

Town Council Regular Meeting

Meeting Minutes

June 15, 2026, 7:30 PM

1102 Unionville Church Road, Unionville, NC, US

The Town Council of the Town of Unionville held its regular meeting on Monday, June 15, 2026, at 7:30 p.m. in Town Hall, 1102 Unionville Church Road, Monroe, NC. Mayor Baucom, Jeff Broadaway, Lana Kirkpatrick, Gene Price, Jaren Simpson, and all staff were present. Absent was Mayor Pro Tem Andrew Benton.

Opening Proceedings

The meeting was opened with the Pledge of Allegiance, followed by an invocation. Mayor Randy Baucom welcomed those in attendance and called the meeting to order.

Public Comment

Mayor Baucom invited members of the public to address the Council. No public comments were offered.

Action Items

1. Consideration of Minutes — May 18, 2026 Public Hearing and Regular Meeting Minutes

Motion to approve the May 18, 2026 Public Hearing and Regular Meeting Minutes was made by Councilman Jaren Simpson and seconded by Councilman Gene Price. The motion carried unanimously.

2. Financial Report

Finance Officer Darrell Baucom presented the financial report. He noted that following a conversation with Jim Brewer at Pinnacle Bank, the money market account yield was successfully increased by approximately half a percent to 3.13%, which he indicated would benefit the Town going forward. The balance sheet showed no significant change in the cash balance.

On the profit and loss budget versus actual report, Finance Officer Baucom highlighted that ad valorem taxes came in at \$230,000, exceeding the budget of \$228,000, and franchise taxes were at \$202,000. Overall income was reported at approximately \$680,000–\$690,000 when all items were accounted for. On the expense side, notable items included \$102,000 in contributions—which incorporated a \$60,000 contribution to the Unionville Fire Department—as well as park maintenance, insurance, utilities, payroll, and \$20,000 toward the Semi quincennial celebration against a \$40,000 budget. Total expenses were approximately \$631,000, with additional items anticipated before the fiscal year ends in June. Finance Officer Baucom also noted several significant transactions including \$4,600 to Benesch for the park master plan, \$4,500 to NFocus for the UDO project, and \$8,000 for solid waste cost sharing at the Piedmont collection site.

Motion to approve payment of bills was made by Councilman Gene Price and seconded by Councilwoman Lana Kirkpatrick. The motion carried unanimously.

3. Consideration of Amendment to 2025-2026 Budget Ordinance with ORD-25-01

Finance Officer Baucom presented the proposed amendment to the 2025–2026 Budget Ordinance. Key adjustments included a reduction of approximately \$13,000 in total tax revenue, an increase of \$7,000 in zoning fees attributable to a large fee received earlier in the year, and a \$150,000 reduction in capital outlay for the

park, as actual spending came in well below the originally estimated \$200,000. Increases were noted for park maintenance (\$40,000) reflecting significant repairs to the park entrance and well pump house, higher utility costs, increased payroll expenses due to salaries being paid to both the Clerk and Deputy Clerk for most of the year, \$40,000 for UDO implementation (approved after the prior year's budget was finalized), and \$40,000 for the Semi quinquennial celebration (also approved after budget finalization). The net effect was approximately \$47,000 in additional expenditures.

Motion to approve the Amendment to the 2025-2026 Budget Ordinance ORD-25-01 was made by Councilman Gene Price and seconded by Councilwoman Lana Kirkpatrick. The motion carried unanimously.

4. Consideration of 2026-2027 Budget Ordinance ORD-26-01

Finance Officer Baucom presented the proposed 2026–2027 Budget Ordinance, noting that the Town would maintain the same two-cent tax rate that has been in place since incorporation. Projected tax revenue is \$1,129,500. A fund balance appropriation of \$453,000 was included to support \$500,000 in planned capital outlay on the expenditure side, which was identified as the primary driver of that appropriation.

Motion to approve the 2026-2027 Budget Ordinance ORD-26-01 was made by Councilman Jeff Broadaway and seconded by Councilman Jaren Simpson. The motion carried unanimously.

5. Consideration of 2026-2027 Fee Schedule

Clerk/Tax Collector/Land Use Administrator Melody Braswell presented the revised 2026–2027 Fee Schedule. She noted two changes made since the prior meeting: the re-addition of an appeal fee of \$200 for any zoning appeal application, which had been inadvertently omitted, and an update to the major development permit application fee to \$1,500, per a request from Mayor Pro Tem Andrew Benton. Administrator Braswell noted that the Town's fees are generally lower than those of larger municipalities but are in line with Fairview's fee schedule, given comparable staffing levels.

Motion to approve the 2026-2027 Fee Schedule was made by Jaren Simpson and seconded by Gene Price. The motion carried unanimously.

6. Consideration of Quotes for Cleaning Restrooms at Noel Williams Park

Administrator Braswell presented three quotes obtained for twice-weekly cleaning of the restrooms at Noel Williams Park. Deputy Clerk Sonya assisted in gathering the quotes. The three vendors and their quoted rates were as follows: DeAnna (current Town Hall cleaner) at \$125 per cleaning; Winnie's Cleaning Service at \$260 per week for two cleanings; and Glisten and Glow Cleaning at \$400 per week for two cleanings. Administrator Braswell recommended DeAnna, noting that she already provides cleaning services for Town Hall, is already on file with the Town, is local to the area, and offers flexibility to scale services up or down based on seasonal need. Councilman Jaren Simpson also affirmed that DeAnna does excellent work at Town Hall.

Motion to approve the quote from DeAnna for cleaning the restrooms at Noel Williams Park was made by Councilman Jaren Simpson and seconded by Councilman Gene Price. The motion carried unanimously.

7. Consideration of Resolution RES-26-03 — A Resolution Authorizing a Contract with N-Focus for the Preparation of a Comprehensive Land Use Plan

This item had been tabled from the prior month's meeting. Councilman Jeff Broadaway expressed continued reservations about moving forward, noting that the Town had already gone through the comprehensive land use planning process a couple of years prior, and that before that revision it had been 15 years between updates. He questioned whether it was necessary to undertake the process again so soon, citing the \$50,000 cost and the fact that the item was not included in the 2026–2027 budget. He suggested the Council revisit the matter in three to four years, when the existing plan would be closer to five to eight years old. Finance Officer Darrell Baucom confirmed the expenditure was not budgeted for the coming fiscal year. No other council members spoke in favor of moving forward at this time.

Motion to not move forward with Resolution RES-26-03 was made by Councilman Jeff Broadaway and seconded by Councilman Jaren Simpson. The motion carried unanimously.

8. Consideration of Advertisement of Delinquent 2025 Real Property List in Enquirer Journal, not to exceed \$576.00

Administrator Braswell explained that State law requires all municipalities to publish in a newspaper the names of property owners who have not paid their real property taxes for the prior year. The quoted cost was \$576.00, though she noted the actual cost would likely be lower as several names had since been removed from the list. Town Attorney Ken Helms clarified, in response to a question from a council member, that when delinquent taxpayers accumulate multiple years of unpaid taxes, the Town typically waits for a property sale or refinancing to collect, as the cost of initiating foreclosure proceedings on its own would typically exceed the amount owed given the Town's low tax rate. He further noted that the Town has an agreement with Union County whereby when the County forecloses, it carries the Town's lien with it.

Motion to approve the advertisement of the delinquent 2025 real property list in the Enquirer Journal was made by Councilman Gene Price and seconded by Councilwoman Lana Kirkpatrick. The motion carried unanimously.

9. Consideration and selection of logo design

Administrator Braswell presented several logo design options developed by Palette and Pixels Design as a less complex alternative to the Town seal, intended to perform better in print applications such as letterhead and embroidery. Staff's recommendation was the first option presented. Administrator Braswell noted that the next step would be to develop a policy distinguishing when the new logo would be used versus the official Town seal. Councilman Jaren Simpson indicated support for the staff recommendation.

Motion to approve the staff-recommended town logo design was made by Councilman Jaren Simpson and seconded by Councilman Jeff Broadaway. The motion carried unanimously.

Charitable Contribution Grant Program

10. Consideration of Appointment of two (2) Councilmembers to Review Charitable Contribution Grant Applications

Mayor Baucom announced that the charitable contribution grant process would be handled differently in the coming budget year, with two council members designated to review applications and bring a funding recommendation to the full Council. Mayor Baucom appointed Councilwoman Lana Kirkpatrick and Councilman Jeff Broadaway to serve as the Charitable Contribution Grant Review Committee.

Reports & Updates

11. Personnel Committee Update: Recommended Revisions to Personnel Handbook

Councilwoman Lana Kirkpatrick presented recommended revisions to the Personnel Handbook on behalf of the Personnel Committee. She described the effort as largely a cleanup of outdated language, with updates tracked and visible on each page of the document. She noted that the creation of the Personnel Committee itself was reflected in the revised handbook, with personnel matters to be directed to that committee rather than the full Council. The most significant substantive change was a consolidation of vacation and PTO provisions into a unified days-based system, with financial implications noted in Section 11.

Finance Officer Darrell Baucom offered several observations, including that the handbook's description of full-time employees being paid on a salary basis did not reflect the current arrangement for Administrator Braswell, who is compensated based on hours worked. He also noted similar inconsistencies for part-time staff and suggested the Committee address those distinctions. He additionally pointed out that the handbook referenced annual performance reviews, which had not previously been conducted, and expressed support for a provision calling for comparative salary studies with other municipalities in the county. No action was taken. Administrator Braswell confirmed the item was presented for review and feedback, with a formal vote anticipated at the following month's meeting.

12. Update on America's 250th Celebration

Councilman Gene Price provided an enthusiastic update on the upcoming Semi quincentennial celebration, scheduled for Saturday, June 27, beginning at approximately 6:00 PM. He noted that \$10,000 in sponsorship donations had been received from the community, reducing the Town's financial burden. He highlighted several attractions, including a free concert featuring Chairmen of the Board, booked for three hours and a drone show, which he noted had generated particular excitement. Councilman Price encouraged all council members and community members to attend and to spread the word.

He also made an appeal for six additional volunteers to complete a Crowd Manager certification, noting that 10 of the needed 16 certified crowd managers were already confirmed. Administrator Braswell offered to distribute the online training link and noted that the course, while listed at two hours, was considerably shorter in practice. She also acknowledged that she had already appeared on a local radio program to promote the event.

Administrator Braswell additionally reminded the Council that the July 4th parade was approaching and asked council members to confirm their participation so preparations could be made. She noted the parade was expected to be more robust than in prior years.

Other Business

Councilman Jeff Broadaway presented a draft employee performance evaluation form for Council review. He described it as a two-part system consisting of a self-evaluation completed by the employee and a separate evaluation completed by the Personnel Committee, after which the two parties would meet to compare scores and discuss. The rating scale runs from 1 (Needs Improvement) to 4 (Exemplary), with a score of 2 denoting competent and effective performance. He noted that scores of 3 or 4 require written justification by the evaluating party. Councilman Broadaway noted this structure was consistent with how Union County conducts employee evaluations. He clarified that merit-based performance evaluations would be treated as a separate matter from Christmas bonuses. The Council noted that no formal evaluation system had previously existed. The motion to adopt the form was made by Councilman Broadaway.

Motion to adopt the employee performance evaluation form was made by Councilman Jeff Broadaway and seconded by Councilman Jaren Simpson. The motion carried unanimously.

Mayor Baucom noted that Administrator Braswell would follow up with the NCDOT regarding an inquiry about a bridge on Unionville Road.

Adjournment

There being no further business, Mayor Randy Baucom declared the meeting adjourned.

Respectfully submitted,

Melody Braswell
Clerk/Tax Collector/Land Use Administrator

Approved as to form:

R. Kenneth Helms, Jr., Town Attorney

Note: These minutes were drafted with the assistance of Clerk Minutes by HeyGov. All content was reviewed and approved by the Clerk/Tax Collector/Land Use Administrator prior to submission.