

Town Council Members

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

Peggy Neill – 2015 ~ Melody LaMonica – 2017

Town of Mineral Springs
Mineral Springs Town Hall
3506 S Potter Road ~ Mineral Springs
Town Council
Public Hearing / Regular Meeting
April 9, 2015 ~ 7:30 PM

Agenda

1. **Opening**

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

2. **Public Hearing – Proposed Text Amendment**

3. **Public Comments**

The Town Council will hear comments from members of the public on any matters of interest to them during this ten-minute period.

4. **Consent Agenda**

- A. March 12, 2015 Regular Meeting Minutes
- B. February 2015 Tax Collector's Report
- C. February 2015 Finance Report

5. **Consideration of the Proposed Text Amendment**

The council will consider approving the proposed text amendment to Article 1 – Section 110 of the Mineral Springs Subdivision Ordinance.

6. **Downtown Park Design**

The council will consider approving design for the Downtown Park submitted by Stewart.

7. **Consideration of Scheduling a Downtown Park “Kick-Off” Meeting and Citizen Input Meeting**

The council will consider scheduling a Downtown Park “Kick-Off” meeting and Citizen Input meeting if they voted in favor of proceeding with the Downtown Park Project submitted by Stewart.

8. **Union County Community Arts Council**

Barbara Faulk will make a brief presentation and request funding for the Union County Community Arts Council.

9. **Consideration of a Capital Project Ordinance**

The council will consider a Capital Project Ordinance (O-2014-02) for the Downtown Park Project.

10. **2015-2016 Budget – Proposed Departmental Appropriations**

The council will consider recommended appropriations for the 2015-2016 budget.

11. **Staff Updates**

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

12. **Other Business**

13. **Adjournment**

Town of Mineral Springs
Town Hall
3506 S. Potter Road
Town Council
Regular Meeting
March 12, 2015 ~ 7:30 PM

Minutes Draft

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, March 12, 2015.

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

Absent: Mayor Pro Tem Janet Critz and Attorney Bobby Griffin.

Visitors: Neva Helms and Bill Howie.

With a quorum present Mayor Frederick Becker called the Regular Town Council Meeting of March 12, 2015 to order at 7:31 p.m.

1. **Opening**

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

2. **Public Comments**

- Mr. Bill Howie – 4617 Pleasant Grove Road.
- Ms. Neva Helms – 5315 S. Rocky River Road.

3. **Consent Agenda**

- **Councilman Countryman** made a **motion** to approve the consent agenda as presented containing the following:
 - A. February 12, 2015 Regular Meeting Minutes
 - B. January 2015 Tax Collector's Report
 - C. January 2015 Finance Report

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

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

- Mayor Becker noted that Councilwoman Critz did notify him that she had a little bit of a turn for the worse (health wise) and did not make it; she is excused from the votes at this meeting. Mayor Becker stated that he thought she was going to be okay.

4. **Discussion and Consideration of a Town Seal**

- Town Clerk Vicky Brooks pointed out that there was a memo in the agenda packet, but she would explain it [to the audience]. At the town council/planning board retreat in January there was talk about the possibility of coming up with a town seal, so Ms. Brooks got in touch with Nadine Bennett who referred her to Blair Israel (also with Centralina Council of Governments). Mr. Israel could perhaps do the seal for between \$1,000 and \$1,500 depending on how much “face time” he has to have with the town. It is possible that he could take what Ms. Brooks had designed last year and really improve upon it to come up with something suitable for the town. Ms. Brooks mentioned that the seal she came up with last year had two places where there were hikers and asked the council if they had any thoughts or suggestions on what might go in that fourth [spot] or were they satisfied with the trees, a horse and hikers. It was noted by Ms. Brooks that the seal that she developed and has utilized since last year was “pretty” for the festival applications and documents that she used. Mayor Becker added that it’s not the official seal, the one on the left is the one we use [referring to the pictures shown in the agenda packet]. Councilwoman Coffey responded that she believed the seal that we need to continue using is the one on the left. For between \$1,000 and \$1,500, we are not trying to impress anybody with a seal. Councilwoman Coffey stated that she was just speaking on her behalf, “that’s not what we need to be spending money on, let’s put the money in the park or put some trees somewhere or whatever the needs are for the town, but a seal; not for that kind of money, no, I am not feeling it”. Councilwoman Cureton concurred that she was not “feeling it” either. Councilman Countryman agreed with Councilwoman Coffey and stated that he thought the cost was a little exorbitant. Councilman Countryman would love to have an attractive seal, but not at that expense. If there was a way that it could be done where it wouldn’t cost us that much money Councilman Countryman would certainly be more open to it, but he can’t justify that kind of an expense. Councilwoman Coffey commented that it was just a functional seal, it doesn’t need to impress anybody and all of the State seals that she has ever seen are just basic – no color and all of that. Ms. Brooks commented that it probably wouldn’t have color. Councilwoman Coffey continued that the ones that they use are just plain; they state what needs to be stated “the Town of Mineral Springs, established, Union County, North Carolina”. Councilwoman LaMonica commented that at some point if we wanted to make a minor investment in some sort of “flashy” version of the “Conservation by Design”; it would be more of a “logo” element that carries across the web site or other area. That is certainly doable, but that would be a couple hundred bucks. So, we are looking to kind of trademark ourselves or put a stamp on ourselves, Councilwoman LaMonica thought that would go further than a seal, just because of the amount of presence and the volume of usage a logo would get versus something like this and a logo doesn’t have to be full color either. Ms. Brooks commented that we could just say “Conservation by Design” and leave it at that. Councilman Countryman asked Ms. Brooks if she designed the one on the right. Ms. Brooks responded I did. Councilman Countryman commented that

he thought it was quite attractive and he really liked it for a logo, but not necessarily for a seal. Councilman Countryman liked the seal on the left being official, but at some point if something like this [seal shown on the right] could be used instead of the little square header at the top [design on the memo]. Councilwoman LaMonica commented that it carries the “Conservation by Design” tagline, so definitely. Ms. Brooks responded okay. Councilwoman Neill commented that she was in favor of that too. Councilman Countryman asked if we actually had the one on the left. Ms. Brooks responded yes, that is what we use. Mayor Becker added all our resolutions get stamped with that and our ordinances; we always stamp it with that. “It is our official seal”; Ms. Brooks has that in her drawer and we stamp all our official documents with that that go out.

- **Councilman Countryman** made a **motion** that we utilize the seal that we are currently using as our official seal and **Councilwoman Coffey** seconded. The motion passed as follows:

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

- Mayor Becker commented that he thought that one of the reasons that this came up was because we discussed it briefly at the retreat and he and Ms. Brooks were going through items that came up for future action; we wanted to decide if we wanted to go through our seal discussion. Councilman Countryman suggested that we pursue this design in place of this “ugly black logo” up on top [memo header]. Ms. Brooks commented that she designed that one too. Councilman Countryman responded that this one [on the right] is much better; Ms. Brooks has greatly improved in her designing. Councilwoman Coffey commented that it served its purpose at the time and now we are looking for a new purpose to be served. Councilman Countryman stated that he really thought it was atrocious. Ms. Brooks responded it’s just a memo thing. Councilman Countryman asked if it was possible to downsize it [logo] so it could fit up in a corner like that. Ms. Brooks responded that the people/horse will get smaller, but yes. Councilwoman LaMonica suggested that Ms. Brooks could go to one or two pictures instead of four or three. Mayor Becker commented that Ms. Brooks could make the pictures bigger with less white space so that the whole thing could be shrunken down; there are lots of things she can do, she is very good at that. Councilman Countryman commented that he was very serious when he says he really likes this and we should pursue it for a different reason and do it in-house and it doesn’t cost us anything.

5. **Staff Reports**

- Ms. Ridings shared that she had filed three small claims court cases yesterday and she will be in court on April 14th to see where it goes.
- Ms. Brooks explained that another thing that came out of the retreat was to pursue finding out if we could do anything with the community center and our first step would be contacting Union County Environmental Health to have them come out and do a site evaluation. The site evaluation has been done and they found some perk-able land, unfortunately it’s where we want to put our park and you can’t put any type of pervious surface (not even bark) where the drain field is. Ms. Brooks received that news today; however, he is not finished, he will be coming back out either tomorrow or early next week to look at the site again. After having their

conversation today, he [Union County representative] isn't completely ruling out using our existing drain field and adding some more to it; perhaps where it perks over in our park area. Ms. Brooks stated that is where we stand on our septic for the community center. Councilwoman LaMonica asked if (in the worst case scenario) we would have an alternative as to where we could put the park. Ms. Brooks responded that we are limited to the space right over here by the cedar trees and down to the end of our parking lot; they [park and drain field] seem to be occupying the same space. Councilman Countryman asked (from a conversation standpoint) if our facility was ever part of a consideration in terms of the sewer system or were we too far away. Ms. Brooks responded when Harris Teeter develops the property is when we believe we will get the sewer. Mayor Becker commented "we know we will, cause then there will be pipes in the streets and we will be right there; there will be a street in front of that building and it will be just right there". Councilman Countryman responded "but until then". Mayor Becker right, because we have to cross 400 feet across someone else's property to get to Potter Road or Highway 75, which we can't do; the county won't let us.

- Mayor Becker reported that one of the park vendors did come by last week. It was noted that Mayor Becker had sent out three [Requests for Proposal]. The men from Stewart came and they seemed the most interested. Mayor Becker got favorable replies from Stewart and from Wirth (in Charlotte). The third one has offices in Cary and Greensboro, but they have not responded. Mayor Becker commented that we should have presentations next month.

6. Other Business

- Councilwoman Neill reported that she had received information from Centralina Council of Governments to pass along to the council. It was the 2013-2014 Annual Report, the Charter Resolution and their bylaws (amended February 11th).
- Councilwoman Coffey thanked everyone who helped our trees to happen and the person that planted them. It became a private venture, so Councilwoman Coffey stated that she really didn't need to speak on it here, but she wanted to make sure that everybody drove by, she hoped everyone was happy with what they saw so far and she hoped it did improve the situation. Councilwoman Cureton responded that she thought it looked nice.

7. Adjournment

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

Ayes: Coffey, Countryman, Cureton, LaMonica and Neill

Nays: None

- The meeting was adjourned at 7:52 p.m.
- The next regular meeting will be on Thursday, April 9, 2015 at 7:30 p.m. at the Mineral Springs Town Hall.

Respectfully submitted by:

Vicky A. Brooks, CMC, NCCMC, Town Clerk

Frederick Becker III, Mayor

FEBRUARY 2015
TOWN OF MINERAL SPRINGS
PERCENTAGE REPORT

FEBRUARY 28, 2015 REGULAR TAX	2014	2013	2012
BEGINNING CHARGE	64,416.56	64,960.04	66,162.67
TAX CHARGE			
PUBLIC UTILITIES			
DISCOVERIES			
NON-DISCOVERIES			
ABATEMENTS	(4.88)		
TOTAL CHARGE	64,411.68	64,960.04	66,162.67
BEGINNING COLLECTIONS	60,169.36	64,176.41	65,637.44
COLLECTIONS - TAX	1,277.58	52.03	18.33
COLLECTIONS - INTEREST	38.26	2.96	0.49
TOTAL COLLECTIONS	61,446.94	64,228.44	65,655.77
BALANCE OUTSTANDING	2,964.74	731.60	506.90
PERCENTAGE OF REGULAR	95.40%	98.87%	99.23%
COLLECTION FEE 1.5 %	19.74	0.82	0.28

Mineral Springs Prior Years Property Tax Report
February 2015

February 28, 2015	2011	2010	2009	2008	2007	2006	2005	2004	
BEGINNING CHARGE	\$64,878.42	\$64,737.60	\$63,911.13	\$65,443.06	\$52,276.82	\$51,397.02	\$49,217.72	\$41,651.21	
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)	
TOTAL CHARGE	\$65,839.41	\$65,711.25	\$64,932.44	\$65,146.40	\$53,268.93	\$52,542.91	\$49,994.85	\$42,874.31	
PREVIOUS COLLECTIONS	\$65,399.44	\$65,302.03	\$64,509.82	\$64,804.61	\$53,014.57	\$52,284.29	\$49,789.91	\$42,712.36	
PREVIOUS BALANCE DUE	\$439.97	\$409.22	\$422.62	\$341.79	\$254.36	\$258.62	\$204.94	\$161.95	\$2,493.47
COLLECTIONS - TAX	\$58.55	\$25.33	\$25.33	\$25.33	\$35.22	\$37.23	\$37.34	\$37.38	\$281.71
COLLECTIONS - INTEREST/FEES	\$13.98	\$15.20	\$18.54	\$43.00	\$36.01	\$42.95	\$44.99	\$38.45	\$253.12
GROSS MONTHLY COLLECTIONS	\$72.53	\$40.53	\$43.87	\$68.33	\$71.23	\$80.18	\$82.33	\$75.83	\$534.83
MISC. ADJUSTMENTS									
TOTAL TAX COLLECTED TO DATE	\$65,457.99	\$65,327.36	\$64,535.15	\$64,829.94	\$53,049.79	\$52,321.52	\$49,827.25	\$42,749.74	
BALANCE OUTSTANDING	\$381.42	\$383.89	\$397.29	\$316.46	\$219.14	\$221.39	\$167.60	\$124.57	\$2,211.76
PERCENTAGE COLLECTED	99.42%	99.42%	99.39%	99.51%	99.59%	99.58%	99.66%	99.71%	

Mineral Springs Unpaid Property Taxes - Real and Personal as of February 28, 2015

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
BOND, CELESTE B	06054063			\$27.92					
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						
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
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	
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

Name	Tax Map Number	2011	2010	2009	2008	2007	2006	2005	2004
GRIFFIN, FAIRLEY J	05033026	\$6.20	\$6.20	\$6.20	\$6.20	\$3.78	\$3.78	\$3.78	\$3.78
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				
LEIGH'S BOOKS 'N SUPPLIES	50094248			\$12.02	\$9.10	\$8.54	\$7.43		
MASSEY, MARCUS A	05006009J	\$21.76	\$21.76	\$21.76	\$21.76				
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	
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, SHEILA ANN & DIGSBY, DONALD L	06039019A	\$29.07							
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		
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

Name	Tax Map Number	2011	2010	2009	2008	2007	2006	2005	2004
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						
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
WILLIAMS, RUTH & HUSBAND J C WILLIAMS	05033179	\$19.11	\$19.11	\$19.11	\$19.11	\$27.35	\$27.35	\$27.35	\$27.35
Total		\$381.42	\$383.89	\$397.29	\$316.46	\$219.14	\$221.39	\$167.60	\$124.57

Agenda Item

4C

4/9/15

Town of Mineral Springs

FINANCE REPORT FEBRUARY 2015

Prepared for:

The Mineral Springs Town Council

By:

Frederick Becker III
Finance Officer

April 9, 2015

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Cash Flow Report FY2014 YTD

7/1/2014 Through 2/28/2015

3/27/2015

Page 1

Category Description	7/1/2014- 2/28/2015
INCOME	
Franchise	
Cable	1,528.00
Util	60,415.54
TOTAL Franchise	61,943.54
Gross Receipts Tax	917.81
Interest Income	1,026.85
Other Inc	
Copy Charges	45.00
Festival 2014	345.00
Zoning	6,330.00
TOTAL Other Inc	6,720.00
Prop Tax 2014	
Receipts 2014	
Int	25.99
Tax	60,169.36
TOTAL Receipts 2014	60,195.35
TOTAL Prop Tax 2014	60,195.35
Prop Tax Prior Years	
Prop Tax 2004	
Receipts 2004	
Int	125.46
Tax	118.99
TOTAL Receipts 2004	244.45
TOTAL Prop Tax 2004	244.45
Prop Tax 2005	
Receipts 2005	
Int	140.40
Tax	122.73
TOTAL Receipts 2005	263.13
TOTAL Prop Tax 2005	263.13
Prop Tax 2006	
Receipts 2006	
Int	148.93
Tax	134.41
TOTAL Receipts 2006	283.34
TOTAL Prop Tax 2006	283.34
Prop Tax 2007	
Receipts 2007	
Int	134.95
Tax	149.82
TOTAL Receipts 2007	284.77
TOTAL Prop Tax 2007	284.77
Prop Tax 2008	
Receipts 2008	
Int	186.63
Tax	188.72
TOTAL Receipts 2008	375.35
TOTAL Prop Tax 2008	375.35

Cash Flow Report FY2014 YTD

7/1/2014 Through 2/28/2015

3/27/2015

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Category Description	7/1/2014- 2/28/2015
Prop Tax 2009	
Receipts 2009	
Int	139.20
Tax	217.81
TOTAL Receipts 2009	357.01
TOTAL Prop Tax 2009	357.01
Prop Tax 2010	
Receipts 2010	
Int	123.00
Tax	235.73
TOTAL Receipts 2010	358.73
TOTAL Prop Tax 2010	358.73
Prop Tax 2011	
Receipts 2011	
Int	117.57
Tax	264.11
TOTAL Receipts 2011	381.68
TOTAL Prop Tax 2011	381.68
Prop Tax 2012	
Receipts 2012	
Int	56.44
Tax	321.95
TOTAL Receipts 2012	378.39
TOTAL Prop Tax 2012	378.39
Prop Tax 2013	
Receipts 2013	
Int	42.16
Tax	594.59
TOTAL Receipts 2013	636.75
TOTAL Prop Tax 2013	636.75
TOTAL Prop Tax Prior Years	3,563.60
Sales Tax	
Cable TV	5,443.70
Natural Gas Excise	7.83
Sales & Use Dist	10,033.64
telecommunications	1,412.87
TOTAL Sales Tax	16,898.04
Veh Tax	
Coll	-73.47
2004	-0.13
2005	-0.06
2006	-0.03
2007	-0.07
2008	-0.06
2009	-0.05
2010	-0.09
2011	-0.09
2012	-0.71
2013	-0.74
2014	-12.99

Cash Flow Report FY2014 YTD

7/1/2014 Through 2/28/2015

3/27/2015

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Category Description	7/1/2014- 2/28/2015
TOTAL Coll	-88.49
Int 2004	4.26
Int 2005	1.64
Int 2006	0.81
Int 2007	2.35
Int 2008	1.72
Int 2009	1.51
Int 2010	1.43
Int 2011	1.31
Int 2012	6.62
Int 2013	4.69
Int 2014	29.56
Tax 2004	4.79
Tax 2005	1.84
Tax 2006	1.25
Tax 2007	2.74
Tax 2008	2.87
Tax 2009	1.26
Tax 2010	4.66
Tax 2011	4.45
Tax 2012	40.78
Tax 2013	44.45
Tax 2014	2,981.10
TOTAL Veh Tax	3,057.60
TOTAL INCOME	154,322.79
EXPENSES	
Uncategorized	0.00
Ads	805.82
Attorney	2,682.45
Audit	4,800.00
Capital Outlay	
Equipment	527.97
Furniture	698.36
TOTAL Capital Outlay	1,226.33
Community	
Donation	800.00
Greenway	97.97
Maint	2,372.97
Special Events	
Festival	2,953.39
Misc	402.19
Retreat	608.07
TOTAL Special Events	3,963.65
TOTAL Community	7,234.59
Dues	5,126.00
Emp	
Benefits	
Dental	663.06
Fees	2.09

Cash Flow Report FY2014 YTD

7/1/2014 Through 2/28/2015

3/27/2015

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Category Description	7/1/2014- 2/28/2015
Life	455.56
NCLGERS	7,052.56
Vision	126.00
TOTAL Benefits	8,299.27
Bond	450.00
FICA	
Med	1,033.56
Soc Sec	4,419.17
TOTAL FICA	5,452.73
Payroll	1,027.04
SUI	99.50
Work Comp	1,625.19
TOTAL Emp	16,953.73
Ins	3,609.98
Newsletter	
Post	295.95
Printing	738.85
TOTAL Newsletter	1,034.80
Office	
Bank	-34.09
Clerk	21,488.00
Council	4,800.00
Deputy Clerk	5,753.14
Equip	971.78
Finance Officer	
Clerical	9,924.00
Other	9,924.00
TOTAL Finance Officer	19,848.00
Maint	
Materials	1,051.48
Service	4,696.10
TOTAL Maint	5,747.58
Mayor	3,200.00
Misc	128.10
Post	218.34
Supplies	1,539.52
Tel	5,059.14
Util	2,433.71
TOTAL Office	71,153.22
Planning	
Administration	
Contract	1,072.60
Salaries	18,584.00
TOTAL Administration	19,656.60
Land Use Plan	
Retreat	1,500.00
TOTAL Land Use Plan	1,500.00
Misc	727.00
TOTAL Planning	21,883.60
Street Lighting	996.71

Cash Flow Report FY2014 YTD

7/1/2014 Through 2/28/2015

3/27/2015

Page 5

Category Description	7/1/2014- 2/28/2015
Tax Coll	
Contract	918.16
Sal	1,200.00
TOTAL Tax Coll	2,118.16
Training	
Officials	141.81
Staff	385.00
TOTAL Training	526.81
Travel	1,828.51
TOTAL EXPENSES	141,980.71
TRANSFERS	
FROM Check Min Spgs	117,720.00
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	-90,000.00
TO Escrows	-27,720.00
TOTAL TRANSFERS	0.00
OVERALL TOTAL	12,342.08

Account Balances History Report

(Includes unrealized gains)

As of 1/31/2015

3/27/2015

Page 1

Account	6/29/2014 Balance	6/30/2014 Balance	7/31/2014 Balance	8/31/2014 Balance	9/30/2014 Balance
ASSETS					
Cash and Bank Accounts					
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
TOTAL Cash and Bank Accounts	682,309.03	682,734.37	657,718.93	618,355.17	661,655.79
Other Assets					
State Revenues Receivable	0.00	60,541.22	58,152.64	56,499.03	0.00
TOTAL Other Assets	0.00	60,541.22	58,152.64	56,499.03	0.00
TOTAL ASSETS	682,309.03	743,275.59	715,871.57	674,854.20	661,655.79
LIABILITIES					
Other Liabilities					
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
TOTAL Other Liabilities	94,382.00	99,187.48	97,045.76	69,325.76	67,354.76
TOTAL LIABILITIES	94,382.00	99,187.48	97,045.76	69,325.76	67,354.76
OVERALL TOTAL	587,927.03	644,088.11	618,825.81	605,528.44	594,301.03

Account Balances History Report

(Includes unrealized gains)

As of 1/31/2015

3/27/2015

Page 2

10/31/2014 Balance	11/30/2014 Balance	12/31/2014 Balance	1/31/2015 Balance
12,673.03	2,984.04	21,920.74	25,068.85
66,802.77	66,808.26	66,813.94	66,819.61
0.00	0.00	0.00	0.00
10,574.98	10,575.85	10,576.75	10,577.64
563,001.62	563,117.32	623,243.47	623,375.82
2,129.55	2,129.57	2,131.24	2,131.26
655,181.95	645,615.04	724,686.14	727,973.18
0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00
655,181.95	645,615.04	724,686.14	727,973.18
692.76	692.76	692.76	692.76
66,662.00	66,662.00	66,662.00	66,662.00
67,354.76	67,354.76	67,354.76	67,354.76
67,354.76	67,354.76	67,354.76	67,354.76
587,827.19	578,260.28	657,331.38	660,618.42

Mineral Springs Budget Comparison 2014-2015

TOWN OF MINERAL SPRINGS									
BUDGET COMPARISON 2014-2015 (Includes Budget Amendment 2014-01)									
Appropriation dept	Budget	Unspent	Spent YTD	% of Budget	July	August	September	October	November
Advertising	\$ 1,800.00	\$ 994.18	\$ 805.82	44.8%	\$ -	\$ 396.38	\$ -	\$ -	\$ -
Attorney	\$ 9,600.00	\$ 6,917.55	\$ 2,682.45	27.9%	\$ 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	\$ 16,765.41	\$ 7,234.59	30.1%	\$ 200.00	\$ 204.04	\$ 3,499.95	\$ 427.84	\$ 507.00
Contingency	\$ 1,740.00	\$ 1,740.00	\$ -	0.0%	\$ -	\$ -	\$ -	\$ -	\$ -
Dues	\$ 6,275.00	\$ 1,149.00	\$ 5,126.00	81.7%	\$ 4,535.00	\$ 66.00	\$ -	\$ -	\$ -
Elections	\$ 600.00	\$ 600.00	\$ -	0.0%	\$ -	\$ -	\$ -	\$ -	\$ -
Employee Overhead	\$ 25,300.00	\$ 8,346.27	\$ 16,953.73	67.0%	\$ 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	\$ 1,365.20	\$ 1,034.80	43.1%	\$ -	\$ 468.73	\$ -	\$ 537.06	\$ -
Office	\$ 117,804.00	\$ 46,650.78	\$ 71,153.22	60.4%	\$ 10,685.73	\$ 8,442.33	\$ 8,741.40	\$ 7,796.00	\$ 8,978.05
Planning & Zoning	\$ 42,876.00	\$ 20,992.40	\$ 21,883.60	51.0%	\$ 2,750.00	\$ 2,323.00	\$ 2,323.00	\$ 2,183.62	\$ 3,534.98
Street Lighting	\$ 4,000.00	\$ 3,003.29	\$ 996.71	24.9%	\$ -	\$ 143.12	\$ 142.61	\$ -	\$ 283.84
Tax Collection	\$ 5,010.00	\$ 2,891.84	\$ 2,118.16	42.3%	\$ 150.00	\$ 155.62	\$ 198.67	\$ 182.88	\$ 281.08
Training	\$ 3,000.00	\$ 2,473.19	\$ 526.81	17.6%	\$ 310.00	\$ -	\$ -	\$ 141.81	\$ -
Travel	\$ 3,600.00	\$ 1,771.49	\$ 1,828.51	50.8%	\$ -	\$ 1,201.38	\$ -	\$ -	\$ 114.85
Capital Outlay	\$ 47,955.00	\$ 46,728.67	\$ 1,226.33	2.6%	\$ 527.97	\$ 698.36	\$ -	\$ -	\$ -
Totals	\$ 317,260.00	\$ 175,279.29	\$ 141,980.71	44.8%	\$ 26,660.97	\$ 16,200.98	\$ 17,310.69	\$ 12,636.75	\$ 21,499.78
Off Budget:									
Tax Refunds									
Interfund Transfers									
Total Off Budget:			\$ -		\$ -	\$ -	\$ -	\$ -	\$ -

Mineral Springs Budget Comparison 2014-2015

Appropriation dept	December	January	February	March	April	May	June	June a/p
Advertising	\$ -	\$ -	\$ 409.44					
Attorney	\$ 300.00	\$ 300.00	\$ 300.00					
Audit	\$ -	\$ -	\$ -					
Community Projects	\$ 612.50	\$ 1,897.59	\$ (114.33)					
Contingency	\$ -	\$ -	\$ -					
Dues	\$ 300.00	\$ 225.00	\$ -					
Elections	\$ -	\$ -	\$ -					
Employee Overhead	\$ 1,919.02	\$ 1,942.96	\$ 2,107.31					
Fire Department	\$ -	\$ -	\$ -					
Insurance	\$ -	\$ -	\$ -					
Newsletter	\$ -	\$ -	\$ 29.01					
Office	\$ 8,286.51	\$ 9,397.73	\$ 8,825.47					
Planning & Zoning	\$ 2,323.00	\$ 3,823.00	\$ 2,623.00					
Street Lighting	\$ 142.20	\$ 142.20	\$ 142.74					
Tax Collection	\$ 478.56	\$ 408.35	\$ 263.00					
Training	\$ -	\$ -	\$ 75.00					
Travel	\$ 150.80	\$ -	\$ 361.48					
Capital Outlay	\$ -	\$ -	\$ -					
	\$ 14,512.59	\$ 18,136.83	\$ 15,022.12	\$ -	\$ -	\$ -	\$ -	\$ -
Off Budget:								
Tax Refunds	\$ -	\$ -	\$ -					
Interfund Transfers	\$ -	\$ -	\$ -					
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

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	\$ (563.60)	\$ 3,563.60	118.8%	\$ -	\$ 259.72	\$ 122.67	\$ 134.94	\$ 366.45
Property Tax - 2014	\$ 65,290.00	\$ 5,094.65	\$ 60,195.35	92.2%	\$ -	\$ 114.84	\$ 3,121.76	\$ 2,121.25	\$ 8,468.90
Dupl. Property Tax	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
Franchise Taxes: cable	\$ 3,200.00	\$ 1,672.00	\$ 1,528.00	47.8%	\$ -	\$ 694.00	\$ -	\$ -	\$ -
Franchise Taxes: utility	\$ 190,000.00	\$ 129,584.46	\$ 60,415.54	31.8%	\$ -	\$ -	\$ -	\$ -	\$ -
Fund Balance Approp.	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
Gross Receipts Tax	\$ -	\$ (917.81)	\$ 917.81		\$ -	\$ 166.71	\$ 247.04	\$ 192.47	\$ 108.73
Interest	\$ 1,200.00	\$ 173.15	\$ 1,026.85	85.6%	\$ 143.67	\$ 120.86	\$ 116.33	\$ 126.70	\$ 122.08
Sales Tax	\$ 46,470.00	\$ 29,571.96	\$ 16,898.04	36.4%	\$ -	\$ -	\$ 1,823.65	\$ 1,630.54	\$ 1,658.49
Vehicle Taxes	\$ 4,600.00	\$ 1,542.40	\$ 3,057.60	66.5%	\$ -	\$ 500.48	\$ 473.83	\$ 432.01	\$ 458.22
Zoning Fees	\$ 3,000.00	\$ (3,330.00)	\$ 6,330.00	211.0%	\$ 1,175.00	\$ 830.00	\$ 125.00	\$ 1,525.00	\$ 750.00
Other	\$ 500.00	\$ 110.00	\$ 390.00		\$ 80.00	\$ 217.00	\$ 53.00	\$ -	\$ -
Totals	\$ 317,260.00	\$ 162,937.21	\$ 154,322.79	48.6%	\$ 1,398.67	\$ 2,903.61	\$ 6,083.28	\$ 6,162.91	\$ 11,932.87
	December	January	February	March	April	May	June	June a/r	
Property Tax - prior	\$ 886.00	\$ 1,211.89	\$ 581.93						
Property Tax - 2014	\$ 21,852.52	\$ 17,029.98	\$ 7,486.10						
Dupl. Property Tax	\$ -	\$ -	\$ -						
Franchise Taxes: cable	\$ 834.00	\$ -	\$ -						
Franchise Taxes: utility	\$ 60,415.54	\$ -	\$ -						
Fund Balance Approp.	\$ -	\$ -	\$ -						
Gross Receipts Tax	\$ 68.80	\$ 77.20	\$ 56.86						
Interest	\$ 132.75	\$ 138.93	\$ 125.53						
Sales Tax	\$ 8,510.51	\$ 1,631.24	\$ 1,643.61						
Vehicle Taxes	\$ 408.57	\$ 384.63	\$ 399.86						
Zoning Fees	\$ 475.00	\$ 950.00	\$ 500.00						
Other	\$ -	\$ -	\$ 40.00						
Totals	\$ 93,583.69	\$ 21,423.87	\$ 10,833.89	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

February 2015 Cash Flow Report

2/1/2015 Through 2/28/2015

3/27/2015

Page 1

Category Description	2/1/2015- 2/28/2015
INCOME	
Gross Receipts Tax	56.86
Interest Income	125.53
Other Inc	
Copy Charges	40.00
Zoning	500.00
TOTAL Other Inc	540.00
Prop Tax 2014	
Receipts 2014	
Int	25.99
Tax	7,460.11
TOTAL Receipts 2014	7,486.10
TOTAL Prop Tax 2014	7,486.10
Prop Tax Prior Years	
Prop Tax 2004	
Receipts 2004	
Int	38.45
Tax	37.38
TOTAL Receipts 2004	75.83
TOTAL Prop Tax 2004	75.83
Prop Tax 2005	
Receipts 2005	
Int	44.99
Tax	37.34
TOTAL Receipts 2005	82.33
TOTAL Prop Tax 2005	82.33
Prop Tax 2006	
Receipts 2006	
Int	42.95
Tax	37.23
TOTAL Receipts 2006	80.18
TOTAL Prop Tax 2006	80.18
Prop Tax 2007	
Receipts 2007	
Int	36.01
Tax	35.22
TOTAL Receipts 2007	71.23
TOTAL Prop Tax 2007	71.23
Prop Tax 2008	
Receipts 2008	
Int	43.00
Tax	25.33
TOTAL Receipts 2008	68.33
TOTAL Prop Tax 2008	68.33
Prop Tax 2009	
Receipts 2009	
Int	18.54
Tax	25.33
TOTAL Receipts 2009	43.87

February 2015 Cash Flow Report

2/1/2015 Through 2/28/2015

3/27/2015

Page 2

Category Description	2/1/2015- 2/28/2015
TOTAL Prop Tax 2009	43.87
Prop Tax 2010	
Receipts 2010	
Int	15.20
Tax	25.33
TOTAL Receipts 2010	40.53
TOTAL Prop Tax 2010	40.53
Prop Tax 2011	
Receipts 2011	
Int	13.98
Tax	58.55
TOTAL Receipts 2011	72.53
TOTAL Prop Tax 2011	72.53
Prop Tax 2012	
Receipts 2012	
Int	0.23
Tax	14.70
TOTAL Receipts 2012	14.93
TOTAL Prop Tax 2012	14.93
Prop Tax 2013	
Receipts 2013	
Int	0.86
Tax	31.31
TOTAL Receipts 2013	32.17
TOTAL Prop Tax 2013	32.17
TOTAL Prop Tax Prior Years	581.93
Sales Tax	
Sales & Use Dist	1,643.61
TOTAL Sales Tax	1,643.61
Veh Tax	
Coll	-14.05
2011	0.00
2012	-0.02
2013	-0.01
2014	0.00
TOTAL Coll	-14.08
Int 2011	0.00
Int 2012	0.16
Int 2013	0.06
Int 2014	2.73
Tax 2011	0.00
Tax 2012	0.96
Tax 2013	0.45
Tax 2014	409.58
TOTAL Veh Tax	399.86
TOTAL INCOME	10,833.89
EXPENSES	
Uncategorized	0.00
Ads	409.44

February 2015 Cash Flow Report

2/1/2015 Through 2/28/2015

3/27/2015

Page 3

Category Description	2/1/2015- 2/28/2015
Attorney	300.00
Community	
Special Events	
Retreat	-114.33
TOTAL Special Events	-114.33
TOTAL Community	-114.33
Emp	
Benefits	
Dental	73.50
Life	50.68
NCLGERS	881.57
Vision	14.00
TOTAL Benefits	1,019.75
FICA	
Med	127.38
Soc Sec	544.63
TOTAL FICA	672.01
Payroll	110.03
Work Comp	305.52
TOTAL Emp	2,107.31
Newsletter	
Printing	29.01
TOTAL Newsletter	29.01
Office	
Clerk	2,686.00
Council	600.00
Deputy Clerk	593.92
Finance Officer	
Clerical	1,240.50
Other	1,240.50
TOTAL Finance Officer	2,481.00
Maint	
Service	456.00
TOTAL Maint	456.00
Mayor	400.00
Supplies	198.23
Tel	472.79
Util	937.53
TOTAL Office	8,825.47
Planning	
Administration	
Salaries	2,323.00
TOTAL Administration	2,323.00
Misc	300.00
TOTAL Planning	2,623.00
Street Lighting	142.74
Tax Coll	
Contract	113.00
Sal	150.00
TOTAL Tax Coll	263.00

February 2015 Cash Flow Report

2/1/2015 Through 2/28/2015

3/27/2015

Page 4

Category Description	2/1/2015- 2/28/2015
Training	
Staff	75.00
TOTAL Training	75.00
Travel	361.48
TOTAL EXPENSES	15,022.12
OVERALL TOTAL	-4,188.23

Register Report

2/1/2015 Through 2/28/2015

3/27/2015

Page 1

Date	Num	Description	Memo	Category	Amount
2/3/2015	4440	Heritage Propane	513970 statement ...	Office:Util	-759.25
2/3/2015	4441	Verizon Wireless	221474588-00001 ...	Office:Tel	-120.28
2/3/2015	4442	NC Interlocal Risk ...	Cust #587 Inv #100...	Emp:Work Comp	-305.52
2/9/2015	EFT...	Union County	Real & Personal Pr...	Prop Tax 2014:Receipts 2014:Tax	6,711.08
			Real & Personal Pr...	Prop Tax 2014:Receipts 2014:Int	25.99
			Public Service Pro...	Prop Tax 2014:Receipts 2014:Tax	749.03
			Public Service	Tax Coll:Contract	-11.24
				Prop Tax Prior Years:Prop Tax 2013:...	0.86
				Prop Tax Prior Years:Prop Tax 2013:...	31.31
				Prop Tax Prior Years:Prop Tax 2012:...	0.23
				Prop Tax Prior Years:Prop Tax 2012:...	14.70
			Real & Personal	Tax Coll:Contract	-101.76
				Veh Tax:Tax 2014	0.00
				Veh Tax:Int 2014	0.00
				Veh Tax:Coll:2014	0.00
				Veh Tax:Tax 2013	0.45
				Veh Tax:Int 2013	0.06
				Veh Tax:Coll:2013	-0.01
				Veh Tax:Tax 2012	0.96
				Veh Tax:Int 2012	0.16
				Veh Tax:Coll:2012	-0.02
				Veh Tax:Tax 2011	0.00
				Veh Tax:Int 2011	0.00
				Veh Tax:Coll:2011	0.00
2/11/2015	EFT	Debit Card (AOL)	AOL Troubleshooti...	Office:Tel	-4.99
2/13/2015	EFT	Union County	Vehicle Rental 1/1...	Gross Receipts Tax	56.86
2/13/2015	EFT	Debit Card (NCAZO)	NCAZO workshop ...	Training:Staff	-75.00
2/16/2015	EFT	NC Department of ...	12/14 (FY2014)	Sales Tax:Sales & Use Dist	1,643.61
2/17/2015	444...	Municipal Insuranc...		Emp:Benefits:Life	-50.68
				Emp:Benefits:Dental	-73.50
				Emp:Benefits:Vision	-14.00
2/17/2015	4444	Taylor & Sons Mo...	I/N 1832 2/15 (FY2...	Office:Maint:Service	-300.00
2/17/2015	4445	The Enquirer-Jour...	30065439 (FY2014)	Ads	-109.44
2/17/2015	4446	Xerox Corporation	I/N 077913411 (FY...	Office:Supplies	-35.44
2/17/2015	4447	Clark, Griffin & Mc...	2/15 (FY2014)	Attorney	-300.00
2/17/2015	4448	Union County Publi...	84361*00 (FY2014)	Office:Util	-19.14
2/17/2015	4449	Union County Envi...	06-039-002B Wast...	Planning:Misc	-300.00
2/17/2015	4450	Jan-Pro Cleaning ...	I/N 30810 & 30337...	Office:Maint:Service	-156.00
2/17/2015	4451	Charlotte Steeplec...	Race Program Ad ...	Ads	-300.00
2/17/2015	EFT	Debit Card (PayPal)	SDHC Card Reade...	Office:Supplies	-6.64
2/22/2015	EFT	Debit Card (McDon...	NCAZO workshop ...	Travel	-6.40
2/23/2015	EFT...	Union County {NC...	NCVTS 1501	Veh Tax:Tax 2014	412.78
			NCVTS refunds 14...	Veh Tax:Tax 2014	-3.20
			NCVTS 1501	Veh Tax:Int 2014	2.73
			collection	Veh Tax:Coll	-14.05
2/23/2015	EFT	Debit Card (Olive ...	NCAZO workshop ...	Travel	-22.63
2/24/2015	DE...	Deposit		Prop Tax Prior Years:Prop Tax 2011:...	58.55
				Prop Tax Prior Years:Prop Tax 2011:...	13.98
				Prop Tax Prior Years:Prop Tax 2010:...	15.20
				Prop Tax Prior Years:Prop Tax 2010:...	25.33

Register Report

2/1/2015 Through 2/28/2015

3/27/2015

Page 2

Date	Num	Description	Memo	Category	Amount
				Prop Tax Prior Years:Prop Tax 2009:...	18.54
				Prop Tax Prior Years:Prop Tax 2009:...	25.33
				Prop Tax Prior Years:Prop Tax 2008:...	43.00
				Prop Tax Prior Years:Prop Tax 2008:...	25.33
				Prop Tax Prior Years:Prop Tax 2007:...	36.01
				Prop Tax Prior Years:Prop Tax 2007:...	35.22
				Prop Tax Prior Years:Prop Tax 2006:...	42.95
				Prop Tax Prior Years:Prop Tax 2006:...	37.23
				Prop Tax Prior Years:Prop Tax 2005:...	44.99
				Prop Tax Prior Years:Prop Tax 2005:...	37.34
				Prop Tax Prior Years:Prop Tax 2004:...	38.45
				Prop Tax Prior Years:Prop Tax 2004:...	37.38
2/24/2015	DE...	Deposit		Other Inc:Zoning	500.00
				Other Inc:Copy Charges	40.00
				Community:Special Events:Retreat	114.33
2/24/2015	EFT	Debit Card (Rama...	NCAZO workshop ...	Travel	-142.06
2/26/2015	EFT...	Advantage Payroll	Salary 2/15	Office:Clerk	-2,524.84
			Supplement 2/15	Office:Clerk	0.00
			Hours 2/15	Office:Deputy Clerk	-593.92
			Salary 2/15	Office:Finance Officer:Clerical	-1,166.07
			Salary 2/15	Office:Finance Officer:Other	-1,166.07
			Salary 2/15	Office:Mayor	-400.00
			Salary 2/15	Office:Council	-600.00
			Salary 2/15	Planning:Administration:Salaries	-2,183.62
			Salary 2/15	Tax Coll:Sal	-150.00
				Emp:FICA:Soc Sec	-544.63
				Emp:FICA:Med	-127.38
2/26/2015	EFT	Advantage Payroll ...	2/15 (FY2014)	Emp:Payroll	-110.03
2/26/2015	EFT...	NC State Treasurer	2/15 LGERS contri...	Office:Clerk	-161.16
			2/15 LGERS contri...	Office:Finance Officer:Clerical	-74.43
			2/15 LGERS contri...	Office:Finance Officer:Other	-74.43
			2/15 LGERS contri...	Planning:Administration:Salaries	-139.38
			2/15 employer cont...	Emp:Benefits:NCLGERS	-881.57
2/26/2015	4452	Xerox Corporation	I/N 077000899 (FY...	Office:Supplies	-51.14
2/26/2015	4453	Duke Power	1803784140 (FY20...	Office:Util	-137.09
2/26/2015	4454	Duke Power	1819573779 (Old ...	Office:Util	-22.05
2/26/2015	4455	Duke Power	2035221941 (FY20...	Street Lighting	-142.74
2/26/2015	4456	Windstream	061348611 (FY201...	Office:Tel	-281.65
2/26/2015	4457	Windstream	061345970 (FY201...	Office:Tel	-65.87
2/26/2015	4458	Vicky A Brooks	Mileage: 1/1/15 - 2/...	Travel	-190.39
2/27/2015	EFT...	Debit Card (Office...	Paper, Folders	Office:Supplies	-105.01
			Paper	Newsletter:Printing	-29.01
TOTAL 2/1/2015 - 2/28/2015					-4,313.76
TOTAL INFLOWS					10,839.97
TOTAL OUTFLOWS					-15,153.73
NET TOTAL					-4,313.76

February 2015
Revenue Details

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Dec 2014 Collections

Summary

Feb 11, 2015

		ARTICLE 39	ARTICLE 40	ARTICLE 42	ARTICLE 43	ARTICLE 44	ARTICLE 45	ARTICLE 46	CITY HH	TOTAL
UNION	(Ad Valorem)	\$ 1,319,444.49	\$ 905,769.60	\$ 703,047.75	\$ -	\$ (349.63)	\$ -	\$ -	\$ (210,615.21)	\$ 2,717,297.00
	FAIRVIEW	\$ 697.11	\$ 478.54	\$ 371.44	\$ -	\$ (0.18)	\$ -	\$ -	\$ 470.62	\$ 2,017.53
	HEMBY BRIDGE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	INDIAN TRAIL	\$ 53,474.49	\$ 36,709.06	\$ 28,493.14	\$ -	\$ (14.17)	\$ -	\$ -	\$ 36,100.82	\$ 154,763.34
	LAKE PARK	\$ 4,943.36	\$ 3,393.51	\$ 2,634.00	\$ -	\$ (1.31)	\$ -	\$ -	\$ 3,337.30	\$ 14,306.86
	MARSHVILLE	\$ 6,798.61	\$ 4,667.10	\$ 3,622.55	\$ -	\$ (1.80)	\$ -	\$ -	\$ 4,589.77	\$ 19,676.23
	MARVIN	\$ 4,355.56	\$ 2,990.00	\$ 2,320.80	\$ -	\$ (1.15)	\$ -	\$ -	\$ 2,940.47	\$ 12,605.68
	MINERAL SPRINGS	\$ 567.90	\$ 389.85	\$ 302.60	\$ -	\$ (0.15)	\$ -	\$ -	\$ 383.41	\$ 1,643.61
	MINT HILL *	\$ 44.86	\$ 30.80	\$ 23.91	\$ -	\$ (0.03)	\$ -	\$ -	\$ 30.30	\$ 129.84
	MONROE	\$ 157,443.51	\$ 108,081.51	\$ 83,891.60	\$ -	\$ (41.72)	\$ -	\$ -	\$ 106,290.68	\$ 455,665.58
	STALLINGS *	\$ 28,247.37	\$ 19,391.20	\$ 15,051.22	\$ -	\$ (7.49)	\$ -	\$ -	\$ 19,069.90	\$ 81,752.20
	UNIONVILLE	\$ 834.63	\$ 572.96	\$ 444.72	\$ -	\$ (0.22)	\$ -	\$ -	\$ 563.49	\$ 2,415.58
	WAXHAW	\$ 40,427.87	\$ 27,752.84	\$ 21,541.43	\$ -	\$ (10.71)	\$ -	\$ -	\$ 27,292.99	\$ 117,004.42
	WEDDINGTON *	\$ 8,646.19	\$ 5,935.42	\$ 4,607.01	\$ -	\$ (2.29)	\$ -	\$ -	\$ 5,837.09	\$ 25,023.42
	WESLEY CHAPEL	\$ 1,288.82	\$ 884.75	\$ 686.73	\$ -	\$ (0.34)	\$ -	\$ -	\$ 870.10	\$ 3,730.06
	WINGATE	\$ 4,204.17	\$ 2,886.07	\$ 2,240.13	\$ -	\$ (1.11)	\$ -	\$ -	\$ 2,838.27	\$ 12,167.53

DATE 1/30/15
TIME 13:06:45
USER PHH

UNION COUNTY
COLLECTIONS BY RGCD/REV UNIT/YR-DATE RANGE
DEPOSIT DATE RANGE: 1/01/2015 THRU 1/30/2015
REPORT GROUP: 100 REAL AND PERSONAL
REVENUE UNIT: 990 TOWN OF MINERAL SPRINGS

PAGE 27
PROG# CL2138

TAXES, ASSESSMENTS						
YEAR	& MISC. CHARGES	LATE LIST	INTEREST	TOTAL COLLECTED	COMMISSION	NET OF COMMISSION
2012	14.70		.23	14.93	.22	14.71
2013	30.69	.62	.86	32.17	.48	31.69
2014	6,710.14	.94	25.99	6,737.07	101.06	6,636.01
TOTAL	6,755.53	1.56	27.08	6,784.17	101.76	6,682.41

✓ DAC
2-3-15

DATE 1/30/15
TIME 13:06:45
USER PHH

UNION COUNTY
COLLECTIONS BY RGCD/REV UNIT/YR-DATE RANGE
DEPOSIT DATE RANGE: 1/01/2015 THRU 1/30/2015
REPORT GROUP: 150 STATE BOARD ASSESSED
REVENUE UNIT: 990 TOWN OF MINERAL SPRINGS

PAGE 39
PROG# CL2138

TAXES, ASSESSMENTS						
YEAR	& MISC. CHARGES	LATE LIST	INTEREST	TOTAL COLLECTED	COMMISSION	NET OF COMMISSION
2014	749.03			749.03	11.24	737.79
TOTAL	749.03			749.03	11.24	737.79

✓ (DHC)
2-3-15

DATE 1/30/15
TIME 13:06:45
USER PHH

UNION COUNTY
COLLECTIONS BY RGCD/REV UNIT/YR-DATE RANGE
DEPOSIT DATE RANGE: 1/01/2015 THRU 1/30/2015
REPORT GROUP: 200 REGISTERED VEHICLE
REVENUE UNIT: 990 TOWN OF MINERAL SPRINGS

PAGE 61
PROG# CL2138

TAXES, ASSESSMENTS						
YEAR	& MISC. CHARGES	LATE LIST	INTEREST	TOTAL COLLECTED	COMMISSION	NET OF COMMISSION
2012	.96		.16	1.12	.02	1.10
2013	.45		.06	.51	.01	.50
TOTAL	1.41		.22	1.63	.03	1.60

✓ 2-3-15
DHC

Invoice Date	Invoice Number	Description	Invoice Amount
01/31/2015	1506 NCVTS	DECEMBER 2014 REFUND	-\$3.20
01/31/2015	VTFN1501-1	Cash Recvd NCVTS JAN/15	\$401.46

Vendor No.	Vendor Name	Check No.	Check Date	Check Amount
10870	TOWN OF MINERAL SPRINGS	00039120	02/23/2015	398.26



County of Union

500 North Main Street
Monroe, North Carolina 28112

Vendor Number Check Date Check Number
10870 02/23/2015 00039120

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

\$398.26

Pay Three Hundred Ninety Eight Dollars and 26 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
00039120

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	IntOnly	Comm	Net	Sts
				---Amt---	---Amt---	---Cst---	---Amt---	---
400 001	Union County	0-0		530,853.05	6,733.17	17,365.11	520,221.11	No Chk
400 015	Spring Fire Tax	638-	VTFN1501-1	4,233.24	39.95	140.72	4,132.47	
400 020	Stallings Fire Tax	440-	VTFN1501-1	6,478.41	65.97	213.06	6,331.32	
400 023	Remby Bridge Fire Tax	310-	VTFN1501-1	11,011.24	102.82	363.57	10,750.49	
400 026	Wesley Chapel Fire Tax	636-	VTFN1501-1	8,620.85	78.32	296.31	8,402.89	
400 028	Waxhaw Fire Tax	634-	VTFN1501-1	5,355.39	63.32	182.05	5,236.66	
400 100	Schools	0-0		40,162.53	313.77	1,187.06	39,289.24	No Chk
400 101	Village of Marvin	1832-	VTFN1501-1	3,632.84	30.75	124.73	3,538.86	
400 200	City of Monroe	103-7	VTFN1501-1	127,002.65	1,395.49	3,654.70	124,743.44	
400 222	Monroe Downtown Service District	103-7	VTFN1501-2	122.44	.81	3.74	119.51	
400 300	Town of Wingate	4064-	VTFN1501-1	4,467.41	57.34	143.01	4,381.74	
400 400	Town of Waxhaw	8661-	VTFN1501-1	4,947.92	59.08	139.12	4,867.88	
400 500	Town of Waxhaw	8268-	VTFN1501-1	37,831.68	480.56	1,293.18	37,019.06	
400 600	Town of Indian Trail	2924-	VTFN1501-1	51,378.24	565.35	1,673.13	50,270.46	
400 700	Town of Stallings	4860-2	VTFN1501-1	26,440.79	229.01	1,892.89	25,776.91	
400 800	Town of Weddington	7518-	VTFN1501-1	6,044.97	61.81	205.99	5,900.79	
400 900	Village of Lake Park	1833-	VTFN1501-1	4,219.59	52.33	147.84	4,124.08	
400 930	Town of Fairview	19458-	VTFN1501-1	496.13	3.70	15.69	484.14	
400 970	Village of Wesley Chapel	9262-	VTFN1501-1	960.89	9.28	32.27	937.90	
400 980	Town of Unionville	11530-	VTFN1501-1	880.82	7.91	27.70	861.03	
400 990	Town of Mineral Springs	10870-	VTFN1501-1	412.78	2.73	14.05	401.46	
400 999	Schools	0-0		680,201.34	5,091.00	22,278.81	663,013.53	No Chk

Interest Amount...	503.52							
-----User Keyed Amounts-----								
Billing Cost.....	35,735.70							
Credit Card Cost..	14,659.03							
Debit Card Cost..	.00							
A/P Totals.....	304,538.28				3,306.56	9,563.75	298,281.09	
No A/P Totals.....	1,251,216.92				12,137.94	40,830.98	1,222,523.88	
Refund Totals.....	.00				.00	.00	.00	

Total Costs.....	50,394.73				15,444.50	50,394.73	1,520,804.97	
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--- END ---

RECEIVED
UNION COUNTY

FEB 13 2015

FINANCE OFFICE

21992

MINERAL SPRINGS

Jurisdiction # 990

Vendor: **10870-0** Invoice#: 1506-NCVTS
Description: Refunds for the month of December
Invoice Date: 2/2/2015
Due Date: 2/19/2015

Acct# 78 - 220355 (3.20)
\$ (3.20)

Invoice Date	Invoice Number	Description	Invoice Amount
01/31/2015	1507VEHGR	GROSS VEH RENTAL REC - JANUARY	\$56.86

Vendor No.	Vendor Name	Check No.	Check Date	Check Amount
10870	TOWN OF MINERAL SPRINGS	00038973	02/13/2015	56.86



County of Union

500 North Main Street
 Monroe, North Carolina 28112

Vendor Number Check Date Check Number
 10870 02/13/2015 00038973

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

\$56.86

Pay **Fifty Six Dollars and 86 cents *******

To The
 Order Of

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

**EFT COPY
 NON-NEGOTIABLE**

AP



County of Union

500 North Main Street
 Monroe, North Carolina 28112

10870
 00038973

ADDRESS SERVICE REQUESTED

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

1125 - THE TOWN of MINERAL SPRINGS
Invoice # Invoice Description

Check Date: 01/28/15
Invoice Date

Amount Adjustments Net Amount

008830

400907	REFUND of overpayment	1/20/2015	\$114.33	\$0.00	\$114.33
			\$114.33	\$0.00	\$114.33



Rolling Hills Country Club, Inc.

Detach Before Depositing

THIS CHECK IS VOID IF MICRO PRINT SIGNATURE LINE IS UNREADABLE UNDER MAGNIFICATION



Rolling Hills Country Club, Inc.
2722 WEST ROOSEVELT BLVD.
MONROE, NORTH CAROLINA 28110

FIRST CITIZENS BANK
MONROE, N.C. 28110

66-30
531

No. 008830

DATE	CHECK NO.	AMOUNT
01/28/15	8830	\$ 114.33

PAY EXACTLY ONE HUNDRED FOURTEEN AND 33/100 DOLLARS

PAY TO THE ORDER OF:
THE TOWN of MINERAL SPRINGS
P O BOX 600
MINERAL SPRINGS, NC 28108

AUTHORIZED SIGNATURE

⑈008830⑈ ⑆053100300⑆008390058043⑈

STAFF REPORT
TEXT AMENDMENT APPLICATION

P-15-01

APPLICANT: John & Pat Petinarides

APPLICANT ADDRESS: 2512 Winding Oaks Trail
Waxhaw, North Carolina 28173

TOWN COUNCIL PUBLIC HEARING DATE: April 9, 2015

PLANNING BOARD REVIEW DATE: March 24, 2015

PROPOSED TEXT AMENDMENT: Add to Article 1 of the Subdivision Ordinance:

Section 110 #6

The division of a tract of land that was created by recombining two or more lots shown on a subdivision plat filed with the Union County Register of Deeds prior to the Town of Mineral Springs February 27, 2007 major rezoning, where that rezoning resulted in a more restrictive zoning classification for that subdivision. Such division of land shall result in lots of the exact size, shape and dimensions as shown on the original subdivision plat and shall not create any nonconforming setbacks. Property ownership shall be the same as listed on February 27, 2007.

PRESENTATION: Mr. & Mrs. Petinarides applied for this text amendment after their request for a subdivision was denied. The Petinarides reside in Brantley Oaks on one (1) lot consisting of 2.382 acres. This lot was previously known as Lots #39 (1.262 acres or 54,986 sq. ft.) & #40 (1.140 acres or 49,653 sq. ft.). This lot was recombined on February 19, 2007, which was just prior to the town's major rezoning that took place on February 27, 2007. At the time of the recombination, the Petinarides were under the understanding that they would be allowed to resubdivide the property in the future. The major rezoning took this property from RA40 (one house per 40,000 square feet) to RR (one house per

60,000) making it impossible to revert the lot back to the original lot lines consisting of two lots.

PLANNING BOARD RECOMMENDATION:

By a vote of 3 to 1, the Mineral Springs Planning Board recommended in favor of the proposed text amendment as submitted. The use is consistent with the Land Use Plan adopted in October of 2006 and the Vision Plan contained therein. (See Statement of Consistency and Reasonableness)

Vice-Chairwoman Bettylyn Krafft voted against this proposed text amendment with the reasoning that it applies to the whole town, which could make some other interesting issues. The intention (although not to restrict the homeowners) is very well in some aspect to restrict the homeowners into having Rural Residential. Vice-Chairwoman Krafft further reasoned that she believed the board was creating an issue and were going against what we had decided to do and why we decided to do it. Allowing more non-conforming lots in there does go against what we had decided to do for rural development.

TOWN OF MINERAL SPRINGS

STATEMENT OF REASONABLENESS AND CONSISTENCY

Subdivision Ordinance – Article 1 – Introductory Provision

In reference to the proposed text amendment to Article 1 of the Mineral Springs Subdivision Ordinance.

The Mineral Springs Planning Board recommends to the Mineral Springs Town Council that the proposed text amendment is “**reasonable**” as it will not increase the density of an established subdivision that existed prior to the town’s major rezoning on February 27, 2007 on a plat filed with the Union County Register of Deeds. The proposed text amendment will only allow the property owner of record on February 27, 2007 to reestablish the lot lines set forth on the original subdivision plat, if the lot(s) had in the interim been recombined by the property owner.

The Mineral Springs Planning Board recommends to the Mineral Springs Town Council that the proposed text amendment is “**consistent**” with the Mineral Springs Land Use Plan adopted October 12, 2006 and the Vision Plan contained therein, because the plans speak to existing subdivisions being zoned as closely as possible to their platted lot sizes. In some cases during the rezoning process it wasn’t feasible to rezone all subdivisions with a zoning district that encompassed all lots in a particular subdivision to the new zoning district, which created nonconforming lots of record.

RECOMMENDED by the Mineral Springs Planning Board this the 23rd day of March, 2015.

Bettylyn Krafft, Vice Chairwoman

Witness:

Vicky Brooks, CZO

**TOWN OF MINERAL SPRINGS
PETITION FOR ZONING TEXT AMENDMENT**

Petition Number 15-01

Date of Petition 03-12-15

1. Petitioner's Name: John Petinarides _____

Address: 2512 Winding Oaks Trail, Waxhaw NC 28173

Phone: 704 243 3583

(Attach a separate sheet showing name, address, and phone of any co-petitioners)

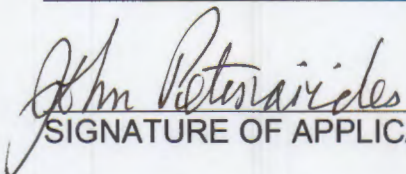
2. State the exact nature of text change desired. Please make references to sections, page number, etc. Please make specific references to language that you desire deleted and/or language you desire to be added or to be put in place of deleted language. Interrelated changes may be made a part of the same application. Any change that is not interrelated to this change shall require a separate application. An example of an interrelated change is where a change in one section causes the need to change another section. If you need additional space, attach additional page(s).

PROPOSED TEXT AMENDMENT TO THE
MINERAL SPRINGS SUBDIVISION ORDINANCE
SECTION 110. "SUBDIVISION DEFINED"

Addition:

Section 110 #6

The division of a tract of land that was created by recombining two or more lots shown on a subdivision plat filed with the Union County Register of Deeds prior to the Town of Mineral Springs February 27, 2007 major rezoning, where that rezoning resulted in a more restrictive zoning classification for that subdivision. Such division of land shall result in lots of the exact size, shape and dimensions as shown on the original subdivision plat and shall not create any nonconforming setbacks. Property ownership shall be the same as listed on February 27, 2007.


SIGNATURE OF APPLICANT

03/10/2014
DATE

Application Processing Fee: Attach Check Made Payable to Town of Mineral Springs in the amount of \$250.00.

(To be Filled Out by the Zoning Administrator)

Reviewed by Planning Board on March 23, 2015. Action of Planning Board

By a vote of 3 to 1, the Planning Board recommended in favor of the proposed text amendment as submitted.

Reviewed by Town Council on April 9, 2015. Action of Town Council

Public Hearing Notice Filed in The Enquirer Journal on
(Name of Newspaper)

March 29, 2015 & April 5, 2015 (Attach newspaper affidavit)
(Date(s) Notice was Published)

Town Council Public Hearing Held on April 9, 2015.

Action by Town Council after Public Hearing

NOTICE OF PUBLIC HEARING

The public will take notice that the Town Council of the Town of Mineral Springs will hold a Public Hearing on Thursday, April 9, 2015 at 7:30 p.m. at the Mineral Springs Town Hall located at 3506 S. Potter Road to consider a text amendment to Article 1 – Section 110 of the Mineral Springs Subdivision Ordinance. The general public is invited to the public hearing to make comment. For specific questions regarding the text amendments, please contact Zoning Administrator Vicky Brooks at (704) 289-5331. A copy of the proposed text amendments may be viewed on the town's website at www.mineralspringsnc.com or will be made available upon request. The Town Council reserves the right to adopt the text amendment following the close of the public hearing, based on input received at the hearing.

The Town of Mineral Springs does not discriminate on the basis of disability. If you need an auxiliary aid or service or other accommodations in order to attend or fully participate at this meeting, please contact the Deputy Town Clerk at (704) 243-0505 ext. 222 as far in advance of the meeting as possible so that your request can be considered.

By: Vicky Brooks, CZO

Title: Zoning Administrator

March 29; April 5, 2015

TOWN OF MINERAL SPRINGS

STATEMENT OF REASONABLENESS AND CONSISTENCY

Subdivision Ordinance – Article 1 – Introductory Provision

In reference to the proposed text amendment to Article 1 of the Mineral Springs Subdivision Ordinance.

The Mineral Springs Planning Board recommends to the Mineral Springs Town Council that the proposed text amendment is “**reasonable**” as it will not increase the density of an established subdivision that existed prior to the town’s major rezoning on February 27, 2007 on a plat filed with the Union County Register of Deeds. The proposed text amendment will only allow the property owner of record on February 27, 2007 to reestablish the lot lines set forth on the original subdivision plat, if the lot(s) had in the interim been recombined by the property owner.

The Mineral Springs Planning Board recommends to the Mineral Springs Town Council that the proposed text amendment is “**consistent**” with the Mineral Springs Land Use Plan adopted October 12, 2006 and the Vision Plan contained therein, because the plans speak to existing subdivisions being zoned as closely as possible to their platted lot sizes. In some cases during the rezoning process it wasn’t feasible to rezone all subdivisions with a zoning district that encompassed all lots in a particular subdivision to the new zoning district, which created nonconforming lots of record.

ADOPTED this the 9th day of April, 2015.

Frederick Becker III, Mayor

Attest:

Vicky A. Brooks, CZO



COVER LETTER

March 31, 2015

Mayor Frederick Becker
Mineral Springs Town Hall
3506 South Potter Road
Monroe, NC 28112

Re: Downtown Park Project
Request for Park Design Services

Dear Mayor Becker:

On behalf of my colleagues at Stewart, I am pleased to submit to the Town of Mineral Springs our qualifications and proposal to provide design services for the Downtown Park Project. Our staff prides itself on our abilities to work with small towns and their citizens in creating useful, attractive and affordable park and recreation solutions. We are excited about the potential for such a facility for Mineral Springs.

The site plan concept, which we have included in our submission, reflects our understanding of the Town's program elements, the site and its capability to support such a facility, and the initial budget for improvements. Obviously, should we be selected for this project, we would want to meet with the Town's staff and elected officials to re-visit the concept and to verify the plan, as well as explore additional ideas that might be deemed desirable and appropriate.

Again, thank you for considering Stewart for this important project for the Town of Mineral Springs. We look forward to the prospect of presenting our thoughts and qualifications in more detail at an interview in the near future.

Respectfully submitted,

STEWART

Dan Blackman, PLA, ASLA
Land Planning & Design Project Manager

Jonathan D. Wood, PLA, ASLA
Associate Vice President/Manager of Landscape Architecture



A. FIRM OVERVIEW

Address: 200 S. College St., Suite 720, Charlotte, NC 28202
 Phone/Fax: p: 704.334.7925 f: 704.334.7926
 Contact: Jon Wood, PLA, ASLA / jwood@stewartinc.com

Stewart is an engineering, design and planning firm located in Raleigh, Durham and Charlotte, N.C. and Richmond, Va, serving clients throughout the southeastern U.S. With a unique collaborative cross-discipline approach that results in stronger and more creative designs, Stewart offers a variety of services to meet the needs of its clients, including:

- **Land Planning and Design**
- **Structural Engineering**
- **Transportation**
- **Geomatics**
- **Construction Services**

Founded in 1994 by Willy E. Stewart, PE, the firm has more than 150 employees. Stewart is owned by a select group of professionals who are personally involved in our clients' projects.

Stewart provides services in a variety of markets within the public and private sectors. Clients include education, healthcare, institutions, municipalities, architects, departments of transportation and the federal government as well as commercial, retail, residential and mixed-use developers.

AWARDS

- **2014 – AIA Charlotte Landscape Merit Award**
Duke University Medical Center Open Space
- **2014 – ACEC/NC Grand Award**
Neuse River Greenway Trail
- **2014 – ACEC/NC Henry A. Stikes Grand Conceptor Award**
NCSU James B. Hunt, Jr. Library
- **2012 – ACEC/NC Henry A. Stikes Grand Conceptor Award**
Structural engineering for the Buckner Companies' Home Office
- **2011 – NC Chapter of the American Society of Landscape Architects**
Firm of the Year
- **2011 – Southeast WoodWorks Commercial Wood Design Award**
Structural engineering for RDU Terminal 2 Renovation and Expansion
- **2011 – AISC IDEAS2 Award**
Structural engineering for the Buckner Companies' Home Office
- **2011 – ACEC/NC Honors Award**
R. Kelly Bryant, Jr. Pedestrian Bridge

MINORITY BUSINESS STATUS

The firm is a certified Historically Underutilized Business (HUB) with the State of North Carolina through the Statewide Uniform Certification (SWUC) program. The firm is also a certified Small, Women, and Minority (SWaM) owned business with the Commonwealth of Virginia, as well as a certified Small Professional Services Firm (SPSF) with the North Carolina Department of Transportation.





A. FIRM OVERVIEW

LAND PLANNING AND DESIGN

Stewart's land planning and design connects our planners, landscape architects, environmental professionals, and civil engineers from the site selection process through analysis, design, zoning and entitlements, permitting, and construction. The creative planning and design services we offer to our public and private clients include pre-development, land and master planning, landscape architecture, urban design, environmental services, environmental graphics, site-civil and infrastructure engineering. Through Stewart's interdisciplinary approach, our land planning and design staff collaborate with our other disciplines to ensure a fully-integrated and responsive design solutions to achieve the realization of our client's program, budget and vision.

STRUCTURAL ENGINEERING

Stewart has the largest and most experienced structural engineering group in North Carolina, giving it the expertise and manpower necessary to successfully complete projects of all sizes. With a reputation for executing complex projects, Stewart has performed structural engineering on new educational, commercial, industrial, medical and institutional buildings, stadiums, pedestrian bridges, and parking decks, and has also worked on renovations and failure investigations of existing structures. Stewart's structural engineering projects are executed using the latest BIM technology, specifically Revit® Structure.

TRANSPORTATION

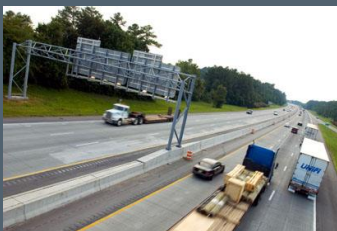
The firm is highly respected in the transportation field, offering roadway, functional parking, hydraulic, bridge, and railway design (track and bridge); roadway improvements; bicycle and pedestrian planning; and environmental planning. Stewart is also a leader in greenway design, with a portfolio of more than 68 miles of greenway and 26 pedestrian bridges. The transportation staff has developed strong relationships with the NCDOT, municipalities, railroad companies and regulatory agencies.

GEOMATICS

Stewart's surveying services include boundary, ALTA, existing condition, as-built, topographic, construction, geodetic – GPS, route, environmental, and photogrammetric control surveys, as well as subdivision and recombination platting. Our survey crews are equipped with state-of-the-art robotic total stations and real-time kinematic GPS receivers. Stewart also offers Subsurface Utility Engineering (SUE) services for designating, locating and mapping of underground utilities and anomalies to minimize conflict risk with engineering and construction projects.

CONSTRUCTION SERVICES

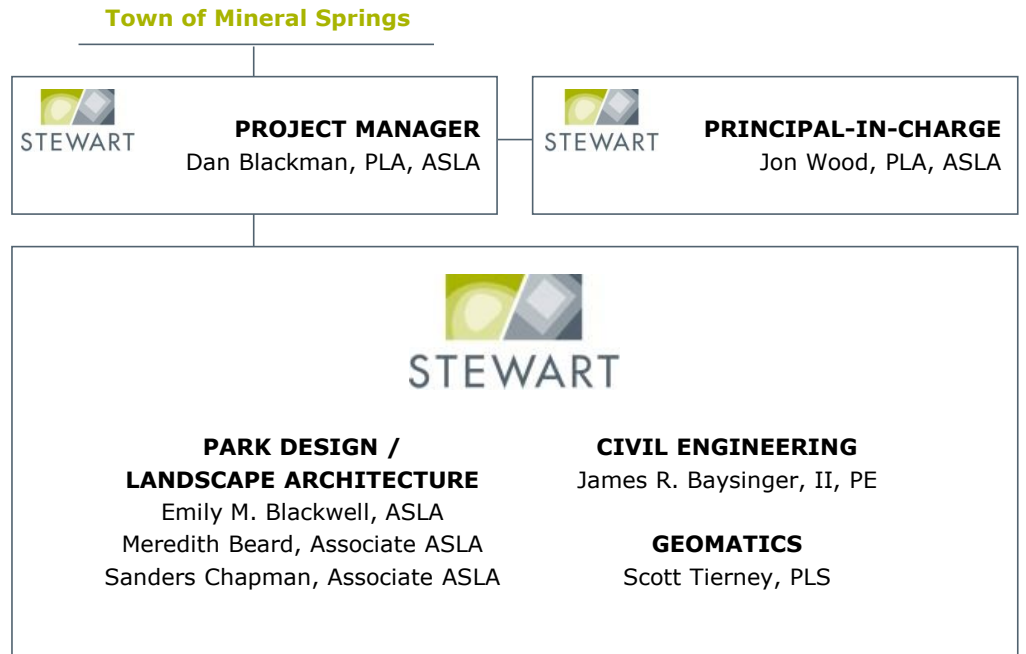
Stewart's construction services includes geotechnical engineering, construction materials testing, special inspections, and construction administration and inspection. Stewart's construction services group was born in 2004 in response to our clients' need for special inspections with North Carolina's adoption of the International Building Code. Stewart assisted state agencies and jurisdictions with development of their special inspections guidelines. Stewart's testing laboratory is AASHTO accredited and NCDOT certified to perform soil, concrete, grout, mortar, SRFM, and asphalt testing. Stewart is also able to combine all of its construction services in conjunction with project administration to monitor and ensure construction quality of our clients' projects.





B. PERSONNEL

The chart below illustrates our proposed team for this project. All staff are located in Charlotte, NC.



M/W/SBE
Stewart is HUB / SPSF



B. PERSONNEL



Jon Wood, PLA, ASLA

Associate Vice President / Manager of Landscape Architecture

EDUCATION

Bachelor of Science in
Landscape Architecture, The
Ohio State University, 1982

REGISTRATION

Professional Landscape
Architect (PLA)
North Carolina #557,
South Carolina #705

PRESENTER

2013 Carolina Thread Trail
Forum – Assessing your
Trails, Keeping Them Safe
and Enjoyable

2012 Park Pride – On the
Path to Health: Benefits of
Greenways and Trails

2011 Carolina Thread Trail
Forum – ADA Accessibility
Requirements for Trails

2011 NC/SC RPA – Find Your
New Park From Within Your
Old Park

2010 Carolina Thread Trail
Forum – You Have a Plan,
Now Let's Build It

2009 NC/SC RPA Conference
- Frustration Free Facility
Construction

2008 NCRPA - Think Outside
the Park to Bring Youth Back
into the Park

As Manager of Landscape Architecture, Jon is responsible for overseeing the landscape architects and planners in the Charlotte office. He is a landscape architect with experience in the analysis, planning, site design, construction documentation, and construction administration for projects throughout the Carolinas. Jon's strength in leadership and design make him an excellent manager. He maintains open lines of communication with clients and staff while keeping a watchful eye on project schedules and budgets. Jon's primary focus has been in parks, recreation and greenways.

SELECTED EXPERIENCE

Dogwood Park, Wesley Chapel, NC – Jon was the Principal-in-Charge and Project Manager for this 22-acre site centered around a 3-acre pond, which is the village's first public park. It includes trails, an amphitheater/outdoor classroom, picnic facilities, a playground, and a multipurpose field. We prepared the application and applied for 2011 PARTF Grant funding.

Wrenn-Miller Park, Jamestown, NC – Jon served as Principal-in-Charge for this 1.5-acre passive park, located within a residential neighborhood across from the Town Hall. The plan called for paved loop trail, seating and gathering opportunities, formal gardens, and a small performance area. The town of Jamestown used the master plan in their submission for a for a 2011 PARTF grant and was awarded a grant in 2012. Phase One opened in November 2013.

David G. Barnes Park & Horton Property Master Plan, Waxhaw, NC – Jon is serving as Principal-in-Charge for this project, which will be an urban green space in character with the town's 'Rustic & Refined' branding. The proposed program for the park includes a street front plaza for gathering along the retail corridor of Main Street. The courtyard includes an exhibit space for installations along an art walk leading to an interactive fountain in the center of the park. Additional program elements include a Community building, outdoor amphitheater, sensory garden, community growers garden, formal gardens and trails. When complete, the park will play a key role in providing space for street vendors and venues for exhibits during the town's festivals.

Squirrel Lake Park, Matthews, NC – Jon served as the Principal-in-Charge for Squirrel Lake Park, which involved adding permanent restrooms, a fishing pier, a shade shelter, a terraced play areas, upgraded trail surfaces, and a connection to the Four Mile Creek Greenway. Wildlife habitat preservation was a concern, plan called for minimal tree removal and habitat enhancement for birds. The project received a 2009 PARTF grant.

Main and Maxwell Park, Huntersville, NC – Jon is the Principal-in-Charge for this 1.5 acre downtown park and plaza. Located adjacent to the future red line commuter rail, the main component of the park will be an enclosed multipurpose building.



B. PERSONNEL



Dan Blackman, PLA, ASLA

Land Planning & Design Project Manager

EDUCATION

Bachelor of Science in
Landscape Architecture,
University of Florida, 1995

REGISTRATION

Professional Landscape
Architect (PLA)
North Carolina #1332
Connecticut #1306

CLARB Certified Landscape
Architect, #13419

MEMBERSHIPS

American Society of
Landscape Architects (ASLA)

North Carolina ASLA
Executive Committee –
Coastal Section Chair (2010-
2011)

North Carolina ASLA
Programs and Events Sub-
Committee (2009-2010)

Dan is a landscape architect with 19 years of professional experience. His attention to detail, thorough design process, and management skills are an asset to any project. His experience includes site analysis, site design and construction documentation for private and municipal clients, along with land planning and entitlement work. Dan has been involved in many of the firm's projects across the Mid-Atlantic region utilizing his experience and skill set to take projects through the design process from conceptual plans to overseeing construction.

SELECTED EXPERIENCE

Main and Maxwell Park, Huntersville, NC – Dan is the Project Manager for this 1.5 acre downtown park and plaza. Located adjacent to the future red line commuter rail, the main component of the park will be an enclosed multipurpose building. Other elements will include: stage with festival lawn, interactive sprayground and a veterans memorial.

David G. Barnes Park & Horton Property Master Plan, Waxhaw, NC – Dan is the Project Manager for this project, which will be an urban green space in character with the town's 'Rustic & Refined' branding. The proposed program for the park includes a street front plaza for gathering along the retail corridor of Main Street. The courtyard includes an exhibit space for installations along an art walk leading to an interactive fountain in the center of the park. Additional program elements include a Community building, outdoor amphitheater, sensory garden, community growers garden, formal gardens and trails. When complete, the park will play a key role in providing space for street vendors and venues for exhibits during the town's festivals.

Highway 51 Park (Master Plan), Matthews, NC - Dan is the Project Manager for this proposed 95-acre community park, to be developed on an old farmstead in Matthews, NC off of Highway 51. The currently proposed programming is passive in nature with trails, disc golf, community gardening, canoeing, fishing and picnic facilities designed around a multipurpose community recreation center with an indoor pool and proposed interactive water park. The current design program calls for this park project to be submitted for a future PARTF grant once a phase one implementation is determined and matching funds are in place.

Moncks Corner Park, Moncks Corner, SC – Dan was on the design team for this project, which transformed a former vacant gravel lot into a "green" focal point in downtown Moncks Corner. The benches situated around a central fountain provide a pleasant place to relax. Donated bricks helped provide funding for the construction of the park. The fountain is the centerpiece of this greenspace, which over time has evolved into an art and sculpture venue for downtown.



B. PERSONNEL



Emily M. Blackwell, ASLA
Landscape Designer

EDUCATION

Bachelor of Landscape
Architecture, North Carolina
State University, 2008

CERTIFICATES

Permaculturist,
Permaculture Designer and
The International Ecotourism
Society

STUDY ABROAD

Ghana Collaborative Studio

Emily has been dedicated to the profession of landscape architecture over the past three years in the field. Emily's landscape architecture experience has been quite varied, from rural regional planning and small downtown streetscapes to urban design, parks and greenways, and detailed garden design for upscale residences. She is currently serving as Secretary for the North Carolina ASLA and is thus very connected in the professional market. Emily is working toward her professional license. She is a determined designer with a passion for designing spaces people want to return to time after time.

SELECTED EXPERIENCE

Main and Maxwell Park, Huntersville, NC – Emily is on the design team for this 1.5 acre downtown park and plaza. Located adjacent to the future red line commuter rail, the main component of the park will be an enclosed multipurpose building. Other elements will include: stage with festival lawn, interactive sprayground and a veterans memorial.

David G. Barnes Park & Horton Property Master Plan, Waxhaw, NC – Emily is on the design team for this project, which will be an urban green space in character with the town's 'Rustic & Refined' branding. The proposed program for the park includes a street front plaza for gathering along the retail corridor of Main Street. The courtyard includes an exhibit space for installations along an art walk leading to an interactive fountain in the center of the park. Additional program elements include a Community building, outdoor amphitheater, sensory garden, community growers garden, formal gardens and trails. When complete, the park will play a key role in providing space for street vendors and venues for exhibits during the town's festivals.

Oak Ridge Town Park Phase II, Oak Ridge, NC – Emily is on the design team for Phase II of this park which consists of a site specific Master Plan for Phase II development. Facilities include tennis facilities, an amphitheater, an additional playground, parking and more restrooms. This plan was used as part of their PARTF application for the 2014 grant cycle. Phase II has an anticipated date of spring 2015 to open to the public.

Highway 51 Park (Master Plan), Matthews, NC - Emily is on the design team for this proposed 95-acre community park, to be developed on an old farmstead in Matthews, NC off of Highway 51. The currently proposed programming is passive in nature with trails, disc golf, community gardening, canoeing, fishing and picnic facilities designed around a multipurpose community recreation center with an indoor pool and proposed interactive water park. The current design program calls for this park project to be submitted for a future PARTF grant once a phase one implementation is determined and matching funds are in place.



B. PERSONNEL



Meredith Beard, Associate ASLA, LEED Green Associate

Landscape Designer

EDUCATION

Bachelor of Landscape Architecture,
University of Georgia, College of Environment and Design, 2011

Master of Urban Design,
Savannah College of Art and Design – School of Building Arts, 2013

As a landscape designer with a strong background in urban design, Meredith is currently working towards her PLA license. She has experience in a wide range of projects from streetscape design and urban greenway/stormwater design to recreational/passive park design and community master planning. At Stewart, Meredith is responsible for evolving designs from preliminary conceptual ideas, integrating the design into its surrounding context, specifying material pricing and generating full landscape construction packages.

SELECTED EXPERIENCE

Main and Maxwell Park, Huntersville, NC – Meredith is on the design team for this 1.5 acre downtown park and plaza. Located adjacent to the future red line commuter rail, the main component of the park will be an enclosed multipurpose building. Other elements will include: stage with festival lawn, interactive sprayground and a veterans memorial.

Oak Ridge Town Park Phase II, Oak Ridge, NC – Meredith is on the Design Team for Phase II of this park which consists of a site specific Master Plan for Phase II development. Facilities include tennis facilities, an amphitheater, an additional playground, parking and more restrooms. This plan was used as part of their PARTF application for the 2014 grant cycle. Phase II has an anticipated date of spring 2015 to open to the public.

Lake City Park, Lake City, SC – Meredith is on the design team for this 50 acre park which will have a main focus of a four acre lake surrounded by existing swamp chestnut and tupelo trees. The park is intended to be passive with picnic areas and shelters, experiential play grounds, trail systems, including boardwalks and overlooks within the existing tree canopy, canoeing and kayaking activities as well as demonstration gardens and arboretum-like floral displays. The new park will connect via trail systems to Lions Park, an existing active city park that will also be renovated as part of this project.

EB-4715 Phase E, Little Sugar Creek Greenway, Charlotte, NC - Meredith is on the design team for this section of greenway located in southern Mecklenburg County. It consists of a greenway trail project approximately five miles long connecting Park Road to Cadillac Avenue near Interstate I-485 (excluding those sections already constructed in the Huntingtowne Farms Neighborhood). The project includes the design of asphalt greenway trails, multiple pedestrian bridges and boardwalks.



B. PERSONNEL



EDUCATION

Bachelor of Science in
Civil Engineering,
University of Florida, 1995

Project Management
Training, ASCE, 2001

REGISTRATION / CERTIFICATION

North Carolina #34628
South Carolina #28073
Florida #54590

PROFESSIONAL INVOLVEMENT

Chairman of the Charlotte-
Mecklenburg Storm Water
Advisory Committee

James R. Baysinger, II, PE, LEED® A.P.

Land Planning & Design Project Manager

Jamey has over 18 years of experience in civil engineering, including roadway, site development and utility design for commercial, industrial, and public facilities projects. His expertise includes client relations, staff supervision, and project management / engineering.

SELECTED EXPERIENCE

Main and Maxwell Park, Huntersville, NC – Jamey is serving on the design team for this 1.5 acre downtown park and plaza. Located adjacent to the future red line commuter rail, the main component of the park will be an enclosed multipurpose building. Other elements will include: stage with festival lawn, interactive sprayground and a veterans memorial.

Lake City Park, Lake City, SC – Jamey is the Project Manager for this 50 acre park which will have a main focus of a four acre lake surrounded by existing swamp chestnut and tupelo trees. The park is intended to be passive with picnic areas and shelters, experiential play grounds, trail systems, including boardwalks and overlooks within the existing tree canopy, canoeing and kayaking activities as well as demonstration gardens and arboretum-like floral displays. The new park will connect via trail systems to Lions Park, an existing active city park that will also be renovated as part of this project.

South Point Access Area, Belmont, NC – Jamey is serving on the design team as lead Civil Engineer for this 70-acre public park in Gaston County, NC. The park is owned and operated by Duke Energy. Park improvements include additional parking, picnic shelters, beach area, restrooms, RV Camping, shoreline stabilization, and walking trails. Park utility infrastructure includes public water supply well, sanitary sewer septic tank system, and low impact design storm water controls.

Rescue Squad Park, Denver, NC – Jamey is the Land Planning and Design Project Manager for this 32-acre PARTF public park in Lincoln County, NC. Park amenities include a multipurpose shelter, concessions building, soccer fields, playground, amphitheater, dog park, picnic shelters, disc golf, and walking trails. The project also included lowering and existing roadway, sanitary sewer pump station and low pressure sewer service, domestic water service, fire protection, irrigation, and site lighting.



B. PERSONNEL



Scott Tierney, PLS
Manager of Survey

EDUCATION

Ferris State University, Big Rapids, MI, 1981

REGISTRATION

North Carolina Professional Land Surveyor (PLS)

Scott is the Manager of Survey for Stewart's Charlotte office. He has over 31 years of experience on a wide variety of residential, commercial, municipal and institutional projects. Scopes of services have included boundary, topographic, route and ALTA / ACSM Land Title Surveys along with subdivision, building and highway construction layout.

SELECTED EXPERIENCE

Main and Maxwell Park, Huntersville, NC – Scott provided survey services for this 1.5 acre downtown park and plaza. Located adjacent to the future red line commuter rail, the main component of the park will be an enclosed multipurpose building. Other elements will include: stage with festival lawn, interactive sprayground and a veterans memorial.

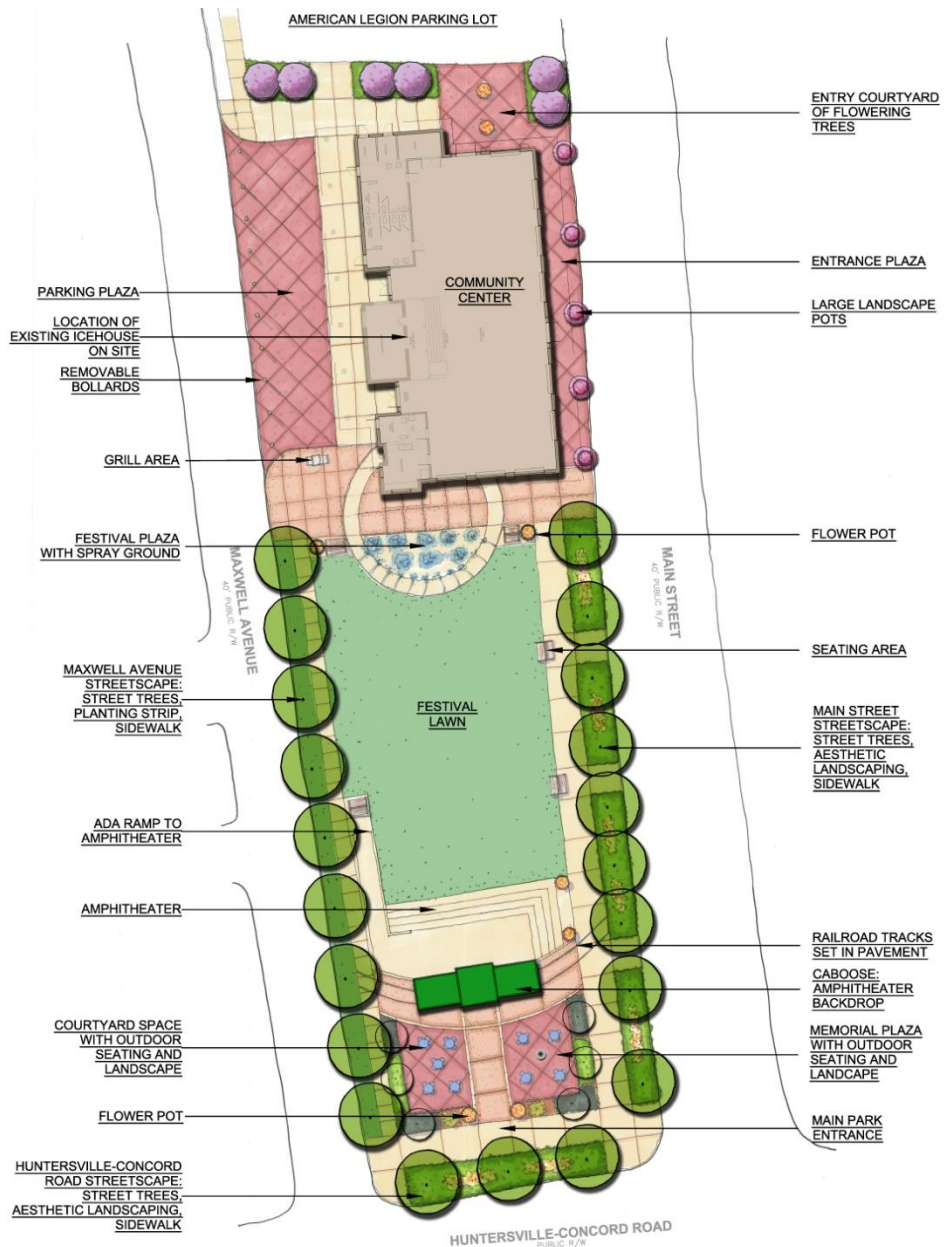
EB-4715 Phase E, Little Sugar Creek Greenway, Charlotte, NC - Scott served as Survey Manager for this section of greenway located in southern Mecklenburg County. It consists of a greenway trail project approximately 5 miles long connecting Park Road to Cadillac Avenue near Interstate I-485 (excluding those sections already constructed in the Huntingtowne Farms Neighborhood). The project includes the design of asphalt greenway trails, multiple pedestrian bridges and boardwalks.

South Point Access Area, Belmont, NC – Scott served as Survey Manager for this 70-acre public park in Gaston County, NC. The park is owned and operated by Duke Energy. Park improvements include additional parking, picnic shelters, beach area, restrooms, RV Camping, shoreline stabilization, and walking trails.

George Poston Park, Gaston County, NC - Scott is serving as Survey Manager for this project, which consists of 7,000 linear feet of asphalt trails and associated parking and drives to connect George Poston Park to the Carolina Thread Trail and the South Fork River. The project is funded by the Federal Highway Administration (FHWA) and by the North Carolina Department of Transportation (NCDOT). All aspects of the project will comply with all applicable Federal and State guidelines and procedures.



C. SIMILAR PROJECTS



Specifications

CLIENT
Town of Huntersville

START DATE
September 2013

COMPLETION DATE
July 2015 (estimated)

CONSTRUCTION COST
\$2.2 million (estimated)

DISCIPLINES

Landscape Architecture
Civil Engineering
Structural Engineering
Conceptual Design
Master Planning
Project Coordination
Construction Documents
Permitting
Bidding
Construction Observation

PRINCIPAL-IN-CHARGE

Jon Wood, PLA, ASLA

KEY STAFF

Meredith Beard, Associate
ASLA, LEED Green Assoc.
Emily Blackwell, ASLA
Lance Williams, PE, LEED AP

PUBLIC INVOLVEMENT

N/A – the town held open house at the Farmers Market

Main and Maxwell Park

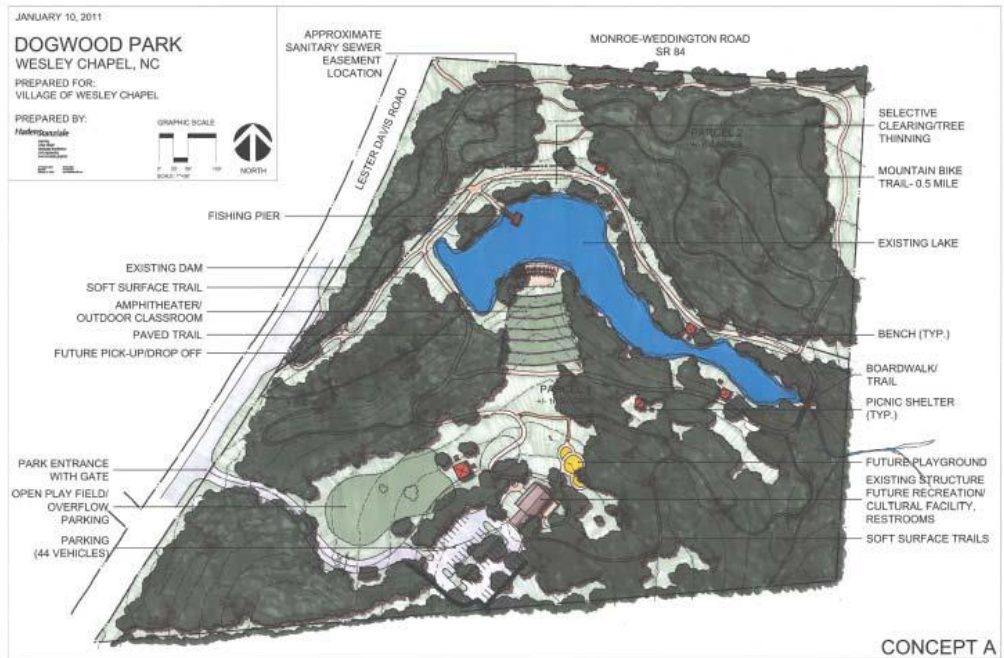
Huntersville, North Carolina

DESCRIPTION

The Main and Maxwell Park site sits on just over eight tenths of an acre just north of Huntersville-Concord Road, between Main Street and Maxwell Street. The project includes the redevelopment of the park site, which may include removal or reuse of existing structures, the design of a small urban park with the centerpiece being a new Community Center facility that can be utilized year round as an indoor and outdoor facility. Parking within the site will need to be taken into consideration due to the planned improvements to the existing roadway that will remove some of the existing on-street parking that serves the current Grower’s Market, now on site. The park is located directly across the Main Street from an existing Norfolk Southern rail line that is planned to become a future commuter rail line with a planned station at this location.



C. SIMILAR PROJECTS



Specifications

CLIENT
 Village of Wesley Chapel

DISCIPLINES

Site Assessment
 Master Planning
 Public Involvement
 Grant Assistance

PUBLIC INVOLVEMENT

Public Open House
 The Village held two HOA meetings

Dogwood Park
 Wesley Chapel, North Carolina

DESCRIPTION

Dogwood Park is a 22-acre site centered around a 3-acre pond. The site will be the village’s first public park. The existing homestead could be used for future recreation/cultural facilities. The program for the park includes trails, an amphitheater/outdoor classroom, picnic facilities, a playground, and a multipurpose/open play field. The site features a large quantity of Dogwood trees on a sloped hillside facing the pond. A paved loop trail around the pond will follow a utility easement for one side and cross low areas with boardwalks. We prepared the application and applied for 2011 PARTF Grant funding.



C. SIMILAR PROJECTS



Specifications

CLIENT

Matthews Parks, Recreation,
and Cultural Resources
Department

START DATE

2010

COMPLETION DATE

2011

CONSTRUCTION COST

\$785,000

DISCIPLINES

Site Assessment
Master Planning
Cost Estimation
Public Involvement
Construction Documents

PRINCIPALS-IN-CHARGE

Jim Haden, PLA, ASLA
Jon Wood, PLA, ASLA

PUBLIC INVOLVEMENT

Open House information session



Squirrel Lake Park

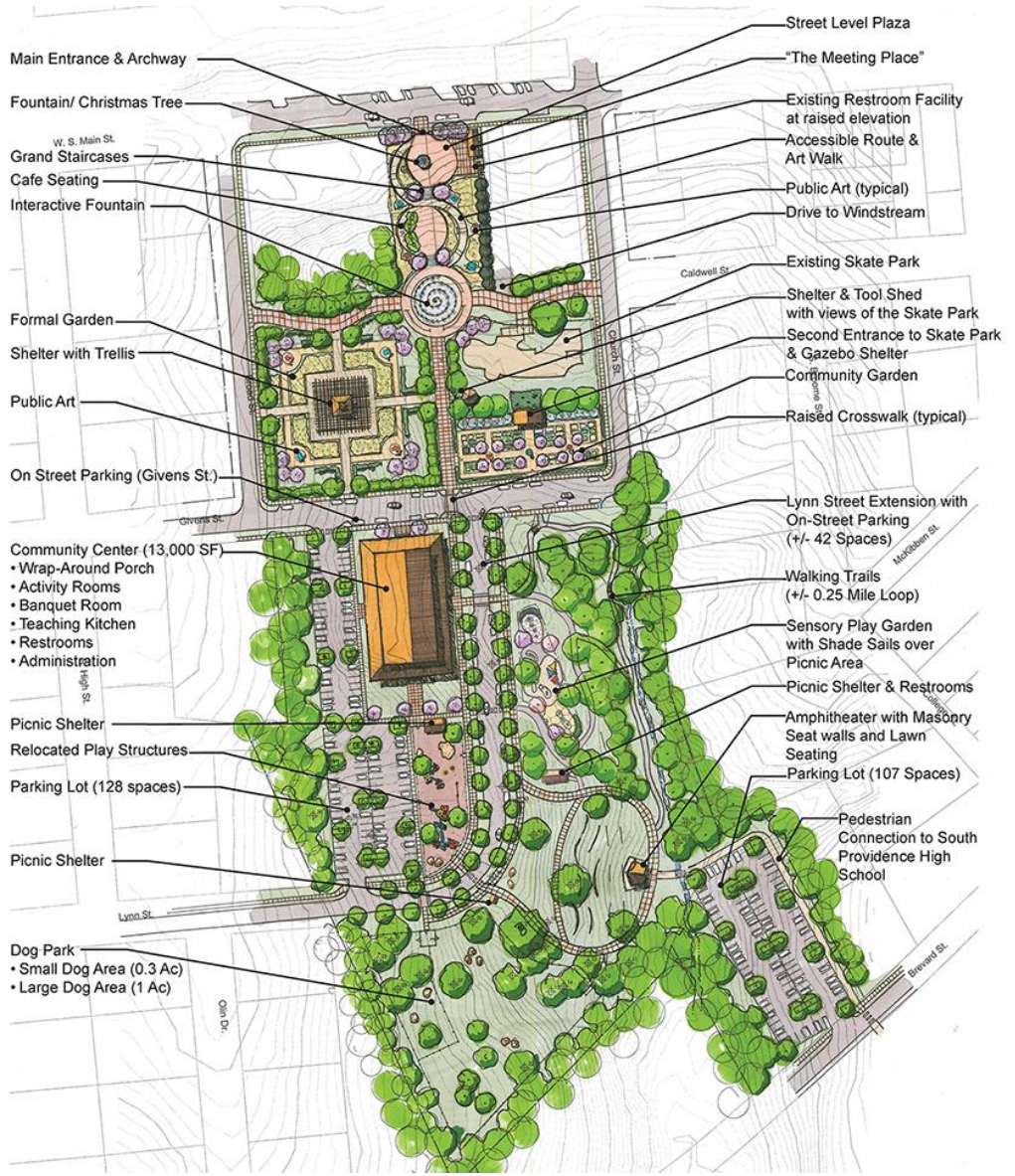
Matthews, North Carolina

DESCRIPTION

Squirrel Lake Park is a predominately wooded existing park. The plan calls for pervious paving, introduction of bioretention and bioswales to handle erosion and runoff. Amenities include permanent restrooms, fishing pier, shade shelter, terraced play areas, upgraded trail surfaces, and a connection to the Four Mile Creek Greenway. Wildlife habitat preservation was a concern. The plan calls for minimal tree removal and habitat enhancement for birds. The park received a 2009 PARTF grant.



C. SIMILAR PROJECTS



Specifications

OWNER
Town of Waxhaw

START DATE
2014

COMPLETION DATE
Est. April 2015 (Master Plan only)

CONSTRUCTION COST
TBD

DISCIPLINES
Master Planning
Public Involvement
Site Inventory and Analysis
Conceptual Planning
Budget Estimation

PRINCIPAL-IN-CHARGE
Jon Wood, PLA, ASLA

PROJECT MANAGER
Dan Blackman, PLA, ASLA

KEY STAFF
Emily Blackwell, ASLA
Sanders Chapman

PUBLIC INVOLVEMENT
Public Input Session
Public Information Session

**David G. Barnes Park & Horton
Property Master Plan**
Waxhaw, North Carolina

DESCRIPTION

Following the purchase of the seven acre tract from the Horton family, the Town of Waxhaw sought to combine the property with the David G. Barnes Park and redesign the space as an urban green space in character with the town's 'Rustic & Refined' branding. The proposed program for the park includes a street front plaza for gathering along the retail corridor of Main Street. The courtyard includes an exhibit space for installations along an art walk leading to an interactive fountain in the center of the park. Additional program elements include a Community building, outdoor amphitheater, sensory garden, community growers garden, formal gardens and trails. When complete, the park will play a key role in providing space for street vendors and venues for exhibits during the town's festivals.



STEWART

Airlie Gardens *Wilmington, NC*

CLIENT
New Hanover County

SERVICES
Conceptual Planning
Master Planning
Detailed Design
Construction Documentation
Construction Administration

C. SIMILAR PROJECTS



This project involved the restoration of one of the only remaining pieces of the historic 61-acre Pembroke and Sadie Jones estate. Proposed improvements include a visitor’s center, enhanced horticultural elements, environmental education opportunities, and a pedestrian circulation system. The project included the design of stormwater and a native plant demonstration garden. We designed a rain gardens, educational platform, and dock for water access. This project won an Honor Award from NCASLA for Master Planning in 2004, as well as an honor award from NCASLA for the Minnie Evans Sculpture Garden in 2008.

This project involved the restoration of one of the only remaining pieces of the historic 61-acre Pembroke and Sadie Jones estate. Proposed improvements include a visitor’s center, enhanced horticultural elements, environmental education opportunities, and a pedestrian circulation system. The project included the design of stormwater and a native plant demonstration garden. We designed a rain gardens, educational platform, and dock for water access. This project won an Honor Award from NCASLA for Master Planning in 2004, as well as an honor award from NCASLA for the Minnie Evans Sculpture Garden in 2008.

Highway 51 Park (Master Plan) *Matthews, NC*

CLIENT
Town of Matthews

SERVICES
Master Planning Public Involvement
Site Inventory & Analysis
Conceptual Planning Budget Estimation



Highway 51 Park is a proposed 95-acre community park to be developed on an old farmstead in Matthews, NC off of Highway 51. The currently proposed programming is passive in nature with trails, disc golf, community gardening, canoeing, fishing and picnic facilities designed around a multipurpose community recreation center with an indoor pool and proposed interactive water park. The current design program calls for this park project to be submitted for a future PARTF grant once a phase one implementation is determined and matching funds are determined and set in place.

James E.L. Wade Park *Wilmington, NC*

CLIENT
City of Wilmington Stormwater Services

SERVICES
Conceptual Planning
Public Meeting Facilitation
Construction Documentation
Permitting
Construction Administration



This 16.5-acre site was purchased by the New Hanover County Tidal Creeks program through the Clean Water Management Trust Fund (CWMTF). The site will primarily serve as a stormwater management facility to help improve water quality within the Hewletts Creek Watershed. The site serves as a passive recreation park for area residents. Proposed improvements include .75 miles of walking trail, environmental education signage, picnic areas and shelters, playground, boardwalk and overlook, and playfields. The project received a Pelican Award from the North Carolina Coastal Federation in 2009 and an Outstanding Stewardship Award from the Lower Cape Fear Stewardship Development Coalition in 2010.

This 16.5-acre site was purchased by the New Hanover County Tidal Creeks program through the Clean Water Management Trust Fund (CWMTF). The site will primarily serve as a stormwater management facility to help improve water quality within the Hewletts Creek Watershed. The site serves as a passive recreation park for area residents. Proposed improvements include .75 miles of walking trail, environmental education signage, picnic areas and shelters, playground, boardwalk and overlook, and playfields. The project received a Pelican Award from the North Carolina Coastal Federation in 2009 and an Outstanding Stewardship Award from the Lower Cape Fear Stewardship Development Coalition in 2010.



STEWART

Lake City Park

Lake City, SC

CLIENT

Florence County, SC

SERVICES

Landscape Architecture
Civil Engineering
Structural Engineering

C. SIMILAR PROJECTS



The main focus of this new 50-acre park will be a 6-7 acre lake surrounded by existing swamp chestnut and tupelo trees. The park is intended to be passive with picnic areas and shelters, experiential play grounds, trail systems, including boardwalks and overlooks within the existing tree canopy, canoeing and kayaking activities as well as demonstration gardens and arboretum-like

floral displays. The new park will connect via trail systems to Lions Park, an existing active city park that will also be renovated as part of this project.

Lake Tomahawk Park

Black Mountain, NC

CLIENT

Town of Black Mountain

SERVICES

Site Inventory and Analysis
Public Involvement
Conceptual Plan
Master Plan



This park is heavily used by the community located within a residential neighborhood. The existing park has a lake, senior center, clubhouse, and pool. No major renovations have occurred in the park since it was constructed. The project team tried to match the phase one plan to the town's construction budget, while still making the plan suitable to apply for a PARTF grant. The master plan was approved in November 2007. They applied for and were awarded a PARTF Grant in 2008.

Phase one opened to the public in June 2009.

Moncks Corner Park

Moncks Corner, SC

CLIENT

Santee Cooper

SERVICES

Hardscape Recommendations
Landscape Planning
Landscape Specifications



This park transformed a former vacant gravel lot into a "green" focal point in downtown Moncks Corner. The benches situated around a central fountain provide a pleasant place to relax. Donated bricks helped provide funding for the construction of the park. The fountain is the centerpiece of this greenspace, which over time has evolved into an art and sculpture venue for downtown.

Summerfield Community Park

Summerfield, NC

CLIENT

Town of Summerfield

SERVICES

Site Assessment
Master Planning
Cost Estimation
Public Involvement



This project involved master planning for phase II of a new community park. The master plan was created to include an outdoor classroom, amphitheater and stage, accessible trail, playground, and fishing pier for a 2007 PARTF grant submittal.



STEWART

Pharr Mill Community Park *Cabarrus County, NC*

CLIENT
Cabarrus County Parks and
Recreation Department

SERVICES
Master Planning
PARTF/LWCG Grant Assistance
Public Involvement
Construction Documentation
Bidding Assistance
Permitting
Construction Administration

C. SIMILAR PROJECTS



Pharr Mill Community Park is a 37-acre wooded passive park on the Rocky River. Facilities include trails, picnic areas, playground, and restrooms. The first cemetery belonging to Rocky River Presbyterian Church is located within the proposed tract. It has greenway linkages to important pieces of Cabarrus County history including adjacent cemeteries and remnants of Pharr Mill via the future Rocky River Greenway. The County applied for and was awarded a PARTF grant in 2004 for Phase I construction, and applied for and was awarded an LWCF grant in 2004 for Phase II construction. Stewart provided PARTF and LWCG grant assistance.



Oak Ridge Town Park Phase I and Phase II *Oak Ridge, NC*

CLIENT
Town of Oak Ridge

SERVICES
Program Plan
Conceptual Plan
Master Plan
Budget Estimate
PARTF Grant Assistance
Public Involvement
Construction Documents
Permitting
Bidding Assistance
Construction Administration



Oak Ridge Town Park is the first public park for the town of Oak Ridge. It is a 60-acre park site, 30-acres of wooded land left natural with bike/pedestrian trails, 30-acres of open fields for active recreation. Active recreation includes two multi-purpose fields, two ballfields, walking path, playground, and picnic facilities. The Town applied for and was awarded PARTF Grant in 2006. The park officially opened to the public spring 2009. In November

2013, Stewart was chosen to provide a site Specific Master Plan for Phase II development of Oak Ridge Town Park including tennis facilities, an amphitheater, an additional playground, parking and more restrooms. This plan was used as part of their PARTF application for the 2014 grant cycle. Phase II is currently in final design with an anticipated date of Spring 2015 to open to the public.

Page Price Park *Wesley Chapel, NC*

CLIENT
Village of Wesley Chapel

SERVICES
Site Assessment
Master Planning
Cost Estimation
Public Involvement
Grant Assistance



This 16-acre passive park situated around a six acre pond will be Wesley Chapel's first park. Features include a paved loop trail, picnic area, small amphitheater, fishing piers, gardens, play meadow, outdoor classroom, and playground. We prepared and submitted the package for a 2010 PARTF grant, and received grant funding. The plan incorporates an existing

house for potential renovations for restrooms and meeting space.



C. SIMILAR PROJECTS

Rice Road Park
Matthews, NC

CLIENT
Matthews Parks, Recreation,
and Cultural Resources Dept

SERVICES
Site Assessment
Master Planning



Rice Road Park is a future neighborhood park for the Town of Matthews. Stewart prepared a conceptual master plan for the Town to use in a PARTF grant application to seek funding for the land acquisition. The current park program includes: a half mile trail, playground, community gardens, picnic shelter, and a natural play area. The park received a 2013 PARTF grant for land acquisition.

Westgate Nature Park
Leland, NC

CLIENT
Town of Leland, NC

SERVICES
Conceptual Park Master Plan
PARTF Grant Application
PARTF Mapping
Public Involvement



Westgate Nature Park will feature approximately 4.9 miles of paved and boardwalk greenway trails connecting a major commercial center to existing and proposed single and multifamily neighborhoods. The 149.85-acre park is the largest contiguous open space/wetland preservation and environmental education tract in Leland, as well as the town's first nature park. Trails and outdoor classroom facilities are planned in wetland areas and picnic and play facilities are planned in upland areas. This project applied for and was awarded a PARTF grant in 2010.

Wingate Town Park
Wingate, NC

CLIENT
Town of Wingate

SERVICES
Master Planning
Cost Estimating
Design Development



This was the first major active park for the community. Facilities include: baseball fields, softball fields, soccer fields, a walking trail, playground, and picnic shelter. The park is located adjacent to school, industry, and residential neighborhoods

Wrenn-Miller Park
Jamestown, NC

CLIENT
Town of Jamestown

SERVICES
Site Assessment
Master Planning
Cost Estimation
Public Involvement



This 1.5-acre passive park site is located within a residential neighborhood across from the Town Hall. The plan called for paved loop trail, seating and gathering opportunities, formal gardens, and a small performance area. The site is close to rear yards of existing homes; noisier activities being planned toward Guilford Road. The existing site consisted of two former residential homesites with large mature trees. The plan attempts to keep mature tree canopy around activities, but adds screening in open triangle at rear corner of the park. The Town of Jamestown used the master plan in their submission for a for a 2011 PARTF grant and was awarded a grant in 2012. Phase One of the park opened to the public in November 2013. *Photograph: www.jamestown-nc.us*



D. REFERENCES

Natalie Jackson

Director of Parks & Recreation, Town of Waxhaw
704.843.2195 Ext.278
3620 Providence Rd. South, Waxhaw, NC 28173
njackson@waxhaw.com
Project: David G. Barnes Park (shown on page 14)

Corey D. King

Director, Parks, Recreation and Cultural Resource Department, Town of Matthews
704.708.1263
100 E. McDowell Street, Matthews NC 28105
cking@matthewsnc.gov
Project: Squirrel Lake Park (shown on page 13)

Michael Jaycocks

Director of Parks and Recreation, Town of Huntersville
704.766.2228
105 Gilead Road - 3rd Floor, Huntersville, NC 28070
Project: Main and Maxwell Park (shown on page 11)
Highway 51 Park (shown on page 15)
Rice Road Park (shown on page 18)

Matthew Johnson

Planning Director, Town of Abingdon, VA*
276.628.3167
133 W. Main St., Abingdon VA 24210
mjohnson@abingdon-va.gov
Project: Wrenn-Miller Park (shown on page 18)

**Was with the Town of Jamestown during this project*



E. PROJECT APPROACH

The following tasks outline Stewart's landscape architectural and civil engineering services approach for the initial phase of Mineral Springs Downtown Park. The effort involves tasks that may be summarized as follows:

Task One – Schematic Design

Stewart will conduct three meetings with The Town of Mineral Springs staff, elected officials, stakeholders and citizens to further refine the park design. Working with the Conceptual Master Plan developed as part of the Request for Proposal, Stewart will complete the following exercises as part of this task:

- a. Stewart will conduct a kick-off meeting with Town of Mineral Springs staff and elected officials to review the Conceptual Master Plan and to discuss any changes or refinements that may be deemed desirable. During this meeting, the project schedule will be finalized and milestone dates will be established.
- b. Stewart will facilitate a meeting with the citizens of Mineral Springs to gain input on the proposed park program and design illustrated in the Conceptual Master Plan. If possible, Stewart recommends that the citizen input meeting occur on the same day as the kick-off meeting with Town staff and elected officials.
- c. Based upon input garnered from the kick-off meeting and the citizen input meeting, Stewart will prepare a final Conceptual Master Plan.
- d. Stewart will meet with the Town staff and elected officials to present for approval the Final Conceptual Master Plan. The outcome for this meeting will be an established consensus of the park program and design. This input will be the basis for ongoing design activity.

Task 1a – Field Survey

To ensure efficiency and accuracy, Stewart will utilize its in-house Geomatics Division to conduct a field survey of the subject property to establish the topography characteristics and drainage patterns. The survey efforts will begin promptly following execution of the design services. Data collected from the surveying effort will be the basis for on-going detailed design and construction documentation.

Task Two - Construction Document Preparation

The Town plans to develop the Mineral Springs Downtown Park to include: entryway, connecting pathways, benches, playground, portable restroom with enclosure, landscaping and open lawn areas. Using existing topographic data and Final Conceptual Master Plan, Stewart shall prepare the following:

- a. Detailed design and construction documents for the project. The construction document package shall include the following sheets: existing conditions/clearing/tree protection plan, grading & drainage plan, sediment & erosion control plan, layout/staking plan, landscape plan, utility plan, and construction details. Construction specifications will be included on the plan sheets and references in the bid documents.
- b. Provide a construction cost estimate of the project at the 50% and 100% design levels.





E. PROJECT APPROACH

- c. Review construction documents with the Town at both the 50% and 100% design levels, and address comments.

Task Three – Permitting and Agency Review

- a. Stewart will submit final plans to relevant review agencies. From our current understanding, permits and approvals would need to be obtained from the Town of Mineral Springs, Union County, and other agencies as required. Stewart will follow standard state and local procedures for approvals.

Task Four– Assistance with Bidding

Stewart shall assist the Town of Mineral Springs during the bidding phase by providing the following services:

- a. Prepare and submit Advertisement for Bid.
- b. Administer pre-bid meeting; prepare and distribute any pre-bid minutes, addenda, or clarifications.
- c. Review for equivalency any contractor/supplier requests for substitution of materials; prepare any addenda and distribute.
- d. Conduct bid opening, tabulations and evaluations; forward recommendation to the Town.
- e. Prepare and forward certified bid tabulation, recommendation of award letter, and return bid bonds, if required, to unsuccessful bidders.
- f. Issue a Notice to Proceed.

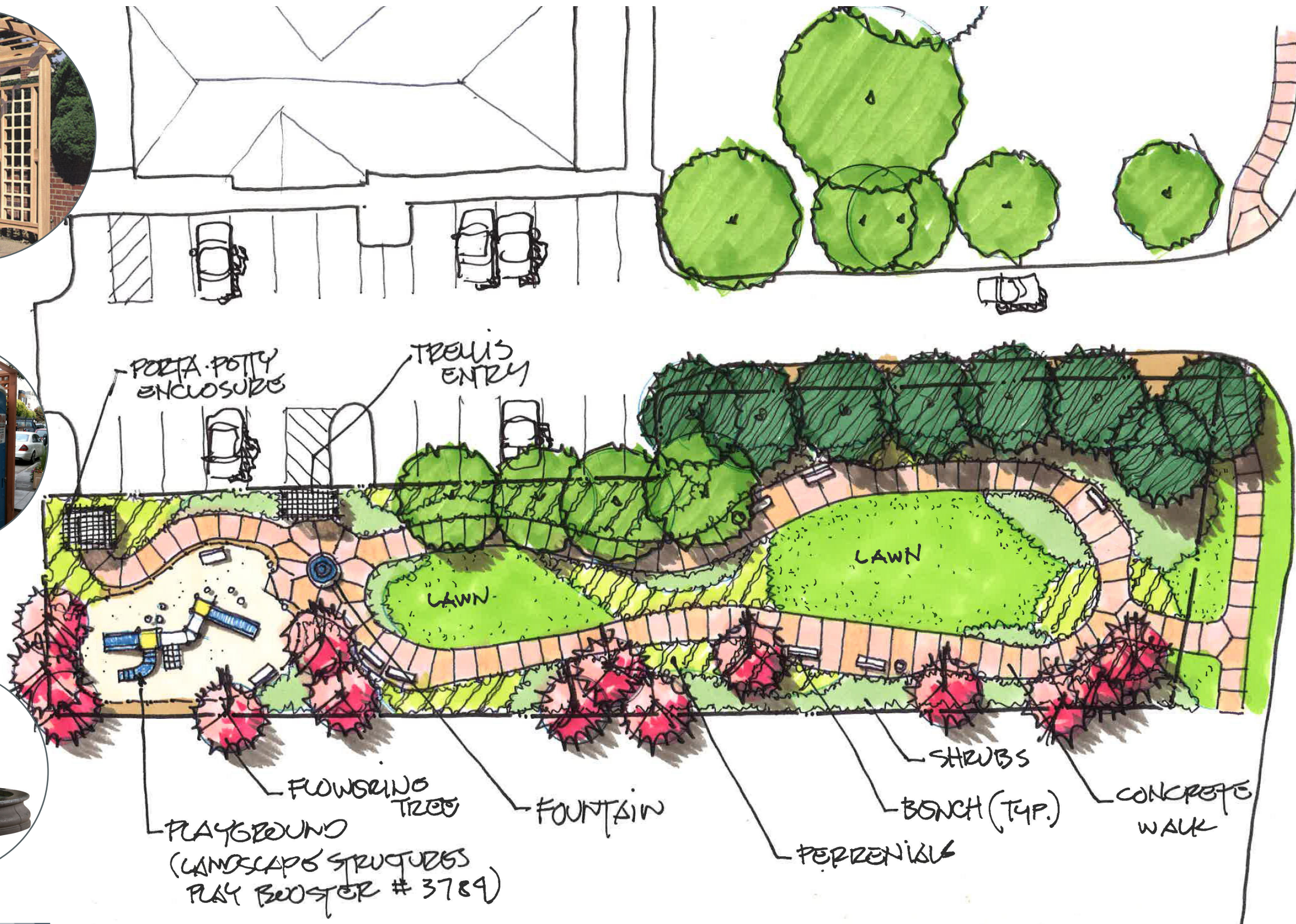
Task Five – Services during Construction

Stewart shall assist the Town during construction in providing the following services:

- a. Administer pre-construction meeting, and distribute minutes.
- b. Administer monthly construction progress meetings (to coincide with the field visits), and distribute minutes.
- c. Make a minimum of two field visits per month, prepare and distribute field observations and field reports.
- d. Review of proposed material substitutions.
- e. Shop drawing review.
- f. Review change orders; prepare bulletin drawings or clarifications.
- g. Review contractor pay requests.
- h. Substantial completion review, inspection, and preparation of Certificate of Substantial Completion with a written punch list of items needing correction.
- i. Final acceptance review, inspection, and confirmation of completion of punch list items.
- j. Project close out submittals, as required.
- k. Provide reproducible record drawings in digital form, as required.



SOUTH POTTER ROAD





I. BID FOR SERVICES

Stewart proposes to invoice each task on a lump sum basis, based on the percentage of work completed during that monthly billing cycle, in accordance with the following fees:

Task One: Schematic Design	\$ 4,760.00
Task 1a: Field Survey	\$ 700.00
Task Two: Construction Document Preparation	\$ 9,275.00
Task Three: Permitting and Agency Review	\$ 2,190.00
Task Four: Assistance with Bidding	\$ 4,825.00
Task Five: Services during Construction	\$ <u>4,230.00</u>
 Total Service Fee:	 \$ 25,980.00

Reimbursable Expenses

Reimbursable / out-of-pocket expenses will be billed at cost plus 10%, not to exceed the allowances listed below without written authorization from the Town of Mineral Springs. Such expenses shall include: mileage, meals, photography, printing, photo copies, postage, long distance telephone calls, projected related reference materials (maps, reports, etc. for which a fee is charged) and other project related expenses. Permit fees shall be paid for by the town and are not included in this proposal.

Reimbursable Expenses Allowance	\$ 1,000.00
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APPENDIX I. TERMS AND CONDITIONS

Stewart - Conditions of the Agreement

1.0 Payments on Account

- 1.1 Invoices for Stewart's services shall be submitted, at Stewart's option, either upon completion of any phase of service or on a monthly basis. Invoices shall be payable when rendered and shall be considered PAST DUE if not paid within 30 days after the invoice date.
- 1.2 Any inquiry or questions concerning the substance or content of an invoice shall be made to Stewart in writing within 20 days of receipt of the invoice. A failure to notify Stewart within this period shall constitute an acknowledgment that the service has been provided and is correct.

2.0 Late Payments

- 2.1 A service charge will be charged at the rate of 1.5% (18% annual percentage rate) per month or the maximum allowable by law on the then outstanding balance of PAST DUE accounts. In the event any portion of an account remains unpaid 90 days after billing, the Client shall pay all costs of collection, including reasonable attorney's fees.
- 2.2 In the event that any portion of an account remains unpaid 30 days after billing, Stewart may, without waiving any claim or right against the Client, and without liability whatsoever to the Client, suspend or terminate the performance of all services.

3.0 Insurance

- 3.1 Stewart shall secure and endeavor to maintain professional liability insurance and commercial general liability insurance to protect Stewart from claims for negligence, bodily injury, death or property damage which may arise out of the performance of Stewart's services under this Agreement, and from claims under the Worker's Compensation Acts. Stewart shall, if requested in writing, issue certificates confirming such insurance to the Client.

4.0 Standard of Care

- 4.1 The standard of care for all professional services performed or furnished by Stewart under this Agreement will be the skill and care used by members of Stewart's profession practicing under similar circumstances at the same time and in the same locality. Stewart makes no warranties, express or implied, under this Agreement or otherwise, in connection with Stewart's services.

5.0 Indemnifications

- 5.1 The Client shall indemnify and hold harmless Stewart and all of its personnel, from and against any and all claims, damages, losses and expenses (including reasonable attorney's fees) to the extent they are



APPENDIX I. TERMS AND CONDITIONS

caused by the negligent act, error, or omissions by the Client in performance of its services under this Agreement, subject to the provisions in the paragraph below on Risk Allocation.

5.2 Stewart shall indemnify and hold harmless the Client and its personnel from and against any and all claims, damages, losses, and expenses (including reasonable attorney's fees) to the extent they are caused by the negligent act, error, or omissions by Stewart in performance of its services under this Agreement, subject to the provisions in the paragraph below on Risk Allocation.

5.3 The Client shall indemnify & hold harmless Stewart and all of its personnel from and against all claims, damages, losses, and expenses (including attorney's fees and defense costs) arising from the presence, discharge, release, or escape of asbestos, hazardous waste, or other contaminants at the site.

5.4 Sub-Consultant(s) shall indemnify & hold harmless Consultant & Client from and against all claims, losses, damages, and expenses (including attorney's fees and defense costs) to the extent such claims, losses, damages, or expenses are caused by any negligent act, error, or omission of Sub-Consultant or any person or organization for whom the Sub-Consultant is legally liable.

6.0 Risk Allocation

6.1 In recognition of the relative risks, rewards and benefits of the Project to both the Client and Stewart, the risks have been allocated such that the Client agrees that, to the fullest extent permitted by law, Stewart's total liability to the Client for any and all injuries, claims, losses, expenses, damages or claim expenses rising out of this Agreement, from any cause or causes, shall not exceed the amount of \$250,000. Such causes include, but are not limited to, Stewart's negligence, errors, omissions, strict liability, breach of contract or breach of warranty.

7.0 Reuse of Documents

7.1 All documents including calculations, computer files, drawings, and specifications prepared by Stewart pursuant to this Agreement are instruments of professional service intended for the one-time use in construction of this project. They are and shall remain the property of Stewart. Any reuse without written approval or adaptation by Stewart is prohibited. The Client owns the documents as relates to public record law and access to those documents

8.0 Opinion of Probable Construction Costs

8.1 Stewart's opinion of probable construction costs, if rendered as a service under this Agreement, is based on assumed labor costs and



APPENDIX I. TERMS AND CONDITIONS

approximate quantities of material and equipment, and therefore is of a conditional character. Stewart cannot guarantee the cost of work to be performed by others since market or bidding conditions can change at any time and changes in the scope or quality of the Project may affect estimates.

9.0 Construction Phase Services

9.1 If this Agreement provides for any construction phase services by Stewart, it is understood that the Contractor, not Stewart, is responsible for the construction of the project, and that Stewart is not responsible for the acts or omissions of any contractor, subcontractor or material supplier; for safety precautions, programs or enforcement; or for construction means, methods, techniques, sequences and procedures employed by the Contractor.

10.0 Mediation

10.1 Any claim, dispute or other matter in question arising out of or related to this Agreement shall be subject to mediation as a condition precedent to binding dispute resolution. If such matter relates to or is the subject of a lien arising out of the Stewart's services, Stewart may proceed in accordance with applicable law to comply with the lien notice or filing deadlines prior to resolution of the matter by mediation or by binding dispute resolution.

10.2 The Client and Stewart shall endeavor to resolve claims, disputes and other matters in question between them by mediation which, unless the parties mutually agree otherwise, shall be in accordance with the North Carolina Rules Implementing Statewide Mediated Settlement Conferences in Superior Court Civil Actions currently in effect and administered by counsel for the parties. A request for mediation shall be made in writing and delivered to the other party to the Agreement. The request may be made concurrently with the filing of a complaint or other appropriate demand for binding dispute resolution but, in such event, mediation shall proceed in advance of binding dispute resolution proceedings, which shall be stayed pending mediation for a period of 60 days from the date of filing, unless stayed for a longer period by agreement of the parties or court order. If an arbitration proceeding is stayed pursuant to this section, the parties may nonetheless proceed to the selection of the arbitrator(s) and agree upon a schedule for later proceedings.

10.3 The parties shall share the mediator's fee and any filing fees equally. Agreements reached in mediation shall be enforceable as settlement agreements in any court having jurisdiction thereof.

10.4 If the parties do not resolve a dispute through mediation pursuant to this Section 10.0, the method of binding dispute resolution shall be the following:



APPENDIX I. TERMS AND CONDITIONS

(Check the appropriate box. If the Client and Stewart do not select a method of binding dispute resolution below, or do not subsequently agree in writing to a binding dispute resolution method other than litigation, the dispute will be resolved in a court of competent jurisdiction.)

Arbitration pursuant to Section 10.3 of this Agreement

Litigation in a court of competent jurisdiction

Other (Specify)

11.0 Termination of Contract

11.1 Client may terminate this Agreement with seven days prior written notice to Stewart for convenience or cause. Stewart may terminate this Agreement for cause with seven days prior written notice to Client. Failure of Client to make payments when due shall be cause for suspension of services or, ultimately, termination, unless and until Stewart has been paid in full all amounts due for services, expenses and other related charges.



**Changing Lives
Through The Arts**

TO: Town of Mineral Springs

FROM: Barbara Faulk

DATE: March 31, 2015

On behalf of the board of directors of the Union County Community Arts Council, I would like to thank you and the Town of Mineral Springs for allowing me to speak with you on April 9. The arts council has served the residents of Mineral Springs since its incorporation in 1980 and we look forward to a continued partnership that serves the entire Mineral Springs community.

The Union County Community Arts Council was founded to promote and encourage arts education throughout Union County. Our organization's mission is to serve the people of Union County by promoting the arts as an essential component of community life and to provide exemplary arts programs and services within the Union County schools.

We are respectfully requesting funding in the amount of \$600.00 to support the cultural arts education programs and services provided by the council that directly relate to the residents of Mineral Springs including, but not limited to:

- **Arts in Education**
Students in the Parkwood cluster schools
- **Special Populations Art Series**
Daycare facilities
- **Arts Resource Agency** – providing arts information and services to area residents and to serve as support for all arts groups/individuals that currently live in the Mineral Springs area

**Cultural Arts Programs and Services
Mineral Springs
Budget Request
2015-16**

A total of 56 Union County schools are currently being served by our organization. Total school enrollment is expected to exceed 42,000 students in 2015-16. Programs of the Union County Community Arts Council impact over 21,000 students annually. The UCCAC is in a position to serve the artistic needs of Union County students that far surpass the NC Curriculum Standards of the NC Department of Education.

The UCCAC has partnered with the Union County Public Schools since 1980 to provide projects for the growing student population in Union County. We work with school administrators, teachers and students to enhance and improve the curriculum established by the NC Dept. of Education. Because our organization is education based, these programs are developed to provide the highest level of educational value possible.

Following are arts in education programs and services that will be conducted for students specific to the Parkwood area schools:

Arts in Education

Parkwood High School and all high schools within Parkwood attendance lines (3300+)

- Arts in Schools grant award (\$500) to Parkwood High School for educational metal art project
- Special instruction in entering professional art shows
- Shakespeare Recitation Competition – recitation competition for all middle and high school literary art students
- Union County Student Artist Showcase – countywide art show and competition for over 500 students, including high school art students

Parkwood Middle School and all middle schools within Parkwood attendance lines (3100+):

- Bright Star Touring Theatre's production of "# Respect"
- Children's Theater of Charlotte production relevant to self-esteem and positive behaviors
- Union County Student Artist Showcase – countywide art show and competition for over 600 students, including middle school art students

Parkwood Cluster elementary schools (3000+)

- Arts in Schools grant award (\$500) to Western Union Elementary for purchase of musical instruments for afterschool programs
- Bright Star Touring Theatre's production of "The Reluctant Dragon"
- Children's Theater of Charlotte production of "The Emperor's New Clothes"
- Title I elementary school special programming/workshops
- Unison Musical Festival
- Union County Student Artist Showcase – countywide art show and competition for over 500 students, including elementary school students

Special Population Art Series

- Children's Theatre of Charlotte production of "Balloonacy" for students throughout Mineral Springs area daycare facilities

Arts Resource Agency

The Union County Community Arts Council serves as a resource agency responsible for promoting quality of life through cultural arts programs and services. Our arts opportunities are available to residents throughout Union County, with a special emphasis on projects that promote education and instruction.

TOTAL NUMBER OF MINERAL SPRINGS RESIDENTS RECEIVING ARTS PROGRAMS AND SERVICES – 6600+

MEMO

To: Mineral Springs Town Council
From: Rick Becker, Finance Officer
Date: April 2, 2015
Subject: Downtown Park Capital Project Ordinance

If Council approves retaining Stewart Incorporated to handle design and project management services for our planned downtown park, I am recommending that Council adopt a capital project ordinance for the entire project (design *and* construction) at this time.

While construction cost estimates as provided by Stewart are *very* preliminary, and will likely change after the design is finalized incorporating input from council and the public, I recommend that Council estimate a “maximum” likely cost for the entire project that Council is comfortable with and adopt the project ordinance accordingly. From the standpoint of accounting for the park on the town’s capital asset schedule, it is more straightforward to include design and construction in one ordinance and report any expenditures through June 31, 2015 as “Construction in Progress” in the FY2014-15 financial statements.

A construction figure of \$100,000 allows for additional items to be included in the park above and beyond Stewart’s initial rough estimate. Of course, park expenditures do not have to utilize the entire budget amount, they just cannot *exceed* the amount authorized by the Downtown Park Capital Project Ordinance unless the ordinance is amended to allow for such increased expenditures.

STATE OF NORTH CAROLINA
TOWN OF MINERAL SPRINGS

**PROJECT ORDINANCE AUTHORIZING DESIGN AND CONSTRUCTION OF
A PARK ADJOINING THE TOWN HALL**

O-2014-02

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

Section 1: The project involves the design and construction of a multi-use park consisting of approximately 16,000 square feet on property owned by the Town of Mineral Springs adjacent to the town hall at 3506 South Potter Road. This park is intended to serve the broadest possible cross-section of citizens, with paved walkways, sitting and picnic areas, open lawn areas, and play and activity features.

Stewart Incorporated, located at 200 South College Street, Suite 720, Charlotte, North Carolina has been selected to provide design, permitting, construction bid assistance, and construction management services for this park project.

The Design, Permitting, and Bidding phases are expected to take place from April 10, 2015 through August 31, 2015, with the Construction phase expected to take place from September 2015 through February 2016.

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

General Fund Balance	\$127,000
Total	\$127,000

Section 3: The following amounts are appropriated for the projects of the Downtown Park Capital Project fund:

Design and Professional Services (Item #1)	\$27,000
Construction, Amenities, and Fixtures (Item #2)	\$100,000
Total	\$127,000

Section 4: The Finance Officer is authorized to make periodic payments to Stewart, Incorporated for services provided under "Item #1" based on the work completed in each billing cycle, as specified in the agreement between the town and Stewart

Section 5: The Finance Officer is authorized to make periodic payments for work under “Item #2” to any contractor or contractors approved by the Mineral Springs town council as a result of the Construction Bid process. These payments shall be made only as invoiced in contractor pay requests approved by Stewart in its construction management function. The Finance Officer is authorized to approve change orders of up to One Thousand Dollars (\$1,000.00) for any individual change. Contracts or change orders above that amount must be approved by the town council.

Section 6: The Finance Officer is hereby directed to maintain within the Downtown Park Capital Project Fund sufficient detailed accounting records for the project authorized.

Section 7: The Finance Officer is directed to report annually on the financial status of the Downtown Park Capital Project Fund.

Section 8: The Finance Officer is authorized to transfer funds as required from the General Fund balance into the Downtown Park Capital Project Fund.

Section 9: Copies of this Downtown Park Capital Project Ordinance shall be filed with the Town Clerk and the Finance Officer.

ADOPTED this the 9th day of April, 2015.

Frederick Becker III, Mayor

Attest:

Vicky A. Brooks, Clerk

MEMO

To: Mineral Springs Town Council
From: Rick Becker
Date: March 31, 2015
Subject: FY2015-2016 Budget: Preliminary Departmental Appropriations

The accompanying spreadsheet shows the FY2013-14 final budget and actual expenditures, the FY2014-15 current budget and estimated final actual expenditures, and suggested appropriation levels for the FY2015-16 budget.

This "first draft" suggests an increase of \$7,410 over the current year's operating expenditure budget, or 2.75%. This figure, for the first time, reflects the 3% increase in staff salaries that council has consistently approved over the past several years. Hopefully, this presents a more accurate estimate of what the budget officer anticipates happening with these salaries, but council must still decide whether or not to apply any increases. Note that the "Assistant/Deputy" position is given a \$10,500 budget amount; this is not a salaried position, and the \$10,500 is a maximum suggested allocation for the position. Currently, this position requires 12 hours per week, corresponding to the time the town hall is open for regular business hours. The hourly rate for this position is currently \$15.45.

Reading the Chart

In the right-hand column, headed "2015-16 proposed", bold-faced numbers are the totals within each budgetary department. These numbers add up to the total of \$276,715. These are the categories that ultimately end up in the adopted budget ordinance and within which the town must operate; numbers within these departments are "flexible", and may be changed during the fiscal year as needed without budget amendments as long as the departmental totals in the ordinance are not increased. Salaries are shown in white, reflecting amounts 3% above last fiscal year. "Employee Overhead" is also shown in white with an increase over the current year (explained below), and may decrease if salaries do not increase or increase by less than 3%. The three sets of figures in the "dotted" cells are simply sub-subcategories within subcategories.

Major Increases

1. **"Special Events"**: the subcategory of "Festival" has been increased to \$4,000. This number reflects a \$500 increase over the amount budgeted for the 2014 15th Anniversary Festival (note that the actual expenditures for the festival were only \$2,953). **Increased from \$3,500 to \$4,000.**
2. **"Park & Greenway Maint"**: While routine maintenance has generally fallen well under budget, Council has brought up the idea of providing a monthly "Port-a-John" rental at the trailhead. Also, we are well into the planning process for a park adjacent to the town hall; this park might open as soon as early 2016 and would involve additional maintenance as well as a possible "Port-a-John" rental. **Increased from \$4,200 to \$6,000.**
3. **"Elections"**: Since there is a municipal election during FY 2015-16, the town will be liable for the cost of that election. The Union County Board of Elections estimates that cost at \$2,525. It should

be noted that Union County has discontinued the annual election contract fee, which has been budgeted at \$600 each year. **Increased from \$600 to \$2,525.**

Major Decreases

1. **“Street Lighting”**: Although the FY2014-15 budget allowed for additional street lights along parts of Potter Road and Highway 75, Council decided that no new street lights would be required in the immediate future. **Decreased from \$4,000 to \$2,000.**

Other Items of Note:

1. **“Salary: Finance Officer”**: This position, like all town positions, is subject to NC Workers Compensation requirements. Last year, we split the salary “50-50” between “clerical” and “non-clerical” duties because - like the combined Town Clerk/Planning Director position - some of the duties of the position involve non-clerical tasks, such as site inspections, trail work, and building maintenance. These tasks are rated at a higher workers compensation premium. The NCLM Workers Compensation system allows members to split jobs over two or more ratings for reporting purposes as long as there is a reasonable method of accounting for the approximate split in duties.

However, during my discussions with the NCLM Workers Compensation underwriter as part of our 2015-15 self-audit, he informed me that the NCLM no longer allows job duties to be split if ANY part of the job is rated as “clerical”. The “clerical” rate is so low that they believe it subjects the system to too much risk to “share” those workers across other, higher-risk categories. For a job to be rated “clerical”, it must be 100% clerical in nature. The underwriter *did* tell me that we can still split job responsibilities over multiple categories if none of them is “clerical”, and that we can estimate the actual amount of time spent at the highest risk activity and limit the exposure to a very small percentage of the employee’s time. So, the best way to handle the rating for the Finance Officer’s position is to classify the position as “not otherwise specified”, which carries a moderate premium rate (although higher than “clerical”), and then only up-rate the actual portion of the job that is dedicated to high-risk activities. Those activities include any use of mowers, trimmers, and other power tools and equipment. He suggested that if things like mowing only take place during the “season”, and only for a few hours per week, then we should classify only that amount of time to the high-risk-rated “parks & rec – including mowing” category. Roughly 10% of the Finance Officer’s time (2 hours per week year-round) falls into that category, so that is reflected in the “90-10” split for the Finance Officer.

2. **“Employee Overhead”**: Reporting 90% of the Finance Officer salary as “not otherwise specified” and 10% to “parks & rec – including mowing” for Workers Compensation purposes, and reclassifying the entire combined salary for the Clerk and the Planning Director/Zoning Administrator as “not otherwise specified” would increase the overall premium by approximately \$700. Salary increases also cause various salary-based overhead items to increase. **Increased from \$25,300 to \$26,500.**

Most other line items and departmental appropriations remain very close to FY2014-15 levels. The budget amounts approved by council in recent years appear to be representing the town’s overall spending priorities quite well, and as such there is no need to modify those budget amounts.

At the April 9, 2015 meeting, council should consider three items related to the budget:

1. determine salary figures for next year
2. decide on whether or not to include any of the proposed changes in the FY2015-16 budget
3. advise the budget officer of any changes council might wish to make to other appropriations so that the formal proposed budget may be presented to council in May.

TOWN OF MINERAL SPRINGS									
2015-2016 BUDGET: PRELIMINARY APPROPRIATION WORKSHEET (4/09/2015)									
Appropriation dept	Trend	2013-14	2013-14	2014-15	2014-15	2014-15	2015-16 proposed		
	14g '15	budget	actual	budget	(7/1-3/31)	(est. final)			
Advertising	↔	\$1,800	\$ 1,135	\$1,800	\$ 806	\$ 1,305	\$		1,800
Attorney	↔	\$9,600	\$ 4,377	\$9,600	\$ 2,982	\$ 3,882	\$		9,600
Audit	⦿	\$4,500	\$ 4,500	\$4,800	\$ 4,800	\$ 4,500	\$		5,100
Community Involvement	⦿	\$19,900	\$17,991	\$24,000	\$7,834	\$19,624	\$		26,300
Beautification, Maintenance	↔	\$5,800	\$ 5,167	\$5,800	\$ 2,973	\$ 5,073	\$		5,800
Charities, Agencies	↔	\$9,500	\$ 10,300	\$9,500	\$ 800	\$ 9,300	\$		9,500
Special Events	⦿	\$1,000	\$ 59	\$4,500	\$ 3,963	\$ 4,153	\$		5,000
Festival	⦿	\$0	\$ -	\$3,500	\$ 2,953	\$ 2,953	\$		4,000
Misc	↔	\$1,000	\$ 59	\$1,000	\$ 1,010	\$ 1,200	\$		1,000
Park & Greenway Maint	⦿	\$3,600	\$ 2,465	\$4,200	\$ 98	\$ 1,098	\$		6,000
Contingency		\$700	\$ -	\$1,740	\$ -	\$ -	\$		3,000
Dues	⦿	\$5,825	\$ 5,757	\$6,275	\$ 5,126	\$ 5,781	\$		6,600
Chamber	↔	\$300	\$ 300	\$300	\$ 300	\$ 300	\$		300
COG	↔	\$750	\$ 750	\$750	\$ 750	\$ 750	\$		750
IOG	⦿	\$300	\$ 300	\$300	\$ 311	\$ 300	\$		327
League	⦿	\$3,000	\$ 3,201	\$3,600	\$ 3,474	\$ 3,201	\$		3,900
CRTPO	↔	\$1,000	\$ 826	\$850	\$ -	\$ 850	\$		850
Other	⦿	\$475	\$ 380	\$475	\$ 291	\$ 380	\$		473
Elections	⦿	\$ 4,200	\$ 2,095	\$600	\$0	\$ -	\$		2,525
Contract	⦿	\$600	\$ -	\$600	\$ -	\$ -	\$		-
Municipal	⦿	\$3,600	\$ 2,095	\$0	\$ -	\$ -	\$		2,525
Employee Overhead	⦿	\$24,600	\$ 23,066	\$25,300	\$ 18,763	\$ 24,293	\$		26,500
Fire Department	↔	\$12,000	\$ 12,000	\$12,000		\$ 12,000	\$		12,000
Insurance	↔	\$4,500	\$ 3,714	\$4,500	\$ 3,610	\$ 3,610	\$		4,500
Newsletter	⦿	\$2,400	\$ 1,772	\$2,400	\$ 1,035	\$ 2,000	\$		3,000
Office	⦿	\$113,304	\$ 106,673	\$117,804	\$ 80,318	\$ 108,013	\$		118,976
Salary: Clerk	⦿	\$29,808	\$ 31,172	\$32,232	\$ 24,174	\$ 32,232	\$		33,204
Salary: Assistant/Deputy	↔	\$10,500	\$ 7,628	\$10,500	\$ 6,403	\$ 8,503	\$		10,500
Salary: Finance Officer: Regular	⦿	\$28,896	\$ 28,896	\$14,886	\$ 11,165	\$ 14,886	\$		27,600
Salary: Finance Officer: Mowing	⦿	\$0	\$ -	\$14,886	\$ 11,165	\$ 14,886	\$		3,072
Salary: Mayor	↔	\$4,800	\$ 4,800	\$4,800	\$ 3,600	\$ 4,800	\$		4,800
Salary: Council	↔	\$7,200	\$ 7,200	\$7,200	\$ 5,400	\$ 7,200	\$		7,200
Equipment	↔	\$2,400	\$ 938	\$2,400	\$ 972	\$ 1,972	\$		2,400
Supplies	↔	\$4,000	\$ 2,665	\$4,000	\$ 1,974	\$ 2,974	\$		4,000
Postage	↔	\$800	\$ 1,097	\$1,000	\$ 218	\$ 718	\$		1,000
Telephone, Internet, Security	⦿	\$6,800	\$ 7,416	\$6,800	\$ 5,495	\$ 6,821	\$		7,200
Reserve/Misc	↔	\$1,000	\$ 274	\$1,000	\$ 162	\$ 500	\$		1,000
Town Hall Maint	⦿	\$11,500	\$9,360	\$12,500	\$ 6,328	\$ 8,373	\$		12,000
Equip. & Supplies	⦿	\$2,500	\$ 855	\$2,500	\$ 1,137	\$ 1,637	\$		2,000
Services	↔	\$9,000	\$ 8,505	\$10,000	\$ 5,191	\$ 6,736	\$		10,000
Utilities	⦿	\$5,600	\$ 5,227	\$5,600	\$ 3,263	\$ 4,148	\$		5,000
Planning	⦿	\$ 37,776	\$ 33,513	\$ 42,876	\$ 24,207	\$ 31,876	\$		43,704
Parks & Greenways	↔	\$3,000	\$ 750	\$3,000	\$ -	\$ -	\$		3,000
Zoning Ord. & Planning Board	↔	\$2,000	\$ 550	\$2,000	\$ -	\$ -	\$		2,000
Zoning Administration	⦿	\$27,776	\$28,502	\$29,876	\$ 21,980	\$ 28,949	\$		30,704
Salary	⦿	\$25,776	\$ 26,953	\$27,876	\$ 20,907	\$ 27,876	\$		28,704
Contract & Other	↔	\$2,000	\$ 1,549	\$2,000	\$ 1,073	\$ 1,073	\$		2,000
Land Use Plans	↔	\$2,000	\$ 3,248	\$5,000	\$ 1,500	\$ 1,500	\$		5,000
Reserve/Misc	↔	\$3,000	\$ 463	\$3,000	\$ 727	\$ 1,427	\$		3,000
Street Lighting	⦿	\$2,200	\$ 1,902	\$4,000	\$ 1,139	\$ 1,710	\$		2,000
Tax Collection	⦿	\$3,700	\$ 2,997	\$5,010	\$ 2,547	\$ 3,725	\$		4,510
Salary	↔	\$1,800	\$ 1,800	\$1,800	\$ 1,200	\$ 1,800	\$		1,800
Contract	⦿	\$1,200	\$ 964	\$1,500	\$ 939	\$ 1,089	\$		1,200
Postage	⦿	\$200	\$ 18	\$200	\$ -	\$ 25	\$		100
Court Costs	↔	\$0	\$ -	\$1,260	\$ 408	\$ 786	\$		1,260
Billing	⦿	\$500	\$ 215	\$250	\$ -	\$ 25	\$		150
Training	↔	\$3,000	\$ 1,290	\$3,000	\$ 722	\$ 1,246	\$		3,000
Officials	↔	\$1,000	\$ 225	\$1,000	\$ 142	\$ 442	\$		1,000
Boards	↔	\$1,000	\$ -	\$1,000	\$ -	\$ -	\$		1,000
Staff	↔	\$1,000	\$ 1,065	\$1,000	\$ 580	\$ 804	\$		1,000
Travel	↔	\$4,200	\$ 3,813	\$3,600	\$ 1,748	\$ 2,418	\$		3,600
Capital Outlay		\$ 50,075	\$ 36,247	\$ 47,955	\$ 1,226	\$ 16,226			
Operating Expenditures	⦿	\$ 254,205	\$ 226,595	\$ 269,305	\$ 155,637	\$ 225,983	\$		276,715
Totals		\$304,280	\$262,842	\$317,260	\$ 156,863	\$ 242,209	\$		276,715