

Town Council Members

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

Peggy Neill – 2015 ~ Melody LaMonica – 2013

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

Agenda

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. June 13, 2013 Regular Meeting Minutes
 - B. May 2013 Tax Collector's Report
 - C. May 2013 Finance Report
4. **Consideration of Appointing an Applicant to the Planning Board**
The council will consider an applicant for a position on the planning board.
5. **Consideration of MUMPO Participation**
The council will consider whether to continue the town's participation in the MUMPO new membership process.
6. **Consideration of "Adopting" the Statements of Reasonableness and Consistency for the Text Amendments**
The council will consider officially "adopting" the statements of reasonableness and consistency on the text amendments that were approved at the June meeting.
7. **Consideration of Authorizing Planning Training for Town Planner**
The council will consider authorizing the expenditures for the town planner to attend two planning related courses at the School of Government.
8. **Review of Staff Positions**
Council will review personnel job descriptions and salaries with input from Councilwoman LaMonica and staff.
9. **Town Hall Parking Lot Sealcoating**
The council will consider seeking bids for sealcoating and restriping the parking lot at the town hall.
10. **Other Business**
11. **Adjournment**

Town of Mineral Springs
Town Hall
3506 S. Potter Road
Town Council
Public Hearings / Regular Meeting
June 13, 2013 ~ 7:30 PM

Minutes Draft

The Town Council of the Town of Mineral Springs, North Carolina, met in Public Hearings and Regular Session at the Mineral Springs Town Hall, Mineral Springs, North Carolina, at 7:30 p.m. on Thursday, June 13, 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 Tax Collector Janet Ridings.

Absent: Councilwoman Janet Critz.

Visitors: Sheila Crunkleton, Bill, Duston, Don Gaddy, Naomi Herndon and George Kimberly.

With a quorum present Mayor Frederick Becker called the Regular Town Council Meeting of June 13, 2013 to order at 7:34 p.m.

1. Opening

- Councilwoman Cureton delivered the invocation.
- Pledge of Allegiance.

2. Public Hearing – Proposed 2013-2014 Budget

- Mayor Becker opened the Public Hearing for the Proposed 2013-2014 Budget at 7:35 p.m. There were no Public Hearing comments made. Mayor Becker closed the Public Hearing for the Proposed 2013-2014 Budget at 7:35 p.m.

3. Public Hearing – Proposed Text Amendments

- Mayor Becker opened the Public Hearing for the Proposed Text Amendments at 7:35 p.m. There were no Public Hearing comments made.
- Mayor Becker introduced Planning Director Vicky Brooks and Bill Duston from N•Focus Planning, who were going to give a brief overview so that everyone would understand what the proposed text amendments were.
- Ms. Brooks referred to Article 2 – Section 2.1 and explained that the need for these additional definitions was realized through the review of the Table of Uses in Article 5 of the Zoning Ordinance as the ordinance was being prepared for the insertion of the Conditional Zoning Districts. Mr. Duston commented that when he and Ms. Brooks went through the uses, they saw that there were a number of uses that

were listed in the Table of Uses that didn't have definitions and should anyone go to Ms. Brooks and want to put one of these in, we felt that it would be a whole lot easier for everybody if Ms. Brooks had finite definition for each of these.

- Adding Section 3.1.2 Business Districts establishes a Mixed Use District; in order to be rezoned to a Mixed Use District (MUD) the applicant must go through the Conditional Zoning District process. Mr. Duston explained that this is the only district in the town code that requires that; any other zoning district will be the same (i.e. going from R40 to B2, etc.); however, if someone wants to apply for a Mixed Use District (it's not on the map), they are going to have to have a site plan and show exactly what all they want to do.
- Section 3.1.5 establishes a Conditional Zoning District. Ms. Brooks apologized and referred the council to the paperwork; the last paragraph refers to Section 3.2.1 and 3.2.2 and noted that they should actually be 3.1.1 and 3.2.1.
- Article 4 – Section 4.5 and Section 4.9.7 (6): the amendment to Section 4.5 (a) allows for multi-family dwellings on a single lot through the Conditional Zoning process. The amendment to Section 4.5 (b) is added for detail. The amendment of 4.9.7 (6) incorporates the MUD district into the business districts described therein. Mr. Duston referred to the third one and explained that we are creating the MUD and we need to classify it as a type of district, especially for screening (not so much internal screening) within the MUD. If the MUD is next door to your house in a residential zone, what sort of screening, if any, do we need on the periphery; that comes in as to the type of district and we're saying that it's a business district for overall classification.
- Amending the title of 6.10 will correspond to the majority of what is listed in 6.10; most what is currently listed is findings as opposed to review criteria. Mr. Duston explained that is just a semantic issue (no big deal). Amending 6.10.11 is for consistency within the Article by removing the word Section; it was a prior error. The addition of 6.10.12 and 6.10.13 were found necessary during discussions between the planning board, the planning director and Mr. Duston; these additions specify further requirements in the Mixed Use District for the uses of retail sales and dry cleaning/laundry plants service outlets.
- Section 8.10 incorporates the MUD District in that list of Business districts and the note clarifies that signs in the MUD district are governed by Section 8.9 (a).
- 12.1 refers an applicant to Section 12.1.11 for Conditional Zoning Map Amendments and clarifies that all other zoning map and text amendments will go through the procedures in Section 12.1.2 through 12.1.10, which we currently have in our ordinance. Mr. Duston explained that this is a big deal here, because Conditional Zoning is not like a regular type rezoning and the applicant will have to show the town what all they want to do. With Conditional Zoning there is going to be more of an input process and there's going to be a Public Informational Meeting (PIM). The PIM is where the applicant would be showing his "stuff" and the neighbors are able to query the applicant as to what all he is proposing to do and give the applicant their thoughts on that. What comes from that meeting would then go to the planning board, the planning board would give it their fair shake and then there'd be the public hearing. The public hearing would be advertised separately, so there are two sets of advertising here; with a regular old zoning there's only one set of advertisements.

- 12.1.7 (d) changes the boundaries for the property owners that will be notified of rezonings from all adjacent property owners to all adjacent property owners within 200 feet; it makes it where more people are going to hear about the PIM and the Public Hearing (not only just these kinds of public hearings, but all public hearings in general). Mr. Duston explained that he ran into something in another community where a property was separated by two feet from an adjacent property owner and didn't get notified, so requiring the two hundred foot radius of external boundaries of the property to be rezoned will take on more people as opposed to just an adjoining property owner. It is more reasonable to take in enough property owners who might be affected by the rezoning.
- Ms. Brooks stated that Section 12.1.11 adds in what Mr. Duston talked about a couple minutes ago. Mr. Duston explained that he had made a fairly lengthy presentation to the council about Conditional Zoning, but he wanted to briefly tell them how this is different from regular rezonings. For a regular rezoning, if a property gets rezoned to B2 [for example] then whatever is allowed in that B2, be it a use by right (just get a permit from Ms. Brooks) or a conditional use (gets approved by boards) would be allowed. With Conditional Zoning, the applicant tells you upfront what they are proposing and if it gets approved, that and only that can be built on the property. Here's the kicker, normally when you get approved for a Conditional Use Permit the town can put conditions that are above and beyond the threshold, but with Conditional Zoning the council can lower the standards – for example, if 100 parking spaces are required and the applicant wants to go to 96, the council can approve that. There are four different areas where the council can go below the standards: density, signage, screening/landscaping and parking. Those are the only ones that the council are given the ability, if they so choose, and those are important words, “if they so choose”, to lower the standards. When the applicant comes in to discuss the Conditional Zoning process, they may ask “what are the rules of engagement?” or “how do we play this game in Mineral Springs?” and that would be discussed with the applicant. As part of the application, if the applicant wants to go below the standards, they are going to have to tell you and if the council feels that it is reasonable and it's not going to upend what the whole zoning district is (what it is designed to do is to allow for a mixture of uses in a more compact basis) then the council can approve that as part of the zoning. If the property were to get sold, then the new owner would only be allowed to do what was already approved, nothing else, nothing more. If they want something significantly different than what was approved, they will have to start the whole process for rezoning.
- Section 15.5.2 speaks to the screening between residential and non-residential uses within the Mixed Use District. Mr. Duston gave an example: let's say that Jerry is within the Mixed Use District, but Melody has a shopping center, Jerry might want to have a little bit of screening between him and the Harris Teeter/restaurant/dumpster/etc., so there is some screening within the district itself (internal and external).
- Ms. Brooks commented that the Table of Uses is the biggie; this is where we added the MUD by going through each use category and gave it a “Use by Right”, “Conditional Use”, “Supplemental Regulations”, etc. Mr. Duston added that we spent the most amount of time determining what uses are allowed in the MUD, because you have a whole laundry list of business uses, but not every business

use that is in the Table of Uses is allowed in the MUD; for example a commercial rehab would not be allowed. If the business use is not allowed in the MUD, then it's not allowed, it's not going there, because the council has no authority. That would be called a use variance and that can't be done. Councilwoman LaMonica pointed out that the Video Rental and Sales category had an "X" in the MUD column and asked how we differentiate from the adult versions of those things. Mr. Duston responded because we have "adult" in there and it is specifically defined, "adult" is not in MUD, but it is in the town's code, so if there is someone who has one of those and they start getting a little risqué and starts selling adult rentals, which is defined in the ordinance as adult uses, and Ms. Brooks determines that to be an adult use, they will get a friendly letter from the town saying "I'm sorry, but you are violating the ordinance, because adult uses are specifically defined/listed and it is categorically not allowed in MUD". Ms. Brooks pointed out that "Finding" was being added to the column titled Supplement Regulation Section Number and Article in the Table of Uses.

- Article 2 – Section 2.1, the addition of the definition for Subdivision, Large Lot. Mayor Becker noted that it is talked about in the ordinance, but it wasn't consistently defined. Ms. Brooks responded right, the definition is "a residential subdivision consisting of lots that range in size between three and five acres where the average lot size is five". This text amendment makes our ordinance more consistent with the Land Use Plan, because right now it says it has to be strictly five acres and the Land Use Plan says three to five.
- Article 3 – Section 3.1.3 (d) (4) (c) (1) was part of the planning board review of the downtown overlay. "Where appropriate, limited" is being removed from the clapboard material; "limited" is being removed from the polished marble material; and "hardi-plank" is being added as an acceptable building material.
- Ms. Brooks explained that there was a consensus of the planning board to officially start the clock running on the existing properties in the Downtown Overlay becoming compliant with the sidewalk, parking lot landscaping and the street tree landscaping regulations. The proposed text amendment will fulfill that consensus, but Ms. Brooks asked the council if, given these economic times, they still wanted to do that. Ms. Brooks reminded the council that the town is required to share the cost of the sidewalks 50/50. When the town initially adopted the Downtown Overlay, no one [property owners] was ever notified that they had to do this, so there becomes a point in time when you say "well that five years is up, when do I start telling them now how long they have"; this proposed amendment just changes the text from back then to 15 years, which gives them another five years to do it. This time they need to be notified. Mayor Becker noted that the council can decide this during the deliberation phase.
- Mr. Donald Gaddy noted that Hardi-Plank is a brand name and asked if the town is not going to allow any other kind of cement board. Mayor Becker responded that the restriction on synthetic wood products was removed, so he thought that other types would be allowed; Hardi-Plank or equivalent. Mayor Becker also noted that "imitation wood siding" was removed from the prohibited material list. Councilwoman LaMonica suggested making a recommendation to add the words "or equivalent". Mayor Becker responded that the council could file that away and add it when they do the potential adoption.

- Mayor Becker closed the Public Hearing on the Proposed Text Amendments at 8:06 p.m.

4. Public Comments

- There were no public comments.

5. Consent Agenda

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

- A. May 9, 2013 Regular Meeting Minutes
- B. April 2013 Tax Collector's Report
- C. Tax Release
- D. April 2013 Finance Report

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

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

6. Consideration of Proposed Text Amendments

- Ms. Brooks referred to the first section of Conditional Zoning Districts and explained that there were two corrections: on page 3 of 20 where it says add "d" to Section 3.1.2 Business Districts, the third sentence refers you to "Section Five", it should say "Article Five"; and on page 4 of 20, second paragraph, Sections "3.2.1" & "3.2.2" should be "3.1.1" and "3.1.2". Mayor Becker explained that the question at this point is the Conditional Zoning District (everything before the yellow sheet in the agenda packet) with the two changes Ms. Brooks brought to the council's attention. Mayor Becker asked if the council had any individual questions or changes; otherwise somebody could make a motion and read the lengthy piece of text [Statements of Reasonableness/Consistency].
- Councilwoman LaMonica stated that 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. **Councilwoman LaMonica** made a **motion** to approve the proposed text amendments, as presented, 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 and **Councilman Countryman** seconded. The motion passed unanimously as follows:

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

- The text amendments are as follows:

Add the following definitions to Section 2.1

Dwelling, Multi-Family.

A residential use consisting of a building containing three or more dwelling units. For purposes of this definition, a building includes all dwelling units that are enclosed within that building or attached to it by a common floor or wall (even the wall of an attached garage or porch).

Dwelling, Patio Home.

A one-family dwelling unit on a separate lot with open space setbacks on three sides and with a court. Patio homes may be attached to similar units on adjacent lots and still meet this definition.

Handicapped, Aged, Infirm Institution/Group Home

An institutional facility or a residential building, housing and providing care or assistance for more than six persons with support and supervisory personnel that provides room and board, personal care, or rehabilitation services in a family environment for not more than thirty (30) individuals who as a result of age, illness, handicap or some specialized program, require personalized services or a supervised living arrangement in order to assure their safety and comfort. Persons residing in such homes, including the aged or disabled, principally need residential care rather than medical treatment. Congregate meals may be provided at such facilities. All group home facilities shall be regulated by the State of North Carolina. Additional requirements may be imposed by the North Carolina Building Code.

Intermediate Care Home.

A facility maintained for the purpose of providing accommodations for not more than six occupants needing medical care and supervision at a lower level than that provided in a nursing care institution but at a higher level than that provided in institutions for the handicapped or infirm.

Intermediate Care Institution.

An institutional facility maintained for the purpose of providing accommodations for more than six persons needing medical care and supervision at a lower level than that provided in a nursing care institution but at a higher level than that provided in institutions for the handicapped or infirm.

Major Street Corridor

Any road designated as a “major” or “minor” thoroughfare on the most recently adopted version of the Town of Mineral Springs Transportation or Thoroughfare Plan.

Military Reserve Center.

A facility designed to house and accommodate military reserve personnel and equipment.

Mixed Use Development

A development on a tract of land containing more than one type of use, where the different types of uses (i.e., residential, commercial, and/or institutional) are in close proximity, planned as a unified complementary whole, and functionally integrated with each other. Any use that is allowed within the MUD district may be allowed within an approved Mixed Use Development, unless otherwise prohibited or restricted by the Town in association with the approval of a particular CD MUD district for such a development.

Motion Picture Production.

A building or group of buildings in which movies or television shows are produced.

Rental Center, Class 1.

A commercial establishment whose primary use is the rental of household items and goods (as distinguished from an establishment which deals in goods primarily for use by industrial establishments) are offered for rent (and eventual sale) to the general public. This shall include the rental of prosthetics and medical supplies. Storage and display of all items shall be indoors.

Street Vendor.

A person who offers goods or services for sale to the public without having a permanently built structure but rather uses a temporary static or mobile structure or stall.

Utility Facilities, Neighborhood.

Utility facilities that are designed to serve the immediately surrounding neighborhood and that must, for reasons associated with the purpose of the utility in question, are located in or near the neighborhood where such facilities are proposed to be located.

Variety Store.

A retail establishment that offers a wide assortment of inexpensive and frequently purchased merchandise, including health and personal care items, groceries, clothing, boxed or packaged food, housewares.

Add (d) to Section 3.1.2 Business Districts

d) MUD Mixed Use District. The MUD Mixed Use District provides for residential and mixed-use development on tracts of land that front the Town's major street corridors. Developments within this district are generally a mix of pedestrian and auto-oriented uses that are provided with internal connectivity within the development. No properties within Mineral Springs shall initially be assigned MUD zoning. Rather, properties may only be rezoned to the MUD district through the conditional zoning process outlined in Section 12.1.11 of this Ordinance. Uses within the district may include a variety of residential, institutional and light retail uses as depicted in Article 5 of this Ordinance. Conditions may be imposed upon such zoning, as a minimum, to ensure that the streetscape aesthetics along any such developments major road frontages are preserved, the development blends in well with surrounding properties, and traffic emanating from the development does not overburden any existing streets or neighborhoods.

Add the following Section 3.1.5:

3.1.5 Conditional (CD) Zoning Districts

The conditional zoning (CD) district process allows for the establishment of certain uses that, because of their nature or scale, have particular impacts on both the immediate area and the community as a whole. The development of these uses cannot be predetermined or controlled by general district standards. In order to accommodate these uses, this section establishes the

conditional zoning district process. The process for approval of a CD Zoning District is explained in Section 12.1.11. The rezoning of any parcel of land to a CD district shall be a voluntary process initiated by the property owner or his authorized agent. Any area rezoned to a CD district shall be in general compliance with the goals, objectives and implementation strategies of the adopted comprehensive or land use plan and all other plans and regulations officially adopted by the Town Council. The review process established in Section 12.1.11 provides for the accommodation of such uses by a reclassification of property into a CD district, subject to specific conditions which ensure compatibility of the use with the enjoyment of neighboring properties and in accordance with the general plans of development of the county. A conditional zoning district is not intended for securing early zoning for a proposal.

An area may be conditionally rezoned to any of the general zoning districts identified in Section 3.1.1 and 3.1.2. The minimum requirements that would normally be associated with that use in such general zoning district shall apply except as provided for in Section 12.1.11(d). Once a property has been rezoned to a CD district, it shall be referenced with the letters "CD" in front of the name of the applicable general zoning district listed in section 6.2. Thus, a property rezoned to a B-2 conditional district shall appear on the zoning map as "CD B-2".

Amend Section 4.5 One Principal Building as shown bold/italic/underline:

Section 4.5 One Principal Building

- a) **Except for multi-family dwellings, which are subject to the issuance of a conditional use permit,** in any single-family residential district, one (1) single-family dwelling unit or one (1) modular home or one (1) manufactured home and accessory structure(s) or barn shall be permitted on a single lot which meets at least the minimum requirements of this Ordinance.
- b) In any business district (including the MUD district), a detached building or a group of detached buildings shall be either permitted as a matter of right or may be authorized by a Conditional Use Permit (Article 6), **for such uses so depicted on the Table of Uses (e.g., multi-family dwellings, shopping centers),** on a single lot which meets at least the minimum requirements of this Ordinance.

Amend Section 4.9.7 (6) to include MUD

- 6) Satellite dish antenna that are less than two meters (78.74 inches) in diameter, and located in a commercial (**MUD**, B-2, B-4) or industrial (LI) zoning district shall not require a permit of any type.

Amend the Title of Section 6.10 as shown in bold/italic/underline

Section 6.10 Additional Review Criteria and/or Findings

Amend 6.10.11 to remove the word "Section":

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

Add 6.10.12 and 6.10.13 to Section 6.10 Additional Review Criteria and/or Findings

6.10.12 Retail Sales in the MUD District

- a) The overnight outdoor storage of retail goods shall be prohibited in the MUD district unless screened from view from all adjacent streets and pieces of property.

6.10.13 Dry Cleaning and/or Laundry Plant, Service Outlets

- a) No dry cleaning plants shall be allowed in the MUD district.

Amend the Title of Section 8.10 Signs permitted in the B-2, B-4 and LI Zoning Districts to include MUD

Section 8.10 Signs permitted in the MUD, B-2, B-4 and LI Zoning Districts

Add the following "Note" under Section 8.10

[NOTE: Signs for residential uses located in the MUD district shall be governed by the sign regulations contained in Section 8.9(a)].

Amend Section 12.1 Amendments to Text and Map as shown in bold/italic/underline

Section 12.1 Amendments to Text and Map

Zoning regulations and restrictions and district boundaries may from time to time be amended, supplemented, changed, modified or repealed in the following manner. **Requests for conditional zoning map amendments shall follow the procedures contained in Section 12.1.11. All other zoning map and text amendments shall follow the procedures contained in Sections 12.1.2 through 12.1.10.**

Amend Section 12.1.5 (c) to include MUD as shown in bold/italic/underline:

- c) Grant the rezoning to a more restricted district or districts, or (for the purposes of this Article the zoning districts of this Ordinance are listed in the following order from most restrictive to least restrictive: AR, RR, RA-40, R-20, RA-20, **MUD**, B-2, B-4, LI), or

Amend Section 12.1.7 (d) to as shown in bold/italic/underline

- d) At least ten (10) calendar days prior to the public hearing, a notice of the proposed zoning change shall be sent by first class mail to all adjacent **property owners** that **lie within two-hundred (200) feet as measured in all directions from the exterior boundaries of the property(ies) proposed for rezoning.** In the case of large-scale rezonings (more than fifty (50) properties owned by a total of at least fifty (50) different property owners), the Town may elect to publish notice of hearing per 12.1.7 (a), provided that each of the advertisements shall not be less than one-half of a newspaper page in size. The advertisement shall only be effective for property owners who reside in the area of general circulations of the newspaper which publishes the notice. Property owners who reside outside of the newspaper circulation area, according to the address listed on the most recent property tax listing for the affected property, shall be notified by first class mail.

Insert the following Section 12.1.11:

12.1.11 Conditional Use (CD) Districts

a) Application

1. Petitioning for a CD zoning district is a voluntary procedure and can be initiated only by the owner(s) of the property (ies) in question or by his/her authorized agent. Every application for the rezoning of property to a CD district shall be accompanied by a site plan, drawn to scale containing all of the information outlined in Section 6.3.1 of this Ordinance. The Zoning Administrator shall have the authority to waive, on a case-by-case basis, the inclusion of any item

otherwise required, where in the Zoning Administrator's opinion, the omission of said item shall not have a meaningful effect on the review of the site plan and the rezoning application. The Zoning Administrator shall schedule a meeting with the applicant, prior to any public information meeting (PIM) being advertised and/or held to review the rezoning application and site plan to make sure that it meets, at a minimum, all minimum requirements of this Ordinance.

The submitted conditional rezoning application and the site plan shall each clearly identify any conditions that are proposed that are less restrictive from the requirements that would normally apply to the proposed development per the underlying general zoning district contained in the rezoning application. Thus, if a piece of property were proposed to be rezoned to CD B-2, only uses allowed in the B-2 district may be proposed and approved for this conditional district rezoning.

2. No application shall be considered complete unless it is accompanied by a fee, in accordance with a fee schedule approved by the Town Council for the submittal of an application for rezoning to a CD district.
3. The Zoning Administrator may require the petitioner to submit more than one copy of the rezoning application in order to have enough copies available to circulate to other government agencies for review and comment. When dealing with the conditional zoning district process, it may be desirable to request additional information in order to evaluate a proposed use and its relationship to the surrounding area. Therefore, the Zoning Administrator, Planning Board or Town Council may request additional information as they deem necessary.
4. The deadline for submittal of a complete application shall be at least twenty-one (21) days prior to the public information meeting.

b) Public Information Meeting (PIM)

1. Once the complete application has been deemed complete by the Zoning Administrator and requisite fees paid, a public information meeting (PIM) shall be scheduled and held. Such meeting shall occur prior to any recommendation being made by the Planning Board. The PIM is designed to provide a framework for creating a shared vision with community involvement in accordance with the following requirements:
 - a. The applicant shall attend the PIM to present the proposed plans of development and answer questions from citizens, service providers and others.
 - b. The date, location and time of the PIM shall be scheduled by the Town. Any PIM shall be scheduled to last for a minimum of one (1) hour. The Town reserves the right to schedule and advertise a longer PIM depending on the nature of the proposed rezoning and its location. The PIM may be conducted at either the Town Hall and/or the proposed rezoning site.
 - c. Notice of the PIM shall at a minimum, be given as follows:
 1. A notice shall be published by the Town in a newspaper having general circulation in Mineral Springs not less than ten (10) days nor more than twenty-five (25) days prior to the date of the PIM. A notice shall also be sent by first class mail by the Town to the owners of all properties that

lie within two-hundred (200) feet as measured in all directions from the exterior boundaries of the proposed development. Such notice shall be sent not less than ten (10) nor more than twenty-five (25) days prior to the date of the PIM. Each notification shall contain information regarding the PIM date, time and location as well as a general description of the rezoning proposal.

2. A PIM notification sign shall be posted by the Town in a conspicuous place at the property not less than ten (10) nor more than twenty-five (25) days prior to the date of the PIM and shall remain in place until the PIM is concluded. The sign shall indicate the date, time, and location(s) of the PIM. In lieu of any or all of this information to be contained on this posted notice, the notice may give a phone number where interested parties may call during normal business hours to get further information on the PIM.

e. The Zoning Administrator or their designee shall attend the PIM and prepare notes of comments received during the PIM. A summary of the comments made shall be included in any staff report prepared by the Zoning Administrator relative to the rezoning request.

2. Following the PIM, the applicant shall have the opportunity to make changes to the application to take into account information and comments received. One or more revised copies of the application shall be submitted to the Zoning Administrator for review. No additional fee shall be required to be paid for making such changes provided the administrator receives the revised application within ten (10) days following the conclusion of the PIM.

c) Planning Board Review

1. Before any property is rezoned to a CD district, the Planning Board shall have had an opportunity to review and make a recommendation on the application. Such Planning Board meeting shall take place after the PIM is completed. The Planning Board may make one of the following recommendations:

- a) Grant the rezoning as requested;
- b) Grant the rezoning with a reduction of the area requested;
- c) Grant the rezoning with additional conditions; or,
- d) Deny the application.

The Planning Board shall have thirty (30) calendar days from the date of referral by the Zoning Administrator to review the application and to submit its recommendation to the Town Council. If a recommendation is not made during said time period, the application shall be forwarded to the Town Council without a recommendation. Any Planning Board recommendation shall be accompanied by statements that address: **(1)** whether the proposed amendment is consistent with any comprehensive plan that has been adopted by the Town Council and any other officially adopted plan that is applicable, and **(2)** other matters that the Planning Board deems appropriate and **(3)** why it considers the action taken to be reasonable and in the public interest.

2. Following the Planning Board recommendation, the Town Council shall conduct a public hearing on the case. Notification of this public hearing shall be per Section 12.1.7.

d) Action by the Town Council

A decision pertaining to conditional zoning districts is a legislative process subject to judicial review using the same procedures and standard of review as applied to general district zoning decisions. Once the public hearing has been held, the Town Council shall take action on the petition. The public hearing, once opened, can be continued to a later date and action take at that time. The Town Council shall have the authority to:

1. Approve the application as submitted;
2. Deny approval of the application; or
3. Approve the application with additional conditions and/or deviations from the requirements of this Ordinance, per Subsection 5 below, that are mutually agreed to by the applicant and the Town Council; or,
4. Submit the application back to the Planning Board for further study. The Planning Board shall have up to 30 days from the date of such submission to make a report to the Town Council. If no report is issued, the Town Council can take final action on the petition. The Town Council reserves the right to schedule and advertise a new public hearing based on the Planning Board's report.
5. In approving a petition for the reclassification of a property to a CD district, the Planning Board may recommend, and the Town Council may require that reasonable and appropriate conditions be attached to approval of the petition. Such conditions shall be limited to those that address the conformance of the development and use of the site to any Town ordinances and officially adopted comprehensive land use plan or other officially adopted plans and those that address the impacts reasonably expected to be generated by the development or use of the site. The petitioner will have a reasonable opportunity to consider and respond to any additional requirements prior to approval or denial by the Town Council. Except as provided below, none of these conditions shall be less restrictive than any requirements that would otherwise pertain to that particular development if it were located in the corresponding general zoning district.

The Town Council, however, reserves the right to allow for a lessening of one or more of the design, density, signage, screening/landscaping, parking or dimensional standards contained in this Ordinance that otherwise would be required. Any such deviations may be approved by the Town Council only if they first determine that the proposed rezoning, together with the deviations, is (1) substantially in keeping with the intent and purpose of this Ordinance and (2) would not affect the degree to which the property is in harmony with other nearby properties. Any such deviations initially proposed by the applicant shall be clearly stated on the zoning application and site plan, and addressed by the applicant at the PIM, planning board meeting and Town Council public hearing.

Any action taken by the Town Council on a conditional district rezoning shall be accompanied by statements that: (1) analyze whether the rezoning is consistent with an adopted comprehensive plan and any other officially adopted

plan, and (2) why it considers the action taken to be reasonable and in the public interest.

e) Effect of Approval; Zoning Map Designation

If a petition for a CD district is approved, the development and use of the property shall be governed by the predetermined ordinance requirements applicable to the district's zoning classification, the approved site plan for the district, and any additional approved rules, regulations, and conditions, all of which shall constitute the zoning regulations for the approved district and are binding on the property as an amendment to these regulations and to the zoning map. Following the approval of the petition for a CD district, the subject property shall be identified on the zoning map by the appropriate district designation preceded by the letters CD (i.e., CD-RA-40.)

Once a CD district has been approved by the Town Council, the Zoning Administrator shall have the authority to allow for minor deviations from the approved site plan when, in the Zoning Administrator's opinion, such deviation (1) would not materially impact any adjacent or nearby properties, (2) is not in conflict with the spirit and intent of this Ordinance; and (3) would uphold the public's general interest and well-being. Any deviations that are deemed by the Administrator not to be "minor" shall require the submittal of a new conditional zoning application.

Any approved conditional zoning district shall be recorded by the Town in the Union County Register of Deeds within thirty (30) days of Town Council approval.

Insert the following under Section 15.5.2 (3):

Screening between residential and non-residential uses within a development that has been conditionally zoned to a MUD Mixed Use District may also be required. The strict compliance of screening requirements as herein called for may be waived by the Town Council when approving a CD MUD district to provide for and/or enhance the orderly transition between uses of different intensities within the development.

Article 5 – Table of Uses

Insert a use category called MUD to the Table of Uses

Amend the column titled “Supplemental Regulation Section Number or Article” to “Supplemental Regulation/Finding Section Number or Article”

Amend and/or Add to the Table of Uses as follows:

Accessory Uses – Insert an X in the MUD column.

Accounting, Auditing, Bookkeeping Services – Insert an X in the MUD column.

Administrative or Management Services – Insert an X in the MUD column.

Advertising Agency – Insert an X in the MUD column.

Agricultural Use, Home – Insert an X in the MUD column.

Animal Grooming Facility/Services (No outdoor runs) – Insert an X in the MUD column.

Animal Supply Store – Add 6,10.12 under Supplemental Regulation and insert an Xs in the MUD column.

Antique Store – Insert an X in the MUD column

Appliances (Household) Store and/or Repairs – Add 6.10.12 under Supplemental Regulation and insert an Xs to the MUD column.

Art Gallery/Center – Insert an X in the MUD column.

Art Supply Store – Insert an X in the MUD column.

Auction House (excluding animals, without outside storage) – Add 6.10.12 to Supplemental Regulation and insert a Cs to the MUD column.

Automobile Parking Lot (Principle Use) – Insert a C in the MUD column.

Bakery (Retail) - Insert an X in the MUD column.

Bank, Savings and Loan, Credit Unions, Bank Teller Machine - Insert an X in the MUD column.

Barber Shop – Insert an X in the MUD column.

Beauty Shop - Insert an X in the MUD column.

Beauty Supply Store/Cosmetics Store – Insert an X in the MUD column.

Bed and Breakfast Inn – Insert a C in the MUD column.

Bicycle Sales/Service – Insert an X in the MUD column.

Blueprint and Drafting Service - Insert an X in the MUD column.

Book Store – Add “(excluding establishments meeting the definition of “adult establishments”)” to the use category. Insert an X in the MUD column.

Cabinet and Woodwork Shops (all operations conducted within fully enclosed building) – Insert a C in the MUD column.

Camera and Photography Supply Store - Insert an X in the MUD column.

Candy and Nut Store – Insert an X in the MUD column.

Carnivals, Circus, Festivals, Fairs – Insert a C in the MUD column.

Catalogue Sales Store – Add 6.10.12 under Supplemental Regulation and insert an Xs in the MUD column.

CD, Tape, Record Store – Insert an X in the MUD column.

China and Tableware Shop - Insert an X in the MUD column.

Churches, Places of Worship/Synagogues/Temples – Insert an Xs in the MUD column.

Cleaning and Maintenance Services, Building (no outside storage) – Insert an X in the MUD column.

Clock and Watch Sales and Repair Shop – Insert an X in the MUD column.

Clothing, Footwear, and Apparel Store – Insert an X in the MUD column.

Coin and Stamp Shop – Insert an X in the MUD column.

Community Centers – Insert an X in the MUD column.

Computer and Data Processing Service – Insert an X in the MUD column.

Continuing Care Facilities – Insert a C in the MUD column.

Craft Studio – Insert an X in the MUD column.

Dairy Bars, Ice Cream Stores and Ice Cream Manufacturing for on-premise retail sales only – Insert an X in the MUD column.

Day Care Center/Nursery School – Insert a Cs in the MUD column.

Day Care Center Assoc. with Church or School – Insert a C in the MUD column.

Detective Agency – Insert an X in the MUD column.

Doctors', Dentist's Office (Excluding Animal Hospital) – Insert an X in the MUD column.

Drapery and Linen Shop – Insert an X in the MUD column.

Dry Cleaning and/or Laundry Plant, Service Outlets (Principle Use) – Add 6.10.12/6.10.13 to Supplemental Regulation and insert an Xs in the MUD column.

Dwelling, Duplex – Insert an X in the MUD column.

Dwelling, Modular Home (one unit per lot) – Insert an X in the MUD column.

Dwelling, Modular Home (more than one unit per lot) – Delete entire category (we do not allow more than one dwelling per lot).

Dwelling, Multi-Family – Insert a C in the MUD column.

Dwelling, Patio Homes – Insert a C in the MUD column.

Dwelling, Single-Family Detached (one unit per lot) – Insert an X in the MUD column.

Dwelling, Temporary Emergency, Construction, Repair – Add 4.7 to Supplemental Regulation – this was actually in the wrong use category previously. Insert an X in the MUD column.

Dwelling, Primary Residence and one Accessory Apartment – Insert a C in the MUD column.

Electric, Heating, Air-Conditioning, Ventilating, Plumbing Supplies and Equipment Sales (no outside storage) – Insert an X in the MUD column.

Employment Agency – Insert an X in the MUD column.

Engineering, Architect or Surveying Service – Insert an X in the MUD column.

Exterminators Office – Insert an X in the MUD column.

Fabric and/or Notions Store – Insert an X in the MUD column.

Family Care Homes – This title is being amended from “Handicapped, Aged, Infirm Homes, Family Care Homes” to just “Family Care Homes”. Insert an X in the MUD district.

Farmers' Market – Insert a C in the MUD column.

Finance Companies – Insert an X in the MUD column.

Floor Covering Store – Add 6.10.12 under Supplemental Regulation and an Xs in the MUD column.

Floral and Christmas Items Store - Add 6.10.12 under Supplemental Regulation and an Xs in the MUD column.

Florist, Retail or Wholesale – Add 6.10.12 under Supplemental Regulation and an Xs in the MUD column.

Food Catering Facility – Add 6.10.12 under Supplemental Regulation and insert a Cs in the MUD column.

Formal Wear and Rental Store – Insert an X in the MUD column.

Fraternal and Service Organization Meeting Facilities (e.g., Union Hall, Boy Scout Hut, VFW, Elks Lodge, American Legion Hut, Masonic Lodge) Non-Profit and Not-for-Profit – Insert a Cs in the MUD column.

Furniture Repair Shop (no outside stripping) – Add 6.10.12 under Supplemental Regulation and insert a Cs in the MUD column.

Furniture Store (Retail) (less than 2,500 square feet) – Add this category, place 6.10.12 under Supplemental Regulation and insert an Xs in the MUD column.

Garden Supply, Nursery, Seed Store (with or without outside storage, sales) – Add 6.10.12 under Supplemental Regulation and insert a Cs in the MUD column.

Gift, Novelty, Souvenir Store – Insert an X in the MUD column.

Glass and Mirror Shop – Add 6.10.12 under Supplemental Regulation and insert an Xs in the MUD column.

Glass Contractor – Add 6.10.12 under Supplemental Regulation and insert an Xs in the MUD column.

Governmental Uses, Mineral Springs Owned & Operated – Insert an X in the MUD column.

Greenhouses as Accessory Residential Use – Insert an X in the MUD column.

Grocery Store, Food Store – Add 6.10.12 under Supplemental Regulation and insert an Xs in the MUD column.

Gun and Ammunition Sales Shop, Gunsmith - Add 6.10.12 under Supplemental Regulation and insert an Xs in the MUD column.

~~Handicapped, Aged, Infirm Homes, Family Care Homes~~ – Delete “Handicapped, Aged, Infirm Homes”. Family Care Homes is defined in Section 2.1 and has been inserted alphabetically into the Table of Uses. There is a category called Handicapped, Aged, Infirm Institutions, Group Homes, which has now been defined.

Health Club, Spa and Gymnasiums (Principal Use) (Indoors) – Insert an X in the MUD column.

Hobby, Toy, and Craft Shop – Add 6.10.12 under Supplemental Regulation and insert an Xs in the MUD column.

Home Occupation – Change use title to “Home Occupation, Customary”. Insert an X in the MUD column.

Insurance Agency – Insert an X in the MUD column.

Interior Decorating Service – Insert an X in the MUD column.

Intermediate Care Home – Insert a C to MUD column.

Intermediate Care Institution – Add C to MUD column.

Jewelry and Jewelry Repair Store – Insert an X in the MUD column.

Key Shop – Insert an X in the MUD column.

Library, Private – Insert an X in the MUD column.

Locksmith – Insert an X in the MUD column.

Lounge/Bar/Night Club (Principle Use) – Insert a C in the MUD column.

Luggage and Leather Goods Shop – Insert an X in the MUD column.

Magazine, Newspaper Store – Insert an X in the MUD column.

Medical Center/Clinic – Insert an X in the MUD column.

Medical Supply Shop – Insert an X in the MUD column.

Mental Health Care Clinic – Insert an X in the MUD column.

Message and Errand Service – Insert an X in the MUD column.

Military Reserve Center – Insert a C in the MUD column.

Motion Picture Production (no outside facilities on lot) – Insert an X in the MUD column.

Museum – Insert an X in the MUD column.

Music Store Sales and Service – Insert an X in the MUD column.

Newspaper Offices – Insert an X in the MUD column.

Newsstand (Principal Use) – Insert an X in the MUD column.

Office Building(s) – Insert an X in the MUD column.

Office Equipment and Computer Store – Insert an X in the MUD column.

Optician and Optical Supply Store – Insert an X in the MUD column.

Pet Shop – Add 6.10.12 to Supplemental Regulation and insert an Xs in the MUD column.

Pharmacy – Insert an X in the MUD column.

Philanthropic and Eleemosynary Institutions – Insert an X in the MUD column.

Photocopying Service – Insert an X in the MUD column.

Photographic Studio – Insert an X in the MUD column.

Picture Frame Shop – Insert an X in the MUD column.

Post Office (Excluding Contract Stations) – Insert an X in the MUD column.

Postal Store and Contract Station – Insert an X in the MUD column.

Printing, Publishing and Reproducing Establishments – Insert an X in the MUD column.

Produce Stand – Insert an X in the R20/B2 columns; omission error from the beginning.

Public Safety Station (Police, Fire, Rescue) – Insert an X in the MUD column.

Real Estate Agency – Insert an X in the MUD column.

Recreation Centers and Sports Centers, Indoor, Public, Private or Non-Profit (e.g., YMCA, Boys Club, Firing Range, etc.) – Insert a C to MUD column.

Recreation Facilities, Outdoor, Privately Owned (Parks, Playgrounds, Swimming Pools, Swim Clubs, Lodges, Waterslides, Skateboard Parks, Paintball, etc., excluding firing ranges both indoor and outdoor) – Insert a Cs to MUD column.

Recreational Uses, Accessory (Residential) – Insert an X in the MUD column.

Recreational Uses, Accessory (Commercial) – Insert an X in the MUD column.

Recreational Vehicle, Temporary Residential Use – Amend the X to an Xs in the AR, RR, RA40, RA20 and R20 columns; omission error from the beginning.

Rehabilitation or Counseling Services – Insert an X in the MUD column.

Restaurant (Principal Use), (No Drive-in's or Drive-thru's) – Add 6.10.12 to Supplemental Regulation and insert an Xs in the MUD column.

Restaurant, Fast Food (No Drive-in's or drive-thru's) – Add 6.10.12 to Supplemental Regulation and insert a Cs in the MUD district.

Retail Sales, Misc. – Add 6.10.12 to Supplemental Regulation and insert an Xs in the MUD column.

Riding Stable/Academy – Insert a C in the MUD column.

Satellite Dish 1.001-2 meters or less in diameter (78.74 inches) – change “Allowed without a permit in all commercial & industrial zones” to “Allowed without a permit in all commercial & industrial zones including the MUD District”.

School for the Arts – Insert an X in the MUD column.

School, Vocational – Insert a Cs in the MUD column.

Schools, Elementary and Junior High (Public) – Insert an Xs in the MUD column.

Schools, Elementary and Junior High (Private) – Insert an X in the MUD column.

Schools, Senior High (Public) – Insert an Xs in the MUD column.

Schools, Senior High (Private) – Insert an X in the MUD column.

Schools, Sports Instructional – Insert an X in the MUD column.

Second-Hand, Swap and Consignment Stores – Insert a C in the MUD column.

Shoe Store and Shoe Repair – Insert an X in the MUD column.

Shopping Center – Class A (up to 75,000 sq. ft.) – Add 6.10.12 to Supplemental Regulation and insert a Cs in the MUD column.

Sign and Banner Shop – Add 6.10.12 to Supplemental Regulation and insert an Xs in the MUD column.

Sporting Goods and Sporting Apparel Shop – Insert an X in the MUD column.

Stationery Store – Insert an X in the MUD column.

Stock or Security Brokerage Firm – Insert an X in the MUD column.

Street Vendors – Insert a C in the MUD column.

Swimming Pool, Hot Tub Sales, Service and Supplies (no outdoor storage) – Add category and insert an X in the MUD column.

Tailor and Alteration Store – Insert an X in the MUD column.

Tanning and Nail Salon (Principal Use) – Insert an X in the MUD column.

Tax Preparation Service – Insert an X in the MUD column.

Telecommunications Antennae and Equipment Buildings on Existing Towers – Insert an X in the MUD column.

Telecommunication Towers and Facilities – Insert a C in the MUD column.

Temporary Structures (Other than Residences) – Delete “Other than Residences) from the title and add 4.7 under Supplemental Regulation. Change the X to Xs in the AR, RR, RA40, RA20, R20, B2, B4, and LI columns. Insert an Xs in the MUD column.

Theater, Indoor Movie – Insert an X in the MUD column.

Tobacco Shops – Insert an X in the MUD column.

Tourist Information Office – Insert an X in the MUD column.

Travel Agency – Insert an X in the MUD column.

Trophy and Plaque Shop – Insert an X in the MUD column.

Upholstery Shop – Add 6.10.12 to Supplemental Regulation and insert an Xs in the MUD column.

Utilities Facilities (Town owned and operated) – Insert an X in the MUD column.

Utility Facilities, Electric Substations – Insert an X in the MUD column.

Utility Facilities, Neighborhood – Insert an X in the MUD column.

Variety Store – Add 6.10.12 to Supplemental Regulation and insert a Cs in the MUD column.

Video Rental and Sales – Insert an X in the MUD column.

Yard Sales, Garage Sales – Insert an X in the MUD column.

- Councilwoman Coffey stated that 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 large-lot subdivisions accommodating one house per 3-5 acres to be a desired means of providing quality and orderly development in the Town. **Councilwoman Coffey made a motion to approve the proposed text amendments, as presented, the addition of the definition of Large-Lot Subdivision to Article 2 – Section 2.1 and the amendment to Article 5 – Sections 5.1.3 (a) (2) and 5.2.3 (a) (2) of the Mineral Springs Zoning Ordinance and Councilwoman Cureton seconded. The motion passed unanimously as follows:**

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

- The text amendments are as follows:

Add the following definition to Section 2.1

Subdivision, Large Lot. A residential subdivision consisting of lots that range in size between three (3) and five (5) acres, where the average lot size is five (5) acres.

Amend Sections 5.1.3 (a) (2) and 5.2.3 (a) (2) of Article 5 for consistency with the Mineral Springs Land Use Plan as follows:

Section 5.1.3 (a) (2) Minimum lot size 5 3 acres – **average lot size is 5 acres.**

Section 5.2.3 (a) (2) Minimum lot size 5 3 acres – **average lot size is 5 acres.**

- Mayor Becker noted that there was a suggestion that we say Hardi-Plank “or equivalent” on the amendment to Article 3 – Section 3.1.3 (d) (4) (c) (1), so the motion will be to approve the proposed text amendments to Article 3 – Section 3.1.3 (d) (4) (c) (1) as corrected. Mayor Becker reminded the council of the question of committing the town to funding 50% over a five-year period for the sidewalk construction in this portion of the Downtown Overlay. It was Mayor Becker’s feeling that the sidewalks are a very desirable thing and that things are going to change, in terms of new development on some of those properties where they’re going to be required to install sidewalks, because they’ll be doing new development; the proposed sewer has brought a lot of interest to those properties, particularly fronting Highway 75. Mayor Becker felt that by the time they were built out, if there is anybody left, the town should put the sidewalks in. Councilwoman LaMonica asked if the 50/50 split was for existing property owners and not if they sell the property; would the town still be obligated to the 50/50 for a new property owner that was developing. Mayor Becker responded that we are always doing a

50/50 split in the Downtown Overlay – right? Ms. Brooks responded correct. Mayor Becker questioned whether or not the town would be required to pay half the price of the sidewalks in an entire Raley-Miller subdivision. Mr. Duston responded that he was not familiar with the 50/50 thing. If it is Conditional Zoning for a planned development and the Land Use Plan calls for sidewalks then that is fair and reasonable. Mr. Duston noted that he did not think Councilwoman LaMonica's earlier question had been answered about Mr. Jones owning a property and sells it to Mr. Smith – does Mr. Smith get off with... Councilwoman LaMonica continued does this convey. Ms. Brooks responded yes, it doesn't matter if he develops or not. For example, if the greenhouses just sit there vacant and they don't develop it for five years, they are still going to be required to put a sidewalk there. Mayor Becker questioned (hypothetically) if the 25 acre Harris Teeter property applied for a MUD zoning change and were going to put in two miles of road with sidewalks on both sides of the street, would those sidewalks be subject to the 50/50. Ms. Brooks responded that was a very good question that she thought she would need to have a conversation with Mr. Duston about tomorrow. Mayor Becker asked if the council wanted to adopt this or hold off on this particular one of the three text amendments, because it may require us to do sidewalks in a major downtown retail. **Councilman Countryman made a motion to hold this one until we've determined whether a necessary revision is required.** Mayor Becker asked how that would affect the public hearings. Ms. Brooks thought you would have to hold another public hearing. Mr. Duston responded not you're just not deliberating; you wouldn't have to hold another public hearing. Attorney Bobby Griffin commented that you can always amend the proposed text amendment; you've had a public hearing. Mayor Becker commented that we've had the hearing. Mr. Duston added that the council is just not taking action on it [this evening]. Councilwoman LaMonica asked if the initial intent was for the sidewalks to run down both sides of Highway 75 and if that was the maximum potential liability the town would have over the five year period and if so what is that number, do we have an estimate of what that liability would be to the town. Ms. Brooks responded we do not and it's for any property (except residential) on either side of the road in the Downtown Overlay. Councilwoman LaMonica stated for the purposes of Mayor Becker's point, when we're looking at a development that allows for public movement and for people to walk between stores or restaurants where those sidewalks don't necessarily run up next to Highway 75, but are part of that expanded development, which could potentially be part of this; that is what we need to look for and this is the total potential liability and how broad this thing is. Mayor Becker commented that the way it is worded, because that is in the Downtown Overlay District (that property behind us) and it looks like we're telling whoever develops that Mixed Use District (maybe 100 residential units, 100,000 square feet of retail and two or more miles of inside road) that we're going to pay half the sidewalks. Mayor Becker didn't think that was the intent of our ordinance for that type of new development; we need to research that. Mayor Becker reminded the council of the motion by Councilman Countryman to defer action on this one. **Councilwoman Neill seconded the motion.** Mayor Becker added that it was pending staff review. Ms. Brooks asked Attorney Griffin and Mr. Duston if this text amendment changes to exclude the MUD, would we then need to hold another public hearing. Attorney Griffin responded that it would not hurt; an abundance of caution. If you are amending what has been publicly discussed you're okay. Mayor Becker noted that we will

have to look at how the text amendment comes out when staff studies it and if it looks like something, which is a substantial change, we may have to have the planning board look at it; there is nobody pending on this, so it is not time sensitive. After some more discussion on where the sidewalks go and what the town is liable for, Attorney Griffin asked if the council was concerned about right-of-way acquisitions, because this is a commercial development and if the town was going to bear the 50% burden of acquiring those rights-of-way. Mayor Becker responded that it's the owner; the Department of Transportation (DOT) sort of assumed a right-of-way for every parcel. This definitely requires some more study, because it was kind of loose in the ordinance ten years ago and we weren't happy with it, so we may as well, if we're changing it, let's make sure that it is being changed right. If the changes are significant, if right-of-way is an issue and we have to really start from scratch, we'll have the planning board look at it and we'll do another public hearing - "let's see what staff and legal comes up with". Councilman Countryman reminded the council of his motion and Councilwoman Neill noted that she had already seconded it. Mayor Becker asked for a vote. *The aforementioned motion passed unanimously as follows:*

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

- Ms. Brooks mentioned that one of those text amendments (material) didn't have anything to do with sidewalks.
- Councilwoman Neill stated that the Town of Mineral Springs hereby declares the proposed text amendments to be "**reasonable**" as they allow for an attainable standard that preserves the Land Use Plan's original appearance/utility goals, which is needed in the Town and 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 periodic review of town ordinances to be sure that they are as up-to-date and effective as possible. **Councilwoman Neill** made a **motion** to approve the proposed text amendments, as presented, to amend Article 3 – Section 3.1.3 (d) (4) (c) (1), as corrected, and **Councilwoman Coffey**. *The motion passed unanimously as follows:*

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

- *The text amendments is as follows:*
 - 1) Suggested Building Materials for Walls:
 - a) New or used non-white brick
 - b) Cut or carved stone
 - c) Clear glass, glass block
 - d) Cast Iron
 - e) Clapboard ~~where appropriate (limited)~~

- f) Ceramic tile
- g) Tinted/textured concrete masonry units
- h) Traditional stucco (not synthetic)
- i) Polished Marble (limited)
- j) **Hardi-Plank (or equivalent)**

Prohibited materials include synthetic stucco; smooth concrete block; prefab steel panels; tilt-up concrete panels; corrugated fiberglass; vinyl siding; masonite particle board; highly reflective glass or metal; imitation masonry of any kind; ~~imitation wood siding~~; astro-turf. Materials with a glossy or reflective finish such as polished marble should not be a dominant façade material.

7. **Red Cross**

- Ms. Sheila Crunkleton presented the town council with a certificate thanking them for their past support and everything they have done; it's a long time coming, because they have been great supporters of the Red Cross and they greatly appreciate it. Ms. Crunkleton commented that Mineral Springs "walks the walk" and "talks the talk" and they are great partners. Ms. Crunkleton stated that she was going to make this short and sweet, nine out of the fifteen counties in their region have damage and they are currently opening shelters or responding to emergency situations. In Ms. Crunkleton's cluster, which is Union, Stanley, Anson, Montgomery, things are no different – they are opening a shelter in Stanley County; therefore a lot of the Union County volunteers are all going to Stanley to support them. Unfortunately, Stanley County is not as strong in the disaster base as we are here in Union County, so they kind of lead the charge there and are helping out. The Red Cross is getting ready to start their 96th year in this community – responding and helping our neighbors when they are in need. There is a cycle in disaster and it starts with response. Response in making sure that they are trained and ready to respond; making sure that their staff knows what they are doing and making sure that they have things in place (such as where they are going to open shelters if they need it). If what happened in Stanley County with 24 families being displaced happened in Union County they would need to know where they were going to open a shelter before the disaster happened. Agreements are in place with all the Union County Public Schools, many churches and other places.
- Volunteers are not only trained to respond here, but they are trained to respond throughout the country. When Hurricane Sandy came through earlier this year they had volunteers that were ready the day after the storm hit to go up North. They sent people to West Virginia and Connecticut; Connecticut only needed them for a short amount of time, so they went on to New Jersey and New York. Over about two months' time they had nine volunteers and two staff members actually go to support the efforts there. Ms. Crunkleton and Tim Patton both responded; it was an amazing experience. Currently, they have two volunteers responding in Oklahoma and by the end of the week they may have people going to Colorado. These volunteers are ready to go at a moment's notice and they do. That is part of the training; you have to be able to respond on a national basis. The next part of that cycle is assessment, which is where they step in and see what that family is going to need. Ms. Crunkleton told a story about a Waxhaw family they helped out after a fire a couple of months ago; this help included clothing, shoes, hotel, medical needs, counseling for the family, helping find new housing. This kind of

process typically takes about ninety days to actually get people back in the right direction and that takes not only the Red Cross, but a lot of other community partners.

- Ms. Crunkleton pointed out that she had put a thunderstorm safety kit in the council's packet. Part of what they do is a lot of community education, because they want people to be prepared. The Red Cross goes out and works with the youth in schools, church groups, anywhere they can go trying to hit mainly the lower income and those that are most susceptible to disasters helping them become a little more prepared in our communities. They also have free youth classes. In the summer they go out and do a lot of "Stewie the Duck", because that is just wind safety; it's got a song that you sing and the kids love it and the idea is for them to remember. They also have basic aid training; they are going to have several summer camps this summer working with Marvin Ridge Elementary School (first) and the Boys and Girls Club in Monroe.

8. **Turning Point**

- Ms. Naomi Herndon commented that in a heartfelt way she had to second what Ms. Crunkleton said, they have their rounds of going to all the different municipalities and there are a very small few that "walk the walk" and "talk the talk" and Mineral Springs is one of them; it is an absolute pleasure to come here. Ms. Herndon thanked the council for their ongoing support of Turning Point. Last year, Turning Point served approximately 300 women and children; these are unduplicated numbers, which is a big difference in the way they are counting now. Turning Point has started a Mentoring Program strictly on a volunteer basis; they have people who want to volunteer to mentor children, adolescents, adults and the women that come through the shelter. They do this on a case by case basis and they make sure that it is a good match. They are introduced while they are still in the shelter or they do have out of shelter clients too and if they feel that they need a mentor as well, they pair them up. They meet while they're in the shelter or while they're coming to Turning Point, but then they stay with them after they leave, so they have somebody who is kind of walking the path along with them. They [clients] can always call Turning Point and they will always help after they leave, but to be able to have formed that kind of more in-depth relationship with another individual seems to be working very well. One adolescent that was paired with this lovely gentleman (who went through extensive training) was so excited, because he did well on the math exam and wanted to call this mentor just to share that with him. A lot of times (especially when they do get the male mentors) is when kids get to see that it is only a select small group of people who are these real abusers and that a majority of the population are really wonderful people.
- Another thing Turning Point did last year was a training that they opened up for all law enforcement, for the judges, the magistrates, and other agencies in the surrounding counties. There is a new kind of "buzz" word that is a new form of approaching victims of domestic violence and any other victims of violence, which is called "Trauma Informed with Care". There has been a lot of research that has been done on it; the Institute that has done the majority of the research came and talked to Turning Point for an entire day. It was fascinating, because one of the things that they are showing is that people who have been traumatized, especially multiple times, have an actual transformation in the brain, so trauma, unless it is

dealt with, begets trauma. It takes about five to seven times for a woman to permanently leave her abuser. When Turning Point heard about "Trauma Informed Care" about a year and a half ago, they went to a short presentation on it and said they need to know more about this, so they brought this Institute out and they did this training. Turning Point went through their statistics to see how many of their clients, in 2012, were also sexually abused at some point in their life and found that 81% of the clients they served in 2012 had a prior trauma of sexual assault. This [new training] is really changing the way Turning Point is viewing victims of sexual assault and domestic violence and how they treat them and how they work with them. To just put a patch on it and say "you need to get over this and move on" is not going to work with them; they need to deal with this differently. Ms. Herndon stated that this is just really inspiring to her, because there is a definite repetitiveness to this, so they need to get to the systemic level and see what they can do about it and see how they can work smarter instead of harder.

- Ms. Herndon met a woman who is pretty friendly with the president of Central Piedmont Community College (CPCC) and she is hoping to get Ms. Herndon a meeting with him. One of the things Ms. Herndon wants to ask is if they are willing to provide some type of training for their clients (not an entire semester of course work). For example, before the economy went south, Turning Point was able to get one of their clients phlebotomy training and she was able to go out and get a job at a livable wage. You cannot support a family on minimum wage and one of the main steps to not going back into a domestic violence situation is that you are able to sustain yourself. So, if Turning Point can get some kind of collaboration with CPCC and maybe even extend that to South Piedmont Community College (SPCC), where they can provide at a minimal cost (preferably no cost) a short term course to learn a skill that a client can take out into the community at a livable wage, that would be a huge thing. This is something Turning Point is looking at going forward.
- Ms. Herndon told a story about something that recently happened that puts a smile on her face every time she thinks of it. Turning Point has a wonderful children's counselor, children gravitate to her and just open up to her in ways where most of the times they will not even open up to their parents. The counselor's name is Noemi, she was working with a little boy, we will call him John, who was in the shelter; he and his mom have moved on now and are living violence free. Noemi had been working one day and her husband came in to help her do something and John asked Noemi "who's that" and she replied "that's my husband", John asked "what's his name" and she responded "Jerry" and John asked "does Jerry hit you" and Noemi replied "no, he does not hit me" and John said "well then, what does he do when he gets angry" and Noemi replied "well, we sit down and we talk about it until we can work it out" and John thought about it and said "okay" and he went away and played for a while. John came back to Noemi a little bit later and said to her "I think I want to be like Jerry when I grow up". Ms. Herndon asked the council if that was not the best in the world. "It's like okay - we're doing the right thing here".
- Ms. Herndon explained that Turning Point had been selected by a representative, Lisa Roseman, from Mutual of Omaha. Every year they have what they call their "Ah Ha" moment and each representative of the agency picks a charity of their choice and they happened to pick Turning Point. Ms. Herndon further explained

that you just go online and vote; the agency that gets the most votes will get \$5,000. As of last Friday, Turning Point was in the lead. Ms. Herndon passed around a paper with instructions to the website; you can only vote once per computer, but if you have an iPhone or iPad you can vote on those too. In addition, you could paste it on your Facebook page.

9. **Catawba Lands Conservancy**

- Mr. George Kimberly thanked the council for having him tonight and explained that he was an Acquisition Director with the Catawba Lands Conservancy (CLC). The Executive Director, Tom Okel had planned on being here this evening, but his mother-in-law took ill and had to have surgery. The CLC works to conserve natural resources, wildlife habitat, water quality and farmland in a six-county area around Charlotte, which includes Union County. Union County is so important; it is the largest county in their footprint. The CLC has conserved over 900 acres of property in Union County. Mr. Kimberly explained that just before the meeting he was down here working on a project and he was here working on a project Saturday; they have a lot of things going on in Union County. Mineral Springs has always been such an important partner of the Catawba Lands Conservancy and a great supporter in the past. The CLC appreciates that, not only in terms of the monetary support, but also the projects they have done with Mineral Springs (the greenway and the conservation easements). Mr. Kimberly stated that any community whose motto is "Conservation is Design" is a place where they feel absolutely welcome and they are "glad to call you partners of ours".
- Several years ago the Urban Institute at the University of North Carolina Charlotte (UNCC) did some heat mapping of the projected development of the CLC's area. Mr. Kimberly referred to the map on the far right on the PowerPoint presentation showing the light colored areas, which are the areas projected to be developed by 2030. Mr. Kimberly read recently that by 2030, Mecklenburg County is projected to be 97% developed, which means that the perimeter of the CLC's footprint around Union, Gaston and Lincoln Counties have become even more important for them to work at trying to preserve lands as that development moves out. The four focus areas have been and continue to be water quality, preserving local farms, preserving wildlife habitat and connecting people to nature; the work the CLC has done here in Mineral Springs has been a key component of connecting people to nature where the lead agency is the Carolina Thread Trail (CTT). The CTT is a system of proposed greenways/trails in a 15 county area in North and South Carolina; there is a significant portion planned for Union County. The Thread Trail will hopefully be connecting over two million people in the 15 counties; support grows every year for the Thread Trail and the CLC is delighted to have that mechanism to try to connect people to nature and to spread their message for the other work they do. The CLC's mission/goal is to have 50,000 acres in their footprint conserved by 2030; this is a very aggressive goal and they have a lot of work to do, but they are hoping they can do it. To date they have conserved 163 properties (almost 13,000 acres) and they have 113 miles of CTT opened (14 of the 15 counties involved have adopted Thread Trail Master Plans, including Union County). A lot of the significant work they have done in Union County over the last couple of years has been with Frank Howey and his farms; Mr. Howey is working with CLC to phase in conservation easements on all of his farmland in Union

County. They will hopefully be closing on the second of the phased easements this year and have already begun work on the third phase which will hopefully close in 2015.

- A big portion of the CLC's work over the last year was doing a lot of conservation planning, which is being done with Geographical Informational System (GIS) mapping. They have done this through all of the counties in their footprint. They use a lot of different data sets and have tried to identify where they think the real high priority lands are in their footprint to be working on; they have divided those up in the four focus areas. Referring to the PowerPoint presentation, Mr. Kimberly pointed out the farmland map and explained that the little dots in red are the ones that they have identified as really high priority farmlands. They are high priority, because of the nature of the quality of the soil and also because they are in close proximity to other protected lands. If you can connect protected lands with newly protected lands, you expand and exponentially gain the benefit that you can gain from conservation by doing it with already protected lands, so they try to focus a lot on plans that they've already worked on. Referring to the habitat conservation map on the PowerPoint presentation, Mr. Kimberly noted that you can see a lot of high priority red areas in Union County and he was delighted to say that one of the projects they have been working on this week is on this map, although he couldn't speak publicly about it yet, but it has both Federal and State endangered species on it; it's an absolutely wonderful piece of property and would have a tremendous impact on water quality in this area. Mr. Kimberly referred to the watershed protection map on the PowerPoint presentation and noted that they have found a lot of really good water that they can work along throughout their footprint and a lot of it is in Union County. In referring to the Thread Trail map on the PowerPoint presentation, Mr. Kimberly noted that this Thread Trail map is really a work in progress on this map, but the bigger Thread Trail map shows where all the proposed plans are; this is a more refined map or just some of the highlighted areas that they are concentrating on trying to connect pieces of already built trail to have continuous miles. Mr. Kimberly referred to the little red dot in Union County (Mineral Springs Greenway) and commented that he would be working hard to try to get more contiguous miles in and around Mineral Springs. Mr. Kimberly referred back to the "heat maps" that he showed earlier from UNCC and explained that they tried to overlay those with all the priority lands that they have identified. Of all the maps that they did, the one that he was showing was the most compelling because the one on the far right shows that by 2030, if we don't protect all those lands identified as priorities (in red) you will see a lot of that priority land go away; the time to act is now. There is a lot of red that has been identified in Union County and they are very hopeful that they are going to be able to be successful in saving it. Mr. Kimberly referred to another CTT map that shows some of the work they have been doing around Union County. In Union County they do have a new blue way canoe launch on the Rocky River that is just about to come in; there is an access on it now, but they are working hard to free up more access on it to make it a little more convenient for the public to get in and out of there. The CTT really likes to do a lot with the blue ways; that is one way they can really connect people with water and the CLC is delighted to have that opportunity on the Rocky River.

- Mr. Kimberly thanked the council for the support they have given the CLC; it has been so meaningful over the years and he appreciates the conservation ethic that the Town of Mineral Springs has.

10. **Consideration of Non-Profit Funding Requests**

- Mayor Becker explained that the council can consider the funding requests, which looks easy this year; we have six, a couple with specific amounts, which are the same as last year.
- **Councilwoman Neill** made a **motion** to fund all six as listed. Mayor Becker pointed out that those figures come up to \$8,500 plus the \$300 that has already been spent, which totals \$8,800. That puts it below last year's expenditure, so we're not letting our donations get away from us. Councilman Countryman asked for clarification on which six were being picked. Mayor Becker responded Catawba Lands Conservancy, Council on Aging, the American Red Cross, Safe Alliance, Community Arts Council and Turning Point. In addition, we have already committed \$300 to the Literacy Council (with the Spelling Bee). Councilwoman Coffey asked about the Waxhaw Optimist. Mayor Becker responded that they did not ask for money this year. Mayor Becker restated/clarified Councilwoman Neill's motion to fund Catawba Lands Conservancy at \$2,500, Council on Aging at \$1,500, American Red Cross at \$1,500, Safe Alliance (formerly known as United Family Services) at \$1,000, Community Arts Council at \$500, Turning Point at \$1,500 and add that to the \$300 we've already paid for a total of \$8,800 in non-profits this year. **Councilwoman LaMonica** seconded the aforementioned motion. *The motion passed unanimously as follows:*

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

11. **Consideration of Capital Project Ordinance Close-Out O-2012-04**

- Mayor Becker explained that the Community Center is not complete, but this phase of it has been completed; we haven't done any work on that at all this fiscal year.
- **Councilwoman Coffey** made a **motion** to close-out the future Community Center Capital Project Ordinance (O-2012-04) and **Councilwoman LaMonica** seconded. *The motion passed unanimously as follows:*

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

- O-2012-04 is as follows:

STATE OF NORTH CAROLINA
TOWN OF MINERAL SPRINGS

**ORDINANCE TO CLOSE OUT
THE FUTURE COMMUNITY CENTER PURCHASE AND INITIAL REPAIR AND RENOVATION
CAPITAL PROJECT ORDINANCE**

O-2012-04

WHEREAS, the purchase and initial repair and renovation of the former Mineral School Agriculture building have been completed and all necessary interfund transfers authorized under the original Capital Project Ordinance have been made;

NOW, THEREFORE, BE IT ORDAINED, that pursuant to section 13.2 of Chapter 159 of the General Statutes of North Carolina, Capital Project Ordinance O-2009-03 is hereby amended as follows for the purpose of closing out the project fund:

Section 1: The project has been completed as described in Section 3, and involved the purchase of 1.41 acres of land including the former Mineral Springs School Agriculture Building located adjacent to the Town Hall at 3506 Potter Road in the Town of Mineral Springs, and initial repairs and renovations to the building. The anticipated use of this building is as a Community Center or similar facility.

Initial work done on the property after purchase included:

1. Repair of areas of water-damaged roof structure on western side of building
2. Installation of standing-seam metal roof to match the Town Hall roof
3. Repair of exterior wood trim where necessary
4. Painting of exterior wood trim, windows, and doors
5. Removal of junk and debris inside the building
6. Demolition of some interior partition walls not original to the building
7. Improving security of two exterior doors
8. Removal of security mesh over windows on east side (front) of building
9. Providing limited landscaping on east side (front) of building

The town sought construction bids from qualified general contractors for items 1 through 4 and awarded the work to Godfrey Construction Company of Wingate, North Carolina. Items 5 through 9 were completed outside of any general contract for the major repairs, with item 5 and 6 completed by personnel from the Mineral Springs Volunteer Fire and Rescue Department and items 7 – 9 completed by town staff and others.

The town previously completed the purchase of the property from ITAC 119, LLC on July 29, 2010.

Section 2: The following revenues were made available to complete those projects described in section 3:

Source	Budget	Actual
Transfer from General Fund	\$165,000.00	-
Transfers from General Fund, FY2010-11	-	\$154,897.17
Transfers from General Fund, FY2011-12	-	\$360.00
Total	\$165,000.00	\$155,257.17

Section 3: The following amounts were appropriated for the projects of the Capital Project fund:

Expenditure	Budget	Actual
Balance of Purchase Price	\$110,000.00	\$110,000.00
Surveys, Legal, Expenses, Closing Costs	\$4,000.00	\$701.46
General Contracts for Repairs 1 – 4	\$45,000.00	\$42,629.00
Miscellaneous Repairs 5 – 9	\$6,000.00	\$1,926.71
Total	\$165,000.00	\$155,257.17

Section 4: The Finance Officer has maintained, and will continue to maintain, within the Future Community Center Capital Project Fund sufficient detailed accounting records for the project authorized.

Section 5: The Finance Officer has reported at least annually on the financial status of the Future Community Center Capital Project Fund.

Section 6: The Finance Officer has transferred funds from the General Fund balance into the Future Community Center Capital Project Fund in the amount of \$155,257.17.

Section 7: No further interfund transfers are authorized for the Future Community Center acquisition and repair project, and the Future Community Center Capital Project Fund is hereby closed out with a zero balance.

Section 8: Copies of this Future Community Center Capital Project Ordinance Amendment shall be filed with the Town Clerk and the Finance Officer.

ADOPTED this the 13th day of June, 2013.

Attest:
Vicky A Brooks
 Vicky A. Brooks, Clerk



Frederick Becker III
 Frederick Becker III, Mayor

12. **Consideration of Capital Project Ordinance Close-Out O-2012-05**

- Mayor Becker explained that he gave the council more detail [on this one], because those expenditures were continuing to be made this fiscal year (up until just a few days ago). Mayor Becker hasn't installed the kiosk yet, but it is under construction and all the money has been spent that we are going to spend on the parking lot project. A break-down of all the expenditures for both the project and the kiosk (which was approved as a separate project within the budget) is included. We are under budget on every aspect of it.
- **Councilwoman Coffey made a motion to close-out the Greenway Parking Capital Project Ordinance and Councilwoman LaMonica seconded. The motion passed unanimously as follows:**

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

- O-2012-05 is as follows:

STATE OF NORTH CAROLINA
TOWN OF MINERAL SPRINGS

**ORDINANCE TO AMEND AND CLOSE OUT
THE GREENWAY PARKING AREA AT THE MCNEELY ROAD TRAILHEAD
CAPITAL PROJECT ORDINANCE**

O-2012-05

WHEREAS, the greenway parking Area at the McNeely Road Trailhead has been completed and all interfund transfers authorized under the original Capital Project Ordinance have been made;

NOW, THEREFORE, BE IT ORDAINED, that pursuant to section 13.2 of Chapter 159 of the General Statutes of North Carolina, Capital Project Ordinance O-2011-01 is hereby amended as follows for the purpose of closing out the project fund:

Section 1: The project has been completed as described in Section 3, and involved the construction of a gravel parking lot of approximately 18,000 square feet with separate entrance and exit driveways in the 6300 block of McNeely Road. The purpose of this parking lot is to provide the public with access to the town's greenway, with facilities for automobile and horse trailer parking.

The work took place in two phases:

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

McCollum Trucking and Grading completed the work described in Phase 1 for the sum of \$63,064.00.

Some of the work described in Phase 2 was handled "in-house", while two area boy scouts constructed some of the amenities as part of their Eagle Scout work.

Section 2: The following revenues were made available to complete those projects described in section 3:

Source	Budget	Actual
Transfer from General Fund	\$75,370.00	-
Transfers from General Fund, FY2011-12	-	\$70,067.62
Transfers from General Fund, FY2012-13	-	\$3,553.69
Total	\$75,370.00	\$73,621.31

Section 3: The following amounts were appropriated for the projects of the Capital Project fund:

Expenditure	Budget	Actual
Construction, Grading, Supervision	\$69,370	\$69,265.62

Landscaping, Signage, Amenities	\$6,000	\$4,355.69
Total	\$75,370.00	\$73,621.31

Section 4: The Finance Officer has maintained, and will continue to maintain, within the Greenway Parking Lot Capital Project Fund sufficient detailed accounting records for the project authorized.

Section 5: The Finance Officer has reported annually on the financial status of the Greenway Parking Lot Capital Project Fund.

Section 6: The Finance Officer has transferred funds from the General Fund balance into the Greenway Parking Lot Capital Project Fund in the amount of \$73,621.31.

Section 7: No further interfund transfers are authorized for the Greenway Parking Lot project, and the Greenway Parking Lot Capital Project Fund is hereby closed out with a zero balance.

Section 8: Copies of this Greenway Parking Lot Capital Project Ordinance Amendment shall be filed with the Town Clerk and the Finance Officer.

ADOPTED this the 13th day of June, 2013.



Frederick Becker III
Frederick Becker III, Mayor

Attest:

Vicky A Brooks
Vicky A. Brooks, Clerk

13. Consideration of the 2013-2014 Budget

- Mayor Becker explained that the budget is exactly as presented to the council last month; it was the subject of tonight's hearing with no public comments.
- **Councilman Countryman made a motion to approve the 2013-2014 budget and Councilwoman Neill seconded. The motion passed unanimously as follows:**

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

- O-2012-06 is as follows:

STATE OF NORTH CAROLINA
TOWN OF MINERAL SPRINGS

**AN ORDINANCE TO ESTABLISH A BUDGET
FOR FISCAL YEAR 2013-2014
O-2012-06**

Be it ordained by the Council of the Town of Mineral Springs, North Carolina, the following:

Section I. Appropriations. The following amounts are hereby approved in the General Fund for the operation of the Town government and its activities for the fiscal year beginning 7/1/2013 and ending 6/30/2014, in accordance with a Chart of Accounts to be established for the Town:

ADMINISTRATIVE & GENERAL GOVERNMENT:		\$254,205.00
Advertising	\$1,800.00	
Attorney	\$9,600.00	
Audit	\$4,500.00	
Community Projects	\$19,900.00	
Contingency	\$3,000.00	
Dues	\$4,725.00	
Elections	\$4,200.00	

Employee overhead	\$24,600.00	
Fire Protection	\$12,000.00	
Insurance	\$4,500.00	
Newsletter	\$2,400.00	
Office and Clerk	\$113,304.00	
Planning and Zoning	\$37,776.00	
Street Lighting	\$2,200.00	
Tax collection	\$3,700.00	
Training	\$3,000.00	
Travel	\$3,000.00	
CAPITAL:		\$50,075.00
Capital outlay	\$50,075.00	
TOTAL APPROPRIATIONS:		\$304,280.00

Section II. Estimated Revenues. It is estimated that the following revenues will be available in the General Fund for the fiscal year beginning 7/1/2013 and ending 6/30/2014:

Franchise tax, utility & cable TV	\$182,400.00	
Interest	\$1,200.00	
Other income	\$3,000.00	
Property taxes	\$67,280.00	
Sales taxes	\$45,600.00	
Vehicle taxes	\$4,800.00	
TOTAL ESTIMATED REVENUES:		\$304,280.00

Section III. Project Ordinances. Capital Project Ordinance O-2009-03 authorizing purchase and initial repair and renovation of the historic Mineral Springs School agriculture building adjacent to the town hall was adopted during the 2009-2010 fiscal year. Capital Project Ordinance O-2011-01 authorizing construction of a parking area at the McNeely Road Trailhead of the Mineral Springs Greenway, including clearing, grading, base course, gravel and/or asphalt surface course, signage, and landscaping, was adopted during the 2011-2012 fiscal year.

These projects will be completed and their authorizing project ordinances will be closed out prior to the end of the 2012-2013 fiscal year on June 30, 2013 and will not have any appropriations available for expenditure during the 2013-2014 budget year. No capital project ordinances are currently being considered for adoption during the 2013-2014 fiscal year.

Section IV. Property Tax Levy. A tax in the amount of \$0.025 per \$100.00 of assessed valuation is hereby levied on property within the Town of Mineral Springs which was listed for property taxes in Union County, North Carolina as of January 1, 2013.

ADOPTED this 13th day of June, 2013. Witness my hand and official seal:

Frederick Becker III
Frederick Becker III, Mayor

Attest:

Vicky A Brooks
Vicky A. Brooks, Clerk



14. Consideration of the Audit Contract for the Fiscal Year 2012-2013

- Mayor Becker explained that CPA Robert M. Burns agreed to do the audit for \$4,500, which is just a \$300 increase over last year. This is the audit for the past fiscal year, which gets done in two to three months from now.
- **Councilwoman Neill** made a **motion** to approve the audit contract for the fiscal year 2012-2013 and **Councilman Countryman** seconded. The motion passed unanimously as follows:

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

15. **Consideration of Board of Adjustment Member Reappointments**

- Ms. Brooks referred to her memo in the agenda packet and explained that she had contacted Lisa McCoy, Marty Connell and Bill Southerland; they have all agreed to another term. Ms. Brooks asked that the council reappoint those members. In addition, Ms. Brooks spoke with Mike LaMonica this afternoon, who has agreed to be on the board as an alternate. Ms. Brooks asked that the council appoint Mr. LaMonica; he has served on the Board of Adjustment as a regular member in the past. Mayor Becker mentioned that we have had that alternate vacancy open for quite some time. Ms. Brooks responded yes and we still have another one. It is very important to have at least five members; extras are great.
- **Councilwoman Coffey** made a **motion** to reappoint the Board of Adjustment members listed and appoint Mike LaMonica as an alternate on the Board of Adjustment and **Councilwoman Cureton** seconded. The motion passed unanimously as follows:

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

16. **Consideration of Planning Board Member Reappointments**

- Ms. Brooks explained that there were three terms that are expired [on the planning board]: Bettylyn Krafft, Wanda Glenn and Bob Neill. Ms. Brooks spoke with Bettylyn Krafft and Wanda Glenn and they have both agreed to serve another term. Councilwoman Neill stated that she spoke with Bob Neill and he does not wish to serve. Ms. Brooks commented that will leave us with an opening and we will need to find somebody to be on our planning board. Mayor Becker noted that a newsletter should be coming up this summer and we will try to get the word out and we will post it [planning board opening] on our website
- **Councilwoman LaMonica** made a **motion** to reappoint Wanda Glenn and Bettylyn Krafft to the planning board and **Councilman Countryman** seconded. The motion passed unanimously as follows:

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

17. **Consideration of Amending the Fee Schedule**

- Ms. Brooks explained that she spoke with Mr. Bill Duston today to try to get a feel for what other people are doing. Mr. Duston did not recommend that we add the double asterisk where we are adding the fees for the Register of Deeds; he feels that we should just put that in our fee schedule. Also, Ms. Brooks should be able to document where she is getting the figure from. Ms. Brooks figured on the Public Information Notice (PIM) running around \$75, two public hearing notices are going to run around \$150, and \$75 for the Register of Deeds, which will depend on what will have to be recorded; sometimes we'll be good and sometimes we may take a hit. Ms. Brooks asked for guidance on adding up the figure for staff time in reviewing these applications. Councilwoman LaMonica responded that you would take your annual cost based on the number of business hours in a given year. Ms. Brooks responded that she had no idea how long it will take her to review. Councilwoman LaMonica commented per hour, an average of five to ten hours per.

Mayor Becker responded that these, from the work we have seen, require substantially more review and explained that he had discussed this with Ms. Brooks, as finance officer, and the component to this is that the review of a site plan is included in the rezoning. Mayor Becker asked Ms. Brooks if she had discussed this with Mr. Duston. Ms. Brooks responded that Mr. Duston explained that the applicant will submit the plan; for example, if it is the Harris Teeter property and we do have subdivisions and then the property is subdivided again for the different businesses, etc., all of that will be different; it will fall under a subdivision. Mayor Becker asked if that was after they get their zoning approved. Ms. Brooks responded right. Mayor Becker commented then the subdivision ordinance will kick in and they will be paying fees for a lot of that subdivision review, so the bigger the project, in a sense, the more subdivision and the more fees will be generated at the subdivision end. Ms. Brooks responded right, so we don't have to worry about that part. Mayor Becker commented that the diligent review is covered by its own fees, so Councilwoman LaMonica might be right, the average overall site plan might be a five hour project. However, with phone calls back and forth, changes, setbacks, then it could be ten hours. Ms. Brooks responded right and then there is the PIM. Mayor Becker suggested \$250 for staff time on the average application. Ms. Brooks commented that her figure for the notices and the Register of Deeds is \$300 plus the \$250 would be \$550 and asked the council if that is what they wanted the fee to be. Plus putting an asterisk on it to include engineering fees, like we do with other things. Mayor Becker mentioned that this has been pretty well thought out, some places are cheap, like Monroe is \$350 and then a place like Marvin is \$1,000. Councilwoman LaMonica commented that ours sounds realistic. Mayor Becker pointed out that the General Statutes allow you to have your planning department be self-sufficient; you are allowed to pay for your cost including staff time, unlike the whole public records compliance where you can't recover staff time.

- **Councilwoman LaMonica** made a **motion** to add to the list of Zoning Ordinance related fees Conditional Zoning District at \$550 with one asterisk to ensure that we can add any town engineering fees if applicable and **Councilwoman Coffey** seconded. The motion passed unanimously as follows:

Ayes: Coffey, Countryman, Cureton, LaMonica and Neill

Nays: None

18. **Consideration of Hourly Staff Pay**

- Mayor Becker explained that it's [hourly staff pay] not in the budget; the council sort of put off whether we're going to add either a 3% cost of living index weighted hourly increase to the deputy clerk, that we did for the salaried members, or if there's more we want to do (by July 1st). Mayor Becker stated that he had to give the hourly rate to the payroll people, so we kind of have to know how much we want to pay Ms. Janet Ridings. Councilwoman Neill asked what Ms. Ridings was being paid now. Mayor Becker responded \$13.00 [hourly] and we're averaging 12 to 15 hours a week unless there is a holiday or a day that Ms. Ridings takes off, so approximately 50 hours a month is a good average. Ms. Ridings commented that it was between 50 and 55. Mayor Becker asked for guidance on that hourly rate; if it was going to change, he could notify the payroll people. Councilwoman Neill

suggested that the council move Ms. Ridings up to \$15.00 an hour. Councilwoman LaMonica responded that she was being much more conservative (\$13.50). Mayor Becker pointed out that \$13.50 was a 4% increase, which is more than a cost of living; it has a little merit in it too. The standard 3% would be \$13.39. Councilwoman Cureton suggested an even \$14.00. Councilwoman Coffey asked if any research had been done or if this job description had been compared to other towns about the size of ours that require this amount of work. Mayor Becker responded that a lot of Administrative Assistants/Deputy Clerks are salaried at ¼ time, etc. What he and Ms. Brooks were seeing were numbers like \$11,000 a year for Administrative. Mayor Becker asked Ms. Brooks what the time commitment for those people was. Ms. Brooks responded that she did not know, she would have to ask. Councilwoman Neill stated that she thought if there is additional workload, Ms. Ridings should be compensated fairly and \$13.50 doesn't seem to cut it. Councilwoman Cureton agreed. Councilwoman Coffey asked if she understood Mayor Becker to say that we have a little more time to review this. Mayor Becker responded that he guessed they could do it at the next meeting, but Ms. Ridings won't know what rate she is working at in the month of July. Mayor Becker commented that it would be nice if the council could come up with something. Councilwoman Neill responded that she didn't know why they couldn't come up with a decent figure; "it's ridiculous". Councilwoman Cureton agreed and commented that Ms. Ridings does a lot of work; "it's hard work, what she does". Councilwoman Neill commented that she just thought Ms. Ridings should be paid according to the workload; her workload is continuing to increase and the council should be more reasonable. Councilwoman LaMonica clarified that we are looking at an average of 50 hours a month. Councilwoman Coffey commented that she thought that it was more about what Ms. Ridings contributes. Councilwoman Coffey really values Ms. Ridings and what she is doing and minimally (Councilwoman Coffey is sorry if we've low balled it to this point) Councilwoman Coffey believed in her heart it should be no less than \$15.00 an hour for what this position does. Councilwoman Neill stated that she absolutely agreed, as did Councilwoman Cureton. Councilwoman Coffey commented that Ms. Ridings is very valuable; she does a great job. While Councilwoman Coffey did not have the percentage of increase of tax collection that has happened, even though it may have been minute when it comes to money, it is a matter of making progress. Councilwoman Neill added that it is how valuable Ms. Ridings is to the Town of Mineral Springs. Councilwoman Coffey further added "and the assistance that she gives our clerk and our mayor".

- **Councilman Countryman** made a **motion** to set Ms. Ridings salary at \$15.00 an hour effective July 1st and **Councilwoman Neill** seconded. The motion passed unanimously as follows:

Ayes: Coffey, Countryman, Cureton, LaMonica and Neill

Nays: None

19. Other Business

- Mayor Becker brought to the council's attention that the tax legislation is still a moving target. The House of Representatives did change the electric and natural gas tax structure from a franchise tax to a general sales tax; however, they did

what Mayor Becker was hoping they would do when they specifically said they were going to distribute it just the way they distributed it as a franchise tax. It will be based on a percentage, the 3.09 percent to the municipalities (just what they were getting in the previous fiscal year). Mayor Becker noted that that was very good news. In fact, that formula came out of committee and the full House passed it in their tax reform bill; however, it's now going to the Senate which didn't have any franchise tax distributions in their bill, so it's not a done deal yet. The House has been very proactive in cutting elsewhere, cutting income taxes and so forth. Mayor Becker questioned why they were going to mess with the franchise taxes anyway; it wasn't a change to the taxpayer, if anything it's an increase. Mayor Becker stated that we have to keep our eyes "peeled" to the League website; by next month we'll know where we're going to stand in the future years.

20. **Adjournment**

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

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

- The meeting was adjourned at 9:27 p.m.
- The next regular meeting will be on Thursday, July 11, 2013 at 7:30 p.m. at the Mineral Springs Town Hall.

Respectfully submitted by:

Vicky A. Brooks, CMC, Town Clerk

Frederick Becker III, Mayor

MAY 2013
TOWN OF MINERAL SPRINGS
PERCENTAGE REPORT

MAY 31, 2013 REGULAR TAX	2012
BEGINNING CHARGE	66,179.40
TAX CHARGE	
PUBLIC UTILITIES	
DISCOVERIES	
NON-DISCOVERIES	
ABATEMENTS	(12.55)
TOTAL CHARGE	66,166.85
BEGINNING COLLECTIONS	64,424.36
COLLECTIONS - TAX	325.98
COLLECTIONS - INTEREST	15.31
TOTAL COLLECTIONS	64,750.34
BALANCE OUTSTANDING	1,416.51
PERCENTAGE OF REGULAR	97.86%
COLLECTION FEE 1.5 %	5.12

Mineral Springs 1999 Property Taxes Unpaid as of 5/31/2013

Name	Acct. Number	Property Description	Tax Due
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
Total Amount Unpaid:			<hr/> \$89.48

Mineral Springs Prior Years Property Tax Report
May 2013

May 31, 2013	2011	2010	2009	2008	2007	2006	2005
BEGINNING CHARGE	\$64,878.42	\$64,737.60	\$63,911.13	\$65,443.06	\$52,276.82	\$51,397.02	\$49,217.72
PUBLIC UTILITIES	\$1,319.20	\$1,251.60	\$1,218.28	\$1,112.42	\$1,056.90	\$779.12	\$624.69
MINIMAL RELEASES	(\$145.21)	(\$152.88)	(\$157.18)	(\$158.76)	(\$150.55)	(\$50.50)	(\$47.49)
DISCOVERIES	\$59.06	\$315.24	\$42.59	\$42.59	\$117.44	\$417.27	\$199.93
ABATEMENTS (RELEASES)	(\$259.51)	(\$409.02)	(\$55.90)	(\$1,270.64)	(\$15.81)		
PERSONAL PROPERTY WRITEOFFS							
TOTAL CHARGE	\$65,851.96	\$65,742.54	\$64,958.92	\$65,168.67	\$53,284.80	\$52,542.91	\$49,994.85
PREVIOUS COLLECTIONS	\$64,497.23	\$64,414.60	\$63,788.23	\$64,191.15	\$52,632.87	\$51,914.57	\$49,417.01
PREVIOUS BALANCE DUE	\$1,354.73	\$1,327.94	\$1,170.69	\$977.52	\$651.93	\$628.34	\$577.84
COLLECTIONS - TAX	\$41.49	\$82.56	\$2.02	\$68.74	\$5.47		\$6.18
COLLECTIONS - INTEREST/FEES	\$19.48	\$31.78	\$1.37	\$38.18	\$2.67		\$4.53
GROSS MONTHLY COLLECTIONS	\$60.97	\$114.34	\$3.39	\$106.92	\$8.14		\$10.71
MISC. ADJUSTMENTS							
TOTAL TAX COLLECTED TO DATE	\$64,538.72	\$64,497.16	\$63,790.25	\$64,259.89	\$52,638.34	\$51,914.57	\$49,423.19
BALANCE OUTSTANDING	\$1,313.24	\$1,245.38	\$1,168.67	\$908.78	\$646.46	\$628.34	\$571.66
PERCENTAGE COLLECTED	98.01%	98.11%	98.20%	98.61%	98.79%	98.80%	98.86%

Mineral Springs Prior Years Property Tax Report
May 2013

	2004	2003	2003A	2002	2001	2000	1999	
BEGINNING CHARGE	\$41,651.21	\$34,338.14	\$960.75	\$36,425.60	\$36,176.12	\$34,514.63	\$25,779.82	
PUBLIC UTILITIES	\$618.17	\$629.63		\$629.07	\$629.28	\$660.85		
MINIMAL RELEASES	(\$45.06)	(\$102.84)		(\$101.90)	(\$104.80)	(\$78.96)	(\$60.40)	
DISCOVERIES	\$662.98			\$50.45	\$18.98			
ABATEMENTS (RELEASES)	(\$12.99)	(\$21.37)		(\$26.49)	(\$27.40)	(\$675.29)		
PERSONAL PROPERTY WRITEOFFS								
TOTAL CHARGE	\$42,874.31	\$34,843.56	\$960.75	\$36,976.73	\$36,692.18	\$34,421.23	\$25,719.42	
PREVIOUS COLLECTIONS	\$42,351.29	\$34,569.67	\$955.50	\$36,472.86	\$36,513.68	\$34,310.59	\$25,629.94	
PREVIOUS BALANCE DUE	\$523.02	\$273.89	\$5.25	\$503.87	\$178.50	\$110.64	\$89.48	\$8,373.64
COLLECTIONS - TAX	\$8.37							\$214.83
COLLECTIONS - INTEREST/FEES	\$21.67							\$119.68
GROSS MONTHLY COLLECTIONS	\$30.05							\$334.52
MISC. ADJUSTMENTS								
TOTAL TAX COLLECTED TO DATE	\$42,359.66	\$34,569.67	\$955.50	\$36,472.86	\$36,513.68	\$34,310.59	\$25,629.94	
BALANCE OUTSTANDING	\$514.65	\$273.89	\$5.25	\$503.87	\$178.50	\$110.64	\$89.48	\$8,158.81
PERCENTAGE COLLECTED	98.80%	99.21%	99.45%	98.64%	99.51%	99.68%	99.65%	

Mineral Springs Unpaid Property Taxes - Real and Personal as of May 31, 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	\$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												
KINGDOM KIDZ CHILDCARE	50096453		\$12.55	\$10.91	\$9.49									
KINGDOM KIDZ CHILDCARE	949961	\$12.55												
KNIGH DORIS J	50089641										\$1.49			
KNIGHT STEPHEN H	50047348								\$33.40					
KNIGHT, BRENDA S	50100309			\$6.86	\$2.51									
LEE, JERRY OSCAR & LEE, A	05033048	\$17.39		\$17.39	\$17.39	\$15.44	\$15.44	\$15.44	\$13.00					
LEIGH'S BOOKS 'N SUPPLIES	50094248			\$12.02	\$9.10	\$8.54	\$7.43							
LEM'S AUTO SERVICE INC,	612163	\$4.18												
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, ADA BELL	05033049	\$12.89												
MCGEE, BOBBY E & MCGEE	06039007A	\$14.99	\$14.99	\$14.99	\$14.99	\$12.94								
MCKINNEY, MERMASTINE E	05033050	\$16.43	\$16.43	\$16.43	\$16.43	\$13.60	\$13.60	\$13.60						
METHENY, VERNA	50094323		\$2.22	\$2.44			\$2.38							
MEXICAN PAINTERS (THE)	50092685							\$7.43						
MITCHELL, ZEOLIVE THOM	05033066A	\$6.82	\$6.82											
MODULAR SPACE CORP	50099708				\$2.21									
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		

Name	Tax Map N	2011	2010	2009	2008	2007	2006	2005	2004	2003-A	2003	2002	2001	2000
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									
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						
PETTY, JAMES DOUGLAS	06084001A		\$6.86	\$6.86										
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	
PUMPKINS FUTURE LLC	06018137	\$8.12	\$8.12		\$8.82	\$6.41								
R & D MASONRY INC	50092552						\$8.54							
R & T VENDING	50083484										\$2.79			
REALTY INVESTORS INC	50082898						\$1.02							
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					

Name	Tax Map N	2011	2010	2009	2008	2007	2006	2005	2004	2003-A	2003	2002	2001	2000
STRAINING GRACIE M	50082038		\$3.12	\$3.12		\$3.70	\$3.70	\$3.36	\$3.70			\$2.41		
STRAINING, GRACIE M	2026048	\$3.12												
STRAINING, GRACIE M	05033081	\$6.92	\$6.92	\$6.92	\$6.92	\$3.78	\$3.78	\$3.78	\$3.78					
STRAINING, 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						
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		\$1,313.24	\$1,245.38	\$1,168.67	\$908.78	\$646.46	\$628.34	\$571.66	\$514.65	\$5.25	\$273.89	\$503.87	\$178.50	\$110.64

Town of Mineral Springs

FINANCE REPORT MAY 2013

Prepared for:

The Mineral Springs Town Council

By:

Frederick Becker III
Finance Officer

July 11, 2013

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Cash Flow Report FY2012 YTD

7/1/2012 Through 5/31/2013

6/20/2013

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Category Description	7/1/2012- 5/31/2013
INCOME	
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	105,594.00
TOTAL Franchise	108,692.00
Interest Income	906.12
Other Inc	
Zoning	3,150.00
TOTAL Other Inc	3,150.00
Prop Tax 2012	
Receipts 2012	
Int	115.60
Tax	64,424.36
TOTAL Receipts 2012	64,539.96
TOTAL Prop Tax 2012	64,539.96
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	71.83
Tax	43.20
TOTAL Receipts 2000	115.03
TOTAL Prop Tax 2000	115.03
Prop Tax 2001	
Receipts 2001	
Int	76.25
Tax	43.20
TOTAL Receipts 2001	119.45
TOTAL Prop Tax 2001	119.45
Prop Tax 2002	
Receipts 2002	
Int	419.48
Tax	156.74
TOTAL Receipts 2002	576.22
TOTAL Prop Tax 2002	576.22
Prop Tax 2003	
Annexation 2003	

Cash Flow Report FY2012 YTD

7/1/2012 Through 5/31/2013

6/20/2013

Page 2

Category Description	7/1/2012- 5/31/2013
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	198.30
Tax	151.80
TOTAL Receipts 2004	350.10
TOTAL Prop Tax 2004	350.10
Prop Tax 2005	
Receipts 2005	
Int	278.90
Tax	231.62
TOTAL Receipts 2005	510.52
TOTAL Prop Tax 2005	510.52
Prop Tax 2006	
Receipts 2006	
Int	303.77
Tax	281.40
TOTAL Receipts 2006	585.17
TOTAL Prop Tax 2006	585.17
Prop Tax 2007	
Receipts 2007	
Int	281.52
Tax	280.87
TOTAL Receipts 2007	562.39
Refunds 2007	
Int	-1.27
Tax	-15.81
TOTAL Refunds 2007	-17.08
TOTAL Prop Tax 2007	545.31
Prop Tax 2008	
Receipts 2008	
Int	289.29
Tax	434.61
TOTAL Receipts 2008	723.90
Refunds 2008	
Int	-7.99
Tax	-14.64
TOTAL Refunds 2008	-22.63
TOTAL Prop Tax 2008	701.27
Prop Tax 2009	
Receipts 2009	
Int	340.01

Cash Flow Report FY2012 YTD

7/1/2012 Through 5/31/2013

6/20/2013

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Category Description	7/1/2012- 5/31/2013
Tax	963.26
TOTAL Receipts 2009	1,303.27
Refunds 2009	
Int	-1.02
Tax	-14.64
TOTAL Refunds 2009	-15.66
TOTAL Prop Tax 2009	1,287.61
Prop Tax 2010	
Receipts 2010	
Int	243.00
Tax	805.28
TOTAL Receipts 2010	1,048.28
Refunds 2010	
Int	-0.21
Tax	-14.64
TOTAL Refunds 2010	-14.85
TOTAL Prop Tax 2010	1,033.43
Prop Tax 2011	
Receipts 2011	
Int	227.02
Tax	948.15
TOTAL Receipts 2011	1,175.17
TOTAL Prop Tax 2011	1,175.17
TOTAL Prop Tax Prior Years	7,298.59
Sales Tax	
Cable TV	10,325.20
Natural Gas Excise	96.00
Refunds	4,748.05
Sales & Use Dist	13,354.90
telecommunications	3,242.68
TOTAL Sales Tax	31,766.83
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	-0.37
2011	-6.45
2012	-55.67
TOTAL Coll	-63.10
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

7/1/2012 Through 5/31/2013

6/20/2013

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Category Description	7/1/2012- 5/31/2013
Int 2010	3.49
Int 2011	18.15
Int 2012	18.11
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	20.79
Tax 2011	401.46
Tax 2012	3,672.41
TOTAL Veh Tax	4,110.41
TOTAL INCOME	220,463.91
EXPENSES	
Uncategorized	0.00
Ads	414.42
Attorney	3,750.77
Audit	4,200.00
Capital Outlay	
Beautification	10,335.70
Furniture	2,953.26
Office	1,796.98
TOTAL Capital Outlay	15,085.94
Community	
Donation	300.00
Greenway	2,411.65
Maint	4,765.32
Special Events	61.89
TOTAL Community	7,538.86
Dues	4,530.00
Elections	522.50
Emp	
Benefits	
Dental	605.00
Fees	1.52
Life	508.20
NCLGERS	8,601.23
TOTAL Benefits	9,715.95
Bond	450.00
FICA	
Med	1,297.60
Soc Sec	5,548.40
TOTAL FICA	6,846.00
Payroll	1,250.57
Work Comp	692.98
TOTAL Emp	18,955.50
Fire Protection	8,691.00
Ins	3,648.61

Cash Flow Report FY2012 YTD

7/1/2012 Through 5/31/2013

6/20/2013

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Category Description	7/1/2012- 5/31/2013
Newsletter	
Post	268.18
Printing	370.01
TOTAL Newsletter	638.19
Office	
Bank	2.70
Clerk	26,543.00
Council	6,600.00
Deputy Clerk	7,546.25
Equip	924.89
Finance Officer	25,718.00
Maint	
Materials	1,204.92
Service	6,176.75
TOTAL Maint	7,381.67
Mayor	4,400.00
Misc	439.27
Post	990.80
Supplies	3,484.91
Tel	5,781.32
Util	3,507.71
TOTAL Office	93,320.52
Planning	
Administration	1,958.96
Contract	595.85
Salaries	20,965.04
TOTAL Administration	23,519.85
Misc	427.00
Ordinance Changes	1,465.00
TOTAL Planning	25,411.85
Street Lighting	1,575.82
Tax Coll	
Bill	
Services	86.00
TOTAL Bill	86.00
Contract	968.12
Sal	1,430.00
TOTAL Tax Coll	2,484.12
Training	
Officials	875.00
Staff	283.50
TOTAL Training	1,158.50
Travel	2,449.84
TOTAL EXPENSES	194,376.44
TRANSFERS	
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
TO MM Sav CitizensSouth	-110,000.00

Cash Flow Report FY2012 YTD

7/1/2012 Through 5/31/2013

6/20/2013

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Category Description	7/1/2012- 5/31/2013
TO NCCMT_Cash	-1,000.00
TO Greenway Parking Capital Project Fund	-3,264.55
TOTAL TRANSFERS	-69,926.55
OVERALL TOTAL	-43,839.08

Account Balances History Report

(Includes unrealized gains)

As of 5/31/2013

6/20/2013

Page 1

Account	6/29/2012 Balance	6/30/2012 Balance	7/31/2012 Balance	8/31/2012 Balance	9/30/2012 Balance	10/31/2012 Balance	11/30/2012 Balance
ASSETS							
Cash and Bank Accounts							
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
TOTAL Cash and Bank Accounts	446,179.28	445,948.01	428,015.46	412,537.01	457,465.77	438,376.69	436,333.58
Other Assets							
State Revenues Receivable	0.00	54,474.45	52,918.68	51,425.86	0.00	0.00	0.00
TOTAL Other Assets	0.00	54,474.45	52,918.68	51,425.86	0.00	0.00	0.00
TOTAL ASSETS	446,179.28	500,422.46	480,934.14	463,962.87	457,465.77	438,376.69	436,333.58
LIABILITIES							
Other Liabilities							
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
TOTAL Other Liabilities	27,720.00	29,015.50	28,014.00	27,720.00	27,720.00	27,720.00	27,720.00
TOTAL LIABILITIES	27,720.00	29,015.50	28,014.00	27,720.00	27,720.00	27,720.00	27,720.00
OVERALL TOTAL	418,459.28	471,406.96	452,920.14	436,242.87	429,745.77	410,656.69	408,613.58

Account Balances History Report

(Includes unrealized gains)

As of 5/31/2013

6/20/2013

Page 2

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
ASSETS						
Cash and Bank Accounts						
Check Min Spgs	77,482.62	30,487.32	23,174.58	62,938.30	20,641.66	11,269.31
Copper Run Escrow	0.00	0.00	0.00	0.00	0.00	66,669.94
Estates at Soen Escrow	28,218.83	28,222.43	28,225.68	28,229.27	28,232.75	28,236.34
MM Sav CitizensSouth	390,416.12	440,488.74	440,556.33	440,631.17	470,740.07	470,860.03
MM Sav Min Spgs	10,554.73	10,555.63	10,556.44	10,557.34	10,558.21	10,559.11
NCCMT_Cash	0.00	0.00	1,000.00	1,000.03	1,000.06	1,000.09
TOTAL Cash and Bank Accounts	506,672.30	509,754.12	503,513.03	543,356.11	531,172.75	588,594.82
Other Assets						
State Revenues Receivable	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL Other Assets	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL ASSETS	506,672.30	509,754.12	503,513.03	543,356.11	531,172.75	588,594.82
LIABILITIES						
Other Liabilities						
Accounts Payable	0.00	0.00	0.00	0.00	0.00	0.00
Escrows	27,720.00	27,720.00	27,720.00	27,720.00	27,720.00	94,382.00
TOTAL Other Liabilities	27,720.00	27,720.00	27,720.00	27,720.00	27,720.00	94,382.00
TOTAL LIABILITIES	27,720.00	27,720.00	27,720.00	27,720.00	27,720.00	94,382.00
OVERALL TOTAL	478,952.30	482,034.12	475,793.03	515,636.11	503,452.75	494,212.82

Mineral Springs Monthly Revenue Summary 2012-2013

TOWN OF MINERAL SPRINGS									
REVENUE SUMMARY 2012-2013									
Source	Budget	Receivable	Rec'd YTD	% of Budget	July	August	September	October	November
Property Tax - prior	\$ 2,400.00	\$ (4,898.59)	\$ 7,298.59	304.1%	\$ 1,416.21	\$ 214.26	\$ 490.33	\$ 875.57	\$ 502.96
Property Tax - 2012	\$ 61,950.00	\$ (2,589.96)	\$ 64,539.96	104.2%	\$ -	\$ 35.11	\$ 3,645.09	\$ 2,650.82	\$ 8,635.71
Dupl. Property Tax	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
Franchise Taxes: cable	\$ 2,400.00	\$ (698.00)	\$ 3,098.00	129.1%	\$ -	\$ 807.00	\$ -	\$ -	\$ 789.00
Franchise Taxes: utility	\$ 180,000.00	\$ 74,406.00	\$ 105,594.00	58.7%	\$ -	\$ -	\$ -	\$ -	\$ -
Fund Balance Approp.	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
Gross Receipts Tax	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
Interest	\$ 1,200.00	\$ 293.88	\$ 906.12	75.5%	\$ 87.16	\$ 75.63	\$ 65.70	\$ 72.42	\$ 68.52
Sales Tax	\$ 45,200.00	\$ 13,433.17	\$ 31,766.83	70.3%	\$ -	\$ 283.79	\$ 1,620.12	\$ 1,475.54	\$ 1,496.74
Vehicle Taxes	\$ 4,400.00	\$ 289.59	\$ 4,110.41	93.4%	\$ -	\$ 430.19	\$ 375.67	\$ 399.50	\$ 446.58
Zoning Fees	\$ 3,000.00	\$ (150.00)	\$ 3,150.00	105.0%	\$ 150.00	\$ 175.00	\$ 85.00	\$ 660.00	\$ 125.00
Other	\$ 500.00	\$ 500.00	\$ -	0.0%	\$ -	\$ -	\$ -		
Totals	\$ 301,050.00	\$ 80,586.09	\$ 220,463.91	73.2%	\$ 1,653.37	\$ 2,020.98	\$ 6,281.91	\$ 6,133.85	\$ 12,064.51
	December	January	February	March	April	May	June	June a/r	
Property Tax - prior	\$ 617.90	\$ 707.02	\$ 1,738.31	\$ 284.08	\$ 117.43	\$ 334.52			
Property Tax - 2012	\$ 20,245.00	\$ 18,610.62	\$ 7,776.63	\$ 1,523.90	\$ 852.49	\$ 564.59			
Dupl. Property Tax	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
Franchise Taxes: cable	\$ -	\$ -	\$ 809.00	\$ -	\$ -	\$ 693.00			
Franchise Taxes: utility	\$ 60,892.00	\$ -	\$ -	\$ 44,702.00	\$ -	\$ -			
Fund Balance Approp.	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
Gross Receipts Tax	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
Interest	\$ 70.80	\$ 77.12	\$ 71.65	\$ 79.36	\$ 113.28	\$ 124.48			
Sales Tax	\$ 8,023.86	\$ 1,348.93	\$ 6,221.81	\$ 8,556.95	\$ 1,239.10	\$ 1,499.99			
Vehicle Taxes	\$ 475.64	\$ 481.54	\$ 401.59	\$ 321.70	\$ 368.06	\$ 409.94			
Zoning Fees	\$ 210.00	\$ 250.00	\$ 250.00	\$ 275.00	\$ 500.00	\$ 470.00			
Other	\$ -	\$ -	\$ (0.60)	\$ -	\$ 0.60	\$ -			
Totals	\$ 90,535.20	\$ 21,475.23	\$ 17,268.39	\$ 55,742.99	\$ 3,190.96	\$ 4,096.52	\$ -	\$ -	\$ -

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	\$ 1,385.58	\$ 414.42	23.0%	\$ -	\$ -	\$ -	\$ 114.42	\$ -
Attorney	\$ 9,600.00	\$ 5,849.23	\$ 3,750.77	39.1%	\$ 300.00	\$ 300.00	\$ 750.77	\$ 300.00	\$ 300.00
Audit	\$ 4,200.00	\$ -	\$ 4,200.00	100.0%	\$ -	\$ -	\$ -	\$ -	\$ -
Community Projects	\$ 18,900.00	\$ 11,361.14	\$ 7,538.86	39.9%	\$ 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	\$ 3,944.50	\$ 18,955.50	82.8%	\$ 1,514.05	\$ 2,848.95	\$ 815.74	\$ 1,616.52	\$ 1,596.33
Fire Department	\$ 21,000.00	\$ 12,309.00	\$ 8,691.00	41.4%	\$ -	\$ -	\$ -	\$ -	\$ -
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	\$ 25,091.48	\$ 93,320.52	78.8%	\$ 9,526.59	\$ 9,443.21	\$ 7,528.50	\$ 8,096.18	\$ 7,626.46
Planning & Zoning	\$ 41,008.00	\$ 15,596.15	\$ 25,411.85	62.0%	\$ 2,328.62	\$ 2,270.04	\$ 1,955.30	\$ 2,084.00	\$ 2,084.00
Street Lighting	\$ 2,000.00	\$ 424.18	\$ 1,575.82	78.8%	\$ -	\$ 159.31	\$ 159.31	\$ 156.66	\$ 156.66
Tax Collection	\$ 2,800.00	\$ 315.88	\$ 2,484.12	88.7%	\$ 130.00	\$ 130.53	\$ 184.68	\$ 169.76	\$ 259.54
Training	\$ 3,000.00	\$ 1,841.50	\$ 1,158.50	38.6%	\$ 155.00	\$ -	\$ 750.00	\$ 125.00	\$ -
Travel	\$ 3,000.00	\$ 550.16	\$ 2,449.84	81.7%	\$ 962.74	\$ -	\$ 161.65	\$ 126.20	\$ 141.80
Capital Outlay	\$ 37,405.00	\$ 22,319.06	\$ 15,085.94	40.3%	\$ -	\$ -	\$ -	\$ 10,923.25	\$ 790.71
Totals	\$ 301,050.00	\$ 106,673.56	\$ 194,376.44	64.6%	\$ 19,705.19	\$ 18,698.25	\$ 12,779.01	\$ 24,575.18	\$ 13,830.50
Off Budget:									
Tax Refunds			\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers			\$ 3,264.55		\$ 435.00	\$ -	\$ -	\$ 622.75	\$ 277.12
Total Off Budget:			\$ 3,264.55		\$ 435.00	\$ -	\$ -	\$ 622.75	\$ 277.12

Mineral Springs Budget Comparison 2012-2013

Appropriation dept	December	January	February	March	April	May	June	June a/p
Advertising	\$ -	\$ -	\$ 300.00	\$ -	\$ -	\$ -		
Attorney	\$ 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		
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		
Fire Department	\$ -	\$ -	\$ 8,691.00	\$ -	\$ -	\$ -		
Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Newsletter	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Office	\$ 7,656.53	\$ 9,396.90	\$ 8,384.79	\$ 9,224.33	\$ 8,400.41	\$ 8,036.62		
Planning & Zoning	\$ 2,084.00	\$ 2,084.00	\$ 2,359.00	\$ 2,679.85	\$ 3,199.04	\$ 2,284.00		
Street Lighting	\$ 156.66	\$ 156.66	\$ 157.67	\$ 157.63	\$ 157.63	\$ 157.63		
Tax Collection	\$ 433.68	\$ 409.16	\$ 246.65	\$ 152.86	\$ 142.79	\$ 224.47		
Training	\$ -	\$ 3.50	\$ -	\$ -	\$ 125.00	\$ -		
Travel	\$ -	\$ 92.79	\$ 271.16	\$ 155.84	\$ 133.35	\$ 404.31		
Capital Outlay	\$ 1,575.00	\$ 1,796.98		\$ -	\$ -	\$ -		
	\$ 18,635.98	\$ 18,204.41	\$ 23,509.48	\$ 15,899.91	\$ 15,374.32	\$ 13,164.21	\$ -	\$ -
Off Budget:								
Tax Refunds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
Interfund Transfers	\$ 1,560.50	\$ 189.00	\$ -	\$ -	\$ -	\$ 180.18		\$ -
	\$ 1,560.50	\$ 189.00	\$ -	\$ -	\$ -	\$ 180.18	\$ -	\$ -

May Cash Flow Report

5/1/2013 Through 5/31/2013

6/20/2013

Page 1

Category Description	5/1/2013- 5/31/2013
INCOME	
Franchise	
Cable	693.00
TOTAL Franchise	693.00
Interest Income	124.48
Other Inc	
Zoning	470.00
TOTAL Other Inc	470.00
Prop Tax 2012	
Receipts 2012	
Int	19.03
Tax	545.56
TOTAL Receipts 2012	564.59
TOTAL Prop Tax 2012	564.59
Prop Tax Prior Years	
Prop Tax 1999	
Receipts 1999	
Int	0.00
Tax	0.00
TOTAL Receipts 1999	0.00
TOTAL Prop Tax 1999	0.00
Prop Tax 2000	
Receipts 2000	
Int	0.00
Tax	0.00
TOTAL Receipts 2000	0.00
TOTAL Prop Tax 2000	0.00
Prop Tax 2001	
Receipts 2001	
Int	0.00
Tax	0.00
TOTAL Receipts 2001	0.00
TOTAL Prop Tax 2001	0.00
Prop Tax 2002	
Receipts 2002	
Int	0.00
Tax	0.00
TOTAL Receipts 2002	0.00
TOTAL Prop Tax 2002	0.00
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

May Cash Flow Report

5/1/2013 Through 5/31/2013

6/20/2013

Page 2

Category Description	5/1/2013- 5/31/2013
TOTAL Prop Tax 2003	0.00
Prop Tax 2004	
Receipts 2004	
Int	21.68
Tax	8.37
TOTAL Receipts 2004	30.05
TOTAL Prop Tax 2004	30.05
Prop Tax 2005	
Receipts 2005	
Int	4.53
Tax	6.18
TOTAL Receipts 2005	10.71
TOTAL Prop Tax 2005	10.71
Prop Tax 2006	
Receipts 2006	
Int	0.00
Tax	0.00
TOTAL Receipts 2006	0.00
TOTAL Prop Tax 2006	0.00
Prop Tax 2007	
Receipts 2007	
Int	2.67
Tax	5.47
TOTAL Receipts 2007	8.14
TOTAL Prop Tax 2007	8.14
Prop Tax 2008	
Receipts 2008	
Int	38.18
Tax	68.74
TOTAL Receipts 2008	106.92
TOTAL Prop Tax 2008	106.92
Prop Tax 2009	
Receipts 2009	
Int	1.37
Tax	2.02
TOTAL Receipts 2009	3.39
TOTAL Prop Tax 2009	3.39
Prop Tax 2010	
Receipts 2010	
Int	31.78
Tax	82.56
TOTAL Receipts 2010	114.34
TOTAL Prop Tax 2010	114.34
Prop Tax 2011	
Receipts 2011	
Int	19.48
Tax	41.49
TOTAL Receipts 2011	60.97
TOTAL Prop Tax 2011	60.97
TOTAL Prop Tax Prior Years	334.52
Sales Tax	

May Cash Flow Report

5/1/2013 Through 5/31/2013

6/20/2013

Page 3

Category Description	5/1/2013- 5/31/2013
Sales & Use Dist	1,499.99
TOTAL Sales Tax	1,499.99
Veh Tax	
Coll	
2007	0.00
2008	0.00
2009	0.00
2010	-0.09
2011	-0.02
2012	-6.18
TOTAL Coll	-6.29
Int 2007	0.00
Int 2008	0.00
Int 2009	0.00
Int 2010	0.99
Int 2011	0.11
Int 2012	3.95
Tax 2007	0.23
Tax 2008	0.00
Tax 2009	0.00
Tax 2010	4.55
Tax 2011	1.30
Tax 2012	405.10
TOTAL Veh Tax	409.94
TOTAL INCOME	4,096.52
EXPENSES	
Attorney	300.00
Community	
Greenway	134.61
Maint	10.20
TOTAL Community	144.81
Emp	
Benefits	
Dental	55.00
Life	46.20
NCLGERS	781.93
TOTAL Benefits	883.13
FICA	
Med	118.67
Soc Sec	507.50
TOTAL FICA	626.17
Payroll	103.07
TOTAL Emp	1,612.37
Office	
Bank	23.79
Clerk	2,413.00
Council	600.00
Deputy Clerk	630.50
Finance Officer	2,338.00
Maint	

May Cash Flow Report

5/1/2013 Through 5/31/2013

6/20/2013

Page 4

Category Description	5/1/2013- 5/31/2013
Materials	7.62
Service	485.00
TOTAL Maint	492.62
Mayor	400.00
Supplies	620.95
Tel	378.29
Util	139.47
TOTAL Office	8,036.62
Planning	
Administration	1,958.96
Salaries	125.04
TOTAL Administration	2,084.00
Ordinance Changes	200.00
TOTAL Planning	2,284.00
Street Lighting	157.63
Tax Coll	
Bill	
Services	86.00
TOTAL Bill	86.00
Contract	8.47
Sal	130.00
TOTAL Tax Coll	224.47
Travel	404.31
TOTAL EXPENSES	13,164.21
TRANSFERS	
TO Greenway Parking Capital Project Fund	-180.18
TOTAL TRANSFERS	-180.18
OVERALL TOTAL	-9,247.87

Register Report

5/1/2013 Through 5/31/2013

6/10/2013

Page 1

Date	Num	Description	Memo	Category	Amount
BALANCE 4/30/2013					20,641.66
5/3/2013	EFT	Debit Card (Office...Mouse, flash drive ...	Office:Supplies		-39.48
5/6/2013	3969	Carolina Heritage ...2 Echinacea purpu...	Community:Maint		-10.20
5/6/2013	3970	Frederick Becker III 3/13 - 4/13 reimburs...	Travel		-178.02
5/6/2013	397...	Municipal Insuran...	Emp:Benefits:Life		-46.20
			Emp:Benefits:Dental		-55.00
5/6/2013	3972	Clark, Griffin & M... I/N 3972 5/13 (FY...	Attorney		-300.00
5/6/2013	3973	Taylor & Sons Mo... I/N 1811 5/13 (FY2...	Office:Maint:Service		-290.00
5/6/2013	EFT	Debit Card (Wend...e-Records School I...	Travel		-7.47
5/8/2013	EFT	Debit Card (Awar... Mayor-Council Port...	Office:Supplies		-49.46
5/9/2013	EFT	Debit Card (Lowe's) Picture Hooks (FY...	Office:Maint:Materials		-5.23
5/13/2013	EFT...	Union County	Prop Tax 2012:Receipts 2012:Tax		545.56
			Prop Tax 2012:Receipts 2012:Int		19.03
			Tax Coll:Contract		-8.47
			Veh Tax:Tax 2012		405.10
			Veh Tax:Coll:2012		-6.18
			Veh Tax:Int 2012		3.95
			Veh Tax:Tax 2011		1.30
			Veh Tax:Coll:2011		-0.02
			Veh Tax:Int 2011		0.11
			Veh Tax:Tax 2010		4.55
			Veh Tax:Int 2010		0.99
			Veh Tax:Coll:2010		-0.09
			Veh Tax:Tax 2009		0.00
			Veh Tax:Coll:2009		0.00
			Veh Tax:Int 2009		0.00
			Veh Tax:Tax 2008		0.00
			Veh Tax:Int 2008		0.00
			Veh Tax:Coll:2008		0.00
			Veh Tax:Tax 2007		0.23
			Veh Tax:Coll:2007		0.00
			Veh Tax:Int 2007		0.00
5/13/2013	3974	LexisNexis I/N 1534916-20130...	Tax Coll:Bill:Services		-86.00
5/13/2013	3975	Forms & Supply, I... I/N 2351095-0 Ink ...	Office:Supplies		-351.56
5/13/2013	3976	Vicky A Brooks Mileage: 2/26/13 - ...	Travel		-218.82
5/13/2013	3977	Union County (Pu... 84361*00 (FY2012)	Office:Util		-16.01
5/13/2013	3978	Duke Power 1819573779 (Old ...	Office:Util		-22.06
5/13/2013	3979	Duke Power 1803784140 (FY20...	Office:Util		-101.40
5/13/2013	3980	Jan-Pro Cleaning ... I/N 18455 Janitorial...	Office:Maint:Service		-195.00
5/13/2013	EFT	Debit Card (Norton) NAV Renewal D60...	Office:Supplies		-53.36
5/15/2013	EFT	NC Department of...03/13 (FY2012)	Sales Tax:Sales & Use Dist		1,499.99
5/17/2013	EFT	Debit Card (Office...Binders, Dividers (...	Office:Supplies		-44.22
5/17/2013	EFT	Debit Card (Office...Dividers (FY2012)	Office:Supplies		-12.79
5/19/2013	EFT	Debit Card (Micha...Picture Frames (F...	Office:Supplies		-38.59
5/19/2013	EFT	Debit Card (WalM... Air Freshener (FY2...	Office:Maint:Materials		-2.39
5/24/2013	EFT	Debit Card (Matth... Kiosk Cedar Roof ...	[Greenway Parking Capital Project...		-180.18
5/27/2013	EFT	Debit Card (Zoro ... Trailbuilding Tools ...	Community:Greenway		-134.60
5/28/2013	3981	M J Namin Engineering: Stor...	Planning:Ordinance Changes		-200.00
5/28/2013	3982	Duke Power 2035221941 (FY20...	Street Lighting		-157.63
5/28/2013	3983	Windstream 061345970 (FY2012)	Office:Tel		-61.93
5/28/2013	3984	Windstream 061348611 (FY2012)	Office:Tel		-229.12

Register Report

5/1/2013 Through 5/31/2013

6/10/2013

Page 3

Date	Num	Description	Memo	Category	Amount
BALANCE 5/31/2013					11,269.31
TOTAL INFLOWS					3,979.33
TOTAL OUTFLOWS					-13,351.68
NET TOTAL					-9,372.35

May 2013

Revenue Details

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7800 Crescent Executive Dr
Charlotte, NC 28217

May 15, 2013

Town of Mineral Springs
P.O. Box 600
Mineral Springs, NC 28108-0600

734-Town of Mineral Springs

The following is a breakdown of gross revenues for the quarter ending
March 30, 2013

FRANCHISE FEES 1st Quarter, 2013
--

January, 2013	\$4,445
February, 2013	\$4,435
March, 2013	<u>\$4,975</u>
TOTAL REVENUE:	\$13,855
Franchise Fee %:	<u>5.00%</u>
TOTAL FEE REMITTED:	<u><u>\$693</u></u>

Any Questions related to this payment can be directed to:

Email address - TWC.TASRoyalties@TWCable.com (Please include "Franchise Fees" in the
Subject Line)
Phone number 1-866-892-8923

Thanks!

Check Date: May/03/2013		Vendor Number: 0000032211		Check No. 0003838750		Payment Handling: TS	
Invoice Number	Invoice Date	Business Unit	Voucher ID	Gross Amount	Discount Taken	Paid Amount	
FF42734Q113	May/01/2013	14700	00665964	693.00	0.00	693.00	
<i>PRIORITY-Return to MV-TAS</i>							

Check Number	Date	Total Gross Amount	Total Discounts	Total Paid Amount
0003838750	May/03/2013	\$693.00	\$0.00	\$693.00

THE FACE OF THIS CHECK HAS A COLORED BACKGROUND



TIME WARNER CABLE
 SHARED SERVICE CENTER
 7800 CRESCENT EXECUTIVE DRIVE
 CHARLOTTE, NC 28217
 1-866-892-8923

THE BANK OF NEW YORK MELLON
 Pittsburgh, PA
 60-160/433

0003838750

Date May/03/2013

Pay Amount \$693.00***

Pay ****SIX HUNDRED AND NINETY-THREE AND XX / 100 DOLLAR****

NOT VALID AFTER 180 DAYS

To The Order Of TOWN OF MINERAL SPRINGS
 PO BOX 600
 MINERAL SPRINGS, NC 28108-0600

With Cash

THE ORIGINAL DOCUMENT HAS AN ARTIFICIAL WATERMARK ON THE BACK.

HOLD AT AN ANGLE TO VIEW WHEN CHECKING THE ENDORSEMENT.

⑈0003838750⑈ ⑆043301601⑆ 008⑈5083⑈

NC Sales and Use Tax Distribution

March 2013 Collections

Summary

May 10, 2013

		ARTICLE 39	ARTICLE 40	ARTICLE 42	ARTICLE 43	ARTICLE 44	ARTICLE 45	ARTICLE 46	CITY HH	TOTAL
UNION	(Ad Valorem)	\$ 1,120,474.12	\$ 818,739.60	\$ 596,038.59	\$ -	\$ 16,314.30	\$ -	\$ -	\$ (184,764.44)	\$ 2,366,802.17
	FAIRVIEW	\$ 610.79	\$ 446.31	\$ 324.91	\$ -	\$ 8.89	\$ -	\$ -	\$ 452.64	\$ 1,843.54
	HEMBY BRIDGE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	INDIAN TRAIL	\$ 34,806.26	\$ 25,433.22	\$ 18,515.26	\$ -	\$ 506.78	\$ -	\$ -	\$ 25,793.19	\$ 105,054.71
	LAKE PARK	\$ 4,262.96	\$ 3,114.98	\$ 2,267.69	\$ -	\$ 62.07	\$ -	\$ -	\$ 3,159.07	\$ 12,866.77
	MARSHVILLE	\$ 4,965.67	\$ 3,628.45	\$ 2,641.50	\$ -	\$ 72.30	\$ -	\$ -	\$ 3,679.80	\$ 14,987.72
	MARVIN	\$ 3,686.27	\$ 2,693.59	\$ 1,960.92	\$ -	\$ 53.67	\$ -	\$ -	\$ 2,731.71	\$ 11,126.16
	MINERAL SPRINGS	\$ 496.96	\$ 363.14	\$ 264.36	\$ -	\$ 7.24	\$ -	\$ -	\$ 368.29	\$ 1,499.99
	MINT HILL *	\$ 38.77	\$ 28.33	\$ 20.62	\$ -	\$ 0.56	\$ -	\$ -	\$ 28.74	\$ 117.02
	MONROE	\$ 135,539.84	\$ 99,040.07	\$ 72,100.71	\$ -	\$ 1,973.48	\$ -	\$ -	\$ 100,441.79	\$ 409,095.89
	STALLINGS *	\$ 24,084.27	\$ 17,598.57	\$ 12,811.68	\$ -	\$ 350.67	\$ -	\$ -	\$ 17,847.66	\$ 72,692.85
	UNIONVILLE	\$ 724.08	\$ 529.09	\$ 385.17	\$ -	\$ 10.54	\$ -	\$ -	\$ 536.59	\$ 2,185.47
	WAXHAW	\$ 31,147.38	\$ 22,759.64	\$ 16,568.91	\$ -	\$ 453.51	\$ -	\$ -	\$ 23,081.77	\$ 94,011.21
	WEDDINGTON *	\$ 4,249.81	\$ 3,105.37	\$ 2,260.70	\$ -	\$ 61.88	\$ -	\$ -	\$ 3,149.32	\$ 12,827.08
	WESLEY CHAPEL	\$ 1,086.25	\$ 793.73	\$ 577.83	\$ -	\$ 15.82	\$ -	\$ -	\$ 804.98	\$ 3,278.61
	WINGATE	\$ 3,628.47	\$ 2,651.35	\$ 1,930.17	\$ -	\$ 52.83	\$ -	\$ -	\$ 2,688.89	\$ 10,951.71

DATE 4/30/13
 TIME 12:18:45
 USER PHH

UNION COUNTY

COLLECTIONS BY RCD/REV UNIT/YR-DATE RANGE
 DEPOSIT DATE RANGE: 4/01/2013 THRU 4/30/2013
 REPORT GROUP: 100 REAL AND PERSONAL
 REVENUE UNIT: 990 TOWN OF MINERAL SPRINGS

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 PROG# CL2138

YEAR	TAXES, ASSESSMENTS & MISC. CHARGES	LATE LIST	INTEREST STATE INTEREST (NOT INT3)	INTEREST STATE INTEREST (INT3) TOTAL COLLECTED	COMMISSION	NET OF COMMISSION & STATE INTEREST
2012	545.56		19.03	564.59	8.47	556.12
TOTAL	545.56		19.03	564.59	8.47	556.12

DATE 4/30/13
 TIME 12:18:45
 USER PHH

UNION COUNTY

COLLECTIONS BY RCD/REV UNIT/YR-DATE RANGE
 DEPOSIT DATE RANGE: 4/01/2013 THRU 4/30/2013
 REPORT GROUP: 200 REGISTERED VEHICLE
 REVENUE UNIT: 990 TOWN OF MINERAL SPRINGS

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 PROG# CL2138

YEAR	TAXES, ASSESSMENTS & MISC. CHARGES	LATE LIST	INTEREST STATE INTEREST (NOT INT3)	INTEREST STATE INTEREST (INT3)	TOTAL COLLECTED	COMMISSION	NET OF COMMISSION & STATE INTEREST
2007	.23				.23		.23
2010	4.55		.99	.13	5.67	.09	5.45
2011	1.30		.11	.04	1.45	.02	1.39
2012	405.10		3.95	3.18	412.23	6.18	402.87
TOTAL	411.18		5.05	3.35	419.58	6.29	409.94

4. Would you be able to study the Ordinances and the Rules of Procedure on your own, as well as to attend a training session if it becomes available?

yes

5. Regular attendance at the meetings, which are on the third Monday of each month, is extremely important. Do you foresee any problems with being able to attend the meetings? If so, please explain?

no

I understand that the information provided on this application is subject to the rules under Chapter 132 of the North Carolina General Statutes and will be available as a public record.

Signature Donna Sherwin

Date June-22-2013

Mail to: Town of Mineral Springs
Attn: Vicky Brooks
P. O. Box 600
Mineral Springs, NC 28108

Or

Email to: msvickybrooks@aol.com

MEMO

To: Mineral Springs Town Council
From: Rick Becker
Date: July 2, 2013
Subject: MUMPO (CRTPO) Participation

We discussed this topic briefly a few months ago, and the process is nearing completion.

In summary, the Mecklenburg-Union Metropolitan Planning Organization (MUMPO) is expanding both its territory and its potential membership. Iredell County has been added, and the minimum population requirement for membership has been eliminated. These new guidelines mean that *every* municipality in Iredell, Mecklenburg, and Union Counties is eligible for membership. Also, the organization is being renamed the Charlotte Regional Transportation Planning Organization (CRTPO).

As you can see from the accompanying email from Bob Cook, the subcommittee has recommended the population-based membership fee formula, which produces the lower of the two possible fees for Mineral Springs. When this was first discussed, Council had expressed interest in MUMPO membership provided the lower fee was applicable. According to Mr. Cook, Mineral Springs' annual fee is expected to be approximately \$910.

Current calculations are shown on the accompanying spreadsheet. Only Hemby Bridge and Unionville have specifically stated that they will *not* participate. Seven Union County municipalities are already MUMPO members, leaving Fairview, Lake Park, Marshville, Marvin, and Mineral Springs "up in the air". Most of those five are expected to join.

Since the revised Memorandum of Understanding is still not finalized, Mr. Cook is simply asking for "an indication concerning Mineral Springs' willingness/ability to participate", and that I "request that the Council state its preference". Council should view adoption of a motion to participate as a "good faith" indication of the town's position on membership; while it would still not be binding, Council should be pretty sure they wouldn't back out when the final MOU comes up for approval.

I recommend that Mineral Springs participate. While a single municipality doesn't have a huge voice in the transportation planning process, I believe that it is important for all of us to be "in the loop" and remain as informed as possible about the region's long-term transportation priorities. CRTPO will continue to meet monthly in Charlotte, and as mayor I would be the town's delegate. I am willing to take on that responsibility if Mineral Springs becomes a member,

Subject: RE: Mineral Springs MUMPO/CRTPO Membership

From: Cook, Robert (rwcook@ci.charlotte.nc.us)

To: msncmayor@yahoo.com;

Cc: msvickybrooks@aol.com;

Date: Monday, July 1, 2013 2:05 PM

Mayor Becker:

What we're looking for at this stage is an indication concerning Mineral Springs' willingness/ability to participate. This came about for two reasons: 1) because of the MPO's clear desire to eliminate the population threshold; 2) because of the change in the local funding mechanism. The biggest issue for every municipality is cost, and Mineral Springs' obligation would be \$910. (This is subject to change depending upon the level of participation, but it won't be anything like a 50% increase.) I have attached a spreadsheet that shows the three options that were presented to the MPO for endorsement; option 3 was selected.

So if you were to simply request that the Council state its preference, that would be enough for me. Does this help?

Bob

From: Mayor Rick Becker [mailto:msncmayor@yahoo.com]
Sent: Monday, July 01, 2013 1:36 PM
To: Cook, Robert
Cc: Vicky (town) Brooks
Subject: Mineral Springs MUMPO/CRTPO Membership

Bob,

We are putting together the agenda packet for our July 11 meeting, which will go out early this week due to the 4th of July holiday.

Is there anything I need to put on the agenda regarding membership, or should I wait until you have a final MOU? If I'm asking our council to vote on membership, do you have anything that I can put in the agenda packet to that effect? Otherwise, if we vote on this in July, I'm not exactly sure what to tell my council they're voting on!

Draft Options to Allocate Cost by Population or Vote

Option 1

Option 2

Option 3

Jurisdiction	December 2012 MOU Sub-Committee Recommended Vote & Cost Distribution					Population Based Cost Share					Votes-Charlotte Plus 3 with Vote Based Cost Share				Votes-Charlotte Plus 2 with Population Based Cost Share				
	Population 2010 Census Including Sphere	Percent of Est. Future Planning Area Population Total	Number of Votes Minimum 1 vote per jurisdiction	Percent of Vote	Proposed FY14 Population Cost Share	Revised Member Population 2010 Census Including Sphere	Percent of Est. Future Planning Area Population Total	Number of Votes Minimum 1 vote per jurisdiction	Percent of Vote	Proposed FY14 Population Cost Share	Number of Votes Minimum 1 vote per jurisdiction	Percent of Vote	Percent Cost Share by Vote	Proposed FY14 Cost Share by Vote	Revised Member Population 2010 Census Including Sphere	Percent of Population	Number of Votes Minimum 1 vote per jurisdiction	Percent of Vote	Proposed FY14 Population Cost Share
Charlotte	766,289	59.9%	31	42%	256,626	766,289	61.7%	62	62%	\$ 264,325	28	42%	44%	\$ 190,362	766,289	62%	31	45%	\$ 264,325
Cornelius	25,062	2.0%	2	3%	8,393	25,062	2.0%	2	2%	\$ 8,645	2	3%	3%	\$ 13,597	25,062	2%	2	3%	\$ 8,645
Davidson	11,637	0.9%	1	1%	3,897	11,637	0.9%	1	1%	\$ 4,014	1	2%	2%	\$ 6,799	11,637	1%	1	1%	\$ 4,014
Fairview	3,324	0.3%	1	1%	1,113	3,324	0.3%	1	1%	\$ 1,147	1	2%	2%	\$ 6,799	3,324	1%	1	1%	\$ 1,147
Hemby Bridge	1,520	0.1%	1	1%	509	-	0.0%	0		\$ -	0	0%	0%	\$ -	-		0	0%	\$ -
Huntersville*	48,734	3.8%	2	3%	16,321	48,734	3.9%	2	2%	\$ 16,810	2	3%	3%	\$ 13,597	48,734	2%	2	3%	\$ 16,810
Indian Trail	33,518	2.6%	2	3%	11,225	33,518	2.7%	2	2%	\$ 11,562	2	3%	3%	\$ 13,597	33,518	2%	2	3%	\$ 11,562
Iredell County**	74,086	5.8%	2	3%	24,811	74,086	6.0%	2	2%	\$ 25,555	2	3%	3%	\$ 13,597	74,086	2%	2	3%	\$ 25,555
Lake Park	3,422	0.3%	1	1%	1,146	3,422	0.3%	1	1%	\$ 1,180	1	2%	2%	\$ 6,799	3,422	1%	1	1%	\$ 1,180
Lincoln County**	29,803	2.3%	2	3%	9,981	-	0.0%	0		\$ -	0	0%	0%	\$ -	-		0	0%	\$ -
Marshville	2,772	0.2%	1	1%	928	2,772	0.2%	1	1%	\$ 956	1	2%	2%	\$ 6,799	2,772	1%	1	1%	\$ 956
Marvin	5,579	0.4%	1	1%	1,868	5,579	0.4%	1	1%	\$ 1,924	1	2%	2%	\$ 6,799	5,579	1%	1	1%	\$ 1,924
Matthews	27,198	2.1%	2	3%	9,108	27,198	2.2%	2	2%	\$ 9,382	2	3%	3%	\$ 13,597	27,198	2%	2	3%	\$ 9,382
Mecklenburg County**	758	0.1%	2	3%	254	758	0.1%	2	2%	\$ 261	2	3%	3%	\$ 13,597	758	2%	2	3%	\$ 261
Mineral Springs	2,639	0.2%	1	1%	884	2,639	0.2%	1	1%	\$ 910	1	2%	2%	\$ 6,799	2,639	1%	1	1%	\$ 910
Mint Hill	28,443	2.2%	2	3%	9,525	28,443	2.3%	2	2%	\$ 9,811	2	3%	3%	\$ 13,597	28,443	2%	2	3%	\$ 9,811
Monroe	33,884	2.6%	2	3%	11,348	33,884	2.7%	2	2%	\$ 11,688	2	3%	3%	\$ 13,597	33,884	2%	2	3%	\$ 11,688
Mooresville	38,541	3.0%	2	3%	12,907	38,541	3.1%	2	2%	\$ 13,294	2	3%	3%	\$ 13,597	38,541	2%	2	3%	\$ 13,294
Pineville	11,507	0.9%	1	1%	3,854	11,507	0.9%	1	1%	\$ 3,969	1	2%	2%	\$ 6,799	11,507	1%	1	1%	\$ 3,969
Stallings	13,835	1.1%	1	1%	4,633	13,835	1.1%	1	1%	\$ 4,772	1	2%	2%	\$ 6,799	13,835	1%	1	1%	\$ 4,772
Statesville	28,930	2.3%	2	3%	9,689	28,930	2.3%	2	2%	\$ 9,979	2	3%	3%	\$ 13,597	28,930	2%	2	3%	\$ 9,979
Troutman	3,802	0.3%	1	1%	1,273	3,802	0.3%	1	1%	\$ 1,311	1	2%	2%	\$ 6,799	3,802	1%	1	1%	\$ 1,311
Union County**	44,926	3.5%	2	3%	15,045	44,926	3.6%	2	2%	\$ 15,497	2	3%	3%	\$ 13,597	44,926	2%	2	3%	\$ 15,497
Unionville	5,929	0.5%	1	1%	1,986	-	0.0%	0		\$ -	0	0%	0%	\$ -	-		0	0%	\$ -
Waxhaw	9,859	0.8%	1	1%	3,302	9,859	0.8%	1	1%	\$ 3,401	1	2%	2%	\$ 6,799	9,859	1%	1	1%	\$ 3,401
Weddington	9,459	0.7%	1	1%	3,168	9,459	0.8%	1	1%	\$ 3,263	1	2%	2%	\$ 6,799	9,459	1%	1	1%	\$ 3,263
Wesley Chapel	7,643	0.6%	1	1%	2,560	7,643	0.6%	1	1%	\$ 2,636	1	2%	2%	\$ 6,799	7,643	1%	1	1%	\$ 2,636
Wingate	5,855	0.5%	1	1%	1,961	5,855	0.5%	1	1%	\$ 2,020	1	2%	2%	\$ 6,799	5,855	1%	1	1%	\$ 2,020
NC DOT***			2	3%		-	0.0%	2	2%	\$ -	2	3%			-	2%	2	3%	\$ -
MTC (Transit)			1	1%		-	0.0%	1	1%	\$ -	1	2%			-	1%	1	1%	\$ -
Total	1,278,954	100%	73	100%	428,315	1,241,702	100%	100	100%	\$ 428,315	66	100%	100%	\$ 428,315	1,241,702	100%	69	100%	\$ 428,315

*Amended Huntersville from 3 votes to 2.

** Unincorporated County Population

***1 vote each for Divisions 10 and 12

Note: Option 3 has been endorsed by the MPO.

MEMO

To: Town Council
From: Vicky Brooks
Date: July 2, 2013
Re: Consideration of "Adopting" the Statements of Consistency and Reasonableness for the Text Amendments
Agenda Item #6 – 07/11/13

After the meeting last month, Attorney Griffin expressed concerns over the council not "adopting" the Statement of Consistency and Reasonableness for the text amendments that were approved. I consulted with Mr. Bill Duston from N•Focus Planning and he suggested that the council just simply adopt those statements this month.

Excerpts from Mr. Duston's email response:

REASONABLENESS

NCGS 160A-382 states that a statement shall be prepared; it says nothing about adoption nor whether the statement be prepared by the PB and/or the TC. In my mind, however, it should be adopted both by the PB and TC just to be on the safe side.

CONSISTENCY

NCGS 160A-383 requires that a statement be approved by the governing board; this statute also implies that such a statement be made and approved by the PB since it says that a statement of consistency be included in the PB's "written recommendations."

It was Mr. Duston's opinion that the planning board and the town council should each approve separate statements of consistency and reasonableness with each zoning action that they take.

At the June 24th Planning Board meeting, the planning board adopted the statements of consistency and reasonableness for those text amendments and have forwarded them to the town council.



Date: June 24, 2013
From: Mineral Springs Planning Board
To: Mineral Springs Town Council
Re: Adoption of Statements of Consistency and Reasonableness
for Proposed Text Amendments

The Mineral Springs Planning Board hereby declares that the proposed text amendments to Article 3 – Section 3.1.3 (d) (4) (c) (1) and Article 3 – Section 3.1.3 (d) (o) of the Mineral Springs Zoning Ordinance are reasonable as they allow for an attainable standard that preserves the Land Use Plan’s original appearance/utility goals, which is needed in the Town and the current text does not allow.

Furthermore, the Mineral Springs Planning Board 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 periodic review of town ordinances to be sure that they are as up-to-date and effective as possible.

The Mineral Springs Planning Board hereby declares that the proposed text amendments to Article 2 – Section 2.1 and the amendment to Article 5 – Sections 5.1.3 (a) (2) and 5.2.3 (a) (2) of the Mineral Springs Zoning Ordinance are 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.

Furthermore, the Mineral Springs Planning Board 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 large-lot subdivisions accommodating one house per 3-5 acres to be a desired means of providing quality and orderly development in the Town.

The Mineral Springs Planning Board hereby declares that the proposed text amendments to Article 2 – Section 2.1, the addition of Article 3 – Section 3.1.2 (d), the addition of Article 3 – Section 3.1.5, 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 are 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.

Furthermore, the Mineral Springs Planning Board 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.

Bettylyn Krafft
Bettylyn Krafft, Vice-Chairman

Vicky A Brooks
Vicky A. Brooks, Zoning Administrator

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 11th day of July, 2013.

Frederick Becker, III, Mayor

Attest:

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 11th day of July, 2013.

Frederick Becker, III, Mayor

Attest:

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 11th day of July, 2013.

Frederick Becker, III, Mayor

Attest:

Vicky A. Brooks, CMC

MEMO

To: Town Council
From: Vicky Brooks
Date: July 5, 2013
Re: Consideration of Authorizing Planning Training for Town Planner
Agenda Item #7 – 07/11/13

There are two courses that I am interested in attending this year. Planning Practice (formerly known as Introduction to Planning) is a course that I've been looking to attend for many years now; however, the School of Government (SOG) has been in the process of revamping it and did not offer it. Toward the end of June, I checked the SOG website for updates that were promised and found that they had several options for me in the zoning and planning categories. The other course is Foundations in Planning and Development Regulation, which is sort of an introductory course to more advanced courses that are offered.

After discussing this with the Finance Officer as a budget item, we believe that it may become necessary for the council to do a budget amendment later in this fiscal year for travel expenses should council authorize my attendance to both of these courses.

The estimated expenses for these courses are:

Planning Practice	Course Fee	Hotel (estimated)	Mileage (estimated)	Meals (estimated)	Total Estimated Expenses	Total Estimated Travel Expenses
	\$350.00	\$560.00	\$234.00	\$120.00	\$1,264.00	\$914.00
Foundations in Planning and Development Regulation						
	\$300.00	\$420.00	\$226.00	\$90.00	\$1036.00	\$736.00



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

[Home](#) > Planning Practice

Planning Practice

November 19-21, 2013

\$350

[Register](#)

[1]

This is a three day intermediate course investigating planning authority, topics, and processes, including comprehensive planning, growth management strategies, and planning technology. This course content is comparable to the topics covered in the former *Introduction to Planning*. This course is offered annually in the fall.

This course is intended primarily for intermediate planning staff with responsibilities for preparing comprehensive and land use plans and for administering long-range planning programs.

General Course Content

- Governance and Levels of Planning
 - State, MPO, regional, county, city, neighborhood
- Types and Functions
 - Statutory requirements
 - Comprehensive, neighborhood, and small area plans
 - Functional plans (capital improvement, transportation, solid waste, recreation, housing, etc.)
- Plan Implementation
 - Crafting a development regulation ordinance
 - Relation to public investments
- Planners Toolbox
 - Planning process and participation
 - Working with consultants (RFPs, etc.)
 - Resources for planners (data, maps, etc.)
 - Planning technology
- Topics in Planning
 - Growth management techniques
 - Case study/field visit

CO-SPONSOR

[North Carolina Chapter of the American Planning Association](#) [2]

SCHOLARSHIPS

[Local Government Federal Credit Union](#) [3] **Deadline is August 1, 2013**

The next deadline for SOG course scholarships from the Local Government Federal Credit Union is August 1, 2013. These scholarships will cover all or part of the tuition for any SOG course, seminar or workshop. Scholarship applicants must be members of the LGFCU.

The LGFCU offers this program to help nurture the career development of its members who are employed in local government in North Carolina. Awards are made three times each year, or until funds are expended. Applications are accepted throughout the year, with deadlines of April 1, August 1, and December 1—so when considering courses and scholarships, advance planning is helpful.

For information and a copy of the application, visit <https://www.lgfcu.org/pages/applications.php> [4].

Applications may also be obtained by emailing info@lgfcu.org [5] or calling 1-800-344-4846.

FACULTY COORDINATOR [Adam Lovelady](#) [6]

PREREQUISITES

[Foundations in Planning and Development Regulation](#) [7], Introduction to Planning in North Carolina prior to 2013, or special permission of the course administrator.

PROGRAM

Course Location:

UNC School of Government
400 South Rd (Knapp Sanders Building)
Chapel Hill, NC 27599
Main Phone Number- 919-966-5381

[Parking Information Link](#) [8]

[Area Hotel Information](#) [9]

Agenda coming soon

Approximately one week prior to class, the person registered will receive a reminder email with course and parking information. If you do not receive an email, please contact smhutch@sog.unc.edu [10].

DURATION

3 days

ONLINE INFORMATION

We have a resource website that focuses on planning and land use law issues within the state of North Carolina. This website

contains links to external resource sites, recent blogs, hot topics, the new Bill List for 2013, a link to sign up for the NCPlan Listserv, publications and course information.

Click this link: [NC Planning](#) [11]

CONTACT

[Susan Hutchinson](#) [12]
Program Manager
919.966.4171
smhutch@sog.unc.edu [10]

CANCELLATION POLICY Course participants who cancel their registration on or before **November 5, 2013** will receive a full refund. Those who cancel on or before **November 12, 2013** will receive a full refund, less a **\$25** cancellation fee. No refund will be made for cancellations made after **November 12, 2013**. All cancellations must be submitted in writing, as outlined in the School's [cancellation policy](#) [13].

Knapp-Sanders Building
Campus Box 3330
[UNC-Chapel Hill](#), Chapel Hill, NC 27599-3330
T: 919.966.5381 | F: 919.962.0654

Source URL: <http://www.sog.unc.edu/node/1230>

Links:

- [1] <http://shopping.netsuite.com/s.nl/c.433425/it.A/id.4816/f>
- [2] <http://www.nc-apa.org>
- [3] <https://www.lgfcu.org/about/pages/scholarships.php>
- [4] <https://www.lgfcu.org/pages/applications.php>
- [5] <mailto:info@lgfcu.org>
- [6] <http://www.sog.unc.edu/user/169>
- [7] <http://www.sog.unc.edu/node/3611>
- [8] http://www.sog.unc.edu/sites/www.sog.unc.edu/files/UNC%20School%20of%20Government%20+%20Map_0.pdf
- [9] http://www.sog.unc.edu/sites/www.sog.unc.edu/files/Hotels%20Chapel%20Hill_2010_2_2.doc
- [10] <mailto:smhutch@sog.unc.edu>
- [11] <http://www.sog.unc.edu/node/176>
- [12] <http://www.sog.unc.edu/user/73>
- [13] <http://www.sog.unc.edu/node/1524>



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

[Home](#) > Foundations in Planning and Development Regulation

Foundations in Planning and Development Regulation

September 5-6, 2013

\$300

[Register](#)

[1]

This is a two day basic introduction to planning and development regulation offered annually in the fall. The overlapping core topics from both the former *Intro to Zoning* and the former *Intro to Planning* have been combined into the new *Foundations in Planning and Development Regulation*.

This basic course is intended for planning and zoning staff, practitioners and staff in related areas, and interested citizen board members. For some staff members, this course alone may be sufficient, while for others, this will serve as the initial class in a multi-course curriculum.

This course is a pre-requisite to the following courses: Zoning, Planning , and Subdivision Practice, and Zoning Officials Certification. Completion of Introduction to Zoning in North Carolina or Introduction to Planning in North Carolina prior to 2013, satisfies this pre-requisite.

All of the intermediate and advanced courses presume that the participants have a level of knowledge and competencies commensurate with participation in the Foundations course.

General Course Content

- Context for planning and regulation [1 hour]
- Governance [2 hours]
 - Local and state government organization
 - Jurisdiction for planning and development regulation
 - Public records and open meetings
- Planning [2 hours]
 - Types of plans (comprehensive, strategic, functional, others)
 - Process of plan making (studies, public engagement, role of boards)
 - The comprehensive plan
 - Relation of plans to regulations
- Zoning [3.5 hours]

- Basics of legislative and quasi-judicial decisions (types of decisions, process requirements)
- Basics of ordinance administration (processing applications, interpretations, inspections, enforcement)
- Introduction to legal limits (Constitutional and statutory restrictions)
- Other development regulations (floodplain, historic district, sedimentation, etc.)
- Subdivision [2 hours]
 - Basic framework (definition, exemptions, process for review)
 - Exactions
 - Growth management options

SCHOLARSHIPS

[Local Government Federal Credit Union](#)

[2] **Deadline is August 1, 2013**

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Applications may also be obtained by emailing info@lgfcu.org [4] or calling 1-800-344-4846.

FACULTY COORDINATOR [David Owens](#) [5]

[Adam Lovelady](#) [6]

PROGRAM

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[Area Hotel Information](#) [8]

Agenda coming soon

Approximately one week prior to class, the person registered will receive a reminder email with course and parking information. If you do not receive an email, please contact smhutch@sog.unc.edu [9].

DURATION 2 days

ONLINE INFORMATION We have a resource website that focuses on planning and land use law issues within the state of North Carolina. This website contains links to external resource sites, recent blogs, hot topics, the new Bill List for 2013, a link to sign up for the NCPlan Listserv, publications and course information.

Click this link: [NC Planning](#) [10]

CONTACT [Susan Hutchinson](#) [11]
Program Manager
919.966.4171
smhutch@sog.unc.edu [9]

CANCELLATION POLICY Course participants who cancel their registration on or before **August 22, 2013** will receive a full refund. Those who cancel on or before **August 29, 2013** will receive a full refund, less a **\$25** cancellation fee. No refund will be made for cancellations made after **August 29, 2013**. All cancellations must be submitted in writing, as outlined in the School's [cancellation policy](#) [12].

Knapp-Sanders Building
Campus Box 3330
[UNC-Chapel Hill](#), Chapel Hill, NC 27599-3330
T: 919.966.5381 | F: 919.962.0654

Source URL: <http://www.sog.unc.edu/node/3611>

Links:

- [1] <http://shopping.netsuite.com/s.nl/c.433425/it.A/id.4814/f>
- [2] <https://www.lgfcu.org/about/pages/scholarships.php>
- [3] <https://www.lgfcu.org/pages/applications.php>
- [4] <mailto:info@lgfcu.org>

- [5] <http://www.sog.unc.edu/user/128>
- [6] <http://www.sog.unc.edu/user/169>
- [7] http://www.sog.unc.edu/sites/www.sog.unc.edu/files/UNC%20School%20of%20Government%20+%20Map_0.pdf
- [8] http://www.sog.unc.edu/sites/www.sog.unc.edu/files/Hotels%20Chapel%20Hill_2010_2_2.doc
- [9] <mailto:smhutch@sog.unc.edu>
- [10] <http://www.sog.unc.edu/node/176>
- [11] <http://www.sog.unc.edu/user/73>
- [12] <http://www.sog.unc.edu/node/1524>

MEMO

To: Town Council
From: Vicky Brooks
Date: July 5, 2013
Re: Review of Staff Job Descriptions
Agenda Item #8 – 07/11/13

- Deputy Clerk/Deputy Tax Collector Job Description
- Town Clerk et. al. Job Description and Qualifications
- Union County Comparative Salaries
- Finance Officer Salary Review

TOWN OF MINERAL SPRINGS, NORTH CAROLINA
POSITION TITLE: DEPUTY CLERK/DEPUTY TAX COLLECTOR
(Amending – July 2013)

GENERAL DESCRIPTION OF DUTIES

Provides administrative assistance to Town Clerk, Mayor, Town Council, Planning Board, and Board of Adjustment. Assists in maintaining and coordinating permanent records and documents. Responsible for a variety of clerical and administrative functions.

SPECIFIC DUTIES AND RESPONSIBILITIES

- * Serves as receptionist for the Town Hall. Receives and processes telephone calls. *(A receptionist is an employee who greets visitors, customers, or patients, answers the telephone, and makes appointments)*
- * Acts as Town Clerk in the absence of the Clerk.
- * Prepares transcripts of town council meetings from audio recordings and submits them to the ~~town~~ Town clerk Clerk 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.
- ~~* Is responsible for activities in connection with open meetings law, including monthly calendar of meetings of the Town Council, Planning Board, Board of Adjustment, and all Committees, and issues notices to news media regarding meetings.~~
- * Assists Town Clerk in receipt and follow up on citizen inquires and complaints. Responds to correspondence/questions received by the Clerk's office.
- ~~* Assists in ordering and inventory of supplies.~~
- * Collects/distributes incoming mail and meters/drops off outgoing mail at Post Office.
- ~~* Maintains and updates town addresses.~~
- * Assists with the ~~coordination~~ 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.
- ~~* Publicizes Planning Board meeting times and agendas; prepares legal advertisements and notices and gets same posted and published; attends all Planning Board meetings; drafts minutes for Planning Board approval and sees that same are properly executed and maintained.~~
- ~~* Assists in the publication of the town's Zoning/Subdivision Ordinances.~~

- * ~~Publicizes Board of Adjustment meeting times and agendas; prepares legal advertisements and notices and gets same posted and published; attends~~ Attends all Board of Adjustment meetings; drafts minutes for Board of Adjustment approval and sees that same are properly executed and maintained ~~Prepares transcripts of Board of Adjustment meetings from the audio recordings and submits them to the Town Clerk for review, modification and publication.~~
- * Coordinates meeting dates with the Board of Adjustment.
- * Performs other duties as may be prescribed by the Mayor, Town Council, or Town Clerk.
- * ~~Sets up and maintains overall office systems for records and documents.~~
- * 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 supervisor~~ Town Clerk.
- * Serves as the Deputy Tax Collector (project assigned by Town Council in July 2012) for the collection of delinquent taxes from 1999 through 2011.
 - Contacts delinquent taxpayers (through mailings) and demands payment.
 - Utilizes personal data services, such as LexisNexis, to acquire additional personal data, such as social security numbers, updated addresses, Date-of-Birth, job status.
 - Prepares/updates submissions to the North Carolina Debt Setoff Program.
 - Receives/records tax payments from years prior to 2012
 - Provides status information to mortgage companies and closing attorneys.
 - Prepares monthly report of all collections
 - Maintains telephone contact with delinquent taxpayers
 - Corresponds with Union County Tax Administration for detailed tax information.
 - Monthly update of both real & personal property tax statements within the computer system.

EQUIPMENT OPERATED

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

REPORTING RELATIONSHIP

This position reports directly to the Town Clerk/Administrator.

SUPERVISORY CONTROLS

The work is performed very independently; the ~~supervisor~~ Town Clerk makes assignments by defining objectives, priorities and deadlines, and assists the employee with unusual situations which do not have a precedent. The employee plans and carries out the successive steps and handles problems and deviations in the work assignment in accordance with instructions, policies, previous training or accepted practices in the job.

COORDINATION OF WORK

Plans and organizes daily work routine. Establishes 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. Attends required meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules.

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.

QUALIFICATIONS OF CLASS

Education: Graduation from an accredited high school.

Experience: Experience in office type work with some computer knowledge; or an equivalent combination of training and experience that provides the required knowledge, skills and abilities.

Ability to interpret and follow North Carolina General Statutes as they pertain to any given circumstance presented.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of modern office practices.
- Knowledge, or the ability to acquire knowledge, of the Town Charter and governing ordinances.

- Knowledge, or the ability to acquire knowledge of the organizational structure and functional areas of the Town.
- Skill in operation of assigned office equipment.
- Ability to maintain records effectively.
- Ability to meet and deal tactfully and courteously with the general public.

Acceptance of job description and statement of understanding:

Employee's Signature

Supervisor's Signature

Date

Date

TOWN OF MINERAL SPRINGS, NORTH CAROLINA
POSITION TITLE: TOWN CLERK/TOWN ADMINISTRATOR/ZONING
ADMINISTRATOR/PLANNING DIRECTOR

TOWN CLERK

- * Serves as Town Clerk and performs such duties as required by law and the Town Charter.
- * Development of 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 official 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.
- * Is responsible for activities in connection with open meetings law, including monthly calendar of meetings of the Town Council, Planning Board, Board of Adjustment, and all Committees and issues notices to news media regarding meetings.
- * Receives and follows up on citizen inquires and complaints. Responds to correspondence/questions received by the Clerk's office.
- * Maintenance of records on 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.
- * Coordinates the town newsletter - manages the production of the town newsletter, including content and distribution.
- * Acts as the town Webmaster. Maintain and develop content for the town website. Serve as town Webmaster.
- * Supervises the Deputy Town Clerk and has hiring/terminating authority. *(Amended by Town Council in August 2009)*

TOWN ADMINISTRATOR

- * ~~Acts-Serves~~ as the town's ADA coordinator; attends all available training.
- * ~~Acts-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.
- * ~~Acts-Serves~~ as an agent of the Mayor and Town Council in developing, interpreting, and implementing public policy.
- * **Serves as the Human Resources Director.

- * Consults with governing body members, legal staff, and state officials ~~as required~~.
- * 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.
- * ~~Administers~~ 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, and seller on land acquisition.
- * Coordinates town building renovation and construction. Supports management of contractors.

ZONING ADMINISTRATOR/PLANNING DIRECTOR/CODE ENFORCEMENT OFFICER

- * Serves as Zoning and Subdivision Administrator for the Town.
- * ~~Attends~~ Manages all Planning Board and Board of Adjustment meetings.
- * Prepares all Planning Board and Board of Adjustment agendas, development of meeting content, materials, Orders, and staff analyses. (In some cases this ~~will may~~ require either legal assistance and/or assistance from Centralina Council of Governments)
- * Drafts Zoning and Subdivision Ordinance text amendments for Planning Board and Town Council approval.
- * Serves as point of authority and ~~Handles~~ handles questions from elected officials, appointed boards, and the general public on an "~~as-needed~~" basis.
- * ~~Reviews and Approves~~ of all zoning permits.
- * **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. ~~Maintains all relevant documents.~~
- * Posts zoning signs ~~when necessary~~.
- * Provides public notices as required by the North Carolina General Statutes.
- * Meets with town officials and, as necessary, with the general public to discuss land use matters pertinent to Mineral Springs.
- * ~~Maintains~~ Serves as the ~~town's~~ 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 board 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 printed out distributed for Planning Board, Town Council, and Board of Adjustment.
- * Serves as the ~~Planner~~ Planning Director for the Town.
 - > Serves as the Town Planner.
 - > Plans, directs and participates in conducting studies concerning for long-range development plans for the community, reviewing plans for current development projects for compliance to ordinances ~~and~~

~~plans,~~ and providing support to advisory and governing boards on development of the community. Typically ~~supervises planners and technicians, and supervises zoning enforcement. Has accountability for planning function even if no positions supervised.~~

- * Coordinates with Finance Officer on seeking and applying for grants for town infrastructure (sidewalks, sewer, etc.)
- * Serves as a Maintenance Employee for seasonal decorations and/or landscaping at town hall and other areas in the town on an "as-needed" basis.

**TOWN OF MINERAL SPRINGS, NORTH CAROLINA
POSITION TITLE: TOWN CLERK/TOWN ADMINISTRATOR/ZONING
ADMINISTRATOR/PLANNING DIRECTOR**

THE FOLLOWING SECTION IS UNDER STAFF REVIEW AND MAY CONSIDERED BY COUNCIL FOR INCLUSION IN THE JOB DESCRIPTION:

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.

QUALIFICATIONS OF CLASS

Education: Graduation from an accredited high school.

Maintain Certifications from the North Carolina Association of Zoning Officials and the International Institute of Municipal Clerks by attending the applicable educational opportunities

Experience: Experience in office type work with some computer knowledge; or an equivalent combination of training and experience that provides the required knowledge, skills and abilities.

Ability to interpret and follow North Carolina General Statutes as they pertain to any given circumstance presented.

SPECIAL REQUIREMENTS

NC Driver's License

Possession of or ability to obtain North Carolina Municipal Clerk certification or International Institute of Municipal Clerk certification

Notary Public

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of modern office practices.
- Knowledge, or the ability to acquire knowledge, of the Town Charter and governing ordinances.
- Knowledge, or the ability to acquire knowledge of the organizational structure and functional areas of the Town.
- Skill in operation of assigned office equipment.
- Ability to maintain records effectively.
- Ability to meet and deal tactfully and courteously with the general public.

Here are some more thoughts for the **Knowledge, Skills and Abilities** (these are from the Town Administrator in Weddington)

- Considerable knowledge of North Carolina General Statutes and local ordinances governing the responsibilities of the public officials, and of ordinances governing municipal financial practices and procedures and the statutory role of Clerk.
- Considerable knowledge of laws, policies and current practices in a variety of phases of municipal administration including budget, purchasing, planning and other functional areas.
- Considerable knowledge of the principles and practices of employee motivation, communication, performance coaching and review, hiring, discipline, and conflict resolution.
- Considerable knowledge of laws, policies, and current practices in a variety of phases of municipal administration including budget, purchasing, planning and other functional areas.
- Considerable knowledge of modern and effective human resources principles and practices and related laws and regulations.
- Skill in use of related computer programs including spreadsheet and work processing programs, and accuracy in the preparation of minutes and maintenance of records.
- Ability to help build consensus among staff and elected officials and make decisions consistent with organizational goals and values.
- Ability to exercise sound judgment in making decisions in conformance with laws, regulations, and policies.

- Ability to work independently and to exercise sound judgment in determining priorities and in making decisions in conformance with laws, regulations, and policies.
- Ability to develop and maintain effective working relationships with the other governmental jurisdictions, the Town Council, elected and appointed officials, community groups, employees and general public.
- Ability to communicate effectively in oral and written forms.

And these are for the Town Planner/Code Enforcement Officer in Weddington

- Thorough knowledge of laws, regulations, policies and procedures related to land use planning, zoning, growth management, subdivision ordinances, community development and local governments.
- Thorough knowledge of the environmental and socio-economics implications of the planning process and statutes, laws, rules, and regulations affecting these functions. Considerable knowledge and skill in the design and facilitation of public input processes designed to build consensus among conflicted parties.
- Considerable skill in the collection, analysis, and presentation of data, recommendations, policies, and systems and of grants management and reporting.
- Working knowledge of the principles and practices of community and economic development and public sector planning.
- Working knowledge of public management and organization theories, principles, practices and techniques.
- Organizational and presentation skills.

Acceptance of job description and statement of understanding:

Employee's Signature

Supervisor's Signature

Date

Date_____

Skill in building consensus, in collaborative problem-solving, and in conflict management.

Skill in working with GIS, GPS and other related technology and in computer programs and specialized printers used.

Ability to prepare comprehensive reports and studies.

Municipality	Position	Full-time	Part-time	Salary	Hourly Wage	Health Benefits	Paid Holidays/Vacation /Sick Days	Certification
Wesley Chapel	Village Clerk / Administrator	X		\$49,212*	\$27.04 for 32 to 35 hours per week	X	X	No
	Finance Officer		X	\$11,025 for approx. 8 hours per week				No
	Administrative Assistant		X	\$11,700*	\$15.00 for 10 to 15 hours per week			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	?
	Administrative Assistant	X		\$28,870* \$36,836* \$44,761*	Min. \$13.88 / Mid. \$17.71 / Max. \$21.52	X	X	?
Lake Park	Village Clerk /	X		\$58,200		X	X	No

* Annual Salary Equivalent

Municipality	Position	Full-time	Part-time	Salary	Hourly Wage	Health Benefits	Paid Holidays/Vacation /Sick Days	Certification
	Administrator							
	Finance Officer		X	\$15,080				No
Unionville	Town Clerk / Tax Collector / Land Use Administrator	X		\$40,176	\$27.90 for 120 hours per month	X		No
	Finance Officer		X	\$5,284*	\$36.70 for 12 hours a month			Degree
Weddington	Town Administrator / Clerk	X		\$62,674*	\$33.48 for 36 hours per week	X	X	Yes
	Town Planner	X		\$62,138		X	X	No
	Administrative Assistant		X	\$19,094*	\$18.36 for 20 hours per week			
	Tax Collector	X		\$38,604*	\$23.20 for 32 hours per week	X	X	Yes
	Finance Officer		X	\$10,875*	\$36.25 for 25 hours per month			
Fairview	Town Clerk / Tax Collector / Land Use Administrator		X	\$40,003*	\$41.67 for 80 hours per month			No
	Finance Officer		X	\$8,904*	\$53.00 for 9 to 14			

* Annual Salary Equivalent

Municipality	Position	Full-time	Part-time	Salary	Hourly Wage	Health Benefits	Paid Holidays/Vacation /Sick Days	Certification
					hours per month			
Marvin	Town Administrator / Senior Planner	X		\$65,000		X	X	No
	Tax Collector		X	\$14,820*	\$15.00 for 19 hours per week			No
	Village Clerk		X	\$31,200*	\$20.00 for 30 hours a week	X	X	No
	Finance Officer		X	\$23,712*	\$24.00 for 19 hours a week			No
	Planner / Code Enforcement		X	\$43,000		X	X	No

* Annual Salary Equivalent

Finance Officer

In the case of the Mineral Springs finance officer position, the need to review the salary for the position stems more from the issues of workload and actual time commitment for the position than from job description or qualification issues.

At the May 14, 2009 town council meeting, the finance officer presented a proposed job description for the position, a comparative salary analysis based on NCLM data, and an exhaustive time study for a four-week period. Defining and evaluating the finance officer position in Mineral Springs is complicated by the number of different duties assigned to the position, and by the fact that the current finance officer also serves as the mayor. However, these complications were addressed by “building in” four separate categories of responsibility, and by including strictly “mayor” duties in the time study so that the time spent fulfilling those duties could be separated from the time spent fulfilling finance officer duties. The following table was presented based on NCLM data for 2008:

4. Finance Officer

Average finance director, 35 municipalities:	\$54,383
Average building maint. supt., 8 municipalities:	\$37,919
Average executive ass't, 6 municipalities:	\$40,619
Average IT specialist, 2 municipalities:	\$49,930
Weighted average of all positions:	\$50,006
Weighted average with 3% COLA increase:	\$51,506
Mineral Springs proposed:	<u>\$25,680</u>

Comments: Although Mineral Springs falls into the 2,500 – 5,000 population range that the above figures reflect, the comparisons are still not completely accurate. In the case of the finance officer, many municipalities in this population range have high levels of services, much larger budgets, bond debt and its associated administration, and a greater workload, and therefore have full-time positions. As with the Clerk/Planner/Zoning Administrator, Mineral Springs has found it advantageous to broaden the finance officer's job description to encompass several related areas of responsibility as shown above. However, time studies I have conducted indicate that the combined duties in all these areas require only a ½-time position. Therefore, I would recommend a salary for the broadly-defined finance officer position of no more than \$25,753 (50% of the average).

The following results of the time study were presented as well:

Category	4-Week Total	Weekly
<u>Elected Official</u>		
Mayor	20	5
<u>Staff</u>		
Finance	43	10.75
Other	56	14.00
Total Staff	99	24.75

Accompanied by the following analysis:

The "Mayor" duties, at 5 hours/week, support the "average" mayor's salary of \$4,200/year, as described in the earlier Municipal Salary Analysis. I recommend reducing the Mineral Springs mayor's annual salary from \$4,800 to \$4,200.

The "Staff" duties, encompassing both traditional finance officer duties as well as the expanded duties for the Mineral Springs finance officer, require 24.75 hours/week. This four-week period appears to represent a good "average" of the finance officer's time commitment. For example, much of the "other" work involved tasks and duties related to the completion of the town hall, some of which will not recur. However, the "finance" work didn't reflect any of the time-consuming budget preparation, tax data preparation, and audit preparation that fall under the finance officer's job description. Also, while time spent on specific items related to the current town hall project will decrease, new duties related to maintenance of existing facilities and acquisition of other properties will consume additional time. Also, special projects such as the census will be added year after year.

Although this average time commitment of 24.75 hours/week is slightly more than a 20-hour/week ½-time position, it would be in keeping with the Mineral Springs town council's conservative expenditure policy to err on the low side when proposing a salary for this position, especially since the job description is a new one. I recommend setting the new Mineral Springs finance officer's annual salary at \$25,680, which is slightly less than the weighted-average ½-time salary described in the Municipal Salary Analysis.

At that time, the finance officer recommended "erring on the low side" and paying the position for 20 hours per week even though the required time commitment was 24.75 hours per week, partly because "the job description was a new one". Council accepted that recommendation.

Four years later, the job description has remained nearly unchanged and is no longer "new", and the position has continued to consume at least 24.75 hours per week. On that basis, I would recommend that Council consider increasing the basis for pay from 20 hours per week to 25 hours per week, or a 25% increase. This adjustment would increase the finance officer salary from the current FY2013-14 budgeted annual figure of \$28,896 to \$36,120.

Following is the original 2009 job description with minor changes:

TOWN OF MINERAL SPRINGS

Proposed Job Description: Finance Officer

Prepared by Mayor Frederick Becker III

May 6, 2009

Updated July 11, 2013

The proposed job description for the finance officer position in the Town of Mineral Springs encompasses four major areas of responsibility: Statutory Duties, Executive Duties, Building and Facility Management Duties, and Information Technology Duties. The finance officer shall serve at the pleasure of the town council, and shall provide reports and any other materials deemed necessary for performance evaluation purposes by the town council, on such a schedule as may be established by the town council.

I. Statutory Duties. The statutory duties of the finance officer in North Carolina are clearly spelled out in Article 159 of the NC General Statutes. The relevant sections of the statutes are included as Appendix 1 to this document, and are summarized as follows:

- A. Perform the duties of budget officer
- B. Keep the accounts of the Town of Mineral Springs
- C. Preaudit expenditures and make disbursements in strict compliance with the adopted budget ordinance and any adopted project ordinances
- D. Present financial reports to the town council at a frequency and level of detail prescribed by the town council
- E. Receive and deposit all municipal funds in depositories designated by the town council
- F. Prepare and submit to the Local Government Commission the semiannual report of deposits and investments (Form LGC-203) as required by §159-33
- G. Prepare and submit to the Local Government Commission the financial statements as required by §159-33.1
- H. Coordinate and prepare for the annual independent audit as required by §159-34

II. Executive Duties. The Mineral Springs finance officer shall undertake such additional executive duties as requested by the town council. Specific areas of responsibility and tasks include but are not limited to:

- A. Manage the payroll as processed by the authorized payroll service provider, and maintain all relevant payroll and employment records
- A-B. Manage the town's obligations under the Local Governmental Employees' Retirement System, the North Carolina League of Municipalities Municipal Insurance Trust, and the North Carolina Employment Security Commission, and prepare and submit all reports and payments required by those entities
- B-C. Manage the town's insurance coverages, including preparing renewals, processing claims, and conducting self-audits as required by the carriers
- D. Serve as the town's liason with the county tax administrator's office, processing annual property tax documents and scrolls and ~~providing such information and~~

~~documentation to the town tax collector as is necessary to the performance of his/her duties~~
processing tax payments collected by Union County on behalf of the town

- ~~C.E.~~ Maintain records and provide reporting to the town deputy tax collector as necessary for the performance of his/her delinquent tax collection duties
- ~~D.F.~~ Prepare the NC Department of Revenue's annual TR-2 form detailing the town's tax base and tax levy
- ~~E.G.~~ Coordinate the 2010 US Census for the town, including the LUCA program, the actual census, evaluation of census results, and appeals
Undertake special projects that become necessary from time to time, similar to the preliminary data updating and post-count followup required by the 2010 Census
- ~~F.H.~~ Ensure compliance with any county, state, and federal regulations and policies that the town is obligated to observe
- ~~G.I.~~ Provide technical assistance to other town staff, such as the clerk, zoning administrator, and tax collector, on matters that are the responsibility of their respective offices
- ~~H.J.~~ Evaluate and draft contracts on behalf of the town, for evaluation and possible execution by the town council
- ~~I.K.~~ Seek advice of the town attorney on the legal and statutory ramifications of town policies and procedures
- ~~J.L.~~ Seek, apply for, and administer such grants and other external funding sources as requested by the town council
- ~~K.M.~~ Evaluate and coordinate any purchases of real property
- ~~L.N.~~ Maintain and update depreciation schedules for capital assets

III. Facility Management. The Mineral Springs Finance Officer shall be responsible for overseeing and managing the town's real property assets, including the following specific duties:

- A. Evaluate and coordinate expenditures for renovation, repair, or development of real property, such as town buildings and greenway and open space properties
- B. Oversee greenway operations, including design, construction, and maintenance of trails, trailheads, and parking areas, supervision and oversight of miscellaneous work such as Boy Scout projects, and coordination of volunteers and possible trail committees or other similar groups
- ~~B. Establish guidelines and definition for a trails/open space committee and serve as the staff liason between this committee and the clerk/administrator and the town council~~
- C. Serve as "superintendent", performing "hands-on" routine maintenance and repair of town buildings and properties
- D. Install accessories, built-ins, and other building add-ons, such as shelving, attic flooring, data and communication devices, locks and security devices, and other fixtures in the town hall and in future facilities
- E. Build necessary matching furnishings and accessories, such as tables, media carts, and other items in town facilities as required

- F. Work with the clerk/administrator on evaluating and retaining third-party vendors to provide services and capital items related to town facilities above and beyond those tasks performed by the finance officer in the superintendent role

IV. Information Technology

- A. Serve as network administrator, installing, configuring, and maintaining routers, cabling, and other interconnect devices
- B. Provide “hands-on” repair, reconfiguration, and upgrading of town computer and other technology equipment
- C. Retain and supervise third-party IT vendors and service providers when necessary
- D. Design and implement proprietary software applications for financial recordkeeping, database management, reporting, and communication
- E. Serve as the “first contact” information technology specialist for all other staff positions

MEMO

To: Mineral Springs Town Council
From: Rick Becker
Date: July 5, 2013
Subject: Town Hall Parking Lot Sealcoating

After four years, the parking lot and driveway at the town hall have begun to deteriorate. The asphalt appears to be in good structural condition, but the surface is beginning to erode and large quantities of fine aggregate are beginning to wash off into the runoff areas during heavy rains. There are also a few small cracks.

I believe that it is time to have the parking lot and driveway sealcoated, and have the parking lot restriped.

Since we had such success advertising the landscaping contract in the *Enquirer-Journal*, I recommend that we follow the same process on this maintenance item. I am not familiar with any asphalt sealcoating contractors, and I believe that simply running the advertisement is better and more fair than attempting to pick a few contractors and inviting bids.

Because sealcoating contractors are known to vary widely in quality of workmanship, I propose preparing specifications for the type and quality of material to be applied, and carefully checking other jobs performed by prospective bidders. I do not have a specific budget in mind at this time, although a bit of informal checking has led me to believe that cost could range anywhere from \$1,000 to \$4,000.

I am requesting Council approval to begin the process by drawing up bid specifications and running at least two advertisements in the *Enquirer-Journal*.