

Agenda

Town of Fairview



Agenda Council Meeting February 11, 2025 @ 6:30 pm

Meeting will be in the Fairview Town Hall Meeting Room

- 1. Call the meeting to order: --- Mayor Wilfong**
- 2. Invocation**
- 3. Pledge of Allegiance**
- 4. Agenda Changes**
 - 4.A. Approval of Agenda
- 5. Approval of Consent Agenda:**
 - 5.A. Financial and Tax Reports--- *Report Accepted as Information (including Pending Bills documentation provided at meeting)*
 - 5.B. Land Use Report---*Report Accepted as Information*
 - 5.C. Fairview Park Facility January Draft Minutes *(No January Meeting)*
 - 5.D. Planning Board January Draft Minutes *(No January Meeting)*
 - 5.E. Approve Council Minutes for January 14, 2025
 - 5.F. Approve and Authorize Mayor to sign the State Empower (Prudential) 457 Plan

Agenda

6. Public Comments

7. Presentation: Proclamation - Janice Black Conrad

8. Items of Business:

8.A. **Park Events for 2025** --- Spencer Cox

9. Council Comments

10. 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 January 31, 2025

	Jan 31, 25	Jan 31, 24
ASSETS		
Current Assets		
Checking/Savings		
First National Bank	449,176.86	789,278.73
Total Checking/Savings	449,176.86	789,278.73
Other Current Assets		
Franchise Tax Receivable	29,370.52	29,411.05
Investments		
Investments NCCMT	501,192.34	1,138.51
Total Investments	501,192.34	1,138.51
Prepaid assets	3,201.00	0.00
Sales Tax Receivable	9,490.46	8,959.45
Sales tax refund	0.00	2,006.73
Sales tax refund - Park grant	0.00	1,316.03
Taxes receivable	1,571.07	952.99
Taxes receivable - ad valorem	-575.75	-71.13
Taxes receivable - motor veh	1,350.31	1,217.10
Total Other Current Assets	545,599.95	44,930.73
Total Current Assets	994,776.81	834,209.46
Fixed Assets		
Accumulated Depreciation	-726,892.15	-616,754.58
Building and Improvements	1,425,017.90	1,413,376.32
Computer Equipment	8,962.00	10,073.66
Construction in Progress	42,615.27	33,455.27
Furniture and Equipment	1,698.00	1,698.00
Land	734,289.94	734,289.94
Land improvements	75,870.00	17,545.00
Park equipment	191,230.76	171,130.76
Rental House	137,436.59	137,436.59
Total Fixed Assets	1,890,228.31	1,902,250.96
TOTAL ASSETS	2,885,005.12	2,736,460.42
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
Accounts Payable	8,100.00	10,342.26
Total Accounts Payable	8,100.00	10,342.26
Other Current Liabilities		
Accrued payroll	7,939.35	4,599.02
Deferred revenue - ad valorem	1,571.66	999.37
Payroll Liabilities	67.92	56.24
Prepaid taxes	27.03	19.28
Security deposit - rental house	1,450.00	1,450.00
Total Other Current Liabilities	11,055.96	7,123.91
Total Current Liabilities	19,155.96	17,466.17
Long Term Liabilities		
Cumulative rent reserve	26,701.50	6,520.00
Note payable on park land	360,000.00	440,000.00
Total Long Term Liabilities	386,701.50	446,520.00
Total Liabilities	405,857.46	463,986.17
Equity		
Allocated equity rent reserve	-26,701.50	-6,520.00

Town of Fairview
Balance Sheet
As of January 31, 2025

	<u>Jan 31, 25</u>	<u>Jan 31, 24</u>
Amount to be provided for LTD	-360,000.00	-440,000.00
Equity		
Fixed assets	1,890,228.31	1,902,250.96
Total Fund Balance	<u>1,207,568.00</u>	<u>1,207,568.00</u>
Total Equity	3,097,796.31	3,109,818.96
Retained Earnings	-135,068.46	-331,635.09
Net Income	-96,878.69	-59,189.62
Total Equity	<u>2,479,147.66</u>	<u>2,272,474.25</u>
TOTAL LIABILITIES & EQUITY	<u>2,885,005.12</u>	<u>2,736,460.42</u>

Town of Fairview
 Operating Actual vs Budget
 Year ended 06/30/25

Ordinary Income/Expense	<u>Operating</u>	Budget	Actual Fav to Budget
Income			
Ad Valorem taxes	92,642.16	116,000.00	-23,357.84
Alcoholic beverage	0.00	14,000.00	-14,000.00
Donation	5,782.20		5,782.20
Festival income - vendors, etc	2,020.00		2,020.00
Fund balance appropriated		49,556.00	-49,556.00
Interest on delinquent taxes	292.15		292.15
Investment income	2,068.12		2,068.12
Motor vehicle taxes	8,586.97	14,000.00	-5,413.03
Rent reserve for park capital items	11,500.00	20,000.00	-8,500.00
Sales and use tax	34,163.41	57,000.00	-22,836.59
Utility Franchise taxes	64,613.99	130,000.00	-65,386.01
Zoning fees	8,725.00	17,000.00	-8,275.00
Total Income	<u>230,394.00</u>	417,556.00	-187,162.00
Expense			
Advertising and Promotion	14.92	1,000.00	985.08
Audit fees	10,795.00	10,000.00	-795.00
Bank Service Charges	105.81	500.00	394.19
Capital outlay - Park	3,600.00	0.00	-3,600.00
Capital outlay - Office renovation	11,427.20	12,000.00	572.80
Capital outlay - Rental house	12,500.00		
Debt repayment	55,600.00	55,600.00	0.00
Dues and Subscriptions	6,118.00	6,200.00	82.00
Festival expense	10,012.89	20,000.00	9,987.11
Grants	2,000.00	3,000.00	1,000.00
Insurance Expense	9,631.00	8,200.00	-1,431.00
Internet and website	3,919.34	11,000.00	7,080.66
Legal fees	4,362.30	10,000.00	5,637.70
Miscellaneous Expense	-206.17	2,000.00	2,206.17
Office expense	21,244.46	39,000.00	17,755.54
Office utilities	4,554.98	6,500.00	1,945.02
Park Maintenance	25,212.75	55,000.00	29,787.25
Park Utilities	4,543.05	5,200.00	656.95
Payroll Expenses	95,032.49	57,809.00	-37,223.49
Payroll Taxes	0.00	10,422.00	10,422.00
Planning and zoning	0.00	56,981.00	56,981.00
Professional Fees	0.00	7,000.00	7,000.00
Rental house repairs, etc	1,720.74	2,000.00	279.26
Salaries - Park	0.00	21,444.00	21,444.00
Solid Waste Manage cost share	0.00	8,000.00	8,000.00
Tax collection fees	1,343.05	2,200.00	856.95
Telephone Expense	307.09	1,000.00	692.91
Training expense	0.00	500.00	500.00

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Town of Fairview
Operating Actual vs Budget
Year ended 06/30/25

	<u>Operating</u>	<u>Budget</u>	<u>to Budget</u>
Travel expense	0.00	0.00	0.00
Zoning administration	4,260.07	5,000.00	739.93
Total Expense	<u>288,098.97</u>	<u>417,556.00</u>	129,457.03
Net Ordinary Income	<u>-57,704.97</u>	0.00	-57,704.97
Net Income	<u><u>-57,704.97</u></u>		

Town of Fairview
Transactions by Account
As of January 31, 2025

Type	Date	Num	Name	Memo	Debit	Credit	Balance
First National Bank							
Check	01/01/2025	104718	Harry T. Haigler				1,021,593.39
Check	01/01/2025	104719	Sandra Haigler			27,800.00	993,793.39
Deposit	01/02/2025			Deposit	100.00	27,800.00	965,993.39
Bill Pmt -Check	01/03/2025	104720	Beth Greene	Festival help		150.00	966,093.39
Bill Pmt -Check	01/03/2025	104721	Grier Donaldson	Festival help		80.00	965,943.39
Bill Pmt -Check	01/03/2025	104722	Todd Donaldson	Festival help		120.00	965,863.39
Deposit	01/06/2025			Deposit	1,096.53		966,743.39
Deposit	01/07/2025			Deposit	225.00		966,839.92
Transfer	01/07/2025			Funds Transfer		500,000.00	967,064.92
Deposit	01/09/2025			Deposit	100.00		467,064.92
Check	01/10/2025	Draft	Duke Energy_	Town hall		619.00	467,164.92
Check	01/10/2025	Draft	Duke Energy	Park utilities		477.88	466,545.92
Bill Pmt -Check	01/10/2025	104723	Allison Plyler	Festival expenses		477.88	466,068.04
Bill Pmt -Check	01/10/2025	104724	American Legion Po...	Advertising for Winter festival		500.00	465,568.04
Bill Pmt -Check	01/10/2025	104725	AMLDCO Inc.	Evaluate water lines		209.90	465,358.14
Bill Pmt -Check	01/10/2025	104726	Brown Creek Graphi...	Logo on Kubota tracker		69.55	465,288.59
Bill Pmt -Check	01/10/2025	104727	CompuNetworld	Internet and email hosting		361.58	464,927.01
Bill Pmt -Check	01/10/2025	104728	Cox Law Firm, PLLC	Fire dept issues		225.00	464,702.01
Bill Pmt -Check	01/10/2025	104729	Ed Humphries_	Expense reimbursement		96.42	464,605.59
Bill Pmt -Check	01/10/2025	104730	Fairview VFD and R...	Septic tank line cost share with VFD		11,427.20	453,178.39
Bill Pmt -Check	01/10/2025	104731	FNB Commercial Cr...	Payment on credit card		1,585.50	451,592.89
Bill Pmt -Check	01/10/2025	104732	John Biggers	Festival expenses		467.07	451,125.82
Bill Pmt -Check	01/10/2025	104733	Killingsworth Environ...	Pest control		150.94	450,974.88
Bill Pmt -Check	01/10/2025	104734	N Focus	Code enforcement		312.67	450,662.21
Bill Pmt -Check	01/10/2025	104735	Taylor's Landscapin...	Mowing		3,458.33	447,203.88
Bill Pmt -Check	01/10/2025	104736	Taylor Stegall			200.00	446,993.88
Bill Pmt -Check	01/10/2025	104737	Union County Public ...			209.73	446,784.15
Deposit	01/10/2025			Deposit	4,963.01		451,747.16
Bill Pmt -Check	01/13/2025	104756	Darrell H. Baucom_	Reimbursement of software expenses		1,754.48	449,992.68
Paycheck	01/14/2025	104740	Darrell H. Baucom			1,280.40	448,712.28
Paycheck	01/14/2025	104743	Edward D Humphries			2,909.16	445,803.12
Paycheck	01/14/2025	104750	Michael L. Starnes			1,816.44	443,986.68
Paycheck	01/14/2025	104753	Spencer L. Thomas			899.93	443,086.75
Paycheck	01/14/2025	104754	Tania Hernandez Vir...			726.70	442,360.05
Paycheck	01/14/2025	104755	Teresa Gregorius			1,602.50	440,757.55
Paycheck	01/14/2025	104738	Bill F. Thomas			46.17	440,711.38
Paycheck	01/14/2025	104739	Chrisie B Black			46.17	440,665.21
Paycheck	01/14/2025	104741	David M Link			138.52	440,526.69
Paycheck	01/14/2025	104742	Doug Buchanan			46.17	440,480.52
Paycheck	01/14/2025	104744	Freddie D Rogers			46.17	440,434.35
Paycheck	01/14/2025	104745	Gary H Wilfong			184.70	440,249.65
Paycheck	01/14/2025	104746	Gary M Medlin			46.17	440,203.48
Paycheck	01/14/2025	104747	John A Biggers, Jr.			138.52	439,964.96
Paycheck	01/14/2025	104748	Joshua H Presley			46.17	439,918.79
Paycheck	01/14/2025	104749	Kerry K Price			138.52	439,780.27
Paycheck	01/14/2025	104751	Patricia H. Kindley			138.52	439,641.75
Paycheck	01/14/2025	104752	Sharon M Clontz			46.17	439,595.58
Liability Check	01/14/2025	To Print	IRS	55-0789092		3,385.34	436,210.24
Liability Check	01/14/2025	To Print	NC Dept of Revenue_	600391020		349.00	435,861.24
Bill Pmt -Check	01/14/2025	104757	Carolinas Septic Ser...	Deposit on septic tank for rental house		7,000.00	428,861.24
Bill Pmt -Check	01/14/2025	104758	Heat and Air Direct b...	HVAC Service		160.00	428,701.24
Check	01/14/2025	104759	N Focus	Code enforcement		626.10	428,075.14
Check	01/14/2025	105259	Ron Thomas	Expense reimbursement		26.63	428,048.51
Check	01/14/2025	105260	Garrett Cox	Festival labor		590.00	427,458.51
Check	01/14/2025	105261	Ronald Thomas	Festival labor		590.00	426,868.51
Check	01/14/2025	105262	Signs Now	Advertising		134.64	426,733.87
Deposit	01/15/2025			Deposit	24,204.60		450,938.47
Deposit	01/16/2025			Deposit	450.00		451,388.47
Check	01/17/2025	Draft	Duke Energy	Office power		807.75	450,580.72
Check	01/17/2025	Draft	Duke Energy	Park utilities		500.31	450,080.41
Bill Pmt -Check	01/21/2025	104760	Medlin Electric Com...	GFIC outlet repair		206.80	449,873.61
Bill Pmt -Check	01/21/2025	104761	Union County Regist...	Rodd Price		26.00	449,847.61
Check	01/22/2025	Draft	Spectrum	Phone, TV and internet		249.98	449,597.63
Bill Pmt -Check	01/22/2025	104762	CompuNetworld	October services		361.58	449,236.05
Deposit	01/22/2025			Deposit	200.00		449,036.05
Deposit	01/22/2025			Deposit	1,305.00		450,341.05
Deposit	01/22/2025			Deposit	1,640.00		451,981.05
Bill Pmt -Check	01/24/2025	104763	Carolinas Septic Ser...	Finish repair of Septic tank for rental h...		5,500.00	446,481.05
Deposit	01/27/2025			Deposit	1,149.29		447,630.34
Deposit	01/28/2025			Deposit	125.00		447,755.34
Deposit	01/30/2025			Deposit	100.00		447,855.34
Deposit	01/30/2025			Deposit	700.00		448,555.34
Deposit	01/31/2025			Interest	206.87		448,762.21
General Journal	01/31/2025			Lost check 104412 to Josh Presley	46.17		448,716.04
Total First National Bank					36,611.47	609,028.00	449,176.86
TOTAL					36,611.47	609,028.00	449,176.86



Town of Fairview
Transaction Detail By Account
 July 1, 2024 through January 3, 2025

Type	Date	Num	Adj	Name	Memo	Debit	Credit	Balance
Park Maintenance								
Bill	07/25/2024	07252...		Gary Wilfong_	Supplies from Lowes	624.70		624.70
Bill	07/26/2024	1701		Taylor's Landscaping Serv...	Lawn care	2,933.33		3,558.03
Bill	08/06/2024	08062...		Gary Wilfong_	Park supplies	36.96		3,594.99
Check	08/13/2024	104581		FNB Commercial Credit C...	Payment on credit card	1,003.16		4,598.15
Bill	09/03/2024	1722		Taylor's Landscaping Serv...	Lawn care	2,933.33		7,531.48
Check	09/10/2024	104610		FNB Commercial Credit C...		679.29		8,210.77
Bill	10/01/2024	1724		Taylor's Landscaping Serv...	Monthly lawn care	2,933.33		11,144.10
Check	10/09/2024	104636		Love Plumbing and Air Co...	Repair urinal at Park	747.21		11,891.31
Check	10/15/2024	104648		FNB Commercial Credit C...	Mulch = 1,939.90	2,011.64		13,902.95
Bill	10/28/2024	1736		Taylor's Landscaping Serv...	Lawn maintenance	2,933.33		16,836.28
Check	11/12/2024	104672		FNB Commercial Credit C...	Mostly mulch	2,002.53		18,838.81
Bill	12/02/2024	1754		Taylor's Landscaping Serv...	Lawn care	2,933.33		21,772.14
Bill	12/16/2024	958071		AMLDCO Inc.	Evaluate water lines	104.95		21,877.09
Bill	01/01/2025	4760		FNB Commercial Credit C...	Payment on credit card	125.98		22,003.07
Bill	01/02/2025	01022...		Brown Creek Graphics LLC	Logo on Kubota tracker	69.55		22,072.62
Bill	01/02/2025	1756		Taylor's Landscaping Serv...	Mowing	2,933.33		25,005.95
Total Park Maintenance						25,005.95	0.00	25,005.95
TOTAL						25,005.95	0.00	25,005.95

Town of Fairview
Transaction Detail By Account
 July 1, 2024 through January 3, 2025

Type	Date	Num	Adj	Name	Memo	Debit	Credit	Balance
Office expense								
Bill	07/08/2024	07082...		Perry Laney Septic Tank	pump septic tank	300.00		300.00
Bill	07/09/2024	07092...		Teresa Clontz	Cleaning town hall	100.00		400.00
Bill	07/16/2024	07162...		William L. Davis Jr.	Deposit on painting job	1,800.00		2,200.00
Bill	07/19/2024	07192...		Perry Laney Septic Tank	Pump septic tank	300.00		2,500.00
Bill	07/22/2024	07222...		Taylor Stegall	Cleaning	100.00		2,600.00
Check	07/25/2024	Draft		Great American Financial Services	Copier lease	178.11		2,778.11
Bill	07/26/2024	1701		Taylor's Landscaping Services Inc.	Lawn care	525.00		3,303.11
Check	07/31/2024	Draft		Great American Financial Services	Copier	178.11		3,481.22
Bill	07/31/2024	07312...		Teresa Clontz	Cleaning	100.00		3,581.22
Bill	08/01/2024	21997		Byrum Heating & AC, Inc.	HVAC repair	185.48		3,766.70
Bill	08/02/2024	08022...		Perry Laney Septic Tank	Pump septic tank	300.00		4,066.70
Check	08/13/2024	104591		FNB Commercial Credit Card	Payment on credit card	2,508.05		6,574.75
Bill	08/16/2024	2553820		Great American Financial Services	Copier purchase	684.36		7,259.11
Bill	08/19/2024	08192...		Perry Laney Septic Tank	Pump septic tank	300.00		7,559.11
Bill	08/22/2024	08222...		Patricia Kindley_	Reimburse for gift cards	50.00		7,609.11
Bill	08/25/2024	08252...		William L. Davis Jr.	Advance on painting contract	800.00		8,409.11
Bill	08/27/2024	08272...		Taylor Stegall	Cleaning Town Hall	100.00		8,509.11
Bill	08/28/2024	08282...		Perry Laney Septic Tank	Pump septic tank	300.00		8,809.11
Bill	08/29/2024	5724335		Killingsworth Environmental	Pest control	150.94		9,960.05
Bill	09/03/2024	1722		Taylor's Landscaping Services Inc.	Lawn care	525.00		9,485.05
Bill	09/10/2024	09102...		Teresa Clontz	Clean Town Hall	100.00		9,585.05
Check	09/10/2024	104610		FNB Commercial Credit Card		204.78		9,789.83
Bill	09/17/2024	24396		Brown Creek Graphics LLC	ACM with 3M graphics	160.50		9,950.33
Bill	09/23/2024	09232...		Taylor Stegall	Cleaning	100.00		10,050.33
Check	09/25/2024	Draft		Great American Financial Services	Copier rental	0.00		10,050.33
Bill	10/01/2024	10012...		Union County Register of Deeds	Sanders property	26.00		10,076.33
Bill	10/01/2024	1724		Taylor's Landscaping Services Inc.	Monthly lawn care	525.00		10,601.33
Bill	10/03/2024	10032...		Ed Humphries_	Reimbursement of expenses	5.58		10,606.91
Bill	10/07/2024	10072...		Teresa Clontz	Cleaning	100.00		10,706.91
Check	10/15/2024	104647		William L. Davis Jr.	Final payment on painting	2,900.00		13,606.91
Check	10/15/2024	104648		FNB Commercial Credit Card	Credit card payment	306.09		13,913.00
Check	10/16/2024	104646		Killingsworth Environmental	Pest control	150.94		14,063.94
Check	10/17/2024	104650		Love Plumbing and Air Conditionin...	Invoice PR29538	388.34		14,452.28
Bill	10/17/2024	10172...		Taylor Stegall	Cleaning	100.00		14,552.28
Bill	10/22/2024	10222...		Taylor Stegall	cleaning	100.00		14,652.28
Bill	10/28/2024	-1736		Taylor's Landscaping Services Inc.	Lawn maintenance	525.00		15,177.28
Bill	10/28/2024	AR161...		Vision Office Systems, Inc.	Copier	168.20		15,345.48
Bill	10/30/2024	10302...		Taylor Stegall	cleaning	100.00		15,445.48
Check	11/12/2024	104670		Taylor Stegall	Cleaning after election use	100.00		15,545.48
Check	11/12/2024	104671		Byrum Heating & AC, Inc.	Repair HVAC	205.49		15,750.97
Check	11/12/2024	104672		FNB Commercial Credit Card	Credit card payment	517.09		16,268.06
Bill	11/25/2024	11252...		Taylor Stegall	Cleaning	100.00		16,368.06
Bill	11/30/2024	AR162...		Vision Office Systems, Inc.	Copier charges	122.76		16,490.82
Bill	12/01/2024	4760		FNB Commercial Credit Card	Credit card bill	245.76		16,736.58
Bill	12/02/2024	1754		Taylor's Landscaping Services Inc.	Lawn care	525.00		17,261.58
Bill	12/08/2024	12082...		Patricia Kindley_	Reimburse	45.00		17,306.58
Bill	12/09/2024	12092...		Taylor Stegall	Cleaning	100.00		17,406.58
Check	12/12/2024	Draft		Deluxe Business Forms	1,000 checks	517.64		17,924.22
Bill	12/16/2024	958071		AMLDCO Inc.	Evaluate water lines	104.95		18,029.17
Bill	12/17/2024	6004061		Killingsworth Environmental	Pest control	150.94		18,180.11
Bill	12/22/2024	12222...		Taylor Stegall	Cleaning	100.00		18,280.11
Bill	01/01/2025	4760		FNB Commercial Credit Card	Payment on credit card	246.32		18,526.43
Bill	01/02/2025	01022...		Ed Humphries_	Expense reimbursement	52.55		18,578.98
Bill	01/02/2025	1756		Taylor's Landscaping Services Inc.	Mowing	525.00		19,103.98
Total Office expense						19,103.98	0.00	19,103.98
TOTAL						19,103.98	0.00	19,103.98

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Town of Fairview Transaction Detail By Account

July 1, 2024 through January 3, 2025

Type	Date	Num	Adj	Name	Memo	Debit	Credit	Balance
Festival expense								
Check	10/08/2024	104638		Signs Now	Advertising for Festival	91.10		91.10
Check	10/08/2024	104639		Brian Minor	Parking for festival	500.00		591.10
Check	10/08/2024	104640		Todd Donaldson	Festival driver	140.00		731.10
Check	10/08/2024	104641		Grier Donaldson	Festival driver	140.00		871.10
Check	10/08/2024	104642		Jimmy Huntley	Festival DJ	300.00		1,171.10
Check	10/08/2024	104643		Union County Tractor Club	Festival parking	300.00		1,471.10
Check	10/08/2024	104644		Theresa Donaldson	Face painting	300.00		1,771.10
Check	10/15/2024	104648		FNB Commercial Credit Card	Credit card paymenty	189.77		1,960.87
Check	10/31/2024	104651		Brian Minor	Parking for festival	250.00		2,210.87
Check	11/12/2024	104672		FNB Commercial Credit Card	Credit card payment	1,930.49		4,141.36
Bill	11/15/2024	1-10654		Signs Now	Banners for festival	42.70		4,184.06
Bill	12/01/2024	4760		FNB Commercial Credit Card	Credit card bill	419.60		4,603.66
Check	12/10/2024	104706		Beth Greene	Festival - Grinch	250.00		4,853.66
Check	12/10/2024	104707		Brian Minor	Festival - Parking	500.00		5,353.66
Check	12/10/2024	104708		Jeff Campagna	Festival - Santa	250.00		5,603.66
Check	12/10/2024	104709		Jimmy Huntley	Festival - DJ	350.00		5,953.66
Bill	12/17/2024	12172...		Allison Plyler	Festival expenses	141.52		6,095.18
Bill	12/19/2024	12192...		John Biggers	Festival expenses	467.07		6,562.25
Bill	12/24/2024	12242...		American Legion Post 535	Advertising for Winter festival	500.00		7,062.25
Bill	01/01/2025	4760		FNB Commercial Credit Card	Payment on credit card	1,213.20		8,275.45
Bill	01/02/2025	01022...		Grier Donaldson	Festival help	80.00		8,355.45
Bill	01/02/2025	01022...		Todd Donaldson	Festival help	120.00		8,475.45
Bill	01/02/2025	01022...		Beth Greene	Festival help	150.00		8,625.45
Total Festival expense						8,625.45	0.00	8,625.45
TOTAL						8,625.45	0.00	8,625.45



Town of Fairview
 Park Budget versus Actual
 Grant 10441 - No expiration date
 6/30/2025

	<u>Budget</u>	<u>Actual</u>	<u>Budget Variance</u>
Income:			
Grant from SCIF	250,000.00	250,000.00	-
Interest income on Grant funds		3,045.18	3,045.18
Sales tax refund		1,316.03	1,316.03
Total income	250,000.00	254,361.21	4,361.21
Expenditures:			
Design and estimate	35,000.00	33,500.27	1,499.73
Walking trail	30,000.00	15,825.00	14,175.00
Other construction	185,000.00		
Install lights around pond		19,562.80	
Install receptacles around pond		26,000.00	
Tree removal		16,500.00	
Total expenditures	250,000.00	111,388.07	138,611.93

Town of Fairview
 Park Budget versus Actual
 Grant 10442 Expires 06/30/2026
 6/30/2025

	<u>Budget</u>	<u>Actual</u>	<u>Budget Variance</u>
Income:			
Grant from OSMB	250,000.00	250,000.00	-
Interest income on Grant Funds		770.45	770.45
Sales tax refund		1,356.75	1,356.75
Total income	250,000.00	252,127.20	2,127.20
Expenditures:			
Site plan for stage area	30,000.00	29,181.67	818.33
Stage and site improvements	114,000.00	4,569.00	109,431.00
RTV for maintenance	22,000.00	21,456.75	543.25
Utility building for park	16,000.00	-	16,000.00
Parking improvements for Town Hall	53,000.00		53,000.00
Install HVAC unit at Town Hall	15,000.00	15,542.45	(542.45)
Total expenditures	250,000.00	70,749.87	179,250.13

Town of Fairview



**Town of Fairview
Regular Council Meeting
January 14, 2025 @ 6:30 pm**

1. Call the meeting to order: ---Mayor Wilfong

The following Council members were present: Mayor Gary Wilfong, Patricia Kindley, David Link and Kerry Price. Absent: John Biggers

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

2. Invocation

3. Pledge of Allegiance

4. Agenda Changes/Approval of Agenda

Kerry Price made a motion to approve the agenda as submitted. Patricia Kindley seconded the motion. Council members Kindley, Link and Price voted yes (3-0).

5. Approval of Consent Agenda:

5.A. Financial and Tax Reports--- *Report Accepted as Information*

5.B. Land Use Report---*Report Accepted as Information*

5.C. Fairview Park Event December Minutes (*Minutes Accepted as Information*)

5.D. Fairview Park Facility December Minutes (*Minutes Accepted as Information*)

5.E. Planning Board December Minutes (*Minutes Accepted as Information*)

5.F. Approve Council Minutes for December 10, 2024

5.G. Approve Resolution to Amend Congressional Bill H.R. 8753 regarding a Town Zip Code

Patricia Kindley made a motion to approve the consent agenda as amended. David Link seconded the motion. Council members Kindley, Link and Price voted yes (3-0).

6. Public Comments: None

7. Presentations: None

8. Items of Business:

8.A. Discuss Rezoning and Conditional-Special Use Permit #24 097

Ed Humphries presented the rezoning and Conditional-Special Use Permit #24 097 requests from Rodd and Rita Price as follows:

- 1) Rezone new 6-acre parcel (Subdivided from #08225012C) to Light Industrial (L-I)
- 2) Conditional-Special Use Permit #24 097 on the new parcel will be used as contractor offices and storage yard. The use is permitted in L-I to operate "Contractor Offices and Storage Yard".

The Conditional-Special Use request includes the following conditions:

- The enclosed building to be up to 60' x 60' structure and must be approved by County Building Standards (3600 sq. ft.)
- Times of operations -- 6 am to 9 pm
- Building can be anywhere on the property with requirements per the ordinance depending on where septic is located
- Area not used in the operation will continue to be farmed
- Parking, lighting and storm water requirements will be per the ordinance
- Proper fencing and gates will be installed per the ordinance
- Lean-to on either side of the building can be up to 60' x 40' (both sides of the building)
- Any approval is contingent on all permits being obtained

Mayor Opened Public Hearing

NO Public Comments

Mayor Closed Public Hearing

Decision 1): David Link made a motion to rezone the new 6-acre parcel (Subdivided from #08225012C) to Light Industrial (L-I). The proposed zoning amendment under consideration is found to be reasonable and consistent with the recommendations of the Town's adopted comprehensive plan, the Town of Fairview Land Use Plan (Revised March 9, 2021), and the Town of Fairview Land Use Ordinance (effective July 1, 2005). Kerry Price seconded the motion. Council members Kindley, Link and Price voted yes (3-0).

Decision 2): Patricia Kindley made a motion to approve the Conditional-Special Use Permit #24 097 on the new 6-acre parcel to be used as contractor offices and storage yard, which is permitted in L-I including the following conditions:

- The enclosed building to be up to 60' x 60' structure and must be approved by County Building Standards (3600 sq. ft.)
- Times of operations -- 6 am to 9 pm
- Building can be anywhere on the property with requirements per the ordinance depending on where septic is located
- Area not used in the operation will continue to be farmed
- Parking, lighting and storm water requirements will be per the ordinance

- Proper fencing and gates will be installed per the ordinance
- Lean-to on either side of the building can be up to 60' x 40' (both sides of the building)
- Any approval is contingent on all permits being obtained

The proposed zoning amendment under consideration is found to be reasonable and consistent with the recommendations of the Town's adopted comprehensive plan, the Town of Fairview Land Use Plan (Revised March 9, 2021), and the Town of Fairview Land Use Ordinance (effective July 1, 2005). David Link seconded the motion. Council members Kindley, Link and Price voted yes (3-0).

8.B. Appoint Board of Adjustment members and Planning Board Member

Teresa Gregorius presented the following persons to be appointed or reappointed to the following committees:

Board of Adjustment

Reappoint -- Josh Presley, Bill Riffle and Jim Brewer (Alternate) with terms expiring February 2027

Reappoint -- Chrisie Black and Doug Buchanan with terms expiring February 2028

Appoint Nobie Thrasher (application in packet) for a vacancy (Alex Karakosta) on the board with term to expire February 2028

Planning Board

Appoint Fred Rogers (currently alternate) to regular member to replace Greg Morgan with term to expire September 2025.

Appoint Alex Karakosta to fill the alternate member vacancy with term to expire September 2025.

Kerry Price made a motion to approve the appointment and reappointment of the persons as listed above. Patricia Kindley seconded the motion. Council members Kindley, Link and Price voted yes (3-0).

8.C. Discuss Repair of Septic System for Rental House

Ed Humphries reported that the current septic system at the rental house has been repaired several times since it was installed and is currently not working properly. UC Environmental Health provided a site sketch with the construction permit for the new septic system. Carolina Septic Services quote to replace the entire system is \$12,500 (including deposit of \$7,000). The Council discussed.

David Link made a motion to approve \$12,500 for Carolina Septic Services to install a new septic system at the rental house. Patricia Kindley seconded the motion. Council members Kindley, Link and Price voted yes (3-0).

8.D. Discuss Contract from Benesch to Monitor Amphitheater Site Work \$17,500

Ed Humphries presented the contract from Benesch to monitor the amphitheater bidding and site work at a cost of \$17,500. The Council discussed.

Patricia Kindley made a motion to approve the contract from Benesch to monitor the amphitheater bidding and site work at a cost of \$17,500. David Link seconded the motion. Council members Kindley, Link and Price voted yes (3-0).

8.E. Discuss Animal Control in Park --- Ed Humphries

Ed Humphries reported that Eddie Barnhardt (farming the park property) had a problem with deer eating the crops. Phil Thomas will oversee bow hunting during the urban archery season and the nature trail will be closed during this time.

9. Council Comments:

Darrell Baucom reported that he had moved \$500,000 to Capital Trust

Teresa Gregorius reminded everyone of the Retreat on January 25th

10. Adjournment

Patricia Kindley made a motion to adjourn. Kerry Price seconded the motion. Council members Kindley, Link and Price voted yes (3-0).

Respectfully submitted,

Teresa Gregorius
Town Clerk

Gary Wilfong
Mayor

Approved this _____ day of _____, 2025

OPERATIONAL REQUIREMENTS FOR EMPLOYERS

SUPPLEMENTAL RETIREMENT INCOME PLAN OF NORTH CAROLINA

(NC 401(k))

And

NC PUBLIC EMPLOYEE DEFERRED COMPENSATION PLAN (NC 457)

The State of North Carolina Supplemental Retirement Board (“Board”) and the North Carolina Retirement Systems Division of the Department of State Treasurer (“Treasurer”) selected Empower as the Third-Party Administrator of the Supplemental Income Plan of the State of North Carolina and the NC Public Employee Deferred Compensation Plan (“Plans”). The Board and the Treasurer have entered into an agreement with Empower under which Empower has agreed to provide administration and communication services for the Plan (the “Contract”). To enable Empower to provide such services on behalf of an employer which elects to implement one or both of the Plans for its employees (“Employer”), the Employer confirms that it will provide the information and support described below. The term “Plan” throughout these Requirements, shall mean each plan elected by the Employer, as indicated on the last page.

ARTICLE I

RESPONSIBILITIES OF THE EMPLOYER

A. Implementation of Plan(s)

1. The Employer confirms that it made the decision to implement the Plan via resolution. The employer agrees to provide a copy of such resolution, if available, to Empower.
2. The Employer will designate a coordinator for each unit to work with Empower to select enrollment dates, determine the number of meetings needed and what employee notification

of meetings will be required, and to make other decisions necessary to hold successful enrollment meetings.

3. The Employer will provide time for its employees to attend an enrollment meeting. The Employer agrees that employees representing all employee pay grades will be given the opportunity to attend the meetings. The Employer understands that the meetings are an important resource in making employees aware of their opportunity to participate in the Plan(s).

4. The Employer will provide a facility to conduct enrollment meetings for its employees.

5. The Employer will publicize the meetings to all its employees by internal publication, meeting notices provided by the Third-Party Administrator and through other media agreed to by its coordinator and the Third-Party Administrator.

B. Operation of Plan(s)

1. The Employer will have sole responsibility for determining which of its employees are eligible to participate in the Plan(s) in accordance with eligibility requirements established by the Plan or North Carolina General Statutes or the Employer, where applicable, both with respect to elective deferral contributions and with respect to sharing in the allocation of any Employer contributions made pursuant to Article V. The Employer will advise the Third-Party Administrator each month of any "new enrolled" employee who is eligible to participate in the Plan(s). The Employer also will advise the Third-Party Administrator each month of any participant in the Plan(s) who has terminated their employment, the date of termination, and the reason for the separation from service.

2. The Employer will provide payroll deductions for all contributions to the Plan(s) and all loan repayments to the Plan. The Employer will modify its payroll application to comply with specifications required by the Third-Party Administrator of the Plan(s). This includes the

format of the deduction report for the delivery of contributions and loan repayments to the Third-Party Administrator. The Employer will notify the Third-Party Administrator of any changes in payroll frequency, the frequency of payroll deductions, or change in status.

3. The Employer will deliver the remittance files, loan payment files, and the funds for these reports to the location provided by the Third-Party Administrator.

4. The Employer agrees that employee voluntary contributions to the Plan and loan repayments will not be suspended, modified or terminated for a participant unless so instructed by the Third-Party Administrator based on the participant's actions with the Third-Party Administrator.

5. The Employer agrees to comply with all operating procedures established by the Third-Party Administrator of the Plan(s). It understands that the procedures may be modified or revised from time to time, and the Employer agrees to comply with revisions and modifications without delay upon receipt of adequate notice of such modifications.

6. The Employer will inform the Third-Party Administrator in advance of any changes in the Employer's benefit or compensation programs that affect the operation or administration of the Plan(s).

7. With respect to Sworn Law Enforcement Officers, the Employer agrees that if Employer contributions are not remitted in a timely manner and as a result, the Court Cost allocations are not made, the Employer will be solely responsible for remitting the funds necessary to make up the missing Court Costs (applies to Supplemental Income Plan of the State of North Carolina).

8. The Employer may request that the Third-Party Administrator refund a contribution made within the preceding 12 months on account of a mistake of fact, as defined by the Internal Revenue Service, and the Third-Party Administrator will grant such request.

9. The Employer will furnish the Third-Party Administrator all documents, data and other information necessary for the Third-Party Administrator to perform its duties under this Agreement. The Employer will be solely responsible for the accuracy of any documents, data, or other information provided to the Third-Party Administrator by the Employer or by any other person or entity having responsibilities with respect to the Plan(s). If the Employer fails to provide any such requested information, the Third-Party Administrator will be obligated to perform its duties under this Agreement only insofar as it is able to do so with the information available. All information required to be furnished by the Employer will be transmitted in the medium and form acceptable to the Third-Party Administrator. The Third-Party Administrator will be entitled to rely fully on the accuracy and completeness of information submitted by the Employer and will have no duty or responsibility to verify such information.

10. The Employer will comply with the Uniformed Service Employment and Re-employment Rights Act of 1994 regarding participation in the Plan by participants with military service. The Plan(s) allows an Employer to permit an employee who meets the criteria of the Uniformed Service Employment and Re-employment Rights Act of 1994 the opportunity to “catch-up” salary deferrals to the Plan that were not made during the time they were on active duty. Loan repayments are suspended during the period the Plan(s) participant is on active duty.

ARTICLE II
RESPONSIBILITIES OF THE THIRD-PARTY ADMINISTRATOR

A. Implementation of Plan(s)

1. The Third-Party Administrator will assist the Employer’s coordinator in scheduling enrollment meetings, provide the employer with meeting notification materials, including but not limited to posters, handbills, press release-type articles and payroll stuffers that are mutually acceptable to the Employer coordinator and the Third-Party Administrator.

2. The Third-Party Administrator will present the Plan(s) and its benefits to the employees and enroll them in the Plan(s).

3. The Third-Party Administrator will provide brochures, enrollment forms, payroll deduction authorization forms, withdrawal forms, loan applications and other forms relating to loans, as well as other forms needed to fulfill the duties as Third-Party Administrator. For purposes of this paragraph, “form” will also mean a facility for electronic processing of participant requests.

B. Operation of Plan(s)

The Third-Party Administrator will provide the services described below, as required under the Contract:

1. The Third-Party Administrator will maintain a record of each participant’s contributions and will invest his/her contribution in the fund(s) selected by the participant.

2. The Third-Party Administrator will provide the participant with a quarterly statement of his/her account, which shows the value of the participant’s account.

3. The Third-Party Administrator will allow the participant to borrow from his/her account when he/she has complied with the eligibility requirements established by the Third-Party Administrator and the Plan as permitted by federal regulations, the Plan and the Third-Party Administrator.

4. The Third-Party Administrator will provide the participants withdrawal options including lump sum distribution and periodic payments in accordance with the Plan(s) and the Code.

5. The Third-Party Administrator will provide participants in the Plan(s) who become entitled to receive a distribution from the Plan with all appropriate notices and election forms concerning such distribution. The Third-Party Administrator is responsible for proper reporting of all distributions from the Plan(s) and the withholding of income taxes as required by the Plan(s) and the Code.

6. The Third-Party Administrator will provide administrative and operating procedures for the Employer.

ARTICLE III
PLAN(S) PARTICIPATION

The Employer and the Third-Party Administrator jointly agree to promote the Plan(s) and encourage participation in the Plan(s) by all pay grades of the Employer. This will require that initial enrollment meetings be held with all eligible employees to ensure that they are aware of the benefit and value of participating in the Plan(s). The Employer agrees to promote the Plan(s) on an on-going basis by conducting periodic meetings with eligible employees, utilization of posters, newsletter articles, payroll stuffers, and other agreed upon communications.

ARTICLE IV
TERMINATION OF AGREEMENT

1. Either party may terminate this Agreement upon giving six months advanced written notice to the other party, provided that the non-terminating party may waive such notice requirement. The termination of this Agreement *does not* terminate the Plan(s) in which the Employers' employees are participating or require a distribution of accounts of the participating employees from the Plan(s). The termination of this Agreement relieves the Employer from taking deductions and loan repayments from the participating employee's pay and remitting them to the Third-Party Administrator.

2. The State may terminate the Plan(s) at any time through the enactment of laws.

3. This Agreement will terminate if the State terminates its Agreement with Empower by which Empower is obligated to serve as Third-Party Administrator.

4. This Agreement will terminate if the Trustees discontinue the Plan(s).

ARTICLE V
EMPLOYER PAID CONTRIBUTIONS

The Employer may, in its discretion, make contributions to the Plan(s) on behalf of its eligible employees upon approval by the Third-Party Administrator. If an Employer requests approval for applying Employer-paid contributions to the Plan(s) (other than those mandated by law), the exact nature and application of the proposed contribution allocation method will be described in writing and submitted to the Third-Party Administrator to review.

If a proposed Employer contribution is found to be within guidelines of the Code, and the Plan(s) document, and compatible with operational procedures as provided by the Third-Party Administrator of the Plan, the Employer contribution will be implemented on such date as agreed upon by the Employer and the Third-Party Administrator. The Employer agrees to comply with reporting procedures outlined by the Third-Party Administrator.

The Employer further agrees to remit payroll deductions for Plan(s) contributions, loan repayments and any employer contribution to the Plan(s) on behalf of the employee participating in the Plan(s), to the Third-Party Administrator on the same frequency of the payroll, but no less than once each month.

In the event an Employer proposes to implement an Employer contribution on a match basis or an Employer contribution that does not otherwise provide a proportionate benefit for all eligible employees regardless of length of service or job classification, review and approval by the Third-Party Administrator is required.

Once an Employer contribution to the Plan(s) has been established in accordance with the above, the Employer agrees to advise the Third-Party Administrator in advance of any proposed change in the Employer contribution. The Third-Party Administrator will inform the Employer whether the proposed change is acceptable based upon the Code, the Plan(s) document, and the Third-Party Administrator's operating procedures. If the Employer contribution is found to be

within the Code, and the Plan(s) document, and compatible with operational procedures as provided by the Third-Party Administrator of the Plan(s), the Employer is required to provide the Third-Party Administrator with a written description of the employer contribution to include the effective date of the change, the employee group covered, and the rate and method of allocation.

ARTICLE VI
MISCELLANEOUS

1. All times specified will be the current Eastern Time.

2. The Employer will make available to the Third-Party Administrator, the Department of the State Treasurer, and an auditor appointed by the Third-Party Administrator or the Board of Trustees its records of contributions and loan payments submitted to the Plan(s) for the purposes of an audit. The Employer will also make available its documents pertaining to its employees' deferral elections and other documents deemed necessary by the Third-Party Administrator to audit the Plan(s).

I agree to the terms set forth above with respect to the Plan indicated below:

____ Supplemental Retirement Income Plan of North Carolina

____ NC Public Employee Deferred Compensation Plan

AGREED TO BY:

(Name of Employer (Please Type or Print))

By: _____
(Signature)

(Please Type or Print Name Signed Above)

Its: _____
(Please Type or Print Official Title)

Date: _____

Empower Annuity Insurance Company

By: _____

Date: _____

(Revised 10/2024)

Presentation



PROCLAMATION HONORING JANICE BLACK CONRAD

WHEREAS, we are here today to express our appreciation to Janice Black Conrad and to honor her for her distinguished 28 year career with the North Carolina Highway Patrol, retiring November 1, 2024; and

WHEREAS, Janice was born in Fairview to Jim and Louise Black and attended Fairview Elementary, Piedmont Middle and Piedmont High School. She drove a school bus and received the Principal's Award in 1989. She was active in indoor/outdoor track, basketball and tennis and is still playing tennis and pickleball. Janice married Darren Conrad in 2004; and

WHEREAS, Janice worked in restaurant and retail before joining the North Carolina Highway Patrol in 1996. She worked dispatch for the Democratic National Convention, Billy Graham Funeral, Port Check in Wilmington and multiple Carolina Panthers' football games; and

WHEREAS, Janice was awarded the Order of the Long Leaf Pine in November, 2024. Janice currently works second shift for the Pineville Police Department and Fairview Dollar General; and

NOW, THEREFORE BE IT RESOLVED by the Town Council of the Town of Fairview, North Carolina, that gratitude and appreciation are expressed to *Janice Black Conrad* for her dedicated service to the Town of Fairview, Union County and the State of North Carolina; and

BE IT FURTHER RESOLVED that a copy of this proclamation be made part of the permanent records of the Town of Fairview, and a copy thereof, duly executed by the Mayor and Town Clerk, be presented to *Janice Black Conrad*.

IN WITNESS WHEREOF, I, Gary Wilfong, Mayor of the Town of Fairview, have hereunto set my hand and caused to be affixed the seal of the Town of Fairview this the 11th day of February 2025.

Gary Wilfong, Mayor

Attest:

Teresa Gregorius, Town Clerk

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Discuss Park Events for 2025

PARK EVENTS 2025

Easter Egg Hunt – April 5th 10:00 AM – 12:00

Music in the Park – June 13th 7:00 PM – 9:00 PM

Summer Kids Program (to be announced)

Summer Kids Program (to be announced)

Movie Night/Back to School – September 6th

Winter Festival – December 6th

TOWN HALL COMMUNITY ROOM

Community Room Use Application (Attached)



Town of Fairview

Community Room Use Application

Mail: 7516 Concord Hwy., Monroe, NC 28110 Phone: 704-776-0209 Email: stthomas@fairviewnc.gov

The Community Room offers 700 square feet of space. No kitchen facilities are available (small sink only). All rentals are on a first-come, first-serve basis. Full payment must be received to place a reservation on the calendar.

Rental Rates

Non-Profit Hr. Rental	Resident Hr. Rental	Non-Resident Hr. Rental
\$20	\$20	\$30

Requested Date of Reservation: ____ / ____ / ____

Type of Class: _____

	Start Time	End Time
Setup/Event/Cleanup		
TOTAL HOURS:		

Date of Application: _____

Applicant Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Cell Phone: _____ Email: _____

Read all the following instructions and sign below:

- All parties/events must have adult supervision.
- Alcoholic beverages, tobacco products and the use of any such items are prohibited in the building.
- All food and drink must be kept in the meeting room.
- No thumbtacks/tape or any attachments are allowed on walls/cabinet/ceiling.
- No furniture may be taken outside.

Cleanup:

- All food/drink items and associated trash must be cleaned up and disposed in the large dumpster located outside at the back corner of the building.
- All decorations should be removed, and floors vacuumed.

- All carpet spills must be cleaned up. If there is staining and it requires special cleaning or if there is permanent damage, you may incur a bill for the cleaning.
- The restrooms must be cleaned and returned to their starting conditions.
- All items the rental party brings must be taken with them at the end of the event. The Town of Fairview is not responsible for items left behind.

Applicant assumes responsibility for all claims, damage, accidents arising out of his or her use of the facility and further agrees to indemnify and hold harmless the Town of Fairview from any such actions and damages. The applicant understands and agrees that the Town of Fairview is not responsible for accident, injury or lost or damaged property resulting from the use of occupancy of any Town-owned property.

The applicant acknowledges that they have read all the above instructions governing the use of the Community Room facility and agrees that they will ensure compliance with them while they and their representatives are using the Community Room facility. The Town of Fairview reserves the right to modify such instructions as needed at any time. All applicants are to follow the instructions of the Town and its authorized representatives when utilizing the Community Room facility.

SIGNED: _____ DATE: _____
 (Must be signed by the applicant)

PRINT NAME: _____

OFFICE USE ONLY

Date Application Received: _____ Permit # Issued: _____

Fee Amount: _____ Cash: _____ Check #: _____ Credit Card: _____