

**FAIRVIEW MUNICIPAL TREE COMMISSION  
MINUTES**

Meeting, Tuesday, 06 October 2015  
7:00 pm

1. Chairperson, Debby Rainey called the October 2015 meeting to order at 7:00 PM.
2. Roll was taken. A quorum was present.  
In attendance: Debby Rainey, Chairperson; Larry Richards–Vice Chairperson; Patti Carroll, Mayor; Chairperson Toney Sutton, Vice Mayor; Brandon Butler; Mike Berkley, City Arborist;  
Absent: Lisa Anderson, Planning Commission; Jane Woodall, Secretary.  
Guests: Wayne Hall, City Manager  
Scott Tucker, assisting City Manager  
Andrew Kraeger, Lose and Associates, with a Road Scape update
3. Approval of Agenda: TSutton made a motion to approve the agenda. LRichards seconded the motion. The Tree Commission voted to approve the agenda for the October 2015 meeting as is; none opposed.
4. Approval of Minutes:  
LRichards moved to approve the minutes of the previous meeting; PCarroll seconded the motion. The Commission approved the minutes for the September 2015 meeting as is; none opposed.
5. Old Business
  - 5.1. Mapco Property Mapco Property noncompliance - Follow-up on landscape compliance. (WHall, MBerkley)  
Mapco report provided and attached. WHall made a new contact (Eastin Travis) and they are completing request. The City Arborist to follow up after the trees are pruned (when plants are dormant). MBerkley said now is a good time to inspect. They made changes to some red bud and oak trees. Add to next agenda to have City Arborist to confirm that the trees have been pruned and the compliance requests are completed. DRainey requested the letter from Eastin Travis be attached to the minutes.
  - 5.2. Walmart Landscape – Follow-up on landscape compliance. (WHall)  
Wal-Mart letter provided and attached.  
John Frazier, Public Relations contact at LSI (LSI is initial landscaper and has maintenance contract with Walmart here), said landscaper changed hands is a different than the company that the one that planted the new trees last year. MBerkley suggested he conduct one more inventory inspection in the next couple of weeks to confirm that LSI is told what items need work.  
DRainey confirmed correct size trees to be installed to be. MBerkley mentions that you can see the walking trail on park property, and correct sizing is important for proper screening; this may take 30-60 days before able to dig, but there is a commitment made that they will get it done. DRainey requested the email from John Frazier be attached to the minutes.
  - 5.3. Update on the Road Scapes project on Hwy 100 and Hwy 96 junction in Fairview. (WHall)  
Andrew Kraeger was present and said all certifications are good and as of 01 SEP 2015, waiting on funds to come through. There has been some T-DOT transition - person resigned causing some changes. Mr. Kraeger let the new T-DOT responsible person know of the project schedule. The new person communicated to Mr. Kraeger that federal funding is being allocated, and this request goes through a (specific) server and this server was down for repairs until middle to end of October

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to be reset for next year. They can make the submittal but it will wait in a queue until the Federal Government gets going again. Once that comes through, we will get a notice to proceed to construction and be able to put the project out for bid. Mr. Kraeger is still optimistic we will be able to get it done this season, but there are a few things left that will take some time. An example was the need to advertise bid: have to post to three papers (Minority, Regional, and Local) and then collect bids 3 weeks after last day the ad is run in the paper. (No criteria on how long it runs.) After the bid closes, Lose and Associates reviews for lowest responsive bidder and submits the paperwork to T-DOT and wait for concurrence from them. Once there is concurrence, then there is another 2 weeks to schedule the materials and testing persons and the constructions persons for a kick-off meeting. After that, they can issue a Notice to Proceed to the contractor to start work. If everything runs smoothly, it is currently looking like it will be the end of December 2015 for work. MBerkley says that this could roll into spring, but Mr. Kraeger hopes it does not. Mr. Kraeger said that we will re-visit schedule as we get closer. WHall asked if bid opening is by city or by Mr. Kraeger? Mr. Kraeger said they will provide plans and specs and city would handle opening the bid. PCarroll ask if bids can open now to save time. Mr. Kraeger is currently working on approving funding now to run ads with T-DOT before running them – would like to use the 20% local funds for running the ads, but have to get approval from the state to do that. DRainey asked if there is a possibility that funds will not come though? Mr. Kraeger said that was very unlikely since the funding has already been allocated, and it would be unusual for it to be pulled away as long as we follow the guidelines. The agreement is until next spring, but there have been extensions in the past (for grants). WHall mentioned that T-DOT has had a lot of turnover and referenced the resurfacing bid having a delay because contactor did not have proper paperwork.

Andrew says that he tries to use contractors that have done Road Scapes before and are used to what T-DOT requires. Mr. Kraeger wants something written from the state to be able to use the local funds for the advertising. The money will come from the Tree Bank fund, and WHall said he will check with Tom Daugherty so he can go ahead and appropriate the budget money. Mr. Kraeger said the ads can be expensive but we want to get some good exposure and get some good contractors bidding on it.

LRichards asked what if all bids come in high. Mr. Kraeger discussed that it is possible, and that the options could be to scale back on size or City can consider paying the overage. DRainey asked if Mr. Kraeger thought the bid would be high. Mr. Kraeger says there is a good chance, with prices increasing and people being so busy. He also mentioned that some plant material is not as readily available.

Mr. Kraeger also mentioned that his estimate includes a contingency, but TDOT does not like that and so he had to remove this.

DRainey mentioned that the Tree Bank fund could be a possibility if project did come in over budget. Mr. Kraeger mentioned we were ready for allocated funds a month ago. WHall mentions having it put on the next BOC meeting agenda for TDaugherty to appropriate the funds.

DRainey asks to confirm the verbiage for the sign. WHall says the sign only take a couple days to make and that it is TDOT approved. Tree Commission needs to decide what the verbiage is (will be on both sides) will go onto the sign and that he has not contacted the sign company about dates, waiting on delays to play out. DRainey asked the size of the sign. WHall says that it is similar to sign on Hwy 96 for Bowie Park - maybe 18"-24" with a double metal post breakaway. PCarroll noted concern about a having a beautiful Road Scape and that maybe the metal sign for the Road Scape project may not fit the design. Mr. Kraeger noted there have been some signs that have been wrapped with a faux stone (foam-like but hard to tell the difference driving by) that will break away, but look better. Mr. Kraeger agreed to help us with this, but wanted to confirm that it would be within the scope of his work. Mr. Kraeger asked if they would like to match the welcome to Fairview signs? He would try to get a faux stone and wood combination. WHall and Mr. Kraeger to

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let us know how much verbiage (he mentioned that 4" letters would work well, that you can see writing 1" per 100') we can have. ("In Honor of Dan Kubit and the Beautification Committee" was one suggestion.) Andrew said that he will work on a few different designs for the sign.

Since Mr. Kraeger was present, PCarroll mentioned also asking him about Triangle Historical Village, Veterans Park and City Hall landscape design to quote for a design. DRainey noted that we are looking for a Master Plan; something that we can install at a later date. Some other items might be a flagpole, some honorary bricks, etc. Mr. Kraeger said he would schedule a meeting to have someone come and get an idea of what we want. WHall said that the drawing would include the overall parks. MBerkley mentioned ideas like a cluster of red buds around city hall and working toward something like a Red Bud Festival; he noted that there are several variety of red buds located around city hall. Mr. Kraeger asked if we needed plaques, were the designs special for a particular cause? DRainey recommended something to lead people into the Historical Village area. PCarroll mentioned possible pathway lights and plants. MBerkley mentioned getting Mr. Kraeger the approved tree and shrub list (can get off the web site). PCarroll asked to get pricing and quotes for plans so we can designate the Tree Bank funds for these. Mr. Kraeger mentioned that Chris (?) would provide a price from his office. DRainey and BButler mentioned also being ADA compliant. WHall mentioned that this Veterans Park lake is currently being used for the fishing rodeo.

- 5.4. Review and provide additional details and information on recommendations sent to the BOC from the April 2015 Tree Commission meeting. Updates are deferred to September 2015 meeting. DRainey mentioned that we covered this during our 5.3 discussions.

- 5.5. Update on appointment for Park Commission representative.

PCarroll has asked Mitch Dowdy to replace BButler on park board as planning commission representative and he agreed to do this. This will allow BButler to represent the Tree Board on the Park Commission. The Planning Commission will have to vote and approve.

- 5.6. Review of Title 13, Chapter 4, Section 13. Special review to be given to responsibilities in Section 404 (3), page 13-14, the Tree Commission is tasked "To compose and annually review a community tree plan that shall include but not be limited to such elements as an authorized tree specimen list; a tree protection plan, including a tree replacement schedule; and a city tree bank." (See 5.6 above) Appendix-item D provides: "Community Tree Plan - To Be Developed." (Location of Appendix D of the Tree Board Ordinance (referenced in the ordinance) - deferred to the April 2015 meeting. (Note: Appendix D refers to the "Community Tree Plan" noted in the footnote of the Ordinance is 'To Be Developed.' "Community tree plan" shall mean written documents that guide the work of the tree commission.") (ALL) (Special Workshop 6 pm 06 OCT 2015 to review Sections 13.401-13.407).

DRainey mentions that this was covered during the workshop. MBerkley asks where does it go from here. DRainey requested workshop to be scheduled for 6:00 PM before next meeting to discuss remaining sections. DRainey recommends that we work on the Tree Planning and Protection, and finish our review, and present it as a whole to the BOC. PCarroll made a motion to come early for workshop in November at 6:00 PM and spend an hour on the ordinance review; TSutton seconded the motion. The motion passed with none opposed.

6. New Business - None

7. Update on Tree Bank Funds. (WHall)

WHall reported that there was \$97,625.46 in the fund. This includes \$8.26 in interest earned. This does not include the Mapco money which has not been received yet.

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8. Citizen Comments

None

9. Adjournment: With no further business, DRainey adjourned the meeting at 7:42 PM. The next scheduled meeting will be Tuesday, 03 November 2015. Prior to the meeting is a Workshop at 6:00PM to review the remaining sections of Title 13, Chapter 4, Section 13.