Town of Fairview

Agenda
Town Council Meeting
August 13, 2019
6:30 pm

Meeting will be in the Fairview Town Hall Meeting Room

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

   Invocation
   Pledge of Allegiance

   a. Agenda Changes
   b. Approval of Agenda

2. **Public Comments****

   Presentation: Zack Wyatt, Executive Director, Carolina Farm Trust

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) Budget Amendment Worksheet 2019-2020 --- *Report Accepted as Information*

   d) Fairview Park Event July Draft Minutes *(No July Meeting)*

   e) Fairview Park Facility July Draft Minutes *(Minutes Accepted as Information)*

   f) Planning Board July Draft Minutes *(Minutes Accepted as Information)*

g) Approve Council Minutes for July 9, 2019

h) Proclamation for Constitution Week September 17-23

i) Settlement for Current Real Estate and Personal Property Taxes for Fiscal Year 2018-2019

4. **Items of Business:**

Item 1: Discuss/Approve Event Rental Rules/Regulations and Application for Use of Park Grounds --- *Teresa Gregorius*

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 July 31, 2019

		Jul 31, 19
ASSETS		
Current Assets		
Checking/Savings		
American Community Bank		392,968.68
Total Checking/Savings		392,968.68
Other Current Assets		
Franchise Tax Receivable		33,317.39
Investments		
Investments NCCMT	1,003.41	
Total Investments		1,003.41
Prepaid assets		860.00
Sales Tax Receivable		4,417.60
Taxes receivable		2,096.90
Taxes receivable - ad valorem		-970.22
Taxes receivable - motor veh		838.25
Total Other Current Assets		41,563.33
Total Current Assets		434,532.01
Fixed Assets		
Accumulated Depreciation		-122,554.13
Building and Improvements		1,181,642.75
Computer Equipment		12,688.66
Furniture and Equipment		1,698.00
Land		683,039.94
Land improvements		10,145.00
Leasehold improvements		2,500.00
Park equipment		148,928.88
Rental House		125,000.00
Total Fixed Assets		2,043,089.10
TOTAL ASSETS		**2,477,621.11**
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
Accounts Payable		20,000.00
Total Accounts Payable		20,000.00
Other Current Liabilities		
Accrued payroll		4,565.66
Deferred revenue - ad valorem		2,096.90
Payroll Liabilities		307.50
Prepaid taxes		12.00
Security deposit - rental house		850.00
Total Other Current Liabilities		7,832.06
Total Current Liabilities		27,832.06
Long Term Liabilities		
Note payable on park land		600,000.00
Total Long Term Liabilities		600,000.00
Total Liabilities		627,832.06
Equity		
Equity		
Fixed assets	1,440,720.49	
Total Fund Balance	1,207,568.00	

Town of Fairview
Profit & Loss Budget vs. Actual
July 2019 through June 2020

	Jul '19 - Jun 20	Budget	$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Ad Valorem taxes	1.93	76,000.00	-75,998.07	0.0%
Alcoholic beverage		16,000.00	-16,000.00	
Fund balance appropriated		57,062.00	-57,062.00	
Interest on delinquent taxes	35.37			
Investment income	277.15	2,400.00	-2,122.85	11.5%
Motor vehicle taxes	877.24	9,600.00	-8,722.76	9.1%
Park rental income	200.00	2,000.00	-1,800.00	10.0%
Rental house income	850.00	10,200.00	-9,350.00	8.3%
Sales and use tax	2,405.58	28,000.00	-25,594.42	8.6%
Utility Franchise taxes		140,000.00	-140,000.00	
Zoning fees	1,365.00	15,000.00	-13,635.00	9.1%
Total Income	6,012.27	356,262.00	-350,249.73	1.7%
Expense				
Advertising and Promotion		1,500.00	-1,500.00	
Audit fees		7,800.00	-7,800.00	
Bank Service Charges	284.79		284.79	100.0%
Debt repayment		63,400.00	-63,400.00	
Dues and Subscriptions	4,683.00	6,000.00	-1,317.00	78.1%
Elections expense		3,300.00	-3,300.00	
Festival expense		15,000.00	-15,000.00	
Fire Dept Grant	833.33	10,000.00	-9,166.67	8.3%
Fire Dept Truck Payment	13,142.31	52,568.00	-39,425.69	25.0%
Grants	2,500.00	3,500.00	-1,000.00	71.4%
Insurance Expense	3,591.45	4,200.00	-608.55	85.5%
Internet and website	819.33	9,400.00	-8,580.67	8.7%
Legal fees	350.00	7,500.00	-7,150.00	4.7%
Miscellaneous Expense		1,000.00	-1,000.00	
Office expense	581.39	10,000.00	-9,418.61	5.8%
Office utilities	211.19	4,800.00	-4,588.81	4.4%
Park Maintenance	25.00	23,000.00	-22,975.00	0.1%
Park Utilities	101.41	2,600.00	-2,498.59	3.9%
Payroll Expenses	8,064.75	95,173.00	-87,108.25	8.5%
Payroll taxes		7,281.00	-7,281.00	
Professional Fees		3,000.00	-3,000.00	
Rent Expense	12,000.00	12,000.00		100.0%
Rental house repairs, etc		2,000.00	-2,000.00	
Solid Waste Manage cost share		8,000.00	-8,000.00	
Tax collection fees	30.05	1,440.00	-1,409.95	2.1%
Telephone Expense	68.39	900.00	-831.61	7.6%
Training expense		500.00	-500.00	
Travel Expense	26.10	400.00	-373.90	6.5%
Total Expense	47,312.49	356,262.00	-308,949.51	13.3%
Net Ordinary Income	-41,300.22		-41,300.22	100.0%
Net Income	**-41,300.22**		**-41,300.22**	**100.0%**

Town of Fairview
Transactions by Account
As of July 31, 2019

Type	Date	Num	Name	Memo	Debit	Credit	Balance
American Community Bank							425,746.78
Deposit	07/03/2019			Deposit	310.00		426,056.78
Deposit	07/03/2019			Deposit	150.00		426,206.78
Deposit	07/03/2019			Deposit	850.00		427,056.78
Deposit	07/03/2019			Deposit	0.02		427,056.80
Bill Pmt -Check	07/05/2019	102676	Bill Riffle	Pressure washing picnic shelter		25.00	427,031.80
Bill Pmt -Check	07/05/2019	102677	CompuNetworld	Email and internet hosting		277.69	426,754.11
Bill Pmt -Check	07/05/2019	102678	Darrell H. Baucom_	expense reimbursement		71.10	426,683.01
Bill Pmt -Check	07/05/2019	102679	Fairview VFD and Re...			13,975.64	412,707.37
Bill Pmt -Check	07/05/2019	102680	Heat and Air Direct	Seasonal tune-up		125.00	412,582.37
Bill Pmt -Check	07/05/2019	102681	Interlocal Risk Financi...	Insurance for 19-20		3,591.45	408,990.92
Bill Pmt -Check	07/05/2019	102682	NC League of Municip...	Due for 19-20		4,683.00	404,307.92
Bill Pmt -Check	07/05/2019	102683	Patricia Kindley_	Gift cards for judges		45.00	404,262.92
Bill Pmt -Check	07/05/2019	102684	Pro-Tint	Tinting windows in office		298.90	403,964.02
Bill Pmt -Check	07/05/2019	102685	Spectrum	Internet and phone bill		218.95	403,745.07
Bill Pmt -Check	07/05/2019	102686	Union County Public ...	Water bill for park		59.38	403,685.69
Deposit	07/08/2019			Deposit	2,405.58		406,091.27
Liability Check	07/09/2019	To Print	NC Dept of Revenue_	600391020		667.00	405,424.27
Paycheck	07/09/2019	102687	Darrell H. Baucom			652.31	404,771.96
Paycheck	07/09/2019	102694	Teresa Gregorius			1,286.83	403,485.13
Paycheck	07/09/2019	102688	Edward D Humphries			2,349.26	401,135.87
Paycheck	07/09/2019	102689	Gary H Wilfong			138.52	400,997.35
Paycheck	07/09/2019	102690	Jerry C. Clontz			896.29	400,101.06
Paycheck	07/09/2019	102691	John A Biggers, Jr.			138.52	399,962.54
Paycheck	07/09/2019	102692	Patricia H. Kindley			138.52	399,824.02
Paycheck	07/09/2019	102693	Phillip C Thomas			184.70	399,639.32
Liability Check	07/09/2019	To Print	IRS	55-0789092		2,044.00	397,595.32
Bill Pmt -Check	07/09/2019	102697	All-Points Waste Serv...	Waste service for July		86.61	397,508.71
Deposit	07/09/2019			Deposit	235.44		397,744.15
Bill Pmt -Check	07/11/2019	102699	Clark, Griffin and McC...	Legal fees and reimbursement expenses		717.50	397,026.65
Bill Pmt -Check	07/11/2019	102698	Enquirer Journal	Advertising for public hearing		72.14	396,954.51
Bill Pmt -Check	07/11/2019	102695	Jerry Clontz_	Park supplies		105.63	396,848.88
Bill Pmt -Check	07/11/2019	102701	Piedmont Band Boost...	donation to PHS Band boosters		2,500.00	394,348.88
Bill Pmt -Check	07/11/2019	102700	Taylor's Landscaping ...	Maintenance for June; invoice dated 07 ...		1,337.50	393,011.38
Bill Pmt -Check	07/11/2019	102696	Teresa Clontz	Cleaning		100.00	392,911.38
Deposit	07/11/2019			Deposit	75.00		392,986.38
Check	07/12/2019	Draft	Deluxe Business Forms	Draft for check order		284.81	392,701.57
Check	07/12/2019	Draft	Duke Energy_	Power bill for Park		101.41	392,600.16
Check	07/12/2019	Draft	Duke Energy_	Power for office		211.19	392,388.97
Check	07/15/2019	Draft	Great American Finan...	Copier		137.01	392,251.96
Bill Pmt -Check	07/15/2019	102702	FNB Commercial Cre...	credit card bill		1,381.29	390,870.67
Check	07/17/2019	Draft	Verizon Wireless	Ed's cell phone		68.39	390,802.28
Deposit	07/18/2019			Deposit	50.00		390,852.28
Deposit	07/19/2019			Deposit	50.00		390,902.28
Deposit	07/19/2019			Deposit	500.00		391,402.28
Deposit	07/23/2019			Deposit	100.00		391,502.28
Deposit	07/26/2019			Deposit	859.25		392,361.53
Deposit	07/26/2019			Deposit	330.00		392,691.53
Deposit	07/31/2019			Interest	277.15		392,968.68
Total American Community Bank					6,192.44	38,970.54	392,968.68
TOTAL					**6,192.44**	**38,970.54**	**392,968.68**

Town of Fairview
Transaction Detail By Account
July 2019 through June 2020

Type	Date	Num	Adj	Name	Memo	Debit	Credit	Balance
Office expense								
Bill	07/01/2019	97135...		All-Points Waste Service,...	Waste service for July	86.61		86.61
Bill	07/02/2019	RT1771		Heat and Air Direct	Seasonal tune-up	125.00		211.61
Bill	07/09/2019	07092...		Teresa Clontz	Cleaning	100.00		311.61
Check	07/15/2019	Draft		Great American Financial...	Copier	137.01		448.62
Check	08/15/2019	Draft		Great American Financial...	Copier	132.77		581.39
Total Office expense						581.39	0.00	581.39
TOTAL						**581.39**	**0.00**	**581.39**

JULY 2019

11-Jul	CC	H-19-056	Home	$75/CC	Bruce Black	1001 Simpson Rd	08228015b
16-Jul	2501	H-19-057	Home	$125	Southern Interiors	6806 W. Duncan Road#14	8252002
16-Jul	2501	H-19-058	Home	$125	Southern Interiors	6812 W. Duncan Road #13	8252002
16-Jul	2501	H-19-059	Home	$75	Southern Interiors	6816 W. Duncan Road #12	8252002
16-Jul	2501	Comp 19-060	Comp	$100	Oleg Duvidov	6909 W. Duncan Road #6	8252002
18-Jul	14054	H-19-061	Home	$75	Helms Const	8224 Old Ferry	08120033e
23-Jul	12013	U-19-062	Upfit	$65	Premier Renovations	9712 Tall wood drive	8210038
23-Jul	CC	Comp 19-063	Comp	100/cc	Anthony Little	9014 Old Ferry	8087015
25-Jul	1185	Comp 19-064	Comp	$100	D&T Homes	6908 W. Duncan	8258019
25-Jul	16561	MS-19-065	MS	$165	Mark Clontz	8208 Unionville Brief	08117003B
30-Jul	Cash	Comp 19-066	Comp	$100	Colton Helms	6914 W Duncan Road	8258018
30-Jul	#1005	A-19-067	Accessory	$75	Kim Nelsin	502 Woodbridge	8213084
Totals		12		$1,080			

BUDGET AMENDMENT WORKSHEET 2019

Beginning Spendable Fund Balance (as of 6/30/2019)	**$396,228**
POLICY - Reserve in Spendable Fund Balance	**$200,000**
Spendable Fund Balance (as of 6/30/2019)	**$196,228**

AMENDMENT #	DATE	FOR	CREDIT TO ACCT.	AMOUNT
1	7/9/2019	Sod for Park	Park Maintenance	$3,000
			New Spendable Fund Balance	**$193,228**

AMENDMENT #	DATE	FOR	CREDIT TO ACCT.	AMOUNT
			New Spendable Fund Balance	

AMENDMENT #	DATE	FOR	CREDIT TO ACCT.	AMOUNT
			New Spendable Fund Balance	

AMENDMENT #	DATE	FOR	CREDIT TO ACCT.	AMOUNT
			New Spendable Fund Balance	

AMENDMENT #	DATE	FOR	CREDIT TO ACCT.	AMOUNT
			New Spendable Fund Balance	

AMENDMENT #	DATE	FOR	CREDIT TO ACCT.	AMOUNT
			New Spendable Fund Balance	

AMENDMENT #	DATE	FOR	CREDIT TO ACCT.	AMOUNT
			New Spendable Fund Balance	

AMENDMENT #	DATE	FOR	CREDIT TO ACCT.	AMOUNT
			New Spendable Fund Balance	

Town of Fairview
Fairview Park Facility Committee Meeting
July 11, 2019

The following Fairview Park Facility Committee members were present: Penny Love, Mike Medlin and Leon Whitley

Others present: Teresa Gregorius, Town Clerk

Public Comments

None

Items of Business

A. Review Draft Event Rental Rules & Regulations and Application to Use Park Grounds

The Committee reviewed the updated draft of the Event Rental Rules & Regulations and Application to Use Park Grounds and made minor changes.

Leon Whitley made a motion to recommend approval of the Event Rental Rules & Regulations and Application to Use Park Grounds forms as amended to the Council. Penny Love seconded the motion. Committee members Love, Medlin and Whitley voted yes (3-0).

B. Park Clean-up Day

Park clean-up day is Saturday, July 20th at 7:00 AM. Piedmont High School band members will be helping. Projects to be accomplished during the clean-up: pick up tree limbs, spreading new mulch and moving white rock to go around the restroom area.

C. Discuss Next Park Project

The Committee discussed trimming some trees and cutting down dead ones. The clerk will check with insurance about coverage for the person we hire to do the trimming.

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D. Signage for Park

The clerk informed the Committee that a sign is needed at the park entrance (parking lot area) outlining basic park rules. Draft signage was passed around. The clerk noted the sign would cost $545.00 installed. The Committee discussed.

Leon Whitley made motion to purchase the sign. Penny Love seconded the motion. Committee members Love, Medlin and Whitley voted yes (3-0).

E. Minutes

Leon Whitley made a motion to approve the June 20, 2019 minutes. Penny Love seconded the motion. Committee members Love, Medlin and Whitley voted yes (3-0).

Penny Love made a motion to adjourn. Leon Whitley seconded the motion. Committee members Love, Medlin and Whitley voted yes (3-0).

Respectfully submitted,

Teresa Gregorius
Town Clerk

Mike Medlin
Chairman

Approved this _____ day of _____, 2019

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Town of Fairview
Planning Board Meeting
July 16, 2019

The following Planning Board members were present: Kelvin Baucom, Doug Buchanan, Tony Helms, Mike Medlin, Greg Morgan, Nancy Randall and Bill Thomas

Others present: Ed Humphries, Land Use Administrator / Deputy Clerk, Teresa Gregorius, Town Clerk

Public Comments

None

Reports

Ed Humphries reported on Council meeting:

- Passed 2019-2020 Budget
- Reappointed Planning Board members Nancy Randall, Tony Helms and Doug Buchanan with terms to expire July 2021
- Approved amendment to Fairview Land Development Plan (Section 58 Conditional Zoning District Approval Procedures)

Items of Business

A. Discussion: Use of Residential Property

Ed Humphries updated the Board regarding scenarios he encounters when properties are for sale (i.e. changes in zoning, property restrictions, property usage, etc.). He also discussed code violations and the way the town currently deals with incidents.

B. Discussion: Chapter 160 D

Mr. Humphries informed the Board that the North Carolina General Assembly has passed Chapter 160D to take effect January 2021. Chapter 160D consolidates current city and county enabling statues now in Article 18, Chapter 153A and Article 19, Chapter 160A into a

single, unified new Chapter 160D of the General Statutes. He will email a copy to the Board.

C. Minutes

Kelvin Baucom made a motion to approve the March 19, 2019 minutes. Doug Buchanan seconded the motion. Board members Baucom, Buchanan, Helms, Medlin, Morgan, Randall and Thomas voted yes (7-0).

Tony Helms made a motion to adjourn. Doug Buchanan seconded the motion. Board members Baucom, Buchanan, Helms, Medlin, Morgan, Randall and Thomas voted yes (7-0).

Respectfully submitted,

_____ _____

Teresa Gregorius
Town Clerk

Nancy Randall
Chair

Approved this _____ day of _____, 2019

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Town of Fairview
Regular Town Council Meeting
July 9, 2019

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

Agenda Changes

None

Approval of Agenda

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

Public Comments

None

Consent Agenda

a) Accept Financial and Tax Reports as Information
b) Accept Land Use Report as Information
c) Fairview Park Event June Draft Minutes --- Minutes Accepted as Information
d) Fairview Park Facility June Draft Minutes --- Minutes Accepted as Information
e) Planning Board --- No June Meeting
f) Approve Council Regular Minutes for June 11, 2019
g) Re-allocate previously approved funds ($3,000.00) to sod areas at Fairview Park
h) Volunteer Waiver Form

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

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Items of Business

Item 1: Request for funds from Piedmont High School Band Boosters

The Council discussed a request from Piedmont Band Boosters for $5,000.00 for the Piedmont High School Band. The request had been tabled at the May meeting to await the 2019-2020 town budget being finalized. The Council discussed.

John Biggers made a motion to approve $2,500.00 for the Piedmont High School Band. Patricia Kindley seconded the motion. Council members Biggers, Clontz, Kindley and Wilfong voted yes (4-0).

Item 2: Renew Order Granting Temporary Permit #TP 14-037

Ed Humphries presented the renewal of the temporary permit # TP 14-037 for six months (new permit will expire January 2020) in the name of Gregory Morgan, 6508 Morgan's Cove Road, Monroe, NC 28110 to maintain a manufactured home on his property (Parcel #08192012) for the purpose of caring for a relative—under Section 179 of the Fairview Land use Ordinance.

Patricia Kindley made a motion to renew the temporary permit # TP 14-037 for six months to expire January 2020. John Biggers seconded the motion. Council members Biggers, Clontz, Kindley and Wilfong voted yes (4-0).

Item 3: Re-Appoint 3 members to Planning and Zoning Board

Ed Humphries stated that terms for three members of the Planning and Zoning Board (Nancy Randall, Tony Helms and Doug Buchanan) are up for consideration of reappointment. New terms would expire July 2021. All three requested re-appointment. Council discussed.

Patricia Kindley made a motion to re-appoint Nancy Randall, Tony Helms and Doug Buchanan with terms to expire July 2021. Gary Wilfong seconded the motion. Council members Biggers, Clontz, Kindley and Wilfong voted yes (4-0).

Item 4: Discuss/Approve Fairview Park Facility Committee Rules of Procedure

Teresa Gregorius presented the Fairview Park Facility Committee Rules of Procedure that the Park Facility Committee approved at their June meeting. The Council discussed.

Jerry Clontz made a motion to approve the Rules of Procedure for the Fairview Park Facility Committee. Gary Wilfong seconded the motion. Council members Biggers, Clontz, Kindley and Wilfong voted yes (4-0).

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Item 5: Review Personnel Policy

Mayor Thomas presented the current Personnel Policy for review. The Council discussed several minor changes.

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

Item 4: Discuss/Approve Partnering with Union County on Preliminary Designs for Critical Intersections

Mayor Thomas informed the Council regarding the possibility of partnering with Union County on preliminary designs for critical intersections in the Fairview area. The list of 50 county intersections were narrowed down to 15, of which 2 are in Fairview. The county is applying for a grant and asking municipalities to partner with them by giving $1,000-2,000. The Council discussed.

Jerry Clontz made a motion to approve $1,000.00 to partner with Union County on the critical intersections' preliminary designs. Patricia Kindley seconded the motion. Council members Biggers, Clontz, Kindley and Wilfong voted yes (4-0).

Council Comments

Patricia Kindley noted that Tony and Sue Helms were the winners of the Best Vegetable Garden contest for 2019. Ms. Kindley stated that Bethlehem Presbyterian Church is working with the Fairview Park Facility Committee to put fans in the park picnic shelter. Ms. Kindley has spoken with the Union County library director regarding a satellite library in Fairview. The director stated that there is no master plan for satellite libraries.

Jerry Clontz reported that there will be a cleanup day at the park on July 20th. Mulch will be spread at that time.

John Biggers stated that the Music in the Park events did not have the turnout hoped for but the events were good. The Fairview Park Event Committee is thinking about doing another music event in the fall.

Mayor Thomas reported that the sheriff's department did a saturation enforcement on Highway 218 on July 3rd and wrote 21 citations for various infractions.

John Biggers made a motion to adjourn. Patricia Kindley 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 _____, 2019

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CONSTITUTION WEEK
PROCLAMATION

WHEREAS: The Constitution of the United States of America, the guardian of our liberties, embodies the principles of limited government in a Republic dedicated to rule by law; and

WHEREAS: September 17, 2019, marks the two hundred thirty-second anniversary of the framing of the Constitution of the United States of America by the Constitutional Convention; and

WHEREAS: It is fitting and proper to accord official recognition to this magnificent document and its memorable anniversary, and to the patriotic celebrations which will commemorate it; and

WHEREAS: Public Law 915 guarantees the issuing of a proclamation each year by the President of the United States of America designating September 17 through 23 as Constitution Week,

NOW, THEREFORE I, Phillip C. Thomas by virtue of the authority vested in me as Mayor of the Town of Fairview do hereby proclaim the week of September 17 through 23, 2019 as

CONSTITUTION WEEK

and ask our citizens to reaffirm the ideals the Framers of the Constitution had in 1787 by vigilantly protecting the freedoms guaranteed to us through this guardian of our liberties.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the Town of Fairview to be affixed this thirteenth day of August in the year of our Lord two thousand nineteen.

Signed _____
Phillip C. Thomas, Mayor

SEAL Attest _____

17

Union County Government
EST. 1842

Revenue Division
500 N. Main St.
Suite 119
Monroe, NC 28112

T. 704.283.3848

www.unioncountync.gov

PRELIMINARY REPORT FOR FISCAL YEAR 2018-2019

TO: Town of Fairview Council Members
The Honorable Phil Thomas, Mayor

FROM: Vann Harrell, Tax Administrator
Mitzie Baucom, Revenue Director

CC: Darrell Baucom, Finance Officer

RE: Annual Settlement

DATE: August 18, 2019

In compliance with N.C.G.S. 105-373(a)(3), attached hereto is a report entitled "Settlement for Current Real Estate and Personal Property Taxes for Fiscal Year 2018-2019" dated August 18, 2019, setting forth my full settlement for all real and personal property taxes in my hands for collection for the fiscal year 2018-2019.

In compliance with N.C.G.S. 105-373(a)(4)(b), attached hereto is a report entitled "Fiscal Year 2018-2019 Settlement for Delinquent Real and Personal Property Taxes for Tax Year 2010 - 2017" dated August 18, 2019, setting forth my full settlement for all delinquent real and personal property taxes collected during the fiscal year 2018-2019.

Any delinquent accounts will remain in the hands of the Collector for further collection activities pursuant to the North Carolina General Statutes.

Further, I hereby certify that I have made diligent efforts on behalf of the Town of Fairview to collect the taxes owed by the delinquent taxpayers in such a manner that is reasonably necessary as prescribed and allowed by law.

Respectfully Submitted,

Vann Harrell, Tax Administrator

UNION COUNTY 1842 NORTH CAROLINA

Union County Government
EST. 1842

Revenue Division
500 N. Main St.
Suite 119
Monroe, NC 28112

T. 704.283.3848

www.unioncountync.gov

SETTLEMENT FOR CURRENT REAL AND PERSONAL PROPERTY TAXES FOR FISCAL YEAR 2018-2019

TO: Town of Fairview Council Members
The Honorable Phil Thomas, Mayor

FROM: Vann Harrell, Tax Administrator
Mitzie Baucom, Revenue Director

CC: Darrell Baucom, Finance Director

DATE: August 18, 2019

CHARGES TO TAX COLLECTOR

1. Total amount of all taxes & late list penalties placed in the Tax Collector's hands for collection for the year:	$ 77,892.06
2. All interest, costs, and fees collected by the Tax Collector	$ 219.58
TOTAL:	**$ 78,111.64**

CREDITS TO TAX COLLECTOR

1. All sums deposited by the Tax Collector to the credit of the taxing unit or receipted for by the proper official:	$ 77,392.92
2. Releases allowed by the governing body:	$ 118.05
3. The principal amount of outstanding real and personal property taxes:	$ 600.67
TOTAL:	**$ 78,111.64**

Union County Government
EST. 1842

Revenue Division
500 N. Main St.
Suite 119
Monroe, NC 28112

T. 704.283.3848

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SETTLEMENT FOR DELINQUENT REAL AND PERSONAL PROPERTY TAXES FOR FISCAL YEAR 2018-2019

TO: Town of Fairview Council Members
The Honorable Phil Thomas, Mayor

FROM: Vann Harrell, Tax Administrator
Mitzie Baucom, Revenue Director

CC: Darrell Baucom, Finance Director

DATE: August 18, 2019

CHARGES TO TAX COLLECTOR

1. Total amount of all taxes & late list penalties placed in the Tax Collector's hands for collection for the year:	$ 1,468.39
2. All interest, costs, and fees collected by the Tax Collector	$ 226.90
TOTAL:	**$ 1,695.29**

CREDITS TO TAX COLLECTOR

1. All sums deposited by the Tax Collector to the credit of the taxing unit or receipted for by the proper official:	$ 1,123.84
2. Releases allowed by the governing body:	$ 5.61
3. The principal amount of outstanding real and personal property taxes:	$ 565.84
TOTAL:	**$ 1,695.29**

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Union County Government
EST. 1842

Revenue Division
500 N. Main St.
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FY 18-19 Breakdown of Settlement for Delinquent Real and Personal Property Taxes for Tax Year 2010 – 2017

Charges to the Collector

	Beginning Balance	Levy Added	Supplementals	Total Balance
2017	$ 193.02	$ -	$ 180.12	$ 373.14
2016	$ 151.11	$ -	$ 180.12	$ 331.23
2015	$ 111.22	$ -	$ 123.24	$ 234.46
2014	$ 131.76	$ -	$ -	$ 131.76
2013	$ 89.22	$ -	$ -	$ 89.22
2012	$ 78.33	$ -	$ -	$ 78.33
2011	$ 87.97	$ -	$ -	$ 87.97
2010	$ 142.28	$ -	$ -	$ 142.28
Totals	$ 984.91	$ -	$ 483.48	$1,468.39

Credits to the Collector

	Sums Deposited	Releases	Writeoffs	Balance of credits to Collector	Principal amount outstanding
2017	$ 251.18	$ 5.61	$ -	$ 256.79	$ 116.35
2016	$ 239.16	$ -	$ -	$ 239.16	$ 92.07
2015	$ 179.00	$ -	$ -	$ 179.00	$ 55.46
2014	$ 89.07	$ -	$ -	$ 89.07	$ 42.69
2013	$ 41.94	$ -	$ -	$ 41.94	$ 47.28
2012	$ 36.75	$ -	$ -	$ 36.75	$ 41.58
2011	$ 36.75	$ -	$ -	$ 36.75	$ 51.22
2010	$ 23.09	$ -	$ -	$ 23.09	$ 119.19
Totals	$ 896.94	$ 5.61	$ -	$ 902.55	$ 565.84

Discuss/Approve

Park Event

Rental Forms

Town of Fairview Park: Event Procedures & Rules

7516 Concord Highway
Monroe NC 28110
Phone: 704.753.1981
E-Mail: tgregorius@fairviewnc.gov
www.fairviewnc.gov

Please read the following document closely. The Town of Fairview Park Procedures & Rules policy for events has been streamlined to provide clearer understanding of an Event Organizer's responsibilities when renting the park grounds.

NOTE: The Park will be open to the general public at **ALL** times

1. Renting Requirements

A. Pre Application Meeting:

Prior to submitting an application to use the Town of Fairview Park, Event Organizers are required to attend a pre-application meeting with designated Town Staff. This allows staff to explain in more detail the following document as well as gain a clearer understanding of your event's needs. To schedule this meeting please contact the Town Clerk's office by phone at 704.753.1981 or email at tgregorius@fairviewnc.gov.

B. Application:

All Event Organizers wishing to use the park are required to complete a Town of Fairview Event Application Form. Each application will be reviewed by Town Staff for completeness and accuracy, however, may only be approved (executed use agreement) by the Town of Fairview.

- Application Date Submission for Event Organizers: Shall submit a Completed Application no less than one hundred twenty (120) days before event.

C. Usage Fees:

The Town of Fairview shall establish the usage price for the Park grounds for each fiscal budget year. Established for profit and not for profit price is designated in Table I.

Table I.

Classification	Refundable Deposit	1 Day Event		2 Day Event		3 Day Event		4 Day Event	
		w/o shelter	w/shelter	w/o shelter	w/shelter	w/o shelter	w/shelter	w/o shelter	w/shelter
For Profit	$250	$200	$300	$400	$500	$600	$600	$800	$900
Non Profit	$250	$150	$250	$300	$400	$400	$500	$600	$700

D. Deposit:

The Event Organizer shall be required to pay a refundable **$250** damage/security deposit at least 90 days before the event. Failure to pay deposit at least ninety (90) days before event shall result in a 10% non-refundable penalty fee. This fee shall be compounded every ten (10) days until deposit is received in full. The Town reserves the right to cancel event if Event Organizer fails to properly pay the deposit. A post event site inspection shall be conducted by the Event Organizer with a designated Town of Fairview employee representative to ensure the Park grounds is left in a desirable condition. The deposit shall be refunded within thirty (30) business days after the event. Deposit must be issued in cash or certified bank check.

E. Standard Use Price:

The Town of Fairview Park features fixed event pricing as outlined in Table I. This daily pricing includes all utilities (water) and use of the restrooms and parking area.

- Additional Cost Considerations: In some rare instances because of event size/scale/scope an event may incur additional fees not listed in Table I. If applicable, these costs will be discussed with you at the mandatory pre-event meeting.

- Events that use excessive levels of electricity resulting in the Town being placed into a higher energy demand tier shall pay an electricity surcharge of $1,500 prior to event.

F. Certificate of Liability Insurance:
The Town of Fairview requires insurance coverage on all events that take place on the Park grounds. The event must provide a $1,000,000.00 liability policy with the Town of Fairview named as an additional insured. Coverage must be provided for each day the Event Organizer occupies the Park grounds. The certificate of insurance must be received thirty (30) days prior to the 1st day of the event for verification and shall be sent directly by insurance provider to the Town of Fairview.

G. Payment Terms & Conditions:
All Event Organizers are required to complete the Town of Fairview Event Use Application. All applications are considered "pending" until deposit is made in full and formal approval given by the Fairview Park Facility Committee or Town Council.

- To gain access to the Park grounds all applicable fees shall be paid in full accompanied by required permits or amended contracts. Payment shall be either cash or certified cashier's check.

- Cancellation of the event within ninety (90) days of the first scheduled event day by the Event Organizer shall constitute a forfeiture of the deposit in full.

- The Park grounds shall become available to an Event Organizer at 5:00 PM two days before the event's first public day and may occupy the grounds until one business day after last public day. For example, an event that begins on Friday and ends on Sunday shall be able to set up on Wednesday at 5:00 PM leaving the premise by Monday 5:00 PM. Event Organizers shall only pay for event use days not setup or closeout days.

- Events that have not fully vacated the Park grounds by their established date shall be subjected to a **$500** per day penalty which will be subtracted from their paid deposit. Event Organizers that fail to fully vacate the Park grounds by their established date due to extraordinary circumstances such as extreme weather events may appeal their penalty to the Town Clerk.

2. <u>General Use Provisions</u>

A. Food:
Event Organizers shall be responsible for obtaining the appropriate food preparation and handling permit(s) as may be required by the Union County Health Department or other such regulating agency. Cooking oil collection and disposal is the responsibility of each Event Organizer. Any damage caused by food preparation substances (grease, oil, hot water etc.) shall be the responsibly of the Event Organizer and will result in the forfeiture of deposit that reflects the true cost of repairing the damage. All sidewalks and the walking trail shall always stay clear (no tents, tables etc. may be set up on these areas).

B. Parking/Traffic:
- The Town of Fairview reserves the right to restrict the flow of vehicle traffic during inclement weather to prevent the destruction of the grounds as a courtesy to future events.

- The Town of Fairview shall require the Event Organizer to provide parking attendants to protect adjoining properties from improper parking.

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- Dedicated fence/gates must remain open or be attended by Event Organizers during all times that assemblies are ongoing.

- Users are to obey all applicable laws concerning public conduct and safety during their use of the Park grounds.

C. Restrooms:
The Park restrooms can accommodate up to 150 people on the grounds at one time. It is the responsibility of the Event Organizer to have enough facilities for the event based on daily estimated event attendance. For events with an estimated attendance of over 150, one portable restrooms per 100 (1 per 100) event attendees is industry standard and required by the Town of Fairview. It shall be the responsibility of each Event Organizer to notify the Town of Fairview of which portable restroom provider will be used 30 days prior to the first event date.

The Town of Fairview shall provide toilet paper, paper towels and/or soap for the Park ground restrooms. It is the responsibility of the Event Organizer to keep these items replenished and to ensure the Park ground restrooms are kept clean during each event.

D. Site Inspection:
Designated Town of Fairview Staff and the Event Organizer shall perform a pre-event and post-event site inspection. Each party will complete a "punch list" during both inspections. The Event Organizer shall be responsible for cleaning the Park grounds prior to leaving the premises. All trash/recyclables must be placed in appropriate receptacles. Failure to clean the site and parking areas will be charged a cleaning fee. This fee will be taken out of the deposit and will reflect the true clean-up costs.

E. Solid Waste:
Trash: The Event Organizer shall furnish an adequate number of individual trash receptacles (Event Organizers may have a temporary dumpster located on site if needed with prior approval of the Town).

F. Temporary Signs:
Temporary sign(s) of any kind, including banners and flags, hung or placed on the Park grounds must be submitted for approval by the Town of Fairview. Special considerations will be given to event sponsorships. In no instance shall any temporary sign obscure from public view the Fairview Park sign.

3. <u>General Conduct & Standards</u>

- The Town of Fairview does not discriminate based on race, national origin, sex, religion, age or disability in any provision of providing services to the public.
- The Fairview Park grounds shall be available for use from 7:00 AM to 8:00 PM every day, except as otherwise provided herein.
- All amplified music must end by 8:00 PM. Applicant shall agree to cooperate with Union County in enforcing this provision.
- Violation of facility use rules may result in expulsion with denial of future use privileges. Rules and regulations are subject to the interpretation of and enforcement by designated Town Officials.
- The Town of Fairview promotes safety first and reserves the right to require anyone who poses a threat to another person, structure or property to leave the Park grounds at any time.
- The designated Town official may determine that it is necessary to keep persons temporarily off the Park grounds for the purpose of safety, maintaining, improving, or preventing damage to the same.
- Fireworks & Pyrotechnics shall not be utilized by any Event Organizer/individual other than the Town of Fairview.

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Town of Fairview Park: Event Use Application Form

7516 Concord Highway
Monroe NC 28110
Phone: 704.753.1981
E-Mail: tgregorius@fairviewnc.gov
www.fairviewnc.gov

Instructions: Please read all information included in this document, sign and submit completed pages 1 & 2 to the Town of Fairview. Questions, please contact the Town of Fairview at 704.753.1981 or email tgregorius@fairviewnc.gov

Contact Information: **Please Type or** **Print in Black or Blue Ink**			
Event Name:			
Event Host/Sponsor:			
Federal Tax ID Number:			
Event Organizer:			
Drivers License: State-Number:			
Date of Birth:			
Mailing Address: **(Address, City, State, Zip Code)**			
Phone:			
Email:			
Website:			

Proposed Event Schedule	**Requested Dates**	**Start Time**	**End Time**
Setup Day:			
Event Day -1			
Event Day- 2			
Event Day -3			
Event Day -4			
Tear Down Day:			

EVENT OVERVIEW:

Please provide the type of event and a brief explanation of the event activities. Please include the expected daily attendance per day.

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PREVIOUS EVENT HOSTING:

Please identify if your organization has hosted this event (or similar type of event) in the past. Please provide information on any recent events, festivals, etc. that you have sponsored, promoted and/or produced. You may attach additional sheets if necessary.

Event Title:	**Event Title:**
Event Location:	**Event Location**
Event Date:	**Event Date**
Contact Person:	**Contact Person:**
Phone #	**Phone #**
Email:	**Email:**
Website:	**Website:**

PRE-APPLICATION MEETING:

Prior to applying to use the Town of Fairview Park, Organizers are required to attend a pre-application meeting with designated Town Staff. This allows staff to explain in more detail the Procedures & Rules associated with the Town of Fairview Town Park. To schedule this meeting please contact the Town Clerk's office.

PLEASE READ AND SIGN THE STATEMENT BELOW

I certify that I am authorized to act for the above organization/group/individual. This organization/group/ individual understands that approval of the use of the Town of Fairview Park in no way constitutes or signifies town sponsorship of the activity or function conducted by this organization/group/individual, and that this organization/group/individual will be responsible for adhering to the Towns guidelines. Rules for the use of the property are subject to change at any time without prior notice. I and this organization/group/individual defend, save harmless and indemnify the TOWN OF FAIRVIEW against any tort, liability, claim, demand or other legal action, whether groundless or otherwise, arising out of an alleged act or omission occurring in the use of the Park grounds. By signing this document, I expressly give the TOWN OF FAIRVIEW the right to perform a background check to verify the information contained herein or other such information as may be determined expedient by the Town. I further certify that I have been provided with a copy of the Town's operating policies for the use of the Park and agree to abide by same.

(PLEASE PRINT)

NAME: _____

SIGNATURE: _____ DATE: _____

****FOR OFFICE USE ONLY****

EVENT APPROVED (Authorized Signature): _____

DATE: _____