

Jim Palenick

From: Jim Palenick [jpalenick@dallasnc.net]
Sent: Friday, December 14, 2012 11:22 AM
To: 'Ricky Coleman'; 'ronniemorrow@att.net'; 'JOHN BEATY'; 'huggybarber@att.net'; 'hoylewithers@yahoo.com'; 'Martin, Scott'
Cc: 'Maria Stroupe'; 'David Kahler'; 'dhuffman@dallasnc.net'; 'Bill Trudnak'; 'slambert@dallasnc.net'; 'Gary Buckner'; 'A Martin'; 'jthomashunn@aol.com'
Subject: Town Manager's Weekly Report (#10)
Attachments: Dallas Courthouse 12 6 12 (2).pdf

Mayor & Board of Aldermen:

Please accept the following as the **Town Manager's Report for the Week-ended Friday, December 14, 2012.**

- The new Swingset at the Gym, as well as the new Play-structures at both Cloninger and Jagers Parks are now fully-installed and functional. Some additional mulch, which should be delivered next week, is yet to be installed beneath the structures in keeping with contemporary safety guidelines.
- The Town has Officially received the NCDENR permit extension for our Wastewater Collection system. The new Permit carries a term of 5 years; from May 1, 2013 through April 30, 2018, and requires the Town to formally adopt a Collection System Capital Improvement Program (CIP) within the next 18 months.
- In response to the NCDENR invoice for the next \$10,000 installment of the remaining \$80,000 due in Civil Fines (under the terms of the Wastewater Treatment plant settlement Agreement), I am planning to remind them of our understanding that they were allowing us a 1-year deferral from payment while we were negotiating with Gastonia/Two Rivers regarding possible Wholesale Treatment purchase and interconnect. We will see if this approach proves successful, given our lack of progress in our negotiations.
- As mentioned at the Board meeting, the water-line rehabilitation project is moving along well and consistent with our established schedule. That is, following our submittal of complete design engineering plans, we have received our NCDENR permit for Phase I and will be soliciting construction bids the first week in January. From there we expect to provide approximately two weeks for the preparation and submittal of Bids, with a Contract award at the February 12th Board Meeting. Assuming award, the actual construction should then start within 10 days. The Phase II Design Engineering work is 60% complete, while the Phase III work is 40% complete. Assuming all design work will be complete by early February, we should have our final permits in March and complete our financing in April. We will need to "front" several of the first construction draw-downs (Phase I) from Town Water/Sewer Funds pending actual receipt of the Debt issuance proceeds in late April/early May. The CDBG Phase of work will occur last as our consultant is able to complete environmental assessments and follow all Federal regulations required. Once started, some ongoing level of construction is likely to remain ongoing for at least 18 months. We will provide a "blitz" of information regarding construction activities as we get close to the construction start-date.
- Attached to this report is a proposal received from Site Solutions, a local landscape architectural firm, as a subcontractor to Harris Architects, for the production of a master design plan for the Town Square and public Plaza in connection with the Historic Courthouse Renovation. The proposal calls for \$5,300 in fees, plus expenses not-to-exceed an additional \$500. Ellen Harris will the work closely with Site Solutions coordinating their work with hers. She will add an additional \$500 to her contract for such coordination. This combined total of \$6,300 will be in addition to the contract we currently have with Harris for \$78,500 to complete the design and supervision work associated with the Courthouse building work. I would strongly recommend we enter into this subcontract and am prepared to authorize same unless any objections are raised. As such, if you have objections or concerns, please let me know.
- I just completed and forwarded a grant application to the local "Doctor Foundation" seeking \$25,000 in grant funds toward our Courthouse capital campaign, and am seeking out addition such Foundation and non-profit opportunities. We are also working on a request to the Covington Foundation and the Wells Fargo Foundation. The Covington is due prior to March 1st, while the Wells Fargo is allowed at any time.

- The approved, yearly Tree-trimming contract with Brent Mackey's tree service was executed today and carries with it a term of January 1, 2013 through May 1, 2013. Payment will be made upon receipt of invoices documenting each 20% of the work completed, resulting in 5 total payments.

Thank You,

Jim Palenick
Interim Town Manager



LANDSCAPE
ARCHITECTURE

CIVIL ENGINEERING

SITE PLANNING

December 6, 2012

Ms. Ellen Harris
Harris Architects PLLC
33 West Probart Street
Brevard, NC 28712

RE: Dallas Courthouse

Dear Ellen:

I enjoyed meeting with you, Charlotte, and Jim to discuss the plans for the Dallas Courthouse. I appreciate the opportunity to join in this conversation.

Based on our discussion, I understand the current plans are to renovate the courthouse for use as a community center for meetings, a place to vote and other public or private uses. The town would also like to expand the renovations to include the grounds surrounding the building. Presently they are used for holiday celebrations like Caroling on the Square and for various sports and civic gatherings or festivals. The following are areas we discussed that may be included in the grounds renovations:

Site Improvements

- Review the existing trees with the arborist, Tracy Philbeck with Treescape for their general health and maintenance issues.
- Create a small plaza area that would contain engraved bricks or plaques that can be sold to help raise funds for the project.
- The existing Gazebo area is used as a stage for public concerts & gatherings. Any improvements around it should maintain and enhance it's use and the area around it for these events.
- Several existing monuments and plaques are along the N Gaston Street frontage. Improvement should address how this area can be enhanced and create space for monuments added in the future.
- The empty lot next to the old jail building is an area that has be considered to be developed as a parking lot to be shared by the museum and the courthouse.
- Improvements to the drive and parking area at the courthouse should maintain service and emergency access to the building and provide accessible parking and loading areas.

The Master Plan will be based on the survey provided by the Town dated August 14, 2012, by John W. Lineberger, available GIS information for the lot adjacent to the old jail building and information obtained by site observations.

SCOPE OF SERVICES

Master Plan

Our first step is to meet with Tracy Philbeck, from Treescape to walk the site and review the health of the existing trees. Following the site walk, Site Solutions will coordinate with Harris Architecture on future site and access needs of the courthouse and draft a Preliminary Master Plan to identify and layout all proposed improvements. The plan will then be presented to the renovation committee in Dallas. At this point the plan will be black and white and will not include cost estimates.

2320 W. Morehead St.
Charlotte, NC 28208
Phone: 704.521.9880
Fax: 704.521.8955
sitesolutionspa.com

Based on comments and direction from this meeting, we will modify the Preliminary Master Plan, prepare an order of magnitude cost estimate and meet with the committee to review the changes. We have included two meetings with the committee to finalize the Master Plan prior to presenting it to the Board of Alderman.

Once the Master Plan has been approved by the committee we will prepare a colored plan that we will present to the Board of Alderman for approval.

Design Fees

Site Solutions will work on a phased fixed fee basis for the development of this Master Plan. These fees will be as follows:

Preliminary Master Plan	\$4,500
Final Rendered Master Plan	<u>\$ 800</u>
Total	\$5,300

In addition to these fees, Site Solutions will bill you on a direct cost basis for expenses incurred in the development/production of the plan. We do not expect these fees to exceed \$500.

We are prepared to begin work immediately and have scheduled to meet with the arborist on site the week of December 10th. That will allow us to prepare the preliminary Master Plan over the holidays and be ready to present a plan to the committee the second week in January (the week of the 7th).

If this proposal reflects the project scope you have envisioned and meets with your approval, please sign one copy of this agreement and return for our file.

We look forward to working with you and the Town on the plans.

Sincerely,

SITE SOLUTIONS



Paula Gornto RLA, ASLA

Cc: Ann Phillips – Site Solutions

Accepted by: _____ Date: _____