

### **QUARTERLY DEVELOPERS' WORKSHOP**

- 6:20 P.M. PRESENTATION BY SCOTT STEVENS REGARDING DOWNTOWN MIXED-USE PLAN THAT IS BORDERED BY LAWYERS ROAD, NELSON ROAD, SUNSET DRIVE AND MATTHEWS-MINT HILL ROAD
- 6:40 P.M. PRESENTATION BY SCOTT STEVENS REGARDING 20+/- ACRES ON 4810 MARGARET WALLACE ROAD FOR OFFICE AND HIGHER DENSITY SINGLE FAMILY ATTACHED RESIDENTIAL OR RETIREMENT USE

**MEETING OF THE BOARD OF COMMISSIONERS  
TOWN OF MINT HILL, NORTH CAROLINA  
MINT HILL TOWN HALL  
4430 MINT HILL VILLAGE LANE  
OCTOBER 13, 2016  
7:00 P.M.**

1. CALL TO ORDER
2. INVOCATION AND PLEDGE OF ALLEGIANCE
3. ADDITION, DELETION OR ARRANGEMENT OF AGENDA ITEMS
4. APPROVE MINUTES OF THE SEPTEMBER 8, 2016 REGULAR MEETING AND SEPTEMBER 14, 2016 CALLED MEETING
5. CONSENT AGENDA: (A) ACCEPT RESOLUTION WAIVING FORMAL BIDDING REQUIREMENTS PURSUANT TO N.C. GENERAL STATUTE § 143-129(G) FOR THE PURCHASE OF POLICE VEHICLES; (B) ACCEPT AUGUST TAX COLLECTORS REPORT; (C) CONSIDER REVISING NOVEMBER AND DECEMBER 2016 MEETING SCHEDULE; (D) ACCEPT RESOLUTION TO APPROVE FINANCING TERMS FOR THE PURCHASE OF POLICE VEHICLES; (E) ACCEPT PERSONNEL POLICY AMENDMENTS AND TITLE CHANGES; (F) AUTHORIZE MAYOR AND MANAGER TO ENTER INTO AGREEMENTS WITH STATE OF NC FOR GRANT FUNDS; (G) ACCEPT JULY AND AUGUST TREASURER'S REPORT AND FINANCIALS; (H) APPOINTMENTS TO THE IDLEWILD VFD FIREFIGHTERS' RELIEF FUND; AND, (I) ACCEPT RECORDS RETENTION SCHEDULE AMENDMENT
6. FIRE PREVENTION WEEK PROCLAMATION
7. INDUCTION AND RECOGNITION OF THE INDEPENDENCE HIGH SCHOOL DREAM TEAM
8. PUBLIC COMMENTS\*\*
9. OTHER BUSINESS/COUNCIL MATTERS
10. CLOSED SESSION FOR A LEGAL MATTER
11. ADJOURNMENT

*\* IN ACCORDANCE WITH NORTH CAROLINA GENERAL STATUTES AND/OR LOCAL ORDINANCES, A PUBLIC HEARING IS REQUIRED/SCHEDULED ON THIS AGENDA ITEM. PUBLIC COMMENTS RELATED TO THIS ITEM HAVE BEEN OR WILL BE HEARD DURING THE SCHEDULED PUBLIC HEARING. TIME ALLOTTED EACH SPEAKER MAY BE LIMITED DUE TO LENGTH OF AGENDA. \*\*UP TO ONE HOUR HAS BEEN RESERVED FOR COMMENTS FROM THE PUBLIC ON MATTERS OF GENERAL INTEREST, OR AGENDA ITEMS OTHER THAN THOSE FOR WHICH A PUBLIC HEARING IS REQUIRED AS NOTED ABOVE. INDIVIDUALS WISHING TO SPEAK UNDER "PUBLIC COMMENTS" MUST SIGN UP (ON THE SHEET PROVIDED IN THE LOBBY) PRIOR TO THE MEETING BEING CALLED TO ORDER. SPEAKERS WILL BE LIMITED TO TWO MINUTES PER PERSON, AND RECOGNIZED IN THE ORDER IN WHICH THEY SIGN UP.*

**MINUTES OF THE MEETING OF  
THE BOARD OF COMMISSIONERS  
TOWN OF MINT HILL, NORTH CAROLINA  
SEPTEMBER 8, 2016**

The Board of Commissioners of the Town of Mint Hill met in regular session on Thursday, September 8, 2016 at 7:00 p.m. in the John M. McEwen Assembly Room, Mint Hill Town Hall.

**ATTENDANCE**

Mayor: Ted H. Biggers, Jr.

Commissioners: Dale Dalton, Carl M. Ellington, Richard Newton and Katrina (Tina) Ross

Town Manager: Brian L. Welch

Deputy Town Manager: Lee Bailey

Planning Director: John Hoard

Town Engineer: Steve Frey

Police Chief: Tim Ledford

Town Clerk: Michelle Wells

**CALL TO ORDER, INVOCATION AND PLEDGE**

Mayor Biggers called the meeting to order, ruled a quorum present and the meeting duly constituted to carry on business. Following the invocation offered by Commissioner Dalton, Mayor Biggers led the Pledge of Allegiance to the Flag of the United States of America.

**ORDER OF BUSINESS**

**Addition, Deletion or Arrangement of Agenda Items:** None.

**Approve Minutes of the August 18, 2016 Meeting:** Commissioner Ross asked for the statement, in the “Other Business and Council Matters” section, be corrected to say “Commissioner Dalton reminded everyone of the Chamber of Commerce golf tournament on September 8, 2016.”

Upon the motion of Commissioner Ellington, seconded by Commissioner Ross, the Board unanimously approved the corrected minutes of the August 18, 2016 regular meeting.

**Consent Agenda: (A) Accept Budget Amendment; and, (B) Accept July Tax Collectors Report:** Upon the motion of Commissioner Ross, seconded by Commissioner Ellington, the Board unanimously approved items (A) and (B). (Copy filed with minutes of record.)

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Mayor Biggers welcomed the following Boy Scouts in attendance from Troop 144 of Blair Road United Methodist Church: Joseph Santonato and Johnathon Stribling.

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**Public Hearing on #ZC16-10, Filed by William Gray, Requesting Amendments to the Approved Zoning Plan for a Storage Facility on Property Located at 11131 & 11207 Blair Rd, Tax Parcel Numbers 137-153-10 & 137-153-11. This Property Was Originally Rezoned for a Storage Facility as #ZC15-1 on April 9, 2015:** Planning Director Hoard provided the following memo to the Board in their packets:

Mr. Gatz made a favorable recommendation on #ZC16-10, Filed by William Gray, Property Located at 11131 and 11207 Blair Road, Tax Parcel # 137-153-10 and #137-153-11. Mr. Hendrix seconded the motion and the Board unanimously agreed. The current construction plans in review indicate an increase in storage buildings for phase 1 and a change in building materials.

**STAFF RECOMMENDATION:**

Staff does not object to the requested amendment

*There is approximately 450' between the sidewalk and the closest storage building. This distance combined with a landscaped buffer, twelve redbud street trees and the existing brick house and garage should greatly minimize the view of the storage buildings from Blair Road.*

*8.5.2D Amendment Procedures for Approved Conditional Districts.*

*A. Changes to an Approved Zoning Plan. Except as provided in Subsection (B) below (Administrative Amendment Process), changes to an approved Conditional District or to the conditions attached to it shall be treated the same as amendments to these regulations or to the zoning maps and shall be processed in accordance with the procedures in this Article.*

*B. Administrative Amendment Process.*

*1. Application for an Administrative Amendment. Any request for an administrative amendment shall be pursuant to a written letter, signed by the property owner, to the planning staff detailing the requested change. Upon request, the Applicant must provide any additional information requested. Accompanying the letter shall be the applicable fee for administrative review.*

*2. Authority to Approve an Administrative Amendment. The Administrator shall have the delegated authority to approve an administrative amendment change to an approved Conditional District Zoning Plan. The standard for approving or denying such a requested change shall be that the change does not significantly alter the Zoning Plan or its conditions and that the change does not have a significant impact on abutting properties. Significant changes to an approved Zoning Plan that cannot be considered through an administrative amendment include the following:*

- a. Increasing the number of buildings.*
- b. Increasing the number of dwelling units more than five (5) units or ten (10) percent of the total approved, whichever is less.*
- c. Adding driveways to thoroughfares.*
- d. Reducing parking spaces below the minimum standards.*

- e. Reducing the area or intensity of landscaped or screening buffers or yards.*
  - f. Reducing required open space.*
  - g. Changing owner occupied units to rental if noted on the Zoning Plan.*
  - h. Increasing the size and/or footprint of buildings.*
  - i. Increasing the total number of subdivided lots.*
- 3. The Administrator shall always have the discretion to decline to exercise the delegated authority either because the Administrator is uncertain about approval of the change pursuant to the standard or because a rezoning petition for a public hearing and Board consideration is deemed more appropriate under the circumstances. If the Administrator declines to exercise this authority, the Applicant must file a rezoning petition for Conditional District and seek approval in accordance with the procedures of Section 8.5.2A (General Procedures for Approval of Conditional Districts) and Section 8.5.2B (Approval Requirements for Conditional District Rezoning Applications).*

Bill Gray, Gray Family Real Estate, thanked the Board for allowing him to attend. He stated an architect friend had given him the impression that block buildings and metal buildings would cost approximately the same amount. Unfortunately, the unconditioned block buildings would cost nearly 1.2 million dollars and metal would be far less expensive. He stated nothing had changed in terms of grading but they were hoping to add two unconditioned space buildings where the two climate control buildings were originally to be located.

Commissioner Ross asked about the elevation that indicated brick buildings with vertical metal siding along the top; she asked if that was still the case? Mr. Gray said the elevations had not changed just pre-fabricated metal would be used instead of blocks. Commissioner Ross asked if the building would be masonry as portrayed in the elevation. Mr. Gray said no. She asked if there was a picture of the new proposed elevation of the metal buildings. Planning Director Hoard said the elevation in the packet was what was previously shown when it was approved in April 2015. Planning Director Hoard showed the Board an example of a metal storage facility.

Commissioner Newton said there was a storage facility, down the street, that was all brick; he would be concerned if the Town started changing the requirements.

Commissioner Dalton said his biggest concern was the condition of metal buildings over time. There was one on Highway 218 that looked bad because of dents and rust. He asked Mr. Gray if someone would be on staff to keep it looking nice. Mr. Gray said they would have 24/7 security and would keep the storage facility looking nice. Mr. Gary stated the existing house obstructs the view of the storage facility from Blair Road. He stated even if the house was removed he didn't believe you would be able to see the buildings due to the grade of the property. He stated the facility would be well taken care of since it was their livelihood. He assured the Board that barriers would be constructed to reduce dents to the buildings.

Mayor Biggers asked if the total building area would be fenced. Mr. Gray said yes it would be fenced. Would it be gated with access granted only through codes? Yes. Mayor Biggers asked how many buildings were facing Blair Road. Mr. Gray said two 20-foot sections (end caps) would face Blair Road. Mayor Biggers asked if one of the units would be an office. No, the office would be in the back room of the existing house.

Commissioner Ross asked if the property, including the house, was zoned for that use. Yes. She stated she was concerned about the metal building; she thought the desires of the Town would be better served if the portion facing Blair Road were brick. Mr. Gray said he would absolutely use a brick façade on the end caps facing Blair Road if it would please the Board.

Mayor Biggers thought using brick end caps would be appropriate. He stated the rest of the property would not be highly visible.

Commissioner Newton asked what the Ordinance said about the use of brick on the exterior. Planning Director Hoard stated the zoning had already been approved; the amendment was brought before the Board because the applicant was adding buildings to the plan. He said the larger units were now being split into smaller units. He said the materials shown on the initial elevations were block/masonry buildings when they were approved. Planning Director Hoard said the applicant had shown brick but that brick had not been a condition for approval by the Board. Commissioner Newton asked about the other storage facility and Planning Director Hoard said that specific applicant wanted to use brick but it wasn't required by the Board. The applicant for #ZC16-10 had come to the Board (initially) proposing brick exteriors. Commissioner Newton said eventually there would be buildings all around the storage facility and it would be seen from all sides. Planning Director Hoard said the Ordinance didn't require all brick. The only reason it was discussed was because the applicant had shown it initially.

Mr. Gray stated he had been in contact with BETCO, a self storage building manufacturer, out of Statesville. He stated they had the best warranty in the country; a fifty year warranty. BETCO designed, manufactured and constructed the buildings.

Commissioner Newton asked if the Industrial Park, across the street, was required to be all brick. Planning Director Hoard said he would have to research that further.

Commissioner Ross asked what the price difference was between a brick veneer building and one with a brick façade. Mr. Gray said about \$900,000. She asked if it would be less expensive to add a brick façade to the metal buildings. Mr. Gray said yes.

Commissioner Dalton asked how many units would be built. The Phase I would be approximately 160 units. There would be 440 units for all three phases.

Commissioner Newton clarified they were splitting buildings and not adding additional buildings. Mr. Gray said that was correct. Commissioner Newton asked if the brick façade would be added to face Blair Road. Commissioner Newton said he would like all 8 end caps, facing Blair Road, to be brick façade.

There being no comments from the Public and no further comments or questions from the Board, Mayor Biggers closed the Public Hearing on #ZC16-10.

**Constitution Week Proclamation:** Upon the request of Mayor Biggers, Commissioner Ross read the following Proclamation:

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

*Whereas*, September 17, 2016 marks the two hundred and twenty-ninth anniversary of the framing of the Constitution of the United States of America by the Constitutional Convention; and,

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

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

**NOW, THEREFORE**, I, Ted H. Biggers, Jr., by virtue of the authority vested in me as Mayor of the Town of Mint Hill, North Carolina, do hereby proclaim September 17 through 23 as

**Constitution Week**

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

Witness my hand and seal of the Town of Mint Hill this 8th day of September, 2016.

Mayor Biggers presented the Proclamation to Joan Nelson, a member of the Mint Hill Chapter of the Daughters of the American Revolution. Ms. Nelson thanked the Board and reminded everyone to celebrate Constitution Week.

**Public Comments:** None.

**Discussion and Decision on #ZC16-9, Filed by St. Luke Catholic Church, Requesting Conditional District Zoning For Construction of a New Church for Property Located at 9738 & 9848 Fairview Rd, Tax Parcel Numbers 197-081-02 & 197-081-03:** Planning Director Hoard stated the Planning Board had given a favorable recommendation and provided the following memo to the Board in their packets:

Mr. Gatz made a favorable recommendation on #ZC16-9, Filed by St. Luke's Catholic Church, Father Paul Gary, Property Located at 9738 and 9848 Fairview Road, Tax Parcel #197-081-02 and 197-081-03, with the condition that the Board of Commissioners have requirements pertaining to the lighting either being cut off during certain hours or something of similar nature in consideration of their neighbors. Mr. Simmons seconded the motion and the Board unanimously agreed.

\* To address the Planning Board's recommendation, the applicant revised the Zoning Plan with the following note:

3. AN EXTERIOR LIGHT PHOTOMETRIC ANALYSIS SHALL BE PROVIDED TO THE TOWN OF MINT HILL INDICATING LOCATION OF LIGHT POLES AND LIGHT LEVELS AT RESIDENTIAL PROPERTY LINES TO BE NOT MORE THAN 0.00 FOOT CANDLES.

The applicant is requesting conditional zoning approval to allow construction of a religious institution. The Zoning Plan depicts the location of buildings, structures, parking, athletic fields and other site elements. The site will have access via two driveways off Fairview Road (improvements to Fairview Road to be determined by NCDOT).

Phase 1 of the development will include Fairview Road improvements, driveways, parking (45 spaces), temporary overflow grass parking, open grassed recreation area and open air pavilion and patio. The remainder of the development will be completed in future phases.

Conditional District decisions shall be made in consideration of identified relevant adopted land use plan. Conditional District rezoning is a legislative procedure under which the Board of Commissioners has the authority to increase, tighten, add, vary, modify or waive specific conditions or standards. In approving a petition for the rezoning of property to a Conditional District the Board of Commissioners may request reasonable and appropriate conditions.

Commissioner Ross asked the applicant if the major buildings would be built in three years as stated at the public meeting. The applicant said yes.

Upon the motion of Commissioner Ross, seconded by Commissioner Ellington, the Board unanimously approved request #ZC16-9, filed by St. Luke Catholic Church, requesting conditional district zoning for construction of a new church for property located at 9738 and 9848 Fairview Road, Tax Parcel Numbers 197-081-02 and 197-081-03 with the following condition agreed to and amended by the applicant:

3. AN EXTERIOR LIGHT PHOTOMETRIC ANALYSIS SHALL BE PROVIDED TO THE TOWN OF MINT HILL INDICATING LOCATION OF LIGHT POLES AND LIGHT LEVELS AT RESIDENTIAL PROPERTY LINES TO BE NOT MORE THAN 0.00 FOOT CANDLES.

**Discussion and Decision on #ZC16-10, Filed by William Gray, Requesting Amendments to the Approved Zoning Plan for a Storage Facility on Property Located at 11131 & 11207 Blair Rd, Tax Parcel Numbers 137-153-10 & 137-153-11. This Property Was Originally Rezoned for a Storage Facility as #ZC15-1 on April 9, 2015:** Planning Director Hoard noted the memo provided for item #6 was the same memo to be used for the item up for consideration.

Commissioner Ross agreed with Commissioner Newton that it would be unfair to not require the same restrictions. She thought adding a brick façade would be a reasonable request.

Mayor Biggers stated he wanted to maintain high standards. He noted the storage facility on Highway 51 was located at a major intersection, was two stories and was highly visible. The request from Mr. Gray regarding the storage facility wouldn't be visible, in his opinion.

Commissioner Newton asked the applicant to consider adding brick, block or stone façade on the eight buildings ends so it would be fair to other applicants. Mr. Gray agreed.

Commissioner Dalton agreed with brick façade being placed on the end caps.

Commissioner Ellington said he attended the Planning Board meeting and heard the discussion; he thought it would be reasonable to have all eight end caps have a brick façade.

Mayor Biggers preferred the brick façade to be compatible with the existing home.

Commissioner Ross asked about the construction of the entrance. Mr. Gray said they would use the entrance closest to Albemarle Road and would provide access for emergency vehicles. The road would not extend to the property behind it.

Upon the motion of Commissioner Newton, seconded by Commissioner Ellington, the Board unanimously approved #ZC16-10, filed by William Gray, requesting amendments to the approved zoning plan for a Storage Facility on property located at 11131 & 11207 Blair Rd, Tax Parcel Numbers 137-153-10 & 137-153-11 with the following condition agreed to by the applicant:

THE EIGHT END CAPS FACING BLAIR ROAD WILL BE MASONRY BRICK OR STONE, TO MATCH THE EXISTING HOME ON THE PROPERTY, FOR APPROVAL BY PLANNING DIRECTOR HOARD.

**Other Business/Council Matters:** Commissioner Newton attended the Grand Opening of Kumon and the Chamber Golf Tournament. He mentioned that Carolina Health Care had sponsored the Town golf teams.

Commissioner Ellington attended Sunday Afternoon in the Park (Art in the Park) and the Planning Board meeting.

Commissioner Ross attended the Arts and Science Council Board meeting and several Southeast Advisory Council meetings; they were meeting with the representatives to determine a new model for supporting and delivering culture in our area. The County Commissioners, CRVA, School Board, City Council, the Towns of Pineville, Matthews, Mint Hill all had representatives on the advisory council and would be presenting their suggestions and recommendations at the October 19, 2016 meeting. She said Sunday Afternoon in the Park went really well. The Public Works department did an outstanding job. She thanked Deputy Manager Bailey and Sheryl Smith. She stated Commissioner Dalton set up tables and chairs; Commissioner Ellington also attended. She attended the Grand Opening of Kumon. She had no "calls for service" numbers to report since the fire department meeting was cancelled due to Labor Day.

Commissioner Dalton attended Sunday Afternoon in the Park; he was very impressed with the sound equipment of Deputy Manager Bailey. He attended the Grand Opening of Kumon and Coffee with a Cop at Daphne's. He attended the Blair Road United Methodist Church Boy Scout Kick-Off meeting and was extremely proud of them and very impressed with Mint Hill Scouts.

Chief Ledford stated the next Coffee with a Cop would be held at McDonald's on October 4<sup>th</sup>.

Mayor Biggers impressed upon the Scouts, in attendance, the importance of staying in Scouts to achieve the rank of Eagle Scout. He highlighted the success Elijah Hood had achieved at Charlotte Catholic High School and the University of North Carolina. Mr. Hood, a running back for the Tar Heels, also achieved the rank of Eagle Scout while playing football and pursuing his academic passions.

**Adjournment:** Upon the motion of Commissioner Ross, seconded by Commissioner Ellington, the Board unanimously agreed the meeting be adjourned. Mayor Biggers adjourned the meeting at 7:43 p.m.

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Michelle Wells, CMC, Town Clerk

**MINUTES OF THE CALLED MEETING OF  
THE BOARD OF COMMISSIONERS  
TOWN OF MINT HILL, NORTH CAROLINA  
SEPTEMBER 14, 2016**

The Board of Commissioners of the Town of Mint Hill met in called session on Wednesday, September 14, 2016 at 6:00 p.m. in the Flex Room, Mint Hill Town Hall.

**ATTENDANCE**

Mayor: Ted H. Biggers, Jr.

Commissioners: Dale Dalton, Richard Newton and Katrina (Tina) W. Ross

Town Manager: Brian L. Welch

Deputy Town Manager: Lee Bailey

Town Engineer: Steve Frey

Town Clerk: Michelle Wells

Mayor Biggers called the public meeting to order, ruled a quorum present and the meeting duly constituted to carry on business. The purpose of the meeting was to discuss plans for the Mint Hill Athletic Park located at 9801 Brief Road.

Gary Wirth, Wirth and Associates, stated the team was comprised of himself, Jeff Sherer, Carr Mumford and Andy Aldridge. The Master Plan for the Mint Hill Athletic Park located at 9801 Brief Road had been approved by the Board; the meeting tonight was to receive approval to move forward while reviewing the modified plan and the financial projections. The first phase of the Mint Hill Athletic Park included: two un-lit multi-purpose fields (grass) that were approximately 120 yards by 75 yards; one lit multi-purpose field with artificial turf; one baseball stadium with seating for 750 individuals; a playground; walking trails; parking for 305 vehicles and an open grassy area. No water or sewer was available property therefore the open grassy area would provide adequate space for the well and septic needed.

The design team reviewed the drawings with the Board indicating the baseball stadium would have multi-purpose facilities including the restrooms, pavilions and concessions that would provide for all of the park facilities. The full sized stadium included a press box, grandstand, dugouts and a secure fence.

Questions from the Board included:

What type of statute was planned (near the ticket booth) for the stadium? The statute was merely a placeholder for a landscaping piece.

Was the walking trail changed from the previous plan? The walking trail was modified due to the wetlands on the property. The playground was now shown on the stadium side.

Was the entrance aligned with the Mint Hill Athletic Association Complex? The trees located at the MHAA Complex were very nice and mature. The trees caused the team to have "cold feet" when they contemplated asking the MHAA to cut them down for alignment. The approximate distance between the two entrances was 150 feet.

Could the alignment the driveways be done on the Town property? The driveways could not be moved enough to align them by altering the plan on the Town property. Engineer Frey reminded the Board that the plan had not been reviewed by NCDOT yet.

What about pedestrians that cross over from the Town park to the MHAA Complex? Police would be needed for pedestrian traffic.

Would a traffic signal eliminate the need for constant police presence when assisting with pedestrian traffic? Yes, if the driveways were aligned and a traffic signal was installed.

Could a pedestrian bridge be installed? Yes, but it would be extremely long, due to the slope, and expensive to the point it was not feasible. A signalized pedestrian cross walk (similar to school cross walk) may present itself as a solution in the future.

How far down Brief Road was the water line? The waterline in Ashe Plantation was a residential line and would not be large enough the service the site.

If water was projected, in the near future, perhaps we could wait; would that be feasible? It was very expensive to run water lines.

When would the County begin building the Fairview Road Regional Park? It was estimated that it may be 15 years until the County may have the park completed.

Would it cost several hundred thousand dollars to run water and sewer? Yes; it was estimated at \$600,000. On the other hand, well was projected to cost \$100,000 and septic \$65,000.

Would there be an issue with the land being able to perk? Not that they were aware of based on the preliminary soil tests.

Where was the location of the well? The well would most likely be placed near the grassy field area.

Had an artificial turf field already been decided on? No final decision had been made but grading/drainage and the growing season had been factors to have one artificial multi-purpose field. Residents had suggested the Town closed the grass fields at Veterans Park when Staff smelled rain. An artificial turf field could be used in the rain.

What was the price difference between artificial and natural turf? The artificial turf costs approximately \$500,000 more than a grass field to build.

What was the lifespan of an artificial turf field? A turf field would last about 10 years.

Could you charge for programming at the Park? Yes; there was viability to charge however Manager Welch pointed out that the revenue stream would not pay the electric bill or the debt service on the project.

Mint Hill Legion Baseball coaches, Bryan Bunn and Stu Brown, stated there were American Legion teams, collegiate teams and 9U travel teams that would make good use of a baseball stadium. There were teams that used the Jack Hughes Park in Pineville that would like to be closer to Mint Hill and would use a stadium here. They noted the Gastonia Grizzlies have an

average attendance of 2,000 per night. Providence Day school recently installed an artificial turf field and it was virtually maintenance free. An artificial turf baseball field would provide for larger tournaments, College Wood Bat Leagues and would be great for the community. The design teams noted there would be a possibility of alternate seating in addition to the 750 seats.

Would there be enough of a revenue stream to offset costs? The anticipated revenue stream would not be taken into consideration when reviewing the overall financial projections of building the Mint Hill Athletic Park.

Would there be a possibility of expansion? Yes; the stadium could be expanded to seat up to another 750 individuals.

What was the length of the walking trail? The trail was at least .5 of a mile.

What did the trail map colors represent? The gray trail would be asphalt and the tan trail would be concrete.

Were there “home” and “away” bleachers or would the fans sit together? Typically the team benches were separated but fans would sit together. The bleachers would be approximately 25 feet in length and 3 rows high.

The discussion then shifted to the financial projections. The project shown would cost approximately \$7,048,646. The team ran through each detailed line item.

Project Elements	
Baseball stadium (up to 750 seats) with dugouts, lighting, irrigation	1,311,320
Restrooms and concession buildings 548,982 Ticket booth	35,553
Multi-purpose (soccer, lacrosse & football) fields - one artificial turf field with lighting, other 2 fields natural turf (sprig) with irrigation and no lighting	948,644
Playground (play structure, swings, slides, accessible surfacing)	82,400
Walking trail with trail linkage - paved trail with benches	101,986
Parking lot - 310 cars	483,004
Site preparation (clearing, grading, erosion control, utilities, water quality BMP's, pavilions, and landscaping)	2,675,808
Turn lane and entry allowance	180,250
<b>Subtotal</b>	<b>6,367,947</b>
Contingency	172,542
Construction management, site planning, preliminary design, survey and appraisals,	508,156

or the cost of preparing the application (not to exceed 20% of the cost of the project) 508,156	
<b>Total</b>	7,048,646

**Alternates:**

Delete stadium, replace baseball with a multi-purpose synthetic turf field & lights	Deduct 514,759
Delete stadium, replace baseball with a multi-purpose natural turf field & no lights	Deduct 1,246,435
Use metal stadium bleachers in lieu of stepped concrete (same # of seats)	Deduct 220,359
Prefab metal canopy at grandstand in lieu of steel structure with shingle roof	Deduct 22,932
Revise a multi-purpose field to synthetic turf (from natural sprigged turf)	Add Per Field 500,000
Add sports lighting per multi-purpose field	Add Per Field 150,000
Geofill (coconut)/shock pad in lieu of crumb rubber at multi-purpose synthetic turf	Add Per Field 199,382

**Clarifications and Qualifications**

Rock Excavation & Unsuitable Soils are included as an allowance (\$100,000)

No tap fees or development fees included (\$20,000 allowance included for building permit)

Wetland fees not included

No Phase I or II or Soil Borings are included

No special inspections, construction materials testing are included

Inflation or escalation has not been included

Asbestos/hazardous material testing and surveys are not included

FF & E is not included

Audio / video / lighting / smart boards / projectors are not included Security and or camera systems are not included

Utilities connections and/or off site lines not included

Tele/data cabling are not included

LEED Certification not included

Where would the crushed rubber or coconut (the fill chosen) go in relation to the fields? The synthetic dirt would be used to create the field. Mecklenburg County no longer used crushed rubber due to some potential health concerns.

What was the retention of heat with the two options (crushed rubber or coconut)? The crushed rubber retained more heat. The coconut would need to be shipped from overseas. Water cannons would be available to the field, though. White rubber reflects heat and was an option, too. The white rubber would be more expensive than black rubber but less expensive than coconut.

What were the highlights of the clarification and qualifications section? They just were clarifying what was and what was not included in the numbers shown. Wetlands mitigation depended on disruption and may cost up to \$25,000 an acre but there was less than an acre to be disturbed.

Mayor Biggers asked the Board, based on the plan shown, if they liked the basic plan layout and concept. He asked if this was what the Board wanted. If so, the Staff would work on a plan to pay for the stadium and present that to the Board at the next meeting.

Commissioner Ross said she liked the concept and the layout of the plan.

Mayor Biggers said he would like the baseball field to be artificial turf.

Bryan Bunn and Stu Brown stated the in-field could be turf and the outfield could be grass. Manager Welch asked the design team to calculate the price of each of those options.

Commissioner Dalton said he liked the concept and layout; he, too, would like the stadium to have artificial turf.

Ron Freeman, Park and Recreation Committee Chair, stated the plan looked great and he was a little shocked by the price but he realized things cost money. He hoped it would come to pass.

Mayor Biggers suggested holding a separate meeting for financing as Staff would need time to refine a proposal to pay for it.

What were the time constraints for building based on the PARTF Grant? The grant required ground breaking within three years of the date on the contract which was October 2014.

Was the playground area approximately the size of the Wilgrove playground area? Yes.

The Board agreed by consensus to the layout and concept of the Park and to move forward with the project.

Mayor Biggers said a finance meeting would be held in the near future.

There being no further Public Comments, to come before the Board, Mayor Biggers adjourned the Public Meeting at 7:14 p.m.

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Michelle Wells, Town Clerk



**RESOLUTION WAIVING FORMAL BIDDING REQUIREMENTS  
PURSUANT TO N.C. GEN. STAT. § 143-129(G)  
FOR THE PURCHASE OF POLICE VEHICLES**

WHEREAS, the Town of Mint Hill desires to purchase five 2016 Ford Explorers;

WHEREAS, the state of South Carolina purchased five 2016 Ford Explorers at the rate of \$27,923 per vehicle from Vic Bailey Ford within twelve (12) months of today's date after completing a formal bidding process substantially similar to that required under Article 8 of Chapter 143 of the North Carolina General Statutes;

WHEREAS, the state of South Carolina meets the requirement of constituting a "state" under N.C. Gen. Stat. § 143-129(g)(3);

WHEREAS, the Seller is willing to furnish the Purchase at the same or more favorable prices, terms, and conditions as those provided under the contract with the State of South Carolina;

WHEREAS, the Purchase constitutes equipment, in accordance with N.C. Gen. Stat. § 143-129(g).

WHEREAS, the Town of Mint Hill believes that it is in its best interest to waive the bidding requirements under N.C. Gen. Stat. § 143-129 for the Purchase;

WHEREAS, the Town published its intention to consider a waiver of the formal bid procedure in Matthews-Mint Hill Weekly, a newspaper having general circulation in the Town, on September 16, 2016 and that ten (10) or more days have expired since publishing the same; and,

WHEREAS, this constitutes a regularly scheduled meeting.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN:

1. Pursuant to N.C. Gen. Stat. § 143-129(g), the Town waives formal bidding for and approves the Purchase from the Seller at the price of \$27,923, which constitutes the same or more favorable prices, terms, and conditions as those provided by the Seller under its contract with the State of South Carolina.
2. The Town approves the Purchase and authorizes Town Manager, Brian Welch, to contract for and consummate the Purchase, on the above described terms.

Approved this 13<sup>th</sup> day of October, 2016.

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Ted H. Biggers, Jr., Mayor

TAX COLLECTOR'S REPORT FOR AUGUST 2016

Please see attached reports from County regarding taxes collected on behalf of the Town of Mint Hill. The following is a summary of the collections during the month of August 2016:

Current/Prior Year Real Estate/Personal Property**:	\$418,717.45
Interest Collected on All Taxes:	\$2738.98
Registered Motor Vehicle Tax (less 1.5%***):	\$31.83
Registered Motor Vehicle Fee (less 1.5%***):	\$6.84
Total Collected During August 2016	<b>\$421,495.10</b>

\*\* Personal Property other than registered motor vehicles.

\*\*\*In accordance with State Statutes, County receives 1.5% for billing/collecting vehicle tax/fee.

**Report Parameters:**

Date Sent to Finance Start: **8/1/2016**

Date Sent to Finance End: **8/31/2016**

Abstract Type: **BUS,IND,PUB,REI**

Tax District: **MINT HILL**

Tax Year: **ALL**

Year For: **2016, 2015, 2014, 2013, 2012, 2011, 2010, 2009, 2008, 2007, 2006, 2005, 2004, 2003, 2002, 2001, 2000, 1999, 1998, 1997, 1996, 1995, 1994, 1993, 1992, 1991**

Collapse Districts: **N**

Default Sort-By: **Tax Year**

Grouping: **Tax District,Levy Type**

Tax Year	Orig. Billed Amt (\$)	Abs. Adj (\$)	Bill Releases (\$)	Disc. Levy (\$)	Net Levy (\$)	Property Tax (\$)	Penalties (\$)	Int. Collect. (\$)	Total Collect. (\$)	% Coll.	% Un-coll.
			Assessor Refunds (\$)	Additional Levy (\$)		Assmt Fees (\$)	Coll. Fees (\$)	Net Collect. (\$)	Unpaid Balance (\$)		

**TAX DISTRICT: MINT HILL LEVY TYPE: LATE LIST PENALTY**

2016	1,717.86	14.31	0.00	1,196.82	2,893.07	0.00	2,914.68	0.00	264.66	9.15 %	90.85 %
			0.00	0.00		0.00	0.00	264.66	2,628.41		
2015	1,728.34	3.84	0.00	2,987.13	2,700.22	0.00	4,716.47	0.07	1.08	86.19 %	13.81 %
			0.00	1.00		0.00	0.00	1.08	373.02		
2014	2,112.76	0.00	0.00	618.04	2,229.57	0.00	2,742.95	6.53	48.64	83.43 %	16.57 %
			0.00	12.15		0.00	0.00	48.64	369.43		
2013	1,746.82	0.00	0.00	737.20	2,423.25	0.00	2,487.29	18.23	92.63	86.70 %	13.30 %
			0.00	3.27		0.00	0.00	92.63	322.31		
2012	1,697.77	0.00	0.00	768.08	2,393.09	0.00	2,469.01	0.00	0.00	86.92 %	13.08 %
			0.00	3.16		0.00	0.00	0.00	312.98		
2011	2,129.19	0.00	0.00	3,171.44	3,895.98	0.00	5,301.44	0.00	0.00	91.94 %	8.06 %
			0.00	0.81		0.00	0.00	0.00	314.13		
2010	3,083.01	0.00	0.00	4,286.80	7,889.36	0.00	9,144.88	62.39	183.54	61.21 %	38.79 %
			0.00	1,775.07		0.00	0.00	183.54	3,060.01		
2009	2,072.67	0.00	0.00	209.41	1,753.13	0.00	2,291.43	62.87	166.79	90.92 %	9.08 %

			0.00	9.35		0.00	0.00	166.79	159.13		
2008	1,537.94	0.00	0.00	2,217.57	3,553.85	0.00	3,755.51	0.00	0.00	91.72 %	8.28 %
			0.00	0.00		0.00	0.00	0.00	294.26		
2007	1,562.60	0.00	0.00	554.83	1,883.60	0.00	2,117.43	0.00	0.00	91.59 %	8.41 %
			0.00	0.00		0.00	0.00	0.00	158.47		
2006	1,859.22	0.00	0.00	7,511.65	9,045.91	0.00	9,370.87	0.00	0.00	97.61 %	2.39 %
			0.00	0.00		0.00	0.00	0.00	215.85		
2005	1,220.48	0.00	0.00	395.41	1,583.99	0.00	1,615.89	0.00	0.00	89.57 %	10.43 %
			0.00	0.00		0.00	0.00	0.00	165.22		
2004	1,167.95	0.00	0.00	132.15	1,293.46	0.00	1,300.10	0.00	0.00	91.68 %	8.32 %
			0.00	0.00		0.00	0.00	0.00	107.65		
2003	909.62	0.00	0.00	509.91	1,334.00	0.00	1,419.53	0.00	0.00	91.27 %	8.73 %
			0.00	0.00		0.00	0.00	0.00	116.47		
2002	135.80	0.00	0.00	137.86	244.85	0.00	273.66	0.00	0.00	69.90 %	30.10 %
			0.00	0.00		0.00	0.00	0.00	73.69		
2001	131.41	0.00	0.00	4.13	114.50	0.00	135.54	0.00	0.00	5.87 %	94.13 %
			0.00	0.00		0.00	0.00	0.00	107.78		
2000	119.41	0.00	0.00	5.72	106.84	0.00	125.13	0.00	0.00	17.18 %	82.82 %
			0.00	0.00		0.00	0.00	0.00	88.48		
<b>Subtot.</b>	<b>24,932.85</b>	<b>18.15</b>	<b>0.00</b>	<b>25,444.15</b>	<b>45,338.67</b>	<b>0.00</b>	<b>52,181.81</b>	<b>150.09</b>	<b>757.34</b>	<b>80.44 %</b>	<b>19.56 %</b>
			<b>0</b>	<b>1,804.81</b>		<b>0.00</b>	<b>0.00</b>	<b>757.34</b>	<b>8,867.29</b>		

**TAX DISTRICT: MINT HILL    LEVY TYPE: TAX**

2016	5,932,703.67	6,842.62	0.00	15,282.97	5,951,238.10	5,960,772.49	0.00	0.00	408,114.25	7.00 %	93.00 %
			0.00	12,785.85		0.00	0.00	408,114.25	5,534,755.10		
2015	6,220,503.06	38.37	0.20	70,279.54	5,858,236.26	6,479,291.09	0.00	247.13	4,050.82	99.40 %	0.60 %
			0.00	188,508.49		0.00	0.00	4,050.82	35,179.67		
2014	5,791,215.02	0.00	0.00	12,837.46	5,598,484.62	5,815,722.07	0.00	140.40	1,017.15	99.58 %	0.42 %
			0.00	11,669.59		0.00	0.00	1,017.15	23,628.39		
2013	5,718,131.77	0.00	0.00	5,867.71	5,491,996.24	5,729,351.95	0.00	268.36	1,401.44	99.63 %	0.37 %
			0.00	5,352.47		0.00	0.00	1,401.44	20,536.80		

2012	5,662,797.95	0.00	0.00	16,553.46	5,450,243.96	5,767,371.00	0.00	533.08	2,347.45	99.65 %	0.35 %
			0.00	88,019.59		0.00	0.00	2,347.45	19,011.21		
2011	5,673,909.72	0.00	0.00	9,241.61	5,365,702.39	5,702,772.55	0.00	0.05	2.23	99.70 %	0.30 %
			0.00	19,621.22		0.00	0.00	2.23	15,973.08		
2010	5,118,690.81	0.00	0.00	17,717.18	5,128,219.89	5,166,330.67	0.00	624.43	1,859.99	99.55 %	0.45 %
			0.00	29,922.68		0.00	0.00	1,859.99	22,928.01		
2009	5,012,669.43	0.00	0.00	1,119.79	5,005,982.23	5,021,015.15	0.00	629.23	1,669.34	99.80 %	0.20 %
			0.00	7,225.93		0.00	0.00	1,669.34	10,088.33		
2008	4,804,965.61	0.00	0.00	17,907.96	4,816,204.02	4,824,762.21	0.00	0.00	0.00	99.79 %	0.21 %
			0.00	1,888.64		0.00	0.00	0.00	10,060.71		
2007	4,503,833.29	0.00	0.00	4,529.97	4,462,509.20	4,508,363.26	0.00	107.55	107.55	99.83 %	0.17 %
			0.00	0.00		0.00	0.00	107.55	7,647.15		
2006	4,144,511.82	0.00	0.00	34,034.25	4,161,985.14	4,178,546.07	0.00	0.00	0.00	99.82 %	0.18 %
			0.00	0.00		0.00	0.00	0.00	7,323.96		
2005	3,895,131.33	0.00	0.00	15,803.93	3,903,099.02	3,910,935.26	0.00	0.00	0.00	99.81 %	0.19 %
			0.00	0.00		0.00	0.00	0.00	7,498.58		
2004	3,631,356.78	0.00	0.00	28,923.83	3,651,252.24	3,660,280.61	0.00	0.00	0.00	99.84 %	0.16 %
			0.00	0.00		0.00	0.00	0.00	5,943.96		
2003	3,533,766.80	0.00	0.00	12,524.77	3,531,443.74	3,546,291.57	0.00	0.00	0.00	99.84 %	0.16 %
			0.00	0.00		0.00	0.00	0.00	5,787.76		
2002	77,647.79	0.00	0.00	516.10	77,620.98	78,163.89	0.00	0.00	0.00	96.23 %	3.77 %
			0.00	0.00		0.00	0.00	0.00	2,929.98		
2001	23,357.80	0.00	0.00	16.11	23,073.62	23,373.91	0.00	0.00	0.00	89.54 %	10.46 %
			0.00	0.00		0.00	0.00	0.00	2,412.70		
2000	29,281.21	0.00	0.00	70.94	29,169.23	29,352.15	0.00	0.00	0.00	89.24 %	10.76 %
			0.00	0.00		0.00	0.00	0.00	3,138.08		
<b>Subtot.</b>	<b>69,774,473.86</b>	<b>6,880.99</b>	<b>0.20</b>	<b>263,227.58</b>	<b>68,506,460.88</b>	<b>70,402,695.90</b>	<b>0.00</b>	<b>2,550.23</b>	<b>420,570.22</b>	<b>91.63 %</b>	<b>8.37 %</b>
			<b>0</b>	<b>364,994.46</b>		<b>0.00</b>	<b>0.00</b>	<b>420,570.22</b>	<b>5,734,843.47</b>		

**TAX DISTRICT: MINT HILL    LEVY TYPE: VEHICLE FEE**

2016	130.00	0.00	0.00	0.00	130.00	0.00	0.00	0.00	70.00	53.85 %	46.15 %
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			0.00	0.00		130.00	0.00	70.00	60.00		
2015	90.00	0.00	0.00	0.00	90.00	0.00	0.00	0.00	0.00	100 %	0 %
			0.00	0.00		90.00	0.00	0.00	0.00		
2014	100.00	0.00	0.00	0.00	100.00	0.00	0.00	0.00	0.00	100 %	0 %
			0.00	0.00		100.00	0.00	0.00	0.00		
2013	70.00	0.00	0.00	0.00	70.00	0.00	0.00	0.00	0.00	100 %	0 %
			0.00	0.00		70.00	0.00	0.00	0.00		
2011	10.00	0.00	0.00	0.00	10.00	0.00	0.00	0.00	0.00	100 %	0 %
			0.00	0.00		10.00	0.00	0.00	0.00		
2010	10.00	0.00	0.00	0.00	10.00	0.00	0.00	0.00	0.00	100 %	0 %
			0.00	0.00		10.00	0.00	0.00	0.00		
2006	10.00	0.00	0.00	0.00	10.00	0.00	0.00	0.00	0.00	100 %	0 %
			0.00	0.00		10.00	0.00	0.00	0.00		
2005	60.00	0.00	0.00	0.00	60.00	0.00	0.00	0.00	0.00	100 %	0 %
			0.00	0.00		60.00	0.00	0.00	0.00		
<b>Subtot.</b>	<b>480.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>480.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>70.00</b>	<b>87.50 %</b>	<b>12.50 %</b>
			<b>0</b>	<b>0.00</b>		<b>480.00</b>	<b>0.00</b>	<b>70.00</b>	<b>60.00</b>		
<b>Total</b>	<b>69,799,886.71</b>	<b>6,899.14</b>	<b>0.20</b>	<b>288,671.73</b>	<b>68,552,279.55</b>	<b>70,402,695.90</b>	<b>52,181.81</b>	<b>2,700.32</b>	<b>421,397.56</b>	<b>91.62 %</b>	<b>8.38 %</b>
			<b>0.00</b>	<b>366,799.27</b>		<b>480.00</b>	<b>0.00</b>	<b>421,397.56</b>	<b>5,743,770.76</b>		

Signature (Tax Collector) \_\_\_\_\_

Report Parameters:

Date Sent to Finance Start: 8/1/2016

Date Sent to Finance End: 8/31/2016

Abstract Type: RMV

Tax District: MINT HILL

Tax Year: ALL

Year For: 2016, 2015, 2014, 2013, 2012, 2011, 2010, 2009, 2008, 2007, 2006, 2005, 2004, 2003, 2002, 2001, 2000, 1999, 1998, 1997, 1996, 1995, 1994, 1993, 1992, 1991

Collapse

Districts: N

Default Sort-By: Tax Year

Grouping: Tax District, Levy Type

Tax Year	Orig. Billed Amt (\$)	Abs. Adj (\$)	Bill Releases (\$)	Disc. Levy (\$)	Net Levy (\$)	Property Tax (\$)	Penalties (\$)	Int. Collect. (\$)	1.5% Admin	Net Amt Due	Total Collect. (\$)	% Coll.	% Un-coll.
			Assessor Refunds (\$)	Additional Levy (\$)		Assmt Fees (\$)	Coll. Fees (\$)	Net Collect. (\$)			Unpaid Balance (\$)		

TAX DISTRICT: MINT HILL LEVY TYPE: TAX

2014	3,294.04	0.00	0.00	0.00	2,938.96	3,320.91	0.00	0.00			0.00	97.10 %	2.90 %
			0.00	26.87		0.00	0.00	0.00			85.21		
2013	322,077.93	0.00	0.00	0.00	317,114.93	322,077.93	0.00	0.00			0.00	98.01 %	1.99 %
			0.00	0.00		0.00	0.00	0.00			6,320.86		
2012	550,264.19	0.00	0.00	0.00	542,323.54	550,419.11	0.00	10.04			38.63	98.52 %	1.48 %
			0.00	154.92		0.00	0.00	38.63			8,004.39		
2011	513,213.51	0.00	0.00	0.00	506,501.35	513,307.88	0.00	22.18			39.70	98.86 %	1.14 %
			0.00	94.37		0.00	0.00	39.70			5,770.77		
2010	488,951.08	0.00	0.00	0.00	481,869.52	489,518.80	0.00	0.00			0.00	98.51 %	1.49 %
			0.00	567.72		0.00	0.00	0.00			7,159.53		
2009	501,368.74	0.00	0.00	0.00	494,162.07	502,170.92	0.00	0.09			3.76	98.61 %	1.39 %
			0.00	802.18		0.00	0.00	3.76			6,890.63		
2008	542,235.83	0.00	0.00	0.00	534,007.05	542,859.70	0.00	0.00			0.00	98.74 %	1.26 %
			0.00	623.87		0.00	0.00	0.00			6,752.47		
2007	570,743.61	0.00	0.00	0.00	555,961.15	573,148.45	0.00	0.00			0.00	97.92 %	2.08 %
			0.00	2,404.84		0.00	0.00	0.00			11,585.04		
2006	545,204.67	0.00	0.00	0.00	538,006.19	549,611.45	0.00	0.00			0.00	98.18 %	1.82 %
			0.00	4,406.78		0.00	0.00	0.00			9,782.54		

2005	228,095.33	0.00	0.00	0.00	223,747.26	229,740.47	0.00	0.00			0.00	97.77 %	2.23 %
			0.00	1,645.14		0.00	0.00	0.00			4,988.84		
<b>Subtot.</b>	<b>4,265,448.93</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>4,196,632.02</b>	<b>4,276,175.62</b>	<b>0.00</b>	<b>32.31</b>	<b>0.48</b>	<b>31.83</b>	<b>82.09</b>	<b>98.40 %</b>	<b>1.60 %</b>
			<b>0</b>	<b>10,726.69</b>		<b>0.00</b>	<b>0.00</b>	<b>82.09</b>	<b>1.23</b>	<b>80.86</b>	<b>67,340.28</b>		
<b>TAX DISTRICT: MINT HILL LEVY TYPE: VEHICLE FEE</b>													
2014	690.00	0.00	0.00	0.00	689.12	0.00	0.00	0.00			0.00	94.20 %	5.80 %
			0.00	10.00		700.00	0.00	0.00			40.00		
2013	111,822.63	0.00	0.00	0.00	110,796.96	0.00	0.00	0.00			0.00	96.93 %	3.07 %
			0.00	0.00		111,822.63	0.00	0.00			3,405.83		
2012	197,645.01	0.00	0.00	0.00	195,899.34	0.00	0.00	3.66			13.66	97.35 %	2.65 %
			0.00	30.00		197,675.01	0.00	13.66			5,181.61		
2011	193,644.99	0.00	0.00	0.00	192,190.64	0.00	0.00	3.20			3.20	97.89 %	2.11 %
			0.00	10.00		193,654.99	0.00	3.20			4,062.82		
2010	189,020.83	0.00	0.00	0.00	187,609.85	0.00	0.00	0.00			0.00	97.38 %	2.62 %
			0.00	80.00		189,100.83	0.00	0.00			4,906.13		
2009	189,032.51	0.00	0.00	0.00	187,555.64	0.00	0.00	0.08			0.08	97.50 %	2.50 %
			0.00	180.00		189,212.51	0.00	0.08			4,685.06		
2008	192,005.00	0.00	0.00	0.00	190,299.40	0.00	0.00	0.00			0.00	97.78 %	2.22 %
			0.00	170.00		192,175.00	0.00	0.00			4,221.20		
2007	192,756.67	0.00	0.00	0.00	190,799.54	0.00	0.00	0.00			0.00	96.78 %	3.22 %
			0.00	810.00		193,566.67	0.00	0.00			6,152.50		
2006	186,370.85	0.00	0.00	0.00	184,544.72	0.00	0.00	0.00			0.00	96.79 %	3.21 %
			0.00	708.33		187,079.18	0.00	0.00			5,923.20		
2005	74,844.73	0.00	0.00	0.00	73,872.50	0.00	0.00	0.00			0.00	96.26 %	3.74 %
			0.00	277.52		75,122.25	0.00	0.00			2,761.69		
<b>Subtot.</b>	<b>1,527,833.22</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,514,257.71</b>	<b>0.00</b>	<b>0.00</b>	<b>6.94</b>	<b>0.10</b>	<b>6.84</b>	<b>16.94</b>	<b>97.27 %</b>	<b>2.73 %</b>
			<b>0</b>	<b>2,275.85</b>		<b>1,530,109.07</b>	<b>0.00</b>	<b>16.94</b>	<b>0.25</b>	<b>16.69</b>	<b>41,340.04</b>		
<b>Total</b>	<b>5,793,282.15</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>5,710,889.73</b>	<b>4,276,175.62</b>	<b>0.00</b>	<b>39.25</b>	<b>0.59</b>	<b>38.66</b>	<b>99.03</b>	<b>98.10 %</b>	<b>1.90 %</b>
			<b>0.00</b>	<b>13,002.54</b>		<b>1,530,109.07</b>	<b>0.00</b>	<b>99.03</b>	<b>1.49</b>	<b>97.54</b>	<b>108,680.32</b>		

Signature (Tax Collector) \_\_\_\_\_

# Memo

To: Mayor and Board of Commissioners  
From: Michelle Wells  
Date: September 28, 2016  
Re: November and December 2016 Meeting Schedule

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The Town Staff requested the Board consider holding only one regularly scheduled meeting in November and December due to the holidays.

The proposed meetings to be cancelled are November 24, 2016 and December 22, 2016.



### **Resolution Approving Financing Terms**

**WHEREAS:** The Town of Mint Hill ("Town") has previously determined to undertake a project for five new police vehicles, (the "Project"), and the Finance Officer has now presented a proposal for the financing of such Project.

**BE IT THEREFORE RESOLVED, as follows:**

1. The Town hereby determines to finance the Project through Branch Banking and Trust Company ("BB&T"), in accordance with the proposal dated July 15, 2016. The amount financed shall not exceed \$250,000.00, the annual interest rate (in the absence of default or change in tax status) shall not exceed 1.79%, and the financing term shall not exceed three (3) years from closing.
2. All financing contracts and all related documents for the closing of the financing (the "Financing Documents") shall be consistent with the foregoing terms. All officers and employees of the Town are hereby authorized and directed to execute and deliver any Financing Documents, and to take all such further action as they may consider necessary or desirable, to carry out the financing of the Project as contemplated by the proposal and this resolution.
3. The Finance Officer is hereby authorized and directed to hold executed copies of the Financing Documents until the conditions for the delivery of the Financing Documents have been completed to such officer's satisfaction. The Finance Officer is authorized to approve changes to any Financing Documents previously signed by Town officers or employees, provided that such changes shall not substantially alter the intent of such documents or certificates from the intent expressed in the forms executed by such officers. The Financing Documents shall be in such final forms as the Finance Officer shall approve, with the Finance Officer's release of any Financing Document for delivery constituting conclusive evidence of such officer's final approval of the Document's final form.
4. The Town shall not take or omit to take any action the taking or omission of which shall cause its interest payments on this financing to be includable in the gross income for federal income tax purposes of the registered owners of the interest payment obligations. The Town hereby designates its obligations to make principal and interest payments under the Financing Documents as "qualified tax-exempt obligations" for the purpose of Internal Revenue Code Section 265(b)(3).
5. The Town intends that the adoption of this resolution will be a declaration of the Town's official intent to reimburse expenditures for the project that is to be financed from the proceeds of the BB&T financing described above. The Town intends that funds that have been advanced, or that may be advanced, from the Town's general fund, or any other Town fund related to the project, for project costs may be reimbursed from the financing proceeds.
6. All prior actions of Town officers in furtherance of the purposes of this resolution are hereby ratified, approved and confirmed. All other resolutions (or parts thereof) in conflict with this resolution are hereby repealed, to the extent of the conflict. This resolution shall take effect immediately.

Approved this 13<sup>th</sup> day of October, 2016.

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Ted H. Biggers, Jr., Mayor

# Memo

**To:** Mayor and Board of Commissioners  
**From:** Brian L. Welch  
**cc:** David Leath  
**Date:** 10/5/16  
**Re:** Personnel Policy Amendment and Title Changes

---

At their April 4, 2016 Board meeting, the MHVFD Board of Directors amended their by-laws to make the positions of Fire Chief and Deputy Fire Chief appointments of the Board of Directors rather than by election of the membership. One of the primary purposes of doing so was to ensure that their top two fire positions coincided with the Town's. As a corollary to this change, they requested that their Board have representation on any interview committees when the Town is looking to fill these two positions. As such, Staff is recommending the Board of Commissioners make two changes. First, Staff is recommending that the Town's personnel policy be amended to include the following changes to Article V, Section 8:

When vacancies occur for Fire Chief and/or Deputy Fire Chief(s), the Town Manager shall establish an interview committee made up of two (2) members from the Mint Hill Volunteer Fire Department Board of Directors and three (3) members of the Town Manager's choosing. The role of this interview committee is advisory in nature and in no way infringes upon or supersedes the Town Manager's responsibilities as outlined in Article II, Sections 2 and 3 of this policy.

Additionally, and as a matter of consistency, Staff is recommending that the positions of Fire Department Operations Director and Deputy Fire Department Operations Director be changed to Fire Chief and Deputy Fire Chief.

# Memo

**To:** Mayor and Board of Commissioners

**From:** Brian L. Welch

**Date:** October 7, 2016

**Re:** Grants

---

The Town has recently received the grant paperwork for two direct allocations from the NC Budget. The Board was of course aware of the approximately \$94,000 we are to receive for downtown revitalization efforts, but we were also fortunate enough to be allocated an additional \$500,000 for sidewalk work. Both the Town Attorney and I are not certain these contracts require Board approval but are requesting such in an effort to be cautious and thorough.

Due to the size of the contracts and the fact that they are not negotiable (essentially we sign them if we want the money although I have reviewed both documents and they are fairly straightforward and include no onerous requirements) I am not including them in your paper packets. Electronic versions of them will be provided; however, if you would like a paper copy let Michelle know and she can print you one.



**STATE OF NORTH CAROLINA  
OFFICE OF STATE BUDGET AND MANAGEMENT**

PAT MCCRORY  
GOVERNOR

ANDREW T. HEATH  
STATE BUDGET DIRECTOR

September 22, 2016

Mr. Steve Frey, Town Engineer  
Town of Mint Hill  
4430 Mint Hill Village Lane  
Mint Hill, NC 28227

Re: Contract Agreement for Grant Number 2017.46.2;  
Project: Sidewalk Completion

Dear Mr. Frey,

The North Carolina General Assembly has authorized the Town of Mint Hill to receive a grant-in-aid allocation of \$500,000 during the 2016-2017 state fiscal year. Enclosed for your review and signature are two complete sets of contract documents required to finalize the grant award. Below is a description of the documents enclosed along with an explanation of the signatures required for each document.

<b>Document:</b>	<b>Document Description:</b>	<b>Signed by:</b>
Grant Contract	Outlines the terms of the grant agreement between the Office of State Budget and Management and the recipient.	Highest Elected Official – Unit of Local Government
Attachment A	General Terms and Conditions.	N/A
Attachment B	Notice of Certain Reporting and Audit Requirements.	N/A
Attachment C	Scope of Work and Annual Budget.	Chief Fiscal Officer, County Manager or City Manager
Attachment D	Iran Divestment Act Certification.	Highest Elected Official – Unit of Local Government
Request for Payment	Request for Payment of Appropriations from North Carolina General Fund.	Authorized Official

Please sign two originals of these documents and return both to:

IF DELIVERED BY US POSTAL SERVICE	IF DELIVERED BY ANY OTHER MEANS
Fred E. Duyck, Chief Financial Officer Office of State Budget and Management 20320 Mail Service Center Raleigh, NC 27699-0320	Fred E. Duyck, Chief Financial Officer Office of State Budget and Management 116 W. Jones Street, Suite 5200 Raleigh, NC 27603

Once we have received all the required documents, we will execute the contract and return a copy to you for your records. If we can be of assistance, please do not hesitate to call Fred Duyck at (919) 807-4764.

Sincerely,



Andrew T. Heath  
State Budget Director

Enclosures

REQUEST FOR PAYMENT OF APPROPRIATION(S) FROM NORTH CAROLINA GENERAL FUND

Steve Frey, Town Engineer  
Town of Mint Hill  
4430 Mint Hill Village Lane  
Mint Hill, NC 28227

2016-17 Allocation: \$500,000

Purpose of Allocation: \_\_\_\_\_

Part A. TO BE COMPLETED BY ALL RECIPIENTS

1. Organization Name: \_\_\_\_\_
2. Contact's Name: \_\_\_\_\_ Telephone: \_\_\_\_\_
2. Contact's Position in Organization: \_\_\_\_\_
3. Federal Identification Number \_\_\_\_\_
4. Kind of Organization: Corporation \_\_\_\_ Trust \_\_\_\_ Partnership \_\_\_\_ Government \_\_\_\_  
Unincorporated Association \_\_\_\_ Other \_\_\_\_
5. Match Required (Circle One): Yes/No On a \_\_\_\_ to \_\_\_\_ basis.  
If matching is required, is cash match in hand? Yes \_\_\_\_ No \_\_\_\_  
If the required match is not in hand, by what date and from what source does the organization expect to have the cash match?
6. Fiscal Year of Non-State Entity (e.g. year ending June 30, December 31, other) \_\_\_\_\_

Part B. TO BE COMPLETED BY ALL RECIPIENTS. FORM MUST BE NOTARIZED

\_\_\_\_\_  
Signature of individual making request

\_\_\_\_\_  
Notary Public (official seal)

\_\_\_\_\_  
Date Notarized

# Office of State Budget and Management

## Contract # 2017.46.2

This Contract is hereby entered into by and between the Office of State Budget and Management (the "Agency") and the Town of Mint Hill (the "Recipient") (referred to collectively as the "Parties"). The Recipient's federal tax identification number is \_\_\_\_\_.

### 1. Contract Documents:

This Contract consists of the following documents:

- (1) This Contract
- (2) The General Terms and Conditions (Attachment A)
- (3) Notice of Certain Reporting Requirements (Attachment B)
- (4) Scope of Work and Annual Budget (Attachment C)
- (5) Iran Divestment Act Certification (Exhibit D)

These documents constitute the entire agreement between the Parties and supersede all oral and written statements, negotiations or agreements made, communicated, negotiated or entered into prior to or contemporaneously with the full execution of this Contract.

### 2. Precedence Among Contract Documents:

In the event of a conflict between or among the terms of the Contract Documents, the terms in the Contract Document with the highest relative precedence shall prevail. The order of precedence shall be the order of documents as listed in Paragraph 1, above, with the first-listed document having the highest precedence and the last-listed document having the lowest precedence. If there are multiple Contract Amendments, the most recent amendment shall have the highest precedence and the oldest amendment shall have the lowest precedence.

### 3. Effective Period:

This Contract shall be effective on July 1, 2016 and shall terminate on June 30, 2017.

### 4. Recipient's Duties:

The Recipient shall provide the services as described in Attachment C.

### 5. Agency's Duties:

The Agency shall pay the Recipient in the manner and in the amounts specified in the Contract Documents. The total amount paid by the Agency to the Recipient under this Contract shall not exceed \$500,000 as identified on Page J 57 of the Joint Conference Committee Report on the Base, Capital and Expansion Budgets, House Bill 1030 (Session Law 2016-94) as follows:

Provides a grant-in-aid of \$500,000 to the Town of Mint Hill to complete sidewalks in and around the downtown area.

There are no matching requirements from the Recipient. Contributions from the Recipient shall be sourced from non-federal funds. The total contract amount is \$500,000.

### 6. Conflict of Interest Policy:

The Recipient shall file with the Agency a copy of its policy and any ordinance or resolution it has adopted addressing conflicts of interest that may arise involving the members of the Recipient's governing body and/or any of its employees or officers involved in the grant or the project. Such policy, ordinance or resolution shall address situations in which any of these individuals may directly or indirectly benefit, other than through receipt of their normal compensation in their capacities as the Recipient's employees, officers or members of its governing body, from the Recipient's disbursing of State funds, and shall include actions to be taken by the Recipient or the individual, or both, to avoid conflicts of interest and the appearance of impropriety. Additionally, the Recipient certifies that, as of the date it executes this Contract, no such individuals have such a conflict of interest or will directly or indirectly benefit, except in the capacities described above, from the grant or project. Throughout the duration of this Contract, the Recipient has the duty to

promptly inform the Agency of any such conflict of interest or direct or indirect benefit of which it becomes aware. The policy shall be filed before Agency may disburse the grant funds.

**7. Reporting Requirements:**

The Agency has determined that this Contract is subject to the reporting requirements described in the attached Notice of Certain Reporting Requirements (Attachment B), which is part of this Contract. The Recipient shall comply with all of the reporting requirements and provisions described in Attachment B hereto. All reporting requirements shall be filed with the Agency using the prescribed forms Agency provides to Recipient.

**8. Payment Provisions:**

Upon execution of this contract, the Recipient may request and, upon approval by the Agency, receive a single payment for amounts up to one hundred thousand dollars (\$100,000). For grants-in-aid of more than one hundred thousand dollars (\$100,000) payment will be paid in quarterly installments, unless Recipient can demonstrate an immediate need for an amount greater than what would otherwise be paid quarterly.

**9. Contract Administrators:**

All notices permitted or required to be given by one Party to the other and all questions about the contract from one Party to the other shall be addressed and delivered to the other Party's Contract Administrator. The name, post office address, street address, telephone number, fax number, and email address of the Parties' respective initial Contract Administrators are set out below. Either Party may change the name, post office address, street address, telephone number, fax number, or email address of its Contract Administrator by giving timely written notice to the other Party.

For the Agency	
IF DELIVERED BY US POSTAL SERVICE	IF DELIVERED BY ANY OTHER MEANS
Fred E. Duyck, Chief Financial Officer Office of State Budget and Management 20320 Mail Service Center Raleigh, NC 27699-0320  Telephone: (919) 807-4764 Fax: (919) 733-0640 Email: fred.duyck@osbm.nc.gov	Fred E. Duyck, Chief Financial Officer Office of State Budget and Management 116 W. Jones Street, Suite 5200 Raleigh, NC 27603  Telephone: (919) 807-4764 Fax: (919) 733-0640 Email: fred.duyck@osbm.nc.gov

For the Recipient	
IF DELIVERED BY US POSTAL SERVICE	IF DELIVERED BY ANY OTHER MEANS
Steve Frey, Town Engineer Town of Mint Hill 4430 Mint Hill Village Lane Mint Hill, NC 28227  Telephone: (704) 545-9726  Email: sfrey@admin.minthill.com	Steve Frey, Town Engineer Town of Mint Hill 4430 Mint Hill Village Lane Mint Hill, NC 28227  Telephone: (704) 545-9726  Email: sfrey@admin.minthill.com

**10. Disbursements:**

In addition to the other requirements set forth above and in the attached documents concerning the disbursement of grant funds by the Recipient (including any sub-recipient(s) and sub-sub-recipient(s)), as well as all requirements imposed on grant fund expenditures by applicable law, rules and regulations, the Recipient acknowledges and agrees, as an express condition of this Contract, to make disbursements of all grant funds in accordance with the following requirements. The Recipient shall:

- a. Implement adequate internal controls over all disbursements;
- b. Pre-audit all vouchers presented to it for payment to determine:

- The validity and accuracy of the requested payment;
  - The payment due date;
  - The adequacy of all documentation allegedly supporting the requested payment; and
  - The legality of all disbursements and requested disbursements;
- c. Assure adequate control of signature stamps and plates;
- d. Assure adequate control of all negotiable instruments; and
- e. Implement adequate procedures to insure that its account balance is solvent and shall reconcile its account monthly.

**11. Outsourcing:**

The Recipient certifies that it has identified to the Agency all jobs related to this Contract that have been outsourced to other countries, if any. The Recipient further acknowledges that it may not outsource to any other country any jobs related to this Contract during the term of this Contract without obtaining the prior written approval of the Agency.

**12. Procurement, Suspension and Debarment:**

The Recipient acknowledges and agrees that, in its conduct under this Contract and in connection with any and all expenditures of grant funds made by it, the Recipient, its officers, agents and employees shall be and are subject to the provisions of the North Carolina General Statutes and the North Carolina Administrative Code relating to and governing procurement, public contracts, suspension and debarment. The Recipient further acknowledges and agrees that, in the event that it grants any of the grant funds awarded hereunder to one or more sub-recipients or sub-sub-recipients, the Recipient shall, by contract, ensure that the provisions of the North Carolina General Statutes and the North Carolina Administrative Code relating to and governing procurement, public contracts, suspension and debarment are made applicable to and binding upon any and all of the Recipient's sub-recipients, sub-sub-recipients, etc.

**13. Cost Principles:**

The Recipient acknowledges and agrees that, in its conduct under this Contract and in connection with any and all expenditures of grant funds made by it, it shall comply with the cost principles enunciated in the Code of Federal Regulations, 2 CFR, Part 200. The Recipient further acknowledges and agrees that, in the event that it grants any of the grant funds awarded hereunder to one or more sub-recipients or sub-sub-recipients, the Recipient shall, by contract, ensure that said cost principles are made applicable to and binding upon any and all such sub-recipients, sub-sub-recipients, etc. in their handling, use and expenditure of the funds awarded to the Recipient hereunder.

**14. Final Reports and Certifications:**

The Recipient shall file all reports and certifications, as described and required by Attachment B to this Contract, concerning its receipt, handling and expenditure of all grant funds awarded hereunder, including any interest earned by the Recipient from such funds, with the Agency.

**15. Monitoring and Auditing:**

The Recipient acknowledges and agrees that, from and after the date of execution of this Contract and for five (5) years following its termination, the books, records, documents and facilities of the Recipient are subject to being audited, inspected and monitored at any time by the Agency upon its request (whether in writing or otherwise). The Recipient and its officers, agents and employees shall make the Recipient's books, records, documents and offices/facilities available to the Agency and its personnel for inspection, audit and monitoring upon the Agency's request, shall answer any questions posed to them by the Agency and shall provide the Agency, upon its request, with any documents, records or information sought by the Agency in its efforts to monitor and audit the Recipient's activities regarding the funds awarded under this Contract. The Recipient further agrees to keep and maintain all of its books, records and documents relating in any way to the grant funds awarded hereunder for the time period specified in Attachment A hereto.

The Recipient acknowledges and agrees that, with regard to the grant funds, it will be subject to the audit and reporting requirements prescribed by N.C.G.S §159-34, Local Government Finance Act - Annual Independent Audit; rules and regulations. Such audit and reporting requirements may vary depending upon the amount and source of grant funding received by the Recipient and are subject to change from time to time.

**16. Grant Agreement with Sub-Recipient(s):**

In the event that the Recipient grants to a sub-recipient, a sub-sub-recipient, etc. any of the grant funds awarded to the Recipient hereunder, the Recipient must retain a signed copy of the contract or letter pursuant to which the grant funds awarded to the Recipient hereunder are granted to a sub-recipient, a sub-sub-recipient, etc.

**17. Repayment of Grant Funds to Agency:**

In the event that the Recipient, either directly or indirectly (e.g., through a sub-recipient or sub-sub-recipient) commits any breach of this Contract which the Recipient fails to fully cure within thirty (30) days of its receipt of written notice from the Agency of said breach, the Agency may make demand in writing of the Recipient that it repay the Agency so much of the grant funds awarded under this Contract, up to and including 100% of the amount of the award made under this Contract. In such an event, the Recipient shall repay said amount to the Agency within thirty (30) days of its receipt of said demand for repayment, as well as any interest earned by the Recipient on said amount.

In addition, in the event that this Contract should be terminated by the parties or otherwise comes to an end prior to the time when the Recipient, its sub-recipient(s), any sub-sub-recipient(s), etc. have expended all of the funds awarded under this Contract, the Recipient shall, within thirty (30) days of said termination or contract end, return to the Agency all such unexpended funds as well as any interest earned by the Recipient on such funds. Furthermore, the Recipient shall, by contract, ensure that, in the event that its sub-recipient(s) enter into any sub-sub-recipient agreements involving any of the funds awarded hereunder, all such sub-recipient, sub-sub-recipient, etc. are required to repay to their recipient(s) all such unexpended funds, as well as any interest earned by the sub-recipient or sub-sub-recipient on such funds, so that the Recipient can return those unexpended funds and interest to the Agency within thirty (30) days of the termination or other end of this Contract. In any event, the Recipient shall be and remain liable to the Agency for the repayment to the Agency of all grant funds that are unexpended (either by the Recipient or any sub-recipient, sub-sub-recipient, etc.) at the time of the termination or other end of this Contract, as well as the repayment of any interest earned by the Recipient, sub-recipient or sub-sub-recipient on such funds at that time.

**18. Termination:**

Subject to the provisions of paragraph 17 of this Contract, this Contract may be terminated in accordance with the provisions set forth in Attachment A hereto; however, the reporting, monitoring and audit requirements and provisions of this Contract shall survive any such termination.

**19. Authorized Signature Warranty:**

The undersigned represent and warrant that they are authorized to bind their principals to the terms of this agreement.

**In Witness Whereof**, the Recipient and the Agency have executed this Contract in duplicate originals, with one original being retained by each party.

**Town of Mint Hill**

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Printed Name Title

**ATTEST**

\_\_\_\_\_  
Notary Public Date Notarized

\_\_\_\_\_  
Printed Name Title

**[OFFICIAL SEAL]**

**Office of State Budget and Management**

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Printed Name Title

## Attachment A

### General Terms and Conditions

#### Definitions

Unless indicated otherwise from the context, the following terms shall have the following meanings in this Contract.

- (1) "Audit" means an examination of records or financial accounts to verify their accuracy.
- (2) "Compliance Supplement" refers to the North Carolina State Compliance Supplement, maintained by the State and Local Government Finance Division of the North Carolina Department of State Treasurer that has been developed in cooperation with agencies to assist the local auditor in identifying program compliance requirements and audit procedures for testing those requirements.
- (3) "Contract" means a legal instrument that is used to document a relationship between the agency, and a recipient or between a recipient and subrecipient.
- (4) "Contractor" means an entity subject to the contractor requirements, as well as any entity that would be subject to the contractor requirements but for a specific statute or rule exempting that entity from the contractor requirements.
- (5) "Contractor requirements" means Article 3, 3C, 3D, 3E, 3G, or 8 of Chapter 143 of the General Statutes and related rules.
- (6) "Fiscal Year" means the annual operating year of the non-State entity.
- (7) "Financial Statement" means a report providing financial data relative to a given part of an organization's operations or status.
- (8) "Single Audit" means an audit that includes an examination of an organization's financial statements, internal controls, and compliance with the requirements of Federal or State awards.
- (9) "State Funds" means any funds appropriated by the North Carolina General Assembly or collected by the State of North Carolina. State funds include federal financial assistance received by the State and transferred or disbursed to non-State entities. Both Federal and State funds maintain their identity as they are disbursed as financial assistance to other organizations.

#### Relationships of the Parties

**Independent Contractor:** The Recipient is and shall be deemed to be an independent contractor in the performance of this Contract and as such shall be wholly responsible for the work to be performed and for the supervision of its employees. The Recipient represents that it has, or shall secure at its own expense, all personnel required in performing the services under this agreement. Such employees shall not be employees of,

or have any individual contractual relationship with, the Agency.

**Subcontracting and Subgranting:** Any subcontracts or subgrants entered into by the Recipient with grant funds shall be subject to all conditions of this Contract. Payment of all subcontractors and subrecipients shall be the sole responsibility of the Recipient, and the Agency shall not be obligated to pay for any work performed by any subcontractor or subrecipient. The Recipient shall be responsible for the performance of all subcontractors and subrecipients and shall not be relieved of any of the duties and responsibilities of this Contract as a result of entering into subcontracts or subgrants. Additionally, if said Recipient subgrants any grant funds pursuant to this Contract, the Recipient shall submit a copy of its policies and/or procedures for monitoring subrecipients to the Agency.

**Subrecipients:** The Recipient has the responsibility to ensure that all subrecipients, if any, provide all information necessary to permit the Recipient to comply with the standards set forth in this Contract.

**Assignment:** No assignment of the Recipient's obligations or the Recipient's right to receive payment hereunder shall be permitted. However, upon written request approved by the issuing purchasing authority, the State may:

- (a) Forward the Recipient's payment check(s) directly to any person or entity designated by the Recipient, or
- (b) Include any person or entity designated by Recipient as a joint payee on the Recipient's payment check(s).

In no event shall such approval and action obligate the State to anyone other than the Recipient and the Recipient shall remain responsible for fulfillment of all contract obligations.

**Beneficiaries:** Except as herein specifically provided otherwise, this Contract shall inure to the benefit of and be binding upon the parties hereto and their respective successors. It is expressly understood and agreed that the enforcement of the terms and conditions of this Contract, and all rights of action relating to such enforcement, shall be strictly reserved to the Agency and the named Recipient. Nothing contained in this document shall give or allow any claim or right of action whatsoever by any other third person. It is the express intention of the Agency and Recipient that any such person or entity, other than the Agency or the Recipient, receiving services or benefits under this Contract shall be deemed an incidental beneficiary only.

## Indemnity and Insurance

**Indemnification:** The Recipient agrees to indemnify and hold harmless the Agency, the State of North Carolina, and any of their officers, agents and employees, from any claims of third parties arising out of any act or omission of the Recipient in connection with the performance of this Contract.

**Insurance:** During the term of the contract, the Recipient at its sole cost and expense shall provide commercial insurance of such type and with such terms and limits as may be reasonably associated with the contract. As a minimum, the Recipient shall provide and maintain the following coverage and limits:

- (a) **Worker's Compensation** - The Recipient shall provide and maintain Worker's Compensation Insurance as required by the laws of North Carolina, as well as employer's liability coverage with minimum limits of \$500,000.00, covering all of Recipient's employees who are engaged in any work under the contract. If any work is sublet, the Recipient shall require the subrecipient to provide the same coverage for any of his employees engaged in any work under the contract.
- (b) **Commercial General Liability** - General Liability Coverage on a Comprehensive Broad Form on an occurrence basis in the minimum amount of \$1,000,000.00 Combined Single Limit. (Defense cost shall be in excess of the limit of liability.)
- (c) **Automobile** - Automobile Liability Insurance, to include liability coverage, covering all owned, hired and non-owned vehicles used in performance of the contract. The minimum combined single limit shall be \$500,000.00 bodily injury and property damage; \$500,000.00 uninsured/under insured motorist; and \$25,000.00 medical payment.

Providing and maintaining adequate insurance coverage is a material obligation of the Recipient and is of the essence of this Contract. The Recipient may meet its requirements of maintaining specified coverage and limits by demonstrating to the Agency that there is in force insurance with equivalent coverage and limits that will offer at least the same protection to the Agency. All such insurance shall meet all laws of the State of North Carolina. Such insurance coverage shall be obtained from companies that are authorized to provide such coverage and that are authorized by the Commissioner of Insurance to do business in North Carolina. The Recipient shall at all times comply with the terms of such insurance policies, and all requirements of the insurer under any such insurance policies, except as they may conflict with existing North Carolina laws or this Contract. The limits of coverage under each insurance policy maintained by the Recipient shall not be interpreted as limiting the Recipient's liability and obligations under the contract.

## Default and Termination

**Termination by Mutual Consent:** The Parties may terminate this Contract by mutual consent with 60 days' notice to the other party, or as otherwise provided by law.

**Termination for Cause:** If, through any cause, the Recipient shall fail to fulfill its obligations under this Contract in a timely and proper manner, the Agency shall have the right to terminate this Contract by giving written notice to the Recipient and specifying the effective date thereof. In that event, all finished or unfinished deliverable items prepared by the Recipient under this Contract shall, at the option of the Agency, become its property and the Recipient shall be entitled to receive just and equitable compensation for any satisfactory work completed on such materials, minus any payment or compensation previously made. Notwithstanding the foregoing provision, the Recipient shall not be relieved of liability to the Agency for damages sustained by the Agency by virtue of the Recipient's breach of this agreement, and the Agency may withhold any payment due the Recipient for the purpose of setoff until such time as the exact amount of damages due the Agency from such breach can be determined. The filing of a petition for bankruptcy by the Recipient shall be an act of default under this Contract.

**Waiver of Default:** Waiver by the Agency of any default or breach in compliance with the terms of this Contract by the Recipient shall not be deemed a waiver of any subsequent default or breach and shall not be construed to be modification of the terms of this Contract unless stated to be such in writing, signed by an authorized representative of the Agency and the Recipient and attached to the contract.

**Availability of Funds:** The parties to this Contract agree and understand that the payment of the sums specified in this Contract is dependent and contingent upon and subject to the appropriation, allocation, and availability of funds for this purpose to the Agency.

**Force Majeure:** Neither party shall be deemed to be in default of its obligations hereunder if and so long as it is prevented from performing such obligations by any act of war, hostile foreign action, nuclear explosion, riot, strikes, civil insurrection, earthquake, hurricane, tornado, or other catastrophic natural event or act of God.

**Survival of Promises:** All promises, requirements, terms, conditions, provisions, representations, guarantees, and warranties contained herein shall survive the contract expiration or termination date unless specifically provided otherwise herein, or unless superseded by applicable federal or State statutes of limitation.

## Intellectual Property Rights

**Copyrights and Ownership of Deliverables:** All deliverable items produced pursuant to this Contract are the exclusive property of the Agency. The Recipient shall not assert a claim of copyright or other property interest in such deliverables.

**Federal Intellectual Property Bankruptcy Protection Act:** The Parties agree that the Agency shall be entitled to all rights and benefits of the Federal Intellectual Property Bankruptcy Protection Act, Public Law 100-506, codified at 11 U.S.C. 365 (n) and any amendments thereto.

## Compliance with Applicable Laws

**Compliance with Laws:** The Recipient shall comply with all laws, ordinances, codes, rules, regulations, and licensing requirements that are applicable to the conduct of its business, including those of federal, state, and local agencies having jurisdiction and/or authority.

**Equal Employment Opportunity:** The Recipient shall comply with all federal and State laws relating to equal employment opportunity.

## Confidentiality

**Confidentiality:** Any information, data, instruments, documents, studies or reports given to or prepared or assembled by the Recipient under this agreement shall be kept as confidential and not divulged or made available to any individual or organization without the prior written approval of the Agency. The Recipient acknowledges that in receiving, storing, processing or otherwise dealing with any confidential information it will safeguard and not further disclose the information except as otherwise provided in this Contract.

## Oversight

**Access to Persons and Records:** The State Auditor shall have access to persons and records as a result of all contracts or grants entered into by State agencies or political subdivisions in accordance with N.C.G.S. 147-64.7. Additionally, as the State funding authority, the Agency shall have access to persons and records as a result of all contracts or grants entered into by State agencies or political subdivisions.

**Record Retention:** Records shall not be destroyed, purged or disposed of without the express written consent of the Agency. State basic records retention policy requires all grant records to be retained for a minimum of five years or until all audit exceptions have been resolved, whichever is longer. If the contract is subject to federal policy and regulations, record retention may be longer than five years since records must be retained for a period

of three years following submission of the final Federal Financial Status Report, if applicable, or three years following the submission of a revised final Federal Financial Status Report. Also, if any litigation, claim, negotiation, audit, disallowance action, or other action involving this Contract has been started before expiration of the five-year retention period described above, the records must be retained until completion of the action and resolution of all issues which arise from it, or until the end of the regular five-year period described above, whichever is later.

## Miscellaneous

**Choice of Law:** The validity of this Contract and any of its terms or provisions, as well as the rights and duties of the parties to this Contract, are governed by the laws of North Carolina. The Recipient, by signing this Contract, agrees and submits, solely for matters concerning this Contract, to the exclusive jurisdiction of the courts of North Carolina and agrees, solely for such purpose, that the exclusive venue for any legal proceedings shall be Wake County, North Carolina. The place of this Contract and all transactions and agreements relating to it, and their situs and forum, shall be Wake County, North Carolina, where all matters, whether sounding in contract or tort, relating to the validity, construction, interpretation, and enforcement shall be determined.

**Amendment:** This Contract may not be amended orally or by performance. Any amendment must be made in written form and executed by duly authorized representatives of the Agency and the Recipient.

**Severability:** In the event that a court of competent jurisdiction holds that a provision or requirement of this Contract violates any applicable law, each such provision or requirement shall continue to be enforced to the extent it is not in violation of law or is not otherwise unenforceable and all other provisions and requirements of this Contract shall remain in full force and effect.

**Headings:** The Section and Paragraph headings in these General Terms and Conditions are not material parts of the agreement and should not be used to construe the meaning thereof.

**Time of the Essence:** Time is of the essence in the performance of this Contract.

**Care of Property:** The Recipient agrees that it shall be responsible for the proper custody and care of any property furnished to it for use in connection with the performance of this Contract and will reimburse the Agency for loss of, or damage to, such property. At the termination of this Contract, the Recipient shall contact the Agency for instructions as to the disposition of such property and shall comply with these instructions.

**Travel Expenses:** Reimbursement to the Recipient for travel mileage, meals, lodging and other travel expenses incurred in the performance of this Contract shall be reasonable and supported by documentation. State rates should be used as guidelines. International travel shall not be reimbursed under this Contract.

**Advertising:** The Recipient shall not use the award of this Contract as a part of any news release or commercial advertising.

## **Attachment B**

### **Notice of Certain Reporting Requirements**

Recipient shall comply with all the rules and reporting requirements established by statute or administrative rules.

For convenience, the requirements of N.C.G.S. 143C-6-22 are presented below.

Also below are the thresholds related to reporting requirements required of recipients per the Contract.

#### **§ 143C-6-22. Use of State funds by non-State entities.**

- (a) Disbursement and Use of State Funds. – Every non-State entity that receives, uses, or expends any State funds shall use or expend the funds only for the purposes for which they were appropriated by the General Assembly. State funds include federal funds that flow through the State Treasury.
- (b) Compliance by Non-State Entities. – If the Director of the Budget finds that a non-State entity has spent or encumbered State funds for an unauthorized purpose, or fails to submit or falsifies the information required by G.S. 143C-6-23 or any other provision of law, the Director shall take appropriate administrative action to ensure that no further irregularities or violations of law occur and shall report to the Attorney General any facts that pertain to an apparent violation of a criminal law or an apparent instance of malfeasance, misfeasance, or nonfeasance in connection with the use of State funds. Appropriate administrative action may include suspending or withholding the disbursement of State funds and recovering State funds previously disbursed.
- (c) Civil Actions. – Civil actions to recover State funds or to obtain other mandatory orders in the name of the State on relation of the Attorney General, or in the name of the Office of State Budget and Management, shall be filed in the General Court of Justice in Wake County. (2006-203, s. 3.)

#### **Reporting Thresholds:**

There are two reporting thresholds established for recipients and subrecipients receiving State funds.

The reporting thresholds are:

- (1) Less than \$25,000 – A recipient that receives, holds, uses, or expends State funds from the funding agency in an amount less than twenty-five thousand dollars (\$25,000) within its fiscal year must comply with the reporting requirements established by the Contract including:
  - (A) An accounting of all State funds received, held, used, or expended.

All reporting requirements shall be filed with the funding agency within three months after the end of the recipient's fiscal year in which the State funds were received.

- (2) Equal to or greater than \$25,000 – A recipient that receives, holds, uses, or expends State funds from the funding agency in an amount of at least twenty-five thousand (\$25,000) within its fiscal year must comply with the reporting requirements established by the Contract including:
  - (A) An accounting of all State funds received, held, used, or expended; and
  - (B) A description of activities and accomplishments undertaken by the recipient, including reporting on any performance measures established in the contract.

All reporting requirements shall be filed with the funding agency within three months after the end of the recipient's fiscal year in which the State funds were received.

#### **Other Provisions:**

1. All recipients and subrecipients shall use the prescribed forms of the awarding agency and of the Office of the State Auditor in making reports to the awarding agency and the Office of the State Auditor.

## Attachment C Scope of Work and Annual Budget

Before it will be possible to finalize this award and make any disbursement, you are required to provide to the Agency a description for how the organization will spend the amount of funding allocated for the specific purpose as stated in the grant contract. This will include a scope of work, information related to any potential subgrants and an annual budget for the grant funds. Please attach additional sheets as necessary.

<b>1. Organization:</b>	
Organization Name:	
Tax Identification #:	
Organization Fiscal Year End: (mmdyyyy)	

<b>2. Scope of Work:</b>
Recipient shall detail below how the organization will spend the amount of funding allocated for the specific purpose as stated in the grant contract. The description should include services to be provided, objectives to be achieved, and expected results. The description should also include anticipated timing of those services, objectives and expected results.

<b>3. Subgrants:</b>			
a. Does the Recipient anticipate that it will subgrant or pass down any funds to another organization?		Yes	
If yes, answer the following:			
b. Name of Subrecipient	c. Program Name	d. Amount to Subrecipient	

Below are general expenditure descriptions that can serve as a **guide** for preparing the organization's annual budget related to the grant award. Please add or delete expenditure captions for clarity if needed. The annual budget must be signed by an authorizing official.

The following annual budget is for the time period beginning (month/date/yr.) and ending (month/date/yr.).

EXPENDITURE DESCRIPTION	AMOUNT
<b>PERSONAL SERVICES</b>	\$
Salaries & Wages	\$
Fringe Benefits	\$
Other Personal Services	\$
 <b>PURCHASED SERVICES</b>	
Travel	\$

Communications/Data Processing	\$
Postage/Freight/Deliveries	\$
Printing/Advertising	\$
Repairs/Maintenance/Utilities	\$
Contracted Services	\$
Other Services	\$
<b>SUPPLIES &amp; MATERIALS</b>	
General Administrative Supplies	\$
Other Administrative Expenses	\$
<b>FIXED CHARGES &amp; EXPENSES</b>	
Rent/Leases	\$
Insurance/Bonding	\$
Other Fixed Charges/Expenses	\$
<b>CAPITAL OUTLAY</b>	
Office Equipment	\$
Office Furniture	\$
Building/Other Structures/Improvements	\$
Land	\$
Motor Vehicles	\$
Other Capital Outlay	\$
<b>GRANTS</b>	
Grants to Other Entities (Sub-Awards)	\$
<b>DEBT SERVICE</b>	
Principal Payments	\$
Interest Payments	\$
<b>OTHER EXPENDITURES</b>	
Other Expenditures	\$
<b>TOTAL BUDGETED EXPENDITURES</b>	<b>\$(GRANT AWARD AMOUNT)</b>

With regard to the information contained herein, I certify that the annual budget has been approved by the Recipient's Chief Fiscal Officer, County Manager or City Manager.

---

Signature \_\_\_\_\_ Date \_\_\_\_\_

---

Printed Name \_\_\_\_\_ Title \_\_\_\_\_

**Attachment D**  
**Iran Divestment Act Certification**

Pursuant to G.S. 147-86.59, any person identified as engaging in investment activities in Iran, determined by appearing on the Final Divestment List created by the State Treasurer pursuant to G.S. 147-86.58, is ineligible to contract with the State of North Carolina or any political subdivision of the State. The Iran Divestment Act of 2015, G.S. 147-86.55 *et seq.*\* requires that each vendor, prior to contracting with the State certify, and the undersigned on behalf of the Vendor does hereby certify, to the following:

- 1. that the vendor is not identified on the Final Divestment List of entities that the State Treasurer has determined engages in investment activities in Iran;
- 2. that the vendor shall not utilize on any contract with the State agency any subcontractor that is identified on the Final Divestment List; and
- 3. that the undersigned is authorized by the Vendor to make this Certification.

Name of Vendor: \_\_\_\_\_

Address of Vendor: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Printed Name Title

The State Treasurer's Final Divestment List can be found on the State Treasurer's website at the address:  
<https://www.nctreasurer.com/inside-the-department/OpenGovernment/Pages/Iran-Divestment-Act-Resources.aspx>  
and will be updated every 180 days. For questions about the Department of State Treasurer's Iran Divestment Policy, please contact Meryl Murtagh at [Meryl.Murtagh@nctreasurer.com](mailto:Meryl.Murtagh@nctreasurer.com) or (919) 814-3852.

\* Note: Enacted by Session Law 2015-118 as G.S. 143C-55 *et seq.*, but has been renumbered for codification at the direction of the Revisor of Statutes.



Rural Economic Development  
COMMERCE

DR. PATRICIA MITCHELL, CECD  
Assistant Secretary

September 6, 2016

Mr. Brian Welch  
Town of Mint Hill  
4430 Mint Hill Village Lane  
Mint Hill, NC 28227-0202

Re: Contract Agreement for Grant Number 2017-035-1257-1534; Your Signature and Reply is Requested  
Project Title: "Downtown Revitalization"

Dear Mr. Welch:

Enclosed for your review and signature are two complete sets of contract documents required to finalize the grant award pursuant to N.C. S.L. 2016-94 § 15.12. Below is a description of the documents enclosed along with an explanation of the signatures required for each document.

Document:	Document Description:	Signed By:
Grant Agreement	Contract: Outlines the terms of Grant Agreement between the Department of Commerce and the Unit of Local Government.	Highest Elected Official - Unit of Local Government.
Exhibit A	Grantee Proposal: This document is incorporated into the agreement as the scope of the project.	Highest Elected Official – Unit of Local Government.
Exhibit B	Final Report Form: This is a sample of the final report due to Commerce by March 31, 2017. This form may be found on our website: <a href="http://www.nccommerce.com/rd/rural-grants-programs">http://www.nccommerce.com/rd/rural-grants-programs</a> within the Forms section.	Highest Elected Official – Unit of Local Government.
Exhibit C	Payment Request Form: This form outlines payment to be made from Commerce to the grantee. Please sign and date Section F.	Authorized Signatory – Unit of Local Government.
Exhibit D-1	Iran Divestment Act Certification	Highest Elected Official – Unit of Local Government.
Exhibit D-2	Iran Divestment Act Certification	Legal Property Owner listed on the Deed.

Execute two originals of these documents and return one of them to my attention at the address. If you have any questions regarding the enclosed documents, please contact me at (919) 814-4671.

Sincerely,

Nichole M. Gross  
Data and Compliance Specialist

Enclosure



The North Carolina Department of Commerce (“Commerce”), an agency of the State of North Carolina (“State”), enters into this Downtown Revitalization Grant Agreement (“Grant Agreement”) with the **Town of Mint Hill** (the “Governmental Unit” or “Grantee” and, together with Commerce, the “Parties”), a local governmental unit.

WHEREAS, N.C. S.L. 2016-94 § 15.12 (the “Authorizing Legislation”) authorized the awarding of Downtown Revitalization Grants or (Downtown Revitalization Grant”) to provide grants to certain municipal governments to encourage downtown revitalization in eligible communities; and

WHEREAS, Commerce, through its Rural Economic Development Division, administers the **Downtown Revitalization Grants**; and

WHEREAS, the Governmental Unit submitted a proposal and supporting materials (together, “Proposal”) to Commerce for a grant (the “Grant”) to fund a project (the “Project”).

NOW, THEREFORE, in consideration of the mutual promises and such other valuable consideration as set out herein, the Parties mutually agree to the following terms and conditions:

1. Grant Agreement Documents.

This Grant Agreement consists of the following documents:

- (a). This Grant Agreement, including all documents incorporated by reference herein.
- (b). Grantee Proposal (Exhibit A).
- (c). Sample Final Report (Exhibit B).
- (d). Payment Request Form (Exhibit C)
- (d). Iran Divestment Act Certification (Exhibit D-1).
- (e). Iran Divestment Act Certification (Exhibit D-2).

2. Changes in the Project or Other Conditions.

- (a). A “Project Change” is any material alteration, addition, deletion or expansion of the Project, including (without limitation) material changes to construction, rehabilitation, the matching investment in the Project and/or the other significant source of funding (if applicable). A “Project Change” also includes any filing of bankruptcy by the Governmental Unit. There shall be no Project Changes unless expressly approved of by Commerce in a separate, prior written agreement stating, if applicable, the costs and schedule for completing the Project Change.
- (b). Additionally, the Governmental Unit shall immediately notify Commerce of any change in conditions or local law, or any other event, which may significantly affect its ability to oversee, administer or perform this Grant Agreement or the Project. In its sole discretion, Commerce may deem such a change in conditions, local law or other event to constitute a Project Change.

3. Term of Grant Agreement.

The effective period of this Grant Agreement shall commence on **8/1/2016** (“Effective Date”) and shall terminate on **3/31/2017** unless terminated on an earlier date under the terms of this Grant Agreement (either one of which dates shall constitute the “Termination Date”) or unless extended for an express term in writing by Commerce.

4. Funding.

Commerce grants to the Governmental Unit an amount not to exceed **\$94,340.00** for expenditures directly relating to the Project. The Governmental Unit hereby represents and warrants that all Grant funds shall be utilized exclusively for the purpose of the Project and consistent with this Grant Agreement, the Authorizing Legislation and all other applicable laws, rules, regulations and requirements. The Governmental Unit shall not make or approve of any improper expenditure of Grant funds, including any expenditure of Grant funds for renting or purchasing land or buildings, for financing debt or for the payment of existing debt, salary or wages for employees of the grantee organization, and food or refreshment expenses are not allowed under this grant program.

5. Independent Status of the Governmental Unit.

- (a). The Governmental Unit is an entity independent from Commerce and the State. The Grant Agreement, the Project and any actions taken pursuant to them shall not be deemed to create a partnership or joint venture between or among the Governmental Unit, Commerce, the State or any third party. Nor shall the Grant Agreement or the Project be construed to make the Governmental Unit (including its employees, agents or contractors) or any third party into employees, agents, members or officials of Commerce or the State. Neither the Governmental Unit (including its employees, agents or contractors) nor any third party shall have the ability to bind Commerce or the State to any agreement for payment of goods or services or represent to any person that they have such ability.
- (b). The Governmental Unit shall be responsible for payment of all of its expenses, including rent, office expenses and all forms of compensation to its employees, agents and contractors. The Governmental Unit shall provide worker's compensation insurance to the extent required for its operations and shall accept full responsibility for payments of unemployment tax or compensation, social security, income taxes and any other charges, taxes or payroll deductions required by law in connection with its operations, for itself and its employees, agents and contractors who are performing work pursuant to this Grant Agreement. All expenses incurred by the Governmental Unit are its sole responsibility, and neither Commerce nor the State shall be liable for the payment of any obligations incurred in the performance of the Project.

6. Method of Payment.

Commerce shall endeavor to pay the Grant funds to the Governmental Unit within 30 calendar days of actual receipt of this Grant Agreement executed by Governmental Unit and the satisfaction of all other conditions precedent to payment of grant funds to Governmental Unit.

**Funds may only be used in accordance with this Grant Agreement and the uses set forth in Exhibit A.** Commerce may request, and the Governmental Unit must produce, any information from the Governmental Unit justifying the use of the Grant funds. The submission of any reports required by Exhibit B and Paragraph 9 below, or any requests for reimbursement required by this Paragraph or Exhibit B, representing that any work on the Project has been performed shall constitute a certification that the work represented has actually been performed.

7. Project Records.

- (a). The Governmental Unit shall maintain full, accurate and verifiable financial records, supporting documents and all other pertinent data for the Project in such a manner as to clearly identify and document the expenditure of the State funds provided under this Grant Agreement separate from accounts for any separate awards, monetary contributions or other revenue sources for this Project.
- (b). The Governmental Unit shall retain all financial records, supporting documents and all other pertinent records related to the Project for a period of five (5) years from the date of the last disbursement of Grant funds or the Termination Date, whichever is later. In the event such records are audited, all Project records shall be retained beyond the five-year period until the audit is concluded and any and all audit findings have been resolved.

8. Monitoring, Reports and Auditing.

- (a). The Governmental Unit agrees to ensure compliance and provide its assistance with such monitoring and auditing requirements as the State may request, including following the Termination Date of this Grant Agreement. Additionally, the Governmental Unit shall regularly monitor all performance under Grant-supported activities to ensure that time schedules are being met and other performance goals are being achieved. Further, the Grantee, or designated agent, shall maintain records and accounts that properly document and account for the application of all Grant funds for a minimum of five (5) years after the date of the last disbursement or the Termination Date, whichever is later.
- (b). The Governmental Unit shall furnish Commerce detailed written final report according to the time periods specified in Exhibit B or as otherwise requested by Commerce. Such reports should describe the progress made by the Governmental Unit toward achieving the requirements and purpose(s) of the Project. Such descriptions should include the successes and problems encountered during the reporting period. Failure to submit a required report by the scheduled submission

date will result in the withholding of any forthcoming payment until Commerce is in receipt of the delinquent report and the report meets with Commerce's approval, in Commerce's sole discretion.

- (c). The Governmental Unit acknowledges and agrees that, with regard to the Grant funds, it will be subject to the audit and reporting requirements prescribed by N.C.G.S §159-34, Local Government Finance Act - Annual Independent Audit; rules and regulations. Such audit and reporting requirements may vary depending upon the amount and source of Grant funding received by the Governmental Unit and are subject to change from time to time.
- (d). The Governmental Unit grants the State and any of its related agencies, commissions or departments (including, without limitation, Commerce, the North Carolina State Auditor and the North Carolina Office of State Budget and Management) and any of their authorized representatives, at all reasonable times and as often as necessary (including after the Termination Date), access to and the right to inspect, copy, monitor, and examine all of the books, papers, records and other documents relating to the Grant Agreement or the Project. Likewise, the Governmental Unit shall ensure that any third party it employs or contracts with to work on the Project provides the same access. In addition, the Governmental Unit agrees to comply at any time, including after the Termination Date, with any requests by the State (including, without limitation, Commerce) for other financial and organizational materials to permit the State to comply with its fiscal monitoring responsibilities or to evaluate the short- and long-range impact of its programs.

9. Termination; Availability of Funds.

- (a). If the Governmental Unit fails to fulfill in a timely and proper manner its obligations or violates any of the covenants or stipulations under this Grant Agreement, the Governmental Unit agrees that Commerce has the right to terminate this Grant Agreement by giving the Governmental Unit written notice specifying the Termination Date, which Commerce may determine in its sole discretion. Upon such termination, Commerce shall have no responsibility to make additional Grant payments. Upon such termination, the Governmental Unit shall not expend any Grant funds without Commerce's express written authorization and shall return all unspent Grant funds to Commerce upon demand.
- (b). The obligations of Commerce to pay any amounts under this Grant Agreement are contingent upon the availability and continuation of funds for such purpose. If funds for the Grant become unavailable, the Governmental Unit agrees that Commerce has the right to terminate this Grant Agreement by giving written notice specifying the Termination Date, which Commerce shall determine in its sole discretion. Upon such termination, the State shall have no responsibility to make additional Grant payments. Further, upon such termination, the Governmental Unit shall not expend any Grant funds without Commerce's express written authorization and shall return all unspent Grant funds to Commerce upon demand.

10. Liabilities and Loss.

The Governmental Unit hereby agrees to release, indemnify and hold harmless the State (including, without limitation, Commerce), and their respective members, officers, directors, employees, agents and attorneys (together, the "Indemnified Parties"), from any claims of any third party arising out of any act or omission of the Governmental Unit or any third party in connection with the performance of this Grant Agreement or the Project, and for all losses arising from their implementation. Without limiting the foregoing, the Governmental Unit hereby releases the Indemnified Parties from, and agrees that such Indemnified Parties are not liable for, and agrees to indemnify and hold harmless the Indemnified Parties against, any and all liability or loss, cost or expense, including, without limitation, reasonable attorneys' fees, fines, penalties and civil judgments, resulting from or arising out of or in connection with or pertaining to, any loss or damage to property or any injury to or death of any person occurring in connection with the Project, or resulting from any defect in the fixtures, machinery, equipment or other property used in connection with the Project or arising out of, pertaining to, or having any connection with, the Project or the financing thereof (whether arising out of acts, omissions, or negligence of the Governmental Unit or of any third party), including any claims and losses accruing to or resulting from any and all subcontractors, material men, laborers and any other person, firm or corporation furnishing or supplying work, services, materials or supplies in connection with the Project.

11. Governmental Unit Representations and Warranties.

The Governmental Unit hereby represents and warrants that:

- (a). The execution and delivery of this Grant Agreement have been duly authorized by all necessary Governmental Unit action and are not in contravention of law or in contravention of the provisions of any indenture agreement or undertaking to which the Governmental Unit is a party or by which it is bound.
- (b). There is no action, suit proceeding, or investigation at law or in equity or before any court, public board or body pending, or to the knowledge of the Governmental Unit, threatened against or affecting it that could or might adversely affect the Project or any of the transactions contemplated by this Grant Agreement or the validity or enforceability of this Grant Agreement or the abilities of the Governmental Unit to discharge its obligations under this Grant Agreement. If it is subsequently found that an action, suit, proceeding, or investigation did or could threaten or affect the development of the Project, Commerce can, in its discretion, terminate the Grant Agreement upon notice and require the Governmental Unit to repay to Commerce the entire amount of the Grant.
- (c). No consent or approval is necessary from any governmental authority as a condition to the execution and delivery of this Grant Agreement by the Governmental Unit or the performance of any of its obligations hereunder, or all such requisite governmental consents or approvals have been obtained. The Governmental Unit shall provide Commerce with evidence of the existence of any such necessary consents or approvals at the time of the execution of this Grant Agreement.

(d). The Governmental Unit is solvent.

12. Additional Repayment Requirements and Remedies.

- (a). The repayment requirements and remedies addressed in this Paragraph 13 are in addition to those repayment requirements and other remedies set forth elsewhere in this Grant Agreement, including the requirements to repay unspent Grant funds. No remedy conferred or reserved by or to the State is intended to be exclusive of any other available remedy or remedies, but each and every such remedy shall be cumulative and shall be in addition to every other remedy provided for in this Grant Agreement, or now or hereinafter existing at law, in equity, or by statute, and any such right or power may be exercised from time to time and as often as may be deemed expedient.
- (b). If there is a breach of any of the requirements, covenants or agreements in this Grant Agreement (including, without limitation, any reporting requirements), or if there are any representations or warranties which are untrue as to a material fact in this Grant Agreement or in relation to the Project (including the performance thereof), the Governmental Unit agrees that Commerce may require repayment from the Governmental Unit of an amount of Grant funds to be determined in Commerce's sole discretion but not to exceed the amount of Grant funds the Governmental Unit has already received under this Grant Agreement.

13. No Waiver by the State.

Failure of the State (including, without limitation, Commerce) at any time to require performance of any term or provision of this Grant Agreement shall in no manner affect the rights of the State at a later date to enforce the same or to enforce any future compliance with or performance of any of the terms or provisions hereof. No waiver of the State of any condition or the breach of any term, provision or representation contained in this Grant Agreement, whether by conduct or otherwise, in any one or more instances, shall be deemed to be or construed as a further or continuing waiver of any such condition or of the breach of that or any other term, provision or representation.

14. Waiver of Objections to Timeliness of Legal Action.

The Governmental Unit knowingly waives any objections it has or may have to timeliness of any legal action (including any administrative petition or civil action) by the State (including, without limitation, Commerce) to enforce its rights under this Grant Agreement. This waiver includes any objections the Governmental Unit may possess based on the statutes of limitations or repose and the doctrines of estoppel or laches.

15. Special Provisions and Conditions.

- (a). Non-discrimination. The Governmental Unit agrees not to discriminate by reason of age, race, religion, color, sex, national origin or disability related to the activities of this Grant Agreement.

- (b). Conflict of Interest. The Governmental Unit shall forward to Commerce along with the executed copies of this Grant Agreement a copy of its policy and any ordinance or resolution it has adopted addressing conflicts of interest that may arise involving the members of the Governmental Unit's governing body and/or any of its employees or officers involved in the Grant or the Project. Such policy, ordinance or resolution shall address situations in which any of these individuals may directly or indirectly benefit, other than through receipt of their normal compensation in their capacities as the Governmental Unit's employees, officers or members of its governing body, from the Grant or the Project, and shall include actions to be taken by the Governmental Unit or the individual, or both, to avoid conflicts of interest and the appearance of impropriety. Additionally, the Governmental Unit certifies that, as of the date it executes this Grant Agreement, no such individuals have such a conflict of interest or will directly or indirectly benefit, except in the capacities described above, from the Grant or Project. Throughout the duration of this Grant Agreement and the Project, the Governmental Unit has the duty to promptly inform Commerce of any such conflict of interest or direct or indirect benefit of which it becomes aware.
- (c). Compliance with Laws. The Governmental Unit shall at all times observe and comply with all laws, regulations, codes, rules, ordinances and other requirements (together, "Laws") of the state, federal and local governments which may in any manner affect the performance of the Grant Agreement or the Project.
- (d). Non-Assignability. The Governmental Unit shall not assign or transfer any interest in the Agreement without the prior written consent of Commerce; provided, however, that claims for money due to Governmental Unit from Commerce under this Grant Agreement may be assigned to any commercial bank or other financial institution without such approval.

16. Notice.

All notices required or permitted to be delivered hereunder and all communications in respect hereof shall be in writing and shall be deemed given when personally delivered or when deposited in the United States mails, certified, return receipt requested, first class, postage prepaid and addressed as follows:

If to the Rural Authority or  
Commerce:

Attn: **Melody Adams**

North Carolina Department of Commerce  
Rural Economic Development Division  
301 North Wilmington Street  
4346 Mail Service Center  
Raleigh, North Carolina 27699-4346

If to the Governmental Unit:

Attn: **Mr. Brian Welch**

Town of Mint Hill  
4430 Mint Hill Village Lane  
Mint Hill, NC 28227-0202

or addressed to such other address or to the attention of such other individual as Commerce or the Governmental Unit shall have specified in a notice delivered pursuant to this subsection.

17. Entire Agreement.

This Grant Agreement supersedes all prior agreements between Commerce and the Governmental Unit with regard to the Project and expresses their entire understanding with respect to the transactions contemplated herein, and shall not be amended, modified or altered except pursuant to a writing signed by both Commerce and the Governmental Unit.

18. Execution.

This Grant Agreement may be executed in one or more counterparts, each of which, when executed, shall be deemed an original, and such counterparts, together, shall constitute one and the same Grant Agreement which shall be sufficiently evidenced by one of such original counterparts.

19. Construction.

This Grant Agreement shall be construed and governed by the laws of the State of North Carolina.

20. Severability.

Each provision of this Grant Agreement is intended to be severable and, if any provision of this Grant Agreement is held to be invalid, illegal or unenforceable in any respect, such invalidity, illegality or unenforceability shall not affect or impair any other provision of this Grant Agreement, but this Grant Agreement shall be construed as if such invalid, illegal or unenforceable provision had not been contained herein.

21. Acceptance.

If the Governmental Unit agrees to the Grant conditions as stated, please return the executed documents specified in Paragraph 1. This Grant may be withdrawn if Commerce has not received such documents within ten (10) days from the date of the cover letter from Commerce to the Governmental accompanying this Grant Agreement and its Exhibits.

IN WITNESSETH WHEREOF, the parties hereto have executed this Grant Agreement as of the date first above written.

**Town of Mint Hill**

Signature: \_\_\_\_\_ [SEAL]

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**North Carolina Department of Commerce**

Signature: Patricia Mitchell [SEAL]

Printed Name: Dr. Patricia Mitchell, CEcD

Title: Assistant Secretary, Rural Development Division

Date: 9-6-16

# 2016-2017 Downtown Revitalization Proposal Form

## Municipality Information

Legal Name of Municipality: Town of Mint Hill County: Mecklenburg Tier # 3  
Name of Chief Elected Official: Ted Biggers Title: Mayor  
Mailing Address: 4430 Mint Hill Village Lane Street Address: 4430 Mint Hill Village Lane  
City: Mint Hill State: NC Zip: 28227  
Primary Telephone(s): 704-545-9726 Fax: 704-545-0802  
Email: tbiggers@admin.minthill.com Federal Tax ID #: 56-1034572

### Municipality Project Contact:

Name: Steve Frey, PE Title: Town Engineer  
Primary Telephone: 704-531-3183 Email: sfrey@admin.minthill.com

### Grant Administrator (if applicable)

n/a  
Mailing Address: \_\_\_\_\_ Street Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Primary Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Email: \_\_\_\_\_ Federal Tax ID #: \_\_\_\_\_

## Project Information

Project Title: Downtown Decorative Street Lighting and Wayfinding Signs

1 Provide a description of the downtown revitalization project/activity to be funded by the grant.

This multi-faceted project will include the following:

- Installation of 12 decorative pedestrian/street lights along Lawyers Road in the downtown area to light existing and new sidewalk
- Installation of power outlets at existing downtown pedestrian/street lights in the downtown area to allow lighted decorative displays throughout the downtown corridor
- Installation of seven (7) downtown wayfinding signs throughout the town to direct traffic to the downtown area

2. Provide a description of the proposed outcomes of the downtown revitalization project/activity.

The new pedestrian/street lights will continue the decorative theme throughout the downtown area, but more importantly, will illuminate existing and new sidewalk that is used by pedestrians and bicyclists.

The new power outlets will allow lighted decorations to be installed on existing and new pedestrian/street lights during holidays and special events, expanding the decorative theme already found throughout portions of our downtown.

The wayfinding signs will guide visitors to the downtown district from many different points in town, creating more customer traffic for downtown businesses.

All combined, these projects will generate more enjoyment of our downtown district by making it easier to access the area and providing a continuous decorative theme that distinguishes the downtown district.

3. Provide a timeline for the implementation of the downtown revitalization project/activity.

New decorative light poles: coordination with Duke Energy September through December 2016; installation January through March 2017  
Light pole power outlets: Instalaltion October 2016 through March 2017  
Wayfinding signs: manufacture September through November 2016; installation December 2016 through January 2017.

4. Include printed photos of the area where the project/activity will take place and provide a description of the photos below.

See attached photos and descriptions.

### Applicant Certifications

The attached statements and exhibits are hereby made part of this application, and the undersigned representative of the applicant certifies that the information in this application and the attached statements and exhibits are true, correct, and complete to the best of the signatory's knowledge and belief. The signatory further certifies:

- 1 as Authorized Representative, the signatory has been authorized to file this application;
- 2 that the governing body or agrees that if a grant is awarded, the applicant will provide proper and timely submittal of all documentation requested by the Grantor Agency;
- 3 that the applicant has substantially complied with or will comply with all federal, state, and local laws, rules, regulations, and ordinances as applicable to this project; and
- 4 that as of the date listed below, the applicant is not listed on the Final Divestment List created by the State Treasurer pursuant to N.C.G.S. 143-6A-4. This list, along with additional information about the Iran Divestment Act, is available on the Treasurer's Office site: <https://www.nctreasurer.com/inside-the-department/OpenGovernment/Pages/Iran-Divestment-Act-Resources.aspx>.

\_\_\_\_\_  
**Signature of Chief Elected Official or Authorized Representative**

Brian L. Welch

Town Manager

**Typed Name**

**Typed Title**

\_\_\_\_\_  
**Date**

Proposals should be submitted no later than September 1, 2016 and addressed to:

Melody Adams, Director, Rural Grant Programs  
North Carolina Department of Commerce, Rural Economic Development Division  
301 N. Wilmington Street (For Overnight Delivery Services)  
4301 Mail Service Center (For US Postal Service)  
Raleigh, NC 27699



Rural Economic Development  
COMMERCE

North Carolina Department of Commerce  
Rural Economic Development Division  
Rural Grant Programs

**Final Reporting Form**

GRANTEE INFORMATION (to be completed by Grantee)

Reporting Period

Contract Information

From: 8/01/2016  
(date)

Contract Ref# 2017-035-1257-1534

To: 3/31/2017  
(date)

Project End Date 3/31/2017

Grantee Name: Town of Mint Hill

Project Title: Downtown Revitalization

Project Contact Completing this Form: \_\_\_\_\_

Title: \_\_\_\_\_

Primary Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Describe the project's impact in the community and a description of the completed improvements.

Large empty box for project description, overlaid with a large diagonal "SAMPLE" watermark.

\_\_\_\_\_  
SIGNATURE OF CHIEF ELECTED OFFICIAL/AUTHORIZED REPRESENTATIVE

\_\_\_\_\_  
Date

\_\_\_\_\_  
TYPED NAME AND TITLE



**Local Government Certification**

Name of Entity: \_\_\_\_\_

Address of Entity: \_\_\_\_\_  
\_\_\_\_\_

**IRAN DIVESTMENT ACT CERTIFICATION  
REQUIRED BY N.C.G.S. 147-86.59**

As of the date listed below, the entity listed above is not listed on the Final Divestment List created by the State Treasurer pursuant to N.C.G.S. 147-86.58.

The undersigned hereby certifies that he or she is authorized by the entity listed above to make the foregoing statement.



Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_ Title \_\_\_\_\_

*Notes to persons signing this form:*

N.C.G.S. 143C-6A-5(a) requires this certification for bids or contracts with the State of North Carolina, a North Carolina Local government, or any other political subdivision of the State of North Carolina. The certification is required at the following times:

- When a bid is submitted
- When a contract is entered into (if the certification was not already made when the vendor made its bid)
- When a contract is renewed or assigned

N.C.G.S. 143-6A-5(b) requires that contractors with the State, a North Carolina local government, or any other political subdivision of the State of North Carolina must not utilize any subcontractor found on the State Treasurer's Final Divestment List.

The State Treasurer's Final Divestment List can be found on the State Treasurer's website at the address [www.nctreasurer.com/Iran](http://www.nctreasurer.com/Iran) and will be updated every 180 days.

**Property Owner Certification**

Name of Entity: \_\_\_\_\_

Address of Entity: \_\_\_\_\_  
\_\_\_\_\_

**IRAN DIVESTMENT ACT CERTIFICATION  
REQUIRED BY N.C.G.S. 147-86.59**

As of the date listed below, the entity listed above is not listed on the Final Divestment List created by the State Treasurer pursuant to N.C.G.S. 147-86.58.

The undersigned hereby certifies that he or she is authorized by the entity listed above to make the foregoing statement.



\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Printed Name Title

*Notes to persons signing this form:*

N.C.G.S. 143C-6A-5(a) requires this certification for bids or contracts with the State of North Carolina, a North Carolina Local government, or any other political subdivision of the State of North Carolina. The certification is required at the following times:

- When a bid is submitted
- When a contract is entered into (if the certification was not already made when the vendor made its bid)
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N.C.G.S. 143-6A-5(b) requires that contractors with the State, a North Carolina local government, or any other political subdivision of the State of North Carolina must not utilize any subcontractor found on the State Treasurer's Final Divestment List.

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TOWN OF MINT HILL - TREASURER'S REPORT

GENERAL FUND (10):

	June-16	July-16	August-16
<b><i>CHECKING ACCOUNT - FIRST CITIZENS</i></b>			
Balance - Month Beginning	\$1,445,342.26	\$737,371.34	\$996,550.22
Receipts	\$35.43	\$1,500,000.00	\$300,000.00
Disbursements	\$708,006.35	\$1,240,821.12	\$911,115.10
<b>Balance - Month End</b>	<b>\$737,371.34</b>	<b>\$996,550.22</b>	<b>\$385,435.12</b>
<b><i>SAVINGS ACCOUNT - BB&amp;T</i></b>			
Balance - Month Beginning	\$64,710.31	\$52,014.13	\$50,295.29
Receipts	\$0.47	\$50.93	\$0.39
Disbursements	\$12,696.65	\$1,769.77	\$8,313.74
<b>Balance - Month End</b>	<b>\$52,014.13</b>	<b>\$50,295.29</b>	<b>\$41,981.94</b>
<b><i>CHECKING ACCOUNT - FIRST CITIZENS (Alarm Tracking)</i></b>			
Balance - Month Beginning	\$50,289.27	\$50,389.27	\$50,689.27
Receipts	\$100.00	\$300.00	\$0.00
Disbursements	\$0.00	\$0.00	\$0.00
<b>Balance - Month End</b>	<b>\$50,389.27</b>	<b>\$50,689.27</b>	<b>\$50,689.27</b>
<b><i>SAVINGS ACCOUNT - NCCMT</i></b>			
Balance - Month Beginning	\$1,838,350.48	\$2,389,054.39	\$1,617,776.09
Receipts	\$590,177.70	\$268,359.66	\$240,453.17
Disbursements	\$39,473.79	\$1,039,637.96	\$364,836.03
<b>Balance - Month End</b>	<b>\$2,389,054.39</b>	<b>\$1,617,776.09</b>	<b>\$1,493,393.23</b>
<b><i>SAVINGS ACCOUNT - YADKIN</i></b>			
Balance - Month Beginning	\$573,413.93	\$573,461.06	\$73,467.30
Receipts	\$47.13	\$6.24	\$6.24
Disbursements	\$0.00	\$500,000.00	\$0.00
<b>Balance - Month End</b>	<b>\$573,461.06</b>	<b>\$73,467.30</b>	<b>\$73,473.54</b>
<b><i>CHECKING ACCOUNT - FIRST CITIZENS (Police Fundraiser)</i></b>			
Balance - Month Beginning	\$11,702.73	\$11,798.28	\$11,084.49
Receipts	\$150.00	\$0.00	\$0.00
Disbursements	\$54.45	\$713.79	\$297.68
<b>Balance - Month End</b>	<b>\$11,798.28</b>	<b>\$11,084.49</b>	<b>\$10,786.81</b>
<b><i>CHECKING ACCOUNT - FIRST CITIZENS (FSA)</i></b>			
Balance - Month Beginning	-\$308.79	\$46,334.05	\$38,237.88
Receipts	\$50,072.00	\$0.00	\$0.00
Disbursements	\$3,429.16	\$8,096.17	\$5,550.60
<b>Balance - Month End</b>	<b>\$46,334.05</b>	<b>\$38,237.88</b>	<b>\$32,687.28</b>

**GENERAL FUND (10), Continued:**

	June-16	July-16	August-16
<b>SAVINGS ACCOUNT- FIRST CITIZENS (Money Market)</b>			
Balance - Month Beginning	\$813,585.38	\$570,259.98	\$852,987.76
Receipts	\$395,575.45	\$361,073.44	\$103,087.66
Disbursements	\$638,900.85	\$78,345.66	\$62,379.58
<b>Balance - Month End</b>	<b>\$570,259.98</b>	<b>\$852,987.76</b>	<b>\$893,695.84</b>
<b>CHEKCKING ACCOUNT- FIRST CITIZENS (Police Seized Funds)</b>			
Balance - Month Beginning	\$87,802.20	\$88,540.68	\$90,272.68
Receipts	\$738.48	\$1,732.00	\$514.10
Disbursements	\$0.00	\$0.00	\$130.00
<b>Balance - Month End</b>	<b>\$88,540.68</b>	<b>\$90,272.68</b>	<b>\$90,656.78</b>
<b>CHECKING ACCOUNT - FIRST CITIZENS (Federal Asset Forfeiture)</b>			
Balance - Month Beginning	\$147,599.47	\$148,370.74	\$63,236.92
Receipts	\$771.27	\$4,691.21	\$9,849.01
Disbursements	\$0.00	\$89,825.03	\$4,058.70
<b>Balance - Month End</b>	<b>\$148,370.74</b>	<b>\$63,236.92</b>	<b>\$69,027.23</b>
<b>CHECKING ACCOUNT - FIRST CITIZENS (NC Asset Forfeiture)</b>			
Balance - Month Beginning	\$11,656.65	\$12,270.40	\$13,439.65
Receipts	\$613.75	\$1,169.25	\$0.00
Disbursements	\$0.00	\$0.00	\$0.00
<b>Balance - Month End</b>	<b>\$12,270.40</b>	<b>\$13,439.65</b>	<b>\$13,439.65</b>
<b>PETTY CASH - Balance (on Hand) @ Month-End</b>	<b>\$100.00</b>	<b>\$100.00</b>	<b>\$100.00</b>
<b>TOTAL GENERAL FUND</b>	<b>\$4,679,964.32</b>	<b>\$3,858,137.55</b>	<b>\$3,155,366.69</b>

**POWELL BILL FUND (20):**

	June-16	July-16	August-16
<b><i>CHECKING ACCOUNT - FIRST CITIZENS</i></b>			
Balance - Month Beginning	\$13,428.92	\$7,105.88	\$3,550.75
Receipts	\$0.00	\$10,000.00	\$500,000.00
Disbursements	\$6,323.04	\$13,555.13	\$461,399.74
<b>Balance - Month End</b>	<b>\$7,105.88</b>	<b>\$3,550.75</b>	<b>\$42,151.01</b>
<b><i>SAVING ACCOUNT - NCCMT</i></b>			
Balance - Month Beginning	\$681,933.85	\$682,120.43	\$682,303.36
Receipts	\$186.58	\$182.93	\$82.21
Disbursements	\$0.00	\$0.00	\$500,000.00
<b>Balance - Month End</b>	<b>\$682,120.43</b>	<b>\$682,303.36</b>	<b>\$182,385.57</b>
<b><i>SAVING ACCOUNT - YADKIN</i></b>			
Balance - Month Beginning	\$71,749.48	\$71,755.38	\$61,761.28
Receipts	\$5.90	\$5.90	\$5.25
Disbursements	\$0.00	\$10,000.00	\$0.00
<b>Balance - Month End</b>	<b>\$71,755.38</b>	<b>\$61,761.28</b>	<b>\$61,766.53</b>
<b><i>PETTY CASH - Balance (on Hand) @ Month-End</i></b>	<b>\$30.00</b>	<b>\$30.00</b>	<b>\$30.00</b>
<b>TOTAL POWELL BILL FUND</b>	<b>\$761,011.69</b>	<b>\$747,645.39</b>	<b>\$286,333.11</b>

**STORM WATER FUND (25):**

	June-16	July-16	August-16
<b><i>CHECKING ACCOUNT - FIRST CITIZENS</i></b>			
Balance - Month Beginning	\$8,701.94	\$36,739.81	\$4,739.19
Receipts	\$335,000.00	\$0.00	\$0.00
Disbursements	\$306,962.13	\$32,000.62	\$1,196.48
<b>Balance - Month End</b>	<b>\$36,739.81</b>	<b>\$4,739.19</b>	<b>\$3,542.71</b>
<b><i>SAVINGS ACCOUNT - NCCMT</i></b>			
Balance - Month Beginning	\$138,361.94	\$63,129.18	\$88,374.95
Receipts	\$24,767.24	\$25,245.77	\$26,413.95
Disbursements	\$100,000.00	\$0.00	\$0.00
<b>Balance - Month End</b>	<b>\$63,129.18</b>	<b>\$88,374.95</b>	<b>\$114,788.90</b>
<b><i>SAVINGS ACCOUNT - YADKIN</i></b>			
Balance - Month Beginning	\$297,152.67	\$62,172.89	\$62,178.17
Receipts	\$20.22	\$5.28	\$5.28
Disbursements	\$235,000.00	\$0.00	\$0.00
<b>Balance - Month End</b>	<b>\$62,172.89</b>	<b>\$62,178.17</b>	<b>\$62,183.45</b>
<b>TOTAL STORM WATER FUND</b>	<b>\$162,041.88</b>	<b>\$155,292.31</b>	<b>\$180,515.06</b>

**INFRASTRUCTURE FUND (50):**

	June-16	July-16	August-16
<b>SAVINGS ACCOUNT- FIRST CITIZENS</b>			
Balance - Month Beginning	\$21,491.90	\$21,491.90	\$21,491.90
Receipts	\$0.00	\$0.00	\$0.00
Disbursements	\$0.00	\$0.00	\$0.00
Balance - Month End	\$21,491.90	\$21,491.90	\$21,491.90
<b>TOTAL INFRASTRUCTURE FUND</b>	<b>\$21,491.90</b>	<b>\$21,491.90</b>	<b>\$21,491.90</b>

**TOURISM FUND (60):**

	June-16	July-16	August-16
<b>CHECKING ACCOUNT - FIRST CITIZENS</b>			
Balance - Month Beginning	\$270,326.91	\$286,771.19	\$269,705.57
Receipts	\$25,244.28	\$2,500.00	\$2,500.00
Disbursements	\$8,800.00	\$19,565.62	\$57,272.05
Balance - Month End	\$286,771.19	\$269,705.57	\$214,933.52
<b>TOTAL TOURISM FUND</b>	<b>\$286,771.19</b>	<b>\$269,705.57</b>	<b>\$214,933.52</b>

**CERTIFICATES OF DEPOSIT (Earning 1.85%, opened 8/21/14):**

	June-16	July-16	August-16
CD - GENERAL FUND	\$516,420.34	\$516,420.34	\$518,828.41
CD - STORMWATER FUND	\$516,420.34	\$516,420.34	\$518,828.41
CD - STORMWATER FUND	\$516,420.34	\$516,420.34	\$518,828.41
Balance - Month End	\$1,549,261.02	\$1,549,261.02	\$1,556,485.23

**SUMMARY CASH - ALL FUNDS:**

	June-16	July-16	August-16
TOTAL GENERAL FUND (w/ Petty Cash)	\$5,196,384.66	\$4,374,557.89	\$3,674,195.10
TOTAL POWELL BILL FUND (w/ Petty Cash)	\$761,011.69	\$747,645.39	\$286,333.11
TOTAL STORM WATER FUND	\$1,194,882.56	\$1,188,132.99	\$1,218,171.88
TOTAL INFRASTRUCTURE FUND	\$21,491.90	\$21,491.90	\$21,491.90
TOTAL TOURISM FUND	\$286,771.19	\$269,705.57	\$214,933.52
<b>TOTAL CASH (ALL FUNDS)</b>	<b>\$7,460,542.00</b>	<b>\$6,601,533.74</b>	<b>\$5,415,125.51</b>

TOWN OF MINT HILL  
REVENUE & EXPENDITURE STATEMENT FOR 10 GENERAL FUND

FY 2016-2017

07/01/2016 TO 07/31/2016

	<u>BUDGETED</u>	<u>CURRENT PERIOD</u>	<u>YEAR-TO-DATE</u>	<u>REMAINING BALANCE</u>	<u>PCT USED</u>
<b>10 GENERAL FUND</b>					
REVENUE:					
1000 ADMINISTRATIVE					
10-1000-3100 AD VALOREM TAXES - LEVY	5,745,000.00	13,414.75	13,414.75	5,731,585.25	0
10-1000-3101 AD VALOREM TAXES - PRIOR YEAR	40,000.00	-867.23	-867.23	40,867.23	-2
10-1000-3102 AUTO FEE	190,000.00	19,175.19	19,175.19	170,824.81	10
10-1000-3103 AD VALOREM TAXES - INTEREST	25,000.00	1,251.06	1,251.06	23,748.94	5
10-1000-3110 MOTOR VEHICLE TAX	567,000.00	57,972.74	57,972.74	509,027.26	10
10-1000-3220 TAXES - SOLID WASTE DISPOSAL	14,500.00	0.00	0.00	14,500.00	0
10-1000-3225 VEHICLE RENTAL	4,000.00	710.67	710.67	3,289.33	18
10-1000-3250 OTHER TAXES - ABC	70,000.00	23,165.00	23,165.00	46,835.00	33
10-1000-3322 BEER & WINE TAX	100,000.00	0.00	0.00	100,000.00	0
10-1000-3324 UTILITY FRANCHISE TAX	1,000,000.00	0.00	0.00	1,000,000.00	0
10-1000-3325 SALES & USE TAX REFUND	1,500,000.00	149,461.24	149,461.24	1,350,538.76	10
10-1000-3800 OTHER FINANCING SOURCES	250,000.00	0.00	0.00	250,000.00	0
10-1000-3831 EARNINGS ON INVESTMENTS	5,000.00	592.97	592.97	4,407.03	12
10-1000-3838 PARK USER FEES	0.00	993.50	993.50	-993.50	0
10-1000-3839 OTHER MISCELLANEOUS REVENUE	45,000.00	6,618.71	6,618.71	38,381.29	15
10-1000-3840 REVENUE - GRANTS	831,039.00	0.00	0.00	831,039.00	0
10-1000-3841 ZONING APPLICATION FEES	15,000.00	8,875.00	8,875.00	6,125.00	59
10-1000-3844 SEWER BONDS (CMUD)	361,589.00	0.00	0.00	361,589.00	0
10-1000-3845 WATER BONDS (CMUD)	143,474.00	0.00	0.00	143,474.00	0
10-1000-3850 APPROPRIATED FUND BALANCE	835,532.00	0.00	0.00	835,532.00	0
1000 ADMINISTRATIVE	<u>11,742,134.00</u>	<u>281,363.60</u>	<u>281,363.60</u>	<u>11,460,770.40</u>	<u>2</u>
3000 FIRE					
10-3000-3839 OTHER MISCELLANEOUS REVENUE	861,720.00	79,495.80	79,495.80	782,224.20	9
3000 FIRE	<u>861,720.00</u>	<u>79,495.80</u>	<u>79,495.80</u>	<u>782,224.20</u>	<u>9</u>
5000 POLICE					
10-5000-3825 POLICE SEIZED FUNDS	0.00	1,732.00	1,732.00	-1,732.00	0
10-5000-3833 FEES, CONTRIBUTIONS & GENERAL	0.00	7,438.36	7,438.36	-7,438.36	0
10-5000-3840 PUBLIC SAFETY - GRANTS	0.00	15,816.60	15,816.60	-15,816.60	0
10-5000-3843 CMS / SRO REVENUE	105,000.00	0.00	0.00	105,000.00	0
10-5000-3846 STATE FORFEITURE REVENUE	0.00	1,169.25	1,169.25	-1,169.25	0
10-5000-3847 FEDERAL FORFEITURE REVENUE	52,000.00	4,681.21	4,681.21	47,318.79	9
10-5000-3848 FUNDRAISER REVENUE	0.00	-713.79	-713.79	713.79	0
5000 POLICE	<u>157,000.00</u>	<u>30,123.63</u>	<u>30,123.63</u>	<u>126,876.37</u>	<u>19</u>
TOTAL REVENUE	<u>12,760,854.00</u>	<u>390,983.03</u>	<u>390,983.03</u>	<u>12,369,870.97</u>	<u>3</u>
EXPENDITURE:					
0100 GOVERNING BODY					
10-0100-4121 SALARIES - FT	30,000.00	3,461.58	3,461.58	26,538.42	12
10-0100-4181 FICA	2,295.00	264.81	264.81	2,030.19	12
10-0100-4313 ALLOWANCES - TECHNOLOGY	6,000.00	500.00	500.00	5,500.00	8
0100 GOVERNING BODY	<u>38,295.00</u>	<u>4,226.39</u>	<u>4,226.39</u>	<u>34,068.61</u>	<u>11</u>
1000 ADMINISTRATIVE					

TOWN OF MINT HILL  
REVENUE & EXPENDITURE STATEMENT FOR 10 GENERAL FUND

FY 2016-2017

07/01/2016 TO 07/31/2016

	<u>BUDGETED</u>	<u>CURRENT PERIOD</u>	<u>YEAR-TO-DATE</u>	<u>REMAINING BALANCE</u>	<u>PCT USED</u>
10-1000-4121 SALARIES - FT	690,000.00	76,857.78	76,857.78	613,142.22	11
10-1000-4126 SALARIES - PT	18,000.00	2,812.50	2,812.50	15,187.50	16
10-1000-4181 FICA	54,162.00	5,813.99	5,813.99	48,348.01	11
10-1000-4182 NC RETIREMENT	48,300.00	5,610.60	5,610.60	42,689.40	12
10-1000-4183 HOSPITAL INSURANCE	96,000.00	7,352.75	7,352.75	88,647.25	8
10-1000-4189 401(K) CONTRIBUTION	34,500.00	3,842.91	3,842.91	30,657.09	11
10-1000-4265 BANK SVC CHARGE	5,000.00	240.50	240.50	4,759.50	5
10-1000-4391 ADVERTISING	2,500.00	0.00	0.00	2,500.00	0
10-1000-4399 OTHER SERVICES/STUDIES	10,000.00	0.00	0.00	10,000.00	0
<b>1000 ADMINISTRATIVE</b>	<b>958,462.00</b>	<b>102,531.03</b>	<b>102,531.03</b>	<b>855,930.97</b>	<b>11</b>
<b>1500 ELECTIONS</b>					
10-1500-4170 ELECTIONS	2,500.00	0.00	0.00	2,500.00	0
<b>1500 ELECTIONS</b>	<b>2,500.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2,500.00</b>	<b>0</b>
<b>3000 FIRE</b>					
10-3000-4121 SALARIES - FT	1,120,000.00	119,602.90	119,602.90	1,000,397.10	11
10-3000-4181 FICA	85,680.00	8,480.68	8,480.68	77,199.32	10
10-3000-4182 NC RETIREMENT	78,400.00	8,731.04	8,731.04	69,668.96	11
10-3000-4183 HOSPITAL INSURANCE	184,320.00	15,045.91	15,045.91	169,274.09	8
10-3000-4189 401(K) CONTRIBUTION	55,000.00	5,813.25	5,813.25	49,186.75	11
10-3000-4212 UNIFORMS	30,000.00	0.00	0.00	30,000.00	0
10-3000-4300 PUBLIC SAFETY	12,000.00	42.78	42.78	11,957.22	0
10-3000-4311 TRAINING & MILEAGE	4,000.00	0.00	0.00	4,000.00	0
10-3000-4375 DONATION - VFD	658,500.00	208,945.67	208,945.67	449,554.33	32
10-3000-4520 COMPUTERS / TECHNOLOGY	1,000.00	0.00	0.00	1,000.00	0
<b>3000 FIRE</b>	<b>2,228,900.00</b>	<b>366,662.23</b>	<b>366,662.23</b>	<b>1,862,237.77</b>	<b>16</b>
<b>3200 FIRE EMS</b>					
10-3200-4121 SALARIES - FT	400,000.00	38,035.80	38,035.80	361,964.20	10
10-3200-4181 FICA	30,600.00	2,676.18	2,676.18	27,923.82	9
10-3200-4182 NC RETIREMENT	28,000.00	2,776.60	2,776.60	25,223.40	10
10-3200-4183 HOSPITAL INSURANCE	69,120.00	4,579.19	4,579.19	64,540.81	7
10-3200-4189 401(K) CONTRIBUTION	20,000.00	1,838.48	1,838.48	18,161.52	9
<b>3200 FIRE EMS</b>	<b>547,720.00</b>	<b>49,906.25</b>	<b>49,906.25</b>	<b>497,813.75</b>	<b>9</b>
<b>3500 STREETS &amp; HIGHWAYS</b>					
10-3500-4121 SALARIES - FT	300,000.00	32,886.42	32,886.42	267,113.58	11
10-3500-4181 FICA	22,950.00	2,370.06	2,370.06	20,579.94	10
10-3500-4182 NC RETIREMENT	21,000.00	2,400.73	2,400.73	18,599.27	11
10-3500-4183 HOSPITAL INSURANCE	46,080.00	3,925.00	3,925.00	42,155.00	9
10-3500-4189 401(K) CONTRIBUTION	15,000.00	1,435.75	1,435.75	13,564.25	10
10-3500-4212 UNIFORMS	6,000.00	0.00	0.00	6,000.00	0
10-3500-4260 SUPPLIES & MATERIALS	19,000.00	0.00	0.00	19,000.00	0
10-3500-4311 TRAINING & MILEAGE	8,000.00	0.00	0.00	8,000.00	0
10-3500-4332 STREET LIGHTING	105,000.00	0.00	0.00	105,000.00	0
10-3500-4370 STORMWATER UTILITIES	71,000.00	0.00	0.00	71,000.00	0
10-3500-4513 STREET NAME SIGNS	15,000.00	0.00	0.00	15,000.00	0
10-3500-8580 GROUNDS MAINTENANCE	15,000.00	0.00	0.00	15,000.00	0

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	<u>BUDGETED</u>	<u>CURRENT PERIOD</u>	<u>YEAR-TO-DATE</u>	<u>REMAINING BALANCE</u>	<u>PCT USED</u>
10-3500-8598 CAPITAL EXPENDITURES	60,000.00	0.00	0.00	60,000.00	0
10-3500-8599 CAP OUTLAY - SIDEWALKS	590,000.00	0.00	0.00	590,000.00	0
3500 STREETS & HIGHWAYS	1,294,030.00	43,017.96	43,017.96	1,251,012.04	3
4000 SOLID WASTE					
10-4000-4394 GARBAGE/RUBBISH - CONT SVC	1,820,000.00	149,793.12	149,793.12	1,670,206.88	8
10-4000-4441 LANDFILL FEES	300,000.00	10,300.19	10,300.19	289,699.81	3
4000 SOLID WASTE	2,120,000.00	160,093.31	160,093.31	1,959,906.69	8
5000 POLICE					
10-5000-4121 SALARIES - FT	1,890,000.00	186,991.27	186,991.27	1,703,008.73	10
10-5000-4126 SALARIES - PT	10,000.00	2,506.00	2,506.00	7,494.00	25
10-5000-4131 EMERGENCY SEPARATION/VAC	10,000.00	0.00	0.00	10,000.00	0
10-5000-4181 FICA	144,585.00	13,995.59	13,995.59	130,589.41	10
10-5000-4182 NC RETIREMENT	132,300.00	14,867.34	14,867.34	117,432.66	11
10-5000-4183 HOSPITAL INSURANCE	314,880.00	22,895.95	22,895.95	291,984.05	7
10-5000-4185 ESC - UNEMPLOYMENT	15,000.00	0.00	0.00	15,000.00	0
10-5000-4186 WORKER'S COMPENSATION	50,000.00	43,755.65	43,755.65	6,244.35	88
10-5000-4189 401(K) CONTRIBUTION	94,500.00	9,240.19	9,240.19	85,259.81	10
10-5000-4192 PROF SVCS - LEGAL	7,500.00	0.00	0.00	7,500.00	0
10-5000-4196 PROF SVCS - MISCELLANEOUS	3,500.00	0.00	0.00	3,500.00	0
10-5000-4197 PROF SVCS - PHYSICALS/DRUG	3,500.00	0.00	0.00	3,500.00	0
10-5000-4198 PROF SVCS - PSYCTEST	3,500.00	0.00	0.00	3,500.00	0
10-5000-4199 PROF SVCS - DCI	8,000.00	2,604.00	2,604.00	5,396.00	33
10-5000-4200 COMM/RADIO	75,000.00	0.00	0.00	75,000.00	0
10-5000-4212 UNIFORMS	51,000.00	263.38	263.38	50,736.62	1
10-5000-4213 DUTY SUPPLIES & EQUIPMENT	40,000.00	2,650.95	2,650.95	37,349.05	7
10-5000-4250 INSURANCE & BONDS	30,000.00	0.00	0.00	30,000.00	0
10-5000-4251 FUEL	100,000.00	0.00	0.00	100,000.00	0
10-5000-4252 TIRES	9,000.00	471.85	471.85	8,528.15	5
10-5000-4253 AUTO SUPPLIES	3,500.00	0.00	0.00	3,500.00	0
10-5000-4260 SUPPLIES & MATERIALS	25,000.00	1,007.45	1,007.45	23,992.55	4
10-5000-4311 TRAINING & MILEAGE	15,000.00	1,764.00	1,764.00	13,236.00	12
10-5000-4321 TELEPHONE	20,000.00	204.12	204.12	19,795.88	1
10-5000-4325 POSTAGE	5,000.00	503.50	503.50	4,496.50	10
10-5000-4330 UTILITIES	21,000.00	0.00	0.00	21,000.00	0
10-5000-4341 PRINTING	5,000.00	466.59	466.59	4,533.41	9
10-5000-4344 CLEANING/HOUSEKEEPING	5,000.00	325.00	325.00	4,675.00	7
10-5000-4350 REPAIRS& MAINT - CONTRACTUAL	94,000.00	3,112.00	3,112.00	90,888.00	3
10-5000-4352 REPAIRS & MAINT - EQUIPMENT	15,000.00	0.00	0.00	15,000.00	0
10-5000-4353 REPAIRS & MAINT- AUTO	65,000.00	1,075.55	1,075.55	63,924.45	2
10-5000-4391 ADVERTISING	1,000.00	0.00	0.00	1,000.00	0
10-5000-4398 DISPATCHING	123,000.00	122,504.30	122,504.30	495.70	100
10-5000-4452 AUTO INSURANCE	32,000.00	0.00	0.00	32,000.00	0
10-5000-4491 DUES & SUBSCRIPTIONS	2,000.00	0.00	0.00	2,000.00	0
10-5000-4520 COMPUTERS / TECHNOLOGY	57,000.00	0.00	0.00	57,000.00	0
10-5000-4540 VEHICLES	398,500.00	0.00	0.00	398,500.00	0
10-5000-4550 K-9 PROGRAM	5,000.00	104.00	104.00	4,896.00	2

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10-5000-5030 INVESTIGATIONS	15,000.00	242.89	242.89	14,757.11	2
10-5000-5070 MHPD - TASER	4,000.00	0.00	0.00	4,000.00	0
10-5000-9830 DEBT RETIREMENT (POLICE)	86,000.00	0.00	0.00	86,000.00	0
<b>5000 POLICE</b>	<b>3,989,265.00</b>	<b>431,551.57</b>	<b>431,551.57</b>	<b>3,557,713.43</b>	<b>11</b>
<b>6000 PARKS</b>					
10-6000-4126 SALARIES - PT	58,000.00	6,599.25	6,599.25	51,400.75	11
10-6000-4181 FICA	4,437.00	504.83	504.83	3,932.17	11
10-6000-4223 STORMWATER UTILITIES	7,100.00	0.00	0.00	7,100.00	0
10-6000-4240 REPAIRS & MAINT - SUPPLIES	1,500.00	0.00	0.00	1,500.00	0
10-6000-4260 SUPPLIES & MATERIALS	6,000.00	0.00	0.00	6,000.00	0
10-6000-4330 UTILITIES	25,000.00	0.00	0.00	25,000.00	0
10-6000-4351 REPAIRS & MAINT - BUILDINGS	6,000.00	0.00	0.00	6,000.00	0
10-6000-4352 REPAIRS & MAINT - EQUIPMENT	10,000.00	91.89	91.89	9,908.11	1
10-6000-4355 REPAIRS & MAINT - GROUNDS	22,000.00	175.49	175.49	21,824.51	1
10-6000-4359 REPAIRS & MAINT - OTHER	500.00	0.00	0.00	500.00	0
10-6000-4393 MISC CONTRACTUAL SVCS	10,000.00	0.00	0.00	10,000.00	0
10-6000-8520 CAPITAL OUTLAY	55,000.00	0.00	0.00	55,000.00	0
<b>6000 PARKS</b>	<b>205,537.00</b>	<b>7,371.46</b>	<b>7,371.46</b>	<b>198,165.54</b>	<b>4</b>
<b>7000 DEBT SERVICE</b>					
10-7000-4512 DEBT SVC - PRINCIPAL (FLEET)	82,486.00	0.00	0.00	82,486.00	0
10-7000-4518 DEBT SVC - PRINCIPAL (WATER)	133,000.00	0.00	0.00	133,000.00	0
10-7000-4519 DEBT SVC - PRINCIPAL (SEWER)	292,000.00	0.00	0.00	292,000.00	0
10-7000-4522 DEBT SVC - INTEREST (FLEET)	3,096.00	0.00	0.00	3,096.00	0
10-7000-4528 DEBT SVC - INTEREST (WATER)	10,474.00	0.00	0.00	10,474.00	0
10-7000-4529 DEBT SVC - INTEREST (SEWER)	69,589.00	0.00	0.00	69,589.00	0
<b>7000 DEBT SERVICE</b>	<b>590,645.00</b>	<b>0.00</b>	<b>0.00</b>	<b>590,645.00</b>	<b>0</b>
<b>7500 NON-DEPARTMENTAL</b>					
10-7500-4190 CONTRACTED TAX BILLING SVC	23,000.00	0.00	0.00	23,000.00	0
10-7500-4191 PROFESSIONAL SVCS - ACCOUNTING	22,000.00	0.00	0.00	22,000.00	0
10-7500-4192 PROFESSIONAL SVCS - LEGAL	70,000.00	0.00	0.00	70,000.00	0
10-7500-4193 PROFESSIONAL SVCS - CODE	6,000.00	0.00	0.00	6,000.00	0
10-7500-4195 PROF SVCS - ANIMAL CONTROL	115,000.00	0.00	0.00	115,000.00	0
10-7500-4223 STORMWATER UTILITIES	5,000.00	0.00	0.00	5,000.00	0
10-7500-4250 INSURANCE & BONDS	140,000.00	45,790.80	45,790.80	94,209.20	33
10-7500-4251 FUEL	4,000.00	0.00	0.00	4,000.00	0
10-7500-4260 SUPPLIES & MATERIALS	40,000.00	1,065.03	1,065.03	38,934.97	3
10-7500-4311 TRAINING & MILEAGE	32,000.00	0.00	0.00	32,000.00	0
10-7500-4312 ALLOWANCES - AUTO	6,000.00	400.00	400.00	5,600.00	7
10-7500-4321 TELEPHONE	26,000.00	48.07	48.07	25,951.93	0
10-7500-4325 POSTAGE	8,000.00	117.00	117.00	7,883.00	1
10-7500-4330 UTILITIES	34,000.00	203.95	203.95	33,796.05	1
10-7500-4342 NEWSLETTER PUBLICATION	1,000.00	0.00	0.00	1,000.00	0
10-7500-4350 REPAIRS & MAINT - COMPUTER	40,000.00	2,925.00	2,925.00	37,075.00	7
10-7500-4351 REPAIRS & MAINT - BUILDINGS	20,000.00	320.36	320.36	19,679.64	2
10-7500-4352 REPAIRS & MAINT - EQUIPMENT	3,000.00	0.00	0.00	3,000.00	0
10-7500-4371 DONATION - CHAMBER	10,000.00	0.00	0.00	10,000.00	0

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	<u>BUDGETED</u>	<u>CURRENT PERIOD</u>	<u>YEAR-TO-DATE</u>	<u>REMAINING BALANCE</u>	<u>PCT USED</u>
10-7500-4373 DONATION - MHAA	65,500.00	0.00	0.00	65,500.00	0
10-7500-4374 DONATION - LEVINE CENTER	5,000.00	0.00	0.00	5,000.00	0
10-7500-4391 ADVERTISING	2,000.00	0.00	0.00	2,000.00	0
10-7500-4393 MISC CONTRACTUAL SVCS	65,000.00	-4,656.70	-4,656.70	69,656.70	-7
10-7500-4491 DUES & SUBSCRIPTIONS	33,000.00	34,774.48	34,774.48	-1,774.48	105
10-7500-4585 OFFICE EQUIPMENT	10,000.00	0.00	0.00	10,000.00	0
7500 NON-DEPARTMENTAL	<u>785,500.00</u>	<u>80,987.99</u>	<u>80,987.99</u>	<u>704,512.01</u>	<u>10</u>
TOTAL EXPENDITURE	12,760,854.00	1,246,348.19	1,246,348.19	11,514,505.81	10
DEFICIENCY OF REVENUE BEFORE TRANSFERS	<u>0.00</u>	<u>-855,365.16</u>	<u>-855,365.16</u>		<u>0</u>
DEFICIENCY OF REVENUE AFTER TRANSFERS	<u>0.00</u>	<u>-855,365.16</u>	<u>-855,365.16</u>		<u>0</u>

TOWN OF MINT HILL

REVENUE & EXPENDITURE STATEMENT FOR 20 POWELL BILL FUND

FY 2016-2017

07/01/2016 TO 07/31/2016

	<u>BUDGETED</u>	<u>CURRENT PERIOD</u>	<u>YEAR-TO-DATE</u>	<u>REMAINING BALANCE</u>	<u>PCT USED</u>
<b>20 POWELL BILL FUND</b>					
REVENUE:					
7500 NON-DEPARTMENTAL					
20-7500-3321 ALLOCATION	679,000.00	0.00	0.00	679,000.00	0
20-7500-3831 EARNINGS ON INVESTMENTS	500.00	188.83	188.83	311.17	38
20-7500-3850 UNDESIGNATED FUND BALANCE	46,500.00	0.00	0.00	46,500.00	0
7500 NON-DEPARTMENTAL	<u>726,000.00</u>	<u>188.83</u>	<u>188.83</u>	<u>725,811.17</u>	<u>0</u>
TOTAL REVENUE	<u>726,000.00</u>	<u>188.83</u>	<u>188.83</u>	<u>725,811.17</u>	<u>0</u>
EXPENDITURE:					
2000 PLANNING					
20-2000-4440 ST MAINT - CONTRACTUAL	470,000.00	0.00	0.00	470,000.00	0
2000 PLANNING	<u>470,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>470,000.00</u>	<u>0</u>
7500 NON-DEPARTMENTAL					
20-7500-4241 ST MAINT - GRAVEL	13,000.00	0.00	0.00	13,000.00	0
20-7500-4242 ST MAINT - ASPHALT	18,000.00	0.00	0.00	18,000.00	0
20-7500-4244 ST MAINT - TRAFFIC SIGNS	6,000.00	0.00	0.00	6,000.00	0
20-7500-4251 ST MAINT - FUEL	30,000.00	0.00	0.00	30,000.00	0
20-7500-4252 ST MAINT - TIRES & TUBES	5,000.00	0.00	0.00	5,000.00	0
20-7500-4253 ST MAINT - PARTS	5,000.00	0.00	0.00	5,000.00	0
20-7500-4260 SUPPLIES & MATERIALS	1,000.00	0.00	0.00	1,000.00	0
20-7500-4352 REPAIRS & MAINT - EQUIPMENT	23,000.00	1,883.01	1,883.01	21,116.99	8
20-7500-4353 REPAIRS & MAINT - AUTO	18,000.00	0.00	0.00	18,000.00	0
20-7500-4354 ST MAINT - RIGHT OF WAY	5,000.00	0.00	0.00	5,000.00	0
20-7500-4393 MISC CONTRACTUAL SVCS	2,000.00	0.00	0.00	2,000.00	0
20-7500-4442 SIDEWALKS	100,000.00	177.60	177.60	99,822.40	0
7500 NON-DEPARTMENTAL	<u>226,000.00</u>	<u>2,060.61</u>	<u>2,060.61</u>	<u>223,939.39</u>	<u>1</u>
8000 CAPITAL OUTLAY					
20-8000-4555 CAPITAL OUTLAY - 218 IMPROVE	30,000.00	0.00	0.00	30,000.00	0
8000 CAPITAL OUTLAY	<u>30,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>30,000.00</u>	<u>0</u>
TOTAL EXPENDITURE	<u>726,000.00</u>	<u>2,060.61</u>	<u>2,060.61</u>	<u>723,939.39</u>	<u>0</u>
DEFICIENCY OF REVENUE					
BEFORE TRANSFERS	<u>0.00</u>	<u>-1,871.78</u>	<u>-1,871.78</u>		<u>0</u>
DEFICIENCY OF REVENUE					
AFTER TRANSFERS	<u>0.00</u>	<u>-1,871.78</u>	<u>-1,871.78</u>		<u>0</u>

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	<u>BUDGETED</u>	<u>CURRENT PERIOD</u>	<u>YEAR-TO-DATE</u>	<u>REMAINING BALANCE</u>	<u>PCT USED</u>
<b>25 STORM WATER FUND</b>					
REVENUE:					
7500 NON-DEPARTMENTAL					
25-7500-3831 EARNINGS ON INVESTMENTS	1,500.00	23.41	23.41	1,476.59	2
25-7500-3842 STORM WATER FEES COLLECTED	315,000.00	25,227.64	25,227.64	289,772.36	8
25-7500-3850 FUND BALANCE - UNRESERVED	613,520.00	0.00	0.00	613,520.00	0
7500 NON-DEPARTMENTAL	<u>930,020.00</u>	<u>25,251.05</u>	<u>25,251.05</u>	<u>904,768.95</u>	<u>3</u>
TOTAL REVENUE	<u>930,020.00</u>	<u>25,251.05</u>	<u>25,251.05</u>	<u>904,768.95</u>	<u>3</u>
EXPENDITURE:					
1000 ADMINISTRATIVE					
25-1000-4121 SALARIES - FT	200,000.00	21,924.29	21,924.29	178,075.71	11
25-1000-4181 FICA	15,300.00	1,580.13	1,580.13	13,719.87	10
25-1000-4182 NC RETIREMENT	14,000.00	1,600.49	1,600.49	12,399.51	11
25-1000-4183 HOSPITAL INSURANCE	30,720.00	2,616.70	2,616.70	28,103.30	9
25-1000-4189 401(K) CONTRIBUTION	10,000.00	957.12	957.12	9,042.88	10
1000 ADMINISTRATIVE	<u>270,020.00</u>	<u>28,678.73</u>	<u>28,678.73</u>	<u>241,341.27</u>	<u>11</u>
7500 NON-DEPARTMENTAL					
25-7500-4730 STORM WATER REPAIRS	595,000.00	547.00	547.00	594,453.00	0
25-7500-4732 SW - PHASE II PROGRAM COSTS	65,000.00	0.00	0.00	65,000.00	0
7500 NON-DEPARTMENTAL	<u>660,000.00</u>	<u>547.00</u>	<u>547.00</u>	<u>659,453.00</u>	<u>0</u>
TOTAL EXPENDITURE	<u>930,020.00</u>	<u>29,225.73</u>	<u>29,225.73</u>	<u>900,794.27</u>	<u>3</u>
DEFICIENCY OF REVENUE	<u>0.00</u>	<u>-3,974.68</u>	<u>-3,974.68</u>		<u>0</u>
BEFORE TRANSFERS					
DEFICIENCY OF REVENUE	<u>0.00</u>	<u>-3,974.68</u>	<u>-3,974.68</u>		<u>0</u>
AFTER TRANSFERS					

TOWN OF MINT HILL  
REVENUE & EXPENDITURE STATEMENT FOR 50 INFRASTRUCTURE FUND

FY 2016-2017

07/01/2016 TO 07/31/2016

	<u>BUDGETED</u>	<u>CURRENT PERIOD</u>	<u>YEAR-TO-DATE</u>	<u>REMAINING BALANCE</u>	<u>PCT USED</u>
<b>50 INFRASTRUCTURE FUND</b>					
REVENUE:					
7500 NON-DEPARTMENTAL					
50-7500-3831 EARNINGS ON INVESTMENTS	50.00	0.00	0.00	50.00	0
7500 NON-DEPARTMENTAL	50.00	0.00	0.00	50.00	0
TOTAL REVENUE	50.00	0.00	0.00	50.00	0
EXPENDITURE:					
9000 CONTINGENCY					
50-9000-9999 CONTINGENCY	50.00	0.00	0.00	50.00	0
9000 CONTINGENCY	50.00	0.00	0.00	50.00	0
TOTAL EXPENDITURE	50.00	0.00	0.00	50.00	0
DEFICIENCY OF REVENUE BEFORE TRANSFERS	0.00	0.00	0.00		0
DEFICIENCY OF REVENUE AFTER TRANSFERS	0.00	0.00	0.00		0

TOWN OF MINT HILL  
REVENUE & EXPENDITURE STATEMENT FOR 60 TOURISM FUND

FY 2016-2017

07/01/2016 TO 07/31/2016

	<u>BUDGETED</u>	<u>CURRENT PERIOD</u>	<u>YEAR-TO-DATE</u>	<u>REMAINING BALANCE</u>	<u>PCT USED</u>
<b>60 TOURISM FUND</b>					
REVENUE:					
7500 NON-DEPARTMENTAL					
60-7500-3270 TOURISM TAX REVENUE	175,000.00	0.00	0.00	175,000.00	0
60-7500-3831 EARNINGS ON INVESTMENTS	150.00	0.00	0.00	150.00	0
60-7500-3840 REVENUE - GRANTS	5,000.00	2,500.00	2,500.00	2,500.00	50
60-7500-3850 UNDESIGNATED FUND BALANCE	33,850.00	0.00	0.00	33,850.00	0
7500 NON-DEPARTMENTAL	<u>214,000.00</u>	<u>2,500.00</u>	<u>2,500.00</u>	<u>211,500.00</u>	<u>1</u>
TOTAL REVENUE	<u>214,000.00</u>	<u>2,500.00</u>	<u>2,500.00</u>	<u>211,500.00</u>	<u>1</u>
EXPENDITURE:					
7500 NON-DEPARTMENTAL					
60-7500-4220 CULTURAL EVENTS	15,000.00	0.00	0.00	15,000.00	0
60-7500-4225 ARTS & SCIENCE COORDINATOR	10,000.00	0.00	0.00	10,000.00	0
60-7500-4373 MINT HILL MADNESS	12,000.00	0.00	0.00	12,000.00	0
60-7500-4376 DONATIONS	77,000.00	200.00	200.00	76,800.00	0
60-7500-8510 CAPITAL OUTLAY	100,000.00	0.00	0.00	100,000.00	0
7500 NON-DEPARTMENTAL	<u>214,000.00</u>	<u>200.00</u>	<u>200.00</u>	<u>213,800.00</u>	<u>0</u>
TOTAL EXPENDITURE	<u>214,000.00</u>	<u>200.00</u>	<u>200.00</u>	<u>213,800.00</u>	<u>0</u>
EXCESS OF REVENUE	<u>0.00</u>	<u>2,300.00</u>	<u>2,300.00</u>		<u>0</u>
BEFORE TRANSFERS	<u>0.00</u>	<u>2,300.00</u>	<u>2,300.00</u>		<u>0</u>
EXCESS OF REVENUE	<u>0.00</u>	<u>2,300.00</u>	<u>2,300.00</u>		<u>0</u>
AFTER TRANSFERS	<u>0.00</u>	<u>2,300.00</u>	<u>2,300.00</u>		<u>0</u>

TOWN OF MINT HILL  
 REVENUE & EXPENDITURE STATEMENT FOR 60 TOURISM FUND

FY 2016-2017

07/01/2016 TO 07/31/2016

	<u>BUDGETED</u>	<u>CURRENT PERIOD</u>	<u>YEAR-TO-DATE</u>	<u>REMAINING BALANCE</u>	<u>PCT USED</u>
GRAND TOTAL	0.00	-858,911.62	-858,911.62	858,911.62	0

TOWN OF MINT HILL  
REVENUE & EXPENDITURE STATEMENT FOR 10 GENERAL FUND

FY 2016-2017

08/01/2016 TO 08/31/2016

	<u>BUDGETED</u>	<u>CURRENT PERIOD</u>	<u>YEAR-TO-DATE</u>	<u>REMAINING BALANCE</u>	<u>PCT USED</u>
<b>10 GENERAL FUND</b>					
REVENUE:					
1000 ADMINISTRATIVE					
10-1000-3100 AD VALOREM TAXES - LEVY	5,745,000.00	9,315.67	22,730.42	5,722,269.58	0
10-1000-3101 AD VALOREM TAXES - PRIOR YEAR	40,000.00	1,081.29	214.06	39,785.94	1
10-1000-3102 AUTO FEE	190,000.00	18,673.31	37,848.50	152,151.50	20
10-1000-3103 AD VALOREM TAXES - INTEREST	25,000.00	532.85	1,783.91	23,216.09	7
10-1000-3110 MOTOR VEHICLE TAX	567,000.00	62,455.92	120,428.66	446,571.34	21
10-1000-3220 TAXES - SOLID WASTE DISPOSAL	14,500.00	4,095.43	4,095.43	10,404.57	28
10-1000-3225 VEHICLE RENTAL	4,000.00	1,007.86	1,718.53	2,281.47	43
10-1000-3250 OTHER TAXES - ABC	70,000.00	0.00	23,165.00	46,835.00	33
10-1000-3322 BEER & WINE TAX	100,000.00	0.00	0.00	100,000.00	0
10-1000-3324 UTILITY FRANCHISE TAX	1,000,000.00	0.00	0.00	1,000,000.00	0
10-1000-3325 SALES & USE TAX REFUND	1,500,000.00	142,942.31	292,403.55	1,207,596.45	19
10-1000-3800 OTHER FINANCING SOURCES	250,000.00	0.00	0.00	250,000.00	0
10-1000-3831 EARNINGS ON INVESTMENTS	5,000.00	2,763.23	3,356.20	1,643.80	67
10-1000-3834 ASSEMBLY ROOM DEPOSITS	0.00	85.00	85.00	-85.00	0
10-1000-3838 PARK USER FEES	0.00	535.50	1,529.00	-1,529.00	0
10-1000-3839 OTHER MISCELLANEOUS REVENUE	45,000.00	4,759.92	11,378.63	33,621.37	25
10-1000-3840 REVENUE - GRANTS	831,039.00	0.00	0.00	831,039.00	0
10-1000-3841 ZONING APPLICATION FEES	15,000.00	495.00	9,370.00	5,630.00	62
10-1000-3844 SEWER BONDS (CMUD)	361,589.00	0.00	0.00	361,589.00	0
10-1000-3845 WATER BONDS (CMUD)	143,474.00	0.00	0.00	143,474.00	0
10-1000-3850 APPROPRIATED FUND BALANCE	835,532.00	0.00	0.00	835,532.00	0
1000 ADMINISTRATIVE	<u>11,742,134.00</u>	<u>248,743.29</u>	<u>530,106.89</u>	<u>11,212,027.11</u>	<u>5</u>
3000 FIRE					
10-3000-3839 OTHER MISCELLANEOUS REVENUE	861,720.00	90,525.01	170,020.81	691,699.19	20
3000 FIRE	<u>861,720.00</u>	<u>90,525.01</u>	<u>170,020.81</u>	<u>691,699.19</u>	<u>20</u>
5000 POLICE					
10-5000-3825 POLICE SEIZED FUNDS	0.00	384.10	2,116.10	-2,116.10	0
10-5000-3833 FEES, CONTRIBUTIONS & GENERAL	0.00	0.00	7,438.36	-7,438.36	0
10-5000-3840 PUBLIC SAFETY - GRANTS	0.00	3,006.45	18,823.05	-18,823.05	0
10-5000-3843 CMS / SRO REVENUE	105,000.00	0.00	0.00	105,000.00	0
10-5000-3846 STATE FORFEITURE REVENUE	0.00	0.00	1,169.25	-1,169.25	0
10-5000-3847 FEDERAL FORFEITURE REVENUE	52,000.00	9,551.33	14,232.54	37,767.46	27
10-5000-3848 FUNDRAISER REVENUE	0.00	0.00	-713.79	713.79	0
5000 POLICE	<u>157,000.00</u>	<u>12,941.88</u>	<u>43,065.51</u>	<u>113,934.49</u>	<u>27</u>
TOTAL REVENUE	<u>12,760,854.00</u>	<u>352,210.18</u>	<u>743,193.21</u>	<u>12,017,660.79</u>	<u>6</u>
EXPENDITURE:					
0100 GOVERNING BODY					
10-0100-4121 SALARIES - FT	30,000.00	2,307.72	5,769.30	24,230.70	19
10-0100-4181 FICA	2,295.00	176.54	441.35	1,853.65	19
10-0100-4313 ALLOWANCES - TECHNOLOGY	6,000.00	500.00	1,000.00	5,000.00	17
0100 GOVERNING BODY	<u>38,295.00</u>	<u>2,984.26</u>	<u>7,210.65</u>	<u>31,084.35</u>	<u>19</u>

TOWN OF MINT HILL  
REVENUE & EXPENDITURE STATEMENT FOR 10 GENERAL FUND

FY 2016-2017

08/01/2016 TO 08/31/2016

	<u>BUDGETED</u>	<u>CURRENT PERIOD</u>	<u>YEAR-TO-DATE</u>	<u>REMAINING BALANCE</u>	<u>PCT USED</u>
1000 ADMINISTRATIVE					
10-1000-4121 SALARIES - FT	690,000.00	52,399.23	129,257.01	560,742.99	19
10-1000-4126 SALARIES - PT	18,000.00	2,792.50	5,605.00	12,395.00	31
10-1000-4181 FICA	54,162.00	4,035.01	9,849.00	44,313.00	18
10-1000-4182 NC RETIREMENT	48,300.00	3,324.65	8,935.25	39,364.75	18
10-1000-4183 HOSPITAL INSURANCE	96,000.00	7,352.75	14,705.50	81,294.50	15
10-1000-4189 401(K) CONTRIBUTION	34,500.00	2,619.97	6,462.88	28,037.12	19
10-1000-4265 BANK SVC CHARGE	5,000.00	244.07	484.57	4,515.43	10
10-1000-4391 ADVERTISING	2,500.00	0.00	0.00	2,500.00	0
10-1000-4399 OTHER SERVICES/STUDIES	10,000.00	0.00	0.00	10,000.00	0
1000 ADMINISTRATIVE	<u>958,462.00</u>	<u>72,768.18</u>	<u>175,299.21</u>	<u>783,162.79</u>	<u>18</u>
1500 ELECTIONS					
10-1500-4170 ELECTIONS	2,500.00	0.00	0.00	2,500.00	0
1500 ELECTIONS	<u>2,500.00</u>	<u>0.00</u>	<u>0.00</u>	<u>2,500.00</u>	<u>0</u>
3000 FIRE					
10-3000-4121 SALARIES - FT	1,120,000.00	77,172.18	196,775.08	923,224.92	18
10-3000-4181 FICA	85,680.00	5,475.68	13,956.36	71,723.64	16
10-3000-4182 NC RETIREMENT	78,400.00	6,742.49	15,473.53	62,926.47	20
10-3000-4183 HOSPITAL INSURANCE	184,320.00	15,045.91	30,091.82	154,228.18	16
10-3000-4189 401(K) CONTRIBUTION	55,000.00	3,728.46	9,541.71	45,458.29	17
10-3000-4212 UNIFORMS	30,000.00	535.99	535.99	29,464.01	2
10-3000-4300 PUBLIC SAFETY	12,000.00	281.43	324.21	11,675.79	3
10-3000-4311 TRAINING & MILEAGE	4,000.00	0.00	0.00	4,000.00	0
10-3000-4375 DONATION - VFD	658,500.00	0.00	208,945.67	449,554.33	32
10-3000-4520 COMPUTERS / TECHNOLOGY	1,000.00	0.00	0.00	1,000.00	0
3000 FIRE	<u>2,228,900.00</u>	<u>108,982.14</u>	<u>475,644.37</u>	<u>1,753,255.63</u>	<u>21</u>
3200 FIRE EMS					
10-3200-4121 SALARIES - FT	400,000.00	23,968.21	62,004.01	337,995.99	16
10-3200-4181 FICA	30,600.00	1,659.81	4,335.99	26,264.01	14
10-3200-4182 NC RETIREMENT	28,000.00	1,749.66	4,526.26	23,473.74	16
10-3200-4183 HOSPITAL INSURANCE	69,120.00	4,579.19	9,158.38	59,961.62	13
10-3200-4189 401(K) CONTRIBUTION	20,000.00	1,063.17	2,901.65	17,098.35	15
3200 FIRE EMS	<u>547,720.00</u>	<u>33,020.04</u>	<u>82,926.29</u>	<u>464,793.71</u>	<u>15</u>
3500 STREETS & HIGHWAYS					
10-3500-4121 SALARIES - FT	300,000.00	21,825.54	54,711.96	245,288.04	18
10-3500-4181 FICA	22,950.00	1,564.72	3,934.78	19,015.22	17
10-3500-4182 NC RETIREMENT	21,000.00	1,593.28	3,994.01	17,005.99	19
10-3500-4183 HOSPITAL INSURANCE	46,080.00	3,925.00	7,850.00	38,230.00	17
10-3500-4189 401(K) CONTRIBUTION	15,000.00	953.88	2,389.63	12,610.37	16
10-3500-4212 UNIFORMS	6,000.00	243.60	243.60	5,756.40	4
10-3500-4260 SUPPLIES & MATERIALS	19,000.00	0.00	0.00	19,000.00	0
10-3500-4311 TRAINING & MILEAGE	8,000.00	1,317.18	1,317.18	6,682.82	16
10-3500-4332 STREET LIGHTING	105,000.00	7,919.72	7,919.72	97,080.28	8
10-3500-4370 STORMWATER UTILITIES	71,000.00	0.00	0.00	71,000.00	0
10-3500-4513 STREET NAME SIGNS	15,000.00	0.00	0.00	15,000.00	0

TOWN OF MINT HILL

REVENUE & EXPENDITURE STATEMENT FOR 10 GENERAL FUND

FY 2016-2017

08/01/2016 TO 08/31/2016

	<u>BUDGETED</u>	<u>CURRENT PERIOD</u>	<u>YEAR-TO-DATE</u>	<u>REMAINING BALANCE</u>	<u>PCT USED</u>
10-3500-8580 GROUNDS MAINTENANCE	15,000.00	1,033.77	1,033.77	13,966.23	7
10-3500-8598 CAPITAL EXPENDITURES	60,000.00	0.00	0.00	60,000.00	0
10-3500-8599 CAP OUTLAY - SIDEWALKS	590,000.00	0.00	0.00	590,000.00	0
3500 STREETS & HIGHWAYS	1,294,030.00	40,376.69	83,394.65	1,210,635.35	6
4000 SOLID WASTE					
10-4000-4394 GARBAGE/RUBBISH - CONT SVC	1,820,000.00	150,299.52	300,092.64	1,519,907.36	16
10-4000-4441 LANDFILL FEES	300,000.00	21,133.72	31,433.91	268,566.09	10
4000 SOLID WASTE	2,120,000.00	171,433.24	331,526.55	1,788,473.45	16
5000 POLICE					
10-5000-4121 SALARIES - FT	1,890,000.00	128,376.80	315,368.07	1,574,631.93	17
10-5000-4126 SALARIES - PT	10,000.00	0.00	2,506.00	7,494.00	25
10-5000-4131 EMERGENCY SEPARATION/VAC	10,000.00	0.00	0.00	10,000.00	0
10-5000-4181 FICA	144,585.00	9,466.18	23,461.77	121,123.23	16
10-5000-4182 NC RETIREMENT	132,300.00	9,871.54	24,738.88	107,561.12	19
10-5000-4183 HOSPITAL INSURANCE	314,880.00	22,895.95	45,791.90	269,088.10	15
10-5000-4185 ESC - UNEMPLOYMENT	15,000.00	0.00	0.00	15,000.00	0
10-5000-4186 WORKER'S COMPENSATION	50,000.00	0.00	43,755.65	6,244.35	88
10-5000-4189 401(K) CONTRIBUTION	94,500.00	6,339.58	15,579.77	78,920.23	16
10-5000-4192 PROF SVCS - LEGAL	7,500.00	0.00	0.00	7,500.00	0
10-5000-4196 PROF SVCS - MISCELLANEOUS	3,500.00	0.00	0.00	3,500.00	0
10-5000-4197 PROF SVCS - PHYSICALS/DRUG	3,500.00	49.00	49.00	3,451.00	1
10-5000-4198 PROF SVCS - PSYCTEST	3,500.00	1,170.00	1,170.00	2,330.00	33
10-5000-4199 PROF SVCS - DCI	8,000.00	0.00	2,604.00	5,396.00	33
10-5000-4200 COMM/RADIO	75,000.00	0.00	0.00	75,000.00	0
10-5000-4212 UNIFORMS	51,000.00	2,512.57	2,775.95	48,224.05	5
10-5000-4213 DUTY SUPPLIES & EQUIPMENT	40,000.00	491.95	3,142.90	36,857.10	8
10-5000-4250 INSURANCE & BONDS	30,000.00	18,375.81	18,375.81	11,624.19	61
10-5000-4251 FUEL	100,000.00	5,018.45	5,018.45	94,981.55	5
10-5000-4252 TIRES	9,000.00	534.98	1,006.83	7,993.17	11
10-5000-4253 AUTO SUPPLIES	3,500.00	84.66	84.66	3,415.34	2
10-5000-4260 SUPPLIES & MATERIALS	25,000.00	3,807.55	4,815.00	20,185.00	19
10-5000-4311 TRAINING & MILEAGE	15,000.00	4,502.48	6,266.48	8,733.52	42
10-5000-4321 TELEPHONE	20,000.00	1,400.94	1,605.06	18,394.94	8
10-5000-4325 POSTAGE	5,000.00	0.00	503.50	4,496.50	10
10-5000-4330 UTILITIES	21,000.00	3,729.43	3,729.43	17,270.57	18
10-5000-4341 PRINTING	5,000.00	0.00	466.59	4,533.41	9
10-5000-4344 CLEANING/HOUSEKEEPING	5,000.00	325.00	650.00	4,350.00	13
10-5000-4350 REPAIRS& MAINT - CONTRACTUAL	94,000.00	11,571.98	14,683.98	79,316.02	16
10-5000-4352 REPAIRS & MAINT - EQUIPMENT	15,000.00	82.17	82.17	14,917.83	1
10-5000-4353 REPAIRS & MAINT- AUTO	65,000.00	2,799.39	3,874.94	61,125.06	6
10-5000-4391 ADVERTISING	1,000.00	0.00	0.00	1,000.00	0
10-5000-4398 DISPATCHING	123,000.00	0.00	122,504.30	495.70	100
10-5000-4452 AUTO INSURANCE	32,000.00	24,406.88	24,406.88	7,593.12	76
10-5000-4491 DUES & SUBSCRIPTIONS	2,000.00	0.00	0.00	2,000.00	0
10-5000-4520 COMPUTERS / TECHNOLOGY	57,000.00	0.00	0.00	57,000.00	0
10-5000-4540 VEHICLES	398,500.00	139,615.00	139,615.00	258,885.00	35

TOWN OF MINT HILL

REVENUE & EXPENDITURE STATEMENT FOR 10 GENERAL FUND

FY 2016-2017

08/01/2016 TO 08/31/2016

	<u>BUDGETED</u>	<u>CURRENT PERIOD</u>	<u>YEAR-TO-DATE</u>	<u>REMAINING BALANCE</u>	<u>PCT USED</u>
10-5000-4550 K-9 PROGRAM	5,000.00	0.00	104.00	4,896.00	2
10-5000-5030 INVESTIGATIONS	15,000.00	197.82	440.71	14,559.29	3
10-5000-5070 MHPD - TASER	4,000.00	0.00	0.00	4,000.00	0
10-5000-9830 DEBT RETIREMENT (POLICE)	86,000.00	0.00	0.00	86,000.00	0
<b>5000 POLICE</b>	<b>3,989,265.00</b>	<b>397,626.11</b>	<b>829,177.68</b>	<b>3,160,087.32</b>	<b>21</b>
<b>6000 PARKS</b>					
10-6000-4126 SALARIES - PT	58,000.00	4,633.50	11,232.75	46,767.25	19
10-6000-4181 FICA	4,437.00	354.46	859.29	3,577.71	19
10-6000-4223 STORMWATER UTILITIES	7,100.00	478.60	478.60	6,621.40	7
10-6000-4240 REPAIRS & MAINT - SUPPLIES	1,500.00	0.00	0.00	1,500.00	0
10-6000-4260 SUPPLIES & MATERIALS	6,000.00	854.93	854.93	5,145.07	14
10-6000-4330 UTILITIES	25,000.00	1,172.41	1,172.41	23,827.59	5
10-6000-4351 REPAIRS & MAINT - BUILDINGS	6,000.00	1,086.91	1,086.91	4,913.09	18
10-6000-4352 REPAIRS & MAINT - EQUIPMENT	10,000.00	722.44	814.33	9,185.67	8
10-6000-4355 REPAIRS & MAINT - GROUNDS	22,000.00	1,691.40	1,866.89	20,133.11	8
10-6000-4359 REPAIRS & MAINT - OTHER	500.00	0.00	0.00	500.00	0
10-6000-4393 MISC CONTRACTUAL SVCS	10,000.00	0.00	0.00	10,000.00	0
10-6000-8520 CAPITAL OUTLAY	55,000.00	1,804.00	1,804.00	53,196.00	3
<b>6000 PARKS</b>	<b>205,537.00</b>	<b>12,798.65</b>	<b>20,170.11</b>	<b>185,366.89</b>	<b>10</b>
<b>7000 DEBT SERVICE</b>					
10-7000-4512 DEBT SVC - PRINCIPAL (FLEET)	82,486.00	33,330.58	33,330.58	49,155.42	40
10-7000-4518 DEBT SVC - PRINCIPAL (WATER)	133,000.00	0.00	0.00	133,000.00	0
10-7000-4519 DEBT SVC - PRINCIPAL (SEWER)	292,000.00	0.00	0.00	292,000.00	0
10-7000-4522 DEBT SVC - INTEREST (FLEET)	3,096.00	529.94	529.94	2,566.06	17
10-7000-4528 DEBT SVC - INTEREST (WATER)	10,474.00	0.00	0.00	10,474.00	0
10-7000-4529 DEBT SVC - INTEREST (SEWER)	69,589.00	0.00	0.00	69,589.00	0
<b>7000 DEBT SERVICE</b>	<b>590,645.00</b>	<b>33,860.52</b>	<b>33,860.52</b>	<b>556,784.48</b>	<b>6</b>
<b>7500 NON-DEPARTMENTAL</b>					
10-7500-4190 CONTRACTED TAX BILLING SVC	23,000.00	0.00	0.00	23,000.00	0
10-7500-4191 PROFESSIONAL SVCS - ACCOUNTING	22,000.00	0.00	0.00	22,000.00	0
10-7500-4192 PROFESSIONAL SVCS - LEGAL	70,000.00	0.00	0.00	70,000.00	0
10-7500-4193 PROFESSIONAL SVCS - CODE	6,000.00	0.00	0.00	6,000.00	0
10-7500-4195 PROF SVCS - ANIMAL CONTROL	115,000.00	88,000.00	88,000.00	27,000.00	77
10-7500-4223 STORMWATER UTILITIES	5,000.00	44.48	44.48	4,955.52	1
10-7500-4250 INSURANCE & BONDS	140,000.00	46,335.02	92,125.82	47,874.18	66
10-7500-4251 FUEL	4,000.00	0.00	0.00	4,000.00	0
10-7500-4260 SUPPLIES & MATERIALS	40,000.00	2,848.86	3,913.89	36,086.11	10
10-7500-4311 TRAINING & MILEAGE	32,000.00	1,126.91	1,126.91	30,873.09	4
10-7500-4312 ALLOWANCES - AUTO	6,000.00	400.00	800.00	5,200.00	13
10-7500-4321 TELEPHONE	26,000.00	2,924.19	2,972.26	23,027.74	11
10-7500-4325 POSTAGE	8,000.00	503.50	620.50	7,379.50	8
10-7500-4330 UTILITIES	34,000.00	3,618.80	3,822.75	30,177.25	11
10-7500-4342 NEWSLETTER PUBLICATION	1,000.00	0.00	0.00	1,000.00	0
10-7500-4350 REPAIRS & MAINT - COMPUTER	40,000.00	3,319.74	6,244.74	33,755.26	16
10-7500-4351 REPAIRS & MAINT - BUILDINGS	20,000.00	1,077.25	1,397.61	18,602.39	7
10-7500-4352 REPAIRS & MAINT - EQUIPMENT	3,000.00	0.00	0.00	3,000.00	0

TOWN OF MINT HILL  
REVENUE & EXPENDITURE STATEMENT FOR 10 GENERAL FUND

FY 2016-2017

08/01/2016 TO 08/31/2016

	<u>BUDGETED</u>	<u>CURRENT PERIOD</u>	<u>YEAR-TO-DATE</u>	<u>REMAINING BALANCE</u>	<u>PCT USED</u>
10-7500-4371 DONATION - CHAMBER	10,000.00	0.00	0.00	10,000.00	0
10-7500-4373 DONATION - MHAA	65,500.00	0.00	0.00	65,500.00	0
10-7500-4374 DONATION - LEVINE CENTER	5,000.00	0.00	0.00	5,000.00	0
10-7500-4391 ADVERTISING	2,000.00	57.80	57.80	1,942.20	3
10-7500-4393 MISC CONTRACTUAL SVCS	65,000.00	6,237.25	1,580.55	63,419.45	2
10-7500-4491 DUES & SUBSCRIPTIONS	33,000.00	480.00	35,254.48	-2,254.48	107
10-7500-4585 OFFICE EQUIPMENT	10,000.00	0.00	0.00	10,000.00	0
7500 NON-DEPARTMENTAL	<u>785,500.00</u>	<u>156,973.80</u>	<u>237,961.79</u>	<u>547,538.21</u>	<u>30</u>
TOTAL EXPENDITURE	12,760,854.00	1,030,823.63	2,277,171.82	10,483,682.18	18
DEFICIENCY OF REVENUE BEFORE TRANSFERS	<u>0.00</u>	<u>-678,613.45</u>	<u>-1,533,978.61</u>		<u>0</u>
DEFICIENCY OF REVENUE AFTER TRANSFERS	<u>0.00</u>	<u>-678,613.45</u>	<u>-1,533,978.61</u>		<u>0</u>

TOWN OF MINT HILL

REVENUE & EXPENDITURE STATEMENT FOR 20 POWELL BILL FUND

FY 2016-2017

08/01/2016 TO 08/31/2016

	<u>BUDGETED</u>	<u>CURRENT PERIOD</u>	<u>YEAR-TO-DATE</u>	<u>REMAINING BALANCE</u>	<u>PCT USED</u>
<b>20 POWELL BILL FUND</b>					
REVENUE:					
7500 NON-DEPARTMENTAL					
20-7500-3321 ALLOCATION	679,000.00	0.00	0.00	679,000.00	0
20-7500-3831 EARNINGS ON INVESTMENTS	500.00	87.46	276.29	223.71	55
20-7500-3850 UNDESIGNATED FUND BALANCE	46,500.00	0.00	0.00	46,500.00	0
7500 NON-DEPARTMENTAL	<u>726,000.00</u>	<u>87.46</u>	<u>276.29</u>	<u>725,723.71</u>	<u>0</u>
TOTAL REVENUE	<u>726,000.00</u>	<u>87.46</u>	<u>276.29</u>	<u>725,723.71</u>	<u>0</u>
EXPENDITURE:					
2000 PLANNING					
20-2000-4440 ST MAINT - CONTRACTUAL	470,000.00	0.00	0.00	470,000.00	0
2000 PLANNING	<u>470,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>470,000.00</u>	<u>0</u>
7500 NON-DEPARTMENTAL					
20-7500-4241 ST MAINT - GRAVEL	13,000.00	0.00	0.00	13,000.00	0
20-7500-4242 ST MAINT - ASPHALT	18,000.00	320.12	320.12	17,679.88	2
20-7500-4244 ST MAINT - TRAFFIC SIGNS	6,000.00	0.00	0.00	6,000.00	0
20-7500-4251 ST MAINT - FUEL	30,000.00	1,760.78	1,760.78	28,239.22	6
20-7500-4252 ST MAINT - TIRES & TUBES	5,000.00	207.15	207.15	4,792.85	4
20-7500-4253 ST MAINT - PARTS	5,000.00	219.10	219.10	4,780.90	4
20-7500-4260 SUPPLIES & MATERIALS	1,000.00	148.47	148.47	851.53	15
20-7500-4352 REPAIRS & MAINT - EQUIPMENT	23,000.00	1,809.87	3,692.88	19,307.12	16
20-7500-4353 REPAIRS & MAINT - AUTO	18,000.00	129.00	129.00	17,871.00	1
20-7500-4354 ST MAINT - RIGHT OF WAY	5,000.00	8.60	8.60	4,991.40	0
20-7500-4393 MISC CONTRACTUAL SVCS	2,000.00	425.00	425.00	1,575.00	21
20-7500-4442 SIDEWALKS	100,000.00	232.66	410.26	99,589.74	0
7500 NON-DEPARTMENTAL	<u>226,000.00</u>	<u>5,260.75</u>	<u>7,321.36</u>	<u>218,678.64</u>	<u>3</u>
8000 CAPITAL OUTLAY					
20-8000-4555 CAPITAL OUTLAY - 218 IMPROVE	30,000.00	0.00	0.00	30,000.00	0
8000 CAPITAL OUTLAY	<u>30,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>30,000.00</u>	<u>0</u>
TOTAL EXPENDITURE	<u>726,000.00</u>	<u>5,260.75</u>	<u>7,321.36</u>	<u>718,678.64</u>	<u>1</u>
DEFICIENCY OF REVENUE					
BEFORE TRANSFERS	<u>0.00</u>	<u>-5,173.29</u>	<u>-7,045.07</u>		<u>0</u>
DEFICIENCY OF REVENUE					
AFTER TRANSFERS	<u>0.00</u>	<u>-5,173.29</u>	<u>-7,045.07</u>		<u>0</u>

TOWN OF MINT HILL  
REVENUE & EXPENDITURE STATEMENT FOR 25 STORM WATER FUND

FY 2016-2017

08/01/2016 TO 08/31/2016

	<u>BUDGETED</u>	<u>CURRENT PERIOD</u>	<u>YEAR-TO-DATE</u>	<u>REMAINING BALANCE</u>	<u>PCT USED</u>
<b>25 STORM WATER FUND</b>					
REVENUE:					
7500 NON-DEPARTMENTAL					
25-7500-3831 EARNINGS ON INVESTMENTS	1,500.00	4,842.35	4,865.76	-3,365.76	324
25-7500-3842 STORM WATER FEES COLLECTED	315,000.00	26,393.02	51,620.66	263,379.34	16
25-7500-3850 FUND BALANCE - UNRESERVED	613,520.00	0.00	0.00	613,520.00	0
7500 NON-DEPARTMENTAL	<u>930,020.00</u>	<u>31,235.37</u>	<u>56,486.42</u>	<u>873,533.58</u>	<u>6</u>
TOTAL REVENUE	<u>930,020.00</u>	<u>31,235.37</u>	<u>56,486.42</u>	<u>873,533.58</u>	<u>6</u>
EXPENDITURE:					
1000 ADMINISTRATIVE					
25-1000-4121 SALARIES - FT	200,000.00	14,550.38	36,474.67	163,525.33	18
25-1000-4181 FICA	15,300.00	1,043.19	2,623.32	12,676.68	17
25-1000-4182 NC RETIREMENT	14,000.00	1,062.18	2,662.67	11,337.33	19
25-1000-4183 HOSPITAL INSURANCE	30,720.00	2,616.70	5,233.40	25,486.60	17
25-1000-4189 401(K) CONTRIBUTION	10,000.00	635.88	1,593.00	8,407.00	16
1000 ADMINISTRATIVE	<u>270,020.00</u>	<u>19,908.33</u>	<u>48,587.06</u>	<u>221,432.94</u>	<u>18</u>
7500 NON-DEPARTMENTAL					
25-7500-4730 STORM WATER REPAIRS	595,000.00	220.49	767.49	594,232.51	0
25-7500-4732 SW - PHASE II PROGRAM COSTS	65,000.00	0.00	0.00	65,000.00	0
7500 NON-DEPARTMENTAL	<u>660,000.00</u>	<u>220.49</u>	<u>767.49</u>	<u>659,232.51</u>	<u>0</u>
TOTAL EXPENDITURE	<u>930,020.00</u>	<u>20,128.82</u>	<u>49,354.55</u>	<u>880,665.45</u>	<u>5</u>
EXCESS OF REVENUE	<u>0.00</u>	<u>11,106.55</u>	<u>7,131.87</u>		<u>0</u>
BEFORE TRANSFERS	<u>0.00</u>	<u>11,106.55</u>	<u>7,131.87</u>		<u>0</u>
EXCESS OF REVENUE	<u>0.00</u>	<u>11,106.55</u>	<u>7,131.87</u>		<u>0</u>
AFTER TRANSFERS	<u>0.00</u>	<u>11,106.55</u>	<u>7,131.87</u>		<u>0</u>

TOWN OF MINT HILL  
REVENUE & EXPENDITURE STATEMENT FOR 50 INFRASTRUCTURE FUND

FY 2016-2017

08/01/2016 TO 08/31/2016

	<u>BUDGETED</u>	<u>CURRENT PERIOD</u>	<u>YEAR-TO-DATE</u>	<u>REMAINING BALANCE</u>	<u>PCT USED</u>
<b>50 INFRASTRUCTURE FUND</b>					
REVENUE:					
7500 NON-DEPARTMENTAL					
50-7500-3831 EARNINGS ON INVESTMENTS	50.00	0.00	0.00	50.00	0
7500 NON-DEPARTMENTAL	50.00	0.00	0.00	50.00	0
TOTAL REVENUE	50.00	0.00	0.00	50.00	0
EXPENDITURE:					
9000 CONTINGENCY					
50-9000-9999 CONTINGENCY	50.00	0.00	0.00	50.00	0
9000 CONTINGENCY	50.00	0.00	0.00	50.00	0
TOTAL EXPENDITURE	50.00	0.00	0.00	50.00	0
DEFICIENCY OF REVENUE BEFORE TRANSFERS	0.00	0.00	0.00		0
DEFICIENCY OF REVENUE AFTER TRANSFERS	0.00	0.00	0.00		0

TOWN OF MINT HILL  
REVENUE & EXPENDITURE STATEMENT FOR 60 TOURISM FUND

FY 2016-2017

08/01/2016 TO 08/31/2016

	<u>BUDGETED</u>	<u>CURRENT PERIOD</u>	<u>YEAR-TO-DATE</u>	<u>REMAINING BALANCE</u>	<u>PCT USED</u>
<b>60 TOURISM FUND</b>					
REVENUE:					
7500 NON-DEPARTMENTAL					
60-7500-3270 TOURISM TAX REVENUE	175,000.00	0.00	0.00	175,000.00	0
60-7500-3831 EARNINGS ON INVESTMENTS	150.00	0.00	0.00	150.00	0
60-7500-3840 REVENUE - GRANTS	5,000.00	2,500.00	5,000.00	0.00	100
60-7500-3850 UNDESIGNATED FUND BALANCE	33,850.00	0.00	0.00	33,850.00	0
7500 NON-DEPARTMENTAL	<u>214,000.00</u>	<u>2,500.00</u>	<u>5,000.00</u>	<u>209,000.00</u>	<u>2</u>
TOTAL REVENUE	<u>214,000.00</u>	<u>2,500.00</u>	<u>5,000.00</u>	<u>209,000.00</u>	<u>2</u>
EXPENDITURE:					
7500 NON-DEPARTMENTAL					
60-7500-4220 CULTURAL EVENTS	15,000.00	1,689.20	1,689.20	13,310.80	11
60-7500-4225 ARTS & SCIENCE COORDINATOR	10,000.00	0.00	0.00	10,000.00	0
60-7500-4373 MINT HILL MADNESS	12,000.00	0.00	0.00	12,000.00	0
60-7500-4376 DONATIONS	77,000.00	30,000.00	30,200.00	46,800.00	39
60-7500-8510 CAPITAL OUTLAY	100,000.00	25,553.20	25,553.20	74,446.80	26
7500 NON-DEPARTMENTAL	<u>214,000.00</u>	<u>57,242.40</u>	<u>57,442.40</u>	<u>156,557.60</u>	<u>27</u>
TOTAL EXPENDITURE	<u>214,000.00</u>	<u>57,242.40</u>	<u>57,442.40</u>	<u>156,557.60</u>	<u>27</u>
DEFICIENCY OF REVENUE	<u>0.00</u>	<u>-54,742.40</u>	<u>-52,442.40</u>	<u>0</u>	<u>0</u>
BEFORE TRANSFERS	<u>0.00</u>	<u>-54,742.40</u>	<u>-52,442.40</u>	<u>0</u>	<u>0</u>
DEFICIENCY OF REVENUE	<u>0.00</u>	<u>-54,742.40</u>	<u>-52,442.40</u>	<u>0</u>	<u>0</u>
AFTER TRANSFERS	<u>0.00</u>	<u>-54,742.40</u>	<u>-52,442.40</u>	<u>0</u>	<u>0</u>

TOWN OF MINT HILL  
 REVENUE & EXPENDITURE STATEMENT FOR 60 TOURISM FUND

FY 2016-2017

08/01/2016 TO 08/31/2016

	<u>BUDGETED</u>	<u>CURRENT PERIOD</u>	<u>YEAR-TO-DATE</u>	<u>REMAINING BALANCE</u>	<u>PCT USED</u>
GRAND TOTAL	0.00	-727,422.59	-1,586,334.21	1,586,334.21	0

**IDLEWILD  
VOLUNTEER  
FIRE DEPARTMENT**

Sept 9, 2016

Hon. Ted Biggers, Mayor  
Town of Mint Hill  
4430 Mint Hill Village Ln  
Mint Hill, NC 28227

Ref: Idlewild VFD Firefighters Relief Fund

Dear Mayor Biggers:

North Carolina General Statues require each fire department to have a five person board of trustees to oversee that department's Firefighter's Relief Fund, with two of those trustees appointed by the county commission or town board. Since Idlewild VFD now contracts with the town of Mint Hill rather than Mecklenburg County, we are asking that the Mint Hill Board of Commissioners approve the appointment of two members of the Idlewild VFD Relief Fund Board. Per new legislation effective June 30 of this year, these members will serve at the pleasure of the town board for indefinite terms.

We recommend the Board of Commissioners consider appoint of the following individuals:

Mr. Willam A. Strain  
Mr. Jay E. Garbus

Thank you very much for your assistance in this matter and your on-going support of our department.

Sincerely,

  
Michael Pressley, Fire Chief

  
James Alexander, Chair  
Firefighters Relief Fund Board

**Municipal  
Records Retention Schedule Amendment**

Amending the Municipal Records Retention and Disposition Schedule published September 10, 2012.

**STANDARD 6. EMERGENCY SERVICES AND FIRE DEPARTMENT RECORDS**

Amending Item 3, 911 Recordings as shown on substitute page 41 and Item 18 Emergency Notifications as shown on substitute page 43.

**STANDARD 9. LAW ENFORCEMENT RECORDS**

Amending Item 136, Law Enforcement Audio and Video Recordings, as shown on substitute page 90.

**APPROVAL RECOMMENDED**

\_\_\_\_\_  
City/Town Clerk

\_\_\_\_\_  
Chief Administrative Officer/  
City Manager

  
\_\_\_\_\_

Sarah E. Koonts, Director  
Division of Archives and Records

**APPROVED**

\_\_\_\_\_  
Mayor

  
\_\_\_\_\_

Susan W. Kluttz, Secretary  
Department of Natural and Cultural Resources

Municipality: \_\_\_\_\_

October 1, 2016

**STANDARD-6. EMERGENCY SERVICES AND FIRE DEPARTMENT RECORDS**

Official records explaining the authority, operating philosophy, proposed methods, and primary functions of municipal emergency services programs and municipal fire departments.

ITEM #	STANDARD-6: EMERGENCY SERVICES AND FIRE DEPARTMENT RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
1.	<b>911 COMMUNICATION RECORDS</b> Printouts of 911 calls received and computer-aided dispatch (CAD) reports. Reports may list time and date of call, contents of call, location of call, name of unit dispatched and other related information.	Destroy in office after 3 years, if not made part of a case file.*	Comply with applicable provisions of GS §132-1.4 (i), and GS §132-1.5.
2.	<b>911 FILE</b> Information regarding the implementation, training, and operations of the 911 system.	Destroy in office after 5 years.	
3.	<b>911 RECORDINGS</b> Tapes, digital recordings, and text messages generated by 911 calls	Destroy in office after 30 days, if not made part of a case file.*	Comply with applicable provisions of GS §132-1.4(i).
4.	<b>ACCIDENT FILE</b> Records concerning personnel and municipally owned property damage.	Destroy in office 3 years after resolution.*	
5.	<b>ACTIVITY REPORTS</b> Reports on an individual, shift, project and other basis submitted on a daily, weekly, or other basis.	Destroy in office after 3 years.	

\*See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS**, page vi.

† See signature page. The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Cultural Resources has scheduled with the disposition instruction "destroy when administrative value ends." Please use the space provided.

ITEM #	STANDARD-6: EMERGENCY SERVICES AND FIRE DEPARTMENT RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
13.	<b>CONSOLIDATED MONTHLY REPORTS</b>	Destroy in office after 5 years.	
14.	<b>DAILY LOG</b> Log, journal, blotter or similar record showing activities of a fire department or emergency services.	Destroy in office after 1 year.	
15.	<b>DISASTER AND EMERGENCY MANAGEMENT PLANS</b> Records concerning preparedness, evacuations, and operations in the event of a disaster (natural, accidental, or malicious). Includes but not limited to official copy of comprehensive plan and all background surveys, studies, reports, and draft versions of plans.  See also <b>COMPREHENSIVE PLAN</b> item 19, page 4.	a) If an element of the Comprehensive Plan, destroy in office when administrative value ends.† Agency Policy: Destroy in office after _____ b) If not an element of the Comprehensive Plan, destroy in office when superseded or obsolete. c) Destroy in office background surveys, studies, reports, and drafts 3 years after adoption of plan or when superseded or obsolete, whichever comes first.	Comply with applicable provisions of G.S. §132-1.7 regarding the confidentiality of security records.
16.	<b>DISPATCH FILE</b> Records relating to fire dispatch zones. May include maps of fire dispatch zones, census tract information, annexation research, street closings, and other related material.	Destroy in office when superseded or obsolete.	
17.	<b>DISPATCH RECORDINGS</b> Recordings made of activities during an emergency services dispatch.	Destroy in office after 30 days, if not made part of a case file.*	Comply with applicable provisions of GS §132-1.4(i), and GS§132-1.5.
18.	<b>EMERGENCY NOTIFICATIONS</b> Records of emergency notifications. Includes automatic identification information, such as the name, address, and telephone numbers of telephone subscribers, or the e-mail addresses of subscribers to an electronic emergency notification or reverse 911 system.	Destroy in office when superseded or obsolete.	Comply with applicable provisions of GS §132-1.4 (i), and GS §132-1.5.

\*See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS**, page vi.

† See signature page. The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Cultural Resources has scheduled with the disposition instruction "destroy when administrative value ends." Please use the space provided.

ITEM #	STANDARD-9: LAW ENFORCEMENT RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
134.	<p><b>WORK RELEASE EARNINGS REPORTS</b> Inmates' work release earnings reports submitted either to the N.C. Department of Corrections or the Clerk of Superior Court.</p>	Destroy in office after 3 years.*	G.S. §148-32.1
135.	<p><b>WRECKER SERVICE RECORDS</b> Records concerning wrecker requests or calls. May include lists of wrecker company's towing and storage rates, rotation lists, notification records when vehicles are towed from private property, and other related records.</p>	<p>a) Destroy in office after 1 year if not made part of a case file.</p> <p>b) If record is made part of a case file follow disposition instructions for <b>CASE HISTORY FILE: FELONIES</b> item 17, page 64; or <b>CASE HISTORY FILE: MISDEMEANORS</b> item 18, page 64.</p>	
136.	<p><b>LAW ENFORCEMENT AUDIO AND VIDEO RECORDINGS</b> Tapes and digital recordings generated by mobile and fixed audio and video recording devices.</p> <p>Does not include <b>ELECTRONIC/VIDEO RECORDINGS OF INTERROGATIONS (HOMICIDE)</b> item 44, page 71.</p> <p>See also <b>MOBILE UNIT VIDEO TAPES</b> item 81, page 80.</p>	<p>a) Destroy in office after 30 days if not made part of a case file.*</p> <p>b) If records are made part of a case file follow disposition instructions for <b>CASE HISTORY FILE: FELONIES</b> item 17, page 64; or <b>CASE HISTORY FILE: MISDEMEANORS</b> item 18, page 64.</p>	Comply with applicable provisions of G.S. § 132-1.4A

\*See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS**, page vi.

† See signature page. The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Cultural Resources has scheduled with the disposition instruction "destroy when administrative value ends." Please use the space provided.

# Municipal Records Retention Schedule Amendment

Amending the Municipal Records Retention and Disposition Schedule published September 10, 2012.

## STANDARD 9. LAW ENFORCEMENT RECORDS

~~Adding Item 136, Law Enforcement Audio and Video Recordings, as shown on substitute page 90.~~

Superseded  
October 1, 2016

## STANDARD 12. PERSONNEL RECORDS

Amending Item 19, Employee Eligibility Records, as shown on substitute page 105.

### APPROVAL RECOMMENDED

\_\_\_\_\_  
City/Town Clerk

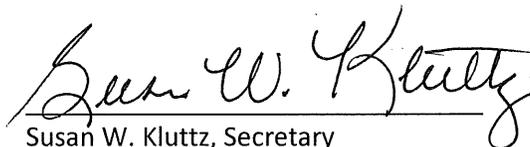
\_\_\_\_\_  
Chief Administrative Officer/  
City Manager



\_\_\_\_\_  
Sarah E. Koonts, Director  
Division of Archives and Records

### APPROVED

\_\_\_\_\_  
Mayor



\_\_\_\_\_  
Susan W. Kluttz, Secretary  
Department of Cultural Resources

January 5, 2015

ITEM #	STANDARD-12. PERSONNEL RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
18.	<p><b>EMPLOYEE EDUCATIONAL ASSISTANCE PROGRAM RECORDS</b> Includes records requesting tuition assistance, repayments, and other related records.</p> <p>See also <b>PERSONNEL RECORDS (OFFICIAL COPY)</b> item 47, page 112.</p>	Destroy in office 3 years after completion, denial, repayment, or removal from program.*	
19.	<p><b>EMPLOYEE ELIGIBILITY RECORDS</b> Includes the United States Immigration and Naturalization Services, Employment Eligibility Verification (I-9) forms.</p>	Mandatory retention throughout the duration of an individual's employment. After separation, destroy records in office 3 years from date of hire or 1 year from separation, whichever occurs later.	8 USC 1324a(b)(3)
20.	<p><b>EMPLOYEE EXIT INTERVIEW RECORDS</b></p> <p>See also <b>PERSONNEL RECORDS (OFFICIAL COPY)</b> item 47, page 112.</p>	Destroy in office after 1 year.	
21.	<p><b>EMPLOYEE HEALTH CERTIFICATES</b> Includes health or physical examination reports, or certificates created in accordance with Title VII and the Americans with Disabilities Act (ADA).</p>	<p>a) Transfer records as applicable to <b>PERSONNEL RECORDS (OFFICIAL COPY)</b> item 47, page 112.</p> <p>b) Destroy in office all other records 2 years after resolution of all actions.</p>	

\*See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS**, page vi.

† See signature page. The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Cultural Resources has scheduled with the disposition instruction "destroy when administrative value ends." Please use the space provided.

**Municipal  
Records Retention Schedule Amendment**

Amending the Municipal Records Retention and Disposition Schedule published September 10, 2012.

**STANDARD 4. BUDGET, FISCAL AND PAYROLL RECORDS**

Amending item 32 Escheat and Unclaimed Property File as shown on substitute page 29.

**STANDARD 12. PERSONNEL RECORDS**

Adding item 1-A Accreditation Records as shown on substitute page 101.

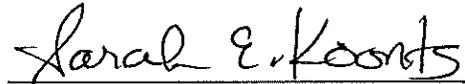
~~Amending item 19 Employee Eligibility Records as shown on substitute page 105.~~ **Superseded January 5, 2015**

Amending items 36 Family Medical Leave Act (FMLA) Records, 42 Leave File, and 43 Leave Without Pay File as shown on substitute pages 110-111.

**APPROVAL RECOMMENDED**

\_\_\_\_\_  
City/Town Clerk

\_\_\_\_\_  
Chief Administrative Officer/  
City Manager



Sarah E. Koonts, Director  
Division of Archives and Records

**APPROVED**

\_\_\_\_\_  
Mayor



Susan W. Kluttz, Secretary  
Department of Cultural Resources

August 29, 2013

\_\_\_\_\_  
Municipality

ITEM #	STANDARD-4: BUDGET, FISCAL AND PAYROLL RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
27.	DAILY DETAIL REPORTS	Destroy in office after 1 year.*	
28.	DEPOSITS	a) Destroy in office official/audit copies after 3 years.* b) Destroy in office remaining records after 1 year.	G.S. § 159-32
29.	DETAIL REPORT FILE (FINANCIAL RECORDS FOR GENERAL FUND OR GENERAL LEDGER)	a) Destroy in office annual reports after 3 years.* b) Destroy in office all other reports after 1 year.	
30.	DIRECT DEPOSIT APPLICATIONS/AUTHORIZATIONS Includes related records such as bank account numbers and routing numbers.	Destroy in office when superseded or obsolete.	Comply with applicable confidentiality provisions of G.S. §132-1.10(b)(5) regarding personal identifying information.
31.	DISTRICT INVESTMENT RECORDS	Destroy in office after 3 years.*	
32.	ESCHEAT AND UNCLAIMED PROPERTY FILE	a) Destroy in office after 10 years if report was filed prior to July 16, 2012.* b) Destroy in office after 5 years if report was filed after July 16, 2012.*	Comply with applicable provisions of G.S. §116B-60 and §116B-73.
33.	EXPENDITURE REPORTS	Destroy in office after 3 years.*	
34.	FACILITY SERVICE AND MAINTENANCE AGREEMENTS  See also GRANTS: FINANCIAL item 36, page 30.	a) Destroy in office depreciation schedules 3 years after asset is fully depreciated or disposed. b) Destroy in office remaining records after 3 years.*	

\*See AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS, page vi.

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ITEM #	STANDARD-12. PERSONNEL RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
1.	<b>ABOLISHED POSITION FILE</b>	Destroy in office when administrative value ends.† Agency Policy: Destroy in office after _____	
1-A.	<b>ACCREDITATION RECORDS</b> Records concerning compliance with those standards outlined by professional accreditation programs.	Destroy in office 1 year after accreditation is obtained, renewed, or no longer valid.*	
2.	<b>ADDRESS FILE</b>	Destroy in office when superseded or obsolete.	
3.	<b>ADS AND NOTICES OF OVERTIME, PROMOTION, AND TRAINING OPPORTUNITIES</b>	Destroy in office 1 year from date record was made.	29 CFR 1627.3
4.	<b>AFFIRMATIVE ACTION FILE</b>	a) Destroy in office all reports, analyses, and statistical data after 5 years.  b) Destroy in office affirmative action plans 5 years from date superseded.	29 CFR 30.8(b)(e) 29 CFR 1608.4
5.	<b>APPRENTICESHIP PROGRAM RECORDS</b>	Destroy in office 5 years from the date of enrollment.	29 CFR 30.8(e)
6.	<b>APTITUDE AND SKILLS TESTING RECORDS</b> Records concerning aptitude and skills tests required of job applicants or of current employees to qualify for promotion or transfer. May include civil service examinations.  See also <b>EMPLOYMENT SELECTION RECORDS</b> item 32, page 109.	a) Destroy in office applicant and employee test papers 2 years from date record was created.  b) Destroy in office validation studies and copies of tests 2 years after no longer in use.  c) Destroy in office records relating to the planning and administration of tests in office after 2 years.	29 CFR 1602.31 29 CFR 1602.40 29 CFR 1602.49

\*See *AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS*, page vi.

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ITEM #	STANDARD-12. PERSONNEL RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
35.	<b>EQUAL PAY RECORDS</b> Includes reports, studies, aggregated or summarized data, and similar documentation compiled to comply with the Equal Pay Act.	Destroy in office after 2 years.	29 CFR 1620.32
36.	<b>FAMILY MEDICAL LEAVE ACT (FMLA) RECORDS</b> Records concerning leave taken, premium payments, employer notice, medical examinations considered in connection with personnel action, disputes with employees over FMLA and other related records.	Item discontinued. See <b>LEAVE FILE</b> , item 42, page 111.	
37.	<b>FRINGE BENEFITS FILE</b>	Destroy in office when administrative value ends.† Agency Policy: Destroy in office after _____	
38.	<b>GRIEVANCE FILE</b> Includes initial complaint, investigations, actions, summary, and disposition. May include disciplinary correspondence, including email.  See also <b>DISCIPLINARY FILE</b> item 11, page 102 and <b>PERSONNEL RECORDS (OFFICIAL COPY)</b> item 47, page 112.	Destroy in office after 2 years.	
39.	<b>HEALTH INSURANCE FILE</b> Completed claim forms and other records concerning employees covered by health plans.	Destroy in office after 2 years.*	
40.	<b>INCREMENTS FILE</b>	Destroy in office when released from all audits.	
41.	<b>INTERNSHIP PROGRAM FILE</b> Records concerning interns and students.	Destroy in office after 3 years.	

\*See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS**, page vi.

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ITEM #	STANDARD-12. PERSONNEL RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
42.	<b>LEAVE FILE</b> Records concerning employee leave, including requests for and approval of sick, vacation, overtime, buy-back, shared, donated, military, etc. Includes premium payments, employer notice, medical examinations considered in connection with personnel action, disputes with employees over the Family Medical Leave Act (FMLA), and other related records.	Destroy in office 3 years after return of employee or termination of employment.*	29 CFR 825.110(b)(2)(i) 29 CFR 825.500(b)
43.	<b>LEAVE WITHOUT PAY FILE</b>	Item discontinued. See <b>LEAVE FILE</b> , item 42, page 111.	
44.	<b>LONGEVITY PAY REQUESTS</b>	Destroy in office when released from all audits.	
45.	<b>MERIT AND SENIORITY SYSTEM RECORDS</b>	a) Destroy in office employee-specific records after 3 years. b) Destroy in office system and plan records 1 year after no longer in effect.	29 CFR 1627.3
46.	<b>PERSONNEL ACTION NOTICES</b> Records used to create or change information in the personnel records of individual employees concerning such issues as hiring, termination, transfer, pay grade, position or job title, name change and leave.	a) Transfer records as applicable to <b>PERSONNEL RECORDS (OFFICIAL COPY)</b> item 47, page 112. b) Destroy in office all remaining records 2 years from date record was created, received, or the personnel action involved.	

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## **Fire Prevention Week**

**WHEREAS**, the week of October 9-15, 2016, has been designated as Fire Prevention Week by the National Fire Protection Association; and,

**WHEREAS**, since the organization of the first fire departments during the colonial era of this Nation, firefighters have maintained their dedication to protecting the health and safety of the American public;

**WHEREAS**, this year's theme for Fire Prevention Week is "Don't Wait: Check the Date! Replace Smoke Alarms Every 10 Years" and citizens are encouraged to make sure their smoke alarms are in fact working; and,

**WHEREAS**, Fire Prevention Week was established to commemorate the Great Chicago Fire of October 8, 1871, and is designed to focus attention on fire safety programs that offer engineering, educational, enforcement-related and evaluative solutions to our national and local fire problem by emphasizing fire sprinkler and smoke alarm installation and maintenance, school and adult educational programs, safety inspections of residential and commercial properties, identification of the cause and contributing factors of all fires, and practicing exit drills in the home; and,

**WHEREAS**, the Mint Hill and Idlewild Volunteer Fire Departments regularly participate in local fire education efforts for children, including tours of the fire stations and equipment.

**NOW, THEREFORE, I, Ted H. Biggers, Jr.**, do hereby Proclaim the week of October 9-15, 2016 as Fire Prevention Week, and urge all citizens to check the batteries in their alarms and practice their escape plans when they set their clocks back this fall.

Town Seal Witness my hand and seal of the Town of Mint Hill this 13<sup>th</sup> day of October, 2016.

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Ted H. Biggers, Jr., Mayor

# Memo

To: Board of Commissioners  
From: Michelle Wells  
Date: September 28, 2016  
Re: Independence High School Dream Team Oath

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## **Induction and Recognition of Independence High School's Dream Team Members**

I, \_\_\_\_\_ do solemnly swear (or affirm) as an Independence Dream Team member to

- Acknowledge how dangerous alcohol and drugs can be for my body and mind and hereby pledge to abstain from alcohol and drugs and never use any unlawful substances while a student at Independence High School
- Recognize that I have the power to refrain from physical or verbal violence or abuse towards anyone based on race, religion, gender or sexual orientation and hereby pledge to resolve conflicts in a non-violent manner and encourage positive behavior
- Realize that participation in athletics is a privilege and as a student-athlete I am held to higher standards and hereby pledge to follow the six pillars of Character Counts of trustworthiness, respect, responsibility, fairness, caring and citizenship
- Accept my commitment to my community and my civic duties within it and hereby pledge my dedication to doing community service, education and portraying good leadership on and off the field of play
- One Team, One Dream, serving the Big I community