

Town Council Members

Jerry Countryman – 2021 ~ Janet Critz – 2021 ~ Lundeen Cureton – 2023

Bettylyn Krafft – 2021 ~ Peggy Neill – 2023

**Town of Mineral Springs
Mineral Springs Town Hall
3506 S Potter Road ~ Mineral Springs
Town Council
Regular Meeting
April 9, 2020 ~ 7:30 PM**

Agenda

ATTENTION: Due to COVID-19 and for the personal safety of the public, town employees, and town council, this meeting will be closed for the public to physically attend. In order to comply with the open meetings law, the town is providing you with the ability to attend this meeting virtually via Zoom by calling one of the following numbers 1-346-248-7799 US (Houston), 1-669-900-6833 US (San Jose), 1-929-205-6099 US (New York), 1-301-715-8592 US, or 1-312-626-6799 US (Chicago) or visiting <https://us04web.zoom.us/j/260830982>. The meeting ID# is 260 830 982 for either method (phone or web).

1. Opening

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

2. Consideration of a Resolution Allowing for Electronic Meetings Under the State of Emergency

The council will consider a resolution approving electronic participation by members of the town council during the State of Emergency and Executive Order #121 executed by Governor Roy Cooper.

3. 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.

ATTENTION: Public comments will be taken virtually via Zoom as described above. If you wish to sign up to speak at this meeting, please contact Town Clerk Vicky Brooks at 704-289-5331 (text or voice) or by email at msvickybrooks@aol.com by 2:00 p.m. April 9, 2020.

4. Consent Agenda

- A. March 12, 2020 Regular Meeting Minutes
- B. February 2020 Tax Collector's Report
- C. February 2020 Finance Report

5. Consideration of Waiving Point and Pay Fees for Debit and Credit Card Transactions

The council will consider waiving Point and Pay fees for debit and credit card transactions during the State of Emergency.

6. Consideration of Keeping the Deputy Clerk on the Payroll

The council will consider keeping the deputy clerk on the payroll during the State of Emergency.

7. **2020-2021 Budget – Proposed Departmental Appropriations**
The council will consider recommended appropriations for the 2020-2021 budget.
8. **Staff Updates**
The staff will update the council on any developments that may affect the town.
9. **Other Business**
10. **Adjournment**

Town of Mineral Springs
Town Hall
3506 S. Potter Road
Town Council
Regular Meeting
March 12, 2020 ~ 7:30 PM

Minutes Draft

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 12, 2020.

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

Absent: Councilwoman Janet Critz and Councilwoman Bettylyn Krafft.

Visitors: None.

With a quorum present Mayor Frederick Becker called the Regular Town Council Meeting of March 12, 2020 to order at 7:33 p.m.

1. **Opening**

- Councilwoman Neill delivered the invocation.
- Pledge of Allegiance

2. **Public Comments**

- None.

3. **Consent Agenda**

- **Councilman Countryman** made a ***motion*** to approve the consent agenda, containing the following:

- A. February 13, 2020 Regular Meeting Minutes
- B. January 2020 Tax Collector's Report
- C. January 2020 Finance Report

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

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

4. **Consideration of Approving the 2018-2019 Audit Report**

- Mayor Becker noted the council had seen the audit report and had the chance to look over it after Ms. Gangal's explanation.
- **Councilwoman Coffey** made a **motion** to accept the audit report as presented by Ms. Gangal and **Councilwoman Neill** seconded. The motion passed unanimously as follows:

Ayes: Coffey, Countryman, Cureton, and Neill

Nays: None

5. **Consideration of Appointing a Planning Board and Reappointing Board of Adjustment Members**

- Mayor Becker mentioned that Ms. Brooks gave the council a very detailed memo and pointed out the council didn't quite have what they needed, but he opened it up for council discussion. Mayor Becker asked Ms. Brooks if she had any recommendations of where the council should take this stage. Ms. Brooks noted since Michael Rutland did not want to be reappointed, the council could move Renee Helms or Steven Capobianco up to the regular member position. The town will then have to find another alternate. Ms. Brooks pointed out the council would need to consider reappointing Sharon Carter, Jim Muller, and Renee Helms.
- **Councilwoman Coffey** made a **motion** to reappoint Sharon Carter and Jim Muller as regular members, put Renee Helms as a regular member and reappoint Steven Capobianco as an alternate and **Councilman Countryman** seconded. The motion passed unanimously as follows:

Ayes: Coffey, Countryman, Cureton, and Neill

Nays: None

- Mayor Becker noted Ms. Brooks will be seeking another alternate through the town website, etc., and see how that goes.
- Ms. Brooks reminded the council that last month they asked her to get in touch with Steven Capobianco to see if he wanted to be on the planning board. Ms. Brooks sent emails to him on three occasions and called and left a message, but she has not heard back from him. Ms. Brooks asked if the council wished for her to advertise for a planning board member while she was advertising for the board of adjustment alternate.
- **Councilman Countryman** made a **motion** to look for a new planning board member and **Councilwoman Neill** seconded. The motion passed unanimously as follows:

Ayes: Coffey, Countryman, Cureton, and Neill

Nays: None

6. **Consideration of Partnering with Union County for a BUILD Discretionary Grant**

- Ms. Brooks explained Bjorn Hansen was looking for a "sign of interest" from the town on looking into this partnership and then of course if they were to get approved for the grant, the town would want to say "yes", and would give money, but we have no idea how much that would be. Currently, Mr. Hansen is not looking for a dollar

commitment, he is just looking to see how many people are interested. Ms. Brooks noted the City of Monroe would not be joining in, because they have already done an extensive stormwater study of their own, but the rest of the municipalities may participate. Mayor Becker asked Ms. Brooks, as the stormwater administrator, if she thought this could be valuable since we're kind of behind the curve with stormwater management. Ms. Brooks responded, right, because the county is having a lot of stormwater problems.

- Mayor Becker explained Mr. Hansen was asking two questions: 1. Do we think this study would be useful? 2. Do we think the town would contribute any funds? Mayor Becker noted the town couldn't just write a blank check, but are they interested? Councilwoman Coffey stated she agreed 100%, because the last storm we had was horrific and she was out there trying to get home and on her third detour, she decided that she had to drive through the water, so she did. We have a lot of challenges in our county and we are aware of that, so Councilwoman Coffey thought it would be good and then as this information becomes clearer, because there is a lot of gray areas here at this point, then we can commit to what we need to. Councilwoman Neill commented the town couldn't not put our name in the hat. Mayor Becker explained he suspected the contribution would be based on population like the critical intersection study is. Mayor Becker reminded the council they were not committing now.
- **Councilwoman Coffey** made a **motion** to pursue this, notify Mr. Bjorn Hansen that we are interested and we certainly will sign on if the contribution is affordable and **Councilwoman Neill** seconded. The motion passed unanimously as follows:

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

7. Consideration of Playground Mulch and Maintenance

- Mayor Becker explained he got bids from just one source, because Playground Guardian is related to Cunningham Recreation. It wasn't really a sticker shock, Mayor Becker expected to spend about \$3,000 doing what was needed to be done. After four years, Mayor Becker thought the playground was in pretty good shape, so he recommended approving it and that they would probably be getting it done within the next month.
- **Councilwoman Coffey** made a **motion** to approve this fee that you have gotten quoted on the upgrades that are needed and the maintenance for the playground, \$2,590.76 for mulch, inspections, and cleaning and **Councilman Countryman** seconded. The motion passed unanimously as follows:

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

8. Consideration of Purchasing a Steeplechase Race Program Advertisement

- Mayor Becker noted the annual Queen's Cup ad is in the budget and the council seems to like this particular copy.

- **Councilwoman Neill** made a **motion** to approve the \$300.00 full page Steeplechase advertisement again as usual and **Councilwoman Cureton** seconded. The motion passed unanimously as follows:

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

9. Consideration of Adopting O-2019-01 & O-2019-02 – Concurring Speed Limits

- Mayor Becker offered this looked like good news, which comes not so long after the council had the questions by Ms. Simmons from Shannon Road – Ms. Brooks is working on a concurring ordinance with NCDOT on two stretches of highway. NCDOT has already approved the speed limits, they are just waiting for the town to concur so they can put them in place. Mayor Becker believed the people on Shannon Road will be happy when the new signs go up since there has been more than one that asked for it. Mayor Becker explained it looked like the speed limit will be 45 mph for the full length of Shannon Road and then the 45 mph on Waxhaw Indian Trail will be extended down to the Whispering Pines Subdivision; the 45 mph kicks in right around Muhsin Muhammad’s subdivision and it’s 55 mph up to that point. Mayor Becker mentioned the intersection of McNeely Road and Pleasant Grove Road and Waxhaw Indian Trail Road (where Waxhaw Bible Church is) is one of the intersections that was considered in the critical intersection study since they have a lot of wrecks there, because visibility is bad and it is 55 mph. Mayor Becker thought NCDOT probably had that in mind on that anyhow.
- **Councilwoman Coffey** made a **motion** that we approve the Ordinance O-2019-01, which is the Shannon Road one and **Councilwoman Neill** seconded. The motion passed unanimously as follows:

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

- O-2019-01 is as follows:

STATE OF NORTH CAROLINA
TOWN OF MINERAL SPRINGS

**AN ORDINANCE DECLARING SPEED LIMIT MODIFICATION
CONCURRING WITH THE DEPARTMENT OF TRANSPORTATION
ORDINANCE
O-2019-01**

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

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

SECTION 1. Enact the Following Speed Limit.

<u>Speed Limit</u>	<u>Route</u>	<u>Road Description</u>
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SECTION 2. Effective date. This ordinance is effective upon adoption of the Department of Transportation of a concurring ordinance and the erection of signs giving notice of the authorized speed limit.

ADOPTED this 12th day of March, 2020. Witness my hand and official seal:

Frederick Becker III, Mayor

Attest:

Vicky A. Brooks, CMC, Town Clerk

- **Councilwoman Neill** made a **motion** that we approve the Ordinance O-2019-02 for the stretch of Waxhaw Indian Trail Road specified in the ordinance and **Councilwoman Cureton** seconded. The motion passed unanimously as follows:

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

- O-2019-02 is as follows:

STATE OF NORTH CAROLINA
 TOWN OF MINERAL SPRINGS

**AN ORDINANCE DECLARING SPEED LIMIT MODIFICATION
 CONCURRING WITH THE DEPARTMENT OF TRANSPORTATION
 ORDINANCE
 O-2019-02**

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

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

SECTION 1. Enact the Following Speed Limit.

<u>Speed Limit</u>	<u>Route</u>	<u>Road Description</u>
45	SR 1008	SR 1008 (Waxhaw Indian Trail Road) between SR 2501 (Knotty Pine Road) and a point 0.08 miles north of SR 1325 (McNeely Road).

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

ADOPTED this 12th day of March, 2020. Witness my hand and official seal:

Attest:

Vicky A. Brooks, CMC, Town Clerk

10. **Staff Updates**

- There were no staff updates.

11. **Other Business**

- Councilwoman Cureton mentioned it would be nice if everybody would go over to Western Union School and look at the garden the kids did; it is wonderful, they have vegetables ready to eat. The garden is the one the town donated money to; they thanked Councilwoman Cureton when she went over there. It is nice, and the council would be proud of those kids.
- Mayor Becker mentioned he read to a third-grade class last week and he got to see the garden then. Mayor Becker talked to the president of the PTO and she thanked him for the town's contribution, and she thought they were going to have the money for the sunshade for the summer.
- Mayor Becker mentioned schools would be closed tomorrow, which was reflective of the water problems, but that will probably be resolved tomorrow evening.
- Mayor Becker mentioned COVID-19 was of national interest and things were being cancelled. The council will be kept updated and we will see what the governor's office recommends. On these types of things, the town will often defer to Emergency Management groups that are in place (i.e. Union County Emergency Management). Hopefully the town will have a meeting next month, unless things change. "Everything seems to be working well for us here and hopefully we'll have school starting again on Monday," Mayor Becker said.
- Councilwoman Cureton explained a policeman asked her to report if anybody needed or wanted water, they were giving it away at the police department in Waxhaw.

12. **Adjournment**

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

Ayes: Coffey, Countryman, Cureton, and Neill

Nays: None

- The meeting was adjourned at 7:50 p.m.
- The next regular meeting will be on Thursday, April 9, 2020 at 7:30 p.m. at the Mineral Springs Town Hall.

Respectfully submitted by:

DRAFT



Town of Mineral Springs
Town Clerk / Zoning Administrator
Vicky Brooks
P O Box 600
Mineral Springs, NC 28108
704-289-5331
704-243-1705 FAX
msvickybrooks@aol.com
www.mineralspringsnc.com

MEMO

To: Town Council
From: Vicky Brooks
Date: April 2, 2020
Re: **Agenda Item #2 – Consideration of a Resolution Allowing for Electronic Meetings Under the State of Emergency**

As you all know full well – we have stumbled upon some trying times and staff is doing our best to keep up with what is right and what is wrong. One thing we are sure of is that a governmental entity must keep operating.

I see that some other municipalities are now having completely “virtual” meetings where all board members are calling in from various locations and some are just cancelling their meetings altogether, but from the research I have done I’m not sure what mechanisms they are using to do these things.

With an abundance of caution, Mayor Becker and I have determined we would conduct the meeting in our parking lot this time while everyone stays at least 6 feet apart and the public will not be allowed to attend the meeting at all. This decision was made for the safety of the public, town employees, and town council. We will be providing the public with the means to listen to the live meeting either by calling in or using their computer from home to comply with the open meetings law.

It is our hope that we will have at least three town council members plus the mayor present to establish a quorum in the parking lot on April 9th, so that the meeting can be called to order and R-2020-01 (Resolution to Conduct Electronic Town Council Meetings During COVID-19 State of Emergency) can be passed by the council, which will hopefully give the council the latitude to have a “virtual” meeting at that point during this State of Emergency. If the resolution is passed and council members opted not to physically show up for the meeting they will then be able to call in and be able to participate fully in the meeting.

With the meeting being conducted in the parking lot, we will be very limited on time, so please contact Mayor Becker or myself if you have any questions on any of the agenda items prior to the meeting, so we can quickly address those questions at the meeting.

TOWN OF MINERAL SPRINGS
Resolution to Conduct Electronic Town Council Meetings
During COVID-19 State of Emergency

R-2020-01

WHEREAS, on March 16, 2020, Union County, North Carolina declared a State of Emergency in response to the spread of the COVID-19 disease; and

WHEREAS, on March 16, 2020, the Town of Mineral Springs, North Carolina [“**Town**”] declared a State of Emergency paralleling that of Union County; and

WHEREAS, under their States of Emergency, Union County and the Town have closed all government offices including the Mineral Springs Town Hall to the public; and

WHEREAS, on March 27, 2020, North Carolina Governor Roy Cooper issued Executive Order 121 imposing a series of statewide restrictions, prohibitions, and directives referred to as a Stay-at-Home Order (“EO121” or “the Order”). The Order went into effect on Monday, March 30, 2020 at 5:00 p.m. and remains in effect for 30 days until April 29, 2020 unless rescinded, revised, or extended; and

WHEREAS, a mass gathering is defined in “The Order” as any event or convening that brings together more than ten (10) persons in a single room or single space at the same time, such as an auditorium, stadium, arena, large conference room, meeting hall, or any indoor or outdoor space; and

WHEREAS, a municipality (and board) is considered an “Essential Governmental Operation” and as such shall ensure the continuing operation of the government agency or to provide for or support the health, safety and welfare of the public; and

WHEREAS, the Mineral Springs Town Council has not heretofore adopted any resolution/policy for participating and/or conducting electronic town council meetings; and

WHEREAS, the Mineral Springs Town Council supports the current State of Emergency for COVID-19 and finds it is in the best interest and safety of the general public, town employees, and town council to implement a policy for electronic council meetings at this time:

- to help prevent the spread of COVID-19 by enforcing social distancing and limiting meetings to ten (10) or less persons; and
- to provide the public citizens a means of listening to or participating in a council meeting in a safe and secure environment of their own; and

NOW, THEREFORE BE IT RESOLVED by the Mineral Springs Town Council will implement the following guidelines for participating and/or conducting electronic town council meetings:

- Town Council members will only be able to participate in electronic meetings during the duration of the COVID-19 State of Emergency.
- Members of the public will be able to phone in or use their computer to connect to Zoom to listen to the meeting live.
- A public comment session will be held during the monthly regular meeting. Anyone wishing to speak must sign up by email or text to the town clerk by 2:00 p.m. on the day of the meeting.
- Town Council members participating electronically will be counted as a “aye” vote, unless that member states their name and votes “nay”.

BE IT FURTHER RESOLVED that the provisions of this Resolution shall remain in effect until the earlier of the following:

- The reopening of the town hall to the public for regular business hours; or
- The expiration of the Town’s COVID-19 Emergency Declaration (including any extensions) and Executive Order 121; or
- The repeal of this Resolution by the Mineral Springs Town Council.

This the 9th day of April, 2020.

Frederick Becker III, Mayor

Attest:

Vicky A. Brooks, CMC, Town Clerk

FEBRUARY 2020
TOWN OF MINERAL SPRINGS
PERCENTAGE REPORT

	2020	2019	2018	2017	2016	2015
FEBRUARY 28, 2020 REGULAR TAX						
BEGINNING CHARGE	826.73	67876.37	67,279.07	65,381.25	61537.39	62152.5
TAX CHARGE						
PUBLIC UTILITIES CHARGES						
DISCOVERIES		8.76				
NON-DISCOVERIES		2.52	2.52	2.52		
RELEASES						
TOTAL CHARGE	826.73	67,887.65	67,281.59	65,383.77	61,537.39	62,152.50
BEGINNING COLLECTIONS		64,866.71	67,114.14	65,252.82	61,417.83	62,103.97
COLLECTIONS - TAX		1,439.48	39.97	39.97	35.20	1.10
COLLECTIONS - INTEREST		38.67	4.70	8.29	1.19	0.02
TOTAL COLLECTIONS	-	66,306.19	67,154.11	65,292.79	61,453.03	62,105.07
BALANCE OUTSTANDING	826.73	1,581.46	127.48	90.98	84.36	47.43
PERCENTAGE OF REGULAR	0.00%	97.67%	99.81%	99.86%	99.86%	99.92%
COLLECTION FEE 1.5 %		22.17	0.67	0.72	0.55	0.02

Mineral Springs Prior Years Property Tax Report February 2020

February 29, 2020	2011	2010		
BEGINNING CHARGE	\$64,878.42	\$64,737.60		
PUBLIC UTILITIES	\$1,319.20	\$1,251.60		
MINIMAL RELEASES	(\$145.21)	(\$152.88)		
DISCOVERIES	\$61.82	\$321.61		
ABATEMENTS (RELEASES)	(\$301.25)	(\$473.88)		
TOTAL CHARGE	\$65,812.98	\$65,684.05		
PREVIOUS COLLECTIONS	\$65,722.65	\$65,599.00		
PREVIOUS BALANCE DUE	\$62.65	\$57.37		\$120.02
COLLECTIONS - TAX	\$24.00	\$24.00		\$48.00
COLLECTIONS - INTEREST/FEES	\$21.96	\$23.81		\$45.77
GROSS MONTHLY COLLECTIONS				\$0.00
MISC. ADJUSTMENTS				
TOTAL TAX COLLECTED TO DATE	\$65,746.65	\$65,623.00		
BALANCE OUTSTANDING	\$38.65	\$33.37		\$72.02
PERCENTAGE COLLECTED	99.90%	99.91%		

Mineral Springs Unpaid Property Taxes - Real and Personal as of January 31, 2020

Name	Tax Map Number	2011	2010	Total
CAROLINA STREET SUPPLY	50103059		\$6.88	
CAROLINA STREET SUPPLY, SHEPPARD JONATHAN	848391	\$6.88		
COOMBER CUSTOM MASONRY LLC	1812652	\$10.44		
FATHER & SON PAINTERS	50093623		\$2.41	
MATHENY, VERNA	455325	\$2.22		
METHENY, VERNA	50094323		\$2.22	
ROBERTO BONILLA CUSTOM FRAMING	50104497		\$2.75	
WILLIAMS, RUTH & HUSBAND J C WILLIAMS	05033179	\$19.11	\$19.11	
Total		\$38.65	\$33.37	\$72.02

Town of Mineral Springs

FINANCE REPORT

February 2020

Prepared for:

The Mineral Springs Town Council

By:

Frederick Becker III
Finance Officer

April 9, 2020

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Cash Flow Report FY2019 YTD

7/1/2019 through 2/29/2020

3/16/2020

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Category	7/1/2019- 2/29/2020
INCOME	
Interest Income	6,513.56
Other Inc	
Copy Charges	2.00
Festival 2019	
Sponsor	1,090.00
Vendor	405.00
TOTAL Festival 2019	1,495.00
Sales Tax Refunds	4,817.66
Zoning	2,225.00
TOTAL Other Inc	8,539.66
Prop Tax 2019	
Receipts 2019	
Int	20.52
Tax	64,854.54
TOTAL Receipts 2019	64,875.06
TOTAL Prop Tax 2019	64,875.06
Prop Tax Prior Years	
Prop Tax 2010	
Receipts 2010	
Int	21.96
Tax	24.00
TOTAL Receipts 2010	45.96
TOTAL Prop Tax 2010	45.96
Prop Tax 2011	
Receipts 2011	
Int	23.81
Tax	24.00
TOTAL Receipts 2011	47.81
TOTAL Prop Tax 2011	47.81
Prop Tax 2014	
Receipts 2014	
Int	1.70
Tax	5.13
TOTAL Receipts 2014	6.83
TOTAL Prop Tax 2014	6.83
Prop Tax 2015	
Receipts 2015	
Int	3.12
Tax	23.93
TOTAL Receipts 2015	27.05
TOTAL Prop Tax 2015	27.05
Prop Tax 2016	
Receipts2016	
Int	21.42
Tax	43.29
TOTAL Receipts2016	64.71
TOTAL Prop Tax 2016	64.71
Prop Tax 2017	
Receipts2017	

Cash Flow Report FY2019 YTD

7/1/2019 through 2/29/2020

3/16/2020

Page 2

Category	7/1/2019- 2/29/2020
Int	6.76
Tax	67.34
TOTAL Receipts2017	74.10
TOTAL Prop Tax 2017	74.10
Prop Tax 2018	
Receipts	
Int	10.50
Tax	150.59
TOTAL Receipts	161.09
TOTAL Prop Tax 2018	161.09
TOTAL Prop Tax Prior Years	427.55
Sales Tax	
Cable TV	5,167.41
Electricity	61,052.54
Natural Gas Excise	43.36
Sales & Use Dist	13,064.67
telecommunications	890.66
TOTAL Sales Tax	80,218.64
Veh Tax	
Int 2019	42.53
Tax 2019	4,679.92
TOTAL Veh Tax	4,722.45
TOTAL INCOME	165,296.92
EXPENSES	
Ads	281.09
Attorney	3,139.17
Audit	4,730.00
Capital Outlay	
Beautification	1,467.81
TOTAL Capital Outlay	1,467.81
Charities & Agencies	1,800.00
Community	
Greenway	488.84
Maint	2,484.22
Newsletter	
Post	322.37
Printing	923.77
TOTAL Newsletter	1,246.14
Parks & Rec	
Park	2,130.81
TOTAL Parks & Rec	2,130.81
Special Events	
Festival	6,546.42
Misc	285.14
Services	4,000.00
TOTAL Special Events	10,831.56
TOTAL Community	17,181.57
Elections	2,799.26
Emp	
Benefits	

Cash Flow Report FY2019 YTD

7/1/2019 through 2/29/2020

3/16/2020

Page 3

Category	7/1/2019- 2/29/2020
Dental	720.00
Fees	25.00
Life	508.20
NCLGERS	9,482.96
Vision	126.00
TOTAL Benefits	10,862.16
Bond	550.00
FICA	
Med	1,203.88
Soc Sec	5,146.64
TOTAL FICA	6,350.52
Payroll	1,296.95
Work Comp	2,038.50
TOTAL Emp	21,098.13
Office	
Bank	7.00
Clerk	24,920.00
Council	7,200.00
Deputy Clerk	7,107.06
Dues	5,894.00
Equip	590.63
Finance Officer	18,930.66
Regular	4,085.34
TOTAL Finance Officer	23,016.00
Ins	3,209.67
Maint	
Materials	1,855.82
Service	5,769.00
TOTAL Maint	7,624.82
Mayor	3,200.00
Misc	213.50
Post	15.80
Records	4,944.00
Supplies	2,130.68
Tel	5,071.62
Util	3,017.61
TOTAL Office	98,162.39
Planning	
Administration	
Contract	1,117.91
Salaries	21,536.00
TOTAL Administration	22,653.91
Misc	744.99
Ordinance Changes	6,566.70
TOTAL Planning	29,965.60
Street Lighting	761.92
Tax Coll	
Contract	1,122.14
Sal	200.00
TOTAL Tax Coll	1,322.14
Training	

Cash Flow Report FY2019 YTD

7/1/2019 through 2/29/2020

3/16/2020

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Category	7/1/2019- 2/29/2020
Officials	50.00
Staff	424.00
TOTAL Training	474.00
Travel	1,641.70
TOTAL EXPENSES	184,824.78
TRANSFERS	
FROM Check Min Spgs	81,195.00
FROM McNeely Farms Escrow	21,378.63
FROM MM Sav ParkSterling	30,000.00
TO Check Min Spgs	-51,378.63
TO MM Sav ParkSterling	-60,000.00
TO Escrows	-21,195.00
TOTAL TRANSFERS	0.00
OVERALL TOTAL	-19,527.86

Account Balances History Report - As of 2/29/2020

(Includes unrealized gains)

3/16/2020

Page 1

Account	6/29/2019 Balance	6/30/2019 Balance	7/31/2019 Balance	8/31/2019 Balance
ASSETS				
Cash and Bank Accounts				
Check Min Spgs	37,358.03	37,208.20	21,115.09	7,241.27
McNeely Farms Escrow	21,332.34	21,340.52	21,348.76	21,355.19
MM Sav ParkSterling	584,711.65	585,249.91	565,814.96	556,293.05
NCCMT_Cash	2,322.61	2,326.88	2,331.27	2,335.31
South State CD	202,931.19	202,931.19	202,931.19	203,939.50
TOTAL Cash and Bank Accounts	848,655.82	849,056.70	813,541.27	791,164.32
Other Assets				
State Revenues Receivable	0.00	61,231.60	58,271.20	56,077.07
TOTAL Other Assets	0.00	61,231.60	58,271.20	56,077.07
TOTAL ASSETS	848,655.82	910,288.30	871,812.47	847,241.39
LIABILITIES				
Other Liabilities				
Accounts Payable	692.76	3,793.75	692.76	692.76
Escrows	21,195.00	21,195.00	21,195.00	21,195.00
TOTAL Other Liabilities	21,887.76	24,988.75	21,887.76	21,887.76
TOTAL LIABILITIES	21,887.76	24,988.75	21,887.76	21,887.76
OVERALL TOTAL	826,768.06	885,299.55	849,924.71	825,353.63

Account Balances History Report - As of 2/29/2020

(Includes unrealized gains)

3/16/2020

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9/30/2019 Balance	10/31/2019 Balance	11/30/2019 Balance	12/31/2019 Balance	1/31/2020 Balance	2/29/2020 Balance
47,410.39	34,322.89	30,701.35	43,225.14	45,949.95	39,002.29
21,360.63	21,365.17	21,369.41	21,374.09	21,378.63	0.00
556,765.52	557,238.39	557,655.17	618,095.18	618,566.16	618,993.22
2,339.12	2,342.67	2,345.64	2,348.61	2,351.52	2,354.22
203,939.50	203,939.50	204,773.32	204,773.32	204,773.32	205,628.99
831,815.16	819,208.62	816,844.89	889,816.34	893,019.58	865,978.72
0.00	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00
831,815.16	819,208.62	816,844.89	889,816.34	893,019.58	865,978.72
692.76	692.76	692.76	692.76	692.76	692.76
21,195.00	21,195.00	21,195.00	21,195.00	21,195.00	0.00
21,887.76	21,887.76	21,887.76	21,887.76	21,887.76	692.76
21,887.76	21,887.76	21,887.76	21,887.76	21,887.76	692.76
809,927.40	797,320.86	794,957.13	867,928.58	871,131.82	865,285.96

Mineral Springs Monthly Revenue Summary 2018-2019

TOWN OF MINERAL SPRINGS											
REVENUE SUMMARY 2019-2020											
Source	Budget	Receivable	Rec'd YTD	% of Budget	July	August	September	October	November		
Property Tax - prior	\$ 1,000.00	\$ 572.45	\$ 427.55	42.8%	\$ -	\$ 107.73	\$ 90.01	\$ 7.50	\$ 11.36		
Property Tax - 2019	\$ 67,830.00	\$ 2,954.94	\$ 64,875.06	95.6%	\$ -	\$ 7.54	\$ 1,456.37	\$ 4,020.52	\$ 9,721.30		
Dupl. Property Tax	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -		
Fund Balance Approp.	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -		
Gross Receipts Tax	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -		
Interest	\$ 8,500.00	\$ 1,986.44	\$ 6,513.56	76.6%	\$ 584.68	\$ 1,496.87	\$ 481.72	\$ 480.96	\$ 1,257.81		
Sales Tax - Electric	\$ 209,000.00	\$ 147,947.46	\$ 61,052.54	29.2%	\$ -	\$ -	\$ -	\$ -	\$ -		
Sales Tax - Sales & Use	\$ 23,100.00	\$ 10,035.33	\$ 13,064.67	56.6%	\$ -	\$ -	\$ 2,167.69	\$ 2,132.80	\$ 2,194.05		
Sales Tax - Other Util.	\$ 25,300.00	\$ 19,198.57	\$ 6,101.43	24.1%	\$ -	\$ -	\$ -	\$ -	\$ -		
Sales Tax - Alc. Bev.	\$ 13,045.00	\$ 13,045.00	\$ -	0.0%	\$ -	\$ -	\$ -	\$ -	\$ -		
Vehicle Taxes	\$ 7,550.00	\$ 2,827.55	\$ 4,722.45	62.5%	\$ -	\$ 866.75	\$ -	\$ 1,270.89	\$ 575.74		
Zoning Fees	\$ 2,500.00	\$ 275.00	\$ 2,225.00	89.0%	\$ 250.00	\$ 75.00	\$ 450.00	\$ 495.00	\$ 100.00		
Other	\$ 3,000.00	\$ (3,314.66)	\$ 6,314.66	210.5%	\$ 240.00	\$ 742.00	\$ 400.00	\$ 65.00	\$ 50.00		
Totals	\$ 360,825.00	\$ 195,528.08	\$ 165,296.92	45.8%	\$ 1,074.68	\$ 3,295.89	\$ 5,045.79	\$ 8,472.67	\$ 13,910.26		
December	January	February	March	April	May	June	June a/r				
Property Tax - prior	\$ 97.25	\$ 88.36	\$ 25.34								
Property Tax - 2019	\$ 25,972.75	\$ 17,882.38	\$ 5,814.20								
Dupl. Property Tax	\$ -	\$ -	\$ -								
Fund Balance Approp.	\$ -	\$ -	\$ -								
Gross Receipts Tax	\$ -	\$ -	\$ -								
Interest	\$ 447.66	\$ 478.43	\$ 1,285.43								
Sales Tax - Electric	\$ 61,052.54	\$ -	\$ -								
Sales Tax - Sales & Use	\$ 2,172.00	\$ 2,209.34	\$ 2,188.79								
Sales Tax - Other Util.	\$ 6,101.43	\$ -	\$ -								
Sales Tax - Alc. Bev.	\$ -	\$ -	\$ -								
Vehicle Taxes	\$ 712.88	\$ 705.19	\$ 591.00								
Zoning Fees	\$ 180.00	\$ 350.00	\$ 325.00								
Other	\$ -	\$ 3,310.55	\$ 1,507.11								
Totals	\$ 96,736.51	\$ 25,024.25	\$ 11,736.87	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		

Mineral Springs Budget Comparison 2018-2019

TOWN OF MINERAL SPRINGS										
BUDGET COMPARISON 2019-2020										
Appropriation dept	Budget	Unspent	Spent YTD	% of Budget	July	August	September	October	November	
Advertising	\$ 1,800.00	\$ 1,518.91	\$ 281.09	15.6%	\$ -	\$ 223.88	\$ -	\$ -	\$ 57.21	
Attorney	\$ 9,600.00	\$ 6,460.83	\$ 3,139.17	32.7%	\$ 300.00	\$ 300.00	\$ 300.00	\$ 1,039.17	\$ 300.00	
Audit	\$ 4,730.00	\$ -	\$ 4,730.00	100.0%	\$ -	\$ -	\$ -	\$ -	\$ -	
Charities & Agencies	\$ 10,500.00	\$ 8,700.00	\$ 1,800.00	17.1%	\$ -	\$ -	\$ -	\$ -	\$ -	
Community Projects	\$ 28,300.00	\$ 11,118.43	\$ 17,181.57	60.7%	\$ 5,004.94	\$ 3,291.21	\$ 3,857.08	\$ 1,574.95	\$ 211.32	
Contingency	\$ 3,000.00	\$ 3,000.00	\$ -	0.0%	\$ -	\$ -	\$ -	\$ -	\$ -	
Employee Overhead	\$ 29,900.00	\$ 8,801.87	\$ 21,098.13	70.6%	\$ 4,437.67	\$ 2,870.88	\$ 1,108.27	\$ 3,492.72	\$ 2,250.27	
Elections	\$ 3,100.00	\$ 300.74	\$ 2,799.26	0.0%	\$ -	\$ -	\$ -	\$ -	\$ -	
Fire Protection	\$ 12,000.00	\$ 12,000.00	\$ -	0.0%	\$ -	\$ -	\$ -	\$ -	\$ -	
Intergovernmental	\$ 15,000.00	\$ 15,000.00	\$ -	0.0%	\$ -	\$ -	\$ -	\$ -	\$ -	
Office & Administrative	\$ 146,944.00	\$ 48,781.61	\$ 98,162.39	66.8%	\$ 20,527.24	\$ 16,418.97	\$ 9,923.83	\$ 10,650.43	\$ 10,267.78	
Planning & Zoning	\$ 52,304.00	\$ 22,338.40	\$ 29,965.60	57.3%	\$ 5,774.67	\$ 3,289.37	\$ 5,124.23	\$ 3,891.42	\$ 2,692.00	
Street Lighting	\$ 1,600.00	\$ 838.08	\$ 761.92	47.6%	\$ -	\$ 108.69	\$ 108.69	\$ 108.69	\$ -	
Tax Collection	\$ 1,950.00	\$ 627.86	\$ 1,322.14	67.8%	\$ 25.00	\$ 50.99	\$ 49.92	\$ 122.83	\$ 189.51	
Training	\$ 3,000.00	\$ 2,526.00	\$ 474.00	15.8%	\$ 175.00	\$ -	\$ -	\$ 199.00	\$ 100.00	
Travel	\$ 4,200.00	\$ 2,558.30	\$ 1,641.70	39.1%	\$ 205.00	\$ 827.25	\$ -	\$ -	\$ 205.90	
Capital Outlay	\$ 32,897.00	\$ 31,429.19	\$ 1,467.81	4.5%	\$ -	\$ -	\$ -	\$ -	\$ -	
Totals	\$ 360,825.00	\$ 176,000.22	\$ 184,824.78	51.2%	\$ 36,449.52	\$ 27,381.24	\$ 20,472.02	\$ 21,079.21	\$ 16,273.99	
Off Budget:										
Tax Refunds					\$ -	\$ -	\$ -	\$ -	\$ -	
Interfund Transfers					\$ -	\$ -	\$ -	\$ -	\$ -	
Total Off Budget:			\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	

Mineral Springs Budget Comparison 2018-2019

Appropriation dept	December	January	February	March	April	May	June	June a/p
Advertising	\$ -	\$ -	\$ -					
Attorney	\$ 300.00	\$ 300.00	\$ 300.00					
Audit	\$ 3,074.50	\$ -	\$ 1,655.50					
Charities & Agencies	\$ -	\$ 1,500.00	\$ 300.00					
Community Projects	\$ 811.42	\$ 2,219.70	\$ 210.95					
Contingency	\$ -	\$ -	\$ -					
Employee Overhead	\$ 2,121.10	\$ 2,415.13	\$ 2,402.09					
Elections	\$ 2,799.26	\$ -	\$ -					
Fire Protection	\$ -	\$ -	\$ -					
Intergovernmental	\$ -	\$ -	\$ -					
Office & Administrative	\$ 9,899.32	\$ 10,691.52	\$ 9,783.30					
Planning & Zoning	\$ 3,809.91	\$ 2,692.00	\$ 2,692.00					
Street Lighting	\$ 108.69	\$ 218.47	\$ 108.69					
Tax Collection	\$ 437.31	\$ 316.38	\$ 130.20					
Training	\$ -	\$ -	\$ -					
Travel	\$ 403.55	\$ -	\$ -					
Capital Outlay	\$ -	\$ 1,467.81	\$ -					
Totals	\$ 23,765.06	\$ 21,821.01	\$ 17,582.73	\$ -	\$ -	\$ -	\$ -	\$ -
Off Budget:								
Tax Refunds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Off Budget:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

February 2020 Cash Flow Report - Feb 2020

2/1/2020 through 2/29/2020

3/16/2020

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Category	2/1/2020- 2/29/2020
INCOME	
Interest Income	1,285.43
Other Inc	
Sales Tax Refunds	1,507.11
Zoning	325.00
TOTAL Other Inc	1,832.11
Prop Tax 2019	
Receipts 2019	
Int	20.52
Tax	5,793.68
TOTAL Receipts 2019	5,814.20
TOTAL Prop Tax 2019	5,814.20
Prop Tax Prior Years	
Prop Tax 2014	
Receipts 2014	
Int	0.08
Tax	2.17
TOTAL Receipts 2014	2.25
TOTAL Prop Tax 2014	2.25
Prop Tax 2015	
Receipts 2015	
Int	1.59
Tax	6.09
TOTAL Receipts 2015	7.68
TOTAL Prop Tax 2015	7.68
Prop Tax 2016	
Receipts2016	
Int	10.86
Tax	2.46
TOTAL Receipts2016	13.32
TOTAL Prop Tax 2016	13.32
Prop Tax 2017	
Receipts2017	
Tax	0.00
TOTAL Receipts2017	0.00
TOTAL Prop Tax 2017	0.00
Prop Tax 2018	
Receipts	
Int	0.20
Tax	1.89
TOTAL Receipts	2.09
TOTAL Prop Tax 2018	2.09
TOTAL Prop Tax Prior Years	25.34
Sales Tax	
Sales & Use Dist	2,188.79
TOTAL Sales Tax	2,188.79
Veh Tax	
Int 2019	4.64
Tax 2019	586.36
TOTAL Veh Tax	591.00

February 2020 Cash Flow Report - Feb 2020

2/1/2020 through 2/29/2020

3/16/2020

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Category	2/1/2020- 2/29/2020
TOTAL INCOME	11,736.87
EXPENSES	
Attorney	300.00
Audit	1,655.50
Charities & Agencies	300.00
Community	
Parks & Rec	
Park	210.95
TOTAL Parks & Rec	210.95
TOTAL Community	210.95
Emp	
Benefits	
Dental	160.00
Life	103.60
NCLGERS	1,185.37
Vision	28.00
TOTAL Benefits	1,476.97
FICA	
Med	149.19
Soc Sec	637.78
TOTAL FICA	786.97
Payroll	138.15
TOTAL Emp	2,402.09
Office	
Clerk	3,115.00
Council	900.00
Deputy Clerk	798.86
Dues	100.00
Finance Officer	2,704.38
Regular	172.62
TOTAL Finance Officer	2,877.00
Maint	
Materials	60.76
Service	553.00
TOTAL Maint	613.76
Mayor	400.00
Supplies	120.57
Tel	528.36
Util	329.75
TOTAL Office	9,783.30
Planning	
Administration	
Salaries	2,692.00
TOTAL Administration	2,692.00
TOTAL Planning	2,692.00
Street Lighting	108.69
Tax Coll	
Contract	105.20
Sal	25.00
TOTAL Tax Coll	130.20

February 2020 Cash Flow Report - Feb 2020

2/1/2020 through 2/29/2020

3/16/2020

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Category	2/1/2020- 2/29/2020
TOTAL EXPENSES	17,582.73
TRANSFERS	
FROM McNeely Farms Escrow	21,378.63
TO Check Min Spgs	-21,378.63
TO Escrows	-21,195.00
TOTAL TRANSFERS	-21,195.00
OVERALL TOTAL	-27,040.86

Register Report - Feb 2020

2/1/2020 through 2/29/2020

3/16/2020

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Date	Num	Description	Memo	Category	Clr	Amount
2/1/2020	EFT	Debit Card (Lowe's)	Flag lights, Trash ba...	Office:Maint:Materials	R	-35.14
2/2/2020	EFT	Debit Card (Bath & ...	Air Fresheners (FY2...	Office:Maint:Materials	R	-25.62
2/3/2020	DEP	Deposit	#19014 2017 refund...	Other Inc:Sales Tax Refunds	R	1,507.11
2/4/2020	5811	Verizon Wireless	221474588-00001 (...	Office:Tel	R	-104.44
2/4/2020	5812	Heritage Propane	I/N 3101845604 (FY...	Office:Util	R	-139.79
2/4/2020	5813	R.C.S., Inc.	I/N 112536 Park Re...	Community:Parks & Rec:Park	R	-200.00
2/4/2020	581...	Municipal Insurance ...	2/20 (FY2019)	Emp:Benefits:Life	R	-51.80
			2/20 (FY2019)	Emp:Benefits:Dental	R	-80.00
			2/20 (FY2019)	Emp:Benefits:Vision	R	-14.00
2/4/2020	5815	Kendra Gangal CPA...	I/N 1371 Audit Pmt ...	Audit	R	-1,655.50
2/4/2020	5816	Forms & Supply, Inc.	I/N 5319720-0 (FY2...	Office:Supplies	R	-76.93
2/10/2020	5817	NCAMC	NCCMC Certificatio...	Office:Dues	R	-100.00
2/10/2020	5818	Taylor & Sons Mowi...	I/N 002 02/20 (FY20...	Office:Maint:Service	R	-365.00
2/10/2020	5819	Clark, Griffin & McC...	I/N 7110 2/20 (FY20...	Attorney	R	-300.00
2/10/2020	5820	Union County Public...	84361*00 (FY2019)	Office:Util	R	-28.29
2/10/2020	5821	Union County Public...	91052*00 (FY2019)	Community:Parks & Rec:Park	R	-10.95
2/10/2020	EFT	Point And Pay	Zoning Permit 06-03...	Other Inc:Zoning	R	50.00
2/10/2020	EFT...	Union County	FY2019	Prop Tax 2019:Receipts 2019:Tax	R	5,793.68
			FY2019	Prop Tax 2019:Receipts 2019:Int	R	20.52
			FY2019	Prop Tax Prior Years:Prop Tax 2018:R...	R	1.89
			FY2019	Prop Tax Prior Years:Prop Tax 2018:R...	R	0.20
			FY2019	Prop Tax Prior Years:Prop Tax 2017:R...	R	0.00
			FY2019	Prop Tax Prior Years:Prop Tax 2017:R...	R	0.00
			FY2019	Prop Tax Prior Years:Prop Tax 2016:R...	R	2.46
			FY2019	Prop Tax Prior Years:Prop Tax 2016:R...	R	10.86
			FY2019	Prop Tax Prior Years:Prop Tax 2015:R...	R	6.09
			FY2019	Prop Tax Prior Years:Prop Tax 2015:R...	R	1.59
			FY2019	Prop Tax Prior Years:Prop Tax 2014:R...	R	2.17
			FY2019	Prop Tax Prior Years:Prop Tax 2014:R...	R	0.08
			January 2020 (FY20...	Tax Coll:Contract	R	-87.59
2/11/2020	EFT	Debit Card (Go Dad...	Domain renewal - 5 ...	Office:Tel	R	-90.85
2/11/2020	DEP	Deposit	#19014 (FY2019)	Other Inc:Zoning	R	200.00
2/11/2020	EFT	Debit Card (AOL)	AOL Troubleshootin...	Office:Tel	R	-7.99
2/12/2020		Transfer Money	transfer (FY2019)	[McNeely Farms Escrow]	R	21,378.63
2/13/2020	5822	Esprises, Ltd.	Road Performance ...	[Escrows]	R	-21,195.00
2/13/2020	5823	Xerox Corporation	I/N 099319391 (FY2...	Office:Supplies	R	-43.64
2/17/2020	EFT	NC Department of R...	Sales & Use 12/19 (...	Sales Tax:Sales & Use Dist	R	2,188.79
2/20/2020	5824	Bucket, Mop, And Br...	I/N CTBCom-1268 j...	Office:Maint:Service	R	-188.00
2/20/2020	5825	Duke Power	2035221941 (FY2019)	Street Lighting	R	-108.69
2/20/2020	5826	Duke Power	1803784140 (FY2019)	Office:Util	R	-135.57
2/20/2020	5827	Duke Power	1819573779 (Old Sc...	Office:Util	R	-26.10
2/20/2020	5828	Windstream	061348611 (FY2019)	Office:Tel	R	-325.08
2/20/2020	5829	Common Heart	2020 Spelling Bee R...	Charities & Agencies	R	-300.00
2/20/2020	583...	Municipal Insurance ...	3/20 (FY2019)	Emp:Benefits:Life	R	-51.80
			3/20 (FY2019)	Emp:Benefits:Dental	R	-80.00
			3/20 (FY2019)	Emp:Benefits:Vision	R	-14.00
2/24/2020	EFT...	Union County (NCV...	NCVTS 2001 FY2019	Veh Tax:Tax 2019	R	584.36
			NCVTS 2001 FY2019	Veh Tax:Int 2019	R	4.64
			Refunds 1912 FY2019	Veh Tax:Tax 2019	R	2.00
			Collection 2001 FY2...	Tax Coll:Contract	R	-17.61
2/25/2020	EFT...	NC State Treasurer	2/20 LGERS contrib...	Office:Clerk	R	-186.90

Register Report - Feb 2020

2/1/2020 through 2/29/2020

3/16/2020

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Date	Num	Description	Memo	Category	Clr	Amount
			2/20 LGERS contrib...	Office:Finance Officer:Regular	R	-172.62
			2/20 LGERS contrib...	Planning:Administration:Salaries	R	-161.52
2/27/2020	EFT...	Paychex	2/20 employer contri...	Emp:Benefits:NCLGERS	R	-1,185.37
			Salary 2/20 (FY2019)	Office:Clerk	R	-2,928.10
			Supplement 2/20 (F...	Office:Clerk	R	0.00
			Hours 2/20 (FY2019)	Office:Deputy Clerk	R	-798.86
			Salary 2/20 (FY2019)	Office:Finance Officer	R	-2,704.38
			Salary 2/20 (FY2019)	Office:Mayor	R	-400.00
			Salary 2/20 (FY2019)	Office:Council	R	-900.00
			Salary 2/20 (FY2019)	Planning:Administration:Salaries	R	-2,530.48
			Salary 2/20 (FY2019)	Tax Coll:Sal	R	-25.00
			FY2019	Emp:FICA:Soc Sec	R	-637.78
			FY2019	Emp:FICA:Med	R	-149.19
2/27/2020	DEP	Deposit	#19015 (FY2019)	Other Inc:Zoning	R	75.00
2/28/2020	EFT	Paychex Fees	Fees 2/20 (FY2019)	Emp:Payroll	R	-138.15
2/1/2020 - 2/29/2020						-6,947.66

TOTAL INFLOWS	31,830.07
TOTAL OUTFLO...	-38,777.73
NET TOTAL	-6,947.66

February 2020

- Revenue Details
- Inter-bank Transfers

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NC Sales & Use Tax Distribution

December 2019 Collections

Summary

MUNICIPALITY	ARTICLE 39	ARTICLE 40	ARTICLE 42	ARTICLE 43	ARTICLE 44	ART 44 *524	ARTICLE 45	ARTICLE 46	CITY HH	TOTAL
UNION	1,891,987.72	1,286,443.22	1,005,272.74	-	28.18	300,043.35	-	-	(302,678.39)	4,181,096.82
FAIRVIEW	827.72	562.81	439.80	-	0.01	131.27	-	-	576.74	2,538.35
HEMBY BRIDGE	-	-	-	-	-	-	-	-	-	-
INDIAN TRAIL	69,976.00	47,579.67	37,180.45	-	1.04	11,097.24	-	-	48,758.72	214,593.12
LAKE PARK	6,285.40	4,273.71	3,339.63	-	0.09	996.78	-	-	4,379.62	19,275.23
MARSHVILLE	9,236.18	6,280.07	4,907.47	-	0.14	1,464.73	-	-	6,435.70	28,324.29
MARVIN	5,747.54	3,908.00	3,053.85	-	0.09	911.48	-	-	4,004.85	17,625.81
MINERAL SPRINGS	713.73	485.30	379.23	-	0.01	113.19	-	-	497.33	2,188.79
MINT HILL *	43.27	29.42	22.99	-	-	6.86	-	-	30.15	132.69
MONROE	211,884.01	144,068.98	112,580.65	-	3.16	33,601.90	-	-	147,639.08	649,777.78
STALLINGS *	37,466.75	25,475.24	19,907.27	-	0.56	5,941.71	-	-	26,106.54	114,898.07
UNIONVILLE	1,092.70	742.97	580.59	-	0.02	173.29	-	-	761.39	3,350.96
WAXHAW	72,590.84	49,357.61	38,569.80	-	1.08	11,511.91	-	-	50,580.72	222,611.96
WEDDINGTON *	11,415.76	7,762.06	6,065.55	-	0.17	1,810.38	-	-	7,954.41	35,008.33
WESLEY CHAPEL	1,637.54	1,113.43	870.07	-	0.02	259.69	-	-	1,141.03	5,021.78
WINGATE	5,470.94	3,719.92	2,906.88	-	0.08	867.62	-	-	3,812.11	16,777.55
TOTAL	2,326,376.10	1,581,802.41	1,236,076.97	-	34.65	368,931.40	-	-	-	5,513,221.53

Jurisdiction Collection by Year
Union County
Date Distributed: 1/1/2020 to 1/31/2020

990 - TOWN OF MINERAL SPRINGS

Year	Taxes, Assessments and Misc. Charges	Late List	Interest	Total Collected	Commission	Net of Commission
2014	2.17	0.00	0.08	2.25	0.03	2.22
2015	5.80	0.29	1.59	7.68	0.12	7.56
2016	2.46	0.00	10.86	13.32	0.20	13.12
2018	1.77	0.12	0.20	2.09	0.03	2.06
2019	5,787.98	5.70	20.52	5,814.20	87.21	5,726.99
Total:	5,800.18	6.11	33.25	5,839.54	87.59	5,751.95
Grand Total:	5,800.18	6.11	33.25	5,839.54	87.59	5,751.95

Invoice Date	Invoice Number	Description	Invoice Amount
02/06/2020	2007 TAXES	TAX/FEE/INT - JANUARY 2020	\$5,751.95

Vendor No.	Vendor Name	Check No.	Check Date	Check Amount
10870	TOWN OF MINERAL SPRINGS	00063687	02/10/2020	5,751.95



County of Union

500 North Main Street
 Monroe, North Carolina 28112

Vendor Number Check Date Check Number
 10870 02/10/2020 00063687

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

\$5,751.95

Pay Five Thousand Seven Hundred Fifty One Dollars and 95 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
 00063687

ADDRESS SERVICE REQUESTED

TOWN OF MINERAL SPRINGS
 PO BOX 600
 MINERAL SPRINGS NC 28108

NCVTS A/P Receipt Distribution
For the month Ending: 01/31/2020

Jurisdiction	Entity	Vendor #	Inv #	Tax & Fee Amt	Int Only Amt	Cmn Cst	Pending Refunds	Net Amt	Status/Check#
001	Union County	0		\$ 568,644.55	\$ 5,873.46	\$ (17,026.92)	(\$2,754.10)	\$ 554,736.99	No Check
003	Voter Approved Debt Tax	0		86,430.24	853.70	(2,587.66)	(\$406.44)	\$ 84,289.84	No Check
011	Countywide Fire Tax	0		34,619.29	327.10	(1,036.56)	(\$154.06)	\$ 33,755.77	No Check
012	Countywide EMS Tax	0		61,487.89	647.82	(1,841.08)	(\$312.18)	\$ 59,982.45	No Check
015	Springs Fire Tax	0		7,965.97	65.03	(238.21)	(\$29.72)	\$ 7,763.07	No Check
020	Stallings Fire Tax	0		11,314.45	97.17	(345.94)	\$67.01	\$ 11,132.69	No Check
023	Hemby Bridge Fire Tax	0		16,041.82	171.59	(485.66)	(\$90.51)	\$ 15,637.24	No Check
026	Wesley Chapel Fire Tax	0		18,289.56	181.09	(593.76)	(\$113.22)	\$ 17,763.67	No Check
028	Waxhaw Fire Tax	0		13,705.43	166.88	(427.76)	(\$34.67)	\$ 13,409.88	No Check
101	Village of Marvin	1832	VTFNAP2001-1	5,351.66	50.47	(177.23)	(\$22.80)	\$ 5,202.10	
200	City of Monroe	103-7	VTFNAP2001-1	235,820.18	2,122.59	(6,105.98)	(\$5,289.01)	\$ 226,547.78	
222	Monroe Downtown Service	103-7	VTFNAP2001-2	592.20	4.10	(15.06)	-	\$ 581.24	
300	Town of Wingate	4064	VTFNAP2001-1	9,096.04	103.72	(214.10)	\$0.00	\$ 8,985.66	
400	Town of Marshville	5861	VTFNAP2001-1	8,083.12	132.15	(181.41)	(\$213.27)	\$ 7,820.59	
500	Town of Waxhaw	8268	VTFNAP2001-1	108,192.31	958.41	(3,438.30)	(\$352.81)	\$ 105,359.61	
600	Town of Indian Trail	2924	VTFNAP2001-1	79,128.49	853.84	(2,357.85)	\$9.16	\$ 77,633.64	
700	Town of Stallings	4860-2	VTFNAP2001-1	38,267.63	306.37	(1,198.20)	(\$203.60)	\$ 37,172.20	
800	Town of Weddington	7518	VTFNAP2001-1	11,785.49	108.89	(380.84)	(\$1.53)	\$ 11,512.01	
900	Village of Lake Park	1833	VTFNAP2001-1	8,589.43	74.13	(262.26)	(\$16.55)	\$ 8,384.75	
930	Town of Fairview	19458	VTFNAP2001-1	850.35	8.35	(26.43)	(\$1.68)	\$ 830.59	
970	Village of Wesley Chapel	9262	VTFNAP2001-1	1,886.44	16.90	(60.36)	(\$3.09)	\$ 1,839.89	
980	Town of Unionville	11530	VTFNAP2001-1	1,380.99	12.06	(39.46)	\$0.38	\$ 1,353.97	
990	Town of Mineral Springs	10870	VTFNAP2001-1	584.36	4.64	(17.61)	\$2.00	\$ 573.39	
999	Schools	0		1,169,121.34	11,932.45	(35,007.09)	(\$5,640.79)	\$ 1,140,405.91	No Check
Total				\$ 2,497,229.23	\$ 25,072.91	(\$74,065.73)	(\$15,561.48)	\$ 2,432,674.93	

AP Total

\$ 493,797.42

Invoice Date	Invoice Number	Description	Invoice Amount
01/31/2020	VTFNAP2001-1	CASH RECEIVED JAN 2020 & REFUN	\$573.39

Vendor No.	Vendor Name	Check No.	Check Date	Check Amount
10870	TOWN OF MINERAL SPRINGS	00063902	02/24/2020	573.39



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

Vendor Number Check Date Check Number
 10870 02/24/2020 00063902

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

\$573.39

Pay Five Hundred Seventy Three Dollars and 39 cents *****

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

**EFT COPY
 NON-NEGOTIABLE**

AP



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

10870
 00063902

ADDRESS SERVICE REQUESTED

TOWN OF MINERAL SPRINGS
 PO BOX 600
 MINERAL SPRINGS NC 28108

SOUTH STATE BANK

87-98/532

11258818

DATE 02/11/2020

PAY TO THE ORDER OF THE TOWN OF MINERAL SPRINGS

\$21,378.63

OFFICIAL CHECK

\$ 21,378.63 DOLLARS

NOTICE TO THE CUSTOMER:
AS A CONDITION TO THIS INSTITUTION'S ISSUANCE OF THIS CHECK, PURCHASER AGREES TO PROVIDE DECLARATION OF LOSS PRIOR TO THE REFUND OR REPLACEMENT OF THIS CHECK IN THE EVENT IT IS LOST, MISPLACED, OR STOLEN. REFUNDS AND REPLACEMENTS CANNOT BE MADE FOR 90 DAYS AFTER ISSUANCE OF ORIGINAL CHECK.



[Handwritten Signature]
AUTHORIZED SIGNATURE

REMITTER: SOUTH STATE BANK

⑈ 11258818⑈ ⑆053200983⑆ 2200830098⑈



First National Bank

RECEIPT

Thank you for banking with us!

Monroe Main
11580150 02/11/20 16:44
DDA Deposit W/Funds Available
Acct# XXXX0871 \$21,378.63

FX FZ - ESCROW REFUND

FNB Online™
fnb-online.com

Customer Service: 1-800-555-5455
FNB 25-70

DATE AND AMOUNT OF TRANSACTION SHOWN ABOVE
DEPOSITS MAY NOT BE AVAILABLE
FOR IMMEDIATE WITHDRAWAL

5822

THE TOWN OF MINERAL SPRINGS
P.O. BOX 600
MINERAL SPRINGS, NC 28108

YADKIN BANK
Monroe, NC 28110
66-211/531



2/13/2020

PAY TO THE ORDER OF Esprises, Ltd.

\$ **21,195.00

Twenty-One Thousand One Hundred Ninety-Five Only*****

DOLLARS

Esprises, Ltd.
2920 McNeely Farms Rd
Waxhaw NC 28173



AUTHORIZED SIGNATURE

MEMO Road Performance Escrow Refund (FY2019)

Security features. Details on back.

MEMO

To: Mineral Springs Town Council
From: Rick Becker
Date: March 30, 2020
Subject: Waiver of Point and Pay fees for debit and credit card transactions

In the course of the COVID-19-related policy changes, staff has recognized the impracticality of accepting cash for payments of various taxes and fees. In a March 22, 2020 post on the UNC School of Government's "Coates' Canons" blog, government finance expert Kara Millonzi made the following suggestions:

- *Reduce cash (and even check) collections to the extent possible.* With the exception of property taxes, a local unit may mandate that all payments to the unit be made by check, credit card, debit card, or other electronic funds transfer. (A local government must continue to accept cash payments for property taxes.)
- *Incentivize electronic payments by eliminating processing fees.* A local unit that charges a convenience fee for certain payment transactions may temporarily cease assessing the fee to encourage electronic payments. Similarly, if a local unit contracts with a third-party vendor to process credit/debit card payments, the local government may pay the vendor directly for the administrative fees that are normally passed onto the customers.

Most fees collected by the town are zoning and subdivision permit fees. It is possible but unlikely that some festival vendor fees might be collected. NC General Statute permits the town to refuse to accept cash for such payments.

In the matter of property taxes, statute requires local governments to accept cash. However, there are so few pre-2012 delinquent taxes due that it is unlikely that anybody would be making a tax payment. According to the deputy tax collector, there is one account that might be paid by the taxpayer's mortgage company in the next few months, but the bank would mail that payment by check.

The town has been using the third party card-processor "Point and Pay" for credit and debit card payments. Point and Pay charges a fee of \$2.95 for transactions up to \$100 and \$4.95 for transactions over \$100. That fee is automatically charged by Point and Pay to the *cardholder*, not the town.

The attached resolution declares that cash will not be accepted for any payments other than taxes, that credit or debit card is preferred even for tax payments, and that the town will waive the Point and Pay fee for all types of payment. If it is difficult to amend the town's agreement with Point and Pay to shift the processing fee from the cardholder to the town, the town will simply process the payment *minus* the fee amount – for example, a \$50.00 permit fee would be charged at \$47.05 – and Point and Pay would be charging the cardholder \$50.00. The payment would be posted by the finance officer as two transactions: a \$50.00 credit from the applicant in the appropriate department and a \$2.95 "miscellaneous" expenditure to Point and Pay in the same department.

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TOWN OF MINERAL SPRINGS
Resolution to Waive Debit and Credit Card Fees
During COVID-19 State of Emergency

R-2020-02

WHEREAS, on March 16, 2020, Union County, North Carolina declared a State of Emergency in response to the spread of the COVID-19 disease; and

WHEREAS, on March 16, 2020, the Town of Mineral Springs, North Carolina [“Town”] declared a State of Emergency paralleling that of Union County; and

WHEREAS, under their States of Emergency, Union County and the Town have closed all government offices including the Mineral Springs town hall to the public; and

WHEREAS, the Zoning Administrator is endeavoring to process zoning permit applications by telephone and by email while the town hall is closed; and

WHEREAS, due to the closure of the town hall, it would be both impractical and unsafe for the Town to collect fees in cash or otherwise in person; and

WHEREAS, North Carolina general statutes do not require municipalities to accept any revenues aside from property taxes in cash; and

WHEREAS, the Town has been contracting with Point and Pay to process credit and debit card transactions; and

WHEREAS, Point and Pay charges a fee for processing credit card and debit card transactions for the Town; and

WHEREAS, under normal circumstances when cash and other in-person payment methods were available to the public, the Town charged applicants for the Point and Pay processing fees; and

WHEREAS, cash and in-person payment methods are no longer available and the Town is requiring checks by mail or credit or debit card payments for all fees; and

WHEREAS, the Mineral Springs Town Council has determined that it would constitute an undue hardship to citizens making payments to the Town to require those citizens to pay the Point and Pay service charges during this State of Emergency;

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

- The Town of Mineral Springs hereby declares that it will not accept cash for payment of application fees or any other fees that are not property taxes; and

- The Town of Mineral Springs hereby waives Point and Pay processing fees for any payments to the Town made by credit or debit card including property taxes; and
- The Town of Mineral Springs will make arrangements to collect any property tax payments in cash as required by statute if cash is the only payment method the taxpayer can make but hereby declares that credit or debit card is the preferred method of payment of property taxes; and
- The Town Council of the Town of Mineral Springs hereby directs the Finance officer to enter into the Town's books any credit or debit card payments at their net amount and to enter the amount of the Point and Pay fee as a miscellaneous collection expenditure in the department collecting the fee.

BE IT FURTHER RESOLVED that the provisions of this Resolution shall remain in effect until the earlier of the following:

- The reopening of the town hall to the public for regular business hours; or
- The expiration of the Town's COVID-19 Emergency Declaration (including any extensions); or
- The repeal of this Resolution by the Mineral Springs Town Council.

This the 9th day of April, 2020.

Frederick Becker III, Mayor

Attest: _____
Vicky A. Brooks, Municipal Clerk

MEMO

To: Mineral Springs Town Council
From: Rick Becker
Date: March 29, 2020
Subject: Keeping Deputy Clerk on Payroll

With the closure of our town hall to the public, our three employees have had to modify their work schedules and practices. Both salaried employees – full-time Town Clerk/Planning Director Vicky Brooks and half-time Finance Officer Rick Becker – are working from home and “staggering” their time at the town hall when necessary so that only one person at a time is occupying the building. Vicky is endeavoring to continue any permitting activity via phone or computer and accepting debit and credit card payments via Point and Pay.

A major part of Deputy Clerk and Deputy Tax Collector Janet Ridings’s responsibility is serving as receptionist, a role that is not needed with the town hall closed to the public. Staff has been looking at options for Janet during this period of time.

North Carolina Governor Cooper’s Executive Order #118 modifies the NC unemployment insurance program, and it appears that even part-time employees like Janet would be eligible for benefits and that the town would bear less financial responsibility for these payments than is normally the case. However, there are several considerations.

First, if the town were to “lay off” Janet, we would lose her services on the occasions that they are still needed. Second, the town has no benefits in place such as paid sick leave, paid leave, or paid vacation with the exception of Christmas week where the salaried employees receive the week off and Janet receives “vacation pay” of 12 hours for the week we are closed. After nine years of employment, we have not allowed any of our employees to accrue any sort of paid-leave benefit. Since the two salaried employees are performing most of their duties during this closure, their salaries are uninterrupted. However, that leaves out Janet as our hourly employee.

Therefore, we are seeking a way to enable the town to keep paying Janet for a while – at least the next few months – until we have greater clarity on how long our closure may last. Staff is suggesting that council approve continuing to pay Janet for a flat 12 hours per week even if she isn’t in the office that many hours, and make sure she is “on-call” for clerical duties such as file management, transcriptions, and document-retention work as well as any other tasks her supervisor deems appropriate.

The North Carolina League of Municipalities has suggested that if cities and towns do not have HR policies such as paid leave and accumulated sick time in place, they should adopt a resolution detailing what sort of policy they wish to implement during closures related to the COVID-19 State of Emergency. I have attached such a resolution for Council’s consideration. Council may modify the number of hours or any other terms of the resolution as it sees fit.

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TOWN OF MINERAL SPRINGS
Resolution to Adopt Policy on Hourly-Employee Work and Wages
During COVID-19 State of Emergency

R-2020-03

WHEREAS, on March 16, 2020, Union County, North Carolina declared a State of Emergency in response to the spread of the COVID-19 disease; and

WHEREAS, on March 16, 2020, the Town of Mineral Springs, North Carolina [**“Town”**] declared a State of Emergency paralleling that of Union County; and

WHEREAS, the Governor of North Carolina issued Executive Order #118 on March 17, 2020, part of which modified North Carolina unemployment insurance policy to facilitate employee filings and potentially reduce employer liability for unemployment benefits; and

WHEREAS, under their States of Emergency, Union County and the Town have closed all government offices including the Mineral Springs town hall to the public; and

WHEREAS, the Town has three staff employees, consisting of one full-time salaried Municipal Clerk and Planning Director, one half-time salaried Finance officer, and one part-time hourly Deputy Clerk, Deputy Tax Collector, and Receptionist [**“Deputy Clerk”**]; and

WHEREAS, due to the closure of the Mineral Springs town hall, the salaried employees have begun to fulfill as many of their duties as possible from home and are coordinating any occupancy of the town hall so that no more than one employee at a time is present at the town hall; and

WHEREAS, the base hourly assignment for the Deputy Clerk has been established as “regular office hours”, which comprises twelve (12) hours per week; and

WHEREAS, the closure of the town hall has eliminated some of the Deputy Clerk’s duties, including receptionist duties and office support duties; and

WHEREAS, the Deputy Clerk has continued to perform some duties during the town hall closure, including file-management and file-updating tasks; and

WHEREAS, it is expected that the Deputy Clerk will continue to be able to provide valuable services to the Town during the town hall closure although such services might not require twelve hours of work every week; and

WHEREAS, if the Town were to “lay off” the Deputy Clerk for the duration of the current town hall closure, the Governor’s Executive Order #118 would allow for the Deputy Clerk to apply for enhanced unemployment benefits and the Town would be subject to reduced liability for any resulting benefit payments; and

WHEREAS, if the Town were to “lay off” the Deputy Clerk for the duration of the current town hall closure, the Deputy Clerk would not be available for such duties as the Deputy Clerk’s supervisor determined were necessary or beneficial to the Town; and

WHEREAS, the Mineral Springs Town Council has determined that it is in the best interest of the Town to have the experienced Deputy Clerk available as needed to perform any tasks deemed necessary or beneficial by the Deputy Clerk’s supervisor;

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

During the town hall closure,

- The Town shall keep the current Deputy Clerk on the active payroll; and
- The Deputy Clerk shall be paid for twelve (12) hours per week at the current hourly rate for the position even if actual hours worked total less than twelve in any given week; and
- The deputy Clerk shall be available to perform such duties and tasks as directed by the Deputy Clerk’s supervisor; and
- If the Deputy Clerk is required to work more than twelve hours in any given week, any additional hours above twelve shall be compensated at the current hourly rate for the position.

BE IT FURTHER RESOLVED that the provisions of this Resolution shall remain in effect until the earlier of the following:

- The reopening of the town hall to the public for regular business hours; or
- The expiration of the Town’s COVID-19 Emergency Declaration (including any extensions); or
- The repeal of this Resolution by the Mineral Springs Town Council.

This the 9th day of April, 2020.

Frederick Becker III, Mayor

Attest: _____
Vicky A. Brooks, Municipal Clerk

MEMO

To: Mineral Springs Town Council
From: Rick Becker
Date: March 31, 2020
Subject: FY2020-2021 Budget: Preliminary Departmental Appropriations

The accompanying spreadsheet shows the FY2018-19 final budget and actual expenditures, the FY2019-20 current budget and estimated final actual expenditures, and suggested appropriation levels for the FY2020-21 budget.

Because of the COVID-19 disease, there is much uncertainty surrounding fiscal planning and budgeting for the upcoming fiscal year. I am recommending keeping most proposed expenditures the same as last year's except for the usual salary and hourly wage increases and other items that change based on established formulas or trends. This "first draft" suggests an increase of \$1,147 over the current year's operating expenditure budget, or 0.35%. This figure again reflects the 3% increase in staff salaries that council has consistently approved over the past several years. 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 has increased from a \$11,000 budget amount to \$11,500; this is not a salaried position, and the \$11,500 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 \$17.91.

Reading the Chart

In the right-hand column, headed "2020-21 proposed", bold-faced numbers are the totals within each budgetary department. These numbers add up to the total of \$329,075. 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 increase by \$2,600 next year. The three sets of figures in the "dotted" cells are simply sub-subcategories within subcategories.

Increases and Decreases

Most other line items are very close to last year's. Although unforeseen circumstances such as a longer-than-anticipated period of quarantine and closures might cause some cancellations or delays in expenditures, I am recommending that we establish the budget as if things were "back to normal" starting on July 1, 2020. An amount in the budget does NOT have to result in an expenditure, but budgeting all items as usual provides taxpayers with the most realistic idea of the maximum amount the town is likely to spend in the next fiscal year. Major changes in proposed expenditures are:

1. **“Charities”**: Based on 3% of previous fiscal year budget, per town policy. **Increased** from \$10,500 to \$10,825.
2. **“Community – Special Events: Festival”**: The Festival Director has requested an increase, both to hire additional entertainment and allow for additional paid workers where needed. **Increased** from \$7,500 to \$10,000.
3. **“Elections”**: There will be no municipal election in 2020, so this appropriation is **Decreased** from \$3,100 to \$0.
4. **“Employee Overhead”**: The NC Local Government Employees’ Retirement System contribution rate has increased, and any salary increases will also result in additional increases in LGERS, FICA, and Workers Compensation contributions. There have been small increases in the NCLM benefits as well. **Increased** from \$29,900 to \$32,500.
5. **“Planning – Zoning Ordinance”**: The ordinance re-write was completed during the current fiscal year. Some minor changes to the final ordinance may be made as it is reviewed by planning staff and the planning board. **Decreased** from \$10,000 to \$5,000.

Other Items of Note:

Most other line items and departmental appropriations remain very close to FY2019-20 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 9, 2020 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 FY2020-21 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											
2020-2021 BUDGET: PRELIMINARY APPROPRIATION WORKSHEET (4/9/2020)											
Appropriation dept			Trend	2018-19	2018-19		2019-20	2019-20	2019-20	2020-21 Proposed	
			19-20	budget	actual		budget	(7/1-3/31)	(est. final)		
Advertising			↔	\$1,800	\$ 760		\$1,800	\$ 281	\$ 581	\$ 1,800	
Attorney			↔	\$9,600	\$ 4,231		\$9,600	\$ 3,439	\$ 4,339	\$ 9,600	
Audit			↔	\$4,850	\$ 4,850		\$4,730	\$ 4,730	\$ 4,730	\$ 4,730	
Charities (moved here in 2017)			⦿	\$10,300	\$ 8,500		\$10,500	\$ 1,800	\$ 10,300	\$ 10,825	
Community Involvement			⦿	\$26,000	\$ 21,476		\$28,300	\$ 17,599	\$ 23,384	\$ 30,800	
Beautification, Maintenance			↔	\$5,800	\$ 6,222		\$6,300	\$ 2,691	\$ 4,641	\$ 6,300	
Special Events			⦿	\$10,700	\$9,319		\$12,500	\$10,831	\$ 11,431	\$ 15,000	
Festival			⦿	\$5,700	\$ 5,319		\$7,500	\$ 6,546	\$ 7,146	\$ 10,000	
AMG			↔	\$4,000	\$ 4,000		\$4,000	\$ 4,000	\$ 4,000	\$ 4,000	
Misc			↔	\$1,000	\$ -		\$1,000	\$ 285	\$ 285	\$ 1,000	
Newsletter			↔	\$2,500	\$ 1,846		\$2,500	\$ 1,246	\$ 2,546	\$ 2,500	
Park & Greenway Maint			↔	\$7,000	\$ 4,089		\$7,000	\$ 2,831	\$ 4,766	\$ 7,000	
Contingency			↔	\$3,000	\$ -		\$3,000	\$ -	\$ -	\$ 3,000	
Elections			⦿	\$0	\$0		\$3,100	\$ 2,799	\$ 2,799	\$ -	
Employee Overhead			⦿	\$28,500	\$ 28,224		\$29,900	\$ 23,366	\$ 30,025	\$ 32,500	
Fire Department			↔	\$12,000	\$ 12,000		\$12,000	\$ -	\$ 12,000	\$ 12,000	
Intergovernmental			↔	\$0	\$ -		\$15,000	\$ -	\$ -	\$ 15,000	
Office & Town Hall			⦿	\$144,704	\$ 136,705		\$146,944	\$ 108,533	\$ 146,201	\$ 149,844	
Salary: Clerk			⦿	\$36,288	\$ 36,288		\$37,380	\$ 28,035	\$ 37,380	\$ 38,496	
Salary: Assistant/Deputy			⦿	\$10,500	\$ 10,017		\$11,000	\$ 8,045	\$ 10,839	\$ 11,500	
Salary: Finance Officer			⦿	\$33,516	\$ 33,516		\$34,524	\$ 25,893	\$ 34,524	\$ 35,556	
Salary: Mayor			↔	\$4,800	\$ 4,800		\$4,800	\$ 3,600	\$ 4,800	\$ 4,800	
Salary: Council			↔	\$10,800	\$ 10,800		\$10,800	\$ 8,100	\$ 10,800	\$ 10,800	
Dues			⦿	\$6,800	\$ 6,687		\$6,800	\$ 5,894	\$ 6,794	\$ 7,000	
Insurance			↔	\$4,000	\$ 3,164		\$4,000	\$ 3,210	\$ 3,210	\$ 4,000	
Records Management			⦿	\$4,800	\$ 4,800		\$5,040	\$ 4,944	\$ 4,944	\$ 5,092	
Equipment			↔	\$2,400	\$ 782		\$2,400	\$ 591	\$ 1,175	\$ 2,400	
Supplies			↔	\$4,000	\$ 3,496		\$4,000	\$ 2,384	\$ 3,384	\$ 4,000	
Postage			↔	\$1,000	\$ 1,250		\$1,000	\$ 16	\$ 800	\$ 1,000	
Telephone, Internet, Security			↔	\$7,200	\$ 6,671		\$7,200	\$ 5,500	\$ 6,923	\$ 7,200	
Reserve/Misc			↔	\$1,000	\$ 183		\$1,000	\$ 221	\$ 321	\$ 1,000	
Town Hall Maint			↔	\$12,000	\$ 8,841.00		\$12,000	\$ 8,192	\$ 15,082	\$ 12,000	
Equip. & Supplies			↔	\$2,000	\$ 1,241		\$2,000	\$ 1,870	\$ 2,370	\$ 2,000	
Services			↔	\$10,000	\$ 7,600		\$10,000	\$ 6,322	\$ 12,712	\$ 10,000	
Utilities			↔	\$5,600	\$ 5,410		\$5,000	\$ 3,908	\$ 5,225	\$ 5,000	
Planning			⦿	\$ 61,368	\$ 56,353		\$ 52,304	\$ 32,658	\$ 41,984	\$ 48,276	
Zoning Ord. & Planning Board			⦿	\$20,000	\$ 22,549		\$10,000	\$ 6,567	\$ 7,567	\$ 5,000	
Zoning Administration			⦿	\$33,368	\$ 32,486		\$34,304	\$25,346	\$33,422	\$ 35,276	
Salary			⦿	\$31,368	\$ 31,368		\$32,304	\$ 24,228	\$ 32,304	\$ 33,276	
Contract & Other			↔	\$2,000	\$ 1,118		\$2,000	\$ 1,118	\$ 1,118	\$ 2,000	
Land Use Plans			↔	\$5,000	\$ -		\$5,000	\$ -	\$ -	\$ 5,000	
Reserve/Misc			↔	\$3,000	\$ 1,318		\$3,000	\$ 745	\$ 995	\$ 3,000	
Street Lighting			↔	\$2,000	\$ 1,375		\$1,600	\$ 762	\$ 1,307	\$ 1,600	
Tax Collection			⦿	\$2,450	\$ 1,855		\$1,950	\$ 1,393	\$ 1,668	\$ 1,900	
Salary			↔	\$600	\$ 600		\$300	\$ 225	\$ 300	\$ 300	
Contract			↔	\$1,600	\$ 1,255		\$1,600	\$ 1,168	\$ 1,368	\$ 1,600	
Postage			↔	\$100	\$ -		\$0	\$ -	\$ -	\$ -	
Billing			⦿	\$150	\$ -		\$50	\$ -	\$ -	\$ -	
Training			↔	\$3,000	\$ 1,171		\$3,000	\$ 474	\$ 774	\$ 3,000	
Officials			↔	\$1,000	\$ 177		\$1,000	\$ 50	\$ 50	\$ 1,000	
Boards			↔	\$1,000	\$ -		\$1,000	\$ -	\$ -	\$ 1,000	
Staff			↔	\$1,000	\$ 994		\$1,000	\$ 424	\$ 724	\$ 1,000	
Travel			↔	\$4,200	\$ 2,515		\$4,200	\$ 1,793	\$ 2,693	\$ 4,200	
Capital Outlay				\$36,218	\$ 6,405		\$32,897	\$ 1,468	\$ 1,468		
Operating Expenditures			⦿	\$313,772	\$ 280,015		\$327,928	\$ 199,627	\$ 282,785	\$ 329,075	
Totals				\$349,990	\$ 286,420		\$360,825	\$ 201,095	\$ 284,253	\$ 329,075	
Legend:											
				Department with no subcategories							
				Department total which is sum of multiple subcategories							
				Narrower categories within a subcategory							
				\$ 100 Salary or salary-related item							