

Agenda

Town of Fairview



Agenda Town Council Meeting **November 14, 2023 @ 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 / Presentations:**

3. Consent Agenda:

- a) Financial and Tax Reports--- *Report Accepted as Information (including Pending Bills documentation provided at meeting)*
- b) Land Use Report---*Report Accepted as Information*
- c) Fund Balance Worksheet 2022-2023 --- *Report Accepted as Information*
- d) Fairview Park Event October Draft Minutes (*Minutes Not Complete*)
- e) Fairview Park Facility October Draft Minutes (*No Meeting*)
- f) Planning Board October Draft Minutes (*Minutes Accepted as Information*)
- g) Approve Council Minutes for October 10, 2023

Agenda

h) Approve Council Retreat Minutes for February 25, 2023

4. Items of Business:

Item 1: Discuss/Approve Benesch & Co. Proposal to Prepare PARTF Grant for \$9,000– *Mayor Thomas*

Item 2: Discuss Piedmont High School Band Boosters Fund Request of \$1,500---
Teresa Gregorius

Item 3: Appoint/Re-appoint the following to the Fairview Park Facility Committee:

- Appoint Daniel Allen to fill a vacancy with the term expiring November 2026
- Re-appoint Kirk Ellison with the term expiring November 2026

Re-appoint the following to the Fairview Park Event Committee:

- Lisa Thomas with the term expiring November 2026
- Mike Medlin with the term expiring November 2026--- *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 November 8, 2023

	Nov 8, 23	Nov 8, 22
ASSETS		
Current Assets		
Checking/Savings		
First National Bank	795,097.18	819,967.12
Total Checking/Savings	795,097.18	819,967.12
Other Current Assets		
Franchise Tax Receivable	29,458.38	29,458.38
Investments		
Investments NCCMT	1,113.77	1,072.26
Total Investments	1,113.77	1,072.26
Prepaid assets	0.00	3,302.00
Sales Tax Receivable	8,289.82	8,289.82
Sales tax refund	2,006.73	945.87
Sales tax refund - Park grant	1,316.03	0.00
Sales tax refund - TH Grant	0.00	293.73
Taxes receivable	1,375.23	1,375.23
Taxes receivable - ad valorem	-1,580.73	-82.75
Taxes receivable - motor veh	1,122.33	1,156.98
Total Other Current Assets	43,101.56	45,811.52
Total Current Assets	838,198.74	865,778.64
Fixed Assets		
Accumulated Depreciation	-509,525.10	-509,525.10
Building and Improvements	1,332,303.56	1,332,303.56
Computer Equipment	10,073.66	10,073.66
Construction in Progress	8,123.05	8,123.05
Furniture and Equipment	1,698.00	1,698.00
Land	734,289.94	734,289.94
Land improvements	17,545.00	17,545.00
Leasehold improvements	27,486.25	27,486.25
Park equipment	152,883.99	152,883.99
Rental House	137,436.59	137,436.59
Total Fixed Assets	1,912,314.94	1,912,314.94
TOTAL ASSETS	2,750,513.68	2,778,093.58
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
Accounts Payable	12,926.64	9,162.57
Total Accounts Payable	12,926.64	9,162.57
Other Current Liabilities		
Accrued payroll	4,599.02	4,592.83
Deferred revenue - ad valorem	1,393.39	1,375.23
Payroll Liabilities	21.30	575.55
Prepaid taxes	0.00	41.29
Security deposit - rental house	1,450.00	1,450.00
Total Other Current Liabilities	7,463.71	8,034.90
Total Current Liabilities	20,390.35	17,197.47
Long Term Liabilities		
Cumulative rent reserve	6,520.00	0.00
Note payable on park land	440,000.00	480,000.00
Total Long Term Liabilities	446,520.00	480,000.00
Total Liabilities	466,910.35	497,197.47

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Town of Fairview
Balance Sheet
As of November 8, 2023

	Nov 8, 23	Nov 8, 22
Equity		
Allocated equity rent reserve	-6,520.00	0.00
Amount to be provided for LTD	-440,000.00	-480,000.00
Equity		
Fixed assets	1,912,314.94	1,912,314.94
Total Fund Balance	1,207,568.00	1,207,568.00
Total Equity	3,119,882.94	3,119,882.94
Retained Earnings	-333,935.90	-462,174.70
Net Income	-55,823.71	103,187.87
Total Equity	2,283,603.33	2,280,896.11
TOTAL LIABILITIES & EQUITY	2,750,513.68	2,778,093.58

Town of Fairview
 Operating Actual vs Budget
 Year ended 06/30/24

Ordinary Income/Expense	<u>Operating</u>	Budget	Actual Fav to Budget
Income			
Ad Valorem taxes	25,079.98	113,000.00	-87,920.02
Alcoholic beverage		14,000.00	-14,000.00
Festival income - vendors, etc	1,302.00		1,302.00
Fund balance appropriated		-4,930.00	4,930.00
Interest on delinquent taxes	120.17		120.17
Investment income	1,383.61		1,383.61
Motor vehicle taxes	4,899.19	12,500.00	-7,600.81
Rent reserve for park capital items	5,920.00	20,000.00	-14,080.00
Sales and use tax	18,700.38	58,000.00	-39,299.62
Transfer from ARP fund	21,812.19	23,000.00	-1,187.81
Utility Franchise taxes	29,411.05	127,000.00	-97,588.95
Zoning fees	5,875.00	17,000.00	-11,125.00
Total Income	<u>114,503.57</u>	379,570.00	-265,066.43
Expense			
Advertising and Promotion		1,000.00	1,000.00
Audit fees		9,600.00	9,600.00
Bank Service Charges	37.00	500.00	463.00
Capital outlay - Park		0.00	
Capital outlay - Office renovation	3,870.24	1,700.00	
Capital Outlay - Town Hall	395.36	11,000.00	
Debt repayment		57,160.00	57,160.00
Dues and Subscriptions	5,483.00	6,200.00	717.00
Elections expense		3,700.00	
Festival expense	2,997.29	20,000.00	17,002.71
Grants	1,500.00	2,500.00	1,000.00
Insurance Expense	6,872.54	7,200.00	327.46
Internet and website	4,231.51	11,000.00	6,768.49
Legal fees	2,953.10	10,000.00	7,046.90
Miscellaneous Expense	46.18	1,000.00	953.82
Office expense	10,058.14	26,250.00	16,191.86
Office utilities	1,464.22	6,500.00	5,035.78
Park Maintenance	9,896.41	40,000.00	30,103.59
Park Utilities	1,779.56	5,200.00	3,420.44
Payroll Expenses	43,220.50	56,600.00	13,379.50
Payroll Taxes		9,350.00	9,350.00
Planning and zoning		54,305.00	54,305.00
Professional Fees	700.00	3,000.00	2,300.00
Rental house repairs, etc	500.00	2,000.00	1,500.00
Salaries - Park		11,905.00	11,905.00

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Town of Fairview
Operating Actual vs Budget
Year ended 06/30/24

	<u>Operating</u>	Budget	to Budget
Solid Waste Manage cost share		8,000.00	8,000.00
Tax collection fees	460.09	2,200.00	1,739.91
Telephone Expense	321.82	1,200.00	878.18
Training expense		500.00	500.00
Travel expense	42.90	0.00	-42.90
Zoning administration	844.70	10,000.00	9,155.30
Total Expense	<u>97,674.56</u>	<u>379,570.00</u>	281,895.44
Net Ordinary Income	<u>16,829.01</u>	0.00	16,829.01
Net Income	<u><u>16,829.01</u></u>		

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9:06 AM

11/08/23

Accrual Basis

Town of Fairview Transactions by Account As of October 31, 2023

Type	Date	Num	Name	Memo	Class	Debit	Credit	Balance
First National Bank								805,167.81
Check	10/02/2023	Draft	Great American Financi...	Draft for copier			212.84	804,954.97
Bill Pmt -Check	10/03/2023	104227	Jeff Campagna	Festival checks			172.00	804,782.97
Bill Pmt -Check	10/03/2023	104228	Rick Greene	Festival expense			600.00	804,182.97
Bill Pmt -Check	10/03/2023	104229	Todd Donaldson	Festival expense			140.00	804,042.97
Bill Pmt -Check	10/03/2023	104230	Union County Tractor Cl...	Festival expense			500.00	803,542.97
Deposit	10/05/2023			Deposit		500.00		804,042.97
Bill Pmt -Check	10/06/2023	104241	Cox Law Firm, PLLC	Macon property issues			787.50	803,255.47
Bill Pmt -Check	10/06/2023	104242	Gary Wilfong_	Correction of amount owed to Gary			148.89	803,106.58
Bill Pmt -Check	10/06/2023	104243	John Biggers_	Festival expense			84.45	803,022.13
Bill Pmt -Check	10/06/2023	104244	Perry Laney Septic Tank	Septic pump			300.00	802,722.13
Bill Pmt -Check	10/06/2023	104245	Union County Public Wo...				288.17	802,433.96
Bill Pmt -Check	10/06/2023	104246	Verizon Wireless	Final bill for Verizon wireless		0.00		802,433.96
Bill Pmt -Check	10/06/2023	104247	WM Corporate Services	Garbage service			246.61	802,187.35
Bill Pmt -Check	10/06/2023	104248	Teresa Clontz	Cleaning			200.00	801,987.35
Paycheck	10/10/2023	104231	Darrell H. Baucom				919.47	801,067.88
Paycheck	10/10/2023	104234	Jerry C. Clontz				754.41	800,313.47
Paycheck	10/10/2023	104239	Tania Hernandez Virgil				184.70	800,128.77
Paycheck	10/10/2023	104240	Teresa Gregorius				1,344.36	798,784.41
Paycheck	10/10/2023	104232	Edward D Humphries				2,706.12	796,078.29
Paycheck	10/10/2023	104233	Gary H Wilfong				161.61	795,916.68
Paycheck	10/10/2023	104235	John A Biggers, Jr.				138.53	795,778.15
Paycheck	10/10/2023	104236	Patricia H. Kindley				138.53	795,639.62
Paycheck	10/10/2023	104237	Phillip C Thomas				184.70	795,454.92
Paycheck	10/10/2023	104238	Spencer L Thomas				813.48	794,641.44
Liability Check	10/10/2023	To Print	IRS	55-0789092			2,770.60	791,870.84
Liability Check	10/10/2023	To Print	NC Dept of Revenue_	600391020			280.00	791,590.84
Bill Pmt -Check	10/10/2023	104249	CompuNetworld	Email and internet hosting			360.53	791,230.31
Bill Pmt -Check	10/10/2023	104250	Taylor's Landscaping Se...	September invoice, lost check		0.00		791,230.31
Check	10/10/2023	104251	Perry Laney Septic Tank				300.00	790,930.31
Check	10/10/2023	104252	N Focus	Code enforcement			277.16	790,653.15
Check	10/10/2023	104253	FNB Commercial Credit ...	payment on credit card			572.05	790,081.10
Check	10/10/2023	104254	void			0.00		790,081.10
Check	10/10/2023	104255	Jimmy Huntley	DJ for festival			500.00	789,581.10
Check	10/11/2023	104256	Jerry Clontz_	Reimburse supplies			731.29	788,849.81
Deposit	10/12/2023			Deposit		125.00		788,974.81
Check	10/16/2023	Draft	Duke Energy_	Park utilities			333.43	788,641.38
Check	10/17/2023	Draft	Verizon Wirelless	Draft for final bill			2.34	788,639.04
Bill Pmt -Check	10/18/2023	104262	Killingsworth Environme...	Pest control			150.94	788,488.10
Deposit	10/20/2023			Deposit		1,305.00		789,793.10
Deposit	10/20/2023			Deposit		700.00		790,493.10
Deposit	10/20/2023			Deposit		722.00		791,215.10
Check	10/21/2023	Draft	Spectrum	TV, internet and phone			249.98	790,965.12
General Journal	10/24/2023			Refund of park rent deposits			300.00	790,665.12
Check	10/25/2023	Draft	Duke Energy	Park energy			350.94	790,314.18
Check	10/27/2023	104257	Sneeds Plumbing Servic...	Installation of Back Flow for water me...			3,870.24	786,443.94
Deposit	10/30/2023			Deposit		2,215.83		788,659.77
Deposit	10/30/2023			Deposit		9,181.95		797,841.72
Check	10/31/2023	Draft	Great American Financi...	Copier lease			171.43	797,670.29
Check	10/31/2023	104258	Brian Minor	Fall Festival work			700.00	796,970.29
Deposit	10/31/2023			Interest		454.39		797,424.68
Total First National Bank						15,204.17	22,947.30	797,424.68
TOTAL						15,204.17	22,947.30	797,424.68



Town of Fairview
Transaction Detail By Account
 July 2023 through June 2024

Type	Date	Num	Name	Memo	Debit	Credit	Balance
Park Maintenance							
Bill	07/11/2023	07112023	Jerry Clontz_	Reimburse park supplies	137.05		137.05
Bill	08/07/2023	1609	Taylor's Landscaping...	Lawn maintenace	2,102.50		2,239.55
Bill	08/07/2023	1609	Taylor's Landscaping...	Lawn maintenace	0.00		2,239.55
Check	08/08/2023	104189	FNB Commercial Cre...	Park and office activity on CC	889.21		3,128.76
Bill	09/05/2023	1610	Taylor's Landscaping...	Monthly lawncare	1,337.50		4,466.26
Bill	09/05/2023	1610	Taylor's Landscaping...	Monthly lawncare	450.00		4,916.26
Check	09/12/2023	104221	FNB Commercial Cre...	Credit card bill	53.61		4,969.87
Check	09/12/2023	104224	Jerry C. Clontz	supplies	352.97		5,322.84
Bill	09/26/2023	1617	Taylor's Landscaping...	September invoice	1,337.50		6,660.34
Bill	09/26/2023	1617	Taylor's Landscaping...	September invoice	360.00		7,020.34
Check	10/10/2023	104253	FNB Commercial Cre...	payment on credit card	447.28		7,467.62
Check	10/11/2023	104256	Jerry Clontz_	Reimburse supplies	731.29		8,198.91
Bill	11/02/2023	1626	Taylor's Landscaping...	October bill	1,337.50		9,536.41
Bill	11/02/2023	1626	Taylor's Landscaping...	October bill	360.00		9,896.41
Total Park Maintenance					9,896.41	0.00	9,896.41
TOTAL					9,896.41	0.00	9,896.41

Town of Fairview Transaction Detail By Account July 2023 through June 2024

Type	Date	Num	Name	Memo	Debit	Credit	Balance
Office expense							
Bill	07/11/2023	07112023	Teresa Clontz	Cleaning	200.00		200.00
Bill	07/12/2023	07122023	Perry Laney Septic Tank	Pump septic tank	300.00		500.00
Bill	07/17/2023	0157865-4...	WM Corporate Services	Garbage for August	243.09		743.09
Check	07/31/2023	Draft	Great American Financial ...	Copier	168.51		911.60
Bill	08/03/2023	08032023	Teresa Clontz	Cleaning Town Hall	200.00		1,111.60
Bill	08/07/2023	1609	Taylor's Landscaping Serv...	Lawn maintenace	210.00		1,321.60
Check	08/08/2023	104187	Perry Laney Septic Tank	Pumping septic tank for 07/2...	300.00		1,621.60
Check	08/08/2023	104188	Ed Humphries_	Reimburse Ed for refund cre...	52.79		1,674.39
Check	08/08/2023	104189	FNB Commercial Credit C...	Park and office activity on CC	229.45		1,903.84
Bill	08/09/2023	08092023	Perry Laney Septic Tank	Septic pump out	300.00		2,203.84
Bill	08/16/2023	23126	Brown Creek Graphics LLC	Sign for Town Hall	1,605.00		3,808.84
Bill	08/16/2023	0160303-4...	WM Corporate Services	Sept service	243.09		4,051.93
Bill	08/17/2023	08172023	John Biggers_	Water line reimbursement	41.81		4,093.74
Bill	08/22/2023	08222023	Ed Humphries_	Postage reimbursement	198.00		4,291.74
Bill	08/22/2023	08222023	Patricia Kindley_	Office supplies from Walmart	50.00		4,341.74
Bill	08/24/2023	08242023	Perry Laney Septic Tank	Septic pump out	300.00		4,641.74
Check	08/31/2023	Draft	Great American Financial ...		171.28		4,813.02
Bill	08/31/2023	08312023	Gary Wilfong_	Reimbursement	17.30		4,830.32
Bill	09/05/2023	1610	Taylor's Landscaping Serv...	Monthly lawncare	680.00		5,510.32
Bill	09/12/2023	09122023	Teresa Clontz	Cleaning office	200.00		5,710.32
Check	09/12/2023	104221	FNB Commercial Credit C...	Credit card bill	229.33		5,939.65
Check	09/12/2023	104222	Perry Laney Septic Tank	Septic pumping	300.00		6,239.65
Bill	09/18/2023	0162757-4...	WM Corporate Services	Garbage service	246.61		6,486.26
Bill	09/22/2023	09222023	Perry Laney Septic Tank	Septic pump	300.00		6,786.26
Bill	09/26/2023	1617	Taylor's Landscaping Serv...	September invoice	730.00		7,516.26
Check	10/02/2023	Draft	Great American Financial ...	Draft for copier	212.84		7,729.10
Bill	10/10/2023	0102023	Teresa Clontz	Cleaning	200.00		7,929.10
Check	10/10/2023	104251	Perry Laney Septic Tank		300.00		8,229.10
Check	10/10/2023	104253	FNB Commercial Credit C...	payment on credit card	124.77		8,353.87
Bill	10/16/2023	0165229-4...	WM Corporate Services	Waste service	246.61		8,600.48
Bill	10/17/2023	3238435	Killingsworth Environmental	Pest control	150.94		8,751.42
Bill	10/18/2023	10182023	Perry Laney Septic Tank	Septic pumping	300.00		9,051.42
Bill	10/24/2023	10242023	Ed Humphries_	Postage and travel	4.35		9,055.77
Check	10/31/2023	Draft	Great American Financial ...	Copier lease	171.43		9,227.20
Bill	11/02/2023	3090892	Killingsworth Environmental	Pest control	150.94		9,378.14
Bill	11/02/2023	1626	Taylor's Landscaping Serv...	October bill	680.00		10,058.14
Total Office expense					10,058.14	0.00	10,058.14
TOTAL					10,058.14	0.00	10,058.14

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9:05 AM

11/08/23

Accrual Basis

Town of Fairview
Transaction Detail By Account
 July 2023 through June 2024

Type	Date	Num	Adj	Name	Memo	Debit	Credit	Balance
Festival expense								
Check	09/12/2023	104221		FNB Commercial Cre...	Credit card bill	151.95		151.95
Bill	09/16/2023	09162023		John Biggers_	Festival expense	84.45		236.40
Bill	10/03/2023	10032023		Jeff Campagna	Festival checks	172.00		408.40
Bill	10/03/2023	10032023		Rick Greene	Festival expense	600.00		1,008.40
Bill	10/03/2023	10032023		Union County Tractor...	Festival expense	500.00		1,508.40
Bill	10/03/2023	10032023		Todd Donaldson	Festival expense	140.00		1,648.40
Bill	10/10/2023	10102023		Gary Wilfong_	Correction of amount owed to Gary	148.89		1,797.29
Check	10/10/2023	104255		Jimmy Huntley	DJ for festival	500.00		2,297.29
Check	10/31/2023	104258		Brian Minor	Fall Festival work	700.00		2,997.29
Total Festival expense						2,997.29	0.00	2,997.29
TOTAL						2,997.29	0.00	2,997.29

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FUND BALANCE WORKSHEET 2023/2024

Beginning Spendable Fund Balance **\$597,000**
(as of 6/30/2023)

POLICY - Reserve in Spendable Fund Balance **\$200,000**

Spendable Fund Balance **\$397,000**
(as of 6/30/2023)

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				

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

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

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**Town of Fairview
Planning Board Meeting
October 17, 2023**

The following Planning Board members were present: Chrisie Black, Doug Buchanan, Sharon Clontz, Mike Medlin, Josh Presley, Bill Thomas, Fred Rogers (Alt.). Absent: Greg Morgan and Rodney Stephens (Alt.).

Others present: Ed Humphries, Land Use Administrator/Deputy Clerk; Spencer Cox, Administrative Assistant

Public Comments

None

Items of Business

A. Add “Animal Boarding---Horses” To “Table of Uses”

Ed Humphries presented the possibility of adding “Animal Boarding---Horses” To “Table of Uses” as a permitted use by right in RA-40 and RA-80, See sections 175, 168 and 180A.

Also add in Article II Basic Definitions and Interpretations: *“Horse Boarding is a service offered by established horse farms. For a monthly fee, the boarding facility will maintain the daily care of a client’s horse. These services may include feeding, turnout, stall cleaning, grooming, training, and even medical care. There is a minimum of 10 acres with a limit of horses to one horse per pasture acre”.*

The Board discussed. Add “Over 10 horses will require a Special Use Permit”. There should also be 2 lines added to the Table of Uses noting the same. Mr. Humphries stated that he would make changes and email everyone before the November meeting.

Josh Presley made a motion to recommend the following to the Council: *Add in Article II Basic Definitions and Interpretations: “Horse Boarding is a service offered by established horse farms. For a monthly fee, the boarding facility will maintain the daily care of a client’s horse. These services may include feeding, turnout, stall cleaning, grooming, training, and even medical care. There is a minimum of 10 acres with a limit of horses to one horse per pasture acre by right. Over 10 horses will require a Special Use Permit. Also add: Animal Boarding---Horses” To “Table of*

Uses” as a permitted use by right in RA-40 and RA-80, See sections 175, 168 and 180A and Over 10 horses will require a Special Use Permit. Sharon Clontz seconded the motion. Board members Black, Buchanan, Clontz, Medlin, Presley, Thomas, Rogers (Alt) voted yes (7-0).

B. The new ‘FEMA Flood Hazard Maps’

Ed Humphries presented the new FEMA Flood Hazard Maps being proposed by FEMA and the floodplain permit the town uses along with the current links provided by NC government. (<https://flood.nc.gov/ncflood/>, <https://fris.nc.gov/fris/Home.aspx?ST=NC>). He encouraged the Board to go online to the websites to familiarize themselves with them.

C. Food Truck Discussion

Ed Humphries reported to the Board that the town has had an inquiry regarding setting up a food truck on a piece of property. Currently the Table of Uses does not include food trucks, just street vendors. Mr. Humphries suggested that food trucks be added to the Table of Uses and produce a definition for the Land Use Ordinance. The Board discussed. Mr. Humphries will produce the definition per the discussion and bring the recommendation back in November.

D. Minutes

Josh Presley made a motion to approve the August 15, 2023 minutes. Bill Thomas seconded the motion. Board members Black, Buchanan, Clontz, Medlin, Presley, Thomas, Rogers (Alt) voted yes (7-0).

Chairman Buchanan adjourned the meeting.

Respectfully submitted,

Spencer Cox
Administrative Assistant

Doug Buchanan
Chairman

Approved this _____ day of _____, 2023



**Town of Fairview
Regular Town Council Meeting
October 10, 2023**

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

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

Agenda Approval

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

Public Comments

None

Consent Agenda

- a) Financial and Tax Reports--- *Report Accepted as Information*
- b) Land Use Report---*Report Accepted as Information*
- c) Fund Balance Worksheet 2023-2024 --- *Report Accepted as Information*
- d) Fairview Park Event September Draft Minutes (*Minutes Accepted as Information*)
- e) Fairview Park Facility September Draft Minutes (*Minutes Accepted as Information*)
- f) Planning Board Draft Minutes (*No September Meeting*)
- g) Approve Council Minutes for September 12, 2023
- h) Approve Closing Town Hall December 26th

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

Items of Business

Item 1: Discuss PARTF Grant Application for 2024

Mayor Thomas asked the Council if they wanted to apply for a PARTF grant in 2024. The next item on the park amenities list is a stage/amphitheater. Ed Humphries stated that Benesch cost for applying for a grant would be approximately \$8,000. The Council discussed and decided to move forward and check with Benesch on their cost and finalize at the November meeting.

Item 2: Discuss/Approve Estimate for Walking Trail Mulch

Jerry Clontz stated that there is a need for the mulch that was left over from cutting the trail will need to be spread. The cost will be \$2,400.

John Biggers made a motion to approve \$2,400 to have the mulch spread over the new walking trail. Jerry Clontz seconded the motion. Council members Biggers, Clontz, Kindley and Wilfong voted yes (4-0).

Item 3: Discuss North Carolina League of Municipalities (NCLM) Resolution/Agreement

Mayor Thomas presented the NCLM resolution and agreement regarding cybersecurity and technical assistance for review. The Council discussed.

Gary Wilfong made a motion to approve and authorize Mayor Thomas to sign the resolution and agreement on the NCLM cybersecurity documents. John Biggers seconded the motion. Council members Biggers, Clontz, Kindley and Wilfong voted yes (4-0).

Council Comments

Jerry Clontz stated he would be removing the remaining small stumps in the new walking trail as soon as possible.

Patricia Kindley stated that the Fall Festival was a great event. The holiday lights contest has begun for Halloween and Christmas.

John Biggers noted prayers were needed for the conflict in Israel.

Teresa Gregorius stated that Addison Allen is working on his Eagle Scout rank and will be building a swing (like the one already at the park) near the wooded picnic area.

Spencer Cox noted that the Winter Festival will be December 9th. She also noted that where the power lines ditches were dug, they have sunk and will need additional dirt to level so no one will get hurt.

Mayor Thomas reported that the Piedmont Breast Cancer Walk will be Saturday, October 14th, gates open at 8:00 AM, tickets are \$15 adults, \$10 kids. Mayor Thomas also cautioned everyone to beware of spam emails.

Jerry Clontz 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 _____, 2023

DRAFT



**Town of Fairview
Retreat
February 25, 2023**

In attendance: Mayor Phil Thomas, Jerry Clontz, Patricia Kindley, Gary Wilfong, Ed Humphries and Teresa Gregorius John Biggers was absent.

Mayor Thomas welcomed everyone

Review of 2022:

- ARP Funds and plans to use them --- Complete
- Event Coordinator --- Complete
- Union County 2050 Comprehensive Plan --- Complete
- Fairview Comprehensive Plan --- Complete
- State Funds for Park and Town Hall Building --- In Process
- Future of New Building for Fire Dept (sewer agreement) --- In Process – Ed Humphries will follow up with Fire Chief

Park:

Mayor Thomas reported that Benesch has submitted the application for a trail grant. He also reported that the rental house property (3.32 acres) has been cut off from the park property. Mayor Thomas suggested that the Council discuss setting up a capital fund account for the park using the rental house rent and farmland rental funds.

Additional suggestions were made regarding the park:

- Buy the old fire department if Union County does not want it
- With the new lighting around the pond, possibly extending the hours at the park
- Add 4 lights at the wooded picnic area on the hill
- Add box for electricity around the pond area
- Complete the Story Walk
- Repair the ceiling fans in the picnic shelter

Employees:

- Land Use Administrator – Ed Humphries reported that he plans to retire this year. He will stay until his replacement has been hired and trained
- Town Clerk – Teresa Gregorius reported she plans to retire in 2024. She will stay until her replacement has been hired and trained
- Park Tech – Should have plan for when Jerry Clontz decides to retire
- Code Enforcer – John Ganus has been hired as the town’s code enforcer and has already been handed two complaints

Town Hall:

- Sign On Building – Ed Humphries suggested that the blue large Town Hall sign above the entrance to town hall be taken down due to its poor condition
- New Road Sign – purchase a new sign for the road (the old town hall sign is now on the fire department property)
- Parking Lot – Doug Buchanan will do a basic design for the town

Other:

- Internet should be more accessible in Fairview within the next 2 years
- Produce letter about stage for the park asking for donations and/or naming rights

This completed the agenda, and the meeting was adjourned.

Note: No action by the Council was taken or voted on concerning any matters that were discussed.

Teresa Gregorius
Town Clerk

Phil Thomas
Mayor

Approved this _____ day of _____, 2023

Discuss
Benesch & Co.
PARTF Grant
Application
Proposal



Alfred Benesch & Company
2359 Perimeter Pointe Parkway, Suite 350
Charlotte, NC 28208
www.benesch.com
P 704-521-9880
F 704-521-8955

October 24, 2023

Mr. Ed Humphries, Land Use Administrator
Town of Fairview
7516 Concord Highway
Fairview, NC 281103
RE: Fairview Park Master Plan (17000514.00)
(P2417109.00) Proposal Amendment for Professional Services – PARTF Grant Writing Services

Dear Ed:

It was our pleasure working with you to prepare the Master Plan update for the future expansion of Fairview Park. As per discussion at the 10/10/23 Town Council meeting the Town is considering the pursuit of a PARTF Grant to assist with development of the next phase of Fairview Park. To that end, we propose the following grant preparation tasks:

Task I – PARTF Grant Assistance

The Client desires to apply for a Parks and Recreation Trust Fund (PARTF) grant for the FY 2024 cycle to assist with the funding of the next phase of park development for Fairview Park. The Town is considering development of the pavilion/amphitheater area as the next phase. The following describes the services we anticipate providing to assist in the PARTF grant application process:

Grant Application Support

Using the adopted site-specific master plan update and site plan developed by Benesch, we will provide the following work:

- Complete and submit a draft and final PARTF grant application (two submittals) to Recreation Resources Service (RRS). The draft application is typically due in mid-March with the final grant application due by May 1, 2024.
- Write project description, justification, program determination for the PARTF project.
- Prepare PARTF cost estimate and color site plan.
- Prepare an environmental review.
- Complete the scoring worksheet.
- Compilation of all required items from the PARTF checklist to meet the requirements for a complete application.

Assumptions: PARTF requires a boundary survey, legal descriptions, and attorney’s certification to be submitted with the grant application. We will use the survey information provided by the Client and the Client will be responsible for obtaining attorney’s certification.

Public Involvement: Additional planning points are awarded to grant submittals that contain public involvement. This proposal assumes Benesch will attend, lead, and prepare exhibits for one public workshop to discuss the PARTF grant project. This proposal includes eight hours of time for preparing for, facilitating this meeting, and providing minutes. The Client will be responsible for advertisements, flyers, mailings, and /or notifications to invite the public to a community meeting and for providing a facility for the meeting.

In addition to the public workshop, additional points are available for the PARTF Grant application if the applicant makes presentations regarding the project to civic groups (at least two groups). Typically, the Client makes these presentations. We have not included time/expenses for civic group presentations.

Typically, Town staff makes the presentation to the Town Council to approve the PARTF Grant application. We have not included time/expenses for this presentation.

We will submit the PARTF grant application and supporting documentation to RRS, monitor the submittal through the grant process, and keep the Town informed about the outcome of the submittal.

COMPENSATION

Task I: PARTF Grant Assistance **\$ 8,500.00**

Reimbursable Expenses Allowance \$500.00

Reimbursable expenses are costs incurred for mail, printing, travel, and postage. These will be billed to the Client on a direct cost as expended. The reimbursable allowance is in addition to the above basic planning fees.

We will bill on a time and expense or negotiated basis for work considered to be additional services. Those services would include work not specifically described in the tasks or steps above, changes or revisions when those are inconsistent with previous direction, modifications made necessary by field conditions undiscoverable to Benesch and generally for work or revisions made necessary by conditions that could not have been anticipated by Benesch or beyond their control.

Please let us know if you have any questions regarding this proposal amendment, if none, please sign and return it as our Notice to Proceed with this additional task.

Respectfully submitted,

Alfred Benesch & Company



Jonathan D. Wood, PLA CLARB
Senior Project Manager



Brian Cannella, PLA
NC Division Manager, VP

AGREEMENT AND AUTHORIZATION TO PROCEED WITH THE SCOPE OF WORK INDICATED ABOVE.

Town of Fairview

Date

cc: Phil Thomas

Discuss Piedmont High School Fund Request



FAIRVIEW NORTH CAROLINA

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

FISCAL YEAR _____

Return to:
Town of Fairview
Attn: Town Clerk
7516 Concord Highway
Monroe, NC 28110

Request Submitted by: Ashley Pyle

Agency Name: Piedmont High School Marching Band Boosters

Address: 3006 Sikes Mill Road
Monroe, NC 28110

Funding Received from Town of Fairview – previous years: \$1,500

Amount of Funding requested, FY 2023 \$ 1,500

By: Ashley Pyle 704-582-9263
Name Telephone

Fundraising chair 10/14/2023
Title / Position Date

Date Request submitted to Town of Fairview: 10/14/2023

Date Request received by Town of Fairview: _____

Date and action taken by Town of Fairview: _____

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

- Number of persons to be served by the requested funds
Piedmont High school currently had 106 band members
- Other funding sources and amounts of funding provided (or requested)
Requesting a donation from the town of Unionville, fundraising efforts include cookie dough sales in October, BBQ fundraiser, band fees.
- Is any in-kind assistance being requested, and if so, what kind
- Any additional information you may want to share that may assist the Town of Fairview Board of Council make an informed decision
The Piedmont Band participates in the December Fairview Winterfest as well as assisting in the Fairview park clean up day in the spring.

Attach to this application:

- List of the Board of Directors, permanent staff members, and volunteers
- Copy of the tax status determination letter from the IRS. If one is not available, include a brief explanation as to why.
- One (1) copy of the most recent independent audit of the agency/non-profit organization
If an audit is not available, one (1) copy of the most recent financial statement and budget

PLEASE NOTE: Incomplete applications may not be considered for funding.

Please answer all the following questions (attach additional sheets, if necessary):

1. Please give a brief description of the mission and programs of the agency or non-profit organization.

Piedmont High school marching band allows students a chance to practice emotions, fine motor skills, discipline, rigor and persistence. Band is a safe place where all students developed teamwork and the love of making music.

2. What community needs of the citizens and the Town of Fairview is being addressed in this request?

The band program recently purchased a needed band trailer- \$8,000

Signature of Requesting Agency's Authorized Official

Date

Board of directors- Piedmont High School Boosters

Band Director: Jody Lukac

Booster President: Mike Pyle

Vice President: Betsy Arndt

Treasurer: Kristy Dale

Secretary: Renee Long

Travel/ Chaperones: Kristen Shaver

Fundraising: Ashley Pyle

Pit Crew: Amanda Helms and Skip Watwood

Uniforms: Christine Peake

Hospitality: Carrie Holloway and Jennifer Hughes

The band program has many parent volunteers for the football games and Saturday band competitions.

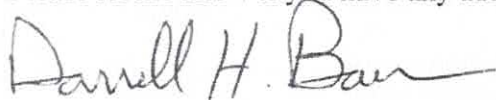
Darrell H. Baucom, CPA
1704 Sikes Mill Road
Monroe, NC 28110
Phone/fax: 704-221-2285
Email: dbaucom4@carolina.rr.com

September 27, 2022

PHS Band Boosters Club Checking Account

I have reviewed the checking account activity for the Piedmont High School Band Boosters Club for the year ended March 31, 2022. Based upon my review, it appears the checking account activity is appropriate and I did not note any problems with my review.

Please let me know if you have any additional questions.

A handwritten signature in black ink that reads "Darrell H. Baucom". The signature is written in a cursive style with a long horizontal stroke at the end.

Darrell H. Baucom, CPA

Appoint/ Re-appoint Committee Members



TOWN OF FAIRVIEW

Nomination for appointment to:
(check one)

- Planning Board
- Fairview Park Facility Committee
- Fairview Park Event Committee
- Social Media Committee
- Board of Adjustment

Name: Daniel Allen Date: 10-12-2023

Home Address: 205 W Hwy 218

Work Address: PO Box 288 Midland N.C 28107

Home Phone: 704-252-8709 Work Phone: 704-252-8709

Email Address: elite.daniel2019@gmail.com

Please list any government or non-profit board, committee or commission on which you currently serve: _____

Please list any particular experience or education which you feel qualifies you for the position: _____

Faithful attendance at board meetings is a requirement. Would you be able to commit to this requirement? yes

Board, Committee or Commission appointments require that the individual be a current Town of Fairview resident.

I have been a resident of the Town of Fairview for 20 years.

Daniel Allen
Signature of Applicant

Please return this form to:

Town Clerk
Town of Fairview
7516 Concord Highway
Monroe NC 28110
tgregorius@fairviewnc.gov