

**Town of Mineral Springs
Mineral Springs Town Hall
3506 Potter Road S ~ Mineral Springs
Mineral Springs Town Council
Regular Meeting
October 13, 2022 ~ 7:30 P.M.
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 – Action Item**
 - A. Numbering amendment in the July 2022 Regular Meeting Minutes
 - B. Approval of the September 8, 2022 Regular Meeting Minutes
 - C. Acceptance of the August 2022 Union County Tax Report
 - D. Acceptance of the August 2022 Finance Report
- 4. Union County School Board Bond Package Presentation – Action Item**
Union County School Board Member Rev. Jimmy H. Bention Sr. and Mr. William Colon Moore, Assistant Superintendent for Administration and Operations will speak on the upcoming bond package.
- 5. Consideration of Financial and Internal Control Policy – Action Item**
The council will consider approving a Financial and Internal Control Policy.
- 6. Consideration of American Rescue Plan Act Policies – Action Item**
The council will consider approving five separate policies relating to the use of Federal Coronavirus State and Local Fiscal Recovery Fund Revenues under H.R. 1319, the American Rescue Plan Act of 2021 (ARP/CSLFRF) Revenues.
- 7. Consideration of Adopting O-2022-01 Amending O-2021-02 – Action Item**
The council will consider adopting an ordinance amending O-2021-02 to appropriate and spend (ARP/CSLFRF) Revenues.
- 8. Consideration of Adopting O-2022-02, O-2022-03, and O-2022-04 – Action Item**
The council will consider adopting ordinances O-2022-02 repealing O-2019-01 adopted March 12, 2020, and O-2022-03 and O-2022-04 declaring speeds concurring with NCDOT.
- 9. Proclamation for Domestic Violence Month – Action Item**
Mayor Becker will seek the council's approval to proclaim October 2022 as Domestic Violence Month.
- 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 Clerk / Zoning Administrator
Vicky Brooks
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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: October 4, 2022
Re: Agenda Item 3(A) – Consent Agenda

It has come to my attention the numbering sequence in the July 14, 2022 Regular Meeting Minutes were incorrect and I am requesting the council approve the correction of those minutes. Items shown as 9, 10, & 11 should be 6, 7, & 8.

9. Staff Updates

10. Other Business

11. Adjournment – Action Item

**Draft Minutes of the
Mineral Springs Town Council
Regular Meeting
September 8, 2022 – 7:30 p.m.**

The Town Council of the Town of Mineral Springs, North Carolina, met in 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, September 8, 2022.

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

Absent: Attorney Bobby Griffin and Councilman Jim Muller.

Staff Present: Town Clerk/Zoning Administrator Vicky Brooks, and Administrative Assistant/Deputy Town Clerk Maurice Norman.

Visitors: None.

1. Opening

With a quorum present at 7:31 p.m. on September 8, 2022, Mayor Becker called the Regular Town Council Meeting to order.

Councilwoman Critz delivered the invocation.

Pledge of Allegiance.

2. Public Comments

There were no public comments.

3. Consent Agenda – Action Item

Councilman Countryman motioned to approve the consent agenda containing the August 11, 2022 Regular Meeting Minutes, the July 2022 Union County Tax Report, and the July 2022 Finance Report and Councilwoman Coffey seconded. The motion passed unanimously. Ayes: Coffey, Countryman, Critz, Cureton, and Krafft. Nays: None.

4. 2022 Property Tax Order of Collection – Action Item

Mayor Becker explained the council just needed to vote to accept the settlement, which was in the agenda packet after the charge. The settlement was for the year 2021 and prior years. The settlement balances with Mayor Becker's records.

The tax charge is currently \$78,706.82, which is subject to adjustments as discoveries/abatements take place.

Councilwoman Coffey motioned to approve the settlement and tax charge to Union County and Councilwoman Cureton seconded. The motion passed unanimously. Ayes: Coffey, Countryman, Critz, Cureton, and Krafft. Nays: None.

5. Consideration of Authorizing an Agreement with a Social Media Records Retention Organization – Action Item

Town Clerk Vicky Brooks explained it was back in 2018 when the council looked at Social Media Records Retention with Archive Social. At that time, the town was not doing a whole lot with social media. With social media you really can't retain the records as the town is supposed to, because

things can be removed from Facebook if somebody who made a comment wanted to remove their comment, they could, but then if someone asked the town for that comment, the town would not be able to provide it. With Archive Social, they have means to be able to capture everything that would go on the town Facebook page. If the town had an Instagram account, Archive Social would be able to capture everything on that as well. Ms. Brooks suggested the town either get with Archive Social or do away with any social accounts.

Mayor Becker commented Ms. Brooks is basically using the one social media account for meeting announcements.

Ms. Brooks concurred it was used for notifications of public hearings, upcoming meetings, festival information announcements, and it was used for the outdoor movie.

Councilwoman Critz asked if Ms. Brooks was saying the retention was for not only what she puts on there, but for the remarks that people make.

Ms. Brooks responded, yes, Archive Social would retain any remarks that people make. Currently, if somebody makes a comment or asks a question, Ms. Brooks will ask them to email her, so that she can secure the conversation she has with them.

Mayor Becker commented that was what Ms. Brooks was doing now, because there is such low volume, that is practical.

Councilwoman Critz mentioned she did not and probably never would have a Facebook page, but the majority of Americans are heading in that direction, and she thought when it came to towns and businesses, it was almost essential at this point. Councilwoman Critz asked Ms. Brooks if she was anticipating that Mr. Norman would bring more to the table for the town, and that there would be more need for this retention, and if she was recommending a certain level of the three offered.

Ms. Brooks explained when she had her conference with Archive Social, he recommended that the town do the economy level, which was \$299 per month. That is for 12 social accounts, which means it could be used for Facebook, Instagram, Twitter, or whatever else there was out there.

Mayor Becker commented that he was surprised, because he endorses the idea of getting more formally setup for this as Ms. Brooks is presenting. When Mayor Becker would meet with some of the county parks and rec people, or even talking to the county people, Seth, who was here to set the outdoor movie up, they have thousands of followers on Union County Parks and Rec social media accounts. They have built a huge social media following, so they can get a lot of information out very quickly, then people will share it. The town has been slow to pick that up, the small towns with populations like ours are doing it, Marvin and Wesley Chapel are doing it. It seems like it is not a bad idea. Funding wise, Mayor Becker stated this would come under the community budget line item in the ordinance and there is \$4,000 appropriated and Mr. Cook is not interested in pursuing that this year. There is more money in the community budget to cover it for the first year and the council can decide if that is what they want to continue doing.

Councilwoman Critz asked if the town could not have the contract with Mr. Cook this year, because the town is not doing a festival and if the town gets back into a festival situation it can be started back up again.

Mayor Becker responded that was his belief. Mr. Cook has not been here to ask, because he is not doing the show this year. The item was put in the budget as special events, but it was pending anything Mr. Cook had to say. The town also has other things, various park and greenway maintenance line items that are never exhausted completely, so if Archive Social ends up being \$3,000 for this fiscal year, the money is in the budget under community outreach.

Ms. Brooks mentioned there were 692 followers on the town Facebook page.

Councilman Countryman asked from a clarification standpoint, because we have a Facebook page, the town has a choice of either doing this mandatorily or getting rid of Facebook.

Ms. Brooks responded it was not mandatory.

Councilman Countryman commented it was from a government agency standpoint and records retention standpoint (required by Statute) to retain the records. At this point, the town has no capability to do that, even though the town has a Facebook account. It really is mandatory to get Archive Social or get rid of Facebook.

Ms. Brooks commented it would be best for the town. Ms. Brooks referred to an article in the agenda packet about the Town of Duck where someone asked them for records with a key word and within minutes, because the clerk had Archive Social, she was able to pull up everything on their Facebook page. Ms. Brooks noted that no one had asked for anything from the town, but it would be a great peace of mind to know it would be that easy to obtain the records that were being asked for.

Councilwoman Krafft asked if the town went with the economy and Ms. Brooks decided as the town got more active, if the town got more active, that the town could upgrade at any point. Is it a month-to-month or yearly.

Ms. Brooks was sure that account could be upgraded, and the Archive Social representative stated he would pro-rate the fee, so it would be yearly.

Councilwoman Critz stated she did not see the town shooting past this part.

Mayor Becker mentioned a town could have more than one account, like Union County has the county Facebook page, a Parks and Rec Facebook page, Health Department Facebook page, etc. Mineral Springs probably will not have more than one, but there might be multiple platforms. There could be a Twitter account or Instagram account.

Councilwoman Critz suggested a class for the council to show them how it works.

Ms. Brooks suggested the town research other towns' policies about social media and perhaps adopt one for Mineral Springs. What is it that the town should be doing on our Facebook page? Should we use it to promote town businesses?

Councilwoman Coffey motioned to authorize Vicky to make an agreement for the economy level of the Archive Social Agency, so that we are covered just in case any requests come up, so that we would be able to deliver, and Councilman Countryman seconded the motion. The motion passed unanimously. Ayes: Coffey, Countryman, Critz, Cureton, and Krafft. Nays: None.

6. Consideration of Approving the October 2021 General Records Schedule for Local Government Agencies – Action Item

Ms. Brooks noted this was the document where Councilwoman Coffey found a couple errors that will need to be addressed. Ms. Brooks explained this was one of Maurice's first tasks to look through the 2019 Retention and Disposition Schedule and compare it to the 2021 one and he produced this wonderful document noting each and every change between the two documents.

Councilwoman Coffey referred to topic number 1.03, in the last line it should be "of" instead of "o".

Ms. Brooks pointed out topic number 1.63, it should be "has" instead of "ahs".

Ms. Brooks mentioned there was another Records Retention book that she will be presenting to the council in the next few months.

Councilwoman Critz motioned to approve the October 2021 Records Schedule with the edited changes and Councilwoman Cureton seconded the motion. The motion passed unanimously. Ayes: Coffey, Countryman, Critz, Cureton, and Krafft. Nays: None.

7. Proclamation for Constitution Week – Action Item

Mayor Becker explained the town did this annually. The Daughters of the American Revolution is very diligent about reminding the local governments to observe this event of the signing of the Constitution, which is the governing document. The Oath of Office refers to the Constitution specifically. Mayor Becker noted Constitution Week was September 17th through September 23rd, 2022.

Councilwoman Critz motioned to adopt the proclamation of Constitution Week and Councilwoman Krafft seconded the motion. The motion passed unanimously. Ayes: Coffey, Countryman, Critz, Cureton, and Krafft. Nays: None.

The proclamation is as follows:

**Town of Mineral Springs
Proclamation**

**Constitution Week
September 17th – 23rd, 2022**

Whereas, the Constitution of the United States of America, the guardian of our liberties, embodies the principles of limited government in a Republic dedicated to rule by law; and

Whereas, September 17, 2022, marks the two hundred thirty-fifth anniversary of the framing of the Constitution of the United States of America by the Constitutional Convention; and

Whereas, it is fitting and proper to accord official recognition to this magnificent document and its memorable anniversary, and to the patriotic celebrations which will commemorate it; and

Whereas, Public Law 915 guarantees the issuing of a proclamation each year by the President of the United States of America designating September 17 through 23 as Constitution Week,

Now, Therefore, I, Frederick Becker, III, by virtue of the authority vested in me as Mayor of the Town of Mineral Springs in the State of North Carolina do hereby proclaim the week of September 17 through 23, 2022 as

~ Constitution Week ~

and ask our citizens to reaffirm the ideals the Framers of the Constitution had in 1787 by vigilantly protecting the freedoms guaranteed to us through this guardian of our liberties.

In Witness Of, I have hereunto set my hand and caused the Seal of the Town of Mineral Springs to be affixed this 8th day of September in the year of our Lord two thousand twenty-two.

Frederick Becker III, Mayor
Town of Mineral Springs

ATTEST:

Vicky A Brooks, CMC, NCCMC

8. Staff Updates

Mayor Becker mentioned the flags on the front yard, the town is moving toward the changeover from propane heat to the City of Monroe natural gas. It has been a long process, there have been many false starts on it in past years and we would get to fall, and Mayor Becker had not gotten it done yet, because there is so much involved in it including locating the existing septic, water, phone, and electric lines, so they can run the gas line in without tearing things up. The town is at the point of waiting on Monroe to come in and bore under the road, connect, and get the meter location established. Then Belk & Gay, the HVAC contractor, will change the gas line, get a pressure test by the county, and hopefully change over before it gets too cold.

Councilwoman Critz asked if that would include the removal of the propane tank.

Mayor Becker responded yes; he would get Amerigas to take it away. There has been good reason to want to change it. The cost is much lower to go to natural gas; 50% or less. The reliability of Amerigas is huge, in the past five years we have not gone through a winter where there wasn't at least one empty tank. Mayor Becker thought it was three times last year and the town is on automatic delivery. Staff would come in and the place would be reeking of gas, and it was freezing cold, and the office would have to be closed for the day.

Mayor Becker explained he just got something from the North Carolina demographer saying the state estimate for the July 1, 2020 census, the North Carolina certified figure that is being used, is up to 3,175, which reflects the April 2020 figure by the US Census of 3,159.

9. Other Business

There was no other business.

10. Adjournment – Action Item

At 7:57 p.m. Councilwoman Coffey motioned to adjourn the meeting and Councilwoman Cureton seconded. The motion passed unanimously. Ayes: Coffey, Countryman, Critz, Cureton, and Krafft. Nays: None.

The next regular meeting will be on Thursday, October 13, 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

To: Town of Mineral Springs
Rick Becker

From: Vann Harrell 
Tax Administrator

Date: September 13, 2022

Re: Departmental Monthly Report

The Tax Collector's monthly/year to date collections report for the month ending August 31, 2022 is attached for your information and review.

Should you desire additional information, I will provide that at your request.

Attachment

VH/JM

AUGUST 2022
TOWN OF MINERAL SPRINGS
PERCENTAGE REPORT

| AUGUST 31, 2022 REGULAR TAX | 2022 | 2021 | 2020 | 2019 | 2018 | 2017 |
|------------------------------------|------------------|------------------|------------------|------------------|------------------|------------------|
| BEGINNING CHARGE | 78,861.93 | 80,027.69 | 69,694.82 | 67,992.78 | 67,409.94 | 65,441.40 |
| TAX CHARGE | | | | | | |
| PUBLIC UTILITIES CHARGES | | | | | | |
| DISCOVERIES | | | | | | |
| NON-DISCOVERIES | 145.43 | | | | | |
| RELEASES | (1.00) | | | | | |
| TOTAL CHARGE | 79,006.36 | 80,027.69 | 69,694.82 | 67,992.78 | 67,409.94 | 65,441.40 |
| BEGINNING COLLECTIONS | 57.10 | 79,837.58 | 69,553.75 | 67,856.76 | 67,347.43 | 65,375.36 |
| COLLECTIONS - TAX | 3,787.77 | 3.80 | 3.23 | 3.45 | | |
| COLLECTIONS - INTEREST | | 0.27 | 0.54 | 0.87 | | |
| TOTAL COLLECTIONS | 3,844.87 | 79,841.38 | 69,556.98 | 67,860.21 | 67,347.43 | 65,375.36 |
| BALANCE OUTSTANDING | 75,161.49 | 186.31 | 137.84 | 132.57 | 62.51 | 66.04 |
| PERCENTAGE OF REGULAR | 4.87% | 99.77% | 99.80% | 99.81% | 99.91% | 99.90% |
| COLLECTION FEE 1.25 % | 47.35 | 0.05 | 0.05 | 0.05 | - | - |

AUGUST 2022
TOWN OF MINERAL SPRINGS
PERCENTAGE REPORT

| 2016 | 2015 | 2014 | 2013 |
|------------------|------------------|------------------|------------------|
| 61,553.74 | 62,157.91 | 64,338.55 | 64,894.00 |
| | | | |
| | | | |
| | | | |
| 61,553.74 | 62,157.91 | 64,338.55 | 64,894.00 |
| 61,487.70 | 62,135.35 | 64,313.12 | 64,873.47 |
| | | | |
| 61,487.70 | 62,135.35 | 64,313.12 | 64,873.47 |
| 66.04 | 22.56 | 25.43 | 20.53 |
| | | | |
| 99.89% | 99.96% | 99.96% | 99.97% |
| | | | |
| - | - | - | - |

Town of Mineral Springs

FINANCE REPORT

August 2022

Prepared for:

The Mineral Springs Town Council

By:

Frederick Becker III
Finance Officer

October 13, 2022

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Cash Flow Report FY2022 YTD

7/1/2022 through 8/31/2022

9/19/2022

Page 1

| Category | 7/1/2022- 8/31/2022 |
|----------------------------|------------------------|
| INCOME | |
| Interest Income | 309.05 |
| Other Inc | |
| NC Grant | 135,309.37 |
| Zoning | 885.00 |
| TOTAL Other Inc | 136,194.37 |
| Prop Tax 2022 | |
| Receipts 2022 | |
| Tax | 54.73 |
| TOTAL Receipts 2022 | 54.73 |
| TOTAL Prop Tax 2022 | 54.73 |
| Prop Tax Prior Years | |
| Prop Tax 2020 | |
| Receipts | |
| Int | 0.15 |
| Tax | 0.79 |
| TOTAL Receipts | 0.94 |
| TOTAL Prop Tax 2020 | 0.94 |
| Prop Tax 2021 | |
| Receipts 2021 | |
| Int | 0.46 |
| Tax | 10.08 |
| TOTAL Receipts 2021 | 10.54 |
| TOTAL Prop Tax 2021 | 10.54 |
| TOTAL Prop Tax Prior Years | 11.48 |
| Veh Tax | |
| Int 2022 | 7.50 |
| Tax 2020 | -15.73 |
| Tax 2022 | 721.64 |
| TOTAL Veh Tax | 713.41 |
| TOTAL INCOME | 137,283.04 |
| EXPENSES | |
| Attorney | 600.00 |
| Capital Outlay | |
| Furniture | 1,351.90 |
| TOTAL Capital Outlay | 1,351.90 |
| Community | |
| Greenway | 600.00 |
| Parks & Rec | |
| Park | 1,651.19 |
| TOTAL Parks & Rec | 1,651.19 |
| Special Events | |
| Misc | 100.00 |
| TOTAL Special Events | 100.00 |
| TOTAL Community | 2,351.19 |
| Emp | |
| Benefits | |
| Dental | 228.00 |
| Life | 182.40 |

Cash Flow Report FY2022 YTD

7/1/2022 through 8/31/2022

9/19/2022

Page 2

| Category | 7/1/2022- 8/31/2022 |
|-----------------------------|------------------------|
| NCLGERS | 3,188.30 |
| Vision | 42.00 |
| TOTAL Benefits | 3,640.70 |
| Bond | 550.00 |
| FICA | |
| Med | 350.71 |
| Soc Sec | 1,499.62 |
| TOTAL FICA | 1,850.33 |
| Payroll | 345.26 |
| Work Comp | 2,026.78 |
| TOTAL Emp | 8,413.07 |
| Office | |
| Bank | 0.00 |
| Clerk | 6,806.00 |
| Council | 2,400.00 |
| Deputy Clerk | 2,948.00 |
| Dues | 4,681.00 |
| Equip | 131.03 |
| Finance Officer | 6,288.00 |
| Ins | 4,212.96 |
| Maint | |
| Materials | 107.77 |
| Service | 3,874.88 |
| TOTAL Maint | 3,982.65 |
| Mayor | 1,000.00 |
| Misc | 144.11 |
| Records | 5,402.44 |
| Supplies | 406.49 |
| Tel | 3,080.57 |
| Util | 529.85 |
| TOTAL Office | 42,013.10 |
| Planning | |
| Administration | |
| Contract | 1,445.58 |
| Salaries | 5,884.00 |
| TOTAL Administration | 7,329.58 |
| Misc | 427.00 |
| TOTAL Planning | 7,756.58 |
| Street Lighting | 102.90 |
| Tax Coll | |
| Contract | 23.41 |
| TOTAL Tax Coll | 23.41 |
| Training | |
| Staff | 225.00 |
| TOTAL Training | 225.00 |
| Travel | 1,327.87 |
| TOTAL EXPENSES | 64,165.02 |
| TRANSFERS | |
| TO SLFRF Revenues | -135,309.37 |
| TOTAL TRANSFERS | -135,309.37 |

Account Balances History Report - As of 8/31/2022

(Includes unrealized gains)

9/19/2022

Page 1

| Account | 6/29/2022 Balance | 6/30/2022 Balance | 7/31/2022 Balance | 8/31/2022 Balance |
|-------------------------------------|----------------------|----------------------|----------------------|----------------------|
| ASSETS | | | | |
| Cash and Bank Accounts | | | | |
| Check Min Spgs | 118,815.17 | 118,296.91 | 79,927.33 | 60,879.93 |
| MM Sav ParkSterling | 941,271.29 | 941,309.97 | 941,347.36 | 941,475.02 |
| NCCMT_Cash | 2,359.74 | 2,361.64 | 2,364.68 | 2,368.97 |
| SLFRF Revenues | 135,309.38 | 135,337.74 | 135,396.88 | 270,783.78 |
| SLFRF Fund | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL Cash and Bank Accounts | 1,197,755.58 | 1,197,306.26 | 1,159,036.25 | 1,275,507.70 |
| Other Assets | | | | |
| State Revenues Receivable | 0.00 | 64,074.77 | 60,166.29 | 56,193.28 |
| TOTAL Other Assets | 0.00 | 64,074.77 | 60,166.29 | 56,193.28 |
| TOTAL ASSETS | 1,197,755.58 | 1,261,381.03 | 1,219,202.54 | 1,331,700.98 |
| LIABILITIES | | | | |
| Other Liabilities | | | | |
| Accounts Payable | 692.76 | 11,276.25 | 9,178.72 | 8,478.18 |
| Restricted Fund Balance | 135,309.38 | 135,309.38 | 135,309.38 | 270,618.75 |
| TOTAL Other Liabilities | 136,002.14 | 146,585.63 | 144,488.10 | 279,096.93 |
| TOTAL LIABILITIES | 136,002.14 | 146,585.63 | 144,488.10 | 279,096.93 |
| OVERALL TOTAL | 1,061,753.44 | 1,114,795.40 | 1,074,714.44 | 1,052,604.05 |

Mineral Springs Budget Comparison 2022-23

| TOWN OF MINERAL SPRINGS | | | | | | | | | | |
|---------------------------|----------------------|----------------------|---------------------|--------------|---------------------|---------------------|-------------|-------------|-------------|-------------|
| BUDGET COMPARISON 2022-23 | | | | | | | | | | |
| Appropriation dept | Budget | Unspent | Spent YTD | % of Budget | July | August | September | October | November | |
| Advertising | \$ 1,800.00 | \$ 1,800.00 | \$ - | 0.0% | \$ - | | | | | |
| Attorney | \$ 9,600.00 | \$ 9,000.00 | \$ 600.00 | 6.3% | \$ 300.00 | \$ 300.00 | | | | |
| Audit | \$ 4,730.00 | \$ 4,730.00 | \$ - | 0.0% | \$ - | | | | | |
| Charities & Agencies | \$ 11,675.00 | \$ 11,675.00 | \$ - | 0.0% | \$ - | | | | | |
| Community Projects | \$ 22,500.00 | \$ 20,148.81 | \$ 2,351.19 | 10.4% | \$ 878.54 | \$ 1,472.65 | | | | |
| Contingency | \$ 3,000.00 | \$ 3,000.00 | \$ - | 0.0% | \$ - | | | | | |
| Employee Overhead | \$ 37,400.00 | \$ 28,986.93 | \$ 8,413.07 | 22.5% | \$ 5,525.60 | \$ 2,887.47 | | | | |
| Elections | \$ - | \$ - | \$ - | 0.0% | \$ - | | | | | |
| Fire Protection | \$ 12,000.00 | \$ 12,000.00 | \$ - | 0.0% | \$ - | | | | | |
| Intergovernmental | \$ 15,000.00 | \$ 15,000.00 | \$ - | 0.0% | \$ - | | | | | |
| Office & Administrative | \$ 162,571.00 | \$ 120,557.90 | \$ 42,013.10 | 25.8% | \$ 27,409.91 | \$ 14,603.19 | | | | |
| Planning & Zoning | \$ 47,304.00 | \$ 39,547.42 | \$ 7,756.58 | 16.4% | \$ 4,814.58 | \$ 2,942.00 | | | | |
| Street Lighting | \$ 1,400.00 | \$ 1,297.10 | \$ 102.90 | 7.4% | \$ - | \$ 102.90 | | | | |
| Tax Collection | \$ 1,800.00 | \$ 1,776.59 | \$ 23.41 | 1.3% | \$ - | \$ 23.41 | | | | |
| Training | \$ 3,000.00 | \$ 2,775.00 | \$ 225.00 | 7.5% | \$ 225.00 | \$ - | | | | |
| Travel | \$ 4,200.00 | \$ 2,872.13 | \$ 1,327.87 | 31.6% | \$ - | \$ 1,327.87 | | | | |
| Capital Outlay | \$ 31,325.00 | \$ 29,973.10 | \$ 1,351.90 | 4.3% | \$ 1,351.90 | \$ - | | | | |
| Totals | \$ 369,305.00 | \$ 305,139.98 | \$ 64,165.02 | 17.4% | \$ 40,505.53 | \$ 23,659.49 | \$ - | \$ - | \$ - | \$ - |
| Off Budget: | | | | | | | | | | |
| Tax Refunds | | | | | | | | | | |
| Interfund Transfers | | | | | | | | | | |
| Total Off Budget: | | | \$ - | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |

Mineral Springs Monthly Revenue Summary 2022-23

| TOWN OF MINERAL SPRINGS | | | | | | | | | | | |
|-------------------------|----------------------|----------------------|----------------------|--------------|------------------|----------------------|-------------|-----------------|-------------|-------------|-------------|
| REVENUE SUMMARY 2022-23 | | | | | | | | | | | |
| Source | Budget | Receivable | Rec'd YTD | % of Budget | July | August | September | October | November | | |
| Property Tax - prior | \$ 600.00 | \$ 588.52 | \$ 11.48 | 1.9% | \$ - | \$ 11.48 | | | | | |
| Property Tax - 2022 | \$ 80,305.00 | \$ 80,250.27 | \$ 54.73 | 0.1% | \$ - | \$ 54.73 | | | | | |
| Interest | \$ 600.00 | \$ 290.95 | \$ 309.05 | 51.5% | \$ 99.57 | \$ 209.48 | | | | | |
| Sales Tax - Electric | \$ 208,000.00 | \$ 208,000.00 | \$ - | 0.0% | \$ - | \$ - | | | | | |
| Sales Tax - Sales & Use | \$ 33,000.00 | \$ 33,000.00 | \$ - | 0.0% | \$ - | \$ - | | | | | |
| Sales Tax - Other Util. | \$ 22,300.00 | \$ 22,300.00 | \$ - | 0.0% | \$ - | \$ - | | | | | |
| Sales Tax - Alc. Bev. | \$ 13,000.00 | \$ 13,000.00 | \$ - | 0.0% | \$ - | \$ - | | | | | |
| Vehicle Taxes | \$ 7,400.00 | \$ 6,686.59 | \$ 713.41 | 9.6% | \$ - | \$ 713.41 | | | | | |
| Zoning Fees | \$ 3,500.00 | \$ 2,615.00 | \$ 885.00 | 25.3% | \$ 325.00 | \$ 560.00 | | | | | |
| Other | \$ 600.00 | \$ 600.00 | \$ - | 0.0% | \$ - | \$ - | | | | | |
| Totals | \$ 369,305.00 | \$ 367,331.33 | \$ 1,973.67 | 0.5% | \$ 424.57 | \$ 1,549.10 | \$ - | \$ - | \$ - | \$ - | \$ - |
| SLFRF | | | \$ 135,309.37 | | | \$ 135,309.37 | | | | | |
| GRAND TOTAL | | | \$ 137,283.04 | | \$ 424.57 | \$ 136,858.47 | \$ - | \$ - | \$ - | \$ - | \$ - |
| | December | January | February | March | April | May | June | June a/r | | | |
| Property Tax - prior | | | | | | | | | | | |
| Property Tax - 2022 | | | | | | | | | | | |
| Interest | | | | | | | | | | | |
| Sales Tax - Electric | | | | | | | | | | | |
| Sales Tax - Sales & Use | | | | | | | | | | | |
| Sales Tax - Other Util. | | | | | | | | | | | |
| Sales Tax - Alc. Bev. | | | | | | | | | | | |
| Vehicle Taxes | | | | | | | | | | | |
| Zoning Fees | | | | | | | | | | | |
| Other | | | | | | | | | | | |
| Totals | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| SLFRF | | | | | | | | | | | |
| GRAND TOTAL | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |

August 2022 Cash Flow Report: all transactions - Aug 2022

8/1/2022 through 8/31/2022

9/19/2022

Page 1

| Category | 8/1/2022- 8/31/2022 |
|----------------------------|------------------------|
| INCOME | |
| Interest Income | 209.48 |
| Other Inc | |
| NC Grant | 135,309.37 |
| Zoning | 560.00 |
| TOTAL Other Inc | 135,869.37 |
| Prop Tax 2022 | |
| Receipts 2022 | |
| Tax | 54.73 |
| TOTAL Receipts 2022 | 54.73 |
| TOTAL Prop Tax 2022 | 54.73 |
| Prop Tax Prior Years | |
| Prop Tax 2020 | |
| Receipts | |
| Int | 0.15 |
| Tax | 0.79 |
| TOTAL Receipts | 0.94 |
| TOTAL Prop Tax 2020 | 0.94 |
| Prop Tax 2021 | |
| Receipts 2021 | |
| Int | 0.46 |
| Tax | 10.08 |
| TOTAL Receipts 2021 | 10.54 |
| TOTAL Prop Tax 2021 | 10.54 |
| TOTAL Prop Tax Prior Years | 11.48 |
| Veh Tax | |
| Int 2022 | 7.50 |
| Tax 2020 | -15.73 |
| Tax 2022 | 721.64 |
| TOTAL Veh Tax | 713.41 |
| TOTAL INCOME | 136,858.47 |
| EXPENSES | |
| Attorney | 300.00 |
| Community | |
| Parks & Rec | |
| Park | 1,372.65 |
| TOTAL Parks & Rec | 1,372.65 |
| Special Events | |
| Misc | 100.00 |
| TOTAL Special Events | 100.00 |
| TOTAL Community | 1,472.65 |
| Emp | |
| Benefits | |
| Dental | 76.00 |
| Life | 63.36 |
| NCLGERS | 1,594.15 |
| Vision | 14.00 |
| TOTAL Benefits | 1,747.51 |
| FICA | |

August 2022 Cash Flow Report: all transactions - Aug 2022

8/1/2022 through 8/31/2022

9/19/2022

Page 2

| Category | 8/1/2022- 8/31/2022 |
|--------------------------------|------------------------|
| Med | 184.40 |
| Soc Sec | 788.48 |
| TOTAL FICA | 972.88 |
| Payroll | 167.08 |
| TOTAL Emp | 2,887.47 |
| Office | |
| Clerk | 3,403.00 |
| Council | 1,200.00 |
| Deputy Clerk | 2,097.75 |
| Dues | 80.00 |
| Equip | 46.96 |
| Finance Officer | 3,144.00 |
| Maint | |
| Materials | 94.98 |
| Service | 2,732.93 |
| TOTAL Maint | 2,827.91 |
| Mayor | 500.00 |
| Misc | 144.11 |
| Supplies | 256.24 |
| Tel | 373.37 |
| Util | 529.85 |
| TOTAL Office | 14,603.19 |
| Planning | |
| Administration | |
| Salaries | 2,942.00 |
| TOTAL Administration | 2,942.00 |
| TOTAL Planning | 2,942.00 |
| Street Lighting | 102.90 |
| Tax Coll | |
| Contract | 23.41 |
| TOTAL Tax Coll | 23.41 |
| Travel | 1,327.87 |
| TOTAL EXPENSES | 23,659.49 |
| TRANSFERS | |
| FROM Check Min Spgs | 136,009.91 |
| FROM State Revenues Receivable | 3,973.01 |
| TO Check Min Spgs | -3,973.01 |
| TO SLFRF Revenues | -135,309.37 |
| TO Accounts Payable | -700.54 |
| TOTAL TRANSFERS | 0.00 |
| OVERALL TOTAL | 113,198.98 |

Accounts Payable Activity July-August 2022

6/30/2022 through 8/31/2022

9/19/2022

Page 1

| Date | Description | Memo | Category | Clr Amount |
|------------------------------|---------------------------------|--|---------------------|-------------------|
| BALANCE 6/29/2022 | | | | -692.76 |
| 6/30/2022 | Union County {NCVTS} | 5/22 NCVTS Commission (FY2021) | Tax Coll:Contract | -24.06 |
| 6/30/2022 | Union County | 6/22 Regular Taxes Commission (FY2021) | Tax Coll:Contract | -1.59 |
| 6/30/2022 | Taylor & Sons Mowing & La... | I/N 0030A Fire Ant Treatment (FY2021) | Office:Maint:Ser... | -792.00 |
| 6/30/2022 | The Enquirer-Journal | 30065439 Budget Hearing Ad (FY2021) | Ads | -39.80 |
| 6/30/2022 | Union County Water {Office} | A/N 84361*00 (FY2021) | Office:Util | -37.72 |
| 6/30/2022 | Union County Water {Park} | A/N 91052*00 (FY2021) | Community:Park... | -15.57 |
| 6/30/2022 | Xerox Corporation | I/N 016528119 (FY2021) | Office:Supplies | -128.39 |
| 6/30/2022 | Perry, Bundy, Plyler & Long ... | Legal - Donato violation (FY2021) | Attorney | -772.50 |
| 6/30/2022 | Xerox Corporation | Altalink C8145 (FY2021) | Capital Outlay:E... | -7,785.42 |
| 6/30/2022 | Ken Newell | Welcome Signs 4/22 - 6/22 (FY2021) | Community:Maint | -675.00 |
| 6/30/2022 | Union County | 6/22 NCVTS Commission (FY2021) | Tax Coll:Contract | -25.54 |
| 6/30/2022 | Duke Power{Office} | 9100 3284 4818 (FY2021) | Office:Util | -259.29 |
| 6/30/2022 | Duke Power | 9100 3284 5041 (Old School) (FY2021) | Office:Util | -26.61 |
| 7/1/2022 | Union County {NCVTS} | 5/22 NCVTS Commission (FY2021) | [Check Min Spgs] | 24.06 |
| 7/11/2022 | Taylor & Sons Mowing & La... | I/N 0030A Fire Ant Treatment (FY2021) | [Check Min Spgs] | 792.00 |
| 7/11/2022 | The Enquirer-Journal | 30065439 Budget Hearing Ad (FY2021) | [Check Min Spgs] | 39.80 |
| 7/11/2022 | Union County Water {Office} | A/N 84361*00 (FY2021) | [Check Min Spgs] | 37.72 |
| 7/11/2022 | Union County Water {Park} | A/N 91052*00 (FY2021) | [Check Min Spgs] | 15.57 |
| 7/11/2022 | Union County | 6/22 Regular Taxes Commission (FY2021) | [Check Min Spgs] | 1.59 |
| 7/14/2022 | Xerox Corporation | I/N 016528119 (FY2021) | [Check Min Spgs] | 128.39 |
| 7/14/2022 | Perry, Bundy, Plyler & Long ... | Legal - Donato violation (FY2021) | [Check Min Spgs] | 772.50 |
| 7/25/2022 | Duke Power | 9100 3284 5041 (Old School) (FY2021) | [Check Min Spgs] | 26.61 |
| 7/25/2022 | Duke Power{Office} | 9100 3284 4818 (FY2021) | [Check Min Spgs] | 259.29 |
| 8/1/2022 | Union County | 6/22 NCVTS Commission (FY2021) | [Check Min Spgs] | 25.54 |
| 8/2/2022 | Ken Newell | Welcome Signs 4/22 - 6/22 (FY2021) | [Check Min Spgs] | 675.00 |
| 6/30/2022 - 8/31/2022 | | | | -7,785.42 |
| BALANCE 8/31/2022 | | | | -8,478.18 |
| TOTAL INFLOWS | | | | 2,798.07 |
| TOTAL OUTFLOWS | | | | -10,583.49 |
| NET TOTAL | | | | -7,785.42 |

Accounts Rcvble Activity July-August 2022

6/30/2022 through 8/31/2022

9/19/2022

Page 1

| Date | Description | Memo | Category | Amount |
|------------------------------|----------------------|--|--------------------------------------|------------------|
| 6/30/2022 | Union County {NC... | 5/22 (FY2021) | Veh Tax:Tax 2021 | 685.63 |
| | | 5/22 (FY2021) | Veh Tax:Int 2021 | 5.00 |
| | | 5/22 Refunds (FY2021) | Veh Tax:Tax 2021 | 1.51 |
| 6/30/2022 | Union County | 6/2022 (FY2021) | Prop Tax 2022:Prepayments | 0.51 |
| | | 6/2022 (FY2021) | Prop Tax 2021:Receipts 2021:Tax | 98.48 |
| | | 6/2022 (FY2021) | Prop Tax 2021:Receipts 2021:Int | 5.54 |
| | | 6/2022 (FY2021) | Prop Tax Prior Years:Prop Tax 202... | 0.96 |
| | | 6/2022 (FY2021) | Prop Tax Prior Years:Prop Tax 202... | 0.14 |
| 6/30/2022 | NC Department of ... | Sales & Use Distribution 5/22 (FY20... | Sales Tax:Sales & Use Dist | 3,110.71 |
| 6/30/2022 | NC Department of ... | Sales & Use Distribution 6/22 ESTIM... | Sales Tax:Sales & Use Dist | 2,775.00 |
| 6/30/2022 | NC Department of ... | Electricity 6/22 ESTIMATED (FY2021) | Sales Tax:Electricity | 50,350.00 |
| 6/30/2022 | NC Department of ... | Cable TV 6/22 ESTIMATED (FY2021) | Sales Tax:Cable TV | 4,600.00 |
| 6/30/2022 | NC Department of ... | Telecommunications 6/22 ESTIMAT... | Sales Tax:telecommunications | 700.00 |
| 6/30/2022 | NC Department of ... | Nat. Gas Excise 6/22 ESTIMATED (... | Sales Tax:Natural Gas Excise | 1,300.00 |
| 6/30/2022 | Union County {NC... | 6/22 (FY2021) | Veh Tax:Tax 2021 | 737.31 |
| | | 6/22 (FY2021) | Veh Tax:Int 2021 | 6.47 |
| | | 6/22 Refunds (FY2021) | Veh Tax:Tax 2021 | 2.93 |
| 6/30/2022 | NC Department of ... | Sales & Use Distribution 6/22 CORR... | Sales Tax:Sales & Use Dist | 451.30 |
| 6/30/2022 | NC Department of ... | Electricity 6/22 CORRECTION (FY20... | Sales Tax:Electricity | 77.44 |
| 6/30/2022 | NC Department of ... | Cable TV 6/22 CORRECTION (FY20... | Sales Tax:Cable TV | 248.56 |
| 6/30/2022 | NC Department of ... | Telecommunications 6/22 CORREC... | Sales Tax:telecommunications | -68.20 |
| 6/30/2022 | NC Department of ... | Natural Gas Excise 6/22 CORRECTI... | Sales Tax:Natural Gas Excise | -1,014.52 |
| 7/1/2022 | Union County {NC... | 5/22 NCVTS (FY2021) | [Check Min Spgs] | -692.14 |
| 7/11/2022 | Union County | 06/22 Prop Tax (FY2021) | [Check Min Spgs] | -105.63 |
| 7/15/2022 | NC Department of ... | Sales & Use Distribution 5/22 (FY20... | [Check Min Spgs] | -3,110.71 |
| 8/1/2022 | Union County {NC... | 6/22 NCVTS (FY2021) | [Check Min Spgs] | -746.71 |
| 8/15/2022 | NC Department of ... | Sales & Use Distribution 6/22 (FY20... | [Check Min Spgs] | -3,226.30 |
| 6/30/2022 - 8/31/2022 | | | | 56,193.28 |
| TOTAL INFLOWS | | | | 65,157.49 |
| TOTAL OUTFLOWS | | | | -8,964.21 |
| NET TOTAL | | | | 56,193.28 |

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August 2022

Revenue Details

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NC Sales & Use Distribution

June 2022 Collections

Summary

| MUNICIPALITY | ARTICLE 39 | ARTICLE 40 | ARTICLE 42 | ARTICLE 43 | ARTICLE 44 | ART 44 *524 | ARTICLE 45 | ARTICLE 46 | CITY HH | TOTAL |
|------------------------|---------------------|---------------------|---------------------|------------|--------------|-------------------|------------|------------|---------------------|---------------------|
| UNION | 2,936,045.98 | 1,787,439.33 | 1,545,255.51 | - | 65.18 | 349,901.68 | - | - | (437,460.15) | 6,181,247.53 |
| FAIRVIEW | 1,596.81 | 972.12 | 840.41 | - | 0.03 | 190.30 | - | - | 958.37 | 4,558.04 |
| HEMRY BRIDGE | - | - | - | - | - | - | - | - | - | - |
| INDIAN TRAIL | 133,099.94 | 81,030.09 | 70,051.16 | - | 2.96 | 15,862.11 | - | - | 79,883.83 | 379,930.09 |
| LAKE PARK | 9,548.24 | 5,812.88 | 5,025.28 | - | 0.21 | 1,137.91 | - | - | 5,730.66 | 27,255.18 |
| MARSHVILLE | 15,330.03 | 9,332.79 | 8,068.27 | - | 0.34 | 1,826.95 | - | - | 9,200.78 | 43,759.16 |
| MARVIN | 12,133.11 | 7,386.53 | 6,385.72 | - | 0.27 | 1,445.96 | - | - | 7,282.05 | 34,633.64 |
| MINERAL SPRINGS | 1,130.26 | 688.09 | 594.86 | - | 0.03 | 134.70 | - | - | 678.36 | 3,226.30 |
| MINT HILL * | 53.51 | 32.58 | 28.16 | - | - | 6.38 | - | - | 32.11 | 152.74 |
| MONROE | 314,297.66 | 191,341.69 | 165,416.41 | - | 6.98 | 37,456.25 | - | - | 188,634.96 | 897,153.95 |
| STALLINGS * | 59,551.06 | 36,254.17 | 31,342.01 | - | 1.32 | 7,096.96 | - | - | 35,741.30 | 169,986.82 |
| UNIONVILLE | 2,155.34 | 1,312.15 | 1,134.37 | - | 0.05 | 256.86 | - | - | 1,293.59 | 6,152.36 |
| WAXHAW | 149,320.54 | 90,905.05 | 78,588.14 | - | 3.32 | 17,795.19 | - | - | 89,619.10 | 426,231.34 |
| WEDDINGTON * | 19,915.59 | 12,124.44 | 10,481.67 | - | 0.44 | 2,373.43 | - | - | 11,952.92 | 56,848.49 |
| WESLEY CHAPEL | 2,560.32 | 1,558.70 | 1,347.51 | - | 0.06 | 305.12 | - | - | 1,536.65 | 7,308.36 |
| WINGATE | 8,190.02 | 4,986.01 | 4,310.45 | - | 0.18 | 976.04 | - | - | 4,915.47 | 23,378.17 |
| TOTAL | 3,664,928.41 | 2,231,176.62 | 1,928,869.93 | - | 81.37 | 436,765.84 | - | - | - | 8,261,822.17 |

Accrued to FY2021-22

NCVT'S A/P Receipt Distribution
For the month Ending: June

NCVT15

| Jurisdiction | Entity | Vendor # | Inv # | Tax & Fee Amt | Int Only Amt | Cmn Cst | Pending Refunds | Net Amt | Status/Check# |
|--------------|--------------------------|----------|--------------|-----------------|--------------|----------------|-----------------|-----------------|---------------|
| 001 | Union County | 0 | | \$ 1,453,189.63 | \$ 11,803.61 | \$ (47,931.89) | (\$8,782.34) | \$ 1,408,279.01 | No Check |
| 003 | Voter Approved Debt Tax | 0 | | 306,463.06 | 2,444.25 | (10,106.56) | (\$1,837.28) | \$ 296,963.47 | No Check |
| 011 | Countywide Fire Tax | 0 | | 422.47 | 56.17 | (15.93) | (\$20.69) | \$ 442.02 | No Check |
| 012 | Countywide EMS Tax | 0 | | 584.68 | 79.44 | (21.96) | (\$27.86) | \$ 614.30 | No Check |
| 013 | Griffith Rd | 0 | | 440.23 | 3.53 | (13.21) | (\$6.19) | \$ 424.36 | No Check |
| 014 | Stack Rd | 0 | | 1,627.09 | 33.47 | (48.32) | (\$23.46) | \$ 1,588.78 | No Check |
| 015 | Springs Fire Tax | 0 | | 7,734.22 | 60.67 | (262.53) | (\$63.17) | \$ 7,469.19 | No Check |
| 016 | Fairview | 0 | | 3,406.56 | 37.41 | (114.74) | (\$64.53) | \$ 3,264.70 | No Check |
| 017 | New Salem | 0 | | 3,147.14 | 24.14 | (99.80) | (\$12.72) | \$ 3,058.76 | No Check |
| 018 | Beaver Lane | 0 | | 3,387.09 | 25.34 | (104.11) | \$24.48 | \$ 3,332.80 | No Check |
| 019 | Bakers | 0 | | 6,458.66 | 61.26 | (205.46) | \$3.47 | \$ 6,317.93 | No Check |
| 020 | Stallings Fire Tax | 0 | | 12,838.87 | 101.90 | (426.30) | \$1.14 | \$ 12,515.61 | No Check |
| 021 | Unionville | 0 | | 7,637.84 | 66.40 | (236.64) | \$78.05 | \$ 7,545.65 | No Check |
| 022 | Wingate | 0 | | 4,041.82 | 36.08 | (120.68) | \$43.62 | \$ 4,000.84 | No Check |
| 023 | Hemby Bridge Fire Tax | 0 | | 16,309.19 | 147.84 | (550.96) | (\$36.00) | \$ 15,870.07 | No Check |
| 024 | Allens Crossroads | 0 | | 840.61 | 8.90 | (24.53) | \$10.03 | \$ 835.01 | No Check |
| 025 | Jackson | 0 | | 1,138.46 | 7.12 | (37.22) | \$0.00 | \$ 1,108.36 | No Check |
| 026 | Wesley Chapel Fire Tax | 0 | | 19,452.76 | 166.63 | (675.81) | (\$98.87) | \$ 18,844.71 | No Check |
| 027 | Lanes Creek | 0 | | 1,135.75 | 14.01 | (32.75) | (\$10.03) | \$ 1,106.98 | No Check |
| 028 | Waxhaw Fire Tax | 0 | | 12,082.80 | 133.62 | (423.59) | (\$55.78) | \$ 11,737.05 | No Check |
| 029 | Sandy Ridge | 0 | | 1,452.45 | 7.57 | (41.70) | (\$22.78) | \$ 1,395.54 | No Check |
| 030 | Providence | 0 | | 121.59 | - | (4.59) | \$0.00 | \$ 117.00 | No Check |
| 101 | Village of Marvin | 1832 | VTFNAP2101-1 | 6,155.08 | 64.70 | (216.03) | (\$5.83) | \$ 5,995.92 | |
| 200 | City of Monroe | 103-7 | VTFNAP2101-1 | 236,576.28 | 1,556.40 | (6,878.40) | (\$7,011.62) | \$ 224,242.66 | |
| 222 | Monroe Downtown Service | 103-7 | VTFNAP2101-2 | 387.98 | 7.71 | (14.41) | - | \$ 381.28 | |
| 300 | Town of Wingate | 4064 | VTFNAP2101-1 | 10,096.08 | 61.12 | (285.06) | \$0.00 | \$ 9,872.14 | |
| 400 | Town of Marshville | 5861 | VTFNAP2101-1 | 11,305.59 | 65.71 | (320.75) | (\$159.10) | \$ 10,891.45 | |
| 500 | Town of Waxhaw | 8268 | VTFNAP2101-1 | 123,932.99 | 983.08 | (4,382.06) | (\$591.54) | \$ 119,942.47 | |
| 600 | Town of Indian Trail | 2924 | VTFNAP2101-1 | 92,837.57 | 823.23 | (3,064.91) | (\$257.92) | \$ 90,337.97 | |
| 700 | Town of Stallings | 4860-2 | VTFNAP2101-1 | 36,248.59 | 280.55 | (1,238.00) | \$88.19 | \$ 35,379.33 | |
| 800 | Town of Weddington | 7518 | VTFNAP2101-1 | 11,198.25 | 65.36 | (390.67) | (\$47.52) | \$ 10,825.42 | |
| 900 | Village of Lake Park | 1833 | VTFNAP2101-1 | 7,115.13 | 51.99 | (240.52) | \$0.00 | \$ 6,926.60 | |
| 930 | Town of Fairview | 19458 | VTFNAP2101-1 | 1,195.86 | 14.92 | (40.57) | (\$13.23) | \$ 1,156.98 | |
| 970 | Village of Wesley Chapel | 9262 | VTFNAP2101-1 | 1,584.81 | 13.30 | (54.49) | (16.86) | \$ 1,526.76 | |
| 980 | Town of Unionville | 11530 | VTFNAP2101-1 | 1,809.35 | 17.62 | (56.88) | \$18.64 | \$ 1,788.73 | |
| 990 | Town of Mineral Springs | 10870 | VTFNAP2101-1 | 737.31 | 6.47 | (25.54) | \$2.93 | \$ 721.17 | |
| 999 | Schools | 0 | | 12,244.21 | 1,648.40 | (460.72) | (\$590.40) | \$ 12,841.49 | No Check |
| Total | | | | \$ 2,417,336.05 | \$ 20,979.92 | \$ (79,168.29) | (\$19,485.17) | \$ 2,339,662.51 | |
| | | | | | | | | \$ 519,988.88 | AP Total |

| Invoice Date | Invoice Number | Description | Invoice Amount |
|--------------|----------------|------------------|----------------|
| 06/30/2022 | VTFNAP2206-1 | JUNE 2022 REFUND | \$721.17 |

| Vendor No. | Vendor Name | Check No. | Check Date | Check Amount |
|------------|-------------------------|-----------|------------|--------------|
| 10870 | TOWN OF MINERAL SPRINGS | 00076469 | 08/01/2022 | 721.17 |



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

Vendor Number Check Date Check Number
 10870 08/01/2022 00076469

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

\$721.17

Pay Seven Hundred Twenty One Dollars and 17 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
 00076469

ADDRESS SERVICE REQUESTED

TOWN OF MINERAL SPRINGS
 PO BOX 600
 MINERAL SPRINGS NC 28108

Jurisdiction Collection by Year
Union County
Date Distributed: 7/1/2022 to 7/31/2022

990 - TOWN OF MINERAL SPRINGS

| Year | Taxes, Assessments and Misc. Charges | Late List | Interest | Total Collected | Commission | Net of Commission |
|---------------------|--------------------------------------|-------------|-------------|-----------------|-------------|-------------------|
| 2020 | 0.79 | 0.00 | 0.15 | 0.94 | 0.01 | 0.93 |
| 2021 | 9.55 | 0.53 | 0.46 | 10.54 | 0.13 | 10.41 |
| 2022 | 54.73 | 0.00 | 0.00 | 54.73 | 0.68 | 54.05 |
| Total: | 65.07 | 0.53 | 0.61 | 66.21 | 0.82 | 65.39 |
| Grand Total: | 65.07 | 0.53 | 0.61 | 66.21 | 0.82 | 65.39 |

| Invoice Date | Invoice Number | Description | Invoice Amount |
|--------------|----------------|-----------------------|----------------|
| 07/29/2022 | 2301 TAXES | TAX/FEE/INT-JULY 2022 | \$65.39 |

| Vendor No. | Vendor Name | Check No. | Check Date | Check Amount |
|------------|-------------------------|-----------|------------|--------------|
| 10870 | TOWN OF MINERAL SPRINGS | 00076645 | 08/08/2022 | 65.39 |



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

Vendor Number Check Date Check Number
 10870 08/08/2022 00076645

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

\$65.39

Pay Sixty Five Dollars and 39 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
 00076645

ADDRESS SERVICE REQUESTED

TOWN OF MINERAL SPRINGS
 PO BOX 600
 MINERAL SPRINGS NC 28108

County of Union, Monroe, NC 28112

Check Number: 00076914

| Invoice Date | Invoice Number | Description | Invoice Amount |
|--------------|-------------------|--------------------------------|----------------|
| 08/18/2022 | VTFNAP2102-1-CORR | CORRECTION | -\$15.73 |
| 08/18/2022 | VTFNAP2207-1 | CASH RECEIVED JULY 2022 & REFU | \$706.55 |

| Vendor No. | Vendor Name | Check No. | Check Date | Check Amount |
|------------|-------------------------|-----------|------------|--------------|
| 10870 | TOWN OF MINERAL SPRINGS | 00076914 | 08/22/2022 | 690.82 |



County of Union

500 North Main Street
Monroe, North Carolina 28112

Vendor Number Check Date Check Number
10870 08/22/2022 00076914

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

\$690.82

Pay Six Hundred Ninety Dollars and 82 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
00076914

ADDRESS SERVICE REQUESTED

TOWN OF MINERAL SPRINGS
PO BOX 600
MINERAL SPRINGS NC 28108

NCVTS A/P Receipt Distribution
For the month Ending: February

NCVT15

| Jurisdiction | Entity | Vendor # | Inv # | Tax & Fee Amt | Int Only Amt | Cmn Cst | Pending Refunds | Net Amt | Status/Check# | Amnt Paid | Diff |
|--------------|--------------------------|----------|--------------|------------------------|---------------------|-----------------------|----------------------|------------------------|---------------|------------|------------|
| 001 | Union County | 0 | | \$ 526,067.64 | \$ 4,755.76 | \$ (16,024.50) | (\$2,094.86) | \$ 512,764.04 | No Check | | |
| 003 | Voter Approved Debt Tax | 0 | | 80,259.92 | 723.72 | (2,444.85) | (\$310.36) | \$ 78,228.43 | No Check | | |
| 011 | Countywide Fire Tax | 0 | | 377,732.04 | 325.62 | (1,148.90) | (\$139.70) | \$ 36,769.06 | No Check | | |
| 012 | Countywide EMS Tax | 0 | | 51,274.84 | 477.76 | (1,562.34) | (\$204.52) | \$ 49,985.74 | No Check | | |
| 013 | Griffith Rd | 0 | | 801.80 | 7.16 | (22.20) | \$0.00 | \$ 786.76 | No Check | | |
| 014 | Stack Rd | 0 | | 1,240.82 | 7.96 | (31.61) | \$0.00 | \$ 1,217.17 | No Check | | |
| 015 | Springs Fire Tax | 0 | | 5,573.03 | 59.83 | (172.22) | (\$41.27) | \$ 5,419.37 | No Check | | |
| 016 | Fairview | 0 | | 2,617.56 | 19.14 | (78.64) | \$1.09 | \$ 2,559.15 | No Check | | |
| 017 | New Salem | 0 | | 3,640.32 | 23.67 | (102.70) | \$0.00 | \$ 3,561.29 | No Check | | |
| 018 | Beaver Lane | 0 | | 3,148.39 | 26.69 | (87.15) | \$61.84 | \$ 3,149.77 | No Check | | |
| 019 | Bakers | 0 | | 6,626.58 | 59.08 | (199.96) | \$25.14 | \$ 6,510.84 | No Check | | |
| 020 | Stallings Fire Tax | 0 | | 11,516.10 | 116.98 | (360.68) | \$4.45 | \$ 11,276.85 | No Check | | |
| 021 | Unionville | 0 | | 4,916.83 | 30.67 | (138.31) | (\$3.56) | \$ 4,805.63 | No Check | | |
| 022 | Wingate | 0 | | 3,296.33 | 22.15 | (82.75) | (\$5.94) | \$ 3,229.79 | No Check | | |
| 023 | Hemby Bridge Fire Tax | 0 | | 14,437.97 | 141.21 | (448.45) | \$159.55 | \$ 14,290.28 | No Check | | |
| 024 | Allens Crossroads | 0 | | 317.82 | 0.93 | (9.46) | \$8.94 | \$ 318.23 | No Check | | |
| 025 | Jackson | 0 | | 1,235.58 | 6.83 | (36.92) | \$4.17 | \$ 1,209.66 | No Check | | |
| 026 | Wesley Chapel Fire Tax | 0 | | 17,516.28 | 126.58 | (570.59) | (\$0.82) | \$ 17,071.45 | No Check | | |
| 027 | Lanes Creek | 0 | | 1,429.91 | 9.63 | (37.98) | \$0.00 | \$ 1,401.56 | No Check | | |
| 028 | Waxhaw Fire Tax | 0 | | 12,801.01 | 110.10 | (415.50) | (\$49.80) | \$ 12,445.81 | No Check | | |
| 029 | Sandy Ridge | 0 | | 1,681.16 | 4.73 | (43.13) | (\$10.13) | \$ 1,632.63 | No Check | | |
| 030 | Providence | 0 | | 130.77 | 1.49 | (4.72) | \$0.00 | \$ 127.54 | No Check | | |
| 101 | Village of Marvin | 1832 | VTFNAP2101-1 | 5,169.62 | 29.76 | (169.04) | (\$0.98) | \$ 5,029.36 | | 5,030.34 | (0.98) |
| 200 | City of Monroe | 103-7 | VTFNAP2101-1 | 235,606.31 | 1,710.21 | (6,268.52) | (\$7,854.41) | \$ 223,193.59 | | 225,357.67 | (2,164.08) |
| 222 | Monroe Downtown Service | 103-7 | VTFNAP2101-2 | 75.91 | - | (2.33) | - | \$ 73.58 | | 73.58 | - |
| 300 | Town of Wingate | 4064 | VTFNAP2101-1 | 11,494.50 | 65.45 | (284.20) | \$0.00 | \$ 11,275.75 | | 11,275.75 | - |
| 400 | Town of Marshville | 5861 | VTFNAP2101-1 | 8,691.03 | 97.90 | (201.63) | \$0.00 | \$ 8,587.30 | | 8,587.30 | - |
| 500 | Town of Waxhaw | 8268 | VTFNAP2101-1 | 103,869.29 | 653.76 | (3,393.79) | (\$331.22) | \$ 100,798.04 | | 101,129.26 | (331.22) |
| 600 | Town of Indian Trail | 2924 | VTFNAP2101-1 | 71,185.73 | 777.23 | (2,201.02) | \$781.00 | \$ 70,542.94 | | 70,678.89 | (135.95) |
| 700 | Town of Stallings | 4860-2 | VTFNAP2101-1 | 34,447.79 | 319.22 | (1,091.97) | (\$135.82) | \$ 33,539.22 | | 33,675.04 | (135.82) |
| 800 | Town of Weddington | 7518 | VTFNAP2101-1 | 10,397.16 | 80.18 | (339.80) | (\$82.70) | \$ 10,054.84 | | 10,129.65 | (74.81) |
| 900 | Village of Lake Park | 1833 | VTFNAP2101-1 | 6,871.11 | 64.12 | (216.67) | \$0.00 | \$ 6,718.56 | | 6,718.56 | - |
| 930 | Town of Fairview | 19458 | VTFNAP2101-1 | 929.41 | 10.20 | (28.35) | \$0.42 | \$ 911.68 | | 911.26 | 0.42 |
| 970 | Village of Wesley Chapel | 9262 | VTFNAP2101-1 | 1,717.88 | 10.77 | (55.87) | 10.06 | \$ 1,682.84 | | 1,686.35 | (3.51) |
| 980 | Town of Unionville | 11530 | VTFNAP2101-1 | 1,607.44 | 11.79 | (46.24) | \$9.53 | \$ 1,582.52 | | 1,586.06 | (3.54) |
| 990 | Town of Mineral Springs | 10870 | VTFNAP2101-1 | 727.66 | 8.44 | (22.81) | (\$15.73) | \$ 697.56 | | 713.29 | (15.73) |
| 999 | Schools | 0 | | 1,082,463.65 | 9,770.67 | (32,975.53) | (\$4,186.44) | \$ 1,055,072.35 | No Check | | |
| Total | | | | \$ 2,363,517.19 | \$ 20,667.39 | \$ (71,321.33) | (\$14,342.07) | \$ 2,298,521.18 | | | |
| | | | | | | AP Total | | \$ 474,687.78 | | | |

NCVT'S A/P Receipt Distribution
For the month Ending: July

NCVT15

| Jurisdiction | Entity | Vendor # | Inv # | Tax & Fee Amt | Int Only Amt | Com Cst | Pending Refunds | Net Amt | Status/Check# |
|--------------|--------------------------|----------|--------------|-----------------|--------------|----------------|-----------------|-----------------|---------------|
| 001 | Union County | 0 | | \$ 1,574,288.78 | \$ 12,185.92 | \$ (48,984.24) | (\$7,752.35) | \$ 1,529,738.11 | No Check |
| 003 | Voter Approved Debt Tax | 0 | | 334,360.31 | 2,550.30 | (10,400.44) | (\$1,621.91) | \$ 324,888.26 | No Check |
| 011 | Countywide Fire Tax | 0 | | 254.15 | 37.14 | (8.34) | (\$18.12) | \$ 264.83 | No Check |
| 012 | Countywide EMS Tax | 0 | | 350.62 | 51.82 | (11.46) | (\$24.42) | \$ 366.56 | No Check |
| 013 | Griffith Rd | 0 | | 424.64 | 2.48 | (12.27) | \$0.00 | \$ 414.85 | No Check |
| 014 | Stack Rd | 0 | | 1,199.32 | 11.82 | (33.75) | (\$6.91) | \$ 1,170.48 | No Check |
| 015 | Springs Fire Tax | 0 | | 8,565.04 | 67.27 | (261.80) | (\$84.07) | \$ 8,284.44 | No Check |
| 016 | Fairview | 0 | | 3,324.29 | 25.38 | (101.54) | (\$7.92) | \$ 3,240.21 | No Check |
| 017 | New Salem | 0 | | 3,449.36 | 28.21 | (100.01) | (\$1.55) | \$ 3,376.01 | No Check |
| 018 | Beaver Lane | 0 | | 3,524.15 | 30.84 | (97.73) | (\$6.53) | \$ 3,450.73 | No Check |
| 019 | Bakers | 0 | | 7,117.87 | 54.25 | (215.61) | (\$9.57) | \$ 6,946.94 | No Check |
| 020 | Stallings Fire Tax | 0 | | 12,923.92 | 118.25 | (408.81) | (\$41.46) | \$ 12,591.90 | No Check |
| 021 | Unionville | 0 | | 7,686.28 | 55.69 | (231.57) | (\$62.65) | \$ 7,447.75 | No Check |
| 022 | Wingate | 0 | | 4,487.09 | 53.23 | (119.94) | \$9.79 | \$ 4,430.17 | No Check |
| 023 | Hemby Bridge Fire Tax | 0 | | 16,489.55 | 152.43 | (522.40) | (\$31.11) | \$ 16,088.47 | No Check |
| 024 | Allens Crossroads | 0 | | 841.40 | 7.33 | (27.74) | \$5.23 | \$ 831.22 | No Check |
| 025 | Jackson | 0 | | 1,240.38 | 9.01 | (38.72) | \$5.92 | \$ 1,216.59 | No Check |
| 026 | Wesley Chapel Fire Tax | 0 | | 23,176.28 | 150.70 | (770.43) | (\$184.35) | \$ 22,372.20 | No Check |
| 027 | Lanes Creek | 0 | | 1,583.12 | 15.59 | (42.52) | \$0.00 | \$ 1,556.19 | No Check |
| 028 | Waxhaw Fire Tax | 0 | | 14,298.19 | 114.44 | (464.48) | (\$147.06) | \$ 13,801.09 | No Check |
| 029 | Sandy Ridge | 0 | | 1,512.17 | 12.70 | (43.05) | (\$0.46) | \$ 1,481.36 | No Check |
| 030 | Providence | 0 | | 80.70 | 0.38 | (2.87) | \$0.00 | \$ 78.21 | No Check |
| 101 | Village of Marvin | 1832 | VTFNAP2101-1 | 8,573.52 | 47.08 | (288.42) | (\$72.93) | \$ 8,259.25 | |
| 200 | City of Monroe | 103-7 | VTFNAP2101-1 | 252,278.28 | 1,784.46 | (6,946.49) | (\$1,530.37) | \$ 245,585.88 | |
| 222 | Monroe Downtown Service | 103-7 | VTFNAP2101-2 | 243.10 | - | (5.34) | - | \$ 237.76 | |
| 300 | Town of Wingate | 4064 | VTFNAP2101-1 | 9,700.68 | 93.00 | (260.54) | (\$12.89) | \$ 9,520.25 | |
| 400 | Town of Marshville | 5861 | VTFNAP2101-1 | 9,944.39 | 103.06 | (264.98) | \$0.00 | \$ 9,782.47 | |
| 500 | Town of Waxhaw | 8268 | VTFNAP2101-1 | 148,867.31 | 898.69 | (4,883.87) | (\$1,369.99) | \$ 143,512.14 | |
| 600 | Town of Indian Trail | 2924 | VTFNAP2101-1 | 97,108.48 | 903.03 | (3,034.27) | (\$294.44) | \$ 94,682.80 | |
| 700 | Town of Stallings | 4860-2 | VTFNAP2101-1 | 37,872.15 | 300.19 | (1,211.53) | (\$25.05) | \$ 36,935.76 | |
| 800 | Town of Weddington | 7518 | VTFNAP2101-1 | 11,879.63 | 89.69 | (393.42) | (\$29.36) | \$ 11,546.54 | |
| 900 | Village of Lake Park | 1833 | VTFNAP2101-1 | 6,732.63 | 76.51 | (208.16) | (\$8.97) | \$ 6,592.01 | |
| 930 | Town of Fairview | 19458 | VTFNAP2101-1 | 1,047.21 | 9.17 | (32.21) | (\$3.09) | \$ 1,021.08 | |
| 970 | Village of Wesley Chapel | 9262 | VTFNAP2101-1 | 1,776.78 | 11.63 | (58.50) | (0.40) | \$ 1,729.51 | |
| 980 | Town of Unionville | 11530 | VTFNAP2101-1 | 1,793.38 | 13.76 | (54.73) | (\$15.99) | \$ 1,736.42 | |
| 990 | Town of Mineral Springs | 10870 | VTFNAP2101-1 | 720.86 | 7.50 | (22.59) | \$0.78 | \$ 706.55 | |
| 999 | Schools | 0 | | 7,352.90 | 1,081.80 | (240.88) | (\$517.78) | \$ 7,676.04 | No Check |
| Total | | | | \$ 2,617,066.91 | \$ 21,154.75 | \$ (80,800.65) | (\$13,859.98) | \$ 2,543,561.03 | |
| | | | | | | | | \$ 571,848.42 | AP Total |

FREQUENTLY ASKED QUESTIONS

Q. WHAT IS A **BOND**?

A. A bond is a loan that is issued by a local government agency to finance long-term construction projects. Union County would sell bonds over a period of time to finance the renovations and additions that our schools need. Bonds are the most cost-effective method to finance school facilities.

Q. WHY DO WE NEED BONDS TO **RENOVATE SCHOOLS**?

A. School renovation and construction projects are very expensive to fund at one time. Bonds spread the cost of major capital improvements over a number of years. This is similar to securing a mortgage on a home and spreading the cost of home buying over a period of years.

Q. WHY DO WE NEED **THIS BOND**?

A. To address aging facilities. UCPS has more than \$800 million in facility needs to address renovations, upgrades, and future planning. The 2022 bond will build on previous investments and provide adequate facilities for students and staff.

Q. WHAT'S INCLUDED IN THE 2022 **BOND PROJECT LIST**?

A. This bond package will address aging facilities by replacing current buildings for East Elementary and Forest Hills High, schools that were built in the 1950s and 1960s.

Q. WHAT HAPPENS IF THE **BOND DOESN'T PASS**?

A. The Board of Education will work with the county to develop an alternative plan to address aging facilities, renovations, upgrades and capacity. This will delay capital improvement projects on the long-range planning list.

Q. IF THE BOND PASSES ON NOV. 8, WHEN WILL **CONSTRUCTION PROJECTS BEGIN**?

A. Construction projects will begin in spring of 2023. A production calendar will be available to follow the progress of each project.

Q. HOW WERE THE PROJECTS SELECTED FOR THE **2022 SCHOOL BOND**?

A. The Board of Education recommended several projects from the long-range capital planning list to the Union County Board of Commissioners (BOCC) to be considered for the 2022 bond referendum. These two projects were approved for this bond by the BOCC.

Q. MY CHILD'S SCHOOL IS NOT ON THIS BOND, WHY SHOULD I BE CONCERNED **ABOUT THESE PROJECTS**?

A. Union County Public Schools is committed to ensuring that all students receive a quality education in safe and efficient learning environments. All schools benefit when we value public schools. District improvements increase safety, support evolving educational practices, modernize aging facilities and directly improve the quality of life in Union County. With a successful bond, more projects will move up on the priority list for capital needs and future bonds.

Q. WHAT IS THE **ESTIMATED TAX INCREASE**?

A. According to the Board of County Commissioners, future ad valorem tax rates will need to be increased based on the County's Debt Policy if voters approve the bond referendum. Beginning in FY2024, the estimated maximum debt service impact for the UCPS bond is \$13,620,000 or the equivalent of 1.73 cents of dedicated property tax.

Example: For each \$100,000 in value, there would an impact of approximately \$17.30.

Q. WHEN IS THE VOTE FOR THE **SCHOOL BOND**?

A. Nov. 8, 2022. Additional information is available at ucps.k12.nc.us/bond2022

Visit <https://www.unioncountynclections.gov/> for information about voting and registering to vote.

UNION COUNTY
PUBLIC SCHOOLS

2022
BOND

WOTE

UCPS BOND HISTORY

UNION COUNTY PUBLIC SCHOOLS
2022 BOND VOTE

Bonds resulted in 30 new school construction and renovation projects



- WEDDINGTON **HIGH**
- ANTIOCH **ELEMENTARY**
- FAIRVIEW **ELEMENTARY**
- KENSINGTON **ELEMENTARY**

- MARVIN **ELEMENTARY**
- SANDY **RIDGE ELEMENTARY**
- WALTER **BICKETT ELEMENTARY**
- PORTER **RIDGE ELEMENTARY**

- PORTER RIDGE **MIDDLE**
- PORTER RIDGE **HIGH**
- ROCK REST **ELEMENTARY**
- REA VIEW **ELEMENTARY**

UCPS BOND HISTORY

UNION COUNTY PUBLIC SCHOOLS
2022 BOND VOTE

Bonds resulted in 30 new school construction and renovation projects



- **CATA**
- **NEW TOWN ELEMENTARY**
- **ROCKY RIVER ELEMENTARY**
- **WOLFE SCHOOL**

- **MARVIN RIDGE MIDDLE**
- **MARVIN RIDGE HIGH**
- **STALLINGS ELEMENTARY**
- **SUN VALLEY ELEMENTARY**

- **POPLIN ELEMENTARY**
- **CUTHBERTSON MIDDLE**
- **CUTHBERTSON HIGH**

UCPS BOND HISTORY

UNION COUNTY PUBLIC SCHOOLS
2022 BOND VOTE

Bonds resulted in 30 new school construction and renovation projects



- MONROE **HIGH**
- PIEDMONT **HIGH**
- WESTERN UNION **ELEMENTARY**
- SUN VALLEY **HIGH**

BOND PROJECTS \$134,405,000 TO REPLACE 2 SCHOOLS

FOREST HILLS HIGH

Approximately \$95,812,411*

*INCLUDES DESIGN COST



EAST ELEMENTARY

Approximately \$38,592,589*

*INCLUDES DESIGN COST



On Nov. 8,
Union County voters
will decide on
\$134,405,000
in school bonds.



UNION COUNTY PUBLIC SCHOOLS
2022 BOND VOTE



WHY DO WE NEED THIS BOND?

- To address aging facilities in UCPS
- East Elementary and Forest Hills High were built in the 1950s and 1960s
- UCPS has more than \$800 million in facility needs to address renovations, upgrades and future planning
- The 2022 bond will build on previous investments and provide adequate facilities for students
- Remove mobile classrooms that are near the end of their life cycle



UNION COUNTY PUBLIC SCHOOLS
2022 BOND VOTE

NOV. 8

BOND PROJECTS

EAST ELEMENTARY

Approximately \$38,592,589*

*INCLUDES DESIGN COST

- Original building is **70 YEARS** old
- Existing building will be demolished
- New school will be built on same property
- New school will be a two-story facility
 - Architectural features include: Additional Pre-K classrooms, flexible multi-purpose gym, expanded dining space, collaboration areas, more energy efficient building, improved safety with more on-site parking, innovative classroom space that aligns with academic programs



EAST ELEMENTARY

UNION COUNTY PUBLIC SCHOOLS
2022
BOND **VOTE**



EAST ELEMENTARY

UNION COUNTY PUBLIC SCHOOLS
2022
BOND **VOTE**



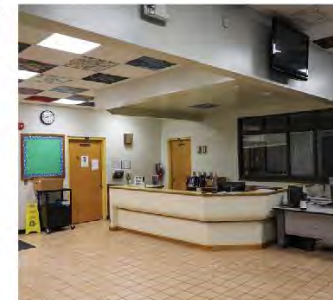
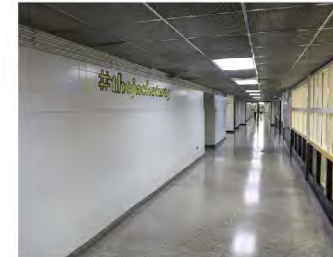
BOND PROJECTS

FOREST HILLS HIGH

Approximately \$95,812,411*

*INCLUDES DESIGN COST

- The school is **60 YEARS** old
- Current building is inadequate for a modern-day high school
- New school will be a two-story facility
 - Architectural features include: New auditorium, expanded dining room area, updated teacher workrooms, modern media center with collaboration space, multi-purpose auxiliary gym, new weight room, new arts and band spaces, innovative classroom space that aligns with academic programs
- All instruction and school-day activities will be in one building



FOREST HILLS HIGH

UNION COUNTY PUBLIC SCHOOLS
2022
BOND **VOTE**



FOREST HILLS HIGH

UNION COUNTY PUBLIC SCHOOLS
2022
BOND **VOTE**



LONG-TERM CAPITAL PLANNING

UNION COUNTY PUBLIC SCHOOLS 2022 BOND **VOTE**

UCPS has a **10-year plan** to address capacity, new construction, facility upgrades and renovations. With a successful bond, more projects will move up on the priority list for capital needs and future bonds.

PROPOSED PROJECTS **INCLUDE:**

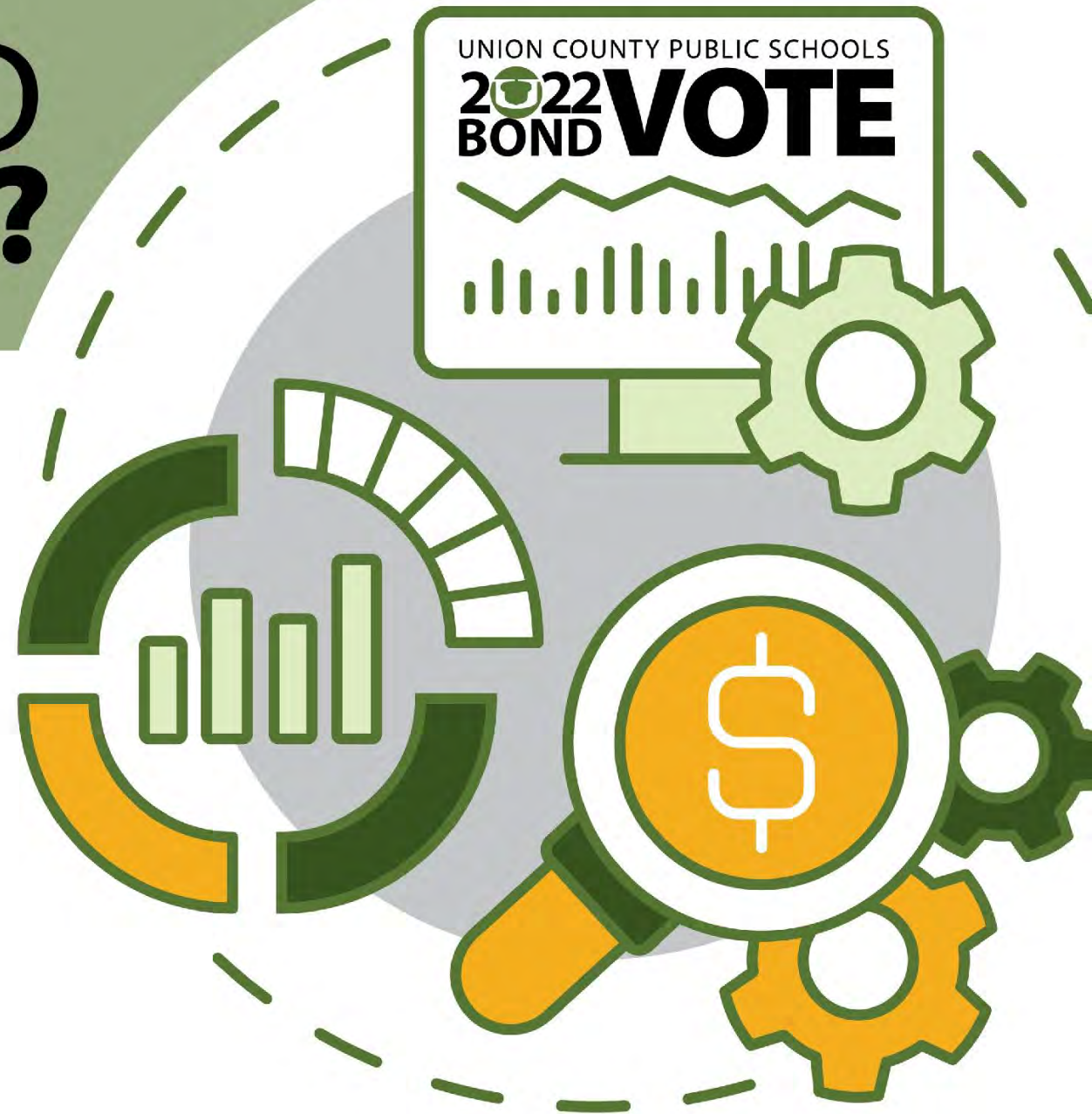
- Repurpose existing **Forest Hills High** for **East Union Middle**
- Replacement project at **Parkwood High**
- Fieldhouse construction at **Marvin Ridge High**
- Fieldhouse construction at **Porter Ridge High**
- Replacement project at **Piedmont High**
- Building addition at **Weddington High**
- Construction at **Benton Heights Elementary**
- Construction for **South Providence School**
- Athletic facilities at **CATA**
- Construction at **Sun Valley High**

HOW CAN BOND FUNDS BE SPENT?

Proceeds from a bond issue can only be used for the costs associated with:

- Construction and renovation of facilities
- Acquisition of land
- Purchase of capital items

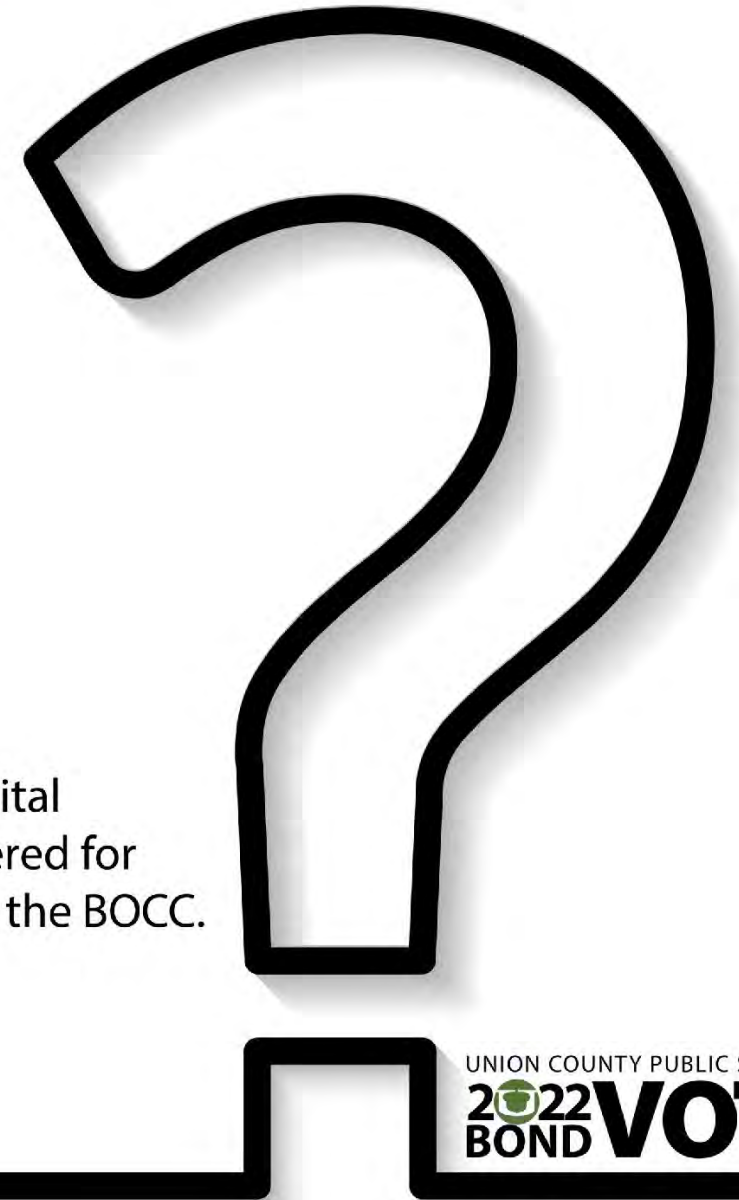
*Bond proceeds cannot be used for teacher/staff salaries.



FREQUENTLY ASKED QUESTIONS

Q. HOW WERE THESE BOND PROJECTS CHOSEN?

A. The Board of Education recommended several projects from the long-range capital planning list to the Union County Board of Commissioners (BOCC) to be considered for the 2022 bond referendum. These two projects were approved for this bond by the BOCC.



UNION COUNTY PUBLIC SCHOOLS
2022
BOND **VOTE**

FREQUENTLY ASKED QUESTIONS

Q. MY CHILD'S SCHOOL IS NOT ON THIS BOND, WHY SHOULD I BE CONCERNED ABOUT THESE PROJECTS?

A. Union County Public Schools is committed to ensuring that all students receive a quality education in safe and efficient learning environments. All schools benefit when we value public schools. District improvements increase safety, support evolving educational practices, modernize aging facilities and directly improve the quality of life in Union County. With a successful bond, more projects will move up on the priority list for capital needs and future bonds.



UNION COUNTY PUBLIC SCHOOLS
2022
BOND **VOTE**

FREQUENTLY ASKED QUESTIONS

Q. WHAT WILL HAPPEN IF THIS BOND DOESN'T PASS?

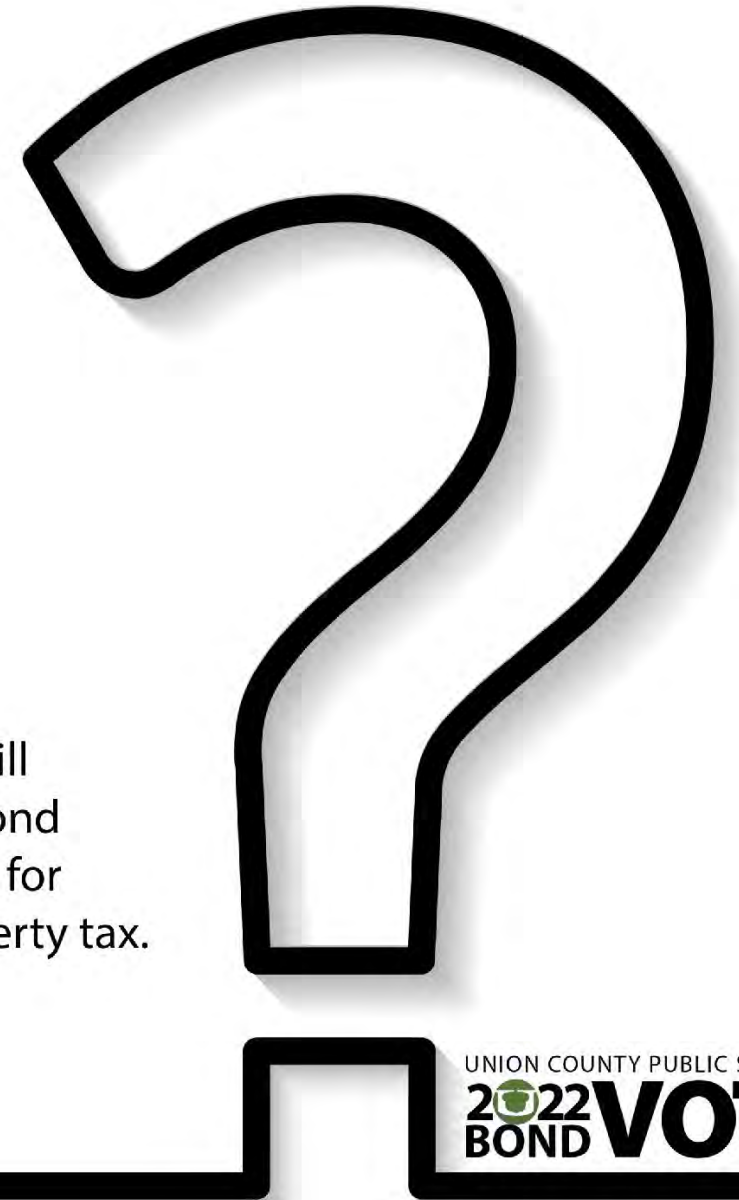
A. The Board of Education will work with the county to develop an alternative plan to address aging facilities, renovations, upgrades and capacity. This will delay capital improvement projects on the long-range planning list.

This is the most economical way to fund school construction. Alternative funding mechanisms are most costly to tax payers.



UNION COUNTY PUBLIC SCHOOLS
2022
BOND **VOTE**

FREQUENTLY ASKED QUESTIONS



Q. WHAT IS THE ESTIMATED TAX INCREASE?

A. According to the Board of County Commissioners, future ad valorem tax rates will need to be increased based on the County's Debt Policy if voters approve the bond referendum. Beginning in FY2024, the estimated maximum debt service impact for the UCPS bond is \$13,620,000 or the equivalent of 1.73 cents of dedicated property tax.

Example: For each \$100,000 in value, there would an impact of approximately \$17.30

UNION COUNTY PUBLIC SCHOOLS
2022
BOND **VOTE**

FREQUENTLY ASKED QUESTIONS

Q. WHERE CAN I FIND INFORMATION ON WHAT SCHOOLS ARE INCLUDED IN THE CAPITAL IMPROVEMENT PLAN?

A. This bond referendum is separate from our annual Capital Improvement Plan. The list of capital projects and the schedules are listed via the link below.

Construction Updates: <https://www.ucps.k12.nc.us/Page/2783>



UNION COUNTY PUBLIC SCHOOLS
2022
BOND **VOTE**

FREQUENTLY ASKED QUESTIONS

Q. HOW WILL COMMUNITY MEMBERS AND SCHOOL STAKEHOLDERS BE ENGAGED IN BOND PROJECTS?

A. UCPS has developed a bond webpage with key information.
- ucps.k12.nc.us/bond2022

B. Each school with a bond project will have a Project Advisory Team that will participate in the planning of the new schools.



UNION COUNTY PUBLIC SCHOOLS
2022 BOND VOTE

COMMUNITY MEETINGS

FOREST HILLS HIGH

DATE: September 8
October 20
TIME: 6 p.m.
6 p.m.
100 Forest Hills School Rd S, Marshville, NC 28103

EAST ELEMENTARY

DATE: September 27
October 11
TIME: 6 p.m.
6 p.m.
515 Elizabeth Ave, Monroe, NC 28112

PORTER RIDGE HIGH

DATE: September 21
TIME: 6 p.m.
2839 Ridge Rd, Indian Trail, NC 28079

WEDDINGTON HIGH

DATE: October 13
TIME: 6 p.m.
4901 Weddington Rd #6281, Matthews, NC 28104



UNION COUNTY PUBLIC SCHOOLS

2022 BOND VOTE

EARLY VOTING **BEGINS OCT. 20**

Voter registration information: <https://www.unioncountyncelections.gov/>

**ELECTION DAY
NOV. 8**

SEE AT THE POLL

SCHOOL BOND 2022

STAY CONNECTED       www.ucps.k12.nc.us/bond2022

MEMO

To: Mineral Springs Town Council
From: Rick Becker
Date: October 5, 2022
Subject: ARP/CLSFRF Requirements

Some time ago, Council elected to utilize the so-called “Standard Allowance” for its American Rescue Plan Act/Coronavirus State and Local Fiscal Recovery Fund (ARP/CLSFRF) revenues. This allowance was part of the Final Rule issued by the US Treasury early in 2022 that simplified some of the requirements, particularly for small units of government like ours.

Mineral Springs received \$270,618.75 in ARP/CLSFRF revenues. In the course of attending various webinars, reading multiple UNC School of Government (SOG) blog posts, and consulting with other nearby municipalities, I found that even after we elected the Standard Allowance, we would be facing many of the usual burdensome federal compliance, audit, procurement, subrecipient, and other regulations common to all federal grants. That meant that if we wished to make a grant to a non-profit, for example, the amount of paperwork involved would make the process impractical for a town with our limited finance staff. Even if we simply wished to contract for some capital projects – such as sidewalks or even a sidewalk plan – we would be facing much stricter oversight and administrative requirements than simply the normal state contract and procurement statutes.

Because the “Revenue Replacement” category of expenditures using the Standard Allowance permits use of the revenues for, as Kara Millonzi of the SOG writes, “almost any purpose authorized by state law, with fewer compliance requirements and more streamlined reporting”, the path to utilizing these revenues becomes easier. The simplest purpose turns out to be reimbursing ourselves as a town for salary and wage expenditures that have already been incurred. The federal Rule allows any wages, salaries, and benefits paid from March 3, 2021 onward to be reimbursed retroactively with ARP/CLSFRF revenues; the reimbursements are simply transferred into the town’s General Fund and are no longer subject to any federal limits or requirements.

There are a few disallowed items in the payroll category:

- J Extra pension fund contributions (for Mineral Springs, that means the portion of the employer contribution to the LGERS that represents accrued liability prior to the town’s enrollment in the system; our contribution in that category is 4.7% of the gross salary of eligible employees)
- J “Salaries and expenses of the Office of the Governor of a state or the chief executive of a local government [ie, the mayor]”
- J Governing Board salaries MAY be allowed, but under US Department of Labor rules, governing board members are not considered “employees” so out of an abundance of caution we will also disallow those salaries

In order to undertake the “Salary Supplanting” process, there are still many federal requirements that must be met. Kara Millonzi has posted a comprehensive article on the Coates’ Cannons blog spelling out these required policies. I have provided excerpts from this article following this memo. Prof. Millonzi and fellow SOG faculty members Connor Crews and Rebecca Badgett have also written sample policies that I have used as a basis for

the policies that I am presenting to Council for adoption. Some of these policies will not apply to our salary supplanting process, but Prof. Millonzi cautions that a local government “MUST” adopt the policies based on the samples. Here are the steps that Prof. Millonzi has stated we must follow:

1. **Set up basic financial administration.** This framework is already in effect in Mineral Springs as we undertake our everyday financial tasks, from tracking revenues to paying bills to securing the annual audit.
2. **Adopt and implement written internal controls.** We have already done most of this, specifically sending a letter in 2015 to Sharon Edmundson of the Local Government Commission detailing various internal controls that we were implementing to help promote a division of responsibilities in our small unit of government. I have incorporated this material into a new standalone “Financial and Internal Control Policy” which I am presenting here for Council to adopt on October 13, 2022.
3. **Adopt a records retention policy.** This short policy is in addition to various records retention schedules we have already adopted as presented by Clerk Brooks and applies *specifically* to records related to the ARP/CLFRF revenues. These records must be retained for a longer period of time.
4. **Adopt an eligible use policy.** This policy, based on a template provided by Prof. Millonzi, simply spells out what types of projects may be undertaken with ARP/CLFRF revenues and provides a set of procedures for the finance officer to follow in order to review proposed projects for eligibility.
5. **Adopt an allowable cost policy.** This policy is also based on a template provided by Prof. Millonzi. It looks more complicated than it really is, because most cost item regulations in the federal “Uniform Guidance” policy do not apply to Revenue Replacement expenditures. Again, the policy also provides a set of procedures for the finance officer to follow in order to document that the necessary review has been conducted.
6. **Adopt a civil rights compliance policy (AKA nondiscrimination policy).** This policy is based on a template provided by Prof. Rebecca Badgett and follows various standard nondiscrimination policies we have already adopted in order to be eligible for various other federal and state grant funding sources.
7. **Adopt a conflict of interest policy.** This policy is based on a template provided by Prof. Connor Crews. It is most applicable to contracts with third parties and grants and awards to subrecipients, neither of which the town will be undertaking directly with ARP/CLFRF revenues. For supplanting/reimbursement, there are no potential conflicts; the finance officer must simply make note of that fact in the review process. However, we must still adopt the policy and the finance officer must still determine and certify that no conflicts exist.

That is the substance of the rather lengthy set of documents and proposed policies I have included in the agenda packet.

If council members wish to explore these matters in greater detail, you may visit <https://canons.sog.unc.edu/american-rescue-plan-act-arpa-funding/> where there are links to the various blog posts mentioned in this memo.

If Council adopts all of the proposed policies, they will be in a position to adopt an actual Grant Project Ordinance which will authorize the transfer of some of the ARP/CLFRF revenues from the SLFRF fund to the General Fund through salary supplanting, after which those revenues will no longer be federal funds and will be available for the town to use for the same expenditures for which it would be able to use general fund revenues. I will propose a second Grant Project Ordinance later this fiscal year to transfer the balance of the ARP/CLFRF revenues to the General Fund. The December 31, 2026 deadline for expenditure of the SLFRF revenues will no longer be a concern, since those revenues will have been expended as of the adoption of the Grant Project Ordinances.

EXCERPTS FROM:

Coates' Canons NC Local Government Law

American Rescue Plan Act of 2021: New (Fewer) Compliance Requirements for Revenue Replacement Expenditures

Published: 09/01/22

Author Name: Kara Millonzi

...Many local governments will spend all, and most local governments will spend at least a portion, of their ARP/CSLFRF funds in the revenue replacement category (EC 6.1 or 6.2). A local government may spend up to \$10 million or its entire allotment of ARP/CSLFRF funds, whichever is lower, in this category, without having to demonstrate any actual lost revenue growth. Yes, you read that correctly. **A local government may expend its ARP/CSLFRF allocation, up to a maximum of \$10 million, in the revenue replacement category even if it did not experience any revenue loss due to the pandemic...**

...The benefit of the revenue replacement category is that it allows a local government to spend its ARP/CSLFRF funds for almost any purpose authorized by state law, with fewer compliance requirements and more streamlined reporting. As indicated below, there are a few expenditures that are prohibited by the ARP/CSLFRF. Aside from these prohibited expenditures, a local government is generally free to spend its ARP/CSLFRF funds as it would its other unrestricted revenue sources.

...The authority to expend ARP/CSLFRF funds in the revenue replacement category is very broad. It encompasses almost anything a local government has state law authority to undertake, including general fund and enterprise fund expenditures, operating and capital expenditures, administrative costs, salaries and benefits, and other internal costs, and external contracts for projects and services. And the ARP/CSLFRF allows a local government to reimburse itself for eligible expenditures incurred all the way back to March 3, 2021.

Prohibited Expenditures

There are certain prohibited expenditures, though. ARP/CSLFRF funds, even revenue replacement ARP/CSLFRF funds, **MAY NOT** be spent on (1) extra pension fund contributions; (2) borrowing costs or debt service (loan) payments; (3) financial reserves / rainy day fund contributions; (4) litigation costs, including settlements / judgements / consent decrees; (5) expenditures that undermine or discourage compliance with Centers for Disease Control (CDC) guidelines; (6) expenditures that violate federal conflict of interest provisions; and (7) expenditures that violate state law or other federal laws and regulations, including applicable Uniform Guidance requirements.

...Roadmap for Revenue Replacement Expenditures

Putting this all together, the following provides a step-by-step guide to making ARP/CSLFRF revenue replacement expenditures.

STEP 1: ESTABLISH FINANCIAL MANAGEMENT SYSTEM AND ADOPT WRITTEN INTERNAL CONTROLS

Before making any specific revenue replacement expenditures, a local government must establish its general compliance framework. That includes the following:

Set up basic financial administration. A local government must have a financial management system that is sufficient to allow it to complete all necessary reporting requirements related to the ARP/CSLFRF award. It does not have to be a sophisticated system. For many local governments a simple spreadsheet will suffice. At a minimum, a local government must track obligations and expenditures of ARP/CSLFRF funds by project and include real-time comparisons to budgeted amounts for those projects.

...Adopt and implement written internal controls. Additionally, a local government must adopt and implement a written set of internal controls related to its financial transactions. The nature of these controls will vary based on the size of the unit and its staffing capacity, but there are some minimum requirements. A local government should generally conform its internal controls to those that apply to federal agencies through what is known as the federal “**Green Book**” or the **COSO framework**. That does not mean that a local government must adopt all the specific controls that apply to federal agencies; rather, it should simply follow the same general framework for its own controls...

STEP 2: ADOPT AND IMPLEMENT GENERAL COMPLIANCE POLICIES

A local government must adopt and implement the following policies for all ARP/CSLFRF expenditures, including those in the revenue replacement category.

Records Retention. This policy supplements a local government’s regular records retention policy to establish procedures to retain all ARP/CSLFRF-related information for at least 5 years after all grant funds are expended or returned to US Treasury.

Eligible Use. This is a simple policy that indicates allowable and unallowable projects, based on the expenditure categories in the ARP/CSLFRF Final Rule. It requires a local government to identify staff to document and review ARP/CSLFRF expenditures. That documentation must be retained according to the record retention requirements.

Allowable Cost. This is policy requires a local government to perform a general review of each cost item to ensure it is allocable, reasonable, consistently treated, and properly documented. As noted above, the specific cost item regulations in the UG do not apply to revenue replacement expenditures. That section of the allowable cost policy will not be triggered for expenditures in this category.

Civil Rights Compliance. This policy reaffirms the local government’s commitment to compliance with federal civil rights laws and establishes processes for reporting potential violations and tracking complaints and resolutions.

Conflict of Interest. The UG requires recipients and subrecipients of federal financial assistance to maintain written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award, and administration of contracts.

STEP 3: IDENTIFY ELIGIBLE PROJECT

A local government may use revenue replacement ARP/CSLFRF for any purpose authorized by state law, except for the specific prohibited items listed above. Examples include paying salaries and benefits of local government employees, contracting with other local governments or nonprofits to provide community programs or services, purchasing real property, supplies, and equipment, and contracting for design, construction, repair, or renovation work. A local government should identify the purpose, scope, and estimated cost of the project. It then must identify state law authority and any state law process requirements. Finally, it must ensure the project is not on the prohibited list (detailed above). Recall that ARP/CSLFRF funds also may be used to reimburse a local government for a prior eligible project, as long as the costs were incurred on or after March 3, 2021.

STEP 4: DOCUMENT COMPLIANCE WITH REQUIRED POLICIES

The implementation of the UG policies related to a revenue replacement project/expenditure is straightforward. A local government must do the following:

Document eligibility determination and basic allowable cost review, according to procedures in these two policies: eligible use policy and allowable cost policy. This can be accomplished with this **Eligibility and Allowable Cost Documentation Template** or through a similar document created by the local government.

Determine and address any conflicts of interest, according to the local government’s conflict of interest policy that incorporates both state and federal requirements. Note that internal expenditures on salaries and benefits will not trigger conflict of interest issues, but external agreements funded with revenue replacement funds might.

STEP 5: FOLLOW STATE LAW BUDGETING

ARP/CSLFRF funds must be properly budgeted before they can be obligated and expended. See G.S.159-8. I recommend budgeting ARP/CSLFRF funds in a grant project ordinance, pursuant to G.S. 159-13.2...

STEP 6: ENTER INTO OBLIGATIONS AND MAKE DISBURSEMENTS...

STEP 7: COMPLETE REQUIRED US TREASURY REPORTS...

STEP 8: RETAIN DOCUMENTATION ACCORDING TO ARP/CSLFRF-SPECIFIC RETENTION POLICY...

STEP 9: PREPARE FOR AUDIT

All local governments are subject to a yearly independent financial audit, pursuant to G.S. 159-34. Expenditure of federal funds, though, may trigger greater audit scrutiny. As detailed in Rebecca Badgett's **post**, if a local government expends \$100,000 or more in combined state and federal funds in any fiscal year, it also triggers a Yellow Book audit...

Town of Mineral Springs

Financial and Internal Control Policy

It is the intent of the Mineral Springs Town Council, as responsible stewards of public funds, to establish and operate under policies designed to safeguard those funds and provide transparency and convenience to its citizens while making efficient use of limited staff. These policies follow a framework consisting of five categories:

-) Control Environment
-) Control Activities
-) Risk Assessments
-) Monitoring Activities
-) Communication/Training

In general, financial operations of the Town are governed by Chapter 159, Article 3 of the North Carolina General Statutes, known as the “Local Government Budget and Fiscal Control Act” and the Town must be in compliance with all provisions of the Act. In addition, the Town has adopted some policy recommendations contained in Memorandum #2015-15 of the North Carolina Department of State Treasurer, “Internal Controls for a Small Unit of Government” which facilitate maintaining adequate controls with limited staff.

1. Control Environment

Ultimate responsibility for financial operations falls on the Mineral Springs Town Council. Mineral Springs operates under the Mayor-Council form of government, and the position of Finance Officer reports directly to and is under the supervision of the town council. Council has adopted a Code of Ethics for the town and strives to set the example for town employees by its own conduct as well as its commitment to oversight of employee performance.

In the Finance department, Council has established control policies that meet and in some cases exceed the statutory requirements of the Local Government Budget and Fiscal Control Act. Monthly finance reports are presented at a level of detail higher than that required by statute – down to the individual transaction level – and are available to both council members and members of the public prior to each regular town council meeting. Having such frequent availability of financial information enables Council to maintain oversight with a high degree of confidence. The following categories provide greater detail about specific aspects of the financial procedures and controls in effect in the town.

2. Control Activities

Memorandum #2015-15 makes the following general requirements and recommendations, incorporated verbatim as a part of the Mineral Springs policy document:

1. General Controls – Those that can be applied to all areas of a governmental unit.

- a. Written organization plan – A plan of organization should be developed and communicated to all parties involved (governing body, mayor, city manager, finance officer, and anyone else elected or employed). This plan should include (at least):
 -) Clear lines of authority and responsibility
 -) Up-to-date job descriptions
 -) Criteria to be observed by employees in initiating transactions (approval authority and amount limitations)
- b. Governmental units should employ personnel with the ability and experience required to perform satisfactorily the responsibilities assigned to them. This includes continuing education for present employees.
- c. In smaller units, active participation by the governing body in key functions is necessary for good internal controls.
- d. Monthly financial reports must be presented to and reviewed by the Board. These reports at a minimum should reflect the budget and actual revenues and expenditures.
- e. All employees should be required to take annual vacations. The duties should be performed by another employee during their absence. This will reduce the likelihood of fraud since employees are aware that at any given time, someone else could perform their duties.
- f. Unit should consider implementing a written code of conduct or ethics that is communicated to their employees in writing.

Notes:

The town has three staff members: a full-time clerk/planning director/zoning administrator, a ½-time finance officer, and an approximately ¼-time hourly deputy town clerk/administrative assistant. These positions all have detailed job descriptions that have been approved by the governing board.

The finance officer provides a particularly high level of detail in reporting to the governing board. Monthly finance reports reflect not only budget and actual revenues and expenditures, but also details down to the individual transaction level. The reports also contain account balance information, monthly and year-to-date revenue/expenditure reports, and copies of relevant supporting documentation for revenues and inter-bank transfers.

The finance officer has taken classes provided by the School of Government and continues to keep abreast of statutory changes through the School of Government’s “Coates’ Cannons” blog.

A formal vacation schedule has not been implemented, but the salaried employees do take weeks off on occasion. During the absence of the finance officer, for example, the town clerk oversees financial operations while remaining in telephone and email contact with the finance officer.

As stated above, Council has adopted a Code of Ethics.

2. Controls in the Accounting System

- a. All journals, ledgers and other accounting records should be kept up-to-date at all times and should be balanced.
- b. All subsidiary records should be periodically reconciled to the control accounts and should be reconciled in a timely manner.
- c. Duties should be segregated as much as possible between custody of assets and recording of the transactions.
- d. System should be in place to make sure that the preaudit process is functioning properly.
- e. All expenditures made in excess of appropriations should be investigated and resolved.
- f. Each unit should maintain and follow records filing, retention and disposal policies in compliance with the Public Records Laws, G.S. Chapter 132 and the guidelines published by the Department of Cultural Resources. Detailed information can be found on the department website, Local Government Schedules.

Notes:

All guidelines and requirements listed, from keeping records up to date to following of the North Carolina records retention policies, are in effect.

3. Controls - Statutory

- a. All minutes of the governing body should be maintained in final form in the permanent records of the unit.
- b. All funds remaining unclaimed after one year should be escheated to the State as required by G.S. Chapter 116B.
- c. The unit should develop, adopt and approve its budget according to G.S. 159-13.
- d. All employees who handle public moneys or have access to inventories must be bonded either individually or under a blanket bond (G.S. 159-29).
- e. The Finance Director must be individually bonded for at least \$50,000 (G.S. 159-29). The tax collector (if applicable) must be individually bonded at an amount set by the governing board.
- f. A complete schedule of insurance coverage and limits should be maintained, showing expiration dates, premiums, and other essential information.

Notes:

Policies and procedures governing minutes, escheats, budget adoption, finance officer bonding in the amount of \$50,000, and insurance oversight are in place as described. Because the clerk/planning director/zoning administrator engages in collection activities for zoning and subdivision fees, an individual bond in the amount of \$10,000 for that employee was obtained on July 14, 2015 after approval by the town council on July 9, 2015. These bonds are renewed annually.

Specific Areas

Following is a summary of the procedures followed by staff on financial operations, organized by the categories in Memo #2015-15.

1. Internal Controls – Cash Receipts

The only cash/check receipts the town receives are zoning and subdivision fees. The annual festival, which was suspended for three years during the COVID-19 pandemic, may resume and if it does there will be some cash/check collections related to that festival which are handled by the town clerk/planning director/zoning administrator. Union County has been collecting property taxes for the town since we entered into a contract with them in 2012, and therefore all property taxes are remitted to the town through electronic funds transfers.

Cash and checks collected by the town clerk/planning director/zoning administrator are deposited with the finance officer daily. Prenumbered receipts with carbonless duplicates are used for all cash transactions. Each item is accounted for in a daily collection report maintained by the town clerk/planning director/zoning administrator.

Because amounts collected by town staff are generally small, it may take several days or even weeks for more than \$250 to be collected in all departments. All funds are kept secure in a locked fireproof cabinet. When funds on hand exceed \$250, the finance office makes a physical deposit at an official depository. This \$250 threshold was approved by Resolution R-2018-02:

TOWN OF MINERAL SPRINGS

**RESOLUTION TO APPROVE PROCEDURES FOR
CASH AND CHECK DEPOSITS**

R-2018-02

WHEREAS, North Carolina General Statute §159-32 requires daily deposits of all taxes and other moneys collected or received by an officer or employee of a local government; and

WHEREAS, a local governing board may give its approval for deposits to be made only when the moneys on hand amount to as much as two hundred fifty dollars (\$250.00);

NOW, THEREFORE, BE IT RESOLVED by the Mineral Springs Town Council that:

1. All moneys collected or received by any officer or employee of the town of Mineral Springs shall be deposited daily with the Finance Officer along with such documentation as the Finance Officer shall require; and
2. The Finance officer shall be permitted, at his or her discretion, to keep such moneys in a secure and fireproof location until the amount of such money is at least two hundred fifty dollars (\$250.00); and
3. When there is at least two hundred fifty dollars (\$250.00) on hand, the finance officer shall deposit those moneys in an official depository, and shall in any event make a deposit in an official depository on the last business day of the month regardless of amount.

ADOPTED, this the 12th day of April, 2018.

Frederick Becker III, Mayor

Attest:

Vicky A. Brooks, Town Clerk

Departments that handle cash prepare monthly activity reports. The current categories are Zoning, Festival, and Miscellaneous (public record charges, for example). All monthly departmental reports are reconciled with the deposit records kept by the finance officer.

2. Internal Controls – Financial Institutions

The governing body has, at duly-convened town council meetings, approved three official depositories. They are First National Bank, South State Bank, and the North Carolina Capital Management Trust. The banks are both “pooling” institutions, meaning that they have made collateralization arrangements with the State Treasurer for protection of public-funds deposits above the FDIC threshold.

The town council designates a council member as a “monitor” and notifies the official depositories to keep that council member’s name and contact information on file. A depository will notify the monitor of any unusual activity, such as cash withdrawals or checks presented against insufficient funds.

Signature cards are current at the official depositories.

A staff member without signatory authority receives, opens, reviews, and initials all bank statements monthly prior to delivering them to the finance officer for reconciliation with the internal bookkeeping records. This review verifies the accuracy of cleared checks, debit card transactions, deposits, and transfers (both intra- and inter-bank).

3. Internal Controls – Petty Cash

The town of Mineral Springs does not maintain a petty cash fund.

4. Internal Controls – Revenues/Billing

The town of Mineral Springs operates no billing functions. Revenues such as fees for zoning permits and festival vendors are handled, accounted for, and reconciled with the finance officer as described under “Internal Controls – Cash Receipts” above.

6. Internal Controls – Cash Disbursements (non-payroll)

All check forms are prenumbered and are designed to match the format of the town's bookkeeping software so that disbursement checks may be printed by computer. These forms are locked in a fireproof file cabinet in the finance officer's office. All check stubs are kept in the finance officer's locked fireproof cabinets, and any voided checks are defaced and included with these stubs in numerical order.

Blank checks are never signed in advance, and checks are never made payable to "cash".

Checks are prepared by the finance officer from the accounts payable files utilizing the town's bookkeeping software. The finance officer keeps records of encumbrances and preaudits every check. The preaudit certificate is stamped with a facsimile signature on each check. In the case of Mineral Springs, the mayor is the finance officer, so the mayor applies his handwritten signature in the signature area of each check.

The prepared checks are then delivered to the town clerk/zoning administrator along with the payment coupon or other supporting documentation. The town clerk/zoning administrator verifies the checks for accuracy, including verifying the payee and the amount. After verification, the town clerk/zoning administrator signs each check to provide a second signature. The town clerk/zoning administrator does not have access to the bookkeeping software or accounting records.

The third staff member (deputy clerk/administrative assistant) applies postage to the envelopes containing the checks and delivers them to the post office.

Because of the small staff and overlapping duties, the policies of the town of Mineral Springs have been established to ensure that each of the town's three staff members is responsible for at least one phase of the disbursement process.

7. Internal Controls – Cash Disbursements (Payroll)

All payroll functions, including withholding, tax remittance, and reporting, are handled by a third-party payroll provider ("Paychex"). The governing board and two of the three employees are salaried, and their salaries are approved by the town council. The deputy clerk/administrative assistant is paid hourly and reports to the town clerk. The town clerk verifies hours worked and reports these hours monthly to the payroll provider. Paychex reports employer contributions to the state retirement system (LGERS) but the finance officer deposits those contributions directly through the State Treasurer's ORBIT system. The other payroll records as provided by Paychex are securely maintained by the finance officer and are provided to the municipal auditor at the end of each fiscal year.

8. Internal Controls – Accounts Receivable

The only entries to Accounts Receivable are revenues collected by the State of North Carolina (sales and excise taxes) and by Union County (property and motor vehicle taxes) and distributed to the town after the close of the fiscal year on June 30. These revenues are reported as accrued and are entered into the books as they are received between July 1 and September 15 of the following fiscal year.

9. Internal Controls – Investments

The only investments authorized by the town council are interest-bearing money market accounts and certificates of deposit at official depositories, and the account with the North Carolina Capital Management Trust. The finance officer prepares a form LGC-203 (Semi-Annual Report of Cash and Investments) as of December 31 and June 30 and submits it to the state treasurer's office. The finance officer also prepares a form COLL-91 (Annual Notification of Accounts by Public Depositor) for each official depository except for the NCCMT and submits the forms as of June 30 each year.

10. Internal Controls – Accounts Payable and Expenditures

It is the responsibility of the finance officer to preaudit every expenditure to ensure compliance with the adopted budget ordinance. The finance officer has no "over-budget" authorization and is not permitted to transfer amounts between budgetary departments. *All* expenditures that would exceed a departmental appropriation in the budget ordinance must be approved by means of a budget amendment adopted by the town council. Because of the small number of expenditures each month, the town does not use formal purchase orders. The finance officer conducts the preaudits based on a record of encumbrances.

Small day-to-day purchases of supplies and materials may be made by debit card. Only the finance officer and the town clerk have debit cards. A daily spending limit (enforced by the card issuer) of \$500.00 is in effect for the town's debit cards.

A debit card preauditing and purchase-tracking system has been put in place based on a Coates Canons blog article (#7360). The finance officer has developed a preaudit form where he may authorize a specific limit in a given budgetary department for a specific period (say, monthly). For example, the finance officer may prepare a debit card preaudit form for the town clerk to purchase up to \$500 worth of supplies in the "Office" category during the month of June 2015. The \$500 is recorded as an encumbrance. The employee must attach the receipt and enter each debit card transaction onto that form as a purchase is made, and the finance officer enters that transaction into the general ledger.

The expiration date of the preaudit form is generally the last day of the month. Any unspent portion of the encumbrance expires at the same time. This debit card policy was authorized by Resolution R-2018-01:

TOWN OF MINERAL SPRINGS

RESOLUTION TO APPROVE THE USE OF ELECTRONIC PAYMENTS

R-2018-01

WHEREAS, North Carolina Session Law 2015-246 amended NC G.S. §159-28 to allow electronic payments and to exempt those payments from the preaudit certificate and the disbursement certificate otherwise required under the Statute; and

WHEREAS, Session Law 2015-246 authorized the Local Government Commission to adopt rules for the use of electronic payments and for meeting the preaudit requirements; and

WHEREAS, the Local Government has adopted rules for the use of electronic payments and for exemption from the preaudit and disbursement certificate in the case of electronic payments; and

WHEREAS, these rules have been codified in the North Carolina Administrative Code at 20 NCAC 03 .409 and 20 NCAC 03 .410; and

WHEREAS, it is the intention of the Mineral Springs Town Council to authorize the use of electronic payments in the conduct of Town business; and

WHEREAS, the rules adopted by the Local Government Commission require certain actions by the Mineral Springs Town Council;

NOW, THEREFORE, BE IT RESOLVED by the Mineral Springs Town Council that:

1. The use of electronic transactions and electronic disbursements by the Town of Mineral Springs is hereby authorized; and
2. The Town shall maintain its existing encumbrance system by which the Finance Officer tracks obligations; and
3. The Town shall adopt a written policy outlining the procedures for preauditing obligations incurred by electronic payments and disbursing public funds by electronic transaction; and
4. The Town shall not be required to affix the preaudit language required in NC G.S. §159-28 (a1) or the disbursement certificate required in NC G.S. §159-28 (d1) to electronic payments transacted with charge cards, credit cards, debit cards, gas cards, procurement cards, or electronic funds transfers.

ADOPTED, this the 12th day of April, 2018.

Frederick Becker III, Mayor

Attest:

Vicky A. Brooks, Town Clerk

When the bank statements arrive and are reviewed by the third employee (who does not have access to a debit card or the accounting records), that employee reconciles each debit card transaction in the bank statement to a receipt and an entry on the preaudit form. If a transaction in the bank statement does not have a corresponding receipt, the reconciler will investigate the purchase and locate any available record of the purchase

before delivering the bank statements to the finance officer.

Payments for recurring expenditures (utilities, legal retainers, maintenance services, etc.) are made by the finance officer without explicit board approval outside of the budgeting process. Adopted policy requires explicit board approval for any equipment or supply purchase outside of these routine recurring expenses for any individual item exceeding \$500.00. The town council has authorized emergency expenditures above the \$500.00 limit for computer equipment. Supply and material purchases below the \$500.00 level may be made by staff with finance officer preaudit and approval.

All contracts, by policy, must be formally approved by the town council even if there is no statutory requirement for board approval. The town strictly observes NC G. S. 143-128 through 143-133. If the Request for Qualification process for architects, engineers, surveyors, and other such professionals is being waived under NC G. S. 143-64.32, such waiver must be recorded as part of the town council minutes when such services are solicited or approved.

12. Internal Controls – Inventories

Inventories in the Town of Mineral Springs are generally limited to small quantities of office, maintenance, and cleaning supplies. It is estimated that such inventories do not exceed a value of \$1,000 at any given time. These inventories are kept in locked facilities. The finance officer and the town clerk have access to these inventories.

13. Internal Controls – Capital Assets

Because the Town of Mineral Springs operates on such a low budget with many capital assets being of relatively low value, the town council has established a capitalization threshold of \$500. There are only a few dozen capital assets on the books, including buildings and land, so asset tags are not used. The finance officer maintains a capital asset record which includes depreciation, and this record forms the basis of the town's capital assets schedule that is reported to the auditor annually. Land is not depreciated. Depreciation is based on the following useful lives:

3 years: computers

5 years: software, office equipment, decorative items such as banners

10 years: furniture, fixtures, and built-in equipment

30 years: infrastructure

50 years: buildings

The town clerk verifies the existence of the capital assets declared by the finance officer in the capital asset record.

Most capital assets held by Mineral Springs (except for buildings, land, and infrastructure) have low or zero salvage value and, in the case of assets such as decorative downtown banners, actually wear out. Such worn-out assets are generally disposed of by staff. A few capital assets, such as obsolete computers and fax machines, are “off the books” but are still physically in storage. These assets may be sold in accordance with Article 12 of NC G.S, Chapter 160A, perhaps by online auction, or disposed of at an electronics recycling facility after ensuring that no “sensitive” data remains on them.

Real property, including buildings, is titled in the name of The Town of Mineral Springs, and deeds and other relevant records are in the custody of the Finance Officer in fireproof cabinets. These properties are insured against loss. Most of the other capital assets are also insured against loss in the town's Property and Liability insurance policy. Inventories of consumable products are generally of less value than the deductibles on this policy's coverages.

While the Finance Officer does have access to inventories as well as to the accounting records, the Town Clerk does *not* have access to the accounting records, and serves as the primary control over inventories.

14. Internal Controls – Electronic Banking

Electronic Banking in the Town of Mineral Springs is limited to the receipt of funds from state and other agencies via electronic funds transfer and by the "Point and Pay" merchant processing service for zoning fees and other payments by members of the public. Any Point and Pay transaction fees are passed on to the purchaser. Disbursements are made only by paper check or by debit card, with the exception of the third-party payroll provider and the North Carolina Office of State Treasurer ("ORBIT" System). These transferees have their own security protocols, and no other electronic banking is conducted by the town.

3. Risk Assessment

The Town of Mineral Springs engages an independent auditor qualified to conduct municipal audits to prepare and audit the annual financial statements as required by NC G. S. § 159-34. The audit contract is approved by the Mineral Springs town council and also by the NC Local Government Commission of the State Treasurer's Office. The Local Government Commission must review and approve the annual audit.

The auditor may make recommendations on policies and methods to minimize risk, as may the Local Government Commission. The finance officer shall act on any such recommendations, presenting the town council with new or revised policies based on those recommendations, and Council shall adopt what it believes to be prudent and reasonable policies to minimize risk, in keeping with the auditor's and the Local Government Commission's recommendations.

4. Monitoring Activities

Because the control activities described above are so thorough and have so much redundancy built in, monitoring in many cases is being undertaken in real time. Two employees in addition to the finance officer are reviewing transactions. The town council receives extremely detailed finance reports monthly and is in a position to question the finance officer about any aspect of the town's financial operations. The official depositories by their very nature are in a position to monitor assets that are under their control and are required by town policy to communicate any unusual activity in the town's accounts to a town council member designated by Council. Even members of the public are in a position to monitor town finances because the full monthly finance reports are posted online. The number of transactions per month is low enough that it is practical for those reports to provide financial information down to the individual transaction

level, and the reports are presented in a simple format that is easily understandable by a lay person. Finally, the annual audit is designed both to verify the accuracy of the finance officer's records and reports as well as to verify compliance with statutory requirements and procedures. This audit and the accompanying financial statements are reviewed by the Local Government Commission of the North Carolina State Treasurer's Office.

5. Communication/Training

The finance officer is required to have knowledge of North Carolina laws governing local government finance including but not limited to the Local Government Budget and Fiscal Control Act. The finance officer is also required to have competence in basic accounting and bookkeeping as well as knowledge of municipal budgeting and fund accounting. Other town staff are required have the knowledge and training to perform their finance-related duties as described above, and newly-hired staff will be trained in their roles by the finance officer or the town clerk as appropriate. The finance officer shall communicate clearly to the town council, shall be available to answer any Council questions, and shall endeavor to keep council members knowledgeable about basic municipal finance operations and laws.

ADOPTED this the 13th day of October, 2022.

Frederick Becker III, Mayor

Attest:

Vicky A. Brooks, CMC, Town Clerk

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TOWN OF MINERAL SPRINGS

Record Retention Policy: Documents Created or Maintained Pursuant to the ARP/CSLFRF Award

Retention of Records: The Coronavirus Local Fiscal Recovery Funds (“CSLFRF”) Award Terms and Conditions and the Compliance and Reporting Guidance set forth the U.S. Department of Treasury’s (“Treasury”) record retention requirements for the ARP/CSLFRF award.

It is the policy of the Town of Mineral Springs to follow Treasury’s record retention requirements as it expends CSLFRF revenues pursuant to the APR/CSLFRF award. Accordingly, the Town of Mineral Springs agrees to the following:

-) Retain all financial and programmatic records related to the use and expenditure of CSLFRF pursuant to the ARP/CSLFRF award for a period of five (5) years after all CLFRF funds have been expended or returned to Treasury, whichever is later.
-) Retain records for real property and equipment acquired with CSLFRF for five years after final disposition.
-) Ensure that the financial and programmatic records retained sufficiently evidence compliance with section 603(c) of the Social Security Act (“CLFRF”), Treasury’s regulations implementing that section, and guidance issued by Treasury regarding the foregoing.
-) Allow the Treasury Office of Inspector General and the Government Accountability Office, or their authorized representatives, the right of timely and unrestricted access to any records for the purpose of audits or other investigations.
-) If any litigation, claim, or audit is started before the expiration of the 5-year period, the records will be retained until all litigation, claims, or audit findings involving the records have been resolved.

Covered Records: For purposes of this policy, records are information, regardless of physical form or characteristics, that are created, received, or retained that evidence the Town of Mineral Springs’s expenditure of CSLFRF funds on eligible projects, programs, or activities pursuant to the ARP/CSLFRF award.

Records that shall be retained pursuant to this policy include, but are not limited to, the following:

-) Financial statements and accounting records evidencing expenditures of CSLFRF for eligible projects, programs, or activities.
-) Documentation of rational to support a particular expenditure of CSLFRF (e.g., expenditure constitutes a general government service);
-) Documentation of administrative costs charged to the ARP/CSLFRF award;

-) Procurement documents evidencing the significant history of a procurement, including, at a minimum, the rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for contract cost or price;
-) Subaward agreements and documentation of subrecipient monitoring;
-) Documentation evidencing compliance with the Uniform Guidance property management standards set forth in 2 C.F.R. §§ 200.310-316 and 200.329;
-) Personnel and payroll records for full-time and part-time employees compensated with CSLFRF, including time and effort reports; and
-) Indirect cost rate proposals

Storage: Town of Mineral Springs’s records must be stored in a safe, secure, and accessible manner. Wherever practicable, such records should be collected, transmitted, and stored in open and machine-readable formats.

Departmental Responsibilities: Any department or unit of the Town of Mineral Springs, and its employees, who are responsible for creating or maintaining the covered documents in this policy shall comply with the terms of this policy. Failure to do so may subject the Town of Mineral Springs to civil and/or criminal liability. Any employee who fails to comply with the record retention requirements set forth herein may be subject to disciplinary sanctions, including suspension or termination.

The Finance Officer is responsible for identifying the documents that Town of Mineral Springs must or should retain and arrange for the proper storage and retrieval of records. Finance Officer shall also ensure that all personnel subject to the terms of this policy are aware of the record retention requirements set forth herein.

Reporting Policy Violations: The Town of Mineral Springs is committed to enforcing this policy as it applies to all forms of records. Any employee that suspects the terms of this policy have been violated shall report the incident immediately to that employee’s supervisor. If an employee is not comfortable bringing the matter up with the supervisor, the employee may bring the matter to the attention of the Finance Officer. The Town of Mineral Springs prohibits any form of discipline, reprisal, intimidation, or retaliation for reporting incidents of inappropriate conduct of any kind, pursuing any record destruction claim, or cooperating in related investigations.

Questions About the Policy: Any questions about this policy should be referred to: Mineral Springs Finance Officer; (704) 243-0505 ext. 223; msncmayor@yahoo.com, who is in charge of administering, enforcing, and updating this policy.

ADOPTED this the 13th day of October, 2022.

Frederick Becker III, Mayor

Attest:

Vicky A. Brooks, CMC, Town Clerk

TOWN OF MINERAL SPRINGS**Eligible Use Policy: Expenditures Pursuant to the
ARP/CSLFRF Award**

WHEREAS the Town of Mineral Springs, has received an allocation of funds from the Coronavirus State and Local Fiscal Recovery Funds of H.R. 1319 American Rescue Plan Act of 2021 (ARP/CSLFRF); and

WHEREAS US Treasury is responsible for implementing ARP/CSLFRF and has enacted a Final Rule outlining eligible projects; and

WHEREAS the funds may be used for projects within these categories, to the extent authorized by state law:

1. Support COVID-19 public health expenditures, by funding COVID-19 mitigation and prevention efforts, medical expenses, behavioral healthcare, preventing and responding to violence, and certain public health and safety staff;
2. Address negative economic impacts caused by the public health emergency, including economic harms to households, small businesses, non-profits, impacted industries, and the public sector;
3. Replace lost public sector revenue, using this funding to provide government services to the extent of the reduction in revenue experienced due to the pandemic;
4. Provide premium pay for essential workers, offering additional support to those who have borne and will bear the greatest health risks because of their service in critical infrastructure sectors; and,
5. Invest in water, sewer, and broadband infrastructure, making necessary investments to improve access to clean drinking water, support vital wastewater and stormwater infrastructure, and to expand access to broadband internet; and

WHEREAS the ARP/CSLFRF are subject to the provisions of the federal Uniform Grant Guidance, 2 CFR Part 200 (UG), as provided in the Assistance Listing; and

WHEREAS US Treasury has issued a Compliance and Reporting Guidance v.2.1 (November 15, 2021) dictating implementation of the ARP/CSLFRF award terms and compliance requirements; and

WHEREAS the Compliance and Reporting Guidance states on page 6 that

“Per 2 CFR Part 200.303, your organization must develop and implement effective internal controls to ensure that funding decisions under the SLFRF award constitute eligible uses of funds, and document determinations”.

BE IT RESOLVED that the Town of Mineral Springs hereby adopts and enacts the following Eligibility Determination Policy for ARP/CSLFRF funds.

Eligibility Determination Policy for American Rescue Plan Act of 2021 Coronavirus State and Local Fiscal Recovery Funds

This policy defines the permissible and prohibited uses of the Coronavirus State and Local Fiscal Recovery Funds of H.R. 1319 American Rescue Plan Act of 2021 (ARP/CSLFRF) funds. It also outlines the procedures for determining how Town of Mineral Springs will spend its ARP/CSLFRF funds.

I. PERMISSIBLE USES OF ARP/CSLFRF FUNDING

US Treasury issued its **Final Rule** regarding use of ARPA funds on January 6, 2022. (The Final Rule is effective as of April 1, 2022. Until that date, a local government may proceed under the regulation promulgated by US Department of the Treasury in its **Interim Final Rule** or the Final Rule.) The Final Rule (and the Interim Final Rule) identify permissible uses of ARP/CSLFRF funds and certain limitations and process requirements. Local governments must allocate ARP/CSLFRF funds no later than December 31, 2024 and disburse all funding no later than December 31, 2026. Failure of an entity to expend all funds by December 31, 2026 will result in forfeiture of ARPA funds.

ARP/CSLFRF funds may be used for projects within the following categories of expenditures:

1. Support COVID-19 public health expenditures, by funding COVID-19 mitigation and prevention efforts, medical expenses, behavioral healthcare, preventing and responding to violence, and certain public health and safety staff;
2. Address negative economic impacts caused by the public health emergency, including economic harms to workers, households, small businesses, non-profits, impacted industries, and the public sector;
3. Replace lost public sector revenue, using this funding to provide government services to the extent of the reduction in revenue experienced due to the pandemic;
4. Provide premium pay for essential workers, offering additional support to those who have borne and will bear the greatest health risks because of their service in critical infrastructure sectors; and
5. Invest in water, sewer, and broadband infrastructure, making necessary investments to improve access to clean drinking water, support vital wastewater and stormwater infrastructure, and to expand access to broadband internet; and

II. PROHIBITED USES OF ARPA FUNDING

The ARP/CSLFRF and US Treasury’s Final Rule prohibit certain uses of ARP/CSLFRF funds. Specifically, ARP/CSLFRF funds may not be used for projects within the following categories of expenditures:

1. To make a deposit into a pension fund that constitutes an extraordinary payment of an accrued, unfunded liability (Note that routine contributions as part of a payroll obligation for an eligible project are allowed.);

2. To borrow money or make debt service payments;
3. To replenish rainy day funds or fund other financial reserves;
4. To satisfy an obligation arising from a settlement agreement, judgment, consent decree, or judicially confirmed debt restricting in a judicial, administrative, or regulatory proceeding (There is an exception to this prohibition if the settlement or judgment requires the Town of Mineral Springs to provide services to respond to the COVID-19 public health emergency or its negative economic impacts or to provide government services, then the costs of those otherwise ARP/CSLFRF-eligible projects are allowed.);
5. For a project that includes a term or condition that undermines efforts to stop the spread of COVID-19 or discourages compliance with recommendations and guidelines in CDC guidance for stopping the spread of COVID-19;
6. In violation of the conflict-of-interest requirements imposed by the award terms and 2 CFR 200.318(c).
7. For any expenditure that would violate other applicable federal, state, and local laws and regulations.

The Town of Mineral Springs, and any of its contractors or subrecipients, may not expend any ARP/CSLFRF funds for these purposes.

III. PROCEDURES FOR PROJECT APPROVAL

The following are procedures for ARP/CSLFRF project approvals. All Town of Mineral Springs employees and officials must comply with these requirements.

1. Requests for ARP/CSLFRF funding, must be made in writing and include all the following:
 - a. Brief description of the project
 - b. Identification of ARP/CSLFRF Expenditure Category (EC) (A list of ECs in in the Appendix to the US Treasury Compliance and Reporting Guidance.)
 - c. Required justifications for applicable projects, according to the requirements in the Final Rule. Employees or any applicant seeking ARPA funding should review the Final Rule and Final Rule Overview prior to submitting a proposal.
 - d. Proposed budget, broken down by cost item, in accordance with the Town of Mineral Springs's Allowable Cost Policy.
 - e. A project implementation plan and estimated implementation timeline (All ARP/CSLFRF funds must be fully obligated by December 31, 2024, and fully expended by December 31, 2026.)
2. Requests for funding must be submitted to the Finance Officer for approval. All requests will be reviewed by the Finance Officer for ARP/CSLFRF compliance and for allowable costs and other financial review.
3. No ARP/CSLFRF may be obligated or expended before final written approval by the Finance Officer and Project Ordinance approval by the Mineral Springs Town Council.

4. If a proposal does not meet the required criteria, it will be returned to the requesting party for revision and resubmittal.
5. Following approval, employees responsible for implementing the project must conform actual obligations and expenditures to the pre-approved project budget. Changes in project budgets must be approved by the Finance Officer and may require a budget amendment before proceeding. Any delay in the projected project completion date shall be communicated to the Finance Officer immediately.
6. Finance Officer must collect and document required information for each EC, for purposes of completing the required Project and Expenditure reports
7. Finance Officer must maintain written project requests and approvals, all supporting documentation, and financial information at least until December 31, 2031.

ADOPTED, this the 13th day of October, 2022.

Frederick Becker III, Mayor

Attest:

Vicky A. Brooks, CMC, Town Clerk

TOWN OF MINERAL SPRINGS

POLICY FOR ALLOWABLE COSTS AND COST PRINCIPLES FOR EXPENDITURE OF AMERICAN RESCUE PLAN ACT CORONAVIRUS STATE AND LOCAL FISCAL RECOVERY

WHEREAS the Town of Mineral Springs has received an allocation of funds from the Coronavirus State and Local Fiscal Recovery Funds of H.R. 1319 American Rescue Plan Act of 2021 (ARP/CSLFRF); and

WHEREAS the funds may be used for projects within these categories, to the extent authorized by state law.

1. Support COVID-19 public health expenditures, by funding COVID-19 mitigation and prevention efforts, medical expenses, behavioral healthcare, preventing and responding to violence, and certain public health and safety staff;
2. Address negative economic impacts caused by the public health emergency, including economic harms to households, small businesses, non-profits, impacted industries, and the public sector;
3. Replace lost public sector revenue, using this funding to provide government services to the extent of the reduction in revenue experienced due to the pandemic;
4. Provide premium pay for essential workers, offering additional support to those who have borne and will bear the greatest health risks because of their service in critical infrastructure sectors; and,
5. Invest in water, sewer, and broadband infrastructure, making necessary investments to improve access to clean drinking water, support vital wastewater and stormwater infrastructure, and to expand access to broadband internet.

WHEREAS the ARP/CSLFRF are subject to the provisions of the federal Uniform Grant Guidance, 2 CFR Sect. 200 (UG), as provided in the Assistance Listing; and

WHEREAS the Compliance and Reporting Guidance for the State and Local Fiscal Recovery Funds provides, in relevant part:

Allowable Costs/Cost Principles. As outlined in the Uniform Guidance at 2 CFR Part 200, Subpart E regarding Cost Principles, allowable costs are based on the premise that a recipient is responsible for the effective administration of Federal awards, application of sound management practices, and administration of Federal funds in a manner consistent with the program objectives and terms and conditions of the award. Recipients must implement robust internal controls and effective monitoring to ensure compliance with the Cost Principles, which are important for building trust and accountability.

ARP/CSLFRF Funds may be, but are not required to be, used along with other funding sources for a given project. Note that ARP/CSLFRF Funds may not be used for a non-Federal cost share or match where prohibited by other Federal programs, e.g., funds may not be used for the State share for Medicaid.

Treasury's Final Rule and guidance and the Uniform Guidance outline the types of costs that are allowable, including certain audit costs. For example, per 2 CFR 200.425, a reasonably proportionate share of the costs of audits required by the Single Audit Act Amendments of 1996 are allowable; however, costs for audits that were not performed in accordance with 2 CFR Part 200, Subpart F are not allowable. Please see 2 CFR Part 200, Subpart E regarding the Cost Principles for more information.

- a. Administrative costs: Recipients may use funds for administering the SLFRF program, including costs of consultants to support effective management and oversight, including consultation for ensuring compliance with legal, regulatory, and other requirements. Further, costs must be reasonable and allocable as outlined in 2 CFR 200.404 and 2 CFR 200.405. Pursuant to the ARP/CSLFRF Award Terms and Conditions, recipients are permitted to charge both direct and indirect costs to their SLFRF award as administrative costs. Direct costs are those that are identified specifically as costs of implementing the ARP/CSLFRF program objectives, such as contract support, materials, and supplies for a project. Indirect costs are general overhead costs of an organization where a portion of such costs are allocable to the ARP/CSLFRF award such as the cost of facilities or administrative functions like a director's office. Each category of cost should be treated consistently in like circumstances as direct or indirect, and recipients may not charge the same administrative costs to both direct and indirect cost categories, or to other programs. If a recipient has a current Negotiated Indirect Costs Rate Agreement (NICRA) established with a Federal cognizant agency responsible for reviewing, negotiating, and approving cost allocation plans or indirect cost proposals, then the recipient may use its current NICRA. Alternatively, if the recipient does not have a NICRA, the recipient may elect to use the de minimis rate of 10 percent of the modified total direct costs pursuant to 2 CFR 200.414(f).
- b. Salaries and Expenses: In general, certain employees' wages, salaries, and covered benefits are an eligible use of ARP/CSLFRF award funds; and

WHEREAS Subpart E of the UG dictates allowable costs and cost principles for expenditure of ARP/CSLFRF funds; and

WHEREAS Subpart E of the UG (specifically, 200.400) states that:

The application of these cost principles is based on the fundamental premises that:

- (a) The non-Federal entity is responsible for the efficient and effective administration of the Federal award through the application of sound management practices.
- (b) The non-Federal entity assumes responsibility for administering Federal funds in a manner consistent with underlying agreements, program objectives, and the terms and conditions of the Federal award.

- (c) The non-Federal entity, in recognition of its own unique combination of staff, facilities, and experience, has the primary responsibility for employing whatever form of sound organization and management techniques may be necessary in order to assure proper and efficient administration of the Federal award.
- (d) The application of these cost principles should require no significant changes in the internal accounting policies and practices of the non-Federal entity. However, the accounting practices of the non-Federal entity must be consistent with these cost principles and support the accumulation of costs as required by the principles, and must provide for adequate documentation to support costs charged to the Federal award.
- (e) In reviewing, negotiating and approving cost allocation plans or indirect cost proposals, the cognizant agency for indirect costs should generally assure that the non-Federal entity is applying these cost accounting principles on a consistent basis during their review and negotiation of indirect cost proposals. Where wide variations exist in the treatment of a given cost item by the non-Federal entity, the reasonableness and equity of such treatments should be fully considered.
- (f) For non-Federal entities that educate and engage students in research, the dual role of students as both trainees and employees (including pre- and post-doctoral staff) contributing to the completion of Federal awards for research must be recognized in the application of these principles.
- (g) The non-Federal entity may not earn or keep any profit resulting from Federal financial assistance, unless explicitly authorized by the terms and conditions of the Federal award;

BE IT RESOLVED that the governing board of the Town of Mineral Springs hereby adopts and enacts the following UG Allowable Costs and Cost Principles Policy for the expenditure of ARP/CSLFRF funds.

Town of Mineral Springs Allowable Costs and Costs Principles Policy

I. ALLOWABLE COSTS AND COSTS PRINCIPLES POLICY OVERVIEW

Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, commonly called Uniform Guidance (UG), specifically Subpart E, defines those items of cost that are allowable, and which are unallowable. The tests of allowability under these principles are: (a) the costs must be reasonable; (b) they must be allocable to eligible projects under the Coronavirus State and Local Fiscal Recovery Funds of H.R. 1319 American Rescue Plan Act of 2021 (ARP/CSLFRF); (c) they must be given consistent treatment through application of those generally accepted accounting principles appropriate to the circumstances; and (d) they must conform to any limitations or exclusions set forth in these principles or in the ARP/CSLFRF grant award as to types or amounts of cost items. Unallowable items fall into two categories: expenses which are by their nature unallowable (e.g., alcohol), and unallowable activities (e.g., fund raising).

The Town of Mineral Springs shall adhere to all applicable cost principles governing the use of federal grants. This policy addresses the proper classification of both direct and indirect charges to ARP/CSLFRF funded projects and enacts procedures to ensure that proposed and actual expenditures are consistent with the ARP/CSLFRF grant award terms and all applicable federal regulations in the UG.

Responsibility for following these guidelines lies with Mineral Springs Finance Officer, who is charged with the administration and financial oversight of the ARP/CSLFRF. Further, all local government employees and officials who are involved in obligating, administering, expending, or monitoring ARP/CSLFRF grant funded projects should be well versed with the categories of costs that are generally allowable and unallowable. Questions on the allowability of costs should be directed to the Mineral Springs Finance Officer. As questions on allowability of certain costs may require interpretation and judgment, local government personnel are encouraged to ask for assistance in making those determinations.

II. GENERAL COST ALLOWABILITY CRITERIA

All costs expended using ARP/CSLFRF funds must meet the following general criteria:

1. **Be necessary and reasonable for the proper and efficient performance and administration of the grant program.**

A cost must be *necessary* to achieve a project object. When determining whether a cost is necessary, consideration may be given to:

Whether the cost is needed for the proper and efficient performance of the grant project.

Whether the cost is identified in the approved project budget or application.

Whether the cost aligns with identified needs based on results and findings from a needs assessment.

Whether the cost addresses project goals and objectives and is based on program data.

A cost is *reasonable* if, in its nature and amount, it does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision to incur the cost was made. For example, reasonable means that sound business practices were followed, and purchases were comparable to market prices. When determining reasonableness of a cost, consideration must be given to:

Whether the cost is a type generally recognized as ordinary and necessary for the operation of the Town of Mineral Springs or the proper and efficient performance of the federal award.

The restraints or requirements imposed by factors, such as: sound business practices; arm's-length bargaining; federal, state, and other laws and regulations; and terms and conditions of the ARP/CSLFRF award.

Market prices for comparable goods or services for the geographic area.

Whether individuals concerned acted with prudence in the circumstances considering their responsibilities to the Town of Mineral Springs, its employees, the public at large, and the federal government.

Whether the Town of Mineral Springs significantly deviates from its established practices and policies regarding the incurrence of costs, which may unjustifiably increase the ARP/CSLFRF award's cost.

2. **Be allocable to the ARP/CSLFRF federal award.** A cost is allocable to the ARP/CSLFRF award if the goods or services involved are chargeable or assignable to the ARP/CSLFRF award in accordance with the relative benefit received. This means that the ARP/CSLFRF grant program derived a benefit in proportion to the funds charged to the program. *For example, if 50 percent of a local government program officer's salary is paid with grant funds, then the local government must document that the program officer spent at least 50 percent of his/her time on the grant program.*

If a cost benefits two or more projects or activities in proportions that can be determined without undue effort or cost, the cost must be allocated to the projects based on the proportional benefit. If a cost benefits two or more projects or activities in proportions that cannot be determined because of the interrelationship of the work involved, then the costs may be allocated or transferred to benefitted projects on any reasonable documented basis. Where the purchase of equipment or other capital asset is specifically authorized by the ARP/CSLFRF, the costs are assignable to the Federal award regardless of the use that may be made of the equipment or other capital asset involved when no longer needed for the purpose for which it was originally required.

3. **Be authorized and not prohibited under state or local laws or regulations.**
4. **Conform to any limitations or exclusions set forth in the principles, federal laws, ARP/CSLFRF award terms, and other governing regulations as to types or amounts of cost items.**
5. **Be consistent with policies, regulations, and procedures that apply uniformly to both the ARP/CSLFRF federal award and other activities of the Town of Mineral Springs.**
6. **Be accorded consistent treatment.** A cost MAY NOT be assigned to a federal award as a direct cost and also be charged to a federal award as an indirect cost. And a cost must be treated consistently for both federal award and non-federal award expenditures.
7. **Be determined in accordance with generally accepted accounting principles (GAAP), unless provided otherwise in the UGG.**
8. **Be net of all applicable credits.** The term "applicable credits" refers to those receipts or reduction of expenditures that operate to offset or reduce expense items allocable to the federal award. Typical examples of such transactions are purchase discounts; rebates or allowances; recoveries or indemnities on losses; and adjustments of overpayments or

erroneous charges. To the extent that such credits accruing to and received by the local government related to the federal award, they shall be credited to the ARP/CSLFRF award, either as a cost reduction or a cash refund, as appropriate and consistent with the award terms.

9. Be adequately documented.

III. SELECTED ITEMS OF COST

The UGG examines the allowability of fifty-five (55) specific cost items (commonly referred to as Selected Items of Cost) at 2 CFR § 200.420-.475.

The Mineral Springs Finance Officer, who responsible for determining cost allowability, must be familiar with the Selected Items of Cost. The Town of Mineral Springs must follow the applicable regulations when charging these specific expenditures to the ARP/CSLFRF grant. Finance Office personnel will check costs against the selected items of cost requirements to ensure the cost is allowable and that all process and documentation requirements are followed. In addition, State laws, Town of Mineral Springs regulations, and program-specific rules may deem a cost as unallowable, and Finance Office personnel must follow those non-federal rules as well.

Exhibit A identifies and summarizes the Selected Items of Cost.

IV. DIRECT AND INDIRECT COSTS

Allowable and allocable costs must be appropriately classified as direct or indirect charges. It is essential that each item of cost be treated consistently in like circumstances either as a direct or an indirect cost.

Direct costs are expenses that are specifically associated with a particular ARP/CSLFRF-eligible project and that can be directly assigned to such activities relatively easily with a high degree of accuracy. Common examples of direct costs include salary and fringe benefits of personnel directly involved in undertaking an eligible project, equipment and supplies for the project, subcontracted service provider, or other materials consumed or expended in the performance of a grant-eligible project.

Indirect costs are (1) costs incurred for a common or joint purpose benefitting more than one ARP/CSLFRF-eligible project, and (2) not readily assignable to the project specifically benefited, without effort disproportionate to the results achieved. They are expenses that benefit more than one project or even more than one federal grant. Common examples of indirect costs include utilities, local telephone charges, shared office supplies, administrative or secretarial salaries.

For indirect costs, the Town of Mineral Springs may charge a 10 percent de minimis rate of modified total direct costs (MTDC). According to UGG Section 200.68 MTDC means all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first \$25,000 of each subaward (regardless of the period of performance the subawards under the award). MTDC EXCLUDES equipment, capital expenditures, charges for patient care, rental

costs, tuition remission, scholarships and fellowships, participant support costs and the portion of each subaward in excess of \$25,000.

V. SPECIAL PROVISIONS FOR STATE AND LOCAL GOVERNMENTS

There are some special provisions of the UG that apply only to states, local governments, and Indian Tribes.

§ 200.444 General costs of government.

(a) For states, local governments, and Indian Tribes, the general costs of government are unallowable (except as provided in § 200.475). Unallowable costs include:

- (1) Salaries and expenses of the Office of the Governor of a state or the chief executive of a local government or the chief executive of an Indian tribe;
- (2) Salaries and other expenses of a state legislature, tribal council, or similar local governmental body, such as a county supervisor, city council, school board, etc., whether incurred for purposes of legislation or executive direction;
- (3) Costs of the judicial branch of a government;
- (4) Costs of prosecutorial activities unless treated as a direct cost to a specific program if authorized by statute or regulation (however, this does not preclude the allowability of other legal activities of the Attorney General as described in § 200.435); and
- (5) Costs of other general types of government services normally provided to the general public, such as fire and police, unless provided for as a direct cost under a program statute or regulation.

(b) For Indian tribes and Councils of Governments (COGs) (see definition for *Local government* in § 200.1 of this part), up to 50% of salaries and expenses directly attributable to managing and operating Federal programs by the chief executive and his or her staff can be included in the indirect cost calculation without documentation.

IT SHOULD BE NOTED THAT EXPENDITURES OF ARP/CSLFRF FUNDS IN THE REVENUE REPLACEMENT CATEGORY ARE EXPLICITLY AUTHORIZED IN THE FINAL RULE TO BE SPENT ON GENERAL GOVERNMENT SERVICES.

§ 200.416 COST ALLOCATION PLANS AND INDIRECT COST PROPOSALS.

(a) For states, local governments and Indian tribes, certain services, such as motor pools, computer centers, purchasing, accounting, etc., are provided to operating agencies on a centralized basis. Since Federal awards are performed within the individual operating agencies, there needs to be a process whereby these central service costs can be identified and assigned to benefitted activities on a reasonable and consistent basis. The central service cost allocation plan provides that process.

(b) Individual operating agencies (governmental department or agency), normally charge Federal awards for indirect costs through an indirect cost rate. A separate indirect cost rate(s) proposal for each operating agency is usually necessary to claim indirect costs under Federal awards. Indirect costs include:

(1) The indirect costs originating in each department or agency of the governmental unit carrying out Federal awards and

(2) The costs of central governmental services distributed through the central service cost allocation plan and not otherwise treated as direct costs.

(c) The requirements for development and submission of cost allocation plans (for central service costs and public assistance programs) and indirect cost rate proposals are contained in appendices V, VI and VII to this part.

§ 200.417 INTERAGENCY SERVICE.

The cost of services provided by one agency to another within the governmental unit may include allowable direct costs of the service plus a pro-rated share of indirect costs. A standard indirect cost allowance equal to ten percent of the direct salary and wage cost of providing the service (excluding overtime, shift premiums, and fringe benefits) may be used in lieu of determining the actual indirect costs of the service. These services do not include centralized services included in central service cost allocation plans as described in Appendix V to Part 200.

VI. COST ALLOWABILITY REVIEW PROCESS

PREAPPROVAL COST ALLOWABILITY REVIEW

Before an ARP/CSLFRF-funded project is authorized, the Mineral Springs Finance Officer must review the proposed cost items within an estimated project budget to determine whether they are allowable and allocable and whether cost items will be charged as direct or indirect expenses. This review will occur concurrently with the review of project eligibility and *before* obligating or expending any ARP/CSLFRF funds.

-) Local government personnel must submit proposed ARP/CSLFRF projects to the Mineral Springs Finance Office for review. In addition to other required information, all proposed project submissions must delineate estimated costs by cost item.
-) Along with a general review of project eligibility and conformance with other governing board management directives, the Mineral Springs Finance Officer must review estimated costs for specific allowable cost requirements, budget parameters, indirect rates, fringe benefit rates, and those activities/costs that require pre-approval by the US Treasury. In conducting this review, the Finance Officer shall follow the procedures outlined in the Mineral Springs Eligible Use Policy.

-) If a proposed project includes a request for an unallowable cost, the Finance Officer will return the proposal to the requesting party for review and, if practicable, resubmission with corrected cost items.
-) Once a proposed project budget is pre-approved by the Finance Officer, the local government personnel responsible for implementing the project must conform actual obligations and expenditures to the pre-approved project budget.

POST-EXPENDITURE COST ALLOWABILITY REVIEW

Once an expenditure is incurred related to an eligible project, and an invoice or other demand for payment is submitted to the local government, the Finance Officer must perform a second review to ensure that actual expenditures comprise allowable costs.

-) All invoices or other demands for payment must include a breakdown by cost item. The cost items should mirror those presented in the proposed budget for the project. If an invoice or other demand for payment does not include a breakdown by cost item, the Finance Officer will return the invoice to the project manager and/or vendor, contractor, or subrecipient for correction.
-) The Finance Officer must review the individual cost items listed on the invoice or other demand for payment to determine their allowability and allocability.
-) If all cost items are deemed allowable and properly allocable, the Finance Officer must proceed through the local government's normal disbursement process.
-) If any cost item is deemed unallowable, the Finance Officer will notify the project management and/or vendor, contractor, or subrecipient that a portion of the invoice or other demand for payment will not be paid with ARP/CSLFRF funds. The Finance Officer may in his or her discretion, and consistent with this policy, allow an invoice or other demand for payment to be resubmitted with a revised cost allocation. If the local government remains legally obligated by contract or otherwise to pay the disallowed cost item, it must identify other local government funds to cover the disbursement. The Mineral Springs Town Council board must approve any allocation of other funds for this purpose.
-) The Finance Officer must retain appropriate documentation of budgeted cost items per project and actual obligations and expenditures of cost items per project.

VII. COST TRANSFERS

Any costs charged to the ARP/CSLFRF federal award that do not meet the allowable cost criteria must be removed from the award account and charged to an account that does not require adherence to federal UGG or other applicable guidelines.

Failure to adequately follow this policy and related procedures could result in questioned costs, audit findings, potential repayment of disallowed costs and discontinuance of funding.

ADOPTED, this the 13th day of October, 2022.

Frederick Becker III, Mayor

Attest:

Vicky A. Brooks, CMC, Town Clerk

EXHIBIT A

| Selected Items of Cost | Uniform Guidance General Reference | Allowability |
|---|---------------------------------------|---|
| Advertising and public relations costs | 2 CFR § 200.421 | Allowable with restrictions |
| Advisory councils | 2 CFR § 200.422 | Allowable with restrictions |
| Alcoholic beverages | 2 CFR § 200.423 | Unallowable |
| Alumni/ae activities | 2 CFR § 200.424 | Not specifically addressed |
| Audit services | 2 CFR § 200.425 | Allowable with restrictions |
| Bad debts | 2 CFR § 200.426 | Unallowable |
| Bonding costs | 2 CFR § 200.427 | Allowable with restrictions |
| Collection of improper payments | 2 CFR § 200.428 | Allowable |
| Commencement and convocation costs | 2 CFR § 200.429 | Not specifically addressed |
| Compensation – personal services | 2 CFR § 200.430 | Allowable with restrictions; Special conditions apply (e.g., § 200.430(i)(5)) |
| Compensation – fringe benefits | 2 CFR § 200.431 | Allowable with restrictions |
| Conferences | 2 CFR § 200.432 | Allowable with restrictions |
| Contingency provisions | 2 CFR § 200.433 | Unallowable with exceptions |
| Contributions and donations | 2 CFR § 200.434 | Unallowable (made by non-federal entity); not reimbursable but value may be used as cost sharing or matching (made to non-federal entity) |
| Defense and prosecution of criminal and civil proceedings, claims, appeals and patent | 2 CFR § 200.435 | Allowable with restrictions |

| | | |
|---|-----------------|--|
| infringements | | |
| Depreciation | 2 CFR § 200.436 | Allowable with qualifications |
| Employee health and welfare costs | 2 CFR § 200.437 | Allowable with restrictions |
| Entertainment costs | 2 CFR § 200.438 | Unallowable with exceptions |
| Equipment and other capital expenditures | 2 CFR § 200.439 | Allowability based on specific requirement |
| Exchange rates | 2 CFR § 200.440 | Allowable with restrictions |
| Fines, penalties, damages and other settlements | 2 CFR § 200.441 | Unallowable with exceptions |
| Fund raising and investment management costs | 2 CFR § 200.442 | Unallowable with exceptions |
| Gains and losses on disposition of depreciable assets | 2 CFR § 200.443 | Allowable with restrictions |
| General costs of government | 2 CFR § 200.444 | Unallowable with exceptions |
| Goods and services for personal use | 2 CFR § 200.445 | Unallowable (goods/services); allowable (housing) with restrictions |
| Idle facilities and idle capacity | 2 CFR § 200.446 | Idle facilities - unallowable with exceptions; Idle capacity - allowable with restrictions |
| Insurance and indemnification | 2 CFR § 200.447 | Allowable with restrictions |
| Intellectual property | 2 CFR § 200.448 | Allowable with restrictions |
| Interest | 2 CFR § 200.449 | Allowable with restrictions |
| Lobbying | 2 CFR § 200.450 | Unallowable |
| Losses on other awards or contracts | 2 CFR § 200.451 | Unallowable (however, they are required to be included in the indirect cost rate base for |

| | | |
|--|-----------------|--|
| | | allocation of indirect costs) |
| Maintenance and repair costs | 2 CFR § 200.452 | Allowable with restrictions |
| Materials and supplies costs, including costs of computing devices | 2 CFR § 200.453 | Allowable with restrictions |
| Memberships, subscriptions, and professional activity costs | 2 CFR § 200.454 | Allowable with restrictions; unallowable for lobbying organizations |
| Organization costs | 2 CFR § 200.455 | Unallowable except federal prior approval |
| Participant support costs | 2 CFR § 200.456 | Allowable with prior approval of the federal awarding agency |
| Plant and security costs | 2 CFR § 200.457 | Allowable; capital expenditures are subject to § 200.439 |
| Pre-award costs | 2 CFR § 200.458 | Allowable if consistent with other allowabilities and with prior approval of the federal awarding agency |
| Professional services costs | 2 CFR § 200.459 | Allowable with restrictions |
| Proposal costs | 2 CFR § 200.460 | Allowable with restrictions |
| Publication and printing costs | 2 CFR § 200.461 | Allowable with restrictions |
| Rearrangement and reconversion costs | 2 CFR § 200.462 | Allowable (ordinary and normal) |
| Recruiting costs | 2 CFR § 200.463 | Allowable with restrictions |
| Relocation costs of employees | 2 CFR § 200.464 | Allowable with restrictions |
| Rental costs of real property and equipment | 2 CFR § 200.465 | Allowable with restrictions |
| Scholarships and student aid costs | 2 CFR § 200.466 | Not specifically addressed |
| Selling and marketing costs | 2 CFR § 200.467 | Unallowable with exceptions |

| | | |
|-----------------------------------|-----------------|---|
| Specialized service facilities | 2 CFR § 200.468 | Allowable with restrictions |
| Student activity costs | 2 CFR § 200.469 | Unallowable unless specifically provided for in the federal award |
| Taxes (including Value Added Tax) | 2 CFR § 200.470 | Allowable with restrictions |
| Termination costs | 2 CFR § 200.471 | Allowable with restrictions |
| Training and education costs | 2 CFR § 200.472 | Allowable for employee development |
| Transportation costs | 2 CFR § 200.473 | Allowable with restrictions |
| Travel costs | 2 CFR § 200.474 | Allowable with restrictions |
| Trustees | 2 CFR § 200.475 | Not specifically addressed |

TOWN OF MINERAL SPRINGS

Nondiscrimination Policy Governing Use of CSLFRF Revenues

Recitals

WHEREAS, the Town of Mineral Springs has received an allocation of funds from the “Coronavirus State and Local Fiscal Recovery Fund” (“CSLFRF revenues”), established pursuant to Sections 602 and 603 of the Social Security Act, as added by Section 9901 of the American Rescue Plan Act of 2021, Pub. L. No. 117-2 (the “ARP/CSLFRF award”).

WHEREAS, CSLFRF revenues are subject to the U.S. Department of Treasury (“Treasury”) regulations, including the Final Rule, the Award Terms and Conditions, and the Title VII implementing regulations at 31 C.F.R. Part 22.

WHEREAS, pursuant to the ARP/CSLFRF Award Terms and Conditions, and as a condition of receiving CSLFRF revenues, the Town of Mineral Springs agrees to follow all federal statutes and regulations prohibiting discrimination in its administration of the CSLFRF under the terms and conditions of the ARP/CSLFRF award, including, without limitation, the following:

- i. Title VI of the Civil Rights Act of 1964 (42 U.S.C. §§ 2000d et seq.) and Treasury’s implementing regulations at 31 C.F.R. Part 22, which prohibit discrimination on the basis of race, color, or national origin within programs or activities receiving federal financial assistance;
- ii. The Fair Housing Act, Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§ 3601 et seq.), which prohibits discrimination in housing on the basis of race, color, religion, national origin, sex, familial status, or disability;
- iii. Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794), which prohibits discrimination on the basis of disability under any program or activity receiving Federal financial assistance;
- iv. The Age Discrimination Act of 1975, as amended (42 U.S.C. §§ 6101 et seq.), and Treasury’s implementing regulations at 31 C.F.R. Part 23, which prohibit discrimination on the basis of age in programs or activities receiving federal financial assistance; and
- v. Title II of the Americans with Disabilities Act of 1990, as amended (42 U.S.C. §§ 12101 et seq.), which prohibits discrimination on the basis of disability under programs, activities, and services provided or made available by state and local governments or instrumentalities or agencies thereto.

RESOLVED, That the governing board of the Town of Mineral Springs hereby adopts and enacts the following nondiscrimination policy, which shall apply to the operations of any program, activity, or facility that is supported in whole, or in part, by expenditures of CSLFRF revenues pursuant to the ARP/CSLFRF award.

Nondiscrimination Policy Statement

It is the policy of the Town of Mineral Springs to ensure that no person shall, on the ground of race, color, national origin (including limited English Proficiency), familial status, sex, age, or disability, be excluded from participation in, be denied the benefits of, or be otherwise subject to discrimination under any program or activity administered by the Town of Mineral Springs, including programs or activities that are funded in whole or part, with Coronavirus State and Local Fiscal Recovery Funds ("CSLFRF"), which the Town of Mineral Springs received from the U.S. Department of Treasury ("Treasury") pursuant to Sections 602 and 603 of the Social Security Act, as added by Section 9901 of the American Rescue Plan Act of 2021, Pub. L. No. 117-2 (herein the "ARP/CSLFRF award").

I. Governing Statutory & Regulatory Authorities

As required by the CSLFRF Award Terms and Conditions, the Town of Mineral Springs shall ensure that each "activity," "facility," or "program"¹ that is funded in whole, or in part, with CSLFRF revenues and administered under the ARP/CSLFRF award, will be facilitated, operated, or conducted in compliance with the following federal statutes and federal regulations prohibiting discrimination. These include, but are not limited to, the following:

- i. Title VI of the Civil Rights Act of 1964 (42 U.S.C. §§ 2000d et seq.) and Treasury's implementing regulations at 31 C.F.R. Part 22, which prohibit discrimination on the basis of race, color, or national origin under programs or activities receiving federal financial assistance;
- ii. The Fair Housing Act, Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§ 3601 et seq.), which prohibits discrimination in housing on the basis of race, color, religion, national origin, sex, familial status, or disability;
- iii. Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794), which prohibits discrimination on the basis of disability under any program or activity receiving federal financial assistance;
- iv. The Age Discrimination Act of 1975, as amended (42 U.S.C. §§ 6101 et seq.), and Treasury's implementing regulations at 31 C.F.R. Part 23, which prohibit discrimination on the basis of age within programs or activities receiving federal financial assistance; and
- v. Title II of the Americans with Disabilities Act of 1990, as amended (42 U.S.C. §§ 12101 et seq.), which prohibits discrimination on the basis of disability under programs, activities, and services provided or made available by state and local governments or instrumentalities or agencies thereto.

¹ 22 C.F.R. § 22.3 defines "program" and "activity" as all operations of an entity, including local governments, that receive Federal financial assistance, and the departments, agencies, or special purpose districts of the local governments to which Federal financial assistance is distributed. "Federal financial assistance" includes, among other things, grants and loans of federal funds. "Facility" includes all or any part of structures, equipment, or other real or personal property or interests therein, and the provision of facilities includes the construction, expansion, renovation, remodeling, alteration, or acquisition of facilities.

II. Discriminatory Practices Prohibited in the Administration of the ARP/CSLFRF Award

To ensure compliance with Title VII of the Civil Rights Act of 1964, and Title 31 Code of Federal Regulations, Part 22, the Civil Rights Restoration Act of 1987, and other pertinent nondiscrimination authorities, the Town of Mineral Springs shall prohibit, at a minimum, the following practices in its administration of the CSLFRF pursuant to the ARP/CSLFRF award:

1. Denying to a person any service, financial aid, or other program benefit without good cause;
2. Providing to a person any service, financial aid, or another benefit which is different in quantity or quality, or is provided in a different manner, from that provided to others under the program.
3. Subjecting a person to segregation or separate treatment in any matter related to the receipt of any service, financial aid, or other benefit under the program;
4. Restricting a person in the enjoyment of any advantages, privileges, or other benefits enjoyed by others receiving any service, financial aid, or other benefit under the program;
5. Treating a person differently from others in determining whether that person satisfies any admission, enrollment, quota, eligibility, membership, or other requirement or condition which persons must meet to be provided any service, financial aid, or other benefit provided under the program;
6. Implementing different standards, criteria, or other requirements for admission, enrollment, or participation in planning, advisory, contractual, or other integral activities to the program;
7. Adopting methods of administration which, directly or through contractual relationships, would defeat or substantially impair the accomplishment of effective nondiscrimination;
8. Selecting a site or location of facilities with the purpose or effect of excluding persons from, denying them the benefits of, subjecting them to discrimination, or with the purpose or effect of defeating or substantially impairing the accomplishment of the objectives of Title VI or related acts and regulations;
9. Discriminating against any person, either directly or through a contractual agreement, in any employment resulting from the program, a primary objective of which is to provide employment;
10. Committing acts of intimidation or retaliation, including threatening, coercing, or discriminating against any individual for the purpose of interfering with any right or privilege secured by any pertinent nondiscrimination law, or because an individual made a complaint, testified, assisted, or participated in an investigation, proceeding, or hearing.

III. Reporting & Enforcement

1. The Town of Mineral Springs shall cooperate in any enforcement or compliance review activities by the Department of the Treasury. Enforcement may include investigation, arbitration, mediation, litigation, and monitoring of any settlement agreements that may result from these actions. The Town of Mineral Springs shall comply with information requests, on-site compliance reviews, and reporting requirements.

2. The Town of Mineral Springs shall maintain a complaint log and inform the Treasury of any complaints of discrimination on the grounds of race, color, or national origin (including limited English proficiency covered by Title VI of the Civil Rights Act of 1964 and implementing regulations) and provide, upon request, a list of all such reviews or proceedings based on the complaint, whether pending or completed, including the outcome. The Town of Mineral Springs shall inform the Treasury if it has received no complaints under Title VI.
3. Any person who believes they have been aggrieved by a discriminatory practice under Title VI has a right to file a formal complaint with the Treasury. Any such complaint must be in writing and filed with the Treasury's Title VI Coordinator within one hundred eighty (180) days following the date of the alleged discriminatory occurrence.
4. Any person who believes that because of that person's race, color, national origin, limited English proficiency, familial status, sex, age, religion, or disability that he/she/they have been discriminated against or unfairly treated by the Town of Mineral Springs in violation of this policy should contact the following office within 180 days from the date of the alleged discriminatory occurrence:

Mayor, Town of Mineral Springs
PO Box 600
Mineral Springs, NC 28108
(704) 243-0505 ext. 223
msncmayor@yahoo.com

ADOPTED, this the 13th day of October, 2022.

Frederick Becker III, Mayor

Attest:

Vicky A. Brooks, CMC, Town Clerk

TOWN OF MINERAL SPRINGS

Conflict of Interest Policy Applicable to CSLFRF Revenues

I. Scope of Policy

- a. Purpose of Policy. This Conflict of Interest Policy (“*Policy*”) establishes conflict of interest standards that (1) apply when the Town of Mineral Springs enters into a Contract (as defined in Section II hereof) or makes a Subaward (as defined in Section II hereof), and (2) meet or exceed the requirements of North Carolina law and 2 C.F.R. § 200.318(c).
- b. Application of Policy. This Policy shall apply when the Unit (1) enters into a Contract to be funded, in part or in whole, by Federal Financial Assistance to which 2 C.F.R. § 200.318(c) applies, or (2) makes any Subaward to be funded by Federal Financial Assistance to which 2 C.F.R. § 200.318(c) applies. If a federal statute, regulation, or the terms of a financial assistance agreement applicable to a particular form of Federal Financial Assistance conflicts with any provision of this Policy, such federal statute, regulation, or terms of the financial assistance agreement shall govern.

II. Definitions

Capitalized terms used in this Policy shall have the meanings ascribed thereto in this Section II: Any capitalized term used in this Policy but not defined in this Section II shall have the meaning set forth in 2 C.F.R. § 200.1.

- a. “*COI Point of Contact*” means the individual identified in Section III(a) of this Policy.
- b. “*Contract*” means, for the purpose of Federal Financial Assistance, a legal instrument by which the Unit purchases property or services needed to carry out a program or project under a Federal award.
- c. “*Contractor*” means an entity or individual that receives a Contract.
- d. “*Covered Individual*” means a Public Officer, employee, or agent of the Unit.
- e. “*Covered Nonprofit Organization*” means a nonprofit corporation, organization, or association, incorporated or otherwise, that is organized or operating in the State of North Carolina primarily for religious, charitable, scientific, literary, public health and safety, or educational purposes, excluding any board, entity, or other organization created by the State of North Carolina or any political subdivision of the State (including the Unit).
- f. “*Direct Benefit*” means, with respect to a Public Officer or employee of the Unit, or the spouse of any such Public Officer or employee, (i) having a ten percent (10%) ownership interest or other interest in a Contract or Subaward; (ii) deriving any income or commission directly from a Contract or Subaward; or (iii) acquiring property under a Contract or Subaward.

- g. “*Federal Financial Assistance*” means Federal financial assistance that the Unit receives or administers in the form of grants, cooperative agreements, non-cash contributions or donations of property (including donated surplus property), direct appropriations, food commodities, and other Federal financial assistance (except that the term does not include loans, loan guarantees, interest subsidies, or insurance).
- h. “*Governing Board*” means the Mineral Springs Town Council.
- i. “*Immediate Family Member*” means, with respect to any Covered Individual, (i) a spouse, and parents thereof, (ii) a child, and parent thereof, (iii) a parent, and spouse thereof, (iv) a sibling, and spouse thereof, (v) a grandparent and grandchild, and spouses thereof, (vi) domestic partners and parents thereof, including domestic partners of any individual in (ii) through (v) of this definition; and (vii) any individual related by blood or affinity whose close association with the Covered Individual is the equivalent of a family relationship.
- j. “*Involved in Making or Administering*” means (i) with respect to a Public Official or employee, (a) overseeing the performance of a Contract or Subaward or having authority to make decisions regarding a Contract or Subaward or to interpret a Contract or Subaward, or (b) participating in the development of specifications or terms or in the preparation or award of a Contract or Subaward, (ii) only with respect to a Public Official, being a member of a board, commission, or other body of which the Public Official is a member, taking action on the Contract or Subaward, whether or not the Public Official actually participates in that action.
- k. “*Pass-Through Entity*” means a non-Federal entity that provides a Subaward to a Subrecipient to carry out part of a Federal program.
- l. “*Public Officer*” means an individual who is elected or appointed to serve or represent the Unit (including, without limitation, any member of the Governing Board), other than an employee or independent contractor of the Unit.
- m. “*Recipient*” means an entity, usually but not limited to a non-Federal entity, that receives a Federal award directly from a Federal awarding agency. The term does not include Subrecipients or individuals that are beneficiaries of the award.
- n. “*Related Party*” means (i) an Immediate Family Member of a Covered Individual, (ii) a partner of a Covered Individual, or (iii) a current or potential employer (other than the Unit) of a Covered Individual, of a partner of a Covered Individual, or of an Immediate Family Member of a Covered Individual.
- o. “*Subaward*” means an award provided by a Pass-Through Entity to carry out part of a Federal award received by the Pass-Through Entity. It does not include payments to a contractor or payments to a contractor or payments to an individual that is a beneficiary of a Federal program.

- p. “*Subcontract*” means mean any agreement entered into by a Subcontractor to furnish supplies or services for the performance of a Contract or a Subcontract. It includes, but is not limited to, purchase orders, and changes and modifications to purchase orders.
- q. “*Subcontractor*” means an entity that receives a Subcontract.
- r. “*Subrecipient*” means an entity, usually but not limited to a non-Federal entity, that receives a subaward from a Pass-Through Entity to carry out part of a Federal award; but does not include an individual that is a beneficiary of such award. A subrecipient may also be a recipient of other Federal awards directly from a Federal awarding agency.
- s. “*Unit*” has the meaning specified in Section I hereof.

III. COI Point of Contact.

- a. Appointment of COI Point of Contact. The Mineral Springs Finance Officer, an employee of the Unit, shall have primary responsibility for managing the disclosure and resolution of potential or actual conflicts of interest arising under this Policy. In the event that the Finance Officer is unable to serve in such capacity, the Mineral Springs Mayor shall assume responsibility for managing the disclosure and resolution of conflicts of interest arising under this Policy. The individual with responsibility for managing the disclosure and resolution of potential or actual conflicts of interest under this Section III(a) shall be known as the “*COI Point of Contact*”.
- b. Distribution of Policy. The COI Point of Contact shall ensure that each Covered Individual receives a copy of this Policy.

IV. Conflict of Interest Standards in Contracts and Subawards

- a. North Carolina Law. North Carolina law restricts the behavior of Public Officials and employees of the Unit involved in contracting on behalf of the Unit. The Unit shall conduct the selection, award, and administration of Contracts and Subawards in accordance with the prohibitions imposed by the North Carolina General Statutes and restated in this Section III.
 - i. G.S. § 14-234(a)(1). A Public Officer or employee of the Unit Involved in Making or Administering a Contract or Subaward on behalf of the Unit shall not derive a Direct Benefit from such a Contract or Subaward.
 - ii. G.S. § 14-234(a)(3). No Public Officer or employee of the Unit may solicit or receive any gift, favor, reward, service, or promise of reward, including but not limited to a promise of future employment, in exchange for recommending, influencing, or attempting to influence the award of a Contract or Subaward by the Unit.
 - iii. G.S. § 14-234.3. If a member of the Governing Board of the Unit serves as a director, officer, or governing board member of a Covered Nonprofit Organization,

such member shall not (1) deliberate or vote on a Contract or Subaward between the Unit and the Covered Nonprofit Corporation, (2) attempt to influence any other person who deliberates or votes on a Contract or Subaward between the Unit and the Covered Nonprofit Corporation, or (3) solicit or receive any gift, favor, reward, service, or promise of future employment, in exchange for recommending or attempting to influence the award of a Contract or Subaward to the Covered Nonprofit Organization.

- iv. G.S. § 14-234.1. A Public Officer or employee of the Unit shall not, in contemplation of official action by the Public Officer or employee, or in reliance on information which was made known to the public official or employee and which has not been made public, (1) acquire a pecuniary interest in any property, transaction, or enterprise or gain any pecuniary benefit which may be affected by such information or other information, or (2) intentionally aid another in violating the provisions of this section.

b. Federal Standards.

- i. Prohibited Conflicts of Interest in Contracting. Without limiting any specific prohibition set forth in Section IV(a), a Covered Individual may not participate in the selection, award, or administration of a Contract or Subaward if such Covered Individual has a real or apparent conflict of interest.

- 1. Real Conflict of Interest. A real conflict of interest shall exist when the Covered Individual or any Related Party has a financial or other interest in or a tangible personal benefit from a firm considered for a Contract or Subaward. Exhibit A attached hereto provides a non-exhaustive list of examples of (i) financial or other interests in a firm considered for a Contract or Subaward, and (ii) tangible personal benefits from a firm considered for a Contract or Subaward.

- 2. Apparent Conflict of Interest. An apparent conflict of interest shall exist where a real conflict of interest may not exist under Section IV(b)(i)(1), but where a reasonable person with knowledge of the relevant facts would find that an existing situation or relationship creates the appearance that a Covered Individual or any Related Party has a financial or other interest in or a tangible personal benefit from a firm considered for a Contract or Subaward.

- ii. Identification and Management of Conflicts of Interest.

- 1. Duty to Disclose and Disclosure Forms

- a. Each Covered Individual expected to be or actually involved in the selection, award, or administration of a Contract or Subaward has an ongoing duty to disclose to the COI Point of Contact

potential real or apparent conflicts of interest arising under this Policy.

- b. Prior to the Unit's award of a Contract or Subaward, the COI Point of Contact shall advise Covered Individuals expected to be involved in the selection, award, or administration of the Contract or Subaward of such duty.
- c. If the value of a proposed Contract or Subaward exceeds \$250,000, the COI Point of Contact shall collect a Conflict of Interest Disclosure Form contained in Exhibit C (for Contracts) and Exhibit E (for Subawards) from each Covered Individual and file such Conflict of Interest Disclosure Form in records of the Unit.

2. Identification Prior to Award of Contract or Subaward.

- a. Prior to the Unit's award of a Contract or Subaward, the COI Point of Contact shall complete the appropriate Compliance Checklist contained in Exhibit B (for Contracts) and Exhibit D (for Subawards) attached hereto and file such Compliance Checklist in the records of the Unit.

3. Management Prior to Award of Contract or Subaward

- a. If, after completing the Compliance Checklist, the COI Point of Contact identifies a potential real or apparent conflict of interest relating to a proposed Contract or Subaward, the COI Point of Contact shall disclose such finding in writing to each member of the Governing Board. If the Governing Board desires to enter into the proposed Contract or Subaward despite the identification by the COI Point of Contact of a potential real or apparent conflict of interest, it may either:
 - i. accept the finding of the COI Point of Contact and direct the COI Point of Contact to obtain authorization to enter into the Contract or Subaward from (a) if Unit is a Recipient of Federal Financial Assistance, the Federal awarding agency with appropriate mitigation measures, or (b) if Unit is a Subrecipient of Federal Financial Assistance, from the Pass-Through Entity that provided a Subaward to Unit; or
 - ii. reject the finding of the COI Point of Contact and enter into the Contract or Subaward. In rejecting any finding of the COI Point of Contact, the Governing Board shall in

writing document a justification supporting such rejection.

- b. If the COI Point of Contact does not identify a potential real or apparent conflict of interest relating to a proposed Contract or Subaward, the Unit may enter into the Contract or Subaward in accordance with the Unit's purchasing or subaward policy.

4. Identification After Award of Contract or Subaward.

- a. If the COI Point of Contact discovers that a real or apparent conflict of interest has arisen after the Unit has entered into a Contract or Subaward, the COI Point of Contact shall, as soon as possible, disclose such finding to each member of the Governing Board. Upon discovery of such a real or apparent conflict of interest, the Unit shall cease all payments under the relevant Contract or Subaward until the conflict of interest has been resolved.

5. Management After Award of Contract or Subaward.

- a. Following the receipt of such disclosure of a potential real or apparent conflict of interest pursuant to Section IV(b)(ii)(4), the Governing Board may reject the finding of the COI Point of Contact by documenting in writing a justification supporting such rejection. If the Governing Board fails to reject the finding of the COI Point of Contact within 15 days of receipt, the COI Point of Contact shall:
 - i. if Unit is a Recipient of Federal Financial Assistance funding the Contract or Subaward, disclose the conflict to the Federal awarding agency providing such Federal Financial Assistance in accordance with 2 C.F.R. § 200.112 and/or applicable regulations of the agency, or
 - ii. if Unit is a Subrecipient of Federal Financial Assistance, disclose the conflict to the Pass-Through Entity providing a Subaward to Unit in accordance with 2 C.F.R. § 200.112 and applicable regulations of the Federal awarding agency and the Pass-Through Entity.

V. Oversight of Subrecipient's Conflict of Interest Standards

- a. Subrecipients of Unit Must Adopt Conflict of Interest Policy. Prior to the Unit's execution of any Subaward for which the Unit serves as a Pass-Through Entity, the COI Point of Contact shall ensure that the proposed Subrecipient of Federal Financial Assistance has

adopted a conflict of interest policy that satisfies the requirements of 2 C.F.R. § 200.318(c)(1), 2 C.F.R. § 200.318(c)(2), and all other applicable federal regulations.

- b. Obligation to Disclose Subrecipient Conflicts of Interest. The COI Point of Contact shall ensure that the legal agreement under which the Unit makes a Subaward to a Subrecipient shall require such Subrecipient to disclose to the COI Point of Contact any potential real or apparent conflicts of interest that the Subrecipient identifies. Upon receipt of such disclosure, the COI Point of Contact shall disclose such information to the Federal awarding agency that funded the Subaward in accordance with that agency's disclosure policy.

VI. Gift Standards

- a. Federal Standard. Subject to the exceptions set forth in Section VI(b), a Covered Individual may not solicit or accept gratuities, favors, or anything of monetary value from a Contractor or a Subcontractor.
- b. Exception. Notwithstanding Section VI(a), a Covered Individual may accept an unsolicited gift from a Contractor or Subcontractor of one or more types specified below if the gift has an aggregate market value of \$20 or less per source per occasion, provided that the aggregate market value of all gifts received by the Covered Individual pursuant to this Section VI(b) does not exceed \$50 in a calendar year:
 - i. honorariums for participating in meetings;
 - ii. advertising items or souvenirs of nominal value; or
 - iii. meals furnished at banquets.
- c. Internal Reporting. A Covered Individual shall report any gift accepted under Section VI(b) to the COI Point of Contact. If required by regulation of a Federal awarding agency, the COI Point of Contact shall report such gifts to the Federal awarding agency or a Pass-Through Entity for which the Unit is a Subrecipient.

VII. Violations of Policy

- a. Disciplinary Actions for Covered Individuals. Any Covered Individual that fails to disclose a real, apparent, or potential real or apparent conflict of interest arising with respect to the Covered Individual or Related Party may be subject to disciplinary action, including, but not limited to, an employee's termination or suspension of employment with or without pay, the consideration or adoption of a resolution of censure of a Public Official by the Governing Board, or termination of an agent's contract with the Unit.
- b. Disciplinary Actions for Contractors and Subcontractors. The Unit shall terminate any Contract with a Contractor or Subcontractor that violates any provision of this Policy.

- c. Protections for Whistleblowers. In accordance with 41 U.S.C. § 4712, the Unit shall not discharge, demote, or otherwise discriminate against an employee in reprisal for disclosing to any of the list of persons or entities provided below, information that the employee reasonably believes is evidence of gross mismanagement of a federal contract or grant, a gross waste of federal funds, an abuse of authority relating to a federal contract or grant, a substantial and specific danger to public health or safety, or a violation of law, rule, or regulation related to a federal contract (including the competition for or negotiation of a contract) or grant: (i) a member of Congress or a representative of a committee of Congress; (ii) an Inspector General; (iii) the Government Accountability Office; (iv) a Treasury or other federal agency employee responsible for grant oversight or management; (v) an authorized official of the Department of Justice or other law enforcement agency; (vi) a court or grand jury; or (vii) a management official or other employee of the Unit, a Contractor, or Subcontractor who has the responsibility to investigate, discover, or address misconduct.

ADOPTED this the 13th day of October, 2022.

Frederick Becker III, Mayor

Attest:

Vicky A. Brooks, CMC, Town Clerk

EXHIBIT A

Examples

| <i>Potential Examples of a “Financial or Other Interest” in a Firm or Organization Considered for a Contract or Subaward</i> | <i>Potential Examples of a “Tangible Personal Benefit” From a Firm or Organization Considered for a Contract or Subaward</i> |
|--|---|
| <p>Direct or indirect equity interest in a firm or organization considered for a Contract or Subaward, which may include:</p> <ul style="list-style-type: none"> - Stock in a corporation. - Membership interest in a limited liability company. - Partnership interest in a general or limited partnership. - Any right to control the firm or organization’s affairs. For example, a controlling equity interest in an entity that controls or has the right to control a firm considered for a contract. - Option to purchase any equity interest in a firm or organization. | <p>Opportunity to be employed by the firm considered for a contract, an affiliate of that firm, or any other firm with a relationship with the firm considered for a Contract.</p> <p>A position as a director or officer of the firm or organization, even if uncompensated.</p> |
| <p>Holder of any debt owed by a firm considered for a Contract or Subaward, which may include:</p> <ul style="list-style-type: none"> - Secured debt (e.g., debt backed by an asset of the firm (like a firm’s building or equipment)) - Unsecured debt (e.g., a promissory note evidencing a promise to repay a loan). <ul style="list-style-type: none"> o Holder of a judgment against the firm. | <p>A referral of business from a firm considered for a Contract or Subaward.</p> |
| <p>Supplier or contractor to a firm or organization considered for a Contract or Subaward.</p> | <p>Political or social influence (e.g., a promise of appointment to a local office or position on a public board or private board).</p> |

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EXHIBIT B

COMPLIANCE CHECKLIST FOR OVERSIGHT OF CONTRACT CONFLICTS OF INTEREST

The Town of Mineral Springs (“*Unit*”) has adopted a Conflict of Interest Policy (“*Policy*”) that governs the Unit’s expenditure of Federal Financial Assistance (as defined in Section II of the Policy). The Policy designates the Mineral Springs Finance Officer as the “COI Point of Contact.” The Policy requires the COI Point of Contact to complete this Compliance Checklist to identify potential real or apparent conflicts of interest in connection with proposed Contracts (as defined in Section II) and file the Checklist in the records of the Unit.

Instructions for Completion

1. The COI Point of Contact shall complete Steps 1 through 5 of the Checklist below.
2. If the value of the proposed Contract exceeds \$250,000, the COI Point of Contact shall collect a Conflict of Interest Disclosure Form from each Covered Individual.
3. If the COI Point of Contact identifies a potential real or apparent conflict of interest after completing this Compliance Checklist, the COI Point of Contact shall report such potential conflict of interest to the Mineral Springs Town Clerk and to each member of the Governing Board.

Definitions.

1. *Covered Individual.* Each person identified in Section 1 of this Checklist is a “Covered Individual” for purposes of this Compliance Checklist and the Policy.
2. *Immediate Family Member* means, with respect to any Covered Individual, (i) a spouse, and parents thereof, (ii) a child, and parent thereof, (iii) a parent, and spouse thereof, (iv) a sibling, and spouse thereof, (v) a grandparent and grandchild, and spouses thereof, (vi) domestic partners and parents thereof, including domestic partners of any individual in (ii) through (v) of this definition; and (vii) any individual related by blood or affinity whose close association with the Covered Individual is the equivalent of a family relationship.
3. *Related Party* means (i) an Immediate Family Member of a Covered Individual, (ii) a partner of a Covered Individual, or (iii) a current or potential employer (other than the Unit) of a Covered Individual, of a partner of a Covered Individual, or of an Immediate Family Member of a Covered Individual.

| Step | | | |
|---|---|---|---|
| <p>1</p> | <p>Identify the proposed Contract, counterparty, and the subject of the Contract.</p> | <p><u>Name of Contract:</u></p> <hr/> <p><u>Name of Counterparty</u></p> <hr/> <p><u>Subject of Contract:</u></p> <hr/> | |
| <p>2</p> | <p>Identify all individuals involved in the selection, award, or administration of the Contract. These individuals are “Covered Individuals”. Ensure that each Covered Individual has been provided with a copy of the Conflict of Interest Policy.</p> | | |
| | <p><u>Public Officials</u></p> | <p><u>Employees</u></p> | <p><u>Agents</u></p> |
| <p>3</p> | <p>Identify whether any Covered Individual has a (i) financial or other interest in, or (ii) tangible personal benefit from the firm considered for a Contract. [If the estimated Contract amount exceeds \$250,000, ensure that each Covered Individual files a Conflict of Interest Disclosure Form with the COI Point of Contact.]</p> | | |
| <p>Any identified interest in Step 3 is a potential “real” conflict of interest.</p> | <p><u>Public Officials</u></p> | <p><u>Employees</u></p> | <p><u>Agents</u></p> |
| <p>4</p> | <p>Identify whether any Related Party has a (i) financial or other interest in or (ii) tangible personal benefit from the firm considered from a Contract. If the estimated Contract amount exceeds \$250,000, ensure that each Covered Individual files a Conflict of Interest Disclosure Form with the COI Point of Contact.</p> | | |
| <p>Any identified interest in Step 4 is a potential “real” conflict of interest.</p> | <p><u>Public Officials – Related Party</u></p> | <p><u>Employees – Related Party</u></p> | <p><u>Agents – Related Party</u></p> |

| | | | |
|--|--|-------------------------|----------------------|
| | | | |
| 5 | Identify whether a reasonable person with knowledge of the relevant facts would find that an existing situation or relationship creates the <i>appearance</i> that a Covered Individual or any Related Party has a financial or other interest in or a tangible personal benefit from a firm considered for a Contract? If yes, explain. | | |
| Any identified interest in Step 5 is a potential “apparent” conflict of interest. | <u>Public Officials</u> | <u>Employees</u> | <u>Agents</u> |
| | | | |

COI Point of Contact: _____

Signature of COI Point of Contact: _____

Date of Completion: _____

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EXHIBIT C

CONTRACT CONFLICT OF INTEREST DISCLOSURE FORM

FOR OFFICIALS, EMPLOYEES, AND AGENTS

The Town of Mineral Springs (“Unit”) has adopted a Conflict of Interest Policy (“Policy”) that governs the Unit’s expenditure of Federal Financial Assistance (as defined in Section II of the Policy). The Policy designates the Mineral Springs Finance Officer as the “COI Point of Contact.”

The COI Point of Contact has identified you as an official, employee, or agent of the Unit that may be involved in the selection, award, or administration of the following contract: _____ (the “Contract”). To safeguard the Unit’s expenditure of Federal Financial Assistance, the COI Point of Contact has requested that you identify any potential real or apparent conflicts of interest in the Firm considered for the award of a Contract. Using the Exhibit A to the Policy as a guide, please answer the following questions:

1. Do you have a financial or other interest in a firm considered for this Contract?

Yes _____ No _____ Unsure: _____

If the answer is Yes or Unsure, please explain:

2. Will you receive any tangible personal benefit from a firm considered for this Contract?

Yes _____ No _____ Unsure: _____

If the answer is Yes or Unsure, please explain:

3. For purposes of Question 3(a) and 3(b), your “Immediate Family Members” include: (i) your spouse and their parents, (ii) your child, (iii) your parent and any spouse of your parent, (iv) your sibling and any spouse of your sibling, (v) your grandparents or grandchildren, and the spouses of each, (vi) any domestic partner of any individual in (ii) through (v) of this definition; and (vii) any individual related by blood or affinity whose close association with you is the equivalent of a family relationship.

a. Do you have an Immediate Family Member with a financial or other interest in a firm considered for this Contract?

Yes _____ No _____ Unsure: _____

If the answer is Yes or Unsure, please explain:

b. Do you have an Immediate Family Member that will receive a tangible personal benefit from a firm considered for this Contract?

Yes _____ No _____ Unsure: _____

4. Do you have any other partner with a financial or other interest in a firm considered for this Contract?

Yes _____ No _____ Unsure: _____

If the answer is Yes or Unsure, please explain:

5. Will any other partner of yours receive any tangible personal benefit from a firm considered for this Contract?

Yes _____ No _____ Unsure: _____

If the answer is Yes or Unsure, please explain:

6. Does your current or potential employer (other than the Unit) have a financial or other interest in a firm considered for this Contract or will such current or potential employer receive a tangible personal benefit from this Contract?

Yes _____ No _____ Unsure: _____

If the answer is Yes or Unsure, please explain:

7. Benefits to Employers

a. Does a current or potential employer (other than the Unit) of any of your Immediate Family Members have a financial or other interest in a firm considered for this Contract?

Yes _____ No _____ Unsure: _____

If the answer is Yes or Unsure, please explain:

b. Will a current or potential employer (other than the Unit) of any of your Immediate Family Members receive a tangible personal benefit from this Contract?

Yes _____ No _____ Unsure: _____

If the answer is Yes or Unsure, please explain:

c. Does a current or potential employer (other than the Unit) of any partner of yours have a financial or other interest in a firm considered for this Contract?

Yes _____ No _____ Unsure: _____

If the answer is Yes or Unsure, please explain:

d. Will a current or potential employer (other than the Unit) of any partner of yours receive a tangible personal benefit from this Contract?

Yes _____ No _____ Unsure: _____

If the answer is Yes or Unsure, please explain:

8. Does any existing situation or relationship create the *appearance* that you have a financial or other interest in a firm considered for this Contract or will receive a tangible personal benefit from a firm considered for this Contract?

Yes _____ No _____ Unsure: _____

If the answer is Yes or Unsure, please explain:

9. Does any existing situation or relationship create the *appearance* that any Immediate Family Member of yours has a financial or other interest in a firm considered for this Contract or will receive a tangible personal benefit from a firm considered for this Contract?

Yes _____ No _____ Unsure: _____

If the answer is Yes or Unsure, please explain:

10. Does any existing situation or relationship create the *appearance* that your current or potential employer (other than the Unit) has a financial or other interest in a firm considered for this Contract or will receive a tangible personal benefit from a firm considered for this Contract?

Yes _____ No _____ Unsure: _____

If the answer is Yes or Unsure, please explain:

11. Does any existing situation or relationship create the *appearance* that any current or potential employer (other than the Unit) of any of your Immediate Family Members has a financial or other

interest in a firm considered for this Contract or will receive a tangible personal benefit from a firm considered for this Contract?

Yes _____ No _____ Unsure: _____

If the answer is Yes or Unsure, please explain:

12. Does any existing situation or relationship create the *appearance* that any current or potential employer (other than the Unit) of any other partner has a financial or other interest in a firm considered for this Contract or will receive a tangible personal benefit from a firm considered for this Contract?

Yes _____ No _____ Unsure: _____

If the answer is Yes or Unsure, please explain:

* * * * *

Sign Name: _____

Print Name: _____

Name of Employer _____

Job Title: _____

Date of Completion: _____

* * * * *

EXHIBIT D

COMPLIANCE CHECKLIST FOR SUBAWARD OVERSIGHT

The Town of Mineral Springs (“*Unit*”) has adopted a Conflict of Interest Policy (“*Policy*”) that governs the Unit’s expenditure of Federal Financial Assistance (as defined in Section II of the Policy). The Policy designates the Mineral Springs Finance Officer as the “COI Point of Contact.” The Policy requires the COI Point of Contact to complete this Compliance Checklist to identify potential real or apparent conflicts of interest in connection with proposed Subawards (as defined in Section II) and file the Checklist in the records of the Unit.

Instructions for Completion

1. The COI Point of Contact shall complete Steps 1 through 5 of the Checklist below.
2. If the value of the proposed Subaward exceeds \$250,000, the COI Point of Contact shall collect a Conflict of Interest Disclosure Form from each Covered Individual.
3. If the COI Point of Contact identifies a potential real or apparent conflict of interest after completing this Compliance Checklist, the COI Point of Contact shall report such potential conflict of interest to the Mineral Springs Town Clerk and to each member of the Governing Board.

Definitions.

1. *Covered Individual.* Each person identified in Section 1 of this Checklist is a “Covered Individual” for purposes of this Compliance Checklist and the Policy.
2. *Immediate Family Member* means, with respect to any Covered Individual, (i) a spouse, and parents thereof, (ii) a child, and parent thereof, (iii) a parent, and spouse thereof, (iv) a sibling, and spouse thereof, (v) a grandparent and grandchild, and spouses thereof, (vi) domestic partners and parents thereof, including domestic partners of any individual in (ii) through (v) of this definition; and (vii) any individual related by blood or affinity whose close association with the Covered Individual is the equivalent of a family relationship.
3. *Related Party* means (i) an Immediate Family Member of a Covered Individual, (ii) a partner of a Covered Individual, or (iii) a current or potential employer (other than the Unit) of a Covered Individual, of a partner of a Covered Individual, or of an Immediate Family Member of a Covered Individual.

| Step | | | |
|---|--|---|--------------------------------------|
| 1 | Identify the proposed Subaward, Subrecipient, and the subject of the Subaward. | <u>Name of Contract:</u> <hr/> <u>Name of Counterparty</u> <hr/> <u>Subject of Subaward:</u> <hr/> | |
| 2 | Identify all individuals involved in the selection, award, or administration of the Subaward. These individuals are “Covered Individuals”. Ensure that each Covered Individual has been provided with a copy of the Conflict of Interest Policy. | | |
| | <u>Public Officials</u> | <u>Employees</u> | <u>Agents</u> |
| 3 | Identify whether any Covered Individual has a (i) financial or other interest in, or (ii) tangible personal benefit from the firm considered for a Subaward. [If the estimated Subaward amount exceeds \$100,000, ensure that each Covered Individual files a Conflict of Interest Disclosure Form with the COI Point of Contact.] | | |
| Any identified interest in Step 3 is a potential “real” conflict of interest. | <u>Public Officials</u> | <u>Employees</u> | <u>Agents</u> |
| | | | |
| 4 | Identify whether any Related Party has a (i) financial or other interest in or (ii) tangible personal benefit from the firm considered from a Subaward. If the estimated Subaward amount exceeds \$100,000, ensure that each Covered Individual files a Conflict of Interest Disclosure Form with the COI Point of Contact.] | | |
| Any identified interest in Step 4 is | <u>Public Officials – Related Party</u> | <u>Employees – Related Party</u> | <u>Agents – Related Party</u> |
| | | | |

| | | | |
|--|--|-------------------------|----------------------|
| a potential “real” conflict of interest. | | | |
| 5 | Identify whether a reasonable person with knowledge of the relevant facts would find that an existing situation or relationship creates the <i>appearance</i> that a Covered Individual or any Related Party has a financial or other interest in or a tangible personal benefit from a firm considered for a Subaward? If yes, explain. | | |
| Any identified interest in Step 5 is a potential “apparent” conflict of interest. | <u>Public Officials</u> | <u>Employees</u> | <u>Agents</u> |

COI Point of Contact: _____

Signature of COI Point of Contact: _____

Date of Completion: _____

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EXHIBIT E

SUBAWARD CONFLICT OF INTEREST DISCLOSURE FORM

FOR OFFICIALS, EMPLOYEES, AND AGENTS

The Town of Mineral Springs (“Unit”) has adopted a Conflict of Interest Policy (“Policy”) that governs the Unit’s expenditure of Federal Financial Assistance (as defined in Section II of the Policy). The Policy designates the Mineral Springs Finance Officer as the COI Point of Contact.

The COI Point of Contact has identified you as an official, employee, or agent of the Unit that may be involved in the selection, award, or administration of the following subaward: _____ (the “Subaward”). To safeguard the Unit’s expenditure of Federal Financial Assistance, the COI Point of Contact has requested that you identify any potential real or apparent conflicts of interest in the Firm considered for the award of a Subaward. Using the Exhibit A to the Policy as a guide, please answer the following questions:

1. Do you have a financial or other interest in a firm considered for this Subaward?

Yes _____ No _____ Unsure: _____

If the answer is Yes or Unsure, please explain:

2. Will you receive any tangible personal benefit from a firm considered for this Subaward?

Yes _____ No _____ Unsure: _____

If the answer is Yes or Unsure, please explain:

3. For purposes of Question 3(a) and 3(b), your “Immediate Family Members” include: (i) your spouse and their parents, (ii) your child, (iii) your parent and any spouse of your parent, (iv) your sibling and any spouse of your sibling, (v) your grandparents or grandchildren, and the spouses of each, (vi) any domestic partner of any individual in (ii) through (v) of this definition; and (vii) any individual related by blood or affinity whose close association with you is the equivalent of a family relationship.

a. Do you have an Immediate Family Member with a financial or other interest in a firm considered for this Subaward?

Yes _____ No _____ Unsure: _____

If the answer is Yes or Unsure, please explain:

b. Do you have an Immediate Family Member that will receive a tangible personal benefit from a firm considered for this Subaward?

Yes _____ No _____ Unsure: _____

4. Do you have any other partner with a financial or other interest in a firm considered for this Subaward?

Yes _____ No _____ Unsure: _____

If the answer is Yes or Unsure, please explain:

5. Will any other partner of yours receive any tangible personal benefit from a firm considered for this Subaward?

Yes _____ No _____ Unsure: _____

If the answer is Yes or Unsure, please explain:

6. Does your current or potential employer (other than the Unit) have a financial or other interest in a firm considered for this Subaward or will such current or potential employer receive a tangible personal benefit from this Subaward?

Yes _____ No _____ Unsure: _____

If the answer is Yes or Unsure, please explain:

7. Benefits to Employers

a. Does a current or potential employer (other than the Unit) of any of your Immediate Family Members have a financial or other interest in a firm considered for this Subaward?

Yes _____ No _____ Unsure: _____

If the answer is Yes or Unsure, please explain:

b. Will a current or potential employer (other than the Unit) of any of your Immediate Family Members receive a tangible personal benefit from this Subaward?

Yes _____ No _____ Unsure: _____

If the answer is Yes or Unsure, please explain:

c. Does a current or potential employer (other than the Unit) of any partner of yours have a financial or other interest in a firm considered for this Subaward?

Yes _____ No _____ Unsure: _____

If the answer is Yes or Unsure, please explain:

d. Will a current or potential employer (other than the Unit) of any partner of yours receive a tangible personal benefit from this Subaward?

Yes _____ No _____ Unsure: _____

If the answer is Yes or Unsure, please explain:

8. Does any existing situation or relationship create the *appearance* that you have a financial or other interest in a firm considered for this Subaward or will receive a tangible personal benefit from a firm considered for this Subaward?

Yes _____ No _____ Unsure: _____

If the answer is Yes or Unsure, please explain:

9. Does any existing situation or relationship create the *appearance* that any Immediate Family Member of yours has a financial or other interest in a firm considered for this Subaward or will receive a tangible personal benefit from a firm considered for this Subaward?

Yes _____ No _____ Unsure: _____

If the answer is Yes or Unsure, please explain:

10. Does any existing situation or relationship create the *appearance* that your current or potential employer (other than the Unit) has a financial or other interest in a firm considered for this Subaward or will receive a tangible personal benefit from a firm considered for this Subaward?

Yes _____ No _____ Unsure: _____

If the answer is Yes or Unsure, please explain:

11. Does any existing situation or relationship create the *appearance* that any current or potential employer (other than the Unit) of any of your Immediate Family Members has a financial or other

interest in a firm considered for this Subaward or will receive a tangible personal benefit from a firm considered for this Subaward?

Yes _____ No _____ Unsure: _____

If the answer is Yes or Unsure, please explain:

12. Does any existing situation or relationship create the *appearance* that any current or potential employer (other than the Unit) of any other partner has a financial or other interest in a firm considered for this Subaward or will receive a tangible personal benefit from a firm considered for this Subaward?

Yes _____ No _____ Unsure: _____

If the answer is Yes or Unsure, please explain:

* * * * *

Sign Name: _____
Print Name: _____
Name of Employer _____
Job Title: _____
Date of Completion: _____

* * * * *

MEMO

To: Mineral Springs Town Council
From: Rick Becker
Date: October 5, 2022
Subject: Grant Project Ordinance

If Council has adopted all required policies in the previous two agenda items, they may now consider the Grant Project Ordinance to actually utilize part of the town's ARP/CLSFRRF revenues to reimburse itself for employee expenditures dating back to March 3, 2021. This ordinance, if adopted, transfers \$230,669.86 from the SLFRF Fund to the General Fund. Once the transfer is authorized, those dollars will have replaced prior expenditures and no longer be considered federal grant money. They will be, legally, "ordinary" revenues that are not subject to any of the special – and in some cases, complicated and cumbersome – regulations that apply to federal grants.

The remaining \$39,948.89 of our original \$270,618.75 ARP/CSLFRF grant is still considered federal grant money. Later in the fiscal year, we will consider transferring it into the general fund through the same process. According to the UNC School of Government, there are procedures to supplant *future* payroll expenditures in the same ordinance that supplants *past* expenditures, but I find it easier from a recordkeeping standpoint to wait until the town has actually incurred additional payroll obligations; that way, we will know the exact amount of money we are supplanting and we will be able to close out the grant project ordinance and the special grant fund with exactly zero balances.

Council should still regard this \$270,618.75 as somewhat "unique" and seek some special projects or programs to allocate it to, since the intent of the ARPA was to provide support to communities impacted by COVID-19, but the town will no longer need to operate under the extremely burdensome federal rules, provide detailed reporting to the US Treasury, or utilize all the funds prior to December 31, 2026 (or risk forfeiting them).

There are two forms (printed in red, blue, and black ink) immediately following the proposed Grant Project Ordinance. The first is the "Eligibility Determination" and the second is the "Allowable Cost Review". You may recall that the Finance Officer is required under the Eligible Use Policy and the Allowable Cost Policy to review proposed projects involving ARP/CSLFRF revenues and document those reviews. These forms constitute that documentation. Their content somewhat overlaps, but they are based on templates provided by the UNC School of Government. As Finance Officer, I have concluded that the project authorized by the proposed ordinance meets the applicable requirements.

STATE OF NORTH CAROLINA
TOWN OF MINERAL SPRINGS

**AN ORDINANCE AMENDING O-2021-02: TO APPROPRIATE AND SPEND
FEDERAL CORONAVIRUS STATE AND LOCAL FISCAL RECOVERY FUND
(CSLFRF) REVENUES UNDER H.R. 1319, THE AMERICAN RESCUE PLAN
ACT OF 2021 (ARPA)
O-2022-01**

BE IT ORDAINED by the town council of the Town of Mineral Springs, North Carolina that, pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following grant project ordinance is hereby adopted, amending Grant Project Ordinance O-2021-02, adopted on August 12, 2021:

Section 1: This ordinance is to establish a budget for a project or projects to be funded by the Coronavirus State and Local Fiscal Recovery Fund (CSLFRF) revenues of H.R. 1319 American Rescue Plan Act of 2021 (ARPA). The Town of Mineral Springs has received the full allocation CSLFRF revenues in the amount of \$270,618.75. These funds may be used for the following categories of expenditures, to the extent authorized by state law.

1. Support public health expenditures, by funding COVID-19 mitigation efforts, medical expenses, behavioral healthcare, and certain public health and safety staff;
2. Address negative economic impacts caused by the public health emergency, including economic harms to workers, households, small businesses, impacted industries, and the public sector;
3. Replace lost public sector revenue, using this funding to provide government services to the extent of the reduction in revenue experienced due to the pandemic;
4. Provide premium pay for essential workers, offering additional support to those who have borne and will bear the greatest health risks because of their service in critical infrastructure sectors; and,
5. Invest in water, sewer, and broadband infrastructure, making necessary investments to improve access to clean drinking water, support vital wastewater and stormwater infrastructure, and to expand access to broadband internet.

Section 2: The town has elected to take the standard allowance, as authorized by CFR Part 35.6(d)(1) and expend all its ARP/CSLFRF revenues for the provision of government services. Specifically, this ordinance authorizes reimbursement for salaries and benefits paid from March 3, 2021 through September 30, 2022. The Finance Officer has determined that the salaries of the Clerk, Deputy Clerk, Finance Officer, Planning

ADOPTED this 13th day of October, 2022.

Frederick Becker III, Mayor

Attest:

Vicky A. Brooks, CMC, Clerk

DRAFT

American Rescue Plan Act of 2021 Coronavirus State and Local Fiscal Recovery Fund Project Request and Eligibility Determination

This document is to be completed by the person or persons requesting American Rescue Plan Act of 2021 Coronavirus State and Local Government Fiscal Recovery Fund monies. The request will proceed through the Town of Mineral Springs' review process. The requestor will receive notice if the project is approved, with instructions on how to proceed.

BASIC INFORMATION AND DESCRIPTION

| | |
|--|---|
| Program/Project Name: | Salary Supplanting: 3/3/2021 – 9/30/2022 |
| Responsible Department: | Finance |
| Program/Project Manager Name: | Frederick Becker, Finance officer |
| Total Amount Requested: | \$230,669.86 |
| Internal Account Code(s): (assigned by Finance) | |
| Treasury Expenditure Category Level: | 6 Revenue Replacement |
| Treasury Expenditure Category: | 6.1 Provision of Governmnet Services |

ELIGIBILITY REVIEW

| |
|--|
| 1. Provision of Government Services: Employee Salaries and Benefits |
| <p><u>Office/Administration</u> Clerk, Deputy Clerk, Finance Officer: Salaries & Wages Clerk, Deputy Clerk, Finance Officer: Benefits</p> <p><u>Planning</u> Planning Director: Salary Planning Director: Benefits</p> <p><u>Tax Collection</u> Deputy Tax Collector: Wages Deputy Tax Collector: Benefits (FICA)</p> |
| |

JUSTIFICATION AND LEGAL REVIEW FOR STATE AUTHORITY:

| |
|--|
| <p>The town has implemented compensation and employment practices for and provides benefits to the employees listed above in compliance with applicable North Carolina law. See <u>G.S. 160A-162.</u></p> |
|--|

PROPOSED EXPENDITURE ITEMS AND ALLOWABLE COST REVIEW:

Proposed Project Budget, delineated by Cost Item for Allowable Cost Review

| U.G. Provisions | Cost Items | Estimated Amount | Necessary/ Reasonable | % Allocable | Required Documentation* |
|----------------------|---------------------------|---------------------|-----------------------|-------------|-------------------------|
| 2 CFR 200.430 | Compensation | \$194,110.37 | Yes | 100 | Payroll records |
| 2 CFR 200.431 | Fringe Benefits | \$36,559.49 | Yes | 100 | Payroll records |
| | Travel | | Choose an item. | | |
| | Equipment & Other Capital | | Choose an item. | | |
| | Materials & Supplies | | Choose an item. | | |

| | | | | | |
|-----------------------------|-------------------------------------|---------------------|-----------------|--|--|
| | Contractual Services & Subawards | | Choose an item. | | |
| | Consultants / Professional Services | | Choose an item. | | |
| | Occupancy (Rent & Utilities) | | Choose an item. | | |
| | Telecommunications | | Choose an item. | | |
| | Training & Education | | Choose an item. | | |
| | Direct Administrative Costs | \$230,669.86 | Choose an item. | | |
| | Add'l Cost Item | | Choose an item. | | |
| | Total Direct Costs | \$230,669.86 | Choose an item. | | |
| 200.414 | Indirect Costs | | Choose an item. | | |
| Total Project Budget | | \$230,669.86 | | | |

*** All required documentation will be maintained in the project file.**

AWARD TERMS AND COMPLIANCE:

Prohibitions Verification:

By checking these boxes, the Finance Officer attests that the statements are true.

- Project does not contravene the statutory purpose of ARP, including program, service, or capital expenditure that includes a term or condition that undermines efforts to stop the spread of COVID-19
- No Conflict of Interest, according to Conflict of Interest policy
- Complies with all state and federal laws and local ordinance
- No pension fund deposit
- No borrowings or debt service
- No financial reserves

Uniform Guidance Compliance Requirements:

By checking these boxes, the Finance Officer attests that the statements are true.

- Financial Management Compliance (adopted grant project ordinance; accounting system that tracks obligations and expenditures by project and provides comparison to budgeted amounts; appropriate journal entries completed and documented) **Journal entries for this project will be made upon adoption of grant project ordinance by town council.**
- Internal Controls (adopt and routinely monitor internal controls related to all financial processes for receiving, managing, obligating, and expending the federal award funds)
- Civil Rights Compliance (policy adopted and implemented)
- Eligible Project Documentation (policy adopted and this worksheet completed and approved according to the policy)
- Allowable Cost / Cost Principles Compliance (policy adopted and this worksheet completed and approved according to the policy)
- UG Procurement Compliance (only if applicable; policy adopted and implemented) **N/A for revenue replacement**
- UG Property Management Compliance (only if applicable; policy adopted and implemented) **N/A for revenue replacement**
- Program Income Compliance (only if applicable; policy adopted and implemented) **N/A for revenue replacement**
- Subaward Compliance (only if applicable; policy adopted and implemented) **N/A for revenue replacement**

Reviewed By: Frederick Becker, Finance Officer

Signature: 

Date: October 6, 2022

Please retain for the project file through at least December 31, 2031.

American Rescue Plan Act of 2021 Coronavirus State and Local Fiscal Recovery Fund Eligibility Determination and Allowable Cost Review

BASIC INFORMATION AND DESCRIPTION:

| | |
|--|---|
| Program/Project Name: | Salary Supplanting: 3/3/2021 – 9/30/2022 |
| Responsible Department: | Finance |
| Program/Project Manager Name: | Frederick Becker |
| Total Amount Requested: | \$230,669.86 |
| Internal Account Code(s): (assigned by Finance) | |
| Treasury Expenditure Category Level: | 6 Revenue Replacement |
| Treasury Expenditure Category: | 6.1 Provision of Government Services |

ELIGIBILITY REVIEW:

| Revenue Replacement | |
|---|---|
| <input checked="" type="checkbox"/> Standard Allowance | <input type="checkbox"/> Formula Approach (Include documentation of formula amount) |
| <p>This project consists of using ARP/CSLFRF revenues to reimburse the General Fund for eligible salary and benefit expenditures made between March 3, 2021 and September 30, 2022.</p> | |

JUSTIFICATION AND LEGAL REVIEW FOR STATE AUTHORITY:

| |
|---|
| <p>The town has implemented compensation and employment practices for and provides benefits to its employees in compliance with applicable North Carolina law. See G.S. 160A-162.</p> |
|---|

PROGRAM ADMINISTRATION INFORMATION:

Proposed Project Budget, delineated by Cost Item for Allowable Cost Review. Review conducted in accordance with Allowable Cost Policy.

| U.G. Provisions | Cost Items | Estimated Amount | Necessary/ Reasonable | % Allocable | Additional Documentation* |
|-----------------------------|---------------------|---------------------|-----------------------|-------------|---------------------------|
| 2 CFR 200.430 | Compensation | \$194,110.37 | Yes | 100 | Payroll Records |
| 2 CFR 200.431 | Benefits | \$36,559.49 | Yes | 100 | Payroll Records |
| | | | Choose an item. | | |
| | Total Direct Costs | \$230,669.86 | Yes | | |
| | Indirect Costs | | Choose an item. | | |
| Total Project Budget | | \$230,669.86 | | | |

*All required documentation will be maintained in the project file.

SPECIAL REQUIREMENTS OR LIMITATIONS:

Document any special requirements or limitations that apply to this Expenditure Category and/or project.

| |
|------|
| None |
|------|

PROJECT & EXPENDITURE REPORTING DATA ELEMENTS BY EXPENDITURE CATEGORY (EC):

Identify project reporting elements for applicable Expenditure Category (Consult pages 19-34 in the [Compliance and Reporting Guide](#)) and ensure that this information is documented as required.

| EC | Required Reporting Data Elements | Documented Information? |
|-----|--|-------------------------|
| 6.1 | None. There are no special data reporting elements for revenue replacement expenditures. | |
| | | |

PROHIBITIONS VERIFICATION:

Conduct preliminary review to determine that project does not violate any of the prohibited terms of the ARP/CSLFRF. By checking boxes below, reviewer confirms that project does not constitute a prohibited expenditure.

- Project does not contravene the statutory purpose of ARP/CSLFRF, including program, service, or capital expenditure that includes a term or condition that undermines efforts to stop the spread of COVID-19
 - No prohibited Conflict of Interest (document review below) **No third parties are involved; program is employee costs only.**
 - Project does not violate applicable state and federal laws and local ordinances
 - No pension fund deposit
 - No borrowings or debt service
 - No financial reserves

EXTERNAL CONTRACTS REVIEW:

If project/expenditure involves external agreement, document the following:

- Check SAM.gov to make sure party is not suspended or debarred. **N/A**
- Follow conflict of interest policy procedures to make sure no prohibited conflicts and/or to properly address any conflicts. **N/A**
- Follow state law requirements for selecting contracting party (if applicable) and executing contract. **N/A**

ELIGIBLE USE & ALLOWABLE COST REVIEW COMPLETED BY:



October 6, 2022

Signature

Date

Please retain for the project file through at least December 31, 2031.

STATE OF NORTH CAROLINA
TOWN OF MINERAL SPRINGS

**AN ORDINANCE REPEALING ORDINANCE O-2019-01
O-2022-02**

WHEREAS, the Town Council of Mineral Springs finds that “AN ORDINANCE DECLARING SPEED LIMIT MODIFICATION CONCURRING WITH THE DEPARTMENT OF TRANSPORTATION ORDINANCE, O-2019-01”, adopted March 12, 2020, enacting a speed limit on SR 1328 concurring with the North Carolina Department of Transportation contained an inaccurate road description and it is in the public interest to repeal it;

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

SECTION 1. Mineral Springs Ordinance O-2019-01, entitled “AN ORDINANCE DECLARING SPEED LIMIT MODIFICATION CONCURRING WITH THE DEPARTMENT OF TRANSPORTATION ORDINANCE” is hereby repealed.

SECTION 2. This ordinance shall be effective as of the date of its adoption.

ADOPTED this 13th day of October, 2022. Witness my hand and official seal:

Frederick Becker III, Mayor

Attest:

Vicky A. Brooks, CMC, Town Clerk

STATE OF NORTH CAROLINA
TOWN OF MINERAL SPRINGS

**AN ORDINANCE DECLARING SPEED LIMIT MODIFICATION
CONCURRING WITH THE DEPARTMENT OF TRANSPORTATION
ORDINANCE
O-2022-03**

WHEREAS, N.C. G.S. 20-141 (f) authorizes speed limit modifications based upon engineering and traffic investigation on portions of a State Highway System Street located in the Town of Mineral Springs;

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

SECTION 1. Repeal the Following Speed Limit.

| <u>Speed Limit</u> | <u>Route</u> | <u>Road Description</u> |
|--------------------|----------------|--|
| <u>55</u> | <u>SR 1328</u> | (Shannon Road) from a point 0.25 mile north of SR 1327 (Pleasant Grove Road), the southern city limits of Mineral Springs, northward to a point 0.59 mile north of SR 1327, the northern city limits of Mineral Springs. |

SECTION 2. Effective date. This ordinance is effective upon adoption of the Department of Transportation of a concurring ordinance and the erection of signs giving notice of the authorized speed limit.

ADOPTED this 13th day of October, 2022. Witness my hand and official seal:

Frederick Becker III, Mayor

Attest:

Vicky A. Brooks, CMC, Town Clerk

STATE OF NORTH CAROLINA
TOWN OF MINERAL SPRINGS

**AN ORDINANCE DECLARING SPEED LIMIT MODIFICATION
CONCURRING WITH THE DEPARTMENT OF TRANSPORTATION
ORDINANCE
O-2022-04**

WHEREAS, N.C. G.S. 20-141 (f) authorizes speed limit modifications based upon engineering and traffic investigation on portions of a State Highway System Street located in the Town of Mineral Springs;

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

SECTION 1. Enact the Following Speed Limit.

| <u>Speed Limit</u> | <u>Route</u> | <u>Road Description</u> |
|--------------------|----------------|--|
| <u>45</u> | <u>SR 1328</u> | SR 1328 (Shannon Road) from a point 0.11 mile north of SR 1327 (Pleasant Grove Road), the southern city limits of Mineral Springs, northward to a point 0.59 mile north of SR 1327, the northern city limits of Mineral Springs. |

SECTION 2. Effective date. This ordinance is effective upon adoption of the Department of Transportation of a concurring ordinance and the erection of signs giving notice of the authorized speed limit.

ADOPTED this 13th day of October, 2022. Witness my hand and official seal:

Frederick Becker III, Mayor

Attest:

Vicky A. Brooks, CMC, Town Clerk

Town of Mineral Springs
Proclamation
Domestic Violence Awareness Month
October 2022

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

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

WHEREAS, domestic violence is widespread, and one in four families is impacted by domestic violence with an annual cost to Union County of \$11,688,756; and

WHEREAS, according to the North Carolina Coalition Against Domestic Violence, there have been 1,484 women, men, and children murdered as a result of domestic violence since January 1, 2002 in North Carolina; and

WHEREAS, according to the North Carolina Council for Women, domestic violence programs across the state responded to over 99,327 crisis calls and chats and provided services to over 67,847 victims last year; and

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

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

NOW, THEREFORE, be it resolved that I, Frederick Becker III, Mayor of the Town of Mineral Springs, do hereby proclaim October 2022 as Domestic Violence Awareness Month and urge all citizens to support this observance. I further urge our citizens to increase their awareness and education of this destructive force which deeply affects a large number of families in our State each year and to become part of the efforts to stop violence in families.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the Town of Mineral Springs to be affixed this the 13th day of October 2022.

Frederick Becker III, Mayor

Attest:

Vicky Brooks, CMC, NCCMC, Town Clerk