

**Town of Mineral Springs
Mineral Springs Town Hall
3506 Potter Road S ~ Mineral Springs
Mineral Springs Town Council
Regular Meeting
December 12, 2024 ~ 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. Approval of the November 14, 2024 Regular Meeting Minutes
- B. Acceptance of the October 2024 Union County Tax Report
- C. Acceptance of the October 2024 Finance Report

4. Selection of Council Members to Serve as the Delegate and Alternate to Centralina Council of Governments – Action Item

The council will select a delegate and alternate to serve on the Centralina Council of Governments board. Currently Councilman Muller is serving as the delegate and Councilwoman Krafft is the alternate.

5. Consideration of Reappointing a Board of Adjustment Member – Action Item

The council will consider reappointing Valerie Coffey to the Board of Adjustment.

6. Discussion of Staff Succession Planning – Action Item

The council will discuss and potentially direct staff to begin succession planning.

7. Staff Reports

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

8. Other Business

9. Adjournment

**Draft Minutes of the
Mineral Springs Town Council
Legislative Public Hearing / Regular Meeting
November 14, 2024 – 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, November 14, 2024.

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

Absent: Mayor Frederick Becker III, Councilwoman Lundeen Cureton, and Attorney Bobby Griffin.

Staff Present: Town Clerk/Zoning Administrator Vicky Brooks and Administrative Assistant/Deputy Town Clerk Sharelle Quick.

Visitors: Lannette Bigham and Cynthia Singleton.

1. Opening

With a quorum present at 7:30 p.m. on November 14, 2024, Mayor Pro Tem Valerie Coffey called the regular meeting to order.

Councilwoman Critz delivered the invocation.

Pledge of Allegiance.

2. Legislative Public Hearing – TA2024-02 Proposed Text Amendments

Mayor Pro Tem Coffey opened the Legislative Public Hearing at 7:33 p.m.

Zoning Administrator Vicky Brooks explained there were a few [proposed] text amendments to the Mineral Springs Development Ordinance.

Article 4 – remove the “S” from NB, GB, and LI under “Caretaker’s residence [Use Table]. Ms. Brooks stated she thought that was an early error, because no one lives in those zoning districts.

The next set of text amendments had to do with stormwater. Ms. Brooks reminded the council that she had mentioned this at the October council meeting under Staff Reports. The amended language (shown in bold and underlined) will clarify that properties disturbing less than an acre will not have to adhere to the strict stormwater regulations in this section for all development in the town. The North Carolina Department of Environmental Quality only requires property owners to obtain a permit from them if one or more acres is disturbed during construction.

The amendment to Article 9 was to add a definition of “Common Plan,” because it was mentioned in the new language.

Councilwoman Critz asked if the first text amendment was only adding an “S” for it to be multiple instead of singular.

Ms. Brooks explained that the “S” stands for Special Use Permit. Under the Table of Uses, there is a “P” or an “S”. The “S” means that someone must go through the special use process. The text amendment is to remove the “S” from the categories of Neighborhood Business, General Business, and Light Industrial, because those are not residential zoning districts. Ms. Brooks reiterated that she thought that was an error to start with.

Ms. Brooks noted that she had provided the council with a Statement of Consistency from the planning board and stated they had voted unanimously to recommend that the town council approve the text amendments. The Legislative Public Hearing was advertised in the paper, posted on the website, and on the bulletin board.

Ms. Brooks pointed out that she provided the council with a proposed Statement of Consistency and a draft ordinance to officially adopt the text amendments if the council chose to. A suggested motion was included in Ms. Brooks memo.

There were no Legislative Public Hearing comments.

Mayor Pro Tem Coffey closed the Legislative Public Hearing at 7:38 p.m.

3. Public Comments

Cynthia Singleton – 2902 Harrington Place.

Lannette Bigham – 6308 Waxhaw Highway.

4. Consent Agenda – Action Item

Councilman Muller motioned to approve the consent agenda containing the October 10, 2024 Regular Meeting Minutes, the September 2024 Union County Tax Report, and the September 2024 Finance Report as presented, and Councilwoman Krafft seconded. The motion passed unanimously. Ayes: Coffey, Countryman, Critz, Krafft, and Muller. Nays: None.

5. Consideration of the Proposed Text Amendments (TA-2024-02) and Adopting Ordinance-2024-02 – Action Item

Councilwoman Critz motioned to adopt the Statement of Consistency dated November 14, 2024, in reference to the text amendments in Articles 4, 5, and 9 of the Mineral Springs Development Ordinance and to adopt O-2024-02 and Councilman Countryman seconded. The motion passed unanimously. Ayes: Coffey, Countryman, Critz, Krafft, and Muller. Nays: None.

The Statement of Consistency is as follows:

**TOWN OF MINERAL SPRINGS
TOWN COUNCIL**

STATEMENT OF CONSISTENCY

**Mineral Springs Development Ordinance
Articles 4, 5, & 9**

In reference to the proposed text amendments to Articles 4, 5, & 9 of the Mineral Springs Development Ordinance, as described in TA-2024-02.

The Mineral Springs Planning Board hereby declares that the proposed text amendments are “*consistent*” with the Mineral Springs Comprehensive Plan adopted May 15, 2022 based on:

11. The amendments to Article 4 – Table of Uses, Article 5 – Stormwater Management Standards, and Article 9 – Definitions, identifies with the “Implementation” of the Mineral Springs Comprehensive Plan to have ongoing updates to the town’s development regulations.

APPROVED by the Mineral Springs Town Council on this the 14th day of November, 2024.

Valerie Coffey, Mayor Pro Tem

Attest:

Vicky A. Brooks, CMC, NCCMC, CZO

The Ordinance is as follows:

STATE OF NORTH CAROLINA
TOWN OF MINERAL SPRINGS

**AN ORDINANCE AMENDING THE TEXT OF ARTICLES 4, 5, & 9 OF THE MINERAL SPRINGS
DEVELOPMENT ORDINANCE
O-2024-02**

WHEREAS, the Town of Mineral Springs maintains an ordinance concerning numerous development regulations; and

WHEREAS, pursuant to NC General Statutes 160D-601; 160D-604, and Article 3, Section 3.10.1 of the Mineral Springs Development Ordinance, the Mineral Springs Town Council may amend its development regulations after holding a public hearing and after the Mineral Springs Planning Board has had the opportunity to review, comment, and make a recommendation to the Town Council regarding the amendment as well as whether the same is consistent with any comprehensive plan that has been adopted and any other officially adopted plan that is applicable; and

WHEREAS, the Mineral Springs Planning Board reviewed the proposed amendments at a regular meeting on October 22, 2024, held in accordance with law; and

WHEREAS, the Mineral Springs Planning Board recommended in a vote of 6 to 0 on October 22, 2024, that the Mineral Springs Town Council adopt the proposed amendments based on implementation of ongoing updates to the town’s development regulations and enhancing the quality of life in the Mineral Springs Comprehensive Plan; and

WHEREAS, in accordance with NC General Statute 160D-601 and the provisions set forth in Article 3, Section 3.10.1 of the Mineral Springs Development Ordinance, the Town Council duly advertised and held a public hearing to consider the proposed amendments; and

WHEREAS, after reviewing the written recommendation of the Mineral Springs Planning Board, the proposed amendments, conducting a legislative public hearing on November 14, 2024, and careful review, the Town Council determines that:

1. The amendments to Article 4 – Table of Uses, Article 5 – Stormwater Management Standards, and Article 9 – Definitions, identifies with the “Implementation” of the Mineral Springs Comprehensive Plan to have ongoing updates to the town’s development regulations.

NOW THEREFORE, BE IT ORDAINED BY THE MINERAL SPRINGS, NORTH CAROLINA THAT:

- Section 1. That this Town Council does hereby adopt the proposed amendments as outlined in TA-2024-02 attached hereto.
- Section 2. That if any section, subsection, clause or phrase of this ordinance is, for any reason, held to be invalid, such decision shall not affect the validity of the remaining portions of this Ordinance; and
- Section 3. That all ordinances and clauses of ordinance in conflict herewith be and are hereby repealed to the extent of such conflict.
- Section 4. This ordinance is effective upon adoption.

ADOPTED this 14th day of November, 2024.

Valerie Coffey, Mayor Pro Tem

ATTEST:

Vicky Brooks, CMC, NCCMC, CZO

TEXT AMENDMENTS TO THE MINERAL SPRINGS DEVELOPMENT ORDINANCE TA-2024-02				
Article	Section #	Subsection #	Current Language	Amendment
4	Permitted Uses	Caretaker's residence	S	Remove the "S" from NB, GB, and LI
5	Stormwater Management Standards	5.6.7.1 (B) 2	In order to prevent flooding and damage to properties, all developments shall provide stormwater detention to control the peak runoff from the 2-, 10-, 25-, 50-, and 100-year, 24-hour storm events to pre-development levels.	Add to paragraph: <u>Developments disturbing less than one (1) acre and not part of a common plan of development are exempted from this stormwater detention regulation.</u>
5	Stormwater Management Standards	5.6.7.1 (B) 3	A design professional shall certify documents demonstrating that construction of the project or subdivision will not increase the rate of runoff from the site nor cause any adverse impacts on downstream facilities or property.	Replace with: <u>Minor residential subdivisions are exempt from the requirements of this section.</u> Note: The current 5.6.7.1 (B) 3 becomes 5.6.7.1 (B) 4, 4 becomes 5, 5 becomes 6, 6 becomes 7, 7 becomes 8, 8 becomes 9.
5	Stormwater Management Standards	5.6.7.1 (B) 4	A design professional shall certify documents demonstrating that construction of the project or subdivision will not increase the rate of runoff from the site nor cause any adverse impacts on downstream facilities or property.	Add to paragraph: <u>, unless otherwise exempted in Section 5.6.7.1 (B) 3 or 5.6.7.1 (B) 4.</u>
9	Definitions			Add: <u>Common Plan. A contiguous area where separate and distinct construction activities may be taking place at different times on different schedules.</u>

6. Consideration of a Resolution in Support of a Grant Application by the Town of Waxhaw – Action Item

Mayor Pro Tem Coffey pointed out there was an extensive memo from the mayor (in his absence), and this item had been discussed over the months, so the council was familiar with the document, which was in support of the Town of Waxhaw. The more support Waxhaw gets from their neighboring municipalities, the better chance they have at getting the money from CRTPO.

Councilman Countryman noted this resolution on behalf of Waxhaw was in support of Mineral Springs too, because it would enable Waxhaw to proceed with moving their beltway to the west, which would take a lot of pressure off Downton Waxhaw.

Ms. Brooks clarified Waxhaw would be providing access for people to go around in a different way, but it would not put a halt on what they were wanting to do with the Waxhaw Parkway.

It was clarified that the beltway and the parkway were two separate things.

Mayor Pro Tem recognized that Councilman Countryman attended a CRTPO meeting on behalf of Mayor Becker at one point and he brought information back to the council from that meeting.

Councilman Countryman explained that the resolution was for the west side of Waxhaw that they are trying to get funding and matching funds to allow them to proceed with the western end of the transition with Helms Road to Highway 75. When the project is completed, someone might realize that it is a good thing and maybe it will take the pressure off the eastbound side.

The timeline for the project's completion is approximately five years.

Councilman Countryman motioned to pass R-2024-02 to support Waxhaw and Councilman Muller seconded. The motion passed unanimously. Ayes: Coffey, Countryman, Critz, Krafft, and Muller. Nays: None.

The resolution is as follows:

TOWN OF MINERAL SPRINGS

RESOLUTION IN SUPPORT OF THE TOWN OF WAXHAW’S DISCRETIONARY GRANT APPLICATION TO THE CHARLOTTE REGIONAL TRANSPORTATION PLANNING ORGANIZATION FOR THE HELMS ROAD EXTENSION CONNECTOR

R-2024-02

WHEREAS, NCDOT Rail Project P-5748B is currently programmed, funded, in the right-of-way acquisition phase, and scheduled in the State Transportation Improvement Program (STIP) for completion in Federal Fiscal Year 2029; and

WHEREAS, P-5748B provides not only additional double track west of Waxhaw into South Carolina to eliminate stopped-train blockages at grade crossings in Waxhaw but also provides a new grade separation over the railroad and NC Highway 75 at Helms Road, approximately 1.4 miles west of the existing Broome Street grade crossing, with a new road continuing northeast to a new roundabout at Waxhaw Marvin Road; and

WHEREAS, the only thing standing in the way of a complete Waxhaw Parkway West segment is an approximately 1,600-foot-long “missing link” between the new roundabout and the termination of the Waxhaw Parkway in the Harrison Park subdivision; and

WHEREAS, the Town of Waxhaw has submitted an application to the Charlotte Regional Transportation Planning Organization (CRTPO) for a discretionary grant in the amount of \$4,923,274 to engineer and construct this “missing link” thereby completing Waxhaw Parkway West; and

WHEREAS, if awarded, Waxhaw’s discretionary grant would allow the “missing link” to be completed in a time frame paralleling that of P-5748B’s, and

WHEREAS, Waxhaw Parkway West with the grade-separated crossing at Helms Road addresses all current safety concerns regarding tractor-trailer truck traffic at the existing Broome Street grade crossing; and

WHEREAS, the new Helms Road grade separation will be located just one mile south of the Waxhaw Volunteer Fire Department, addressing the Fire Department’s public-safety concerns about reliable access across the railroad tracks; and

WHEREAS, Waxhaw Parkway West will also reduce rush-hour congestion at the Broome Street crossing in a short (approximately five-year) timeframe, decades sooner than any other proposed grade-separated crossing; and

WHEREAS, the location of Waxhaw Parkway West and the Helms Road grade separation allows the project to address current transportation needs without facilitating as much new high-density residential development south of NC Highway 75 as other possible railroad-crossing projects would; and

WHEREAS, the Mineral Springs Town Council recognizes the importance of transportation improvements to address identified congestion and safety concerns.

NOW, THEREFORE BE IT RESOLVED that the Mineral Springs Town Council supports the Town of Waxhaw’s discretionary grant application to CRTPO for the Helms Road Extension project; and

BE IT FURTHER RESOLVED that the Mineral Springs Town Council requests that, if CRTPO’s Project Oversight Committee (POC) and Technical Coordinating Committee (TCC) recommend approval of Waxhaw’s discretionary grant application based on their established quantitative scoring criteria, the CRTPO Board approve the application.

Adopted this 14th day of November, 2024.

Frederick Becker III, Mayor

Attest:

Vicky A. Brooks, Town Clerk

7. Consideration of the 2025 Town Council Meeting Schedule – Action Item

Councilwoman Critz motioned to approve the 2025 Mineral Springs Town Council Meeting Schedule and Councilman Countryman seconded. The motion passed unanimously. Ayes: Coffey, Countryman, Critz, Krafft, and Muller. Nays: None.

8. Consideration of Approving the 2025 Holiday Schedule – Action Item

Councilman Muller motioned to approve the Holiday Schedule [2025] and Councilwoman Krafft seconded. The motion passed unanimously. Ayes: Coffey, Countryman, Critz, Krafft, and Muller. Nays: None.

9. Staff Reports

None.

10. Other Business

There was no other business.

11. Adjournment – Action Item

At 7:55 p.m. Councilman Countryman motioned to adjourn the meeting and Councilman Muller seconded. The motion passed unanimously. Ayes: Coffey, Countryman, Critz, Krafft, and Muller. Nays: None.

The next regular meeting will be on Thursday, December 12, 2024 at 7:30 p.m. at the Mineral Springs Town Hall.

Respectfully submitted by:

Vicky A. Brooks, CMC, NCCMC, Town Clerk

Valerie Coffey, Mayor Pro Tem

Town of Mineral Springs

FINANCE REPORT October 2024

Prepared for:

The Mineral Springs Town Council

By:

Frederick Becker III
Finance Officer

December 12, 2024

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Cash Flow Report FY2024 YTD

7/1/2024 through 10/31/2024

11/26/2024

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Category	7/1/2024- 10/31/2024
INCOME	
Interest Income	19,056.31
Other Inc	
Sales Tax Refunds	936.31
Zoning	3,430.00
TOTAL Other Inc	4,366.31
Prop Tax Prior Years	
Prop Tax 2019	
Receipts 2019	
Int	0.27
TOTAL Receipts 2019	0.27
TOTAL Prop Tax 2019	0.27
Prop Tax 2021	
Receipts 2021	
Int	2.68
Tax	10.92
TOTAL Receipts 2021	13.60
TOTAL Prop Tax 2021	13.60
Prop Tax 2022	
Receipts 2022	
Int	2.59
Tax	19.07
TOTAL Receipts 2022	21.66
TOTAL Prop Tax 2022	21.66
Prop Tax 2023	
Receipts 2023	
Int	3.75
Tax	45.89
TOTAL Receipts 2023	49.64
TOTAL Prop Tax 2023	49.64
TOTAL Prop Tax Prior Years	85.17
Property Tax 2024	
Receipts 2024	
Tax	9,174.37
TOTAL Receipts 2024	9,174.37
TOTAL Property Tax 2024	9,174.37
Sales Tax	
Sales & Use Dist	6,805.85
TOTAL Sales Tax	6,805.85
Veh Tax	
Int 2024	21.84
Tax 2024	1,811.39
TOTAL Veh Tax	1,833.23
TOTAL INCOME	41,321.24
EXPENSES	
Ads	94.52
Attorney	1,547.70
Capital Outlay	
Beautification	1,942.85

Cash Flow Report FY2024 YTD

7/1/2024 through 10/31/2024

11/26/2024

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Category	7/1/2024- 10/31/2024
TOTAL Capital Outlay	1,942.85
Community	
Communication	
Social Media	4,188.00
TOTAL Communication	4,188.00
Greenway	232.68
Maint	1,529.00
Parks & Rec	
Park	1,222.22
TOTAL Parks & Rec	1,222.22
Special Events	
Services	876.00
TOTAL Special Events	876.00
TOTAL Community	8,047.90
Emp	
Benefits	
Dental	380.00
Life	357.76
NCLGERS	8,157.40
Vision	70.00
TOTAL Benefits	8,965.16
Bond	550.00
FICA	
Med	772.50
Soc Sec	3,303.14
TOTAL FICA	4,075.64
Payroll	843.72
Work Comp	2,076.04
TOTAL Emp	16,510.56
Office	
Clerk	15,996.00
Council	4,800.00
Deputy Clerk	4,575.32
Dues	5,964.84
Equip	1,241.81
Finance Officer	14,764.00
Ins	4,377.94
Maint	
Materials	39.41
Service	5,012.00
TOTAL Maint	5,051.41
Mayor	2,000.00
Records	5,956.19
Supplies	967.46
Tel	4,542.83
Util	941.02
TOTAL Office	71,178.82
Planning	
Administration	
Contract	3,179.39
Salaries	13,816.00

Cash Flow Report FY2024 YTD

7/1/2024 through 10/31/2024

11/26/2024

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Category	7/1/2024- 10/31/2024
TOTAL Administration	16,995.39
Misc	772.74
TOTAL Planning	17,768.13
Street Lighting	685.23
Tax Coll	
Contract	146.55
TOTAL Tax Coll	146.55
Training	
Officials	225.00
TOTAL Training	225.00
Travel	1,500.31
TOTAL EXPENSES	119,647.57
TRANSFERS	
FROM Idle Funds First National	10,000.00
TO Check Min Spgs	-10,000.00
TOTAL TRANSFERS	0.00
OVERALL TOTAL	-78,326.33

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Account Balances History Report - As of 10/31/2024

(Includes unrealized gains)

Account	6/29/2024 Balance	6/30/2024 Balance	7/31/2024 Balance	8/31/2024 Balance	9/30/2024 Balance	10/31/2024 Balance
ASSETS						
Cash and Bank Accounts						
Check Min Spgs	60,209.07	60,209.07	15,568.07	8,709.82	53,240.54	34,274.93
Idle Funds First National	367,618.73	367,802.04	368,018.19	358,189.37	358,341.48	358,493.65
NCCMT_Cash	1,063,514.91	1,067,990.41	1,072,729.63	1,077,486.40	1,081,975.49	1,086,355.11
TOTAL Cash and Bank Account...	1,491,342.71	1,496,001.52	1,456,315.89	1,444,385.59	1,493,557.51	1,479,123.69
Other Assets						
State Revenues Receivable	0.00	62,962.27	58,747.94	55,357.58	0.00	0.00
TOTAL Other Assets	0.00	62,962.27	58,747.94	55,357.58	0.00	0.00
TOTAL ASSETS	1,491,342.71	1,558,963.79	1,515,063.83	1,499,743.17	1,493,557.51	1,479,123.69
LIABILITIES						
Other Liabilities						
Accounts Payable	692.77	2,206.54	692.77	692.77	692.77	692.77
TOTAL Other Liabilities	692.77	2,206.54	692.77	692.77	692.77	692.77
TOTAL LIABILITIES	692.77	2,206.54	692.77	692.77	692.77	692.77
OVERALL TOTAL	1,490,649.94	1,556,757.25	1,514,371.06	1,499,050.40	1,492,864.74	1,478,430.92

Mineral Springs Budget Comparison 2024-25

TOWN OF MINERAL SPRINGS										
BUDGET COMPARISON 2024-25										
Appropriation dept	Budget	Unspent	Spent YTD	% of Budget	July	August	September	October	November	
Advertising	\$ 1,200.00	\$ 1,105.48	\$ 94.52	7.9%	\$ -	\$ 94.52	\$ -	\$ -		
Attorney	\$ 7,200.00	\$ 5,652.30	\$ 1,547.70	21.5%	\$ 300.00	\$ 647.70	\$ 300.00	\$ 300.00		
Audit	\$ 5,230.00	\$ 5,230.00	\$ -	0.0%	\$ -	\$ -	\$ -	\$ -		
Charities & Agencies	\$ 12,575.00	\$ 12,575.00	\$ -	0.0%	\$ -	\$ -	\$ -	\$ -		
Community Projects	\$ 24,488.00	\$ 16,440.10	\$ 8,047.90	32.9%	\$ 5,394.71	\$ 326.16	\$ 299.13	\$ 2,027.90		
Contingency	\$ 3,000.00	\$ 3,000.00	\$ -	0.0%	\$ -	\$ -	\$ -	\$ -		
Employee Overhead	\$ 43,600.00	\$ 27,089.44	\$ 16,510.56	37.9%	\$ 6,219.82	\$ 3,397.51	\$ 1,430.26	\$ 5,462.97		
Elections	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	\$ -	\$ -		
Fire Protection	\$ 12,000.00	\$ 12,000.00	\$ -	0.0%	\$ -	\$ -	\$ -	\$ -		
Intergovernmental	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	\$ -	\$ -		
Office & Administrative	\$ 196,638.00	\$ 125,459.18	\$ 71,178.82	36.2%	\$ 31,868.21	\$ 11,839.49	\$ 13,690.21	\$ 13,780.91		
Planning & Zoning	\$ 50,448.00	\$ 32,679.87	\$ 17,768.13	35.2%	\$ 5,674.44	\$ 4,215.25	\$ 3,573.01	\$ 4,305.43		
Street Lighting	\$ 1,900.00	\$ 1,214.77	\$ 685.23	36.1%	\$ 169.38	\$ -	\$ 169.29	\$ 346.56		
Tax Collection	\$ 1,800.00	\$ 1,653.45	\$ 146.55	8.1%	\$ -	\$ 4.63	\$ 63.71	\$ 78.21		
Training	\$ 3,000.00	\$ 2,775.00	\$ 225.00	7.5%	\$ -	\$ -	\$ -	\$ 225.00		
Travel	\$ 3,600.00	\$ 2,099.69	\$ 1,500.31	41.7%	\$ -	\$ 1,500.31	\$ -	\$ -		
Capital Outlay	\$ 62,296.00	\$ 60,353.15	\$ 1,942.85	3.1%	\$ -	\$ -	\$ -	\$ 1,942.85		
Totals	\$ 428,975.00	\$ 309,327.43	\$ 119,647.57	27.9%	\$ 49,626.56	\$ 22,025.57	\$ 19,525.61	\$ 28,469.83	\$ -	\$ -
Off Budget:										
Interfund Transfers										
Total Off Budget:			\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Mineral Springs Monthly Revenue Summary 2024-25

TOWN OF MINERAL SPRINGS											
REVENUE SUMMARY 2024-25											
Source	Budget	Receivable	Rec'd YTD	% of Budget	July	August	September	October	November		
Property Tax - prior	\$ 400.00	\$ 314.83	\$ 85.17	21.3%	\$ -	\$ 48.97	\$ 16.57	\$ 19.63			
Property Tax - 2024	\$ 85,380.00	\$ 76,205.63	\$ 9,174.37	10.7%	\$ -	\$ 321.68	\$ 5,080.08	\$ 3,772.61			
Interest	\$ 47,195.00	\$ 28,138.69	\$ 19,056.31	40.4%	\$ 4,955.37	\$ 4,927.95	\$ 4,641.20	\$ 4,531.79			
Sales Tax - Electric	\$ 209,000.00	\$ 209,000.00	\$ -	0.0%	\$ -	\$ -	\$ -	\$ -			
Sales Tax - Sales & Use	\$ 38,400.00	\$ 31,594.15	\$ 6,805.85	17.7%	\$ -	\$ -	\$ 3,472.10	\$ 3,333.75			
Sales Tax - Other Util.	\$ 19,950.00	\$ 19,950.00	\$ -	0.0%	\$ -	\$ -	\$ -	\$ -			
Sales Tax - Alc. Bev.	\$ 13,500.00	\$ 13,500.00	\$ -	0.0%	\$ -	\$ -	\$ -	\$ -			
Vehicle Taxes	\$ 8,650.00	\$ 6,816.77	\$ 1,833.23	21.2%	\$ -	\$ -	\$ -	\$ 1,833.23			
Zoning Fees	\$ 5,500.00	\$ 2,070.00	\$ 3,430.00	62.4%	\$ 2,285.00	\$ 470.00	\$ 130.00	\$ 545.00			
Other	\$ 1,000.00	\$ 63.69	\$ 936.31	93.6%	\$ -	\$ 936.31	\$ -	\$ -			
Totals	\$ 428,975.00	\$ 387,653.76	\$ 41,321.24	9.6%	\$ 7,240.37	\$ 6,704.91	\$ 13,339.95	\$ 14,036.01	\$ -		
GRAND TOTAL			\$ 41,321.24		\$ 7,240.37	\$ 6,704.91	\$ 13,339.95	\$ 14,036.01	\$ -		
	December	January	February	March	April	May	June	June a/r			
Property Tax - prior											
Property Tax - 2024											
Interest											
Sales Tax - Electric											
Sales Tax - Sales & Use											
Sales Tax - Other Util.											
Sales Tax - Alc. Bev.											
Vehicle Taxes											
Zoning Fees											
Other											
Totals	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
GRAND TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		

October 2024 Cash Flow Report - Oct 2024

10/1/2024 through 10/31/2024

11/26/2024

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Category	10/1/2024- 10/31/2024
INCOME	
Interest Income	4,531.79
Other Inc	
Zoning	545.00
TOTAL Other Inc	545.00
Prop Tax Prior Years	
Prop Tax 2022	
Receipts 2022	
Int	0.09
Tax	3.05
TOTAL Receipts 2022	3.14
TOTAL Prop Tax 2022	3.14
Prop Tax 2023	
Receipts 2023	
Int	2.07
Tax	14.42
TOTAL Receipts 2023	16.49
TOTAL Prop Tax 2023	16.49
TOTAL Prop Tax Prior Years	19.63
Property Tax 2024	
Receipts 2024	
Tax	3,772.61
TOTAL Receipts 2024	3,772.61
TOTAL Property Tax 2024	3,772.61
Sales Tax	
Sales & Use Dist	3,333.75
TOTAL Sales Tax	3,333.75
Veh Tax	
Int 2024	21.84
Tax 2024	1,811.39
TOTAL Veh Tax	1,833.23
TOTAL INCOME	14,036.01
EXPENSES	
Ads	0.00
Attorney	300.00
Capital Outlay	
Beautification	1,942.85
TOTAL Capital Outlay	1,942.85
Community	
Greenway	181.65
Maint	1,529.00
Parks & Rec	
Park	317.25
TOTAL Parks & Rec	317.25
TOTAL Community	2,027.90
Emp	
Benefits	
Dental	76.00
Life	67.20

October 2024 Cash Flow Report - Oct 2024

10/1/2024 through 10/31/2024

11/26/2024

Page 2

Category	10/1/2024- 10/31/2024
NCLGERS	4,078.70
Vision	14.00
TOTAL Benefits	4,235.90
FICA	
Med	194.21
Soc Sec	830.43
TOTAL FICA	1,024.64
Payroll	202.43
TOTAL Emp	5,462.97
Office	
Clerk	4,238.94
Council	1,200.00
Deputy Clerk	1,218.75
Finance Officer	3,912.46
Maint	
Service	1,688.00
TOTAL Maint	1,688.00
Mayor	500.00
Supplies	184.75
Tel	555.74
Util	282.27
TOTAL Office	13,780.91
Planning	
Administration	
Contract	362.50
Salaries	3,661.24
TOTAL Administration	4,023.74
Misc	281.69
TOTAL Planning	4,305.43
Street Lighting	346.56
Tax Coll	
Contract	78.21
TOTAL Tax Coll	78.21
Training	
Officials	225.00
TOTAL Training	225.00
TOTAL EXPENSES	28,469.83
OVERALL TOTAL	-14,433.82

Register Report - Oct 2024

10/1/2024 through 10/31/2024

12/3/2024

Page 1

Date	Num	Description	Memo	Category	Amount
10/1/2024	EFT...NC State Treasurer	09/24 LGERS contribution FY2024	Office:Clerk		-239.94
		09/24 LGERS contribution FY2024	Office:Finance Officer		-221.46
		09/24 LGERS contribution FY2024	Planning:Administration:Salaries		-207.24
		09/24 employer contribution FY2024	Emp:Benefits:NCLGERS		-2,039.35
10/3/2024	EFT Point And Pay	06-036-006E (FY2024)	Other Inc:Zoning		25.00
10/7/2024	6987 Bucket, Mop, And Bro...	I/N OLMC-263 janitorial 10/2024 (...)	Office:Maint:Service		-188.00
10/7/2024	6988 Duke Power	9100 3284 5207 09/24 (FY2024)	Street Lighting		-172.55
10/7/2024	6989 Toi Toi USA LLC	I/N INV236034 Portable units 10/2...	Community:Parks & Rec:Park		-279.68
10/7/2024	6990 Ken Newell	Welcome Signs 7/24 - 9/24 (FY20...	Community:Maint		-675.00
10/7/2024	6991 Clark, Griffin & McCol...	I/N 8576 10/2024 (FY2024)	Attorney		-300.00
10/7/2024	6992 **VOID**Rosenau En...	I/N 24291 Plan Rerview - "Shoppe...	Planning:Administration:Contract		0.00
10/7/2024	6993 Rosenau Engineering	I/N 24251 Plan Rerview - "Shoppe...	Planning:Administration:Contract		-362.50
10/7/2024	EFT Point And Pay	06-060-074 (FY2024)	Other Inc:Zoning		10.00
10/7/2024	EFT...Union County	09/2024 (FY2024)	Property Tax 2024:Receipts 202...		3,772.61
		09/2024 (FY2024)	Prop Tax Prior Years:Prop Tax 2...		14.42
		09/2024 (FY2024)	Prop Tax Prior Years:Prop Tax 2...		2.07
		09/2024 (FY2024)	Prop Tax Prior Years:Prop Tax 2...		3.05
		09/2024 (FY2024)	Prop Tax Prior Years:Prop Tax 2...		0.09
		09/2024 (FY2024)	Tax Coll:Contract		-47.41
10/8/2024	EFT Debit Card (School of...	Ethics Training - Valerie Coffey (F...	Training:Officials		-75.00
10/8/2024	EFT Debit Card (School of...	Ethics Training - Becker, Cureton ...	Training:Officials		-150.00
10/10/2...	EFT Point And Pay	05-033-171 (FY2024)	Other Inc:Zoning		150.00
10/11/2...	EFT Debit Card (AOL)	AOL Troubleshooting Svc 10/24 (...)	Office:Tel		-11.23
10/14/2...	EFT Debit Card (Amazon)	Roundup, Surfactant, Saw (FY2024)	Community:Greenway		-181.65
10/15/2...	699... Sign Pro	14 New Banners (FY2024)	Capital Outlay:Beautification		-1,942.85
		Banner Install (FY2024)	Community:Maint		-854.00
10/15/2...	6995 Lancaster News, Pag...	A/N 000132909 Public Hearing (F...	Ads		-94.52
10/15/2...	6996 Union County Water {...	A/N 84361*00 (FY2024)	Office:Util		-59.32
10/15/2...	6997 Union County Water {...	A/N 91052*00 (FY2024)	Community:Parks & Rec:Park		-37.57
10/15/2...	6998 Queen Bee's Pest Sol...	Pest Control (FY2024)	Office:Maint:Service		-100.00
10/15/2...	6999 Blackmon's Landscap...	I/N 11891 Service 10/2024 (FY20...	Office:Maint:Service		-1,400.00
10/15/2...	EFT NC Department of Re...	Sales & Use Distribution 08/2024 (...)	Sales Tax:Sales & Use Dist		3,333.75
10/15/2...	EFT VOID Ck #6959	Lost Check to Lancaster News (F...	Ads		94.52
10/15/2...	EFT...Union County {NCVTS}	August 2024 (FY2024)	Veh Tax:Tax 2024		981.56
		August 2024 (FY2024)	Veh Tax:Int 2024		11.09
		Refunds (FY2024)	Veh Tax:Tax 2024		-7.13
		FY2024	Tax Coll:Contract		-15.71
10/15/2...	EFT Debit Card (Adobe)	InDesign Subscription (FY2024)	Planning:Misc		-281.69
10/17/2...	EFT Point And Pay	06-054-002 (FY2024)	Other Inc:Zoning		150.00
10/21/2...	EFT Point And Pay	06-081-025 (FY2024)	Other Inc:Zoning		50.00
10/24/2...	7000 City Of Monroe	A/N 514654 Natural Gas 9/2024 (...)	Office:Util		-23.54
10/24/2...	7001 Duke Power{Office}	9100 3284 4818 (FY2024)	Office:Util		-167.89
10/24/2...	7002 Duke Power	9100 3284 5041 (Old School) (FY...	Office:Util		-31.52
10/24/2...	7003 Windstream	061348611 10/2024 (FY2024)	Office:Tel		-430.66
10/24/2...	700... Municipal Insurance ...	11/24 (FY2024)	Emp:Benefits:Life		-67.20
		11/24 (FY2024)	Emp:Benefits:Dental		-76.00
		11/24 (FY2024)	Emp:Benefits:Vision		-14.00
10/24/2...	EFT Point And Pay	06-060-059 (FY2024)	Other Inc:Zoning		50.00
10/27/2...	EFT Debit Card (Otter.ai)	Transcription Software (FY2024)	Office:Supplies		-119.99
10/28/2...	EFT...Union County {NCVTS}	July 2024 (FY2024)	Veh Tax:Tax 2024		837.43
		July 2024 (FY2024)	Veh Tax:Int 2024		10.75

Register Report - Oct 2024

10/1/2024 through 10/31/2024

12/3/2024

Page 2

Date	Num	Description	Memo	Category	Amount
			Refunds (FY2024)	Veh Tax:Tax 2024	-0.47
			FY2024	Tax Coll:Contract	-15.09
10/29/2...	7005	Verizon Wireless	221474588-00001 (FY2024)	Office:Tel	-113.85
10/29/2...	7006	Carolina Office Syste...	I/N IN3041855 Copier Contract 10...	Office:Supplies	-64.76
10/29/2...	7007	Duke Power	9100 3284 5207 (FY2024)	Street Lighting	-174.01
10/30/2...	EFT...	Paychex	Salary 10/24 (FY2024)	Office:Clerk	-3,759.06
			10/24 (FY2024)	Office:Deputy Clerk	-1,218.75
			Salary 10/24 (FY2024)	Office:Finance Officer	-3,469.54
			Salary 10/24 (FY2024)	Office:Mayor	-500.00
			Salary 10/24 (FY2024)	Office:Council	-1,200.00
			Salary 10/24 (FY2024)	Planning:Administration:Salaries	-3,246.76
			FY2024	Emp:FICA:Soc Sec	-830.43
			FY2024	Emp:FICA:Med	-194.21
10/31/2...	DEP	Deposit	#24005 Zoning (FY2024)	Other Inc:Zoning	110.00
10/31/2...	EFT	Paychex Fees	Fees 10/24 (FY2024)	Emp:Payroll	-202.43
10/31/2...	EFT...	NC State Treasurer	10/24 LGERS contribution FY2024	Office:Clerk	-239.94
			10/24 LGERS contribution FY2024	Office:Finance Officer	-221.46
			10/24 LGERS contribution FY2024	Planning:Administration:Salaries	-207.24
			10/24 employer contribution FY2024	Emp:Benefits:NCLGERS	-2,039.35
10/1/2024 - 10/31/2024					-18,965.61

TOTAL INFLOWS 9,606.34

TOTAL OUTFLOWS -28,571.95

NET TOTAL -18,965.61

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October 2024

Revenue Details

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NC Sales & Use Distribution

August 2024 Collections

Summary

MUNICIPALITY	ARTICLE 39	ARTICLE 40	ARTICLE 42	ARTICLE 43	ARTICLE 44	ART 44 *524	ARTICLE 45	ARTICLE 46	CITY HH	TOTAL
UNION										
(AD VALOREM)	2,874,302.46	1,961,252.42	1,529,108.52	-	(5.62)	449,291.96	-	-	(534,533.80)	6,279,415.94
FAIRVIEW	1,591.72	1,086.09	846.78	-	-	248.81	-	-	1,121.11	4,894.51
HEMRY BRIDGE	-	-	-	-	-	-	-	-	-	-
INDIAN TRAIL	135,822.60	92,677.23	72,256.66	-	(0.27)	21,230.89	-	-	95,664.49	417,651.60
LAKE PARK	9,363.18	6,388.87	4,981.15	-	(0.02)	1,463.59	-	-	6,594.82	28,791.59
MARSHVILLE	15,444.47	10,538.38	8,216.35	-	(0.03)	2,414.18	-	-	10,878.06	47,491.41
MARVIN	11,946.76	8,151.76	6,355.59	-	(0.02)	1,867.44	-	-	8,414.51	36,736.04
MINERAL SPRINGS	1,084.15	739.76	576.76	-	-	169.47	-	-	763.61	3,333.75
MINT HILL *	43.96	30.00	23.39	-	-	6.87	-	-	30.96	135.18
MONROE	338,795.16	231,173.59	180,236.62	-	(0.66)	52,958.22	-	-	238,624.99	1,041,787.92
STALLINGS *	60,203.96	41,079.59	32,028.08	-	(0.12)	9,410.69	-	-	42,403.71	185,125.91
UNIONVILLE	2,185.02	1,490.93	1,162.42	-	-	341.55	-	-	1,538.98	6,718.90
WAXHAW	153,688.97	104,868.18	81,761.44	-	(0.30)	24,023.65	-	-	108,248.39	472,590.33
WEDDINGTON *	18,606.46	12,695.94	9,898.51	-	(0.04)	2,908.44	-	-	13,105.17	57,214.48
WESLEY CHAPEL	2,503.65	1,708.34	1,331.93	-	-	391.35	-	-	1,763.41	7,698.68
WINGATE	7,640.67	5,213.54	4,064.78	-	(0.02)	1,194.34	-	-	5,381.59	23,494.90
TOTAL	3,633,223.19	2,479,094.62	1,932,848.98	-	(7.10)	567,921.45	-	-	-	8,613,081.14

Jurisdiction Collection by Year
 Union County
 Date Distributed: 9/1/2024 to 9/30/2024

990 - TOWN OF MINERAL SPRINGS

Year	Taxes, Assessments and Misc. Charges	Late List	Interest	Total Collected	Commission	Net of Commission
2022	3.05	0.00	0.09	3.14	0.04	3.10
2023	14.38	0.04	2.07	16.49	0.21	16.28
2024	3,771.05	1.56	0.00	3,772.61	47.16	3,725.45
Total:	3,788.48	1.60	2.16	3,792.24	47.41	3,744.83
Grand Total:	3,788.48	1.60	2.16	3,792.24	47.41	3,744.83

VENDOR NUMBER	VENDOR NAME	EFT NUMBER	EFT DATE	EFT AMOUNT
10870	TOWN OF MINERAL SPRINGS	88495	10/07/2024	\$3,744.83

INVOICE DATE	INVOICE NUMBER	DESCRIPTION	INVOICE AMOUNT
09/26/2024	2503 TAXES	TAX/FEE/INT-SEPTEMBER 2024	\$3,744.83



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

Vendor Number	EFT Number	EFT Date
10870	88495	10/07/2024

*** Three Thousand Seven Hundred Forty-Four Dollars And Eighty-Three Cents ***

\$3,744.83

Pay To 10870
 The TOWN OF MINERAL SPRINGS
 Order Of PO BOX 600
 MINERAL SPRINGS, NC 28108

**EFT COPY
 NON-NEGOTIABLE**

VENDOR NUMBER	VENDOR NAME	EFT NUMBER	EFT DATE	EFT AMOUNT
10870	TOWN OF MINERAL SPRINGS	88666	10/15/2024	\$969.81

INVOICE DATE	INVOICE NUMBER	DESCRIPTION	INVOICE AMOUNT
10/01/2024	VTFNAP2503-1	CASH RECEIVED SEPT 2024 & REFUNDS	\$969.81



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

Vendor Number	EFT Number	EFT Date
10870	88666	10/15/2024

*** Nine Hundred Sixty-Nine Dollars And Eighty-One Cents ***

\$969.81

Pay To 10870
 The TOWN OF MINERAL SPRINGS
 Order Of PO BOX 600
 MINERAL SPRINGS, NC 28108

**EFT COPY
 NON-NEGOTIABLE**

NCVTS 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		\$ 616,888.37	\$ 8,689.31	\$ (11,122.78)	(\$3,120.68)	\$ 611,334.22	No Check 1
002	Education Operating Fund	0		1,384,207.06	13,460.45	(24,824.80)	(5,870.46)	\$ 1,363,972.25	No Check 2
003	Voter Approved Debt Tax	0		67,591.56	1,232.98	(1,222.41)	(388.64)	\$ 67,213.49	No Check 3
004	Education Debt Fund	0		107,780.88	1,049.95	(1,937.17)	(458.03)	\$ 106,435.63	No Check 4
005	Economic Development Fund	0		14,395.56	140.38	(238.74)	(61.07)	\$ 14,216.13	No Check 5
011	Countywide Fire Tax	0		15.72	7.60	(0.38)	-	\$ 22.94	No Check 11
012	Countywide EMS Tax	0		21.78	10.60	(0.53)	-	\$ 31.85	No Check 12
013	Griffith Rd	0		412.33	6.05	(7.44)	-	\$ 410.94	No Check 13
014	Stack Rd	0		1,202.50	9.37	(21.58)	(3.18)	\$ 1,187.11	No Check 14
015	Springs Fire Tax	0		10,292.61	122.32	(185.28)	(23.38)	\$ 10,206.27	No Check 15
016	Fairview	0		3,984.77	48.50	(71.75)	1.32	\$ 3,962.84	No Check 16
017	New Salem	0		4,372.50	47.38	(78.65)	-	\$ 4,341.23	No Check 17
018	Beaver Lane	0		3,940.05	43.54	(70.88)	(7.20)	\$ 3,905.51	No Check 18
019	Bakers	0		11,779.00	149.09	(212.16)	6.74	\$ 11,722.67	No Check 19
020	Stallings Fire Tax	0		16,016.79	163.29	(287.97)	32.47	\$ 15,924.58	No Check 20
021	Unionville	0		8,896.02	90.53	(159.94)	0.96	\$ 8,827.57	No Check 21
022	Wingate	0		5,197.92	55.16	(93.48)	(41.11)	\$ 5,118.49	No Check 22
023	Hemby Bridge Fire Tax	0		19,502.08	211.38	(350.80)	37.56	\$ 19,400.22	No Check 23
024	Allens Crossroads	0		1,440.82	16.93	(25.93)	-	\$ 1,431.82	No Check 24
025	Jackson	0		1,996.30	21.38	(35.91)	(38.33)	\$ 1,943.44	No Check 25
026	Wesley Chapel Fire Tax	0		30,259.67	343.77	(544.51)	(164.23)	\$ 29,894.70	No Check 26
027	Lanes Creek	0		1,934.47	17.90	(34.76)	(0.40)	\$ 1,917.21	No Check 27
028	Waxhaw Fire Tax	0		17,112.27	211.87	(308.16)	(138.94)	\$ 16,877.04	No Check 28
029	Sandy Ridge	0		1,440.65	17.88	(25.94)	0.18	\$ 1,432.77	No Check 29
030	Providence	0		171.75	0.42	(3.07)	-	\$ 169.10	No Check 30
101	Village of Marvin	1832	VTFNAP2211-1	22,929.02	68.89	(410.07)	(158.11)	\$ 22,428.73	101
200	City of Monroe	103-25	VTFNAP2211-1	304,583.30	2,976.75	(5,474.47)	(5,694.28)	\$ 296,391.30	200
222	Monroe Downtown Service District	103-25	VTFNAP2211-2	179.51	1.07	(3.22)	-	\$ 177.36	222
300	Town of Wingate	4064	VTFNAP2211-1	10,961.65	87.63	(196.76)	(84.78)	\$ 10,767.74	300
400	Town of Marshville	5861	VTFNAP2211-1	11,152.72	129.98	(200.73)	-	\$ 11,081.97	400
500	Town of Waxhaw	8268	VTFNAP2211-1	164,271.76	1,585.33	(2,952.29)	(1,228.46)	\$ 161,676.34	500
600	Town of Indian Trail	2924	VTFNAP2211-1	107,626.70	1,277.58	(1,937.42)	249.49	\$ 107,216.35	600
700	Town of Stallings	4860-2	VTFNAP2211-1	45,554.03	456.80	(818.92)	(136.77)	\$ 45,055.14	700
800	Town of Weddington	7518	VTFNAP2211-1	12,047.84	142.68	(216.67)	20.73	\$ 11,994.38	800
900	Village of Lake Park	1833	VTFNAP2211-1	7,438.71	98.56	(134.04)	(15.30)	\$ 7,387.93	900
930	Town of Fairview	19458	VTFNAP2211-1	1,319.38	17.36	(23.77)	0.44	\$ 1,313.41	930
970	Village of Wesley Chapel	9262	VTFNAP2211-1	2,118.32	13.64	(37.98)	(7.08)	\$ 2,086.90	970
980	Town of Unionville	11530	VTFNAP2211-1	2,017.54	21.26	(36.28)	(1.08)	\$ 2,001.44	980
990	Town of Mineral Springs	10870	VTFNAP2211-1	837.43	10.75	(15.09)	(0.67)	\$ 832.62	990
999	Schools	0		456.12	221.41	(11.06)	-	\$ 666.47	No Check 999
Total				\$ 3,021,347.46	\$ 35,277.72	\$ (54,353.99)	(\$17,292.09)	\$ 2,982,979.10	
								\$ 680,412.61	

AP Total

VENDOR NUMBER	VENDOR NAME	EFT NUMBER	EFT DATE	EFT AMOUNT
10870	TOWN OF MINERAL SPRINGS	88934	10/28/2024	\$832.62

INVOICE DATE	INVOICE NUMBER	DESCRIPTION	INVOICE AMOUNT
08/01/2024	VTFNAP2501-1	CASH RECEIVED JULY 2025 & REFUNDS	\$832.62



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

Vendor Number	EFT Number	EFT Date
10870	88934	10/28/2024


*** Eight Hundred Thirty-Two Dollars And Sixty-Two Cents ***

\$832.62

Pay To 10870
 The TOWN OF MINERAL SPRINGS
 Order Of PO BOX 600
 MINERAL SPRINGS, NC 28108

**EFT COPY
 NON-NEGOTIABLE**

To: Town of Mineral Springs
Rick Becker

From: Vann Harrell 
Tax Administrator

Date: November 12, 2024

Re: Departmental Monthly Report

The Tax Collector's monthly/year to date collections report for the month ending October 31, 2024 is attached for your information and review.

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

Attachment

VH/JM

OCTOBER 2024
TOWN OF MINERAL SPRINGS
PERCENTAGE REPORT

OCTOBER 31, 2024 REGULAR TAX	2024	2023	2022	2021	2020	2019
BEGINNING CHARGE	85,733.63	82,405.80	80,802.40	80,155.13	69,817.57	67,992.78
TAX CHARGE						
PUBLIC UTILITIES CHARGES						
DISCOVERIES	26.95					
NON-DISCOVERIES						
RELEASES	(16.76)					
TOTAL CHARGE	85,743.82	82,405.80	80,802.40	80,155.13	69,817.57	67,992.78
BEGINNING COLLECTIONS	9,180.58	82,307.20	80,768.67	80,071.09	69,697.31	67,926.80
COLLECTIONS - TAX	4,662.65	9.06	2.40			0.92
COLLECTIONS - INTEREST		0.49	0.41			0.41
TOTAL COLLECTIONS	13,843.23	82,316.26	80,771.07	80,071.09	69,697.31	67,927.72
BALANCE OUTSTANDING	71,900.59	89.54	31.33	84.04	120.26	65.06
PERCENTAGE OF REGULAR	16.14%	99.89%	99.96%	99.90%	99.83%	99.90%
COLLECTION FEE 1.25 %	58.28	0.12	0.04	-	-	0.02

OCTOBER 2024
TOWN OF MINERAL SPRINGS
PERCENTAGE REPORT

2018	2017	2016	2015
67,409.94	65,441.40	61,553.74	62,157.91
67,409.94	65,441.40	61,553.74	62,157.91
67,403.17	65,437.75	61,550.09	62,151.90
67,403.17	65,437.75	61,550.09	62,151.90
6.77	3.65	3.65	6.01
99.99%	99.99%	99.99%	99.99%
-	-	-	-

Centralina Board of Delegates

Board of Delegates Key Facts & Responsibilities

- **Who?** Each member government appoints an elected official to serve on the Board of Delegates and another elected official to serve as an Alternate to attend meetings in the Delegate's absence.
- **Why?** The Board of Delegates is the governing and decision-making body for Centralina. The Board approves the organization's policies, budget, and goals.
- **When?** The Board of Delegates meets four times per year in February, May, August, and October.
- **Leadership:** The Board of Delegates elects officers from the Board's membership to serve as Chair, Vice Chair, Secretary, and Treasurer. The Board of Delegates also appoints members to serve on the Executive Board. These appointments are made at the February meeting.
- **Subcommittees:** The current subcommittees of the Board are the Finance Committee and the Strategic Plan Subcommittee.

Delegate Roles and Expectations

When selecting a Delegate and Alternate, member governments are encouraged to consider the following roles and expectations. Please also identify potential scheduling conflicts that may prevent elected officials from regularly attending Board of Delegates meetings.

- **Decision Maker:** Approve an annual budget, member dues assessment, Bylaws amendments, federal action agenda and state engagement plan;
- **Advisor:** Identify opportunities for the region to work together more effectively, efficiently, and affordably;
- **Connector:** Serve as the communication link to the member government on Centralina issues and services;
- **Champion:** Communicate the value of Centralina and regional cooperation; and
- **Representative:** Serve on Standing or Ad Hoc committees, or if appointed, on the Executive Board to provide additional guidance and direction for Centralina activities.

2025 Centralina Board of Delegates Meeting Schedule

What to Expect? Meetings are held to accomplish the organization's key business, including decision-making and discussing issues of regional importance. The Board of Delegates is often asked to provide input on critical business items, making it essential that each member government is represented at these meetings. Without a quorum, the Board cannot take official actions.

Meetings will be held at 5:00 p.m. on the following dates.

- Wednesday, February 12, 2025 -Annual Meeting
- Wednesday, May 8, 2025 -Centralina Open House
- Wednesday, August 13, 2025 August Advocacy:
- Wednesday, October 8, 2025 - Annual Dinner& Region of Excellence Awards Ceremony



Expense Reimbursement

Centralina reimburses Delegates, or in their absence, an Alternate, for travel expenses for attending regular and special meetings of the Board of Delegates, the Executive Board, or their committees. The amount of the reimbursement is based on the roundtrip mileage from the Delegate's government center to the meeting location. The reimbursement is calculated using the standard mileage rate published by the Internal Revenue Service. Alternatively, Delegates can donate their mileage reimbursement to the Centralina Foundation, which is an affiliated 501(c)(3) non-profit organization which supports activities and initiatives of regional collaboration.

Centralina 2025 BOARD MEETING SCHEDULE

Executive Board Meeting Dates

These meetings will be held in person, with a virtual option, at 5:00 p.m.

Wednesday, January 8, 2025

Wednesday, March 12, 2025

Wednesday, April 9, 2025

Wednesday, June 11, 2025

Wednesday, September 10, 2025

Wednesday, November 12, 2025

Board of Delegates Meeting Dates

These meetings will be held in person at 5:00 p.m. unless otherwise noted below.

Date	Tentative Agenda Topics
Wednesday, February 12, 2025	Annual Meeting; Budget Hearing; Delegate Orientation
Wednesday, May 8, 2025	Regional Priority Setting - Shaping our FY25-26 workplan.
Wednesday, August 13, 2025	August Advocacy Focus: State & Federal Connections
Wednesday, October 8, 2025	Annual Dinner & Region of Excellence Awards Ceremony



2024 CENTRALINA DELEGATES

- 1. Anson County**, *Commissioner Jarvis Woodburn*
- 2. Cabarrus County**, *Commissioner Lynn Shue*
- 3. Gaston County**, *Commissioner Bob Hovis*
- 4. Iredell County**, *Commissioner Gene Houpe*
- 5. Lincoln County**, *Commissioner Jamie Lineberger*
- 6. Mecklenburg County**, *Commissioner Elaine Powell*
- 7. Stanly County**, *Commissioner Patty Crump*
- 8. Union County**, *Commissioner Brian Helms*
- 9. Albemarle**, *Mayor Pro Tem Martha Sue Hall*
- 10. Ansonville**, *Council Member Mark Beloin*,
- 11. Badin**, *Council Member Charles Council*
- 12. Belmont**, *Council Member Charlie Hill*
- 13. Bessemer City**, *Council Member Brent Guffey*
- 14. Charlotte**, *Council Member Ed Driggs*
- 15. Cherryville**, *Mayor Jill Puett*
- 16. Cleveland**, *Mayor Patrick Phifer*
- 17. China Grove**, *Mayor Rodney Phillips*
- 18. Concord**, *Council Member Andy Langford*
- 19. Cornelius**, *Commissioner Susan Johnson*
- 20. Cramerton**, *Mayor Nelson Willis*
- 21. Dallas**, *Mayor Hayley Beaty*
- 22. Davidson**, *Commissioner Autumn Michael*
- 23. East Spencer**, *Alderman Shawn Rush*
- 24. Faith, Alderwoman** *Jane Lingle*
- 25. Gastonia**, *Council Member Jennifer Stepp*
- 26. Granite Quarry**, *Alderwoman Laurie Mack*
- 27. Harrisburg**, *Mayor Jennifer Teague*
- 28. Huntersville**, *Commissioner Alisia Bergsman*
- 29. Indian Trail**, *Council Member Crystal Buchaluk*
- 30. Kannapolis**, *Mayor Darrell Hinnant*
- 31. Kings Mountain**, *No appointment made to date*
- 32. Landis**, *Alderman Ryan Nelms*
- 33. Lilesville**, *No appointment made to date*
- 34. Lincolnton**, *Council Member Kevin Demeny*
- 35. Locust**, *Council Member Rusty Efird*
- 36. Love Valley**, *Commissioner Mark Loden*
- 37. Lowell**, *Mayor Larry Simonds*
- 38. Marshville**, *Mayor Pro Tem Ernestine Staton*
- 39. Marvin**, *Council Member Wayne Deatherage*
- 40. Matthews**, *Commissioner Ken McCool*
- 41. McAdenville**, *Council Member Jay McCosh*
- 42. Midland**, *No appointment to date*
- 43. Mineral Springs**, *Council Member Jim Muller*
- 44. Mint Hill**, *Commissioner Tony Long*
- 45. Misenheimer**, *Council Member Jamie Hammill*
- 46. Monroe**, *Council Member Surluta Anthony*
- 47. Mooresville**, *Commissioner Eddie Karriker*
- 48. Morven**, *Council Member Corinthia Lewis-Lemon*
- 49. Mount Holly**, *Mayor Pro Tem Lauren Shoemaker*
- 50. Norwood**, *Commissioner Wes Hartsell*
- 51. Oakboro**, *Commissioner Lanny Hathcock*
- 52. Peachland**, *Mary Ruth Burns*
- 53. Pineville**, *Council Member Amelia Stinson-Wesley*
- 54. Ranlo**, *No appointment to date*
- 55. Richfield**, *No appointment made to date*
- 56. Rockwell**, *Bill Earnhardt*
- 57. Salisbury**, *Mayor Karen Alexander*
- 58. Spencer**, *Alderwoman Pat Sledge*
- 59. Stallings**, *Council Member David Scholl*
- 60. Stanfield**, *No appointment to date*
- 61. Stanley**, *No appointment made to date*
- 62. Statesville**, *Council Member Amy Lawton*
- 63. Troutman**, *Council Member Felina Harris*
- 64. Wadesboro**, *No appointment to date*
- 65. Waxhaw**, *Commissioner Susanna Wedra*
- 66. Wingate**, *Commissioner, No appointment to date*



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: December 5, 2024
Re: Agenda Item 6 Discussion of Succession Planning

After twenty-five years of service to the Town of Mineral Springs, two employees (Finance Officer Frederick Becker and Town Clerk/Administrator/Zoning/Planning Vicky Brooks) will be looking to retire over the next year to year and a half (2025-2026). As of now, no retirement dates have been set. This is the perfect time for the council to begin looking at a succession plan for town staffing needs.

The town does not have an employee policy, which will be a necessity moving forward with new employees. It is imperative to establish a schedule for vacation time, sick days, and PTO (paid time off).

The council will need to consider offering medical insurance to new employees. Currently, dental, vision, retirement, and life insurance are the employee benefits. This will be an expensive endeavor.

Job descriptions will need to be updated to meet the future needs of the town.

- Would the council want to consider combining the Town Clerk position with the Finance Officer position, making this a full-time position?
- Would the council consider removing the Town Clerk position from the Town Administrator/Town Clerk/Zoning Administrator/Planner position and keeping it as a full-time position?
- Would the council want staff to consult (for a fee) with a professional human resources company that is knowledgeable in municipal government employee laws?

Salaries will need to be competitive to secure long-term employees.

Will the new employees be on salary or an hourly basis?

What kind of procedure does the council foresee with interviewing potential employees? Will you want to select one council member with the assistance of the town administrator?

This process will obviously take several months to complete, and no absolute decisions will need to be made at this meeting. Staff is looking to get some direction/guidance from the council to begin to assist you with a succession plan.