

# Agenda

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## *Town of Fairview*



### **Agenda**

Town Council Meeting

**July 11, 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 --- *Report Accepted as Information*
- d) Monroe/Union County Economic Development Committee Report--- *Report Accepted as Information*
- e) Approve Council Minutes for June 13, 2016

**4. Items of Business:**

**Item 1: Discuss and Approve** the 2016 survey to be sent to town residents ---  
*Mayor Thomas*

## Agenda

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**Item 2: Approve** Contract with Paul C. Friday, PHD with Research & Training Specialists Inc. for services rendered for 2016 Survey in the amount of \$3,158.50 --- *Mayor Thomas*

**Item 3: Discuss** possible changes to town fee schedule --- *Gary Wilfong*

**Item 4: Park Report** --- *Jerry Clontz*

5. **Council Comments:**

6. **Adjournment**

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

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

# Consent Agenda

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

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

**Town of Fairview**  
**Balance Sheet**  
 As of June 30, 2016

|  | Jun 30, 16   |
|--|--------------|
| <b>ASSETS</b>                          |              |
| <b>Current Assets</b>                  |              |
| Checking/Savings                       |              |
| American Community Bank                | 207,676.99   |
| Bank of NC                             | 958,351.98   |
| <b>Total Checking/Savings</b>          | 1,166,028.97 |
| <b>Other Current Assets</b>            |              |
| Franchise Tax Receivable               | 43,188.53    |
| Investments                            |              |
| Investments NCCMT                      | 966.58       |
| <b>Total Investments</b>               | 966.58       |
| Prepaid assets                         | 5,866.00     |
| Sales Tax Receivable                   | 4,001.24     |
| Taxes receivable                       | 3,501.03     |
| <b>Total Other Current Assets</b>      | 57,523.38    |
| <b>Total Current Assets</b>            | 1,223,552.35 |
| <b>Fixed Assets</b>                    |              |
| Accumulated Depreciation               | -7,474.08    |
| Computer Equipment                     | 12,643.66    |
| Furniture and Equipment                | 1,698.00     |
| Land                                   | 219,516.33   |
| Land improvements                      | 10,145.00    |
| Leasehold improvements                 | 2,500.00     |
| <b>Total Fixed Assets</b>              | 239,028.91   |
| <b>Other Assets</b>                    |              |
| Park development costs                 | 25,055.00    |
| <b>Total Other Assets</b>              | 25,055.00    |
| <b>TOTAL ASSETS</b>                    | 1,487,636.26 |
| <b>LIABILITIES &amp; EQUITY</b>        |              |
| <b>Liabilities</b>                     |              |
| <b>Current Liabilities</b>             |              |
| Accounts Payable                       |              |
| Accounts Payable                       | 9,230.20     |
| <b>Total Accounts Payable</b>          | 9,230.20     |
| <b>Other Current Liabilities</b>       |              |
| Accrued payroll                        | 3,436.07     |
| Deferred revenue - ad valorem          | 4,635.53     |
| Payroll Liabilities                    | 540.38       |
| <b>Total Other Current Liabilities</b> | 8,611.98     |
| <b>Total Current Liabilities</b>       | 17,842.18    |
| <b>Total Liabilities</b>               | 17,842.18    |
| <b>Equity</b>                          |              |
| Equity                                 |              |
| Fixed assets                           | 264,083.91   |
| Total Fund Balance                     | 1,244,247.72 |
| <b>Total Equity</b>                    | 1,508,331.63 |
| Retained Earnings                      | 140,494.54   |
| Net Income                             | -179,032.09  |
| <b>Total Equity</b>                    | 1,469,794.08 |

**Town of Fairview**  
**Profit & Loss Budget vs. Actual**  
**July 2015 through June 2016**

|                                 | Jul '15 - Jun 16   | Budget              | \$ Over Budget       |
|---------------------------------|--------------------|---------------------|----------------------|
| <b>Ordinary Income/Expense</b>  |                    |                     |                      |
| <b>Income</b>                   |                    |                     |                      |
| Ad Valorem taxes                | 71,329.39          | 69,100.00           | 2,229.39             |
| Alcoholic beverage              | 720.54             |                     |                      |
| Cable TV franchise taxes        | 2,786.49           | 2,750.00            | 36.49                |
| Fund balance appropriated       | 0.00               | 1,014,788.00        | -1,014,788.00        |
| Interest on delinquent taxes    | 311.51             |                     |                      |
| Investment income               | 3,193.07           | 3,400.00            | -206.93              |
| Misc income                     | 0.00               | 0.00                | 0.00                 |
| Motor vehicle taxes             | 10,280.74          | 10,000.00           | 280.74               |
| PARTF grant                     | 0.00               | 0.00                | 0.00                 |
| PARTF Grant reimbursement       | 5,505.00           | 317,550.00          | -312,045.00          |
| Sales and use tax               | 23,170.33          | 22,500.00           | 670.33               |
| Sales and use tax refund        | 130.26             |                     |                      |
| Special appro from Gen Assembly | 0.00               | 185,000.00          | -185,000.00          |
| Utility Franchise taxes         | 158,272.29         | 150,000.00          | 8,272.29             |
| Zoning fees                     | 3,585.00           | 3,400.00            | 185.00               |
| <b>Total Income</b>             | <b>279,284.62</b>  | <b>1,778,488.00</b> | <b>-1,499,203.38</b> |
| <b>Expense</b>                  |                    |                     |                      |
| Advertising and Promotion       | 810.92             | 1,000.00            | -189.08              |
| Audit fees                      | 6,800.00           | 6,800.00            | 0.00                 |
| Bank Service Charges            | 24.51              | 100.00              | -75.49               |
| Capital outlay                  | 31,146.15          | 1,341,330.00        | -1,310,183.85        |
| Charitable Contributions        | 224,978.98         | 225,000.00          | -21.02               |
| Collection fees                 | 1,295.39           | 1,440.00            | -144.61              |
| Computer and Internet Expenses  | 7,386.15           | 7,500.00            | -113.85              |
| Dues and Subscriptions          | 5,143.00           | 5,500.00            | -357.00              |
| Education                       | 0.00               | 0.00                | 0.00                 |
| Elections expense               | 2,721.33           | 3,000.00            | -278.67              |
| Festival expense                | 0.00               | 0.00                | 0.00                 |
| Grants                          | 4,000.00           | 5,000.00            | -1,000.00            |
| Insurance Expense               | 4,706.98           | 5,000.00            | -293.02              |
| Legal fees                      | 5,619.74           | 6,000.00            | -380.26              |
| Maintenance/Renovations         | 0.00               | 0.00                | 0.00                 |
| Meals and Entertainment         | 203.05             |                     |                      |
| Media Resources                 | 0.00               | 0.00                | 0.00                 |
| Miscellaneous Expense           | 233.92             | 1,000.00            | -766.08              |
| Office Supplies                 | 2,058.09           | 3,000.00            | -941.91              |
| Park Maintenance                | 235.00             | 2,000.00            | -1,765.00            |
| Park start-up and nonreimburse  | 35,037.40          | 35,100.00           | -62.60               |
| Payroll Expenses                | 31,648.58          | 33,000.00           | -1,351.42            |
| Payroll taxes                   | 5,232.15           | 5,600.00            | -367.85              |
| Planning and zoning             | 39,918.12          | 40,018.00           | -99.88               |
| Professional Fees               | 2,225.00           | 3,000.00            | -775.00              |
| Public Safety                   | 30,000.00          | 30,000.00           | 0.00                 |
| Rent Expense                    | 3,000.00           | 3,000.00            | 0.00                 |
| Repairs and Maintenance         | 479.29             | 1,000.00            | -520.71              |
| Solid Waste Manage cost share   | 8,000.00           | 8,000.00            | 0.00                 |
| Telephone Expense               | 3,451.47           | 3,600.00            | -148.53              |
| Training fees                   | 1,065.00           | 1,250.00            | -185.00              |
| Travel Expense                  | 896.49             | 1,250.00            | -353.51              |
| Zoning administration           | 0.00               | 0.00                | 0.00                 |
| <b>Total Expense</b>            | <b>458,316.71</b>  | <b>1,778,488.00</b> | <b>-1,320,171.29</b> |
| <b>Net Ordinary Income</b>      | <b>-179,032.09</b> | <b>0.00</b>         | <b>-179,032.09</b>   |
| <b>Net Income</b>               | <b>-179,032.09</b> | <b>0.00</b>         | <b>-179,032.09</b>   |

2:46 PM

07/01/16

Accrual Basis

## Town of Fairview Transactions by Account

As of June 30, 2016

| Type                           | Date       | Num      | Name                    | Memo                             | Debit            | Credit           | Balance           |
|--------------------------------|------------|----------|-------------------------|----------------------------------|------------------|------------------|-------------------|
| <b>American Community Bank</b> |            |          |                         |                                  |                  |                  | 179,720.95        |
| Bill Pmt -Check                | 06/10/2016 | 101612   | Alfred Benesch & C...   | Construction administration      |                  | 760.50           | 178,960.45        |
| Bill Pmt -Check                | 06/10/2016 | 101613   | Clark, Griffin and M... | Legal fees for May               |                  | 425.00           | 178,535.45        |
| Bill Pmt -Check                | 06/10/2016 | 101614   | Great American Fin...   | Copier lease                     |                  | 68.98            | 178,466.47        |
| Bill Pmt -Check                | 06/10/2016 | 101617   | Computer Network        | computer hosting and support     |                  | 260.00           | 178,206.47        |
| Bill Pmt -Check                | 06/10/2016 | 101618   | Darrell H. Baucom_      | Expense reimbursement            |                  | 78.60            | 178,127.87        |
| Bill Pmt -Check                | 06/10/2016 | 101619   | Ed Humphries_           | reimbursement for office         |                  | 117.30           | 178,010.57        |
| Bill Pmt -Check                | 06/10/2016 | 101620   | Fairview VFD and ...    |                                  |                  | 2,750.00         | 175,260.57        |
| Bill Pmt -Check                | 06/10/2016 | 101621   | NC League of Muni...    | Dues for 16/17 fiscal year       |                  | 4,543.00         | 170,717.57        |
| Bill Pmt -Check                | 06/10/2016 | 101622   | Travelers               | Workers comp insurance for 16/17 |                  | 1,323.00         | 169,394.57        |
| Deposit                        | 06/10/2016 |          |                         | Deposit                          | 300.00           |                  | 169,694.57        |
| Paycheck                       | 06/13/2016 | 101624   | Darrell H. Baucom       |                                  |                  | 949.47           | 168,745.10        |
| Paycheck                       | 06/13/2016 | 101630   | Teresa Gregorius        |                                  |                  | 861.72           | 167,883.38        |
| Paycheck                       | 06/13/2016 | 101623   | Bradley W Purser        |                                  |                  | 138.53           | 167,744.85        |
| Paycheck                       | 06/13/2016 | 101625   | Edward D Humphries      |                                  |                  | 1,975.42         | 165,769.43        |
| Paycheck                       | 06/13/2016 | 101626   | Gary H Wilfong          |                                  |                  | 138.53           | 165,630.90        |
| Paycheck                       | 06/13/2016 | 101627   | Jerry C. Clontz         |                                  |                  | 161.61           | 165,469.29        |
| Paycheck                       | 06/13/2016 | 101628   | John A Biggers, Jr.     |                                  |                  | 138.53           | 165,330.76        |
| Paycheck                       | 06/13/2016 | 101629   | Phillip C Thomas        |                                  |                  | 184.70           | 165,146.06        |
| Liability Check                | 06/13/2016 | To Print | IRS                     | 55-0789092                       |                  | 1,746.08         | 163,399.98        |
| Deposit                        | 06/13/2016 |          |                         | Deposit                          | 265.90           |                  | 163,665.88        |
| Deposit                        | 06/15/2016 |          |                         | Deposit                          | 41,266.82        |                  | 204,932.70        |
| Deposit                        | 06/15/2016 |          |                         | Deposit                          | 2,165.88         |                  | 207,098.58        |
| Deposit                        | 06/20/2016 |          |                         | Deposit                          | 782.46           |                  | 207,881.04        |
| Check                          | 06/27/2016 |          | Frontier Telephone      | office phone                     |                  | 204.05           | 207,676.99        |
| Total American Community Bank  |            |          |                         |                                  | 44,781.06        | 16,825.02        | 207,676.99        |
| <b>TOTAL</b>                   |            |          |                         |                                  | <b>44,781.06</b> | <b>16,825.02</b> | <b>207,676.99</b> |



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      |                     | 1,163.65           |
|             | Total incurred costs-to-date                        |              |                     | 56,201.15          |
|             | Reimbursements received from PARTF November 4, 2016 |              |                     | 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<br/>Number</u> | <u>Amount<br/>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              |

|        |       |            |             |       |                  |                      |           |
|--------|-------|------------|-------------|-------|------------------|----------------------|-----------|
| 14-Apr | cash  | C-16-015   | Compliance  | \$100 | Nance            | 423 W. Old Dutch     | 08219015C |
| 21-Apr | N/A   | TC 16-016  | Text Change | N/A   | Town of Fairview | &400 Concord Highway | N/A       |
| 26-Apr | 7151  | A-P-16-017 | Pool        | \$50  | Edgewater Pools  | 9913 Windrow Dr      | 8213121   |
| 28-Apr | 1767  | A--16-018  | rchery Rang | \$50  | Boy Scouts       | 9408 Belt Road Mid   | 8210005   |
| 28-Apr | 16216 | NU 16-019  | Upfit       | \$50  | Fairview Grocery | 7502 Concord Highway | 8189013   |
| Totals |       | 8          |             | \$400 |                  |                      |           |

|        |       |           |            |       |                 |                         |           |
|--------|-------|-----------|------------|-------|-----------------|-------------------------|-----------|
| 3-May  | 1899  | C-16-020  | Comp       | \$100 | Jordyn Hazelton | 7805 Crooked Creek      | 08120019G |
| 3-May  | 2715  | AP-16-021 | Pool       | \$50  | Amenities Unl   | 8401 Ferguson Farm Road | 08084001B |
| 10-May | 4031  | Ru-16-022 | Upfit      | \$50  | John Dragonetti | 437 Foxglove Lane       | 8213157   |
| 10-May | 2077  | H-16-023  | Home       | \$50  | G. Morgan       | 6508 Morgans Cove Rd    | 8192021   |
| 10-May | 1167  | AP-16-024 | Pool       | \$50  | Brent Berry     | 628 Heritage View       | 8213023   |
| 24-May | 54949 | C-16-025  | Compliance | \$100 | Clint Medlin    | 6507 Little Road        | 8084007   |
| Totals |       | 6         |            | \$400 |                 |                         |           |

|       |      |           |            |      |                      |                       |            |
|-------|------|-----------|------------|------|----------------------|-----------------------|------------|
| 2-Jun | 1500 | HO-16-026 | Home Occup | \$50 | Paul Troutman        | 621 Woodbridgen ln IT | 8210042    |
| 9-Jun | 2608 | H-16-027  | Home       | \$50 | Newton Cust hom-Kees | 9610 Covey Trail It   | 0813068-69 |
| 9-Jun | 2608 | A-16-028  | Accessory  | \$50 | Newton Cust hom-Kees | 9610 Covey Trail It   | 0813068-69 |

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## Ed Humphries

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**From:** Burke, Neil [nburke@ci.charlotte.nc.us]  
**Sent:** Thursday, June 16, 2016 8:35 AM  
**Subject:** June MPO Meeting Results, Request for June 2 TCC Agenda Items

### July TCC Meeting

The next TCC meeting is scheduled for Thursday, July 7 in Room 267 of the Charlotte-Mecklenburg Government Center.

**If you would like to have an item placed on the agenda, the following information must be e-mailed to me no later than close of business on Wednesday, June 29:**

- The name of the item as it should appear on the agenda
- A brief description of the topic
- Presenter's name
- Estimated presentation length

### June 15 MPO Meeting Results

Prioritization 4.0 Local Input Points Allocation Approval: The MPO approved the final project list proposed for the allocation of local input points to Regional Impact projects, and the MPO affirmed that the local input point methodology, including its public involvement procedures has been followed.

Coordinated Human Services Transportation Plan: The MPO endorsed the Coordinated Human Services Transportation Plan.

CMAQ 2016-2025 Transportation Improvement Program (TIP) Amendments: The MPO approved CMAQ-related TIP amendments.



**Neil Burke, AICP PTP | Planning Coordinator**  
Charlotte Regional Transportation Planning Organization  
704-353-0198 | [nburke@charlottenc.gov](mailto:nburke@charlottenc.gov)

## Ed Humphries

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**From:** Tony Helms [tfhelms6@gmail.com]  
**Sent:** Wednesday, June 29, 2016 1:58 PM  
**To:** Ed Humphries; Teresa Gregorius  
**Subject:** Economic Development Meeting June 21 2016

Hi Guys,  
Listed below are the items discussed.

1. Chris Plate named State Developer of the year. This is a great honor for Chris and his staff.
2. Union County has the 2nd largest employment in the Charlotte Region.
3. After having the best year last year. The current year may be the poorest in recent history.  
currently only 56 new jobs created vs plan of 300 new jobs. One of the main reason is no product or existing buildings that would attract interest.
4. The construction of the new spec building was delayed due to interest of a Company wanted the site to build their own building. We have lost this project to S.C. Bidding should start this fall on the new bulding..
5. Union County is highlighted in June"s in Charlotte Business Journal.
6. 19 active projects which most are small.
7. 37 visits to existing companies providing shift Differential wage data, water bill adjustment, assisting with grant payments and Lighting rebates.



**Town of Fairview  
Regular Meeting  
June 13, 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 stated that he would like to add his park report as Item 6 on the agenda.

**Approval of Agenda**

Jerry Clontz made a motion to approve the agenda as amended. Gary Wilfong seconded the motion. Councilmen Biggers, Clontz, Purser, 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) Accept CRTPO Report as Information
- d) Approve Council Regular Minutes for May 9, 2016
- e) Approve Council Special Meeting Minutes for May 23, 2016

Bradley Purser 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

### A. Conduct Public Hearing on Proposed 2016-17 Budget

Darrell Baucom presented the 2016-17 budget.

Mayor Thomas to open Public Hearing

No Public Comments

Mayor Thomas closed the Public Hearing

Jerry Clontz stated that since we are already contributing well over \$50,000 a year to the Fire Department he would like to see the \$30,000 cut to a lower amount. Council discussed this line item and also posed questions to two members of the fire department, Edwin Shaver and Patti Freeman, who were present.

Jerry Clontz made a motion to amend the public safety line item to \$10,000 from \$30,000. John Biggers seconded the motion. Councilmen Biggers, Clontz, Wilfong voted yes and Purser voted no (3-1).

### B. Adopt the 2016-17 Fiscal Year Budget Ordinance

Jerry Clontz made a motion to adopt the 2016-17 budget as amended. Gary Wilfong seconded the motion. Councilmen Biggers, Clontz, Wilfong voted yes and Purser voted no (3-1).

### C. Approve 2015-16 Fiscal Year Budget Ordinance Amendment # 3

Darrell Baucom presented Ordinance Amendment #3 to the 2015-16 Fiscal Year Budget. John Biggers made a motion to approve 2015-16 Fiscal year Budget Ordinance Amendment #3. Jerry Clontz seconded the motion. Councilmen Biggers, Clontz, Purser, and Wilfong voted yes (4-0).

### D. Approve Fairview Park Project Ordinance Amendment #2

Darrell Baucom presented the Fairview Park Project Ordinance Amendment #2. Jerry Clontz made a motion to approve the Fairview Park Project Ordinance Amendment #2. John Biggers seconded the motion. Councilmen Biggers, Clontz, Purser, and Wilfong voted yes (4-0).

### E. Appoint a Project Manager for the Park Construction

Mayor Thomas stated that the Council had previously appointed Jerry Clontz as Project Manager for the Park but did not give him authority to approve change orders during park construction. The Council should also authorize a monetary guideline for Mr. Clontz. After Council discussion, Bradley Purser made a motion to authorize Jerry Clontz to approve change orders up to \$2,500 per order not to exceed \$10,000 per month and

provide the Council with a monthly report of all change orders. Gary Wilfong seconded the motion. Councilmen Biggers, Clontz, Purser, and Wilfong voted yes (4-0).

F. Park Report

Jerry Clontz reported that the Park Committee met June 2<sup>nd</sup> and discussed items that could be used as fund raisers for the park such as memorial benches, trees, and brick pavers.

Mr. Clontz stated that the park area needs to be sprayed again and requested authorization. John Biggers made a motion to authorize Jerry Clontz to contract getting the park property sprayed for weed control up to \$1,700.00. Gary Wilfong seconded the motion. Councilmen Biggers, Clontz, Purser, and Wilfong voted yes (4-0).

**Council Comments**

John Biggers, Jerry Clontz and Bradley Purser expressed their appreciation that fellow council members can discuss issues, agree to disagree, and continue to work together for the greater good of the town.

John Biggers noted that he and his 13 year old son visited the park property and it is a beautiful property and they are looking forward to the park opening.

Jerry Clontz noted that although several areas of the park property and he and B.B. Haigler had seeded looked like it needed to be mowed but they were letting it reseed.

Mayor Thomas stated that he had signed the park contract so construction should start soon.

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

# Discuss/Approve

## 2016 Survey

# 2016 Survey Timeline

## **July 11, 2016**

- Discuss survey and decide on final draft
- Approve contract for survey with Paul Friday

## **July 11 – August 15, 2016**

- Have survey printed (Paul Friday)
- Stamp return envelopes
- Create mailing labels (registered voters)
- Order envelopes

## **August 15 – September 16, 2016**

- Prepare surveys for mailing

## **September 17, 2016**

- MAIL surveys – all surveys returned will be mailed directly to Paul Friday

## **Survey Mail Replies to Paul Friday – October 10, 2016**

## **October 11 – November 1, 2016**

- Paul Friday to compile results

## **November 14, 2016**

- Paul Friday to present survey results to Council



ORIGINAL

7400 Concord Highway  
Monroe, NC 28110

September 6, 2016

Dear Fairview Residents:

The Town of Fairview has now been incorporated for almost fifteen years. Fairview is very different now than it was then. While we are still rural and agricultural in many ways, Fairview is changing. Our effort to incorporate and become a town was to better guide future development in a direction that the town's residents want, and we, the Fairview Town Council, want as much guidance as possible from you, the people who call Fairview home.

Enclosed is a questionnaire which, like the major national surveys, is being sent out randomly to residents in the Town of Fairview. Because you are part of a "representative sample" of residents, your views and opinions are especially important.

Please take the time to complete this short survey. You do not have to identify yourself unless you choose to do so. The survey questionnaire is to be returned directly to Research and Training Specialists, Inc. A postage paid envelope is provided for your use. They will tabulate and analyze the questionnaires and report the findings to us to aid our town in our planning activities.

Too often, town planning is undertaken by "experts" who do not necessarily make the effort to find out what the people who live in the town really want. It's been five years since we conducted our last survey, which was very helpful, but times change and we want to move forward with plans that truly reflect the current wishes of our community.

**PLEASE DO NOT THROW THIS SURVEY AWAY. YOUR OPINION IS TOO VALUABLE TO US TO WASTE.**

Please reply by September 30, 2016 and thank you for your participation.

Sincerely yours,

Phillip Thomas, Mayor

Council Members: Jerry Clontz, Bradley Purser, John Biggers, Gary Wilfong

[www.fairviewnc.gov](http://www.fairviewnc.gov)

17

2016

TOWN OF FAIRVIEW CITIZEN SURVEY

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You have been selected at random; not every household will get a survey. This means that your opinions are especially important to help guide the Town in making decisions. Please take the time to answer these few questions. Your answers are anonymous. Please do not put your name on this instrument.

1. How long have you been a resident of Fairview?

[ ]1 Less than a year [ ]2 1-5 years [ ]3 6-10 years [ ]4 11- 15 years [ ]5 more than 15 years

2. Of the following, what are the reasons you chose to live in the Fairview area? [Mark all that apply]

- [ ]a lived here all my life [ ]b family and friends nearby [ ]c for employment opportunities
[ ]d small town lifestyle [ ]e proximity to Charlotte [ ]f retirement
[ ]g low taxes [ ]h affordable housing [ ]i low crime
[ ]j convenient to work [ ]k availability of large lots [ ]l schools
[ ]m country lifestyle [ ]n Other

3. How concerned are you about the following as they relate to the future quality of life in The Town of Fairview over the next ten years?

Table with 4 columns: Category, Very concerned1, Somewhat concerned2, Not concerned3. Rows include Crime, Increased shopping options, Maintaining a low tax rate, Preserving rural/small town atmosphere, Rapid growth, Tax increases, Town spending, Water quality.

4. How safe do you feel living in Fairview?

[ ]1 Very Safe [ ]2 Somewhat safe [ ]3 Somewhat unsafe [ ]4 Very unsafe

5. Would you support the recruitment to Fairview of:

- a. Major grocery chain [ ]1 Yes [ ]2 No [ ]3 Not sure
b. A pharmacy Chain [ ]1 Yes [ ]2 No [ ]3 Not sure
c. Development of a Retirement Community [ ]1 Yes [ ]2 No [ ]3 Not sure
d. Industry [ ]1 Yes [ ]2 No [ ]3 Not sure
e. fast food restaurant [ ]1 Yes [ ]2 No [ ]3 Not sure

5a. What additional retail or other services would you like to have in Fairview?

6. Would you support more housing/commercial development to get water/sewer? (Note: water and sewer customers, not tax payers, would pay for this).

[ ]1 Yes [ ]2 No [ ]3 Not sure

OVER SIDE PLEASE

2/18

7. Please indicate whether or not you agree with each of the following statements:

|  | <i>Strongly agree<sub>1</sub></i> | <i>Agree<sub>2</sub></i> | <i>Disagree<sub>3</sub></i> | <i>Strongly Disagree<sub>4</sub></i> |
|--|-----------------------------------|--------------------------|-----------------------------|--------------------------------------|
| a) Most residential development should be designated for lots one acre or <i>larger</i>      |                                   |                          |                             |                                      |
| b) Some areas of Fairview should be designated for lots <i>smaller than one acre</i>         |                                   |                          |                             |                                      |
| c) Clustering of homes, without increasing overall density, should be permitted              |                                   |                          |                             |                                      |
| d) A compact traditional town center with small shops should be developed                    |                                   |                          |                             |                                      |
| e) Fairview should encourage continued agricultural activities                               |                                   |                          |                             |                                      |
| f) The Town should consider buying the old Fairview Elementary School property and buildings |                                   |                          |                             |                                      |
| g) The Town should own a combined Town Office/Meeting Room facility                          |                                   |                          |                             |                                      |
| h) Replace outdated fire trucks  |                                   |                          |                             |                                      |
| i) contract with Union County Sheriff's Office for a dedicated Deputy Sheriff for the town   |                                   |                          |                             |                                      |

8. Do you use the Piedmont Garbage/Recycling facility?     <sub>1</sub> Yes                     <sub>2</sub> No
9. Do you privately contract for your garbage collection?     <sub>1</sub> Yes                     <sub>2</sub> No
10. How important to you is the availability of County water?  
 <sub>1</sub> Very Important     <sub>2</sub> Somewhat important     <sub>3</sub> Somewhat unimportant     <sub>4</sub> Not at all important
11. How important to you is the availability of County sewer?  
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12. If water service were available in your location how likely would you be to tap in?  
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13. If sewer service were available in your location how likely would you be to tap in?  
 <sub>1</sub> Very likely     <sub>2</sub> Somewhat likely     <sub>3</sub> Somewhat unlikely     <sub>4</sub> definitely not
14. Fairview has a website, [www.fairviewnc.gov](http://www.fairviewnc.gov), where there is general information on Town Council meetings, agendas, permits, an events calendar, a blog by the Mayor and other information. Have you visited the site?  
 <sub>1</sub> Yes                     <sub>2</sub> No                     <sub>3</sub> Don't use the computer
- 14a. IF you've visited [www.fairviewnc.gov](http://www.fairviewnc.gov) did you find the information there useful?  
 <sub>1</sub> Yes                     <sub>2</sub> No                     <sub>3</sub> Not Applicable
- 14b. Please let us know if there is anything you would like to see on the site that is not currently there.

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15. IF you have an email address, would you like the Town to develop an email distribution list to send you important notices and communications?     <sub>1</sub> Yes                     <sub>2</sub> No

The Town of Fairview currently provides three services: (1) Planning and Zoning (2) Recreation areas and (3) Fire Protection through supplemental funding to Fairview Fire and Rescue. Law enforcement protection is currently being provided by Union County Sheriff's office.

The following chart is offered to help you make an informed decision regarding the next set of questions.

The current tax rate is 2 cents for each \$100 of property value. The chart shows what the actual tax payments would be at different rates. An increase for each 1 cent in tax rate would add the following amount to your tax bill.

| AMOUNT OF YEARLY FAIRVIEW PROPERTY TAXES PAID AT FOLLOWING TAX RATES |         |                 |                 |                 |
|--|---------|-----------------|-----------------|-----------------|
|  | Current | 1 cent increase | 2 cent increase | 3 cent increase |
| Tax rate:  | 2 CENTS | 3 CENTS         | 4 CENTS         | 5 CENTS         |
| PROPERTY VALUE   |         |                 |                 |                 |
| \$50,000   | \$10.00 | \$15.00         | \$20.00         | \$25.00         |
| \$100,000  | \$20.00 | \$30.00         | \$40.00         | \$50.00         |
| \$150,000  | \$30.00 | \$45.00         | \$60.00         | \$75.00         |
| \$200,000  | \$40.00 | \$60.00         | \$80.00         | \$100.00        |
| \$250,000  | \$50.00 | \$75.00         | \$100.00        | \$125.00        |

16. Given the formula above and knowing your own valuation, how much would you be willing to pay in a possible tax increase for each of the following services?

|   | 1 cent <sup>1</sup><br>increase | 2 cents <sub>2</sub><br>increase | 3cents <sub>3</sub><br>increase | No<br>increase <sub>4</sub> |
|---|---------------------------------|----------------------------------|---------------------------------|-----------------------------|
| a) Purchasing an additional tract of land for Town development*                               |                                 |                                  |                                 |                             |
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| c) Have a Town owned single office/meeting facility   |                                 |                                  |                                 |                             |
| d) Expand Fairview Park   |                                 |                                  |                                 |                             |
| e) contract with Union County Sheriff's Office for a dedicated Deputy Sheriff for the town ** |                                 |                                  |                                 |                             |

\* This decision would require more than a 1 cent increase

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The following is for demographic and statistical purposes. The information helps us better understand how different segments of our community feel.

17. What is your gender? [ ]<sub>1</sub> Male [ ]<sub>2</sub> Female

18. What is your age group?

[ ]<sub>1</sub> Under 25 [ ]<sub>2</sub> 26-35 [ ]<sub>3</sub> 36-45 [ ]<sub>4</sub> 46-55 [ ]<sub>5</sub> 56-65 [ ]<sub>6</sub> Over 65

19. Are you retired? [ ]<sub>1</sub> yes [ ]<sub>2</sub> No

20. Please provide us with any comments/suggestions you would like the Town Council to consider:

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**The Town Council of Fairview appreciates your time and effort in answering this survey!**

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WITH COUNCIL  
COMMENTS

7400 Concord Highway  
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2016

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OVER SIDE PLEASE

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| d) Expand Fairview Park   |                                 |                                  |                                 |                             |
| f) contract with Union County Sheriff's Office for a dedicated Deputy Sheriff for the town ** |                                 |                                  |                                 |                             |

\* This decision would require more than a 1 cent increase      **DELETE?**  
 \*\* This decision would require at least a 3 cent/\$100 increase

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19. Are you retired?    [ ]<sub>1</sub> yes      [ ]<sub>2</sub> No

20. Please provide us with any comments/suggestions you would like the Town Council to consider:

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---

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## Ed Humphries

---

**From:** Bradley Purser  
**Sent:** Monday, June 06, 2016 8:43 AM  
**To:** Ed Humphries  
**Subject:** Survey

Mr, Humphries,

The following are my suggestions:

Cover letter: Amend (It has been five years since we did our last survey,) to (It has been five years since we conducted our last survey,)

✓ Page 2 section 5: Add e. Fast Food Restaurant.

✓ Page 3 section 7: Amend f. Property and buildings.

Page 3 section 7: Add h. Replace outdated fire Trucks.

Page 3 section 7: Add i. Contract with the Union County Sheriff's Office for a dedicated Deputy Sheriff for the Town.

Page 4 section 16: Amend f. Contract with the Union County Sheriff's Office for a dedicated Deputy Sheriff for the Town.

Page 4 section 16: Remove the two shaded boxes and the two sentences below the box. This is misleading and may lead our citizens to think that these items are unattainable without a tax increase. It is up to the Town Council to allocate the funds in the best direction for the greater good of the Town while keeping the desires of the majority of our citizens at the front of the decision making process.

B. Purser

## Ed Humphries

---

**From:** Paul C. Friday [rtsfriday@vnet.net]  
**Sent:** Monday, June 20, 2016 9:12 AM  
**To:** Ed Humphries; Paul C. Friday  
**Cc:** Teresa Gregorius  
**Subject:** RE: FW: Fairview  
**Attachments:** Fairview-Survey - 2016.6.docx

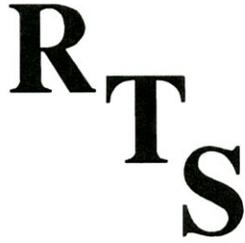
I think the suggestions work very well. However, I'm a little confused about what to do with the section on how much tax people would pay. I think that filling in the blanks so that people can't check them is a good idea, since a response in those boxes would ultimately not count. In blocking them off, I also think that the footnotes should stay since they explain the situation so that the people can respond with enough information to make a reasoned response. I attach the revision keeping in the boxes and footnotes unless you insist that they be deleted.

Also, I will send you a proposal for my fee. It will be around what it was last time. I am waiting to get the cost for the printing of the instrument. They needed to check and should let me know later this week so that I can get you the proposal before your Council meeting.

Paul

Paul C. Friday, PhD.  
President  
Research & Training Specialists, Inc.

# Approve Survey Contract



**RESEARCH AND TRAINING SPECIALISTS, Inc**  
North Carolina

[www.RTSpecialists.com](http://www.RTSpecialists.com)

## **Proposal**

**DATE:** July 1, 2016  
**TO:** Town of Fairview  
**ESTIMATE:** \$3,158.50

**Research & Training Specialists, Inc. (RTS) proposes to conduct a community survey for the Town of Fairview.**

**RTS will consult closely with the Town Administration to determine the questions and format of the instrument and the data collection process.**

**RTS will construct the instrument and have it approved by the Town Council  
RTS will determine the size of the stratified random sample and select the sample names from the list of registered voters.**

**RTS will have the instrument printed and delivered to the Town manager  
RTS will compile the data and analyze it in relationship to findings from the previous Town survey, provide a report, and give a presentation to the Town Council.**

**The Town of Fairview will provide input and suggestions for the questions on the survey and approve the final version.**

**Fairview will provide the #10 envelopes to mail the survey and #9 envelopes for their return to RTS**

**Fairview will stamp the return survey envelopes with the RTS address  
Fairview will provide postage for both the outgoing surveys and the return envelopes**

**Fairview will prepare the survey packets and mail them**

**Surveys should be mailed September 6, 2016  
Payment due upon submission of final report**

**Estimate:**

|  |                        |                    |
|--|------------------------|--------------------|
| <b>Instrument development</b>                      | <b>2.5 hrs @ \$50</b>  | <b>\$ 125.00</b>   |
| <b>Sample selection (proportionate/stratified)</b> | <b>2.75 hrs @ \$50</b> | <b>137.50</b>      |
| <b>Instrument printing/folding</b>                 | <b>1000 @ \$.39</b>    | <b>390.00</b>      |
| <b>Data entry of completed surveys</b>             | <b>30 hrs @ \$20</b>   | <b>600.00</b>      |
| <b>Prepare conversion files for analysis</b>       | <b>2 hrs @ \$50</b>    | <b>100.00</b>      |
| <b>Interpretation, Analysis, Report Writing</b>    | <b>30 hrs @ \$50</b>   | <b>1,500.00</b>    |
| <b>PowerPoint Presentation</b>                     | <b>2 hrs @ \$50</b>    | <b>100.00</b>      |
| <b>Meetings/ consultation</b>                      | <b>3 hrs @ \$50</b>    | <b>150.00</b>      |
| <b>Travel</b>                                      | <b>160 mi @ \$.35</b>  | <b>56.00</b>       |
|  | <b>Total</b>           | <b>\$ 3,158.50</b> |

*Paul C. Friday, Ph.D., President,  
1424 Chadmore Lane NW. Concord, North Carolina 28027  
Tel./Fax (704) 784-2675; cell: (704) 699-8866  
email: [rtsfriday@vnet.net](mailto:rtsfriday@vnet.net)  
[www.RTSpecialists.com](http://www.RTSpecialists.com)*

# Discuss

## Town Fee Schedule

## Town of Fairview Fees

|   |             |   |
|---|-------------|---|
| <b>Zoning Ordinance Related Fees:</b>           |             |   |
| Zoning Permit                                   |             | \$50  |
| Zoning Compliance                               |             | \$100   |
| Temporary Use Permit                            |             | \$75  |
| Sign Permit                                     |             | \$35  |
| Variances                                       |             | *\$200  |
| Rezoning Application                            |             | *\$250  |
| Zoning Text Amendment                           |             | \$250   |
| Conditional Use Permit                          |             | *\$250  |
| Appeal  |             | \$150   |
| Request for Special Meeting                     |             | \$300   |
| Copy of Land Use Ordinance                      |             | \$35  |
| <b>*Subdivision Related Activities:</b>         |             |   |
| <u>Exempt Subdivisions</u>                      |             | \$50  |
| <u>Minor Subdivision</u>                        |             |   |
| Final Plat                                      |             | \$50 per lot  |
| <u>Major Subdivision:</u>                       |             |   |
| Sketch Plan Review:                             | 0-10 lots:  | \$100   |
|   | 11-50 lots: | \$500   |
|   | 51+ lots:   | \$500 for first 50 lots, plus<br>\$25 each additional lot   |
| Preliminary Plat/Major Development Permit:      | 0-10 lots:  | \$175 per lot   |
|   | 11-50 lots: | \$160 per lot   |
|   | 51+ lots:   | \$135 per lot   |
| Final Plat:                                     | 0-10 lots:  | \$50  |
|   | 11+ lots:   | \$50 for first 10 lots, plus<br>\$5 for each additional lot |
| Appeals   |             | \$250   |
| Request for Special Meeting                     |             | \$300   |
| Variances                                       |             | *\$200  |
| Copy of color Zoning Map                        |             | \$15  |
| *Plus any Town Engineering Fees, if applicable. |             |   |

**For Fiscal Year 2015-2016**