

Town Council Members

Ferry Countryman - 2013 ~ Janet Critz - 2013 ~ Lundeen Cureton - 2015

Peggy Neill - 2015 ~ Melody LaMonica - 2013

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**Town of Mineral Springs  
Mineral Springs Town Hall  
3506 S Potter Road ~ Mineral Springs  
Town Council  
Regular Meeting  
August 8, 2013 ~ 7:30 PM**

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**Agenda**

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1. **Opening**  
The meeting will be called to order, an invocation will be delivered and the Pledge of Allegiance will be recited.
2. **Public Comments**  
The Town Council will hear comments from members of the public on any matters of interest to them during this ten-minute period.
3. **Consent Agenda**
  - A. May 11, 2013 Regular Meeting Minutes
  - B. June 2013 Tax Collector's Report
  - C. Tax Refund
  - D. June 2013 Finance Report
4. **2013 Property Tax Order of Collection**  
Representatives from the Union County Tax Administrator's Office will present their settlement for 2012 taxes and accept the Order of Collection for the 2013 property taxes.
5. **Prior Years' Tax Settlement**  
The council will consider approving the 2012 Tax Settlement covering the years 1999 - 2011.
6. **Mineral Springs Volunteer Fire and Rescue Department – Chief Gaddy**  
Chief Gaddy will request the town's assistance in finding specific residents (elderly/minority/mobile home owners) that are in need of smoke detectors for their homes.
7. **Mineral Springs Greenway Trail Clearing Activity Day**  
Mayor Becker will inform the council of the anticipated date for trail clearing.
8. **Consideration of MUMPO/CRTPO Memorandum of Understanding**  
The council will consider adopting the Memorandum of Understanding for Mecklenburg Union Metropolitan Planning Organization (MUMPO) / Charlotte Regional Transportation Planning Organization (CRTPO).
9. **Consideration of Budget Amendment to Fund the Dues Required for CRTPO Membership**  
The council will consider a budget amendment transferring \$1,000 from "Contingency" to "Dues".

10. **Review of Staff Positions - Continued**

Council will continue their review of personnel job descriptions and salaries with input from Councilwoman LaMonica and staff. Mayor Becker will administer the Oath of Office to Zoning Administrator Vicky Brooks.

11. **Discussion and Consideration of a Mineral Springs 15<sup>th</sup> Anniversary Festival**

The council will discuss and consider scheduling a Mineral Springs Festival to celebrate the town's 15<sup>th</sup> Anniversary.

12. **Other Business**

13. **Adjournment**

Town of Mineral Springs  
Town Hall  
3506 S. Potter Road  
Town Council  
Regular Meeting  
July 11, 2013 ~ 7:30 PM

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Minutes

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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, July 11, 2013.

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

**Absent:** Councilwoman Janet Critz.

**Visitors:** Donna Sherrin.

With a quorum present Mayor Frederick Becker called the Regular Town Council Meeting of July 11, 2013 to order at 7:33 p.m.

1. **Opening**

- Councilman Countryman delivered the invocation.
- Pledge of Allegiance.
- Mayor Becker shared with the council a story about the new Town of Mineral Springs gavel (after 14 years without one). Councilman Countryman and Councilwoman Cureton may know [former] Councilman Tom Kalin, whose picture is now on the wall with the rest of them. Mayor Becker had tracked Mr. Kalin down in Florida; he and Jewel [Tom's wife] were in the area a couple of weeks ago and they got in touch with Mayor Becker; they came by to drop off a picture and were given a tour of town hall. "We joked about the no gavel yet and I said you know I got a piece of cedar from one of the trees they cut down, I was going to turn one on the lathe eventually". Mr. and Mrs. Kalin said "don't make one; we're going to take care of that". A few days later, UPS came with a gavel that says Mayor Rick Becker, Mineral Springs, NC.

2. **Public Comments**

- There were no public comments.

3. **Consent Agenda**

- **Councilman Countryman** made a **motion** to approve the consent agenda containing the following:

- A. June 13, 2013 Regular Meeting Minutes
- B. May 2013 Tax Collector's Report
- C. May 2013 Finance Report

**Councilwoman Coffey** seconded. *The motion passed unanimously as follows:*

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

*Nays: None*

- Mayor Becker noted that we do have a quorum, but Councilwoman Critz did notify him that she couldn't attend this meeting; she is out of state with family. There are no emergencies, she had to meet in California with her son, daughter-in-law and granddaughter; it was short notice, but she is doing well.

4. **Consideration of Appointing an Applicant to the Planning Board**

- Mayor Becker introduced Donna Sherrin as the planning board applicant; she lives on Helen Drive and has lived here for a long time. Ms. Sherrin came forward and shook each councilmembers hand while introducing herself. Ms. Sherrin explained that she grew up in Waxhaw, went to school in Waxhaw before it was a reform school and is a Parkwood High School graduate. Mayor Becker noted that Ms. Sherrin's application is brief and to the point and asked the council if they had anything they wanted to ask Ms. Sherrin. Councilman Countryman asked if she was sure she wanted to do this. Ms. Sherrin responded yes sir.
- **Councilman Countryman** made a **motion** to approve Donna Sherrin as our new Planning Board member and **Councilwoman Neill** seconded. Councilwoman LaMonica asked Ms. Sherrin to tell her a little bit about her motive. Ms. Sherrin stated that her motive is that she has lived here for 30 years and for 30 years she has come through downtown thinking "oh my God, do we ever need to do something to downtown". Many times she has seen Mayor Becker out planting flowers and she wanted to jump out of her car and say "I will help you", she wants to drive her John Deere down there and mow the grass around that junk place that use to be a greenhouse and she would like to do something about those little buildings that are eyesores to downtown. "I love this little town; I have lived her for 30 years and I want to love it like..." Ms. Sherrin works in Weddington, so she knows a lot of people like the mayor and she sees a lot of things; they are having a lot of inside conflicts about what to do with the town and Ms. Sherrin hears a lot of that. Ms. Sherrin wants to be part of this town in the growth of it and the planning of what's going to be beautiful for us with the sidewalks, getting sewer may bring us better development, because businesses come and go that should have thrived, but they did not; we get a lot of traffic through this little town for us to have no more businesses than we have. Councilwoman LaMonica commented that people just don't stop. Ms. Sherrin asked why. Councilman Countryman stated that is because they can't be supported until sewer gets to this town. Mayor Becker commented that will make a huge difference and the planning board will then probably be bearing a lot of burden guiding that, because people are going to want to build and we are going to have to say "okay, we don't want to make the same mistake twice". Ms. Sherrin replied that she hears a lot of that going on in Weddington in the shopping center that she works in, they want development, but they want to make it family friendly, they don't want it to end up like Ballantyne or

Blakeney or some of those places where it is just congested all the time. Ms. Sherrin would like that here too, she would like to be able to jump in her car and run down to Harris Teeter here instead of driving to Wesley Chapel. "Just to have something for us and the community to have here". Mayor Becker mentioned that four of the current council members have all served on the planning board, so we have been able to keep our council with the knowledge that they have picked up from the planning board. The planning board has always worked closely with the town council, so it is a really good relationship in Mineral Springs. Mayor Becker hoped that Ms. Sherrin would find it to be rewarding for herself and the town. Ms. Sherrin commented that she reads a lot and she went to the town website and read about the guy coming in February [Chris Platè's Monroe/Union County Economic Development presentation in January] and all of the ideas on there were great; she loved every one of them that everybody has already put on them. It sounds like a plan that she would love to see. Councilman Countryman noted that we have a lot of those same views. Councilwoman Coffey pointed out that cleaning up the downtown area is not the planning board's focus; being on the planning board is looking at the land use plan and vision plan and things of that nature and being guided by the administrator, so we won't be physically doing that. Councilwoman Coffey has done some downtown clean-up with the Optimist Club, but that is not what they do as a planning board. Mayor Becker commented that we certainly accept volunteer help. Councilwoman Coffey agreed, but stated that she just didn't want Ms. Sherrin to think we [planning board] would be [cleaning-up]. Ms. Sherrin responded that she understood that. Councilwoman Neill commented that we do anticipate things changing as time goes forward. Councilman Countryman stated that we have planned for that change. Mayor Becker noted that we hope to continue planning, hence "our good planning board". Ms. Sherrin asked who was in charge of the old cars and things like that that are beautifying downtown now. Councilman Countryman responded the people that own them. Mayor Becker added that when the sewer is here and the property is suddenly developable, those buildings and cars will be gone, because the owners will be wanting to get that money to sell to the people who are really going to build; "that's our belief". Councilwoman Neill mentioned that is where the planning board comes in. Mayor Becker stated that the planning board has to look at every single plan, because we have recently adopted a completely revolutionary, not revolutionary to zoning, but revolutionary to us, new zoning process of conditional district zoning, where the planning board and then town council will have "hands on" input into how an individual project is designed. There will be a lot more review by the planning board and then by the town council; it actually gives more flexibility to the property owner as well. There is more of a give and take where you can negotiate and work together on a process to come up with a good plan rather than "trying to plug something into an existing one size fits all zoning ordinance". *The aforementioned motion by Councilman Countryman passed unanimously as follows:*

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

- Mayor Becker welcomed Ms. Sherrin and thanked her for her willingness to serve.

5. **Consideration of MUMPO Participation**

- Mayor Becker explained that he had attended a MUMPO informational meeting in Stallings a couple of weeks ago about this; it was a very informal thing with the DOT and MUMPO people. They haven't finalized their participation rates, but they had basically finalized the population-based dues, which would put us in the under \$1,000 range. It looks like everybody except Unionville and Hemby Bridge will come on board; they are encouraging the mayor to be the delegate and Mayor Becker is willing to meet with them once a month in Charlotte. Mayor Becker pointed out the email exchange in the agenda packet and noted that the town is not formally agreeing to a contract, but rather stating the council's preference. "Are you interested, are we fairly committed, is the consensus of the council that they want to continue forward with participation?"
- **Councilwoman Coffey** made a **motion** that the Town of Mineral Springs continue its participation with MUMPO and **Councilwoman LaMonica** seconded. The motion passed unanimously as follows:

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

6. **Consideration of "Adopting" the Statements of Reasonableness and Consistency for the Text Amendments**

- Planning Director Vicky Brooks explained that Attorney Griffin expressed concerns after the meeting last month about the council not officially adopting the statements that were made. Ms. Brooks further talked with Mr. Bill Duston [N•Focus Planning] who suggested that the council go ahead and officially adopt them. The statements were written out in the agenda packet.
- **Councilwoman Coffey** made a **motion** that the council adopt the statements of reasonableness and consistency as presented and **Councilwoman Cureton** seconded. The motion passed unanimously as follows:

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

- The statements of reasonableness and consistency are as follows:

**TOWN OF MINERAL SPRINGS**  
**STATEMENT OF REASONABLENESS**  
**AND CONSISTENCY**  
**Conditional Zoning Districts**

In reference to the proposed text amendments to Article 2 – Section 2.1, the addition of Article 3 – Section 3.1.2 (d) as corrected, the addition of Article 3 – Section 3.1.5 as corrected, the amendment of Article 4 – Section 4.5 (a) and (b), the amendment to Article 4 – Section 4.9.7 (6), the amendment of the title found as Article 6 – Section 6.10, the amendment of Article 6 – Section 6.10.11, the addition of Article 6 – Sections 6.10.12 and 6.10.13, the amendment of the title of Article 8 – Section 8.10, the addition of a "note" under Article 8 – Section 8.10, the amendment of Article 12 – Sections 12.1, 12.1.5 (c), 12.1.7, the addition of Article 12 – Section 12.1.11, the amendment to Article 15 – Section 15.5.2 (3) and to Article 5 – Table of Uses found in the Mineral Springs Zoning Ordinance.

The Town of Mineral Springs hereby declares the proposed text amendments to be "**reasonable**" as they allow for types of uses that the Town Council feels are needed in the Town, which the current text does not allow.

The Town of Mineral Springs hereby declares the proposed text amendments to be "**consistent**" with the Town's plans of development as the Section of "Community Image" in the Mineral Springs Land Use Plan specifically calls for Conditional Zoning to be a desired means of providing quality and orderly development in the Town.

**ADOPTED** this the 11<sup>th</sup> day of July, 2013.

Frederick Becker III  
Frederick Becker, III, Mayor

Attest:

Vicky A Brooks  
Vicky A. Brooks, CMC

**TOWN OF MINERAL SPRINGS**  
**STATEMENT OF REASONABLENESS**  
**AND CONSISTENCY**

**Large Lot Subdivisions**

In reference to the proposed text amendments adding the definition of Large-Lot Subdivision to Article 2 – Section 2.1 and Article 5 – Sections 5.1.3 (a) (2) and 5.2.3 (a) (2) of the Mineral Springs Zoning Ordinance.

The Town of Mineral Springs hereby declares the proposed text amendments to be "**reasonable**" as they allow for types of uses that the Town Council feels are needed in the Town, which the current text does not allow.

The Town of Mineral Springs hereby declares the proposed text amendments to be "**consistent**" with the Town's plans of development as the Section of "Community Image" in the Mineral Springs Land Use Plan specifically calls for Conditional Zoning to be a desired means of providing quality and orderly development in the Town.

**ADOPTED** this the 11<sup>th</sup> day of July, 2013.

Frederick Becker III  
Frederick Becker, III, Mayor

Attest:

Vicky A Brooks  
Vicky A. Brooks, CMC

**TOWN OF MINERAL SPRINGS**  
**STATEMENT OF REASONABLENESS**  
**AND CONSISTENCY**

**Downtown Overlay Review**

In reference to the proposed text amendments to Article 3 – Section 3.1.3 (d) (4) (c) (1) (as corrected) of the Mineral Springs Zoning Ordinance.

The Town of Mineral Springs hereby declares the proposed text amendments to be "**reasonable**" as they allow for types of uses that the Town Council feels are needed in the Town, which the current text does not allow.

The Town of Mineral Springs hereby declares the proposed text amendments to be "**consistent**" with the Town's plans of development as the Section of "Community Image" in the Mineral Springs Land Use Plan specifically calls for Conditional Zoning to be a desired means of providing quality and orderly development in the Town.

**ADOPTED** this the 11<sup>th</sup> day of July, 2013.

Frederick Becker III  
Frederick Becker, III, Mayor

Attest:

Vicky A Brooks  
Vicky A. Brooks, CMC

**7. Consideration of Authorizing Planning Training for Town Planner**

- Mayor Becker pointed out that the memo in the agenda packet on the class descriptions and noted that the break-down is fairly self-explanatory. Ms. Brooks asked for council approval. Mayor Becker noted that there is a big travel expense for both of them, because they are far away and there are hotel rooms involved. The memo points out that these are long awaited classes that are coming back from a hiatus. Councilwoman LaMonica asked if these [classes] were for both [Vicky & Janet] to attend. Ms. Brooks responded that it was just her. Mayor Becker commented that this is definitely a planning function; not a clerk function.
- **Councilman Countryman made a motion to approve the Planning Director, Ms. Brooks, travel and training for both of the planning trainings and Councilwoman Neill seconded. The motion passed unanimously as follows:**

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

**8. Review of Staff Positions**

- Mayor Becker explained that Councilwoman LaMonica spearheaded this and Councilwoman Coffey has been very involved with Ms. Brooks' position, which is a much more complicated job description and a unique position among the municipal staff positions. Mayor Becker noted that this is a two-part thing, because he has stuck a little thing in about his time commitment in his position.
- Councilwoman LaMonica explained that there was some general discussion at our last meeting around roles and responsibilities for both Ms. Ridings' position (Deputy Town Clerk) and Ms. Brooks' position (Town Administrator). Mineral Springs does not have a big staff, so people do a lot of different things. In order to properly benchmark both positions we really needed to sit down and look at what they look like today. What are the job descriptions? They are a hybrid in both positions where they do a little bit of more than one role, which makes it a little bit more complex when you are looking at compensation guidelines. We really wanted to break it down into factual roles and responsibilities and "true all that up". Based on that, we have been doing some benchmarking and research with some other resources – other neighboring towns as well as Centralina Council of Governments to see what they might have available in the form of job descriptions and titles. The job descriptions presented to the council this evening are the finished versions; we feel very comfortable that they represent both the Deputy Clerks responsibilities and her project work in the Deputy Tax Collector role, as well as for the Town Administrator, Zoning, Planning and Town Clerk responsibilities all combined. The additional document in the agenda packet is a summary of comparison salaries and what those salaries look like and why; that gives us a foundation for recommendation for compensation for these revised descriptions. Councilwoman LaMonica was not sure what the next steps needed to be for the council. Do they need to approve the revised job descriptions before they can go forward with making a recommendation about compensation? Or do they need to have a general discussion to make sure everybody is on the same



page and comfortable with the job descriptions and then go directly into discussion on compensation and where they are leaning on that? Maybe Attorney Griffin could weigh in. Councilwoman Coffey didn't think the job descriptions needed to be approved. Attorney Griffin responded by questioning how the council was going to fit the salary to the job description if they didn't approve it, unless they just generally wanted to discuss it so there is a consistency developing and somebody could make a motion.

- Councilwoman LaMonica referred the council to the red lined job description for the Deputy Clerk in the agenda packet and noted that there are some tasks that Ms. Ridings does today that were not in here and other tasks that were in there that Ms. Brooks does, so we just had to clean things up a little bit and move some things around. There was nothing in that job description about the Deputy Tax Collector role that was added in July of last year, so it was really important, especially given the compensation discussion the council had, to make sure everything was there. The change in compensation that the council voted in last month fits beautifully and is right on target for the nature of the expanded responsibilities and for the nature of the role of both the Tax Collection piece and the Deputy Clerk piece. Councilwoman LaMonica asked the council if they had any questions about the changes that were made on the Deputy Tax Collector. Councilwoman Coffey responded that she really didn't have any, because they have been doing these jobs and as we added to the Deputy Clerk's position with the tax collections, she felt that was inclusive, which is why she didn't think the council needed a vote on it. However, Councilwoman Coffey was glad that the council was visiting this and she thought that the council was very comfortable with their positions and their responsibilities and the fact that they all know that they go above and beyond their task lines every day. Councilwoman LaMonica pointed out that the format of the job description was revised as well, things were moved around a little bit and there is a general description for the job and what they need done and the level of independent thinking and decisiveness that is required with the positions. There are some very distinct things that nest under the Deputy Town Clerk role and the Tax Collector role as far as responsibilities and deliverables, not necessarily performance in those roles, but these are things that have to get done in the job. Then there are some other qualifications with regard to equipment, being able to operate computers/copiers, the reporting relationship to the Town Administrator, the working conditions, qualifications for education and knowledge/skills/abilities that are necessary for the role. The same with the format for the Town Administrator to clear that up. Mayor Becker noted that everything is sort of in one place and it flows very nicely; this is a good revision overall. Councilwoman LaMonica responded that we went by the "hit by a bus" philosophy, if we're all "hit by a bus" three years from now someone would know what we are thinking about. Mayor Becker commented that this applies more to the Town Administrator job, because it is a very overlapping job and if Ms. Brooks retires abruptly and the town has to advertise for a position, this is the position that we've got to find somebody who is willing and able to do; it is spelled out. Councilwoman LaMonica explained that part of the logic, because of the size of our town and the fact that we are talking about 1.5 positions and folks have to do a multitude of things, when we benchmark against other town where they may have a Deputy Tax Collector in addition to a Deputy Clerk we looked at all their job descriptions and responsibilities and pulled the things out that were applicable to us; then the

compensation was looked at. Granted the Administrator role really doesn't require the same salary, but because of this piece we need to be here, which is typical when you have a smaller team and people have to stretch farther; their skill set has to be so much more flexible and the ability to go above and beyond is critical, so we are going to end up on the high end of the salary range. It is appropriate and consistent with the nature of what we are asking for. Mayor Becker asked the council if they wanted to vote to accept or approve the first one and then move on to the Administrator description.

- **Councilman Countryman** made a **motion** to approve the job description for Deputy Clerk of the Town of Mineral Springs and **Councilwoman Cureton** seconded. The motion passed unanimously as follows:

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

*Nays: None*

- Mayor Becker announced that that description is on the books now and the council can move onto the Town Administrator, which is actually a new standalone title. Councilwoman LaMonica explained that one of things that Ms. Brooks and she discussed was the confusion around the fact that we have one person doing three jobs and that all of those responsibilities do need to be housed under that role. Part of what was looked at when they were benchmarking was how other towns are handling it, because they clearly have small teams of three, four or five people; they are not able to hire everybody they want to either, so we really wanted to make sure we had some consistency. The same logic and benchmarking was used with the Town Clerk, Town Administrator, Zoning Administrator and Planning Director's roles; we pulled responsibilities from different job descriptions and from what has been here in the past to make sure they were representative of Ms. Brooks' role. It has been defined by the council over time, but the new title of Town Administrator combines all three sets of responsibilities. Mayor Becker mentioned that the Finance Officer job description has multiple responsibilities (Finance Officer/IT Specialist) into the single position, so it seems like a very consistent thing to do with the Administrator. Councilwoman LaMonica pointed out that the town would have to be much bigger to have people just be a Town Clerk or just be a Zoning Director; this new title could last us a long time this way. One of the things that you will notice as you compare the red line version with the final is that we really went out of our way to reinforce this job description with the town's expectations for this individual to operate independently and to make sound judgment decisions based on the needs of the town council. The framework that was established is that this individual is fully empowered and doesn't have to seek out approval on the smallest things on a day-to-day basis. That wasn't entirely clear in the previous document. Responsibility for filing and maintaining records was part of the job, but the more important thing is setting up a system for efficient archiving of documents for the town and for the residents, which is in addition to making sure everything is filed and maintained, but that you have a system for it; that is so much bigger and broader and it puts us in the right comparison place for compensation. Mayor Becker mentioned that Attorney Griffin expressed concerns about Emergency Management. Attorney Griffin stated that the Statute implies that the council ought to designate who is the person/contact in the event of disasters

and this is usually the Mayor and asked if this conflicts with that concept. Mayor Becker responded that he didn't think so, because that is the highest elected official, which is in the County's Emergency Management Plan. The Emergency Management Coordinator [in the Administrators list of duties] is not during a disaster, it's for Emergency Management planning, Mayor Becker thought. After some discussion, the council felt that duty should be "Support the town's Emergency Management Coordinator" by attending all required meetings with Union County Emergency Management. Attorney Griffin also mentioned the combined position title and stated that he didn't think the town could do that, because statutorily (in the law) you have to have a clerk and that is the title; it has to be out somewhere that she's the clerk and merging that into a new title is trying to overrule State law. Councilwoman LaMonica responded that we didn't want to do that. Attorney Griffin noted that the Town Clerk position is the oldest municipal office in the country; it is the oldest of the offices. Attorney Griffin suggested that the town not override that title. Mayor Becker commented that Ms. Brooks would still have to have one slash in her title. Attorney Griffin suggested that the council needed to adopt any other responsibilities that are not in the Statute for the Clerk and then adopt whatever else they wanted with respect to zoning, planning and administrative responsibilities and call her the administrator, but he wouldn't get away from her being the planning director and zoning director. Attorney Griffin asked why they wanted to combine it into one title. Councilwoman LaMonica responded just to make it easier. After some discussion, the council agreed that the title would contain the slashes; Town Clerk/Town Administrator/Zoning Administrator/Planning Director. Councilman Countryman suggested that it be cleaned up and presented at the next meeting. Councilwoman LaMonica noted that there is a reference in the Deputy Town Clerk job description that states it reports to the Town Administrator, so we will have to take a closer look to make sure that cross references are correct.

- There was a consensus of the council to discuss the Finance Officer duties at the next meeting as well. The job description will be put in the same format as the other job descriptions [for consistency]. Councilwoman LaMonica suggested that Mayor Becker cross check the final version of Ms. Brooks' where it mentions things like the Emergency Management support and the duties in supporting the finance officer, so that they are nested in his job description. Mayor Becker responded that some of those aren't necessarily Finance Officer duties, they are Mayor and the Mayor only has the statutory job description. The Emergency Management contact is a Mayor's job. The Mayor serves by what specific Statutes call it and the Mayor cuts ribbons and chairs meeting under North Carolina law. The things that Ms. Brooks coordinates with the Finance Officer are not Mayor. Mayor Becker stated that we will work on those and bring some of this forward with some of the same salary information. Mayor Becker explained that he is working on an updated time report; it will be good to verify that his claim that he is doing 25 hours is accurate. Councilwoman LaMonica mentioned that Ms. Brooks and she spent quite a bit of time on the compensation comparison and will be putting it in writing for next month's discussion. These positions have numerous responsibilities and the logic was that any given week Ms. Brooks could be 99% zoning, the next week 10% and the week after 50%, the week after 20%, so when you compare the different positions and the nature of the responsibilities the Zoning Administrator role seems to be a little bit more expansive across the board; we do not want to cut hairs by

saying “okay our compensation for this part of her job is this”. We want to go ahead and set it properly. Mayor Becker commented that his is easier in some ways, because they established the compensation pretty well with the benchmarking of other jurisdictions four years ago, but they didn’t account for the time commitment that seems to be pretty steady; Mayor Becker will continue his suggestions on that next month.

9. **Town Hall Parking Lot Sealcoating**

- Mayor Becker explained that this is one of those maintenance things that Ms. Brooks and he noticed while wandering around looking at the landscaping; we are starting to get a lot of granular runoff [from the parking lot]. Mayor Becker has been educating himself on asphalt maintenance. The granular aggregate is coming off and it happens faster and faster; it’s in our gutter and drifting into the lawn. It does need to be seal coated, but Mayor Becker was concerned about seal coating and will have to do a lot more research; however, he wanted to make sure the council would approve the process. Mayor Becker suggested that the town advertise this in the paper (like we did for the landscaping) and go through the sealed bid process. Mayor Becker will draw up the specifications.
- **Councilwoman LaMonica made a motion to proceed with securing bids on sealing the parking lot in front of the town hall as proposed by Mayor Becker and Councilman Countryman seconded.**

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

*Nays: None*

10. **Other Business**

- Mayor Becker explained that he had promised a “concerned” citizen that he would put this before the town council tonight. It is a sore subject that comes up; the resident was very persistent, as the council can see from the emails that were printed out. Every once in a while somebody says “my neighbor doesn’t cut his lawn, there are snakes – what are you going to do about it” and we [the town council] have been through this before. Councilman Countryman commented that “we are not the lawn police”. Mayor Becker stated that we had a lot of public input telling us “you’re not the lawn police” and “we live in the country”. Councilwoman Neill asked if it was part of the County Nuisance Ordinance. Mayor Becker responded that it was only if you can demonstrate a health hazard. The town contemplated it, but it became so unmanageable. Mayor Becker explained that he told this citizen that. Councilman Countryman commented that based on his memory, all the discussion we had is that we have no vehicle to enforce this. Mayor Becker responded even with all the slashes in this positions name, we don’t have the lawn police title on there yet. Councilwoman Coffey agreed and commented that she didn’t see that as being part of their responsibilities as a town council. Councilwoman LaMonica asked if it fell under Environmental Health because of the rats. Attorney Griffin agreed with Mayor Becker in that it is going to be a health concern; the town has adopted ordinances. It is a health concern, because there are a lot of folks in the congested area, tall weeds and animals that you don’t want, but you’re out here in a rural area; do you want to get into that? Councilwoman Coffey responded no. Mayor Becker explained that on this

particular lot that he [citizen] is complaining about on Crestwood is in a subdivision of 1 ½ acre lots, so they are big rural lots, but it is a neighborhood. Somebody has a house on one lot and they have let the vacant lot next to them [go]; it is nice clean tall grass that may be hay. Mayor Becker did not know, because he did not talk to them. The town once did look at singling out properties in specific areas; for example, when Judy Moser moved the pink house into town and then abandoned the project, leaving debris and growing weeds, the town considered adopting such requirements just for downtown. That became selective enforcement and Attorney Griffin thought that might be a risky area to get into. How do you determine what parts of town to enforce the ordinance in? We have too many farm properties. Then they brought towing cars into it and that just became a legal issue that the town didn't want to touch. Mayor Becker stated that he could tell Mr. Evans what we usually tell them "this is a live and let live town and the town doesn't have the authority and if you really are concerned about health issues then the county does have a health function that is applicable in the Town of Mineral Springs"; the town has adopted those [Union County] ordinances. Attorney Griffin mentioned to get the facts correct, Monroe doesn't fine you if you don't mow your yard; there is an ordinance that they will issue notice to you and you have a right for a hearing and they will cause it to be done and impose a lien on you. They don't go around accessing fines. These towns that have these ordinances have procedures that are followed. Mayor Becker commented that Mineral Springs doesn't have the mechanism, the personnel or the law enforcement to.... Attorney Griffin continued "...to go out and mow the lawn and impose a lien on it for the expenditure that you have made to get it done". There was a consensus of the council that the town doesn't really want to start going there. If there is a serious health hazard, the county does have a health enforcement function that the town has (by resolution) authorized to be enforced in our town and if it really is a health hazard that is up to them to determine.

- Ms. Brooks mentioned that next year is the town's 15<sup>th</sup> Anniversary and asked the council if we perhaps needed to have a festival and if they would like for her to do a little research to bring back to them next month on what the town can do. It is going to take a long time to plan an event like that. Councilwoman Coffey stated that it will take every part of a year, which we pretty much determined from previous opportunities that we have investigated. Mayor Becker mentioned that a council member in Wesley Chapel had coordinated their 10<sup>th</sup>; it was a rather elaborate thing, which was held at their half-done empty parking lot that was just grass where they had booths set up and vendors. Mayor Becker stated that he did not know how it works, but he would at least try to find out and Ms. Brooks can find some things. Councilman Countryman responded "sure we're open". Councilwoman LaMonica commented that we could get back into funding and that kind of stuff. Mayor Becker responded exactly and we may have to put some money into it, because it is a 15<sup>th</sup> anniversary. Councilwoman LaMonica replied "at least for advertising". Mayor Becker added that we would need Port-a-Johns, waste hauling, etc.; this is not a simple thing and if we want to facilitate that, it is going to require a lot of input for this council to decide if we.... Councilman Countryman asked how Waxhaw had these things every weekend. Mayor Becker responded that they spend money hand over fist. Waxhaw has two full time event planning people, plus they have a public works staff that has equipment. They have the tax rate to pay for this and the public does like it. Mayor Becker stated

that he gives them “thumbs up”, it is heavily attended and the public knows it is costing them money and they come out and they do it. Our public is not paying a tax rate that allows these festivals every week or every month. Councilwoman Neill asked if the vendors paid. Mayor Becker responded that money comes in from vendors, but it still costs more than they bring in. An event like 4<sup>th</sup> of July could cost \$30,000 on top of what they bring in. Once in a blue moon we would do something big for our citizens if they liked, but that is up to them; they would tell us if they wanted something. Councilman Countryman asked how long it had been since we actually had that one festival. Mayor Becker responded that it was 8 to 10 years ago. Before Kroger decides to develop their property we might be able to use their property, parking could be on the grass fronting Potter Road; events could take place down the slope at the big field. We have a venue as long as we can get permission from the landowner, which Mayor Becker believed we could; they could even have a booth set up. Mayor Becker reminded the council that at the last festival there were some rock-n-roll bands, but this time we could have the Parkwood and Cuthbertson bands; that would be a lot more fun with a lot more community involvement. Mayor Becker commented that he and Ms. Brooks have more duties cut out for them between now and next month. Councilwoman LaMonica recommended that we are careful with the selection of the date to make sure that we don’t have conflicts with our peers and surrounding entities.

- Councilwoman Cureton noted that on the 4<sup>th</sup> of July, one of the men that use to live in her neighborhood sponsored a “clean” picnic (they did not allow any drinking or anything) and it was very good. They had things for the kids to play in and lots of people were there. They had good food; everything was free.

11. **Adjournment**

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

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

*Nays: None*

- The meeting was adjourned at 8:33 p.m.
- The next regular meeting will be on Thursday, August 8, 2013 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

JUNE 2013  
TOWN OF MINERAL SPRINGS  
PERCENTAGE REPORT

<b>JUNE 30, 2013 REGULAR TAX</b>	<b>2012</b>
BEGINNING CHARGE	66,166.85
TAX CHARGE	
PUBLIC UTILITIES	
DISCOVERIES	
NON-DISCOVERIES	
ABATEMENTS	
<b>TOTAL CHARGE</b>	<b>66,166.85</b>
BEGINNING COLLECTIONS	64,750.34
COLLECTIONS - TAX	93.56
COLLECTIONS - INTEREST	6.72
<b>TOTAL COLLECTIONS</b>	<b>64,843.90</b>
BALANCE OUTSTANDING	1,322.95
<b>PERCENTAGE OF REGULAR</b>	<b>98.00%</b>
<b>COLLECTION FEE 1.5 %</b>	<b>1.50</b>

### Mineral Springs 1999 Property Taxes Unpaid as of 6/30/2013

<b>Name</b>	<b>Acct. Number</b>	<b>Property Description</b>	<b>Tax Due</b>
BARNETT, SHELBY H HEIRS	06-084-041	1.33 Ac. #40 LEISURE ACRES	\$40.28
MASSEY, CARRIE M	05-006-009A	4.77 Ac. LEMMONDS	\$24.76
MORRISON, BOBBY RAY & WF LAMA	09-417-014	9.13 Ac. #3 MORRISON	\$7.32
TRUESDALE, LULA HEIRS	06-060-013	3 Ac. CRAWFORD	\$12.08
WENTZ, RAYMOND LEE	06-039-011A	5.58 Ac. WENTZ	\$5.04
<b>Total Amount Unpaid:</b>			<hr/> <b>\$89.48</b>



Mineral Springs Prior Years Property Tax Report  
June 2013

June 30, 2013	2011	2010	2009	2008	2007	2006	2005
<b>BEGINNING CHARGE</b>	<b>\$64,878.42</b>	<b>\$64,737.60</b>	<b>\$63,911.13</b>	<b>\$65,443.06</b>	<b>\$52,276.82</b>	<b>\$51,397.02</b>	<b>\$49,217.72</b>
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)	(\$272.06)	(\$421.57)	(\$66.81)	(\$1,280.13)	(\$15.81)		
PERSONAL PROPERTY WRITEOFFS							
<b>TOTAL CHARGE</b>	<b>\$65,839.41</b>	<b>\$65,729.99</b>	<b>\$64,948.01</b>	<b>\$65,159.18</b>	<b>\$53,284.80</b>	<b>\$52,542.91</b>	<b>\$49,994.85</b>
PREVIOUS COLLECTIONS	\$64,538.72	\$64,497.16	\$63,790.25	\$64,259.89	\$52,638.34	\$51,914.57	\$49,423.19
<b>PREVIOUS BALANCE DUE</b>	<b>\$1,300.69</b>	<b>\$1,232.83</b>	<b>\$1,157.76</b>	<b>\$899.29</b>	<b>\$646.46</b>	<b>\$628.34</b>	<b>\$571.66</b>
COLLECTIONS - TAX	\$41.62	\$31.41	\$23.29	\$27.46	\$20.01	\$13.60	\$13.60
COLLECTIONS - INTEREST/FEES	\$14.43	\$14.67	\$12.53	\$22.56	\$21.99	\$14.43	\$17.33
GROSS MONTHLY COLLECTIONS	\$56.05	\$46.08	\$35.82	\$50.02	\$42.00	\$28.03	\$10.71
MISC. ADJUSTMENTS							
<b>TOTAL TAX COLLECTED TO DATE</b>	<b>\$64,580.34</b>	<b>\$64,528.57</b>	<b>\$63,813.54</b>	<b>\$64,287.35</b>	<b>\$52,658.35</b>	<b>\$51,928.17</b>	<b>\$49,436.79</b>
<b>BALANCE OUTSTANDING</b>	<b>\$1,259.07</b>	<b>\$1,201.42</b>	<b>\$1,134.47</b>	<b>\$871.83</b>	<b>\$626.45</b>	<b>\$614.74</b>	<b>\$558.06</b>
<b>PERCENTAGE COLLECTED</b>	<b>98.09%</b>	<b>98.17%</b>	<b>98.25%</b>	<b>98.66%</b>	<b>98.82%</b>	<b>98.83%</b>	<b>98.88%</b>

Mineral Springs Prior Years Property Tax Report  
June 2013

	2004	2003	2003A	2002	2001	2000	1999	
<b>BEGINNING CHARGE</b>	<b>\$41,651.21</b>	<b>\$34,338.14</b>	<b>\$960.75</b>	<b>\$36,425.60</b>	<b>\$36,176.12</b>	<b>\$34,514.63</b>	<b>\$25,779.82</b>	
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								
<b>TOTAL CHARGE</b>	<b>\$42,874.31</b>	<b>\$34,843.56</b>	<b>\$960.75</b>	<b>\$36,976.73</b>	<b>\$36,692.18</b>	<b>\$34,421.23</b>	<b>\$25,719.42</b>	
PREVIOUS COLLECTIONS	\$42,359.66	\$34,569.67	\$955.50	\$36,472.86	\$36,513.68	\$34,310.59	\$25,629.94	
<b>PREVIOUS BALANCE DUE</b>	<b>\$514.65</b>	<b>\$273.89</b>	<b>\$5.25</b>	<b>\$503.87</b>	<b>\$178.50</b>	<b>\$110.64</b>	<b>\$89.48</b>	<b>\$8,113.31</b>
COLLECTIONS - TAX	\$13.00				\$7.39	\$7.39		\$198.77
COLLECTIONS - INTEREST/FEES	\$0.10			\$3.01	\$14.27	\$12.94		\$148.26
GROSS MONTHLY COLLECTIONS	\$13.10			\$30.01	\$21.66	\$20.33		\$353.81
MISC. ADJUSTMENTS								
<b>TOTAL TAX COLLECTED TO DATE</b>	<b>\$42,372.66</b>	<b>\$34,569.67</b>	<b>\$955.50</b>	<b>\$36,472.86</b>	<b>\$36,521.07</b>	<b>\$34,317.98</b>	<b>\$25,629.94</b>	
<b>BALANCE OUTSTANDING</b>	<b>\$501.65</b>	<b>\$273.89</b>	<b>\$5.25</b>	<b>\$503.87</b>	<b>\$171.11</b>	<b>\$103.25</b>	<b>\$89.48</b>	<b>\$7,914.54</b>
<b>PERCENTAGE COLLECTED</b>	<b>98.83%</b>	<b>99.21%</b>	<b>99.45%</b>	<b>98.64%</b>	<b>99.53%</b>	<b>99.70%</b>	<b>99.65%</b>	

# Mineral Springs Unpaid Property Taxes - Real and Personal as of June 30, 2013

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		
AUTRY, ELVIS VERDELL & W	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, DENNIS CONCRETE	50090733							\$8.54	\$7.43					
BAILEY, GEORGE ALLEN & B	06039008	\$14.54	\$14.54	\$29.09										
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
BLESSED HOPE BAPTIST CH	05033008 7											\$249.61		
BOND, CELESTE B	06054063			\$27.92										
BOXER CONSTRUCTION	50103026		\$6.88											
BOXER CONSTRUCTION	222723	\$6.88												
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												
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							

Name	Tax Map N	2011	2010	2009	2008	2007	2006	2005	2004	2003-A	2003	2002	2001	2000
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		
CRAIG, ROBERT DANIEL & C	06015023			\$27.46	\$27.46				\$19.00			\$15.11		
CRAIG, ROBERT DANIEL AN	06015023A								\$10.21					
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										
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												
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												

Name	Tax Map N	2011	2010	2009	2008	2007	2006	2005	2004	2003-A	2003	2002	2001	2000
FAULKNER, LONNIE	375789	\$8.72												
FAULKNER, LONNIE JR	50093190		\$8.72	\$8.76	\$5.18	\$10.02		\$8.64						
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					
GOBLE, KARL VON & GOBLE	05033059	\$6.93	\$6.93	\$6.93	\$6.88									
GOBLE, KARL VON & GOBLE	05033058	\$6.93	\$6.93	\$6.93	\$6.83									
GOBLE, KARL VON & GOBLE	05033057	\$6.89	\$6.89	\$6.89	\$6.89									
GOBLE, KARL VON & GOBLE	05033056	\$6.90	\$6.90	\$6.90	\$6.86									
GOBLE, KARL VON & GOBLE	05033054	\$7.20	\$7.20	\$7.20	\$7.13									
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			
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						
HELMS, DARYL J & HELMS,	06036005	\$34.20	\$34.20											
HERRON ENTERPRISES INC	50071162		\$10.54	\$9.58	\$8.78									
HERRON ENTERPRISES INC	100052852	\$10.54												
HOUGH TGAHLIA TERRA	50082108		\$4.48	\$4.48	\$3.14	\$4.99						\$2.25	\$6.24	
HOUGH, TAHLIA TERRA	2026069	\$4.48												
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
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												
J & S MEAT PROCESSING	50093774		\$3.64	\$3.17										

Name	Tax Map N	2011	2010	2009	2008	2007	2006	2005	2004	2003-A	2003	2002	2001	2000
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												
KNIGH DORIS J	50089641										\$1.49			
KNIGHT STEPHEN H	50047348								\$33.40					
KNIGHT, BRENDA S	50100309			\$6.86	\$2.51									
LEE, JERRY OSCAR & LEE, A	05033048	\$17.39		\$17.39	\$17.39	\$15.44	\$15.44	\$15.44						
LEIGH'S BOOKS 'N SUPPLIES	50094248			\$12.02	\$9.10	\$8.54	\$7.43							
LOVE STEPHEN WAYNE &	50078727							\$1.48	\$1.60					
LOWE, EMMA J	06039009A	\$31.93	\$31.93	\$31.93	\$31.93	\$25.38								
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												
MCDOUGALL, SHERRY CAR	06084001L	\$6.86	\$6.86	\$6.86	\$6.86									
MCGEE, BOBBY E & MCGEE	06039007A	\$14.99	\$14.99	\$14.99	\$14.99	\$12.94								
METHENY, VERNA	50094323		\$2.22	\$2.44			\$2.38							
MEXICAN PAINTERS (THE)	50092685							\$7.43						
MITCHELL, ZEOLIVE THOM	05033066A	\$6.82	\$6.82											
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, MICHAEL D &	09417006E	\$7.45	\$7.45	\$7.45	\$7.45	\$3.05	\$3.05				\$1.95	\$1.95		
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
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									

Name	Tax Map N	2011	2010	2009	2008	2007	2006	2005	2004	2003-A	2003	2002	2001	2000
NOBLE WATERS COMPANY	915182	\$13.83												
NOBLE WATERS COMPANY,	50092867		\$13.83	\$12.02	\$10.46	\$9.82	\$8.54	\$7.43						
PANGLE ANDREW HOYLE	50084019											\$2.35		
PETTY ROOFING	50096472		\$22.35	\$19.44	\$16.91	\$15.87								
PETTY, JAMES DAVID	50092442							\$1.01						
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	
R & D MASONRY INC	50092552						\$8.54							
R & T VENDING	50083484										\$2.79			
REALTY INVESTORS INC	50082898						\$1.02							
RENNER, LISA M	06114077	\$6.98												
ROBERTO BONILLA CUSTO	50104497		\$2.75											
ROBINSON, JERALDINE	05033034	\$9.66	\$9.66	\$9.66	\$9.66		\$8.42							
ROBINSON, SHEILA ANN &	06039019A	\$30.96	\$30.96											
RYE, DANNY L	06114051									\$5.25				
S & S PLUMBING	50101044		\$7.91	\$6.88										
S & S PLUMBING % SAMUE	248507	\$7.91												
SMITH, MARVIN D & SMITH	06054094	\$31.44	\$31.44	\$31.44	\$31.44									
SNYDER, DOROTHY L	06114092	\$20.37	\$20.37	\$20.37	\$20.37	\$20.69	\$20.69							
STARNES MARGARET H	50073018						\$2.01	\$2.12	\$2.16			\$3.20	\$3.52	
STARR TROY ALLEN	50090015						\$1.62	\$1.71	\$1.77					
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
TARLTON, AMANDA C	06054036	\$24.85	\$24.85											
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						

Name	Tax Map N	2011	2010	2009	2008	2007	2006	2005	2004	2003-A	2003	2002	2001	2000
TORRENCE, REGINAL C/O	50070455						\$1.63							
TZMR RECORDS	2182257	\$2.75												
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												
WRIGHT, MICHAEL JAMES	50105342		\$3.05											
Total		\$1,259.07	\$1,201.42	\$1,134.47	\$871.83	\$626.45	\$614.74	\$558.06	\$501.65	\$5.25	\$273.89	\$503.87	\$171.11	\$103.25



**FISCAL YEAR 2012-2013  
SETTLEMENT FOR DELINQUENT REAL AND PERSONAL PROPERTY  
TAXES FOR YEARS 1999 - 2011**

**CHARGES TO TAX COLLECTOR**

1.	Total amount of delinquent taxes placed in the Tax Collector's hands for collection for this year:	\$12,645.95
2.	All interest, costs, and fees collected by the Tax Collector	\$3,044.46
	<b>Total:</b>	<b>\$15,690.41</b>

**CREDITS TO TAX COLLECTOR**

1.	All principal sums deposited by the Tax Collector with the Finance Officer to the credit of the taxing unit:	\$4,601.16
2.	All interest, costs, and fees deposited by the Tax Collector with the Finance Officer to the credit of the taxing unit:	\$3,044.46
3.	Releases allowed by the governing body:	\$130.25
4.	Writeoffs allowed by the governing body:	\$0.00
5.	The principal amount of taxes constituting liens against real and personal property:	\$7,914.54
	<b>Total:</b>	<b>\$15,690.41</b>

**FY2012-13 Breakdown of Mineral Springs Tax Collector's Settlement for Delinquent  
Real and Personal Property Taxes for Tax Years 1999-2011**

Year	Charges to the Collector			Total Balance
	Beg. Balance	Levy Added	Supplementals	
2011	\$2,261.39	\$0.00	\$0.00	\$2,261.39
2010	\$2,050.66	\$0.00	\$0.00	\$2,050.66
2009	\$2,131.93	\$0.00	\$0.00	\$2,131.93
2008	\$1,343.39	\$0.00	\$0.00	\$1,343.39
2007	\$927.33	\$0.00	\$0.00	\$927.33
2006	\$909.74	\$0.00	\$0.00	\$909.74
2005	\$803.28	\$0.00	\$0.00	\$803.28
2004	\$666.45	\$0.00	\$0.00	\$666.45
2003A	\$15.94	\$0.00	\$0.00	\$15.94
2003	\$362.07	\$0.00	\$0.00	\$362.07
2002	\$671.92	\$0.00	\$0.00	\$671.92
2001	\$235.41	\$0.00	\$0.00	\$235.41
2000	\$153.84	\$0.00	\$0.00	\$153.84
1999	\$112.60	\$0.00	\$0.00	\$112.60
<b>Total</b>	<b>\$12,645.95</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$12,645.95</b>

### Credits to the Collector

Year	Deposits	Releases	Writeoffs	Balance of Credits to Collector	Principal Tax Outstanding
2011	\$989.77	\$12.55	\$0.00	\$1,002.32	\$1,259.07
2010	\$822.05	\$27.19	\$0.00	\$849.24	\$1,201.42
2009	\$971.91	\$25.55	\$0.00	\$997.46	\$1,134.47
2008	\$447.43	\$24.13	\$0.00	\$471.56	\$871.83
2007	\$285.07	\$15.81	\$0.00	\$300.88	\$626.45
2006	\$295.00	\$0.00	\$0.00	\$295.00	\$614.74
2005	\$245.22	\$0.00	\$0.00	\$245.22	\$558.06
2004	\$164.80	\$0.00	\$0.00	\$164.80	\$501.65
2003A	\$10.69	\$0.00	\$0.00	\$10.69	\$5.25
2003	\$88.18	\$0.00	\$0.00	\$88.18	\$273.89
2002	\$156.74	\$11.31	\$0.00	\$168.05	\$503.87
2001	\$50.59	\$13.71	\$0.00	\$64.30	\$171.11
2000	\$50.59	\$0.00	\$0.00	\$50.59	\$103.25
1999	\$23.12	\$0.00	\$0.00	\$23.12	\$89.48
Totals	\$4,601.16	\$130.25	\$0.00	\$4,731.41	\$7,914.54

**Town of Mineral Springs**

**FINANCE REPORT**  
**JUNE 2013**

Prepared for:

**The Mineral Springs Town Council**

By:

**Frederick Becker III**  
**Finance Officer**

**August 8, 2013**

## June 2013 Reports

This report contains both “Cash” and “Including Receivables/Payables” reports for FY2012 Year-to-Date and June 2013.

The “Cash” reports include *only* actual receipts and expenditures that occurred prior to July 1, 2013. The “Including Receivables/Payables” reports include items that accrue to the 2012-13 fiscal year but that are actually received or paid out after June 30, 2013. Therefore, the “Including Receivables/Payables” reports should represent the most accurate and complete accounting of the 2012-13 fiscal year’s activity.

Separate reports for Accounts Receivable and Accounts Payable appear at the end of the basic reports. Notice that Receivables consist of state distributions such as sales taxes and franchise taxes, and county property tax receipts collected by the county during June 2013 but not disbursed until July. Some of the state distributions will not be actually received until August or September, and therefore they are estimated. These amounts will be amended as necessary when they become final.

Accounts Payable reflects utility bills and invoices for purchases and services made prior to July 1, 2013, but not paid until July. All known payables have been included in this report, and therefore the Accounts Payable total should be considered final.

The Greenway Parking and Ag Building (Future Community Center) Capital Project Funds have both been closed out under budget, and final reports on those funds are included at the end of the finance report.

# Cash Flow Report FY2012 YTD - Cash

7/1/2012 Through 6/30/2013

7/16/2013

Page 1

Category Description	7/1/2012- 6/30/2013
<b>INCOME</b>	
Bank Post Errors	
Bank Post Error Correction	0.60
Bank Post Error Occurrence	-0.60
TOTAL Bank Post Errors	0.00
Dup Prop Tax	
Receipts	105.71
Refunds	-105.71
TOTAL Dup Prop Tax	0.00
Franchise	
Cable	3,098.00
Util	148,633.00
TOTAL Franchise	151,731.00
Interest Income	1,026.60
Other Inc	
Zoning	3,375.00
TOTAL Other Inc	3,375.00
Prop Tax 2012	
Receipts 2012	
Int	130.91
Tax	64,750.34
TOTAL Receipts 2012	64,881.25
TOTAL Prop Tax 2012	64,881.25
Prop Tax Prior Years	
Prop Tax 1999	
Receipts 1999	
Int	45.93
Tax	23.12
TOTAL Receipts 1999	69.05
TOTAL Prop Tax 1999	69.05
Prop Tax 2000	
Receipts 2000	
Int	84.77
Tax	50.59
TOTAL Receipts 2000	135.36
TOTAL Prop Tax 2000	135.36
Prop Tax 2001	
Receipts 2001	
Int	90.58
Tax	50.59
TOTAL Receipts 2001	141.17
TOTAL Prop Tax 2001	141.17
Prop Tax 2002	
Receipts 2002	
Int	422.49
Tax	156.74
TOTAL Receipts 2002	579.23
TOTAL Prop Tax 2002	579.23
Prop Tax 2003	
Annexation 2003	

# Cash Flow Report FY2012 YTD - Cash

7/1/2012 Through 6/30/2013

7/16/2013

Page 2

Category Description	7/1/2012- 6/30/2013
<b>Receipts 2003</b>	
Int	7.93
Tax	10.69
<b>TOTAL Receipts 2003</b>	<b>18.62</b>
<b>TOTAL Annexation 2003</b>	<b>18.62</b>
<b>Receipts 2003</b>	
Int	123.46
Tax	88.18
<b>TOTAL Receipts 2003</b>	<b>211.64</b>
<b>TOTAL Prop Tax 2003</b>	<b>230.26</b>
<b>Prop Tax 2004</b>	
<b>Receipts 2004</b>	
Int	198.40
Tax	164.80
<b>TOTAL Receipts 2004</b>	<b>363.20</b>
<b>TOTAL Prop Tax 2004</b>	<b>363.20</b>
<b>Prop Tax 2005</b>	
<b>Receipts 2005</b>	
Int	296.23
Tax	245.22
<b>TOTAL Receipts 2005</b>	<b>541.45</b>
<b>TOTAL Prop Tax 2005</b>	<b>541.45</b>
<b>Prop Tax 2006</b>	
<b>Receipts 2006</b>	
Int	318.20
Tax	295.00
<b>TOTAL Receipts 2006</b>	<b>613.20</b>
<b>TOTAL Prop Tax 2006</b>	<b>613.20</b>
<b>Prop Tax 2007</b>	
<b>Receipts 2007</b>	
Int	303.51
Tax	300.88
<b>TOTAL Receipts 2007</b>	<b>604.39</b>
<b>Refunds 2007</b>	
Int	-1.27
Tax	-15.81
<b>TOTAL Refunds 2007</b>	<b>-17.08</b>
<b>TOTAL Prop Tax 2007</b>	<b>587.31</b>
<b>Prop Tax 2008</b>	
<b>Receipts 2008</b>	
Int	311.85
Tax	462.07
<b>TOTAL Receipts 2008</b>	<b>773.92</b>
<b>Refunds 2008</b>	
Int	-7.99
Tax	-14.64
<b>TOTAL Refunds 2008</b>	<b>-22.63</b>
<b>TOTAL Prop Tax 2008</b>	<b>751.29</b>
<b>Prop Tax 2009</b>	
<b>Receipts 2009</b>	
Int	352.54

# Cash Flow Report FY2012 YTD - Cash

7/1/2012 Through 6/30/2013

7/16/2013

Category Description	7/1/2012- 6/30/2013
Tax	986.55
<b>TOTAL Receipts 2009</b>	<b>1,339.09</b>
Refunds 2009	
Int	-1.02
Tax	-14.64
<b>TOTAL Refunds 2009</b>	<b>-15.66</b>
<b>TOTAL Prop Tax 2009</b>	<b>1,323.43</b>
Prop Tax 2010	
Receipts 2010	
Int	257.67
Tax	836.69
<b>TOTAL Receipts 2010</b>	<b>1,094.36</b>
Refunds 2010	
Int	-0.21
Tax	-14.64
<b>TOTAL Refunds 2010</b>	<b>-14.85</b>
<b>TOTAL Prop Tax 2010</b>	<b>1,079.51</b>
Prop Tax 2011	
Receipts 2011	
Int	241.39
Tax	989.77
<b>TOTAL Receipts 2011</b>	<b>1,231.16</b>
<b>TOTAL Prop Tax 2011</b>	<b>1,231.16</b>
<b>TOTAL Prop Tax Prior Years</b>	<b>7,645.62</b>
Sales Tax	
Cable TV	15,474.67
Natural Gas Excise	330.00
Refunds	4,748.05
Sales & Use Dist	14,785.76
telecommunications	4,755.36
<b>TOTAL Sales Tax</b>	<b>40,093.84</b>
Veh Tax	
Coll	
2002	-0.02
2003	-0.03
2004	-0.01
2006	-0.11
2007	-0.17
2008	-0.14
2009	-0.13
2010	-0.38
2011	-6.59
2012	-62.57
<b>TOTAL Coll</b>	<b>-70.15</b>
Int 2002	0.56
Int 2003	0.87
Int 2004	0.19
Int 2006	2.62
Int 2007	3.50
Int 2008	2.66
Int 2009	1.12



# Cash Flow Report FY2012 YTD - Cash

7/1/2012 Through 6/30/2013

7/16/2013

Page 4

Category Description	7/1/2012- 6/30/2013
Int 2010	3.49
Int 2011	18.99
Int 2012	22.73
Tax 2002	0.75
Tax 2003	1.10
Tax 2004	0.26
Tax 2006	4.54
Tax 2007	7.66
Tax 2008	6.42
Tax 2009	6.85
Tax 2010	21.40
Tax 2011	409.30
Tax 2012	4,124.47
<b>TOTAL Veh Tax</b>	<b>4,569.33</b>
<b>TOTAL INCOME</b>	<b>273,322.64</b>
<b>EXPENSES</b>	
Uncategorized	0.00
Ads	414.42
Attorney	4,050.77
Audit	4,200.00
Capital Outlay	
Beautification	10,335.70
Equipment	6,240.61
Furniture	2,953.26
Office	1,796.98
<b>TOTAL Capital Outlay</b>	<b>21,326.55</b>
Community	
Donation	8,800.00
Greenway	2,411.65
Maint	4,765.32
Special Events	61.89
<b>TOTAL Community</b>	<b>16,038.86</b>
Dues	4,530.00
Elections	522.50
Emp	
Benefits	
Dental	660.00
Fees	1.52
Life	554.40
NCLGERS	9,383.16
<b>TOTAL Benefits</b>	<b>10,599.08</b>
Bond	550.00
FICA	
Med	1,413.09
Soc Sec	6,042.19
<b>TOTAL FICA</b>	<b>7,455.28</b>
Payroll	1,351.56
Work Comp	692.98
<b>TOTAL Emp</b>	<b>20,648.90</b>
Fire Protection	20,691.00

# Cash Flow Report FY2012 YTD - Cash

7/1/2012 Through 6/30/2013

7/16/2013

Page 5

Category Description	7/1/2012- 6/30/2013
Ins	3,648.61
Newsletter	
Post	268.18
Printing	370.01
TOTAL Newsletter	638.19
Office	
Bank	-17.78
Clerk	28,956.00
Council	7,200.00
Deputy Clerk	7,955.75
Equip	924.89
Finance Officer	28,056.00
Maint	
Materials	1,231.55
Service	6,725.75
TOTAL Maint	7,957.30
Mayor	4,800.00
Misc	439.27
Post	990.80
Supplies	3,984.70
Tel	6,160.45
Util	3,898.56
TOTAL Office	101,305.94
Planning	
Administration	
Contract	595.85
Salaries	25,008.00
TOTAL Administration	25,603.85
Misc	427.00
Ordinance Changes	1,905.00
TOTAL Planning	27,935.85
Street Lighting	1,733.45
Tax Coll	
Bill	
Services	136.00
TOTAL Bill	136.00
Contract	973.24
Sal	1,560.00
TOTAL Tax Coll	2,669.24
Training	
Officials	875.00
Staff	807.75
TOTAL Training	1,682.75
Travel	2,662.95
<b>TOTAL EXPENSES</b>	<b>234,699.98</b>
<b>TRANSFERS</b>	
FROM Check Min Spgs	111,000.00
FROM MM Sav CitizensSouth	25,000.00
TO Check Min Spgs	-25,000.00
TO Copper Run Escrow	-66,662.00

Cash Flow Report FY2012 YTD - Cash  
7/1/2012 Through 6/30/2013

7/16/2013

Category Description	7/1/2012- 6/30/2013
TO MM Sav CitizensSouth	-110,000.00
TO NCCMT_Cash	-1,000.00
TO Greenway Parking Capital Project Fund	-3,553.69
<b>TOTAL TRANSFERS</b>	<b>-70,215.69</b>
<b>OVERALL TOTAL</b>	<b>-31,593.03</b>

# Cash Flow Report FY2012 YTD Inc Rcv/Pbl

7/1/2012 Through 6/30/2013

7/16/2013

Page 1

Category Description	7/1/2012- 6/30/2013
<b>INCOME</b>	
Bank Post Errors	
Bank Post Error Correction	0.60
Bank Post Error Occurrence	-0.60
TOTAL Bank Post Errors	0.00
Dup Prop Tax	
Receipts	105.71
Refunds	-105.71
TOTAL Dup Prop Tax	0.00
Franchise	
Cable	3,098.00
Util	192,633.00
TOTAL Franchise	195,731.00
Interest Income	1,026.60
Other Inc	
Zoning	3,375.00
TOTAL Other Inc	3,375.00
Prop Tax 2012	
Receipts 2012	
Int	137.63
Tax	64,843.90
TOTAL Receipts 2012	64,981.53
TOTAL Prop Tax 2012	64,981.53
Prop Tax Prior Years	
Prop Tax 1999	
Receipts 1999	
Int	45.93
Tax	23.12
TOTAL Receipts 1999	69.05
TOTAL Prop Tax 1999	69.05
Prop Tax 2000	
Receipts 2000	
Int	84.77
Tax	50.59
TOTAL Receipts 2000	135.36
TOTAL Prop Tax 2000	135.36
Prop Tax 2001	
Receipts 2001	
Int	90.58
Tax	50.59
TOTAL Receipts 2001	141.17
TOTAL Prop Tax 2001	141.17
Prop Tax 2002	
Receipts 2002	
Int	422.49
Tax	156.74
TOTAL Receipts 2002	579.23
TOTAL Prop Tax 2002	579.23
Prop Tax 2003	
Annexation 2003	

# Cash Flow Report FY2012 YTD Inc Rcv/Pbl

7/1/2012 Through 6/30/2013

7/16/2013

Page 2

Category Description	7/1/2012- 6/30/2013
Receipts 2003	
Int	7.93
Tax	10.69
TOTAL Receipts 2003	18.62
TOTAL Annexation 2003	18.62
Receipts 2003	
Int	123.46
Tax	88.18
TOTAL Receipts 2003	211.64
TOTAL Prop Tax 2003	230.26
Prop Tax 2004	
Receipts 2004	
Int	198.40
Tax	164.80
TOTAL Receipts 2004	363.20
TOTAL Prop Tax 2004	363.20
Prop Tax 2005	
Receipts 2005	
Int	296.23
Tax	245.22
TOTAL Receipts 2005	541.45
TOTAL Prop Tax 2005	541.45
Prop Tax 2006	
Receipts 2006	
Int	318.20
Tax	295.00
TOTAL Receipts 2006	613.20
TOTAL Prop Tax 2006	613.20
Prop Tax 2007	
Receipts 2007	
Int	303.51
Tax	300.88
TOTAL Receipts 2007	604.39
Refunds 2007	
Int	-1.27
Tax	-15.81
TOTAL Refunds 2007	-17.08
TOTAL Prop Tax 2007	587.31
Prop Tax 2008	
Receipts 2008	
Int	311.85
Tax	462.07
TOTAL Receipts 2008	773.92
Refunds 2008	
Int	-7.99
Tax	-14.64
TOTAL Refunds 2008	-22.63
TOTAL Prop Tax 2008	751.29
Prop Tax 2009	
Receipts 2009	
Int	352.54

# Cash Flow Report FY2012 YTD Inc Rcv/Pbl

7/1/2012 Through 6/30/2013

7/16/2013

Page 3

Category Description	7/1/2012- 6/30/2013
Tax	986.55
<b>TOTAL Receipts 2009</b>	<b>1,339.09</b>
Refunds 2009	
Int	-1.02
Tax	-14.64
<b>TOTAL Refunds 2009</b>	<b>-15.66</b>
<b>TOTAL Prop Tax 2009</b>	<b>1,323.43</b>
Prop Tax 2010	
Receipts 2010	
Int	257.67
Tax	836.69
<b>TOTAL Receipts 2010</b>	<b>1,094.36</b>
Refunds 2010	
Int	-0.21
Tax	-14.64
<b>TOTAL Refunds 2010</b>	<b>-14.85</b>
<b>TOTAL Prop Tax 2010</b>	<b>1,079.51</b>
Prop Tax 2011	
Receipts 2011	
Int	241.39
Tax	989.77
<b>TOTAL Receipts 2011</b>	<b>1,231.16</b>
<b>TOTAL Prop Tax 2011</b>	<b>1,231.16</b>
<b>TOTAL Prop Tax Prior Years</b>	<b>7,645.62</b>
Sales Tax	
Cable TV	20,674.67
Natural Gas Excise	430.00
Refunds	4,748.05
Sales & Use Dist	17,705.29
telecommunications	6,255.36
<b>TOTAL Sales Tax</b>	<b>49,813.37</b>
Veh Tax	
Coll	
2002	-0.05
2003	-0.06
2004	-0.01
2006	-0.14
2007	-0.17
2008	-0.14
2009	-0.13
2010	-0.38
2011	-6.59
2012	-66.23
2013	-1.18
<b>TOTAL Coll</b>	<b>-75.08</b>
Int 2002	1.60
Int 2003	1.92
Int 2004	0.19
Int 2006	3.50
Int 2007	3.50
Int 2008	2.66

Cash Flow Report FY2012 YTD Inc Rcv/Pbl  
7/1/2012 Through 6/30/2013

7/16/2013

Page 4

Category Description	7/1/2012- 6/30/2013
Int 2009	1.12
Int 2010	3.49
Int 2011	18.99
Int 2012	25.82
Tax 2002	1.89
Tax 2003	2.31
Tax 2004	0.26
Tax 2006	5.94
Tax 2007	7.66
Tax 2008	6.42
Tax 2009	6.85
Tax 2010	21.40
Tax 2011	409.30
Tax 2012	4,362.38
Tax 2013	78.83
<b>TOTAL Veh Tax</b>	<b>4,890.95</b>
<b>TOTAL INCOME</b>	<b>327,464.07</b>
<b>EXPENSES</b>	
Uncategorized	0.00
Ads	593.51
Attorney	4,050.77
Audit	4,200.00
Capital Outlay	
Beautification	10,335.70
Equipment	6,240.61
Furniture	2,953.26
Office	1,796.98
<b>TOTAL Capital Outlay</b>	<b>21,326.55</b>
Community	
Donation	8,800.00
Greenway	2,411.65
Maint	5,665.32
Special Events	61.89
<b>TOTAL Community</b>	<b>16,938.86</b>
Dues	4,530.00
Elections	522.50
Emp	
Benefits	
Dental	660.00
Fees	1.52
Life	554.40
NCLGERS	9,383.16
<b>TOTAL Benefits</b>	<b>10,599.08</b>
Bond	550.00
FICA	
Med	1,413.09
Soc Sec	6,042.19
<b>TOTAL FICA</b>	<b>7,455.28</b>
Payroll	1,351.56
Work Comp	692.98

Cash Flow Report FY2012 YTD Inc Rcv/Pbl

7/1/2012 Through 6/30/2013

7/16/2013

Category Description	7/1/2012- 6/30/2013
TOTAL Emp	20,648.90
Fire Protection	20,691.00
Ins	3,648.61
Newsletter	
Post	268.18
Printing	370.01
TOTAL Newsletter	638.19
Office	
Bank	-17.78
Clerk	28,956.00
Council	7,200.00
Deputy Clerk	7,955.75
Equip	924.89
Finance Officer	28,056.00
Maint	
Materials	1,231.55
Service	6,725.75
TOTAL Maint	7,957.30
Mayor	4,800.00
Misc	439.27
Post	990.80
Supplies	4,043.24
Tel	6,160.45
Util	4,077.51
TOTAL Office	101,543.43
Planning	
Administration	
Contract	595.85
Salaries	25,008.00
TOTAL Administration	25,603.85
Misc	427.00
Ordinance Changes	1,905.00
TOTAL Planning	27,935.85
Street Lighting	1,891.08
Tax Coll	
Bill	
Services	186.00
TOTAL Bill	186.00
Contract	974.74
Sal	1,560.00
TOTAL Tax Coll	2,720.74
Training	
Officials	875.00
Staff	807.75
TOTAL Training	1,682.75
Travel	2,662.95
<b>TOTAL EXPENSES</b>	<b>236,225.69</b>
<b>TRANSFERS</b>	
FROM Check Min Spgs	111,000.00
FROM MM Sav CitizensSouth	25,000.00



# Cash Flow Report FY2012 YTD Inc Rcv/Pbl

7/1/2012 Through 6/30/2013

7/16/2013

Category Description	7/1/2012- 6/30/2013
TO Check Min Spgs	-25,000.00
TO Copper Run Escrow	-66,662.00
TO MM Sav CitizensSouth	-110,000.00
TO NCCMT_Cash	-1,000.00
TO Greenway Parking Capital Project Fund	-3,553.69
<b>TOTAL TRANSFERS</b>	<b>-70,215.69</b>
<b>OVERALL TOTAL</b>	<b>21,022.69</b>

# Account Balances History Report

(Includes unrealized gains)

As of 6/30/2013

7/22/2013

Account	6/29/2012 Balance	6/30/2012 Balance	7/31/2012 Balance	8/31/2012 Balance	9/30/2012 Balance	10/31/2012 Balance	11/30/2012 Balance
<b>ASSETS</b>							
<b>Cash and Bank Accounts</b>							
Check Min Spgs	22,538.56	22,223.56	4,183.85	3,624.77	18,487.83	9,326.33	7,214.70
Copper Run Escrow	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Estates at Soen Escrow	28,191.17	28,195.80	28,195.59	28,204.69	28,208.17	28,211.76	28,215.24
MM Sav CitizensSouth	384,924.88	385,003.98	385,085.73	370,156.36	400,217.71	390,285.64	390,349.81
MM Sav Min Spgs	10,524.67	10,524.67	10,550.29	10,551.19	10,552.06	10,552.96	10,553.83
NCCMT_Cash	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>TOTAL Cash and Bank Accounts</b>	<b>446,179.28</b>	<b>445,948.01</b>	<b>428,015.46</b>	<b>412,537.01</b>	<b>457,465.77</b>	<b>438,376.69</b>	<b>436,333.58</b>
<b>Other Assets</b>							
State Revenues Receivable	0.00	54,474.45	52,918.68	51,425.86	0.00	0.00	0.00
<b>TOTAL Other Assets</b>	<b>0.00</b>	<b>54,474.45</b>	<b>52,918.68</b>	<b>51,425.86</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>TOTAL ASSETS</b>	<b>446,179.28</b>	<b>500,422.46</b>	<b>480,934.14</b>	<b>463,962.87</b>	<b>457,465.77</b>	<b>438,376.69</b>	<b>436,333.58</b>
<b>LIABILITIES</b>							
<b>Other Liabilities</b>							
Accounts Payable	0.00	1,295.50	294.00	0.00	0.00	0.00	0.00
Escrows	27,720.00	27,720.00	27,720.00	27,720.00	27,720.00	27,720.00	27,720.00
<b>TOTAL Other Liabilities</b>	<b>27,720.00</b>	<b>29,015.50</b>	<b>28,014.00</b>	<b>27,720.00</b>	<b>27,720.00</b>	<b>27,720.00</b>	<b>27,720.00</b>
<b>TOTAL LIABILITIES</b>	<b>27,720.00</b>	<b>29,015.50</b>	<b>28,014.00</b>	<b>27,720.00</b>	<b>27,720.00</b>	<b>27,720.00</b>	<b>27,720.00</b>
<b>OVERALL TOTAL</b>	<b>418,459.28</b>	<b>471,406.96</b>	<b>452,920.14</b>	<b>436,242.87</b>	<b>429,745.77</b>	<b>410,656.69</b>	<b>408,613.58</b>

# Account Balances History Report

(Includes unrealized gains)  
As of 6/30/2013

7/22/2013

Account	12/31/2012 Balance	1/31/2013 Balance	2/28/2013 Balance	3/31/2013 Balance	4/30/2013 Balance	5/31/2013 Balance	6/30/2013 Balance
<b>ASSETS</b>							
<b>Cash and Bank Accounts</b>							
Check Min Spgs	77,482.62	30,487.32	23,174.58	62,938.30	20,641.66	11,269.31	23,394.88
Copper Run Escrow	0.00	0.00	0.00	0.00	0.00	66,669.94	66,678.16
Estates at Soen Escrow	28,218.83	28,222.43	28,225.68	28,229.27	28,232.75	28,236.34	28,239.83
MM Sav CitizensSouth	390,416.12	440,488.74	440,556.33	440,631.17	470,740.07	470,860.03	470,976.14
MM Sav Min Spgs	10,554.73	10,555.63	10,556.44	10,557.34	10,558.21	10,559.11	10,559.98
NCCMT_Cash	0.00	0.00	1,000.00	1,000.03	1,000.06	1,000.09	1,000.10
<b>TOTAL Cash and Bank Accounts</b>	<b>506,672.30</b>	<b>509,754.12</b>	<b>503,513.03</b>	<b>543,356.11</b>	<b>531,172.75</b>	<b>588,594.82</b>	<b>600,849.09</b>
<b>Other Assets</b>							
State Revenues Receivable	0.00	0.00	0.00	0.00	0.00	0.00	54,139.93
<b>TOTAL Other Assets</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>54,139.93</b>
<b>TOTAL ASSETS</b>	<b>506,672.30</b>	<b>509,754.12</b>	<b>503,513.03</b>	<b>543,356.11</b>	<b>531,172.75</b>	<b>588,594.82</b>	<b>654,989.02</b>
<b>LIABILITIES</b>							
<b>Other Liabilities</b>							
Accounts Payable	0.00	0.00	0.00	0.00	0.00	0.00	1,524.21
Escrows	27,720.00	27,720.00	27,720.00	27,720.00	27,720.00	94,382.00	94,382.00
<b>TOTAL Other Liabilities</b>	<b>27,720.00</b>	<b>27,720.00</b>	<b>27,720.00</b>	<b>27,720.00</b>	<b>27,720.00</b>	<b>94,382.00</b>	<b>95,906.21</b>
<b>TOTAL LIABILITIES</b>	<b>27,720.00</b>	<b>27,720.00</b>	<b>27,720.00</b>	<b>27,720.00</b>	<b>27,720.00</b>	<b>94,382.00</b>	<b>95,906.21</b>
<b>OVERALL TOTAL</b>	<b>478,952.30</b>	<b>482,034.12</b>	<b>475,793.03</b>	<b>515,636.11</b>	<b>503,452.75</b>	<b>494,212.82</b>	<b>559,082.81</b>



Mineral Springs Budget Comparison 2012-2013

TOWN OF MINERAL SPRINGS											
BUDGET COMPARISON 2012-2013 (INCLUDES BUDGET AMENDMENTS 2012-01 & 2012-02)											
Appropriation dept	Budget	Unspent	Spent YTD	% of Budget	July	August	September	October	November		
Advertising	\$ 1,800.00	\$ 1,206.49	\$ 593.51	33.0%	\$ -	\$ -	\$ -	\$ 114.42	\$ -		
Attorney	\$ 9,600.00	\$ 5,549.23	\$ 4,050.77	42.2%	\$ 300.00	\$ 300.00	\$ 750.77	\$ 300.00	\$ 300.00	\$ -	\$ 300.00
Audit	\$ 4,200.00	\$ -	\$ 4,200.00	100.0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Community Projects	\$ 18,900.00	\$ 1,961.14	\$ 16,938.86	89.6%	\$ 102.58	\$ 45.71	\$ 473.06	\$ 225.00	\$ 875.00		
Contingency	\$ 2,900.00	\$ 2,900.00	\$ -	0.0%	\$ -	\$ -	\$ -	\$ -	\$ -		
Dues	\$ 4,625.00	\$ 95.00	\$ 4,530.00	97.9%	\$ 1,037.00	\$ 2,978.00	\$ -	\$ -	\$ -		
Elections	\$ 600.00	\$ 77.50	\$ 522.50	87.1%	\$ -	\$ 522.50	\$ -	\$ -	\$ -		
Employee Overhead	\$ 22,900.00	\$ 2,251.10	\$ 20,648.90	90.2%	\$ 1,514.05	\$ 2,848.95	\$ 815.74	\$ 1,616.52	\$ 1,596.33		
Fire Department	\$ 21,000.00	\$ 309.00	\$ 20,691.00	98.5%	\$ -	\$ -	\$ -	\$ -	\$ -		
Insurance	\$ 4,500.00	\$ 851.39	\$ 3,648.61	81.1%	\$ 3,648.61	\$ -	\$ -	\$ -	\$ -		
Newsletter	\$ 2,400.00	\$ 1,761.81	\$ 638.19	26.6%	\$ -	\$ -	\$ -	\$ 638.19	\$ -		
Office	\$ 118,412.00	\$ 16,868.57	\$ 101,543.43	85.8%	\$ 9,526.59	\$ 9,443.21	\$ 7,528.50	\$ 8,096.18	\$ 7,626.46		
Planning & Zoning	\$ 41,008.00	\$ 13,072.15	\$ 27,935.85	68.1%	\$ 2,328.62	\$ 2,270.04	\$ 1,955.30	\$ 2,084.00	\$ 2,084.00		
Street Lighting	\$ 2,000.00	\$ 108.92	\$ 1,891.08	94.6%	\$ -	\$ 159.31	\$ 159.31	\$ 156.66	\$ 156.66		
Tax Collection	\$ 2,800.00	\$ 79.26	\$ 2,720.74	97.2%	\$ 130.00	\$ 130.53	\$ 184.68	\$ 169.76	\$ 259.54		
Training	\$ 3,000.00	\$ 1,317.25	\$ 1,682.75	56.1%	\$ 155.00	\$ -	\$ 750.00	\$ 125.00	\$ -		
Travel	\$ 3,000.00	\$ 337.05	\$ 2,662.95	88.8%	\$ 962.74	\$ -	\$ 161.65	\$ 126.20	\$ 141.80		
Capital Outlay	\$ 37,405.00	\$ 16,078.45	\$ 21,326.55	57.0%	\$ -	\$ -	\$ -	\$ 10,923.25	\$ 790.71		
<b>Totals</b>	<b>\$ 301,050.00</b>	<b>\$ 64,824.31</b>	<b>\$ 236,225.69</b>	<b>78.5%</b>	<b>\$ 19,705.19</b>	<b>\$ 18,698.25</b>	<b>\$ 12,779.01</b>	<b>\$ 24,575.18</b>	<b>\$ 13,830.50</b>		
<b>Off Budget:</b>											
Tax Refunds			\$ -		\$ -	\$ -	\$ -	\$ -	\$ -		
Interfund Transfers			\$ 3,553.69		\$ 435.00	\$ -	\$ -	\$ 622.75	\$ 277.12		
<b>Total Off Budget:</b>			<b>\$ 3,553.69</b>		<b>\$ 435.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 622.75</b>	<b>\$ 277.12</b>		

Mineral Springs Budget Comparison 2012-2013

Appropriation dept	December	January	February	March	April	May	June	June a/p
Advertising	\$ -	\$ -	\$ 300.00	\$ -	\$ -	\$ -	\$ -	\$ 179.09
Attorney	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00	\$ -
Audit	\$ 4,200.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Community Projects	\$ 732.00	\$ 1,917.88	\$ 893.23	\$ 1,618.65	\$ 510.94	\$ 144.81	\$ 8,500.00	\$ 900.00
Contingency	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Dues	\$ -	\$ 215.00	\$ 300.00	\$ -	\$ -	\$ -	\$ -	\$ -
Elections	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Employee Overhead	\$ 1,498.11	\$ 1,831.54	\$ 1,605.98	\$ 1,610.75	\$ 2,405.16	\$ 1,612.37	\$ 1,693.40	\$ -
Fire Department	\$ -	\$ -	\$ 8,691.00	\$ -	\$ -	\$ -	\$ 12,000.00	\$ -
Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Newsletter	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Office	\$ 7,656.53	\$ 9,396.90	\$ 8,384.79	\$ 9,224.33	\$ 8,400.41	\$ 8,036.62	\$ 7,985.42	\$ 237.49
Planning & Zoning	\$ 2,084.00	\$ 2,084.00	\$ 2,359.00	\$ 2,679.85	\$ 3,199.04	\$ 2,284.00	\$ 2,524.00	\$ -
Street Lighting	\$ 156.66	\$ 156.66	\$ 157.67	\$ 157.63	\$ 157.63	\$ 157.63	\$ 157.63	\$ 157.63
Tax Collection	\$ 433.68	\$ 409.16	\$ 246.65	\$ 152.86	\$ 142.79	\$ 224.47	\$ 185.12	\$ 51.50
Training	\$ -	\$ 3.50	\$ -	\$ -	\$ 125.00	\$ -	\$ 524.25	\$ -
Travel	\$ -	\$ 92.79	\$ 271.16	\$ 155.84	\$ 133.35	\$ 404.31	\$ 213.11	\$ -
Capital Outlay	\$ 1,575.00	\$ 1,796.98	\$ -	\$ -	\$ -	\$ -	\$ 6,240.61	\$ -
	\$ 18,635.98	\$ 18,204.41	\$ 23,509.48	\$ 15,899.91	\$ 15,374.32	\$ 13,164.21	\$ 40,323.54	\$ 1,525.71
<b>Off Budget:</b>								
Tax Refunds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ 1,560.50	\$ 189.00	\$ -	\$ -	\$ -	\$ 180.18	\$ 289.14	\$ -
	\$ 1,560.50	\$ 189.00	\$ -	\$ -	\$ -	\$ 180.18	\$ 289.14	\$ -

# June 2013 Cash Flow Report - Cash

6/1/2013 Through 6/30/2013

7/16/2013

Page 1

Category Description	6/1/2013- 6/30/2013
<b>INCOME</b>	
Franchise	
Util	43,039.00
TOTAL Franchise	43,039.00
Interest Income	120.48
Other Inc	
Zoning	225.00
TOTAL Other Inc	225.00
Prop Tax 2012	
Receipts 2012	
Int	15.31
Tax	325.98
TOTAL Receipts 2012	341.29
TOTAL Prop Tax 2012	341.29
Prop Tax Prior Years	
Prop Tax 2000	
Receipts 2000	
Int	12.94
Tax	7.39
TOTAL Receipts 2000	20.33
TOTAL Prop Tax 2000	20.33
Prop Tax 2001	
Receipts 2001	
Int	14.33
Tax	7.39
TOTAL Receipts 2001	21.72
TOTAL Prop Tax 2001	21.72
Prop Tax 2002	
Receipts 2002	
Int	3.01
Tax	0.00
TOTAL Receipts 2002	3.01
TOTAL Prop Tax 2002	3.01
Prop Tax 2003	
Annexation 2003	
Receipts 2003	
Int	0.00
Tax	0.00
TOTAL Receipts 2003	0.00
TOTAL Annexation 2003	0.00
Receipts 2003	
Int	0.00
Tax	0.00
TOTAL Receipts 2003	0.00
TOTAL Prop Tax 2003	0.00
Prop Tax 2004	
Receipts 2004	
Int	0.10
Tax	13.00
TOTAL Receipts 2004	13.10

# June 2013 Cash Flow Report - Cash

6/1/2013 Through 6/30/2013

7/16/2013

Page 2

Category Description	6/1/2013- 6/30/2013
TOTAL Prop Tax 2004	13.10
Prop Tax 2005	
Receipts 2005	
Int	17.33
Tax	13.60
TOTAL Receipts 2005	30.93
TOTAL Prop Tax 2005	30.93
Prop Tax 2006	
Receipts 2006	
Int	14.43
Tax	13.60
TOTAL Receipts 2006	28.03
TOTAL Prop Tax 2006	28.03
Prop Tax 2007	
Receipts 2007	
Int	21.99
Tax	20.01
TOTAL Receipts 2007	42.00
TOTAL Prop Tax 2007	42.00
Prop Tax 2008	
Receipts 2008	
Int	22.56
Tax	27.46
TOTAL Receipts 2008	50.02
TOTAL Prop Tax 2008	50.02
Prop Tax 2009	
Receipts 2009	
Int	12.53
Tax	23.29
TOTAL Receipts 2009	35.82
TOTAL Prop Tax 2009	35.82
Prop Tax 2010	
Receipts 2010	
Int	14.67
Tax	31.41
TOTAL Receipts 2010	46.08
TOTAL Prop Tax 2010	46.08
Prop Tax 2011	
Receipts 2011	
Int	14.37
Tax	41.62
TOTAL Receipts 2011	55.99
TOTAL Prop Tax 2011	55.99
TOTAL Prop Tax Prior Years	347.03
Sales Tax	
Cable TV	5,149.47
Natural Gas Excise	234.00
Sales & Use Dist	1,430.86
telecommunications	1,512.68
TOTAL Sales Tax	8,327.01
Veh Tax	



# June 2013 Cash Flow Report - Cash

6/1/2013 Through 6/30/2013

7/16/2013

Page 3

Category Description	6/1/2013- 6/30/2013
<b>Coll</b>	
2009	0.00
2010	-0.01
2011	-0.14
2012	-6.90
<b>TOTAL Coll</b>	<b>-7.05</b>
Int 2009	0.00
Int 2010	0.00
Int 2011	0.84
Int 2012	4.62
Tax 2009	0.00
Tax 2010	0.61
Tax 2011	7.84
Tax 2012	452.06
<b>TOTAL Veh Tax</b>	<b>458.92</b>
<b>TOTAL INCOME</b>	<b>52,858.73</b>
<b>EXPENSES</b>	
Attorney	300.00
Capital Outlay	
Equipment	6,240.61
<b>TOTAL Capital Outlay</b>	<b>6,240.61</b>
Community	
Donation	8,500.00
<b>TOTAL Community</b>	<b>8,500.00</b>
Emp	
Benefits	
Dental	55.00
Life	46.20
NCLGERS	781.93
<b>TOTAL Benefits</b>	<b>883.13</b>
Bond	100.00
FICA	
Med	115.49
Soc Sec	493.79
<b>TOTAL FICA</b>	<b>609.28</b>
Payroll	100.99
<b>TOTAL Emp</b>	<b>1,693.40</b>
Fire Protection	12,000.00
Office	
Bank	-20.48
Clerk	2,413.00
Council	600.00
Deputy Clerk	409.50
Finance Officer	2,338.00
Maint	
Materials	26.63
Service	549.00
<b>TOTAL Maint</b>	<b>575.63</b>
Mayor	400.00
Supplies	499.79

# June 2013 Cash Flow Report - Cash

6/1/2013 Through 6/30/2013

7/16/2013

Page 4

Category Description	6/1/2013- 6/30/2013
Tel	379.13
Util	390.85
<b>TOTAL Office</b>	<b>7,985.42</b>
<b>Planning</b>	
<b>Administration</b>	
Salaries	2,084.00
<b>TOTAL Administration</b>	<b>2,084.00</b>
Ordinance Changes	440.00
<b>TOTAL Planning</b>	<b>2,524.00</b>
Street Lighting	157.63
<b>Tax Coll</b>	
Bill	
Services	50.00
<b>TOTAL Bill</b>	<b>50.00</b>
Contract	5.12
Sal	130.00
<b>TOTAL Tax Coll</b>	<b>185.12</b>
<b>Training</b>	
Staff	524.25
<b>TOTAL Training</b>	<b>524.25</b>
Travel	213.11
<b>TOTAL EXPENSES</b>	<b>40,323.54</b>
<b>TRANSFERS</b>	
TO Greenway Parking Capital Project Fund	-289.14
<b>TOTAL TRANSFERS</b>	<b>-289.14</b>
<b>OVERALL TOTAL</b>	<b>12,246.05</b>

# June 2013 Cash Flow Incl. Paybl/Recvbl

6/2/2013 Through 6/30/2013

7/16/2013

Page 1

Category Description	6/2/2013- 6/30/2013
<b>INCOME</b>	
Franchise	
Util	87,039.00
TOTAL Franchise	87,039.00
Interest Income	116.99
Other Inc	
Zoning	225.00
TOTAL Other Inc	225.00
Prop Tax 2012	
Receipts 2012	
Int	22.03
Tax	419.54
TOTAL Receipts 2012	441.57
TOTAL Prop Tax 2012	441.57
Prop Tax Prior Years	
Prop Tax 2000	
Receipts 2000	
Int	12.94
Tax	7.39
TOTAL Receipts 2000	20.33
TOTAL Prop Tax 2000	20.33
Prop Tax 2001	
Receipts 2001	
Int	14.33
Tax	7.39
TOTAL Receipts 2001	21.72
TOTAL Prop Tax 2001	21.72
Prop Tax 2002	
Receipts 2002	
Int	3.01
Tax	0.00
TOTAL Receipts 2002	3.01
TOTAL Prop Tax 2002	3.01
Prop Tax 2003	
Annexation 2003	
Receipts 2003	
Int	0.00
Tax	0.00
TOTAL Receipts 2003	0.00
TOTAL Annexation 2003	0.00
Receipts 2003	
Int	0.00
Tax	0.00
TOTAL Receipts 2003	0.00
TOTAL Prop Tax 2003	0.00
Prop Tax 2004	
Receipts 2004	
Int	0.10
Tax	13.00
TOTAL Receipts 2004	13.10

June 2013 Cash Flow Incl. Paybl/Recvbl

6/2/2013 Through 6/30/2013

7/16/2013

Category Description	6/2/2013- 6/30/2013
TOTAL Prop Tax 2004	13.10
Prop Tax 2005	
Receipts 2005	
Int	17.33
Tax	13.60
TOTAL Receipts 2005	30.93
TOTAL Prop Tax 2005	30.93
Prop Tax 2006	
Receipts 2006	
Int	14.43
Tax	13.60
TOTAL Receipts 2006	28.03
TOTAL Prop Tax 2006	28.03
Prop Tax 2007	
Receipts 2007	
Int	21.99
Tax	20.01
TOTAL Receipts 2007	42.00
TOTAL Prop Tax 2007	42.00
Prop Tax 2008	
Receipts 2008	
Int	22.56
Tax	27.46
TOTAL Receipts 2008	50.02
TOTAL Prop Tax 2008	50.02
Prop Tax 2009	
Receipts 2009	
Int	12.53
Tax	23.29
TOTAL Receipts 2009	35.82
TOTAL Prop Tax 2009	35.82
Prop Tax 2010	
Receipts 2010	
Int	14.67
Tax	31.41
TOTAL Receipts 2010	46.08
TOTAL Prop Tax 2010	46.08
Prop Tax 2011	
Receipts 2011	
Int	14.37
Tax	41.62
TOTAL Receipts 2011	55.99
TOTAL Prop Tax 2011	55.99
TOTAL Prop Tax Prior Years	347.03
Sales Tax	
Cable TV	10,349.47
Natural Gas Excise	334.00
Sales & Use Dist	4,350.39
telecommunications	3,012.68
TOTAL Sales Tax	18,046.54
Veh Tax	

June 2013 Cash Flow Incl. Paybl/Recvbl

6/2/2013 Through 6/30/2013

7/16/2013

Category Description	6/2/2013- 6/30/2013
<b>Coll</b>	
2002	-0.03
2003	-0.03
2006	-0.03
2009	0.00
2010	-0.01
2011	-0.14
2012	-10.56
2013	-1.18
<b>TOTAL Coll</b>	<b>-11.98</b>
Int 2002	1.04
Int 2003	1.05
Int 2006	0.88
Int 2009	0.00
Int 2010	0.00
Int 2011	0.84
Int 2012	7.71
Tax 2002	1.14
Tax 2003	1.21
Tax 2006	1.40
Tax 2009	0.00
Tax 2010	0.61
Tax 2011	7.84
Tax 2012	689.97
Tax 2013	78.83
<b>TOTAL Veh Tax</b>	<b>780.54</b>
<b>TOTAL INCOME</b>	<b>106,996.67</b>
<b>EXPENSES</b>	
Ads	179.09
Attorney	300.00
Capital Outlay	
Equipment	6,240.61
<b>TOTAL Capital Outlay</b>	<b>6,240.61</b>
Community	
Donation	8,500.00
Maint	900.00
<b>TOTAL Community</b>	<b>9,400.00</b>
Emp	
Benefits	
Dental	55.00
Life	46.20
NCLGERS	781.93
<b>TOTAL Benefits</b>	<b>883.13</b>
Bond	100.00
FICA	
Med	115.49
Soc Sec	493.79
<b>TOTAL FICA</b>	<b>609.28</b>
Payroll	100.99
<b>TOTAL Emp</b>	<b>1,693.40</b>

June 2013 Cash Flow Incl. Paybl/Recvbl  
6/2/2013 Through 6/30/2013

7/16/2013

Page 4

Category Description	6/2/2013- 6/30/2013
Fire Protection	12,000.00
Office	
Bank	-20.48
Clerk	2,413.00
Council	600.00
Deputy Clerk	409.50
Finance Officer	2,338.00
Maint	
Materials	26.63
Service	549.00
TOTAL Maint	575.63
Mayor	400.00
Supplies	558.33
Tel	379.13
Util	569.80
TOTAL Office	8,222.91
Planning	
Administration	
Salaries	2,084.00
TOTAL Administration	2,084.00
Ordinance Changes	440.00
TOTAL Planning	2,524.00
Street Lighting	315.26
Tax Coll	
Bill	
Services	100.00
TOTAL Bill	100.00
Contract	6.62
Sal	130.00
TOTAL Tax Coll	236.62
Training	
Staff	524.25
TOTAL Training	524.25
Travel	213.11
<b>TOTAL EXPENSES</b>	<b>41,849.25</b>
<b>TRANSFERS</b>	
TO Greenway Parking Capital Project Fund	-233.82
<b>TOTAL TRANSFERS</b>	<b>-233.82</b>
<b>OVERALL TOTAL</b>	<b>64,913.60</b>

**Register Report**  
6/1/2013 Through 6/30/2013

7/16/2013

Page 1

Date	Num	Description	Memo	Category	Amount
<b>BALANCE 5/31/2013</b>					<b>11,269.31</b>
6/1/2013	EFT	Debit Card (Lowe's)	Shrubs (FY2012)	[Greenway Parking Capital Project Fund]	-55.32
6/3/2013	EFT	American Communit...	Service Charge Refun...	Office:Bank	44.72
6/5/2013	EFT	Debit Card (Safelysi...	"Electronic Security" si...	[Greenway Parking Capital Project Fund]	-124.25
6/5/2013	EFT	Debit Card (Lowe's)	Kiosk roof sheathing (F...	[Greenway Parking Capital Project Fund]	-109.57
6/11/2013	3987	N-Focus Planning & ...	I/N 2013164 Ordinanc...	Planning:Ordinance Changes	-440.00
6/11/2013	3988	Taylor & Sons Mowi...	I/N 1812 6/13 (FY2012)	Office:Maint:Service	-354.00
6/11/2013	3989	Old Republic Surety ...	W150129841 Tax Coll...	Emp:Bond	-100.00
6/11/2013	3990	Jan-Pro Cleaning Sy...	I/N 18979 Janitorial (F...	Office:Maint:Service	-195.00
6/11/2013	3991	Union County {Publi...	84361*00 (FY2012)	Office:Util	-16.01
6/11/2013	3992	Clark, Griffin & McC...	I/N 4005 6/13 (FY2012)	Attorney	-300.00
6/11/2013	3993	...Municipal Insurance ...		Emp:Benefits:Life	-46.20
				Emp:Benefits:Dental	-55.00
6/11/2013	3994	LexisNexis	I/N 1534916-20130531...	Tax Coll:Bill:Services	-50.00
6/14/2013	EFT	Debit Card (Sells Pa...	Paper Towels (FY2012)	Office:Maint:Materials	-26.63
6/14/2013	EFT	Debit Card (WalMart)	Photo paper (FY2012)	Office:Supplies	-23.45
6/17/2013	EFT	NC Department of R...	04/13 (FY2012)	Sales Tax:Sales & Use Dist	1,430.86
6/17/2013	EFT	...NC Department of R...		Franchise:Util	43,039.00
				Sales Tax:Cable TV	5,149.47
				Sales Tax:telecommunications	1,486.00
			correction	Sales Tax:telecommunications	26.68
				Sales Tax:Natural Gas Excise	234.00
6/17/2013	EFT	...Union County		Prop Tax 2012:Receipts 2012:Tax	325.98
				Prop Tax 2012:Receipts 2012:Int	15.31
				Tax Coll:Contract	-5.12
				Veh Tax:Tax 2012	452.06
				Veh Tax:Coll:2012	-6.90
				Veh Tax:Int 2012	4.62
				Veh Tax:Tax 2011	7.84
				Veh Tax:Coll:2011	-0.14
				Veh Tax:Int 2011	0.84
				Veh Tax:Tax 2010	0.61
				Veh Tax:Int 2010	0.00
				Veh Tax:Coll:2010	-0.01
				Veh Tax:Tax 2009	0.00
				Veh Tax:Coll:2009	0.00
				Veh Tax:Int 2009	0.00
6/18/2013	3995	Turning Point	FY2012-13 Contributio...	Community:Donation	-1,500.00
6/18/2013	3996	American Red Cross	Contribution FY2012-1...	Community:Donation	-1,500.00
6/18/2013	3997	Council On Aging In ...	FY2012-13 Contributio...	Community:Donation	-1,500.00
6/18/2013	3998	Catawba Lands Con...	Corporate Sponsorship...	Community:Donation	-2,500.00
6/18/2013	3999	Union County Com...	Contribution FY2012-1...	Community:Donation	-500.00
6/18/2013	4000	Safe Alliance	Contribution FY 2012-...	Community:Donation	-1,000.00
6/18/2013	4001	Duke Power	2035221941 (FY2012)	Street Lighting	-157.63
6/18/2013	4002	Duke Power	1819573779 (Old Scho...	Office:Util	-22.06
6/18/2013	4003	Duke Power	1803784140 (FY2012)	Office:Util	-123.74
6/18/2013	4004	Heritage Propane	513970 95.6 gal. (FY2...	Office:Util	-229.04
6/18/2013	4005	Windstream	061348611 (FY2012)	Office:Tel	-229.95
6/18/2013	4006	Windstream	061345970 (FY2012)	Office:Tel	-61.94
6/18/2013	4007	Mineral Springs Vol...	Fire Suppression Contr...	Fire Protection	-10,000.00
6/18/2013	4008	Waxhaw Comm. Vol...	Fire Suppression Contr...	Fire Protection	-2,000.00

**Register Report**  
6/1/2013 Through 6/30/2013

7/16/2013

Page 2

Date	Num	Description	Memo	Category	Amount
6/18/2013	4009	Xerox Corporation	I/N 068468877 W7220...	Capital Outlay:Equipment	-6,240.61
6/18/2013	4010	Xerox Corporation	I/N 068468878 Mainte...	Office:Supplies	-10.33
6/20/2013	EFT	Debit Card (NCAZO)	NCAZO annual confer...	Training:Staff	-125.00
6/26/2013	EFT	Debit Card (OfficeM...	Date Stamp, Pads (FY...	Office:Supplies	-43.62
6/26/2013	EFT	Debit Card (WalMart)	Kitchen Supplies (FY2...	Office:Supplies	-50.69
6/27/2013	EFT	...NC State Treasurer	6/13 LGERS contribution	Office:Clerk	-144.78
			6/13 LGERS contribution	Office:Finance Officer	-140.28
			6/13 LGERS contribution	Planning:Administration:Salaries	-125.04
			6/13 employer contribu...	Emp:Benefits:NCLGERS	-781.93
6/27/2013	EFT	...Advantage Payroll	Salary 6/13	Office:Clerk	-2,268.22
			Supplement 6/13	Office:Clerk	0.00
			Hours 6/13	Office:Deputy Clerk	-409.50
			Salary 6/13	Office:Finance Officer	-2,197.72
			Salary 6/13	Office:Mayor	-400.00
			Salary 6/13	Office:Council	-600.00
			Salary 6/13	Planning:Administration:Salaries	-1,958.96
			Salary 6/13	Tax Coll:Sal	-130.00
				Emp:FICA:Soc Sec	-493.79
				Emp:FICA:Med	-115.49
				Emp:Payroll	-100.99
6/27/2013	EFT	Debit Card (PartsHe...	Plotter Parts (FY2012)	Office:Supplies	-156.64
6/28/2013	DEP	... Deposit		Prop Tax Prior Years:Prop Tax 2011:Re...	25.19
				Prop Tax Prior Years:Prop Tax 2011:Re...	9.18
				Prop Tax Prior Years:Prop Tax 2010:Re...	8.35
				Prop Tax Prior Years:Prop Tax 2010:Re...	14.98
				Prop Tax Prior Years:Prop Tax 2009:Re...	4.46
				Prop Tax Prior Years:Prop Tax 2009:Re...	6.86
				Prop Tax Prior Years:Prop Tax 2008:Re...	10.33
				Prop Tax Prior Years:Prop Tax 2008:Re...	11.03
				Prop Tax Prior Years:Prop Tax 2007:Re...	9.22
				Prop Tax Prior Years:Prop Tax 2007:Re...	6.41
				Prop Tax Prior Years:Prop Tax 2006:Re...	0.00
				Prop Tax Prior Years:Prop Tax 2006:Re...	0.00
				Prop Tax Prior Years:Prop Tax 2005:Re...	1.90
				Prop Tax Prior Years:Prop Tax 2005:Re...	0.00
				Prop Tax Prior Years:Prop Tax 2004:Re...	0.10
				Prop Tax Prior Years:Prop Tax 2004:Re...	13.00
				Prop Tax Prior Years:Prop Tax 2003:An...	0.00
				Prop Tax Prior Years:Prop Tax 2003:An...	0.00
				Prop Tax Prior Years:Prop Tax 2003:Re...	0.00
				Prop Tax Prior Years:Prop Tax 2003:Re...	0.00
				Prop Tax Prior Years:Prop Tax 2002:Re...	3.01
				Prop Tax Prior Years:Prop Tax 2002:Re...	0.00
				Prop Tax Prior Years:Prop Tax 2001:Re...	14.33
				Prop Tax Prior Years:Prop Tax 2001:Re...	7.39
				Prop Tax Prior Years:Prop Tax 2000:Re...	12.94
				Prop Tax Prior Years:Prop Tax 2000:Re...	7.39
6/28/2013	DEP	... Deposit		Prop Tax Prior Years:Prop Tax 2011:Re...	16.43
				Prop Tax Prior Years:Prop Tax 2011:Re...	5.19
				Prop Tax Prior Years:Prop Tax 2010:Re...	6.32
				Prop Tax Prior Years:Prop Tax 2010:Re...	16.43
				Prop Tax Prior Years:Prop Tax 2009:Re...	8.07



**Register Report**  
6/1/2013 Through 6/30/2013

7/16/2013

Date	Num	Description	Memo	Category	Amount
				Prop Tax Prior Years:Prop Tax 2009:Re...	16.43
				Prop Tax Prior Years:Prop Tax 2008:Re...	12.23
				Prop Tax Prior Years:Prop Tax 2008:Re...	16.43
				Prop Tax Prior Years:Prop Tax 2007:Re...	12.77
				Prop Tax Prior Years:Prop Tax 2007:Re...	13.60
				Prop Tax Prior Years:Prop Tax 2006:Re...	14.43
				Prop Tax Prior Years:Prop Tax 2006:Re...	13.60
				Prop Tax Prior Years:Prop Tax 2005:Re...	15.43
				Prop Tax Prior Years:Prop Tax 2005:Re...	13.60
				Prop Tax Prior Years:Prop Tax 2004:Re...	0.00
				Prop Tax Prior Years:Prop Tax 2004:Re...	0.00
				Prop Tax Prior Years:Prop Tax 2003:An...	0.00
				Prop Tax Prior Years:Prop Tax 2003:An...	0.00
				Prop Tax Prior Years:Prop Tax 2003:Re...	0.00
				Prop Tax Prior Years:Prop Tax 2003:Re...	0.00
				Prop Tax Prior Years:Prop Tax 2002:Re...	0.00
				Prop Tax Prior Years:Prop Tax 2002:Re...	0.00
6/28/2013	DEP	Deposit	#476a (FY2012)	Other Inc:Zoning	225.00
6/28/2013	EFT	American Communit...	Service Charge 6/13 (...)	Office:Bank	-24.24
6/29/2013	4011	Frederick Becker III	5/13 - 6/13 reimburse...	Travel	-213.11
6/29/2013	4012	Forms & Supply, Inc.	I/N 2400976-0 Sheet P...	Office:Supplies	-79.18
6/29/2013	4013	Verizon Wireless	221474588-00001 (FY...	Office:Tel	-87.24
6/29/2013	4014	Xerox Corporation	I/N 125263691 Color T...	Training:Staff	-399.25
6/29/2013	4015	Forms & Supply, Inc.	I/N 2413345-0 Plotter I...	Office:Supplies	-135.88
<b>TOTAL 6/1/2013 - 6/30/2013</b>					<b>12,125.57</b>

**BALANCE 6/30/2013** **23,394.88**

**TOTAL INFLOWS** **52,790.02**

**TOTAL OUTFLOWS** **-40,664.45**

**NET TOTAL** **12,125.57**

Accounts Receivable 6/30/13  
6/2/2013 Through 6/30/2013

7/22/2013

Page 1

Category Description	6/2/2013- 6/30/2013
<b>INCOME</b>	
Franchise	
Util	44,000.00
TOTAL Franchise	44,000.00
Prop Tax 2012	
Receipts 2012	
Int	6.72
Tax	93.56
TOTAL Receipts 2012	100.28
TOTAL Prop Tax 2012	100.28
Sales Tax	
Cable TV	5,200.00
Natural Gas Excise	100.00
Sales & Use Dist	2,919.53
telecommunications	1,500.00
TOTAL Sales Tax	9,719.53
Veh Tax	
Coll	
2002	-0.03
2003	-0.03
2006	-0.03
2012	-3.66
2013	-1.18
TOTAL Coll	-4.93
Int 2002	1.04
Int 2003	1.05
Int 2006	0.88
Int 2012	3.09
Tax 2002	1.14
Tax 2003	1.21
Tax 2006	1.40
Tax 2012	237.91
Tax 2013	78.83
TOTAL Veh Tax	321.62
<b>TOTAL INCOME</b>	<b>54,141.43</b>
<b>OVERALL TOTAL</b>	<b>54,141.43</b>

# Accounts Receivable 6/30/13

6/2/2013 Through 6/30/2013

7/22/2013

Page 1

Date	Description	Memo	Category	Amount
6/30/2013	NC Department of Revenue	5/31 Sales and Use (FY2012)	Sales Tax:Sales & Use Dist	1,469.53
6/30/2013	NC Department of Revenue	6/30 Sales and Use (FY2012)	Sales Tax:Sales & Use Dist	1,450.00
6/30/2013	NC Department of Revenue	6/30/13 (est) (FY2012)	Franchise:Util	44,000.00
6/30/2013	NC Department of Revenue	6/30/13 (est) (FY2012)	Sales Tax:Cable TV	5,200.00
6/30/2013	NC Department of Revenue	6/30/13 (est) (FY2012)	Sales Tax:telecommunications	1,500.00
6/30/2013	NC Department of Revenue	6/30/13 (est) (FY2012)	Sales Tax:Natural Gas Excise	100.00
6/30/2013	Union County		Prop Tax 2012:Receipts 201...	93.56
			Prop Tax 2012:Receipts 201...	6.72
			Veh Tax:Tax 2013	78.83
			Veh Tax:Coll:2013	-1.18
			Veh Tax:Tax 2012	237.91
			Veh Tax:Coll:2012	-3.66
			Veh Tax:Int 2012	3.09
			Veh Tax:Tax 2006	1.40
			Veh Tax:Coll:2006	-0.03
			Veh Tax:Int 2006	0.88
			Veh Tax:Tax 2003	1.21
			Veh Tax:Int 2003	1.05
			Veh Tax:Coll:2003	-0.03
			Veh Tax:Tax 2002	1.14
			Veh Tax:Coll:2002	-0.03
			Veh Tax:Int 2002	1.04
<b>TOTAL 6/2/2013 - 6/30/2013</b>				<b>54,141.43</b>
				<b>TOTAL INFLOWS 54,146.36</b>
				<b>TOTAL OUTFLOWS -4.93</b>
				<b>NET TOTAL 54,141.43</b>

Accounts Payable 6/30/13

6/2/2013 Through 6/30/2013

7/16/2013

Category Description	6/2/2013- 6/30/2013
<b>EXPENSES</b>	
Ads	179.09
Community	
Maint	900.00
TOTAL Community	900.00
Office	
Supplies	58.54
Util	178.95
TOTAL Office	237.49
Street Lighting	157.63
Tax Coll	
Bill	
Services	50.00
TOTAL Bill	50.00
Contract	1.50
TOTAL Tax Coll	51.50
<b>TOTAL EXPENSES</b>	<b>1,525.71</b>
<b>OVERALL TOTAL</b>	<b>-1,525.71</b>

**Accounts Payable - as of 6/30/13**

6/2/2013 Through 6/30/2013

7/16/2013

Date	Description	Memo	Category	Amount
6/30/2013	Union County		Tax Coll:Contract	-1.50
6/30/2013	Xerox Corporation	I/N 068682639 (FY2012)	Office:Supplies	-58.54
6/30/2013	LexisNexis	I/N 1534916-20130630 (FY2012)	Tax Coll:Bill:Services	-50.00
6/30/2013	Duke Power	1803784140 (FY2012)	Office:Util	-140.88
6/30/2013	Duke Power	1819573779 (Old School) (FY2012)	Office:Util	-22.06
6/30/2013	Duke Power	2035221941 (FY2012)	Street Lighting	-157.63
6/30/2013	Union County Public Works	84361*00 (FY2012)	Office:Util	-16.01
6/30/2013	Ken Newell	Welcome Signs 04/13 - 06/13 (FY2012)	Community:Maint	-600.00
6/30/2013	The Enquirer-Journal(Billi...	30065439 (FY2012)	Ads	-179.09
6/30/2013	Conder Flag Company	I/N 158984 Banner Re-install (FY2012)	Community:Maint	-300.00
<b>TOTAL 6/2/2013 - 6/30/2013</b>				<b>-1,525.71</b>

**TOTAL INFLOWS 0.00**

**TOTAL OUTFLOWS -1,525.71**

**NET TOTAL -1,525.71**

Greenway Parking Capital Project Fund  
7/1/2011 Through 6/12/2013

7/22/2013

Page 1

Category Description	7/1/2011- 6/12/2013
<b>EXPENSES</b>	
Construction	
In-House	2,376.50
Outsourced	
Contractors	66,289.12
Management	600.00
TOTAL Outsourced	66,889.12
TOTAL Construction	69,265.62
Landscaping & Signage	4,355.69
<b>TOTAL EXPENSES</b>	<b>73,621.31</b>
<b>TRANSFERS</b>	
FROM Check Min Spgs	73,621.31
<b>TOTAL TRANSFERS</b>	<b>73,621.31</b>
<b>OVERALL TOTAL</b>	<b>0.00</b>

# Greenway Parking Capital Project Fund

7/1/2011 Through 6/12/2013

7/22/2013

Page 1

Date	Description	Memo	Category	Clr	Amount
<b>BALANCE 6/30/2011</b>					<b>0.00</b>
8/12/2011	Opening Balance		[Greenway Parking Capital Pr...		0.00
10/17/2011	Eagle Engineering, Inc.	Gravel Compaction Testin...	Construction:Outsourced:Cont...		-450.00
10/17/2011	Eagle Engineering, Inc.	Gravel Compaction Testin... [Check Min Spgs]			450.00
10/27/2011	McCollum Trucking & Grading	I/N 1396 Parking Lot Full ...	Construction:Outsourced:Cont...		-63,064.00
10/28/2011	McCollum Trucking & Grading	I/N 1396 Parking Lot Full ... [Check Min Spgs]			63,064.00
11/1/2011	Donald Gaddy	Supervision 7/26 - 10/27 (...	Construction:Outsourced:Man...		-600.00
11/1/2011	Donald Gaddy	Supervision 7/26 - 10/27 (... [Check Min Spgs]			600.00
12/2/2011	Eagle Engineering, Inc.	Pavement Testing (FY2011)	Construction:Outsourced:Cont...		-347.50
12/2/2011	Eagle Engineering, Inc.	I/N 25093 Pavement Testi... [Check Min Spgs]			347.50
3/9/2012	Artistic Signs	Greenway Sign Deposit (F...	Construction:Outsourced:Cont...		-600.00
3/9/2012	Artistic Signs	Greenway Sign Deposit (F... [Check Min Spgs]			600.00
3/27/2012	Debit Card (Lowe's)	Fencing Materials (FY2011) [Check Min Spgs]			478.94
3/27/2012	Lowe's	Fencing Materials (FY2011) Construction:In-House			-478.94
3/29/2012	Debit Card (Lowe's)	Fencing Materials (FY2011) [Check Min Spgs]			258.60
3/29/2012	Lowe's	Fencing Materials (FY2011) Construction:In-House			-258.60
4/9/2012	Lowe's	Fencing Materials (FY2011) Construction:In-House			-290.51
4/9/2012	Debit Card (Lowe's)	Fencing Materials (FY2011) [Check Min Spgs]			290.51
4/10/2012	Artistic Signs	Greenway Sign Balance D...	Construction:Outsourced:Cont...		-942.62
4/10/2012	Artistic Signs	Greenway Sign Balance D... [Check Min Spgs]			942.62
4/11/2012	Debit Card (Lowe's)	Fencing Materials (FY2011) [Check Min Spgs]			383.86
4/11/2012	Lowe's	Fencing Materials (FY2011) Construction:In-House			-383.86
4/13/2012	MyCustomSign	Parking Lot Signs (FY2011)	Landscaping & Signage		-124.75
4/13/2012	Debit Card (MyCustomSign)	Parking Lot Signs (FY2011) [Check Min Spgs]			124.75
4/17/2012	Green Tek	Greenway Parking Tree Pl... [Check Min Spgs]			2,160.00
4/17/2012	Green Tek	Greenway Parking Tree Pl... Landscaping & Signage			-2,160.00
4/19/2012	Lowe's	Fencing Materials (FY2011) Construction:In-House			-8.22
4/19/2012	Debit Card (Lowe's)	Fencing Supplies (FY2011) [Check Min Spgs]			8.22
4/20/2012	Lowe's	Fencing Materials (FY2011) Construction:In-House			-320.32
4/20/2012	Debit Card (Lowe's)	Fencing Supplies (FY2011) [Check Min Spgs]			320.32
6/3/2012	Lowe's	Fencing Materials (FY2011) Construction:In-House			-38.30
6/3/2012	Lowe's	Fencing Materials (FY2011) [Check Min Spgs]			38.30
7/16/2012	Joseph Shawley	Eagle Scout Project - Ston...	Construction:Outsourced:Cont...		-435.00
7/16/2012	Joseph Shawley	Eagle Scout Project - Ston... [Check Min Spgs]			435.00
10/13/2012	Lowe's	Sign Installation Materials ...	Landscaping & Signage		-56.57
10/13/2012	Lowe's	"Caution" Tape (FY2012)	Landscaping & Signage		-11.18
10/13/2012	Debit Card (Lowe's)	Sign Installation Materials ... [Check Min Spgs]			56.57
10/13/2012	Debit Card (Lowe's)	"Caution" Tape (FY2012) [Check Min Spgs]			11.18
10/15/2012	Jeff Cress	Eric DeGroat Eagle Projec...	Construction:Outsourced:Cont...		-450.00
10/15/2012	Jeff Cress	Eric DeGroat Eagle Projec... [Check Min Spgs]			450.00
10/15/2012	Debit Card (Panoramic Farm)	Greenway Parking & Tow... [Check Min Spgs]			105.00
10/15/2012	Panoramic Farm	10 Itea virginica shrubs (F...	Landscaping & Signage		-105.00
11/2/2012	Debit Card (Lowe's)	Kiosk Lumber (FY2012) [Check Min Spgs]			277.12
11/8/2012	Lowe's	Kiosk Lumber (FY2012) Construction:In-House			-277.12
12/3/2012	Barco Products Company	I/N 111200176 Kiosk Mes...	Landscaping & Signage		-1,560.50
12/3/2012	Barco Products Company	I/N 111200176 Kiosk Mes... [Check Min Spgs]			1,560.50
1/19/2013	Lowe's	Kiosk construction (FY2012)	Construction:In-House		-30.88
1/19/2013	Debit Card (Lowe's)	Kiosk construction lumber ... [Check Min Spgs]			30.88
1/22/2013	Lowe's	Kiosk Message Board bac...	Landscaping & Signage		-108.46
1/22/2013	Debit Card (Lowe's)	Kiosk Message Board bac... [Check Min Spgs]			108.46
1/26/2013	Lowe's	Kiosk Message Board bra...	Landscaping & Signage		-49.66

# Greenway Parking Capital Project Fund

7/1/2011 Through 6/12/2013

7/22/2013

Page 2

Date	Description	Memo	Category	Clr	Amount
1/26/2013	Debit Card (Lowe's)	Kiosk Message Board bra...	[Check Min Spgs]		49.66
5/24/2013	Debit Card (Matthews Building S...	Kiosk Cedar Roof Shakes ...	[Check Min Spgs]		180.18
5/24/2013	Matthews Building Supply	Kiosk Cedar Roof Shakes ...	Construction:In-House		-180.18
6/1/2013	Debit Card (Lowe's)	Shrubs (FY2012)	[Check Min Spgs]		55.32
6/1/2013	Lowe's	Shrubs (FY2012)	Landscaping & Signage		-55.32
6/5/2013	Debit Card (Safetysign.com)	"Electronic Security" signs...	[Check Min Spgs]		124.25
6/5/2013	Safety Sign	"Electronic Security" signs...	Landscaping & Signage		-124.25
6/5/2013	Lowe's	Kiosk roof sheathing (FY2...	Construction:In-House		-109.57
6/5/2013	Debit Card (Lowe's)	Kiosk roof sheathing (FY2...	[Check Min Spgs]		109.57
<b>TOTAL 7/1/2011 - 6/12/2013</b>					<b>0.00</b>

<b>BALANCE 6/12/2013</b>	<b>0.00</b>
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<b>TOTAL INFLOWS</b>	<b>73,621.31</b>
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<b>TOTAL OUTFLOWS</b>	<b>-73,621.31</b>
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<b>NET TOTAL</b>	<b>0.00</b>
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# Ag Building Capital Project Fund

4/1/2010 Through 6/12/2013

7/22/2013

Category Description	4/1/2010- 6/12/2013
<b>EXPENSES</b>	
Construction	
Misc	
Contractors	360.00
In-House	1,566.71
TOTAL Misc	1,926.71
Outsourced	
Contractors	41,399.00
Management	1,230.00
TOTAL Outsourced	42,629.00
TOTAL Construction	44,555.71
Land Acquisition Costs	
Purchase	110,678.46
Surveys	23.00
TOTAL Land Acquisition Costs	110,701.46
<b>TOTAL EXPENSES</b>	<b>155,257.17</b>
<b>TRANSFERS</b>	
FROM Check Min Spgs	155,257.17
<b>TOTAL TRANSFERS</b>	<b>155,257.17</b>
<b>OVERALL TOTAL</b>	<b>0.00</b>

# Ag Building Capital Project Fund

4/1/2010 Through 6/12/2013

7/22/2013

Page 1

Date	Description	Memo	Category	Clr	Amount
<b>BALANCE 3/31/2010</b>					<b>0.00</b>
4/9/2010	Opening Balance		[Ag Bldg Capital Project Fund]		0.00
7/1/2010	Union County {Register of Dee... Subdivision Plat Recordi...		Land Acquisition Costs:Surv...		-23.00
7/1/2010	Union County {Register of Dee... Subdivision Plat Recordi...		[Check Min Spgs]		23.00
7/29/2010	Clark, Griffin & McCollum, LLP	Closing 7/29/10 (FY2010)	Land Acquisition Costs:Purc...		-110,678.46
7/29/2010	Clark, Griffin & McCollum, LLP	Closing 7/29/10 (FY2010)	[Check Min Spgs]		110,678.46
8/25/2010	Debit Card (Lowe's)	Window Glazing Material...	[Check Min Spgs]		57.75
8/25/2010	Lowe's	Window Glazing Material...	Construction:Misc:In-House		-57.75
9/30/2010	Donald Gaddy	Supervision 8/23 - 9/23 (...	Construction:Outsourced:Ma...		-450.00
9/30/2010	Donald Gaddy	Supervision 8/23 - 9/23 (...	[Check Min Spgs]		450.00
10/15/2010	Lowe's	Blinds (FY2010)	Construction:Misc:In-House		-809.20
10/15/2010	Lowe's	Blinds (FY2010)	[Check Min Spgs]		809.20
10/23/2010	Lowe's	Electrical Supplies (FY20...	Construction:Misc:In-House		-63.98
10/23/2010	Debit Card (Lowe's)	Electrical Supplies (FY20...	[Check Min Spgs]		63.98
10/28/2010	Lowe's	Electrical Supplies (FY20...	Construction:Misc:In-House		-110.78
10/28/2010	Debit Card (Lowe's)	Electrical Supplies (FY20...	[Check Min Spgs]		110.78
10/28/2010	Donald Gaddy	Supervision 9/24 - 10/22 ...	Construction:Outsourced:Ma...		-480.00
10/28/2010	Donald Gaddy	Supervision 9/24 - 10/22 ...	[Check Min Spgs]		480.00
10/29/2010	Covenant Waste Systems	2 - 20 Yd Dumpsters (FY...	Construction:Misc:In-House		-525.00
10/29/2010	Covenant Waste Systems	2 - 20 Yd Dumpsters (FY...	[Check Min Spgs]		525.00
11/22/2010	Godfrey Construction Company...	Roof Replacement & Wi...	Construction:Outsourced:Co...		-41,399.00
11/22/2010	Godfrey Construction Company...	Roof Replacement & Wi...	[Check Min Spgs]		41,399.00
11/30/2010	Donald Gaddy	Supervision 10/23 - 11/2...	Construction:Outsourced:Ma...		-300.00
11/30/2010	Donald Gaddy	Supervision 10/23 - 11/2...	[Check Min Spgs]		300.00
7/18/2011	Ahlstrom's Tree Service	Tree and Stump Remova...	Construction:Misc:Contractors		-360.00
7/18/2011	Ahlstrom's Tree Service	Ag Building: Tree & Stum...	[Check Min Spgs]		360.00
<b>TOTAL 4/1/2010 - 6/12/2013</b>					<b>0.00</b>

<b>BALANCE 6/12/2013</b>	<b>0.00</b>
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<b>TOTAL INFLOWS</b>	<b>155,257.17</b>
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<b>TOTAL OUTFLOWS</b>	<b>-155,257.17</b>
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<b>NET TOTAL</b>	<b>0.00</b>
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June 2013

Revenue Details

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with 1501 1000 101

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COLLECTIONS BY RCD/REV UNIT/YR-DAYE RANGE  
 DEPOSIT DATE RANGE: 5/01/2013 THRU 5/31/2013  
 REPORT GROUP: 100 REAL AND PERSONAL  
 REVENUE UNIT: 990 TOWN OF MINERAL SPRINGS

YEAR	TAXES, ASSESSMENTS & MISC. CHARGES	LATE LIST	INTEREST (NOT INT3)	STATE INTEREST (INT3)	TOTAL COLLECTED (INT3)	COMMISSION & STATE INTEREST	NET OF COMMISSION
2012	324.74	1.24	15.31		341.29	5.12	336.17
TOTAL	324.74	1.24	15.31		341.29	5.12	336.17

DATE 5/31/13  
 TIME 14:21:43  
 USER PHH

UNION COUNTY

PAGE 54  
 PROG# C12138

COLLECTIONS BY RCOD/REV UNIT/YR-DATE RANGE  
 DEPOSIT DATE RANGE: 5/01/2013 THRU 5/31/2013  
 REPORT GROUP: 200 REGISTERED VEHICLE  
 REVENUE UNIT: 990 TOWN OF MINERAL SPRINGS

YEAR	TAXES, ASSESSMENTS & MISC. CHARGES	LATE LIST	INTEREST STATE INTEREST (NOT INT3)	INTEREST STATE INTEREST (INT3)	TOTAL COLLECTED	COMMISSION & STATE INTEREST	NET OF COMMISSION & STATE INTEREST
2010	.61				.61	.01	.60
2011	7.84		.84	.32	9.00	.14	8.54
2012	452.06		4.62	3.58	460.26	6.90	449.79
TOTAL	460.51		5.46	3.90	469.87	7.05	458.92

# NC Sales and Use Distribution

April 2013 Collections

Summary

June 12, 2013

	ARTICLE 39	ARTICLE 40	ARTICLE 42	ARTICLE 43	ARTICLE 44	ARTICLE 45	ARTICLE 46	CITY HH	TOTAL
UNION	\$ 951,748.64	\$ 851,671.17	\$ 518,900.86	\$ -	\$ 270.78	\$ -	\$ -	\$ (201,038.03)	\$ 2,121,553.42
(Ad Valorem)									
FAIRVIEW	\$ 518.82	\$ 464.26	\$ 282.86	\$ -	\$ 0.15	\$ -	\$ -	\$ 492.50	\$ 1,758.59
HENRY BRIDGE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
INDIAN TRAIL	\$ 29,564.99	\$ 26,456.20	\$ 16,119.06	\$ -	\$ 8.41	\$ -	\$ -	\$ 28,064.99	\$ 100,213.65
LAKE PARK	\$ 3,621.03	\$ 3,240.27	\$ 1,974.21	\$ -	\$ 1.03	\$ -	\$ -	\$ 3,437.30	\$ 12,273.84
MARSHVILLE	\$ 4,217.92	\$ 3,774.40	\$ 2,299.64	\$ -	\$ 1.20	\$ -	\$ -	\$ 4,003.93	\$ 14,297.09
MARVIN	\$ 3,131.18	\$ 2,801.93	\$ 1,707.14	\$ -	\$ 0.89	\$ -	\$ -	\$ 2,972.32	\$ 10,613.46
MUNICIPAL SPRINGS	\$ 422.13	\$ 377.74	\$ 230.15	\$ -	\$ 0.12	\$ -	\$ -	\$ 400.72	\$ 1,430.86
MINT HILL *	\$ 32.93	\$ 29.47	\$ 17.95	\$ -	\$ 0.01	\$ -	\$ -	\$ 31.28	\$ 111.64
MONROE	\$ 115,129.71	\$ 103,023.69	\$ 62,769.62	\$ -	\$ 32.76	\$ -	\$ -	\$ 109,288.45	\$ 390,244.23
STALLINGS *	\$ 20,457.56	\$ 18,306.43	\$ 11,153.62	\$ -	\$ 5.82	\$ -	\$ -	\$ 19,419.63	\$ 69,343.06
UNIONVILLE	\$ 615.04	\$ 550.37	\$ 335.33	\$ -	\$ 0.17	\$ -	\$ -	\$ 583.85	\$ 2,084.76
WAXHAW	\$ 26,457.08	\$ 23,675.09	\$ 14,424.61	\$ -	\$ 7.53	\$ -	\$ -	\$ 25,114.75	\$ 89,678.06
WEDDINGTON *	\$ 3,609.86	\$ 3,230.28	\$ 1,968.12	\$ -	\$ 1.03	\$ -	\$ -	\$ 3,426.73	\$ 12,236.02
WESLEY CHAPEL	\$ 922.68	\$ 825.66	\$ 503.05	\$ -	\$ 0.26	\$ -	\$ -	\$ 875.88	\$ 3,127.53
WINGATE	\$ 3,082.08	\$ 2,757.99	\$ 1,680.37	\$ -	\$ 0.88	\$ -	\$ -	\$ 2,925.70	\$ 10,447.02



**Gas, Power, Telecommunications, and Video Programming Distribution**

Distribution Date June 17, 2013		For Quarter Ending March 31, 2013					Deposit Date June 17, 2013	
County of	Local Government	Excise Tax On Piped Natural Gas	Franchise Tax on Electric Power	Sales Tax on Telecommunication Services	Sales Tax On Video Programming	Total Distribution		
Union		\$ -	\$ -	\$ -	\$ -	\$ 128,212.31	\$	128,212.31
Town of Fairview		\$ 74.00	\$ 26,531.00	\$ 10,275.00	\$ 2,041.71	\$ 38,921.71	\$	38,921.71
Town of Hemby Bridge		\$ 507.00	\$ 10,840.71	\$ 4,629.00	\$ 3,860.46	\$ 19,837.17	\$	19,837.17
Town of Indian Trail		\$ 152,693.00	\$ 185,892.14	\$ 21,117.00	\$ 74,421.70	\$ 434,123.84	\$	434,123.84
Town of Lake Park		\$ 5,720.00	\$ 12,961.77	\$ 609.00	\$ 5,199.26	\$ 24,490.03	\$	24,490.03
Town of Marshville		\$ 10.00	\$ 32,632.95	\$ 9,046.00	\$ 3,123.34	\$ 44,812.29	\$	44,812.29
Town of Marvin		\$ 3,189.00	\$ 30,260.78	\$ 17,557.00	\$ 16,016.94	\$ 67,023.72	\$	67,023.72
Town of Mineral Springs		\$ 234.00	\$ 43,039.00	\$ 1,486.00	\$ 5,149.47	\$ 49,908.47	\$	49,908.47
City of Monroe		\$ 7,868.00	\$ 400,416.62	\$ 115,444.00	\$ 56,373.61	\$ 580,102.23	\$	580,102.23
Town of Stallings		\$ 23,126.00	\$ 95,518.69	\$ 2,663.00	\$ 42,411.24	\$ 163,718.93	\$	163,718.93
Town of Waxhaw		\$ 20,505.00	\$ 60,461.08	\$ 18,992.00	\$ 39,529.52	\$ 139,487.60	\$	139,487.60
Town of Weddington		\$ 9,603.00	\$ 69,580.86	\$ 2,025.00	\$ 23,607.53	\$ 104,816.39	\$	104,816.39
Village of Wesley Chapel		\$ 10,221.00	\$ 39,597.00	\$ 2,859.00	\$ 23,425.71	\$ 76,102.71	\$	76,102.71
Town of Wingate		\$ -	\$ 20,431.85	\$ 7,636.00	\$ 5,346.26	\$ 33,414.11	\$	33,414.11



600 East Fourth Street  
Charlotte, NC 28202  
704-336-2205  
www.mumpo.org

July 25, 2013

Mayor Frederick Becker III  
Town of Mineral Springs  
3506 S. Potter Road  
P.O. Box 600  
Mineral Springs, NC 28108

SUBJECT: Charlotte Regional Transportation Planning Organization  
Memorandum of Understanding

Dear Mayor Becker:

The purpose of this letter is to seek your support to obtain Mineral Springs' adoption of the proposed Memorandum of Understanding (MOU) creating the Charlotte Regional Transportation Planning Organization (CRTPO). The CRTPO is the successor organization to the Mecklenburg-Union Metropolitan Planning Organization (MUMPO), and is being created in response to the expanded urbanized area (UZA) designated as a result of the 2010 Census. It will fulfill all requirements for Metropolitan Planning Organizations (MPO) to conduct regional transportation planning.

On July 17, 2013, MUMPO endorsed an updated MOU and directed that it be forwarded to local and county governments for adoption. The MOU is an MPO's governing document and sets forth the roles and responsibilities for implementing the cooperative, comprehensive and continuing transportation planning process in the Charlotte UZA. In order for Mineral Springs to participate as a full member of the CRTPO, the Town's governing body must authorize its chief elected official to sign the MOU. In addition, and as incorporated into the updated MOU, the Town must also pay its share of the required local match of federal funds provided to support CRTPO. The estimated amount is \$910.

Your leadership in obtaining Mineral Springs' adoption of the proposed MOU by October 1, 2013 will be most appreciated. I look forward to the Town taking an active role in the Charlotte Regional Transportation Planning Organization.

Sincerely:

A handwritten signature in black ink that reads "Robert W. Cook". The signature is written in a cursive, flowing style.

Robert W. Cook, AICP  
Secretary, Mecklenburg-Union Metropolitan Planning Organization

cc: Vicky Brooks, Town Clerk

Charlotte Regional  
Transportation Planning Organization

Memorandum of Understanding

**Final Draft  
Endorsed by the  
Mecklenburg-Union  
Metropolitan Planning Organization  
July 17, 2013**



**MEMORANDUM OF UNDERSTANDING  
FOR**

COOPERATIVE, COMPREHENSIVE, AND CONTINUING TRANSPORTATION PLANNING

AMONG

THE GOVERNOR OF THE STATE OF NORTH CAROLINA,  
THE NORTH CAROLINA BOARD OF TRANSPORTATION,  
THE CITY OF CHARLOTTE, TOWN OF CORNELIUS, TOWN OF DAVIDSON, TOWN OF FAIRVIEW,  
TOWN OF HUNTERSVILLE, TOWN OF INDIAN TRAIL, IREDELL COUNTY, TOWN OF MARSHVILLE,  
VILLAGE OF MARVIN, TOWN OF MATTHEWS,  
MECKLENBURG COUNTY, TOWN OF MINERAL SPRINGS, TOWN OF MINT HILL, CITY OF MONROE,  
TOWN OF MOORESVILLE, TOWN OF PINEVILLE,  
TOWN OF STALLINGS, CITY OF STATESVILLE, TOWN OF TROUTMAN, UNION COUNTY, , TOWN OF  
WAXHAW, TOWN OF WEDDINGTON, VILLAGE OF WESLEY CHAPEL and TOWN OF WINGATE, IN  
COOPERATION WITH THE UNITED STATES DEPARTMENT OF TRANSPORTATION

WITNESSETH THAT:

**WHEREAS**, Section 134(a) of Title 23 of the United States Code states:

“It is in the national interest to encourage and promote the development of transportation systems embracing various modes of transportation in a manner which will efficiently maximize mobility of people and goods within and through urbanized areas and minimize transportation-related fuel consumption and air pollution. To accomplish this objective, metropolitan planning organizations, in cooperation with the State, shall develop transportation plans and programs for urbanized areas of the State. Such plans and programs shall provide for the development of transportation facilities (including pedestrian walkways and bicycle transportation facilities), which will function as an intermodal transportation system for the State, the metropolitan areas, and the Nation. The process for developing such plans and programs shall provide for consideration of all modes of transportation and shall be continuing, cooperative, and comprehensive to the degree appropriate, based on the complexity of the transportation problems”; and,

**WHEREAS**, a transportation planning process includes the operational procedures and working arrangements by which short and long-range transportation plans are soundly conceived and developed and continuously evaluated in a manner that will:

1. Assist governing bodies and official agencies in determining courses of action and in formulating attainable capital improvement programs in anticipation of community needs; and,
2. Guide private individuals and groups in planning their decisions which can be important factors in the pattern of future development and redevelopment of the area; and,

**WHEREAS**, Chapter 136, Article 3A, Section 136-66.2(a) of the General Statutes of North Carolina requires that:

Each MPO, with cooperation of the Department of Transportation, shall develop a comprehensive transportation plan in accordance with 23 U.S.C. § 134. In addition, an MPO may include projects in its transportation plan that are not included in a financially constrained plan or are anticipated to be needed beyond the horizon year as required by 23 U.S.C. § 134. For municipalities located within an MPO, the development of a comprehensive transportation plan will take place through the metropolitan planning organization. For purposes of transportation planning and programming, the MPO shall represent the municipality's interests to the Department of Transportation.

**WHEREAS**, Chapter 136, Article 3A, Section 136-66.2(b1-4) provides that:

After completion and analysis of the plan, the plan shall be adopted by both the governing body of the municipality or MPO and the Department of Transportation as the basis for future transportation improvements in and around the municipality or within the MPO. The governing body of the municipality and the Department of Transportation shall reach agreement as to which of the existing and proposed streets and highways included in the adopted plan will be a part of the State highway system and which streets will be a part of the municipal street system. As used in this Article, the State highway system shall mean both the primary highway system of the State and the secondary road system of the State within municipalities.

The municipality or the MPO shall provide opportunity for public comments prior to adoption of the transportation plan.

For portions of a county located within an MPO, the development of a comprehensive transportation plan shall take place through the metropolitan planning organization.

To complement the roadway element of the transportation plan, municipalities and MPOs may develop a collector street plan to assist in developing the roadway network. The Department of Transportation may review and provide comments but is not required to provide approval of the collector street plan.

**WHEREAS**, Chapter 136, Article 3A, Section 136-66.2(d) provides that:

For MPOs, either the MPO or the Department of Transportation may propose changes in the plan at any time by giving notice to the other party, but no change shall be effective until it is adopted by both the Department of Transportation and the MPO.,

**WHEREAS**, it is the desire of these agencies that the previously established continuing, comprehensive, cooperative transportation planning process, as set forth in the Memorandum of Understanding dated September 2003 be revised and updated to comply with 23 U.S.C. subsections 134, as amended (Federal Highway Administration) and 49 U.S.C. 5303, 5305, 5306 and 5307 (Federal Transit Administration).

**WHEREAS**, the effective date of this document shall be the date on which it is signed by the Governor of the State of North Carolina, or his designee.

**NOW THEREFORE** the Memorandum of Understanding is amended to read as follows:

**SECTION I.** It is hereby agreed that the CITY OF CHARLOTTE, TOWN OF CORNELIUS, TOWN OF DAVIDSON, TOWN OF FAIRVIEW, TOWN OF HUNTERSVILLE, TOWN OF INDIAN TRAIL, IREDELL COUNTY, TOWN OF MARSHVILLE, VILLAGE OF MARVIN, TOWN OF MATTHEWS, MECKLENBURG COUNTY, TOWN OF MINERAL SPRINGS, TOWN OF MINT HILL, CITY OF MONROE, TOWN OF MOORESVILLE, TOWN OF PINEVILLE, TOWN OF STALLINGS, CITY OF STATESVILLE, TOWN OF TROUTMAN, UNION COUNTY, TOWN OF WAXHAW, TOWN OF WEDDINGTON, VILLAGE OF WESLEY CHAPEL, TOWN OF WINGATE, AND THE NORTH CAROLINA BOARD OF TRANSPORTATION in cooperation with THE UNITED STATES DEPARTMENT OF TRANSPORTATION, will participate in a continuing transportation planning process with responsibilities and undertakings as related in the following paragraphs:

- A. The area involved will consist of the Charlotte Urbanized Area as defined by the United States Department of Commerce, Bureau of the Census, in addition to that area beyond the existing urbanized area boundary that is expected to become urban within a twenty-year planning period. This area is hereinafter referred to as the Planning Area.

Portions of the Charlotte Urbanized Area located in the following counties are by agreement with adjacent metropolitan planning organizations (MPO) not part of the planning area of the Charlotte Regional Transportation Planning Organization (CRTPO): Cabarrus, Catawba, Gaston, Lancaster, Lincoln and York. The responsibility for implementing a continuing transportation planning process shall

be the responsibility of those MPOs, as noted in the mutually adopted agreements between CRTPO and the adjacent MPOs.

- B. The continuing transportation planning process will be a cooperative one and all planning discussions will be reflective of and responsible to the comprehensive plans for growth and development of the Planning Area.
- C. The continuing transportation planning process will be conducted in accordance with the intent, procedures, and programs of Title VI of the Civil Rights Act of 1964, as amended.
- D. The Charlotte Regional Transportation Planning Organization, hereinafter referred to as the CRTPO, is hereby established with responsibility for coordinating transportation policy of member local governments within the Planning Area and will consist of the Chief Elected Official or a single representative appointed by the Chief Elected Official from the following Boards of General Purpose Local Government as well as two members from the North Carolina Board of Transportation and one member representing the Metropolitan Transit Commission:

- 1. Charlotte City Council
- 2. Cornelius Board of Commissioners
- 3. Davidson Board of Commissioners
- 4. Fairview Town Council
- 5. Huntersville Board of Commissioners
- 6. Indian Trail Town Council
- 7. Iredell County Board of Commissioners
- 8. Marshville Town Council
- 9. Marvin Village Council
- 10. Matthews Board of Commissioners
- 11. Mecklenburg County Board of Commissioners
- 12. Metropolitan Transit Commission
- 13. Mineral Springs Town Council
- 14. Mint Hill Board of Commissioners
- 15. Monroe City Council
- 16. Mooresville Town Board of Commissioners
- 17. Pineville Town Council
- 18. Stallings Town Council
- 19. Statesville City Council
- 20. Troutman Board of Aldermen
- 21. Union County Board of Commissioners
- 22. Waxhaw Board of Commissioners
- 23. Weddington Town Council
- 24. Wesley Chapel Village Council
- 25. Wingate Board of Commissioners
- 26. North Carolina Board of Transportation-Division 10
- 27. North Carolina Board of Transportation-Division 12

The Chief Elected Official of the above member agencies is strongly encouraged to appoint an alternate, in accordance with the rules contained within the CRTPO Bylaws.

- E. The duties and responsibilities of the CRTPO are as follow:
  - 1. The CRTPO in cooperation with the State, and in cooperation with publicly owned operators of mass transportation services, shall be responsible for carrying out the urban transportation planning process specified by the U. S. Department of Transportation and shall develop the

Unified Planning Work Program, the Metropolitan Transportation Plan, and the Transportation Improvement Program..

2. The CRTPO shall be the forum for cooperative decision-making by elected officials of General Purpose Local Government. . However, this shall not limit the CRTPO's local responsibility for (1) insuring that the transportation planning process and the plans and improvement projects which emerge from that process are consistent with the policies and desires of local government; nor, (2) serving as a forum for the resolution of conflicts which arise during the course of developing the Metropolitan Transportation Plan and the Transportation Improvement Program.
3. The CRTPO shall review and approve the Unified Planning Work Program, Metropolitan Transportation Plan and Transportation Improvement Program.
4. The CRTPO as required shall review, approve, and endorse amendments to the Unified Planning Work Program, the Metropolitan Transportation Plan and the Transportation Improvement Program.
5. The CRTPO shall be responsible for adopting and amending the Comprehensive Transportation Plan. Action of the CRTPO in this regard (and this regard only) shall be construed as definitive action of any and all affected municipalities and shall meet the statutory requirement of G.S. 136-66.2(b) without further action of the local municipality(ies).
6. The CRTPO shall have the responsibility for keeping the Boards of General Purpose Local Government informed of the status and requirements of the transportation planning process; assisting in the dissemination and clarification of the decisions, inclinations, and policies of these Boards; and ensuring meaningful citizen participation in the transportation planning process.
7. The CRTPO shall review, approve and endorse changes to the Federal-Aid Urban Area System and Boundary, in conformance with Federal regulations.
8. The CRTPO shall review, approve, and endorse a Prospectus for transportation planning which defines work tasks and responsibilities for the various agencies participating in the transportation planning process; and
9. The CRTPO shall conduct the transportation planning process in conformance with the Clean Air Act, as amended.
10. The CRTPO is responsible for conducting public involvement and technical analyses to determine the preliminary alignments for transportation projects (both road and transitway) included in the Comprehensive Transportation Plan and Metropolitan Transportation Plan. These alignments will be used by local jurisdictions through their land development ordinances for right-of-way protection purposes. Once the CRTPO has adopted an official alignment, it can be modified only by official CRTPO action as outlined in the bylaws of the governing body and Technical Coordinating Committee.

The CRTPO adopts the alignment for right-of-way purposes even if the alternatives are produced through a State or locally funded environmental study process. CRTPO decisions are subject to the voting guidelines contained in Section I.G of this Memorandum of Understanding.

11. The representatives from each General Purpose Local Government on the CRTPO shall be responsible for instructing the clerk of his/her local government to submit certified and sealed copies of minutes or resolutions to the secretary of the CRTPO when formal action involving the Comprehensive Transportation Plan is taken by his/her local government.



12. The CRTPO is responsible for the distribution of funds distributed to CRTPO's under the provisions of MAP-21, and successor legislation.
  13. The CRTPO shall adopt a set of Bylaws. Amendments to the Bylaws shall occur by a **3/4** vote of the CRTPO.
  14. The CRTPO shall maintain a centralized information repository including but not limited to the Metropolitan Transportation Plan; Comprehensive Transportation Plan; the Unified Planning Work Program (UPWP); transportation conformity analysis; CRTPO and TCC Bylaws and membership lists; copies of all final environmental studies, public hearing maps, roadway corridor official maps, and noise reports on projects within the CRTPO boundaries; copies of adopted transportation project alignments; the Transportation Improvement Program (TIP) (local and state); and any other appropriate archival information. The CRTPO shall endeavor through the affected local governments and appropriate technological means to make this information easily available to local governments, citizens, and individuals involved in land development and real estate transactions.
  15. The CRTPO shall have the primary responsibility for citizen input into the continuing transportation planning process.
  18. Any other duties identified as necessary to further facilitate the transportation planning process.
- F. CRTPO shall consist of both voting and non-voting members.

Voting membership in CRTPO will consist of representatives of the following General Purpose Local Government units, the Metropolitan Transit Commission and the North Carolina Board of Transportation (), which shall have the indicated number of votes:

Unit	Number of votes
City of Charlotte	31
Town of Cornelius	2
Town of Davidson	1
Town of Fairview	1
Town of Huntersville	2
Town of Indian Trail	2
Iredell County	2
Town of Marshville	1
Village of Marvin	1
Town of Matthews	2
Mecklenburg County	2
Town of Mineral Springs	1
Town of Mint Hill	2
City of Monroe	2
Town of Mooresville	2
Town of Pineville	1
Town of Stallings	1
City of Statesville	2
Town of Troutman	1
Union County	2
Town of Waxhaw	1
Town of Weddington	1
Village of Wesley Chapel	1
Town of Wingate	1
N.C. Board of Transportation (Division 10)	1
N.C. Board of Transportation (Division 12)	1

Cities/Towns within the Planning Area must have local land use plans and development ordinances in place in order to be voting members. A county other than Iredell, Mecklenburg and Union that becomes part of the Planning Area in whole or in part with at least 5,000 persons in the unincorporated area will also be eligible for voting membership. (For the purpose of establishing membership and voting privileges, jurisdictional population figures shall be calculated based on the latest decennial Census reports of the population of each jurisdiction including, in Mecklenburg County, their Spheres of Influence, in Iredell, TO BE DETERMINED, and in Union County the area including their extra-territorial jurisdiction).

Members will vote on matters pursuant to the authority granted by their respective governmental bodies.

Non-voting membership. One representative from each of the following bodies will serve as a non-voting member:

Charlotte-Mecklenburg Planning Commission  
Iredell County Planning Board  
Union County Planning Board  
U.S. Department of Transportation – FHWA, FTA

Other local, State, or Federal agencies impacting transportation in the Planning Area, as well as cities/towns in the Planning Area that do not otherwise qualify for voting membership can become non-voting members upon invitation by the CRTPO. Cities and towns which do not act to adopt this Memorandum of Understanding, and are otherwise eligible for voting membership, may request to participate in the CRTPO no more than three months after the Memorandum of Understanding's effective date. The effective date shall be defined as the date on which the Governor of the State of North Carolina, or his designee, signs the Memorandum of Understanding.

The term of any designated representative shall be one calendar year from the date of appointment. The CRTPO shall have a Chairperson and Vice-Chairperson and shall meet in accordance with the rules contained within the CRTPO Bylaws.

G. CRTPO Voting Policy

1. A simple majority (weighted) vote shall determine all issues except as provided in 2, 3 and 4 below.
2. When any project is on a road that does not carry an I, U.S., or N.C. route designation, and is totally contained within a single municipality's corporate limits or sphere of influence, its location shall be determined only with the consent of that municipality.
3. When any project is on a road that does not carry an I, U.S. or N.C route designation, the CRTPO cannot override the position of any individual local municipality when any portion of the project is within the municipality's corporate limits or sphere of influence, except by 3/4 majority vote of all votes eligible to be cast.
4. Amendments to the MOU or the CRTPO Bylaws require a 3/4 majority vote of all votes eligible to be cast
5. Quorum shall be established in accordance with rules contained within the MUMPO Bylaws.

6. Eligibility to vote on the CRTPO shall be limited to members in good standing. A member in good standing shall be defined as one having paid its share of funding as defined in Section J of this chapter.

H. A Technical Coordinating Committee, hereinafter referred to as the TCC, shall be established with the responsibility of general review, guidance, and coordination of the transportation planning process for the Planning Area and with the responsibility for making recommendations to the respective local and State governmental agencies and the CRTPO regarding any necessary actions relating to the continuing transportation planning process. The TCC shall be responsible for development, review, and recommendation for approval of the Prospectus, Unified Planning Work Program (UPWP), Comprehensive Transportation Plan, Transportation Improvement Program, Federal-Aid Urban System and Boundary, Metropolitan Transportation Plan, planning citizen participation, and documentation reports on the transportation study.

Membership of the TCC shall be defined in its bylaws and shall include technical representation from all local, county and State governmental agencies directly related to and concerned with the transportation planning process for the planning area.

A TCC member (or alternate) cannot be an elected official holding office in any CRTPO member Town/City Council or County Commission. Representatives of the municipalities shall be the chief administrative officers (town managers) or their designees. Other entities may be represented by their chief administrative officers or their designees. TCC members must be employees of the jurisdiction they represent. Each TCC member shall have one vote.

If the chief administrative officer of a TCC member entity wishes to be represented on the TCC by an individual previously designated to represent another entity on the TCC, the requesting entity's CRTPO representative or chief administrative officer must seek and obtain written approval of such an arrangement from the TCC Chair. If a single individual is the designated representative or alternate for more than one of the above entities, the designated representative shall cast one vote for each entity represented.

I. Administrative coordination for the CRTPO and for the TCC will be performed by the Charlotte-Mecklenburg Planning Department's Transportation Planning Manager, who shall report to the Chair of the CRTPO. Administrative support shall be furnished by the Charlotte-Mecklenburg Planning Department's Director. The Transportation Planning Manager shall supervise additional CRTPO staff as necessary and approved in the annual work program. The Transportation Planning Manager will serve as the Secretary for the CRTPO and TCC with the responsibility for such functions as follows:

1. Arranging meetings and agendas
2. Maintaining minutes and records
3. Preparing a Prospectus and Unified Planning Work Program (UPWP)
4. Assembling and publishing the Transportation Improvement Program
5. Serving as custodian of the Metropolitan Transportation Plan
6. Collecting from local governments certified and sealed minutes and resolutions that document transportation plan revisions and submitting these for mutual adoption by the North Carolina Department of Transportation annually or more often if deemed necessary by the CRTPO or local governments involved.
7. Monitoring the transportation planning process to insure its execution is in accordance with goals and objectives
8. Performing other coordinating functions as assigned by the CRTPO
9. Taking lead responsibility for structuring public involvement in the transportation planning process
10. Preparing the annual PL Expenditure Report

11. Supervising CRTPO staff

The Transportation Planning Manager shall be hired by the Charlotte-Mecklenburg Planning Department's Director with the concurrence of the Chairs of the CRTPO and TCC. The Transportation Planning Manager shall regularly report to the TCC and CRTPO on coordination activities and shall electronically or in writing inform interested parties of actions scheduled for consideration by the TCC and CRTPO.

J. Federal Aid Planning Grant Funds

1. All transportation and related Federal Aid planning grant funds available to promote the cooperative transportation planning process will be expended in accordance with the Unified Planning Work Program adopted by MUMPO.
2. The required local match of the Federal Aid planning grant funds shall be shared among all municipal and county voting members of the CRTPO on a per capita basis. The population totals used to calculate a municipal or county share shall be based upon the most recent decennial Census. The method used to determine the total population shall be as follows:
  - Iredell County: a municipality's share shall be based upon the total population contained within its corporate limits and TO BE DETERMINED, and the County share shall be based upon the total population outside the above areas in the CRTPO's planning area.
  - Mecklenburg County: a municipality's share shall be based upon the total population contained within its corporate limits and Sphere of Influence, and the County share shall be based upon the total population of all areas not within a municipal Sphere of Influence.
  - Union County: a municipality's share shall be based upon the total population contained within its corporate limits and extra-territorial jurisdiction, and the County share shall be based upon the total population outside municipal corporate limits and extra-territorial jurisdictions in the CRTPO's planning area.
3. A member providing its share of the funding shall be considered a member in good standing. Any member not providing its share of the funding by the beginning of the next Federal Fiscal Year shall forfeit its right to be a voting member during the next two Federal Fiscal Years.

Administration of funding in support of the transportation planning process on behalf of the CRTPO will be conducted by the City of Charlotte which will execute appropriate agreements with funding agencies as provided by the Unified Planning Work Program.

**SECTION II.** Subscribing agencies to this Memorandum of Understanding may terminate their participation in the continuing transportation planning process by giving 30 calendar days written notice to the CRTPO Chairperson prior to the date of termination. When annexation occurs and member municipality boundaries extend beyond the adopted urbanized area boundary, the new boundaries will automatically become part of the urbanized area and will be so designated on the Comprehensive Transportation Plan within 60 calendar days of the annexation. After 18 months from the effective date of this document, the terms of this agreement will be evaluated by the participating members. It is further agreed that these agencies will assist in the transportation planning process by providing planning assistance, data, and inventories in accordance with the Prospectus. Additionally, these agencies shall coordinate zoning and subdivision approval in accordance with the adopted Comprehensive Transportation Plan.

**SECTION III.** In witness whereof, the Division Administrator (Federal Highway Administration) on behalf of the United States Department of Transportation, and the Secretary of Transportation on behalf of the Governor of the State of North Carolina have signed this Memorandum of Agreement and the other parties to this Memorandum of Understanding have authorized appropriate officials to sign the same, the City of Charlotte by its Mayor, the Town of Cornelius by its Mayor, the Town of Davidson by its Mayor, the Town of Fairview by its Mayor, the Town of Huntersville by its Mayor, the Town of Indian Trail by its Mayor, Iredell County by the

Chair of its Board of Commissioners, the Town of Marshville by its Mayor, the Village of Marvin by its Mayor, the Town of Matthews by its Mayor, Mecklenburg County by the Chair of its Board of Commissioners, the Town of Mineral Springs by its Mayor, the Town of Mint Hill by its Mayor, the City of Monroe by its Mayor, the Town of Mooresville by its Mayor, the Town of Pineville by its Mayor, the Town of Stallings by its Mayor, the City of Statesville by its Mayor, the Town of Troutman by its Mayor, Union County by the Chair of its Board of Commissioners, the Town of Waxhaw by its Mayor, the Town of Weddington by its Mayor, the Village of Wesley Chapel by its Mayor, and the Town of Wingate by its Mayor.

**AN ORDINANCE AMENDING THE BUDGET OF  
THE TOWN OF MINERAL SPRINGS  
FOR THE FISCAL YEAR 2013-2014  
O-2013-01**

**WHEREAS**, NC G.S. 159-15 authorizes a municipal governing board to amend the annual budget ordinance at any time after the ordinance's adoption;

**NOW, THEREFORE BE IT ORDAINED** by the Council of the Town of Mineral Springs, North Carolina, the following:

**SECTION 1. Appropriations and Amounts. Amendment #2013-01:**

<u>INCREASE</u>		<u>DECREASE</u>	
Dues	<u>\$1,000</u>	Contingency	<u>\$1,000</u>
<b>Total</b>	<b><u>\$1,000</u></b>	<b>Total</b>	<b><u>\$1,000</u></b>

**SECTION 2. Effective Date.** This ordinance is effective upon adoption.

**ADOPTED** this 8th day of August, 2013. Witness my hand and official seal:

\_\_\_\_\_  
Frederick Becker III, Mayor

Attest:

\_\_\_\_\_  
Vicky A. Brooks, Clerk

## TOWN OF MINERAL SPRINGS, NORTH CAROLINA

### POSITION TITLE(S): DEPUTY CLERK/DEPUTY TAX COLLECTOR

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#### **GENERAL DESCRIPTION OF DUTIES**

This part time position provides administrative assistance to the Town, its elected officials, appointed positions, committees and boards. The Deputy Clerk assists in the maintenance and coordination of permanent records and documents and is responsible for a variety of clerical and administrative functions. The work is performed independently, with oversight from the Town Administrator. The Town Administrator will make assignments by defining objectives, priorities, deadlines and assisting the employee with unusual situations which do not have a precedent. The Deputy Clerk is responsible to plan and carry out the successive steps, handle problems and deviations in the work assignment in accordance with instructions, policies, previous training or accepted practices in the role.

#### **DEPUTY TOWN CLERK RESPONSIBILITIES:**

- Serves as the receptionist for the Town Hall. A receptionist is an employee who greets visitors, customers, or patients, answers the telephone and makes appointments, etc.
- Back's up the Town Administrator in their absence.
- Attends required meetings, planning sessions and discussions on time.
- Prepares transcripts of Town Council meetings from audio recordings and submits them to the Town Administrator for review, modification and publication.
- Assists in the preparation of agenda packets for the Town Council meetings.
- Assists in maintaining indexed book of ordinances, resolutions and proclamations.
- Assists the Town Administrator in receipt and follow up on citizen inquires and complaints. Responds to correspondence/questions received by the Administrator's office.
- Collects/distributes incoming mail and meters/drops off outgoing mail at Post Office.
- Assists with the publication of the town newsletter.
- Reviews monthly bank statements for discrepancies or unusual activity and forwards to the finance officer.
- Receives property tax payments from "walk-ins" and issues receipts, as needed.
- Prepares meeting room for all town meetings and assists with clean-up.
- Attends all Board of Adjustment meetings.
- Prepares transcripts of Board of Adjustment meetings from the audio recordings and submits them to the Town Administrator for review, modification and publication.
- Maintains all general files and records.
- Composes and transcribes routine correspondence, such as letters, memos, reports and other materials.
- Undertakes special projects as assigned by Town Administrator.
- Ability to plan and organize daily work routine, establish priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion for work elements, and establishes a personal schedule accordingly. Implements work activity in accordance with priorities and estimated schedules.
- Performs other duties as may be prescribed by the Mayor, Town Council, or Town Administrator.

#### **DEPUTY TAX COLLECTOR RESPONSIBILITIES:**

- Serves as the Deputy Tax Collector.
- Contacts delinquent taxpayers, through mailings, and requests payment.

- Utilizes personal data services, (such as Lexis/Nexis), to acquire additional personal data, such as social security numbers, current addresses, birth date, job status, etc.
- Prepares / updates submissions to the North Carolina Debt Setoff Program.
- Receives and records tax payments for tax year 2012 and prior.
- Provides status information to mortgage companies, title companies and closing attorneys.
- Prepares and submits monthly report of all collections to the Town Council.
- Maintains telephone contact with delinquent taxpayers.
- Corresponds with the Union County Tax Administration for detailed tax information.
- Update / maintain both real and personal property tax statements in the computer system, (no less than monthly.)

**EQUIPMENT OPERATED**

Computer, copier, postage machine, printer and other assigned office equipment.

**REPORTING RELATIONSHIP**

This position reports to the Town Administrator.

**WORKING CONDITIONS**

Work is of a sedentary nature requiring some light physical activity such as walking, reaching, stooping and repetitive motion of the wrists, hands and fingers. Exposure to atmospheric conditions normally associated with office type work.

**PREFERRED QUALIFICATIONS**

- Education - Graduation from an accredited high school.

**KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of modern office procedures and practices.
- Knowledge of the Town Charter and governing ordinances, (or the ability to acquire knowledge of.)
- Knowledge of the organizational structure and functional areas of the Town, (or the ability to acquire knowledge of.)
- Proficiency in the operation of assigned office equipment, including computer equipment, Microsoft Office Software, etc.
- Ability to adhere to archiving processes/standards and to maintain records effectively.
- Ability to handle Mineral Springs resident inquiries and the general public with tact and with courtesy.

**Acceptance of job description and statement of understanding:**

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



## TOWN OF MINERAL SPRINGS, NORTH CAROLINA

### POSITION TITLE(s): TOWN CLERK, ZONING ADMINISTRATOR, PLANNING DIRECTOR & TOWN ADMINISTRATOR

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#### **GENERAL DESCRIPTION OF DUTIES**

This position is the primary source for subject matter expertise in each of the following disciplines and as such serves as the day to day contact for Mineral Springs residents who are seeking assistance and direction. The appropriate staffing and efficient daily operations of the Town Hall are a critical requirement of this position. Consequently, an employee in this position is empowered to reason independently, reach sound conclusions and proceed within the framework of each role and in compliance with Mineral Springs town policy and the direction of the Town Council.

#### **TOWN CLERK RESPONSIBILITIES:**

- Appointed by and serves at the pleasure of the Mineral Springs Town Council.
- Serves as Town Clerk and performs statutory duties as required by the State of North Carolina and the Town Charter.
- Develops agenda content, prepares agendas for the Town Council meetings; publicizes meeting times and agendas; prepares legal advertisements and notices and gets same posted and published; oversees all preparations for town council meetings, attends all Council meetings; drafts minutes for Council approval and sees that same are properly executed and maintained; answers inquiries regarding Council actions; provides research on prior Council actions; serves as staff support for the Mayor and Council.
- Serves as the legal custodian of public records including ordinances, resolutions, proclamations, contracts, adopted fee schedule, agreements, minute books, and correspondence.
- Maintains indexed book of ordinances, resolutions and proclamations.
- Maintains schedules in compliance with open meetings law, including monthly calendar of meetings of the Town Council, Planning Board, Board of Adjustment, and all Committees. Issues notices to news media regarding meetings.
- Receives and follows up on citizen inquires and complaints. Responds to correspondence or questions received by the Clerk's office.
- Maintains record of board and committee appointments.
- Coordinates the microfilming of all Town minutes with the State Division of Archives and History.
- Administers oaths of office as required.
- Maintains custody of Town Seal and attests all official Town documents.
- Reviews/signs all checks in accordance with the Finance Officer.
- Orders and maintains inventory supplies.
- Maintains and updates town addresses.
- Develops the town newsletter, manages its production, including content and distribution.
- Serves as the town Webmaster, including the maintenance and development of content for the town website.

#### **TOWN ADMINISTRATOR RESPONSIBILITIES:**

- Appointed by and serves at the pleasure of the Mineral Springs Town Council.
- Implements policies developed and enacted by the Town Council.
- Serves as the town's Americans with Disabilities Act coordinator; attends all available training.
- Serves as the town's Emergency Management Coordinator; attends all required meetings with Union County Emergency Management.

- Manages the daily operations of the town government.
- Serves as the liaison for the Mayor and Town Council in developing, interpreting, and implementing public policy.
- Consults with governing body members, legal staff, and state officials.
- Coordinates activities with other public agencies and governments.
- Performs general administrative duties as required.
- Performs other duties as may be prescribed by the Mayor and Town Council. Manages the bidding and contracting process with outside contractors, presents to town council for prior approval and execution of agreement.
- Coordinates with the Mayor, Town Council, legal staff, seller and others on land acquisition.
- Coordinates with other officials on town building renovation and construction projects. Supports the management of contractors.
- Supervises the Deputy Town Clerk and has hiring/terminating authority. Performs annual employee performance evaluation and reports to the Town Council.
- Provides for seasonal decorations and/or landscaping at town hall and other areas in the town on an "as-needed" basis.

### **ZONING ADMINISTRATOR RESPONSIBILITIES:**

- Appointed by and serves at the pleasure of the Mineral Springs Town Council.
- Serves as Zoning and Subdivision Administrator for the Town.
- Serves as the Floodplain Administrator for the Town.
- Drafts Zoning and Subdivision Ordinance text amendments for Planning Board and Town Council approval.
- Serves as point of authority and handles questions from elected officials, appointed boards, and the general public.
- Reviews and processes all zoning permit applications in accordance with the Mineral Springs Zoning and Subdivision Ordinances.
- Reviews subdivision plats and accompanying documentation for compliance with the Zoning and Subdivision Ordinances and consults with applicant. Prepares such for the Planning Board and Town Council approval.
- Determines and assigns street addresses for new construction on vacant properties, as well as for new subdivisions and submits them to Union County Emergency Communications for final approval.
- Manages the storing and archiving of all relevant documents, to comply with North Carolina Department of Cultural Resources record retention laws.
- Posts zoning signs.
- Provides public notices as required by the North Carolina General Statutes.
- Serves as the Town's Geographical Information System (GIS) specialist by producing up-to-date official maps and preparing maps for specific projects.
- Researches Zoning and Subdivision policies, benchmarks and makes recommendations to the Planning Board and Town Council for consideration/adoption.
- Code Enforcement, to include complaint handling, investigation, notices, town council consultation and execution of town council direction up and including legal action.
- Revises Zoning/Subdivision Ordinances and has the newest versions of ZO/SO Articles distributed for Planning Board, Town Council, and Board of Adjustment.
- Presentation of ordinance regulations to the Board of Adjustment as required (i.e. appeals).
- Prepares all Board of Adjustment agendas, development of meeting content, materials, Orders, and staff analyses. (In some cases this may require either legal assistance and/or assistance from others.)

### **PLANNING DIRECTOR RESPONSIBILITIES:**

- Appointed by and serves at the pleasure of the Mineral Springs Town Council.
- Serves as the Town Planner.
- Manages all Planning Board meetings.

- Prepares all Planning Board agendas, development of meeting content, materials and staff analyses.
- Supports the Financial Officer in the preparation, research and application process for Grants to support the continued development of the town infrastructure, (sidewalks, sewer, etc.)
- Manages / participates in studies for long-range development plans for the community, reviewing plans for current development projects for compliance to ordinances and providing support to advisory and governing boards on development of the community.
- Meets with town officials and, as necessary, with the general public to discuss land use matters pertinent to Mineral Springs.
- Performs other duties as required.

### **EQUIPMENT OPERATED**

Computer, copier, postage machine, printer and other assigned office equipment.

### **REPORTING RELATIONSHIP**

This position reports to and serves at the pleasure of the Mineral Springs Town Council.

### **WORKING CONDITIONS**

Work is of a sedentary nature requiring some light physical activity such as walking, reaching, stooping and repetitive motion of the wrists, hands and fingers. Exposure to atmospheric conditions normally associated with office type work.

### **PREFERRED QUALIFICATIONS**

- Education - Graduation from an accredited high school.
- Professional Certification - Certifications from the North Carolina Association of Zoning Officials and/or the International Institute of Municipal Clerks.
- Valid Driver's License.
- Notary Public.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Ability to communicate effectively in oral and written forms, as well as public speaking.
- Proficiency in modern office management, procedures and practices.
- Experience in people management, (hiring, coaching, directing activities, delegation, performance reviews, recognition and termination.)
- Knowledge of the Town Charter, governing ordinances, organizational structure and functional areas of the Town of Mineral Springs. (Or the ability to acquire this knowledge.)
- Knowledge of the laws, regulations, policies and procedures related to land use planning, zoning, growth management, subdivision ordinances, community development and local governments. (Or the ability to acquire this knowledge.)
- Proficiency in the operation of assigned office equipment, including computer equipment, Microsoft Office Software, county and state databases or software applications such as GIS.
- Proficiency in managing work teams, building consensus, collaborative problem solving, prioritization and project planning.

- Ability to establish archiving processes and to maintain records effectively.
- Ability to be resourceful in the investigation and benchmarking of recommendations and solutions for continuous improvement and presentation to the Town Council.
- Ability to develop and maintain effective working relationships with peers in other jurisdictions, the Town Council, elected and appointed officials, community groups and the general public.
- Ability to interpret and follow North Carolina General Statutes as they pertain to any given circumstance presented, including the responsibilities of government officials.

Acceptance of job description and statement of understanding:

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Mayor, Town of Mineral Springs

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**From:** [Lamonica\\_Melody \(US\)](#)  
**To:** [Vicky Brooks](#)  
**Subject:** Compensation Project - Findings & Recommendations  
**Date:** Monday, August 5, 2013 12:41:58 PM  
**Attachments:** [image004.png](#)  
[image005.png](#)  
**Importance:** High

In keeping with the benchmarking project that Vicky and I have been working on, we have a number of findings regarding staff compensation that we would like to review with the Town Council during the August meeting. The following summary is being provided as a platform for the discussion.

First we will recap our findings regarding the recent increase approved by the Town Council for the Deputy Clerk position:

<b>Deputy Clerk - Comparable Positions &amp; Compensation By Community</b>								Date: 8/1/13
Municipality	Position	Full Time	Part Time	Annual Salary	Hourly Wage	Health Benefits	Paid Holidays / Vacation / Sick Days	Certification
Wesley Chapel	Administrative Assistant		10 - 15 hours per week	\$11,700	\$15 per hour			No
Monroe	Administrative Assistant	X		\$28,870, \$36,836, \$44,761	Min - \$13.88, Mid - \$17.71, Max - \$21.51	X	X	No
Weddington	Administrative Assistant		20 hours per week	\$19,094	\$18.36 per hour			No
	Tax Collector	32 hours per week		\$38,604	\$23.20 per hour	X	X	Yes
Marvin	Tax Collector		19 hours per week	\$14,820	\$15 per hour			No
Mineral Springs	Deputy Clerk		12 hours per week	\$9,360	\$15 per hour			No

**Findings:** The \$15 per hour wage that the council approved in June is consistent with comparable roles / job descriptions within 2 out of 3 neighboring communities and is 8% above the starting salary for our county seat. It is important to note that variations in compensation can be attributed to individual education or position tenure.

**Recommendation:** No further adjustment is needed at this time.

Town Clerk - Comparable Positions & Compensation By Community								Date: 8/5/13
Municipality	Position	Full Time	Part Time	Annual Salary	Hourly Wage	Health Benefits	Paid Holidays / Vacation / Sick Days	Certification
Wesley Chapel	Village Clerk / Administrator	32-35 hours per week		\$49,212	\$27.04	X	X	No
	Planning / Zoning Administrator	X		\$53,560		X	X	No
Monroe	City Clerk	X		\$47,299, \$60,340, \$73,340	Min - \$22.74, Mid - \$29.01, Max - \$35.26	X	X	Unknown
Lake Park	Village Clerk / Administrator	X		\$58,200		X	X	No
Unionville	Town Clerk / Administrator / Tax Collector		28 hours per week	\$40,176	\$27.90 per hour	X		No
Weddington	Town Clerk / Administrator	36 hours per week		\$62,674	\$33.48 per hour	X	X	Yes
	Town Planner	X		\$62,138		X	X	No
Fairview	Town Clerk / Administrator / Tax Collector		18 hours per week	\$40,003	\$41.67 per hour			No
Marvin	Town Administrator / Senior Planner	X		\$65,000		X	X	No
	Village Clerk		30 hours per week	\$31,200	\$20 per hour	X	X	No
	Planner / Code Enforcement		X	\$43,000		X	X	No
Mineral Springs	Town Clerk / Administrator / Zoning Administrator	40 hours per week		\$55,000	\$26.44 per hour	Dental & Vision	X	Yes

**Findings:** The current salary of \$55k annually does seemingly benchmark with peers in comparable roles within 3 out of 7 neighboring communities, (Wesley Chapel, Unionville and Fairview.) It is also 14% above the starting salary for our county seat. It is important to note however that the position responsibilities for both Unionville and Fairview do not appear to match that of Mineral Springs.

Compensation and position responsibilities benchmark well between Mineral Springs and Wesley Chapel with a variance of only \$2k between the two, with Mineral Springs being the higher.

Of the remaining 3 benchmark communities, Lake Park and Weddington are slightly above Mineral Springs at \$58.2k and \$62.7k respectively. (With Weddington responsibilities being comparable to those of Mineral Springs. Marvin however does not benchmark, as the town structure includes 4 part time positions all reporting into the Town Administrator, whose compensation is \$65k annually.

**Recommendation:** An adjustment to \$58,117 is recommended for consideration. An increase of 5.7%

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# MEMO

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To: Town Council  
From: Vicky Brooks  
Date: August 1, 2013  
Re: Discussion and Consideration of a Mineral Springs 15<sup>th</sup> Anniversary Festival  
Agenda Item #11 – 08/08/13

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At the July 2013 Town Council meeting, the Council briefly discussed the possibility of scheduling a Mineral Springs 15<sup>th</sup> Anniversary Festival for August of 2014. I was able to do a little bit of research on the festival and I believe our starting point is going to be deciding the following:

1. Is the town committed to scheduling the event?
2. What kind of funding is the Council willing to budget for this event?
3. What date in August do we wish to target for the event? (Saturday dates for August 2014 are: 2, 9, 16, 23, 30)
4. What time should the event start? End?
5. Name the event – is it as simple as “Mineral Springs 15<sup>th</sup> Anniversary Festival” (does this imply that it is our 15<sup>th</sup> festival?) or “Mineral Springs Festival – Celebrating Mineral Springs 15<sup>th</sup> Anniversary” or Mineral Springs Country Festival – Celebrating Mineral Springs 15<sup>th</sup> Anniversary”.
6. What type of events would the Council like to see?
  - a. Craft Booths? Size? Fee? Power? (Waxhaw charges \$85 for a 10 x 10 space - \$120 for a 10 x 10 space with electricity)
  - b. Dunking Booth? (\$250 for 2 to 4 hours, plus a small delivery charge from Jumping Jacks Party Rentals & Fun Events) Will the Mayor/Council participate?
  - c. Moon Bounce (for kids)? - \$150 for 2 hours / \$165 for 4 hours
  - d. Art Exhibit?

e. BBQ Cookout Contest? The town would need to provide judges, a pork butt for each participant, a prize for the winner (and the 2<sup>nd</sup> and 3<sup>rd</sup> place participants), as well as power, lights and restroom facilities during the night leading up to the event. Would the Council want the participants to sell their product to attendees? If so, the town would also have to provide additional meat to the participants.

f. Bands? Would this be a paid band or local school bands?

7. How do we go about enlisting the help of volunteers?

8. Do we need to put together committees?

9. Are we looking to get sponsors (food/drink)?

10. Will we charge admission or just sell tickets for certain activities?

11. Further ideas?

Additional Information Gathered:

1. Event Standard Portable Toilet = \$159.98 per unit

Handicap Accessible Restroom = \$219.98 per unit

Includes - Supplies, Waste Handling and Disposal Fees. (Optional +\$10 waterless hand sanitizer dispenser, per unit price)

Price quoted above will cover you for a 1 to 10 day rental duration and includes a weekday delivery and pick up plus all applicable fees.

2. I have contacted Mr. Larry Raley by email to inquire about using their property for the event and was told that it won't be a problem; they will need for the town to sign a release and provide them with a Certificate of Insurance.