

**Town of Fairview
Special Called Meeting
August 20, 2012**

Under G.S 160A-71B, Councilmen B.B. Haigler and Arnold Price called a special meeting of the Council on August 20, 2012 at 7:00 p.m. at the Town's meeting room. A copy of the required written requests on file in Clerks office. The purpose of the meeting:

Presentation from Site Solutions and review and consideration of proposed contract with them on town property.

Copy of contract offered by Site Solutions:

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.

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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: _____

The following members were present: B.B. Haigler, Arnold Price and Bradley Purser. Mayor Elizabeth Long and Jerry Clontz were not present.

Others present: Ed Humphries, Town Clerk and Jeff Ashbaugh with Site Solutions.

In the absence of the Mayor, Bradley Purser called the meeting to order.

B.B. Haigler introduced Jeff Ashbaugh with Site Solutions, and explained why this meeting was called. At the last regular meeting, the Council indicated that they would like to hear a presentation from Site Solutions, explaining their contract.

Jeff Ashbaugh explained that their contract was in three sections or tasks. Number one would be to contract with Carolina Wetland Services to do a field inspection of the pond, GPS any concerns found, verify with the State and to obtain any permits we may need to do the clearing around the pond. This task would cost from \$1750 - \$4570. The second task would be a concept plan prepared by Site Solutions. This would be a concept of the park and location of a proposed fire department on the property. This task would cost \$3500. The third task would be to cost estimate the plan at a cost of \$1000. This would also include a cost estimate of what the grant process would be.

Arnold Price made a motion that B.B. Haigler be the point of contact between the Town and Site Solutions. Bradley Purser seconded the motion. Councilmen Haigler, Purser and Price voted yes (3-0).

Bradley Purser indicated that he had some concerns about this meeting in that the day was left off the notices at the Town office and that the request for a “special meeting” by Councilman Price and Haigler was not in the Clerk’s hand Thursday when the meeting was called.

The Town Clerk will check with the Town Attorney and let everyone know tomorrow if he feels we should have another meeting.

Bradley Purser suggested that if another special meeting needs to be called, that he would like to have the Mayor call the meeting. If she does not call the meeting, two Councilmen should call it making sure that all procedures are followed.

There was a discussion regarding who would sign the contract. Arnold Price made a motion to appoint B.B. Haigler to sign the contract with Site Solutions for the Town if the Mayor or Mayor Pro-tem were unable to sign. Bradley Purser seconded the motion. Councilmen Haigler, Price and Purser voted yes (3-0).

B.B. Haigler made a motion to approve the contract with Site Solutions as presented for \$9,070. Bradley Purser seconded the motion. Councilmen Purser, Haigler and Price voted yes (3-0). (see contract above)

B.B. Haigler made a motion to adjourn; Arnold Price seconded the motion. Councilmen Price, Purser and Haigler voted yes (3-0).

Respectfully submitted,

Ed Humphries
Town Clerk

Bradley Purser
Councilman

Approved this 8th day of Oct. 2012.

Special Note:

After checking with the Town Attorney on August 21, 2012, it was decided that B.B. Haigler and Arnold Price would request (see below) the motions made at this Special Meeting would be placed on the agenda for the next scheduled meeting (September 10, 2012) to be voted on by the Fairview Council. (See copy of request below)

Aug 21 2012

To: Town Clerk Ed Humphries

At the "Special Called Meeting" of Aug 20 2012 there was three motions that were adopted and voted on. Councilmen Haigler, Price, and Purser attending.

1. Motion made by Price to have BB Haigler to be the "point of contact" between the Town and Site Solutions. Three yes votes

2. Motion made by Price to allow BB Haigler to sign the Contract with Site Solutions if and when approved if the Mayor or Mayor Pro-tem does not sign it. Three yes votes

3. Motion made by BB Haigler to approve contract with Site Solutions as presented for \$9,070. Three yes votes.

We the undersigned are requesting that these three motions be put on the next agenda at the next meeting on Sept 10th 2012 and voted on by the Council.

BB Haigler, Councilman

Arnold Price, Councilman

Respectfully Submitted

Town Clerk

Chairman of Meeting
Bradley Purser