

Town Council Members

Valerie Coffey – 2015 ~ Jerry Countryman – 2017 ~ Lundeen Cureton – 2015

Peggy Neill – 2015 ~ Melody LaMonica – 2017

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Town of Mineral Springs  
Mineral Springs Town Hall  
3506 S Potter Road ~ Mineral Springs  
Town Council  
Regular Meeting / Public Hearing  
January 8, 2015 ~ 7:30 PM

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Agenda

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1. **Opening**

The meeting will be called to order, an invocation will be delivered and the Pledge of Allegiance will be recited.

2. **Public Hearing – Conditional Use Permit (C14-01)**

3. **Public Comments**

The town council will hear comments from members of the public on any matters of interest to them during this ten-minute period; there is a three (3) minute time limit on individuals signed up to speak.

4. **Consent Agenda**

- A. December 11, 2014 Regular Meeting Minutes, December 18, 2014 Special Meeting Minutes and December 30, 2014 Regular Meeting Minutes
- B. November 2014 Tax Collector's Report
- C. November 2014 Finance Report

5. **Consideration of Adopting the Revised 2014 Emergency Operations Plan**

Union County Emergency Management Coordinator Donald Moyé will request that the council adopt the revised 2014 Emergency Operations Plan.

6. **Consideration of a Conditional Use Permit (C14-01) Submitted by Mike and Suzanne Devine**

The council will consider a Conditional Use Permit (C14-01) submitted by Mike and Suzanne Devine for a 2,500 square foot barn with 2,500 square feet of living quarters above.

7. **Finalizing Retreat Agenda Items**

The council will discuss the finalization of the January 20<sup>th</sup> retreat agenda.

8. **Consideration of a Contract with MindMixer**

The council will consider approving a contract with MindMixer, which is an online engagement technology that provides a platform for impactful conversations, allowing the town to collect the feedback they need to make more informed decisions as community leaders.

9. **Consideration of a Budget Amendment**

The council will consider adopting a budget amendment to authorize small claims court filing fees for the delinquent property tax account.

**10. Consideration of Re-Appointing a Board of Adjustment Member**

The council will consider re-appointing Sharon Carter for another term on the Board of Adjustment.

**11. Discussion of a Complaint Submitted to the Town Council in November 2014**

Councilwoman Critz requested that a complaint submitted by Bill and Carrington Price at the November 2014 town council meeting be added to the agenda for further discussion.

**12. Staff Updates**

The staff will update the council on any developments that may affect the town.

**13. Other Business**

**14. Adjournment**

Town of Mineral Springs  
Town Hall  
3506 S. Potter Road  
Town Council  
Regular Meeting  
December 11, 2014 ~ 7:30 PM

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*Minutes Draft*

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The Town Council of the Town of Mineral Springs, North Carolina, met in Regular Session at the Mineral Springs Town Hall, Mineral Springs, North Carolina, at 7:30 p.m. on Thursday, December 11, 2014.

**Present:** Mayor Frederick Becker III, Councilwoman Valerie Coffey, Town Clerk/Zoning Administrator Vicky Brooks, Attorney Bobby Griffin and Deputy Town Clerk/Tax Collector Janet Ridings.

**Absent:** Mayor Pro Tem Janet Critz, Councilman Jerry Countryman, Councilwoman Lundeen Cureton, Councilwoman Melody LaMonica and Councilwoman Peggy Neill.

**Visitors:** None.

Mayor Becker explained that two councilmembers were ill, one had a death in the family and was out of town this week, and just moments ago one councilmember's spouse fell in the home and is being dealt with by first responders. However, he expected that councilmember to arrive so there will be a quorum when she arrives.

At the advice of Attorney Griffin, Mayor Becker called the meeting to order at 7:35 p.m.

1. **Opening**
  - Councilman Countryman delivered the invocation.
  - Pledge of Allegiance.

At 7:40 p.m., Mayor Becker recessed the meeting until the arrival of Councilwoman Neill. Mayor Becker thanked everyone for their patience.

At 8:10 p.m., Mayor Becker announced that the December 11, 2014 Regular Town Council Meeting would not take place this evening due to lack of a quorum.

Respectfully submitted by:

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Vicky A. Brooks, CMC, NCCMC, Town Clerk

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Frederick Becker III, Mayor

Town of Mineral Springs  
Town Hall  
3506 S. Potter Road  
Town Council  
Special Meeting  
December 18, 2014 ~ 7:30 PM

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*Minutes Draft*

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The Town Council of the Town of Mineral Springs, North Carolina, met in Special Session at the Mineral Springs Town Hall, Mineral Springs, North Carolina, at 7:30 p.m. on Thursday, December 18, 2014.

**Present:** Mayor Frederick Becker III, Mayor Pro Tem Janet Critz, Councilwoman Valerie Coffey, Councilwoman Lundeen Cureton, Councilwoman Peggy Neill, Town Clerk/Zoning Administrator Vicky Brooks and Deputy Town Clerk/Tax Collector Janet Ridings.

**Absent:** Councilman Jerry Countryman and Councilwoman Melody LaMonica.

**Visitors:** None.

With a quorum present Mayor Frederick Becker called the Special Town Council Meeting of December 18, 2014 to order at 7:32 p.m.

1. **Opening**

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

2. **Amend the Regular Meeting Schedule**

- Mayor Becker reminded the council that when they lose a regular meeting in a month, they are required to have a meeting that is going to have public comment available, which must be at a regular meeting. The only way to schedule a regular meeting is to amend the regular meeting schedule. Clerk Brooks has proposed calling for the change to amend the meeting date to December 30, 2014 for our regular meeting. Mayor Becker explained that he had heard that Mayor Pro Tempore Critz wouldn't be available for that meeting and asked if there was any other conflict with anybody else. Councilwoman Coffey responded that she was good. Mayor Becker added that he had already heard from Councilman Countryman and Councilwoman LaMonica (by phone and/or email); he didn't think there would be a problem. Councilwoman Neill commented that that date worked for her as far as she knew for now. Councilwoman Critz suggested that if she was the only one, the council should move forward. Mayor Becker commented that there wouldn't be a big agenda for that meeting, because it will be a small meeting (in the interest of people being able to attend a meeting). Most of our business should be deferred to the January meeting, because it [December 30<sup>th</sup> meeting] won't be a very well attended meeting. Councilwoman Neill commented that this is

between Christmas and New Year's. Mayor Becker responded exactly, so we will try to keep the agenda as brief as possible and suggested to Ms. Brooks that the agenda contain public comments and the adoption of the consent agenda. Ms. Brooks responded that is what she had, with the addition of staff reports.

- **Councilwoman Critz** made a **motion** to schedule for the regular meeting on the Tuesday, December 30<sup>th</sup> and that would be an amendment to our regular meeting schedule and **Councilwoman Cureton** seconded. The motion passed unanimously as follows:

Ayes: Coffey, Critz, Cureton and Neill

Nays: None

### 3. **Consideration of the 2015 Holiday Schedule**

- Mayor Becker deferred to Ms. Brooks since she had prepared the schedule for 2015. Ms. Brooks explained that the council normally does this in December, so that we are ready for New Year's Day (to be off or not) if the council would like to approve the suggested holiday schedule for 2015.
- **Councilwoman Coffey** made a **motion** to approve the holiday schedule as it is consistent with what we have historically done and there is no reason to change that now and **Councilwoman Neill** seconded. [This motion was later withdrawn by Councilwoman Coffey]
- Councilwoman Critz mentioned that the town hall wasn't typically open on Fridays and noted that she didn't see any reason for it to be open on January 2<sup>nd</sup> and asked if that was something that the council needed to officially state or did they just need to let that go as the regular schedule. Ms. Brooks responded that in theory if we are not closed, then she would still make appointments for that day or work, so if the council wanted that to be a "day off" officially then "yes" she would add it. Councilwoman Critz explained that she couldn't think of anyone within the municipal community or the business community that would even want to do anything on that day (unless Ms. Brooks could correct her and there is something going on that she is not aware of) and she can't imagine any constituents that would have urgent needs that day. It just seems a little bit unrealistic to expect staff to be on-call or try to do something; Councilwoman Critz felt like it's just not a time of year when business is taking place typically, unless Ms. Brooks is expecting something. Ms. Brooks responded that she wasn't. Councilwoman Coffey commented that she couldn't imagine anybody needing something so desperately they couldn't wait until Monday. Councilwoman Critz responded exactly, so she was thinking. Councilwoman Coffey added that we are normally closed anyway, so it just happens to come on the 2<sup>nd</sup>. Councilwoman Critz continued that she would specify that January 2<sup>nd</sup> be added to the list, so that we are officially closed on Thursday and Friday.
- Mayor Becker asked if Councilwoman Coffey wanted to amend her motion to specify that it includes the 2<sup>nd</sup>. Councilwoman Coffey responded probably, but "let's let Critz make [it] and then we will move forward". Councilwoman Critz asked to make a friendly amendment to Councilwoman Coffey's aforementioned motion to specify the 2<sup>nd</sup> (even though the town hall is closed), Ms. Brooks would not be obligated to be on call or be.... Ms. Brooks asked Councilwoman Coffey if she

wanted to withdraw her motion. Mayor Becker commented “withdraw the motion and start again”. Councilwoman Coffey responded withdraw the motion.

- Mayor Becker stated that the motion and second would be withdrawn and asked if before the council has the next motion if they wanted to consider the Christmas week issue now or wait until later in the year to decide if they wanted to again close the town hall for the entire Christmas week or not. Ms. Brooks made a note of that and the council hasn’t made a decision on that, so is that another thing that should be considered in the motion. Mayor Becker asked if we closed all week the previous year and had Ms. Brooks gotten any feedback where it is not working – where people said “I’ve got to be in there.....” Does the council think we should just consider adding the Christmas week rather than the Thursday and Friday? Councilwoman Critz responded by saying “why don’t we wait and see what is going on cause those three days the town hall is normally open that Monday, Tuesday and...” Mayor Becker clarified Monday and Tuesday, not Wednesday. Councilwoman Critz added “just see what is going on, because you know me, I am all for it if there is nothing going on, cause people need time with their families”. Mayor Becker clarified that the council would just adopt it for the two days for now. Councilwoman Critz responded that she could go either way, but between now and then something could be going on as far as some downtown development or residential development; “something could be going on”. Mayor Becker clarified that the motion is to adopt this schedule as presented adding Friday, January 2<sup>nd</sup> and the council won’t do anything with the Christmas week for now.
- **Councilwoman Critz** made a **motion** to adopt this schedule as presented adding Friday, January 2<sup>nd</sup> and **Councilwoman Neill** seconded. The motion passed unanimously as follows:

Ayes: Coffey, Critz, Cureton and Neill

Nays: None

#### 4. **Consideration of Paid Christmas Holiday Week for Hourly Employee**

- Mayor Becker explained that this item was on the agenda for December also, with the town hall closing Christmas week and some days that will not be worked by the hourly employee (Ms. Ridings, the Deputy Clerk/Tax Collector). Mayor Becker explained further that he understood that Ms. Ridings had asked about this as a possibility. From a budgetary standpoint, Mayor Becker explained that the town budgeted more money for that position than just the 12 hours a week (assuming 50 weeks a year), so from a budgetary perspective it’s covered. It’s a question of policy. Councilwoman Coffey responded that Ms. Ridings offered to work, but the council made the decision to close; therefore we are due to pay her. “It was never a thought process in my mind that she wouldn’t be paid and I apologize Ms. Ridings for not making that motion then”, Councilwoman Coffey said. Councilwomen Critz, Cureton and Neill concurred.
- **Councilwoman Coffey** made a **motion** to pay the hourly employee what she is rightfully due for the time that the town council chose to close the town hall (12 hours) and **Councilwoman Cureton** seconded. The motion passed unanimously as follows:

Ayes: Coffey, Critz, Cureton and Neill

*Nays: None*

- Mayor Becker explained that because this is a special meeting the council can't do anything else other than what was on this agenda that was published, which is one of the strict requirements of a special meeting, so all they can do is call for a motion to adjourn.

5. **Adjournment**

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

*Ayes: Coffey, Critz, Cureton and Neill*

*Nays: None*

- Mayor Becker wished everyone a Merry Christmas and a great holiday.
- The meeting was adjourned at 7:45 p.m.
- The next regular meeting will be on Thursday, December 30, 2014 at 7:30 p.m. at the Mineral Springs Town Hall.

Respectfully submitted by:

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Vicky A. Brooks, CMC, NCCMC, Town Clerk

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Frederick Becker III, Mayor

Town of Mineral Springs  
Town Hall  
3506 S. Potter Road  
Town Council  
Regular Meeting  
December 30, 2014 ~ 7:30 PM

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Minutes Draft

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The Town Council of the Town of Mineral Springs, North Carolina, met in Regular Session at the Mineral Springs Town Hall, Mineral Springs, North Carolina, at 7:30 p.m. on Tuesday, December 30, 2014.

**Present:** Mayor Frederick Becker III, Councilman Jerry Countryman, Councilwoman Valerie Coffey, Councilwoman Lundeen Cureton, Councilwoman Melody LaMonica [7:33 p.m.], Councilwoman Peggy Neill, Town Clerk/Zoning Administrator Vicky Brooks and Deputy Town Clerk/Tax Collector Janet Ridings.

**Absent:** Mayor Pro Tem Janet Critz.

**Visitors:** Charles Bowden and Lawson Rink.

With a quorum present Mayor Frederick Becker called the Regular Town Council Meeting of December 18, 2014 to order at 7:31 p.m.

1. **Opening**

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

2. **Public Comments**

- Lawson Rink – 3114 Potters Road South.
- Charles Bowden – Pleasant Grove Road.

3. **Consent Agenda**

- **Councilwoman Neill** made a ***motion*** to approve the consent agenda as presented containing the following:

- A. *November 13, 2014 Regular Meeting Minutes*
- B. *October 2014 Tax Collector's Report*
- C. *October 2014 Finance Report*

and **Councilwoman Cureton** seconded. *The motion passed unanimously as follows:*

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

*Nays: None*



4. **Staff Reports**

- There were no staff reports.

5. **Other Business**

- Councilwoman Neill commented that the lights (snowmen and snowflakes) downtown never went out and they were always glowing and beautiful. Whoever puts our lights up did an outstanding job. The tree was beautiful and Councilwoman Neill has gotten a lot of compliments about the tree and she wanted to say “good job”. Mayor Becker commented that we’ve been happy; those new lights are really far superior to the original ones we had. Councilwoman Neill responded the lights are wonderful and very reliable. Councilman Countryman asked when they were scheduled to come down. Ms. Brooks responded that they are not yet; she would have to make a phone call.

6. **Adjournment**

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

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

*Nays: None*

- The meeting was adjourned at 7:38 p.m.
- The next regular meeting will be on Thursday, January 8, 2015 at 7:30 p.m. at the Mineral Springs Town Hall.

Respectfully submitted by:

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Vicky A. Brooks, CMC, NCCMC, Town Clerk

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Frederick Becker III, Mayor

NOVEMBER 2014  
TOWN OF MINERAL SPRINGS  
PERCENTAGE REPORT

| <b>NOVEMBER, 2014 REGULAR TAX</b> | <b>2014</b>      | <b>2013</b>      | <b>2012</b>      |
|-----------------------------------|------------------|------------------|------------------|
| BEGINNING CHARGE                  | 64,418.92        | 64,960.04        | 66,162.67        |
| TAX CHARGE                        |                  |                  |                  |
| PUBLIC UTILITIES                  |                  |                  |                  |
| DISCOVERIES                       |                  |                  |                  |
| NON-DISCOVERIES                   |                  |                  |                  |
| ABATEMENTS                        |                  |                  |                  |
| <b>TOTAL CHARGE</b>               | <b>64,418.92</b> | <b>64,960.04</b> | <b>66,162.67</b> |
| BEGINNING COLLECTIONS             | 13,826.75        | 64,019.55        | 65,530.13        |
| COLLECTIONS - TAX                 | 21,852.52        | 25.98            | 24.21            |
| COLLECTIONS - INTEREST            | -                | 0.88             | 0.23             |
| <b>TOTAL COLLECTIONS</b>          | <b>35,679.27</b> | <b>64,045.53</b> | <b>65,554.34</b> |
| BALANCE OUTSTANDING               | 28,739.65        | 914.51           | 608.33           |
|                                   |                  |                  |                  |
| <b>PERCENTAGE OF REGULAR</b>      | <b>55.39%</b>    | <b>98.59%</b>    | <b>99.08%</b>    |
|                                   |                  |                  |                  |
| <b>COLLECTION FEE 1.5 %</b>       | <b>327.79</b>    | <b>0.40</b>      | <b>0.37</b>      |

Mineral Springs Prior Years Property Tax Report  
November 2014

| <b>November 30, 2014</b>           | 2011               | 2010               | 2009               | 2008               | 2007               | 2006               | 2005               | 2004               |                   |
|------------------------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|-------------------|
| <b>BEGINNING CHARGE</b>            | <b>\$64,878.42</b> | <b>\$64,737.60</b> | <b>\$63,911.13</b> | <b>\$65,443.06</b> | <b>\$52,276.82</b> | <b>\$51,397.02</b> | <b>\$49,217.72</b> | <b>\$41,651.21</b> |                   |
| PUBLIC UTILITIES                   | \$1,319.20         | \$1,251.60         | \$1,218.28         | \$1,112.42         | \$1,056.90         | \$779.12           | \$624.69           | \$618.17           |                   |
| MINIMAL RELEASES                   | (\$145.21)         | (\$152.88)         | (\$157.18)         | (\$158.76)         | (\$150.55)         | (\$50.50)          | (\$47.49)          | (\$45.06)          |                   |
| DISCOVERIES                        | \$59.06            | \$318.85           | \$46.46            | \$46.72            | \$117.44           | \$417.27           | \$199.93           | \$662.98           |                   |
| ABATEMENTS (RELEASES)              | (\$272.06)         | (\$443.92)         | (\$86.25)          | (\$1,297.04)       | (\$31.68)          |                    |                    | (\$12.99)          |                   |
| <b>TOTAL CHARGE</b>                | <b>\$65,839.41</b> | <b>\$65,711.25</b> | <b>\$64,932.44</b> | <b>\$65,146.40</b> | <b>\$53,268.93</b> | <b>\$52,542.91</b> | <b>\$49,994.85</b> | <b>\$42,874.31</b> |                   |
| <b>PREVIOUS COLLECTIONS</b>        | <b>\$65,197.57</b> | <b>\$65,091.63</b> | <b>\$64,319.43</b> | <b>\$64,667.75</b> | <b>\$52,909.58</b> | <b>\$52,187.11</b> | <b>\$49,704.52</b> | <b>\$42,630.75</b> |                   |
| <b>PREVIOUS BALANCE DUE</b>        | <b>\$641.84</b>    | <b>\$619.62</b>    | <b>\$613.01</b>    | <b>\$478.65</b>    | <b>\$359.35</b>    | <b>\$355.80</b>    | <b>\$290.33</b>    | <b>\$243.56</b>    | <b>\$3,602.16</b> |
| COLLECTIONS - TAX                  | \$15.70            | \$12.95            | \$11.25            | \$9.79             | \$16.63            |                    |                    |                    | \$66.32           |
| COLLECTIONS - INTEREST/FEES        | \$4.40             | \$4.86             | \$4.86             | \$5.10             | \$10.99            |                    |                    |                    | \$30.21           |
| GROSS MONTHLY COLLECTIONS          | \$20.10            | \$17.81            | \$16.11            | \$14.89            | \$27.62            |                    |                    |                    | \$96.53           |
| MISC. ADJUSTMENTS                  |                    |                    |                    |                    |                    |                    |                    |                    |                   |
| <b>TOTAL TAX COLLECTED TO DATE</b> | <b>\$65,213.27</b> | <b>\$65,104.58</b> | <b>\$64,330.68</b> | <b>\$64,677.54</b> | <b>\$52,926.21</b> | <b>\$52,187.11</b> | <b>\$49,704.52</b> | <b>\$42,630.75</b> |                   |
| <b>BALANCE OUTSTANDING</b>         | <b>\$626.14</b>    | <b>\$606.67</b>    | <b>\$601.76</b>    | <b>\$468.86</b>    | <b>\$342.72</b>    | <b>\$355.80</b>    | <b>\$290.33</b>    | <b>\$243.56</b>    | <b>\$3,535.84</b> |
| <b>PERCENTAGE COLLECTED</b>        | <b>99.05%</b>      | <b>99.08%</b>      | <b>99.07%</b>      | <b>99.28%</b>      | <b>99.36%</b>      | <b>99.32%</b>      | <b>99.42%</b>      | <b>99.43%</b>      |                   |

# Mineral Springs Unpaid Property Taxes - Real and Personal as of November 30, 2014

| Name  | Tax Map Number | 2011    | 2010    | 2009    | 2008    | 2007    | 2006    | 2005    | 2004    |
|---|----------------|---------|---------|---------|---------|---------|---------|---------|---------|
| 2K CONTRACTING INC                          | 50087944       |         | \$3.18  | \$2.76  | \$2.41  | \$2.26  | \$1.96  | \$1.71  | \$1.49  |
| AUTRY, ELVIS VERDELL & WF SERESA WHITE,     | 05033051       | \$17.37 | \$17.37 | \$17.37 | \$17.37 | \$14.76 | \$14.76 | \$14.76 | \$14.76 |
| BAILEY, GEORGE ALLEN & BAILEY, JESSIE F     | 06039008       | \$14.54 | \$14.54 | \$29.09 |         |         |         |         |         |
| BARNETT, SHELBY H HEIRS %TIMOTHY D,         | 06084041       | \$37.57 | \$37.57 | \$37.57 | \$37.58 | \$40.80 | \$40.80 | \$40.80 | \$40.80 |
| 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  |
| BROOKS, STEPHEN R                           | 50089854       |         |         |         |         |         |         | \$1.13  | \$1.24  |
| BROOME, JAMES ANDREW & WIFE AMANDA REA      | 06060007E      | \$17.08 | \$17.08 | \$17.08 | \$17.08 | \$13.58 | \$13.58 | \$13.58 | \$13.58 |
| BROOME, REBECCA G                           | 06060007A      | \$9.02  | \$9.03  |         |         |         |         |         |         |
| CAROLINA STREET SUPPLY                      | 50103059       |         | \$6.88  |         |         |         |         |         |         |
| CAROLINA STREET SUPPLY, SHEPPARD JONATHAN   | 848391         | \$6.88  |         |         |         |         |         |         |         |
| CMH CONTRACTING INC                         | 50092570       |         |         |         |         |         | \$14.85 |         |         |
| COOMBER CUSTOM MASONRY LLC                  | 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 |
| CURVES OF MINERAL SPRINGS                   | 50092178       |         |         |         |         |         | \$8.54  |         |         |
| CUSTOM DESIGN CONCRETE                      | 50092179       |         |         | \$12.02 | \$10.46 | \$9.82  | \$8.54  |         |         |
| D'AMICO, JAMES L                            | 06054024       | \$27.68 | \$27.68 | \$27.68 |         |         |         |         |         |
| DEESE MARY NIXON                            | 50082349       |         |         |         |         |         |         |         | \$1.00  |
| DRIVEWAYS ETC                               | 50068446       |         | \$4.45  |         |         |         | \$1.74  |         |         |
| DRIVEWAYS ETC                               | 200234858      | \$4.44  |         |         |         |         |         |         |         |
| DUNCAN, ROBERT W                            | 50100863       |         |         | \$2.63  |         |         |         |         |         |
| ELLIOTT, JAMES EDWARD & MARIO JAMES ELLIOTT | 06060006E      | \$24.00 | \$24.00 | \$24.00 | \$24.00 | \$10.37 | \$10.37 | \$10.37 |         |

| Name                                      | Tax Map Number | 2011    | 2010    | 2009    | 2008    | 2007    | 2006    | 2005    | 2004    |
|---|----------------|---------|---------|---------|---------|---------|---------|---------|---------|
| EPIC REALTY GROUP INC                     | 50094704       |         |         | \$10.46 | \$9.10  | \$8.54  | \$7.43  |         |         |
| FATHER & SON PAINTERS                     | 50093623       |         | \$2.41  | \$2.09  |         |         | \$1.53  |         |         |
| FATHER & SON PAINTERS                     | 264482         | \$2.41  |         |         |         |         |         |         |         |
| FAULKNER, LONNIE                          | 375789         | \$8.72  |         |         |         |         |         |         |         |
| FAULKNER, LONNIE JR                       | 50093190       |         | \$8.72  | \$8.76  | \$5.18  | \$10.02 |         | \$8.64  |         |
| FUNDERBURK, MARGARET B & FUNDERBURK, LERO | 06039007D      | \$8.21  | \$8.21  |         |         | \$5.66  | \$1.50  | \$1.50  | \$1.68  |
| GRADY, DEITRICH                           | 06018045D      | \$8.73  | \$8.73  | \$8.73  | \$8.73  | \$7.08  |         | \$7.08  | \$7.08  |
| GRIFFIN, FAIRLEY J                        | 05033026       | \$6.20  | \$6.20  | \$6.20  | \$6.20  | \$3.78  | \$3.78  | \$3.78  | \$3.78  |
| HALLS PRESSURE WASHING                    | 50096449       |         | \$4.18  | \$3.64  | \$3.17  | \$2.97  |         |         |         |
| HALLS PRESSURE WASHING % MARLIN HALL      | 269402         | \$4.18  |         |         |         |         |         |         |         |
| HELMS, DARYL J & HELMS, LISA JUNE         | 06036005       | \$34.20 | \$34.20 |         |         |         |         |         |         |
| HERRON ENTERPRISES INC                    | 50071162       |         | \$10.54 | \$9.58  | \$8.78  |         |         |         |         |
| HERRON ENTERPRISES INC                    | 100052852      | \$10.54 |         |         |         |         |         |         |         |
| HOWARD, ULYSESS                           | 05033036       | \$9.43  | \$9.43  | \$9.43  | \$9.35  | \$7.90  | \$7.90  | \$7.90  | \$7.90  |
| HUNTLEY, ANNETTE HOUSTON                  | 05033061       | \$11.92 | \$11.92 | \$11.92 | \$11.83 | \$10.79 |         |         |         |
| J & S MEAT PROCESSING                     | 50093774       |         | \$3.64  | \$3.17  |         |         |         |         |         |
| JUS 4 U II                                | 50090771       |         |         |         |         |         |         | \$8.54  | \$7.43  |
| KIDZ UNITED CLUB                          | 50094388       |         | \$2.41  | \$2.09  |         |         | \$1.49  |         |         |
| KIDZ UNITED CLUB % SHALETHIA MATTHEWS     | 591578         | \$2.41  |         |         |         |         |         |         |         |
| KNIGHT, BRENDA S                          | 50100309       |         |         | \$6.86  | \$2.51  |         |         |         |         |
| LEE, JERRY OSCAR & LEE, AZALEE            | 05033048       | \$17.39 |         | \$15.30 |         |         |         |         |         |
| LEIGH'S BOOKS 'N SUPPLIES                 | 50094248       |         |         | \$12.02 | \$9.10  | \$8.54  | \$7.43  |         |         |
| MASSEY, JAMES ALLEN & ESTER WILSON        | 06039007B      | \$7.96  | \$7.96  | \$7.96  | \$7.96  |         |         |         |         |
| MASSEY, MARCUS A                          | 05006009J      | \$21.76 | \$21.76 | \$21.76 | \$21.76 | \$20.46 | \$20.46 | \$20.46 | \$20.46 |
| MATHENY, VERNA                            | 455325         | \$2.22  |         |         |         |         |         |         |         |
| MCDOUGALL, SHERRY CARTER                  | 06084001L      | \$6.86  | \$6.86  | \$6.86  | \$6.86  |         |         |         |         |
| MCGEE, BOBBY E & MCGEE, JANICE B          | 06039007A      | \$14.99 | \$14.99 | \$14.99 | \$14.99 | \$12.94 |         |         |         |
| METHENY, VERNA                            | 50094323       |         | \$2.22  | \$2.44  |         |         | \$2.38  |         |         |
| MEXICAN PAINTERS (THE)                    | 50092685       |         |         |         |         |         |         | \$7.43  |         |

| Name                                    | Tax Map Number | 2011     | 2010     | 2009     | 2008     | 2007     | 2006     | 2005     | 2004     |
|---|----------------|----------|----------|----------|----------|----------|----------|----------|----------|
| NOBLE WATERS COMPANY THE                | 915182         | \$13.83  |          |          |          |          |          |          |          |
| NOBLE WATERS COMPANY, THE               | 50092867       |          | \$13.83  | \$12.02  | \$10.46  | \$9.82   | \$8.54   | \$7.43   |          |
| R & D MASONRY INC                       | 50092552       |          |          |          |          |          | \$8.54   |          |          |
| REALTY INVESTORS INC                    | 50082898       |          |          |          |          |          | \$1.02   |          |          |
| ROBERTO BONILLA CUSTOM FRAMING          | 50104497       |          | \$2.75   |          |          |          |          |          |          |
| ROBINSON, JERALDINE                     | 05033034       | \$9.66   | \$9.66   | \$9.66   | \$9.66   |          | \$8.42   |          |          |
| ROBINSON, SHEILA ANN & DIGSBY, DONALD L | 06039019A      | \$29.07  |          |          |          |          |          |          |          |
| S & S PLUMBING                          | 50101044       |          | \$7.91   | \$6.88   |          |          |          |          |          |
| S & S PLUMBING % SAMUEL SEEGER          | 248507         | \$7.91   |          |          |          |          |          |          |          |
| SMITH, MARVIN D & SMITH, DORIS B        | 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   |
| STRAING GRACIE M                        | 50082038       |          | \$3.12   | \$3.12   |          | \$3.70   | \$3.70   | \$3.36   | \$3.70   |
| STRAING, GRACIE M                       | 2026048        | \$3.12   |          |          |          |          |          |          |          |
| STRAING, GRACIE M                       | 05033081       | \$6.92   | \$6.92   | \$6.92   | \$6.92   | \$3.78   | \$3.78   | \$3.78   | \$3.78   |
| STRAING, GRACIE M                       | 05033080       | \$20.46  | \$20.46  | \$20.46  | \$20.54  | \$29.20  | \$29.20  | \$29.20  | \$29.20  |
| TARLTON, AMANDA C                       | 06054036       | \$24.85  | \$24.85  |          |          |          |          |          |          |
| TORRENCE MELVIN CONCRETE                | 50060184       |          | \$8.10   | \$7.04   | \$6.12   |          |          |          |          |
| TORRENCE MELVIN CONCRETE FINISHING      | 200231240      | \$8.10   |          |          |          |          |          |          |          |
| TORRENCE, MELVIN & TORRENCE, PEARLIE C  | 05033045       | \$7.45   | \$7.45   | \$7.45   | \$7.45   | \$3.78   | \$3.78   | \$3.78   |          |
| TORRENCE, REGINAL C/O MELVIN            | 50070455       |          |          |          |          |          | \$1.63   |          |          |
| WAXHAW ALL TILE                         | 50099231       |          |          |          | \$6.88   |          |          |          |          |
| WENDY GREENE AND ASSOCIATES             | 50093112       |          |          |          |          |          | \$12.13  | \$9.59   |          |
| WENTZ-BROWN, AMANDA E                   | 06039011A      |          | \$32.40  | \$32.40  | \$32.40  | \$13.32  | \$13.32  | \$13.32  | \$13.32  |
| WHITE, ERIC DARRYL                      | 05033028       | \$28.27  | \$23.71  | \$23.71  | \$6.16   |          |          |          |          |
| WILLIAMS, RUTH & HUSBAND J C WILLIAMS   | 05033179       | \$19.11  | \$19.11  | \$19.11  | \$19.11  | \$27.35  | \$27.35  | \$27.35  | \$27.35  |
| WILLIS, GENE E JR                       | 06114054       |          |          |          | \$18.13  |          |          |          |          |
| Total                                   |                | \$626.14 | \$606.67 | \$601.76 | \$468.86 | \$342.72 | \$355.80 | \$290.33 | \$243.56 |

## **Town of Mineral Springs**

# **FINANCE REPORT NOVEMBER 2014**

Prepared for:

The Mineral Springs Town Council

By:

Frederick Becker III  
Finance Officer

**January 8, 2015**

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# Cash Flow Report FY2014 YTD

7/1/2014 Through 11/30/2014

12/18/2014

Page 1

| Category Description | 7/1/2014-<br>11/30/2014 |
|----------------------|-------------------------|
| <b>INCOME</b>        |                         |
| Franchise            |                         |
| Cable                | 694.00                  |
| TOTAL Franchise      | 694.00                  |
| Gross Receipts Tax   | 714.95                  |
| Interest Income      | 629.64                  |
| Other Inc            |                         |
| Copy Charges         | 5.00                    |
| Festival 2014        | 345.00                  |
| Zoning               | 4,405.00                |
| TOTAL Other Inc      | 4,755.00                |
| Prop Tax 2014        | 13,826.75               |
| Prop Tax Prior Years |                         |
| Prop Tax 2007        |                         |
| Receipts 2007        |                         |
| Int                  | 14.49                   |
| Tax                  | 26.24                   |
| TOTAL Receipts 2007  | 40.73                   |
| TOTAL Prop Tax 2007  | 40.73                   |
| Prop Tax 2008        |                         |
| Receipts 2008        |                         |
| Int                  | 20.60                   |
| Tax                  | 27.18                   |
| TOTAL Receipts 2008  | 47.78                   |
| TOTAL Prop Tax 2008  | 47.78                   |
| Prop Tax 2009        |                         |
| Receipts 2009        |                         |
| Int                  | 15.76                   |
| Tax                  | 13.34                   |
| TOTAL Receipts 2009  | 29.10                   |
| TOTAL Prop Tax 2009  | 29.10                   |
| Prop Tax 2010        |                         |
| Receipts 2010        |                         |
| Int                  | 4.86                    |
| Tax                  | 12.95                   |
| TOTAL Receipts 2010  | 17.81                   |
| TOTAL Prop Tax 2010  | 17.81                   |
| Prop Tax 2011        |                         |
| Receipts 2011        |                         |
| Int                  | 5.46                    |
| Tax                  | 19.39                   |
| TOTAL Receipts 2011  | 24.85                   |
| TOTAL Prop Tax 2011  | 24.85                   |
| Prop Tax 2012        |                         |
| Receipts 2012        |                         |
| Int                  | 41.64                   |
| Tax                  | 214.64                  |
| TOTAL Receipts 2012  | 256.28                  |
| TOTAL Prop Tax 2012  | 256.28                  |

# Cash Flow Report FY2014 YTD

7/1/2014 Through 11/30/2014

12/18/2014

Page 2

| Category Description       | 7/1/2014-<br>11/30/2014 |
|----------------------------|-------------------------|
| Prop Tax 2013              |                         |
| Receipts 2013              |                         |
| Int                        | 29.50                   |
| Tax                        | 437.73                  |
| TOTAL Receipts 2013        | 467.23                  |
| TOTAL Prop Tax 2013        | 467.23                  |
| TOTAL Prop Tax Prior Years | 883.78                  |
| Sales Tax                  |                         |
| Sales & Use Dist           | 5,112.68                |
| TOTAL Sales Tax            | 5,112.68                |
| Veh Tax                    |                         |
| Coll                       | -40.31                  |
| 2004                       | -0.13                   |
| 2005                       | -0.06                   |
| 2006                       | -0.03                   |
| 2007                       | -0.06                   |
| 2008                       | -0.05                   |
| 2009                       | -0.04                   |
| 2010                       | -0.09                   |
| 2011                       | -0.02                   |
| 2012                       | -0.69                   |
| 2013                       | -0.62                   |
| 2014                       | -12.88                  |
| TOTAL Coll                 | -54.98                  |
| Int 2004                   | 4.26                    |
| Int 2005                   | 1.64                    |
| Int 2006                   | 0.81                    |
| Int 2007                   | 2.03                    |
| Int 2008                   | 1.34                    |
| Int 2009                   | 1.35                    |
| Int 2010                   | 1.43                    |
| Int 2011                   | 0.29                    |
| Int 2012                   | 6.42                    |
| Int 2013                   | 3.69                    |
| Int 2014                   | 17.95                   |
| Tax 2004                   | 4.79                    |
| Tax 2005                   | 1.84                    |
| Tax 2006                   | 1.25                    |
| Tax 2007                   | 2.23                    |
| Tax 2008                   | 2.30                    |
| Tax 2009                   | 0.92                    |
| Tax 2010                   | 4.66                    |
| Tax 2011                   | 0.96                    |
| Tax 2012                   | 39.56                   |
| Tax 2013                   | 37.54                   |
| Tax 2014                   | 1,782.26                |
| TOTAL Veh Tax              | 1,864.54                |
| <b>TOTAL INCOME</b>        | <b>28,481.34</b>        |

**EXPENSES**

# Cash Flow Report FY2014 YTD

7/1/2014 Through 11/30/2014

12/18/2014

Page 3

| Category Description  | 7/1/2014-<br>11/30/2014 |
|-----------------------|-------------------------|
| Uncategorized         | 0.00                    |
| Ads                   | 396.38                  |
| Attorney              | 1,782.45                |
| Audit                 | 4,800.00                |
| Capital Outlay        |                         |
| Equipment             | 527.97                  |
| Furniture             | 698.36                  |
| TOTAL Capital Outlay  | 1,226.33                |
| Community             |                         |
| Donation              | 800.00                  |
| Greenway              | 83.25                   |
| Maint                 | 600.00                  |
| Special Events        | 269.40                  |
| Festival              | 2,953.39                |
| Misc                  | 132.79                  |
| TOTAL Special Events  | 3,355.58                |
| TOTAL Community       | 4,838.83                |
| Dues                  | 4,601.00                |
| Emp                   |                         |
| Benefits              |                         |
| Dental                | 442.56                  |
| Fees                  | 2.09                    |
| Life                  | 303.52                  |
| NCLGERS               | 4,407.85                |
| Vision                | 84.00                   |
| TOTAL Benefits        | 5,240.02                |
| Bond                  | 450.00                  |
| FICA                  |                         |
| Med                   | 646.75                  |
| Soc Sec               | 2,765.30                |
| TOTAL FICA            | 3,412.05                |
| Payroll               | 562.70                  |
| Work Comp             | 1,319.67                |
| TOTAL Emp             | 10,984.44               |
| Ins                   | 3,609.98                |
| Newsletter            |                         |
| Post                  | 295.95                  |
| Printing              | 709.84                  |
| TOTAL Newsletter      | 1,005.79                |
| Office                |                         |
| Bank                  | -34.09                  |
| Clerk                 | 13,430.00               |
| Council               | 3,000.00                |
| Deputy Clerk          | 3,649.25                |
| Equip                 | 98.12                   |
| Finance Officer       |                         |
| Clerical              | 6,202.50                |
| Other                 | 6,202.50                |
| TOTAL Finance Officer | 12,405.00               |
| Maint                 |                         |

# Cash Flow Report FY2014 YTD

7/1/2014 Through 11/30/2014

12/18/2014

Page 4

| Category Description        | 7/1/2014-<br>11/30/2014 |
|-----------------------------|-------------------------|
| Materials                   | 1,051.48                |
| Service                     | 3,196.10                |
| <b>TOTAL Maint</b>          | <b>4,247.58</b>         |
| Mayor                       | 2,000.00                |
| Misc                        | 128.10                  |
| Supplies                    | 1,113.63                |
| Tel                         | 3,666.58                |
| Util                        | 939.34                  |
| <b>TOTAL Office</b>         | <b>44,643.51</b>        |
| Planning                    |                         |
| Administration              |                         |
| Contract                    | 1,072.60                |
| Salaries                    | 11,615.00               |
| <b>TOTAL Administration</b> | <b>12,687.60</b>        |
| Misc                        | 427.00                  |
| <b>TOTAL Planning</b>       | <b>13,114.60</b>        |
| Street Lighting             | 569.57                  |
| Tax Coll                    |                         |
| Contract                    | 218.25                  |
| Sal                         | 750.00                  |
| <b>TOTAL Tax Coll</b>       | <b>968.25</b>           |
| Training                    |                         |
| Officials                   | 141.81                  |
| Staff                       | 310.00                  |
| <b>TOTAL Training</b>       | <b>451.81</b>           |
| Travel                      | 1,316.23                |
| <b>TOTAL EXPENSES</b>       | <b>94,309.17</b>        |
| <b>TRANSFERS</b>            |                         |
| FROM Check Min Spgs         | 57,720.00               |
| FROM Estates at Soen Escrow | 28,285.47               |
| FROM MM Sav ParkSterling    | 10,000.00               |
| TO Check Min Spgs           | -38,285.47              |
| TO MM Sav ParkSterling      | -30,000.00              |
| TO Escrows                  | -27,720.00              |
| <b>TOTAL TRANSFERS</b>      | <b>0.00</b>             |
| <b>OVERALL TOTAL</b>        | <b>-65,827.83</b>       |

# Account Balances History Report

(Includes unrealized gains)

As of 11/30/2014

12/30/2014

Page 1

| Account                             | 6/29/2014<br>Balance | 6/30/2014<br>Balance | 7/31/2014<br>Balance | 8/31/2014<br>Balance | 9/30/2014<br>Balance |
|-------------------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| <b>ASSETS</b>                       |                      |                      |                      |                      |                      |
| <b>Cash and Bank Accounts</b>       |                      |                      |                      |                      |                      |
| Check Min Spgs                      | 2,175.96             | 2,447.54             | 7,288.43             | 6,089.28             | 19,279.07            |
| Copper Run Escrow                   | 66,770.02            | 66,778.25            | 66,785.94            | 66,791.61            | 66,797.10            |
| Estates at Soen Escrow              | 28,278.73            | 28,282.22            | 28,285.47            | 0.00                 | 0.00                 |
| MM Sav Min Spgs                     | 10,569.70            | 10,570.57            | 10,571.47            | 10,572.37            | 10,568.00            |
| MM Sav ParkSterling                 | 572,385.17           | 572,526.32           | 542,658.13           | 532,772.40           | 562,882.09           |
| NCCMT_Cash                          | 2,129.45             | 2,129.47             | 2,129.49             | 2,129.51             | 2,129.53             |
| <b>TOTAL Cash and Bank Accounts</b> | <b>682,309.03</b>    | <b>682,734.37</b>    | <b>657,718.93</b>    | <b>618,355.17</b>    | <b>661,655.79</b>    |
| <b>Other Assets</b>                 |                      |                      |                      |                      |                      |
| State Revenues Receivable           | 0.00                 | 60,541.22            | 58,152.64            | 56,499.03            | 0.00                 |
| <b>TOTAL Other Assets</b>           | <b>0.00</b>          | <b>60,541.22</b>     | <b>58,152.64</b>     | <b>56,499.03</b>     | <b>0.00</b>          |
| <b>TOTAL ASSETS</b>                 | <b>682,309.03</b>    | <b>743,275.59</b>    | <b>715,871.57</b>    | <b>674,854.20</b>    | <b>661,655.79</b>    |
| <b>LIABILITIES</b>                  |                      |                      |                      |                      |                      |
| <b>Other Liabilities</b>            |                      |                      |                      |                      |                      |
| Accounts Payable                    | 0.00                 | 4,805.48             | 2,663.76             | 2,663.76             | 692.76               |
| Escrows                             | 94,382.00            | 94,382.00            | 94,382.00            | 66,662.00            | 66,662.00            |
| <b>TOTAL Other Liabilities</b>      | <b>94,382.00</b>     | <b>99,187.48</b>     | <b>97,045.76</b>     | <b>69,325.76</b>     | <b>67,354.76</b>     |
| <b>TOTAL LIABILITIES</b>            | <b>94,382.00</b>     | <b>99,187.48</b>     | <b>97,045.76</b>     | <b>69,325.76</b>     | <b>67,354.76</b>     |
| <b>OVERALL TOTAL</b>                | <b>587,927.03</b>    | <b>644,088.11</b>    | <b>618,825.81</b>    | <b>605,528.44</b>    | <b>594,301.03</b>    |

# Account Balances History Report

(Includes unrealized gains)

As of 11/30/2014

12/30/2014

| 10/31/2014<br>Balance | 11/30/2014<br>Balance |
|-----------------------|-----------------------|
|                       |                       |
| 12,673.03             | 2,984.04              |
| 66,802.77             | 66,808.26             |
| 0.00                  | 0.00                  |
| 10,574.98             | 10,575.85             |
| 563,001.62            | 563,117.32            |
| 2,129.55              | 2,129.57              |
| <b>655,181.95</b>     | <b>645,615.04</b>     |
|                       |                       |
| 0.00                  | 0.00                  |
| <b>0.00</b>           | <b>0.00</b>           |
| <b>655,181.95</b>     | <b>645,615.04</b>     |
|                       |                       |
| 692.76                | 692.76                |
| 66,662.00             | 66,662.00             |
| <b>67,354.76</b>      | <b>67,354.76</b>      |
| <b>67,354.76</b>      | <b>67,354.76</b>      |
| <b>587,827.19</b>     | <b>578,260.28</b>     |

Mineral Springs Budget Comparison 2014-2015

| TOWN OF MINERAL SPRINGS     |                      |                      |                     |              |                     |                     |                     |                     |                     |
|-----------------------------|----------------------|----------------------|---------------------|--------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| BUDGET COMPARISON 2014-2015 |                      |                      |                     |              |                     |                     |                     |                     |                     |
| Appropriation dept          | Budget               | Unspent              | Spent YTD           | % of Budget  | July                | August              | September           | October             | November            |
| Advertising                 | \$ 1,800.00          | \$ 1,403.62          | \$ 396.38           | 22.0%        | \$ -                | \$ 396.38           | \$ -                | \$ -                | \$ -                |
| Attorney                    | \$ 9,600.00          | \$ 7,817.55          | \$ 1,782.45         | 18.6%        | \$ 300.00           | \$ 300.00           | \$ 582.45           | \$ 300.00           | \$ 300.00           |
| Audit                       | \$ 4,800.00          | \$ -                 | \$ 4,800.00         | 100.0%       | \$ -                | \$ -                | \$ -                | \$ -                | \$ 4,800.00         |
| Community Projects          | \$ 24,000.00         | \$ 19,161.17         | \$ 4,838.83         | 20.2%        | \$ 200.00           | \$ 204.04           | \$ 3,499.95         | \$ 427.84           | \$ 507.00           |
| Contingency                 | \$ 3,000.00          | \$ 3,000.00          | \$ -                | 0.0%         | \$ -                | \$ -                | \$ -                | \$ -                | \$ -                |
| Dues                        | \$ 6,275.00          | \$ 1,674.00          | \$ 4,601.00         | 73.3%        | \$ 4,535.00         | \$ 66.00            | \$ -                | \$ -                | \$ -                |
| Elections                   | \$ 600.00            | \$ 600.00            | \$ -                | 0.0%         | \$ -                | \$ -                | \$ -                | \$ -                | \$ -                |
| Employee Overhead           | \$ 25,300.00         | \$ 14,315.56         | \$ 10,984.44        | 43.4%        | \$ 3,592.29         | \$ 1,802.02         | \$ 1,822.61         | \$ 1,067.54         | \$ 2,699.98         |
| Fire Department             | \$ 12,000.00         | \$ 12,000.00         | \$ -                | 0.0%         | \$ -                | \$ -                | \$ -                | \$ -                | \$ -                |
| Insurance                   | \$ 4,500.00          | \$ 890.02            | \$ 3,609.98         | 80.2%        | \$ 3,609.98         | \$ -                | \$ -                | \$ -                | \$ -                |
| Newsletter                  | \$ 2,400.00          | \$ 1,394.21          | \$ 1,005.79         | 41.9%        | \$ -                | \$ 468.73           | \$ -                | \$ 537.06           | \$ -                |
| Office                      | \$ 117,804.00        | \$ 73,160.49         | \$ 44,643.51        | 37.9%        | \$ 10,685.73        | \$ 8,442.33         | \$ 8,741.40         | \$ 7,796.00         | \$ 8,978.05         |
| Planning & Zoning           | \$ 42,876.00         | \$ 29,761.40         | \$ 13,114.60        | 30.6%        | \$ 2,750.00         | \$ 2,323.00         | \$ 2,323.00         | \$ 2,183.62         | \$ 3,534.98         |
| Street Lighting             | \$ 4,000.00          | \$ 3,430.43          | \$ 569.57           | 14.2%        | \$ -                | \$ 143.12           | \$ 142.61           | \$ -                | \$ 283.84           |
| Tax Collection              | \$ 3,750.00          | \$ 2,781.75          | \$ 968.25           | 25.8%        | \$ 150.00           | \$ 155.62           | \$ 198.67           | \$ 182.88           | \$ 281.08           |
| Training                    | \$ 3,000.00          | \$ 2,548.19          | \$ 451.81           | 15.1%        | \$ 310.00           | \$ -                | \$ -                | \$ 141.81           | \$ -                |
| Travel                      | \$ 3,600.00          | \$ 2,283.77          | \$ 1,316.23         | 36.6%        | \$ -                | \$ 1,201.38         | \$ -                | \$ -                | \$ 114.85           |
| Capital Outlay              | \$ 47,955.00         | \$ 46,728.67         | \$ 1,226.33         | 2.6%         | \$ 527.97           | \$ 698.36           | \$ -                | \$ -                | \$ -                |
| <b>Totals</b>               | <b>\$ 317,260.00</b> | <b>\$ 222,950.83</b> | <b>\$ 94,309.17</b> | <b>29.7%</b> | <b>\$ 26,660.97</b> | <b>\$ 16,200.98</b> | <b>\$ 17,310.69</b> | <b>\$ 12,636.75</b> | <b>\$ 21,499.78</b> |
| <b>Off Budget:</b>          |                      |                      |                     |              |                     |                     |                     |                     |                     |
| Tax Refunds                 |                      |                      |                     |              |                     |                     |                     |                     |                     |
| Interfund Transfers         |                      |                      |                     |              |                     |                     |                     |                     |                     |
| <b>Total Off Budget:</b>    |                      |                      | <b>\$ -</b>         |              | <b>\$ -</b>         | <b>\$ -</b>         | <b>\$ -</b>         | <b>\$ -</b>         | <b>\$ -</b>         |

Mineral Springs Monthly Revenue Summary 2014-2015

| TOWN OF MINERAL SPRINGS   |                      |                      |                     |              |                    |                    |                    |                    |                     |
|---------------------------|----------------------|----------------------|---------------------|--------------|--------------------|--------------------|--------------------|--------------------|---------------------|
| REVENUE SUMMARY 2014-2015 |                      |                      |                     |              |                    |                    |                    |                    |                     |
| Source                    | Budget               | Receivable           | Rec'd YTD           | % of Budget  | July               | August             | September          | October            | November            |
| Property Tax - prior      | \$ 3,000.00          | \$ 2,116.22          | \$ 883.78           | 29.5%        | \$ -               | \$ 259.72          | \$ 122.67          | \$ 134.94          | \$ 366.45           |
| Property Tax - 2014       | \$ 65,290.00         | \$ 51,463.25         | \$ 13,826.75        | 21.2%        | \$ -               | \$ 114.84          | \$ 3,121.76        | \$ 2,121.25        | \$ 8,468.90         |
| Dupl. Property Tax        | \$ -                 | \$ -                 | \$ -                |              | \$ -               | \$ -               | \$ -               | \$ -               | \$ -                |
| Franchise Taxes: cable    | \$ 3,200.00          | \$ 2,506.00          | \$ 694.00           | 21.7%        | \$ -               | \$ 694.00          | \$ -               | \$ -               | \$ -                |
| Franchise Taxes: utility  | \$ 190,000.00        | \$ 190,000.00        | \$ -                | 0.0%         | \$ -               | \$ -               | \$ -               | \$ -               | \$ -                |
| Fund Balance Approp.      | \$ -                 | \$ -                 | \$ -                |              | \$ -               | \$ -               | \$ -               | \$ -               | \$ -                |
| Gross Receipts Tax        | \$ -                 | \$ (714.95)          | \$ 714.95           |              | \$ -               | \$ 166.71          | \$ 247.04          | \$ 192.47          | \$ 108.73           |
| Interest                  | \$ 1,200.00          | \$ 570.36            | \$ 629.64           | 52.5%        | \$ 143.67          | \$ 120.86          | \$ 116.33          | \$ 126.70          | \$ 122.08           |
| Sales Tax                 | \$ 46,470.00         | \$ 41,357.32         | \$ 5,112.68         | 11.0%        | \$ -               | \$ -               | \$ 1,823.65        | \$ 1,630.54        | \$ 1,658.49         |
| Vehicle Taxes             | \$ 4,600.00          | \$ 2,735.46          | \$ 1,864.54         | 40.5%        | \$ -               | \$ 500.48          | \$ 473.83          | \$ 432.01          | \$ 458.22           |
| Zoning Fees               | \$ 3,000.00          | \$ (1,405.00)        | \$ 4,405.00         | 146.8%       | \$ 1,175.00        | \$ 830.00          | \$ 125.00          | \$ 1,525.00        | \$ 750.00           |
| Other                     | \$ 500.00            | \$ 150.00            | \$ 350.00           |              | \$ 80.00           | \$ 217.00          | \$ 53.00           | \$ -               | \$ -                |
| <b>Totals</b>             | <b>\$ 317,260.00</b> | <b>\$ 288,778.66</b> | <b>\$ 28,481.34</b> | <b>9.0%</b>  | <b>\$ 1,398.67</b> | <b>\$ 2,903.61</b> | <b>\$ 6,083.28</b> | <b>\$ 6,162.91</b> | <b>\$ 11,932.87</b> |
|                           |                      |                      |                     |              |                    |                    |                    |                    |                     |
|                           |                      |                      |                     |              |                    |                    |                    |                    |                     |
|                           | <b>December</b>      | <b>January</b>       | <b>February</b>     | <b>March</b> | <b>April</b>       | <b>May</b>         | <b>June</b>        | <b>June a/r</b>    |                     |
| Property Tax - prior      |                      |                      |                     |              |                    |                    |                    |                    |                     |
| Property Tax - 2014       |                      |                      |                     |              |                    |                    |                    |                    |                     |
| Dupl. Property Tax        |                      |                      |                     |              |                    |                    |                    |                    |                     |
| Franchise Taxes: cable    |                      |                      |                     |              |                    |                    |                    |                    |                     |
| Franchise Taxes: utility  |                      |                      |                     |              |                    |                    |                    |                    |                     |
| Fund Balance Approp.      |                      |                      |                     |              |                    |                    |                    |                    |                     |
| Gross Receipts Tax        |                      |                      |                     |              |                    |                    |                    |                    |                     |
| Interest                  |                      |                      |                     |              |                    |                    |                    |                    |                     |
| Sales Tax                 |                      |                      |                     |              |                    |                    |                    |                    |                     |
| Vehicle Taxes             |                      |                      |                     |              |                    |                    |                    |                    |                     |
| Zoning Fees               |                      |                      |                     |              |                    |                    |                    |                    |                     |
| Other                     |                      |                      |                     |              |                    |                    |                    |                    |                     |
| <b>Totals</b>             | <b>\$ -</b>          | <b>\$ -</b>          | <b>\$ -</b>         | <b>\$ -</b>  | <b>\$ -</b>        | <b>\$ -</b>        | <b>\$ -</b>        | <b>\$ -</b>        | <b>\$ -</b>         |



# November 2014 Cash Flow Report

11/1/2014 Through 11/30/2014

12/18/2014

Page 1

| Category Description | 11/1/2014-<br>11/30/2014 |
|----------------------|--------------------------|
| <b>INCOME</b>        |                          |
| Gross Receipts Tax   | 108.73                   |
| Interest Income      | 122.08                   |
| Other Inc            |                          |
| Zoning               | 750.00                   |
| TOTAL Other Inc      | 750.00                   |
| Prop Tax 2014        | 8,468.90                 |
| Prop Tax Prior Years |                          |
| Prop Tax 2007        |                          |
| Receipts 2007        |                          |
| Int                  | 10.99                    |
| Tax                  | 16.63                    |
| TOTAL Receipts 2007  | 27.62                    |
| TOTAL Prop Tax 2007  | 27.62                    |
| Prop Tax 2008        |                          |
| Receipts 2008        |                          |
| Int                  | 5.10                     |
| Tax                  | 9.79                     |
| TOTAL Receipts 2008  | 14.89                    |
| TOTAL Prop Tax 2008  | 14.89                    |
| Prop Tax 2009        |                          |
| Receipts 2009        |                          |
| Int                  | 4.86                     |
| Tax                  | 11.25                    |
| TOTAL Receipts 2009  | 16.11                    |
| TOTAL Prop Tax 2009  | 16.11                    |
| Prop Tax 2010        |                          |
| Receipts 2010        |                          |
| Int                  | 4.86                     |
| Tax                  | 12.95                    |
| TOTAL Receipts 2010  | 17.81                    |
| TOTAL Prop Tax 2010  | 17.81                    |
| Prop Tax 2011        |                          |
| Receipts 2011        |                          |
| Int                  | 4.40                     |
| Tax                  | 15.70                    |
| TOTAL Receipts 2011  | 20.10                    |
| TOTAL Prop Tax 2011  | 20.10                    |
| Prop Tax 2012        |                          |
| Receipts 2012        |                          |
| Int                  | 19.28                    |
| Tax                  | 110.63                   |
| TOTAL Receipts 2012  | 129.91                   |
| TOTAL Prop Tax 2012  | 129.91                   |
| Prop Tax 2013        |                          |
| Receipts 2013        |                          |
| Int                  | 11.60                    |
| Tax                  | 128.41                   |
| TOTAL Receipts 2013  | 140.01                   |

# November 2014 Cash Flow Report

11/1/2014 Through 11/30/2014

12/18/2014

Page 2

| Category Description       | 11/1/2014-<br>11/30/2014 |
|----------------------------|--------------------------|
| TOTAL Prop Tax 2013        | 140.01                   |
| TOTAL Prop Tax Prior Years | 366.45                   |
| Sales Tax                  |                          |
| Sales & Use Dist           | 1,658.49                 |
| TOTAL Sales Tax            | 1,658.49                 |
| Veh Tax                    |                          |
| Coll                       | -13.72                   |
| 2005                       | -0.02                    |
| 2006                       | -0.01                    |
| 2008                       | -0.05                    |
| 2011                       | -0.01                    |
| 2012                       | -0.32                    |
| 2013                       | -0.10                    |
| TOTAL Coll                 | -14.23                   |
| Int 2005                   | 0.46                     |
| Int 2006                   | 0.17                     |
| Int 2008                   | 1.34                     |
| Int 2011                   | 0.14                     |
| Int 2012                   | 2.88                     |
| Int 2013                   | 0.66                     |
| Int 2014                   | 4.56                     |
| Tax 2005                   | 0.57                     |
| Tax 2006                   | 0.39                     |
| Tax 2008                   | 2.30                     |
| Tax 2011                   | 0.45                     |
| Tax 2012                   | 18.46                    |
| Tax 2013                   | 6.21                     |
| Tax 2014                   | 433.86                   |
| TOTAL Veh Tax              | 458.22                   |
| <b>TOTAL INCOME</b>        | <b>11,932.87</b>         |
| <b>EXPENSES</b>            |                          |
| Uncategorized              | 0.00                     |
| Attorney                   | 300.00                   |
| Audit                      | 4,800.00                 |
| Community                  |                          |
| Donation                   | 500.00                   |
| Greenway                   | 7.00                     |
| TOTAL Community            | 507.00                   |
| Emp                        |                          |
| Benefits                   |                          |
| Dental                     | 73.50                    |
| Life                       | 51.52                    |
| NCLGERS                    | 1,763.14                 |
| Vision                     | 14.00                    |
| TOTAL Benefits             | 1,902.16                 |
| FICA                       |                          |
| Med                        | 130.37                   |
| Soc Sec                    | 557.42                   |
| TOTAL FICA                 | 687.79                   |

# November 2014 Cash Flow Report

11/1/2014 Through 11/30/2014

12/18/2014

Page 3

| Category Description         | 11/1/2014-<br>11/30/2014 |
|------------------------------|--------------------------|
| Payroll                      | 110.03                   |
| <b>TOTAL Emp</b>             | <b>2,699.98</b>          |
| Office                       |                          |
| Clerk                        | 2,847.16                 |
| Council                      | 600.00                   |
| Deputy Clerk                 | 800.18                   |
| Finance Officer              |                          |
| Clerical                     | 1,314.93                 |
| Other                        | 1,314.93                 |
| <b>TOTAL Finance Officer</b> | <b>2,629.86</b>          |
| Maint                        |                          |
| Service                      | 495.00                   |
| <b>TOTAL Maint</b>           | <b>495.00</b>            |
| Mayor                        | 400.00                   |
| Supplies                     | 53.03                    |
| Tel                          | 779.74                   |
| Util                         | 373.08                   |
| <b>TOTAL Office</b>          | <b>8,978.05</b>          |
| Planning                     |                          |
| Administration               |                          |
| Contract                     | 1,072.60                 |
| Salaries                     | 2,462.38                 |
| <b>TOTAL Administration</b>  | <b>3,534.98</b>          |
| <b>TOTAL Planning</b>        | <b>3,534.98</b>          |
| Street Lighting              | 283.84                   |
| Tax Coll                     |                          |
| Contract                     | 131.08                   |
| Sal                          | 150.00                   |
| <b>TOTAL Tax Coll</b>        | <b>281.08</b>            |
| Travel                       | 114.85                   |
| <b>TOTAL EXPENSES</b>        | <b>21,499.78</b>         |
| <b>OVERALL TOTAL</b>         | <b>-9,566.91</b>         |

# Register Report

11/1/2014 Through 11/30/2014

12/30/2014

Page 1

| Date        | Num    | Description            | Memo                   | Category                               | Amount    |
|-------------|--------|------------------------|------------------------|--|-----------|
| 11/3/2014   | 4380   | Union County Acco...   | Urban Forester Co...   | Planning:Administration:Contract       | -1,072.60 |
| 11/3/2014   | 4381   | Duke Power             | 2035221941 (FY20...    | Street Lighting                        | -141.92   |
| 11/3/2014   | 4382   | Windstream             | 061348611 (FY201...    | Office:Tel                             | -279.42   |
| 11/3/2014   | 4383   | Windstream             | 061345970 (FY201...    | Office:Tel                             | -63.48    |
| 11/3/2014   | 4384   | Verizon Wireless       | 221474588-00001 ...    | Office:Tel                             | -88.65    |
| 11/3/2014   | 438... | Municipal Insuranc...  |                        | Emp:Benefits:Life                      | -51.52    |
|             |        |                        |                        | Emp:Benefits:Dental                    | -73.50    |
|             |        |                        |                        | Emp:Benefits:Vision                    | -14.00    |
| 11/3/2014   | EFT... | NC State Treasurer     | 10/14 LGERS cont...    | Office:Clerk                           | -161.16   |
|             |        |                        | 10/14 LGERS cont...    | Office:Finance Officer:Clerical        | -74.43    |
|             |        |                        | 10/14 LGERS cont...    | Office:Finance Officer:Other           | -74.43    |
|             |        |                        | 10/14 LGERS cont...    | Planning:Administration:Salaries       | -139.38   |
|             |        |                        | 10/14 employer co...   | Emp:Benefits:NCLGERS                   | -881.57   |
| 11/3/2014   | 4386   | **VOID**VOID           | misprint (FY2014)      |  | 0.00      |
| 11/3/2014   | 4387   | **VOID**VOID           | misprint (FY2014)      |  | 0.00      |
| 11/3/2014   | 4388   | **VOID**VOID           | misprint (FY2014)      |  | 0.00      |
| 11/7/2014   | EFT    | Debit Card (Kanga...   | Gas for mower (FY...   | Community:Greenway                     | -7.00     |
| 11/13/20... | 4389   | Frederick Becker III   | 7/14 - 8/14 reimbur... | Travel                                 | -114.85   |
| 11/13/20... | 4390   | Clark, Griffin & Mc... | 11/14 (FY2014)         | Attorney                               | -300.00   |
| 11/13/20... | 4391   | Taylor & Sons Mo...    | I/N 1829 11/14 (FY...  | Office:Maint:Service                   | -300.00   |
| 11/13/20... | 4392   | Xerox Corporation      | I/N 076556211 (FY...   | Office:Supplies                        | -30.09    |
| 11/13/20... | 4393   | Heritage Propane       | 513970 61.1 gal @...   | Office:Util                            | -230.57   |
| 11/13/20... | 4394   | Duke Power             | 1819573779 (Old ...    | Office:Util                            | -22.05    |
| 11/13/20... | 4395   | Duke Power             | 1803784140 (FY20...    | Office:Util                            | -101.32   |
| 11/13/20... | 4396   | Jan-Pro Cleaning ...   | I/N 28854 Janitoria... | Office:Maint:Service                   | -195.00   |
| 11/14/20... | EFT... | Union County {NC...    | NCVTS 1410             | Veh Tax:Tax 2014                       | 433.86    |
|             |        |                        | NCVTS 1410             | Veh Tax:Int 2014                       | 4.56      |
|             |        |                        | collection             | Veh Tax:Coll                           | -13.72    |
| 11/14/20... | EFT... | Union County           |                        | Prop Tax 2014                          | 8,468.90  |
|             |        |                        |                        | Prop Tax Prior Years:Prop Tax 2013:... | 11.60     |
|             |        |                        |                        | Prop Tax Prior Years:Prop Tax 2013:... | 128.41    |
|             |        |                        |                        | Prop Tax Prior Years:Prop Tax 2012:... | 19.28     |
|             |        |                        |                        | Prop Tax Prior Years:Prop Tax 2012:... | 110.63    |
|             |        |                        |                        | Tax Coll:Contract                      | -131.08   |
|             |        |                        |                        | Veh Tax:Tax 2013                       | 6.21      |
|             |        |                        |                        | Veh Tax:Int 2013                       | 0.66      |
|             |        |                        |                        | Veh Tax:Coll:2013                      | -0.10     |
|             |        |                        |                        | Veh Tax:Tax 2012                       | 18.46     |
|             |        |                        |                        | Veh Tax:Int 2012                       | 2.88      |
|             |        |                        |                        | Veh Tax:Coll:2012                      | -0.32     |
|             |        |                        |                        | Veh Tax:Tax 2011                       | 0.45      |
|             |        |                        |                        | Veh Tax:Int 2011                       | 0.14      |
|             |        |                        |                        | Veh Tax:Coll:2011                      | -0.01     |
|             |        |                        |                        | Veh Tax:Tax 2008                       | 2.30      |
|             |        |                        |                        | Veh Tax:Int 2008                       | 1.34      |
|             |        |                        |                        | Veh Tax:Coll:2008                      | -0.05     |
|             |        |                        |                        | Veh Tax:Tax 2006                       | 0.39      |
|             |        |                        |                        | Veh Tax:Int 2006                       | 0.17      |
|             |        |                        |                        | Veh Tax:Coll:2006                      | -0.01     |
|             |        |                        |                        | Veh Tax:Tax 2005                       | 0.57      |

# Register Report

11/1/2014 Through 11/30/2014

12/30/2014

Page 2

| Date                                | Num    | Description           | Memo                   | Category                               | Amount           |
|-------------------------------------|--------|-----------------------|------------------------|--|------------------|
|                                     |        |                       |                        | Veh Tax:Int 2005                       | 0.46             |
|                                     |        |                       |                        | Veh Tax:Coll:2005                      | -0.02            |
| 11/14/20...                         | EFT    | Union County          | Vehicle Rental 10/...  | Gross Receipts Tax                     | 108.73           |
| 11/14/20...                         | EFT    | Debit Card (AOL)      | AOL Troubleshooti...   | Office:Tel                             | -4.99            |
| 11/17/20...                         | EFT    | NC Department of ...  | 9/14 (FY2014)          | Sales Tax:Sales & Use Dist             | 1,658.49         |
| 11/18/20...                         | 4397   | Waxhaw-Mineral S...   | Contribution (FY20...  | Community:Donation                     | -500.00          |
| 11/18/20...                         | 4398   | Union County Publi... | .84361*00 (FY2014)     | Office:Util                            | -19.14           |
| 11/20/20...                         | EFT    | Debit Card (WalMa...  | Water, batteries (F... | Office:Supplies                        | -22.94           |
| 11/24/20...                         | 4399   | Robert M Burns, C...  | Audit FY 2013-14 (...  | Audit                                  | -4,800.00        |
| 11/24/20...                         | 4400   | Windstream            | 061345970 (FY201...    | Office:Tel                             | -63.45           |
| 11/24/20...                         | 4401   | Windstream            | 061348611 (FY201...    | Office:Tel                             | -279.75          |
| 11/24/20...                         | 4402   | Duke Power            | 2035221941 (FY20...    | Street Lighting                        | -141.92          |
| 11/26/20...                         | EFT... | Advantage Payroll     | Salary 11/14           | Office:Clerk                           | -2,524.84        |
|                                     |        |                       | Supplement 11/14       | Office:Clerk                           | 0.00             |
|                                     |        |                       | Hours 11/14            | Office:Deputy Clerk                    | -800.18          |
|                                     |        |                       | Salary 11/14           | Office:Finance Officer:Clerical        | -1,166.07        |
|                                     |        |                       | Salary 11/14           | Office:Finance Officer:Other           | -1,166.07        |
|                                     |        |                       | Salary 11/14           | Office:Mayor                           | -400.00          |
|                                     |        |                       | Salary 11/14           | Office:Council                         | -600.00          |
|                                     |        |                       | Salary 11/14           | Planning:Administration:Salaries       | -2,183.62        |
|                                     |        |                       | Salary 11/14           | Tax Coll:Sal                           | -150.00          |
|                                     |        |                       |                        | Emp:FICA:Soc Sec                       | -557.42          |
|                                     |        |                       |                        | Emp:FICA:Med                           | -130.37          |
| 11/28/20...                         | EFT    | Advantage Payroll ... | 11/14 (FY2014)         | Emp:Payroll                            | -110.03          |
| 11/28/20...                         | DE...  | Deposit               | #494                   | Prop Tax Prior Years:Prop Tax 2007:... | 10.99            |
|                                     |        |                       | #494                   | Prop Tax Prior Years:Prop Tax 2007:... | 16.63            |
|                                     |        |                       | #494                   | Prop Tax Prior Years:Prop Tax 2008:... | 5.10             |
|                                     |        |                       | #494                   | Prop Tax Prior Years:Prop Tax 2008:... | 9.79             |
|                                     |        |                       | #494                   | Prop Tax Prior Years:Prop Tax 2009:... | 4.86             |
|                                     |        |                       | #494                   | Prop Tax Prior Years:Prop Tax 2009:... | 11.25            |
|                                     |        |                       | #494                   | Prop Tax Prior Years:Prop Tax 2010:... | 4.86             |
|                                     |        |                       | #494                   | Prop Tax Prior Years:Prop Tax 2010:... | 12.95            |
|                                     |        |                       | #494                   | Prop Tax Prior Years:Prop Tax 2011:... | 4.40             |
|                                     |        |                       | #494                   | Prop Tax Prior Years:Prop Tax 2011:... | 15.70            |
| 11/28/20...                         | DEP    | Deposit               | #494a (FY2014)         | Other Inc:Zoning                       | 750.00           |
| 11/28/20...                         | EFT... | NC State Treasurer    | 11/14 LGERS cont...    | Office:Clerk                           | -161.16          |
|                                     |        |                       | 11/14 LGERS cont...    | Office:Finance Officer:Clerical        | -74.43           |
|                                     |        |                       | 11/14 LGERS cont...    | Office:Finance Officer:Other           | -74.43           |
|                                     |        |                       | 11/14 LGERS cont...    | Planning:Administration:Salaries       | -139.38          |
|                                     |        |                       | 11/14 employer co...   | Emp:Benefits:NCLGERS                   | -881.57          |
| <b>TOTAL 11/1/2014 - 11/30/2014</b> |        |                       |                        |  | <b>-9,688.99</b> |

**TOTAL INFLOWS 11,825.02**

**TOTAL OUTFLOWS -21,514.01**

**NET TOTAL -9,688.99**

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November 2014

Revenue Details

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# NC Sales & Use Tax Distribution

**Sept 2014 Collections**

**Summary**

**Nov 12, 2014**

|       |                        | ARTICLE 39      | ARTICLE 40    | ARTICLE 42    | ARTICLE 43 | ARTICLE 44 | ARTICLE 45 | ARTICLE 46 | CITY HH         | TOTAL              |
|-------|------------------------|-----------------|---------------|---------------|------------|------------|------------|------------|-----------------|--------------------|
| UNION | (Ad Valorem)           | \$ 1,286,234.09 | \$ 936,723.66 | \$ 687,899.82 | \$ -       | \$ 61.38   | \$ -       | \$ -       | \$ (222,811.75) | \$ 2,688,107.20    |
|       | FAIRVIEW               | \$ 679.56       | \$ 494.90     | \$ 363.44     | \$ -       | \$ 0.03    | \$ -       | \$ -       | \$ 497.88       | \$ 2,035.81        |
|       | HEMBY BRIDGE           | \$ -            | \$ -          | \$ -          | \$ -       | \$ -       | \$ -       | \$ -       | \$ -            | \$ -               |
|       | INDIAN TRAIL           | \$ 52,128.53    | \$ 37,963.56  | \$ 27,879.23  | \$ -       | \$ 2.49    | \$ -       | \$ -       | \$ 38,191.39    | \$ 156,165.20      |
|       | LAKE PARK              | \$ 4,818.94     | \$ 3,509.48   | \$ 2,577.25   | \$ -       | \$ 0.23    | \$ -       | \$ -       | \$ 3,530.54     | \$ 14,436.44       |
|       | MARSHVILLE             | \$ 6,627.49     | \$ 4,826.59   | \$ 3,544.49   | \$ -       | \$ 0.32    | \$ -       | \$ -       | \$ 4,855.56     | \$ 19,854.45       |
|       | MARVIN                 | \$ 4,245.93     | \$ 3,092.18   | \$ 2,270.80   | \$ -       | \$ 0.20    | \$ -       | \$ -       | \$ 3,110.76     | \$ 12,719.87       |
|       | <b>MINERAL SPRINGS</b> | \$ 553.60       | \$ 403.17     | \$ 296.08     | \$ -       | \$ 0.03    | \$ -       | \$ -       | \$ 405.61       | \$ <b>1,658.49</b> |
|       | MINT HILL *            | \$ 43.73        | \$ 31.85      | \$ 23.39      | \$ -       | \$ -       | \$ -       | \$ -       | \$ 32.05        | \$ 131.02          |
|       | MONROE                 | \$ 153,480.66   | \$ 111,775.11 | \$ 82,084.06  | \$ -       | \$ 7.32    | \$ -       | \$ -       | \$ 112,445.90   | \$ 459,793.05      |
|       | STALLINGS *            | \$ 27,536.38    | \$ 20,053.88  | \$ 14,726.92  | \$ -       | \$ 1.31    | \$ -       | \$ -       | \$ 20,174.23    | \$ 82,492.72       |
|       | UNIONVILLE             | \$ 813.63       | \$ 592.54     | \$ 435.14     | \$ -       | \$ 0.04    | \$ -       | \$ -       | \$ 596.11       | \$ 2,437.46        |
|       | WAXHAW                 | \$ 39,410.30    | \$ 28,701.27  | \$ 21,077.30  | \$ -       | \$ 1.88    | \$ -       | \$ -       | \$ 28,873.52    | \$ 118,064.27      |
|       | WEDDINGTON *           | \$ 8,428.57     | \$ 6,138.26   | \$ 4,507.74   | \$ -       | \$ 0.40    | \$ -       | \$ -       | \$ 6,175.10     | \$ 25,250.07       |
|       | WESLEY CHAPEL          | \$ 1,256.38     | \$ 914.98     | \$ 671.93     | \$ -       | \$ 0.06    | \$ -       | \$ -       | \$ 920.47       | \$ 3,763.82        |
|       | WINGATE                | \$ 4,098.35     | \$ 2,984.70   | \$ 2,191.87   | \$ -       | \$ 0.20    | \$ -       | \$ -       | \$ 3,002.63     | \$ 12,277.75       |

| Invoice Date | Invoice Number | Description             | Invoice Amount |
|--------------|----------------|-------------------------|----------------|
| 11/12/2014   | VTFN1410-1     | Cash Recvd NCVTS OCT/14 | \$424.70       |

| Vendor No. | Vendor Name             | Check No. | Check Date | Check Amount |
|------------|-------------------------|-----------|------------|--------------|
| 10870      | TOWN OF MINERAL SPRINGS | 00037699  | 11/14/2014 | 424.70       |



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

Vendor Number    Check Date    Check Number  
 10870            11/14/2014    00037699

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

**\$424.70**

Pay Four Hundred Twenty Four Dollars and 70 cents \*\*\*\*\*

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

**EFT COPY  
 NON-NEGOTIABLE**

AP



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

10870  
 00037699

**ADDRESS SERVICE REQUESTED**

TOWN OF MINERAL SPRINGS  
 PO BOX 600  
 MINERAL SPRINGS NC 28108

| R/G M/I | Entity                           | VndNo-R | Inv No     | Tax&Fee Amt | IntOnly Amt | Cmn Cst   | Net Amt    | Sts    |
|---------|----------------------------------|---------|------------|-------------|-------------|-----------|------------|--------|
| 400 001 | Union County                     | 0-0     | VTFN1410-1 | 784,387.12  | 11,779.96   | 24,634.14 | 771,532.94 | No Chk |
| 400 015 | Springs Fire Tax                 | 638     | VTFN1410-1 | 3,879.61    | 31.14       | 121.35    | 3,789.40   |        |
| 400 020 | Stallings Fire Tax               | 440     | VTFN1410-1 | 7,221.50    | 74.52       | 226.70    | 7,069.32   |        |
| 400 023 | Hemby Bridge Fire Tax            | 310     | VTFN1410-1 | 11,067.19   | 131.76      | 352.24    | 10,846.71  |        |
| 400 026 | Wesley Chapel Fire Tax           | 636     | VTFN1410-1 | 8,796.13    | 86.24       | 286.75    | 8,595.62   |        |
| 400 028 | Waxhaw Fire Tax                  | 634     | VTFN1410-1 | 5,776.78    | 62.81       | 182.91    | 5,656.68   |        |
| 400 100 | Schools                          | 0-0     | VTFN1410-1 | 26,332.88   | 85.00       | 745.27    | 25,672.61  | No Chk |
| 400 101 | Village of Marvin                | 1832    | VTFN1410-1 | 3,055.23    | 27.68       | 100.80    | 2,982.11   |        |
| 400 200 | City of Monroe                   | 103-7   | VTFN1410-1 | 124,273.01  | 1,578.47    | 3,451.19  | 122,400.29 |        |
| 400 222 | Monroe Downtown Service District | 103-7   | VTFN1410-2 | 176.84      | 3.87        | 5.09      | 175.62     |        |
| 400 300 | Town of Wingate                  | 4064    | VTFN1410-1 | 5,078.81    | 64.31       | 149.47    | 4,993.65   |        |
| 400 400 | Town of Marshville               | 5861    | VTFN1410-1 | 6,606.96    | 46.12       | 184.72    | 6,468.36   |        |
| 400 500 | Town of Waxhaw                   | 8268    | VTFN1410-1 | 39,288.80   | 437.04      | 1,257.79  | 38,468.05  |        |
| 400 600 | Town of Indian Trail             | 2924    | VTFN1410-1 | 54,415.65   | 612.59      | 1,723.08  | 53,305.17  |        |
| 400 700 | Town of Stallings                | 4860-2  | VTFN1410-1 | 26,890.82   | 262.22      | 843.24    | 26,309.80  |        |
| 400 800 | Town of Weddington               | 7518    | VTFN1410-1 | 7,009.91    | 68.50       | 221.76    | 6,856.65   |        |
| 400 900 | Village of Lake Park             | 1833    | VTFN1410-1 | 6,004.70    | 82.05       | 192.16    | 5,894.59   |        |
| 400 930 | Town of Fairview                 | 19458   | VTFN1410-1 | 666.06      | 6.43        | 20.02     | 652.47     |        |
| 400 970 | Village of Wesley Chapel         | 9262    | VTFN1410-1 | 1,039.71    | 11.64       | 33.76     | 1,017.59   |        |
| 400 980 | Town of Unionville               | 11530   | VTFN1410-1 | 838.99      | 10.07       | 25.59     | 823.47     |        |
| 400 990 | Town of Mineral Springs          | 10870   | VTFN1410-1 | 433.85      | 4.56        | 13.72     | 424.70     |        |
| 400 999 | Schools                          | 0-0     | VTFN1410-1 | 462,663.32  | 1,050.34    | 14,197.19 | 449,516.47 | No Chk |

| Interest Amount | User Keyed Amounts | A/P Totals | No A/P Totals | Refund Totals |
|-----------------|--------------------|------------|---------------|---------------|
| 463.33          | 463.33             | 312,520.57 | 1,273,383.32  | .00           |
|                 |                    | 3,602.02   | 12,915.30     | .00           |
|                 |                    | 9,392.34   | 39,576.60     | .00           |
|                 |                    | 306,730.25 | 1,246,722.02  | .00           |

| Total Costs  | Grand Totals |
|--------------|--------------|
| 48,968.94    | 48,968.94    |
| 1,585,903.89 | 1,553,452.27 |

--- E N D ---

Attn: Debbie

RECEIVED  
UNION COUNTY  
NOV 10 2014  
FINANCE OFFICE

| M/I    | NC Int    | LP Int    | Net Int   | BI Cst    | CC Cst   | DC Cst    | Cmn       | Cmn Cst |
|--------|-----------|-----------|-----------|-----------|----------|-----------|-----------|---------|
| 001    | 230.80    | 11,549.16 | 11,779.96 | 18,800.73 | 5,515.23 | 318.18    | 24,634.14 |         |
| 015    | 1.14      | 30.00     | 31.14     | 92.84     | 27.25    | 1.25      | 121.35    |         |
| 020    | 2.13      | 72.39     | 74.52     | 173.23    | 51.12    | 2.35      | 226.70    |         |
| 023    | 3.26      | 128.50    | 131.76    | 265.31    | 84.00    | 2.93      | 352.24    |         |
| 028    | 2.59      | 83.65     | 86.24     | 210.97    | 74.24    | 1.54      | 286.75    |         |
| 028    | 1.70      | 61.11     | 62.81     | 138.51    | 43.70    | 1.70      | 182.91    |         |
| 100    | 7.75      | 77.25     | 85.00     | 631.02    | 99.91    | 14.34     | 745.27    |         |
| 101    | .90       | 26.78     | 27.68     | 73.22     | 27.58    | .00       | 100.80    |         |
| 190    | .00       | .00       | .00       | .00       | .00      | .00       | .00       |         |
| 200    | 33.23     | 1,545.24  | 1,578.47  | 2,706.74  | 637.00   | 107.45    | 3,451.19  |         |
| 222    | 3.05      | 3.82      | 3.87      | 4.15      | .74      | .20       | 5.09      |         |
| 300    | 1.50      | 62.81     | 64.31     | 121.90    | 20.36    | 7.21      | 149.47    |         |
| 400    | 1.95      | 44.17     | 46.12     | 158.51    | 21.42    | 4.79      | 184.72    |         |
| 500    | 11.56     | 425.48    | 437.04    | 941.62    | 311.92   | 4.25      | 1,257.79  |         |
| 600    | 16.01     | 596.58    | 612.59    | 1,304.31  | 395.60   | 23.17     | 1,723.08  |         |
| 700    | 7.91      | 254.31    | 262.22    | 1,644.61  | 194.09   | 4.54      | 1,843.24  |         |
| 800    | 2.06      | 66.44     | 68.50     | 167.94    | 52.71    | 1.11      | 221.76    |         |
| 900    | 1.77      | 80.28     | 82.05     | 143.79    | 48.05    | .32       | 192.16    |         |
| 920    | .19       | 6.24      | 6.43      | 15.85     | 4.03     | .14       | 20.02     |         |
| 950    | .00       | .00       | .00       | .00       | .00      | .00       | .00       |         |
| 970    | .31       | 11.33     | 11.64     | 24.91     | 8.38     | .47       | 33.76     |         |
| 980    | .25       | 9.82      | 10.07     | 20.00     | 5.20     | .39       | 25.59     |         |
| 990    | .13       | 4.43      | 4.56      | 10.57     | 3.08     | .07       | 13.72     |         |
| 999    | 136.14    | 914.20    | 1,050.34  | 11,089.62 | 2,980.40 | 127.17    | 14,197.19 |         |
| 463.33 | 16,053.99 | 16,517.32 | 37,740.35 | 10,606.02 | 622.57   | 48,968.94 |           |         |

--- E N D ---

Attn: Debbie

RECEIVED  
UNION COUNTY

NOV 10 2014

FINANCE OFFICE

DATE 10/31/14  
 TIME 14:02:47  
 USER PHH

UNION COUNTY

COLLECTIONS BY RCD/REV UNIT/YR-DATE RANGE  
 DEPOSIT DATE RANGE: 10/01/2014 THRU 10/31/2014  
 REPORT GROUP: 100 REAL AND PERSONAL  
 REVENUE UNIT: 990 TOWN OF MINERAL SPRINGS

PAGE 28  
 PROG# CL2138

| YEAR  | TAXES, ASSESSMENTS<br>& MISC. CHARGES | LATE LIST | INTEREST | TOTAL COLLECTED | COMMISSION | NET OF COMMISSION |
|-------|---------------------------------------|-----------|----------|-----------------|------------|-------------------|
| 2012  | 110.63                                |           | 19.28    | 129.91          | 1.95       | 127.96            |
| 2013  | 128.41                                |           | 11.60    | 140.01          | 2.10       | 137.91            |
| 2014  | 8,466.30                              | 2.60      |          | 8,468.90        | 127.03     | 8,341.87          |
| TOTAL | 8,705.34                              | 2.60      | 30.88    | 8,738.82        | 131.08     | 8,607.74          |

DATE 10/31/14  
 TIME 14:02:47  
 USER PHH

UNION COUNTY

COLLECTIONS BY RCOD/REV UNIT/YR-DATE RANGE  
 DEPOSIT DATE RANGE: 10/01/2014 THRU 10/31/2014  
 REPORT GROUP: 200 REGISTERED VEHICLE  
 REVENUE UNIT: 990 TOWN OF MINERAL SPRINGS

PAGE 53  
 PROG# CL2138

| YEAR  | TAXES, ASSESSMENTS<br>& MISC. CHARGES | LATE LIST | INTEREST | TOTAL COLLECTED | COMMISSION | NET OF COMMISSION |
|-------|---------------------------------------|-----------|----------|-----------------|------------|-------------------|
| 2005  | .57                                   |           | .46      | 1.03            | .02        | 1.01              |
| 2006  | .39                                   |           | .17      | .56             | .01        | .55               |
| 2008  | 2.30                                  |           | 1.34     | 3.64            | .05        | 3.59              |
| 2011  | .45                                   |           | .14      | .59             | .01        | .58               |
| 2012  | 18.46                                 |           | 2.88     | 21.34           | .32        | 21.02             |
| 2013  | 6.21                                  |           | .66      | 6.87            | .10        | 6.77              |
| TOTAL | 28.38                                 |           | 5.65     | 34.03           | .51        | 33.52             |



| Invoice Date | Invoice Number | Description                    | Invoice Amount |
|--------------|----------------|--------------------------------|----------------|
| 11/12/2014   | 1504VEHGR      | OCTOBER GROSS VEH RENTAL RECEI | \$108.73       |

| Vendor No. | Vendor Name             | Check No. | Check Date | Check Amount |
|------------|-------------------------|-----------|------------|--------------|
| 10870      | TOWN OF MINERAL SPRINGS | 00037669  | 11/14/2014 | 108.73       |



**County of Union**

500 North Main Street  
 Monroe, North Carolina 28112

Vendor Number    Check Date    Check Number  
 10870            11/14/2014    00037669

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

**\$108.73**

Pay One Hundred Eight Dollars and 73 cents \*\*\*\*\*

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

**EFT COPY  
 NON-NEGOTIABLE**

AP



**County of Union**

500 North Main Street  
 Monroe, North Carolina 28112

10870  
 00037669

**ADDRESS SERVICE REQUESTED**

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



# UNION COUNTY EMERGENCY OPERATIONS PLAN

Updated: June 2014

## I. MISSION STATEMENT

To provide leadership and support to minimize the impact of disasters and other emergencies on the health, safety and property of the citizens of Union County, their businesses and environment through a comprehensive, integrated emergency management program.

## II. FOREWORD

The Union County Emergency Operations Plan (EOP or, the plan) has been developed to address multiple hazards, which threaten our jurisdiction. Through the use of a functional format, the plan encourages an Integrated Emergency Management System (IEMS) approach to (emergencies); and fosters prompt, efficient and coordinated response operations by elements of the emergency organization. IEMS requires a system in which plans developed for one type of emergency are useful in other emergency situations.

This document presents a basic plan, which serves as a summary document to the supporting sections of the plan. These supporting sections define the roles of each response agency thereby reducing confusion, chaos and conflict during an emergency.

This plan meets the legal requirements of North Carolina General Statutes, Article 1A, Chapter 166-A. It provides the necessary elements to ensure that local government can fulfill its legal responsibilities for emergency preparedness.

This Emergency Operations Plan, upon approval and adoption of the Union County Board of Commissioners, replaces and supersedes all previously adopted emergency plans.

## III. PURPOSE

This plan predetermines actions to be taken by the governmental agencies and private entities of Union County in order to reduce the vulnerability of people and property during emergencies, and to establish capabilities for responding effectively to the actual occurrence of an emergency.

## IV. SCOPE

This plan is designed to address natural and manmade hazards that could adversely affect the County. The plan applies to all County government departments and agencies which are tasked to provide assistance in an emergency situation or during a disaster. It describes the fundamental policies, strategies, and general concept of operations to be used in control of the emergency from its onset through the post emergency phase.

## V. SITUATION AND ASSUMPTIONS

### A. Situation

General description:

Union County is located in the North Carolina Emergency Management, Western Branch and FEMA Region IV. Its geographic location is in the south central Piedmont section of North Carolina. Stanly and Cabarrus Counties border Union County on the north, east by Anson County, south by South Carolina, and west by Mecklenburg County.

The current population of the County is estimated at 210,292\*. Population density is 315.7 persons per square mile\*\*. The City of Monroe is Union County's largest municipality and serves as the county seat. Union County has a total area of 637 square miles. The average year round temperature is 61 degrees Fahrenheit\*\*, with an average rainfall of 53 inches\*\*. (\*Source US Census 2010) [\*\*Source NC Department of Commerce EDIS 2009]

The following services, which may have expanded duties during emergencies, are provided by Union County:

- Administration Services
- Animal Control
- Building Code Enforcement
- Communications
- Community Services
- Cooperative Extension Service
- Emergency Management
- Emergency Medical Services
- Emergency Services
- Fire Departments
- Fire Marshal
- Geographical Information Systems
- Growth Management
- Human Resources
- Human Services
- Information Technology
- Law Enforcement
- Planning
- Public Health
- Public Information
- Public Library
- Public Works
- Schools
- Social Services
- Tax Services

**Major roads:**

- US 74
- US 601
- NC 200
- NC 218
- NC 75
- NC 84
- NC 16

**Railroad:**

- CSX

**Major pipelines:**

- NC Natural Gas

**Airports:**

- The Charlotte Monroe Executive Airport can handle light commercial aircraft. The nearest commercial airline service is Charlotte Douglas International, a distance of approximately 30 miles. The Charlotte Monroe Executive Airport has a 5500 x 100 feet runway with an elevation of 679 feet.

**Hazards:**

- The County is exposed to many hazards, all of which have the potential to disrupt the community, cause damage and create casualties. Potential hazards (natural, technological and national security) for the County are:

- Aircraft Accidents (civilian / military)
- Civil Disorder / Rioting / Vandalism
- Dam Failure
- Drought / Extreme Heat
- Earthquake
- Floods
- Forest or Wildland Fires
- Hazardous Materials (Transportation Incidents / Fixed Facility Incidents / Unidentified Spills / Dumping)
- Hurricanes
- Landfill Fires
- Large Structural Fires
- Mass Casualty
- National Security Emergency
- Other / Unknown (biological, disease, etc.)
- Power Failure
- Railroad Accidents
- Sabotage / Terrorist Activity
- Severe Bridge Damage
- Severe Thunderstorms
- Tornadoes
- Waste / Waste Water Spills
- Winter Storms / Severe Cold Weather

## **B. Assumptions**

The occurrence of one or more of the emergency events listed above could impact Union County severely and include several of the following possibilities:

- Loss of electric service
- Loss of water distribution and storage system
- Loss of part or all of waste treatment systems
- Severance of road / highway network
- Evacuation of people from the County
- Necessity for mass care (shelter) and feeding operations
- Need for debris clearance and removal
- Multiple injuries and fatalities
- Drastic increase in media attention
- Damage to the communications and telephone networks
- Severe economic impact
- Increased number of vectors (insects)
- Need for official public information and rumor control
- Need for State and / or Federal assistance
- Re-entry of essential personnel and equipment
- Re-entry of the public into damaged / evacuated areas
- Damage to vital records
- Need for damage assessment
- Need for auxiliary power
- Need for coordination of solicited / unsolicited goods
- Contamination of private wells
- Exhaustion of local resources
- Lack of depth of staffing
- Loss of facilities vital to maintaining essential services
- Environmental impact on wildlife, natural resources and agriculture destruction
- Need for management of reconstruction
- Need for coordination of staged resources
- Damage to historical sites
- Isolation of populations
- Presidential Disaster Declaration

The occurrence of one or more of the previously listed emergency events could result in a catastrophic emergency situation which would overwhelm local and state resources.

It is necessary for the County and municipalities to plan for and to carry out coordinated emergency response and short term recovery operations utilizing local resources; however, it is likely that outside assistance would be necessary in most major emergency situations affecting the County.

Emergency and disaster occurrences could result in disruption of government functions. This necessitates that all levels of local government and departments develop and maintain general operating guidelines to ensure continuity of government. These procedures will address depth of staffing, line of succession and mode of operation.

Most natural emergencies will leave at least some part of the County isolated and on its own for a period of time. Families should be encouraged to train and prepare for these events.

## **VI. CONCEPT OF OPERATIONS**

### **A. Preparedness**

As required by North Carolina General Statute 166A-19.15, it is the responsibility of County/City government to organize and plan for the protection of life and property from the effects of hazardous events or emergencies.

Facilities vital to the operation of county and local government have been identified. These facilities will receive priority for restoration of service.

Planning and training are necessary and integral parts of emergency and disaster preparation and must be a prerequisite to effective emergency operation.

Coordination with adjoining jurisdictions is essential when events occur that impact beyond county or jurisdictional borders.

It is the responsibility of the elected officials to ensure that all legal documents of both a public and private nature recorded by designated officials be protected and preserved in accordance with existing laws, statutes and ordinances.

### **B. Response**

In significant emergencies, the Emergency Operations Center (EOC), following policies set forth by the Policy & Steering Control Group, will perform the following functions:

- Serves as the command center for County Government.
- Serves as the operations center for chief elected or appointed government officials, emergency operations staff and other essential representatives. It is the nerve center for government officials away from an emergency scene to allow for proper coordination with, and support of the Incident Commander (IC) at the scene.
- Serves as the information hub.

The EOC will normally follow five stages of response to an emergency or disaster:

- Alerting and notification of the general public and emergency response personnel.
- Warning the public in the event there is not time for alerting and notifying the general public.
- Protecting the citizens and property by primarily providing services such as security, fire protection, emergency medical care, search and rescue, evacuation from the emergency area and possibly sheltering. The primary concern is for the life-safety of the community and immediate treatment of those who may be injured.

- Providing for the public welfare by caring for the people during and immediately after the emergency and assessing damage.
- Restoration of essential services to include restoring utility service, clearing and repairing roads, removing debris from the emergency scene, and possibly shoring up weakened structures.

The EOC will be staffed and operated as the situation dictates and in accordance with the National Incident Management System (NIMS) and the Incident Command System (ICS). When activated, ranking representatives from a number of local government, private sector and volunteer organizations will provide information, data and recommendations to the Policy & Steering Control Group.

When an emergency situation develops, the senior elected official, or the designee of the jurisdiction (as defined in GS 14-288.1), may declare a State of Emergency within the jurisdiction (or a part thereof) and begin implementing emergency procedures. (See Authorizations and Authorities Section)

The County Manager and County Emergency Operations Center IC will coordinate county resources. The Mayor, or his / her designee, will coordinate and control the resources of the municipality.

Union County's Public Information Officer (PIO) will utilize all available media outlets for the dissemination of emergency information to the public.

Should local government resources prove to be inadequate during emergency operations; requests for assistance will be made to other jurisdictions, higher levels of government, and / or other agencies in accordance with existing mutual-aid agreements and understandings.

Requests for State and Federal resources must be made through the Union County Emergency Operations Center to the N.C. Division of Emergency Management.

The Federal Response Plan establishes the basis for fulfilling the Federal government's role in providing response and recovery assistance to a state and its affected local governments impacted by a significant disaster, which results in a required Federal response.

Under the Federal Response Plan, departments and agencies having various authorities and resources have been assigned primary and support responsibilities for various Emergency Support Functions. These Emergency Support Functions will work in concert with State Agencies to provide the needed resource(s).

Under the provisions of the Robert T. Stafford Disaster Relief and Emergency Assistance Act, a Federal Coordinating Officer will be appointed as the President's representative to coordinate overall delivery of Federal assistance. Federal departments and agencies have been assigned missions to provide assistance directly to the State, under the overall direction of the Federal Coordinating Officer.

### **C. Recovery**

The authority by which it was proclaimed shall declare termination of a State of Emergency. (See Authorizations and Authorities Section)

### **D. Mitigation**

Following any major emergency event, a critique will be held to evaluate the jurisdiction's response to the event. A critique will include the following issues related specifically to recovery:

- Mitigation of potential problems through use of Hazard Mitigation Grants
- Plans and procedures revision based on lessons learned
- Unmet needs status
- Resource Management and Management of Donated Goods
- Interagency Cooperation
- Damage Survey Report process and documentation
- Training needs
- Restoration of infrastructure and Business recovery

## **VII. PLAN DEVELOPMENT AND MAINTENANCE**

Each agency of local government is responsible for the development of general operating guidelines in the support of this plan.

The County Manager mandates the development and annual review of this plan by all officials involved and will coordinate necessary revision efforts through the Emergency Management Department. That shall include a critique of the actions taken in support of the plan following any event requiring implementation of the plan.

This plan shall be exercised annually in lieu of actual response to real emergency events.

## **VIII. ASSIGNMENT OF RESPONSIBILITIES**

### **A. Purpose**

This section tasks departments within local government with emergency functions in addition to their normal duties. Each department is responsible for developing and maintaining their own emergency General Operating Guideline(s) (GOGs). Specific responsibilities are outlined below under the section titled Assignment of Responsibilities. Responsibilities for certain organizations that are not a part of local government are also outlined.

### **B. Organization**

#### **1. Policy & Steering Control Group:**

The Union County Emergency Policy / Administration Group consist of the following:

- Union County Board of Commissioners Chairperson
  - County Manager
  - Staff Attorney
  - Emergency Services Executive Director
  - Designees as necessary
- 2. Municipalities Emergency Policy & Steering Control Group may consist of the following:**
- Mayor
  - Board Members
  - Manager / Clerk
  - Police Chief
  - Designees as necessary
- 3. Emergency Operations Center:**
- EOC IC
  - Command Staff that may consist of a PIO, Safety Officer (SO), Liaison Officer(s) (LNO), EOC Administrative Support Unit, and various special staff positions.
  - General Staff consisting of an Operations Section, Planning / Intelligence Section, Logistics Section, and Finance / Administration Section.
  - The EOC is tasked with the implementation of Policy & Steering Control Group decisions.

**C. Assignment of Individual Responsibilities:**

**1. Policy & Steering Control Group**

**a. Chairperson, Union County Board of Commissioners**

- Carries out appropriate provisions of the North Carolina General Statutes, in addition to local ordinances relating to emergencies.
- Declares or terminates a State of Emergency for Union County.
- Executes the Union County Emergency Operations Plan.
- Implements other measures as necessary to provide for the protection of life and property. (See checklist).
- Coordinates emergency response actions with the Elected Officials from adjoining jurisdictions.
- Additional duties are also found in the various Annexes and Procedures.

**b. County Manager**

- Serves as lead and primary point-of-contact for the Policy & Steering Control Group.
- Implements the County Emergency Plan by the authority of the County Chairperson. (See checklist).
- Keeps government functioning throughout the emergency.
- Develops plans to provide governmental services throughout the emergency.



- In cooperation with County Staff Attorney's Office, manages contract control as needed to carry out emergency operations.
- Upon approval of the Chairperson of the Board of Commissioners, or his / her successor, initiates Declaration of State of Emergency and supporting documents. Requests State of Emergency status and establishes curfews as necessary.
- Serves as liaison with local municipalities to ensure continuity and coordination throughout the incident.
- Directs county agencies to develop and continually update emergency plans and General Operating Guidelines (GOGs) to respond to emergencies.
- Supports the Emergency Services Department in the development of periodic exercises and tests of the emergency systems.
- Functions as the official spokesperson.
- Coordinates emergency response actions with County Managers from adjoining jurisdictions.
- Authorizes requests for state and federal aid.
- Provides personnel to support EOC operations in accordance with EOC Plan and GOGs.
- Additional duties are also found in the various Annexes and Procedures.

**c. Staff Attorney**

- Prepares proclamations, emergency ordinances and other legal documents.
- Advises the EOC IC and Policy & Steering Group on legality and / or legal implications of contemplated emergency actions and / or policies.
- Develops rules, regulations and laws required for acquisition and / or control of critical resources.
- Develops the necessary ordinances and regulations to provide legal basis for evacuation and / or population control.
- In cooperation with the District Attorney, commences civil and criminal proceedings as necessary and appropriate to implement and enforce emergency actions.
- Maintains a liaison with state and municipal legal officials.
- Establishes areas of legal responsibility and / or potential liability.
- Assists in the preparation of agreements / contracts with municipalities and other agencies to ensure compliance with state and local ordinances.
- Additional duties are also found in the various Annexes and Procedures.

**d. Mayors**

Mayors may designate the Town / City Manager to carry out the functions listed below:

- Utilizes and commits municipal personnel, facilities and equipment resources in support of Union County emergency response operations, not to conflict with the town's needs.
- Assesses needs of the municipalities and requests resources through the County Emergency Operations Center (EOC).
- Carries out appropriate provisions of the North Carolina General Statutes, in addition to local ordinances relating to emergencies.
- Mayor or Chairperson, or his / her designee, declares a State of Emergency for the Municipality.
- Executes the Union County Emergency Operations Plan. (See checklist).
- Implements other measures as necessary to provide for the protection of life and property.
- Additional duties are also found in the various Annexes and Procedures.

**e. Emergency Services Executive Director**

Serves as the liaison between the Policy & Steering Control Group and the EOC:

- Ensures that the members of the Policy & Steering Control Group are kept abreast of the situation and provides recommendations as deemed appropriate.
- Provides personnel to support EOC operations in accordance with the EOC Plan and GOGs to include the EOC Administrative Support Staff Supervisor.
- Additional duties are also found in the various Annexes and Procedures.

**2. Emergency Operations Center**

**a. EOC Incident Commander**

- Ensure incident safety.
- Obtain a briefing from the prior EOC IC and / or assess the situation.
- Establish immediate priorities.
- Determine incident objectives and strategy(s) to be followed.
- Establish the level of organization needed, and continuously monitor the operation and effectiveness of that organization.
- Manage planning meetings as required.
- Approve and implement the Incident Action Plan (IAP).
- Coordinate the activities of the Command and General Staff.
- Approve requests for additional resources or for the release of resources.
- Approve the use of students, volunteers, and auxiliary personnel.
- Authorize the release of information to the news media.
- Order demobilization of the incident when appropriate.
- Ensure incident after-action reports are complete.

- If a General Staff position is not activated, the EOC IC will have responsibility for that functional activity.
- Additional duties are also found in the various Annexes and Procedures.

**b. Public Information Officer**

The Public Information Officer is responsible for developing information about the incident for the news media, incident personnel, and other appropriate agencies and organizations. Major responsibilities include:

- Determine from the EOC IC any limits on information to be released.
- Develop information for use in media briefings.
- Obtain EOC IC's approval of media news releases.
- Conduct periodic media briefings.
- Arrange for tours and other interviews or briefings that may be required.
- Monitor and forward media information that may be useful to incident planning.
- Maintain current information summaries and / or displays on the incident.
- Make information about the incident available to incident personnel.
- Participate in the planning meeting.
- Develops and maintains general operating guidelines for public information operations during emergency and disaster operations.
- Maintains current inventories of public information materials to include weather preparedness, family preparedness, etc.
- Coordinates all County / City media releases with appropriate agencies or jurisdictions during an emergency situation.
- Provides for rumor control and emergency instructions and directs information for the public at the time of the disaster or emergency.
- Develops media advisories for the public.
- Ensures that all sources of information being received are authenticated and verified for accuracy.
- When required, establishes a Joint Information Center (JIC) for use by multiple agencies and/or jurisdictions.
- Additional duties are also found in the various Annexes and Procedures.

**c. Safety Officer**

The Safety Officer's function is to identify, assess and/or anticipate hazardous and unsafe situations, and to develop and recommend measures for assuring personnel safety. Working through the chain of command, the Safety Officer will correct unsafe situations. Under OSHA regulation 1910.120, the Safety Officer function is required by law at the tactical operations level on hazardous materials incidents. Major responsibilities include:

- Participate in planning meetings.
- Identify hazardous situations associated with the incident and make sure that problems are taken care of prior to an accident.
- Assign assistants qualified to evaluate special hazards.
- Review the IAP for safety implications and prepare incident specific safety message or plan based on hazards, problems, or agency requirements.
- Exercise emergency authority to stop and prevent unsafe acts.
- Initiate preliminary investigation of accidents that have occurred within the incident area.
- Review and approve the Medical Plan.
- Ensure safety messages and briefings are made as needed.
- Additional duties are also found in the various Annexes and Procedures.

#### **d. Liaison Officer**

The Liaison Officer is an individual assigned to an incident from an assisting or cooperating agency. The Liaison Officer must be given authority to make decisions on matters affecting that agency's participation at the incident. There can be a Liaison Officer from each agency or agencies can pool their resources and provide a single Liaison Officer. Major responsibilities include:

- Ensure that all of their agency resources have completed check-in at the incident.
- Obtain briefing from the Planning / Intelligence Section Chief or EOC IC.
- Inform their agency personnel on the incident that the Agency Liaison Officer position has been filled.
- Attend planning meetings as required.
- Provide input to the planning process on the use of agency resources unless resource technical specialists are assigned from the agency.
- Cooperate fully with the EOC IC and the Command and General Staff on the agency's involvement at the incident.
- Oversee the well-being and safety of agency personnel assigned to the incident.
- Advise the Planning / Intelligence Section Chief or the EOC IC of any special agency needs, requirements or agency restrictions.
- Report to agency dispatch or headquarters on a prearranged schedule.
- Ensure that all agency personnel and equipment are properly accounted for and or released prior to departure.
- Ensure that all required agency forms, reports, and documents are completed prior to departure.
- Have a debriefing session with the Planning/Intelligence Section Chief or EOC IC prior to departure.
- Additional duties are also found in the various Annexes and Procedures.

#### **e. EOC Administrative Support Staff Supervisor**

Responsible for staffing the Citizen Services Phone Bank, the EOC audiovisual control station, internet communication between the EOC and NCEM and other identified EOC telephone lines:

- Responsible for manning the message control station and managing all message control functions.
- Provide message couriers.
- Keep message boards updated.
- Perform other administrative support tasks as assigned.
- Additional duties are also found in the various Annexes and Procedures.

#### **f. Operations Section Chief**

The Operations Section Chief is responsible for managing all tactical operations in support of the on-scene IC and the on-scene Operations Section Chief. The IAP provides the necessary guidance. The need to expand the Operations Section is generally dictated by the number of tactical resources involved and is influenced by span of control considerations. Major responsibilities include:

- Manage tactical operations.
- Ensure interaction is taking place with other agencies.
- Assist in the development of the operations portion of the IAP.
- Supervise the execution of the operations portion of the IAP.
- Maintain close contact with subordinate positions.
- Ensure safe tactical operations.
- Request additional resources to support tactical operations.
- Approve release of resources from active assignments (not release from the incident).
- Make or approve expedient changes to the operations portion of the IAP.
- Maintain close communications with the EOC IC and the on-scene IC and Operations Section Chief.
- Decides when to expand or contract the size and make-up of the Operations Section based upon the existing and projected needs of the incident.
- Appoints designee for Air Operations during emergency situations.
- Maintains an Activity Log and ensures documentation of personnel and equipment used during the current operational period.
- In cooperation with the Finance/Administration Section, keeps accurate and detailed records of regular and overtime hours spent responding to and recovering from the emergency.
- Additional duties are also found in the various Annexes and Procedures.

### **g. Air Operations Branch Director**

Reports to the Operations Section Chief:

- Develops and maintains general operating guidelines for air operations during emergency situations.
- Coordinates aircraft operations during and following emergency events.
- Provides for the priority clearance of runways at the Area Airport / Airstrips.
- Determines capabilities and limitations of the Airport / Airstrip facility to support aviation operations during emergencies.
- Coordinates with the FAA regarding the need to restrict air space over the emergency area.
- Provides liaison with the National Transportation Safety Board and the FAA in the event of a mass casualty aircraft accident.
- Coordinates with military officials in support of emergency-related military flight operations at the airport.
- Additional duties are also found in the various Annexes and Procedures.

### **h. Planning / Intelligence Section Chief**

The Planning / Intelligence Section Chief is responsible for providing planning and status services for the incident. Under the direction of the Planning / Intelligence Section Chief, the Planning / Intelligence Section collects situation and resources status information, evaluates it, and processes the information for use in developing the IAP for each operational period. Dissemination of information can be in the form of the IAP, formal briefings, or through map, electronic status boards, or status board displays. Major responsibilities include:

- Collect and manage all incident-relevant operational data for use by the EOC and the EOC IC.
- Provide input to the EOC IC and Operations Section Chief for use in preparing the IAP.
- Supervise preparation of the IAP.
- Conduct and facilitate planning meetings.
- Reassign personnel to ICS organizational positions as needed and appropriate.
- Establish information requirements and reporting schedules for Planning / Intelligence Section units.
- Determine the need for specialized resources to support the incident.
- Assemble and disassemble task forces and strike teams not assigned to Operations Section Chief.
- Establish specialized data collection systems as necessary (e.g., weather).
- Assemble information on alternative strategies and contingency plans.
- Provide periodic predictions on incident potential.

- Report any significant changes in incident status.
- Compile and display incident status information.
- Oversee preparation of the Demobilization Plan.
- Incorporate Traffic, Medical, Communication Plans, and other supporting material into the IAP.
- Develops Situation Reports as needed.
- Provides statistical data, demographics and projections for populations at risk.
- Reviews intelligence information, determines its credibility and predicts its influence on the situation.
- Initiates planning for recovery in the emergency area(s).
- Works with agencies to provide temporary housing.
- Maintains an Activity Log and ensures documentation of personnel and equipment used during the emergency. (See FEMA Equipment rate schedule).
- In cooperation with the Finance / Administration Section, keeps accurate and detailed records of regular and overtime hours spent responding to and recovering from the emergency.
- Additional duties are also found in the various Annexes and Procedures.

#### **i. Logistics Section Chief**

The Logistics Section Chief provides all incident support needs with the exception of air logistics support. The Logistics Section is responsible for providing facilities, transportation, communications, supplies, equipment maintenance and fueling, food services for responders, medical services for responders, and all off-incident resources. The major responsibilities include:

- Manage all incident logistics.
- Provide logistical input to the EOC IC in preparing the IAP.
- Brief Logistics Branch Directors and Unit Leaders as needed.
- Identify anticipated and known incident service and support requirements.
- Request additional resources as needed.
- Develop as required, the Communications, Medical, and traffic plans.
- Oversee demobilization of the Logistics Section.
- Provides all EOC support needs.
- In cooperation with Volunteer Coordinator, manages the donation of goods and services necessary to carry out response and recovery efforts.
- Organizes and operates the County Receiving and Distribution Point warehouse. Identifies resources needed to operate warehouse.
- Coordinates transportation resources in cooperation with the Union County Transport Department, Union County School System (Bus Garage) and private sector agencies.

- In cooperation with the Finance / Administration Section, keeps accurate and detailed records of regular and overtime hours spent responding to and recovering from the emergency.
- Maintains an Activity Log and ensures documentation of personnel and equipment used during the emergency. Precise information is essential to meet requirements for reimbursement by the state and federal governments.
- Additional duties are also found in the various Annexes and Procedures.

**j. Finance / Administration Section Chief**

The Finance / Administration Section Chief is responsible for managing all financial aspects of an incident. Not all incidents will require a Finance / Administration Section. Only when the involved agencies have a specific need for finance services will the Section be activated. Anytime there is a chance that the incident will be declared a State or Federal Disaster the Finance / Administration Section will be activated. Major responsibilities include:

- Manage all financial aspects of the incident. (Also see FEMA Equipment rate schedule).
- Provide financial and cost analysis information as requested.
- Ensure compensation and claims functions are being addressed relative to the incident.
- Gather pertinent information from briefings with responsible agencies.
- Develop an operating plan for the Finance / Administration Section; fill Section supply and support needs.
- Determine need to set up and operate an incident commissary.
- Meet with assisting and cooperating agency representatives as needed.
- Maintain daily contact with agency(s) administrative headquarters on finance matters.
- Ensure that all personnel and equipment time records are accurately completed and transmitted to home agencies, according to policy.
- Provide financial input for demobilization planning.
- Ensure that all obligation documents initiated at the incident are properly prepared and completed.
- Brief agency administrative personnel on incident-related financial issues needing attention or follow-up.
- Develops and maintains general operating guidelines for County emergency financial record keeping during emergency situations.
- Assists the Tax Assessor with documentation of disaster damage to County-owned facilities.
- Provides County budget information in support of the Governor's request for a Presidential Declaration of Disaster.
- Develops financial accounting procedures to assist local agencies in recording and reporting their emergency expenses in the establishment and management of post-disaster donated funds.



- Coordinates County employee staffing to ensure county government remains operational during the emergency.
- Ensures departments have available personnel to carry out identified functions.
- Tracks documentation for compensation and claims for injury.
- Provides information on insurance coverage.
- Ensures the investigation of all accidents and prepares all necessary claims.
- Keeps accurate and detailed records of regular and overtime hours spent responding to and recovering from the emergency.
- Maintains an Activity Log and ensures documentation of personnel and equipment used during the emergency. Precise information is essential to meet requirements for reimbursement by the state and federal governments.
- Additional duties are also found in the various Annexes and Procedures.

**3. County Departments** (those with specific roles and responsibilities are listed in alphabetical order):

Common Responsibilities impacting all County Departments:

- Provide personnel and department resources to support EOC operations in accordance with this plan, its annexes, GOGs and as required by the EOC IC.
- In cooperation with the Administration Services, keep accurate and detailed records of regular and overtime hours spent responding to and recovering from the disaster or emergency.
- Maintain an Activity Log and ensure documentation of personnel, equipment, and facilities used during a disaster or emergency. Precise information is essential to meet requirements for reimbursement by the state and federal governments.
- Develop and maintain GOGs for your department operations during emergency or disaster events.
- Develop and maintain department plans to return operating as soon as possible despite the effects of an emergency or disaster.
- Each agency or organization shall be responsible to manage their listed responsibilities.
- Additional duties are also found in the various Annexes and Procedures.

#### **a. Administration Services / CFO, Executive Director**

Serves as the Finance / Administration Section Chief in the EOC when the Finance/Administration Section is activated by the EOC IC:

Provides support personnel for technical assistance with computer equipment, telephone and Information Systems during emergency activation. (See vital facilities):

- Provides for the protection of computerized vital records during emergency events.
- Provides maps, charts and graphs to support emergency operations.
- Supports mapping application during emergency operations.
- Provides demographic information during emergency operations.
- Additional duties are also found in the various Annexes and Procedures.

#### **b. Community Services Executive Director**

Serves as the Logistics Section Chief in the EOC when the Logistics Section is activated by the EOC/IC.

Provides a technical specialist in the Planning / Intelligence Section:

- Provides Union County with trained County Animal Response Teams (CART).
- In cooperation with Union County Animal Control, assists in protection actions as identified in the Union County Animal Protection Plan.
- In cooperation with the Union County Public Information Officer, provides protective action information to the public regarding consumable goods and food supplies.
- Provides information on Agribusiness Operations to Human Services and other appropriate agencies within the EOC.
- Assists Damage Assessment Teams with agriculture damage assessment.
- Provides information on Agribusiness Operations to Health or Social Services and other appropriate agencies within the EOC.

Plans for and provides educational and entertainment activities for long term shelties, EOC personnel, and others, as appropriate:

- Additional duties are also found in the various Annexes and Procedures.

### **c. Emergency Services Executive Director**

Provides EOC IC and Planning / Intelligence Section Chief when needed:

- Evaluates incidents and determines if the EOC should be activated and at what level.
- Controls rumors by keeping the public informed through the PIO.
- Ensures that emergency operations comply with local ordinances and State general statutes.
- Ensures law enforcement, fire/rescue, EMS operations are carried out in accordance with established plans and procedures.
- Evaluates the community situation and reports information regarding special events, activities and occurrences when needed to the County Manager.
- Determines needs and requests resources as necessary.
- Establishes communications with affected areas.
- Receives, evaluates and disseminates operational information.
- Maintains liaison with municipal, county, state and federal agencies as necessary to support the operation.
- Ensures that required records and documents of personnel and equipment used during the emergency are maintained.
- Implements direction, control, coordination and policy making functions as necessary to provide for optimum protection of public health and safety within the jurisdiction.
- Develops and maintains plans and GOGs for emergency management operations during emergency and disaster situations.
- Develops and maintains a current Emergency Notification Directory (END) of emergency operation personnel.
- Provides for delivery of programs to properly train the emergency management organizations.
- Maintains a current list of available resources.
- Coordinates the procurement of resources requested from municipalities within the County and directs aid to areas where needed.
- Coordinates with private industry for use of privately owned resources.
- Requests additional resources from the State in those cases where county resources cannot meet resource or recovery requirements.
- Coordinates exercises and tests of the emergency systems within the jurisdiction.
- Alerts and activates, as necessary, the County Emergency Management Organization when informed of an emergency within the County.
- Submits necessary emergency information and reports to the proper agencies during emergency and disaster events.
- Maintains liaison with municipal, county, state and federal agencies as necessary to support operations.

- Serves as the Community Emergency Coordinator as defined by SARA Title III and the Local Emergency Planning Committee.
- Coordinates emergency response actions with the Emergency Management Coordinators in adjoining jurisdictions.
- Serves as advisor for emergency operations during an emergency or disaster.
- Maintains operational readiness of County EOC.
- Performs hazard analysis to determine mitigation plans and response activities.
- Identifies and arranges suitable shelter locations.
- Assists in the dissemination of warning information.
- Additional duties are also found in the various Annexes and Procedures.

Establishes and maintains the communications network for two-way communications between the EOC and the field emergency response resources:

- Provides for the dissemination of warning information to emergency response personnel.
- Coordinates the Warning and Notification process for the affected population of any existing or impending emergency or disaster.
- Oversees Amateur Radio operations within the EOC.
- Identifies radio repair capabilities and maintenance operations for emergency repairs.
- Additional duties are also found in the various Annexes and Procedures.

Designates the Assistant EOC/IC.

- Coordinates county-wide fire and hazmat operations.
- Serves as the County Radiological Officer.
- Identifies fire service requirements and requests mutual aid as required.
- Prioritizes mission requests for out-of-county mutual aid resources and assigns resources as appropriate.
- Provides reconnaissance of emergency scene(s).
- Recommends to the Operations Section Chief staging areas for out-of-county mutual aid units and assigns to appropriate fire district(s).
- Additional duties are also found in the various Annexes and Procedures.

#### **d. Growth Management Executive Director**

Coordinates damage assessment teams conducting field surveys and assures teams are properly trained and equipped:

- Collects data, prepares damage assessment reports and forwards reports to the EOC.
- Assists the Emergency Management Coordinator and other county or municipal agency representatives who are conducting

recovery operations in prioritizing repairs and restoration of affected facilities.

- Additional duties are also found in the various Annexes and Procedures.

#### **e. Human Resources Executive Director**

Serves as the Finance / Administration Deputy Section Chief in the EOC when the Finance / Administration Section is activated by the EOC Director:

- Provide the Risk Manager to serve as the Safety Officer on the Command Staff in the EOC when the Safety Officer is activated by the EOC IC.
- Additional duties are also found in the various Annexes and Procedures.

#### **f. Human Services Executive Director**

Coordinates the planning process and provides technical support for response to Bio-Terrorism incidents:

- Coordinates health care for emergency shelters, including mass care facilities.
- Coordinates with State water supply authorities to expedite emergency public water supply.
- Provides continuous health inspections and immunizations, when appropriate, to evaluate, detect, prevent and control communicable diseases.
- Coordinates environmental health activities for waste disposal, refuse, food, water control and vector / vermin control and sanitation.
- Coordinates with the Social Services Director in the identification of special needs populations.
- Provides for inspections of mass care facilities to assure proper sanitation practices are followed.
- Coordinates with the proper authorities to establish a temporary morgue, if necessary, following an emergency or a disaster.
- Provides a public health nurse at all Disaster Assistance Centers.
- Additional duties are also found in the various Annexes and Procedures.

Coordinates and directs emergency shelter operations with local Red Cross Chapter and Superintendent of Union County Schools:

- Contacts medical / health care facilities (e.g. nursing homes, rest homes, etc.) to encourage development of emergency procedures and adequate coordination with appropriate agencies.
- Coordinates with the Health Director concerning needs for special needs population.

- Establishes and provides shelter management staffing for Public and Special Needs Shelters, including coordination of public health and medical care needs of victims.
- Provides training for shelter managers for Public and Special Needs Shelters.
- Coordinates with Health, Mental Health and other volunteer / non-volunteer agencies, both public and private, to provide support personnel during sheltering.
- Coordinates transition of emergency shelter operations with Red Cross Management.
- Additional duties are also found in the various Annexes and Procedures.

**g. Public Works Executive Director**

Coordinates with County and Municipal agencies for the restoration of public sewer and water systems:

- Responsible for planning and overseeing all debris clearance operations.
- Advises Policy / Administration Group regarding debris clearance and burning, waiver of permits, etc.
- Responsible for maintenance and upkeep of all fire hydrants not maintained by municipalities. Will maintain records and make notifications to respective fire departments of all hydrants that are out of service.
- Additional duties are also found in the various Annexes and Procedures.

**h. Sheriff**

Develops and maintains general operating guidelines for law enforcement operations during emergency and disaster situations:

- Provides Direction and Coordination for law enforcement operations.
- When requested by the EOC IC, provides an Operations Section Chief to the EOC IC for law enforcement incidents upon activation of the EOC.
- Anticipates resources needed to support law enforcement activities during emergencies and plans for timely resource requests.
- Coordinates search and recovery operations for missing or lost persons
- Coordinates security for the EOC, damaged areas, vital facilities and equipment, staging areas and shelter operations as needed.
- Assists Communications with the Warning and Notification process for the affected population of any existing or impending emergency.
- Coordinates traffic control with State Highway Patrol and other agencies throughout the county during operations.

- Mans identified traffic control points to initiate traffic control.
- Directs the evacuation of citizens and serves as evacuation manager.
- Functions as, or designates the official Public Information Officer for law enforcement operations.
- During shelter operations, provides for the use of animal control resources to assist persons evacuating with domestic animals.
- Provides for continuation of animal and rabies control during the emergency period.
- Coordinates efforts with other agriculture agencies for the needs of large farm animals during emergency situations.
- Assists the County Animal Response Team (CART) in implementing their animal protection plan.
- Additional duties are also found in the various Annexes and Procedures.

#### **i. Tax Services Executive Director**

Develops and maintains general operating guidelines for County tax operations and records protection during emergency situations:

- Assists the Growth Management Executive Director in all damage assessment activities.
- Provides property tax information assistance for applicants at Disaster Applications Centers.
- Additional duties are also found in the various Annexes and Procedures.

### **4. First Responder Organizations**

#### **a. Municipal Law Enforcement**

Responsible for monitoring and controlling local traffic control points for regional evacuations affecting the municipality:

- Identifies local emergency evacuation routes from high hazard areas.
- Ensures notification of County EOC of any street closures within the jurisdiction.
- Anticipates resources needed to support local law enforcement activity during emergencies and plans for timely resource requests.
- Assists in notifications and warning of the general public, primarily in their respective jurisdiction.
- Provides security of homes, businesses and property in damaged areas.
- Assists with initial impact assessment.
- Assists with re-entry of evacuees into damaged areas.
- Additional duties are also found in the various Annexes and Procedures.

## **b. Fire Departments**

When requested by the EOC IC, provides an Operations Section Chief to the EOC IC for fire or life-safety incidents upon activation of the EOC:

- Assists law enforcement with Warning and Notification of the affected population of an existing or impending emergency.
- Provides field information and intelligence reports to the EOC.
- Plans for coordination of firefighting and rescue activities throughout the county during emergencies.
- Assists in Search and Rescue operations.
- Provides support personnel to assist in traffic control.
- Provides Direction and Coordination during hazardous materials incidents.
- Provides fire protection for shelters.
- Identifies equipment and manpower limitations and develops mutual aid agreements for the procurement of needed resources during emergency and disaster events.
- Assists with emergency debris removal (cut & shove) to allow for emergency vehicle response.
- Additional duties are also found in the various Annexes and Procedures.

## **c. Emergency Medical Services Director**

Coordinates county-wide EMS operations:

- Provides reconnaissance of emergency scene(s).
- Coordinates medical attention and transportation of injured victims.
- Coordinates with the Human Services Executive Director to determine emergency transportation needs for special needs populations.
- Serves as liaison to emergency personnel at Union Regional Medical Center (URMC).
- Establishes access and egress traffic patterns for ambulances and other authorized vehicles.
- Activates and manages the Mass Casualty Plan as necessary.
- Coordinates with area hospitals concerning receipt of mass casualties during emergency and disaster events.
- Additional duties are also found in the various Annexes and Procedures.

## **5. Volunteer Organizations**

### **a. American Red Cross Executive Director**

Provides personnel to support functions in the Logistics Section and Operations Support & Coordination Section during an emergency:



- Responsible for opening and staffing mass care shelters in cooperation with Division of Social Services and the Union County Board of Education.
- Completes other duties as outlined in the Memorandum of Understanding with Union County and the Union County Board of Education.
- Additional duties are also found in the various Annexes and Procedures.

**b. ARES / RACES Emergency Coordinator**

Provides personnel to support EOC operations in accordance with EOC Plan and GOGs:

- Develops and maintains a list of resources that may be used during emergency.
- Transmits and receives emergency traffic as necessary during emergency events.
- Relocates radio equipment to alternate Emergency Operations Center if necessary.
- Maintains a message log for all emergency traffic requests.
- Coordinates with other amateur radio operators to establish and support post-emergency communications.
- Reports communications transmissions to the Operations Officer.
- Provides emergency communications at shelters and other sites as needed.
- Additional duties are also found in the various Annexes and Procedures.

**e. United Way of Central Carolinas, Inc.**

Provides personnel to support EOC operations in accordance with EOC Plan and GOGs:

- Develop a Volunteer Center that will support Union County during an emergency or disaster.
- When directed by the EOC IC, open and operate the Volunteer Center in support of Union County EOC during an emergency or disaster.
- Develop a Donations Management Center that will support Union County during an emergency or disaster.
- When directed by the EOC IC, open and operate the Donations Management Center in support of Union County EOC during an emergency or disaster.
- Additional duties are also found in the various Annexes and Procedures.

## **6. Other Organizations**

### **a. Mental Health**

Coordinates with Human Services Executive Director to provide crisis counseling, when necessary, during emergency situations:

- Provides for a 24-hour crisis line during periods of emergency.
- Maintains and provides information pertaining to Mental Health resources that may be utilized during emergency situations.
- Plans for sheltering Special Needs populations within the scope of their expertise.
- Additional duties are also found in the various Annexes and Procedures.

### **b. Superintendent of Schools**

Develops and maintains general operating guidelines for the safety and protection of students, faculty and other personnel during emergency situations:

- Coordinates evacuation and transportation operations for students during emergency situations.
- Provide personnel and department resources to support EOC operations in accordance with this plan, its annexes, GOGs and as required by the EOC IC.
- In cooperation with the Administration Services, keep accurate and detailed records of regular and overtime hours spent responding to and recovering from the disaster or emergency.
- Maintain an Activity Log and ensure documentation of personnel, equipment, and facilities used during a disaster or emergency. Precise information is essential to meet requirements for reimbursement by the state and federal governments.
- Develop and maintain GOGs for your agency operations during emergency or disaster events.
- Develop and maintain plans to return operating as soon as possible despite the effects of an emergency or disaster.
- Additional duties are also found in the various Annexes and Procedures.

### **c. Medical Examiner**

By law, Medical Examiners are responsible for the dead:

- In the event of a Mass Fatalities Incident, operations will be coordinated by the Medical Examiner working in cooperation with the Emergency Management Coordinator and where designated, the Mortuary Response Team's Coordinator.

- The local funeral directors will serve as an assist group to the Medical Examiner, by supplying equipment, vehicles and personnel as available.
- Additional duties are also found in the various Annexes and Procedures.

## **IIX. DIRECTION AND COORDINATION**

### **A. Purpose**

This section outlines the Direction and Coordination guidelines for emergency operations and identifies the personnel, facilities and resources that will be utilized in the coordinated response activities

### **B. Situation and Assumptions**

#### **1. Situation**

Many hazards exist within or threaten the County, which have the potential to cause emergencies of great magnitude. These threats warrant centralization of the operations.

Traditionally, municipalities do not open and operate municipal EOC's during a county-wide or regional emergency. Consequently, municipalities normally depend on Direction and Coordination from the County during times of an emergency

The County Emergency Operations Center serves as the central Direction and Coordination point for countywide emergency response activities.

The County Emergency Operations Center (EOC) is located in the Union County Government Center, Monroe, NC.

Municipalities may utilize facilities within their jurisdiction as EOC's and the County may provide staff as the situation dictates.

The County and / or Municipality EOC's will be activated upon the threat or occurrence of a major emergency. Designated personnel will report to their EOC in a timely fashion.

#### **2. Assumptions**

All municipalities will not likely send a representative to the County EOC.

It is assumed that municipalities will maintain communications with the County EOC via daily briefings, telephone, radio or fax.

Municipalities will act in unison with the County on such issues as proclamations, security and public information.

## **C. Concept of Operations**

### **1. General**

Direction and Coordination of normal day-to-day emergencies of single agency response is performed by the senior officer on-scene. (i.e. law enforcement, fire, rescue, EMS). This person is designated as Incident Commander. Multi-agency responses are done in accordance with local ordinances, policies and procedures. Response forces in Union County will utilize the Incident Command System (ICS).

Municipalities within the County may exercise independent Direction and Coordination of their emergency resources, outside resources assigned to the municipality by the County Emergency Operations Center, and resources secured through existing mutual aid agreements with other municipalities. All jurisdictions within the County will submit all requests for state or federal assistance to the County Emergency Services Agency, or if activated, the County EOC. (NCGS Article 1A, Chapter 166-A;19.15(a)).

Activating the County EOC providing centralized county direction and control is desirable when one or more of the following situations occur:

- There exists an imminent threat to the safety or health of the public.
- Extensive multi-agency or jurisdiction response and coordination is necessary to resolve or recover from an emergency situation.
- Local resources are inadequate or depleted and significant mutual aid resources must be utilized to resolve the emergency situation.
- The emergency affects multiple political jurisdictions within the County which are relying on the same resources to resolve the emergency situation.
- Local emergency ordinances are implemented to control the emergency situation.
- The type and magnitude of any emergency event occurring in Union County or a municipality within the County will dictate the need to activate the EOC.
- The Chairperson of the Board of Commissioners, the County Manager, his designee, or the Emergency Services Executive Director, or his designee, may activate the Union County EOC.
- The Mayor, or his designee, will normally activate a municipal EOC.
- Emergency operations and coordination at all levels of government will be carried out according to supporting General Operating Guidelines.
- Notification of County EOC personnel is the responsibility of the Emergency Services Agency.
- Operational readiness of the County EOC is the responsibility of the Emergency Services Executive Director or his designee who will serve as EOC IC.
- Operational readiness of Municipal Emergency Operations Centers is the responsibility of the Mayor or his / her designee.
- Administrative decisions regarding food supplies and other incidental needs for the County EOC during activation is the responsibility of the Logistics Chief. Administrative decisions regarding individual

municipalities are the responsibility of the Town Mayor or his / her designee.

- Upon activation of any municipal EOC, the municipality will establish communications with the County EOC or Communications Center, who will in turn notify the Emergency Services Executive Director or his designee.
- Whenever an EOC is activated or activation of an EOC appears to be imminent, the Incident Commander will in turn notify the N.C. Division of Emergency Management and Western Branch office.

## **2. Staffing**

The Policy & Steering Control Group:

Under the direction of the Chairperson of the jurisdiction or his designee, this group consists of the decision-makers of the jurisdiction and others as decided by the Chairperson. This group is responsible for:

- The approval of policies and strategies pertinent to the emergency operation.
- Provides leadership and decision making for implementation by the EOC.
- In coordination with the Information Officer, prepares statements for release to the general public.
- Utilizing communications equipment available to the Policy & Steering Group, the members will maintain a line of communication with their respective administrators and County / Municipal elected officials.
- In cooperation with the EOC and the Operations Officer, maintains an awareness of actions being taken in response to the emergency situation.
- In cooperation with the County Attorney, maintain a file with appropriate ordinances, regulations, and policies relating to emergency incidents.

Personnel reporting to the County EOC will operate in one of the following sections as assigned by the EOC IC:

- Command
- Operations
- Planning / Intelligence
- Logistics
- Finance / Administration

## **IX. CONTINUITY OF GOVERNMENT**

### **A. General**

The possibility that emergency and disaster occurrences could disrupt government functions necessitates that all levels of local government and their departments develop and maintain procedures to ensure continuity of governmental services. These procedures will designate who will be the decision-makers if an elected official or department head is not available.

**B. Line of Succession**

The line of succession of the Board of County Commissioners proceeds from the Chairman to the Vice-Chairman to members of the Board in accordance with County policy.

Department / agency heads with emergency responsibilities are required to establish a line of succession (Reference: Union County Alert & Notification List).

**C. EOC Staffing**

EOC Staffing assignments allow for continuous operations. Selection and assignment of the Command Staff and Section Chiefs of the General Staff is the responsibility of the County EOC IC. Command Staff and Section Chiefs of the General Staff are responsible for ensuring that alternate (backup) EOC staff is trained and available. Section Chiefs are responsible for fleshing out their staffs based on the needs of the incident.

**D. Preservation of Vital Records**

It is the responsibility of each governmental agency to ensure that all legal documents of both a public and private nature be protected and preserved in accordance within existing laws, statutes and ordinances.

Each department / agency is responsible for the preservation of essential records and plans for the continuity of operations to ensure continued operational capabilities. (Reference: Continuity of Operations Plan)

**E. Relocation of Government**

If necessary, the County will relocate elements of the governing body to the EOC.

If the primary EOC is determined inoperable, the governing body will relocate to an alternate EOC.

Relocation of local government is authorized under North Carolina General Statutes (NCGS 162B).

**X. AUTHORIZATION, AUTHORITIES, AND REFERENCES**

**A. Purpose**

This section provides legal references and authorizations to support actions in the event of an emergency or disaster situation.

## **B. Situations and Assumptions**

### **1. Situation**

Actions taken during emergency or disaster events require that legal guidelines be followed to assure protection of the general public and to maintain law and order in the County / Municipality.

Decisions implemented during times of an emergency will sometimes have a negative economic impact on the County / Municipality or portions thereof.

Verbal and written mutual aid agreements exist between some agencies within Union County and its municipalities.

### **2. Assumptions**

Some actions taken during emergency events may be unpopular with the general public.

Actions implemented will be based on the safety and welfare of the overall population, but may be unpopular with specific groups.

## **C. Concept of Operations**

Selected references are on file in the County Emergency Services Agency. These include:

- G.S. 166-A (Emergency Management Act)
- Union County Emergency Management Ordinance
- Union County State of Emergency Ordinance
- Proclamation of a State of Emergency (including description of Imposition of Prohibitions and Restrictions)
- Termination of a State of Emergency
- Statewide Mutual Aid Agreement

Complete information pertaining to Authorizations and Authorities will be maintained in a reference book, accessible for reference during times of emergency. This reference will include:

- NC Emergency Management Act, G.S. 166-A
- Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 93-288, as amended by Public Law 100-707 (the Stafford Act)
- Union County Emergency Management Ordinance
- Proclamation of a State of Emergency
- Mutual Aid Agreements for Fire and Rescue
- Mutual Aid Agreements with Municipalities
- Agreements with American Red Cross
- Agreements with County School System

- North Carolina Oil Spill Act
- Emergency Planning and Community Right-to-Know Act (SARA Title III)
- OSHA 1910.120
- FAA Authority (FAR) to close airspace over an emergency area
- Model Ordinance concerning Price Gouging
- Civil Defense Act of 1950, Public Law 81-920
- NC Governor's Executive Order 73 (April 27, 1988)
- Local Emergency Planning Committee Bylaws and Roster
- Statewide Mutual Aid Agreement



# Town of Mineral Springs

P.O. Box 600 - Mineral Springs, NC 28108  
704-243-0505 (office) - 704-289-5331 (mobile) - 704-243-1705 (fax)

## CONDITIONAL USE PERMIT APPLICATION

Property Owner's Name: Michael & Sue Devine Application No. CUP- 14-01  
No. of Attachments: 3 Received By: Vicky Brooks  
Application Complete:  Fee Paid: \$250.00  
Date: 11/10/14

State Purpose of Conditional Use Permit To build a barn  
over 2500 s.f. with ≈ 2500 heated  
living space above

Cite Section(s) of Zoning Ordinance Under Which A Conditional Use Permit Is Being Requested: Article 5 - Table of Uses - Barns (2,500 square feet or more) <sup>1/3</sup>  
<sup>1/3</sup> Article 2 - Caretaker Quarters

Description of Property: Raymond Austin Road Parcel  
(Street Address)  
06036006C DPRR Mineral Springs 48  
(Tax Parcel Number) (Zoning District) (Acreage)

Property Owner: Michael & Sue Devine Sue Devine  
(Print or Type) (Signature)

Address: 8709 Wingard Rd Waxhaw NC 28173

Telephone: 704 516 2573 FAX: 704 247 2551

Applicant/Agent: Chip Farmer Chip Farmer  
(Print or Type) (Signature)

Address: 3701 Berkeley Downs Drive, Charlotte, NC 28205

Telephone: 704-361-9348 FAX: 704 529 2845





NORTH CAROLINA, UNION COUNTY

I, Jeffery S. Gordon, certify that this plat was drawn under my supervision from an actual survey made under my supervision (deed descriptions & plats as shown in note #12, below) that the boundaries not surveyed are clearly indicated as drawn from information found in Plat Cab. D, File: 419; that the ratio of precision as calculated is 1: 10,000; that this plat was Not prepared in accordance with G.S. 47-30 as amended.

Witness my original signature, registration number and seal this 15 day of OCTOBER, A.D., 2014.

Seal or Stamp



*Jeffery S. Gordon*  
Professional Land Surveyor  
**L-3751**  
Registration Number

N/F  
Standard Pacific  
of the Carolinas, LLC.  
DB 6040 - PG 424  
#06-033-001A  
Zoned: RA-40 (UC)

N/F  
Valeria Williamson  
DB 3511 - PG 083  
#06-036-007A  
Zoned: RR (MS)

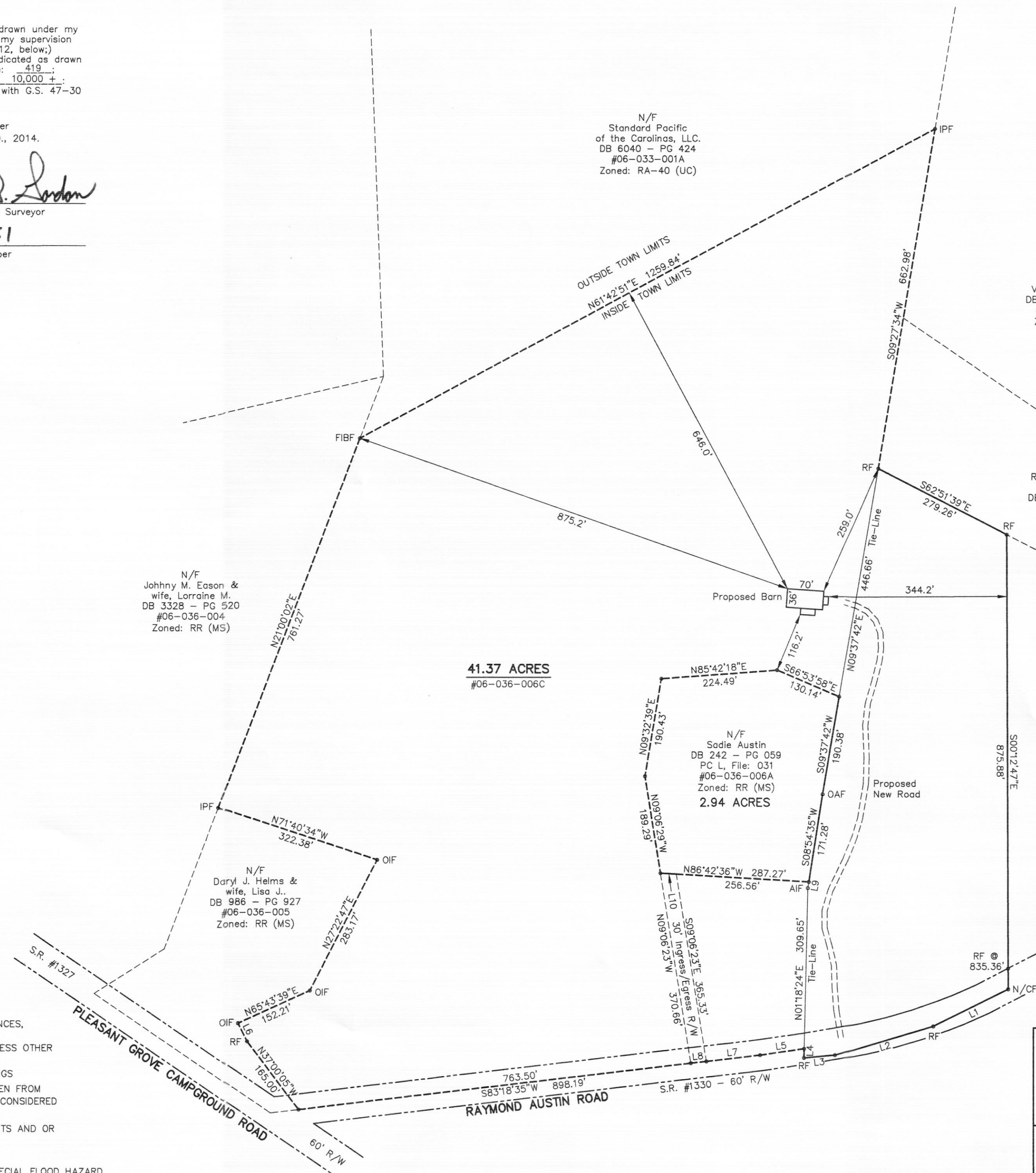
N/F  
Robert C. Mullis &  
wife, Robin S.  
DB 1422 - PG 335  
PC E, File: 860  
#06-036-007C  
Zoned: RR (MS)

N/F  
Charlie Choe &  
wife, Grace  
DB 1082 - PG 690  
PC E, File: 860  
#06-036-007  
Zoned: RR (MS)

N/F  
Johnny M. Eason &  
wife, Lorraine M.  
DB 3328 - PG 520  
#06-036-004  
Zoned: RR (MS)

N/F  
Sadie Austin  
DB 242 - PG 059  
PC L, File: 031  
#06-036-006A  
Zoned: RR (MS)  
**2.94 ACRES**

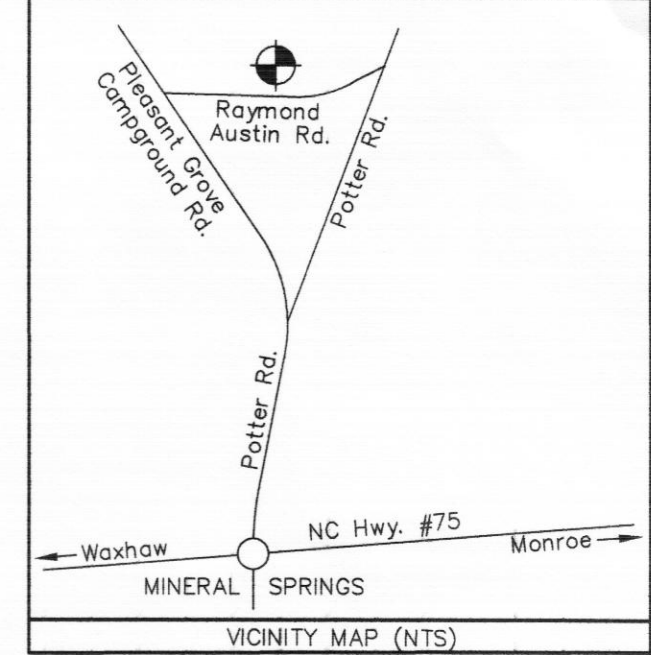
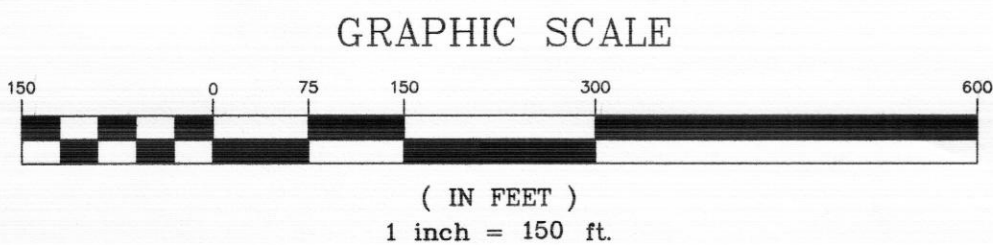
| LINE | LENGTH | BEARING     |
|------|--------|-------------|
| L1   | 162.10 | S63°50'25"W |
| L2   | 197.06 | S73°26'49"W |
| L3   | 60.03  | S84°47'43"W |
| L4   | 17.62  | N01°18'24"E |
| L5   | 86.33  | S81°45'05"W |
| L6   | 38.95  | N26°32'10"W |
| L7   | 104.67 | S83°18'35"W |
| L8   | 30.03  | S83°18'35"W |
| L9   | 12.00  | N08°54'35"E |
| L10  | 30.72  | N86°42'36"W |



**41.37 ACRES**  
#06-036-006C

- LEGEND**
- RF - Rebar Found
  - IPF - Iron Pipe Found
  - FIBF - Flat Iron Bar Found
  - OIF - Old Iron Found
  - OAF - Old Axle Found
  - AIF - Angle Iron Found
  - N/CF - Nail & Cap Found
  - S.R. # - State Road Number
  - R/W - Right of Way
  - N/F - Now or formerly
  - DB - Deed Book
  - PG - Page
  - PC - Plat Cabinet
  - RR - Rural Residential
  - UC - Union County
  - #06-036-006C - Tax I.D.
  - MS - Mineral Springs
- Surveyed Line  
- - - Recorded Plat Line  
- - - Deed Line  
- - - Tie Line (Surveyed)  
NTS - Not to Scale

- NOTES:**
- TAX I.D. #06-036-006C
  - AREA CALCULATED BY COORDINATES.
  - NO NCGS MONUMENT FOUND WITHIN 2000'
  - ALL DISTANCES ARE HORIZONTAL GROUND DISTANCES, MEASURED WITH ELECTRONIC METERS
  - #5 REBARS SET AT ALL NEW LOT CORNERS, UNLESS OTHERWISE NOTED.
  - CURRENT ZONING: RR, TOWN OF MINERAL SPRINGS
  - ADJOINING PROPERTY OWNERS NAMES WERE TAKEN FROM UNION COUNTY TAX OFFICE RECORDS, AND ARE CONSIDERED AS NOW OR FORMERLY
  - PROPERTY MAY BE SUBJECT TO OTHER EASEMENTS AND OR RIGHTS OF WAY, EITHER RECORDED OR IMPLIED.
  - NO NEW LOT PROPOSED.
  - THIS PROPERTY IS NOT SUBJECT TO A FEMA SPECIAL FLOOD HAZARD ZONE AS PER FIRM, MAP NO. 3710449400J, PANEL 4494, EFFECTIVE DATE: OCTOBER 16, 2008.
  - ALL LOTS TO BE SERVED WITH INDIVIDUAL WELL & SEPTIC.
  - LEGAL REFERENCES FOR THIS PROPERTY ARE: DB 1272 PG 316; DB 3262 PG 058; DB 3858 PG 181; DB 4568 PG 850; DB 5029 PG 244; DB 5206 PG 115; DB 6116 PG 211; PC D, FILE: 419; PC E, FILE: 860; PC L, FILE: 31.
  - THIS SURVEY WAS PERFORMED WITHOUT THE BENEFIT OF A TITLE COMMITMENT.



Map North Ref: 419  
P.C. D, File: 419  
July 1993

**Frontier Land Surveying**  
1394-B WALKUP AVENUE  
Monroe, N.C. 28110  
(704) 283-9726

CONDITIONAL USE SURVEY FOR:  
**MICHAEL & SUZANNE DEVINE**  
Property of: Michael & Suzanne Devine  
Legal Ref: See note #12  
Mineral Springs, Sandy Ridge Twsp., Union Co., NC

Scale: 1" = 150' Date: 15 October 2014  
Surveyed by: Jeffery S. Gordon, NCPLS, L-3751  
DWG. FILE: #5\r-austin.DWG

| NO. | DATE | DESCRIPTION | BY |
|-----|------|-------------|----|
|     |      |             |    |
|     |      |             |    |
|     |      |             |    |
|     |      |             |    |

**FINDINGS OF FACT**

**CONDITIONAL USE PERMIT (CUP-14-01)**

**January 8, 2015**

**MICHAEL AND SUE DEVINE**

*Note: To grant a Conditional Use Permit, the Town Council must first hold a public hearing and then determine all of the following findings of fact to be in the affirmative by a majority vote of the sitting members:*

- a.** The use will not materially endanger the public health or safety if located where proposed and developed according to the submitted plan.

Yes \_\_\_\_\_ No \_\_\_\_\_

This finding was based on the follow fact(s):

- (1) \_\_\_\_\_  
(2) \_\_\_\_\_  
(3) \_\_\_\_\_

- b.** The use meets all required conditions and specifications.

Yes \_\_\_\_\_ No \_\_\_\_\_

This finding was based on the following fact(s):

- (1) \_\_\_\_\_  
(2) \_\_\_\_\_  
(3) \_\_\_\_\_

- c.** The use will not substantially injure the value of adjoining or abutting property, or the use is a public necessity.

Yes \_\_\_\_\_ No \_\_\_\_\_

This finding was based on the following fact(s):

- (1) \_\_\_\_\_  
(2) \_\_\_\_\_  
(3) \_\_\_\_\_

- d.** The location and character of the use, if developed according to the plan as submitted and approved, will be in harmony with the area in which it is to be located and will be in general conformity with this Ordinance and the Town of Mineral Springs Land Development Plan.

Yes \_\_\_\_\_ No \_\_\_\_\_

This finding was based on the following fact(s):

(1) \_\_\_\_\_

(2) \_\_\_\_\_

- e.** Additional review criteria, as stated in the Ordinance, shall also be considered and addressed where required.

Yes \_\_\_\_\_ No \_\_\_\_\_

This finding was based on the following fact(s):

(1) \_\_\_\_\_

(2) \_\_\_\_\_

(3) \_\_\_\_\_

- f.** Any deviation from the terms of this Ordinance will result in a project that is at least equal to or better than what would be accomplished under the strict application of this Ordinance.

Yes \_\_\_\_\_ No \_\_\_\_\_

This finding was based on the following fact(s):

(1) \_\_\_\_\_

(2) \_\_\_\_\_

(3) \_\_\_\_\_

- g.** Any deviation from the terms of this Ordinance will not adversely affect the right of other abutting or nearby property owners in any material manner.

Yes \_\_\_\_\_ No \_\_\_\_\_

This finding was based on the following fact(s):

(1) \_\_\_\_\_

(2) \_\_\_\_\_

(3) \_\_\_\_\_

**ACTIONS TAKEN**

Based on the above findings of fact and the tabulated votes of the sitting members regarding each and every one of the said findings in fact; the following action was taken on \_\_\_\_\_ by the Town of Mineral Springs Town Council after a public hearing was held and duly advertised beforehand on the dates recorded:

\_\_\_\_\_ **Conditional Use Permit Granted**

\_\_\_\_\_ **Conditional Use Permit Granted Conditionally\***

\_\_\_\_\_ **Conditional Use Permit Disapproved**

\*The following stipulations were imposed by the Town Council as an integral part of conditionally granting said Conditional Use Permit:

- (1) \_\_\_\_\_
- (2) \_\_\_\_\_
- (3) \_\_\_\_\_

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

\_\_\_\_\_  
Date

Attest:

\_\_\_\_\_  
Vicky Brooks, Town Clerk

\_\_\_\_\_  
Date



## Vicky Brooks

---

**From:** Kelsey Berry <kberry@mindmixer.com>  
**Sent:** Thursday, November 13, 2014 12:13 PM  
**To:** Vicky Brooks  
**Subject:** MindMixer Information  
**Attachments:** Town of Mineral Springs, NC MindMixer Agreement.pdf

Vicky,

Thank you for taking the time to talk with me today, I really enjoyed learning about your community! Per your request I have included a brief summary of MindMixer, my favorite link that describes the impact MindMixer is having on communities, as well as our very brief contract. If there is anything else I can provide please feel free to reach out, otherwise I will give you a call tomorrow. Thanks Vicky and good luck at your meeting this evening!

### **Why MindMixer?**

We believe people care about their community and want to be involved in making it better, so we make it easier for civic leaders to facilitate transparent, meaningful and productive conversations that matter and bring about positive change.

### **What is MindMixer?**

MindMixer is an online engagement technology that provides a platform for impactful conversations, allowing you to collect the feedback you need to make more informed decisions as a community leader.

### **Communities Like Yours Are Using MindMixer!**

[Take a look](#) at how other communities are working with community members to help find solutions using MindMixer.

Thank you!  
-Kelsey Berry

## **Kelsey Berry**

Market Development Representative | MindMixer  
[\(816\) 399-2934](tel:(816)399-2934)  
1735 Baltimore Avenue, Kansas City, MO 64108

[Visit the NEW mindmixer.com!](#)

[Facebook](#) | [Twitter](#) | [LinkedIn](#)

[Why MindMixer?](#)

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## **Kelsey Berry**

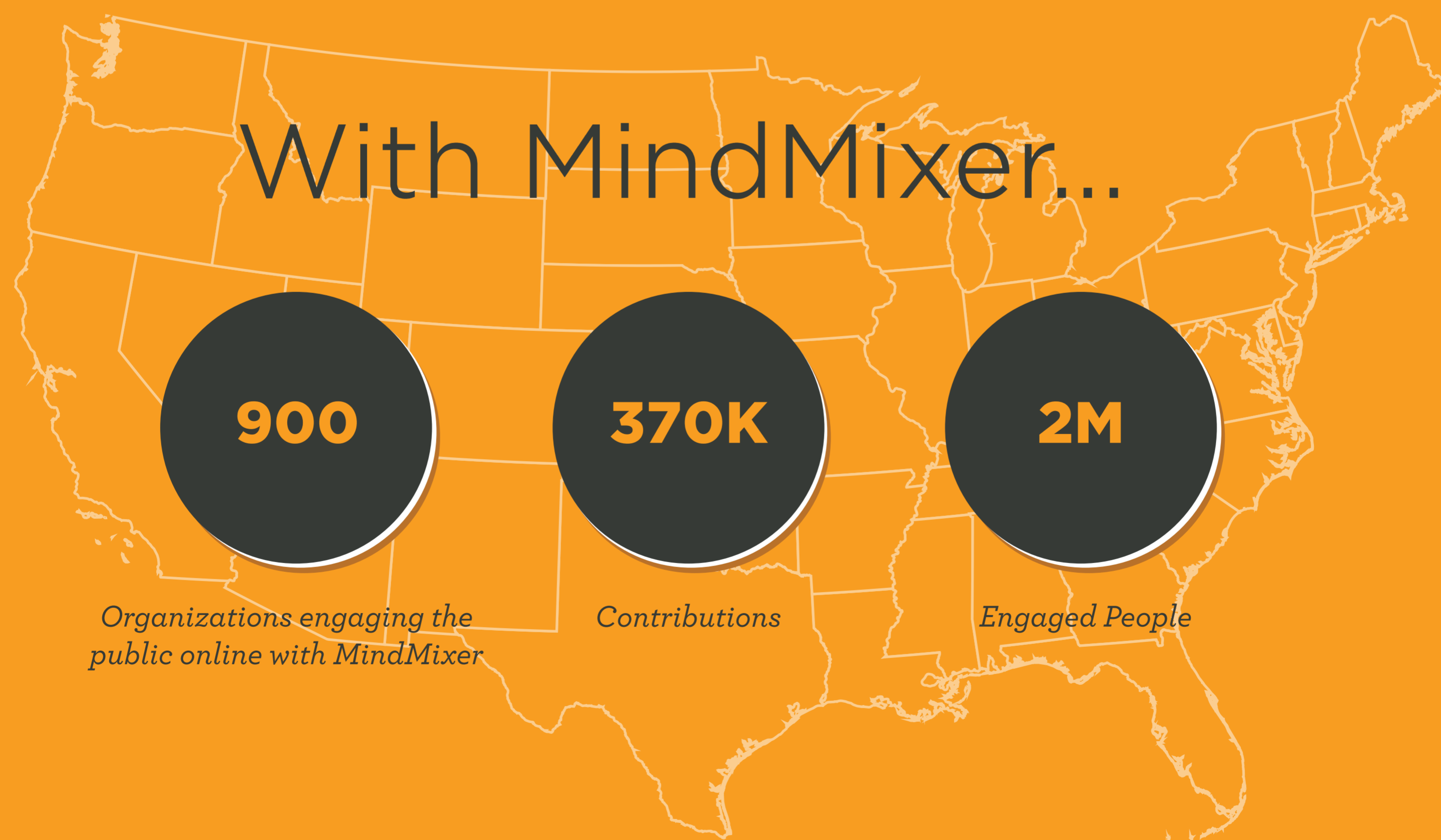
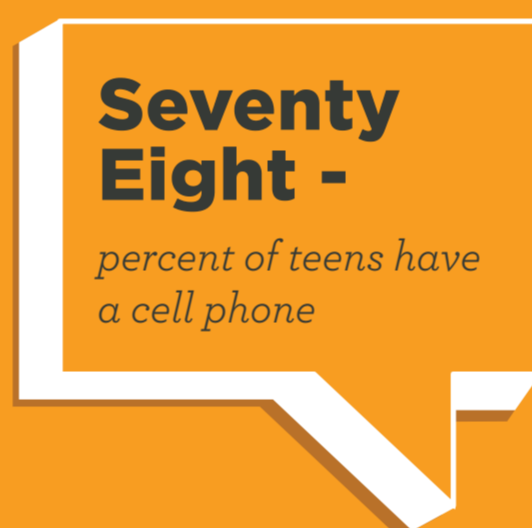
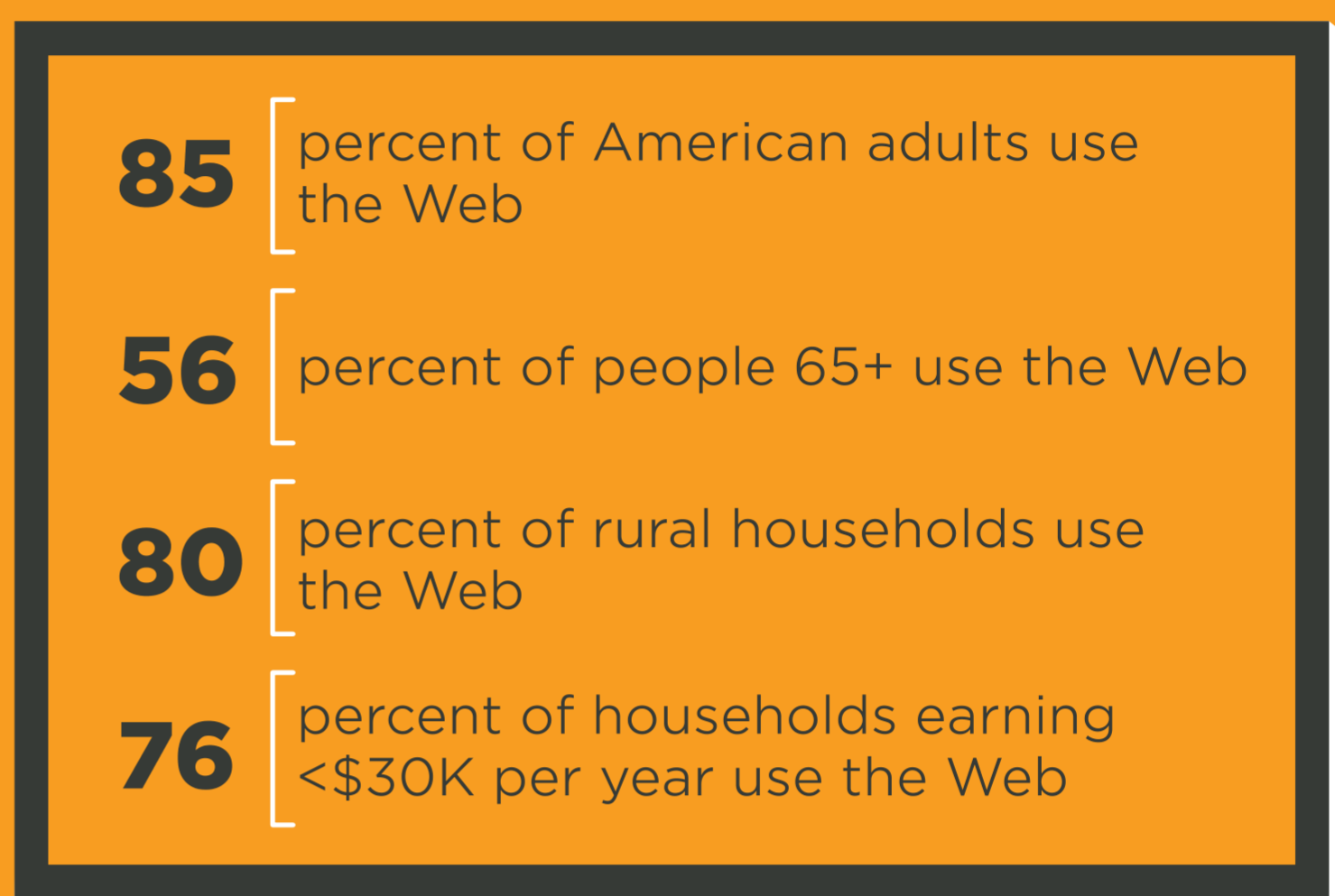
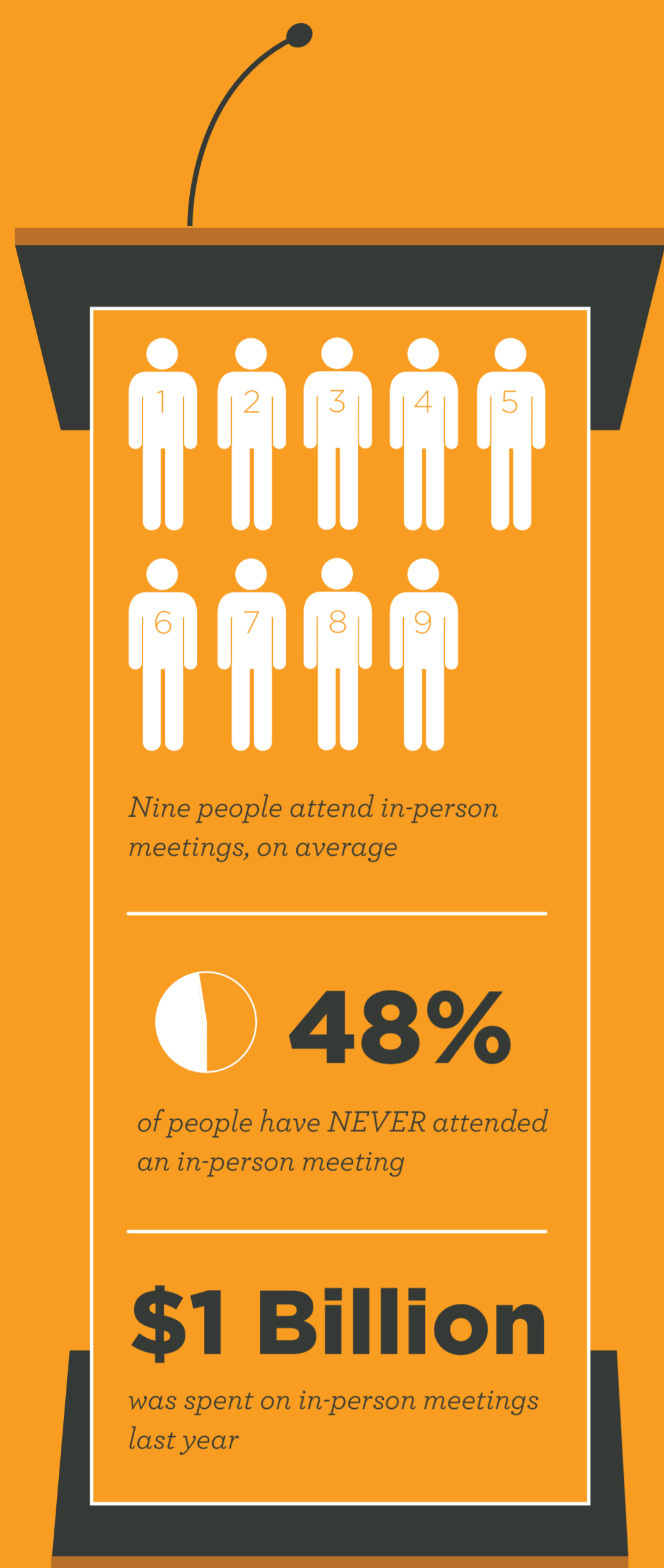
Market Development Representative | MindMixer  
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1735 Baltimore Avenue, Kansas City, MO 64108

[Visit the NEW mindmixer.com!](#)

[Facebook](#) | [Twitter](#) | [LinkedIn](#)

# The Numerology of ENGAGEMENT

± % ÷ \$ ÷ % ± ± % ÷ \$ ÷ % ± % ÷ \$ ÷ % ± ± % ÷ \$ ÷ % ±



So whether you're trying to connect with an entire community or a specific group of stakeholders, MindMixer can help build that relationship. **Talk with a MindMixer representative** today to see how we can help you get more valuable input from the people who care.



## **MindMixer / Town of Mineral Springs Agreement 11.13.2014**

### **1. CONTACT INFORMATION**

Primary Contact: Frederick "Rick" Becker III  
Address: 6603 Sadler Road Waxhaw, NC 29173  
Phone: 704-843-5870  
Email: msncmayor@yahoo.com

### **2. PLATFORM – MINDMIXER WEB APPLICATION**

#### **MindMixer Web Application**

- a. The Site shall include all aspects of the MindMixer Engagement Platform, including idea submission, idea evolution, user voting, interactive budgeting, and expert / client feedback (two-way engagement). MindMixer will provide Client access to the MindMixer Management Dashboard and the MindMixer Reporting Dashboard.
- b. User is responsible for selecting and uploading Site topics and any asset associated with each topic (i.e. photos, maps, videos, etc.). MindMixer may reject topics and topic assets at sole discretion if topics contain obscene material, offensive language, or defamatory remarks about an individual or entity.
- c. User is solely responsible for the time and cost associated with topic asset production related to the Site (i.e., video introductions of topics, topic photos, map production, etc.).
- d. User acknowledges this agreement can, at discretion of MindMixer, provide opportunity for additional departments, entities, agencies or other meaningful groups within the organization to utilize the platform as part of the term, condition and pricing of this agreement.
- e. MindMixer will define naming convention for URL, host Site for operation through the term and work with Client to identify Project Name.
- f. Site will remain "live" as a read-only site for up to 90 days after termination/expiration of this Agreement.

### **3. SERVICE & SUPPORT**

#### **Onboarding**

- a. Training and support is provided by MindMixer via phone and webinars.
  - i. MindMixer will provide dedicated service resources to guide client through onboarding, including best practices and recommendations.
  - ii. Client will provide an electronic contact list of the organization's employees able to take advantage of resources described in 2.d. above.
  - iii. Site includes links to library of best practices and site optimization videos.

#### **Ongoing Service**

- a. MindMixer will provide ongoing client support and guidance through webinars, telephone calls, newsletters, and other outreach efforts.





**Technical Support**

- a. MindMixer will provide general client support (password reset, site navigation issues, site utilization questions, etc.)

**4. FEES & TERMS (Select Yearly Option)**

|                       | <b>4 YEAR</b>            | <b>3 YEAR</b>            | <b>2 YEAR</b>            | <b>1 YEAR</b>            |
|-----------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Select Length of Term | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Total Fee             | <b>\$6,800</b>           | <b>\$6,000</b>           | <b>\$5,000</b>           | <b>\$3,000</b>           |
| Monthly Fee           | \$142                    | \$167                    | \$209                    | \$250                    |

- a. Contract is effective at date of last signature.
- b. Contract Term begins on the effective date and ends at the expiration of the selected term length.
- c. Billing:
  - i. Begins on **the effective date.**
  - ii. Total Fee invoiced **on the effective date, in equal monthly installments at the start of each period.**
  - iii. Fees due to MindMixer will be payable within 30 days of receipt of the applicable invoice.
  - iv. Invoices sent electronically via PDF to msvickybrooks@aol.com.
  - v. Payments of Fees to be made via check to MindMixer at 1735 Baltimore Ave., Kansas City, MO 64108. Credit card and ACH payments are accepted upon request.
- d. At conclusion of this agreement, this contract will automatically renew on an annual basis. Pricing will be based on the average annual contract amount of the original agreement, subject to an increase of no more than 5%. This renewal will go into effect unless written notice is received 30 days prior to anniversary date.

This offer (pricing, terms, details) is valid until December 15, 2014. If not signed prior to this date, then this offer expires and a new agreement will be required.

**ACCEPTED AND AGREED TO BY:**

\_\_\_\_\_, "CLIENT"

SOCIALMENTUM, LLC., "MINDMIXER"

By: \_\_\_\_\_

By: \_\_\_\_\_

Its: \_\_\_\_\_

Its: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_





# MEMO

**To: Mineral Springs Town Council**  
**From: Rick Becker, Finance Officer**  
**Date: January 5, 2015**  
**Subject: Budget Amendment for Small Claims Court Filing Fees**

In November 2014, Council authorized the deputy tax collector to file complaints in small claims court in a further effort to collect delinquent property taxes. The cost of filing is \$96, and the sheriff's service fee is \$30, for a total of \$126.

Of course, we will be asking the magistrate to hold the taxpayer liable for these fees if the magistrate finds in favor of the town. The fees, when collected, will then be accounted for on the revenue side in the "Interest and Fees" category of that year's property taxes. However, we need to account for these fees up front on the expenditure side. They will be posted as a cost of collection and, as such, will be accounted for in the "Tax Collection" budgetary department. We currently have no funds authorized in the budget ordinance for these costs. Since we do not know how many delinquent accounts will end up being adjudicated in small claims court, I am requesting at this time that Council adopt a budget amendment in the amount of \$1,260, which would cover the first ten such actions. As the deputy tax collector gains experience with the effectiveness of these small claims court actions, we may wish to authorize additional funds later in the fiscal year if necessary.

In December, the deputy tax collector notified two delinquent taxpayers that they were about to be summoned to small claims court; both taxpayers then paid their accounts in full, and no filing fees were incurred.

STATE OF NORTH CAROLINA  
TOWN OF MINERAL SPRINGS

**AN ORDINANCE AMENDING THE BUDGET OF  
THE TOWN OF MINERAL SPRINGS  
FOR THE FISCAL YEAR 2014-2015  
O-2014-01**

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

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

SECTION 1. **Appropriations and Amounts.** Amendment #2014-01:

| <u><b>INCREASE</b></u> |                       | <u><b>DECREASE</b></u> |                       |
|------------------------|-----------------------|------------------------|-----------------------|
| Tax Collection         | \$ <u>1,260</u>       | Contingency            | \$ <u>1,260</u>       |
| <b>Total</b>           | <b>\$<u>1,260</u></b> | <b>Total</b>           | <b>\$<u>1,260</u></b> |

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

**ADOPTED** this 8th day of January, 2015. Witness my hand and official seal:

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

Attest:

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

November 6, 2014

Dear Rick and Members of the Mineral Springs Town Council,

We write to you today with several things on our mind. It is our commitment to the community and our desire to see Mineral Springs continue to move thoughtfully in a healthy and attractive direction that we share our thoughts and concerns.

First, it has been a desire of this community to bring sewer to the town in hopes of attracting desirable business, which in theory will spruce up the Highway 75 corridor. The one thing that was supposed to make the town more attractive has created a blight of its own. While the pumping station is set back off the road slightly and the amount of landscaping required by our ordinances was apparently installed, it is a huge eye sore for all who travel on Highway 75. The landscaping, with the exception of a few deciduous Crepe Myrtle trees in the front, is along the 2 sides and in the back providing no screening of this eyesore from the road. Since the town accepted the placement of this landscaping it is our strong suggestion that the town invest in more landscaping to screen this from the public's eye as one drives down Highway 75. Some fast growing evergreens placed in the front, and on both sides of the access road, would help do the trick. In addition a mesh attached to the fencing would provide full coverage. (It would also behoove us to consider adding a provision in our ordinances that requires utility parcels to install sufficient landscaping on all sides and a mesh tarp on fencing to provide adequate screening of the entire site.)

Second, through various town communications it has come to our attention that lights and possibly sidewalks are being considered along Potter Road South. Frankly, the one appeal that our community has over others is that there is still a rural feel to it. Why waste taxpayer's money to build our own version of *the bridge to nowhere*? At this point in the town's existence there is no reason for lights or sidewalks along Potter Road South, or anywhere. Let's keep our night sky full of stars not light pollution just so we can look like a town. Let's spend our money wisely and on things that are pertinent to today.

Along the lines of light pollution, we recently brought to the attention of the Mayor and Town Administrator the fact that the light at the pumping station does not meet the town's requirements. When we moved to Mineral Springs in 2002 the night sky was lit up with stars. Now, thanks to the lights we added to our downtown as well as those in other neighboring communities, the night sky is awash with more light pollution and fewer stars. Go to Waxhaw, Ballantyne or Charlotte and look up at the night sky, then come home and look at ours. We don't want to make ours any worse than it already is. This light at the pumping station should be replaced with one that meets our ordinances. In addition, we encourage you get Western Union School to join our campaign to clean up the night sky around us by reducing the number and/or changing their lights to be that of the "full cutoff" style, casting the light down rather than out or up.

Fourth and finally, when our town grows to the point of needing to add lighting, we hope we will do so on a limited basis and with much thought. In the meantime, we strongly suggest we follow the lead of Heath Springs and Camden, SC, both of whom have buried their downtown power lines and what a difference it makes! Heath Springs is a lot like Mineral Springs with a train track just behind the main drag, many abandoned storefronts and buildings, and a major road going through the center of town yet they have been able to give the town a feeling of charm and cleanliness by removing the power lines. Before saying it is too expensive we suggest our leaders reach out to the mayors of these communities to see how they were able to accomplish this. Going forward we would suggest our town take this approach. Back to our opening comment about the visual appeal and beautification of our town, we suggest we also investigate the burying of some if not all of the crisscrossing wires along Hwy 75.

While it may be wrong, the cover of the book is what makes it sell. The same is true with our town. It is our belief that if we aim to create a rural community with charm and ambiance, but without all the city trappings, we will create something unique and businesses will be drawn to Mineral Springs.

With Gratitude for your consideration of our thoughts,

Bill and Carrington Price