

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
February 13, 2020 ~ 7:30 PM**

Agenda

1. Opening

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

2. Public Comments

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

3. Consent Agenda

- A. January 9, 2020 Regular Meeting Minutes
- B. December 2019 Tax Collector's Report
- C. December 2019 Finance Report

4. Audit Report

Kendra Gangel will deliver the 2018-2019 Fiscal Year audit report.

5. Consideration of Reappointing Planning Board and Board of Adjustment Members

The council will consider reappointing members of the planning board and board of adjustment to serve another three-year term.

6. Consideration of Deer Urban Archery Season Renewal

The council will consider renewing the town's participation in the Deer Urban Archery Season for the 2021 season (January 9 – February 14, 2021).

7. Consideration of Participating in the Literacy Volunteers Spelling Bee

The council will consider participating in the Literacy Volunteers Spelling Bee on April 23, 2020.

8. 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.

9. **Consideration Authorizing Staff to Contact Grading Contractors about Creating a Level Area for the Festival Stage**

The council will consider authorizing staff to contact grading contractors about creating a level area for the festival stage for the purpose of easing the installation of the stage.

10. **Staff Updates**

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

11. **Other Business**

12. **Adjournment**

Town of Mineral Springs
Town Hall
3506 S. Potter Road
Town Council
Regular Meeting
January 9, 2020 ~ 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, January 9, 2020.

Present: Mayor Frederick Becker III, Mayor Pro Tem Valerie Coffey, Councilman Jerry Countryman [arrived at 7:50 p.m.], Councilwoman Janet Critz, Councilwoman Lundeen Cureton, Councilwoman Bettylyn Krafft, Town Clerk/Zoning Administrator Vicky Brooks, Attorney Bobby Griffin and Deputy Town Clerk Janet Ridings.

Absent: Councilwoman Peggy Neill.

Visitors: Stephanie Simmons.

With a quorum present Mayor Frederick Becker called the Regular Town Council Meeting of January 9, 2020 to order at 7:31 p.m.

1. **Opening of the Regular Meeting**

- Councilwoman Lundeen Cureton invocation.
- Pledge of Allegiance

2. **Public Comments**

- Stephanie Simmons – 1812 Shannon Road – Waxhaw, NC 28173.

3. **Consent Agenda**

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

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

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

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

4. **Consideration of Funding for the Western Union Elementary Outdoor Classroom**
- Mayor Becker mentioned the Western Union funding request for support on their outdoor classroom was up for consideration again, but the council was low on members. Councilwoman Critz put a call into Councilman Countryman to see if there was a reason he was running behind. Mayor Becker asked if the council wanted to wait on the discussion and just switch the order [of agenda items].
 - At 7:38 p.m., the council moved onto agenda item number five and returned to agenda item number four at 8:09 p.m.
 - Mayor Becker asked the council if they wished to proceed with the vote and not much discussion on the school request from a couple of months ago. Councilwoman Critz responded she would definitely like to move forward with a decision, because it was not in anyone's best interest to keep dragging it out.
 - Councilwoman Krafft stated she would like to make a motion that we give the school some funding, because it aligns with the community desires with conservation of design and it does serve the Mineral Springs children, although she knew that there was a fine line between funding that they already get from the county through our taxes and what not, but this is a special project and this really aligns with what the town does and the way our community feels. "I just feel like this fits for us and that we should give some funding to it", Councilwoman Krafft stated. Mayor Becker asked if Councilwoman Krafft had a dollar amount for the purposes of her motion. Councilwoman Krafft responded she honestly, in her mind, would like to see the town do either \$1,000 or \$2,000, because of what they are in need of and she didn't think it was something they were going to come back to the town for year after year (it was not their intent). Councilwoman Krafft continued what the school really needed, she thought, was help with the sheltering and shading for the kids to be able to be out there longer during the hotter time of the year. Councilwoman Krafft thought that was reasonable, it isn't going to be something that was going to continue once it was purchased and it should last quite a long time.
 - Councilwoman Critz stated she felt it was pretty clear that it was a one-time ask and it was specific to that project and the town could actually make it specific (if they do choose to give funding) to that outdoor project. Councilwoman Critz strongly agreed, as she said before, if the school was asking for money for soccer fields, she would not feel the same as she feels about the whole outdoor... Councilwoman Critz did not know how many of the council had seen the outdoor classroom where they are actually teaching the children the value of outdoors, the value of conservation, the value of the things that the council has really focused on and all of the moves for zoning and everything else that they have worked so hard for and our mantra being "Conservation by Design." Councilwoman Critz stated it fits with the community feel and what the town is trying to do as a surrounding community.
 - Councilwoman Krafft mentioned she thought the thing that really struck her when they were there was encouraging the kids to farm, to garden, to produce, which is what the community is about in this area. We have a lot of farmers and for some reason that just hit Councilwoman Krafft as "this is what our community is about."
 - Mayor Becker suggested the motion be pared down.
 - Councilwoman Coffey asked if anyone had checked to see the level of funding that had been received since the request was made. It could be exceeded by now. Councilwoman Critz responded she did not have an update on whether they have

exceeded what they needed for their funding, but they did assure the council the funds could be earmarked for this project only. Councilwoman Krafft explained she did have a request for them to let the town know if they had exceeded their funding and she had not heard from them. Councilwoman Krafft knows one of the vice principals at the school and she had not reached out to Councilwoman Krafft for some reason, but with it being the holidays, she didn't know they would have gotten a lot during the holidays. Councilwoman Critz reiterated the funds would be earmarked for that and they would have the responsibility of returning the funds or turning the offer down if they had exceeded the funding.

- Mayor Becker asked Councilwoman Krafft if she could word the motion and if she had an amount in mind, providing it is still needed for the capital project only.
- **Councilwoman Krafft made a motion to give Western Union, for the outdoor project only as presented to us, a donation of (I'll compromise) \$1,500 mainly to be used for white board and shading are the two classroom needs for that project, for the capital part of it and on the condition it has not been funded and Councilwoman Critz seconded. The motion passed as follows:**

Ayes: Critz, Cureton, and Krafft

Nays: Coffey and Countryman

- Councilman Countryman explained he was going to voice his opinion now that it was over. "I had felt very uncomfortable about the need to vote the affirmative. I just think it set a bad precedent, as much as it's heartfelt, and we want to feel good about ourselves and feel good about the community. I don't think it's the town's responsibility to provide those funds to the school. I think that responsibility lies with the parents of the children that go to that school like it does with any other PTA organization and it also lies within ourselves if we feel that strongly about it that we should make a personal contribution to it, but I don't think it's the city's responsibility to do that when there are county agencies, state agencies and PTA's that should be doing that for the children that are attending that school. I have nothing against taking care of those kids and I think the concept is great and everything that has been said in support of that program, I think is valid. I just don't think we should be doing it."
- Councilwoman Critz commented what Councilman Countryman just said does not represent her motive. Councilwoman Critz feels zero responsibility to fund this project, she felt compelled to be involved as a town council, because it represents our theme and our motto and what we've worked for. It's something that we should be behind and supportive of, because it sets the tone for what we've been doing. Councilwoman Critz feels no responsibility at all, to her, it was being compelled to be involved, because it sets a precedent if we are going to set one of staying continuous in our motive, we are doing the same thing over and over, we might be doing it in different genres, but the same objective, the same goals, the same guidelines, but Councilwoman Critz didn't think of this in any way, shape, or form as a responsibility.

- Mayor Becker noted the motion had been voted on and they didn't hear from Councilman Countryman before the vote and he had the right to speak when he wanted to, but...
- Councilwoman Cureton stated she thought it was wonderful and explained there was one parent that has a child that goes there, and she has four kids that play in sports. Like Councilman Countryman said, the parents should help, but that one parent has four other kids playing sports and those parents can't afford to give a lot of money in Councilwoman Cureton's opinion. Councilman Countryman responded that was what they were entitled to – "is our opinions."
- Mayor Becker commented the council had a lot of soul searching and discussion on this and they made a decision for this particular instance at this time. If it comes up again, Mayor Becker hoped they can make the decision more quickly one way or the other, but it was important to have the discussion, because it is the taxpayers' money. Mayor Becker appreciated everybody wanting to be sincere and know that they were at peace and satisfied with their own decision. Mayor Becker will let the school know the conditions and will report back to the council next month on whether the check had been cut and what the funding level was. Councilwomen Critz and Krafft thanked Mayor Becker. Mayor Becker thanked the council for spending a lot of time thinking about it - either side of the issue, because all sides were important and all considerations were important, and it was important that they not just decide that every good project needs a taxpayer contribution.

5. Consideration of an Eagle Scout Project

- Mayor Becker explained it was irregular on his part to not have met the scout, but the scout was supposed to (according to the memo) talk to his scoutmaster at their meeting on Monday. The scout has not gotten back with Mayor Becker yet. The reason Mayor Becker is asking to get a concept approval from the council on this so he can sign off on it, is because the scout is on a tight time schedule if he goes through with it; the project has to be done by March 24th. Mayor Becker noted he and Ms. Brooks had discussed the idea of a rather big bench [at the trailhead], which would probably require an additional paved piece next to it to meet the ADA requirements, so it would be a significant project if the scoutmaster wants to have him sign off on those preliminary steps. Councilwoman Critz asked if the town usually goes 50/50 on these projects. Mayor Becker responded yes, but the council doesn't have to address that tonight. The process is they have the Eagle Scout project workbook and a representative from the town (Mayor Becker) would sign off on it and then they go back to the troop and that gets kicked up. Councilwoman Critz asked Mayor Becker if he didn't see funding as being a problem. Mayor Becker responded no, he thought the scout could come in February if the council decides to approve it and the scout could decide if he wanted to have a funding match or not. The only crucial things are to make sure the project is run through the county and documented that it either passes the county's requirements or those are waived.
- Mayor Becker asked if the council wanted to make a motion to authorize him to proceed with the next steps if this scout indeed wants to do it. Mayor Becker would meet the scoutmaster before he would consider approving anything.

- **Councilwoman Coffey** made a **motion** to set it up that way giving mayor authority to execute preliminary approvals if the scout does come through with his project and **Councilwoman Critz** seconded. The motion passed unanimously as follows:

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

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

- Mayor Becker noted Ms. Brooks had given the council great documentation and they have had the material, which looks cumbersome, but it was straightforward. Mayor Becker turned the topic over to the council and for Ms. Brooks to answer any questions.
- The council went through several of the records retention items individually with the following discussions/conclusions:
 - Item #7 – Audio and Video Recordings of Meetings. Council adopted a policy in 2004 requiring the audio of meetings to be retained for one year following approval of the meeting minutes, even though the state records retention schedule allows for disposal of the audio after the meeting minutes were approved. Council determined it was not necessary to retain the audio any longer than the state required it to be kept.
 - Item #51 – Price Quotations. There was no suggested disposition policy and the council suggested the policy be to retain for 2 years.
 - Item #4 – Agenda and Meeting Packet File. Change the disposition suggestion from two years to one year.
 - Item #19 – Citizen Surveys. The raw materials (i.e. completed surveys returned to the town by citizens) could be destroyed after one year, but the original survey and the compiled results should be retained permanently.
- It was noted that Ms. Brooks got the suggested retention policies template from Wesley Chapel who has already established these guidelines.
- The council will come back to this item next month with suggestions after having more time to go over it and making notes.
- Attorney Griffin suggested item #58 – Reports and Studies could be where the compiled survey results would fit in if the wording was phrased differently.
- Attorney Griffin also suggested the council get their individual preferences back into the clerk before the next meeting and she could compile all of it for council discussion. Ms. Brooks suggested the council get the information back to her by January 30th.

7. Staff Reports

- Mayor Becker reported he was still waiting on the auditor, but everything is on track and she may be here next month or March to do her report.

8. Other Business

- Councilwoman Critz went on record that the council can talk with the Simmons's when the meeting was over concerning the DOT and the Sheriff's Department and

how the council will definitely try to come alongside of the Simmons's and help. Mayor Becker noted they could talk in groups of less than a quorum.

- Councilwoman Krafft asked Ms. Brooks when the festival planning was going to start. It was noted it was the 7th Annual Festival will take place on September 12, 2020. Ms. Brooks responded she would be happy to talk with Councilwoman Krafft anytime.

9. **Adjournment**

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

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

Nays: None

- The meeting was adjourned at 8:23 p.m.
- The next regular meeting will be on Thursday, February 13, 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

DECEMBER 2019
TOWN OF MINERAL SPRINGS
PERCENTAGE REPORT

December 31, 2019 REGULAR TAX	2019	2018	2017	2016	2015	2014	2013	2012
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	41,190.65	67,085.65	65,231.57	61,394.12	62,090.99	64,281.13	64,854.36	66,066.28
COLLECTIONS - TAX	17,882.38	26.60	21.25	21.25	6.89			
COLLECTIONS - INTEREST		2.58	3.94	5.85				
TOTAL COLLECTIONS	59,073.03	67,112.25	65,252.82	61,415.37	62,097.88	64,281.13	64,854.36	66,066.28
BALANCE OUTSTANDING	8,803.34	166.82	128.43	122.02	54.62	57.42	39.64	28.55
PERCENTAGE OF REGULAR	87.03%	99.75%	99.80%	99.80%	99.91%	99.91%	99.94%	99.96%
COLLECTION FEE 1.5 %	268.24	0.44	0.38	0.41	0.10	-	-	-

Mineral Springs Prior Years Property Tax Report December 2019

December 31, 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	\$24.00	\$24.00		\$48.00
COLLECTIONS - INTEREST/FEES	\$21.96	\$23.81		\$45.77
GROSS MONTHLY COLLECTIONS				\$0.00
MISC. ADJUSTMENTS				
TOTAL TAX COLLECTED TO DATE	\$65,746.65	\$65,623.00		
BALANCE OUTSTANDING	\$38.65	\$33.37		\$72.02
PERCENTAGE COLLECTED	99.90%	99.91%		

Mineral Springs Unpaid Property Taxes - Real and Personal as of December 31, 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		
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		\$38.65	\$33.37	\$72.02

Town of Mineral Springs

FINANCE REPORT

December 2019

Prepared for:

The Mineral Springs Town Council

By:

Frederick Becker III
Finance Officer

February 13, 2020

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Cash Flow Report FY2019 YTD

7/1/2019 through 12/31/2019

1/13/2020

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Category	7/1/2019- 12/31/2019
INCOME	
Interest Income	4,749.70
Other Inc	
Copy Charges	2.00
Festival 2019	
Sponsor	1,090.00
Vendor	405.00
TOTAL Festival 2019	1,495.00
Zoning	1,550.00
TOTAL Other Inc	3,047.00
Prop Tax 2019	
Receipts 2019	
Tax	41,178.48
TOTAL Receipts 2019	41,178.48
TOTAL Prop Tax 2019	41,178.48
Prop Tax Prior Years	
Prop Tax 2010	
Receipts 2010	
Int	21.96
Tax	24.00
TOTAL Receipts 2010	45.96
TOTAL Prop Tax 2010	45.96
Prop Tax 2011	
Receipts 2011	
Int	23.81
Tax	24.00
TOTAL Receipts 2011	47.81
TOTAL Prop Tax 2011	47.81
Prop Tax 2014	
Receipts 2014	
Int	1.62
Tax	2.96
TOTAL Receipts 2014	4.58
TOTAL Prop Tax 2014	4.58
Prop Tax 2015	
Receipts 2015	
Int	1.53
Tax	10.95
TOTAL Receipts 2015	12.48
TOTAL Prop Tax 2015	12.48
Prop Tax 2016	
Receipts2016	
Int	4.71
Tax	19.58
TOTAL Receipts2016	24.29
TOTAL Prop Tax 2016	24.29
Prop Tax 2017	
Receipts2017	
Int	6.76
Tax	42.15

Cash Flow Report FY2019 YTD

7/1/2019 through 12/31/2019

1/13/2020

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Category	7/1/2019- 12/31/2019
TOTAL Receipts2017	48.91
TOTAL Prop Tax 2017	48.91
Prop Tax 2018	
Receipts	
Int	7.72
Tax	122.10
TOTAL Receipts	129.82
TOTAL Prop Tax 2018	129.82
TOTAL Prop Tax Prior Years	313.85
Sales Tax	
Cable TV	5,167.41
Electricity	61,052.54
Natural Gas Excise	43.36
Sales & Use Dist	8,666.54
telecommunications	890.66
TOTAL Sales Tax	75,820.51
Veh Tax	
Int 2019	32.75
Tax 2019	3,393.51
TOTAL Veh Tax	3,426.26
TOTAL INCOME	128,535.80
 EXPENSES	
Ads	281.09
Attorney	2,539.17
Audit	3,074.50
Community	
Greenway	488.84
Maint	1,275.47
Newsletter	
Post	322.37
Printing	923.77
TOTAL Newsletter	1,246.14
Parks & Rec	
Park	1,708.91
TOTAL Parks & Rec	1,708.91
Special Events	
Festival	5,746.42
Misc	285.14
Services	4,000.00
TOTAL Special Events	10,031.56
TOTAL Community	14,750.92
Elections	2,799.26
Emp	
Benefits	
Dental	480.00
Fees	25.00
Life	352.80
NCLGERS	7,112.22
Vision	84.00
TOTAL Benefits	8,054.02

Cash Flow Report FY2019 YTD

7/1/2019 through 12/31/2019

1/13/2020

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Category	7/1/2019- 12/31/2019
Bond	550.00
FICA	
Med	907.19
Soc Sec	3,878.30
TOTAL FICA	4,785.49
Payroll	852.90
Work Comp	2,038.50
TOTAL Emp	16,280.91
Office	
Bank	7.00
Clerk	18,690.00
Council	5,400.00
Deputy Clerk	5,625.75
Dues	5,539.00
Equip	506.86
Finance Officer	13,521.90
Regular	3,740.10
TOTAL Finance Officer	17,262.00
Ins	3,209.67
Maint	
Materials	1,795.06
Service	4,663.00
TOTAL Maint	6,458.06
Mayor	2,400.00
Misc	213.50
Post	15.80
Records	4,944.00
Supplies	1,872.03
Tel	3,764.57
Util	1,779.33
TOTAL Office	77,687.57
Planning	
Administration	
Contract	1,117.91
Salaries	16,152.00
TOTAL Administration	17,269.91
Misc	744.99
Ordinance Changes	6,566.70
TOTAL Planning	24,581.60
Street Lighting	434.76
Tax Coll	
Contract	725.56
Sal	150.00
TOTAL Tax Coll	875.56
Training	
Officials	50.00
Staff	424.00
TOTAL Training	474.00
Travel	1,641.70
TOTAL EXPENSES	145,421.04

Cash Flow Report FY2019 YTD

7/1/2019 through 12/31/2019

1/13/2020

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Category	7/1/2019- 12/31/2019
TRANSFERS	
FROM Check Min Spgs	60,000.00
FROM MM Sav ParkSterling	30,000.00
TO Check Min Spgs	-30,000.00
TO MM Sav ParkSterling	-60,000.00
TOTAL TRANSFERS	0.00
<hr/>	
OVERALL TOTAL	-16,885.24

Account Balances History Report - As of 12/31/2019

(Includes unrealized gains)

1/13/2020

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Account	6/29/2019 Balance	6/30/2019 Balance	7/31/2019 Balance	8/31/2019 Balance
ASSETS				
Cash and Bank Accounts				
Check Min Spgs	37,358.03	37,208.20	21,115.09	7,241.27
McNeely Farms Escrow	21,332.34	21,340.52	21,348.76	21,355.19
MM Sav ParkSterling	584,711.65	585,249.91	565,814.96	556,293.05
NCCMT_Cash	2,322.61	2,326.88	2,331.27	2,335.31
South State CD	202,931.19	202,931.19	202,931.19	203,939.50
TOTAL Cash and Bank Accounts	848,655.82	849,056.70	813,541.27	791,164.32
Other Assets				
State Revenues Receivable	0.00	61,231.60	58,271.20	56,077.07
TOTAL Other Assets	0.00	61,231.60	58,271.20	56,077.07
TOTAL ASSETS	848,655.82	910,288.30	871,812.47	847,241.39
LIABILITIES				
Other Liabilities				
Accounts Payable	692.76	3,793.75	692.76	692.76
Escrows	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
TOTAL LIABILITIES	21,887.76	24,988.75	21,887.76	21,887.76
OVERALL TOTAL	826,768.06	885,299.55	849,924.71	825,353.63

Account Balances History Report - As of 12/31/2019

(Includes unrealized gains)

1/13/2020

Page 2

9/30/2019 Balance	10/31/2019 Balance	11/30/2019 Balance	12/31/2019 Balance
47,410.39	34,322.89	30,701.35	43,225.14
21,360.63	21,365.17	21,369.41	21,374.09
556,765.52	557,238.39	557,655.17	618,095.18
2,339.12	2,342.67	2,345.64	2,348.61
203,939.50	203,939.50	204,773.32	204,773.32
831,815.16	819,208.62	816,844.89	889,816.34
0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00
831,815.16	819,208.62	816,844.89	889,816.34
692.76	692.76	692.76	692.76
21,195.00	21,195.00	21,195.00	21,195.00
21,887.76	21,887.76	21,887.76	21,887.76
21,887.76	21,887.76	21,887.76	21,887.76
809,927.40	797,320.86	794,957.13	867,928.58

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	\$ 7,060.83	\$ 2,539.17	26.4%	\$ 300.00	\$ 300.00	\$ 300.00	\$ 1,039.17	\$ 300.00	
Audit	\$ 4,730.00	\$ 1,655.50	\$ 3,074.50	65.0%	\$ -	\$ -	\$ -	\$ -	\$ -	
Charities & Agencies	\$ 10,500.00	\$ 10,500.00	\$ -	0.0%	\$ -	\$ -	\$ -	\$ -	\$ -	
Community Projects	\$ 28,300.00	\$ 13,549.08	\$ 14,750.92	52.1%	\$ 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	\$ 13,619.09	\$ 16,280.91	54.5%	\$ 4,437.67	\$ 2,870.88	\$ 1,108.27	\$ 3,492.72	\$ 2,250.27	
Elections	\$ 3,100.00	\$ 300.74	\$ 2,799.26	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	\$ 69,256.43	\$ 77,687.57	52.9%	\$ 20,527.24	\$ 16,418.97	\$ 9,923.83	\$ 10,650.43	\$ 10,267.78	
Planning & Zoning	\$ 52,304.00	\$ 27,722.40	\$ 24,581.60	47.0%	\$ 5,774.67	\$ 3,289.37	\$ 5,124.23	\$ 3,891.42	\$ 2,692.00	
Street Lighting	\$ 1,600.00	\$ 1,165.24	\$ 434.76	27.2%	\$ -	\$ 108.69	\$ 108.69	\$ 108.69	\$ -	
Tax Collection	\$ 1,950.00	\$ 1,074.44	\$ 875.56	44.9%	\$ 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	\$ 2,558.30	\$ 1,641.70	39.1%	\$ 205.00	\$ 827.25	\$ -	\$ -	\$ 205.90	
Capital Outlay	\$ 32,897.00	\$ 32,897.00	\$ -	0.0%	\$ -	\$ -	\$ -	\$ -	\$ -	
Totals	\$ 360,825.00	\$ 215,403.96	\$ 145,421.04	40.3%	\$ 36,449.52	\$ 27,381.24	\$ 20,472.02	\$ 21,079.21	\$ 16,273.99	
Off Budget:										
Tax Refunds					\$ -	\$ -	\$ -	\$ -	\$ -	
Interfund Transfers					\$ -	\$ -	\$ -	\$ -	\$ -	
Total Off Budget:			\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	

Mineral Springs Budget Comparison 2018-2019

Appropriation dept	December	January	February	March	April	May	June	June a/p
Advertising	\$ -							
Attorney	\$ 300.00							
Audit	\$ 3,074.50							
Charities & Agencies	\$ -							
Community Projects	\$ 811.42							
Contingency	\$ -							
Employee Overhead	\$ 2,121.10							
Elections	\$ 2,799.26							
Fire Protection	\$ -							
Intergovernmental	\$ -							
Office & Administrative	\$ 9,899.32							
Planning & Zoning	\$ 3,809.91							
Street Lighting	\$ 108.69							
Tax Collection	\$ 437.31							
Training	\$ -							
Travel	\$ 403.55							
Capital Outlay	\$ -							
Totals	\$ 23,765.06	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Off Budget:								
Tax Refunds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Off Budget:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

December 2019 Cash Flow - Dec 2019

12/1/2019 through 12/31/2019

1/13/2020

Page 1

Category	12/1/2019- 12/31/2019
INCOME	
Interest Income	447.66
Other Inc	
Zoning	180.00
TOTAL Other Inc	180.00
Prop Tax 2019	
Receipts 2019	
Tax	25,972.75
TOTAL Receipts 2019	25,972.75
TOTAL Prop Tax 2019	25,972.75
Prop Tax Prior Years	
Prop Tax 2010	
Receipts 2010	
Int	21.96
Tax	24.00
TOTAL Receipts 2010	45.96
TOTAL Prop Tax 2010	45.96
Prop Tax 2011	
Receipts 2011	
Int	23.81
Tax	24.00
TOTAL Receipts 2011	47.81
TOTAL Prop Tax 2011	47.81
Prop Tax 2015	
Receipts 2015	
Int	0.11
Tax	0.48
TOTAL Receipts 2015	0.59
TOTAL Prop Tax 2015	0.59
Prop Tax 2018	
Receipts	
Int	0.24
Tax	2.65
TOTAL Receipts	2.89
TOTAL Prop Tax 2018	2.89
TOTAL Prop Tax Prior Years	97.25
Sales Tax	
Cable TV	5,167.41
Electricity	61,052.54
Natural Gas Excise	43.36
Sales & Use Dist	2,172.00
telecommunications	890.66
TOTAL Sales Tax	69,325.97
Veh Tax	
Int 2019	7.76
Tax 2019	705.12
TOTAL Veh Tax	712.88
TOTAL INCOME	96,736.51

EXPENSES

December 2019 Cash Flow - Dec 2019

12/1/2019 through 12/31/2019

1/13/2020

Page 2

Category	12/1/2019- 12/31/2019
Attorney	300.00
Audit	3,074.50
Community	
Maint	600.47
Parks & Rec	
Park	210.95
TOTAL Parks & Rec	210.95
TOTAL Community	811.42
Elections	2,799.26
Emp	
Benefits	
NCLGERS	1,185.37
TOTAL Benefits	1,185.37
FICA	
Med	151.20
Soc Sec	646.38
TOTAL FICA	797.58
Payroll	138.15
TOTAL Emp	2,121.10
Office	
Clerk	3,115.00
Council	900.00
Deputy Clerk	937.66
Dues	321.00
Finance Officer	2,704.38
Regular	172.62
TOTAL Finance Officer	2,877.00
Maint	
Service	553.00
TOTAL Maint	553.00
Mayor	400.00
Supplies	157.12
Tel	111.49
Util	527.05
TOTAL Office	9,899.32
Planning	
Administration	
Contract	1,117.91
Salaries	2,692.00
TOTAL Administration	3,809.91
TOTAL Planning	3,809.91
Street Lighting	108.69
Tax Coll	
Contract	412.31
Sal	25.00
TOTAL Tax Coll	437.31
Travel	403.55
TOTAL EXPENSES	23,765.06
TRANSFERS	
FROM Check Min Spgs	60,000.00

December 2019 Cash Flow - Dec 2019

12/1/2019 through 12/31/2019

1/13/2020

Page 3

Category	12/1/2019- 12/31/2019
TO MM Sav ParkSterling	-60,000.00
TOTAL TRANSFERS	0.00
OVERALL TOTAL	72,971.45

Register Report - Dec 2019

12/1/2019 through 12/31/2019

1/13/2020

Page 1

Date	Num	Description	Memo	Category	Clr	Amount
12/2/2019	5771	Duke Power	2035221941 (FY2019)	Street Lighting	R	-108.69
12/2/2019	5772	Vicky A Brooks	Mileage: 8/19 - 11/1...	Travel	R	-123.56
12/2/2019	5773	Verizon Wireless	221474588-00001 (...	Office:Tel	R	-103.50
12/2/2019	5774	Sign Pro	I/N 12521 Banner C...	Community:Maint		-600.47
12/2/2019	5775	R.C.S., Inc.	I/N 111194 Park Re...	Community:Parks & Rec:Park	R	-200.00
12/4/2019	EFT	Debit Card (Hickory ...	Clerk's Luncheon (F...	Travel	R	-21.31
12/9/2019	EFT...	Union County	FY2019	Prop Tax 2019:Receipts 2019:Tax	R	25,785.86
			FY2019	Prop Tax Prior Years:Prop Tax 2018:R...	R	2.65
			FY2019	Prop Tax Prior Years:Prop Tax 2018:R...	R	0.24
			FY2019	Prop Tax Prior Years:Prop Tax 2015:R...	R	0.48
			FY2019	Prop Tax Prior Years:Prop Tax 2015:R...	R	0.11
			November 2019 (FY...	Tax Coll:Contract	R	-386.84
12/10/2019	5776	Bucket, Mop, And Br...	I/N CTBCom-1238 j...	Office:Maint:Service	R	-188.00
12/10/2019	5777	Taylor & Sons Mowi...	I/N 048 12/19 (FY20...	Office:Maint:Service	R	-365.00
12/10/2019	5778	Union County Accou...	Urban Forester Cont...	Planning:Administration:Contract	R	-1,117.91
12/10/2019	5779	Union County Cham...	Membership dues 2...	Office:Dues	R	-321.00
12/10/2019	5780	Frederick Becker III	9/19 - 10/19 reimbur...	Travel	R	-258.68
12/10/2019	5781	Clark, Griffin & McC...	I/N 7055 12/19 (FY2...	Attorney		-300.00
12/10/2019	5782	Heritage Propane	I/N 3099338799 (FY...	Office:Util	R	-365.82
12/10/2019	5783	Union County Public...	91052*00 (FY2019)	Community:Parks & Rec:Park	R	-10.95
12/10/2019	5784	Union County Public...	84361*00 (FY2019)	Office:Util	R	-27.92
12/11/2019	EFT	Debit Card (AOL)	AOL Troubleshootin...	Office:Tel	R	-7.99
12/12/2019	DE...	Deposit	FY2019	Prop Tax Prior Years:Prop Tax 2011:R...	R	24.00
			FY2019	Prop Tax Prior Years:Prop Tax 2011:R...	R	23.81
			FY2019	Prop Tax Prior Years:Prop Tax 2010:R...	R	24.00
			FY2019	Prop Tax Prior Years:Prop Tax 2010:R...	R	21.96
12/12/2019	DEP	Deposit	#19011 (FY2019)	Other Inc:Zoning	R	180.00
12/16/2019	EFT...	NC Department of R...	FY2019	Sales Tax:Electricity	R	61,052.54
			FY2019	Sales Tax:telecommunications	R	890.66
			FY2019	Sales Tax:Cable TV	R	5,167.41
			FY2019	Sales Tax:Natural Gas Excise	R	43.36
12/16/2019	EFT	NC Department of R...	Sales & Use 10/19 (...	Sales Tax:Sales & Use Dist	R	2,172.00
12/16/2019	5785	Union County Board...	I/N 2019-014 Electio...	Elections		-2,799.26
12/16/2019	5786	Xerox Corporation	I/N 098763122 (FY2...	Office:Supplies	R	-157.12
12/16/2019	5787	Duke Power	1803784140 (FY2019)	Office:Util	R	-133.31
12/17/2019	5788	Kendra Gangal CPA...	I/N 1366 2018-19 A...	Audit	R	-3,074.50
12/23/2019	EFT...	Union County	FY2019	Prop Tax 2019:Receipts 2019:Tax	R	186.89
			FY2019	Prop Tax Prior Years:Prop Tax 2018:R...	R	0.00
			FY2019	Prop Tax Prior Years:Prop Tax 2018:R...	R	0.00
			FY2019	Prop Tax Prior Years:Prop Tax 2015:R...	R	0.00
			FY2019	Prop Tax Prior Years:Prop Tax 2015:R...	R	0.00
			November 2019 (FY...	Tax Coll:Contract	R	-2.80
12/23/2019	EFT...	Union County {NCV...	NCVTS 1911 FY2019	Veh Tax:Tax 2019	R	705.24
			NCVTS 1911 FY2019	Veh Tax:Int 2019	R	7.76
			Refunds 1910 FY2019	Veh Tax:Tax 2019	R	-0.12
			Collection 1911 FY2...	Tax Coll:Contract	R	-22.67
12/30/2019	EFT...	Paychex	Salary 12/19 (FY201...	Office:Clerk	R	-2,928.10
			Supplement 12/19 (...	Office:Clerk	R	0.00
			Hours 12/19 (FY2019)	Office:Deputy Clerk	R	-937.66
			Salary 12/19 (FY201...	Office:Finance Officer	R	-2,704.38
			Salary 12/19 (FY201...	Office:Mayor	R	-400.00

Register Report - Dec 2019

12/1/2019 through 12/31/2019

1/13/2020

Page 2

Date	Num	Description	Memo	Category	Clr	Amount
			Salary 12/19 (FY201... Office: Council		R	-900.00
			Salary 12/19 (FY201... Planning: Administration: Salaries		R	-2,530.48
			Salary 12/19 (FY201... Tax Coll: Sal		R	-25.00
			FY2019 Emp: FICA: Soc Sec		R	-646.38
			FY2019 Emp: FICA: Med		R	-151.20
12/30/2019	EFT... NC State Treasurer	12/19 LGERS contri...	Office: Clerk		R	-186.90
		12/19 LGERS contri...	Office: Finance Officer: Regular		R	-172.62
		12/19 LGERS contri...	Planning: Administration: Salaries		R	-161.52
		12/19 employer cont...	Emp: Benefits: NCLGERS		R	-1,185.37
12/31/2019	EFT Paychex Fees	Fees 12/19 (FY2019)	Emp: Payroll		R	-138.15
12/31/2019	TXFR Transfer Money	transfer (FY2019)	[MM Sav ParkSterling]		R	-60,000.00

12/1/2019 - 12/31/2019

12,523.79

TOTAL INFLOWS 96,288.97

TOTAL OUTFLO... -83,765.18

NET TOTAL 12,523.79

December 2019

- Revenue Details
- Inter-bank Transfers

Jurisdiction Collection by Year
Union County
Date Distributed: 11/1/2019 to 11/27/2019

990 - TOWN OF MINERAL SPRINGS

Year	Taxes, Assessments and Misc. Charges	Late List	Interest	Total Collected	Commission	Net of Commission
2015	0.48	0.00	0.11	0.59	0.01	0.58
2018	2.62	0.03	0.24	2.89	0.04	2.85
2019	25,785.31	0.55	0.00	25,785.86	386.79	25,399.07
Total:	25,788.41	0.58	0.35	25,789.34	386.84	25,402.50
Grand Total:	25,788.41	0.58	0.35	25,789.34	386.84	25,402.50

Invoice Date	Invoice Number	Description	Invoice Amount
12/01/2019	2005 TAXES	TAX/FEE/INT - NOVEMBER 2019	\$25,402.50

Vendor No.	Vendor Name	Check No.	Check Date	Check Amount
10870	TOWN OF MINERAL SPRINGS	00062772	12/09/2019	25,402.50



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

Vendor Number Check Date Check Number
 10870 12/09/2019 00062772

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

\$25,402.50

Pay Twenty Five Thousand Four Hundred Two Dollars and 50 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
 00062772

ADDRESS SERVICE REQUESTED

TOWN OF MINERAL SPRINGS
 PO BOX 600
 MINERAL SPRINGS NC 28108

NC Sales & Use Distribution

October 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)	1,931,716.25	1,249,547.44	1,025,277.53	-	28.56	300,022.27	-	-	(287,218.83)	4,219,373.22
FAIRVIEW	845.11	546.66	448.55	-	0.01	131.25	-	-	547.29	2,518.87
HEMBY BRIDGE	-	-	-	-	-	-	-	-	-	-
INDIAN TRAIL	71,445.38	46,215.06	37,920.34	-	1.06	11,096.46	-	-	46,268.33	212,946.63
LAKE PARK	6,417.39	4,151.14	3,406.09	-	0.09	996.71	-	-	4,155.93	19,127.35
MARSHVILLE	9,430.12	6,099.96	5,005.13	-	0.14	1,464.63	-	-	6,106.98	28,106.96
MARVIN	5,868.23	3,795.92	3,114.62	-	0.09	911.42	-	-	3,800.29	17,490.57
MINERAL SPRINGS	728.72	471.38	386.78	-	0.01	113.18	-	-	471.93	2,172.00
MINT HILL *	44.18	28.58	23.45	-	-	6.86	-	-	28.62	131.69
MONROE	216,333.22	139,937.02	114,821.00	-	3.20	33,599.54	-	-	140,098.30	644,792.28
STALLINGS *	38,253.49	24,744.60	20,303.42	-	0.57	5,941.30	-	-	24,773.11	114,016.49
UNIONVILLE	1,115.64	721.66	592.14	-	0.02	173.27	-	-	722.50	3,325.23
WAXHAW	74,115.13	47,942.01	39,337.34	-	1.10	11,511.11	-	-	47,997.27	220,903.96
WEDDINGTON *	11,655.47	7,539.44	6,186.26	-	0.17	1,810.26	-	-	7,548.13	34,739.73
WESLEY CHAPEL	1,671.92	1,081.50	887.39	-	0.02	259.67	-	-	1,082.74	4,983.24
WINGATE	5,585.82	3,613.24	2,964.73	-	0.08	867.56	-	-	3,617.41	16,648.84
TOTAL	2,375,226.07	1,536,435.61	1,260,674.77	-	35.12	368,905.49	-	-	-	5,541,277.06

Utilities Sales Distribution
Gas, Power, Telecommunications, and Video Programming

Distribution Report for
Qtr 07/01/2019 - 09/30/2019

Distribution Date
December 16, 2019

Prefix	City/County	Sales Tax on Piped Natural Gas	Sales Tax on Electricity	Sales Tax on Telecommunication Services	Sales Tax on Video Programming	Total Distribution
County of	Union	\$ -	\$ -	\$ -	\$ 124,779.86	\$ 124,779.86
Town of	Fairview	\$ 153.74	\$ 29,361.28	\$ 6,284.57	\$ 2,007.56	\$ 37,807.15
Town of	Hemby Bridge	\$ 112.35	\$ 11,100.16	\$ 2,651.74	\$ 3,555.52	\$ 17,419.77
Town of	Indian Trail	\$ 10,448.37	\$ 354,964.66	\$ 12,660.27	\$ 75,146.29	\$ 453,219.59
Town of	Lake Park	\$ 1,084.06	\$ 29,194.44	\$ 364.84	\$ 4,919.91	\$ 35,563.25
Town of	Marshville	\$ -	\$ 47,126.11	\$ 5,423.55	\$ 2,822.80	\$ 55,372.46
Town of	Marvin	\$ 1,877.40	\$ 53,021.96	\$ 11,936.18	\$ 17,505.41	\$ 84,340.95
Town of	Mineral Springs	\$ 43.36	\$ 61,052.54	\$ 890.66	\$ 5,167.41	\$ 67,153.97
City of	Monroe	\$ 62,477.36	\$ 789,148.99	\$ 69,212.76	\$ 52,969.88	\$ 973,808.99
Town of	Stallings	\$ 4,764.94	\$ 180,172.42	\$ 1,596.46	\$ 43,297.41	\$ 229,831.23
Town of	Unionville	\$ 131.07	\$ 46,340.15	\$ 11,289.90	\$ 6,783.03	\$ 64,544.15
Town of	Waxhaw	\$ 3,192.07	\$ 179,397.31	\$ 11,386.40	\$ 48,312.56	\$ 242,288.34
Town of	Weddington	\$ 2,713.11	\$ 100,712.72	\$ 1,213.87	\$ 23,600.32	\$ 128,240.02
Village of	Wesley Chapel	\$ 1,945.40	\$ 61,490.74	\$ 1,713.99	\$ 24,465.74	\$ 89,615.87
Town of	Wingate	\$ -	\$ 29,802.33	\$ 4,578.19	\$ 5,454.31	\$ 39,834.83

Town of Mineral Springs
PO Box 600
Mineral Springs, NC 28108

Vendor: 10870 R1 Invoice#: 2005A Taxes
Description: Tax/Fee/Int - November 2019
Invoice Date: 12/1/2019
Due Date: 12/15/2019
Acct#: 715-220255
 10131400-4290

\$ 184.09

186.89
(2.80)
184.09 <<<< total to pay

Invoice Date	Invoice Number	Description	Invoice Amount
12/01/2019	2005A TAXES	TAX/FEE/INT-NOVEMBER 2019	\$184.09

Vendor No.	Vendor Name	Check No.	Check Date	Check Amount
10870	TOWN OF MINERAL SPRINGS	00062996	12/23/2019	184.09



County of Union

500 North Main Street
 Monroe, North Carolina 28112

Vendor Number Check Date Check Number
 10870 12/23/2019 00062996

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

\$184.09

Pay One Hundred Eighty Four Dollars and 09 cents *****

To The
 Order Of

TOWN OF MINERAL SPRINGS
 PO BOX 600
 MINERAL SPRINGS NC 28108

**EFT COPY
 NON-NEGOTIABLE**

AP



County of Union

500 North Main Street
 Monroe, North Carolina 28112

10870
 00062996

ADDRESS SERVICE REQUESTED

TOWN OF MINERAL SPRINGS
 PO BOX 600
 MINERAL SPRINGS NC 28108

NCVTS A/P Receipt Distribution
For the month Ending: 11/30/2019

Jurisdiction	Entity	Vendor #	Inv #	Tax & Fee Amt	Int Only Amt	Cmn Cst	Pending Refunds	Net Amt	Status/Check#
001	Union County	0		\$ 472,815.36	\$ 4,654.65	\$ (14,587.99)	(\$2,554.66)	\$ 460,327.36	No Check
003	Voter Approved Debt Tax	0		71,682.03	645.93	(2,210.22)	(\$367.36)	\$ 69,750.38	No Check
011	Countywide Fire Tax	0		28,588.97	241.67	(881.12)	(\$131.00)	\$ 27,818.52	No Check
012	Countywide EMS Tax	0		51,260.40	503.35	(1,581.54)	(\$294.62)	\$ 49,887.59	No Check
015	Springs Fire Tax	0		6,924.26	67.88	(214.42)	(\$37.40)	\$ 6,740.32	No Check
020	Stallings Fire Tax	0		10,180.29	92.40	(317.75)	(\$42.57)	\$ 9,912.37	No Check
023	Hemby Bridge Fire Tax	0		12,307.81	136.08	(389.17)	(\$27.29)	\$ 12,027.43	No Check
026	Wesley Chapel Fire Tax	0		15,136.59	127.43	(509.49)	(\$59.54)	\$ 14,694.99	No Check
028	Waxhaw Fire Tax	0		10,927.06	99.46	(357.63)	(\$74.71)	\$ 10,594.18	No Check
101	Village of Marvin	1832	VTFNAP1911-1	4,557.85	44.43	(156.36)	(\$42.80)	\$ 4,403.12	
200	City of Monroe	103-7	VTFNAP1911-1	204,507.82	1,813.84	(5,562.83)	(\$3,340.60)	\$ 197,418.23	
222	Monroe Downtown Service	103-7	VTFNAP1911-2	113.01	-	(3.41)	-	\$ 109.60	
300	Town of Wingate	4064	VTFNAP1911-1	8,004.10	50.51	(205.25)	(\$1.25)	\$ 7,848.11	
400	Town of Marshville	5861	VTFNAP1911-1	5,838.08	84.51	(142.18)	\$0.00	\$ 5,780.41	
500	Town of Waxhaw	8268	VTFNAP1911-1	90,223.44	579.55	(2,999.43)	(\$664.52)	\$ 87,139.04	
600	Town of Indian Trail	2924	VTFNAP1911-1	65,122.31	624.05	(2,016.12)	(\$186.58)	\$ 63,543.66	
700	Town of Stallings	4860-2	VTFNAP1911-1	31,251.73	271.75	(1,010.67)	(\$267.48)	\$ 30,245.33	
800	Town of Weddington	7518	VTFNAP1911-1	9,588.61	67.46	(308.82)	(\$22.55)	\$ 9,324.70	
900	Village of Lake Park	1833	VTFNAP1911-1	6,699.08	90.48	(204.93)	\$69.38	\$ 6,654.01	
930	Town of Fairview	19458	VTFNAP1911-1	804.85	7.10	(24.78)	(\$3.16)	\$ 784.01	
970	Village of Wesley Chapel	9262	VTFNAP1911-1	1,533.37	9.63	(51.18)	(\$8.21)	\$ 1,483.61	
980	Town of Unionville	11530	VTFNAP1911-1	1,352.27	13.01	(39.70)	(\$4.65)	\$ 1,320.93	
990	Town of Mineral Springs	10870	VTFNAP1911-1	705.24	7.76	(22.67)	(\$0.12)	\$ 690.21	
999	Schools	0		971,284.91	9,060.63	(29,955.45)	(\$5,178.35)	\$ 945,211.74	No Check
Total				\$ 2,081,409.44	\$ 19,293.56	\$ (63,753.11)	(\$13,240.04)	\$ 2,023,709.85	
									AP Total
								\$ 416,744.97	

Invoice Date	Invoice Number	Description	Invoice Amount
11/30/2019	VTFNAP1911-1	CASH RECEIVED NOV 2019 & REFUN	\$690.21

Vendor No.	Vendor Name	Check No.	Check Date	Check Amount
10870	TOWN OF MINERAL SPRINGS	00062985	12/23/2019	690.21



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

Vendor Number Check Date Check Number
 10870 12/23/2019 00062985

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

\$690.21

Pay **Six Hundred Ninety Dollars and 21 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
 00062985

ADDRESS SERVICE REQUESTED

TOWN OF MINERAL SPRINGS
 PO BOX 600
 MINERAL SPRINGS NC 28108



OFFICIAL CHECK

Date: 12/31/19

115802847

First National Bank

00000-

BRANCH: 1158
ORIGINATOR: 115803
TIME: 14:24:29
CK AMT: \$60,000.00

\$60,000.00

REMITTER: THE TOWN OF MINERAL SPRINGS

PAY
SIXTY THOUSAND and 00/100USDollars

DRAWER:
First National Bank of Pennsylvania

NON NEGOTIABLE

TO THE ORDER OF THE TOWN OF MINERAL SPRINGS

CUSTOMER COPY

AUTHORIZED SIGNATURE

THE REVERSE SIDE OF THIS DOCUMENT INCLUDES AN ARTIFICIAL WATERMARK - HOLD AT AN ANGLE TO VIEW



OFFICIAL CHECK

Date: 12/31/19

115802847

First National Bank

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REMITTER: THE TOWN OF MINERAL SPRINGS

PAY
SIXTY THOUSAND and 00/100USDollars

\$60,000.00

TO THE ORDER OF THE TOWN OF MINERAL SPRINGS

DRAWER:
First National Bank of Pennsylvania

AUTHORIZED SIGNATURE

⑈ 115802847⑈ ⑆043318092⑆ 100020⑈

SOUTH STATE BANK

MONROE

Date December 31, 2019
Time 2:38 PM
Account XXXXXX0549
DDA Deposit \$80,000.00

Br# 508 Tir# 5714 Seq# 40

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Member FDIC



Town of Mineral Springs
Town Clerk / Zoning Administrator
Vicky Brooks
P O Box 600
Mineral Springs, NC 28108
704-289-5331
704-243-1705 FAX
msvickybrooks@aol.com
www.mineralspringsnc.com

MEMO

To: Town Council
From: Vicky Brooks
Date: February 5, 2020
Re: Agenda Item #5 – Consideration of Reappointing Planning Board and Board of Adjustment Members

The terms of Board of Adjustment members Steven Capobianco (alternate), Sharon Carter, Jim Muller, and Michael Rutland will expire in April of 2020. I reached out to these members to inquire whether they wished to be considered to serve another three-year term. As of the date of this memo, Sharon Carter and Jim Muller have responded that they would be willing to serve another term.

The terms of Planning Board members Jeff Krafft and Mark Selleck expired January 2020. Jeff Krafft responded that he would like to be considered for another three-year term; however, Mark Selleck opted not to remain on the board. We now have an open seat on the planning board. The council will need to discuss the method you would like to use to fill that position.

The terms of Planning Board members Renee Helms and Jim Muller will expire April 2020. Both members have expressed their wishes to be considered for serving another three-year term.

Points of interest:

- There have been three board of adjustment meetings recently that Sharon Carter did not attend or respond in any way as to why she could not attend the meeting. On another occasion I sent out an email to all board of adjustment members for consideration of holding a special meeting with the planning board if I could get a quorum of the board of adjustment, but Ms. Carter did not respond to that email either.
- While Marty Connell's term is not set to expire until April 2022, the same holds true for him – he has not attended any of the three meetings or responded to me in any way as to why he was not able to attend. Mr. Connell has told me in the past that he is not able to attend meetings on Thursday. The board of adjustment is in the process of changing their meeting day to Tuesday; however, we have not been able to get a quorum of that board together to adopt the new Rules of Procedure.



Deer Urban Archery Season Renewal Form

(January 9 - February 14, 2021)

January 31, 2020

Please update any contact information that is not correct

Town of Mineral Springs
Vicky Brooks, Town Clerk
PO Box 600
Mineral Springs, NC 28108

Name of Representative:	_____
Address:	_____
City:	_____ Zip Code: _____
Email Address:	_____
Phone Number:	_____

Do you wish to participate in the 2021 Deer Urban Archery Season (January 9 – February 14, 2021) Yes No

It is Wildlife Management policy to provide a complete list of participating municipalities to the hunting public in the Regulations Digest. Please indicate the phone number and/ or website to be listed in the 2020-2021 Inland Fishing, Hunting, and Trapping Regulations Digest (Please Print)

Phone Number: 704-243-0505 _____

Website: www.mineralspringsnc.com _____

Are there any changes to the map submitted with your participation letter? Yes No

If "Yes", please attached a new map to this form. (No larger than 11"X17")

Please print and sign the name of the representative for the Town of Mineral Springs.

Name of Representative: Vicky Brooks _____

Signature: _____

Thank you for your interest in the management of our state's wildlife resources. Please complete and return this form by mail to:

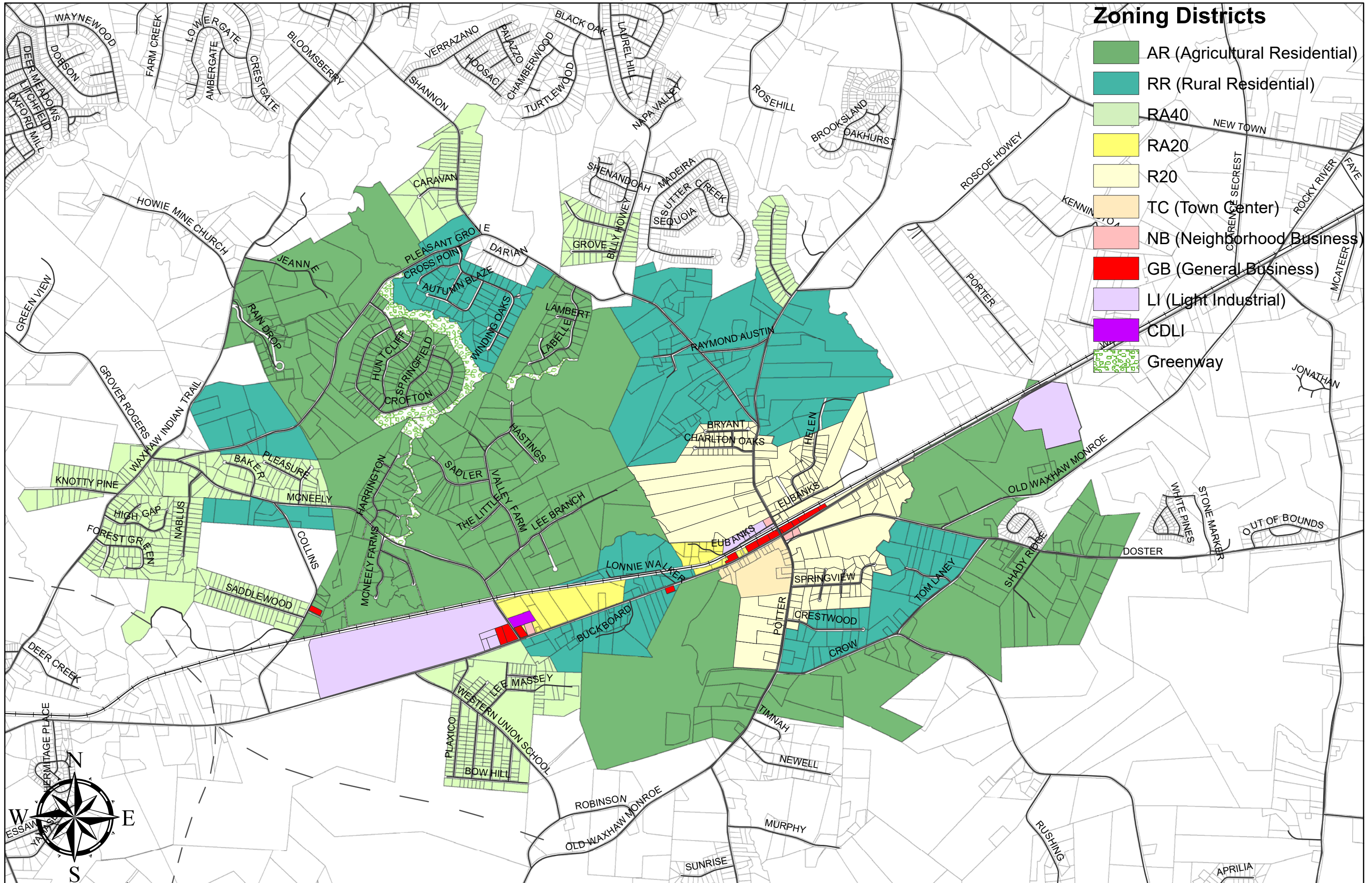
Shauna Glover, Program Support
Wildlife Management Division
1722 Mail Service Center
Raleigh, NC 27699-1700

Or email: shauna.glover@ncwildlife.org

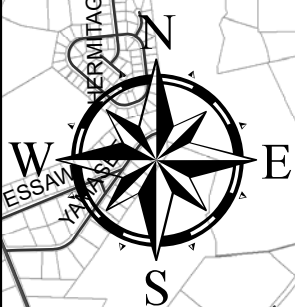

Brad Howard
Chief, Wildlife Management Division
(919) 707-0050

Applications must be received by April 1, 2020 to be a part of the Deer Urban Archery Season

Mineral Springs Official Zoning Map



- ### Zoning Districts
- AR (Agricultural Residential)
 - RR (Rural Residential)
 - RA40
 - RA20
 - R20
 - TC (Town Center)
 - NB (Neighborhood Business)
 - GB (General Business)
 - LI (Light Industrial)
 - CDLI
 - Greenway



0 1,300 2,600 5,200 7,800 10,400 Feet

July 2019



THE ANNUAL ADULT COMMUNITY SPELLING BEE IS BACK

Join us for the revival of the Adult Community Spelling Bee. This annual event was a mainstay of the literacy mission in Union County. Common Heart Literacy Volunteers are following the tradition and will be hosting this event on April 23, 2020 at Lee Park Baptist Church, 2491 Morgan Mill Road, Monroe, NC 28110

We are bringing back the coveted Beetrice Cup. Currently the bragging rights are held by the Town of Mineral Springs.

Up to 30 Three member teams will compete to try and unseat Mineral Springs as Union County's Adult Spelling Bee Champions.

The entry fee for a team is \$300. Business sponsorship start at \$150, and a sponsorship of \$500 includes entry of your team into the competition. Business Sponsor Flyer and Information [HERE](#).

Tickets are just \$10 suggested donation per individual or \$20 per family includes an all you can eat Italian Pasta Dinner provided by local Italian Restaurants.

50/50 Raffle

Dinner begins at 5:30 pm. The Spelling begins promptly at 6:15 pm.

**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 <u>1</u> 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	<p>AUDIO AND VIDEO RECORDINGS OF MEETINGS</p> <p>See also MINUTES OF PUBLIC BODIES, page 11, item 42</p>	<p>Destroy in office after approval of official minutes.</p> <p>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.</p>	<p>Mineral Springs Town Council opted to retain audio for 1 year after approval of official minutes; and</p> <p>Retain audio of quasi-judicial meetings permanently.</p> <p>Does the council still wish to retain these items for that long or do you prefer to follow the Records Retention and Disposition Schedule?</p> <p>Follow the Records Retention and Disposition Schedule of destroying in office after approval of official written minutes.</p>

**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:
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.	<u>Retain in office compiled survey results permanently.</u> Destroy in office when reference value ends. Agency Policy: Destroy in office after _____	3 <u>1 or 2</u> years
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

**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>
32	<p>HISTORY RECORDS (AGENCY AND EMPLOYEES)</p> <p>Records concerning the history of the agency and its employees. Includes published and unpublished histories, biographical data, photographs, newspaper clippings, and other related records.</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
35	<p>INTERAGENCY PROGRAMS</p> <p>Records of programs involving more than one government agency. Includes resource materials, program information, and other related records.</p>	<p>Destroy in office when reference value ends.</p> <p>Agency Policy: Destroy in office after _____</p>	2 years
37	<p>LEGISLATION AND REGULATORY RECORDS</p> <p>Notices and copies of proposed or adopted state and federal legislation or regulations affecting the agency.</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-1: ADMINISTRATION AND MANAGEMENT RECORDS**

<i>ITEM #</i>	<i>RECORD SERIES TITLE</i>	<i>DISPOSITION INSTRUCTIONS</i>	<i>(SUGGESTED) DESTROY IN OFFICE AFTER:</i>
40	<p>MAILING AND DISTRIBUTION RECORDS</p> <p>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.</p>	<p>a) Destroy in office Sunshine Lists when superseded or obsolete.</p> <p>b) Destroy in office remaining records 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-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	<p>MISCELLANEOUS (NON-BUILDING) APPLICATIONS, LICENSES, AND PERMITS</p> <p>Includes, but not limited to, applications and permits regarding burning, special events, and landscape establishment.</p>	<p>a) Destroy in office 1 year after expiration of license/permit.</p> <p>b) Destroy in office application for which a license/permit was never issued when reference value ends.</p> <p>Agency Policy: Destroy in office after _____</p>	1 year
47	<p>ORDINANCES</p> <p>Includes code of ordinances.</p> <p>See the MICROFILM section on page 82 for instructions on microfilming.</p>	<p>a) Retain in office official copy permanently.</p> <p>b) Destroy in office ordinance development records when ordinance is no longer in effect.</p> <p>c) Destroy in office additional copies (including tabled or failed ordinances) when reference value ends.</p> <p>Agency Policy: Destroy in office after _____</p>	1 year
51	<p>PRICE QUOTATIONS</p>	<p>Destroy in office when reference value ends.</p> <p>Agency Policy: Destroy in office after _____</p>	<u>2 years</u>

**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**

<i>ITEM #</i>	<i>RECORD SERIES TITLE</i>	<i>DISPOSITION INSTRUCTIONS</i>	<i>(SUGGESTED) DESTROY IN OFFICE AFTER:</i>
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**

ITEM #	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	(SUGGESTED) DESTROY IN OFFICE AFTER:
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>	Until next backup

**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

RECORDS RETENTION AND DISPOSITION SCHEDULE – MUNICIPAL STANDARD-13: PLANNING AND ZONING RECORDS			
ITEM #	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	(SUGGESTED) DESTROY IN OFFICE AFTER:
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