

Agenda

Town of Fairview



Agenda

Town Council Meeting

October 10, 2016

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*
- b) Land Use Report---*Report Accepted as Information*
- c) CRTPO --- *No September Meeting*
- d) Monroe/Union County Economic Development Committee Report--- *Report Accepted as Information*
- e) Approve Domestic Violence Awareness Proclamation
- f) Approve Council Minutes for September 12, 2016

Agenda

4. Items of Business:

Item 1: Park Update

- a. Approve Fairview Park Rules --- *Jerry Clontz*

5. Council Comments:

6. Closed Session

- a. Personnel G.S. § 143-318.11.a(6)
- b. Real Estate G.S. § 143-318.11.a(5)
- c. Approve closed session minutes of September 12, 2016

7. 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 September 30, 2016

	Sep 30, 16	Sep 30, 15
ASSETS		
Current Assets		
Checking/Savings		
American Community Bank	233,641.46	154,450.49
Bank of NC	758,997.62	955,912.79
Total Checking/Savings	992,639.08	1,110,363.28
Other Current Assets		
Franchise Tax Receivable	43,188.53	43,188.53
Investments		
Investments NCCMT	967.32	964.95
Total Investments	967.32	964.95
Sales Tax Receivable	4,001.24	4,001.24
Taxes receivable	3,258.31	4,156.48
Total Other Current Assets	51,415.40	52,311.20
Total Current Assets	1,044,054.48	1,162,674.48
Fixed Assets		
Accumulated Depreciation	-7,474.08	-7,474.08
Computer Equipment	12,643.66	12,643.66
Furniture and Equipment	1,698.00	1,698.00
Land	219,516.33	219,516.33
Land improvements	10,145.00	10,145.00
Leasehold improvements	2,500.00	2,500.00
Total Fixed Assets	239,028.91	239,028.91
Other Assets		
Park development costs	25,055.00	25,055.00
Total Other Assets	25,055.00	25,055.00
TOTAL ASSETS	1,308,138.39	1,426,758.39
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
Accounts Payable	9,830.56	8,000.00
Total Accounts Payable	9,830.56	8,000.00
Other Current Liabilities		
Accrued payroll	3,436.07	3,436.07
Deferred revenue - ad valorem	4,635.53	4,635.53
Payroll Liabilities	571.00	542.08
Total Other Current Liabilities	8,642.60	8,613.68
Total Current Liabilities	18,473.16	16,613.68
Total Liabilities	18,473.16	16,613.68
Equity		
Equity		
Fixed assets	264,083.91	264,083.91
Total Fund Balance	1,244,247.72	1,244,247.72
Total Equity	1,508,331.63	1,508,331.63
Retained Earnings	-39,643.27	140,494.54
Net Income	-179,023.13	-238,681.46
Total Equity	1,289,665.23	1,410,144.71
TOTAL LIABILITIES & EQUITY	1,308,138.39	1,426,758.39

Town of Fairview
Profit & Loss Budget vs. Actual
July through September 2016

	Jul - Sep 16	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
Ad Valorem taxes	3,435.01	2,500.00	935.01
Cable TV franchise taxes	778.27	0.00	778.27
Interest on delinquent taxes	44.38		
Investment income	584.67	600.00	-15.33
Motor vehicle taxes	2,500.39	1,903.00	597.39
Sales and use tax	6,197.51	6,000.00	197.51
Sales and use tax refund	92.93		
Utility Franchise taxes	34,697.37	43,000.00	-8,302.63
Zoning fees	1,150.00	750.00	400.00
Total Income	49,480.53	54,753.00	-5,272.47
Expense			
Advertising and Promotion	0.00	150.00	-150.00
Audit fees	1,200.00	2,750.00	-1,550.00
Capital outlay	175,704.79	0.00	175,704.79
Charitable Contributions	13,142.31	13,142.00	0.31
Collection fees	119.59	300.00	-180.41
Computer and Internet Expenses	1,342.00	1,500.00	-158.00
Dues and Subscriptions	4,968.00	4,825.00	143.00
Festival expense	0.00	10,000.00	-10,000.00
Grants	0.00	5,000.00	-5,000.00
Insurance Expense	5,703.60	6,000.00	-296.40
Legal fees	1,616.04	1,500.00	116.04
Meals and Entertainment	22.00		
Miscellaneous Expense	10.00	0.00	10.00
Office Supplies	619.17	2,400.00	-1,780.83
Park Maintenance	135.00	1,500.00	-1,365.00
Payroll Expenses	10,960.48	8,345.67	2,614.81
Payroll taxes	862.99	1,392.45	-529.46
Planning and zoning	6,570.90	9,856.26	-3,285.36
Professional Fees	1,154.20	10,000.00	-8,845.80
Public Safety	2,499.99	2,500.03	-0.04
Rent Expense	750.00	750.00	0.00
Repairs and Maintenance	0.00	1,000.00	-1,000.00
Telephone Expense	884.20	900.00	-15.80
Training fees	125.00	300.00	-175.00
Travel Expense	113.40	300.00	-186.60
Total Expense	228,503.66	84,411.41	144,092.25
Net Ordinary Income	-179,023.13	-29,658.41	-149,364.72
Net Income	-179,023.13	-29,658.41	-149,364.72

1:40 PM

09/30/16

Accrual Basis

**Town of Fairview
Transactions by Account
As of September 30, 2016**

Type	Date	Num	Name	Memo	Debit	Credit	Balance
American Community Bank							90,844.01
Deposit	09/10/2016			Deposit	3,415.07		94,259.08
Bill Pmt -Check	09/10/2016	101672	Alfred Benesch & C...	Billing for amendment # 2		2,346.84	91,912.24
Bill Pmt -Check	09/10/2016	101673	Clark, Griffin and M...			953.54	90,958.70
Bill Pmt -Check	09/10/2016	101674	CompuNetwork	Email and server hosting		260.00	90,698.70
Bill Pmt -Check	09/10/2016	101675	Darrell H. Baucom_	expense reimbursement		77.40	90,621.30
Bill Pmt -Check	09/10/2016	101676	Eagle Wood, Inc.	Park construction draw 2		85,790.96	4,830.34
Bill Pmt -Check	09/10/2016	101677	Ed Humphries_	expense reimbursement		245.97	4,584.37
Bill Pmt -Check	09/10/2016	101678	Great American Fin...	copier lease		66.55	4,517.82
Bill Pmt -Check	09/10/2016	101679	Moyer, Smith & Roller	1st progress billing		1,200.00	3,317.82
Bill Pmt -Check	09/10/2016	101680	One Source Docum...	Silver lever support		427.00	2,890.82
Bill Pmt -Check	09/10/2016	101681	Union County AP	Fire fee		10.00	2,880.82
Bill Pmt -Check	09/10/2016	101689	Fairview VFD and ...			1,083.33	1,797.49
Paycheck	09/12/2016	101683	Darrell H. Baucom			611.95	1,185.54
Paycheck	09/12/2016	101682	Bradley W Purser			138.52	1,047.02
Paycheck	09/12/2016	101684	Edward D Humphries			2,071.11	-1,024.09
Paycheck	09/12/2016	101685	Gary H Wilfong			138.52	-1,162.61
Paycheck	09/12/2016	101686	Jerry C. Clontz			161.61	-1,324.22
Paycheck	09/12/2016	101687	John A Biggers, Jr.			138.52	-1,462.74
Paycheck	09/12/2016	101688	Phillip C Thomas			184.70	-1,647.44
Paycheck	09/12/2016	101690	Teresa Gregorius			886.64	-2,534.08
Liability Check	09/12/2016	To Print	IRS	55-0789092		1,738.00	-4,272.08
General Journal	09/12/2016			Transfer funds from MM...	200,000.00		195,727.92
Check	09/12/2016	101691	Jerry C. Clontz	Government affairs lunc...		22.00	195,705.92
Deposit	09/13/2016			Deposit	400.00		196,105.92
Deposit	09/15/2016			Deposit	34,697.37		230,803.29
Deposit	09/15/2016			Deposit	2,113.81		232,917.10
Deposit	09/19/2016			Deposit	879.84		233,796.94
Deposit	09/21/2016			Deposit	92.93		233,889.87
Check	09/26/2016		Frontier Telephone	monthly phone bill		248.41	233,641.46
Total American Community Bank					241,599.02	98,801.57	233,641.46
TOTAL					241,599.02	98,801.57	233,641.46

Town of Fairview
Park Related costs

<u>Date</u>	<u>Services</u>	<u>Payee</u>	<u>Check Number</u>	<u>Amount Paid</u>
2/9/2015	Design development - initial bill	Benesch	101245	8,370.00
4/13/2015	Design development - second bill	Benesch	101268	1,335.00
5/11/2015	Design development - third bill	Benesch	101292	4,610.00
6/8/2015	Design development - fourth bill	Benesch	101321	1,010.00
6/23/2015	NC DOT driveway permit application fee	NC DOT	101329	50.00
6/23/2015	NC DENR erosion and sedimentation app fee	NC DENR	101330	260.00
7/10/2015	Construction documents - June 28, 2015	Benesch	101335	9,420.00
8/10/2015	Construction documents - July 26, 2015	Benesch	101359	2,355.00
8/27/2015	NC DENR storm water permit	NC DENR	101383	505.00
9/14/2015	Construction docs - Aug 18 and perc test	Benesch	101385	1,895.00
10/12/2015	Const docs, permitting and bidding	Benesch	101411	6,255.00
11/9/2015	Bidding on park	Benesch	101437	3,100.00
12/7/2015	Amendment #1 for turn lane design	Benesch	101488	4,900.00
3/14/2016	Construction administration	Benesch	101552	2,300.00
3/28/2016	NC DENR for revisions to plan	NC DENR	101565	150.00
4/11/2016	Construction administration	Benesch	101566	5,600.00
5/9/2016	Construction administration	Benesch	101589	2,162.00
6/13/2016	Construction administration	Benesch	101612	760.50
7/11/2016	Construction administration and Amend #2	Benesch	101631	1,163.65
8/8/2016	Amendment #2	Benesch	101650	2,005.00
8/11/2016	Initial construction - first draw	Eagle Wood	101671	83,797.98
9/12/2016	Construction administration	Benesch	101672	2,346.84
9/12/2016	Initial construction - second draw	Eagle Wood	101676	85,790.96
9/13/2016	Construction administration - Amend #2	Benesch		1,764.01
	Total incurred costs-to-date			231,905.94
	Reimbursements received from PARTF November 4, 2015			18,032.50
	Park Budget			
	Design and construction management			65,150.00
	Cost to develop park			1,215,529.00
	Contingency			60,651.00
	Total park costs			1,341,330.00

Town of Fairview
Pond Related Costs

<u>Date</u>	<u>Services</u>	<u>Payee</u>	<u>Check Number</u>	<u>Amount Paid</u>
3/9/2015	Foster Lake and Pond - lowering pond level	Foster Lake	101248	2,450.00
	Total for 14/15 fiscal year			2,450.00
8/10/2015	Foster Lake and Pond - pond renovation	Foster Lake	101356	22,833.59
9/14/2015	Warlick Trucking - Grading, etc on pond site	Warlick Trucking	101386	9,500.00
	Total paid-to-date on pond renovation and maintenance			34,783.59

Permits for Sept 2016

5

5-Jul	7454	A-16-036	Accessory	\$50	Richard Little	6316 Little Road	08087022D
12-Jul	216	C-16-037	Comp	\$100	Francine Paluso	7703 Crooked Creek Rd	08120019H
12-Jul	1026	AA-16-038	Accessory	\$50	Bert Panque-Foulls	623 Simpson Road	08228004A
19-Jul	5302	A-16-039	Accessory	\$50	Angle Whitley	9503 Machado	08246002M
19-Jul	1797	U-16-040	Deck	\$50	Hartsell-Anderson	409 Duck Creek Ln	8216028
19-Jul	3084	H-16-041	Home	\$50	Daniel Helms Const	310W Lawyers Road	8195008
21-Jul	909	A-16-042	Addition	\$50	Phyler	613 E. Old Dutch	08183002B
21-Jul	14476	C-16-043	Compliance	\$100	Pennace	8013 Carraker Williams Rd	08117012D
26-Jul	1702	U-16-044	upfit	\$50	Lofton-Lewisville-Beard	116 George Watkins Trail	08255004D

Totals 9 \$550

4-Aug	3625	AP-16-045	pool	\$50	Edgewater-Cloilins	7011 Fairview Ct	08249007B
25-Aug	cash	U-16-046	Upfit	\$50	Falcone Crawspace	9708 Mill Grove	8279011
31-Aug	3399	U-16-047	Upfit	\$50	Josh Pressley	422 E Highway 218	8189023

Totals 3 \$150

12-Sep	20109	NR-16-048	Accessory	\$200	Charlotte Nat. Golf	6920 Howey Bottoms IT	8288005
20-Sep	N/A	TC-16-049	Text Chg	N/A	Town of Fairview	7400 Concord Highway	N/A
20-Sep	2196	C-16-050	Compliance	\$100	Schumacher Homes	116 Kenneth Watkins Rd	8255004
27-Sep	1970	A-16-051	Accessory	\$50	Michael Shattuck	1903 Highway 218 W	08252001B
27-Sep	1154	A-16-052	Accessory	\$50	Michael Belk	9620 Jonah Ridge	8246040
27-Sep	2595	Add-16-053	Addition	\$50	Jagmohan Singh	209 Highway 218 E	08189014A

Totals 6 \$450

Teresa Gregorius

From: Tony Helms [tfhelms6@gmail.com]
Sent: Monday, October 03, 2016 2:20 PM
To: Ed Humphries; Teresa Gregorius
Subject: [PossibleSpam] September Economic Development Meeting

Hi Guys,
listed below is items discussed

1. Spec building contract placed only \$ 15,000 difference between top two bidders.
2. Two companies already showing interest in building.
3. Fiscal year ended June 30th goal \$60 million investment actual \$ 8 million last year more than \$300 million.
4. 56 new jobs goal 300 last year more than 700.
5. Unemployment rate 4.3%
6. 51% of manufacturing employees live in union
7. Average hourly rate \$17.90 hour
8. Average Salary \$72,600.00

PROCLAMATION DOMESTIC VIOLENCE AWARENESS MONTH

WHEREAS, domestic violence affects all Union County residents, and far too many people suffer abuse at the hands of a spouse, partner, parent, child, or sibling; these victims can be of any age, race, religion, or economic status and the resulting damage is inflicted not only on the victims, but their children, families, and communities; and

WHEREAS, domestic violence includes not only physical but also mental abuse, emotional abuse, financial abuse, sexual abuse, and isolation; and

WHEREAS, domestic violence is widespread, including one in three Americans who have witnessed an incident of domestic violence with an annual cost to US companies of \$3.5 billion in lost work time, increased health care costs, higher turnover, and lower productivity; and

WHEREAS, according to the North Carolina Coalition Against Domestic Violence, there have been 819 women, men, and children murdered as a result of domestic violence since January 1, 2002 in North Carolina; and

WHEREAS, according to the North Carolina Council for Women, domestic violence programs across the state responded to over 114,034 crisis calls and provided services to over 57,000 victims last year; and

WHEREAS, the key to prevention is education, community awareness, having zero tolerance for domestic violence, and requiring accountability by the abuser; and

WHEREAS, Union County recognizes the importance of having collaborations by multiple partners to promote social norms, policies and laws that support gender equity and foster intimate partnerships based on mutual respect, equality, and trust; and

NOW, THEREFORE, be it resolved that I, Phillip Thomas, Mayor of the Town of Fairview, do hereby proclaim October 2016 as Domestic Violence Awareness Month in Union County and urge all citizens to support this observance. I further urge our citizens to increase their awareness and education of this destructive force which deeply affects a large number of families in our State each year and to become part of the efforts to stop violence in families.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the Town of Fairview to be affixed this 10th day of October 2016.

Phillip Thomas, Mayor of Fairview



**Town of Fairview
Regular Meeting
September 12, 2016**

The following Council members were present: Mayor Phil Thomas, John Biggers, Jerry Clontz, Bradley Purser, 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

Jerry Clontz requested two additions to be added under Items of Business Item 2:

1. Approval of park construction second payment to Eagle Wood Inc.
2. Discussion and Approval of Park rules

Approval of Agenda

Bradley Purser made a motion to approve the agenda as amended. John Biggers seconded the motion. Councilmen Biggers, Clontz, Purser and Wilfong voted yes (4-0).

Public Comments

Elizabeth Long spoke regarding the school bond referendum to be voted on November 8, 2016.

Presentations:

Presentation by Barbara Blair, Humane Society

Presentation by Christina Helms, Board of Education: Upcoming school bond on the November ballot

Consent Agenda

- a) Accept Financial and Tax Reports as Information
- b) Accept Land Use Report as Information

c) Accept CRTPO Report as Information

d) Approve Council Regular Minutes for August 8, 2016

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

Items of Business

Item 1: Appoint 3 members and 1 alternate to Planning and Zoning Board:

Regular board members Patricia Kindley, Patti Freeman, Dr. John Phifer and alternate board member Edwin Shaver's terms are up for consideration of reappointment. Patricia Kindley requested re-appointment. Greg Morgan (currently an alternate on the Planning Board) requested appointment to a full member. Council discussed the applications received from Rick Pigg, Sara Furr and Douglas Buchanan.

Bradley Purser made a motion to appoint Patricia Kindley, Greg Morgan and Rick Pigg as regular members and Sara Furr and Douglas Buchanan as alternates to the Planning and Zoning Board for three year terms to expire September 2019. John Biggers seconded the motion. Councilmen Biggers, Clontz, Purser and Wilfong voted yes (4-0).

Item 2: Park Update

Jerry Clontz reported:

- walkway has been graded
- picnic shelter and restroom building has been rough graded
- parking lot has been graded
- water line along Hwy. 601 is being installed
- water line up to the Park has been installed

a) Discuss Park rules:

The Council discussed the rules and recommended various changes. Attorney Joe McCollum will review and compose verbiage regarding the firearms paragraph.

Bradley Purser made a motion to table approval of the Park rules until the October meeting so that all changes can be made. John Biggers seconded the motion. Councilmen Biggers, Clontz, Purser and Wilfong voted yes (4-0).

b) Approve second pay application for Eagle Wood Inc. in the amount of \$85,790.96:

Mayor Thomas stated that the second Application and Certificate for Payment totaling \$85,790.96 has been received from Eagle Wood Inc.

Jerry Clontz made a motion to approve the second Application and Certificate for Payment totaling \$85,790.96 to Eagle Wood Inc. John Biggers seconded the motion. Councilmen Biggers, Clontz, Purser and Wilfong voted yes (4-0).

Council Comments

Gary Wilfong stated that he has received several requests from residents about posting signage regarding NO jake brakes within town limits. Council members and Attorney McCollum discussed the jake brake issue. Enforceability is the main issue since North Carolina does not have an ordinance in place regarding the use of jake brakes so the highway patrol has no authority to stop vehicles for use of jake brakes.

Bradley Purser requested that the speaker podium microphone be checked to see if the volume could be increased.

Jerry Clontz attended the Chamber of Commerce public policy luncheon and several elected state public officials attended. Mr. Clontz thanked them for approving the monies to help the Town of Fairview with the turn lane for the Park.

Jerry Clontz made a motion to break for Council Closed Session. Bradley Purser seconded the motion. Councilmen Biggers, Clontz, Purser and Wilfong voted yes (4-0).

CLOSED SESSION

Bradley Purser made a motion to come out of closed session. John Biggers seconded the motion. Councilmen Biggers, Clontz, Purser and Wilfong voted yes (4-0).

John Biggers made a motion that the Town of Fairview provide a benefit payment to Teresa Gregorius up to a maximum of \$2,400.00 annually to help pay for insurance effective with next pay period. Bradley Purser seconded the motion. Councilmen Biggers, Clontz, Purser and Wilfong voted yes (4-0).

Bradley Purser made a motion to adjourn. John Biggers seconded the motion. Councilmen Biggers, Clontz, Purser and Wilfong voted yes (4-0).

Respectfully submitted,

Teresa Gregorius
Town Clerk

Phil Thomas
Mayor

Approved this _____ day of _____, 2016

Park Report

Town of Fairview Park Rules

1. The Park will be open throughout the year during posted hours of operation. No person, except authorized Park personnel shall be allowed in the Park prior to or after these posted hours without written permission. Park hours are from 8:00 AM to sunset.
2. The Park is Smoke Free.
3. The use, sale, possession and/or consumption of alcoholic beverages and/or illegal drugs, gambling, possession of fireworks, as well as any other illegal activities are strictly prohibited.
4. **Unless otherwise authorized by law, no person shall possess, carry, use or discharge any type of firearm, air gun, paintball gun or other weapon within the Park; authorized Park Personnel and law enforcement officers excepted.**
5. No skateboards are allowed in the Park.
6. No person shall make, kindle or tend an open fire other than in grills or in designated places provided for such.
7. No person shall cause or permit any animal owned by him or under his control, except when on a leash not exceeding 16 feet in length, to enter the Park. Pets must be leashed and away from activity areas containing participants and spectators. **Animal owners must clean up any droppings made by their pets. Bag all droppings before depositing them in provided receptacles.** Dogs and other animals shall not be allowed within the playground area.
8. Ponies or petting zoos are not allowed without prior authorization by a special permit.
9. No person within the confines of the Park shall hunt, pursue, trap, shoot, injure, kill, or molest in any way any animal.
10. No person shall fish in the Park pond except during Town of Fairview sponsored events.
11. No bounce houses or inflatable slides are allowed.
12. It is unlawful to use or operate any model airplane, boat, car, drone, or other motorized model device, including radio-controlled devices; or helicopter, parasail, hang glider, or hot air balloon.
13. Swimming/Wading is not permitted. Children 12 and under must be supervised by an adult at the pond area at all times.
14. No person shall cut, injure, deface, remove or disturb any tree, shrub, building, fence, bench, table, or any other structure, apparatus or property; or pick, cut, or removed any tree, shrub, flower or rock; or mark, write or carve upon any building, fence, bench, table or any other structure in the Park.

15. No person shall distribute any circulars, cards or written matter; or post, paste or affix any placard, notice or sign within the Park, without written permission.
16. The Town is not responsible for any lost or stolen items or items left unattended or forgotten.
17. The Town will not be responsible for providing or supervising any supplies or equipment. Any authorized Town representative may disallow the use of any equipment for safety reasons and ensure Town and **Park** policy is followed.
18. **In the event of an emergency, call 9-1-1. The Park address is: 7350 Concord Highway, Monroe, NC**

Picnic Shelter Use:

19. To reserve a shelter:
20. Visit the Town Clerk's office, fill out the application permit and pay rental fee.
21. Fee: \$50 plus sales tax for 4 hours or \$100 plus sales tax for all day per date per shelter. Rental hours available are 10:00 AM to sunset. Use of the shelter is guaranteed for the period specified in the permit only. Event set-up time and clean-up time must be included in the rental period.
22. No date/time will be held open without completion of the rental form and payment of the fee.
23. Reservations for the upcoming weekend are not taken after 3:00 PM on Thursday. Patrons may call the Town Clerk at 704-753-1981 Thursdays from 12:00 noon to 3:00 PM to inquire if shelters are reserved for the weekend.
24. No refunds will be given for cancelations fourteen (14) calendar days or less prior to the event.
25. No refunds will be given for inclement weather. If inclement weather prevents the use of the shelter, you may reschedule your event with proper notification. To reschedule your event:
 - **The first business day (Town Hall is open Tuesdays and Thursdays 8:00 AM till 3:00 PM) after your rental, visit the Town Clerk's office.**
 - Applicants must provide the permit number to reschedule the shelter use.
 - All rescheduled events are subject to availability.
26. If you need to modify an existing reservation (change the time, date, etc.), it must be done at least forty-eight (48) hours prior to the scheduled use. To modify your permit:
 - Visit the Town Clerk's office.
 - Applicants must provide the permit number to modify the permit.
 - All modifications are subject to availability.
27. Use of facilities is for use by groups of less than 50 attendees. Events with 50 or more participants require prior approval through a Special Event permit and approval by the Town Council. NO vendors

or items (i.e. goods, products, services, food or beverages) **may** be sold without prior approval through a Special Event permit and approval by the Town Council.

28. Applicant agrees to be present on site at all times during the function, or designate a representative who will be there to serve as a liaison between the event staff and event goers at all times during the term of the permit. The applicant is responsible for all actions, behavior and/or damages caused by his/her guests.
29. Permit is only for use of the facility specified in the permit and for the date and time specified in the permit. Other areas in the Park remain open to the public and must not be affected by the permitted use.
30. Fires are prohibited except in provided charcoal grills. Gas grills may be used in designated shelter areas. Fires must be completely extinguished before leaving the Park. Grill use may be restricted in the event of drought conditions.
31. Decorations/Clean-up: Facilities are to be left in the same or better condition than before use.
 - Only removable adhesive tabs are allowed for securing your decorations. Staples, nails, tape, pushpins, adhesive backed decals, tacks or paint are prohibited. Metallic decoration sprinkles, glitter, confetti, rice and birdseed are not allowed. No signs are to be nailed, pinned or stapled to any tree, Park sign, shelter and/or roadways.
 - Balloons are allowed provided they are securely anchored or strung together (e.g. arched), they are removed at the completion of the event and that air tanks are properly secured at all times.
 - **Park** signs and other materials are not to be removed or altered.
32. Picnic tables **shall not** be moved outside of the shelter.
33. Vehicles must be parked in designated parking lot areas. Loading or unloading from vehicles must be done from designated parking lot areas only. No motor vehicles allowed beyond roadways and designated parking areas.
34. Normal Park use or other various activities may be approved at a facility in or around the shelter areas resulting in increased crowds and traffic. The Town is not responsible for any impact the increased vehicle and pedestrian traffic might have on your event.

**FAIRVIEW PARK
7350 Concord Highway
Monroe, NC 28110**

Closed Session