

Agenda

Town of Fairview



Agenda

Town Council Meeting

March 12, 2018

7:00 pm

(Meeting to be held at the Old Fairview School)

1. Call the meeting to order: ---Mayor Thomas

Invocation

Pledge of Allegiance

- a. Agenda Changes
- b. Approval of Agenda

2. Public Comments / Presentations:**

3. Consent Agenda:

- a) Financial and Tax Reports--- *Report Accepted as Information (including Pending Bills documentation provided at meeting)*
- b) Land Use Report---*Report Accepted as Information*
- c) CRTPO --- *Report Accepted as Information*
- d) Park & Rec February Draft Minutes --- *Minutes Accepted as Information*
- e) Planning Board February Draft Minutes – *No February Meeting*
- f) Approve Council Minutes for February 12, 2018

Agenda

4. Items of Business:

Item 1: Approve Park Ordinance

Item 2: Approve Survey Contract for Haigler Property

Item 3: Discuss/Approve Personnel Policy

Item 4: Discuss/Approve Updated Future Land Use Plan and Table of Uses

Item 5: Discuss Combining Park & Rec and Festival Committees

Item 6: Park Update --- *Jerry Clontz*

5. Council Comments:

6. Adjournment

AS A COURTESY, PLEASE TURN CELL PHONES OFF WHILE MEETING IS IN PROGRESS

**** Public Comments are limited to 3 minutes**

Consent Agenda

A consent agenda is an effective means of managing the length of a meeting. It is normally made up of routine items that are not controversial in nature and upon which no further discussion is anticipated. Action on the consent agenda usually occurs early in the meeting with all items listed being approved by one motion and vote.

If any member of the governing body feels the need to discuss one or more of the items more fully, the item may be removed from the consent agenda and placed on the regular agenda.

Town of Fairview
Balance Sheet
As of February 28, 2018

	Feb 28, 18
ASSETS	
Current Assets	
Checking/Savings	
American Community Bank	467,303.27
Total Checking/Savings	467,303.27
Other Current Assets	
Accounts Receivable - State Gov	897.83
Due From Fairview VFD	-20.00
Franchise Tax Receivable	34,697.37
Investments	
Investments NCCMT	976.45
Total Investments	976.45
Prepaid assets	1,124.00
Sales Tax Receivable	4,083.70
Taxes receivable	2,324.49
Total Other Current Assets	44,083.84
Total Current Assets	511,387.11
Fixed Assets	
Accumulated Depreciation	-9,717.68
Computer Equipment	12,643.66
Furniture and Equipment	1,698.00
Land	202,216.33
Land improvements	10,145.00
Leasehold improvements	2,500.00
Total Fixed Assets	219,485.31
Other Assets	
Park development costs	56,201.15
Total Other Assets	56,201.15
TOTAL ASSETS	787,073.57
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	8,000.00
Total Accounts Payable	8,000.00
Other Current Liabilities	
Accrued payroll	3,533.01
Payroll Liabilities	509.87
Total Other Current Liabilities	4,042.88
Total Current Liabilities	12,042.88
Total Liabilities	12,042.88
Equity	
Equity	
Fixed assets	276,948.81
Total Fund Balance	1,359,212.89
Total Equity	1,636,161.70
Prior period adjustment	-22,833.59
Retained Earnings	-839,102.40
Net Income	804.98

7:48 PM

03/03/18

Accrual Basis

Town of Fairview
Profit & Loss Budget vs. Actual
July 2017 through June 2018

	Jul '17 - Jun 18	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Ad Valorem taxes	72,186.65	73,000.00	-813.35	98.9%
Cable TV franchise taxes	2,584.80	0.00	2,584.80	100.0%
Interest on delinquent taxes	217.26			
Investment income	1,166.40	0.00	1,166.40	100.0%
Misc income	80.11			
Motor vehicle taxes	7,820.32	8,800.00	-979.68	88.9%
Park rental income	1,250.00			
Sales and use tax	17,262.92	25,500.00	-8,237.08	67.7%
Utility Franchise taxes	72,681.32	142,000.00	-69,318.68	51.2%
Zoning fees	4,995.00	6,000.00	-1,005.00	83.3%
Total Income	180,244.78	255,300.00	-75,055.22	70.6%
Expense				
Advertising and Promotion	0.00	1,200.00	-1,200.00	0.0%
Audit fees	0.00	7,500.00	-7,500.00	0.0%
Capital outlay	10,691.00	0.00	10,691.00	100.0%
Computer, internet and website	5,909.50	8,250.00	-2,340.50	71.6%
Dues and Subscriptions	5,383.18	5,450.00	-66.82	98.8%
Elections expense	3,020.03	3,000.00	20.03	100.7%
Festival expense	7,362.16	10,000.00	-2,637.84	73.6%
Fire Dept Allocation	6,666.64	10,000.00	-3,333.36	66.7%
Fire Dept Truck Payment	39,426.93	52,569.24	-13,142.31	75.0%
Grants	2,500.00	0.00	2,500.00	100.0%
Insurance Expense	3,689.53	4,900.00	-1,210.47	75.3%
Legal fees	4,686.98	7,200.00	-2,513.02	65.1%
Miscellaneous Expense	15.66	0.00	15.66	100.0%
Office Supplies	1,735.94	3,000.00	-1,264.06	57.9%
Park Maintenance	15,940.33	36,755.04	-20,814.71	43.4%
Park Utilities	1,581.45	3,817.92	-2,236.47	41.4%
Payroll Expenses	30,254.35	34,219.80	-3,965.45	88.4%
Payroll taxes	4,462.22	5,762.04	-1,299.82	77.4%
Planning and zoning	27,400.64	41,100.96	-13,700.32	66.7%
Professional Fees	1,500.00	2,000.00	-500.00	75.0%
Rent Expense	2,000.00	3,000.00	-1,000.00	66.7%
Repairs and Maintenance	1,270.37	1,000.00	270.37	127.0%
Solid Waste Manage cost share	0.00	8,000.00	-8,000.00	0.0%
Tax collection fees	1,258.48	1,275.00	-16.52	98.7%
Telephone Expense	2,118.72	3,600.00	-1,481.28	58.9%
Training fees	450.00	500.00	-50.00	90.0%
Travel Expense	225.89	1,200.00	-974.11	18.8%
Total Expense	179,550.00	255,300.00	-75,750.00	70.3%
Net Ordinary Income	694.78	0.00	694.78	100.0%
Net Income	694.78	0.00	694.78	100.0%

7:50 PM

03/03/18

Accrual Basis

Town of Fairview
Transactions by Account
As of March 3, 2018

Type	Date	Num	Adj	Name	Memo	Debit	Credit	Balance
American Community Bank								
Bill Pmt -Check	02/09/2018	102141		Clark, Griffin and Mc...	legal retainer		350.00	459,336.81
Bill Pmt -Check	02/09/2018	102142		CompuNetworld	Hosting services		260.00	458,986.81
Bill Pmt -Check	02/09/2018	102143		Darrell H. Baucom	Expense reimbursement		77.72	458,726.81
Bill Pmt -Check	02/09/2018	102144		Ed Humphries	expense reimbursement		61.34	458,649.09
Bill Pmt -Check	02/09/2018	102145		Fairview VFD and Res...			1,083.33	458,587.75
Bill Pmt -Check	02/09/2018	102146		FNB Commercial Cre...	credit card payment		753.68	457,504.42
Bill Pmt -Check	02/09/2018	102147		NC Association of Mu...	Membership		70.00	456,750.74
Bill Pmt -Check	02/09/2018	102148		RLI Surety Bond	Land use administrator bond		100.00	456,680.74
Bill Pmt -Check	02/09/2018	102149		Union County Board ...	Cost of election	0.00		456,580.74
Bill Pmt -Check	02/09/2018	102150		Union County Public ...			49.30	456,531.44
Paycheck	02/12/2018	102151		Darrell H. Baucom			637.96	455,893.48
Paycheck	02/12/2018	102156		Jerry C. Clontz			843.93	455,049.55
Paycheck	02/12/2018	102159		Mike Medlin			46.17	455,003.38
Paycheck	02/12/2018	102160		Nancy H Randall			46.17	454,957.21
Paycheck	02/12/2018	102165		Teresa Gregorius			1,415.73	453,541.48
Paycheck	02/12/2018	102152		Doug Buchanan			46.17	453,495.31
Paycheck	02/12/2018	102153		Edward D Humphries			2,152.05	451,343.26
Paycheck	02/12/2018	102154		Gary H Wilfong			138.53	451,204.73
Paycheck	02/12/2018	102155		Greg Morgan			46.17	451,158.56
Paycheck	02/12/2018	102157		John A Biggers, Jr.			138.53	451,020.03
Paycheck	02/12/2018	102158		John H. Crowell			46.17	450,973.86
Paycheck	02/12/2018	102161		Patricia H. Kindley			138.53	450,835.33
Paycheck	02/12/2018	102162		Phillip C Thomas			184.70	450,650.63
Paycheck	02/12/2018	102163		Richard E Pigg			46.17	450,604.46
Paycheck	02/12/2018	102164		Sara Furr			46.17	450,558.29
Paycheck	02/12/2018	102166		Tony FD Helms			46.17	450,512.12
Liability Check	02/12/2018	To Print		IRS	55-0789092		2,078.84	448,433.28
Check	02/12/2018	102167		UNC School of Govt	Training for Jerry Clontz		225.00	448,208.28
Deposit	02/12/2018				Deposit	2,275.20		450,483.48
Deposit	02/12/2018				Deposit	16,147.85		466,631.33
Check	02/15/2018	Draft		Great American Fina...	Copier lease		84.42	466,546.91
Deposit	02/16/2018				Deposit	776.05		467,322.96
Deposit	02/20/2018				Deposit	300.00		467,622.96
Check	02/20/2018	Draft		Verizon Wireless	Ed's cell phone		68.39	467,554.57
Check	02/25/2018	Draft		Frontier Telephone	Office phone		197.29	467,357.28
Check	02/27/2018	Draft		Duke Energy			194.75	467,162.53
Deposit	02/28/2018				Interest	140.74		467,303.27
Total American Community Bank						19,639.84	11,673.38	467,303.27
TOTAL						19,639.84	11,673.38	467,303.27

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Zoning permits 2018

2018

<u>Date</u>	<u>Ck#</u>	<u>Permit #</u>	<u>Type</u>	<u>Fee \$</u>	<u>Name</u>	<u>Address</u>	<u>Parcel #</u>
2-Jan	56289	Comp18-001	Comp	\$100	Elliott	619 Clontz Long	8156004
2-Jan	Cash	Comp18-002	Comp	\$100	Hood	1045 Pastureview	08117007D
5-Jan	3329	MDP18-003	M.Devel	\$150	Victoria Estates	West Duncan Road	82580002
11-Jan	4219	Comp 18-004	Comp	\$100	M. Hallman	1035 Pastureview Lane	8117006
11-Jan	21238	Comp 18-005	Comp	\$100	Charlotte National	6920 Howey Bottoms	8288005
25-Jan	cash	Add 18-006	Add	\$50	Drake--Brooks	1907 Biggers Cemery	08084002C
30-Jan	1009	H-18-007	Home	\$75	Hamer	305 E Old Dutch	08183005b

Totals 7 \$675

1-Feb	5603	A-18-008	Accessory	\$50	Angela Whitley	9503 Machado Dr	08246002m
6-Feb	24916	NR-18-009	New Bld	\$250	Hopewell Baptist Ch	8900 East Duncan Road	8183008
6-Feb	cash	NH-18-010	Home	\$75	R Thoms	9630 Kerr Road	08243004e
6-Feb	4196	A-18-011	Accessory	\$50	Koon -- huneycutt	810 Brief Road West	08210002A
6-Feb	2963	A-18-0012	Accessory	\$50	RBP Builders	6924 Concord Highway	08192003A
6-Feb	2429	H-18-013	Home	\$75	Schumacher	7816 West Duncan Road	08255008E
15-Feb	325	A-18-014	Accessory	\$50	Makla	514 Simpson Road	08228005B
22-Feb	1061	C-18-015	Compliance	\$100	Doug helms	3103 E Brief Road	08081035J
27-Feb	687	C -18-016	Compliance	\$100	McElroy	405 Clontz	8219006
27-Feb	1381	A-18-017	Accessory	\$50	Titan Contrac	509 Woodbridge Lane	8213081
27-Feb	Mail	H-18-018	Home	*	Doug Helms	3113 E Brief	8087035

Totals 11 \$850



**Town of Fairview
Parks & Recreation Advisory Committee Meeting
February 1, 2018**

The following Parks & Recreation Advisory Committee members were present: Jerry Clontz, B.B. Haigler, Wendy Nielson and Bill Riffle

Others present: Teresa Gregorius, Town Clerk

Public Comments

None

Items of Business

A. Park "Clean-up" Day

Jerry Clontz announced that the park "Clean-Up" day will be April 14th from 8:00 AM till around 11:00 AM. Shelly Holt, Piedmont High Band Boosters, stated that band members will be in attendance to help.

B. Anniversary Celebration

Mr. Clontz opened up the discussion on having a spring celebration by asking the committee members and four audience members their thoughts on the subject. Much of the discussion centered around the ability to get enough volunteers to help with the celebration and the fact that those that worked at the fall and winter festivals had done a lot of work with very little help. A couple of those in attendance were not going to be available on the proposed April 28th date. Several voiced concerns about the same volunteers working all of the celebrations and getting burned out. Shelly Holt stated that she would check with band members and possibly get a group to play at the celebration. Wendy Nielson and Lisa Thomas stated that they would be willing to help with the celebration if the Council approved it, but neither was willing to be in charge of the celebration.

C. Minutes

Wendy Nielsen made a motion to approve the January 4, 2018 minutes. Bill Riffle seconded the motion. Committee members Clontz, Haigler, Nielsen and Riffle voted yes (4-0).

Committee Comments

Mr. Clontz stated that the landscaping contract for the park would be up for renewal soon. Mr. Haigler noted that possible items to add to the contract would be watering the trees and spraying for fire ants.

Jerry Clontz adjourned the meeting.

Respectfully submitted,

Teresa Gregorius
Town Clerk

Jerry Clontz
Chairman

Approved this _____ day of _____, 2018



**Town of Fairview
Regular Meeting
February 12, 2018**

The following Council members were present: Mayor Phil Thomas, Jerry Clontz, Patricia Kindley, and Gary Wilfong.

Others present: Joe McCollum, Town Attorney; Darrell Baucom, Financial Officer, Ed Humphries, Land Use Administrator / Deputy Clerk and Teresa Gregorius, Town Clerk

Agenda Changes

Mayor Thomas stated that he would like to add getting quotes for an auditor as Item 2 in Items of Business.

Approval of Agenda

Jerry Clontz made a motion to approve the agenda as amended. Patricia Kindley seconded the motion. Council members Clontz, Kindley and Wilfong voted yes (3-0)

Public Comments

None

Consent Agenda

- a) Accept Financial and Tax Reports as Information
- b) Accept Land Use Report as Information
- c) CRTPO – No Report
- d) Park & Rec January Draft Minutes --- Minutes Accepted as Information
- e) Planning Board January Draft Minutes --- Minutes Accepted as Information
- f) Approve Council Regular Minutes for January 8, 2018

Jerry Clontz made a motion to approve the consent agenda. Gary Wilfong seconded the motion. Council members Clontz, Kindley and Wilfong voted yes (3-0).

Items of Business

Item 1: Request from Wendy Griffin, Director of American Legion Riders, American Legion Post 535

Ms. Griffin presented the American Legion Riders request to use Fairview Park for the 2nd Annual Mick Simpson Memorial PTSD Ride Fundraiser event on June 9th. The day will consist of a police escorted motorcycle ride through 3 counties, classic car and motorcycle show, music, food and merchandise vendors. The group will be responsible for parking, setup and cleanup. The group will rent the picnic shelter. This event will be open to anyone that wants to attend; the park would still be open for everyone to come. Ms. Griffin introduced Dennis Helms and Rodger Keziah, Combat Veterans and PTSD Counselors to tell the Council a little about how the PTSD funds are used. The Council discussed the fundraiser and requested that the organization name the Town of Fairview as a certificate holder on their insurance.

Patricia Kindley made a motion to approve the request from American Legion Riders, Post 535 to use the park for the PTSD Ride Fundraiser and add the Town of Fairview as an additional insured on their liability insurance policy. Gary Wilfong seconded the motion. Council members Clontz, Kindley and Wilfong voted yes (3-0).

Item 2: Obtain Quotes for Auditor

Mayor Thomas noted that the company doing the town audit has not completed the audit but should have it ready for the March meeting. The town had a problem with the previous auditor being late also. Mayor Thomas suggested that the town get quotes from other auditors for the coming year. The Council discussed.

Patricia Kindley made a motion to authorize Darrell Baucom, Finance Officer, to get quotes from other auditors to bring back to the Council. Jerry Clontz seconded the motion. Council members Clontz, Kindley and Wilfong voted yes (3-0).

Item 3: Appoint 2 members to Planning and Zoning Board

Mayor Thomas stated that there are 2 positions open on the Planning Board that are currently held by Patricia Kindley and Doug Buchanan. The town received 2 applications for these openings (Kelvin Baucom and Josh Presley). Kelvin Baucom would replace Patricia Kindley as a full member with his term to expire September 2019 and Josh Presley to replace Doug Buchanan as an alternate with term to expire September 2019 (Doug Buchanan has moved up to be a full member on the Board). The Council discussed.

Gary Wilfong made a motion to appoint Kelvin Baucom as a full member and Josh Presley as an alternate to the Planning board with both of their terms to expire September 2019. Patricia Kindley seconded the motion. Council members Clontz, Kindley and Wilfong voted yes (3-0).

Item 4: Update on Fairview Town Offices

Ed Humphries stated that the Fairview Fire Department building plans are progressing therefore our town office will have to relocate. After debating the merits of the house on the Haigler property and the school building, the school building seems to fit better long term. A lease

agreement for the school building is currently being finalized. More details will be available at the retreat. Between now and budget time we will get cost estimates together to discuss at the budget workshop.

Item 5: Festival Update

No update.

Item 6: Park Update

Jerry Clontz reported that the Park & Rec Committee has planned a beautification/cleanup day at the park on April 14th. Piedmont band members will be helping with the cleanup.

Mr. Clontz stated the Park & Rec Committee will discuss and update the mowing contract to be put out for bids.

Mr. Clontz stated that the plans for a spring celebration have been canceled.

Council Comments

Attorney Joe McCollum stated that he had produced an ordinance for the park incorporating the current park rules. Mayor Thomas requested the ordinance be placed on the March agenda.

Patricia Kindley stated she enjoyed and learned so much from the Essentials of Municipal Government classes she attended in January.

Mayor Thomas stated that he, Patricia Kindley and Gary Wilfong attended the elected officials reception held by the Chamber of Commerce on February 1st and met with several local officials. County Commissioner Richard Helms agreed to attend our retreat on February 24th and discuss the water needs in Fairview as well as fire fees or fire tax.

Gary Wilfong made a motion to go into closed session to discuss real estate to include Joe McCollum, Darrell Baucom, Ed Humphries, and Teresa Gregorius. Jerry Clontz seconded the motion. Council members Clontz, Kindley and Wilfong voted yes (3-0).

Closed Session

Gary Wilfong made a motion to adjourn. Jerry Clontz seconded the motion. Council members Clontz, Kindley and Wilfong voted yes (3-0).

Respectfully submitted,

Teresa Gregorius
Town Clerk

Phil Thomas
Mayor

Approved this _____ day of _____, 2018

Approve Park Ordinance

TOWN OF FAIRVIEW PARK ORDINANCE

Whereas, the Town of Fairview wishes to establish rules and regulations within the Town owned park to protect the public health, safety and welfare;

NOW THEREFORE be it ordained by the Town Council of the Town of Fairview as follows:

Section 1. Hours – The Park will be opened every day with hours decided on by the Town Council. No person shall be in the park prior to or after these hours unless authorized by the Town Council.

Section 2. Regulations – The following activities are prohibited in the park unless Specifically authorized by the Fairview Town Council:

- (a) No smoking;
- (b) The use, sale, possession or consumption of alcoholic beverages, illegal controlled substances, drugs, or fireworks;
- (c) The possession, use, open carry or discharge or any type of firearm, air gun, paint ball gun or other weapon. Sworn law enforcement officers are exempt;
- (d) The use of skateboards;
- (e) The lighting or use of any fire except in the grills or other places specifically authorized by the Fairview Town Council;
- (f) Animals owned or controlled unless the animal is on a leash. Animals even on a leash are not permitted in the playground area or other areas where there are people. All animal droppings shall be bagged and put in the designated receptacles;
- (g) Horses, ponies or petting zoos without a special permit;
- (h) Hunting or trapping of any animal;
- (i) Fishing in the pond unless authorized by the Fairview Town Council;
- (j) Swimming or wading in the pond;
- (k) The use of bounce houses or inflatable slides or activities unless authorized by the Fairview Town Council;
- (l) The use or operation of any model airplane, boat, motor vehicle, drone or other motorized model device including radio controlled devices or hot air balloon unless authorized by the Fairview Town Council;
- (m) The cutting, defacing or injury of any tree, shrub, or park property;
- (n) The distribution or posting of any material, circulars, or other written material without authorization of the Fairview Town Council.

Section 3. Picnic Shelter Use:
The Picnic Shelter shall be used in accordance with the rules and

regulations as established by the Park & Rec Committee and approved by the Town Council.

Section 4. Town Liability:

The Town of Fairview is not responsible for any injury or damage to any person, animal or equipment being used in the park. All persons using the park do so at his or her own risk.

Section 5. Rules and Regulations:

All persons shall obey all posted regulations, signs and directions approved by the Fairview Town Council.

Section 6. If any provision of this Ordinance is adjudged invalid, such invalidity shall not affect the validity of this Ordinance as a whole or any part thereof not adjudged invalid.

Section 7. Penalty:

Violations of this Ordinance shall constitute a Class 3 misdemeanor pursuant to North Carolina General Statutes punishable by a fine of up to \$500.00 and imprisonment at the discretion of the Court. Each day that the violation continues shall be considered a separate offense.

This Ordinance shall take effect and be in force from and after the date of its adoption.

So Ordained this _____ day of _____, 2018.

Town of Fairview:

By: _____
Mayor

Attest: _____
Town Clerk

Approve Survey Contract

From: Josh Watkins [<mailto:josh@griffinsurveying.net>]
Sent: Tuesday, February 27, 2018 8:10 AM
To: Ed Humphries
Subject: FW: Haigler Property

Ed

See below on the Haigler Property quote. Let me know if you get this.

Thanks,

Joshua B. Watkins

Griffin Surveying Services, PA

704-753-5008 ph

704-753-9041 fax



From: Josh Watkins [<mailto:josh@griffinsurveying.net>]
Sent: Wednesday, February 21, 2018 2:07 PM
To: 'Ed Humphries' <ehumphries@fairviewnc.gov>
Subject: Haigler Property

Ed

To get the rest of the Haigler property, minus what we have already done on the Earnhardt portion, you are looking around \$3,500.00. Let me know if you have any questions.

Thanks,

Joshua B. Watkins

Griffin Surveying Services, PA

704-753-5008 ph

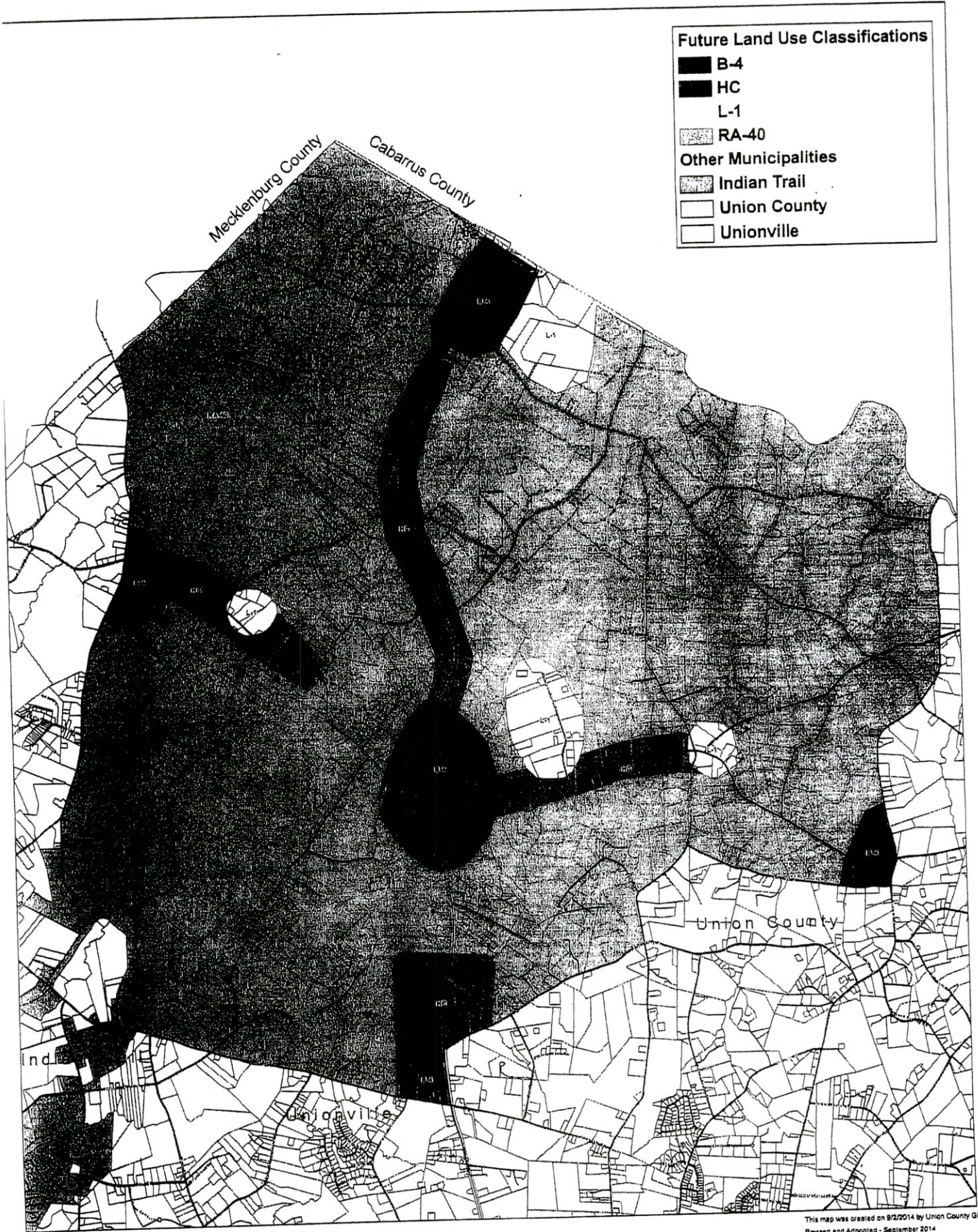
704-753-9041 fax



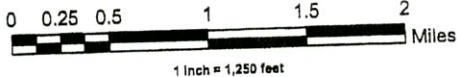
Discuss/Approve Personnel Policy

Approve Updated Future Lane Use Plan And Table of Uses

Town of Fairview - Land Use Plan-*Present*



This map was created on 9/2/2014 by Union County GIS
Revised and Adopted - September 2014



Town of Fairview - Future Land Use Plan -

Proposed



0 0.25 0.5 1 1.5 2 Miles

1 inch = 1,100 feet

- | | |
|--------------------------|----------------------|
| ■ B-4 | Other Municipalities |
| ■ LI | ■ Indian Trail |
| ■ RA-40 | ■ Union County |
| ■ Future Commercial Area | ■ Unionville |

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Discuss Combining Park & Rec and Festival Committees

Park Report