

**Town of Mineral Springs  
Mineral Springs Town Hall  
3506 S Potter Road ~ Mineral Springs  
Town Council  
Regular Meeting  
December 13, 2012 ~ 7:30 PM**

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**Agenda**

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1. **Opening**  
The meeting will be called to order, an invocation will be delivered and the Pledge of Allegiance will be recited.
2. **Public Comments**  
The Town Council will hear comments from members of the public on any matters of interest to them during this ten-minute period.
3. **Consent Agenda**
  - A. November 8, 2012 Regular Meeting Minutes
  - B. October 2012 Tax Collector's Report
  - C. October 2012 Finance Report
4. **Consideration of Reappointing Planning Board Members and Reducing the Size**  
The council will consider reappointing Wanda Glenn, Bettylyn Kraft and Bob Neill to another three-year term on the planning board. The council will also consider reducing the size of the planning board from nine members to five members.
5. **Consideration of the 2013 Holiday Schedule**  
The council will consider approving the proposed 2013 Town Hall Holiday Schedule.
6. **Consideration of the Records Retention and Disposition Schedule - Municipal**  
The council will consider approval of the Municipal Records Retention and Disposition Schedule (revised September 10, 2012).
7. **Consideration of Laptop Computer for the Town Clerk/Zoning Administrator**  
The council will consider authorizing the purchase of an upgraded laptop computer for the Town Clerk/Zoning Administrator.
8. **Consideration of City and County Clerks Institute and Academy**  
The council will consider authorizing the town clerk/deputy town clerk to attend the City and County Clerks Institute and Academy in January/February of 2013.
9. **Other Business**
10. **Adjournment**

Town of Mineral Springs  
Town Hall  
3506 S. Potter Road  
Town Council  
Regular Meeting  
November 8, 2012 ~ 7:30 PM

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Minutes Draft

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The Town Council of the Town of Mineral Springs, North Carolina, met in Regular Session at the Mineral Springs Town Hall, Mineral Springs, North Carolina, at 7:30 p.m. on Thursday, November 8, 2012.

**Present:** Mayor Frederick Becker III, Mayor Pro Tem Valerie Coffey, Councilman Jerry Countryman, Councilwoman Lundeen Cureton, Councilwoman Melody LaMonica, Town Clerk/Zoning Administrator Vicky Brooks and Deputy Town Clerk Janet Ridings.

**Absent:** Councilwoman Janet Critz, Councilwoman Peggy Neill and Attorney Bobby Griffin

**Visitors:** Donald Gaddy.

With a quorum present Mayor Frederick Becker called the Regular Town Council Meeting of November 8, 2012 to order at 7:36 p.m.

1. **Opening**

- Councilman Countryman delivered the invocation.
- Pledge of Allegiance.

2. **Public Comments**

- Donald Gaddy – Mineral Springs Volunteer Fire Department.

3. **Consent Agenda**

- **Councilwoman Coffey** made a ***motion*** to approve the consent agenda containing the following:
  - A. *October 11, 2012 Regular Meeting Minutes*
  - B. *October 18, 2012 Special Meeting Minutes*
  - C. *September 2012 Tax Collector's Report*
  - D. *September 2012 Finance Report*

**Councilwoman LaMonica** seconded the motion. The motion passed unanimously as follows:

Ayes: *Coffey, Countryman, Cureton and LaMonica*  
Nays: *None*

#### 4. Consideration of Christmas Decoration Installation/Removal Proposals

- Mayor Becker explained that Town Clerk Vicky Brooks had done most of the leg, finger and phone work on this, so he would turn this one over to her; it is pretty self explanatory in the agenda packet. Ms. Brooks explained that the town had two proposals for the installation of the Christmas lights; one from Signs Unlimited and one from Signpro. Signpro is a local company and Signs Unlimited is out of Charlotte (or Fort Mill, SC). Mayor Becker pointed out that the Signpro bid did not have a total on it, but if you do the math, he has a price “not to exceed” or \$125 per pole. There are 16 poles; 14 lights, but there are two that have banners that have to come down and no lights are to be installed on those. The maximum would be \$2,000 for Signpro; however, Mayor Becker does not believe that will happen, they will just charge the hourly fee rather than the per pole fee. Councilwoman Coffey clarified that Mayor Becker was saying that it would revert to an hourly fee. Mayor Becker responded it would be the hourly fee if it were lower. Ms. Brooks added that if he only works for three hours, then he is going to charge the town \$375. Councilwoman LaMonica noted that it is really different from the \$14,000 (which is more expensive than the decorations). Mayor Becker commented that we didn’t understand why the other bid was so high. Ms. Brooks offered that they are taking down the existing brackets for the lights, taking down the banners that are there and installing new brackets for the lights; for the other \$6,000 they are to come back to take the lights down and put the banners back up. Councilwoman LaMonica asked how that would be different from Signpro. Ms. Brooks responded that she didn’t know; however, she was very impressed with Signpro. Mayor Becker mentioned that Signpro had done work for us before [the front door] and it was their idea to use the material that you could see through and he “sort of” did the design. It was Mayor Becker’s theory that perhaps since this a small job, Signs Unlimited was bidding through the roof because they don’t really want it, but they are professionals and didn’t want to ignore the town.
- **Councilman Countryman** made a **motion** to accept the Signpro bid for the Christmas light installation and **Councilwoman Cureton** seconded. Councilwoman LaMonica stated that she loved the fact that we are using someone local. Mayor Becker commented that he thought it is going to be a lot less than the per pole price; he is very confident just based on what goes into it. *The aforementioned motion by Councilman Countryman passed unanimously as follows:*

*Ayes: Coffey, Countryman, Cureton and LaMonica.*

*Nays: None*

#### 5. Consideration of a Transitional Hold Harmless Resolution

- Mayor Becker explained that he initially thought that the resolution was a “no brainer”. Back in 2002, the State eliminated intangibles (an inventory tax), which was a terrible tax that was very hard to collect. It was hard to evaluate, so the State took it away and replaced it with a ¼ cent sales tax; it was not the same, but it at least gave municipalities an equivalent revenue stream. The ¼ cent tax was repealed and the State replaced it with the hold harmless payment that would make up the difference between the ¼ cent tax and the previous inventory tax just in case the municipalities were not getting as much, because the State knew it was

in their budgets. Ten years later, a lot of the communities are still not getting anywhere near what they used to get from the inventory tax, because of bad projections from the State. The “transitional” hold harmless payments were supposed to sunset, but municipalities still aren’t whole, they aren’t getting what they got 10 years ago. It is a sticky issue for Mayor Becker and Mineral Springs hardly has a “dog in the fight”. The town only collected two years, because we weren’t falling short; we received approximately \$300 per year. Looking at Union County – the City of Monroe is losing \$123,000 one year and \$99,000 another year; it is about a \$17,000,000 shortfall across the county. Mayor Becker noted that he had learned a lot [from his research] and that he had known nothing about this: he knew the town got a payment, but he didn’t know a lot of the background. The resolution is a blanket resolution that was drawn up; it [the resolution] is fair since the State really doesn’t give municipalities a lot of revenue-raising opportunities. The State won’t allow municipalities to impose a sales tax; they have given municipalities very little of their own independent taxing authority, except for property tax. Mayor Becker stated that he thought the State should fix this; however, in practice the \$300 is not going to make a big difference in our budget. Mayor Becker asked the council if this is an issue that the town wants to fight for when they might need to “keep our powder dry” for something bigger, such as when the State is trying to eliminate small towns or something. This is a balancing act; “do we want to bother with this on principle or do we just leave it alone”? There was a consensus of the council to save the town’s time and energy for bigger issues.

- **Councilwoman LaMonica** made a **motion** to let it lie and **Councilwoman Coffey** seconded. *The motion passed unanimously as follows:*

*Ayes: Coffey, Countryman, Cureton and LaMonica.*

*Nays: None*

## 6. **Other Business**

- Councilwoman LaMonica asked if there was an update on the post office. Deputy Town Clerk Janet Ridings responded that the hours have been posted on the door; they are going to be from 10:00 a.m. to 4:30 p.m. and the lunch hour will be from 1:00 p.m. to 1:30 p.m. This will not start until the end of January. At this time Ashley [current postmaster] is going to stay.
- Mayor Becker noted that he didn’t have an update for the Western Union people about Piedmont Natural Gas; he is still trying to find out what is happening there. Mayor Becker thanked Councilwoman LaMonica for the contact information that she had provided him.
- Councilwoman Cureton noted that there may not be anything that the town can do about it and asked if anyone had ever gone on Lonnie Walker Road; it has big chunks of concrete. Councilwoman Coffey responded that they are aware of what they need to do. Mayor Becker mentioned that the Department of Transportation (DOT) fixed it for them about eight years ago even though they weren’t supposed to; they “found” a few loads of gravel and a few hours to work with. It was when Emma Lowe was still alive and elderly and he thought that maybe they wanted to help. Councilwoman Coffey noted that the DOT shouldn’t have touched it, because is it a private road. Mayor Becker explained that the DOT made it clear

[after the repair] to the residents that they had to take care of it themselves now, because DOT couldn't do it again. Councilwoman Cureton mentioned that the girl told her that they need \$900 to fix something in there. Councilman Countryman commented that he went over there to mow the field/grass and plow that road twice with his tractor when Danny [Truesdale] was alive. The way the road drains it needs gutters on the sides, but it hasn't been maintained, so it doesn't drain on the sides, it drains in the road bed; therefore, it has trenches. There is only so much that Councilman Countryman can do with his tractor; it isn't big enough to do what needs to be done. If they pull up those boulders they will lose the road bed, because it would just be soil then and it will wash even worse. Councilman Countryman added that he would go back over there in the spring to do what he can do, but there is no point without multiple trucks of gravel to fill it up and give it a bed again. One of the things that would be helpful is to get somebody that mows (i.e. county people or mowing people) that could go in there with one of those tractors that folds up on the side and turn a bush hog sideways to go in there and mow down the road, because that would open up the drain ditches to let the water runoff; right now everything is closing over that road like a canopy. Councilwoman Coffey commented that unfortunately the big issue here is that neither the town nor the county can pick and choose who we help; we have had this discussion before – DOT is mandated by their policies and there isn't anything they can do that they are not willing to do for every private road in this county.

7. **Adjournment**

- **Councilman Countryman** made a **motion** to adjourn and **Councilwoman Coffey** seconded. *The motion passed unanimously as follows:*

*Ayes: Coffey, Countryman, Cureton and LaMonica*

*Nays: None*

- The meeting was adjourned at 7:57 p.m.
- The next regular meeting will be on Thursday, December 13, 2012 at 7:30 p.m. at the Mineral Springs Town Hall.

Respectfully submitted by:

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Vicky A. Brooks, CMC, Town Clerk

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Frederick Becker III, Mayor

Agenda Item

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12/13/12

## **Town of Mineral Springs**

# **FINANCE REPORT OCTOBER 2012**

Prepared for:

The Mineral Springs Town Council

By:

Frederick Becker III  
Finance Officer

**December 13, 2012**

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# Cash Flow Report FY2012 YTD

7/1/2012 Through 10/31/2012

11/15/2012

Page 1

Category Description	7/1/2012- 10/31/2012
<b>INCOME</b>	
Dup Prop Tax	
Receipts	105.71
Refunds	-105.71
TOTAL Dup Prop Tax	0.00
Franchise	
Cable	807.00
TOTAL Franchise	807.00
Interest Income	300.91
Other Inc	
Zoning	1,070.00
TOTAL Other Inc	1,070.00
Prop Tax 2012	
Receipts 2012	
Tax	6,331.02
TOTAL Receipts 2012	6,331.02
TOTAL Prop Tax 2012	6,331.02
Prop Tax Prior Years	
Prop Tax 2002	
Receipts 2002	
Int	323.28
Tax	93.72
TOTAL Receipts 2002	417.00
TOTAL Prop Tax 2002	417.00
Prop Tax 2003	
Receipts 2003	
Int	61.01
Tax	52.85
TOTAL Receipts 2003	113.86
TOTAL Prop Tax 2003	113.86
Prop Tax 2004	
Receipts 2004	
Int	44.31
Tax	47.78
TOTAL Receipts 2004	92.09
TOTAL Prop Tax 2004	92.09
Prop Tax 2005	
Receipts 2005	
Int	72.54
Tax	65.61
TOTAL Receipts 2005	138.15
TOTAL Prop Tax 2005	138.15
Prop Tax 2006	
Receipts 2006	
Int	66.10
Tax	77.93
TOTAL Receipts 2006	144.03
TOTAL Prop Tax 2006	144.03
Prop Tax 2007	
Receipts 2007	



# Cash Flow Report FY2012 YTD

7/1/2012 Through 10/31/2012

11/15/2012

Page 2

Category Description	7/1/2012- 10/31/2012
Int	77.21
Tax	102.25
<b>TOTAL Receipts 2007</b>	<b>179.46</b>
Refunds 2007	
Int	-1.27
Tax	-15.81
<b>TOTAL Refunds 2007</b>	<b>-17.08</b>
<b>TOTAL Prop Tax 2007</b>	<b>162.38</b>
Prop Tax 2008	
Receipts 2008	
Int	53.35
Tax	121.65
<b>TOTAL Receipts 2008</b>	<b>175.00</b>
Refunds 2008	
Int	-7.99
Tax	-14.64
<b>TOTAL Refunds 2008</b>	<b>-22.63</b>
<b>TOTAL Prop Tax 2008</b>	<b>152.37</b>
Prop Tax 2009	
Receipts 2009	
Int	205.42
Tax	662.20
<b>TOTAL Receipts 2009</b>	<b>867.62</b>
Refunds 2009	
Int	-1.02
Tax	-14.64
<b>TOTAL Refunds 2009</b>	<b>-15.66</b>
<b>TOTAL Prop Tax 2009</b>	<b>851.96</b>
Prop Tax 2010	
Receipts 2010	
Int	67.24
Tax	282.96
<b>TOTAL Receipts 2010</b>	<b>350.20</b>
Refunds 2010	
Int	-0.21
Tax	-14.64
<b>TOTAL Refunds 2010</b>	<b>-14.85</b>
<b>TOTAL Prop Tax 2010</b>	<b>335.35</b>
Prop Tax 2011	
Receipts 2011	
Int	89.15
Tax	500.03
<b>TOTAL Receipts 2011</b>	<b>589.18</b>
<b>TOTAL Prop Tax 2011</b>	<b>589.18</b>
<b>TOTAL Prop Tax Prior Years</b>	<b>2,996.37</b>
Sales Tax	
Sales & Use Dist	3,379.45
<b>TOTAL Sales Tax</b>	<b>3,379.45</b>
Veh Tax	
Coll	
2003	-0.02

# Cash Flow Report FY2012 YTD

7/1/2012 Through 10/31/2012

11/15/2012

Page 3

Category Description	7/1/2012- 10/31/2012
2009	-0.10
2010	-0.19
2011	-4.40
2012	-13.80
<b>TOTAL Coll</b>	<b>-18.51</b>
Int	
2003	0.66
2009	0.40
2010	0.97
2011	2.89
2012	0.00
<b>TOTAL Int</b>	<b>4.92</b>
Int 2009	0.33
Int 2010	0.35
Int 2011	6.21
Int 2012	1.95
Tax	
2003	0.83
2009	3.31
2010	8.77
2011	148.39
2012	270.57
<b>TOTAL Tax</b>	<b>431.87</b>
Tax 2009	1.94
Tax 2010	2.67
Tax 2011	129.16
Tax 2012	644.47
<b>TOTAL Veh Tax</b>	<b>1,205.36</b>
<b>TOTAL INCOME</b>	<b>16,090.11</b>
<b>EXPENSES</b>	
Ads	114.42
Attorney	1,650.77
Capital Outlay	
Beautification	7,969.99
Furniture	2,953.26
<b>TOTAL Capital Outlay</b>	<b>10,923.25</b>
Community	
Greenway	407.37
Maint	438.98
<b>TOTAL Community</b>	<b>846.35</b>
Dues	4,015.00
Elections	522.50
Emp	
Benefits	
Dental	220.00
Life	184.80
NCLGERS	2,345.79
<b>TOTAL Benefits</b>	<b>2,750.59</b>
Bond	450.00
FICA	

# Cash Flow Report FY2012 YTD

7/1/2012 Through 10/31/2012

11/15/2012

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Category Description	7/1/2012- 10/31/2012
Med	472.22
Soc Sec	2,019.11
<b>TOTAL FICA</b>	<b>2,491.33</b>
Payroll	413.30
Work Comp	690.04
<b>TOTAL Emp</b>	<b>6,795.26</b>
Ins	3,648.61
Newsletter	
Post	268.18
Printing	370.01
<b>TOTAL Newsletter</b>	<b>638.19</b>
Office	
Bank	<b>-19.70</b>
Clerk	9,507.22
Council	2,400.00
Deputy Clerk	2,346.50
Equip	498.68
Finance Officer	9,211.72
Maint	
Materials	537.95
Service	2,400.00
<b>TOTAL Maint</b>	<b>2,937.95</b>
Mayor	1,600.00
Misc	364.05
Post	740.80
Supplies	1,293.60
Tel	3,076.69
Util	636.97
<b>TOTAL Office</b>	<b>34,594.48</b>
Planning	
Administration	
Salaries	8,210.96
<b>TOTAL Administration</b>	<b>8,210.96</b>
Misc	427.00
<b>TOTAL Planning</b>	<b>8,637.96</b>
Street Lighting	475.28
Tax Coll	
Contract	94.97
Sal	520.00
<b>TOTAL Tax Coll</b>	<b>614.97</b>
Training	
Officials	875.00
Staff	155.00
<b>TOTAL Training</b>	<b>1,030.00</b>
Travel	1,250.59
<b>TOTAL EXPENSES</b>	<b>75,757.63</b>
<b>TRANSFERS</b>	
FROM Check Min Spgs	30,000.00
FROM MM Sav CitizensSouth	25,000.00
TO Check Min Spgs	<b>-25,000.00</b>

# Cash Flow Report FY2012 YTD

7/1/2012 Through 10/31/2012

11/15/2012

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Category Description	7/1/2012- 10/31/2012
TO MM Sav CitizensSouth	-30,000.00
TO Greenway Parking Capital Project Fund	-1,057.75
<b>TOTAL TRANSFERS</b>	<b>-1,057.75</b>
<b>OVERALL TOTAL</b>	<b>-60,725.27</b>

## Account Balances History Report

(Includes unrealized gains)

As of 10/31/2012

11/19/2012

Page 1

Account	6/29/2012 Balance	6/30/2012 Balance	7/31/2012 Balance	8/31/2012 Balance	9/30/2012 Balance	10/31/2012 Balance
<b>ASSETS</b>						
<b>Cash and Bank Accounts</b>						
Check Min Spgs	22,538.56	22,223.56	4,183.85	3,624.77	18,487.83	9,326.33
Estates at Soen Escrow	28,191.17	28,195.80	28,195.59	28,204.69	28,208.17	28,211.76
MM Sav CitizensSouth	384,924.88	385,003.98	385,085.73	370,156.36	400,217.71	390,285.64
MM Sav Min Spgs	10,524.67	10,524.67	10,550.29	10,551.19	10,552.06	10,552.96
Ag Bldg Capital Project Fund	0.00	0.00	0.00	0.00	0.00	0.00
CWMTF Grant Project Fund	0.00	0.00	0.00	0.00	0.00	0.00
<b>TOTAL Cash and Bank Accounts</b>	<b>446,179.28</b>	<b>445,948.01</b>	<b>428,015.46</b>	<b>412,537.01</b>	<b>457,465.77</b>	<b>438,376.69</b>
<b>Other Assets</b>						
State Revenues Receivable	0.00	54,474.45	52,918.68	51,425.86	0.00	0.00
<b>TOTAL Other Assets</b>	<b>0.00</b>	<b>54,474.45</b>	<b>52,918.68</b>	<b>51,425.86</b>	<b>0.00</b>	<b>0.00</b>
<b>TOTAL ASSETS</b>	<b>446,179.28</b>	<b>500,422.46</b>	<b>480,934.14</b>	<b>463,962.87</b>	<b>457,465.77</b>	<b>438,376.69</b>
<b>LIABILITIES</b>						
<b>Other Liabilities</b>						
Accounts Payable	0.00	1,295.50	294.00	0.00	0.00	0.00
Escrows	27,720.00	27,720.00	27,720.00	27,720.00	27,720.00	27,720.00
<b>TOTAL Other Liabilities</b>	<b>27,720.00</b>	<b>29,015.50</b>	<b>28,014.00</b>	<b>27,720.00</b>	<b>27,720.00</b>	<b>27,720.00</b>
<b>TOTAL LIABILITIES</b>	<b>27,720.00</b>	<b>29,015.50</b>	<b>28,014.00</b>	<b>27,720.00</b>	<b>27,720.00</b>	<b>27,720.00</b>
<b>OVERALL TOTAL</b>	<b>418,459.28</b>	<b>471,406.96</b>	<b>452,920.14</b>	<b>436,242.87</b>	<b>429,745.77</b>	<b>410,656.69</b>

Mineral Springs Budget Comparison 2012-2013

TOWN OF MINERAL SPRINGS									
BUDGET COMPARISON 2012-2013									
Appropriation dept	Budget	Unspent	Spent YTD	% of Budget	July	August	September	October	November
Advertising	\$ 1,800.00	\$ 1,685.58	\$ 114.42	6.4%	\$ -	\$ -	\$ -	\$ 114.42	
Attorney	\$ 9,600.00	\$ 7,949.23	\$ 1,650.77	17.2%	\$ 300.00	\$ 300.00	\$ 750.77	\$ 300.00	
Audit	\$ 4,200.00	\$ 4,200.00	\$ -	0.0%	\$ -	\$ -	\$ -	\$ -	
Community Projects	\$ 18,900.00	\$ 18,053.65	\$ 846.35	4.5%	\$ 102.58	\$ 45.71	\$ 473.06	\$ 225.00	
Contingency	\$ 3,000.00	\$ 3,000.00	\$ -	0.0%	\$ -	\$ -	\$ -	\$ -	
Dues	\$ 4,525.00	\$ 510.00	\$ 4,015.00	88.7%	\$ 1,037.00	\$ 2,978.00	\$ -	\$ -	
Elections	\$ 600.00	\$ 77.50	\$ 522.50	87.1%	\$ -	\$ 522.50	\$ -	\$ -	
Employee Overhead	\$ 22,900.00	\$ 16,104.74	\$ 6,795.26	29.7%	\$ 1,514.05	\$ 2,848.95	\$ 815.74	\$ 1,616.52	
Fire Department	\$ 12,000.00	\$ 12,000.00	\$ -	0.0%	\$ -	\$ -	\$ -	\$ -	
Insurance	\$ 4,500.00	\$ 851.39	\$ 3,648.61	81.1%	\$ 3,648.61	\$ -	\$ -	\$ -	
Newsletter	\$ 2,400.00	\$ 1,761.81	\$ 638.19	26.6%	\$ -	\$ -	\$ -	\$ 638.19	
Office	\$ 118,412.00	\$ 83,817.52	\$ 34,594.48	29.2%	\$ 9,526.59	\$ 9,443.21	\$ 7,528.50	\$ 8,096.18	
Planning & Zoning	\$ 41,008.00	\$ 32,370.04	\$ 8,637.96	21.1%	\$ 2,328.62	\$ 2,270.04	\$ 1,955.30	\$ 2,084.00	
Street Lighting	\$ 2,000.00	\$ 1,524.72	\$ 475.28	23.8%	\$ -	\$ 159.31	\$ 159.31	\$ 156.66	
Tax Collection	\$ 2,800.00	\$ 2,185.03	\$ 614.97	22.0%	\$ 130.00	\$ 130.53	\$ 184.68	\$ 169.76	
Training	\$ 3,000.00	\$ 1,970.00	\$ 1,030.00	34.3%	\$ 155.00	\$ -	\$ 750.00	\$ 125.00	
Travel	\$ 3,000.00	\$ 1,749.41	\$ 1,250.59	41.7%	\$ 962.74	\$ -	\$ 161.65	\$ 126.20	
Capital Outlay	\$ 46,405.00	\$ 35,481.75	\$ 10,923.25	23.5%	\$ -	\$ -	\$ -	\$ 10,923.25	
<b>Totals</b>	<b>\$ 301,050.00</b>	<b>\$ 225,292.37</b>	<b>\$ 75,757.63</b>	<b>25.2%</b>	<b>\$ 19,705.19</b>	<b>\$ 18,698.25</b>	<b>\$ 12,779.01</b>	<b>\$ 24,575.18</b>	<b>\$ -</b>
<b>Off Budget:</b>									
Tax Refunds			\$ -		\$ -	\$ -	\$ -	\$ -	
Interfund Transfers			\$ 1,057.75		\$ 435.00	\$ -	\$ -	\$ 622.75	
<b>Total Off Budget:</b>			<b>\$ 1,057.75</b>		<b>\$ 435.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 622.75</b>	<b>\$ -</b>

Mineral Springs Monthly Revenue Summary 2012-2013

TOWN OF MINERAL SPRINGS									
REVENUE SUMMARY 2012-2013									
Source	Budget	Receivable	Rec'd YTD	% of Budget	July	August	September	October	November
Property Tax - prior	\$ 2,400.00	\$ (596.37)	\$ 2,996.37	124.8%	\$ 1,416.21	\$ 214.26	\$ 490.33	\$ 875.57	
Property Tax - 2012	\$ 61,950.00	\$ 55,618.98	\$ 6,331.02	10.2%	\$ -	\$ 35.11	\$ 3,645.09	\$ 2,650.82	
Dupl. Property Tax	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	
Franchise Taxes: cable	\$ 2,400.00	\$ 1,593.00	\$ 807.00	33.6%	\$ -	\$ 807.00	\$ -	\$ -	
Franchise Taxes: utility	\$ 180,000.00	\$ 180,000.00	\$ -	0.0%	\$ -	\$ -	\$ -	\$ -	
Fund Balance Approp.	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	
Gross Receipts Tax	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	
Interest	\$ 1,200.00	\$ 899.09	\$ 300.91	25.1%	\$ 87.16	\$ 75.63	\$ 65.70	\$ 72.42	
Sales Tax	\$ 45,200.00	\$ 41,820.55	\$ 3,379.45	7.5%	\$ -	\$ 283.79	\$ 1,620.12	\$ 1,475.54	
Vehicle Taxes	\$ 4,400.00	\$ 3,194.64	\$ 1,205.36	27.4%	\$ -	\$ 430.19	\$ 375.67	\$ 399.50	
Zoning Fees	\$ 3,000.00	\$ 1,930.00	\$ 1,070.00	35.7%	\$ 150.00	\$ 175.00	\$ 85.00	\$ 660.00	
Other	\$ 500.00	\$ 500.00	\$ -	0.0%	\$ -	\$ -	\$ -		
<b>Totals</b>	<b>\$ 301,050.00</b>	<b>\$ 284,959.89</b>	<b>\$ 16,090.11</b>	<b>5.3%</b>	<b>\$ 1,653.37</b>	<b>\$ 2,020.98</b>	<b>\$ 6,281.91</b>	<b>\$ 6,133.85</b>	<b>\$ -</b>
	<b>December</b>	<b>January</b>	<b>February</b>	<b>March</b>	<b>April</b>	<b>May</b>	<b>June</b>	<b>June a/r</b>	
Property Tax - prior									
Property Tax - 2011									
Dupl. Property Tax									
Franchise Taxes: cable									
Franchise Taxes: utility									
Fund Balance Approp.									
Gross Receipts Tax									
Interest									
Sales Tax									
Vehicle Taxes									
Zoning Fees									
Other									
<b>Totals</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

# October 2012 Cash Flow Report

10/1/2012 Through 10/31/2012

11/15/2012

Page 1

Category Description	10/1/2012- 10/31/2012
<b>INCOME</b>	
Interest Income	72.42
Other Inc	
Zoning	660.00
TOTAL Other Inc	660.00
Prop Tax 2012	
Receipts 2012	
Tax	2,650.82
TOTAL Receipts 2012	2,650.82
TOTAL Prop Tax 2012	2,650.82
Prop Tax Prior Years	
Prop Tax 2002	
Receipts 2002	
Int	274.95
Tax	52.78
TOTAL Receipts 2002	327.73
TOTAL Prop Tax 2002	327.73
Prop Tax 2003	
Receipts 2003	
Int	0.00
Tax	0.00
TOTAL Receipts 2003	0.00
TOTAL Prop Tax 2003	0.00
Prop Tax 2006	
Receipts 2006	
Int	0.00
Tax	0.00
TOTAL Receipts 2006	0.00
TOTAL Prop Tax 2006	0.00
Prop Tax 2007	
Receipts 2007	
Int	15.10
Tax	8.18
TOTAL Receipts 2007	23.28
Refunds 2007	
Int	-1.27
Tax	-15.81
TOTAL Refunds 2007	-17.08
TOTAL Prop Tax 2007	6.20
Prop Tax 2008	
Receipts 2008	
Int	0.00
Tax	0.00
TOTAL Receipts 2008	0.00
Refunds 2008	
Int	-7.99
Tax	-14.64
TOTAL Refunds 2008	-22.63
TOTAL Prop Tax 2008	-22.63
Prop Tax 2009	



# October 2012 Cash Flow Report

10/1/2012 Through 10/31/2012

11/15/2012

Page 2

Category Description	10/1/2012- 10/31/2012
Receipts 2009	
Int	97.56
Tax	337.36
TOTAL Receipts 2009	434.92
Refunds 2009	
Int	-1.02
Tax	-14.64
TOTAL Refunds 2009	-15.66
TOTAL Prop Tax 2009	419.26
Prop Tax 2010	
Receipts 2010	
Int	8.95
Tax	25.94
TOTAL Receipts 2010	34.89
Refunds 2010	
Int	-0.21
Tax	-14.64
TOTAL Refunds 2010	-14.85
TOTAL Prop Tax 2010	20.04
Prop Tax 2011	
Receipts 2011	
Int	16.60
Tax	108.37
TOTAL Receipts 2011	124.97
TOTAL Prop Tax 2011	124.97
TOTAL Prop Tax Prior Years	875.57
Sales Tax	
Sales & Use Dist	1,475.54
TOTAL Sales Tax	1,475.54
Veh Tax	
Coll	
2009	-0.02
2010	0.00
2011	-0.91
2012	-5.21
TOTAL Coll	-6.14
Int 2009	0.12
Int 2010	0.03
Int 2011	2.71
Int 2012	1.40
Tax 2009	0.92
Tax 2010	0.28
Tax 2011	56.41
Tax 2012	343.77
TOTAL Veh Tax	399.50
<b>TOTAL INCOME</b>	<b>6,133.85</b>
<b>EXPENSES</b>	
Ads	114.42
Attorney	300.00
Capital Outlay	

# October 2012 Cash Flow Report

10/1/2012 Through 10/31/2012

11/15/2012

Page 3

Category Description	10/1/2012- 10/31/2012
Beautification	7,969.99
Furniture	2,953.26
<b>TOTAL Capital Outlay</b>	<b>10,923.25</b>
Community	
Greenway	225.00
<b>TOTAL Community</b>	<b>225.00</b>
Emp	
Benefits	
Dental	55.00
Life	46.20
NCLGERS	781.93
<b>TOTAL Benefits</b>	<b>883.13</b>
FICA	
Med	118.65
Soc Sec	507.29
<b>TOTAL FICA</b>	<b>625.94</b>
Payroll	107.45
<b>TOTAL Emp</b>	<b>1,616.52</b>
Newsletter	
Post	268.18
Printing	370.01
<b>TOTAL Newsletter</b>	<b>638.19</b>
Office	
Bank	2.79
Clerk	2,413.00
Council	600.00
Deputy Clerk	627.25
Equip	78.98
Finance Officer	2,338.00
Maint	
Materials	112.04
Service	485.00
<b>TOTAL Maint</b>	<b>597.04</b>
Mayor	400.00
Misc	147.00
Post	190.00
Supplies	154.54
Tel	382.02
Util	165.56
<b>TOTAL Office</b>	<b>8,096.18</b>
Planning	
Administration	
Salaries	2,084.00
<b>TOTAL Administration</b>	<b>2,084.00</b>
<b>TOTAL Planning</b>	<b>2,084.00</b>
Street Lighting	156.66
Tax Coll	
Contract	39.76
Sal	130.00
<b>TOTAL Tax Coll</b>	<b>169.76</b>
Training	

# October 2012 Cash Flow Report

10/1/2012 Through 10/31/2012

11/15/2012

Page 4

Category Description	10/1/2012- 10/31/2012
Officials	125.00
TOTAL Training	125.00
Travel	126.20
<b>TOTAL EXPENSES</b>	<b>24,575.18</b>
<b>TRANSFERS</b>	
FROM MM Sav CitizensSouth	10,000.00
TO Check Min Spgs	-10,000.00
TO Greenway Parking Capital Project Fund	-622.75
<b>TOTAL TRANSFERS</b>	<b>-622.75</b>
<b>OVERALL TOTAL</b>	<b>-19,064.08</b>

# Register Report

10/1/2012 Through 10/31/2012

11/19/2012

Page 1

Date	Num	Description	Memo	Category	Amount
<b>BALANCE 9/30/2012</b>					<b>18,487.83</b>
10/1/2012	EFT...	NC State Treasurer	9/12 LGERS contribution	Office:Clerk	-144.78
			9/12 LGERS contribution	Office:Finance Officer	-140.28
			9/12 LGERS contribution	Planning:Administration:Salaries	-125.04
			9/12 employer contribu...	Emp:Benefits:NCLGERS	-781.93
10/1/2012	EFT...	Debit Card (Office...	Paper	Office:Supplies	-35.32
			Punch	Office:Equip	-78.98
10/5/2012	3837	Vicky A Brooks	Mileage: 7/9 - 10/2/12 (...	Travel	-126.20
10/10/2012	EFT	Debit Card (Metro...	Greenway Open Hous...	Newsletter:Printing	-370.01
10/10/2012	EFT	Debit Card (Office...	Paper, labels (FY2012)	Office:Supplies	-119.22
10/11/2012	DE...	Deposit		Prop Tax Prior Years:Prop Tax 2011:...	42.81
				Prop Tax Prior Years:Prop Tax 2011:...	5.72
				Prop Tax Prior Years:Prop Tax 2010:...	0.00
				Prop Tax Prior Years:Prop Tax 2010:...	0.00
				Prop Tax Prior Years:Prop Tax 2009:...	0.00
				Prop Tax Prior Years:Prop Tax 2009:...	0.00
				Prop Tax Prior Years:Prop Tax 2008:...	0.00
				Prop Tax Prior Years:Prop Tax 2008:...	0.00
				Prop Tax Prior Years:Prop Tax 2007:...	0.00
				Prop Tax Prior Years:Prop Tax 2007:...	0.00
				Prop Tax Prior Years:Prop Tax 2006:...	0.00
				Prop Tax Prior Years:Prop Tax 2006:...	0.00
				Prop Tax Prior Years:Prop Tax 2003:...	0.00
				Prop Tax Prior Years:Prop Tax 2003:...	0.00
				Prop Tax Prior Years:Prop Tax 2002:...	274.95
				Prop Tax Prior Years:Prop Tax 2002:...	52.78
10/11/2012	3838	Superior Automati...	I/N 22594 Extinguisher...	Office:Maint:Service	-25.00
10/11/2012	3839	Mosca Design	I/N 18673 Christmas Li...	Capital Outlay:Beautification	-7,969.99
10/11/2012	3840	The Enquirer-Jour...	30065439 (FY2012)	Ads	-114.42
10/11/2012	384...	Municipal Insuran...		Emp:Benefits:Life	-46.20
				Emp:Benefits:Dental	-55.00
10/11/2012	3842	Clark, Griffin & M...	I/N 3679 10/12 (FY20...	Attorney	-300.00
10/11/2012	3843	Duke Power	1803784140 (FY2012)	Office:Util	-127.31
10/11/2012	3844	Duke Power	1819573779 (Old Scho...	Office:Util	-22.06
10/11/2012	3845	Union County Pu...	84361*00 (FY2012)	Office:Util	-16.19
10/11/2012	3846	Postmaster	Bulk Mail Permit #2 (F...	Office:Post	-190.00
10/11/2012	3847	Postmaster	1012pc standard mail ...	Newsletter:Post	-268.18
10/13/2012	EFT	Debit Card (Lowe's)	Sign Installation Materi...	[Greenway Parking Capital Project F...	-56.57
10/13/2012	EFT	Debit Card (Lowe's)	"Caution" Tape (FY2012)	[Greenway Parking Capital Project F...	-11.18
10/13/2012	EFT	NC Department of...	8/12 (FY2012)	Sales Tax:Sales & Use Dist	1,475.54
10/15/2012	EFT	Debit Card (Enqui...	Newspaper Subscriptio...	Office:Misc	-147.00
10/15/2012	3848	Jeff Cress	Lincoln Cress Eagle Pr...	Community:Greenway	-225.00
10/15/2012	3849	Jeff Cress	Eric DeGroat Eagle Pr...	[Greenway Parking Capital Project F...	-450.00
10/15/2012	EFT...	Debit Card (Panor...	10 Itea virginica shrubs	[Greenway Parking Capital Project F...	-105.00
			1 Japanese Maple	Office:Maint:Materials	-95.00
10/15/2012	EFT	Debit Card (Lowe's)	Garden Soil (FY2012)	Office:Maint:Materials	-17.04
10/18/2012	EFT...	Union County		Prop Tax 2012:Receipts 2012:Tax	2,650.82
				Tax Coll:Contract	-39.76
				Veh Tax:Tax 2012	343.77
				Veh Tax:Coll:2012	-5.21
				Veh Tax:Int 2012	1.40

# Register Report

10/1/2012 Through 10/31/2012

11/19/2012

Page 2

Date	Num	Description	Memo	Category	Amount
				Veh Tax:Tax 2011	56.41
				Veh Tax:Coll:2011	-0.91
				Veh Tax:Int 2011	2.71
				Veh Tax:Tax 2010	0.28
				Veh Tax:Int 2010	0.03
				Veh Tax:Coll:2010	0.00
				Veh Tax:Tax 2009	0.92
				Veh Tax:Coll:2009	-0.02
				Veh Tax:Int 2009	0.12
10/29/2012	3850	Jan-Pro Cleaning ... I/N 14757	Janitorial 10/...	Office:Maint:Service	-195.00
10/29/2012	3851	Duke Power	2035221941 (FY2012)	Street Lighting	-156.66
10/29/2012	3852	Taylor & Sons Mo... I/N 1804	10/12 (FY2012)	Office:Maint:Service	-290.00
10/29/2012	3853	Windstream	061348611 (FY2012)	Office:Tel	-231.13
10/29/2012	3854	Windstream	061345970 (FY2012)	Office:Tel	-60.99
10/29/2012	3855	UNC School Of G... I/N IN35167	Ethics We...	Training:Officials	-125.00
10/29/2012	3856	Verizon Wireless	221474588-00001 (FY...	Office:Tel	-89.90
10/29/2012	385...	Walter Butler		Prop Tax Prior Years:Prop Tax 2010:...	-14.64
				Prop Tax Prior Years:Prop Tax 2010:...	-0.21
				Prop Tax Prior Years:Prop Tax 2009:...	-14.64
				Prop Tax Prior Years:Prop Tax 2009:...	-1.02
				Prop Tax Prior Years:Prop Tax 2008:...	-14.64
				Prop Tax Prior Years:Prop Tax 2008:...	-7.99
				Prop Tax Prior Years:Prop Tax 2007:...	-15.81
				Prop Tax Prior Years:Prop Tax 2007:...	-1.27
10/30/2012	EFT...	Advantage Payroll	Salary 10/12	Office:Clerk	-2,268.22
			Supplement 10/12	Office:Clerk	0.00
			Hours 10/12	Office:Deputy Clerk	-627.25
			Salary 10/12	Office:Finance Officer	-2,197.72
			Salary 10/12	Office:Mayor	-400.00
			Salary 10/12	Office:Council	-600.00
			Salary 10/12	Planning:Administration:Salaries	-1,958.96
			Salary 10/12	Tax Coll:Sal	-130.00
				Emp:FICA:Soc Sec	-507.29
				Emp:FICA:Med	-118.65
				Emp:Payroll	-107.45
10/31/2012	DE...	Deposit		Prop Tax Prior Years:Prop Tax 2011:...	65.56
				Prop Tax Prior Years:Prop Tax 2011:...	10.88
				Prop Tax Prior Years:Prop Tax 2010:...	8.95
				Prop Tax Prior Years:Prop Tax 2010:...	25.94
				Prop Tax Prior Years:Prop Tax 2009:...	97.56
				Prop Tax Prior Years:Prop Tax 2009:...	337.36
				Prop Tax Prior Years:Prop Tax 2008:...	0.00
				Prop Tax Prior Years:Prop Tax 2008:...	0.00
				Prop Tax Prior Years:Prop Tax 2007:...	15.10
				Prop Tax Prior Years:Prop Tax 2007:...	8.18
				Prop Tax Prior Years:Prop Tax 2006:...	0.00
				Prop Tax Prior Years:Prop Tax 2006:...	0.00
				Prop Tax Prior Years:Prop Tax 2003:...	0.00
				Prop Tax Prior Years:Prop Tax 2003:...	0.00
10/31/2012	DEP	Deposit	#463A (FY2012)	Other Inc:Zoning	660.00
10/31/2012	TXFR	Transfer Money	transfer (FY2012)	[MM Sav CitizensSouth]	10,000.00
10/31/2012	3858	OfficeSuperSavers	Quote #Q1006296 3 Fi...	Capital Outlay:Furniture	-2,953.26

# Register Report

10/1/2012 Through 10/31/2012

11/19/2012

Page 3

Date	Num	Description	Memo	Category	Amount
10/31/2012	EFT	American Commu...Service Charge Refun...	Office:Bank		19.53
10/31/2012	EFT	American Commu...Service Charge 10/30 (...	Office:Bank		-22.32
<b>TOTAL 10/1/2012 - 10/31/2012</b>					<b>-9,161.50</b>
<b>BALANCE 10/31/2012</b>					<b>9,326.33</b>

**TOTAL INFLOWS** 16,157.32

**TOTAL OUTFLOWS** -25,318.82

**NET TOTAL** -9,161.50

# Greenway Parking Capital Project Fund

7/1/2011 Through 10/31/2012

11/19/2012

Page 1

Category Description	7/1/2011- 10/31/2012
<b>EXPENSES</b>	
Construction	
In-House	1,778.75
Outsourced	
Contractors	66,289.12
Management	600.00
TOTAL Outsourced	66,889.12
TOTAL Construction	68,667.87
Landscaping & Signage	2,457.50
<b>TOTAL EXPENSES</b>	<b>71,125.37</b>
<b>TRANSFERS</b>	
FROM Check Min Spgs	71,125.37
<b>TOTAL TRANSFERS</b>	<b>71,125.37</b>
<b>OVERALL TOTAL</b>	<b>0.00</b>

STATE OF NORTH CAROLINA  
TOWN OF MINERAL SPRINGS

**PROJECT ORDINANCE AUTHORIZING CONSTRUCTION OF A GREENWAY  
PARKING AREA AT THE MCNEELY ROAD TRAILHEAD**

**O-2011-01**

Pursuant to section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following project ordinance is hereby adopted:

**Section 1:** The project involves the construction of a gravel parking lot of approximately 18,000 square feet with separate entrance and exit driveways in the 6300 block of McNeely Road. The purpose of this parking lot is to provide the public with access to the town’s greenway, with facilities for automobile and horse trailer parking.

The work will take place in two phases:

1. Clearing, grading, and finishing of the parking lot and driveways, including post-construction stormwater measures
2. Landscaping portions of the site adjoining the parking areas and providing informational signage and amenities such as picnic tables and horse hitching posts

The town has sought construction bids from qualified grading contractors for work described in item 1 of the above schedule and has awarded a contract to McCollum Trucking and Grading in the amount of \$63,064.00 which may increase based on job conditions.

The town will seek separate estimates for work described in item 2 of the above schedule. Some work may be handled “in-house”.

**Section 2:** It is estimated that the following revenues will be available to complete those projects described in section 3:

General Fund Balance	\$75,370
<b>Total</b>	<b>\$75,370</b>

**Section 3:** The following amounts are appropriated for the projects of the Community Center Capital Project fund:

Construction, Grading, and Supervision (Item #1)	\$69,370
Landscaping, Signage, and Amenities (Item #2)	\$6,000
<b>Total</b>	<b>\$75,370</b>



**Section 4:** The Finance Officer is authorized to approve any change orders to the grading contractor's contract if they arise, up to the total amount authorized for "Item #1" by this Ordinance.

**Section 5:** The Finance Officer is authorized to approve expenditures under "Item #2" up to Five Hundred Dollars (\$500.00) for any individual expenditure. Contracts or individual expenditures above that amount must be approved by the town council.

**Section 6:** The Finance Officer is hereby directed to maintain, within the Greenway Parking Lot Capital Project Fund sufficient detailed accounting records for the project authorized.

**Section 7:** The Finance Officer is directed to report annually on the financial status of the Greenway Parking Lot Capital Project Fund.

**Section 8:** The Finance Officer is authorized to transfer funds as required from the General Fund balance into the Greenway Parking Lot Capital Project Fund.

**Section 9:** Copies of this Greenway Parking Lot Capital Project Ordinance shall be filed with the Town Clerk and the Finance Officer.

**ADOPTED** this the 11th day of August, 2011.

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Frederick Becker III, Mayor

Attest:

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Vicky A. Brooks, Clerk

# Greenway Parking Capital Project Fund

7/1/2011 Through 10/31/2012

11/19/2012

Page 1

Date	Description	Memo	Category	Clr	Amount
<b>BALANCE 6/30/2011</b>					<b>0.00</b>
8/12/2011	Opening Balance		[Greenway Parking Capital P...		0.00
10/17/2011	Eagle Engineering, Inc.	Gravel Compaction Testi...	Construction:Outsourced:Co...		-450.00
10/17/2011	Eagle Engineering, Inc.	Gravel Compaction Testi...	[Check Min Spgs]		450.00
10/27/2011	McCollum Trucking & Grading	I/N 1396 Parking Lot Full...	Construction:Outsourced:Co...		-63,064.00
10/28/2011	McCollum Trucking & Grading	I/N 1396 Parking Lot Full...	[Check Min Spgs]		63,064.00
11/1/2011	Donald Gaddy	Supervision 7/26 - 10/27 ...	Construction:Outsourced:Ma...		-600.00
11/1/2011	Donald Gaddy	Supervision 7/26 - 10/27 ...	[Check Min Spgs]		600.00
12/2/2011	Eagle Engineering, Inc.	Pavement Testing (FY20...	Construction:Outsourced:Co...		-347.50
12/2/2011	Eagle Engineering, Inc.	I/N 25093 Pavement Tes...	[Check Min Spgs]		347.50
3/9/2012	Artistic Signs	Greenway Sign Deposit (...	Construction:Outsourced:Co...		-600.00
3/9/2012	Artistic Signs	Greenway Sign Deposit (...	[Check Min Spgs]		600.00
3/27/2012	Debit Card (Lowe's)	Fencing Materials (FY20...	[Check Min Spgs]		478.94
3/27/2012	Lowe's	Fencing Materials (FY20...	Construction:In-House		-478.94
3/29/2012	Debit Card (Lowe's)	Fencing Materials (FY20...	[Check Min Spgs]		258.60
3/29/2012	Lowe's	Fencing Materials (FY20...	Construction:In-House		-258.60
4/9/2012	Lowe's	Fencing Materials (FY20...	Construction:In-House		-290.51
4/9/2012	Debit Card (Lowe's)	Fencing Materials (FY20...	[Check Min Spgs]		290.51
4/10/2012	Artistic Signs	Greenway Sign Balance ...	Construction:Outsourced:Co...		-942.62
4/10/2012	Artistic Signs	Greenway Sign Balance ...	[Check Min Spgs]		942.62
4/11/2012	Debit Card (Lowe's)	Fencing Materials (FY20...	[Check Min Spgs]		383.86
4/11/2012	Lowe's	Fencing Materials (FY20...	Construction:In-House		-383.86
4/13/2012	MyCustomSign	Parking Lot Signs (FY20...	Landscaping & Signage		-124.75
4/13/2012	Debit Card (MyCustomSign)	Parking Lot Signs (FY20...	[Check Min Spgs]		124.75
4/17/2012	Green Tek	Greenway Parking Tree ...	[Check Min Spgs]		2,160.00
4/17/2012	Green Tek	Greenway Parking Tree ...	Landscaping & Signage		-2,160.00
4/19/2012	Lowe's	Fencing Materials (FY20...	Construction:In-House		-8.22
4/19/2012	Debit Card (Lowe's)	Fencing Supplies (FY201...	[Check Min Spgs]		8.22
4/20/2012	Lowe's	Fencing Materials (FY20...	Construction:In-House		-320.32
4/20/2012	Debit Card (Lowe's)	Fencing Supplies (FY201...	[Check Min Spgs]		320.32
6/3/2012	Lowe's	Fencing Materials (FY20...	Construction:In-House		-38.30
6/3/2012	Lowe's	Fencing Materials (FY20...	[Check Min Spgs]		38.30
7/16/2012	Joseph Shawley	Eagle Scout Project - Sto...	Construction:Outsourced:Co...		-435.00
7/16/2012	Joseph Shawley	Eagle Scout Project - Sto...	[Check Min Spgs]		435.00
10/13/2012	Lowe's	Sign Installation Material...	Landscaping & Signage		-56.57
10/13/2012	Lowe's	"Caution" Tape (FY2012)	Landscaping & Signage		-11.18
10/13/2012	Debit Card (Lowe's)	Sign Installation Material...	[Check Min Spgs]		56.57
10/13/2012	Debit Card (Lowe's)	"Caution" Tape (FY2012)	[Check Min Spgs]		11.18
10/15/2012	Jeff Cress	Eric DeGroat Eagle Proje...	Construction:Outsourced:Co...		-450.00
10/15/2012	Jeff Cress	Eric DeGroat Eagle Proje...	[Check Min Spgs]		450.00
10/15/2012	Debit Card (Panoramic Farm)	Greenway Parking & To...	[Check Min Spgs]		105.00
10/15/2012	Panoramic Farm	10 Itea virginica shrubs (...	Landscaping & Signage		-105.00
<b>TOTAL 7/1/2011 - 10/31/2012</b>					<b>0.00</b>

<b>BALANCE 10/31/2012</b>	<b>0.00</b>
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<b>TOTAL INFLOWS</b>	<b>71,125.37</b>
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<b>TOTAL OUTFLOWS</b>	<b>-71,125.37</b>
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<b>NET TOTAL</b>	<b>0.00</b>
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October 2012

- Revenue Details
- Inter-bank Transfers

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DATE 9/28/12  
 TIME 11:23:18  
 USER PHH

UNION COUNTY

COLLECTIONS BY RCD/REV UNIT/YR-DATE RANGE  
 DEPOSIT DATE RANGE: 9/01/2012 THRU 9/30/2012  
 REPORT GROUP: 100 REAL AND PERSONAL  
 REVENUE UNIT: 990 TOWN OF MINERAL SPRINGS

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 PROG# CL2138

YEAR	TAXES, ASSESSMENTS & MISC. CHARGES	LATE LIST	INTEREST STATE INTEREST (NOT INT3)	INTEREST STATE INTEREST (INT3)	TOTAL COLLECTED	COMMISSION	NET OF COMMISSION & STATE INTEREST
2012	2,648.91	1.91			2,650.82	39.76	2,611.06
TOTAL	2,648.91	1.91			2,650.82	39.76	2,611.06

DATE 9/28/12  
 TIME 11:23:18  
 USER PHH

UNION COUNTY

COLLECTIONS BY RCOD/REV UNIT/YR-DATE RANGE  
 DEPOSIT DATE RANGE: 9/01/2012 THRU 9/30/2012  
 REPORT GROUP: 200 REGISTERED VEHICLE  
 REVENUE UNIT: 990 TOWN OF MINERAL SPRINGS

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 PROG# CL2138

YEAR	TAXES, ASSESSMENTS & MISC. CHARGES	LATE LIST	INTEREST STATE INTEREST (NOT INT3)	INTEREST STATE INTEREST (INT3)	TOTAL COLLECTED	COMMISSION	NET OF COMMISSION & STATE INTEREST
2009	.92		.12	.03	1.07	.02	1.02
2010	.28		.03	.01	.32		.31
2011	56.41		2.71	1.72	60.84	.91	58.21
2012	343.77		1.40	1.87	347.04	5.21	339.96
TOTAL	401.38		4.26	3.63	409.27	6.14	399.50

# NC Sales & Use Tax Distribution

August 2012 Collections

Summary

October 10, 2012

		ARTICLE 39	ARTICLE 40	ARTICLE 42	ARTICLE 43	ARTICLE 44	ARTICLE 45	ARTICLE 46	CITY HH	TOTAL
UNION	(Ad Valorem)	\$ 1,086,246.77	\$ 822,664.85	\$ 581,374.25	\$ -	\$ 388.81	\$ -	\$ -	\$ (186,053.35)	\$ 2,304,621.33
	FAIRVIEW	\$ 592.14	\$ 448.45	\$ 316.92	\$ -	\$ 0.21	\$ -	\$ -	\$ 455.79	\$ 1,813.51
	HEMBY BRIDGE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	INDIAN TRAIL	\$ 33,743.02	\$ 25,555.15	\$ 18,059.73	\$ -	\$ 12.08	\$ -	\$ -	\$ 25,973.11	\$ 103,343.09
	LAKE PARK	\$ 4,132.74	\$ 3,129.91	\$ 2,211.90	\$ -	\$ 1.48	\$ -	\$ -	\$ 3,181.12	\$ 12,657.15
	MARSHVILLE	\$ 4,813.98	\$ 3,645.85	\$ 2,576.51	\$ -	\$ 1.72	\$ -	\$ -	\$ 3,705.50	\$ 14,743.56
	MARVIN	\$ 3,573.67	\$ 2,706.50	\$ 1,912.68	\$ -	\$ 1.28	\$ -	\$ -	\$ 2,750.77	\$ 10,944.90
	MINERAL SPRINGS	\$ 481.78	\$ 364.88	\$ 257.86	\$ -	\$ 0.17	\$ -	\$ -	\$ 370.85	\$ 1,475.54
	MINT HILL *	\$ 37.58	\$ 28.46	\$ 20.11	\$ -	\$ 0.01	\$ -	\$ -	\$ 28.94	\$ 115.10
	MONROE	\$ 131,399.48	\$ 99,514.89	\$ 70,326.81	\$ -	\$ 47.03	\$ -	\$ -	\$ 101,142.45	\$ 402,430.66
	STALLINGS *	\$ 23,348.56	\$ 17,682.94	\$ 12,496.47	\$ -	\$ 8.36	\$ -	\$ -	\$ 17,972.16	\$ 71,508.49
	UNIONVILLE	\$ 701.96	\$ 531.63	\$ 375.70	\$ -	\$ 0.25	\$ -	\$ -	\$ 540.34	\$ 2,149.88
	WAXHAW	\$ 30,195.91	\$ 22,868.76	\$ 16,161.27	\$ -	\$ 10.81	\$ -	\$ -	\$ 23,242.80	\$ 92,479.55
	WEDDINGTON *	\$ 4,119.99	\$ 3,120.26	\$ 2,205.08	\$ -	\$ 1.47	\$ -	\$ -	\$ 3,171.30	\$ 12,618.10
	WESLEY CHAPEL	\$ 1,053.07	\$ 797.54	\$ 563.62	\$ -	\$ 0.38	\$ -	\$ -	\$ 810.59	\$ 3,225.20
	WINGATE	\$ 3,517.63	\$ 2,664.06	\$ 1,882.68	\$ -	\$ 1.26	\$ -	\$ -	\$ 2,707.63	\$ 10,773.26



**P**  
**PARKSTERLING**  
**BANK**

Post Office Box 2249  
Gastonia, NC 28053-2249  
704-868-5200

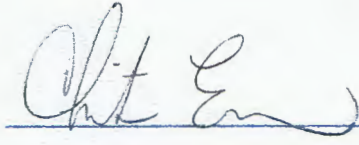
**OFFICIAL CHECK**

Date: 10/31/12 **688805**

Branch: 0201  
22-7051/531

REMITTER TOWN OF MINERAL SPRINGS

**PAY** EXACTLY \*\*10,000 AND 00/100 DOLLARS \$10,000.00  
TO THE TOWN OF MINERAL SPRINGS  
ORDER OF



MP

⑈688805⑈ ⑆253170512⑆660018630⑈

**PARK STERLING BANK**

**688805**

**DATE:** 10/31/12

**REMITTER:** TOWN OF MINERAL SPRINGS

**TO:** TOWN OF MINERAL SPRINGS

**BRANCH:** 0201  
**ORIGINATOR:** S60CEASON  
**TIME:** 2:13:43  
**CK AMT:** \$10,000.00  
**FEE AMT:** \$.00  
**TOTAL:** \$10,000.00

**NON-NEGOTIABLE**  
**PLEASE RETAIN THIS VOUCHER**

Divisions of Yadkin Valley Bank and Trust Company



**CUSTOMER RECEIPT**

CUSTOMER RECEIPT

601 601 AMERICAN COMMUNITY-MDNRO  
0755 0004 200  
10/31/2012 14:54 \*\*\*\*\*0871  
\$10000.00 TlrDDDep

*TXFR*

CONSERVATION  
by  
DESIGN

Town of Mineral Springs  
Zoning Administrator  
Vicky Brooks  
P O Box 600  
Mineral Springs, NC 28108  
704-289-5331  
704-243-1705 FAX  
[msvickybrooks@aol.com](mailto:msvickybrooks@aol.com)  
[www.mineralspringsnc.com](http://www.mineralspringsnc.com)

## MEMO

---

To: Town Council  
From: Vicky Brooks  
Date: December 5, 2012  
Re: Agenda Item #4 – Consideration of Reappointing Planning Board Members and Reducing the Size of the Planning Board

---

There are four members of the planning board whose term will expire in January of 2013: Bill Bates, Wanda Glenn, Bettylyn Krafft and Bob Neill. I spoke with Ms. Glenn, Ms. Krafft and Mr. Neill; they all expressed a desire to remain on the planning board for another three year term. I had email communications with Mr. Bates and was told that he no longer wants to serve on the planning board due to conflicts with work.

If the council reappoints the three interested members, the planning board would have five sitting members and four vacant spots. We have had one of those vacancies since January of 2012; although it was advertised in the newsletter and has been posted online, there has still been no interest from anyone in the town to fill the position. The next two vacancies came in September of 2012 when Jill and Al Lewis resigned their position. These positions have also been posted on our website.

It seems that there has been quite a lack of interest on behalf of our residents to become involved with the planning board. At the last planning board meeting there was a mention of reducing the size of the planning board to five for two very good reasons: (1) it is much easier to make a quorum from a five member planning board (the quorum would be three) and (2) a smaller group seems to get through things much quicker and efficiently. The one downside of a five member planning board that I can see at this point is that a council member is serving (the council member is NOT the downside). After attending the zoning officials seminar back in July where Bill Duston gave a presentation on Conditional Use Permits. I actually “stumped” Bill Duston when I asked him about having a planning board member that is also on the council, since a Conditional Use Permit is a quasi-judicial proceeding (which does not allow for ex parte communication). Between Bill and Dave Owens (from the School of Governments), they felt it was necessary that the council member/planning board member not hear any Conditional Use Permits at the planning board level. Therefore, when a Conditional Use Permit comes up, our council member would need to be excused from the planning board meeting portion of the Conditional Use Permit process, which would leave us with only four potential planning board members that could hear the process.

Ultimately this is up to the council; I just wanted to provide you with this update on the status of the planning board.

## 2013 Mineral Springs Holiday Schedule - Proposed

The following public holidays are established for the Town of Mineral Springs employees. The town hall will officially be closed on the days indicated below.

<b>Tuesday, January 1, 2013</b>	New Year's Day
<b>Monday, January 21, 2013</b>	Birthday of Martin Luther King, Jr.
<b>Monday, February 18, 2013</b>	Washington's Birthday
<b>Monday, May 27, 2013</b>	Memorial Day
<b>Thursday, July 4, 2013</b>	Independence Day
<b>Monday, September 2, 2013</b>	Labor Day
<b>Monday, October 14, 2013</b>	Columbus Day
<b>Monday, November 11, 2013</b>	Veterans Day
<b>Thursday, November 28, 2013</b>	Thanksgiving Day
<b>Friday, November 29, 2013</b>	Thanksgiving Day Holiday
<b>Tuesday, December 24, 2013</b>	Christmas Eve
<b>Wednesday, December 25, 2013</b>	Christmas Day
<b>Thursday, December 26, 2013</b>	Christmas Holiday
<b>Tuesday, December 31, 2013</b>	New Year's Eve

CONSERVATION  
by  
DESIGN

Town of Mineral Springs  
Zoning Administrator  
Vicky Brooks  
P O Box 600  
Mineral Springs, NC 28108  
704-289-5331  
704-243-1705 FAX  
[msvickybrooks@aol.com](mailto:msvickybrooks@aol.com)  
[www.mineralspringsnc.com](http://www.mineralspringsnc.com)

# MEMO

---

To: Town Council  
From: Vicky Brooks  
Date: December 4, 2012  
Re: Agenda Item #6 – Municipal Records Retention and Disposition Schedule

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After attending the Public Records Management Workshop last month, I thought it might be an appropriate time for the council to consider approving the latest edition of the Municipal Records Retention and Disposition Schedule that is combined by the North Carolina Department of Cultural Resources. The latest edition of the schedule is September 10, 2012 and the last time the council approved the schedule was in April of 2005.

## **Standard-1. Administration and Management Records**

Item #8. Audio and Video Recordings of Meetings states *“Destroy in office after approval of official written minutes”*.

It has long been the policy of the Mineral Springs Town Council to retain audio recordings of meetings for **one year** following the approval of the minutes. Should this council want to maintain that policy, the approval of the latest edition of the Municipal Records Retention and Disposition Schedule should be with the exception of (Standard-1, Item #8) maintaining audio tapes of council meetings for one-year after approval of the minutes.

The complete 199 page Municipal Records Retention and Disposition Schedule can be found at [http://www.records.ncdcr.gov/local/municipal\\_FINAL\\_20120912.pdf](http://www.records.ncdcr.gov/local/municipal_FINAL_20120912.pdf) or you may come by my office to review the printed version.

**Sample Motion** (should the council prefer to maintain audio tapes longer than suggested by the North Carolina Department of Cultural Resources):

Motion to approve and follow the Municipal Records Retention and Disposition Schedule with the exception of maintaining audio tapes of council meetings for one year after approval of the minutes.

**MUNICIPAL**  
**Records Retention and Disposition Schedule**

The records retention and disposition schedule and retention periods governing the records series listed herein are hereby approved. In accordance with the provision of Chapters 121 and 132 of the *General Statutes of North Carolina*, it is agreed that the records do not and will not have further use or value for official business, research, or reference purposes after the respective retention periods specified herein and are authorized to be destroyed or otherwise disposed of by the agency or official having custody of them without further reference to or approval of either party to this agreement. However, records subject to audit or those legally required for ongoing official proceedings must be retained until released from such audits or official proceedings, notwithstanding the instructions of this schedule. **Public records including electronic records not listed in this schedule are not authorized to be destroyed.**

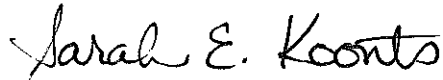
This local government agency and the Department of Cultural Resources agree that certain records series possess only brief administrative, fiscal, legal, research, and reference value. These records series have been designated by retention periods which allow these records to be destroyed when "*administrative value ends.*" The local government agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Cultural Resources has scheduled with the disposition instruction "*destroy when administrative value ends.*" If a municipality does not establish internal policies and retention periods, the municipality is not complying with the provisions of this retention schedule and is not authorized by the Department of Cultural Resources to destroy the records with the disposition instruction "*destroy when administrative value ends.*"

It is further agreed that these records may not be destroyed prior to the time periods stated; however, for sufficient reason they may be retained for longer periods. This schedule is to remain in effect from the date of approval until it is reviewed and updated.

**APPROVAL RECOMMENDED**

\_\_\_\_\_  
City/Town Clerk

\_\_\_\_\_  
Chief Administrative Officer/  
City Manager



Sarah E. Koonts, Director  
Division of Archives and Records

**APPROVED**

\_\_\_\_\_  
Mayor



Linda A. Carlisle, Secretary  
Department of Cultural Resources

Municipality: \_\_\_\_\_

September 10, 2012

## EXECUTIVE SUMMARY

- ✓ According to G.S. §121-5 and G.S. §132-3, you may only destroy public records with the consent of the Department of Cultural Resources (DCR). The State Archives of North Carolina is the division of DCR charged with administering a records management program. This schedule is the primary way the State Archives of North Carolina gives its consent. Without approving this schedule, your municipality is obligated to obtain the State Archives of North Carolina's permission to destroy *any* record, no matter how insignificant.
- ✓ Each record series listed on this schedule has specific disposition instructions which will indicate how long that series must be kept in your offices. In some cases, the disposition instructions are simply "Retain in office permanently," which means that those records must be kept in your offices forever. In other cases, the retention period may be "destroy in office when administrative value ends." Administrative value is defined as, "the usefulness of records to support ancillary operations and the routine management of an organization." Your agency must establish and enforce internal policies by setting minimum retention periods for the records that the State Archives of North Carolina has scheduled with the disposition instructions, "destroy when administrative value ends."
- ✓ Email is a record as defined by G.S. §121-5 and G.S. §132. It is the content of the email that is critical when determining the retention period of a particular email, including attachments, not the media in which the records were created. Email should be retained in the same manner as its paper counterpart. It is important for all agency employees and officials to determine the appropriate record series for specific emails and retain them according to the disposition instructions.
- ✓ The State Archives of North Carolina recommends that all municipal employees and officials take our online tutorials in order to familiarize themselves with records management principles and practices. The State Archives of North Carolina's online tutorials include topics such as records management, utilizing the retention schedule, email management, and scanning guidelines.
- ✓ The State Archives of North Carolina provides microfilming of the minutes of major decision-making boards and commissions in a municipality. Once those records are filmed, we will store the silver negative (original) in our security vault.
- ✓ There is a nominal fee for filming and duplicating film. Contact the Records Management Analyst assigned to your municipality for the most current information.

## MANAGING PUBLIC RECORDS IN NORTH CAROLINA

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**Q. *What is this “records retention and disposition schedule”?***

- A.** This document is a tool for the employees of municipal governments across the state to use when managing the records in their offices. It lists records commonly found in municipal offices, and gives an assessment of their value by indicating when (and if) those records should be destroyed. This schedule is also an agreement between your municipality and the State Archives of North Carolina.

This schedule serves as the inventory and schedule that the State Archives of North Carolina is directed by G.S. §121-5 (c) and G.S. §132-8 to provide. It supersedes all previous editions, including all amendments.

---

**Q. *How do I get it approved?***

- A.** This schedule must be approved by the governing board of your town or city for use in your municipality. That approval should be made in a regular meeting and recorded as an action in the minutes. It may be done as part of the consent agenda, by resolution, or other action.
- 

**Q. *Do I have to have all of the records listed on this schedule?***

- A.** No. This is not a list of records you must have in your office.
- 

**Q. *What is the definition of “administrative value”?***

- A.** Administrative value is defined as, “the usefulness of records to support ancillary operations and the routine management of an organization.” Records having administrative value are generally considered useful or relevant to the activities that caused the record to be created and/or during an audit of those activities. Traditionally, records managers have seen “administrative value” as transitory. (From Richard Pearce-Moses, *A Glossary of Archival and Records Terminology*)
- 

**Q. *What do I do with routing slips, fax cover sheets, reference copies, memory aides, reservations and confirmations, etc.?***

- A.** According to North Carolina General Statutes §121 and §132, every document, paper, letter, map, book, photograph, film, sound recording, magnetic or other tape, electronic data processing record, artifact, or other documentary material, regardless of physical form or characteristic, made or received in connection with the transaction of public business by any state, county, municipal agency, or other political subdivision of government is considered a public record and may not be disposed of, erased, or destroyed without specific guidance from the State Archives of North Carolina. The State Archives of North Carolina recognizes that many records exist that may have very short-term value to the creating agency. These records may be destroyed or otherwise disposed of when their reference value ends. However, all public employees should be familiar with specific records retention and disposition schedules and applicable guidelines for their office and the Public Records law (G.S. §132). When in doubt about whether a record has short-term value, or whether it has special significance or importance, retain the record in question.
- 

**Q. *Do the standards correspond to the organizational structure of my municipality?***

- A.** Standards are grouped together to make it easier for users to find records. You may find that the records groupings reflect the organizational structure of your municipality, or you may find that records are located in various standards depending on the content of the record. The intent of the schedule’s organization is to provide an easy reference guide for the records created in your municipality.
- 

**Q. *I can’t find some of my records on this schedule.***

- A.** Sometimes the records are listed in a different standard than how you organize them in your office. Be sure to check the Index and utilize the “search box” function on the PDF version of the schedule. If you still cannot locate your records on the schedule, then contact the Records Management Analyst assigned

to your municipality. We will work with you to amend this records schedule to include records so that you may destroy them appropriately.

---

**Q. *What are public records?***

- A.** The *General Statutes of North Carolina*, Chapter §132, provides this definition of public records:

"Public record" or "public records" shall mean all documents, papers, letters, maps, books, photographs, films, sound recordings, magnetic or other tapes, electronic data-processing records, artifacts, or other documentary material, regardless of physical form or characteristics, made or received pursuant to law or ordinance in connection with the transaction of public business by any agency of North Carolina government or its subdivisions. Agency of North Carolina government or its subdivisions shall mean and include every public office, public officer or official (State or local, elected or appointed), institution, board, commission, bureau, council, department, authority or other unit of government of the State or of any county, unit, special district or other political subdivision of government.

---

**Q. *Can anyone see my records?***

- A.** Yes, except as restricted by specific provisions in state or federal law. G.S. §132-6 instructs:

"Every custodian of public records shall permit any record in the custodian's custody to be inspected and examined at reasonable times and under reasonable supervision by any person, and shall, as promptly as possible, furnish copies thereof upon payment of any fees as may be prescribed by law. ... No person requesting to inspect and examine public records, or to obtain copies thereof, shall be required to disclose the purpose or motive for the request."

---

**Q. *What about my confidential records?***

- A.** Not all government records are open to public inspection. Exceptions to the access requirements in G.S. §132-6 and the definition of public records in G.S. §132-1 are found throughout the General Statutes. You must be able to cite a specific provision in the General Statutes or federal law when you restrict or deny access to a particular record.
- 

**Q. *Do I have to make copies of drafts available to the public that haven't been approved?***

- A.** Yes, even if a report, permit, or other record has not been finalized. Any record that is not confidential by law must be copied when a request is received, whether it is "finished" or not.
- 

**Q. *What do I do with permanent records?***

- A.** Permanent records should be maintained in the office that created the records, forever. Permanent records must also have a security preservation duplicate, which is either a paper or microfilm copy.
- 

**Q. *What is historical value?***

- A.** Historical records document significant events, actions, decisions, conditions, relationships, and similar developments. These records have administrative, legal, fiscal, or evidential importance for the government or its citizens. Call the Records Management Analyst assigned to your municipality for further assistance.
- 

**Q. *I don't have any records.***

- A.** Nearly every position in government generates, receives, or uses records. Computer files of any kind, including drafts and email, are public records. Even if your records aren't the official or final version, your records are public records. Not all records have high historical, legal, or fiscal value, but they all must be retained or destroyed in accordance with the provisions of the appropriate records schedule.



---

**Q. *May I store our unused records in the basement (attic, outdoor shed)?***

- A.** Public records are public property. While we encourage offices to find places to store records that do not take up too much valuable office space, the selected space should be dry, secured, and free from pests and mold. Your office must ensure that records stored away from your main office area are well protected from natural and man-made problems, while remaining readily available to your staff and the public.

---

**Q. *Our old records are stored in the attic, basement or off-site building, etc. Do we have to let anyone who asks see them?***

- A.** Yes, as long as the records are not confidential by law. You should also be aware that confidentiality can expire.

---

**Q. *Aren't all of our old records at the State Archives of North Carolina?***

- A.** Probably not. The State Archives of North Carolina collects only very specific types of records from municipal offices. Contact the Records Management Analyst assigned to your municipality for more information about which records are held or can be transferred to the State Archives of North Carolina for permanent preservation.

---

**Q. *I have found some really old records. What should I do with them?***

- A.** Call the Records Management Analyst assigned to your municipality. We will help you examine the records and assess their historical value.

---

**Q. *Can I give my old records to the historical society or public library?***

- A.** Before you offer any record to a historical society, public library, or any other entity, you must contact the Records Management Analyst assigned to your municipality. Permanent records must be kept either in your offices or at the State Archives of North Carolina.

---

**Q. *Whom can I call with questions?***

- A.** If you are located west of about Statesville, call our Western Office in Asheville at (828) 296-7230 extension 224. East of Statesville, all the way to the coast, call our Raleigh office at (919) 807-7350.

## AUDITS, LITIGATION AND OTHER OFFICIAL ACTIONS

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***No record involved in a pending audit, legal or other official action may be destroyed before that audit or action is resolved.***

We have used an asterisk (\*) in the disposition instructions to mark records series that are commonly audited, litigated or may be subject to other official actions; however, any record has this potential. Records custodians are responsible for being aware of potential actions, and for preventing the destruction of any record that is, or may be reasonably expected to become, involved in an audit, legal or other official action.

Records used during routine audits may be destroyed when the governing body accepts the audit, if the records have completed the retention period listed in this schedule. If time remains in the retention period, the records must be maintained for the remainder of the period. The auditor's working papers must be kept according to the schedule. (See [AUDITS: PERFORMANCE](#) Item 7, page 2 and [AUDITS: FINANCIAL](#) Item 6, page 26.) Should a dispute arise over an audit, the records that were audited should be retained until that dispute is resolved.

The attorney representing the municipality should inform records custodians when legal matters are concluded and records will no longer be needed. Following the conclusion of any legal action, the records may be destroyed if they have met the retention period in the schedule. Otherwise, they should be kept for the remaining time period.

## DESTRUCTION OF PUBLIC RECORDS

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### **Q. *When can I destroy records?***

- A.** Each record series listed on this schedule has specific disposition instructions that indicate how long that series must be kept in your offices. In some cases, the disposition instructions are “Retain in office permanently,” which means that those records must be kept in your offices forever. (See also the question below, “*How should I deal with my permanent records?*”)
- 

### **Q. *How do I destroy records?***

- A.** After your municipality has approved this records retention and disposition schedule, records should be destroyed in one of the following ways:
- a) burned, unless prohibited by local ordinance;
  - b) shredded, or torn up so as to destroy the record content of the documents or material concerned;
  - c) placed in acid vats so as to reduce the paper to pulp and to terminate the existence of the documents or materials concerned;
  - d) buried under such conditions that the record nature of the documents or materials will be terminated; or
  - e) sold as waste paper, provided that the purchaser agrees in writing that the documents or materials concerned will not be resold as documents or records.
- N.C. Administrative Code, Title 7, Chapter 4, Subchapter M, Section .0510

**Confidential records should be destroyed in a secure manner so that the information contained in them cannot be used. We do not recommend the disposal in a landfill of records containing confidential information.**

---

### **Q. *How can I destroy records if they are not listed on this schedule?***

- A.** Contact the Records Management Analyst assigned to your municipality. Your analyst will discuss the nature of the records with you to determine if the records have historical value. If the records do have historical value, we will discuss the possibility of transferring the records to the State Archives of North Carolina to be preserved permanently.

If the records do not have historical value, we will ask you to complete a [Request for Disposal of Unscheduled Records](#) (located at the end of this schedule) if the records are not currently created. If the records are an active records series, your analyst will help you develop an amendment to this schedule so that you can continue to destroy the records appropriately.

---

### **Q. *I have some old records that aren't on this schedule, but that we don't use any more. How can I get them destroyed?***

- A.** At the end of this schedule is a form called the [Request for Disposal of Unscheduled Records](#). Complete that form and submit it to us. We will get in touch with you, and make a determination about that destruction.
- 

### **Q. *Do I have to tell anyone about the destruction?***

- A.** We recommend that you report on your records retention activities to your Board of Commissioners on an annual basis. This report does not need to be detailed, but it is important that significant destructions be entered into the minutes of the Board.

## ELECTRONIC RECORDS: EMAIL, BORN DIGITAL RECORDS, AND DIGITAL IMAGING

---

**Q. *When can I delete my email?***

**A.** Email is a public record as defined by G.S. §121-5 and G.S. §132. Electronic mail is just as much a record as any traditional paper record, and must be treated in the same ways. **It is the content of each message that is important.** If a particular message would have been filed as a paper memo, it should still be filed (either in your email program or in your regular directory structure), and it should be retained the same length of time as its paper counterparts. ***It is inappropriate to destroy email simply because storage limits have been reached.*** Some examples of email messages that are public records and therefore covered by this policy include:

- Policies or directives;
- Final drafts or reports and recommendations;
- Correspondence and memoranda related to official business;
- Work schedules and assignments;
- Meeting agendas or minutes
- Any document or message that initiates, facilitates, authorizes, or completes a business transaction; and
- Messages that create a precedent, such as issuing instructions and advice.

*From the Department of Cultural Resources E-Mail Policy (Revised July 2009), available at the State Archives of North Carolina website*

Other publications will be particularly helpful in managing your email (available online at the State Archives of North Carolina website):

- *E-Mail as a Public Record in North Carolina: A Policy for Its Retention and Disposition*
- *Online E-mail Tutorial: Managing Your Inbox: E-mail as a Public Record*
- *Online Tutorial: Managing Public Records for Local Government Agencies*
- *Guidelines for E-mail as a Public Record in North Carolina: Tips and Tricks for Using Microsoft Exchange Software to Manage E-mail*

---

**Q. *May I print my email to file it?***

**A.** We do not recommend printing email for preservation purposes. Important metadata is lost when Email is printed.

---

**Q. *I use my personal email account for work. No one can see my personal email.***

**A.** The best practice is to avoid using personal resources, including private email accounts, for public business. G.S. §132-1 states that records “made or received pursuant to law or ordinance *in connection with the transaction of public business* by any agency of North Carolina government or its subdivisions” are public records (emphasis added). The fact that public records reside in a personal email account is irrelevant.

---

**Q. *We have an imaging system. Do we have to keep the paper?***

**A.** You may scan any record, including permanent records. You will need to get approval from our agency in order to destroy paper originals that have been digitized. Your office should follow the instructions in the *North Carolina Guidelines for Managing Public Records Produced by Information Technology Systems* to conduct the Self-Warranty process, develop an Electronic Records Policy, and complete a copy of the [Request for Disposal of Original Records Duplicated by Electronic Means](#), (located at the end of this schedule). Then submit all three to us.

**Permanent records** must have a security preservation copy as defined by the State Archives of North Carolina's **Human-Readable Preservation Duplicate Policy** (G.S. §132-8.2):

Preservation duplicates shall be durable, accurate, complete and clear, and such duplicates made by a photographic, photostatic, microfilm, micro card, miniature photographic, or other process which accurately reproduces and forms a durable medium for so reproducing the original shall have the same force and effect for all purposes as the original record whether the original record is in existence or not. ... Such preservation duplicates shall be preserved in the place and manner of safekeeping prescribed by the Department of Cultural Resources.

***The preservation security duplicate of permanent records must be either on paper or microfilm.***

**Non-permanent records** may be retained in any format, and therefore you may be approved to destroy hard copy originals after proper imaging. You will have to take precautions with records that you must keep more than about 10 years. Computer systems do not have long life cycles. Each time you change computer systems, you will have to convert all records to the new system so that you can assure their preservation and provide access. Your office will still be required to conduct the Self-Warranty process, establish an Electronic Records Policy, and submit the [Request for Disposal of Original Records Duplicated by Electronic Means](#) form for our approval.

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**Q. *Computer storage is cheap. I'll just keep my computer records.***

**A.** The best practice is to destroy all records that have met their retention requirements at the same time, regardless of format.

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**Q. *What are the guidelines regarding the creation and handling of electronic public records?***

**A.** The following documents are available on the State Archives of North Carolina website:

- Best Practices for Cloud Computing: Records Management Considerations
- Best Practices for Electronic Communication Usage in North Carolina: Text and Instant Message
- Best Practices for Electronic Communication Usage in North Carolina: Guidelines for Implementing a Strategy for Text and Instant Messages
- Best Practices for File Naming
- Best Practices for Social Media Usage in North Carolina
- Guidelines for Digital Imaging Systems
- Metadata as a Public Record in North Carolina: Best Practices Guidelines for Its Retention and Disposition
- Security Backup Files as Public Records in North Carolina: Guidelines for Recycling, Destruction, Erasure, and Re-Use of Security Backup Files

## MICROFILM

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**Q. *Why do you still use microfilm?***

**A.** Microfilm is a legally acceptable replacement for original records, as outlined in G.S. §8-45 and §153A-436. Microfilm can be read with nothing more sophisticated than a magnifying glass. There is no software to keep current. Usually, deterioration in the film itself can be detected by visual inspection. Our office provides a publication, *Micrographics: Technical and Legal Procedures*, on our website. It explains the four groups of national standards for the production of archival quality microfilm:

- manufacture of raw film
- filming methods
- processing (developing) film
- storage methods

That publication also provides sample forms, targets, and procedures that you or your vendor can use in producing film of your records.

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**Q. *What film services do you provide?***

**A.** The State Archives of North Carolina provides microfilming of minutes of major decision-making boards and commissions in a municipality. Once those records are filmed, we will store the silver original in our security vault. There is a nominal fee for filming and duplicate film. Contact the Records Management Analyst assigned to your municipality for the most current information.

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**Q. *How do I get my minutes filmed?***

**A.** We have two processes to film minutes. First, you can send photocopies of your approved minutes to us in the mail. Simply include a copy of the “*Certification of the Preparation of Minutes for Microfilming*” form (available online at the State Archives of North Carolina website) with each shipment. For more detailed instructions, contact the Records Management Analyst assigned to your municipality.

Alternatively, you can bring us your original books. We will film them and return them to you. This process is most useful when you have more minutes to film than you are willing to photocopy. It is important to remember that a representative of your office or ours must transport the original books in person so that the custody of the records is maintained. You should not mail or ship your original minutes. Call the analyst assigned to your municipality to make arrangements for an appointment for your books to be filmed. We will make every effort to expedite the filming so that your books will be returned to you as quickly as possible.

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**Q. *What if I need my books while they’re being filmed?***

**A.** Call the Raleigh Office at (919) 807-7350, and ask for the Records Management Analyst in charge of minutes.

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**Q. *Can I send you my minutes electronically?***

**A.** Not at this time. We require originals or photocopies of the approved minutes, complete with signatures. We are currently working on standards and procedures for an electronic transfer system for minutes. Please contact the Records Management Analyst in charge of minutes microfilming for more information.

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**Q. *I have some old minutes that aren’t signed. Can they still be filmed?***

**A.** If the only copy you have available is unsigned, and you use it as the official copy, we will film it.

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**Q. *What if my books are destroyed after they have been filmed?***

- A.** Call the Records Management Analyst assigned to your municipality, who will help you make arrangements to purchase copies of the microfilm from our office. You can then send those reels to a vendor, who can either make new printed books, or scan the film to create a digital copy.

**. DISASTER ASSISTANCE**

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**Q. *What should I do in case of fire or flood?***

- A.** Secure the area, and keep everyone out until fire or other safety professionals allow entry. Then, call our Raleigh office at (919) 807-7353 for the Head of the Government Records Branch or (919) 807-7339 for the State Archivist. If you're in the western part of the state, call our Asheville Office at (828) 296-7230 extension 224. On nights and weekends, call your local emergency management office.

***DO NOT ATTEMPT TO MOVE OR CLEAN ANY RECORDS.***

Damaged records are extremely fragile and require careful handling. Our staff is trained in preliminary recovery techniques, documenting damage to your records, and authorizing destruction of damaged records. Professional vendors can handle your larger disasters.

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**Q. *What help do you give in case of an emergency?***

- A.** We will do everything we can to make a visit to you at the earliest opportunity to provide hands-on assistance. We can assist you in appraising the records that have been damaged so that precious resources (and especially time) are not spent on records with lesser value. We can provide lists of professional recovery vendors that you can contact to preserve your essential and permanent records.

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**Q. *What can I do to prepare for an emergency?***

- A.** We provide training to interested governments on disaster preparation. We discuss the roles of proper inventories, staff training, and advance contracts with recovery vendors. If you would like to have this workshop presented, just call the Records Management Analyst assigned to your municipality.

**STAFF TRAINING**

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**Q. *What types of workshops or training do you offer?***

- A.** We have a group of prepared workshops that we can offer at any time at various locations throughout the state. Contact your Records Management Analyst if you are interested in having one of the workshops presented to your agency. We will work with you directly to develop training suited to your specific needs. Our basic workshops are:
- **Managing Public Records in North Carolina** – our basic introduction to the Public Records law and records management;
  - **Scanning Public Records: Laying the Groundwork** – considerations and procedures to establish an imaging system;
  - **Email as a Public Record** – considerations, tips and tricks on managing, filing, and public access to your email;
  - **Disaster Preparedness and Recovery** – how to be prepared for disasters, and what will have to be done after a disaster happens.

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**Q. *Will you design a workshop especially for our office?***

- A.** Yes, we will. Let the Records Management Analyst assigned to your municipality know what type of training you need.

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**Q. *Do we have to come to Raleigh for workshops?***

- A.** No, we will come to your offices to present the workshops you need. We have no minimum audience requirement. We will also do presentations for professional associations, regional consortiums, and the public.

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**Q. *Is there a fee for workshops?***

- A.** Not at this time.

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**Q. *Are the workshops available in an online format?***

- A.** Not at this time. However, there are several online tutorials available on the State Archives of North Carolina website, including:
- **Managing Public Records for Local Agencies-** Our basic introduction to the Public Records law and records management.
  - **Managing Your Inbox: Email as a Public Record-** Public employees increasingly rely on electronic mail (email) as a quick and useful communication tool for carrying out government business. However, email presents many challenges. This tutorial will help you learn how to properly manage, retain and dispose of your email.
  - **Managing Electronic Public Records: Recognizing Perils and Avoiding Pitfalls-** More and more government employees use computers as they conduct their daily business. While computers are invaluable tools that store large amounts of data that can be easily searched, depending solely upon electronic records can be dangerous. In this tutorial you will learn some of the problems associated with electronic records and you will receive advice on how to protect those records.



CONSERVATION  
by  
DESIGN

Town of Mineral Springs  
Zoning Administrator  
Vicky Brooks  
P O Box 600  
Mineral Springs, NC 28108  
704-289-5331  
704-243-1705 FAX  
[msvickybrooks@aol.com](mailto:msvickybrooks@aol.com)  
[www.mineralspringsnc.com](http://www.mineralspringsnc.com)

# MEMO

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To: Town Council  
From: Vicky Brooks  
Date: December 5, 2012  
Re: Agenda Item #7 – Consideration of Laptop Computer for the Town Clerk/Zoning Administrator

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After another scare recently with my current laptop, it got me to researching new laptops, given the fact that this one is nearly four years old and we normally consider replacing or upgrading computers on a three-year cycle. The model that I am looking at has a much faster processor that will accommodate the several large programs that I have, and in addition I will be able to maintain the website with it, as opposed to the website being on a separate computer altogether.

Council has previously given staff has the authority to replace computers in the event of an emergency. Since this isn't an emergency situation, the finance officer and I decided to seek council approval for the purchase. The preliminary cost for this proposed computer is included in the agenda packet for your review.

# Print Summary



## Latitude E6530 Laptop

Starting Price \$2,295.29  
 Instant Savings \$734.49

**Subtotal \$1,560.80**

**Use your purchase order number or credit card at checkout for payment.**

[Discount Details](#)

**Preliminary Ship Date: 12/13/2012**

**My Selections**    [All Options](#)

- **Latitude E6530 Laptop**

<b>Date</b>	12/4/2012 1:32:14 PM Central Standard Time				
<b>Catalog Number</b>	84 Retail 84				
<b>Catalog Number / Description</b>	<b>Product Code</b>	<b>Qty</b>	<b>SKU</b>	<b>Id</b>	
<b>Processor:</b>					
3rd gen Intel® Core™ i7-3520M Processor (2.9GHz, 4M cache, Upgradable to Intel® vPro™ technology)	I73520M	1	[317-9437]	2	
<b>Operating Systems:</b>					
Windows 7 Professional, w XP Mode, Media, 64-bit, English	W7P61XE	1	[330-6322][421-2262][421-8068][421-8718]	11	
<b>Latitude E6530:</b>					
Dell Latitude E6530	E6530	1	[225-2672]	1	
<b>Energy Star &amp; EPEAT:</b>					
Energy Star 5.2 Enabled / EPEAT	ESTAR	1	[331-6213]	40	
<b>LCDs:</b>					
15.6" HD+ (1600x900) Wide View Anti-Glare WLED-backlit	HDP	1	[320-3065]	10	
<b>Graphics:</b>					
Intel® HD Graphics 4000	UMA4	1	[318-1746]	6	
<b>Memory:</b>					
8.0GB, DDR3-1600MHz SDRAM, 2 DIMMS	8G2D6	1	[319-0038]	3	
<b>Internal Keyboard:</b>					
Internal English Dual Pointing Keyboard	ENGDP	1	[331-1233][331-2169][331-5825]	4	
<b>Camera/Microphone:</b>					
Noise Cancelling Digital Array Microphone	MIC	1	[318-1747]	17	
<b>Systems Management:</b>					

No Out-of-Band Systems Management	CSMD	1	[331-5880]	21
<b>Primary Storage:</b> 500GB 7200rpm Hard Drive	500G72	1	[342-4223]	8
<b>E-Modular Primary Optical Device:</b> 8X DVD+/-RW	DR	1	[318-0466][318-1732][318-2231]	16
<b>System Recovery:</b> Resource DVD - Contains Drivers	RDVD	1	[331-5835]	47
<b>System Recovery:</b> Recovery Media for Adobe® Acrobat X, ENG/FRN	ADAXEF	1	[410-0561]	47
<b>Wireless LAN (802.11):</b> Dell Wireless™ 1504 802.11g/n Single Band Wi-Fi DW1504 Half Mini Card		1	[430-4639]	19
<b>Modem:</b> No Modem	NOMODEM	1	[313-9606][331-5834]	14
<b>Primary Battery:</b> 6-cell (60WH) Primary Lithium Ion Battery, (2.8Ah) ExpressCharge Capable	6C	1	[312-1318]	27
<b>AC Adapter:</b> 65W A/C Adapter (3-pin)	65AC3P	1	[330-4016][331-5830]	15
<b>Productivity Software:</b> Microsoft® Office Professional 2010 with Adobe Acrobat X Standard for Windows® 7/8, English	PROW8AE	1	[410-0560][410-0705]	22
<b>Security Hardware:</b> No Dell ControlVault, No Fingerprint Reader, No Smartcard Reader and No Contactless Smartcard Reader	NOFR	1	[331-5877]	9
<b>Processor Branding:</b> Intel Core i7 Label	I7NBR	1	[331-1640]	749
<b>Hardware Support Services:</b> 3 Year Basic Hardware Service with 3 Year NBD Limited Onsite Service After Remote Diagnosis	U3OS	1	[993-8341][993-9141][994-0681][994-0921]	29



[Print](#)

## City and County Clerks Academy and Institute

Municipal clerks, county clerks to boards of county commissioners, regional council secretaries, and their deputies are invited to increase their knowledge and improve their skills at the Annual City and County Clerks' Academy. The school provides help with practical problems confronted by clerks as well as opportunities for professional development and informal learning. Sessions on several topics relevant to the work of clerks are featured. Offered in conjunction are the **New Clerks Academy and Institute**, covering clerks' duties and city and county governing board procedures, and the **Master Clerks Academy I**, offering a topic of interest to certified county and city clerks, regional council secretaries, and their deputies, and those seeking certification. On Thursday and Friday Master Clerks Academy II for all clerks, will cover advanced topics. For other clerks-related information, please visit [Clerk-Net \(/node/75\)](#).

January 30-February 1, 2013

[\(Wed\) Institute and Workshop for New Clerks - \\$100.00](#)  
<http://shopping.netsuite.com/s.nl?c=433425&sc=1&category=&search=2013LGCL0000CR>

[\(Wed\) Master Clerks Academy I - \\$155.00](#)  
<http://shopping.netsuite.com/s.nl/433425/it.A/id.4357/.f>

[\(Thurs/Friday\) City and County Master Clerks' Academy II - \\$250.00](#)  
<http://shopping.netsuite.com/s.nl/433425/it.A/id.4359/.f>

Register

Please click on the course(s) you would like to attend below or click on the instructions to assist you in registering.

[Online Registration Instructions](#)  
[http://www.sog.unc.edu/sites/www.sog.unc.edu/files/2013%20Clerks%20Academy%20and%20Institute%20online\\_application\\_instructions.pdf](http://www.sog.unc.edu/sites/www.sog.unc.edu/files/2013%20Clerks%20Academy%20and%20Institute%20online_application_instructions.pdf)

ATTENDEES	Municipal clerks, clerks to boards of county commissioners, regional agency secretaries, and their assistants at all levels of experience
FACULTY COORDINATOR	<a href="#">A. Fleming Bell, II (/user/22)</a>
COURSE MATERIALS	2013 Agenda (coming soon)
	A notebook will be provided for the "New Clerks Academy and Institute" ONLY
	All materials for the MMC I and the MMCII will be provided on-line following the course.
DURATION	3 Days
SITE INFORMATION	Sheraton Imperial Hotel & Convention Center, Research Triangle Park <ul style="list-style-type: none"> <li>• Directions</li> <li>• <a href="#">Click here to Reserve room online</a>  <a href="https://www.starwoodmeeting.com/StarGroupsWeb/res?id=1207063551&amp;key=9B3F5">https://www.starwoodmeeting.com/StarGroupsWeb/res?id=1207063551&amp;key=9B3F5</a> or call 919.941.5050 or 800.325.3535</li> <li>• Group rate: \$96,</li> <li>• Club Level \$135 (single occupancy and \$145 double occupancy),</li> <li>• Suites \$200 (Single occupancy or \$250 double occupancy)</li> <li>• Cut-off date to receive group rate is January 3, 2012</li> </ul>
CONTACT	<a href="#">Carla Stowe (/user/136)</a> Program Manager 919.843.8176 <a href="mailto:cstowe@sog.unc.edu">cstowe@sog.unc.edu (mailto:cstowe@sog.unc.edu)</a>
CANCELLATION POLICY	Course participants who cancel their registration on or before <b>January 16, 2013</b> will receive a full refund. Those who cancel on or before <b>January 23, 2013</b> will receive a full refund, less a <b>\$25</b> cancellation fee. No refund will be made for cancellations made after <b>January 23, 2013</b> . All cancellations must be submitted in writing, as outlined in the School's <a href="#">cancellation policy</a> <a href="http://www.sog.unc.edu/node/1524">http://www.sog.unc.edu/node/1524</a> .