

**Town of Mineral Springs
Mineral Springs Town Hall
3506 S Potter Road ~ Mineral Springs
Town Council
Regular Meeting
October 11, 2012 ~ 7:30 PM**

Agenda

1. Opening

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

2. Public Comments

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

3. Consent Agenda

- A. September 13, 2012 Regular Meeting Minutes
- B. Tax Releases/Refunds
- C. August 2012 Tax Collector's Report
- D. August 2012 Finance Report

4. Consideration of Reimbursements for Boy Scout Projects

The council will consider reimbursements for the Lincoln Cress and Eric DeGroat greenway projects.

5. NC League of Municipalities Voting Delegate/Alternate

The council will appoint an authorized voting delegate/alternate for the upcoming Annual Conference. Councilwomen Critz and Neill will be attending the conference this year.

6. Consideration of Authorizing the Purchase of Additional Fireproof Filing Cabinets

The council will consider authorizing the purchase of additional fireproof filing cabinets for the town hall.

7. Consideration of McNeely Road Greenway Parking Area Kiosk Message Boards

The council will consider approving the purchase of kiosk message boards and materials for kiosk construction for the Greenway Parking Area.

8. Consideration a Resolution Supporting the Mineral Springs Post Office

The council will consider adopting a resolution supporting the Mineral Springs Post Office.

9. Consideration of a Western Union County Municipal Coalition EDC Resolution

Mayor Becker will request that the council consider a resolution for the WUCMC EDC Proposal.

10. **Mineral Springs Fall 2013 Festival Discussion**

The council will discuss the possibility of a 2013 Fall Festival in the Town of Mineral Springs.

11. **Consideration of Updating the Job Description for the Town Clerk / Town Administrator / Zoning Administrator**

The council will consider updating the Town Clerk/Town Administrator/Zoning Administrator's job description.

12. **Discussion of Chamber of Commerce Update**

The council will give their input on what they would like for Town Clerk Vicky Brooks to present at the "State of the County" panel discussion on November 2, 2012 at the Chamber of Commerce's Business Leaders' Breakfast.

13. **Consideration of Calling for a Special Meeting for Ethics Trainings**

The council will consider calling for a special meeting for Ethics Training on Thursday, October 18, 2012 at the Mineral Springs Town Hall at 6:30 p.m. This training is for the four elected officials in the most recent voting cycle.

14. **Other Business**

15. **Adjournment**

Town of Mineral Springs
Town Hall
3506 S. Potter Road
Town Council
Public Hearing / Regular Meeting
September 13, 2012 ~ 7:30 PM

Minutes Draft

The Town Council of the Town of Mineral Springs, North Carolina, met in Public Hearing and Regular Session at the Mineral Springs Town Hall, Mineral Springs, North Carolina, at 7:30 p.m. on Thursday, September 13, 2012.

Present: Mayor Frederick Becker III, Mayor Pro Tem Valerie Coffey, Councilman Jerry Countryman, Councilwoman Janet Critz, Councilwoman Lundeen Cureton, Councilwoman Melody LaMonica, Councilwoman Peggy Neill, Town Clerk/Zoning Administrator Vicky Brooks, Attorney Bobby Griffin and Deputy Town Clerk Janet Ridings.

Absent: None.

Visitors: Don Gaddy, Jim Prosser and Neal Speer.

With a quorum present Mayor Frederick Becker called the Regular Town Council Meeting of September 13, 2012 to order at 7:34 p.m.

1. **Opening**

- Councilwoman Janet Critz delivered the invocation.
- Pledge of Allegiance.

2. **Public Hearing – Proposed Text Amendments**

- Mayor Becker opened the Proposed Text Amendments Public Hearing at 7:37 p.m. Mayor Becker explained that this is a legislative zoning change and it does not require the type of testimony that a quasi-judicial hearing requires. Mayor Becker pointed out that the Public Hearing can be left open so that staff and the applicant can answer questions at the time of the deliberation. Councilwoman Critz made a motion to leave the Public Hearing open. Mayor Becker replied that you don't have to move; the Public Hearing is open and no one signed up to speak, so the council will just defer staff/applicant presentation.

3. **Public Comments**

- There were no public comments.

4. **Consent Agenda**

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

- A. August 9, 2012 Regular Meeting Minutes
- B. July 2012 Tax Collector's Report
- C. July 2012 Finance Report

Councilwoman Neill seconded the motion. The motion passed unanimously as follows:

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

5. Union County Multi-Jurisdictional Hazard Mitigation Plan

- Mr. Neal Speer from Union County Emergency Management explained that he was here this evening to ask the council to adopt the Union County Multi-Jurisdictional Hazard Mitigation Plan. They have been in the process of circulating this plan to the municipalities and eventually to Union County where all the jurisdictions will adopt this plan. This plan was originally adopted in 1994 by all of the jurisdictions; the plan is required to be updated every five years. "We were a little behind when we did, but we created a committee back in September 2011, as required by Federal Regulation, and they began updating the plan". The plan was updated by "house" staff; it took 18 months to go through it with input from all municipalities and Union County. Once the plan was complete it was submitted to North Carolina Hazard Mitigation Section for review; they returned it with a few recommendations for minor changes. After approval from the North Carolina Hazard Mitigation Section the plan was sent to the Federal Emergency Management Agency (FEMA) and was approved with no additional revisions recommended. Union County Emergency Management got the approval from FEMA on February 1, 2012. At that point, they began going around to municipalities for adoption. Mr. Speer asked the council if they had any questions.
- Mayor Becker pointed out that the council was all here when Mr. Speer gave the first presentation of this process approximately a year ago. Mr. Speer replied that he believed what Mayor Becker was referring to was that he was here asking for approval to participate in a regional grant process, which is related to this where the State was going to apply for funding for a Regional Hazard Mitigation Plan. Mr. Speer gave the council an update on that process – FEMA has approved the grant process and the State is moving forward with that; it will probably be a two-year process before it is finalized. Once the jurisdictions have adopted this plan, that Regional Grant process will take this plan, along with the Union County plan and the Stanley and Cabarrus County plans – the three counties will hire a contractor and they will roll all three of the Multi-Jurisdictional Hazard Mitigation Plans into one creating a "Regional Plan". Essentially it won't change any of our responsibilities or our individuality as a county or as municipalities; it will create fewer plans – 23 counties in the Western Branch of North Carolina Emergency Management as opposed to having 23 multi-jurisdictional plans (rolled into eight regional plans). There will be fewer plans for the State and FEMA to review, so it makes sense that FEMA would approve the grant money for those regional plans.
- Councilwoman Neill explained that she was looking over the mitigation actions that Emergency Management hoped to accomplish and was very happy to see the items involving CSX Railroad. Mr. Speer responded that those mitigation actions were developed in coordination with the Town of Mineral Springs. Mayor Becker

mentioned that he remembered the town coming up with some of the ideas over the years. Councilwoman Neill pointed out item #3 (to stop the railroad excessive speed downtown to minimize the chance of derailments) and stated that after the derailment (a little over a year ago) we noticed a very dramatic change in speed, but now it is creeping back up there. Councilwoman Neill mentioned that she was happy to see those safeguards are there and asked how they will go about stopping the railroad from speeding. Mr. Speer responded that you can't stop the railroad, but they will work with them, as best they can, in order to accomplish this. This is a joint effort between the municipality and Emergency Management. Mayor Becker pointed out that several of these things are ongoing and have been taking place; the fire department (that serves Mineral Springs) has continued emergency services training and the floodplain administrator worked to update flood maps and the new D-FIRM (digital flood insurance rate map). Mr. Speer commented that the intent of the entire plan (once adopted) is that the mitigation committee is required to meet on an annual basis. During that annual meeting they will go back and look at each one of the mitigation actions for each jurisdiction to evaluate the mitigation actions to see if they are applicable – has it been accomplished or can it be accomplished? As the five-year cycle progresses, the role of that advisory committee is to look at each mitigation action and to evaluate it and see how effective the mitigation action is. Ultimately at the end of the five year cycle if a particular mitigation action has been accomplished – “great”, it will be written up as accomplished, they will write it off and move on. If it has not been accomplished, then in the next five-year cycle they will have to explain why it has not been accomplished – was it funding, resources, personnel, or simply because their hands are strapped. Councilwoman LaMonica asked if the responsibility for completion of the action rests with the committee. Mr. Speer responded no, the responsibility to complete the mitigation action lies with the jurisdiction. Councilwoman LaMonica explained that out of the 11 items two specifically refer to our fire department – has the fire chief had a chance to look at these and weigh in on his thoughts? Mr. Speer responded that he hoped that he had. The two items are: (1) Contact the fire department and county communications regarding procedures for public notifications in the event of an emergency; and (2) Encourage appropriate emergency services training and continued education for fire department members. Councilwoman LaMonica asked if the costs associated with the mitigation actions were intended to come from the existing town budget. Mr. Speer responded that was something the town would have to look at. For example, item #11 says “raise public awareness of how natural hazards could affect the area”. Mr. Speer stated that he had a “simple fix” for that – the town could link the FEMA website under “readiness plans” to the town’s website and then item #11 has been accomplished at no cost. Councilwoman Critz mentioned lumber trucks speeding through Mineral Springs and noted that it should be added to item #2. Mr. Speer responded that they would be working with law enforcement to remedy that issue. Items can't be added at this point since it has already been approved by FEMA. Councilwoman Critz referred to item #5 and commented that she could not see the town advising people to “clear cut”. Mr. Speer responded that it wasn't actually “clear cutting”, it is called “wild land urban interface” and the forest service is actually working to develop a fire prevention plan for municipalities. Homeowners allowing unkempt brush up in close proximity to homes causes

significant fire danger to those homes in case of wild fire; the intent is to remove brush, not trees.

- **Councilwoman Coffey** made a **motion** to adopt the resolution for the multi-jurisdictional hazard mitigation plan as presented (R-2012-03) and **Councilwoman LaMonica** seconded. The motion passed unanimously as follows:

Ayes: Coffey, Countryman, Cureton, Critz, LaMonica and Neill

Nays: None

- The resolution is as follows:

TOWN OF MINERAL SPRINGS

RESOLUTION TO ADOPT THE UNION COUNTY NORTH CAROLINA MULTI-JURISDICTIONAL HAZARD MITIGATION PLAN

R-2012-03

WHEREAS, the citizens and property within the Town of Mineral Springs are subject to the effects of an array of natural hazards that can cause loss of life and damages to public and private property; and

WHEREAS, the Town of Mineral Springs desires to seek ways to mitigate the impact of such hazard risks; and

WHEREAS, it is the intent of the Town of Mineral Springs to protect its citizens and property from the effects of natural hazards by preparing and maintaining a local hazard mitigation plan; and

WHEREAS, N.C. Gen. Stat. § 166A-6.01(b)(2)(a)(3) states: "For a state of disaster proclaimed pursuant to G.S. 166A-6(a) after the deadline established by the Federal Emergency Management Agency pursuant to the Disaster Mitigation Act of 2002, P.L. 106-390, the eligible entity shall have a hazard mitigation plan approved pursuant to the Stafford Act;" and

WHEREAS, Section 322 of the Federal Disaster Mitigation Act of 2000 states that local governments must develop an All-Hazards Mitigation Plan in order to be eligible to receive future Hazard Mitigation Grant Program Funds and other disaster-related assistance funding and that said Plan must be updated and adopted within a five year cycle; and

WHEREAS, it is the intent of the Mineral Springs Town Council to fulfill its obligation under the aforementioned laws in order that the Town of Mineral Springs will remain eligible to receive state and federal assistance in the event of a declared disaster affecting the Town of Mineral Springs; and

WHEREAS, Union County and the other jurisdictions included in the Plan have performed a comprehensive review and evaluation of each section of the Multi-Jurisdictional Hazard Mitigation Plan approved by the County in 2004, and have updated the plan as required under regulations at 44 CFR Part 201 and according to guidance issued by the Federal Emergency Management Agency and the North Carolina Division of Emergency Management.

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

1. Adopts the updated Union County North Carolina Multi-Jurisdictional Hazard Mitigation Plan (the "Plan"), which plan shall supersede the Multi-Jurisdictional Hazard Plan adopted by Mineral Springs in 2004; and

2. Agrees to take such other official action as may be reasonably necessary to carry out the proposed actions of the Plan.

ADOPTED this 13th day of September, 2012.

Frederick Becker

Frederick Becker III, Mayor
Town of Mineral Springs

ATTEST: Vicky Brooks

Vicky Brooks, CMC, Town Clerk

6. Centralina Council of Governments – CONNECT Consortium

- Centralina Council of Governments Executive Director Mr. Jim Prosser introduced himself and stated that he was pleased to be here with the council this evening to respond to any questions they may have regarding the CONNECT initiative and to provide additional background. Mineral Springs is being requested to indicate their willingness to become a partner in the development of a regional framework for how this region is going to grow. Mr. Prosser explained that when he first started in this business a long time ago, cities pretty much were able to depend solely upon themselves for looking at how they grow jobs and the economy, how they were going to provide and support transportation or how they were going to develop quality of life, but what we have found across the country is that we are increasingly independent (but also interdependent) that we have to take care of our communities and define our own character of our community. At the same time, we are interdependent in a sense that we are impacted by other communities around us and we have also found that those regions that work together and identify common problems, opportunities and issues are able to resolve those issues and work together to address many of their common interests. Not everything you do really requires a type of coordination, so a big part of what this process is about is identifying where those issues are and where you think working together can get better solutions for your community. In essence, that is what CONNECT is looking at and in the agreement they are asking the town to consider “an agreement to see if we can reach an agreement on areas of common interest” and once that is done they will be providing recommended policies/procedures/activities, which are for voluntary consideration by communities. The town’s participation is also important from the perspective of identifying a staff person as a contact and an elected official to be part of the process in terms of identifying what’s important for your community – sorting out the different policies/practices that would be of interest to your community. In terms of a financial commitment, there is no dollar amount that CONNECT is asking for; the staff time is certainly a consideration and every community is going to have a different level of staff contribution and a lot of it depends on what the town gets out of it. At the beginning, what we are certainly going to be looking for is identifying what is the “as built” in this region. They will be looking at every community within this region identifying what their plans for the future are and how they [community] intend to grow; when that is put together they [CONNECT] will start there. Beyond gathering the information, it is really going to be up to you to

identify what are some of the other issues and information that you want to provide. For some communities even getting that information is a little bit of a stretch, because they don't have it in their files; it's available through consultants or sometimes COG is doing the planning for those communities (they can just gather it from their in-house sources). Mayor Becker mentioned that Ms. Brooks has had a little bit of communication with Centralina about some of our things like the Land Use Plan and Zoning Maps; providing some of this "as-built" information hasn't been a burden.

- Mayor Becker explained that he attended the Regional Mayors' meeting in Charlotte about three weeks ago, which was focused on CONNECT; it helped him understand it a little more. In the next few months there will be regional meetings scheduled – open houses for members of the public to come and see what this cooperative venture is. Mayor Becker explained that he and Ms. Brooks had reviewed what this board had done when Mineral Springs signed on; we did not sign onto the original resolution, but wrote a separate letter, which expressed the town's support when the grant was being applied for. The council expressed misgivings about our ability to provide much in the way of staff time; interestingly enough that is one of the reasons we wanted to bring Mr. Prosser in. On page 2 or 3 of the agreement (paragraph 8) says "to provide any staff support, meeting space or other in-kind or cash assistance as outlined in the [name of the organization's] letter or resolution"; therefore, the town had submitted a letter that said we are supportive, but we have very limited resources. If we sign onto this, it looks like we are just reinforcing the terms that were stated in the letter, we are not committing ourselves to something additional. Mayor Becker asked Mr. Prosser if this was a correct interpretation. Mr. Prosser responded that was absolutely correct. Mayor Becker explained that Mineral Springs has one full-time staffer and one half-time staffer, so we have to be very careful about commitments. Based on what we said in our letter and the six staff meetings and two elected official meetings per year, we probably would be able to meet that. Mayor Becker volunteered to be the "elected official" for CONNECT and then someone else can volunteer to be the alternate if they choose. We only have one senior staffer who would have to put herself down as the staff person and then we would have the junior staffer as the alternate on that. Councilman Countryman volunteered to be the alternate "elected official". Councilwoman Critz asked Mr. Prosser if they were getting a lot of support in the county. Mr. Prosser responded that the county board chair, Jerry Simpson, is on the executive committee and he has been very active in this effort of promoting and providing feedback and support and a meeting a community. This region has probably involved more communities faster than anybody else around and Mr. Prosser credited the elected officials as champions in leading the process and guiding CONNECT; that is really important, because at the end of the day there will be some really needed types of recommendations. Mr. Prosser commented that CONNECT will be asking for support when they begin the open houses, which will be their way of getting engagement (needed feedback, input from residents) and for residents to see what they are doing and why they are doing it. CONNECT will need counties/municipalities to encourage people to participate, to literally and figuratively drive people to those meetings.

- **Councilwoman Critz** made a **motion** to adopt the agreement for the **CONNECT Consortium** and **Councilwoman Cureton** seconded. The motion passed unanimously as follows:

Ayes: Coffey, Countryman, Cureton, Critz, LaMonica and Neill

Nays: None

7. **Consideration of a Proposed Text Amendment**

- Mayor Becker noted that the Public Hearing is still open. Ms. Brooks explained that a map was placed in front of each council member, as well as a list of everything that is allowed “by right” or by “conditional use” in the Light Industrial (LI) zoning district. An application for a text amendment was received by Mr. Albert Rorie, who manages some property here in Mineral Springs. The applicant's proposed text amendment was to allow Auto, Truck, Boat, Motorcycle Sales, Service and Rental as a use “by right” in the LI zoning district. In reviewing the proposed text amendment, Ms. Brooks recommended that it be a use “by right” with supplemental regulations; this was in the best interest of the town. The supplemental regulations suggested were: to limit the number of vehicles to 25 on the lot at any given time; that they be in compliance with the lighting ordinance; and that they be in compliance with the tree and landscaping ordinance. The planning board unanimously recommended the proposed text amendments as suggested by staff to the town council. Ms. Brooks explained that the council can accept the planning board’s recommendation or they can accept the applicants’ suggestion (since it is less restrictive). Ms. Brooks noted that this Public Hearing has been properly advertised as required by the Mineral Springs Zoning Ordinance and the General Statutes.
- Councilwoman LaMonica asked if there was anything in our regulations that protect environmentally given the type of use this is. Ms. Brooks responded that there wasn’t anything in our ordinances; we would have to refer to Union County Environmental Health and if that didn’t work we would go another layer up to the State. Councilwoman Neill asked how we would limit the number of vehicles. Ms. Brooks responded that if they went over that amount they would be in violation of the Zoning Ordinance. Councilwoman LaMonica asked if Councilwoman Neill was thinking enforcement, as far as who is going by to count periodically as to whether they are hitting the “max”. Councilwoman Coffey noted that this particular lot in question can only accommodate six (approximately). Ms. Brooks reminded the council that the applicant was applying for a specific piece of property, but if they look at the map [that was distributed] it shows where every piece of LI is and this [amendment] is across the board; anybody in these sections can do this. Mayor Becker added that it was unlikely that Parkdale Mills would convert their operation to vehicle sales/service; however, John Shannon’s property is a hundred acre site and CarMax just might want to move in where you could have thousands of cars. The planning board and staff’s feelings were that “we didn’t think CarMax is a type of sales and service that we would welcome in Mineral Springs”; it wouldn’t be in keeping with our vision. Mayor Becker asked Ms. Brooks if it was the planning board/staff’s theory that if you confine it to the smaller lots or to a small number on larger lots than it will probably be in keeping and then referred to Councilwoman Coffey who was in attendance at the planning board meeting. He explained that

Ms. Brooks had already pointed out that the original request was just for a use “by right” with no supplemental conditions, which did open the door, which is why staff came back and recommended that the planning board approve it provided it has this limitation; that is how it evolved. Councilman Countryman referred to the map and pointed out the piece of property in question (over the railroad tracks across from Mineral Springs Fertilizer) and asked if this was being done for somebody to create a car lot – what is actually being created? Ms. Brooks responded that she has been trying to stay away from the actual specifics of why this person wants it, because when the council looks at it they have to consider all of the possibilities that can happen. This particular person buys and sells cars; he needs a place to have an office and to perhaps keep two or three cars. Mayor Becker added that this particular one is a broker; he is not a car lot by definition. Ms. Brooks stated again she did not want the council to look at it as if this were specific to him, because it is not; it is specific to every piece of LI property that we have. Councilman Countryman responded that he understood that, he just wanted to know what we were trying to accomplish. Councilwoman Coffey replied limiting it to 25, which is more in keeping with Mineral Springs. Attorney Griffin offered that legally what you are doing is adding a new definition to LI and this is the way it ought to be viewed. This person could change his mind tomorrow and not do anything, but your definition is still there just like when you originally adopted definitions. Councilwoman LaMonica asked if the maximum capacity could be proportionate to the property size, so that someone doesn’t take a space like this and start stacking automobiles; people do sell parts off of old cars. Mayor Becker responded that it is specifically not an auto salvage yard; that is a different use. Councilwoman Critz asked what would happen if it became a salvage issue. Mayor Becker responded that it would be a violation. To give the council an idea of scale, Mayor Becker explained that the parking lot at town hall has 24 parking spaces, so that would be the maximum size that somebody would be allowed to open; they couldn’t be stacked unless they were a parking deck and they could “drive” up, because they are not junk cars, they have to be operating cars. It is not a salvage yard; it is sales and service. Councilwoman Critz asked what the planning board’s intake was on this when they were discussing and researching it. Ms. Brooks referred to Councilwoman Coffey, who was in attendance at the meeting. Councilwoman Coffey responded that as a planning board, they went with the recommendation of the administrator because she knows what we are trying to accomplish according to our Land Use Plan and in keeping with that she arrived at a comparable number that was acceptable to the planning board and would limit the possibility of a CarMax; they are not going to come for 25 cars. If you have nothing in place then they can come ask, but if you have something in place then they are not going to get a text change. Ms. Brooks noted that she did not look at other towns to see what they were doing with a small piece of property; 25 seemed like a reasonable number that wouldn’t allow a CarMax, but it would still allow the applicant, etc. to be able to do something with the piece of property. Mayor Becker added in just the LI areas. Councilwoman Critz commented that she definitely thought the town needed to be flexible enough to allow and encourage new business without compromising the integrity of the Land Use Plan.

- Ms. Brooks pointed out that this would be two text amendments: one is going to be to Article 5 and the other is to Article 6.

- **Councilman Countryman** made a **motion** that we approve Article 5 of proposed text amendment, Article 5 text amendment is consistent with the Town's Comprehensive Plan and the Town of Mineral Springs Land Use Plan adopted October 12, 2006 and the Vision Plan contained and referenced therein. The proposed text amendment is consistent with the Light Industrial wording to have the Light Industrial District be established for a broad variety of specialized commercial and industrial operations in the Town's Land Use Plan. The proposed text amendment is reasonable and advances the public interest and **Councilwoman Critz** seconded. The motion passed unanimously as follows:

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

- The text amendment is as follows:

USE	SUPPLEMENT REGULATION SECTION NUMBER OR ARTICLE	PARKING REQUIREMENT FOUND IN SECTION 9.1.8	AR	RR	RA40	RA20	RA20	B-2	B-4	LI
Auto, Truck, Boat, Motorcycle Sales, Service, Rental	6.10.11								C	Xs

- **Councilwoman Critz** made a **motion** that the Article 6, that we add Section 6.10.11 (A), (B) and (C) to text amendment which is consistent with the Town's Comprehensive Plan and the Town of Mineral Springs Land Use Plan adopted October 12, 2006 and the Vision Plan contained and referenced therein based on the language and the Land Use Plan for Light Industrial being established for a broad variety of specialized commercial and industrial operations. The proposed text amendment is reasonable and advances the public interest and **Councilman Countryman** seconded. The motion passed unanimously as follows:

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

- The text amendment is as follows:

Section 6.10.11 Auto, Truck, Boat, Motorcycle Sales, Service, Rental

- a) *The number of autos, trucks, boats or motorcycles for sale or lease shall not exceed twenty-five (25) at any given time.*
- b) *Outdoor lighting shall only be permitted in compliance with Section 4.10 of this Ordinance.*
- c) *The use shall be in compliance with Article 15 – Tree Preservation and Landscaping.*

- Mayor Becker closed the Public Hearing at 8:31 p.m.

8. **Consideration of McNeely Road Greenway Parking Area Open House**

- Ms. Brooks explained that the council had agreed that they wanted to have an Open House for the Greenway Parking Area and that they wanted Mr. Travis Morehead (Carolina Thread Trail) to be involved. Mayor Becker added “to bring us our Carolina Thread Trail sign”. Ms. Brooks continued that Mr. Morehead is available on Saturday, October 13th or October 20th or on any weekday in October, he will not be available in November, but he is pretty much open in December. Councilwoman Critz asked how we would be advertising this. Mayor Becker responded that we could send out a card like we did for the Open House if the event is too soon for it to go in a newsletter. Councilwoman Critz pointed out that she will be away on October 13th and Councilman Countryman stated that he would be working on both of those Saturdays [in October]. Mayor Becker noted that Saturdays are great for this kind of thing, but it is a hardship on Councilman Countryman. Mayor Becker commented that the Open House could be as complicated or as simple as the council wants it to be. Ms. Brooks responded that it could be a simple ribbon cutting, walk on the trail and an unveiling of the signs. There was a consensus of the council to hold the event from 1:00 p.m. to 3:00 p.m. Mayor Becker mentioned that at the “Sneak Peak” we had some coolers of water. Councilman Countryman responded that if we do that we are going to end up with a “bunch of litter”. Mayor Becker replied “so we don’t have to do that”, but maybe send a card out to let people around town know that this does exist. Councilwoman LaMonica asked if a motion was needed. Mayor Becker responded a simple one, no food, send out a postcard to our citizens. Councilwoman Critz suggested that the postcard should say things like “bring your walking stick”, “your water bottles” “so that you can hike the beautiful greenway after the ceremony”.
- **Councilwoman LaMonica made a motion that we proceed with an Open House to recognize the Greenway Opening and we proceed on Saturday, October 20, 2012 from 1:00 p.m. to 3:00 p.m. and that the advertising include some sort of a mailing piece that would outline the opportunity to be there and some recommendations around walking sticks and water and the like and Councilman Countryman seconded. The motion passed unanimously as follows:**

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

- Mayor Becker noted that Ms. Brooks will include this information on the website.

9. **Proclamation for Constitution Week**

- Mayor Becker explained that Constitution Week goes back to the designation by President Eisenhower; our constitution is rather unique as governing documents go. It is great to have this proclamation; last year Ms. Brooks added it to our website. Mayor Becker asked the council to approve this proclamation of September 17th through the 23rd, 2012 as Constitution Week.
- **Councilwoman Critz made a motion to accept the proclamation for Constitution Week and add it to the website and Councilman Countryman seconded. The motion passed unanimously as follows:**

Ayes: Coffey, Countryman, Cureton, Critz, LaMonica and Neill

Nays: None

- The Proclamation is as follows:

**Proclamation
Constitution Week
September 17th – 23rd, 2012**

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, 2012, marks the two hundred twenty-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 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 to be affixed this 13th day of September of the year of our Lord two thousand twelve.



Frederick Becker III
Frederick Becker III, Mayor
Town of Mineral Springs

ATTEST:

Vicky A. Brooks
Vicky A Brooks, CMC, Town Clerk

10. Consideration of Ethics Training

- Mayor Becker noted that “we are getting down to the wire” and as he recalled there are four of us who are required to do this by December 31, 2012: Councilwomen Neill, Coffey and Cureton, along with himself, because they are the ones that have been elected in the most recent cycle and have to have it by December 31st of the following year; this is a mandatory ethics training. Mayor Becker asked Attorney Griffin if they do it together if it would be required to be a special meeting. Attorney Griffin responded he didn’t think so. Mayor Becker commented in that case they could do it as a group at any time the four of them (who are required to do it) could get together. Councilman Countryman asked if that wasn’t what they did last time at the town hall. Mayor Becker responded that last time it was done at town hall and everybody did it; that was the first time, now you have to do it every time you get re-elected. The Ethics Webinar costs \$125. After some discussion, there was

a consensus of those attending to schedule the Webinar for Thursday, October 18, 2012 at 6:30 p.m. at the town hall.

- **Councilwoman Cureton** made a **motion** to do the Webinar training on the 18th of October and authorize the expenditure and **Councilwoman Neill** seconded. The motion passed unanimously as follows:

Ayes: Coffey, Countryman, Cureton, Critz, LaMonica and Neill

Nays: None

11. **Christmas Decorations Update and Discussion**

- Ms. Brooks informed the council that the town received the signed agreement from Duke Energy for the seven foot snowmen and the six foot snowflakes on 14 poles (12 existing and two new ones). Mayor Becker is working on the electrician [for installation of the electric boxes]; one of those poles is at the Mineral General and the other is near the fire department parking lot. The decorations have been ordered and should be received the first week of October. Ms. Brooks mentioned that she spoke with Mr. John Underwood from the Union County Department of Transportation (DOT) about the tree at the corner of Highway 75 and Potter Road. Ms. Brooks is awaiting confirmation as to whether or not the town will be able to put lights on that tree. In addition, Mr. Underwood will let us know if that area is in the public right-of-way; this will determine where the permission needs to come from – the DOT or the property owner.
- Ms. Brooks explained that she spoke with the Underwriting Supervisor Mr. Ryan Ezzell from the Interlocal Risk Financing Fund of North Carolina Property and Liability Program (the town's general liability insurance holder). Mr. Ezzell informed Ms. Brooks that if the town loans lights to the fire department and the fire department accepts those lights and there is nothing wrong with the lights, but yet if somebody over there falls and gets hurt [installing the lights], that would be "on the fire department". If the town loans the fire department a strand of lights that are faulty and something happens, that would be "on the town", as far as general liability insurance is concerned. Ms. Brooks asked Attorney Griffin if the town should have some kind of agreement written up between the fire department and the town. Councilwoman Coffey asked if that would be releasing liability. Ms. Brooks responded yes, we understand that if we give them something bad and something bad happens over there then we [town] are going to have to pay for it. Mayor Becker added that if the League paid the claim they will also subrogate – they are going to look at the manufacturer for providing a defective string that electrocuted a firefighter. Chief Donald Gaddy asked Attorney Griffin if the town just donated it [lights] to the fire department, if then all of the liability would go away. Councilwoman Coffey noted that the town could not be held liable for anything if they were giving it [lights] away. Ms. Brooks responded that at some point, depending on what the town wants done, they are going to take on some liability. In reference to the question of giving a "bad" string of lights, Attorney Griffin stated that was a jury kind of question. Chief Gaddy stated that it is a lot easier if the town "donates" it [lights] "as is", "where is" and they will come pick it [lights] up. Ms. Brooks asked if he would not sign a paper. Attorney Griffin responded that it seemed to him that the town ought to step up and be responsible for what it does; they have liability insurance. Chief Gaddy noted that the fire

department has liability insurance on the building and all of his people, as well as himself.

- Ms. Brooks further explained that if the town wants to install lights on the Bradford Pear trees, they will have to get permission from Mr. Kaltsounis [property owner]. The same thing would apply there, if he gives permission and we put the light up and the lights happen to burn his tree down, the town will have to replace it. If the town puts the lights out there and someone trips over a cord that is not properly marked, that would be “on the town”. Mayor Becker commented that he [Mr. Ezzell] was not telling the town not to install this and they might cover us if someone trips. Ms. Brooks responded yes they would cover us, but if somebody trips over a wire we put down there and we didn’t identify that the wire was there, then the League will pay, but obviously our insurance is going up. We are looking at liability when we are looking at Christmas lights. Councilwoman Critz commented that she sees a lot more problems with the trees than with the fire department and she didn’t know how in the world you are going to run a wire without having some kind of issue. Councilwoman Critz thought that the town should forget about the trees. Mayor Becker responded that he thought the town could “phase in”; we are going to have another building with a lot of lights on it and we’re probably going to have the tree on the corner (that can be wired from above) and we’re going to have lighted wreaths on the town hall. Mayor Becker noted that he was going to get an email out to the guy in West Jefferson about a tree out front. Councilman Countryman commented that he still thought that somebody should contact those property owners [in downtown] and encourage them to do their own decorating, which does not obligate the town, but it still accomplishes that goal. Councilman Countryman feels very strongly about getting these people involved because some of them are the “nay sayers” that don’t think we are real attractive at Christmas, so they need to “pony up” and they need to help us be more attractive at Christmas. Ms. Brooks responded that we can do that. Councilwoman Critz commented that if you explain to them how we are..... Mayor Becker continued that we’re adding a lot of decoration downtown at the taxpayers’ expense. Mayor Becker stated that he and Councilman Countryman are going to work on the corner and the town is going to have to forget about the Bradford Pears as a town effort. Ms. Brooks asked if the council would give permission to purchase the lights for the fire department and for the tree on the corner. Councilman Countryman stated that he thought those were in the original budget. Mayor Becker responded that they are in the budget, but we didn’t approve them, because we pulled it off the table since we didn’t have any sort of clarity on how many to buy, where we were going to put them, or what the liability was. Councilman Countryman asked if the lights were \$16 a strand. Mayor Becker responded that a double strand is \$34 and suggested that the council authorize up to \$1,000 in expenditure for additional light strings.
- **Councilwoman Critz** made a **motion** to authorize up to a maximum of \$1,000.00 for additional lights and accessories for the fire department and the tree on the corner at the intersection of Highway 75 and Potter Road and other town owned property and **Councilman Countryman** seconded. The motion passed unanimously as follows:

Ayes: Coffey, Countryman, Cureton, Critz, LaMonica and Neill

Nays: None

- Ms. Brooks also explained to the council that if she or Mayor Becker are to participate in any way in installing any of these lights, they are not covered by the town's general liability, unless the council has agreed to that being part of their job description. This also applies to the lighting that Ms. Brooks does at the town hall or at the Old School Building. If Ms. Brooks were to fall and get hurt and that is not part of her job description, the town would not be liable. After some discussion, the council advised Ms. Brooks to update her job description and present it to them at the October meeting.

12. Other Business

- Councilwoman Critz explained that she had been looking over the League Annual Conference, to be held in Charlotte, and asked the council if they felt it would be beneficial for one or more of them to attend this for reasons of education/networking. One workshop is "Saving Green by Being Green" and another is "Creating and Maintaining Effective Citizen Advisory Committees"; there are several that are applicable to small towns. Councilman Countryman asked Councilwoman Critz if she wanted to attend and what it was going to cost the town to send her. Councilwoman Critz responded that it is \$295 for each person just for the "fundamental thing" and there are a lot of extras. Councilwoman Coffey highly recommended attending if anyone had a personal interest in going; Councilwoman Coffey was not interested in attending this one. Councilwomen Critz and Neill will get together and discuss which days they will be able to attend. Mayor Becker noted that there was money in the budget for training. **Councilman Countryman made a motion that we approve up to two representatives to attend the League Annual Conference and at their choosing to support this council and Councilwoman Neill seconded. The motion passed unanimously as follows:**

Ayes: Coffey, Countryman, Cureton, Critz, LaMonica and Neill

Nays: None

- Attorney Griffin stated that he was glad the council did that, because a lot of rumblings are going on and he thought it was very important that the town send someone. Mayor Becker added that it is different this year based on what they saw in the Webinar and what Attorney Griffin put in his report from the Municipal Attorneys' Conference; we [municipalities] are under attack by the Legislature and there is a very bad interaction, maybe there is some strategies and this may be a special case where it is extremely worthwhile.
- Mayor Becker mentioned that the Mineral Springs Post Office is up against a possible closure again; several months ago it was one of the many post offices slated for a reduction in hours (from eight to six). Mayor Becker spoke with the Postmaster (Ashley) and she thought that was likely to occur, which wasn't a problem from his perspective, but now they are doing a survey and will be evaluating a possible closure at worst. There is a survey that you can get from the Postmaster, but we have a copy here; Mayor Becker will make a few copies on the way out. Anybody that has a P.O. Box may have already gotten one or anybody that uses the post office can just fill out this form (put your mailing address on it).

Mayor Becker noted that he would be checking item #1, which is “I want the post office, if you’ve got to cut hours – okay, but this is an important thing, I want you to keep operating” as opposed to items 2, 3 & 4, which are to close it completely. People who are getting their mail at the post office, because they don’t have mail boxes will have to go to a nearby post office for service. Another option is to close it completely and give those people carrier route delivery. Another option is to close it completely and have some business take over contract postal services and to sell stamps. Mayor Becker stated that he would like to push for Plan A, which is to keep it open, even if they have to reduce hours. The town has the form; the council can fill it out and bring it to their neighbors. Councilwoman LaMonica asked if it would be appropriate to put something on the website about this being under consideration. Mayor Becker responded that is why he was asking, the Postmaster said this is for distribution, it isn’t a secret, and anybody who uses the Mineral Springs Post Office and feels it is an institution of value should be made aware of it. Attorney Griffin recommended that the town council consider a resolution, prepared by Mayor Becker, to adopt and distribute on the website, in town and wherever they want. Mayor Becker responded that could be done next month, but the survey itself has a deadline before our next meeting. Attorney Griffin suggested adopting the resolution tonight (sign it later) if they know what they want to say. Mayor Becker responded that he “hated” to adopt an open resolution; it can be done next month, but the survey should be publicized now. Ms. Brooks stated that she believed the survey had to be turned in by October 4th. Ms. Janet Ridings added that there is a meeting at the Mineral Springs Post Office on October 18th at 4:30 p.m. and they will give the results of the surveys and what their decision is. Mayor Becker commented that we will have the resolution at the next council meeting, which will be in time to bring it to that meeting.

- Councilwoman Coffey mentioned that she had spoken to Ms. Brooks in reference to a conversation that she had with Wanda Glenn and Bettylyn Krafft about a Fall Festival in Mineral Springs next year – “that is an ‘all of us’ thing, not a one, two or three thing”. This item will be placed on the October agenda for further discussion.

13. **Adjournment**

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

Ayes: Coffey, Countryman, Critz, Cureton, LaMonica and Neill

Nays: None

- The meeting was adjourned at 9:13 p.m.
- The next regular meeting will be on Thursday, October 11, 2012 at 7:30 p.m. at the Mineral Springs Town Hall.

Respectfully submitted by:

Vicky A. Brooks, CMC, Town Clerk

Frederick Becker III, Mayor

**Town of Mineral Springs
Property Tax Releases and Refunds
10/11/12**

Butler, Walter
6302 Waxhaw Hwy
Waxhaw, NC 28173

Releases:

Acct Num	Year	Value	Tax Amt	Description
06-039-030	2010	58,560	14.64	County reappraisal of property
06-039-030	2009	58,560	14.64	County reappraisal of property
06-039-030	2008	58,560	14.64	County reappraisal of property
06-039-030	2007	58,560	15.81	County reappraisal of property
Total			\$59.73	

Refunds:

Acct Num	Year	Value	Tax Amt	Description
06-039-030	2010	58,560	14.64	Paid 5/30/12
06-039-030	2009	58,560	14.64	Paid 9/1/10
06-039-030	2008	58,560	14.64	Paid 9/26/08
06-039-030	2007	58,560	15.81	Paid 9/26/08
Total			\$59.73	Plus applicable interest, if any

MUNICIPALITY: MINERAL SPRINGS

Billing Adjustment Form

Managerial Approval: _____

Owner ID: 242457 Date: September 25, 2012

Requested By: STEVE CRUMP Phone: 704-292-2536

Account Number: 06-039-030

Owner: BUTLER WALTER

Address: _____

Contact: _____

Taxpayer's Telephone Number: _____

Reason for Adjustment: APPRAISAL - HOUSE WAS RAZED PRIOR TO 2007.

PENALTY YES

NO

Value Adjustments				Fire Fee Adjustments			Receipt Number
Year	Billed Value	Corrected Value	Amount of Change	Billed Fee	Adjusted Fee	Amount of Change	
2012			0			0	
2011			0			0	
2010	109,230	50,670	58,560	TAX	TAX	TAX	306945
2009	109,230	50,670	58,560	TAX	TAX	TAX	16662
2008	109,230	50,670	58,560	TAX	TAX	TAX	16662
2007	91,420	32,560	58,860	TAX	TAX	TAX	16662

AUGUST 2012
TOWN OF MINERAL SPRINGS
PERCENTAGE REPORT

AUGUST 31, 2012 REGULAR TAX	2012
BEGINNING CHARGE	64,837.85
TAX CHARGE	
PUBLIC UTILITIES	
DISCOVERIES	
NON-DISCOVERIES	
ABATEMENTS	(21.44)
TOTAL CHARGE	64,816.41
BEGINNING COLLECTIONS	35.11
COLLECTIONS - TAX	3,645.09
COLLECTIONS - INTEREST	
TOTAL COLLECTIONS	3,680.20
BALANCE OUTSTANDING	61,136.21
PERCENTAGE OF REGULAR	5.68%
COLLECTION FEE 1.5 %	

Mineral Springs Prior Years Property Tax Report August 2012

August 31, 2012	2011	2010	2009	2008	2007	2006	2005
BEGINNING CHARGE	\$64,878.42	\$64,737.60	\$63,911.13	\$65,443.06	\$52,276.82	\$51,397.02	\$49,217.72
PUBLIC UTILITIES	\$1,319.20	\$1,251.60	\$1,218.28	\$1,112.42	\$1,056.90	\$779.12	\$624.69
MINIMAL RELEASES	(\$145.21)	(\$152.88)	(\$157.18)	(\$158.76)	(\$150.55)	(\$50.50)	(\$47.49)
DISCOVERIES	\$59.06	\$315.24	\$42.59	\$42.59	\$117.44	\$417.27	\$199.93
ABATEMENTS (RELEASES)	(\$259.51)	(\$394.38)	(\$41.26)	(\$1,256.00)			
PERSONAL PROPERTY WRITEOFFS							
TOTAL CHARGE	\$65,851.96	\$65,757.18	\$64,973.56	\$65,183.31	\$53,300.61	\$52,542.91	\$49,994.85
PREVIOUS COLLECTIONS	\$63,791.86	\$63,840.68	\$62,996.85	\$63,954.11	\$52,456.05	\$51,692.72	\$49,257.18
PREVIOUS BALANCE DUE	\$2,060.10	\$1,916.50	\$1,976.71	\$1,229.20	\$844.56	\$850.19	\$737.67
COLLECTIONS - TAX	\$96.46	\$49.07	\$25.79				
COLLECTIONS - INTEREST/FEES	\$22.45	\$11.46	\$9.03				
GROSS MONTHLY COLLECTIONS	\$118.91	\$60.53	\$34.82	\$0.00	\$0.00	\$0.00	\$0.00
MISC. ADJUSTMENTS							
TOTAL TAX COLLECTED TO DATE	\$63,888.32	\$63,889.75	\$63,022.64	\$63,954.11	\$52,456.05	\$51,692.72	\$49,257.18
BALANCE OUTSTANDING	\$1,963.64	\$1,867.43	\$1,950.92	\$1,229.20	\$844.56	\$850.19	\$737.67
PERCENTAGE COLLECTED	97.02%	97.16%	97.00%	98.11%	98.42%	98.38%	98.52%

Mineral Springs Prior Years Property Tax Report August 2012

	2004	2003	2003A	2002	2001	2000	1999	
BEGINNING CHARGE	\$41,651.21	\$34,338.14	\$960.75	\$36,425.60	\$36,176.12	\$34,514.63	\$25,779.82	
PUBLIC UTILITIES	\$618.17	\$629.63		\$629.07	\$629.28	\$660.85		
MINIMAL RELEASES	(\$45.06)	(\$102.84)		(\$101.90)	(\$104.80)	(\$78.96)	(\$60.40)	
DISCOVERIES	\$662.98			\$50.45	\$18.98			
ABATEMENTS (RELEASES)	(\$12.99)	(\$21.37)		(\$26.49)	(\$27.40)	(\$675.29)		
PERSONAL PROPERTY WRITEOFFS								
TOTAL CHARGE	\$42,874.31	\$34,843.56	\$960.75	\$36,976.73	\$36,692.18	\$34,421.23	\$25,719.42	
PREVIOUS COLLECTIONS	\$42,255.64	\$34,523.63	\$944.81	\$36,357.06	\$36,470.48	\$34,267.39	\$25,606.82	
PREVIOUS BALANCE DUE	\$618.67	\$319.93	\$15.94	\$619.67	\$221.70	\$153.84	\$112.60	\$11,677.28
COLLECTIONS - TAX								\$171.32
COLLECTIONS - INTEREST/FEES								\$42.94
GROSS MONTHLY COLLECTIONS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$214.26
MISC. ADJUSTMENTS								
TOTAL TAX COLLECTED TO DATE	\$42,255.64	\$34,523.63	\$944.81	\$36,357.06	\$36,470.48	\$34,267.39	\$25,606.82	
BALANCE OUTSTANDING	\$618.67	\$319.93	\$15.94	\$619.67	\$221.70	\$153.84	\$112.60	\$11,505.96
PERCENTAGE COLLECTED	98.56%	99.08%	98.34%	98.32%	99.40%	99.55%	99.56%	

Mineral Springs Unpaid Property Taxes - Real and Personal as of August 31, 2012

Name	Tax Map N	2011	2010	2009	2008	2007	2006	2005	2004	2003-A	2003	2002	2001	2000
2K CONTRACTING INC	50087944		\$3.18	\$2.76	\$2.41	\$2.26	\$1.96	\$1.71	\$1.49		\$8.25			
A TO Z HANDYMAN	50096422		\$12.95	\$11.25	\$9.79	\$9.20								
A TO Z HANDYMAN, VONLI	308615	\$12.95												
AHLSTROM, KEITH STEVEN	50083893							\$1.42	\$3.32					
ALSPAUGH, JAMES MICHAEL	06019007	\$12.63	\$12.63	\$12.63	\$12.56	\$11.25	\$11.25	\$11.25	\$11.25		\$7.39	\$7.39	\$7.39	\$7.39
ANDERSON, BARBARA	06018058	\$8.97												
AUTRY, ELVIS VERDELL & W	05033051	\$17.37	\$17.37	\$17.37	\$17.37	\$14.76	\$14.76	\$14.76	\$14.76		\$8.33			
B & S CONCRETE	50056640													\$7.98
B C R INC	50057978										\$21.14			
BAILEY, BERNELL M	06019019	\$29.92		\$29.92			\$18.38							
BAILEY, DAVID	06039007C	\$9.34	\$9.34	\$9.34		\$7.46		\$7.46	\$7.46					
BAILEY, DENNIS CONCRETE	50090733							\$8.54	\$7.43					
BAILEY, GEORGE ALLEN & B	06039008	\$14.54	\$14.54	\$29.09										
BAILEY, JESSIE LEE	06039007	\$14.16	\$14.16	\$14.16										
BAKER, CATHY L	06114071	\$9.88												
BAKER, JULIA	H6039005A					\$15.25	\$15.25							
BANK OF AMERICA NA	06060007D	\$22.90												
BARNETT, SHELBY H HEIRS	06084041	\$37.57	\$37.57	\$37.57	\$37.58	\$40.80	\$40.80	\$40.80	\$40.80		\$41.24	\$41.24	\$41.24	\$41.24
BARTOLOMEO, ROBERT JO	06084099		\$29.06	\$29.06										
BLESSED HOPE BAPTIST CH	05033008 7										\$302.39			
BOND, CELESTE B	06054063			\$27.92										
BONILLA, ROBERTO A	06111005K	\$47.07												
BOXER CONSTRUCTION	50103026		\$6.88											
BOXER CONSTRUCTION	222723	\$6.88												

Name	Tax Map N	2011	2010	2009	2008	2007	2006	2005	2004	2003-A	2003	2002	2001	2000
BRIDGES JAMES CORBETT	50084062						\$1.84	\$1.91	\$2.04			\$2.57		
BROOKS, STEPHEN R	50089854							\$1.13	\$1.24					
BROOKS, STEPHEN R & WIF	50081063			\$3.18		\$3.82								
BROOME, JAMES ANDREW	06060007E	\$17.08	\$17.08	\$17.08	\$17.08	\$13.58	\$13.58	\$13.58	\$13.58		\$7.40	\$7.40		
BROOME, REBECCA G	06060007A	\$9.02	\$9.03											
CAROLINA STREET SUPPLY	50103059		\$6.88											
CAROLINA STREET SUPPLY,	848391	\$6.88												
CHERRY, RONNIE ALLEN	05033119				\$24.45									
CHILDRESS, ANNIE UNELL	06039007F	\$23.29	\$23.29	\$23.29	\$23.29	\$22.52	\$22.52	\$22.52	\$22.52		\$22.08			
CITICAPITAL TRAILER RENT	50093367							\$17.74						
CMH CONTRACTING INC	50092570						\$14.85							
COFFEY, CHRISTOPHER W	50083170					\$5.47		\$4.92	\$4.62					
COFFEY, JONATHAN	50104203		\$4.55											
COFFEY, JONATHAN	05033007		\$43.29	\$11.18										
COFFEY, LILLIE MAE	05033021	\$19.25	\$19.25	\$19.25	\$19.25	\$17.96		\$17.96	\$17.96					
COOMBER CUSTOM MASO	1812652	\$10.44												
COSMETICS SPA HAIR	601739	\$2.75												
COSMETICS SPA HAIR	50102370		\$2.75											
COVINGTON, JIMMIE H	05033014	\$38.80	\$38.80	\$38.80	\$38.80	\$40.81	\$40.81	\$40.81	\$40.81			\$31.31		
COVINGTON, JIMMIE H	05033013	\$6.03	\$6.03	\$6.03	\$6.03	\$3.78	\$3.78	\$3.78	\$3.78					
CRAIG, ROBERT DANIEL & C	06015023			\$27.46	\$27.46						\$19.00		\$15.11	
CRAIG, ROBERT DANIEL AN	06015023A								\$10.21					
CURETON, JOHN LOUIS	05033025	\$17.69	\$17.69	\$17.69	\$17.69	\$16.25	\$16.25							
CURVES OF MINERAL SPRIN	50092178						\$8.54							
CUSTOM DESIGN CONCRET	50092179			\$12.02	\$10.46	\$9.82	\$8.54							
DAMEFF, ANNE MARIE	06114042							\$33.02						
D'AMICO, JAMES L	06054024	\$27.68	\$27.68	\$27.68										

Name	Tax Map N	2011	2010	2009	2008	2007	2006	2005	2004	2003-A	2003	2002	2001	2000
DAVIS, RUSSELL JAMES	05033134					\$3.78								
DAWKINS FAYE MOSS	06084012C		\$22.65											
DAWKINS, BELINDA FAYE	50102875		\$4.69											
DBT	50096338					\$7.43								
DEESE MARY NIXON	50082349								\$1.00			\$1.31		
DEESE, MARY NIXON	05033060	\$14.61	\$14.06	\$14.06	\$13.95	\$17.28	\$17.28	\$17.28						
DELMARIE, ANTHONY & BA	06060013	\$21.80	\$21.80	\$21.80	\$21.80	\$17.15	\$17.15	\$17.15	\$17.15		\$11.19	\$11.19	\$11.19	\$11.19
DENNINGER DAVID & WIFE	50089191										\$1.01			
DIRECT MARKETING SOLUTI	50091292	\$6.03	\$7.28											
DRIVEWAYS ETC	50068446		\$4.45				\$1.74							
DRIVEWAYS ETC	200234858	\$4.44												
DULANEY, DEBRA A	06114053	\$2.70												
DUNCAN, DORA	06054057	\$10.14												
DUNCAN, DORA	06054019	\$13.40												
DUNCAN, DORA	06054018	\$14.05												
DUNCAN, ROBERT W	50100863			\$2.63										
ELLIOTT, JAMES EDWARD &	06060006E	\$24.00	\$24.00	\$24.00	\$24.00	\$10.37	\$10.37	\$10.37						
EPIC REALTY GROUP INC	50094704			\$10.46	\$9.10	\$8.54	\$7.43							
FATHER & SON PAINTERS	50093623		\$2.41	\$2.09			\$1.53							
FATHER & SON PAINTERS	264482	\$2.41												
FAULKNER, LONNIE	375789	\$8.72												
FAULKNER, LONNIE JR	50093190		\$8.72	\$8.76	\$5.18	\$10.02		\$8.64						
FEDERAL NATIONAL MORT	06111017	\$37.22												
FLOYD, BILLY DARRYL	06060007C								\$20.68		\$14.71			
FOX ANN H & TONY WAYNE	50077079											\$1.22	\$1.25	
FUNDERBURK, MARGARET	06039007D	\$8.21	\$8.21			\$5.66	\$1.50	\$1.50	\$1.68					
GLASSBERG, WILLIAM F &	06114093	\$7.99												

Name	Tax Map N	2011	2010	2009	2008	2007	2006	2005	2004	2003-A	2003	2002	2001	2000
GOBLE, KARL VON & GOBLE	05033059	\$6.93	\$6.93	\$6.93	\$6.88	\$3.78	\$3.78	\$3.78	\$3.78					
GOBLE, KARL VON & GOBLE	05033058	\$6.93	\$6.93	\$6.93	\$6.83	\$3.78	\$3.78	\$3.78	\$3.78					
GOBLE, KARL VON & GOBLE	05033057	\$6.89	\$6.89	\$6.89	\$6.89	\$3.78	\$3.78	\$3.78	\$3.78					
GOBLE, KARL VON & GOBLE	05033056	\$6.90	\$6.90	\$6.90	\$6.86	\$3.78	\$3.78	\$3.78	\$3.78					
GOBLE, KARL VON & GOBLE	05033054	\$7.20	\$7.20	\$7.20	\$7.13	\$3.78	\$3.78	\$3.78						
GOFORTH, JAMES WALTER	06015024	\$9.68												
GRADY, DEITRICH	06018045D	\$8.73	\$8.73	\$8.73	\$8.73	\$7.08		\$7.08	\$7.08		\$2.72	\$2.72	\$2.72	
GREENE, JAMES A	06036028	\$9.02	\$9.02	\$9.02		\$6.60	\$6.60							
GRIFFIN, FAIRLEY J	05033026	\$6.20	\$6.20	\$6.20	\$6.20	\$3.78	\$3.78	\$3.78	\$3.78		\$1.21			
HAILEY, ARDON J HEIRS & H	05006006			\$21.43										
HALLS PRESSURE WASHING	50096449		\$4.18	\$3.64	\$3.17	\$2.97								
HALLS PRESSURE WASHING	269402	\$4.18												
HARRINGTON, JOSHUA LAN	50091843								\$4.83					
HARRINGTON, THOAMS E	05033024	\$26.53	\$26.53											
HARRIS, ALLIE JANE MASSE	05033047	\$20.36	\$20.36	\$20.36	\$20.36	\$17.72	\$17.72	\$17.72						
HART, LEONARD P & HART,	06018091		\$8.38	\$8.38	\$8.38									
HELMS, DARYL J & HELMS,	06036005	\$34.20	\$34.20											
HELMS, JANET B	05033130					\$11.30								
HENDERSON, NELL COCHR	06114059							\$20.35	\$20.35	\$4.95				
HERRON ENTERPRISES INC	50071162		\$10.54	\$9.58	\$8.78									
HERRON ENTERPRISES INC	100052852	\$10.54												
HINSON, KEMTHIA STOUT	06114062	\$22.70			\$22.70		\$21.86	\$21.86						
HOBBS, DAVID A & MARSH	06114049									\$1.14				
HOUGH TGAHLIA TERRA	50082108		\$4.48	\$4.48	\$3.14	\$4.99						\$2.25	\$6.24	
HOUGH, TAHLIA TERRA	2026069	\$4.48												
HOUGH, TAHLIA TERRA	05006002B	\$7.26	\$7.26	\$7.26	\$7.26	\$5.28								
HOWARD, ULYSESS	05033036	\$9.43	\$9.43	\$9.43	\$9.35	\$7.90	\$7.90	\$7.90	\$7.90		\$3.50	\$3.50	\$3.50	\$3.50

Name	Tax Map N	2011	2010	2009	2008	2007	2006	2005	2004	2003-A	2003	2002	2001	2000
HOWIE, JOHNNIE B & BREN	05006008					\$5.13								
HUMPHRIES, C THOMAS &	06018038B										\$10.71			
HUNTLEY, ANNETTE HOUST	05033061	\$11.92	\$11.92	\$11.92	\$11.83	\$10.79								
IMAGE DESIGN PRODUCTIO	50069103					\$5.64								
IMAGE DESIGN PRODUCTIO	2016613	\$3.69												
IVEY, MICHAEL & WIFE BAR	06084011A						\$1.09							
IVEY, MICHAEL D & IVEY, B	06084009A	\$16.49												
J & S MEAT PROCESSING	50093774		\$3.64	\$3.17										
JUS 4 U II	50090771							\$8.54	\$7.43					
KIDZ UNITED CLUB	50094388		\$2.41	\$2.09			\$1.49							
KIDZ UNITED CLUB % SHAL	591578	\$2.41												
KINGDOM KIDZ CHILDCARE	50096453		\$12.55	\$10.91	\$9.49									
KINGDOM KIDZ CHILDCARE	949961	\$12.55												
KNIGH DORIS J	50089641										\$1.49			
KNIGHT STEPHEN H	50047348								\$33.40					
KNIGHT, BRENDA S	50100309			\$6.86	\$2.51									
KROPILAK, SYLVIA	06084079			\$29.79										
LEE, JERRY OSCAR & LEE, A	05033048	\$17.39		\$17.39	\$17.39	\$15.44	\$15.44	\$15.44	\$15.44		\$10.83	\$10.83	\$10.83	\$10.83
LEIGH'S BOOKS 'N SUPPLIES	50094248			\$12.02	\$9.10	\$8.54	\$7.43							
LEM'S AUTO SERVICE INC,	612163	\$4.18												
LONG FRANK WILLIAM	50088653							\$1.26	\$1.31					
LOVE STEPHEN WAYNE &	50078727							\$1.48	\$1.60					
LOWE, EMMA J	06039009A	\$31.93	\$31.93	\$31.93	\$31.93	\$25.38								
MASSEY, CARRIE M	05006009K	\$8.26	\$8.26	\$8.26	\$8.26	\$3.45	\$3.45	\$3.45	\$3.45		\$2.17	\$2.17	\$2.17	\$2.17
MASSEY, CARRIE M	05006009A	\$26.75	\$26.75	\$26.75	\$26.75	\$21.60	\$21.60	\$21.60	\$21.60		\$19.08	\$26.95	\$26.95	\$26.95
MASSEY, JAMES ALLEN & E	06039007B	\$7.96	\$7.96	\$7.96	\$7.96									
MASSEY, LORIA L	05033137	\$6.90	\$6.90	\$6.90	\$6.90	\$3.78	\$3.78	\$3.78	\$3.78					

Name	Tax Map N	2011	2010	2009	2008	2007	2006	2005	2004	2003-A	2003	2002	2001	2000
MASSEY, MARCUS A	05006009J	\$21.76	\$21.76	\$21.76	\$21.76	\$20.46	\$20.46	\$20.46	\$20.46		\$17.54	\$2.91	\$2.91	\$2.91
MATHENY, VERNA	455325	\$2.22												
MCDOUGALL, SHERRY CAR	06084001L	\$6.86	\$6.86	\$6.86	\$6.86									
MCGEE, ADA BELL	05033049	\$12.89												
MCGEE, BOBBY E & MCGEE	06039007A	\$14.99	\$14.99	\$14.99	\$14.99	\$12.94								
MCGUIRT, RANDAL LEE	06019036		\$30.98											
MCKINNEY, MERMASTINE E	05033050	\$16.43	\$16.43	\$16.43	\$16.43	\$13.60	\$13.60	\$13.60						
MEDLIN, KENNETH C & WIF	06084004B	\$20.49												
MENDOZA, JOSE LUIS, MEN	06038011A	\$18.49	\$18.49	\$18.49										
METHENY, VERNA	50094323		\$2.22	\$2.44			\$2.38							
MEXICAN PAINTERS (THE)	50092685							\$7.43						
MITCHELL, ZEOLIVE THOM	05033066A	\$6.82	\$6.82											
MODULAR SPACE CORP	50099708				\$2.21									
MOORE, HENRY JASON &	06018009	\$27.64												
MORRISON, ALLEN & MOR	09417006J		\$14.80											
MORRISON, BIVENS M	09417013		\$13.78											
MORRISON, BOBBY R	09417006K	\$7.45												
MORRISON, BOBBY R	09417006H	\$52.29	\$9.90											
MORRISON, BOBBY RAY	09417014	\$53.78	\$53.78	\$53.78	\$53.78		\$22.68				\$12.33	\$12.33		
MORRISON, HENDERSON J	09417006F		\$7.45	\$7.45		\$3.05								
MORRISON, HOSEA & MOR	06084010				\$9.72	\$6.83	\$6.83		\$6.37		\$1.77	\$1.77	\$1.77	\$1.77
MORRISON, MICHAEL D &	09417006E	\$7.45	\$7.45	\$7.45	\$7.45	\$3.05	\$3.05				\$1.95	\$1.95		
MORRISON, MICHAEL D &	09417006B	\$87.97	\$87.97	\$87.97										
MORRISON, ROBERT LEWIS	50083572							\$1.06						
MOSS, TERRY LYNN	06084012D										\$4.59	\$4.59	\$4.59	\$4.59
MUNROE, INA J	06081015A			\$311.42										
MYERS, FRANK & WF ANGE	06039007E	\$19.91	\$19.91	\$19.91	\$19.91	\$18.78	\$18.78	\$18.78	\$18.78					

Name	Tax Map N	2011	2010	2009	2008	2007	2006	2005	2004	2003-A	2003	2002	2001	2000
NATURALLY MAID CLEANIN	50099051		\$3.93	\$3.42	\$2.97									
NAYLOR, ERIN P	09429005B	\$28.37	\$28.37	\$28.37	\$28.37	\$28.53								
NEWELL, JOAN G	06060010H	\$2.11												
NEWELL, JOAN G	06060010G	\$11.79												
NIBLOCK DEVELOPMENT C	2187709	\$10.38												
NOBLE WATERS COMPANY	915182	\$13.83												
NOBLE WATERS COMPANY,	50092867		\$13.83	\$12.02	\$10.46	\$9.82	\$8.54	\$7.43						
OSBORNE, JANELLE R & ELL	06114084		\$7.46	\$7.46	\$7.46									
PANGLE ANDREW HOYLE	50084019											\$2.35		
PATE, DALE WAYNE & WIFE	06114074	\$6.89		\$6.89										
PETTY ROOFING	50096472		\$22.35	\$19.44	\$16.91	\$15.87								
PETTY, JAMES DAVID	50092442							\$1.01						
PETTY, JAMES DOUGLAS	06084001A		\$6.86	\$6.86	\$16.84	\$17.54	\$17.52	\$17.52	\$17.52	\$4.60				
PLAYER, RUTH B	06036024A											\$19.82		
PLYLER, RONALD KEVIN &	06038007A							\$24.19						
POWLES, DAVID G	06036018	\$33.45	\$33.45	\$33.45	\$33.45	\$28.94	\$28.94	\$28.94	\$33.48		\$31.63	\$31.63	\$31.63	
PRIVATTE, BILLY C	06057009	\$28.31	\$28.31	\$28.31	\$28.31	\$11.87	\$11.87	\$11.87						
PUMPKINS FUTURE LLC	06018137	\$8.12	\$8.12		\$8.82	\$6.41								
R & D MASONRY INC	50092552						\$8.54							
R & T VENDING	50083484										\$2.79			
REALTY INVESTORS INC	50082898							\$1.02						
REID, ROBERT N & REID, BR	09417006C		\$99.60											
RENNER, LISA M	06114077	\$6.98												
REYNOLDS, WILLIAM A	06114005	\$28.84												
ROBERTO BONILLA CUSTO	50104497		\$2.75											
ROBERTS, WILLIAM S	06036066				\$51.90									
ROBINSON, CHARLIE HEIRS	06018045	\$16.85	\$16.85	\$16.85	\$16.85									

Name	Tax Map N	2011	2010	2009	2008	2007	2006	2005	2004	2003-A	2003	2002	2001	2000
ROBINSON, JAMES DELL	05033035	\$6.28		\$6.28	\$6.28	\$3.78	\$3.78							
ROBINSON, JERALDINE	05033034	\$9.66	\$9.66	\$9.66	\$9.66		\$8.42							
ROBINSON, SHEILA ANN &	06039019A	\$30.96	\$30.96											
ROBINSON, WILLIE THOMA	06015021	\$19.59	\$19.59	\$19.59	\$19.59									
ROTEN, WILLIAM TROY &	06114085	\$9.64												
RYE, DANNY L	06114051									\$5.25				
S & S PLUMBING	50101044		\$7.91	\$6.88										
S & S PLUMBING % SAMUE	248507	\$7.91												
SCOTT TURF COMPANY	50101911		\$2.82	\$2.02										
SMITH MICHAEL HUGH & C	50079799		\$3.01											
SMITH, MARVIN D & SMITH	06054094	\$31.44	\$31.44	\$31.44	\$31.44									
SMITH, MICHAEL HUGH & S	13389	\$3.31												
SMITH, MICHAEL HUGH & S	06036014	\$24.51												
SMITH, MICHAEL HUGH & S	06036010	\$3.29	\$3.64											
SMITH, MICHAEL HUGH & S	06015004		\$73.09											
SNYDER, DOROTHY L	06114092	\$20.37	\$20.37	\$20.37	\$20.37	\$20.69	\$20.69							
SOUTHERN COMMUNITY B	06057194	\$22.22												
SOUTHERN COMMUNITY B	06057002B						\$52.44							
STARNES MARGARET H	50073018						\$2.01	\$2.12	\$2.16			\$3.20	\$3.52	
STARR TROY ALLEN	50090015						\$1.62	\$1.71	\$1.77					
STRAING GRACIE M	50082038		\$3.12	\$3.12		\$3.70	\$3.70	\$3.36	\$3.70			\$2.41		
STRAING, GRACIE M	2026048	\$3.12												
STRAING, GRACIE M	05033081	\$6.92	\$6.92	\$6.92	\$6.92	\$3.78	\$3.78	\$3.78	\$3.78					
STRAING, GRACIE M	05033080	\$20.46	\$20.46	\$20.46	\$20.54	\$29.20	\$29.20	\$29.20	\$29.20		\$20.58	\$20.58	\$20.58	\$4.38
SUNTRUST BANK	06060007B	\$42.81	\$42.81											
TARLTON, AMANDA C	06054036	\$24.85	\$24.85											
THOMPSON, ARTHUR JAME	06019021			\$21.48										

Name	Tax Map N	2011	2010	2009	2008	2007	2006	2005	2004	2003-A	2003	2002	2001	2000
TORRENCE MELVIN CONCR	50060184		\$8.10	\$7.04	\$6.12									
TORRENCE MELVIN CONCR	200231240	\$8.10												
TORRENCE, MELVIN & TOR	05033045	\$7.45	\$7.45	\$7.45	\$7.45	\$3.78	\$3.78	\$3.78						
TORRENCE, REGINAL C/O	50070455						\$1.63							
TRES COMPADRES LLC	06039024	\$6.69	\$6.69	\$6.69	\$6.69	\$3.80	\$3.80	\$3.80			\$1.48	\$1.48	\$1.48	\$1.48
TZMR RECORDS	2182257	\$2.75												
VYAS, SURESH C & RITA VY	06081008A			\$74.81										
WADDELL, LONNIE J	05033071	\$6.88	\$6.88	\$6.88	\$6.88	\$3.78	\$3.78	\$3.78	\$3.78					
WADDELL, LONNIE J	05033070	\$19.16	\$19.16	\$19.16	\$19.21	\$27.15	\$27.15	\$27.15	\$27.15		\$19.51	\$19.51	\$19.51	\$19.51
WALLACE, ARTHUR J JR & S	05033111						\$41.20							
WAXHAW ALL TILE	50099231				\$6.88									
WAXHAW DEVELOPMENT	06057001	\$35.95	\$35.95	\$35.95										
WENDY GREENE AND ASSO	50093112						\$12.13	\$9.59						
WENTZ-BROWN, AMANDA	06039011A		\$32.40	\$32.40	\$32.40	\$13.32	\$13.32	\$13.32	\$13.32		\$7.95	\$7.95	\$7.95	\$7.95
WHITE, ERIC DARRYL	05033028	\$28.27	\$23.71	\$23.71	\$6.16									
WILLIAMS, RUTH & HUSBA	05033179	\$19.11	\$19.11	\$19.11	\$19.11	\$27.35	\$27.35	\$27.35	\$27.35		\$17.64	\$17.64		
WILLIS, GENE E JR	06114054				\$18.13									
WRIGHT, MICHAEL	50101167		\$3.17	\$2.75										
WRIGHT, MICHAEL JAMES	672472	\$4.29												
WRIGHT, MICHAEL JAMES	50105342		\$3.05											
WRIGHT, MICHAEL JAMES	06114070	\$6.89	\$6.89	\$6.89	\$6.89	\$5.05	\$5.05	\$5.05						
Total		\$1,963.64	\$1,867.43	\$1,950.92	\$1,229.20	\$844.56	\$850.19	\$737.67	\$618.67	\$15.94	\$319.93	\$619.67	\$221.70	\$153.84

Agenda Item

10/11/12

Town of Mineral Springs

FINANCE REPORT AUGUST 2012

Prepared for:

The Mineral Springs Town Council

By:

Frederick Becker III
Finance Officer

October 11, 2012

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Cash Flow Report FY2012 YTD

7/1/2012 Through 8/31/2012

10/1/2012

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Category Description	7/1/2012- 8/31/2012
INCOME	
Dup Prop Tax	
Receipts	105.71
Refunds	-105.71
TOTAL Dup Prop Tax	0.00
Franchise	
Cable	807.00
TOTAL Franchise	807.00
Interest Income	162.79
Other Inc	
Zoning	325.00
TOTAL Other Inc	325.00
Prop Tax 2012	
Receipts 2012	
Tax	35.11
TOTAL Receipts 2012	35.11
TOTAL Prop Tax 2012	35.11
Prop Tax Prior Years	
Prop Tax 2002	
Receipts 2002	
Int	48.33
Tax	40.94
TOTAL Receipts 2002	89.27
TOTAL Prop Tax 2002	89.27
Prop Tax 2003	
Receipts 2003	
Int	45.93
Tax	42.14
TOTAL Receipts 2003	88.07
TOTAL Prop Tax 2003	88.07
Prop Tax 2004	
Receipts 2004	
Int	44.31
Tax	47.78
TOTAL Receipts 2004	92.09
TOTAL Prop Tax 2004	92.09
Prop Tax 2005	
Receipts 2005	
Int	72.54
Tax	65.61
TOTAL Receipts 2005	138.15
TOTAL Prop Tax 2005	138.15
Prop Tax 2006	
Receipts 2006	
Int	50.02
Tax	59.55
TOTAL Receipts 2006	109.57
TOTAL Prop Tax 2006	109.57
Prop Tax 2007	
Receipts 2007	

Cash Flow Report FY2012 YTD

7/1/2012 Through 8/31/2012

10/1/2012

Page 2

Category Description	7/1/2012- 8/31/2012
Int	58.43
Tax	82.77
TOTAL Receipts 2007	141.20
TOTAL Prop Tax 2007	141.20
Prop Tax 2008	
Receipts 2008	
Int	45.29
Tax	114.19
TOTAL Receipts 2008	159.48
TOTAL Prop Tax 2008	159.48
Prop Tax 2009	
Receipts 2009	
Int	57.31
Tax	181.01
TOTAL Receipts 2009	238.32
TOTAL Prop Tax 2009	238.32
Prop Tax 2010	
Receipts 2010	
Int	41.40
Tax	183.23
TOTAL Receipts 2010	224.63
TOTAL Prop Tax 2010	224.63
Prop Tax 2011	
Receipts 2011	
Int	51.94
Tax	297.75
TOTAL Receipts 2011	349.69
TOTAL Prop Tax 2011	349.69
TOTAL Prop Tax Prior Years	1,630.47
Sales Tax	
Sales & Use Dist	283.79
TOTAL Sales Tax	283.79
Veh Tax	
Coll	
2003	-0.02
2009	-0.06
2010	-0.15
2011	-2.31
2012	-4.06
TOTAL Coll	-6.60
Int	
2003	0.66
2009	0.40
2010	0.97
2011	2.89
2012	0.00
TOTAL Int	4.92
Tax	
2003	0.83
2009	3.31
2010	8.77

Cash Flow Report FY2012 YTD

7/1/2012 Through 8/31/2012

10/1/2012

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Category Description	7/1/2012- 8/31/2012
2011	148.39
2012	270.57
TOTAL Tax	431.87
TOTAL Veh Tax	430.19
TOTAL INCOME	3,674.35
EXPENSES	
Attorney	600.00
Community	
Greenway	148.29
TOTAL Community	148.29
Dues	4,015.00
Elections	522.50
Emp	
Benefits	
Dental	110.00
Life	92.40
NCLGERS	1,563.86
TOTAL Benefits	1,766.26
Bond	450.00
FICA	
Med	236.98
Soc Sec	1,013.32
TOTAL FICA	1,250.30
Payroll	206.40
Work Comp	690.04
TOTAL Emp	4,363.00
Ins	3,648.61
Office	
Bank	5.36
Clerk	4,830.20
Council	1,200.00
Deputy Clerk	1,222.00
Equip	20.40
Finance Officer	4,680.08
Maint	
Materials	425.91
Service	1,475.00
TOTAL Maint	1,900.91
Mayor	800.00
Misc	187.85
Post	550.80
Supplies	1,015.70
Tel	2,316.22
Util	240.28
TOTAL Office	18,969.80
Planning	
Administration	
Salaries	4,171.66
TOTAL Administration	4,171.66
Misc	427.00

Cash Flow Report FY2012 YTD

7/1/2012 Through 8/31/2012

10/1/2012

Page 4

Category Description	7/1/2012- 8/31/2012
TOTAL Planning	4,598.66
Street Lighting	159.31
Tax Coll	
Contract	0.53
Sal	260.00
TOTAL Tax Coll	260.53
Training	
Staff	155.00
TOTAL Training	155.00
Travel	962.74
TOTAL EXPENSES	38,403.44
TRANSFERS	
FROM MM Sav CitizensSouth	15,000.00
TO Check Min Spgs	-15,000.00
TO Greenway Parking Capital Project Fund	-435.00
TOTAL TRANSFERS	-435.00
OVERALL TOTAL	-35,164.09

Account Balances History Report

(Includes unrealized gains)

As of 8/31/2012

10/1/2012

Page 1

Account	6/29/2012 Balance	6/30/2012 Balance	7/31/2012 Balance	8/31/2012 Balance
ASSETS				
Cash and Bank Accounts				
Check Min Spgs	22,538.56	22,223.56	4,183.85	3,624.77
Estates at Soen Escrow	28,191.17	28,195.80	28,195.59	28,204.69
MM Sav CitizensSouth	384,924.88	385,003.98	385,085.73	370,156.36
MM Sav Min Spgs	10,524.67	10,524.67	10,550.29	10,551.19
Ag Bldg Capital Project Fund	0.00	0.00	0.00	0.00
CWMTF Grant Project Fund	0.00	0.00	0.00	0.00
TOTAL Cash and Bank Accounts	446,179.28	445,948.01	428,015.46	412,537.01
Other Assets				
State Revenues Receivable	0.00	54,474.45	52,918.68	51,425.86
TOTAL Other Assets	0.00	54,474.45	52,918.68	51,425.86
TOTAL ASSETS	446,179.28	500,422.46	480,934.14	463,962.87
LIABILITIES				
Other Liabilities				
Accounts Payable	0.00	1,295.50	294.00	0.00
Escrows	27,720.00	27,720.00	27,720.00	27,720.00
TOTAL Other Liabilities	27,720.00	29,015.50	28,014.00	27,720.00
TOTAL LIABILITIES	27,720.00	29,015.50	28,014.00	27,720.00
OVERALL TOTAL	418,459.28	471,406.96	452,920.14	436,242.87

Mineral Springs Budget Comparison 2012-2013

TOWN OF MINERAL SPRINGS									
BUDGET COMPARISON 2012-2013									
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	\$ 4,200.00	\$ 4,200.00	\$ -	0.0%	\$ -	\$ -			
Community Projects	\$ 18,900.00	\$ 18,751.71	\$ 148.29	0.8%	\$ 102.58	\$ 45.71			
Contingency	\$ 3,000.00	\$ 3,000.00	\$ -	0.0%	\$ -	\$ -			
Dues	\$ 4,525.00	\$ 510.00	\$ 4,015.00	88.7%	\$ 1,037.00	\$ 2,978.00			
Elections	\$ 600.00	\$ 77.50	\$ 522.50	87.1%	\$ -	\$ 522.50			
Employee Overhead	\$ 22,900.00	\$ 18,537.00	\$ 4,363.00	19.1%	\$ 1,514.05	\$ 2,848.95			
Fire Department	\$ 12,000.00	\$ 12,000.00	\$ -	0.0%	\$ -	\$ -			
Insurance	\$ 4,500.00	\$ 851.39	\$ 3,648.61	81.1%	\$ 3,648.61	\$ -			
Newsletter	\$ 2,400.00	\$ 2,400.00	\$ -	0.0%	\$ -	\$ -			
Office	\$ 118,412.00	\$ 99,442.20	\$ 18,969.80	16.0%	\$ 9,526.59	\$ 9,443.21			
Planning & Zoning	\$ 41,008.00	\$ 36,409.34	\$ 4,598.66	11.2%	\$ 2,328.62	\$ 2,270.04			
Street Lighting	\$ 2,000.00	\$ 1,840.69	\$ 159.31	8.0%	\$ -	\$ 159.31			
Tax Collection	\$ 2,800.00	\$ 2,539.47	\$ 260.53	9.3%	\$ 130.00	\$ 130.53			
Training	\$ 3,000.00	\$ 2,845.00	\$ 155.00	5.2%	\$ 155.00	\$ -			
Travel	\$ 3,000.00	\$ 2,037.26	\$ 962.74	32.1%	\$ 962.74	\$ -			
Capital Outlay	\$ 46,405.00	\$ 46,405.00	\$ -	0.0%	\$ -	\$ -			
Totals	\$ 301,050.00	\$ 262,646.56	\$ 38,403.44	12.8%	\$ 19,705.19	\$ 18,698.25	\$ -	\$ -	\$ -
Off Budget:									
Tax Refunds			\$ -		\$ -	\$ -			
Interfund Transfers			\$ 435.00		\$ 435.00	\$ -			
Total Off Budget:			\$ 435.00		\$ 435.00	\$ -	\$ -	\$ -	\$ -

Mineral Springs Monthly Revenue Summary 2012-2013

TOWN OF MINERAL SPRINGS									
REVENUE SUMMARY 2012-2013									
Source	Budget	Receivable	Rec'd YTD	% of Budget	July	August	September	October	November
Property Tax - prior	\$ 2,400.00	\$ 769.53	\$ 1,630.47	67.9%	\$ 1,416.21	\$ 214.26			
Property Tax - 2012	\$ 61,950.00	\$ 61,914.89	\$ 35.11	0.1%	\$ -	\$ 35.11			
Dupl. Property Tax	\$ -	\$ -	\$ -		\$ -	\$ -			
Franchise Taxes: cable	\$ 2,400.00	\$ 1,593.00	\$ 807.00	33.6%	\$ -	\$ 807.00			
Franchise Taxes: utility	\$ 180,000.00	\$ 180,000.00	\$ -	0.0%	\$ -	\$ -			
Fund Balance Approp.	\$ -	\$ -	\$ -		\$ -	\$ -			
Gross Receipts Tax	\$ -	\$ -	\$ -		\$ -	\$ -			
Interest	\$ 1,200.00	\$ 1,037.21	\$ 162.79	13.6%	\$ 87.16	\$ 75.63			
Sales Tax	\$ 45,200.00	\$ 44,916.21	\$ 283.79	0.6%	\$ -	\$ 283.79			
Vehicle Taxes	\$ 4,400.00	\$ 3,969.81	\$ 430.19	9.8%	\$ -	\$ 430.19			
Zoning Fees	\$ 3,000.00	\$ 2,675.00	\$ 325.00	10.8%	\$ 150.00	\$ 175.00			
Other	\$ 500.00	\$ 500.00	\$ -	0.0%	\$ -	\$ -			
Totals	\$ 301,050.00	\$ 297,375.65	\$ 3,674.35	1.2%	\$ 1,653.37	\$ 2,020.98	\$ -	\$ -	\$ -
	December	January	February	March	April	May	June	June a/r	
Property Tax - prior									
Property Tax - 2011									
Dupl. Property Tax									
Franchise Taxes: cable									
Franchise Taxes: utility									
Fund Balance Approp.									
Gross Receipts Tax									
Interest									
Sales Tax									
Vehicle Taxes									
Zoning Fees									
Other									
Totals	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Register Report

8/1/2012 Through 8/31/2012

10/1/2012

Page 1

Date	Account	Num	Description	Memo	Category	Clr	Amount
BALANCE 7/31/2012							4,183.85
8/1/2012	Check Min ... EFT		Debit Card (The Cryst...	Libby Retirement...Office:Misc		R	-95.46
8/1/2012	Check Min ... EFT		Debit Card (WalMart)	Soap Dispenser... Office:Supplies		R	-22.89
8/1/2012	Check Min ... EFT		Debit Card (PayPal)	Cabinet Locks (... Office:Maint:Materials		R	-38.00
8/1/2012	Check Min ... EFT		Debit Card (Zoro Tools)	Emergency Ligh... Office:Maint:Materials		R	-168.36
8/1/2012	Check Min ... EFT		Debit Card (CSS_Men...	Website softwar... Office:Supplies		R	29.00
8/2/2012	Check Min ... EFT	S	NC State Treasurer	7/12 LGERS co... Office:Clerk		R	-144.78
				7/12 LGERS co... Office:Finance Officer		R	-140.28
				7/12 LGERS co... Planning:Administra...		R	-125.04
				7/12 employer c... Emp:Benefits:NCLG...		R	-781.93
8/2/2012	Check Min ... 3798		Taylor & Sons Mowing...	I/N 1801 07/12 (... Office:Maint:Service		R	-290.00
8/2/2012	Check Min ... 3799		Verizon Wireless	221474588-000... Office:Tel		R	-90.17
8/2/2012	Check Min ... 3800		Old Republic Surety Co	LPO-1069542 Fi...Emp:Bond		R	-450.00
8/2/2012	Check Min ... 3801		Union County	Election contrac... Elections		R	-522.50
8/2/2012	Check Min ... 3802		NC Association Of Mu...	I/N I00001563 D...Dues		R	-50.00
8/2/2012	Check Min ... EFT		Debit Card (Postmaster)	Stamps (FY2012) Office:Post		R	-45.00
8/2/2012	Check Min ... EFT		Debit Card (McAfee)	Clerk Renewal (... Office:Supplies		R	-85.39
8/6/2012	Check Min ... EFT		Debit Card (Postmaster)	@ Agenda Pack...Office:Post		R	-5.80
8/7/2012	Check Min ... EFT	S	Advantage Payroll Sup	correction 7/12 Office:Clerk		R	-70.00
				correction 7/12 Planning:Administra...		R	-61.00
				correction 7/12 Office:Finance Officer		R	-68.00
				Emp:FICA:Soc Sec		R	-12.35
				Emp:FICA:Med		R	-2.89
8/8/2012	Check Min ... TXFR		Transfer Money	transfer (FY2012) [MM Sav CitizensSo...		R	10,000.00
8/8/2012	Check Min ... EFT		Debit Card (Subway)	Cookies - Retire... Office:Misc		R	-16.01
8/8/2012	Check Min ... EFT		Debit Card (Kangaroo)	Ice - Retirement... Office:Misc		R	-2.54
8/8/2012	Check Min ... EFT		Debit Card (Party City)	Decorations - R... Office:Misc		R	-18.35
8/8/2012	Check Min ... EFT		Debit Card (WalMart)	Water, Sodas (F...Office:Supplies		R	-14.22
8/8/2012	Check Min ... EFT		Debit Card (Office Max)	Envelopes, Fold... Office:Supplies		R	-32.53
8/8/2012	Check Min ... EFT		Debit Card (Interstate ...	Exit Light Batter... Office:Maint:Materials		R	-10.14
8/8/2012	Check Min ... EFT		Debit Card (PayPal)	Headphone Cab...Office:Supplies		R	-2.12
8/8/2012	Check Min ... EFT		Debit Card (PayPal)	Speaker Cable (... Office:Supplies		R	-2.12
8/8/2012	Check Min ... EFT		Debit Card (PayPal)	Hard Drive Ada... Office:Supplies		R	-10.62
8/8/2012	Check Min ... EFT	S	Union County	Prop Tax 2012:Rec...		R	35.11
				Tax Coll:Contract		R	-0.53
				Veh Tax:Tax:2012		R	270.57
				Veh Tax:Coll:2012		R	-4.06
				Veh Tax:Int:2012		R	0.00
				Veh Tax:Tax:2011		R	148.39
				Veh Tax:Coll:2011		R	-2.31
				Veh Tax:Int:2011		R	2.89
				Veh Tax:Tax:2010		R	8.77
				Veh Tax:Int:2010		R	0.97
				Veh Tax:Coll:2010		R	-0.15
				Veh Tax:Tax:2009		R	3.31
				Veh Tax:Coll:2009		R	-0.06
				Veh Tax:Int:2009		R	0.40
				Veh Tax:Tax:2003		R	0.83
				Veh Tax:Coll:2003		R	-0.02
				Veh Tax:Int:2003		R	0.66
8/9/2012	Check Min ... EFT		Debit Card (Harris Tee...	Fruit Trays - Ret... Office:Misc		R	-55.49

Register Report

8/1/2012 Through 8/31/2012

10/1/2012

Page 2

Date	Account	Num	Description	Memo	Category	Clr	Amount
8/10/2012	Check Min ... EFT		NC Department of Rev...2012-13 Hold H...		Sales Tax:Sales & ...	R	283.79
8/10/2012	Check Min ... EFT		Debit Card (Lowe's)	Lime, Fertilizer, ...	Community:Greenway	R	-45.71
8/13/2012	Check Min ... EFT		Debit Card (Broderbund)	PrintShop Softw...	Office:Supplies	R	-31.97
8/13/2012	Check Min ... 3803		Neopost Inc	I/N 13733115 In...	Office:Supplies	R	-116.35
8/13/2012	Check Min ... 3804		Duke Power	2035221941 Str...	Street Lighting	R	-159.31
8/13/2012	Check Min ... 3805		Duke Power	1819573779 (Ol...	Office:Util	R	-21.19
8/13/2012	Check Min ... 3806		Duke Power	1803784140 (F...	Office:Util	R	-202.12
8/13/2012	Check Min ... 3807		Union County Public ...	84361*00 (FY20...	Office:Util	R	-16.97
8/13/2012	Check Min ... 3808		NC League Of Municip...	Inv #I00021263 ...	Dues	R	-2,928.00
8/13/2012	Check Min ... 3809	S	Municipal Insurance Tr...		Emp:Benefits:Life	R	-46.20
					Emp:Benefits:Dental	R	-55.00
8/13/2012	Check Min ... 3810		Clark, Griffin & McColl...	I/N 3590 8/12 (F...	Attorney	R	-300.00
8/13/2012	Check Min ... 3811		Jan-Pro Cleaning Syst...	I/N 13654 Janito...	Office:Maint:Service	R	-195.00
8/15/2012	Check Min ... EFT		NC Department of Rev...	6/30 Sales and ...	[State Revenues Re...	R	1,492.82
8/15/2012	Check Min ... EFT		Debit Card (Office Max)	Binders, Folders...	Office:Supplies	R	-71.75
8/23/2012	Check Min ... DEP	S	Deposit		Prop Tax Prior Year...	R	96.46
					Prop Tax Prior Year...	R	22.45
					Prop Tax Prior Year...	R	3.94
					Prop Tax Prior Year...	R	16.46
					Prop Tax Prior Year...	R	0.00
					Prop Tax Prior Year...	R	0.00
					Prop Tax Prior Year...	R	0.00
					Prop Tax Prior Year...	R	0.00
					Prop Tax Prior Year...	R	0.00
					Prop Tax Prior Year...	R	0.00
					Prop Tax Prior Year...	R	0.00
					Prop Tax Prior Year...	R	0.00
					Prop Tax Prior Year...	R	0.00
					Prop Tax Prior Year...	R	0.00
					Prop Tax Prior Year...	R	0.00
					Prop Tax Prior Year...	R	0.00
					Prop Tax Prior Year...	R	0.00
					Prop Tax Prior Year...	R	0.00
					Prop Tax Prior Year...	R	0.00
					Prop Tax Prior Year...	R	0.00
					Prop Tax Prior Year...	R	0.00
					Prop Tax Prior Year...	R	0.00
8/23/2012	Check Min ... DEP	S	Deposit		Franchise:Cable	R	807.00
					Other Inc:Zoning	R	175.00
8/23/2012	Check Min ... TXFR		Transfer Money	transfer (FY2012)	[MM Sav CitizensSo...	R	5,000.00
8/24/2012	Check Min ... 3812		The Charlotte Observer	A/N 137594 (FY...	[Accounts Payable]	R	-294.00
8/24/2012	Check Min ... 3813		Forms & Supply, Inc.	I/N 2004234-0 I...	Office:Supplies	R	-80.29
8/24/2012	Check Min ... 3814		Forms & Supply, Inc.	I/N 2012249-0 T...	Office:Supplies	R	-208.58
8/24/2012	Check Min ... 3815		Superior Automatic Fir...	I/N 22619 Extin...	Office:Maint:Service	R	-125.00
8/24/2012	Check Min ... 3816		Windstream	061348611 (FY...	Office:Tel	R	-225.46
8/24/2012	Check Min ... 3817		Windstream	061345970 (FY...	Office:Tel	R	-57.51
8/24/2012	Check Min ... 3818		Verizon Wireless	221474588-000...	Office:Tel	R	-89.53
8/30/2012	Check Min ... EFT	S	Advantage Payroll	Salary 8/12	Office:Clerk	R	-2,268.22
				Supplement 8/12	Office:Clerk	R	0.00
				Hours 8/12	Office:Deputy Clerk	R	-539.50
				Salary 8/12	Office:Finance Officer	R	-2,197.72
				Salary 8/12	Office:Mayor	R	-400.00
				Salary 8/12	Office:Council	R	-600.00
				Salary 8/12	Planning:Administra...	R	-1,958.96

Register Report

8/1/2012 Through 8/31/2012

10/1/2012

Page 3

Date	Account	Num	Description	Memo	Category	Clr	Amount
				Salary 8/12	Tax Coll:Sal	R	-130.00
					Emp:FICA:Soc Sec	R	-501.84
					Emp:FICA:Med	R	-117.36
					Emp:Payroll	R	-99.45
8/30/2012	Check Min ...	3819	SHARON LEE	06-057-053 repl...	Dup Prop Tax:Refu...		-38.00
8/30/2012	Check Min ...	3820	Teresa Merritt	06-054-094 repl...	Dup Prop Tax:Refu...		-27.26
8/30/2012	Check Min ...	3821	Josh Laney	06-084-012F re...	Dup Prop Tax:Refu...		-40.45
8/30/2012	Check Min ...	3822	Taylor & Sons Mowing...	I/N 1802 08/12 (...	Office:Maint:Service		-290.00
8/30/2012	Check Min ...	EFT	SHARON LEE	06-057-053 void...	Dup Prop Tax:Recei...	R	38.00
8/30/2012	Check Min ...	EFT	Teresa Merritt	06-054-094 void...	Dup Prop Tax:Recei...	R	27.26
8/30/2012	Check Min ...	EFT	Josh Laney	06-084-012F voi...	Dup Prop Tax:Recei...	R	40.45
8/30/2012	Check Min ...	DEP	S Deposit		Prop Tax Prior Year...	R	0.00
					Prop Tax Prior Year...	R	0.00
					Prop Tax Prior Year...	R	7.52
					Prop Tax Prior Year...	R	32.61
					Prop Tax Prior Year...	R	9.03
					Prop Tax Prior Year...	R	25.79
					Prop Tax Prior Year...	R	0.00
					Prop Tax Prior Year...	R	0.00
					Prop Tax Prior Year...	R	0.00
8/31/2012	Check Min ...	EFT	S NC State Treasurer	8/12 LGERS co...	Office:Clerk	R	-144.78
				8/12 LGERS co...	Office:Finance Officer	R	-140.28
				8/12 LGERS co...	Planning:Administra...	R	-125.04
				8/12 employer c...	Emp:Benefits:NCLG...	R	-781.93
8/31/2012	Check Min ...	EFT	American Community ...	Service Charge ...	Office:Bank	R	-26.72
TOTAL 8/1/2012 - 8/31/2012							-559.08

BALANCE 8/31/2012	3,624.77
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TOTAL INFLOWS	18,579.48
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TOTAL OUTFLOWS	-19,138.56
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NET TOTAL	-559.08
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August 2012 Cash Flow Report

8/1/2012 Through 8/31/2012

10/1/2012

Page 1

Category Description	8/1/2012- 8/31/2012
INCOME	
Dup Prop Tax	
Receipts	105.71
Refunds	-105.71
TOTAL Dup Prop Tax	0.00
Franchise	
Cable	807.00
TOTAL Franchise	807.00
Interest Income	75.63
Other Inc	
Zoning	175.00
TOTAL Other Inc	175.00
Prop Tax 2012	
Receipts 2012	
Tax	35.11
TOTAL Receipts 2012	35.11
TOTAL Prop Tax 2012	35.11
Prop Tax Prior Years	
Prop Tax 2002	
Receipts 2002	
Int	0.00
Tax	0.00
TOTAL Receipts 2002	0.00
TOTAL Prop Tax 2002	0.00
Prop Tax 2003	
Receipts 2003	
Int	0.00
Tax	0.00
TOTAL Receipts 2003	0.00
TOTAL Prop Tax 2003	0.00
Prop Tax 2004	
Receipts 2004	
Int	0.00
Tax	0.00
TOTAL Receipts 2004	0.00
TOTAL Prop Tax 2004	0.00
Prop Tax 2005	
Receipts 2005	
Int	0.00
Tax	0.00
TOTAL Receipts 2005	0.00
TOTAL Prop Tax 2005	0.00
Prop Tax 2006	
Receipts 2006	
Int	0.00
Tax	0.00
TOTAL Receipts 2006	0.00
TOTAL Prop Tax 2006	0.00
Prop Tax 2007	
Receipts 2007	

August 2012 Cash Flow Report

8/1/2012 Through 8/31/2012

10/1/2012

Page 2

Category Description	8/1/2012- 8/31/2012
Int	0.00
Tax	0.00
TOTAL Receipts 2007	0.00
TOTAL Prop Tax 2007	0.00
Prop Tax 2008	
Receipts 2008	
Int	0.00
Tax	0.00
TOTAL Receipts 2008	0.00
TOTAL Prop Tax 2008	0.00
Prop Tax 2009	
Receipts 2009	
Int	9.03
Tax	25.79
TOTAL Receipts 2009	34.82
TOTAL Prop Tax 2009	34.82
Prop Tax 2010	
Receipts 2010	
Int	11.46
Tax	49.07
TOTAL Receipts 2010	60.53
TOTAL Prop Tax 2010	60.53
Prop Tax 2011	
Receipts 2011	
Int	22.45
Tax	96.46
TOTAL Receipts 2011	118.91
TOTAL Prop Tax 2011	118.91
TOTAL Prop Tax Prior Years	214.26
Sales Tax	
Sales & Use Dist	283.79
TOTAL Sales Tax	283.79
Veh Tax	
Coll	
2003	-0.02
2009	-0.06
2010	-0.15
2011	-2.31
2012	-4.06
TOTAL Coll	-6.60
Int	
2003	0.66
2009	0.40
2010	0.97
2011	2.89
2012	0.00
TOTAL Int	4.92
Tax	
2003	0.83
2009	3.31
2010	8.77

August 2012 Cash Flow Report

8/1/2012 Through 8/31/2012

10/1/2012

Page 3

Category Description	8/1/2012- 8/31/2012
2011	148.39
2012	270.57
TOTAL Tax	431.87
TOTAL Veh Tax	430.19
TOTAL INCOME	2,020.98
EXPENSES	
Attorney	300.00
Community	
Greenway	45.71
TOTAL Community	45.71
Dues	2,978.00
Elections	522.50
Emp	
Benefits	
Dental	55.00
Life	46.20
NCLGERS	1,563.86
TOTAL Benefits	1,665.06
Bond	450.00
FICA	
Med	120.25
Soc Sec	514.19
TOTAL FICA	634.44
Payroll	99.45
TOTAL Emp	2,848.95
Office	
Bank	21.72
Clerk	2,627.78
Council	600.00
Deputy Clerk	539.50
Finance Officer	2,546.28
Maint	
Materials	216.50
Service	900.00
TOTAL Maint	1,116.50
Mayor	400.00
Misc	187.85
Post	50.80
Supplies	649.83
Tel	462.67
Util	240.28
TOTAL Office	9,443.21
Planning	
Administration	
Salaries	2,270.04
TOTAL Administration	2,270.04
TOTAL Planning	2,270.04
Street Lighting	159.31
Tax Coll	
Contract	0.53

August 2012 Cash Flow Report

8/1/2012 Through 8/31/2012

10/1/2012

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Category Description	8/1/2012- 8/31/2012
Sal	130.00
TOTAL Tax Coll	130.53
TOTAL EXPENSES	18,698.25
TRANSFERS	
FROM MM Sav CitizensSouth	15,000.00
TO Check Min Spgs	-15,000.00
TOTAL TRANSFERS	0.00
OVERALL TOTAL	-16,677.27

August 2012

- Revenue Details
- Inter-bank Transfers

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7800 Crescent Executive Dr
Charlotte, NC 28217

August 15, 2012

Town of Mineral Springs
P.O. Box 600
Mineral Springs, NC 28108-0600

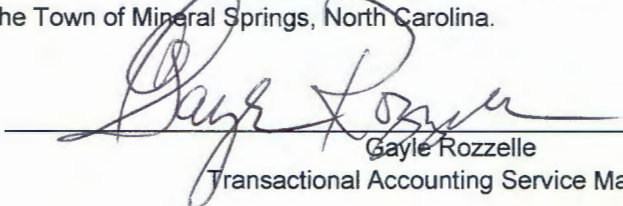
734-Town of Mineral Springs

The following is a breakdown of gross revenues for the quarter ending
June 30, 2012

FRANCHISE FEES	
2nd Quarter, 2012	
April, 2012	\$5,114
May, 2012	\$5,748
June, 2012	\$5,275
TOTAL REVENUE:	\$16,137
Franchise Fee %:	5.00%
TOTAL FEE REMITTED:	\$807

I, Gayle Rozzelle, TAS Manager of Time Warner Entertainment-Advance/Newhouse Partnership, Charlotte Division, certify the above schedule summarizes Gross Revenues, as defined in the franchise agreement, for the period indicated for the CATV operations in the Town of Mineral Springs, North Carolina.

Signed:


Gayle Rozzelle
Transactional Accounting Service Manager

Check Date: Jul/26/2012		Vendor Number: 0000032211		Check No. 0003625252		Payment Handling: TS	
Invoice Number	Invoice Date	Business Unit	Voucher ID	Gross Amount	Discount Taken	Paid Amount	
Q21242734	Jun/30/2012	14700	00424391	807.00	0.00	807.00	
<i>PRIORITY-Return to KE-TAS</i>							
Interested in Direct Deposit? Contact us at css.ap.contact@twcable.com							
Check Number	Date	Total Gross Amount	Total Discounts	Total Paid Amount			
0003625252	Jul/26/2012	\$807.00	\$0.00	\$807.00			

THE FACE OF THIS CHECK HAS A COLORED BACKGROUND



TIME WARNER CABLE
SHARED SERVICE CENTER
 7800 CRESCENT EXECUTIVE DRIVE
 CHARLOTTE, NC 28217
 1-866-892-8923

THE BANK OF NEW YORK MELLON **0003625252**
 Pittsburgh, PA

Date Jul/26/2012 Pay Amount \$807.00***

Pay ****EIGHT HUNDRED AND SEVEN AND XX / 100 DOLLAR****

NOT VALID AFTER 180 DAYS

To The Order Of **TOWN OF MINERAL SPRINGS**
PO BOX 600
MINERAL SPRINGS, NC 28108-0600

William F. Osborn, Jr.
Don Meyer

THE ORIGINAL DOCUMENT HAS AN ARTIFICIAL WATERMARK ON THE BACK. HOLD AT AN ANGLE TO VIEW WHEN CHECKING THE ENDORSEMENT.

⑈0003625252⑈ ⑆043301601⑆ 008⑈5083⑈

Hold Harmless Distribution - 2012

		Computed Reimbursements 2002-2003	* Computed Share of Replacement Revenue Projection 2012-13	Reimbursements Less Replacement Revenue Projection 2012-13	2012-2013 Hold Harmless Distribution
Union		\$ 2,642,096.95	\$ 6,141,878.11	\$ (3,499,781.16)	
Union	Fairview	\$ -	\$ 2,590.47	\$ (2,590.47)	
Union	Hemby Bridge	\$ 1,609.75	\$ 1,035.40	\$ 574.35	\$ 574.35
Union	Indian Trail	\$ 45,649.57	\$ 190,634.26	\$ (144,984.69)	
Union	Lake Park	\$ 10,576.32	\$ 23,336.24	\$ (12,759.92)	
Union	Marshville	\$ 33,470.35	\$ 26,242.09	\$ 7,228.26	\$ 7,228.26
Union	Marvin	\$ 2,502.62	\$ 20,170.85	\$ (17,668.23)	
Union	Mineral Springs	\$ 3,026.17	\$ 2,742.38	\$ 283.79	\$ 283.79
Union	Monroe	\$ 763,958.86	\$ 664,181.23	\$ 99,777.63	\$ 99,777.63
Union	Stallings	\$ 33,797.37	\$ 132,969.20	\$ (99,171.83)	
Union	Unionville	\$ 8,889.01	\$ 3,916.46	\$ 4,972.55	\$ 4,972.55
Union	Waxhaw	\$ 22,559.48	\$ 162,511.58	\$ (139,952.10)	
Union	Weddington	\$ 13,607.87	\$ 23,179.58	\$ (9,571.71)	
Union	Wesley Chapel	\$ 5,988.56	\$ 5,917.38	\$ 71.18	
Union	Wingate	\$ 11,470.21	\$ 19,653.49	\$ (8,183.28)	

DATE 7/31/12
TIME 12:44:47
USER PHH

UNION COUNTY
COLLECTIONS BY RGCD/REV UNIT/YR-DATE RANGE
DEPOSIT DATE RANGE: 7/01/2012 THRU 7/31/2012
REPORT GROUP: 100 REAL AND PERSONAL
REVENUE UNIT: 990 TOWN OF MINERAL SPRINGS

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PROG# CL2138

YEAR	TAXES, ASSESSMENTS & MISC. CHARGES	LATE LIST	INTEREST (NOT INT3)	STATE INTEREST (INT3)	TOTAL COLLECTED	COMMISSION	NET OF COMMISSION & STATE INTEREST
2012	35.11				35.11		35.11
TOTAL	35.11				35.11		35.11

DATE 7/31/12
TIME 12:44:47
USER PHH

UNION COUNTY
COLLECTIONS BY RGCD/REV UNIT/YR-DATE RANGE
DEPOSIT DATE RANGE: 7/01/2012 THRU 7/31/2012
REPORT GROUP: 200 REGISTERED VEHICLE
REVENUE UNIT: 990 TOWN OF MINERAL SPRINGS

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PROG# CL2138

YEAR	TAXES, ASSESSMENTS & MISC. CHARGES	LATE LIST	INTEREST (NOT INT3)	STATE INTEREST (INT3)	TOTAL COLLECTED	COMMISSION	NET OF COMMISSION & STATE INTEREST
2003	.83		.66		1.49	.02	1.47
2009	3.31		.40	.10	3.81	.06	3.65
2010	8.77		.97	.27	10.01	.15	9.59
2011	148.39		2.89	2.90	154.18	2.31	148.97
2012	270.57				270.57	4.06	266.51
TOTAL	431.87		4.92	3.27	440.06	6.60	430.19

NC Sales and Use Tax Distribution

(Accrued to FY 2011-12)

June 2012 Collections

Summary

August 10, 2012

		ARTICLE 39	ARTICLE 40	ARTICLE 42	ARTICLE 43	ARTICLE 44	ARTICLE 45	ARTICLE 46	CITY HH	TOTAL
UNION	(Ad Valorem)	\$ 1,081,310.85	\$ 838,175.86	\$ 576,721.76	\$ -	\$ 487.18	\$ -	\$ -	\$ (193,379.64)	\$ 2,303,316.01
	FAIRVIEW	\$ 589.45	\$ 456.91	\$ 314.38	\$ -	\$ 0.27	\$ -	\$ -	\$ 473.73	\$ 1,834.74
	HEMBY BRIDGE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	INDIAN TRAIL	\$ 33,589.69	\$ 26,036.98	\$ 17,915.21	\$ -	\$ 15.13	\$ -	\$ -	\$ 26,995.86	\$ 104,552.87
	LAKE PARK	\$ 4,113.96	\$ 3,188.93	\$ 2,194.20	\$ -	\$ 1.85	\$ -	\$ -	\$ 3,306.38	\$ 12,805.32
	MARSHVILLE	\$ 4,792.11	\$ 3,714.59	\$ 2,555.89	\$ -	\$ 2.16	\$ -	\$ -	\$ 3,851.40	\$ 14,916.15
	MARVIN	\$ 3,557.43	\$ 2,757.53	\$ 1,897.37	\$ -	\$ 1.60	\$ -	\$ -	\$ 2,859.10	\$ 11,073.03
	MINERAL SPRINGS	\$ 479.59	\$ 371.76	\$ 255.79	\$ -	\$ 0.22	\$ -	\$ -	\$ 385.46	\$ 1,492.82
	MINT HILL *	\$ 37.41	\$ 29.00	\$ 19.95	\$ -	\$ 0.02	\$ -	\$ -	\$ 30.08	\$ 116.46
	MONROE	\$ 130,802.40	\$ 101,391.21	\$ 69,764.02	\$ -	\$ 58.93	\$ -	\$ -	\$ 105,125.19	\$ 407,141.75
	STALLINGS *	\$ 23,242.46	\$ 18,016.35	\$ 12,396.47	\$ -	\$ 10.47	\$ -	\$ -	\$ 18,679.86	\$ 72,345.61
	UNIONVILLE	\$ 698.77	\$ 541.65	\$ 372.69	\$ -	\$ 0.31	\$ -	\$ -	\$ 561.60	\$ 2,175.02
	WAXHAW	\$ 30,058.70	\$ 23,299.94	\$ 16,031.94	\$ -	\$ 13.54	\$ -	\$ -	\$ 24,158.02	\$ 93,562.14
	WEDDINGTON *	\$ 4,101.27	\$ 3,179.09	\$ 2,187.43	\$ -	\$ 1.85	\$ -	\$ -	\$ 3,296.19	\$ 12,765.83
	WESLEY CHAPEL	\$ 1,048.29	\$ 812.58	\$ 559.11	\$ -	\$ 0.47	\$ -	\$ -	\$ 842.51	\$ 3,262.96
	WINGATE	\$ 3,501.64	\$ 2,714.29	\$ 1,867.62	\$ -	\$ 1.58	\$ -	\$ -	\$ 2,814.26	\$ 10,899.39

OFFICIAL CHECK

685553

Date: 8/08/12

CITIZENS SOUTH
Your Bank For Life
Post Office Box 2249
Gastonia, NC 28053 2249
704 868 5200

Branch: 0201
22-7051/531

REMITTER THE TOWN OF MINERAL SPRINGS

PAY
TO THE
ORDER OF

EXACTLY **10,000 AND 00/100 DOLLARS
TOWN OF MINERAL SPRINGS

\$10,000.00

Verna Reed

⑈685553⑈ ⑆253⑆705⑆2⑆6600⑆8630⑈

CITIZENS SOUTH BANK

685553

DATE: 8/08/12

REMITTER: THE TOWN OF MINERAL SPRINGS
PO BOX 600

BRANCH: 0201
ORIGINATOR: S60VREED
TIME: 15:25:23
CK AMT: \$10,000.00
FEE AMT: \$.00

TOTAL: \$10,000.00

TO: TOWN OF MINERAL SPRINGS

NON-NEGOTIABLE
PLEASE RETAIN THIS VOUCHER

Divisions of Yadkin Valley Bank and Trust Company



CUSTOMER RECEIPT
CUSTOMER RECEIPT

601 601 AMERICAN COMMUNITY-MONRO
0753 0003 241
8/8/2012 15:51 ****0871
\$10000.00 TlrDDep

TXFR

CITIZENS SOUTH
Time Bank For Life
Post Office Box 2249
Gastonia, NC 28053-2249
704 868 5200

OFFICIAL CHECK

Date: 8/23/12 **686135**

Branch: 0201
22-7051/531

REMITTER THE TOWN OF MINERAL SPRINGS

PAY EXACTLY **5,000 AND 00/100 DOLLARS \$5,000.00
TO THE THE TOWN OF MINERAL SPRINGS
ORDER OF

⑈686135⑈ ⑆253170512⑆660018630⑈

CITIZENS SOUTH BANK

686135

DATE: 8/23/12
REMITTER: THE TOWN OF MINERAL SPRINGS
PO BOX 600

BRANCH: 0201
ORIGINATOR: S60VREED
TIME: 16:30:32
CK AMT: \$5,000.00
FEE AMT: \$.00
TOTAL: \$5,000.00

TO: THE TOWN OF MINERAL SPRINGS

NON-NEGOTIABLE
PLEASE RETAIN THIS VOUCHER

Divisions of Yadkin Valley Bank and Trust Company



CUSTOMER RECEIPT

CUSTOMER RECEIPT

601 601 AMERICAN COMMUNITY-MONRO
0753 0003 249
8/23/2012 16:59 ****0871
\$5000.00 TlrBDDep

TXFR

**IMPORTANT VOTING INFORMATION
PLEASE READ**

TO: Managers/Clerks *Pre-registered* for Conference
FROM: S. Ellis Hankins, Executive Director
Regan Brown Reynolds, Senior Executive Assistant
DATE: September 2012
SUBJECT: Designation of Voting Delegate for 2012 Annual League Business Meeting

Under the League Constitution and the voting procedure established by the League Board of Directors, each member municipality sending delegates to the Annual Conference is required to designate one voting delegate and one alternate voting delegate. The vote of your municipality at the League's Annual Business Meeting on **Tuesday, October 23, 2012, at 8:30 a.m.** may be cast only by a designated voting delegate or alternate voting delegate.

Please use the enclosed reply postcard to indicate the delegates designated by your governing board, and return it in time to reach the League office no later than Friday, October 14, 2012.

Voting delegates may pick up their voting cards from the League's Voting Credentials Desk in the Charlotte Convention Center, during registration hours on Sunday, October 21, Monday, October 22, or Tuesday, October 23 prior to the Business Meeting. We encourage you to designate a voting delegate in advance as it saves waiting in line and will avoid confusion prior to the start of the Business Session.

Enclosure

NC LEAGUE **AUTHORIZED VOTING DELEGATE**
OF MUNICIPALITIES FOR NCLM ANNUAL BUSINESS MEETING
Good government. Great hometowns. **Tuesday, October 23, 2012, 8:30 a.m.**

AUTHORIZED VOTING DELEGATE

TITLE

AUTHORIZED ALTERNATE VOTING DELEGATE

TITLE

VICKY BROOKS

TOWN CLERK

SUBMITTED BY

TITLE

TOWN OF MINERAL SPRINGS

MUNICIPALITY

PLEASE RETURN BY FRIDAY, OCTOBER 14, 2012.

MEMO

To: Mineral Springs town council
From: Rick Becker
Date: October 2, 2012
Subject: Fireproof file cabinet purchase

The Clerk has run out of space in her current 4-drawer fireproof file cabinet, and needs another one to continue to safeguard documents as required by the North Carolina records retention rules.

Also, Libby Andrews turned over several drawers full of tax records which she had been storing in her own personal fireproof file cabinet; we must now purchase fireproof file cabinets to properly store these records at the town hall.

I have “comparison shopped” for these products, manufactured by Fireking, and have found the best combination of price and delivery cost to be from OfficeSuperSavers.com. Their formal quote is on the next page. By way of comparison, here are some other prices for the same products:

		FSI List Price, no delivery	OfficeMax, dock delivery only	DigitalBuyer, Lobby Delivery	Office Super Saver, Lobby Delivery
FIR42125CPA	4-Drawer Vertical File, Legal size, 25” deep	\$3,120.00	\$2,099.00	\$1,594.00	\$1498.48
FIR4R1822CPA	4-Drawer Vertical File, “Turtle”	\$1,759.00	\$1,099.00	\$924.00	\$891.02
FIR2R1822CPA	2-Drawer Vertical File, “Turtle”	\$1,019.00	\$649.00	\$599.00	\$563.76

Because these cabinets are so heavy (the largest one weighs 551 pounds), delivery and handling is a high-cost item even where vendors offer “free” delivery. Generally, “free” shipping consists of delivery on a large truck (18-wheel tractor-trailer) with no liftgate, where the customer is responsible for getting the items off the truck if there is no loading dock. Any other type of delivery is an extra charge; the going rate from several vendors appears to be \$125 per piece for lobby delivery (item has been transferred to a smaller truck with liftgate; deliveryman removes item from the truck and delivers it inside the front door) and \$225 per piece for “white glove” delivery (deliveryman moves each piece into its individual office location).

Since we have a hand truck and distances inside the town hall are so short, Vicky and I recommend saving the \$300 additional for “white glove” delivery, and we will accept lobby delivery and place the file cabinets in their individual locations ourselves.

These items would be charged to the “Capital Outlay” budget category, which has \$46,405 available. The total cost from the recommended vendor would be \$2,953.26.

Subject: OfficeSuperSavers.com Price Quote Q1006296

From: Leah Fanning (lfanning@buyonlinenow.com)

To: msncmayor@yahoo.com;

Cc: lfanning@buyonlinenow.com;

Date: Wednesday, September 26, 2012 5:15 PM

PRICE QUOTATION

OfficeSuperSavers.com

4865 19TH Street NW - Suite 110
Rochester, MN 55901
Phone: 877-591-4881
Fax: 507-529-9756

Date: 9/26/2012
Quote #: Q1006296

Company: Town of Mineral Springs
Address: PO BOX 600
Mineral Springs, NC 28108
Phone: 704-843-5870
Contact: Rick

QTY	ITEM #	DESCRIPTION	WEIGHT	PRICE/UM	EXTENDED
1	FIR42125CPA	4 Drawer Vertical File, FireKing25 Series, Insulated, UL 1-Hour Fire, Legal Size, 25"D, Parchment	551 lbs	\$1,373.48/EA	\$1,373.48
1	FIR4R1822CPA	4-Drawer Vertical Turtle File, UL 1-Hour Fire, 22"D, Parchment	445 lbs	\$766.02/EA	\$766.02
1	FIR2R1822CPA	2-Drawer Vertical Turtle File, UL 1-Hour Fire, 22"D, Parchment	251 lbs	\$438.76/EA	\$438.76
3	QUOTEDINSIDEDEL	Quoted pricing for inside delivery with special instructions	3 lbs	\$125.00/EA	\$375.00
3	QUOTEDINSTALL	Quoted pricing for inside delivery and installation	3 lbs	\$225.00/EA	\$675.00
SUBTOTAL:					\$3,628.26
SHIPPING:					\$0.00
TOTAL:					\$3,628.26

Delivery time is approximately: **10-14 Business Days**

This price reflects a single pre-paid shipment to one location in: Mineral Springs, NC 28108.

This quote is valid until 10/26/2012.

If you agree to the terms and conditions of this price quote, please sign below and fax or mail this signed authorization with your payment.

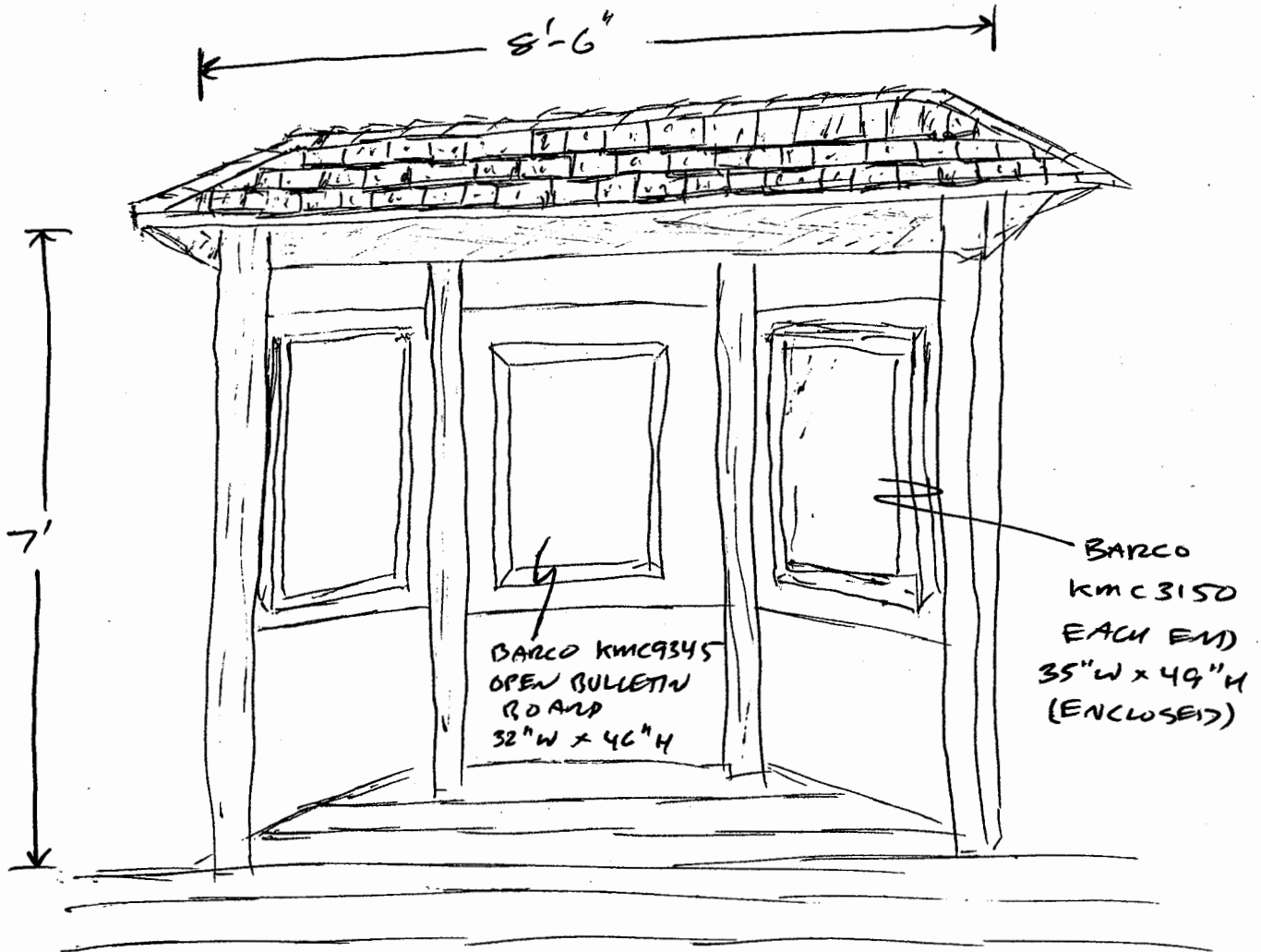
Signature: _____ Date: _____

We will complete your order as soon as we receive your payment. Please feel free to contact me if you have any questions. Thank you for contacting **OfficeSuperSavers.com**.

Leah Fanning
888-718-1134 x129

STAFF RECOMMENDS "INSIDE DELIVERY" ONLY
OPTION, TOTAL PRICE = \$2953.26

QUOTE IS EITHER/OR -
EITHER DELIVERY INSIDE
DOOR FOR \$375 OR TO EACH LOCATION FOR
\$675



Trailhead Kiosk Proposal

Located at the back edge of the existing platform, the kiosk would be built with pressure-treated 4 x 4 posts, 3/4" exterior plywood with rough cedar trim, and cedar shingles. Each end panel would feature a Barco KMC3150 large message center (similar to the one at the town hall door, but larger and oriented vertically), and a Barco KMC9345 open bulletin board for community messages in the center.

I have provided cost estimates and a request for funding on the next page.

Cost estimate:

Qty	Description	Each	Extended
2	Barco KMC3150 Message Center	\$806.00	\$1,612.00
1	Barco KMC9345 Recycled Rubber Tackboard	\$78.00	\$78.00
	Shipping	\$123.25	\$123.25
	Total sign materials		\$1,813.25

Qty	Description	Each	Extended
	Construction Lumber and Hardware		\$600.00
	Total construction materials		\$600.00

The kiosk would be paid for out of the Greenway Parking Capital Project Fund, as authorized by the Greenway Parking Capital Project Ordinance. As of October 2, 2012, there is \$1,152 available under "construction" in the fund, and \$3,715 available under "signage and landscaping". I am requesting approval for an expenditure of \$1,850 from the "signage and landscaping" category and one of \$600 from the "construction" category.

Since this project falls under the "special projects" part of my job description, I would plan to construct the kiosk myself with the labor cost covered by my existing salary. Most construction would take place off-site, and then the kiosk would be disassembled, transported to the site, and reassembled there.

I believe that the lumber cost has been estimated on the high side, so I expect to spend less than \$600. Also, Barco Products frequently offers online discounts; a 15% is currently available, which would also reduce the price for the message centers below the approved amount. I will seek the best price available before purchasing.

TOWN OF MINERAL SPRINGS

RESOLUTION REQUESTING THE UNITED STATES POSTAL SERVICE KEEP THE MINERAL SPRINGS POST OFFICE OPEN WITH REALIGNED HOURS IF NECESSARY

R-2012-04

WHEREAS, the United States Postal Service has conducted a survey seeking customer and stakeholder input on the future operation of the Mineral Springs post office; and

WHEREAS, the United States Post Office Department and later the United States Postal Service have operated a post office in this community since the early 1880s, first in the name of "Potter" and then, beginning in 1900, in the name of "Mineral Springs"; and

WHEREAS, approximately 20% of the households and businesses in the Town of Mineral Springs use a Mineral Springs Post Office box as their mailing address; and

WHEREAS, the Mineral Springs Post Office currently provides approximately 320 post office boxes to area residents, businesses, and institutions; and

WHEREAS, the Mineral Springs Post Office also provides full retail services including sales of stamps, special mailing services, and sales of money orders to the entire community; and

WHEREAS, the Town of Mineral Springs itself, as well as the Mineral Springs Volunteer Fire and Rescue Department, depend on Mineral Springs Post Office boxes in order to be able to fulfill their public service missions; and

WHEREAS, the Mineral Springs Post Office is an essential component of a vibrant business district; and

WHEREAS, the presence of the Mineral Springs Post Office will serve as a catalyst for future new business development, which will lead in turn to increased revenue for the Postal Service; and

WHEREAS, all of the postal services provided by the Mineral Springs Post Office are of particular importance to the elderly, disabled, and lower-income members of our community; and

WHEREAS, the nearest other post offices are Waxhaw, located five miles distant and Monroe, located eight miles distant; and

WHEREAS, the Mineral Springs Post Office currently operates within a facility covered by a long-term lease at a very favorable rent; and

WHEREAS, the Mineral Springs Post Office has long served as the center of the community, predating by decades the very municipality itself;

NOW, THEREFORE, BE IT RESOLVED that the Town of Mineral Springs hereby declares the United States Postal Service Post Office in the Town of Mineral Springs to be an essential community resource; and

BE IT FURTHER RESOLVED that the Town of Mineral Springs hereby respectfully requests that the United States Postal Service maintain the continued operations of the post office in the Town of Mineral Springs, North Carolina, including the operation of retail services and the provision of post office box service, and that weekday window service hours remain as close to present hours as possible.

ADOPTED, this the 11th day of October, 2012.

Frederick Becker III, Mayor

Attest:

Vicky A. Brooks, CMC, Town Clerk

PROPOSED REVISIONS – OCTOBER 2012

(Revisions [deletions/additions] are shown as "strikethroughs" or "bold, italic & underline")

TOWN OF MINERAL SPRINGS, NORTH CAROLINA

POSITION TITLE: TOWN CLERK/TOWN ADMINISTRATOR/ZONING ADMINISTRATOR/PLANNING DIRECTOR

TOWN COUNCIL CLERK

- * Serves as Town Clerk and performs such duties as required by law and the Town Charter.
- * Prepares agendas for the Town Council meetings; publicizes meeting times and agendas; prepares legal advertisements and notices and gets same posted and published; attends all Council meetings; drafts minutes for Council approval and sees that same are properly executed and maintained; answers inquiries regarding Council actions; provides research on prior Council actions; serves as staff support for the Mayor and Council.
- * Serves as the official custodian of public records including ordinances, resolutions, proclamations, contracts, adopted fee schedule, agreements, minute books, and correspondence.
- * Maintains indexed book of ordinances, resolutions and proclamations.
- * Is responsible for activities in connection with open meetings law, including monthly calendar of meetings of the Town Council, Planning Board, Board of Adjustment, and all Committees and issues notices to news media regarding meetings.
- * Receives and follows up on citizen inquires and complaints. Responds to correspondence/questions received by the Clerk's office.
- * Maintenance of records on board and committee appointments.
- * Coordinates the microfilming of all Town minutes with the State Division of Archives and History.
- * Administers oaths of office as required.
- * Maintains custody of Town Seal and attests all official Town documents.
- * Reviews/signs all checks.
- * Orders and maintains inventory supplies.
- * ~~Collects/distributes mail from Post Office.~~ *(Responsibility of Deputy Town Clerk)*
- * Maintains and updates town addresses.
- * Coordinates the town newsletter.
- * Acts as the town Webmaster.
- * Supervises the Deputy Town Clerk and has hiring/terminating authority. *(Amended by Town Council in August 2009)*

TOWN ADMINISTRATOR

- * Acts as the town's ADA coordinator.
- * ***Acts as the town's Emergency Management Coordinator.***
- * Manages the daily operations of the town government.
- * Acts as an agent of the Mayor and Town Council in developing, interpreting, and implementing public policy.
- * Consults with governing body members, legal staff, and state officials as required.

- * Coordinates activities with other public agencies and governments.
- * Performs general administrative duties as required.
- * Performs other duties as may be prescribed by the Mayor and Town Council.
- * **Administers the bidding and contracting process with outside contractors**
- * Coordinates with the Mayor, Town Council, legal staff, and seller on **land acquisition** the purchase of the town hall site.
- * ~~Coordinate the renovation of the town hall.~~ **Coordinates town building renovation and construction**

ZONING ADMINISTRATOR/PLANNING DIRECTOR

- * Serves as Zoning and Subdivision Administrator for the Town.
- * Attends all Planning Board and Board of Adjustment meetings.
- * Prepares all Planning Board and Board of Adjustment agendas, materials, Orders, and staff analyses. (In some cases this will require either legal assistance or assistance from COG)
- * Drafts small-scale Zoning **and Subdivision** Ordinance text changes **amendments**.
- * Handles questions from elected officials, appointed boards, and the general public on an "as-needed" basis.
- * Approves of all zoning permits.
- * Maintains all relevant documents.
- * Posts zoning signs when necessary.
- * Provides notices required by the North Carolina General Statutes.
- * Meets with town officials and, as necessary, with the general public to discuss land use matters pertinent to Mineral Springs.
- * Maintains the town's GIS.
- * Researches Zoning and Subdivision policies.
- * Code Enforcement.
- * Revises Zoning/Subdivision Ordinances and ~~have~~ **has** the newest versions of ZO/SO Articles printed out for Planning Board, Town Council, and Board of Adjustment.
- * **Serves as the Planner Director for the Town.**
 - **Serves as the Town Planner.**
 - **Plans, directs and participates in conducting studies concerning long-range development plans for the community, reviewing plans for current development projects for compliance to ordinances and plans, and providing support to advisory and governing boards on development of the community. Typically supervises planners and technicians, and supervises zoning enforcement. Has accountability for planning function even if no positions supervised.**
- * **Serves as a Maintenance Employee for seasonal decorations and/or landscaping at town hall and other areas in the town on an "as-needed" basis.**

~~This position will require continued support from Centralina Council of Governments as a consulting agent for the town. COG will also be needed for major ordinance changes.~~