

# Agenda

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## *Town of Fairview*



### **Agenda**

Town Council Meeting

**May 14, 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 --- *No Report*
- d) Park-Rec & Event May Draft Minutes (*Minutes Accepted as Information*)
- e) Planning Board April Draft Minutes (*Minutes Accepted as Information*)
- f) Approve Council Minutes for April 9, 2018
- g) Approve Council Budget Workshop Minutes for April 30, 2018

# Agenda

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## 4. Items of Business:

**Item 1: Funds Request** from Turning Point, Inc.

**Item 2: Discuss** Fee Schedule Increases for Land Use ---*Ed Humphries*

**Item 3: Renew** order granting Temporary Permit # TP 14-037 for six months (new permit will expire November '18) in the name of Gregory Morgan-6508 Morgan's Cove Road, Monroe, NC 28110. The permit would allow Morgan to add a manufactured home to his property (Parcel #08192012) for the purpose of caring for a relative—under Section 179 of the Fairview Land use Ordinance ---*Ed Humphries*

**Item 4: Discuss** the Proposed budget for 2018-2019 ---*Darrell Baucom*

**Item 5: Call** for Public Hearing for 2018-2019 Budget and Advertise the Meeting as required by Statute

**Item 6: Discuss** Options for Town Hall Offices

## 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 April 30, 2018

	Apr 30, 18
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
American Community Bank	460,961.74
Total Checking/Savings	460,961.74
Other Current Assets	
Due From Fairview VFD	-20.00
Franchise Tax Receivable	33,813.84
Investments	
Investments NCCMT	978.51
Total Investments	978.51
Prepaid assets	1,124.00
Sales Tax Receivable	4,189.16
Taxes receivable	2,733.22
Taxes receivable - ad valorem	103.45
Taxes receivable - motor veh	946.31
Total Other Current Assets	43,868.49
Total Current Assets	504,830.23
Fixed Assets	
Accumulated Depreciation	-33,477.45
Building and Improvements	1,181,642.75
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
Park equipment	138,960.55
Total Fixed Assets	1,516,328.84
<b>TOTAL ASSETS</b>	<b>2,021,159.07</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	12,575.00
Total Accounts Payable	12,575.00
Other Current Liabilities	
Accrued payroll	3,524.87
Deferred revenue - ad valorem	2,962.15
Payroll Liabilities	289.86
Prepaid tax interest	36.58
Prepaid taxes	199.84
Total Other Current Liabilities	7,013.30
Total Current Liabilities	19,588.30
Total Liabilities	19,588.30
Equity	
Equity	
Fixed assets	1,516,328.84
Total Fund Balance	397,520.00
Total Equity	1,913,848.84
Fund Balance - Park project	810,048.00
Retained Earnings	-712,243.66
Net Income	-10,082.41

5:10 PM

05/04/18

Accrual Basis

Town of Fairview  
**Balance Sheet**  
As of April 30, 2018

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	<u>Apr 30, 18</u>
Total Equity	2,001,570.77
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>2,021,159.07</u></u>

5:14 PM

05/04/18

Accrual Basis

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

	Jul '17 - Jun 18	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
Ad Valorem taxes	74,136.98	73,000.00	1,136.98	101.6%
Cable TV franchise taxes	2,584.80	0.00	2,584.80	100.0%
Interest on delinquent taxes	337.88			
Investment income	1,489.86	0.00	1,489.86	100.0%
Misc income	80.11			
Motor vehicle taxes	9,366.88	8,800.00	566.88	106.4%
Park rental income	2,250.00	0.00	2,250.00	100.0%
Sales and use tax	21,757.03	25,500.00	-3,742.97	85.3%
Utility Franchise taxes	106,737.85	142,000.00	-35,262.15	75.2%
Zoning fees	6,695.00	6,000.00	695.00	111.6%
<b>Total Income</b>	<b>225,436.39</b>	<b>255,300.00</b>	<b>-29,863.61</b>	<b>88.3%</b>
<b>Expense</b>				
Advertising and Promotion	0.00	1,200.00	-1,200.00	0.0%
Audit fees	8,050.00	7,500.00	550.00	107.3%
Capital outlay	10,691.00	0.00	10,691.00	100.0%
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 Grant	9,166.63	10,000.00	-833.37	91.7%
Fire Dept Truck Payment	52,569.24	52,569.24	0.00	100.0%
Grants	2,500.00	0.00	2,500.00	100.0%
Insurance Expense	3,689.53	4,900.00	-1,210.47	75.3%
Internet and website	8,779.50	8,250.00	529.50	106.4%
Legal fees	6,136.98	7,200.00	-1,063.02	85.2%
Maintenance/Renovations	225.00	0.00	225.00	100.0%
Meals and Entertainment	80.00			
Miscellaneous Expense	15.66	0.00	15.66	100.0%
Office expense	2,750.50	3,000.00	-249.50	91.7%
Park Maintenance	21,655.73	36,755.04	-15,099.31	58.9%
Park Utilities	2,063.42	3,817.92	-1,754.50	54.0%
Payroll Expenses	37,906.10	34,219.80	3,686.30	110.8%
Payroll taxes	5,569.98	5,762.04	-192.06	96.7%
Planning and zoning	34,250.80	41,100.96	-6,850.16	83.3%
Professional Fees	5,000.00	2,000.00	3,000.00	250.0%
Rent Expense	2,750.00	3,000.00	-250.00	91.7%
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	1,357.32	1,275.00	82.32	106.5%
Telephone Expense	2,649.43	3,600.00	-950.57	73.6%
Training expense	1,641.54	500.00	1,141.54	328.3%
Travel Expense	650.44	1,200.00	-549.56	54.2%
<b>Total Expense</b>	<b>237,184.54</b>	<b>255,300.00</b>	<b>-18,115.46</b>	<b>92.9%</b>
<b>Net Ordinary Income</b>	<b>-11,748.15</b>	<b>0.00</b>	<b>-11,748.15</b>	<b>100.0%</b>
<b>Net Income</b>	<b>-11,748.15</b>	<b>0.00</b>	<b>-11,748.15</b>	<b>100.0%</b>

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5:15 PM

05/04/18

Accrual Basis

**Town of Fairview  
Transactions by Account  
As of April 30, 2018**

Type	Date	Num	Adj	Name	Memo	Debit	Credit	Balance
<b>American Community Bank</b>								
Bill Pmt -Check	04/07/2018	102190		Charles Medlin	Park sign, community board		355.43	492,979.33
Bill Pmt -Check	04/07/2018	102191		Clark, Griffin and Mc...	Park ordinance, audit letter, le...		1,100.00	492,623.90
Bill Pmt -Check	04/07/2018	102192		CompuNetworld	Hosting internet and emails		260.00	491,523.90
Bill Pmt -Check	04/07/2018	102193		Darrell H. Baucom_	expense reimbursement		69.54	491,263.90
Bill Pmt -Check	04/07/2018	102194		Ed Humphries_	Moving furniture to office		429.96	491,194.36
Bill Pmt -Check	04/07/2018	102195		Fairview VFD and Re...			14,225.64	490,764.40
Bill Pmt -Check	04/07/2018	102196		JB Watson & Co. PLLC	Audit and accounting for 16-1...		8,050.00	476,538.76
Bill Pmt -Check	04/07/2018	102197		N Focus	Training for Planning Board		900.00	468,488.76
Bill Pmt -Check	04/07/2018	102198		Union County Public ...	water for park		50.60	467,588.76
Paycheck	04/09/2018	102214		Teresa Gregorius			1,151.55	467,538.16
Paycheck	04/09/2018	102205		Jerry C. Clontz			843.93	466,386.61
Paycheck	04/09/2018	102208		Kelvin L. Baucom			46.17	465,542.68
Paycheck	04/09/2018	102207		Joshua H. Presley			46.17	465,496.51
Paycheck	04/09/2018	102199		Darrell H. Baucom			637.96	465,450.34
Paycheck	04/09/2018	102200		Doug Buchanan			46.18	464,812.38
Paycheck	04/09/2018	102201		Edward D. Humphries			46.18	464,766.20
Paycheck	04/09/2018	102202		Gary H. Wilfong			2,152.06	462,614.14
Paycheck	04/09/2018	102203		Gary M. Medlin			138.53	462,475.61
Paycheck	04/09/2018	102204		Greg Morgan			46.18	462,429.43
Paycheck	04/09/2018	102206		John A. Biggers, Jr			46.18	462,383.25
Paycheck	04/09/2018	102209		Nancy H. Randall			138.53	462,244.72
Paycheck	04/09/2018	102210		Patricia H. Kindley			46.18	462,198.54
Paycheck	04/09/2018	102211		Phillip C. Thomas			138.53	462,060.01
Paycheck	04/09/2018	102212		Richard E. Pigg			184.70	461,875.31
Paycheck	04/09/2018	102213		Sara Furr			46.18	461,829.13
Paycheck	04/09/2018	102215		Tony FD Helms			46.18	461,782.95
Deposit	04/09/2018				Deposit	789.68		461,736.77
Deposit	04/11/2018				Deposit	1,963.06		462,526.45
Deposit	04/11/2018				Deposit	200.00		464,489.51
Deposit	04/11/2018				Deposit	225.00		464,689.51
Check	04/15/2018	Draft		Great American Fina...	Draft for copier lease		98.20	464,914.51
Deposit	04/16/2018				Deposit	803.14		464,816.31
Check	04/18/2018	Draft		Verizon Wireless	Ed's cell phone		68.42	465,619.45
Bill Pmt -Check	04/19/2018	102216		Refined Outdoors, LLC	April bill		1,318.00	465,551.03
Bill Pmt -Check	04/19/2018	102217		Ralph Rowell	Mulch for park		225.00	464,233.03
Bill Pmt -Check	04/19/2018	102218		Refined Outdoors, LLC	February lawn maintenance		1,318.00	464,008.03
Deposit	04/20/2018				Deposit	350.00		462,690.03
Deposit	04/20/2018				Deposit	270.00		463,040.03
Liability Check	04/23/2018	To Print		NC Dept of Revenue_	600391020		707.00	463,310.03
Liability Check	04/23/2018	To Print		IRS	55-0789092		1,999.80	462,603.03
Check	04/25/2018	Draft		Frontier Telephone	Landline phone		196.61	460,603.23
Deposit	04/25/2018				Deposit	375.00		460,406.62
Deposit	04/25/2018				Deposit	150.00		460,781.62
Check	04/26/2018	Draft		Duke Energy			63.23	460,931.62
Check	04/26/2018	Draft		Duke Energy			129.62	460,868.39
Deposit	04/30/2018				Interest	222.97		460,738.77
Total American Community Bank						5,348.85	37,366.44	460,961.74
<b>TOTAL</b>						<b>5,348.85</b>	<b>37,366.44</b>	<b>460,961.74</b>

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# April Permits

8

3-Apr	Cash	Ms 18-27	MS	\$65	Cochran	Biggers Cemetery Road	08114009L
5-Apr	Cash	AP-18-028	Pool	\$50	Feige	9441 Indian Trail-Fairview	08225003D
10-Apr	Cash	H-18-029	Home	\$75	Cochran	Biggers Cemetery Road	08114009u
10-Apr	1005	A 18-030	Accessory	\$50	Pohlmann	7816 West Duncan Road	08255008E
10-Apr	1005	A-18-031	Accessory	\$50	Pohlmann	7816 West Duncan Road	08255008E
17-Apr	1063*	H-18-032	Home	\$75	Morris, Taylor	615 Clontz Road	08219005F
17-Apr	*	MS 18-33	MS	\$65	David Griffin	POBox 98 Monroe	08114010B
19-Apr	12465	H-18 034	Home	\$75	CCH Holdings	617 Lancaster Hwy Landc SC	08282013C
19-Apr	195	MS 18-35	MS	\$195	Pinnacle Homes	Williams CarrikerFairview	08117015D
24-Apr	3123	U-18-036	Upfit	\$50	Alan Little, Contractor	1803 Old Fish	08093008A
24-Apr	24	U-18-037	Upfit	\$50	J. Huntley	1469 Biggers Cemetery	08114009C
24-Apr	7395	C-18-038	Comp	\$100	Richard Laney	8920 Mill Grove	8282026
24-Apr	1282	C-18-039	Comp	\$100	Galina Livarchuk	1615 Crowell Dairy	8282020
26-Apr	125	H 18-040	Home	\$75	Drew Helms	5901 Sikes Mill Rd	08087035K
26-Apr	16786	C-18-041	Compliance	\$100	Pinnacle Homes	7622 Carriker Williams	8117015
26-Apr	14030	H-18-042	Home	\$75	Doug Helms	5921 Sikes Mill Rd	08087035M
Total		16		\$1,250			



**Town of Fairview  
Park-Rec & Event Committee Meeting  
May 1, 2018**

The following Parks & Recreation Advisory Committee members were present: Lisa Thomas, Larry Carter, Scott Cuthbertson, Theresa Donaldson, Todd Donaldson, Mike Medlin, Wendy Nielson, Rita Price and Bill Riffle

Others present: Teresa Gregorius, Town Clerk

**Public Comments**

None

**Items of Business**

A. Introduction of Committee Members

Chairman Lisa Thomas welcomed the committee members to the newly formed Park-Rec & Event Committee and asked that each member introduce themselves.

B. Review Duties of Committee

Ms. Thomas reviewed the duties that the committee is responsible for. She asked the committee members to review the Rules of Procedure document and be ready to discuss and vote on it at the next meeting.

C. Discuss Fairview Fall Festival and Winter Festival

Ms. Thomas noted that the Fall Festival will be held on October 6<sup>th</sup> and the Winter Festival will be on December 8<sup>th</sup>.

a. Assign Sub-Committee Chairpersons for Festivals

Ms. Thomas asked for volunteers for the sub-committees listed below:

Advertising – Lisa Thomas  
Children’s Entertainment – Theresa Donaldson  
Craft Vendors – Wendy Nielsen

Custodian – Bill Riffle  
Decorating – Rita Price  
Food Vendors – Todd Donaldson  
Music – Lisa Thomas  
Parking – Mike Medlin  
Volunteer Coordinator - Not Filled  
Winter Festival ONLY – Fire Pits – Scott Cuthbertson

D. Discuss Future Additions to Park

Ms. Thomas asked members to suggest amenities they would like to see added to the park in the future as funds are available. Suggestions included: sand volleyball, basketball court, four square games, “porch” type swings around the pond and additional picnic tables in wooded areas. She asked what additional events they would like to see at the park. Suggestions included: Spring festival, Easter egg hunt, music in the park, fishing tournaments, car show, food truck day, movie in the park.

With the monies left over from the fall and winter festivals (approximately \$2,500.00) Scott Cuthbertson suggested checking out costs for a couple of items discussed and bring back to the next meeting. Rita Price will check on sand volleyball court, Scott Cuthbertson will check on picnic tables and Ms. Thomas will check on an outdoor sound system.

Scott Cuthbertson made a motion to set the monthly meeting for the Park-Rec & Event Committee for the first Thursday of each month. Wendy Nielsen seconded the motion. Committee members Thomas, Carter, Cuthbertson, T. Donaldson, Todd Donaldson, Medlin, Nielson, Price and Riffle voted yes (9-0).

Scott Cuthbertson made a motion to adjourn. Wendy Nielsen seconded the motion. Committee members Thomas, Carter, Cuthbertson, T. Donaldson, Todd Donaldson, Medlin, Nielson, Price and Riffle voted yes (9-0).

Respectfully submitted,

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Teresa Gregorius  
Town Clerk

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Lisa Thomas  
Chairman

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 2018



**Town of Fairview  
Planning Board Meeting  
April 17, 2018**

The following Planning Board members were present: Nancy Randall, Doug Buchanan, Mike Medlin, Greg Morgan, Rick Pigg, Kelvin Baucom, and Sara Furr

Others present: Ed Humphries, Land Use Administrator / Deputy Clerk; Teresa Gregorius, Town Clerk; Council members Phil Thomas, Patricia Kindley and Gary Wilfong

**Public Comments**

None

**Items of Business**

A. Training Session by Bill Duston, N-Focus

Bill Duston presented an interactive PowerPoint training presentation for the Planning Board and Council followed by a question and answer session.

B. Minutes

Kelvin Baucom made a motion to approve the March 20, 2018 minutes. Mike Medlin seconded the motion. Board members Randall, Buchanan, Medlin, Morgan, Pigg, Baucom and Furr voted yes (7-0).

Rick Pigg made a motion to adjourn. Kelvin Baucom seconded the motion. Board members Randall, Buchanan, Medlin, Morgan, Pigg, Baucom and Furr voted yes (7-0).

Respectfully submitted,

\_\_\_\_\_  
Teresa Gregorius  
Town Clerk

\_\_\_\_\_  
Nancy Randall  
Chairman

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 2018



**Town of Fairview  
Regular Meeting  
April 9, 2018**

The following Council members were present: Mayor Phil Thomas, John Biggers, 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

Mayor Thomas read a proclamation for the State Champion Piedmont High School Wrestling Team and presented a framed proclamation to each coach and team member.

**Agenda Changes**

Jerry Clontz stated that he would like to add appointing two Park & Rec members for another term between Business Items #4 and #5.

**Approval of Agenda**

Jerry Clontz made a motion to approve the agenda as amended. Patricia Kindley seconded the motion. Council members Biggers, Clontz, Kindley and Wilfong voted yes (4-0).

**Presentation**

Financial Officer Darrell Baucom introduced auditor Deneal Bennett, CPA with J.B. Watson & Co., PLLC to present the 2016-2017 Town Audit

**Consent Agenda**

- a) Accept Financial and Tax Reports as Information
- b) Accept Land Use Report as Information
- c) Accept CRTPO Report as Information
- d) Planning Board March Draft Minutes --- Minutes Accepted as Information
- e) Proclamation for Piedmont High School Wrestling Team
- f) Proclamation for Safe Digging Month

g) Approve Council Regular Minutes for March 12, 2018

John Biggers made a motion to approve the consent agenda. Jerry Clontz seconded the motion. Council members Biggers, Clontz, Kindley and Wilfong voted yes (4-0).

### **Items of Business**

#### **Item 1: Discuss/Approve Major Development Permit #MDP 18-003 request**

Planning Board Chair Nancy Randall presented the Major Development Permit #MDP 18-003 to develop a subdivision, Victoria Estates, located on West Duncan Road to the Council. Ms. Randall noted that the Planning Board recommended approval of the permit by a unanimous vote. Council discussed the permit information and thanked Ms. Randall for the work that the Planning Board does and asked her to convey their appreciation to the rest of the Planning Board.

Patricia Kindley made a motion to approve the Major Development Permit #MDP 18-003 with conditions noted. John Biggers seconded the motion. Council members Biggers, Clontz, Kindley and Wilfong voted yes (4-0).

#### **Item 2: Approve Lease Agreement with Union County Public Schools**

Mayor Thomas reported that the lease has been reviewed and sent back to the Union County Public Schools with a few slight changes. Mr. Humphries stated that once we receive the revised lease he would like the Council to give the mayor the authority to sign the lease. The Council discussed.

John Biggers made a motion to approve the lease with the changes noted and authorize Mayor Thomas to sign the lease when it is received from the county. Patricia Kindley seconded the motion. Council members Biggers, Clontz, Kindley and Wilfong voted yes (4-0).

#### **Item 3: Approve expenses for the creation of new office at Town Hall**

Ed Humphries presented the recommended expenses to renovate the room across from the Council meeting room. The Council discussed the various items and quotes.

Gary Wilfong made a motion to approve the expenses as recommended for renovations for Town Hall administrative office. John Biggers seconded the motion. Council members Biggers, Clontz, Kindley and Wilfong voted yes (4-0).

#### **Item 4: Approve Accounting Firm for Preparation of the 2017-2018 Audit**

Darrell Baucom presented the comparison for the three audit bids received from J.B. Watson & Co., Collins & Boike and Potter & Co. Mr. Baucom noted that since the bids were received Collins & Boike has dropped out due to personnel matters. Mr. Baucom's recommendation was to use J.B. Watson & Co.

Patricia Kindley made a motion to approve using J.B. Watson & Co. as the auditor for 2017-2018. Gary Wilfong seconded the motion. Council members Biggers, Clontz, Kindley and Wilfong voted yes (4-0).

**Item 5: Additions to Park Committee**

Jerry Clontz stated that terms for two members of the Park & Rec Committee (Jerry Clontz and B.B. Haigler) have expired and he would like the Council to appoint Mary Ann Cuthbertson and Mike Medlin to fill the terms. Gary Wilfong noted that Item 6 on the agenda would make appointing members unnecessary since the Park & Rec and Festival Committees will be eliminated. See below for continued discussion.

**Item 6: Discuss/Approve Forming New Park-Rec & Event Committee**

Council discussed eliminating the current Park & Rec and Festival Committees and forming a new Park-Rec & Event Committee.

a. Approve recommendations 1-10 presented below regarding forming the new Park-Rec & Event Committee.

1. The new committee becomes the Fairview Park, Recreation and Events Committee (FP, R and E Committee).
2. The (FP, R and E Committee) will consist of nine members all residents of the Town of Fairview. This means a reduction of total combined members from thirteen to nine.
3. The initial (FP, R and E Committee) Chairman to be appointed for the first year of the committee by the Town Council and elected in following years by the (FP, R and E Committee).
4. Three (FP, R and E Committee) members will serve for three years and three will rotate off and on each year. (FP, R and E Committee) members may succeed themselves. Rotation selection to be determined by Town Council. New committee members are to be recommended by the (FP, R and E Committee) and approved by the Town Council.
5. The basic purpose of the new (FP, R and E Committee) will remain the same as the previous committees. However, the new committee will be in charge of reviewing needs (Present and Future) of the Fairview Park, event planning, scheduling and execution.
6. (FP, R and E Committee) may have additional sub-committee members in a non-voting status. Sub-committee members need not be residents of the Town of Fairview.
7. The budget for the (FP, R and E Committee) is determined by the Fairview Town Council. The committee chairman will have a discretionary budget to be determined by the Town Council for expenses related to Fairview Park operation. An additional budget line item for park events as determined by the Town Council will be provided.
8. The (FP, R and E Committee) will make recommendations to the Fairview Town Council for approval and execution.
9. Rules and Procedures for the (FP, R and E Committee) will be determined by the committee with approval of the Fairview Town Council.
10. (FP, R and E Committee) meetings are normally scheduled monthly, but additional meetings may be held as needed. Members unable to attend at least 50% of meetings may be subject to dismissal based on (FP, R and E Committee) members' recommendation.

Patricia Kindley made a motion to approve the 10 recommendations regarding forming the new Park-Rec & Event Committee to start as of May 1, 2018. John Biggers seconded the motion. Council members Biggers, Kindley and Wilfong voted yes, Clontz voted no (3-1).

- b. Approve Lisa Thomas as the initial Chairman of the Park-Rec & Event Committee.

Gary Wilfong made a motion to appoint Lisa Thomas to be the initial Chairman of the Park-Rec & Event Committee for a 1 year term. John Biggers seconded the motion. Council members Biggers, Kindley and Wilfong voted yes, Clontz voted no (3-1).

- c. Approve a slate of qualified candidates presented by the Chairman for the Park-Rec & Event Committee.

Council discussed the applications and selected the committee members as follows:

3 year terms: Leon Whitley, Scott Cuthbertson, Wendy Nielsen

2 year terms: Lisa Thomas, Mike Medlin, Bill Riffle

1 year terms: Rita Price, Larry Carter, Theresa Donaldson

If Whitley or Cuthbertson (did not submit an application) decide not to serve the alternate candidates would be #1 Todd Donaldson, #2 Spencer Thomas or #3 Tracy Biggers.

Jerry Clontz made a motion to approve the candidates listed above as members on the Park-Rec & Event Committee. Gary Wilfong seconded the motion. Council members Biggers, Clontz, Kindley and Wilfong voted yes (4-0).

#### **Item 7: Select date of 2018-2019 Budget Workshop**

Mayor Thomas asked for recommendations regarding a date for the workshop. Council agreed on April 30, 2018 at 5:30 PM.

#### **Item 8: Park Update**

Jerry Clontz noted that there will be a park clean-up day on April 14<sup>th</sup>. Piedmont High School band members will be helping out. He will also be installing the community billboard that has been completed.

- a. Approve lawn maintenance contract for park.

Jerry Clontz presented the information from the 7 companies that submitted bids. Council discussed.

Jerry Clontz made a motion to approve Performance Lawn & Landscape Inc. for the lawn maintenance for the park. John Biggers seconded the motion. Council members Biggers, Clontz, Kindley and Wilfong voted yes (4-0).

#### **Council Comments**

Patricia Kindley passed out a flyer for the Lawn & Yard Contest. She will be placing the flyers at the school and has sent them to the area churches.

Mayor Thomas noted that he had contacted a representative at the regional health department and they have agreed to do a presentation later this summer.

John Biggers made a motion to adjourn. Gary Wilfong seconded the motion. Council members Biggers, Clontz, Kindley and Wilfong voted yes (4-0).

Respectfully submitted,

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Teresa Gregorius  
Town Clerk

---

Phil Thomas  
Mayor

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 2018



**Town of Fairview  
Budget Workshop Meeting  
April 30, 2018**

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

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

**Budget Workshop Discussion**

Darrell Baucom presented the proposed budget (see Exhibit A) for the fiscal year 2018-2019. Council discussed each item and the following changes were made to the budget as presented:

Advertising: None budgeted – added \$500.00  
Park Maintenance: Added \$1,200.00 for garbage pickup  
Professional Fees: Added \$5,000.00 for engineering fees for inspections  
Rent: None budgeted – added \$12,000.00  
Park Improvements: \$15,634.00

The Council discussed moving the administrative office. Council decided to get permission to inspect the house on the Haigler property adjoining the park property and get an estimate of cost to upgrade as needed for a town hall and administrative offices. Council also decided to get an estimate on having a structural engineer inspect the old Fairview school building currently vacant.

Jerry Clontz made a motion to adjourn. John Biggers seconded the motion. Council members Biggers, Clontz, Kindley and Wilfong voted yes (4-0).

Respectfully submitted,

\_\_\_\_\_  
Teresa Gregorius  
Town Clerk

\_\_\_\_\_  
Phil Thomas  
Mayor

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 2018

# Funds Request

**Town of Fairview, North Carolina**

APPLICATION FOR OUTSIDE AGENCY / NON-PROFITS REQUESTING FUNDS FROM TOWN OF  
FAIRVIEW

FISCAL YEAR – 2018-19

Request Submitted by: Jessie Lindberg

Agency Name: Turning Point, Inc.

Address: PO Box 952  
Monroe, NC 28111

Funding Received from Town of Fairview – previous years: 2014 - \$500  
2015 - \$500

Amount of Funding requested FY 2018-19 - \$950

By: Jessie Lindberg Telephone: 704-288-1810  
Executive Director Date: May 4, 2018

Date Requested Submitted to Town of Fairview: May 4, 2018

Date Requested received by Town of Fairview: *MAY 8 2018*

Date and action taken by Town of Fairview:

Please include a breakdown of how the funds requested will be used to help accomplish your goals:

The amount we've requested will provide one month of safe shelter, including three meals and two snacks each day, all necessities (i.e. toiletries, bedding, transportation services etc.) and weekly counseling for a family of two.

- Number of persons to be served by the requested funds: 2
- Other funding sources and amounts of funding provided (or requested):  
Our top five funding sources for our Domestic Violence Shelter/Sexual Assault Resource Center are:  
United Way - \$120,000 (requested, not yet approved)  
Governors Crime Commission - \$133,222  
NC Council For Women - \$69,855  
Leon Levine Foundation - \$60,000

Braswell Family Trust - \$45,000

- Is any in-kind assistance being requested, and if so, what kind?  
N/A
- Any additional information you may want to share that may assist the Town of Fairview Council make an informed decision.

The narrative below covers the last three questions on the application.

Since 1985, Turning Point has been serving Union County residents as the only domestic violence shelter in our community, providing 24-hour crisis intervention, safe shelter, counseling, court advocacy and accompaniment, and case management, for victims of domestic violence. In addition, we screen for developmental delays in children 0-3, and provide programs for children ages 3-18 to address the long-term negative effects that witnessing domestic violence has been shown to have with little to no intervention. Last year, 1,152 total victims were served through our shelter and programs. In 2017, 98% of our clients who completed our shelter program went into safe housing and are living violence free after leaving the shelter.

In 2015, Turning Point acquired the Tree House Children's Advocacy Center and Sexual Assault Resource Center. At the Tree House, an accredited member of the National Children's Alliance, we receive referrals from law enforcement and DSS, and facilitate a multi-disciplinary approach to addressing childhood sexual abuse, with the child's safety, comfort and healing at the forefront of all we do. Last year 246 total victims were served through forensic interviews, medical exams, advocacy and counseling services. It is important to note, however, that nine of out 10 children who have been sexually abused do not disclose their abuse, so we know that the number of children who we could be serving is drastically higher. In 2017, 97% of non-offending caregivers reported that the Tree House facilitated healing for the child and the caregiver.

Our Sexual Assault Resource Center provides 24-hour response for victims of sexual assault, through hospital accompaniment, advocacy and counseling. Last year, 109 total victims were served through our program.

In 2017, 106 women and 275 children from the 28110 zip code were served at our domestic violence shelter. 169 children from the 28110 zip code were served at our Tree House Children's Advocacy Center, and 38 adults from the 28110 code were served by our Sexual Assault Resource Center.

Prevention of abuse and violence is a key part of our mission. We have provided Teen Dating Violence presentations to several Union County high schools this year (including Monroe High School), and have been approached by more to speak to students, administrators and athletes so they understand what a healthy relationship looks like and what red flags to look for to ensure they do not find themselves in a violent or unhealthy situation. In addition, we have been contacted by several elementary schools to address body awareness and safety with elementary-aged children. We have selected a curriculum and are in talks with UCPS administration to begin implementing it in all Union County Public Elementary schools in the 2018-19 school year.

Turning Point exists to end domestic abuse, sexual assault and child abuse through safe shelter, advocacy, prevention and social change, and with the support of our community partners, we will serve those who need us well into the future.

We are so grateful for your consideration!



\_\_\_\_\_  
Signature of Requesting Agency's Authorized Official



\_\_\_\_\_  
Date

# Discuss Fee Schedule

# FAIRVIEW FEE SCHEDULE

## ZONING PERMIT FEES

Accessory Structure Permit (Pool, Garage, Carport, Storage, Deck, Barn)	\$50
Bona Fide Farm Certification	\$50
Conditional Use Permit	< 1000 sq. ft. \$325 and > 1001 sq. ft. \$500
Copy of Color Zoning Map	\$15
Copy of Land Use Ordinance	\$35
Home Occupation Permit (Section 180J)	\$50
Mobile Classroom/School Permit	\$75
New/Replacement Manufactured Home	\$75
New Residential Home Permit	< 4000 sq. ft. \$75 and > 4001 sq. ft. \$125
Non-Residential Use Permit	< 4000 sq. ft. \$150 (\$300) and > 4001 sq. ft. \$250 (\$400)
Petition Requesting Annexation	\$150
Request for Special Meeting	\$300
Residential Permit - Addition	\$50
Residential Permit - Upfit	\$50
Rezoning Application	*\$250 (\$300)
Sign Permit	\$50 (\$75)
Temporary Use Mobile Office-Construction Permit	\$75 (\$100)
Temporary Use Permit	\$75 (\$100)
Variance Request Form to Board of Adjustment	\$250 (\$300)
Zoning Compliance	\$100.00
Zoning Permit (Non-Conforming)	\$100 (\$150)
Zoning Text Amendment	\$275 (\$300)
Zoning Vested Right Application (Section 117)	\$75 (\$100)

## SUBDIVISION RELATED FEES

<b>MINOR SUBDIVISIONS:</b>	
Preliminary Plat Submittal	
Final Plat (Mylar)	\$65 per lot
<b>MAJOR SUBDIVISIONS: **</b>	
Sketch Plan Review: **	\$150 (\$500)
Final Plat:	0-10 lots: \$175 per lot
	11-50 lots: \$160 per lot
	51+ lots: \$135 per lot
**Plus any Town Engineering Fees, if applicable.	

**Renew  
Temporary  
Permit  
#TP14-037**

**Discuss  
Proposed  
2018-2019  
Budget**

5:00 PM  
05/04/18  
Accrual Basis

**Town of Fairview**  
**Profit & Loss Budget Overview**  
July 2018 through June 2019

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	<u>Jul '18 - Jun 19</u>
Ordinary Income/Expense	
Income	
Ad Valorem taxes	74,500.00
Alcoholic beverage	16,200.00
Cable TV franchise taxes	3,200.00
Fund balance appropriated	0.00
Motor vehicle taxes	9,200.00
Park rental income	2,500.00
Sales and use tax	27,000.00
Utility Franchise taxes	145,000.00
Zoning fees	7,000.00
	<hr/>
Total Income	284,600.00
Expense	
Advertising and Promotion	500.00
Audit fees	8,050.00
Capital Outlay	15,634.98
Dues and Subscriptions	5,520.00
Festival expense	10,000.00
Fire Dept Grant	10,000.00
Fire Dept Truck Payment	52,569.00
Insurance Expense	4,900.00
Internet and website	6,500.00
Legal fees	7,200.00
Office expense	13,616.00
Park Maintenance	16,600.00
Park Utilities	0.00
Payroll Expenses	92,345.58
Payroll taxes	7,064.44
Planning and zoning	0.00
Professional Fees	7,000.00
Rent Expense	12,000.00
Repairs and Maintenance	1,000.00
Solid Waste Manage cost share	8,000.00
Tax collection fees	1,400.00
Telephone Expense	3,000.00
Training expense	500.00
Travel Expense	1,200.00
	<hr/>
Total Expense	284,600.00
	<hr/>
Net Ordinary Income	0.00
	<hr/>
Net Income	<u>0.00</u>

Town of Fairview  
Fiscal Year 2018-19 Budget  
Assumptions and Explanations

**Changes Since Budget Workshop**

Advertising : Added \$500 for advertising for public meetings, etc.

Capital Outlay: Added \$15,634.98 for additional park shelter or other capital needs of the Park.

Park Maintenance: Added \$1,200 for dumpster (\$100 per month)

Professional Fees: Added \$5,000 for professional engineering study of old school building.

Rent: Added \$1,000 per month for rental of old school building; \$12,000 annually

**Revenue**

Ad valorem: based upon projected real and personal property values of \$377,641,905 from Union County using 98% collection rate for ad valorem taxes at \$.02 per hundred assessment rate. Used \$74,500.

Alcoholic Beverage tax: Assumed flat growth and used the amount collected in May 2017. Used \$16,200.

Cable TV Franchise taxes: Used run rate for 17-18 of \$3,200 for the year.

Funds balance appropriated – funds needed to balance the budget as revenues exceed expenses by \$(34,335).

Motor Vehicle taxes: based upon estimated values of \$45,855,591 and using 100% collection rates at \$.02 per hundred assessment rate. Used \$9,200.

Park rental income: Annualized rental income is \$2,100; used \$2,500 for 18-19.

Sales and use tax: NC League estimates slight growth of 4.5% for 2018-19; Used \$27,000.

Franchise taxes: NC League estimates minimal growth for 2018-19. I estimated no change in franchise taxes. Used \$145,000.

Zoning fees: based upon recent trends showing an increasing amount of zoning fee revenue; Used \$7,000.

### **Expenses**

Advertising: No advertising expenses for special meetings in 17-18; none budgeted for 18-19

Audit fees: Used JB Watson's estimated audit fee for 17-18 plus same amount as 16-17 for accounting assistance, etc; used \$8,050

Dues and subscriptions: School of Govt Foundation – 450 - NC League of Municipalities – 4,500 (Current year plus slight increase); Union County Chamber of Commerce – 350; Association of Municipal Clerks – 70; NC Mayor's Association – 150; Used \$5,520

Elections expense: No elections in 2018; budgeted \$0

Festival expense: Used \$10,000 for annual amount.

Fire Department Grant: \$10,000 payment to Fairview VFD; \$833.33 per month.

Fire Department Truck Payment: Quarterly payment of \$13,142.31 for payment to Bank for new fire truck. Continues until January 2021; Used \$52,569.

Liability insurance: Based upon estimate of property and casualty insurance from NC League of Municipalities = \$4,022. Estimate of workers comp insurance = \$500 and bond insurance = \$375. Used \$4,900.

Internet and website expense: based upon reimbursements to staff and estimated computer maintenance, etc. Monthly email and server hosting and reimbursement of internet expense = \$305; Silver level support for One

Source Documents = \$427; Website charge = \$2,000; Domain name renewal = \$400; Used \$6,500

Legal fees: based on trend of about \$600 per month. Used \$7,200.

Office supplies: based upon estimate from Ed of \$13,616 annually

Park Maintenance: Based upon Park Service contract of \$8,500 plus additional amounts from Ed.

Payroll expenses: See worksheet documenting budgeted amount. Used 3.0% rate of increase for staff, per NCLM salary survey.

Payroll taxes: Total salaries at 7.65% rate for employer taxes.

Professional fees: Retreat expense for Council (1,500 in 17-18) plus other minor expenses = \$2,000

Rent – Move to the school building; none budgeted.

Repairs and Maintenance: Misc repair and maintenance items that may occur = \$1,000.

Solid Waste Management: Used budgeted amount of \$8,000 as recommended by Union County Waste Management.

Tax Collection fees: based upon 1.5% of ad valorem taxes and motor vehicle taxes. Used \$1,400.

Telephone: estimated \$250 per month based on recent trends. Used \$3,000.

Training fees: used nominal amount of \$500 per year.

Travel: estimated \$1,200 for the year.

# Call Public Hearing for 2018-2019 Budget

# Discuss Options for Town Hall Offices

## Options for Park & Town Office

### Option A

1. Lease school 5 year lease (includes Meeting room, office ,storage ,etc)  
\$12,000 a year rent and renovations approx \$25,000 for office
2. Buy Park property approx 12.41ac @ (not to include house) (approx)  
\$11800 ac. -\$146,438\*\*

### Option B

1. Buy Park property 65 ac. @ (approx) 10,500 ac---\$682,500
2. Includes house – Renovate house for office and meeting room. \$  
90,145.50 (not include any fees).

\*\* if Harry does not approve the 12.41 ac-- drop back to the 7.95 ac  
(\$93,810)



## New Office -- Pros/Cons

### PROS

### CONS

<b>Haigler House</b>		
Close to Park		Lack of storage
Nice Location		No parking lot
		No conference room
		No meeting room (would need to renovate house or build room onto house)
		Need ADA compliance (ramp will need to be built and minor restroom renovations will be needed)
		Needs painting/carpet or tile
<b>School</b>	Plenty of storage	Needs heating/air
	Plenty of parking	Needs painting/carpet or tile
	ADA compliant entrance/restrooms	
	Adequate office space	
	Meeting room	
	Space for a conference room	



**LEGEND**

- O PROPERTY CORNER
- (X) FOUND SET
- RIGHT OF WAY NON
- RIGHT OF WAY
- ROW OR FORMERLY

I, DAVID E. GRIFFIN, certify that this plot was drawn under my supervision from an actual survey made under my supervision, that the boundaries not surveyed are clearly indicated as drawn from the information found in adjoining deeds; that the ratio of precision as calculated is 1:155000; This property shown hereon may be subject to easements, restrictions of which the undersigned has no knowledge of.  
Witness my original signature this 26th day of APRIL 2018, A.D.



VICINITY MAP

**ORIGINAL PARCEL NOTES**

OWNER: N/F SANDRA KAY HAIGLER & HARRY THOMAS HAIGLER  
 PARCEL ID: 08189031 01  
 DEED BOOK: 4103, PAGE 581  
 PREVIOUS TOTAL AREA: 83.23 ACRES +/-

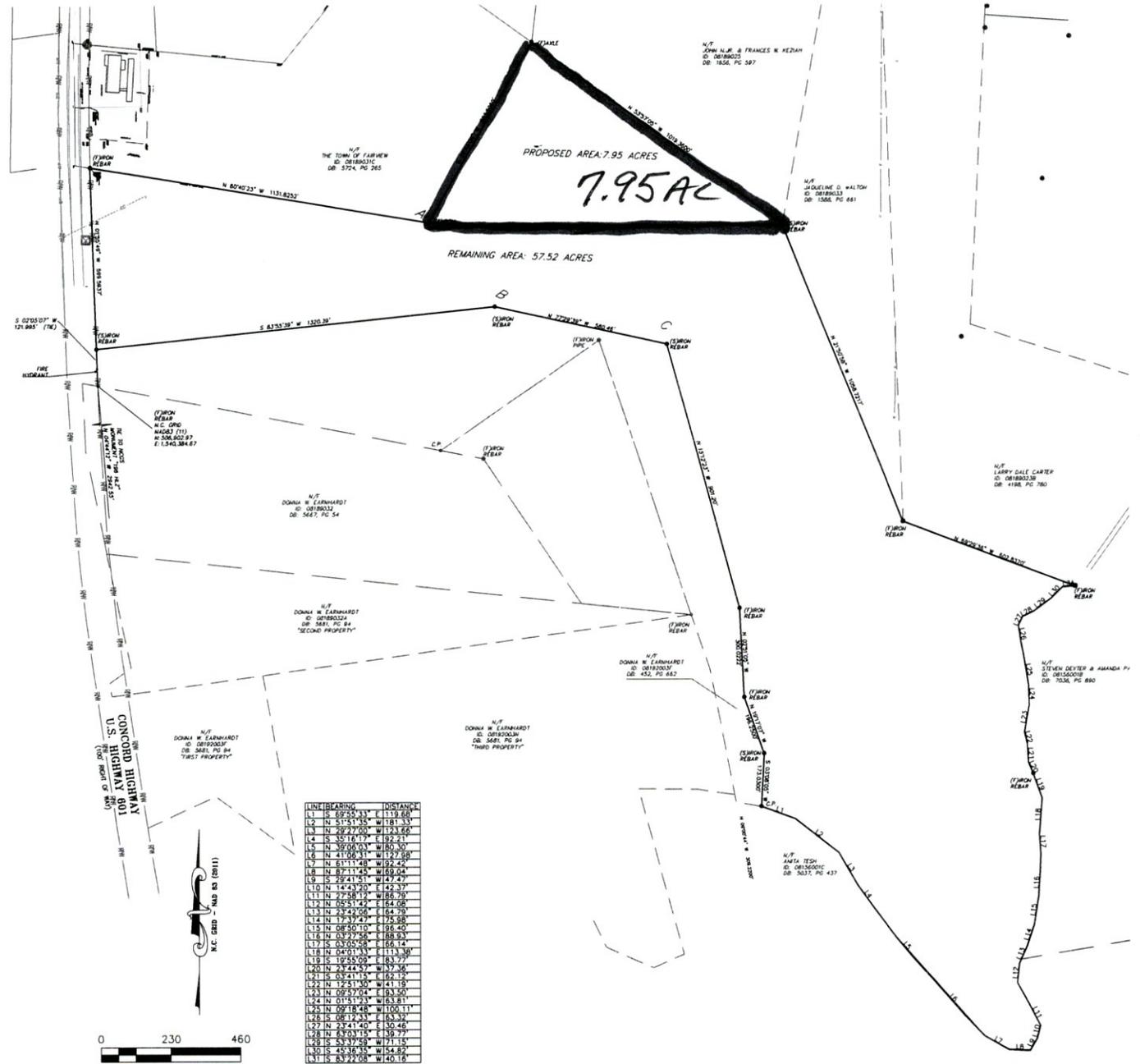
DAVID E. GRIFFIN Surveyor

**PRELIMINARY PLAT**

NOT FOR RECORDATION, CONVEYANCE OR SALES

L-3850  
 REGISTRATION No.

**NOTES:**  
 1. THIS PROPERTY IS NOT LOCATED WITHIN ANY SPECIAL FLOOD HAZARD AREA AS SHOWN ON FEMA MAPS FOR THIS LOCATION.  
 2. ALL DISTANCES ARE SURFACE HORIZONTAL DISTANCES.  
 3. AREA WAS COMPUTED BY COORDINATE METHOD.



LINE	BEARING	DISTANCE
L1	S 82°53'11" W	119.08
L2	N 51°51'55" W	1781.33
L3	S 79°27'08" W	813.64
L4	S 30°16'17" E	192.21
L5	N 90°00'00" W	80.30
L6	N 41°05'41" W	192.99
L7	N 81°11'48" W	192.42
L8	N 71°14'48" W	189.04
L9	S 82°41'51" E	189.04
L10	N 14°43'20" E	142.37
L11	N 72°58'11" E	186.79
L12	N 65°51'41" E	164.08
L13	S 24°22'08" E	164.39
L14	N 7°47'42" E	175.38
L15	N 08°50'10" E	196.40
L16	N 10°37'39" E	188.31
L17	S 03°02'52" E	168.14
L18	N 04°01'31" E	113.18
L19	S 12°52'09" E	163.77
L20	N 24°24'53" W	191.36
L21	N 12°11'11" E	164.15
L22	N 92°51'00" W	141.19
L23	N 02°27'02" E	193.50
L24	N 01°51'23" E	163.81
L25	N 09°18'48" W	1100.11
L26	S 08°12'23" E	163.32
L27	N 2°41'40" E	150.48
L28	N 8°04'15" E	136.77
L29	S 33°37'49" W	171.15
L30	S 43°18'49" W	174.89
L31	S 83°22'08" W	140.18



**GRIFFIN SURVEYING SERVICES, PA**

FIRM #: C-1671  
 1310 Brief Road East Monroe, NC 28110  
 QUALITY IS OUR PRIORITY

PH: (704) 753-5008 E-MAIL: david@griffinsurveying.net FAX: (704) 753-9041

**PROPERTY SURVEY OF:  
 PARCEL ID#:08189031 01**

TOWN OF FAIRVIEW UNION COUNTY, NORTH CAROLINA  
 PREPARED FOR  
**TOWN OF FAIRVIEW  
 MONROE, NC**

DRAWING NAME:  
 17-10 R74  
 SCALE: 1" = 230'  
 TAX ID #: 08189031 01  
 SURVEYED BY: JW/BS  
 DRAWN BY: JW/SG  
 CHECKED BY: DG  
 DATE:

**35**



May 10, 2018

Estimate No.

Mr. Phil Thomas  
Town of Fairview  
Hwy #601 North  
Monroe, NC 28110

Project Name:

Dear Mr. Phil Thomas,

Fairwood Construction, LLC is pleased to provide this Proposal for the Future Town Hall Building project. After inspection of the existing conditions we propose to provide all Material, Labor, Equipment, Insurance and Supervision for the following items:

- 1.) **Remove wall between living room and master bedroom. \$4545.50**
- 2.) **Install (1) Double 3' pocket door from living room into kitchen. \$2273.00**
- 3.) **Install a treated wood "handicap" ramp on rear of house and connecting to the carport. \$10,265.00**
- 4.) **Budget of \$73,062.00 to build a 27' x 24' addition to end of house (toward the fire station).**

**Exclusions:**

- 
1. P&P Bond.
  2. Builders Risk Insurance.
  3. Plan Drawing Fees.
  4. Engineering Fees.

We appreciate this opportunity to provide this Proposal.

Sincerely,

Chad McLemore

Project Manager