

Town Council Members

Valerie Coffey – 2019 ~ Jerry Countryman – 2021 ~ Janet Critz – 2021

Lundeen Cureton – 2019 ~ Peggy Neill – 2019

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Town of Mineral Springs  
Mineral Springs Town Hall  
3506 S Potter Road ~ Mineral Springs  
Town Council  
Regular Meeting  
October 11, 2018 ~ 7:30 PM

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**Agenda**

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1. **Opening**  
The meeting will be called to order, an invocation will be delivered and the Pledge of Allegiance will be recited.
2. **Public Comments**  
The town council will hear comments from members of the public on any matters of interest to them during this ten-minute period.
3. **Consent Agenda**
  - A. July 19, 2018 Special Meeting Minutes, August 9, 2018 Regular Meeting Minutes and September 13, 2018 Regular Meeting Minutes
  - B. August 2018 Tax Collector's Report
  - C. August 2018 Finance Report
4. **Presentation by Colonial Life**  
Representatives from Colonial Life will provide information on available voluntary supplementary insurance.
5. **Consideration of a Contract with Benchmark Planning**  
The council will consider approving a contract with Benchmark Planning to revise/amend our ordinances.
6. **Mineral Springs 5<sup>th</sup> Annual Festival Budget and Update**  
Vicky Brooks will present the final budget for the 5<sup>th</sup> Annual Festival and discuss the successes/failures of the festival.
7. **Discussion and Consideration of Archive Social for the Town Facebook Page**  
The council will discuss and consider moving forward with an agreement with Archive Social for the town's Facebook page.
8. **Staff Updates**  
The staff will update the council on any developments that may affect the town.
9. **Other Business**
10. **Adjournment**

Town of Mineral Springs  
Town Hall  
3506 S. Potter Road  
Town Council  
Special Meeting  
July 19, 2018 ~ 6:30 PM

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Minutes Draft

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The Town Council of the Town of Mineral Springs, North Carolina, met in Regular Session at the Mineral Springs Town Hall, Mineral Springs, North Carolina, at 7:30 p.m. on Thursday, July 19, 2018.

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

**Absent:** None.

**Visitors:** None.

With a quorum present Mayor Frederick Becker called the Special Town Council Meeting of July 19, 2018 to order at 6:39 p.m.

1. **Opening**

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

2. **Presentation by Councilwoman Critz on the Municipal Government Class**

- Councilwoman Critz explained that she and Mayor Becker attended the Government School Training in Asheville back in February. There was a traditional basic school and a separate section on the first day for veteran officials; Mayor Becker and Councilwoman Critz “divided and conquered”; Councilwoman Critz attended the veteran official workshop.
- Councilwoman Critz explained this presentation was an outline of the things they learned and the things that popped into her head for our community specifically from being there and hearing what the speaker had to say, general information and listening to other towns. Often times they would ask a question and go around the room having people answer (i.e. What are you most excited about in your community? What is the biggest problem you are dealing with right now?).
- Councilwoman Critz started with a quote that she read at the DOT meeting in Charlotte (CRTPO). *“In any moment of decision, the best thing you can do is the right thing, the next best thing is the wrong thing, and the worst thing you can do it nothing.”* – Theodore Roosevelt.
- Highlights from the training sessions and Councilwoman Critz’s thoughts are:

- Collaboration is extremely important
- Wilkesboro and North Wilkesboro failed to collaboratively address water issues and now “the water issue is in their face and they are at a standoff and nothing is getting accomplished”
- Citizen involvement can be valuable
- Third party involvement can be beneficial
- Other assets such as nonprofits can be more important to small communities
- Advantages of council involvement with planning board/staff/consultant
- “In collaborative work we should look to build relationship capital” (i.e. Town of Waxhaw, Council on Aging, North Carolina Wildlife Commission, Sheriff’s Department)
- Different participants are not all good at the same things; take advantage of different interests and knowledge
- “Identify what our strengths are, so we can maximize our potential to this community”
- Understand that many factors outside of our community affect our town and what do we need to do in order to protect ourselves as an “oasis”
- “We must plan, plan, plan with a bunch of exclamation points”
- Mineral Springs is not anti-growth, but “developer driven planning is unwise”

**3. Town Council Mini-Workshop on Realistic Community Needs**

- Councilwoman Critz explained that she didn’t have a specific plan for the mini-workshop, except to get the council’s thought process started on making lists (future) as they look around the community and talk with neighbors and people in the community. It would be great to come up with a few items to put before Ms. Brooks, so that she has it in her hands going through the whole zoning process. It would be to the council’s advantage to work that through their minds in considering realistic future needs or problems for this community.
- Councilwoman Critz shared the biggest one is everyone around us right now (since we do not have jurisdiction), it would be a productive option to be involved and knowledgeable of the changes being suggested and then see if there are ways we can effectively either work with that change or try to help them view their change differently.
- Councilwoman Critz asked for council input and responses are as follows:
  - Mayor Becker – we had a successful collaborative effort with Waxhaw (railroad siding), which was a rehearsal for the Waxhaw Parkway that will possibly cut through people’s property in Mineral Springs. There will be more collaboration with Waxhaw Mayor Maher/all other interested parties on the Waxhaw Parkway route as it is looked at from the perspective of an outcome that doesn’t do as much damage.
  - After discussing the Waxhaw Parkway, Councilman Countryman noted he will start attending Waxhaw council meetings, because everything this council is talking about is relative to Waxhaw.
  - Councilman Countryman mentioned the property in downtown Mineral Springs that the town continues to get complaints on and noted that the town is not the problem. The town is not opposed to growth/development if it is done the right way and the smart way. There is a downtown overlay/plan that the town has

been preaching for years, but nothing is happening. Mr. Kaltsounis did a pretty good job of refurbishing the strip mall, but the rest of the downtown looks like a trash pile. This town needs a grocery store of some type (Aldi or Harris Teeter). Councilman Countryman asked how do we promote us and get the development we want and we have planned for to get the ball rolling. Councilman Countryman suggested revisiting the zoning ordinance, because he has heard that this is not a very friendly place for business.

- Councilwoman Critz pointed out that the people that own the property in downtown (which can't be changed) are asking too much money for rent and there are some substandard facilities is what she is being told.
- Unless we get something major drawing everyone to the area, development is not going to happen.
- Councilwoman Coffey thought the biggest hindrance to the correct type of growth the town wants is the lack of affordable housing and population, which will not draw a grocery store, because they have to have the potential money that is going to come through. Perhaps contacting some people who do boutique grocery stores, which would serve the town well, as long as it was not high end. The town needs to find a developer that is willing to bring some affordable housing here. We have to find a way to recruit our needs.
- Mayor Becker mentioned that Mr. Raley has dropped in within the past few months and talked about increasing the housing component and decreasing the retail component, because that is what the market will bear. The problem is Mr. Raley has big things that he is doing [elsewhere] and trying to pin him down is difficult, but we will continue to try to nail him down.
- Mayor Becker noted that he had done some research on the blighted property owned by Hal Rape. Mayor Becker doesn't know all of the facts, but he does believe there is contaminated soil on the site, because there is a file at the state UST (underground storage tank) division and there are deed restrictions that have recently been filed on that property. No drinking water wells are allowed on the property (county water is available) and the property can't be used for residential, school, park, daycare or nursing home, it can only be used for retail or commercial. Realtor/Developer Dennis Moser commissioned a phase two environmental study on the property when he was interested in buying it and the recommendation of the study was that it is minor contamination in a small location where the tanks were. The buyer will need some indemnification/assurances from the seller that liability will be covered and it will be indemnified either by something the seller provides or by a brownfield determination, which comes from the EPA. Mayor Becker stated he didn't think that a lender would touch a property that small with those restrictions, so it will be very difficult for Mr. Rape to sell it. Mayor Becker was thinking out-of-the-box trying to come up with something the town could do and the thought that came to his mind was to put a bond referendum on the ballot at some point and that way it would be in the voter's hands if the town bought the property. Mayor Becker had no idea how much Mr. Rape would sell the property for, but he thought he would have to get a little less than he wants, because there is a cloud on the title. EPA grants are a possibility.
- Councilwoman Critz mentioned she would be asking for approval from the council on the August agenda to attend an in-house training for six days/five nights in Chapel Hill. The Institute of Government has an advanced training for

veteran officials; it is only \$500 and partially funded by Prudential (includes lodging, food and training). The course includes advance strategies in your community on how to interact with surrounding communities and how to collaborate. Councilwoman Critz will know by the August meeting if her application has been accepted.

10. **Adjournment**

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

*Ayes: Coffey, Countryman, Cureton, Critz, Krafft and Neill*

*Nays: None*

- The meeting was adjourned at 8:20 p.m.
- The next regular meeting will be on Thursday, August 9, 2018 at 7:30 p.m. at the Mineral Springs Town Hall.

Respectfully submitted by:

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Vicky A. Brooks, CMC, NCCMC, Town Clerk

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Frederick Becker III, Mayor

Town of Mineral Springs  
Town Hall  
3506 S. Potter Road  
Town Council  
Regular Meeting  
August 9, 2018 ~ 7:30 PM

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Minutes Draft

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The Town Council of the Town of Mineral Springs, North Carolina, met in Regular Session at the Mineral Springs Town Hall, Mineral Springs, North Carolina, at 7:30 p.m. on Thursday, August 9, 2018.

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

**Absent:** None.

**Visitors:** Diane Countryman, Gwen Gardner and Alan Gardner.

With a quorum present Mayor Frederick Becker called the Regular Town Council Meeting of August 9, 2018 to order at 7:30 p.m.

1. **Opening**

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

2. **Public Comments**

- There were no public comments.

3. **Consent Agenda**

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

- A. *July 12, 2018 Regular Meeting Minutes*
- B. *June 2018 Tax Collector's Report*
- C. *June 2018 Finance Report*

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

Ayes: *Coffey, Countryman, Critz, Cureton, Krafft and Neill*  
Nays: *None*

4. **Consideration of Councilwomen Critz and Neill Attending the 2018 NCLM Conference and Councilwoman Critz Attending the School of Government Advanced Leadership Corps**

- Mayor Becker noted that everyone on the board received the email about the league convention; a memo was in the agenda explaining the cost. Councilwomen Neill and Critz are requesting approval for the expenditure of travel and training.
- **Councilwoman Coffey made a motion that we approve the expenditure based on the fact that the information that they bring back will benefit the town tremendously in our decision making for the future and Councilman Countryman seconded.** Councilwoman Critz noted she wasn't accepted in the government advanced leadership corps; they had twice the number of applicants as they had positions and she was not selected. *The aforementioned motion by Councilwoman Coffey passed unanimously as follows:*

*Ayes: Coffey, Countryman, Critz, Cureton, Krafft and Neill.*

*Nays: None*

5. **5<sup>th</sup> Annual Festival Update, Sign-Up for Town Tent Staffing and Volunteer Opportunities**

- Ms. Brooks pointed out there was a town tent sign-up sheet in the agenda packet and asked the council if they had given it any thought. It was noted that Councilwoman Krafft would not be able to sign-up because she is in the children's area all day and Mayor Becker will be taking care of the sound system. The council signed up for the town tent as follows:

10:00 a.m. to 10:30 a.m.	Councilwoman Coffey
10:30 a.m. to 10:45 a.m.	Janet Ridings
10:45 a.m. to 11:45 a.m.	Councilwoman Neill
11:45 a.m. to 12:45 p.m.	Councilwoman Cureton
12:45 p.m. to 01:45 p.m.	Councilwoman Critz
01:45 p.m. to 02:45 p.m.	Councilman Countryman
02:45 p.m. to close	Councilwoman Coffey

- Ms. Brooks informed the council that on Tuesday, September 4<sup>th</sup> at 6:00 p.m. the stage and tent would be put up; volunteers would be needed. Councilman Countryman, Alan Gardner and Mayor Becker all volunteered. Ms. Brooks commented maybe Richard Helms from the planning board would help and noted that Jim Muller was still incapacitated. Councilwoman Krafft commented Jeff Krafft may be able to assist depending on his schedule.
- On Thursday, September 6<sup>th</sup> at 6:00 p.m., the 20 X 40 nonprofit tent will be going up and volunteers were necessary for that also. Councilwoman Critz commented Jimmy Critz could probably help with that. Alan Gardner also volunteered.
- On Friday, September 7<sup>th</sup> at 10:00 a.m. the children's area will be set-up. Councilwoman Krafft asked why. Ms. Brooks responded because they couldn't do it on Saturday. Councilwoman Krafft stated they could do it in the afternoon (not in the morning) if someone would just put the tents and straw over there. Ms. Brooks noted it would be a full day of putting up tents, getting straw, putting together the "face-in-the-hole", installing temporary fencing and staging items in preparation of

the Saturday morning set-up. Councilwoman Critz suggested having ice and drinks available for everyone during these work days. Gwen Gardner volunteered to do that.

- Ms. Brooks noted that she did not have any volunteers for Saturday and would need people to direct the craft/food vendors and she typically has someone monitoring the parking lot. Councilwoman Critz volunteered to help out with the parking lot in the morning before she helps at the tent if she can be in the shade. Diane Countryman volunteered to assist; she will get up with Ms. Brooks after the meeting.
- At the current time, we have two \$150 sponsors and another one who is interested in being a \$250 sponsor; Ms. Brooks will meet with them on Tuesday. The total revenue to date is \$745. There are two food vendors (fire department selling bar-b-que/hot dogs and Hill's Snozbiz selling shaved ice, nachos, etc.) with a verbal commitment with a third (CP Concessions selling funnel cakes, lemonade, candy apples). We have 17 craft vendors/exhibitors. Councilwoman Critz suggested contacting Farley's to see if they would be willing to sell pizza by the slice.
- Councilwoman Krafft asked if Ms. Brooks got the sponsorship from GEMCO yet. Ms. Brooks responded "no". Councilwoman Krafft stated she spoke with him yesterday and he had it ready and just needed to drop it off; it would be a \$250 sponsorship.
- Councilwoman Cureton asked about selling cupcakes, cakes and stuff. Ms. Brooks responded that would go through the Department of Agriculture. Mayor Becker offered that it was different from the regular county health department. Councilwoman Critz asked if you couldn't have a bake sale without a special permit. Ms. Ridings commented they don't know where it's been baked or what's in it; it has to be inspected. Councilwoman Cureton noted that her church doesn't have any problem having bake sales and they don't have to be inspected. Ms. Ridings responded when you are serving the public they don't allow it. Councilwoman Coffey asked that the council be mindful of the birthday party in Charlotte that just sent 50 to 100 people to the hospital and some of them are critical.
- Councilman Countryman asked what the cost of the community tent was. Ms. Brooks responded that he had always donated \$150 for the nonprofit tent, but there was no real price on it. Councilman Countryman stated he would go with \$150, but it wouldn't be until September.
- Councilwoman Critz asked Ms. Brooks if she would like for the council to actively look for volunteers to help on Friday, which looks like it has the greatest need. Ms. Brooks responded, "sure". Mayor Becker suggested they get back with Ms. Brooks, so she will know. In reference to the day of the festival, volunteers can come from 10:00 a.m. to 4:00 p.m. – anytime.
- Ms. Brooks asked the council for volunteers to pull weeds, dead head flowers and just generally get the park acceptable for the festival. Mayor Becker suggested they come for a couple of hours here or there when they can. Ms. Brooks stated no direction was needed to see weeds as she referred to Diane Countryman who worked very hard two years ago pulling weeds and dead heading flowers. Mayor Becker added that Ms. Countryman was the queen of weed eaters. Councilwoman Coffey asked Ms. Countryman how long it took. Councilman Countryman responded, "several days". Ms. Countryman responded, "it's big, it's a big park, if



there were six women or six people that we go up there and take two hours you could knock it out, but when it's one person doing it, you know". Mayor Becker commented it was more than 12 man-hours. Councilwoman Critz commented that could be part of the Friday. Mayor Becker responded that could happen on Friday or it could happen ongoing up to that. Ms. Countryman commented she didn't mind doing it, but she can't do it all by herself, so if anybody wants to she'll be on the group. Councilwoman Critz asked if Ms. Countryman wanted to come on Thursday when Mr. Critz brought the tent and she will help while the men are doing the tent.

6. **Consideration of Removing an Inactive Board of Adjustment Member and Possible Appointment of Replacement**

- Ms. Brooks explained that the council appointed Ra'lysa Rice to the Board of Adjustment (as an alternate member) in January. The Board of Adjustment has met three times since then and Ms. Rice has not come to any of those meetings. Ms. Brooks requested that the council withdraw their appointment of Ms. Rice, so we can find another alternate that would fulfill that obligation.
- **Councilwoman Coffey** made a **motion** that we remove Ra'lysa Rice as a Board of Adjustment member and **Councilwoman Critz** seconded. The motion passed unanimously as follows:

*Ayes: Coffey, Countryman, Critz, Cureton, Krafft and Neil*

*Nays: None*

- Councilwoman Cureton asked what the reason for removing her was. Councilwoman Coffey responded, "she didn't ever come". Mayor Becker commented she was never sworn in. Councilwoman Critz asked if we had someone who had applied for a position on the planning board; maybe we could ask her or possibly Donna Sherrin would consider coming back. Ms. Brooks responded she didn't know which one she should ask first. Councilwoman Coffey responded, "Donna". Councilwoman Critz responded, "Donna has the experience, I think you need a little bit more for the...". Ms. Brooks responded she would ask Donna first and if she declined, she would go back to the woman that applied for the planning board. Councilwoman Krafft commented she was thinking the other candidate might be a good candidate for the Board of Adjustment since they don't meet often. Councilwoman Critz asked Councilwoman Coffey if she was still on the Board of Adjustment. Ms. Brooks responded, "thankfully, yes she is". Councilwoman Critz responded the only reason she asked was because she wouldn't mind going back on; she has had the training and has been there before and since it is so infrequent she wouldn't mind, but it would be a bad idea. It wouldn't be illegal, immoral or unethical, but Councilwoman Critz thought having two might be pushing it; it wouldn't be wrong, but if we can avoid it we should. Councilwoman Coffey responded it could be avoided, she could resign. Mayor Becker responded, no, Ms. Brooks will talk to those two applicants and come back next month for the council to appoint somebody. Councilwoman Critz stated she just didn't want to see things fall through the cracks and things not get done when there are people who could do it and are trained and ready.

7. **Staff Reports**

- There were no staff reports.

8. **Other Business**

- There was no other business.

9. **Adjournment**

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

*Ayes: Coffey, Countryman, Critz, Cureton, Krafft and Neill*

*Nays: None*

- The meeting was adjourned at 8:02 p.m.
- The next regular meeting will be on Thursday, September 13, 2018 at 7:30 p.m. at the Mineral Springs Town Hall.

Respectfully submitted by:

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Vicky A. Brooks, CMC, NCCMC, Town Clerk

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Frederick Becker III, Mayor

Town of Mineral Springs  
Town Hall  
3506 S. Potter Road  
Town Council  
Regular Meeting  
September 13, 2018 ~ 7:30 PM

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Minutes Draft

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The Town Council of the Town of Mineral Springs, North Carolina, met in Regular Session at the Mineral Springs Town Hall, Mineral Springs, North Carolina, at 7:30 p.m. on Thursday, September 13, 2018.

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

**Absent:** Attorney Bobby Griffin.

**Visitors:** Mineral Springs Volunteer Fire & Rescue Department Chief Donald Gaddy.

With a quorum present Mayor Frederick Becker called the Regular Town Council Meeting of September 13, 2018 to order at 7:30 p.m.

1. **Opening**

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

2. **Public Comments**

- There were no public comments.

3. **Consent Agenda**

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

- A. *July 2018 Tax Collector's Report*
- B. *July 2018 Finance Report*

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

Ayes: Coffey, Countryman, Critz, Cureton, Krafft and Neill  
Nays: None

4. **2018 Property Tax Order of Collection**

- Mayor Becker commented there was no one from Union County here this evening, but he did speak with [Union County Tax Administrator] Vann Harrell. Mayor

Becker explained there were two things: the settlements were here with the first three pages being the current year, and then there are the prior years with the remaining balances shown (they have done a good job). The first order of business is to approve the settlement if the council chooses to.

- **Councilwoman Critz** made a **motion** to approve the *Union County Settlements* and **Councilman Countryman** seconded. The motion passed unanimously as follows:

Ayes: Coffey, Countryman, Critz, Cureton, Krafft and Neill  
Nays: None

- Mayor Becker explained that Vann Harrell informed him as far as he knows they don't need to do that formal one, because it really goes through the Board of Commissioners and the town's contract is a blanket that covers all of the collections. Mayor Becker thought the council should just as a pro forma, authorize them by making a motion to authorize the county to collect all the taxes that come due.
- **Councilman Countryman** made a **motion** to authorize and order *Union County* to collect the fiscal year 2018 taxes and **Councilwoman Coffey** seconded. The motion passed unanimously as follows:

Ayes: Coffey, Countryman, Critz, Cureton, Krafft and Neill  
Nays: None

#### 5. **Prior Years' Tax Settlement and Write-Offs**

- Mayor Becker explained that Ms. Ridings had prepared the tax settlement, which is much simpler, because every year one rolls off the bottom. Ms. Ridings collected \$65 and there was a write off of \$67 from the 2008 fiscal year. The total balance left of principal taxes is \$291.71 for three years. Mayor Becker noted Ms. Ridings had three years left to collect those and asked if she thought there was very little she was going to see. Ms. Ridings responded she had two that were going to be foreclosed on, so she may see some of that in about six months. Mayor Becker explained that Ms. Ridings doesn't have to be recharged, the council just needs to vote to approve the settlement if they choose to.
- **Councilwoman Coffey** made a **motion** to approve the settlement for 2008 through 2011 and **Councilwoman Krafft** seconded. The motion passed unanimously as follows:

Ayes: Coffey, Countryman, Critz, Cureton, Krafft and Neill  
Nays: None

#### 6. **Joint Statement on Waxhaw Parkway**

- Mayor Becker noted he hoped the joint statement on the Waxhaw Parkway was self-explanatory. The statement was created by Waxhaw Mayor Maher, Mayor Becker and Commissioner Helms of Union County; they all agreed on it. Mr. Alan Gardner (property owner of Story Book Farm) was brought in on it as well. Mr. Gardner is one of the most concerned, because he is in one of the most impacted neighborhoods and he is happy with the joint statement. Waxhaw presented the

statement at their Tuesday night meeting and Mr. Gardner spoke in favor of it and they approved it. Mayor Becker stated if the council liked what it said he would forward it to CRTPO.

- **Councilman Countryman** made a **motion** to approve this statement as written and **Councilwoman Krafft** seconded. The motion passed unanimously as follows:

*Ayes: Coffey, Countryman, Critz, Cureton, Krafft and Neill*

*Nays: None*

- The statement is as follows:

The Mineral Springs town council reviewed this joint statement at its regular meeting on September 13, 2018 and hereby approves the statement and requests that it be submitted to the Charlotte Regional Transportation Planning Organization (CRTPO) as a comment as part of the SPOT 5.0 Local Needs input points assignment process.

The jurisdictions of Waxhaw, Mineral Springs, and Union County understand the importance of and need for the construction of the Waxhaw Parkway. We view this as a major assist to our transportation network and economic development when done in concert with the short and long-term vision for the Region's direction.

In 2009, MUMPO (now CRTPO) commissioned an alignment study of the Waxhaw Parkway that included technical involvement from the Town of Waxhaw and developed and reviewed multiple alternatives. The resulting alignment has since been used for planning purposes along with scoring within STI for potential funding. This alignment was officially adopted by the Town of Waxhaw in 2017 by action – a necessary step to place the alignment on the recently updated CTP.

The alignment study that was completed in 2011 intended public involvement to be a next step. However, this alignment study of 2009-2011 did not complete that step of public involvement as a part of its process. Waxhaw, Mineral Springs, and Union County acknowledge that the Waxhaw Parkway must connect the current Parkway stub near NC Highway 16 with NC Highway 75. We also believe any final route must create far fewer impacts on existing neighborhoods and residences than the current alignment seems to create. The current alignment has been used solely for planning purposes along with STI scoring for potential funding. We feel strongly that public involvement should be incorporated into the development of any final alignment for the Parkway and that no route should be considered the preferred alignment going into the next evaluation process.

The jurisdictions of Waxhaw, Mineral Springs, and Union County support the Waxhaw Parkway. That support requests of NCDOT:

- Assign division and local input points to the project
- Develop a process and structure that:
  - Compiles all of the existing documentation;
  - Produces an updated constraints mapping that includes the impact of the growth and change this region has experienced;
  - Advertises and conducts public meetings/workshops to seek input from citizens;
  - Produces several alternative route alignments for the Parkway;
  - Recognizes that the current "line on the map" was drawn without benefit of a multi-step process such as this;
  - Develops and shares an evaluation matrix to grade/compare each alternative;
  - Places a high priority on minimizing impacts to existing neighborhoods and residences;
  - Selects the most appropriate route for the region.

These steps will go a long way to eliminate the ongoing uncertainty that has been associated with the Parkway.

## **7. Consideration of a Proclamation Declaring October 2018 as Domestic Violence Awareness Month**

- Mayor Becker explained he received the proclamation on behalf of Turning Point; there is also an event on October 4<sup>th</sup> (as shown on a paper in the agenda packet). Mayor Becker stated this was a very important issue to keep in mind and asked the council for a motion to approve the proclamation.
- **Councilwoman Critz** made a **motion** to approve the proclamation declaring October Domestic Violence Awareness Month and **Councilwoman Neill** seconded. The motion passed unanimously as follows:

*Ayes: Coffey, Countryman, Critz, Cureton, Krafft and Neill*

*Nays: None*

- The proclamation is as follows:

**Proclamation  
Domestic Violence Awareness Month**

**WHEREAS**, domestic violence affects all Union County residents, and far too many people suffer abuse at the hands of a spouse, partner, parent, child, or sibling; these victims can be of any age, race, religion, or economic status and the resulting damage is inflicted not only on the victims, but their children, families, and communities; and

**WHEREAS**, domestic violence includes not only physical but also mental abuse, emotional abuse, financial abuse, sexual abuse, and isolation; and

**WHEREAS**, domestic violence is widespread, including one in three Americans who have witnessed an incident of domestic violence with an annual cost to US companies of \$3.5 billion in lost work time, increased health care costs, higher turnover, and lower productivity; and

**WHEREAS**, according to the North Carolina Coalition Against Domestic Violence, there have been 1,244 women, men, and children murdered as a result of domestic violence since January 1, 2002 in North Carolina; and

**WHEREAS**, according to the North Carolina Council for Women, domestic violence programs across the state responded to over 119,000 crisis calls and provided services to over 50,000 victims last year; and

**WHEREAS**, the key to prevention is education, community awareness, having zero tolerance for domestic violence, and requiring accountability by the abuser; and

**WHEREAS**, Union County recognizes the importance of having collaborations by multiple partners to promote social norms, policies and laws that support gender equity and foster intimate partnerships based on mutual respect, equality, and trust; and

**NOW, THEREFORE**, be it resolved that I, Frederick Becker III, Mayor of the Town of Mineral Springs, do hereby proclaim October 2018 as Domestic Violence Awareness Month in Union County and urge all citizens to support this observance. I further urge our citizens to increase their awareness and education of this destructive force which deeply affects a large number of families in our State each year and to become part of the efforts to stop violence in families.

**IN WITNESS WHEREOF**, I have hereunto set my hand and caused the Seal of the Town of Mineral Springs to be affixed this the 13<sup>th</sup> day of September 2018.

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

Attest:

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

**8. Consideration of Calling for a Special Joint Meeting with the Planning Board to Receive the Initial Assessment from Benchmark Planning**

- Mayor Becker noted that the planning director would discuss the work on the Benchmark project for the ordinances. Ms. Brooks responded all the council needed to do was call for a special joint meeting. After some discussion, the council decided on Wednesday, September 26<sup>th</sup> at 7:00 p.m. at the Mineral Springs Town Hall for the purpose of hearing from Benchmark Planning on their initial assessment of our ordinances. Councilwoman Krafft will not be able to attend this meeting and would like some notes. Ms. Brooks pointed out there would be a CD available also.
- **Councilman Countryman made a motion to call a special meeting on Wednesday, September 26<sup>th</sup> at 7:00 p.m. at the Mineral Springs Town Hall for the purpose of hearing from Benchmark Planning on their initial assessment of our ordinances and Councilwoman Neill seconded. The motion passed unanimously as follows:**

*Ayes: Coffey, Countryman, Critz, Cureton, Krafft and Neill.*

*Nays: None*

- Ms. Brooks pointed out that she had been sent the assessment [which was handed out to the council] and the council can read it over at their leisure.

9. **Staff Reports**

- There were no staff reports.

10. **Other Business**

- Councilwoman Krafft explained she would not be able to attend the next meeting when the festival would be recapped, so she would like to recap what happened on their side. They probably had half the kids that they had the year before, but Councilwoman Krafft thought it was well attended and extremely successful. Overall, Councilwoman Krafft hoped that next year when they do it they can change some things on the kids' side to make it a little more entertaining and she would like to work on trying to get a little more activity from the community. Mayor Becker thanked Councilwoman Krafft and suggested that she get one of her chief volunteers to participate in the discussion next month.

11. **Adjournment**

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

*Ayes: Coffey, Countryman, Critz, Cureton, Krafft and Neill*

*Nays: None*

- The meeting was adjourned at 8:00 p.m.
- The next regular meeting will be on Thursday, October 11, 2018 at 7:30 p.m. at the Mineral Springs Town Hall.

Respectfully submitted by:

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Vicky A. Brooks, CMC, NCCMC, Town Clerk

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Frederick Becker III, Mayor

August 2018  
TOWN OF MINERAL SPRINGS  
PERCENTAGE REPORT

August 31, 2018 REGULAR TAX	2018	2017	2016	2015	2014	2013	2012
BEGINNING CHARGE	46.42	65,379.46	61539.29	62154.4	64,338.55	64,894.00	66,094.83
TAX CHARGE	65,756.58						
PUBLIC UTILITIES							
DISCOVERIES	77.31						
NON-DISCOVERIES							
RELEASES	(5.78)						
<b>TOTAL CHARGE</b>	<b>65,874.53</b>	<b>65,379.46</b>	<b>61,539.29</b>	<b>62,154.40</b>	<b>64,338.55</b>	<b>64,894.00</b>	<b>66,094.83</b>
BEGINNING COLLECTIONS		64,952.53	61245.14	61940.5	64,166.64	64,790.55	66,028.57
COLLECTIONS - TAX	190.13	73.88	1.68				
COLLECTIONS - INTEREST		1.69					
<b>TOTAL COLLECTIONS</b>	<b>190.13</b>	<b>65,026.41</b>	<b>61,246.82</b>	<b>61,940.50</b>	<b>64,166.64</b>	<b>64,790.55</b>	<b>66,028.57</b>
BALANCE OUTSTANDING	65,684.40	353.05	292.47	213.90	171.91	103.45	66.26
<b>PERCENTAGE OF REGULAR</b>	<b>0.29%</b>	<b>99.46%</b>	<b>99.52%</b>	<b>99.66%</b>	<b>99.73%</b>	<b>99.84%</b>	<b>99.90%</b>
<b>COLLECTION FEE 1.5 %</b>	<b>2.85</b>	<b>1.13</b>	<b>0.03</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>



Mineral Springs Prior Years Property Tax Report  
August 2018

	August 31, 2018	2011	2010	2009		
<b>BEGINNING CHARGE</b>		<b>\$64,878.42</b>	<b>\$64,737.60</b>	<b>\$63,911.13</b>		
PUBLIC UTILITIES		\$1,319.20	\$1,251.60	\$1,218.28		
MINIMAL RELEASES		(\$145.21)	(\$152.88)	(\$157.18)		
DISCOVERIES		\$61.82	\$321.61	\$46.46		
ABATEMENTS (RELEASES)		(\$301.25)	(\$473.88)	(\$136.74)		
<b>TOTAL CHARGE</b>		<b>\$65,812.98</b>	<b>\$65,684.05</b>	<b>\$64,881.95</b>		
PREVIOUS COLLECTIONS		\$65,722.65	\$65,599.00	\$64,765.62		
<b>PREVIOUS BALANCE DUE</b>		<b>\$90.33</b>	<b>\$85.05</b>	<b>\$116.33</b>		<b>\$291.71</b>
COLLECTIONS - TAX						\$0.00
COLLECTIONS - INTEREST/FEES						\$0.00
GROSS MONTHLY COLLECTIONS						\$0.00
MISC. ADJUSTMENTS						
<b>TOTAL TAX COLLECTED TO DATE</b>		<b>\$65,722.65</b>	<b>\$65,599.00</b>	<b>\$64,765.62</b>		
BALANCE OUTSTANDING		\$90.33	\$85.05	\$116.33		\$291.71
<b>PERCENTAGE COLLECTED</b>		<b>99.86%</b>	<b>99.87%</b>	<b>99.82%</b>		

# Mineral Springs Unpaid Property Taxes - Real and Personal as of August 31, 2018

Name	Tax Map Number	2011	2010	2009	Total
BOND, CELESTE B	06054063			\$27.92	
CAROLINA STREET SUPPLY	50103059		\$6.88		
CAROLINA STREET SUPPLY, SHEPPARD JONATHAN	848391	\$6.88			
COOMBER CUSTOM MASONRY LLC	1812652	\$10.44			
D'AMICO, JAMES L	06054024	\$27.68	\$27.68	\$27.68	\$27.68
DUNCAN, ROBERT W	50100863			\$2.63	
ELLIOTT, JAMES EDWARD & MARIO JAMES ELLIOTT &	06060006E	\$24.00	\$24.00	\$24.00	\$24.00
EPIC REALTY GROUP INC	50094704			\$10.46	
FATHER & SON PAINTERS	50093623		\$2.41	\$2.09	
MATHENY, VERNA	455325	\$2.22			
METHENY, VERNA	50094323		\$2.22	\$2.44	
ROBERTO BONILLA CUSTOM FRAMING	50104497		\$2.75		
WILLIAMS, RUTH & HUSBAND J C WILLIAMS	05033179	\$19.11	\$19.11	\$19.11	\$19.11
<b>Total</b>		<b>\$90.33</b>	<b>\$85.05</b>	<b>\$116.33</b>	<b>\$291.71</b>

Agenda Item

# \_\_\_\_\_

10/11/18

## Town of Mineral Springs

# FINANCE REPORT

## August 2018

Prepared for:

The Mineral Springs Town Council

By:

Frederick Becker III  
Finance Officer

**October 11, 2018**

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# Cash Flow Report FY2018 YTD

7/1/2018 through 8/31/2018

9/27/2018

Page 1

Category	7/1/2018- 8/31/2018
<b>INCOME</b>	
Interest Income	1,054.64
Other Inc	
Festival2018	
sponsor	1,100.00
vendor	345.00
TOTAL Festival2018	1,445.00
Zoning	803.92
TOTAL Other Inc	2,248.92
Prop Tax Prior Years	
Prop Tax 2013	
Receipts 2013	
Int	0.16
Tax	17.20
TOTAL Receipts 2013	17.36
TOTAL Prop Tax 2013	17.36
Prop Tax 2015	
Receipts 2015	
Int	0.00
Tax	0.56
TOTAL Receipts 2015	0.56
TOTAL Prop Tax 2015	0.56
Prop Tax 2016	
Receipts2016	
Int	0.32
Tax	0.68
TOTAL Receipts2016	1.00
TOTAL Prop Tax 2016	1.00
Prop Tax 2017	
Receipts2017	
Int	2.61
Tax	52.54
TOTAL Receipts2017	55.15
TOTAL Prop Tax 2017	55.15
TOTAL Prop Tax Prior Years	74.07
Veh Tax	
Int 2018	5.18
Tax 2018	712.07
TOTAL Veh Tax	717.25
<b>TOTAL INCOME</b>	<b>4,094.88</b>
<b>EXPENSES</b>	
Ads	139.40
Attorney	600.00
Community	
Greenway	250.00
Newsletter	
Post	314.55

## Cash Flow Report FY2018 YTD

7/1/2018 through 8/31/2018

9/27/2018

Page 2

Category	7/1/2018- 8/31/2018
Printing	596.52
TOTAL Newsletter	911.07
Parks & Rec	
Park	209.98
TOTAL Parks & Rec	209.98
Special Events	
Festival	797.53
Services	4,000.00
TOTAL Special Events	4,797.53
TOTAL Community	6,168.58
Emp	
Benefits	
Dental	156.00
Life	104.16
NCLGERS	2,099.32
Vision	28.00
TOTAL Benefits	2,387.48
Bond	550.00
FICA	
Med	297.52
Soc Sec	1,271.84
TOTAL FICA	1,569.36
Payroll	275.40
Work Comp	2,143.11
TOTAL Emp	6,925.35
Office	
Clerk	6,048.00
Council	1,800.00
Deputy Clerk	1,963.29
Dues	5,063.00
Equip	285.12
Finance Officer	
Regular	5,586.00
TOTAL Finance Officer	5,586.00
Ins	3,164.45
Maint	
Materials	380.10
Service	1,505.00
TOTAL Maint	1,885.10
Mayor	800.00
Post	225.00
Records	4,800.00
Supplies	499.59
Tel	2,320.91
Util	262.64
TOTAL Office	34,703.10
Planning	
Administration	
Salaries	5,228.00

## Cash Flow Report FY2018 YTD

7/1/2018 through 8/31/2018

9/27/2018

Page 3

Category	7/1/2018- 8/31/2018
TOTAL Administration	5,228.00
Misc	427.00
Ordinance Changes	2,000.00
TOTAL Planning	7,655.00
Street Lighting	136.55
Tax Coll	
Contract	18.71
Sal	100.00
TOTAL Tax Coll	118.71
Training	
Officials	908.00
Staff	455.00
TOTAL Training	1,363.00
Travel	1,677.70
<b>TOTAL EXPENSES</b>	<b>59,487.39</b>
<b>TRANSFERS</b>	
FROM MM Sav ParkSterling	210,000.00
TO Check Min Spgs	-10,000.00
TO South State CD	-200,000.00
<b>TOTAL TRANSFERS</b>	<b>0.00</b>
<b>OVERALL TOTAL</b>	<b>-55,392.51</b>

## Account Balances History Report - As of 8/31/2018

(Includes unrealized gains)

9/27/2018

Page 1

Account	6/29/2018 Balance	6/30/2018 Balance	7/31/2018 Balance	8/31/2018 Balance
<b>ASSETS</b>				
<b>Cash and Bank Accounts</b>				
Check Min Spgs	47,680.60	47,680.60	11,222.46	4,850.38
McNeely Farms Escrow	21,227.31	21,234.35	21,243.66	21,252.68
MM Sav ParkSterling	698,668.46	699,007.27	699,558.82	490,036.59
NCCMT_Cash	2,275.08	2,278.29	2,281.77	2,285.28
South State CD	0.00	0.00	0.00	200,000.00
<b>TOTAL Cash and Bank Accounts</b>	<b>769,851.45</b>	<b>770,200.51</b>	<b>734,306.71</b>	<b>718,424.93</b>
<b>Other Assets</b>				
State Revenues Receivable	0.00	61,440.37	58,704.79	56,821.56
<b>TOTAL Other Assets</b>	<b>0.00</b>	<b>61,440.37</b>	<b>58,704.79</b>	<b>56,821.56</b>
<b>TOTAL ASSETS</b>	<b>769,851.45</b>	<b>831,640.88</b>	<b>793,011.50</b>	<b>775,246.49</b>
<b>LIABILITIES</b>				
<b>Other Liabilities</b>				
Accounts Payable	692.76	1,694.64	692.76	692.76
Escrows	21,195.00	21,195.00	21,195.00	21,195.00
<b>TOTAL Other Liabilities</b>	<b>21,887.76</b>	<b>22,889.64</b>	<b>21,887.76</b>	<b>21,887.76</b>
<b>TOTAL LIABILITIES</b>	<b>21,887.76</b>	<b>22,889.64</b>	<b>21,887.76</b>	<b>21,887.76</b>
<b>OVERALL TOTAL</b>	<b>747,963.69</b>	<b>808,751.24</b>	<b>771,123.74</b>	<b>753,358.73</b>



Mineral Springs Monthly Revenue Summary 2018-2019

TOWN OF MINERAL SPRINGS									
REVENUE SUMMARY 2018-2019									
Source	Budget	Receivable	Rec'd YTD	% of Budget	July	August	September	October	November
Property Tax - prior	\$ 1,000.00	\$ 925.93	\$ 74.07	7.4%	\$ -	\$ 74.07			
Property Tax - 2018	\$ 66,005.00	\$ 66,005.00	\$ -	0.0%	\$ -	\$ -			
Dupl. Property Tax	\$ -	\$ -	\$ -		\$ -	\$ -			
Fund Balance Approp.	\$ -	\$ -	\$ -		\$ -	\$ -			
Gross Receipts Tax	\$ -	\$ -	\$ -		\$ -	\$ -			
Interest	\$ 1,800.00	\$ 745.36	\$ 1,054.64	58.6%	\$ 564.34	\$ 490.30			
Sales Tax - Electric	\$ 207,000.00	\$ 207,000.00	\$ -	0.0%	\$ -	\$ -			
Sales Tax - Sales & Use	\$ 22,100.00	\$ 22,100.00	\$ -	0.0%	\$ -	\$ -			
Sales Tax - Other Util.	\$ 25,700.00	\$ 25,700.00	\$ -	0.0%	\$ -	\$ -			
Sales Tax - Alc. Bev.	\$ 13,100.00	\$ 13,100.00	\$ -	0.0%	\$ -	\$ -			
Vehicle Taxes	\$ 7,285.00	\$ 6,567.75	\$ 717.25	9.8%	\$ -	\$ 717.25			
Zoning Fees	\$ 3,000.00	\$ 2,196.08	\$ 803.92	26.8%	\$ 460.00	\$ 343.92			
Other	\$ 3,000.00	\$ 1,555.00	\$ 1,445.00	48.2%	\$ 65.00	\$ 1,380.00			
<b>Totals</b>	<b>\$ 349,990.00</b>	<b>\$ 345,895.12</b>	<b>\$ 4,094.88</b>	<b>1.2%</b>	<b>\$ 1,089.34</b>	<b>\$ 3,005.54</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
	<b>December</b>	<b>January</b>	<b>February</b>	<b>March</b>	<b>April</b>	<b>May</b>	<b>June</b>	<b>June a/r</b>	
Property Tax - prior									
Property Tax - 2018									
Dupl. Property Tax									
Fund Balance Approp.									
Gross Receipts Tax									
Interest									
Sales Tax - Electric									
Sales Tax - Sales & Use									
Sales Tax - Other Util.									
Sales Tax - Alc. Bev.									
Vehicle Taxes									
Zoning Fees									
Other									
<b>Totals</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

Mineral Springs Budget Comparison 2018-2019

TOWN OF MINERAL SPRINGS									
BUDGET COMPARISON 2018-2019									
Appropriation dept	Budget	Unspent	Spent YTD	% of Bdg	July	August	September	October	November
Advertising	\$ 1,800.00	\$ 1,660.60	\$ 139.40	7.7%	\$ -	\$ 139.40			
Attorney	\$ 9,600.00	\$ 9,000.00	\$ 600.00	6.3%	\$ 300.00	\$ 300.00			
Audit	\$ 4,850.00	\$ 4,850.00	\$ -	0.0%	\$ -	\$ -			
Charities & Agencies	\$ 10,300.00	\$ 10,300.00	\$ -	0.0%	\$ -	\$ -			
Community Projects	\$ 26,000.00	\$ 19,831.42	\$ 6,168.58	23.7%	\$ 4,439.55	\$ 1,729.03			
Contingency	\$ 3,000.00	\$ 3,000.00	\$ -	0.0%	\$ -	\$ -			
Employee Overhead	\$ 28,500.00	\$ 21,574.65	\$ 6,925.35	24.3%	\$ 4,828.46	\$ 2,096.89			
Elections	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -			
Fire Protection	\$ 12,000.00	\$ 12,000.00	\$ -	0.0%	\$ -	\$ -			
Office & Administrative	\$ 144,704.00	\$ 110,000.90	\$ 34,703.10	24.0%	\$ 24,782.51	\$ 9,920.59			
Planning & Zoning	\$ 56,368.00	\$ 48,713.00	\$ 7,655.00	13.6%	\$ 3,041.00	\$ 4,614.00			
Street Lighting	\$ 2,000.00	\$ 1,863.45	\$ 136.55	6.8%	\$ -	\$ 136.55			
Tax Collection	\$ 2,450.00	\$ 2,331.29	\$ 118.71	4.8%	\$ 50.00	\$ 68.71			
Training	\$ 3,000.00	\$ 1,637.00	\$ 1,363.00	45.4%	\$ 455.00	\$ 908.00			
Travel	\$ 4,200.00	\$ 2,522.30	\$ 1,677.70	39.9%	\$ 820.32	\$ 857.38			
Capital Outlay	\$ 41,218.00	\$ 41,218.00	\$ -	0.0%		\$ -			
<b>Totals</b>	<b>\$ 349,990.00</b>	<b>\$ 290,502.61</b>	<b>\$ 59,487.39</b>	<b>17.0%</b>	<b>\$ 38,716.84</b>	<b>\$ 20,770.55</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Off Budget:</b>									
Tax Refunds					\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers					\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Off Budget:</b>			<b>\$ -</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

# August 2018 Cash Flow Report - Aug 2018

8/1/2018 through 8/31/2018

9/27/2018

Page 1

Category	8/1/2018- 8/31/2018
<b>INCOME</b>	
Interest Income	490.30
Other Inc	
Festival2018	
sponsor	1,100.00
vendor	280.00
TOTAL Festival2018	1,380.00
Zoning	343.92
TOTAL Other Inc	1,723.92
Prop Tax Prior Years	
Prop Tax 2013	
Receipts 2013	
Int	0.16
Tax	17.20
TOTAL Receipts 2013	17.36
TOTAL Prop Tax 2013	17.36
Prop Tax 2015	
Receipts 2015	
Int	0.00
Tax	0.56
TOTAL Receipts 2015	0.56
TOTAL Prop Tax 2015	0.56
Prop Tax 2016	
Receipts2016	
Int	0.32
Tax	0.68
TOTAL Receipts2016	1.00
TOTAL Prop Tax 2016	1.00
Prop Tax 2017	
Receipts2017	
Int	2.61
Tax	52.54
TOTAL Receipts2017	55.15
TOTAL Prop Tax 2017	55.15
TOTAL Prop Tax Prior Years	74.07
Veh Tax	
Int 2018	5.18
Tax 2018	712.07
TOTAL Veh Tax	717.25
<b>TOTAL INCOME</b>	<b>3,005.54</b>
<b>EXPENSES</b>	
Ads	139.40
Attorney	300.00
Community	
Greenway	125.00
Newsletter	
Printing	596.52

# August 2018 Cash Flow Report - Aug 2018

8/1/2018 through 8/31/2018

9/27/2018

Page 2

Category	8/1/2018- 8/31/2018
TOTAL Newsletter	596.52
Parks & Rec	
Park	209.98
TOTAL Parks & Rec	209.98
Special Events	
Festival	797.53
TOTAL Special Events	797.53
TOTAL Community	1,729.03
Emp	
Benefits	
Dental	78.00
Life	52.08
NCLGERS	1,049.66
Vision	14.00
TOTAL Benefits	1,193.74
FICA	
Med	146.16
Soc Sec	624.79
TOTAL FICA	770.95
Payroll	132.20
TOTAL Emp	2,096.89
Office	
Clerk	3,024.00
Council	900.00
Deputy Clerk	802.11
Equip	182.09
Finance Officer	
Regular	2,793.00
TOTAL Finance Officer	2,793.00
Maint	
Materials	315.37
Service	553.00
TOTAL Maint	868.37
Mayor	400.00
Supplies	282.93
Tel	405.45
Util	262.64
TOTAL Office	9,920.59
Planning	
Administration	
Salaries	2,614.00
TOTAL Administration	2,614.00
Ordinance Changes	2,000.00
TOTAL Planning	4,614.00
Street Lighting	136.55
Tax Coll	
Contract	18.71
Sal	50.00
TOTAL Tax Coll	68.71

# August 2018 Cash Flow Report - Aug 2018

8/1/2018 through 8/31/2018

9/27/2018

Page 3

Category	8/1/2018- 8/31/2018
Training	
Officials	908.00
TOTAL Training	908.00
Travel	857.38
<b>TOTAL EXPENSES</b>	<b>20,770.55</b>
<b>TRANSFERS</b>	
FROM MM Sav ParkSterling	210,000.00
TO Check Min Spgs	-10,000.00
TO South State CD	-200,000.00
<b>TOTAL TRANSFERS</b>	<b>0.00</b>
<b>OVERALL TOTAL</b>	<b>-17,765.01</b>

# Register Report - Aug 2018

8/1/2018 through 8/31/2018

9/27/2018

Page 1

Date	Num	Description	Memo	Category	Clr	Amount
8/2/2018	541...	Verizon Wireless	FY2018	Office:Tel	R	-69.28
			FY2018	Office:Equip	R	-182.09
8/2/2018	EFT	Debit Card (PayPal)	Fuser - Brother Print...	Office:Supplies	R	-139.95
8/6/2018	DE...	Deposit	FY2018 #18003	Other Inc:Zoning	R	183.92
			FY2018	Other Inc:Festival2018:sponsor	R	150.00
			FY2018	Other Inc:Festival2018:vendor	R	140.00
8/9/2018	5419	R.C.S., Inc.	I/N 101278 Park Re...	Community:Parks & Rec:Park	R	-200.00
8/9/2018	542...	Taylor & Sons Mowi...	(FY2018)	Office:Maint:Service		-365.00
			(FY2018)	Community:Greenway		-125.00
8/9/2018	5421	Benchmark CMR, Inc.	I/N 1417 Ordinance ...	Planning:Ordinance Changes	R	-2,000.00
8/9/2018	542...	Xerox Corporation	FY2018	Office:Supplies	R	-119.52
			FY2018 Newsletter	Community:Newsletter:Printing	R	-596.52
8/9/2018	542...	Municipal Insurance ...	8/18 (FY2018)	Emp:Benefits:Life	R	-52.08
			8/18 (FY2018)	Emp:Benefits:Dental	R	-78.00
			8/18 (FY2018)	Emp:Benefits:Vision	R	-14.00
8/9/2018	5424	Clark, Griffin & McC...	I/N 6468 8/18 (FY20...	Attorney	R	-300.00
8/9/2018	5425	Bucket, Mop, And Br...	I/N GCom-1027 ja...	Office:Maint:Service	R	-188.00
8/10/2018	EFT	Debit Card (Lowe's)	WD-40, Cleaner, W...	Office:Maint:Materials	R	-14.23
8/13/2018	EFT	Debit Card (Viva Chi...	Lunch: Vicky AMG (...	Travel	R	-28.45
8/13/2018	EFT	Debit Card (AOL)	AOL Troubleshootin...	Office:Tel	R	-7.99
8/14/2018	EFT	Debit Card (NCLM)	2018 Conference - ...	Training:Officials	R	-454.00
8/15/2018	TXFR	NC Department of R...	6/18 Sales & Use (F...	[State Revenues Receivable]	R	1,883.23
8/15/2018	EFT	Debit Card (Maria's)	Dinner: Clerk's Conf...	Travel	R	-13.68
8/15/2018	EFT	Debit Card (NCLM)	2018 Conference - ...	Training:Officials	R	-454.00
8/17/2018	EFT	Debit Card (King Ca...	Stage Tent Replace...	Office:Maint:Materials	R	-217.55
8/17/2018	EFT	Debit Card (L'il Dino)	Dinner: Clerk's Conf...	Travel	R	-11.80
8/18/2018	EFT	Debit Card (Homew...	Hotel: Clerk's Confer...	Travel	R	-306.21
8/19/2018	EFT	Debit Card (Craft Cu...	Tee Shirt Transfers (...	Community:Special Events:Festival	R	-77.83
8/19/2018	EFT	Debit Card (JiffyShir...	Volunteer shirts (FY...	Community:Special Events:Festival	R	-88.03
8/20/2018	5426	The Enquirer-Journal	30065439 (FY2018)	Ads	R	-119.40
8/20/2018	5427	Union County Public...	84361*00 (FY2018)	Office:Util	R	-25.23
8/20/2018	5428	Union County Public...	91052*00 (FY2018)	Community:Parks & Rec:Park	R	-9.98
8/20/2018	5429	Duke Power	1819573779 (Old Sc...	Office:Util	R	-26.20
8/20/2018	5430	Duke Power	1803784140 (FY2018)	Office:Util	R	-211.21
8/20/2018	5431	Vicky A Brooks	Mileage: 8/13 - 8/18/...	Travel	R	-113.04
8/20/2018	5432	Windstream	061348611 (FY2018)	Office:Tel	R	-325.50
8/20/2018	DE...	Deposit	FY2018 #18004	Other Inc:Zoning	R	25.00
			FY2018	Other Inc:Festival2018:sponsor	R	450.00
			FY2018	Other Inc:Festival2018:vendor	R	25.00
8/20/2018	EFT...	Union County	FY2018	Prop Tax Prior Years:Prop Tax 2017:R...	R	52.54
			FY2018	Prop Tax Prior Years:Prop Tax 2017:R...	R	2.61
			FY2018	Prop Tax Prior Years:Prop Tax 2016:R...	R	0.68
			FY2018	Prop Tax Prior Years:Prop Tax 2016:R...	R	0.32
			FY2018	Prop Tax Prior Years:Prop Tax 2015:R...	R	0.56
			FY2018	Prop Tax Prior Years:Prop Tax 2015:R...	R	0.00
			FY2018	Prop Tax Prior Years:Prop Tax 2013:R...	R	17.20
			FY2018	Prop Tax Prior Years:Prop Tax 2013:R...	R	0.16
8/20/2018	EFT...	Union County (NCV...	NCVTS 1807 FY2018	Veh Tax:Tax 2018	R	699.21

# Register Report - Aug 2018

8/1/2018 through 8/31/2018

9/27/2018

Page 2

Date	Num	Description	Memo	Category	Clr	Amount
			NCVTS 1807 FY2018	Veh Tax:Int 2018	R	5.18
			NCVTS Refunds 18...	Veh Tax:Tax 2018	R	12.86
8/21/2018	DE...	Deposit	FY2018	Tax Coll:Contract	R	-18.71
			FY2018 #18005	Other Inc:Zoning	R	50.00
			FY2018	Other Inc:Festival2018:sponsor	R	500.00
			FY2018	Other Inc:Festival2018:vendor	R	50.00
8/21/2018	TXFR	Transfer Money	transfer (FY2018)	[MM Sav ParkSterling]	R	10,000.00
8/21/2018	EFT	Debit Card (Facebo...	Festival Ad Boost (F...	Ads	R	-20.00
8/22/2018	EFT	Debit Card (WalMart)	Paper, Trash Bags (...	Community:Special Events:Festival	R	-20.24
8/22/2018	EFT	Debit Card (JoAnn F...	Vinyl Cutting Mat (F...	Community:Special Events:Festival	R	-9.60
8/23/2018	EFT	Debit Card (Craft Cu...	Tee Shirt Transfers (...	Community:Special Events:Festival	R	-46.43
8/25/2018	EFT	Debit Card (Amazon)	Raffle Ticket Drum (...	Community:Special Events:Festival	R	-26.27
8/25/2018	EFT	Debit Card (Amazon)	Raffle Tickets and D...	Community:Special Events:Festival	R	-40.98
8/28/2018	EFT	Debit Card (JiffyShir...	Volunteer shirts (FY...	Community:Special Events:Festival	R	-15.85
8/30/2018	5433	Postmaster	Std Mail 1092 @.28...	Community:Special Events:Festival		-313.40
8/30/2018	5434	Best Western Hickory	12673433 & 126734...	Travel		-384.20
8/30/2018	5435	Duke Power	2035221941 (FY2018)	Street Lighting		-136.55
8/30/2018	5436	Conder Flag Compa...	I/N 197977 US & N...	Office:Maint:Materials		-83.59
8/30/2018	5437	Verizon Wireless	221474588-00001 (...	Office:Tel		-2.68
8/30/2018	EFT...	Paychex	Salary 8/18 (FY2018)	Office:Clerk	R	-2,842.56
			Supplement 8/18 (F...	Office:Clerk	R	0.00
			Hours 8/18 (FY2018)	Office:Deputy Clerk	R	-802.11
			Salary 8/18 (FY2018)	Office:Finance Officer:Regular	R	-2,625.42
			Salary 8/18 (FY2018)	Office:Mayor	R	-400.00
			Salary 8/18 (FY2018)	Office:Council	R	-900.00
			Salary 8/18 (FY2018)	Planning:Administration:Salaries	R	-2,457.16
			Salary 8/18 (FY2018)	Tax Coll:Sal	R	-50.00
			FY2018	Emp:FICA:Soc Sec	R	-624.79
			FY2018	Emp:FICA:Med	R	-146.16
8/30/2018	DE...	Deposit	FY2018 #18006	Other Inc:Zoning	R	85.00
			FY2018	Other Inc:Festival2018:vendor	R	65.00
8/30/2018	EFT	Debit Card (Farley's)	Staff food (FY2018)	Office:Supplies	R	-23.46
8/30/2018	EFT	Debit Card (Union C...	Fire Inspection (FY2...	Community:Special Events:Festival	R	-51.30
8/31/2018	EFT	Paychex Fees	Fees 8/18 (FY2018)	Emp:Payroll	R	-132.20
8/31/2018	EFT...	NC State Treasurer	8/18 LGERS contrib...	Office:Clerk	R	-181.44
			8/18 LGERS contrib...	Office:Finance Officer:Regular	R	-167.58
			8/18 LGERS contrib...	Planning:Administration:Salaries	R	-156.84
			8/18 employer contri...	Emp:Benefits:NCLGERS	R	-1,049.66
8/31/2018	EFT	Debit Card (WalMart)	Tablecloth, Power C...	Community:Special Events:Festival	R	-97.46
8/31/2018	EFT	Debit Card (Lowe's)	Marking Paint (FY20...	Community:Special Events:Festival		-10.14
<b>8/1/2018 - 8/31/2018</b>						<b>-6,372.08</b>

**TOTAL INFLOWS 14,398.47**

**TOTAL OUTFLO... -20,770.55**

**NET TOTAL -6,372.08**

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August 2018

- Revenue Details
- Inter-bank Transfers
- New Account (CD)

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## NC Sales & Use Distribution (Accrued to FY2017-18)

June 2018 Collections

Summary

MUNICIPALITY	ARTICLE 39	ARTICLE 40	ARTICLE 42	ARTICLE 43	ARTICLE 44	ART 44 *524	ARTICLE 45	ARTICLE 46	CITY HH	TOTAL
<b>UNION (AD VALOREM)</b>	1,588,855.33	1,226,116.77	843,509.10	-	24.08	271,456.89	-	-	(280,112.31)	3,649,849.86
FAIRVIEW	665.35	513.45	353.23	-	0.01	113.68	-	-	555.71	2,201.43
HEMBY BRIDGE	-	-	-	-	-	-	-	-	-	-
INDIAN TRAIL	55,918.23	43,152.00	29,686.49	-	0.85	9,553.66	-	-	46,704.77	185,016.00
LAKE PARK	4,957.39	3,825.61	2,631.84	-	0.08	846.97	-	-	4,140.57	16,402.46
MARSHVILLE	7,373.34	5,689.99	3,914.44	-	0.11	1,259.74	-	-	6,158.46	24,396.08
MARVIN	4,575.12	3,530.61	2,428.89	-	0.07	781.66	-	-	3,821.30	15,137.65
MINERAL SPRINGS	569.18	439.23	302.17	-	0.01	97.24	-	-	475.40	1,883.23
MINT HILL *	35.50	27.40	18.85	-	-	6.07	-	-	29.66	117.48
MONROE	163,893.19	126,476.07	87,009.43	-	2.49	28,001.25	-	-	136,889.06	542,271.49
STALLINGS *	29,856.09	23,039.90	15,850.34	-	0.45	5,100.93	-	-	24,936.81	98,784.52
UNIONVILLE	870.08	671.44	461.92	-	0.01	148.65	-	-	726.72	2,878.82
WAXHAW	51,934.66	40,077.89	27,571.65	-	0.79	8,873.07	-	-	43,377.57	171,835.63
WEDDINGTON *	8,984.96	6,933.68	4,770.04	-	0.14	1,535.09	-	-	7,504.54	29,728.45
WESLEY CHAPEL	1,299.38	1,002.73	689.83	-	0.02	222.00	-	-	1,085.29	4,299.25
WINGATE	4,437.63	3,424.51	2,355.90	-	0.07	758.17	-	-	3,706.45	14,682.73
<b>TOTAL</b>	1,924,225.43	1,484,921.28	1,021,554.12	-	29.18	328,755.07	-	-	-	4,759,485.08

**Jurisdiction Collection by Year  
 Union County  
 Date Distributed: 7/2/2018 to 7/31/2018**

990 - TOWN OF MINERAL SPRINGS

Year	Taxes, Assessments and Misc. Charges	Late List	Interest	Total Collected	Commission	Net of Commission
2013	17.20	0.00	0.16	17.36	0.26	17.10
2015	0.56	0.00	0.00	0.56	0.01	0.55
2016	0.68	0.00	0.32	1.00	0.02	0.98
2017	52.54	0.00	2.61	55.15	0.83	54.32
<b>Total:</b>	<b>70.98</b>	<b>0.00</b>	<b>3.09</b>	<b>74.07</b>	<b>1.12</b>	<b>72.95</b>
<b>Grand Total:</b>	<b>70.98</b>	<b>0.00</b>	<b>3.09</b>	<b>74.07</b>	<b>1.12</b>	<b>72.95</b>

Invoice Date	Invoice Number	Description	Invoice Amount
08/01/2018	1901TAXES	TAX/FEE/INT-JULY 2018	\$74.07

Vendor No.	Vendor Name	Check No.	Check Date	Check Amount
10870	TOWN OF MINERAL SPRINGS	00056172	08/20/2018	74.07



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

Vendor Number    Check Date    Check Number  
 10870            08/20/2018    00056172

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

**\$74.07**

Pay **Seventy Four Dollars and 07 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  
 00056172

**ADDRESS SERVICE REQUESTED**

TOWN OF MINERAL SPRINGS  
 PO BOX 600  
 MINERAL SPRINGS NC 28108

Attn: Amanda

Table with columns: R/G M/I, Entity, VndNo-R, Inv No, Tax&Fee, IntOnly, Cmn Cst, Net Amt, Sts. Rows include Union County, Voter Approved Debt Tax, Countywide Fire Tax, etc.

Summary rows: Interest Amount, Billing Cost, Credit Card Cost, Debit Card Cost, A/P Totals, No A/P Totals, Refund Totals, Grand Totals.

-----User Keyed Amounts-----
Interest Amount... 2,535.26
Billing Cost... 40,016.64
Credit Card Cost... 22,371.12
Debit Card Cost... .00
Total Costs... 62,387.76

----- E N D -----

Invoice Date	Invoice Number	Description	Invoice Amount
07/16/2018	1812NCVTS	NCVTS REFUNDS FOR THE MONTH OF	\$12.86
08/16/2018	VTFN1807-1	Cash Recvd NCVTS JUL'18	\$685.68

Vendor No.	Vendor Name	Check No.	Check Date	Check Amount
10870	TOWN OF MINERAL SPRINGS	00056161	08/20/2018	698.54



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

Vendor Number    Check Date    Check Number  
 10870            08/20/2018    00056161

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

**\$698.54**

Pay Six Hundred Ninety Eight Dollars and 54 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  
 00056161

**ADDRESS SERVICE REQUESTED**

TOWN OF MINERAL SPRINGS  
 PO BOX 600  
 MINERAL SPRINGS NC 28108

MINERAL SPRINGS

Jurisdiction # 990

Vendor: **10870-1** Invoice#: 1812-NCVTS  
Description: NCVTS Refunds for the months of June  
Invoice Date: 7/16/2018  
Due Date: 7/19/2018  
Acct# 715 - 220355

\$	12.86
\$	12.86



71837 / M 18024-26

OFFICIAL CHECK



67-98/532

11107261

PAY TO THE ORDER OF TOWN OF MINERAL SPRINGS

DATE 08/21/2018

\$10,000.00

10,000.00 DOLLARS

NOTICE TO THE CUSTOMER: AS A CONDITION TO THIS INSTITUTION'S ISSUANCE OF THIS CHECK, PURCHASER AGREES TO PROVIDE DECLARATION OF LOSS PRIOR TO THE REFUND OR REPLACEMENT OF THIS CHECK IN THE EVENT IT IS LOST, MISPLACED, OR STOLEN. REFUNDS AND REPLACEMENTS CANNOT BE MADE FOR 90 DAYS AFTER ISSUANCE OF ORIGINAL CHECK.



Handwritten signature

AUTHORIZED SIGNATURE

REMITTER: TOWN OF MINERAL SPRINGS

⑈ 11107261⑈ ⑆053200983⑆ 2200830098⑈

OFFICIAL CHECK



CUSTOMER COPY

67-98/532

11107261

PAY TO THE ORDER OF TOWN OF MINERAL SPRINGS

DATE 08/21/2018

\$10,000.00

10,000.00 DOLLARS

NOTICE TO THE CUSTOMER: AS A CONDITION TO THIS INSTITUTION'S ISSUANCE OF THIS CHECK, PURCHASER AGREES TO PROVIDE DECLARATION OF LOSS PRIOR TO THE REFUND OR REPLACEMENT OF THIS CHECK IN THE EVENT IT IS LOST, MISPLACED, OR STOLEN. REFUNDS AND REPLACEMENTS CANNOT BE MADE FOR 90 DAYS AFTER ISSUANCE OF ORIGINAL CHECK.

REMITTER TOWN OF MINERAL SPRINGS

NON-NEGOTIABLE

AUTHORIZED SIGNATURE

COPY

COPY



First National Bank

Thank you for banking with us!

TXFR

FNB Online™ fnb-online.com

Customer Service: 1-800-555-5455

FNB 25-70

RECEIPT

Monroe Main 11580424 08/21/18 16:53  
DDA Deposit W/Funds Available  
Acct# XXXX100871 \$10,000.00

DATE AND AMOUNT OF TRANSACTION SHOWN ABOVE DEPOSITS MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL

# Certificate of Deposit Receipt

This receipt is issued to:

THE TOWN OF MINERAL SPRINGS  
FREDERICK BECKER III

6603 SADLER RD  
WAXHAW, NC 28173

SOUTH STATE BANK  
P O BOX 118068  
CHARLESTON SC 29423-9910

Account Number: 900773470

IRA Number: \_\_\_\_\_

Amount \$ 200,000.00

Date Opened 08/21/2018

Term 13 Months

Maturity Date 09/21/2019

Interest Rate 1.95 %

Annual Percentage Yield 1.96 %

The account evidenced by this receipt is subject to and further explained in the terms and conditions contained in the account agreement and account disclosures. The account is Not Negotiable and Not Transferable. Only the items checked apply.

- Fixed Interest Rate       Variable Interest Rate  
 Additions Permitted  
 Automatically Renewable       Single Maturity (not automatically renewable)       Callable       Notice Account

Interest will be:

- mailed to the owner(s).  
 added to principal (compounded).  
 paid to \_\_\_\_\_ account No. 0.  
 \_\_\_\_\_  
\_\_\_\_\_



**We Are Here To Help**  
SouthStateBank.com / (800) 277-2175

08/21/2018 4:40 PM 508 7506  
Account XXXXXX3470  
CD Deposit 200,000.00

Member FDIC

Subject: RE: Wrong Address on CD, A/N 900773470

---

From: Edwena.Amanuel@southstatebank.com

To: msncmayor@yahoo.com

Date: Thursday, September 6, 2018, 1:20:02 PM EDT

---

Thank you Mr. Becker, I have ensured that the statements will be going to the PO Box. Hope you are having a great week.

Sincerely,

## **Edwena Amanuel**

Branch Manager /Assistant Vice President  
South State Bank- *Monroe Branch*

2742 West Roosevelt Boulevard

Monroe, NC 28110

NMLS #1520603

**(704) 698-1103 Office /VOIP 71103**

**(704) 681-0305 Fax**

**[SouthStateBank.com](http://SouthStateBank.com)**

**Need a loan? [Apply Now!](#)**

---

**From:** Mayor Rick Becker [mailto:msncmayor@yahoo.com]  
**Sent:** Monday, August 27, 2018 12:36 PM  
**To:** Edwena Amanuel <Edwena.Amanuel@southstatebank.com>  
**Subject:** Wrong Address on CD, A/N 900773470 [External]

Edwena,

I noticed that the address on the CD receipt from 8/21/18 was my home address. You must have simply pulled the address from my NCDL when we opened the CD!

The address on the account should be changed to the town's address: PO Box 600, Mineral Springs, NC 28108.

I've attached the receipt for your information.

Thank you,

-Rick Becker

Finance Officer

Town of Mineral Springs  
PO Box 600  
Mineral Springs, NC 28108  
(704) 243-0505 x223  
(704) 843-5870 home  
(704) 243-1705 fax  
[www.mineralspringsnc.com](http://www.mineralspringsnc.com)

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# Town of Mineral Springs

## Take Advantage of What Colonial Life Has to Offer!

Have we got news for you! As an employee of the Town of Mineral Springs, you have the opportunity to apply for personal insurance products! These benefits can enhance your current benefits portfolio and can be customized to fit your individual needs. Also:

- o **Coverages are available for you *and* your family, with most products.**
- o **You will enjoy the convenience of premium payment through payroll deduction.**
- o **You will have the ability to take most coverages with you if you change jobs or retire.**

The following insurance plans will be offered during your enrollment:

**Disability Insurance** - Plan replaces a portion of your income to help make ends meet if you are totally disabled due to a covered accident or covered sickness. This coverage helps you to maintain your lifestyle.

**Accident Insurance – GUARANTEED ISSUE – NO MEDICAL QUESTIONS TO QUALIFY FOR COVERAGE** - helps offset unexpected medical expenses, such as deductibles and co-payments, which can result from a fracture, dislocation or other covered accidental injury.

**Cancer Insurance** – helps offset the out-of-pocket medical and nonmedical expenses related to cancer that most medical plans may not cover. This coverage also provides benefits for specified cancer-screening tests.

**Critical Illness Insurance** – complements your major medical coverage by providing a lump-sum benefit you can use to help pay the direct and indirect costs related to a covered critical illness.

**Life Insurance – Whole Life & Term Life offered.** Enables you to tailor coverage for your individual needs and helps provide financial security for your family members.

**Don't miss your chance to learn more about this exciting opportunity!!**

**We will be on the agenda at your next monthly meeting  
October 11, 2018**

Policies have exclusions and limitations that may affect benefits payable. For cost and complete details, please see your Colonial Life benefits representative. Policies or provisions may vary or be unavailable in some states.

Colonial Life  
1200 Colonial Life Boulevard, Columbia, South Carolina 29210  
coloniallife.com

Colonial Life products are underwritten by Colonial Life & Accident Insurance Company, for which Colonial Life is the marketing brand.

**Colonial Life.**

*Making benefits count.*

SW-101

69859



Mineral  
Springs

NC

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**DEVELOPMENT ORDINANCE ASSESSMENT**

October 2018





# TOWN OF MINERAL SPRINGS

North  
Carolina

---

## Development Ordinance Assessment

Prepared by  
Benchmark Planning

October 2018





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**Section 4** Project Scope & Timeline ..... 17



# 1

Introduction

# INTRODUCTION

In an effort to ensure that development ordinances comply with current statutory requirements and are functioning as intended, the Town of Mineral Springs has produced this ordinance assessment.

## BACKGROUND

The Town of Mineral Springs adopted its Zoning Ordinance in 2002 and has completed over 150 amendments to date. The Subdivision Ordinance was also adopted 2002 and has had 34 amendments completed to date. The Town wants to ensure that the Ordinances are updated with current state statutory requirements, that they are set up to implement the goals and strategies of the adopted Land Use Plan, and that they are functioning as intended. One of the strategies of the Land Use Plan is to ensure that the Town's regulations continue to provide the most effective and efficient means for the achieving all of the Town's goals, and establish a system for periodic review of Town ordinances to be sure that they are as up-to-date and effective as possible. The Town contracted with consultant Benchmark Planning to conduct an assessment and review the current Zoning Ordinance, Subdivision Ordinances, and Land Use Plan and work with staff to identify issues and prepare a preliminary assessment with recommendations.

## LAND USE PLAN

The Town adopted its Land Use Plan and accompanying Future Land Use Map in 2006. Below is a list of 17 strategies from the adopted plan that are related to development regulations:

1. Limit new retail development to the downtown area, rather than spreading it along Highway 75. Amend the Zoning Map to limit retail-inclusive zoning districts to the downtown area, as defined on the Future Land Use Map as "Downtown Mixed Use".
2. Encourage a mix of commercial and residential uses in the downtown area. Designate a portion of the downtown for higher density single-family detached housing (approximately five dwelling units per acre), and allow residential dwelling units on the second story of retail establishments.
3. Create a downtown area that accommodates the automobile, the pedestrian and the cyclist. Amend the

## Introduction

Zoning and Subdivision Ordinance text to require sidewalks both within and along the streets bordering shopping areas, require connectivity between neighboring commercial developments, require bicycle parking in downtown developments, and allow on-street parking to encourage slower speeds and to provide a buffer between moving motor vehicle traffic and pedestrians along a sidewalk.

4. Provide amenities associated with a traditional downtown. Amend the Zoning and Subdivision Ordinance text to require sidewalks on both sides of residential streets, curb and gutter, street trees, green strips between curb and sidewalk.
5. Be sure that new development has the look of traditional downtowns. Review the current downtown overlay to be sure that it appropriately addresses all necessary features of the downtown, including design guidelines and parking regulations.
6. Allow the Town to have more control over individual developments within the downtown area. Adopt Conditional zoning to allow for the establishment of certain uses that, because of their nature or scale, have particular impacts on both the immediate area and the community as a whole.
7. Reduce the pressure for development on rural sites on the outskirts of town by allowing denser, medium and small-lot single family housing on sites nearer to the Town Center. Amend the Zoning Ordinance and Zoning Map to provide an area within walking distance of the Downtown (approximately 1/3 mile, as designated on the Future Land Use map as "Urban Traditional") for traditional neighborhood development of approximately two to three dwelling units per acre.
8. Allow for a variety of very low-density "rural" subdivision types outside of the downtown and downtown residential areas in the area designated on the Future Land Use Map as "Agricultural Residential". The overall density of these various subdivision types shall not exceed one dwelling unit per two acres. The minimum lot size shall not be less than 40,000 square feet. Amend the Zoning Ordinance and Zoning map to create a single district to accommodate the following subdivision types:
  - Farmhouse Group – This type of subdivision contains a maximum of six houses on very large lots groups together around the head of a single private drive. The density in a Farmhouse Group shall not exceed approximately one house per 20 acres. No street connectivity is required within adjacent developments.
  - Rural Subdivision – This type of subdivision can

accommodate one house per 5-20 acres. Limited street connectivity is required.

- Large-Lot Subdivision – This subdivision type can accommodate one house per 3-5 acres. Limited street connectivity is required.
  - Conservation Subdivision – This subdivision type provides an overall density of one house per two acres. However, the lots are grouped together on smaller lots in order to preserve large tracts of permanently protected open space, as agreed upon by the Town. Primary features to be preserved include viewsheds, rock outcroppings, wetlands, and natural drainage areas.
  - Traditional Subdivision – Two-acre lots will be allowed when the “parent tract” is no larger than six (6) acres.
9. Provide an area for low density residential along portions of Potter, Pleasant Grove and Crow Road to serve as a transition between higher and lower density areas. These areas are designated on the Future Land Use map as “Rural Residential.” Amend the zoning map to designate such areas with an allowance for conservation subdivisions.
10. Concentrate light industrial development along Highway 75 at the outskirts of town, as shown on the Future Land Use map. Encourage “business campuses” along Highway 75 in the area designated on the Future Land Use Map

as “Highway Corridor”. Amend the Zoning Ordinance to include “Campus Business.” This type of zoning allows the development of corporate office campus, institutional, and light industrial uses. Because of the presence of a high number of employees, these developments should be designed in a manner that is pedestrian friendly. Because of the significant impacts certain interior Business Campus district uses have on the community in size and layout, such developments shall be permitted only through the Conditional District zoning process.

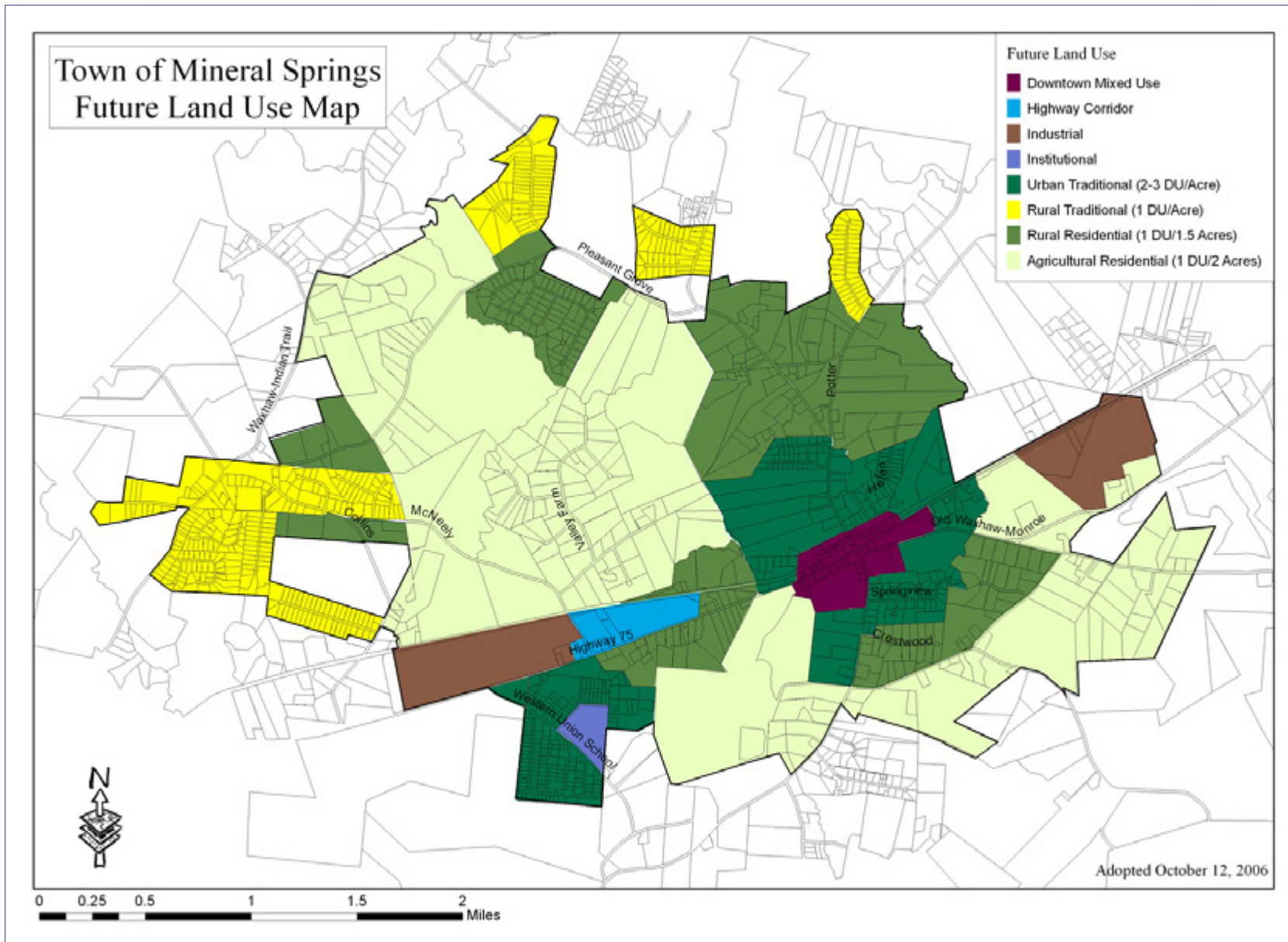
11. Minimize the impacts of business and industrial uses on neighboring uses by reviewing and strengthening screening requirement and reviewing minimum lot sizes for industrial uses.
12. Provide for open space throughout the community. Establish standards for the type and nature of natural features to be preserved within the Agricultural and Rural Residential planning areas and assure that these features be preserved during the planning process. Retain provisions for dedication of open space or “fee in lieu” where appropriate.
13. Ensure the protection of trees during the development process by adopting a tree ordinance that prevents clear-cutting during the development process and provides for

## Introduction

the preservation of large stands of trees.

14. Protect water quality within the Town by adopting stormwater design guidelines similar to those adopted by Mecklenburg County and provide engineering review for all submitted stormwater plans. Analyze current regulations to determine whether they provide enough protection for streams.
15. Maintain the Town's equestrian-related status within the region. Encourage appropriate equestrian-related businesses as conditional uses within all areas of the Town. Investigate equestrian based zoning to be included in the Agricultural Residential planning area.
16. A portion of the area around the Steeplechase site should be designated as Agricultural Residential. If these properties develop as conservation subdivisions, the area abutting the Steeplechase property should be preserved as open space. Any conditional district rezonings in the Town Center must provide a buffer between higher intensity uses and the Steeplechase site.
17. Plan for an aesthetically pleasing Highway 75 downtown corridor, recognizing that this area will be a primary focus of the Town.

▼ LAND USE PLAN EXCERPT







# 2

Zoning  
Ordinance

# ZONING ORDINANCE

The Town of Mineral Springs Zoning Ordinance was enacted in 2002 and has seventeen separate articles. This section provides information on staff requests for updates, compliance with existing law, and noted deficiencies.

## STAFF INTERVIEW

In order to determine what is and is not working well in the Zoning Ordinance, the planning consultant interviewed staff, and the following issues were noted:

1. The Downtown Overlay can be confusing.
2. Diagrams are needed to illustrate detailed concepts.
3. Industrial setbacks are too large for lots interior to the district and cause problems with existing buildings.
4. The Town Hall property is zoned Light Industrial (LI), however, a mixed-use development is recommended for this area.
5. Finding enough volunteers to fill vacancies on the Planning Board and Board of Adjustment is difficult.
6. Landscaping requirements need to be reviewed to ensure that the desired amount is being achieved.
7. Allowable accessory structure sizes on larger lots can be an issue.
8. Review sidewalk requirements for new development.
9. Inconsistencies and incorrect section number references exist throughout the ordinance.
10. Regulations regarding solar facilities are needed.

## COMPLIANCE WITH EXISTING LAW

Below is a list of relevant North Carolina General Statute (NCGS) changes and case law over the last decade with which the Zoning Ordinance needs to be reviewed for compliance:

1. NCGS 160A-385.5 regarding temporary health care structures
2. NCGS 14-306.4 regarding electronic gaming operations
3. NCGS 106-645 regarding beekeeping
4. NCGS 160A-381 NC Session Law 2015-86 regarding single-family and two-family residential design
5. US Supreme Court case Reed vs. Town of Gilbert, AZ regarding content neutrality of sign regulations
6. NCGS 160A-385 regarding protest petitions
7. NCGS 160A-388 regarding Board of Adjustment proceedings
8. NCGS 160A-383 regarding consistency statements
9. Land v. Village of Wesley Chapel, 206 N.C. App. 123, 697 S.E.2d 458 (2010) regarding the permissibility of unlisted uses
10. NCGS Chapter 160A, Article 19, Part 3E regarding wireless telecommunications facilities
11. NCGS 136-131.2 regarding outdoor advertising

## RECOMMENDED CHANGES

### ORGANIZATIONAL CHANGES

The seventeen Articles of the Zoning Ordinance are currently organized as follows:

1. Authority, Enactment, Short Title, Jurisdiction, Purpose
2. Definitions of Terms Used in this Ordinance
3. Zoning Districts
4. General Provisions
5. Zoning District Regulations
6. Conditional Uses
7. Nonconforming Uses
8. Signs
9. Off-street Parking and Loading
10. Zoning Administration
11. Board of Adjustment
12. Amendments
13. Telecommunications Towers
14. Floodplains, Drainage, Stormwater Management, and Wetland Protection
15. Tree Preservation & Landscaping
16. Legal Status Provisions
17. Appendices

Reorganization is recommended to improve document navigation as follows:

1. Purpose, Authority, & Legal Status
2. Administration, Procedures, & Enforcement
3. Zoning Districts & Uses
  - Zoning Districts
  - Conditional Zoning
  - Table of Uses
  - Supplemental Use Regulations
  - Conditional Uses
4. Development Standards
  - Dimensional Standards
  - Environmental Standards
  - Open Space Standards
  - Landscaping Standards
  - Parking & Loading Standards
  - Infrastructure Standards
5. Building Design Standards
6. Sign Standards
7. Nonconformities
8. Definitions
9. Appendices

## FORMATTING CHANGES

Recommendations regarding formatting changes to the Zoning Ordinance are listed below:

1. To improve document navigation, utilize page headings with the Article title.
2. Incorporate more tables, diagrams, illustrations, and photographs to explain and provide clarity for detailed standards.
3. Categorize land uses as follows to make it easier to find applicable regulations:
  - Agricultural
  - Residential
  - Government and Institutional
  - Office and Service
  - Retail and Wholesale
  - Recreation and Entertainment
  - Industrial, Transportation and Utility
4. Consider combining the Zoning and Subdivision Ordinance into one Development Ordinance to improve regulatory cohesiveness.

## PROCEDURAL CHANGES

Recommendations regarding procedural changes to the Zoning Ordinance are listed below:

1. Locate all approval procedures in the same part of the ordinance.
2. Incorporate flow charts and step-by-step lists of review and approval processes.
3. Establish a Technical Review Committee (TRC) of technical professionals to assist the Administrator in determining if the requirements of the Ordinance and any other applicable local, state, and federal requirements are being met. The Committee, at a minimum, should include representatives from Union County Utilities, Union County Health Department, Union County Fire Marshal, North Carolina Department of Transportation (NCDOT), North Carolina Department of Environmental Quality (NCDEQ), and consulting Town Engineer. Provide proposed development plans to applicable members of the TRC for review prior to zoning approval.

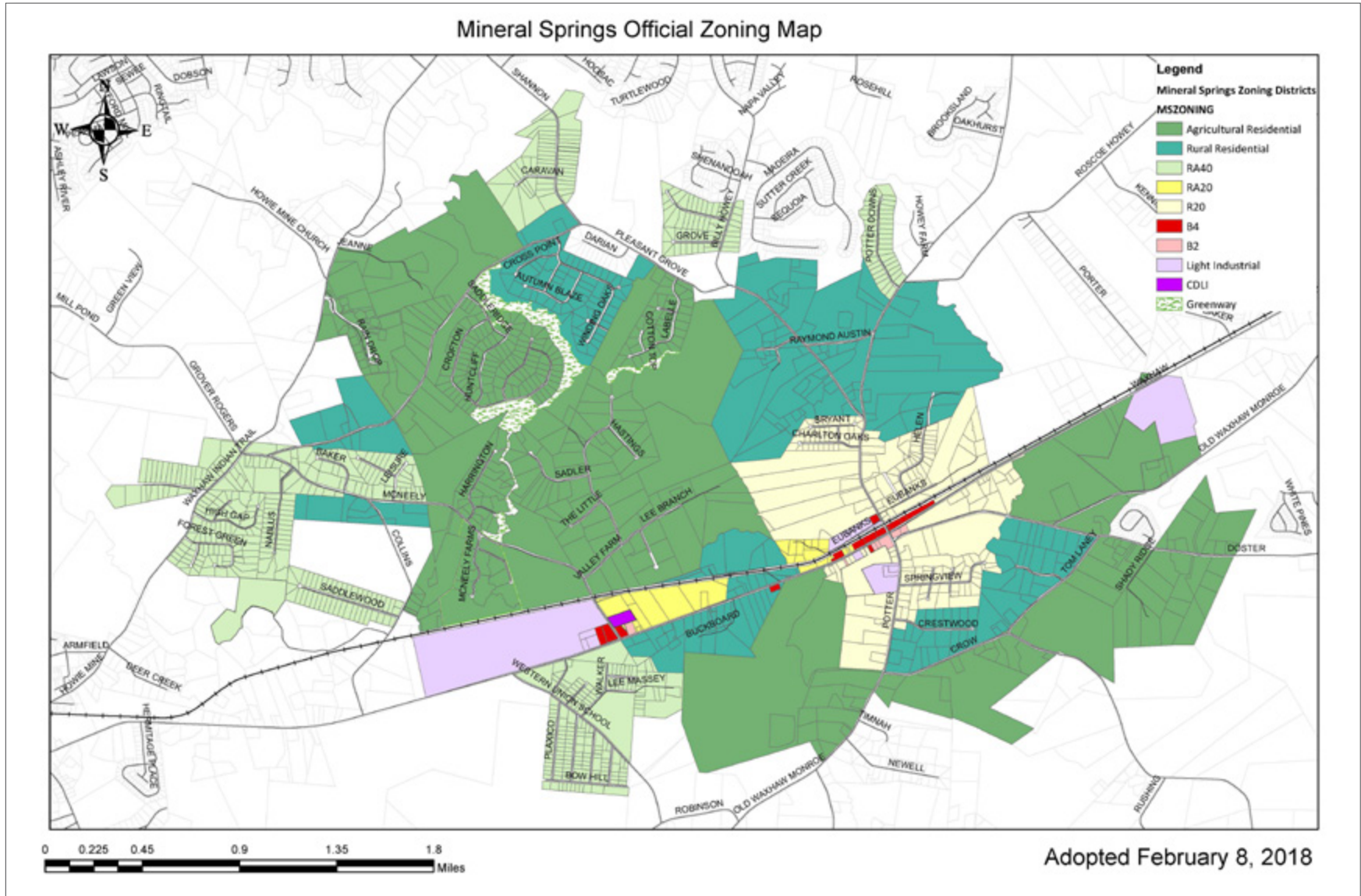
## **REGULATORY CHANGES**

Recommendations regarding regulatory changes to the Zoning Ordinance are listed below:

1. Include any amendments outlined in the Land Use Plan that have not yet been completed.
2. Complete any updates to comply with recent statutory and case law.
3. Clearly define the roles of the Zoning Administrator, Planning Board, Board of Adjustment and Town Council as they relate to the Zoning Ordinance. Consider appointing the same people to serve as both the Planning Board and Board of Adjustment.
4. Create a new Downtown zoning district to replace the current overlay, apply it to Zoning Map, and distribute applicable regulations to the appropriate sections of the ordinance accordingly.
5. Place all of the supplemental use regulations in one location.
6. Provide regulations for solar facilities.
7. Introduce non-residential building design standards, place all building design standards in one location, and provide illustrations and photographs to explain the standards.
8. Clarify the applicability of subdivision types and the relationship between the Zoning and Subdivision Ordinances. Consider combining the Zoning and Subdivision Ordinance into one Development Ordinance.
9. Establish a threshold for accessory structure size based on lot size.
10. Remove parking requirement column from Table of Uses.
11. Family Care Homes are duplicated in the Table of Uses. In accordance with NCGS 168-21 and 168-22, a family care home providing housing and care to no more than six (6) resident persons with disabilities shall be permissible use in all residential districts, provided, however, that the Town may prohibit a family care home from being located within a one-half (1/2) mile radius of an existing family care home.
12. Combine retail uses with similar intensities and impacts together in the Table of Uses based on total floor area.
13. Amend definition of game room/video arcade to address electronic gaming operations, games of chance, and skilled games.
14. Place dimensional standards in a table for ease of use.
15. Reduce Light Industrial (LI) setbacks interior to the district.
16. Establish provisions for nonconforming development sites and a threshold for current standards to be met.
17. Establish a threshold for curb and gutter to be required in parking lots.
18. Provide additional landscaping standards for buffer yards and introduce building yards between buildings and parking lots.
19. Require sidewalk installation in accordance with the Metropolitan Planning Organization (CRTMPO) adopted Comprehensive Transportation Plan (CTP).



▼ MINERAL SPRINGS ZONING MAP





# 3

**Subdivision  
Ordinance**

# SUBDIVISION ORDINANCE

The Town of Mineral Springs Subdivision Ordinance was enacted in 2002 and has five separate articles. This section provides information on staff requests for updates, compliance with existing law, and noted deficiencies.

## STAFF INTERVIEW

In order to determine what is and is not working well in the Subdivision Ordinance, the planning consultant interviewed staff, and the following issues were noted:

1. Sidewalk requirements in the Subdivision Ordinance need to be reviewed.
2. Conservation subdivision standards need to be reviewed.

## COMPLIANCE WITH EXISTING LAW

Below is a list of recent, relevant North Carolina General Statute (NCGS) changes and other relevant standards with which the Subdivision Ordinance needs to be reviewed for compliance:

1. NCGS 160A-372 and 160A-375 regarding performance and maintenance guarantees for streets
2. NCGS 160A-376 regarding the definition of a subdivision and when a plat is required
3. Fire Code regarding road width, turnarounds, access, fire flow, and hydrant spacing

## RECOMMENDED CHANGES

### ORGANIZATIONAL CHANGES

No organizational changes to the Subdivision Ordinance are recommended unless the Town of Mineral Springs chooses to combine the Zoning and Subdivision Ordinance into one Development Ordinance. All procedures and requirements would then be fully integrated with the zoning standards.

### FORMATTING CHANGES

Recommendations regarding formatting changes to the Subdivision Ordinance are listed below:

1. Utilize the same numbering system used in the Zoning Ordinance for ease of use.
2. To improve document navigation, utilize page headings with the Article title.
3. Consider combining the Zoning and Subdivision Ordinance into one Development Ordinance to improve regulatory cohesiveness.



## **PROCEDURAL CHANGES**

Recommendations regarding procedural changes to the Subdivision Ordinance are listed below:

1. Incorporate flow charts and step-by-step lists of review and approval processes.
2. Establish a Technical Review Committee of technical professionals to assist the Administrator in determining if the requirement of the Ordinance and any other applicable local, state, and federal requirements are being met. The Committee, at a minimum, should include representatives from Union County utilities, Union County Health Department, Union County Fire Marshal, North Carolina Department of Transportation (NCDOT), North Carolina Department of Environmental Quality (NCDEQ), and consulting Town Engineer. Provide proposed development plans to applicable members of the TRC for review prior to zoning approval.
3. Minor subdivisions should be approved administratively.

## **REGULATORY CHANGES**

Recommendations regarding regulatory changes to the Subdivision Ordinance are listed below:

1. Include any amendments outlined in the Land Use Plan that have not yet been completed.
2. Complete any updates to comply with recent statutory and case law.
3. Clarify the applicability of subdivision types and the relationship between the Zoning and Subdivision Ordinances. Consider combining the Zoning and Subdivision Ordinance into one Development Ordinance.





# 4 PROJECT SCOPE

# PROJECT SCOPE AND TIMELINE

Completion of an updated Development Ordinance containing Zoning, Subdivision, and Floodplain Development regulations will take approximately eight to eleven months.

## PROJECT SCOPE

### STEERING COMMITTEE

The Town Council is requested to appoint a project Steering Committee to assist the consultant with feedback and guidance throughout the process. Many communities choose to utilize their Planning Board as the Steering Committee for similar projects. Another typical Steering Committee arrangement includes two Council members, two Planning Board members, two Board of Adjustment members, and relevant Town staff. If a different arrangement is desired for this project, then the consultant suggests a committee of five to eight people.

### PHASE 1: BACKGROUND

This phase has already been completed. Staff was interviewed on July 12, 2018 and the existing ordinances and Land Use Plan were reviewed during July and August 2018. Information regarding the Land Use Plan is included in Section 1 of this report.

### PHASE 2: ASSESSMENT & RECOMMENDATIONS

This phase was completed during August and September 2018. The results of the ordinance assessment are included in Sections 2 and 3 of this report. The findings of the assessment were presented to the Planning Board and Town Council at a joint meeting on September 26, 2018.

### PHASE 3: DEVELOP SCOPE OF WORK

This section of the report (Section 4) sets forth a proposed scope of work, timeline, and cost opinion. Once the Town Council is in agreement with these items, then a contract with the consultant may be executed.

### PHASE 4: DRAFT ORDINANCE & REVIEW

Following contract approval, the consultant will begin work on the draft ordinance in November 2018. Based on feedback received at the joint board meeting in September, the scope of work reflects a combined development ordinance to include all zoning, subdivision and flood damage prevention regulations. The consultant will produce a draft ordinance to include all of the items outlined in Sections 2 and 3 of this report.

Once the ordinance has been drafted, the consultant will review portions of the Ordinance with the Steering Committee at three separate workshops. The consultant will make revisions as requested by the Steering Committee and produce a final draft ordinance.

### **PHASE 5: ADOPTION PROCESS**


Once the Steering Committee is comfortable with the draft ordinance, the draft may be posted on the Town's website for public review. The Town may also choose to hold an optional public workshop to present the draft and receive questions and comments. The Planning Board will be requested to provide a recommendation to the Town Council regarding the adoption of the updated ordinance. The Town Council will hold a public hearing to adopt the ordinance. Since a new Downtown zoning district is recommended, the Town may also choose to have the consultant assist with the zoning map amendment process following or coinciding with adoption of the ordinance, including notifications and mapping.


## **PROJECT TIMELINE**

Phases 1-3 were completed during the preliminary assessment from July to October 2018. Phase 4 includes the preparation and review of the ordinance and will take approximately 5-6 months. Phase 5 includes the adoption process with optional public workshop and zoning map amendment. This portion of the project will take approximately 3-4 months. The chart on the next page shows the proposed project timeline in graphic form.

▼ PROJECT TIMELINE

Task	Jul 2018	Aug 2018	Sep 2018	Oct 2018	Nov 2018	Dec 2018	Jan 2019	Feb 2019	Mar 2019	Apr 2019	May 2019	Jun 2019
<b>Phase 1: Background Phase</b>	✓	✓										
Interview staff	Jul 12 ✓											
Review existing ordinances and Land Use Plan	✓	✓										
<b>Phase 2: Assessment &amp; Recommendations</b>		✓	✓									
Prepare Assessment & Recommendations		✓	✓									
Review with Planning Board and Town Council			Sep 26 ✓									
<b>Phase 3: Develop Scope of Work</b>												
Provide Scope of Work to Town Council				✓								
Contract approval												
<b>Phase 4: Draft Ordinance &amp; Review</b>												
Prepare draft ordinance												
Steering Committee Review Workshop #1 (Articles 1, 2, & 3)												
Steering Committee Review Workshop #2 (Articles 4 & 5)												
Steering Committee Review Workshop #3 (Articles 6, 7, & 8)												
<b>Phase 5: Adoption Process</b>												
Post draft on website for public review												
Hold public workshop to receive feedback (optional)												
Planning Board recommendation (optional downtown map amendment)												
Town Council public hearing & consideration (optional downtown map amendment)												
Downtown Map Amendment (optional separate hearing process)												
Deliverables												

 Tasks that do not necessarily involve the Council or Steering Committee

 Tasks that involve Council or Steering Committee participation

# COST OPINION

The table below identifies the estimated cost to complete Phases 4 and 5 of the ordinance update project, including optional tasks the Town may choose. The Town would be responsible for all printing. Final deliverables to be provided by consultant include all high-quality digital files suitable for amendment, web viewing, and hard copy production. Following adoption, the Town may choose to contract with the consultant to update the ordinance with any future amendments.

▼ PROJECT TIMELINE

Tasks	Estimated Cost
<b>Phase Four - Draft Ordinance &amp; Review (5 months)</b>	<b>\$15,000</b>
Prepare draft ordinance	\$12,600
Three review workshops with Steering Committee	\$2,400
<b>Phase Five - Adoption Process (3 months)</b>	<b>\$4,500</b>
Planning Board meeting	\$1,250
Town Council public hearing	\$1,250
Preparation of final document and deliverables	\$2,500
<b>SUBTOTAL</b>	<b>\$19,500</b>
Optional - Additional review workshops (up to 3)	\$800 each
Optional - Public workshop	\$1,250
Optional - Downtown map amendment facilitation	\$1,250
Optional - Microsoft Word document instead of Adobe InDesign document	\$1,000
<b>Total if all options selected (may add up to 3 months)</b>	<b>\$25,400</b>





# MINERAL SPRINGS 5th ANNUAL ANNIVERSARY FESTIVAL BUDGET

## REVENUES

<b>Sponsors</b>	<b>Pledged</b>		<b>Paid</b>
<i>Union Power Cooperative</i>	\$150		\$150
<i>Sweet Union Republican Women's Club (10 x 10 space requested)</i>	\$150		\$150
<i>Story Book Farm – Alan &amp; Gwen Gardner (10 x 10 space requested)</i>	\$150		\$150
<i>Jerry &amp; Diane Countryman</i>	\$150		\$150
<i>Creations Unlimited</i>	\$50		\$50
<i>UpLevel Martial Arts (10 x 10 space requested)</i>	\$250		\$250
<i>GEMCO Automotive (10 x 10 space requested)</i>	\$250		\$250
<i>Carolina Construction Equipment</i>	\$250		\$250
<b>Total Income from Sponsors</b>	<b>\$1400.00</b>		<b>\$1400.00</b>

<b>Food Vendors</b>	<b>Fee</b>		<b>Paid</b>
<i>Mineral Springs Volunteer Fire &amp; Rescue (Fee waived in lieu of services provided)</i>	\$.00		\$.00
<i>Hill's Snozbiz Snack Shack – Carla Hill – Electricity requested</i>	\$65.00		\$65.00
<i>CP Concessions</i>	\$65.00		\$60.00
<i>K Squared Group</i>	\$50.00		\$50.00
<b>Total Income from Food Vendors</b>	<b>\$180.00</b>		<b>\$175.00</b>

<b>Craft Vendors / Exhibitors</b>	<b>Fee</b>		<b>Paid</b>
<i>Scentsy – Erica Summers</i>	\$25		\$25
<i>Paradise Home Improvement – Joe Matic</i>	\$25		\$25
<i>Horsin' Around Crafts – Julia Cox</i>	\$25		\$25
<i>Pen Werks &amp; More – Patrick Ryberg</i>	\$25		\$25
<i>Creations by Brothers – Travis Evans</i>	\$25		\$25
<i>Masquerade Designs LLC – Gina Shinn</i>	\$25		\$25
<i>Flags &amp; Mailbox Covers Etc. – Lorri Elms</i>	\$25		\$25
<i>JAARS</i>	\$15		\$15
<i>S &amp; B Foundations</i>	\$25		\$25
<i>The Soaping Soprano</i>	\$25		\$25
<i>Megan Wallace - Tupperware</i>	\$25		\$25
<i>Church of Christ – Mike Helms</i>	\$15		\$15
<i>Juneau Designs – Rae Ann Given / Christopher Given</i>	\$25		\$25
<i>Mary Kay Cosmetics – Sandra Rhinehart</i>	\$25		\$25
<i>Brittany's \$5 Bling</i>	\$25		\$25
<i>Debbie Shank</i>	\$25		\$25
<i>J's Southern Accents</i>	\$25		\$25
<i>Co-Create Custom Boards</i>	\$25		\$25
<i>Sasha's Soaps &amp; Such</i>	\$25		\$25
<i>Roxy's Wreaths</i>	\$25		\$25
<i>Mike's Custom Cords</i>	\$25		\$25
<i>Union County Democrats</i>	\$15		\$15
	\$00		\$00
	\$00		\$00
	\$00		\$00
	\$00		\$00
<b>Total Income from Craft Vendors / Exhibitors</b>	<b>\$520.00</b>		<b>\$520.00</b>

<b>SPON: \$1400.00</b>	<b>FV: \$175.00</b>	<b>CV: \$520.00</b>	<b>REVENUE TOTAL: \$2095.00</b>
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<b>EXPENDITURES</b>		
	<b>Proposed</b>	<b>Actual</b>
<i>Union County Sheriff's Deputies</i>	\$425.00	\$420.00
<i>Union County Fire Marshall</i>	\$50.00	\$51.30
<i>Garbage Service/Removal/Port-A-Johns - RCS</i>	\$150.00	\$130.00
<i>Bounce House – Bouncing Your Way – Rainbow Castle/generator/staffing/Magician – two 30-minute acts/Balloon Artist</i>	\$976.76	\$976.76
<i>Volunteer T-Shirts</i>	\$400.00	\$278.16
<i>Banners</i>	\$200.00	\$197.49
<i>Extravaganza Events and Props, Inc.</i>	\$455.00	\$670.31
<i>Miscellaneous Expenses (volunteer lunch/water, festival supplies, etc.)</i>	\$400.00	\$463.53
<i>Children's Game Prizes</i>	\$200.00	\$349.72
<i>Newsletter Publication (including postage)</i>	\$1,200.00	\$1,229.96
<b>TOTAL EXPENDITURES</b>	<b>\$4456.76</b>	<b>\$4767.23</b>

<b>BUDGET: \$5700.00</b>	<b>EXPENDITURES: \$4,767.23</b>	<b>BALANCE AVAILABLE: \$932.77</b>
<b>REVENUES: \$2095.00</b>		<b>BALANCE (Cost to town): \$2,672.23</b>

Donated products/services:

- TCBY – (2) \$20 gift certificates
- Harris Teeter – (2) \$10 gift certificates
- Food Lion – (1) \$30 gift certificate
- Farley's – (3) \$20 gift certificates
- Sweet Frog – (5) \$10 gift certificates
- Bruster's – (1) 8-inch ice cream cake
- Publix – (1) \$50 gift certificate
- Pat Ryberg – (1) spalted tiger oak pen
- Dusty's Barber Shop – (6) free haircuts
- Stonebridge Golf Course – (2) buy one get one rounds of golf
- Sun Valley Movie Theater – (2) free passes
- NCG Cinema – (2) movie passes with free popcorn
- Fox's Bowling Alley – (4) free games of bowling included with a gift package
- Mineral Springs Fertilizer – (7) small flags, (1) 27 x 37 Panther flag, (3) round flag decorations
- Seat Time American Racing School – (1) free ride-along

## Vicky Brooks

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**From:** Amanda Steckel <amanda.steckel@archivesocial.com>  
**Sent:** Wednesday, August 8, 2018 10:54 AM  
**To:** msvickybrooks@aol.com  
**Subject:** Recap: Need for ArchiveSocial + Discussion with Council

Vicky,

It was a pleasure speaking with you today. I know we covered a lot of information, so I wanted to recap our discussion for you and Council, as I know that you need to confer with them on this issue. Please feel free to forward this email along!

### Recap

We discussed that Town of Mineral Springs, NC could be at risk by not having a solution in place, and would benefit immediately from a social media archive. Specifically, we discussed:

- The way you are using social media to share and receive important information with the public including **events like your upcoming festival**, public safety notifications, **clarifications on local events**, and comments from citizens.
- The fact that this type of social media usage generates public records according to the [North Carolina Public Records Law](#) and the additional [guidance released the Department of Cultural Resources](#) on social media records.
- The reality that you cannot rely on social networks such as Facebook to maintain your records, especially when it comes to deleted, hidden, and edited content from your citizens.
- **The fact that there is no longer a way to block comments from happening on your page giving citizens the ability to comment whatever they want on your page at any given time**

We also reviewed examples of why it's important to address these challenges sooner rather than later:

- I shared a case study from Spokane, WA because the main thing your posting is events, explaining how they were the front of a lawsuit due to the events they were promoting on their FB page
- [Be Prepared for a Social Media Lawsuit](#)
- I shared a case study from Duck, NC explaining Even small towns' social media use can invite public records requests.

 [archive-social\\_case-study\\_duck\\_\\_1\\_.pdf](#)

- I mentioned that Town of **Waxhaw, NC, Mecklenburg County, NC, Town of Harrisburg, NC, The State of NC**, and several others around you have already made it a priority to archive their social media using ArchiveSocial

Finally, I've attached a few additional resources that I thought you would find helpful based on our conversation:

- [State of North Carolina - Social Media Archive](#)

### **Next Step**

Per our conversation, I will schedule a brief call for us on **September 17th at 9am** to reconnect after you've had a chance to share with Council at your budget meeting why this is a priority issue to address. At that time we can reconnect to determine if we will schedule a demonstration with them or if we need to schedule a time for me to run them through a call similar to what we discussed today.

I will follow up with a calendar invite shortly.. Please let me know if any questions arise in the meantime.

Thanks in advance,

Amanda

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**Amanda Steckel**

Account Executive

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<https://www.linkedin.com/in/amanda-steckel-7484a5a6/>

Web: [archivesocial.com](http://archivesocial.com)





# No Request Too Big, No Town Too Small:

## How Duck, N.C. used social media archiving to respond to a public records request

The small town of Duck—the newest town in North Carolina’s picturesque Outer Banks—could conceivably be called a one-road town.

“There’s one way in and one way out,” says Denise Walsh, the town’s Public Information Officer. But Duck isn’t a place that will let its landmass (which happens to be less than three square miles) dictate the size of its community. Despite its small size, Duck’s year-round population of less than 400 full-time residents swells to over 20,000 in the summer months.

With such a fluctuation in population, social media has become a key factor in Denise’s strategy for engaging all the town’s residents.

“Our social media’s very active,” she says, emphasizing that she keeps Duck’s social media feeds fresh by promoting local events, sharing community photos, and, during storm season, providing regular weather updates.

As the PIO responsible for stewardship of the town’s social media records, it’s vital for Denise to be in compliance with North Carolina’s state records regulations.

“You want to be responsible,” she says, “It’s crucial to have access to the town’s social media history and all the town’s records, to make sure you have all the information and that you’re able to use it.”

Because Denise knows her town's social media content is public record, and that all of her records need to be available in the event of a public records request, she encouraged the town to sign on with ArchiveSocial, whose platform allows Duck to capture and archive records of its social media activity in near real-time.



Denise Walsh, Public Information Officer, Duck, NC

## Responding to a Public Records Request from the Southern Environmental Law Center

In the fall of 2017, Duck got the chance to put its social media record keeping strategy to the test.

The situation was this: The Southern Environmental Law Center (SELC) was looking to gather public records relating to a proposed bridge (called the Mid-Currituck Bridge) that had been controversial county-wide.

When the SELC issued Duck a public records request for all records related to the bridge, Denise and her team were easily able to produce them.

"The SELC was looking for any kind of discussion, comment, or feedback that had ever been discussed with regards to the plans for the Mid-Currituck Bridge," Denise said. It was a request that, without a social media archive, could have been difficult (if not impossible) for her to fill.

With ArchiveSocial, however, Denise was able to fulfill the SELC's request within a matter of minutes. "I did a quick search in ArchiveSocial of different potential keywords and got a lot of information that

was very easy to export and share," she said.

**"The SELC was looking for any kind of discussion, comment, or feedback that had ever been discussed with regards to the plans for the Mid-Currituck Bridge. I did a quick search in ArchiveSocial of different potential keywords and got a lot of information that was very easy to export and share."**

With just a few clicks, Denise was able to put together a complete record of social media posts and comments relating to the Mid-Currituck Bridge from all of Duck's social media platforms.

The entire process took less than an hour, and—for a small town with a small staff—such quick and easy access was a big deal.

"We do so much on social media that to try to hand search for anything over the last five years would have been a chore," says Denise. "I'm grateful to have ArchiveSocial—it gives me complete peace of mind."

ArchiveSocial's effortless functionality made it easy for the town of Duck to capture, search for, and reconstruct its social media posts—and, by retrieving the historical records available on Duck's social media platforms, Denise was able to build an in-depth record of its social media engagement in response to a critical public records request.

**"We do so much on social media that to try to hand search for anything over the last five years would have been a chore. I'm grateful to have ArchiveSocial—it gives me complete peace of mind."**

## The Anatomy of a Social Media Public Records Request

**Where:** Duck, N.C.

**Population:** 400

**Records Requester:** The Southern Environmental Law Center

**What They Requested:** All records, comments, and feedback related to the proposed Mid-Currituck Bridge

**The Results:** With ArchiveSocial, PIO Denise Walsh was able to search for specific keywords related to the bridge and export all social media posts and comments in a PDF document in minutes.

Sample an archive of your own social media at [archivesocial.com](https://archivesocial.com)

Sponsored by:  ArchiveSocial



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# The most trusted social media archive in government

Public records compliance for government,  
law enforcement, and education social  
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Connect a Twitter account and we'll create your  
sample archive in less than 60 seconds.



If you don't have something like ArchiveSocial for your social media, you're playing Russian roulette with your daily public records responsibilities — and that's not a good idea.

**REBECCA MEDINA STEWART**

Director of Public Affairs and Marketing  
City of Deerfield Beach, FL

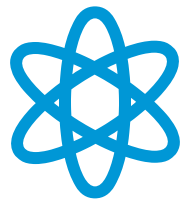
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# How Social Media Archiving Works

# Social

Social media archiving involves capturing content to the social networks (Facebook, Twitter, etc.) to ensure you preserve content on your pages – ensuring you can easily respond to records requests.



## Comprehensive

Capture only the content you post, but also content from your constituents – including **deleted, edited, and hidden posts and comments.**



## Preserved In Context

Replays records in their original context, presenting conversations as they actually played out on the social networks.



## Easy to use

Enables you to produce records in minutes with quick search and one-click export features.

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Agencies**



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TO

**New York, NY**

POPULATION 8.5M

More agencies trust  
ArchiveSocial than any

other social media archiving  
solution!

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