

**Town of Mineral Springs  
Town Hall  
3506 S. Potter Road  
Town Council  
Regular Meeting  
February 13, 2020 ~ 7:30 PM**

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**Minutes**

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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, February 13, 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:** Kendra Gangal.

With a quorum present Mayor Frederick Becker called the Regular Town Council Meeting of February 13, 2020 to order at 7:30 p.m.

**1. Opening of the Regular Meeting**

- Councilwoman Neill delivered the invocation.
- Pledge of Allegiance

**2. Public Comments**

- None.

**3. Consent Agenda**

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

- A. January 9, 2020 Regular Meeting Minutes
- B. December 2019 Tax Collector's Report
- C. December 2019 Finance Report

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

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

#### 4. Audit Report

- Ms. Kendra Gangal, CPA was not present at this time and the council moved on to the next agenda item. Mayor Becker noted that he had the final audit report and he has been doing some reconciliation with another report he has to file. Mayor Becker also noted the audit report, the financial statements, and the final invoice were approved by the Local Government Commission; Mayor Becker paid the final invoice. Mayor Becker noted if Ms. Gangal showed up, he would reopen this agenda item, because it is good to hear from her to keep that chain of communication open, because it is an important function of the state audit.
- Ms. Gangal arrived at 7:42 p.m. to make her presentation.
- Ms. Gangal pointed out she knew the council just received the audit report, so if they wanted to read through it and had questions, she would come back another time if they wanted to talk about anything in particular.
- Ms. Gangal stated that overall she never really has any problems and she feels like the town is pretty much transparent with everything they do. Everything is laid out, as long as you have people looking behind and you question when you see something that is out of the ordinary or unusual, that is the best you can do. Ms. Gangal noted she says this every year, “you don’t have five people in the accounting department that you can properly divide up duties, you can’t do that, so you do the best you can with what you have.”
- Ms. Gangal pointed out sections of the audit report as follows:
  - The first couple of pages are the table of contents, which gives you a list of everything and where to find it.
  - The “Management Discussion and Analysis” is a summary that basically comes from the mayor or council saying, “this is where we were, it’s a summary of our financials and where we are going the next year.”
  - Next is the Basic Financial Statements (starting on page 11), which follow the “Statement of Net Position”, which basically would be called the balance sheet in a regular for-profit company. It shows your assets, including your capital assets and fixed assets. This was done years ago, so you can see how the government might look as compared to a regular for-profit business and how it functions. It would include receivables, payables; it’s like a full-accrual set of books.
  - Page 12 is the “Statement of Activities”, which is an income statement that goes along with the balance sheet.
  - Page 13 is the “Balance Sheet”, but that’s the Governmental Funds, which includes the capital assets. The financials are being done on a fund basis, which is like using the funds, expensing the capital assets. They are not set up like a regular company would be; that’s part of the capital outlay. The Balance Sheet does not show what the town owns like their fixed assets, because those have been expensed over the years, so you don’t really have a full set of accrual books. It’s called modified accrual.
  - On page 14 is the “Statement of Revenues/Expenditures”, which is based on the funds and is not the full set of books.
  - Ms. Gangal pointed out the statements in the front of the audit report were more or less the summary, they don’t give a lot of detail, but there are some things that are grouped together in the front.

- On page 16 is the “Statement of Revenue, Expenditures, and Changes in Fund Balance”, which is a budget to actual. The first column is what the original budget was, then the final budget, if you have any amendments, compared to the actual amount in, and then the variances in the last column, so you can see if you were within the budget within a particular category. Ms. Gangal noted the council should always look at this section, which she thought the council did on a monthly basis, to make sure they are still within the budget as expected for a year.
  - After page 16 is a bunch of things called “Notes to the Financial Statements”, which is standard verbiage. It is a lot of reading, but Ms. Gangal explained it wouldn’t hurt to read through it just to get an idea. It gives you all the explanations and descriptions of things.
  - There is some detail in the back and a couple pages that have to do with Pension.
  - The last section is the Supplemental Statements (page 36). If you compare page 36 and 16, which is the overall income statement based on like categories, you will see more details on page 36. For example, under revenues on page 16, it will say “Unrestricted Intergovernmental” and you will have one number, but if you look over on page 36 under “Unrestricted Intergovernmental”, it will list what makes up that amount.
  - Ms. Gangal explained that was the way the financials/report was laid out. The financials in the front are more of a summary and then in the back you are going to find this one budget that details more of what those totals are.
  - At the end of the audit report are the two standard things, “Ad Valorem Tax Receivable” and the “Current Tax Levy”. The report doesn’t change a lot, the “City of Dogwood” is followed, which the LGC puts out each year as their standard report they let auditors use to make sure they update their note disclosures and anything that they change that they want put in the report.
- Ms. Gangal reported she thought the town was doing well overall and staying within their budget. This year, the town is way under, and she noticed one of the differences was they had some capital outlay budgeted (\$40,000) that they didn’t necessarily spend. Mayor Becker noted the fund balance just increases for the following year.
  - Ms. Gangal mentioned in the past she has told the council what her procedures were and honestly, she doesn’t have a lot of trouble, because everything is given to her in a box. Ms. Gangal looks to find instances where she can’t find something, which she would question “how can you pay this if you don’t have the support to cover it”. Ms. Gangal noted she has not had any instances where she randomly selects a check and goes back to look for the vendor invoice and has not found the supporting documentation and approval, which would mean the town is just blindly writing a check and letting somebody cash it, and that is the biggest part of the audit.
  - Ms. Gangal told the council if they ever come up with anything down the road and they want to ask her questions to feel free to email her or whatever they need to do.

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

- Ms. Vicky Brooks explained the terms of four board of adjustment members are coming up – Steven Capobianco (alternate), Sharon Carter, Jim Muller, and Michael Rutland will be up in April 2020. The only two members that have gotten back to Ms.

Brooks were Sharon Carter and Jim Muller, both of whom would like to serve another term. Ms. Brooks is still waiting to hear from Michael Rutland and Steven Capobianco.

- Planning board members Jeff Krafft and Mark Selleck's terms were up in January of 2020. Jeff Krafft has stated he would like to be reappointed, but Mark Selleck does not want to remain on the board. The council will need to appoint another planning board member. Planning board members Renee Helms' and Jim Muller's terms will expire in April of 2020 and both would like to remain on the planning board.
- Mayor Becker stated it looks like the council should go ahead tonight and get Jeff Krafft reappointed just for the legality of the February planning board meeting. Ms. Brooks suggested the council could reappoint all of the planning board members that wanted to be reappointed – Jeff Krafft (January 2020), Jim Muller (April 2020), and Renee Helms (April 2020).
- ***Councilwoman Coffey made a motion to reappoint Jeff Krafft as of January 2020 and reappoint Renee Helms and Jim Muller as of April 2020 to the planning board and Councilwoman Neill seconded. The motion passed unanimously as follows:***

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

*Nays: None*

- Mayor Becker explained the council could wait on the board of adjustment until Ms. Brooks got more information and asked if the council had any suggestions for Ms. Brooks about promoting the planning board opening. Ms. Brooks explained Steven Capobianco had wanted to be on the planning board when he was appointed to the board of adjustment. Mayor Becker commented he was a possibility. Ms. Brooks asked the council if they wanted her to reach out to Mr. Capobianco to see if he would like to be considered for the planning board position or if they just wanted to start all over and put it in the newsletter and on the website. There was a consensus that Ms. Brooks should contact Mr. Capobianco. Ms. Brooks and Mayor Becker noted the boards would be almost the same.
- Ms. Brooks asked the council for guidance in pointing out that Ms. Carter wanted to be reappointed to the board; however, there were several meetings Ms. Brooks did not get any response from her at all, nor did she attend the meetings. Although, Ms. Carter responded quickly when she was asked if she wanted to be considered for reappointment. Ms. Brooks explained she was a little leery of reappointing somebody who you can't count on. Councilman Countryman responded he thought anybody on the council would be leery.
- Ms. Brooks also pointed out that Marty Connell (while his term is not up yet) can't meet on Thursday nights, but he could meet on Tuesday nights; however, the board of adjustment can't seem to get a quorum together in order to adopt the Rules of Procedure to change that date to Tuesday.
- Ms. Brooks asked if someone wanted to reach out to Ms. Carter to find out why she doesn't communicate or show up to the meetings, but she wants to be reappointed. Councilwoman Neill volunteered.

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

- Mayor Becker explained this was the Deer Urban Archery and the council could vote on it, because everyone knows what it is.
- **Councilman Countryman made a motion to approve Deer Urban Archery Season renewal for another year and Councilwoman Coffey seconded. The motion passed unanimously as follows:**

*Ayes: Coffey, Countryman, Cureton and Neill*

*Nays: None*

7. **Consideration of Participating in the Literacy Volunteers Spelling Bee**

- Mayor Becker explained the Spelling Bee was back, Common Heart of Indian Trail in Monroe has taken over the Literacy Council's function. They really wanted to keep that fundraiser in operation. Mineral Springs is the reigning world champion and the trophy [in the back of the council chamber] attests to it. Mineral Springs does not have to give it back, because Common Heart will be starting a new one. Mayor Becker noted Diane Countryman volunteered to be on the team again this year. Councilwoman Neill also volunteered to be on the team again. Councilman Countryman pointed out the team entry fee was \$300, but you could spend \$500 and still get your team entered and would get a bunch of publication. Mayor Becker responded you would be a sponsor and he believed that was something new, because they are doing it with a nonprofit with a little more experience at fundraising. Councilman Countryman stated he understood what Mayor Becker was saying, "you can either just be there or you can be a sponsor." Mayor Becker responded, or both, for \$500 you could have a team and be a sponsor. It is just a way of giving them more money if you want to, but we have always been happy to be a team for \$300.
- **Councilwoman Neill made a motion to approve participation in the Spelling Bee at a cost of \$300 and Councilman Countryman seconded. The motion passed unanimously as follows:**

*Ayes: Coffey, Countryman, Cureton and Neill*

*Nays: None*

8. **Consideration of Approving the 2019 Local Government Agencies General Records Retention and Disposition Schedule and the Municipal Records Retention and Disposition Schedule**

- Mayor Becker explained Ms. Brooks had restated the recommendations in this agenda packet and last month the council got clear on what this particular set of guidelines was, and that these are the ones the town had discretion on. The process is easy if everyone has gotten a chance to go over it and followed through what Ms. Brooks did last month. Mayor Becker asked if the council had any additional questions or if this was one they could approve with Ms. Brooks' recommended schedule for the discretionary ones.
- **Councilman Countryman made a motion to approve the Local Governments Agencies General Records Retention and Disposition Schedule as recommended by Ms. Brooks and Councilwoman Cureton seconded. Councilman Countryman stated the council needed to commend Ms. Brooks on all of her efforts to research**

and hash this out; it was a great effort. Councilwomen Coffey, Cureton, and Neill agreed. Mayor Becker thanked Ms. Brooks and the council for getting through the few odds and ends last month and getting back to it this month to get it passed. *The aforementioned motion by Councilman Countryman passed unanimously as follows:*

*Ayes: Coffey, Countryman, Cureton and Neill*

*Nays: None*

**9. Consideration Authorizing Staff to Contact Grading Contractors about Creating a Level Area for the Festival Stage**

- Mayor Becker asked for council guidance, not for a formal request for proposals, but one of the problems with the stage area at the festival (which is the best area right now, until we get more land) is digging holes to keep it level. Staff was curious to know if we wanted to get a grading contractor to create a level area. Councilman Countryman asked if there would be a concrete slab. Mayor Becker responded no, grass again, leveled off. Some of it has to be hauled away, because we have to do more cut and we can't fill, or we would end up channeling water towards the building. It would be removing some soil on the high end, leveling it, getting a little bit of topsoil in where the gravel is, because that is a mess, and then getting a level grass area (25 foot square), so the stage/tent can be set-up there; it would always be in the same place and there would be a lot less of a set-up situation. Councilman Countryman noted he fully approved of that idea, having had to set up the stage. Councilman Countryman asked if Mayor Becker was just saying he wanted to find out what it would cost. Mayor Becker responded, "exactly", not contracting, but some recommendations. We wouldn't go to the detail of an RFP yet, just to get a feel for it and see if it is reasonable and see if it's possible. See if there are any problems with erosion; we need some expertise.
- *Councilman Countryman made a motion to research the grading of a flat area in front of the community center and Councilwoman Neill seconded. The motion passed unanimously as follows:*

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

*Nays: None*

**10. Staff Reports**

- Mayor Becker informed the council that the potential Boy Scout project they discussed last month was not going to be worked on. The Boy Scout had been working with Pleasant Grove Campground as well, and he got that project approved there.

**11. Other Business**

- Attorney Bobby Griffon suggested that the council may want to let the record show that the audit report was presented and received tonight. The council can act on it at a later time if they wish to, but the record should show it was received. Mayor Becker acknowledged that Ms. Gangal was here and the council acknowledged receipt of the audit report and accepted it. Mayor Becker asked for a motion to accept the audit report tonight and for it to be put on the agenda for next month for

approval. This will give the council time to leaf through it and make sure they understand everything.

- **Councilman Countryman made a motion to accept the audit report and put it on the agenda for next month and Councilwoman Coffey seconded. The motion passed unanimously as follows:**

*Ayes: Coffey, Countryman, Cureton and Neill*

*Nays: None*

**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 8:02 p.m.
- The next regular meeting will be on Thursday, March 12, 2020 at 7:30 p.m. at the Mineral Springs Town Hall.

Respectfully submitted by:

  
Vicky A. Brooks, CMC, Town Clerk



  
Frederick Becker III, Mayor