

**Town of Mineral Springs**  
**Mineral Springs Town Hall**  
**3506 S Potter Road ~ Mineral Springs**  
**Town Council**  
**Public Hearing / Regular Meeting**  
**September 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 Hearing – Proposed Text Amendment**

**3. 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. August 9, 2012 Regular Meeting Minutes
- B. July 2012 Tax Collector's Report
- C. July 2012 Finance Report

**4. Union County Multi-Jurisdictional Hazard Mitigation Plan**

Union County Emergency Manager Neal Speer will request that the town adopt the Union County North Carolina Multi-Jurisdictional Hazard Mitigation Plan.

**5. Centralina Council of Governments – CONNECT Consortium**

Representatives from Centralina Council of Governments will give a brief presentation on the CONNECT Consortium and be available for council questions.

**6. Consideration of a Proposed Text Amendment**

Zoning Administrator Vicky Brooks will present text amendments as proposed by the Mineral Springs Planning Board.

**7. Consideration of McNeely Road Greenway Parking Area Open House**

The council will consider dates for the McNeely Road Greenway Parking Area Open House.

**8. Proclamation for Constitution Week**

Mayor Becker will proclaim the week of September 17<sup>th</sup> through 23<sup>rd</sup> as Constitution Week.

9. **Consideration of Ethics Training**

The council will consider purchasing a Webinar for ethics training.

10. **Christmas Decorations Update and Discussion**

The council will be updated on the Christmas decorations and will discuss further purchases.

11. **Other Business**

12. **Adjournment**

Town of Mineral Springs  
Town Hall  
3506 S. Potter Road  
Town Council  
Regular Meeting  
August 9, 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, August 9, 2012.

**Present:** Mayor Frederick Becker III, Mayor Pro Tem Valerie Coffey, Councilman Jerry Countryman, Councilwoman Lundeen Cureton, Councilwoman Melody LaMonica (arrived at 7:37 p.m.), Town Clerk/Zoning Administrator Vicky Brooks, Attorney Bobby Griffin and Deputy Town Clerk Janet Ridings.

**Absent:** Councilwoman Janet Critz and Councilwoman Peggy Neill.

**Visitors:** Chief Donald Gaddy, Libby Andrews-Henson and John Petoskey.

With a quorum present Mayor Frederick Becker called the Regular Town Council Meeting of August 9, 2012 to order at 7:33 p.m.

1. **Opening**

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

2. **Public Comments**

- There were no public comments.

3. **Consent Agenda**

- **Councilwoman Coffey made a motion to approve the consent agenda containing the following:**
  - A. July 12, 2012 Regular Meeting Minutes
  - B. July 19, 2012 Special Meeting Minutes
  - C. June 2012 Tax Collector's Report
  - D. 2011 Tax Settlement
  - E. June 2012 Finance Report

**Councilman Countryman seconded the motion. The motion passed unanimously as follows:**

Ayes: Coffey, Countryman and Cureton.  
Nays: None

#### 4. Order of Collection

- Mayor Becker reminded the council that Mineral Springs had entered into an Interlocal Agreement with Union County to collect the town's taxes (in reflection of the retirement of Libby Andrews-Henson from her 13 years of doing that on the towns' behalf). Union County Tax Administrator John Petoskey is present and can introduce himself this evening. The council will need to issue the Order of Collection to Mr. Petoskey for the upcoming year's taxes.
- Mr. John Petoskey stated that he looked forward to collecting taxes for Mineral Springs; this is something the county has done with four other communities. The town has had good collection ratios previously and Mr. Petoskey hopes to maintain that or even make it a little bit better. Mr. Petoskey explained that the town's bill will be placed on the county bill (it is an easy operation for the county) and any effort the county makes to collect taxes they will simultaneously be making that effort for the town; the county has other resources – outside collectors and they contract with a couple third party firms (mainly for motor vehicle taxes). The Order of Collection "perfects" the lien and empowers the county to do all the things that the town's tax collector would do. The fee for the county collecting the [property] taxes is the same as the charge for motor vehicles – 1.5%. Mr. Petoskey further explained that this [charge] doesn't include the motor vehicles (those are billed separately monthly) nor does it include any State utilities if the town has any. Mayor Becker replied that the town does have State utilities. Mr. Petoskey responded that that report comes out in October and is a separate charge. Mayor Becker asked if the county would be collecting that as well. Mayor Becker explained that Mr. Vann Harrell (head of the Collections Division) thought he would be, so the town would not have to issue those bills. Mr. Petoskey responded that Mr. Harrell isn't here at the moment (they were expecting a child, so he may be at the hospital) and Ms. Robin Merry does the billing side, but he was the "guy" they need on the dotted line. They do make their rounds to the five towns and try to make a showing. They will coordinate on accounts receivable and this time next year, Mr. Petoskey will be here to report on the settlement (first) and accept the charge [again]. Mayor Becker asked Mr. Petoskey if the billing was completed and ready to go out. Mr. Petoskey responded that he got a lot of phone calls today – yes, the bills are out.
- Mayor Becker introduced Janet Ridings, the town's Deputy Clerk/Delinquent Tax Collector to Mr. Petoskey and explained that she has been making it clear as she makes contact with people who have arrearages that they will be dealing directly with the county for 2012 and forward. Mr. Petoskey responded that it was a good point – that it doesn't include delinquencies. Mr. Petoskey also pointed out that the county operates with a lock box arrangement (third party), so if the bill is paid by mail it goes to that third party for processing.
- Mayor Becker noted that all the council needs to do now is to approve this charge and issue the Order of Collection (that is in the agenda packet) that will authorize him to sign it and turn it over to Mr. Petoskey.
- **Councilwoman Cureton** made a **motion** to order Union County Administrator's Office with the collection of taxes in the amount of \$64,842.83 subject to monthly adjustments as the order states and **Councilman Countryman** seconded. The motion passed unanimously as follows:

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

**5. Recognition of the Tax Collector's Retirement**

- In recognition of Ms. Libby Andrew-Henson, Mayor Becker asked Ms. Andrews-Henson to come forward so that he could present her with a token of appreciation for her time working with the town. Mayor Becker commented that the town wanted to take this opportunity to have a few snacks and to thank Ms. Andrews-Henson for her 13 years of service, as well as to wish her well down on the horse farm and in her travels. Mayor Becker noted that this was the town's "first retirement" of any of our permanent people. Ms. Andrews-Henson replied that she has thoroughly enjoyed doing this for our town, she learned a lot and kept up with the community a little bit better than if she had not been doing this [tax collection]. It seems that the community has grown so much in the last four years that we just don't know each other anymore; this has kept her in touch with a lot of people. Ms. Andrews-Henson stated that she has had some good experiences and some bad experiences; usually it was the same people every year – they do not pay and they were belligerent while demanding sidewalks, street lights, etc. Mayor Becker responded "for \$33 a year". Ms. Andrews-Henson referred to Ms. Janet Ridings in hopes that she enjoyed delinquencies as much as Ms. Andrews-Henson did. Ms. Ridings responded that she is doing pretty good so far. Mayor Becker added that Ms. Ridings is having a great time – "she is having too much fun". Ms. Andrews-Henson continued that it really is not a hard job, but it was a little time consuming on her part, hopefully it will get easier for Ms. Ridings since it is the only job she has (hopefully). Ms. Andrews-Henson explained that when she started out she had the blessings of the company she worked for; they went along with everything she needed to do. In fact, when the town started out, Ms. Andrews-Henson would take half a day off on the second Thursday of the month to collect taxes at the fire department. When her company got new management, they decided Ms. Andrews-Henson could not do that anymore, so it became a little bit harder for her to do. Ms. Andrews-Henson stated that she could not have done as much as she did if it hadn't been for Mayor Becker; they really took care of each other and made sure each other balanced at the end of the month. Ms. Andrews-Henson added that she found that it was her job to balance every month and to know where it was if she didn't; the only time they didn't [balance] it was a rounding issue a couple of times, but other than that "we done pretty good". Mayor Becker mentioned that sometimes they would sit at Ms. Andrews-Henson's kitchen table pouring over the records until they found it. Ms. Andrews-Henson commented that the biggest part was folding and stuffing those envelopes; that is behind us now. Ms. Andrews-Henson commented that she got her [county tax] bill today, so they are "Johnny on the spot". In previous years, the county got their bills out about a month before the town even had access, so this way the town will get their money a little bit faster. This will be the earliest Mineral Springs bills have ever been out; it was usually September or October. Mayor Becker mentioned that he was "sort of" the billing end of the town's stuff, he wasn't the collector, but his job description (as approved by the council) included data processing support for tax collection, so he handled getting that "bill stuff" assimilated. Ms. Robin Merry from the tax administrator's office became very helpful [with the process]; Mayor Becker will continue to "squeeze" Ms. Merry if he doesn't think the reports are detailed enough.

- Ms. Andrews-Henson commented that she enjoyed it. Councilman Countryman responded “so have we” and “we are very grateful”. Councilwoman Cureton responded “we enjoy it”. Councilwoman Coffey responded “very much so”. Mayor Becker thanked Ms. Andrews-Henson so much; “it has been a pleasure”.
- The meeting was recessed at 7:54 p.m. to have some fruit, cookies and cake.
- Mayor Becker reconvened the meeting at 8:20 p.m.

#### 6. **Update on the Lincoln Cress Eagle Scout Project Bridge Design**

- Mayor Becker pointed out that he gave the council a lot of information. To make a long story short, the memo does say that the engineer didn’t want to do a partial sign-off when we were just doing a rustic bridge, so Mayor Becker did his own investigation. One beam, based on the published table, would hold 5,700 pounds of "uniform load" or half of that - 2,800 pounds - of "point load", etc., so four beams far exceeds the one ton safe limit. Mayor Becker thought the town could go with that. Councilwoman LaMonica asked if the bridge has to be able to handle horses as well. Mayor Becker responded yes, it is meant to handle horses and he wanted to make sure that it would at least be good for 2,000 pounds if you had one horse on it. The original idea that the scouts had mentioned was that it would be 10 feet wide and two or three horses could cross at once, but Mayor Becker said to keep it to six between the two rails; we don’t want two horses passing on the bridge. It is wide enough to carry one horse and in Mayor Becker’s opinion, one beam will hold up the horse and we have four beams. If the council wants to approve the design based on these engineering estimates, then we can give the scout the go ahead on that.
- **Councilwoman Coffey** made a **motion** to approve as updated by Mayor Becker and **Councilwoman LaMonica** seconded. *The motion passed unanimously as follows:*

*Ayes: Coffey, Countryman, Cureton and LaMonica*

*Nays: None*

#### 7. **Christmas Decorations Discussion**

- Town Clerk Vicky Brooks explained that she had met with Mr. Jerry Powell, an Engineer from Duke Energy to ride around [downtown to view the power poles] and he has agreed that the town can install six foot decorations on the light poles. Ms. Brooks pointed out that she had given the council some selections; the ones that aren’t six foot can be worked down, obviously they are going to look a little different. The prices quoted were based on them being six foot with LED lights (which are more expensive than regular lights). Until the end of August, he [Mosca Designs Representative, Phil Hensley] will give the town a 25% discount; the figures shown are 20% off. Councilwoman LaMonica clarified that the town can take an additional 5% off. Ms. Brooks responded correct. In September the normal price goes up 7%. Mayor Becker commented that was roughly a 12% swing if the town delays past September 1<sup>st</sup>. Ms. Brooks continued that the council has options they can go with: they can go with all [the same] snowflakes; alternate snowflakes or add color. There are currently twelve different pole locations and two additional poles have been suggested (based on the map in the agenda packet). Mayor Becker added that there is more activity east of Potter Road with

the larger fire department and the Mineral General being open; the poles there could have two more lights. Ms. Brooks explained that Mr. Hensley suggested that if the town went with the snowflakes, for a little bit of color they could put the snowman (who is tipping his hat) on each end and then do the snowflakes in between. If the council doesn't go that route they could take several of the other ones [designs] and just alternate them all the way down the street. Councilman Countryman asked if all of the designs are available in six foot. Ms. Brooks responded that they will be; the snowman would have to be cut down, because he is seven foot, so he would have to be reworked. The ornament tree and the candy cane would also have to be reworked. Mr. Hensley had shared some pictures with Ms. Brooks, which were shown to the council. Ms. Brooks noted that the bells are really cute on the pole, as opposed to what it looks like in the catalog picture. Councilwoman Coffey noted that she liked #524 [Diamond Snowflake] the best, but then #700 [Presidential Snowflake] looks so elegant in the photograph. Councilwoman Coffey added that she liked the all white, so she was not even going to be into the color thing, "I don't feel that at all". Councilwoman Cureton stated that she liked the white too. The council continued discussion of all white versus color and came to the consensus to order two snowmen for each end of town as the "Christmas Spirit" and then to alternate #529 and #700 snowflake in between. Since the snowman is seven foot, the council requested that Ms. Brooks ask Duke Energy for permission to use seven foot for just those two decorations; if that was not acceptable the snowmen would have to be special ordered at six foot.

- **Councilwoman Coffey made a motion to purchase six of each type of snowflake, two snowmen and that we have a beautiful downtown for Christmas and Councilman Countryman seconded. The motion passed unanimously as follows:**

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

*Nays: None*

- The council had a brief discussion on four-foot building wreaths for the outer wall of town hall (facing Potter Road) and then came to the consensus to purchase two for approximately \$600.
- **Councilman Countryman made a motion to accept two wreaths, the lighter colored wreaths and Councilwoman LaMonica seconded. The motion passed unanimously as follows:**

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

*Nays: None*

- Mayor Becker asked if there would be any discussion about the lights and pointed out that he [Mr. Hensley] left a sample of "so-called" wide angle white strings, which are very solid plastic built chunks with LED bulbs; there is nothing to break. Ms. Brooks showed the lights to the council. Mayor Becker added that they are more expensive than buying strings from Wal-Mart, but they are extremely durable. Councilwoman LaMonica pointed out that they wouldn't have to be replaced every year. Ms. Brooks explained that the idea for the strings of lights are to get all (or some) of the businesses in town involved as previously suggested by Councilman Countryman. Chief Gaddy (who was present this evening) has volunteered to

install the lights on the fire department if the town provides them with the lights. Chief Gaddy asked if the lights came with white wire (they need to be white if they are going on a building). Ms. Brooks responded that she didn't know, but she would ask. Ms. Brooks asked the council about the pricing [on the lights]. Mayor Becker used the fire department as an example, they would need 15 strings based on 325 feet at \$18 a string; there's a commitment of money there. Mayor Becker pointed out that Ms. Brooks hasn't talked to Mineral General yet, but they seem to be into promoting their business. "If we gave them lights, they would put them up; don't you think Ms. Brooks, based on your experience with the Mineral General people"? Ms. Brooks responded she would think so. Mayor Becker mentioned that Spiro's business isn't necessarily beautiful, but we have the tree on the corner and we can plug it in at the plug on the pole that the snowflake gets plugged into and there are the Bradford Pears in front of the Post Office (we could consider getting another receptacle placed on a pole, so we could plug in there). That may have to be metered, because they may be different from the Christmas lights, as long as we can get the authority we can tap it over the next few months; that is not time-constrained. Councilman Countryman suggested that we move forward on that too. Mayor Becker asked Ms. Brooks what kind of approval she was asking for – to buy strings of lights up to a certain amount. Ms. Brooks responded that she would say – if we got 100 strings that would be \$1,600. Mayor Becker noted that we would never need more than that; this year we probably won't get any more interest than that. Councilman Countryman asked if the town had the money to spend. Mayor Becker responded that this would all be considered "Capital", one string of lights is not "Capital", but based on what he has been taught in government finance, if you have 100 strings of lights that you are buying at one time as a Christmas decorating project that is a "Capital" expenditure. We have approximately \$47,000 in the budget that is "spendable" at this council's discretion; not that they would want to spend it all on Christmas lights. Councilman Countryman recommended buying 100 strings of lights.

- Attorney Bobby Griffin asked Mayor Becker "whom are you favoring with the use of this taxpayer item". Is the town going to have a policy in place if somebody wants to come and apply and say "hey, I want to put this on my front porch"? Mayor Becker responded that we would like to have as many people as possible in the downtown along Highway 75. Attorney Griffin stated that was what he was asking – is it going to be available to anybody who wants them? Mayor Becker responded yes, in fact we would encourage them to put them up. Councilman Countryman interjected that what he thought Attorney Griffin was asking was if somebody out on Western Union School Road says "my tax money bought those lights and I want a set on my front porch". Therefore, there needs to be a criterion that says "it's available to these people between A and B". Councilwoman LaMonica added during this time of the year. Attorney Griffin asked if it is private property or public. Mayor Becker responded that it is private property, so people will have to voluntarily consent to putting them up. Attorney Griffin commented that the town could do it, but they need to be careful, he thought non-profits that are community oriented, such as the Post Office, presented no problems, but if you put it on Spiro's place, he thought that was more..... Councilman Countryman pointed out that he understood what Attorney Griffin was saying, but one of his thoughts has always been that row of Bradford Pears that is going down the green field next to the Post Office; however, that is private property and those are private trees, but



without them “we don’t make a good showing”. Councilman Countryman asked how the town could get around those issues in the most efficient way. Attorney Griffin responded that the town needs good policies in place so that there does not appear to be discrimination and that the town is not discriminating. This is public funds being spent on a public purpose (usually on public properties), now you are going into private properties to beautify private properties; it might benefit the town, but it is on private property and the town has no control over its usage. Mayor Becker responded that we can draft that as long as we have the authority to consider buying these lights. Attorney Griffin added that there should be a limitation – how much per property and how many lights per property would be allocated. Councilwoman LaMonica asked if there was any option of making it available to folks to buy these [lights] to help with decorating main street (businesses and private homeowners) that we are getting at a discount by buying in bulk. The town would then only do the fire department, police department and government entities. Councilman Countryman liked that idea. Councilwoman Cureton stated that she did too, because it is going to be a problem, there is a group of people that are obsessed with the roads and they are going to “have a fit” about that if they find out the town is taking the money and doing that. Mayor Becker commented that Councilwoman Cureton and Attorney Griffin are right, it sounds like what he reads in the Charlotte Observer (Letters to the Editor) about why tax money is being spent on “fancy toys” in downtown Charlotte but roads aren’t getting fixed. Councilwoman Coffey pointed out that the roads weren’t the town’s responsibility.

- Councilman Countryman asked what the estimation was on how many strings of lights will accommodate the application, based on what has been thought through for the public application (i.e. fire station, poles, etc.). Do we need 100 strings of lights? Mayor Becker responded not that many. Ms. Brooks suggested that the council could say “up to whatever”, not say “you are going to get 100”. Mayor Becker mentioned that the [string] lights are less price sensitive [than the pole decorations were]. Councilman Countryman clarified for the “public” need, not the “private” need. Mayor Becker responded that that would mean just the fire department and Post Office (which is a privately owned building that is leased to the Post Office); therefore, the council may just be looking at the tree on the corner (which is in the right-of-way). Councilman Countryman asked about the trees at the town hall or if we were going to do anything on the front of the building. Mayor Becker responded that we would have the usual colored lights out on this building and the garlands/wreaths [on the Old School Building]. Councilman Countryman suggested that we need take a look at what we need from a public application standpoint, put a number on that and be prepared to vote. Research should be done to include the town's own use, making them available to private citizens (based on the consortium of buying these lights if they want to use them on private property – to be able to buy them at a cheap price) and to find out if we can get the white cord; the council can then talk again in September. Councilwoman LaMonica asked if there are other communities that have policies – maybe Waxhaw, because they have [lights on] businesses and private [properties]. Mayor Becker suggested that Ms. Brooks contact Mike McLaurin or Bonnie McManus in Waxhaw to see how they are doing it. They may have a Downtown Business Association.

- Attorney Griffin stated that he would soon send the council what he learned at the seminar – small towns are “under the gun” and the League [North Carolina League of Municipalities] is “under the gun”; the Legislature does not think that people serving on town councils are looking after taxpayer’ interest. Mayor Becker mentioned the Webinar that was reported this past summer and noted that the League was “blindsided” by the lack of support [from the Legislature]; they literally “hate us”. Councilman Countryman commented that there is probably a perception in Raleigh and potentially within the community (based on the news) about these local councils that are doing nothing but taking care of themselves. “The bottom line is that I think we do an exceptional job on this council of being very frugal with the taxpayers’ money, I believe that sincerely”, Councilman Countryman said. Mayor Becker mentioned that there had been a lot of turnover in the Legislature recently; it used to be that you had a lot of local government officials that would run for State office, but many of the newcomers in Raleigh have never served on a local town council, so they don’t know or care what local town councils do. To them, town governments are “just bad”, because they are another layer of government. This is “kind of” what the League was saying in the Webinar. Mayor Becker expressed concerns, because there are always movements afoot (such as the Clodfelter bill last session), saying that if a town doesn’t want to charge big taxes and provide six services then they [the Legislature] are going to dismantle them.
- Mayor Becker noted that the council established that the town is going to go for the wreaths and the pole decorations; we are then going to further research the lights for businesses and/or public buildings.

## 8. Other Business

- Ms. Brooks asked Mayor Becker if he wanted to give the council a brief update on the meeting with [Union County Public Works Director] Ed Goscicki and [Engineering Firm] Black and Veatch. Mayor Becker noted that if he said it, it is not brief. Councilman Countryman requested that Ms. Brooks please tell the council. Ms. Brooks explained that Mayor Becker and she met with Ed Goscicki and the other guys from Black and Veatch. They are going to start looking around downtown to make a plan for Mineral Springs; the plan should be completed by December. Mineral Springs will then decide what they are going to do. Mayor Becker added that it has to do with feasibility and what the requirements are going to be. They are looking at it a little further afield; planning for 50 years. They are looking at our Land Use Plan, which shows that residential portion that goes up Potter Road up to Charlton Oaks and down Potter Road almost to Crow Road (which is designated for higher density and therefore might need sewer). Councilwoman LaMonica asked if they were looking at a line down Highway 75 beyond the main intersection and past that we asked for, because that is what some of the folks that were here were concerned about (that it wasn’t going far enough). Ms. Brooks responded what will probably happen with that is that the county will bring it to Potter Road and everything past Potter Road...Councilman Countryman continued that Mr. Raley has got to take it the rest of the way. Mayor Becker commented that it would be Mr. Raley and/or the town if we can get grants. Ms. Brooks responded right and we’ll have to start looking for grants. We can do it as a municipality whereas Union County is too big to be able to do it, but they said

the town could start looking for grants to put that kind of infrastructure in. Ms. Brooks thought the town would start doing that in January; whenever Black and Veatch were done. Mayor Becker added that it will be based on what type of service they recommend; Chief Gaddy has pointed out that the engineers at Pease would do some grant writing and would be able to pay themselves out of the grants.

9. **Adjournment**

- **Councilwoman Cureton** made a **motion** to adjourn and **Councilwoman LaMonica** seconded. The motion passed unanimously as follows:

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

*Nays: None*

- The meeting was adjourned at 9:00 p.m.
- The next regular meeting will be on Thursday, September 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

# MEMO

**To:** Mineral Springs Town Council  
**From:** Janet Ridings, Deputy Tax Collector  
**Date:** September 13, 2012  
**Subject:** Tax Report Format

After receiving the July Tax Report from Union County Tax Collector, a change in tax report format was in order. The report has been condensed into 12 pages plus the Union County Tax Collector Report.

Page 1 & 2 includes all the information that was on the previous reports but now condensed into two pages. The recently collected taxes appear in the "Collection" section of the report (which is in the bottom section of the report). The next ten (10) pages are delinquent real and personal property outstanding from 2000 to 2011 in alphabetical order. This format allows you to see the total amounts due for each resident, each year on one line.

At the end of the section, the figures reflect the outstanding balance for each year. This figure is also on the Prior Years Property Tax Report (page 1 & 2) in the "Balance Outstanding". These figures will balance each month.

JULY 2012  
TOWN OF MINERAL SPRINGS  
PERCENTAGE REPORT

<b>JULY 31, 2012 REGULAR TAX</b>	<b>2012</b>
BEGINNING CHARGE	64,842.83
TAX CHARGE	
PUBLIC UTILITIES	
DISCOVERIES	
NON-DISCOVERIES	
ABATEMENTS	(4.98)
<b>TOTAL CHARGE</b>	<b>64,837.85</b>
BEGINNING COLLECTIONS	-
COLLECTIONS - TAX	35.11
COLLECTIONS - INTEREST	-
<b>TOTAL COLLECTIONS</b>	<b>35.11</b>
BALANCE OUTSTANDING	64,802.74
<b>PERCENTAGE OF REGULAR</b>	<b>0.05%</b>
<b>COLLECTION FEE 1.5 %</b>	

## Mineral Springs Prior Years Property Tax Report July 2012

July 31, 2012	2011	2010	2009	2008	2007	2006	2005
BEGINNING CHARGE	\$64,878.42	\$64,737.60	\$63,911.13	\$65,443.06	\$52,276.82	\$51,397.02	\$49,217.72
PUBLIC UTILITIES	\$1,319.20	\$1,251.60	\$1,218.28	\$1,112.42	\$1,056.90	\$779.12	\$624.69
MINIMAL RELEASES	(\$145.21)	(\$152.88)	(\$157.18)	(\$158.76)	(\$150.55)	(\$50.50)	(\$47.49)
DISCOVERIES	\$59.06	\$315.24	\$42.59	\$42.59	\$117.44	\$417.27	\$199.93
ABATEMENTS (RELEASES)	(\$259.51)	(\$394.38)	(\$41.26)	(\$1,256.00)			
PERSONAL PROPERTY WRITEOFFS							
TOTAL CHARGE	\$65,851.96	\$65,757.18	\$64,973.56	\$65,183.31	\$53,300.61	\$52,542.91	\$49,994.85
PREVIOUS COLLECTIONS	\$63,590.57	\$63,706.52	\$62,841.63	\$63,839.92	\$52,373.28	\$51,633.17	\$49,191.57
PREVIOUS BALANCE DUE	\$2,261.39	\$2,050.66	\$2,131.93	\$1,343.39	\$927.33	\$909.74	\$803.28
COLLECTIONS - TAX	\$201.29	\$134.16	\$155.22	\$114.19	\$82.77	\$59.55	\$65.61
COLLECTIONS - INTEREST/FEES	\$29.49	\$29.94	\$48.28	\$45.29	\$58.43	\$50.02	\$72.54
GROSS MONTHLY COLLECTIONS	\$230.78	\$164.10	\$203.50	\$159.48	\$141.20	\$109.57	\$138.15
MISC. ADJUSTMENTS							
TOTAL TAX COLLECTED TO DATE	\$63,791.86	\$63,840.68	\$62,996.85	\$63,954.11	\$52,456.05	\$51,692.72	\$49,257.18
BALANCE OUTSTANDING	\$2,060.10	\$1,916.50	\$1,976.71	\$1,229.20	\$844.56	\$850.19	\$737.67
PERCENTAGE COLLECTED	96.87%	97.09%	96.96%	98.11%	98.42%	98.38%	98.52%

## Mineral Springs Prior Years Property Tax Report July 2012

	2004	2003	2003A	2002	2001	2000	1999	
BEGINNING CHARGE	\$41,651.21	\$34,338.14	\$960.75	\$36,425.60	\$36,176.12	\$34,514.63	\$25,779.82	
PUBLIC UTILITIES	\$618.17	\$629.63		\$629.07	\$629.28	\$660.85		
MINIMAL RELEASES	(\$45.06)	(\$102.84)		(\$101.90)	(\$104.80)	(\$78.96)	(\$60.40)	
DISCOVERIES	\$662.98			\$50.45	\$18.98			
ABATEMENTS (RELEASES)	(\$12.99)	(\$21.37)		(\$26.49)	(\$27.40)	(\$675.29)		
PERSONAL PROPERTY WRITEOFFS								
TOTAL CHARGE	\$42,874.31	\$34,843.56	\$960.75	\$36,976.73	\$36,692.18	\$34,421.23	\$25,719.42	
PREVIOUS COLLECTIONS	\$42,207.86	\$34,481.49	\$944.81	\$36,304.81	\$36,456.77	\$34,267.39	\$25,606.82	
PREVIOUS BALANCE DUE	\$666.45	\$362.07	\$15.94	\$671.92	\$235.41	\$153.84	\$112.60	\$12,645.95
COLLECTIONS - TAX	\$47.78	\$42.14		\$40.94				\$943.65
COLLECTIONS - INTEREST/FEES	\$44.31	\$45.93		\$48.33				\$472.56
GROSS MONTHLY COLLECTIONS	\$92.09	\$88.07	\$0.00	\$89.27	\$0.00	\$0.00	\$0.00	\$1,416.21
MISC. ADJUSTMENTS				\$11.31	\$13.71			
TOTAL TAX COLLECTED TO DATE	\$42,255.64	\$34,523.63	\$944.81	\$36,357.06	\$36,470.48	\$34,267.39	\$25,606.82	
BALANCE OUTSTANDING	\$618.67	\$319.93	\$15.94	\$619.67	\$221.70	\$153.84	\$112.60	\$11,677.28
PERCENTAGE COLLECTED	98.56%	99.08%	98.34%	98.32%	99.40%	99.55%	99.56%	

# Mineral Springs Unpaid Property Taxes - Real and Personal

Name	Tax Map N	2011	2010	2009	2008	2007	2006	2005	2004	2003-A	2003	2002	2001	2000
2K CONTRACTING INC	50087944		\$3.18	\$2.76	\$2.41	\$2.26	\$1.96	\$1.71	\$1.49		\$8.25			
A TO Z HANDYMAN	50096422		\$12.95	\$11.25	\$9.79	\$9.20								
A TO Z HANDYMAN, VONLI	308615	\$12.95												
AHLSTROM, KEITH STEVEN	50083893							\$1.42	\$3.32					
ALSPAUGH, JAMES MICHAEL	06019007	\$12.63	\$12.63	\$12.63	\$12.56	\$11.25	\$11.25	\$11.25	\$11.25		\$7.39	\$7.39	\$7.39	\$7.39
ANDERSON, BARBARA	06018058	\$8.97												
AUTRY, ELVIS VERDELL & WIFE	05033051	\$17.37	\$17.37	\$17.37	\$17.37	\$14.76	\$14.76	\$14.76	\$14.76		\$8.33			
B & S CONCRETE	50056640													\$7.98
B C R INC	50057978										\$21.14			
BAILEY, BERNELL M	06019019	\$29.92		\$29.92			\$18.38							
BAILEY, DAVID	06039007C	\$9.34	\$9.34	\$9.34		\$7.46		\$7.46	\$7.46					
BAILEY, DENNIS CONCRETE	50090733							\$8.54	\$7.43					
BAILEY, GEORGE ALLEN & B	06039008	\$14.54	\$14.54	\$29.09										
BAILEY, JESSIE LEE	06039007	\$14.16	\$14.16	\$14.16										
BAKER, CATHY L	06114071	\$9.88												
BAKER, JULIA	H6039005A					\$15.25	\$15.25							
BANK OF AMERICA NA	06060007D	\$22.90												
BARNETT, SHELBY H HEIRS	06084041	\$37.57	\$37.57	\$37.57	\$37.58	\$40.80	\$40.80	\$40.80	\$40.80		\$41.24	\$41.24	\$41.24	\$41.24
BARTOLOMEO, ROBERT JO	06084099		\$29.06	\$29.06										
BLESSED HOPE BAPTIST CH	05033008 7										\$302.39			
BOND, CELESTE B	06054063			\$27.92										
BONILLA, ROBERTO A	06111005K	\$47.07												
BOXER CONSTRUCTION	50103026		\$6.88											
BOXER CONSTRUCTION	222723	\$6.88												



Name	Tax Map N	2011	2010	2009	2008	2007	2006	2005	2004	2003-A	2003	2002	2001	2000
BRIDGES JAMES CORBETT	50084062						\$1.84	\$1.91	\$2.04			\$2.57		
BROOKS, STEPHEN R	50089854							\$1.13	\$1.24					
BROOKS, STEPHEN R & WIF	50081063			\$3.18		\$3.82								
BROOME, JAMES ANDREW	06060007E	\$17.08	\$17.08	\$17.08	\$17.08	\$13.58	\$13.58	\$13.58	\$13.58		\$7.40	\$7.40		
BROOME, REBECCA G	06060007A	\$9.02	\$9.03											
CAROLINA STREET SUPPLY	50103059		\$6.88											
CAROLINA STREET SUPPLY,	848391	\$6.88												
CHERRY, RONNIE ALLEN	05033119				\$24.45									
CHILDRESS, ANNIE UNELL	06039007F	\$23.29	\$23.29	\$23.29	\$23.29	\$22.52	\$22.52	\$22.52	\$22.52		\$22.08			
CITICAPITAL TRAILER RENT	50093367							\$17.74						
CMH CONTRACTING INC	50092570						\$14.85							
COFFEY, CHRISTOPHER W	50083170					\$5.47		\$4.92	\$4.62					
COFFEY, JONATHAN	50104203		\$4.55											
COFFEY, JONATHAN	05033007		\$43.29	\$11.18										
COFFEY, LILLIE MAE	05033021	\$19.25	\$19.25	\$19.25	\$19.25	\$17.96		\$17.96	\$17.96					
COOMBER CUSTOM MASO	1812652	\$10.44												
COSMETICS SPA HAIR	601739	\$2.75												
COSMETICS SPA HAIR	50102370		\$2.75											
COVINGTON, JIMMIE H	05033014	\$38.80	\$38.80	\$38.80	\$38.80	\$40.81	\$40.81	\$40.81	\$40.81			\$31.31		
COVINGTON, JIMMIE H	05033013	\$6.03	\$6.03	\$6.03	\$6.03	\$3.78	\$3.78	\$3.78	\$3.78					
CRAIG, ROBERT DANIEL & C	06015023			\$27.46	\$27.46						\$19.00		\$15.11	
CRAIG, ROBERT DANIEL AN	06015023A								\$10.21					
CURETON, JOHN LOUIS	05033025	\$17.69	\$17.69	\$17.69	\$17.69	\$16.25	\$16.25							
CURVES OF MINERAL SPRIN	50092178						\$8.54							
CUSTOM DESIGN CONCRET	50092179			\$12.02	\$10.46	\$9.82	\$8.54							
DAMEFF, ANNE MARIE	06114042							\$33.02						
D'AMICO, JAMES L	06054024	\$27.68	\$27.68	\$27.68										

Name	Tax Map N	2011	2010	2009	2008	2007	2006	2005	2004	2003-A	2003	2002	2001	2000
DAVIS, RUSSELL JAMES	05033134					\$3.78								
DAWKINS FAYE MOSS	06084012C		\$22.65											
DAWKINS, BELINDA FAYE	50102875		\$4.69											
DBT	50096338					\$7.43								
DEESE MARY NIXON	50082349								\$1.00			\$1.31		
DEESE, MARY NIXON	05033060	\$14.61	\$14.06	\$14.06	\$13.95	\$17.28	\$17.28	\$17.28						
DELMARIE, ANTHONY & BA	06060013	\$21.80	\$21.80	\$21.80	\$21.80	\$17.15	\$17.15	\$17.15	\$17.15		\$11.19	\$11.19	\$11.19	\$11.19
DENNINGER DAVID & WIFE	50089191										\$1.01			
DIRECT MARKETING SOLUTI	50091292	\$6.03	\$7.28											
DRIVEWAYS ETC	50068446		\$4.45				\$1.74							
DRIVEWAYS ETC	200234858	\$4.44												
DULANEY, DEBRA A	06114053	\$2.70												
DUNCAN, DORA	06054057	\$10.14												
DUNCAN, DORA	06054019	\$13.40												
DUNCAN, DORA	06054018	\$14.05												
DUNCAN, ROBERT W	50100863			\$2.63										
ELLIOTT, JAMES EDWARD &	06060006E	\$24.00	\$24.00	\$24.00	\$24.00	\$10.37	\$10.37	\$10.37						
EPIC REALTY GROUP INC	50094704			\$10.46	\$9.10	\$8.54	\$7.43							
FATHER & SON PAINTERS	50093623		\$2.41	\$2.09			\$1.53							
FATHER & SON PAINTERS	264482	\$2.41												
FAULKNER, JOHNNIE HEIRS	06039003	\$23.14												
FAULKNER, LONNIE	375789	\$8.72												
FAULKNER, LONNIE JR	50093190		\$8.72	\$8.76	\$5.18	\$10.02		\$8.64						
FEDERAL NATIONAL MORT	06111017	\$37.22												
FLOYD, BILLY DARRYL	06060007C								\$20.68		\$14.71			
FOX ANN H & TONY WAYNE	50077079											\$1.22	\$1.25	
FUNDERBURK, MARGARET	06039007D	\$8.21	\$8.21			\$5.66	\$1.50	\$1.50	\$1.68					

Name	Tax Map N	2011	2010	2009	2008	2007	2006	2005	2004	2003-A	2003	2002	2001	2000
GLASSBERG, WILLIAM F &	06114093	\$7.99												
GOBLE, KARL VON & GOBLE	05033059	\$6.93	\$6.93	\$6.93	\$6.88	\$3.78	\$3.78	\$3.78	\$3.78					
GOBLE, KARL VON & GOBLE	05033058	\$6.93	\$6.93	\$6.93	\$6.83	\$3.78	\$3.78	\$3.78	\$3.78					
GOBLE, KARL VON & GOBLE	05033057	\$6.89	\$6.89	\$6.89	\$6.89	\$3.78	\$3.78	\$3.78	\$3.78					
GOBLE, KARL VON & GOBLE	05033056	\$6.90	\$6.90	\$6.90	\$6.86	\$3.78	\$3.78	\$3.78	\$3.78					
GOBLE, KARL VON & GOBLE	05033054	\$7.20	\$7.20	\$7.20	\$7.13	\$3.78	\$3.78	\$3.78						
GOFORTH, JAMES WALTER	06015024	\$9.68												
GRADY, DEITRICH	06018045D	\$8.73	\$8.73	\$8.73	\$8.73	\$7.08		\$7.08	\$7.08		\$2.72	\$2.72	\$2.72	
GREENE, JAMES A	06036028	\$9.02	\$9.02	\$9.02		\$6.60	\$6.60							
GRIFFIN, FAIRLEY J	05033026	\$6.20	\$6.20	\$6.20	\$6.20	\$3.78	\$3.78	\$3.78	\$3.78		\$1.21			
HAILEY, ARDON J HEIRS & H	05006006			\$21.43										
HALLS PRESSURE WASHING	50096449		\$4.18	\$3.64	\$3.17	\$2.97								
HALLS PRESSURE WASHING	269402	\$4.18												
HARRINGTON, JOSHUA LAN	50091843								\$4.83					
HARRINGTON, THOAMS E	05033024	\$26.53	\$26.53											
HARRIS, ALLIE JANE MASSE	05033047	\$20.36	\$20.36	\$20.36	\$20.36	\$17.72	\$17.72	\$17.72						
HART, LEONARD P & HART,	06018091		\$8.38	\$8.38	\$8.38									
HELMS, DARYL J & HELMS,	06036005	\$34.20	\$34.20											
HELMS, JANET B	05033130					\$11.30								
HENDERSON, NELL COCHR	06114059							\$20.35	\$20.35	\$4.95				
HERRON ENTERPRISES INC	50071162		\$10.54	\$9.58	\$8.78									
HERRON ENTERPRISES INC	100052852	\$10.54												
HINSON, KEMTHIA STOUT	06114062	\$22.70			\$22.70		\$21.86	\$21.86						
HOBBS, DAVID A & MARSH	06114049									\$1.14				
HOUGH TGAHLIA TERRA	50082108		\$4.48	\$4.48	\$3.14	\$4.99						\$2.25	\$6.24	
HOUGH, TAHLIA TERRA	2026069	\$4.48												
HOUGH, TAHLIA TERRA	05006002B	\$7.26	\$7.26	\$7.26	\$7.26	\$5.28								

Name	Tax Map N	2011	2010	2009	2008	2007	2006	2005	2004	2003-A	2003	2002	2001	2000
HOWARD, ULYSESS	05033036	\$9.43	\$9.43	\$9.43	\$9.35	\$7.90	\$7.90	\$7.90	\$7.90		\$3.50	\$3.50	\$3.50	\$3.50
HOWIE, JOHNNIE B & BREN	05006008					\$5.13								
HUMPHRIES, C THOMAS &	06018038B										\$10.71			
HUNTLEY, ANNETTE HOUST	05033061	\$11.92	\$11.92	\$11.92	\$11.83	\$10.79								
IMAGE DESIGN PRODUCTIO	50069103					\$5.64								
IMAGE DESIGN PRODUCTIO	2016613	\$3.69												
IVEY, MICHAEL & WIFE BAR	06084011A						\$1.09							
IVEY, MICHAEL D & IVEY, B	06084009A	\$16.49												
J & S MEAT PROCESSING	50093774		\$3.64	\$3.17										
JACKSON, DRUSILLER MASS	05033046	\$9.63												
JOHNSON, MICHELLE	06114064	\$8.00												
JORDAN, DONNA TERESA	06114010	\$7.12												
JORDAN, DONNA TERESA	06114009	\$32.11												
JUS 4 U II	50090771							\$8.54	\$7.43					
KIDZ UNITED CLUB	50094388		\$2.41	\$2.09			\$1.49							
KIDZ UNITED CLUB % SHAL	591578	\$2.41												
KINGDOM KIDZ CHILDCARE	50096453		\$12.55	\$10.91	\$9.49									
KINGDOM KIDZ CHILDCARE	949961	\$12.55												
KNIGH DORIS J	50089641										\$1.49			
KNIGHT STEPHEN H	50047348								\$33.40					
KNIGHT, BRENDA S	50100309			\$6.86	\$2.51									
KROPILAK, SYLVIA	06084079			\$29.79										
LEE, JERRY OSCAR & LEE, A	05033048	\$17.39		\$17.39	\$17.39	\$15.44	\$15.44	\$15.44	\$15.44		\$10.83	\$10.83	\$10.83	\$10.83
LEIGH'S BOOKS 'N SUPPLIES	50094248			\$12.02	\$9.10	\$8.54	\$7.43							
LEM'S AUTO SERVICE INC,	612163	\$4.18												
LONG FRANK WILLIAM	50088653							\$1.26	\$1.31					
LOVE STEPHEN WAYNE &	50078727							\$1.48	\$1.60					

Name	Tax Map N	2011	2010	2009	2008	2007	2006	2005	2004	2003-A	2003	2002	2001	2000
LOWE, EMMA J	06039009A	\$31.93	\$31.93	\$31.93	\$31.93	\$25.38								
MASSEY, CARRIE M	05006009K	\$8.26	\$8.26	\$8.26	\$8.26	\$3.45	\$3.45	\$3.45	\$3.45		\$2.17	\$2.17	\$2.17	\$2.17
MASSEY, CARRIE M	05006009A	\$26.75	\$26.75	\$26.75	\$26.75	\$21.60	\$21.60	\$21.60	\$21.60		\$19.08	\$26.95	\$26.95	\$26.95
MASSEY, JAMES ALLEN & E	06039007B	\$7.96	\$7.96	\$7.96	\$7.96									
MASSEY, LORIA L	05033137	\$6.90	\$6.90	\$6.90	\$6.90	\$3.78	\$3.78	\$3.78	\$3.78					
MASSEY, MARCUS A	05006009J	\$21.76	\$21.76	\$21.76	\$21.76	\$20.46	\$20.46	\$20.46	\$20.46		\$17.54	\$2.91	\$2.91	\$2.91
MATHENY, VERNA	455325	\$2.22												
MCDUGALL, SHERRY CAR	06084001L	\$6.86	\$6.86	\$6.86	\$6.86									
MCGEE, ADA BELL	05033049	\$12.89												
MCGEE, BOBBY E & MCGEE	06039007A	\$14.99	\$14.99	\$14.99	\$14.99	\$12.94								
MCGUIRT, RANDAL LEE	06019036		\$30.98											
MCKINNEY, MERMASTINE E	05033050	\$16.43	\$16.43	\$16.43	\$16.43	\$13.60	\$13.60	\$13.60						
MEDLIN, KENNETH C & WIF	06084004B	\$20.49												
MENDOZA, JOSE LUIS, MEN	06038011A	\$18.49	\$18.49	\$18.49										
METHENY, VERNA	50094323		\$2.22	\$2.44			\$2.38							
MEXICAN PAINTERS (THE)	50092685							\$7.43						
MITCHELL, ZEOLIVE THOM	05033066A	\$6.82	\$6.82											
MODULAR SPACE CORP	50099708				\$2.21									
MOORE, HENRY JASON &	06018009	\$27.64												
MORRISON, ALLEN & MOR	09417006J		\$14.80											
MORRISON, BIVENS M	09417013		\$13.78											
MORRISON, BOBBY R	09417006K	\$7.45												
MORRISON, BOBBY R	09417006H	\$52.29	\$9.90											
MORRISON, BOBBY RAY	09417014	\$53.78	\$53.78	\$53.78	\$53.78		\$22.68				\$12.33	\$12.33		
MORRISON, HENDERSON J	09417006F		\$7.45	\$7.45		\$3.05								
MORRISON, HOSEA & MOR	06084010				\$9.72	\$6.83	\$6.83		\$6.37		\$1.77	\$1.77	\$1.77	\$1.77
MORRISON, MICHAEL D &	09417006E	\$7.45	\$7.45	\$7.45	\$7.45	\$3.05	\$3.05				\$1.95	\$1.95		

Name	Tax Map N	2011	2010	2009	2008	2007	2006	2005	2004	2003-A	2003	2002	2001	2000
MORRISON, MICHAEL D &	09417006B	\$87.97	\$87.97	\$87.97										
MORRISON, ROBERT LEWIS	50083572							\$1.06						
MOSS, TERRY LYNN	06084012D										\$4.59	\$4.59	\$4.59	\$4.59
MUNROE, INA J	06081015A			\$311.42										
MYERS, FRANK & WF ANGE	06039007E	\$19.91	\$19.91	\$19.91	\$19.91	\$18.78	\$18.78	\$18.78	\$18.78					
NATURALLY MAID CLEANIN	50099051		\$3.93	\$3.42	\$2.97									
NAYLOR, ERIN P	09429005B	\$28.37	\$28.37	\$28.37	\$28.37	\$28.53								
NEWELL, JOAN G	06060010H	\$2.11												
NEWELL, JOAN G	06060010G	\$11.79												
NIBLOCK DEVELOPMENT C	2187709	\$10.38												
NIXON, MARGIE DAE	05033073	\$16.46	\$16.46											
NOBLE WATERS COMPANY	915182	\$13.83												
NOBLE WATERS COMPANY,	50092867		\$13.83	\$12.02	\$10.46	\$9.82	\$8.54	\$7.43						
OSBORNE, JANELLE R & ELL	06114084		\$7.46	\$7.46	\$7.46									
PANGLE ANDREW HOYLE	50084019											\$2.35		
PATE, DALE WAYNE & WIFE	06114074	\$6.89		\$6.89										
PETTY ROOFING	50096472		\$22.35	\$19.44	\$16.91	\$15.87								
PETTY, JAMES DAVID	50092442							\$1.01						
PETTY, JAMES DOUGLAS	06084001A		\$6.86	\$6.86	\$16.84	\$17.54	\$17.52	\$17.52	\$17.52	\$4.60				
PLAYER, RUTH B	06036024A											\$19.82		
PLYLER, RONALD KEVIN &	06038007A							\$24.19						
POWLES, DAVID G	06036018	\$33.45	\$33.45	\$33.45	\$33.45	\$28.94	\$28.94	\$28.94	\$33.48		\$31.63	\$31.63	\$31.63	
PRIVATTE, BILLY C	06057009	\$28.31	\$28.31	\$28.31	\$28.31	\$11.87	\$11.87	\$11.87						
PUMPKINS FUTURE LLC	06018137	\$8.12	\$8.12		\$8.82	\$6.41								
R & D MASONRY INC	50092552						\$8.54							
R & T VENDING	50083484										\$2.79			
REALTY INVESTORS INC	50082898						\$1.02							

Name	Tax Map N	2011	2010	2009	2008	2007	2006	2005	2004	2003-A	2003	2002	2001	2000
REID, ROBERT N & REID, BR	09417006C		\$99.60											
RENNER, LISA M	06114077	\$6.98												
REYNOLDS, WILLIAM A	06114005	\$28.84												
ROBERTO BONILLA CUSTO	50104497		\$2.75											
ROBERTS, WILLIAM S	06036066				\$51.90									
ROBINSON, CHARLIE HEIRS	06018045	\$16.85	\$16.85	\$16.85	\$16.85									
ROBINSON, JAMES DELL	05033035	\$6.28		\$6.28	\$6.28	\$3.78	\$3.78							
ROBINSON, JERALDINE	05033034	\$9.66	\$9.66	\$9.66	\$9.66				\$8.42					
ROBINSON, SHEILA ANN &	06039019A	\$30.96	\$30.96											
ROBINSON, WILLIE THOMA	06015021	\$19.59	\$19.59	\$19.59	\$19.59									
ROTEN, WILLIAM TROY &	06114085	\$9.64												
RYE, DANNY L	06114051									\$5.25				
S & S PLUMBING	50101044		\$7.91	\$6.88										
S & S PLUMBING % SAMUE	248507	\$7.91												
SCOTT TURF COMPANY	50101911		\$2.82	\$2.02										
SMITH MICHAEL HUGH & C	50079799		\$3.01											
SMITH, MARVIN D & SMITH	06054094	\$31.44	\$31.44	\$31.44	\$31.44									
SMITH, MICHAEL HUGH & S	13389	\$3.31												
SMITH, MICHAEL HUGH & S	06036014	\$24.51												
SMITH, MICHAEL HUGH & S	06036010	\$3.29	\$3.64											
SMITH, MICHAEL HUGH & S	06015004		\$73.09											
SNYDER, DOROTHY L	06114092	\$20.37	\$20.37	\$20.37	\$20.37	\$20.69	\$20.69							
SOUTHERN COMMUNITY B	06057194	\$22.22												
SOUTHERN COMMUNITY B	06057002B								\$52.44					
STACKS, CLYDE RICHARDSO	06039011B			\$25.79										
STARNES MARGARET H	50073018						\$2.01	\$2.12	\$2.16			\$3.20	\$3.52	
STARR TROY ALLEN	50090015						\$1.62	\$1.71	\$1.77					

Name	Tax Map N	2011	2010	2009	2008	2007	2006	2005	2004	2003-A	2003	2002	2001	2000
STRAING GRACIE M	50082038		\$3.12	\$3.12		\$3.70	\$3.70	\$3.36	\$3.70			\$2.41		
STRAING, GRACIE M	2026048	\$3.12												
STRAING, GRACIE M	05033081	\$6.92	\$6.92	\$6.92	\$6.92	\$3.78	\$3.78	\$3.78	\$3.78					
STRAING, GRACIE M	05033080	\$20.46	\$20.46	\$20.46	\$20.54	\$29.20	\$29.20	\$29.20	\$29.20		\$20.58	\$20.58	\$20.58	\$4.38
SUNTRUST BANK	06060007B	\$42.81	\$42.81											
SYKES, EDWARD H & NANCI	06018050A		\$32.61											
TARLTON, AMANDA C	06054036	\$24.85	\$24.85											
THOMPSON, ARTHUR JAME	06019021			\$21.48										
TORRENCE MELVIN CONCR	50060184		\$8.10	\$7.04	\$6.12									
TORRENCE MELVIN CONCR	200231240	\$8.10												
TORRENCE, MELVIN & TOR	05033045	\$7.45	\$7.45	\$7.45	\$7.45	\$3.78	\$3.78	\$3.78						
TORRENCE, REGINAL C/O	50070455						\$1.63							
TRES COMPADRES LLC	06039024	\$6.69	\$6.69	\$6.69	\$6.69	\$3.80	\$3.80	\$3.80			\$1.48	\$1.48	\$1.48	\$1.48
TZMR RECORDS	2182257	\$2.75												
VYAS, SURESH C & RITA VY	06081008A			\$74.81										
WADDELL, LONNIE J	05033071	\$6.88	\$6.88	\$6.88	\$6.88	\$3.78	\$3.78	\$3.78	\$3.78					
WADDELL, LONNIE J	05033070	\$19.16	\$19.16	\$19.16	\$19.21	\$27.15	\$27.15	\$27.15	\$27.15		\$19.51	\$19.51	\$19.51	\$19.51
WALLACE, ARTHUR J JR & S	05033111						\$41.20							
WAXHAW ALL TILE	50099231				\$6.88									
WAXHAW DEVELOPMENT	06057001	\$35.95	\$35.95	\$35.95										
WENDY GREENE AND ASSO	50093112						\$12.13	\$9.59						
WENTZ-BROWN, AMANDA	06039011A		\$32.40	\$32.40	\$32.40	\$13.32	\$13.32	\$13.32	\$13.32		\$7.95	\$7.95	\$7.95	\$7.95
WHITE, ERIC DARRYL	05033028	\$28.27	\$23.71	\$23.71	\$6.16									
WILLIAMS, RUTH & HUSBA	05033179	\$19.11	\$19.11	\$19.11	\$19.11	\$27.35	\$27.35	\$27.35	\$27.35		\$17.64	\$17.64		
WILLIS, GENE E JR	06114054				\$18.13									
WRIGHT, MICHAEL	50101167		\$3.17	\$2.75										
WRIGHT, MICHAEL JAMES	672472	\$4.29												



Name	Tax Map N	2011	2010	2009	2008	2007	2006	2005	2004	2003-A	2003	2002	2001	2000
WRIGHT, MICHAEL JAMES	50105342		\$3.05											
WRIGHT, MICHAEL JAMES	06114070	\$6.89	\$6.89	\$6.89	\$6.89	\$5.05	\$5.05	\$5.05						
Total		\$2,060.10	\$1,916.50	\$1,976.71	\$1,229.20	\$844.56	\$850.19	\$737.67	\$618.67	\$15.94	\$319.93	\$619.67	\$221.70	\$153.84

Agenda Item

# \_\_\_\_\_

9/13/12

## **Town of Mineral Springs**

# **FINANCE REPORT JULY 2012**

Prepared for:

The Mineral Springs Town Council

By:

Frederick Becker III  
Finance Officer

**September 13, 2012**

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# Cash Flow Report FY2012 YTD

7/1/2012 Through 7/31/2012

8/14/2012

Page 1

Category Description	7/1/2012- 7/31/2012
<b>INCOME</b>	
Interest Income	87.16
Other Inc	
Zoning	150.00
TOTAL Other Inc	150.00
Prop Tax Prior Years	
Prop Tax 2002	
Receipts 2002	
Int	48.33
Tax	40.94
TOTAL Receipts 2002	89.27
TOTAL Prop Tax 2002	89.27
Prop Tax 2003	
Receipts 2003	
Int	45.93
Tax	42.14
TOTAL Receipts 2003	88.07
TOTAL Prop Tax 2003	88.07
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	50.02
Tax	59.55
TOTAL Receipts 2006	109.57
TOTAL Prop Tax 2006	109.57
Prop Tax 2007	
Receipts 2007	
Int	58.43
Tax	82.77
TOTAL Receipts 2007	141.20
TOTAL Prop Tax 2007	141.20
Prop Tax 2008	
Receipts 2008	
Int	45.29
Tax	114.19
TOTAL Receipts 2008	159.48
TOTAL Prop Tax 2008	159.48
Prop Tax 2009	
Receipts 2009	

# Cash Flow Report FY2012 YTD

7/1/2012 Through 7/31/2012

8/14/2012

Page 2

Category Description	7/1/2012- 7/31/2012
Int	48.28
Tax	155.22
<b>TOTAL Receipts 2009</b>	<b>203.50</b>
<b>TOTAL Prop Tax 2009</b>	<b>203.50</b>
Prop Tax 2010	
Receipts 2010	
Int	29.94
Tax	134.16
<b>TOTAL Receipts 2010</b>	<b>164.10</b>
<b>TOTAL Prop Tax 2010</b>	<b>164.10</b>
Prop Tax 2011	
Receipts 2011	
Int	29.49
Tax	201.29
<b>TOTAL Receipts 2011</b>	<b>230.78</b>
<b>TOTAL Prop Tax 2011</b>	<b>230.78</b>
<b>TOTAL Prop Tax Prior Years</b>	<b>1,416.21</b>
<b>TOTAL INCOME</b>	<b>1,653.37</b>
<b>EXPENSES</b>	
Attorney	300.00
Community	
Greenway	102.58
<b>TOTAL Community</b>	<b>102.58</b>
Dues	1,037.00
Emp	
Benefits	
Dental	55.00
Life	46.20
<b>TOTAL Benefits</b>	<b>101.20</b>
FICA	
Med	116.73
Soc Sec	499.13
<b>TOTAL FICA</b>	<b>615.86</b>
Payroll	106.95
Work Comp	690.04
<b>TOTAL Emp</b>	<b>1,514.05</b>
Ins	3,648.61
Office	
Bank	-16.36
Clerk	2,202.42
Council	600.00
Deputy Clerk	682.50
Equip	20.40
Finance Officer	2,133.80
Maint	
Materials	209.41
Service	575.00
<b>TOTAL Maint</b>	<b>784.41</b>
Mayor	400.00
Post	500.00

# Cash Flow Report FY2012 YTD

7/1/2012 Through 7/31/2012

8/14/2012

Page 3

Category Description	7/1/2012- 7/31/2012
Supplies	396.02
Tel	1,853.55
<b>TOTAL Office</b>	<b>9,556.74</b>
Planning	
Administration	1,901.62
Misc	427.00
<b>TOTAL Planning</b>	<b>2,328.62</b>
Tax Coll	
Sal	130.00
<b>TOTAL Tax Coll</b>	<b>130.00</b>
Training	
Staff	155.00
<b>TOTAL Training</b>	<b>155.00</b>
Travel	962.74
<b>TOTAL EXPENSES</b>	<b>19,735.34</b>
<b>TRANSFERS</b>	
TO Greenway Parking Capital Project Fund	-435.00
<b>TOTAL TRANSFERS</b>	<b>-435.00</b>
<b>OVERALL TOTAL</b>	<b>-18,516.97</b>

# Account Balances History Report

(Includes unrealized gains)

As of 7/31/2012

8/14/2012

Page 1

Account	6/29/2012 Balance	6/30/2012 Balance	7/31/2012 Balance
<b>ASSETS</b>			
<b>Cash and Bank Accounts</b>			
Check Min Spgs	22,538.56	22,223.56	4,153.70
Estates at Soen Escrow	28,191.17	28,195.80	28,195.59
MM Sav CitizensSouth	384,924.88	385,003.98	385,085.73
MM Sav Min Spgs	10,524.67	10,524.67	10,550.29
Ag Bldg Capital Project Fund	0.00	0.00	0.00
CWMTF Grant Project Fund	0.00	0.00	0.00
<b>TOTAL Cash and Bank Accounts</b>	<b>446,179.28</b>	<b>445,948.01</b>	<b>427,985.31</b>
<b>Other Assets</b>			
State Revenues Receivable	0.00	52,948.59	51,392.82
<b>TOTAL Other Assets</b>	<b>0.00</b>	<b>52,948.59</b>	<b>51,392.82</b>
<b>TOTAL ASSETS</b>	<b>446,179.28</b>	<b>498,896.60</b>	<b>479,378.13</b>
<b>LIABILITIES</b>			
<b>Other Liabilities</b>			
Accounts Payable	0.00	1,295.50	294.00
Escrows	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>TOTAL LIABILITIES</b>	<b>27,720.00</b>	<b>29,015.50</b>	<b>28,014.00</b>
<b>OVERALL TOTAL</b>	<b>418,459.28</b>	<b>469,881.10</b>	<b>451,364.13</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	\$ 1,800.00	\$ -	0.0%	\$ -				
Attorney	\$ 9,600.00	\$ 9,300.00	\$ 300.00	3.1%	\$ 300.00				
Audit	\$ 4,200.00	\$ 4,200.00	\$ -	0.0%	\$ -				
Community Projects	\$ 18,900.00	\$ 18,797.42	\$ 102.58	0.5%	\$ 102.58				
Contingency	\$ 3,000.00	\$ 3,000.00	\$ -	0.0%	\$ -				
Dues	\$ 4,525.00	\$ 3,488.00	\$ 1,037.00	22.9%	\$ 1,037.00				
Elections	\$ 600.00	\$ 600.00	\$ -	0.0%	\$ -				
Employee Overhead	\$ 22,900.00	\$ 21,385.95	\$ 1,514.05	6.6%	\$ 1,514.05				
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	\$ 2,400.00	\$ -	0.0%	\$ -				
Office	\$ 118,412.00	\$ 108,855.26	\$ 9,556.74	8.1%	\$ 9,556.74				
Planning & Zoning	\$ 41,008.00	\$ 38,679.38	\$ 2,328.62	5.7%	\$ 2,328.62				
Street Lighting	\$ 2,000.00	\$ 2,000.00	\$ -	0.0%	\$ -				
Tax Collection	\$ 2,800.00	\$ 2,670.00	\$ 130.00	4.6%	\$ 130.00				
Training	\$ 3,000.00	\$ 2,845.00	\$ 155.00	5.2%	\$ 155.00				
Travel	\$ 3,000.00	\$ 2,037.26	\$ 962.74	32.1%	\$ 962.74				
Capital Outlay	\$ 46,405.00	\$ 46,405.00	\$ -	0.0%	\$ -				
<b>Totals</b>	<b>\$ 301,050.00</b>	<b>\$ 281,314.66</b>	<b>\$ 19,735.34</b>	<b>6.6%</b>	<b>\$ 19,735.34</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Off Budget:</b>									
Tax Refunds			\$ -		\$ -				
Interfund Transfers			\$ 435.00		\$ 435.00				
<b>Total Off Budget:</b>			<b>\$ 435.00</b>		<b>\$ 435.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</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	\$ 983.79	\$ 1,416.21	59.0%	\$ 1,416.21				
Property Tax - 2011	\$ 61,950.00	\$ 61,950.00	\$ -	0.0%	\$ -				
Dupl. Property Tax	\$ -	\$ -	\$ -		\$ -				
Franchise Taxes: cable	\$ 2,400.00	\$ 2,400.00	\$ -	0.0%	\$ -				
Franchise Taxes: utility	\$ 180,000.00	\$ 180,000.00	\$ -	0.0%	\$ -				
Fund Balance Approp.	\$ -	\$ -	\$ -		\$ -				
Gross Receipts Tax	\$ -	\$ -	\$ -		\$ -				
Interest	\$ 1,200.00	\$ 1,112.84	\$ 87.16	7.3%	\$ 87.16				
Sales Tax	\$ 45,200.00	\$ 45,200.00	\$ -	0.0%	\$ -				
Vehicle Taxes	\$ 4,400.00	\$ 4,400.00	\$ -	0.0%	\$ -				
Zoning Fees	\$ 3,000.00	\$ 2,850.00	\$ 150.00	5.0%	\$ 150.00				
Other	\$ 500.00	\$ 500.00	\$ -	0.0%	\$ -				
<b>Totals</b>	<b>\$ 301,050.00</b>	<b>\$ 299,396.63</b>	<b>\$ 1,653.37</b>	<b>0.5%</b>	<b>\$ 1,653.37</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</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>

# Register Report

7/1/2012 Through 7/31/2012

8/16/2012

Page 1

Date	Num	Description	Memo	Category	Amount
<b>BALANCE 6/30/2012</b>					<b>22,223.56</b>
7/2/2012	3773	Terminex Services,...	Pest Control Service ...	Office:Maint:Service	-380.00
7/6/2012	EFT	Debit Card (Lowe's)	Bridge Ramp Bolts (F...	Community:Greenway	-48.61
7/6/2012	EFT	Debit Card (Kangar...	Soda (FY2012)	Office:Supplies	-6.46
7/9/2012	EFT	Union County	6/11 Veh (FY2011)	[State Revenues Receivable]	313.93
7/11/2012	3774	Duke Power	1819573779 (Old Sch...	[Accounts Payable]	-21.19
7/11/2012	3775	Duke Power	1803784140 (FY2011)	[Accounts Payable]	-155.91
7/11/2012	3776	Union County Publi...	84361*00 (FY2011)	[Accounts Payable]	-15.67
7/11/2012	3777	Clark, Griffin & Mc...	I/N 3539 7/12 (FY2012)	Attorney	-300.00
7/11/2012	377...	Municipal Insuranc...		Emp:Benefits:Life	-46.20
				Emp:Benefits:Dental	-55.00
7/11/2012	3779	Environmental Syst...	I/N 92468190 ArcVie...	Planning:Misc	-427.00
7/11/2012	3780	US Postal Service ...	03484247 (FY2012)	Office:Post	-500.00
7/11/2012	3781	Sonitrol Security S...	I/N 161776 Alarm Mo...	Office:Tel	-1,572.00
7/11/2012	3782	NC Association Of ...	2012 NFIP Summer ...	Training:Staff	-50.00
7/11/2012	3783	School Of Govern...	Req. #513 (FY2012)	Dues	-287.00
7/11/2012	3784	Neopost Inc	I/N 48830308 A/N 60...	Office:Supplies	-271.19
7/11/2012	3785	NC Interlocal Risk ...	Cust #587 Workers C...	Emp:Work Comp	-690.04
7/11/2012	3786	Interlocal Risk Fina...	Cust #02005 Property...	Ins	-3,648.61
7/11/2012	3787	Jan-Pro Cleaning ...	I/N 13133 Janitorial 7/...	Office:Maint:Service	-195.00
7/11/2012	3788	NC Association Of ...	Annual Conference 2...	Training:Staff	-105.00
7/11/2012	3789	Holiday Inn Asheville	Vicky Brooks 7/22-7/2...	Travel	-429.57
7/14/2012	EFT	Debit Card (Lowe's)	Bridge Ramp Bolts (F...	Community:Greenway	-53.97
7/15/2012	EFT	NC Department of ...	5/31 Sales and Use (...	[State Revenues Receivable]	1,241.84
7/16/2012	3790	Joseph Shawley	Eagle Scout Project - ...	[Greenway Parking Capital Project Fund]	-435.00
7/16/2012	EFT	Debit Card (Arby's)	Floodplain Training L...	Travel	-6.60
7/17/2012	EFT	Debit Card (Outback)	Floodplain Training L...	Travel	-20.47
7/18/2012	EFT	Debit Card (Quality)	Floodplain Training (F...	Travel	-144.84
7/19/2012	3791	Vicky A Brooks	Mileage - Floodplain ...	Travel	-136.40
7/20/2012	EFT...	Debit Card (Office ...	Speakers	Office:Equip	-20.40
			Rulers, Flash Drive	Office:Supplies	-50.65
7/20/2012	EFT	Debit Card (Office ...	Pens, Paper (FY2012)	Office:Supplies	-26.24
7/20/2012	EFT	American Commun...	Service Charge Refu...	Office:Bank	17.02
7/22/2012	EFT	Debit Card (Cracke...	Zoning Officials Conf ...	Travel	-11.54
7/23/2012	DE...	Deposit		Prop Tax Prior Years:Prop Tax 2011:Receipts 2011:...	155.75
				Prop Tax Prior Years:Prop Tax 2011:Receipts 2011:...	18.56
				Prop Tax Prior Years:Prop Tax 2010:Receipts 2010:...	19.08
				Prop Tax Prior Years:Prop Tax 2010:Receipts 2010:...	92.76
				Prop Tax Prior Years:Prop Tax 2009:Receipts 2009:...	27.98
				Prop Tax Prior Years:Prop Tax 2009:Receipts 2009:...	92.76
				Prop Tax Prior Years:Prop Tax 2008:Receipts 2008:...	45.29
				Prop Tax Prior Years:Prop Tax 2008:Receipts 2008:...	114.19
				Prop Tax Prior Years:Prop Tax 2007:Receipts 2007:...	42.55
				Prop Tax Prior Years:Prop Tax 2007:Receipts 2007:...	58.38
				Prop Tax Prior Years:Prop Tax 2006:Receipts 2006:...	30.91
				Prop Tax Prior Years:Prop Tax 2006:Receipts 2006:...	35.16
				Prop Tax Prior Years:Prop Tax 2005:Receipts 2005:...	52.08
				Prop Tax Prior Years:Prop Tax 2005:Receipts 2005:...	41.22
				Prop Tax Prior Years:Prop Tax 2004:Receipts 2004:...	21.72
				Prop Tax Prior Years:Prop Tax 2004:Receipts 2004:...	23.39
				Prop Tax Prior Years:Prop Tax 2003:Receipts 2003:...	21.36

# Register Report

7/1/2012 Through 7/31/2012

8/16/2012

Page 2

Date	Num	Description	Memo	Category	Amount
				Prop Tax Prior Years:Prop Tax 2003:Receipts 2003:...	18.64
				Prop Tax Prior Years:Prop Tax 2002:Receipts 2002:...	21.80
				Prop Tax Prior Years:Prop Tax 2002:Receipts 2002:...	17.44
7/23/2012	DEP	Deposit	#457a (FY2012)	Other Inc:Zoning	150.00
7/23/2012	EFT	Debit Card (Crown...	Zoning Officials Conf ...	Travel	-10.97
7/23/2012	EFT	Debit Card (Outback)	Zoning Officials Conf ...	Travel	-16.67
7/24/2012	3792	Hummingbird Lawn...	I/N 6145 6/12 (FY2011)	[Accounts Payable]	-650.00
7/24/2012	3793	Duke Power	2035221941 Street Li...	[Accounts Payable]	-158.73
7/24/2012	3794	Centralina Council ...	Membership Dues (F...	Dues	-750.00
7/24/2012	3795	Windstream	061345970 (FY2012)	Office:Tel	-57.54
7/24/2012	3796	Windstream	061348611 (FY2012)	Office:Tel	-224.01
7/25/2012	3797	Vicky A Brooks	Mileage - Zoning Offi...	Travel	-185.68
7/30/2012	EFT...	Advantage Payroll	Salary 7/12	Office:Clerk	-2,202.42
			Supplement 7/12	Office:Clerk	0.00
			Hours 7/12	Office:Deputy Clerk	-682.50
			Salary 7/12	Office:Finance Officer	-2,133.80
			Salary 7/12	Office:Mayor	-400.00
			Salary 7/12	Office:Council	-600.00
			Salary 7/12	Planning:Administration	-1,901.62
			Salary 7/12	Tax Coll:Sal	-130.00
				Emp:FICA:Soc Sec	-499.13
				Emp:FICA:Med	-116.73
				Emp:Payroll	-106.95
7/31/2012	DE...	Deposit		Prop Tax Prior Years:Prop Tax 2011:Receipts 2011:...	45.54
				Prop Tax Prior Years:Prop Tax 2011:Receipts 2011:...	10.93
				Prop Tax Prior Years:Prop Tax 2010:Receipts 2010:...	10.86
				Prop Tax Prior Years:Prop Tax 2010:Receipts 2010:...	41.40
				Prop Tax Prior Years:Prop Tax 2009:Receipts 2009:...	20.30
				Prop Tax Prior Years:Prop Tax 2009:Receipts 2009:...	62.46
				Prop Tax Prior Years:Prop Tax 2008:Receipts 2008:...	0.00
				Prop Tax Prior Years:Prop Tax 2008:Receipts 2008:...	0.00
				Prop Tax Prior Years:Prop Tax 2007:Receipts 2007:...	15.88
				Prop Tax Prior Years:Prop Tax 2007:Receipts 2007:...	24.39
				Prop Tax Prior Years:Prop Tax 2006:Receipts 2006:...	19.11
				Prop Tax Prior Years:Prop Tax 2006:Receipts 2006:...	24.39
				Prop Tax Prior Years:Prop Tax 2005:Receipts 2005:...	20.46
				Prop Tax Prior Years:Prop Tax 2005:Receipts 2005:...	24.39
				Prop Tax Prior Years:Prop Tax 2004:Receipts 2004:...	22.59
				Prop Tax Prior Years:Prop Tax 2004:Receipts 2004:...	24.39
				Prop Tax Prior Years:Prop Tax 2003:Receipts 2003:...	24.57
				Prop Tax Prior Years:Prop Tax 2003:Receipts 2003:...	23.50
				Prop Tax Prior Years:Prop Tax 2002:Receipts 2002:...	26.53
				Prop Tax Prior Years:Prop Tax 2002:Receipts 2002:...	23.50
7/31/2012	EFT	Debit Card (WalMart)	Pens, Notebook, Soa...	Office:Supplies	-41.48
7/31/2012	EFT	Debit Card (Lowe's)	Double-stick Tape (F...	Office:Maint:Materials	-11.07
7/31/2012	EFT	Debit Card (Interst...	Exit Light Batteries (F...	Office:Maint:Materials	-198.34
7/31/2012	EFT	American Commun...	Service Charge (FY2...	Office:Bank	-20.66
<b>TOTAL 7/1/2012 - 7/31/2012</b>					<b>-18,069.86</b>
<b>BALANCE 7/31/2012</b>					<b>4,153.70</b>

**TOTAL INFLOWS 3,139.00**

# Register Report

7/1/2012 Through 7/31/2012

8/16/2012

Page 3

Date	Num	Description	Memo	Category	Amount
<b>TOTAL OUTFLOWS</b>					<b>-21,208.86</b>
<b>NET TOTAL</b>					<b>-18,069.86</b>

# July 2012 Accounts Receivable Receipts

7/1/2012 Through 7/31/2012

8/14/2012

Page 1

Date	Account	Num	Description	Memo	Category	Clr	Amount
7/9/2012	Check Min ... EFT		Union County	6/11 Veh (FY20...	[State Revenues Re...	R	313.93
7/15/2012	Check Min ... EFT		NC Department of Rev...	5/31 Sales and ...	[State Revenues Re...	R	1,241.84
<b>TOTAL 7/1/2012 - 7/31/2012</b>							<b>1,555.77</b>
<b>TOTAL INFLOWS</b>							<b>1,555.77</b>
<b>TOTAL OUTFLOWS</b>							<b>0.00</b>
<b>NET TOTAL</b>							<b>1,555.77</b>

## July 2012 Accounts Payable Payments

7/1/2012 Through 7/31/2012

8/14/2012

Page 1

Date	Account	Num	Description	Memo	Category	Clr	Amount
7/11/2012	Check Min ...	3774	Duke Power	1819573779 (Ol... [Accounts Payable]		R	-21.19
7/11/2012	Check Min ...	3775	Duke Power	1803784140 (F... [Accounts Payable]		R	-155.91
7/11/2012	Check Min ...	3776	Union County Public ...	84361*00 (FY20... [Accounts Payable]		R	-15.67
7/24/2012	Check Min ...	3792	Hummingbird Lawn C...	I/N 6145 6/12 (F... [Accounts Payable]			-650.00
7/24/2012	Check Min ...	3793	Duke Power	2035221941 Str... [Accounts Payable]		R	-158.73
<b>TOTAL 7/1/2012 - 7/31/2012</b>							<b>-1,001.50</b>
<b>TOTAL INFLOWS</b>							<b>0.00</b>
<b>TOTAL OUTFLOWS</b>							<b>-1,001.50</b>
<b>NET TOTAL</b>							<b>-1,001.50</b>

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July 2012

Revenue Details



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## NC Sales and Use Tax Distribution Accrued to (FY2011-12)

May 2012 Collections

Summary

July 11, 2012

		ARTICLE 39	ARTICLE 40	ARTICLE 42	ARTICLE 43	ARTICLE 44	ARTICLE 45	ARTICLE 46	CITY HH	TOTAL
UNION	(Ad Valorem)	\$ 883,190.13	\$ 711,990.14	\$ 474,425.65	\$ -	\$ 990.61	\$ -	\$ -	\$ (163,148.37)	\$ 1,907,448.16
	FAIRVIEW	\$ 464.96	\$ 374.83	\$ 249.76	\$ -	\$ 0.52	\$ -	\$ -	\$ 385.84	\$ 1,475.91
	HEMBY BRIDGE	\$ 6.26	\$ 5.05	\$ 3.36	\$ -	\$ 0.01	\$ -	\$ -	\$ 5.23	\$ 19.91
	INDIAN TRAIL	\$ 27,216.31	\$ 21,940.62	\$ 14,619.86	\$ -	\$ 30.53	\$ -	\$ -	\$ 22,584.52	\$ 86,391.84
	LAKE PARK	\$ 3,368.21	\$ 2,715.31	\$ 1,809.31	\$ -	\$ 3.78	\$ -	\$ -	\$ 2,795.00	\$ 10,691.61
	MARSHVILLE	\$ 3,947.74	\$ 3,182.50	\$ 2,120.62	\$ -	\$ 4.43	\$ -	\$ -	\$ 3,275.90	\$ 12,531.19
	MARVIN	\$ 2,891.27	\$ 2,330.82	\$ 1,553.11	\$ -	\$ 3.24	\$ -	\$ -	\$ 2,399.24	\$ 9,177.68
	MINERAL SPRINGS	\$ 391.21	\$ 315.38	\$ 210.15	\$ -	\$ 0.44	\$ -	\$ -	\$ 324.66	\$ 1,241.84
	MINT HILL *	\$ 31.42	\$ 25.33	\$ 16.88	\$ -	\$ 0.04	\$ -	\$ -	\$ 26.09	\$ 99.76
	MONROE	\$ 107,620.87	\$ 86,759.34	\$ 57,810.99	\$ -	\$ 120.71	\$ -	\$ -	\$ 89,305.48	\$ 341,617.39
	STALLINGS *	\$ 18,862.02	\$ 15,205.75	\$ 10,132.16	\$ -	\$ 21.16	\$ -	\$ -	\$ 15,652.00	\$ 59,873.09
	UNIONVILLE	\$ 563.87	\$ 454.57	\$ 302.90	\$ -	\$ 0.63	\$ -	\$ -	\$ 467.92	\$ 1,789.89
	WAXHAW	\$ 24,233.69	\$ 19,536.16	\$ 13,017.68	\$ -	\$ 27.18	\$ -	\$ -	\$ 20,109.49	\$ 76,924.20
	WEDDINGTON *	\$ 3,328.05	\$ 2,682.93	\$ 1,787.74	\$ -	\$ 3.73	\$ -	\$ -	\$ 2,761.68	\$ 10,564.13
	WESLEY CHAPEL	\$ 842.24	\$ 678.98	\$ 452.43	\$ -	\$ 0.94	\$ -	\$ -	\$ 698.91	\$ 2,673.50
	WINGATE	\$ 2,839.65	\$ 2,289.21	\$ 1,525.38	\$ -	\$ 3.19	\$ -	\$ -	\$ 2,356.41	\$ 9,013.84

(Accrued to FY2011-12)

DATE 6/29/12  
TIME 15:51:10  
USER PHH

UNION COUNTY  
COLLECTIONS BY RGCD/REV UNIT/YR-DATE RANGE  
DEPOSIT DATE RANGE: 6/01/2012 THRU 6/30/2012  
REPORT GROUP: 200 REGISTERED VEHICLE  
REVENUE UNIT: 990 TOWN OF MINERAL SPRINGS

PAGE 51  
PROG# CL2138

YEAR	TAXES, ASSESSMENTS & MISC. CHARGES	LATE LIST	INTEREST (NOT INT3)	STATE INTEREST (INT3)	TOTAL COLLECTED	COMMISSION	NET OF COMMISSION & STATE INTEREST
2011	215.88		3.09	2.47	221.44	3.32	215.65
2012	99.78				99.78	1.50	98.28
TOTAL	315.66		3.09	2.47	321.22	4.82	313.93

Invoice Date	Invoice Number	Description	Invoice Amount	
06/30/2012	200.1-12/06	Tax/Fee/Int - JUN12	\$313.93	
(FY2011-12)				
Vendor No.	Vendor Name	Check No.	Check Date	Check Amount
10870	TOWN OF MINERAL SPRINGS	00025139	07/09/2012	313.93



**County of Union**  
 500 North Main Street  
 Monroe, North Carolina 28112

Vendor Number    Check Date    Check Number  
 10870            07/09/2012    00025139

"This disbursement has been approved as required by the Local Government Budget and Fiscal Control Act."

**\$313.93**

Pay Three Hundred Thirteen Dollars and 93 cents \*\*\*\*\*

To The  
 Order Of  
 TOWN OF MINERAL SPRINGS  
 E. ANDREWS-HINSON, TAX COLLECT  
 PO BOX 600  
 MINERAL SPRINGS NC 28108

**EFT COPY  
 NON-NEGOTIABLE**

AP



**County of Union**  
 500 North Main Street  
 Monroe, North Carolina 28112

10870  
 00025139

**ADDRESS SERVICE REQUESTED**

TOWN OF MINERAL SPRINGS  
 E. ANDREWS-HINSON, TAX COLLECT  
 PO BOX 600  
 MINERAL SPRINGS NC 28108

**Agenda Item**

**#4**

**Sept. 13, 2012**

U.S. Department of Homeland Security  
FEMA Region IV  
3003 Chamblee Tucker Road  
Atlanta, GA 30341



**FEMA**

February 1, 2012

Mr. Chris Crew  
State Hazard Mitigation Officer  
North Carolina Division of Emergency Management  
4713 Mail Service Center  
Raleigh, North Carolina 27699

Reference: Union County, NC Multi-jurisdictional Hazard Mitigation Plan Update

Dear Mr. Crew:

This is to confirm that we have completed a Federal/State review of the Union County Hazard Mitigation Plan Update for compliance with the federal hazard mitigation planning standards contained in 44 CFR 201/6(b)-(d). Based on our review and comments, Union County developed and submitted all the necessary revisions. We have determined that the Union County Hazard Mitigation Plan is compliant with federal standards, subject to formal community adoption.

In order for our office to issue formal approval of the plan, Union County must submit adoption documentation and document that the final public meeting occurred. Upon submittal of these items to our office, we will issue formal approval of the Union County Hazard Mitigation Plan.

If you have any questions or need any further information, please do not hesitate to contact Victor Geer, of the Hazard Mitigation Assistance (HMA) Branch at (770) 220-5659 or Linda L. Byers, Planning Lead Specialist, at (770) 220-5498.

Sincerely,

A handwritten signature in black ink that reads "Robert E. Lowe". The signature is written in a cursive style with a long horizontal line extending to the right.

Robert E. Lowe, Chief  
Risk Analysis Branch  
Mitigation Division

## **Union County Multi-jurisdictional Hazard Mitigation Plan Update Overview**

Union County is vulnerable to a wide range of natural hazards, including flooding, tornadoes, tropical storms and hurricanes, winter storms and earthquakes. These hazards threaten the life and safety of county residents, and have the potential to damage or destroy both public and private property and disrupt the local economy and overall quality of life. While the threat from hazardous events may never be fully eliminated, there is much we can do to lessen their potential impact upon our community and our citizens. By minimizing the impact of hazards upon our built environment, we can prevent such events from resulting in disasters. The concept and practice of reducing risks to people and property from known hazards is generally referred to as hazard mitigation.

The original Union County Multi-jurisdictional Hazard Mitigation Plan was adopted in 2004. The plan is multi-jurisdictional and includes the participation of Union County and all of its incorporated municipalities. Each of these jurisdictions are continuing participants of Union County's original Hazard Mitigation Plan.

The update of the plan began with the Mitigation Advisory Committee's meeting on December 4, 2009. The Committee reviewed the process specified in the Maintenance Section of the previously approved plan for monitoring, evaluating and updating the plan, and discussed the goals and methods to be used in the plan update. The Committee decided that Union County Emergency Management would spearhead the effort and coordinate with local leaders to review risks, capabilities, and mitigation strategies in each jurisdiction.

A final meeting of the Mitigation Advisory Committee was held on September 22, 2011. The meeting was open to public comment, and legal notices were placed in local newspapers, directing the public to the online draft for review. No members of the public attended the meeting. During the meeting, the committee reviewed the changes to the plan and suggested minor revisions to a handful of mitigation actions. It was agreed that after these changes were made, the plan was recommended for submittal to state and federal officials.

The plan was submitted to the North Carolina Division of Emergency Management, Hazard Mitigation Planning Section for review, and returned with recommendations for minor revisions. These changes were made and the plan was then sent to FEMA for review. FEMA returned the plan with recommendations for minor revisions. These changes were made as well and FEMA approved the plan on February 01, 2012.

Section 9 of the plan contains the mitigation actions that have been developed for the next plan period. Plan requirements are that there must be a mitigation action to address each hazard that is identified in Section 4 of the plan; Hazard Analysis section. These are the Mitigation Actions for the Town of Mineral Springs.

- 1. CSX Railroad – add crossing arm at McNeely Road and/or limit or prevent more crossings in Mineral Springs.**
- 2. Stop speeding tanker trucks to reduce possibility of chemical spills at Highway 75 traffic light.**
- 3. Stop CSX Railroad excessive speed downtown to minimize chance of derailments.**
- 4. Add safeguards for CSX Railroad to prevent derailment near Mineral Springs Mill and Fertilizer.**
- 5. Educate residents on the need to keep trees cleared around homes in event of a wildfire. Keep clear driveways for fire truck/equipment access. Request that the county add additional fire hydrants.**
- 6. Keep track of commercial fertilizer users and their suppliers.**
- 7. Seek authority to limit additional grade crossings along the railroad tracks in Mineral Springs.**
- 8. Contact Fire Department and county communications regarding procedures of public notification in the event of an emergency.**
- 9. Encourage appropriate emergency services training and continuing education to Fire Department members.**
- 10. Continue to coordinate with NCEM and FEMA to update the local Flood Insurance Rate Maps through the North Carolina Floodplain Mapping Program.**
- 11. Raise public awareness of natural hazards that could affect the area.**

Together we will work toward accomplishing these mitigation actions over the next five years. It is our intent for the Mitigation Advisory Committee to meet annually to review each mitigation action listed in the plan and to evaluate each action on its progress and its continued applicability.

# TOWN OF MINERAL SPRINGS

## RESOLUTION TO ADOPT THE UNION COUNTY NORTH CAROLINA MULTI-JURISDICTIONAL HAZARD MITIGATION PLAN

### R-2012-02

**WHEREAS**, the citizens and property within the Town of Mineral Springs are subject to the effects of an array of natural hazards that can cause loss of life and damages to public and private property; and

**WHEREAS**, the Town of Mineral Springs desires to seek ways to mitigate the impact of such hazard risks; and

**WHEREAS**, it is the intent of the Town of Mineral Springs to protect its citizens and property from the effects of natural hazards by preparing and maintaining a local hazard mitigation plan; and

**WHEREAS**, N.C. Gen. Stat. § 166A-6.01(b)(2)(a)(3) states: "For a state of disaster proclaimed pursuant to G.S. 166A-6(a) after the deadline established by the Federal Emergency Management Agency pursuant to the Disaster Mitigation Act of 2002, P.L. 106-390, the eligible entity shall have a hazard mitigation plan approved pursuant to the Stafford Act;" and

**WHEREAS**, Section 322 of the Federal Disaster Mitigation Act of 2000 states that local governments must develop an All-Hazards Mitigation Plan in order to be eligible to receive future Hazard Mitigation Grant Program Funds and other disaster-related assistance funding and that said Plan must be updated and adopted within a five year cycle; and

**WHEREAS**, it is the intent of the Mineral Springs Town Council to fulfill its obligation under the aforementioned laws in order that the Town of Mineral Springs will remain eligible to receive state and federal assistance in the event of a declared disaster affecting the Town of Mineral Springs; and

**WHEREAS**, Union County and the other jurisdictions included in the Plan have performed a comprehensive review and evaluation of each section of the Multi-Jurisdictional Hazard Mitigation Plan approved by the County in 2004, and have updated the plan as required under regulations at 44 CFR Part 201 and according to guidance issued by the Federal Emergency Management Agency and the North Carolina Division of Emergency Management.

**NOW, THEREFORE, BE IT RESOLVED** that the Mineral Springs Town Council hereby:

1. Adopts the updated Union County North Carolina Multi-Jurisdictional Hazard Mitigation Plan (the "Plan"), which plan shall supersede the Multi-Jurisdictional Hazard Plan adopted by Mineral Springs in 2004; and



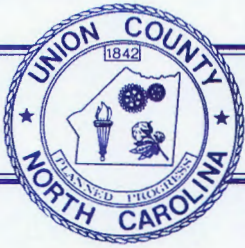
2. Agrees to take such other official action as may be reasonably necessary to carry out the proposed actions of the Plan.

**ADOPTED** this 13<sup>th</sup> day of September, 2012.

---

Frederick Becker III, Mayor  
Town of Mineral Springs

ATTEST: \_\_\_\_\_  
Vicky Brooks, CMC, Town Clerk



## OFFICE OF THE COMMISSIONERS AND MANAGER

500 N. Main St., Room 921 • Monroe, NC 28112 • Phone (704) 283-3810 • Fax (704) 282-0121

April 23, 2012

The Honorable Frederick Becker  
Mayor, Town of Mineral Springs  
PO Box 600  
Mineral Springs, NC 28108

Dear Mayor Becker,

In September of 2011, the Town of Mineral Springs provided its endorsement to Centralina Council of Governments' application, on behalf of the 14-county bi-state region, for HUD Sustainable Communities Regional Planning Grant funds to undertake the next steps of the CONNECT vision. Your endorsement, and your willingness to become part of the leadership of this grant through the CONNECT Consortium, helped us to secure funding in the amount of \$4.9 million from HUD.

We now invite the Town of Mineral Springs to formalize your membership in the CONNECT Consortium through adoption of the attached Consortium Agreement. This Agreement formalizes discussions we shared during the grant application process concerning data-sharing and participation in helping to shape the work of the grant. It also formalizes the benefits that will accrue to the Town of Mineral Springs as a member of the Consortium (and we're learning about additional benefits for Consortium members from HUD on a regular basis). Finally, the Agreement's Exhibit A explains how the Consortium will do its work to produce the deliverables we need to ensure vibrant communities in a robust region—what CONNECT Our Future is all about.

To formalize your membership in the Consortium, we ask that the Mineral Springs' Town Council, or other appropriate body, adopt the Agreement, and make appointments to the Consortium. These appointments include:

- An elected official, to the Consortium's Policy Forum and
- A senior staff member or department head, to the Consortium's Program Forum.

The Honorable Frederick Becker, Mayor

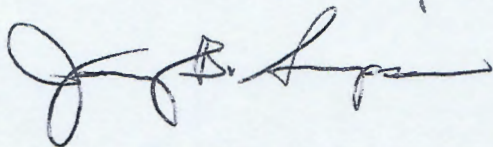
Page 2

April 23, 2012

You may also appoint two-three named alternates for both positions. Your representatives will work with others representing our over 100 partners to develop a Regional Strategic Framework that integrates extensive public engagement about regional needs and the region's future with expert content provided by Program Teams. Furthermore, as a Consortium member, you're also invited to participate in the Program Teams of your choice, which also are included in the Agreement's Exhibit A and in the attachments to this letter.

We hope you'll confirm your willingness to become part of this unprecedented collaboration to enhance our region's ability to compete globally as we strive to efficiently use scarce public resources and grow jobs and quality of life at home.

Sincerely,

A handwritten signature in black ink, appearing to read "Jerry B. Simpson". The signature is fluid and cursive, with a large initial "J" and "S".

Jerry B. Simpson, Chairman  
Union County Board of Commissioners and  
Centralina Executive Board Member

Cc: Ms. Vicky Brooks, Clerk, Town of Mineral Springs  
The Honorable Lundeen Cureton, CCOG Delegate  
Ms. Martha Sue Hall, CCOG Chairperson  
Mr. Jim Prosser, CCOG Executive Director

Attachments: Consortium Agreement  
CONNECT Consortium Appointment Form

## CONNECT Consortium Appointments

Name of Organization:

Date of Appointments:

**Consortium Program Forum (Senior Staff):**

Primary Appointee:

Last Name	First Name	Title	E-mail	Phone	Address	City	Zip

Named Alternate(s):

Last Name	First Name	Title	E-mail	Phone	Address	City	Zip

**Consortium Policy Forum (Elected Official):**

Primary Appointee:

Last Name	First Name	Title	E-mail	Phone	Address	City	Zip

Named Alternate(s):

Last Name	First Name	Title	E-mail	Phone	Address	City	Zip

Please return ONE ORIGINAL of your SIGNED Consortium Agreement and this form to Ms. Barbie Blackwell, Centralina Council of Governments, 525 North Tryon Street, 12<sup>th</sup> Floor, Charlotte, NC 28202. You may also supply a PDF of this form to [bblackwell@centralina.org](mailto:bblackwell@centralina.org), or contact Ms. Blackwell at 704-348-2728 if you have any questions.



Vibrant Communities – Robust Region

## **Memorandum of Understanding**

### **For CONNECT Consortium Membership for The NAME OF ORGANIZATION, North [South] Carolina**

**WHEREAS**, over 50 jurisdictions serving 70% of the CONNECT region's (as defined on page A-4 of the attached Exhibit A) population have adopted the CONNECT Regional Vision (as defined on page A-4 of the attached Exhibit A), based on a set of Core Values (as defined on page A-4 of the attached Exhibit A) compiled from adopted local policies, plans and programs, and

**WHEREAS**, those jurisdictions and other non-profit and private sector partners identified the development of a strategic regional framework for implementing these Core Values as the "next step" to achieve this community-based vision; and

**WHEREAS**, the federal Sustainable Communities Regional Planning Grant Program (the Program) operated by the US Department of Housing and Urban Development (HUD) on behalf of the US Department of Transportation, US Environmental Protection Agency, and HUD, incorporates Livability Principles (as defined in the Program documents) that align closely with CONNECT's Core Values, and provides a funding source for development of CONNECT's needed regional strategic framework for effectively and efficiently addressing growth and community economic revitalization; and

**WHEREAS**, the Centralina Council of Governments (CCOG) and the Catawba Regional Council of Governments (CRCOG) established the CONNECT Consortium, as defined on page A-3 of the attached Exhibit A, as a representative body to develop a grant application based on the CONNECT Vision to HUD for Program funds, and to support local governments, non-profits, academic institutions and other groups representing the region's diversity, in their work to further sound growth, regional and local economies built to last, vibrant communities, and inclusive public engagement and decision-making; and

**WHEREAS**, CCOG as Lead Applicant submitted the application to the Program on behalf of the Consortium on October 5<sup>th</sup>, 2011, was notified of grant approval on November 21, 2011, and entered into a Cooperative Agreement with HUD to carry out the work of the application with an effective date of February 1, 2012; and

**WHEREAS**, CCOG, CRCOG, and the Consortium will continue this collaborative approach to carry out the work funded in the application to move the CONNECT Core Values into a community-based, regionally-inclusive strategic framework for action to help communities address economic growth, quality of life, and fiscal stability now, and to create better prospects for our children and grandchildren;

**NOW, THEREFORE**, the NAME OF ORGANIZATION agrees to the following by signing this memorandum of understanding:

1. To participate as a member of the CONNECT Consortium in the development of the "CONNECT Our Future" Regional Strategic Framework (the Framework) incorporating regional and local plans to support vital communities, economic growth, improved quality of life and environment, and efficient public investments, with funding provided in part from a Program grant (the Grant);
2. As a Consortium member, to engage in review of work products, reports, data, proposed strategies and implementation approaches, and to actively engage with fellow Consortium members in collaborative approaches to problem-solving the challenges, barriers, and opportunities faced by the region and by communities within the region;
3. To affirm the goals, principles, and participatory and functional structure for accomplishing the work of "CONNECT Our Future" as outlined in Exhibit A, attached and incorporated herein by reference;
4. To appoint one policy-level representative (elected official/CEO/board member) and named alternate(s) to the Consortium's Policy Forum, and one staff representative and named alternate(s) empowered to speak at the staff level to the Consortium's Program Forum (as defined on Page A-3 of Exhibit A) to represent the perspective of the NAME OF ORGANIZATION at meetings of the Consortium, ensuring that the interests, needs, and plans of the NAME OF ORGANIZATION are included; and to notify the CCOG of any changes in representation;
5. If requested, to appoint a policy-level representative to the CONNECT Council (as defined on Page A-3 of Exhibit A).
6. To have representation and participation in Consortium Program and Support Teams (as defined on pages A-2 and A-3 of Exhibit A) appropriate to the NAME OF ORGANIZATION's mission;
7. To communicate with the NAME OF ORGANIZATION's staff/residents/members the work of the Consortium, and to assist the Consortium with outreach to them and to persons who typically do not participate in community planning processes, so that they may be included in public and community engagement activities for community problem-solving and to develop the Framework;
8. To provide any staff support, meeting space, or other in-kind or cash assistance as outlined in NAME OF ORGANIZATION's [letter] resolution of support for the Grant dated \_\_\_\_\_, 2011, included as Exhibit B and incorporated herein by reference, it being understood that participation as a Consortium member does not preclude the NAME OF ORGANIZATION from potential eligibility as a subgrantee or subcontractor to the Consortium pursuant to the Grant;
9. To share relevant data, maps, plans, and successes with other Consortium members to promote mutual understanding of the issues and capacity-building among all Consortium members;
10. To recognize CCOG as a CONNECT Consortium member with full voice at all Consortium meetings; and
11. To recognize CCOG as Lead Applicant and Project Manager, and CRCOG as Lead Partner for the Grant solely as a benefit and convenience to the NAME OF ORGANIZATION and not to hold either CCOG or CRCOG liable in any manner in such capacity.

**AND FURTHERMORE**, the CCOG agrees, on its own behalf, as a member of the CONNECT Consortium, to abide by the immediately preceding 11 membership obligations.

**AND FURTHERMORE**, the CCOG agrees to confer, either directly for entities in North Carolina, or through its Lead Partner CRCOG in South Carolina, the following benefits of participation in the CONNECT Consortium:

1. Recognize the NAME OF ORGANIZATION as a CONNECT Consortium member with full voice at all Consortium meetings;

2. Notify the NAME OF ORGANIZATION of all Consortium activities and opportunities for participation;
3. Provide the NAME OF ORGANIZATION with access to information and data collected by the Consortium pursuant to this project;
4. Work with the NAME OF ORGANIZATION to provide multiple opportunities for public engagement in the development of the Framework;
5. Notify the NAME OF ORGANIZATION of opportunities for webinars, conferences, and other national best-practice learning opportunities for staff and policy-maker capacity-building through the National Sustainable Communities Learning Network (as defined on page A-5 of the attached Exhibit A);
6. Provide educational and informational opportunities to the NAME OF ORGANIZATION that support and assist the organization's participation in development of the Framework or build its capacity for ongoing regional work;
7. The CCOG will assist the NAME OF ORGANIZATION in identifying potential funding opportunities to support implementation of projects emerging from or supportive of the Framework;
8. Recognize the NAME OF ORGANIZATION's Consortium membership as meeting a prerequisite for eligibility for Preferred Sustainability Status Bonus Points (as defined on page A-5 of the attached Exhibit A) or other consideration by Federal funding agencies, which may assist the NAME OF ORGANIZATION in obtaining federal support for planning or implementation projects aligned with the goals of the Program; and
9. Notify the NAME OF ORGANIZATION of Requests for Proposals for work related to the performance of the Grant.

THIS AGREEMENT shall be in effect from the date of adoption through March 31, 2015, and may be renewed by mutual written agreement among the parties. This agreement may be amended by the mutual written consent of both parties, provided that approval for such amendment is given as was given for the initial agreement.

Either party may elect to terminate this Agreement by providing 30 days' written notification to the other party's Chief Executive Officer. Organizations withdrawing from the Consortium will be accountable for any data or maps promised due prior to the date of their withdrawal.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2012.

NAME OF ORGANIZATION:

CCOG:

\_\_\_\_\_

\_\_\_\_\_

Authorized Signature

Martha Sue Hall, Chairperson

\_\_\_\_\_

\_\_\_\_\_

Witness

Jim Prosser, Executive Director

Approved as to Form:

\_\_\_\_\_

Steve Meckler, CCOG Legal Counsel

## **Exhibit A**

### **CONNECT Consortium**

#### **GOALS, FUNCTIONAL ORGANIZATION AND OPERATING PRINCIPLES**

The CONNECT Consortium, and the development of the “CONNECT Our Future” Regional Strategic Framework are designed to be inclusive, publicly- and community-driven, and designed to produce strong and vibrant communities that, working together, produce a strong and vibrant region. This was the approach used in the development of the CONNECT Core Values and Vision, and is the approach that will be continued with this work. The Goals and Principles under which the Consortium will work, and its Functional Organization, each as defined below, are based on this underlying approach.

#### **GOALS:**

The overarching goals of the Consortium are to:

- Create the “CONNECT Our Future” Regional Strategic Framework as a platform to help communities and the region reaching economic and quality of life goals; and
- Develop a forum and process for ongoing collaborative problem-solving to address emerging regional and community issues in the future.

Specific deliverables for the Consortium include:

1. The “CONNECT Our Future” Regional Strategic Framework that includes:
  - a. A Regional Preferred Development Scenario (as defined on page A-5 of this Exhibit A) developed through extensive public engagement process and data analysis that informs long-range planning for the region’s future growth;
  - b. An effective place-based economic development strategy that focuses on job creation, workforce readiness, and community revitalization, including strategies to address the most opportunity-poor neighborhoods;
  - c. Assessments and strategies for housing that meets community needs, both now and in the future;
  - d. Assessments and strategies to reduce emissions and enhance the region’s air quality;
  - e. Assessments and strategies that help grow the local food industry while providing healthy foods in areas of need; and
  - f. Assessments and strategies for energy conservation and job growth in the energy field.
2. A functional framework and process for ongoing communication, collaboration, and problem-solving that engages public, non-profit, and private organizations across boundaries.

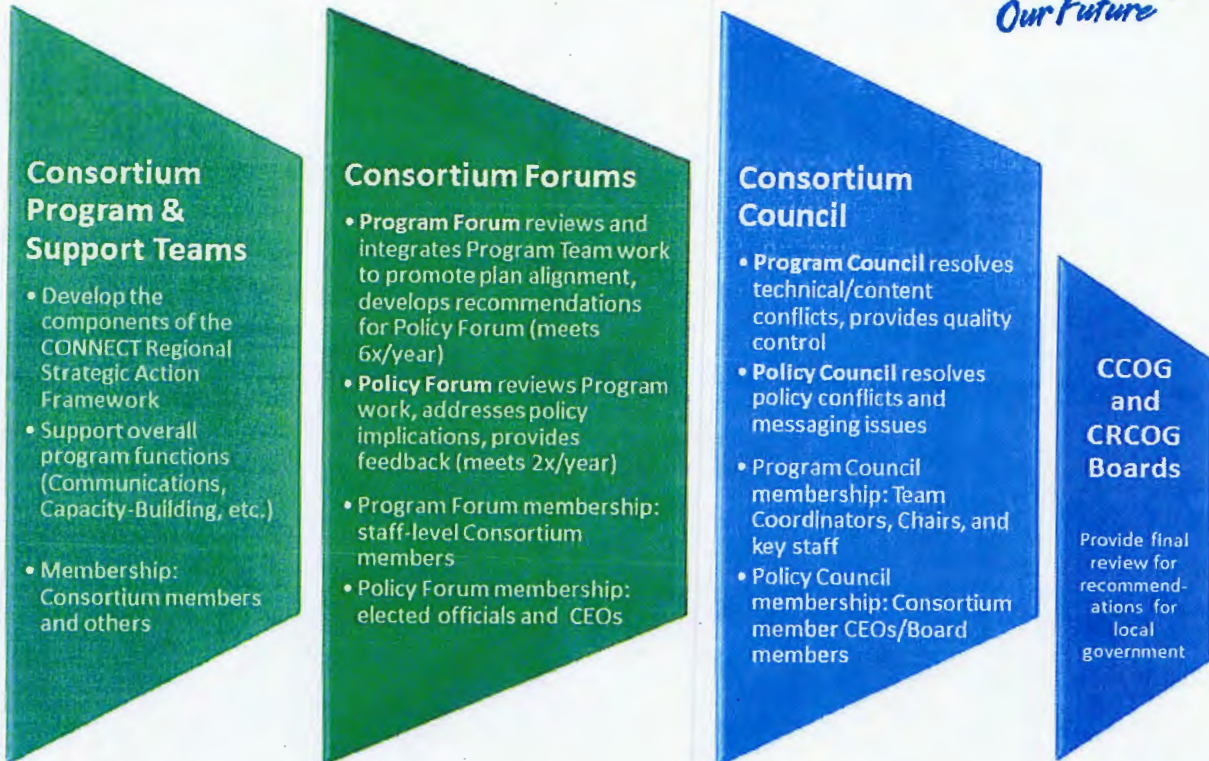
#### **FUNCTIONAL ORGANIZATION:**

The CONNECT Consortium is being organized as a vehicle to successfully accomplish the work required to meet the goals, not to serve as another governmental structure. As such, its organization is designed to produce the “CONNECT Our Future” Regional Strategic Framework, and its component elements, and to assist communities and the region with a broad range of problem-solving around growth, economic development, natural resources, and infrastructure planning. The following charts outline the functional

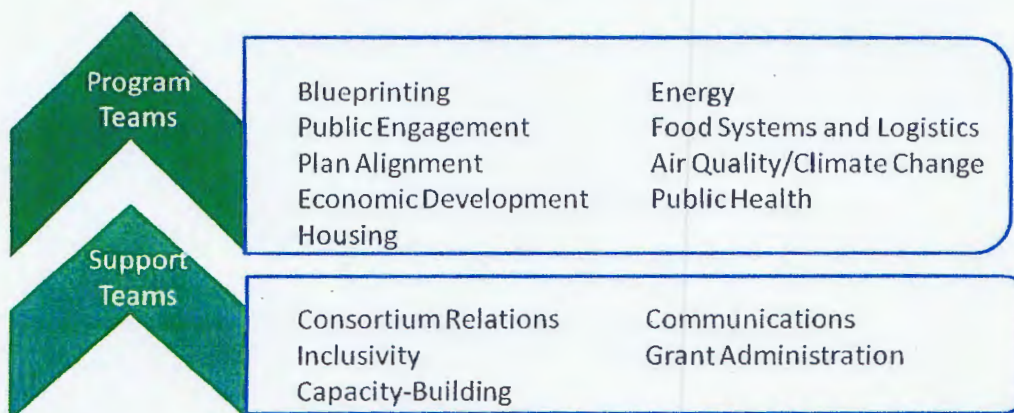


process and structures that will be used to accomplish this work:

**How the CONNECT Sustainable Communities Grant Work Gets Done...**



**CONNECT Teams**



**Program Teams** will develop the content for the “CONNECT Our Future” Regional Strategic Framework, including the identification of a Regional Preferred Development Scenario through the Blueprinting process (as defined on page A-5 of this Exhibit A), as well as the development and integration of place-based economic development strategies, housing, energy, food access and other plans. Program teams are open to Consortium members and non-members based on expertise and interest.

**Support Teams** will provide services, resources, and overall project management needed by all work groups, such as communications materials and strategies, and financial and contract processing. Each team will have a CCOG Team Coordinator who will serve as project manager for that team, with CRCOG liaisons for each team. Each program team (and some support teams) will be led by a non-CCOG or CRCOG Team Chair selected by the team. Both Program and Support Teams may be reconfigured as needed to accomplish the work of the Program.

**The Consortium** will include all members who have signed a Consortium Agreement in the form of that agreement to which this **Exhibit A** is attached, and is open to any interested organization, local government, or private entity willing to do so. The Consortium will integrate the content produced by the Program Teams to create the Framework, working at two levels. They are:

- The Program Forum: Senior staff, department heads, content experts, and other Consortium representatives who review and integrate Program Team components of the Framework, identify potential policy questions, resolve content or technical conflicts to the extent possible, and ensure that Framework elements work in sync. The Program Forum will meet bi-monthly.
- The Policy Forum: Elected officials, private and non-profit sector CEOs and/or Board members who examine policy implications and messaging issues, identify needed policy or regulatory changes, provide feedback to the Program Forum, and resolve policy-related conflicts to the extent possible. The Policy Forum will meet semi-annually.

The Consortium also is the body that endorses the final Framework, through both Forums and with heavy stakeholder engagement.

**The CONNECT Council** will provide oversight in the sense of quality control and conflict resolution when the Consortium cannot reach a consensus position. The Council, like the Consortium, will be organized in the two divisions below to address technical/programmatic/content issues, and to resolve important policy conflicts.

- The Program Council will be composed of key staff, Team Coordinators, and Team Chairs.
- The Policy Council will be composed of members appointed from the Consortium by, and including members of, the Executive Boards of both CCOG and CRCOG, supplemented by CEOs/Board members from non-profit organizations and the private sector.

The Boards of CCOG and CRCOG will serve as the final vetting group for review of recommendations or policy matters affecting local governments or suggesting state or federal policy change. This is a role they have undertaken in the past and that will enhance the acceptance of Consortium recommendations. They will have the opportunity to review, but, except to the extent that individual members of those Boards serve on the Policy Forum or Policy Council, will not be involved in decision-making regarding, any recommendations aimed primarily at the non-profit or private sectors. Those recommendations will be published through professional associations and Consortium members representing those entities on the Consortium. Each Consortium member understands and acknowledges that CCOG and CRCOG are assuming these roles solely for the benefit and convenience of all Consortium members and therefore, each Consortium member agrees not to hold either CCOG or CRCOG liable in any manner in such capacity.

The Consortium is expected to be a growing, evolving group, and it is hoped that additional organizations will wish to join and participate. Organizations requesting membership will be required to sign this

Consortium Agreement, and to participate in an orientation that addresses goals, operating principles (including the basics of collaborative process), functional organization, and the progress of the Consortium to date.

## **OPERATING PRINCIPLES:**

The Consortium will strive to:

- Include all the diverse perspectives and populations in the region in its processes, including active public engagement in developing its deliverables;
- Operate in a collaborative manner, holding each other accountable for participation, outreach, and timely engagement;
- Be fully transparent and share the work of the Consortium with all parties to the Consortium Agreement and with the public using a variety of communications tools;
- Be open to all interested organizations, local governments, and private entities that are willing to adopt the Consortium Agreement and participate in orientation as described above, including by the following:
  - State agency representatives will have voice; and
  - Private-sector representatives will have voice on matters in which they have no financial interest; and
- Operate by consensus using best-practice collaborative process, with the option of seeking conflict resolution through the CONNECT Council.

To facilitate the success of these operating principles, Consortium members at both the Program and Policy Forums will be expected to participate in 80% of the their group's meetings.

## **DEFINITIONS:**

**CONNECT Region:** 14 Counties in North and South Carolina, including Anson, Cabarrus, Cleveland, Gaston, Iredell, Lincoln, Mecklenburg, Rowan, Stanly and Union in North Carolina, and Chester, Lancaster, Union, and York in South Carolina.

**CONNECT Vision:** A definition of the values and exploration of potential policies that the CONNECT Region has selected to guide its future through adoption by local resolution. The Vision, including CONNECT Core Values and a proposed Action Agenda, were adopted by local governments representing over 70% of the region's population in the period 2008 through 2010.

**CONNECT Core Values:** Six values selected by the CONNECT Vision Task Force from among over 100 goals and values identified by an independent consultant as being shared by local governments in the CONNECT region, based on a review of their adopted public policy documents in 2006-2007. The Core Values are:

- **A Strong, Diverse Economy** that supports a wide variety of businesses and enterprises throughout the region;

- **Sustainable, Well-Managed Growth** that maintains quality of life, protects open space and environmental quality, retains the natural character of the region, and maximizes the efficiency of infrastructure investments;
- **A Safe and Healthy Environment** with good air and water quality;
- **High-Quality Educational Opportunities** that are available to all residents;
- **Enhanced Social Equity** through community leadership and cooperative volunteerism; and
- **Increased Collaboration Among Jurisdictions** on issues that transcend boundaries, including growth management, transportation, and environmental concerns, in a manner that recognizes both regional and local needs.

**National Sustainable Communities Learning Network:** The National Sustainable Communities Learning Network is a collaboration of HUD with multiple national organizations engaged in all aspects of regional and local planning and under contract with HUD to help regional and local grantees and their Consortium members build their capacity for using “best practices” for any aspects of work in which they are interested through webinars, publications, and workshops.

**Preferred Sustainability Status Bonus Points:** Preferred Sustainability Status (PSS) is recognition conferred on HUD Program grantees and other non-grantees who have met certain thresholds, based on their work. As a PSS-recognized grantee, CCOG is allowed to certify that those who are applying for certain HUD grants are eligible for 2 PSS Bonus Points provided that: They are members of the CONNECT Consortium, they have completed a HUD Form 2995 and submitted a synopsis of their project, and that the synopsis demonstrates consistency with HUD’s Livability Principles as found in Program guidance and the CONNECT project’s objectives. In highly-competitive application processes, 2 points can make the difference between a grant being awarded or not. Other Federal agencies have indicated that Consortium membership may be considered in their grant review process.

**Regional Preferred Development Scenario:** A generalized pattern for accommodating projected growth in population and jobs, selected by consensus through extensive public and leadership engagement, that produces consensus desired performance outcomes (such as, potentially vibrant downtowns or close job access).

**Blueprinting Process:** A process by which alternative scenarios for growth are explored by the public and evaluated through modeling to determine which development patterns produce the long-term results that communities want and a foundation for community and regional efficiencies in infrastructure planning.

**Exhibit B**



PROPOSED TEXT AMEMDMENT AS RECOMMENDED BY STAFF AND PLANNING BOARD:

9/13/12

REVISE ZONING ORDINANCE ARTICLE 5 - TABLE OF USES TO ALLOW AUTO, TRUCK, BOAT, MOTORCYCLE SALES, SERVICE, RENTAL AS A USE BY RIGHT WITH SUPPLEMENTAL REGULATIONS IN THE L1 ZONING DISTRICT

Auto, Truck, Boat, Motorcycle Sales, Service, Rental	6.10.11										C	Xs
--	---------	--	--	--	--	--	--	--	--	--	---	----

ADD TO THE FOLLOWING SECTION TO ARTICLE 6 OF THE ZONING ORDINANCE:

Section 6.10.11      Auto, Truck, Boat, Motorcycle Sales, Service, Rental

- a) The number of autos, trucks, boats or motorcycles for sale or lease shall not exceed twenty-five (25) at any given time.
- b) Outdoor lighting shall only be permitted in compliance with Section 4.10 of this Ordinance.
- c) The use shall be in compliance with Article 15 – Tree Preservation and Landscaping.



## **Elizabeth R. Gibson**

Past Vice President General

National Society Daughters of the American Revolution

1300 West Franklin Street, Monroe, NC 28112-4506

(704) 283-4791 elizabeth\_gibson@msn.com

Agenda

Item

# 8

091312

August 1, 2012

Town of Mineral Springs  
Mayor Rick Becker III  
3506 S. Potter Road  
Mineral Springs, NC 28108

Dear Mayor Becker,

The John Foster Chapter Daughters of the American Revolution, Monroe, North Carolina works to promote patriotism in our community. The week of September 17-23 is designated as Constitution Week by Public Law 915 which was signed by President Dwight D. Eisenhower on August 2, 1956. Therefore every year we want to bring to the attention of our citizens this anniversary of the signing of the Constitution of the United States of America. I am sending everything by e-mail again this year and have included an attachment of a sample Proclamation that I hope you will complete, sign, and impress with the Seal of the Town of Mineral Springs.

Last year I was thrilled to know that you put the signed Proclamation on your website and put an article in the newspaper! We are most appreciative of your cooperation as we work every year to remind the public of the importance of this document!

Sincerely,

Elizabeth R. Gibson  
John Foster Chapter  
Monroe, NC  
NCSDAR



## HISTORY OF CONSTITUTION WEEK

Miss Gertrude S. Carraway, while President General of the National Society Daughters of the American Revolution, was responsible for the annual designation of September 17-23 as Constitution Week. The DAR made its own resolution for Constitution Week which was adopted April 21, 1955.

Members of the United States Congress received the DAR resolution and on June 7, 1955, the resolution was discussed in the Senate. The first resolution to observe Constitution Week was made June 14, 1955, by Senator William F. Knowland of California. Following passage of the resolution by both Houses of Congress, President Eisenhower issued his proclamation on August 19, 1955.

The first observance of Constitution Week was so successful that on January 5, 1956, Senator Knowland introduced a Senate Joint Resolution to have the President designate September 17-23 annually as Constitution Week. The resolution was adopted on July 23 and signed into Public law 915 on August 2, 1956.

For his patriotic aid and interest, Senator Knowland received an Award of Commendation from the NSDAR Continental Congress in April of 1956.

North Carolina has a special interest in the story of how Constitution Week came to be signed into law because Miss Gertrude S. Carraway is the only North Carolinian ever to be elected to the position of President General of the National Society Daughters of the American Revolution. She served from 1953-1956. She was a lifelong resident of New Bern, North Carolina.

*Proclamation*  
*Constitution Week*  
*September 17<sup>th</sup> – 23<sup>rd</sup>, 2012*

*Whereas*, The Constitution of the United States of America, the guardian of our liberties, embodies the principles of limited government in a Republic dedicated to rule by law; and

*Whereas*, September 17, 2012, marks the two hundred twenty-fifth anniversary of the framing of the Constitution of the United States of America by the Constitutional Convention; and

*Whereas*, It is fitting and proper to accord official recognition to this magnificent document and its memorable anniversary, and to the patriotic celebrations which will commemorate it; and

*Whereas*, Public Law 915 guarantees the issuing of a proclamation each year by the President of the United States of America designating September 17 through 23 as Constitution Week,

*Now, Therefore, I, Frederick Becker, III*, by virtue of the authority vested in me as Mayor of the Town of Mineral Springs in the State of North Carolina do hereby proclaim the week of September 17 through 23 as

*~ Constitution Week ~*

*And* ask our citizens to reaffirm the ideals the Framers of the Constitution had in 1787 by vigilantly protecting the freedoms guaranteed to us through this guardian of our liberties.

*In Witness Of*, I have hereunto set my hand and caused the Seal of the Town to be affixed this 13<sup>th</sup> day of September of the year of our Lord two thousand twelve.

\_\_\_\_\_  
Frederick Becker III, Mayor  
Town of Mineral Springs

ATTEST:

\_\_\_\_\_  
Vicky A Brooks, CMC, Town Clerk

Published on *School of Government* (<http://www.sog.unc.edu>)

[Home](#) > Ethics On Demand Webinar for Elected Officials

# Ethics On Demand Webinar for Elected Officials

[Local Government Law](#) <sup>[1]</sup> [On-Demand](#) <sup>[2]</sup>

\$125

This webinar will be available until October 31, 2012

**Attention Attorneys:** Attorneys must purchase separately in order to claim 2 hours of General CLE Credit

If you do not receive an auto generated email confirmation shortly after purchasing this webinar, please email [Registration@sog.unc.edu](mailto:Registration@sog.unc.edu) <sup>[3]</sup> for assistance.

[Purchase](#)

<sup>[4]</sup>

In 2009 the North Carolina General Assembly passed legislation that requires local governing boards to adopt a code of ethics and requires board members to receive ethics training.

The School of Government is offering this live webinar as an easy way for elected officials to fulfill the legal requirement for 2 clock hours of ethics training mandated by the state when elected or re-elected. All you need is a computer with Internet access.

In keeping with the spirit of the new ethics law, and out of an abundance of caution concerning the legal requirements for board

meetings, boards should probably give special meeting notice for live ethics training sessions if a majority of the board might be in attendance at the event.

See the School of Government [ethics website](#) <sup>[5]</sup> for information about related statutes, other ethics training opportunities, answers to frequently asked questions, model codes of ethics, and links to contacts at the School of Government.

This webinar will be available until October 31, 2012. After that, you will need to visit the [ethics website](#)

<sup>[5]</sup> **for other ethics training opportunities.**

## **Please read the**

**below information carefully for instructions on how to verify credit, access course materials and technical instructions.**

### **ATTENDEES**

All elected officials of North Carolina cities, counties, unified governments, sanitary districts, and consolidated city-counties.

### **CREDIT**

#### **Credit for Training – Elected Officials**

The law requires the clerk to the governing board to maintain a record verifying receipt of the ethics education by each board member. The School of Government will not provide proof of attendance for the webinar. Instead, a verification form will be presented at the end of the webinar (NOT on this course page), and each elected official or clerk will be responsible for downloading the form, printing the form, filling it out and filing the form with their clerk. To verify completion of the SOG ethics training program, participants can access a printable verification form that will be available at the end of the 2-hour session. Instructions for downloading and printing the form will be given during the webinar.

### **Credit for Training – Attorneys**

The SOG ethics training program has been approved by the North Carolina State Bar for 2 hours of *general* CLE credit (*not* professional responsibility credit). Attorneys who participate and wish to receive CLE credit will need to self report and pay the Bar's CLE fee (information about the fee is provided on the CLE form).

Please DO NOT send your CLE form to the SOG; send the form to the State Bar at the address listed on the form. Participants can access a printable CLE form in the presentation. Instructions will be given during the 2-hour session.

### **Credit for Training – Persons Covered under the State Government Ethics Act (G.S. Chapter 138A)**

For individuals who are covered under the State Government Ethics Act (SGEA), the SOG ethics training program does *NOT* satisfy the mandatory ethics training required under SGEA, and the SGEA ethics program does *NOT* satisfy the local elected official ethics training requirement.

Consequently, local elected officials who are also covered by the SGEA must take *both* training programs. Covered persons needing to complete SGEA training should:

- Contact their ethics liaison for training, or
- Complete the online training available on State Ethic Commission website:

(<http://www.ethicscommission.nc.gov/education/default.aspx>

[6])

Norma Houston [7]

### **What you will receive when you purchase the webinar:**

FACULTY

COORDINATOR

Local Government  
Law On-Demand

Knapp-Sanders  
Building

Campus Box 3330

UNC-Chapel Hill,

Chapel Hill, NC

27599-3330

T: 919.966.5381 | F:

919.962.0654

PROGRAM

DURATION

CONTACT

## **The person purchasing the webinar will receive an auto generated email with:** CANCELLATION POLICY

- The webinar access link
- Link to this page for troubleshooting technical issues

### **Preparing for the webinar:**

This webinar will be broadcast over the Internet. It's easy to participate—all you need is a computer, Acrobat, a hard line high-speed Internet connection(wireless internet is NOT recommended), speakers, and Adobe Flash Media Player and a printer to print the verification forms.

**If you purchase the webinar and are having more than 3 people in the room, we recommend using a projector and a screen (or blank wall) in a larger room. We also recommend connecting and testing the speakers to ensure you have enough volume in a larger room.**

Webinar participants will see PowerPoint slides and listen to the recorded audio.

Run the recommended diagnostic test at [https://unc.ncgovconnect.com/common/help/en/support/meeting\\_test.ht](https://unc.ncgovconnect.com/common/help/en/support/meeting_test.ht)<sup>[8]</sup> to ensure that your computer has the software versions and connection speed necessary to participate in the webinar. This is a quick and easy process. It is recommended that you run this test 2 or 3 days before the webinar. Make sure you can open the course material PDF's below.

### **How do I log on?**

An access link was sent to the person who purchased the webinar in an auto generated email confirmation. If someone purchased the webinar for you, please contact that person for the access link. If you are the person who purchased the webinar and you did not receive an email confirmation with the access link, please email [registration@sog.unc.edu](mailto:registration@sog.unc.edu) <sup>[9]</sup> for assistance.

### **What if I experience technical difficulties?**

- Detailed technical information can be found on our webinar support website at <http://www.sog.unc.edu/node/1493> <sup>[10]</sup>.
- **If you continue experiencing technical difficulties, call the School of Government helpdesk at 919.962.5487.**

### **Course Materials:**

- [PDF of the Presentation](#) <sup>[11]</sup>
- [Legal Requirements](#) <sup>[12]</sup>
- [Ethics Voting Guide](#) <sup>[13]</sup>
- [Relevant Blog Posts](#) <sup>[14]</sup>

### **Why aren't the CLE Credit and Ethics Verification forms with the above materials?**

These forms are only accessible during the webinar, **NOT ON THE COURSE PAGE**. You will receive instructions towards the end of the presentation on how to click on the links, open the forms and save them to your computer to print.

This is your only opportunity to access these forms. So, If you exit the webinar room before the end of the session you will **NOT** be able to access the forms.

## How do I get the CLE Credit and Ethics Verification forms?

Links to the two forms will **ONLY** be available during the webinar presentation. You will receive instructions during the webinar and have an opportunity to click on the links, open them and save them to your computer. You will **NOT** receive the CLE form or the Verification form via email or on this course page. The only place you will have access to these forms is during the webinar presentation. So If you exit the webinar room before the end of the session you will **NOT** be able to access the forms.

## What to do after I save the forms and print them?

- **Ethics Verification Form-** fill out the top and bottom portion. Keep the top for your records and give the bottom portion to your clerk to keep on file. Do Not Send them to the School of Government.
- **CLE Form-**This course has been pre approved for 2 hours of general CLE credit (not Professional Responsibility credit). Fill out the form and send it directly to the Bar Association along with the required fee of \$3.00 per clock hour. More instructions can be found on the form.

2 hours

Susan Hutchinson <sup>[15]</sup>  
Program Manager  
919.966.4171