

**Minutes of the
Mineral Springs Town Council
Public Hearing / Regular Meeting
June 9, 2022 – 7:30 p.m.**

The Town Council of the Town of Mineral Springs, North Carolina, met in Public Hearing and Regular Session at the Mineral Springs Town Hall located at 3506 Potter Road S, Mineral Springs, North Carolina, at 7:30 p.m. on Thursday, June 9, 2022.

Present: Mayor Frederick Becker III, Mayor Pro Tem Jerry Countryman, Councilwoman Valerie Coffey, Councilwoman Janet Critz, Councilwoman Lundeen Cureton, Councilwoman Bettylyn Krafft, and Councilman Jim Muller.

Absent: None.

Staff Present: Town Clerk/Zoning Administrator Vicky Brooks, Attorney Bobby Griffin, and Deputy Town Clerk Janet Ridings.

Visitors: None.

1. Opening

With a quorum present at 7:30 p.m. on June 9, 2022, Mayor Becker called the Regular Town Council Meeting to order.

Councilwoman Cureton delivered the invocation.

Pledge of Allegiance.

2. Public Hearing – 2022-2023 Proposed Budget

Mayor Becker opened the 2022-2023 Proposed Budget Public Hearing at 7:31 p.m.

Mayor Becker closed the 2022-2023 Proposed Budget Public Hearing at 7:31 p.m.

3. Public Comments

There were no public comments.

4. Consent Agenda – Action Item

Councilwoman Critz motioned to approve the consent agenda containing the May 12, 2022 Regular Meeting Minutes, the April 2022 Union County Tax Report, and the April 2022 Finance Report and Councilman Countryman seconded. The motion passed unanimously. Ayes: Coffey, Countryman, Critz, Cureton, Krafft, and Muller. Nays: None.

5. Consideration of Purchasing a New Copier– Action Item

Mayor Becker explained the copier purchase would be on this year's budget as a Capital purchase if the council approves it. Mayor Becker provided the council with a lengthy memo about the copier. The current copier is nine years old and has about 250,000 copies on it now.

Councilman Countryman motioned to purchase a new copier and Councilwoman Coffey seconded.

Mayor Becker continued the memo included information on why a new copier was needed. The example is the Council on Aging write-up, but it does not always do that. There has been a lot of work on the copier from the service team.

Councilwoman Critz asked if the motion needed to be amended to include the type of purchase.

Mayor Becker responded he thought the council should just have the motion and Councilman Countryman can just reflect the price as recommended in the memo.

Councilman Countryman amended his motion to include “the proposal as given by Carolina Office Systems for \$7,293.13. Councilwoman Coffey agreed with the amendment. The motion passed unanimously. Ayes: Coffey, Countryman, Critz, Cureton, Krafft, and Muller. Nays: None.

Mayor Becker mentioned he was looking forward to cutting the monthly copy [bill] into less than half; it will pay for itself in about three years based on that.

6. Discussion of a Replacement Administrative Assistant/Deputy Clerk – Action Item

Ms. Brooks congratulated Ms. Ridings for being able to retire and spend time with her husband. Ms. Ridings final day with the Town of Mineral Springs will be August 25, 2022. Ms. Ridings has been with the town for 11 years.

Ms. Brooks explained the town would need to hire a replacement and referred to her memo that noted in 2013, the town council gave her the authority to hire and fire the assistant. Ms. Brooks asked if that would still be what would be done.

Councilwomen Critz and Krafft confirmed “absolutely.”

Ms. Brooks explained she was working on a job description by upgrading it and stated hopefully down the road she would put in more jobs to help her. Ms. Brooks hoped to get somebody who could step in and be more of a permit technician and to help with code enforcement, after training takes place. Ms. Brooks explained her thoughts were to start advertising for the position next week, by posting on Facebook and the website; possibly the Enquirer-Journal. Hopefully, there will be some interest in the position and Ms. Brooks will be able to interview in the month of July and have somebody come onboard August 1st to allow time for training before Ms. Ridings walks out the door.

Councilwoman Krafft suggested a UNC graduate of the program of planning if Ms. Brooks was interested in somebody helping her with the zoning and implementation of those types of things.

Ms. Brooks explained she wanted to start this person with learning their job first and then maybe step into helping in those areas. In addition, the position is so few hours during the week, it is not like somebody could come in and make a living.

Mayor Becker noted it was truly a part-time position.

Councilwoman Coffey asked if she understood Ms. Brooks correctly in saying she would be working on a job description and once it was finalized, she would bring it to the council to see it and help with recommending someone for the position. First the council needs to understand what Ms. Brooks' needs were, which would not be clarified at this meeting.

Ms. Brooks responded yes, but if the council wanted to approve it [job description], it would back her up a little bit more. Ms. Brooks explained she did try to get the job description ready for this meeting. There are not a lot of things changing. Ms. Ridings' title was Deputy Town Clerk and Deputy Tax Collector, but the Tax Collector is out of the picture now. A lot of the duties are staying the same, but Ms. Brooks was getting more descriptive in what she was looking for. Ms. Brooks noted she did have a rough draft of the job description.

Councilman Muller asked if it had to be a Mineral Springs resident.

Ms. Brooks responded, “no”.

Councilwoman Coffey commented the council did not need the job description for Ms. Brooks to go ahead and start her search, because she already had the ability to hire and terminate.

Councilwoman Critz suggested that once Ms. Brooks finished the job description, she could send it to the council to get their unofficial feedback.

Attorney Griffin commented if the council gave Ms. Brooks the authority to develop the job description, it would be a council decision matter and the council had given Ms. Brooks the authority to hire someone, but the job description should be approved by the council.

Mayor Becker suggested the council could vote tonight giving Ms. Brooks the authority to approve the job description.

Councilwoman Coffey motioned to give Ms. Brooks the authority to create the job description of which she will be looking to replace Ms. Ridings and Councilwoman Cureton seconded. The motion passed unanimously. Ayes: Coffey, Countryman, Critz, Cureton, Krafft, and Muller. Nays: None.

7. Consideration of Taylor and Son Landscaping Contract for Town Hall – Action Item

Mayor Becker explained the renewal for the Taylor and Son Landscape Contract would be increasing to \$420 per month, which is up from \$365.

Councilwoman Critz motioned to approve a \$420 a month contract extension with Taylor and Son Landscaping and Councilman Countryman seconded.

Councilwoman Krafft noted that the contract said they will maintain the town hall, signs, and landscaping area and asked if that had been the case in the past.

Mayor Becker responded it had been and mentioned that was the sign at town hall, not the signs on Highway 75. Taylor and Son Landscaping took up the plants and the town is waiting for them to come up with new plantings, but that is in their job description.

Councilwoman Krafft asked if it was only for the signs at town hall.

Mayor Becker responded that the other signs were done by Ken Newell, which is a separate contract the town has had with him since those signs were put in back in the beginning. Mayor Becker noted he needed to talk to Mr. Newell because those signs need some pruning. That is not the Taylor and Son Landscaping contract.

Councilwoman Krafft explained her thought was those signs [on Highway 75] do need more attention and she thought that was something the town could put into the contract with Taylor and Son Landscaping.

Mayor Becker responded that was a different mission, but he would not mind having it all be in one if the town could get a good price. Mayor Becker stated he was going to talk to Mr. Newell, who is semi-retired, and his son is doing a lot of the leg work. If it is getting to be too much, Mr. Newell may want to give it up. Taylor and Son Landscaping may be willing, but Mayor Becker could not speak for them.

Councilman Countryman suggested the town could do that at a later point.

Mayor Becker commented the contract could be amended any time if Taylor and Son Landscaping wanted to take that on and if that worked for Mr. Newell.

Mayor Becker reminded the council there was a motion and second on the Taylor and Son contract for the town hall.

The motion by Councilwoman Critz to approve a \$420 a month contract extension with Taylor and Son Landscaping, which was seconded by Councilman Countryman passed unanimously. Ayes: Coffey, Countryman, Critz, Cureton, Krafft, and Muller. Nays: None.

8. Consideration of the 2021-2022 Nonprofit Contributions – Action Item

Mayor Becker explained the four nonprofits sent summaries and he had provided the council with a memo showing what the council had given in the past. Three of the nonprofits asked for a specific amount: Council on Aging asked for \$3,000 (council has given \$2,500 in the past); Red Cross asked for \$2,000 (\$1,500 was given in the past); Turning Point asked for \$2,000 (\$2,000 was given in the past); and Catawba Lands Conservancy just asked the town to renew their sponsorship. The council can fund the nonprofits however they would like up to the amount budgeted.

Councilwoman Critz suggested increasing Council on Aging by \$500, because the county is becoming more of a senior citizen county, as well as Mineral Springs becoming more of a senior citizen municipality.

Mayor Becker noted the town did have the funding available and would be staying in budget as the council has vowed to do ever since they changed the policy on how the nonprofits were funded.

Councilman Countryman motioned to approve the nonprofits as it was provided with the amended that the Council on Aging be increased to \$3,000.

Mayor Becker noted that would be a total of \$9,000 for all the agencies combined.

Councilwoman Critz seconded the aforementioned motion by Councilman Countryman. The motion passed unanimously. Ayes: Coffey, Countryman, Critz, Cureton, Krafft, and Muller. Nays: None.

9. Consideration of the 2022-2023 Budget – Action Item

Mayor Becker explained the town held the public hearing this evening and there were no comments from the public. The budget is the same one the council saw at the May meeting, which was basically the same expenditures they saw at the April meeting; it has been a static process on the budget. The ordinance number is O-2021-07 for \$369,305.00 if the council chooses to adopt it.

Councilwoman Coffey motioned to adopt the budget as presented on O-2021-07 and Councilman Countryman seconded. The motion passed unanimously. Ayes: Coffey, Countryman, Critz, Cureton, Krafft, and Muller. Nays: None.

Mayor Becker noted there was not a tax increase, it remains 2.1% per \$100.

The ordinance (O-2021-07) is as follows:

STATE OF NORTH CAROLINA
TOWN OF MINERAL SPRINGS

**AN ORDINANCE TO ESTABLISH A BUDGET
FOR FISCAL YEAR 2022-2023
O-2021-07**

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

Section 1. Appropriations. The following amounts are hereby approved in the General Fund for the operation of the Town government and its activities for the fiscal year beginning 7/1/2022 and ending 6/30/2023, in accordance with a Chart of Accounts to be established for the Town:

ADMINISTRATIVE & GENERAL GOVERNMENT: \$337,980.00	
Advertising	\$1,800.00

Attorney	\$9,600.00
Audit	\$4,730.00
Charities and Agencies	\$11,675.00
Community Projects	\$22,500.00
Contingency	\$3,000.00
Employee Overhead	\$37,400.00
Fire Protection	\$12,000.00
Intergovernmental	\$15,000.00
Office and Administrative	\$162,571.00
Planning and Zoning	\$47,304.00
Street Lighting	\$1,400.00
Tax Collection	\$1,800.00
Training	\$3,000.00
Travel	\$4,200.00

CAPITAL: **\$31,325.00**
 Capital outlay \$31,325.00

TOTAL APPROPRIATIONS: \$369,305.00

Section II. Estimated Revenues. It is estimated that the following revenues will be available in the General Fund for the fiscal year beginning 7/1/2022 and ending 6/30/2023:

Property taxes	\$80,905.00
Interest	\$600.00
Other income	\$600.00
Sales taxes	\$276,300.00
Vehicle taxes	\$7,400.00
Zoning fees	\$3,500.00

TOTAL ESTIMATED REVENUES: \$369,305.00

Section III. Property Tax Levy. A tax in the amount of \$0.021 per \$100.00 of assessed valuation is hereby levied on property within the Town of Mineral Springs which was listed for property taxes in Union County, North Carolina as of January 1, 2022.

ADOPTED this 9th day of June 2022. Witness my hand and official seal:

 Frederick Becker III, Mayor

Attest:

 Vicky A. Brooks, Clerk

10. Staff Updates

Ms. Brooks updated the council on the zoning violation on McNeely Road (the Donatos), which was turned over to Attorney Beaman, who was in the process of sending a [consensual] judgement so they could start making payments. Ms. Donato had stated they do not have anywhere to put the vehicles, but they were hidden by trees, they cannot put them in the back yard, the home is in foreclosure, and they are supposed to be moving (Ms. Brooks has heard that many times before). Ms. Brooks explained from what she had "gathered" (not confirming), the Donatos had a rent to own deal with the Johnsons and they were sending a payment to the Johnsons who were then not paying the mortgage company, so the home is truly in foreclosure.

Councilwoman Critz asked Attorney Griffin if, at this point, the bank owns the house.

Attorney Griffin responded there would be a public sale.

Councilwoman Critz asked if there was a way to collect the money at the time of that transaction.

Attorney Griffin suggested the town talk with their hired person.

Mayor Becker commented the town was letting Attorney Beaman take it one step at a time.

Ms. Brooks explained any further violations would be up to the town. The Donatos have 30 to 60 days to get out, but the question is "will they take all the stuff with them?", that is up in the air,

but whoever eventually ends up owning that property, the town would have to start the process again from square one if all the stuff remains.

11. Other Business

Mayor Becker asked the council if they were ready to go back to their normal seats or if they wanted to meet the way it is now.

Councilman Countryman responded it was fine like it was.

Councilwoman Cureton thanked everyone for their donations, which added up to \$1,050, which had already been turned in for the Parkwood football kids.

Mayor Becker noted that he and Councilwoman Cureton were proud to have attended the 61st Parkwood High School commencement exercises yesterday.

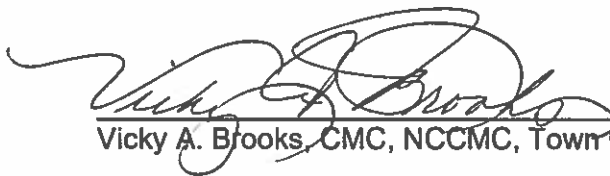
Councilwoman Cureton added that she had donated \$25 [each] to seven Parkwood kids that graduated.

12. Adjournment – Action Item

At 7:59 p.m. Councilwoman Coffey motioned to adjourn the meeting and Councilwoman Muller seconded. The motion passed unanimously. Ayes: Coffey, Countryman, Critz, Cureton, Krafft, and Muller. Nays: None.

The next regular meeting will be on Thursday, July 14, 2022 at 7:30 p.m. at the Mineral Springs Town Hall.

Respectfully submitted by:



Vicky A. Brooks, CMC, NCCMC, Town Clerk



Frederick Becker III, Mayor