

**THE MAYOR AND BOARD OF COMMISSIONERS
OF THE TOWN OF ERWIN WILL MEET IN SPECIAL CALLED SESSION ON
MONDAY, JULY 18, 2011 @ 5:30 P.M.
IN THE ERWIN MUNICIPAL BUILDING BOARD ROOM**

AGENDA

1. **MEETING CALLED TO ORDER**
 - A. INVOCATION
 - B. PLEDGE OF ALLEGIANCE

2. **OLD BUSINESS**
 - A. Consideration of Grass Mowing Service Agreement
 - B. Consideration of Good Hope Facility for Erwin/ARC of Harnett Lease and Operations
 - C. Consideration of Proposed Easement Document for Chicora Phase II Sewer Project

3. **ADJOURNMENT**

NEW BUSINESS



Town of Erwin

REQUEST FOR TOWN BOARD CONSIDERATION

To: The Honorable Mayor and Board of Commissioners
From: Bryan T. Thompson, Town Manager
Subject: Consideration of Grass Mowing Service Agreement

The following includes the additional information the Board requested for further consideration of this item. You will also find the bid page for each of the proposed bids for this contract for your review.

NEW BUSINESS



Town of Erwin

REQUEST FOR TOWN BOARD CONSIDERATION

To: The Honorable Mayor and Board of Commissioners
From: Bryan T. Thompson, Town Manager
Subject: Consideration of Good Hope Facility for Erwin/ARC of Harnett Lease and Operations

In consideration of a number of questions and request for further information, the following narrative seeks to address those questions identified during the last Board meeting.

In speaking with Mac Hunter, it appears that there are no outstanding legal issues associated with leasing the subject building from Good Hope and subleasing the same to a separate organization. Mr. Hunter had indicated that if the Board were to decide to move forward with the project, he would conduct a limited title search in order to make competent determination that the facility is owned by Good Hope, as this would be the primary party subject to the prospective agreement.

In addition, the Board had questions about guidelines for the facility, its operation, and its use. Following is a brief built-point presentation of the key guideline sections that will be considered and developed. Throughout the guideline development process, the Board will be given opportunities to comment and make suggestions to ensure that the concerns of the Board are addressed and the interest of the town is protected. Again, the following are broad headings and may not necessarily comprise the full body of section/item topics associated with the guidelines as fully developed.

- Primary Purpose/Intent of Facility Operations and Programming
 - This will identify the intent of the facility and its operations. This will establish a framework through which the rest of the guidelines and the actual programming can be interpreted
- Person in Responsible Control
 - This will be Parks and Recreation Director who will coordinate the operations and oversee facility access, facility upkeep, and programming
- Hours of Operation

- This will consist of “soft” language that identifies basic and tentative hours of operation, while retaining the ability to alter these hours as needed
- General Rules
 - This section will cover items such as appropriate behavior and conduct along with facility-specific items (i.e. pool, gym floor, exercise room, etc)
 - This will also cover issues dealing with leaving children unattended
- Hazards
 - This section will attempt to identify all of the known hazards associated with the facility along with safety precautions to be taken by patrons of the facilities. All identified hazards will be posted within the facility to draw explicit attention to such hazards.
- Use of facilities after hours
 - In the event there are provisions for use of facilities after hours (to include ARC use and even rental use if allowed) this section will identify the practices of after hour use and specific requirements for the same
- Waiver
 - Certain activities associated with the facility and its programming may be an at risk type of activity (i.e. exercise equipment and pool). This section will identify that there are such activities and identify the need that such activities may require waivers to be executed by the participant in order to hold harmless the Town
- Legal
 - This section will be devoted to any other legal issues that the town’s insurance carrier and attorney may identify as being needed to include in this document.

NEW BUSINESS



Town of Erwin

REQUEST FOR TOWN BOARD CONSIDERATION

To: The Honorable Mayor and Board of Commissioners
From: Bryan T. Thompson, Town Manager
Subject: Consideration of Proposed Easement Document for Chicora Phase II Sewer Project

Following is the easement drafted by Mac Hunter with the assistance of the town's project engineer for the Chicora Phase II project. Staff is only bringing this to the Board's attention for their review and comment, as it appears to have met the approval of both the engineer and the town attorney. The only specific issue Staff would like to confirm with the Board is the 5-year warranty period for the pumps to be installed at each of the subject residential locations. This provision is in keeping with the verbal obligation the Town committed to during the time of annexation of the Chicora area and is also in keeping with the practice conducted during Chicora Phase I.