

**Town of Mineral Springs
Mineral Springs Town Hall
3506 Potter Road S ~ Mineral Springs
Mineral Springs Town Council
Public Hearing / Regular Meeting
June 12, 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 Hearing – 2025-2026 Proposed Budget

3. Public Comments

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

4. Consent Agenda – Action Item

- A. Approval of the May 8, 2025 Regular Meeting Minutes
- B. Acceptance of the April 2025 Union County Tax Report
- C. Acceptance of the April 2025 Finance Report

5. Consideration of Approving a Personnel Policy and a Position Plan – Action Item

The council will consider approving a personnel policy and a position plan.

6. Update on Applications Received and Consideration of Going into Closed Session under G.S. 143-318.11 (6) – Action Item

The council will be updated on the job applications received from the posting of the recent job descriptions and will consider going into closed session per G.S. 143-318.11(6) to consider the qualifications and competence of a prospective employee.

7. Consideration of New Computers for Planning Director/Town Administrator and Clerk/Finance Officer

The council will consider authorizing the purchase of new computers for the Planning Director / Town Administrator and Clerk / Finance Officer

8. Consideration of the 2024-2025 Nonprofit Contributions – Action Item

The council will consider the 2024-2025 nonprofit contributions (Turning Point, Council on Aging, Catawba Lands Conservancy, & American Red Cross).

9. Consideration of the 2025-2026 Budget – Action Item

Mayor Becker will present the council with the 2025-2026 proposed budget and the council will consider adopting it.

10. Staff Reports

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

11. Other Business

12. Adjournment

**Draft Minutes of the
Mineral Springs Town Council
Regular Meeting
May 8, 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, May 8, 2025.

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

Absent: None.

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

Visitors: Cynthia Singleton.

1. Opening

With a quorum present at 7:30 p.m. on May 8, 2025, Mayor Frederick Becker called the regular meeting to order.

Councilwoman Critz delivered the invocation.

Pledge of Allegiance.

2. Public Comments

Cynthia Singleton - 2902 Harrington Place.

3. Consent Agenda – Action Item

Councilman Muller motioned to approve the consent agenda containing the April 10, 2025 Regular Meeting Minutes, the March 2025 Union County Tax Report, and the March 2025 Finance Report as presented and Councilwoman Krafft seconded. The motion passed unanimously. Ayes: Coffey, Countryman, Critz, Cureton, Krafft, and Muller. Nays: None.

4. Update on Applications Received and Consideration of Going into Closed Session under G.S. 143-318.11 (6) – Action Item

Town Administrator Vicky Brooks explained there were currently three applications for the town clerk/finance officer position and then asked the council if they wanted to look at the applications or extend the deadline for submitting applications.

Mayor Becker noted that the deadline was tomorrow.

Councilwoman Critz mentioned that she had had a conversation with Ms. Brooks about spreading the net to get more attention to the opportunities. Councilwoman Critz noted that she told Ms. Brooks that it might be a good idea to check with Union County and Monroe to see if they would put it on their website, so there would be a broader base. If the deadline was extended until the June meeting, the council could still meet the deadline to make a decision; 30 more days to widen the net and get the information out there.

Ms. Brooks responded the council did not have 30 days, the deadline could not be the next meeting, because there had to be time for interviews. The deadline could be two weeks from now. The council could review the applicants at the June meeting.

Councilwoman Coffey motioned to extend the application deadline for two weeks from today, that will give opportunity to have some more applicants and Councilwoman Cureton seconded.

Councilwoman Critz stated that she didn't know if it was a friendly amendment, but also to see if there was a way to broaden the net.

Councilwoman Coffey apologized because she thought that had already been done.

Mayor Becker noted that Ms. Brooks had been working on that through the platforms.

Mayor Becker stated there was a motion and a second to extend it [deadline] and to look a little further afield.

Ms. Brooks asked Councilwoman Coffey if she was amending her motion to add "look further."

Mayor Becker noted that Ms. Brooks had already extended the field by boosting [the social media post].

Councilwoman Coffey clarified that she was recommending that the deadline be extended and then whatever Ms. Brooks felt was necessary to recruit a broader scope of applicants.

Mayor Becker called for a vote on the motion by Councilwoman Coffey with the friendly amendment by Councilwoman Critz. The motion passed unanimously. Ayes: Coffey, Countryman, Critz, Cureton, Krafft, and Muller. Nays: None.

5. Consideration of Resolution Opposing HB 765 – Action Item

Ms. Brooks pointed out that the resolution that she presented to the council in the agenda packet was still valid even though there had been changes to the bill, which she has not had the opportunity to compare yet.

Councilwoman Krafft asked if it had been made more restrictive.

Mayor Becker responded no, some of it was left out, but some had been put in. The good news is that the crossover was today, and crossover means a bill that was introduced in one house must be passed by that chamber before it could be introduced in the other chamber; however, when it comes to the legislature, you are never safe until the final gavel adjourns the session. The legislature can find ways to "game" it.

Councilwoman Critz asked if everything was still relevant.

Mayor Becker responded that everything was still relevant, and Ms. Brooks' findings were 100% in effect.

Ms. Brooks mentioned that the resolution also points out SB 495, SB 497, and SB 688. In some cases, Ms. Brooks found there were duplications and asked Attorney Griffin what happened when they had overlapping or conflicting bills.

Attorney Griffin responded that it depended on who had the muscle and power to get the bill through.

Mayor Becker added that the worst thing he and Ms. Brooks found that applied to Mineral Springs in versions one and two, which is statewide, was that if there are areas of the town that are designated residential use, you must allow a minimum density of five houses per acre in a town of less than 25,000 and a county of over 100,000 must allow six units per acre by right.

Councilwoman Critz asked how OSHA could even approve that with all that impervious surface and rainwater runoff.

Mayor Becker responded that they don't really care.

Mayor Becker continued that the other thing that changed, which was basically better for towns like ours, was that the third version only implied that the high-density mandate was for municipalities between 85,000 and 125,000; then it was above 125,000 that had to be six units minimum per acre. The second version repealed that you couldn't down-zone property to a lower density, but that wouldn't help because they are still forcing you to do five units per acre, so the repeal was taken out of version three. Mayor Becker stated, "it's all just still a bad bill." They have juggled and shifted, and it is still all of the stuff that Ms. Brooks cited.

Councilwoman Coffey motioned to adopt the resolution opposing House Bill 765, because it is imperative that the Town of Mineral Springs will benefit from the opposition of it and Councilwoman Krafft seconded. The motion passed unanimously. Ayes: Coffey, Countryman, Critz, Cureton, Krafft, and Muller. Nays: None.

The resolution is as follows:

**TOWN OF MINERAL SPRINGS
RESOLUTION OPPOSING
NORTH CAROLINA HOUSE BILL 765**

R-2025-04

WHEREAS, North Carolina House Bill 765, entitled Local Gov. Development Regulations Omnibus, was recently introduced in the North Carolina General Assembly:

WHEREAS, NC House Bill 765 would significantly limit the ability of local governments across the state to make decisions regarding local land-use planning and zoning;

WHEREAS, NC House Bill 765 undermines the authority entrusted to elected municipal officials by their communities;

WHEREAS, House Bill 765 represents a harmful reworking of local planning and zoning powers, including provisions that eliminate local standards entirely;

WHEREAS, these limitations negatively impact the ability of communities to ensure public safety and promote walkability, accessibility, and local character;

WHEREAS, NC House Bill 765 imposes new civil penalties on local officials for alleged violations of ambiguous planning rules, potentially exposing elected representatives to legal risk for routine and good-faith decisions made in the public interest;

WHEREAS, NC House Bill 765 mandates new residential density requirements based solely on municipal population, allowing development by right, without public input or review by elected officials, overriding local comprehensive plans and threatening neighborhood character;

WHEREAS, NC House Bill 765 would remove essential tools that municipalities use to protect property values, support responsible growth, attract new businesses and residents, and preserve the unique identity and quality of life; and

WHEREAS, the North Carolina League of Municipalities has urged local governments to review and voice concerns about NC House Bill 765, recognizing the bill's broad and lasting negative impact on local self-governance.

NOW, THEREFORE BE IT RESOLVED, the Town of Mineral Springs strongly opposes North Carolina House Bill 765. We further ask that you not support any legislation that would limit control of planning and zoning. Local public hearings and policy input is critical to the community.

BE IT FURTHER RESOLVED, the Mineral Springs Town Council urges members of the North Carolina General Assembly to leave planning and zoning decisions to the locally elected boards and their citizens, and that the North Carolina General Assembly immediately terminate NC House Bill 765 and other related or similar bills (SB 495, SB 497, SB 499, and SB 688) which severely undermine the rights of the local citizens and their elected local government officials to make the zoning regulations for the betterment of their community.

BE IT FURTHER RESOLVED, that copies of this resolution be forwarded to North Carolina Senators, North Carolina Representatives and neighboring municipalities in North Carolina.

ADOPTED this the 8th day of May, 2025.

Frederick Becker III, Mayor
Town of Mineral Springs

Attest:

Vicky Brooks, Town Clerk
Town of Mineral Springs

6. Consideration of the 2025-2026 Budget and Calling for a Public Hearing – Action Item

Mayor Becker noted that he hated to bring it up, but it affected the budget. Mayor Becker explained he received an email from Patrick Niland (Deputy County Manager) about Union County operating a county program for senior nutrition, which they are funding to a tune of approximately \$1,000,000 annually. Currently, the program is part of Social Services, and they have found that there are an estimated 373 seniors on the waiting list in the municipalities and in unincorporated Union County. There are four in Mineral Springs. A couple of months ago, Wesley Chapel opened the floodgate by saying, "We will kick some money into this program for the people in Wesley Chapel," which would take seven off the waiting list for the upcoming fiscal year. Mayor Becker stated that he asked Mr. Niland what the status was. Mr. Niland told Mayor Becker that Wingate was looking to fund their town/ETJ of eight. Waxhaw was looking like they want to do it. Mayor Becker explained he had mixed feelings, so he was not making a recommendation. The council saw how close the town budget was for the upcoming year; it is very tight. A lot had to be sliced out of the Capital Budget in order to balance it with some of the other needs, especially the increased staff. Mayor Becker explained that Mr. Niland was not sure whether the Mineral Springs people would be close enough to one of the facilities that they use for the distribution of the warm meals, which is \$1,456 annually per recipient or if they would need the frozen meals (done through a third party), which are more expensive at \$1,989 per recipient. Mayor Becker thought Mineral Springs might be close enough that they would get the cheaper ones.

Mayor Becker asked the council if they wanted to go into a county function where there would be an interlocal agreement to enter into an inter-governmental budget item. The town would be looking at a potential \$6,000 to \$8,000 commitment for the upcoming year and Mayor Becker would have to juggle [the budget] if the council wanted to do it.

Councilwoman Critz thought there were churches that did meals, in addition to the county resource. Councilwoman Critz did not have a problem with the dollar amount for funding those four people, but she felt a little bit of an entanglement with joining the county's project. Councilwoman Critz thought the town should ask Council on Aging or the actual department that was funding the meals if there was a way to get the information to the recipients of other locations that were doing similar types of things.

Councilwoman Coffey stated that she eats, and she wanted everybody to eat, because there is nothing worse than having someone sitting hungry and could not get to a meal. "Everybody deserves to eat." Councilwoman Coffey commented that the town needed to fund those four people that can't eat.

Mayor Becker explained that he did contact Mr. Niland to verify that it was an in-house county program. Mr. Niland told Mayor Becker that they would not know, four was what they had on the waiting list that had applied. When funding was in the county budget or from other sources, the county would go in depth with the applicants to make sure they qualified and were in line for the program. There is federal and state oversight, which is a strictly regulated program. Union County is not the only county that does it; everybody does it, but it is not a third party, so it is not like you are losing oversight because it is a charity.

Councilwoman Critz asked if the funding came from the county tax base.

Mayor Becker responded, yes, it is what the county was doing in their budget.

Councilwoman Critz asked if the county was getting state and federal money on top of it.

Mayor Becker responded that it was in the budget as an outgo, but there may be income. Mayor Becker explained that he did not ask Mr. Niland, but it wouldn't surprise him if there was some grant money; the county is administering it.

Councilwoman Critz stated that she still thought that research should be done so that the council may know more resources.

Councilwoman Coffey agreed, but that would be for the future; right now, there are four people on a list.

Mayor Becker asked Councilwoman Cureton if there were any churches that did food pantries.

Councilwoman Cureton responded that they did until "Phyllis" got tired, but they used to feed the homeless every first Saturday.

Mayor Becker clarified that there were still programs that the churches are either doing prepared meals or a food pantry. The county program was specifically, he believed, for homebound seniors that can't get out.

Councilman Countryman commented that the bottom line was that the council had to tweak the budget.

Mayor Becker stated that the board could make a motion, even though the budget had not been adopted, for him to find \$6,000 - \$8,000 in Capital. Mayor Becker mentioned that the two [job] applicants that Ms. Brooks had seen could take the combined position, which would also save the town a little bit.

Councilman Muller motioned to have the mayor tweak the budget and find the funds to support this and Councilwoman Krafft seconded. The motion passed unanimously. Ayes: Coffey, Countryman, Critz, Cureton, Krafft, and Muller. Nays: None.

Mayor Becker explained that the current tax rate is 2.1 cents per \$100, and the revenue neutral rate, which is designed to make up for the property revaluation increase where the average Mineral Springs taxpayer would see their bill be the same would be 1.42 cents per \$100. Mayor Becker stated that at 1.42 cents with the additional personnel and overhead costs the town was experiencing, the town will have to split the difference. The town will pick up a few thousand in new income and pull it out of the Capital Budget for the rest. Although Mayor Becker is recommending lowering the tax rate, it still represents a slight increase, because it is a little bit above revenue neutral. Mayor Becker noted that he thought the town was being very careful detailing what that money would be spent on and not increasing the income for no reason.

Councilwoman Critz commented that she believed a slight increase with what the town is facing was an appropriate thing to do from a financial standpoint, world economics, and local economics.

Mayor Becker explained that he and Ms. Brooks discussed (under office) that the town did not need the Records Management Service, because it was redundant based on what Ms. Brooks is able to do with the town's cloud host. We are looking for things that are unnecessary expenses, even if it was only \$5,000 to \$6,000 yearly, to cut in order to minimize any increases.

Councilwoman Coffey motioned to call for a public hearing on June 12, 2025 for the 25-26 budget and Councilman Countryman seconded. The motion passed unanimously. Ayes: Coffey, Countryman, Critz, Cureton, Krafft, and Muller. Nays: None.

7. Staff Reports

None.

8. Other Business

Mayor Becker stated he had one item of other business that he had to sneak in past Ms. Brooks, although he was sure she already knew, because the first full week in May had been designated over years by the International Institute of Municipal Clerks as Municipal Clerks Week. May 4 through May 10, 2025 is the 56th annual Municipal Clerks Week, which "we're in the midst of it." Mayor Becker explained that he always liked to adopt the proclamation declaring that and showing appreciation to the clerk, who may be retiring from the clerk's position. "The clerk is, as we know, an extremely important position."

Councilman Countryman motioned to adopt this proclamation and recognize Vicky as a super clerk and Councilwoman Cureton seconded. The motion passed unanimously. Ayes: Ayes: Coffey, Countryman, Critz, Cureton, Krafft, and Muller. Nays: None.

Councilwoman Coffey went on record to say, "she's the heartbeat of Mineral Springs."

Councilwoman Critz commented that it was going to be very hard for this council to make any decision, regardless, concerning a replacement, because Ms. Brooks cast a very long shadow, so they were going to turn them all down, so she could not leave.

Councilman Muller commented that the council was just going to say they were not accepting resignations at this time.

Ms. Brooks responded she was not resigning, Rick was.

Mayor Becker noted that would not be until December.

9. Adjournment – Action Item

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

The next regular meeting will be on Thursday, June 12, 2025 at 7:30 p.m. at the Mineral Springs Town Hall.

Respectfully submitted by:

Vicky A. Brooks, CMC, NCCMC, Town Clerk

Frederick Becker, Mayor

Memorandum

To: Town of Mineral Springs
Rick Becker

From: Vann Harrell 
Tax Administrator

Date: May 14, 2025

Re: Departmental Monthly Report

The Tax Collector's monthly/year to date collections report for the month ending April 30, 2025 is attached for your information and review.

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

Attachment

VH/JM

APRIL 2025
TOWN OF MINERAL SPRINGS
PERCENTAGE REPORT

APRIL 30, 2025 REGULAR TAX	2025	2024	2023	2022	2021
BEGINNING CHARGE	151.72	85,724.52	82,405.80	80,802.40	80,155.13
TAX CHARGE					
PUBLIC UTILITIES CHARGES					
DISCOVERIES					
NON-DISCOVERIES					
RELEASES					
TOTAL CHARGE	151.72	85,724.52	82,405.80	80,802.40	80,155.13
BEGINNING COLLECTIONS		84,898.76	82,351.18	80,789.29	80,144.66
COLLECTIONS - TAX		408.77	5.03		
COLLECTIONS - INTEREST		12.15	0.63		
TOTAL COLLECTIONS	-	85,307.53	82,356.21	80,789.29	80,144.66
BALANCE OUTSTANDING	151.72	416.99	49.59	13.11	10.47
PERCENTAGE OF REGULAR	0.00%	99.51%	99.94%	99.98%	99.99%
COLLECTION FEE 1.25 %	-	5.26	0.07	-	-

APRIL 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
69,817.57	67,992.78	67,409.94	65,441.40	61,553.74	62,157.91
69,753.18	67,927.72	67,403.17	65,437.75	61,550.09	62,151.90
69,753.18	67,927.72	67,403.17	65,437.75	61,550.09	62,151.90
64.39	65.06	6.77	3.65	3.65	6.01
99.91%	99.90%	99.99%	99.99%	99.99%	99.99%
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Town of Mineral Springs

FINANCE REPORT

April 2025

Prepared for:

The Mineral Springs Town Council

By:

Frederick Becker III
Finance Officer

June 12, 2025

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Cash Flow Report FY2024 YTD

7/1/2024 through 4/30/2025

5/26/2025

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Category	7/1/2024- 4/30/2025
INCOME	
Interest Income	43,440.30
Other Inc	
Copy Charges	60.70
Sales Tax Refunds	2,208.60
Zoning	6,592.50
TOTAL Other Inc	8,861.80
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	23.60
Tax	84.49
TOTAL Receipts 2021	108.09
TOTAL Prop Tax 2021	108.09
Prop Tax 2022	
Receipts 2022	
Int	6.83
Tax	39.69
TOTAL Receipts 2022	46.52
TOTAL Prop Tax 2022	46.52
Prop Tax 2023	
Receipts 2023	
Int	5.82
Tax	89.87
TOTAL Receipts 2023	95.69
TOTAL Prop Tax 2023	95.69
TOTAL Prop Tax Prior Years	312.42
Property Tax 2024	
Receipts 2024	
Int	120.52
Tax	84,892.55
TOTAL Receipts 2024	85,013.07
TOTAL Property Tax 2024	85,013.07
Sales Tax	
Cable TV	7,912.76
Electricity	110,225.33
Natural Gas Excise	294.44
Sales & Use Dist	27,184.38

Cash Flow Report FY2024 YTD

7/1/2024 through 4/30/2025

5/26/2025

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Category	7/1/2024- 4/30/2025
telecommunications	1,021.34
TOTAL Sales Tax	146,638.25
Veh Tax	
Int 2024	84.41
Tax 2024	7,706.56
TOTAL Veh Tax	7,790.97
TOTAL INCOME	292,056.81
EXPENSES	
Ads	203.96
Attorney	3,347.70
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	9,372.11
Maint	4,339.00
Parks & Rec	
Park	3,456.09
TOTAL Parks & Rec	3,456.09
Special Events	
Services	1,486.00
TOTAL Special Events	1,486.00
TOTAL Community	22,841.20
Emp	
Benefits	
Dental	836.00
Life	760.96
NCLGERS	20,393.50
Vision	154.00
TOTAL Benefits	22,144.46
Bond	550.00
FICA	
Med	1,926.04
Soc Sec	8,235.56
TOTAL FICA	10,161.60
Payroll	2,189.05
Unemp	45.90
Work Comp	2,071.75
TOTAL Emp	37,162.76
Office	
Clerk	39,990.00
Council	12,000.00
Deputy Clerk	11,078.59
Dues	8,021.84
Equip	2,060.61
Finance Officer	36,910.00

Cash Flow Report FY2024 YTD

7/1/2024 through 4/30/2025

5/26/2025

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Category	7/1/2024- 4/30/2025
Ins	4,377.94
Maint	
Materials	474.20
Service	16,784.59
TOTAL Maint	17,258.79
Mayor	5,000.00
Post	528.40
Records	5,956.19
Supplies	2,577.31
Tel	8,073.08
Util	3,643.15
TOTAL Office	157,475.90
Planning	
Administration	
Contract	3,976.89
Salaries	34,540.00
TOTAL Administration	38,516.89
Misc	1,102.60
TOTAL Planning	39,619.49
Street Lighting	1,438.68
Tax Coll	
Contract	1,202.09
TOTAL Tax Coll	1,202.09
Training	
Officials	225.00
TOTAL Training	225.00
Travel	2,156.54
TOTAL EXPENSES	272,846.17
TRANSFERS	
FROM Idle Funds First National	10,000.00
TO Check Min Spgs	-10,000.00
TOTAL TRANSFERS	0.00
OVERALL TOTAL	19,210.64

Account Balances History Report - As of 4/30/2025

(Includes unrealized gains)

5/26/2025

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
ASSETS						
Cash and Bank Accounts						
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
TOTAL Cash and Bank Accounts	1,491,342.71	1,496,001.52	1,456,315.89	1,444,385.59	1,493,557.51	1,479,123.69
Other Assets						
State Revenues Receivable	0.00	62,962.27	58,747.94	55,357.58	0.00	0.00
TOTAL Other Assets	0.00	62,962.27	58,747.94	55,357.58	0.00	0.00
TOTAL ASSETS	1,491,342.71	1,558,963.79	1,515,063.83	1,499,743.17	1,493,557.51	1,479,123.69
LIABILITIES						
Other Liabilities						
Accounts Payable	692.77	2,206.54	692.77	692.77	692.77	692.77
TOTAL Other Liabilities	692.77	2,206.54	692.77	692.77	692.77	692.77
TOTAL LIABILITIES	692.77	2,206.54	692.77	692.77	692.77	692.77
OVERALL TOTAL	1,490,649.94	1,556,757.25	1,514,371.06	1,499,050.40	1,492,864.74	1,478,430.92

Account Balances History Report - As of 4/30/2025

(Includes unrealized gains)

5/26/2025

Account	11/30/2024 Balance	12/31/2024 Balance	1/31/2025 Balance	2/28/2025 Balance	3/31/2025 Balance	4/30/2025 Balance
ASSETS						
Cash and Bank Accounts						
Check Min Spgs	11,939.18	98,495.09	95,436.11	87,023.70	126,989.66	107,427.91
Idle Funds First National	358,636.07	358,780.51	358,902.40	359,012.53	359,134.50	359,252.57
NCCMT_Cash	1,090,453.60	1,094,591.52	1,098,581.19	1,102,178.88	1,106,140.60	1,109,980.18
TOTAL Cash and Bank Accounts	1,461,028.85	1,551,867.12	1,552,919.70	1,548,215.11	1,592,264.76	1,576,660.66
Other Assets						
State Revenues Receivable	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL Other Assets	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL ASSETS	1,461,028.85	1,551,867.12	1,552,919.70	1,548,215.11	1,592,264.76	1,576,660.66
LIABILITIES						
Other Liabilities						
Accounts Payable	692.77	692.77	692.77	692.77	692.77	692.77
TOTAL Other Liabilities	692.77	692.77	692.77	692.77	692.77	692.77
TOTAL LIABILITIES	692.77	692.77	692.77	692.77	692.77	692.77
OVERALL TOTAL	1,460,336.08	1,551,174.35	1,552,226.93	1,547,522.34	1,591,571.99	1,575,967.89

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Mineral Springs Monthly Revenue Summary 2024-25

TOWN OF MINERAL SPRINGS																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																					
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Mineral Springs Budget Comparison 2024-25

TOWN OF MINERAL SPRINGS											
BUDGET COMPARISON 2024-25 (Incl. Amendment 2024-01& 2024-02)											
Appropriation dept	Budget	Unspent	Spent YTD	% of Budget	July	August	September	October	November		
Advertising	\$ 1,200.00	\$ 996.04	\$ 203.96	17.0%	\$	\$ 94.52	\$	\$	\$	-	\$
Attorney	\$ 7,200.00	\$ 3,852.30	\$ 3,347.70	46.5%	\$ 300.00	\$ 647.70	\$ 300.00	\$ 300.00	\$ 300.00	\$	\$ 300.00
Audit	\$ 5,230.00	\$ -	\$ 5,230.00	100.0%	\$	\$	\$	\$	\$	-	\$
Charities & Agencies	\$ 12,575.00	\$ 12,575.00	\$ -	0.0%	\$	\$	\$	\$	\$	-	\$
Community Projects	\$ 32,988.00	\$ 10,146.80	\$ 22,841.20	69.2%	\$ 5,394.71	\$ 326.16	\$ 299.13	\$ 2,027.90	\$ 9,870.51	\$	\$ 9,870.51
Contingency	\$ 2,700.00	\$ 2,700.00	\$ -	0.0%	\$	\$	\$	\$	\$	-	\$
Employee Overhead	\$ 43,900.00	\$ 6,737.24	\$ 37,162.76	84.7%	\$ 6,219.82	\$ 3,397.51	\$ 1,430.26	\$ 5,462.97	\$ 3,388.10	\$	\$ 3,388.10
Elections	\$ -	\$ -	\$ -	0.0%	\$	\$	\$	\$	\$	-	\$
Fire Protection	\$ 12,000.00	\$ 12,000.00	\$ -	0.0%	\$	\$	\$	\$	\$	-	\$
Intergovernmental	\$ -	\$ -	\$ -	0.0%	\$	\$	\$	\$	\$	-	\$
Office & Administrative	\$ 196,638.00	\$ 39,162.10	\$ 157,475.90	80.1%	\$ 31,868.21	\$ 11,839.49	\$ 13,690.21	\$ 13,780.91	\$ 13,496.05	\$	\$ 13,496.05
Planning & Zoning	\$ 54,178.00	\$ 14,558.51	\$ 39,619.49	73.1%	\$ 5,674.44	\$ 4,215.25	\$ 3,573.01	\$ 4,305.43	\$ 3,454.00	\$	\$ 3,454.00
Street Lighting	\$ 2,150.00	\$ 711.32	\$ 1,438.68	66.9%	\$ 169.38	\$	\$ 169.29	\$ 346.56	\$ 174.01	\$	\$ 174.01
Tax Collection	\$ 1,800.00	\$ 597.91	\$ 1,202.09	66.8%	\$	\$ 4.63	\$ 63.71	\$ 78.21	\$ 58.46	\$	\$ 58.46
Training	\$ 3,000.00	\$ 2,775.00	\$ 225.00	7.5%	\$	\$	\$	\$ 225.00	\$	-	\$
Travel	\$ 3,600.00	\$ 1,443.46	\$ 2,156.54	59.9%	\$	\$ 1,500.31	\$	\$	\$	-	\$
Capital Outlay	\$ 49,816.00	\$ 47,873.15	\$ 1,942.85	3.9%	\$	\$	\$	\$ 1,942.85	\$	-	\$
Totals	\$ 428,975.00	\$ 156,128.83	\$ 272,846.17	63.6%	\$ 49,626.56	\$ 22,025.57	\$ 19,525.61	\$ 28,469.83	\$ 30,741.13		
Off Budget:											
Interfund Transfers											
Total Off Budget:			\$ -		\$	\$ -	\$ -	\$ -	\$ -	\$	\$ -

Mineral Springs Budget Comparison 2024-25

Appropriation dept	December	January	February	March	April	May	June	June a/p
Advertising	\$ 109.44	\$ -	\$ -	\$ -	\$ -			
Attorney	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00			
Audit	\$ 3,138.00	\$ 2,092.00	\$ -	\$ -	\$ -			
Charities & Agencies	\$ -	\$ -	\$ -	\$ -	\$ -			
Community Projects	\$ 325.02	\$ 2,184.14	\$ 1,646.33	\$ 468.16	\$ 299.14			
Contingency	\$ -	\$ -	\$ -	\$ -	\$ -			
Employee Overhead	\$ 3,408.24	\$ 1,603.46	\$ 5,425.76	\$ 3,397.05	\$ 3,429.59			
Elections	\$ -	\$ -	\$ -	\$ -	\$ -			
Fire Protection	\$ -	\$ -	\$ -	\$ -	\$ -			
Intergovernmental	\$ -	\$ -	\$ -	\$ -	\$ -			
Office & Administrative	\$ 14,184.22	\$ 14,872.99	\$ 13,677.47	\$ 13,413.49	\$ 16,652.86			
Planning & Zoning	\$ 3,454.00	\$ 4,337.87	\$ 3,661.24	\$ 3,490.25	\$ 3,454.00			
Street Lighting	\$ -	\$ -	\$ 86.51	\$ 328.62	\$ 164.31			
Tax Collection	\$ 534.42	\$ 234.87	\$ 145.30	\$ 57.43	\$ 25.06			
Training	\$ -	\$ -	\$ -	\$ -	\$ -			
Travel	\$ 266.06	\$ 123.95	\$ 104.52	\$ 161.70	\$ -			
Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -			
Totals	\$ 25,719.40	\$ 25,749.28	\$ 25,047.13	\$ 21,616.70	\$ 24,324.96	\$ -	\$ -	\$ -
Off Budget:								
Interfund Transfers								
Total Off Budget:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

April Cash Flow Report - Apr 2025

4/1/2025 through 4/30/2025

5/26/2025

Page 1

Category	4/1/2025- 4/30/2025
INCOME	
Interest Income	3,957.65
Other Inc	
Zoning	200.00
TOTAL Other Inc	200.00
Prop Tax Prior Years	
Prop Tax 2021	
Receipts 2021	
Int	0.35
Tax	1.56
TOTAL Receipts 2021	1.91
TOTAL Prop Tax 2021	1.91
Prop Tax 2022	
Receipts 2022	
Int	1.22
Tax	4.13
TOTAL Receipts 2022	5.35
TOTAL Prop Tax 2022	5.35
TOTAL Prop Tax Prior Years	7.26
Property Tax 2024	
Receipts 2024	
Int	18.89
Tax	540.51
TOTAL Receipts 2024	559.40
TOTAL Property Tax 2024	559.40
Sales Tax	
Sales & Use Dist	2,927.09
TOTAL Sales Tax	2,927.09
Veh Tax	
Int 2024	12.53
Tax 2024	1,056.93
TOTAL Veh Tax	1,069.46
TOTAL INCOME	8,720.86
EXPENSES	
Attorney	300.00
Community	
Parks & Rec	
Park	299.14
TOTAL Parks & Rec	299.14
TOTAL Community	299.14
Emp	
Benefits	
Dental	76.00
Life	67.20
NCLGERS	2,039.35
Vision	14.00
TOTAL Benefits	2,196.55
FICA	
Med	195.20

April Cash Flow Report - Apr 2025

4/1/2025 through 4/30/2025

5/26/2025

Page 2

Category	4/1/2025- 4/30/2025
Soc Sec	834.66
TOTAL FICA	1,029.86
Payroll	203.18
TOTAL Emp	3,429.59
Office	
Clerk	3,999.00
Council	1,200.00
Deputy Clerk	1,287.00
Dues	1,396.00
Equip	87.51
Finance Officer	3,691.00
Maint	
Service	3,004.55
TOTAL Maint	3,004.55
Mayor	500.00
Supplies	148.98
Tel	544.99
Util	793.83
TOTAL Office	16,652.86
Planning	
Administration	
Salaries	3,454.00
TOTAL Administration	3,454.00
TOTAL Planning	3,454.00
Street Lighting	164.31
Tax Coll	
Contract	25.06
TOTAL Tax Coll	25.06
TOTAL EXPENSES	24,324.96
OVERALL TOTAL	-15,604.10

Register Report - Apr 2025

4/1/2025 through 4/30/2025

5/26/2025

Page 1

Date	Num	Description	Memo	Category	Amount
4/3/2025	EFT	Point And Pay	06-039-010A (FY2024)	Other Inc:Zoning	50.00
4/7/2025	7106	City Of Charlotte {CRTP...	I/N MD-25001073 CRTPO Dues (FY2...	Office:Dues	-1,396.00
4/7/2025	7107	Carolina Office Systems	I/N IN3300174 Copier Contract 03/25 ...	Office:Supplies	-74.49
4/7/2025	7108	City Of Monroe	A/N 514654 Natural Gas 02/2025 (FY...	Office:Util	-391.37
4/7/2025	7109	Clark, Griffin & McCollum	I/N 8714 4/2025 (FY2024)	Attorney	-300.00
4/7/2025	EFT ...	Union County	03/2025 (FY2024)	Property Tax 2024:Receipts 2024:Tax	540.51
			03/2025 (FY2024)	Property Tax 2024:Receipts 2024:Int	18.89
			03/2025 (FY2024)	Prop Tax Prior Years:Prop Tax 2022...	4.13
			03/2025 (FY2024)	Prop Tax Prior Years:Prop Tax 2022...	1.22
			03/2025 (FY2024)	Prop Tax Prior Years:Prop Tax 2021...	1.56
			03/2025 (FY2024)	Prop Tax Prior Years:Prop Tax 2021...	0.35
			FY2024	Tax Coll:Contract	-7.08
4/8/2025	EFT	Debit Card (Office Max)	Adding Machine (FY2024)	Office:Equip	-87.51
4/11/2025	EFT	Debit Card (AOL)	AOL Troubleshooting Svc 4/25 (FY20...	Office:Tel	-11.22
4/14/2025	EFT	Point And Pay	05-060-059 (FY2024)	Other Inc:Zoning	50.00
4/14/2025	EFT	Debit Card (Norton)	Avast Disc Cleanup renew (FY2024)	Office:Supplies	-70.44
4/14/2025	EFT	Debit Card (Norton)	Avast Disc Cleanup cancel (FY2024)	Office:Supplies	70.44
4/15/2025	EFT	NC Department of Reve...	Sales & Use Distribution 02/2025 (FY...	Sales Tax:Sales & Use Dist	2,927.09
4/17/2025	7110	Union County Water {Of...	A/N 84361*00 (FY2024)	Office:Util	-50.26
4/17/2025	7111	Union County Water {P...	A/N 91052*00 (FY2024)	Community:Parks & Rec:Park	-19.45
4/17/2025	7112	Toi Toi USA LLC	I/N INV1000784 Portable units 04/20...	Community:Parks & Rec:Park	-279.69
4/17/2025	7113	City Of Monroe	A/N 514654 Natural Gas 03/2025 (FY...	Office:Util	-196.61
4/17/2025	7114	Blackmon's Landscapin...	I/N 12323 Service 4/2025 (FY2024)	Office:Maint:Service	-1,400.00
4/21/2025	EFT ...	Union County {NCVTS}	March 2025 (FY2024)	Veh Tax:Tax 2024	1,062.05
			March 2025 (FY2024)	Veh Tax:Int 2024	12.56
			Refund (FY2024)	Veh Tax:Int 2024	-0.03
			Refunds March (FY2024)	Veh Tax:Tax 2024	-5.12
			FY2024	Tax Coll:Contract	-17.98
4/22/2025	7115	Windstream	061348611 04/25 (FY2024)	Office:Tel	-444.56
4/22/2025	7116	Duke Power{Office}	9100 3284 4818 (FY2024)	Office:Util	-124.98
4/22/2025	7117	Duke Power	9100 3284 5041 (Old School) (FY2024)	Office:Util	-30.61
4/24/2025	7118...	Municipal Insurance Tru...	5/25 (FY2024)	Emp:Benefits:Life	-67.20
			5/25 (FY2024)	Emp:Benefits:Dental	-76.00
			5/25 (FY2024)	Emp:Benefits:Vision	-14.00
4/24/2025	EFT	Point And Pay	06-019-013 (FY2024)	Other Inc:Zoning	50.00
4/28/2025	7119	Duke Power	9100 3284 5207 (FY2024)	Street Lighting	-164.31
4/28/2025	7120	Verizon Wireless	221474588-00001 (FY2024)	Office:Tel	-89.21
4/28/2025	7121	Carolina Office Systems	I/N IN3358604 Copier Contract 05/25 ...	Office:Supplies	-74.49
4/28/2025	EFT ...	NC State Treasurer	04/25 LGERS contribution FY2024	Office:Clerk	-239.94
			04/25 LGERS contribution FY2024	Office:Finance Officer	-221.46
			04/25 LGERS contribution FY2024	Planning:Administration:Salaries	-207.24
			04/25 employer contribution FY2024	Emp:Benefits:NCLGERS	-2,039.35
4/29/2025	EFT ...	Paychex	Salary 04/25 (FY2024)	Office:Clerk	-3,759.06
			04/25 (FY2024)	Office:Deputy Clerk	-1,287.00
			Salary 04/25 (FY2024)	Office:Finance Officer	-3,469.54
			Salary 04/25 (FY2024)	Office:Mayor	-500.00
			Salary 04/25 (FY2024)	Office:Council	-1,200.00
			Salary 04/25 (FY2024)	Planning:Administration:Salaries	-3,246.76
			FY2024	Emp:FICA:Soc Sec	-834.66
			FY2024	Emp:FICA:Med	-195.20
4/29/2025	7122	Robert L. Belk, LLC	I/N 3949 Town Hall Motion Lights (FY...	Office:Maint:Service	-1,604.55
4/29/2025	DEP	Deposit	Deposit #24015 Zoning (FY2024)	Other Inc:Zoning	50.00
4/30/2025	EFT	Paychex Fees	Fees 04/25 (FY2024)	Emp:Payroll	-203.18
4/1/2025 - 4/30/2025					-19,561.75

TOTAL INFLOWS 4,838.80

TOTAL OUTFLOWS -24,400.55

Register Report - Apr 2025
4/1/2025 through 4/30/2025

5/26/2025

Date	Num	Description	Memo	Category	Amount
NET TOTAL					-19,561.75

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April 2025

Revenue Details

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NC Sales & Use Distribution

February 2025 Collections

Summary

MUNICIPALITY	ARTICLE 39	ARTICLE 40	ARTICLE 42	ARTICLE 43	ARTICLE 44	ART 44 *524	ARTICLE 45	ARTICLE 46	CITY HH	TOTAL
UNION										
(AD VALOREM)	2,501,088.27	1,720,382.37	1,349,054.61	-	9.02	449,179.42	-	-	(459,571.36)	5,560,142.33
FAIRVIEW	1,385.04	952.70	747.07	-	-	248.74	-	-	963.89	4,297.44
HEMBY BRIDGE	-	-	-	-	-	-	-	-	-	-
INDIAN TRAIL	118,186.70	81,295.13	63,748.37	-	0.43	21,225.57	-	-	82,248.60	366,704.80
LAKE PARK	8,147.42	5,604.23	4,394.61	-	0.03	1,463.22	-	-	5,669.96	25,279.47
MARSHVILLE	13,439.08	9,244.12	7,248.87	-	0.05	2,413.57	-	-	9,352.53	41,698.22
MARVIN	10,395.54	7,150.61	5,607.22	-	0.04	1,866.97	-	-	7,234.46	32,254.84
MINERAL SPRINGS	943.38	648.91	508.85	-	-	169.43	-	-	656.52	2,927.09
MINT HILL *	38.25	26.31	20.63	-	-	6.87	-	-	26.62	118.68
MONROE	294,804.25	202,782.14	159,013.60	-	1.06	52,944.95	-	-	205,160.48	914,706.48
STALLINGS *	52,386.77	36,034.42	28,256.75	-	0.19	9,408.33	-	-	36,457.06	162,543.52
UNIONVILLE	1,901.31	1,307.82	1,025.54	-	0.01	341.46	-	-	1,323.16	5,899.30
WAXHAW	133,733.21	91,988.86	72,133.96	-	0.48	24,017.63	-	-	93,067.76	414,941.90
WEDDINGTON *	16,190.50	11,136.70	8,732.95	-	0.06	2,907.71	-	-	11,267.32	50,235.24
WESLEY CHAPEL	2,178.57	1,498.53	1,175.09	-	0.01	391.26	-	-	1,516.12	6,759.58
WINGATE	6,648.56	4,573.24	3,586.15	-	0.02	1,194.04	-	-	4,626.88	20,628.89
TOTAL	3,161,466.85	2,174,626.09	1,705,254.27	-	11.40	567,779.17	-	-	-	7,609,137.78

Jurisdiction Collection by Year
Union County
Date Distributed: 3/1/2025 to 3/31/2025

990 - TOWN OF MINERAL SPRINGS

Year	Taxes, Assessments and Misc. Charges	Late List	Interest	Total Collected	Commission	Net of Commission
2021	1.56	0.00	0.35	1.91	0.02	1.89
2022	4.13	0.00	1.22	5.35	0.07	5.28
2024	538.13	2.38	18.89	559.40	6.99	552.41
Total:	543.82	2.38	20.46	566.66	7.08	559.58
Grand Total:	543.82	2.38	20.46	566.66	7.08	559.58

VENDOR NUMBER	VENDOR NAME	EFT NUMBER	EFT DATE	EFT AMOUNT
10870	TOWN OF MINERAL SPRINGS	91406	04/07/2025	\$559.58

INVOICE DATE	INVOICE NUMBER	DESCRIPTION	INVOICE AMOUNT
03/28/2025	2509 TAXES	TAX/FEE/INT-MARCH 2025	\$559.58



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

Vendor Number	EFT Number	EFT Date
10870	91406	04/07/2025

*** Five Hundred Fifty-Nine Dollars And Fifty-Eight Cents ***

\$559.58

Pay To
The
Order Of

10870
TOWN OF MINERAL SPRINGS
PO BOX 600
MINERAL SPRINGS, NC 28108

**EFT COPY
NON-NEGOTIABLE**

NCVTS AP Receipt Distribution
For the month Ending March

NCVT15

Jurisdiction	Entity	Vendor #	Inv #	Tax & Fee Amt	In Only Amt	Crn Cst	Pending Refunds	Net Amt	Status/Check#	
001	Union County	0		\$ 688,576.05	\$ 9,242.58	(11,338.13)	(54,343.27)	\$ 662,137.23	No Check	1
002	Education Operating Fund	0		1,522,255.52	17,942.53	(25,774.38)	(9,915.91)	\$ 1,504,507.76	No Check	2
003	Voter Approved Debt Tax	0		72,093.76	1,092.29	(1,223.87)	(467.74)	\$ 71,494.44	No Check	3
004	Education Debt Fund	0		118,786.45	1,399.84	(2,011.25)	(773.71)	\$ 117,401.33	No Check	4
005	Economic Development Fund	0		15,865.36	186.97	(268.63)	(103.16)	\$ 15,680.54	No Check	5
011	Countywide Fire Tax	0		30.04	16.94	(0.73)	-	\$ 46.25	No Check	11
012	Countywide EMS Tax	0		44.18	24.46	(1.06)	-	\$ 67.58	No Check	12
013	Griffith Rd	0		608.94	11.39	(10.37)	-	\$ 609.96	No Check	13
014	Stack Rd	0		2,535.32	34.04	(42.98)	18.87	\$ 2,545.25	No Check	14
015	Springs Fire Tax	0		13,257.31	153.81	(224.44)	(87.10)	\$ 13,099.58	No Check	15
016	Fairview	0		5,093.28	61.56	(86.26)	-	\$ 5,068.58	No Check	16
017	New Salem	0		7,097.41	70.45	(120.00)	12.97	\$ 7,060.83	No Check	17
018	Beaver Lane	0		4,568.21	86.67	(77.80)	-	\$ 4,578.08	No Check	18
019	Bakers	0		16,081.61	238.32	(272.93)	(107.06)	\$ 15,939.94	No Check	19
020	Stallings Fire Tax	0		19,552.11	193.65	(330.56)	(150.67)	\$ 19,264.53	No Check	20
021	Unionville	0		11,413.84	124.71	(193.13)	(47.11)	\$ 11,298.31	No Check	21
022	Wingate	0		6,669.46	80.92	(112.96)	(8.25)	\$ 6,629.17	No Check	22
023	Hemby Bridge Fire Tax	0		24,464.31	295.29	(414.31)	(235.64)	\$ 24,109.65	No Check	23
024	Allens Crossroads	0		2,093.62	36.26	(35.60)	-	\$ 2,094.28	No Check	24
025	Jackson	0		2,773.79	32.34	(46.96)	(18.16)	\$ 2,741.01	No Check	25
026	Wesley Chapel Fire Tax	0		41,095.11	437.58	(695.19)	(293.76)	\$ 40,543.74	No Check	26
027	Lanes Creek	0		2,905.36	23.27	(49.05)	(13.71)	\$ 2,865.87	No Check	27
028	Wanhaw Fire Tax	0		21,135.77	248.09	(357.85)	(160.70)	\$ 20,865.31	No Check	28
029	Sandy Ridge	0		1,946.54	14.26	(32.84)	(9.57)	\$ 1,918.39	No Check	29
030	Providence	0		-	-	-	-	\$ -	No Check	30
101	Village of Marvin	1832	VTFNAP2211-1	28,200.37	129.65	(474.80)	(41.57)	\$ 27,813.65		101
200	City of Monroe	103-25	VTFNAP2211-1	340,217.48	3,570.86	(5,754.66)	(1,853.17)	\$ 336,180.51		200
222	Monroe Downtown Service District	103-25	VTFNAP2211-2	148.98	10.14	(2.63)	-	\$ 156.49		222
300	Town of Wingate	4064	VTFNAP2211-1	14,189.47	97.85	(239.33)	(12.03)	\$ 14,035.76		300
400	Town of Marshville	5861	VTFNAP2211-1	13,099.87	249.40	(233.12)	-	\$ 13,716.15		400
500	Town of Wanhaw	8268	VTFNAP2211-1	162,311.61	1,484.71	(2,742.55)	(645.44)	\$ 160,408.33		500
600	Town of Indian Trail	2924	VTFNAP2211-1	125,640.12	1,651.59	(2,129.56)	(1,445.09)	\$ 123,717.06		600
700	Town of Stallings	4860-2	VTFNAP2211-1	56,355.44	581.73	(951.43)	(120.21)	\$ 55,675.53		700
800	Town of Weddington	7518	VTFNAP2211-1	7,857.17	106.85	(129.87)	(59.12)	\$ 7,575.03		800
900	Village of Lake Park	1833	VTFNAP2211-1	6,725.63	61.32	(113.64)	(11.47)	\$ 6,661.84		900
930	Town of Fannaw	19458	VTFNAP2211-1	1,428.30	17.18	(24.19)	-	\$ 1,421.29		930
970	Village of Wesley Chapel	9262	VTFNAP2211-1	2,689.89	24.47	(45.45)	(20.55)	\$ 2,648.36		970
980	Town of Unionville	11530	VTFNAP2211-1	2,297.98	28.16	(38.92)	(12.16)	\$ 2,275.06		980
990	Town of Mineral Springs	10870	VTFNAP2211-1	1,082.05	12.56	(17.99)	(5.12)	\$ 1,061.51		990
999	Schools	0		906.15	507.18	(21.90)	-	\$ 1,391.43	No Check	999
Total				\$ 3,344,374.86	\$ 40,581.67	\$ (56,641.31)	\$ (921,019.61)	\$ 3,307,295.61		
						AP Total		\$ 753,336.57		

VENDOR NUMBER	VENDOR NAME	EFT NUMBER	EFT DATE	EFT AMOUNT
10870	TOWN OF MINERAL SPRINGS	91743	04/21/2025	\$1,051.48

INVOICE DATE	INVOICE NUMBER	DESCRIPTION	INVOICE AMOUNT
04/01/2025	VTFNAP2509-1	CASH RECEIVED MAR 2025 & REFUNDS	\$1,051.51
04/01/2025	2509-NCVTS-DMV INT R	NCVTS DMV INTEREST REFUND	-\$0.03



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

Vendor Number	EFT Number	EFT Date
10870	91743	04/21/2025

*** One Thousand Fifty-One Dollars And Forty-Eight Cents ***

\$1,051.48

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

**EFT COPY
NON-NEGOTIABLE**



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

MEMO

To: Town Council
From: Vicky Brooks
Date: June 5, 2025
Re: Agenda Item 5 Consideration of Approving a Personnel Policy and a Position Plan

In all the years that Mineral Springs has been a town employing personnel, there has not been any type of personnel policy in force, mainly because the employees have been the same and have worked to get the job done in a timely manner and have taken minimal vacations each year! Now that those same employees are nearing retirement and the council will be considering the hiring new employees that are most likely not accustomed to this type of work environment, it is time for the council to consider adopting a personnel policy and a position plan.

The Personnel Policy contains a lot of information pertinent to part-time and full-time employees that address employee benefits, responsibilities, conditions of employment, ethical conduct, etc. It is important that the council review this policy closely prior to adopting it.

The Personnel Policy includes the accrual rate for vacation leave, which as previously mentioned, your current staff have not had the opportunity to benefit from. The Personnel Policy states that a full-time employee with 25+ years is entitled to 22 days (176 hours) per year; however, the rollover hours cannot exceed 240 hours (hours over 240 are transferred to sick leave) into the new year. Vacation accrual for part-time employees is prorated based on the average number of hours in the work week. Since the current full-time and part-time employees have not had the benefit of ever being able to accrue or roll over any hours from the beginning, we respectfully request that the council consider approving the maximum number of hours effective immediately. Town Clerk / Zoning Administrator / Town Administrator would receive 240 hours, and the Finance Officer would receive 120 hours.

The Position Plan contains all the job descriptions that the town has currently or will have in the future. Not all the positions shown in the Position Plan will be filled, it will depend on how the positions are filled.

Suggested motions for the council:

Motion to adopt the Personnel Policy.

Motion to adopt the Position Policy.

Motion to apply the maximum number of vacation hours (240 for full-time) (120 for part-time) to the Town Clerk / Zoning Administrator / Town Administrator and the Finance Officer effective immediately.

TOWN OF MINERAL SPRINGS PERSONNEL POLICY

Agenda Item
#5
June 12, 2025

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TOWN OF MINERAL SPRINGS PERSONNEL POLICY

BE IT RESOLVED that the Mineral Springs Town Council that the following policies apply to the appointment, classification, benefits, salary, dismissal, and conditions of employment of the employees of the Town of Mineral Springs.

ARTICLE 1. GENERAL PROVISIONS

1.1. PURPOSE OF THE POLICY

It is the purpose of this Policy and the rules and regulations set forth to establish a fair and uniform system of personnel administration for all employees of the Town under the supervision of the Town Council. This policy is established under authority of Chapter 160A, Article 7, of the General Statutes of North Carolina.

1.2 AT WILL EMPLOYMENT

The Town of Mineral Springs is an "at will" employer. Nothing in this policy creates an employment contract or term between the Town and its employees. No course of conduct or action by any person or group of persons, and nothing in these policies modifies the at-will nature of an employee's employment with the Town. Employees are not granted a property interest in Town employment.

All Town positions are subject to budget review and approval each year, and salary advancement is subject to annual funding and approval by the Town Council.

1.3 MERIT PRINCIPLE

All appointments shall be made solely on the basis of merit. Decisions regarding appointments are within the Town's discretion. All positions requiring the performance of the same duties and fulfillment of the same responsibilities shall be assigned to the same position. No applicant for employment or employee shall be deprived of employment opportunities or otherwise adversely affected as an employee because of such individual's race, religion, color, sex, national origin, sexual orientation, age, veteran status, marital status, political affiliation, non-disqualifying disability, genetic information, or on the basis of actual or perceived gender as expressed through dress, appearance or behavior.

1.4 RESPONSIBILITIES IN THE ADMINISTRATION OF THE HUMAN RESOURCE MANAGEMENT PROGRAM

RESPONSIBILITIES OF THE TOWN COUNCIL

The Town Council shall be responsible for establishing and approving personnel policies, and may change the policies and benefits as necessary. They also shall make and confirm appointments when so specified by the North Carolina General Statutes or Town policies. The Town Council shall establish rules and procedures as necessary to effectively accomplish the mission of the Town which are not inconsistent with the Town's Charter, Ordinances, or Federal and State laws.

The Town Administrator is the head of the administrative branch of the Town government and is directly responsible to the Town Council for the administration of the affairs of the Town. The Town Administrator is the final authority for directing the activities of all positioned employees. In the absence of the Town Administrator or when requested or required, the Mayor assumes this responsibility.

RESPONSIBILITIES OF THE TOWN ADMINISTRATOR

The Town Administrator shall be accountable to the Town Council for the administration and technical direction of the personnel program.

The Town Administrator shall supervise or participate in:

- A. Recommending rules and revisions to the personnel system to the Town Council for consideration;
- B. Establishing and maintaining a roster of all persons and authorized positions in the municipal service, setting forth each position and employee, title of position, salary, any changes in title and status, and such data as may be desirable or useful;
- C. Developing and administering such recruiting programs as may be necessary to obtain an adequate supply of competent and diverse applicants to meet the needs of the Town;
- D. Developing and implementing such administrative procedures as are necessary to implement these policies provided the administrative procedures are not in conflict with these policies;
- E. Performing periodic evaluations of the operation and effect of the personnel provisions of this Policy and of the pay plan and recommending changes;
- F. Administering the benefits programs of the Town; and
- G. Performing such other duties as may be required by law or assigned by the Town Council not inconsistent with this Policy.

RESPONSIBILITIES OF EMPLOYEES

Employees of the Town shall be expected to conduct themselves both on and off the job to reflect favorably upon the Town and fellow employees. Employees are expected to:

- A. Ask questions and learn their full scope of responsibilities and perform those diligently;
- B. Recognize and follow the chain of command in addressing work concerns and problems;
- C. Show courtesy and respect and work cooperatively with other employees;
- D. Show courtesy and respect and provide excellent customer service to citizens and taxpayers; and
- E. Learn and follow these personnel policies along with any departmental policies and procedures.

1.5 APPLICATION OF POLICIES, PLAN, RULES, AND REGULATIONS

The personnel policy and all rules and regulations adopted pursuant thereto shall be binding on all Town employees. The Town Attorney, members of the Town Council and advisory boards and commissions will be exempted except in sections where specifically included. An employee violating any of the provisions of this Policy shall be subject to appropriate disciplinary action, as well as prosecution under any civil or criminal laws which have been violated.

1.6 DEFINITIONS

For the purposes of this Policy, the following words and phrases shall have the meanings respectively assigned to them by this section:

FULL-TIME EMPLOYEE. An employee who is in a position for which an average work week is thirty-six (36) to forty (40) hours, and continuous employment of at least twelve (12) months are required by the Town.

IMMEDIATE FAMILY. Means an employee's spouse, child, parent, guardian, sibling, grandparent, and grandchild, to include in-law, step and half relationships.

PART-TIME EMPLOYEE. An employee who is in a position for which an average work week is at least twenty (20) hours and less than the full-time hours and continuous employment of at least twelve (12) months are required by the Town. Part-time employees working one thousand (1000) hours or more annually participate in the NC Local Government Employees' Retirement System.

PART-TIME HOURLY EMPLOYEE. An employee in a permanent or temporary position, for which the average work week required by the Town is less than twenty (20) hours per week over the course of a year. This position is not qualified to participate in the NC Local Government Employees' Retirement System. This position is not eligible for Employee Benefits including paid Holidays, Vacation Leave, or Sick Leave.

PROBATIONARY EMPLOYEE. An employee appointed to a full or part-time position who has not yet successfully completed the designated probationary period (six months).

REGULAR EMPLOYEE. An employee appointed to a full or part-time position who has successfully completed the designated probationary period (six months).

ARTICLE 2. POSITION PLAN

2.1 PURPOSE

The position plan provides a complete inventory of all authorized and permanent positions in the Town service, and an accurate description and specification for each position of employment. The plan standardizes job titles, each of which is indicative of a definite range of duties and responsibilities.

2.2 COMPOSITION OF THE POSITION PLAN

The position plan shall consist of:

- A. Position titles descriptive of the work; and
- B. Written specifications for each position.

2.3 USE OF THE POSITION PLAN

The position plan is to be used:

- A. As a guide in recruiting and examining applicants for employment;
- B. In developing employee training programs;
- C. In determining salary to be paid for various types of work;
- D. In determining personnel service items in departmental budgets; and
- E. In providing uniform job terminology.

2.4 ADMINISTRATION OF THE POSITION PLAN

The Town Council shall allocate each position covered by the position plan to its appropriate position and shall be responsible for the administration of the position plan. The Town Administrator may periodically review portions of the position plan and recommend appropriate changes to the Town Council.

2.5 AUTHORIZATION OF NEW POSITIONS AND THE POSITION PLAN

The position plan shall be adopted by the Town Council and shall be on file with the Town Administrator. Copies will be available to all Town employees for review upon request. New positions shall be established upon the approval of the Town Council.

ARTICLE 3. THE PAY PLAN

3.1 DEFINITION

The pay plan includes the basic salary schedule adopted by the Town Council.

3.2 ADMINISTRATION AND MAINTENANCE

The Town Council shall be responsible for the administration and maintenance of the pay plan. All employees covered by the pay plan shall be paid at a rate established for the respective position.

The pay plan is intended to provide equitable compensation for all positions, reflecting differences in the duties and responsibilities, the comparable rates of pay for positions in private and public employment in the area, changes in the cost of living, the financial conditions of the Town, and other factors. To this end, each budget year, the Town Administrator may make comparative studies of all factors affecting the level of pay including the consumer price index, anticipated changes in surrounding employer plans, and other relevant factors. Changes may be made such that employee pay changes according to the market, subject to approval by the Town Council.

3.3 STARTING SALARIES

All persons employed in positions approved in the position plan shall be employed at a rate determined by the Town Council for the position in which they are employed.

3.4 PAYROLL DEDUCTIONS

Deductions shall be made from each employee's salary as required by law. Additional deductions may be made for insurance or for other reasons as authorized by the Town Council considering the capability of the payroll system, associated decrease in workload, and appropriateness of the deduction.

3.5 HOURS OF WORK

The Town Administrator shall determine the standard work week or work schedule for employees under the guidance of the Town Council. The length of the work week is subject to change as dictated by necessity.

3.6 FAIR LABOR STANDARDS ACT AND OVERTIME PAY PROVISIONS

Employees of the Town can be requested and may be required to work in excess of their regularly scheduled hours as necessitated by the needs of the Town. Overtime work should normally be approved in advance by the Town Administrator.

To the extent that local government jurisdictions are so required, the Town will comply with the Fair Labor Standards Act (FLSA). The Town Council or its designee shall determine which jobs are "non-exempt" and are therefore subject to the FLSA in areas such as hours of work and work periods, rates of overtime compensation, and other provisions.

NON-EXEMPT EMPLOYEES

Employees are expected to work during all assigned periods excluding breaks or mealtimes. Employees are not to perform work during breaks, mealtimes, or at any time that they are not scheduled to work, unless they receive approval from the Town Administrator.

Non-exempt employees may receive compensatory time at the appropriate overtime rate, in lieu of pay, in accordance with the provisions of the FLSA. The Town shall not unreasonably prevent the employee from using the compensatory time. Any unused accrued compensatory time balance will be paid out at termination or at which time an employee moves from non-exempt to exempt FLSA status.

Non-exempt employees will be paid at a straight time rate for hours up to the FLSA established limit for their position (usually forty (40) hours in a seven (7) day period). Hours worked beyond the FLSA established limit will be compensated in compensatory time at the appropriate overtime rate instead of pay. Hours worked beyond the FLSA established limit may only be compensated in pay at the appropriate overtime rate in unusual circumstances and when approved by the Town Council.

In determining eligibility for overtime in a work period, only hours actually worked shall be considered; in no event will paid time off or holidays be included in the computation of hours worked for FLSA purposes.

Whenever practical, the Town will schedule time off on an hour-for-hour basis within the applicable work period (usually forty (40) hours in a seven (7) day period) for non-exempt employees. When time off within the work period cannot be granted, overtime work will be compensated in accordance with the FLSA.

Compensatory time may be taken in sixty (60) minute increments, not to exceed scheduled hours per day. Compensatory time must be taken before any paid time off. Compensatory time is available for use once it has been earned.

Per FLSA, compensatory leave balances may not exceed two hundred forty (240) hours. Any overtime worked after such maximum balance must be compensated in pay. However, it is the policy of the Town that the Town Administrator shall be notified whenever an employee's compensatory balance reaches twenty (20) hours. If an employee accrues twenty (20) hours of compensatory time, the Town may require the excess compensatory time to be paid out.

In emergency conditions, when long and continuous work is required over multiple days, the Town Council may approve special overtime compensation.

EXEMPT EMPLOYEES

Employees in positions determined to be "exempt" from the FLSA (as Executive, Administrative or Professional staff) are paid on a salary basis and will not normally receive pay or time off for hours worked in excess of their normal work periods.

In declared disaster or emergency situations or other situations as determined by the Town Council requiring long and continuous hours of work, exempt employees may be compensated or be granted time off with pay for rest and recuperation to ensure safe working conditions for the duration of the emergency period. Such compensatory time is not guaranteed to be taken and end without compensation upon separation from the organization.

The Town intends to make deductions from the pay of exempt employees for authorized reasons and prohibits improper pay deductions. If a deduction is found to be improper, the Town will reimburse the employee for lost pay.

3.7 HOURLY RATE OF PAY

Employees working an part-time hourly capacity will be paid at a rate to be determined by the Town Administrator under the guidance of the approved budget.

ARTICLE 4. RECRUITMENT AND EMPLOYMENT

4.1 EQUAL EMPLOYMENT OPPORTUNITY POLICY

It is the policy of the Town to foster, maintain and promote equal employment opportunity. The Town shall select employees on the basis of the applicant's qualifications for the job and award them with respect to compensation and opportunity for training and advancement, including upgrading, without regard to race, religion, color, sex, national origin, sexual orientation, age, veteran status, marital status, political affiliation, non-disqualifying disability, genetic information, or on the basis of actual or perceived gender as expressed through dress, appearance or behavior. Applicants with physical disabilities shall be given equal consideration with other applicants for positions in which their disabilities do not represent an unreasonable barrier to satisfactory performance of essential duties with or without reasonable accommodation.

It is a violation of Town policy to retaliate in any way against an employee who assists, participates in, or supports this policy or anyone making a bona-fide complaint under this policy or who participates or assists in any EEOC, OSHA, or other internal or external processes protected by law.

4.2 IMPLEMENTATION OF EQUAL EMPLOYMENT OPPORTUNITY POLICY

All personnel responsible for recruitment and employment will continue to review regularly the implementation of this Personnel Policy and relevant practices to assure that equal employment opportunity based on reasonable, job-related requirements is being actively observed to the end that no employee or applicant for employment shall suffer discrimination because of race, religion, color, sex, national origin, sexual orientation, age, veteran status, marital status, political affiliation, non-disqualifying disability, genetic information, or on the basis of actual or perceived gender as expressed through dress, appearance or behavior. Notices with regard to equal employment matters shall be posted in conspicuous places on Town premises in places where notices are customarily posted.

4.3 RECRUITMENT, SELECTION, AND APPOINTMENT

Recruitment Sources. When position vacancies occur, the Town shall publicize these opportunities for employment, including applicable salary information and employment qualifications. Information on job openings and hiring practices will be provided to recruitment sources, including organizations and news media available to minority applicants. In addition, notice of vacancies shall be posted at designated conspicuous Town sites. Individuals shall be recruited from a geographic area as wide as necessary and for a period of time sufficient to ensure that well-qualified applicants are obtained for Town service. In rare situations because of emergency conditions, high turnover, etc., the Town may hire without advertising jobs upon approval of the Town Council.

Job Advertisements. Jobs will be advertised on the Town's website, on social media, and in other relevant online and professional publications, as needed or requested, in order to establish a diverse and qualified applicant pool. Vacancy notices should be posted in all Town employment locations. Employment advertisements shall contain assurances of equal employment opportunity and shall comply with Federal and State statutes.

Application for Employment. All persons expressing interest in employment with the Town shall be given the opportunity to file an application for employment for positions which are being recruited. The Town accepts applications and resumes only for vacant advertised positions.

Application Reserve File. Applications shall be kept in an inactive reserve file for a period of two (2) years in accordance with state and federal guidelines.

Selection. The Town Administrator shall make such investigations and conduct such examinations as necessary to assess accurately the knowledge, skills, and experience qualifications required for the

position, including criminal history where job-related. All selection devices administered by the Town shall be valid measures of job performance.

References and Background Investigations. Before any commitment is made to an applicant, the Town will conduct reference checks regarding the employee's qualifications and work performance. In addition, physical examinations, drug screening and criminal background investigations may be performed. Conviction of a crime is not automatically disqualifying. The Town will consider the severity of the crime, degree to which the crime is job related to the job for which the applicant is being considered, and length of time since the conviction to determine the degree to which there are grounds for choosing not to hire the applicant.

Appointment. Before any commitment is made to an applicant either internal or external, the Town Administrator shall make recommendations to the Town Council including the position to be filled and the salary to be paid. The Town Council shall approve appointments and the starting salary for all applicants, except for the position of Administrative Assistant, which is at the discretion of the Town Administrator.

4.4 PROBATIONARY PERIOD

An employee appointed to a permanent position shall serve a six (6) month probationary period. During the probationary period, the Town Administrator shall monitor an employee's performance and communicate with the employee concerning performance progress.

An important purpose of the probationary period is to provide an opportunity for the appointee to adjust to the new job. Likewise, it serves as a trial period during which the employee demonstrates their ability to perform the work, to demonstrate good work habits and to work well with the public and coworkers. Before the end of the probationary period, the Town Administrator shall conduct a performance evaluation conference with the employee and discuss accomplishments, strengths, and needed improvements. A summary of this discussion shall be documented in the employee's personnel file. The Town Administrator shall recommend in writing whether the probationary period should be completed or the employee should be dismissed.

Disciplinary action, including dismissal, may be taken at any time during the probationary period of a new hire. A new hire probationary employee who voluntarily separates from Town employment during the probationary period is eligible for terminal pay for accrued annual paid time off.

The accrual of annual paid time off begins on the first day of employment for full-time employees and part-time employees who work a minimum of twenty (20) hours per week.

ARTICLE 5. CONDITIONS OF EMPLOYMENT

5.1 WORK SCHEDULE AND EMPLOYEE ATTENDANCE

The Town Administrator shall establish work schedules which meet the operational needs of the Town in the most cost-effective manner possible.

Town services are essential and continuous; an employee shall avoid unnecessary absences and tardiness. Attendance and punctuality are important responsibilities of the employee which may influence the employee's future eligibility for a merit pay increase.

The employee shall be required to call the employee's supervisor in advance to advise the employee's supervisor when illness prevents reporting to work, or when the employee expects to be late for work because of unusual and unavoidable circumstances.

If an employee is away from the job for three (3) consecutive workdays without notice, it will be presumed that the employee has resigned and forfeited any claim to terminal pay for accumulated paid time off.

5.2 POLITICAL ACTIVITY

Each employee has a civic responsibility to support good government by every available means and in every appropriate manner. Each employee may join or affiliate with civic organizations of a partisan or political nature, may attend political meetings, may advocate and support the principles or policies of civic or political organizations in accordance with the Constitution and laws of the United States and the State of North Carolina. However, no employee shall:

- A. Engage in any political or partisan activity while on duty;
- B. Use official authority or influence for the purpose of interfering with or affecting the result of a nomination or an election for office;
- C. Be required as a duty of employment or as condition for employment or tenure of office to contribute funds for political or partisan purposes;
- D. Coerce or compel contributions from another employee of the Town for political or partisan purposes;
- E. Use any supplies or equipment of the Town for political or partisan purposes;
- F. Display any political advertisement in or on Town property, to include political buttons worn on uniforms; or
- G. Be a candidate for nomination or election to office under the Town Charter.

Any violation of this section shall subject the employee to disciplinary action, including dismissal.

5.3 OUTSIDE EMPLOYMENT

The work of the Town shall have precedence over other occupational interests of employees. All outside employment for salaries, wages, or commissions and all self-employment must be reported to and approved in writing in advance by the Town Administrator. The Town Administrator will determine whether such proposed employment would create a conflict of interest or otherwise be incompatible with Town service. Conflicting, unreported, or unapproved outside employment are grounds for disciplinary action up to and including dismissal. Documentation of the approval of outside employment will be placed in the employee's personnel file.

Examples of conflicts of interest in outside employment include *but are not limited to*:

- A. Employment with organizations or in capacities that are regulated by the employee or employee's department; or
- B. Employment with organizations or in capacities that negatively impact the employee's perceived integrity, neutrality, or reputation related to performance of the employee's duties.

This provision shall not apply retroactively to anyone employed by the Town on the date of adoption of this Policy noted in Article 12 or to volunteers providing service for the Town.

An employee who sustains an injury or illness in connection with outside employment shall not be entitled to receive Town workers' compensation benefits.

5.4. EMPLOYMENT OF RELATIVES

The Town prohibits the hiring and employment of immediate family in full or part-time positions. In addition to the definition in Article 1, Section 1.6, the definition of immediate family for purposes of this Article also includes individuals living in the same household who share a relationship comparable to immediate family members.

The Town also prohibits the employment of any person into a position who is an immediate family member of individuals holding the following positions: Town Administrator, Town Council Member, or Town Attorney.

This provision shall not apply retroactively to anyone employed by the Town on the date of adoption of this policy noted in Article 12.

5.5. HARASSMENT PROHIBITED

The Town prohibits harassment in any form that is based on race, religion, color, sex, national origin, sexual orientation, age, veteran status, marital status, political affiliation, disability, genetic information, or on the basis of actual or perceived gender as expressed through dress, appearance or behavior. Harassment is defined as conduct that culminates in tangible employment action or is sufficiently severe or pervasive as to create a hostile work environment.

One particular form of harassment, sexual harassment, is defined as unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

- A. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- B. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
- C. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Sexual harassment includes repeated offensive sexual remarks, continual or repeated comments about an individual's body, offensive sexual language, and the display in the workplace of sexually suggestive pictures or objects.

Any employee who believes that they may have a complaint of harassment is encouraged to report it immediately. The employee may follow the Grievance Procedure described in this Policy or may file the complaint directly with the Town Council. The Town Council will ensure that an investigation is

conducted into any allegation of harassment and advise the employee and appropriate management officials of the outcome of the investigation.

Employees who are found to be engaged in harassment are subject to disciplinary action up to and including dismissal. Employees making complaints of harassment are protected against retaliation from alleged harassers or other employees. Employees witnessing harassment shall report such conduct to an appropriate Town management official.

All claims of harassment will be thoroughly investigated. Employees are expected to report claims of harassment in good faith and the information provided to be truthful to the best of their knowledge.

5.6. GIFTS AND FAVORS – EXPECTATION OF ETHICAL CONDUCT

The proper operation of Town government requires that public officials and employees be independent, impartial, and responsible to the people; that governmental decisions and policy be made in the proper channels of the governmental structure; that public office not be used for personal gain; and that the public have confidence in the integrity of its government.

Therefore,

- A. No employee of the Town shall willfully receive or accept any gift, whether in the form of a service, a loan, a thing, or a promise from any person, vendor, firm, or corporation that, in the employee's knowledge, is interested directly or indirectly in any manner whatsoever in business dealings with the Town;
- B. No employee shall willfully receive or accept any gift, favor, or thing of value that may tend to influence that employee in the discharge of duties; or
- C. No employee shall grant any improper favor, service, or thing of value in the discharge of duties.

Exceptions to this policy include receipt of a gift or honorarium for participation in meetings, receipt of advertising items or souvenirs of nominal value (valued at less than \$25.00), or receipt of meals furnished at conferences and banquets. Full participation by officials or employees of the Town in activities of professional organizations in which they are a member is permitted even though the organization may receive donations from a contractor, subcontractor or supplier, or promotional items may be provided to attendees. Exceptions to this policy also include food/lodging/travel/events attended in an employee's official capacity if prior approval to attend has been granted by the Town Council, or gifts from family members, friends, or co-workers where it is clear that it is that relationship which is the motivating factor for the gift.

Gifts of food that may arrive during the holidays, and at other times of the year when gift giving is traditional, belong to the entire staff even if addressed to a single employee. Food gifts must be shared with and distributed to all staff during work hours, in central, worksite locations. Gifts of plants or flowers shall be displayed in the lobby or at another central location where all employees may enjoy their presence.

Except as specifically approved by the Town Council, no employee shall solicit pledges or contributions for any cause during work hours.

5.7 PERFORMANCE EVALUATION

Performance evaluation begins with the employee's first day on the job. Through open communication, the employee should obtain a clear understanding of what is expected related to job performance, and a periodic assessment of the employee's job strengths and weaknesses. Evaluations should include self-assessments as well as evaluation by the Town Administrator and reported to the Town Council.

Performance evaluation conferences with employees should be conducted prior to the completion of the probationary period and at least once each year thereafter. The annual evaluation process shall typically begin in early April so that any resulting pay increase(s) can be included in the upcoming fiscal year budget. The performance evaluation conferences shall consist of two-way discussions between the employee and the evaluator and should cover areas of accomplishment and performance strengths, areas for improvement, training needs, and goals for the upcoming year. The overall purpose of performance evaluation will be to improve the employees' performance. A summary of these performance evaluation conferences shall be documented in writing.

5.8 SAFETY

Safety is the responsibility of both the Town and employees. It is the policy of the Town to establish a safe work environment for employees. Employees should report any condition perceived to be dangerous or potentially creating a safety hazard to the Town Administrator as soon as possible. If an accident or injury occurs, the employee should notify the Town Administrator immediately so that the appropriate documentation regarding each such accident or injury can be completed in a timely manner. Employees should make themselves familiar with the location of exits, fire extinguishers, and first-aid kits near their office. Exits and areas around the fire extinguishers must be kept clear of obstacles and hazards at all times. In case of emergency, all employees are authorized to dial 911 or otherwise contact the local sheriff's department, fire department, or other local emergency personnel as appropriate.

5.9 USE OF TOWN PROPERTY AND EQUIPMENT

Town equipment, materials, tools and supplies shall not be available for personal use and are not to be removed from Town property except in the conduct of official Town business, unless approved by the Town Council. All Town property, including all keys, laptops, electronic communications systems, etc., issued to the employee shall be returned to the Town upon termination of employment prior to the issuance of the final paycheck. No employee shall purchase for personal use any equipment or supplies through Town purchase accounts.

5.10 ELECTRONIC COMMUNICATIONS

The Town maintains electronic communications systems (e.g. voicemail, email, internet access) and provides access to telephones, computers, tablets, cell phones or other electronic equipment to assist employees while conducting business for the Town.

Employee access to the Town's electronic resources requires responsibilities and is subject to relevant Town policies and Local, State and Federal laws. This equipment is for business use and any personal use must be brief, infrequent, not interfere with other employees' work (i.e. personal mass emails) and be of no cost to the Town. Employees are expected to use discretion and be brief when using Town cell phones for any personal phone calls, if such cell phones are provided to employees. In no instance shall Town technology resources be used to operate a personal business, for political activity, or for solicitation of any kind.

Under no circumstances may employees use Town electronic equipment to view, send or receive any material that might be considered offensive to someone based on their race, religion, color, sex, national origin, sexual orientation, age, veteran status, marital status, political affiliation, disability, genetic information, or on the basis of actual or perceived gender as expressed through dress, appearance or behavior.

Under North Carolina law, email sent or received by the Town, except in limited circumstances, is considered a public record and is subject to inspection on request by the public. All information created, stored or transmitted on or with any Town resource is the property of the Town, and no employee shall have an expectation of privacy with regard to their use of any of these systems or devices. The Town

reserves the right to inspect or audit any documents, emails or messages sent, received or stored on the Town's equipment.

Each employee is responsible for the security and integrity of Town information stored on any computer(s) or other electronic device(s) assigned to or utilized by the employee in the course of employment. Employees will not download information from a website or install any software on Town computers, phones, etc., unless authorized by the Town Administrator.

Employees may use personally owned technology equipment, such as cell phones or smart phones, etc., while on the job provided such use is limited and does not distract from or interfere with an employee's obligation to carry out Town duties in a timely and effective manner, does not interfere with other employees or officials performing their duties, does not undermine the use of any Town technology resource, and provided that such use does not otherwise violate Town policies and procedures. Employees may not use personally owned technology equipment to handle or store any Town data considered private and/or confidential.

Employees who learn of any misuse or violations of this electronic communications policy shall immediately notify the Town Administrator.

Violation of the regulations contained in this electronic communications policy may result in disciplinary action, up to and including dismissal.

5.11 SUBSTANCE ABUSE POLICY

The Town is committed to a drug-free workplace in order to maintain a safe and healthy working environment for employees and a productive, effective workforce for the Town's citizens. No employee shall use intoxicating beverages or drugs while on duty. The Town prohibits employees from reporting to work with their ability to perform impaired by alcohol, illegal drugs, or intentionally and inappropriately used prescriptions, over-the-counter drugs, or other chemicals and substances. Medications prescribed for the employee by a physician and certified by the physician not to impair the employee's ability to work may be taken during working hours as prescribed. Violation of this policy shall subject an employee to discipline, up to and including dismissal. Please refer to the Town's Illegal Drug Abuse and Alcohol Abuse maintained in the office of the Town Clerk.

5.12 DRIVER'S LICENSE

All employees who are in positions required to maintain an active driver's license are required to do so as a condition of employment. The Town, at any time, may verify the status of the employee's driver's license. If the driver's license is not in good standing, the employee may be suspended or dismissed. Employees must notify the Town Administrator if they experience an event that impacts their ability to maintain an active driver's license.

5.13 TECHNOLOGY/SOCIAL MEDIA POLICY

The Town understands that employees may enjoy and participate in various personal media sites (for example Facebook, Twitter, Instagram, etc.). As holders of the public trust, employees are expected to exercise sound judgment and discretion in contributing to social media sites where information is available to numerous users. While at work any personal use must be during breaks with the exception of family emergencies.

When using social media, unless specifically authorized by the Town Administrator, employees are prohibited from:

- A. Using personal social media to conduct any Town business unless approved by the Town Administrator;

- B. Disclosing any confidential Town information or personnel information protected by law or policy;
- C. Using the Town's name in their personal identity or using any Town trademark, logo or other intellectual property;
- D. Wearing any uniform or insignia that identifies the employee as an employee of the Town of Mineral Springs;
- E. Using their official position or title in any communications; or
- F. Any suggestion that they are speaking as a representative on behalf of the Town; employees must always identify that they are speaking as private citizens.

Employees should be aware that public speech including social media, unless it is protected by law, may subject the employee to liability under civil laws as well as the Town's policies. Nothing in this policy shall be read to prevent an employee from exercising first amendment rights as interpreted by state and federal courts.

5.14 NON-VIOLENT WORKPLACE

The Town of Mineral Springs is a non-violent workplace. Threats, threatening behavior, or acts of violence against employees, visitors, guests, or other individuals by anyone on Town property is prohibited. Workplace violence includes, but is not limited to, intimidation, threats, physical attacks, domestic violence or property damage committed by anyone against the Town or Town employees in the workplace.

All employees are responsible for helping ensure that the Town avoids incidents of workplace violence. Employees who overhear or become aware of any threatening communications from an employee or outside third party shall immediately report the information to the Town Administrator. Failure to report such conduct or to fully cooperate in the Town's investigation of such conduct may result in disciplinary action, up to and including dismissal.

If an employee feels that they have been threatened, the employee should report the occurrence immediately to the Town Administrator and Town Council.

Any employee who violates this policy will be subject to discipline, up to and including dismissal and may be subject to criminal charges.

5.15 WEAPONS PROHIBITED

No person employed by the Town, either paid or volunteer, is permitted to possess any firearm or other dangerous weapon while performing duties, including while on Town property or in any Town-owned vehicle or in any personal vehicle used by the employee to perform duties. (Law enforcement officers are exempt from this section while performing their law enforcement tasks.)

Violation of this policy will result in disciplinary action, up to and including dismissal for the first offense.

5.16 WHISTLEBLOWER PROTECTION

The Town prohibits discrimination or retaliatory action against an employee because the employee, in good faith, files or threatens to file a claim or complaint, initiate an investigation, testify or provide information to any person with respect to the Workers' Compensation Act, the North Carolina Wage and Hour Act, the Occupational Safety and Health Act, or the Mine Safety and Health Act. In addition, this policy covers Section 95-28.1 of the North Carolina General Statutes, which prohibits discrimination against any person on account of the person's having requested genetic testing or counseling services, or on the basis of genetic information obtained concerning the person or a member of the person's family, the National Guard Reemployment Rights Act, the Pesticide Board, or Chapter 90, Article 5F, of

the North Carolina General Statutes relating to Control of Potential Drug Paraphernalia Products.

5.17 MEDIA INQUIRIES

From time to time, as an employee of the Town, an employee may receive inquiries from the media (e.g., newspapers, radio stations, magazines, etc.). To ensure that the Town maintains the appropriate public image and that communications to the media are accurate and in line with applicable Town policy, if an employee is contacted by the media, the employee should refer the individual making the inquiry to the Town Administrator. Nothing in this policy shall be read to prevent an employee from speaking out on matters of public concern.

5.18 INCLEMENT WEATHER

In the case of inclement weather, employees will be notified within a specified period of time by the Town Administrator when Town Hall will be closed and if employees will be compensated for this time. Employees may be required to work remotely if Town Hall is closed and employees will be notified of this requirement by the Town Administrator. If Town Hall is open, and an employee does not report to work for the full workday or a portion of the workday, the employee will be charged paid time off for the hours not worked. If there is a delayed opening or early closing of Town Hall due to inclement weather, an employee who reports after the stated opening or departs prior to the stated closing of Town Hall will be charged paid time off for the hours away from work outside of the stated opening or closing times. The Town Administrator may grant approval for an employee to work from home without the time away from the office being charged to paid time off.

5.19 GENERAL SERVICE REGULATIONS

Employees are required to present themselves professionally at all times. Attention to neatness, cleanliness, and personal hygiene is encouraged in order to promote professionalism and ensure confidence in an employee's ability to perform the assignment.

The following provisions shall be known as general service regulations and shall apply to all employees:

- A. Behavior and Common Courtesy: When contacting the public in any manner, especially on public business, Town employees shall do so in a courteous manner. Every employee shall at all times endeavor to conduct themselves in a manner that reflects credit upon their department and the Town of Mineral Springs.
- B. Disclosure of Confidential Information: No official or employee shall, without the approval of the Town Council, disclose confidential information concerning the property, government or affairs of the Town. Nor shall any official or employee under any circumstances use such information to advance the personal, financial or other private interests of such official or employee.
- C. Off-duty Conduct: Generally, the Town regards the off-duty activities of employees to be their own personal matter rather than that of the Town. However, certain types of off-duty activities represent potential concern and liability to the Town. For that reason, employees who engage in or are associated with illegal or immoral conduct, the nature of which adversely affects the public trust and confidence in the Town of Mineral Springs may be subject to dismissal or other disciplinary action.

ARTICLE 6. EMPLOYEE BENEFITS

6.1 ELIGIBILITY

All full-time employees of the Town are eligible at the time of hire for employee benefits as provided for in this Article which are subject to change at the Town's discretion and annual budget appropriations. Part-time hourly employees are eligible only for legally mandated benefits such as those set forth in the Federal Insurance Contributions Act (FICA).

6.2 EMPLOYEE GROUP LIFE INSURANCE, DENTAL INSURANCE AND VISION INSURANCE

The Town provides dental and vision insurance programs for full-time employees and part-time employees who work a minimum of twenty (20) hours per week and their families as specified under the terms of the group insurance contract. The Town may elect to pay a portion of the employee share of the coverage.

Full-time employees and part-time employees who work a minimum of twenty (20) hours per week who are on the health insurance policy may, if they so desire, purchase available dental and vision coverage through the Town for qualified dependents when or if the Town offers it and within the stipulations of the insurance contract. Employees will pay the amount stipulated by the Town for their qualified dependents.

Information concerning cost and benefits shall be available to all employees from the Town Administrator.

6.3 GROUP LIFE INSURANCE

The Town may elect to provide group life insurance for each full-time employee and part-time employee who work a minimum of twenty (20) hours per week subject to the stipulations of the insurance contract.

6.4 OTHER OPTIONAL INSURANCE PLANS

The Town may provide and/or make other insurance plans available to employees upon authorization of the Town Council.

6.5 RETIREMENT

Each employee who is expected to work for the Town more than one thousand (1,000) hours annually shall join the North Carolina Local Governmental Employees' Retirement System when eligible as a condition of employment and contribute the amount determined by the system. New hires who are current members of the NC Local or State Government Employees' Retirement Systems shall be covered under the retirement system by the Town on their first day of employment.

6.6 SOCIAL SECURITY

The Town, to the extent of its lawful authority and power, has extended Social Security benefits to its eligible employees.

6.7 WORKERS' COMPENSATION

All employees of the Town (full-time, part-time, and part-time hourly) are covered by the North Carolina Workers' Compensation Act and are required to report all injuries arising out of and in the course of employment to the Town Administrator at the time of the injury in order that appropriate action may be taken at once.

Responsibility for claiming compensation under the Workers' Compensation Act is on the injured

employee, and such claims must be filed by the employee with the North Carolina Industrial Commission within two (2) years from date of injury. The Town Administrator will assist the employee in filing the claim.

Pursuant to a declaration invoking Section 304 of the Homeland Security Act, this provision will also apply to reactions to smallpox vaccinations administered to Town employees under the Homeland Security Act. Such reactions shall be treated the same as any other workers' compensation claim.

6.8 UNEMPLOYMENT COMPENSATION

Local governments are covered by unemployment insurance. Town employees may apply for benefits upon separation from their employment with the Town through the local Division of Employment Security office where a determination of eligibility and benefits will be made.

6.9 INCENTIVE PAY OR TIME OFF

Incentive pay may be provided in a lump sum payment to full-time employees in recognition of their service to the Town. The Town Council will determine on an annual basis if any type of incentive payment is awarded, such as a monetary bonus at the holidays. The amount of any incentive payment is at the sole discretion of the Town Council and is contingent upon the availability of funding. If awarded, employees will receive the incentive payment at a time specified by the Town Council. Appropriate deductions will be made; or

All employees receive regular pay for the Christmas week holiday while Town Hall is closed, which is not subject to being part of the paid time off.

ARTICLE 7. HOLIDAYS AND LEAVES OF ABSENCE

7.1 POLICY

The policy of the Town is to provide vacation leave, sick leave, and holiday leave for all full-time and part-time employees who work a minimum of twenty (20) hours per week, providing proportionately equivalent amounts to employees having average work weeks of different lengths. Employees shall accrue leave proportionately with each payroll.

7.2 HOLIDAYS

The following days, and other such days as the Town Council may designate, are holidays with full pay for full-time and part-time employees of the Town (the part-time hourly employee receives the average per week hours paid for the Christmas Week shutdown):

New Year's Day
Martin Luther King Day
President's Day
Easter Monday
Memorial Day
Juneteenth
Independence Day

Labor Day
Columbus Day
Veteran's Day
Thanksgiving Day
Day after Thanksgiving Day
Christmas Week
New Year's Eve

If the holiday falls on Saturday, the preceding Friday shall be observed as the holiday; if the holiday falls on a Sunday, the following Monday shall be observed. Employees wishing to schedule time off for religious observances, other than those observed by the Town, may request vacation leave. Vacation leave for religious observance may be denied only when granting the leave would create an undue hardship for the Town.

7.3 HOLIDAYS: EFFECT ON OTHER LEAVE

Regular holidays which occur during a vacation, sick or other leave period of any employee shall not be considered as vacation, sick, or other leave.

7.4 VACATION LEAVE

Vacation is a privilege granted to employees by the Town. Vacation leave is intended to be used for rest and relaxation, school appointments, and other personal needs. Vacation leave should be requested in advance in methods determined by the Town and approved by the Town Administrator.

Vacation leave may also be used by employees who wish to observe religious holidays other than those granted by the Town. Employees who wish to use leave for religious observances must request leave in accordance with Town policies. Vacation leave for religious observance may be denied only when granting the leave would create an undue hardship for the Town.

7.5 VACATION LEAVE: USE BY PROBATIONARY EMPLOYEES

Employees serving a probationary period following initial employment may accumulate and use vacation leave during the first six (6) months of employment. A probationary employee who is dismissed during the probationary period will be eligible for terminal pay for any accumulated vacation leave.

7.6 VACATION LEAVE: ACCRUAL RATE

Each full-time employee of the Town will accrue vacation on the following schedule. Part-time employees will earn a prorated amount based on the average number of hours in the work week. (See Section 7.14 of this Article for more information.)

<u>Years of Service</u>	<u>Amount of Leave Earned</u>
0 – 4.99 years	12 days (96 hours)
5 – 9.99 years	14 days (112 hours)
10 – 14.99 years	16 days (128 hours)
15 – 19.99 years	18 days (144 hours)
20 – 24.99 years	20 days (160 hours)
25 years +	22 days (176 hours)

7.7 VACATION LEAVE: MAXIMUM ACCUMULATION

Vacation leave may be accumulated without any applicable maximum until December 31st of each year. However, if the employee departs from service, payment for accumulated vacation leave shall not exceed two hundred forty (240) hours. Effective the last payroll in the year, any employee with more two hundred forty (240) hours of accumulated leave shall have the excess accumulation removed so that only two hundred (240) hours are carried forward to January 1 of the next calendar year. The excess amount removed shall be converted to sick leave and added to the employee's sick leave balance. Employees are not eligible to receive pay for excess vacation time not taken.

Employees are cautioned not to retain excess accumulated vacation leave until late in the calendar year. Because of the necessity to keep all functions in operation, large numbers of employees cannot be granted vacation leave at any one time. If an employee has excess leave accumulation during the latter part of the calendar year and is unable to take such leave because of staffing demands, the employee shall receive no special consideration either in having vacation leave scheduled or in receiving any exception to the maximum accumulation.

7.8 VACATION LEAVE: MANNER OF TAKING

Employees shall be granted the use of accrued vacation leave upon request in advance at those times designated by the Town which will least obstruct normal operations. Vacation may be taken in sixty (60) minute increments. Failure to request or take vacation leave without prior approval may result in disciplinary action.

7.9 VACATION LEAVE: PAYMENT UPON SEPARATION

An employee will normally be paid for accumulated vacation leave upon voluntary separation, not to exceed two hundred forty (240) hours, provided notice is given to the Town Administrator at least two (2) weeks in advance of the effective date of resignation. This provision also applies to employees terminated due to reduction in force. Any employee failing to give the notice required by this section shall forfeit payment for accumulated vacation leave. The notice requirement may be waived by the Town Council when deemed to be in the best interest of the Town.

Employees who are involuntarily separated shall receive payment for accumulated annual leave up to the two hundred forty (240) hour maximum.

7.10 VACATION LEAVE: PAYMENT UPON DEATH

The estate of an employee who dies while employed by the Town shall be entitled to payment of all the accumulated vacation leave credited to the employee's account not to exceed the maximums established in Section 7 of this Article.

7.11 SICK LEAVE

Sick Leave with pay is a privilege granted to employees by the Town, not a right, and may be used only for the purposes described in this Policy. Abuse of sick leave privileges will subject the employee to disciplinary action.

Sick Leave may be used for the following reasons: sickness, non-job-related bodily injury, physical or dental examinations or treatment, or exposure to a contagious disease, when continuing work might jeopardize the health of others.

Sick leave also may be used when an employee must care for a member of their immediate family who is ill. For the purposes of this benefit, immediate family is defined as spouse, child, parent, guardian, sibling, grandparent, and grandchild, to include in-law, step and half relationships. Sick leave may not be used to care for a healthy infant or child.

Sick leave may also be used to supplement Workers' Compensation Disability Leave during the waiting period before Workers' Compensation benefits begin.

In non-emergency situations, employees are expected to provide at least one (1) hours' notice when an unexpected need for sick leave occurs, such as the employee's own illness or that of a family member.

Sick leave is not to be abused and will be granted with pay only when the employee provides advance notice required by the Town.

7.12 SICK LEAVE: ACCRUAL RATE AND ACCUMULATION

Sick leave shall accrue at a rate of one (1) day per month of service or twelve days per year. Sick leave for employees working other than the basic forty-hour work schedule employees shall be prorated as described in Section 7.14 of this Article. Sick leave will be cumulative for an indefinite period of time and may be converted upon retirement for service credit consistent with the provisions of the North Carolina Local Governmental Employees' Retirement System.

All sick leave accumulated by an employee shall end and terminate without compensation when the employee resigns or is separated from the Town. Employees who resign in good standing or are dismissed from employment because of reduction in force and are reinstated within one (1) year shall be credited with their previously accumulated sick leave.

7.13 SICK LEAVE: MEDICAL CERTIFICATION

The Town Administrator may require a physician's certificate certifying the employee's or employee's family member's illness and the employee's capacity to resume duties, for each occasion on which an employee uses sick leave or whenever a "pattern of absenteeism" is observed. The employee may be required to submit to such medical examination or inquiry as the Town deems desirable.

Claiming sick leave under false pretense to obtain a day off with pay shall subject the employee to disciplinary action up to and including dismissal.

7.14 LEAVE PRO-RATED

Paid time off earned by regular employees with more or fewer hours than the basic work week (forty (40) hours) shall be determined by the following formula:

- A. The average number of hours scheduled for work per week by such employees shall be divided by the number of hours in the basic work week (usually forty (40) hours);
- B. The proportion obtained in subsection (a) shall be multiplied by the number of hours of leave earned annually by employees working the basic work week;

- C. The number of hours obtained in subsection (b) shall be divided by (1) twelve (12) to determine the number of hours of leave earned monthly; (2) twenty-six (26) to determine the number of hours of leave earned biweekly; or (3) fifty-two (52) to determine the number of hours of leave earned weekly.

7.15 BEREAVEMENT LEAVE

An employee may have up to five (5) days per occurrence per year, at full pay, granted in case of death in the immediate family. For the purposes of this benefit, immediate family is defined as spouse, child, parent, guardian, sibling, grandparent, and grandchild, to include in-law, step and half relationships. Two (2) additional days of bereavement leave may be granted by the Town Administrator in the event of the death of a spouse, parent, or child or in other instances as approved by the Town Administrator.

Additional time to settle the affairs of the family or to attend funerals of other family members may be taken with the approval of the Town Administrator and be charged to paid time off or leave without pay. Bereavement Leave does not accrue from year to year.

7.16 SHORT-TERM DISABILITY AND FAMILY LEAVE

In the event of a short-term disability of the employee, the employee may be allowed up to six (6) weeks of disability leave. Family leave may be granted to an employee for a period of up to six (6) weeks for pregnancy, miscarriage, abortion, childbirth, recovery, or adoption. Employees may also be granted family leave for a period of up to six (6) weeks to care for a family member when ill.

The leave may be paid (in coordination with the Town's paid time off policy), unpaid, or a combination of paid and unpaid. Earned compensatory time must be used first, followed by any paid time off, once compensatory time has been exhausted. Unpaid leave will be granted only when the employee has exhausted all appropriate types of paid leave. Employees may be granted an extension at the discretion of the Town Administrator when medically necessary. This leave would be without pay unless the employee elected to use paid time off as provided in this Article.

To qualify for Short-term Disability and Family Leave, the employee must have worked for the Town for twelve (12) months or fifty-two (52) weeks and must have worked one thousand two hundred fifty (1,250) hours during the twelve (12) month period immediately before the date when the leave time begins. The request for the use of leave must be made in writing by the employee and approved by the Town Administrator. The request should include the tentative duration of the leave requested and be submitted to the Town Administrator in advance of the leave.

7.17 WORKERS' COMPENSATION LEAVE

An employee absent from duty because of sickness or disability covered by the North Carolina Workers' Compensation Act may receive sixty-six and two-thirds percent (66 2/3%) of their average weekly wage, not to exceed the annual maximum set by the State. No compensation is due for the first seven (7) days of lost time unless the disability exceeds twenty-one (21) days, therefore, the first check will not include payment for days one (1) through seven (7). An employee may elect to use accrued paid time off during the first waiting period of seven (7) days. After the disability has continued for more than twenty-one (21) days, the employee is entitled to receive workers' compensation for the first seven (7) days.

Part-time hourly employees will be placed on leave without pay effective with the date of injury. Once the waiting period is over, workers' compensation covers two-thirds (2/3) of regular pay.

Any workers' compensation disability that qualifies under the requirements of any other Town policy shall run concurrently with such policy. An employee on workers' compensation leave without pay may be permitted to continue to be eligible for benefits under the Town's group insurance plans during the period of workers' compensation leave.

Other insurance and payroll deductions are the responsibility of the employee and the employee must

make those payments for continued coverage of that benefit.

An employee shall retain all unused paid time off while on Workers' Compensation Leave Without Pay, within leave accrual limits outlined in this policy. An employee ceases to earn holiday or paid time off credits on the date Workers' Compensation Leave without Pay begins. The employee may continue to be eligible for benefits under the Town's group insurance plans at the employee's own expense subject to the regulations of the insurance carrier.

Upon reinstatement, an employee's salary will be computed on the basis of the last salary earned plus any increment or other salary increase to which the employee would have been entitled during the disability covered by workers' compensation.

An employee on workers' compensation leave may return to work on light or restricted duty after obtaining a physician's statement stating the employee's ability to do so. The decision to allow an employee back on light duty and to determine the location of the light duty rests with the Town.

7.18 MILITARY AND OTHER USERRA LEAVE

The Town will fully comply with the requirements of the 1994 Uniformed Services Employment and Re-Employment Rights Act (USERRA) and related federal regulations. For the purposes of USERRA, covered employees are the following:

- A. Armed Forces Active and Reserve (Army, Navy, Marine Corps, Air Force, Coast Guard)
- B. Army National Guard and Air National Guard
- C. FEMA's Disaster Assistance Teams
- D. Commissioned Corps of the Public Health Service
- E. Military Service Academies
- F. Reserve Officer's Training Corps (ROTC)

An employee taking leave under USERRA shall be eligible to take accumulated paid time off or be placed in a leave without pay status, and the provisions of that leave shall apply. While taking USERRA leave, the employee's unused leave balances will be retained and any seniority-based benefits such as leave accrual rates will continue to accrue.

Employees performing USERRA duty of more than thirty (30) days may elect to continue the Town's health care for up to twenty-four (24) months but will be responsible for paying the insurance premiums up to one hundred two percent (102%) of the premium costs. Employees whose USERRA duty is less than thirty-one (31) days will have their health insurance coverage paid as if they were at work with the Town.

Military Training

In addition to complying with the requirements of USERRA, an employee who is a member of the National Guard or the Armed Forces Reserve will be allowed ten (10) working days of military training leave annually, with partial compensation. If the compensation received while on military leave is less than the salary that would have been earned during this same period as an active employee, the employee shall receive partial compensation equal to the difference between the base salary earned as a reservist and the salary that would have been earned during this same period as a Town employee. The effect will be to maintain the employee's salary at the normal level during this period of ten (10) working days. If such military duty is required beyond this period of ten (10) working days, the employee shall be eligible to take accumulated paid time off or be placed on leave-without-pay status and the provisions of that leave shall apply.

While on military leave, seniority-based benefits such as paid time off accrual rates shall continue to accrue as if the employee was actively at work. Employees on extended military leave will remain eligible for health benefits on a voluntary basis, at the employees' expense for a period of twenty-four (24) months.

Part-time hourly employees will be granted time off without pay to meet their military reserve or National Guard training obligations.

7.19 REINSTATEMENT FOLLOWING MILITARY AND OTHER USERRA SERVICE

An employee who volunteers or is called to active duty with the United States military forces, and who returns to work in less than five (5) years will be returned to the same or like position he or she would have attained with reasonable certainty if not for the absence due to military service, with full seniority, status, leave accrual rates and pay as if there had been no break in employment. A military discharge form "DD214" with an honorable discharge must be submitted with the notification of intent to return to work.

Time limits for employees to reapply for return to work after release from military service are:

- A. Less than thirty-one (31) days absence - report next workday after safe travel and eight (8) hours rest.
- B. Thirty-one (31) days to one hundred eighty (180) days absence – notification to the Town must be submitted within fourteen (14) days.
- C. More than one hundred eighty (180) days absence - notification to the Town must be submitted within ninety (90) days.

All reporting deadlines are extended for two (2) years if the employee is injured during USERRA service.

7.20 CIVIL LEAVE

A Town employee called for jury duty or as a court witness for the federal or state governments, or a subdivision thereof, shall receive leave with pay for such duty during the required absence without charge to accumulated leave. The employee may keep fees and travel allowances received for jury or witness duty in addition to regular compensation; except, that employees must turn over to the Town any witness fees or travel allowance awarded by that court for court appearances in connection with official duties. While on civil leave, benefits and paid time off shall accrue as though on regular duty. Employees in court for their own case or appearing voluntarily as a witness in another person's case must use paid time off or leave without pay for their time in court.

7.21 PARENTAL SCHOOL LEAVE

A Town employee who is a parent, guardian, or person standing in loco parentis (in place of the parent) may take up to four (4) hours of unpaid leave annually related to the employee's involvement in school activities of the employee's child(ren). This leave is subject to the following conditions:

- A. The leave must be taken at a time mutually agreed upon by the employee and the Town;
- B. The Town may require the employee to request the leave in writing at least forty-eight (48) hours prior to the time of the desired leave; and
- C. The Town may require written verification from the child's school that the employee was involved at the school during the leave time.

7.22 EXTENDED LEAVE WITHOUT PAY

There may be times when an employee has exhausted all Paid Time Off (PTO) and requests additional leave without pay. Additional leave without pay may be granted by the Town Council. An employee must exhaust all compensatory time before being placed on leave without pay status.

An employee ceases to earn holiday or leave credits on the date leave without pay begins. The employee may continue to be eligible for benefits under the Town's group insurance plans at the employee's own expense, subject to any regulation adopted by the Town and the regulations of the insurance carrier. If the Leave Without Pay is for a circumstance that coincides with other Town policies or USERRA then the provisions of those policies will apply.

ARTICLE 8. SEPARATION AND REINSTATEMENT

8.1 TYPES OF SEPARATIONS

All separations of employees from positions in the service of the Town shall be designated as one of the following types and shall be accomplished in the manner indicated: resignation, reduction in force, disability, voluntary retirement, dismissal, or death.

8.2 RESIGNATION

An employee may resign by submitting the resignation and the effective date in writing to the Town Administrator as far in advance as possible. In all instances, the minimum notice requirement is two (2) calendar weeks. Failure to provide minimum notice shall result in forfeit of payment for accumulated paid time off unless the notification requirement is waived by the Town Administrator.

Three (3) consecutive days of absence without contacting the Town Administrator may be considered to be a voluntary resignation.

8.3 REDUCTION IN FORCE

In the event that a reduction in force becomes necessary, consideration shall be given to the quality of each employee's performance, organizational needs, and seniority in determining those employees to be retained. Employees who are separated because of a reduction in force shall be given at least two (2) weeks' notice of the anticipated action unless the Town had less notice of the need for the reduction in force.

8.4 DISABILITY

The Town will comply with the Americans with Disabilities Act and will make all responsible efforts to provide reasonable accommodation to employees who may be or become disabled. An employee who cannot perform the essential duties of a position because of a physical or mental impairment may be separated for disability. Action may be initiated by the employee or the Town. In cases initiated by the employee, such action must be accompanied by medical evidence acceptable to the Town Administrator. The Town may require an examination, at the Town's expense, performed by a physician of the Town's choice.

Employees who meet the requirements of the North Carolina Local Governmental Employees' Retirement System may qualify for a disability retirement. Information about this option is available from the Retirement System.

8.5 VOLUNTARY RETIREMENT

An employee who meets the conditions set forth under the provisions of the North Carolina Local Governmental Employees' Retirement System may elect to retire and receive all benefits earned under the retirement plan.

8.6 DEATH

Separation shall be effective as of the date of death. All compensation due shall be paid to the estate of the employee.

8.7 DISMISSAL

An employee may be dismissed in accordance with the provisions and procedures of Article 9.

8.8 REINSTATEMENT

An employee who is separated because of a reduction in force or who resigns while in good standing may be reinstated within one (1) year of the date of separation, upon approval of the Town Council.

8.9 REHIRING

An employee who resigns while in good standing may be rehired with the approval of the Town Council, and may be regarded as a new employee, subject to all of the provisions of rules and regulations of this Policy. An employee in good standing who is separated due to a reduction in force shall be given the first opportunity to be rehired in the same or a similar position.

8.10 PAY AND DEDUCTIONS UPON SEPARATION OF EMPLOYMENT

Upon termination of employment, the Town will deduct and withhold from the final paycheck of the employee any amount owed to the Town for group insurance premiums, unreturned equipment/property, or any other indebtedness to the Town. To the fullest extent of the law, the final paycheck will not be issued until all indebtedness to the Town has been determined and resolved.

The final paycheck generally includes payment for accumulated paid time off (not to exceed two hundred forty (240) hours), subject to the restrictions specified in this Policy, and overtime pay to which the employee is entitled, subject to deduction for indebtedness to the Town as outlined above.

ARTICLE 9. UNSATISFACTORY JOB PERFORMANCE AND DETRIMENTAL PERSONAL CONDUCT

9.1 DISCIPLINARY ACTION FOR UNSATISFACTORY JOB PERFORMANCE

A regular employee may be placed on disciplinary suspension or dismissed for unsatisfactory job performance, if after following the procedure outlined below, the employee's job performance is still deemed to be unsatisfactory. All cases of disciplinary suspension or dismissal must be approved by the Town Council prior to giving final notice to the employee, except for the part-time hourly employee. The Town Administrator has the authority to suspend or dismiss the part-time hourly employee.

9.2 UNSATISFACTORY JOB PERFORMANCE DEFINED

Unsatisfactory job performance includes any aspects of the employee's job which are not performed as required to meet the standards set by the Town.

Examples of unsatisfactory job performance include, but are not limited to, the following:

- A. Demonstrated inefficiency, negligence, or incompetence in the performance of duties;
- B. Careless, negligent or improper use of Town property or equipment;
- C. Physical or mental incapacity to perform duties after reasonable accommodation;
- D. Discourteous treatment of the public or other employees;
- E. Absence without approved leave;
- F. Improper use of leave privileges;
- G. Failure to report for duty at the assigned time and place;
- H. Failure to complete work within time frames established in the work plan or work standards;
- I. Failure to meet work standards over a period of time;
- J. Failure to follow the chain of command to address work-related issues; or
- K. Failure to maintain certifications required by the job.

9.3 COMMUNICATION AND WARNING PROCEDURES PRECEDING DISCIPLINARY ACTION FOR UNSATISFACTORY JOB PERFORMANCE

When an employee's job performance is unsatisfactory, or when incidents or inappropriate actions warrant, the Town Administrator shall meet with the employee as soon as possible in one (1) or more counseling sessions to discuss specific performance problems. A brief summary of these counseling sessions shall be noted in the employee's file.

An employee whose job performance is unsatisfactory over a period of time should normally receive at least two (2) documented warnings, one of which may be included in the final written warning, before disciplinary action resulting in dismissal is taken by the Town Council. In each case, a record shall be made to record the dates of discussions with the employee, the performance deficiencies discussed, the corrective actions recommended, and the time limits set. If the employee's performance continues to be unsatisfactory, the Town Council may initiate disciplinary action such as suspension or dismissal. In the case of part-time hourly employees, the Town Administrator may initiate disciplinary action such as suspension or dismissal.

Disciplinary suspensions are for the purpose of communicating the seriousness of the performance

deficiency, not for the purpose of punishment, and should not generally exceed three (3) working days (or twenty-four (24) working hours) for non-exempt employees. Suspensions for exempt employees shall be for one (1) full work week in accordance with FLSA requirements to maintain exempt status. Under FLSA, suspensions of exempt employees of less than a week are authorized for major safety violations or infractions of workplace conduct rules (detrimental personal conduct).

If after suspension, the employee's performance does not reach an acceptable level, the employee may be dismissed. Dismissals are appropriate when the employee has shown he/she is unwilling or unable to perform work in a manner that meets the work and conduct standards of the Town.

9.4 DISCIPLINARY ACTION FOR DETRIMENTAL PERSONAL CONDUCT

Normally, with the approval of the Town Council, an employee may be placed on non-disciplinary leave, with or without pay, prior to making a disciplinary determination to allow time to gather facts regarding the detrimental personal conduct and make a determination regarding the severity of the conduct.

With the approval of the Town Council, an employee may be placed on disciplinary suspension or dismissed without prior warning for causes relating to personal conduct detrimental to Town service in order to, but not limited to, the following:

- A. Avoid undue disruption of work;
- B. To protect the safety of persons or property; or
- C. For other serious reasons.

Disciplinary suspensions should not normally exceed three (3) working days (or twenty-four (24) working hours) for non-exempt employees. Suspensions of exempt employees shall be for one (1) full work week in accordance with FLSA requirements to maintain exempt status.

In exigent circumstances, the Town Administrator may suspend employees for the remainder of the workday. In such cases, the Town Administrator will in turn notify the Town Council.

9.5 DETRIMENTAL PERSONAL CONDUCT DEFINED

Detrimental personal conduct includes behavior of such a serious detrimental nature that the functioning of the Town may be or has been impaired; the safety of persons or property may be or have been threatened; or the laws of any government may be or have been violated.

Examples of detrimental personal conduct include, but are not limited to, the following:

- A. Demonstrated dishonesty, fraud or theft;
- B. Conviction of a felony or the entry of a plea of nolo contendere thereto;
- C. Falsification of records for personal profit, to grant special privileges, or to obtain employment;
- D. Willful misuse or gross negligence in the handling of Town funds or personal use of equipment or supplies;
- E. Willful or wanton damage or destruction to property;
- F. Willful or wanton acts that endanger the lives and property of others;
- G. Possession of unauthorized firearms or other lethal weapons on the job;
- H. Brutality in the performance of duties;

- I. Reporting to work under the influence of alcohol or drugs or partaking of such while on duty. Prescribed medication may be taken within the limits set by a physician as long as medically necessary;
- J. Engaging in incompatible employment or serving a conflicting interest;
- K. Request or acceptance of gifts in exchange for favors or influence;
- L. Engaging in political activity prohibited by this Policy;
- M. Harassment of an employee and/or the public on the basis of sex or any other protected class status;
- N. Harassment of an employee or the public with threatening or obscene language and/or gestures or any incidence of workplace violence;
- O. Stated refusal to perform assigned duties, flagrant violation of work rules and regulations, or serious malfeasance of work;
- P. Personal behavior which so severely damages an employee's credibility with staff and/or citizens as to render the employee ineffective in their assigned duties; or
- Q. Violation of any specific policy in the Personnel Policy.

9.6 PRE-DISCIPLINARY CONFERENCE

Before disciplinary suspensions in excess of three (3) working days (or twenty-four (24) working hours) are imposed or dismissal action is taken, whether for failure in personal conduct or failure in performance of duties, the Town Council will conduct a pre-disciplinary conference. At this conference, the employee may present any response to the proposed disciplinary action. The Town Council will consider the employee's response, if any, to the proposed disciplinary action, and will, within three (3) working days following the pre-disciplinary conference, notify the employee in writing of the final decision to take disciplinary action. The notice of the final disciplinary action shall contain a statement of the reasons for the action and the employee's appeal rights.

9.7 NON-DISCIPLINARY LEAVE

During the investigation, hearing, or trial of an employee on any criminal charge, or during an investigation related to alleged detrimental personal conduct, or during the course of any civil action involving an employee, when removal from the workplace would, in the opinion of the Town Council, be in the best interest of the Town, the Town Council may place the employee on leave for part or all of the proceedings as a non-disciplinary action. In such cases, the Town may:

- A. Temporarily relieve the employee of all duties and responsibilities and place the employee on paid or unpaid leave for the duration of the leave, or
- B. Temporarily assign the employee new duties and responsibilities and allow the employee to receive such compensation as is in keeping with the new duties and responsibilities.

If the employee is returned to regular duty following the leave such employee shall not lose any compensation or benefits to which otherwise the employee would have been entitled had the leave not occurred. If the employee is terminated following leave under this section, the employee shall not be eligible for any pay from the date of leave; provided, however, all other benefits with the exception of accrued paid time off shall be maintained during the period of leave.

9.8 NAME-CLEARING HEARING

Following the Town Council's decision to dismiss an employee, including a probationary employee, the employee shall be afforded an opportunity for a name-clearing hearing. If requested by the employee, a time and date for the hearing will be established such that the hearing takes place prior to the release of any negative or stigmatizing information about the employee that could inhibit future employment. The employee may invite anyone the employee wishes to invite (including the media) to the hearing. At this name-clearing hearing, the employee may present any response to information that the employee believes to be false and/or stigmatizing to the employee's reputation with respect to the employee's work performance or the reasons for the dismissal. The name-clearing hearing must be requested within five (5) business days following the decision to dismiss the employee.

Any written comments submitted by the dismissed employee will be placed in the employee's personnel file, and a copy will be provided to anyone who requests the termination letter on that employee. In lieu of actually attending the hearing, the employee may submit written comments and they will be placed in the file just as if the employee had presented them at the scheduled hearing. If the employee speaks at the hearing but does not provide written comments, the person conducting the hearing shall take notes and place a copy of the notes in the employee's personnel file, and a copy will be provided to anyone who requests the termination letter on that employee. There is no requirement for the Town or the hearing officer to respond in any way to the comments of the dismissed employee at the hearing. The name clearing hearing is not a substitute for, or a second opportunity for, a pre-termination hearing at which the employee may contest the proposed disciplinary action. Information presented at the name-clearing hearing will not be used by the Town to reconsider the disciplinary action.

ARTICLE 10. GRIEVANCE PROCEDURE AND ADVERSE ACTION APPEAL

10.1 POLICY

It is the policy of the Town to provide a just procedure for the presentation, consideration, and disposition of employee grievances. Employees may file a grievance with the Town Administrator.

Employees utilizing the grievance procedures shall not be subjected to retaliation or any form of harassment for exercising their rights under this policy. Employees who violate this policy shall be subject to disciplinary action up to and including dismissal from Town service.

10.2 GRIEVANCE DEFINED

A grievance is a claim or complaint by a current or a former employee based upon an event or condition, which affects the circumstances under which an employee works, allegedly caused by misinterpretation, unfair application, or lack of established policy pertaining to employment conditions.

Items which are not considered grievances include conditions of employment, law and policy established by the Town Council of the Town of Mineral Springs, and wages, salaries and fringe benefits. However, the application of interpretation of these items is subject to the grievance procedure. If there is a question whether an employee's concern is clearly a grievance, the Town Administrator must contact the Town Attorney who has full and final authority to settle this question.

10.3 PURPOSES OF THE GRIEVANCE PROCEDURE

The purposes of the grievance procedure include, but are not limited to:

- A. Providing employees with a procedure by which their complaints can be considered promptly, fairly, and without reprisal;
- B. Encouraging employees to express themselves about the conditions of work which affect them as employees;
- C. Promoting better understanding of policies, practices, and procedures which affect employees;
- D. Increasing employees' confidence that personnel actions taken are in accordance with established, fair, and uniform policies and procedures; and
- E. Creating a work environment free of continuing conflicts, disagreements, and negative feelings about the Town or its leaders, thus freeing up employee motivation, productivity, and creativity.

10.4 GRIEVANCE PROCEDURE

The employee who wishes to pursue a grievance shall present the grievance, in writing, to the full Town Council within five (5) calendar days of the event or within five (5) calendar days of learning of the event or condition. The Town Council shall respond to the grievance, stating the determination of decision within ten (10) calendar days after receipt. The Town Council's decision shall be the final decision.

Employees or the Town Council may use trained human resource, mediation, or facilitation professionals at any step in the process to help improve communication and understanding or to help resolve the conflict.

Results of all grievance procedures shall be maintained in the employee's personnel file.

10.5 GRIEVANCE PROCEDURE FOR DISCRIMINATION

When an employee, former employee, or applicant, believes that any employment action discriminates (i.e. is based on an individual's race, religion, color, sex, national origin, sexual orientation, age, veteran status, marital status, political affiliation, disability, genetic information, or on the basis of actual or perceived gender as expressed through dress, appearance or behavior), such employee, former employee, or applicant has the right to appeal such action using the grievance procedure outlined in this Article.

Employment actions subject to appeal because of discrimination include training, classification, pay, disciplinary action, transfer, layoff, failure to hire, or termination of employment. An employee or applicant should appeal an alleged act of discrimination within thirty (30) calendar days of the alleged discriminatory action.

ARTICLE 11. RECORDS AND REPORTS

11.1 PUBLIC INFORMATION

In compliance with Section 160A-168 of the North Carolina General Statutes, the following information with respect to each Town employee is a matter of public record:

- A. Name;
- B. Age;
- C. Date of original employment or appointment to the service;
- D. The terms of any contract by which the employee is employed whether written or oral, past and current, to the extent that the Town has the written contract or a record of the oral contract in its possession;
- E. Current position;
- F. Title;
- G. Current salary;
- H. Date and amount of each increase or decrease in salary with the Town;
- I. Date and type of each promotion, demotion, transfer, suspension, separation, or other change in position classification with the Town;
- J. Date and general description of the reasons for each promotion with the Town;
- K. Date and type of each dismissal, suspension, or demotion for disciplinary reasons taken by the Town. If the disciplinary action was a dismissal, a copy of the written notice of the final decision of the Town setting forth the specific acts or omissions that are the basis of the dismissal; and
- L. The office to which the employee is currently assigned.

Any person may have access to this information for the purpose of inspection, examination, and copying, during regular town hall business hours, subject only to such rules and regulations for the safekeeping of public records as the Town may adopt. An individual examining a personnel record may copy the information. The cost of photocopying may be assessed to the individual who requests the copies.

For the purposes of this subsection, the term "salary" includes pay, benefits, incentives, bonuses, deferred and all other forms of compensation paid by the Town.

A record will be maintained of all disclosures of personnel records, except for authorized personnel processing personnel actions or department heads in the line of authority of the employee. Upon request the records of disclosure will be made available to the employee to whom it pertains.

11.2 ACCESS TO CONFIDENTIAL RECORDS

All information contained in a Town employee's personnel file, other than the information set forth in Section 1 of this Article is confidential and shall be open to inspection only in the following instances:

- A. The employee or the employee's duly authorized agent may examine all portions of the employee's personnel file except (1) letters of reference solicited prior to employment, and (2) information concerning a medical disability, mental or physical, that a prudent physician would not divulge to the patient;
- B. A licensed physician designated in writing by the employee may examine the employee's medical record;
- C. A Town employee having supervisory authority over the employee may examine all material in the employee's personnel file;
- D. By order of a court of competent jurisdiction, any person may examine such portion of the employee's personnel file as may be ordered by the court;
- E. An official of an agency of the State or Federal Government, or any political subdivision of the State, may inspect any portion of a personnel file when such inspection is deemed by the Town Administrator to be necessary and essential to the pursuit of a proper function of the inspecting agency, but no information shall be divulged for the purpose of assisting in a criminal prosecution of the employee, or for the purpose of assisting in an investigation of the employee's tax liability, except that the Town Administrator may release the name, address, and telephone number from a personnel file for the purpose of assisting in a criminal investigation;
- F. An employee may sign a written release, to be placed in the employee's personnel file, that permits the record custodian to provide, either in person, by telephone, or by mail, information specified in the release to prospective employers, educational institutions, or other persons specified in the release;
- G. The Town Council may inform any person of the employment, non-employment, promotion, demotion, suspension or other disciplinary action, reinstatement, transfer, or termination of a Town employee, and the reasons for that action. Before releasing that information, the Town Council shall determine in writing that the release is essential to maintaining the level and quality of Town services. The written determination shall be retained in the Town Administrator's office, is a record for public inspection, and shall become a part of the employee's personnel file.

11.3 PERSONNEL ACTIONS

The Town Administrator will prescribe necessary forms and reports for all personnel actions and will retain records necessary for the proper administration of the personnel system. These records shall contain documents such as employment applications and related materials, records of personnel actions, documentation of employee warnings, disciplinary actions, performance evaluations, retirement, letters of recommendation, and other personnel-related documents.

11.4 RECORDS OF FORMER EMPLOYEES

The provisions for access to records apply to former employees as they apply to present employees.

11.5 REMEDIES OF EMPLOYEES OBJECTING TO MATERIAL IN FILE

An employee who objects to material in his/her file may place a statement in the file relating to the material considered to be inaccurate or misleading. In accordance with established grievance procedures, the employee may seek to have a record of upheld grievances relating to personnel records placed in the file and/or may seek removal of material in the file contingent upon approval of the North

11.6 PENALTIES FOR PERMITTING ACCESS TO CONFIDENTIAL RECORDS

Section 160A-168 of the North Carolina General Statutes provides that any public official or employee who knowingly, willfully, and with malice permits any person to have access to any information contained in an employee personnel file, except as expressly authorized by that section, is guilty of a misdemeanor and upon conviction shall be fined in an amount not more than five hundred dollars (\$500.00).

11.7 EXAMINING AND/OR COPYING CONFIDENTIAL MATERIAL WITHOUT AUTHORIZATION

Section 160A-168 of the North Carolina General Statutes provides that any person, not specifically authorized by that section to have access to a personnel file designated as confidential, who shall knowingly and willfully examine in its official filing place, remove or copy any portion of a confidential personnel file shall be guilty of a misdemeanor and upon conviction shall be fined in the discretion of the court but not in excess of five hundred dollars (\$500.00).

11.8 DESTRUCTION OF RECORDS REGULATED

Pursuant to Sections 121-5 and 132-3 of the North Carolina General Statutes, no person or public official may destroy, sell, loan, or otherwise dispose of any public record, including any portions of an employee personnel file identified herein or by applicable law as public record, without the consent of the North Carolina Department of Natural and Cultural Resources, except as provided in Section 130A-99 of the North Carolina General Statutes. Whoever unlawfully removes a public record from the office where it is usually kept, or alters, defaces, mutilates or destroys it will be guilty of a misdemeanor and upon conviction will be fined not less than ten dollars (\$10.00) nor more than five hundred dollars (\$500.00).

ARTICLE 12. IMPLEMENTATION OF POLICIES

12.1 CONFLICTING POLICIES REPEALED

All policies, ordinances, or resolutions that conflict with the provisions of these policies are hereby repealed.

12.2 SEPARABILITY

If any provision of these policies or any rule, regulation, or order hereunder of the application of such provision to any person or circumstances is held invalid, the remainder of these policies and the application of such remaining provisions of these policies of such rules, regulations, or orders to persons or circumstances other than those held invalid will not be affected thereby.

12.3 AMENDMENTS

This policy may be amended by action of the Town Council and by resolution appropriately approved. Any revisions or amendments adopted in conformance with this procedure shall become effective as of the date of such adoption.

Notice of any amendment to the policy or any portion thereof, shall be provided to employees. Adopted amendments should be posted on bulletin boards in employee work locations and/or in employee newsletters.

ADOPTED this the 12th day of June, 2025, to become effective on the 1st day of July, 2025.

Town of Mineral Springs

Position Plan Policy

Agenda Item
#5
June 12, 2025

BE IT RESOLVED that the Mineral Springs Town Council has established a Position Plan in accordance with Article 2 of the Town of Mineral Springs Personnel Policy to include the following employee positions:

- A. Zoning Administrator / Planning Director and Town Administrator *(Full-time salary – Exempt)*
- B. Town Clerk / Finance Officer *(Full-time salary – Non-Exempt)*
- C. Finance Officer *(Part-time salary Non-Exempt)* Only if the Town Clerk / Finance Officer combined position is not filled.
- D. Town Clerk *(Part-time salary – Non-Exempt)* Only if the Town Clerk / Finance Officer combined position is not filled.
- E. Administrative Assistant / Deputy Town Clerk *(Part-time hourly – Non-Exempt)* **or**
- F. Administrative Assistant *(Part-time hourly – Non-Exempt)*

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ZONING ADMINISTRATOR / PLANNING DIRECTOR AND TOWN ADMINISTRATOR

Full-time – Exempt

36 – 40 hours per week

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.)
- ❖ 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.

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 supervising 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.

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.

TOWN CLERK AND FINANCE OFFICER

Full-time salary – Non-Exempt

36 – 40 hours per week

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.
- ❖ 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.

FINANCE OFFICER

Part-time salary – Non-Exempt

20 to 25 hours per week

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.

TOWN CLERK

Part-time salary – Non-Exempt

20 – 25 hours per week

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.
- ❖ 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.

ADMINISTRATIVE ASSISTANT

Part-time hourly – Non-Exempt

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

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.

ADMINISTRATIVE ASSISTANT / DEPUTY TOWN CLERK

Part-time hourly – Non-Exempt

The hours for this position are 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.

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 Deputy Clerk assists in the maintenance and coordination of permanent records and documents and is responsible for a variety of clerical and administrative functions. The Town Administrator will make assignments by defining objectives, priorities, deadlines and assisting the employee with unusual situations which do not have a precedent. The Deputy Clerk is responsible for planning and carrying out successive steps, handling problems and deviations in the work assignment in accordance with instructions, policies, previous training, or accepted practices in the role. The work for the Administrative Assistant and Deputy Town Clerk is performed independently, with supervision/oversight from the Town Administrator.

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 in the proper staff member, answer the telephone and makes appointments, etc.
- ❖ Back up the Town Administrator in their absence.
- ❖ Fold, tab, and label newsletters for distribution.
- ❖ 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.
- ❖ Undertake special projects as assigned by Town Administrator.
- ❖ Assist the Zoning Administrator by collecting zoning applications and making sure all required documentation is being submitted, prior to forwarding to the Zoning Administrator.
- ❖ Assist Town Administrator in receipt and follow up on citizen inquires and complaints. Respond to correspondence/questions received by the Administrator's office.

DEPUTY TOWN CLERK RESPONSIBILITIES:

- ❖ Back up the Town Clerk in their absence.
- ❖ Assemble agenda packets for Town Council, Planning Board, Board of Adjustment and Steering Committee meetings and mail or deliver to board member's home.
- ❖ Prepare meeting room for all town meetings and clean-up following the meeting.
- ❖ Attend all Town Council, Planning Board, Board of Adjustment, and Steering Committee meetings.
- ❖ Prepare verbatim transcripts of Town Council meetings from audio recordings and submit them to the Town Clerk.
- ❖ Prepare minutes for Board of Adjustment, Planning Board, or any established Steering Committee per the Planning Director's direction.
- ❖ Collect/distribute incoming mail and meter/drop off outgoing mail at Post Office.
- ❖ Review monthly bank statements for discrepancies or unusual activity and forward to the finance officer.

- ❖ Maintain all general files and records.
- ❖ Compose and transcribe routine correspondence, such as letters, memos, reports and other materials.
- ❖ 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.
- ❖ Perform other duties as may be prescribed by the Town Administrator.

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 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.

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.

IMPLEMENTATION OF POLICIES

CONFLICTING POLICIES REPEALED

All policies, ordinances, or resolutions that conflict with the provisions of these policies are hereby repealed.

SEPARABILITY

If any provision of these policies or any rule, regulation, or order hereunder of the application of such provision to any person or circumstances is held invalid, the remainder of these policies and the application of such remaining provisions of these policies of such rules, regulations, or orders to persons or circumstances other than those held invalid will not be affected thereby.

AMENDMENTS

This policy may be amended by action of the Town Council and by resolution appropriately approved. Any revisions or amendments adopted in conformance with this procedure shall become effective as of the date of such adoption.

Notice of any amendment to the policy or any portion thereof, shall be provided to employees. Adopted amendments should be posted on bulletin boards in employee work locations and/or in employee newsletters.

ADOPTED this the 12th day of June, 2025, to become effective on the 1st day of July, 2025.

MEMO

To: Mineral Springs Town Council
From: Rick Becker
Date: June 5, 2025
Subject: New computers for Planning Director/Town Administrator and Clerk/Finance Officer

As we prepare for staff changes beginning July 1, 2025, we should also consider providing new computers for the two full-time staff positions.

The Clerk/Planning Director/Town Administrator's portable computer was purchased new from Dell on 3/15/22 for \$2,603.10. As with all computer hardware, this capital asset has a 3-year depreciation schedule, so it is fully depreciated. It should be replaced with another portable computer of similar quality but with current technology. This department has been acquiring new computers every three to five years. We estimate that it will cost between \$2,500 and \$3,000 for a new machine. The current computer is still functional and can be utilized as a backup or spare.

If the Clerk/Finance Officer becomes a single full-time position, which appears possible, staff has determined that that position would best be served by a new all-in-one desktop computer. The Dell models that would be most suitable cost between \$1,500 and \$2,000. This will be the first new computer specifically purchased for this position. Vicky and I are in the process of reviewing specifications and pricing for both this computer and the Administrator's computer with Dell sales personnel.

The current desktop unit currently being used by the Deputy Clerk/Receptionist was purchased used from Dell Refurbished on August 9, 2021 for \$261.96. That machine is not as "mission critical" and could remain in operation for a while longer, although it cannot run Windows 11 and support for Windows 10 will be ending October 15, 2025 (with one year of "extended security updates" available for \$30.00 after that date).

I'd like to take this opportunity to let Council know about a cost containment initiative that I am proud of. Beginning on April 14, 2012, the town has provisioned the finance office SOLELY with used portable computers from Dell Refurbished. These units are off-lease computers that are usually three to four years old and certified by Dell, and when they are on sale (which happens frequently) they cost 20% to 25% of the cost of an equivalent new machine. The town has purchased five such computers since then at a total cost of \$1,933.09. These machines have been used for the past 13 years, generally being replaced approximately every three years, which represents a total cost of \$148.70/year for the finance office's computer needs. As they are retired from the finance office, we are able to repurpose them around the town hall; for example, the computer currently on the lectern that is used only to show presentations through the projector is one of the old finance office computers.

While "penny pinching" to save taxpayer dollars can be a good thing, as we transition to a more formal office environment with a full-time staff it seems that the town would benefit from a more "professional" approach to computer provisioning. Therefore, I am requesting that Council authorize staff to purchase new computers for Planning Director/Administrator and Clerk/Finance Officer for a cost not to exceed \$5,500 total for both units.

MEMO

To: Mineral Springs Town Council
From: Rick Becker
Date: June 5, 2025
Subject: FY2024-25 Charitable Contributions

As the town worked to gain more control over charitable contributions over the past few years, we seem to have reduced our recipients to four major non-profits. These four recipients, with the town's contribution amounts for several prior years, are:

Agency	FY2020-21	FY2021-22	FY2022-23	FY2023-24	Requested
Catawba Lands Conservancy	\$2,500	\$2,500	\$2,500	\$2,500	-
Council on Aging in Union County	\$2,500	\$3,000	\$3,500	\$3,500	-
Red Cross	\$1,500	\$1,500	\$2,000	\$2,000	\$2,000
Turning Point	\$2,000	\$2,000	\$2,500	\$2,500	-
Total	\$8,500	\$9,000	\$10,500	\$10,500	

As of June 5, 2025 we have received a request for \$2,000 from the Red Cross but have not received specific funding requests from the other non-profits.

The FY2024-25 Budget Ordinance has appropriated \$12,575 for non-profit contributions. There are sufficient funds in the appropriation to maintain last year's contribution level leaving \$2,075 unexpended. Council must decide whether or not to continue funding these non-profits and decide on the funding levels. However, Council may not exceed a total expenditure greater than \$12,575 without adopting a budget amendment authorizing an increase in the "Charities and Agencies" appropriation.



**American
Red Cross**

May 28, 2025

Mayor Rick Becker
Town Council Members
Town of Mineral Springs
Mineral Springs, NC

Dear Mayor Becker and Council Members,

The Town of Mineral Springs has been a generous supporter to the community and a key partner of the American Red Cross. Mineral Springs residents have greatly benefited from your support of our programs and services at the American Red Cross. Thank you again for your past support. The Southern Piedmont Chapter of the American Red Cross has been able to provide vital emergency Red Cross services in Mineral Springs thanks to community partners like you.

Your support allows us to be here for those in need, whether a family left homeless by a disaster, a lifesaving action for a heart attack victim, a hospital patient in need of blood or a family in need of preparedness information. Disasters continue – home fires, the need for smoke alarms to keep families safer, our military members and their families needing support and guidance, and the need for blood is constant. We cannot predict the number of people who will need our help after a disaster, but we must always stand ready to assist.

Last year we experienced a catastrophic Hurricane when Helene devastated Western North Carolina. As part of the Leadership Team brought in several days before Helene hit, my preparedness messaging has forever changed. We have been impacted locally with Hurricanes Hugo, Florence and Michael, but nothing to this degree. I truly hope we will never face this type of disaster in Union County, but we must be prepared for the worst. Your support allows us to educate our communities and support those impacted by disaster here at home.

We respectfully request your support of **\$2,000 for local disaster support**. We appreciate your consideration of our request and as always, thank you. Please let me know if you have any questions or concerns. Our volunteers and our donors, both financial and blood, are more important than ever. And we have learned - We **MUST** be there when help cannot wait.

Sheila Crunkleton

Sheila Crunkleton
Executive Director
Southern Piedmont Chapter
125 Pedro Street, Suite E, Monroe, NC 28110



Southern Piedmont Chapter

July 1 2023 to June 30, 2024

Helping During People's Darkest Hours



The Southern Piedmont team partnered with the Albemarle Fire Department to install free smoke alarms in vulnerable homes across Stanly County, NC.

Southern Piedmont Chapter Red Cross volunteers worked tirelessly to help neighbors devastated by disasters like severe storms, tornadoes and home fires. We also supported members of the military, veterans, and their families as they prepared for, coped with, and responded to the challenges of military service. Our lifesaving mission is made possible by volunteers and generous donors, whose support enables us to prevent and alleviate human suffering every day.

Here's a look at some of our Fiscal Year 2024 service delivery in Anson, Cabarrus, Montgomery, Rowan, Stanly and Union Counties.



Responded to **179 disasters** and homes fires, assisting **636 people**



218 families received nearly **\$168,000** in financial assistance for recovery needs



Received **10,876 blood donations** and hosted **622 blood drives**



Provided **646 emergency services** to military members, veterans and their families



298 volunteers contributed **19,412 hours** of service to the community



Trained **4,640 people** in First Aid/CPR/AED, swimming and preparedness

For more information about Red Cross programs and volunteer opportunities, visit redcross.org/NC

Facebook.com/RedCrossNC | X.com/RedCross_NC | Instagram.com/RedCrossNC

Town of Mineral Springs

CHANGES TO PROPOSED BUDGET 2025-2026

Prepared for:

The Mineral Springs Town Council

By:

**Frederick Becker III
Budget Officer**

June 12, 2025

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TOWN OF MINERAL SPRINGS 2025-2026 BUDGET

PROPOSED CHANGES 6/12/2025

At the time the Proposed Budget was presented to Council on May 8, 2025, the Budget Officer provided Council with an email from Union County Deputy County Manager Patrick Niland. Mr. Niland was requesting that municipalities consider budgeting funds for picking up the potential cost of providing meals for municipal residents who were on the waiting list for Union County's Senior Nutrition Program.

Council discussed this suggestion, and directed the Budget Officer to modify the proposed budget to include \$6,000 to fund this program for four eligible senior citizens in Mineral Springs who were on the waiting list. There was some concern that the town's taking on a county function could result in the municipality gradually assuming more and more financial responsibility over the years; council members also pointed out the large number of existing food pantries and other nutritional services. The offsetting observation was that the program is very specific and narrowly tailored, and that our seniors need to eat. One citizen later contacted council members with similar concerns about potential growth of another government program that might be better handled by private entities such as churches and volunteers.

After further study, the Budget Officer concluded that the Senior Nutrition Program is unique and does not overlap other charitable food support operations. It is open only to persons over age 60 who are "shut-ins" and who wouldn't be able to access food pantries and, in fact, might not be capable of preparing meals themselves. The daily delivery of a warm meal serves an additional purpose of wellness checking and social interaction for seniors who are often alone in their homes. Finally, including the appropriation in the budget simply authorizes the *possible* implementation of the program; an interlocal agreement would need to be executed between Mineral Springs and Union County, and such an agreement could (and should) be worded to limit future growth of the town's share of the funding requirement.

The following changes in the proposed budget have been made and are highlighted in yellow in the departmental spreadsheet and the draft Budget Ordinance:

- Reduce "Charities and Agencies" by \$2,370, from \$12,870 to \$10,500
- Reduce "Attorney" by \$1,800, from \$7,200 to \$5,400
- Reduce "Capital Outlay" by \$1,830, from \$9,472 to \$7,642
- Add "Intergovernmental" appropriation of \$6,000

Our "Charities and Agencies" appropriation is based on a formula, but in reality we have been spending \$10,500 on the same four agencies for the past few years. We have never utilized our full "Attorney" appropriation, so a reduction of \$1,800 is reasonable. Finally, the "Capital" appropriation in the General Fund budget is discretionary, and a reduction of \$1,830 can be absorbed.

The fact that nearly 40% of the "Intergovernmental" appropriation for the Senior Nutrition Program is coming from a reduction in an existing charitable appropriation should allay some concerns about introducing what could be considered a new charitable program.

REVENUES**TOTAL INCOME**

			\$ 463,480	\$ 463,480
Property Taxes		\$ 111,465		
Current Year	\$ 111,065			
Prior Years	\$ 400			
Interest		\$ 49,500		
Other Income		\$ 2,000		
Festival	\$ -			
Miscellaneous	\$ 2,000			
Sales Tax		\$ 286,175		
Alcoholic Beverage	\$ 15,800			
Electricity	\$ 211,000			
General Sales & Use	\$ 40,775			
Natural Gas Excise	\$ 1,600			
Telecommunications	\$ 2,000			
Video Programming	\$ 15,000			
Vehicle Taxes		\$ 7,840		
Zoning Fees		\$ 6,500		

EXPENDITURES**ADMINISTRATIVE & GENERAL GOVERNMENT**

			\$ 455,838	\$ 463,480
Advertising		\$ 900		
Attorney		\$ 5,400		
Audit		\$ 5,230		
Charities & Agencies		\$ 10,500		
Community		\$ 24,488		
Beautification, Maintenance	\$ 6,800			
Special events	\$ 2,000			
Festival	\$ -			
AMG	\$ -			
Misc	\$ 2,000			
Communication	\$ 8,688			
Newsletter	\$ 2,500			
Soc. Media	\$ 4,188			
Other	\$ 2,000			
Park & Greenway Maint	\$ 7,000			
Contingency		\$ 3,000		
Elections		\$ 4,800		
Employee Overhead (FICA, work comp, bonds)		\$ 67,200		
Fire Protection		\$ 12,000		
Intergovernmental		\$ 6,000		

Office				\$	201,896
Salary: Clerk	\$			34,860	
Salary: Deputy Clerk/Assistant	\$			14,400	
Salary: Finance Officer	\$			45,624	
Salary: Finance Overlap	\$			22,812	
Salary: Mayor	\$			6,000	
Salary: Council	\$			14,400	
Dues	\$			8,100	
Insurance	\$			5,000	
Records Management	\$			-	
Equipment & durable items	\$			2,400	
Supplies	\$			3,000	
Postage (General)	\$			1,000	
Telephone, Internet	\$			9,200	
Reserve/Misc	\$			500	
Town Hall Maintenance	\$			30,000	
Supplies	\$	2,000			
Services	\$	28,000			
Utilities	\$			4,600	
Planning					\$ 102,124
Zoning Ord. & Planning	\$			1,500	
Zoning Administration	\$			98,124	
Salary	\$	92,124			
Contract	\$	6,000			
Land Use Planning	\$			1,500	
Reserve/Misc	\$			1,000	
Street Lighting					\$ 2,300
Tax Collection					\$ 1,800
Contract (Union County)	\$			1,800	
Misc.	\$			-	
Training					\$ 4,000
Boards	\$			1,000	
Officials	\$			1,000	
Staff (Clerk, TC, FO)	\$			2,000	
Travel Expenses					\$ 4,200
CAPITAL					\$ 7,642
Capital Outlay				\$ 7,642	

STATE OF NORTH CAROLINA
TOWN OF MINERAL SPRINGS

**AN ORDINANCE TO ESTABLISH A BUDGET
FOR FISCAL YEAR 2025-2026
O-2024-05**

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

Section I. Appropriations. The following amounts are hereby approved in the General Fund for the operation of the Town government and its activities for the fiscal year beginning 7/1/2025 and ending 6/30/2026, in accordance with a Chart of Accounts to be established for the Town:

ADMINISTRATIVE & GENERAL GOVERNMENT:	\$455,838.00
Advertising	\$900.00
Attorney	\$5,400.00
Audit	\$5,230.00
Charities and Agencies	\$10,500.00
Community Projects	\$24,488.00
Contingency	\$3,000.00
Elections	\$4,800.00
Employee Overhead	\$67,200.00
Fire Protection	\$12,000.00
Intergovernmental	\$6,000.00
Office and Administrative	\$201,896.00
Planning and Zoning	\$102,124.00
Street Lighting	\$2,300.00
Tax Collection	\$1,800.00
Training	\$4,000.00
Travel	\$4,200.00
CAPITAL:	\$7,642.00
Capital outlay	\$7,642.00

TOTAL APPROPRIATIONS: \$463,480.00

Section II. Estimated Revenues. It is estimated that the following revenues will be available in the General Fund for the fiscal year beginning 7/1/2025 and ending 6/30/2026:

Property taxes	\$111,465.00
Interest	\$49,500.00
Other income	\$2,000.00
Sales taxes	\$286,175.00
Vehicle taxes	\$7,840.00
Zoning fees	\$6,500.00

TOTAL ESTIMATED REVENUES: \$463,480.00

Section III. Property Tax Levy. A tax in the amount of \$0.0175 per \$100.00 of assessed valuation is hereby levied on property within the Town of Mineral Springs which was listed for property taxes in Union County, North Carolina as of January 1, 2025.

ADOPTED this 12th day of June 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: June 9, 2025
Subject: Budget Amendment 2024-03 (Ordinance O-2024-06)

After reconciling the bank statements for May 2025 and updating the Budget Comparison spreadsheet, it appears that our appropriation for “Employee Overhead” may be a few dollars short of what will be required for the June payroll.

I am requesting that Council adopt ordinance O-2024-06 to amend the FY2024-25 budget, transferring \$200 from “Contingency” to “Employee Overhead”.

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-2024-06**

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 #2024-03:

<u>INCREASE</u>		<u>DECREASE</u>	
Employee Overhead	\$200	Contingency	\$200
Total	\$200	Total	\$200

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

ADOPTED this 12th day of June, 2025. Witness my hand and official seal:

Frederick Becker III, Mayor

Attest:

Vicky A. Brooks, Clerk