

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Jerry Clontz  
Chairman

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 2017