

**Town of Mineral Springs**  
**Mineral Springs Town Hall**  
**3506 Potter Road S ~ Mineral Springs**  
**Mineral Springs Town Council**  
**Regular Meeting**  
**April 10, 2025 ~ 7:30 P.M.**  
**AGENDA**

**1. Opening**

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

**2. Public Comments**

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

**3. Consent Agenda – Action Item**

- A. Approval of the March 13, 2025 Regular Meeting Minutes
- B. Acceptance of the February 2025 Union County Tax Report
- C. Acceptance of the February 2025 Finance Report

**4. Discussion and Consideration of Realigning Staff Positions – Action Item**

The council will discuss and consider the realignment of staff positions and select a council member to be involved with employee interviews.

**5. Consideration of a Budget Amendment O-2024-04 – Action Item**

The council will consider adopting a budget amendment O-2024-04 for FY 2024-2025.

**6. FY2025-2026 Budget: Preliminary Departmental Appropriations – Action Item**

The council will consider recommended appropriations for the FY2025-2026 budget.

**7. Discussion and Consideration of a New Janitorial Service – Action Item**

The council will discuss the replacement of the town hall janitorial service and possibly consider a new contract.

**8. Consideration of Appointing a Delegate for the Election of the NCLM 2025-2026 Officers and Board of Directors – Action Item**

The council will consider appointing a delegate to cast a single vote in the Election of the NCLM 2025-2026 Officers and Board of Directors annual business meeting.

**9. Staff Reports**

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

**10. Other Business**

**11. Adjournment**

**Draft Minutes of the  
Mineral Springs Town Council  
Regular Meeting  
March 13, 2025 – 7:30 p.m.**

The Town Council of the Town of Mineral Springs, North Carolina, met in Regular Session at the Mineral Springs Town Hall located at 3506 Potter Road S, Mineral Springs, North Carolina, at 7:30 p.m. on Thursday, March 13, 2025.

Present: Mayor Frederick Becker III, Mayor Pro Tem Valerie Coffey, Councilman Jerry Countryman, Councilwoman Janet Critz, Councilwoman Lundeen Cureton, and Councilman Jim Muller.

Absent: Councilwoman Bettylyn Krafft.

Staff Present: Town Clerk/Zoning Administrator Vicky Brooks, Attorney Bobby Griffin and Administrative Assistant/Deputy Town Clerk Sharelle Quick.

Visitors: Michael Thompson.

**1. Opening**

With a quorum present at 7:30 p.m. on March 13, 2025, Mayor Frederick Becker called the regular meeting to order.

Councilwoman Critz delivered the invocation.

Pledge of Allegiance.

**2. Public Comments**

None.

**3. Consent Agenda – Action Item**

Councilwoman Coffey motioned to approve the consent agenda containing the February 13, 2025 Regular Meeting Minutes, the January 2025 Union County Tax Report, and the January 2025 Finance Report as presented, and Councilwoman Cureton seconded. The motion passed unanimously. Ayes: Coffey, Countryman, Critz, Cureton, and Muller. Nays: None.

**4. Presentation of the Union County Property Reevaluation – Action Item**

Union County Deputy Tax Administrator Michael Thompson presented the following 2025 Reappraisal:

**Why Do A Reappraisal?**

It is a statutory mandate – NCGS 105-286

Octennial Cycle

Mandatory Advancement

Optional Advancement

Fairness and Equity

Provide a Stable Tax Base

## 2025 Reappraisal Cycle Recap

Last Reappraisal 2021 – 35.6% Total Increase

BOCC Adopted 4-year cycle in 2021

NCDOR sent notice in 2022 mandating a 2025 Reappraisal – Sales Ratio: 82.03%

2024 Final Sales Ratio: 66.87%

## Progress to Date

114,182 Parcels Completed

60.05% Total Increase

63.45% Residential Increase

45.59% Commercial/Industrial Increase

33.45% Exempt Property Increase

94.71% Rural Land Valuation Increase (65% - 70% of value is deferred)

## Peer County Data: Top Ten By Population

County	2024 Assessed Values	2025 % Increase	2024 % Increase	2023 % Increase	2022 % Increase
Wake	\$ 271,700,000,000	-	51.00%	-	-
Mecklenburg	\$ 258,694,001,170	-	-	53.00%	-
Guilford	\$ 58,652,186,954	-	-	-	35.00%
Buncombe*	\$ 45,249,613,627	60.00%	-	-	-
Durham	\$ 43,237,568,323	75.22%	-	-	-
Cabarrus	\$ 40,784,672,847	-	56.00%	-	-
Forsyth	\$ 36,361,656,934	53.17%	-	-	-
Union	\$ 34,307,865,254	60.05%	-	-	-
Johnston	\$ 22,170,298,359	70.60%	-	-	-
Cumberland	\$ 20,088,700,000	88.00%	-	-	-

\* Buncombe projected a 60% increase in 2025, however, the reappraisal was postponed due to storm damage from Helene

## Union County Market Data

### Market Characteristics

Prices still increasing, but stabilized

December 2024 – Median listing price essentially flat compared to 2023 with a median sales price of \$438,736 and an average sales price of \$536,591 (Canopy MLS)

Days on market up to 58 from a low of 9 in April of 2022, rate of transactions are slowing

Median sales price January 2025 - \$463,485 (Rocket Mortgage)

### Contributing Factors

Charlotte Metro Regional Growth 20% - 2010 – 2024

2016 – 2021: Growth Rate 8.1% (6<sup>th</sup> fastest in the country)

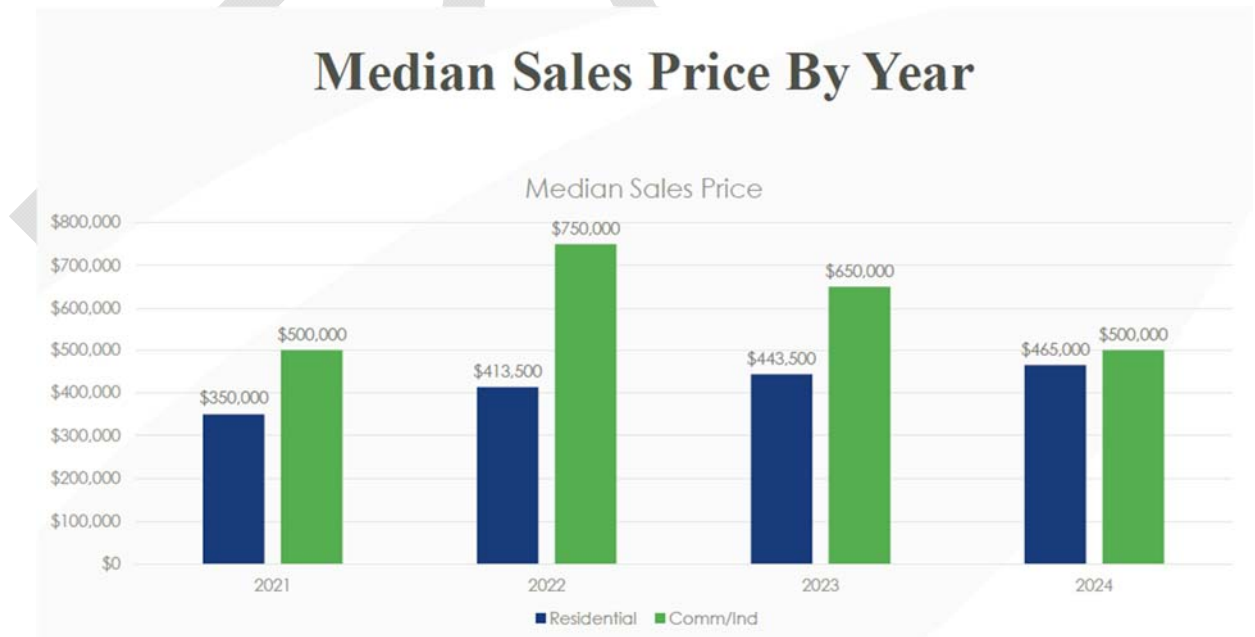
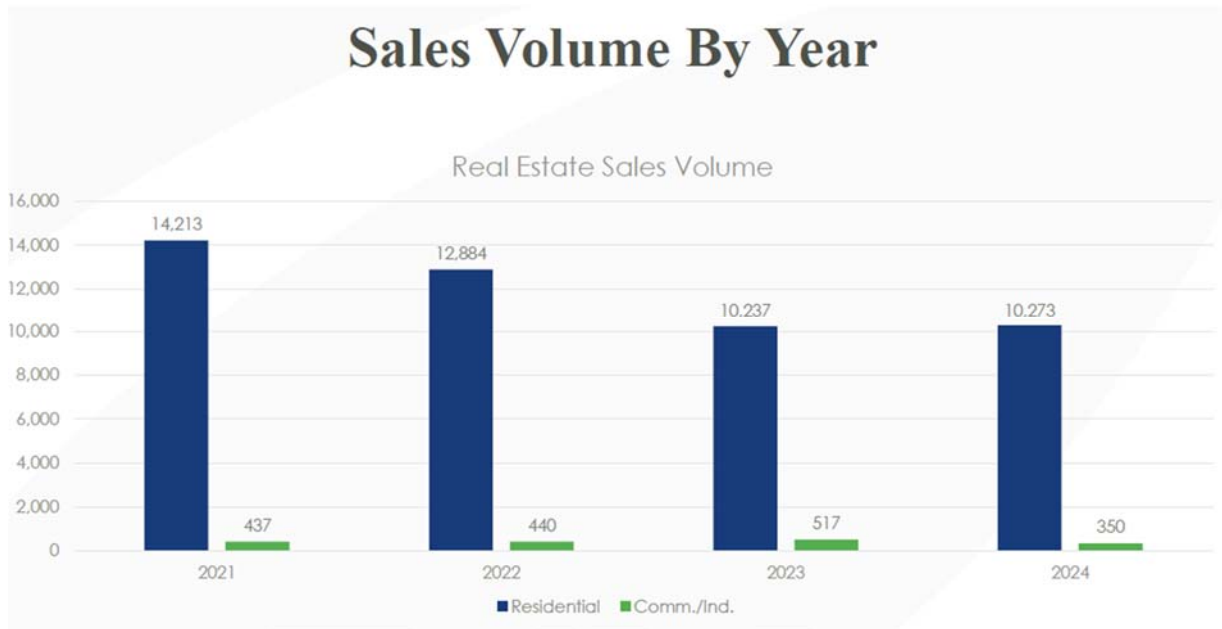
Union County 3<sup>rd</sup> fastest growing county in the region – Charlotte Regional Business Alliance

Projected to pass 300,000 by 2030 and 430,000 by 2050

NC OSBM projects 28.5% increase 2020 – 2030 (5<sup>th</sup> highest in NC)

A Continued, Strong Real Estate Market

Inflation and the Cost of Construction



## 2025 Valuation Totals

### Countywide Valuation – Market Value

Category	2024 (2021 Values)	2025
Residential/Agricultural	\$ 32,010,679,200	\$ 52,321,954,700
Commercial/Industrial	\$ 3,845,220,400	\$ 5,598,271,200
Exempt	\$1,999,802,400	\$ 2,668,803,800
Total Market Value	\$ 37,855,702,000	\$ 60,589,029,700
Rural Land Valuation	\$ 1,358,805,200	\$ 2,645,770,500
Median Home Value	\$ 293,677	\$ 403,000
Median Sales Ratio	66.87%	99.76%

### Municipal Residential Valuation

Municipality	2024 Value (2021 Value)	2025 Value	Change	2024 Median	2025 Median	Median Sqft.	2024 Median Value/Sqft.	2025 Median Value/Sqft.
Marvin	\$1,518,034,600	\$2,551,293,600	68.07%	\$678,200	\$1,121,500	4,271	\$124.11	\$215.42
Monroe	\$2,697,451,500	\$4,432,647,200	64.33%	\$209,500	\$309,500	1,722	\$100.18	\$150.87
Wingate	\$159,075,500	\$272,055,700	71.02%	\$172,600	\$265,150	1,672	\$96.75	\$136.61
Marshville	\$112,048,800	\$180,393,900	61.00%	\$111,000	\$171,400	1,300	\$84.11	\$108.50
Waxhaw	\$2,768,551,200	\$4,467,169,200	61.35%	\$356,700	\$568,600	2,840	\$103.24	\$169.64
Indian Trail	\$4,310,963,400	\$6,908,873,900	60.26%	\$264,200	\$397,000	2,047	\$107.26	\$163.69
Stallings	\$2,014,588,900	\$3,171,328,800	57.42%	\$290,500	\$446,500	2,101	\$107.42	\$176.59
Weddington	\$3,259,238,000	\$5,089,436,400	56.15%	\$553,300	\$891,600	3,743	\$117.26	\$196.58
Fairview	\$636,235,100	\$1,013,044,300	59.22%	\$275,300	\$419,200	2,005	\$100.50	\$141.55
Lake Park	\$332,895,600	\$511,405,500	53.62%	\$257,600	\$382,200	1,811	\$110.18	\$170.04
Hemby Bridge	\$152,228,100	\$248,697,300	63.37%	\$190,100	\$297,800	1,500	\$89.83	\$166.13
Wesley Chapel	\$1,394,324,200	\$2,291,774,900	64.36%	\$396,600	\$650,100	2,949	\$106.26	\$179.65
Unionville	\$826,648,200	\$1,399,352,700	69.28%	\$243,500	\$378,100	1,852	\$104.41	\$168.23
Mineral Springs	\$381,107,700	\$641,810,900	68.41%	\$217,400	\$352,800	1,820	\$96.97	\$167.15

Mr. Thompson noted that the Mineral Springs area was on the cheaper side (which is good) with the median home price going from \$217,000 to \$352,000, which is a 68.41% change.



## Municipal Commercial Valuation

Municipality	2024 (2021) Values	2025 Values	Change
Marvin	\$30,449,600	\$43,429,900	42.63%
Monroe	\$1,552,967,500	\$2,328,853,500	49.96%
Wingate	\$21,405,700	\$27,398,500	28.00%
Marshville	\$64,403,300	\$96,950,400	50.54%
Waxhaw	\$268,131,600	\$366,261,100	36.60%
Indian Trail	\$1,086,698,000	\$1,551,336,700	42.76%
Stallings	\$355,042,300	\$519,427,400	46.30%
Weddington	\$31,519,300	\$34,125,500	32.53%
Fairview	\$8,782,500	\$13,098,500	49.14%
Lake Park	\$16,211,100	\$21,694,200	33.82%
Hemby Bridge	\$8,184,700	\$11,292,900	37.98%
Wesley Chapel	\$78,782,100	\$106,157,200	34.75%
Unionville	\$5,576,600	\$9,865,800	76.91%
Mineral Springs	\$17,197,000	\$21,829,900	26.94%

### Statistical Quality Control

#### Coefficient of Dispersion (COD)

A statistical measure that indicates the distribution of a data set is relative to its median

The International Association of Assessing Officers (IAAO) establishes the COD range to be between 5 and 25 depending on property classification and location.

A **higher COD** means the values are more spread out and less consistent, while a **lower COD** means the values are closer together, indicating more consistency.

	2024	2025
COD*	18.79	8.53

\*COD after removing the outliers using the 1.5 IQR Rule

### Price Related Deferential (PRD)

A statistical measure that indicates how uniform the relationship is between the sales price and the value of the property

The purpose of this is to compare the assessment levels of lower value property to the assessment levels of higher value properties

A value above 1.03 may indicate the values are regressive: over valuing lower value properties

A value below .98 may indicate the value are progressive: over valuing higher value properties

	2024	2025
PRD*	1.0298	1.004

\*PRD after removing the outliers using the 1.5 IQR Rule

## Appeals Process

There are 5 Stages to the Appeals Process:

- Informal/Staff Level Review
- Board of Equalization and Review
- Property Tax Commission
- North Carolina Court of Appeals (matter of law)
- North Carolina Supreme Court (matter of law)

## Board of Equalization and Review

2025 Chairman – Dutch Hardison

Experienced and Qualified Board Members

- Mark Ashcraft
- Thomas Smith
- Rev. Jimmy Bention
- Robert O'Keefe

BER Convenes – April 14, 2025

Expected Adjournment Date – May 28, 2025

## Technology and Customer Service

- Online Appeals Portal
- Online Property Portal
- Comparable Sales Database
- UCGOV.INFO/MYPROPERTY

# COMPER by Spatiallest

COMPER - Union, NC [Find Property](#)

Refine By: [Distance 1 miles](#) [Sale Date 2019-01-01 - 2020-12-31](#) [Gross Area 1,891 - 2,827 SqFt](#) [My HND](#) [Structure](#) [Year Built](#) [Quality](#) [Bedrooms](#) [Baths](#) [Condition](#)

**Subject Property**

3604 Herkimer Dr  
Distance: N/A  
PID: 09402689  
Sale Date: 03/19/2008

**28 Nearby Sales**

Address	Distance	Price	Year Built
3602 Herkimer Dr	Distance: 50 ft	\$119,000	2007
712 Perth Dr	Distance: 358 ft	\$140,000	2008
711 Perth Dr	Distance: 361 ft	\$133,000	2008
618 Lettner Way	Distance: 368 ft	\$132,500	2008
3511 Herkimer Dr	Distance: 394 ft	\$130,000	2007
615 Lindborg Tr	Distance: 531 ft	\$130,000	2008
606 Lindborg Tr	Distance: 532 ft	\$134,500	2008

**Map** **Satellite**

Map data ©2020 Google, ©2019 Microsoft, ©2019 OpenStreetMap contributors, Imagery ©2020 Google

## Online Appeals Portal

### 3604 Herkimer Dr

Please review your property information.

If you disagree with the value the Assessor has placed on your property you can begin the appeal process here.

To view similar properties in your area, and the appraisal data used to establish the value, click on the Visit Comper option. This is a map based tool for residential properties only.



Parcel Number 09402689

Owners' Name(s) [REDACTED]

Parcel Address 3604 Herkimer Dr

Current Market Value \$250,900

[Go back to search results](#)

Online filing will be enabled once the 2025 values have been noticed. To file in-person, please contact the office for the appropriate appeal documentation.

**File an Appeal**

The appeal season is closed.

**Visit Comper**

Use our comparables tool to compare your property valuation with others.

**PRC**

Visit the Property Record Card for this parcel



# Recognition and Special Thanks

## Union County Appraisal Staff and Management

Michael Thompson	Brad Helms	Jody Fowler-Lemmond
Greg Almond	Joe Hunter	Allan Madge
Donald Ziegler	Dana Chastain	Jay Ecton
Nick Parker	Latoshia Wiggins	Wil Marshal
Brent Smith	Travis Moscuza	Chelsea Simpson
Jennifer Baldwin	Brittany Sterling	Geoffroy Prevost

### Questions:

Councilwoman Critz referred to the “Rural Land” and asked if that included an agricultural/conservation discount.

Mr. Thompson responded it was Rural Land even if it was agricultural. That was market value, which may not be the assessed value. For example, if it was worth a million dollars, but there was a PUV (Present Use Value) on it, the taxable amount may be \$100,000 versus \$1,000,000. It is just a total market.

Councilwoman Critz asked if the “comps” were the same kind that real estate agents were using.

Mr. Thompson responded he would assume so. The difference is that the county is going to default to the last 12 months, because the valuation is January 1, so it will look backwards.

### 5. Consideration of a Resolution Adopting the Cabarrus Stanly Union Regional Hazard Mitigation Plan – Action Item

Mayor Becker asked if there were any questions or if everyone understood this was an update to the county plan that the town was signing on to.

Councilwoman Coffey motioned to adopt this resolution of the Cabarrus Stanly Union Regional Hazard Mitigation Plan and Councilwoman Critz seconded. The motion passed unanimously. Ayes: Coffey, Countryman, Critz, Cureton, and Muller. Nays: None.

The resolution is as follows:

**TOWN OF MINERAL SPRINGS  
RESOLUTION TO  
ADOPT THE CABARRUS STANLY UNION  
REGIONAL HAZARD MITIGATION PLAN**

**R-2025-03**

**WHEREAS**, the citizens and property within Town of Mineral Springs are subject to the effects of natural hazards that pose threats to lives and cause damage to property, and with the knowledge and experience that certain areas of the county are particularly vulnerable to drought, extreme heat, hailstorm, hurricane and tropical storm, lightning, thunderstorm wind/high wind, tornado, winter storm and freeze, flood, hazardous material incident, and wildfire; and

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

**WHEREAS**, the Legislature of the State of North Carolina has in Article 5, Section 160D-501 of Chapter 160D of the North Carolina General Statutes, delegated to local governmental units the responsibility to adopt regulations designed to promote the public health, safety, and general welfare of its citizenry; and

**WHEREAS**, the Legislature of the State of North Carolina has enacted General Statute Section 166A-19.41 (*State emergency assistance funds*) which provides that for a state of emergency declared pursuant to G.S. 166A-19.20(a) after the deadline established by the Federal Emergency Management Agency pursuant to the Disaster Mitigation Act of 2002, P.L. 106-390, the eligible entity shall have a hazard mitigation plan approved pursuant to the Stafford Act; and.

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

**WHEREAS**, the Town of Mineral Springs has performed a comprehensive review and evaluation of each section of the previously approved Hazard Mitigation Plan and has updated the said plan as required under regulations at 44 CFR Part 201 and according to guidance issued by the Federal Emergency Management Agency and the North Carolina Division of Emergency Management.

**WHEREAS**, it is the intent of the Town Council of Town of Mineral Springs to fulfill this obligation in order that the County will be eligible for federal and state assistance in the event that a state of disaster is declared for a hazard event affecting the County;

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

1. Adopts the Cabarrus Stanly Union Regional Hazard Mitigation Plan.
2. Vests Union County Emergency Management with the responsibility, authority, and the means to:
  - (a) Inform all concerned parties of this action.
  - (b) Cooperate with Federal, State and local agencies and private firms which undertake to study, survey, map and identify floodplain areas, and cooperate with neighboring communities with respect to management of adjoining floodplain areas in order to prevent exacerbation of existing hazard impacts.
3. Appoints Union County Emergency Management to assure that the Hazard Mitigation Plan is reviewed annually and every five years as specified in the Plan to assure that the Plan is in compliance with all State and Federal regulations and that any needed revisions or amendments to the Plan are developed and presented to the Union County Board of Commissioners for consideration.
4. Agrees to take such other official action as may be reasonably necessary to carry out the objectives of the Hazard Mitigation Plan.

**ADOPTED** this the 13<sup>th</sup> day of March, 2025.

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

Attest:

\_\_\_\_\_  
Vicky Brooks, Town Clerk  
Town of Mineral Springs

## **6. Consideration of Reappointing a Planning Board Member – Action Item**

Councilwoman Critz motioned to reappoint Michael Rutland to the planning board and Councilman Muller seconded. The motion passed unanimously. Ayes: Coffey, Countryman, Critz, Cureton, and Muller. Nays: None.

## **7. Staff Reports**

None.

## **8. Other Business**

Councilman Countryman mentioned issues in downtown Mineral Springs that seemed to be “raising their ugly head.” Councilman Countryman was not sure if it was relative to the transient people that used to be in the woods or what the problem was, but there was a situation not too long ago where there was kind of a “stir up” over at the coffee shop, with some hostility that required four Union County Sheriff’s cars, an ambulance, and some other things. One of the residents of the strip mall decided that there were some issues going on behind the building on the tracks that were found to be scary; therefore, she left her business. Councilman Countryman stated he was curious if the council/staff were aware of the things going on and what they were going to do about it.

Mayor Becker responded that he had not been aware of any major problems.

Councilwoman Coffey asked Councilman Countryman if he could share which business left.

Councilman Countryman responded it was two businesses (one owner) that had two locations in the strip mall. It got to the point where the business owner was so frightened that she decided to close her business.

Councilwoman Coffey offered that she happened to be in a business and happened to hear a conversation relative to the business owner not being able to sustain/grow her business. Councilwoman Coffey stated she had not heard there was a problem, but it seemed as if it were financial.

Mayor Becker concurred that he heard it was a cost-based decision on the business owner's part.

Councilman Countryman then asked, from a community standpoint, if the town was still having issues with the campers and if they were still an issue in the community.

Mayor Becker responded that he did not know, but he and Vicky happened to be inspecting the camper issues on town property and adjoining property that afternoon and there was no sign of any new activity. Mayor Becker suggested that perhaps the railroad tracks was their new location, but he had not heard from businesses.

Councilwoman Coffey mentioned that she was at the pharmacy all the time, and they had not mentioned any challenges; they are happy there. Councilwoman Coffey added that the business owners converse with each other and look after each other, and she had not heard any negative comments.

**9. Adjournment** – Action Item

At 8:02 p.m. Councilwoman Coffey motioned to adjourn the meeting and Councilman Countryman seconded. The motion passed unanimously. Ayes: Coffey, Countryman, Critz, Cureton, and Muller. Nays: None.

The next regular meeting will be on Thursday, April 10, 2025 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, Mayor

# Memorandum

**To:** Town of Mineral Springs  
Rick Becker

**From:** Vann Harrell   
Tax Administrator

**Date:** March 7, 2025

**Re:** Departmental Monthly Report

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The Tax Collector's monthly/year to date collections report for the month ending February 28, 2025 is attached for your information and review.

Should you desire additional information, I will provide that at your request.

Attachment

VH/JM

FEBRUARY 2025  
TOWN OF MINERAL SPRINGS  
PERCENTAGE REPORT

<b>FEBRUARY 28, 2025 REGULAR TAX</b>	<b>2025</b>	<b>2024</b>	<b>2023</b>	<b>2022</b>	<b>2021</b>
BEGINNING CHARGE		85,724.52	82,405.80	80,802.40	80,155.13
TAX CHARGE	62.67				
PUBLIC UTILITIES CHARGES					
DISCOVERIES					
NON-DISCOVERIES					
RELEASES					
<b>TOTAL CHARGE</b>	<b>62.67</b>	<b>85,724.52</b>	<b>82,405.80</b>	<b>80,802.40</b>	<b>80,155.13</b>
BEGINNING COLLECTIONS		81,995.27	82,350.95	80,785.16	80,143.10
COLLECTIONS - TAX		2,362.98	0.23		
COLLECTIONS - INTEREST		62.80	0.02		
<b>TOTAL COLLECTIONS</b>	<b>-</b>	<b>84,358.25</b>	<b>82,351.18</b>	<b>80,785.16</b>	<b>80,143.10</b>
BALANCE OUTSTANDING	62.67	1,366.27	54.62	17.24	12.03
<b>PERCENTAGE OF REGULAR</b>	<b>0.00%</b>	<b>98.41%</b>	<b>99.93%</b>	<b>99.98%</b>	<b>99.98%</b>
<b>COLLECTION FEE 1.25 %</b>	<b>-</b>	<b>30.32</b>	<b>0.00</b>	<b>-</b>	<b>-</b>



FEBRUARY 2025  
TOWN OF MINERAL SPRINGS  
PERCENTAGE REPORT

2020	2019	2018	2017	2016	2015
69,817.57	67,992.78	67,409.94	65,441.40	61,553.74	62,157.91
<b>69,817.57</b>	<b>67,992.78</b>	<b>67,409.94</b>	<b>65,441.40</b>	<b>61,553.74</b>	<b>62,157.91</b>
69,753.18	67,927.72	67,403.17	65,437.75	61,550.09	62,151.90
<b>69,753.18</b>	<b>67,927.72</b>	<b>67,403.17</b>	<b>65,437.75</b>	<b>61,550.09</b>	<b>62,151.90</b>
64.39	65.06	6.77	3.65	3.65	6.01
<b>99.91%</b>	<b>99.90%</b>	<b>99.99%</b>	<b>99.99%</b>	<b>99.99%</b>	<b>99.99%</b>
-	-	-	-	-	-

## **Town of Mineral Springs**

# **FINANCE REPORT**

## **February 2025**

Prepared for:

**The Mineral Springs Town Council**

By:

**Frederick Becker III**  
**Finance Officer**

**April 10, 2025**

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# Cash Flow Report FY2024 YTD

7/1/2024 through 2/28/2025

3/11/2025

Page 1

Category	7/1/2024- 2/28/2025
<b>INCOME</b>	
Interest Income	35,398.96
Other Inc	
Copy Charges	1.00
Sales Tax Refunds	2,208.60
Zoning	5,917.50
TOTAL Other Inc	8,127.10
Prop Tax Prior Years	
Prop Tax 2019	
Receipts 2019	
Int	0.68
Tax	0.92
TOTAL Receipts 2019	1.60
TOTAL Prop Tax 2019	1.60
Prop Tax 2020	
Receipts	
Int	4.65
Tax	55.87
TOTAL Receipts	60.52
TOTAL Prop Tax 2020	60.52
Prop Tax 2021	
Receipts 2021	
Int	23.25
Tax	82.93
TOTAL Receipts 2021	106.18
TOTAL Prop Tax 2021	106.18
Prop Tax 2022	
Receipts 2022	
Int	5.61
Tax	35.56
TOTAL Receipts 2022	41.17
TOTAL Prop Tax 2022	41.17
Prop Tax 2023	
Receipts 2023	
Int	5.80
Tax	89.64
TOTAL Receipts 2023	95.44
TOTAL Prop Tax 2023	95.44
TOTAL Prop Tax Prior Years	304.91
Property Tax 2024	
Receipts 2024	
Int	38.83
Tax	81,989.06
TOTAL Receipts 2024	82,027.89
TOTAL Property Tax 2024	82,027.89
Sales Tax	
Cable TV	4,181.50
Electricity	61,512.07
Natural Gas Excise	40.12
Sales & Use Dist	20,367.80

# Cash Flow Report FY2024 YTD

7/1/2024 through 2/28/2025

3/11/2025

Page 2

Category	7/1/2024- 2/28/2025
telecommunications	539.29
TOTAL Sales Tax	86,640.78
Veh Tax	
Int 2024	59.31
Tax 2024	5,110.65
TOTAL Veh Tax	5,169.96
<b>TOTAL INCOME</b>	<b>217,669.60</b>
<b>EXPENSES</b>	
Ads	203.96
Attorney	2,747.70
Audit	5,230.00
Capital Outlay	
Beautification	1,942.85
TOTAL Capital Outlay	1,942.85
Community	
Communication	
Social Media	4,188.00
TOTAL Communication	4,188.00
Greenway	9,332.68
Maint	4,339.00
Parks & Rec	
Park	2,728.22
TOTAL Parks & Rec	2,728.22
Special Events	
Services	1,486.00
TOTAL Special Events	1,486.00
TOTAL Community	22,073.90
Emp	
Benefits	
Dental	684.00
Life	626.56
NCLGERS	16,314.80
Vision	126.00
TOTAL Benefits	17,751.36
Bond	550.00
FICA	
Med	1,538.25
Soc Sec	6,577.42
TOTAL FICA	8,115.67
Payroll	1,801.44
Unemp	45.90
Work Comp	2,071.75
TOTAL Emp	30,336.12
Office	
Clerk	31,992.00
Council	9,600.00
Deputy Clerk	8,684.96
Dues	6,625.84
Equip	1,818.13
Finance Officer	29,528.00



# Cash Flow Report FY2024 YTD

7/1/2024 through 2/28/2025

3/11/2025

Page 3

Category	7/1/2024- 2/28/2025
Ins	4,377.94
Maint	
Materials	452.69
Service	12,192.04
TOTAL Maint	12,644.73
Mayor	4,000.00
Post	528.40
Records	5,956.19
Supplies	2,043.85
Tel	6,979.71
Util	2,629.80
TOTAL Office	127,409.55
Planning	
Administration	
Contract	3,940.64
Salaries	27,632.00
TOTAL Administration	31,572.64
Misc	1,102.60
TOTAL Planning	32,675.24
Street Lighting	945.75
Tax Coll	
Contract	1,119.60
TOTAL Tax Coll	1,119.60
Training	
Officials	225.00
TOTAL Training	225.00
Travel	1,994.84
<b>TOTAL EXPENSES</b>	<b>226,904.51</b>
<b>TRANSFERS</b>	
FROM Idle Funds First National	10,000.00
TO Check Min Spgs	-10,000.00
<b>TOTAL TRANSFERS</b>	<b>0.00</b>
<b>OVERALL TOTAL</b>	<b>-9,234.91</b>

# Account Balances History Report - As of 2/28/2025

(Includes unrealized gains)

Account	6/29/2024 Balance	6/30/2024 Balance	7/31/2024 Balance	8/31/2024 Balance	9/30/2024 Balance	10/31/2024 Balance
<b>ASSETS</b>						
<b>Cash and Bank Accounts</b>						
Check Min Spgs	60,209.07	60,209.07	15,568.07	8,709.82	53,240.54	34,274.93
Idle Funds First National	367,618.73	367,802.04	368,018.19	358,189.37	358,341.48	358,493.65
NCCMT_Cash	1,063,514.91	1,067,990.41	1,072,729.63	1,077,486.40	1,081,975.49	1,086,355.11
<b>TOTAL Cash and Bank Accounts</b>	<b>1,491,342.71</b>	<b>1,496,001.52</b>	<b>1,456,315.89</b>	<b>1,444,385.59</b>	<b>1,493,557.51</b>	<b>1,479,123.69</b>
<b>Other Assets</b>						
State Revenues Receivable	0.00	62,962.27	58,747.94	55,357.58	0.00	0.00
<b>TOTAL Other Assets</b>	<b>0.00</b>	<b>62,962.27</b>	<b>58,747.94</b>	<b>55,357.58</b>	<b>0.00</b>	<b>0.00</b>
<b>TOTAL ASSETS</b>	<b>1,491,342.71</b>	<b>1,558,963.79</b>	<b>1,515,063.83</b>	<b>1,499,743.17</b>	<b>1,493,557.51</b>	<b>1,479,123.69</b>
<b>LIABILITIES</b>						
<b>Other Liabilities</b>						
Accounts Payable	692.77	2,206.54	692.77	692.77	692.77	692.77
<b>TOTAL Other Liabilities</b>	<b>692.77</b>	<b>2,206.54</b>	<b>692.77</b>	<b>692.77</b>	<b>692.77</b>	<b>692.77</b>
<b>TOTAL LIABILITIES</b>	<b>692.77</b>	<b>2,206.54</b>	<b>692.77</b>	<b>692.77</b>	<b>692.77</b>	<b>692.77</b>
<b>OVERALL TOTAL</b>	<b>1,490,649.94</b>	<b>1,556,757.25</b>	<b>1,514,371.06</b>	<b>1,499,050.40</b>	<b>1,492,864.74</b>	<b>1,478,430.92</b>

# Account Balances History Report - As of 2/28/2025

(Includes unrealized gains)

Account	11/30/2024 Balance	12/31/2024 Balance	1/31/2025 Balance	2/28/2025 Balance
<b>ASSETS</b>				
<b>Cash and Bank Accounts</b>				
Check Min Spgs	11,939.18	98,495.09	95,436.11	87,023.70
Idle Funds First National	358,636.07	358,780.51	358,902.40	359,012.53
NCCMT_Cash	1,090,453.60	1,094,591.52	1,098,581.19	1,102,178.88
<b>TOTAL Cash and Bank Accounts</b>	<b>1,461,028.85</b>	<b>1,551,867.12</b>	<b>1,552,919.70</b>	<b>1,548,215.11</b>
<b>Other Assets</b>				
State Revenues Receivable	0.00	0.00	0.00	0.00
<b>TOTAL Other Assets</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>TOTAL ASSETS</b>	<b>1,461,028.85</b>	<b>1,551,867.12</b>	<b>1,552,919.70</b>	<b>1,548,215.11</b>
<b>LIABILITIES</b>				
<b>Other Liabilities</b>				
Accounts Payable	692.77	692.77	692.77	692.77
<b>TOTAL Other Liabilities</b>	<b>692.77</b>	<b>692.77</b>	<b>692.77</b>	<b>692.77</b>
<b>TOTAL LIABILITIES</b>	<b>692.77</b>	<b>692.77</b>	<b>692.77</b>	<b>692.77</b>
<b>OVERALL TOTAL</b>	<b>1,460,336.08</b>	<b>1,551,174.35</b>	<b>1,552,226.93</b>	<b>1,547,522.34</b>

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Mineral Springs Monthly Revenue Summary 2024-25

TOWN OF MINERAL SPRINGS																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																										
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TOWN OF MINERAL SPRINGS					
BUDGET COMPARISON 2024-25 (Incl. Amendment 2024-01)					
Appropriation dept	Budget	Unspent	Spent YTD	% of Budget	July
Advertising	\$ 1,200.00	\$ 996.04	\$ 203.96	17.0%	\$ 94.52
Attorney	\$ 7,200.00	\$ 4,452.30	\$ 2,747.70	38.2%	\$ 647.70
Audit	\$ 5,230.00	-	\$ 5,230.00	100.0%	\$ -
Charities & Agencies	\$ 12,575.00	\$ 12,575.00	\$ -	0.0%	\$ -
Community Projects	\$ 32,988.00	\$ 10,914.10	\$ 22,073.90	66.9%	\$ 326.16
Contingency	\$ 3,000.00	\$ 3,000.00	\$ -	0.0%	\$ -
Employee Overhead	\$ 43,600.00	\$ 13,263.88	\$ 30,336.12	69.6%	\$ 3,397.51
Elections	\$ -	\$ -	\$ -	0.0%	\$ -
Fire Protection	\$ 12,000.00	\$ 12,000.00	\$ -	0.0%	\$ -
Intergovernmental	\$ -	\$ -	\$ -	0.0%	\$ -
Office & Administrative	\$ 196,638.00	\$ 69,228.45	\$ 127,409.55	64.8%	\$ 11,839.49
Planning & Zoning	\$ 54,178.00	\$ 21,502.76	\$ 32,675.24	60.3%	\$ 4,215.25
Street Lighting	\$ 2,150.00	\$ 1,204.25	\$ 945.75	44.0%	\$ -
Tax Collection	\$ 1,800.00	\$ 680.40	\$ 1,119.60	62.2%	\$ 4.63
Training	\$ 3,000.00	\$ 2,775.00	\$ 225.00	7.5%	\$ -
Travel	\$ 3,600.00	\$ 1,605.16	\$ 1,994.84	55.4%	\$ 1,500.31
Capital Outlay	\$ 49,816.00	\$ 47,873.15	\$ 1,942.85	3.9%	\$ -
Totals	\$ 428,975.00	\$ 202,070.49	\$ 226,904.51	52.9%	\$ 22,025.57
Off Budget:					
Interfund Transfers					
Total Off Budget:			\$ -	\$ -	\$ -

[illegible]

# February 2025 Cash Flow Report - Feb 2025

2/1/2025 through 2/28/2025

3/11/2025

Page 1

Category	2/1/2025- 2/28/2025
<b>INCOME</b>	
Interest Income	3,707.82
Other Inc	
Copy Charges	1.00
Sales Tax Refunds	1,272.29
Zoning	175.00
TOTAL Other Inc	1,448.29
Prop Tax Prior Years	
Prop Tax 2020	
Receipts	
Int	4.06
Tax	54.20
TOTAL Receipts	58.26
TOTAL Prop Tax 2020	58.26
Prop Tax 2021	
Receipts 2021	
Int	15.63
Tax	53.99
TOTAL Receipts 2021	69.62
TOTAL Prop Tax 2021	69.62
Prop Tax 2022	
Receipts 2022	
Int	0.16
Tax	0.82
TOTAL Receipts 2022	0.98
TOTAL Prop Tax 2022	0.98
Prop Tax 2023	
Receipts 2023	
Int	0.00
Tax	0.00
TOTAL Receipts 2023	0.00
TOTAL Prop Tax 2023	0.00
TOTAL Prop Tax Prior Years	128.86
Property Tax 2024	
Receipts 2024	
Int	38.83
Tax	11,456.21
TOTAL Receipts 2024	11,495.04
TOTAL Property Tax 2024	11,495.04
Sales Tax	
Sales & Use Dist	3,562.53
TOTAL Sales Tax	3,562.53
<b>TOTAL INCOME</b>	<b>20,342.54</b>
<b>EXPENSES</b>	
Attorney	300.00
Community	
Maint	1,067.50
Parks & Rec	
Park	578.83

## February 2025 Cash Flow Report - Feb 2025

2/1/2025 through 2/28/2025

3/11/2025

Page 2

Category	2/1/2025- 2/28/2025
TOTAL Parks & Rec	578.83
TOTAL Community	1,646.33
Emp	
Benefits	
Dental	76.00
Life	67.20
NCLGERS	4,078.70
Vision	14.00
TOTAL Benefits	4,235.90
FICA	
Med	191.38
Soc Sec	818.34
TOTAL FICA	1,009.72
Payroll	184.43
Work Comp	-4.29
TOTAL Emp	5,425.76
Office	
Clerk	4,238.94
Council	1,200.00
Deputy Clerk	1,023.75
Finance Officer	3,912.46
Maint	
Service	1,688.00
TOTAL Maint	1,688.00
Mayor	500.00
Post	5.86
Tel	571.25
Util	537.21
TOTAL Office	13,677.47
Planning	
Administration	
Salaries	3,661.24
TOTAL Administration	3,661.24
TOTAL Planning	3,661.24
Street Lighting	86.51
Tax Coll	
Contract	145.30
TOTAL Tax Coll	145.30
Travel	104.52
<b>TOTAL EXPENSES</b>	<b>25,047.13</b>
<b>OVERALL TOTAL</b>	<b>-4,704.59</b>

# Register Report - Feb 2025

2/1/2025 through 2/28/2025

3/13/2025

Page 1

Date	Num	Description	Memo	Category	Amount
2/3/2025	EFT ...	NC State Treasurer	01/25 LGERS contribution FY2024	Office:Clerk	-239.94
			01/25 LGERS contribution FY2024	Office:Finance Officer	-221.46
			01/25 LGERS contribution FY2024	Planning:Administration:Salaries	-207.24
			01/25 employer contribution FY2024	Emp:Benefits:NCLGERS	-2,039.35
2/10/2025	7070	Toi Toi USA LLC	I/N INV264516 Portable units 01/202...	Community:Parks & Rec:Park	-279.69
2/10/2025	7071	Sign Pro	I/N 14768 Remove Christmas Lights (...)	Community:Maint	-1,067.50
2/10/2025	7072	Clark, Griffin & McCollum	I/N 8665 2/2025 (FY2024)	Attorney	-300.00
2/10/2025	7073	Duke Power	9100 3284 5207 (FY2024)	Street Lighting	-86.51
2/10/2025	7074	Union County Water {Of...	A/N 84361*00 (FY2024)	Office:Util	-49.62
2/10/2025	7075	Union County Water {P...	A/N 91052*00 (FY2024)	Community:Parks & Rec:Park	-19.45
2/10/2025	EFT ...	Union County	01/2025 (FY2024)	Property Tax 2024:Receipts 2024:Tax	11,456.21
			01/2025 (FY2024)	Property Tax 2024:Receipts 2024:Int	38.83
			01/2025 (FY2024)	Prop Tax Prior Years:Prop Tax 2023...	0.00
			01/2025 (FY2024)	Prop Tax Prior Years:Prop Tax 2023...	0.00
			01/2025 (FY2024)	Prop Tax Prior Years:Prop Tax 2022...	0.82
			01/2025 (FY2024)	Prop Tax Prior Years:Prop Tax 2022...	0.16
			01/2025 (FY2024)	Prop Tax Prior Years:Prop Tax 2021...	53.99
			01/2025 (FY2024)	Prop Tax Prior Years:Prop Tax 2021...	15.63
			01/2025 (FY2024)	Prop Tax Prior Years:Prop Tax 2020...	54.20
			01/2025 (FY2024)	Prop Tax Prior Years:Prop Tax 2020...	4.06
			FY2024	Tax Coll:Contract	-145.30
2/10/2025	EFT ...	Deposit	#24011 (FY2024)	Other Inc:Zoning	75.00
			#24011 (FY2024)	Emp:Work Comp	4.29
			#24011 (FY2024)	Other Inc:Sales Tax Refunds	1,272.29
2/11/2025	EFT	Debit Card (AOL)	AOL Troubleshooting Svc 2/25 (FY20...	Office:Tel	-11.23
2/18/2025	EFT	NC Department of Reve...	Sales & Use Distribution 12/2024 (FY...	Sales Tax:Sales & Use Dist	3,562.53
2/18/2025	7076	Queen Bee's Pest Solut...	I/N 10711 Pest Control (FY2024)	Office:Maint:Service	-100.00
2/18/2025	7077	**VOID**Frederick Beck...	11/24 - 12/24 reimbursement: mileag...	Travel	0.00
2/18/2025	7078	City Of Monroe	A/N 514654 Natural Gas 1/2025 (FY2...	Office:Util	-301.66
2/18/2025	7079	Frederick Becker III	11/24 - 12/24 reimbursement: mileag...	Travel	-104.52
2/20/2025	7080	Blackmon's Landscapin...	I/N 12220 Service 2/2025 (FY2024)	Office:Maint:Service	-1,400.00
2/20/2025	7081	Windstream	061348611 1/2025 (FY2024)	Office:Tel	-444.32
2/20/2025	7082	Duke Power{Office}	9100 3284 4818 (FY2024)	Office:Util	-154.80
2/20/2025	7083	Duke Power	9100 3284 5041 (Old School) (FY2024)	Office:Util	-31.13
2/24/2025	7084	Bucket, Mop, And Broo...	I/N OLMC-283 janitorial 2/2025 (FY20...	Office:Maint:Service	-188.00
2/24/2025	7085...	Municipal Insurance Tru...	03/25 (FY2024)	Emp:Benefits:Life	-67.20
			03/25 (FY2024)	Emp:Benefits:Dental	-76.00
			03/25 (FY2024)	Emp:Benefits:Vision	-14.00
2/24/2025	7086	Toi Toi USA LLC	I/N INV282387 Portable units 03/202...	Community:Parks & Rec:Park	-279.69
2/26/2025	EFT	Debit Card (USPS)	Postage - certified (FY2024)	Office:Post	-5.86
2/27/2025	EFT ...	Paychex	Salary 02/25 (FY2024)	Office:Clerk	-3,759.06
			02/25 (FY2024)	Office:Deputy Clerk	-1,023.75
			Salary 02/25 (FY2024)	Office:Finance Officer	-3,469.54
			Salary 02/25 (FY2024)	Office:Mayor	-500.00
			Salary 02/25 (FY2024)	Office:Council	-1,200.00
			Salary 02/25 (FY2024)	Planning:Administration:Salaries	-3,246.76
			FY2024	Emp:FICA:Soc Sec	-818.34
			FY2024	Emp:FICA:Med	-191.38
2/27/2025	EFT ...	NC State Treasurer	02/25 LGERS contribution FY2024	Office:Clerk	-239.94
			02/25 LGERS contribution FY2024	Office:Finance Officer	-221.46
			02/25 LGERS contribution FY2024	Planning:Administration:Salaries	-207.24
			02/25 employer contribution FY2024	Emp:Benefits:NCLGERS	-2,039.35
2/27/2025	7087	Verizon Wireless	221474588-00001 (FY2024)	Office:Tel	-115.70
2/27/2025	DEP ...	Deposit	FY2024	Other Inc:Zoning	100.00
			FY2024	Other Inc:Copy Charges	1.00
2/28/2025	EFT	Paychex Fees	Fees 02/25 (FY2024)	Emp:Payroll	-184.43
2/1/2025 - 2/28/2025					-8,412.41

Register Report - Feb 2025  
2/1/2025 through 2/28/2025

3/13/2025

Page 2

Date	Num	Description	Memo	Category	Amount
				<b>TOTAL INFLOWS</b>	<b>16,639.01</b>
				<b>TOTAL OUTFLOWS</b>	<b>-25,051.42</b>
				<b>NET TOTAL</b>	<b>-8,412.41</b>

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February 2025

Revenue Details



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**CREDIT MEMO**

Page: 1

**NC Interlocal Risk Management Agency**  
P.O. Box 751473  
Charlotte, NC 28275-1473

**Credit**

To: Town Of Mineral Springs  
PO Box 600  
Mineral Springs, NC 28108

**Customer ID 587**  
Credit Memo Number: CM0006765  
Credit Memo Date: 01/16/25

**Description****Total Price**

2023/2024 Audit Invoice

&lt; 4.29 &gt;

**N.C. Interlocal Risk Management Agency**

Vendor No: 587

01/23/2025

Vendor Name: Town Of Mineral

Check No. 17502

Reference	Invoice Date	Original Amount	Discount Taken	Amount Paid
CM0006765	1/16/2025	4.29	0.00	4.29
<b>Totals :</b>		<b>4.29</b>		<b>4.29</b>

TRUE WATERMARK PAPER. HOLD TO LIGHT TO VIEW. HEAT SENSITIVE PINK IMAGE DISAPPEARS WITH HEAT.

**N.C. Interlocal Risk Management**  
434 Fayetteville St., Suite 1900  
Raleigh, NC 27601

Wells Fargo Bank, N.A.  
San Francisco, CA  
11-24/1210

Check No. 17502

Check Date  
01/23/2025

Amount  
\$\*\*\*\*\*4.29

Pay \*\*\*\* FOUR AND 29/100 DOLLARS

Pay To The Order Of :  
Town Of Mineral Springs  
PO Box 600  
Mineral Springs, NC 28108

Your Signature Here

⑈000 1 7 50 2⑈ ⑆ 1 2 1000 248⑆ 206 2680 383 206⑈





P 5093244

State of North Carolina  
Department of Revenue  
P.O. Box 25000  
Raleigh, NC 27640-0100



Return Service Requested

0000713

TOWN OF MINERAL SPRINGS  
PO BOX 600  
MINERAL SPRINGS NC 28108-0600



THIS MULTI TONE AREA OF THE DOCUMENT CHANGES COLOR GRADUALLY AND EVENLY FROM DARK TO LIGHT WITH DARKER AREAS BOTH TOP AND BOTTOM

2022

SALES AND USE TAX REFUND

02353837

6500774002011

DATE 01/28/2025

CHECK NO. 0802353837

66-1059  
531

PAY: ONE THOUSAND TWO HUNDRED SEVENTY-TWO AND 29/100 DOLLARS

TO THE ORDER OF:

TOWN OF MINERAL SPRINGS  
PO BOX 600  
MINERAL SPRINGS NC 28108-0600

AMOUNT

\$\*\*\*\*\*1,272.29

*Jackie McKay*

State Treasurer, Raleigh, North Carolina  
Payable at Par Through Federal Reserve System

This Check Should Be Cashed Within Six Months

02353837 053110594 70000068

Jurisdiction Collection by Year  
Union County  
Date Distributed: 1/1/2025 to 1/31/2025

990 - TOWN OF MINERAL SPRINGS

Year	Taxes, Assessments and Misc. Charges	Late List	Interest	Total Collected	Commission	Net of Commission
2020	54.20	0.00	4.06	58.26	0.73	57.53
2021	53.99	0.00	15.63	69.62	0.87	68.75
2022	0.82	0.00	0.16	0.98	0.01	0.97
2024	11,451.25	4.96	38.83	11,495.04	143.69	11,351.35
Total:	11,560.26	4.96	58.68	11,623.90	145.30	11,478.60
Grand Total:	11,560.26	4.96	58.68	11,623.90	145.30	11,478.60

VENDOR NUMBER	VENDOR NAME	EFT NUMBER	EFT DATE	EFT AMOUNT
10870	TOWN OF MINERAL SPRINGS	90459	02/10/2025	\$11,478.60

INVOICE DATE	INVOICE NUMBER	DESCRIPTION	INVOICE AMOUNT
01/31/2025	2507 TAXES	TAX/FEE/INT- JANUARY 2025	\$11,478.60



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

Vendor Number	EFT Number	EFT Date
10870	90459	02/10/2025

\*\*\* Eleven Thousand Four Hundred Seventy-Eight Dollars And Sixty Cents \*\*\*

**\$11,478.60**

Pay To           10870  
The           TOWN OF MINERAL SPRINGS  
Order Of      PO BOX 600  
                  MINERAL SPRINGS, NC 28108

**EFT COPY  
NON-NEGOTIABLE**

# NC Sales & Use Distribution

December 2024 Collections

Summary

MUNICIPALITY	ARTICLE 39	ARTICLE 40	ARTICLE 42	ARTICLE 43	ARTICLE 44	ART 44 *524	ARTICLE 45	ARTICLE 46	CITY HH	TOTAL
<b>UNION</b>										
(AD VALOREM)	3,222,260.56	2,038,099.15	1,713,566.89	-	(4.41)	449,179.42	-	-	(533,838.43)	6,889,263.18
FAIRVIEW	1,784.41	1,128.64	948.92	-	-	248.74	-	-	1,119.65	5,230.36
HEMBY BRIDGE	-	-	-	-	-	-	-	-	-	-
INDIAN TRAIL	152,265.05	96,308.56	80,973.08	-	(0.21)	21,225.57	-	-	95,540.05	446,312.10
LAKE PARK	10,496.67	6,639.21	5,582.03	-	(0.03)	1,463.22	-	-	6,586.23	30,767.33
MARSHVILLE	17,314.15	10,951.30	9,207.50	-	(0.02)	2,413.57	-	-	10,863.92	50,750.42
MARVIN	13,393.02	8,471.17	7,122.28	-	(0.02)	1,866.97	-	-	8,403.56	39,256.98
MINERAL SPRINGS	1,215.40	768.75	646.34	-	-	169.43	-	-	762.61	3,562.53
MINT HILL *	49.28	31.17	26.21	-	-	6.87	-	-	30.93	144.46
MONROE	379,809.12	240,231.55	201,978.80	-	(0.52)	52,944.95	-	-	238,314.58	1,113,278.48
STALLINGS *	67,492.15	42,689.19	35,891.67	-	(0.09)	9,408.33	-	-	42,348.55	197,829.80
UNIONVILLE	2,449.54	1,549.35	1,302.64	-	-	341.46	-	-	1,536.98	7,179.97
WAXHAW	172,294.30	108,977.18	91,624.44	-	(0.24)	24,017.63	-	-	108,107.57	505,020.88
WEDDINGTON *	20,858.93	13,193.40	11,092.58	-	(0.03)	2,907.71	-	-	13,088.11	61,140.70
WESLEY CHAPEL	2,806.74	1,775.28	1,492.60	-	-	391.26	-	-	1,761.11	8,226.99
WINGATE	8,565.63	5,417.82	4,555.12	-	(0.01)	1,194.04	-	-	5,374.58	25,107.18
<b>TOTAL</b>	4,073,054.95	2,576,231.72	2,166,011.10	-	(5.58)	567,779.17	-	-	-	9,383,071.36



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](mailto:msvickybrooks@aol.com)  
[www.mineralspringsnc.com](http://www.mineralspringsnc.com)

# MEMO

To: Town Council  
From: Vicky Brooks  
Date: April 3, 2025  
Re: Agenda Item 4 Discussion and Consideration of Realigning Staff Positions

The council has been made aware of pending staff retirements. In an effort to make the transitions to new staff members seamless, some modifications to the current job descriptions have been made.

For consideration of the town council are five proposed job descriptions:

## ❖ Town Administrator / Zoning Administrator / Planning Director

- Modifications have been made to the current "Town Clerk, Zoning Administrator, Planning Director, & Town Administrator" job description. One of the biggest changes to this combined position is to remove the "Town Clerk" duties/position. Additionally, with the pending retirement of the current Finance Officer, the duties for the "Town Administrator" have been increased in an effort to make the Finance Officer duties more in line with what we can expect from a new Finance Officer.
- At this time, your current Town Clerk, Zoning Administrator, Planning Director, & Town Administrator is not planning to retire in the near future and will remain in the amended Town Administrator / Zoning Administrator / Planning Director position. The amended job description (if approved by the Town Council) will allow this employee to concentrate more on the Zoning and Planning duties without being pulled in the direction of the Town Clerk requirements.
- NCGS §160D-402 permits a municipality that has adopted their own zoning regulations to appoint a zoning administrator.
- This position will have three direct reports.
- This is a salaried exempt full-time position requiring 36 to 40 hours per week.
- Limited benefits shall be provided.

## ❖ Town Clerk

- This job description refers to NCGS §160A-171, which states there shall be a city clerk who shall give notice of meetings of the council, keep a journal of the proceedings of the council, be the custodian of all city records, and shall perform any other duties that may be required by law of the council.
- The job description also includes additional duties to fulfill the needs of the town.
- This is a salaried part-time position requiring 20 to 25 hours per week.
- Limited benefits shall be provided.



❖ **Finance Officer**

- The current Finance Officer is expected to retire by 12/31/2025.
- This job description refers to Article 159 of the North Carolina General Statutes
- This is a salaried part-time position requiring 20 – 25 hours per week.
- Limited benefits shall be provided.
- Appendix 1. North Carolina General Statutes governing finance officer / budget officer duties will be included in the job description sent to prospective employees.

❖ **Town Clerk / Finance Officer**

- This is a combined job description, which includes the reference to NCGS §160A-171 for the town clerk and Article 159 of the NCGS for the finance officer.
- When the council previously discussed replacing employees that would be retiring, there was some reluctance to combining these positions.
- This is a salaried full-time position requiring 36 – 40 hours per week.
- Limited benefits shall be provided.

❖ **Administrative Assistant**

- This position provides administrative assistance to the Town Administrator, Elected Officials, Planning Board, Board of Adjustment, and any other committees or boards that are established.
- This is an hourly part-time position requiring 13 to 15 hours per week.
- No benefits are provided.

**Council Discussion Topics:**

Selection of job descriptions.

Select a town council member to assist with interviewing potential employees.

When to begin advertising for the new positions.



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](mailto:msvickybrooks@aol.com)  
[www.mineralspringsnc.com](http://www.mineralspringsnc.com)

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**Council Discussion Topics:**

Selection of job descriptions.

Select a town council member to assist with interviewing potential employees.

When to begin advertising for the new positions.

# **TOWN OF MINERAL SPRINGS, NORTH CAROLINA**

## **POSITION TITLE(S):**

**ZONING ADMINISTRATOR / PLANNING DIRECTOR & TOWN ADMINISTRATOR**

**FULL TIME: 36 – 40 HOURS PER WEEK**

---

### **GENERAL DESCRIPTION OF DUTIES**

This position is the primary source for subject matter expertise in each of the following disciplines and as such serves as the day-to-day contact for Mineral Springs residents who are seeking assistance and direction. The appropriate staffing and efficient daily operations of the Town Hall are a critical requirement of this position. Consequently, an employee in this position is empowered to reason independently, reach sound conclusions and proceed within the framework of each role and in compliance with Mineral Springs town policy and the direction of the Town Council.

### **TOWN ADMINISTRATOR RESPONSIBILITIES:**

#### **JOB DESCRIPTION OVERVIEW**

Overseeing the daily operations of the municipality. Responsible for making sure everything runs smoothly in accordance with policies set by the Mineral Springs Town Council. Responsibilities may include overseeing budgets, hiring and managing staff, developing and implementing policies, and working closely with the Mineral Springs Town Council to ensure their goals are met. This position requires excellent communication skills and the ability to work with a wide range of people, including residents, staff, and government officials.

- ❖ Appointed by and serves at the pleasure of the Mineral Springs Town Council.
- ❖ Oversees town operations and ensures laws and regulations are followed.
- ❖ Plans, organizes, and attends meetings to coordinate new projects and initiatives
- ❖ Implements policies developed and enacted by the Town Council.
- ❖ Serves as the town's Americans with Disabilities Act coordinator; attends all available training.
- ❖ Serves as the town's Emergency Management Coordinator; attends all required meetings with Union County Emergency Management.
- ❖ Manages the daily operations of the town government.
- ❖ Serves as the liaison for the Mayor and Town Council in developing, interpreting, and implementing public policy.
- ❖ Consults with governing body members, legal staff, and state officials.
- ❖ Coordinates activities with other public agencies and governments.
- ❖ Orders and maintains inventory supplies.
- ❖ Performs general administrative duties as required.
- ❖ Represents the town in negotiations with other organizations or agencies.
- ❖ Executes contracts and agreements on behalf of the town in coordination with the Finance Officer.
- ❖ Performs other duties as may be prescribed by the Mayor and Town Council. Manages the bidding and contracting process with outside contractors, presents to town council for prior approval and execution of agreement.

- ❖ Coordinates with the Mayor, Town Council, legal staff, seller and others on land acquisition.
- ❖ Coordinates with other officials on town building renovation and construction projects. Supports the management of contractors.
- ❖ Serves as the town Human Resources Officer.
- ❖ Supervises the Administrative Assistant and has hiring/terminating authority. Performs annual evaluation and reports to the Town Council.
- ❖ Supervises the Town Clerk and Finance Officer appointed by the Town Council, performs annual employee performance evaluation, and reports to the Town Council.
- ❖ Provides for seasonal decorations and/or landscaping at town hall and other areas in the town on an "as-needed" basis.
- ❖ Serves as the town Webmaster, including the maintenance and development of content for the town website.

#### **ZONING ADMINISTRATOR & PLANNING DIRECTOR RESPONSIBILITIES:**

- ❖ Appointed by and serves at the pleasure of the Mineral Springs Town Council.
- ❖ Serves as the Mineral Springs Development Ordinance Administrator for the Town.
- ❖ Serves as the Floodplain Administrator for the Town.
- ❖ Drafts Mineral Springs Development Ordinance text amendments for Planning Board and Town Council approval.
- ❖ Serves as point of authority and handles questions from elected officials, appointed boards, and the general public.
- ❖ Reviews and processes all zoning permit applications in accordance with the Mineral Springs Development Ordinance.
- ❖ Reviews subdivision plats and accompanying documentation for compliance with the Mineral Springs Development Ordinance and consults with applicants. Prepares such for the Planning Board and Town Council approval.
- ❖ Manages the storing and archiving of all relevant documents, to comply with North Carolina Department of Cultural Resources record retention laws.
- ❖ Posts zoning signs.
- ❖ Provides public notices as required by the North Carolina General Statutes.
- ❖ Serves as the Town's Geographical Information System (GIS) specialist by producing up-to-date official maps and preparing maps for specific projects.
- ❖ Researches Zoning and Subdivision policies, benchmarks and makes recommendations to the Planning Board and Town Council for consideration/adoption.
- ❖ Code Enforcement, to include complaint handling, investigation, notices, town council consultation and execution of town council direction up and including legal action.
- ❖ Revises the Mineral Springs Development Ordinance as amended by the Town Council and sees that the newest versions are distributed to the Planning Board, Town Council, and Board of Adjustment.
- ❖ Presentation of ordinance regulations to the Board of Adjustment as required (i.e. appeals).
- ❖ Develops all Board of Adjustment agendas, development of meeting content, materials, Orders, and staff analyses. (In some cases this may require either legal assistance and/or assistance from others.)

### **PLANNING DIRECTOR:**

- ❖ Serves as the Town Planner.
- ❖ Manages all Planning Board meetings.
- ❖ Prepares all Planning Board agendas, development of meeting content, materials and staff analyses.
- ❖ Supports the Financial Officer in the preparation, research and application process for Grants to support the continued development of the town infrastructure, (sidewalks, sewer, etc.)
- ❖ Manages / participates in studies for long-range development plans for the community, reviewing plans for current development projects for compliance to ordinances and providing support to advisory and governing boards on development of the community.
- ❖ Meets with town officials and, as necessary, with the general public to discuss land use matters pertinent to Mineral Springs.
- ❖ Performs other duties as required.
- ❖ Serves as the TCC member for CRTPO.

### **EQUIPMENT OPERATED**

Computer, copier, postage machine, printer and other assigned office equipment.

### **REPORTING RELATIONSHIP**

This position reports to and serves at the pleasure of the Mineral Springs Town Council.

### **WORKING CONDITIONS**

Work is of a sedentary nature requiring some light physical activities and repetitive motion of the wrists, hands and fingers. Exposure to atmospheric conditions normally associated with office type work.

### **PREFERRED QUALIFICATIONS**

- ❖ Education - Graduation from an accredited high school.
- ❖ Professional Certification - Certification from the North Carolina Association of Zoning Officials.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- ❖ Ability to communicate effectively in oral and written forms, as well as public speaking.
- ❖ Proficiency in modern office management, procedures and practices.
- ❖ Experience in people management, (hiring, coaching, directing activities, delegation, performance reviews, recognition and termination.)
- ❖ Knowledge of the Town Charter, governing ordinances, organizational structure and functional areas of the Town of Mineral Springs. (Or the ability to acquire this knowledge.)
- ❖ Knowledge of the laws, regulations, policies and procedures related to land use planning, zoning, growth management, subdivision ordinances, community development and local governments. (Or the ability to acquire this knowledge.)

- ❖ Proficiency in the operation of assigned office equipment, including computer equipment, Microsoft Office Software, county and state databases or software applications such as GIS.
- ❖ Proficiency in managing work teams, building consensus, collaborative problem solving, prioritization and project planning.
- ❖ Ability to establish archiving processes and to maintain records effectively.
- ❖ Ability to be resourceful in the investigation and benchmarking of recommendations and solutions for continuous improvement and presentation to the Town Council.
- ❖ Ability to develop and maintain effective working relationships with peers in other jurisdictions, the Town Council, elected and appointed officials, community groups and the general public.
- ❖ Ability to interpret and follow North Carolina General Statutes as they pertain to any given circumstance presented, including the responsibilities of government officials.

Acceptance of job description:

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Mayor, Town of Mineral Springs

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**TOWN OF MINERAL SPRINGS, NORTH CAROLINA**  
**POSITION TITLE(S): TOWN CLERK / FINANCE OFFICER**  
**FULL TIME: 36 - 40 HOURS PER WEEK**

---

**TOWN CLERK:**

**NCGS § 160A-171**

There shall be a city clerk who shall give notice of meetings of the council, keep a journal of the proceedings of the council, be the custodian of all city records, and shall perform any other duties that may be required by law or the council.

**GENERAL DESCRIPTION OF DUTIES**

This position is the primary source for subject matter expertise in each of the following disciplines and as such serves as the day-to-day contact for Mineral Springs residents who are seeking assistance and direction. The appropriate staffing and efficient daily operations of the Town Hall are a critical requirement of this position. Consequently, an employee in this position is empowered to reason independently, reach sound conclusions and proceed within the framework of each role and in compliance with Mineral Springs town policy and the direction of the Town Council.

**TOWN CLERK RESPONSIBILITIES:**

- ❖ Appointed by and serves at the pleasure of the Mineral Springs Town Council and will be supervised by the Mineral Springs Town Administrator.
- ❖ Serves as Town Clerk and performs statutory duties as required by the State of North Carolina and the Town Charter.
- ❖ Develops agenda content, prepares agendas for the Town Council meetings; publicizes meeting times and agendas; prepares legal advertisements and notices and gets same posted and published; oversees all preparations for town council meetings, attends all Council meetings; drafts minutes for Council approval and sees that same are properly executed and maintained; answers inquiries regarding Council actions; provides research on prior Council actions; serves as staff support for the Mayor, Council, and Town Administrator.
- ❖ Serves as the legal custodian of public records including ordinances, resolutions, proclamations, contracts, adopted fee schedule, agreements, minute books, and correspondence.
- ❖ Maintains schedules in compliance with open meetings law, including monthly calendar of meetings of the Town Council, Planning Board, Board of Adjustment, and all Committees. Issues notices to news media regarding meetings.
- ❖ Prepares and disburses agenda packets for the Board of Adjustment, Planning Board, or other boards established by the Town Council.
- ❖ Receives and follows up on citizen inquiries and complaints. Responds to correspondence or questions received by the Clerk's office.
- ❖ Maintains record of board and committee appointments.
- ❖ Coordinates the microfilming of all Town minutes with the State Division of Archives and History.
- ❖ Administers oaths of office as required.



- ❖ Maintains custody of Town Seal and attests all official Town documents.
- ❖ Reviews all bank account statements.
- ❖ Maintains and updates town addresses.
- ❖ Develops the town newsletter, manages its production, including content and distribution.
- ❖ Coordinates with the Town Webmaster to keep the town website up to date.

### **EQUIPMENT OPERATED**

Computer, copier, postage machine, printer and other assigned office equipment.

### **REPORTING RELATIONSHIP**

This position serves at the pleasure of the Mineral Springs Town Council and will report to the Town Administrator on a day-to-day basis.

### **WORKING CONDITIONS**

Work is of a sedentary nature requiring some light physical activity such as walking, reaching, stooping and repetitive motion of the wrists, hands and fingers. Exposure to atmospheric conditions normally associated with office type work.

### **PREFERRED QUALIFICATIONS**

- ❖ Education - Graduation from an accredited high school.
- ❖ Professional Certification – Certified Municipal Clerk (CMC) obtained from the International Institute of Municipal Clerks.
- ❖ Valid Driver's License.
- ❖ Notary Public.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- ❖ Ability to communicate effectively in oral and written forms, as well as public speaking.
- ❖ Proficiency in modern office management, procedures and practices.
- ❖ Experience in people management, (hiring, coaching, directing activities, delegation, performance reviews, recognition and termination.)
- ❖ Knowledge of the Town Charter, governing ordinances, organizational structure and functional areas of the Town of Mineral Springs. (Or the ability to acquire this knowledge.)
- ❖ Knowledge of the laws, regulations, policies and procedures related to land use planning, zoning, growth management, subdivision ordinances, community development and local governments. (Or the ability to acquire this knowledge.)
- ❖ Proficiency in the operation of assigned office equipment, including computer equipment, and Microsoft Office Software.
- ❖ Proficiency in managing work teams, building consensus, collaborative problem solving, prioritization and project planning.
- ❖ Ability to establish archiving processes and to maintain records effectively.
- ❖ Ability to be resourceful in the investigation and benchmarking of recommendations and solutions for continuous improvement and presentation to the Town Council.

- ❖ Ability to develop and maintain effective working relationships with peers in other jurisdictions, the Town Council, elected and appointed officials, community groups and the general public.
- ❖ Ability to interpret and follow North Carolina General Statutes as they pertain to any given circumstance presented, including the responsibilities of government officials.

## **FINANCE OFFICER**

The proposed job description for the finance officer position in the Town of Mineral Springs encompasses two major areas of responsibility: Statutory Duties and Executive Duties. The finance officer shall serve at the pleasure of the town council and shall provide reports, and any other materials deemed necessary for performance evaluation purposes by the town council, on such a schedule as may be established by the town council. This position encompasses all aspects of town finance, including revenues, expenditures, recordkeeping, budgeting, reporting, capital planning, policy development and implementation, and statutory compliance.

**Statutory Duties.** The statutory duties of the finance officer in North Carolina are clearly spelled out in Article 159 of the North Carolina General Statutes. The statutory duties include but are not limited to the relevant sections of the statutes as presented in Appendix 1 to this document, and are summarized as follows:

- ❖ Serve at the pleasure of the Town Council.
- ❖ Perform the duties of budget officer, including preparation of the annual budget ordinance for adoption by the Town Council on or before June 30 each year.
- ❖ Keep the accounts of the Town of Mineral Springs, observing the principles of Fund Accounting for a General Fund as well as any additional funds that may be required to account for activities authorized by project ordinances.
- ❖ Preaudit expenditures and make disbursements in strict compliance with the adopted budget ordinance and any adopted project ordinances.
- ❖ Present financial reports to the town council at a frequency and level of detail prescribed by the town council.
- ❖ Receive and deposit all municipal funds in depositories designated by the town council, making deposits as required by statute and/or adopted policy.
- ❖ Prepare and submit to the Local Government Commission the semiannual report of deposits and investments (Form LGC-203) as required by §159-33.
- ❖ Prepare and submit to the Local Government Commission any financial statements required by §159-33.1.
- ❖ Coordinate and prepare for the annual independent audit as required by §159-34.

**Executive Duties.** The Mineral Springs finance officer shall undertake such executive duties as are required to fulfill the statutory duties presented above, as well as any additional duties requested by the town council. Specific areas of responsibility and tasks include but are not limited to:

- ❖ Manage the payroll in cooperation with the Town Administrator as processed by the authorized payroll service provider, and maintain all relevant payroll and employment records.
- ❖ Administer any employee benefit programs.
- ❖ Ensure and monitor compliance with the preaudit requirements described in “D” above, providing preaudit forms as required by town policy to staff members with debit-card authority.
- ❖ Track expenditures against available budgetary authorizations and prepare budget amendments for adoption by Town Council if expenditures in any department will exceed budgetary authorization.

- ❖ Manage the town's obligations under the Local Governmental Employees' Retirement System and the North Carolina Employment Security Commission, and prepare and submit all reports and payments required by those entities.
- ❖ Manage the town's Property-Casualty-Liability and Workers Compensation insurance coverages, including preparing renewals, processing claims, and conducting self-audits as required by the carriers.
- ❖ Serve as the town's liaison with the county tax administrator's office, processing annual property tax documents and scrolls and processing tax payments collected by Union County on behalf of the town.
- ❖ Prepare the NC Department of Revenue's annual TR-2 form detailing the town's tax base and tax levy.
- ❖ Undertake special data-management projects that become necessary from time to time, similar to the preliminary data updating and post-count follow-up required by the 2020 Census.
- ❖ Ensure compliance with any county, state, and federal regulations and policies that the town is obligated to observe and remain up-to-date on such regulations and policies.
- ❖ Provide technical assistance as required to other town staff, such as the clerk, planning director, and zoning administrator on matters that are the responsibility of their respective offices.
- ❖ Evaluate and draft contracts on behalf of the town for review and possible execution by the town council.
- ❖ Prepare project ordinances as necessary for capital projects and grant projects and submit them to Town Council for adoption, and establish project funds to account for revenues and expenditures necessary to complete such projects.
- ❖ Seek advice of the town attorney on the legal and statutory ramifications of town policies and procedures.
- ❖ Seek, apply for, and administer such grants and other external funding sources as requested by the town council.
- ❖ Provide ongoing oversight of any grant programs and grant proceeds, including filing reports and providing any other documentation that may be required by the grant originators.
- ❖ Maintain required digital and printed copies of all financial records, and work in conjunction with the Town Clerk to ensure compliance with North Carolina records retention requirements.
- ❖ Evaluate and coordinate any purchases of real property.
- ❖ Maintain and update depreciation schedules for capital assets.
- ❖ Prepare and file the Annual Financial Information Report (AFIR) with the Local Government Commission (LGC) after the audit report has received LGC approval.
- ❖ File annually the sales tax refund forms E-585 and E-536R with the NC Department of Revenue
- ❖ Evaluate and coordinate with Town Council and Town Administrator on expenditures for renovation, repair, or development of real property, such as town buildings and greenway and open space properties.
- ❖ Assist the Town Administrator and other staff on computer network matters, installing, configuring, and maintaining routers, cabling, and other interconnect devices.
- ❖ Design and implement in-house software applications for financial recordkeeping, database management, reporting, and communication as needed.
- ❖ Work with the Town Administrator on evaluating and retaining third-party vendors and contractors to provide services and capital items related to town facilities and equipment that cannot be undertaken by town staff.

**EQUIPMENT OPERATED:**

Computers, copier, postage machine, printers, and other assigned office equipment.

**REPORTING RELATIONSHIP:**

This position reports to and serves at the pleasure of the Town Council under the general supervision of the Town Administrator.

**WORKING CONDITIONS:**

Work is primarily of a sedentary nature requiring some light physical activities and reaching for and lifting items generally weighing less than 25 pounds, and typing, writing, document handling and other repetitive motion of the wrists, hands, and fingers. There is exposure to atmospheric conditions normally associated with office-type work.

**QUALIFICATIONS**

- ❖ Graduation from an accredited high school.
- ❖ Completion of “Introduction to Local Government Finance” as offered by the UNC School of Government or equivalent classes either prior to hiring or within the first twelve months of employment.
- ❖ Ability to be indemnified by a Performance Bond in the amount of \$50,000 (premium to be paid by the town).

**KNOWLEDGE, SKILLS, AND ABILITIES**

- ❖ Above-average skills in basic arithmetic and mathematics specifically as related to bookkeeping, percentages, and routine computation.
- ❖ Ability to communicate effectively in oral and written forms with town staff as well as members of the public, and proficiency at public speaking.
- ❖ Proficiency in office management, procedures, and practices.
- ❖ Familiarity with and ability to utilize Microsoft “Office” software, as well as “Quicken” financial and bookkeeping software.
- ❖ Knowledge of the town charter, governing ordinances, policies, organizational structure, and functional areas of the Town of Mineral Springs.
- ❖ Ability to be resourceful in the development of financial recommendations and solutions and presentation of same to the Town Council.
- ❖ Ability to develop and maintain effective working relationships with peers in other jurisdictions including tax and finance staff in Union County and Local Government Commission staff in the North Carolina Treasurer’s office.
- ❖ Ability to follow North Carolina General Statutes as they pertain to any given circumstance encountered, including the duties and responsibilities of government finance officials.

Acceptance of job description

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Mayor, Town of Mineral Springs

\_\_\_\_\_  
Date

DRAFT

## TOWN OF MINERAL SPRINGS, NORTH CAROLINA

### POSITION TITLE(S): FINANCE OFFICER

### PART TIME: 20 - 25 HOURS PER WEEK

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#### FINANCE OFFICER

The proposed job description for the finance officer position in the Town of Mineral Springs encompasses two major areas of responsibility: Statutory Duties and Executive Duties. The finance officer shall serve at the pleasure of the town council and shall provide reports, and any other materials deemed necessary for performance evaluation purposes by the town council, on such a schedule as may be established by the town council. This position encompasses all aspects of town finance, including revenues, expenditures, recordkeeping, budgeting, reporting, capital planning, policy development and implementation, and statutory compliance.

**Statutory Duties.** The statutory duties of the finance officer in North Carolina are clearly spelled out in Article 159 of the North Carolina General Statutes. The statutory duties include but are not limited to the relevant sections of the statutes as presented in Appendix 1 to this document, and are summarized as follows:

- ❖ Serve at the pleasure of the Town Council.
- ❖ Perform the duties of budget officer, including preparation of the annual budget ordinance for adoption by the Town Council on or before June 30 each year.
- ❖ Keep the accounts of the Town of Mineral Springs, observing the principles of Fund Accounting for a General Fund as well as any additional funds that may be required to account for activities authorized by project ordinances.
- ❖ Preaudit expenditures and make disbursements in strict compliance with the adopted budget ordinance and any adopted project ordinances.
- ❖ Present financial reports to the town council at a frequency and level of detail prescribed by the town council.
- ❖ Receive and deposit all municipal funds in depositories designated by the town council, making deposits as required by statute and/or adopted policy.
- ❖ Prepare and submit to the Local Government Commission the semiannual report of deposits and investments (Form LGC-203) as required by §159-33.
- ❖ Prepare and submit to the Local Government Commission any financial statements required by §159-33.1.
- ❖ Coordinate and prepare for the annual independent audit as required by §159-34.

**Executive Duties.** The Mineral Springs finance officer shall undertake such executive duties as are required to fulfill the statutory duties presented above, as well as any additional duties requested by the town council. Specific areas of responsibility and tasks include but are not limited to:

- ❖ Manage the payroll in cooperation with the Town Administrator as processed by the authorized payroll service provider, and maintain all relevant payroll and employment records.
- ❖ Administer any employee benefit programs.
- ❖ Ensure and monitor compliance with the preaudit requirements described in “D” above, providing preaudit forms as required by town policy to staff members with debit-card authority.

- ❖ Track expenditures against available budgetary authorizations and prepare budget amendments for adoption by Town Council if expenditures in any department will exceed budgetary authorization.
- ❖ Manage the town's obligations under the Local Governmental Employees' Retirement System and the North Carolina Employment Security Commission, and prepare and submit all reports and payments required by those entities.
- ❖ Manage the town's Property-Casualty-Liability and Workers Compensation insurance coverages, including preparing renewals, processing claims, and conducting self-audits as required by the carriers.
- ❖ Serve as the town's liaison with the county tax administrator's office, processing annual property tax documents and scrolls and processing tax payments collected by Union County on behalf of the town.
- ❖ Prepare the NC Department of Revenue's annual TR-2 form detailing the town's tax base and tax levy.
- ❖ Undertake special data-management projects that become necessary from time to time, similar to the preliminary data updating and post-count follow-up required by the 2020 Census.
- ❖ Ensure compliance with any county, state, and federal regulations and policies that the town is obligated to observe and remain up-to-date on such regulations and policies.
- ❖ Provide technical assistance as required to other town staff, such as the clerk, planning director, and zoning administrator on matters that are the responsibility of their respective offices.
- ❖ Evaluate and draft contracts on behalf of the town for review and possible execution by the town council.
- ❖ Prepare project ordinances as necessary for capital projects and grant projects and submit them to Town Council for adoption, and establish project funds to account for revenues and expenditures necessary to complete such projects.
- ❖ Seek advice of the town attorney on the legal and statutory ramifications of town policies and procedures.
- ❖ Seek, apply for, and administer such grants and other external funding sources as requested by the town council.
- ❖ Provide ongoing oversight of any grant programs and grant proceeds, including filing reports and providing any other documentation that may be required by the grant originators.
- ❖ Maintain required digital and printed copies of all financial records, and work in conjunction with the Town Clerk to ensure compliance with North Carolina records retention requirements.
- ❖ Evaluate and coordinate any purchases of real property.
- ❖ Maintain and update depreciation schedules for capital assets.
- ❖ Prepare and file the Annual Financial Information Report (AFIR) with the Local Government Commission (LGC) after the audit report has received LGC approval.
- ❖ File annually the sales tax refund forms E-585 and E-536R with the NC Department of Revenue
- ❖ Evaluate and coordinate with Town Council and Town Administrator on expenditures for renovation, repair, or development of real property, such as town buildings and greenway and open space properties.
- ❖ Assist the Town Administrator and other staff on computer network matters, installing, configuring, and maintaining routers, cabling, and other interconnect devices.
- ❖ Design and implement in-house software applications for financial recordkeeping, database management, reporting, and communication as needed.

- ❖ Work with the Town Administrator on evaluating and retaining third-party vendors and contractors to provide services and capital items related to town facilities and equipment that cannot be undertaken by town staff.

#### **EQUIPMENT OPERATED:**

Computers, copier, postage machine, printers, and other assigned office equipment.

#### **REPORTING RELATIONSHIP:**

This position reports to and serves at the pleasure of the Town Council under the general supervision of the Town Administrator.

#### **WORKING CONDITIONS:**

Work is primarily of a sedentary nature requiring some light physical activities and reaching for and lifting items generally weighing less than 25 pounds, and typing, writing, document handling and other repetitive motion of the wrists, hands, and fingers. There is exposure to atmospheric conditions normally associated with office-type work.

#### **QUALIFICATIONS**

- ❖ Graduation from an accredited high school.
- ❖ Completion of “Introduction to Local Government Finance” as offered by the UNC School of Government or equivalent classes either prior to hiring or within the first twelve months of employment.
- ❖ Ability to be indemnified by a Performance Bond in the amount of \$50,000 (premium to be paid by the town).

#### **KNOWLEDGE, SKILLS, AND ABILITIES**

- ❖ Above-average skills in basic arithmetic and mathematics specifically as related to bookkeeping, percentages, and routine computation.
- ❖ Ability to communicate effectively in oral and written forms with town staff as well as members of the public, and proficiency at public speaking.
- ❖ Proficiency in office management, procedures, and practices.
- ❖ Familiarity with and ability to utilize Microsoft “Office” software, as well as “Quicken” financial and bookkeeping software.
- ❖ Knowledge of the town charter, governing ordinances, policies, organizational structure, and functional areas of the Town of Mineral Springs.
- ❖ Ability to be resourceful in the development of financial recommendations and solutions and presentation of same to the Town Council.
- ❖ Ability to develop and maintain effective working relationships with peers in other jurisdictions including tax and finance staff in Union County and Local Government Commission staff in the North Carolina Treasurer’s office.
- ❖ Ability to follow North Carolina General Statutes as they pertain to any given circumstance encountered, including the duties and responsibilities of government finance officials.



Acceptance of job description

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Mayor, Town of Mineral Springs

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

DRAFT

# **TOWN OF MINERAL SPRINGS, NORTH CAROLINA**

## **POSITION TITLE: TOWN CLERK**

### **PART TIME: 20-25 HOURS PER WEEK**

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#### **NCGS § 160A-171**

There shall be a city clerk who shall give notice of meetings of the council, keep a journal of the proceedings of the council, be the custodian of all city records, and shall perform any other duties that may be required by law or the council.

#### **GENERAL DESCRIPTION OF DUTIES**

This position is the primary source for subject matter expertise in each of the following disciplines and as such serves as the day-to-day contact for Mineral Springs residents who are seeking assistance and direction. The appropriate staffing and efficient daily operations of the Town Hall are a critical requirement of this position. Consequently, an employee in this position is empowered to reason independently, reach sound conclusions and proceed within the framework of each role and in compliance with Mineral Springs town policy and the direction of the Town Council.

#### **TOWN CLERK RESPONSIBILITIES:**

- ❖ Appointed by and serves at the pleasure of the Mineral Springs Town Council and will be supervised by the Mineral Springs Town Administrator.
- ❖ Serves as Town Clerk and performs statutory duties as required by the State of North Carolina and the Town Charter.
- ❖ Develops agenda content, prepares agendas for the Town Council meetings; publicizes meeting times and agendas; prepares legal advertisements and notices and gets same posted and published; oversees all preparations for town council meetings, attends all Council meetings; drafts minutes for Council approval and sees that same are properly executed and maintained; answers inquiries regarding Council actions; provides research on prior Council actions; serves as staff support for the Mayor, Council, and Town Administrator.
- ❖ Serves as the legal custodian of public records including ordinances, resolutions, proclamations, contracts, adopted fee schedule, agreements, minute books, and correspondence.
- ❖ Maintains schedules in compliance with open meetings law, including monthly calendar of meetings of the Town Council, Planning Board, Board of Adjustment, and all Committees. Issues notices to news media regarding meetings.
- ❖ Prepares and disburses agenda packets for the Board of Adjustment, Planning Board, or other boards established by the Town Council.
- ❖ Receives and follows up on citizen inquiries and complaints. Responds to correspondence or questions received by the Clerk's office.
- ❖ Maintains record of board and committee appointments.
- ❖ Coordinates the microfilming of all Town minutes with the State Division of Archives and History.
- ❖ Administers oaths of office as required.

- ❖ Maintains custody of Town Seal and attests all official Town documents.
- ❖ Reviews all bank account statements.
- ❖ Maintains and updates town addresses.
- ❖ Develops the town newsletter, manages its production, including content and distribution.
- ❖ Coordinates with the Town Webmaster to keep the town website up to date.

### **EQUIPMENT OPERATED**

Computer, copier, postage machine, printer and other assigned office equipment.

### **REPORTING RELATIONSHIP**

This position serves at the pleasure of the Mineral Springs Town Council and will report to the Town Administrator on a day-to-day basis.

### **WORKING CONDITIONS**

Work is of a sedentary nature requiring some light physical activities and repetitive motion of the wrists, hands and fingers. Exposure to atmospheric conditions normally associated with office type work.

### **PREFERRED QUALIFICATIONS**

- ❖ Education - Graduation from an accredited high school.
- ❖ Professional Certification – Certified Municipal Clerk (CMC) obtained from the International Institute of Municipal Clerks.
- ❖ Valid Driver's License.
- ❖ Notary Public.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- ❖ Ability to communicate effectively in oral and written forms, as well as public speaking.
- ❖ Proficiency in modern office management, procedures and practices.
- ❖ Experience in people management, (hiring, coaching, directing activities, delegation, performance reviews, recognition and termination.)
- ❖ Knowledge of the Town Charter, governing ordinances, organizational structure and functional areas of the Town of Mineral Springs. (Or the ability to acquire this knowledge.)
- ❖ Knowledge of the laws, regulations, policies and procedures related to land use planning, zoning, growth management, subdivision ordinances, community development and local governments. (Or the ability to acquire this knowledge.)
- ❖ Proficiency in the operation of assigned office equipment, including computer equipment, and Microsoft Office Software.
- ❖ Proficiency in managing work teams, building consensus, collaborative problem solving, prioritization and project planning.
- ❖ Ability to establish archiving processes and to maintain records effectively.
- ❖ Ability to be resourceful in the investigation and benchmarking of recommendations and solutions for continuous improvement and presentation to the Town Council.
- ❖ Ability to develop and maintain effective working relationships with peers in other jurisdictions, the

Town Council, elected and appointed officials, community groups and the general public.

- ❖ Ability to interpret and follow North Carolina General Statutes as they pertain to any given circumstance presented, including the responsibilities of government officials.

Acceptance of job description

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Mayor, Town of Mineral Springs

\_\_\_\_\_  
Date

# **TOWN OF MINERAL SPRINGS, NORTH CAROLINA**

## **POSITION TITLE: ADMINISTRATIVE ASSISTANT**

### **PART-TIME: 14 HOURS PER WEEK**

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#### **GENERAL DESCRIPTION OF DUTIES**

This part-time position provides administrative assistance to the Town Administrator, Elected Officials, Planning Board, Board of Adjustment, and any other committees or boards that are established. The Town Administrator will make assignments by defining objectives, priorities, deadlines and assisting the employee with unusual situations which do not have a precedent.

#### **ADMINISTRATIVE ASSISTANT RESPONSIBILITIES:**

- ❖ Serves as the receptionist for the Town Hall. The role of the receptionist will be to greet citizens/visitors seeking information and to direct them to the proper staff member, answer the telephone and makes appointments, etc.
- ❖ Assist the Town Administrator in receipt and follow up on citizen inquiries and complaints. Respond to correspondence/questions received by the Administrator's office.
- ❖ Collect/distribute incoming mail and meter/drop off outgoing mail at Post Office.
- ❖ Assists with folding, tabbing, and labelling newsletters for distribution.
- ❖ Assists the Zoning Administrator by collecting zoning applications and making sure all required documentation is being submitted, prior to forwarding to the Zoning Administrator.
- ❖ Assists with preparing the meeting room for all town meetings and clean-up following the meeting.
- ❖ Assists with assembling agenda packets for Town Council, Planning Board, Board of Adjustment and/or, any other formed committee meetings and mail or deliver to board member's home.
- ❖ Maintains all general files and records.
- ❖ Compose and transcribe routine correspondence, such as letters, memos, reports and other materials.
- ❖ Review monthly bank statements for discrepancies or unusual activity and forward to the finance officer.
- ❖ Perform other duties as may be prescribed by the Town Administrator.
- ❖ Undertake special projects assigned by Town Administrator.
- ❖ Back up the Town Administrator in their absence.
- ❖ Assist Festival Director/Coordinator with the annual festival. Duties will include providing basic festival information to participants, assisting with vendor applications, securing prize give-a-ways, set-up and take down, etc.
- ❖ Ability to plan and organize daily work routine and establish priorities for the completion of work in accordance with sound time-management methodology. Avoid duplication of effort. Estimate expected time of completion for work elements and establish a personal schedule accordingly. Implement work activity in accordance with priorities and estimated schedules.

## **EQUIPMENT OPERATED**

Computer, copier, postage machine, printer, meeting recording equipment, and other assigned office equipment.

## **REPORTING RELATIONSHIP**

This position reports to the Town Administrator.

## **WORKING CONDITIONS**

Work is of a sedentary nature requiring some light physical activities and repetitive motion of the wrists, hands, and fingers. Exposure to atmospheric conditions normally associated with office type work.

## **PREFERRED QUALIFICATIONS**

- ❖ Education - Graduation from an accredited high school.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- ❖ Knowledge of modern office procedures and practices.
- ❖ Knowledge of the Town Charter and governing ordinances, (or the ability to acquire knowledge of.)
- ❖ Knowledge of the organizational structure and functional areas of the Town, (or the ability to acquire knowledge of.)
- ❖ Proficiency in the operation of assigned office equipment, including Windows based computer equipment, Microsoft Office Software, Adobe Acrobat, etc.
- ❖ Ability to adhere to archiving processes/standards and to maintain records effectively.
- ❖ Ability to handle Mineral Springs resident inquiries and the general public with tact and with courtesy.

The hours for this position will be from 9:45 a.m. to 2:15 p.m. on Monday, Tuesday, and Thursday. In addition, there will be two to three evening meetings per month where attendance will be required.

Acceptance of job description:

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Employee's Signature

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Town Administrator's Signature

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Date

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Date

STATE OF NORTH CAROLINA  
TOWN OF MINERAL SPRINGS

**AN ORDINANCE AMENDING THE BUDGET OF  
THE TOWN OF MINERAL SPRINGS  
FOR THE FISCAL YEAR 2024-2025  
O-2024-04**

**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 #2024-02:

<u><b>INCREASE</b></u>		<u><b>DECREASE</b></u>	
Employee Overhead	\$300	Contingency	\$300
<b>Total</b>	<b>\$300</b>	<b>Total</b>	<b>\$300</b>

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

**ADOPTED** this 10th day of April, 2025. 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 3, 2025  
**Subject:** FY2025-2026 Budget: Preliminary Departmental Appropriations

The accompanying spreadsheet shows the FY2023-24 final budget and actual expenditures, the FY2024-25 current budget and estimated final actual expenditures, and suggested appropriation levels for the FY2025-26 budget.

Personnel expenses will have a very large effect on FY2025-26 appropriations. Staff is recommending eliminating the split half-time duties of the clerk-administrator/planning director and creating a single full-time planning director/zoning administrator/administrator position. While the salary for that combined position will be the same as the combined total in previous years (plus a cost-of-living increase), a separate clerk will need to be hired. This is anticipated to be a half-time position. However, the anticipated retirement of the finance officer on or before 12/31/2025 will necessitate hiring a new finance officer as well. Staff believes that it would be preferable to combine those positions into a single town clerk/finance officer position, it may be difficult to find an applicant qualified and/or willing to fill that dual role. Our neighboring (albeit larger) Village of Wesley Chapel has successfully utilized that combined position for years, but officials there indicated that after their long-term clerk/finance officer retired it wasn't easy to find a replacement. If we *are* successful in hiring a qualified clerk/finance officer, there will be some overlap with the outgoing finance officer as the new employee is trained for the finance position while learning the clerk position. In addition, the current Mineral Springs finance officer has been working at slightly below the median peer-group salary for the position, so making a salary correction would potentially increase the cost a bit more. Finally, an administrative assistant/deputy clerk/receptionist will probably still be required. Ultimately, Mineral Springs will probably see an increase in staff from 1.75 Full-Time Equivalents (FTE) to 2.25 FTE.

With the salary-cost increase will also come an employee-overhead increase. Current full- and half-time employees receive Dental, Vision, and Life-Insurance benefits, but in order to competitively recruit and maintain staff in the future Mineral Springs will need to make available at least some sort of Health Insurance. The premium for a mid-level plan for the employee alone could cost \$947/month; even if the employer was required to pay a 50% match plus the cost of any additional premium for family members, the town's additional cost for that coverage would be \$5,682/year.

Aside from the personnel costs I am recommending keeping most proposed expenditures similar to last year's. "Community" expenditures will decrease because repairs this year to the greenway parking lot required a budget amendment of \$8,500 and there will not be such a large expenditure next year. Based on the Union County Board of Elections estimate, we are allowing \$4,800 for the November 2025 election. The clerk has recommended eliminating the Records Management expenditure of \$5,956 since we already exceed the North Carolina public records maintenance requirements with our web host. Other items change slightly



based on established formulas or trends. This "first draft" suggests an increase of \$73,849 over the current year's amended operating expenditure budget, or 19.48%.

### **Salary Analysis**

This proposed appropriation worksheet reflects a 3% increase in salaries for existing staff, which is back to our more usual annual rate. The past two years' larger-than-usual increases brought our salaries close to those of our peers.

For this analysis, we looked at both cost-of-living allowances (COLA) and comparisons with municipalities similar in size to Mineral Springs. The North Carolina League of Municipalities (NCLM) conducts annual salary surveys, and Mineral Springs falls into the "Population of 2,500 – 4,999" category. We ran initial calculations for our finance officer and our redefined planning director (previously combined Town Clerk/Planning Director) based on our current salaries plus a 3% increase. That calculation resulted in the following: Planning Director, \$92,124; Finance Officer, \$45,624.

The NCLM salary survey is not an "apples-to-apples" comparison, because the League only uses salaries for *full-time* positions, and Mineral Springs positions are half-time. Also, our full-time planning director position includes supervision of another employee, management of service contracts such as janitorial and landscaping, and general town administration. Following is a summary of salary comparisons taken from the November 2024 NCLM survey plus actual Mineral Springs data. The full-time salaries in the NCLM survey were simply halved to correspond to our situation.

Position	Minimum	Maximum	Peer Avg	Avg 1/2	MS 2024	Avg +3%	MS Prop.
Finance Officer	\$74,142	\$112,952	\$95,047	\$47,524	\$44,292	\$48,950	\$45,624
Planning Director	\$69,986	\$104,945	\$84,582	N/A	\$89,438	\$87,119	\$92,124
Clerk (Clerk duty only)	\$57,259	\$85,837	\$67,763	\$33,882	N/A	\$34,860	\$34,860
Clefrk/Finance	\$65,700	\$99,394	\$81,405	N/A	N/A	\$83,848	\$80,484

In the table above, we have included a column ("Avg +3%") which represents last year's peer-municipality salary increased by a 3% COLA and a column showing the proposed Mineral Springs FY2025-26 salaries based on a 3% increase over our FY2024-25 salaries. For the Finance Officer, ½ the peer average in the 2024 NCLM survey was quite a bit higher than it was in 2023: \$47,524 compared to \$43,883. Therefore, the proposed Mineral Springs 2025-26 salary is \$3,326 lower than the "Avg +3%" estimate, but as the current Finance Officer I believe that based on the more straightforward job responsibility in Mineral Springs (for example, no debt service to administer) that difference is reasonable. The proposed Mineral Springs Planning Director falls \$5,005 above the peer estimate; this difference is also reasonable based on the additional "Town Administrator" duties the Planning Director will handle.

Since we are attempting to budget either a separate Town Clerk position or a combined Town Clerk/Finance Officer position, Line 3 in the table is based on the Town Clerk (only) data from the 2024 NCLM study. If Mineral Springs seeks a new Town Clerk on a ½-time basis, the position might be difficult to fill at a salary of \$34,860. So in Line 4, we have used the NCLM data to create figures for a theoretical full-time combined Town Clerk/Finance Officer position. The proposed salary for that new position is \$3,364 below the "Avg +3%" figure, but as

discussed earlier it is reasonable for the “simpler” finance officer position to have a slightly lower salary than the peer average.

Remember, the “Town Clerk” and “Finance Officer” salary allowances are based on peer *average* salaries. That would reflect some degree of experience at the positions on the part of any new hires. If we end up hiring a qualified candidate with little or no experience in local government, the salary minimums from the NCLM study would probably apply - Town Clerk \$28,632, Finance Officer \$38,184 – and the necessary appropriations would be commensurately lower.

Note that the “Assistant/Deputy” position remains budgeted at \$14,400; this is not a salaried position, and the \$14,400 is a maximum suggested allocation for the position. Currently, this position requires 13.5 hours per week, corresponding to the time the town hall is open for regular business hours, plus some additional hours for attendance at evening meetings and additional administrative-assistant duties. The hourly rate for this position is currently \$19.50, and any changes to the hourly rate will be based on performance evaluations conducted by the Assistant/Deputy’s supervisor.

Finally, there is no recommended increase this year in salaries for the mayor and council members. Council raises those only occasionally and does not base adjustments on cost-of-living considerations.

### **Reading the Chart**

In the right-hand column, headed “2025-26 Proposed”, bold-faced numbers are the totals within each budgetary department. These numbers add up to the total of \$453,008. 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 already discussed. “Employee Overhead” is also shown in white and is proposed to increase by \$23,300 next year. The three sets of figures in the “dotted” cells are simply sub-subcategories within subcategories.

### **Increases and Decreases**

Major changes in proposed expenditures are:

1. **“Charities”**: Based on 3% of previous fiscal year budget, per town policy. **Increased** from \$12,575 to \$12,870.
2. **“Community”**: The largest change is the reduction due to greenway parking lot maintenance that will not take place next year. Departmental appropriation **Decreased** from \$32,988 to \$24,888.
3. **“Elections”**: There will be a municipal election in 2025, and based on Union County Board of Election estimates this appropriation is **Increased** from \$0 to \$4,800.
4. **“Employee Overhead”**: The NC Local Government Employees’ Retirement System contribution rate has increased by 0.75%, and any salary increases will also result in additional increases in LGERS, FICA, and Workers Compensation contributions. The

potential addition of ½ FTE salary is the largest increase here. **Increased** from \$43,900 to \$67,200.

5. **“Planning”**: The largest change in this department is the conversion of the Planning Director to a single full-time position. We anticipate additional funds being required for the contract engineer for plan review. Overall, “Planning” will be **Increased** from \$54,178 to \$102,124.

#### **Additional Appropriations/Expenditures**

- Council will continue to study undertaking a combination of capital projects and non-capital maintenance projects during the upcoming fiscal year. Projects in the current fiscal year did not utilize the full “Maintenance” appropriation, so it is being included at the same \$28,000 for next year. If any additional capital projects are approved during the upcoming fiscal year, they will be funded either by project ordinances or amendments to the FY2025-26 budget.
- Information concerning any capital or other projects expected to be authorized by project ordinance during the budget year will be included in the Proposed Budget as required by NC G. S. § 159-13.2(f). There will be a Grant Project Ordinance to authorize Preliminary Engineering for the downtown sidewalk project that is being funded by a federal discretionary grant through CRTPO.
- The major increase in personnel cost will require additional revenues to cover the increased appropriations. The increase in operating budget of \$73,849 over last year’s operating budget exceeds last year’s appropriation for “Capital Outlay”, so even if we budget zero for “Capital Outlay” next year (any needed capital expenditures can still be authorized by capital project ordinances and funded with transfers from General Fund balance) there will be a need for some additional revenue.

At the April 10, 2025 meeting, council should consider three items related to the budget:

1. **Decide** whether or not to approve proposed salary figures for next year (pending Council’s decisions on staffing levels and new or modified positions)
2. **Decide** whether or not to direct the budget officer to include these proposed appropriations in the FY2025-26 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													
2025-2026 BUDGET: PRELIMINARY APPROPRIATION WORKSHEET (4/10/2025)													
Appropriation dept			Trend	2023-24	2023-24		2024-25	2024-25		2024-25		2025-26 Proposed	
			24->25	budget	actual		budget	(7/1-3/28)		(est. final)			
Advertising			⬇	\$ 1,200	\$ 696		\$ 1,200	\$ 204		\$ 410		\$ 900	
Attorney			↔	\$ 7,200	\$ 4,065		\$ 7,200	\$ 3,048		\$ 3,948		\$ 7,200	
Audit			↔	\$ 5,230	\$ 5,230		\$ 5,230	\$ 5,230		\$ 5,230		\$ 5,230	
Charities (moved here in 2017)			⬇	\$ 11,080	\$ 10,500		\$ 12,575	\$ -		\$ 11,500		\$ 12,870	
Community Involvement			⬇	\$ 36,988	\$ 21,854		\$ 32,988	\$ 22,413		\$ 29,644		\$ 24,888	
	Beautification, Maintenance		⬇	\$6,800	\$4,722		\$6,800	\$4,339		\$7,150		\$ 7,200	
	Special Events		↔	\$14,000	\$7,850		\$2,000	\$1,486		\$1,486		\$ 2,000	
		Festival	↔	\$8,000	\$5,875		\$0	\$0		\$0		\$ -	
		AMG	↔	\$4,000	\$0		\$0	\$0		\$0		\$ -	
		Misc	↔	\$2,000	\$1,975		\$2,000	\$1,486		\$1,486		\$ 2,000	
	Communication		↔	\$9,188	\$3,588		\$8,688	\$4,188		\$4,188		\$ 8,688	
		Newsletter	↔	\$3,000	\$0		\$2,500	\$0		\$0		\$ 2,500	
		Social Media	↔	\$4,188	\$3,588		\$ 4,188	\$4,188		\$4,188		\$ 4,188	
		Other	↔	\$2,000	\$0		\$ 2,000	\$0		\$0		\$ 2,000	
	Park & Greenway Maint		⬇	\$7,000	\$5,694		\$15,500	\$12,400		\$16,820		\$ 7,000	
Contingency			⬇	\$ 2,100	\$ -		\$ 2,700	\$ -		\$ -		\$ 3,000	
Elections			⬇	\$ 3,600	\$ 3,522		\$ -	\$ -		\$ -		\$ 4,800	
Employee Overhead			⬇	\$ 40,950	\$ 40,883		\$ 43,900	\$ 33,733		\$ 43,790		\$ 67,200	
Fire Department			↔	\$ 12,000	\$ 12,000		\$ 12,000	\$ -		\$ 12,000		\$ 12,000	
Intergovernmental			↔	\$ -	\$ -		\$ -	\$ -		\$ -		\$ -	
Office & Town Hall			⬇	\$ 189,612	\$ 180,627		\$ 196,638	\$140,507		\$ 185,154		\$ 201,896	
	Salary: Clerk		⬇	\$45,660	\$45,660		\$47,990	\$35,991		\$47,990		\$ 34,860	
	Salary: Assistant/Deputy		↔	\$14,400	\$12,156		\$14,400	\$9,792		\$13,200		\$ 14,400	
	Salary: Finance Officer		⬇	\$42,180	\$42,180		\$44,292	\$33,219		\$44,292		\$ 45,624	
	Salary: Overlap Finance Officer		⬇	\$0	\$0		\$0	\$0		\$0		\$ 22,812	
	Salary: Mayor		↔	\$6,000	\$6,000		\$6,000	\$4,500		\$6,000		\$ 6,000	
	Salary: Council		↔	\$14,400	\$14,400		\$14,400	\$10,800		\$14,400		\$ 14,400	
	Dues		⬇	\$7,600	\$7,695		\$7,900	\$6,626		\$8,036		\$ 8,100	
	Insurance		↔	\$4,800	\$4,453		\$5,000	\$4,378		\$4,378		\$ 5,000	
	Records Management		⬇	\$5,672	\$5,673		\$5,956	\$5,956		\$5,956		\$ -	
	Equipment		↔	\$2,400	\$463		\$2,400	\$1,973		\$2,500		\$ 2,400	
	Supplies		⬇	\$4,000	\$2,292		\$4,000	\$2,408		\$2,900		\$ 3,000	
	Postage		↔	\$1,000	\$600		\$1,000	\$528		\$528		\$ 1,000	
	Telephone, Internet, Security		⬇	\$6,800	\$9,177		\$8,200	\$7,424		\$9,180		\$ 9,200	
	Reserve/Misc		↔	\$1,000	\$518		\$500	\$0		\$200		\$ 500	
	Town Hall Maint		↔	\$29,200	\$25,385		\$30,000	\$14,233		\$21,294		\$ 30,000	
		Equip. & Supplies	↔	\$1,200	\$1,400		\$2,000	\$453		\$800		\$ 2,000	
		Services	↔	\$28,000	\$23,985		\$28,000	\$13,780		\$20,494		\$ 28,000	
	Utilities		↔	\$4,500	\$3,975		\$4,600	\$2,679		\$4,300		\$ 4,600	
Planning			⬇	\$ 49,468	\$ 41,938		\$ 54,178	\$ 36,166		\$ 48,448		\$ 102,124	
	Zoning Ord. & Planning Board		⬇	\$3,000	\$0		\$3,000	\$0		\$0		\$ 1,500	
	Zoning Administration		⬇	\$41,468	\$41,186		\$47,178	\$35,063		\$46,948		\$ 98,124	
		Salary	⬇	\$39,468	\$39,468		\$41,448	\$31,086		\$41,448		\$ 92,124	
		Contract & Other	⬇	\$2,000	\$1,718		\$5,730	\$3,977		\$5,500		\$ 6,000	
	Land Use Plans		⬇	\$3,000	\$0		\$3,000	\$0		\$0		\$ 1,500	
	Reserve/Misc		↔	\$2,000	\$752		\$1,000	\$1,103		\$1,500		\$ 1,000	
Street Lighting			⬇	\$ 1,850	\$ 1,827		\$2,150	\$ 1,110		\$ 1,990		\$ 2,300	
Tax Collection			⬇	\$ 1,600	\$ 1,322		\$1,800	\$ 1,162		\$ 1,360		\$ 2,000	
	Misc		↔	\$0	\$0		\$0	\$0		\$0		\$ -	
	Contract		⬇	\$1,600	\$1,322		\$1,800	\$1,162		\$1,360		\$ 2,000	
Training			↔	\$ 3,000	\$ 355		\$ 3,000	\$ 225		\$ 225		\$ 3,000	
	Officials		↔	\$1,000	\$0		\$1,000	\$225		\$225		\$ 1,000	
	Boards		↔	\$1,000	\$0		\$1,000	\$0		\$0		\$ 1,000	
	Staff		↔	\$1,000	\$355		\$1,000	\$0		\$0		\$ 1,000	
Travel			↔	\$ 3,600	\$ 984		\$ 3,600	\$ 2,157		\$ 2,700		\$ 3,600	
Capital Outlay				\$ 49,712	\$ -		\$49,816	\$ 1,943		\$ 1,943			
Operating Expenditures			⬇	\$ 369,478	\$ 325,803		\$ 379,159	\$ 245,955		\$ 346,399		\$ 453,008	
Totals				\$ 419,190	\$ 325,803		\$ 428,975	\$ 247,898		\$ 348,342		\$ 453,008	
Legend:													
		Department with no subcategories											
		Department total which is sum of multiple subcategories											
		Narrower categories within a subcategory											
\$ 100		Salary or salary-related item											
\$ 2,700		Pending budget amendment											