

**Town of Fairview
Special Meeting
September 17, 2012**

Members of Council present: Mayor Elizabeth Long, Arnold Price, Bradley Purser, Jerry Clontz, and B.B. Haigler

Staff: Attorney, Joe McCollum; Ed Humphries, Land Use Administrator and Town Clerk

There were no public comments.

Mayor Long asked that item C be moved up before B.

B.B. Haigler asked that b. under B be deleted. (see below)

- b. Approve allowing B.B. Haigler to sign the Contract with Site Solutions when approved if the Mayor or Mayor Pro-tem is Unavailable sign it.

Arnold Price made a motion to accept the agenda as amended. B.B. Haigler seconded the motion. Councilmen Haigler, Price, Purser and Clontz voted yes (4-0).

C. Establish Park and Recreation

Jerry Clontz stated his appointee to the Park and Recreation Committee is Ronald Thomas.

Jerry Clontz made a motion to establish the Fairview Park and Recreation Advisory Committee with the following members being appointed by the Council and with Jerry Clontz as chairman:

1. Ronald Thomas – Jerry Clontz
2. Stan Smith – Arnold Price
3. Allen Rabb – Mayor Long
4. Scott King – Bradley Purser
5. Sharon Smith – B.B. Haigler

Arnold Price seconded the motion. Councilmen Clontz, Price, Haigler and Purser voted yes (4-0).

Presentation from Town Attorney regarding Mini Brooks Act

Town Attorney, Joe McCollum, explained the Mini Brooks Act and answered questions from Council (see act below). McCollum explained the RFQ process and the \$30,000 exemption that the Town can have if a resolution is passed. McCollum suggested the Town pass the two resolutions. The first would exempt the proposed contract with Site

Solutions. The second would exempt the Town for any contract on this project (park site) under \$30,000.

Jerry Clontz made a motion to adopt the first resolution (see below) exempting Site Solutions from the Mini Brooks Act on its proposed contract for work on the Town pond and park. Arnold Price seconded the motion. Councilmen Clontz, Price, Purser and Haigler voted yes (4-0).

Jerry Clontz made a motion to adopt the second resolution (see below) exempting any effects from under the Mini Brooks Act doing work on the proposed park with contracts under \$30,000. Arnold Price seconded the motion. Councilmen Price, Clontz, Haigler and Purser voted yes (4-0).

Before C. under B., B.B. Haigler asked that made a presentation to the Council and audience present. Haigler stated that he was glad the Town appointed a Park and Recreation Committee. He showed the map of the 102 acre Haigler property that the Town had been looking at for a couple of years; and in April, the Town purchased approximately 17 acres from the Haiglers. This property is located behind the present Fire Department and has a pond that has been there the approximately 60 years. B.B. Haigler explained the meeting with Site Solutions, wanting them to check the pond for possible wetlands and to come up with a concept plan for a park. Haigler explained the Special Meeting the Town held on the August 20, 2012.

Arnold Price made a motion to approve the contract with Site Solutions for \$9,070 (see below). B.B. Haigler seconded the motion.

August 7, 2012
Mr. Ed Humphries
Town of Fairview
7400 Concord Highway
Monroe, NC 28110
RE: Fairview Town Park
Proposal for Design Services
Dear Ed:

I enjoyed meeting with you, Arnold, and BB last week to learn more about the improvements planned for the Fairview Town Park site. From our discussion I understand the purpose of this project will be to provide a wetland determination, to prepare a conceptual design, and order of magnitude budget estimate for the Town. With that understanding we anticipate the following scope of work:

WETLAND DETERMINATION \$1,750 - \$4,570

Site Solutions will work with Carolina Wetland Services (CWS) to complete a wetland determination for the existing pond located on the property. A proposal of this work is enclosed with this proposal. CWS will provide guidance to the Town regarding any clearing or grading activities around or in the existing pond.

CONCEPT PLAN \$3,500

After CWS completes the wetland determination, Site Solutions will assist the Town by preparing a conceptual plan for property development. This plan will be based on existing conditions data we can pull from county GIS information (no survey or onsite investigation is included in this initial phase of planning). The final deliverable will include a colored 30. X 42. printed copy, as well as a digital PDF of the plan. While this plan will be useful for planning purposes, it will not meet PARTF grant requirements.

As discussed last week, the concept plan will include:

- The + 17 acre project site located approximately one fourth mile south of the Highway 218 and 601 intersection. The Fairview Volunteer Fire Department borders the site to the north.
- Fire Station (3 bay)
- Park development to include:

- o Trails/Walkways
- o Utilization of existing pond for fishing, boats, etc.
- o Picnic shelters
- o Play areas
- o Amphitheater area for concerts/special events
- Picnic shelters, fire station, and playground will be shown as diagrammatic footprints.

Once we have completed the plan, we will schedule a time to meet with you (and stakeholders if desired) to discuss the plan. We will revise the plan based on your comments. We have included one meeting in this phase of the work.

Mr. Ed Humphries
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ORDER OF MAGNITUDE COST ESTIMATE \$1,000

The concept plan will be very general in nature, and is based on GIS information, which is not very accurate. At this point cost estimates will also be very general in nature, but if requested, we can provide an order of magnitude cost estimate for the concept plan. In addition, we can develop a phasing strategy for the plan/estimate if needed.

Thank you for meeting with us and we look forward to starting work upon your acceptance of this proposal.
 Should this proposal be acceptable please have the appropriate Town representative sign and return this letter to us.

Sincerely,
 SITE SOLUTIONS
 Derek C. Williams, ASLA
 President

cc: Ann Phillips . Site Solutions

TOWN OF FAIRVIEW ACCEPTED AND AGREED TO:

By: _____ Date: _____

Mayor Long explained that she had talked with the State (NCDENR) and would like to go directly through them for needed information on the pond.

Councilmen Haigler, Price and Purser voted yes. Councilman Clontz voted no. The motion passed (3-1).

C. “Point of Contact”

Jerry Clontz made a motion that B.B. Haigler should be the “Point of Contact” between the Town and Site Solutions. Bradley Purser seconded the motion. Councilmen Clontz, Haigler, Price and Purser voted yes (4-0).

d. Agreement for Forestry Service

Jerry Clontz made a motion to approve the contract with the NC Forestry Service to clear the area along the pond. Arnold Price seconded the motion. Councilmen Haigler, Clontz, Price and Purser voted yes (4-0).

B.B. Haigler stated that the nine acre (behind the Fire Department) of the park property needed to be grassed. He suggested using Roundup to kill weeds and to sow 100 pounds of Fescue grass seed per acre on the property. Haigler had obtained three quotes of which Doug Keziah was low with a cost of \$400 per acre to complete the work. (the other two were: Carolina Green @ \$775 an acre and Eddie Barnhart @ \$405 an acre)

B.B. Haigler made a motion to pay Doug Keziah to grass the park property for \$400 per acres.(nine acres@\$400 an acre=\$3600) Bradley Purser seconded the motion. Councilmen Haigler, Purser, Price and Clontz voted yes (4-0).

Haigler also stated that there was a large ditch on the property which needed to be filled in. Haigler had talked with Frank Kelly regarding the work and suggested the Town use him.

Jerry Clontz made a motion to hire Frank Kelly to fill in the ditch. Arnold Price seconded the motion. Councilmen Haigler, Clontz, Price and Purser voted yes (4-0).

E. Board of Adjustment

Jerry Clontz made a motion to appoint Bill Thomas to fill the slot on the Board of Adjustment which is open due to the Mayor resigning.

Bradley Purser seconded the motion. Councilmen Haigler, Clontz, Purser and Price voted yes (4-0).

The alternate position on the Board of Adjustment is to be selected at the next meeting.

Arnold Price made a motion to adjourn. B.B. Haigler seconded the motion. Councilmen Haigler, Clontz, Price and Purser voted yes (4-0).

Respectfully submitted,

Ed Humphries
Town Clerk

Elizabeth Long
Mayor

Approved this _____ day of _____, 2012.