

**Town of Mineral Springs**  
**Mineral Springs Town Hall**  
**3506 S Potter Road ~ Mineral Springs**  
**Town Council**  
**Regular Meeting**  
**April 14, 2016 ~ 7:30 PM**

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**Agenda**

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1.    **Opening**  
The meeting will be called to order, an invocation will be delivered and the Pledge of Allegiance will be recited.
2.    **Public Comments**  
The town council will hear comments from members of the public on any matters of interest to them during this ten-minute period.
3.    **Consent Agenda**
  - A. March 10, 2016 Regular Meeting Minutes
  - B. February 2016 Tax Collector's Report
  - C. February 2016 Finance Report
4.    **Consideration of the Mineral Springs Greenway Bridge Engineering Proposals**  
The council will consider approving one of the proposals submitted for the engineering review of the bridges located on the Mineral Springs Greenway.
5.    **Update on the Downtown Park and Consideration of a Grand Opening Ceremony**  
The council will be updated on downtown park and consider a grand opening ceremony.
6.    **Consideration of Approving a Contract with iCompass for a Records Management Program**  
The council will consider approving a contract with iCompass for a Records Management program.
7.    **Consideration of Budget Amendment O-2015-02**  
The council will consider approving Budget Amendment O-2015-02.
8.    **2016-2017 Budget – Proposed Departmental Appropriations**  
The council will consider recommended appropriations for the 2016-2017 budget.
9.    **Update from the Delinquent Tax Collector**  
Delinquent Tax Collector Janet Ridings will update the council on tax collection of delinquent taxes.

10. **Consideration of Authorizing Town Clerk to Attend a Course at UNC School of Government**

The council will consider authorizing the town clerk to attend a course at UNC School of Government on May 20, 2016.

11. **Staff Updates**

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

12. **Other Business**

13. **Adjournment**

Town of Mineral Springs  
Town Hall  
3506 S. Potter Road  
Town Council  
Regular Meeting  
March 10, 2016 ~ 7:30 PM

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Minutes Draft

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The Town Council of the Town of Mineral Springs, North Carolina, met in Regular Session at the Mineral Springs Town Hall, Mineral Springs, North Carolina, at 7:30 p.m. on Thursday, March 10, 2016.

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

**Absent:** Attorney Bobby Griffin.

**Visitors:** Neva Helms.

With a quorum present Mayor Frederick Becker called the Regular Town Council Meeting of March 10, 2016 to order at 7:31 p.m.

1. **Opening**

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

2. **Public Comments**

- Neva Helms – 5315 S Rocky River Road – Monroe, NC.

3. **Consent Agenda**

- **Councilwoman Coffey** made a ***motion*** to approve the consent agenda as amended with the tax collector report that was incorrectly dated and has been corrected and submitted to everyone containing the following:

- A. *February 11, 2016 Regular Meeting Minutes*
- B. *January 2016 Tax Collector's Report*
- C. *January 2016 Finance Report*

and **Councilman Countryman** seconded. The motion passed unanimously as follows:

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

#### 4. Discussion of a Nuisance Ordinance

- Zoning Administrator Vicky Brooks explained that she had met with a gentleman from N•Focus named John Ganus and they discussed what N•Focus could actually do for the town as far as a Nuisance Ordinance. Mr. Ganus had presented Ms. Brooks with some ideas of what the town could do. Ms. Brooks pointed out that there was a lot of stuff in there [shown on a list in the agenda packet] that the town probably does not want, but that is up to the council to look it over and determine if they want to have a Nuisance Ordinance and what would be in it. Councilwoman Critz asked if the planning board had looked over this information that Ms. Brooks provided to the council. Ms. Brooks responded no. Ms. Brooks stated that she had received an estimate of what it would cost for N•Focus to do this kind of code enforcement on the Nuisance Ordinance. Ms. Brooks referred to the sheets that she handed out to the council right before the meeting. Mayor Becker commented that the whole idea of how we would be doing this is preliminary, but these prices show two different ways of doing it: (1) lump sum contract for the year based on one day a month and (2) on-demand hourly with travel time. This gives the council a rough idea of [the cost of] having a third party administrator enforcing it. Councilwoman Critz asked Ms. Brooks if it would be possible to give the council time to review this information and then call a special meeting and have him [Mr. Ganus] come and talk about what we would consider to be practical for our community and draw a conclusion that way with him. As a council, they would come back with close to the same ideas and they could narrow it down to what would be practical and probable for our community and then figure out the best way to move forward, because if we can't enforce it reasonably then we can't, it's to no one's benefit. Ms. Brooks responded that she found, talking to Mr. Ganus, that a Nuisance Ordinance is completely different from the Zoning Ordinance where you don't have as many teeth to enforce it. With a Nuisance Ordinance you do, but it will cost the town money. If it got to the point where someone didn't get up their garbage, through this you could actually hire somebody to go on their property and take it. Councilwoman Critz commented that she was thinking if he [Mr. Ganus] and the council narrowed down what was practical for the community he could say "well that would best be served by hourly or that would best be served by one day a month"; he could guide us. Ms. Brooks stated that she thought the trick here is "how many complaints would we get"? We may want to start out on the hourly basis and if we find that we're getting a lot of complaints where he has to go do a lot of stuff then the contract may become a better option for us. Mayor Becker asked Ms. Brooks if Mr. Ganus gave her a little buffet of how it would work. For example you have one particular nuisance complaint that came into Ms. Brooks and she forwarded it to Mr. Ganus, he would contact the violator - notify - and he wouldn't necessarily always have to come here, some of it could be phone or letter. Isn't that how zoning works, not everything is a visit. Ms. Brooks responded that she thought Mr. Ganus would need to see it and then a lot of it probably could be phone calls. Mayor Becker asked if there was need for third party abatement (i.e. somebody had to clean up a trash pile) he would hire that. Ms. Brooks responded that technically the town would, because we would have to pay for that. Mayor Becker asked if he would handle the administration of doing that and the town would be getting billed by that party in addition to these [N•Focus] rates. Then that would be subject to a tax lien on the property, which Attorney Griffin could answer. Ms. Brooks responded yes. Councilwoman Critz

asked if was possible for the council to meet early in April and have a special meeting before our regular meeting where the council can “hash it out” after reviewing the information more thoroughly and “hash out” what the council thinks is practical and necessary. Mayor Becker commented that there are some things that the town wouldn’t want to consider a nuisance; “we don’t want to have a grass cutting ordinance most likely”. Councilman Countryman asked where all of this [information] came from. Ms. Brooks responded that she thought it came from multiple places, Mr. Ganus is just showing what all can be in a Nuisance Ordinance. It is just samples; the council could whittle it down to having one thing in our Nuisance Ordinance. Mayor Becker commented “just bags of trash”. Ms. Brooks stated that the council does not have to select all of those things. Mayor Becker explained that he had made some notes reading through it and pointed out that in some cases you might consider this is Mineral Springs, where country people are working on equipment, so you talk about old worn out broken or discarded machinery, well maybe somebody has two or three things in their yard. In a country town like this that is maybe to be expected, but to have a quarter acre lot just filled to overflowing with rusting lawnmowers, so maybe you would have different degrees that would kick in to make it a violation. A lot of tweaking to make it fit what we are as a rural town, we’re not the City of Charlotte or the City of Monroe. Councilwoman Critz commented that the information was pretty clear, where someone might have a vintage tractor in their yard as decoration, but that is not worn out, broken or discarded; this makes it pretty clear. Ms. Brooks responded that may not be something that the council would consider; however, getting rid of garbage.... Mayor Becker commented that getting rid of garbage bags is one thing, but we have known violations now which the zoning administrator is trying to handle, with machinery and junk; we’re finding that they may not fit under a Zoning Ordinance. Ms. Brooks responded that is correct. Mayor Becker commented that could be another thing which may have to be addressed via nuisance.

- **Councilwoman Critz** made a **motion** to call a special meeting on April 14, 2016 at 6:30 p.m. [at the Mineral Springs Town Hall] to conduct a workshop concerning the possibility of a Nuisance Ordinance with the representative from N•Focus and **Councilwoman Krafft** seconded. The motion passed unanimously as follows:

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

Nays: None

- Ms. Brooks noted that she thought as the town moves through this process, if they are going to continue with this process, that we should do a newsletter to make sure that people are aware that we’re doing it and give them the opportunity to come to a meeting to see what is going on or to ask questions. The council concurred. Mayor Becker commented that there certainly has to be public involvement when you are making that type of change if the town chooses to.

## 5. Update on Greenway Violations

- Ms. Brooks referred to the accessibility issues at the greenway and explained that the plans were approved and the permit has been issued by Union County Building Inspections. Dan Blackman from Stewart has issued the Order to Proceed to H.C.

Rummage. H.C. Rummage is scheduled to begin next week. Mayor Becker and some volunteers went out last weekend and removed the platform. Mayor Becker confirmed that two of the Boy Scout Troop Leaders and one of the Boy Scouts helped to rip out their platform.

- Ms. Brooks explained that Mayor Becker finished up the bridge drawings last week showing the details of how they were built. That was sent out to a couple of engineers and we are waiting to hear back from them on a proposal for how much it will cost. Next month we hope to be seeking approval of one of those engineers to give us the drawings so that we can move forward with getting a permit to do any repairs necessary (if they are needed). If it is something so bad that we have to remove a bridge that is a decision that will come before the council.

#### 6. **Consideration of the Deer Urban Archery Season Renewal**

- Ms. Brooks explained that she believed it was since 2011 that the town has joined in with the Deer Urban Archery Season, so this would be our seventh time. It is an extended deer season of bow hunting that runs from January 14<sup>th</sup> to February 18<sup>th</sup> 2017.
- **Councilwoman Coffey** made a **motion** to renew the archery season for the extended timeframe as noted on the paper January 14<sup>th</sup> through February 18<sup>th</sup>, 2017 and **Councilman Countryman** seconded. The motion passed unanimously as follows:

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

#### 7. **Staff Reports**

- Ms. Janet Ridings asked Mayor Becker to mention the benches and trees. Mayor Becker explained from a finance and special projects aspect, Ms. Ridings has had (in the course of selling the bricks) two people interested in possibly wanting to sponsor a bench or a tree. Mayor Becker has tried to go through the general contractor's paperwork and come up with a reasonable cost of what the benches actually cost and what a tree has cost. Believe it or not, it looks like it would be a fair assessment that the ADA accessible benches with the arms, installed, were about \$600, the smaller benches were about \$400, a large canopy tree is about \$250 and a Redbud is about \$150; if somebody wants to get a plaque and memorialize one of those. Mayor Becker stated that he just wanted to throw that out to the council whether or not that is something that staff can decide – if those numbers look good (we don't have to have a formal motion on that), but if that is a reasonable thing to throw out to people who are asking to do that. Councilwoman Critz responded that she thought it was a great idea. There was a consensus of the council that people were welcome to purchase the benches and/or trees at the above prices. Mayor Becker noted that the council may have to approve formally if Ms. Ridings gets a request.

#### 8. **Other Business**

- Mayor Becker explained that he had a request from Warren Cooksey of NCDOT Division 10. The council received a letter from the Secretary of Transportation; it was very technical and very specific, because he is asking for anybody's ideas

specifically about the I-77 managed lane contract. Mayor Becker noted that it was kind of weird to ask people to weigh in on the specifics of a contract when they may not have seen it (you can see it online). They are just trying to cover all bases since it has been such a controversial project. CRTPO reaffirmed the concept of managed lanes going forward as being another tool in the arsenal of transportation strategy for the State. There were specific concerns that some people had about that particular contract and he [Mr. Cooksey] wanted Mayor Becker to remind the council if they had any suggestions at all that were specific in the technical form to just send them to Mayor Becker so that he can forward them to him by the 15<sup>th</sup> of March. Mayor Becker explained that he told Mr. Cooksey from what he knew about the contract (and he knows quite a bit because they've discussed it at the CRTPO meetings) that he didn't see what else they could do with the contract, but if the council has any ideas, they should just let Mayor Becker know.

9. **Adjournment**

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

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

- The meeting was adjourned at 7:59 p.m.
- The next regular meeting will be on Thursday, April 14, 2016 at 7:30 p.m. at the Mineral Springs Town Hall.

Respectfully submitted by:

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Vicky A. Brooks, CMC, NCCMC, Town Clerk

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Frederick Becker III, Mayor

FEBRUARY 2016  
TOWN OF MINERAL SPRINGS  
PERCENTAGE REPORT

| <b>FEBRUARY 29, 2016 REGULAR TAX</b> | <b>2015</b>      | <b>2014</b>      | <b>2013</b>      | <b>2012</b>      |
|--------------------------------------|------------------|------------------|------------------|------------------|
| BEGINNING CHARGE                     | 62152.88         | 64,370.38        | 64,928.80        | 66,120.92        |
| TAX CHARGE                           |                  |                  |                  |                  |
| PUBLIC UTILITIES                     |                  |                  |                  |                  |
| DISCOVERIES                          |                  |                  |                  |                  |
| NON-DISCOVERIES                      |                  |                  |                  |                  |
| ABATEMENTS                           |                  |                  |                  |                  |
| <b>TOTAL CHARGE</b>                  | <b>62,152.88</b> | <b>64,370.38</b> | <b>64,928.80</b> | <b>66,120.92</b> |
| BEGINNING COLLECTIONS                | 58721.68         | 63,765.18        | 64,539.15        | 65,895.12        |
| COLLECTIONS - TAX                    | 1738.71          | 20.77            | 27.59            | 9.65             |
| COLLECTIONS - INTEREST               | 45.89            | 2.44             | 2.21             | 3.93             |
| <b>TOTAL COLLECTIONS</b>             | <b>60,460.39</b> | <b>63,785.95</b> | <b>64,566.74</b> | <b>65,904.77</b> |
| BALANCE OUTSTANDING                  | 1,692.49         | 584.43           | 362.06           | 216.15           |
|                                      |                  |                  |                  |                  |
| <b>PERCENTAGE OF REGULAR</b>         | <b>97.28%</b>    | <b>99.09%</b>    | <b>99.44%</b>    | <b>99.67%</b>    |
|                                      |                  |                  |                  |                  |
| <b>COLLECTION FEE 1.5 %</b>          | <b>26.77</b>     | <b>0.35</b>      | <b>0.45</b>      | <b>0.20</b>      |

Mineral Springs Prior Years Property Tax Report  
February 2016

| February 29, 2016                  | 2011               | 2010               | 2009               | 2008               | 2007               | 2006               | 2005               |  |                   |
|------------------------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--|-------------------|
| <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> |  |                   |
| PUBLIC UTILITIES                   | \$1,319.20         | \$1,251.60         | \$1,218.28         | \$1,112.42         | \$1,056.90         | \$779.12           | \$624.69           |  |                   |
| MINIMAL RELEASES                   | (\$145.21)         | (\$152.88)         | (\$157.18)         | (\$158.76)         | (\$150.55)         | (\$50.50)          | (\$47.49)          |  |                   |
| DISCOVERIES                        | \$61.82            | \$321.61           | \$46.46            | \$46.72            | \$117.44           | \$417.27           | \$199.93           |  |                   |
| ABATEMENTS (RELEASES)              | (\$298.84)         | (\$473.88)         | (\$124.72)         | (\$1,319.01)       | (\$52.30)          | (\$19.42)          | (\$9.14)           |  |                   |
| <b>TOTAL CHARGE</b>                | <b>\$65,815.39</b> | <b>\$65,684.05</b> | <b>\$64,893.97</b> | <b>\$65,124.43</b> | <b>\$53,248.31</b> | <b>\$52,523.49</b> | <b>\$49,985.71</b> |  |                   |
| PREVIOUS COLLECTIONS               | \$65,610.95        | \$65,487.30        | \$64,662.13        | \$64,946.44        | \$53,147.12        | \$52,385.10        | \$49,899.13        |  |                   |
| <b>PREVIOUS BALANCE DUE</b>        | <b>\$204.44</b>    | <b>\$196.75</b>    | <b>\$231.84</b>    | <b>\$177.99</b>    | <b>\$101.19</b>    | <b>\$138.39</b>    | <b>\$86.58</b>     |  | <b>\$1,137.18</b> |
| COLLECTIONS - TAX                  | \$8.21             | \$8.21             | \$20.46            | \$16.71            | \$5.66             | \$1.50             | \$1.50             |  | \$62.25           |
| COLLECTIONS - INTEREST/FEES        | \$6.56             | \$15.09            | \$14.82            | \$0.26             | \$10.95            | \$8.54             | \$8.46             |  | \$64.68           |
| GROSS MONTHLY COLLECTIONS          | \$14.77            | \$23.30            | \$35.28            | \$16.97            | \$16.61            | \$10.04            | \$9.96             |  | \$126.93          |
| MISC. ADJUSTMENTS                  |                    |                    |                    |                    |                    |                    |                    |  |                   |
| <b>TOTAL TAX COLLECTED TO DATE</b> | <b>\$65,619.16</b> | <b>\$65,495.51</b> | <b>\$64,682.59</b> | <b>\$64,963.15</b> | <b>\$53,152.78</b> | <b>\$52,386.60</b> | <b>\$49,900.63</b> |  |                   |
| <b>BALANCE OUTSTANDING</b>         | <b>\$196.23</b>    | <b>\$188.54</b>    | <b>\$211.38</b>    | <b>\$161.28</b>    | <b>\$95.53</b>     | <b>\$136.89</b>    | <b>\$85.08</b>     |  | <b>\$1,074.93</b> |
| <b>PERCENTAGE COLLECTED</b>        | <b>99.70%</b>      | <b>99.71%</b>      | <b>99.67%</b>      | <b>99.75%</b>      | <b>99.82%</b>      | <b>99.74%</b>      | <b>99.83%</b>      |  |                   |

# Mineral Springs Unpaid Property Taxes - Real and Personal as of February 29, 2016

| Name  | Tax Map Number | 2011    | 2010    | 2009    | 2008    | 2007    | 2006    | 2005    |
|---|----------------|---------|---------|---------|---------|---------|---------|---------|
| BOND, CELESTE B                             | 06054063       |         |         | \$27.92 |         |         |         |         |
| BRIDGES JAMES CORBETT                       | 50084062       |         |         |         |         |         | \$1.84  | \$1.91  |
| BROOKS, STEPHEN R                           | 50089854       |         |         |         |         |         |         | \$1.13  |
| 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 |         |         |         |         |         |         |
| 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 |         |         |         |         |
| 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  |         |         |         |         |         |         |
| GRADY, DEITRICH                             | 06018045D      | \$8.73  | \$8.73  | \$8.73  | \$8.73  | \$7.08  |         | \$7.08  |
| GRIFFIN, FAIRLEY J                          | 05033026       | \$6.20  | \$6.20  | \$6.20  | \$6.20  | \$3.78  | \$3.78  | \$3.78  |
| HERRON ENTERPRISES INC                      | 50071162       |         |         |         | \$8.78  |         |         |         |
| HOWARD, ULYSESS                             | 05033036       | \$9.43  | \$9.43  | \$9.43  | \$9.35  | \$7.90  | \$7.90  | \$7.90  |
| JUS 4 U II                                  | 50090771       |         |         |         |         |         |         | \$8.54  |
| MATHENY, VERNA                              | 455325         | \$2.22  |         |         |         |         |         |         |
| MCDOUGALL, SHERRY CARTER                    | 06084001L      | \$6.86  | \$6.86  | \$6.86  | \$6.86  |         |         |         |
| METHENY, VERNA                              | 50094323       |         | \$2.22  | \$2.44  |         |         | \$2.38  |         |
| MEXICAN PAINTERS (THE)                      | 50092685       |         |         |         |         |         |         | \$7.43  |
| R & D MASONRY INC                           | 50092552       |         |         |         |         |         | \$8.54  |         |

| Name                                  | Tax Map Number | 2011     | 2010     | 2009     | 2008     | 2007    | 2006     | 2005    |
|---------------------------------------|----------------|----------|----------|----------|----------|---------|----------|---------|
| REALTY INVESTORS INC                  | 50082898       |          |          |          |          |         | \$1.02   |         |
| ROBERTO BONILLA CUSTOM FRAMING        | 50104497       |          | \$2.75   |          |          |         |          |         |
| 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  |         |
| STRAING, GRACIE M                     | 05033080       | \$20.46  | \$20.46  |          |          |         |          |         |
| WAXHAW ALL TILE                       | 50099231       |          |          |          | \$6.88   |         |          |         |
| WENDY GREENE AND ASSOCIATES           | 50093112       |          |          |          |          |         | \$12.13  | \$9.59  |
| WILLIAMS, RUTH & HUSBAND J C WILLIAMS | 05033179       | \$19.11  | \$19.11  | \$19.11  | \$19.11  | \$27.35 | \$27.35  | \$27.35 |
| Total                                 |                | \$196.23 | \$188.54 | \$211.38 | \$161.28 | \$95.53 | \$136.89 | \$85.08 |

Agenda Item

# 3-C

4/14/16

## **Town of Mineral Springs**

# **FINANCE REPORT FEBRUARY 2016**

Prepared for:

**The Mineral Springs Town Council**

By:

**Frederick Becker III  
Finance Officer**

**April 14, 2016**

11-11-16  
3-1-16  
11-11-16

Town of Mineral Springs

FINANCE REPORT  
FEBRUARY 2016

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Prepared for

The Mineral Springs Town Council

By

Frederick Becker III  
Finance Officer

April 14, 2016

# Cash Flow Report FY2015 YTD

7/1/2015 Through 2/29/2016

3/21/2016

Page 1

| Category Description | 7/1/2015-<br>2/29/2016 |
|----------------------|------------------------|
| <b>INCOME</b>        |                        |
| Dup Prop Tax         |                        |
| Receipts             | 124.82                 |
| Refunds              | -124.82                |
| TOTAL Dup Prop Tax   | 0.00                   |
| Gross Receipts Tax   | 937.59                 |
| Interest Income      | 1,128.62               |
| Other Inc            |                        |
| Copy Charges         | 3.00                   |
| Festival 2015        | 1,222.50               |
| Memorials            |                        |
| Bricks               | 3,025.00               |
| TOTAL Memorials      | 3,025.00               |
| Zoning               | 5,635.00               |
| TOTAL Other Inc      | 9,885.50               |
| Prop Tax 2015        |                        |
| Receipts 2015        |                        |
| Int                  | 21.16                  |
| Tax                  | 58,710.92              |
| TOTAL Receipts 2015  | 58,732.08              |
| TOTAL Prop Tax 2015  | 58,732.08              |
| Prop Tax Prior Years |                        |
| Prop Tax 2004        |                        |
| Receipts 2004        |                        |
| Int                  | 19.85                  |
| Tax                  | 13.58                  |
| TOTAL Receipts 2004  | 33.43                  |
| TOTAL Prop Tax 2004  | 33.43                  |
| Prop Tax 2005        |                        |
| Receipts 2005        |                        |
| Int                  | 61.90                  |
| Tax                  | 37.04                  |
| TOTAL Receipts 2005  | 98.94                  |
| TOTAL Prop Tax 2005  | 98.94                  |
| Prop Tax 2006        |                        |
| Receipts 2006        |                        |
| Int                  | 75.36                  |
| Tax                  | 57.47                  |
| TOTAL Receipts 2006  | 132.83                 |
| TOTAL Prop Tax 2006  | 132.83                 |
| Prop Tax 2007        |                        |
| Receipts 2007        |                        |
| Int                  | 89.28                  |
| Tax                  | 71.78                  |
| TOTAL Receipts 2007  | 161.06                 |
| TOTAL Prop Tax 2007  | 161.06                 |
| Prop Tax 2008        |                        |
| Receipts 2008        |                        |
| Int                  | 98.11                  |

# Cash Flow Report FY2015 YTD

7/1/2015 Through 2/29/2016

3/21/2016

Page 2

| Category Description       | 7/1/2015-<br>2/29/2016 |
|----------------------------|------------------------|
| Tax                        | 80.91                  |
| TOTAL Receipts 2008        | 179.02                 |
| TOTAL Prop Tax 2008        | 179.02                 |
| Prop Tax 2009              |                        |
| Receipts 2009              |                        |
| Int                        | 114.72                 |
| Tax                        | 95.65                  |
| TOTAL Receipts 2009        | 210.37                 |
| TOTAL Prop Tax 2009        | 210.37                 |
| Prop Tax 2010              |                        |
| Receipts 2010              |                        |
| Int                        | 89.72                  |
| Tax                        | 88.75                  |
| TOTAL Receipts 2010        | 178.47                 |
| TOTAL Prop Tax 2010        | 178.47                 |
| Prop Tax 2011              |                        |
| Receipts 2011              |                        |
| Int                        | 47.82                  |
| Tax                        | 52.70                  |
| TOTAL Receipts 2011        | 100.52                 |
| TOTAL Prop Tax 2011        | 100.52                 |
| Prop Tax 2012              |                        |
| Receipts 2012              |                        |
| Int                        | 36.00                  |
| Tax                        | 185.04                 |
| TOTAL Receipts 2012        | 221.04                 |
| TOTAL Prop Tax 2012        | 221.04                 |
| Prop Tax 2013              |                        |
| Receipts 2013              |                        |
| Int                        | 41.05                  |
| Tax                        | 225.94                 |
| TOTAL Receipts 2013        | 266.99                 |
| TOTAL Prop Tax 2013        | 266.99                 |
| Prop Tax 2014              |                        |
| Receipts 2014              |                        |
| Int                        | 30.67                  |
| Tax                        | 526.10                 |
| TOTAL Receipts 2014        | 556.77                 |
| TOTAL Prop Tax 2014        | 556.77                 |
| TOTAL Prop Tax Prior Years | 2,139.44               |
| Sales Tax                  |                        |
| Cable TV                   | 5,213.90               |
| Electricity                | 61,231.84              |
| Natural Gas Excise         | 903.00                 |
| Refunds                    |                        |
| State                      | 1,502.99               |
| TOTAL Refunds              | 1,502.99               |
| Sales & Use Dist           | 9,256.18               |
| telecommunications         | 1,259.25               |
| TOTAL Sales Tax            | 79,367.16              |

# Cash Flow Report FY2015 YTD

7/1/2015 Through 2/29/2016

3/21/2016

Page 3

| Category Description | 7/1/2015-<br>2/29/2016 |
|----------------------|------------------------|
| Veh Tax              |                        |
| Coll                 | -0.46                  |
| Int 2006             | 1.34                   |
| Int 2007             | 0.21                   |
| Int 2008             | 2.80                   |
| Int 2009             | 2.28                   |
| Int 2010             | 0.27                   |
| Int 2011             | 0.54                   |
| Int 2012             | 2.00                   |
| Int 2013             | 0.21                   |
| Int 2015             | 30.81                  |
| Tax 2006             | 0.63                   |
| Tax 2007             | 0.29                   |
| Tax 2008             | 3.84                   |
| Tax 2009             | 4.07                   |
| Tax 2010             | 0.51                   |
| Tax 2011             | 1.61                   |
| Tax 2012             | 9.31                   |
| Tax 2013             | 1.13                   |
| Tax 2015             | 3,454.34               |
| TOTAL Veh Tax        | 3,515.73               |
| <b>TOTAL INCOME</b>  | <b>155,706.12</b>      |
| <b>EXPENSES</b>      |                        |
| Uncategorized        | 0.00                   |
| Ads                  | 213.92                 |
| Attorney             | 3,034.74               |
| Audit                | 5,000.00               |
| Capital Outlay       |                        |
| Greenway             | 5,627.50               |
| TOTAL Capital Outlay | 5,627.50               |
| Community            |                        |
| Donation             | 2,300.00               |
| Greenway             | 97.13                  |
| Maint                | 2,881.52               |
| Special Events       |                        |
| Festival             | 3,257.57               |
| Misc                 | 28.65                  |
| TOTAL Special Events | 3,286.22               |
| TOTAL Community      | 8,564.87               |
| Dues                 | 5,399.00               |
| Elections            | 2,370.60               |
| Emp                  |                        |
| Benefits             |                        |
| Dental               | 592.00                 |
| Life                 | 412.44                 |
| NCLGERS              | 7,017.60               |
| Vision               | 112.00                 |
| TOTAL Benefits       | 8,134.04               |
| Bond                 | 550.00                 |

# Cash Flow Report FY2015 YTD

7/1/2015 Through 2/29/2016

3/21/2016

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| Category Description  | 7/1/2015-<br>2/29/2016 |
|-----------------------|------------------------|
| FICA                  |                        |
| Med                   | 1,061.53               |
| Soc Sec               | 4,538.81               |
| TOTAL FICA            | 5,600.34               |
| Payroll               | 1,077.16               |
| Work Comp             | 2,070.88               |
| TOTAL Emp             | 17,432.42              |
| Ins                   | 3,542.25               |
| Newsletter            |                        |
| Post                  | 624.00                 |
| Printing              | 1,512.10               |
| TOTAL Newsletter      | 2,136.10               |
| Office                |                        |
| Bank                  | 3.00                   |
| Clerk                 | 22,136.00              |
| Council               | 4,600.00               |
| Deputy Clerk          | 6,189.71               |
| Equip                 | 507.17                 |
| Finance Officer       |                        |
| Park Maint            | 2,048.00               |
| Regular               | 18,400.00              |
| TOTAL Finance Officer | 20,448.00              |
| Maint                 |                        |
| Materials             | 758.77                 |
| Service               | 4,422.00               |
| TOTAL Maint           | 5,180.77               |
| Mayor                 | 3,200.00               |
| Misc                  | 166.05                 |
| Post                  | 232.72                 |
| Supplies              | 1,590.63               |
| Tel                   | 5,084.97               |
| Util                  | 1,931.48               |
| TOTAL Office          | 71,270.50              |
| Planning              |                        |
| Administration        |                        |
| Contract              | 1,072.60               |
| Salaries              | 19,136.00              |
| TOTAL Administration  | 20,208.60              |
| Misc                  | 427.00                 |
| TOTAL Planning        | 20,635.60              |
| Street Lighting       | 1,001.52               |
| Tax Coll              |                        |
| Contract              | 990.99                 |
| Sal                   | 1,200.00               |
| TOTAL Tax Coll        | 2,190.99               |
| Training              |                        |
| Officials             | 425.00                 |
| Staff                 | 765.00                 |
| TOTAL Training        | 1,190.00               |
| Travel                | 1,938.77               |

# Cash Flow Report FY2015 YTD

7/1/2015 Through 2/29/2016

3/21/2016

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| Category Description                  | 7/1/2015-<br>2/29/2016 |
|---------------------------------------|------------------------|
| <b>TOTAL EXPENSES</b>                 | <b>151,548.78</b>      |
| <b>TRANSFERS</b>                      |                        |
| FROM MM Sav Min Spgs                  | 10,586.05              |
| FROM MM Sav ParkSterling              | 40,000.00              |
| TO Check Min Spgs                     | -50,586.05             |
| TO Downtown Park Capital Project Fund | -119,636.44            |
| <b>TOTAL TRANSFERS</b>                | <b>-119,636.44</b>     |
| <b>OVERALL TOTAL</b>                  | <b>-115,479.10</b>     |

# Account Balances History Report

(Includes unrealized gains)

As of 2/29/2016

3/21/2016

Page 1

| Account                             | 6/29/2015<br>Balance | 6/30/2015<br>Balance | 7/31/2015<br>Balance | 8/31/2015<br>Balance | 9/30/2015<br>Balance |
|-------------------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| <b>ASSETS</b>                       |                      |                      |                      |                      |                      |
| <b>Cash and Bank Accounts</b>       |                      |                      |                      |                      |                      |
| Check Min Spgs                      | 31,588.10            | 33,309.65            | 13,783.91            | 1,232.38             | 44,667.57            |
| Copper Run Escrow                   | 66,841.58            | 66,847.08            | 66,852.76            | 66,858.43            | 66,863.93            |
| MM Sav Min Spgs                     | 10,581.12            | 10,581.99            | 10,582.89            | 10,583.79            | 10,584.66            |
| MM Sav ParkSterling                 | 653,901.13           | 654,035.51           | 644,174.26           | 644,311.05           | 644,443.45           |
| NCCMT_Cash                          | 2,237.06             | 2,237.14             | 2,237.25             | 2,237.39             | 2,237.51             |
| <b>TOTAL Cash and Bank Accounts</b> | <b>765,148.99</b>    | <b>767,011.37</b>    | <b>737,631.07</b>    | <b>725,223.04</b>    | <b>768,797.12</b>    |
| <b>Other Assets</b>                 |                      |                      |                      |                      |                      |
| State Revenues Receivable           | 0.00                 | 63,920.51            | 61,303.45            | 59,725.90            | 0.00                 |
| <b>TOTAL Other Assets</b>           | <b>0.00</b>          | <b>63,920.51</b>     | <b>61,303.45</b>     | <b>59,725.90</b>     | <b>0.00</b>          |
| <b>TOTAL ASSETS</b>                 | <b>765,148.99</b>    | <b>830,931.88</b>    | <b>798,934.52</b>    | <b>784,948.94</b>    | <b>768,797.12</b>    |
| <b>LIABILITIES</b>                  |                      |                      |                      |                      |                      |
| <b>Other Liabilities</b>            |                      |                      |                      |                      |                      |
| Accounts Payable                    | 692.76               | 1,688.77             | 692.76               | 692.76               | 692.76               |
| Escrows                             | 66,662.00            | 66,662.00            | 66,662.00            | 66,662.00            | 66,662.00            |
| <b>TOTAL Other Liabilities</b>      | <b>67,354.76</b>     | <b>68,350.77</b>     | <b>67,354.76</b>     | <b>67,354.76</b>     | <b>67,354.76</b>     |
| <b>TOTAL LIABILITIES</b>            | <b>67,354.76</b>     | <b>68,350.77</b>     | <b>67,354.76</b>     | <b>67,354.76</b>     | <b>67,354.76</b>     |
| <b>OVERALL TOTAL</b>                | <b>697,794.23</b>    | <b>762,581.11</b>    | <b>731,579.76</b>    | <b>717,594.18</b>    | <b>701,442.36</b>    |

# Account Balances History Report

(Includes unrealized gains)

As of 2/29/2016

| 2/21/2016 | 10/31/2015<br>Balance | 11/30/2015<br>Balance | 12/31/2015<br>Balance | 1/31/2016<br>Balance | 2/29/2016<br>Balance |
|-----------|-----------------------|-----------------------|-----------------------|----------------------|----------------------|
|           | 30,352.88             | 36,548.80             | 107,312.64            | 64,207.30            | 30,212.48            |
|           | 66,869.61             | 66,875.11             | 66,880.79             | 66,886.45            | 66,891.75            |
|           | 10,580.06             | 0.00                  | 0.00                  | 0.00                 | 0.00                 |
|           | 644,580.30            | 644,712.76            | 644,849.67            | 644,986.23           | 615,113.18           |
|           | 2,237.67              | 2,237.86              | 2,238.22              | 2,238.77             | 2,239.36             |
|           | <b>754,620.52</b>     | <b>750,374.53</b>     | <b>821,281.32</b>     | <b>778,318.75</b>    | <b>714,456.77</b>    |
|           | 0.00                  | 0.00                  | 0.00                  | 0.00                 | 0.00                 |
|           | <b>0.00</b>           | <b>0.00</b>           | <b>0.00</b>           | <b>0.00</b>          | <b>0.00</b>          |
|           | <b>754,620.52</b>     | <b>750,374.53</b>     | <b>821,281.32</b>     | <b>778,318.75</b>    | <b>714,456.77</b>    |
|           | 692.76                | 692.76                | 692.76                | 692.76               | 692.76               |
|           | 66,662.00             | 66,662.00             | 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>67,354.76</b>      | <b>67,354.76</b>      | <b>67,354.76</b>     | <b>67,354.76</b>     |
|           | <b>687,265.76</b>     | <b>683,019.77</b>     | <b>753,926.56</b>     | <b>710,963.99</b>    | <b>647,102.01</b>    |

Mineral Springs Budget Comparison 2015-2016

| TOWN OF MINERAL SPRINGS     |                      |                      |                      |              |                     |                     |                     |                     |                     |  |
|-----------------------------|----------------------|----------------------|----------------------|--------------|---------------------|---------------------|---------------------|---------------------|---------------------|--|
| BUDGET COMPARISON 2015-2016 |                      |                      |                      |              |                     |                     |                     |                     |                     |  |
| Appropriation dept          | Budget               | Unspent              | Spent YTD            | % of Budget  | July                | August              | September           | October             | November            |  |
| Advertising                 | \$ 1,800.00          | \$ 1,586.08          | \$ 213.92            | 11.9%        | \$ -                | \$ -                | \$ 99.50            | \$ -                | \$ -                |  |
| Attorney                    | \$ 9,600.00          | \$ 6,565.26          | \$ 3,034.74          | 31.6%        | \$ 300.00           | \$ 300.00           | \$ 300.00           | \$ 934.74           | \$ 300.00           |  |
| Audit                       | \$ 5,100.00          | \$ 100.00            | \$ 5,000.00          | 98.0%        | \$ -                | \$ -                | \$ -                | \$ -                | \$ -                |  |
| Community Projects          | \$ 28,100.00         | \$ 19,535.13         | \$ 8,564.87          | 30.5%        | \$ 47.58            | \$ 39.45            | \$ 5,792.26         | \$ 65.31            | \$ 862.50           |  |
| Contingency                 | \$ 3,000.00          | \$ 3,000.00          | \$ -                 | 0.0%         | \$ -                | \$ -                | \$ -                | \$ -                | \$ -                |  |
| Dues                        | \$ 6,600.00          | \$ 1,201.00          | \$ 5,399.00          | 81.8%        | \$ 4,719.00         | \$ 67.00            | \$ -                | \$ -                | \$ -                |  |
| Elections                   | \$ 2,525.00          | \$ 154.40            | \$ 2,370.60          | 93.9%        | \$ -                | \$ -                | \$ -                | \$ -                | \$ -                |  |
| Employee Overhead           | \$ 26,500.00         | \$ 9,067.58          | \$ 17,432.42         | 65.8%        | \$ 3,968.92         | \$ 1,979.44         | \$ 1,849.83         | \$ 1,820.29         | \$ 1,825.68         |  |
| Fire Department             | \$ 12,000.00         | \$ 12,000.00         | \$ -                 | 0.0%         | \$ -                | \$ -                | \$ -                | \$ -                | \$ -                |  |
| Insurance                   | \$ 4,500.00          | \$ 957.75            | \$ 3,542.25          | 78.7%        | \$ 3,542.25         | \$ -                | \$ -                | \$ -                | \$ -                |  |
| Newsletter                  | \$ 3,000.00          | \$ 863.90            | \$ 2,136.10          | 71.2%        | \$ 507.63           | \$ -                | \$ 991.66           | \$ 636.81           | \$ -                |  |
| Office                      | \$ 118,976.00        | \$ 47,705.50         | \$ 71,270.50         | 59.9%        | \$ 10,257.52        | \$ 8,988.27         | \$ 9,175.79         | \$ 8,285.03         | \$ 8,113.82         |  |
| Planning & Zoning           | \$ 43,704.00         | \$ 23,068.40         | \$ 20,635.60         | 47.2%        | \$ 3,891.60         | \$ 2,392.00         | \$ 2,392.00         | \$ 2,392.00         | \$ 2,392.00         |  |
| Street Lighting             | \$ 2,000.00          | \$ 998.48            | \$ 1,001.52          | 50.1%        | \$ -                | \$ 142.48           | \$ 142.48           | \$ 142.52           | \$ 143.66           |  |
| Tax Collection              | \$ 3,250.00          | \$ 1,059.01          | \$ 2,190.99          | 67.4%        | \$ 150.00           | \$ 169.69           | \$ 201.07           | \$ 201.76           | \$ 287.74           |  |
| Training                    | \$ 3,000.00          | \$ 1,810.00          | \$ 1,190.00          | 39.7%        | \$ -                | \$ -                | \$ -                | \$ 15.00            | \$ -                |  |
| Travel                      | \$ 3,600.00          | \$ 1,661.23          | \$ 1,938.77          | 53.9%        | \$ -                | \$ -                | \$ 103.17           | \$ -                | \$ 210.25           |  |
| Capital Outlay              | \$ 43,695.00         | \$ 38,067.50         | \$ 5,627.50          | 12.9%        | \$ -                | \$ -                | \$ -                | \$ 1,000.00         | \$ 1,000.00         |  |
| <b>Totals</b>               | <b>\$ 320,950.00</b> | <b>\$ 169,401.22</b> | <b>\$ 151,548.78</b> | <b>47.2%</b> | <b>\$ 27,384.50</b> | <b>\$ 14,078.33</b> | <b>\$ 21,047.76</b> | <b>\$ 15,493.46</b> | <b>\$ 15,135.65</b> |  |
| <b>Off Budget:</b>          |                      |                      |                      |              |                     |                     |                     |                     |                     |  |
| Tax Refunds                 |                      |                      | \$ -                 |              | \$ -                | \$ -                | \$ -                | \$ -                | \$ -                |  |
| Interfund Transfers         |                      |                      | \$ 119,636.44        |              | \$ 5,000.00         | \$ 3,315.80         | \$ 2,991.34         | \$ 4,493.30         | \$ 1,500.00         |  |
| <b>Total Off Budget:</b>    |                      |                      | <b>\$ 119,636.44</b> |              | <b>\$ 5,000.00</b>  | <b>\$ 3,315.80</b>  | <b>\$ 2,991.34</b>  | <b>\$ 4,493.30</b>  | <b>\$ 1,500.00</b>  |  |

Mineral Springs Budget Comparison 2015-2016

| Appropriation dept  | December     | January      | February     | March | April | May  | June | June a/p |
|---------------------|--------------|--------------|--------------|-------|-------|------|------|----------|
| Advertising         | \$ -         | \$ 114.42    | \$ -         |       |       |      |      |          |
| Attorney            | \$ 300.00    | \$ 300.00    | \$ 300.00    |       |       |      |      |          |
| Audit               | \$ 5,000.00  | \$ -         | \$ -         |       |       |      |      |          |
| Community Projects  | \$ 369.67    | \$ 1,162.50  | \$ 225.60    |       |       |      |      |          |
| Contingency         | \$ -         | \$ -         | \$ -         |       |       |      |      |          |
| Dues                | \$ 321.00    | \$ 240.00    | \$ 52.00     |       |       |      |      |          |
| Elections           | \$ -         | \$ 2,370.60  | \$ -         |       |       |      |      |          |
| Employee Overhead   | \$ 1,295.11  | \$ 1,971.42  | \$ 2,721.73  |       |       |      |      |          |
| Fire Department     | \$ -         | \$ -         | \$ -         |       |       |      |      |          |
| Insurance           | \$ -         | \$ -         | \$ -         |       |       |      |      |          |
| Newsletter          | \$ -         | \$ -         | \$ -         |       |       |      |      |          |
| Office              | \$ 8,193.38  | \$ 8,743.78  | \$ 9,512.91  |       |       |      |      |          |
| Planning & Zoning   | \$ 2,248.48  | \$ 2,392.00  | \$ 2,535.52  |       |       |      |      |          |
| Street Lighting     | \$ 143.66    | \$ 143.66    | \$ 143.06    |       |       |      |      |          |
| Tax Collection      | \$ 483.19    | \$ 430.69    | \$ 266.85    |       |       |      |      |          |
| Training            | \$ -         | \$ 275.00    | \$ 900.00    |       |       |      |      |          |
| Travel              | \$ 154.14    | \$ 525.24    | \$ 945.97    |       |       |      |      |          |
| Capital Outlay      | \$ 2,465.00  | \$ 900.00    | \$ 262.50    |       |       |      |      |          |
|                     | \$ 20,973.63 | \$ 19,569.31 | \$ 17,866.14 | \$ -  | \$ -  | \$ - | \$ - | \$ -     |
| <b>Off Budget:</b>  |              |              |              |       |       |      |      |          |
| Tax Refunds         | \$ -         | \$ -         | \$ -         | \$ -  | \$ -  | \$ - | \$ - | \$ -     |
| Interfund Transfers | \$ 700.00    | \$ 43,675.55 | \$ 57,960.45 | \$ -  | \$ -  | \$ - | \$ - | \$ -     |
|                     | \$ 700.00    | \$ 43,675.55 | \$ 57,960.45 | \$ -  | \$ -  | \$ - | \$ - | \$ -     |



## February 2016 Cash Flow Report

2/1/2016 Through 2/29/2016

3/15/2016

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| Category Description | 2/1/2016-<br>2/29/2016 |
|----------------------|------------------------|
| <b>INCOME</b>        |                        |
| Gross Receipts Tax   | 108.55                 |
| Interest Income      | 132.84                 |
| Other Inc            |                        |
| Copy Charges         | 2.00                   |
| Zoning               | 1,250.00               |
| TOTAL Other Inc      | 1,252.00               |
| Prop Tax 2015        |                        |
| Receipts 2015        |                        |
| Int                  | 21.16                  |
| Tax                  | 6,701.97               |
| TOTAL Receipts 2015  | 6,723.13               |
| TOTAL Prop Tax 2015  | 6,723.13               |
| Prop Tax Prior Years |                        |
| Prop Tax 2005        |                        |
| Receipts 2005        |                        |
| Int                  | 8.46                   |
| Tax                  | 1.50                   |
| TOTAL Receipts 2005  | 9.96                   |
| TOTAL Prop Tax 2005  | 9.96                   |
| Prop Tax 2006        |                        |
| Receipts 2006        |                        |
| Int                  | 8.54                   |
| Tax                  | 1.50                   |
| TOTAL Receipts 2006  | 10.04                  |
| TOTAL Prop Tax 2006  | 10.04                  |
| Prop Tax 2007        |                        |
| Receipts 2007        |                        |
| Int                  | 10.95                  |
| Tax                  | 5.66                   |
| TOTAL Receipts 2007  | 16.61                  |
| TOTAL Prop Tax 2007  | 16.61                  |
| Prop Tax 2008        |                        |
| Receipts 2008        |                        |
| Int                  | 0.26                   |
| Tax                  | 16.71                  |
| TOTAL Receipts 2008  | 16.97                  |
| TOTAL Prop Tax 2008  | 16.97                  |
| Prop Tax 2009        |                        |
| Receipts 2009        |                        |
| Int                  | 14.82                  |
| Tax                  | 20.46                  |
| TOTAL Receipts 2009  | 35.28                  |
| TOTAL Prop Tax 2009  | 35.28                  |
| Prop Tax 2010        |                        |
| Receipts 2010        |                        |
| Int                  | 15.09                  |
| Tax                  | 8.21                   |
| TOTAL Receipts 2010  | 23.30                  |

## February 2016 Cash Flow Report

2/1/2016 Through 2/29/2016

3/15/2016

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| Category Description       | 2/1/2016-<br>2/29/2016 |
|----------------------------|------------------------|
| TOTAL Prop Tax 2010        | 23.30                  |
| Prop Tax 2011              |                        |
| Receipts 2011              |                        |
| Int                        | 6.56                   |
| Tax                        | 8.21                   |
| TOTAL Receipts 2011        | 14.77                  |
| TOTAL Prop Tax 2011        | 14.77                  |
| Prop Tax 2012              |                        |
| Receipts 2012              |                        |
| Int                        | 2.90                   |
| Tax                        | 13.84                  |
| TOTAL Receipts 2012        | 16.74                  |
| TOTAL Prop Tax 2012        | 16.74                  |
| Prop Tax 2013              |                        |
| Receipts 2013              |                        |
| Int                        | 6.79                   |
| Tax                        | 49.35                  |
| TOTAL Receipts 2013        | 56.14                  |
| TOTAL Prop Tax 2013        | 56.14                  |
| Prop Tax 2014              |                        |
| Receipts 2014              |                        |
| Int                        | 3.17                   |
| Tax                        | 40.93                  |
| TOTAL Receipts 2014        | 44.10                  |
| TOTAL Prop Tax 2014        | 44.10                  |
| TOTAL Prop Tax Prior Years | 243.91                 |
| Sales Tax                  |                        |
| Refunds                    |                        |
| State                      | 1,502.99               |
| TOTAL Refunds              | 1,502.99               |
| Sales & Use Dist           | 1,521.22               |
| TOTAL Sales Tax            | 3,024.21               |
| Veh Tax                    |                        |
| Coll                       | -0.03                  |
| Int 2008                   | 1.08                   |
| Int 2009                   | 0.00                   |
| Int 2010                   | 0.00                   |
| Int 2015                   | 3.51                   |
| Tax 2008                   | 0.41                   |
| Tax 2009                   | 0.00                   |
| Tax 2010                   | 0.51                   |
| Tax 2015                   | 474.49                 |
| TOTAL Veh Tax              | 479.97                 |
| <b>TOTAL INCOME</b>        | <b>11,964.61</b>       |
| <b>EXPENSES</b>            |                        |
| Attorney                   | 300.00                 |
| Capital Outlay             |                        |
| Greenway                   | 262.50                 |
| TOTAL Capital Outlay       | 262.50                 |

## February 2016 Cash Flow Report

2/1/2016 Through 2/29/2016

3/15/2016

Page 3

| Category Description  | 2/1/2016-<br>2/29/2016 |
|-----------------------|------------------------|
| Community             |                        |
| Greenway              | 38.75                  |
| Maint                 | 186.85                 |
| TOTAL Community       | 225.60                 |
| Dues                  | 52.00                  |
| Emp                   |                        |
| Benefits              |                        |
| Dental                | 74.00                  |
| Life                  | 52.08                  |
| NCLGERS               | 1,754.40               |
| Vision                | 14.00                  |
| TOTAL Benefits        | 1,894.48               |
| FICA                  |                        |
| Med                   | 134.94                 |
| Soc Sec               | 576.98                 |
| TOTAL FICA            | 711.92                 |
| Payroll               | 115.33                 |
| TOTAL Emp             | 2,721.73               |
| Office                |                        |
| Clerk                 | 2,933.02               |
| Council               | 600.00                 |
| Deputy Clerk          | 904.04                 |
| Finance Officer       |                        |
| Park Maint            | 271.36                 |
| Regular               | 2,438.00               |
| TOTAL Finance Officer | 2,709.36               |
| Maint                 |                        |
| Materials             | -3.80                  |
| Service               | 620.00                 |
| TOTAL Maint           | 616.20                 |
| Mayor                 | 400.00                 |
| Misc                  | 25.62                  |
| Supplies              | 371.51                 |
| Tel                   | 369.15                 |
| Util                  | 584.01                 |
| TOTAL Office          | 9,512.91               |
| Planning              |                        |
| Administration        |                        |
| Salaries              | 2,535.52               |
| TOTAL Administration  | 2,535.52               |
| TOTAL Planning        | 2,535.52               |
| Street Lighting       | 143.06                 |
| Tax Coll              |                        |
| Contract              | 116.85                 |
| Sal                   | 150.00                 |
| TOTAL Tax Coll        | 266.85                 |
| Training              |                        |
| Officials             | 425.00                 |
| Staff                 | 475.00                 |
| TOTAL Training        | 900.00                 |

# February 2016 Cash Flow Report

2/1/2016 Through 2/29/2016

3/15/2016

Page 4

| Category Description                  | 2/1/2016-<br>2/29/2016 |
|---------------------------------------|------------------------|
| Travel                                | 945.97                 |
| <b>TOTAL EXPENSES</b>                 | <b>17,866.14</b>       |
| <b>TRANSFERS</b>                      |                        |
| FROM MM Sav ParkSterling              | 30,000.00              |
| TO Check Min Spgs                     | -30,000.00             |
| TO Downtown Park Capital Project Fund | -57,960.45             |
| <b>TOTAL TRANSFERS</b>                | <b>-57,960.45</b>      |
| <b>OVERALL TOTAL</b>                  | <b>-63,861.98</b>      |

# Register Report

2/1/2016 Through 2/29/2016

3/22/2016

Page 1

| Date      | Num    | Description                               | Memo   | Category                               | Amount     |
|-----------|--------|---|--|--|------------|
| 2/2/2016  | 4709   | Browning's Greenh...Fountain (FY2015)     | [Downtown Park Capital Project Fund]                     |  | -416.33    |
| 2/2/2016  | 4710   | Forms & Supply, Inc. I/N 3564742-0 Pap... | Office:Supplies  |  | -95.19     |
| 2/2/2016  | 4711   | UNC School Of Go... I/N IN56466 Essen...  | Training:Officials                                       |  | -425.00    |
| 2/2/2016  | 4712   | UNC School Of Go... I/N IN56875 Maste...  | Training:Staff   |  | -475.00    |
| 2/2/2016  | 4713   | Heritage Propane                          | 513970 statement ... Office:Util                         |  | -373.61    |
| 2/2/2016  | EFT... | NC State Treasurer                        | 1/16 LGERS contri... Office:Clerk                        |  | -166.02    |
|           |        |   | 1/16 LGERS contri... Office:Finance Officer:Regular      |  | -138.00    |
|           |        |   | 1/16 LGERS contri... Office:Finance Officer:Park Maint   |  | -15.36     |
|           |        |   | 1/16 LGERS contri... Planning:Administration:Salaries    |  | -143.52    |
|           |        |   | 1/16 employer cont... Emp:Benefits:NCLGERS               |  | -877.20    |
| 2/3/2016  | DE...  | Deposit                                   | #516   | Prop Tax Prior Years:Prop Tax 2010:... | 8.12       |
|           |        |   | #516   | Prop Tax Prior Years:Prop Tax 2010:... | 0.00       |
|           |        |   | #516   | Prop Tax Prior Years:Prop Tax 2009:... | 14.82      |
|           |        |   | #516   | Prop Tax Prior Years:Prop Tax 2009:... | 20.46      |
|           |        |   | #516   | Prop Tax Prior Years:Prop Tax 2008:... | 0.26       |
|           |        |   | #516   | Prop Tax Prior Years:Prop Tax 2008:... | 16.71      |
| 2/3/2016  | DEP    | Deposit                                   | #516a (FY2015)   | Other Inc:Zoning                       | 225.00     |
| 2/8/2016  | EFT    | Debit Card (NC Se...                      | Notary Renewal (F... Dues                                |  | -52.00     |
| 2/9/2016  | 4714   | HC Rummage, Inc.                          | Pay App #2 (FY20... [Downtown Park Capital Project Fund] |  | -57,044.12 |
| 2/9/2016  | 4715   | Sign Pro                                  | I/N 11416 parking I... Office:Maint:Service              |  | -125.00    |
| 2/9/2016  | 4716   | Xerox Corporation                         | I/N 083110375 (FY... Office:Supplies                     |  | -84.58     |
| 2/9/2016  | 4717   | Union County Publi...                     | 84361*00 (FY2015) Office:Util                            |  | -21.13     |
| 2/9/2016  | 4718   | Union County Publi...                     | 91052*00 (FY2015) Office:Util                            |  | -16.40     |
| 2/9/2016  | 4719   | Taylor & Sons Mo...                       | I/N 002 2/16 (FY20... Office:Maint:Service               |  | -300.00    |
| 2/9/2016  | 4720   | Clark, Griffin & Mc...                    | I/N 5285 2/16 (FY2... Attorney                           |  | -300.00    |
| 2/9/2016  | 472... | Municipal Insuranc...                     |  | Emp:Benefits:Life                      | -52.08     |
|           |        |   |  | Emp:Benefits:Dental                    | -74.00     |
|           |        |   |  | Emp:Benefits:Vision                    | -14.00     |
| 2/9/2016  | EFT    | Debit Card (Office...                     | Nameplates (FY20... Office:Supplies                      |  | -51.21     |
| 2/11/2016 | 4722   | Bettylyn Krafft                           | Reimbursement - ... Travel                               |  | -557.26    |
| 2/12/2016 | EFT... | Union County                              | 1/16 Regular   | Prop Tax 2015:Receipts 2015:Tax        | 5,576.65   |
|           |        |   | 1/16 Public Service                                      | Prop Tax 2015:Receipts 2015:Tax        | 1,125.32   |
|           |        |   | 1/16   | Prop Tax 2015:Receipts 2015:Int        | 21.16      |
|           |        |   | 1/16   | Prop Tax Prior Years:Prop Tax 2014:... | 3.17       |
|           |        |   | 1/16   | Prop Tax Prior Years:Prop Tax 2014:... | 40.93      |
|           |        |   | 1/16   | Prop Tax Prior Years:Prop Tax 2013:... | 6.79       |
|           |        |   | 1/16   | Prop Tax Prior Years:Prop Tax 2013:... | 49.35      |
|           |        |   | 1/16   | Prop Tax Prior Years:Prop Tax 2012:... | 2.90       |
|           |        |   | 1/16   | Prop Tax Prior Years:Prop Tax 2012:... | 13.84      |
|           |        |   | 1/16   | Veh Tax:Tax 2010                       | 0.51       |
|           |        |   | 1/16   | Veh Tax:Int 2010                       | 0.00       |
|           |        |   | 1/16   | Veh Tax:Tax 2009                       | 0.00       |
|           |        |   | 1/16   | Veh Tax:Int 2009                       | 0.00       |
|           |        |   | 1/16   | Veh Tax:Tax 2008                       | 0.41       |
|           |        |   | 1/16   | Veh Tax:Int 2008                       | 1.08       |
|           |        |   | 1/16   | Gross Receipts Tax                     | 108.55     |
|           |        |   | 1/16   | Veh Tax:Coll                           | -0.03      |
|           |        |   | 1/16   | Tax Coll:Contract                      | -102.60    |
| 2/12/2016 | EFT    | Debit Card (Office...                     | Envelopes, paper, ... Office:Supplies                    |  | -54.08     |
| 2/13/2016 | EFT    | Debit Card (Lowe's)                       | Kiosk Ridge Cap, ... Community:Greenway                  |  | -21.87     |

# Register Report

2/1/2016 Through 2/29/2016

3/22/2016

Page 2

| Date      | Num    | Description                    | Memo                   | Category                               | Amount    |
|-----------|--------|--------------------------------|------------------------|--|-----------|
| 2/16/2016 | DE...  | Deposit                        | #517                   | Prop Tax Prior Years:Prop Tax 2011:... | 6.56      |
|           |        |                                | #517                   | Prop Tax Prior Years:Prop Tax 2011:... | 8.21      |
|           |        |                                | #517                   | Prop Tax Prior Years:Prop Tax 2010:... | 6.97      |
|           |        |                                | #517                   | Prop Tax Prior Years:Prop Tax 2010:... | 8.21      |
|           |        |                                | #517                   | Prop Tax Prior Years:Prop Tax 2007:... | 10.95     |
|           |        |                                | #517                   | Prop Tax Prior Years:Prop Tax 2007:... | 5.66      |
|           |        |                                | #517                   | Prop Tax Prior Years:Prop Tax 2006:... | 8.54      |
|           |        |                                | #517                   | Prop Tax Prior Years:Prop Tax 2006:... | 1.50      |
|           |        |                                | #517                   | Prop Tax Prior Years:Prop Tax 2005:... | 8.46      |
|           |        |                                | #517                   | Prop Tax Prior Years:Prop Tax 2005:... | 1.50      |
| 2/16/2016 | DE...  | Deposit                        |                        | Other Inc:Zoning                       | 75.00     |
|           |        |                                | Nick Amadio            | Office:Maint:Materials                 | 3.80      |
|           |        |                                | FY2011-12              | Sales Tax:Refunds:State                | 1,502.99  |
| 2/16/2016 | EFT    | NC Department of ...           | 12/15 (FY2015)         | Sales Tax:Sales & Use Dist             | 1,521.22  |
| 2/16/2016 | EFT    | Debit Card (Lowe's)            | Kiosk Ridge Cap (...   | Community:Greenway                     | -16.88    |
| 2/17/2016 | EFT    | Debit Card (Atlanti...         | IIMC Conference ...    | Travel                                 | -107.35   |
| 2/17/2016 | EFT    | Debit Card (Deck ...           | IIMC Conf. Dinner ...  | Travel                                 | -29.88    |
| 2/18/2016 | EFT    | Debit Card (Deck ...           | IIMC Conf. Dinner ...  | Travel                                 | -15.77    |
| 2/22/2016 | EFT... | Union County {NC...            | NCVTS 1601             | Veh Tax:Tax 2015                       | 476.22    |
|           |        |                                | NCVTS 1601             | Veh Tax:Int 2015                       | 3.51      |
|           |        |                                | NCVTS 1601             | Tax Coll:Contract                      | -14.25    |
|           |        |                                | NCVTS Refunds 1...     | Veh Tax:Tax 2015                       | -1.73     |
| 2/22/2016 | 4723   | Vicky A Brooks                 | Mileage: IIMC Con...   | Travel                                 | -235.71   |
| 2/22/2016 | EFT    | Debit Card (Food L...          | PB Training snack...   | Office:Supplies                        | -43.24    |
| 2/23/2016 | 4724   | Stewart Incorporated I/N 51467 | 1/16 Do...             | [Downtown Park Capital Project Fund]   | -500.00   |
| 2/23/2016 | 4725   | Stewart Incorporated I/N 51478 | Greenw...              | Capital Outlay:Greenway                | -142.50   |
| 2/23/2016 | 4726   | Jan-Pro Cleaning ...           | I/N 38713 Janitoria... | Office:Maint:Service                   | -195.00   |
| 2/23/2016 | 4727   | Duke Power                     | 1819573779 (old s...   | Office:Util                            | -25.05    |
| 2/23/2016 | 4728   | Duke Power                     | 1803784140 (FY20...    | Office:Util                            | -147.82   |
| 2/23/2016 | 4729   | Duke Power                     | 2035221941 (FY20...    | Street Lighting                        | -143.06   |
| 2/23/2016 | 4730   | Duke Power                     | 1618851260 Christ...   | Community:Maint                        | -186.85   |
| 2/23/2016 | 4731   | Windstream                     | 061348611 (FY201...    | Office:Tel                             | -292.21   |
| 2/23/2016 | 4732   | Windstream                     | 061345970 (FY201...    | Office:Tel                             | -66.96    |
| 2/24/2016 | EFT    | Debit Card (AOL)               | AOL Troubleshooti...   | Office:Tel                             | -9.98     |
| 2/25/2016 | 4733   | Union County Insp...           | Greenway upgrade...    | Capital Outlay:Greenway                | -120.00   |
| 2/25/2016 | EFT    | Office Depot                   | Nameplates (FY20...    | Office:Supplies                        | -43.21    |
| 2/25/2016 | EFT    | School Of Govern...            | Notary Textbook (F...  | Office:Misc                            | -25.62    |
| 2/26/2016 | DE...  | Deposit                        |                        | Other Inc:Zoning                       | 150.00    |
|           |        |                                | Bowden                 | Other Inc:Copy Charges                 | 2.00      |
| 2/26/2016 | TXFR   | Transfer Money                 | transfer (FY2015)      | [MM Sav ParkSterling]                  | 30,000.00 |
| 2/26/2016 | EFT... | Paychex                        | Salary 2/16            | Office:Clerk                           | -2,600.98 |
|           |        |                                | Supplement 2/16        | Office:Clerk                           | 0.00      |
|           |        |                                | Hours 2/16             | Office:Deputy Clerk                    | -904.04   |
|           |        |                                | Salary 2/16            | Office:Finance Officer:Regular         | -2,162.00 |
|           |        |                                | Salary 2/16            | Office:Finance Officer:Park Maint      | -240.64   |
|           |        |                                | Salary 2/16            | Office:Mayor                           | -400.00   |
|           |        |                                | Salary 2/16            | Office:Council                         | -600.00   |
|           |        |                                | Salary 2/16            | Planning:Administration:Salaries       | -2,248.48 |
|           |        |                                | Salary 2/16            | Tax Coll:Sal                           | -150.00   |
|           |        |                                |                        | Emp:FICA:Soc Sec                       | -576.98   |
|           |        |                                |                        | Emp:FICA:Med                           | -134.94   |

# Register Report

2/1/2016 Through 2/29/2016

3/22/2016

Page 3

| Date                              | Num    | Description        | Memo                 | Category                          | Amount            |
|-----------------------------------|--------|--------------------|----------------------|-----------------------------------|-------------------|
| 2/29/2016                         | EFT    | Paychex Fees       | 2/16 (FY2015)        | Emp:Payroll                       | -115.33           |
| 2/29/2016                         | EFT... | NC State Treasurer | 02/16 LGERS cont...  | Office:Clerk                      | -166.02           |
|                                   |        |                    | 02/16 LGERS cont...  | Office:Finance Officer:Regular    | -138.00           |
|                                   |        |                    | 02/16 LGERS cont...  | Office:Finance Officer:Park Maint | -15.36            |
|                                   |        |                    | 02/16 LGERS cont...  | Planning:Administration:Salaries  | -143.52           |
|                                   |        |                    | 02/16 employer co... | Emp:Benefits:NCLGERS              | -877.20           |
| 2/29/2016                         | DEP    | Deposit            | #517c (FY2015)       | Other Inc:Zoning                  | 800.00            |
| <b>TOTAL 2/1/2016 - 2/29/2016</b> |        |                    |                      |                                   | <b>-33,994.82</b> |
| <b>TOTAL INFLOWS</b>              |        |                    |                      |                                   | <b>41,837.33</b>  |
| <b>TOTAL OUTFLOWS</b>             |        |                    |                      |                                   | <b>-75,832.15</b> |
| <b>NET TOTAL</b>                  |        |                    |                      |                                   | <b>-33,994.82</b> |

# Downtown Park Cap. Proj. Fund Total

4/1/2015 Through 2/29/2016

3/22/2016

Page 1

| Category Description        | 4/1/2015-<br>2/29/2016 |
|-----------------------------|------------------------|
| <b>EXPENSES</b>             |                        |
| Construction                |                        |
| Contract                    | 96,852.50              |
| Memorial Bricks             | 2,344.00               |
| Misc                        | 500.68                 |
| TOTAL Construction          | 99,697.18              |
| Professional Services       |                        |
| Design & Supervision        | 25,654.29              |
| TOTAL Professional Services | 25,654.29              |
| <b>TOTAL EXPENSES</b>       | <b>125,351.47</b>      |
| <b>TRANSFERS</b>            |                        |
| FROM Check Min Spgs         | 125,351.47             |
| <b>TOTAL TRANSFERS</b>      | <b>125,351.47</b>      |
| <b>OVERALL TOTAL</b>        | <b>0.00</b>            |

# Downtown Park Cap Proj Fund FY2015-16

7/1/2015 Through 2/29/2016

3/22/2016

Page 1

| Date                              | Description                                       | Memo                                     | Category | Amount      |
|-----------------------------------|---|--|----------|-------------|
| <b>BALANCE 6/30/2015</b>          |   |  |          | <b>0.00</b> |
| 7/28/2015                         | Stewart Incorporated I/N 47999 6/30/15 (FY2015)   | Professional Services:Design & Superv... |          | -5,000.00   |
| 7/28/2015                         | Stewart Incorporated I/N 47999 6/30/15 (FY2015)   | [Check Min Spgs]                         |          | 5,000.00    |
| 8/31/2015                         | Stewart Incorporated I/N 48490 7/31/15 (FY2015)   | Professional Services:Design & Superv... |          | -3,315.80   |
| 8/31/2015                         | Stewart Incorporated I/N 48490 7/31/15 (FY2015)   | [Check Min Spgs]                         |          | 3,315.80    |
| 9/29/2015                         | Stewart Incorporated I/N 49107 8/31/15 (FY2015)   | Professional Services:Design & Superv... |          | -2,991.34   |
| 9/29/2015                         | Stewart Incorporated I/N 49107 8/31/15 (FY2015)   | [Check Min Spgs]                         |          | 2,991.34    |
| 10/20/2015                        | Stewart Incorporated I/N 49468 9/30/15 (FY2015)   | Professional Services:Design & Superv... |          | -4,493.30   |
| 10/20/2015                        | Stewart Incorporated I/N 49468 9/30/15 (FY2015)   | [Check Min Spgs]                         |          | 4,493.30    |
| 11/24/2015                        | Stewart Incorporated I/N 50114 10/31/15 (FY20...  | Professional Services:Design & Superv... |          | -1,500.00   |
| 11/24/2015                        | Stewart Incorporated I/N 50114 10/31/15 (FY20...  | [Check Min Spgs]                         |          | 1,500.00    |
| 12/14/2015                        | Stewart Incorporated I/N 50401 11/30/15 Downt...  | [Check Min Spgs]                         |          | 700.00      |
| 12/14/2015                        | Stewart Incorporated I/N 50401 11/30/15 Downt...  | Professional Services:Design & Superv... |          | -700.00     |
| 1/5/2016                          | Stewart Incorporated I/N 50356 11/30/15 Downt...  | Professional Services:Design & Superv... |          | -438.82     |
| 1/5/2016                          | Stewart Incorporated I/N 50356 11/30/15 Downt...  | [Check Min Spgs]                         |          | 438.82      |
| 1/7/2016                          | HC Rummage, Inc. Pay App #1 (FY2015)              | Construction:Contract                    |          | -39,808.38  |
| 1/7/2016                          | HC Rummage, Inc. Pay App #1 (FY2015)              | [Check Min Spgs]                         |          | 39,808.38   |
| 1/9/2016                          | Debit Card (Lowe's) 2" Conduit for sleeve (FY2... | Construction:Misc                        |          | -31.51      |
| 1/9/2016                          | Debit Card (Lowe's) 2" Conduit for sleeve (FY2... | [Check Min Spgs]                         |          | 31.51       |
| 1/12/2016                         | Bricks R Us I/N TOWMS1 Bricks 1-50 (...           | Construction:Memorial Bricks             |          | -950.00     |
| 1/12/2016                         | Bricks R Us Invoice TOWMS1 Bricks 1...            | [Check Min Spgs]                         |          | 950.00      |
| 1/19/2016                         | Bricks R Us Invoice TOWMS2 Bricks 1...            | Construction:Memorial Bricks             |          | -950.00     |
| 1/19/2016                         | Bricks R Us Invoice TOWMS2 Bricks 1...            | [Check Min Spgs]                         |          | 950.00      |
| 1/19/2016                         | Carolina Brick & M... 1 Strap bricks (FY2015)     | Construction:Misc                        |          | -52.84      |
| 1/19/2016                         | Carolina Brick & M... 1 Strap paver bricks        | [Check Min Spgs]                         |          | 52.84       |
| 1/25/2016                         | Stewart Incorporated I/N 50914 12/15 Downtow...   | Professional Services:Design & Superv... |          | -1,000.00   |
| 1/25/2016                         | Stewart Incorporated I/N 50914 12/15 Downtow...   | [Check Min Spgs]                         |          | 1,000.00    |
| 1/25/2016                         | Bricks R Us Invoice TOWMS3 Bricks 1...            | Construction:Memorial Bricks             |          | -444.00     |
| 1/25/2016                         | Bricks R Us Invoice TOWMS3 Bricks 1...            | [Check Min Spgs]                         |          | 444.00      |
| 2/2/2016                          | Browning's Greenh...Fountain (FY2015)             | Construction:Misc                        |          | -416.33     |
| 2/2/2016                          | Browning's Greenh...Fountain (FY2015)             | [Check Min Spgs]                         |          | 416.33      |
| 2/9/2016                          | HC Rummage, Inc. Pay App #2 (FY2015)              | Construction:Contract                    |          | -57,044.12  |
| 2/9/2016                          | HC Rummage, Inc. Pay App #2 (FY2015)              | [Check Min Spgs]                         |          | 57,044.12   |
| 2/23/2016                         | Stewart Incorporated I/N 51467 1/16 Downtown ...  | Professional Services:Design & Superv... |          | -500.00     |
| 2/23/2016                         | Stewart Incorporated I/N 51467 1/16 Downtown ...  | [Check Min Spgs]                         |          | 500.00      |
| <b>TOTAL 7/1/2015 - 2/29/2016</b> |   |  |          | <b>0.00</b> |

|                          |             |
|--------------------------|-------------|
| <b>BALANCE 2/29/2016</b> | <b>0.00</b> |
|--------------------------|-------------|

|                      |                   |
|----------------------|-------------------|
| <b>TOTAL INFLOWS</b> | <b>119,636.44</b> |
|----------------------|-------------------|

|                       |                    |
|-----------------------|--------------------|
| <b>TOTAL OUTFLOWS</b> | <b>-119,636.44</b> |
|-----------------------|--------------------|

|                  |             |
|------------------|-------------|
| <b>NET TOTAL</b> | <b>0.00</b> |
|------------------|-------------|

**Downtown Park Cap Proj Fund FY2014-15**

4/1/2015 Through 6/30/2015

3/22/2016

Page 1

| Date                              | Description                                  | Memo                               | Category                           | Amount           |
|-----------------------------------|--|------------------------------------|------------------------------------|------------------|
| <b>BALANCE 3/31/2015</b>          |  |                                    |                                    | <b>0.00</b>      |
| 6/1/2015                          | Opening Balance                              | [Downtown Park Capital Project ... |                                    | 0.00             |
| 6/18/2015                         | Stewart Incorpor... I/N 46948 4/30/15 (FY... |                                    | Professional Services:Design & ... | <b>-1,350.00</b> |
| 6/18/2015                         | Stewart Incorpor... I/N 46948 4/30/15 (FY... |                                    | [Check Min Spgs]                   | 1,350.00         |
| 6/25/2015                         | Stewart Incorpor... I/N 47501 5/31/15 (FY... |                                    | Professional Services:Design & ... | <b>-4,365.03</b> |
| 6/25/2015                         | Stewart Incorpor... I/N 47501 5/31/15 (FY... |                                    | [Check Min Spgs]                   | 4,365.03         |
| <b>TOTAL 4/1/2015 - 6/30/2015</b> |  |                                    |                                    | <b>0.00</b>      |

|                          |  |  |  |             |
|--------------------------|--|--|--|-------------|
| <b>BALANCE 6/30/2015</b> |  |  |  | <b>0.00</b> |
|--------------------------|--|--|--|-------------|

**TOTAL INFLOWS** 5,715.03

**TOTAL OUTFLOWS** **-5,715.03**

**NET TOTAL** 0.00

February 2016

- Revenue Details
- Inter-bank Transfers

February 2018

\* Revenue Details  
\* Inter-Bank Transfers

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DATE 1/29/16  
 TIME 12:34:55  
 USER PHH

UNION COUNTY  
 COLLECTIONS BY RGCD/REV UNIT/YR-DATE RANGE  
 DEPOSIT DATE RANGE: 1/01/2016 THRU 1/31/2016  
 REPORT GROUP: 200 REGISTERED VEHICLE  
 REVENUE UNIT: 990 TOWN OF MINERAL SPRINGS

PAGE 65  
 PROG# CL2138

| YEAR  | TAXES, ASSESSMENTS & MISC. CHARGES | LATE LIST | INTEREST | TOTAL COLLECTED | COMMISSION | NET OF COMMISSION |
|-------|------------------------------------|-----------|----------|-----------------|------------|-------------------|
| 2008  | .41                                |           | 1.08     | 1.49            | .02        | 1.47              |
| 2010  | .51                                |           |          | .51             | .01        | .50               |
| TOTAL | .92                                |           | 1.08     | 2.00            | .03        | 1.97              |

M

COBA

(DNR)

COBA

COBA

Town of Mineral Springs  
PO Box 600  
Mineral Springs, NC 28108

Vendor: 10870  
Description:  
Invoice Date:  
Due Date:  
Acct#: 82 - 220057

Invoice#: 1606vehgr  
Gross Veh. Rental Receipts - January  
1/31/2016  
2/4/2016

108.55

\$ 108.55

(DAC)

2-5-16

COPY

Please add to  
Batch 3859

UNION COUNTY  
 COLLECTIONS BY RGCD/REV UNIT/YR-DATE RANGE  
 DEPOSIT DATE RANGE: 1/01/2016 THRU 1/31/2016  
 REPORT GROUP: 150 STATE BOARD ASSESSED  
 REVENUE UNIT: 990 TOWN OF MINERAL SPRINGS

DATE 1/29/16  
 TIME 12:34:55  
 USER PHH

| YEAR  | TAXES, ASSESSMENTS<br>& MISC. CHARGES | LATE LIST | INTEREST | TOTAL COLLECTED | COMMISSION | NET OF COMMISSION |
|-------|---------------------------------------|-----------|----------|-----------------|------------|-------------------|
| 2015  | 1,125.32                              |           |          | 1,125.32        | 16.88      | 1,108.44          |
| TOTAL | 1,125.32                              |           |          | 1,125.32        | 16.88      | 1,108.44          |

STATE BOARD OF REVENUE  
 REPORT GROUP: 150 STATE BOARD ASSESSED  
 DEPOSIT DATE RANGE: 1/01/2016 THRU 1/31/2016  
 REVENUE UNIT: 990 TOWN OF MINERAL SPRINGS

UNION COUNTY  
 COLLECTIONS BY RGCD/REV UNIT/YR-DATE RANGE  
 DEPOSIT DATE RANGE: 1/01/2016 THRU 1/31/2016  
 REPORT GROUP: 100 REAL AND PERSONAL  
 REVENUE UNIT: 990 TOWN OF MINERAL SPRINGS

DATE 1/29/16  
 TIME 12:34:55  
 USER PHH

| YEAR  | TAXES, ASSESSMENTS & MISC. CHARGES | LATE LIST | INTEREST | TOTAL COLLECTED | COMMISSION | NET OF COMMISSION |
|-------|------------------------------------|-----------|----------|-----------------|------------|-------------------|
| 2012  | 13.84                              |           | 2.90     | 16.74           | .25        | 16.49             |
| 2013  | 49.35                              |           | 6.79     | 56.14           | .84        | 55.30             |
| 2014  | 40.93                              | 9.65      | 3.17     | 44.10           | .66        | 43.44             |
| 2015  | 5,567.00                           | 9.65      | 21.16    | 5,597.81        | 83.97      | 5,513.84          |
| TOTAL | 5,671.12                           | 9.65      | 34.02    | 5,714.79        | 85.72      | 5,629.07          |

UNION COUNTY  
 TOWN OF MINERAL SPRINGS  
 100 REAL AND PERSONAL  
 REVENUE UNIT: 990  
 DEPOSIT DATE RANGE: 1/01/2016 THRU 1/31/2016  
 REPORT GROUP: 100  
 COLLECTIONS BY RGCD/REV UNIT/YR-DATE RANGE

County of Union, Monroe, NC 28112

Check Number: 00044196

| Invoice Date | Invoice Number | Description                    | Invoice Amount |
|--------------|----------------|--------------------------------|----------------|
| 01/31/2016   | 200.1-16/01    | Tax/Fee/Int - JAN16            | \$1.97         |
| 01/31/2016   | 1606VEHGR      | JAN 2016 GROSS VEH REANTAL REC | \$108.55       |
| 01/31/2016   | 150.1-16/01    | Tax/Fee/Int - JAN16            | \$1,108.44     |
| 01/31/2016   | 100.1-16/01    | Tax/Fee/Int - JAN16            | \$5,629.07     |

| Vendor No. | Vendor Name             | Check No. | Check Date | Check Amount |
|------------|-------------------------|-----------|------------|--------------|
| 10870      | TOWN OF MINERAL SPRINGS | 00044196  | 02/12/2016 | 6,848.03     |



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

Vendor Number    Check Date    Check Number  
10870            02/12/2016    00044196

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

**\$6,848.03**

Pay Six Thousand Eight Hundred Forty Eight Dollars and 03 cents \*\*\*\*\*

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

**EFT COPY  
NON-NEGOTIABLE**

AP



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

10870  
00044196

**ADDRESS SERVICE REQUESTED**

TOWN OF MINERAL SPRINGS  
PO BOX 600  
MINERAL SPRINGS NC 28108

NC Sales & Use Tax Distribution

|                 | ARTICLE 39      | ARTICLE 40    | ARTICLE 42    | ARTICLE 43 | ARTICLE 44 | ARTICLE 45 | ARTICLE 46 | CITY HH         | TOTAL           |
|-----------------|-----------------|---------------|---------------|------------|------------|------------|------------|-----------------|-----------------|
| UNION           |                 |               |               |            |            |            |            |                 |                 |
| (Ad Valorem)    |                 |               |               |            |            |            |            |                 |                 |
| FAIRVIEW        | \$ 1,425,379.23 | \$ 990,080.88 | \$ 756,183.02 | \$ -       | \$ 445.73  | \$ -       | \$ -       | \$ (203,281.33) | \$ 2,968,807.53 |
| HEMRY BRIDGE    | \$ 641.23       | \$ 445.41     | \$ 340.17     | \$ -       | \$ 0.20    | \$ -       | \$ -       | \$ 443.76       | \$ 1,870.77     |
| INDIAN TRAIL    | \$ -            | \$ -          | \$ -          | \$ -       | \$ -       | \$ -       | \$ -       | \$ -            | \$ -            |
| LAKE PARK       | \$ 50,970.60    | \$ 35,404.63  | \$ 27,040.60  | \$ -       | \$ 15.94   | \$ -       | \$ -       | \$ 35,272.88    | \$ 148,704.65   |
| MARSHVILLE      | \$ 4,594.20     | \$ 3,191.17   | \$ 2,437.28   | \$ -       | \$ 1.44    | \$ -       | \$ -       | \$ 3,179.31     | \$ 13,403.40    |
| MARVIN          | \$ 6,460.14     | \$ 4,487.27   | \$ 3,427.19   | \$ -       | \$ 2.02    | \$ -       | \$ -       | \$ 4,470.57     | \$ 18,847.19    |
| MINERAL SPRINGS | \$ 4,105.45     | \$ 2,851.68   | \$ 2,178.00   | \$ -       | \$ 1.28    | \$ -       | \$ -       | \$ 2,841.07     | \$ 11,977.48    |
| MINT HILL *     | \$ 521.41       | \$ 362.18     | \$ 276.62     | \$ -       | \$ 0.16    | \$ -       | \$ -       | \$ 360.85       | \$ 1,521.22     |
| MONROE          | \$ 41.26        | \$ 28.66      | \$ 21.89      | \$ -       | \$ 0.01    | \$ -       | \$ -       | \$ 28.57        | \$ 120.39       |
| STALLINGS *     | \$ 144,261.68   | \$ 100,205.42 | \$ 76,532.78  | \$ -       | \$ 45.11   | \$ -       | \$ -       | \$ 99,832.48    | \$ 420,877.47   |
| UNIONVILLE      | \$ 26,871.35    | \$ 18,665.07  | \$ 14,255.62  | \$ -       | \$ 8.40    | \$ -       | \$ -       | \$ 18,595.61    | \$ 78,396.05    |
| WAXHAW          | \$ 783.41       | \$ 544.16     | \$ 415.61     | \$ -       | \$ 0.24    | \$ -       | \$ -       | \$ 542.14       | \$ 2,285.56     |
| WEDDINGTON *    | \$ 41,259.94    | \$ 28,659.51  | \$ 21,888.96  | \$ -       | \$ 12.90   | \$ -       | \$ -       | \$ 28,552.84    | \$ 120,374.15   |
| WESLEY CHAPEL   | \$ 8,279.15     | \$ 5,750.77   | \$ 4,392.20   | \$ -       | \$ 2.59    | \$ -       | \$ -       | \$ 5,729.38     | \$ 24,154.09    |
| WINGATE         | \$ 1,126.54     | \$ 782.51     | \$ 597.65     | \$ -       | \$ 0.35    | \$ -       | \$ -       | \$ 779.60       | \$ 3,286.65     |
|                 | \$ 3,832.62     | \$ 2,662.17   | \$ 2,033.26   | \$ -       | \$ 1.20    | \$ -       | \$ -       | \$ 2,652.27     | \$ 11,181.52    |

MINERAL SPRINGS

Jurisdiction # 990

Vendor: **10870-0**  
Description: **NCVTS Refunds for the months of DEC**  
Invoice Date: 2/1/2016  
Due Date: 2/4/2016  
Acct# 78 - 220355

Invoice#: **1607-NCVTS**  
NCVTS Refunds for the months of DEC  
2/1/2016  
2/4/2016  
\$ (1.73)  
\$ (1.73)



County of Union, Monroe, NC 28112

Check Number: 00044280

| Invoice Date             | Invoice Number                  | Description                                      | Invoice Amount      |
|--------------------------|---------------------------------|--|---------------------|
| 01/31/2016<br>01/31/2016 | 1607 NCVTS REFUND<br>VTFN1601-1 | DEC 2015 NCVTS REFUND<br>Cash Recvd NCVTS JAN/16 | -\$1.73<br>\$465.48 |

| Vendor No. | Vendor Name             | Check No. | Check Date | Check Amount |
|------------|-------------------------|-----------|------------|--------------|
| 10870      | TOWN OF MINERAL SPRINGS | 00044280  | 02/22/2016 | 463.75       |



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

Vendor Number    Check Date    Check Number  
 10870            02/22/2016    00044280

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

**\$463.75**

Pay Four Hundred Sixty Three Dollars and 75 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  
 00044280

**ADDRESS SERVICE REQUESTED**

TOWN OF MINERAL SPRINGS  
 PO BOX 600  
 MINERAL SPRINGS NC 28108

**P** PARKSTERLING BANK

1043 East Morehead Street  
Suite 100  
Charlotte, NC 28204

Date: 2/26/16

69191

REMITTER

THE TOWN OF MINERAL SPRINGS  
PO BOX 600  
MINERAL SPRINGS, NC 28108

Branch: 0201

**PAY** EXACTLY \*\*30,000 AND 00/100 DOLLARS  
**TO THE**  
**ORDER OF** TOWN OF MINERAL SPRINGS

\$30,000.00

*Cashier's Check*

*Dow Beaver*

MEMO: TRANSFER

⑈0000069191⑈ ⑆053012728⑆ 10000000006⑈

**P** PARKSTERLING BANK

1043 East Morehead Street  
Suite 100  
Charlotte, NC 28204

*Cashier's Check*

69191

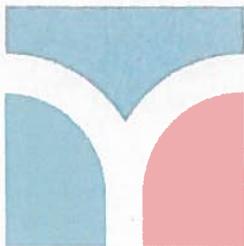
DATE: 2/26/16

REMITTER: THE TOWN OF MINERAL SPRINGS  
PO BOX 600  
MINERAL SPRINGS, NC 28108

BRANCH: 0201  
ORIGINATOR: R15DBEAVER  
TIME: 3:45:16  
CK AMT: \$30,000.00  
FEE AMT: \$.00  
TOTAL: \$30,000.00

TO: TOWN OF MINERAL SPRINGS

NON-NEGOTIABLE



www.yadkinbank.com

**Transaction Receipt**

THIS IS YOUR OFFICIAL RECEIPT. ALL ITEMS ARE RECEIVED SUBJECT TO THE CONDITIONS AND TERMS STATED ON YOUR DEPOSIT OR WITHDRAWAL SLIP AND/OR SIGNATURE CARDS CURRENTLY USED. THE TOTAL OF A DEPOSIT OR WITHDRAWAL MAY BE CHANGED DUE TO ERRORS IN LISTING OR ADDITION. IN THAT EVENT YOU WILL BE NOTIFIED BY MAIL.

TR:99 601-60102 02/26/16 04:01 PM  
XXXXXX0871 Ck Deposit \$30,000.00

Thanks for banking at Yadkin Bank

*TXF12*

000P6633 YB1021

1520 South Boulevard, Suite 210 | Charlotte, NC 28203 | p 704.376.6423 | f 704.332.6177 | www.labellapc.com

April 1, 2016

Mr. Frederick Becker III  
Mayor & Finance Officer  
Town of Mineral Springs  
PO Box 600  
Mineral Springs, North Carolina 28108-0600

**Reference:** Greenway Pedestrian/Equestrian Bridge Evaluation and Recommendations  
LaBella Proposa Number No. P160871

**Subject:** Proposal for Design Services

Dear Mr. Becker:

LaBella Associates, PC. is pleased to present this proposal for the Greenway Pedestrian/Equestrian Bridge Evaluation and Recommendations project. This scope of work is based on the March 3, 2016 Request for Proposal. The scope of work includes:

- Review sketches of existing conditions as provided by the Town
- Site visit to verify and clarify existing conditions
- Analysis of existing structures and review for code compliance
- Letter outlining findings of our review

For the above scope of services, we propose a total fee of \$1,000

We should be able to complete the work within two weeks of a notice to proceed. We appreciate the opportunity to work with the Town on this project. If you have any questions, I may be reached at (704) 941-2111 should you have any questions.

Sincerely,



J. Michael Barnes, PE, LEED® AP  
Vice President

**Proposal for Structural Engineering Services**  
**Project name: Town of Mineral Springs**  
**Union County, NC 28108-0600**

Dear Sir/Madam

In response to your request, **Carolinas Structural Consultants** has prepared this proposal to provide a **Structural** engineering service for the above referenced project.

**Scope of Services:**

**The permit fees and plan printing costs are the responsibility of the owner/ developer of the land. All permit costs are unknown at this time. The printing cost will be kept to a minimum and should not exceed \$200 max, or they can be supplied electronically at no charge.**

**Proposed Plan Sheets: Option A**

**Structural Plan Review:**

It will include:

- 4 Pedestrian Bridges plans (Review and issue signed and sealed drawings)

**Proposed Review Document Sheets: Option B**

**Structural Plans:**

It will include:

- 4 Pedestrian Bridges plans (Review and draft a structural signed and sealed report for each pedestrian bridge)

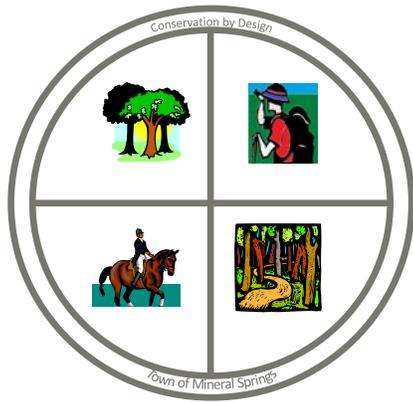
The total number of plans of the set may differ. This is an estimate of how many sheets will be needed.

**Any additional work not shown in this proposal will be billed on an hourly basis at a set fee agreed upon by the Client and Engineer prior to billing.**

**SCHEDULE OF FEES**

**Immediately upon your written authorization, Carolinas Structural Consultants will start gathering the information. When necessary data (plat with updated property lines and approximate building location) is gathered from Survey firm, Carolinas Structural Consultants will start the design process. It will take 2 weeks to present a preliminary plan to the Client. Client will have a separate agreement with surveying firm. Client will have**





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: April 7, 2016  
Re: Agenda Item 5 – Update on the Downtown Park and Consideration of a Grand Opening Ceremony

---

Completion of the new downtown park is just days away! Would the council like to have a “Grand Opening Ceremony”?

As you recall when we opened the Town Hall we hosted an “Open House” with a ribbon cutting and served hamburgers and hot dogs to our visitors. Would the council like to consider this type of event for the park opening?

Should the council decide they would like to have the same type of celebration for the park as they did for town hall, we will probably need to schedule the event with at least three weeks’ notice (preferable four) for the staff to put together the festivities and prepare a newsletter to announce the event.

Dates to consider:

- Saturday, April 30, 2016 – this is the date of the Queen’s Cup Steeplechase.
- Saturday, May 7, 2016
- Saturday, May 14, 2016



**iCompass**

Quote for  
**Town of Mineral Springs, NC**

---

**Prepared for:** Vicky Brooks, Town Clerk

Wednesday, April 6, 2016

**Prepared by:**  
Joshua Fruecht, MPA, CMC  
Account Executive  
iCompass Technologies, Inc.



## Table of Contents

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## Welcome to *iCompass*!

---

Thank you for affording us the opportunity to provide you with this quote for our **Records Manager** solution. Should you require any additional information, require clarification or wish to schedule a proposal review meeting please feel free to contact me at your convenience.

## *We Can Help - iCompass is an Industry Leader*

---

*iCompass* provides:

- **INDUSTRY LEADING** implementation speed.
- **UNLIMITED** support, coaching and training
- 'Easy as That' fees which offer **BEST OVERALL VALUE**

*iCompass* provides **CivicWeb**, the leading Solutions for cloud-based *Meeting, and Records Management* for Municipal Clerks who are swamped with never-ending tasks related to managing their meeting process, records administration and tracking responsibilities.

**CivicWeb** automates meeting and records management workflow in one system, and facilitates open governance through comprehensive and seamless access to information. It provides real-time pulse and complete visibility into what's going on across the entire organization.

*iCompass* routinely has its customers up and running in two (2) meeting cycles via our 'Easy as That' Training Program. Our customers' immediate ROI is also realized in part due to our true all-inclusive pricing model, cloud-based service, no IT involvement, no expensive consultants, no over-built systems and no costly RFP process.



## Our 'Best in Class' CivicWeb Tools



**Records Manager (RM)** - Enables you to address the core requirements of Records Management with an easy to use and affordable solution – and you can start using it within DAYS of purchase.

Includes the following modules:

- **Records Manager**
  - Classification Scheme & Retention Schedule
- **Action Tracking**
  - *Public Records Request Tracker* and *Archives Tracker*
  - *Output Document Capability* (1 for each Tracker, if applicable)
  - *InTouch* (for *Public Records Request Tracker* only)
- **Records Center**
  - *Records Center Custom Banner*
  - *Records Center Connector*
  - *Records Center Enterprise Search*

### Highlights:

- Records Management capabilities for managing items, documents, and uploaded files
- Manage paper and electronic records, including location of records (building, room, box, folder)
- Dashboard – one place to do your Records Management work including powerful searching

iCompass Technologies

STRENGTHENING OPEN & EFFICIENT GOVERNMENT

TOLL FREE 1-800-260-7409 • FAX 250-851-9402

[www.icompasstech.com](http://www.icompasstech.com) • [info@icompasstech.com](mailto:info@icompasstech.com)





- Integrated hierarchical classification/retention schemes, with the ability to easily search by classification
- Includes **Records Center** the **Archives Tracker** and the **Public Records Request Tracker**
- Easily classify existing **CivicWeb** documents (agendas and minutes), and uploaded documents & files
- Management of retention schedules (disposition and destruction) - view records ready to move to the next state
- Powerful and flexible filtering of most subsets of the database – customized per user (department, disposition date, location, active vs. archived, etc.)
- Highly flexible ‘metadata’ support – incorporate those most important search fields and add new ones
- Track boxes of records in storage, managing movement to archive and destruction with included **Archives Tracker** – helps with your box labelling as well
- Pre-defined and custom filtering of records into working lists and standard searches – output to Excel / Word
- Ability to assign security to records, including metadata and attached files, and to assign security to users to restrict access to records, and records management functionality
- Supports import and storage of most image and document file types
- Ability to search full text of OCR scanned electronic documents
- Maintain your Vital Records on line – for storage, searching and disaster recovery
- Manage legal holds of records – preventing destruction while in place
- Flexible security management
- Supports sending email notification with link to specific record
- Audit logging of records management activities and edits
- Facilitates instant publishing of records to the public using **Records Center**



## Unlimited Support, Coaching & Training

---

### **Unlimited Support:**

- The Customer may designate up to 3 individuals who will be registered with iCompass as authorized Champions eligible for free and unlimited support throughout the duration of the relationship.
- Only authorized Champions will receive support – inquiries from others within the Customer's organization will be directed to the authorized Champions.
- Support requests will be documented and e-mailed to the authorized Champion making such requests (as well as added to the Customer Resource Center) so as to minimize support requests in the future.
- 1-800 telephone and e-mail support during the business hours of 5:30 AM to 5:30 PM (Pacific Time), Monday-Friday (not including stat holidays).
- Support calls will be answered by a human being 24 hours/day, 7 days/week.
- iCompass will respond to incoming Support calls within 10 mins of our Customer Success Team receiving them, and we'll do so by phoning the Customer back.
- "Support" is defined as follows: *"iCompass providing the Customer assistance either over the phone or via e-mail related to the Customer's use of the Services."*

### **Unlimited Coaching Sessions:**

- The Customer may request an unlimited number of Coaching Sessions for designated individuals throughout the duration of the relationship.
- An authorized Champion must make such requests.
- Each Coaching Session will last between 15 and 30 minutes.
- The Customer will commit to making best efforts to provide iCompass with a minimum of one week's notice of any cancellation or rescheduling of Coaching Sessions. The Customer may cancel or reschedule a Coaching Session twice with less than one week's notice without penalty. After the second occurrence, there will be a \$200 fee charged to the Customer for each subsequent occurrence.

### **Unlimited Training Sessions:**

- The Customer may request an unlimited number of free Training Sessions for designated individuals throughout the duration of the relationship.
- Such training will be provided via our *'Easy as That' Training Program* - On-line, workshop style training with an instructor leading each module.
- An authorized Champion must make such requests.
- The Customer will commit to making best efforts to provide iCompass with a minimum of one week's notice of any cancellation or rescheduling of participation within Training Sessions. The Customer may cancel or reschedule participation within a Training Session twice with less than one week's notice without penalty. After the second occurrence, there will be a \$200 fee charged to the Customer for each subsequent occurrence.

iCompass Technologies

STRENGTHENING OPEN & EFFICIENT GOVERNMENT

TOLL FREE 1-800-260-7409 • FAX 250-851-9402

[www.icompasstech.com](http://www.icompasstech.com) • [info@icompasstech.com](mailto:info@icompasstech.com)

 [@icompasstech](https://twitter.com/icompasstech)



### Other 'Best in Class' Customer Resources:

- Monthly educational webinars
- iCompass Customer Resource Center which includes a growing collection of quick reference guides and videos
- iCompass Template Libraries for easy searching and review of sample documents from dozens upon dozens of other iCompass customers. Such documents include agendas, minutes, forms, classification schemes/retention schedules, etc.

## Storage Space

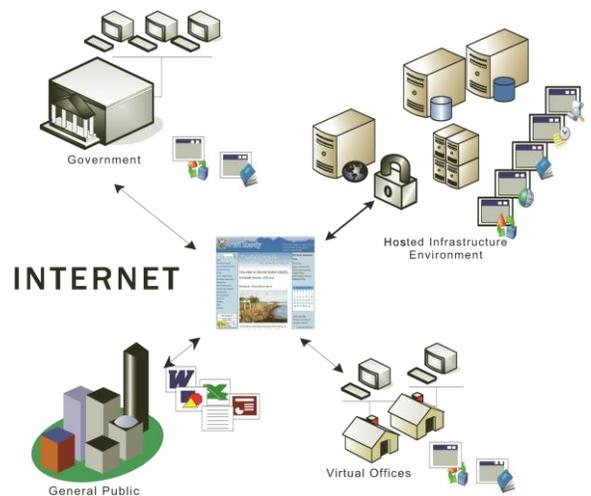
Up to 50GB of storage in our state of the art network facility provides continual back-up and redundancy to ensure your files are always at your fingertips. Additional storage may be provided, and is calculated and payable on an annual basis.

## Our Cloud Delivery Model - Software as a Service (SaaS)

Our **CivicWeb** tools are delivered over the Internet and our customers only require a web browser to access and use them. **Overall, the SaaS model is a much lower-cost delivery of software services - you no longer have to over spend or build in-house!**

### Key Benefits:

- Joining a community of other Small Local Government municipalities for best practice improvement.
- All feature updates included.
- Constant redundant back-up of all information.





## 'Easy as That' Fees

---

### Records Manager (RM):

- Includes Records Manager, Action Tracking, and Records Center modules.
- Includes standard classification scheme and retention schedule for your State.
- 50GB of storage for Records Manager
- Includes 2 Trackers created in Action Tracking (Public Records Request Tracker + Archives Tracker)
- Includes 'Easy as That' Training, implementation, & support as detailed within this document
- Includes unlimited users within your organization
- Includes all regular upgrades to the modules

| Annual Fee     |
|----------------|
| <b>\$4,350</b> |

### Terms & Conditions:

- The annual fees outlined herein are guaranteed for **thirty (30) calendar days** from the date of issuance.
- The annual fees outlined herein are based on a one year auto renew contract.
- The annual fees includes hosting in the facilities of our managed hosting service partner, technical support (e-mail and 1-800 support), maintenance, on-line training sessions, regular upgrades to the software and storage space.
- All annual fees are payable up front.
- Your license will include unlimited users from your organization.

## 6 Month Money Back Guarantee

---

iCompass wants our customers to feel safe in committing to a future of electronic agendas and records management. The iCompass 'Easy as That' implementation model provides a quick and stress free on-boarding experience. We are driven to provide the best customer experience possible. If at any point you become dissatisfied in the first 6 months you can walk away with a full refund.



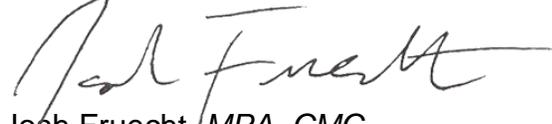
## Conclusion

---

Again, thank you for affording us the opportunity to provide you with this proposal for our **Records Manager** solution. With almost 16 years of experience serving over 400 public sector customers, we trust that you will find great value in our services.

Please feel free to contact me if you have any questions, require any further clarification or wish to schedule a proposal review meeting. I can be reached on my cell phone at 863-877-2843.

Sincerely,



Josh Fruecht, *MPA, CMC*  
Account Executive

STATE OF NORTH CAROLINA  
TOWN OF MINERAL SPRINGS

**AN ORDINANCE AMENDING THE BUDGET OF  
THE TOWN OF MINERAL SPRINGS  
FOR THE FISCAL YEAR 2015-2016  
O-2015-02**

**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 #2015-01:

| <u>INCREASE</u> |              | <u>DECREASE</u> |              |
|-----------------|--------------|-----------------|--------------|
| Newsletter      | \$500        | Contingency     | \$500        |
| <b>Total</b>    | <b>\$500</b> | <b>Total</b>    | <b>\$500</b> |

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

**ADOPTED** this 14th day of April, 2016. Witness my hand and official seal:

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

Attest:

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

# MEMO

**To: Mineral Springs Town Council**  
**From: Rick Becker**  
**Date: April 7, 2016**  
**Subject: FY2016-2017 Budget: Preliminary Departmental Appropriations**

The accompanying spreadsheet shows the FY2014-15 final budget and actual expenditures, the FY2015-16 current budget and estimated final actual expenditures, and suggested appropriation levels for the FY2016-17 budget.

This "first draft" suggests an increase of \$9,579 over the current year's operating expenditure budget, or 3.45%. This figure again reflects the 3% increase in staff salaries that council has consistently approved over the past several years. Hopefully, this presents a more accurate estimate of what the budget officer anticipates happening with these salaries, but council must still decide whether or not to apply any increases. Note that the "Assistant/Deputy" position is given a \$10,500 budget amount; this is not a salaried position, and the \$10,500 is a maximum suggested allocation for the position. Currently, this position requires 12 hours per week, corresponding to the time the town hall is open for regular business hours. The hourly rate for this position is currently \$15.91.

## Reading the Chart

In the right-hand column, headed "2016-17 proposed", bold-faced numbers are the totals within each budgetary department. These numbers add up to the total of \$286,834. These are the categories that ultimately end up in the adopted budget ordinance and within which the town must operate; numbers within these departments are "flexible", and may be changed during the fiscal year as needed without budget amendments as long as the departmental totals in the ordinance are not increased. Salaries are shown in white, reflecting amounts 3% above last fiscal year. "Employee Overhead" is also shown in white and is proposed to remain the same next year. The three sets of figures in the "dotted" cells are simply sub-subcategories within subcategories.

## Changes in Budget Presentation

Several items that have previously been given separate lines in the budget ordinance have been moved into existing larger departmental appropriations. "Newsletter" has been moved into "Community Involvement", while "Dues" and "Insurance" have been moved into "Office & Town Hall". These are all small appropriations and fall well within the departments they have been moved to; eliminating these items from the budget ordinance streamlines the ordinance and makes the budget presentation a bit less "cluttered". Also, within the "Planning" department, "Parks and Greenways" and "Zoning Ord. & Planning Board" have been combined into one line item without changing the total amount. That leaves a line item for *Ordinance* revision and a line item for *Plan* revision, and the Planning Director will have more flexibility to allocate expenditures within those two categories.

## Major Increases

1. **"Special Events"**: The subcategory of "Festival" has been increased to \$4,500. This number reflects a \$500 increase over the amount budgeted for the 2015 Festival (note that the actual expenditures for the festival were only approximately \$3,500). **Increased from \$4,000 to \$4,500.**

2. **“Newsletter”**: This has been moved into the “Community Involvement” department and increased by \$500. With increased costs due to an increasing circulation, each newsletter publication is expected to cost nearly \$1,200. **Increased from \$3,000 to \$3,500.**
3. **“Records Management”**: This is a new category within the “Office & Town Hall” department. The clerk has been working with *iCompass* on implementing a document and records management, retrieval, backup, and disposal system in order to better meet record retention requirements and provide more comprehensive access to records. This proposal by *iCompass* has not been accepted at this time and is subject to Council review and approval before any implementation, but the amount in this worksheet will fund that proposal should it be accepted. **New amount of \$4,350.**
4. **“Code Enforcement”**: If Council eventually adopts some sort of nuisance ordinance, the enforcement of that ordinance would be outsourced. This amount is based on the one-year cost quoted by N-Focus for such enforcement on a contract basis. Adding this item to the budget does NOT obligate Council to enter into such a contract. **New amount of \$5,000.**

### **Major Decreases**

1. **“Elections”**: there will be no municipal election during FY 2016-17. **Decreased from \$2,525 to \$0.**
2. **“Audit”**: Our longtime auditor, Robert M. Burns, CPA, has gotten out of the municipal audit business. Kendra Gangal CPA has provided a proposal for audit services for even less than Mr. Burns charged last year, and will actually provide some better services such as onsite inspection and analysis of financial records. **Decreased from \$5,100 to \$4,770 ( which includes an extra \$150 above the actual quote for possible additional start-up costs that may not be incurred).**
3. **“Meeting Security”**: Council did not choose to hire Sheriff’s Deputies for meeting security last year, so this line item is proposed for elimination. **Decreased from \$1,800 to \$0.**

### **Other Items of Note:**

Most other line items and departmental appropriations remain very close to FY2015-16 levels. The budget amounts approved by council in recent years appear to be representing the town’s overall spending priorities quite well, and as such there is no need to modify those budget amounts.

At the April 14, 2016 meeting, council should consider three items related to the budget:

1. determine salary and hourly figures for next year
2. decide on whether or not to include any of the proposed changes in the FY2016-17 budget
3. advise the budget officer of any changes council might wish to make to other appropriations so that the formal proposed budget may be presented to council in May.

| TOWN OF MINERAL SPRINGS   |                 |                   |                   |                   |                       |                         |                  |  |         |
|---|-----------------|-------------------|-------------------|-------------------|-----------------------|-------------------------|------------------|--|---------|
| 2016-2017 BUDGET: PRELIMINARY APPROPRIATION WORKSHEET (4/14/2016) |                 |                   |                   |                   |                       |                         |                  |  |         |
| Appropriation dept  | Trend<br>15→'16 | 2014-15<br>budget | 2014-15<br>actual | 2015-16<br>budget | 2015-16<br>(7/1-3/31) | 2015-16<br>(est. final) | 2016-17 proposed |  |         |
| Advertising   | ↔               | \$1,800           | \$ 965            | \$1,800           | \$ 623                | \$ 775                  | \$               |  | 1,800   |
| Attorney  | ↔               | \$9,600           | \$ 3,882          | \$9,600           | \$ 3,335              | \$ 4,235                | \$               |  | 9,600   |
| Audit   | ⬇               | \$4,800           | \$ 4,800          | \$5,100           | \$ 5,000              | \$ 5,000                | \$               |  | 4,770   |
| Community Involvement   | ⬇               | \$24,000          | \$19,281          | \$28,100          | \$9,166               | \$21,880                | \$               |  | 31,200  |
| Beautification, Maintenance                                       | ↔               | \$5,800           | \$ 4,575          | \$5,800           | \$ 3,482              | \$ 4,880                | \$               |  | 5,800   |
| Charities, Agencies   | ⬇               | \$9,500           | \$ 9,900          | \$9,500           | \$ 2,300              | \$ 11,400               | \$               |  | 10,400  |
| Meeting Security  | ⬇               | \$0               | \$ 225            | \$1,800           | \$ -                  | \$ -                    | \$               |  | -       |
| Special Events  | ⬇               | \$4,500           | \$ 3,987          | \$5,000           | \$ 3,287              | \$ 4,100                | \$               |  | 5,500   |
| Festival  | ⬇               | \$3,500           | \$ 2,961          | \$4,000           | \$ 3,258              | \$ 3,500                | \$               |  | 4,500   |
| Misc  | ↔               | \$1,000           | \$ 1,026          | \$1,000           | \$ 29                 | \$ 600                  | \$               |  | 1,000   |
| Newsletter (moved here in 2016)                                   | ⬇               | \$0               | \$0               | \$0               | \$0                   | \$0                     | \$               |  | 3,500   |
| Park & Greenway Maint   | ⬇               | \$4,200           | \$ 594            | \$6,000           | \$ 97                 | \$ 1,500                | \$               |  | 6,000   |
| Contingency   |                 | \$1,740           | \$ -              | \$2,500           | \$ -                  | \$ -                    | \$               |  | 3,000   |
| Dues  |                 | \$6,275           | \$ 5,597          | \$6,600           | \$ 5,409              | \$ 6,009                | \$               |  | -       |
| Chamber   |                 | \$300             | \$ 300            | \$300             | \$ 321                | \$ 321                  | \$               |  | -       |
| COG   |                 | \$750             | \$ 750            | \$750             | \$ 750                | \$ 750                  | \$               |  | -       |
| IOG   |                 | \$300             | \$ 311            | \$327             | \$ 327                | \$ 327                  | \$               |  | -       |
| League  |                 | \$3,600           | \$ 3,474          | \$3,900           | \$ 3,642              | \$ 3,642                | \$               |  | -       |
| CRTPO   |                 | \$850             | \$ 471            | \$850             | \$ -                  | \$ 600                  | \$               |  | -       |
| Other   |                 | \$475             | \$ 291            | \$473             | \$ 369                | \$ 369                  | \$               |  | -       |
| Elections   | ⬇               | \$600             | \$0               | \$2,525           | \$2,371               | \$2,371                 | \$               |  | -       |
| Employee Overhead   | ↔               | \$25,300          | \$ 24,340         | \$26,500          | \$ 19,259             | \$ 24,850               | \$               |  | 26,500  |
| Fire Department   | ↔               | \$12,000          | \$ 12,000         | \$12,000          | \$ -                  | \$ 12,000               | \$               |  | 12,000  |
| Insurance   |                 | \$4,500           | \$ 3,610          | \$4,500           | \$ 3,542              | \$ 3,542                | \$               |  | -       |
| Newsletter  |                 | \$2,400           | \$ 1,779          | \$3,500           | \$ 2,138              | \$ 3,500                | \$               |  | -       |
| Office & Town Hall  | ⬇               | \$117,804         | \$ 107,496        | \$118,976         | \$ 80,967             | \$ 110,599              | \$               |  | 136,346 |
| Salary: Clerk   | ⬇               | \$32,232          | \$ 32,232         | \$33,204          | \$ 24,903             | \$ 33,204               | \$               |  | 34,200  |
| Salary: Assistant/Deputy  | ↔               | \$10,500          | \$ 8,593          | \$10,500          | \$ 6,856              | \$ 9,390                | \$               |  | 10,500  |
| Salary: Finance Officer: Regular                                  | ⬇               | \$29,772          | \$ 14,886         | \$27,600          | \$ 20,700             | \$ 27,600               | \$               |  | 28,440  |
| Salary: Finance Officer: Mowing                                   | ⬇               | \$0               | \$ 14,886         | \$3,072           | \$ 2,304              | \$ 3,072                | \$               |  | 3,156   |
| Salary: Mayor   | ↔               | \$4,800           | \$ 4,800          | \$4,800           | \$ 3,600              | \$ 4,800                | \$               |  | 4,800   |
| Salary: Council   | ↔               | \$7,200           | \$ 7,200          | \$7,200           | \$ 5,200              | \$ 7,000                | \$               |  | 7,200   |
| Dues (moved here for 2016)  | ↔               | \$0               | \$ -              | \$0               | \$ -                  | \$ -                    | \$               |  | 6,600   |
| Insurance (moved here for 2016)                                   | ↔               | \$0               | \$ -              | \$0               | \$ -                  | \$ -                    | \$               |  | 4,500   |
| Records Management  | ⬇               | \$0               | \$ -              | \$0               | \$ -                  | \$ -                    | \$               |  | 4,350   |
| Equipment   | ↔               | \$2,400           | \$ 1,241          | \$2,400           | \$ 507                | \$ 2,200                | \$               |  | 2,400   |
| Supplies  | ↔               | \$4,000           | \$ 3,012          | \$4,000           | \$ 1,819              | \$ 2,800                | \$               |  | 4,000   |
| Postage   | ↔               | \$1,000           | \$ 518            | \$1,000           | \$ 233                | \$ 733                  | \$               |  | 1,000   |
| Telephone, Internet, Security                                     | ↔               | \$6,800           | \$ 6,901          | \$7,200           | \$ 5,616              | \$ 6,800                | \$               |  | 7,200   |
| Reserve/Misc  | ↔               | \$1,000           | \$ 259            | \$1,000           | \$ 166                | \$ 250                  | \$               |  | 1,000   |
| Town Hall Maint   | ↔               | \$12,500          | \$8,737           | \$12,000          | \$ 6,030              | \$ 9,000                | \$               |  | 12,000  |
| Equip. & Supplies   | ↔               | \$2,500           | \$ 1,376          | \$2,000           | \$ 954                | \$ 1,500                | \$               |  | 2,000   |
| Services  | ↔               | \$10,000          | \$ 7,361          | \$10,000          | \$ 5,076              | \$ 7,500                | \$               |  | 10,000  |
| Utilities   | ↔               | \$5,600           | \$ 4,231          | \$5,000           | \$ 3,033              | \$ 3,750                | \$               |  | 5,000   |
| Planning  | ⬇               | \$ 42,876         | \$ 31,176         | \$ 43,704         | \$ 23,703             | \$ 33,277               | \$               |  | 49,568  |
| Parks & Greenways   | ⬇               | \$3,000           | \$ -              | \$3,000           | \$ -                  | \$ -                    | \$               |  | -       |
| Zoning Ord. & Planning Board                                      | ⬇               | \$2,000           | \$ -              | \$2,000           | \$ -                  | \$ -                    | \$               |  | 5,000   |
| Zoning Administration   | ⬇               | \$29,876          | \$28,949          | \$30,704          | \$ 22,601             | \$ 29,777               | \$               |  | 31,568  |
| Salary  | ⬇               | \$27,876          | \$ 27,876         | \$28,704          | \$ 21,528             | \$ 28,704               | \$               |  | 29,568  |
| Contract & Other  | ↔               | \$2,000           | \$ 1,073          | \$2,000           | \$ 1,073              | \$ 1,073                | \$               |  | 2,000   |
| Land Use Plans  | ↔               | \$5,000           | \$ 1,500          | \$5,000           | \$ -                  | \$ -                    | \$               |  | 5,000   |
| Code Enforcement (contract)                                       | ⬇               | \$0               | \$ -              | \$0               | \$ -                  | \$ 500                  | \$               |  | 5,000   |
| Reserve/Misc  | ↔               | \$3,000           | \$ 727            | \$3,000           | \$ 1,102              | \$ 3,000                | \$               |  | 3,000   |
| Street Lighting   | ↔               | \$4,000           | \$ 1,710          | \$2,000           | \$ 1,145              | \$ 1,600                | \$               |  | 2,000   |
| Tax Collection  | ⬇               | \$5,010           | \$ 3,177          | \$3,250           | \$ 2,386              | \$ 3,050                | \$               |  | 3,450   |
| Salary  | ↔               | \$1,800           | \$ 1,800          | \$1,800           | \$ 1,350              | \$ 1,800                | \$               |  | 1,800   |
| Contract  | ⬇               | \$1,500           | \$ 969            | \$1,200           | \$ 1,036              | \$ 1,250                | \$               |  | 1,400   |
| Postage   | ↔               | \$200             | \$ -              | \$100             | \$ -                  | \$ -                    | \$               |  | 100     |
| Court Costs   | ↔               | \$1,260           | \$ 408            | \$0               | \$ -                  | \$ -                    | \$               |  | -       |
| Billing   | ↔               | \$250             | \$ -              | \$150             | \$ -                  | \$ -                    | \$               |  | 150     |
| Training  | ↔               | \$3,000           | \$ 1,066          | \$3,000           | \$ 1,190              | \$ 1,354                | \$               |  | 3,000   |
| Officials   | ↔               | \$1,000           | \$ 142            | \$1,000           | \$ 425                | \$ 550                  | \$               |  | 1,000   |
| Boards  | ↔               | \$1,000           | \$ -              | \$1,000           | \$ -                  | \$ -                    | \$               |  | 1,000   |
| Staff   | ↔               | \$1,000           | \$ 924            | \$1,000           | \$ 765                | \$ 804                  | \$               |  | 1,000   |
| Travel  | ↔               | \$3,600           | \$ 2,345          | \$3,600           | \$ 1,939              | \$ 3,500                | \$               |  | 3,600   |
| Capital Outlay  |                 | \$ 47,955         | \$ 1,226          | \$ 43,695         | \$ 6,905              | \$ 39,000               |                  |  |         |
| Operating Expenditures  | ⬇               | \$ 269,305        | \$ 223,224        | \$ 277,255        | \$ 162,171            | \$ 237,542              | \$               |  | 286,834 |
| Totals  |                 | \$317,260         | \$224,450         | \$320,950         | \$169,076             | \$276,542               | \$               |  | 286,834 |

# MEMO

To: Mineral Springs Town Council  
From: Janet Ridings  
Date: April 14, 2016  
Subject: Outstanding Taxes 2005 - 2011

Update on Tax Payers that remain on the list.

I believe these last few are uncollectable or will drop off each year. I will continue to send out the monthly letters and hope for a response.

See the attached Unpaid Property Tax Sheet with notes listed on each one.

Names on the Debt Setoff List - \*

## Property Taxes

- \*Celeste Bond has a court judgment against her - taxes plus court costs – no response to monthly letters
- \*James L. D'Amico has moved out of the area – contacted Bank of America – Deed of Trust still owed
- \*James Edward Elliott lives in Monroe – no response to monthly letters.
- \*Deitrich Grady no response from letters – making payments to Un. Co. but can't get him to respond to the town
- \*Fairley Griffin no response to monthly letters
- \*Ulysess Howard deceased – no response from daughter who is the executor of the estate (daughters name is listed on the debt setoff list)
- \*Sherry C. McDougall deceased – all mail returned (left on list, if property sells or if estate is settled)
- \*Dorothy Snyder deceased – someone living in home but no executor (left on list, if property sells or if estate is settled)
- \*Ruth Williams no response from monthly letters (husband passed away, she has not worked since 2013)

## Personal Property

- \*Gregory Knight – Custom Design Concrete no response from monthly letters
- Rene Riera – Father & Son Painters no response from monthly letters
- Verna Metheny no response from monthly letters
- Herron Enterprise no response from monthly letters

# Mineral Springs Unpaid Property Taxes - Real and Personal as of ~~JANUARY~~ 31, 2016

| Name   | Tax Map Number | 2011                                | 2010    | 2009    | 2008    | 2007    | 2006    | 2005   |
|--|----------------|-------------------------------------|---------|---------|---------|---------|---------|--------|
| * Debt Setoff List                               |                |                                     |         |         |         |         |         |        |
| * BOND, CELESTE B                                | 06054063       | Debt Setoff List                    |         |         |         |         |         | 210.56 |
| BRIDGES JAMES CORBETT                            | 50084062       | moved out of Area                   |         | \$27.92 |         |         | \$1.84  | \$1.91 |
| BROOKS, STEPHEN R Drop off - July                | 50089854       |                                     |         |         |         |         |         | \$1.13 |
| CAROLINA STREET SUPPLY                           | 50103059       | moved out of Area                   | \$6.88  |         |         |         |         |        |
| CAROLINA STREET SUPPLY, SHEPPARD JONATHAN        | 848391         |                                     | \$6.88  |         |         |         |         |        |
| CMH CONTRACTING INC                              | 50092570       | moved out of Area - Out of business |         |         |         |         | \$14.85 |        |
| COOMBER CUSTOM MASONRY LLC                       | 1812652        | moved out of Area - Out of business |         |         |         |         |         |        |
| CURVES OF MINERAL SPRINGS                        | 50092178       | Out of business in M.S.             |         |         |         |         | \$8.54  |        |
| * CUSTOM DESIGN CONCRETE                         | 50092179       | Debt setoff list                    |         | \$12.02 | \$10.46 | \$9.82  | \$8.54  |        |
| * D'AMICO, JAMES L                               | 06054024       | Debt Setoff                         | \$27.68 | \$27.68 |         |         |         | 68.96  |
| DUNCAN, ROBERT W                                 | 50100863       | hives in S.C                        |         | \$2.63  |         |         |         | 133.29 |
| * ELLIOTT, JAMES EDWARD & MARIO JAMES ELLIOTT    | 06060006E      | Debt Setoff                         | \$24.00 | \$24.00 | \$24.00 | \$10.37 | \$10.37 | 444.51 |
| EPIC REALTY GROUP INC                            | 50094704       | Out of business                     |         | \$10.46 | \$9.10  | \$8.54  | \$7.43  |        |
| FATHER & SON PAINTERS                            | 50093623       | no response                         | \$2.41  | \$2.09  |         |         | \$1.53  |        |
| FATHER & SON PAINTERS                            | 264482         |                                     |         |         |         |         |         | 13.46  |
| FUNDBURK, MARGARET B & FUNDBURK, LERO            | 06039887       | rainfull                            | \$8.21  | \$8.21  | \$5.66  | \$1.50  | \$1.50  | \$1.50 |
| * GRADY, DETRICH                                 | 06018045D      | Debt Setoff                         | \$8.73  | \$8.73  | \$8.73  | \$7.08  | \$7.08  | 109.80 |
| * GRIFFIN, FAIRLEY J                             | 05033026       | Debt Setoff                         | \$6.20  | \$6.20  | \$6.20  | \$3.78  | \$3.78  | 97.90  |
| HERRON ENTERPRISES INC - Sending letters         | 50071162       | no response                         |         |         | \$8.78  |         |         | 15.05  |
| * HOWARD, ULYSSESS - Emily Walker                | 05033036       | Debt setoff                         | \$9.43  | \$9.43  | \$9.35  | \$7.90  | \$7.90  | 140.41 |
| JUS 4 U II - Drop off - July                     | 50090771       |                                     |         |         |         |         |         | \$8.54 |
| * MATHENY, VERNA - Sending letters - no response | 06084001L      |                                     | \$6.86  | \$6.86  | \$6.86  |         |         | 58.55  |
| * MCDUGALL, SHERRY CARTER - Deceased             | 50094323       | Letter to Heirs                     | \$2.22  | \$2.44  |         |         | \$2.38  | 15.44  |
| * MATHENY, VERNA                                 | 50092685       |                                     |         |         |         |         |         | \$7.43 |
| MEXICAN PAINTERS (THE) - Drop off - July         |                |                                     |         |         |         |         |         |        |

| Name  | Tax Map Number      | 2011                       | 2010               | 2009               | 2008               | 2007               | 2006     | 2005    |
|---|---------------------|----------------------------|--------------------|--------------------|--------------------|--------------------|----------|---------|
| R & D MASONRY INC                               | 50092552            | Out of business            |                    |                    |                    |                    | \$8.54   |         |
| REALTY INVESTORS INC                            | 50082898            | Out of business            |                    |                    |                    |                    | \$1.02   |         |
| ROBERTO BONILLA CUSTOM FRAMING                  | 50104497            | Out of business            | \$2.75             |                    |                    |                    |          |         |
| <del>SMITH, MARVIN D &amp; SMITH, DORIS B</del> | <del>06054094</del> | <del>pd in full 7/11</del> | <del>\$31.44</del> | <del>\$31.44</del> | <del>\$31.44</del> |                    |          |         |
| *SNYDER, DOROTHY L - Deceased                   | 06114092            | Letter to Heir             | \$20.37            | \$20.37            | \$20.37            | \$20.69            | \$20.69  |         |
| <del>STRAING, GRACIE M</del>                    | <del>05033080</del> | <del>pd in full 4/11</del> | <del>\$20.46</del> | <del>\$20.46</del> | <del>\$20.46</del> | <del>\$16.71</del> |          |         |
| WAXHAW ALL TILE                                 | 50099231            | Out of business            |                    |                    | \$6.88             |                    |          |         |
| WENDY GREENE AND ASSOCIATES                     | 50093112            | Out of business            |                    |                    |                    |                    | \$12.13  | \$9.59  |
| *WILLIAMS, RUTH & HUSBAND J C WILLIAMS          | 05033179            | Debt Setoff                | \$19.11            | \$19.11            | \$19.11            | \$27.35            | \$27.35  | \$27.35 |
| Total   |                     | Letters but no response    | \$204.44           | \$196.75           | \$231.84           | \$101.19           | \$138.39 | \$86.58 |

231.57

307.58



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School of Government  
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**Date**

May 20, 2016

**Price**

\$225.00

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Chapel Hill, NC 27599-3330  
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## **Additional information:**

### **Breakout Sessions**

#### **Getting Your Message Across!**

The goal of this hands-on workshop is to help you craft an effective speech that speaks to your audience, delivers a clear message, and inspires others to join you in a vision for the future. Each participant will bring a written script for, and be prepared to deliver, a 5-7 minute speech that will be the basis of intense, individualized attention. Workshop leaders will help you edit the introduction, body, and conclusion of your speech to maximize the persuasive effect you will have on your audience.

#### **The ‘Elevator Speech’**

Much of the groundwork for persuading others of the importance of your ideas takes place informally in between meetings, over coffee, or on elevator rides. In order to maximize your effectiveness during these moments, it is essential to have a concise and convincing pitch prepared. This session will teach you a simple and effective method of crafting a persuasive elevator speech that will have people on your side before you even give your formal presentation.

#### **Presentation Anxiety**

Fear of public speaking is a common problem that can cause you to feel unfocused, disconnected from your audience, and physically uncomfortable during a presentation. Identifying the sources of your anxiety and developing strategies to take control of your feelings (instead of letting them control you) is the key to overcoming fear of speaking before an audience. This session will give you an opportunity to learn and practice effective, calming techniques for use before, during, and after a presentation.

#### **Voice and Body Language**

This session is dedicated to helping you become strategically aware of your voice, diction, and body language. Through group exercises and individual coaching, you will learn techniques to eliminate nervous ticks, utilize gestures that feel natural and energetic, and use your voice effectively to communicate with others. Developing proficiency in these basic skills will help you to confidently and persuasively present yourself during presentations, meetings, and interpersonal engagements.

#### **Managing Conflict/Building Community**

Unresolved conflicts make it difficult to maintain professional and productive workplace communities. In this session, you will have an opportunity to practice approaches for communicating patiently, effectively, and positively in the most trying and disruptive situations. Participants will learn and practice techniques for identifying and soothing stress factors, exploring different points of view, deescalating conflict, and cultivating inclusive, forward-moving dialogue.

### **Fielding Questions**

Having to field questions after a presentation or during meetings can make us feel unprepared, put on the spot, and ineffective in our responses. This session is designed to teach you techniques for making sure you have correctly interpreted a question, buying yourself time to think and formulate an answer, and dealing effectively with the emotional and often confrontational aspects of such encounters. Through role play and coaching in mock professional situations, participants will learn and practice basic skills in listening and responding under pressure.

### **Running A Meeting**

Professional meetings often feel unfocused, unproductive, and confrontational. This session is designed to help you take charge and become an effective leader who can encourage productive participation, manage the flow of conversation, minimize distractions and irrelevant comments, get a meeting back on track when it feels derailed, resolve stalemates, and defuse confrontations. Participants will learn and practice techniques that can be used before, during, and after meetings to facilitate productive group encounters.

### **Talking to Groups**

Developing a rapport with, and talking effectively to, groups of people—especially people you don't know—can be challenging. This session is designed to help you assess your audience before a talk, craft messages that are sensitive to their needs and interests, and interact during group encounters in ways that ensure your message is heard by audience members *and* that your audience feels you are responsive to them. Participants will learn and practice specific techniques that increase their effectiveness in addressing groups.

### **Recurring:**

No