

Town Council Members

Valerie Coffey - 2015 ~ Jerry Countryman - 2017 ~ Lundeen Cureton - 2015

Peggy Neill - 2015 ~ Melody LaMonica - 2017

---

Town of Mineral Springs  
Mineral Springs Town Hall  
3506 S Potter Road ~ Mineral Springs  
Town Council  
Regular Meeting  
February 12, 2015 ~ 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; there is a three (3) minute time limit on individuals signed up to speak.
3. **Consent Agenda**
  - A. January 8, Regular Meeting Minutes and January 20, 2015 Special Meeting Minutes
  - B. December 2014 Tax Collector's Report
  - C. December 2014 Finance Report
4. **Consideration of a Resolution (R-2015-01) in Memory and Honor of Mr. Robert Neill**  
The council will consider approving Resolution 2015-01 in memory and honor of Mr. Robert Neill. Mr. Neill served on the Mineral Springs Planning Board and Board of Adjustment from 2001 to 2013.
5. **Consideration of Adopting the Revised 2014 Emergency Operations Plan**  
Union County Emergency Management Coordinator Donald Moyé will request that the council adopt the revised 2014 Emergency Operations Plan.
6. **Consideration of a Resolution (R-2015-03) to Adopt the Cabarrus Stanly Union Regional Hazard Mitigation Plan**  
The council will consider approving Resolution 2015-03 to adopt the Cabarrus Stanly Union Regional Hazard Mitigation Plan.
7. **Union County Board of Education Liaison Leslie Boyd**  
Ms. Leslie Boyd will introduce herself as the Mineral Springs liaison for the Board of Education and make a brief presentation.
8. **Discussion of the Proposed Community Center and Downtown Park**  
The council will discuss the proposed Community Center and Downtown Park.
9. **Consideration of a Resolution (R-2015-02) for the North Carolina Department of Transportation Division of Highways Request for Addition to State Maintained Secondary Road System**

The council will consider approving Resolution 2015-02 for the North Carolina Department of Transportation Division of Highways request for addition to State Maintained Secondary Road System in the Copper Run Subdivision.

10. **Consideration of Participating in 2016 Urban Archery Season**

The council will consider renewing the town's participation in the Urban Archery for 2016 Season; the dates are January 9, 2016 through February 13, 2016.

11. **Discussion and Consideration of Additional Plantings at the Pump Station Property**

The council will discuss and consider their options for additional plantings at the Mineral Springs Pump Station on Highway 75.

12. **Consideration of a Purchasing a Steeplechase Advertisement**

The council will consider authorizing the purchase of a Steeplechase advertisement in the 2015 Steeplechase brochure.

13. **Staff Updates**

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

14. **Other Business**

15. **Adjournment**

Town of Mineral Springs  
Town Hall  
3506 S. Potter Road  
Town Council  
Regular Meeting / Public Hearing  
January 8, 2015 ~ 7:30 PM

---

*Minutes Draft*

---

The Town Council of the Town of Mineral Springs, North Carolina, met in Regular Session and Public Hearing at the Mineral Springs Town Hall, Mineral Springs, North Carolina, at 7:30 p.m. on Tuesday, January 8, 2015.

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

**Absent:** Attorney Bobby Griffin.

**Visitors:** Charles Bowden, Mike Devine and Suzanne Devine.

With a quorum present Mayor Frederick Becker called the Regular Town Council Meeting of January 8, 2015 to order at 7:34 p.m.

**1. Opening**

- Councilwoman Neill delivered the invocation.
- Pledge of Allegiance.

**2. Public Hearing – Conditional Use Permit (C14-01)**

- Mayor Becker opened the Conditional Use Permit (C14-01) Public Hearing at 7:35 p.m. and explained that this type of public hearing was a quasi-judicial hearing; the witnesses are sworn in to give testimony. It is a more formal process than a normal rezoning or any other thing where the public hearing is more just commentary; therefore, the staff, the applicant and anybody else who expects to speak will be sworn in to give testimony. The council can ask questions, staff will present an overview of the application and the applicant will give the actual details of the presentation for what they are asking to do. This public hearing being quasi-judicial, the council will be looking for evidence pro or con that's factual and testamentary in nature. The Findings of Fact that the council will be looking for are that the use will not materially endanger the public health or safety; that it meets the required conditions; that it will not substantially injure the value of the adjoining properties; and that it is in harmony with the area and with the land development plan. These are the type of criteria that the council is looking to address in order to approve this Conditional Use Permit. The evidence and the testimony would have to be either leading toward making that conclusion or saying that the conclusion

can't be made for some reason and why it doesn't meet it. The council is looking for factual evidence.

- Mayor Becker asked if there would be any council member who had a conflict that had been involved with the process before. Councilwoman Coffey responded that she would have to recuse herself in light of the fact that she serves on the planning board and has heard this and made a decision. Mayor Becker asked if Councilwoman Coffey had a pre-set feeling on it based on her votes at the planning board. Councilwoman Coffey responded at this point for the public hearing, as well as the item #6 (consideration of the use), she will have a seat out front. Mayor Becker asked if the council would need to approve her recusal based on cause.
- **Councilwoman Neill** made a **motion** to allow Councilwoman Coffey to excuse herself based on the conflict and **Councilwoman Cureton** seconded. The motion passed unanimously as follows:

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

*Nays: None*

- Mayor Becker swore in Mike Devine, Suzanne Devine, Charles Bowden and Vicky Brooks.
- Zoning Administrator Vicky Brooks presented that Mike and Sue Devine have submitted an application for a Conditional Use Permit for a barn, which is 2,500 square feet and which, by our ordinance (Article 5 – Table of Uses), requires a Conditional Use Permit. They further want to have 2,500 square feet of living quarters above the barn, which also goes with the conditional use process. Ms. Brooks asked to submit the application as evidence in this hearing. Ms. Brooks also noted that the planning board had reviewed this and has recommended approval of it on the conditions that there is some kind of fire suppression system in the living quarters of the barn, that there is no storage of hay (other than what is being fed to the horses in the barn) and that the zoning administrator do an annual inspection to make sure they are compliant with our ordinance and the conditional use permit. Councilwoman Critz asked Ms. Brooks to remind her about the other conditional use permit that was done with these same conditions. Ms. Brooks clarified that Councilwoman Critz was referring to the other barn that we have in town that has living quarters above it. Councilwoman Critz responded correct. Ms. Brooks concurred that it was a caretaker quarters and reminded the council that the town had changed the definition of caretaker quarters to allow the property owner to also be in those living quarters. The conditions were the same [on the existing one] as the planning board has recommended for this one.
- Suzanne Devine and Michael Devine introduced themselves. Ms. Devine explained that they owned the property and are the folks that want to live in a barn house. They have 41 acres and there's a back pasture and a front pasture. Basically, in the back pasture they want to have their home and also have their horses. Ms. Devine loves barns; she thinks they are beautiful. "When I am in them I am happy and would like to be close to the animals". Originally, they were going to build a house and a barn, but searching for ideas they came up with.... Ms. Devine mentioned that this has been a very long process; they have been buying this land in pieces for about the last 15 years, so it's been like a 15 year dream.

They came up with this idea, just because she thought barns were so beautiful and it's a good use of the space to not have a footprint of a house and a footprint of a barn. It will have seven stalls downstairs and the upstairs will have three bedrooms (their daughter's room, their room and a guest room), a big open living room, dining room and a kitchen. It is just simple living space. Another thing the Devines want to do is take care of the animals and have a garden ("grow our own food"); kind of simplify things. Ms. Devine pointed out (on the plat) where they were putting the driveway (running up the side) and the square in the middle of the property is Sadie Austin. The Devines have known Ms. Austin for years, after buying the initial 16 acres from Ms. Austin; the Devines bought most of the rest of the property from her. Ms. Austin is somebody the Devines know and get along with very well. Ms. Devine explained that Ms. Austin had written a letter if the council would like it; it says that she is not opposed to it, because she is kind of right smack in the middle of their property. Ms. Devine stated that Ms. Austin has actually said that she is so excited, because her husband had always wanted horses running in that pasture, so she said "Ormond is going to look down and be so glad there's horses back there". Mayor Becker stated that if Ms. Devine had written testimony she could submit it as an exhibit.

- Mr. Devine explained that they did take the time and spoke with a company regarding a sprinkler system. The Devines are totally on board with that. It looked like something (at first) that was a big mystery, because he has never done that sort of thing, but in looking into it, it's not a very complicated thing and the gentleman that Mr. Devine talked to is willing and able to come out here and do that for them. As far as storing hay, they are going to have an outbuilding for hay, so they have taken all these things into consideration. Mr. Devine reiterated what Ms. Devine had stated about this being in the process for a long time and stated that they have had a long time to plan it. "We are not the first people to ever do this, there are a lot of people throughout the states that have done this, there's not too many here in Union County, but there are a few around and we think it is an interesting way to go and we are up for it", Mr. Devine said.
- Ms. Devine added that "it is going to be so cool". There are going to be more of them, so this way the council can go "alright another conditional use for living above the barn". Ms. Devine stated that was really it, unless anybody had any questions or there are more details that they should be providing.
- Councilwoman Neill commented that she thought they had been very thorough. Councilwoman Cureton concurred. Mayor Becker commented that the town is familiar with some of the factors that they are going to have to consider and how this project would mesh with that when it comes time to make that deliberation. The council can ask the Devines any specific questions right now. When we close the hearing later on, we will leave it open for clarification by any of the participants that council can ask during the deliberation process, but otherwise, we would close the hearing after we get to the next speaker, which would be Mr. Bowden. If the council had no questions, Mayor Becker would call Mr. Bowden forward. Councilwoman Critz commented and explained that she was originally on the planning board (when the zoning ordinance was originally formulated) and one of the reasons why they set barns at a conditional use permit was because they had a situation in the community where the boundaries were grossly abused, so they set it to not only protect that from happening again, but to allow this type of thing to be

permitted. You want to be sure that the community isn't harmed by things that are done (i.e. damage property values to those around them). You also want to be sure that you leave yourself....., because throughout the years of multiple surveys, it is very clear that this community wants to maintain a rural atmosphere and Mineral Springs is looking for ways to be unique. We are not Waxhaw, Wesley Chapel or Monroe; we are looking for ways to be unique and yet stay the same. Councilwoman Critz stated that this is a great way to do that and thanked the Devines for being so.... Mr. Devine responded that they appreciated that for sure; it is going to fit in and they have always felt like a good match for Mineral Springs. They have been out here for 15 years, so it kind of feels like this is already their home, even though they do live in Waxhaw.

- Mayor Becker instructed the Devines to pass Ms. Austin's letter on so that people could look at it and then it would be introduced in as evidence, since they don't have Ms. Austin to testify. Mr. Devine stated that she was home with the flu.
- Mr. Charles Bowden - *My name is Charles Bowden and I live about three miles away on Pleasant Grove Road. My personal opinion.* Mayor Becker interrupted by saying that is not something that is legally.... Mr. Bowden continued – *I'm for everybody being able to use their property the way they want to, generally speaking. All right, that's all I can say on that. Part of my questions had already been addressed about Ms. Coffey; I was concerned about the conflict of interest. I do believe we have another conflict of interest that wasn't addressed and that's Ms. LaMonica, her husband is shown to be on the planning board and well look at it – husband and wife are one.* Councilwoman LaMonica clarified that he was actually on the Board of Adjustment. Mr. Bowden continued – *I believe I saw it, well it might have been Adjustment, so he wouldn't be involved. You answered that question, strike that one. I would also like to ask.* Ms. Brooks stated that Mr. LaMonica was on the planning board. Councilwoman LaMonica responded is he on the planning board as well and then apologized, because she thought he was just on the Board of Adjustment as an alternate. Councilwoman Critz stated that she thought this made it clear they have not talked about it. Mr. Bowden responded clearly not. Ms. Brooks added that Mr. LaMonica wasn't in attendance at the meeting where this was addressed. Mr. Bowden continued – *I am just saying that, because I have picked up information from some of the neighbors there that may not be sure about it. I am not sure that he showed up, so they had the opportunity, I guess it don't matter. I would also like to ask this question. Is this personal horses or is this a rental stable.* Mayor Becker questioned whether or not the applicant could answer the question. Mr. Bowden stated *well it makes a difference.* Mayor Becker responded "I think so, yeah". Ms. Devine responded that their plan is to have a few horses of their own and then lease out a few stalls to friends. Mr. Devine responded that it will be a seven stall barn, so it's not an industrial; he didn't want them to be concerned it is an industrial barn. Mr. Bowden continued *seven horses can give away quite a bit of waste.* Mr. Devine responded that there are 41 acres and there is a lot of pasture space; there is a lot of pasture space in the front and in the back, so there should be room for seven horses. Mayor Becker stated for the record, since the applicant may not have heard the question, "was the number of stalls and horses and it is a seven stall barn that's being considered for this application", just to place that on the record. Mr. Bowden continued – *I have one suggestion that you have a sprinkler system for the horses*

also, because there has been some serious barn fires and a lot of horses were burned up, so maybe you are gone and the horses are there, if some fire and your horse are gone. Other than that I didn't realize it is going to be a hearing based on facts, I didn't see that anywhere until I got here, but other than that I'd like to make one other statement then I'll be quiet and you can do what you want and I didn't realize you had already set a precedent with the other barn, which I guess is on McNeely Road, but suppose somebody comes up here and wants to put chickens under the barn or under the house. I served in the Army in Germany and people had cows under the barn or under the house, the barns are under the houses. This is back in the 60's, imagine how that was. So you know, I think you have set a precedent, you've already said it so. Some people like chickens, some like pigs, everything you can think of – just a thought. That's all I can say.

- Mayor Becker asked if anybody else who had not signed up wanted to be sworn in to make statements (testimonial commentary). Ms. Devine gave Mayor Becker the letter from Sadie Austin. Mayor Becker read aloud the letter from Ms. Austin as follows: *To Whom It May Concern: I am Sadie Austin of 4520 Raymond Austin Road in Mineral Springs. My land adjoins Mike and Sue Devine. I don't object to them doing what they want to do. It shouldn't hurt my land. I am sorry I can't make it, I am trying to get rid of the flu; it's not easy. Sadie Austin.* Mayor Becker turned the letter over to the clerk and introduced it as a third item of evidence to go along with the application and the plat.
- Councilwoman Critz stated that she thought it was clear by the number of stalls that they will have that it is going to be a personal endeavor. Councilwoman Critz informed the Devines that Mineral Springs follows the county's guidelines on the appropriate amount of land per animal, which is currently one acre per horse, so the Devine's horses will have exceedingly abundant land. These are things that are studied and set on a broader scale than the town has, so we use other people's information/help/resources.
- With no further commentary, Mayor Becker closed the public hearing at 7:57 p.m. with the understanding that the witnesses are still under oath at the time that the council deliberates and they can be asked for clarification if necessary.
- Mayor Becker thanked everyone for their participation.

### 3. **Public Comments**

- Charles Bowden – Pleasant Grove Road.

### 4. **Consent Agenda**

- Town Clerk Vicky Brooks noted that the December 30<sup>th</sup> minutes needed to be corrected on the first page (the with a quorum present line) – “December 18, 2014” should say “December 30, 2014”.
- **Councilman Countryman** made a **motion** to approve the consent agenda as presented and corrected containing the following:
  - A. *December 11, 2014 Regular Meeting Minutes, December 18, 2014 Special Meeting Minutes and December 30, 2014 Regular Meeting Minutes*
  - B. *November 2014 Tax Collector's Report*
  - C. *November 2014 Finance Report*

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

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

5. **Consideration of Adopting the Revised 2014 Emergency Operations Plan**

- Mayor Becker asked Ms. Brooks if she had heard from Mr. Donald Moyé, who responded that she had not. Mayor Becker explained that Mr. Moyé was here at the first December regular meeting to present the county plan, but we did not have a quorum. Mayor Becker instructed Ms. Brooks to notify Mr. Moyé of the next available meeting, so that he can get here and present that plan.

6. **Consideration of a Conditional Use Permit (C14-01) Submitted by Mike and Suzanne Devine**

- Mayor Becker stated that the council will consider this permit with the thought in mind that they can ask Administrator Brooks, the applicant or even Mr. Bowden questions about the testimony that has been heard. The council will have the Findings of Fact that are going to have to be made; however, there wasn't a lot of testimony, but they certainly know what our ordinance calls for and what they as a reasonable person would see as things that may or may not endanger public health and safety. Mayor Becker opened this item up for council discussion as they go through the Findings of Fact.

**Findings of Fact**

- a. The use will not materially endanger the public health or safety if located where proposed and developed according to the submitted plan.

**Councilman Countryman** made a **motion** to accept item "a" as acceptable with a positive yes that it will not endanger any public health or public safety and **Councilwoman Cureton** seconded. The motion passed unanimously as follows:

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

Based on there not being any testimony provided that in any way would demonstrate that this building would in any way endanger public health or safety of any individuals around.

Based on this use anticipating people living in a house and horses living in a barn. We have people living in houses and haven't seen any specific endangerments by those uses; this doesn't seem any different from the uses that we have throughout the town, just combined into one.

- b. The use meets all required conditions and specifications.

**Councilwoman Critz** made a **motion** to accept item "b", it is clear by the information that we have been provided from the planning board, as well as the survey that they met all conditions required and specifications required by the Town of Mineral Springs and even have gone above and beyond at the request of



*the planning board. Mayor Becker asked the administrator if there were any other conditions of the Mineral Springs Zoning Ordinance that is not being met by this application that she was aware of. Ms. Brooks responded no. **Councilman Countryman** seconded the aforementioned motion by Councilwoman Critz. The motion passed unanimously as follows:*

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

Based on the information that was provided by the planning board, the survey and that the applicant has gone above and beyond at the request of the planning board.

Based on there being no negatives from the zoning administrator.

- c. The use will not substantially injure the value of adjoining or abutting property or the use is a public necessity.

***Councilwoman LaMonica** made a **motion** and reiterated no substantial injury to the value of adjoining property or abutting property or the use is a public necessity. The use will not substantially injure the value of the adjoining property and based on everything that has been presented I would say the answer to that is yes it will not and based on the letter received from Mrs. Sadie Austin, she clearly is in agreement and comfort with the plans as they have been presented under the Conditional Use Permit. Mayor Becker commented that Ms. Austin was clearly the closest property owner at 160 feet from the corner of the barn and he believed there was nobody else closer than 259 feet, so it is very far from its neighbors. **Councilwoman Critz** seconded the aforementioned motion by Councilwoman LaMonica. The motion passed unanimously as follows:*

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

Based on everything that has been presented.

Based on the letter received from Mrs. Sadie Austin.

- d. The location and character of the use, if developed according to the plan as submitted and approved, will be in harmony with the area in which it is to be located and will be in general conformity with this Ordinance and the Town of Mineral Springs Land Development Plan.

***Councilwoman Critz** made a **motion** in the affirmative, it is an asset to the Town of Mineral Springs as well as very much in conformity to the plan and ideals of this community. Mayor Becker commented that based on his personal knowledge of the area, they have an area of some very large lots, there are some crops that are planted, there are some areas that are fenced, there are horses that he has seen, he has seen barns in the immediate area, there are similar uses and he hasn't heard any testimony that we don't, so he sees that as a contributing factor.*

**Councilwoman Cureton** seconded the aforementioned motion by Councilwoman Critz. The motion passed unanimously as follows:

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

Based on this being an asset to the Town of Mineral Springs and it being in conformity to the plan and ideals of this community.

- e. Additional review criteria, as stated in the Ordinance, shall also be considered and addressed where required.

**Councilwoman Neill** made a **motion** in the affirmative that condition is met based on no criteria and **Councilwoman Cureton** seconded. The motion passed unanimously as follows:

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

Based on there not being any additional review criteria.

- f. Any deviation from the terms of this Ordinance will result in a project that is at least equal to or better than what would be accomplished under the strict application of this Ordinance.

**Councilwoman LaMonica** made a **motion** in the affirmative as there are no deviations and **Councilman Countryman** seconded. The motion passed unanimously as follows:

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

Based on there not being any deviations.

- g. Any deviation from the terms of this Ordinance will not adversely affect the right of other abutting or nearby property owners in any material manner.

**Councilwoman Neill** made a **motion** in the affirmative as there are no deviations and will not adversely affect the right of any other abutting or properties based on staff testimony and **Councilman Countryman** seconded. The motion passed unanimously as follows:

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

Based on there not being any deviations.

- Mayor Becker explained that the council has completed the seven findings, heard the testimony, seen the recommendations made by the planning board and heard

the applicant's knowledge of those findings. There were some conditions that the planning board recommended. The council can grant the Conditional Use Permit without any of those new conditions, they may grant it using any of those conditions (all of them or other ones), or they can deny the permit, but they do have an affirmative finding in all of the Findings of Fact, which likely leads them to be able to make an affirmative vote, unless they want to impose some of these conditions.

- **Councilman Countryman** made a **motion** that we accept this proposal in the affirmative and grant the permit based on those conditions that were proposed by the planning board, that obviously the facility have a sprinkling system, that hay may not be stored in the facility and that this facility is inspected on an annual basis by the planning administrator to ensure that it's continually in compliance and **Councilwoman LaMonica** seconded. The motion passed unanimously as follows:

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

Nays: None

- Mayor Becker commented that he was looking forward to a few more horses and people to live with them in Mineral Springs. Councilwoman Critz asked if they had a groundbreaking anticipation. Mr. Devine responded as soon as possible. Ms. Devine responded her guess was in a month or two. Mayor Becker told them good luck and commented that it is a beautiful use on that property in terms of the type of land and the surrounding uses; it is a really exciting opportunity for promoting the agricultural and equestrian values of Mineral Springs.

## 7. **Finalizing Retreat Agenda Items**

- Mayor Becker asked the council if there was an additional strategy or agenda items that they want to present to staff to help finalize the retreat agenda that is scheduled for the 20<sup>th</sup> at the Rolling Hills Country Club. Councilwoman Critz asked if the council ever came up with a timeframe of arrival. Councilwoman LaMonica responded 8:00 a.m. to 4:00 p.m. Mayor Becker added that there will be light breakfast item (coffee, danish, fruit) and then a standard buffet lunch, which is the most economical. Councilwoman Critz asked if we didn't have a schedule of what we are going to be discussing and when. Ms. Brooks responded no, that's what the council needs to come up with; she and Mayor Becker will be meeting with Ms. Bennett who is waiting for input from the council so she can finalize the agenda. Mayor Becker asked the council if they had a "wish list" of specific areas of discussion that can be finalized, so Ms. Brooks, Ms. Bennett and he can sit down and see if that will fit into a roughly seven hour session of work.
- Councilwoman Coffey commented that she thought that some of the things they verbalized were a Capital Improvement Plan and information about recruiting business that would fit Mineral Springs. Mayor Becker responded those were two very important ones and as finance officer he could certainly help between the "nuts and bolts" and begin laying out a Capital Improvement Plan, but he hoped that Ms. Bennett and the experts could guide the council into how to structure it for future years.

- Councilwoman Critz commented that we were going to discuss the festival. Mayor Becker responded the festival is an important item to try to nail down with any strategies, any learning from the past and any ideas for the future.
- Mayor Becker explained that the way retreats work is that they will have their flip pages/sharpies and they will just sort of drill you down into getting very general ideas to a little more specific set of work plans. Having a facilitator is key, because they tend to keep you focused. We have these broad general ideas and they will hone in on those and ask specific questions and make specific suggestions based on their expertise.
- Mayor Becker stated those are three things and asked what else the council felt was important or if the planning board had any specific areas. Councilman Countryman mentioned short and long term plans relative to our community center, downtown development and some type of park/recreational facility/community recreational facility. Mayor Becker responded that's a Capital Improvement Plan item. Councilman Countryman commented that he thought Ms. Bennett will direct the council in that way, because you need to approach it with some short term and long term goal and then establish a plan based on those short terms and long terms objectives. Councilman Countryman is visualizing that the council will "throw stuff against the wall" early in the morning and it kind of runs down and it falls into place and then you go to lunch and then you come back and you start to become very specific and hopefully before it is over we would each kind of take a look at where we are and then make a personal attachment of some of those objectives.
- Councilwoman Critz asked if they would be reviewing the survey results to see if that would point them in the right direction. Mayor Becker responded that he definitely thought they had to have the survey there with them. Councilman Countryman commented that she had already presented it. Councilwoman Critz responded that she thought they were going to look at it in light of larger projects. Mayor Becker stated that we will make sure that we have that survey available for the participants. Councilwoman Coffey commented that her only concern here was that they do not have the agenda so stacked that they don't get to accomplish what they need to; if you have so much that you are looking at, they are going to get lost in that. Councilman Countryman agreed they needed to be focused. Mayor Becker added that Ms. Bennett and the person working with her will say how much effort needs to go into this and this, so they will recommend that the council does this from 8:30 to 10:00 and then you do this from .....
- Ms. Brooks asked the council if they wanted the planning board involved with the retreat and if they should be prepared to be there all day or just in the morning. Councilwoman Coffey responded that Ms. Brooks had mentioned a half day and that would be fine with the board. Councilwoman Critz responded that they could do either, because solidification might come in the afternoon. Councilman Countryman responded that it would be voluntary. Mayor Becker commented that we could expect them in the morning and we will focus our agenda items on things that the planning board will be most interested in and what is most relevant.
- Mayor Becker asked the council if they were going to call this retreat to order as a special meeting since they will all be together and discussing policy. Ms. Brooks responded she believed it had to be. Councilman Countryman responded he didn't think they had any alternative. Mayor Becker commented that it should also be

called as a special meeting of the planning board and they will be called to order in the beginning as a formality.

- **Councilman Countryman** made a **motion** to call for a special meeting on January 20<sup>th</sup> to work on a quarterly retreat, to work on an operational plan that would include the planning board, particularly for the first half of the day at 8:00 a.m. until 4:00 p.m. at the Rolling Hills Country Club in Monroe, NC and **Councilwoman Coffey** seconded. The motion passed unanimously as follows:

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

*Nays: None*

- Ms. Brooks informed the council that she had been summoned to fulfill her jury duties on January 20<sup>th</sup> at 1:15 p.m.. Councilman Countryman responded “you gotta do what you’ve got to do – have a nice trip”. Mayor Becker mentioned that it is just down the highway; maybe Ms. Brooks will be able to come back. Councilwoman Coffey commented that Ms. Brooks might be able to get out of that. Ms. Brooks responded that she spoke with somebody today and was told it really depends on the judge, but she would obviously let them know she wasn’t trying to avoid jury duty; they could pick another day for her.

#### **8. Consideration of a Contract with MindMixer**

- Mayor Becker explained that he had the chance to participate in the conference call with the MindMixer representative. The reason for the piece of paper from MindMixer that was in front of the council was that the fees that were in the agenda packet suddenly were not correct, because that was from last year when Ms. Brooks first discussed it with them. The numbers the representative quoted on Tuesday during the conference call were like sticker shock; Ms. Brooks said “they don’t go up that much, because it is now 2015”. The representative did send back what the revised fees for 2015 would be if we chose to do this. Mayor Becker pointed out that there was a little background on what it does in the agenda packet; Ms. Brooks talked to these people last year before he did and it sounded very interesting. Ms. Brooks commented that she was a very good saleswoman; the idea of what they are selling is great; however, there are drawbacks. Councilman Countryman stated that they needed to come make a presentation. It was noted that this was a company out of Michigan that didn’t make personal presentations, but they could do one on the phone. Councilwoman Coffey commented that if you take a look at it and research it you may find these organizations are plentiful and everybody has a bank account they need filled. Councilwoman Coffey apologized, but that’s what she reads these seminars and groups like that to be. Councilwoman Coffey is all for being involved in anything that will heighten your awareness and bring awareness to the council, but she personally thought after a little research was done you will find this is not it. Councilwoman LaMonica commented that it’s the demographics of our residents; how many people have computers. Councilwoman LaMonica stated that she didn’t see the fit. Mayor Becker explained that he had discussed that with the MindMixer representative and how surprised Ms. Bennett had been. Here we are in 2014 (at the time) and Ms. Bennett said “we’ve got to do our survey and we’ve got to do the online version with Survey Monkey, because all the towns she does this with are all doing it online

now". When Ms. Bennett came here the council remembers the look on her face when she said "we almost got no responses on Survey Monkey, everyone mailed their stuff in". Mayor Becker shared that with the MindMixer salesperson; we are unusual even with people who are used to towns, so it depends on whether they have access. The way it works (and maybe Councilwoman Coffey understands it), it's not our website; it is a separate sort of platform where people have to be able to log onto the Mineral Springs MindMixer site. They (and staff) can pose questions and the council can set up topics for discussion. You end up with a forum type thing. It was very interesting; you can see it in a lot of context. It's a lot of money and the hurdle would be "could we even get more than 20 people to know about it". Councilman Countryman offered "you can just look at this room, this isn't costing us anything except our time and if we spent \$5,600 we wouldn't get any better participation". Councilwoman Critz responded not only that, but she agreed with Councilwoman Coffey and LaMonica's perspective. It would be appropriate if we had an overflow, a problem or a need; this is creating a website for people to go to that they don't need. Councilwoman Critz feels that what we have meets the needs of the community right now. At this time, the council should dismiss it and if there is ever a need to come back to something similar to this format; Councilwoman Critz would personally like to see if from a local organization.

- Councilwoman LaMonica offered that the town council could use the festival tent where you have the opportunity to survey folks; you can make it fun, you can find out what they want and you can do that as part of a tent at a festival kind of thing. Someone local could be used to get the information, but just over the course of a few hours as opposed to setting up a whole website; that seems to be more fitting for us. Mayor Becker pointed out that the Town of Wake Forest, NC has a MindMixer site and if anyone was interested they could do a Google search for "Engage Wake Forest". Mayor Becker explained that he had visited the site and he and Ms. Brooks had to laugh because the first thing people said was "there's a really ugly building downtown" and "when is somebody going to do something about that" and then "how about burying power lines". One guy said (it's a public forum type of thing) "does anybody read these comments". Mayor Becker commented that was a much bigger jurisdiction than ours; it did occur to him that we might just find that we are like "yelling in the canyon", because even for them it wasn't necessarily getting this dialogue that we envision. Mayor Becker asked if the council had a motion; it seems like we are leaning toward "let's just say no for now".
- **Councilwoman Critz made a motion that we say no for now to MindMixer and Councilwoman LaMonica seconded. The motion passed unanimously as follows:**

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

## 9. **Consideration of a Budget Amendment**

- Mayor Becker noted that this was an easy one, it was in the agenda packet [from December's cancelled meeting], but never got acted on. Ms. Ridings commented that it [tax payments] is trickling in as the letters have gone out. Mayor Becker added that Ms. Ridings collected two big long-term past due accounts, just by the

notification that they would be going to court next week unless she received the money (they were here the next day), so it is working.

- **Councilwoman Coffey** made a **motion** to approve the budget amendment to file small claims court fees and **Councilman Countryman** seconded. The motion passed unanimously as follows:

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

- The budget amendment is as follows:

STATE OF NORTH CAROLINA  
TOWN OF MINERAL SPRINGS

**AN ORDINANCE AMENDING THE BUDGET OF  
THE TOWN OF MINERAL SPRINGS  
FOR THE FISCAL YEAR 2014-2015  
O-2014-01**

**WHEREAS**, NC G.S. 159-15 authorizes a municipal governing board to amend the annual budget ordinance at any time after the ordinance's adoption;

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

SECTION 1. **Appropriations and Amounts.** Amendment #2014-01:

<u>INCREASE</u>		<u>DECREASE</u>	
Tax Collection	\$1,260	Contingency	\$1,260
<b>Total</b>	<b>\$1,260</b>	<b>Total</b>	<b>\$1,260</b>

SECTION 2. **Effective Date.** This ordinance is effective upon adoption.

**ADOPTED** this 8th day of January, 2015. Witness my hand and official seal:

\_\_\_\_\_  
Frederick Becker III, Mayor

Attest:

\_\_\_\_\_  
Vicky A. Brooks, Clerk

**10. Consideration of Re-Appointing a Board of Adjustment Member**

- Ms. Brooks explained that she had spoken with Ms. Sharon Carter who had expressed her interest in serving another term on our Board of Adjustment and it was up to the council if they wanted to reappoint her again. Ms. Brooks noted that we also have a spot that is vacant from a member whose term has expired and she did not believe he wanted to reapply. Councilman Countryman commented that we could satisfy several concerns. Ms. Brooks responded that we do need to get a new Board of Adjustment member; in addition we need an alternate. Ms. Brooks explained that she was looking back at newsletters and last year seemed to be devoted solely to the festival and she didn't have her usual excerpt in there that said we need a Board of Adjustment member; we have needed an alternate for years. Ms. Brooks stated that will go back on the docket of the newsletter. Mayor Becker commented that those would be separate positions, but we would like to fill Sharon Carter's position with Sharon Carter. Councilman Countryman asked if she

had definitely shown an interest in being reappointed. Ms. Brooks responded yes she has.

- **Councilman Countryman** made a **motion** to reappoint Sharon Carter for another term on the Board of Adjustment and **Councilwoman Neill** seconded. The motion passed unanimously as follows:

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

*Nays: None*

#### 11. **Discussion of a Complaint Submitted to the Town Council in November 2014**

- Councilwoman Critz confessed that when the Prices brought this to our attention, she didn't come down Highway 75 except when it was dark or dusk, so she made it a point to go in that direction at multiple times of the day. The area is not as unsightly as other things we hope will be corrected, but we have no power or jurisdiction over these landowners; we can encourage them. The town has done everything they could to work with the county to get sewer here, so that whatever their expectations or desires are can be fulfilled. Councilwoman Critz thought that is certainly something we can all be very grateful for, but she is in semi-agreement with the Prices in that there is more that we can do there to make it less conspicuous. Councilwoman Critz stated that she didn't think it is was as unsightly as they express it to be, but she did think there was more that the town could do that would not be costly to the town or to our budget that could help with making it less visible. Councilwoman Critz explained that when people come to us with things that they have observed in the community and safety issues we go to the Department of Transportation and do all we can, because it is not within our power to do it, but intercede, because we are their representatives. With the safety issue, the town goes to the fire department or the police. Councilwoman Critz thought that the town could take this on under our beautification and it would not be a tax burden at all. The Steeplechase is an important part of what takes place in our community, it has added value to this area, it's brought people to our area that otherwise probably never would come; this [pump station] is in a location where people enter and exit a lot during the actual race day. Councilwoman Critz thought that anything that the town could do to make it less visible helps all of us on an everyday basis and it would certainly be complementary. "We are not going to cater (and we shouldn't) to any one entity, but I think we would help and certainly would want to help make anything as, you know, appealing to people like the Prices as the ones that own and operate the Steeplechase, as much as we would say the downtown landowners as they start to rebuild and we participate in that, so I don't see it as, you know, showing favoritism or anything else. I don't think we would do anymore or any less than we would do for any other landowner as improvements or rebuilding takes place", Councilwoman Critz said.
- Councilwoman Coffey stated that she was just so excited that it [sewer] had come to fruition and all she could see was progress; it looked like a golden avenue out there, not an eyesore. Councilwoman Coffey explained that she understood what the Prices are feeling, but she would like for our zoning administrator to address this, so that it could be put to bed. Councilman Countryman stated that before it got put to bed, unless he was incorrect, it's really not our responsibility; it's not our property. Councilwoman Coffey stated that was what she [Ms. Brooks] was getting



ready to tell us. Councilman Countryman continued that it belongs to the county; they bought it. Councilwoman Coffey responded there's nothing we can do. Councilwoman LaMonica offered that we don't have any jurisdiction. Councilman Countryman responded that he wouldn't go that far. Councilwoman Critz explained that it was just like we decorate the corner. Councilman Countryman commented that if the town did anything, what they need to do is approach the county (we can't just go fix it) and consult with them in order to do anything; if it is our feeling that something does need to be done. The town needs to consider what might be done and then go to the county and say "these are some things that we have heard in our community and this is an attitude that's developing in our community relative to this wonderful new pump station that you've put in our community – we would like your permission to enhance its visibility or lack thereof visibility and we would hope that you would let us do that at city expense by planting some trees or doing whatever is necessary". Councilman Countryman thought it needed to be understood that we can't just go fix it, because it doesn't belong to us and asked if that was not true. Mayor Becker responded that's definitely true.

- Councilwoman Coffey asked that Ms. Brooks advise the council. Ms. Brooks explained that the county met our landscaping ordinance to the penny. If we now see what they did and we don't like what they did, then perhaps we should change our zoning ordinance, which is something the council could task the planning board with. Councilwoman LaMonica stated that the same thing applies to the type of lighting they put up and asked if they met our requirements. Ms. Brooks responded no, the lighting that they submitted to us was approved because it was compliant, but apparently the light that they put in wasn't the light that they submitted. Ms. Brooks explained that she had informed the county that it wasn't compliant and they asked "how about if we put a motion sensor on it and it just comes on when there are people out there or otherwise it will be off". Ms. Brooks explained that she said "okay, let's do that and see how that works". However, from what Ms. Brooks is being told now, the light is always on, so apparently there is always activity going on. Ms. Brooks will contact her contact in Union County to inform him that it is not working. Ms. Brooks added that she likes to try to be fair and reasonable with people, but this isn't working.
- Councilwoman Critz explained that she realized that we can't just march in there, take over and do it; she was just saying that possibly we could with permission, assist in making this a little less conspicuous. Just like we do things on the corner, which is not our land either, but we do that now with the Optimist Club and we have done it with others (we don't do it solo) like the Mineral Springs Neighbors. These are things that we invest in for the beautification of the downtown area. Councilwoman Coffey mentioned that she had thought of something nice and even suggested that she might just do that "out-of-pocket" herself; it's not a big deal to put up some beautiful screening. Mayor Becker suggested a couple of nice shrubs. Councilwoman Coffey asked if anyone remembered the mixed use development at the corner of Gleneagles Road and Park Road up in Charlotte right next to the country club. There was a huge mound of dirt, but they have this beautiful screening up and you would think that you were driving up to the most luxurious complexes in the world and you see this mound of dirt. Councilwoman Coffey stated that she thought about that in reference to this and suggested the screening. We all want "nice" for Mineral Springs and if Councilwoman Coffey

could do something personally she would. In light of that, that's where Councilwoman Coffey had a conversation with our zoning administrator. They [county] did meet the letter of the law; however, if they were open to us doing anything over there, but they probably were not going to be open, which is why she had gotten some advice from the zoning administrator.

- Councilman Countryman commented if the issue was that we need to do a better job through the planning process, it still isn't going to do anything for what's already there, because you can't go back after the fact and say "you did everything you were supposed to, but that wasn't good enough". Councilwoman Critz responded that she didn't think we needed to tell them it isn't good enough, we just need to say "having done this and now it is there and the position it is in, would you be open to us adding some things to enhance the". Councilman Countryman added "the visual of it". Councilman Countryman stated that he thought his point was missed, as he said a moment ago that we need to contact the county and with them do something to enhance or minimize it's visibility (he is all for that) if that's possible, but regardless of whether we did a good job with the ordinance or not, if we change it at this point that doesn't have any bearing on the current situation. Although it would make things better for future improvements possibly. Councilwoman Critz stated that the truth was "we will never have another pump station in downtown", so this is the only time that we're going to have to consider this particular issue. Ms. Brooks offered that she still thought that they needed to address the landscaping ordinance. If they actually knew how much landscaping went into that piece of property they would be completely amazed; however, they can't "see" everything that the ordinance required. Councilman Countryman responded that maybe we are dealing with two issues. Councilwoman Critz responded yeah, one of the points that she thought Ms. Brooks was making was that she saw the earth being moved, everything being brought in and now we are looking at basically a screening issue. Ms. Brooks commented that unfortunately (or fortunately) it depends on the property. There is a lot of screening on that property, because it is abutting residential and there has to be a buffer, so there is shrubbery planted down the side and there are extra trees in the rear. Mayor Becker commented that in this particular case, nobody lives on this side, so the screening has been done to screen from nothing right now. Ms. Brooks mentioned that part of it was in the floodplain. Mayor Becker added that it won't ever be built on ever, but the ordinance required screening to an abutting property, because it is zoned residential. Councilwoman Critz stated that in her opinion she wasn't sure that the ordinance needed to be changed or that the planning board needed to go through it; "it is what it is and the front of it is very visible and I think in a few years when some of that stuff grows, it will naturally look different". Ms. Brooks stated (in her personal opinion) that working with people, your downtown should be taking off sometime and they are going to have to follow these landscaping rules just like the county did on this piece of property and perhaps we won't like how much landscaping actually has to go into the strip shopping center, would the council then go in and plant plants there as well, because our ordinance wasn't up to that standard. Councilwoman Critz responded no and she thought (personally) the point is not you're not going to rebuild the strip shopping center in any fashion that you would surround it with a chain link fence. Ms. Brooks explained that it was in the Downtown Overlay; therefore, it will have a wrought iron fence. Councilwoman Critz stated that her point was that this is an isolated issue. Ms. Brooks responded

it is, but going back over the landscaping ordinance, maybe we won't have another pump station, but we could have another cell tower that has a fence around it. If we don't start addressing that, we are always going to get the same thing. Councilwoman Critz suggested making it conditional for a situation that involves the requirement of fencing. Ms. Brooks added that maybe we could spell out what kind of fencing they could have when it comes to utilities or cell towers.

- Councilwoman Critz wondered if any additional screening of vegetation (like Leland Cypress) be in the way of what the county needs to do out there. Ms. Brooks commented that she didn't think the county would be opposed to the town putting shrubbery in front of the fence, but she didn't know if that was going to fix the problem. Mayor Becker responded that he thought a few large maturing evergreen shrubs in a nice native species (three of four of them) in front of the fence would be very beautiful in a few years and it would not hurt the county's property. It would be very inexpensive; they will not be putting in a 10 foot in diameter shrub, it's going to have to grow into that and that may not satisfy people. The gate [area] can never have shrubs in front of it; it might need to have Councilwoman Coffey do her little mural of....
- Councilwoman Coffey mentioned that the council had to remember to put themselves in the county's position as well, anything that walks on that property is a liability to them, so we have to realize that and they may not be open to any of this. Councilman Countryman stated that was a very real assumption and if that ended up to be an accurate assumption, the problem was a solved, because we can't do anything about it. "Could we just be grateful that it is there"? Councilwoman Critz responded that she didn't think that this is a situation of not being grateful that it's there, that is not how she takes it. Councilwoman Critz asked if the council could just ask Ms. Brooks to talk to the county and see if it would be a problem to do what Mayor Becker suggested; it would be very inexpensive just to provide some natural screening for the front of the fencing.
- Councilwoman LaMonica commented just to reiterate that Ms. Brooks, as an example of what Mayor Becker had described, the electric company on New Town Road put in a station that is surrounded by a chain link fence where they built up berms, etc. and the landscaping around it is stunning. Does it hide what is going on behind it? No, but we all know it's necessary for the manner in which we live, we like our lights on. The landscaping is extremely well done, which helps to mediate an eye sore.
- Councilwoman Critz stated that the council has so many discussions on ways that they can facilitate beautifying downtown. There has been a great deal of interest in our surveys about it. Councilwoman Critz's suggestion is not to just comply to a small part of our constituency, but a large part of our constituency in our surveys and in conversations at our festival and other places says things about beautifying downtown and if the council can do anything. Councilwoman Critz added understanding that the council can't take over personal property, but this is something that she thought they could do to accentuate in a positive way and it would be expensive, but they obviously need permission. Councilwoman LaMonica commented that all the council could do was ask and all they can do is say no and if they say no "so be it, it's done". Mayor Becker commented if they say yes, the council will move on from there, but they don't want to commit to spending large amounts of money on other people's property.

12. **Staff Reports**

- Ms. Brooks commented that the newsletter should be going out by the end of the month (after the retreat) and if anybody had any suggestions for the newsletter she would be more than happy to hear them.

13. **Other Business**

- Councilwoman Critz asked if there was any way that we could get two [tape recording] machines, so that they could work in tandem, so that Ms. Ridings wouldn't have to change, she could just flip to the second machine. Mayor Becker responded that he would talk with Marion Holloway about an improved situation with the CD recording.
- Councilwoman Critz mentioned that between the November and December meeting we had a Union County Sheriff Deputy (Officer Green) killed and asked if the town could send a letter to the Sheriff's Department recognizing that we realize that this happened and that we would like to send our condolences as a council/community. In addition, state our appreciation, because they are our safety as far as police is concerned. Mayor Becker responded that we can draft something for the next meeting.
- Councilwoman Cureton mentioned that there was another officer that died and she left behind five kids; she was 39 years old. Councilwoman Cureton stated that she sent her condolences to the husband. Mayor Becker asked if she was a deputy or with Monroe. Councilwoman Cureton responded that she was a deputy; she worked with William Thompson and those guys. Mayor Becker commented/questioned that she wasn't killed, she died of natural causes. Mayor Becker stated that he would research that and put them both together.
- Councilman Countryman directed his comment to Ms. Brooks, since we are in the new year (as a reminder) for the State of North Carolina and asked when the Urban Archery [paperwork] had to be submitted. Ms. Brooks responded that she thought it was by February, but she will check on it.
- Mayor Becker informed the council that both the Union County Board of Commissioners and the Union County School Board has appointed liaisons to the municipalities. For the County Commissioner it was "almost like a new policy" where there was supposed to be a little more outreach. Commissioner Richard Helms had suggested this (Mayor Becker watched the tape of the meeting) and he assigned Commissioner Jerry Simpson to be our county liaison. Obviously, the town can talk to all of them, but Commissioner Simpson is designated for Mineral Springs, Waxhaw and Marvin. For the Board of Education they assigned Leslie Boyd, whom we met at the festival. Ms. Boyd requested Mineral Springs, so she was assigned to Mineral Springs. Mayor Becker explained that Ms. Boyd's contact information is on the Board of Education's website. Councilwoman Critz commented that now that the Board of Education and the County Commissioners are in an "outreach frame of mind", which we have never heard or seen demonstrated before, she thought the town should reciprocate and actually invite them.

14. **Adjournment**

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

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

- The meeting was adjourned at 9:14 p.m.
- The next regular meeting will be on Thursday, February 12, 2015 at 7:30 p.m. at the Mineral Springs Town Hall.

Respectfully submitted by:

\_\_\_\_\_  
Vicky A. Brooks, CMC, NCCMC, Town Clerk

\_\_\_\_\_  
Frederick Becker III, Mayor

DRAFT

Town of Mineral Springs  
Rolling Hills Country Club  
2722 W Roosevelt Boulevard ~ Monroe, NC  
Town Council Retreat  
Special Meeting  
Joint Session with the Mineral Springs Planning Board  
January 20, 2015 ~ 8:00 AM

---

**Minutes Draft**

---

The Town Council of the Town of Mineral Springs, North Carolina, met in Special Session at the Rolling Hills Country Club at 2722 W Roosevelt Boulevard in Monroe, North Carolina, at 8:00 a.m. on Tuesday, January 20, 2015. This was a joint session with the Mineral Springs Planning Board.

**Present:** Mayor Frederick Becker III, Mayor Pro Tem Janet Critz, Councilman Jerry Countryman, Councilwoman Valerie Coffey, Councilwoman Lundeen Cureton, Wanda Moore, Councilwoman Peggy Neill, Town Clerk/Zoning Administrator Vicky Brooks and Deputy Town Clerk/Tax Collector Janet Ridings, Donna Sherrin.

**Absent:** Councilwoman Melody LaMonica, Mike LaMonica and Bettylyn Krafft.

**Visitors:** Facilitators Nadine Bennett and Emily Parker.

With a quorum present Mayor Frederick Becker called the Retreat Special Meeting of the Town Council on January 20, 2015 to order at 8:32 a.m.

With a quorum present Chairwoman Valerie Coffey called the Retreat for the Planning Board of January 20, 2015 to order at 8:34 a.m.

**1. Gather and Breakfast Snacks**

- Centralina Council of Governments facilitators Nadine Bennett and Emily Parker introduced themselves. It was noted that Ms. Parker was associated with UNCC when the original Mineral Springs Land Use Plan was put into place.

**2. Welcome, Introductions & Agenda Adoption**

- Council members introduced themselves and stated how long they had served as a councilmember, where they came from and if they had served on any other town boards.
- Ms. Bennett and Ms. Parker went over the ground rules of the retreat: keep focused, pay attention, respect comments, listen to others and work together. The facilitators were there to make sure the council members and planning board members stayed on schedule.

### 3. **Team Building Exercise**

- Ms. Bennett and Ms. Parker introduced the “Newspaper of the Future” exercise and explained that the group will answer the question “what you would like to see about the Town of Mineral Springs and their accomplishments in the newspaper article 30 years down the road”. The facilitators went around the room and allowed everyone to read their responses. Those responses included:
  - ♦ Greenspace preservation / Innovative downtown design
  - ♦ Annual festival / Land use plan in place / maintain low tax rate
  - ♦ Sewer – 2014 (on Highway 75) / Investment in Human Resources
  - ♦ Signage downtown
  - ♦ Restaurants downtown
  - ♦ New city hall
  - ♦ Rural character intact
  - ♦ Steeplechase
  - ♦ Parks for all / Greenway
  - ♦ Worship for all
  - ♦ Accessible local government
  - ♦ Continuous improvement
- The headlines would read:
  - ♦ Celebration
  - ♦ Conservation
  - ♦ Great Place to Live and Call Home
  - ♦ Rural Integrity and Quality of Life
  - ♦ Oasis in a Desert of Suburban Development
- Ms. Bennett commented that even after all these years the town council and the planning board have all stuck to their beliefs and everyone was on the same page.

### 4. **Discussion of Mineral Springs Festival**

- The council agreed to have a festival again on September 19, 2015. It was noted that attendance at the 2014 festival was approximately 600. When a “show of hands” was taken on how the festival would be done, all but one council member raised their hands for the festival to be done “in-house” by staff. Advertising for the 2015 festival needs to be improved over what was done in 2014. Discussion led to not hiring a band, but to have local musicians to provide entertainment throughout the festival. Everyone was in favor of the opening ceremony with the Parkwood High School Band. It was noted that the kid’s games were outsourced to the Methodist Church; they also involved the Girl Scouts and did a great job.
- Continued discussion of the 2014 festival included that the nonprofits were thrilled with the outcome and wanted to be part of the next one. The vendor survey forms were sent out and several suggestions were sent back, one of which was “improved advertising”. A couple of the vendors ran out of food, which will be addressed for the next festival. The raffles for door prizes were well received, as was the lady that brought the llamas and the Boy Scouts selling popcorn. Mr.

Muhammad had autographed pictures and football/basketball games that he and his family were doing.

- The projected budget was \$3,500 – income was \$1,630 and expenses were \$2,953 leaving a net cost to the town of \$1,323. The sign budget will need to be increased this year, because we will need to have more signs to put out – especially at the corner.
- The council agreed that they did not want a “political tent” for “politicking”; it was noted that this is an election year. The tent for the council will be designated at the “Town Tent”. If politicians want to walk around and hand out business cards - that will be okay, but there will be no politicking or tent for the candidates.

5. **Discussion Policies and Guidance for Town Staff**

- Code Enforcement was discussed in regards to Zoning Administrator Vicky Brooks driving around town. The council had previously directed Ms. Brooks to act upon notification received in writing, while some residents thought she should be out riding around town enforcing the zoning ordinance. After a lengthy discussion, it was determined that what Ms. Brooks was presently doing are the wishes of the council. Therefore, if Ms. Brooks receives something in writing she will act upon it; however, Ms. Brooks will check with the town attorney to see if a phone call constitutes enough communication to act on it. It was noted that if someone submits something in writing it can be signed “anonymous”, but when a phone call is received the caller usually identifies themselves when Ms. Brooks answers the phone and the same goes with an email; their identity can be requested by the violator. The council also expressed concerns about the safety of Ms. Brooks if she were to go out riding around town looking for zoning violations; there are some pretty remote pieces of property in town and some people have long driveways, so violations are not easy to spot from the street. Safety was a concern; therefore, written complaints are the best way to go.
- There was discussion about a policy manual for the Finance Officer, as well as a spending policy, because there is nothing written down. The town needs to have more written policies and procedures for each job description with the addition of vacation and sick time. There are a lot of “gray” areas when it comes to some issues, such as “how much time does an employee get for vacation and sick time”; are they even eligible for vacation and sick time; this needs to all be spelled out in policies and procedures.

6. **2014 Community Survey**

- Mayor Becker explained that the town had a demographic shift; more aging population, people are not moving away, they are staying in their homes. The facilitators went around the room and asked each person what they would like to see for the future of Mineral Springs. The majority of the responses were low taxes, clean up downtown, keep the same rural quality of life and agriculture. Councilman Countryman expressed concerns over the fact that the population seems to think the council has the ability to make the downtown look better and get it cleaned up. We have a divided community in that some like us and some do not. The council has made a commitment and is going in the right direction.
- Ms. Parker asked what public forum the town had for the residents. The responses were public comments at the monthly council meeting, newsletters, coffee with the



mayor, website and the festival was a great way to communicate with the public. A Facebook page was discussed, but could create a public record nightmare; it would require a policy. Ms. Brooks will talk with Brett Vines from the county IT Department to get some background information on establishing a Facebook page.

- Ms. Bennett was surprised at the small response to the last survey on the Survey Monkey; 90% was mailed back, which explains the aging population in the town.
- Ms. Brooks suggested that the business owners in downtown get together and form a committee to look at downtown and what they can do to make it better. This would not be a town function, because of open meetings law. One of the downtown business owners will have to be the champion of this committee with a town liaison, but it wouldn't be a town function. This committee could submit thoughts and ideas to the town about what they would like to see in the downtown core; it is at least a place to start.
- Ms. Parker asked about the types of businesses the council and planning board would like to see downtown. Several suggestions were given, but research would have to be done prior to search or recruitment methods being put into place. Some rehabilitation of properties downtown would have to take place before anything could even begin. The overall consensus for new businesses was dry cleaners, beauty shop, grocery store, small restaurants and a bank. Harris Teeter has not made any commitment to what may eventually be put on their property, which is a long-term project. Mr. Kaltsounis has submitted an application for a permit to reface the downtown strip shopping center, which has the potential for an restaurant and a few office spaces, but at the present time the building is in bad shape and not functional. If Mr. Kaltsounis does the reface, the parking lot would be upgraded with islands, landscaping and entrances (already approved by the Department of Transportation).
- The Shannon property on Highway 75 had an evaluation done on it by Duke Energy and if a suitable business were to move in it would create jobs and economy for the town. If the economy changes, things may begin to happen.
- Sidewalks downtown were discussed. If the property is developed, sidewalks would be going in. There are small neighborhoods on Potter, Eubanks, Helen and Charlton Oaks that do not have sidewalks; that consists of about 500 people that could use sidewalks. As developers develop, they will happen, but residents that have homes on Highway 75 will not be required to put in sidewalks. Sidewalks in the downtown were listed on the survey and may need to be discussed in a forum setting; they have been referred to as the "bridge to nowhere".

## **7. Park Planning**

- Mayor Becker explained that the town has a significant investment in the greenway and in 2014 they bought additional property for the greenway in hopes of adding to the amenities of the greenway in the form of future bathrooms and a picnic area. Councilman Countryman was in favor of long-term development (five years) in these areas, but feels there are more important issues that need the council's attention. Other council members felt this should be a short-term plan and would like to see those amenities before the five years. There is a possibility of using portable bathroom facilities until there are enough funds in the bank to construct these items on the wish list. An Americans with Disabilities Act (ADA) compliance issue will have to be resolved before anything else can be done at the greenway.

- The town hall park was discussed and the facilitator advised the town to hire a consultant. The proposed park will be 50 feet wide and 250 feet deep; approximately 15,000 square feet or 1/3<sup>rd</sup> of an acre. It will be located on the town hall property, which is downtown so it can be used by a variety of people. There seemed to be a consensus of the council and planning board members that they would like to see a fenced area of play equipment for kids, benches, picnic tables, access to a water fountain and access to a bathroom (portable). The council requested a proposal with a timeframe be presented at the February meeting.
- Discussion of the Community Center included an overall vision that it would be used for family reunions, small wedding receptions, birthday parties, senior events, Girl and Boy Scout meetings and private events. The work inside would be extensive, which would include raising the floor in the rear of the building, redoing all of the floors, installing bathrooms, kitchen and a small office. The fee would need to cover the cost of the building and the continued maintenance of the building; a fee schedule would need to be created. There would be no alcohol since it is on town property. Mayor Becker explained that the net worth of the town account was \$657,000 on the December statement and it should be \$700,000 by the end of 2015. The facilitator suggested that the community center and the park planning should both be on the same timeline and the town should get started on it.

#### 8. **Capital Improvement Plan (CIP)**

- The CIP would cover spending over a 10 year period. Councilman Countryman stated the town has never put a plan together; the town collects the money, it goes into the bank until somebody comes up with a plan to spend it. We have never had a plan for 10, 15 and 20 years, nor have we ever borrowed money. There are future plans, but they have never been written down. The town has guidance from the finance officer and surveys, which plans are created from. The Institute of Government has a CIP book, which does appear online or it can be purchased. Mayor Becker would like to obtain a copy of that book for background information; the council agreed to that before they would vote on whether the staff writes the CIP or hires COG to do it. It is possible that staff could present something to the council with guidance from COG or COG could write it with staff input. This will be discussed at the February meeting.

#### 9. **Review of Goals & Action Items and Final Thoughts**

- Ms. Bennett and Ms. Parker reviewed the goals and action items:
  - ♦ Downtown business owners get together – the town will start this, but will not take it over; need a leader.
  - ♦ Call Mr. Kaltsounis to see what his plans are for the strip building property.
  - ♦ Contact COG for best practices downtown.
  - ♦ Discussions for the festival and information.
  - ♦ Need a town seal.
  - ♦ Ask attorney about campaigning at festival.
  - ♦ Festival will be in-house – communications/media plan
  - ♦ Festival will be from 10:00 a.m. to 4:00 p.m.
  - ♦ Attorney – policies and code enforcement (inquire about phone calls)
  - ♦ Signs in right-of-way can be picked up by all.
  - ♦ Job description – policy manual for each.

- ♦ Union County Environmental Health – inquire about septic for community center.
- ♦ Draft a Request for Proposal (RFP) for park.
- ♦ Aligning park and community center.
- ♦ Capital Improvement Plan (CIP) – staff begins process.

10. **Adjournment**

- **Councilwoman Critz** made a **motion** to adjourn the retreat and **Councilman Countryman** seconded. The motion passed unanimously as follows:

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

*Nays: None*

- The retreat was adjourned at 3:30 p.m.

Respectfully submitted by:

---

Vicky A. Brooks, CMC, NCCMC, Town Clerk

---

Frederick Becker III, Mayor

DECEMBER 2014  
TOWN OF MINERAL SPRINGS  
PERCENTAGE REPORT

<b>DECEMBER 31, 2014 REGULAR TAX</b>	<b>2014</b>	<b>2013</b>	<b>2012</b>
BEGINNING CHARGE	64,418.92	64,960.04	66,162.67
TAX CHARGE			
PUBLIC UTILITIES			
DISCOVERIES			
NON-DISCOVERIES			
ABATEMENTS			
<b>TOTAL CHARGE</b>	<b>64,418.92</b>	<b>64,960.04</b>	<b>66,162.67</b>
BEGINNING COLLECTIONS	35,679.27	64,045.53	65,554.34
COLLECTIONS - TAX	17,029.98	99.57	68.40
COLLECTIONS - INTEREST		10.92	14.34
<b>TOTAL COLLECTIONS</b>	<b>52,709.25</b>	<b>64,145.10</b>	<b>65,622.74</b>
BALANCE OUTSTANDING	11,709.67	814.94	539.93
<b>PERCENTAGE OF REGULAR</b>	<b>81.82%</b>	<b>98.75%</b>	<b>99.18%</b>
<b>COLLECTION FEE 1.5 %</b>	<b>255.45</b>	<b>1.66</b>	<b>1.24</b>

Mineral Springs Prior Years Property Tax Report  
December 2014

December 31, 2014	2011	2010	2009	2008	2007	2006	2005	2004	
<b>BEGINNING CHARGE</b>	<b>\$64,878.42</b>	<b>\$64,737.60</b>	<b>\$63,911.13</b>	<b>\$65,443.06</b>	<b>\$52,276.82</b>	<b>\$51,397.02</b>	<b>\$49,217.72</b>	<b>\$41,651.21</b>	
PUBLIC UTILITIES	\$1,319.20	\$1,251.60	\$1,218.28	\$1,112.42	\$1,056.90	\$779.12	\$624.69	\$618.17	
MINIMAL RELEASES	(\$145.21)	(\$152.88)	(\$157.18)	(\$158.76)	(\$150.55)	(\$50.50)	(\$47.49)	(\$45.06)	
DISCOVERIES	\$59.06	\$318.85	\$46.46	\$46.72	\$117.44	\$417.27	\$199.93	\$662.98	
ABATEMENTS (RELEASES)	(\$272.06)	(\$443.92)	(\$86.25)	(\$1,297.04)	(\$31.68)			(\$12.99)	
<b>TOTAL CHARGE</b>	<b>\$65,839.41</b>	<b>\$65,711.25</b>	<b>\$64,932.44</b>	<b>\$65,146.40</b>	<b>\$53,268.93</b>	<b>\$52,542.91</b>	<b>\$49,994.85</b>	<b>\$42,874.31</b>	
PREVIOUS COLLECTIONS	\$65,213.27	\$65,104.58	\$64,330.68	\$64,677.54	\$52,926.21	\$52,187.11	\$49,704.52	\$42,630.75	
<b>PREVIOUS BALANCE DUE</b>	<b>\$626.14</b>	<b>\$606.67</b>	<b>\$601.76</b>	<b>\$468.86</b>	<b>\$342.72</b>	<b>\$355.80</b>	<b>\$290.33</b>	<b>\$243.56</b>	<b>\$3,535.84</b>
COLLECTIONS - TAX	\$81.83	\$64.45	\$67.36	\$51.15	\$44.58	\$47.95	\$44.58	\$40.80	\$442.70
COLLECTIONS - INTEREST/FEES	\$43.20	\$39.99	\$40.88	\$65.38	\$49.30	\$54.60	\$55.31	\$43.34	\$392.00
GROSS MONTHLY COLLECTIONS	\$125.03	\$104.44	\$108.24	\$116.53	\$92.23	\$102.55	\$99.89	\$84.14	\$833.05
MISC. ADJUSTMENTS									
<b>TOTAL TAX COLLECTED TO DATE</b>	<b>\$65,295.10</b>	<b>\$65,169.03</b>	<b>\$64,398.04</b>	<b>\$64,728.69</b>	<b>\$52,970.79</b>	<b>\$52,235.06</b>	<b>\$49,749.10</b>	<b>\$42,671.55</b>	
<b>BALANCE OUTSTANDING</b>	<b>\$544.31</b>	<b>\$542.22</b>	<b>\$534.40</b>	<b>\$417.71</b>	<b>\$298.14</b>	<b>\$307.85</b>	<b>\$245.75</b>	<b>\$202.76</b>	<b>\$3,093.14</b>
<b>PERCENTAGE COLLECTED</b>	<b>99.17%</b>	<b>99.17%</b>	<b>99.18%</b>	<b>99.36%</b>	<b>99.44%</b>	<b>99.41%</b>	<b>99.51%</b>	<b>99.53%</b>	

# Mineral Springs Unpaid Property Taxes - Real and Personal as of December 31, 2014

Name	Tax Map Number	2011	2010	2009	2008	2007	2006	2005	2004
2K CONTRACTING INC	50087944		\$3.18	\$2.76	\$2.41	\$2.26	\$1.96	\$1.71	\$1.49
AUTRY, ELVIS VERDELL & WF SERESA WHITE,	05033051	\$17.37	\$17.37	\$17.37	\$17.37	\$14.76	\$14.76	\$14.76	\$14.76
BAILEY, GEORGE ALLEN & BAILEY, JESSIE F	06039008	\$14.54	\$14.54	\$29.09					
BOND, CELESTE B	06054063			\$27.92					
BRIDGES JAMES CORBETT	50084062						\$1.84	\$1.91	\$2.04
BROOKS, STEPHEN R	50089854							\$1.13	\$1.24
BROOME, JAMES ANDREW & WIFE AMANDA REA	06060007E	\$17.08	\$17.08	\$17.08	\$17.08	\$13.58	\$13.58	\$13.58	\$13.58
BROOME, REBECCA G	06060007A	\$9.02	\$9.03						
CAROLINA STREET SUPPLY	50103059		\$6.88						
CAROLINA STREET SUPPLY, SHEPPARD JONATHAN	848391	\$6.88							
CMH CONTRACTING INC	50092570						\$14.85		
COOMBER CUSTOM MASONRY LLC	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
CURVES OF MINERAL SPRINGS	50092178						\$8.54		
CUSTOM DESIGN CONCRETE	50092179			\$12.02	\$10.46	\$9.82	\$8.54		
D'AMICO, JAMES L	06054024	\$27.68	\$27.68	\$27.68					
DEESE MARY NIXON	50082349								\$1.00
DUNCAN, ROBERT W	50100863			\$2.63					
ELLIOTT, JAMES EDWARD & MARIO JAMES ELLIOTT	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							

Name	Tax Map Number	2011	2010	2009	2008	2007	2006	2005	2004
FAULKNER, LONNIE JR	50093190		\$8.72	\$8.76	\$5.18	\$10.02		\$8.64	
FUNDERBURK, MARGARET B & FUNDERBURK, LERO	06039007D	\$8.21	\$8.21			\$5.66	\$1.50	\$1.50	\$1.68
GRADY, DEITRICH	06018045D	\$8.73	\$8.73	\$8.73	\$8.73	\$7.08		\$7.08	\$7.08
GRIFFIN, FAIRLEY J	05033026	\$6.20	\$6.20	\$6.20	\$6.20	\$3.78	\$3.78	\$3.78	\$3.78
HALLS PRESSURE WASHING	50096449		\$4.18	\$3.64	\$3.17	\$2.97			
HALLS PRESSURE WASHING % MARLIN HALL	269402	\$4.18							
HELMS, DARYL J & HELMS, LISA JUNE	06036005	\$34.20	\$34.20						
HERRON ENTERPRISES INC	50071162		\$10.54	\$9.58	\$8.78				
HERRON ENTERPRISES INC	100052852	\$10.54							
HOWARD, ULYSESS	05033036	\$9.43	\$9.43	\$9.43	\$9.35	\$7.90	\$7.90	\$7.90	\$7.90
HUNTLEY, ANNETTE HOUSTON	05033061	\$11.92	\$11.92	\$11.92	\$11.83	\$10.79			
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 % SHALETHIA MATTHEWS	591578	\$2.41							
KNIGHT, BRENDA S	50100309			\$6.86	\$2.51				
LEIGH'S BOOKS 'N SUPPLIES	50094248			\$12.02	\$9.10	\$8.54	\$7.43		
MASSEY, JAMES ALLEN & ESTER WILSON	06039007B	\$7.96	\$7.96	\$7.96	\$7.96				
MASSEY, MARCUS A	05006009J	\$21.76	\$21.76	\$21.76	\$21.76	\$20.46	\$20.46	\$20.46	\$20.46
MATHENY, VERNA	455325	\$2.22							
MCDOUGALL, SHERRY CARTER	06084001L	\$6.86	\$6.86	\$6.86	\$6.86				
MCGEE, BOBBY E & MCGEE, JANICE B	06039007A	\$14.99	\$14.99	\$14.99	\$14.99	\$12.94			
METHENY, VERNA	50094323		\$2.22	\$2.44			\$2.38		
MEXICAN PAINTERS (THE)	50092685							\$7.43	
NOBLE WATERS COMPANY THE	915182	\$13.83							
NOBLE WATERS COMPANY, THE	50092867		\$13.83	\$12.02	\$10.46	\$9.82	\$8.54	\$7.43	
R & D MASONRY INC	50092552						\$8.54		
REALTY INVESTORS INC	50082898						\$1.02		

Name	Tax Map Number	2011	2010	2009	2008	2007	2006	2005	2004
ROBERTO BONILLA CUSTOM FRAMING	50104497		\$2.75						
ROBINSON, JERALDINE	05033034	\$9.66	\$9.66	\$9.66	\$9.66		\$8.42		
ROBINSON, SHEILA ANN & DIGSBY, DONALD L	06039019A	\$29.07							
S & S PLUMBING	50101044		\$7.91	\$6.88					
S & S PLUMBING % SAMUEL SEEGER	248507	\$7.91							
SMITH, MARVIN D & SMITH, DORIS B	06054094	\$31.44	\$31.44	\$31.44	\$31.44				
SNYDER, DOROTHY L	06114092	\$20.37	\$20.37	\$20.37	\$20.37	\$20.69	\$20.69		
STARNE MARGARET H	50073018						\$2.01	\$2.12	\$2.16
STRAING GRACIE M	50082038		\$3.12	\$3.12		\$3.70	\$3.70	\$3.36	\$3.70
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
TARLTON, AMANDA C	06054036	\$24.85	\$24.85						
WAXHAW ALL TILE	50099231				\$6.88				
WENDY GREENE AND ASSOCIATES	50093112						\$12.13	\$9.59	
WENTZ-BROWN, AMANDA E	06039011A		\$32.40	\$32.40	\$32.40	\$13.32	\$13.32	\$13.32	\$13.32
WHITE, ERIC DARRYL	05033028	\$28.27	\$23.71	\$23.71	\$6.16				
WILLIAMS, RUTH & HUSBAND J C WILLIAMS	05033179	\$19.11	\$19.11	\$19.11	\$19.11	\$27.35	\$27.35	\$27.35	\$27.35
WILLIS, GENE E JR	06114054				\$18.13				
Total		\$544.31	\$542.22	\$534.40	\$417.71	\$298.14	\$307.85	\$245.75	\$202.76



Agenda Item

# 3C

2/12/15

## Town of Mineral Springs

# FINANCE REPORT DECEMBER 2014

Prepared for:

The Mineral Springs Town Council

By:

Frederick Becker III  
Finance Officer

February 12, 2015



Board of Mineral Springs

# FINANCE REPORT DECEMBER 2014

This page has been intentionally left blank.

Prepared for

The Mineral Springs Town Council

By

Frederick Becker III  
Finance Officer

February 12, 2015

# Cash Flow Report FY2014 YTD

7/1/2014 Through 12/31/2014

1/14/2015

Page 1

Category Description	7/1/2014- 12/31/2014
<b>INCOME</b>	
Franchise	
Cable	1,528.00
Util	60,415.54
TOTAL Franchise	61,943.54
Gross Receipts Tax	783.75
Interest Income	761.49
Other Inc	
Copy Charges	5.00
Festival 2014	345.00
Zoning	4,880.00
TOTAL Other Inc	5,230.00
Prop Tax 2014	
Receipts 2014	
Tax	35,679.27
TOTAL Receipts 2014	35,679.27
TOTAL Prop Tax 2014	35,679.27
Prop Tax Prior Years	
Prop Tax 2004	
Receipts 2004	
Int	43.34
Tax	40.80
TOTAL Receipts 2004	84.14
TOTAL Prop Tax 2004	84.14
Prop Tax 2005	
Receipts 2005	
Int	55.31
Tax	44.58
TOTAL Receipts 2005	99.89
TOTAL Prop Tax 2005	99.89
Prop Tax 2006	
Receipts 2006	
Int	54.60
Tax	47.95
TOTAL Receipts 2006	102.55
TOTAL Prop Tax 2006	102.55
Prop Tax 2007	
Receipts 2007	
Int	63.79
Tax	70.82
TOTAL Receipts 2007	134.61
TOTAL Prop Tax 2007	134.61
Prop Tax 2008	
Receipts 2008	
Int	76.84
Tax	87.47
TOTAL Receipts 2008	164.31
TOTAL Prop Tax 2008	164.31
Prop Tax 2009	

# Cash Flow Report FY2014 YTD

7/1/2014 Through 12/31/2014

1/14/2015

Page 2

Category Description	7/1/2014- 12/31/2014
<b>Receipts 2009</b>	
Int	56.64
Tax	80.70
<b>TOTAL Receipts 2009</b>	<b>137.34</b>
<b>TOTAL Prop Tax 2009</b>	<b>137.34</b>
<b>Prop Tax 2010</b>	
<b>Receipts 2010</b>	
Int	44.85
Tax	77.40
<b>TOTAL Receipts 2010</b>	<b>122.25</b>
<b>TOTAL Prop Tax 2010</b>	<b>122.25</b>
<b>Prop Tax 2011</b>	
<b>Receipts 2011</b>	
Int	48.66
Tax	101.22
<b>TOTAL Receipts 2011</b>	<b>149.88</b>
<b>TOTAL Prop Tax 2011</b>	<b>149.88</b>
<b>Prop Tax 2012</b>	
<b>Receipts 2012</b>	
Int	41.87
Tax	238.85
<b>TOTAL Receipts 2012</b>	<b>280.72</b>
<b>TOTAL Prop Tax 2012</b>	<b>280.72</b>
<b>Prop Tax 2013</b>	
<b>Receipts 2013</b>	
Int	30.38
Tax	463.71
<b>TOTAL Receipts 2013</b>	<b>494.09</b>
<b>TOTAL Prop Tax 2013</b>	<b>494.09</b>
<b>TOTAL Prop Tax Prior Years</b>	<b>1,769.78</b>
<b>Sales Tax</b>	
Cable TV	5,443.70
Natural Gas Excise	7.83
Sales & Use Dist	6,758.79
telecommunications	1,412.87
<b>TOTAL Sales Tax</b>	<b>13,623.19</b>
<b>Veh Tax</b>	
Coll	-48.52
2004	-0.13
2005	-0.06
2006	-0.03
2007	-0.07
2008	-0.05
2009	-0.05
2010	-0.09
2011	-0.02
2012	-0.69
2013	-0.66
2014	-12.88
<b>TOTAL Coll</b>	<b>-63.25</b>

# Cash Flow Report FY2014 YTD

7/1/2014 Through 12/31/2014

1/14/2015

Category Description	7/1/2014- 12/31/2014
Int 2004	4.26
Int 2005	1.64
Int 2006	0.81
Int 2007	2.35
Int 2008	1.34
Int 2009	1.51
Int 2010	1.43
Int 2011	0.34
Int 2012	6.42
Int 2013	4.02
Int 2014	22.70
Tax 2004	4.79
Tax 2005	1.84
Tax 2006	1.25
Tax 2007	2.74
Tax 2008	2.30
Tax 2009	1.26
Tax 2010	4.66
Tax 2011	1.00
Tax 2012	39.56
Tax 2013	40.01
Tax 2014	2,190.13
<b>TOTAL Veh Tax</b>	<b>2,273.11</b>
<b>TOTAL INCOME</b>	<b>122,064.13</b>

## EXPENSES

Uncategorized	0.00
Ads	396.38
Attorney	2,082.45
Audit	4,800.00
Capital Outlay	
Equipment	527.97
Furniture	698.36
<b>TOTAL Capital Outlay</b>	<b>1,226.33</b>
Community	
Donation	800.00
Greenway	83.25
Maint	1,162.50
Special Events	319.40
Festival	2,953.39
Misc	132.79
<b>TOTAL Special Events</b>	<b>3,405.58</b>
<b>TOTAL Community</b>	<b>5,451.33</b>
Dues	4,901.00
Emp	
Benefits	
Dental	516.06
Fees	2.09
Life	354.20
<b>NCLGERS</b>	<b>5,289.42</b>

# Cash Flow Report FY2014 YTD

7/1/2014 Through 12/31/2014

1/14/2015

Page 4

Category Description	7/1/2014- 12/31/2014
Vision	98.00
<b>TOTAL Benefits</b>	<b>6,259.77</b>
Bond	450.00
FICA	
Med	777.49
Soc Sec	3,324.30
<b>TOTAL FICA</b>	<b>4,101.79</b>
Payroll	672.73
SUI	99.50
Work Comp	1,319.67
<b>TOTAL Emp</b>	<b>12,903.46</b>
Ins	3,609.98
Newsletter	
Post	295.95
Printing	709.84
<b>TOTAL Newsletter</b>	<b>1,005.79</b>
Office	
Bank	-34.09
Clerk	16,116.00
Council	3,600.00
Deputy Clerk	4,474.92
Equip	98.12
Finance Officer	
Clerical	7,443.00
Other	7,443.00
<b>TOTAL Finance Officer</b>	<b>14,886.00</b>
Maint	
Materials	1,051.48
Service	3,745.10
<b>TOTAL Maint</b>	<b>4,796.58</b>
Mayor	2,400.00
Misc	128.10
Post	200.00
Supplies	1,189.38
Tel	3,758.91
Util	1,316.10
<b>TOTAL Office</b>	<b>52,930.02</b>
Planning	
Administration	
Contract	1,072.60
Salaries	13,938.00
<b>TOTAL Administration</b>	<b>15,010.60</b>
Misc	427.00
<b>TOTAL Planning</b>	<b>15,437.60</b>
Street Lighting	711.77
Tax Coll	
Contract	546.81
Sal	900.00
<b>TOTAL Tax Coll</b>	<b>1,446.81</b>
Training	

# Cash Flow Report FY2014 YTD

7/1/2014 Through 12/31/2014

1/14/2015

Page 5

Category Description	7/1/2014- 12/31/2014
Officials	141.81
Staff	310.00
TOTAL Training	451.81
Travel	1,467.03
<b>TOTAL EXPENSES</b>	<b>108,821.76</b>
<b>TRANSFERS</b>	
FROM Check Min Spgs	117,720.00
FROM Estates at Soen Escrow	28,285.47
FROM MM Sav ParkSterling	10,000.00
TO Check Min Spgs	-38,285.47
TO MM Sav ParkSterling	-90,000.00
TO Escrows	-27,720.00
<b>TOTAL TRANSFERS</b>	<b>0.00</b>
<b>OVERALL TOTAL</b>	<b>13,242.37</b>

## Account Balances History Report

(Includes unrealized gains)

As of 12/31/2014

1/15/2015

Page 1

Account	6/29/2014 Balance	6/30/2014 Balance	7/31/2014 Balance	8/31/2014 Balance	9/30/2014 Balance
<b>ASSETS</b>					
<b>Cash and Bank Accounts</b>					
Check Min Spgs	2,175.96	2,447.54	7,288.43	6,089.28	19,279.07
Copper Run Escrow	66,770.02	66,778.25	66,785.94	66,791.61	66,797.10
Estates at Soen Escrow	28,278.73	28,282.22	28,285.47	0.00	0.00
MM Sav Min Spgs	10,569.70	10,570.57	10,571.47	10,572.37	10,568.00
MM Sav ParkSterling	572,385.17	572,526.32	542,658.13	532,772.40	562,882.09
NCCMT_Cash	2,129.45	2,129.47	2,129.49	2,129.51	2,129.53
<b>TOTAL Cash and Bank Accounts</b>	<b>682,309.03</b>	<b>682,734.37</b>	<b>657,718.93</b>	<b>618,355.17</b>	<b>661,655.79</b>
<b>Other Assets</b>					
State Revenues Receivable	0.00	60,541.22	58,152.64	56,499.03	0.00
<b>TOTAL Other Assets</b>	<b>0.00</b>	<b>60,541.22</b>	<b>58,152.64</b>	<b>56,499.03</b>	<b>0.00</b>
<b>TOTAL ASSETS</b>	<b>682,309.03</b>	<b>743,275.59</b>	<b>715,871.57</b>	<b>674,854.20</b>	<b>661,655.79</b>
<b>LIABILITIES</b>					
<b>Other Liabilities</b>					
Accounts Payable	0.00	4,805.48	2,663.76	2,663.76	692.76
Escrows	94,382.00	94,382.00	94,382.00	66,662.00	66,662.00
<b>TOTAL Other Liabilities</b>	<b>94,382.00</b>	<b>99,187.48</b>	<b>97,045.76</b>	<b>69,325.76</b>	<b>67,354.76</b>
<b>TOTAL LIABILITIES</b>	<b>94,382.00</b>	<b>99,187.48</b>	<b>97,045.76</b>	<b>69,325.76</b>	<b>67,354.76</b>
<b>OVERALL TOTAL</b>	<b>587,927.03</b>	<b>644,088.11</b>	<b>618,825.81</b>	<b>605,528.44</b>	<b>594,301.03</b>



# Account Balances History Report

(Includes unrealized gains)

As of 12/31/2014

1/15/2015

	10/31/2014 Balance	11/30/2014 Balance	12/31/2014 Balance
	12,673.03	2,984.04	21,920.74
	66,802.77	66,808.26	66,813.94
	0.00	0.00	0.00
	10,574.98	10,575.85	10,575.85
	563,001.62	563,117.32	623,243.47
	2,129.55	2,129.57	2,131.24
	<b>655,181.95</b>	<b>645,615.04</b>	<b>724,685.24</b>
	0.00	0.00	0.00
	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
	<b>655,181.95</b>	<b>645,615.04</b>	<b>724,685.24</b>
	692.76	692.76	692.76
	66,662.00	66,662.00	66,662.00
	<b>67,354.76</b>	<b>67,354.76</b>	<b>67,354.76</b>
	<b>67,354.76</b>	<b>67,354.76</b>	<b>67,354.76</b>
	<b>587,827.19</b>	<b>578,260.28</b>	<b>657,330.48</b>

Mineral Springs Budget Comparison 2014-2015

TOWN OF MINERAL SPRINGS										
BUDGET COMPARISON 2014-2015										
Appropriation dept	Budget	Unspent	Spent YTD	% of Budget	July	August	September	October	November	
Advertising	\$ 1,800.00	\$ 1,403.62	\$ 396.38	22.0%	\$ -	\$ 396.38	\$ -	\$ -	\$ -	
Attorney	\$ 9,600.00	\$ 7,517.55	\$ 2,082.45	21.7%	\$ 300.00	\$ 300.00	\$ 582.45	\$ 300.00	\$ 300.00	
Audit	\$ 4,800.00	\$ -	\$ 4,800.00	100.0%	\$ -	\$ -	\$ -	\$ -	\$ 4,800.00	
Community Projects	\$ 24,000.00	\$ 18,548.67	\$ 5,451.33	22.7%	\$ 200.00	\$ 204.04	\$ 3,499.95	\$ 427.84	\$ 507.00	
Contingency	\$ 3,000.00	\$ 3,000.00	\$ -	0.0%	\$ -	\$ -	\$ -	\$ -	\$ -	
Dues	\$ 6,275.00	\$ 1,374.00	\$ 4,901.00	78.1%	\$ 4,535.00	\$ 66.00	\$ -	\$ -	\$ -	
Elections	\$ 600.00	\$ 600.00	\$ -	0.0%	\$ -	\$ -	\$ -	\$ -	\$ -	
Employee Overhead	\$ 25,300.00	\$ 12,396.54	\$ 12,903.46	51.0%	\$ 3,592.29	\$ 1,802.02	\$ 1,822.61	\$ 1,067.54	\$ 2,699.98	
Fire Department	\$ 12,000.00	\$ 12,000.00	\$ -	0.0%	\$ -	\$ -	\$ -	\$ -	\$ -	
Insurance	\$ 4,500.00	\$ 890.02	\$ 3,609.98	80.2%	\$ 3,609.98	\$ -	\$ -	\$ -	\$ -	
Newsletter	\$ 2,400.00	\$ 1,394.21	\$ 1,005.79	41.9%	\$ -	\$ 468.73	\$ -	\$ 537.06	\$ -	
Office	\$ 117,804.00	\$ 64,873.98	\$ 52,930.02	44.9%	\$ 10,685.73	\$ 8,442.33	\$ 8,741.40	\$ 7,796.00	\$ 8,978.05	
Planning & Zoning	\$ 42,876.00	\$ 27,438.40	\$ 15,437.60	36.0%	\$ 2,750.00	\$ 2,323.00	\$ 2,323.00	\$ 2,183.62	\$ 3,534.98	
Street Lighting	\$ 4,000.00	\$ 3,288.23	\$ 711.77	17.8%	\$ -	\$ 143.12	\$ 142.61	\$ -	\$ 283.84	
Tax Collection	\$ 3,750.00	\$ 2,303.19	\$ 1,446.81	38.6%	\$ 150.00	\$ 155.62	\$ 198.67	\$ 182.88	\$ 281.08	
Training	\$ 3,000.00	\$ 2,548.19	\$ 451.81	15.1%	\$ 310.00	\$ -	\$ -	\$ 141.81	\$ -	
Travel	\$ 3,600.00	\$ 2,132.97	\$ 1,467.03	40.8%	\$ -	\$ 1,201.38	\$ -	\$ -	\$ 114.85	
Capital Outlay	\$ 47,955.00	\$ 46,728.67	\$ 1,226.33	2.6%	\$ 527.97	\$ 698.36	\$ -	\$ -	\$ -	
<b>Totals</b>	<b>\$ 317,260.00</b>	<b>\$ 208,438.24</b>	<b>\$ 108,821.76</b>	<b>34.3%</b>	<b>\$ 26,660.97</b>	<b>\$ 16,200.98</b>	<b>\$ 17,310.69</b>	<b>\$ 12,636.75</b>	<b>\$ 21,499.78</b>	
<b>Off Budget:</b>										
Tax Refunds										
Interfund Transfers										
<b>Total Off Budget:</b>			<b>\$ -</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

Mineral Springs Budget Comparison 2014-2015

Appropriation dept	December	January	February	March	April	May	June	June a/p
Advertising	\$ -							
Attorney	\$ 300.00							
Audit	\$ -							
Community Projects	\$ 612.50							
Contingency	\$ -							
Dues	\$ 300.00							
Elections	\$ -							
Employee Overhead	\$ 1,919.02							
Fire Department	\$ -							
Insurance	\$ -							
Newsletter	\$ -							
Office	\$ 8,286.51							
Planning & Zoning	\$ 2,323.00							
Street Lighting	\$ 142.20							
Tax Collection	\$ 478.56							
Training	\$ -							
Travel	\$ 150.80							
Capital Outlay	\$ -							
	\$ 14,512.59	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Off Budget:</b>								
Tax Refunds								
Interfund Transfers								
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Mineral Springs Monthly Revenue Summary 2014-2015

TOWN OF MINERAL SPRINGS																		
REVENUE SUMMARY 2014-2015																		
Source	Budget	Receivable	Rec'd YTD	% of Budget	July	August	September	October	November									
Property Tax - prior	\$ 3,000.00	\$ 1,230.22	\$ 1,769.78	59.0%	\$ -	\$ 259.72	\$ 122.67	\$ 134.94	\$ 366.45									
Property Tax - 2014	\$ 65,290.00	\$ 29,610.73	\$ 35,679.27	54.6%	\$ -	\$ 114.84	\$ 3,121.76	\$ 2,121.25	\$ 8,468.90									
Dupl. Property Tax	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -									
Franchise Taxes: cable	\$ 3,200.00	\$ 1,672.00	\$ 1,528.00	47.8%	\$ -	\$ 694.00	\$ -	\$ -	\$ -									
Franchise Taxes: utility	\$ 190,000.00	\$ 129,584.46	\$ 60,415.54	31.8%	\$ -	\$ -	\$ -	\$ -	\$ -									
Fund Balance Approp.	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -									
Gross Receipts Tax	\$ -	\$ (783.75)	\$ 783.75		\$ -	\$ 166.71	\$ 247.04	\$ 192.47	\$ 108.73									
Interest	\$ 1,200.00	\$ 438.51	\$ 761.49	63.5%	\$ 143.67	\$ 120.86	\$ 116.33	\$ 126.70	\$ 122.08									
Sales Tax	\$ 46,470.00	\$ 32,846.81	\$ 13,623.19	29.3%	\$ -	\$ -	\$ 1,823.65	\$ 1,630.54	\$ 1,658.49									
Vehicle Taxes	\$ 4,600.00	\$ 2,326.89	\$ 2,273.11	49.4%	\$ -	\$ 500.48	\$ 473.83	\$ 432.01	\$ 458.22									
Zoning Fees	\$ 3,000.00	\$ (1,880.00)	\$ 4,880.00	162.7%	\$ 1,175.00	\$ 830.00	\$ 125.00	\$ 1,525.00	\$ 750.00									
Other	\$ 500.00	\$ 150.00	\$ 350.00		\$ 80.00	\$ 217.00	\$ 53.00	\$ -	\$ -									
<b>Totals</b>	<b>\$ 317,260.00</b>	<b>\$ 195,195.87</b>	<b>\$ 122,064.13</b>	<b>38.5%</b>	<b>\$ 1,398.67</b>	<b>\$ 2,903.61</b>	<b>\$ 6,083.28</b>	<b>\$ 6,162.91</b>	<b>\$ 11,932.87</b>									
December	January	February	March	April	May	June	June a/r	June	June a/r									
Property Tax - prior	\$ 886.00																	
Property Tax - 2014	\$ 21,852.52																	
Dupl. Property Tax	\$ -																	
Franchise Taxes: cable	\$ 834.00																	
Franchise Taxes: utility	\$ 60,415.54																	
Fund Balance Approp.	\$ -																	
Gross Receipts Tax	\$ 68.80																	
Interest	\$ 131.85																	
Sales Tax	\$ 8,510.51																	
Vehicle Taxes	\$ 408.57																	
Zoning Fees	\$ 475.00																	
Other	\$ -																	
<b>Totals</b>	<b>\$ 93,582.79</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>									

**December Cash Flow**  
12/1/2014 Through 12/31/2014

Category Description	12/1/2014- 12/31/2014
<b>INCOME</b>	
Franchise	
Cable	834.00
Util	60,415.54
TOTAL Franchise	61,249.54
Gross Receipts Tax	68.80
Interest Income	131.85
Other Inc	
Zoning	475.00
TOTAL Other Inc	475.00
Prop Tax 2014	
Receipts 2014	
Tax	21,852.52
TOTAL Receipts 2014	21,852.52
TOTAL Prop Tax 2014	21,852.52
Prop Tax Prior Years	
Prop Tax 2004	
Receipts 2004	
Int	43.34
Tax	40.80
TOTAL Receipts 2004	84.14
TOTAL Prop Tax 2004	84.14
Prop Tax 2005	
Receipts 2005	
Int	55.31
Tax	44.58
TOTAL Receipts 2005	99.89
TOTAL Prop Tax 2005	99.89
Prop Tax 2006	
Receipts 2006	
Int	54.60
Tax	47.95
TOTAL Receipts 2006	102.55
TOTAL Prop Tax 2006	102.55
Prop Tax 2007	
Receipts 2007	
Int	49.30
Tax	44.58
TOTAL Receipts 2007	93.88
TOTAL Prop Tax 2007	93.88
Prop Tax 2008	
Receipts 2008	
Int	56.24
Tax	60.29
TOTAL Receipts 2008	116.53
TOTAL Prop Tax 2008	116.53
Prop Tax 2009	
Receipts 2009	
Int	40.88

**December Cash Flow**  
12/1/2014 Through 12/31/2014

1/14/2015

Page 2

Category Description	12/1/2014- 12/31/2014
Tax	67.36
TOTAL Receipts 2009	108.24
TOTAL Prop Tax 2009	108.24
Prop Tax 2010	
Receipts 2010	
Int	39.99
Tax	64.45
TOTAL Receipts 2010	104.44
TOTAL Prop Tax 2010	104.44
Prop Tax 2011	
Receipts 2011	
Int	43.20
Tax	81.83
TOTAL Receipts 2011	125.03
TOTAL Prop Tax 2011	125.03
Prop Tax 2012	
Receipts 2012	
Int	0.23
Tax	24.21
TOTAL Receipts 2012	24.44
TOTAL Prop Tax 2012	24.44
Prop Tax 2013	
Receipts 2013	
Int	0.88
Tax	25.98
TOTAL Receipts 2013	26.86
TOTAL Prop Tax 2013	26.86
TOTAL Prop Tax Prior Years	886.00
Sales Tax	
Cable TV	5,443.70
Natural Gas Excise	7.83
Sales & Use Dist	1,646.11
telecommunications	1,412.87
TOTAL Sales Tax	8,510.51
Veh Tax	
Coll	-8.21
2007	-0.01
2009	-0.01
2011	0.00
2012	0.00
2013	-0.04
TOTAL Coll	-8.27
Int 2007	0.32
Int 2009	0.16
Int 2011	0.05
Int 2012	0.00
Int 2013	0.33
Int 2014	4.75
Tax 2007	0.51
Tax 2009	0.34

**December Cash Flow**  
12/1/2014 Through 12/31/2014

Category Description	12/1/2014- 12/31/2014
Tax 2011	0.04
Tax 2012	0.00
Tax 2013	2.47
Tax 2014	407.87
TOTAL Veh Tax	408.57
<b>TOTAL INCOME</b>	<b>93,582.79</b>
<b>EXPENSES</b>	
Attorney	300.00
Community	
Maint	562.50
Special Events	50.00
TOTAL Community	612.50
Dues	300.00
Emp	
Benefits	
Dental	73.50
Life	50.68
NCLGERS	881.57
Vision	14.00
TOTAL Benefits	1,019.75
FICA	
Med	130.74
Soc Sec	559.00
TOTAL FICA	689.74
Payroll	110.03
SUI	99.50
TOTAL Emp	1,919.02
Office	
Clerk	2,686.00
Council	600.00
Deputy Clerk	825.67
Finance Officer	
Clerical	1,240.50
Other	1,240.50
TOTAL Finance Officer	2,481.00
Maint	
Service	549.00
TOTAL Maint	549.00
Mayor	400.00
Post	200.00
Supplies	75.75
Tel	92.33
Util	376.76
TOTAL Office	8,286.51
Planning	
Administration	
Salaries	2,323.00
TOTAL Administration	2,323.00
TOTAL Planning	2,323.00

**December Cash Flow**  
12/1/2014 Through 12/31/2014

1/14/2015

Category Description	12/1/2014- 12/31/2014
Street Lighting	142.20
Tax Coll	
Contract	328.56
Sal	150.00
TOTAL Tax Coll	478.56
Travel	150.80
<b>TOTAL EXPENSES</b>	<b>14,512.59</b>
<b>TRANSFERS</b>	
FROM Check Min Spgs	60,000.00
TO MM Sav ParkSterling	-60,000.00
<b>TOTAL TRANSFERS</b>	<b>0.00</b>
<b>OVERALL TOTAL</b>	<b>79,070.20</b>



# Register Report

12/1/2014 Through 12/31/2014

1/15/2015

Page 1

Date	Num	Description	Memo	Category	Amount
12/3/2014	4403	Sign Pro	I/N 11096 Christmas ...	Community:Maint	-562.50
12/3/2014	4404	Verizon Wireless	221474588-00001 (F...	Office:Tel	-87.34
12/3/2014	440...	Municipal Insurance ...		Emp:Benefits:Life	-50.68
				Emp:Benefits:Dental	-73.50
				Emp:Benefits:Vision	-14.00
12/7/2014	EFT	Debit Card (Office Max)	Calendars, computer ...	Office:Supplies	-75.75
12/8/2014	4406	Neofunds By Neopost	7900044034842470 (...	Office:Post	-200.00
12/9/2014	4407	Frederick Becker III	9/14 - 10/14 reimburs...	Travel	-150.80
12/9/2014	4408	Taylor & Sons Mowin...	I/N 1830 12/14 (FY20...	Office:Maint:Service	-354.00
12/9/2014	4409	Clark, Griffin & McCol...	12/14 (FY2014)	Attorney	-300.00
12/9/2014	4410	NC Division Of Emplo...	Acct #02 19 627 7 3r...	Emp:SUI	-99.50
12/9/2014	4411	Heritage Propane	513970 52.7 gal @3...	Office:Util	-201.25
12/9/2014	4412	Jan-Pro Cleaning Sys...	I/N 29526 Janitorial 1...	Office:Maint:Service	-195.00
12/11/20...	EFT	Debit Card (AOL)	AOL Troubleshooting...	Office:Tel	-4.99
12/15/20...	EFT	Union County	Vehicle Rental 11/14 ...	Gross Receipts Tax	68.80
12/15/20...	EFT...	Union County		Prop Tax 2014:Receipts 2014:Tax	21,852.52
				Prop Tax Prior Years:Prop Tax 2013:Recei...	0.88
				Prop Tax Prior Years:Prop Tax 2013:Recei...	25.98
				Prop Tax Prior Years:Prop Tax 2012:Recei...	0.23
				Prop Tax Prior Years:Prop Tax 2012:Recei...	24.21
				Tax Coll:Contract	-328.56
				Veh Tax:Tax 2013	2.47
				Veh Tax:Int 2013	0.33
				Veh Tax:Coll:2013	-0.04
				Veh Tax:Tax 2012	0.00
				Veh Tax:Int 2012	0.00
				Veh Tax:Coll:2012	0.00
				Veh Tax:Tax 2011	0.04
				Veh Tax:Int 2011	0.05
				Veh Tax:Coll:2011	0.00
				Veh Tax:Tax 2009	0.34
				Veh Tax:Int 2009	0.16
				Veh Tax:Coll:2009	-0.01
				Veh Tax:Tax 2007	0.51
				Veh Tax:Int 2007	0.32
				Veh Tax:Coll:2007	-0.01
12/15/20...	EFT	NC Department of Re...	10/14 (FY2014)	Sales Tax:Sales & Use Dist	1,646.11
12/15/20...	EFT...	NC Department of Re...	3rd qtr 2014	Franchise:Util	60,415.54
			3rd qtr 3014	Sales Tax:telecommunications	1,412.87
			3rd qtr 2014	Sales Tax:Cable TV	5,443.70
			3rd qtr 2014	Sales Tax:Natural Gas Excise	7.83
12/16/20...	DE...	Deposit		Prop Tax Prior Years:Prop Tax 2011:Recei...	70.51
				Prop Tax Prior Years:Prop Tax 2011:Recei...	40.25
				Prop Tax Prior Years:Prop Tax 2010:Recei...	36.08
				Prop Tax Prior Years:Prop Tax 2010:Recei...	53.12
				Prop Tax Prior Years:Prop Tax 2009:Recei...	40.88
				Prop Tax Prior Years:Prop Tax 2009:Recei...	67.36
				Prop Tax Prior Years:Prop Tax 2008:Recei...	56.24
				Prop Tax Prior Years:Prop Tax 2008:Recei...	60.29
				Prop Tax Prior Years:Prop Tax 2007:Recei...	47.65

# Register Report

12/1/2014 Through 12/31/2014

1/15/2015

Page 2

Date	Num	Description	Memo	Category	Amount
				Prop Tax Prior Years:Prop Tax 2007:Recei...	44.58
				Prop Tax Prior Years:Prop Tax 2006:Recei...	53.63
				Prop Tax Prior Years:Prop Tax 2006:Recei...	46.21
				Prop Tax Prior Years:Prop Tax 2005:Recei...	55.31
				Prop Tax Prior Years:Prop Tax 2005:Recei...	44.58
				Prop Tax Prior Years:Prop Tax 2004:Recei...	43.34
				Prop Tax Prior Years:Prop Tax 2004:Recei...	40.80
12/16/20...	DE...	Deposit		Other Inc:Zoning	375.00
				Franchise:Cable	834.00
12/16/20...	TXFR	Transfer Money	transfer (FY2014)	[MM Sav ParkSterling]	-60,000.00
12/18/20...	4413	Duke Power	2035221941 (FY2014)	Street Lighting	-142.20
12/18/20...	4414	Duke Power	1803784140 (FY2014)	Office:Util	-134.32
12/18/20...	4415	Duke Power	1819573779 (FY2014)	Office:Util	-22.05
12/18/20...	4416	Union County Public ...	84361*00 (FY2014)	Office:Util	-19.14
12/18/20...	4417	Rolling Hills Country ...	1/20/15 Retreat Depo...	Community:Special Events:Retreat	-50.00
12/18/20...	4418	Union County Chamb...	Membership dues I/N...	Dues	-300.00
12/19/20...	EFT...	Union County {NCVTS}	NCVTS 1411	Veh Tax:Tax 2014	411.45
			NCVTS refunds 1410	Veh Tax:Tax 2014	-3.58
			NCVTS 1411	Veh Tax:Int 2014	4.75
			collection	Veh Tax:Coll	-8.21
12/30/20...	EFT...	Advantage Payroll	Salary 12/14	Office:Clerk	-2,524.84
			Supplement 12/14	Office:Clerk	0.00
			Hours 12/14	Office:Deputy Clerk	-825.67
			Salary 12/14	Office:Finance Officer:Clerical	-1,166.07
			Salary 12/14	Office:Finance Officer:Other	-1,166.07
			Salary 12/14	Office:Mayor	-400.00
			Salary 12/14	Office:Council	-600.00
			Salary 12/14	Planning:Administration:Salaries	-2,183.62
			Salary 12/14	Tax Coll:Sal	-150.00
				Emp:FICA:Soc Sec	-559.00
				Emp:FICA:Med	-130.74
12/30/20...	DE...	Deposit	#496	Prop Tax Prior Years:Prop Tax 2006:Recei...	0.97
			#496	Prop Tax Prior Years:Prop Tax 2006:Recei...	1.74
			#496	Prop Tax Prior Years:Prop Tax 2010:Recei...	3.91
			#496	Prop Tax Prior Years:Prop Tax 2010:Recei...	11.33
			#496	Prop Tax Prior Years:Prop Tax 2011:Recei...	2.95
			#496	Prop Tax Prior Years:Prop Tax 2011:Recei...	11.32
12/30/20...	DEP	Deposit	#496a (FY2014)	Other Inc:Zoning	100.00
12/31/20...	EFT	Advantage Payroll Fe...	12/14 (FY2014)	Emp:Payroll	-110.03
12/31/20...	EFT...	NC State Treasurer	12/14 LGERS contrib...	Office:Clerk	-161.16
			12/14 LGERS contrib...	Office:Finance Officer:Clerical	-74.43
			12/14 LGERS contrib...	Office:Finance Officer:Other	-74.43
			12/14 LGERS contrib...	Planning:Administration:Salaries	-139.38
			12/14 employer contri...	Emp:Benefits:NCLGERS	-881.57
12/8/2014	EFT	Deposit - Debt Setoff	DS-5 Houston (FY20...	Prop Tax Prior Years:Prop Tax 2007:Recei...	1.65
<b>TOTAL 12/1/2014 - 12/31/2014</b>					<b>18,938.35</b>

**TOTAL INFLOWS 93,462.79**

**TOTAL OUTFLOWS -74,524.44**

December 2014

- Revenue Details
- Inter-bank Transfers

December 2014

\* Exchange Details  
\* Inter-bank Transfer

This page has been intentionally left blank.



7800 Crescent Executive Dr  
Charlotte, NC 28217

11/10/2014

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

In accordance with the terms of the franchise agreement between Town of Mineral Springs and Time Warner Cable, enclosed is breakdown for this year's payments.

Month	Revenue	Rate	Fee remitted by Qtr
July	\$4,971	5.00%	
August	\$5,517	5.00%	
September	\$6,193	5.00%	\$834.00
<b>Total</b>			<b>\$834.00</b>

Any Questions related to this payment can be directed to:

Email address - [TWC.TASRoyalties@TWCable.com](mailto:TWC.TASRoyalties@TWCable.com) (Please include "Franchise Fees" in the Subject Line)

Phone number 1-866-892-8923

Thanks!

Michelle Gaissert

Check Date: Nov/10/2014		Vendor Number: 0000032211		Check No. 0004205377		Payment Handling: TS	
Invoice Number	Invoice Date	Business Unit	Voucher ID	Gross Amount	Discount Taken	Paid Amount	
FF42734Q314	Nov/01/2014	14010	01337250	834.00	0.00	834.00	
Return to TAS_MG:Town of Mineral Springs Q3 2014 fee							

Check Number	Date	Total Gross Amount	Total Discounts	Total Paid Amount
0004205377	Nov/10/2014	\$834.00	\$0.00	\$834.00

Interested in Direct Deposit? Contact us at [css-ap.contact@twcable.com](mailto:css-ap.contact@twcable.com)

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**      **0004205377**  
 Pittsburgh, PA  
 60-160/433

Date Nov/10/2014      Pay Amount \$834.00\*\*\*

Pay \*\*\*\*EIGHT HUNDRED AND THIRTY-FOUR 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**

*Willie J. [Signature]*  
 [Signature]

THE ORIGINAL DOCUMENT HAS AN ARTIFICIAL WATERMARK ON THE BACK.

HOLD AT AN ANGLE TO VIEW WHEN CHECKING THE ENDORSEMENT.

⑈0004205377⑈ ⑆043301601⑆ 008⑈5083⑈

# NC Sales & Use Distribution

Oct 2014 Collections

Dec 10, 2014

## Summary

	ARTICLE 39	ARTICLE 40	ARTICLE 42	ARTICLE 43	ARTICLE 44	ARTICLE 45	ARTICLE 46	CITY HH	TOTAL
UNION									
(Ad Valorem)	\$ 1,361,043.80	\$ 886,650.99	\$ 724,368.78	\$ -	\$ 140.84	\$ -	\$ -	\$ (201,527.52)	\$ 2,770,676.89
FAIRVIEW	\$ 719.08	\$ 468.45	\$ 382.71	\$ -	\$ 0.07	\$ -	\$ -	\$ 450.32	\$ 2,020.63
HEMBY BRIDGE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
INDIAN TRAIL	\$ 55,160.42	\$ 35,934.22	\$ 29,357.24	\$ -	\$ 5.71	\$ -	\$ -	\$ 34,543.14	\$ 155,000.73
LAKE PARK	\$ 5,099.22	\$ 3,321.88	\$ 2,713.88	\$ -	\$ 0.53	\$ -	\$ -	\$ 3,193.30	\$ 14,328.81
MARSHVILLE	\$ 7,012.96	\$ 4,568.59	\$ 3,732.41	\$ -	\$ 0.73	\$ -	\$ -	\$ 4,391.74	\$ 19,706.43
MARVIN	\$ 4,492.88	\$ 2,926.89	\$ 2,391.18	\$ -	\$ 0.46	\$ -	\$ -	\$ 2,813.60	\$ 12,625.01
MINERAL SPRINGS	\$ 585.80	\$ 381.62	\$ 311.77	\$ -	\$ 0.06	\$ -	\$ -	\$ 366.86	\$ 1,646.11
MINT HILL *	\$ 46.28	\$ 30.15	\$ 24.63	\$ -	\$ -	\$ -	\$ -	\$ 29.00	\$ 130.06
MONROE	\$ 162,407.37	\$ 105,800.17	\$ 86,435.74	\$ -	\$ 16.81	\$ -	\$ -	\$ 101,704.40	\$ 456,364.49
STALLINGS *	\$ 29,137.95	\$ 18,981.89	\$ 15,507.67	\$ -	\$ 3.02	\$ -	\$ -	\$ 18,247.07	\$ 81,877.60
UNIONVILLE	\$ 860.95	\$ 560.86	\$ 458.21	\$ -	\$ 0.09	\$ -	\$ -	\$ 539.15	\$ 2,419.26
WAXHAW	\$ 41,702.47	\$ 27,167.05	\$ 22,194.71	\$ -	\$ 4.32	\$ -	\$ -	\$ 26,115.38	\$ 117,183.93
WEDDINGTON *	\$ 8,918.79	\$ 5,810.14	\$ 4,746.72	\$ -	\$ 0.92	\$ -	\$ -	\$ 5,585.22	\$ 25,061.79
WESLEY CHAPEL	\$ 1,329.45	\$ 866.07	\$ 707.56	\$ -	\$ 0.14	\$ -	\$ -	\$ 832.54	\$ 3,735.76
WINGATE	\$ 4,336.72	\$ 2,825.15	\$ 2,308.07	\$ -	\$ 0.45	\$ -	\$ -	\$ 2,715.80	\$ 12,186.19

December 10, 2014  
 Wilmington, DE

CH 660 INDIA - 08/02/2014  
 Discontinued Robert 660

Utilities Sales Distribution

Gas, Power, Telecommunications, and Video Programming

**Distribution Date  
December 15, 2014**

**Distribution Report for  
Qtr 07/01/2014 - 09/30/2014**

Prefix	City/County	Sales Tax on Piped Natural Gas	Sales Tax on Electricity	Sales Tax on Telecommunication Services	Sales Tax on Video Programming	Total Distribution
County of	Union	\$ -	\$ -	\$ -	\$ 132,480.42	\$ 132,480.42
Town of	Fairview	\$ 34.15	\$ 28,640.38	\$ 9,782.77	\$ 2,151.42	\$ 40,608.72
Town of	Hemby Bridge	\$ 39.13	\$ 11,100.25	\$ 4,297.68	\$ 3,967.11	\$ 19,404.17
Town of	Indian Trail	\$ 14,984.39	\$ 291,449.11	\$ 20,083.21	\$ 79,229.21	\$ 405,745.92
Town of	Lake Park	\$ 483.76	\$ 23,556.73	\$ 578.74	\$ 5,439.76	\$ 30,058.99
Town of	Marshville	\$ -	\$ 38,621.90	\$ 8,603.48	\$ 3,276.37	\$ 50,501.75
Town of	Marvin	\$ 258.24	\$ 47,790.31	\$ 17,151.43	\$ 17,317.08	\$ 82,517.06
Town of	Mineral Springs	\$ 7.83	\$ 60,415.54	\$ 1,412.87	\$ 5,443.70	\$ 67,279.94
City of	Monroe	\$ 742.00	\$ 594,750.21	\$ 109,793.44	\$ 58,634.92	\$ 763,920.57
Town of	Stallings	\$ 2,233.11	\$ 145,337.05	\$ 2,532.49	\$ 45,188.50	\$ 195,291.15
Town of	Unionville	\$ -	\$ 45,348.22	\$ 17,238.45	\$ 7,130.15	\$ 69,716.82
Town of	Waxhaw	\$ 1,862.47	\$ 106,432.24	\$ 18,062.46	\$ 44,495.36	\$ 170,852.53
Town of	Weddington	\$ 940.48	\$ 90,317.67	\$ 1,925.59	\$ 25,039.11	\$ 118,222.85
Village of	Wesley Chapel	\$ 802.47	\$ 60,022.13	\$ 2,718.93	\$ 24,985.56	\$ 88,529.09
Town of	Wingate	\$ -	\$ 24,848.48	\$ 7,262.46	\$ 5,665.13	\$ 37,776.07



DATE 11/26/14  
TIME 12:27:18  
USER PHH

UNION COUNTY

COLLECTIONS BY RGCD/REV UNIT/YR-DATE RANGE  
DEPOSIT DATE RANGE: 11/01/2014 THRU 11/30/2014  
REPORT GROUP: 100 REAL AND PERSONAL  
REVENUE UNIT: 990 TOWN OF MINERAL SPRINGS

PAGE 28  
PROG# C12138

TAXES, ASSESSMENTS  
& MISC. CHARGES

YEAR	LATE LIST	INTEREST	TOTAL COLLECTED	COMMISSION NET OF COMMISSION
2012	24.21	.23	24.44	.37 24.07
2013	25.98	.88	26.86	.40 26.46
2014	21,852.35	.17	21,852.52	327.79 21,524.73
TOTAL	21,902.54	1.11	21,903.82	328.56 21,575.26

DATE 11/26/14  
TIME 12:27:18  
USER PHH

PAGE 54  
PROG# CL2138

UNION COUNTY  
COLLECTIONS BY RGCD/REV UNIT/YR-DATE RANGE  
DEPOSIT DATE RANGE: 11/01/2014 THRU 11/30/2014  
REPORT GROUP: 200 REGISTERED VEHICLE  
REVENUE UNIT: 990 TOWN OF MINERAL SPRINGS

YEAR	TAXES, ASSESSMENTS & MISC. CHARGES	LATE LIST	INTEREST	TOTAL COLLECTED	COMMISSION	NET OF COMMISSION
2007	.51		.32	.83	.01	.82
2009	.34		.16	.50	.01	.49
2011	.04		.05	.09		.09
2013	2.47		.33	2.80	.04	2.76
TOTAL	3.36		.86	4.22	.06	4.16

County of Union, Monroe, NC 28112

Check Number: 00038216

Invoice Date	Invoice Number	Description	Invoice Amount
12/11/2014	200.1-14/11	Tax/Fee/Int - NOV14	\$4.16
12/11/2014	100.1-14/11	Tax/Fee/Int - NOV14	\$21,575.26

Vendor No.	Vendor Name	Check No.	Check Date	Check Amount
10870	TOWN OF MINERAL SPRINGS	00038216	12/15/2014	21,579.42



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

Vendor Number    Check Date    Check Number  
 10870            12/15/2014    00038216

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

**\$21,579.42**

Pay Twenty One Thousand Five Hundred Seventy Nine Dollars and 42 cents \*\*\*\*\*

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

**EFT COPY  
 NON-NEGOTIABLE**

AP



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

10870  
 00038216

**ADDRESS SERVICE REQUESTED**

TOWN OF MINERAL SPRINGS  
 PO BOX 600  
 MINERAL SPRINGS NC 28108

County of Union, Monroe, NC 28112

Check Number: 00038328

Invoice Date	Invoice Number	Description	Invoice Amount
12/01/2014	1504 NCVTS	OCTOBER 2014 REFUNDS	- \$3.58
12/01/2014	VTFN1411-1	Cash Recvd NCVTS NOV/14	\$407.99

Vendor No.	Vendor Name	Check No.	Check Date	Check Amount
10870	TOWN OF MINERAL SPRINGS	00038328	12/19/2014	404.41



**County of Union**

500 North Main Street  
Monroe, North Carolina 28112

Vendor Number    Check Date    Check Number  
10870            12/19/2014    00038328

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

**\$404.41**

Pay Four Hundred Four Dollars and 41 cents \*\*\*\*\*

To The  
Order Of

TOWN OF MINERAL SPRINGS  
PO BOX 600  
MINERAL SPRINGS NC 28108

**EFT COPY  
NON-NEGOTIABLE**

AP



**County of Union**

500 North Main Street  
Monroe, North Carolina 28112

10870  
00038328

**ADDRESS SERVICE REQUESTED**

TOWN OF MINERAL SPRINGS  
PO BOX 600  
MINERAL SPRINGS NC 28108

R/G M/I	Entity	VndNo-R	Inv No	Tax&Fee Amt	IntOnly Amt	Cmn Cst	Net Amt	Sts
400 001	Union County	0-0		512,718.23	7,205.13	10,226.92	509,696.44	No Chk
400 015	Springs Fire Tax	638-	VTFN1411-1	3,671.95	33.51	72.37	3,633.09	✓
400 020	Stallings Fire Tax	440-	VTFN1411-1	5,765.06	63.05	118.24	5,709.87	✓
400 023	Hemby Bridge Fire Tax	310-	VTFN1411-1	9,506.67	98.99	193.40	9,412.26	✓
400 026	Wesley Chapel Fire Tax	636-	VTFN1411-1	8,083.32	68.21	169.95	7,981.58	✓
400 028	Waxhaw Fire Tax	634-	VTFN1411-1	5,185.87	50.11	105.23	5,130.75	
400 100	Schools	0-0		33,664.93	200.27	585.49	33,279.71	No Chk
400 101	Village of Marvin	1832-	VTFN1411-1	3,011.02	23.46	62.90	2,971.58	
400 200	City of Monroe	103-7	VTFN1411-1	104,565.09	1,086.55	1,788.94	103,862.70	
400 222	Monroe Downtown Service District	103-7	VTFN1411-2	80.72	0.03	1.05	79.70	
400 300	Town of Wingate	4064-	VTFN1411-1	3,476.27	48.06	63.87	3,460.46	
400 400	Town of Marshville	5861-	VTFN1411-1	5,361.79	72.47	89.08	5,345.18	
400 500	Town of Waxhaw	8268-	VTFN1411-1	36,138.01	363.74	744.18	35,757.57	
400 600	Town of Indian Trail	2924-	VTFN1411-1	44,584.53	479.22	909.34	44,154.41	
400 700	Town of Stallings	4860-2	VTFN1411-1	24,013.72	239.56	489.34	23,763.94	
400 800	Town of Weddington	7518-	VTFN1411-1	5,903.32	45.73	125.64	5,823.41	
400 900	Village of Lake Park	1833-	VTFN1411-1	4,530.37	46.28	93.45	4,483.20	
400 930	Town of Fairview	19458-	VTFN1411-1	4,506.39	4.55	9.74	4,501.20	
400 970	Village of Wesley Chapel	9262-	VTFN1411-1	822.39	7.09	17.31	812.17	
400 980	Town of Unionville	11530-	VTFN1411-1	739.74	6.30	14.25	731.79	
400 990	Town of Unionville	11530-	VTFN1411-1	411.45	4.75	8.21	407.99	
400 999	Town of Mineral Springs	10870-	VTFN1411-1	593,168.36	2,995.55	11,741.58	584,422.33	No Chk
-----User Keyed Amounts----- 581.62								
Interest Amount...: 581.62								
-----Costs-----								
Billing Cost...: 17,557.71								
Credit Card Cost...: 10,072.77								
Debit Card Cost...: .00								
-----								
Total Costs...: 27,630.48								
-----								
A/P Totals...: 266,357.68								
No A/P Totals...: 1,139,551.52								
Refund Totals...: .00								
-----								
Grand Totals...: 1,405,909.20 ✓								
-----								
Grand Totals...: 13,142.61 ✓								
-----								
Grand Totals...: 27,630.48- 1,391,421.33								

--- E N D ---

MINERAL SPRINGS

Jurisdiction # 990

Vendor: 10870-0

Invoice#: 1504-NCVTS

Description: Refunds for the month of October

Invoice Date: 12/1/2014

Due Date: 12/18/2014

Acct# 78 - 220355

(3.58)

\$ (3.58)

County of Union, Monroe, NC 28112

Check Number: 00038115

Invoice Date	Invoice Number	Description	Invoice Amount
11/30/2014	1505VEHGR	GROSS VEH RENTAL RECEIPTS - NO	\$68.80

Vendor No.	Vendor Name	Check No.	Check Date	Check Amount
10870	TOWN OF MINERAL SPRINGS	00038115	12/15/2014	68.80



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

Vendor Number    Check Date    Check Number  
 10870            12/15/2014    00038115

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

**\$68.80**

Pay **Sixty Eight Dollars and 80 cents \*\*\*\*\***

To The  
Order Of

TOWN OF MINERAL SPRINGS  
 PO BOX 600  
 MINERAL SPRINGS NC 28108

**EFT COPY  
NON-NEGOTIABLE**

AP



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

10870  
00038115

**ADDRESS SERVICE REQUESTED**

TOWN OF MINERAL SPRINGS  
 PO BOX 600  
 MINERAL SPRINGS NC 28108

Cashier Check



**YADKIN**  
BANK

CHECK NO.  
**6010000327**

PAY ONLY **60000.00** CTSCTS

DATE: 12/16/2014

AMOUNT: \*\*\*\*\*\$60,000.00

PAY **SIXTY THOUSAND DOLLARS AND ZERO CENTS** .....

TO THE ORDER OF  
**The Town of Mineral Springs**

*[Handwritten Signature]*  
AUTHORIZED SIGNATURE

REMITTER: The Town of Mineral Springs

Valid Over \$60,000.00

TouchSafe

SECURITY FEATURES INCLUDED DETAILS ON BACK

⑆ 60 100003 27 ⑆ ⑆ 053 102 1 1 7 ⑆ 16 5553 36 2 ⑆

CUSTOMER COPY

**YADKIN**  
BANK

CHECK NO.  
**6010000327**

DATE: 12/16/2014 04:31:39 PM BRANCH: 601

ORIGINATOR: d868125

FEE:

TO THE ORDER OF  
**The Town of Mineral Springs**

AMOUNT: \*\*\*\*\*\$60,000.00

**NON-NEGOTIABLE**

REMITTER: The Town of Mineral Springs

COPY COPY COPY COPY COPY COPY COPY



1-888-309-INFO  
1-888-309-4636



ParkSterlingBank.com

RECEIPT

**P**  
**PARK STERLING**  
**BANK**

receipt Drawer: 20102 12/16/14  
Trans#: 35 16:42:29  
XXXXXXXXXXXX0549  
DFA Deposit \$60000.00  
Thank you for banking at Park Sterling!

DEPOSITS MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL



*Town of Mineral Springs*  
*Resolution in Memory and Honor of Robert Neill*  
*R-2015-01*

*WHEREAS*, the Mineral Springs Town Council, for itself, the Mineral Springs Board of Adjustment, the Mineral Springs Planning Board, and the citizens of the Town of Mineral Springs, expresses its profound sense of loss at the passing of Robert (Bob) Neill; and

*WHEREAS*, we recognize Bob for his life of compassion, generosity and dedication to our community, and, most particularly, his service to the Town;

*WHEREAS*, he served as a member of the Board of Adjustment and Planning Board from 2001 until 2013; in both capacities he exhibited integrity, commitment and understanding; and

*WHEREAS*, the Town Council of the Town of Mineral Springs is deeply grieved at the loss of its friend and public servant, but is grateful for the opportunity of having known and worked with him;

*NOW, THEREFORE*, be it resolved by the Town Council of the Town of Mineral Springs, North Carolina, that we express to the family of Robert Neill our deepest and most heart-felt condolences; that, as a token of respect and esteem, this Resolution shall be incorporated into the permanent records of this Council.

*ADOPTED* this 12<sup>th</sup> day of February, 2015.

\_\_\_\_\_  
Frederick Becker, III, Mayor

\_\_\_\_\_  
Mayor Pro Tem, Janet Critz

\_\_\_\_\_  
Valerie Coffey, Councilwoman

\_\_\_\_\_  
Jerry Countryman, Councilman

\_\_\_\_\_  
Lundeen Cureton, Councilwoman

\_\_\_\_\_  
Melody LaMonica, Councilwoman

\_\_\_\_\_  
Peggy Neill, Councilwoman

Attest:

\_\_\_\_\_  
Vicky Brooks, CMC, NCCMC, CZO, Town Clerk

# UNION COUNTY EMERGENCY OPERATIONS PLAN

Updated: June 2014

## I. MISSION STATEMENT

To provide leadership and support to minimize the impact of disasters and other emergencies on the health, safety and property of the citizens of Union County, their businesses and environment through a comprehensive, integrated emergency management program.

## II. FOREWORD

The Union County Emergency Operations Plan (EOP or, the plan) has been developed to address multiple hazards, which threaten our jurisdiction. Through the use of a functional format, the plan encourages an Integrated Emergency Management System (IEMS) approach to (emergencies); and fosters prompt, efficient and coordinated response operations by elements of the emergency organization. IEMS requires a system in which plans developed for one type of emergency are useful in other emergency situations.

This document presents a basic plan, which serves as a summary document to the supporting sections of the plan. These supporting sections define the roles of each response agency thereby reducing confusion, chaos and conflict during an emergency.

This plan meets the legal requirements of North Carolina General Statutes, Article 1A, Chapter 166-A. It provides the necessary elements to ensure that local government can fulfill its legal responsibilities for emergency preparedness.

This Emergency Operations Plan, upon approval and adoption of the Union County Board of Commissioners, replaces and supersedes all previously adopted emergency plans.

## III. PURPOSE

This plan predetermines actions to be taken by the governmental agencies and private entities of Union County in order to reduce the vulnerability of people and property during emergencies, and to establish capabilities for responding effectively to the actual occurrence of an emergency.

## IV. SCOPE

This plan is designed to address natural and manmade hazards that could adversely affect the County. The plan applies to all County government departments and agencies which are tasked to provide assistance in an emergency situation or during a disaster. It describes the fundamental policies, strategies, and general concept of operations to be used in control of the emergency from its onset through the post emergency phase.

## V. SITUATION AND ASSUMPTIONS

### A. Situation

General description:

Union County is located in the North Carolina Emergency Management, Western Branch and FEMA Region IV. Its geographic location is in the south central Piedmont section of North Carolina. Stanly and Cabarrus Counties border Union County on the north, east by Anson County, south by South Carolina, and west by Mecklenburg County.

The current population of the County is estimated at 210,292\*. Population density is 315.7 persons per square mile\*\*. The City of Monroe is Union County's largest municipality and serves as the county seat. Union County has a total area of 637 square miles. The average year round temperature is 61 degrees Fahrenheit\*\*, with an average rainfall of 53 inches\*\*. (\*Source US Census 2010) [\*\*Source NC Department of Commerce EDIS 2009]

The following services, which may have expanded duties during emergencies, are provided by Union County:

- Administration Services
- Animal Control
- Building Code Enforcement
- Communications
- Community Services
- Cooperative Extension Service
- Emergency Management
- Emergency Medical Services
- Emergency Services
- Fire Departments
- Fire Marshal
- Geographical Information Systems
- Growth Management
- Human Resources
- Human Services
- Information Technology
- Law Enforcement
- Planning
- Public Health
- Public Information
- Public Library
- Public Works
- Schools
- Social Services
- Tax Services

**Major roads:**

- US 74
- US 601
- NC 200
- NC 218
- NC 75
- NC 84
- NC 16

**Railroad:**

- CSX

**Major pipelines:**

- NC Natural Gas

**Airports:**

- The Charlotte Monroe Executive Airport can handle light commercial aircraft. The nearest commercial airline service is Charlotte Douglas International, a distance of approximately 30 miles. The Charlotte Monroe Executive Airport has a 5500 x 100 feet runway with an elevation of 679 feet.

**Hazards:**

- The County is exposed to many hazards, all of which have the potential to disrupt the community, cause damage and create casualties. Potential hazards (natural, technological and national security) for the County are:
  - Aircraft Accidents (civilian / military)
  - Civil Disorder / Rioting / Vandalism
  - Dam Failure
  - Drought / Extreme Heat
  - Earthquake
  - Floods
  - Forest or Wildland Fires
  - Hazardous Materials (Transportation Incidents / Fixed Facility Incidents / Unidentified Spills / Dumping)
  - Hurricanes
  - Landfill Fires
  - Large Structural Fires
  - Mass Casualty
  - National Security Emergency
  - Other / Unknown (biological, disease, etc.)
  - Power Failure
  - Railroad Accidents
  - Sabotage / Terrorist Activity
  - Severe Bridge Damage
  - Severe Thunderstorms
  - Tornadoes
  - Waste / Waste Water Spills
  - Winter Storms / Severe Cold Weather

## **B. Assumptions**

The occurrence of one or more of the emergency events listed above could impact Union County severely and include several of the following possibilities:

- Loss of electric service
- Loss of water distribution and storage system
- Loss of part or all of waste treatment systems
- Severance of road / highway network
- Evacuation of people from the County
- Necessity for mass care (shelter) and feeding operations
- Need for debris clearance and removal
- Multiple injuries and fatalities
- Drastic increase in media attention
- Damage to the communications and telephone networks
- Severe economic impact
- Increased number of vectors (insects)
- Need for official public information and rumor control
- Need for State and / or Federal assistance
- Re-entry of essential personnel and equipment
- Re-entry of the public into damaged / evacuated areas
- Damage to vital records
- Need for damage assessment
- Need for auxiliary power
- Need for coordination of solicited / unsolicited goods
- Contamination of private wells
- Exhaustion of local resources
- Lack of depth of staffing
- Loss of facilities vital to maintaining essential services
- Environmental impact on wildlife, natural resources and agriculture destruction
- Need for management of reconstruction
- Need for coordination of staged resources
- Damage to historical sites
- Isolation of populations
- Presidential Disaster Declaration

The occurrence of one or more of the previously listed emergency events could result in a catastrophic emergency situation which would overwhelm local and state resources.

It is necessary for the County and municipalities to plan for and to carry out coordinated emergency response and short term recovery operations utilizing local resources; however, it is likely that outside assistance would be necessary in most major emergency situations affecting the County.

Emergency and disaster occurrences could result in disruption of government functions. This necessitates that all levels of local government and departments develop and maintain general operating guidelines to ensure continuity of government. These procedures will address depth of staffing, line of succession and mode of operation.

Most natural emergencies will leave at least some part of the County isolated and on its own for a period of time. Families should be encouraged to train and prepare for these events.

## **VI. CONCEPT OF OPERATIONS**

### **A. Preparedness**

As required by North Carolina General Statute 166A-19.15, it is the responsibility of County/City government to organize and plan for the protection of life and property from the effects of hazardous events or emergencies.

Facilities vital to the operation of county and local government have been identified. These facilities will receive priority for restoration of service.

Planning and training are necessary and integral parts of emergency and disaster preparation and must be a prerequisite to effective emergency operation.

Coordination with adjoining jurisdictions is essential when events occur that impact beyond county or jurisdictional borders.

It is the responsibility of the elected officials to ensure that all legal documents of both a public and private nature recorded by designated officials be protected and preserved in accordance with existing laws, statutes and ordinances.

### **B. Response**

In significant emergencies, the Emergency Operations Center (EOC), following policies set forth by the Policy & Steering Control Group, will perform the following functions:

- Serves as the command center for County Government.
- Serves as the operations center for chief elected or appointed government officials, emergency operations staff and other essential representatives. It is the nerve center for government officials away from an emergency scene to allow for proper coordination with, and support of the Incident Commander (IC) at the scene.
- Serves as the information hub.

The EOC will normally follow five stages of response to an emergency or disaster:

- Alerting and notification of the general public and emergency response personnel.
- Warning the public in the event there is not time for alerting and notifying the general public.
- Protecting the citizens and property by primarily providing services such as security, fire protection, emergency medical care, search and rescue, evacuation from the emergency area and possibly sheltering. The primary concern is for the life-safety of the community and immediate treatment of those who may be injured.

- Providing for the public welfare by caring for the people during and immediately after the emergency and assessing damage.
- Restoration of essential services to include restoring utility service, clearing and repairing roads, removing debris from the emergency scene, and possibly shoring up weakened structures.

The EOC will be staffed and operated as the situation dictates and in accordance with the National Incident Management System (NIMS) and the Incident Command System (ICS). When activated, ranking representatives from a number of local government, private sector and volunteer organizations will provide information, data and recommendations to the Policy & Steering Control Group.

When an emergency situation develops, the senior elected official, or the designee of the jurisdiction (as defined in GS 14-288.1), may declare a State of Emergency within the jurisdiction (or a part thereof) and begin implementing emergency procedures. (See Authorizations and Authorities Section)

The County Manager and County Emergency Operations Center IC will coordinate county resources. The Mayor, or his / her designee, will coordinate and control the resources of the municipality.

Union County's Public Information Officer (PIO) will utilize all available media outlets for the dissemination of emergency information to the public.

Should local government resources prove to be inadequate during emergency operations; requests for assistance will be made to other jurisdictions, higher levels of government, and / or other agencies in accordance with existing mutual-aid agreements and understandings.

Requests for State and Federal resources must be made through the Union County Emergency Operations Center to the N.C. Division of Emergency Management.

The Federal Response Plan establishes the basis for fulfilling the Federal government's role in providing response and recovery assistance to a state and its affected local governments impacted by a significant disaster, which results in a required Federal response.

Under the Federal Response Plan, departments and agencies having various authorities and resources have been assigned primary and support responsibilities for various Emergency Support Functions. These Emergency Support Functions will work in concert with State Agencies to provide the needed resource(s).

Under the provisions of the Robert T. Stafford Disaster Relief and Emergency Assistance Act, a Federal Coordinating Officer will be appointed as the President's representative to coordinate overall delivery of Federal assistance. Federal departments and agencies have been assigned missions to provide assistance directly to the State, under the overall direction of the Federal Coordinating Officer.

### **C. Recovery**

The authority by which it was proclaimed shall declare termination of a State of Emergency. (See Authorizations and Authorities Section)

### **D. Mitigation**

Following any major emergency event, a critique will be held to evaluate the jurisdiction's response to the event. A critique will include the following issues related specifically to recovery:

- Mitigation of potential problems through use of Hazard Mitigation Grants
- Plans and procedures revision based on lessons learned
- Unmet needs status
- Resource Management and Management of Donated Goods
- Interagency Cooperation
- Damage Survey Report process and documentation
- Training needs
- Restoration of infrastructure and Business recovery

## **VII. PLAN DEVELOPMENT AND MAINTENANCE**

Each agency of local government is responsible for the development of general operating guidelines in the support of this plan.

The County Manager mandates the development and annual review of this plan by all officials involved and will coordinate necessary revision efforts through the Emergency Management Department. That shall include a critique of the actions taken in support of the plan following any event requiring implementation of the plan.

This plan shall be exercised annually in lieu of actual response to real emergency events.

## **VIII. ASSIGNMENT OF RESPONSIBILITIES**

### **A. Purpose**

This section tasks departments within local government with emergency functions in addition to their normal duties. Each department is responsible for developing and maintaining their own emergency General Operating Guideline(s) (GOGs). Specific responsibilities are outlined below under the section titled Assignment of Responsibilities. Responsibilities for certain organizations that are not a part of local government are also outlined.

### **B. Organization**

#### **1. Policy & Steering Control Group:**

The Union County Emergency Policy / Administration Group consist of the following:



- Union County Board of Commissioners Chairperson
  - County Manager
  - Staff Attorney
  - Emergency Services Executive Director
  - Designees as necessary
- 2. Municipalities Emergency Policy & Steering Control Group may consist of the following:**
- Mayor
  - Board Members
  - Manager / Clerk
  - Police Chief
  - Designees as necessary
- 3. Emergency Operations Center:**
- EOC IC
  - Command Staff that may consist of a PIO, Safety Officer (SO), Liaison Officer(s) (LNO), EOC Administrative Support Unit, and various special staff positions.
  - General Staff consisting of an Operations Section, Planning / Intelligence Section, Logistics Section, and Finance / Administration Section.
  - The EOC is tasked with the implementation of Policy & Steering Control Group decisions.

**C. Assignment of Individual Responsibilities:**

**1. Policy & Steering Control Group**

**a. Chairperson, Union County Board of Commissioners**

- Carries out appropriate provisions of the North Carolina General Statutes, in addition to local ordinances relating to emergencies.
- Declares or terminates a State of Emergency for Union County.
- Executes the Union County Emergency Operations Plan.
- Implements other measures as necessary to provide for the protection of life and property. (See checklist).
- Coordinates emergency response actions with the Elected Officials from adjoining jurisdictions.
- Additional duties are also found in the various Annexes and Procedures.

**b. County Manager**

- Serves as lead and primary point-of-contact for the Policy & Steering Control Group.
- Implements the County Emergency Plan by the authority of the County Chairperson. (See checklist).
- Keeps government functioning throughout the emergency.
- Develops plans to provide governmental services throughout the emergency.

- In cooperation with County Staff Attorney's Office, manages contract control as needed to carry out emergency operations.
- Upon approval of the Chairperson of the Board of Commissioners, or his / her successor, initiates Declaration of State of Emergency and supporting documents. Requests State of Emergency status and establishes curfews as necessary.
- Serves as liaison with local municipalities to ensure continuity and coordination throughout the incident.
- Directs county agencies to develop and continually update emergency plans and General Operating Guidelines (GOGs) to respond to emergencies.
- Supports the Emergency Services Department in the development of periodic exercises and tests of the emergency systems.
- Functions as the official spokesperson.
- Coordinates emergency response actions with County Managers from adjoining jurisdictions.
- Authorizes requests for state and federal aid.
- Provides personnel to support EOC operations in accordance with EOC Plan and GOGs.
- Additional duties are also found in the various Annexes and Procedures.

**c. Staff Attorney**

- Prepares proclamations, emergency ordinances and other legal documents.
- Advises the EOC IC and Policy & Steering Group on legality and / or legal implications of contemplated emergency actions and / or policies.
- Develops rules, regulations and laws required for acquisition and / or control of critical resources.
- Develops the necessary ordinances and regulations to provide legal basis for evacuation and / or population control.
- In cooperation with the District Attorney, commences civil and criminal proceedings as necessary and appropriate to implement and enforce emergency actions.
- Maintains a liaison with state and municipal legal officials.
- Establishes areas of legal responsibility and / or potential liability.
- Assists in the preparation of agreements / contracts with municipalities and other agencies to ensure compliance with state and local ordinances.
- Additional duties are also found in the various Annexes and Procedures.

**d. Mayors**

Mayors may designate the Town / City Manager to carry out the functions listed below:

- Utilizes and commits municipal personnel, facilities and equipment resources in support of Union County emergency response operations, not to conflict with the town's needs.
- Assesses needs of the municipalities and requests resources through the County Emergency Operations Center (EOC).
- Carries out appropriate provisions of the North Carolina General Statutes, in addition to local ordinances relating to emergencies.
- Mayor or Chairperson, or his / her designee, declares a State of Emergency for the Municipality.
- Executes the Union County Emergency Operations Plan. (See checklist).
- Implements other measures as necessary to provide for the protection of life and property.
- Additional duties are also found in the various Annexes and Procedures.

**e. Emergency Services Executive Director**

Serves as the liaison between the Policy & Steering Control Group and the EOC:

- Ensures that the members of the Policy & Steering Control Group are kept abreast of the situation and provides recommendations as deemed appropriate.
- Provides personnel to support EOC operations in accordance with the EOC Plan and GOGs to include the EOC Administrative Support Staff Supervisor.
- Additional duties are also found in the various Annexes and Procedures.

**2. Emergency Operations Center**

**a. EOC Incident Commander**

- Ensure incident safety.
- Obtain a briefing from the prior EOC IC and / or assess the situation.
- Establish immediate priorities.
- Determine incident objectives and strategy(s) to be followed.
- Establish the level of organization needed, and continuously monitor the operation and effectiveness of that organization.
- Manage planning meetings as required.
- Approve and implement the Incident Action Plan (IAP).
- Coordinate the activities of the Command and General Staff.
- Approve requests for additional resources or for the release of resources.
- Approve the use of students, volunteers, and auxiliary personnel.
- Authorize the release of information to the news media.
- Order demobilization of the incident when appropriate.
- Ensure incident after-action reports are complete.

- If a General Staff position is not activated, the EOC IC will have responsibility for that functional activity.
- Additional duties are also found in the various Annexes and Procedures.

#### **b. Public Information Officer**

The Public Information Officer is responsible for developing information about the incident for the news media, incident personnel, and other appropriate agencies and organizations. Major responsibilities include:

- Determine from the EOC IC any limits on information to be released.
- Develop information for use in media briefings.
- Obtain EOC IC's approval of media news releases.
- Conduct periodic media briefings.
- Arrange for tours and other interviews or briefings that may be required.
- Monitor and forward media information that may be useful to incident planning.
- Maintain current information summaries and / or displays on the incident.
- Make information about the incident available to incident personnel.
- Participate in the planning meeting.
- Develops and maintains general operating guidelines for public information operations during emergency and disaster operations.
- Maintains current inventories of public information materials to include weather preparedness, family preparedness, etc.
- Coordinates all County / City media releases with appropriate agencies or jurisdictions during an emergency situation.
- Provides for rumor control and emergency instructions and directs information for the public at the time of the disaster or emergency.
- Develops media advisories for the public.
- Ensures that all sources of information being received are authenticated and verified for accuracy.
- When required, establishes a Joint Information Center (JIC) for use by multiple agencies and/or jurisdictions.
- Additional duties are also found in the various Annexes and Procedures.

#### **c. Safety Officer**

The Safety Officer's function is to identify, assess and/or anticipate hazardous and unsafe situations, and to develop and recommend measures for assuring personnel safety. Working through the chain of command, the Safety Officer will correct unsafe situations. Under OSHA regulation 1910.120, the Safety Officer function is required by law at the tactical operations level on hazardous materials incidents. Major responsibilities include:

- Participate in planning meetings.
- Identify hazardous situations associated with the incident and make sure that problems are taken care of prior to an accident.
- Assign assistants qualified to evaluate special hazards.
- Review the IAP for safety implications and prepare incident specific safety message or plan based on hazards, problems, or agency requirements.
- Exercise emergency authority to stop and prevent unsafe acts.
- Initiate preliminary investigation of accidents that have occurred within the incident area.
- Review and approve the Medical Plan.
- Ensure safety messages and briefings are made as needed.
- Additional duties are also found in the various Annexes and Procedures.

#### **d. Liaison Officer**

The Liaison Officer is an individual assigned to an incident from an assisting or cooperating agency. The Liaison Officer must be given authority to make decisions on matters affecting that agency's participation at the incident. There can be a Liaison Officer from each agency or agencies can pool their resources and provide a single Liaison Officer. Major responsibilities include:

- Ensure that all of their agency resources have completed check-in at the incident.
- Obtain briefing from the Planning / Intelligence Section Chief or EOC IC.
- Inform their agency personnel on the incident that the Agency Liaison Officer position has been filled.
- Attend planning meetings as required.
- Provide input to the planning process on the use of agency resources unless resource technical specialists are assigned from the agency.
- Cooperate fully with the EOC IC and the Command and General Staff on the agency's involvement at the incident.
- Oversee the well-being and safety of agency personnel assigned to the incident.
- Advise the Planning / Intelligence Section Chief or the EOC IC of any special agency needs, requirements or agency restrictions.
- Report to agency dispatch or headquarters on a prearranged schedule.
- Ensure that all agency personnel and equipment are properly accounted for and or released prior to departure.
- Ensure that all required agency forms, reports, and documents are completed prior to departure.
- Have a debriefing session with the Planning/Intelligence Section Chief or EOC IC prior to departure.
- Additional duties are also found in the various Annexes and Procedures.

#### **e. EOC Administrative Support Staff Supervisor**

Responsible for staffing the Citizen Services Phone Bank, the EOC audiovisual control station, internet communication between the EOC and NCEM and other identified EOC telephone lines:

- Responsible for manning the message control station and managing all message control functions.
- Provide message couriers.
- Keep message boards updated.
- Perform other administrative support tasks as assigned.
- Additional duties are also found in the various Annexes and Procedures.

#### **f. Operations Section Chief**

The Operations Section Chief is responsible for managing all tactical operations in support of the on-scene IC and the on-scene Operations Section Chief. The IAP provides the necessary guidance. The need to expand the Operations Section is generally dictated by the number of tactical resources involved and is influenced by span of control considerations. Major responsibilities include:

- Manage tactical operations.
- Ensure interaction is taking place with other agencies.
- Assist in the development of the operations portion of the IAP.
- Supervise the execution of the operations portion of the IAP.
- Maintain close contact with subordinate positions.
- Ensure safe tactical operations.
- Request additional resources to support tactical operations.
- Approve release of resources from active assignments (not release from the incident).
- Make or approve expedient changes to the operations portion of the IAP.
- Maintain close communications with the EOC IC and the on-scene IC and Operations Section Chief.
- Decides when to expand or contract the size and make-up of the Operations Section based upon the existing and projected needs of the incident.
- Appoints designee for Air Operations during emergency situations.
- Maintains an Activity Log and ensures documentation of personnel and equipment used during the current operational period.
- In cooperation with the Finance/Administration Section, keeps accurate and detailed records of regular and overtime hours spent responding to and recovering from the emergency.
- Additional duties are also found in the various Annexes and Procedures.

### **g. Air Operations Branch Director**

Reports to the Operations Section Chief:

- Develops and maintains general operating guidelines for air operations during emergency situations.
- Coordinates aircraft operations during and following emergency events.
- Provides for the priority clearance of runways at the Area Airport / Airstrips.
- Determines capabilities and limitations of the Airport / Airstrip facility to support aviation operations during emergencies.
- Coordinates with the FAA regarding the need to restrict air space over the emergency area.
- Provides liaison with the National Transportation Safety Board and the FAA in the event of a mass casualty aircraft accident.
- Coordinates with military officials in support of emergency-related military flight operations at the airport.
- Additional duties are also found in the various Annexes and Procedures.

### **h. Planning / Intelligence Section Chief**

The Planning / Intelligence Section Chief is responsible for providing planning and status services for the incident. Under the direction of the Planning / Intelligence Section Chief, the Planning / Intelligence Section collects situation and resources status information, evaluates it, and processes the information for use in developing the IAP for each operational period. Dissemination of information can be in the form of the IAP, formal briefings, or through map, electronic status boards, or status board displays. Major responsibilities include:

- Collect and manage all incident-relevant operational data for use by the EOC and the EOC IC.
- Provide input to the EOC IC and Operations Section Chief for use in preparing the IAP.
- Supervise preparation of the IAP.
- Conduct and facilitate planning meetings.
- Reassign personnel to ICS organizational positions as needed and appropriate.
- Establish information requirements and reporting schedules for Planning / Intelligence Section units.
- Determine the need for specialized resources to support the incident.
- Assemble and disassemble task forces and strike teams not assigned to Operations Section Chief.
- Establish specialized data collection systems as necessary (e.g., weather).
- Assemble information on alternative strategies and contingency plans.
- Provide periodic predictions on incident potential.

- Report any significant changes in incident status.
- Compile and display incident status information.
- Oversee preparation of the Demobilization Plan.
- Incorporate Traffic, Medical, Communication Plans, and other supporting material into the IAP.
- Develops Situation Reports as needed.
- Provides statistical data, demographics and projections for populations at risk.
- Reviews intelligence information, determines its credibility and predicts its influence on the situation.
- Initiates planning for recovery in the emergency area(s).
- Works with agencies to provide temporary housing.
- Maintains an Activity Log and ensures documentation of personnel and equipment used during the emergency. (See FEMA Equipment rate schedule).
- In cooperation with the Finance / Administration Section, keeps accurate and detailed records of regular and overtime hours spent responding to and recovering from the emergency.
- Additional duties are also found in the various Annexes and Procedures.

#### **i. Logistics Section Chief**

The Logistics Section Chief provides all incident support needs with the exception of air logistics support. The Logistics Section is responsible for providing facilities, transportation, communications, supplies, equipment maintenance and fueling, food services for responders, medical services for responders, and all off-incident resources. The major responsibilities include:

- Manage all incident logistics.
- Provide logistical input to the EOC IC in preparing the IAP.
- Brief Logistics Branch Directors and Unit Leaders as needed.
- Identify anticipated and known incident service and support requirements.
- Request additional resources as needed.
- Develop as required, the Communications, Medical, and traffic plans.
- Oversee demobilization of the Logistics Section.
- Provides all EOC support needs.
- In cooperation with Volunteer Coordinator, manages the donation of goods and services necessary to carry out response and recovery efforts.
- Organizes and operates the County Receiving and Distribution Point warehouse. Identifies resources needed to operate warehouse.
- Coordinates transportation resources in cooperation with the Union County Transport Department, Union County School System (Bus Garage) and private sector agencies.



- In cooperation with the Finance / Administration Section, keeps accurate and detailed records of regular and overtime hours spent responding to and recovering from the emergency.
- Maintains an Activity Log and ensures documentation of personnel and equipment used during the emergency. Precise information is essential to meet requirements for reimbursement by the state and federal governments.
- Additional duties are also found in the various Annexes and Procedures.

**j. Finance / Administration Section Chief**

The Finance / Administration Section Chief is responsible for managing all financial aspects of an incident. Not all incidents will require a Finance / Administration Section. Only when the involved agencies have a specific need for finance services will the Section be activated. Anytime there is a chance that the incident will be declared a State or Federal Disaster the Finance / Administration Section will be activated. Major responsibilities include:

- Manage all financial aspects of the incident. (Also see FEMA Equipment rate schedule).
- Provide financial and cost analysis information as requested.
- Ensure compensation and claims functions are being addressed relative to the incident.
- Gather pertinent information from briefings with responsible agencies.
- Develop an operating plan for the Finance / Administration Section; fill Section supply and support needs.
- Determine need to set up and operate an incident commissary.
- Meet with assisting and cooperating agency representatives as needed.
- Maintain daily contact with agency(s) administrative headquarters on finance matters.
- Ensure that all personnel and equipment time records are accurately completed and transmitted to home agencies, according to policy.
- Provide financial input for demobilization planning.
- Ensure that all obligation documents initiated at the incident are properly prepared and completed.
- Brief agency administrative personnel on incident-related financial issues needing attention or follow-up.
- Develops and maintains general operating guidelines for County emergency financial record keeping during emergency situations.
- Assists the Tax Assessor with documentation of disaster damage to County-owned facilities.
- Provides County budget information in support of the Governor's request for a Presidential Declaration of Disaster.
- Develops financial accounting procedures to assist local agencies in recording and reporting their emergency expenses in the establishment and management of post-disaster donated funds.

- Coordinates County employee staffing to ensure county government remains operational during the emergency.
- Ensures departments have available personnel to carry out identified functions.
- Tracks documentation for compensation and claims for injury.
- Provides information on insurance coverage.
- Ensures the investigation of all accidents and prepares all necessary claims.
- Keeps accurate and detailed records of regular and overtime hours spent responding to and recovering from the emergency.
- Maintains an Activity Log and ensures documentation of personnel and equipment used during the emergency. Precise information is essential to meet requirements for reimbursement by the state and federal governments.
- Additional duties are also found in the various Annexes and Procedures.

**3. County Departments** (those with specific roles and responsibilities are listed in alphabetical order):

Common Responsibilities impacting all County Departments:

- Provide personnel and department resources to support EOC operations in accordance with this plan, its annexes, GOGs and as required by the EOC IC.
- In cooperation with the Administration Services, keep accurate and detailed records of regular and overtime hours spent responding to and recovering from the disaster or emergency.
- Maintain an Activity Log and ensure documentation of personnel, equipment, and facilities used during a disaster or emergency. Precise information is essential to meet requirements for reimbursement by the state and federal governments.
- Develop and maintain GOGs for your department operations during emergency or disaster events.
- Develop and maintain department plans to return operating as soon as possible despite the effects of an emergency or disaster.
- Each agency or organization shall be responsible to manage their listed responsibilities.
- Additional duties are also found in the various Annexes and Procedures.

**a. Administration Services / CFO, Executive Director**

Serves as the Finance / Administration Section Chief in the EOC when the Finance/Administration Section is activated by the EOC IC:

Provides support personnel for technical assistance with computer equipment, telephone and Information Systems during emergency activation. (See vital facilities):

- Provides for the protection of computerized vital records during emergency events.
- Provides maps, charts and graphs to support emergency operations.
- Supports mapping application during emergency operations.
- Provides demographic information during emergency operations.
- Additional duties are also found in the various Annexes and Procedures.

**b. Community Services Executive Director**

Serves as the Logistics Section Chief in the EOC when the Logistics Section is activated by the EOC/IC.

Provides a technical specialist in the Planning / Intelligence Section:

- Provides Union County with trained County Animal Response Teams (CART).
- In cooperation with Union County Animal Control, assists in protection actions as identified in the Union County Animal Protection Plan.
- In cooperation with the Union County Public Information Officer, provides protective action information to the public regarding consumable goods and food supplies.
- Provides information on Agribusiness Operations to Human Services and other appropriate agencies within the EOC.
- Assists Damage Assessment Teams with agriculture damage assessment.
- Provides information on Agribusiness Operations to Health or Social Services and other appropriate agencies within the EOC.

Plans for and provides educational and entertainment activities for long term shelties, EOC personnel, and others, as appropriate:

- Additional duties are also found in the various Annexes and Procedures.

### **c. Emergency Services Executive Director**

Provides EOC IC and Planning / Intelligence Section Chief when needed:

- Evaluates incidents and determines if the EOC should be activated and at what level.
- Controls rumors by keeping the public informed through the PIO.
- Ensures that emergency operations comply with local ordinances and State general statutes.
- Ensures law enforcement, fire/rescue, EMS operations are carried out in accordance with established plans and procedures.
- Evaluates the community situation and reports information regarding special events, activities and occurrences when needed to the County Manager.
- Determines needs and requests resources as necessary.
- Establishes communications with affected areas.
- Receives, evaluates and disseminates operational information.
- Maintains liaison with municipal, county, state and federal agencies as necessary to support the operation.
- Ensures that required records and documents of personnel and equipment used during the emergency are maintained.
- Implements direction, control, coordination and policy making functions as necessary to provide for optimum protection of public health and safety within the jurisdiction.
- Develops and maintains plans and GOGs for emergency management operations during emergency and disaster situations.
- Develops and maintains a current Emergency Notification Directory (END) of emergency operation personnel.
- Provides for delivery of programs to properly train the emergency management organizations.
- Maintains a current list of available resources.
- Coordinates the procurement of resources requested from municipalities within the County and directs aid to areas where needed.
- Coordinates with private industry for use of privately owned resources.
- Requests additional resources from the State in those cases where county resources cannot meet resource or recovery requirements.
- Coordinates exercises and tests of the emergency systems within the jurisdiction.
- Alerts and activates, as necessary, the County Emergency Management Organization when informed of an emergency within the County.
- Submits necessary emergency information and reports to the proper agencies during emergency and disaster events.
- Maintains liaison with municipal, county, state and federal agencies as necessary to support operations.

- Serves as the Community Emergency Coordinator as defined by SARA Title III and the Local Emergency Planning Committee.
- Coordinates emergency response actions with the Emergency Management Coordinators in adjoining jurisdictions.
- Serves as advisor for emergency operations during an emergency or disaster.
- Maintains operational readiness of County EOC.
- Performs hazard analysis to determine mitigation plans and response activities.
- Identifies and arranges suitable shelter locations.
- Assists in the dissemination of warning information.
- Additional duties are also found in the various Annexes and Procedures.

Establishes and maintains the communications network for two-way communications between the EOC and the field emergency response resources:

- Provides for the dissemination of warning information to emergency response personnel.
- Coordinates the Warning and Notification process for the affected population of any existing or impending emergency or disaster.
- Oversees Amateur Radio operations within the EOC.
- Identifies radio repair capabilities and maintenance operations for emergency repairs.
- Additional duties are also found in the various Annexes and Procedures.

Designates the Assistant EOC/IC.

- Coordinates county-wide fire and hazmat operations.
- Serves as the County Radiological Officer.
- Identifies fire service requirements and requests mutual aid as required.
- Prioritizes mission requests for out-of-county mutual aid resources and assigns resources as appropriate.
- Provides reconnaissance of emergency scene(s).
- Recommends to the Operations Section Chief staging areas for out-of-county mutual aid units and assigns to appropriate fire district(s).
- Additional duties are also found in the various Annexes and Procedures.

#### **d. Growth Management Executive Director**

Coordinates damage assessment teams conducting field surveys and assures teams are properly trained and equipped:

- Collects data, prepares damage assessment reports and forwards reports to the EOC.
- Assists the Emergency Management Coordinator and other county or municipal agency representatives who are conducting

recovery operations in prioritizing repairs and restoration of affected facilities.

- Additional duties are also found in the various Annexes and Procedures.

#### **e. Human Resources Executive Director**

Serves as the Finance / Administration Deputy Section Chief in the EOC when the Finance / Administration Section is activated by the EOC Director:

- Provide the Risk Manager to serve as the Safety Officer on the Command Staff in the EOC when the Safety Officer is activated by the EOC IC.
- Additional duties are also found in the various Annexes and Procedures.

#### **f. Human Services Executive Director**

Coordinates the planning process and provides technical support for response to Bio-Terrorism incidents:

- Coordinates health care for emergency shelters, including mass care facilities.
- Coordinates with State water supply authorities to expedite emergency public water supply.
- Provides continuous health inspections and immunizations, when appropriate, to evaluate, detect, prevent and control communicable diseases.
- Coordinates environmental health activities for waste disposal, refuse, food, water control and vector / vermin control and sanitation.
- Coordinates with the Social Services Director in the identification of special needs populations.
- Provides for inspections of mass care facilities to assure proper sanitation practices are followed.
- Coordinates with the proper authorities to establish a temporary morgue, if necessary, following an emergency or a disaster.
- Provides a public health nurse at all Disaster Assistance Centers.
- Additional duties are also found in the various Annexes and Procedures.

Coordinates and directs emergency shelter operations with local Red Cross Chapter and Superintendent of Union County Schools:

- Contacts medical / health care facilities (e.g. nursing homes, rest homes, etc.) to encourage development of emergency procedures and adequate coordination with appropriate agencies.
- Coordinates with the Health Director concerning needs for special needs population.

- Establishes and provides shelter management staffing for Public and Special Needs Shelters, including coordination of public health and medical care needs of victims.
- Provides training for shelter managers for Public and Special Needs Shelters.
- Coordinates with Health, Mental Health and other volunteer / non-volunteer agencies, both public and private, to provide support personnel during sheltering.
- Coordinates transition of emergency shelter operations with Red Cross Management.
- Additional duties are also found in the various Annexes and Procedures.

**g. Public Works Executive Director**

Coordinates with County and Municipal agencies for the restoration of public sewer and water systems:

- Responsible for planning and overseeing all debris clearance operations.
- Advises Policy / Administration Group regarding debris clearance and burning, waiver of permits, etc.
- Responsible for maintenance and upkeep of all fire hydrants not maintained by municipalities. Will maintain records and make notifications to respective fire departments of all hydrants that are out of service.
- Additional duties are also found in the various Annexes and Procedures.

**h. Sheriff**

Develops and maintains general operating guidelines for law enforcement operations during emergency and disaster situations:

- Provides Direction and Coordination for law enforcement operations.
- When requested by the EOC IC, provides an Operations Section Chief to the EOC IC for law enforcement incidents upon activation of the EOC.
- Anticipates resources needed to support law enforcement activities during emergencies and plans for timely resource requests.
- Coordinates search and recovery operations for missing or lost persons
- Coordinates security for the EOC, damaged areas, vital facilities and equipment, staging areas and shelter operations as needed.
- Assists Communications with the Warning and Notification process for the affected population of any existing or impending emergency.
- Coordinates traffic control with State Highway Patrol and other agencies throughout the county during operations.

- Mans identified traffic control points to initiate traffic control.
- Directs the evacuation of citizens and serves as evacuation manager.
- Functions as, or designates the official Public Information Officer for law enforcement operations.
- During shelter operations, provides for the use of animal control resources to assist persons evacuating with domestic animals.
- Provides for continuation of animal and rabies control during the emergency period.
- Coordinates efforts with other agriculture agencies for the needs of large farm animals during emergency situations.
- Assists the County Animal Response Team (CART) in implementing their animal protection plan.
- Additional duties are also found in the various Annexes and Procedures.

#### **i. Tax Services Executive Director**

Develops and maintains general operating guidelines for County tax operations and records protection during emergency situations:

- Assists the Growth Management Executive Director in all damage assessment activities.
- Provides property tax information assistance for applicants at Disaster Applications Centers.
- Additional duties are also found in the various Annexes and Procedures.

### **4. First Responder Organizations**

#### **a. Municipal Law Enforcement**

Responsible for monitoring and controlling local traffic control points for regional evacuations affecting the municipality:

- Identifies local emergency evacuation routes from high hazard areas.
- Ensures notification of County EOC of any street closures within the jurisdiction.
- Anticipates resources needed to support local law enforcement activity during emergencies and plans for timely resource requests.
- Assists in notifications and warning of the general public, primarily in their respective jurisdiction.
- Provides security of homes, businesses and property in damaged areas.
- Assists with initial impact assessment.
- Assists with re-entry of evacuees into damaged areas.
- Additional duties are also found in the various Annexes and Procedures.



## **b. Fire Departments**

When requested by the EOC IC, provides an Operations Section Chief to the EOC IC for fire or life-safety incidents upon activation of the EOC:

- Assists law enforcement with Warning and Notification of the affected population of an existing or impending emergency.
- Provides field information and intelligence reports to the EOC.
- Plans for coordination of firefighting and rescue activities throughout the county during emergencies.
- Assists in Search and Rescue operations.
- Provides support personnel to assist in traffic control.
- Provides Direction and Coordination during hazardous materials incidents.
- Provides fire protection for shelters.
- Identifies equipment and manpower limitations and develops mutual aid agreements for the procurement of needed resources during emergency and disaster events.
- Assists with emergency debris removal (cut & shove) to allow for emergency vehicle response.
- Additional duties are also found in the various Annexes and Procedures.

## **c. Emergency Medical Services Director**

Coordinates county-wide EMS operations:

- Provides reconnaissance of emergency scene(s).
- Coordinates medical attention and transportation of injured victims.
- Coordinates with the Human Services Executive Director to determine emergency transportation needs for special needs populations.
- Serves as liaison to emergency personnel at Union Regional Medical Center (URMC).
- Establishes access and egress traffic patterns for ambulances and other authorized vehicles.
- Activates and manages the Mass Casualty Plan as necessary.
- Coordinates with area hospitals concerning receipt of mass casualties during emergency and disaster events.
- Additional duties are also found in the various Annexes and Procedures.

## **5. Volunteer Organizations**

### **a. American Red Cross Executive Director**

Provides personnel to support functions in the Logistics Section and Operations Support & Coordination Section during an emergency:

- Responsible for opening and staffing mass care shelters in cooperation with Division of Social Services and the Union County Board of Education.
- Completes other duties as outlined in the Memorandum of Understanding with Union County and the Union County Board of Education.
- Additional duties are also found in the various Annexes and Procedures.

**b. ARES / RACES Emergency Coordinator**

Provides personnel to support EOC operations in accordance with EOC Plan and GOGs:

- Develops and maintains a list of resources that may be used during emergency.
- Transmits and receives emergency traffic as necessary during emergency events.
- Relocates radio equipment to alternate Emergency Operations Center if necessary.
- Maintains a message log for all emergency traffic requests.
- Coordinates with other amateur radio operators to establish and support post-emergency communications.
- Reports communications transmissions to the Operations Officer.
- Provides emergency communications at shelters and other sites as needed.
- Additional duties are also found in the various Annexes and Procedures.

**e. United Way of Central Carolinas, Inc.**

Provides personnel to support EOC operations in accordance with EOC Plan and GOGs:

- Develop a Volunteer Center that will support Union County during an emergency or disaster.
- When directed by the EOC IC, open and operate the Volunteer Center in support of Union County EOC during an emergency or disaster.
- Develop a Donations Management Center that will support Union County during an emergency or disaster.
- When directed by the EOC IC, open and operate the Donations Management Center in support of Union County EOC during an emergency or disaster.
- Additional duties are also found in the various Annexes and Procedures.

## **6. Other Organizations**

### **a. Mental Health**

Coordinates with Human Services Executive Director to provide crisis counseling, when necessary, during emergency situations:

- Provides for a 24-hour crisis line during periods of emergency.
- Maintains and provides information pertaining to Mental Health resources that may be utilized during emergency situations.
- Plans for sheltering Special Needs populations within the scope of their expertise.
- Additional duties are also found in the various Annexes and Procedures.

### **b. Superintendent of Schools**

Develops and maintains general operating guidelines for the safety and protection of students, faculty and other personnel during emergency situations:

- Coordinates evacuation and transportation operations for students during emergency situations.
- Provide personnel and department resources to support EOC operations in accordance with this plan, its annexes, GOGs and as required by the EOC IC.
- In cooperation with the Administration Services, keep accurate and detailed records of regular and overtime hours spent responding to and recovering from the disaster or emergency.
- Maintain an Activity Log and ensure documentation of personnel, equipment, and facilities used during a disaster or emergency. Precise information is essential to meet requirements for reimbursement by the state and federal governments.
- Develop and maintain GOGs for your agency operations during emergency or disaster events.
- Develop and maintain plans to return operating as soon as possible despite the effects of an emergency or disaster.
- Additional duties are also found in the various Annexes and Procedures.

### **c. Medical Examiner**

By law, Medical Examiners are responsible for the dead:

- In the event of a Mass Fatalities Incident, operations will be coordinated by the Medical Examiner working in cooperation with the Emergency Management Coordinator and where designated, the Mortuary Response Team's Coordinator.

- The local funeral directors will serve as an assist group to the Medical Examiner, by supplying equipment, vehicles and personnel as available.
- Additional duties are also found in the various Annexes and Procedures.

## **IIX. DIRECTION AND COORDINATION**

### **A. Purpose**

This section outlines the Direction and Coordination guidelines for emergency operations and identifies the personnel, facilities and resources that will be utilized in the coordinated response activities

### **B. Situation and Assumptions**

#### **1. Situation**

Many hazards exist within or threaten the County, which have the potential to cause emergencies of great magnitude. These threats warrant centralization of the operations.

Traditionally, municipalities do not open and operate municipal EOC's during a county-wide or regional emergency. Consequently, municipalities normally depend on Direction and Coordination from the County during times of an emergency

The County Emergency Operations Center serves as the central Direction and Coordination point for countywide emergency response activities.

The County Emergency Operations Center (EOC) is located in the Union County Government Center, Monroe, NC.

Municipalities may utilize facilities within their jurisdiction as EOC's and the County may provide staff as the situation dictates.

The County and / or Municipality EOC's will be activated upon the threat or occurrence of a major emergency. Designated personnel will report to their EOC in a timely fashion.

#### **2. Assumptions**

All municipalities will not likely send a representative to the County EOC.

It is assumed that municipalities will maintain communications with the County EOC via daily briefings, telephone, radio or fax.

Municipalities will act in unison with the County on such issues as proclamations, security and public information.

## **C. Concept of Operations**

### **1. General**

Direction and Coordination of normal day-to-day emergencies of single agency response is performed by the senior officer on-scene. (i.e. law enforcement, fire, rescue, EMS). This person is designated as Incident Commander. Multi-agency responses are done in accordance with local ordinances, policies and procedures. Response forces in Union County will utilize the Incident Command System (ICS).

Municipalities within the County may exercise independent Direction and Coordination of their emergency resources, outside resources assigned to the municipality by the County Emergency Operations Center, and resources secured through existing mutual aid agreements with other municipalities. All jurisdictions within the County will submit all requests for state or federal assistance to the County Emergency Services Agency, or if activated, the County EOC. (NCGS Article 1A, Chapter 166-A;19.15(a)).

Activating the County EOC providing centralized county direction and control is desirable when one or more of the following situations occur:

- There exists an imminent threat to the safety or health of the public.
- Extensive multi-agency or jurisdiction response and coordination is necessary to resolve or recover from an emergency situation.
- Local resources are inadequate or depleted and significant mutual aid resources must be utilized to resolve the emergency situation.
- The emergency affects multiple political jurisdictions within the County which are relying on the same resources to resolve the emergency situation.
- Local emergency ordinances are implemented to control the emergency situation.
- The type and magnitude of any emergency event occurring in Union County or a municipality within the County will dictate the need to activate the EOC.
- The Chairperson of the Board of Commissioners, the County Manager, his designee, or the Emergency Services Executive Director, or his designee, may activate the Union County EOC.
- The Mayor, or his designee, will normally activate a municipal EOC.
- Emergency operations and coordination at all levels of government will be carried out according to supporting General Operating Guidelines.
- Notification of County EOC personnel is the responsibility of the Emergency Services Agency.
- Operational readiness of the County EOC is the responsibility of the Emergency Services Executive Director or his designee who will serve as EOC IC.
- Operational readiness of Municipal Emergency Operations Centers is the responsibility of the Mayor or his / her designee.
- Administrative decisions regarding food supplies and other incidental needs for the County EOC during activation is the responsibility of the Logistics Chief. Administrative decisions regarding individual

municipalities are the responsibility of the Town Mayor or his / her designee.

- Upon activation of any municipal EOC, the municipality will establish communications with the County EOC or Communications Center, who will in turn notify the Emergency Services Executive Director or his designee.
- Whenever an EOC is activated or activation of an EOC appears to be imminent, the Incident Commander will in turn notify the N.C. Division of Emergency Management and Western Branch office.

## **2. Staffing**

The Policy & Steering Control Group:

Under the direction of the Chairperson of the jurisdiction or his designee, this group consists of the decision-makers of the jurisdiction and others as decided by the Chairperson. This group is responsible for:

- The approval of policies and strategies pertinent to the emergency operation.
- Provides leadership and decision making for implementation by the EOC.
- In coordination with the Information Officer, prepares statements for release to the general public.
- Utilizing communications equipment available to the Policy & Steering Group, the members will maintain a line of communication with their respective administrators and County / Municipal elected officials.
- In cooperation with the EOC and the Operations Officer, maintains an awareness of actions being taken in response to the emergency situation.
- In cooperation with the County Attorney, maintain a file with appropriate ordinances, regulations, and policies relating to emergency incidents.

Personnel reporting to the County EOC will operate in one of the following sections as assigned by the EOC IC:

- Command
- Operations
- Planning / Intelligence
- Logistics
- Finance / Administration

## **IX. CONTINUITY OF GOVERNMENT**

### **A. General**

The possibility that emergency and disaster occurrences could disrupt government functions necessitates that all levels of local government and their departments develop and maintain procedures to ensure continuity of governmental services. These procedures will designate who will be the decision-makers if an elected official or department head is not available.

**B. Line of Succession**

The line of succession of the Board of County Commissioners proceeds from the Chairman to the Vice-Chairman to members of the Board in accordance with County policy.

Department / agency heads with emergency responsibilities are required to establish a line of succession (Reference: Union County Alert & Notification List).

**C. EOC Staffing**

EOC Staffing assignments allow for continuous operations. Selection and assignment of the Command Staff and Section Chiefs of the General Staff is the responsibility of the County EOC IC. Command Staff and Section Chiefs of the General Staff are responsible for ensuring that alternate (backup) EOC staff is trained and available. Section Chiefs are responsible for fleshing out their staffs based on the needs of the incident.

**D. Preservation of Vital Records**

It is the responsibility of each governmental agency to ensure that all legal documents of both a public and private nature be protected and preserved in accordance within existing laws, statutes and ordinances.

Each department / agency is responsible for the preservation of essential records and plans for the continuity of operations to ensure continued operational capabilities. (Reference: Continuity of Operations Plan)

**E. Relocation of Government**

If necessary, the County will relocate elements of the governing body to the EOC.

If the primary EOC is determined inoperable, the governing body will relocate to an alternate EOC.

Relocation of local government is authorized under North Carolina General Statutes (NCGS 162B).

**X. AUTHORIZATION, AUTHORITIES, AND REFERENCES**

**A. Purpose**

This section provides legal references and authorizations to support actions in the event of an emergency or disaster situation.

## **B. Situations and Assumptions**

### **1. Situation**

Actions taken during emergency or disaster events require that legal guidelines be followed to assure protection of the general public and to maintain law and order in the County / Municipality.

Decisions implemented during times of an emergency will sometimes have a negative economic impact on the County / Municipality or portions thereof.

Verbal and written mutual aid agreements exist between some agencies within Union County and its municipalities.

### **2. Assumptions**

Some actions taken during emergency events may be unpopular with the general public.

Actions implemented will be based on the safety and welfare of the overall population, but may be unpopular with specific groups.

## **C. Concept of Operations**

Selected references are on file in the County Emergency Services Agency. These include:

- G.S. 166-A (Emergency Management Act)
- Union County Emergency Management Ordinance
- Union County State of Emergency Ordinance
- Proclamation of a State of Emergency (including description of Imposition of Prohibitions and Restrictions)
- Termination of a State of Emergency
- Statewide Mutual Aid Agreement

Complete information pertaining to Authorizations and Authorities will be maintained in a reference book, accessible for reference during times of emergency. This reference will include:

- NC Emergency Management Act, G.S. 166-A
- Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 93-288, as amended by Public Law 100-707 (the Stafford Act)
- Union County Emergency Management Ordinance
- Proclamation of a State of Emergency
- Mutual Aid Agreements for Fire and Rescue
- Mutual Aid Agreements with Municipalities
- Agreements with American Red Cross
- Agreements with County School System



- North Carolina Oil Spill Act
- Emergency Planning and Community Right-to-Know Act (SARA Title III)
- OSHA 1910.120
- FAA Authority (FAR) to close airspace over an emergency area
- Model Ordinance concerning Price Gouging
- Civil Defense Act of 1950, Public Law 81-920
- NC Governor's Executive Order 73 (April 27, 1988)
- Local Emergency Planning Committee Bylaws and Roster
- Statewide Mutual Aid Agreement

U.S. Department of Homeland Security  
FEMA Region IV  
3003 Chamblee Tucker Road  
Atlanta, GA 30341



**FEMA**

January 6, 2015

Mr. Chris Crew  
State Hazard Mitigation Officer  
North Carolina Emergency Management Agency  
4238 Mail Service Center  
Raleigh, North Carolina 27699

Reference: Cabarrus Stanly Union Regional Hazard Mitigation Plan

Dear Mr. Crew:

This is to confirm that we have completed a Federal review of the draft Cabarrus Stanly Union Regional Hazard Mitigation Plan for compliance with the Federal Hazard Mitigation Planning requirements contained in 44 CFR 201.6(b)-(d). We have determined that the Cabarrus-Stanly Union Regional Hazard Mitigation Plan is compliant with Federal requirements, subject to formal community adoption.

In order for our office to issue formal approval of the plan, Cabarrus Stanly Union Regional Hazard Mitigation Plan must submit adoption documentation and document that the final public meeting occurred. Upon submittal of these items to our office, we will issue formal approval of the Cabarrus Stanly Union Regional Hazard Mitigation Plan.

Please have Cabarrus Stanly Union Regional submit a final copy of their Plan, without draft notations and track changes.

For further information, please do not hesitate to contact Victor Geer, of the Hazard Mitigation Assistance Branch, at (770) 220-5659 or Linda L. Byers of my staff, at (770) 220-5498.

Sincerely,

A handwritten signature in black ink, appearing to read "Robert E. Lowe".

Robert E. Lowe, Chief  
Risk Analysis Branch  
Mitigation Division



---

---

## UNION COUNTY EMERGENCY MANAGEMENT

500 North Main Street • Monroe, NC 28112 • Phone (704) 283-3575 • Fax (704) 283-3716

---

---

Feb. 5, 2015

Good afternoon Union County Jurisdictions,

On January 6, 2015, the Federal Emergency Management Agency (FEMA) issued the attached letter stating that the Cabarrus Stanly Union Regional Hazard Mitigation Plan is approvable pending receipt of adoption documentation (Resolution) from participating jurisdictions and also documentation that a final public meeting took place. At that time, FEMA will issue a Final Approval letter once both requirements have been met.

Each Union County jurisdiction that participated in the development of the plan will need to adopt the plan by Resolution. A sample adoption Resolution has been provided for your convenience. I would like a copy of the adopted Resolution for your jurisdiction forwarded to me no later than **April 30, 2015**. Please let me know if you have any further questions about the adoption process.

Your jurisdiction will be notified about the final public meeting at a later date.

Per both Federal and State legislation, a FEMA-approved hazard mitigation plan is required for communities to remain eligible for Hazard Mitigation Grant Program (HMGP) funds following a Presidentially-declared disaster and for State Public Assistance (PA) funds following a State-declared disaster. A hazard mitigation plan is also required for communities to remain eligible for future grant funds available through FEMA's Pre-Disaster Mitigation (PDM), and Flood Mitigation Assistance (FMA) programs.

Thank you for your participation in this important planning effort and please let me know if you have any questions.

Sincerely,

Don Moye  
Union County  
Emergency Management Coordinator  
500 N. Main St. Suite 809  
Monroe, NC 28112  
Donald.moye@co.union.nc.us  
704-283-3575

## TOWN OF MINERAL SPRINGS

### RESOLUTION TO ADOPT THE CABARRUS STANLY UNION REGIONAL HAZARD MITIGATION PLAN

R-2015-03

**WHEREAS**, the Town of Mineral Springs is vulnerable to 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**, the development and implementation of a hazard mitigation plan can result in actions that reduce the long-term risk to life and property from natural hazards; and

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

**WHEREAS**, it is also the intent of the Mineral Springs Town Council to fulfill its obligations under Chapter 166A of the North Carolina General Statutes, the North Carolina Emergency Management Act, and Section 322 of the Federal Disaster Mitigation Act of 2000 in order to remain eligible to receive state and federal assistance in the event of a declared disaster affecting Mineral Springs; and

**WHEREAS**, Mineral Springs, in coordination with Cabarrus County, Concord, Harrisburg, Kannapolis, Midland, Mount Pleasant, Stanly County, Albemarle, Badin, Locust, Misenheimer, New London, Norwood, Oakboro, Red Cross, Richfield, Stanfield, Union County, Fairview, Hemby Bridge, Indian Trail, Lake Park, Marshville, Marvin, Monroe, Stalling, Unionville, Waxhaw, Weddington, Wesley Chapel, and Wingate, has prepared a multi-jurisdictional hazard mitigation plan with input from the appropriate local and state officials; and

**WHEREAS**, the North Carolina Division of Emergency Management and the Federal Emergency Management Agency have reviewed the Cabarrus Stanly Union Regional Hazard Mitigation Plan for legislative compliance and have approved the plan pending the completion of local adoption procedures.

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

1. Adopts the Cabarrus Stanly Union Regional Hazard Mitigation Plan; 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 the 12<sup>th</sup> day of February, 2015.

---

Frederick Becker III, Mayor

ATTEST:

---

Vicky Brooks, CMC, NCCMC, Town Clerk



## 2014 READY ACCOUNTABILITY BACKGROUND BRIEF SUPPLEMENT: North Carolina School Performance Grades

Public school accountability is a standard practice for North Carolina going back to the early 1990s. Through accountability reporting, North Carolinians can see how students are performing at the school, district and state levels.

The 2013-14 school year was the second year of the state's READY initiative, which included a new *Standard Course of Study* in all subjects and grade levels, new student assessments aligned to the revised standards, and a new school accountability model. With such significant changes, one expects to see different results in the short and long term. In the past when the State Board of Education has raised English/language arts and mathematics standards, student performance has decreased. Experience also has shown that as teachers and students become acclimated to the more rigorous standards, academic performance trends upward.

North Carolina typically releases school, district and state accountability results in August. North Carolina School Report Cards are usually released in October to provide more detailed information about student performance and other key data points such as school safety and teacher qualifications that are of interest to parents and the school community.

Legislation (G.S. §115C-83.15) passed during the 2013 long session of the North Carolina General Assembly requires the inclusion of School Performance Grades as part of the North Carolina School Report Cards. When the North Carolina School Report Cards are released on Feb. 5, every traditional and public charter school will receive an A-F letter grade. Beginning in the 2015-16 school year, the North Carolina School Report Cards will be released in September and will incorporate both the School Performance Grades and state READY accountability results.

### How are School Performance Grades Calculated?

As required by state legislation, the School Performance Grades are based 80 percent on the school's achievement score (calculated using a composite method based on the sum of points earned by a school on all of the indicators measured for that school), and 20 percent on students' academic growth (compares the actual performance of the school's students to their expected performance based on their prior testing performance). There is an exception to this. If a school meets expected growth but inclusion of the school's growth reduces the school's performance score and grade, a school may choose to use the School Achievement Score only to calculate the performance score and grade. The final grade will be based on a 15-point scale this year, and a 10-point scale for future years, per legislation.

### Calculating a School's Achievement Score

There are several indicators that will be used to calculate an elementary/middle school's achievement score. K-8 schools will use the following indicators where applicable:

- End-of-Grade Reading (grades 3-8)
- End-of-Grade Math (grades 3-8)
- End-of-Grade Science (grades 5 and 8)
- End-of-Course Math I
- End-of-Course Biology

When calculating the achievement score for each indicator, the percent of students who score at or above Level 3 on each assessment is divided by the total number of students for that indicator. To get the total School Achievement Score, the total number of proficient scores for all indicators are added and then divided by the total number of scores for all indicators.

High schools will use the following indicators to calculate the achievement score:

- End-of-Course Math I
- End-of-Course English II
- End-of-Course Biology
- The ACT (percent of students who score 17 or above – UNC System’s minimum composite score requirement)
- ACT WorkKeys (percent of students who achieve a Silver Certificate or better)
- Math Course Rigor (percent of students who successfully complete Math III)
- 4-year Graduation Rate (percent of students who graduate in four years)

Again, when calculating the achievement score for each indicator, the percent of students who meet the standard is divided by the total number of students for that indicator. To get the total School Achievement Score, the total number of scores or benchmarks meeting the standard for all indicators is added and then divided by the total number of scores or benchmarks for all indicators.

Schools spanning both K-8 grades and high school will use the appropriate indicators accordingly. For example, a K-12 school will use all of the indicators for K-8 and high school.

### Calculating a School’s Growth Score

The school’s Growth Score is generated by using EVAAS (Education Value Added Assessment System). EVAAS is a value-added growth model that uses end-of-grade and end-of-course assessment data to measure the amount of growth groups of students make in a year. EVAAS calculates a composite index of growth, which determines the growth designation for the school: exceeds expected growth, meets expected growth or does not meet expected growth.

For the purposes of the School Performance Grades, the growth composite index also is converted to a 100-point scale, so that it can be combined with the School Achievement Score to create the overall School Performance Grade.

### Calculating a School’s Performance Grade

As mentioned earlier, a school’s performance grade will be based 80 percent on the school’s achievement score and 20 percent on students’ academic growth. The final grade will be based on the following 15-point scale for the 2013-14 school year only.

A = 85-100 B = 70-84 C = 55-69 D = 40-54 F = Less than 40

Beginning in 2014-15, a 10-point grading scale will be used. Following is an example for calculating a school’s performance grade.

	Score	Multiply by	Input for Final Grade
School Achievement	64.4	.80	51.5
Growth*	100.0	.20	20.0
Final Score**			72
Final Grade***			B

\* If a school meets expected growth but inclusion of the school’s growth score reduces the school’s performance score and grade, a school may choose to use the school achievement score only to calculate its performance score and grade.

\*\* For reporting purposes, the performance score is rounded to the nearest whole number.

\*\*\* K-8 schools will receive a separate score and grade for reading and math. This will include both achievement and growth measures in the same way as the overall School Performance Grade. Schools with no data available to calculate at least a School Achievement Score will not receive a School Performance Grade. An example would be K-2 schools. Additionally, alternative schools and other schools approved to use the Alternative Accountability Model will not receive a School Performance Grade, but these schools may elect to do so starting in 2014-15.



Select District(s) ▾

School Performance Grade | End of Grade | End of Course | The ACT | ACT WorkKeys | Passing Math III | Cohort Graduation Rate | Read to Achieve | AMO | School Performance Grade (1)

Select School(s) ▾

**School Performance Grade:**  
 School Performance Grades were issued for the first time in the 2013-14 school year as required by the NC General Assembly. All public schools in North Carolina have been assigned an A through F letter grade based on achievement and growth. The achievement score is worth 80% of the school performance grade and the growth score is worth 20% of the school performance grade. After combining these 2 values, the score is placed on the following scale:

A: 85-100 points  
 B: 70-84 points  
 C: 55-69 points  
 D: 40-54 points  
 F: Less than 40 points

In the event that a school meets or exceeds growth and their final score and grade are reduced when growth is combined with achievement, growth will not be included in the final score and grade. The achievement score will be used as the final score and grade. For schools that do not meet growth, if their score and grade are reduced, growth will remain in the final score and grade calculation.

In addition to the final score and grade, schools containing any grades K-8 that administer math and English language arts/reading assessments are also given separate scores and grades based on the achievement of math results and English language arts/reading results.

This report does not support comparison among schools. Only one school may be selected at a time.

To protect student privacy, any percentage that is greater than or equal to 95% appears as 95%, and "-" will appear for any percentage that is less than or equal to 5%.

Additional information regarding School Performance Grades may be found in the Data Sources and Information Guide.

School	School Performance Grade	School Performance Score	Growth Status
ABC Middle	C	64	Exceeded

Overall | EOG Scores ▾

Achievement Indicators	Proficiency Rate
EOG Reading	58%
EOG Math	46%
EOG Science	72%
Math 1	93%

**Achievement Score**

55

**Growth Score**

99.5

Exceeded  
Met  
Did Not Meet

School Performance Score = (.8 x Achievement Score) + (.2 x Growth Score)

## Where Can I Find My School's Performance Grade?

School Performance Grades are included on the North Carolina School Report Cards ([www.ncreportcards.org](http://www.ncreportcards.org)) under the School Performance section. Each school's academic performance page will include not only the school's performance grade but also student performance on other key academic measures.

School Performance Grades are one component parents and the school community may use to determine how students in their school are doing in comparison to those in the district and across the state. It's also important for parents to consider student performance on end-of-grade and end-of-course assessments as well as the other indicators that the state uses to determine college and career readiness.

## Resources

School districts have a number of programs in place to support teachers and students as they become more familiar with the state's standards and assessments. Contact your principal for more information on these initiatives. If you want more information on the state's READY initiative or the NC School Report Cards, you may want to visit the following websites:

- School Performance Grades Accountability Brief – [www.ncpublicschools.org/accountability/generalinfo](http://www.ncpublicschools.org/accountability/generalinfo)
- READY Initiative – [www.ncpublicschools.org/ready](http://www.ncpublicschools.org/ready)
- NC School Report Cards – [www.ncreportcards.org](http://www.ncreportcards.org)
- North Carolina Standard Course of Study – [www.ncpublicschools.org/curriculum](http://www.ncpublicschools.org/curriculum)

## QUESTIONS?

**School Performance Grades/READY Accountability** – Tammy Howard, Accountability Services Division, 919.807.3787

**NC School Report Card** – Diane Dulaney, Enterprise Data and Reporting, 919.807.3690

**Communications and General Information** – Vanessa Jeter, Communication and Information Services Division, 919.807.3450

# MEMO

**To:** Mineral Springs Town Council  
**From:** Rick Becker, Finance Officer  
**Date:** February 5, 2015  
**Subject:** Seeking design proposals for Town Hall Park

Council has expressed the desire to move forward with a small park on property the town owns adjacent to the town hall at 3506 South Potter Road. It is hoped that design work would be completed by late summer, and that construction would begin immediately after the town festival on September 19, 2015.

North Carolina General Statute 143-64.31 requires that municipalities seeking professional services from architects, engineers, and similar providers “select firms qualified to provide such services on the basis of demonstrated competence and qualification for the type of professional services required without regard to fee.” However, G.S. 143-64.32 allows a municipality to exempt a project from this requirement if the estimated professional fees are less than \$50,000, and allows the municipality to select a service provider on any basis whatsoever.

I am recommending that council seek design proposals for the town hall park as an exempt project, and send requests for proposals to three engineering/design firms:

- **Wirth & Associates:** this firm designed the recently-completed Dogwood Park for the Village of Wesley Chapel. Based on my conversations with Mayor Horvath and other Wesley Chapel officials, they were very satisfied with Wirth.
- **Stewart:** this firm is an annual sponsor of the Carolina Thread Trail Forum, and is an exhibitor at the Forum each year. I spoke with Stewart representatives at this year’s Trail Forum, and they expressed interest in designing a small park for us.
- **Withers & Ravenel:** this firm is *also* a Thread Trail Forum sponsor, and I also spoke with Withers & Ravenel representatives at this year’s forum. They, too, were interested in working with us.

I have included one-page summaries from each firm’s website, and have also included a draft of a request letter (including project scope) to send to each of them. I believe that a 15,000-square foot “pocket park” could be completed within a budget of \$80,000, including hardscape, landscaping, irrigation, furniture, amenities, and playground equipment. Therefore, design work should be nowhere close to \$50,000, and the design would qualify as exempt under NC G.S. 143-64.32.

At this time, I am requesting a motion authorizing the solicitation of proposals from these firms for the design of the Mineral Springs Town Hall Park as an exempt project.



# MEMO

To: Planning Board  
From: [Name]  
Date: February 2, 2012  
Subject: [Topic]

As requested, the design team has prepared a preliminary site plan for the town hall at 2500 South Park Road. It is noted that the design team was not involved in the site plan until after the town hall was completed in the summer. A site plan would be submitted to the Planning Board in 2012.

This page has been intentionally left blank.

The design team has prepared a preliminary site plan for the town hall at 2500 South Park Road. It is noted that the design team was not involved in the site plan until after the town hall was completed in the summer. A site plan would be submitted to the Planning Board in 2012.

- The design team has prepared a preliminary site plan for the town hall at 2500 South Park Road. It is noted that the design team was not involved in the site plan until after the town hall was completed in the summer. A site plan would be submitted to the Planning Board in 2012.
- The design team has prepared a preliminary site plan for the town hall at 2500 South Park Road. It is noted that the design team was not involved in the site plan until after the town hall was completed in the summer. A site plan would be submitted to the Planning Board in 2012.
- The design team has prepared a preliminary site plan for the town hall at 2500 South Park Road. It is noted that the design team was not involved in the site plan until after the town hall was completed in the summer. A site plan would be submitted to the Planning Board in 2012.

The design team has prepared a preliminary site plan for the town hall at 2500 South Park Road. It is noted that the design team was not involved in the site plan until after the town hall was completed in the summer. A site plan would be submitted to the Planning Board in 2012.

The design team has prepared a preliminary site plan for the town hall at 2500 South Park Road. It is noted that the design team was not involved in the site plan until after the town hall was completed in the summer. A site plan would be submitted to the Planning Board in 2012.



1230 WEST MOREHEAD STREET • CHARLOTTE NC 28208

- ▶ Firm Background
- ▶ Land Planning
- ▶ Parks and Recreation
- ▶ Golf Course Services
- ▶ Contact Us



## PARKS AND REC

Parks and recreation planning is an area of special emphasis for Wirth & Associates. We take great pride in the recreation and open space facilities that we have participated in planning over 26 years of experience and look forward to a continuing dedication to this area of practice in the future. At Wirth & Associates, we base our parks and recreational planning on the following principals:

### Emphasizing Environmental Awareness & Balancing the Use and Careful Management of Sensitive Environmental Areas:

Environmentally sensitive areas are being utilized as recreation areas by many communities striving to improve their quality of life. The careful use and management of these areas is a product of careful planning and proper environmental assessment at the beginning of each project. At Wirth & Associates, special care is taken in the planning process when dealing with certain elements such as wetlands, preservation/buffer zones, and environmentally sensitive areas such as Watershed Overlay Districts. Through proper environmental assessment and careful implementation, sensitive areas can successfully be utilized for a variety of recreation facilities such as greenway trails, interpretive & educational facilities, sports and athletic facilities, and waterfront parks.

### Meeting Recreational Needs for Diverse Populations:

The intense demand for passive and active outdoor recreation has resulted in parks and recreation planning becoming a national priority. To help these demands, Wirth & Associates can work with the Park & Recreation Department and the public to determine these diverse recreation needs through the use of community surveys, needs assessments, public planning events such as workshops or charrettes, and the formation of master plans, capitol improvement plans and/or budgets both system wide and on individual sites.

It is most important that park plans reflect the desires and concerns of the communities and direct users that they will serve. Incorporating the public's ideas into the programming of the park facilities not only builds consensus but also builds community pride that affects the way the public uses the proposed facilities. With the amount of new facilities currently being programmed for all parts of the County, it is essential that a balance of recreational opportunities is provided and that duplication of facilities be avoided.

### Responding to Programs and Budgets:

W&A provides the same level of attention to meeting project schedules and budgets whether the project is a neighborhood park or a system of parks for an entire region. Wirth & Associates can assist with the development of park programs, revenue generating activities, cost estimates, and project phasing.

*The success of our past planning efforts is a result of our ability, and desire, to provide creative, responsible design solutions that are functional and fiscally sound as well as environmentally responsible. With over 60 years of combined experience in the Charlotte and Piedmont region, Wirth & Associates brings national, and international, experience to these types of planning assignments. Wirth & Associates and our design team has the skills and professional abilities to balance the desired program elements with budget and site constraints while concurrently garnishing consensus and approval of the plans from all concerned parties.*

## REPRESENTATIVE PARK PROJECTS

- Mazeppa Park ( Mooresville, NC)
- Rock Springs Nature Preserve Park (Lincoln County, NC)
- Queens University Tennis Complex (Charlotte, NC)
- Yadinville Community Park (Yadinville, NC)
- Cornelius Road Park ( Mooresville, NC)
- North Mecklenburg Park (Huntersville, NC)
- Clanton Park Phase II (Charlotte, NC)
- Mallard Creek Community Park Phase IV (Mecklenburg County, NC)
- Magia Park ( Mooresville, NC)
- Fisher Farm Park (Davidson, NC)
- Bessemer City Park (Bessemer City, NC)
- Bellingham Park ( Mooresville, NC)
- Heritage Nature Park (Blacksburg, VA)
- Revolution Rec Center (Charlotte, NC)
- Huntersville Rec Center (Huntersville, NC)
- Mazeppa Park ( Mooresville, NC)
- Rock Springs Nature Preserve Park (Lincoln County, NC)
- Queens University Tennis Complex (Charlotte, NC)
- Yadinville Community Park (Yadinville, NC)
- Cornelius Road Park ( Mooresville, NC)

### Greenway Planning and Trail Design

Greenway trails have become a vital part of each community's open space planning and recreational needs. It is known that access to greenways increase adjacent property values and provide a transportation alternative to getting in the car and driving to a destination. To this end, the federal and state governments have funding programs and award grants to communities that can demonstrate that their greenway trail systems can provide an alternative transportation mode.

## REPRESENTATIVE PARK PROJECTS

- West Branch Rocky River Park (Davidson, NC)
- Dye Creek Greenway Master Plan ( Mooresville, NC)
- Wesley Heights Greenway (Charlotte, NC)
- Mallard Creek Greenway Master Plans and Phases 1-4 Implementation (Charlotte, NC)
- Torrence Creek Greenway (Huntersville, NC)
- Four Mile Creek Greenway (Charlotte, NC)
- Village Greenway (Concord, NC)
- Lower McAlpine Greenway & Riparian Zone Corridor Enhancements
- West Branch Rocky River Park (Davidson, NC)
- Dye Creek Greenway Master Plan ( Mooresville, NC)



## SERVICES / LAND PLANNING & DESIGN

LAND PLANNING & DESIGN  
 STRUCTURAL ENGINEERING  
 TRANSPORTATION  
 GEOMATICS  
 CONSTRUCTION SERVICES



Stewart's award-winning land planning and design group includes planners, landscape architects, civil engineers and environmental professionals that are connected from the site selection process through design, permitting and construction. We offer creative planning and design services to our clients through our interdisciplinary approach by collaborating with our other disciplines to ensure a fully-integrated and responsive design solution to achieve the realization of our client's program, budget and vision.

We provide services in a variety of markets within the public and private sectors including education, healthcare, institutions, municipalities, state and federal government as well as commercial, retail, residential and mixed-use. Our depth of experience includes:

- Pre-Development Services
- Site Selection & Programming
- Due Diligence & Feasibility Studies
- Site Inventory/Constraint Analysis
- Rezoning, Special Use Permits & Variance Requests
- Master & Land Use Planning
- Entitlement, Zoning & Regulatory Approvals
- Environmental Planning & Analysis
- Environmental Site Assessments
- Public Involvement & Meeting Facilitation
- Site Planning & Design
- Grading, Drainage, & Erosion Control
- Water Resources & Stormwater Management
- Utility Plans & Coordination
- Water & Wastewater Engineering
- Landscape Architecture
- Urban Design & Infill
- Hardscapes & Plazas
- Streetscapes & Corridors
- Athletic Fields & Facilities
- Neighborhood/Subdivision Planning
- Illustrative Graphics & Renderings
- Environmental Graphics/Wayfinding
- Bidding/Construction Administration

Stewart believes in improved environmental and economic performance of projects using established and / or advanced industry principles, practices, materials and standards. Our efforts focus on designs that are in harmony with the environment and infrastructure in which we live. Stewart's approach to land design limits environmental impacts, provides innovative stormwater management, reduces negative impact on water quality, reuses existing infrastructure, and protects green space and natural areas.

## Services

- CONSTRUCTION ADMINISTRATION
- ECONOMIC DEVELOPMENT
- ENVIRONMENTAL
- GIS/IT SOLUTIONS
- LAND DEVELOPMENT
- PLANNING
- PARKS & RECREATION**
- SURVEYING
- TRANSPORTATION
- WATER RESOURCES

## LEED Professional Accreditation

### Leadership In Energy and Environmental Design (LEED)

Withers & Ravenel has a proven history demonstrating environmentally sensitive and socially responsible design... [find out more.](#)



## Parks & Recreation

Since the firm was founded In 1983, we have provided land development and planning services to clients In both the public and private sectors. Our team has current and related experience in landscape architecture, master planning, design, development and construction of parks and recreational facilities, and greenways / bikeway trails for local governments. In addition, we have conducted public meetings, map workshops, design charrettes and other public input forums for our clients on projects ranging from large scale master plans to small community parks.

### Grants and Grantsmanship

Federal and State grant and loan programs include:  
 NC Parks and Recreation Trust Fund (PARTF)  
 State Revolving Loan/Grant program (SRF)  
 North Carolina Rural Economic Development Center (REDC)  
 North Carolina Department of Commerce Community Block Development Grants (CDBG) Infrastructure and Economic Development Grants  
 Clean Water Management Trust Fund (CWMTF)  
 U.S. Economic Development Administration (EDA)  
 USDA Office of Rural Development (ORD)

- Landscape Architecture
- Master Planning
- Siting / Feasibility Studies
- Park and Greenway Planning and Design
- Recreational Planning
- Golf Course Design and Development



## Client Sectors

Local Government

## Recruitment

What makes us a team committed to growth and excellence

... find out more



# Town of Mineral Springs

PO Box 600 • Mineral Springs, NC • 28108-0600

**Telephone:**  
(704) 243-0505

**Facsimile:**  
(704) 243-0506

**Clerk:**  
(704) 289-5331

February 12, 2015

**Mayor:**

Frederick Becker III

The Town of Mineral Springs is seeking design proposals for a small downtown park to be located next to the current town hall at 3506 South Potter Road.

The project area is an oblong piece of property consisting of approximately 15,000 square feet of level ground, currently planted in grass with some cedar, pine, and hardwood trees along part of the northern border of the property (see accompanying map and photographs).

**Council**

**(Through 2015):**  
Valerie Coffey  
Lundeen Cureton  
Peggy Neill

It is the desire of the town to create a park that will meet the needs of a broad cross-section of residents, and that will include meandering paved walkways for fitness walking including extension of the existing sidewalk along Potter Road, benches and a small picnic area, multiple areas of grass and areas of trees and shrubs between the walkways, irrigation as necessary, a small fenced playground with very limited (and hopefully unique) play equipment, a semi-permanent "port-a-john", a drinking fountain, and a new curb cut and accessible ramp connecting the walkways to the existing parking lot. The budget for all construction, landscaping, furnishing, and equipment acquisition is \$80,000.

**(Through 2017):**  
Jerry Countryman  
Janet Critz  
Melody LaMonica

This is a challenging site due both to its small size and its narrowness, and will require a great deal of creativity and innovative thinking to fit so many features into the available space.

The accompanying project summary provides background on the Town of Mineral Springs and details the scope of the project, the submission requirements, and general provisions. The town anticipates a design fee of less than \$50,000 and is considering these design services to be exempt from the qualifications-based selection requirements of NC G. S. 143-64.31, as authorized by NC G. S. 143-64.32 for design projects with fees under \$50,000. The town will base its selection on a combination of design suitability and proposed fee amount.

Sealed proposals will be accepted until 2:00 PM on Tuesday, March 24, 2015. Interested firms are encouraged to visit the site prior to final design submission, and may make an appointment by contacting me by mail or telephone, or by email at [msncmayor@yahoo.com](mailto:msncmayor@yahoo.com).

Thank you.

Sincerely,

Frederick Becker III  
Mayor

[www.mineralspringsnc.com](http://www.mineralspringsnc.com)

**TOWN OF MINERAL SPRINGS**  
**Downtown Park Project**  
**3506 South Potter Road**

**Request for Park Design Services**

**I. Purpose**

The Town of Mineral Springs intends to construct a new park adjacent to its town hall at 3506 South Potter Road. The town is seeking the professional services of a qualified park design consultant. These services shall consist of preparation of conceptual and schematic designs, preparation of all necessary specifications, preparation of construction documents, construction bid administration, and construction supervision.

**II. Background**

Mineral Springs is located in Union County, North Carolina. It was incorporated as a municipality on August 13, 1999. The town has an estimated 2014 population of 2,800, and an area of 7.6 square miles.

The town has a philosophy of low-density rural development and preservation of natural resources. Mineral Springs has adopted the motto "Conservation By Design", which is featured on downtown banners and various town documents. Currently, the town's only park resource is the Mineral Springs Greenway. This is a network of natural-surface trails on approximately 65 acres of town-owned property mostly located along several creeks. The McNeely Road Trailhead is located at 6214 McNeely Road, and consists of a gravel parking lot and a platform with benches and an information kiosk that is under construction. Approximately 3 miles of trail have been developed and marked, and there are access points at two residential subdivisions in addition to the trailhead.

The Mineral Springs town hall is located at 3506 South Potter Road, a few hundred yards south of the intersection with NC Highway 75. There has been significant community interest in developing a small park adjacent to the town hall to serve nearby residents as well as residents who might be visiting downtown businesses. A county sewer line completed in October 2014 is expected to spur redevelopment of the underutilized downtown business district and draw more people downtown. In addition, a new "main-street based" pedestrian-friendly mixed-use business district is planned on 28 privately-owned acres alongside and behind the town hall. The proposed park would be located along one of the future streets in this new business district.

The total budget for the town for fiscal year 2014-1015 is \$317,260, with \$269,305 allocated to operations and \$47,955 allocated to capital expenditures. Additional funding for capital projects could be made available via transfers from general fund balance.

**III. Project Description**

The park will be developed on a site approximately 50 feet by 300 feet adjacent to the existing town hall driveway and parking lot (see accompanying map). It is intended for daily use by nearby residents who live within walking distance, as well as use by residents who live further away and who would be able to ride bicycles (racks should be provided) or would drive.

Amenities shall include paved walkways meandering throughout the property, grass “islands” for low-intensity outdoor recreation, decorative landscaped areas, both raised and level, benches and a picnic area, a small fenced playground area with limited equipment, and some “focal points” such as a gazebo, sundial, or bird bath. Particular attention should be given to providing some rapid-growing trees or treeform shrubs that will provide shade to some areas of the park. Irrigation shall be provided as necessary to ensure adequate care of lawn and landscaped areas. All amenities shall be fully compliant with the Americans with Disabilities Act, and a new curb cut and ramp shall be provided from the existing town hall parking lot.

The municipal campus will be integrated into a future downtown business district to be developed and constructed by private entities. The owner of the property has prepared a conceptual plan of the proposed downtown project (see accompanying drawing).

Due to its small size and awkward shape, this is expected to be a challenging site. Creativity and unique design elements will be essential components of the successful project design submission.

Construction is expected to begin on or after September 21, 2015.

#### **IV. Scope of Services**

##### **A. Schematic Design**

1. The consultant shall build on the conceptual designs submitted as part of the selection process and review those designs with the town.
2. Based on input from the town, consultant shall provide a final conceptual plan for approval.

##### **B. Construction Document Preparation**

1. Based on the approved conceptual layout, consultant shall prepare, for approval by the town, design, permitting, bidding, and construction documents
2. Consultant shall prepare an updated cost estimate for the project
3. Consultant shall coordinate any necessary reviews, submittals, and approvals with local, state, and/or federal permitting agencies

**C. Bidding**

1. Consultant shall coordinate and administer the construction bidding process and assist in determining the lowest qualified construction bid
2. Consultant shall assist the town in conducting a pre-bid meeting with bidders to clarify the requirements of the project

**D. Construction Administration**

The consultant, as the representative of the town during the construction phase, shall advise and consult with the town and issue the town's instructions to the contractor(s). It is understood that the consultant will have a representative in the field periodically during construction.

**V. Submissions**

It is the intent of the town to waive a formal Request for Qualifications and to conduct the selection of a consultant under an exemption as authorized by NC G.S. 143-64.32.

Submissions shall include, at a minimum, the following information:

- A. Consultant's name, address, telephone number, fax number, email address, and contact person
- B. Names and office location of all personnel who will be assigned to this project
- C. Examples of completed projects of similar type and scope, including the agency and project name, beginning and completion dates, and method(s) used to solicit public participation
- D. Three client references within North Carolina or South Carolina that involved similar projects
- E. Description of consultant's project approach
- F. Conceptual design illustrations
- G. Initial project cost estimate
- H. Tentative plan and time frame for approaching the project

**VI. Method of Evaluation/Selection**

Town staff will evaluate each submission for compliance with the requirements stated herein. Staff will provide the Mineral Springs Town Council with all submitted materials, and Council will consider the candidates at the April 9, 2015 town council meeting. Candidates will have the opportunity to make a presentation at that meeting.

Submissions will be evaluated based on the following criteria:

- A. The overall characteristics of the conceptual design and Council's evaluation of the suitability, originality, and quality of that design



- B. Work history and references for similar projects
- C. Experience with community and public engagement
- D. Cost of the consultant's service
- E. Ability to meet the established schedule

Submissions shall be sealed and labeled on the outside "Mineral Springs Park Design Proposal". Submission packages must be received by 2:00 PM on Tuesday, March 24, 2015. Only submissions that are complete and submitted by this deadline will be considered. Opportunities with the Town of Mineral Springs are open to all qualified applicants. Mineral Springs complies with all applicable federal, state, and local laws with regard to equal employment opportunity.

Submissions shall be sent by United States Postal Service to:

Mayor Frederick Becker  
Town of Mineral Springs  
PO Box 600  
Mineral Springs, NC 28108

Or shall be sent by delivery service or hand-delivered by applicant to:

Mayor Frederick Becker  
Mineral Springs Town Hall  
3506 South Potter Road  
Monroe, NC 28112

Additional contact information:  
(704) 243-0505 x223 (office)  
(704) 989-1877 (mobile)  
msncmayor@yahoo.com (email)



Park Location  
(Building will not be constructed)

**ROBERT JOHNSON**  
architects  
1803 West Morehead St.  
Charlotte, NC 28208  
T 704 / 342 1058  
F 704 / 342 3043  
E info@rjarchitects.com

**RALEY MILLER**  
PROPERTIES

Ⓟ parking

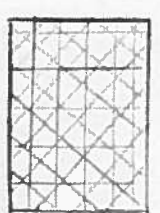
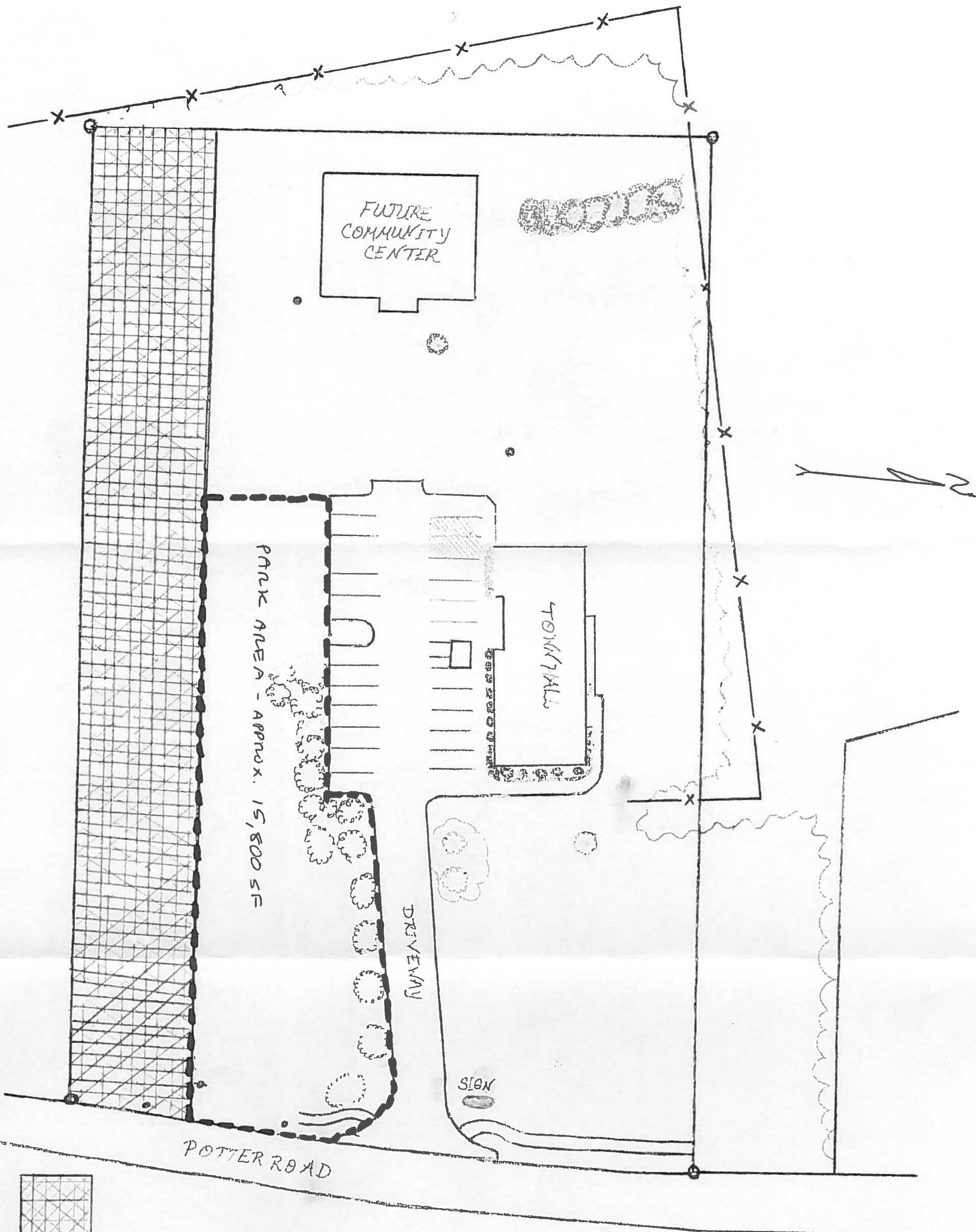
Highway 75 / Potter Road

CONCEPTUAL SITE PLAN

**MINERAL SPRINGS VISION PLAN**

Mineral Springs, North Carolina · RJA Project #0000 · 09.12.06

# TOWN OF MINERAL SPRINGS UNION COUNTY, NC



Town Hall property  
with an easement  
for a future road.

SCALE 1" = 40'

**TOWN OF MINERAL SPRINGS**

**NORTH CAROLINA DEPARTMENT OF TRANSPORTATION  
DIVISION OF HIGHWAYS**

**REQUEST FOR ADDITION TO STATE MAINTAINED SECONDARY ROAD SYSTEM**

**R-2015-02**

**North Carolina**

**County: Union**

**Road Description: Saddleridge Drive (0.2 miles), Huntcliff Drive (0.4 miles) and Crofton Drive (0.5 miles) in the Copper Run Subdivision in the Town of Mineral Springs in Union County, North Carolina.**

**Road Location: Off of SR1327 (Camp Ground Road, AKA Pleasant Grove Road) as indicated on the attached map.**

**WHEREAS**, the attached petition has been filed with the Town Council of the Town of Mineral Springs in the County of Union requesting that the above described road(s), the location of which has been indicated in red on the attached map, be added to the Secondary Road System; and

**WHEREAS**, the Town of Mineral Springs Town Council is of the opinion that the above described road(s) should be added to the Secondary Road System, if the road(s) meet minimum standards and criteria established by the Division of Highways of the Department of Transportation for the addition of roads to the System; and

**NOW, THEREFORE**, be it resolved by the Town Council of the Town of Mineral Springs that the Division of Highways is hereby requested to review the above described road(s), and to take over the road(s) for maintenance if it meets established standards and criteria.

**ADOPTED** this 12<sup>th</sup> day of February, 2015.

\_\_\_\_\_  
Frederick Becker, Mayor

Attest:

\_\_\_\_\_  
Vicky A. Brooks, CMC, NCCMC, CZO

**CERTIFICATE**

The foregoing resolution was duly adopted by the Town of Mineral Springs Town Council in the County of Union at a meeting on the 14<sup>th</sup> day of February, 2013.

WITNESS my hand and official seal this the \_\_\_\_\_ day of \_\_\_\_\_, 2013.

**Official Seal**

Clerk, Town of Mineral Springs  
Union County, North Carolina

\_\_\_\_\_  
Vicky A. Brooks



STATE OF NORTH CAROLINA  
DEPARTMENT OF TRANSPORTATION

PAT MCCRORY  
GOVERNOR

ANTHONY J. TATA  
SECRETARY

January 29<sup>th</sup>, 2015

Ms. Vicky Brooks  
Town of Mineral Springs  
P. O. Box 600  
Mineral Springs, N.C. 28108

Subject: Request for County Resolution (SR-2) for Copper Run Subdivision  
located in Union County.

Dear Ms. Brooks

We have been petitioned to add the subject roads to the State Maintained Road System. These roads can be recommended for addition upon receipt of a resolution from the Town of Mineral Springs.

Therefore, our office requests your assistance in obtaining a resolution (SR-2). Please provide an approved Form SR-2 from Mineral Springs if this request is acceptable to the Town.

Thank you for your prompt attention to this matter. If you have any questions, please feel free to call me at 218-5107

Sincerely,

A handwritten signature in black ink that reads "Mac Outen".

Mac Outen  
Engineering Tech

cla/amo  
Attachment  
cc: File



# K-276

Final Plat 1  
4 lots



State of North Carolina, Union County

I, Edward L. Kilgough, certify that this map was drawn under my supervision upon the basis of the following data: (That the boundaries and surveyed area shown on this map were prepared by the surveyor named herein in 1775 A.D. as evidenced by the original map on file in the office of the Surveyor General for Union County, North Carolina, and that the same have been correctly transcribed and reduced to the present scale.)

Edward L. Kilgough  
L-1519



LINE	BEARING	LENGTH
L1	N57°56'30"E	21.97
L2	N57°11'12"E	45.87
L3	N58°08'45"E	22.85
L4	N53°57'10"W	36.40
L5	N57°56'30"E	22.45
L6	N57°11'12"E	46.56
L7	N58°08'45"E	33.17
L8	N33°55'30"E	60.17

NO.	DATE	CONTRACT NO.	BY
1	5/17/06		

**Certificate of Ownership and Dedication**  
 I hereby certify that I am the owner of the property shown and described herein, which is located in the subdivision jurisdiction of the Town of Mineral Springs, and that I hereby dedicate the portion of the same, to wit: the streets, walks, paths, and other sites and easements to public or private use as noted, subject to the provisions of the General Statutes of this State.  
 Date: 8/24/07  
 District Engineer

**NCDOT Construction Standards Approval**  
 I hereby certify that the streets on this plat designed as public are or will be in accordance with the minimum right-of-way and construction standards established by the Department of Transportation for acceptance into the state highway system.  
 Signature: [Signature]  
 Date: 9/14/07

**Union County Health Department**  
 This plat is in compliance with the provisions of the Health Department's Code of Ordinances, Chapter 18-100, based on conditions noted in well evaluation ASES. This statement does not guarantee that an improvement permit will be issued.  
 Signature: [Signature]  
 Date: 9/14/07

OWNER/DEVELOPER  
 NIBLOCK DEVELOPMENT CORP.  
 C/O OAK CREEK DEVELOPMENT  
 P.O. BOX 281  
 DAVENSON, NC 28039  
 (704) 922-3571

PLANS PREPARED BY  
 R.D. DAVIS CONSULTING ENGINEERS  
 323 N. INDIAN TRAIL ROAD  
 INDIAN TRAIL, N.C. 28078  
 (704) 821-7700

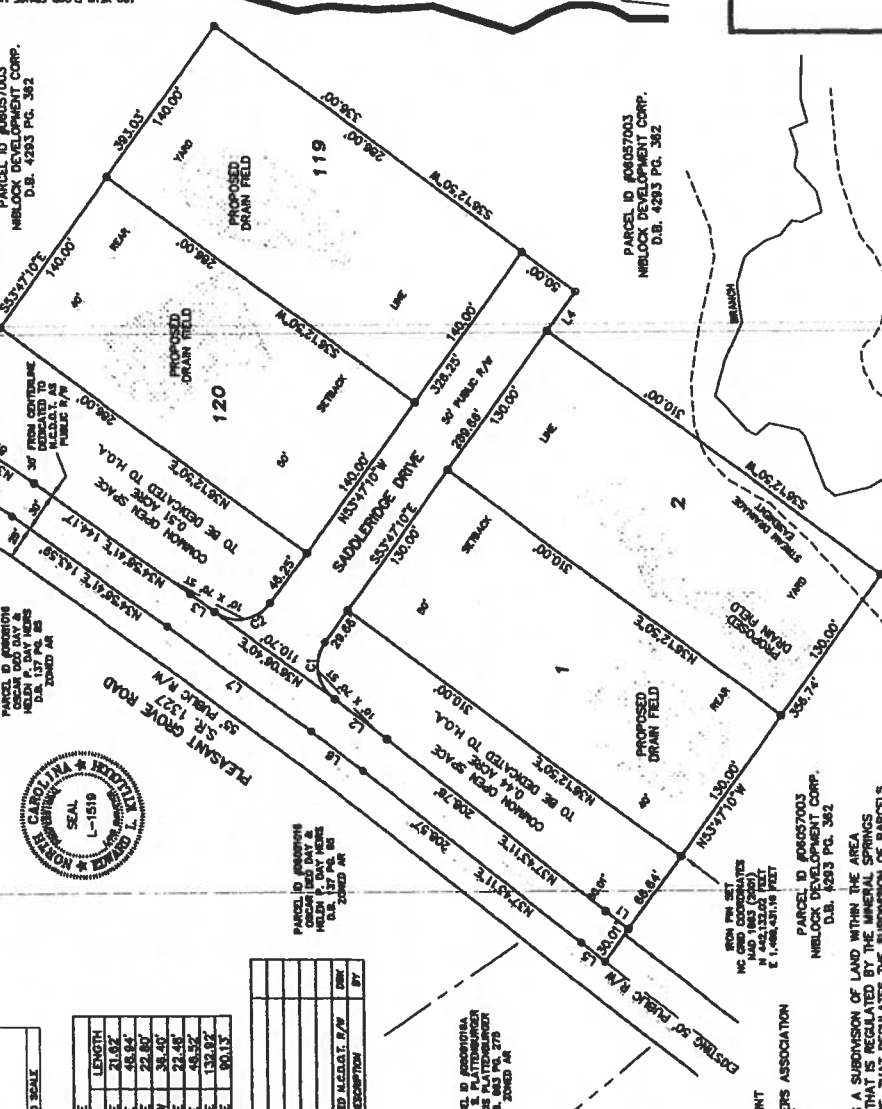
**FINAL PLAT 1**  
**OF**  
**COPPER RUN**  
 FOR  
**NIBLOCK DEVELOPMENT**  
 AUGUST 17, 2007  
**GRAPHIC SCALE**  
 1 inch = 60 ft.  
 (IN FEET)

SURVEYED BY: EDWARD L. KILGOUGH, N.C.P.L.S. L-1519  
 INDIAN TRAIL, N.C. 28078  
 PHONE: (704) 821-7711  
 FAX: (704) 821-7152  
 EMAIL: e.kilg@phs.com

Cab K File #76

**State of North Carolina**  
 County of Union  
 I, Edward L. Kilgough, certify that this map was drawn under my supervision upon the basis of the following data: (That the boundaries and surveyed area shown on this map were prepared by the surveyor named herein in 1775 A.D. as evidenced by the original map on file in the office of the Surveyor General for Union County, North Carolina, and that the same have been correctly transcribed and reduced to the present scale.)  
 Edward L. Kilgough  
 L-1519

Parcel ID: 80687003  
 NIBLOCK DEVELOPMENT CORP.  
 D.B. 4293 PG. 382  
 100 YEAR FLOOD FLOOD LINE  
 PER DETAILED FEMA PANEL 211700000 C



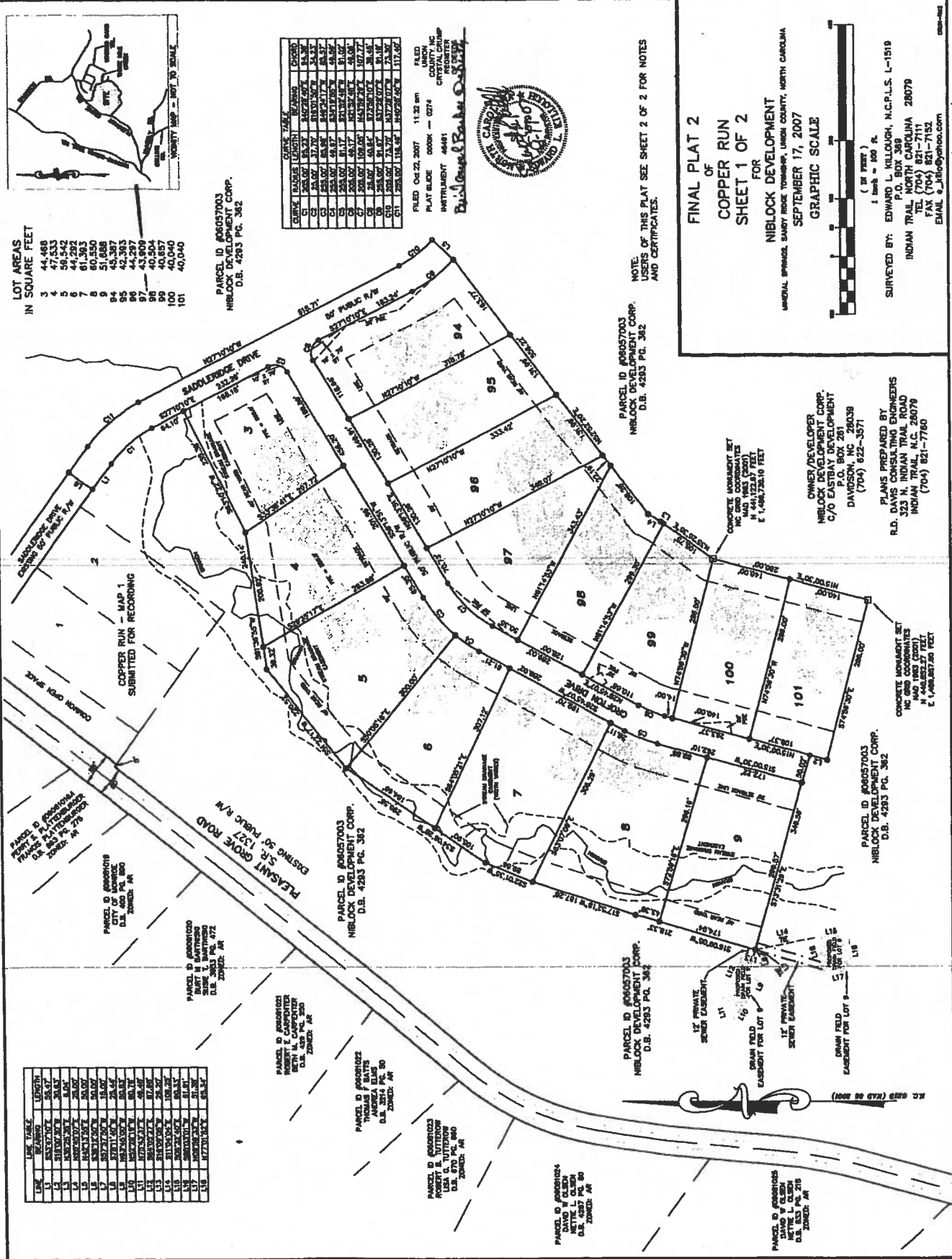
**Certificate of Approval of the Design and Installation of Streets, Utilities, and Other Required Improvements:**  
 I hereby certify that all streets and other required improvements have been installed in accordance with the provisions of the Town of Mineral Springs specifications and standards in the files of the Department of Transportation for acceptance into the state highway system. The proposed improvements in an amount and manner satisfactory to the Town of Mineral Springs have been given and received.  
 Mayor, Town of Mineral Springs, North Carolina  
 Date: 8/24/07

**LEGEND**  
 O = CALCULATED POINT  
 P = IRON PIN SET  
 S = SURVEYOR'S MARKERS ASSOCIATION  
 P.O.L. = POINT OF BEGINNING  
 ST = SIGHT TRIANGLE

**NOTES:**  
 THIS SURVEY CREATES A SUBDIVISION OF LAND WITHIN THE AREA OF MINERAL SPRINGS THAT IS REGULATED BY THE MINERAL SPRINGS SUBDIVISION ORDINANCE, THAT REGULATES THE SUBDIVISION OF PARCELS OF LAND.  
 MINIMUM LOT SIZE = 40,000 SQ. FT.  
 MINIMUM LOT WIDTH = 120' AT FRONT SETBACK  
 FRONT SETBACK = 50'  
 SIDE YARD = 15'  
 REAR YARD = 15'  
 IRON PIN SET ALL CORNERS UNLESS OTHERWISE NOTED.  
 AREA BY COORDINATE METHOD  
 TOTAL AREA = 5.50 ACRES  
 COMMON OPEN SPACE AREA = 0.95 ACRE  
 AREA INSIDE ROAD R/W = 0.86 ACRE  
 NORTH ORIENTATION BASED UPON NC GRID AND WAS ESTABLISHED BY SURVEY GRADE LEICA DUAL FREQUENCY GPS RECEIVERS CONNECTED TO THE NC GEODETIC SURVEY NETWORK. COMBINED GRID FACTOR 0.999991.

K-274

Final Plat 2  
15 lots



LOT AREAS  
IN SQUARE FEET

3	44,468
4	47,533
5	58,542
6	41,732
7	41,732
8	60,530
9	51,888
94	45,387
95	42,383
96	44,297
97	42,504
98	40,657
99	40,040
100	40,040
101	40,040

PARCEL ID #06057003  
NIBLOCK DEVELOPMENT CORP.  
D.B. 4293 PG. 362

CURVE TABLE

CURVE	BAWLER LENGTH	BEARING	CHORD
C1	258.00'	89.32°	367.92'
C2	258.00'	89.32°	367.92'
C3	258.00'	89.32°	367.92'
C4	258.00'	89.32°	367.92'
C5	258.00'	89.32°	367.92'
C6	258.00'	89.32°	367.92'
C7	258.00'	89.32°	367.92'
C8	258.00'	89.32°	367.92'
C9	258.00'	89.32°	367.92'
C10	258.00'	89.32°	367.92'
C11	258.00'	89.32°	367.92'

FILED Oct 22, 2007 11:32 AM  
ARJON  
PLAT BLK 0006 - 0074  
COUNTY DEPT  
INSTRUMENT 46491  
REGISTER



NOTE:  
USERS OF THIS PLAT SEE SHEET 2 OF 2 FOR NOTES  
AND CERTIFICATES.

FINAL PLAT 2  
OF  
COPPER RUN  
SHEET 1 OF 2  
FOR  
NIBLOCK DEVELOPMENT

GENERAL OFFICE: SANDY ROSE TOWNSHIP, LINCOLN COUNTY, NORTH CAROLINA  
SURVEYED BY: EDWARD L. KILLOUGH, N.C.P.L.S. L-1519  
P.O. BOX 369  
INDIAN TRAIL, NORTH CAROLINA 28078  
TEL (704) 821-7111  
FAX (704) 821-7152  
EMAIL e\_killough@yahoo.com



CHANGES/REVISIONS SET  
NIBLOCK DEVELOPMENT CORP.  
C/O EASTBAY DEVELOPMENT  
P.O. BOX 281  
DAWSDON, NC 28038  
(704) 822-3571

PLANS PREPARED BY  
R.D. DAVIS CONSULTING ENGINEERS  
333 N. INDIAN TRAIL ROAD  
INDIAN TRAIL, NC 28078  
(704) 821-7700

LINE TABLE

LINE	TABLE	LENGTH
L1	187201.500'	50.45'
L2	187201.500'	30.45'
L3	187201.500'	30.45'
L4	187201.500'	30.45'
L5	187201.500'	30.45'
L6	187201.500'	30.45'
L7	187201.500'	30.45'
L8	187201.500'	30.45'
L9	187201.500'	30.45'
L10	187201.500'	30.45'
L11	187201.500'	30.45'
L12	187201.500'	30.45'
L13	187201.500'	30.45'
L14	187201.500'	30.45'
L15	187201.500'	30.45'
L16	187201.500'	30.45'
L17	187201.500'	30.45'
L18	187201.500'	30.45'

PARCEL ID #06057002  
ROBERT E. CARPENTER  
D.B. 4293 PG. 362

PARCEL ID #06057002  
THOMAS B. BATES  
D.B. 4293 PG. 362

PARCEL ID #06057003  
ROBERT E. CARPENTER  
D.B. 4293 PG. 362

PARCEL ID #06057004  
DAVID W. CLEEN  
D.B. 4293 PG. 362

PARCEL ID #06057005  
DAVID W. CLEEN  
D.B. 4293 PG. 362

PARCEL ID #06057003  
NIBLOCK DEVELOPMENT CORP.  
D.B. 4293 PG. 362

PARCEL ID #06057003  
NIBLOCK DEVELOPMENT CORP.  
D.B. 4293 PG. 362

CONCRETE MONUMENT SET  
HARD COPY COORDINATES  
E. 1,404,724.10 FEET

CONCRETE MONUMENT SET  
HARD COPY COORDINATES  
E. 1,404,724.10 FEET

Cob k file 274



Final Plat 2 K-275

**Certificate of Septic Tank Suitability**

The Union County Health Department has evaluated each lot shown on this plat for its own septic tank system. As of this date, the health department has determined that the lots shown on this plat are suitable for a septic tank system based on conditions noted in each subdivision ASEA. The statements given on each lot is suitable for a system. The statements given on this plat are based on an inspection of the property and the guarantee that an improvement permit will be issued.

Signature: [Signature]  
 Date: 10/14/07

**Certificate of Ownership and Dedication**

I hereby certify that I am the owner of the property shown and described herein, which is located in the subdivision jurisdiction of the Town of Mineral Springs and that I hereby adopt the plan of subdivision on this plat, in full, in accordance with the provisions of the subdivision act, and that I will execute all necessary deeds and instruments to public or private use as noted.

Signature: [Signature]  
 Date: 10/11/07

**Certificate of Approval of the Design and Installation of Streets, Utilities, and Other Required Improvements**

I hereby certify that all streets and other required improvements have been installed in an acceptable manner and according to NC Department of Transportation and/or Town of Mineral Springs specifications and standards in the Town of Mineral Springs Subdivision Ordinance, or that guarantee of the installation of the proposed improvements in accordance with the standards of the Town of Mineral Springs have been given and received.

Signature: [Signature]  
 Date: 10/26/07

**State of North Carolina, Union County**

I, Edward L. Kilbough certify that this map was drawn under my supervision from an original plat filed for record in the office of the Register of Deeds in Union County, North Carolina, on the 11th day of September, 2007, and that the plat is a true and correct copy of the original as submitted to me for recording. The boundaries and surveyed are shown as shown hereon, and the information found as shown on map; that this map was prepared in accordance with G.S. 47-36, as amended, without any original signature registration number and was filed 7/17th of day of September, 2007.

Signature: [Signature]  
 Date: 10/11/07

**NCDOT Construction Standards Approval**

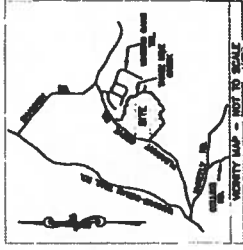
I hereby certify that the streets on this plat designed as 10-foot-wide streets with 10-foot-wide sidewalks, and the 10-foot-wide sidewalks and construction standards established by the Board of Transportation for acceptance into the state highway system.

Signature: [Signature]  
 Date: 10/26/07

**State of North Carolina**

I, Edward L. Kilbough, Register of Deeds in Union County, North Carolina, do hereby certify that this map was drawn under my supervision from an original plat filed for record in the office of the Register of Deeds in Union County, North Carolina, on the 11th day of September, 2007, and that the plat is a true and correct copy of the original as submitted to me for recording.

Signature: [Signature]  
 Date: 10/11/07



FILED OCT 22, 2007 11:32 AM  
 PLAT SLIDE 0000K - 0715  
 INSTRUMENT 46482  
 COUNTY, NC  
 OFFICIAL GROUP  
 OF RECORDERS  
 P.J. Joseph L. Barker, Clerk

OWNER DEVELOPER  
 NIBLOCK DEVELOPMENT CORP.  
 C/O EASTBAY DEVELOPMENT  
 P.O. BOX 281  
 DAVENPORT, NC 28039  
 (704) 822-3571

PLANS PREPARED BY  
 R.D. DAVIS CONSULTING ENGINEERS  
 323 N. INDIAN TRAIL ROAD  
 INDIAN TRAIL, N.C. 28078  
 (704) 821-7780

FINAL PLAT 2  
 OF  
 COPPER RUN  
 SHEET 2 OF 2

FOR  
 NIBLOCK DEVELOPMENT  
 MINERAL SPRINGS, SHERY RIDGE TOWNSHIP, UNION COUNTY, NORTH CAROLINA  
 SEPTEMBER 14, 2007  
 GRAPHIC SCALE



1 inch = 50 ft.  
 SURVEYED BY: EDWARD L. KILBOUGH, N.C.P.L.S. L-1519  
 P.O. BOX 369  
 INDIAN TRAIL, NORTH CAROLINA 28078  
 TEL (704) 821-7111  
 FAX (704) 821-7152  
 EMAIL e\_l\_kilbough@aol.com

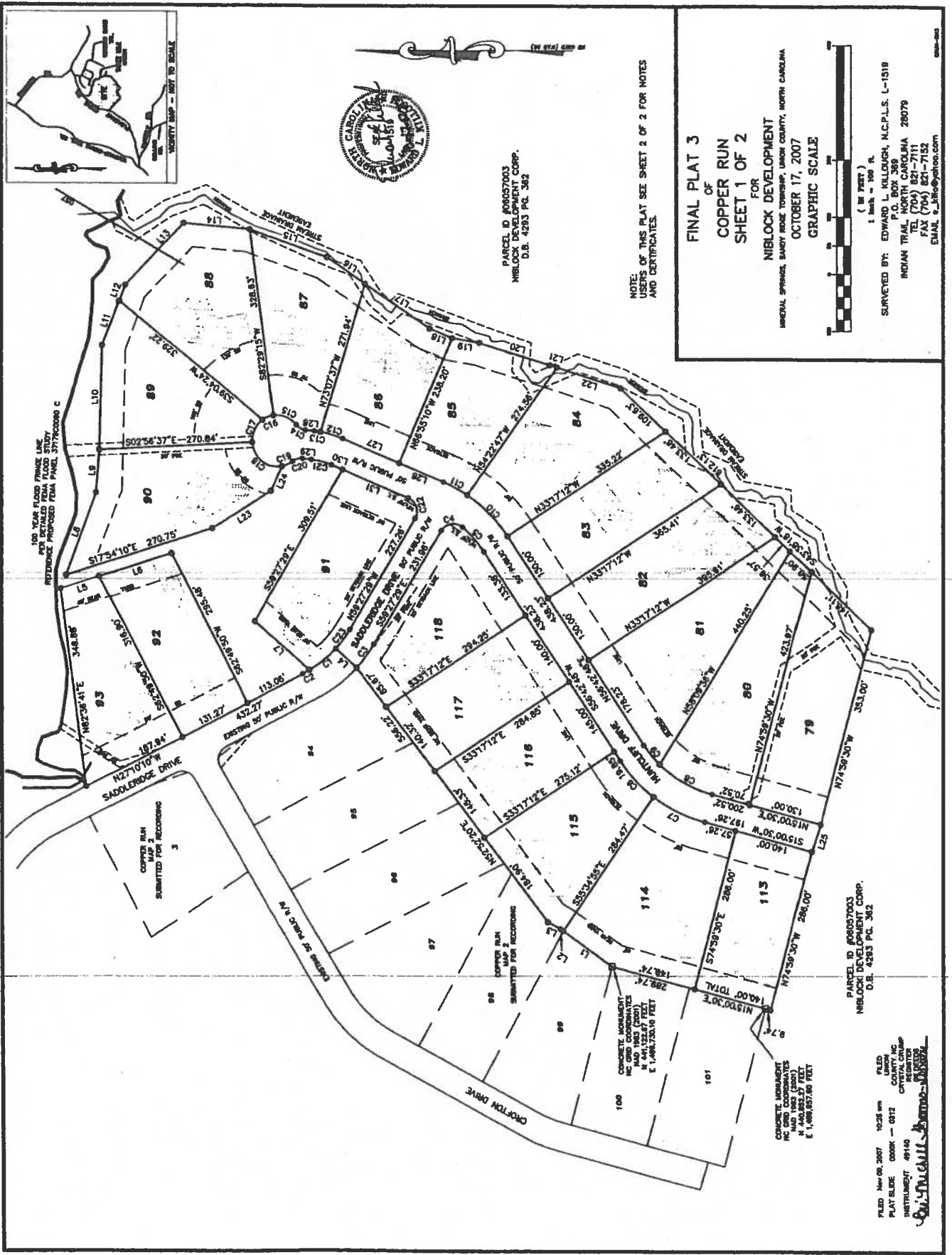
Tab K File 215

- LEGEND**
- o = CALCULATED POINT
  - = IRON PIN SET
  - CM = CONCRETE MONUMENT SET
  - PFE = FINISHED FLOOR ELEVATION
  - PDE = PUBLIC DRAIN EASEMENT
  - ST = SHORT TRIANGLE

**NOTES:**  
 THIS SURVEY CREATES A SUBDIVISION OF LAND WITHIN THE AREA OF MINERAL SPRINGS THAT IS REGULATED BY THE MINERAL SPRINGS SUBDIVISION ORDINANCE, THAT REGULATES THE SUBDIVISION OF PARCELS OF LAND.  
 PROPERTY ZONED AS (DEVELOPED UNDER OLD RA-40 STANDARDS)  
 MINIMUM LOT WIDTH = 50'  
 FRONT SETBACK = 50'  
 SIDE YARD = 15'  
 REAR YARD = 40'  
 IRON PINS AT ALL CORNERS UNLESS OTHERWISE NOTED.  
 AREA TOTAL = 15.49 ACRES  
 TOTAL AREA = 15.49 ACRES  
 AREA INSIDE ROAD R/W = 2.28 ACRES.  
 NORTH ORIENTATION BASED UPON NC GRID AND WAS ESTABLISHED BY SURVEY GRADE LEICA DUAL FREQUENCY GPS RECEIVERS CONNECTED TO THE N.C. GEODETIC SURVEY WRS NETWORK. COMBINED GRID FACTOR 0.9999832.

Final Plat 3  
21 lots

K-312



PARCEL ID #06057003  
NIBLOCK DEVELOPMENT CORP.  
D.B. 4263 P.L. 362

NOTE:  
USERS OF THIS PLAT SEE SHEET 2 OF 2 FOR NOTES  
AND CERTIFICATES.

FINAL PLAT 3  
OF  
COPPER RUN  
SHEET 1 OF 2  
FOR  
NIBLOCK DEVELOPMENT  
MIRAL SPRINGS, SANDY RIDGE TOWNSHIP, LAMON COUNTY, NORTH CAROLINA  
OCTOBER 17, 2007  
GRAPHIC SCALE



1 inch = 100 ft.  
SURVEYED BY: EDWARD L. KILGOUR, N.C.P.L.S. L-1519  
INDIAN TRAIL, NORTH CAROLINA 28079  
TEL: (704) 821-7111  
FAX: (704) 821-7122  
EMAIL: E.L.Kilgour@juno.com

PARCEL ID #06057003  
NIBLOCK DEVELOPMENT CORP.  
D.B. 4263 P.L. 362

FILED Nov 08, 2007 10:26 am  
PLAY SLIDE 0000 - 012  
COUNTY REC  
DISTRIBUTION 49140  
BY: J. M. GALLAGHER, REGISTRAR

U.L. a v. 1. 20

Final Plat 3

K-313

Certificate of Approval of the Design and Installation of Streets, Utilities, and Other Required Improvements

I hereby certify that all streets and other required improvements have been installed in an acceptable manner and according to NC Department of Transportation and Town of Mineral Springs specifications and standards in the Mineral Springs Subdivision Ordinance, or the provisions of the instrument of service to the Town of Mineral Springs, and that the same are ready for use.

Signature: [Signature]  
Date: 10/23/07

Certificate of Ownership and Dedication

I hereby certify that I am the owner of the property shown and described herein, which is located in the subdivision jurisdiction of the Town of Mineral Springs and that I hereby accept the jurisdiction of the Town of Mineral Springs, and other rules and ordinances to public or private use as noted.

Signature: [Signature]  
Date: 10/23/07

Certificate of Approval of the Design and Installation of Streets, Utilities, and Other Required Improvements

I hereby certify that all streets and other required improvements have been installed in an acceptable manner and according to NC Department of Transportation and Town of Mineral Springs specifications and standards in the Mineral Springs Subdivision Ordinance, or the provisions of the instrument of service to the Town of Mineral Springs, and that the same are ready for use.

Signature: [Signature]  
Date: 10/17/07



LOT AREAS IN SQUARE FEET

79	50,503
80	48,888
81	51,986
82	48,488
83	45,541
84	48,414
85	40,812
86	45,390
87	45,390
88	53,316
89	44,241
90	50,596
91	50,018
92	40,194
93	41,821
94	48,000
114	50,065
115	44,441
116	40,588
117	40,537
118	45,074



State of North Carolina, Union County

I, Edward L. Kilgus, certify that this map was drawn under my supervision from an original plat filed in the office of the Register of Deeds in the County of Union, North Carolina, on the 10th day of October, 2007. The boundaries not surveyed are shown as broken lines obtained from information found on survey on record; that this map was prepared in accordance with G.S. 41-30, as amended. Witness my original signature, registration number and seal this 17th day of October, 2007.

Signature: [Signature]  
Date: 10/17/07

State of North Carolina, Union County

I, Edward L. Kilgus, certify that this map or plat was drawn under my supervision from an original plat filed in the office of the Register of Deeds in the County of Union, North Carolina, on the 10th day of October, 2007. The boundaries not surveyed are shown as broken lines obtained from information found on survey on record; that this map was prepared in accordance with G.S. 41-30, as amended. Witness my original signature, registration number and seal this 17th day of October, 2007.

Signature: [Signature]  
Date: 10/17/07

State of North Carolina, Union County

I, Edward L. Kilgus, certify that this map was drawn under my supervision from an original plat filed in the office of the Register of Deeds in the County of Union, North Carolina, on the 10th day of October, 2007. The boundaries not surveyed are shown as broken lines obtained from information found on survey on record; that this map was prepared in accordance with G.S. 41-30, as amended. Witness my original signature, registration number and seal this 17th day of October, 2007.

Signature: [Signature]  
Date: 10/17/07

CURVE TABLE

CURVE	RADIUS	LENGTH	BEARING	CHORD
C1	205.00'	59.57'	N87°20'33"W	59.37'
C2	205.00'	14.12'	N2°00'00"W	14.12'
C3	205.00'	52.03'	S53°35'47"E	51.94'
C4	205.00'	43.85'	S08°25'16"W	38.31'
C5	205.00'	57.72'	S47°38'52"W	57.52'
C6	205.00'	98.05'	S47°02'48"W	85.64'
C7	205.00'	98.05'	S28°11'36"W	85.64'
C8	205.00'	106.33'	N29°32'04"E	108.14'
C9	205.00'	42.86'	N50°43'13"E	42.81'
C10	205.00'	102.00'	N45°15'15"E	101.37'
C11	205.00'	47.69'	N28°28'16"E	47.62'
C12	175.00'	40.40'	N18°28'03"E	40.31'
C13	175.00'	10.55'	N08°07'38"E	10.55'
C14	25.00'	18.38'	N28°28'28"E	18.90'
C15	45.00'	45.81'	N21°39'08"E	43.86'
C16	45.00'	21.87'	N21°39'08"E	21.68'
C17	45.00'	45.22'	N41°28'15"W	43.34'
C18	45.00'	37.46'	S37°44'55"W	38.25'
C19	45.00'	20.77'	S24°47'33"E	20.59'
C20	25.00'	18.38'	S14°44'28"W	18.90'
C21	125.00'	36.38'	N71°48'40"E	37.58'
C22	25.00'	42.53'	N53°38'47"W	41.75'
C23	205.00'	41.83'	N53°38'47"W	41.75'

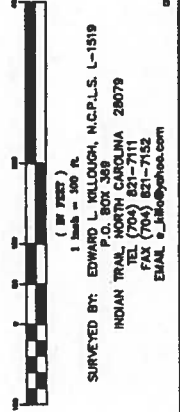
LIKE TABLE

LIKE	BEARING	LENGTH
L1	N52°26'35"E	105.75'
L2	N52°26'35"E	6.04'
L3	N28°45'07"E	25.00'
L4	N42°15'55"E	50.00'
L5	S17°54'10"E	70.80'
L6	S17°54'10"E	133.01'
L7	N44°25'17"E	130.57'
L8	S89°37'00"E	154.59'
L9	S89°28'45"E	75.16'
L10	S89°31'23"E	182.82'
L11	S89°30'57"E	83.13'
L12	S89°30'57"E	30.06'
L13	S48°19'27"E	119.05'
L14	S05°04'57"W	119.04'
L15	S18°29'05"W	148.30'
L16	S34°38'48"W	81.98'
L17	S34°38'48"W	137.58'
L18	S23°04'50"W	42.83'
L19	S09°53'57"W	49.10'
L20	S17°29'53"W	131.00'
L21	S17°29'53"W	117.79'
L22	S17°29'53"W	124.88'
L23	S31°29'54"E	47.84'
L24	S88°17'54"E	80.11'
L25	N71°15'21"W	50.11'
L26	N23°04'50"E	84.30'
L27	N09°24'01"E	108.20'
L28	S09°24'01"E	18.12'
L29	S09°24'01"E	18.12'
L30	S23°04'50"W	21.05'
L31	S23°04'50"W	125.82'

OWNER DEVELOPER  
NIBLOCK DEVELOPMENT CORP.  
C/O EASTBAY DEVELOPMENT  
P.O. BOX 281  
DAVIDSON, NC 28039  
(704) 622-3571

PLANE PREPARED BY  
DAVIDSON CONSULTING ENGINEERS  
R.D. 323 N. INDIAN TRAIL ROAD  
INDIAN TRAIL, N.C. 28079  
(704) 821-7760

FINAL PLAT 3  
OF  
COPPER RUN  
SHEET 2 OF 2  
FOR  
NIBLOCK DEVELOPMENT  
MINERAL SPRINGS, SHERY RIDGE TRAIL, UNION COUNTY, NORTH CAROLINA  
OCTOBER 17, 2007



SURVEYED BY: EDWARD L. KILGUS, N.C.P.L.S. L-1519  
P.O. BOX 308  
INDIAN TRAIL, NORTH CAROLINA 28079  
TEL (704) 821-7111  
FAX (704) 821-7152  
EMAIL: e.kilgus@nccol.com

LEGEND

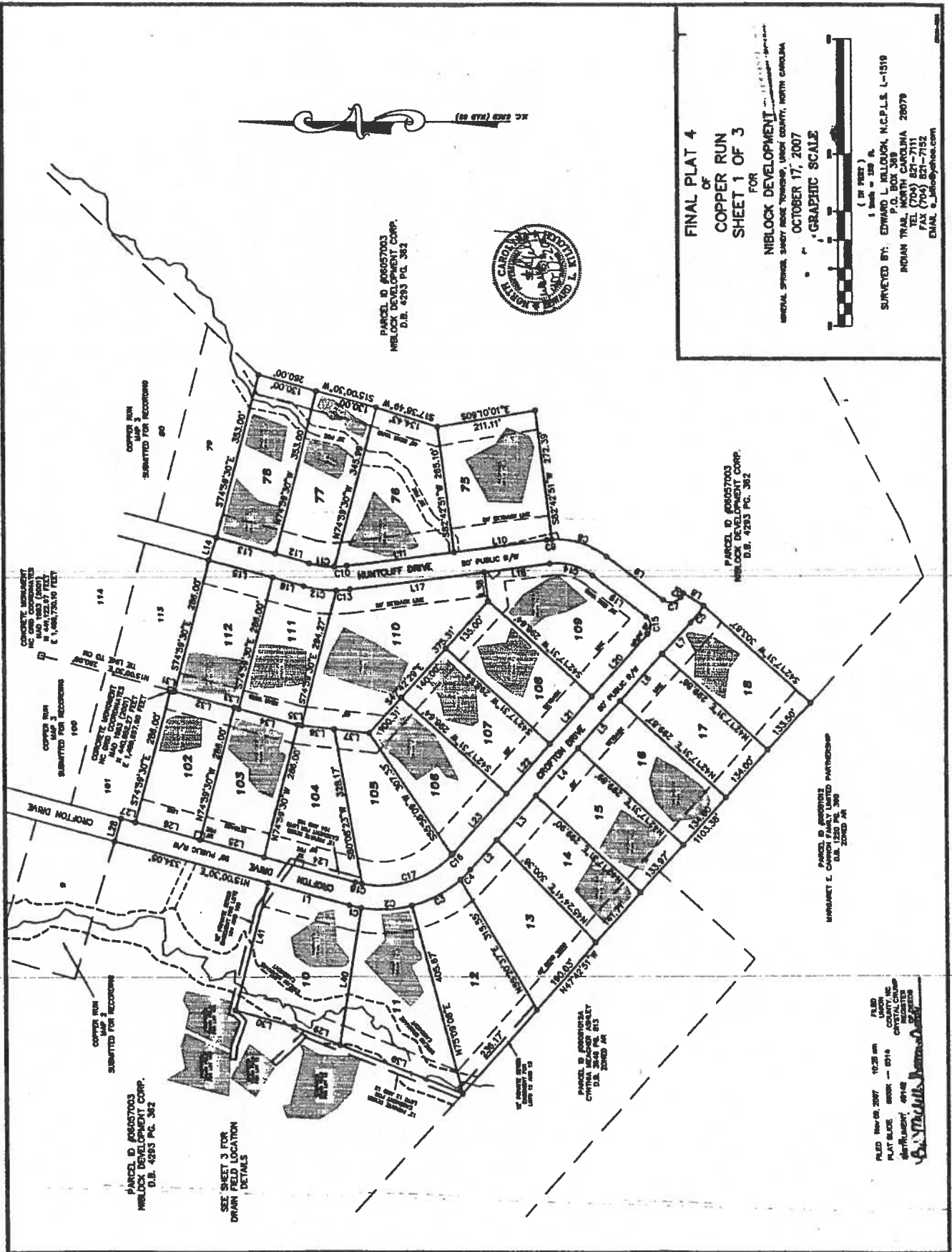
- = CALCULATED POINT
- = IRON PIN SET
- CM = CONCRETE MONUMENT SET
- PDE = PUBLIC DRAIN EASEMENT
- ST = SIGHT TRIANGLE

NOTES:

- THIS SURVEY CREATES A SUBDIVISION OF LAND WITHIN THE AREA OF MINERAL SPRINGS THAT IS REGULATED BY THE MINERAL SPRINGS SUBDIVISION ORDINANCE, THAT REGULATES THE SUBDIVISION OF PARCELS OF LAND.
- MINIMUM LOT SIZE = 40,000 SQ. FT.
- MINIMUM FRONT SETBACK = 120' AT FRONT SETBACK
- FRONT SETBACK = 80'
- SIDE YARD = 15'
- REAR YARD = 40'
- IRON PINS AT ALL CORNERS UNLESS OTHERWISE NOTED.
- AREA BY COORDINATE METHOD
- TOTAL AREA = 24.50 ACRES
- NORTH ORIENTATION BASED UPON NC GRID AND WAS ESTABLISHED BY SURVEY GRADE LEICA DUAL FREQUENCY GPS RECEIVERS CONNECTED TO THE N.C. GEOMETRIC SURVEYING NETWORK. COMBINED GRID FACTOR 0.999982.

FILED Nov. 08, 2007 10:25 AM  
PLAT BLADE 0000K - 0213  
COUNTY NC  
UNION  
REGISTERED  
INSTRUMENT 49141  
BY: [Signature]  
REGISTER

Final Plat 4  
24 lots  
K-314



**FINAL PLAT 4**  
OF  
**COPPER RUN**  
**SHEET 1 OF 3**

FOR  
**NIBLOCK DEVELOPMENT**  
SHEEDY ROAD TOWNSEND, UNICOR COUNTY, NORTH CAROLINA  
OCTOBER 17, 2007  
GRAPHIC SCALE



( 1 IN. = 100 FT. )  
1 inch = 100 feet  
SURVEYED BY: EDWARD L. BELLOCK, N.C.P.L.S. L-1519  
P.O. BOX 309  
INDIAN TRAIL, NORTH CAROLINA 28078  
TEL (704) 821-7111  
FAX (704) 821-7152  
EMAIL e\_bellok@ynsee.com



PARCEL ID #80857003  
NIBLOCK DEVELOPMENT COMP.  
D.B. 4253 PG. 382

PARCEL ID #80857003  
NIBLOCK DEVELOPMENT COMP.  
D.B. 4253 PG. 382

PARCEL ID #80857001  
MARGARET E. CROFTON PARTIAL UNINCORPORATED PARTNERSHIP  
D.B. 4253 PG. 382

CONCRETE MONUMENT  
NO. CORN. CORNER  
SET IN 12" DIA. CONCRETE  
C. 1,486,730.10 FEET

COPPER RUN  
MAP 3  
SUBMITTED FOR RECORDS  
190

CONCRETE MONUMENT  
NO. CORN. CORNER  
SET IN 12" DIA. CONCRETE  
C. 1,486,730.10 FEET

COPPER RUN  
MAP 2  
SUBMITTED FOR RECORDS

PARCEL ID #80857003  
NIBLOCK DEVELOPMENT COMP.  
D.B. 4253 PG. 382

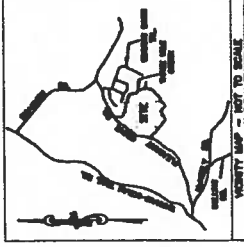
SEE SHEET 3 FOR  
DRAWN FIELD LOCATION  
DETAILS

PARCEL ID #80857004  
CHRYSTAL CHATEAU REALTY  
D.B. 3848 PG. 613  
ZONED RM

FILED Nov 08 2007 10:25 AM  
PLAT BOOK 8888 - 0316  
COUNTY REC  
RECORDS  
INDIAN TRAIL, NC 28078  
EDWARD L. BELLOCK  
REGISTERED PROFESSIONAL LAND SURVEYOR  
N.C. 0001519

ALL V. PL. 201

Final Plat 4  
K-315



MDOT Construction Standards Approved  
I hereby certify that the streets on this plat designated as public are or will be in accordance with the minimum right-of-way and construction standards established by the Department of Transportation for acceptance into the State Highway System.

*M.P.H.*  
District Engineer

10/18/07  
Date

Certificate of Approval of the Design and Installation of Streets, Utilities, and Other Required Improvements  
I hereby certify that all streets and other required improvements have been installed in an acceptable manner and according to the design and construction standards of the Town of Mineral Springs. The design and construction standards of the Mineral Springs Subdivision Conference, or that guarantee of the installation of the required improvements in an amount and manner satisfactory to the Town of Mineral Springs have been given and received.

*Edward L. Kilough*  
Mayor, Town of Mineral Springs, North Carolina

10/18/07  
Date

Certificate of Approval  
The Union County Health Department has evaluated each lot in this plat for septic tank system. As of 10/18/07, all lots are based on conditions noted in all evaluation ASSESSMENTS. This statement does not guarantee that an improvement permit will be issued.

Signature: *J.P.P. Knight*  
Date: 10/18/07

Certificate of Ownership and Dedication

I, Edward L. Kilough certify that the map was drawn under my supervision from a plat in Book 4293, Page 262; that the ratio of expansion as calculated by latitude and longitude is 1:10,000; that the boundaries and surveyed area shown on this map were platted from information based on a survey on map; that this map was prepared in accordance with G.S. 47-30, as amended. Witness my original signature, registration number and seal this 17th day of October, 2007.

*Edward L. Kilough*  
Edward L. Kilough, NCDE  
L-1519

State of North Carolina, Union County

State of North Carolina  
Union County  
I, *Edward L. Kilough*, Reviewer Officer of Union County, certify that the map or plat to which this certification is affixed meets all statutory requirements for registration.

11/9/07  
Date

State of North Carolina  
Union County  
I, *Edward L. Kilough*, Reviewer Officer of Union County, certify that the map or plat to which this certification is affixed meets all statutory requirements for registration.

11/9/07  
Date

- LEGEND
- - UNPLATTED POINT
  - - IRON PIN SET
  - CM - CONCRETE MONUMENT SET
  - PDE - PUBLIC DRAIN EASEMENT
  - ST - SIGHT TRIANGLE

NOTES:  
THIS SURVEY CREATES A SUBDIVISION OF LAND WITHIN THE AREA OF MINERAL SPRINGS, TOWN OF MINERAL SPRINGS, UNION COUNTY, NORTH CAROLINA. THIS SURVEY REGULATES THE SUBDIVISION OF PARCELS OF LAND.  
PROPERTY ZONED AR (DEVELOPED UNDER OLD RA-40 STANDARDS)  
MINIMUM LOT SIZE = 40,000 SQ. FT.  
MINIMUM LOT WIDTH = 120' AT FRONT SETBACK  
FRONT SETBACK = 50'  
SIDE YARD = 15'  
REAR YARD = 10'  
IRON PINS AT ALL CORNERS UNLESS OTHERWISE NOTED.  
AREA BY COORDINATE METHOD  
TOTAL AREA = 28.87 ACRES  
AREA INSIDE ROAD R/W = 2.90 ACRES  
NORTH ORIENTATION BASED UPON N.C. GRID AND WAS ESTABLISHED BY SURVEY  
NORTH ORIENTATION BASED UPON N.C. GRID AND WAS ESTABLISHED BY SURVEY  
SURVEY WAS NETWORK. COMBINED GRID FACTOR 0.899882.

LINE	BEARING	LENGTH
L1	S15°30'30"W	161.45'
L2	S47°42'29"E	84.07'
L3	S47°42'29"E	126.53'
L4	S47°42'29"E	134.00'
L5	S47°42'29"E	134.00'
L6	S47°42'29"E	134.00'
L7	S47°42'29"E	86.37'
L8	N32°59'50"E	90.00'
L9	N37°49'55"E	149.42'
L10	N07°17'09"W	199.66'
L11	N07°17'09"W	227.44'
L12	N15°30'30"E	76.63'
L13	N15°30'30"E	135.00'
L14	N71°15'41"W	50.11'
L15	S15°30'30"W	149.00'
L16	S15°30'30"W	70.10'
L17	S07°17'09"E	285.72'
L18	S07°17'09"E	141.16'
L19	S37°48'58"W	154.38'
L20	N47°42'29"W	177.69'
L21	N47°42'29"W	135.00'
L22	N47°42'29"W	149.00'
L23	N47°42'29"W	189.47'
L24	N15°30'30"E	203.99'
L25	N15°30'30"E	149.00'
L26	N15°30'30"E	149.00'
L27	N15°30'30"E	30.83'
L28	N73°31'29"W	50.02'
L29	N21°27'45"E	108.17'
L30	N15°30'30"E	130.00'
L31	N15°30'30"W	9.74'
L32	S15°30'30"W	130.00'
L33	S15°30'30"W	8.74'
L34	S15°30'30"W	130.00'
L35	S08°15'52"W	9.85'
L36	S08°15'52"W	76.37'
L37	S08°15'52"W	74.82'
L38	N87°42'29"E	61.07'
L39	N21°27'45"E	239.60'
L40	S08°15'15"E	289.62'
L41	S74°59'30"E	275.00'

LOT AREAS  
IN SQUARE FEET

10	61,296
11	59,824
12	57,913
13	45,040
14	40,040
15	40,184
16	40,090
17	40,090
18	56,666
19	36,351
20	45,880
21	40,040
22	103,437
23	104,437
24	44,316
25	40,809
26	40,317
27	40,317
28	55,762
29	77,465
30	111,402,259
31	40,040



FILED Nov 08, 2007 10:25 am  
PLAT FILED BOOK 4193  
INSTRUMENT 4193  
COUNTY, NC  
UNION COUNTY, NC  
REGISTERED  
CARTER  
CARTER

CURVE	RADIUS	LENGTH	BEARING	CHORD
C1	265.00'	26.35'	S17°09'37"W	25.34'
C2	265.00'	107.63'	S27°48'04"E	105.23'
C3	265.00'	116.41'	S27°48'32"E	115.40'
C4	265.00'	28.84'	S44°21'21"E	28.92'
C5	265.00'	45.37'	S27°48'18"E	45.31'
C6	265.00'	10.64'	N89°24'58"W	10.64'
C7	265.00'	40.31'	N88°44'23"W	38.06'
C8	175.00'	125.97'	N16°56'18"E	122.63'
C9	175.00'	11.34'	N05°23'44"W	11.34'
C10	265.00'	24.89'	N03°39'16"W	24.97'
C11	265.00'	53.74'	N07°20'33"E	53.83'
C12	265.00'	70.81'	S07°33'12"W	70.84'
C13	265.00'	26.41'	S04°05'37"E	26.40'
C14	265.00'	41.36'	S15°34'54"W	41.34'
C15	265.00'	41.36'	S85°53'13"W	41.34'
C16	265.00'	207.16'	N17°45'38"W	194.44'
C17	265.00'	13.72'	N15°05'28"E	13.72'

OWNER DEVELOPER  
NIBLOCK DEVELOPMENT CORP.  
C/O EASTERN DEVELOPMENT  
DAVENSON, NC 28036  
(704) 822-3571

PLANS PREPARED BY  
R.D. DAVIS CONSULTING ENGINEERS  
323 N. INDIAN TRAIL ROAD  
INDIAN TRAIL, N.C. 28079  
(704) 821-7760

FINAL PLAT 4  
OF  
COPPER RUN  
SHEET 2 OF 3

FOR  
NIBLOCK DEVELOPMENT  
UNION COUNTY, NORTH CAROLINA  
OCTOBER 17, 2007  
GRAPHIC SCALE



1 inch = 100 ft.  
SURVEYED BY: EDWARD L. KILOUGH, N.C.P.L.S. L-1519  
P.O. BOX 389  
INDIAN TRAIL, NORTH CAROLINA 28079  
TEL (704) 821-7111  
FAX (704) 821-7152  
EMAIL e.kilough@nc.com

North Carolina Department of Transportation  
Division of Highways  
Petition for Road Addition

RECEIVED

JAN 28 2015

ROADWAY INFORMATION: (Please Print/Type)

County: Union Road Name: Saddleridge Drive  
(Please list additional street names and lengths on the back of this form.)

Subdivision Name: Copper Run Length (miles): 0.2

Number of occupied homes having street frontage: 4 Located (miles): \_\_\_\_\_

miles N  S  E  W  of the intersection of Route Pleasant Grove Rd. and Route \_\_\_\_\_  
(Check one) (SR, NC, US) (SR, NC, US)

We, the undersigned, being property owners and/or developers of Copper Run in Union County, do hereby request the Division of Highways to add the above described road.

CONTACT PERSON: Name and Address of First Petitioner. (Please Print/Type)

Name: Jeff LeForce, Drake Mineral Springs, LLC Phone Number: 704-321-3300

Street Address: 2501 B Plantation Center Dr., Matthews, NC 28105

Mailing Address: same

Email: jleforce@drakecap.net  
PROPERTY OWNERS

Name	Mailing Address	Telephone
<u>Jeff LeForce</u>	<u>see above</u>	<u>see above</u>
<u>Drake Mineral Springs, LLC</u>		
<u>Developer</u>		

**INSTRUCTIONS FOR COMPLETING PETITION:**

1. Complete Information Section
2. Identify Contact Person (This person serves as spokesperson for petitioner(s)).
3. Attach two (2) copies of recorded subdivision plat or property deeds, which refer to candidate road.
4. Adjoining property owners and/or the developer may submit a petition. Subdivision roads with prior NCDOT review and approval only require the developer's signature.
5. If submitted by the developer, encroachment agreements from all utilities located within the right of way shall be submitted with the petition for Road addition. However, construction plans may not be required at this time.
6. Submit to District Engineer's Office.

**FOR NCDOT USE ONLY:** Please check the appropriate block

- Rural Road   
  Subdivision platted prior to October 1, 1975   
  Subdivision platted after September 30, 1975

**REQUIREMENTS FOR ADDITION**

If this road meets the requirements necessary for addition, we agree to grant the Department of Transportation a right-of-way of the necessary width to construct the road to the minimum construction standards of the NCDOT. The right-of-way will extend the entire length of the road that is requested to be added to the state maintained system and will include the necessary areas outside of the right-of-way for cut and fill slopes and drainage. Also, we agree to dedicate additional right-of-way at intersections for sight distance and design purposes and execute said right-of-way agreement forms that will be submitted to us by representatives of the NCDOT. The right-of-way shall be cleared at no expense to the NCDOT, which includes the removal of utilities, fences, other obstructions, etc.

General Statute 136-102.6 states that any subdivision recorded on or after October 1, 1975, must be built in accordance with NCDOT standards in order to be eligible for addition to the State Road System.

<u>ROAD NAME</u>	<u>HOMES</u>	<u>LENGTH</u>	<u>ROAD NAME</u>	<u>HOMES</u>	<u>LENGTH</u>
Saddleridge Dr.	4	0.2 miles			
Huntcliff Dr.	17	0.4 miles			
Crofton Dr.	25	0.5 miles			

*Jeff LeFlore*      1/28/10  
 Drake Mineral Springs, LLC  
 Developer







☒ North Carolina Wildlife Resources Commission ☒

Gordon S. Myers, Executive Director

## Deer Urban Archery Season Renewal Form

Name of Municipality: Town of Mineral Springs

February 3, 2015

County: Union

Participation in the 2016 Season (dates are *Jan. 9 to Feb. 13*)  Yes  No

It is Wildlife Management policy to provide a complete list of participating municipalities to the hunting public in the *Regulations Digest*.

Please indicate a phone number and/or Internet address for listing in the *2015-2016 Inland Fishing, Hunting and Trapping Regulations Digest*:

Phone: 704-243-0505

Internet address: www.mineralspringsnc.com  
(Please Print)

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

*If yes, please attach new map to this form. (No larger than 11" X 17")*

Name of Municipality Representative: Vicky Brooks  
(Please Print)

Signature of Municipality Representative: \_\_\_\_\_

Thank you for your interest in the management of our state's wildlife resources. Please complete and return this form to: Division of Wildlife Management, 1722 Mail Service Center, Raleigh, N.C. 27699-1722 by **April 1, 2015**.

David T. Cobb, Ph.D., Chief  
Division of Wildlife Management  
(919) 707-0050

CONSERVATION  
by  
DESIGN

Town of Mineral Springs  
Zoning Administrator  
Vicky Brooks  
P O Box 600  
Mineral Springs, NC 28108  
704-289-5331  
704-243-1705 FAX  
[msvickybrooks@aol.com](mailto:msvickybrooks@aol.com)  
[www.mineralspringsnc.com](http://www.mineralspringsnc.com)

# MEMO

---

To: Town Council  
From: Vicky Brooks  
Date: February 9, 2015  
Re: Agenda Item #11 - Discussion and Consideration of Additional Plantings at the Pump Station Property

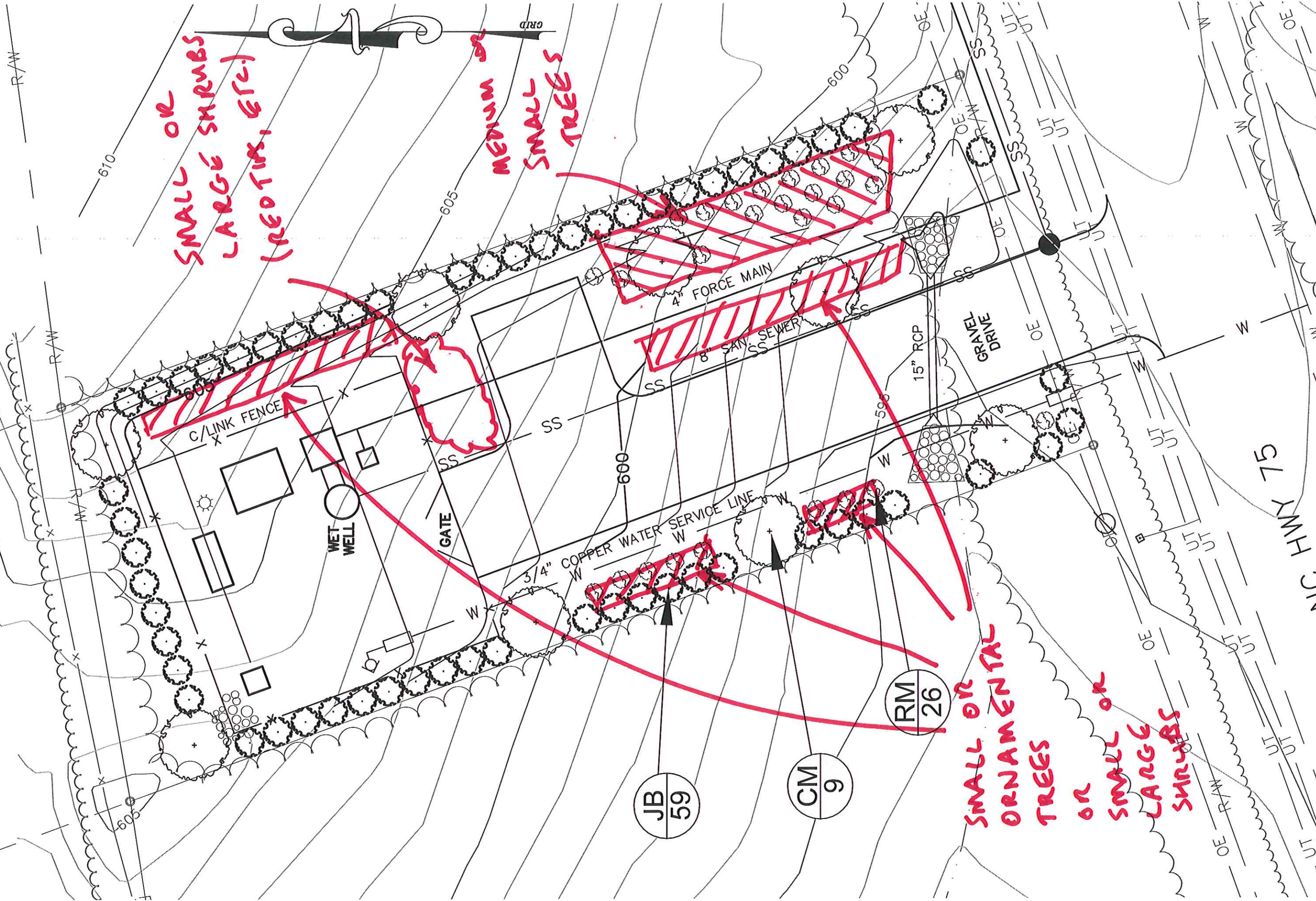
---

At the January 2015 meeting, the council requested that staff contact Union County Public Works to inquire as to whether or not they would be willing to allow the town to plant some additional shrubbery/trees on the pump station property on Highway 75.

I contacted Mr. Michael Caldwell and was told that they don't mind if the town adds some trees and/or shrubs (no formal submittal required); however, they would like to review anything that is proposed, because they don't want large trees planted over the water service line, force main, gravity sewer line or underground electric line. Trees with large root systems should not be planted anywhere on the site. A sketch plan showing the preferred planting locations is attached to this memo.

The county expressed that they want to be good neighbors and they don't mind helping whenever they can, but they hope the town understands that they don't want to be held responsible for maintaining/replacing trees and shrubs planted in excess of the landscaping ordinance of the town in the event that extra trees and shrubs fail to remain healthy.

NORFOLK SOUTHERN  
RAILROAD



SMALL OR  
LARGE SHRUBS  
(RED TIPS, ETC.)

MEDIUM OR  
SMALL  
TREES

SMALL OR  
ORNAMENTAL  
TREES  
OR  
SMALL OR  
LARGE  
SHRUBS

RAW

610

GRD

605

600

4" FORCE MAIN

8" SAN. SEWER

15" RCP

GRAVEL DRIVE

C/LINK FENCE

WET WELL

GATE

3/4" COPPER WATER SERVICE LINE

JB  
59

CM  
9

RM  
26

HWY 75  
NIC

RAW

UT



# 2015 OFFICIAL RACE PROGRAM ADVERTISING AGREEMENT



Dear Queen's Cup program advertiser,

Imagine placing your company's message before more than 14,000+ upscale steeplechase race fans. On Saturday, April 25, 2015, you too can be part of this feel good event as the Charlotte Steeplechase Association will be hosting and celebrating the 20th running of the Queen's Cup Races. Held at the permanently conserved Brooklandwood<sup>SM</sup> racecourse in historic Mineral Springs, steeplechasing's top thoroughbreds and jockeys will compete in six thrilling races. Spectators also can enjoy a variety of family events, including a hat and tailgate contests, Jack Russell Terrier races and children's activities.

Advertisers and race sponsors have learned from experience that the 'Chase is the perfect setting to socialize, entertain and support a wonderful community event while promoting their company. Complimentary Race Programs are distributed to every vehicle and sponsor tent, thereby increasing your reach to racegoers, sponsors, volunteers and others on race day. Proceeds from advertising sales benefit the Charlotte Steeplechase Association, a 501(c)3 non-profit organization, and its charitable partner, Alzheimer's Association. Thank you in advance for your commitment to our event and your community.

**The deadline for receiving this agreement, payment and artwork is April 3, 2015.**

Please indicate preferred ad size • All rates net • Races run rain or shine • No refunds • See reverse for artwork specifications

- Color Inside Race Cover Race Program ..... \$5,000 3.5" wide x 8.25" deep + bleed
- B&W Full Page ..... 300 3.5" wide x 8.25" deep, no bleed
- B&W Half Page ..... 175 3.5" wide by 4" deep, no bleed
- B&W Business Card Size ..... 125 3.5" wide x 2" deep, no bleed

Please use last year's art with no changes     I will send new artwork to the printer by April 3, 2015

Contact Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Company Name (if applicable): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Payment Method:  Check enclosed (payable to Charlotte Steeplechase Assoc., Inc.)  
 VISA or MasterCard

Name on Credit Card: \_\_\_\_\_ Authorized Signature: \_\_\_\_\_

Billing Address of Credit Card: \_\_\_\_\_

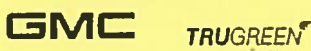
Card Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_ / \_\_\_\_\_ month/year \_\_\_\_\_ Sec Code

The Advertiser hereby authorizes the Charlotte Steeplechase Association, Inc. (CSA) to publish an advertisement in the Official Race Program and agree to the rate as specified within. Advertising material is subject to acceptance by CSA. CSA will not be responsible for any typographical or publication errors nor is the advertisement subject to refunds or review prior to print. Please note: CSA will not provide proofs to advertisers.

**PRESENTING SPONSOR**



**RACE PARTNERS**



Send Ad agreement with Check or Credit Card to:  
Charlotte Steeplechase Association, Inc.  
c/o Mary Stall  
PO Box 70  
Mineral Springs, NC 28108-0070  
Phone: (704) 843-7070 • Fax: (704) 843-7556  
e.mail: mary@queenscup.org  
www.queenscup.org

# ADVERTISING ARTWORK SPECIFICATIONS

## Send Ads and electronic files to:

Midlands Printing, Inc.

P.O. Box 429 • 1117 Broad St.

Camden, SC 29020

Phone: 800-849-2237

Email: [terry@midlandsprintinginc.com](mailto:terry@midlandsprintinginc.com)

Please put "Queen's Cup" in subject line of artwork sent by email.

## Important Information

• Please send camera-ready or digital art with correct dimensions to Midlands Printing, Inc. by April 3, 2015. CSA reserves the right to edit and size ad space when necessary. Photocopies, raised print on business cards or poor quality laser prints are not camera ready

• If you do not have camera-ready art, Midlands Printing will be pleased to provide you with a quote.

## Digital Artwork

Line screen: 150 • DPI Resolution 250-300 • Black and white ads sent in PDF format should be sent in grayscale with embedded fonts • Four-color ads should be separated as CMYK • High-resolution scans should be TIFF files • Provide all printer and screen fonts • Provide original artwork and a hard copy of ad for reference.

## Software Capabilities

QuarkXpress 6.1 • Freehand 10 • Illustrator CS • Photoshop CS

• InDesign CS • Hi-Rez PDF files

**Full Page B&W Ad: \$300**  
**8.25" x 3.5", no bleed**

**Business Card B&W Ad: \$125**  
**3.5" x 2", no bleed**

**Half Page B&W Ad: \$175**  
**3.5" x 4", no bleed**



## **The Town of Mineral Springs**

*Home of  
The Queen's Cup*

**CONSERVATION  
BY DESIGN**

**Committed to preserving  
a rural community**

**Welcoming horse owners  
and conservation buyers**

**[www.mineralspringsnc.com](http://www.mineralspringsnc.com)**