



**TOWN OF GRANITE QUARRY  
BOARD OF ALDERMEN  
REGULAR MEETING  
Monday, January 8, 2024  
6:00 p.m.**

**Call to Order  
Moment of Silence  
Pledge of Allegiance**

**1. Approval of Agenda**

**2. Approval of Consent Agenda**

**A. Approval of the Minutes**

1) Organizational Meeting December 13, 2023

**B. Departmental Reports**

**C. Financial Reports**

**3. Public Comments**

*(All comments are limited to 3 minutes. No sharing of minutes with other residents.)*

**4. Town Manager Update**

**5. Public Hearing**

**Zoning Text Amendment 2024-01-08 Food Trucks**

**A. Staff Summary**

**B. Public Hearing**

**C. Board Discussion and Decision**

**ACTION REQUESTED:** Motion to adopt Ordinance ZTA-2024-01-08.

**6. Public Hearing**

**Zoning Map Amendment 2024-01-08 Wittenberg**

**A. Staff Summary**

**B. Public Hearing**

**C. Board Discussion and Decision**

**ACTION REQUESTED:** Motion to adopt Ordinance ZMA-2024-01-08.

**Old Business**

**None**

**New Business**

**7. Annual Review**

**Rules of Procedure**

**8. Discussion and Possible Decision**

**Charter Amendment**

**9. Discussion and Possible Decision**

**Town Manager Evaluation Process**

**10. Proclamation**

**Martin Luther King, Jr. Day**

**11. Board Comments**

**12. Announcements and Date Reminders**

<b>A.</b>	Wednesday	January 10	5:00 p.m.	Centralina Executive Board Meeting
<b>B.</b>	Wednesday	January 10	5:30 p.m.	Community Appearance Commission
<b>C.</b>	Thursday	January 11		Essentials of Municipal Gov. Course
<b>D.</b>	Thursday	January 11	5:30 p.m.	Events Committee Meeting
<b>E.</b>	Friday	January 12		Essentials of Municipal Gov. Course
<b>F.</b>	Monday	January 15		MLK Jr. Day – Office Closed
<b>G.</b>	Tuesday	January 16	6:00 p.m.	Zoning Board of Adjustment
<b>H.</b>	Thursday	January 18	7:30 a.m.	Chamber Power in Partnership Breakfast
<b>I.</b>	Wednesday	January 24	5:30 p.m.	CRMPO TAC Meeting
<b>J.</b>	Thursday	January 25	6:00 p.m.	Chamber Annual Meeting
<b>K.</b>	Tuesday	January 30	4:00 -6:30 p.m.	Civic Park Master Plan Public Mt. – Legion Bldg
<b>L.</b>	Monday	February 5	6:00 p.m.	Planning Board
<b>M.</b>	Tuesday	February 6	12:00 p.m.	Centralina Delegate Onboarding

**Adjourn**

**Agenda Item Summary**

Regular Meeting

January 8, 2024

Agenda Item 1

**Summary:**

The Board may discuss, add, or delete items from the Regular Meeting agenda.

**Action Requested:**

***Motion to adopt the January 8, 2024 Board of Aldermen Meeting Agenda (as presented / as amended).***

**Approval of Agenda**

Motion Made By:

- Doug Shelton
- John Linker
- Laurie Mack
- Rich Luhrs

Second By:

- Doug Shelton
- John Linker
- Laurie Mack
- Rich Luhrs

For:

- Doug Shelton
- John Linker
- Laurie Mack
- Rich Luhrs

Against:

- Doug Shelton
- John Linker
- Laurie Mack
- Rich Luhrs

In case of tie:

Mayor Brittany Barnhardt

- For
- Against

**Agenda Item Summary**

Regular Meeting

January 8, 2024

Agenda Item 2

**Summary:**

The Board may discuss, add, or delete items from the Consent Agenda.

- A. Approval of the Minutes**
  - 1) Organizational Meeting December 11, 2023
- B. Departmental Reports**
- C. Financial Reports**

**Action Requested:**

***Motion to approve the consent agenda (as presented / as amended).***

**Approval of Consent Agenda**

Motion Made By:

- Doug Shelton
- John Linker
- Laurie Mack
- Rich Luhrs

Second By:

- Doug Shelton
- John Linker
- Laurie Mack
- Rich Luhrs

For:

- Doug Shelton
- John Linker
- Laurie Mack
- Rich Luhrs

Against:

- Doug Shelton
- John Linker
- Laurie Mack
- Rich Luhrs

In case of tie:

Mayor Brittany Barnhardt

- For
- Against



**TOWN OF GRANITE QUARRY  
BOARD OF ALDERMEN  
ORGANIZATIONAL MEETING MINUTES  
Monday, December 11, 2023 6:00 p.m.**

**Present:** Mayor Brittany Barnhardt, Mayor Pro Tem John Linker, Alderman Doug Shelton, Alderman Jeff Cannon, Alderwoman-elect Laurie Mack, Alderman-elect Rich Luhrs

**Not Present:** Alderman Jim Costantino

**Staff:** Town Manager Larry Smith, Town Clerk Aubrey Smith, Town Attorney Zachary Moretz, Finance Officer Shelly Shockley, Fire Chief/Public Works Director Jason Hord, Police Chief Mark Cook, Police Sergeant Richard Tester

**Call to Order:** Mayor Barnhardt called the meeting to order at 6:00 p.m.

**Moment of Silence:** Mayor Barnhardt led a moment of silence.

**Pledge of Allegiance:** The Pledge of Allegiance was led by Mayor Barnhardt.

**Organizational Business**

**1. Recognition of Outgoing Board Members**

Mayor Barnhardt recognized Alderman Jim Costantino and Alderman Jeff Cannon for their service to the Town. Alderman Jim Costantino served the town for eight years and Alderman Jeff Cannon served the town for one year after he was appointed to fill a vacancy.

**2. Swearing in of Newly Elected Officials     Rowan County Clerk of Court Todd Wyrick**

Oaths of Office were administered by Todd Wyrick, Rowan County Clerk of Court for the newly elected officials.

- A. Mayor Brittany Barnhardt
- B. Alderman Doug Shelton
- C. Alderwoman Laurie Mack
- D. Alderman Rich Luhrs

New board members took their seats at the dais.

**3. Election of Mayor Pro-Tempore**

Alderman Luhrs nominated Doug Shelton.

Receiving no further nominations, Mayor Barnhardt called for the vote on Doug Shelton for Mayor Pro-Tempore. Doug Shelton was elected as Mayor Pro-Tempore with four votes in his favor.

**4. Swearing in of Mayor Pro-Tempore**      **Rowan County Clerk of Court Todd Wyrick**  
The Oath of Office for Mayor Pro-Tempore Doug Shelton was administered by Todd Wyrick, Rowan County Clerk of Court.

**5. Approval of the Agenda**  
**ACTION:** Alderman Linker made a motion to approve the agenda as presented. Alderman Luhrs seconded the motion. The motion passed 4-0.

**6. Brief Recess for Reception**  
**ACTION:** Mayor Pro Tem Shelton made a motion to recess. Alderman Luhrs seconded the motion. The motion passed 4-0.

*The Board recessed at 6:10 p.m.*  
*Mayor Barnhardt called the meeting back to order at 6:34 p.m.*

- 7. Approval of the Consent Agenda**
- A. Approval of the Minutes**
    - 1) Regular Meeting November 13, 2023
  - B. Departmental Reports**
  - C. Financial Reports**
  - D. Certification of Fire Roster**
  - E. Radio Agreement**
  - F. Planning Board Appointment**

**ACTION:** Alderman Linker made a motion to approve the consent agenda. Mayor Pro Tem Shelton seconded the motion. The motion passed 4-0.

Mayor Pro Tem Shelton asked whether the radio agreement would cover all emergency personnel and received confirmation that it would.

**8. Public Comments:** There were no public comments.

**9. Guest Presentation**      **Audit**  
Tony Brewer, CPA addressed the Board and expressed thanks for the opportunity to serve as the Town's auditors. Mr. Brewer passed out a guide to the audit and shared highlights.

Highlights for the general fund:

- Ad valorem tax collections were up ~ \$161,000
- Unrestricted intergovernmental revenues were up ~ \$73,000
- Total revenues were up ~ \$307,000 mainly due to increases in ad valorem collections, local options sales tax increase, and investment earnings.
- Expenditures were up ~ \$149,000 mainly due to increases in all departments with the exception of transportation.
  - The Police department had an increase in salary, supplies, and capital outlay.
- For the year revenues were greater than expenditures by \$752,000 vs. an increase of \$587,000 in 2022.
  - \$435,000 of the \$752,000 was restricted, resulting in an increase of unrestricted fund balance of \$314,000
- Capital Projects as of June 30, 2023
  - Transformational Project just started, 3%

- Granite Lake Project stood at 87% complete
- Other noteworthy items:
  - Available or unassigned fund balance increased to 106% of general fund expenditures
  - Notes payable decreased \$100,000 due to principal payments
  - Collection rate remains above state average, 98.99%
- New requirements from the Local Government Commission:
  - Will no longer issue unit, or white, letters
  - Auditors are now required to report any Financial Performance Indicators to the Governing Body
  - New requirement for governing body to submit response to indicators to the LGC. Must be signed by majority of members and submitted within 60 days with plan to address areas of concern. The Town does not have any Financial Performance Indicators of concern or significant deficiencies for FY 22/23 and therefore does not have to submit a response.

Mr. Brewer thanked Manager Smith and Finance Officer Shockley for their diligent work and making things so readily available for the audit.

#### **10. Guest Presentation**

#### **Taps at the Park**

Tina Kanipe addressed the Board regarding a desire to play Taps on the first Friday of each month at Granite Lake Park. The program began as Taps on the Square in Martinsville, Indiana in 2012. Ms. Kanipe explained that the group had a desire to eventually build a full veterans' memorial on the west end of the park but would like to play Taps at the flagpole until that time. After the reading of names at 6:55 p.m., a bugler will play taps at 7:00 p.m. to honor veterans, police, fire personnel, prisoners of war, missing in action recovered, Rosie the Riveters, and those fallen.

Mayor Barnhardt shared that the Board had discussed placing a sign or plaque at the current flagpole until the time an official memorial is in place. The sign could be similar to a yard sale sign in size. Alderman Linker stated a master parks plan was in place and it would be necessary to coordinate with Town staff on plans for a memorial.

Mayor Barnhardt clarified that what was being requested tonight was a consensus that the Board was okay with the Taps at the Park event taking place at the park. Mayor Pro Tem Shelton stated that he had no issues with the ceremony itself taking place at the park but that changing the park would be another issue. Alderman Luhrs echoed his statement. There was a full verbal consensus that the event could begin in the Granite Lake Park on the first Friday of January. The group will coordinate with Town staff for the event sign.

#### **11. Town Manager's Update**

Manager Smith called on Police Chief Mark Cook who recognized Sergeant Richard Tester for being awarded his Advanced Law Enforcement Certificate from the North Carolina Department of Justice Criminal Justice Standards Division. To earn the certificate Sergeant Tester had to complete more than 1200 hours of training beyond the required in-service.

Manager Smith reviewed items from his report found in the agenda packet including kudos for Finance Officer Shelly Shockley for passing the final two exams to qualify for her Finance Officer certification. Manager Smith referenced the highlights from his report and reminded the Board members that the Civic Park Master Plan survey will be open through the end of the month.

**Old Business**

**None**

**New Business**

**12. Board Appointments**

**A. Centralina Board of Delegates** **Representative and Alternate**  
**ACTION:** Mayor Pro Tem Shelton made a motion to appoint Alderwoman Mack as representative to the Centralina Board of Delegates and Mayor Pro Tem Shelton as the alternate. Alderwoman Mack seconded the motion. The motion passed 4-0.

**B. CRMPO Transportation Advisory Committee** **Representative and Alternate**  
**ACTION:** Mayor Pro Tem Shelton made a motion to appoint Mayor Barnhardt as the CRMPO TAC representative and Alderman Luhrs as the alternate representative. Alderman Luhrs seconded the motion. The motion passed 4-0.

**13. Budget Amendment** **Board Training**  
**ACTION:** Mayor Pro Tem Shelton made a motion to approve Budget Amendment #3 as presented. Alderman Luhrs seconded the motion. The motion passed 4-0.

- 14. Board Comments**
- Mayor Barnhardt shared that it would be helpful to identify which days would be best for upcoming strategic planning meetings. Historically Thursday mornings have worked for past boards. There was a general consensus that Thursday mornings would be the starting place for planning.
  - Mayor Pro Tem Shelton asked to be registered for the upcoming PIP meeting.

**15. Announcements and Date Reminders**

<b>A.</b>	Thursday	December 14	7:30 a.m.	Power in Partnership Breakfast
<b>B.</b>	Monday	December 18	5:00 p.m.	Rowan Chamber Business After Hours
<b>C.</b>	Monday	December 25		Christmas – Office Closed
<b>D.</b>	Tuesday	December 26		Office Closed
<b>E.</b>	Wednesday	December 27		Office Closed
<b>F.</b>	Monday	January 1		New Year’s Day – Office Closed
<b>G.</b>	Tuesday	January 2	6:00 p.m.	Planning Board
<b>H.</b>	Friday	January 5	8:30 a.m.	Centralina Elected Officials Breakfast

**Adjourn**  
**ACTION:** Alderman Luhrs made a motion to adjourn. Alderman Linker seconded the motion. The motion passed 4-0.

The meeting ended at 7:36 p.m.

Respectfully Submitted,  
*Aubrey Smith*  
Town Clerk





# Granite Quarry-Faith Joint Police Authority

P.O. Box 351 • 143 North Salisbury Ave, Granite Quarry, NC 28072  
Office: (704)279-2952 • Fax: (704)279-6648



## Police Department Report

### January 2024

- Call volume report for the month of December 2023
- See Attached for Total Calls for Service.
- Date of Report: 12/30/2023
  - Total calls for service/activities – 773
    - 71 Officer Generated Calls.
    - 117 Calls for Service.
  - Calls for service/activities Granite Quarry: 658
  - Calls for service/activities Faith: 105
  - Incident Reports- 6
  - Arrest Reports- 3
  - Crash Reports- 6
  - Traffic Citations- 38
- The following is the ending and average mileage for each vehicle by month:

141 Ford Taurus-	End-	87,960
161 Ford Utility-	End-	85,928
171 Ford Utility -	End-	63,911
172 Ford Utility -	End-	110,515
173 Ford Utility -	End-	53,211
181 Ford F150 -	End-	103,010
191 Dodge Durango -	End-	56,311
201 Ford Utility-	End-	41,243
211 Ford Utility-	End-	21,659
212 Ford Utility-	End-	62,575

- Other Information:
  - Drug Collection Box. December 2023: 7.12 pounds collected.
  - December CID Report. 1 Cases assigned; 3 Cases cleared; 20 follow-ups conducted; 104 open assigned cases.
  - Officers completed 43 hours of in-service or continuing education training in Dec.

# GQPD

## Number of Events by Nature

CFS Dec 2023 Granite Quarry

Nature	# Events
102B1 PAST ABUSE	1
103A4 ADMIN (OTHER)	1
103O2 ADMIN/INFORMATION	1
104C2 COMMERCIAL BURG (INTRUSI	8
104C3 RESIDENTAL BURG (INTRUSI	4
107B1 ASST OTHER AGENCY-ROUTIN	1
111D1 DAMAGE TO PROPERTY	1
113D2 DISTURBANCE / VERBAL	3
114C4 VERBAL FAMILY DOMESTIC	1
114D1 PHYSICAL DOMESTIC	3
114D2 VERBAL DOMESTIC	2
115C1 DRINKING IN PARKED VEH	1
115D1 DRIVING UNDER INFLUENCE	1
116D1 DRUGS (USE-POSSESSION)	2
116D2 DRUGS (SALE)	1
119B1 PHONE THREAT	2
119B2 SOCIAL MEDIA THREAT	1
123B3 FOUND PERSON	1
125B1 CHECK WELFARE - ROUTINE	3
125B2 LOCKOUT - ROUTINE	3
125D1 CHECK WELFARE-URGENT	3
127D2 SUICIDE THREAT	2
129C1 SUSPICIOUS PERSON	6
129C3 SUSPICIOUS VEHICLE	3
129C5 SUSPICIOUS CIRCUMSTANCE	4
130D1 LARCENY	3
130D2 VEHICLE LARCENY	1
131B1 TRAFFIC ACCIDENT - PD	1
132D1 ROAD RAGE	1

Nature	# Events
133D1 TRESPASSING	4
135C1 SHOTS FIRED (HEARD)	2
135D1 ARMED SUBJECT	1
23C0 OVERDOSE (OVERRIDE)	1
23C7 OVERDOSE OR POISON	1
25D3 PSYCHIATRIC (NOT ALERT)	1
32D3 UNKNOWN MEDICAL	1
77B1 TRAFFIC ACC - INJURY	1
911 HANG UP	4
9E2 CARDIAC OR RESP ARREST	1
ASSIST EMS	2
ASSIST MOTORIST	6
ATTEMPT TO LOCATE	1
BURGLARY ALARM	2
BUSINESS OR HOUSE CHECK	474
COMMUNITY PROGRAM	1
DELIVER MESSAGE	9
FOLLOWUP	23
FOOT PATROL	1
GENERAL INFORMATION	3
MISDIAL	3
PARK CHECK	7
REPOSSESSION	1
SCHOOL SECURITY CHECK	3
SUBPOENA SERVICE	2
TRAFFIC CHECK	3
TRAFFIC CONTROL	1
TRAFFIC STOP	29
VEHICLE ACCIDENT PROP DAMAGE	4
WARRANT SERVICE	1
<b>Total</b>	<b>658</b>

# GQPD

## Number of Events by Nature

CFS Dec 2023 Faith

Nature	# Events
104C2 COMMERCIAL BURG (INTRUSI	3
114D2 VERBAL DOMESTIC	1
115D1 DRIVING UNDER INFLUENCE	2
116B1 DRUGS (FOUND-EQUIP)	1
121O2 MENTAL COMMITMENT	2
125B1 CHECK WELFARE - ROUTINE	1
125D1 CHECK WELFARE-URGENT	1
132A1 ABANDONED VEHICLE	1
77B1 TRAFFIC ACC - INJURY	1
911 HANG UP	1
ATTEMPT TO LOCATE	3
BURGLARY ALARM	1
BUSINESS OR HOUSE CHECK	66
DELIVER MESSAGE	1
FOLLOWUP	1
MISDIAL	2
SUBPOENA SERVICE	1
TRAFFIC CHECK	1
TRAFFIC CONTROL	10
TRAFFIC STOP	5
<b>Total</b>	<b>105</b>



PROTECTING QUALITY OF LIFE

Alliance Code  
Enforcement LLC

Monthly Report  
Town of Granite Quarry

Updated  
December 29, 2023

ADDRESS	VIOLATION	STATUS
518 Railroad St	MH	OPEN
111 W Lyerly	MH	OPEN
1190 Summer Ln	JP/JV	OPEN
106 E Church St	JV	OPEN
305 Yadkin St	JV	OPEN
PID 351130 (Rowan St)	ZN/JP	OPEN
403 Lake Dr	JV	OPEN
411 Lake Dr	JV	OPEN
412 Lake Dr	JP	OPEN
736 S Main St	JV	OPEN
518 S Main St	JP/JV	OPEN
320 Barringer St	JV	OPEN
424 Barringer St	JP	OPEN
1304 Stonewyck Dr	JP	OPEN
720 S Main St	JV	OPEN
706 S Main St	JP	OPEN
507 S Main St	JV	OPEN
610 Maple St	OL/JP	OPEN
110 Chase Stone Ct	JP/JV	OPEN
106 Chase Stone Ct	JP	OPEN
316 Kluttz St	JP	OPEN
806 N Salisbury Ave	JP	OPEN
804 N Salisbury Ave	JP	OPEN
717 Weldon Ln	JV	ABATED
100 San Carlos Dr (109)	JV	OPEN
100 San Carlos Dr (107)	JV	OPEN
100 San Carlos Dr (100)	JP	OPEN
503 Lake Dr	JP	ABATED
411 Lake Dr	JP	ABATED
301 S Oak St	JP	ABATED
303 S Oak St	JP	ABATED
412 S Salisbury Ave	JP/JV	OPEN
706 S Salisbury Ave	JP	OPEN
PID 351130 (#144)	ZN	ABATED



PROTECTING QUALITY OF LIFE

Alliance Code  
Enforcement LLC

Monthly Report  
Town of Granite Quarry

Updated  
December 29, 2023

PID 351130 (#142)	ZN	ABATED
PID 351130 (#140)	ZN	ABATED
PID 351130 (#138)	ZN	ABATED
PID 351130 (#136)	ZN	ABATED
PID 351130 (#132)	ZN	ABATED
PID 351130 (#118)	ZN	ABATED
PID 351130 (#116)	ZN	ABATED
PID 351130 (#114)	ZN	ABATED

#### MONTHLY HIGHLIGHTS

- 11 New cases OPENED for December.
- 14 Cases have been ABATED.
- 412 Lake Dr - No one showed up for hearing, Finding of Facts was posted to the property on 11/1/23. This case is now ready for Town Abatement.
- 518 Railroad St - Burned home has been torn down, we will continue to monitor for the debris cleanup.
- 723 N Salisbury Ave - Home is being remodeled, the junk pile has been removed from property and the home is still being worked on.
- 316 Kluttz St- Case was reopened due to the continued accumulation of junk/trash/debris located on the property. Notice of violation was sent to property owner. When in town progress has been made, will continue to monitor. Will schedule a hearing if progress stops.
- 706 S Salisbury Ave- Property owner is trying to get tenants to clean up junk pile. Tenant has placed a building on the property, waiting for the town to let us know if they need a permit for this. Emailed on 12/20.
- Hearings for properties that are due a Hearing will be scheduled within the month of January.



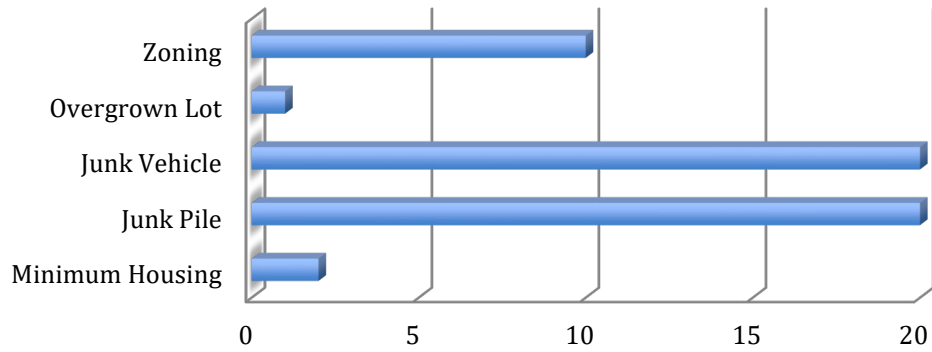
PROTECTING QUALITY OF LIFE

Alliance Code  
Enforcement LLC

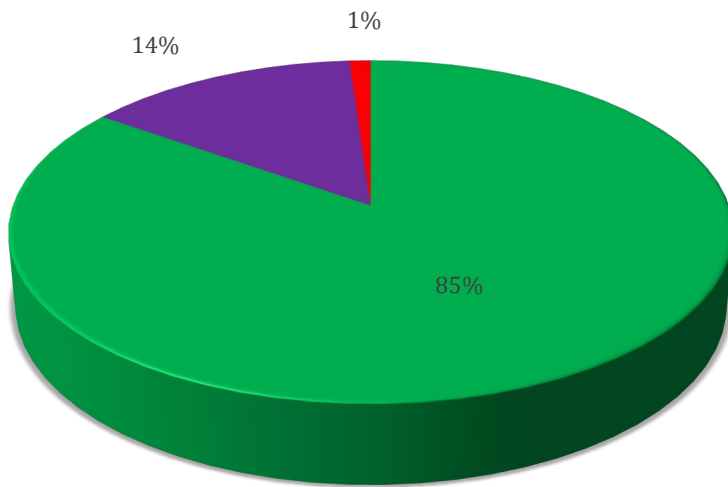
Monthly Report  
Town of Granite Quarry

Updated  
December 29, 2023

### Violations by the Numbers



	Minimum Housing	Junk Pile	Junk Vehicle	Overgrown Lot	Zoning
■ Violations by the Numbers	2	20	20	1	10



**Total Cases : 184**

**Abated: 156**

**Open In Progress: 26**

**New Cases: 2**

■ Abated   ■ Open in Progress   ■ New Cases



## December Work 2023 Public Works Report

- Normal Maintenance Duties Daily - (parks, cleaning, mowing, edging, service on equipment, limbs & sweeping)
- PM check on generator
- PM HVAC
- Changed all Legion outlets and switches to grounded
- Nature trail maintenance weekly
- Filled various potholes
- Christmas at the Lake event
- Town leaf pick up
- Met with Duke on Legion Club Road lights and resolution on placement
- Assisted with several code enforcement complaints
- New toilet seats and internal parts installed at Lake

2007 Ford Truck	Mileage – 64,757	+60 miles
1995 Ford Dump Truck	Mileage – 45,940	+62 miles
2009 Ford Truck	Mileage – 95,547	+272 miles
2019 Ford Truck F350	Mileage – 22,098	+368 miles
2022 Chevy Silverado	Mileage – 20,734	+890 miles





# Town of Granite Quarry Fire Department

Established May 15<sup>th</sup>, 1950

PO Box 351

[www.granitequarrync.gov](http://www.granitequarrync.gov)

Granite Quarry, NC

704/279-5596



## **Board Report January 2024** **Chief Hord**

### Emergency Calls for Service December 2023

47 calls in district

- 32 - EMS (including strokes, falls, diabetic, CPR and other medical needs)
- 7 - Good intent calls/Cancelled en route
- 2 - Motor vehicle accidents
- 3 - Public Assist
- 2 - Assist Police
- 1 - Move up

8 calls to Salisbury

- 2 - Fire Alarms
- 1 - EMS
- 4 - Cancelled en route
- 1 - Gas Leak

10 calls to Rockwell Rural

- 5 - EMS
- 4 - Cancelled en route
- 1 - Smoke Scare

2 calls to Bostian Heights

- 1 - Cancelled en route
- 1 - Structure fire

5 calls to Union cancelled en route

- 3 - Cancelled en route
- 2 - Structure Fire

1 call to Faith cancelled en route

1 call to South Salisbury cancelled en route

1 call to Rockwell City cancelled en route

**TOTAL – 75**

## ACTIVITIES

- Daily activities include apparatus & equipment checks, training, station maintenance, pre-plan development, hose and hydrant maintenance, water points, emergency response, public education, inspections, and the assistance of other divisions within the Town of GQ.
- Monthly training included E.M.T continuing education and Joint Training with Faith F.D. & Rockwell Rural FD.
- Multiple days of ladder training, water point training, hose evolutions, extrication tool familiarization, and district familiarization. Weekly shift training/ officer's choice.
- Car Seat Check Station on Thursday from 1 p.m. to 4 p.m. – 2 seats installed/checked.
- Grounds care on Thursdays.
- GQ School visits on Thursdays.
- Fire Prevention Week events at local Schools, Churches, and Daycares.
- Santa in the park event.
- RCCC Rookie School Graduation.
- Live burn on N Cleo.

### E-571

- Mileage – 23,381
- Hours – 2,106

### E-572

- Mileage – 42,570.9
- Hours – 3,449.9

### R-57

- Mileage – 38,872
- Hours – 3,588.3

### SQ-57

- Mileage – 7,438
- Hours – 1019

# Planning Monthly Report

DECEMBER 2023



## Permits

9 Permit Applications

9 Permits Approved

0 Permits denied

Date	Address	Permit	Status
12-6-23	925 Legion Club Road	Addition	Issued
12-6-23	320 Yadkin Street	Remodel	Issued
12-6-23	1250 Stonewyck Drive	Accessory Building/Storage Building	Issued
12-12-23	316 Kluttz St	Addition	Issued
12-13-23	314 W. Bank Street	New Single-Family Dwelling	Issued
12-20-23	211 E BANK ST	Sign	Issued
12-21-23	1320 Winding Creek Road	Fence	Issued
12-21-23	322 S. Salisbury Ave Unit #4	Change of Use – Coffee House	Issued
12-21-23	214 S. Salisbury Ave	Change of Use- 3D Scuba relocation	Issued

## Planning/Zoning Review

Inquiry	Zoning	Comments
MK Trolleys Food Truck		Violation is being appealed – Jan Bd Adj mtg
A 2 Z Center with Coffee Shop	MS District	Met with property owners- going forward with initial plans as presented in Feb. 2022
ZMA 2024-01-08		Neighborhood meeting held 12-18-23

**Planning Board:** The Planning Board met 12/4/2023 to review an application for a potential member and recognize Rich Luhrs for his years of service on the board.

**Zoning Board of Adjustment:** The Zoning Board of Adjustment did not meet in November due to lack of business.



## Finance Department

Breakdown by Department:  
As of December 31, 2023

Department	Budgeted	Encumbered	YTD	
Revenues:	<u>4,618,492</u>		<u>2,409,356</u>	<u>52%</u>
<b>Total Revenues:</b>	<b>\$ 4,618,492</b>		<b>\$ 2,409,356</b>	<b>52%</b>
Expenses:				
Governing Body	94,304	-	50,546	54%
Contingency & Tranfers	1,014,146	-	132,696	0%
Administration	636,520	3,750	290,811	46%
Public Works	515,341	1,860	302,976	59%
Police	1,007,124	4,620	446,765	45%
Fire	732,897	22,208	348,519	51%
Streets	331,160	-	228,557	69%
Sanitation	193,250	-	84,877	44%
Parks & Recreation	<u>93,750</u>	<u>-</u>	<u>41,090</u>	<u>44%</u>
<b>Total Expenses:</b>	<b>\$ 4,618,492</b>	<b>\$ 32,438</b>	<b>\$ 1,926,838</b>	<b>42%</b>
<b>Expense to Revenue:</b>				<b>80%</b>

Please see the Budget Vs. Actual Report attached for individual line items

<b>Revenues:</b>					
<b>Account</b>	<b>Budget</b>	<b>YTD</b>	<b>Variance</b>	<b>%</b>	<b>Notes</b>
01-3100-12 Taxes - Budget Year	1,610,208	1,327,869	(282,339)	82%	
01-3100-17 Tax Penalties & Interest	4,000	3,894	(106)	97%	
01-3101-12 Taxes - Prior Years	8,000	11,329	3,329	142%	
01-3102-12 Vehicle Tax	144,188	80,846	(63,342)	56%	
01-3230-31 Local Option Sales Tax	1,118,010	545,037	(572,973)	49%	
01-3231-31 Solid Waste Disposal Tax	2,475	1,255	(1,220)	51%	
01-3316-32 Powell Pave & Patch Funds	90,000	102,228	12,228	114%	
01-3322-31 Beer & Wine - State	12,660	-	(12,660)	0%	
01-3324-31 Utilities Franchise Tax	141,387	71,131	(70,256)	50%	
01-3330-84 County First Responders	4,020	3,160	(860)	79%	
01-3413-89 Miscellaneous Revenue	2,700	646	(2,054)	24%	
01-3431-41 Police Authority Revenue_Faith	161,473	80,737	(80,737)	50%	
01-3431-45 Police Report Revenue	100	110	10	110%	
01-3431-89 Police Miscellaneous	1,100	397	(703)	36%	
01-3451-85 Property Damage Claims	-	11,900	11,900	100%	1
01-3471-51 Environmental Fee Collection	184,750	57,783	(126,967)	31%	
01-3491-41 Subdivision & Zoning Fees	6,000	3,895	(2,105)	65%	
01-3613-41 Parks Miscellaneous	21,000	11,255	(9,745)	54%	
01-3713-33 Sal. Water/Sewer Reimbursement	50,000	-	(50,000)	0%	
01-3831-89 Interest on Investments	90,000	83,098	(6,902)	92%	
01-3834-41 Park Shelter Rentals	6,000	4,772	(1,228)	80%	2
01-3835-81 Surplus items Sold	1,000	481	(519)	48%	
01-3837-31 ABC Net Revenue-Co.	11,500	7,533	(3,967)	66%	
01-3991-99 Fund Balance Appropriated	947,921	-	(947,921)	0%	3
	<b>4,618,492</b>	<b>2,409,356</b>	<b>(2,209,136)</b>	<b>52%</b>	

Notes:

- 1 Chamandy guardrail
- 2 Includes GQ Civitans annual rental fee of \$1,200
- 3 Fund Balance Appropriated = Budget as Adopted + Budget Amendments as follows:
 

Budget as Adopted	938,146.00
BA #1 Legion Building roof	9,000.00
<u>BA #3 Governing Body additional training</u>	<u>775.00</u>
Total Fund Balance Appropriated	947,921.00

<b>Governing Body:</b>						
<b>Account</b>	<b>Budget</b>	<b>Encum.</b>	<b>YTD</b>	<b>Variance</b>	<b>%</b>	<b>Notes</b>
01-4110-02 Mayor/Aldermen Salary	18,745	-	9,373	9,373	50%	4
01-4110-09 FICA Expense	1,434	-	717	717	50%	
01-4110-14 Insurance - Workers Comp	50	-	32	18	63%	
01-4110-18 Professional Services	33,500	-	21,130	12,370	63%	
01-4110-26 Office Expense	900	-	281	619	31%	
01-4110-31 Training & Schools	1,675	-	1,400	275	84%	
01-4110-40 Dues & Subscriptions	16,250	-	14,794	1,456	91%	
01-4110-45 Insurance & Bonds	2,000	-	1,880	120	94%	
01-4110-60 Special Projects	15,200	-	740	14,460	5%	
01-4110-61 Grants - Nonprofit Grant Program	350	-	200	150	57%	
01-4110-63 Elections	4,200	-	-	4,200	0%	
	<b>94,304</b>	<b>-</b>	<b>50,546</b>	<b>43,758</b>	<b>54%</b>	

Notes:

4 Paid once annually at the beginning of the fiscal year

<b>Contingency &amp; Transfers:</b>						
<b>Account</b>	<b>Budget</b>	<b>Encum.</b>	<b>YTD</b>	<b>Variance</b>	<b>%</b>	<b>Notes</b>
01-9820-96 Transfer to Capital Reserve Fund	76,000	-	76,000	-	100%	5
01-9840-96 Transfer to Capital Project Funds	938,146	-	56,696	881,450	6%	
	<b>1,014,146</b>	<b>-</b>	<b>132,696</b>	<b>881,450</b>	<b>13%</b>	

Notes:

5 Transfer to Transformational Project GPO

<b>Administration:</b>						
<b>Account</b>	<b>Budget</b>	<b>Encum.</b>	<b>YTD</b>	<b>Variance</b>	<b>%</b>	<b>Notes</b>
01-4120-00 Salaries - Regular	301,925	-	135,706	166,219	45%	
01-4120-03 Salaries - Longevity	1,000	-	850	150	85%	
01-4120-07 401K Expense	15,097	-	6,785	8,312	45%	
01-4120-09 FICA Expense	23,174	-	10,242	12,932	44%	
01-4120-10 Retirement Expense	39,017	-	17,479	21,538	45%	
01-4120-11 Group Insurance	41,500	-	17,278	24,222	42%	
01-4120-14 Insurance - Workers Comp	500	-	425	75	85%	6
01-4120-17 Insurance – HRA/Admin Cost	1,200	-	600	600	50%	
01-4120-18 Professional Services	93,900	3,750	42,212	47,938	49%	
01-4120-22 Banquet Expense	1,700	-	-	1,700	0%	
01-4120-26 Office Expense	9,500	-	3,695	5,805	39%	
01-4120-31 Training & Schools	9,500	-	5,677	3,823	60%	
01-4120-32 Telephone/Communications	4,400	-	2,245	2,155	51%	
01-4120-33 Utilities	5,200	-	2,279	2,921	44%	
01-4120-34 Printing	6,000	-	2,567	3,433	43%	
01-4120-37 Advertising	2,600	-	465	2,135	18%	
01-4120-40 Dues & Subscriptions	2,650	-	767	1,883	29%	
01-4120-44 Contracted Services	43,807	-	16,627	27,180	38%	
01-4120-45 Insurance & Bonds	6,200	-	6,182	18	100%	6
01-4120-62 Committees - CAC	500	-	-	500	0%	
01-4120-68 Tax Collection	27,150	-	18,731	8,419	69%	
	<b>636,520</b>	<b>3,750</b>	<b>290,811</b>	<b>341,959</b>	<b>46%</b>	

Notes:

6 Paid once annually at the beginning of the fiscal year

<b>Public Works:</b>						
<b>Account</b>	<b>Budget</b>	<b>Encum.</b>	<b>YTD</b>	<b>Variance</b>	<b>%</b>	<b>Notes</b>
01-4190-00 Salaries - Regular	146,665	-	61,456	85,209	42%	
01-4190-02 Salaries - Part-Time	70,000	-	36,484	33,516	52%	
01-4190-03 Salaries - Longevity	1,150	-	863	287	75%	
01-4190-07 401K Expense	7,334	-	3,023	4,311	41%	
01-4190-09 FICA Expense	16,663	-	7,483	9,180	45%	
01-4190-10 Retirement Expense	19,039	-	7,877	11,162	41%	
01-4190-11 Group Insurance	25,500	-	9,133	16,367	36%	
01-4190-14 Insurance - Workers Comp	7,200	-	6,987	213	97%	7
01-4190-20 Motor Fuel	16,000	-	5,552	10,448	35%	
01-4190-21 Uniforms	1,500	-	571	929	38%	
01-4190-24 Maint & Repair - Bldgs/Grounds	133,215	-	131,557	1,658	99%	8
01-4190-25 Maint & Repair - Vehicles	5,000	-	711	4,289	14%	
01-4190-29 Supplies & Equipment	15,000	1,500	7,179	6,321	58%	
01-4190-31 Training & Schools	200	-	-	200	0%	
01-4190-32 Telephone/Communications	900	-	737	163	82%	
01-4190-33 Utilities	3,750	-	1,615	2,135	43%	
01-4190-34 Printing	25	-	7	18	28%	
01-4190-35 Maint & Repairs - Equipment	9,000	-	2,346	6,654	26%	
01-4190-40 Dues & Subscriptions	6,900	-	6,711	189	97%	9
01-4190-44 Contracted Services	19,500	360	2,381	16,759	14%	
01-4190-45 Insurance & Bonds	4,800	-	4,794	6	100%	7
01-4190-58 Cap Outlay - Bldg/Infrastructure	6,000	-	5,509	491	92%	10
	<b>515,341</b>	<b>1,860</b>	<b>302,976</b>	<b>210,505</b>	<b>59%</b>	

Notes:

- 7 Paid once annually at the beginning of the fiscal year
- 8 Town Hall Roof is complete
- 9 Includes IWorQ System
- 10 Carport at Quarry



<b>Police:</b>						
<b>Account</b>	<b>Budget</b>	<b>Encum.</b>	<b>YTD</b>	<b>Variance</b>	<b>%</b>	<b>Notes</b>
01-4310-00 Salaries - Regular	553,925	-	214,125	339,800	39%	
01-4310-02 Salaries - Part-Time	8,000	-	2,760	5,240	35%	
01-4310-03 Salaries - Longevity	2,500	-	2,200	300	88%	
01-4310-07 401K Expense	27,697	-	10,895	16,802	39%	
01-4310-09 FICA Expense	43,179	-	17,139	26,040	40%	
01-4310-10 Retirement Expense	78,123	-	30,594	47,529	39%	
01-4310-11 Group Insurance	93,500	-	37,605	55,895	40%	
01-4310-14 Insurance - Workers Comp	11,500	-	10,708	792	93%	11
01-4310-20 Motor Fuel	32,000	-	11,131	20,869	35%	
01-4310-21 Uniforms	4,400	320	433	3,647	17%	
01-4310-25 Maint & Repair - Vehicles	9,000	1,000	3,046	4,954	45%	
01-4310-26 Office Expense	1,500	-	483	1,017	32%	
01-4310-29 Supplies & Equipment	21,650	2,800	6,485	12,365	43%	
01-4310-31 Training & Schools	5,000	500	2,364	2,136	57%	
01-4310-32 Telephone/Communications	8,200	-	4,240	3,960	52%	
01-4310-33 Utilities	1,900	-	811	1,089	43%	
01-4310-34 Printing	1,000	-	497	503	50%	
01-4310-35 Maint & Repair - Equipment	2,000	-	92	1,908	5%	
01-4310-40 Dues & Subscriptions	4,800	-	2,561	2,239	53%	
01-4310-44 Contracted Services	23,250	-	15,169	8,081	65%	
01-4310-45 Insurance & Bonds	16,000	-	15,895	105	99%	11
01-4310-54 Cap Outlay - Vehicles	58,000	-	57,532	468	99%	12
	<b>1,007,124</b>	<b>4,620</b>	<b>446,765</b>	<b>555,739</b>	<b>45%</b>	

Notes:

- 11 Paid once annually at the beginning of the fiscal year
- 12 Vehicle purchase and upfit complete

<b>Fire:</b>						
<b>Account</b>	<b>Budget</b>	<b>Encum.</b>	<b>YTD</b>	<b>Variance</b>	<b>%</b>	<b>Notes</b>
01-4340-00 Salaries - Regular	290,500	-	127,095	163,405	44%	
01-4340-02 Salaries - Part-Time	184,275	-	102,283	81,992	56%	
01-4340-03 Salaries - Longevity	2,200	-	1,766	434	80%	
01-4340-07 401K Expense	15,520	-	6,950	8,570	45%	
01-4340-09 FICA Expense	36,489	-	17,518	18,971	48%	
01-4340-10 Retirement Expense	40,263	-	17,815	22,448	44%	
01-4340-11 Group Insurance	54,000	-	21,011	32,989	39%	
01-4340-14 Insurance - Workers Comp	10,585	-	8,592	1,993	81%	13
01-4340-17 Firemen's Pension Fund	1,725	-	10	1,715	1%	
01-4340-20 Motor Fuel	8,500	-	3,428	5,072	40%	
01-4340-21 Uniforms	3,500	-	1,768	1,732	51%	
01-4340-25 Maint & Repair - Vehicles	12,000	4,328	6,358	1,314	89%	
01-4340-26 Office Expense	150	-	-	150	0%	
01-4340-29 Supplies & Equipment	30,000	17,500	6,643	5,857	80%	14
01-4340-31 Training & Schools	2,500	380	1,722	398	84%	
01-4340-32 Telephone/Communications	5,400	-	2,825	2,575	52%	
01-4340-33 Utilities	6,800	-	3,021	3,779	44%	
01-4340-34 Printing	275	-	146	129	53%	
01-4340-35 Maint & Repair - Equipment	2,500	-	70	2,430	3%	
01-4340-40 Dues & Subscriptions	3,850	-	1,302	2,548	34%	
01-4340-44 Contracted Services	10,000	-	6,341	3,659	63%	
01-4340-45 Insurance & Bonds	11,865	-	11,854	11	100%	13
	<b>732,897</b>	<b>22,208</b>	<b>348,519</b>	<b>362,170</b>	<b>51%</b>	

Notes:

- 13 Paid once annually at the beginning of the fiscal year
- 14 Turnout gear and ballistic vests are encumbered

<b>Streets:</b>						
<b>Account</b>	<b>Budget</b>	<b>Encum.</b>	<b>YTD</b>	<b>Variance</b>	<b>%</b>	<b>Notes</b>
01-4510-18 Professional Services	1,000	-	-	1,000	0%	
01-4510-29 Supplies & Equipment	2,400	-	187	2,213	8%	
01-4510-39 Maint & Repair	30,000	-	6,500	23,500	22%	
01-4510-99 Unappropriated Fund Balance	56,600	-	-	56,600	0%	
01-4511-33 Utilities - Street Lights	38,000	-	21,289	16,711	56%	
01-4511-39 Other Services	300	-	-	300	0%	
01-4511-71 Debt Service - Principal	202,860	-	200,581	2,279	99%	15
	<b>331,160</b>	<b>-</b>	<b>228,557</b>	<b>102,603</b>	<b>69%</b>	

Notes:

15 Streets loan paid in full in July 2023

<b>Sanitation:</b>						
<b>Account</b>	<b>Budget</b>	<b>Encum.</b>	<b>YTD</b>	<b>Variance</b>	<b>%</b>	<b>Notes</b>
01-4710-44 Contracted Services	193,250	-	84,877	108,373	44%	
	<b>193,250</b>	<b>-</b>	<b>84,877</b>	<b>108,373</b>	<b>44%</b>	

Notes:

<b>Parks &amp; Rec:</b>						
<b>Account</b>	<b>Budget</b>	<b>Encum.</b>	<b>YTD</b>	<b>Variance</b>	<b>%</b>	<b>Notes</b>
01-6130-24 Maint & Repair - Bldgs/Grounds	35,000	-	12,627	22,373	36%	
01-6130-29 Supplies & Equipment	10,000	-	3,601	6,399	36%	
01-6130-32 Telephone/Communications	6,000	-	3,375	2,625	56%	
01-6130-33 Utilities	17,000	-	9,836	7,164	58%	
01-6130-44 Contracted Services	1,500	-	608	893	41%	
01-6130-62 Committees - PERC	24,250	-	11,044	13,206	46%	
	<b>93,750</b>	<b>-</b>	<b>41,090</b>	<b>52,660</b>	<b>44%</b>	

Notes:

**Town of Granite Quarry, North Carolina**  
**Capital Project Ordinance # 2020-04**  
**FEMA Grant - Granite Lake Repairs**  
**Inception 3/2/2020**

	Amended Project Authorization	Encumbered	Total To Date	Projected by Completion (Variance)	Notes
<b><u>REVENUES</u></b>					
04-3613-26 FEMA Grant	\$ 576,286		\$ 506,020	2,311	
04-3613-36 NCDEM Grant	192,095		168,673	770	
<i>Total Revenues</i>	<u>768,381</u>		<u>674,693</u>	<u>3,081</u>	
<b><u>OTHER FINANCING SOURCES</u></b>					
04-3981-96 Transfer from General Fund	-		-	-	
<i>Total Other Financing Sources</i>	<u>-</u>		<u>-</u>	<u>-</u>	
<b>TOTAL REVENUES AND OTHER FINANCING SOURCES</b>	<b><u>768,381</u></b>		<b><u>674,693</u></b>	<b><u>3,081</u></b>	
<b><u>EXPENDITURES</u></b>					
04-6130-18 Professional Services					
Engineer or Architect Fees	174,250	3,081	171,169	3,081	16
<i>Total Personnel</i>	<u>174,250</u>		<u>171,169</u>	<u>3,081</u>	
04-6130-69 Cap Outlay - Bldg, Struct, Other					
Construction Cost	\$ 547,619		\$ 503,524	-	
Contingency (10%)	46,512		\$ -	-	
<i>Total Capital Outlay</i>	<u>594,131</u>		<u>503,524</u>	<u>-</u>	
<b>TOTAL EXPENDITURES</b>	<b><u>\$ 768,381</u></b>		<b><u>\$ 674,693</u></b>	<b><u>3,081</u></b>	
<b>TOTAL FINANCING SOURCES OVER EXPENDITURES</b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>-</u></b>	

Notes:

16 Remaining encumbered architect contract

**Town of Granite Quarry, North Carolina**  
**Capital Project Ordinance # 2023-01**  
**Transformational Project**  
**Inception 1/9/2023**

	Amended Project Authorization	Encumbered	Total To Date	Projected by Completion (Variance)	Notes
<b><u>FINANCING SOURCES</u></b>					
08-3981-96 Transfer from General Fund	959,917		81,875	878,042	
<i>Total Financing Sources</i>	959,917		81,875	878,042	
<b>TOTAL REVENUES AND OTHER FINANCING SOURCES</b>	<b>959,917</b>		<b>81,875</b>	<b>878,042</b>	
<b><u>EXPENDITURES</u></b>					
08-4930-18 Professional Services					
Pre-Development Services	39,100	12,347	26,753	12,347	
Civic Park "Option 1" Improvements	49,800	22,356	27,445	22,356	
Civic Park Master Plan	55,000	44,895	10,105	44,895	
Attorney Fees	2,573		2,573	-	
<i>Total Personnel</i>	146,473	79,598	66,875	79,598	
08-4930-58 Cap Outlay - Construction					
Feasibility Study	15,000.00	-	15,000.00	-	
Civic Park "Option 1" Improvements	645,516.71	-	-	645,516.71	
	660,517	-	15,000	645,517	
08-4930-97 Contingency	42,928	-	-	42,928	
<i>Total Construction</i>	703,444	-	15,000	688,444	
08-9840-96 Transfer to TAP Project Fund	110,000	-	-	110,000	
<i>Total Transfers</i>	110,000	-	-	110,000	
<b>TOTAL EXPENDITURES</b>	<b>959,917</b>	<b>79,598</b>	<b>81,875</b>	<b>878,042</b>	
<b>TOTAL FINANCING SOURCES OVER EXPENDITURES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>	

Notes:

**Town of Granite Quarry, North Carolina**  
**Capital Project Ordinance # 2023-03**  
**Transportation Alternatives Program Project**  
**Inception 2/13/2021**

	Project Authorization	Encumbered	Total To Date	Projected by Completion (Variance)	Notes
<b><u>REVENUES</u></b>					
09-3450-36 Transportation Alternatives Program Funds	440,000		-	440,000	
<i>Total Revenues</i>	<u>440,000</u>		<u>-</u>	<u>440,000</u>	
<b><u>OTHER FINANCING SOURCES</u></b>					
09-3984-96 Transfer from Transformational Projects	110,000		-	110,000	
<i>Total Other Financing Sources</i>	<u>110,000</u>		<u>-</u>	<u>110,000</u>	
<b>TOTAL REVENUES AND OTHER FINANCING SOURCES</b>	<b><u>550,000</u></b>		<b><u>-</u></b>	<b><u>550,000</u></b>	
<b><u>EXPENDITURES</u></b>					
09-4511-18 Professional Services	70,000		-	70,000	
<i>Total Personnel</i>	<u>70,000</u>	-	-	<u>70,000</u>	
09-4511-58 Cap Outlay - Construction	452,500		-	452,500	
09-4511-97 Contingency	27,500		-	27,500	
<i>Total Construction</i>	<u>480,000</u>	-	-	<u>480,000</u>	
<b>TOTAL EXPENDITURES</b>	<b><u>550,000</u></b>	<b><u>-</u></b>	<b><u>-</u></b>	<b><u>550,000</u></b>	
<b>TOTAL FINANCING SOURCES OVER EXPENDITURES</b>	<b>-</b>	<b>\$ -</b>	<b>-</b>	<b>-</b>	

Notes:

**Town of Granite Quarry, North Carolina  
Capital Reserve Fund  
Inception 7/1/2023**

	<b>Amended Authorization</b>	<b>Total To Date</b>
<b><u>FINANCING SOURCES</u></b>		
02-3981-96 Transfer from General Fund	76,000	76,000
<i>Total Other Financing Sources</i>	76,000	76,000
<b>TOTAL REVENUES AND OTHER FINANCING SOURCES</b>	<b>76,000</b>	<b>76,000</b>
 <b><u>EXPENDITURES</u></b>		
02-4190-54 Cap Outlay - Dump Truck	1,000	-
02-4260-58 Cap Outlay - Town Hall	-	-
02-4340-54 Cap Outlay - Fire Truck	75,000	-
<i>Total Capital Outlay</i>	76,000	-
<b>TOTAL EXPENDITURES</b>	<b>76,000</b>	<b>-</b>
<hr style="border: 0.5px solid black;"/>		
<b>TOTAL FINANCING SOURCES OVER EXPENDITURES</b>	<b>-</b>	<b>76,000</b>

Notes:

### **Unassigned Fund Balance:**

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*\*These amounts are estimates only and intended to give an indication of the fiscal health of Unassigned Fund Balance.*

<b>Unassigned Fund Balance as of 7/01/23</b>	<b>3,068,949</b>
Revenues as of 12/31/23	2,409,356
Expenses as of 12/31/23	(1,926,838)
<b>Revenues over Expense at 12/31/23</b>	<b>482,517</b>
<b>Less Encumbered</b>	<b>(32,438)</b>
<b>Less Restricted:</b>	
Powell Bill	(95,541)
Reserved by State Statute	(345,217)
<b>Total Restricted</b>	<b>(440,758)</b>
<b>Less Committed:</b>	
Transformational Project CPO	(881,450)
<b>Total Committed</b>	<b>(881,450)</b>
<b>Unassigned Fund Balance as of 11/30/23</b>	<b>\$ 2,196,820</b>



Interest on Investments by Month														
FY 2023-2024														
Acct#	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	Interest YTD	Invested Balance
<b>Money Market Accounts:</b>														
<b>XX9011</b>	18	2	16	15	15	16	-	-	-	-	-	-	83.25	<b>53,784.59</b>
<b>XX1186</b>	17	19	19	18	18	19	-	-	-	-	-	-	109.72	<b>63,039.29</b>
	35	21	35	34	34	35	-	-	-	-	-	-	\$ 192.97	\$ <b>116,823.88</b>
<b>NC Capital Management Trust:</b>														
<b>XX4319</b>	11,469	11,705	14,957	15,537	14,436	14,801	-	-	-	-	-	-	82,904.86	<b>3,328,555.14</b>
	11,469	11,705	14,957	15,537	14,436	14,801	-	-	-	-	-	-	\$ 82,904.86	\$ <b>3,328,555.14</b>
<b>Totals</b>													<b>\$83,097.83</b>	<b>\$ 3,445,379</b>

<b>Total Invested Balance</b>	<b>\$ 3,445,379</b>
<b>Cash Balance (As of 12/31/23)</b>	<b>\$ 310,217</b>
<b>Minus Outstanding Transactions (As of 12/31/23)</b>	<b>\$ (27,299)</b>
<b>Total Reconciled Cash Balance</b>	<b>\$ 282,918</b>
<b>Total Available Funds</b>	<b>\$ 3,728,297</b>

**Town of Granite Quarry**  
**Town Manager's Report**  
**January 2024**



1. **Personnel highlights.** Manager will update any highlights from the past month.
2. **Police Vehicle Graphics.** Manager and Police Chief will update the Board on the new decals.
3. **Board of Aldermen meetings, transitions, etc**
  - Chamber Gala 1/25/24 @ 6:00pm Board member head count (individual \$60, couple \$100).
  - More meetings and follow ups than I can ever remember in a transition; a lot of that attributed to the amount of seat vacancies / turnovers at least in our region/apparently statewide.
  - Working with Mayor on strategic planning transition orientation as well.
4. **General highlights**
  - A. Granite Industrial Park sign. Have continued follow up with EDC. Holidays & sickness put some of the follow up with County & Tourism behind but we're still on schedule with Wayfinding Initiative.
  - B. Wayfinding initiative. Confirmed with Tourism that our PWD should be able to help with installation of most if not all of our Hwy 52 wayfinding signs, which should make things go smoother also.
  - C. Employee survey/climate assessment. We had to reschedule kickoff several times due to conflicts with the Workplace Initiative's schedules, but are on schedule to still coordinate in January.
  - D. Pre-training and live burn at 318 N Cleo St went well on 12/16/23, with all volunteers attending.
  - E. Rowan County radio agreement executed and finalized. No confirmation yet on when we'll receive the radios.
5. **Committee / Group Reports.**
  - A. **Community Appearance Commission (CAC).** 12/6/23
    - Christmas Decorating Contest. Selected:

Fan Favorite	106 Tyler Court
Best Theme	608 S Main St
Most Creative	712 Pine Hill Dr
Most Traditional	707 Pine Hill Dr
Honorable Mention	1104 Hillcrest Ridge Dr
    - Changed its regular monthly meeting date to the 2<sup>nd</sup> Wednesday of each month (was 2<sup>nd</sup> Thurs).
    - Elected Marta Wright as Vice-Chair.
    - Street Banners. Discussed idea of purchasing more street banners for along Salisbury Ave. Idea was forwarded to PWD for review and feedback to be discussed at another meeting.
    - Events.
      - Crepe Myrtle Trimming Workshop. Scheduling a workshop for Saturday, 2/24/24.
      - Annual Mulch Giveaway. Recommended Saturday, 3/16/24 (PWD approved the date).
  - B. **MPO Technical Coordinating Committee (TCC).** ~~12/20/23~~ Did not meet in December  
Did not meet in December, but confirmed a first draft of our Division 9 critical intersections list I updated you about last month ("*...compiling a list of critical intersections that Division 9 can cross*

*reference with any recent express design work, and then narrow down / prioritize into a couple of projects that DOT can scope and cost estimate for a federal and state funding opportunity”.*

- *The general goal is to leverage both the technical expertise of the NCDOT and their non-federal funding sources (e.g., SPOT Safety, Mobility) to get a project designed and built for little to no-cost to the locals sooner than a STIP schedule would allow”).*
- Our Byrd & Faith Rds P7.0 roundabout project we vetted & submitted for consideration is on the list, which will be discussed at both the TCC (professional staff) and TAC (elected officials) in Jan.

**C. Events. ~~12/28/23~~ Canceled**

- Christmas at the Lake. From overall debrief accounts received, event was successful again this year. Biggest item identified needing review was parking/site layout, which staff will continue debriefing about to determine best options to better address moving forward. “The Grinch” was consistently mentioned as one of the favorite things, so we’ll definitely try to corral him again.

**D. Rowan Economic Development Council (EDC). 12/14/23**

- Presentation of Investor Satisfaction Survey and Discussion of Forward Rowan II with Forward Rowan’s consultant, Convergent Nonprofit Solutions. The first initiative was very successful, and EDC will be moving forward with a second campaign.
- Reappointed Gary Blabon, Luke Fisher, and Larry Roth to serve a 2<sup>nd</sup> term; Karla Foster to serve the remainder of Gary Hamblin’s term, and Terry Osborne as the ABC Board ex-officio seat.

**E. Centralina Regional Managers Meeting. 12/13/23**

- Discussed political transitions from November’s elections and measures COGs and Managers are doing to ensure stability (e.g., orientation breakfasts, “Essentials” etc joint training).
- Climate Pollution Reduction Grant update. Centralina was awarded planning grant to serve as lead agency in our region. This one is only for major local projects; I’m continuing to vet our Transformational Downtown/Square project and potential ancillary items with it in mind.
- NCCCMA (NC Managers) winter conference 1/31-2/2 in Winston-Salem.
- Met on site in Gastonia to review recent public-private partnership developments/projects and discuss their pros & cons, successes & challenges.

**Agenda Item Summary**

Regular Meeting

January 8, 2024

Agenda Item 5

**Zoning Text Amendment  
2024-01-08**

Summary:

Planning, Zoning, and Subdivision Administrator Richard Flowe will present on the proposed amendments to the Granite Quarry Development Ordinance as recommended by the Planning Board at its November 6, 2023 meeting.

Attachments:

- Ordinance ZTA-2024-01-08

Action Requested:

***Motion to adopt Ordinance ZTA-2024-01-08***

Motion Made By:

- Doug Shelton
- John Linker
- Laurie Mack
- Rich Luhrs

Second By:

- Doug Shelton
- John Linker
- Laurie Mack
- Rich Luhrs

For:

- Doug Shelton
- John Linker
- Laurie Mack
- Rich Luhrs

Against:

- Doug Shelton
- John Linker
- Laurie Mack
- Rich Luhrs

In case of tie:

Mayor Brittany Barnhardt

- For
- Against

AN ORDINANCE AMENDING  
THE “GRANITE QUARRY DEVELOPMENT ORDINANCE”  
OF THE TOWN OF GRANITE QUARRY, NORTH CAROLINA

Ordinance Number ZTA-2024-01-08

WHEREAS, on June 30, 2023, the Town Board of Aldermen’s newly adopted Granite Quarry Development Ordinance, also known as the GQDO, became fully effective; and,

WHEREAS, the amendment of the GQDO to certain Temporary use standards are well balanced with the permanent uses by increasing frequencies for such uses is both consistent with the adopted *Town Plan 2040* by continuing to meet the adopted goals of *Town Plan 2040* emphasizing *Goal 1: Maintain Small-Town Character*, and *Goal 4: Foster Managed Growth* while striving to create a balanced economic environment for all local businesses; then,

THEREFORE, BE IT ORDAINED by the Town Board of Aldermen that the Granite Quarry Development Ordinance be amended as follows:

**Article 15, Table 15.1 is hereby amended to reduce restrictions on “Food Trucks” by increasing the frequency limits from thirty (30) per year to one-hundred four (104) per year at any one location within the Town’s jurisdiction.**

This Ordinance shall become effective at 12:01 AM EST on January 9, 2024.

**ADOPTED on this the 8<sup>th</sup> day of January 2024.**

s/ \_\_\_\_\_

**Brittany H. Barnhardt, Mayor**

s/ \_\_\_\_\_

**Aubrey Smith, Town Clerk**

**Agenda Item Summary**

Regular Meeting

January 8, 2024

Agenda Item 6

**Zoning Map Amendment  
2024-01-08**

Summary:

Planning, Zoning, and Subdivision Administrator Richard Flowe will present on the proposed amendments to the Zoning Map as recommended by the Planning Board at its November 6, 2023 meeting.

Attachments:

- Ordinance ZMA-2024-01-08

Action Requested:

***Motion to adopt Ordinance ZMA-2024-01-08***

Motion Made By:

- Doug Shelton
- John Linker
- Laurie Mack
- Rich Luhrs

Second By:

- Doug Shelton
- John Linker
- Laurie Mack
- Rich Luhrs

For:

- Doug Shelton
- John Linker
- Laurie Mack
- Rich Luhrs

Against:

- Doug Shelton
- John Linker
- Laurie Mack
- Rich Luhrs

In case of tie:

Mayor Brittany Barnhardt

- For
- Against

**AN ORDINANCE AMENDING THE  
GRANITE QUARRY DEVELOPMENT ORDINANCE  
OF THE TOWN OF GRANITE QUARRY, NORTH CAROLINA**

Ordinance #ZMA-2024-01-08

**BE IT ORDAINED** by the Mayor and Board of Aldermen of the Town of Granite Quarry, North Carolina that the Official Zoning Map (OZM) of the Granite Quarry Development Ordinance (GQDO) be amended in accordance with both GQDO Article 5 and Article 6 of G.S. Chapter 160D. The subject properties of each of the following:

1. Wittenberg Evangelical Lutheran Church, Inc., described as Rowan parcel located at 0 West Bank Street (Parcel 350 09402, PIN 5678-17-01-0022) and described with illustration in Exhibit “A” attached hereto. Said parcel consists of approximately 0.16 acres.
2. Wittenberg Evangelical Lutheran Church, Inc., described as Rowan parcel located at 111 West Bank Street (Parcel 350 101, PIN 5668-20-90-9965) and described with illustration in Exhibit “B” attached hereto. Said parcel consists of approximately 0.42 acres.

**Part 1. Consistency with Adopted Comprehensive Plan.**

The Board of Aldermen finds that a zoning map amendment applicable to the subject properties, from the current designation of "Residential Main Street Transitional (RMST)" to a new zoning designation in accordance with G.S. 160D-604(a) of “Civic (CIV)” is consistent with the Town’s 2040 Comprehensive Land Use & Master Plan (the Plan) and the contiguous “Civic” and “Neighborhood” designations upon the adjacent properties as appearing on the Plan’s “Future Land Use Map” therein as amended, as required by G.S. 160D-605(a).

**Part 2. Statement of Reasonableness.**

This amendment is reasonable because the subject property allows for the expansion of civic uses supporting neighborhoods of the Town while improving access to services compatible with neighborhood needs to improve the quality of life for Granite Quarry residents by enabling additional opportunities developed in accordance with the GQDO.

**Part 3. Establishment of New Zoning Designation.**

That Rowan County Parcels 350 09402, PIN 5678-17-01-0022, and 350 101, PIN 5668-20-90-9965 as shown in Exhibits “A” and “B”, attached hereto shall be designated “Civic (CIV)” on the Official Zoning Map. Said parcels consisting of approximately 0.58 acres in total.

**Part 4. Amendment of Future Land Use Map.**

That Rowan County Parcels 350 09402, PIN 5678-17-01-0022, and 350 101, PIN 5668-20-90-9965, as shown in Exhibits “A” and “B”, attached hereto, shall be designated “Civic” on the Future Land Use Map.

**Part 5. Effective Date.**

This Ordinance shall be effective at 12:01 AM on the 9<sup>th</sup> day of January 2024.

Adopted this 8<sup>th</sup> day of January 2024.

s/ \_\_\_\_\_  
**Brittany H. Barnhardt, Mayor**

s/ \_\_\_\_\_  
**Aubrey Smith, Town Clerk**

*(This space left blank intentionally.)*



Exhibit "A"



Tract 2:  
Lying on the south side of Bank Street, in the Town of Granite Quarry, North Carolina.

Beginning at an iron pipe, Reginald Kirchin's Northeast corner in the margin of Bank Street, North 42-51 East 60.4 feet to a stake, Eastern Rowan Telephone Company lots; thence two lines with the telephone company as follows: (1) South 47-09 East 30 feet to a stake; (2) North 42-51 East 50 feet to a stake in J. H. Lyerly's line; thence with Lyerly's line South 47-09 East 5 feet to a stake, Lyerly's corner; thence two new lines as follows: (1) South 42-51 West 46.8 feet to a stake; (2) South 47-10 East 93.9 feet to a stake in the old line; thence with the said line, South 44-36 West 70.8 feet to a stake in Reginald Kirchin's line; thence with Kirchin line North 43-49 West 127 feet to the beginning, containing one-fourth acre more or less.

For back title reference is hereby made to Deed Book 436 at page 185 and Deed Book 506 at page 639 in the office of the Register of Deeds for Rowan County, NC.

**LESS AND EXCEPT THE FOLLOWING:**

1. Land conveyed in Book 1035, Page 815, to F & M Real Estate Properties, Inc.
2. Land conveyed in Book 1035, Page 816, to Wittenberg Evangelical Lutheran Church.

Exhibit "B"



**Tract 3:**  
*In Granite Quarry. Beginning at a stake on the Southeast side of Bank Street, 100 feet North 41 degrees 15 minutes East of the East intersection of Oak and Bank Street, E.L. Lyerly's corner; thence with the margin of Bank Street, North 41 degrees 15 minutes East 100 feet to a stake, a new corner on Bank Street; thence a new line, South 44 degrees 30 minutes East 200 feet to a stake, E.L. Lyerly's corner ; thence with Lyerly's lines, South 41 degrees 15 minutes West 100 feet to a stake; thence North 44 degrees 30 minutes West 200 feet to the point beginning, being a part of the property described in Deed Book No. 55, page 143.*

**Agenda Item Summary**

Regular Meeting

January 8, 2024

Agenda Item 7

**Rules of Procedure Review**

Summary:

The Board’s current Rules of Procedure call for the bi-annual review of the document:

***Part IV. Organization of the Board***

***Rule 8. (d) Rules of Procedure. At the next regularly scheduled monthly meeting following the organizational meeting, the Board shall review these Rules of Procedure and decide if any revisions are necessary.***

Attachments:

- Board of Aldermen Rules of Procedure *adopted 2023*

Action Requested:  
**Board review.**

Motion Made By:

- Doug Shelton
- John Linker
- Laurie Mack
- Rich Luhrs

Second By:

- Doug Shelton
- John Linker
- Laurie Mack
- Rich Luhrs

For:

- Doug Shelton
- John Linker
- Laurie Mack
- Rich Luhrs

Against:

- Doug Shelton
- John Linker
- Laurie Mack
- Rich Luhrs

In case of tie:

Mayor Brittany Barnhardt

- For
- Against

# **Rules of Procedure for the Board of Aldermen of the Town of Granite Quarry**

## **Part I. Applicability**

### **Rule 1. Applicability of Rules**

These rules apply to all meetings of the Town of Granite Quarry's Board of Aldermen. For purposes of these rules, a meeting of the board occurs whenever a majority of the board's members gather, whether in person or simultaneously by electronic means, to conduct hearings, deliberate, vote, or otherwise transact public business within the board's real or apparent jurisdiction. The term "majority" as used here and elsewhere in these rules means, unless otherwise specified, a simple majority, that is, more than half.

## **Part II. Quorum**

### **Rule 2. Quorum**

The presence of a quorum is necessary for the board to conduct business. A majority of the board's actual membership plus the mayor, excluding vacant seats, constitutes a quorum. A member who withdraws from a meeting without being excused by majority vote of the remaining members in attendance is deemed present for quorum purposes.

## **Part III. Open Meetings**

### **Rule 3. Remote Participation in Board Meetings**

No member who is not physically present for a board meeting may participate in the meeting by electronic means except in accordance with a policy adopted by the board.

*(See Attachment A: Remote Participation Policy 2020-01 adopted 4/3/2020)*

### **Rule 4. Meetings to Be Open to the Public**

Except as permitted by Rule 5, all meetings of the board shall be open to the public, and any person may attend its meetings.

### **Rule 5. Closed Sessions**

**(a) Motion to Enter Closed Session.** The town board may enter a closed session from which the public is excluded only upon a motion duly made and adopted in open session. The motion to enter closed session must cite one or more of the permissible bases for closed session listed in paragraph (b) of this rule. A motion to enter closed session under subparagraph (b)(1) or (b)(2) must contain the additional information specified in those provisions.

**(b) Bases for Closed Session.** A closed session is permissible under the following circumstances and no others:

- (1) To prevent the disclosure of information that is privileged or confidential pursuant to the law of North Carolina or of the United States or that does not constitute a public record within the meaning of Chapter 132 of the General Statutes. The motion to enter closed session must name or cite the law that renders the information confidential or privileged.
- (2) To consult with the town attorney or another attorney employed or retained by the town in order to preserve the attorney–client privilege. If the board expects to discuss a pending lawsuit with its attorney, the motion to enter closed session must include the names of the parties to the lawsuit.
- (3) To discuss matters relating to (a) the location or expansion of industries or other businesses in the area served by the town or (b) the closure or realignment of a military installation. The board may reach agreement in closed session on a tentative list of economic development incentives to be offered in negotiations, but the approval of the signing of any economic development contract or commitment and the authorization of the payment of economic development expenditures must take place in open session.
- (4) To establish or instruct staff or agents concerning the town’s position in negotiating the price or other material terms of an agreement for the acquisition of real property by purchase, exchange, or lease.
- (5) To establish or instruct staff or agents concerning the amount of compensation or other material terms of an employment contract.
- (6) To consider the qualifications, competence, performance, character, fitness, or conditions of appointment or employment of a public officer or employee or prospective public officer or employee, except when the individual in question is a member of the town board or other public body or is being considered to fill a vacancy on the town board or other public body. Final action to appoint or employ a public officer or employee must take place in open session.
- (7) To hear or investigate a charge or complaint by or against a public officer or employee. Final action discharging an employee or removing an officer must occur in open session.
- (8) To plan, conduct, or hear reports concerning investigations of alleged criminal misconduct.
- (9) To view a law enforcement recording released pursuant to G.S. 132-1.4A.
- (10) On any other basis permitted by law.

**(c) Closed Session Participants.** Unless the board directs otherwise, the town manager, town attorney, and town clerk may attend closed sessions of the board. No other person may attend a closed session unless invited by majority vote of the board.

**(d) Motion to Return to Open Session.** Upon completing its closed session business, the board shall end the closed session by adopting a duly made motion to return to open session.

## **Rule 6. Meeting Minutes**

**(a) Minutes Required for All Meetings.** The board must keep full and accurate minutes of all of its meetings, including closed sessions. To be “full and accurate,” minutes must record all actions taken by the board. They should set out the precise wording of each motion and make it possible to determine the number of votes cast for and against each motion. The minutes need not record discussions of the board,

though the board in its discretion may decide to incorporate such details into the minutes.

**(b) Record of “Ayes” and “Noes.”** At the request of any member of the board, the minutes shall list each member by name and record how each member voted on a particular matter.

**(c) General Accounts of Closed Sessions.** In addition to minutes, the board must keep a general account of each closed session. The general account must be sufficiently detailed to provide a person not in attendance with a reasonable understanding of what transpired. The board may combine the minutes and general account of a closed session into one document, so long as the document contains both a complete record of actions taken and the level of detail required for a general account.

**(d) Sealing Closed Session Records.** Minutes and general accounts of closed sessions shall be sealed until unsealed by order of the board or, if the board delegates the authority to unseal to one or more staff members, in accordance with guidelines adopted by the board. The sealed minutes and general account of any closed session may be withheld from public inspection so long as public inspection would frustrate the purpose(s) of the closed session.

## **Rule 7. Broadcasting and Recording Meetings**

**(a) Right to Broadcast and Record.** Any person may photograph, film, tape-record, or otherwise reproduce any part of a board meeting that must take place in open session. Except as provided in paragraph (c) of this rule, any radio or television station may broadcast any such part of a board meeting.

**(b) Advance Notice.** Any radio or television station that plans to broadcast any portion of a board meeting shall so notify the town clerk or town manager/ no later than twenty-four hours before the meeting. The failure to provide notice is not, by itself, grounds for preventing the broadcast of a board meeting.

**(c) Equipment Placement.** The town manager may regulate the placement and use of camera or recording equipment in order to prevent undue interference with a board meeting, so long as he or she allows the equipment to be placed where it can carry out its intended function. If the town manager determines in good faith that the equipment and personnel necessary to broadcast, photograph, or record the meeting cannot be accommodated without undue interference to the meeting, and an adequate alternative meeting room is not readily available, the town manager may require the pooling of the equipment and the personnel operating it.

**(d) Alternative Meeting Site.** If the news media request an alternative meeting site to accommodate news coverage, and the board grants the request, the news media making the request shall pay the costs incurred by the town in securing an alternative meeting site.

## **Part IV. Organization of the Board**

### **Rule 8. Organizational Meeting; Selection of Mayor Pro Tempore**

**(a) Scheduling Organizational Meeting.** The board must hold an organizational meeting following each general election in which board members are elected. The organizational meeting must be held either (1) on the date and at the time of the board’s first regular meeting in December following the election or (2) at an earlier date, if any, set by the incumbent board. The organizational meeting may not be held before municipal election results are officially determined, certified, and published as required by law.

**(b) Oath of Office.** As the first order of business at the organizational meeting, all newly elected mem-

bers of the board must take and subscribe the oath of office set out in Article VI, Section 7, of the North Carolina Constitution. Each member's oath must be filed with the town clerk. Although a member who is not present for the organizational meeting may take the oath of office at another time, every member must take, subscribe, and file the oath before he or she begins performing any of the duties of the member's office.

**(c) Selection of Mayor Pro Tempore.** As the second order of business at the organizational meeting, the board shall elect from among its members a mayor pro tempore using the procedures specified in Rule 38. The mayor pro tempore shall serve at the board's pleasure.

**(d) Rules of Procedure.** At the next regularly scheduled monthly meeting following the organizational meeting the Board shall review these Rules of Procedure and decide if any revisions are necessary.

## **Part V. Types of Meetings**

### **Rule 9. Regular Meetings**

**(a) Regular Meeting Schedule.** The board shall hold a regular meeting on the second Monday of each month, except that if a regular meeting day is a legal holiday, the meeting shall be held on the next business day. The meeting shall be held at 143 N. Salisbury Ave. in downtown Granite Quarry and begin at 6:00 p.m. The board shall adopt a meeting schedule each year consistent with this rule. A copy of the board's current meeting schedule shall be filed with the town clerk and posted on the town's website.

**(b) Change to Meeting Schedule.** Notwithstanding paragraph (a) of this rule, the board may amend its regular meeting schedule to add or delete meetings or to change the date, time, or location of one or more meetings on the schedule. The amended schedule shall be filed with the town clerk at least seven (7) calendar days before the day of the first meeting held pursuant to the revised schedule and posted on the town's website.

### **Rule 10. Special Meetings**

**(a) Calling Special Meetings.** A special meeting of the board may be called by the mayor, the mayor pro tempore, or any two board members. A special meeting may also be called by vote of the board in open session during a regular meeting or another duly called special meeting.

**(b) Notice to the Public.** At least forty-eight hours before a special meeting of the board, notice of the date, time, place, and purpose of the meeting shall be (1) posted on the board's principal bulletin board or, if the board has no such board, at the door of the board's usual meeting room and (2) delivered, e-mailed, or mailed to each newspaper, wire service, radio station, television station, and person who has filed a written request for notice with the town clerk. Furthermore, if the board has a website maintained by at least one town employee, notice of the special meeting's date, time, place, and purpose shall be posted on the website in advance of the meeting.

**(c) Notice to Members.**

- (1) *Meeting called by the mayor, the mayor pro tempore, or any two board members.* At least forty-eight hours before a special meeting called by the mayor, the mayor pro tempore, or any two board members, written notice of the meeting stating its date, time, and place, as well as the subjects to be considered, shall be delivered to the mayor and each board member or left at his or her usual dwelling place.

(2) *Meeting called by vote of the board in open session.* When a special meeting is called by vote of the board in open session during a regular meeting or another duly called special meeting, the motion or resolution calling the special meeting shall state the meeting's date, time, place, and purpose. Written notice of the special meeting's date, time, place, and purpose shall be mailed or delivered at least forty-eight hours before the meeting to each board member not present for the meeting at which the special meeting was called, and to the mayor if he or she was not present at that meeting.

**(d) Transacting Other Business.** Even when all members are present or any absent member has signed a waiver, the board may take up an item of business not covered by the notice only if the board first unanimously determines in good faith that the item must be discussed or acted upon immediately.

## **Rule 11. Emergency Meetings**

**(a) Grounds for Emergency Meeting.** Emergency meetings of the town board may be called only to address generally unexpected circumstances demanding the board's immediate attention.

**(b) Calling Emergency Meetings.** There are two methods by which an emergency meeting of the board may be called.

- (1) The mayor, the mayor pro tempore, or any two members of the board may at any time call an emergency board meeting by signing a written notice stating the date, time, and place of the meeting and the subjects to be considered. The notice shall be delivered to the mayor and each board member or left at his or her usual dwelling place at least six hours before the meeting.
- (2) An emergency meeting may be held when the mayor and all members of the board are present and consent thereto, or when any absent member has signed a written waiver of notice.

**(c) Notice to Media of Emergency Meetings.** Notice of an emergency meeting shall be given to each local newspaper, local wire service, local radio station, and local television station that has filed a written request with the town clerk for notice of emergency meetings. To be valid, the request must include the newspaper's, wire service's, or station's telephone number. Notice may be given by telephone, e-mail, or the same method used to notify board members. Notice must be provided immediately after board members have been notified and at the expense of the party notified.

**(d) Transaction of Other Business Prohibited.** Only business connected with the emergency may be considered at an emergency meeting.

## **Rule 12. Recessed Meetings**

**(a) Calling Recessed Meetings.** When conducting a properly called regular, special, or emergency meeting, the board may recess the meeting to another date, time, or place by a procedural motion made and adopted, as provided in Rule 31, Motion 3, in open session. The motion must state the time (including the date, if the meeting will resume on a different day) and place at which the meeting will reconvene.

**(b) Notice of Recessed Meetings.** If the board has a website maintained by one or more town employee, notice of the recessed meeting's date, time, and place must appear on the webpage prior to the meeting. No further notice of a properly called recessed meeting is required.



## Part VI. Agenda

### Rule 13. Agenda

#### (a) Draft Agenda.

- (1) *Preparation.* The town manager and/or the town clerk shall prepare a draft agenda in advance of each meeting of the town board.
- (2) *Requesting placement of items on draft agenda.* For a regular meeting, any board member's request to have an item of business placed on the draft agenda must be received by the town manager or the town clerk at least twelve days before the date of the meeting. The manager and/or clerk will consult with the mayor for any direction the mayor may have based on feedback from the board. The mayor is not obligated to direct placing an item on the agenda merely because such a request has been received, since any member may seek board consensus on individual issues during "Board Comments" or request that the Board formally consider adding the item to the agenda during discussion on "Approval of Agenda".
- (3) *Supplemental information/materials.* If the council is expected to consider a proposed ordinance or ordinance amendment, a copy of the proposed ordinance or amendment shall be attached to the draft agenda. An agenda package shall be prepared that includes, for each item of business listed on the draft agenda, as much background information on the topic as is available and feasible to provide.
- (4) *Delivery to board members.* Each board member shall receive a hard or electronic copy of the draft agenda and the agenda package. In all times possible, regular monthly meeting agendas and agenda packages with all supporting documents shall be furnished to each member five days before the meeting. In cases of emergency or other called meetings, agendas and any potential packages shall be furnished to each member as soon as possible beforehand, but no later than twenty four hours prior to such meetings.
- (5) *Public inspection.* The draft agenda and agenda package shall be available to the public when the documents are ready to be, or have been, circulated.

#### (b) Adoption of the Agenda.

- (1) *Adoption.* As its first order of business at each meeting, the board shall review the draft agenda, make whatever revisions it deems appropriate, and adopt a formal agenda for the meeting.
- (2) *Amending the agenda.* Both before and after it adopts the agenda, the board may add or subtract agenda items by majority vote of the members present and voting, except that  
the board may not add to the items stated in the notice of a special meeting unless the requirements in Rule 10(d) are satisfied and only business connected with the emergency may be considered at an emergency meeting.
- (3) *Designation of items for "Discussion" or "For Discussion and Possible Action."* The board may designate an agenda item "for discussion and possible action." The designation signifies that the board intends to discuss the item and may, if it so chooses, take action on the item following the discussion.

**(c) Consent Agenda.** The board may designate part of an agenda for a regular meeting as the *consent agenda*. Items may be placed on the consent agenda by the person(s) charged with preparing the draft agenda if the items are judged to be noncontroversial and routine. Prior to the board's adoption of the meeting agenda under subparagraph (b)(1) of this rule, the request of any member to have an item moved from the consent agenda must be honored by the board. All items on the consent agenda must be

voted on and adopted by a single motion, with the minutes reflecting the motion and vote for each item.

**(d) Informal Discussion of Agenda Items.** The board may informally discuss an agenda item even when no motion regarding that item is pending.

#### **Rule 14. Acting by Reference to Agenda or Other Document**

The board shall not deliberate, vote, or otherwise take action on any matter by reference to the agenda or any other document with the intention of preventing persons in attendance from understanding what action is being considered or undertaken. The board may deliberate and vote by reference to the agenda or any item on the agenda, including the consent agenda, provided copies of the agenda are available for public inspection at the meeting and are sufficiently worded to enable the public to understand what is being deliberated or acted upon.

#### **Rule 15. Agenda Items from Members of the Public**

If a member of the public wishes to request that the board include an item on its regular meeting agenda, he or she must submit the request to the town clerk and/or town manager by the deadline specified in Rule 13(a)(2). The board is not obligated to place an item on the agenda merely because such a request has been received.

#### **Rule 16. Order of Business**

Items shall be placed on a regular meeting agenda according to the order of business. The usual order of business for each regular meeting shall be as follows:

- adoption of the agenda,
- approval of the consent agenda,
- approval of the previous meeting minutes,
- administrative reports,
- committee reports,
- public comments,
- public hearings,
- guest presentations,
- old business, and
- new business.

Without objection, the mayor may call agenda items in any order most convenient for the dispatch of business.

### **Part VII. Role of the Presiding Officer**

#### **Rule 17. The Mayor**

**(a) Presiding Officer.** When present, the mayor shall preside at meetings of the board.

**(b) Right to Vote.** The mayor may vote only when an equal number of affirmative and negative votes have been cast.

**(c) Recognition of Members.** A member must be recognized by the mayor (or other presiding officer) in order to address the board, but recognition is not necessary for an appeal pursuant to Rule 31, Motion 1.

**(d) Powers as Presiding Officer.** As presiding officer, the mayor is to enforce these rules and maintain order and decorum during board meetings. To that end, the mayor may

- (1) rule on points of parliamentary procedure, to include ruling out of order any motion clearly offered for obstructive or dilatory purposes;
- (2) determine whether a member or other speaker has gone beyond reasonable standards of courtesy in his or her remarks and entertain and rule on objections from other members on this ground;
- (3) entertain and answer questions of parliamentary procedure;
- (4) call a brief recess at any time; and
- (5) adjourn in an emergency.

**(e) Appeals of Procedural Rulings.** A member may appeal a decision made or answer given by the mayor under subparagraph (d)(1), (2), or (3) in accordance with Rule 31, Motion 1.

## **Rule 18. The Mayor Pro Tempore**

**(a) Presiding in Mayor's Absence.** When present, the mayor pro tempore shall preside over board meetings in the mayor's absence with all the powers specified in Rule 17(d).

**(b) Delegation of Mayor's Powers/Duties.** In the mayor's absence, the board may confer on the mayor pro tempore any of the mayor's powers and duties. Likewise, if the mayor becomes physically or mentally unable to perform the duties of his or her office, the board may by unanimous vote declare the mayor incapacitated and confer any of the mayor's powers and duties on the mayor pro tempore. When the mayor announces that he or she is no longer incapacitated, and a majority of the board concurs, the mayor shall resume the exercise of his or her powers and duties.

**(c) Duty to Vote.** Even when presiding over a board meeting, the mayor pro tempore has the same duty as other members to vote on all questions unless he or she has been excused from voting on a matter in accordance with Rule 28.

## **Rule 19. Other Presiding Officer**

If both the mayor and mayor pro tempore are absent, the board may elect from among its members a temporary presiding officer to chair the meeting. While serving as temporary presiding officer, a member has the powers listed in Rule 17(d). Service as a temporary presiding officer does not relieve a member of the duty to vote on all questions unless excused from voting pursuant to Rule 28.

## **Rule 20. When the Presiding Officer Is Active in Debate**

If the mayor becomes active in debate on a particular proposal, he or she may have the mayor pro tempore preside during the board's consideration of the matter. If the mayor pro tempore is absent or is also actively debating the matter, the mayor may designate another member to preside until the matter is concluded. Similarly, if the mayor pro tempore or a temporary presiding officer is presiding and takes an active part in debating a topic, he or she may designate another board member to preside temporarily.

## **Part VIII. Motions and Voting**

### **Rule 21. Action by the Board**

Except as otherwise provided in these rules, the board shall act by motion. Any member may make a motion, not including the mayor.

### **Rule 22. Second Required**

A second is required on every motion, with the exception of a point of privilege, a point of order, or a request for information.

### **Rule 23. One Motion at a Time**

A member may make only one motion at a time.

### **Rule 24. Withdrawal of Motion**

The member who introduces a motion may withdraw the motion unless the motion has been amended or the presiding officer has put the motion to a vote.

### **Rule 25. Debate**

The presiding officer shall state the motion and then open the floor to debate, presiding over the debate according to the principles listed below.

- The maker of the motion is entitled to speak first.
- A member who has not spoken on the issue shall be recognized before a member who has already spoken.
- To the extent practicable, the debate shall alternate between proponents and opponents of the measure.

### **Rule 26. Adoption by Majority Vote**

A motion is adopted if supported by a simple majority of the votes cast, a quorum being present, except when a larger majority is required by these rules or state law.

### **Rule 27. Changing a Vote**

A member may change his or her vote on a motion at any time before the presiding officer announces whether the motion has passed or failed. Once the presiding officer announces the result, a member may not change his or her vote without the unanimous consent of the remaining members present. A member's request for unanimous consent to change a vote is not in order unless made immediately following the presiding officer's announcement of the result.

### **Rule 28. Duty to Vote**

**(a) Duty to Vote.** Every board member must vote except when excused from voting as provided by this rule.

**(b) Grounds for Excusal.** A member may be excused from voting on a matter involving the member's own financial interest or official conduct, though not if the proposal in question is one to alter the compensation or allowances paid to board members. Members may also be excused from voting when prohibited from voting under G.S. 14-234 (contract providing direct benefit to member), G.S. 160D-109(a) (legislative zoning decision likely to have a direct, substantial, and readily identifiable financial impact on member), or G.S. 160D-109(d) (member's participation in quasi-judicial decision would violate affected person's right to an impartial decision maker). Questions about whether a basis for excusal exists should be directed to the town attorney.

**(c) Procedure for Excusal.**

- (1) *At member's request.* Upon being recognized at a duly called meeting of the board, a member who wishes to be excused from voting shall so inform the presiding officer, who must then submit the matter to a vote of the remaining members present. If a majority of the remaining members present vote to excuse the member, the member is excused from voting on the matter.
- (2) *On board's initiative.* Even when a member has not asked to be excused from voting on a matter, a majority of the remaining board members present may by motion and vote excuse the member from voting if grounds for doing so exist under paragraph (b).

**(d) Consequence of Non-Excused Failure to Vote.** Except as specified in paragraph (e), if a member who has not been excused from voting fails to vote on a matter, the member's failure to vote shall be recorded as an affirmative vote, provided

- (1) the member is physically present in the board room or
- (2) the member has physically withdrawn from the meeting without being excused by majority vote of the remaining members present.

**(e) Failure to Vote on Certain Zoning Matters.** A member's unexcused failure to vote shall not be recorded as an affirmative vote if the motion concerns a proposal to amend, supplement, or repeal a zoning ordinance. Instead, the member's unexcused failure to vote shall be recorded as an abstention.

## **Rule 29. Voting by Written Ballot**

**(a) Secret Ballots Prohibited.** The board may not vote by secret ballot.

**(b) Rules for Written Ballots.** The board may decide by majority vote or unanimous consent to vote on a motion by written ballot. Each member must sign his or her ballot, and the minutes must record how each member voted by name. The ballots must be made available for public inspection in the town clerk's office immediately following the meeting at which the vote took place and remain there until the minutes of that meeting are approved, at which time the ballots may be destroyed.

## **Rule 30. Substantive Motions**

A substantive motion is not in order if made while another motion is pending. Once the board disposes of a substantive motion, it may not take up a motion that presents essentially the same issue at the same meeting, unless it first adopts a motion to reconsider pursuant to Rule 31, Motion 14.

## **Rule 31. Procedural Motions**

**(a) Certain Motions Allowed.** The board may consider only those procedural motions listed in this rule.

Unless otherwise noted, each procedural motion may be debated and amended and requires a majority of votes cast, a quorum being present, for adoption.

**(b) Priority of Motions.** The procedural motions set out in this paragraph are listed in order of priority. A procedural motion is not in order so long as another procedural motion of higher priority is pending, except that

- any procedural motion other than an appeal under Motion 1 is subject to amendment as provided in Motion 12, and
- a motion to call the question (end debate) may be made with regard to any procedural motion in accordance with Motion 9.

When several procedural motions are pending, voting must begin with the procedural motion highest in priority, provided that a motion to amend or end debate on the highest priority motion must be voted on first.

**Motion 1. To Appeal a Ruling of the Presiding Officer.** Any member may appeal the presiding officer's ruling on whether a motion is in order or on whether a speaker has violated reasonable standards of courtesy. The presiding officer's response to a question of parliamentary procedure may also be appealed by any member. An appeal is in order immediately after the disputed ruling or parliamentary response and at no other time. The member who moves to appeal need not be recognized by the presiding officer, and if timely made, the motion may not be ruled out of order.

**Motion 2. To Adjourn.** This motion may be used to close a meeting. It is not in order if the board is in closed session.

**Motion 3. To Recess to a Time and Place Certain.** This motion may be used to call a recessed meeting as permitted under Rule 12. The motion must state the time (including the date, if the meeting will reconvene on a different day) and place at which the meeting will resume. The motion is not in order if the board is in closed session.

**Motion 4. To Take a Brief Recess.**

**Motion 5. To Follow the Agenda.** This motion must be made at the time an item of business that deviates from the agenda is proposed; otherwise, the motion is out of order as to that item.

**Motion 6. To Suspend the Rules.** To be adopted, a motion to suspend the rules must receive affirmative votes equal to at least two-thirds of the board's actual membership, excluding vacant seats and not counting the mayor if the mayor votes only in case of a tie. The board may not suspend provisions in these rules that are required under state law.

**Motion 7. To Divide a Complex Motion.** This motion is in order whenever a member wishes to consider and vote on parts of a complex motion separately. The member who makes this motion must specify how the complex motion will be divided.

**Motion 8. To Defer Consideration.** The board may defer its consideration of a substantive motion, and any proposed amendments thereto, to an unspecified time. A motion that has been deferred expires unless the board votes to revive it pursuant to Motion 13 within 100 days of deferral. A new motion having the same effect as a deferred motion may not be introduced until the latter has expired.

**Motion 9. To End Debate (Call the Previous Question).** If adopted, this motion terminates debate on a pending motion, thereby bringing it to an immediate vote. This motion is not in order until every member has had an opportunity to speak once on the pending motion.

**Motion 10. To Postpone to a Certain Time.** This motion may be employed to delay the board's con-

sideration of a substantive motion, and any proposed amendments thereto, until a designated day, meeting, or hour. During the period of postponement, the board may not take up a new motion raising essentially the same issue without first suspending its rules pursuant to Motion 6.

**Motion 11. To Refer a Motion to a Committee.** The board may vote to refer a substantive motion to a committee for study and recommendations. While the substantive motion is pending before the committee, the board may not take up a new motion raising essentially the same issue without first suspending its rules pursuant to Motion 6. If the committee fails to report on the motion within 60 days of the referral date, the board must take up the motion if asked to do so by the member who introduced it.

**Motion 12. To Amend.**

**(a) Germaneness.** A motion to amend must concern the same subject matter as the motion it seeks to alter.

**(b) Limit on Number of Motions to Amend.** When a motion to amend is under consideration, a motion to amend the amendment may be made; however, no more than one motion to amend and one motion to amend the amendment may be pending at the same time.

**(c) Amendments to Ordinances.** Any amendment to a proposed ordinance must be reduced to writing before the vote on the amendment.

**Motion 13. To Revive Consideration.** The board may vote to revive consideration of any substantive motion that has been deferred pursuant to Motion 8, provided it does so within 100 days of its vote to defer consideration.

**Motion 14. To Reconsider.** The board may vote to reconsider its action on a matter, provided the motion to reconsider is made (a) at the same meeting during which the action to be reconsidered was taken and (b) by a member who voted with the prevailing side. For purposes of this motion, “the same meeting” includes any continuation of a meeting through a motion to recess to a certain time and place (Motion 3). The motion is not in order if it interrupts the board’s deliberation on a pending matter.

**Motion 15. To Rescind.** The board may vote to rescind an action taken at a prior meeting provided rescission is not forbidden by law.

**Motion 16. To Prevent Reintroduction for Six Months.** This motion may be used to prevent the reintroduction of a failed substantive motion for a time, but it is in order only when made immediately following the substantive motion’s defeat. To be adopted, this motion must receive votes equal to at least two-thirds of the board’s actual membership, excluding vacant seats and not counting the mayor, unless the mayor may vote on all questions. If this motion is adopted, the ban on reintroduction remains in effect for six months or until the board’s next organizational meeting, whichever occurs first.

## **Part IX. Ordinances and Contracts**

### **Rule 32. Introduction of Ordinances**

For purposes of these rules, the “date of introduction” for a proposed ordinance is the date on which the board first votes on the proposed ordinance’s subject matter. The board votes on the subject matter of a proposed ordinance when it votes on whether to adopt or make changes to the proposed ordinance.

### **Rule 33. Adoption, Amendment, and Repeal of Ordinances**

#### **(a) Adoption of Ordinances.**

- (1) *Proposed ordinances to be in writing.* No proposed ordinance shall be adopted unless it has been reduced to writing and distributed to members before a vote on adoption is taken.
- (2) *Adoption on date of introduction.* To be approved on the date of introduction, a proposed ordinance or any action having the effect of an ordinance must receive affirmative votes equal to at least two-thirds of the board's actual membership, excluding vacant seats and not counting the mayor, unless the mayor has the right to vote on all questions before the board.
- (3) *Adoption after date of introduction.* To be approved after the date of introduction, a proposed ordinance or any action having the effect of an ordinance must receive affirmative votes equal to at least a majority of all board members not excused from voting on the matter. In calculating the number of affirmative votes necessary for approval, the mayor's vote counts if there is an equal division.

**(b) Amendment and Repeal of Ordinances.** The same voting requirements that govern the adoption of proposed ordinances also apply to the amendment or repeal of an ordinance.

### **Rule 34. Adoption of the Budget Ordinance**

**(a) Special Rules for the Adoption or Amendment of the Budget Ordinance.** Notwithstanding any provision in the town charter, general law, or local act,

- (1) the board may adopt or amend the budget ordinance at a regular or special meeting of the board by a simple majority of those members present and voting, a quorum being present;
- (2) no action taken with respect to the adoption or amendment of the budget ordinance need be published or is subject to any other procedural requirement governing the adoption of ordinances or resolutions by the board; and
- (3) the adoption or amendment of the budget ordinance and the levy of taxes in the budget ordinance are not subject to the provisions of any town charter or local act concerning initiative or referendum.

**(b) Notice Requirements for Budget Meetings.** During the period beginning with the submission of the budget to the board and ending with the adoption of the budget ordinance, the board may hold any special meetings that may be necessary to complete its work on the budget ordinance. Except for the notice requirements of the open meetings law, which continue to apply, no provision of law concerning the call of special meetings applies during that period so long as

- each member of the board has actual notice of each special meeting called for the purpose of considering the budget and
- no business other than consideration of the budget is taken up.

**(c) No Authority for Closed Sessions.** This rule shall not be construed to authorize the board to hold closed sessions on any basis other than the grounds set out in Rule 5.

### **Rule 35. Approval of Contracts and Authorization of Expenditures**

**(a) Contracts to be in Writing.** No contract shall be approved or ratified by the town board unless it has been reduced to writing at the time of the board's vote.

**(b) Approval of Contracts.** To be approved or ratified, a contract must receive affirmative votes equal to at least a majority of all board members not excused from voting on the contract, including the mayor's vote in the event of a tie.



**(c) Authorization of Expenditure of Public Funds.** The same vote necessary to approve or ratify a contract is required for the board to authorize the expenditure of public funds, except when the expenditure is authorized pursuant to Rule 34.

## **Part X. Public Hearings and Comment Periods**

### **Rule 36. Public Hearings**

**(a) Calling Public Hearings.** In addition to holding public hearings required by law, the board may hold any public hearings it deems advisable. The board may schedule hearings or delegate that responsibility to town staff members, as appropriate, except when state law directs the board itself to call the hearing. If the board delegates scheduling authority, it must provide adequate guidance to assist staff members in exercising that authority.

**(b) Public Hearing Locations.** Public hearings may be held anywhere within the town or within the county where the town is located.

**(c) Rules for Public Hearings.** The board may adopt reasonable rules for public hearings that, among other things,

- fix the maximum time allotted to each speaker,
- provide for the designation of spokespersons for groups of persons supporting or opposing the same positions,
- provide for the selection of delegates from groups of persons supporting or opposing the same positions when the number of persons wishing to attend the hearing exceeds the capacity of the hall (so long as arrangements are made, in the case of a hearing subject to the open meetings law, for those excluded from the hall to listen to the hearing), and
- provide for the maintenance of order and decorum in the conduct of the hearing.

**(d) Notice of Public Hearings.** Any public hearing at which a majority of the board is present shall be considered part of a regular or special meeting. Consequently, the relevant notice and related requirements of the open meetings law, as set out in Rules 9 through 12, apply to such hearings. Some statutes mandate additional notice for particular types of hearings, and such notice must be provided together with notice of the meeting during which the hearing will take place.

**(e) Continuing Public Hearings.** The board may continue any public hearing without further advertisement to a time and place certain, provided the time (including the date, if the hearing will resume on a different day) and place of the continued hearing are announced in open session. Except for hearings conducted pursuant to paragraph (g), if a quorum of the board is not present for a properly scheduled public hearing, the hearing must be continued until the board's next regular meeting without further advertisement.

**(f) Conduct of Public Hearings.** At the time appointed for the hearing, the mayor shall call the hearing to order and proceed to allow public input in accordance with any rules adopted by the board for the hearing. Unless the board extends the hearing, when the time allotted for the hearing expires, or when no one wishes to speak who has not done so, the mayor shall declare the hearing closed, and the board shall resume the regular order of business.

**(g) Public Hearings by Less Than a Majority of Board Members.** Nothing in this rule prevents the board from appointing a member or members to hold a public hearing on the board's behalf, except when state law requires that the board itself conduct the hearing.

## **Rule 37. Public Comment Periods**

**(a) Frequency of Public Comment Periods.** The board must provide at least one opportunity for public comment each month at a regular meeting, except that the board need not offer a public comment period during any month in which it does not hold a regular meeting.

**(b) Rules for Public Comment Periods.** The board may adopt reasonable rules for public comment periods that, among other things,

- fix the maximum time allotted to each speaker,
- provide for the designation of spokespersons for groups supporting or opposing the same positions,
- provide for the selection of delegates from groups supporting or opposing the same positions when the number of persons wishing to attend the public comment period exceeds the capacity of the hall (so long as arrangements are made for those excluded from the hall to listen to the hearing), and
- provide for the maintenance of order and decorum in the conduct of the hearing.

**(c) Content-Based Restrictions Generally Prohibited.** The board may not restrict speakers based on subject matter, as long as their comments pertain to subjects within the board's real or apparent jurisdiction.

## **Part XI. Appointments and Appointed Bodies**

### **Rule 38. Appointments**

**(a) Appointments in Open Session.** The board must consider and make any appointment to another body or, in the event of a vacancy on the board, to its own membership in open session.

**(b) Nomination and Voting Procedure.** The board shall use the following procedure to fill a vacancy in the board itself or in any other body over which it has the power of appointment. The board will set a timeframe to receive applications for the vacancy. The town clerk will compile the applications and present as part of the agenda packet. After the board has reviewed the applications in open session, the mayor shall call the roll of the members, and each member shall cast a vote for his or her preferred nominee. The voting shall continue until a nominee receives a majority of votes cast during a single balloting.

**(c) Mayor.** The mayor may not vote on appointments under this rule.

**(d) Multiple Appointments.** If the board is filling more than one vacancy, each member shall have as many votes in each balloting as there are slots to be filled, and the votes of a majority of the total number of members voting shall be required for each appointment. No member may cast more than one vote for the same candidate for the same vacancy during a single balloting.

**(e) Duty to Vote.** It is the duty of each member to vote for as many appointees as there are appointments to be made, but failure to do so shall not invalidate a member's ballot.

**(f) Vote by Written Ballot.** The board may vote on proposed appointments by written ballot in accordance with Rule 29.

## **Rule 39. Committees and Boards**

**(a) Establishment and Appointment.** The board may establish temporary and standing committees, boards, and other bodies to help carry on the work of town government. Unless otherwise provided by law or the board, the power of appointment to such bodies lies with the board.

**(b) Open Meetings Law.** The requirements of the open meetings law apply whenever a majority of an appointed body's members gather in person or simultaneously by electronic means to discuss or conduct official business. They do not apply to meetings solely among the town's professional staff.

**(c) Procedural Rules.** The board may prescribe the procedures by which the town's appointed bodies operate, subject to any statutory provisions applicable to particular bodies. In the absence of rules adopted by the board, an appointed body may promulgate its own procedural rules, so long as they are in keeping with any relevant statutory provisions and generally accepted principles of parliamentary procedure.

## **Part XII. Miscellaneous**

### **Rule 40. Amendment of the Rules**

These rules may be amended at any regular meeting or at any properly called special meeting for which amendment of the rules is one of the meeting's stated purposes. Any amendment to these rules must be consistent with the town charter, any relevant statutes, and generally accepted principles of parliamentary procedure. To be adopted, a motion to amend these rules must be approved by a majority of the board's members, excluding vacant seats and counting the mayor only if the mayor may vote on all questions.

### **Rule 41. Reference to Robert's Rules of Order Newly Revised**

The board shall refer to *Robert's Rules of Order Newly Revised* for guidance when confronted with a procedural issue not covered by these rules or state law. Having consulted *Robert's*, the mayor shall make a ruling on the issue subject to appeal to the board under Rule 31, Motion 1.

# Attachment A



2020-01

## REMOTE PARTICIPATION POLICY

The Town of Granite Quarry Board of Aldermen authorizes remote participation in briefings and official meetings of the Board of Aldermen only in Town emergencies, as declared by the Mayor and/or Mayor Pro Tem, subject to the following rules and procedures:

1. Remote participation may be used only in limited circumstances. A Board Member desiring to participate in a meeting remotely must assert one or more of the following reasons for being physically unable to attend the meeting:
  - a. Personal illness or disability;
  - b. Employment purposes;
  - c. Family or other emergency;
  - d. To participate in other scheduled Town-related meetings which make it logistically impossible to attend the Board meeting; or
  - e. In times of a national emergency as declared by the President of the United States or a statewide emergency as declared by the Governor of North Carolina.
2. Remote participation may be allowed only during open sessions.
3. Remote participation shall not be allowed during the following:
  - a. Quasi-judicial hearings; and
  - b. Closed sessions.
4. In emergency situations, remote participation will be allowed to establish a quorum pursuant to General Statute 143-318.10(d).
5. A Board Member desiring to participate in a meeting remotely must notify the Town Clerk of the need for remote participation at least 24 hours prior to the start of the meeting, unless advance notice is impractical.

6. At the start of the official meeting and prior to participating in deliberations, the Mayor shall announce that a Board Member has requested to participate remotely, and the Board may take action to approve.
  - a. A Board Member participating remotely shall participate via teleconference communication and must be fully heard by other members of the Board and any other individuals in attendance at the meeting.
    - i. Use of telephone, internet, or satellite enabled audio or video conferencing, or any other technology that enables the remote participant and all persons present at the meeting location to be clearly audible to one another is necessary. If clear audio is not available, the Board may elect to disallow or discontinue the remote participation.
  - b. Such Board Member shall identify himself or herself and state the reason that he/she is participating remotely.
7. A Board Member participating remotely shall be allowed to participate in all open session Board briefing discussions and open session official Board meeting discussions.
8. A Board Member participating remotely shall be able to vote on matters allowed under the policy. One or more Board Members may cast the deciding vote(s) on a matter. In this event, the vote(s) shall be ratified by the remotely attending Board Member(s) at the next Town Board meeting at which the member(s) are physically present.
  - a. A Board Member participating remotely shall provide a voice vote which can be heard and recorded if participating by telephone and shall provide a voice and hand vote if participating by video.
9. Where practical, a Board Member participating remotely shall be provided with all documents to be considered during the meeting.
10. This policy shall also be applicable to all Town of Granite Quarry boards and committees appointed by the Board of Aldermen.

# Attachment B



2020-12

## COMMITTEE MEMBERSHIP RECRUITING AND APPOINTMENT POLICY

### **Purpose**

The purpose of this policy is to outline the process for recruiting and appointing membership to the Town of Granite Quarry's appointed Boards, Committees, and Commissions, hereinafter referred to simply as "Committees".

### **Recruitment and Application Process**

Current committee members, Board of Aldermen, and Town staff are all encouraged to actively recruit applicants they believe meet the qualifications for a committee and would be a good fit for the diversity and dynamics of that team.

Citizens may serve only two consecutive terms on Boards, Committees, or Commissions unless this limitation is waived by the Board of Aldermen.

1. Initial Review. Upon receipt of an application, the Town Clerk or her designee will conduct an initial administrative review of the application, comparing with:
  - Any ordinance requirements for qualifications;
  - The current composition of the applicable committee's membership for diversity of backgrounds and residence locations with a goal of fair representation of the town's jurisdiction.
2. Scheduling. The Clerk will include the application along with a summary of that analysis to the applicable committee(s) for consideration at its next regularly scheduled meeting. The Clerk will notify the applicant of the meeting date and time, and that he/she needs to be present for the meeting.
3. Committee Review.
  - A. New Applicants. The committee should conduct any new applicant review at the end of its business for that meeting. The committee can then review the application and engage the applicant for any clarification of the application, his/her qualifications or interest in the committee, any feedback about the meeting, and so forth to establish whether the committee feels the applicant would serve well and impartially on the committee.

- B. Reappointments. No later than its regularly scheduled May meeting each year, each committee shall review the status of any members whose terms expire July 31 of that year. For any such members wishing to be reappointed, the committee shall confirm eligibility of those members and make a recommendation for or against reappointment to the Board of Aldermen.
4. Recommendation. The committee will discuss and send any recommendations about appointments to the Board of Aldermen for its next regularly scheduled meeting. It can also continue the discussion if further information or time to make a decision is needed. If continued, a recommendation shall be made by no later than at the committee's next regularly scheduled meeting.
  5. Final Review. The Clerk will include the application, summary, and committee's recommendation to the Board of Aldermen for consideration at its next available regularly scheduled meeting. Appointments to all committees will be made by a majority vote of the Board of Aldermen.

Appointments or reappointments to terms expiring each year shall be made at the regularly scheduled July Board of Aldermen meeting to become effective July 31. Appointments to fill the remainder of any unexpired term vacancies shall be considered as openings occur throughout the year.

Applications not selected will be kept on file according to the Records Retention and Disposition Schedule and may be considered when vacancies arise during the year.

### **Orientation**

After being appointed to a committee, the new member shall meet with the staff liaison and/or committee chair for introduction and orientation to the committee.

### **Requirements**

The Board of Aldermen may remove a member from a committee for any reason, including but not limited to failure to comply with the provisions of the ordinance, this policy, or established rules of procedure for that committee.

### **ETJ Committee Members**

Residents of the Town's Extraterritorial Jurisdiction (ETJ) complete the same application process as outlined above. If approved by the Board of Aldermen, the recommendation for appointment of ETJ members is sent to the County Commission for final review and approval.

# ***Attachment C***

## **Rules for Public Comment Periods**

1. The Mayor or Chair is the only one authorized to give someone “the floor” to speak.
2. Sidebar Conversations are prohibited.
  - Sidebar conversations are disrespectful, especially to whoever has been given the floor at the time.
  - Further, audience sidebars and/or speaking without being given the floor by the Chair disrupts other audience members and the clerk/advisory staff from being able to hear & focus on the official discussion of the board.
  - Conversations may be held after the meeting or outside of the Board room.
3. Speakers must sign in on the sign-in sheet and fill out a speaker slip. Every effort should be made to give the completed form to the Town Clerk before the meeting begins.
4. Members of the public wishing to speak will be called to the podium in the order they signed in.
5. Each resident will be allotted 3 minutes to speak. Time may not be given to another speaker.
6. If a group of persons holds the same position in support or opposition of a certain topic, the Board may require that a spokesperson be appointed for the group.
7. In the event that the number of persons wishing to speak exceeds the capacity of the board room (so long as arrangements are made, in the case of a hearing subject to the open meetings law, for those excluded from the room to listen to the hearing), delegates may be selected from groups of persons supporting or opposing the same positions.
8. Speakers will be allowed to speak on any relevant matter. A relevant matter is defined as a matter which is within the authority of the Board of Aldermen to decide and is not privileged by law (such as personnel matters).
9. Action by the Board is not to be expected or required for items discussed during the Public Comment Period.



# Modification of a City Charter

## What Changes Can Be Made:

### § 160A-101. Optional forms.

- (1) Name of the corporation
- (2) Style of the corporation (*city, town, or village*)
- (3) Style of the governing board (*board of commissioners, board of aldermen, council*)
- (4) Terms of office of members of the council (*either two or four years*)
- (5) Number of members of the council (*not less than 3 nor more than 12*)
- (6) Mode of election of the council (*all voters, districts, etc.*)
- (7) Elections (*partisan, non-partisan*)
- (8) Selection of mayor [*by voters (voting on all matters), by voters (voting only to break tie), or from among council*]
- (9) Form of government (*mayor-council or council-manager*)

# Modification of a City Charter

## How Changes Can Be Made:

- A. Resolution and Ordinance
- B. Resolution, Ordinance, and Referendum
- C. Voter Initiated Referendum

# Modification of a City Charter

## Changes by Ordinance - Procedure

### § 160A-102. Amendment by ordinance.

- Resolution of Intent to Adopt Ordinance to Amend Charter
  - Public Hearing set not more than 45 days form Resolution
- Notice of Public Hearing and Subsequent Council meeting
  - At least 10 days from Hearing
- Consideration of Ordinance to Amend Charter
  - At next Council meeting
- Public Notice Amended Charter
  - Within 10 days of Ordinance Adoption
  - Public has 30 days from publication to petition for referendum

# Modification of a City Charter Changes by Ordinance - Timeline

- 1. Resolution of Intent to Amend Charter**  
February 12, 2024
- 2. Public Hearing**  
March 11, 2024
- 3. Consideration of Ordinance to Amend Charter**  
April 8, 2024
- 4. Public Notice of Amended Charter**  
April 14, 2024
- 5. Charter Amendment becomes effective**  
May 14, 2024

# Modification of a City Charter Changes by Referendum - Timeline

**1. Resolution of Intent to Amend Charter**

February 12, 2024

**2. Public Hearing**

March 11, 2024

**3. Consideration of Ordinance to Amend Charter / Resolution for Special Election**

April 8, 2024

**4. Public Notice of Referendum**

Board of Elections

**5. Vote on Referendum**

November 5, 2024

# Modification of a City Charter Changes by Referendum

## § 160A-102.

...The council may, but shall not be required to unless a referendum petition is received pursuant to G.S. 160A-103, make any ordinance adopted pursuant to this section effective only if approved by a vote of the people, and may by resolution adopted at the same time call a special election for the purpose of submitting the ordinance to a vote. The date fixed for the special election shall be the next date permitted under G.S. 163-287(a) that is more than 70 days after adoption of the ordinance.

If the ordinance is made effective subject to a vote of the people, the council shall publish a notice of the election in accordance with G.S. 163-287, and need not publish a separate notice of adoption of the ordinance...

# Modification of a City Charter Changes by Referendum

## § 163-287 Special elections; procedure for calling.

(a) ...the special election may be held only as follows:

- (1) At the same time as any other State or county general election.
- (2) At the same time as the primary election in any even-numbered year.
- (3) At the same time as any other election requiring all the precincts in the county to be open.
- (4) At the same time as a municipal general election, if the special election is within the jurisdiction of the municipality only.

(b) Legal notice of the special election shall be published no less than 45 days prior to the special election. The local board of elections shall be responsible for publishing the legal notice...

# Proclamation

DR. MARTIN LUTHER KING, JR. DAY

January 15, 2024

“We may have all come on different ships, but we’re in the same boat now.”

**Whereas:** the vision of Dr. Martin Luther King, Jr., was one of peace, opportunity, and harmony. His message of nonviolence, optimism, and service continues to resonate today as we strive to reflect our highest ideals of fairness and equality in opportunity; and,

**Whereas:** Dr. King’s legacy remains a message of enduring truth, reminding us that life’s most urgent and persistent question is “What are you doing for others?” We must continue to pursue freedom, opportunity, and peace and embrace the history, culture, religion, and ability of all people as an essential part of our American identity; and,

**Whereas:** as we gather on this day to commemorate the life and legacy of this extraordinary man, let us remember his words that call us to action in the fight against injustice and inequality. Let us pledge to use our lives, as he did, to make a difference in the world.

**Therefore:** in special recognition of the accomplishments and the legacy of Dr. Martin Luther King, Jr., I, Brittany Barnhardt, Mayor of Granite Quarry, do hereby proclaim January 15, 2024, as

## **Dr. Martin Luther King, Jr. Day**

I encourage all citizens to recognize the importance of Dr. King’s work in the history of our nation and in the conscience of our people.

**In Witness**

**Whereof:** I have hereunto set my hand and affixed the seal of the Town of Granite Quarry on this the 8<sup>th</sup> day of January 2024.

---

Brittany H. Barnhardt, Mayor

Attest

---

Aubrey Smith, Town Clerk



# January 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
	New Year's Day – Office Closed	Planning Board 6pm			Centralina New Officials Breakfast 8:30am	
7	8	9	10	11	12	13
	BoA Mtg. 6pm		Centralina Exec. Board Mtng. 5pm CAC 5:30pm	Essentials of Municipal Gov Course Events 5:30pm	Essentials of Municipal Gov Course	
14	15	16	17	18	19	20
	MLK Jr. Day – Office Closed	ZBA Mtng. 6pm		Power in Partnership Breakfast 7:30am		
21	22	23	24	25	26	27
			CRMPO TAC 5:30pm	Chamber Annual Mtg. 6pm		
28	29	30	31			
		Civic Park Master Plan Public Drop in Mtg 4-6:30pm				

# February 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5	6	7	8	9	10
	Planning Board 6pm	Centralina Delegate onboarding 12pm				
11	12	13	14	15	16	17
	BoA Mtg. 6pm		CAC 5:30pm	Power in Partnership Breakfast 7:30am		
18	19	20	21	22	23	24
	ZBA Mtng. 6pm		Centralina Board of Delegates Mtng 5pm			Crepe Myrtle Workshop 10am
25	26	27	28	29		
			CRMPO TAC 5:30pm			