



VILLAGE OF MARVIN

10004 New Town Road | Marvin, NC | 28173 | Tel: (704) 843-1680 | Fax: (704) 843-1660 | www.marvinnc.org

VILLAGE COUNCIL MEETING MINUTES

Thursday, May 6, 2021 – 11am
Village Hall, 10004 New Town Road
Special Meeting (Virtual Meeting)

SPECIAL MEETING AGENDA

Mayor Pollino has called for a special meeting of the Village Council to be held on Thursday, May 6, 2021 at 11am at Village Hall (10004 New Town Rd) in order for Council and Staff to discuss and consider approval of a lawn maintenance contract, to discuss and consider authorizing the contractor to begin grading the Village Hall site, as well as to prepare and rehearse for the Spring Town Hall Meeting that will be held the following week on Wednesday, May 12, 2021 at 6:30pm at Forest Hill Church in Waxhaw (8120 Kensington Dr.).

AGENDA ITEM

1. Call to Order & Determination of Quorum

Mayor Pro Tem Vandenberg called the meeting to order at 11:02am and determined a quorum was present.

Present: Mayor Pro Tem Vandenberg, Councilman Lein (*Present initially, on Webex at 11:36am*), Councilman Wortman

Present Virtually: Mayor Pollino (*on Webex*), Councilman Marcolese (*by phone*)

Absent: None

Staff Present: Christina Amos, Austin W. Yow, Rohit Ammanamanchi, Derek Durst (*on Webex*)

2. Consider Allowing Councilmembers to Participate Remotely

MOTION: Councilman Wortman moved to allow Joe and Bob to participate remotely.

VOTE: The motion passed unanimously.

3. Adoption of the Agenda

MOTION: Councilman Wortman moved to adopt the agenda as presented.

VOTE: The motion passed unanimously.

TIME STAMP 4:00

4. Discuss and Consider Approval of Lawn Maintenance Contract

Derek Durst, Public Facilities Manager, explained that two roundabouts on New Town Road need additional maintenance. He explained that the current contract with RK Landscaping covers 36 cuts at Town Hall and 18 cuts for the roundabouts annually. He presented three options with three vendors to increase maintenance for the roundabout landscaping. Council discussed the proposals in depth. (*See attached contract, which is included as a reference in these minutes*).

MOTION: Councilman Wortman moved to award Grass Chopper Landscape and Maintenance contract not to exceed \$10,000 per year; and authorize future budget amendment to move funds from the Community Gardens, pending attorney review and Village Manager review.

VOTE: The motion passed unanimously.

MOTION: Councilman Wortman moved to waive the purchasing policy threshold of \$1,500 and three quotes for the one-time street sweeper work.

VOTE: The motion passed unanimously.

TIME STAMP 19:30

5. Discuss and Consider Authorization of Randolph & Sons to Begin Grading the Village Hall Site

Christina Amos, Village Manager, informed Council that the water/sewer permit for the new Village Hall due to a change of flow. While awaiting approval from the state, the Village has the authority to allow the grading of the site to begin. She added that the risk of starting grading now is that if the permits are not approved, then the grading may have to be recompleted. Ms. Amos asked Council for direction on whether to direct the contractor, Randolph & Sons, to begin grading the site.

MOTION: Councilman Wortman moved to authorize Randolph & Sons to begin grading the Village Hall site.

VOTE: The motion passed unanimously.

TIME STAMP 31:50

6. Finalize Spring Town Hall Agenda / Format and Rehearse for the Meeting

Council discussed and modified the topics on the draft Town Hall Meeting agenda. Council and staff discussed the format in depth and rehearsed for the meeting.

MOTION: Councilman Wortman moved to allow Jamie to participate remotely.

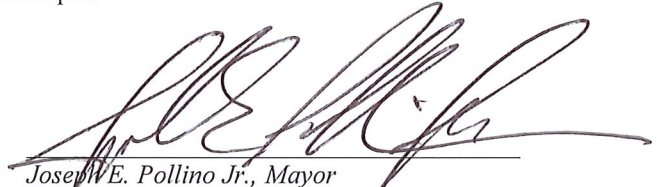
VOTE: The motion passed unanimously.

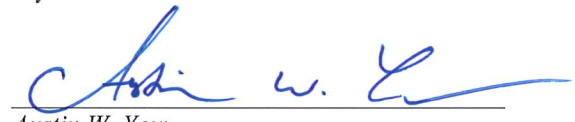
ADJOURNMENT

MOTION: Councilman Wortman moved to adjourn the meeting at 12:00pm.

VOTE: The motion passed unanimously.

Adopted: 6-8-21


Joseph E. Pollino Jr., Mayor
Village of Marvin


Austin W. Yow
Village Clerk & Assistant to the Manager
Village of Marvin





VILLAGE OF MARVIN

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TO: Village Council
FROM: Derek Durst, Public Facilities Manager
SUBJECT: Town Hall/ Roundabout Maintenance
DATE: May 3, 2021

Background

The Village of Marvin is currently in a contract with RK Landscaping for the maintenance of both Town Hall and the Roundabouts that was signed on February 5, 2019. The charges for the roundabouts were added to the contract once the two roundabouts were completed in the fall of 2020.

Current

Currently, under the current contract, we are scheduled for 36 cuts at Townhall a year and 18 cuts for the roundabouts a year. Those prices are listed in the table below. Staff has met with representatives with three two additional companies to discuss options for increasing the frequency and quality of services in the landscaping contracts for both Town Hall and the Roundabouts to compare with the current service contract. Those options are listed below. Each company has proposed slightly different services and frequency of those services. Below the proposals are listed as each company has proposed with staff comparisons noted.

	RK Landscaping (current)	Grass Chopper Landscape Management	Nye Landscaping
Town Hall Price	\$2,880 (36 cuts per year)		\$3,300
Roundabout Price	\$2,124 (18 cuts per year)		\$7,800
Total	\$5,964 (includes \$960 pruning cost a 3x\$320)	\$9,180	\$9,180
Cost (as proposed with increased visits)	\$8,087 (36 visits per year)	\$9,180	\$11,100

Currently, there is a total of \$5600 budgeted for the annual maintenance of Town Hall and the Roundabouts combined, (\$4000-Town Hall/ \$1600-Roundabouts).

There is money left in a Park CIP item, Community Gardens Makeover, that could be re-allocated to cover the difference in cost for the remainder of the fiscal year and additional monies needed next fiscal year could be re-allocated then. The Community Gardens Makeover can be scaled back and adjusted accordingly to fit the reduction in funds.

Suggested Motion

Discussion and consideration of options for the landscaping contract with current vendor or new vendor.

ESTIMATE

RK Preferred Landscaping

PO Box 816
Indian Trail, NC 28079
(704) 698-8888
Email: contact@rkpreferredlandscaping.com
Web: rkpreferredlandscaping.com

Current Vendor



To:
Village of Marvin (Julie Rothrock)
10004 New Town Road
Marvin, NC 28173

Estimate # 6673
Estimate Date 02/01/2021
Total Amount **\$5,064.00**

per RK - increase

Item	Quantity	Price	Line Total
Mowing Maintenance (Town Hall) 10004 New Town Road (Town Hall)	36.0	\$55.00 / Visit <i>\$80</i>	\$1,980.00 <i>\$2880</i>
Pruning (Town Hall)	3.0	\$320.00 / Service	\$960.00
New Town Rd - Traffic Circle Maintenance	18.0	\$118.00 / visit	\$2,124.00

Subtotal: **\$5,064.00**
Tax: \$0.00
Past Due Amount: \$0.00
Total Amount: **\$5,064.00**

Total services are over a one-year period and billed into 12 equal payments.

\$ 5,964

Notes

Town Hall Maintenance

We will keep the grass maintained at approximately 3 inches. We will remove any debris in the grass and parking areas. We will spray weeds/grass in parking areas and landscape beds. We will prune the shrubs in the landscape beds 3 times; Spring, Summer, and Fall. 12 payments of \$245.00 - DISCOUNTED to \$213.00 per month

Traffic Circle Maintenance

We will keep the grass maintained at approximately 2.5 inches. We will remove any debris in and around the traffic circles. We will spray weeds/grass in the concrete and landscape beds in and around the circles. The median strip between the two circles and the shoulder on the north side of the median will also be maintained in the same condition. The plants in the landscaped beds will be pruned three times per year. The new turf in the traffic circles will be maintained with eight fertilizer applications per year. The turf will also be kept weed free. 12 payments of \$118.00

GROUNDS MAINTENANCE AND LANDSCAPING
CONTRACT

Town Hall / RAB

=> BMO Jones 3
= July 2 person
= provide choice
#

MARVIN VILLAGE
TOWN HALL



Marvin Village Town Hall Grounds Maintenance and Landscaping

Site: **Marvin Village Town Hall
10004 Newtown Rd**

Contact: **Derek Durst
(980)-210-8649
parkmanager@marvinncc.gov**

Location: **Marvin Village Town Hall – 10004 Newtown Rd.**

FULL LIST OF COMMUNITY AREAS TO BE MAINTAINED:

1. Town Hall
2. Traffic Circles - 2

CONTRACT TERMS AND CONDITIONS

TERM

This contract will commence on May 1st, 2021 and be ongoing until cancelled with a written 60 day notice.

CANCELLATION

It is agreed that either party may terminate this contract given (60) sixty days' notice in writing. However, the following conditions must be met in order to substantiate cancellation of the contract: GrassChopper Landscape Management will be given 30 days written notice to correct any service issues that Customer feels justifies cancellation of this contract. GrassChopper Landscape Management must receive notification in writing that the issue has not been resolved to the established level of satisfaction prior to termination. Final billing will be prorated to reflect services rendered until termination date.

LABOR, MATERIALS, SUPPLIES, AND EQUIPMENT

GrassChopper Landscape Management will furnish all materials, insurance, labor, supplies and equipment necessary to perform the services specified in the Scope of Services section of this contract.

CONSIDERATION/PAYMENT

The consideration for this contract is **\$9,180.00** per year, paid in 12 equal payments in the amount of **\$765.00**. The agreed amount of the contract is to be paid in 12 equal monthly payments by the 1st of each month, unless any changes are agreed to in advance by both parties in writing.

ASSIGNABILITY

This contract cannot be assigned by either party without the consent of the other party in writing.

INSURANCE

GrassChopper Landscape Management is an independent contractor and as such will carry necessary insurance as required by North Carolina law. GrassChopper Landscape Management will carry sufficient Property Damage Insurance necessary to cover all potential liability claims and \$1,000,000 aggregate comprehensive general liability insurance.

SPECIFICATIONS SCOPE OF SERVICES

LAWN TURF CARE

MOWING

- Lawn areas shall be mowed at a finished height of 4" to 4 1/2" throughout the mowing season (March through Aeration) on a bi-weekly basis, to maintain a nice, even appearance. The mowing schedule during the growing season will be at least once every other week while variances can occur from seven to fourteen day intervals. Variances may be caused by events such as drought, high temperatures, excessive rain, fertilizer use, and aeration/seeding.
- The mowing operation includes trimming around all obstacles, raking and removing grass clippings and removing debris from sidewalks and curbs.
- Grass trimmings will be removed from sidewalks and paved areas each time the lawn is mowed.
- All areas are mowed bi-weekly during growing season.
- Dead patches will be seeded as a part of the routine maintenance.

EDGING AND CLEARING

- Lawn areas shall be neatly edged and trimmed bi-weekly or as needed around all plant beds, curbs, sidewalks, streets, trees, plants and structures.
- Debris from edging operations shall be swept or blown clean and all edged plant material and/or debris removed from the premises.
- Lawn to be edged on the same schedule as the mowing during dormant season, at a minimum.

LITTER REMOVAL

Prior to each mowing, all reasonable trash, sticks and other unwanted debris should be collected from lawns, plant beds, and paved areas and removed from the premises.

TURF FERTILIZATION AND TREATMENT

- Fertilization will be done at least four times per year with slow release fertilizer. Analysis and rates of fertilizer will be based on the results of a soil test taken from the lawn areas.
- **Recommended Treatment Schedule:**
 1. January:
 - Lime application for the pH of soil from fertilizer.

2. February/March:
 - Pre-emergent application to control weeds.
 - Broadleaf herbicide for weeds.
 - 3 different fertilizers for health, color, growth, and shine.
 - Perennial POA treatment.(not included)
3. March/April:
 - 2nd Round of Pre-emergent application to control weeds.
 - Broadleaf Herbicide for weeds.
 - 3 different fertilizers for health, color, growth, and shine.
4. May:
 - 1st Fungicide Application.(not included)
5. June:
 - 2nd Fungicide Application.(not included)
6. July:
 - 3rd Fungicide Application.(not included)
7. August:
 - Weeds and unwanted grasses eradication. Such as gold and yellow nutsedge, crab grass, Dallas grass, Virginia button weed, and any other broadleaf or grassy weeds. Some grassy weeds will have to be eradicated using roundup.
 - Bermuda Grass applications.(not included)
8. September:
 - Bermuda Grass Applications.(not included)
9. September/October:
 - Deep core-aeration of common areas with hollow tines.
 - Seeding of lawn areas using premium blue tag Southern Gold Fescue seed.
 - High Nitrogen Fertilizer application.
10. November/December:
 - Winter fertilizer application to build up turf cell wall and health, along with nitrogen to help fill in the turf areas.
 - Annu POA grass application (not included).

11. December:

- Annuia POA grass application.(not included)
- A weed control program will be implemented on an ongoing basis with full pre-emergent control. Different chemical products will be applied under the direction of licensed personnel. Rates and frequency will be determined by product and as conditions dictate.
- Mulched areas, shrub beds, tree rings, curbs and other paved areas will be weeded on a continuous as needed basis throughout growing season to maintain a neat appearance. **Fungicide Applications:** Turf fungicide is applied where needed, in the late spring and throughout the growth season to help keep brown patch, heat stress and other fungi under control and to keep the disease from spreading to other areas. There are 3 Fungicide applications. **Fungicide applications can be applied on requested basis at an additional cost.**
- **Bermuda Grass Eradication:** Bermuda grass eradication involves spraying the Bermuda grass prior to fall overseeding. Treated areas will be overseeded with fescue grass. There are 3 Bermuda eradication applications. **Bermuda Eradication applications can be applied on requested basis at an additional cost.**
- **Annuia POA Grass Applications:** POA applications involve spraying annua POA grass to prevent spreading in early winter. **Annuia POA applications can be applied on requested basis at an additional cost.**

LEAF REMOVAL

Leaves will be blown from beds and turf into wooded area but more spread out to reduce leaf piles. Some leaves may be picked up with a vacuum. Leaf removal will be between months of November through February.

SEASONAL FLOWERS

[**NOT INCLUDED BUT AVAILABLE UPON REQUEST FOR ADDITIONAL COST**]

- Annual flowers in existing flowerbeds will be quoted and planted on request basis.
- Proper treatments will be applied to the flowers to ensure proper growth, color and health.
- All flowerbeds will be tilled and appropriate nutrients added with each planting.
- Proper weeding of flowerbeds will be performed on an on-going basis as needed to maintain appearance.
- Flower beds will be treated on an ongoing basis to ensure proper color, health and fullness.
- Deadheading /pruning as necessary to maintain appearance.
- Timing of seasonal flower installation will be determined and scheduled, once approved, based upon seasonal conditions to optimize growth potential.

TREE AND SHRUB TRIMMING

- Shrubbery that requires shearing will be sheared three times a year to maintain a formal well-kept appearance.
- Informal shrubbery will be pruned twice, early summer and fall. Flowering shrubs will be pruned after blooming.
- Crape Myrtle trees in common areas will be pruned once per year. Crape Myrtles will be allowed to grow to their natural height and form, to develop the natural form of the plant, and to promote growth. Per Waxhaw city ordinances, General Provisions 9-C-1, crape myrtle “topping” is prohibited. GrassChopper Landscape Management will not perform “topping” of Crape Myrtles.
- Tree care is not included in this contract but can be requested at an additional cost.

LIGHTING

- Lighting system will be checked regularly for burnt out bulbs and any other issues. Necessary repairs will be brought to the attention of the association manager and repaired as needed at an additional cost.

IRRIGATION

- Irrigation system will be checked regularly and adjustments to the irrigation clock settings and system adjustments will be made as needed based on changing weather conditions. Necessary repairs will be brought to the attention of the association manager and repaired as needed at an additional cost.
- Spring Start Up:
 - Turn on water supply and pressurize system, Inspect backflow device and connections, Inspect each zone for pressure, head adjustment, and coverage. Program controller and timer settings.
- Winter Shut Down:
 - Turn off water supply, Release pressure and drain excess water, Drain water from backflow device and Turn off controller.

MULCH AND PINE NEEDLES

Colored brown hardwood mulch or pine needles can be installed on request basis at an additional cost.

WINTER VISITS

- Winter Service Visits include all necessary property clean-up, bed weed control and debris removal as needed throughout the winter months and will continue on a bi-weekly basis until spring.

QUARTERLY GROUNDS INSPECTION:

Grounds inspection will be done quarterly. The inspection will include checking the following systems:

[GCLM Commercial Contract]

- Irrigation System will be inspected for leaks and breaks.
- Landscape Lighting will be inspected for broken or burnt-out bulbs, and if transformer is working properly.
- Shrubbery will be inspected for sick or dead shrubs, wild growth in shrubs.
- Trees will be inspected for dead trees or limbs that need to be removed.
- Beds will be inspected for weeds and appearance of beds.
- Recommendations for improvements will be provided in quarterly inspection report.

Date Contract Accepted: _____

Signature: _____

Printed Name and Title: _____

NYE

Re: Townhall and Roundabout Maintenance

From: NYE LANDSCAPE <nyelandscapelt@gmail.com>
Sent: Wednesday, March 17, 2021 6:52 AM
To: Derek Durst <parkmanager@marvinn.gov>
Subject: Re: Townhall and Roundabout Maintenance

Hey Derek thanks for the email.
I can send a formal quote but will list everything here first and you direct me if it's worth sending in a bid.

\$3300

Town hall- 3,300yr or 275 a month would include all the mowing leaf removal pruning and I would actually do some fertilizers to keep it nice and rid the weeds but we would maybe not aerate as it won't be the forever home.

The roundabouts and the pass connecting the two I would say \$150 a cut as it's extremely dangerous with all the traffic. Does this area include anything on the sides of the road or just the 2 circles and the space between them on new town?

\$150 a cut

The park. Are we talking about just one field? Or all the grass. When we were last out there we measured like 100k sq ft.. the treatments on 30k would be 50 a month spread out 12 months the mowing of that size would be 50 a week. So \$250 per month growing season. If you want that for a 12 month pay out we could adjust.

Keep me posted
Adam Nye
Nye Landscape Management

On Mar 16, 2021, at 11:34 AM, Derek Durst <parkmanager@marvinn.gov> wrote:

I'm potentially looking to re bid our townhall and roundabout maintenance. If interested please look at the below criteria and let me know what your cost for each would be. We would pay you on a 12 month payment plan.

Thanks

Town Hall Maintenance:
keep the grass maintained at approximately 2.5-3 inches. remove any debris in the grass and parking areas. spray weeds/grass in parking