

Town Council Members

Valerie Coffey - 2011 ~ Janet Critz - 2013 ~ Lundeen Cureton - 2011

Peggy Neill - 2011 ~ Melody LaMonica - 2013

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**Town of Mineral Springs  
Mineral Springs Town Hall  
3506 S Potter Road ~ Mineral Springs  
Town Council  
Regular Meeting  
September 8, 2011 ~ 7:30 PM**

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**Agenda**

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**1. Opening**

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

**2. Public Comments**

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

**3. Approval of Town Council Minutes and Monthly Reports**

The Town Council has been mailed copies of the August 11, 2011 minutes, the July 2011 tax report, and the July 2011 finance report; the council will approve them if correct.

- A. August 11, 2011 Regular Meeting Minutes
- B. July 2011 Tax Collector's Report
- C. July 2011 Finance Report

**4. Proclamation for Firefighters Week**

The council will consider proclaiming September 11<sup>th</sup> through 17<sup>th</sup> as Firefighters Week.

**5. Proclamation Recognizing and Expressing Support for the 10<sup>th</sup> Anniversary of 9/11 as a National Day of Service and Remembrance**

The council will consider proclaiming September 11, 2011 as a day of Recognizing and Expressing Support for the 10<sup>th</sup> Anniversary of 9/11 as a National Day of Service and Remembrance.

**6. Consideration of a Letter of Endorsement for Sustainable Communities Regional Planning Grant**

The council will consider a letter of endorsement for Sustainable Communities Regional Planning Grant.

**7. Other Business**

**8. Adjournment**

Town of Mineral Springs  
Town Hall  
3506 S. Potter Road  
Town Council  
Regular Meeting  
August 11, 2011 ~ 7:30 PM

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Minutes Draft

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The Town Council of the Town of Mineral Springs, North Carolina, met in Regular Session at the Mineral Springs Town Hall, Mineral Springs, North Carolina, at 7:30 p.m. on Thursday, August 11, 2011.

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

**Absent:** Councilwoman Lundeen Cureton and Tax Collector Libby Andrews-Henson.

**Visitors:** Bruce Gwyn.

With a quorum present Mayor Frederick Becker called the Regular Town Council Meeting of August 11, 2011 to order at 7:35 p.m.

1. **Opening**

- Mineral Springs United Methodist Church Pastor Bruce Gwyn delivered the invocation.
- Pledge of Allegiance.

2. **Public Comments**

- Pastor Gwyn – United Methodist Church.

3. **Approval of Town Council Minutes and Monthly Reports**

A. **July 14, 2011 Regular Meeting Minutes**

- **Councilwoman Coffey made a motion to approve the July 14, 2011 minutes as written.** Councilwoman Critz mentioned that she was not present at the July 14, 2011 meeting and neither was Councilwomen Coffey and Neill and asked if it required the mayor to be counted to constitute a quorum. Mayor Becker responded that he had to be in attendance, but not counted for votes. Mayor Becker referred to Attorney Bobby Griffin in responding that having six members plus the nonvoting mayor, the council would have to have four including the mayor, but the mayor still does not vote. Councilwoman Neill questioned if the council needed to be a super majority for that meeting. Mayor Becker responded that they did not. Attorney Griffin confirmed that completing the quorum does not allow him to vote. Mayor Becker commented that it is contradictory because he can constitute the quorum with a number, but the mayor does not vote.

**Councilwoman Neill** seconded the motion made by Councilwoman Coffey. The motion passed unanimously as follows:

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

**B. June 2011 Tax Collector's Report**

- **Councilwoman Critz** made a **motion** to approve the June 2011 Tax Collector's report as written and **Councilwoman LaMonica** seconded. The motion passed unanimously as follows:

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

**C. 2010 Tax Settlement**

- **Councilwoman Critz** made a **motion** to approve the 2010 Tax Settlement and **Councilman Countryman** seconded. The motion passed unanimously as follows:

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

**D. Order of Collection**

- **Councilwoman LaMonica** made a **motion** to approve the order of collection and **Councilman Countryman** seconded. The motion passed unanimously as follows:

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

**E. May 2011 Finance Report**

- Mayor Becker noted that there were two year-to-date reports in the beginning of the finance report: one is the true cash flow through June 30<sup>th</sup> and the second one has a few red notations in the accounts payable and accounts receivables, some of which are estimated. This is a pretty close "snapshot" of what the year-end figures are going to be; these figures are shown in the budget comparison spreadsheet.
- **Councilwoman Neill** made a **motion** to approve the June 2011 finance report and **Councilwoman Critz** seconded. The motion passed unanimously as follows:

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

- Mayor Becker asked Town Clerk Vicky Brooks if she and Ms. Janet Ridings were doing a little bit of research on consent agendas and other ways to present these reports. Ms. Brooks responded yes they had begun research.

Mayor Becker noted that Councilman Countryman had brought that up; the staff is looking for alternative ways to present some of this information.

4. **Consideration of Awarding a Contract on the McNeely Road Greenway Parking Area**

- Mayor Becker confessed that he had a little bit of sticker shock, only because his sort of “seat-of-the-pants” estimate was lower than this. Mayor Becker explained that Don Gaddy, who does a lot more of this, laughed at his idea and was thinking closer to these figures. Mayor Becker gave the council a brief report on the bids. E & E Commercial Services was brought in when we learned that Paul Helms has been ill and is not bidding jobs right now. E & E is a pretty small firm also and ultimately they decided not to bid, although Mayor Becker was not told why; it may have been too big of a job or they may not have been able to get a bond. The town is requiring a bond, especially with these low bids, because they have cut them close and we don’t want them to decide that they underbid it and walk away; “the bond is essential”. The town only came in with two bids: McCollum Trucking and Grading of Monroe and Winchester Grading of Wesley Chapel. Both of them are very qualified and established. McCollum is well known as a large commercial entity in Monroe. Winchester Grading had a project in Mineral Springs for some major road grading and culvert (8 x 10) installation at the McNeely Farms Subdivision. Mayor Becker noted that the prices [bids] were quite far apart. Mr. Winchester was at the bid opening (which was done alphabetically) and he was shocked at the McCollum bid, because there was no “padding” in his bid; Mr. Winchester did not know how McCollum could do it for that [price]. Mayor Becker commented that it was a little higher than he would have liked, but he encouraged the council to move forward with it; this is a signature project for the town’s greenway.
- Mayor Becker explained that he had talked to Travis Morehead about grant money from the Carolina Thread Trail. They have not yet gone to the quarterly grant cycle, as Mr. Morehead had said they would do, it is still annually; therefore, nothing is available until January (unless the board changes their mind). Mr. Morehead did not think that being on a reimbursement basis would put the town at a disadvantage. They could consider a grant after the fact, but nothing is guaranteed; it is at the mercy of their board. Mayor Becker suggested that the council not count on there being a grant when making their decision on whether to fund this project. Mayor Becker stated that he intends to “lay it on thick” with the Carolina Thread Trail in terms of the fact that town has been the trail blazer “so to speak”. Mineral Springs is the only link of existing trail in the entire county which is part of the Carolina Thread Trail now; this parking area is the trailhead amenity for public access to that link. Mayor Becker stated that he could make a good case why the town should qualify for some funding; grants are never a guarantee. Mayor Becker recommended the council approve the McCollum Trucking & Grading bid; it is the lower of the two bids for \$63,064.00 and they are qualified. Mayor Becker stated that he thought it was the best the town is going to get; “it is not going to get any cheaper”.
- **Councilwoman Critz** made a **motion** to approve the McCollum Trucking & Grading bid at \$63,064 for the greenway parking area and access. Councilwoman Critz noted that she had attended the Chamber of Commerce Business After Hours

this evening and well over 50% of the people that she spoke to specifically asked about the town's greenway. **Councilwoman Neill** seconded the above motion made by Councilwoman Critz. The motion passed unanimously as follows:

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

5. **Consideration of Retaining a Construction Observer to Oversee the McNeely Road Greenway Parking Area**

- Mayor Becker recommended that the town retain the same construction observer (Donald Gaddy) as they did the last time. There should be fewer hours for this project and the project length is going to be shorter; however, the town should have someone who understands and is familiar with grading contractors to represent the town's interest. The hourly rate that Mr. Gaddy charged last time was \$60 per hour and Mr. Gaddy has stated that he would do this project at the same rate. Mayor Becker stated that if the council wants to retain Mr. Gaddy, "that would be a good move for the town".
- **Councilwoman Coffey** made a **motion** to retain Don Gaddy as a construction observer. Councilman Countryman asked if there would be any limitations on time. Mayor Becker responded that there was not any last time. Mayor Becker asked if the council wanted to suggest an hourly limit before it had to come back to council. Councilwoman Coffey responded that this was a job that Mr. Gaddy is going to oversee and has estimated what has to be done; he gave a projection on what he believes his needs are and he has been on cash to this point; this is what he does. Councilwoman Coffey stated that the council did not need a cap; he was not going to take advantage. Councilwoman Neill agreed. Mayor Becker explained that, as finance officer, if he saw bills coming in that were high, he would suspend observation and call the council together. Councilwoman Critz responded that she did not think the town would have a problem with Mr. Gaddy and she believed that the town is very blessed to have someone so familiar with our county to be able to do this job and to have the credibility of his past workmanship. Councilwoman Neill commented that if we are going to have someone oversee this, she could not think of anyone more appropriate. Mayor Becker stated that he did not feel qualified for a grading job; he would not be knowledgeable enough to work on a grading and excavation project. **Councilwoman LaMonica** seconded the above motion by Councilwoman Coffey. The motion passed unanimously as follows:

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

6. **Consideration of a Capital Project Ordinance for the McNeely Road Greenway Parking Area**

- Mayor Becker explained that he left the Capital Project Ordinance blank, because we did not have the bids when the agenda packet was put together. Mayor Becker further explained that he thought about how to account for the project funding, which will have several phases: landscaping and signage. Ms. Brooks and the county forester are going to get together on some tree/shrub recommendations along the boundaries and come up with some prices on that for fall planting. Mayor

Becker added that we may have a lower budget on that [landscaping] than we wanted to initially, because the project is expensive. If the town can get the Carolina Thread Trail grant funding, the Capital Project Ordinance can be amended at any time and then the council can appropriate that grant funding if we get it. Mayor Becker explained that the amounts that he penciled in were \$63,064 for the contract plus 10% for supervision and change orders for a total of \$69,370 (maximum construction portion) and \$6,000 for landscaping. The total Capital Project Ordinance is proposed to be \$75,370, which is the figure Mayor Becker is recommending to the council. Councilman Countryman responded that it is a pretty expensive parking lot. Mayor Becker responded that he did not think we would get it any cheaper and wanted to hear about people throughout the county, chamber business people who are familiar with the town's greenway – "that will make the sting of the cost a little less". Mayor Becker asked the council if they had any recommendations. Councilman Countryman responded that they are not bad numbers, "it is just a lot of money". Mayor Becker agreed and added that is a big project, the town's second biggest project; the town hall was the first. Mayor Becker noted that the community center building [re-roofing] will now be the third on the list; however, it is going to be a big one in two or three years when the town has the money saved up to do that project. Mayor Becker reminded the council of the trail figures that Travis Morehead had presented; a mile of trail and a bridge cost \$60,000. The town has been really blessed with lots and lots of boy scouts and volunteers, so the trail work has been done very cheaply. The Mineral Springs Town Council has a reputation for being about as tight with a dollar as any council in this county and it is a good thing, the town is very careful not to waste the taxpayers' money the council is in trusted with; this council has been extremely careful.

- Councilman Countryman commented that the town is moving ahead with the greenway and that it is taking a priority position and asked (in terms of the old school building) what is the time frame around that for its utilization/improvement in turning it into a community center. Mayor Becker responded that in looking at the numbers, in the way the town income exceeds the expenditures every year, the town can usually count on a \$50,000 to \$100,000 fund balance increase every year; therefore, in another two fiscal years that would bring the fund balance up to the \$600,000 dollar range, which would put the town in a position to undertake that possibly \$300,000 project. It will be a two year range before the town is going to feel comfortable with being able to spend the money; the town has a reputation of "saving" rather than "borrowing". Councilman Countryman explained that the reason he asked (while he is certainly very supportive of the greenway) was that he thought the council needs to really put this on a priority track, because it is going to be for the "community"; not everybody is going to walk the greenway, but everybody in this town (potentially) might access a community center. The council needs to do everything that they can to get the community center concept up and going as quickly as they can, in conjunction with their efforts on the greenway. Mayor Becker responded that he is hoping that the town will have expended the bulk now with this trailhead; he believes the big expenditures will stop unless some incredible land acquisition presents itself. The town will not be spending money on capital projects aside from saving up for the community center. Councilman Countryman stated that he did not want the community to have a

misconception/misunderstanding; they should understand that the council still feels that this [community center] is a very strong priority for developing. Mayor Becker suggested that the council could be ambassadors for that; they need to solicit public information. While the council has just loosely decided (without a motion or ordinance or written plan) that the community center could be rented out for family reunions/gatherings and community benefit events, the council should get community input in order to develop a long range plan for that building. Councilwoman Critz commented that back when she was initially on the council the fire department allowed their facility to be used for things like that, although they had to stop because of different problems, but it was something people valued, used and appreciated. Councilwoman Critz agreed with the rest of the council that the greenway bid is high, but she did not think that we were going to get it done for any less. Councilwoman Critz felt good about Mayor Becker's approach to the possibility of a grant; however, she is not counting on a "bird in hand" yet. In addition the town could possibly connect to some grant money for the community center, because of its historic value.

- **Councilwoman Critz** made a **motion** to approve/adopt the **Capital Project Ordinance [O-2011-01]** and **Councilman Countryman** seconded. The motion passed unanimously as follows:

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

- The Ordinance is as follows:

STATE OF NORTH CAROLINA  
TOWN OF MINERAL SPRINGS

**PROJECT ORDINANCE AUTHORIZING CONSTRUCTION OF A  
GREENWAY PARKING AREA AT THE MCNEELY ROAD TRAILHEAD**

**O-2011-01**

Pursuant to section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following project ordinance is hereby adopted:

**Section 1:** The project involves the construction of a gravel parking lot of approximately 18,000 square feet with separate entrance and exit driveways in the 6300 block of McNeely Road. The purpose of this parking lot is to provide the public with access to the town's greenway, with facilities for automobile and horse trailer parking.

The work will take place in two phases:

1. Clearing, grading, and finishing of the parking lot and driveways, including post-construction stormwater measures
2. Landscaping portions of the site adjoining the parking areas and providing informational signage and amenities such as picnic tables and horse hitching posts

The town has sought construction bids from qualified grading contractors for work described in item 1 of the above schedule and has awarded a contract to McCollum Trucking and Grading in the amount of \$63,064 which may increase based on job conditions.

The town will seek separate estimates for work described in item 2 of the above schedule. Some work may be handled "in-house".

**Section 2:** It is estimated that the following revenues will be available to complete those projects described in section 3:

General Fund Balance	\$75,370
<b>Total</b>	<b>\$75,370</b>

**Section 3:** The following amounts are appropriated for the projects of the Community Center Capital Project fund:

Construction, Grading, and Supervision (Item #1)	\$69,370
Landscaping, Signage, and Amenities (Item #2)	\$6,000
<b>Total</b>	<b>\$75,370</b>

**Section 4:** The Finance Officer is authorized to approve any change orders to the grading contractor's contract if they arise, up to the total amount authorized for "Item #1" by this Ordinance.

**Section 5:** The Finance Officer is authorized to approve expenditures under "Item #2" up to Five Hundred Dollars (\$500.00) for any individual expenditure. Contracts or individual expenditures above that amount must be approved by the town council.

**Section 6:** The Finance Officer is hereby directed to maintain, within the Greenway Parking Lot Capital Project Fund sufficient detailed accounting records for the project authorized.

**Section 7:** The Finance Officer is directed to report annually on the financial status of the Greenway Parking Lot Capital Project Fund.

**Section 8:** The Finance Officer is authorized to transfer funds as required from the General Fund balance into the Greenway Parking Lot Capital Project Fund.

**Section 9:** Copies of this Greenway Parking Lot Capital Project Ordinance shall be filed with the Town Clerk and the Finance Officer.

**ADOPTED** this the 11th day of August, 2011.

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

Attest:

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

**7. Report from Councilwomen Critz and Neill**

- Councilwoman Neill announced that she and Councilwoman Critz attended a Chamber of Commerce Business Luncheon. In addition, Councilwoman Critz attended the Chamber's Business After Hours event held this evening. Councilwoman Neill encouraged all council members to attend these events. The luncheon was very well attended; there were a lot of businesses from Monroe represented. Councilwomen Critz and Neill were the only council members representing a municipality present. Union County Chamber of Commerce President Sharon Rosche pointed that out in her opening remarks and welcomed Councilwoman Critz and Neill. Councilwoman Neill noticed that there is value for



business owners and municipalities, and what is beneficial for both large and small businesses. The chamber had printed a “Welcome New Members” flyer for businesses that had joined from May 25<sup>th</sup> to June 21<sup>st</sup>; some of the businesses are decades old and are just now joining. The chamber is under new leadership and maybe that is the reason for the new membership. Councilwomen Critz and Neill were asked by Ms. Rosche if they would consider hosting a chamber event and having a speaker. Councilwoman Neill commented that it would be wonderful to contact Ms. Rosche and tell her that they have the blessing of the town to host an event, which the council can discuss at a later date.

- Councilwoman Critz explained that she was going to tell the council a little bit about the presentation. These business luncheons are primarily for business owners to come and to network as well as to be fed. The young man that spoke, Steve Ian, is a business consultant. His company name is “Changing Matters”. Councilwoman Critz was really impressed with things he had to say. Mr. Ian noted that a municipality, if run correctly, it is run like a well-tuned business. Not that we should be more like a very personal business, which is one of the things he talked about, but we should have a lot of the same values and integrity, especially on a fiscal level to maintain what we do as well the fact that Councilwoman Critz believed that we should be well informed so that we can be assets to the community business owners that we have. So whether it is a small business or a large business that we can interact with the businesses within our town and be able to, if not give them personal advice, be able to give them networking information through the chamber and possibly some of the things we attended. Councilwoman Critz hit the high points of what Mr. Ian called laws (the five laws of strategic success).
  - Law of Value – true worth is determined by how much more you give in value than what you gain; basically, he was talking about the product or whatever it is you have to offer, that you have integrity and that it has true value; you give more in value than you take in payment.
  - Law of Compensation – income determined by how many people you serve and how well you serve them; it is not just an issue of being able to be big business and spread out and how much influence you can have or people you can bring in, but how well you serve the quality.
  - Influence – is determined by how abundantly you treat others worth and that you place them first.
  - Authenticity – the only real benefit you have is to be yourself; to really put yourself into it and to be real.
  - The Secret Law of Staying Open to Receiving – you have to be willing to receive and you focus first on giving, but you also have to be willing to receive.
- Councilwoman Critz felt like Mr. Ian had some very sound advice to give to businesses and there was a lot of integrity in what he said. Councilwoman Critz further commented that she thought that the chamber and the new leadership has set on a better path; it is an asset to the county right now and a better source for all of us for “tapping in” and networking.
- Councilwoman Critz attended the Business After Hours event this evening. Greiner Bio-One sponsored it at the Stone Table Restaurant in Monroe. This is a

way to hand out your business cards and meet people. At least 50% of the people that Councilwoman Critz met mentioned the Mineral Springs Greenway.

**8. Report from Mayor Becker Regarding the City of Monroe's Installation of Gas Lines in Mineral Springs**

- Mayor Becker updated the council on the gas line installation, which is taking place along Potter Road and Doster Road. After figuring out that it was the City of Monroe running the gas lines, Mayor Becker attended a meeting with City of Monroe Manager Wayne Herron, Ron Cobb – gas services administrator and the energy services department head for an update on what they were doing. There is not much in the way of natural gas delivery piping regulation, in terms of territories and franchise. If you get your pipe in the ground you can sell gas to people along that pipe; therefore you can get sort of a jump on your competition. Mayor Becker had asked if the City of Monroe and Piedmont had to fight for territory and he was told “no, whoever can sell the gas gets to sell the gas”. The lines that the City of Monroe are installing will run down Potter Road in the south direction outside of Mineral Springs out to the two new subdivisions: Potter Point at Timnah Lane and Southward Acres. They are actually going to run pipes into those two subdivisions, because those people have propane heat and it is a very easy conversion; they can pick up customers. They are also running pipes up Potter Road as far as Potter Downs, because they are apparently mostly on propane and the Charlton Oaks neighborhood will have pipes run in, because most of them are on propane. Mayor Becker explained that people like the Methodist Church, Kangaroo and the Town Hall are heating with propane and will have the opportunity to convert to natural gas. Councilman Countryman asked how the City of Monroe can bring their stuff into the Town of Mineral Springs; wouldn't they need some authorization to cross city boundaries. Mayor Becker responded that they are in the gas business and there are no franchises or agreements with the gas company. The legislature may start addressing that as natural gas becomes more competitive. Councilwoman Critz asked if natural gas was less expensive than propane. Mayor Becker responded that it is a lot less expensive and there is a little more price stability in it than there is in propane. Based on the figures Mayor Becker got from Mr. Cobb, it is like “apples and oranges”, they sell propane by the gallon and natural gas by the hundred cubic feet. If you look at what the heating equivalency is, the cost of natural gas (what the city is charging now) is equivalent to about \$1.30 a gallon for propane and propane is running about \$3.00 a gallon right now. Mayor Becker informed the council that he was going to submit the town's figures to the City of Monroe; it could save the town hall about \$1,000 a year over the town hall propane costs. The council might want to convert to natural gas; however, there are two downsides: there is a [monthly] base charge even if you do not use a cubic inch of gas – the commercial meter charge is \$20 and the conversion is anywhere from \$200 to \$400 for a burner (the town hall has two furnaces and one water heater). The town would have our HVAC contractor and plumber do the conversion. The city is waiving the “new customer fee” (commercial or residential) and will provide the first 150 feet of pipe from the street to your house and will negotiate with commercial customers. Mayor Becker stated that he is going to work on getting something to the council in the next month or two. Additionally, the city is offering a \$200 credit or rebate toward conversion (per customer, not per

furnace), so the town would get \$200 back from the conversion and then saving \$1,000 a season after that. Mayor Becker asked the council if they wanted him to pursue this. Councilman Countryman responded that it was a “no-brainer”.

- Mayor Becker explained that because there is no construction anywhere, there is more sewer capacity available. If Raley-Miller Properties/Harris Teeter were ready to break ground now, odds are they could get a substantial commitment of the capacity for their needs. Mayor Becker stated that he would like to push the gas angle to Larry Raley, it is a better heating source and it is better for commercial kitchens; having natural gas is a big plus. Mayor Becker will get in contact with Mr. Raley to “bend his ear” to see where Harris Teeter stands, because they seem to call the shots since they own the land.

9. **Proclamation for Lyme Disease Awareness Month**

- Mayor Becker explained that he can [as mayor] sign proclamations and mail them back, but he likes to bring them to the council’s attention. This is Lyme Disease Awareness Month and as Attorney Bobby Griffin just pointed out the State’s funding for Lyme Disease research/awareness/treatment has been cut by this Legislative Session. Councilwoman Critz commented that she is not an expert on Lyme Disease, but she does know several people who have suffered greatly from having it and not being diagnosed properly. The council discussed some of the details in the proclamation and the seriousness of the disease. Mayor Becker added that this is not just a ceremonial proclamation; the guy [who sent the email request] has gotten up to 50 municipalities to sign on in the recent years in an effort to get the word out. Municipalities are sending their proclamations to him so that he can present them to the State Health Department. Councilwoman Critz suggested that this information be put on the town’s website and in an upcoming newsletter.
- **Councilman Countryman made a motion to approve the proclamation of Lyme Disease Awareness and Councilwoman LaMonica seconded. The motion passed unanimously as follows:**

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

- The Proclamation is as follows:

**Proclamation  
2011 Lyme Disease  
Awareness Month**

**Whereas**, infected ticks carrying the bacteria, *Borrelia burgdorferi* which causes Lyme disease, continue to spread throughout North Carolina; and

**Whereas**, the total numbers of both suspected and confirmed Lyme disease cases reported to our state health department, continues to rise each year with over nearly 900 cases reported in 2010. Additionally, the Center for Disease Control estimates that Lyme disease may be under-reported by a factor 10 to 1 over actual cases; and

**Whereas**, the North Carolina Division of Public Health now encourages physicians and health care professionals to consider the diagnosis of Lyme disease in patients who present the symptoms of infection, even if the patient has no travel history outside of North Carolina; and

**Whereas**, Lyme disease is difficult to diagnose because it imitates other conditions and no reliable laboratory test can prove who is either infected or bacterial-free, which often leads to under-diagnosis or misdiagnosis; and

**Whereas**, early indicators of infection include flu-like symptoms, characterized by chills, headache, fatigue, muscle and joint aches and swollen lymph nodes; and

**Whereas**, weeks or months later, patients with untreated or under-treated Lyme disease can suffer from permanent and sometimes life-threatening damage to the brain, joints, heart, eyes, liver, spleen blood vessels and kidneys. For this reason it is imperative that all who may be exposed to Lyme disease receive immediate treatment; and

**Whereas**, the best solution to reduce the risk of contracting Lyme disease is awareness and education about the seriousness of the illness and the need for residents, especially children, to practice personal preventive techniques when engaging in outdoor activities - such as frequent tick checks, use of tick repellent and proper tick removal; and

**Whereas**, the warm summer months are considered the most active time for ticks and when the majority of residents are exposed to ticks during outdoor activities.

**Now, Therefore, I**, Frederick Becker, III, by virtue of the authority vested in me As Mayor of the Town of Mineral Springs in the State of North Carolina do hereby proclaim the month of August 2011 as Lyme disease awareness month.

**In Witness Of**, I have hereunto set my hand and caused the Seal of the City to be affixed this 11th day of August of 2011.

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

ATTEST:

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

**10. Proclamation for the Daughters of the American Revolution**

- Mayor Becker explained that Constitution Week is coming up next month and the town has historically been very happy to sign on to this proclamation from the Daughters of the American Revolution. Obviously, the constitution is pretty important and sometimes gets overlooked. Mayor Becker encouraged the council to designate September 17, 2011 through September 23, 2011 as Constitution Week.
- **Councilwoman Neill** made a **motion** to designate September 17<sup>th</sup> – 23<sup>rd</sup> as Constitution Week and **Councilwoman Coffey** seconded. Councilwoman Critz commented that when council members take the Oath of Office they swear/affirm to adhere to the laws of the Constitution of the United States as well as the Constitution of North Carolina and this might be a great opportunity to have something here at the town hall inviting the community just to briefly go over the Constitution. Councilwoman Critz stated that it would give the council the opportunity to familiarize themselves and it would be an opportunity for the community. Councilman Countryman responded that was a good suggestion and Councilwoman Critz should be in charge. *The aforementioned motion by*

*Councilwoman Neill that was seconded by Councilwoman Coffey passed unanimously as follows:*

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

- The Proclamation is as follows:

**Proclamation  
Constitution Week  
September 17<sup>th</sup> – 23<sup>rd</sup>, 2011**

**Whereas,** The Constitution of the United States of America, the guardian of our liberties, embodies the principles of limited government in a Republic dedicated to rule by law; and

**Whereas,** September 17, 2011 marks the two hundred twenty-fourth anniversary of the framing of the Constitution of the United States of America by the Constitutional Convention; and

**Whereas,** It is fitting and proper to accord official recognition to this magnificent document and its memorable anniversary, and to the patriotic celebrations which will commemorate it; and

**Whereas,** Public Law 915 guarantees the issuing of a proclamation each year by the President of the United States of America designating September 17 through 23 as Constitution Week

**Now, Therefore, I, Frederick Becker, III,** by virtue of the authority vested in me As Mayor of the Town of Mineral Springs in the State of North Carolina do hereby proclaim the week of September 17 through 23 as

CONSTITUTION WEEK

**And** ask our citizens to reaffirm the ideals the Framers of the Constitution had in 1787 by vigilantly protecting the freedoms guaranteed to us through the guardian of our liberties.

**In Witness Of,** I have hereunto set my hand and caused the Seal of the City to be affixed this  
11th day of August of the year of our Lord two thousand and eleven.

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

ATTEST:

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

**12. Other Business**

- Councilwoman Neill commented that every time she drives by the fire department, she thinks of Ms. Brooks out there working laboriously planting flowers and shrubs. In the spring, Ms. Brooks worked so hard with Chief Gaddy and it is just gorgeous. Councilwoman Neill suggested that if the council hadn't noticed, they should drive by the fire department and look. Mayor Becker noted that the required post

construction detention pond with the specified fencing looks like a little park. Councilwoman Neill agreed and added that the Crape Myrtle's make it just gorgeous. Councilwoman Neill referred to Ms. Brooks with a "pat on the back" and a "thank you" every time she drives by; it is beautiful.

- Mayor Becker reminded the council that they had approved putting in a water spigot at the meter over a year ago and when artificial/out of season flowers were put out by the town hall sign by the landscaper several weeks ago, that was the breaking point. Ms. Brooks found a plumber and the water line was put in; a faucet that is freeze proof (looks like a pump handle) and an extra tap in at the meter box, which is in the valve box in the ground so if we put in a drinking fountain on that sidewalk the tap is already in. The cost was \$350. Mayor Becker is up there watering his petunias every day with our water hose.
- Mayor Becker asked the council if they recalled the Catawba Lands Conservancy (CLC) talking about an agricultural conservation project, which, at the time, they could not be specific about. It is now specific and has been shown on the front page of the Enquirer-Journal; the property being preserved is owned by Mr. Frank Howey, Jr. The CLC is actually buying the conservation easements; they have done 114 acres a year for two years at approximately \$2,500 an acre. It is a permanent easement that eliminates development right to the property; Mr. Howey still owns the land and he can farm it. If the funding is there, it will probably go to the full 900 acres of that particular family farmer, which happens to almost be at the Mineral Springs border. It is in the triangle of Potter Road and New Town Road and Roscoe Howey Road. Mineral Springs now has 230 acres of agricultural conservation and private agricultural conservation. Mayor Becker stated that Mr. Howey was due a "thumbs up" and a "thank you". Councilwoman Neill commented that other large landholders will see this as a very good thing and may follow suit. Mayor Becker quoted the paper as saying, "He is the first Union County farmer to participate in a collaborative program with N.C. Agricultural Development and Farmland Trust Fund".
- Attorney Griffin explained that the proclamation for Daughters of American Revolution had cropped up an ethical concern that he felt he had the duty to call to the council's attention. The final arbiter in this country whether you like it or not, is the court for the interpretation of what the constitution means and says and how we should follow it. Attorney Griffin stated that the council has probably read with interest and perhaps disdain what the Fourth Circuit Panel ruled in regards to the Forsyth County Board of Commissioners habit of having a prayer open its meetings. Attorney Griffin encouraged each council member to read the case and follow it. There is a good road map to follow for what a public entity can do, it does not say you cannot have prayer, it says you should have non-sectarian prayer and that should be known to those who are going to render the prayer. Everybody should feel welcome to come to a public meeting, you can go to your own individual churches and pray as you wish and have the deity you wish to pray to, but coming to a public session you should come and have a non-sectarian pray. Mayor Becker commented that was the same Forsyth County that they had initially and the council had a long discussion about a year ago; Mayor Becker neglected to mention it again and thanked Attorney Griffin for bringing it to the council's attention. Attorney Griffin responded that the council was on the Constitution and that is what that is all about. The Supreme Court has not ruled on what two courts

13. **Adjournment**

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

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

*Nays: None*

- The meeting was adjourned at 8:46 p.m.
- The next regular meeting will be on Thursday, September 8, 2011 at 7:30 p.m. at the Mineral Springs Town Hall.

Respectfully submitted by:

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Vicky A. Brooks, CMC, Town Clerk

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Frederick Becker III, Mayor

## **Town of Mineral Springs**

# **FINANCE REPORT JULY 2011**

Prepared for:

The Mineral Springs Town Council

By:

Frederick Becker III  
Finance Officer

**September 8, 2011**



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# July Cash Flow Report: FY2011 Only

7/1/2011 Through 7/31/2011

8/31/2011

Page 1

Category Description	7/1/2011- 7/31/2011
<b>INCOME</b>	
Interest Income	157.84
Other Inc	
Zoning	100.00
TOTAL Other Inc	100.00
Prop Tax Prior Years	
Prop Tax 2010	
Receipts 2010	
Int	8.08
Tax	88.50
TOTAL Receipts 2010	96.58
TOTAL Prop Tax 2010	96.58
TOTAL Prop Tax Prior Years	96.58
Sales Tax	
Refunds	
State	635.62
TOTAL Refunds	635.62
TOTAL Sales Tax	635.62
<b>TOTAL INCOME</b>	<b>990.04</b>
<b>EXPENSES</b>	
Attorney	300.00
Dues	3,460.00
Elections	507.75
Emp	
Benefits	
Dental	53.00
Life	46.20
NCLGERS	768.45
TOTAL Benefits	867.65
Bond	450.00
FICA	
Med	125.15
Soc Sec	535.17
TOTAL FICA	660.32
Payroll	108.45
Work Comp	680.21
TOTAL Emp	2,766.63
Ins	3,595.29
Office	
Clerk	2,343.00
Council	600.00
Deputy Clerk	582.00
Equip	271.19
Finance Officer	2,270.00
Maint	
Materials	73.90
Service	195.00
TOTAL Maint	268.90
Mayor	400.00

# July Cash Flow Report: FY2011 Only

7/1/2011 Through 7/31/2011

8/31/2011

Page 2

Category Description	7/1/2011- 7/31/2011
Post	507.16
Supplies	320.31
Tel	1,929.09
TOTAL Office	9,491.65
Planning	
Administration	2,023.00
Misc	431.00
Parks & Greenways	26.63
TOTAL Planning	2,480.63
Tax Coll	
Sal	812.00
TOTAL Tax Coll	812.00
<b>TOTAL EXPENSES</b>	<b>23,413.95</b>
<b>TRANSFERS</b>	
TO Ag Bldg Capital Project Fund	-360.00
<b>TOTAL TRANSFERS</b>	<b>-360.00</b>
<b>OVERALL TOTAL</b>	<b>-22,783.91</b>

# Account Balances History Report

(Includes unrealized gains)

As of 7/31/2011

8/31/2011

Page 1

Account	6/29/2011 Balance	6/30/2011 Balance	7/31/2011 Balance
<b>ASSETS</b>			
<b>Cash and Bank Accounts</b>			
Check Min Spgs	40,152.12	40,102.34	17,166.48
Estates at Soen Escrow	28,118.05	28,127.83	28,137.39
MM Sav CitizensSouth	343,681.79	343,836.25	343,982.29
MM Sav Min Spgs	10,533.91	10,536.07	10,538.31
Ag Bldg Capital Project Fund	0.00	0.00	0.00
CWMTF Grant Project Fund	0.00	0.00	0.00
<b>TOTAL Cash and Bank Accounts</b>	<b>422,485.87</b>	<b>422,602.49</b>	<b>399,824.47</b>
<b>Other Assets</b>			
State Revenues Receivable	0.00	54,924.87	53,119.90
<b>TOTAL Other Assets</b>	<b>0.00</b>	<b>54,924.87</b>	<b>53,119.90</b>
<b>TOTAL ASSETS</b>	<b>422,485.87</b>	<b>477,527.36</b>	<b>452,944.37</b>
<b>LIABILITIES</b>			
<b>Other Liabilities</b>			
Accounts Payable	0.00	2,361.48	562.40
Escrows	27,720.00	27,720.00	27,720.00
<b>TOTAL Other Liabilities</b>	<b>27,720.00</b>	<b>30,081.48</b>	<b>28,282.40</b>
<b>TOTAL LIABILITIES</b>	<b>27,720.00</b>	<b>30,081.48</b>	<b>28,282.40</b>
<b>OVERALL TOTAL</b>	<b>394,765.87</b>	<b>447,445.88</b>	<b>424,661.97</b>

Mineral Springs Monthly Revenue Summary 2011-2012

TOWN OF MINERAL SPRINGS									
REVENUE SUMMARY 2011-2012									
Source	Budget	Receivable	Rec'd YTD	% of Budget	July	August	September	October	November
Property Tax - prior	\$ 2,400.00	\$ 2,303.42	\$ 96.58	4.0%	\$ 96.58				
Property Tax - 2010	\$ 62,720.00	\$ 62,720.00	\$ -	0.0%	\$ -				
Dupl. Property Tax	\$ -	\$ -	\$ -		\$ -				
Franchise Taxes: cable	\$ 2,100.00	\$ 2,100.00	\$ -	0.0%	\$ -				
Franchise Taxes: utility	\$ 180,000.00	\$ 180,000.00	\$ -	0.0%	\$ -				
Fund Balance Approp.	\$ -	\$ -	\$ -		\$ -				
Gross Receipts Tax	\$ -	\$ -	\$ -		\$ -				
Interest	\$ 3,000.00	\$ 2,842.16	\$ 157.84	5.3%	\$ 157.84				
Sales Tax	\$ 41,650.00	\$ 41,014.38	\$ 635.62	1.5%	\$ 635.62				
Vehicle Taxes	\$ 4,200.00	\$ 4,200.00	\$ -	0.0%	\$ -				
Zoning Fees	\$ 3,000.00	\$ 2,900.00	\$ 100.00	3.3%	\$ 100.00				
Other	\$ 500.00	\$ 500.00	\$ -	0.0%	\$ -				
<b>Totals</b>	<b>\$ 299,570.00</b>	<b>\$ 298,579.96</b>	<b>\$ 990.04</b>	<b>0.3%</b>	<b>\$ 990.04</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
	<b>December</b>	<b>January</b>	<b>February</b>	<b>March</b>	<b>April</b>	<b>May</b>	<b>June</b>	<b>June a/r</b>	
Property Tax - prior									
Property Tax - 2010									
Dupl. Property Tax									
Franchise Taxes: cable									
Franchise Taxes: utility									
Fund Balance Approp.									
Gross Receipts Tax									
Interest									
Sales Tax									
Vehicle Taxes									
Zoning Fees									
Other									
<b>Totals</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

Mineral Springs Budget Comparison 2011-2012

TOWN OF MINERAL SPRINGS									
BUDGET COMPARISON 2011-2012									
Appropriation dept	Budget	Unspent	Spent YTD	% of Budget	July	August	September	October	November
Advertising	\$ 1,800.00	\$ 1,800.00	\$ -	0.0%	\$ -				
Attorney	\$ 9,600.00	\$ 9,300.00	\$ 300.00	3.1%	\$ 300.00				
Audit	\$ 3,900.00	\$ 3,900.00	\$ -	0.0%	\$ -				
Community Projects	\$ 16,700.00	\$ 16,700.00	\$ -	0.0%	\$ -				
Contingency	\$ 3,000.00	\$ 3,000.00	\$ -	0.0%	\$ -				
Dues	\$ 4,525.00	\$ 1,065.00	\$ 3,460.00	76.5%	\$ 3,460.00				
Elections	\$ 4,200.00	\$ 3,692.25	\$ 507.75	12.1%	\$ 507.75				
Employee Overhead	\$ 21,900.00	\$ 19,133.37	\$ 2,766.63	12.6%	\$ 2,766.63				
Fire Department	\$ 12,000.00	\$ 12,000.00	\$ -	0.0%	\$ -				
Insurance	\$ 4,500.00	\$ 904.71	\$ 3,595.29	79.9%	\$ 3,595.29				
Newsletter	\$ 2,400.00	\$ 2,400.00	\$ -	0.0%	\$ -				
Office	\$ 118,256.00	\$ 108,764.35	\$ 9,491.65	8.0%	\$ 9,491.65				
Planning & Zoning	\$ 40,276.00	\$ 37,795.37	\$ 2,480.63	6.2%	\$ 2,480.63				
Street Lighting	\$ 1,800.00	\$ 1,800.00	\$ -	0.0%	\$ -				
Tax Collection	\$ 11,544.00	\$ 10,732.00	\$ 812.00	7.0%	\$ 812.00				
Training	\$ 3,000.00	\$ 3,000.00	\$ -	0.0%	\$ -				
Travel	\$ 3,000.00	\$ 3,000.00	\$ -	0.0%	\$ -				
Capital Outlay	\$ 37,169.00	\$ 37,169.00	\$ -	0.0%	\$ -				
<b>Totals</b>	<b>\$ 299,570.00</b>	<b>\$ 276,156.05</b>	<b>\$ 23,413.95</b>	<b>7.8%</b>	<b>\$ 23,413.95</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Off Budget:</b>									
Tax Refunds			\$ -		\$ -				
Interfund Transfers			\$ 360.00		\$ 360.00				
<b>Total Off Budget:</b>			<b>\$ 360.00</b>		<b>\$ 360.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

# Register Report

7/1/2011 Through 7/31/2011

8/31/2011

Page 1

Date	Account	Num	Description	Memo	Category	Clr	Amount
<b>BALANCE 6/30/2011</b>							<b>40,102.34</b>
7/2/2011	Check Min ... EFT		Debit Card (Kangaroo)	Gas (FY2011)	Office:Maint:Materials	R	-6.50
7/9/2011	Check Min ... EFT		Debit Card (OfficeMax)	Binders, Dry Era...	Office:Supplies	R	-93.51
7/15/2011	Check Min ... 3550		Duke Power	2035221941 (F...	[Accounts Payable]	R	-136.68
7/15/2011	Check Min ... 3551		Duke Power	1803784140 (F...	[Accounts Payable]	R	-166.22
7/15/2011	Check Min ... 3552		Duke Power	1819573779 (Ol...	[Accounts Payable]	R	-18.66
7/15/2011	Check Min ... 3553		Union County Public ...	84361*00 (FY20...	[Accounts Payable]	R	-13.34
7/15/2011	Check Min ... 3554		The Enquirer-Journal	30065439 (FY2...	[Accounts Payable]	R	-164.18
7/15/2011	Check Min ... 3555	S	Municipal Insurance Tr...		Emp:Benefits:Life	R	-46.20
					Emp:Benefits:Dental	R	-53.00
7/15/2011	Check Min ... 3556		Neopost Inc	I/N 47587552 A/...	Office:Equip	R	-271.19
7/15/2011	Check Min ... 3557		Clark, Griffin & McColl...	I/N 2858 7/11 (F...	Attorney	R	-300.00
7/15/2011	Check Min ... 3558		NC Interlocal Risk Ma...	Customer #587 ...	Emp:Work Comp	R	-680.21
7/15/2011	Check Min ... 3559		NC Interlocal Risk Fin...	Customer #020...	Ins	R	-3,595.29
7/15/2011	Check Min ... 3560		Environmental System...	I/N 92349597 Ar...	Planning:Misc	R	-431.00
7/15/2011	Check Min ... 3561		NC Association Of Mu...	I/N I0001033 D...	Dues	R	-50.00
7/15/2011	Check Min ... 3562		Jan-Pro Cleaning Syst...	I/N 7500 Janitori...	Office:Maint:Service	R	-195.00
7/15/2011	Check Min ... 3563		Sonitrol Security Servi...	I/N 145541 Alar...	Office:Tel	R	-1,572.00
7/15/2011	Check Min ... 3564		Centralina Council Of ...	Membership Du...	Dues	R	-750.00
7/15/2011	Check Min ... 3565		NC League Of Municip...	Inv #I00019130 ...	Dues	R	-2,660.00
7/15/2011	Check Min ... EFT		NC Department of Rev...	5/11 Sales & Us...	[State Revenues Re...	R	1,413.73
7/15/2011	Check Min ... EFT		Union County	6/11 Veh & Gro...	[State Revenues Re...	R	391.24
7/18/2011	Check Min ... EFT		Debit Card (Kelley's C...	Copies: Greenw...	Planning:Parks & G...	R	-26.63
7/18/2011	Check Min ... 3566		Hummingbird Lawn C...	5/11 (FY2010)	[Accounts Payable]	R	-650.00
7/18/2011	Check Min ... 3567		Ahlstrom's Tree Service	Ag Building: Tre...	[Ag Bldg Capital Pro...	R	-360.00
7/18/2011	Check Min ... 3568		Union County Board of...	Election contrac...	Elections	R	-507.75
7/26/2011	Check Min ... EFT	S	NC State Treasurer	07/11 LGERS c...	Office:Clerk	R	-140.58
				07/11 LGERS c...	Office:Finance Officer	R	-136.20
				07/11 LGERS c...	Planning:Administra...	R	-121.38
				07/11 employer ...	Emp:Benefits:NCLG...	R	-768.45
7/26/2011	Check Min ... EFT		Debit Card (Postmaster)	postage (FY2011)	Office:Post	R	-7.16
7/28/2011	Check Min ... EFT	S	Advantage Payroll	Salary 7/11	Office:Clerk	R	-2,202.42
				Supplement 7/11	Office:Clerk	R	0.00
				Hours 7/11	Office:Deputy Clerk	R	-582.00
				Salary 7/11	Office:Finance Officer	R	-2,133.80
				Salary 7/11	Office:Mayor	R	-400.00
				Salary 7/11	Office:Council	R	-600.00
				Salary 7/11	Planning:Administra...	R	-1,901.62
				Salary 7/11	Tax Coll:Sal	R	-812.00
					Emp:FICA:Soc Sec	R	-535.17
					Emp:FICA:Med	R	-125.15
					Emp:Payroll	R	-108.45
7/29/2011	Check Min ... DEP	S	Deposit		Prop Tax Prior Year...	R	8.08
					Prop Tax Prior Year...	R	88.50
7/29/2011	Check Min ... DEP	S	Deposit	#432a	Other Inc:Zoning	R	100.00
				#432a FY2008	Sales Tax:Refunds:...	R	635.62
7/30/2011	Check Min ... EFT		Debit Card (Lowe's)	Flowers & Lawn ...	Office:Maint:Materials	R	-67.40
7/30/2011	Check Min ... EFT		Debit Card (OfficeMax)	Binders, Divider...	Office:Supplies	R	-140.46
7/30/2011	Check Min ... 3569		Forms & Supply, Inc.	I/N 1525579-0 S...	Office:Supplies	R	-86.34
7/30/2011	Check Min ... 3570		Verizon Wireless	221474588-000...	Office:Tel	R	-89.10
7/30/2011	Check Min ... 3571		Windstream	061345970 (FY...	Office:Tel	R	-55.45

# Register Report

7/1/2011 Through 7/31/2011

8/31/2011

Page 2

Date	Account	Num	Description	Memo	Category	Clr	Amount
7/30/2011	Check Min ...	3572	Windstream	061348611 (FY... Office:Tel			-212.54
7/30/2011	Check Min ...	3573	US Postal Service (Ne...	03484247 (FY2... Office:Post			-500.00
7/30/2011	Check Min ...	3574	Old Republic Surety Co	LPO-1069542 Fi...Emp:Bond			-450.00
7/30/2011	Check Min ...	3575	Hummingbird Lawn C...	6/11 (FY2010) [Accounts Payable]			-650.00
<b>TOTAL 7/1/2011 - 7/31/2011</b>							<b>-22,935.86</b>

**BALANCE 7/31/2011** **17,166.48**

**TOTAL INFLOWS** **2,637.17**

**TOTAL OUTFLOWS** **-25,573.03**

**NET TOTAL** **-22,935.86**



# Accounts Receivable Activity July 2011

6/30/2011 Through 7/31/2011

8/31/2011

Page 1

Date	Account	Num	Description	Memo	Category	Clr	Amount
<b>BALANCE 6/29/2011</b>							<b>0.00</b>
6/30/2011	State Reve...	EFT	NC Department of Rev...05/10 (FY2010)		Sales Tax:Sales & ...		1,413.73
6/30/2011	State Reve...	EFT	S Union County		Veh Tax:Tax 2011		100.93
					Veh Tax:Coll:2011		-1.51
					Veh Tax:Tax 2010		237.78
					Veh Tax:Int 2010		2.24
					Veh Tax:Coll:2010		-3.63
					Veh Tax:Tax 2009		3.84
					Veh Tax:Int 2009		0.82
					Veh Tax:Coll:2009		-0.07
					Veh Tax:Tax 2008		1.56
					Veh Tax:Int 2008		0.32
					Veh Tax:Coll:2008		-0.03
					Veh Tax:Tax 2007		6.11
					Veh Tax:Int 2007		1.82
					Veh Tax:Coll:2007		-0.12
					Veh Tax:Tax 2005		0.26
					Veh Tax:Int 2005		0.13
					Veh Tax:Coll:2005		-0.01
					Gross Receipts Tax		40.80
6/30/2011	State Reve...	EFT	NC Department of Rev...06/10 (FY2010) ...		Sales Tax:Sales & ...		1,400.00
6/30/2011	State Reve...	EFT	NC Department of Rev...6/30/11 (est) (F...		Franchise:Util		45,000.00
6/30/2011	State Reve...	EFT	NC Department of Rev...6/30/11 (est) (F...		Sales Tax:Cable TV		5,300.00
6/30/2011	State Reve...	EFT	NC Department of Rev...6/30/11 (est) (F...		Sales Tax:telecom...		1,600.00
6/30/2011	State Reve...	EFT	NC Department of Rev...8/15 Correction ...		Sales Tax:Sales & ...		-180.10
7/15/2011	State Reve...		NC Department of Rev...5/11 Sales & Us... [Check Min Spgs]				-1,413.73
7/15/2011	State Reve...		Union County 6/11 Veh & Gro... [Check Min Spgs]				-391.24
<b>TOTAL 6/30/2011 - 7/31/2011</b>							<b>53,119.90</b>
<b>BALANCE 7/31/2011</b>							<b>53,119.90</b>
<b>TOTAL INFLOWS</b>							<b>55,110.34</b>
<b>TOTAL OUTFLOWS</b>							<b>-1,990.44</b>
<b>NET TOTAL</b>							<b>53,119.90</b>

# Accounts Payable Activity July 2011

6/30/2011 Through 7/31/2011

8/31/2011

Page 1

Date	Account	Description	Memo	Category	Amount
<b>BALANCE 6/29/2011</b>					<b>0.00</b>
6/30/2011	Accounts ...	Hummingbird Lawn Care		Community:M...	-200.00
				Office:Maint:S...	-450.00
6/30/2011	Accounts ...	Hummingbird Lawn Care		Community:M...	-200.00
				Office:Maint:S...	-450.00
6/30/2011	Accounts ...	Duke Power	2035221941 (FY2010)	Street Lighting	-136.68
6/30/2011	Accounts ...	Duke Power	(Old School)(FY2010)	Office:Util	-18.66
6/30/2011	Accounts ...	Duke Power	(FY2010)	Office:Util	-166.22
6/30/2011	Accounts ...	Union County Public ...	84361*00 (FY2010)	Office:Util	-13.34
6/30/2011	Accounts ...	The Enquirer-Journal	30065439 (FY2010)	Ads	-164.18
6/30/2011	Accounts ...	Xerox Corporation	I/N 056278484 Copy Plan (FY2010)	Office:Supplies	-192.48
6/30/2011	Accounts ...	Carroll Rushing & Com...	Parking Lot Driveway Staking (FY2010)	Planning:Park...	-150.00
6/30/2011	Accounts ...	Carroll Rushing & Com...	6/30/11 Correction 8/4/11 (FY2010)	Planning:Park...	-320.00
6/30/2011	Accounts ...	Xerox Corporation	I/N 056646474 8/13/11 credit (FY2010)	Office:Supplies	162.03
6/30/2011	Accounts ...	Xerox Corporation	I/N 056646474 8/13/11 correction (FY2010)	Office:Supplies	-1.51
6/30/2011	Accounts ...	Xerox Corporation	I/N 056646475 8/13/11 final (FY2010)	Office:Supplies	-60.44
7/15/2011	Accounts ...	Duke Power	2035221941 (FY2010)	[Check Min S...	136.68
7/15/2011	Accounts ...	Duke Power	1803784140 (FY2010)	[Check Min S...	166.22
7/15/2011	Accounts ...	Duke Power	1819573779 (Old School) (FY2010)	[Check Min S...	18.66
7/15/2011	Accounts ...	Union County Public ...	84361*00 (FY2010)	[Check Min S...	13.34
7/15/2011	Accounts ...	The Enquirer-Journal	30065439 (FY2010)	[Check Min S...	164.18
7/18/2011	Accounts ...	Hummingbird Lawn Care	5/11 (FY2010)	[Check Min S...	650.00
7/30/2011	Accounts ...	Hummingbird Lawn Care	6/11 (FY2010)	[Check Min S...	650.00
<b>TOTAL 6/30/2011 - 7/31/2011</b>					<b>-562.40</b>

<b>BALANCE 7/31/2011</b>	<b>-562.40</b>
--------------------------	----------------

<b>TOTAL INFLOWS</b>	<b>1,961.11</b>
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<b>TOTAL OUTFLOWS</b>	<b>-2,523.51</b>
-----------------------	------------------

<b>NET TOTAL</b>	<b>-562.40</b>
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July 2011

Revenue Details

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**Sales and Use Tax**  
(This distribution is for FY2010-11)

**May 2011 Collections**

**Summary**

**July 12, 2011**

	ARTICLE 39	ARTICLE 40	ARTICLE 42	ARTICLE 43	ARTICLE 44	ARTICLE 45	ARTICLE 46	CITY HH	TOTAL
	\$ 1,026,339.88	\$ 788,332.79	\$ 546,949.19	\$ -	\$ 1,787.72	\$ -	\$ -	\$ (168,682.80)	\$ 2,194,726.78
FAIRVIEW	\$ 419.38	\$ 322.12	\$ 223.48	\$ -	\$ 0.73	\$ -	\$ -	\$ 331.06	\$ 1,296.77
HEMBY BRIDGE	\$ 172.61	\$ 132.58	\$ 91.99	\$ -	\$ 0.30	\$ -	\$ -	\$ 136.27	\$ 533.75
INDIAN TRAIL	\$ 31,900.35	\$ 24,502.70	\$ 17,000.09	\$ -	\$ 55.56	\$ -	\$ -	\$ 25,182.27	\$ 98,640.97
LAKE PARK	\$ 3,926.29	\$ 3,015.79	\$ 2,092.37	\$ -	\$ 6.84	\$ -	\$ -	\$ 3,099.45	\$ 12,140.74
MARSHVILLE	\$ 4,382.74	\$ 3,366.39	\$ 2,335.62	\$ -	\$ 7.63	\$ -	\$ -	\$ 3,459.76	\$ 13,552.14
MARVIN	\$ 3,371.62	\$ 2,589.75	\$ 1,796.78	\$ -	\$ 5.87	\$ -	\$ -	\$ 2,661.58	\$ 10,425.60
MINERAL SPRINGS	\$ 457.20	\$ 351.17	\$ 243.65	\$ -	\$ 0.80	\$ -	\$ -	\$ 360.91	\$ 1,413.73
MINT HILL *	\$ 31.74	\$ 24.38	\$ 16.92	\$ -	\$ 0.06	\$ -	\$ -	\$ 25.08	\$ 98.18
MONROE	\$ 111,176.92	\$ 85,395.12	\$ 59,247.55	\$ -	\$ 193.65	\$ -	\$ -	\$ 87,763.43	\$ 343,776.67
STALLINGS *	\$ 21,709.47	\$ 16,675.06	\$ 11,569.24	\$ -	\$ 37.81	\$ -	\$ -	\$ 17,137.51	\$ 67,129.09
UNIONVILLE	\$ 653.74	\$ 502.14	\$ 348.39	\$ -	\$ 1.14	\$ -	\$ -	\$ 516.07	\$ 2,021.48
WAXHAW	\$ 27,362.86	\$ 21,017.44	\$ 14,582.00	\$ -	\$ 47.66	\$ -	\$ -	\$ 21,600.34	\$ 84,610.30
WEDDINGTON *	\$ 3,863.54	\$ 2,967.59	\$ 2,058.93	\$ -	\$ 6.73	\$ -	\$ -	\$ 3,049.91	\$ 11,946.70
WESLEY CHAPEL	\$ 981.97	\$ 754.26	\$ 523.31	\$ -	\$ 1.71	\$ -	\$ -	\$ 775.19	\$ 3,036.44
WINGATE	\$ 3,273.29	\$ 2,514.22	\$ 1,744.38	\$ -	\$ 5.70	\$ -	\$ -	\$ 2,583.97	\$ 10,121.56

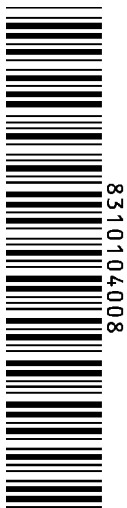
# Nonprofit and Governmental Entity Claim for Refund State and County Sales and Use Taxes

North Carolina Department of Revenue

**Complete all of the information in this section.**

<b>Legal Name</b> (First 32 Characters) (USE CAPITAL LETTERS FOR YOUR NAME AND ADDRESS)				<b>Account ID</b>
TOWN OF MINERAL SPRINGS				
<b>Mailing Address</b>				<b>Federal Employer ID Number</b>
PO BOX 600				562164326
<b>City</b>	<b>State</b>	<b>Zip Code</b>	<b>County</b>	<b>Period Beginning</b> (MM-DD-YY)
MINERAL SPRINGS	NC	28108	UNION	07-01-07
<b>Name of Person We Should Contact if We Have Questions About This Claim</b>			<b>Contact Telephone</b>	<b>Period Ending</b> (MM-DD-YY)
RICK BECKER, FINANCE OFFICER			(704) 843-5870	06-30-08
Fill in the circle that describes your organization. <input type="radio"/> <b>Nonprofit entity as defined in G.S. 105-164.14(b) (Semiannually)</b> <input checked="" type="radio"/> <b>Governmental entity as defined in G.S. 105-164.14(c) (Annually)</b>				<b>National Taxonomy of Exempt Entities Number</b> ▶ (Nonprofit Entity Only)

1. **Name of Taxing County**  
(If more than one county, see instructions on reverse and attach Form E-536R)



	State	County
2. <b>Total Purchases of Tangible Personal Property for Use on Which North Carolina State or County Sales or Use Tax Has Been Paid Directly to Retailers</b> (Do not include tax paid, purchases for resale, or items described in Line 3) ▶	9360.14	9421.63
3. <b>Amount of Sales and Use Tax Paid Directly to Retailers on Purchases for Use</b> ▶ (Do not include tax paid on any of the following: - electricity, piped natural gas, or telecommunications and ancillary services - the purchase, lease, or rental of motor vehicles - local occupancy or local prepared food and beverage taxes - scrap tire disposal or white goods disposal taxes - reimbursements to employees or individuals - alcoholic beverages)	397.81	237.81
4. <b>Amount of Sales and Use Tax Paid Indirectly on Building Materials and Supplies as Shown on Contractors' Statements</b> ▶	0.00	0.00
5. <b>Amount of Use Tax Paid Directly to the Department of Revenue by Your Organization</b> (Do not include tax collected and remitted on sales made by your organization) ▶	0.00	0.00
6. <b>Total Tax</b> (Add Lines 3, 4, and 5. County tax must be identified by rate on Line 8)	397.81	237.81

7. **Total Refund Requested** (Add State and county tax on Line 6) \$ 635.62

8. **Allocation of County Tax on Line 6** (Enter the county tax paid at each applicable rate. If you paid more than one county's tax, see the instructions on reverse and attach Form E-536R)

	<b>Food 2% Tax</b>	<b>County 2.25% Tax</b>	<b>County 2.5% Tax</b>	<b>County 2.75% Tax</b>	<b>Mecklenburg Transit 0.5% Tax</b>
▶	1.24		234.00		2.57

**Signature:** \_\_\_\_\_ **Date:** 06-27-11  
I certify that, to the best of my knowledge, this claim is accurate and complete.

**Title:** FREDERICK BECKER III, FINANCE OFFICER **Telephone:** (704) 843-5870

**MAIL TO:** NC Department of Revenue, P.O. Box 25000, Raleigh, NC 27640-0001

**For Departmental Use Only**

Refund Approved:	<b>State Tax</b>	<b>County Tax</b>	<b>Total Tax</b>
<input type="radio"/> As Filed <input type="radio"/> As Corrected	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
	<b>By:</b> _____		<b>Date:</b> _____

2 0 0 8

SALES AND USE TAX REFUND

B01292318

6119947002001

DATE 07/26/2011

CHECK NO. 0801292318

66-1059  
531

PAY: SIX HUNDRED THIRTY-FIVE AND 62/100 DOLLARS

DEPARTMENT OF REVENUE

TO THE ORDER OF:

TOWN OF MINERAL SPRINGS

AMOUNT

PO BOX 600  
MINERAL SPRINGS NC 28108-0600

\*\*\*\*\*635.62

*Elizabeth W. Colcord*

B-68

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

This Check Should be Cashed Within Six Months

⑈01292318⑈ ⑆053110594⑆ 7⑈000⑈068⑈

THE ORIGINAL DOCUMENT HAS A REFLECTIVE WATERMARK ON THE BACK. HOLD AT AN ANGLE TO VIEW WHEN CHECKING THE ENDORSEMENT.

VERIFY THIS NUMBER BLEEDS THROUGH TO BACK OF CHECK



DATE 7/29/11  
TIME 14:22:09  
USER PHH

UNION COUNTY  
COLLECTIONS BY RGCD/REV UNIT/YR-DATE RANGE  
DEPOSIT DATE RANGE: 7/01/2011 THRU 7/31/2011  
REPORT GROUP: 200 REGISTERED VEHICLE  
REVENUE UNIT: 990 TOWN OF MINERAL SPRINGS

PAGE 52  
PROG# CL2138

YEAR	TAXES, ASSESSMENTS & MISC. CHARGES	LATE LIST	INTEREST (NOT INT3)	STATE INTEREST (INT3)	TOTAL COLLECTED	COMMISSION	NET OF COMMISSION & STATE INTEREST
2003	1.30		.92		2.22	.03	2.19
2009	5.98		.40	.12	6.50	.10	6.28
2010	85.07		2.01	1.75	88.83	1.33	85.75
2011	229.70				229.70	3.45	226.25
TOTAL	322.05		3.33	1.87	327.25	4.91	320.47

Invoice Date	Invoice Number	Description	Invoice Amount
07/31/2011	200.1-11/07	Tax/Fee/Int - JUL11	\$320.47

Vendor No.	Vendor Name	Check No.	Check Date	Check Amount
10870	TOWN OF MINERAL SPRINGS	00020055	08/15/2011	320.47



**County of Union**

500 North Main Street  
 Monroe, North Carolina 28112

Vendor Number    Check Date    Check Number  
 10870            08/15/2011    00020055

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

**\$320.47**

Pay Three Hundred Twenty Dollars and 47 cents \*\*\*\*\*

To The  
 Order Of

TOWN OF MINERAL SPRINGS  
 E. ANDREWS-HINSON, TAX COLLECT  
 PO BOX 600  
 MINERAL SPRINGS NC 28108

**EFT COPY  
 NON-NEGOTIABLE**

AP



**County of Union**

500 North Main Street  
 Monroe, North Carolina 28112

10870  
 00020055

**ADDRESS SERVICE REQUESTED**

TOWN OF MINERAL SPRINGS  
 E. ANDREWS-HINSON, TAX COLLECT  
 PO BOX 600  
 MINERAL SPRINGS NC 28108

Invoice Date	Invoice Number	Description	Invoice Amount
08/10/2011	1201vehgr	Gross Veh.Rental Receipts - Ju	\$50.69

Vendor No.	Vendor Name	Check No.	Check Date	Check Amount
10870	TOWN OF MINERAL SPRINGS	00020025	08/15/2011	50.69



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

Vendor Number    Check Date    Check Number  
 10870            08/15/2011    00020025

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

**\$50.69**

Pay **Fifty Dollars and 69 cents \*\*\*\*\***

To The  
 Order Of

TOWN OF MINERAL SPRINGS  
 E. ANDREWS-HINSON, TAX COLLECT  
 PO BOX 600  
 MINERAL SPRINGS NC 28108

**EFT COPY  
 NON-NEGOTIABLE**

AP



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

10870  
 00020025

**ADDRESS SERVICE REQUESTED**

TOWN OF MINERAL SPRINGS  
 E. ANDREWS-HINSON, TAX COLLECT  
 PO BOX 600  
 MINERAL SPRINGS NC 28108

*Proclamation*  
*Firefighters Week*  
*September 11<sup>th</sup> – 17<sup>th</sup>, 2011*

*Whereas*, fighting fires is one of the most hazardous professions, requiring physical strength, stamina, extensive training, courage, and selfless concern for the welfare of others; and

*Whereas*, firefighters provide valuable services to the citizens of North Carolina, their communities, and the State; and

*Whereas*, firefighters make sacrifices to protect the lives and financial interests of the citizens of North Carolina; and

*Whereas*, firefighters respond to emergencies without hesitation when the call of duty arises; and

*Whereas*, firefighters work with public safety officials and law enforcement officers to protect the integrity of crime scenes, which is necessary to resolve arson cases; and

*Whereas*, firefighters reside in the community in which they serve and have a great appreciation for protecting their communities; and

*Whereas*, the North Carolina House of Representatives adopted House Resolution 715 on May 17, 2011 establishing the week in September of each year containing September 11<sup>th</sup> as “Firefighters Week” in North Carolina; and

*Whereas*, it is appropriate to recognize the duties and services that firefighters perform by observing “Firefighters Week” in Mineral Springs.

*Now, Therefore*, the Town of Mineral Springs does hereby proclaim the week of September 11 – 17, 2011 as “Firefighters Week”,

*And* ask our citizens to observe and recognize the contributions our firefighters make to our community.

*Adopted*, this 8<sup>th</sup> day of September of 2011.

---

Frederick Becker III, Mayor

Attest:

---

Vicky Brooks, CMC, Town Clerk

*Proclamation*  
*Recognizing and Expressing Support*  
*for the 10<sup>th</sup> Anniversary of 9/11*  
*National Day of Service and Remembrance*

On September 11, 2001, the peace and security of our nation was shattered by cowardly terrorist attacks that killed nearly 3,000 innocent and brave people at the World Trade Center towers in New York City, at the United States Pentagon, and in the pristine fields of Shanksville, Pennsylvania. Although the terrorists' goal was to strike a powerful blow to the hearts of all Americans, a tear at the fabric of our nation, arising from the very ashes of that tragedy came a remarkable spirit of unity, compassion and determination that will never be forgotten, just as we will never forget those who were lost and injured on that day, and those who rose in service during the rescue and recovery effort and in defense of our nation both here at home and abroad.

In observance of the 10<sup>th</sup> anniversary of the September 11, 2001 attacks on America, which killed citizens from 92 different countries, we hereby adopt the following Proclamation in tribute to those lost and injured on 9/11, and the many who gave of themselves in service to their communities and to this country in the aftermath of the attacks:

*Whereas*, people of all ages and walks of life, across America, and around the world, collectively witnessed an event of immense tragedy on September 11, 2001;

*Whereas*, the events of that day instantly transformed nearly everyone's lives, some through personal loss, and many others through an unfamiliar sense of individual and national vulnerability; and

*Whereas*, an unprecedented, historic bonding of Americans arose from the collective shock, unifying the country in an outpouring of national spirit, pride, selflessness, generosity, courage and service; and

*Whereas*, many brave people heroically, tirelessly and courageously participated in an extraordinarily difficult and dangerous rescue and recovery effort, in some cases voluntarily putting their own well-being at risk; and

*Whereas*, September 11 will never, and should never be just another day in the hearts and minds of all Americans;

*Whereas*, September 11, 2011 will be the 10<sup>th</sup> anniversary of the 9/11 attacks on America; and

*Whereas*, many citizens may wish to memorialize September 11 by engaging in, or making a plan to engage in personal and individual acts of community service, or other giving activities, as part of a solemn day of remembrance and tribute; and

*Whereas*, on March 19, 2009, the United States Congress passed bipartisan legislation authorizing the establishment of September 11 as a federally recognized National Day of Service and Remembrance, which President Barack Obama signed into law on April 21, 2009 and ;

*Whereas*, the President of the United States, on September 11, 2009, issued the Patriot Day Proclamation officially and permanently designating September 11 as a National Day of Service and Remembrance, and calling upon all interested Americans to participate in this observance through moments of silence, the flying of the flag of the United States at half-staff, as well as community service and charitable activities in tribute and remembrance; and

*Now, therefore*, the Town of Mineral Springs Council, pays tribute to all of the victims of 9/11 and the many who rose in service to the 9/11 terrorist attacks, will observe September 11, 2011, the 10<sup>th</sup> Anniversary of 9/11, as a voluntary Day of Service and Remembrance, and furthermore calls upon all its citizens and organizations to consider joining in this observance and to engage in activities of tribute, solemn remembrance and charitable service.

*Adopted*, this 8<sup>th</sup> day of September of 2011.

---

Frederick Becker III, Mayor

Attest:

---

Vicky Brooks, CMC, Town Clerk



citizens to look at a variety of different growth scenarios and help us to collectively determine how and where we want to grow...and where jobs should be to support that growth. We want and encourage local government participation in the grant and the blueprinting process.

We also see the HUD grant as a natural extension of the North Carolina Sustainable Communities Task Force Grant that we have worked on with a number of communities in the region. You may recall from previous correspondence that funds from that grant are being used to develop a scorecard that will score how suitable brownfield/greyfields sites in the region are for redevelopment.

To make our HUD grant application more competitive, we are asking for local governments to sign and forward back to us (in either hardcopy or digital PDF format) a letter of endorsement. You may consider sending it back with a pledge of in-kind assistance. That assistance would be in the form of staff time (over a three year period starting in Spring 2012) in providing us with data from your community, helping us normalize that data for use in the regional model, educational opportunities on blueprinting and learning about best practices in other regions of the country. We have found out that many peer regions and their local governments across the country (e.g., Sacramento, Kansas City, Salt Lake City) have conducted similar processes and have reaped significant financial benefits as a result.

In-kind assistance is optional. We are suggesting 40 hours per year (for a total of 120 hours) but the amount of in-kind assistance, if any, that your community would like to offer, is completely up to you.

As mentioned, the grant application is due in the latter part of September 2011. We would like for all local governments to submit their signed letters of support to us no later than **September 21, 2011**. We have already sent a similar email to your local planning staff earlier this week. If you would like to have this email sent to your Mayor and/or Centralina COG delegate, let me know and I would be happy to do so. And with all this said, if you have any questions about the grant or the letter of support, please feel free to contact me or Rebecca Yarbrough ([ryarbrough@centralina.org](mailto:ryarbrough@centralina.org)). Thanks!

Bill

PS- A few communities adopted earlier this year a Memorandum of Understanding in support of both the NC Sustainable Communities Task Force and HUD grants. I will contact those communities individually to discuss how this letter of



endorsement interfaces with the MOU.

**Bill Duston, AICP**

Planning Director

Centralina Council of Governments,

P. O. Box 35008

Charlotte, NC 28235

704 348-2709 (t)

704 347-4710 (f)

704 281-5497 (Cell)

[www.centralina.org](http://www.centralina.org)

Pursuant to North Carolina General Statutes, Chapter 132, email correspondence to and from this address may be considered public record under the North Carolina Public Records Law and may be disclosed to third parties.

**P** Please consider the environment before printing this e-mail

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**SAMPLE LETTER OF ENDORSEMENT [Please Put on Letterhead]**

**SUSTAINABLE COMMUNITIES REGIONAL PLANNING GRANT**

**Date**

Jim Prosser, Executive Director  
Centralina Council of Governments  
525 North Tryon Street, 12<sup>th</sup> Floor  
Charlotte, North Carolina 28202

Dear Jim,

\_\_\_\_\_ strongly endorses Centralina Council of Governments and Catawba Regional Council of Governments' application for Sustainable Communities Regional Planning Grant funding. We understand that Centralina is the lead applicant for this project.

**INSERT A SHORT PARAGRAPH OR TWO ABOUT THE ORGANIZATION/ENTITY, THEIR PURPOSE, AND WHAT THE SUSTAINABLE COMMUNITIES REGIONAL PLANNING GRANT COULD MEAN TO THEIR WORK (IN HOUSING, ENVIRONMENT, COMMUNITY PLANNING, TRANSPORTATION, ECONOMIC DEVELOPMENT, SOCIAL EQUITY AND INCLUSION, ETC.). THE LAST SENTENCE SHOULD READ:** We particularly support the \_\_\_\_\_ component of the application, which directly supports our work in \_\_\_\_\_, and in which we plan to play an active role.

**IF THE ORGANIZATION IS WILLING:** We further commit that the staff time we devote to this project may be considered as in-kind match for the Planning Grant. We have calculated the value of our match as \$ \_\_\_\_\_, which is based on an estimate of \_\_\_\_\_ hours per year for \_\_\_\_\_ years, at a rate of \$ \_\_\_\_\_ per hour **[MAY BE AN AVERAGED RATE]** which includes fringe benefits and any associated overhead costs. We also agree to provide meeting space valued at \_\_\_\_\_ for Consortium meetings or workshops, and/or to provide refreshments for any workshops held at our facilities, with an estimated value of \_\_\_\_\_. **[if agencies are willing to provide this. This year, every bit helps!]**

We look forward to an active partnership as a Consortium member in the Sustainable Communities Regional Planning Grant, and strongly encourage the US Department of Housing and Urban Development's funding of this proposal. Our intention is to formalize our participation as a Consortium member within 120 days of grant approval.

Very truly yours,

**Authorized Organization/Agency Representative**

