

Town Council Members

Jerry Countryman – 2021 ~ Janet Critz – 2021 ~ Lundeen Cureton – 2023

Bettylyn Krafft – 2021 ~ Peggy Neill – 2023

**Town of Mineral Springs
Mineral Springs Town Hall
3506 S Potter Road ~ Mineral Springs
Town Council
Regular Meeting
January 9, 2020 ~ 7:30 PM**

Agenda

1. Opening of the Regular Meeting

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. November 14, 2019 and December 12, 2019 Regular Meeting Minutes
- B. November 2019 Tax Collector's Report
- C. November 2019 Finance Report

4. Consideration of Funding for the Western Union Elementary Outdoor Classroom

The council will consider approving funding for the Western Union Elementary Outdoor Classroom.

5. Consideration of an Eagle Scout Project

The council will consider approving an Eagle Scout project.

6. Consideration of Approving the 2019 Local Government Agencies General Records Retention and Disposition Schedule and the Municipal Records Retention and Disposition Schedule

The council will discuss and consider approving the 2019 Local Government Agencies General Records Retention and Disposition Schedule and the Municipal Records Retention and Disposition Schedule with the suggested "Agency Policy: Destroy in office after _____" timeframes.

7. Staff Updates

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

8. Other Business

9. Adjournment

Town of Mineral Springs
Town Hall
3506 S. Potter Road
Town Council
Regular Meeting
November 14, 2019 ~ 7:30 PM

Minutes Draft

The Town Council of the Town of Mineral Springs, North Carolina, met in Regular Session at the Mineral Springs Town Hall, Mineral Springs, North Carolina, at 7:30 p.m. on Thursday, November 14, 2019.

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 Janet Ridings.

Absent: None.

Visitors: Hollie Davidson, Ashley Erb, and Kristi Williford.

With a quorum present Mayor Frederick Becker called the Regular Town Council Meeting of November 14, 2019 to order at 7:30 p.m.

1. **Opening**

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

2. **Public Comments**

- None.

3. **Consent Agenda**

- **Councilwoman Neill** made a **motion** to approve the consent agenda, containing the following:
 - A. October 10, 2019 Regular Meeting Minutes
 - B. September 2019 Tax Collector's Report
 - C. September 2019 Finance Report

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

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

4. **Presentation by Western Union Elementary on the Outdoor Classroom**

- Western Union Elementary School Principal Kristi Williford and associates Hollie Davidson and Ashley Erb made a presentation to the council about their outdoor garden learning area and asked how they could partner with the town on that project. Ms. Williford explained the outdoor garden learning area was something the teachers and other staff decided to do to ensure that they were engaging their students to maximize their learning. However, with limited funds within the school, they have had to go outside to find grants and partnerships from community members, businesses, etc. Ms. Williford explained that was why they came to the council to see if they would want to be a partner with them, so they can continue to build this outdoor garden to make sure the students are having a fun, engaging learning environment.
- Ms. Erb explained she was a fourth-grade teacher and she works together with Ms. Davidson on the gardening club (Ms. Davidson is the lead on it). As a classroom teacher, Ms. Erb explained there were some things that they use with the gardening space, every day after lunch now, her students save their apple cores and orange peelings to put in the compost, no matter how cold it is or how wet it is they want to go out and put things in the compost and spin it, so the garden club will have nice rich soil to grow things with. Ms. Erb stated it was really awesome that they have this space that they are able to do hands-on learning, it's pouring into their science lesson, it's pouring into their math, and their language arts is having the kids use the space to go out and write poetry or just having a different space to engage kids, because we are really competing with technology, it's kind of nice to go in the opposite direction. The students are so much more engaged with having something that they are not necessarily exposed to at home.
- Ms. Davidson explained they also have a gardening club they started this year and it has been really great, because they actually grew radishes and the students were able to harvest them (they are still getting radishes) and they think it is really cool. Ms. Davidson has a friend that donated some food for the ribbon cutting and the students were able to give him a little bag of radishes and the students were so proud of the radishes. Some of the kids had never tasted a radish. The students were able to do that from start to finish themselves. Ms. Davidson continued that her kindergarten class has been studying weather in science and they were really concerned/frightened last weekend (after being asked to watch the weather), because it was going to get so cold and kill all of their garden, so they went out and covered it up with big tarps, because of the frost. It was interesting to see what the frost killed and what they were able to save. Ms. Davidson added it was just all aspects: reading, writing, and being engaged. This is exposing a lot of their students that do not get exposure to things like this and it has them taking pride in what they are doing.
- Ms. Williford explained they were able to get a \$5,000 grow grant from the Union County Ed Foundation, which was what jump started the whole project, but when you have to buy the flower beds based on specific guidelines at the elementary level, dirt, and mulch; that is where a lot of their funds went, so that was the "foundation piece". There have been a couple of other businesses that have partnered with it and the PTO provided some funds. They have about \$4,500 raised to save up for the missing piece right now, which is the outdoor shade structure and white board to

add to the learning station where the kids can come out and they can actually have an instruction setting. Of course, they want to continue to add to this project, there are so many things they can add, like the QR readers, magnifying glasses, etc. Hopefully this is not just something for the students, it can be opened up to involve the community, maybe even a farmer's market. The school has lots of big ideas, but right now there are some things that they can't do for lack of enough funds. Ms. Williford asked if the town would partner with them.

- Councilwoman Critz stated, "I would just like to say, I actually encouraged them to come when they had the open house. Councilwoman Krafft, Mayor Becker and myself were there. Councilwoman Coffey and I met with them one day to discuss more details about the possibility of changing the sign and Councilwoman Coffey and I got kind of a sneak peak of the outdoor garden classroom, but I felt like when Mayor Becker and I were there and Councilwoman Krafft, it just seems so, not only the right thing to do, but it just seemed so in tuned to our mantra here in Mineral Springs where we are 'Conservation by Design', so it just felt like, to me, that it was something that, because we have funded one time. We don't feel like it is appropriate for local government to be in a constant funding environment of public education, but we have funded individual projects before and I felt like this would be a really good fit for us to get involved, as a one-time opportunity. So, I just wanted to let everybody know that I did encourage them to do this and I love the outdoors. I have a friend that is an author and writes books, she speaks on learning, children's learning and different environments and right now in the United States there's a problem and I spoke to a couple of doctors to see if this was really true, 'cause I thought, okay, not that I question my friend's fact checking, but they have physicians right now in medical school that can intellectually pass every test, but they have the inability to become surgeons, because they don't know how to use their hands, because they spent almost all their lives indoors in front of computers and some kind of technology device and there's a lack of tactile skills in this nation right now and I'm sure it's in other areas besides surgeons, but you definitely want a surgeon that knows how to use his hands well, but children are not getting outdoors and so this is whetting, you can't obviously keep them outdoors as much as they need to be outdoors, only their parents can do that. You're whetting their appetite for that and so I just wanted the council to know that I really did sort of push them to come tonight and I really appreciate what you are doing and I think it really does fit with, like I said, our whole goal as a council, as a town, as a community."
- Ms. Williford stated, "talking about the conservation, one of the things I have met with is the CTE director for the district and who helps with Parkwood High School and how we can collaborate even with them and so their students coming in and whether it be talking about how to conserve energy, whether it be for solar panels and things like that. So, windmills, which they have access to at the high school, we are really trying to make this kind of a whole school effort from middle to high. Any other questions?"
- Mayor Becker stated, "I have a question just for our attorney, Attorney Griffin, I know over the years we do, Councilwoman Critz mentioned about the notion of schools and funding being a county function versus a municipal and we have in some cases contributed, not to UCPS, but to let's say a booster club or to PTSO. Is there any

technicality we have to be aware of that if the council decides to do some funding? Is there anything that we have to be aware of that we do right”?

- Attorney Griffin responded, “I wish I brought the bulletin that Frayda Bluestein put out a few years ago about a request from nonprofits/other and there are some fine lines there, because this town was not chartered to support education. It was chartered to zone and a few other limited activities this town does and their hearts and minds, they want to spend their money to help you I’m sure, but all other nonprofits who come who have good causes, charitable means about them, but I do think you need to be limited as specific and why. If it were a business, you would have more accountability coming back to you, that the money you have given has been utilized for the purposes that you intended, but small towns don’t usually work that way, a few do. They are required to come in writing, fill out all sorts of information, certify you are this, you’re that and that you in turn will give back information at the end of the period, whatever you desire to get it, that money has been employed for the purpose it was intended. So, in a sense I would just caution you again that the town was not chartered to support public education. There is a school board who has that obligation and there are county commissioners who have that obligation, but it’s happened in the past and it will happen in the future, more and more schools look to what entities to apparently give them what they think is necessary to promote the education that they generally have. So, in the final analysis, it’s your decision and as a board, but I do think you need to be cognitive of what you were chartered for and what your tax resources are collected for. Is it to pass from one public entity to another or are those resources to be deployed for the purpose of which you were chartered and for what your goals are set? Saying that again, it’s your decision”.
- Mayor Becker stated, “and the final question is, depending on what entity the town might or might not elect to support. Is it legal for the town to say ‘I’m cutting a check to Union County Public Schools or Western Union School’ or would you be better served to make it, I don’t know how Principal Williford, how you are internally accounting for funds. Does the PTO take custody and then redistribute? Just to make sure legally we are not writing a check to anyone we are not supposed to write it to. I don’t know how that works.”
- Councilwoman Critz stated, “what we have done in the past was through the PTO and it was a specific project just like this is and I will say we have been called a lot of things, including ‘Santa Claus’ because of giving. I think this board has and Attorney Griffin sometimes I’m sure holds his breath on occasions when we are making decisions and he’s like did they really listen and yes, we do, but we have sort of our litmus test is ‘are we absolutely sure that whoever is coming to us is serving the community’ and we do know in this case that you are. We know there are children that don’t live in Mineral Springs that go there, but we also know that you do have children from Mineral Springs, just like the Council on Aging, Turning Point and all these other places, so I am all for this and I know Attorney Griffin is not surprised on me saying this, but I would like to actually know, like Mayor Becker said, if we could like have a formal request from your PTO as opposed to just the school and go through that so that we can. I don’t know.”

- Ms. Williford stated, “and I was going to say, I actually contemplated if the PTO should come or not cause I knew that so, yes, they will have an account that can be tied onto outdoor garden things like that and they had given us, which you can see.”
- Councilwoman Critz stated, “it would be earmarked specifically for that.”
- Ms. Williford responded, “specifically for that outdoor garden, yes, through the PTO.”
- Mayor Becker commented, “that could be a funding vehicle that we could use and it wouldn’t be a payment directly to another government agency, if that, so legal isn’t the problem, it’s just of philosophy, so it’s up to the board to decide and I think there is a fit, there is an outdoor component to what we do in Mineral Springs in terms of the ‘Conservation by Design’, in terms of our greenway and outdoor recreation pursuits. I think it would be great to have, I just spent yesterday morning doing some invasive plant removal on our greenway. I think invasive verses native plants is something that could be taught. There are so many things that can be taught from kindergarten right on up to our ripe old age.”
- Ms. Davidson stated, “we are always looking for things for our garden club to be involved in such as that. Such as beautification of the town. I know we are making things for senior shut-ins and older that can’t get out. As the garden club we are always looking to partner with anybody. If you would love to teach or help the kids, they are eager. We had 20 spots for the gardening club and had 40 kids that wanted to do it. Anytime you have anything like that we would love to help in anyway”.
- Councilwoman Critz responded, “you should consider the greenway as a source, absolutely.”
- Mayor Becker stated, “Councilwoman Coffey, you wanted to ask or say something?”
- Councilwoman Coffey responded, “I do. As in the past, the last time when Western Union came, I believe we gave them \$2,000 for the project that they were here for. The time before that, it was \$1,000 if I’m not mistaken. We have given to Parkwood, but the last time Parkwood came to us, I didn’t think that was what we should continue to do, and I have to go on record saying that. We are responsible to the constituents that we serve to use the monies for what we have been directed to do. I believe as I stated the last time and I can’t remember what school it was that came before us, anybody on this board that wants to be of benefit to the school and I think it’s great. I think you need to pull out that check book and write a check. I don’t believe that we as a town can continue to do this, pick and choose, we cannot do this. I am just going on record because we have denied, we have given much, we have denied little, but we have a cut-off point.”
- Councilwoman Critz stated, “one of the things, if you remember Councilwoman Coffey and let me just point this out. I do understand where you’re coming from.”
- Councilwoman Coffey stated, “you do know I am on record for that.”
- Councilwoman Critz stated, “I know that, but one of the things that we did stipulate for CATA (for example), number one, wasn’t in our community and it wasn’t our children from our community aren’t filtered into it.”
- Councilwoman Coffey responded, “they are, I had a nephew that went there from Western Union School Road.”
- Councilwoman Critz stated, “it’s the exception more than the rule, whereas the majority of our children are filtered into Western Union and then the majority of our children are filtered into Parkwood and so that was one of the points we made during that conversation.”

- Councilwoman Coffey commented, “last time Parkwood came, as a matter of fact, Councilwoman Cureton took on that as a project and she raised over \$1,200 for Parkwood and I think that is a personal thing that somebody should do. I applaud it, but I implore us to really think about what we are doing when we have made the statement and that’s all I have to say.”
- Councilwoman Cureton commented, “well, the band needs money now, I talked to the lady. I raised, the reason I took that project on was because there was a little girl there and her grandmother said it was so expensive for them to play in the band. So, I took it upon myself to raise the money for the band, so I raised over \$1,200 and they were very appreciative, and they need money now, really bad.”
- Councilwoman Critz stated, “the only reason I mentioned this was because I felt like it was in sync with what we stand for. It is the only school that resides within our town limits and this particular project, not everything that you do, but this particular project is in sync with what our community stands for, which is preserving the outdoors, learning the outdoors. We, for how many years, Mayor Becker might remember, we had more land in conservation easements in an eight square mile small community than anywhere else in the whole county and that changed not long ago because Frank Howey donated part of a farm, but prior to that, Mineral Springs had more land in conservation than anywhere else in the county and we’re tiny, so it’s not by happenstance, it’s been a goal, that’s why we say ‘Conservation by Design’, it’s a plan, it’s not just ‘oh we, we hope it happens, let’s hope for the best and flip a coin’, that’s not what we are doing. It’s a plan and that’s what you’re doing is planning an outdoor learning area. I am just letting the council know where I was coming from and why.”
- Councilwoman Coffey commented, “I have a great grandchild there right now, so it’s not that I don’t have anybody there. I have had many to come through there, so that’s not even, I’m making a point though, that it is personal, and it is still my belief that we need to pull out our checkbooks.”
- Councilwoman Critz stated, “well I’m all for everyone giving personally, but.”
- Councilwoman Coffey responded, “I’m just saying.”
- Councilwoman Critz stated, “could you give us some idea what would be helpful, what you would be looking for as far as a donation.”
- Ms. Williford responded, “well any donation is going to be helpful. The biggest project that we are looking for is the actual structure piece for the learning classroom. The total cost of that was roughly about \$10,700 and we have roughly close to half, about \$5,000 to \$6,000 of that. So, but like I said there are other things. Like if you had specific things that you wanted to earmark within the outdoor garden, we are open to that as well. Because we want to be, to ensure that we are holding true to what we say in terms of using the funds and so we have set aside every bit of money has come in that has been earmarked ‘outdoor garden’ in the outdoor garden fund and has been utilized for that. Down from the dirt to the seeds that we buy to the tools and the instruments for the kids to utilize, so if there is anything specific that you want, but any amount is going to be beneficial. I can’t put a limit on that, I would be gracious for any amount that could be given.”
- Councilwoman Critz stated, “Councilwoman Krafft, you were there, do you have anything you would like to say?”

- Councilwoman Krafft responded, “well I have a lot of thoughts, but I was very impressed, and I was shocked that we hadn’t had a request at that point. I commend you for what you have done, and I personally will help you raise some money from outside of the council, because I do think it is exactly what we need, is a total alignment of what our community stands for and total alignment of what I encourage and stand for, whether we are able to do something from the council standpoint, I’m not quite sure yet. I am wrestling with that in my own mind, but I will give you my commitment to help you raise some money.”
- Ms. Williford responded, “thank you.”
- Councilwoman Critz commented, “can we wrestle with this in our own mind and table it to next month’s agenda with the thought in mind of earmarking it specifically for this outdoor project, period, and...”
- Mayor Becker commented, “well some people know where they stand and others may be thinking still, but it’s up to the board obviously if you want to continue debating in your own minds and...”
- Councilwoman Critz stated, “well honestly, I am not wrestling personally, but I want to honor those that are and I would love to see us fund this project and I would love to see us give somewhere, we’ve given \$2,000, we’ve given \$1,000. I was thinking in the tune of \$1,000 and I agree with Councilwoman Krafft and Councilwoman Coffey, I would love to also get involved with helping fundraising in the community as well. We could brainstorm and see what we could come up with, but I do think it would be a feather in our cap for people to know when you’re asking them to fund it to show the other people that have funded it, because it gives it credibility and I think that the fact that we’re behind it would also lend credibility, so that’s the direction I’m leaning in personally.”
- Councilwoman Krafft stated, “I feel like it, the project itself is everything we stand for. It is exactly what we do as a community and of all the schools, our kids go there. My son was supposed to go there, and he didn’t, but I know that it’s a, I saw a lot of really awesome things.”
- Ms. Davidson commented, “since we are trying to raise money for the structure, but also other things, as a teacher to really utilize the space, that structure is going to be very important because you know our weather here, it’s mostly very warm and sunny so up until the last couple of weeks we really needed the shade to utilize the space and bring whole classes out so they could comfortably learn in a school setting and I think that because it is such a community project and we have gotten so many other community sponsors that it could be utilized by the whole community for other events and things like that. I don’t know the technicalities of government and all these other things, but I know we are a welcoming place and we would be happy to have people on our campus to use the space and learn from it just like our students are. I think that having the structure would make it more open to bigger events and things like that.”
- Councilwoman Neill stated, “I just have to say I absolutely hear what Councilwoman Coffey is saying and I respect our attorney’s advice and guidance and it is our decision, but right now I just think that, it’s a wonderful cause, I applaud you, encourage you to continue but then I look at Councilwoman Cureton, all by herself, I look at what she did, what she raised for Parkwood High School so that is on my mind and that’s right now, that’s...”

- Councilwoman Coffey commented, “and don’t get me wrong, I think it is a great project, I applaud what you all are doing. The fact that you have a STEM campus, I think it is great, I know the work that you are putting into it, but I also know the stance on this and where we should be. We cannot vote with our hearts; we have to vote with our heads and along the task lines that we are charged with and that’s where I stand.”
- Councilwoman Critz stated, “I feel I am voting with my head.”
- Councilwoman Coffey responded, “not talking personal.”
- Councilwoman Critz stated, “make to what Councilwoman Krafft said, I love music, my daughter is an opera singer, my oldest son is a residential contractor and my middle son is a Major in the Marine Corps, I am not going to give money to ROTC for that reason, I’m not going to fund your music program cause it is close and dear to my heart. I go back to what Councilwoman Krafft said, this is such a statement of what is in tune to what we stand for as a community, which is the only reason I made this suggestion in the first place. If you had had us for a concert and it was a fabulous concert, or a play and it was an amazing play, I would have applauded you, but I would not have said come to our council and ask for funding, I just wouldn’t have said that. The only reason I said it was because it is exactly what we stand for as a community. So, I am thinking with my head, I think it is dear to all our hearts because we fought for two decades to have what we have here and we all know you step one foot out of Mineral Springs and it’s very different and eventually we are going to have to have helicopters to just come and go so that we can keep our little oasis and it’s sad but it probably is true. I’m going out on a limb here and don’t get me wrong, if our attorney ever told me this is wrong, it’s against the law, it’s not legal but in conversations just like he said before, it’s not necessarily in our job description but it’s not illegal and it is within our parameters of what we consider ethical and we do give to other nonprofits. So, I am going to go out on a limb here and I am going to make a make a motion that we do.”
- Councilwoman Cureton commented, “before you make that motion, I would like to say that I’d be glad to help. We have a park, Western Union Park, we don’t have 100% working with us, but we are doing great. By myself, I have raised over \$2,500 by myself. Asking people for donations, I have had no problem with it. Not everybody, but a lot of people that I ask have given me a donation, no matter where they live, even in DC and places like that. People will help for kids. I am not against this and I will do what I can to help you all. We are in the process of putting a top on our building and I raised a lot of money for that. I raised over \$2,500. I’ve collected over \$2,500 by myself. Usually every month I turn in about \$300.00. I didn’t do anything for the last two months, because I had some things in my way.”
- Councilwoman Critz commented, “and I’m not suggesting that our donations would preclude us from participating in any future fundraising on an individual level, but I’m going out on a limb and I am making a motion that we give \$1,000 to this project and earmark to this project specifically and then what any of us would like to do on any individual level. I would love to speak to them. I would like to bring the book ‘Last Child in the Woods’ and go through parts of it and to meet you when the weather is nicer on the greenway, which my back yard. I’m privileged to back up to the greenway so, yes this is not to say that we don’t get in involved in any other way. This is just to say we are putting our, we are investing that we are responsible for in

a school that serves our community and a specific project that is very absolutely what we stand for here in Mineral Springs.”

- Councilwoman Coffey commented, “please forgive me, but I think we had an opportunity to table this and think this over or was this a motion? Oh, I didn’t know you were going to do that.”
- Councilwoman Critz responded, “would you like to think about it more?”
- Councilwoman Neill responded, “I’m not ready, I’m not sure I am ready quite yet so we probably should.”
- Mayor Becker stated, “then you are going to withdraw your motion?”
- Councilwoman Critz responded, “I withdraw my motion and ask that we table this and come back to it next month.”
- Mayor Becker commented, “we did, I look at the history of our association with our charitable giving, which is one of those areas that is, not everyone has the same point of view about what the municipal government should do on that. There was a time, three or four years ago that we elected to really seriously consider eliminating all support for nonprofits, whether it was PTO, whether it was the Council on Aging, whether it was, just eliminate it across the board and one of the reasons was because we hadn’t really been disciplining ourselves very well and so we would have a community budget allocation; I am the budget officer so I was aware of that and within the charitable contributions sat and we wouldn’t spend the whole community allocation so we always had more money in the charitable subcategory than was originally contemplated and people would come and ‘yeah we can just throw a little more money into it’ and what was happening we didn’t have any control over what we were donating, ‘yeah we can add another \$2,000’, so we came up with a hard cap and what we are going to do is not end it. We are going to come up with a hard cap, this is a line item in our budget now in the budget ordinance for charitable contributions and we have maintained that in there and we have been under that every year since we’ve established that criteria for donations. We wouldn’t say that ‘it’s a good cause so we will just add a little more’. We absolutely would have to do a budget amendment and I don’t think the council would do that if they wanted to contribute more, so every year since we adopted that 3% of the previous year’s budget as our hard cap on all charitable/nonprofit and educational/institutional contributions we have not ever fully expended that line item, but we didn’t say ‘no we are not going to give anything’.”
- Councilwoman Critz commented, “that’s where we came in saying that we focused on the fact that they actually do serve.”
- Mayor Becker responded, “yeah, we have always done that, but always thought it was just a good cause and we could add more. I think what I am getting at, we didn’t say we are going to stop doing it, we just said we are going to be a lot more careful about how we do it and we don’t just be so generous with our taxpayers’ money because it is a great cause, and we did a procedural change in our budgeting process that forced us to have a cap on our contributions every year and therefore within the bounds of our budget and our process it’s, we do have the opportunity to make those sanctions and I know it’s always still a problem, because is outdoor learning at Western Union more important than the work of Turning Point to members of our community? It’s a hard distinction to make, but we’ve done our budgeting in such a way that at least we can make money available without being able to say ‘if we spend

too much we can always give them more at the end of the fiscal year'. We haven't cut them off in terms of what our policy was that we established when we adopted our budget."

- Councilwoman Critz stated, "and I don't think there is any way for us to really, I don't think we can get it into the area of trying to determine which one we are giving actually gives more to the community. It has to be what we decided was we know they give to the community. We know they are giving back to this community so we are making decisions about taxpayer money for people that live in this community and pay their taxes to be sure that what we are supporting is giving back specifically here."
- Councilwoman Krafft stated, "I think particularly this project gives back more, say you give \$1,000, but the reality is that the outdoor learning center is about conservation, which is what the whole community is about so we are teaching our children more about what we are about through that which will then in turn give back to our community tenfold over."
- Councilwoman Critz responded, "years down the road and the next generation."
- Councilwoman Krafft commented, "I think if you make, and whether it is a municipality or a non-municipality, I think that we as a community have to look at what we are trying to do. I think we are trying to preserve and conserve what we have and if a few seed money helps put the baseline down, we are constantly going to have to as a community, not as a council but as a community, we have to continue to give. All they are asking right now is let's get this started, let's get the base on it and once the base is done, and then we are always going to give and those children are going to give back."
- Councilwoman Coffey stated, "well, I am going to make some calls tomorrow, I am going to see if I can get some checks; I know some people in the community."
- Councilwoman Critz commented, "I would like to talk to the Land Conservancy and see what..."
- Councilwoman Krafft stated, "I thought about that too. Why isn't the Land Conservancy..."
- Councilwoman Critz commented, "we all can make some phone calls, but I would still like to come back to the issue of us doing this in December."
- Mayor Becker stated, "it is the will of the council to wait. You've come out in good faith, but rather than be indecisive and telling you no in a hurry, because people are a little leery of it, probably fairer to put it off and that seems to be the will of the council."
- Councilwoman Krafft stated, "I think if we wait a month, I think you might get more than you thought from other areas because I think others will do more."
- Ms. Davidson stated, "anyone is welcome to come visit, garden club meets on Monday, so we would love your help to come out and get in the dirt with us and do some projects and you can bring anyone you want in the community."
- Councilwoman Critz stated, "there are a couple of things I would like you to take away from this and one is that when this council disagrees, they are respectful and polite to one another. You don't find that in a lot of other communities, so please take that away from us as a group."
- Councilwoman Coffey commented, "and I would like to share that you won't see me come up and work because I work until 5:00 p.m., so I wouldn't be coming up but I

will definitely put some calls out and try and get some money for you. I don't have a problem with that and as I see, I may write a check but that's just where I stand on it. I applaud you all 100%, I know the work that you are doing, and it is visible, and it is visible to the children as they are learning. So, we look forward to more of that."

- Councilwoman Neill commented, "for me, I don't know how we say yes to one school and no to another. That's where I am."
- Councilwoman Critz commented, "I think what makes this different is the definition of the project."
- Mayor Becker added, "and there is only one school in Mineral Springs."
- Councilwoman Critz stated, "so take away we are polite, we don't throw things and cuss and yell. We love what you are doing."
- Mayor Becker stated, "we don't need to vote to put it on the agenda for next month."
- Councilwoman Critz commented, "the other thing I would like you to take away from here, I hope you will understand we really do take seriously how we handle the money and in a general sense we all are applauding what you are doing without guarantee of what is going to happen next month. Usually when we all get together, we are usually like the snowball rolling down the hill."
- Attorney Griffin stated, "may I ask her a question? I served on the school board for 12 years and we would have schools to come before us for special needs like that and there is also a board above that school board and that's the county commissioners, do you plan to go before the school board and talk about this program and seek funds from it and do you plan to go to the commissioners? I am a taxpayer too and I like good projects, but do you plan to go to those tax collector entities to seek any funds for this needy project?"
- Ms. Williford responded, "well we hadn't considered the county commissioners, but that is definitely one that we can. As far as the school board, one of the things you saw is a partner in there called 'Out Teach', so just a little bit about that. Out Teach is a program that they provide professional development for our teachers and we have six teachers that have, we have one per grade level. There is someone who comes in and they will come in six or seven times this year and they provide on-hands professional development and we are getting that at one half cost and the school board has agreed to fund the remaining part so that cost is not actually coming to us, but it is a \$20,000 project that they are willing and there are only two elementary schools in the district that is getting that partnership and that is us and Union Elementary and so our teachers are benefitting from this on-campus training and then they are able to share with the other staff members. I have not asked specifically any more for the actual outdoor garden materials because they have agreed to do the Out Teach partnership."

5. Consideration of Purchasing Replacement Banners

- Mayor Becker mentioned the banners downtown are not looking good. The banners are three years old, except for the three that were replaced last year because of hurricane damage, so we have eleven more that need replacement. This is a good time to bring this before the board, because if they decide to do it, Signpro will have time to do them over the winter and put them up after the Christmas lights come down and there won't be a separate installation charge, which is expensive.

- Mayor Becker explained the estimate was in front of the council and there is money in the budget for it; it will be a Capital Expenditure. The banners will be the same banners to match the three that are still in good condition.
- **Councilwoman Coffey** made a **motion** to approve the purchase of the replacement banners (you have already gotten the cost and in the confinements of what you want to spend) and **Councilwoman Critz** seconded. The motion passed unanimously as follows:

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

6. Discussion of the 6th Annual Festival

- Ms. Brooks pointed out the document she placed in front of the council that contained a “round-up” from municipalities around Mineral Springs that have festivals and other different events. Ms. Brooks also pointed out the memo in the agenda packet with the [festival] budget. Mayor Becker commented it [the budget report] was a wealth of information they have never had in one place that summarizes the past six festivals.
- Highlights from the council and staff festival discussions were:
 - Increased advertising in addition to Facebook, WIXE radio, banners, newsletter, flyers going to Western Union Elementary could include reaching out to our neighborhood homeowners’ associations.
 - If the festival is to continue, it should be on an annual basis in order to keep up with the contacts made and people get used to the event happening on an annual basis.
 - One of the most time consuming and expensive things for the past two years has been the Legends of Country Music and the “I Love Lucy” display in the meeting chambers. In terms of that partner [David L Cook], we have done the two core shows that he has, so that is a good excuse not to do it anymore.
 - Staff should be keeping a “misery” journal during the last two weeks of August and the first week of September. Everything gets dropped and all staff can do is the festival, which can be miserable. After time passes, the misery doesn’t seem that bad, because the festival is a good thing and people enjoy it.
 - Comments made by a couple of the vendors proved that they were not making a profit at our festival.
 - Set-up is always difficult between putting up the stage, tents, fencing, banners, etc. and there is a small core of volunteers that will help with that. The town should consider hiring someone to do the set-up.
 - Hiring an outside agency to run the festival is not realistic, because it would be hard to justify the cost of the festival versus the benefit to the community.
 - The council needs to be provided with a realistic view of what a “profit and loss” would look like, in terms of what everything that is needed, including staff, will cost. The festival is not about making a profit, although you want to bring in as much money as possible, it is about doing something for the community.
 - A question was raised about continuing to do the festival or if the council should be working on something that might benefit the town more, such as fixing up the

community center. It was noted the community center was being held up from the lack of sewer/septic and it will be very expensive to renovate.

- Continuing the festival is extremely realistic since it's the only community thing the town does and there is a lot of benefit.
 - The festival should not be so labor intensive; therefore, hiring somebody to do some of the things is acceptable.
 - The council needs an itemized list of necessary things that are labor intensive that should be considered for hiring out with a ballpark figure of what hiring it out will cost, so they know what they are getting into.
 - Changing the date of the festival to later in September, October or the spring due to the hot weather with the current schedule didn't seem to be an option, because later in September was not guaranteed to be any cooler, there are a lot of other local events in October, and there would be more chance of rain for spring festivals. The town needs to stay consistent with the festival date. "Bring on the fans."
- **Councilwoman Cureton made a motion to continue the festival and Councilman Countryman seconded. The motion passed unanimously as follows:**

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

- Mayor Becker stated the burden needs to be on this board to give guidance on funding that will be allowed and on subcontracting.
- Councilwoman Krafft noted the town does need a landscaping company to take care of the park. Mayor Becker responded that was on him, but he has a person he thought would be great.

7. Staff Reports

- There were no staff reports.

8. Other Business

- Councilwoman Critz congratulated Councilwomen Cureton, Coffey, and Neill, and Mayor Becker for their successful re-election.
- Mayor Becker announced we had a visit last week from a very nice lady [Elizabeth Gibson] from the Daughters of the American Revolution. Ms. Gibson presented the town with a certificate, because we have been adopting the resolution and support of Constitution Week every year for the past many years. Mayor Becker noted Ms. Gibson had a picture taken of herself, Mayor Becker, and Ms. Brooks in the council chambers; the picture was posted on their website.

9. Adjournment

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

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

- The meeting was adjourned at 8:54 p.m.
- The next regular meeting will be on Thursday, December 12, 2019 at 7:30 p.m. at the Mineral Springs Town Hall.

Respectfully submitted by:

Vicky A. Brooks, CMC, Town Clerk

Frederick Becker III, Mayor

DRAFT

Town of Mineral Springs
Town Hall
3506 S. Potter Road
Town Council
Organizational Meeting / Regular Meeting
December 12, 2019 ~ 7:30 PM

Minutes Draft

The Town Council of the Town of Mineral Springs, North Carolina, met in Organizational Session and Regular Session at the Mineral Springs Town Hall, Mineral Springs, North Carolina, at 7:30 p.m. on Thursday, December 12, 2019.

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

Absent: Councilman Jerry Countryman, Councilwoman Peggy Neill, and Attorney Bobby Griffin.

Visitors: None.

With a quorum present Mayor Frederick Becker called the December 12, 2019 Organizational Meeting of the Town Council to order at 7:32 p.m.

1. Organizational Meeting

- A. Town Clerk Vicky Brooks read the votes from the regular election held on November 5, 2019 as follows: Mayor – Frederick Becker received 281 votes, there were 27 write-ins, 0 overvotes, and 18 undervotes. Council – Charles Bowden received 94 votes, Valerie Coffey received 268 votes, Lundeen Cureton received 234 votes, Peggy Neill received 257 votes, there were 8 write-ins, 15 overvotes, and 102 undervotes.
- B. Town Clerk swore in Frederick Becker III as Mayor. Mayor Becker swore in Valerie Coffey and Lundeen Cureton (affirmed) as council members.
- C. **Councilwoman Critz** made a **motion** to nominate Councilwoman Coffey as our new Mayor Pro Tem and **Councilwoman Cureton** seconded. The motion passed unanimously as follows:

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

Councilwoman Krafft made a **motion** to close the nominations and **Councilwoman Cureton** seconded. The motion passed unanimously as follows:

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

Mayor Becker swore in Councilwoman Valerie Coffey as Mayor Pro Tem.

2. **Adjournment of the Organizational Meeting**

- Mayor Becker closed the Organizational Meeting at 7:41 p.m.

3. **Opening**

- With a quorum present Mayor Frederick Becker called the Regular Town Council Meeting of December 12, 2019 to order at 7:32 p.m.
- Councilwoman Critz delivered the invocation.
- Pledge of Allegiance.

4. **Public Comments**

- None.

5. **Consent Agenda**

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

- A. October 2019 Tax Collector's Report
- B. October 2019 Finance Report

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

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

6. **Consideration of Funding for the Western Union Elementary Outdoor Classroom**

- Mayor Becker mentioned the Western Union Elementary capital project item was a carry-over from last month and he hoped the council had time to give it some thought, and they can have a quick vote on the council's desire on the matter.
- Councilwoman Krafft mentioned there were two council members missing and she didn't know if they should vote on it without everybody being present. Mayor Becker responded if there was a chance of it being a "yes" vote and the school is going to get the money, he thought they could wait 30 more days and if it's not going to happen, he thought he was okay if the council votes to wait until there is a full council. Councilwoman Krafft commented she knew Councilwoman Neill was talking about it and thinking about. Personally, Councilwoman Krafft felt like the council should consider the funding for the classroom, it is an outstanding project and it works with exactly what the town is about; "it's a great fit."
- **Councilwoman Krafft** made a **motion** to table the discussion until all council is present, because she thought they had some strong input and **Councilwoman Critz** seconded. The motion passed unanimously as follows:

Ayes: Coffey, Critz, Cureton, and Krafft

Nays: None

- Councilwoman Coffey mentioned that Attorney Griffin was supposed to send Mayor Becker some legislation on this and asked if that could be presented as well. Councilwoman Critz asked if that information could be forwarded to the council. Mayor Becker responded it will be placed on the agenda for next month. Councilwoman Coffey clarified the council was asking for the information to be sent to the council as well. Councilwoman Krafft added, “at least so we can get it and read it.” Mayor Becker responded absolutely, they can do that, that’s probably the right decision and he thought it was fair when it is something that has had so much discussion that they give everybody the opportunity.

7. **Selection of Council Members to Serve as the “Delegate” and “Alternate” to Centralina Council of Governments**

- Mayor Becker explained the Centralina Council of Government (CCOG) needed a delegate [from Mineral Springs]; Councilwoman Neill has been the delegate. Mayor Becker stated he thought everybody has had some familiarity with CCOG and that Councilwoman Coffey had served as an officer on the CCOG Executive Board several years ago. Councilwoman Krafft asked what the time commitment was. Mayor Becker responded he thought the meetings were every other month. Councilwoman Coffey clarified it wasn’t that often.
- Mayor Becker explained the council didn’t need to vote on this, someone could just volunteer if they had a desire to give it a shot and then the council could approve it. Councilwoman Critz mentioned it was a good way to meet other people and network. Councilwoman Krafft stated she wouldn’t mind doing it, but she needs two more years before she is out of the “time commitment hole”. Councilwoman Coffey stated she didn’t have a problem serving again.
- **Councilwoman Critz made a motion to appoint Councilwoman Coffey as our representative for CCOG and Councilwoman Krafft seconded. The motion passed unanimously as follows:**

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

- Mayor Becker stated he thought, as far as CRTPO was concerned, he was remaining the delegate to that. By the bylaws, it is the mayor, and we haven’t needed an alternate. Mayor Becker is willing to continue.
- Ms. Brooks asked if the council was going to appoint an alternate to CCOG.
- **Councilwoman Critz made a motion to have Councilwoman Krafft as the alternate delegate to CCOG and Councilwoman Cureton seconded. The motion passed unanimously as follows:**

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

- Mayor Becker explained with his comments about CRTPO, they will be nominating the officers of CRTPO in January. The chair is Dr. Michael Miltich, who is the mayor

pro tem for Cornelius and the vice chair is Lynda Paxton from the Stallings Town Council. Ms. Paxton has so much experience, her mayor designated her as the delegate. Ms. Paxton has been nominated, the CRTPO board nominated acting people, because there was no December meeting, but they suspect that will be the permanent members. Councilwoman Krafft asked when the meeting was. Mayor Becker responded they are the third Wednesday in downtown Charlotte at City Hall. Ms. Paxton is from Union County and she will be the vice chair; she has served in the chair before and she is very knowledgeable about regional transportation, because of her time with the MPO.

8. **2020 Town Hall Holiday Schedule**

- Mayor Becker commented the only thing the council has ever discussed or clarified was the Christmas week, because otherwise it is just the standard holidays of which some don't apply because the office isn't open, but they are stated as being holidays. The way Christmas works is Thursday is Christmas Eve, so Monday and Tuesday of Christmas week would be open, but it would be closed on Thursday, Christmas Eve and then Monday and Tuesday of the following week and then you have that one lonely Thursday sitting there, the way the dates fall, so Ms. Brooks is proposing that New Year's Eve also be a holiday, so the holiday runs from Thursday to Thursday. Town Hall would open back up on January 2nd.
- **Councilwoman Coffey made a motion to approve the holiday schedule and Councilwoman Cureton seconded. The motion passed unanimously as follows:**

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

9. **Staff Reports**

- Ms. Brooks handed out a Records Retention and Disposition Schedule for the council to spend some time reading over between now and next month. Ms. Brooks explained her memo should explain what the council will be doing next month with the records retention. Mayor Becker noted if the council had any questions to give Ms. Brooks a call. Mayor Becker also noted the council has acted on some of the general aspects of the records retention, but there are some specific ones the council is asked to have their own desires on certain ones; it is in the memo.
- Ms. Ridings referred the council to the tax report and explained the fourth name down paid his taxes today. The county gave him until the 19th. Mayor Becker mentioned that was one more from the 2010/2011 collection. Ms. Ridings added now the only real property that is left is the one on the bottom and that's kind of a sticky situation.
- Mayor Becker explained he was trying to track down the auditor again; he emailed her and said, "I haven't gotten the bill from the LGC or you" and she said, "no, she did submit the audit." As far as the auditor knows, the LGC has approved it for partial payment, but she was waiting for final approval to get the whole payment. The auditor is on track with the state to come back with an approval and she will be on the agenda for January or February after the approval is done.

10. **Other Business**

- Ms. Brooks explained that there have been some people talking about why the community center is still just sitting there and it is really because there is no way for the town to connect it to either sewer or septic right now. In addition, it would probably cost more than the town has [in the bank] to upgrade it. These are the two reasons why the building is just sitting there, just in case someone has seen any of the comments that staff has seen out there on social media. Mayor Becker added in many ways it is a bigger project than the town hall was, because it would be designed for more people, so much more parking would have to be provided and we really don't have the land for it right now. Mayor Becker thought a lot of it was hinging on what happens to the adjacent property, because that will affect either septic or sewer, it will affect road access, and parking. There are things out of our control that do hold it up. Mayor Becker noted the town is saving the money they save, but construction costs are way more than when the town hall was built, "they are through the roof." Town Hall cost the town \$500,000 for what was done, and Mayor Becker thought that would be doubled for starters, because the community center is slightly bigger and it is more of a challenging project in terms of the age of the building and some of the finishes the town would like, so it is a lot of money and we have to give some serious thought about how we wish to address that. Councilwoman Critz commented she thought construction (having a son in the business) is very inflated and sadly she thought it was going to deflate, but she hoped not as seriously as what we went through in 2008, but it will have to. Councilwoman Critz thought it might be to the town's advantage in more ways than one to wait, even though we have to wait. Ms. Brooks explained a couple years back, the town did get Union County Environmental Health involved with trying to figure out how we could potentially put septic out here and the fact is we don't have land. It looks like we have land, but what you see out there has easements on it and we can't go on those.

11. **Adjournment**

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

Ayes: Coffey, Critz, Cureton, and Krafft

Nays: None

- The meeting was adjourned at 8:00 p.m.
- The next regular meeting will be on Thursday, January 9, 2020 at 7:30 p.m. at the Mineral Springs Town Hall.

Respectfully submitted by:

Vicky A. Brooks, CMC, Town Clerk

Frederick Becker III, Mayor

NOVEMBER 2019
TOWN OF MINERAL SPRINGS
PERCENTAGE REPORT

	2019	2018	2017	2016	2015	2014	2013	2012
November 29, 2019 REGULAR TAX								
BEGINNING CHARGE	67876.37	67,279.07	65,381.25	61537.39	62152.5	64,338.55	64,894.00	66,094.83
TAX CHARGE								
PUBLIC UTILITIES CHARGES								
DISCOVERIES								
NON-DISCOVERIES								
RELEASES								
TOTAL CHARGE	67,876.37	67,279.07	65,381.25	61,537.39	62,152.50	64,338.55	64,894.00	66,094.83
BEGINNING COLLECTIONS	15,217.90	67,083.00	65,231.57	61,394.12	62,090.51	64,281.13	64,854.36	66,066.28
COLLECTIONS - TAX	25,972.75	2.65			0.48			
COLLECTIONS - INTEREST		0.24			0.11			
TOTAL COLLECTIONS	41,190.65	67,085.65	65,231.57	61,394.12	62,090.99	64,281.13	64,854.36	66,066.28
BALANCE OUTSTANDING	26,685.72	193.42	149.68	143.27	61.51	57.42	39.64	28.55
PERCENTAGE OF REGULAR	60.68%	99.71%	99.77%	99.77%	99.90%	99.91%	99.94%	99.96%
COLLECTION FEE 1.5 %	389.59	0.04	-	-	0.01	-	-	-

Mineral Springs Prior Years Property Tax Report November 2019

November 30, 2019	2011	2010			
BEGINNING CHARGE	\$64,878.42	\$64,737.60			
PUBLIC UTILITIES	\$1,319.20	\$1,251.60			
MINIMAL RELEASES	(\$145.21)	(\$152.88)			
DISCOVERIES	\$61.82	\$321.61			
ABATEMENTS (RELEASES)	(\$301.25)	(\$473.88)			
TOTAL CHARGE	\$65,812.98	\$65,684.05			
PREVIOUS COLLECTIONS	\$65,722.65	\$65,599.00			
PREVIOUS BALANCE DUE	\$62.65	\$57.37			\$120.02
COLLECTIONS - TAX					\$0.00
COLLECTIONS - INTEREST/FEES					\$0.00
GROSS MONTHLY COLLECTIONS					\$0.00
MISC. ADJUSTMENTS					
TOTAL TAX COLLECTED TO DATE	\$65,722.65	\$65,599.00			
BALANCE OUTSTANDING	\$62.65	\$57.37			\$120.02
PERCENTAGE COLLECTED	99.86%	99.87%			

Mineral Springs Unpaid Property Taxes - Real and Personal as of November 30, 2019

Name	Tax Map Number	2011	2010	Total
CAROLINA STREET SUPPLY	50103059		\$6.88	
CAROLINA STREET SUPPLY, SHEPPARD JONATHAN	848391	\$6.88		
COOMBER CUSTOM MASONRY LLC	1812652	\$10.44		
ELLIOTT, JAMES EDWARD & MARIO JAMES ELLIOTT &	06060006E	\$24.00	\$24.00	
FATHER & SON PAINTERS	50093623		\$2.41	
MATHENY, VERNA	455325	\$2.22		
METHENY, VERNA	50094323		\$2.22	
ROBERTO BONILLA CUSTOM FRAMING	50104497		\$2.75	
WILLIAMS, RUTH & HUSBAND J C WILLIAMS	05033179	\$19.11	\$19.11	
Total		\$62.65	\$57.37	\$120.02

Town of Mineral Springs

FINANCE REPORT November 2019

Prepared for:

The Mineral Springs Town Council

By:

Frederick Becker III
Finance Officer

January 9, 2020

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Cash Flow Report FY2019 YTD

7/1/2019 through 11/30/2019

12/17/2019

Page 1

Category	7/1/2019- 11/30/2019
INCOME	
Interest Income	4,302.04
Other Inc	
Copy Charges	2.00
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Festival 2019	
Sponsor	1,090.00
Vendor	405.00
<hr/>	
TOTAL Festival 2019	1,495.00
Zoning	1,370.00
<hr/>	
TOTAL Other Inc	2,867.00
Prop Tax 2019	
Receipts 2019	
Tax	15,205.73
<hr/>	
TOTAL Receipts 2019	15,205.73
<hr/>	
TOTAL Prop Tax 2019	15,205.73
Prop Tax Prior Years	
Prop Tax 2014	
Receipts 2014	
Int	1.62
Tax	2.96
<hr/>	
TOTAL Receipts 2014	4.58
<hr/>	
TOTAL Prop Tax 2014	4.58
Prop Tax 2015	
Receipts 2015	
Int	1.42
Tax	10.47
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TOTAL Receipts 2015	11.89
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TOTAL Prop Tax 2015	11.89
Prop Tax 2016	
Receipts2016	
Int	4.71
Tax	19.58
<hr/>	
TOTAL Receipts2016	24.29
<hr/>	
TOTAL Prop Tax 2016	24.29
Prop Tax 2017	
Receipts2017	
Int	6.76
Tax	42.15
<hr/>	
TOTAL Receipts2017	48.91
<hr/>	
TOTAL Prop Tax 2017	48.91
Prop Tax 2018	
Receipts	
Int	7.48
Tax	119.45
<hr/>	
TOTAL Receipts	126.93
<hr/>	
TOTAL Prop Tax 2018	126.93
<hr/>	
TOTAL Prop Tax Prior Years	216.60
Sales Tax	
Sales & Use Dist	6,494.54
<hr/>	
TOTAL Sales Tax	6,494.54

Cash Flow Report FY2019 YTD

7/1/2019 through 11/30/2019

12/17/2019

Page 2

Category	7/1/2019- 11/30/2019
Veh Tax	
Int 2019	24.99
Tax 2019	2,688.39
TOTAL Veh Tax	2,713.38
TOTAL INCOME	31,799.29
 EXPENSES	
Ads	281.09
Attorney	2,239.17
Community	
Greenway	488.84
Maint	675.00
Newsletter	
Post	322.37
Printing	923.77
TOTAL Newsletter	1,246.14
Parks & Rec	
Park	1,497.96
TOTAL Parks & Rec	1,497.96
Special Events	
Festival	5,746.42
Misc	285.14
Services	4,000.00
TOTAL Special Events	10,031.56
TOTAL Community	13,939.50
Emp	
Benefits	
Dental	480.00
Fees	25.00
Life	352.80
NCLGERS	5,926.85
Vision	84.00
TOTAL Benefits	6,868.65
Bond	550.00
FICA	
Med	755.99
Soc Sec	3,231.92
TOTAL FICA	3,987.91
Payroll	714.75
Work Comp	2,038.50
TOTAL Emp	14,159.81
Office	
Bank	7.00
Clerk	15,575.00
Council	4,500.00
Deputy Clerk	4,688.09
Dues	5,218.00
Equip	506.86
Finance Officer	10,817.52
Regular	3,567.48
TOTAL Finance Officer	14,385.00

Cash Flow Report FY2019 YTD

7/1/2019 through 11/30/2019

12/17/2019

Page 3

Category	7/1/2019- 11/30/2019
Ins	3,209.67
Maint	
Materials	1,795.06
Service	4,110.00
TOTAL Maint	5,905.06
Mayor	2,000.00
Misc	213.50
Post	15.80
Records	4,944.00
Supplies	1,714.91
Tel	3,653.08
Util	1,252.28
TOTAL Office	67,788.25
Planning	
Administration	
Salaries	13,460.00
TOTAL Administration	13,460.00
Misc	744.99
Ordinance Changes	6,566.70
TOTAL Planning	20,771.69
Street Lighting	326.07
Tax Coll	
Contract	313.25
Sal	125.00
TOTAL Tax Coll	438.25
Training	
Officials	50.00
Staff	424.00
TOTAL Training	474.00
Travel	1,238.15
TOTAL EXPENSES	121,655.98
 TRANSFERS	
FROM MM Sav ParkSterling	30,000.00
TO Check Min Spgs	-30,000.00
TOTAL TRANSFERS	0.00
OVERALL TOTAL	-89,856.69

Account Balances History Report - As of 11/30/2019

(Includes unrealized gains)

Account	6/29/2019 Balance	6/30/2019 Balance	7/31/2019 Balance	8/31/2019 Balance	9/30/2019 Balance	10/31/2019 Balance	11/30/2019 Balance
ASSETS							
Cash and Bank Accounts							
Check Min Spgs	37,358.03	37,208.20	21,115.09	7,241.27	47,410.39	34,322.89	30,701.35
McNeely Farms Escrow	21,332.34	21,340.52	21,348.76	21,355.19	21,360.63	21,365.17	21,369.41
MM Sav ParkSterling	584,711.65	585,249.91	565,814.96	556,293.05	556,765.52	557,238.39	557,655.17
NCCMT_Cash	2,322.61	2,326.88	2,331.27	2,335.31	2,339.12	2,342.67	2,345.64
South State CD	202,931.19	202,931.19	202,931.19	203,939.50	203,939.50	203,939.50	204,773.32
TOTAL Cash and Bank Accounts	848,655.82	849,056.70	813,541.27	791,164.32	831,815.16	819,208.62	816,844.89
Other Assets							
State Revenues Receivable	0.00	61,231.60	58,271.20	56,077.07	0.00	0.00	0.00
TOTAL Other Assets	0.00	61,231.60	58,271.20	56,077.07	0.00	0.00	0.00
TOTAL ASSETS	848,655.82	910,288.30	871,812.47	847,241.39	831,815.16	819,208.62	816,844.89
LIABILITIES							
Other Liabilities							
Accounts Payable	692.76	3,793.75	692.76	692.76	692.76	692.76	692.76
Escrows	21,195.00	21,195.00	21,195.00	21,195.00	21,195.00	21,195.00	21,195.00
TOTAL Other Liabilities	21,887.76	24,988.75	21,887.76	21,887.76	21,887.76	21,887.76	21,887.76
TOTAL LIABILITIES	21,887.76	24,988.75	21,887.76	21,887.76	21,887.76	21,887.76	21,887.76
OVERALL TOTAL	826,768.06	885,299.55	849,924.71	825,353.63	809,927.40	797,320.86	794,957.13

Mineral Springs Budget Comparison 2018-2019

TOWN OF MINERAL SPRINGS										
BUDGET COMPARISON 2019-2020										
Appropriation dept	Budget	Unspent	Spent YTD	% of Budget	July	August	September	October	November	
Advertising	\$ 1,800.00	\$ 1,518.91	\$ 281.09	15.6%	\$ -	\$ 223.88	\$ -	\$ -	\$ 57.21	
Attorney	\$ 9,600.00	\$ 7,360.83	\$ 2,239.17	23.3%	\$ 300.00	\$ 300.00	\$ 300.00	\$ 1,039.17	\$ 300.00	
Audit	\$ 4,730.00	\$ 4,730.00	\$ -	0.0%	\$ -	\$ -	\$ -	\$ -	\$ -	
Charities & Agencies	\$ 10,500.00	\$ 10,500.00	\$ -	0.0%	\$ -	\$ -	\$ -	\$ -	\$ -	
Community Projects	\$ 28,300.00	\$ 14,360.50	\$ 13,939.50	49.3%	\$ 5,004.94	\$ 3,291.21	\$ 3,857.08	\$ 1,574.95	\$ 211.32	
Contingency	\$ 3,000.00	\$ 3,000.00	\$ -	0.0%	\$ -	\$ -	\$ -	\$ -	\$ -	
Employee Overhead	\$ 29,900.00	\$ 15,740.19	\$ 14,159.81	47.4%	\$ 4,437.67	\$ 2,870.88	\$ 1,108.27	\$ 3,492.72	\$ 2,250.27	
Elections	\$ 3,100.00	\$ 3,100.00	\$ -	0.0%	\$ -	\$ -	\$ -	\$ -	\$ -	
Fire Protection	\$ 12,000.00	\$ 12,000.00	\$ -	0.0%	\$ -	\$ -	\$ -	\$ -	\$ -	
Intergovernmental	\$ 15,000.00	\$ 15,000.00	\$ -	0.0%	\$ -	\$ -	\$ -	\$ -	\$ -	
Office & Administrative	\$ 146,944.00	\$ 79,155.75	\$ 67,788.25	46.1%	\$ 20,527.24	\$ 16,418.97	\$ 9,923.83	\$ 10,650.43	\$ 10,267.78	
Planning & Zoning	\$ 52,304.00	\$ 31,532.31	\$ 20,771.69	39.7%	\$ 5,774.67	\$ 3,289.37	\$ 5,124.23	\$ 3,891.42	\$ 2,692.00	
Street Lighting	\$ 1,600.00	\$ 1,273.93	\$ 326.07	20.4%	\$ -	\$ 108.69	\$ 108.69	\$ 108.69	\$ -	
Tax Collection	\$ 1,950.00	\$ 1,511.75	\$ 438.25	22.5%	\$ 25.00	\$ 50.99	\$ 49.92	\$ 122.83	\$ 189.51	
Training	\$ 3,000.00	\$ 2,526.00	\$ 474.00	15.8%	\$ 175.00	\$ -	\$ -	\$ 199.00	\$ 100.00	
Travel	\$ 4,200.00	\$ 2,961.85	\$ 1,238.15	29.5%	\$ 205.00	\$ 827.25	\$ -	\$ -	\$ 205.90	
Capital Outlay	\$ 32,897.00	\$ 32,897.00	\$ -	0.0%	\$ -	\$ -	\$ -	\$ -	\$ -	
Totals	\$ 360,825.00	\$ 239,169.02	\$ 121,655.98	33.7%	\$ 36,449.52	\$ 27,381.24	\$ 20,472.02	\$ 21,079.21	\$ 16,273.99	
Off Budget:										
Tax Refunds					\$ -	\$ -	\$ -	\$ -	\$ -	
Interfund Transfers					\$ -	\$ -	\$ -	\$ -	\$ -	
Total Off Budget:			\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	

November 2019 Cash Flow Report - Nov 2019

11/1/2019 through 11/30/2019

12/16/2019

Page 1

Category	11/1/2019- 11/30/2019
INCOME	
Interest Income	1,257.81
Other Inc	
Festival 2019	
Vendor	50.00
TOTAL Festival 2019	50.00
Zoning	100.00
TOTAL Other Inc	150.00
Prop Tax 2019	
Receipts 2019	
Tax	9,721.30
TOTAL Receipts 2019	9,721.30
TOTAL Prop Tax 2019	9,721.30
Prop Tax Prior Years	
Prop Tax 2018	
Receipts	
Int	0.62
Tax	10.74
TOTAL Receipts	11.36
TOTAL Prop Tax 2018	11.36
TOTAL Prop Tax Prior Years	11.36
Sales Tax	
Sales & Use Dist	2,194.05
TOTAL Sales Tax	2,194.05
Veh Tax	
Int 2019	5.73
Tax 2019	570.01
TOTAL Veh Tax	575.74
TOTAL INCOME	13,910.26
EXPENSES	
Ads	57.21
Attorney	300.00
Community	
Parks & Rec	
Park	211.32
TOTAL Parks & Rec	211.32
TOTAL Community	211.32
Emp	
Benefits	
Dental	80.00
Life	58.80
NCLGERS	1,185.37
Vision	14.00
TOTAL Benefits	1,338.17
FICA	
Med	146.72
Soc Sec	627.23
TOTAL FICA	773.95
Payroll	138.15

November 2019 Cash Flow Report - Nov 2019

11/1/2019 through 11/30/2019

12/16/2019

Page 2

Category	11/1/2019- 11/30/2019
TOTAL Emp	2,250.27
Office	
Clerk	3,115.00
Council	900.00
Deputy Clerk	628.72
Dues	70.00
Finance Officer	2,704.38
Regular	172.62
TOTAL Finance Officer	2,877.00
Maint	
Materials	474.10
Service	553.00
TOTAL Maint	1,027.10
Mayor	400.00
Supplies	741.73
Tel	334.28
Util	173.95
TOTAL Office	10,267.78
Planning	
Administration	
Salaries	2,692.00
TOTAL Administration	2,692.00
TOTAL Planning	2,692.00
Tax Coll	
Contract	164.51
Sal	25.00
TOTAL Tax Coll	189.51
Training	
Staff	100.00
TOTAL Training	100.00
Travel	205.90
TOTAL EXPENSES	16,273.99
OVERALL TOTAL	-2,363.73

Register Report - Nov 2019

11/1/2019 through 11/30/2019

12/17/2019

Page 1

Date	Num	Description	Memo	Category	Clr	Amount
11/5/2019	EFT	Point And Pay	Zoning Permit 06-06...	Other Inc:Zoning	R	50.00
11/7/2019	EFT	Debit Card (Barco P...	Door Mats (FY2019)	Office:Maint:Materials	R	-135.09
11/7/2019	575...	Municipal Insurance ...	11/19 (FY2019)	Emp:Benefits:Life	R	-58.80
			11/19 (FY2019)	Emp:Benefits:Dental	R	-80.00
			11/18 (FY2019)	Emp:Benefits:Vision	R	-14.00
11/7/2019	5755	Bucket, Mop, And Br...	I/N CTBCom-1223 j...	Office:Maint:Service	R	-188.00
11/7/2019	5756	Clark, Griffin & McC...	I/N 7021 11/19 (FY2...	Attorney	R	-300.00
11/7/2019	5757	Conder Flag Compa...	I/N 205806 US & N...	Office:Maint:Materials	R	-86.70
11/7/2019	5758	R.C.S., Inc.	I/N 110661 Park Re...	Community:Parks & Rec:Park	R	-200.00
11/7/2019	5759	Taylor & Sons Mowi...	I/N 047 11/19 (FY20...	Office:Maint:Service	R	-365.00
11/8/2019	EFT...	Union County	FY2019	Prop Tax 2019:Receipts 2019:Tax	R	9,721.30
			FY2019	Prop Tax Prior Years:Prop Tax 2018:R...	R	10.74
			FY2019	Prop Tax Prior Years:Prop Tax 2018:R...	R	0.62
			October 2019 (FY20...	Tax Coll:Contract	R	-145.99
11/12/2019	EFT	Debit Card (AOL)	AOL Troubleshootin...	Office:Tel	R	-7.99
11/14/2019	5760	Union County Public...	84361*00 (FY2019)	Office:Util	R	-29.03
11/14/2019	5761	Union County Public...	91052*00 (FY2019)	Community:Parks & Rec:Park	R	-11.32
11/14/2019	5762	UNC School Of Gov...	I/N C103669-38776...	Training:Staff	R	-100.00
11/14/2019	5763	The Enquirer-Journal	30065439 (FY2019)	Ads	R	-57.21
11/14/2019	5764	Xerox Corporation	I/N 098481242 (FY2...	Office:Supplies	R	-606.16
11/14/2019	5765	Duke Power	1803784140 (FY2019)	Office:Util	R	-118.95
11/14/2019	5766	Duke Power	1819573779 (Old Sc...	Office:Util	R	-25.97
11/14/2019	5767	Neofunds	7900 0440 3484 247...	Office:Supplies	R	-135.57
11/15/2019	EFT	NC Department of R...	Sales & Use 9/19 (F...	Sales Tax:Sales & Use Dist	R	2,194.05
11/21/2019	5768	NC Association Of ...	I/N I00008997 Dues ...	Office:Dues	R	-70.00
11/21/2019	5769	Frederick Becker III	7/19 - 8/19 reimburs...	Travel	R	-205.90
11/21/2019	5770	Windstream	061348611 (FY2019)	Office:Tel	R	-326.29
11/22/2019	EFT	Debit Card (Lowe's)	Office Christmas Tre...	Office:Maint:Materials	R	-222.57
11/24/2019	EFT	Debit Card (WalMart)	Christmas Tree Orn...	Office:Maint:Materials	R	-29.74
11/25/2019	EFT...	Union County {NCV...	NCVTS 1910 FY2019	Veh Tax:Tax 2019	R	576.67
			NCVTS 1910 FY2019	Veh Tax:Int 2019	R	5.73
			Refunds 1909 FY2019	Veh Tax:Tax 2019	R	-6.30
			Refunds Pending F...	Veh Tax:Tax 2019	R	-0.36
			Collection 1910 FY2...	Tax Coll:Contract	R	-18.52
11/26/2019	EFT...	NC State Treasurer	11/19 LGERS contri...	Office:Clerk	R	-186.90
			11/19 LGERS contri...	Office:Finance Officer:Regular	R	-172.62
			11/19 LGERS contri...	Planning:Administration:Salaries	R	-161.52
			11/19 employer cont...	Emp:Benefits:NCLGERS	R	-1,185.37
11/26/2019	DE...	Deposit	FY2019	Other Inc:Zoning	R	50.00
			FY2019	Other Inc:Festival 2019:Vendor	R	50.00
11/27/2019	EFT...	Paychex	Salary 11/19 (FY201...	Office:Clerk	R	-2,928.10
			Supplement 11/19 (...	Office:Clerk	R	0.00
			Hours 11/19 (FY2019)	Office:Deputy Clerk	R	-628.72
			Salary 11/19 (FY201...	Office:Finance Officer	R	-2,704.38
			Salary 11/19 (FY201...	Office:Mayor	R	-400.00
			Salary 11/19 (FY201...	Office:Council	R	-900.00
			Salary 11/19 (FY201...	Planning:Administration:Salaries	R	-2,530.48
			Salary 11/19 (FY201...	Tax Coll:Sal	R	-25.00
			FY2019	Emp:FICA:Soc Sec	R	-627.23
			FY2019	Emp:FICA:Med	R	-146.72
11/29/2019	EFT	Paychex Fees	Fees 11/19 (FY2019)	Emp:Payroll	R	-138.15

Register Report - Nov 2019

11/1/2019 through 11/30/2019

12/17/2019

Page 2

Date	Num	Description	Memo	Category	Clr	Amount
11/1/2019 - 11/30/2019						-3,621.54
TOTAL INFLOWS						12,659.11
TOTAL OUTFLO...						-16,280.65
NET TOTAL						-3,621.54

November 2019

Revenue Details

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Invoice Date	Invoice Number	Description	Invoice Amount
11/01/2019	2004 TAXES	TAX/FEE/INT-OCTOBER 2019	\$9,586.67

Vendor No.	Vendor Name	Check No.	Check Date	Check Amount
10870	TOWN OF MINERAL SPRINGS	00062287	11/08/2019	9,586.67



County of Union

500 North Main Street
 Monroe, North Carolina 28112

Vendor Number Check Date Check Number
 10870 11/08/2019 00062287

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

\$9,586.67

Pay Nine Thousand Five Hundred Eighty Six Dollars and 67 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
 00062287

ADDRESS SERVICE REQUESTED

TOWN OF MINERAL SPRINGS
 PO BOX 600
 MINERAL SPRINGS NC 28108

Jurisdiction Collection by Year
Union County

Date Distributed: 10/1/2019 to 10/31/2019

990 - TOWN OF MINERAL SPRINGS

Year	Taxes, Assessments and Misc. Charges	Late List	Interest	Total Collected	Commission	Net of Commission
2018	10.71	0.03	0.62	11.36	0.17	11.19
2019	9,720.13	1.17	0.00	9,721.30	145.82	9,575.48
Total:	9,730.84	1.20	0.62	9,732.66	145.99	9,586.67
Grand Total:	9,730.84	1.20	0.62	9,732.66	145.99	9,586.67

NC Sales & Use Distribution

September 2019 Collections

Summary

MUNICIPALITY	ARTICLE 39	ARTICLE 40	ARTICLE 42	ARTICLE 43	ARTICLE 44	ART 44 *524	ARTICLE 45	ARTICLE 46	CITY HH	TOTAL
UNION										
(AD VALOREM)	1,869,945.78	1,302,807.85	993,465.40	-	6.97	300,022.27	-	-	(309,913.57)	4,156,334.70
FAIRVIEW	818.07	569.96	434.63	-	-	131.25	-	-	590.53	2,544.44
HEMBY BRIDGE	-	-	-	-	-	-	-	-	-	-
INDIAN TRAIL	69,160.77	48,184.92	36,743.75	-	0.26	11,096.46	-	-	49,924.24	215,110.40
LAKE PARK	6,212.18	4,328.08	3,300.41	-	0.02	996.71	-	-	4,484.30	19,321.70
MARSHVILLE	9,128.58	6,359.96	4,849.83	-	0.03	1,464.63	-	-	6,589.54	28,392.57
MARVIN	5,680.59	3,957.71	3,017.98	-	0.02	911.42	-	-	4,100.58	17,668.30
MINERAL SPRINGS	705.42	491.47	374.77	-	-	113.18	-	-	509.21	2,194.05
MINT HILL *	42.77	29.80	22.72	-	-	6.86	-	-	30.88	133.03
MONROE	209,415.53	145,901.66	111,258.35	-	0.78	33,599.54	-	-	151,168.23	651,344.09
STALLINGS *	37,030.26	25,799.31	19,673.45	-	0.14	5,941.30	-	-	26,730.58	115,175.04
UNIONVILLE	1,079.97	752.42	573.77	-	-	173.27	-	-	779.58	3,359.01
WAXHAW	71,745.15	49,985.48	38,116.79	-	0.27	11,511.11	-	-	51,789.80	223,148.60
WEDDINGTON *	11,282.76	7,860.80	5,994.31	-	0.04	1,810.26	-	-	8,144.56	35,092.73
WESLEY CHAPEL	1,618.46	1,127.59	859.86	-	0.01	259.67	-	-	1,168.30	5,033.89
WINGATE	5,407.20	3,767.25	2,872.74	-	0.02	867.56	-	-	3,903.24	16,818.01
TOTAL	2,299,273.49	1,601,924.26	1,221,558.76	-	8.56	368,905.49	-	-	-	5,491,670.56

715-220325	8.89	-	Marvin	101
715-220330	9,016.79	-	Monroe	200
715-220380	-		Monroe Downtown Service District	222
715-220370	-	45.12	Wingate	300
715-220320	294.70	-	Town of Marshville	400
715-220350	277.27	-	Waxhaw	500
715-220310	-	511.74	Indian Trail	600
715-220340	329.87	-	Stallings	700
715-220360	48.34	-	Weddington	800
715-220315	7.20	-	Lake Park	900
715-220375	-	0.51	Fairview	930
715-220365	6.33	-	Wesley Chapel	970
715-220335	-	1.45	Unionville	980
715-220355	6.30	-	Mineral Springs	990

20,637.81	20,637.81
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DESCRIPTION: **Pending Refunds - September 2019**
(These refunds go to the board on October , 2019.)

REF/JV#: 294

PREPARED ON: 10/24/2019 BY: aa

POSTING DATE: 10/24/2019

NCVTS A/P Receipt Distribution
For the month Ending: 10/31/2019

Jurisdiction	Entity	Vendor #	Inv #	Tax & Fee Amt	Int Only Amt	Cmn Cst	Pending Refunds	Net Amt	Status/Check#
001	Union County	0		\$ 495,571.02	\$ 5,237.32	\$ (15,890.65)	(\$2,673.67)	\$ 482,244.02	No Check
003	Voter Approved Debt Tax	0		74,313.92	735.13	(2,382.08)	(\$381.97)	\$ 72,285.00	No Check
011	Countywide Fire Tax	0		28,856.38	260.10	(924.22)	(\$131.02)	\$ 28,061.24	No Check
012	Countywide EMS Tax	0		54,767.78	607.47	(1,757.03)	(\$317.24)	\$ 53,300.98	No Check
015	Springs Fire Tax	0		7,012.99	77.28	(224.93)	(\$36.20)	\$ 6,829.14	No Check
020	Stallings Fire Tax	0		10,178.11	87.77	(329.30)	\$202.28	\$ 10,138.86	No Check
023	Hemby Bridge Fire Tax	0		13,485.64	169.32	(441.97)	(\$65.31)	\$ 13,147.68	No Check
026	Wesley Chapel Fire Tax	0		15,810.94	163.63	(554.83)	(\$92.86)	\$ 15,326.88	No Check
028	Waxhaw Fire Tax	0		12,920.50	122.06	(446.05)	\$4.06	\$ 12,600.57	No Check
101	Village of Marvin	1832	VTFNAP1910-1	4,581.31	51.32	(164.37)	(\$38.84)	\$ 4,429.42	
200	City of Monroe	103-7	VTFNAP1910-1	209,579.31	1,643.94	(5,784.08)	(\$7,484.05)	\$ 197,955.12	
222	Monroe Dntown Service	103-7	VTFNAP1910-2	248.37	1.74	(7.54)	-	\$ 242.57	
300	Town of Wingate	4064	VTFNAP1910-1	7,205.90	41.79	(193.78)	(\$124.01)	\$ 6,929.90	
400	Town of Marshville	5861	VTFNAP1910-1	7,182.61	86.46	(184.07)	(\$12.72)	\$ 7,072.28	
500	Town of Waxhaw	8268	VTFNAP1910-1	102,874.63	724.86	(3,588.03)	\$70.53	\$ 100,081.99	
600	Town of Indian Trail	2924	VTFNAP1910-1	69,190.97	678.36	(2,198.91)	\$622.89	\$ 68,293.31	
700	Town of Stallings	4860-2	VTFNAP1910-1	34,018.19	391.61	(1,126.22)	(\$201.03)	\$ 33,082.55	
800	Town of Weddington	7518	VTFNAP1910-1	8,937.27	80.37	(309.17)	(\$29.18)	\$ 8,679.29	
900	Village of Lake Park	1833	VTFNAP1910-1	8,017.37	114.52	(267.35)	(\$30.77)	\$ 7,833.77	
930	Town of Fairview	19458	VTFNAP1910-1	772.96	5.90	(23.40)	(\$0.19)	\$ 755.27	
970	Village of Wesley Chapel	9262	VTFNAP1910-1	1,479.89	12.99	(51.16)	(\$2.46)	\$ 1,439.26	
980	Town of Unionville	11530	VTFNAP1910-1	1,196.21	11.10	(36.60)	(\$5.13)	\$ 1,165.58	
990	Town of Mineral Springs	10870	VTFNAP1910-1	576.67	5.73	(18.52)	(\$0.36)	\$ 563.52	
999	Schools	0		1,016,900.05	10,566.72	(32,604.71)	(\$5,452.57)	\$ 989,409.49	No Check
Total				\$ 2,185,678.99	\$ 21,877.49	(\$9,508.97)	(\$16,179.82)	\$ 2,121,867.69	
									AP Total
								\$ 438,523.83	

TOWN OF MARSHVILLE

est. 1877

201 West Main Street • Marshville, NC 28103
Town Hall • 704.624.2515 • Fax - 704.624.0175

NON-PROFIT FUNDING POLICY

Principles:

- Funds shall only be appropriated to organizations that can document compliance with all applicable federal and state regulations related to tax-exempt status.
- Organizations requesting funding should be able to document that they provide on-going services to the community, are governed by a volunteer board of directors that serves without compensation, and that their financial management is subject to an independent audit/review at the completion of the year for which the funds are requested.
- Funds shall only be appropriated for public purposes.
- Requests for funding will only be accepted during the Town's annual budget preparation process. A specific timetable for the process will be developed and disseminated each year.
- Requests for funding for direct "safety net" human services to low income Marshville residents shall be given the highest priority for funding.
- Requests for services that duplicate services that are already available to the public through other means will be given the lowest funding priority.

Criteria:

- Funded services must be equally available to all eligible residents of the Town.
- Each non-profit organization may develop its own service eligibility criteria, but such criteria may not include any form of discrimination. If the agency charges fees for services to be provided with Town funding, those fees must be applied on a sliding fee basis that allows all to participate irrespective of their ability to pay full costs.
- The applicant organization should clearly demonstrate its ability (i.e., that it has appropriate staffing, financial resources, equipment, etc.) to provide the proposed services.
- Proposals shall clearly identify the relationship between the funding request and the provision of a given service or services.
- Proposals shall clearly document the need for the proposed services.
- Proposals shall identify the number of Marshville residents that are expected to receive direct services during the fiscal year as a result of Town funding.
- Renewal requests shall indicate the actual number of Marshville residents served during the funded period.
- Proposals that request funding for services that are already available in the Town must clearly demonstrate that they will address an unmet service demand, or that they will deliver comparable services at a significantly lower unit cost than the currently available services.

- **Each organization that receives funding shall present a written report to the Town on or about November 15th and April 15th of each year that documents its success in providing the funded services during that time period.**

Process:

- **Completed application packets that are submitted to the Town by the deadline established in the annual timetable. Incomplete applications will not be considered.**
- **The staff will review applications in accord with the Non-Profit Funding Policy and communicate with applicable Town, County and State agencies to determine appropriateness of funding requests. After reviewing the information available and complete any necessary follow up, staff will report findings and make funding recommendations to the Town Manager.**
- **The Town Manager will in turn make funding recommendations to the Town Council.**

TOWN OF MARSHVILLE

est. 1877

201 West Main Street • Marshville, NC 28103
Town Hall - 704.624.2515 • Fax - 704.624.0175

NON-PROFIT FUNDING REQUEST CHECKLIST

- Signed Application Form
- Articles of Incorporation and Corporate Bylaws*
- Copies of Official Minutes of all Board of Directors Meetings within the 12 months prior to the date of the funding application (All minutes should include a list of the members present.)
- Copy of IRS tax-exempt status determination letter* (A notarized copy of IRS Form 1023 will be accepted from organizations that have completed the form and submitted it to the IRS but that have not yet received a determination letter.)
- Copy of most recently filed IRS Form 990
- Copy of most recent independent audit (Organizations that are not required by law to have an independent audit must clearly state the reason for their exemption from the requirement.)
- A schedule of planned revenues and expenses (for entire organization) for the current year (FY 2012-2013) and the proposed year (FY 2013-2014), specifically identifying all sources of revenue for both periods

*If you filed these forms with a previous funding application to the Town, they do not need to be submitted again if they have not changed since that filing.

Why do residents of Marshville need the proposed services? (new or changed programs only)

How will the services be provided? (new or changed programs only)

Are similar services available in Marshville from other providers? Yes No
If so, who currently provides the service? (new or changed programs only)

If so, what is the added value to the town of your services? (new or changed programs only)

If so, how will you coordinate services with other providers to ensure that individuals will not receive the same service from more than one provider? (new or changed programs only)

How will you ensure that the services are equally available to all eligible residents of Marshville?

CEO:

Board Chairman:

Signature: _____

Signature: _____

Print: _____

Print: _____

Date: _____

Date: _____

**STATE OF NORTH CAROLINA
UNION COUNTY**

**STANDARD ASSURANCES BY TOWN ASSISTED
AGENCIES AND/OR ORGANIZATIONS**

I. PURPOSE

- A. For each fiscal year, any "non-departmental" (non-direct or "outside") agency or organization requesting Town assistance funds must submit an original signed copy of this document with their budget package request.
- B. These assurances shall act to hold the Town of Marshville harmless from any liability that the agency or organization may incur.

II. ASSURANCES AFFIDAVIT

The authorized official of the agency or organization given below assures the Town of Marshville that:

- A. The agency/organization is a legal entity under Federal and State laws and is authorized to provide services being proposed for financial assistance from the Town.
- B. The agency/organization has the legal authority and the institutional, managerial, and financial capacity to insure the proper planning, management and completion of the project(s) proposed for Town financial assistance.
- C. The agency/organization will establish safeguards to forestall the appearance of or actual conflicts of interest or personal gain.
- D. The agency/organization will comply with all Federal and State laws and regulations related to illegal discrimination.
- E. The agency/organization will comply with Federal and State laws and regulations related to Workplace Drug Abuse and Treatment, workplace health and safety, workers compensation, and other applicable workplace requirements.
- F. The agency/organization will comply with Federal and State laws and regulations related to the Fair Labor Standards Act, Hatch Act, taxes and other personnel requirements.
- G. The agency/organization will comply with applicable program/project services standards, contracts and regulations for any program/project services assisted by the Town.
- H. The agency/organization will comply with Federal and State laws and regulations related to financial and compliance audits and will submit a copy of each audit report to the Town Manager within 60 days after issued.
- I. The agency/organization will hold the Town of Marshville harmless from any claim or liability that may arise or result from the operation of any program/project service(s) assisted by the Town of Marshville.
- J. The agency/organization will submit promptly to the Town Manager any information requested related to any program/project services assisted by the Town.

- K. The agency/organization will comply with any Town ordinance or policy applicable to any program/project service assisted by the Town.
- L. All Town funding shall be utilized strictly for the operation, maintenance and capital needs of each agency/organization. Any item acquired using Town funds by agency/organization shall become property of that agency/organization (and titled to that agency/organization when applicable). In the event an agency/organization decides to dispose of property acquired with any Town funds, then the Town will be given first opportunity to acquire the surplus property. In any event, proceeds obtained from sale of surplus property acquired with any Town funds shall be used only for the same purpose as Town funds.
- M. The agency/organization will submit a semiannual report of its uses of Town funding and the tangible benefits of the funded activities to Town residents.
- N. The agency/organization will only use Town funds for the purpose in which the funds were appropriated and approval of the funding requested based. The agency/organization will repay any funds that are in violation of the stated purpose for receiving the appropriation within 60 days of notification.

Certification

The above assurances will be complied with for the financial fiscal year starting on July 1, 2013 and ending June 30, 2014.

Agency/Organization _____

Box/Street/Route _____

Town/State/Zip _____

Federal Tax ID Number _____

By (Signature) _____

Typed Name _____

Title _____

Date Submitted _____

Discussion of a Nonprofit Policy

- Mayor Becker reminded that council that Attorney Griffin had given the town information on what they have been doing in Marshville. Mayor Becker pointed out that his memo gives the background on what our unwritten policy is and stated that he is not asking the council to do anything tonight, because we have been contacted by some of the usual people who will be on the agendas in the future months. The town may wish to "tighten-up", but Mayor Becker knows that the council has been pretty diligent in vetting the nonprofits. Some of the provisions in the Marshville policy looked a little bit cumbersome both for the nonprofit and for our staff: for example, to start plowing through 12 months' worth of Board of Directors meetings. Some of it might be more than this board thinks is justified, especially for a donation of \$500 or less, not that that is "chump" change, because it is taxpayers' money, but we make the nonprofits come here (that's what our policy has been) and they look the council in the eye and explain what they are doing and they document their activities that have benefitted our specific community. Councilwoman Neill stated that we make them accountable. Mayor Becker commented that the council has a fairly high standard, but having a written policy in between our unwritten policy and Marshville's very tight policy might be worthwhile. Mayor Becker asked the council if they had any suggestions on what directions we should go with. Councilwoman Coffey responded that she was hoping that the council would have that discussion later after they have had a chance to review it and some other information as well and come back and talk about it at the next meeting. Councilwoman Neill suggested that the council table this item. Councilwoman LaMonica commented that she got the same impression that Mayor Becker did, that the Marshville position is probably much more than Mineral Springs needs; some place in between is probably a good thing. Mayor Becker responded that he thought that was a starting point that Attorney Griffin and he have talked over the years about just protecting our taxpayers to make sure we're doing it right. The town hasn't ever gotten burned; we've had some very good charities. Mayor Becker noted that he did not bring up the new Queen's Cup charity as a separate entity, we'll put that off until next year. Councilwoman Critz had mentioned considering them this year, but they are not dealing with us right now, they are dealing with the Queen's Cup, so the council can look at that as a separate issue. Mayor Becker asked if the council wanted to discuss this specifically next month or wait until next fiscal year. Councilwoman Coffey responded anytime Mayor Becker feels it is convenient, because it isn't applicable right now. Mayor Becker noted that nothing is going to happen until March, April or May of next year.

2017-2018 Budget – Proposed Departmental Appropriations

- Mayor Becker explained nothing is that different from previous year, although he has suggested moving a few things around. Artists Music Guild is here and they talked about it last year when Mr. Cook started; it wasn't so much a contribution (it is a nonprofit, they are operating on donations), but it really functions with us more as a partnership, because of the musicians that are provided for our festival and are available for other events (we could have had more if we had had an event for them), the licensing is something that we really didn't know about. Mayor Becker and Ms. Brooks had been talking about licensing, before they ever heard of David L. Cook, because after our first-year festival the topic came up and by the second year they knew they were going to have to do something about it; people are checking out these small-town festivals and are issuing fines and bills for unpaid royalties. It turned out to be something they didn't even know the Artists Music Guild was going to benefit the town for, but it has been a big financial benefit. It is a minimum of \$1,100 plus for music. Just off the top that the town would have to pay out and not have the kind of full coverage that we get, so it's a benefit, it an actual partnership benefit. Therefore, Mayor Becker recommended moving AMG to the special events category under community instead of the nonprofits, because it is a partnership; it is a support entity for our special events. Mayor Becker added that he wasn't recommending an increase in money at the time, because he didn't know there was an increase that was being sought, but he did recommend putting it into that category. Mayor Becker explained everything else was nonprofits and he came up with a formula and recommended putting it as a line item in the ordinance. If the town was going to continue, the formula would be based on 3% of previous year's budget as your figure; it's not a subjective way to come up with that number and put it as a line item in the budget ordinance, so the council can't do what they have been doing, which there is nothing wrong with what they have been doing, it's just that within the community appropriation, the community appropriation would have unexpended funds. We might have budgeted \$10,000 for nonprofits, but there was \$15,000 in unexpended funds in the community appropriations, so the council would just say "let's just give them an extra \$1,000, give them an extra \$500", it was a little too easy for the council not to have discipline necessarily, so if it's in the budget ordinance as a line item they could still add more, but they would have to do a budget amendment. There is nothing hard about doing that, but it's a step to make sure the council understands that they really have to be committed to increasing our funding for an organization if they felt there was a reason for it.

*Section of 2017-2018 Budget Proposed
Departmental Appropriations Discussion*

April 2017

- In addition, Councilman Countryman really liked the part about beginning a very defined way to continue supporting all of the agencies they support, because he thought as much as some of them want to be a part of that, that they don't let their hearts speak to the budget; it makes much more sense to be very logical about it and not emotional about it. Councilman Countryman felt it demonstrated that they're trying to be financially responsive to the community and being good stewards of those resources and are not just doing it on a whim, because they think it's a good idea. Councilwoman Coffey concurred. Mayor Becker suggested at a later date the council can also tweak their methods for dealing with the nonprofits to maybe not have as many personal appearances and request more documentation, to get 990's from all of them, so they have a better handle on how their funding is handled internally; that might be something that the board can do to streamline their process here, but also to give the board more information. The council can work on that over the next few months, perhaps budget amounts in there in advance and say, "this is what you are going to get based on what we see you are doing". Mayor Becker has talked with Catawba Lands Conservancy about the funding levels they have. Margaret Brantley and Mayor Becker are trying to work out a good presentation on how that works and what they could bring back to the town as an additional service. Those are some things that will come in future discussions when the council wants to talk about what they are going to give to individual entities.

7. **Discussion of Non-Profit Funding**

- Mayor Becker noted that the non-profits have been riding on the agenda for a while; he printed out a new one for the council so they have their idea of where we are most interested in talking about this initially. Mayor Becker asked Councilwoman Coffey if that was correct; this is the one that she sort of brought to the council's attention. Councilwoman Coffey agreed that she was and believed that so many things are coming before us, it's getting to be personal and we don't even want that in our town. The thing that we need to be cognitive of is providing for the citizens of Mineral Springs and we have projects, such as the community center, that need to be started and finished; we haven't done that. We don't have anything on the table for that and Councilwoman Coffey believed that we would benefit the members of the Mineral Springs community by moving forward and completing some of the projects that are going to benefit our constituents and get out of the business of giving to anyone. Let's refer those people to agencies that can help them, let's write them a check if we so deem it necessary, but we need to get out of the business of funding. Councilwoman Coffey shared a "case and point" on CATA – she has three grandsons that came out of there doing very well, but you know it costs the families for them to be there, you don't go there for free and they have a boat load of fundraisers over there. People do that very well; yes, there is still a need and in Councilwoman Coffey's opinion this should have never come before the town. Mayor Becker mentioned CATA wasn't before the council; he gave it to the council as a personal memo. Councilwoman Coffey responded please forgive me, it says to "Mineral Springs Town Council from Rick Becker", therefore it is still before her. Mayor Becker noted it's an FYI to the council personally; that was him saying CATA and Union Academy asked us two months ago and came before the council and council said no and that's what he said in that memo he thought. Mayor Becker added that he would give it to his council personally, but was not going to ask the town to give the money; he just wanted to clarify that. Councilwoman Coffey apologized and thanked Mayor Becker for the clarity, but she had seen quite enough already. These things become personal and then people are looking at our town with sour faces and Councilwoman Coffey doesn't want that. Councilwoman Coffey doesn't want people looking at the council with sour faces; "let's all just be happy, let's do for constituents that we serve, let's see about doing a great job for them and then if money flows in ways that we never dreamed of then we can give to organizations". Councilwoman Coffey believed that is where the town needs to be, but that is her personally. Councilwoman Critz responded she will be the first to disagree in part; she was not going to disagree in whole, because she thought Councilwoman Coffey has a valid point and she thinks it's one we always tried to adhere to, which is why we don't say yes to all of them. We are very concentrated and committed to the fact that these organizations do bless and serve our community and Councilwoman Critz has repeatedly had people express gratitude for the fact the town supports. We are not in the business of funding or paying salaries or any of that; these are token gifts that are given in a hope that it will make their jobs easier as they serve our community; that we know they do. For example: Council on Aging – there's dozens of people within our community; Turning Point – we can only guesstimate, because of privacy laws, but they're here. There are these things that Councilwoman Critz would hate to see us stop funding, because we know that they benefit our constituents in a big way and many of our constituents who have been benefitted by them realize that we give back to them are grateful that we do so.

Having said that, Councilwoman Critz doesn't think we should ever stop using the fact that it serves our community directly as that measuring stick. Councilwoman Coffey responded that's not her measuring stick, her measuring stick is that we don't give to anyone, so that's not the measuring stick that she is using. The measuring stick that Councilwoman Coffey is using is that we use the funds that are in this town for the projects that we haven't been able to do; "let's finish what we've got on our plate and then look back". Councilwoman Critz mentioned we bought this land and did this town hall and we never stopped giving. Councilwoman Coffey responded we never got that building next door finished or started. Councilwoman Critz replied she didn't think it is because of what we are giving. Councilwoman Coffey responded "well every little bit helps". Councilwoman Critz explained she was not saying it doesn't, but she also thinks there is a principle in giving and it's not just a personal opinion, there is an economic principle in municipalities giving back to non-profits that work within. Councilwoman Coffey mentioned quite a few don't give anything. Councilwoman Critz responded quite a few don't, but more do and if you look at the Institute of Government and some of these, they caution you to give with standards and regulations and caution and not to give frivolously, but more communities, more municipalities give than don't and this is a statistical fact in the State of North Carolina. Councilwoman Coffey stated she had said her piece and she is done. Councilwoman Critz responded she was just saying this is where she stands and why and we've done many fiscal projects and completed the greenway, the park, bought this land, the town hall here and still remained active in giving and she would really like to not see us stop.

- Mayor Becker commented he wasn't going to talk yet, but he was in the middle between Councilwoman Coffey and Councilwoman Critz. From a budget point of view, from a finance point of view he thought that the amount of money we spend at 3% of the budget (3.5/3.8%) wasn't holding us up on the community center. Right now there are a couple of things: one is just a plan for it; second is what are we going to replace the storage space with. Once we turn that into a community center, then everything we've got stored in there (Christmas lights, festival supplies), we need a building for that now, so we do need more; that's the reason we have not done it, it's not because we are out of money. Councilwoman Coffey responded you could buy a building and store your things. Mayor Becker commented he can get a building for \$12,000. Councilwoman Coffey responded you wouldn't have any problem having a storage facility for \$12,400. Councilwoman Neill explained she wanted to say one thing, she has thought about this a lot, we have had months to think about this and Councilwoman Coffey has raised some very good points, but for her what it comes down to for her that these non-profits provide a level of service that we cannot provide and nor are we required to, we are not required to do that, but this is what a community does. We don't have to raise taxes, we don't have a budget shortfall and Councilwoman Neill doesn't see that we need to really discuss who and who gets a contribution; we need to look at who gets it and at what level. There are some that we can possibly discard or decrease, but if it's all or nothing – Councilwoman Neill can't go along with nothing.
- Mayor Becker explained the one thing that concerned him financially and he believed it concerned Councilwoman Coffey a little bit, but he senses this and it started last year and it's a scary thought. Mayor Becker put in his memo; the

schools could become a bottomless pit. It was seen with Western Union, there were huge changes in their attendance, they came, they were really desperate at that school with bringing in 300 more kids – boom - like that. The town gave them \$2,000 and what do they do the next year, but come back with a letter saying “well, thank you for your money and will you give us more this year”. Mayor Becker thought that was a little bit scary. Then we have the band boosters and Mayor Becker realized that we are dealing with a high school, you’ve got the band boosters and you’ve got the ROTC boosters and you’ve got the regular boosters and you’ve got the PTO and it could suddenly become.... Councilwoman Neill responded that’s where she would start with the schools; no more school funding. Mayor Becker responded or it has to be \$1,000 per school period, so Western Union/Parkwood, you guys work it out, we can’t give to every cause; that is an open ended thing, sort of like the open ended garbage pickup. Mayor Becker could see Parkwood High School and Middle School becoming, once the word gets out, they would all look at us, so that’s something Mayor Becker thought if we’re going to continue in any form, that’s an area of extreme caution. Not that we don’t care about our schools and we love our kids and our taxes pay a lot of money toward that, but we certainly have to be very aware of the potential for out-of-control demands on our taxpayer money from the schools. It’s just human nature and that’s one that Mayor Becker would, even though he doesn’t advocate either cutting everybody off, urge caution on how the schools are dealt with if we are dealing with them anymore. Councilwoman Critz mentioned if you look at the chart, we never gave to schools until recently. Mayor Becker responded it just started. Councilwoman Critz stated she thought they have always discussed, when someone comes, the amount of benefit they are providing within the community and service and she thought they could look at the school that way, but Attorney Griffin has done two things that she can recall and she is going to say this on the record and leave it open ended for him to correct her. Councilwoman Critz has had personal and public, private and public conversations about giving. Attorney Griffin very much advocates cautious giving, at which he and Councilwoman Critz have never agreed, she thought she was more accepting and open minded than he is, but they never have actually come to an impasse, but he made a comment when the council first started funding schools – Councilwoman Critz commented she was going to paraphrase and would stand corrected if she was wrong, but the comment was along the lines of “if you start filling in the gaps with the schools specifically, then the people who are supposed to fill in those gaps will not have the incentive nor the reason to do so”, so we could actually be doing the schools an injustice. That is not true with these other organizations or at least Attorney Griffin nor anyone else has brought that out in the open. Attorney Griffin has always expressed to Councilwoman Critz and she has always understood our giving to these other organizations as in no way, shape or form funding any particular need that they have, but merely giving them additional monies and funds to make their jobs easier and they are not relying on our giving. Our giving is an asset to them for sure, whereas the schools appear to be relying on it, so Councilwoman Critz does see the school funding in a different light than the other funding. Councilwoman Critz stated she was with Councilwoman Coffey on that and she was glad, at first she wasn’t, she will be really honest, at first she thought “oh, I don’t want to go there, because I am a giver by nature”, but then as she sat down and looked at it she thought “well gosh maybe it is time that we sit down and reevaluate, so she is appreciative to Councilwoman Coffey for bringing this to the

council's attentions, but she is also with Councilwoman Neill in that she really can't do an all or nothing, she really feels like she has to stay in the realm of giving with guidelines and priorities for sure. Councilwoman Critz stated she can't say anything more without belaboring the issue.

- Mayor Becker commented it was very telling and really gratifying that we had a very successful private fundraiser that Councilwoman Cureton undertook to get money to a school and it ended up more than they necessarily asked for. Councilwoman Neill responded "that's right, thank you Councilwoman Cureton". It goes to show it can be done. Mayor Becker explained it was a lot of work; he didn't want to think about how many people Councilwoman Cureton asked. Councilwoman Cureton commented she didn't realize that people needed money as bad as they did; a lady's child is on the band and she could not afford what the kids, there is a lot of people that are rich people who have money and these people don't have money. Take the people over here, this place, this place here that just recently moved, they have plenty of money, cause she told me they did, but she wasn't going to give to that because she does a lot. There are a lot of kids need the money for certain things, they don't have the money, parents don't have the money to give, so when Councilwoman Cureton started that and after she started doing that she found out there was so many people that didn't have it. Councilwoman Cureton means it really helped her a lot, she got money from DC, they sent her \$100 and she thought the people that gave here, Attorney Griffin gave me \$100. It really bothered Councilwoman Cureton to see that there are people who didn't have money to support their kids in school and where certain people can. When Councilwoman Cureton's kids were in school it was easy, she didn't have any problem, but a lot of parents now, they don't have, the kids are being raised by their grandparents and they don't have money to do what they are supposed to. Councilwoman Cureton enjoyed it. Mayor Becker responded it was a very successful effort. Councilwoman Cureton explained she started out with a \$1,000 and she got over \$1,100; she didn't turn the other money in, because there are two people that are going to give her money and told her to wait; one guy was in the hospital and he insisted on her not turning it in until he gave her his, so she may have \$1,200 by the time. If everyone had given Councilwoman Cureton what they promised her she would probably have had a couple thousand dollars, cause people promised her that didn't give, but she thought the people that gave her (even the town council people gave), so she really thanked them; it was really something. Councilwoman Cureton noted she prayed about it and thanked the Lord how it came to her to do it, but there are people out there that really, really need money. Mayor Becker commented he has a little concern about the Parkwood Band and of course they have gotten their money again, so it's almost a dead issue, but it's almost like we are paying them to perform, but they are a huge part of our festival, so he feels almost like he wants to do something for them to encourage that, but Councilwoman Cureton did it and it required more individual effort, but we were still able to do that and he didn't think Mr. Wallace and Ms. Ellis cared how that money originates as long as they have it to buy uniforms and what have you. Councilwoman Cureton noted they sent her a wonderful thank you note. Mayor Becker stated we have an opening there he thinks to maybe take a little more personal approach to schools.
- Mayor Becker thought we made a mistake last year also and he didn't want to single any one non-profit out, but the Red Cross, which even though it is a national

organization and they have got gazillions of dollars and all the local chapters are very autonomous and Sheila has been good at explaining how they operate, but they just asked for \$2,500 in their fundraising request this year, it had been \$1,500 for 10 years and we just gave them \$2,500 without even thinking about it and that bumped us another \$1,000; we got a little careless with just not thinking twice. Councilwoman Neill noted Council on Aging too the last two years. Mayor Becker commented they only bumped them up \$500 after many years and Turning Point they've upped, upped, upped, and upped and when they took over.... Councilwoman Critz noted they consolidated. Mayor Becker continued when they consolidated, but then again it didn't mean that their needs doubled. Councilwoman Krafft offered Turning Point had something, they had a lot of different things going on and she thought when the council gave them the money with the stipulation that we would not be doing \$2,500 again, but it was just for this one time; "we said that to them". Mayor Becker stated he thought Councilwoman Krafft was right. Councilwoman Critz commented they had a lot of startup cost as she remembered. Councilwoman Krafft commented they had some issues this year and really needed help. Mayor Becker stated he thought they have room; there is room to cut back without cutting off.

- Councilwoman Critz noted unless anyone else had more to say, she would like to make a motion. Councilwoman Critz made a motion to continue with our non-profit giving, but that we review more closely each year, that we don't make knee jerk or personal decisions and that we set some, we stick to our guidelines of prioritizing of our community involvement and benefit. [This motion was not seconded or voted on]. Mayor Becker noted that's in the form of a motion, that's fairly open ended though and asked if that's where they want to be right now. Councilwoman Neill responded she thought the council should put something in there about no longer contributing to the schools (Union County Public Schools). Councilwoman Critz questioned by beginning with eliminating. Mayor Becker replied "which will be next year for schools"; it doesn't matter they both have gotten their money – Councilwoman Cureton gave it to Parkwood and Western Union has gotten their money from us already, so they're covered for this year. Councilwoman Neill commented that needs to be clear, that needs to be really clear. Mayor Becker replied "somebody will have to". Councilwoman Critz replied "amended, friendly amendment by Councilwoman Neill to eliminate the giving to the public schools" and that anyone was open to second the motion or to add more amendments or to not second it and let go. Mayor Becker responded they haven't heard from a couple down at the end in much detail. Councilman Countryman responded he guessed he would want to know if they were intending to fund them at their current levels or he was fine with continuing funding for certain organizations, but he thought they ought to take a look and make some adjustments to some of them that already exist; he would be comfortable renewing them at their current levels. Councilman Countryman felt very strongly about Council on Aging since he was an "old guy"; the Red Cross is important; he thought Turning Point was (there is a greater need every day for support of that organization, he thought his wife dropped clothes off there every day). Councilman Countryman continued that he thought there are organizations out there; frankly he was not sure why the council was funding the Catawba Lands Conservancy at \$2,500 and asked what was the other one that kind of tripped his trigger. Councilwoman Critz responded that one has sort of been "rubber stamped" and she didn't think the council has talked about it in a long time. Mayor Becker responded they have never increased it since 05',

but they've never decreased it. Councilman Countryman asked "what do we get for that \$2,500 Mayor Becker, except a hug and squeeze each year". Mayor Becker responded it isn't so much what we get, it does that... Councilman Countryman commented he knew what they do. Mayor Becker continued ...does that benefit our immediate community in terms of water quality preservation and the Catawba Basin for example. Does that give you incremental (and as a tree hugger himself), he believes our citizens get that benefit. Mayor Becker thought that we have banners that say "Conservation by Design", so it's almost like they are our mascot. Now is a mascot worthy of a \$2,500 chunk of taxpayer money, that becomes the question. They represent what? They are the arm of what we would like to do more of in our town if we could. Councilwoman Neill shared we have more of a partnership with them. Mayor Becker responded in a sense, we haven't had them, they wrote a grant for us in whenever it was, in '07 he thought, of course that was a huge amount of service they provided to write that grant for us; we haven't had that come up since then. There has been no direct service from them, but that's what they do. Councilman Countryman is an outdoors guy, so he knows how that works, Mayor Becker said. Councilman Countryman responded he is not ~~-(?)-~~ that we make a contribution to them, he was just asking – does it still need to be at a \$2,500 level; it used to be fine to give them \$1,000. Mayor Becker responded for 10 years the council decided that it was worth \$2,500 and they've just sort of decided that was the level they want to leave it. Councilman Countryman asked if it is like a gold sponsorship. Mayor Becker responded it kind of is he thought. Councilman Countryman asked what recognition Mineral Springs got from them. Councilwoman Neill responded we get recognition from them, we don't know about it, when they go and make their presentations and they talk about what they are doing for the region they bring Mineral Springs into the discussion. They say "this is what Mineral Springs has done". There's our name, there's the creeks, photographs; we've seen the presentation, we are on their list. Councilman Countryman responded he was sure Mineral Springs was on their list and asked that he not be misunderstood, he was not faulting that, he was just saying that from a purely economic standpoint. Councilwoman Neill replied "but that's what we get, we don't know that, I mean that's great". Councilman Countryman asked if it was worth \$2,500 or could we get the same notoriety for \$2,000. Mayor Becker responded he didn't know. Councilman Countryman stated he didn't either. Councilwoman Critz explained her question is, tonight can they decide if they or don't want to continue with some level of non-profit giving with and at a future date with more information provided to them they will reevaluate the amounts. Councilman Countryman commented he was all about continuing supporting organizations and he would leave it at that. Councilwoman Critz asked if the council had to decide the amount tonight. Mayor Becker responded no, they never have to, but the issue was "are we going to cut them off completely" he thought. Councilwoman Critz stated she was trying to get back to the main point. Mayor Becker asked if her motion is not to do that, but to consider reevaluating the amounts in the end. Councilwoman Critz responded she would restate her motion. Ms. Brooks offered "just let the other one die". Mayor Becker clarified to let it go, because it hadn't been seconded or anything. Councilwoman Critz stated she was going to make a new motion.

- **Councilwoman Critz made a motion that we continue with our non-profit funding and that we will discuss amounts at a future date and Councilman Countryman seconded.** Mayor Becker asked if the council made the decision to cut the schools

off. Councilwoman Critz responded she thought they would decide that at a future date. Mayor Becker replied okay, decide that separate also, so the motion is to continue and reevaluate the amounts. *The aforementioned motion by Councilwoman Critz passed as follows:*

Ayes: Countryman, Critz, Cureton, Krafft and Neill

Nays: Coffey

- Mayor Becker explained they would keep it open for a while longer and he will try to answer Councilman Countryman's question with the CLC to get an idea on why they should give them \$2,500; their job is to sell it to us. Councilman Countryman asked if they would be as kind to us if we only gave them \$2,000. Councilwoman Neill agreed. Mayor Becker responded he did believe there is a cutoff, he did believe you get (no kidding), it's a gold sponsorship where you get your name in the list that's at all their events and it's on one of their story boards and you see the Town of Mineral Springs there and it kind of does... Mayor Becker didn't think you get that for \$2,000, he thought it was \$2,500, but he will double check. Councilwoman Critz commented that she thought you need to consider if you see any further need for assistance for grants for anything else that might come up that the council discussed in parks wise, because that may weigh in on what level we want to keep a partnership for now, but may not forever. That's something the council has discussed, also looking into grants to help us with the community center, because it is a historic, but they wouldn't be involved in helping us with that. Mayor Becker noted they are strictly conservation.
- Councilwoman Krafft pointed out one thing Mayor Becker brought up and asked at what point was the town going to come up with a plan to do something with that [community center]. Mayor Becker responded that's something the council can start discussing; they have talked, even at our retreat they never (as he recalled) did come up with anything for that. It was still out on the horizon; we're a little bit getting cold feet. Mayor Becker pointed out they were getting off topic a little bit, but it's a good question. What would it be used for? What's it going to cost to run? Who's going to run it? What's the demand for this type of meeting spaces? Councilwoman Coffey responded "tremendous". Mayor Becker responded that's a good answer, he would like to know and he thought they may need to do a little bit of research on that. Councilwoman Krafft commented she thought there is a need, we all know there is a need; that's why we saved it. Mayor Becker pointed out that we saved it because it is historic and right now we have a need for storage, which is a waste of a nice building. Councilwoman Krafft responded yeah, she thought we could find other places to put "junk". Councilwoman Coffey responded people would have weddings out there, family reunions, the park is there; she can just see all kinds of revenue coming through there. Mayor Becker explained one of the reasons that he had gotten - not cold feet, but concerned - is parking, because we had expected that by now this project would develop and there would be all this on-street parking available and we have 24 parking spaces and that's it. If we did that we have a little land there that we could pave, another ADA accessible spot. Ms. Brooks asked if they were in other business. Mayor Becker responded no, cause this... Ms. Brooks commented this wasn't non-profit. Mayor Becker responded that was true, he was answering a question and suggested they wait until other business for that and then they will do it really quickly, because there is one other

thing, he thought Ms. Brooks was going to mention. Ms. Brooks responded she would mention the septic when they got there. Mayor Becker commented there you go - one of the big ones; these aren't excuses, these are real problems. Mayor Becker commented they would do staff updates. Ms. Brooks commented you can't go to the bathroom; we can't get a building permit for it. Mayor Becker responded he thought we could say "why you do a community center when you can't go to the bathroom nowhere". Ms. Brooks agreed that was a major hold up. Councilwoman Coffey stated well there you go, that's valid and that's crystal clear. Councilwoman Critz asked if it was due to the diameter of the pipes that are there. Mayor Becker responded no, it's due to....he guessed they were in staff updates. Councilwoman Critz suggested they might as well officially move there.

MEMO

To: Mineral Springs Town Council
From: Rick Becker
Date: January 2, 2020
Subject: Potential Eagle Scout Project

I have been in email communication with a boy scout from Troop 89 named Andrew Eason who is interested in doing an Eagle Scout project for the town. Vicky Brooks and I believe that a solid bench at the greenway trailhead is an amenity that would be beneficial to trail users. My recommendation would be a bench similar in design to several benches that were built along the trail by other scouts as part of their Eagle projects.

As of the date of this memo, I have not met Andrew or his scoutmaster, and the proposal isn't definite. Andrew emailed that he would be meeting with his scoutmaster on Monday (I presume he means January 6) about the possibility. At that time he may be in a position to submit a formal proposal. His deadline for completion is March 24, 2020. As you may recall, there is quite a bit of paperwork involved in Eagle projects, and he may need town approval at several steps along the way – probably even before our February 13 meeting. Considering the short timeline Andrew is working with, it would be helpful if Council authorizes me to sign off on necessary approvals provided that his submissions reflect Council's expectations for the project and that they meet all required codes and regulations.

We had several bad experiences with Eagle projects associated with our greenway through no fault of the scouts themselves but which resulted in issues with Union County Building Code Enforcement and the forced removal of parts of two projects. It was extremely discouraging and even a bit heartbreaking to be forced to remove the products of these scouts' hard work, so I believe that if the town elects to accept any Eagle projects that involve construction, the town must require the candidate scout to present plans to Union County Inspections and to Disability Rights and Resources to ensure that the projects meet both the North Carolina Building Code and the Americans with Disabilities Act (ADA). Either a building permit or documentation that a building permit is not required should be part of the Project Workbook.

If Council approves of the concept of this project, I am requesting that they adopt a motion expressing that approval and additionally authorizing the mayor to sign off on intermediate steps in the Project Workbook provided that the necessary code-compliance approvals have been obtained.

The town has usually offered a matching grant to Eagle Scout Candidates, and if Andrew begins this project he can certainly come back to Council on February 13, 2020 to make a request for such a grant. I am not asking for Council approval at this time for that aspect. Otherwise, I hope that he can begin as soon as possible the "in-house" paperwork with his troop and the regional scout council so that he may complete the project prior to March 24, 2020.

**2019 LOCAL GOVERNMENT AGENCIES GENERAL RECORDS RETENTION AND DISPOSITION SCHEDULE
STANDARD-1: ADMINISTRATION AND MANAGEMENT RECORDS**

ITEM #	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	(SUGGESTED) DESTROY IN OFFICE AFTER:
1	ABSTRACTS OF MUNICIPAL ELECTIONS Copies of abstracts prepared by the County Board of Elections and forwarded to the municipal clerk.	Destroy in office when administrative value ends. Agency Policy: Destroy in office after _____ <i>Retention note: Official record maintained permanently by the County Board of Elections.</i>	2 years
4	AGENDA AND MEETING PACKETS FILE Includes agendas, exhibits, and copies of supporting documentation submitted and discussed during meetings of public bodies.	a) Retain records with historical value permanently. b) Destroy in office other records when administrative value ends. Agency Policy: Destroy in office after _____	2 years
5	APPLICATIONS FOR APPOINTMENT Applications and related records received from individuals applying for appointments to serve on public boards, commissions, councils and committees.	a) Destroy in office records concerning appointed individuals 1 year after expiration of term. b) Destroy in office remaining records when reference value ends. Agency Policy: Destroy in office after _____	1 year

**2019 LOCAL GOVERNMENT AGENCIES GENERAL RECORDS RETENTION AND DISPOSITION SCHEDULE
STANDARD-1: ADMINISTRATION AND MANAGEMENT RECORDS**

ITEM #	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	(SUGGESTED) DESTROY IN OFFICE AFTER:
7	AUDIO AND VIDEO RECORDINGS OF MEETINGS See also MINUTES OF PUBLIC BODIES , page 11, item 42	Destroy in office after approval of official minutes. Note: If these serve as the official minutes, as allowed by G.S. 143-318.10(e), their retention should be permanent. These disposition instructions apply to recordings produced solely for the purpose of generating official written minutes.	Mineral Springs Town Council opted to retain audio for 1 year after approval of official minutes; and Retain audio of quasi-judicial meetings permanently. Does the council still wish to retain these items for that long or do you prefer to follow the Records Retention and Disposition Schedule?
15	CENSUS PROJECT RECORDS Records created to assist the U.S. Census Bureau with the decennial census.	Destroy in office when reference value ends. Agency Policy: Destroy in office after _____	2 years
19	CITIZEN SURVEYS Surveys and related records addressing agency services, policies, and other concerns.	Destroy in office when reference value ends. Agency Policy: Destroy in office after _____	3 years

**2019 LOCAL GOVERNMENT AGENCIES GENERAL RECORDS RETENTION AND DISPOSITION SCHEDULE
STANDARD-1: ADMINISTRATION AND MANAGEMENT RECORDS**

ITEM #	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	(SUGGESTED) DESTROY IN OFFICE AFTER:
30	GRANT PROPOSALS Proposals submitted for grants, including applications, correspondence (including e-mail), and other related records.	Transfer records concerning approved grants to GRANTS , page 8, item 31. Destroy in office rejected or withdrawn grant proposals when reference value ends. Agency Policy: Destroy in office after _____	1 year
32	HISTORY RECORDS (AGENCY AND EMPLOYEES) Records concerning the history of the agency and its employees. Includes published and unpublished histories, biographical data, photographs, newspaper clippings, and other related records.	a) Retain in office records with historical value permanently. b) Destroy in office remaining records when reference value ends. Agency Policy: Destroy in office after _____	2 years
35	INTERAGENCY PROGRAMS Records of programs involving more than one government agency. Includes resource materials, program information, and other related records.	Destroy in office when reference value ends. Agency Policy: Destroy in office after _____	2 years

**2019 LOCAL GOVERNMENT AGENCIES GENERAL RECORDS RETENTION AND DISPOSITION SCHEDULE
STANDARD-1: ADMINISTRATION AND MANAGEMENT RECORDS**

<i>ITEM #</i>	<i>RECORD SERIES TITLE</i>	<i>DISPOSITION INSTRUCTIONS</i>	<i>(SUGGESTED) DESTROY IN OFFICE AFTER:</i>
37	LEGISLATION AND REGULATORY RECORDS Notices and copies of proposed or adopted state and federal legislation or regulations affecting the agency.	Destroy in office when reference value ends. Agency Policy: Destroy in office after _____	1 year
40	MAILING AND DISTRIBUTION RECORDS Includes mailing and meeting notification lists, e-mail distribution lists, Sunshine Lists, and related documentation of transactions with the U.S. Postal Service, state courier, or private carriers.	a) Destroy in office Sunshine Lists when superseded or obsolete. b) Destroy in office remaining records when reference value ends. Agency Policy: Destroy in office after _____	1 year

**2019 LOCAL GOVERNMENT AGENCIES GENERAL RECORDS RETENTION AND DISPOSITION SCHEDULE
STANDARD-1: ADMINISTRATION AND MANAGEMENT RECORDS**

<i>ITEM #</i>	<i>RECORD SERIES TITLE</i>	<i>DISPOSITION INSTRUCTIONS</i>	<i>(SUGGESTED) DESTROY IN OFFICE AFTER:</i>
42	<p>MINUTES OF PUBLIC BODIES</p> <p>Includes minutes of the governing board and all subsidiary and advisory boards. Subsidiary boards are defined as boards that exercise or are authorized to exercise legislative, policy-making, quasi-judicial, or administrative functions. Also includes minutes of subcommittees of the governing board and its subsidiary and advisory boards.</p> <p>See the MICROFILM section on page 82 for instructions on microfilming.</p> <p>See also, AGENDA AND MEETING PACKETS, page 1, item 4, and AUDIO AND VIDEO RECORDINGS OF MEETINGS, page 2, item 7. If there are other boards in the operational standard(s) or if the Workforce Development standard is included, add references to those boards here.</p>	<p>a) Retain in office permanently official minutes of the governing board and its subsidiary boards as well as all attachments necessary to understand the body's actions.</p> <p>b) The official minutes of advisory boards may be destroyed only upon approval by the State Archives of North Carolina. The State Archives reserves the right to designate the minutes of any advisory board as permanent.</p> <p>c) Destroy in office minutes of committees or subcommittees when reference value ends, if the minutes or actions and decisions of the committee are entered as part of the minutes of the parent board. If minutes or actions and decisions of the committee or subcommittee in question are not entered as part of the minutes of the parent board, the State Archives reserves the right to designate the minutes as permanent.</p> <p>Agency Policy: Destroy in office after _____</p>	Permanent

**2019 LOCAL GOVERNMENT AGENCIES GENERAL RECORDS RETENTION AND DISPOSITION SCHEDULE
STANDARD-1: ADMINISTRATION AND MANAGEMENT RECORDS**

ITEM #	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	(SUGGESTED) DESTROY IN OFFICE AFTER:
44	MISCELLANEOUS (NON-BUILDING) APPLICATIONS, LICENSES, AND PERMITS Includes, but not limited to, applications and permits regarding burning, special events, and landscape establishment.	a) Destroy in office 1 year after expiration of license/permit. b) Destroy in office application for which a license/permit was never issued when reference value ends. Agency Policy: Destroy in office after _____	1 year
47	ORDINANCES Includes code of ordinances. See the MICROFILM section on page 82 for instructions on microfilming.	a) Retain in office official copy permanently. b) Destroy in office ordinance development records when ordinance is no longer in effect. c) Destroy in office additional copies (including tabled or failed ordinances) when reference value ends. Agency Policy: Destroy in office after _____	1 year
51	PRICE QUOTATIONS	Destroy in office when reference value ends. Agency Policy: Destroy in office after _____	

**2019 LOCAL GOVERNMENT AGENCIES GENERAL RECORDS RETENTION AND DISPOSITION SCHEDULE
STANDARD-1: ADMINISTRATION AND MANAGEMENT RECORDS**

<i>ITEM #</i>	<i>RECORD SERIES TITLE</i>	<i>DISPOSITION INSTRUCTIONS</i>	<i>(SUGGESTED) DESTROY IN OFFICE AFTER:</i>
52	PROCLAMATIONS AND ORDERS Proclamations and orders issued by the governing board.	a) Retain in office records with historical value permanently. b) Destroy in office remaining records when reference value ends. Agency Policy: Destroy in office after _____	1 year
57	REFERENCE (READING) FILE Subject files containing information copies of records organized by areas of interest. Also includes materials that have no regulatory authority for the recipient and are received from outside the agency or from other units within the agency as well as reference copies of documents where another individual or agency is responsible for maintaining the record copy.	Destroy in office when reference value ends. Agency Policy: Destroy in office after _____	1 year

**2019 LOCAL GOVERNMENT AGENCIES GENERAL RECORDS RETENTION AND DISPOSITION SCHEDULE
STANDARD-1: ADMINISTRATION AND MANAGEMENT RECORDS**

ITEM #	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	(SUGGESTED) DESTROY IN OFFICE AFTER:
58	<p>REPORTS AND STUDIES</p> <p>Records concerning the performance of a department, program, or project, as well as those created for planning purposes. Includes all annual, sub-annual, or irregularly prepared research studies, reports, and studies generated by an agency or prepared by consultants hired by the agency. Also includes reports required to be submitted to the agency.</p> <p>See also CIVIL RIGHTS RECORDS, page 44, item 5, and COMPREHENSIVE PLAN, page 5, item 21.</p>	<p>Retain in office permanently 1 copy of all annual and biennial reports written by the agency.</p> <p>Retain in office permanently reports and studies prepared by request of an agency's governing body or a court.</p> <p>Destroy in office after 3 years reports prepared monthly, bimonthly, or semi-annually.</p> <p>Destroy in office after 1 year activity reports concerning workload measurements, time studies, number of jobs completed, etc., prepared on a daily or other periodic basis.</p> <p>Destroy in office when superseded or obsolete reports required to be submitted to the agency.</p> <p>Destroy in office remaining reports and studies when reference value ends.</p> <p>Agency Policy: Destroy in office after _____</p> <p>Retention Note: Reports and studies listed elsewhere in this schedule should be retained the specified period of time.</p>	1 year

**2019 LOCAL GOVERNMENT AGENCIES GENERAL RECORDS RETENTION AND DISPOSITION SCHEDULE
STANDARD-1: ADMINISTRATION AND MANAGEMENT RECORDS**

ITEM #	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	(SUGGESTED) DESTROY IN OFFICE AFTER:
60	<p>REQUESTS FOR PROPOSALS (RFP)</p> <p>Proposals submitted by vendors in response to request from agency.</p> <p>See also BIDS FOR PURCHASE, page 20, item 10, and PRICE QUOTATIONS, page 13, item 51.</p>	<p>Destroy in office when reference value ends.</p> <p>Agency Policy: Destroy in office after _____</p>	1 year
61	<p>RESOLUTIONS</p> <p>File consists of resolutions indicating date, issues or policy involved, and appropriate signatures.</p> <p>See the MICROFILM section on page 82 for instructions on microfilming.</p>	<p>a) Retain in office permanently one copy of final resolution.</p> <p>b) Retain in office permanently resolution development records with historical value.</p> <p>c) Destroy in office additional copies of resolutions (including those tabled or failed) along with all remaining development records when reference value ends.</p> <p>Agency Policy: Destroy in office after _____</p>	1 year
63	<p>TRACKING MATERIALS</p> <p>Records intended to verify the receipt of information, such as certified mail receipts.</p>	<p>Destroy in office when reference value ends.</p> <p>Agency Policy: Destroy in office after _____</p>	1 year

**2019 LOCAL GOVERNMENT AGENCIES GENERAL RECORDS RETENTION AND DISPOSITION SCHEDULE
STANDARD-2: BUDGET, FISCAL, AND PAYROLL RECORDS**

ITEM #	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	(SUGGESTED) DESTROY IN OFFICE AFTER:
18	<p>BUDGET RESOLUTIONS AND ORDINANCES</p> <p>Includes project ordinances, budget resolutions, and amendment</p> <p>See also MINUTES OF PUBLIC BODIES, page 11, item 42.</p>	<p>a) Retain official copies in the minutes of the governing board.</p> <p>b) Destroy in office remaining copies when reference value ends.</p> <p>Agency Policy: Destroy in office after _____</p>	1 year
26	<p>GOVERNMENT EMPLOYEES RETIREMENT SYSTEM MONTHLY REPORTS</p> <p>Reports produced by the North Carolina Department of State Treasurer regarding the Teachers' and State Employees' Retirement System (TSERS) and the Local Governmental Employees' Retirement System (LGERS).</p>	<p>Destroy in office when reference value ends.</p> <p>Agency Policy: Destroy in office after _____</p>	3 years

**2019 LOCAL GOVERNMENT AGENCIES GENERAL RECORDS RETENTION AND DISPOSITION SCHEDULE
STANDARD-3: GEOGRAPHIC INFORMATION SYSTEM (GIS) RECORDS**

<i>ITEM #</i>	<i>RECORD SERIES TITLE</i>	<i>DISPOSITION INSTRUCTIONS</i>	<i>(SUGGESTED) DESTROY IN OFFICE AFTER:</i>
6	GEOGRAPHIC INFORMATION SYSTEM (GIS) PROJECT RECORDS	a) Retain in office GIS datasets and accompanying documentation (metadata) with historical and/or legal value permanently. b) Destroy in office remaining items when reference value ends. Agency Policy: Destroy in office after _____	1 year
15	MAPS: ALL OTHERS	a) Retain in office maps, including GIS datasets and accompanying documentation (metadata), with historical and/or legal value permanently. b) Destroy in office when reference value ends. Agency Policy: Destroy in office after _____	1 year

**2019 LOCAL GOVERNMENT AGENCIES GENERAL RECORDS RETENTION AND DISPOSITION SCHEDULE
STANDARD-4: INFORMATION TECHNOLOGY RECORDS**

<i>ITEM #</i>	<i>RECORD SERIES TITLE</i>	<i>DISPOSITION INSTRUCTIONS</i>	<i>(SUGGESTED) DESTROY IN OFFICE AFTER:</i>
16	<p>SYSTEM MAINTENANCE RECORDS: RECORDS BACKUPS</p> <p>Records documenting regular or essential system backups. Includes backup tape inventories, relevant correspondence (including e-mail), and related documentation.</p> <p>See Also: Security Backup Files as Public Records in North Carolina: Guidelines for the Recycling, Destruction, Erasure, and Re-use of Security Backup Files, available on the State Archives of North Carolina website.</p>	<p>Destroy in office in accordance with your office's established, regular backup plan and procedures.</p> <p>Agency Policy: Destroy in office after _____</p>	<p>Until next backup</p>

**2019 LOCAL GOVERNMENT AGENCIES GENERAL RECORDS RETENTION AND DISPOSITION SCHEDULE
STANDARD-6: PERSONNEL RECORDS**

<i>ITEM #</i>	<i>RECORD SERIES TITLE</i>	<i>DISPOSITION INSTRUCTIONS</i>	<i>(SUGGESTED) DESTROY IN OFFICE AFTER:</i>
30	PERSONNEL RECORDS (SUPERVISOR COPY)	a) Transfer records as applicable to PERSONNEL RECORDS (OFFICIAL COPY) , page 61, item 29. b) Destroy in office remaining records when reference value ends. Agency Policy: Destroy in office after _____	1 year

**2019 LOCAL GOVERNMENT AGENCIES GENERAL RECORDS RETENTION AND DISPOSITION SCHEDULE
STANDARD-7: PUBLIC RELATIONS RECORDS**

ITEM #	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	(SUGGESTED) DESTROY IN OFFICE AFTER:
1	<p>AGENCY PUBLICATIONS</p> <p>Publications created at agency expense. Also includes correspondence and other related records regarding the design and creation of agency publications.</p>	<p>a) Retain in office records with historical value permanently.</p> <p>b) Destroy publications management records after 5 years.</p> <p>c) Destroy in office remaining copies when reference value ends.</p> <p>Agency Policy: Destroy in office after _____</p>	2 years
2	<p>AUDIO-VISUAL RECORDINGS</p> <p>Recordings (including digital) and films produced by the agency. This does not include recordings of public meetings or security videos.</p> <p>See also AUDIO AND VIDEO RECORDINGS OF MEETINGS, page 2, item 7, and OFFICE SECURITY RECORDS, page 12, item 46.</p>	<p>a) Retain in office records with historical value permanently.</p> <p>b) Destroy in office remaining records when reference value ends.</p> <p>Agency Policy: Destroy in office after _____</p>	2 years

**2019 LOCAL GOVERNMENT AGENCIES GENERAL RECORDS RETENTION AND DISPOSITION SCHEDULE
STANDARD-7: PUBLIC RELATIONS RECORDS**

<i>ITEM #</i>	<i>RECORD SERIES TITLE</i>	<i>DISPOSITION INSTRUCTIONS</i>	<i>(SUGGESTED) DESTROY IN OFFICE AFTER:</i>
3	<p>COMMUNITY AWARDS</p> <p>Records concerning awards by the agency recognizing community contributions.</p>	<p>a) Retain in office records with historical value permanently.</p> <p>b) Destroy in office remaining records when reference value ends.</p> <p>Agency Policy: Destroy in office after _____</p>	5 years
8	<p>MEDIA FILE</p> <p>Reference copies of newspaper, magazine, and other media clippings concerning the agency, agency officials, and other topics of interest.</p>	<p>Destroy in office when reference value ends.</p> <p>Agency Policy: Destroy in office after _____</p>	3 years

**RECORDS RETENTION AND DISPOSITION SCHEDULE – MUNICIPAL
STANDARD-11: PARKS AND RECREATION RECORDS**

ITEM #	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	(SUGGESTED) DESTROY IN OFFICE AFTER:
14	<p>PARKS PLANNING FILE</p> <p>File includes master plans and working plans for each park property and municipal recreational facility which show layout, topography, and proposed developments and improvements. May include drainage and resource maps, aerial maps, site analysis drawings, construction plans, and as-built drawings.</p> <p>See also COMPREHENSIVE PLAN item 19, page 4.</p>	<p>a) If an element of the Comprehensive Plan, destroy in office when administrative value ends.</p> <p>Agency Policy: Destroy in office after _____</p> <p>b) If not an element of the Comprehensive Plan, destroy in office when superseded or obsolete.</p> <p>c) Destroy in office background surveys, studies, reports, and drafts 3 years after adoption of plan or when superseded or obsolete, whichever comes first.</p>	Permanent
24	TICKET STUBS	<p>Destroy in office when administrative value ends.</p> <p>Agency Policy: Destroy in office after _____</p>	2 years

<i>RECORDS RETENTION AND DISPOSITION SCHEDULE – MUNICIPAL STANDARD-13: PLANNING AND ZONING RECORDS</i>			
<i>ITEM #</i>	<i>RECORD SERIES TITLE</i>	<i>DISPOSITION INSTRUCTIONS</i>	<i>(SUGGESTED) DESTROY IN OFFICE AFTER:</i>
5	<p>BOARD OF ADJUSTMENT AGENDA AND MEETING PACKETS FILE</p> <p>Includes agendas, exhibits, and copies of supporting documentation submitted and discussed during meetings of public bodies.</p> <p>See also BOARD OF ADJUSTMENT MINUTES item 8, page 119.</p>	<p>a) Retain records with historical value permanently. b) Destroy in office other records when administrative value ends.</p> <p>Agency Policy: Destroy in office after _____</p>	2 years

RECORDS RETENTION AND DISPOSITION SCHEDULE – MUNICIPAL STANDARD-13: PLANNING AND ZONING RECORDS			
ITEM #	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	(SUGGESTED) DESTROY IN OFFICE AFTER:
8	<p>BOARD OF ADJUSTMENT MINUTES</p> <p>See the Microfilm section on page x for instructions on microfilming minutes.</p>	<p>a) The official minutes of the governing board and its subsidiary boards are considered to be permanent records.</p> <p>b) The official minutes of advisory boards may only be destroyed upon approval by the State Archives of North Carolina. The State Archives of North Carolina reserves the right to designate the minutes of any advisory board as permanent.</p> <p>c) Minutes of committees or subcommittees may be destroyed when administrative value ends, if the minutes or actions and decisions of the committee are entered as part of the minutes of the parent board. If minutes or actions and decisions of the committee or subcommittee in question are not entered as part of the minutes of the parent board, the State Archives of North Carolina reserves the right to designate the minutes as permanent.</p> <p>Agency Policy: Destroy in office after _____</p>	Permanent

RECORDS RETENTION AND DISPOSITION SCHEDULE – MUNICIPAL STANDARD-13: PLANNING AND ZONING RECORDS			
ITEM #	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	(SUGGESTED) DESTROY IN OFFICE AFTER:
10	<p>CONDITIONAL/SPECIAL USE PERMIT RECORDS AND INDEX</p> <p>Records concerning applications for conditional use permits. Permits allow for the construction of buildings on the condition that impacts on neighborhoods are mitigated. May include original application, blueprint drawings, investigative reports, planning commission recommendations, cash receipts, and related correspondence, including email. Includes sign permits and temporary use permits. Also includes reference copies of variances or exceptions from zoning regulations granted by the Board of Adjustment.</p>	<p>a) Destroy in office 3 years after discontinuance of use.</p> <p>b) Destroy in office applications for which a permit was never issued when administrative value ends.</p> <p>Agency Policy: Destroy in office after _____</p>	2 years
13	<p>EASEMENT RELEASE REQUEST FILE</p> <p>Approved and denied easement release requests. Includes form letters, memos, reference copies of maps, and resolutions approved by the Planning Board.</p>	<p>Destroy in office when administrative value ends.</p> <p>Agency Policy: Destroy in office after _____</p>	2 years

RECORDS RETENTION AND DISPOSITION SCHEDULE – MUNICIPAL STANDARD-13: PLANNING AND ZONING RECORDS			
ITEM #	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	(SUGGESTED) DESTROY IN OFFICE AFTER:
24	PHOTOGRAPHS AND NEGATIVES (AERIAL)	a) Retain negatives permanently. b) If negative is not available retain photograph permanently. c) Destroy in office photographs when administrative value ends. Agency Policy: Destroy in office after _____	3 years
25	PLANNING AND ZONING BOARD AGENDA AND MEETING PACKETS FILE Includes agendas, exhibits, and copies of supporting documentation submitted and discussed during meetings of public bodies. See also PLANNING AND ZONING BOARD MINUTES item 26, page 123.	a) Retain records with historical value permanently. b) Destroy in office other records when administrative value ends. Agency Policy: Destroy in office after _____	2 years

<i>RECORDS RETENTION AND DISPOSITION SCHEDULE – MUNICIPAL STANDARD-13: PLANNING AND ZONING RECORDS</i>			
<i>ITEM #</i>	<i>RECORD SERIES TITLE</i>	<i>DISPOSITION INSTRUCTIONS</i>	<i>(SUGGESTED) DESTROY IN OFFICE AFTER:</i>
26	<p>PLANNING AND ZONING BOARD MINUTES</p> <p>See the Microfilm section on page x for instructions on microfilming minutes.</p>	<p>a) The official minutes of the governing board and its subsidiary boards are considered to be permanent records.</p> <p>b) The official minutes of advisory boards may only be destroyed upon approval by the State Archives of North Carolina. The State Archives of North Carolina reserves the right to designate the minutes of any advisory board as permanent.</p> <p>c) Minutes of committees or subcommittees may be destroyed when administrative value ends, if the minutes or actions and decisions of the committee are entered as part of the minutes of the parent board. If minutes or actions and decisions of the committee or subcommittee in question are not entered as part of the minutes of the parent board, the State Archives of North Carolina reserves the right to designate the minutes as permanent.</p> <p>Agency Policy: Destroy in office after _____</p>	2 years

RECORDS RETENTION AND DISPOSITION SCHEDULE – MUNICIPAL STANDARD-13: PLANNING AND ZONING RECORDS			
ITEM #	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	(SUGGESTED) DESTROY IN OFFICE AFTER:
27	<p>PLANNING AND ZONING STUDIES</p> <p>Studies, plans and reports of the planning and zoning department, board, or commission. Records are used as background information for reports, ordinances, resolutions, etc.</p> <p>See also COMPREHENSIVE PLAN, item 19, page 4. 2</p>	<p>a) If an element of the Comprehensive Plan, destroy in office when administrative value ends.</p> <p>Agency Policy: Destroy in office after _____</p> <p>b) If not an element of the Comprehensive Plan, retain in office permanently.</p> <p>c) Destroy in office background surveys, studies, reports, and drafts 3 years after adoption of plan or when superseded or obsolete, whichever comes first.</p>	After element is amended
29	<p>PRELIMINARY SUBDIVISION AND GROUP DEVELOPMENT SITE PLANS</p>	<p>Destroy in office when administrative value ends.</p> <p>Agency Policy: Destroy in office after _____</p>	Final plat approval

RECORDS RETENTION AND DISPOSITION SCHEDULE – MUNICIPAL STANDARD-13: PLANNING AND ZONING RECORDS			
ITEM #	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	(SUGGESTED) DESTROY IN OFFICE AFTER:
30	REDEVELOPMENT PLANNING RECORDS See also COMPREHENSIVE PLAN , item 19, page 4.	a) If an element of the Comprehensive Plan, destroy in office when administrative value ends. Agency Policy: Destroy in office after _____ b) If not an element of the Comprehensive Plan, retain in office permanently. c) Destroy in office background surveys, studies, reports, and drafts 3 years after adoption of plan or when superseded or obsolete, whichever comes first.	When element is amended
31	REFERRED PROJECTS	Destroy in office when administrative value ends. Agency Policy: Destroy in office after _____	2 years