



Town of Marshville Town Council Meeting

Monday, August 7, 2017, 7:00 PM
Marshville Town Hall

Regular Meeting Minutes

Present: Mayor Frank Deese; Mayor Pro-Tem Morgan; Council Members Margaret Bivens, Norma Carpenter, Ernestine Staton, and Jim Rowell

Staff: Scott Howard, Interim Town Manager; Tonya Johnson, Town Clerk/Finance Officer; Matt Tarlton, Police Chief; Bobby Griffin, Town Attorney

Call to Order/Invocation/Pledge of Allegiance

The meeting was called to order at 6:55 pm by Mayor Deese who welcomed everyone to the meeting. The invocation was given by Council Member Staton. The Pledge of Allegiance was given by everyone.

Adoption of Agenda for the Meeting

Council Member Rowell made a motion to add a discussion and action to incur the cost of an environmental study for the CDBG grant with Union County for the Carelock Drive and Elizabeth Street Project. The motion was seconded by Council Member Carpenter and passed by unanimous vote. Mayor Deese suggested this be added as agenda item #11.

Council Member Rowell made a motion to accept the agenda with the addition. The motion was seconded by Council Member Staton and passed unanimously.

Public Comments

Marlene Griffin – 317 N. Elm Street, Marshville, NC 28103

Ms. Griffin expressed concern regarding leaf collection. Ms. Griffin stated that the required bags are available at Carolina Hardware but not at special pricing. The cost for thirty bags is \$12.99.

Ms. Griffin explained that bagging the leaves is a two person job. Ms. Griffin asked members of the council if the town is going to collect leaves during the fall, or if she will have to bag the leaves for the contractor. Ms. Griffin asked if it is permissible to burn the leaves.

Ms. Griffin also pointed out that recycling has increased. She expressed that she doesn't know what was wrong with the old service and can't understand why the council went with a contractor/service that costs citizens more money.

Mayor Deese told Ms. Griffin that he or staff will have to talk with the garbage contractor regarding bagging the leaves. He explained that the reason for the increase is because the town purchased its own cans. Mayor Deese explained that this will result in a cost savings in the long run and will put the town in a better negotiating position for future contracts. Council Member Rowell added that if the town provides leaf pickup then residents cannot burn leaves. Mayor Deese stated that he will request that the town attorney look into the burning law. Ms. Griffin asked if dirt and debris from cleaning the edge of the street, and debris from the storm drain also has to be bagged.

Barbara Simpson – 6911 Austin Grove Church Road, Marshville, NC 28103

Ms. Simpson encouraged the members of the council to vote against the solar farms in residential areas. Ms. Simpson stated that she has spent many hours researching solar farms and she finds no benefit to the town. She reported that she spoke with the town manager of Roland, NC and he advised, “don’t do it”. Ms. Simpson argued that solar farms should be in rural areas, not residential areas. She added that solar farms don’t provide tax revenue or jobs. The only benefit of a solar farm is to the property owner and the solar farm company. Ms. Simpson presented petitions containing the signatures of citizens against solar farms. Ms. Simpson urged the council to study the effects of solar farms and to carefully consider their decision and do what is best for Marshville.

Frankie Horne – 604 S. Elm Street, Marshville, NC 28103

Ms. Horne stated that without a local newspaper there is a lack of communication in Marshville. She stated that she did not know about the leaf situation until she was informed by her sister. Ms. Horne commented that she thought the town owned equipment to pick up leaves. Ms. Horne reiterated that the town needs a form of communication to let the residents know what is going on. Mayor Deese thanked Ms. Horne and assured her that her comments will be taken seriously.

Toni Austin – 907 Hasty Road, Marshville, NC 28103

Ms. Austin expressed concern about physically having to bag leaves. She is also concerned that people will burn leaves in their yards. Ms. Austin stated that a solution might be to determine the cost to use the leaf machine to vacuum leaves. Ms. Austin expressed a desire for Marshville to consider an ordinance regarding burning.

LED Sign Discussion/Possible Action

Mr. Joe Rickman with Atlantic Sign Media, Inc. was present to provide information and answer questions regarding an LED sign. The manager stated that a lot of research has been put into the LED sign and references for various sign companies have been checked. Interim Town Manager Howard stated that Stewart Signs and Atlantic Sign Media, Inc. are reputable companies. Discussion ensued regarding the amount of money that was appropriated for an LED sign. Council Member Rowell pointed out that funds sufficient to cover the cost of a sign were not budgeted. Interim Town Manager Howard stated that the FY2017-18 budget covers the first year’s lease. At the end of the lease agreement the town can purchase the sign for \$1.00. Discussion ensued regarding the dimensions of the sign.

Council Member Carpenter stated that the current ordinance outlaws these types of signs. She suggested that the ordinance be addressed first, before the council selects a sign. Mayor Deese suggested tabling the discussion until the council meets with the Planning Board. Town Attorney, Bobby Griffin, asked if the town can discriminate by district regarding and LED sign. He recommended conferring with the Planning Board. Attorney Griffin inquired about how much information can be displayed. Mayor Deese commented that the sign is not a newspaper but he thinks the sign will be beneficial. Council Member Carpenter made a motion to table this agenda item until after the joint meeting with the Planning Board. The motion was seconded by Council Member Staton and passed 4 to 1 (Council Member Rowell opposed).

Action on Closing Specific Roads for Boll Weevil Festival

Interim Town Manager Howard told the council that formal action is needed to close the streets for the annual Boll Weevil Festival. Council Member Rowell made a motion to authorize Police

Chief Tarlton to close Main Street from Elm Street and the Police Department, beginning Thursday night, September 14, 2017, in addition to any other closings necessary for the Boll Weevil. The motion was seconded by Council Member Carpenter and passed by unanimous vote. Council Member Rowell made a motion to approve the temporary street closings for the Boll Weevil festival as received in the agenda packet. The motion was seconded by Council Member Carpenter and passed by unanimous vote.

Discussion/Action on 511 East Main Street Vacant Home Owned by Town

Interim Town Manager Howard informed the council that this property can be sold, kept for storage for public works, or the house sold as personal property and the town retain ownership of the land. A motion was made by Council Member Rowell to keep the property and use it for public works. The motion was seconded by Council Member Carpenter. Discussion ensued regarding how to best utilize the property. The motion carried by unanimous vote.

Council Member Bivens asked if all of the residents have received garbage/recycle carts. Interim Town Manager Howard reported that not all residents have received carts because the town is still waiting for wheels for some of the carts. Council Member Bivens reported that she received a complaint from someone who was told to take their trash to the landfill. Mayor Deese reported that the town is going through an adjustment period with the new contractor, but both the town and the contractor are working diligently to rectify the situation.

Discussion/Action on Reporting Salary Range and Filling Public Works Director Position

Council Member Rowell questioned why the salary range is on the agenda since the range was already set based on the minutes from a previous meeting. Discussion ensued. Council Member Rowell made a motion to allow the manager to fill the Public Works Director position. The motion was seconded by Council Member Staton and passed by unanimous vote.

Discussion/Action on Proclamation of September 15, 2017 as Alzheimer Disease Awareness Day

A motion was made by Mayor Pro-Tem Morgan to approve the Alzheimer Disease Proclamation and to authorize the mayor to sign said proclamation. The motion was seconded by Council Member Bivens and passed by unanimous vote.

Discussion/Action on Scheduling Joint Work Session with Planning Board Regarding Zoning Ordinances

Interim Town Manager Howard suggested a joint meeting with the Planning Board be called for Monday, August 28, 2017. Susan Drake, Planning Board Chairperson, reported that the Planning Board meetings have been changed to the second Monday of each month. She expressed that she would like to meet with the council by October. The manager was directed to work with the Planning Board Chair to coordinate the joint meeting. Council Member Rowell made a motion to call for a special meeting on Monday, August 28, 2017 at 7:00 pm at Town Hall for the purpose of a joint meeting with the Planning Board. The motion was seconded by Council Member Bivens and passed unanimously.

Discussion/Action on Adopting Ordinance Regarding Enforcing Payment of Damaged/Lost Carts

Interim Town Manager Howard stated that the town will replace carts due to normal wear and tear. Lost or damaged carts will be replaced at the customer's expense. Council Member Rowell asked if this replaces the current ordinance. Interim Town Manager Howard stated that the town doesn't currently have an ordinance that addresses cart replacement. Council Member

Rowell questioned several items in the proposed ordinance. Discussion ensued. Mayor Pro-Tem Morgan asked if a copy of the ordinance revision can be sent to residents with the utility bills. She feels that the customers need to be informed. Council Member Staton commented that it seems the council contradicted themselves in their remarks to Ms. Marlene Griffin regarding dirt and debris. Council Member Bivens asked Attorney Griffin if he read/reviewed the ordinance. Council Member Rowell asked if appliances placed on the sidewalk will be picked up. Attorney Griffin commented that white goods are not considered regular trash. Mayor Deese asked the council if they wish to take any action. Council Member Staton made a motion to approve the ordinance regarding enforcing payment of damaged/lost carts. The motion was seconded by Mayor Pro-Tem Morgan but failed with a two to three vote (Council Members Carpenter, Rowell, and Bivens opposed). Attorney Griffin suggested that the town have an ordinance. The manager was directed to amend/revise the proposed ordinance and to add a section pertaining to white goods.

Discussion/Action Regarding Incurring the Cost of an Environmental Study for the Union County CDBG Grant

Interim Town Manager Howard informed the council that we have to pay for the environmental study as part of the CDBG grant requirements. The grant is for \$202,600 for water/sewer improvements at Carelock Drive and Elizabeth Street. The approximate cost of the study is \$5,000. Council Member Rowell made a motion to approve up to \$5,000 for an environmental study that is required by the CDBG grant for the Carelock Drive and Elizabeth Street Water/Sewer Improvement Project. The motion was seconded by Council Member Bivens and passed unanimously.

Town Manager Comments

Interim Town Manager Howard reported that only a few applications have been received for the position of Public Works Director. He informed the council that staff will re-advertise. The manager reported that he has a good candidate for the position of Parks & Recreation Director.

Mayor and Town Council Member Comments

Council Member Staton commented that it is disrespectful to interrupt the mayor before he is finished speaking. She asked council members to be more aware of this issue.

Council Member Rowell informed the council that the Boll Weevil Festival is scheduled for Friday, September 15, 2017 and Saturday, September 16, 2017. Council Member Rowell thanked the public works staff for their efforts to repair recent breaks. He thanked Interim Town Manager Howard for assisting in getting an automated call out the previous Saturday when Anson County encountered a major water line break that affected Marshville residents. Council Member Rowell mentioned his recent health issues and reported that he is glad to be back. He advised the manager to allow the attorney to review ordinances before they are presented to the council.

Council Member Carpenter reported that she recently attended the CRTPO meeting. She stated that she wants Marshville to be a town to be proud of. Council Member Carpenter reported that Montgomery County has sued Union County over water.

Council Member Bivens stated that she has an issue with her water bill. She feels that she is charged for water that she doesn't use.

Mayor Deese shared an invitation to the Union County NAACP's Annual Banquet and Fundraiser. The event is scheduled for October 21, 2017 at Marvin AME Zion Church. Tickets for the event are \$30.

Adjournment

Council Member Bivens made a motion to adjourn the meeting at 8:29 pm. The motion was seconded by Council Member Carpenter and passed unanimously.

These minutes approved this 2nd day of October, 2017.

By: _____

Franklin D. Deese, Mayor

ATTEST: _____

Tonya D. Johnson, Town Clerk

Town of Marshville

Public Comments Sign-Up Sheet

Public Hearing

Date: 8/7/2017Please **print** your name and contact information for the record.

PRINT NAME	MAILING ADDRESS	PHYSICAL ADDRESS (if different)	PHONE #	EMAIL ADDRESS
1 ✓ JOE RICKMAN ^{Agenda Item}	P.O. Box 4205 Burlington, NC 27215		336-213-4948	cjseect@att.net
✓ Marlene Griffin	PO Box 2245 Monroe, NC 28111	317 N Elm St Monroe, NC 28105	704-219-9470	marlene654123@gmail.com
✓ Michael Simpson	6911 Austin Grove Ch Rd.	" "	704-282-9650	barbansimpson72@gmail.com
✓ Frankie Horne	604 South Elm Marshville		704-291-0286	
✓ M. Aust	907 - Hasty Rd		62495265	csa3@hotmail.com
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				



STATE OF NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION

ROY COOPER
GOVERNOR

JAMES H. TROGDON, III
SECRETARY

July 19, 2017

Ms. Kay Strawn
P.O. Box 337
Marshville, NC 28103

SUBJECT: Temporary Street Closing for Boll Weevil Jamboree

Dear Ms. Strawn:

This letter is your authorization to close the following roads and/or intersections on September 16, 2017 from 6:00 am until 12:00 am, for the purpose of the Boll Weevil Jamboree:

- East Union Street (SR 1735) between Cross Street (SR 1800) and Elm Street (NC 205)
- Elm Street (NC 205) between Union Street (SR 1735) and US 74
- White Street (SR 1005) between Main Street and US 74

All streets shall reopen as soon as the event is completed. This permission is granted based upon the following conditions:

1. That local law enforcement will be available to ensure safety to both motorist and pedestrian traffic
2. That all emergency services will be contacted regarding these closures
3. That a route be established to allow through traffic to get around the festivities
4. That all closures comply with the Manual on Uniform Traffic Control Devices standards

If you have any questions, please call me at 704-983-4400.

Sincerely,

Sean M. Epperson RME

Sean M. Epperson, PE
Division Traffic Engineer

cc: Mr. Louis Mitchell, Division Engineer
Mr. Lee Ainsworth, District Engineer
Mr. Brady McKenzie, Resident Engineer
Mr. David Gillette, Union County Maintenance Engineer
File

Mailing Address:
NC DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS
716 WEST MAIN STREET
ALBEMARLE, NC 28001

Telephone: (704) 938-4400
Fax: (704) 982-3146
Customer Service: 1-877-368-4968

Website: www.ncdot.gov

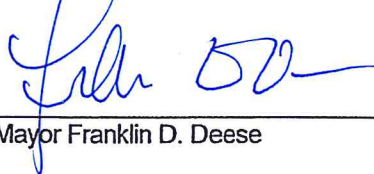
Location:
716 WEST MAIN STREET
ALBEMARLE, NC 28001

TOWN OF MARSHVILLE

est. 1877

To Whom It May Concern:

I, Franklin D. Deese, Mayor of the Town of Marshville, have been notified regarding the street closures requested September 15th and 16th 2017 for the Boll Weevil Jamboree. I, on behalf of the Marshville Town Council, approve the requested street closure for the setup, duration, and cleaning up of the Boll Weevil Jamboree for the dates requested.

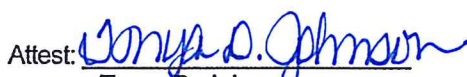


Mayor Franklin D. Deese

Date

8/7/17

Attest:



Tonya D. Johnson
Town Clerk

Marshville Town Hall
201 West Main Street
Marshville, NC 28103

TOWN OF MARSHVILLE

est. 1877

(P) 704.624.2515
(F) 704.624.0175
www.marshville.org

July 6, 2017

To Whom It May Concern:

On September 16, 2017, uniformed Marshville Police Officers will be present the entire scheduled time of the Boll Weevil Jamboree. Proper safety equipment, barricades and cones will be used in the closing of roads, so that the festivities can occur safely. I will be present during the entire event on this date and will oversee safety measures taken by the Marshville Police Department.

Regards,



Chief Matt Tarlton

Town of Marshville

2918b3



201 West Main Street
Marshville, North Carolina 28103
Telephone 704-624-2515
Fax 704-624-0175

June 20, 2017

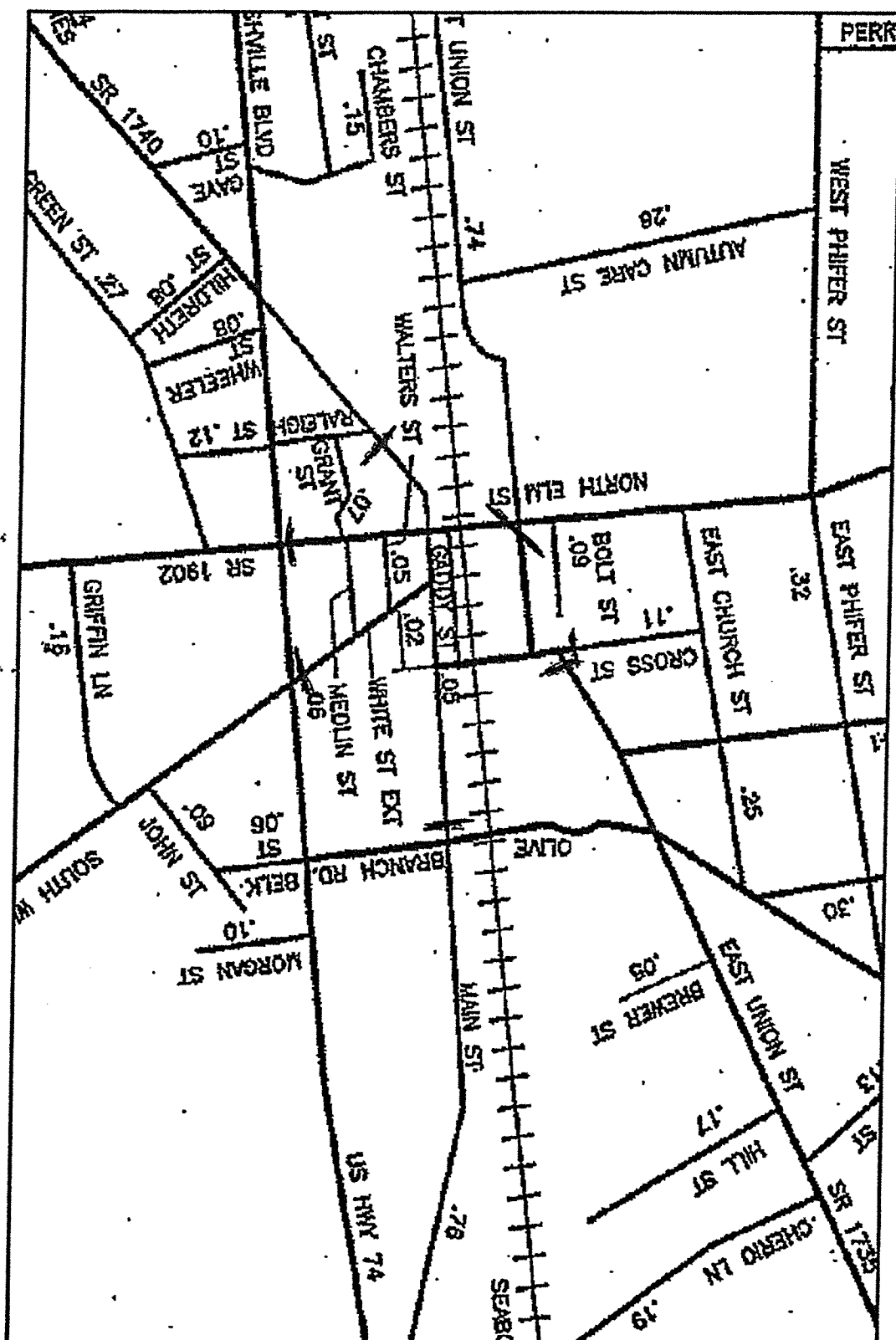
To Whom It May Concern:

I, Scott Howard, Marshville Town Manager, am aware that the Town is planning to close roads and assist with security on September 16, 2017 in connection with the Boll Weevil Jamboree sponsored by the Marshville Chamber of Commerce.

Regards,

A handwritten signature in cursive script, appearing to read "Scott Howard".

Scott Howard
Town Manager



Read Closely

North Carolina Department of Transportation
Special Event Request Form
Division 10

This request form is required for all special events being held within the right-of-way of State Highway System roads. Special events include one-time, annual, or periodic bicycle races, marathons or other foot races, festivals, charity walks, parades or other events outside of the normal usage of the State Highway System. **This request must be submitted to the appropriate Division Traffic Engineer(s) where the event will be held at least sixty (60) days prior to the scheduled beginning of the event.** See a listing of the Highway Divisions and their contact information at the following URL:

<https://apps.dot.state.nc.us/dot/directory/authenticated/UnitPage.aspx?id=630>

Section A: Event Information

Name of Event Boll Weevil Jamboree

Type of Event Annual Town Festival

County/Countries Union

City/Cities Marshville

Event Date(s) 16-Sep-17

Event Time(s) Begin 6:00 a.m. End 10:00 p.m.

Primary Sponsoring Organization Marshville Chamber of Commerce

Anticipated number of participants (estimate) 2500

Approximate distance in miles 1

Requested Action(s) ☒ Temporary Road Closure ☐ Temporary Interference with Traffic
(Check all that apply) ☐ Temporary Lane Closure ☐ Participants Share the Road with Traffic

Section B: Contact Information

Director/Organizer Name Kay Strawn Email ktstrawn@windstream.net

Mailing Address PO Box 337
Marshville, NC 28103

Telephone 1 704-624-6243 Telephone 2 704-2213187 Fax _____

Responsible Local Government Town of Marshville

Local Government Contact Scott Howard Telephone 704-624-2515

Responsible Law Enforcement Agency Marshville Police Department

Law Enforcement Contact Chief Matt Tarlton Telephone 704-624-6767

Section C: Support Material

The following support documentation must be attached to this request before it will be considered.

1. Detailed location(s) of event including maps indicating route(s) used by the event.
2. Detailed description of the event and how it will affect the route(s) used by the event.
3. Written support for the event from all local governments whose jurisdiction the event is being held in.
4. Written acknowledgement and approval by local law enforcement and/or the State Highway Patrol.
5. Type, description, and location of any proposed temporary lane closures/interference, road closures/interference, traffic control and signing with appropriate maps, sketches, detour routes, and written acknowledgement from the agency providing the temporary closures/interference, traffic control, and/or signing accepting responsibility for such.
6. Description of notification to residents along the route as a safety and informational service.

Section D: Terms and Conditions

The following applies to all approved events.

1. Requestor shall be responsible to properly close the lanes/roads according to the Manual on Uniform Traffic Control Devices (MUTCD).
2. Requestor shall be responsible to provide all necessary traffic control using the appropriate law enforcement agency/agencies or individuals trained in traffic control as set forth in General Statute §20-114.1.
3. Requestor shall be responsible to notify all emergency services and other responders of any impending closures and/or interference.
4. Event shall be supported by, or endorsed by, the local government body/bodies.
5. If a bicycle race, requestor shall be responsible to follow rules and statutes specific to bicycle racing as provided for in General Statute §20-171.2.

Section E: Signatures

Requestor Signature



Date 6/20/2017

Approval Signature

Date _____

Division Traffic Engineer

cc: Division Engineers
 District Engineers
 Resident Engineers
 Bridge Maintenance Engineers
 Roadside Environmental Engineers
 Bituminous Supervisors
 State Highway Patrol

Statement of Liability Waiver for Special Events

This statement of liability waiver is made for the named event listed in Section A of the "Special Events Request Form", hereinafter "the Special Event," by the Special Event organizer listed under Section B of the "Special Events Request Form", hereinafter "the Organizer", to the Department of Transportation, an agency of the State of North Carolina, hereinafter "the Department".

Whereas, the Organizer is organizing a Special Event using roads of the State Highway System and accepts responsibility as the person in charge of the Special Event;

Whereas, the Organizer shall identify in writing the name, if any, of the organizations or groups sponsoring the Special Event;

Whereas, the Organizer shall identify in writing and on a map the roads of the State Highway System to be used for the Special Event prior to the start of the Special Event;

Whereas, the Organizer shall address all safety and mobility issues;

Whereas, the Organizer accepts all risks and liabilities and shall release, waive, discharge and covenant not to use the Department for any and all liability from any and all claims arising from the Special Event and shall provide a copy of this statement of liability waiver to all participants of the Special Event and obtain their written agreement of said waiver prior to their participation in, and the commencement of, the Special Event;

Whereas, the Organizer and all participants understand and agree that this statement of liability waiver shall be binding upon executors, administrators, personal representatives, collectors, heirs, successors, and assigns, and shall inure to the benefit of the Department and all of its past, present, and future officers, directors, employees, agents representatives, insurers, predecessors, and successors;

Whereas, the Organizer agrees to make restitution for any and all claims for personal injury or property damage which may be asserted against the Department by reason of any individual's participation in the Special Event and agrees to make restitution for any costs, expenses, and damages (including, without limitation, attorney's fees and costs) which may be asserted against the Department as a result of the Special Event;

Therefore, the Organizer does hereby fully and unconditionally release and discharge the Department and all past or present agents and employees of the Department, in their official and individual capacities, from any and all claims and losses, liabilities, demands, actions, or causes of action of any kind or character (including without limitation, for attorney's fees, costs, and expenses), whether known or unknown, with the knowledge that such may come to exist, whether at law or at equity on account of, connected with, or growing out of the Special Event.

The Organizer hereby certifies that he/she shall obtain signed Release and Waiver of Liability forms for every participant in the event and shall provide the Department a copy of the signed forms upon request at any time within four (4) years of the date of the event. The undersigned hereby acknowledge that they have read this statement, and fully understand its contents.

Kay T. Strawn
(Name 1 - printed)

(Name 2 - printed)

(Name 3 - printed)

Kay T. Strawn
(Name 1 - signature)
Ball Heevil Jamboree Chair

(Name 2 - signature)

(Name 3 - signature)

7-6-17
(Name 1 - date)

(Name 2 - date)

(Name 3 - date)

Proclamation

ALZHEIMER'S DISEASE AWARENESS DAY

September 15, 2017

In Marshville

WHEREAS, Alzheimer's disease is a progressive degenerative disease of the brain causing deterioration in memory and thinking, as well as judgment and reasoning ability; it also affects behavior, emotions and the ability to perform self-care; and

WHEREAS, according to the Center for Disease Control and Prevention, Alzheimer's is the sixth leading cause of death for older adults; and

WHEREAS, according to the North Carolina Department of Health and Human Services, Alzheimer's is the 5th leading cause of death of citizens 65 and older; and

WHEREAS, according to the Center for Disease Control and Prevention, approximately 5 million people in the United States are living with Alzheimer's; and

WHEREAS, Alzheimer's is the most common form of dementia; and

WHEREAS, according to the Alzheimer's Reading Room, 1,232 Americans are diagnosed daily and 8,634 Americans are diagnosed weekly with Alzheimer's disease, and by 2050 over 13 million American could have the disease; and

WHEREAS, Alzheimer's disease costs the United States \$100 billion per year in diagnosis, extended care, family caregiver illness and lost wages according to the National Institute on Aging; and

WHEREAS, neither Medicare nor most private health insurance covers the long term services and support most people with dementia need; and

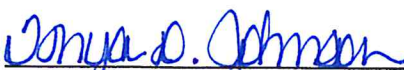
WHEREAS, the town of Indian Trail recognizes individuals, families, friends and caregivers dealing with the devastating effects of Alzheimer's disease, the researchers who are seeking a cause or causes and cure, and the educational programs and support services provided by North Carolina Alzheimer's organizations;

NOW, THEREFORE, I, Franklin D. Deese, Mayor of the Town of Marshville, and the town council, do hereby proclaim September 15, 2017, as "ALZHEIMER'S DISEASE AWARENESS day" in Marshville and encourage its observance to all citizens.

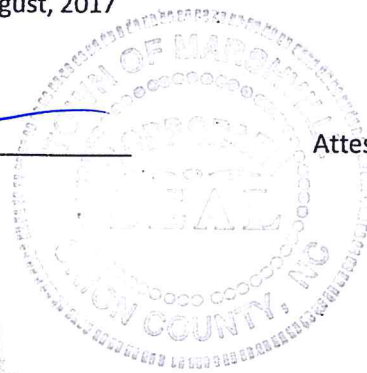
Proclaimed this 7th day of August, 2017


Mayor Franklin D. Deese

Attest:



Tonya D. Johnson, Town Clerk



Request to Add Agenda Item

Senya, just for your minutes this Mon in case someone makes the motion talking very quickly

"Mayor, I would like to add an item to the Agenda: Discussion/Action on agreeing to incur cost of the Environmental Study that is required by the CBDG Grant for the Carelock Dr. / Elizabeth St. Water/Sewer Improvement Project at the approximate cost \$5,000.

- This grant is for \$202,600
 - It is the area of town that has some of the worst, if not the worst infiltration problems in the town
 - It is a requirement of us by CBDG
 - Cost will probably be less than \$5,000
 - Just got this information to write the RFQ after the agenda packets were sent to you
 - Has to approved tonight to stay on the CBDG timeline
- S. H*

Marshallville Startup Draft Process and Timeline

- ❖ *Quarterly progress reports are due throughout the duration of the project. Reports are to be completed by the Subrecipient and are due July 15, October 15, January 15 and April 15. The last report is to be marked final in the narrative section.*

Step 1: Begin the Environmental Review (ER) Process

- This process will take at a minimum 3 -6 months this process must be completed prior to funds being committed to the project.
- The cost of the ER must be covered by the Town. This could range from \$2,500 and up depending on the project. For this project a good range is from \$2,500 to \$5,000.



Task	Subrecipient Manual	Notes	Proposed Start	Proposed End
Draft RFQ	Template provided pg.	<u>EJ</u>	Aug. 1	Aug. 14
Publish Notice for RFQ		You can advertise in the <u>local paper</u> , <u>post online</u> or <u>direct solicitation</u> via mail or email. You must maintain <u>copies of advertisements</u> , <u>online postings</u> , <u>lists of who was mailed the RFQ</u> or <u>copies of emails</u> sending the RFQ. Must provide at a <u>minimum 15 days' notice</u> prior to <u>submission</u> .	Aug. 15	Aug. 30
Review and score responses	Scoring sheet pg.	You must have at a minimum 2 staff members review and score the proposals. The preference is for 3 staff members, but 2 will be acceptable	Aug. 31	Sept. 8
Verify Debarment		Prior to awarding any contracts, the chosen firm must be verified through Sam.gov to ensure they are not on the Federal Debarment list	Sept. 8	Sept. 8
Notify most qualified firm		Notify the firm that was deemed most qualified	Sept. 11	Sept. 11
Negotiate fee		Since this is an RFQ you are able to negotiate the fee. If you are unable to come to amenable terms you are able to move to the second most qualified bidder. However,	Sept. 11	Sept. 15

Request for Qualifications for Environmental Review Services for the Carelock Dr. /Elizabeth St. W/S Improvement Project - A Part 58 Funded Project

I. Introduction

The Town of Marshville, recently was awarded Community Development Block Grant (CDBG) funds from Union County's FY 2017-18 Entitlement allocation, for the Town of Marshville. Union County is a direct recipient of annual funding via the Department of Housing and Urban Development's CDBG program. The Town of Marshville, a CDBG Sub-recipient, on behalf of Union County, the Responsible Entity, is seeking proposals from qualified consultants to provide environmental review services on property at Carelock Dr. / Elizabeth St. W/S Improvement Project. Consultant will prepare environmental review records (ERRs) necessary for the commitment of funds for capital projects subject to regulations at 24 CFR Part 58.

Consultants may be required to perform studies and investigations, prepare plans, specifications and cost estimates, write reports, and perform field inspections for various types of regulatory and environmental issues.

The Environmental Review Record – (ERR) prepared under this RFQ must comply with the requirements of the National Environmental Policy Act of 1969 (NEPA) found at 24 CFR Part 58 and the North Carolina State Environmental Policy Act (NC-SEPA). Through this RFQ, the Town of Marshville will select a consultant to provide services commencing upon the successful completion of contract negotiations.

II. Schedule

The anticipated schedule for selecting a consultant is:

- RFQ issued– August 15, 2017
- Proposals due August 30, 2017
- Selection of Consultant September 29, 2017

III. Scope of Work

Proposing firms may suggest a modified scope as part of their proposal, so long as such modification does not impair the Responsible Entity's ability to execute their duties as the Certifying Officer. The proposed scope of work will need to commence on or before October 2, 2017 and be completed no later than November 30, 2017.

The services to be provided by the selected consultant will include, but not be limited to the following:

- Determine and prepare the appropriate level ERR for a Part 58 project. ERR must contain all the environmental review documents, public notices and written determinations of environmental findings required by NEPA, 24 CFR Part 58 and NC-SEPA. In particular, the ERR for a project shall describe the project and activities that have been determined by the Town of Marshville to be part of the project; evaluate the effect of the project or the activities on the human environment and the effect of the human environment on the project; document compliance with the applicable statutes and authorities; and record the written determination and other review findings as required by the relevant authorities.
- The ERR shall also contain verifiable source documents and relevant base data used or cited in EAs, EISs or other project review documents.
- Review and analyze proposed project using the criteria, standards, policies and regulations including those identified at 24 CFR §58.5.
- Submit completed draft EA to State clearinghouse, if required.
- Identification of mitigation measures, if any, necessary to bring a CDBG funded project into compliance with all appropriate authorities as well as those identified in 24 CFR §58.5 and HUD's Statutory Worksheets and Tables of Authorities.
- Gather and compile information necessary for the preparation of the ERR.
- Attend meetings and participate in other communication with the Town of Marshville staff, HUD, the State Historic Preservation Office (SHPO), other Agency agencies, project sponsors and other interested parties to ensure that project descriptions are accurate, the potential impacts of proposed activities are fully investigated, and appropriate mitigations are incorporated into project design and implementation.
- Provide general consultation to the Town of Marshville regarding environmental issues, including State of North Carolina requirements, pending legislation and similar matters.
- Assist in consultation activities with appropriate authorities as required under applicable laws, regulations, policy statements and standards.
- If required: Prepare draft Environmental Impact Statements and Final Environmental Impact Statements including all appendices and attachments.
- Prepare an updated list of credible, traceable and supportive source documentation that is necessary to support determinations of whether the proposed activity achieves compliance or conformance with each applicable

- statute, Executive Order or regulation.
- Complete Notice of Finding of No Significant Impact/Notice of Intent to Request Release of Funds.

The following are work tasks assumed necessary to prepare an ERR. Proposing firms may suggest a modified scope as part of their proposal.

- Review proposed project in consultation with the Town of Marshville.
- Determine appropriate level of review under 24 CFR Part 58 in consultation with the Town of Marshville.
- Drafting public notices and holding public meetings as required by the particular level of review necessary for the project.
- Identify and obtain supporting documentation necessary to show compliance with each element of the ERR as appropriate.
- Prepare draft ERR for review by the Town of Marshville.
- Prepare final ERR upon Town of Marshville approval of draft ERR.
- Prepare documents for submission to HUD and/or SEPA as necessary.
- Assist in preparing responses to comments received from the public and from government agencies on the ERR.
- If required: Prepare and format Draft Environmental Impact Statements and Final Environmental Impact Statements for submission to HUD as required.

IV. Submission Requirements

Proposals must be received by 12:00 p.m. August 30, 2017 Submissions should be sent to:

Scott Howard
Town of Marshville
201 West Main Street Marshville, NC 28103
manager@marshville.org

A. Format

5 hard copies

B. Content

Firms interested in responding to this RFQ must submit the following information, in the order specified below:

1) Introduction (1 page)

Submit a letter of introduction with the proposal. The letter must be signed by a

person authorized by your firm to obligate your firm to perform the commitments contained in the proposal. Submission of the letter will constitute a representation by your firm that your firm is willing and able to perform the commitments contained in the proposal.

2) General Background Information (2 pages)

Provide a brief description of the responding firm, including firm's ownership and legal structure; total number of employees in various categories (e.g., managerial, professional, clerical, technical); principal place of business and location of other offices. Indicate the home office location of each individual being proposed to provide required services under this RFQ.

3) Compliance with Minimum Qualifications (1 page maximum)

Describe the firm's experience working with HUD funded projects and with preparing ERRs for Part 58 programs.

4) General Environmental Review Experience (Up to 2 pages)

Describe the firm's experience preparing Environmental Review Records. Include experience preparing various levels of review, i.e., Environmental Impact Statements, Environmental Assessments, Categorical Exclusions and Supplemental Reviews.

5) References: Provide the name, address, telephone number and email address and general informational and background.

V. Qualifications

Minimum Necessary Qualifications

The following are the minimum necessary qualifications for Respondents to this RFQ.

Failure to meet the minimum qualifications will result in disqualification of the Respondents Proposal.

- 1) Relevant experience providing environmental consulting services for HUD financed construction projects in North Carolina.
- 2) Commitment to providing as a primary point of contact for all work a single dedicated Project Manager who has experience with construction projects in North Carolina.
- 3) Knowledge of current local, state, and federal regulations and related contracting, environmental, and health and safety issues.
- 4) Experience in North Carolina, in successfully dealing with the regulations of and

personnel within various regulatory agencies including, but not limited to, United States Department of Housing and Urban Development, North Carolina State Historic Preservation Office, U.S. Environmental Protection Agency, Department of Public Health, Occupational Safety and Health Administration, and the North Carolina Department of Environmental Quality.

VI. Communications with Staff Prior to Selection of Qualified Consultant List

Any questions about the RFQ process may be submitted, in writing, via mail, email or fax, using the subject line to the attention of:

Scott Howard
Town of Marshville
201 West Main Street
Marshville, NC 28103
Email: manager@marshville.org
Fax: 704-624-0175

To ensure a fair and impartial process, staff will not address non-written questions concerning the RFQ. Phone calls involving the RFQ or related questions will not be accepted. Firms submitting bids shall not contact any staff or Board members except Scott Howard, all questions regarding the RFQ must be received in writing or e-mail no later than September 8, 2017.

Town of Marshville will answer appropriate questions received in a timely manner (e.g., information not covered/answered in the RFQ, interpretation issues, etc.) by email to the primary contact person indicated by each Consultants on or before August 25, 2017. Town of Marshville will hold no other question sessions or Consultant conferences. Town of Marshville shall not be responsible for any non-working e-mail addresses.

If, prior to the proposal deadline, Town of Marshville deems it necessary to provide additional clarifying information, or to revise any part of the RFQ, supplements or revisions will be provided to all recipients of the RFQ who have indicated they will submit a proposal. Communications will be sent via e-mail to the primary contact person indicated. Proposals will then be evaluated based on the terms and conditions of the RFQ, any supplements or revisions thereof, and the answers to any written questions.

VII. Evaluation and Selection:

A selection committee consisting of the Town of Marshville and Responsible Entity employees (the "Committee") will review all proposals and select a firm based on a number of factors, which shall include the following:

- Qualifications
- Professional experience including experience with HUD CDBG Entitlement projects
- Work samples
- Review of client list
- Recommendations by references
- Ability to meet timelines
- Other pertinent information submitted

All answers and information requested in this RFQ must be included with your submission. Omission of any material may cause the submission to be declined as non-responsive.