



**TOWN OF GRANITE QUARRY
BOARD OF ALDERMEN
REGULAR MEETING
Monday, April 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) Regular Meeting March 11, 2024
- 2) Closed Session March 11, 2024 (*handout*)
- 3) Budget Workshop March 20, 2024

B. Departmental Reports

C. Financial Reports

D. Appointment to Community Appearance Commission

E. N-Focus 24/25 Planning Agreement

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 Map Amendment 2024-04-08 Troutman

A. Staff Summary

B. Public Hearing

C. Board Discussion and Decision

ACTION REQUESTED: Motion to adopt Ordinance ZMA-2024-04-08.

6. Public Hearing

Zoning Text Amendment 2024-04-08 Food Trucks

A. Staff Summary

B. Public Hearing

C. Board Discussion and Decision

ACTION REQUESTED: Motion to adopt Ordinance ZTA-2024-04-08.

Old Business

- 7. Ordinance Charter Amendment**
ACTION REQUESTED: Motion to adopt Ordinance 2024-01 amending the Charter of the Town of Granite Quarry.
- 8. Policy Travel Policy**
ACTION REQUESTED: Motion to adopt Resolution 2024-02 amending the Travel and Expense Reimbursement section of the Personnel Policy.

New Business

- 9. Budget Amendment Town Branding**
ACTION REQUESTED: Motion to approve Budget Amendment FY #6 as presented.
- 10. Budget Amendment Utilities**
ACTION REQUESTED: Motion to approve Budget Amendment FY #7 as presented.
- 11. Contract TAP RFQ Responses Review**
ACTION REQUESTED: Motion to award the contract for professional engineering services for the NCDOT TAP GQ Sidewalk Connectivity Project to Alley, Williams, Carmen, & King, Inc.
- 12. Resolution PARTF Grant / Civic Park Master Plan**
ACTION REQUESTED: Motion to adopt Resolution 2024-03 to adopt the Civic Park Master plan and direct the Town Manager to oversee the application submitted on behalf of the Town for the PARTF grant.
- 13. Proclamations**
- | | |
|------------------------------|----------|
| A. National Day of Prayer | May 2 |
| B. Teacher Appreciation Week | May 6-10 |
| C. Nurses Week | May 6-12 |

14. Board Comments

15. Announcements and Date Reminders

- | | | | |
|--------------|----------|-----------|--|
| A. Wednesday | April 10 | 5:00 p.m. | Centralina Executive Board Meeting |
| B. Wednesday | April 10 | 5:30 p.m. | Community Appearance Commission |
| C. Tuesday | April 16 | | Chamber Washington DC Trip |
| D. Wednesday | April 17 | | Chamber Washington DC Trip |
| E. Thursday | April 18 | 7:30 a.m. | Chamber Power in Partnership Breakfast |
| F. Saturday | April 20 | 9:00 a.m. | Litter Sweep |
| G. Tuesday | April 23 | | NCLM City Vision Conference |
| H. Wednesday | April 24 | | NCLM City Vision Conference |
| I. Thursday | April 24 | | NCLM City Vision Conference |
| J. Wednesday | April 24 | 5:30 p.m. | CRMPO TAC Meeting |
| K. Saturday | April 27 | 1:00 p.m. | Arts in the Park |
| L. Thursday | May 2 | 5:30 p.m. | Events Committee |
| M. Monday | May 6 | 6:00 p.m. | Planning Board/Board of Adjustment |

- N. Tuesday May 7 Chamber Raleigh Trip
- O. Wednesday May 8 5:00 p.m. Centralina Board of Delegates Meeting
- P. Wednesday May 8 5:30 p.m. Community Appearance Commission
- Q. Sunday May 12 Mother's Day

16. Closed Session Personnel

ACTION REQUESTED: Motion to go into closed session pursuant to N.C. General Statutes Section 143-318.11(a)(6) to discuss the performance of an individual public officer or employee.

ACTION REQUESTED: Motion to return to open session.

Adjourn

Agenda Item Summary

Regular Meeting

April 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 April 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

April 8, 2024

Agenda Item 2

Summary:

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

A. Approval of the Minutes

- 1) Regular Meeting March 11, 2024
- 2) Closed Session March 11, 2024 (*handout*)
- 3) Budget Workshop March 20, 2024

B. Departmental Reports

C. Financial Reports

D. Appointment to Community Appearance Commission

E. N-Focus 24/25 Planning Agreement

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
REGULAR MEETING MINUTES
Monday, March 11, 2024 6:00 p.m.**

Present: Mayor Brittany Barnhardt, Mayor Pro Tem Doug Shelton, Alderman John Linker, Alderwoman Laurie Mack, Alderman Rich Luhrs

Staff: Acting Town Manager/Fire Chief/Public Works Director Jason Hord, Town Clerk Aubrey Smith, Town Attorney Zachary Moretz, Finance Officer Shelly Shockley, Police Chief Mark Cook, Fire Captain Buddy Miller, Firefighter John Walters

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.

1. Approval of the Agenda

ACTION: Alderwoman Mack made a motion to approve the agenda as presented. Alderman Linker seconded the motion. The motion passed 4-0.

2. Approval of the Consent Agenda

A. Approval of the Minutes

- 1) Strategic Planning February 7 & 9, 2024
- 2) Regular Meeting February 12, 2024
- 3) Closed Session February 12, 2024 (*handout*)
- 4) Planning Retreat February 22, 2024
- 5) Planning Retreat February 26, 2024

B. Departmental Reports

C. Financial Reports

D. Appointment of Planning Board members to the Board of Adjustment (*added as a handout*)

ACTION: Mayor Pro Tem Shelton made a motion to approve the consent agenda with the addition of the recommendation from the Planning Department (*to appoint the current Planning Board members to the Board of Adjustment as well and request that the ETJ Planning Board members be appointed by the County Commissioners and to change the Board of Adjustment's regular meeting time to the first Monday of each month*). Alderman Linker seconded the motion. The motion passed 4-0.

3. Public Comments

Gail Gurley of 116 N. Cleo thanked the Board and town staff for their work on getting the abatement of 412 Lake Drive taken care of.

4. **Town Manager's Update**

Acting Town Manager Jason Hord shared highlights from the Town Manager's Update in the agenda packet including that Stewart will be able to complete the PARTF grant on behalf of the town. The encroachment agreement for Wayfinding signs from DOT has been forwarded to Tourism for next steps. The Ninja Course agreement has been accepted by the vendor after Attorney Moretz requested changes. Manager Hord recognized personnel achievements including Alex Loflin being promoted to full-time Public Works Technician, the hiring of part-time police officer Nicholas O'Brien, and the awarding of the certificate of Certified Local Government Finance Officer to Shelly Shockley. Manager Hord took a moment to recognize Fire Officer of the Year/ Veteran Firefighter of the Year Buddy Miller and Rookie Firefighter of the Year John Walters.

5. **Guest Presentation**

Healthy Rowan and Municipality Collaboration

Courtney Meece, Community Health Manager & Healthy Rowan Executive Director, shared her presentation on Municipality Walking Maps. She shared that Healthy Rowan would pay for a sign for the Lake Park and would only be asking the town to pay for concrete to put it in the ground. Any requests for changes could be emailed directly to her. Director Meece shared that the funding comes through every year and the sign could be updated in the future. Only one sign will be installed at this time. Usage of the park can be tracked with the fitness tracker for analytics. Director Meece also shared that the County is partnering with municipalities to spread the message about the 988 hotline. Decals have been designed and branded for the town vehicles.

6. **Public Hearing**

Charter Amendment

A. Staff Summary

Clerk Smith summarized that at its meeting February 12, 2024, the Board adopted Resolution 2024-01 stating intent to amend the charter by changing the name of the Board of Aldermen to "Town Council" and to change the term of the mayor from two years to four years. Following tonight's public hearing, the Board will consider the ordinance to amend the charter at its April 8, 2024 meeting.

B. Public Hearing

- 1) Opened: Mayor Barnhardt opened the public hearing at 6:28 p.m.
 - Marilyn Michael of 1309 Wrenwood Court – spoke in favor of the amendments.
 - Jeff Cannon of 524 N. Salisbury Avenue – spoke against the amendments, specifically the change to the term of the mayor.
- 2) Closed: Mayor Barnhardt closed the public hearing at 6:31 p.m.

B. Board Discussion

Board members discussed their individual opinions on changing the mayor's term to four years. Discussion included concerns over consistency/continuity on the Board, the opportunity for residents to have input via elections, the time it takes for board members to adjust to the office, and the importance of staggering terms.

Old Business

7. **Discussion**

Town Manager Search Update

Clerk Smith shared that she reached out to four firms regarding the scope, pricing, and references for conducting the Town Manager search and updated the summary chart for comparison. It was recommended that the Board set a time to interview one or more firms. After discussion, there was Board consensus to start by interviewing Centralina. Attorney Moretz suggested that he be tasked with developing an employment contract. He stated Board members could let him know what they would like to be included or left out of the contract.

ACTION: Mayor Pro Tem Shelton made a motion to set up an interview with Centralina and have Attorney Moretz begin contract amendments. Alderwoman Mack seconded the motion. The motion passed 4-0.

New Business

8. Discussion and Direction **Board Travel Policy**

Clerk Smith shared that members of the Board recently stated a desire to have a policy in place that would guide Board travel and reimbursement with clear regulations that could be applied consistently. A draft policy was presented for feedback. After discussion on the necessity of a second, board-specific policy it was decided that instead the current section of the Personnel Policy would be amended to include language regarding Board approval of elected official travel requests. The requests would go through the same pre-auditing process as any other request.

9. Voting Delegate **NCLM Board of Directors**

Clerk Smith shared that the NCLM announced the electronic nomination and election process for the 2024 Board of Directors. Each municipality was asked to identify a voting delegate to place the Board's vote on the slate of candidates via electronic means. The slate of candidates will come before the Board for review once it is finalized in April.

ACTION REQUESTED: Mayor Pro Tem Shelton made a motion to appoint Mayor Barnhardt as the Board's NCLM voting delegate to submit the Board's vote for NCLM's 2024 Board of Directors. Alderman Luhrs seconded the motion. The motion passed 4-0.

10. Proclamation **Child Abuse Prevention Month**

Mayor Barnhardt recognized the proclamation for Child Abuse Prevention Month.

11. Board Comments

- Mayor Pro Tem Shelton requested changing April's Regular Meeting to Friday, April 5. Clerk Smith will check to make sure the charter amendment process timeline won't be affected. The Board can adopt an amended schedule at the Budget Workshop if necessary.
- Mayor Barnhardt shared that the date originally identified for the Budget Workshop was filling up with other events and asked whether everyone would be able to attend the Budget Workshop on Wednesday, March 20th instead. There was consensus to set the Budget Workshop for 3/20/24 from 1:00 p.m. – 4:00 p.m.

12. Announcements and Date Reminders

A.	Wednesday	March 13	5:00 p.m.	Centralina Executive Board Meeting
B.	Wednesday	March 13	5:30 p.m.	Community Appearance Commission
C.	Thursday	March 14	6:00 p.m.	Rowan Municipal Association Dinner
D.	Saturday	March 16	9:00 a.m.	Mulch Giveaway at Quarry
E.	Monday	March 18	6:00 p.m.	Zoning Board of Adjustment
F.	Wednesday	March 20	1:00 p.m.	Budget Workshop
G.	Thursday	March 21	7:30 a.m.	Chamber Power in Partnership Breakfast
H.	Tuesday	March 26	11:30 a.m.	Rowan EDC Annual Meeting
I.	Wednesday	March 27	5:30 p.m.	CRMPO TAC Meeting
J.	Thursday	March 28	5:30 p.m.	Events Committee
K.	Friday	March 29		Good Friday – Town Offices Closed
L.	Sunday	March 31		Easter
M.	Tuesday	April 2	6:00 p.m.	Planning Board

13. Closed Session

Personnel

ACTION: Alderman Luhrs made a motion to go into closed session (*pursuant to N.C. General Statutes Section 143-318.11(a)(6) to discuss the performance of an individual public officer or employee*). Alderwoman Mack seconded the motion. The motion passed 4 -0.

The Board went into closed session at 7:16 p.m.

The Board came out of closed session at 7:41 p.m.

ACTION: Alderman Luhrs made a motion to return to open session. Alderwoman Mack seconded the motion. The motion passed 4-0.

ACTION: Alderman Luhrs made a motion to change Acting Manager Hord's status to Interim Town Manager until a full-time Town Manager is hired with the previously agreed upon salary conditions and full authority of a Town Manager with the understanding that when his time in the role ends, he will continue in the role of Public Works Director and Fire Chief. Mayor Pro Tem Shelton seconded the motion. The motion passed 4-0.

Adjournment

ACTION: Alderman Linker made a motion to adjourn. Mayor Pro Tem Shelton seconded the motion. The motion passed with all in favor.

The meeting ended at 7:43 p.m.

Respectfully Submitted,

Aubrey Smith

Town Clerk



**TOWN OF GRANITE QUARRY
BOARD OF ALDERMEN
BUDGET WORKSHOP
MEETING MINUTES
Wednesday, March 20, 2024, 1:00 p.m.**

Present: Mayor Brittany Barnhardt, Mayor Pro Tem Doug Shelton, Alderman John Linker, Alderwoman Laurie Mack, Alderman Rich Luhrs

Staff: Interim Town Manager/Fire Chief/Public Works Director Jason Hord, Town Clerk Aubrey Smith, Police Chief Mark Cook, Finance Officer Shelly Shockley

Call to Order: Mayor Barnhardt called the meeting to order at 1:03 p.m.

1. Approval of Agenda

ACTION: Alderman Luhrs made a motion to approve the agenda. Alderwoman Mack seconded the motion. The motion passed 4-0.

2. Discussion

Budget FY 24-24

Interim Manager Hord presented to the Board on FY2024-2025 Capital Expenditures and Major / Noteworthy Items.

A. Revenues

- a) The current tax rate is .44. The assessed tax base this year is \$411,752,206; \$8,121,358 in Real and Personal tax base over last year and \$4,904,343 in Vehicle tax over last year. The estimated worth of 0.01 on the tax rate is \$41,175.

B. Governing Body

Figures were shown with a proposed 4% increase to Governing Body pay which would be in line with the recommendation for staff adjustments.

C. Administration

- a) Proposed reclassification and salary adjustments for 3 admin positions including Town Clerk, Finance Officer, and Office Assistant.
- b) Proposed 4% market adjustment for all employees with an effective date of 7/1/2024 and a 0.4% merit increase on annual evaluation dates.

There was Board consensus to move forward with making the market adjustment effective July 1 and keeping the merit increases on anniversary evaluation dates.

D. Insurance for Employees

The insurance renewal rate will be 4.5%. Staff recommends accepting the rate increase with the current vendor.

There was Board consensus to move forward with renewal of our current insurance.

E. Planning / Code Enforcement

- a) No recommendation for change in level of Planning services provided by N-Focus at this time.
- b) Options were given for contracting code enforcement services through N-Focus instead of Alliance.

There was Board consensus to move to N-Focus for code enforcement services, beginning at 4 hours per week.

F. Police

- a) Vehicle replacement fully upfitted \$62,000
- b) Flock / Verkada License Plate Cameras - \$7,000 / \$5,000 (Depending on wants and needs)
- c) Body Worn Cameras - \$6,067 per year for 5 years OR if grant is approved, cost would be 50% of the total.
- d) Laptop Replacement – 3 units at \$3,000
- e) No police salary adjustments are being requested at this time.

Recess

ACTION: Mayor Pro Tem Shelton made a motion to recess briefly. Alderman Linker seconded the motion. The motion passed 4-0.

The meeting recessed at 2:11 p.m.

Mayor Barnhardt called the meeting back to order at 2:18 p.m.

Moved to interview of Centralina regarding TM search process.

3. Interview

Centralina Town Manager Search Process

Geraldine Gardner, Executive Director of Centralina, shared information with the Board regarding services available for the Town Manager search process and reviewed highlights from the written proposal provided to the Board. She reviewed the complimentary services available as well as additional add-on options. Board members asked questions regarding the specifics of the process. Ms. Gardner emphasized the importance of clearly communicating about the process as well as the importance of sticking to an expeditious timetable.

Budget discussions continued at 2:54 p.m.

G. Fire

- a) The request was made to add 3 full-time firefighter positions.
- b) The age of the current fire apparatus is becoming a concern. With two of the trucks now 30 years old, and the length of time that it takes to receive a firetruck, staff recommends starting the ordering process. It would be 4 years before delivery. The more that is paid upfront, the more money will be saved. Fire apparatus that are older than 15 years should be evaluated for rebuilding in accordance with NFPA 1912: Standard for Fire Apparatus Refurbishing. NFPA 1901's Annex D further recommends that apparatus that are more than 25 years old be retired from the vehicle fleet.

- c) Cost of new firetruck – 1.2 million dollars. While this is a huge investment it is one that we expect will last for 25 years. This investment over a 15-year span represents 0.03 tax increase.

Staff will put together some numbers for options.

H. Public Works

- a) Requested a reclassification of one position and a promotion of one employee to a newly created position of Assistant Public Works Director.
- b) The need to upgrade the 1994 dump truck remains high. This unit is responsible for use during limb and leaf collection. \$40,000 was originally budgeted in the FY 23/24 annual budget toward the Capital Reserve Fund, however, the Board opted to transfer all but \$1,000 of that amount toward the Town Hall roof. The truck is spec'd under government contract with the cost not to exceed \$92,000 that would include all fees. The current dump truck would be sold with the proceeds back into general fund. We would estimate this sale at around \$12,000.
- c) CAC recommends additional banners throughout town. This would consist of 2 sets of banners of 30 each. This would be a one-time purchase cost of \$6,000. A slight increase in contracted services would arise from use of the bucket truck of around \$500 per year.
- d) It was mentioned at the Planning Retreat of a branded street sign. Staff recommends these being done in yearly phases. This would be a 2-year project at roughly \$4500.00 per year or \$9,000 total.

There was Board consensus to explore whether the signs or banners could be purchased within the current budget year. Staff will look into options and bring back to the Board.

I. Parks and Recreation

- a) Due to the likelihood that park improvements will happen via grant funding and private donations, no further capital projects are scheduled in this budget cycle.
- b) Public Works expects that the current years park budget is sufficient. This also includes that PERC budget for the year.

J. Environmental

The current environmental fee is \$12.00. It decreased from \$13.00 in 2021 when the recycling services were discontinued. As of current projections for next FY, we will lose \$3K at the current \$12.00 a month rate and this DOES NOT include any service cost associated with leaf and limb pickup. A \$1.00 increase is equal to \$15,930 in revenue.

There was Board consensus to have staff explore the expense versus revenues for the environmental fee and services.

K. Streets

- a) Current streets account balance as of 6/30/2023 is \$92,652.29. An additional unappropriated balance of \$56,600.00 will be brought forward as of 6/30/2024. This will make the total balance \$149,252.29. Staff is proposing that we allocate the balance, currently in unappropriated fund balance, and \$70,000 of the FY24/25 Powell Bill allocation, allowing for a budgeted street paving project of roughly \$210,000.

Alderman Mack asked that the expansion and addition of a sidewalk be considered for Legion Club and West Bank Street. Alderman Linker stated Old 80 was worth reviewing for the same reason. Mayor Barnhardt stated that the Village at Granite was disconnected and should be reviewed as well. There was Board consensus to revisit the conversations at a later date. Staff will work up figures based on the current recommendation.

L. Current Unknowns

- a) Civic Park upgrades- we will know much more after the last public input session.
- b) PARTF maximum ask is \$500,000 with a dollar-for-dollar match.
- c) Downtown transformational- Duke will finish the feasibility study and we can present the needs to legislators. Do we want to budget for any type of match?

Manager Hord asked how the Board would like the budget options to be prepared. He will start with an option at the current tax rate. Mayor Barnhardt asked that Town Hall upgrade funding options be included. She was interested in seeing what improvements could be made with the amount currently set aside as well as debt service options for upgrades specifically to technology and the board room.

The Board would like to visit different areas of the town and will plan the list of places and set a time at April's regular meeting.

Adjourn

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

The meeting ended at 4:11 p.m.

Respectfully Submitted,

Aubrey Smith

Town Clerk

Planning Monthly Report

MARCH 2024



Permits

- 9 Permit Applications
- 9 Permits Approved
- 0 Permits denied

Date	Address	Permit	Status
3/5/2024	1408 Gentry Place	Pool w/fence	Issued
3/7/2024	403 Elm Street	Accessory Building/Storage Building	Issued
3/13/2024	428 Park Ave	Addition	Issued
3/13/2024	124 & 128 S Salisbury Ave	Other	Issued
3/14/2024	670 Stone Road	Pool	Issued
3/14/2024	520 Coley Rd	Addition	Issued
3/14/2024	504 Barringer St	Addition	Issued
3/14/2024	723 N Salisbury Ave	Fence	Issued
3/20/2024	322 S Salisbury Ave	Sign	Issued
3/20/2024	524 N Salisbury Ave	Accessory Building/Storage Building	Issued
3/21/2024	380 Dunns mtn Ch Rd	Remodel	Issued
3/26/2024	1408 Gentry Place	Accessory Building/Storage Building	Issued
3/28/2024	415 Balfour Quarry Rd	Cell tower antenna improvements	Issued

Planning/Zoning Review

Inquiry	Zoning	Comments
MK Trolleys Food Truck -Violation	3rd ^d time	Appellant requested delay to April 2nd Bd Adj. mtg
Troutman Street -Neighborhood mtg		March 19 th
ZMA-2024-05-13 application		0 S. Salisbury Ave

Planning Board: The Planning Board met March 4, 2024 to review the amendments to the GQDO text for food trucks and a Zoning Map Amendment for 507 Troutman. Both were recommended for approval by the Board of Aldermen unanimously.

Zoning Board of Adjustment: The Board of Adjustment meeting March 18, 2024 opened and recessed to April 2, 2024. The Planning Board members were appointed to the Board of Adjustment.



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

April 2024

- Call volume report for the month of March 2024
- See Attached for Total Calls for Service.
- Date of Report: 04/01/2024
 - Total calls for service/activities – 678
 - 99 Officer Generated Calls.
 - 121 Calls for Service.
 - Calls for service/activities Granite Quarry: 561
 - Calls for service/activities Faith: 117
 - Incident Reports- 13
 - Arrest Reports- 2
 - Crash Reports- 11
 - Traffic Citations- 43
- The following is the ending and average mileage for each vehicle by month:

161 Ford Utility-	End-	87,005
171 Ford Utility -	End-	64,898
172 Ford Utility -	End-	111,000
173 Ford Utility -	End-	54,923
181 Ford F150 -	End-	107,304
191 Dodge Durango -	End-	58,731
201 Ford Utility-	End-	43,590
211 Ford Utility-	End-	23,329
212 Ford Utility-	End-	67,939
231 Dodge Durango	End-	3,298
232 Dodge Durango	End-	3,372
- Other Information:
 - Drug Collection Box. March 2024: 15.4 pounds collected.
 - March CID Report. 6 Cases assigned; 5 Cases cleared; 25 follow-ups conducted; 101 open assigned cases.
 - Officers completed 120 hours of in-service or continuing education training in Feb.

GQPD

Number of Events by Nature

CFS March 2024 Granite Quarry

Nature	# Events
103A2 FOUND PROPERTY	1
103O2 ADMIN/INFORMATION	1
104C2 COMMERCIAL BURG (INTRUSI	6
106B3 PAST SEXUAL ASLT-CHILD	1
106B5 PAST ASSAULT	1
107B1 ASST OTHER AGENCY-ROUTIN	1
110D2 RESIDENTIAL B&E	1
111B1 PAST DAMAGE TO PROPERTY	1
111C1 DAMAGE TO PROP -JUST OCC	1
112D2 DECEASED (SUDDEN)	1
113B3 NUISANCE COMPLAINT	1
113D2 DISTURBANCE / VERBAL	1
114C1 PHYSICAL DOMESTIC	1
114C3 PHYSICAL FAMILY DOMESTIC	1
114C4 VERBAL FAMILY DOMESTIC	1
114D1 PHYSICAL DOMESTIC	2
114D2 VERBAL DOMESTIC	1
116B1 DRUGS (FOUND-EQUIP)	1
116D1 DRUGS (USE-POSSESSION)	2
116D2 DRUGS (SALE)	1
118B1 FRAUD-PAST CRIMINAL	1
118D2 FRAUD-FORGERY	2
119B1 PHONE THREAT	1
119D3 HARASSMENT	1
123B2 RUNAWAY	2
123B3 FOUND PERSON	1
125B1 CHECK WELFARE - ROUTINE	3
125D1 CHECK WELFARE-URGENT	3
125D2 LOCKOUT - URGENT	1

Nature	# Events
129C1 SUSPICIOUS PERSON	12
129C3 SUSPICIOUS VEHICLE	1
129C5 SUSPICIOUS CIRCUMSTANCE	1
130B1 LARCENY (ALREADY OCC)	2
130C1 THEFT JUST OCCURED	2
130C3 THEFT FROM VEH-JUST OCC	1
130D1 LARCENY	2
131A2 HIT AND RUN - PAST	1
131B1 TRAFFIC ACCIDENT - PD	1
131B3 HIT & RUN	2
132B2 PARKING COMPLAINT	1
132B4 PAST ROAD RAGE	1
132C1 SEVERE TRAFFIC VIOLATION	4
133D1 TRESPASSING	4
134D1 UNKNOWN SITUATION	1
23D1 OVERDOSE (ARREST)	1
32D1 UNKNOWN MEDICAL	1
4B1 ASSAULT / SEX ASLT	1
77B3 TRAFFIC ACC - POSS INJURY	1
77D2 HIGH MECHANISM MVA	1
77O02 TRAF ACC - PROP DAMAGE	1
911 HANG UP	6
9E1 CARDIAC OR RESP ARREST	1
ASSIST EMS	2
ASSIST FIRE DEPT	1
ASSIST MOTORIST	2
BURGLARY ALARM	2
BUSINESS OR HOUSE CHECK	355
COMMUNITY PROGRAM	3
DELIVER MESSAGE	11
DOMESTIC PROPERTY PICKUP	2
FOLLOWUP	29

Nature	# Events
GENERAL INFORMATION	5
MISDIAL	4
OPEN DOOR	1
PARK CHECK	4
REPOSSESSION	1
RESTRAINING ORDER	1
SCHOOL SECURITY CHECK	3
SUBPOENA SERVICE	2
TRAFFIC CHECK	6
TRAFFIC STOP	32
VEHICLE ACCIDENT PROP DAMAGE	3
WARRANT SERVICE	1
Total	561

GQPD

Number of Events by Nature

CFS March 2024 Faith

Nature	# Events
103A2 FOUND PROPERTY	1
104C2 COMMERCIAL BURG (INTRUSI	2
114D1 PHYSICAL DOMESTIC	1
115D1 DRIVING UNDER INFLUENCE	1
116D1 DRUGS (USE-POSSESSION)	1
125B2 LOCKOUT - ROUTINE	1
129C3 SUSPICIOUS VEHICLE	3
130B1 LARCENY (ALREADY OCC)	1
131B3 HIT & RUN	1
131O2 TRAFFIC - INFORMATION	2
132B1 MINOR TRAFFIC VIOLATION	1
133D1 TRESPASSING	1
28C1 STROKE	1
77C2 TRAFFIC ACC - INJURY	1
911 HANG UP	1
ASSIST EMS	1
ASSIST FIRE DEPT	3
BUSINESS OR HOUSE CHECK	55
COMMUNITY PROGRAM	1
DELIVER MESSAGE	1
ESCORT FUNERAL OR OTHER	1
FOLLOWUP	2
MISDIAL	1
SCHOOL SECURITY CHECK	1
TRAFFIC CHECK	2
TRAFFIC CONTROL	20
TRAFFIC STOP	8
VEHICLE ACCIDENT PROP DAMAGE	2
Total	117



March Work 2024 Public Works Report

- Normal Maintenance Duties Daily- (parks, cleaning, mowing, edging, service on equipment, limbs & sweeping)
- Town leaf pick up, last date 3/12/24
- Repaired/replaced safety lighting on dump truck.
- Assisted with several code enforcement complaints.
- New toilet installed at Civic Restroom.
- Mulched playgrounds at both parks.
- Mulched trees at Civic and Lake Parks.
- Various potholes repaired.
- 7 trash cans replaced for residents.
- Participated in mulch giveaway event.
- New tires on F150 and F350
- Started spraying rights-of-way.
- Poured steps on the back side of the lake to trails.
- Sprayed for fire ants at parks.

2007 Ford Truck	Mileage – 65,210	+251 miles
1995 Ford Dump Truck	Mileage – 46,818	+878 miles
2009 Ford Truck	Mileage – 96,658	+504 miles
2019 Ford Truck F350	Mileage – 23,420	+1,322 miles
2022 Chevy Silverado	Mileage – 23,623	+1,422 miles



PROTECTING QUALITY OF LIFE

Alliance Code
Enforcement LLC

Monthly Report
Town of Granite Quarry

Updated
April 01, 2024

ADDRESS	VIOLATION	STATUS
518 Railroad St	MH	OPEN
305 Yadkin St	JV	OPEN
736 S Main St	JV	OPEN
518 S Main St	JP/JV	OPEN
320 Barringer St	JV	OPEN
424 Barringer St	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
806 N Salisbury Ave	JP	OPEN
804 N Salisbury Ave	JP	OPEN
100 San Carlos Dr (109)	JV	OPEN
100 San Carlos Dr (107)	JV	OPEN
100 San Carlos Dr (100)	JP	ABATED
412 S Salisbury Ave	JP/JV	OPEN
221 S Oak St	JP/JV	OPEN
215 S Oak St	JP/JV	OPEN
706 S Salisbury Ave	ZN	OPEN
706 S Salisbury Ave	JV	ABATED
304 S Salisbury Ave	MH	OPEN
112 Walton St	JP	OPEN
PID 650002 (Walton St)	ZN/JV/JP	OPEN
311 Yadkin St	JP	ABATED
318 Yadkin St	JV	ABATED
127 N Walnut St	JP	OPEN
203 S Walnut St	MH	OPEN
201 S Walnut St	JP	OPEN



PROTECTING QUALITY OF LIFE

Alliance Code
Enforcement LLC

Monthly Report
Town of Granite Quarry

Updated
April 01, 2024

MONTHLY HIGHLIGHTS

- 0 New cases OPENED for March.
- 4 Cases have been ABATED.
- Per conversation with Jason, we are holding off on opening any cases unless it comes in as a complaint so that we can clean up the older cases.
- 518 Railroad St – Property owner continuing to make progress with disposing/cleaning of the fire debris on the property.
- 706 S Salisbury Ave- Junk vehicles have been removed from the property. (Silver Hyundai and Red 350Z)
- 100 San Carlos Dr- (Lot #100) Junk pile has been cleaned and removed from the property.
- 318 Yadkin St- Junk vehicle has valid registration. (Jeep)



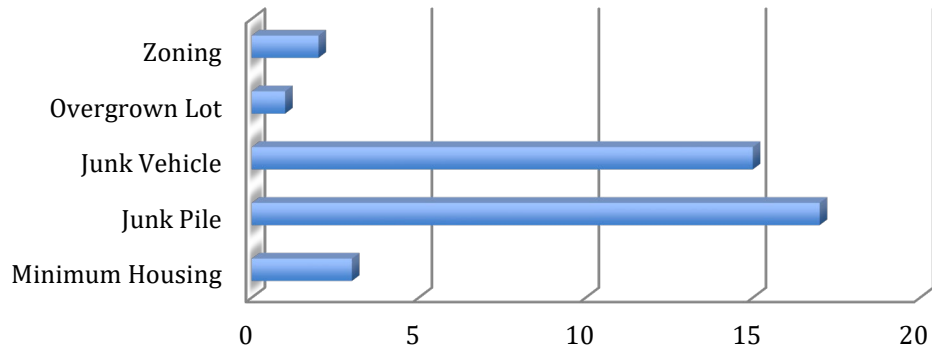
PROTECTING QUALITY OF LIFE

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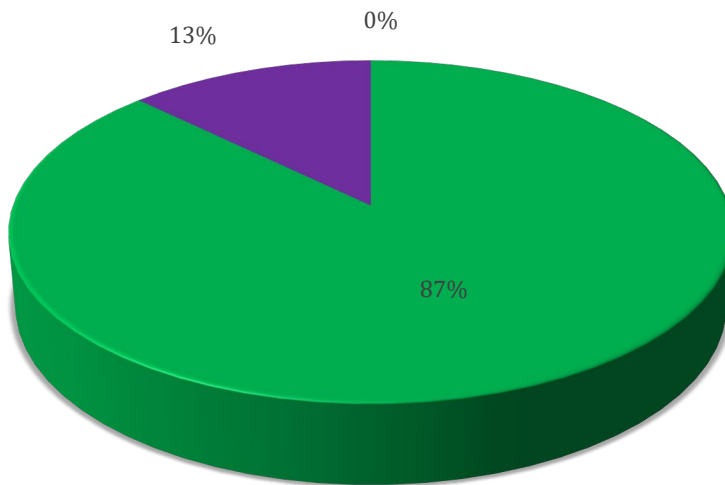
Monthly Report
Town of Granite Quarry

Updated
April 01, 2024

Violations by the Numbers



	Minimum Housing	Junk Pile	Junk Vehicle	Overgrown Lot	Zoning
■ Violations by the Numbers	3	17	15	1	2



Total Cases : 203

Abated: 178

Open In Progress: 26

New Cases: 0

■ Abated ■ Open in Progress ■ New Cases



Town of Granite Quarry Fire Department

Established May 15th, 1950

PO Box 351

www.granitequarrync.gov

Granite Quarry, NC

704/279-5596



Board Report April 2024 **Chief Hord**

Emergency Calls for Service March 2024

38 calls in district

- 28- EMS (including strokes, falls, diabetic, CPR and other medical needs)
- 1- Motor vehicle accident
- 6- Public Assist
- 2- Fire Alarm
- 1- Gas Leak (Outside)

13 calls to Salisbury

- 2- Fire Alarms
- 1- EMS
- 5- Structure Fires
- 5- Cancelled En Route

9 calls to Rockwell Rural

- 2- EMS
- 1- Structure Fires
- 6- Cancelled En Route

6 calls to Union Cancelled En Route

- 1- Fire alarm
- 1- Structure Fire
- 4- Cancelled En Route

1 call to South Salisbury Cancelled En Route

2 calls to Rockwell City Cancelled En Route

TOTAL – 69

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, door force entry, and district familiarization. Weekly shift training/ officer's choice.
- Car Seat Check Station on Thursday from 1 p.m.to 4 p.m. – 3 seats installed/checked.
- Grounds care on Thursdays.
- GQ School visits on Thursdays.
- Attended grand opening for Students in Training.

E-571

- Mileage – 23,915
- Hours – 2,237

E-572

- Mileage – 42,918
- Hours – 3,469.7

R-57

- Mileage – 39,044
- Hours – 3,679

SQ-57

- Mileage – 7,925



Finance Department

Breakdown by Department:
As of March 31, 2024

Department	Budgeted	Encumbered	YTD	
Revenues:	<u>4,625,492</u>		<u>3,256,344</u>	<u>70%</u>
Total Revenues:	\$ 4,625,492		\$ 3,256,344	70%
Expenses:				
Governing Body	99,304	-	65,639	66%
Contingency & Tranfers	1,014,146	-	167,586	0%
Administration	636,520	-	437,385	69%
Public Works	515,341	3,777	374,922	73%
Police	1,007,124	5,805	638,924	64%
Fire	732,897	3,500	520,821	72%
Streets	331,160	-	252,427	76%
Sanitation	193,250	-	123,992	64%
Parks & Recreation	<u>95,750</u>	<u>2,000</u>	<u>63,434</u>	<u>68%</u>
Total Expenses:	\$ 4,625,492	\$ 15,082	\$ 2,645,131	58%
Expense to Revenue:				81%

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

Revenues:					
Account	Budget	YTD	Variance	%	Notes
01-3100-12 Taxes - Budget Year	1,610,208	1,622,568	12,360	101%	
01-3100-17 Tax Penalties & Interest	4,000	5,775	1,775	144%	
01-3101-12 Taxes - Prior Years	8,000	13,161	5,161	165%	
01-3102-12 Vehicle Tax	144,188	123,249	(20,939)	85%	
01-3230-31 Local Option Sales Tax	1,118,010	820,688	(297,322)	73%	
01-3231-31 Solid Waste Disposal Tax	2,475	1,888	(587)	76%	
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	106,752	(34,635)	76%	
01-3330-84 County First Responders	4,020	4,765	745	119%	
01-3413-89 Miscellaneous Revenue	2,700	674	(2,026)	25%	
01-3431-41 Police Authority Revenue_Faith	161,473	121,105	(40,368)	75%	
01-3431-45 Police Report Revenue	100	165	65	165%	
01-3431-89 Police Miscellaneous	1,100	809	(292)	74%	
01-3451-85 Property Damage Claims	-	11,900	11,900	100%	1
01-3471-51 Environmental Fee Collection	184,750	103,223	(81,527)	56%	
01-3491-41 Subdivision & Zoning Fees	6,000	8,925	2,925	149%	
01-3613-41 Parks Miscellaneous	21,000	11,680	(9,320)	56%	
01-3713-33 Sal. Water/Sewer Reimbursement	50,000	50,000	-	100%	
01-3831-89 Interest on Investments	90,000	126,905	36,905	141%	
01-3834-41 Park Shelter Rentals	6,000	7,482	1,482	125%	2
01-3835-81 Surplus items Sold	1,000	481	(519)	48%	
01-3837-31 ABC Net Revenue-Co.	11,500	11,921	421	104%	
01-3991-99 Fund Balance Appropriated	954,921	-	(954,921)	0%	3
	4,625,492	3,256,344	(1,369,148)	70%	

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
BA #3 Governing Body additional training	775.00
BA #4 Governing Body additional funds	5,000.00
<u>BA #5 Legion Building Structural Assessment</u>	<u>2,000.00</u>
Total Fund Balance Appropriated	954,921.00

Governing Body:						
Account	Budget	Encum.	YTD	Variance	%	Notes
01-4110-02 Mayor/Aldermen Salary	18,745	-	9,373	9,373	50%	
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	-	28,905	4,595	86%	4
01-4110-26 Office Expense	4,900	-	691	4,209	14%	
01-4110-31 Training & Schools	2,675	-	2,500	175	93%	
01-4110-40 Dues & Subscriptions	16,250	-	15,445	805	95%	
01-4110-45 Insurance & Bonds	2,000	-	1,880	120	94%	5
01-4110-60 Special Projects	15,200	-	2,240	12,960	15%	
01-4110-61 Grants - Nonprofit Grant Program	350	-	200	150	57%	
01-4110-63 Elections	4,200	-	3,656	544	87%	
	99,304	-	65,639	33,665	66%	

Notes:

- 4 Will need to monitor this line as Attorney fees come in
- 5 Paid once annually at the beginning of the fiscal year

Contingency & Transfers:						
Account	Budget	Encum.	YTD	Variance	%	Notes
01-9820-96 Transfer to Capital Reserve Fund	76,000	-	76,000	-	100%	
01-9840-96 Transfer to Capital Project Funds	938,146	-	91,586	846,560	10%	6
	1,014,146	-	167,586	846,560	17%	

Notes:

- 6 Transfer to Transformational Project GPO

Administration:						
Account	Budget	Encum.	YTD	Variance	%	Notes
01-4120-00 Salaries - Regular	301,925	-	204,613	97,312	68%	
01-4120-03 Salaries - Longevity	1,000	-	850	150	85%	
01-4120-07 401K Expense	15,097	-	10,231	4,866	68%	
01-4120-09 FICA Expense	23,174	-	15,415	7,759	67%	
01-4120-10 Retirement Expense	39,017	-	26,354	12,663	68%	
01-4120-11 Group Insurance	41,500	-	26,043	15,457	63%	
01-4120-14 Insurance - Workers Comp	500	-	425	75	85%	7
01-4120-17 Insurance – HRA/Admin Cost	1,200	-	900	300	75%	
01-4120-18 Professional Services	93,900	-	73,117	20,783	78%	
01-4120-22 Banquet Expense	1,700	-	-	1,700	0%	
01-4120-26 Office Expense	9,500	-	4,963	4,537	52%	
01-4120-31 Training & Schools	9,500	-	6,452	3,048	68%	
01-4120-32 Telephone/Communications	4,400	-	3,051	1,349	69%	
01-4120-33 Utilities	5,200	-	3,964	1,236	76%	
01-4120-34 Printing	6,000	-	3,807	2,193	63%	
01-4120-37 Advertising	2,600	-	1,100	1,500	42%	
01-4120-40 Dues & Subscriptions	2,650	-	1,287	1,363	49%	
01-4120-44 Contracted Services	43,807	-	24,557	19,250	56%	
01-4120-45 Insurance & Bonds	6,200	-	6,182	18	100%	7
01-4120-62 Committees - CAC	500	-	250	250	50%	
01-4120-68 Tax Collection	27,150	-	23,823	3,327	88%	
	636,520	-	437,385	199,135	69%	

Notes:

7 Paid once annually at the beginning of the fiscal year

Public Works:						
Account	Budget	Encum.	YTD	Variance	%	Notes
01-4190-00 Salaries - Regular	146,665	-	90,244	56,421	62%	
01-4190-02 Salaries - Part-Time	70,000	-	53,497	16,503	76%	
01-4190-03 Salaries - Longevity	1,150	-	863	287	75%	
01-4190-07 401K Expense	7,334	-	4,451	2,883	61%	
01-4190-09 FICA Expense	16,663	-	10,943	5,720	66%	
01-4190-10 Retirement Expense	19,039	-	11,576	7,463	61%	
01-4190-11 Group Insurance	25,470	-	13,440	12,031	53%	
01-4190-14 Insurance - Workers Comp	7,230	-	7,228	2	100%	8
01-4190-20 Motor Fuel	15,000	-	7,195	7,805	48%	
01-4190-21 Uniforms	1,500	-	1,162	338	77%	
01-4190-24 Maint & Repair - Bldgs/Grounds	133,215	-	131,604	1,611	99%	9
01-4190-25 Maint & Repair - Vehicles	5,000	572	2,266	2,162	57%	
01-4190-29 Supplies & Equipment	15,000	3,000	8,013	3,987	73%	
01-4190-31 Training & Schools	200	-	93	107	46%	
01-4190-32 Telephone/Communications	1,900	-	1,198	702	63%	
01-4190-33 Utilities	3,750	-	2,790	960	74%	
01-4190-34 Printing	25	-	9	16	37%	
01-4190-35 Maint & Repairs - Equipment	9,000	-	7,102	1,898	79%	
01-4190-40 Dues & Subscriptions	6,900	-	6,767	134	98%	10
01-4190-44 Contracted Services	19,500	205	4,179	15,116	22%	
01-4190-45 Insurance & Bonds	4,800	-	4,794	6	100%	8
01-4190-58 Cap Outlay - Bldg/Infrastructure	6,000	-	5,509	491	92%	11
	515,341	3,777	374,922	136,642	73%	

Notes:

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

Police:						
Account	Budget	Encum.	YTD	Variance	%	Notes
01-4310-00 Salaries - Regular	553,925	-	326,619	227,306	59%	
01-4310-02 Salaries - Part-Time	8,000	-	5,750	2,250	72%	
01-4310-03 Salaries - Longevity	2,500	-	2,200	300	88%	
01-4310-07 401K Expense	27,697	-	16,520	11,177	60%	
01-4310-09 FICA Expense	43,179	-	26,238	16,941	61%	
01-4310-10 Retirement Expense	78,123	-	46,320	31,803	59%	
01-4310-11 Group Insurance	93,500	-	55,929	37,571	60%	
01-4310-14 Insurance - Workers Comp	11,500	-	10,708	792	93%	12
01-4310-20 Motor Fuel	28,000	-	16,157	11,843	58%	
01-4310-21 Uniforms	4,400	-	2,303	2,097	52%	
01-4310-25 Maint & Repair - Vehicles	13,000	-	9,547	3,453	73%	
01-4310-26 Office Expense	1,500	-	895	605	60%	
01-4310-29 Supplies & Equipment	21,650	5,805	10,965	4,880	77%	
01-4310-31 Training & Schools	5,000	-	4,004	996	80%	
01-4310-32 Telephone/Communications	8,200	-	6,250	1,950	76%	
01-4310-33 Utilities	1,900	-	1,410	490	74%	
01-4310-34 Printing	1,000	-	707	293	71%	
01-4310-35 Maint & Repair - Equipment	1,000	-	642	358	64%	
01-4310-40 Dues & Subscriptions	4,800	-	3,433	1,367	72%	
01-4310-44 Contracted Services	23,250	-	17,424	5,826	75%	
01-4310-45 Insurance & Bonds	17,000	-	16,940	60	100%	12
01-4310-54 Cap Outlay - Vehicles	58,000	-	57,964	36	100%	13
	1,007,124	5,805	638,924	362,395	64%	

Notes:

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

Fire:						
Account	Budget	Encum.	YTD	Variance	%	Notes
01-4340-00 Salaries - Regular	290,500	-	192,386	98,114	66%	
01-4340-02 Salaries - Part-Time	184,275	-	144,484	39,791	78%	
01-4340-03 Salaries - Longevity	2,200	-	1,766	434	80%	
01-4340-07 401K Expense	15,520	-	10,478	5,042	68%	
01-4340-09 FICA Expense	36,489	-	25,701	10,788	70%	
01-4340-10 Retirement Expense	40,263	-	26,882	13,381	67%	
01-4340-11 Group Insurance	54,000	-	33,569	20,431	62%	
01-4340-14 Insurance - Workers Comp	10,585	-	8,930	1,655	84%	14
01-4340-17 Firemen's Pension Fund	1,725	-	850	875	49%	
01-4340-20 Motor Fuel	8,500	-	5,261	3,239	62%	
01-4340-21 Uniforms	3,500	-	1,768	1,732	51%	
01-4340-25 Maint & Repair - Vehicles	12,000	-	10,277	1,723	86%	15
01-4340-26 Office Expense	150	-	-	150	0%	
01-4340-29 Supplies & Equipment	30,000	3,500	22,243	4,257	86%	16
01-4340-31 Training & Schools	2,500	-	2,056	444	82%	
01-4340-32 Telephone/Communications	5,400	-	4,142	1,258	77%	
01-4340-33 Utilities	6,800	-	5,255	1,545	77%	
01-4340-34 Printing	275	-	188	87	68%	
01-4340-35 Maint & Repair - Equipment	2,500	-	2,380	120	95%	
01-4340-40 Dues & Subscriptions	3,850	-	2,617	1,233	68%	
01-4340-44 Contracted Services	10,000	-	7,735	2,265	77%	
01-4340-45 Insurance & Bonds	11,865	-	11,854	11	100%	14
	732,897	3,500	520,821	208,576	72%	

Notes:

- 14 Paid once annually at the beginning of the fiscal year
- 15 Includes light repairs to Squad 57
- 16 Ballistic vests are encumbered

Streets:						
Account	Budget	Encum.	YTD	Variance	%	Notes
01-4510-18 Professional Services	1,000	-	-	1,000	0%	17
01-4510-29 Supplies & Equipment	2,400	-	729	1,671	30%	
01-4510-39 Maint & Repair	30,000	-	17,087	12,913	57%	
01-4510-99 Unappropriated Fund Balance	56,600	-	-	56,600	0%	
01-4511-33 Utilities - Street Lights	38,000	-	34,030	3,970	90%	
01-4511-39 Other Services	300	-	-	300	0%	
01-4511-71 Debt Service - Principal	202,860	-	200,581	2,279	99%	
	331,160	-	252,427	78,733	76%	

Notes:

17 Streets loan paid in full in July 2023

Sanitation:						
Account	Budget	Encum.	YTD	Variance	%	Notes
01-4710-44 Contracted Services	193,250	-	123,992	69,258	64%	
	193,250	-	123,992	69,258	64%	

Notes:

Parks & Rec:						
Account	Budget	Encum.	YTD	Variance	%	Notes
01-6130-18 Professional Services	2,000	2,000	-	-	100%	18
01-6130-24 Maint & Repair - Bldgs/Grounds	35,000	-	20,852	14,148	60%	
01-6130-29 Supplies & Equipment	10,000	-	5,518	4,482	55%	
01-6130-32 Telephone/Communications	6,000	-	5,010	990	83%	
01-6130-33 Utilities	17,000	-	15,125	1,875	89%	
01-6130-44 Contracted Services	1,500	-	834	667	56%	
01-6130-62 Committees - PERC	24,250	-	16,097	8,153	66%	
	95,750	2,000	63,434	30,316	68%	

Notes:

18 Legion Building Structural Assessment is encumbered

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
<u>REVENUES</u>					
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>	768,381		674,693	3,081	
<u>OTHER FINANCING SOURCES</u>					
04-3981-96 Transfer from General Fund	-		-	-	
<i>Total Other Financing Sources</i>	-		-	-	
TOTAL REVENUES AND OTHER FINANCING SOURCES	768,381		674,693	3,081	
<u>EXPENDITURES</u>					
04-6130-18 Professional Services					
Engineer or Architect Fees	174,250	3,081	171,169	3,081	19
<i>Total Personnel</i>	174,250		171,169	3,081	
04-6130-69 Cap Outlay - Bldg, Struct, Other					
Construction Cost	\$ 547,619		\$ 503,524	-	
Contingency (10%)	46,512		\$ -	-	
<i>Total Capital Outlay</i>	594,131		503,524	-	
TOTAL EXPENDITURES	\$ 768,381		\$ 674,693	3,081	
TOTAL FINANCING SOURCES OVER EXPENDITURES	\$ -	\$ -	\$ -	-	

Notes:

19 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
<u>FINANCING SOURCES</u>					
08-3981-96 Transfer from General Fund	959,917		116,765	843,152	
<i>Total Financing Sources</i>	959,917		116,765	843,152	
 TOTAL REVENUES AND OTHER FINANCING SOURCES	959,917		116,765	843,152	
 <u>EXPENDITURES</u>					
08-4930-18 Professional Services					
Pre-Development Services	39,100	12,347	26,753	12,347	
Civic Park "Option 1" Improvements	49,800	16,516	33,285	16,516	
Civic Park Master Plan	55,000	15,845	39,155	15,845	
Attorney Fees	2,573		2,573	-	
<i>Total Personnel</i>	146,473	44,708	101,765	44,708	
 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	
 TOTAL EXPENDITURES	959,917	44,708	116,765	843,152	
 TOTAL FINANCING SOURCES OVER EXPENDITURES	\$ -	\$ -	\$ -	-	

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
<u>REVENUES</u>					
09-3450-36 Transportation Alternatives Program Funds	440,000		-	440,000	
<i>Total Revenues</i>	<u>440,000</u>		-	<u>440,000</u>	
<u>OTHER FINANCING SOURCES</u>					
09-3984-96 Transfer from Transformational Projects	110,000		-	110,000	
<i>Total Other Financing Sources</i>	<u>110,000</u>		-	<u>110,000</u>	
TOTAL REVENUES AND OTHER FINANCING SOURCES	<u>550,000</u>		-	<u>550,000</u>	
<u>EXPENDITURES</u>					
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>	
TOTAL EXPENDITURES	<u>550,000</u>	-	-	<u>550,000</u>	
TOTAL FINANCING SOURCES OVER EXPENDITURES	-	\$ -	-	-	

Notes:

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

	Amended Authorization	Total To Date
<u>FINANCING SOURCES</u>		
02-3981-96 Transfer from General Fund	76,000	76,000
<i>Total Other Financing Sources</i>	<u>76,000</u>	<u>76,000</u>
TOTAL REVENUES AND OTHER FINANCING SOURCES	<u>76,000</u>	<u>76,000</u>
<u>EXPENDITURES</u>		
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>	<u>76,000</u>	<u>-</u>
TOTAL EXPENDITURES	<u>76,000</u>	<u>-</u>
<hr/>		
TOTAL FINANCING SOURCES OVER EXPENDITURES	<u>-</u>	<u>76,000</u>

Notes:

Unassigned Fund Balance:

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

Unassigned Fund Balance as of 7/01/23	3,068,949
Revenues as of 3/31/24	3,256,344
Expenses as of 3/31/24	<u>(2,645,131)</u>
Revenues over Expense at 3/31/24	611,213
Less Encumbered	(15,082)
Less Restricted:	
Powell Bill	(84,413)
Reserved by State Statute	<u>(345,217)</u>
Total Restricted	(429,630)
Less Committed:	
Transformational Project CPO	<u>(846,560)</u>
Total Committed	(846,560)
Unassigned Fund Balance as of 3/31/24	\$ 2,388,890

**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
Money Market Accounts:														
XX9011	18	2	16	15	15	16	16	18	27	-	-	-	144.69	53,861.95
XX1186	17	19	19	18	18	19	19	21	32	-	-	-	181.72	63,129.95
	35	21	35	34	34	35	35	40	59	-	-	-	\$ 326.41	\$ 116,991.90
NC Capital Management Trust:														
XX4319	11,469	11,705	14,957	15,537	14,436	14,801	14,832	13,909	14,934	-	-	-	126,578.86	3,343,387.11
	11,469	11,705	14,957	15,537	14,436	14,801	14,832	13,909	14,934	-	-	-	\$ 126,578.86	\$ 3,343,387.11
Totals													\$ 126,905.27	\$ 3,460,379

Total Invested Balance	\$ 3,460,379
Cash Balance (As of 3/31/24)	\$ 424,504
Minus Outstanding Transactions (As of 3/31/24)	\$ (53,322)
Total Reconciled Cash Balance	\$ 371,183
Total Available Funds	\$ 3,831,562

Agenda Item Summary

Regular Meeting
April 8, 2024
Agenda Item 2D

CAC Appointment Recommendation

Summary

Melissa Marr has applied to be appointed to the Community Appearance Commission Town Seat with the term expiration of 7/31/2025. She attended the March 13, 2024 CAC meeting and met the members present. She was recommended unanimously for appointment.

Attachments

- Clerk Application Summary
- Application

Action Requested:

Motion to appoint Melissa Marr to the Community Appearance Commission’s Town Seat with the term expiration to 7/31/2025.

Motion Made By:	
Doug Shelton	<input type="checkbox"/>
John Linker	<input type="checkbox"/>
Laurie Mack	<input type="checkbox"/>
Rich Luhrs	<input type="checkbox"/>
Second By:	
Doug Shelton	<input type="checkbox"/>
John Linker	<input type="checkbox"/>
Laurie Mack	<input type="checkbox"/>
Rich Luhrs	<input type="checkbox"/>
For:	
Doug Shelton	<input type="checkbox"/>
John Linker	<input type="checkbox"/>
Laurie Mack	<input type="checkbox"/>
Rich Luhrs	<input type="checkbox"/>
Against:	
Doug Shelton	<input type="checkbox"/>
John Linker	<input type="checkbox"/>
Laurie Mack	<input type="checkbox"/>
Rich Luhrs	<input type="checkbox"/>
In case of tie:	
Mayor Brittany Barnhardt	
For	<input type="checkbox"/>
Against	<input type="checkbox"/>

SUMMARY

TO: Board of Aldermen
FROM: Town Clerk Aubrey Smith
RE: **Summary of Application Review**
DATE: 3/25/2024



The current Committee Membership Recruiting and Appointment Policy, adopted by the Board of Aldermen 9/8/2020, directs the Clerk or designee to conduct an administrative review of an application, comparing with:

- Any ordinance requirements for qualifications;
- The current compositions of the applicable committee's membership for diversity of backgrounds and residence locations with a goal of fair representation of the town's jurisdiction.

Requirements

The current qualifications for the Community Appearance Commission are residency requirements for the seats to be filled by town residents and the stated desire for ETJ representation.

The current Community Appearance Commission membership consists of the following:

- 4 filled Town seats 2 vacant Town seats
- 1 filled ETJ seat 0 vacant ETJ seats

Diversity of Backgrounds

The current Community Appearance Commission members have a wide variety of background experience and/or occupations including:

- Owner of accounting company
 - Owner of construction company, development company, and realty company
 - Retired school administrator with a working knowledge of grant writing
 - Former healthcare supervisor
 - Parenting programs coordinator with a background in research, purchasing, and bookkeeping
- Ms. Marr is a healthcare administrator with experience as an HOA president.

Diversity of Residence Locations

- Ms. Marr is a resident of the Town and lives on Spruce Street.

The residences of the current Community Appearance Commission members are located on the following streets:

- Hillcrest Ridge Drive
- Fish Pond Road
- North Main Street
- Pine Hill Drive
- Meadow Wood Drive



P.O. Box 351
 Granite Quarry, NC 28072-0351
 704-279-5596
www.granitequarrync.gov

ADVISORY BOARD AND COMMITTEE APPLICATION

NAME Melissa Marr

PHYSICAL ADDRESS 304 Spruce St. Granite Quarry ZIP 28146

MAILING ADDRESS 304 Spruce St. ZIP 28146

PHONE (704) 754-7236 PHONE (business or cell) _____

EMAIL eyeofrowan@gmail.com

OCCUPATION Healthcare Administrator

ARE YOU CURRENTLY SERVING ON A GRANITE QUARRY BOARD OR COMMITTEE Yes No

IF SO, PLEASE PROVIDE THE NAME OF THE BOARD OR COMMITTEE

I AM INTERESTED IN SERVING ON THE FOLLOWING ADVISORY BOARDS OR COMMITTEES IN ORDER OF PREFERENCE (please number up to three applicable committees)

- | | |
|--|-------------------------------------|
| <u>1</u> Community Appearance Commission | <u>3</u> Zoning Board of Adjustment |
| <u>2</u> Events Committee | _____ Other |
| _____ Planning Board | |

WORK EXPERIENCE (List your four most recent employment experiences, listing present or most recent first)

Dates	Company Name/Location	Position	Job Description
Sept. 2016 to Current	Eye Associates of Rowan	Administrator	Manage all aspects of the practice.
2013-2016	Lokahi Consulting	Practice Consultant	Assess & Plan Practice Improvement Strategies
2006 - 2012	Lake Norman Health <i>wellness</i>	Administrator	Manage all aspects of the practice
2000 - 2006	Homemaker - <i>please</i>		

EDUCATION (List your three most recent educational experiences, listing present or most recent first).

Educational Institution/School	Degree Received	Area(s) of Study

WHY DO YOU FEEL YOU ARE QUALIFIED FOR THIS APPOINTMENT?

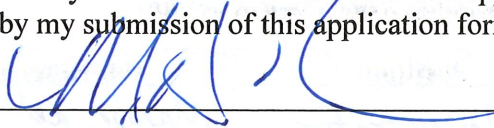
Yes, I am happy to help anyway that I can as well as learn from others so I can better support the community i board.

BOARDS/ COMMITTEES ON WHICH YOU HAVE SERVED (LIST MUNICIPALITIES AND DATES)

President of HOA, Moorecrest Neighborhood, Cabarrus County 2004-2008

EVER CONVICTED OF A FELONY Yes No If yes, state details: _____

By signing this form I acknowledge that I will abide by the applicable Rules of Procedure and have the availability to attend meetings at least once a month. I affirm that I understand this application may be considered a public record and as such, portions may be subject to release under North Carolina General Statute Chapter 132, Public Records. I certify that the facts contained in this application are true and correct to the best of my knowledge. I agree that by my submission of this application form, I shall be deemed to have affixed my signature hereto.

Signature  Date 2-7-2024

FOR OFFICE USE ONLY

Application Received: 2/8/24 ACS. Meeting Date & Time: _____

Confirmation Date: _____ Term Ending: _____



THIS AGREEMENT made the _____ day of _____, 2024 by and between **Town of Granite Quarry**, a North Carolina unit of Local Government (hereinafter known as “Local Government”); and, **N-Focus, Inc.**, a North Carolina corporation (hereinafter known as “Contractor”), by signatures below, enter into the following Agreement:

WITNESSETH:

WHEREAS Contractor has expertise in local government functions and Local Government has a need for such functions; and

WHEREAS Local Government and Contractor desire to enter into this Agreement;

NOW THEREFORE, Local Government and Contractor agree as follows:

Section A. SCOPE OF FUNCTIONS

Contractor will provide Contractor personnel to perform the following specialized Functions for Local Government:

1. **Planning, Zoning & Subdivision Administrator** (Richard Flowe, AICP) serves as the qualified professional administrator of the GQDO.
 - a. Planning board activity,
 - b. Meeting with developers re major projects
 - c. Plan review of major projects
 - d. Map and text amendments
 - e. Annexations
 - f. Board of Adjustment testimony
 - g. Court testimony

2. **Assistant Planning, Zoning & Subdivision Administrator** (Susan Closner, CZO) acts as day-to-day front-line contact for incoming activity in zoning and development administration.
 - a. Minor permits (small projects: house, pool, shed, sign, etc.)
 - b. Assist with coordinating paperwork for PS&SA task listed above.
 - c. Coordinate pre-submittal conferences, meetings, etc.
 - d. Coordinate/handle document submittals for TRC review/comments and distributions to outside agencies (NCDOT, etc.)
 - e. Issue documents and approvals as authorized by PZ&SA on case-by-case basis.

3. **Code Enforcement Functions include:**
 - a. Investigations of complaints and/or reports of violations;
 - b. Preparation of materials for distribution and notifications to owners of record and/or occupants of violation activities;
 - c. Meeting and/or hearing with owners of record and/or occupants of violation activities;
 - d. Field inspections to determine progress and/or compliance;
 - e. Preparation of governing and/or advisory board/council/commission reporting materials;

N-Focus

Initials: PAR Date: 05.22.23

Granite Quarry – FY 25_Planning Agreement

Initials: _____ Date: _____



- f. Presentations of governing and/or advisory board/council/commission reporting materials;
- g. Assisting owners of record and/or occupants of violation activities and advising said to achieve compliance;
- h. Coordination with Local Government legal counsel, when necessary, to provide supporting materials as may be required for the filing of actions and/or liens;
- i. Participation in Court proceedings as necessary; and
- j. Updating and submitting summary reports on periodic activities and accomplishments.

Section B. TERMS AND CONDITIONS

1. **Contractor Personnel:** To ensure the performance of Functions defined in "Section A." herein above meet the expectations of Local Government, Contractor shall assign a primary professional, an employee of Contractor, to Local Government. The primary professional shall be responsible for Contractor personnel performing the agreed upon Functions. Contractor personnel performing the Functions shall be either certified or licensed in their respective fields or apprentice under direct supervision of the primary professional. Contractor personnel performing these Functions shall have considerable knowledge in the principles and practices of local government. The primary professional, supporting personnel and subordinate person(s), if applicable, assigned to perform these Functions shall be skilled in the use of work-related computer software packages and other technology used to perform position Functions.
2. **E-Verify:** Contractor represents and warrants that it is in compliance with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes. Further, Contractor warrants that any subcontractors used by Contractor will be in compliance with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes.
3. **Certifications:** Contractor certifies that, as of the Effective Date of this Agreement, Contractor is not on the Final Divestment List as created by the State Treasurer pursuant to N.C.G.S. § 147-86.58. In compliance with the Iran Divestment Act and N.C.G.S. § 147-86.58, Contractor shall not utilize in the performance of the contract any subcontractor that is identified on the Final Divestment List.
4. **Equal Employment Opportunity:** Contractor, without limitation of any provision set forth herein, expressly agrees to abide by any and all applicable federal and/or State equal employment opportunity statutes, rules and regulations, as may be from time to time modified or amended.
5. **Status of Contractor:** Contractor and Local Government agree that in the performance of Functions defined in "Section A." herein above, Contractor personnel shall not be deemed to be an employee(s) of Local Government for any purpose whatsoever, nor act under Color of State Law.
6. **Work Products:** All materials produced by Contractor personnel assigned to Local Government shall be the property of Local Government and shall be filed on-site in the offices of Local Government, unless otherwise authorized for purposes and intent of the performance of Functions. Contractor shall be entitled to retain copies, both electronic and paper, of any work products prepared for the benefit of Local Government. Contractor shall not copyright any work products on behalf of Local Government; however, Contractor shall retain the right to utilize work products, such as improved administrative forms, plans, etc., or any portion thereof, for the purpose of performing similar functions for other jurisdictions.

N-Focus

Initials: PAR Date: 05.22.23

Granite Quarry – FY 25_Planning Agreement

Initials: _____ Date: _____



- 7. **Progress Reporting:** Contractor shall communicate progress of work performed to Local Government’s administrative officer and/or department head periodically or as determined by Local Government.
- 8. **Period of Service (POS):** Functions defined in “Section A.” herein above shall be performed routinely based upon a mutually agreeable schedule during the period July 1, 2024 and ending June 30, 2025. POS as defined herein may be amended through either Termination, as set forth in “Section B.14.” herein, or, Extension, as set forth in “Section B.16.” herein.
- 9. **Level of Service (LOS):** Functions to be performed as defined in “Section A.” herein above shall be provided as follows:
 - a) Planning, Zoning & Subdivision Administrator – 21 Hours / Month on average for a total of 252 Hours.
 - b) Assistant Planning, Zoning & Subdivision Administrator – 10 Hours / Week on average for a total of 520 Hours.
 - c) Code Enforcement – 16 hours / month on average for a total of 192 Hours.

LOS will be monitored monthly, with quarterly invoicing for overages. LOS may be amended by either separate agreement, subsequent addendum hereto, or written/e-mail authorization, with Compensation, as defined in “Section B.10.” herein, and Payments, as defined in “Section B.11.” herein, adjusted accordingly.

- 10. **Compensation:** Compensation for Functions to be performed as defined in “Section A.1” herein above shall be as follows:
 - a) Planning, Zoning & Subdivision Administrator – Thirty-Six Thousand Forty and no/100’s (\$36,040.00) Dollars.
 - b) Assistant Planning, Zoning & Subdivision Administrator – Twenty-Nine Thousand Ome Hundred Twenty and no/100’s (\$29,120.00) Dollars.
 - c) Code Enforcement Officer – Fifteen Thousand Seven Hundred Forty-Four and no/100’s (\$15,744.00) Dollars.

For a total of Eighty Thousand Nine Hundred Four and no/100’s (\$80,904.00) dollars for the POS, as noted in “Section B.8.” herein. The fee is inclusive of all personnel costs including but not limited to:

Compensation is inclusive of all personnel costs including but not limited to:

- a. Base Salary plus:
 - i. Social Security & Medicare (FICA)
 - ii. State Unemployment Insurance (SUTA)
 - iii. Federal Unemployment Insurance (FUTA)
 - iv. Worker’s Compensation Insurance
- b. Benefits:
 - i. Health, Life & Disability Insurance
 - ii. Paid Vacation & Personal Time
 - iii. Paid Holidays
 - iv. Paid Travel Time
- c. Professional Development & Certifications;

N-Focus

Initials: PAR Date: 05.22.23

Granite Quarry – FY 25_Planning Agreement

Initials: _____ Date: _____



- d. Cellular Communications;
- e. Company Vehicle with
 - i. Vehicle Insurance
 - ii. Vehicle Operations & Maintenance
- f. Meals & Lodging; and
- g. Management cost

Printing and reproduction shall be provided by Local Government. Any direct expenses (i.e., printing, postage, etc.) provided by Contractor on behalf of Local Government, shall be reimbursed at actual cost plus seven (7%) percent. Travel by Contractor personnel on behalf of Local Government to perform inspections within Local Government jurisdiction, or attend meetings outside Local Government jurisdiction, shall be reimbursed at the current IRS Standard Mileage Rate unless a Local Government vehicle is provided.

11. Payments: Local Government shall provide twelve (12) equal monthly payments per Payment Schedule (see “Exhibit A” herewith attached) in the amount of Six Thousand Seven Hundred Forty-Two and no/100’s (**\$6,742.00**) dollars without invoice. Monthly payments shall be made during the monthly POS defined in “Section B.8.” herein with the first payment due and payable within ten (10) days of the beginning of the POS defined in “Section B.8.” herein. A late payment penalty equal to 1.5% of the unpaid balance of either monthly payments, monthly invoicing, or quarterly invoicing may be assessed.

12. Access: Local Government shall provide Contractor personnel with legal access to the primary work area during normal operating hours.

13. Liability: Contractor personnel assigned to Local Government are acting as contracted agents of Local Government in accordance with NCGS 160D-402(c) and no liability is implied or assumed for actions on behalf of Local Government, its administration, appointed officials and/or elected officials. General liability insurance shall be maintained by Contractor throughout the POS as defined in “Section B.8.” herein for the Functions to be performed under this Agreement. Contractor shall provide Local Government with a Certificate of Insurance prior to beginning Functions defined in “Section A.” herein above. This certificate will become a part of this Agreement upon execution of this Agreement. Contractor shall further indemnify and hold Local Government harmless from any/all worker compensation claims by Contractor personnel and any other claims arising out of Contractor personnel’s conduct.

14. Termination: Contractor or Local Government may terminate this Agreement for any reason with thirty (30) days written notification. In the event of early termination by Local Government, compensation for all Functions provided by Contractor through the termination date will be due and payable at the unit costs in effect at the time of termination. Compensation for any part of a billing cycle based upon the days within said cycle shall be prorated through the termination date. In the event Contractor personnel currently employed, recently separated/terminated or retired from Contractor become employed directly by Local Government either during the POS defined in “Section B.8.” herein or within one-hundred-eighty (180) days of the effective date of Agreement Termination and/or Expiration, Contractor shall be entitled to supplemental compensation by Local Government equal to three (3) months of said employee’s full time gross salary equivalent in effect at the time of Agreement Termination and/or Expiration; furthermore, the supplemental compensation shall be due and payable within ten (10) calendar days of the date Contractor personnel begins employment with Local Government.

N-Focus

Initials: PAR Date: 05.22.23

Granite Quarry – FY 25_Planning Agreement

Initials: _____ Date: _____



15. **Expiration:** This Agreement shall expire at 11:59 pm on June 30, 2025, unless extended as defined in "Section B.16." herein.
16. **Extension:** This Agreement may be extended by either separate agreement, subsequent addendum hereto, or written/e-mail authorization. Upon Extension of this Agreement, POS as defined in "Section B.8" herein, LOS as defined in "Section B.9." herein, Compensation as defined in "Section B.10." herein, and Payments as defined in "Section B.11." herein, are subject to change. All other Terms & Conditions defined herein shall remain the same.
17. **Certifications:** Contractor personnel shall not be required to sign any documents, no matter by whom requested, that would result in Contractor personnel having to certify, guarantee or warrant the existence of conditions whose existence Contractor personnel cannot ascertain. Local Government agrees not to make resolution of any dispute with Contractor or payment of any amount due to Contractor in any way contingent upon Contractor's personnel signing any such certification or document.
18. **Force Majeure:** Contractor shall not be responsible for any delays, damages, costs, expenses, liabilities, or other problems that may arise as a result of a force majeure. A "Force Majeure" is defined as any event arising from causes beyond the reasonable control of Contractor, including but not limited to fire, flood, unusual inclement weather, acts of God, civil strikes or labor disputes, riots, pandemics, acts or failures of Local Government or others.
19. **Conflicting Terms and Provisions:** In the event of conflict among this Agreement and any hereto attached exhibits, this Agreement shall govern.
20. **Dispute Resolution:** It is acknowledged this Agreement shall be governed by the laws of the State of North Carolina in the event of dispute. Any dispute, controversy or claim arising out of or relating to this Agreement, in particular its conclusion, interpretation, performance, breach, termination, or invalidity, shall be finally settled by the courts having exclusive jurisdiction within the county of Local Government.
21. **Counterparts:** This Agreement may be executed in two or more counterparts, each of which together shall be deemed an original, but all of which together shall constitute one and the same instrument. If any signature is delivered by facsimile transmission or by e-mail delivery of a ".pdf" format data file, such signature shall create a valid and binding obligation of the party executing (or on whose behalf such signature is executed) with the same force and effect as if such facsimile or ".pdf" signature page were an original thereof.
22. **Entire Agreement:** Local Government and Contractor acknowledge this Agreement and any Attachments hereto constitute the entire agreement between Local Government and Contractor concerning the subject matter hereof. Any amendments or modifications of this Agreement shall be in writing and executed by Local Government and Contractor. Unless stated otherwise in this Agreement, this Agreement may not be modified.

N-Focus

Initials: PAR Date: 05.22.23

Granite Quarry – FY 25_Planning Agreement

Initials: _____ Date: _____



23. **Representatives:** On behalf of Contractor, only the following individuals have authority to modify or alter the terms and conditions of this Agreement:

F. Richard Flowe, President & CEO
Patricia A. Rader, Secretary/Treasurer & COO

24. **Notification:**

All correspondence shall be directed to:
Patti Rader, Manager
N-Focus, Inc.
315 South Main Street, Suite 200
Kannapolis, NC 28081
704.933.0772
PRader@NFocusPlanning.org

Section C. ACCEPTANCE:

Patricia A. Rader

March 25, 2024

Patricia A. Rader, Manager

Date

ACCEPTED on behalf of Local Government by:

Signature

Date

Printed name of authorized person signed above.

Seal of Local Government

ATTEST:

Clerk to the governing board/council of
Local Government

Date

PRE-AUDIT:

This document has been pre-audited in accordance with applicable North Carolina General Statute.

Finance Officer

Date

N-Focus

Initials: *PAR* Date: *05.22.23*

Granite Quarry – FY 25_Planning Agreement

Initials: _____ Date: _____



Form W-9
(Rev. October 2018)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Give Form to the requester. Do not send to the IRS.

Go to www.irs.gov/FormW9 for instructions and the latest information.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.
N-Focus, Inc.

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.

Individual/sole proprietor or single-member LLC
 C Corporation
 S Corporation
 Partnership
 Trust/estate
 Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____
Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.
 Other (see instructions) ▶ _____

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):
Exempt payee code (if any) _____
Exemption from FATCA reporting code (if any) _____
(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.
315 South Main Street, Suite 200

6 City, state, and ZIP code
Kannapolis, NC 28081

7 List account number(s) here (optional)

Requester's name and address (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

	-		-			
--	---	--	---	--	--	--

OR

Employer identification number

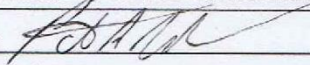
2	6	-	0	6	1	4	6	5	8
---	---	---	---	---	---	---	---	---	---

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here Signature of U.S. person ▶  Date ▶ 3/29/22

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

Cat. No. 10231X Form **W-9** (Rev. 10-2018)

N-Focus

Initials: PAR Date: 05.22.23

Granite Quarry – FY 25_Planning Agreement

Initials: _____ Date: _____



N·Focus, Inc.

- Town of Granite Quarry
- FY 25_Planning_Agreement

"Exhibit A"

Payment Schedule

Contract Payment Due Dates	Payment Dates	Check Number	(12) Equal Monthly Payments in the Amount of	Contract Balance	Notes
			\$ 6,742.00	\$ 80,904.00	
<u>2024</u>					
1 July 10th		1	\$ 6,742.00	\$ 74,162.00	
2 Aug. 10th		2	\$ 6,742.00	\$ 67,420.00	
3 Sept. 10th		3	\$ 6,742.00	\$ 60,678.00	
4 Oct. 10th		4	\$ 6,742.00	\$ 53,936.00	
5 Nov. 10th		5	\$ 6,742.00	\$ 47,194.00	
6 Dec. 10th		6	\$ 6,742.00	\$ 40,452.00	
<u>2025</u>					
7 Jan. 10th		7	\$ 6,742.00	\$ 33,710.00	
8 Feb. 10th		8	\$ 6,742.00	\$ 26,968.00	
9 March 10th		9	\$ 6,742.00	\$ 20,226.00	
10 April 10th		10	\$ 6,742.00	\$ 13,484.00	
11 May 10th		11	\$ 6,742.00	\$ 6,742.00	
12 June 10th		12	\$ 6,742.00	\$ -	

N·Focus

Initials: PAR Date: 03.25.24

Granite Quarry – FY 25 Planning Agreement

Initials: _____ Date: _____

N-Focus

Initials: PAR Date: 05.22.23

Granite Quarry – FY 25_Planning Agreement

Initials: _____ Date: _____

Town of Granite Quarry
Town Manager's Report
March 2024



- Personnel highlights – Officer Osborne completed his Specialized Firearms Instructor Course. This is an 81-hour course and is well needed in Law Enforcement.
- Followed up with ACE on 804-806 and 810 North Salisbury Ave. She is continuing the process on all of the junk, etc.
- Tap project RFQ's have been reviewed by staff and the recommendation to go with Alley, Williams, Carmen, and King is suggested and will be on the April agenda for approval.
- Sent Granite Industrial Park sign renderings to Brian Lucas from Easter Creek. Spoke with Brian and his business partner on the easement that will be needed to erect the sign. They have no issues and have sent me the approval through email to have the easement worked up for their signature.
- I attended the Rowan County EDC Annual Meeting and there were a lot of exciting growth talks for the county and surrounding municipalities. I did have an extensive conversation with David Davis who is with Fortius Capital. This is the group that brought the Chick fil a distribution to Kannapolis. He does have some great ideas for the remaining parcels at Chamandy Drive. Scott and I are planning a conversation with him soon.
- Rick and Susan have on going conversation with A2Z regarding the paving of the remainder of their parking lot. As you know this is currently home to the coffee and vape shops. A2Z and the engineer have been awaiting the approval from NCDOT on the culvert and drive cuts. Pressure has been added by staff to get these completed.
- A cease to operate form was sent by NFOCUS to East Rowan Church of Christ at 118 S. Salisbury Ave. The tenant has notified staff that they will cease to operate by April 18th as the notice of the order stated. The tenant wishes to

rent the Legion Building again. The tenant does mention that they will be applying for a ZTA.

- The two follow-up public input sessions have been completed and thank you to everyone that attended. We did receive quite a bit of feedback in helping Stewart to develop a “final concept” design which was on display at the final public input session. Now the final tweaks are made. Also, kudos to the 4 young ladies from East Rowan culinary class for the delicious food for the final meeting.
- Still waiting for the encroachment agreement to be approved for next steps on wayfinding. Apparently since the project is several different municipal areas, tourism has reapplied for the encroachment agreements as a whole group. I spoke with NCDOT, and they are reviewing the request from tourism.
- Staff are working on updated budget options and numbers for the next budget session.
- Public Works ordered patriotic banners for the upcoming holidays.
- Facebook page continues to grow. We have had some positive feedback and will continue to work towards a great product.
- Quarterly newsletters were mailed out and quite a bit of positive feedback has been received. We are looking to grow this going forward.
- Chief Cook is working with a current BLET student who would be available in July for our vacant FT position.
- Mayor Barnhart and I met with Evin Burleson at the Rowan Museum on how to partner with them in regard to our town events and events at the Old Stonehouse. Debbie is working her magic on developing that relationship.
- The planning board will hear an application to ZMA for parcel 648 185 to rezone the complete parcels from IND to MS.

Agenda Item Summary

Regular Meeting
April 8, 2024
Agenda Item 5

**Zoning Map Amendment
2024-04-08**

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 March 4, 2024 meeting.

Attachments:

- Ordinance ZMA-2024-04-08
- Troutman Site Plan for TNDO

Action Requested:

Motion to adopt Ordinance ZMA-2024-04-08

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-2024-04-08

BE IT ORDAINED by the Mayor and Council of the Town of Granite Quarry, North Carolina that the Official Zoning Map of the Granite Quarry Development Ordinance be amended in accordance with Article 5 of G.S. 160D as follows:

Part 1. Consistency with Adopted Comprehensive Plan.

The Council finds that the zoning map amendment to the property of Stout David Aaron 301 Augusta Ct., New Bern, NC 28562-2910, being the owner of the certain land areas hereinafter described as Rowan County Tax Parcels 648 1010000001 and 648 1010000002 and illustrated in Attachment “A” attached hereto, establishing a zoning designation in accordance with G.S. 160D-604(a) of “Traditional Neighborhood Development Overlay” (TNDO-CZ) with the conditions attached hereto in Attachment “B” is consistent with the Town’s 2040 Comprehensive Land Use & Master Plan’s (the Plan) Future Land Use Map (FLUM), as required by G.S. 160D-605(a).

Part 2. Statement of Reasonableness.

This amendment is reasonable because the subject property allows for the growth and expansion of neighborhoods supporting the local economic base of the Town while improving access to quality open spaces and environmental amenities to improve the quality of life for Granite Quarry residents.

Part 3. Designation of Zoning Designation.

That Rowan County Tax Parcels 648 1010000001 and 648 1010000002, as shown in Attachment “A” attached hereto shall be designated “Traditional Neighborhood Development Overlay District Conditional Zoning” (TNDO-CZ) on the Official Zoning Map and the conditions establishing both rights and limitations as shown in Attachment “B” attached hereto shall hereafter be applicable to the subject land areas.

Part 4. Effective Date.

This Ordinance shall be effective immediately upon its adoption.

Adopted this 8th day of April 2024.

s/ _____
Brittany H. Barnhardt, Mayor

s/ _____
Aubrey Smith, Town Clerk

Attachment "A"

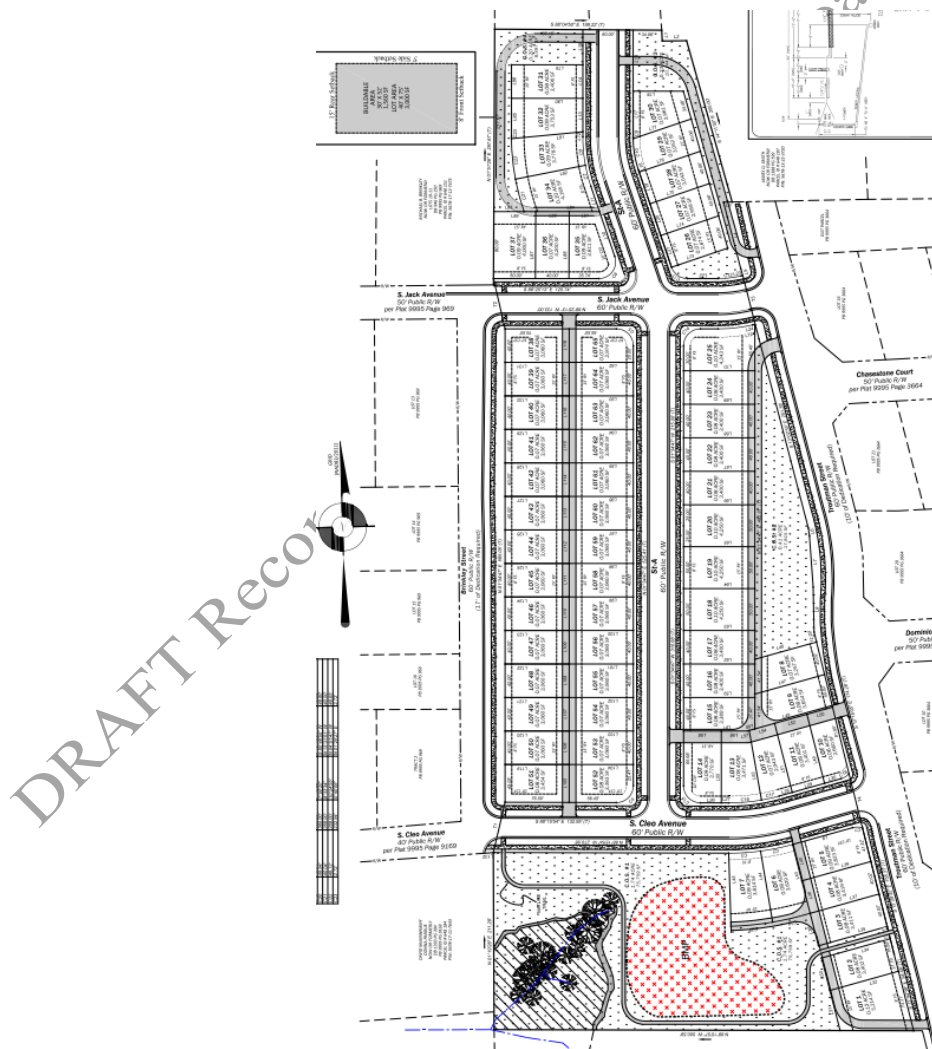


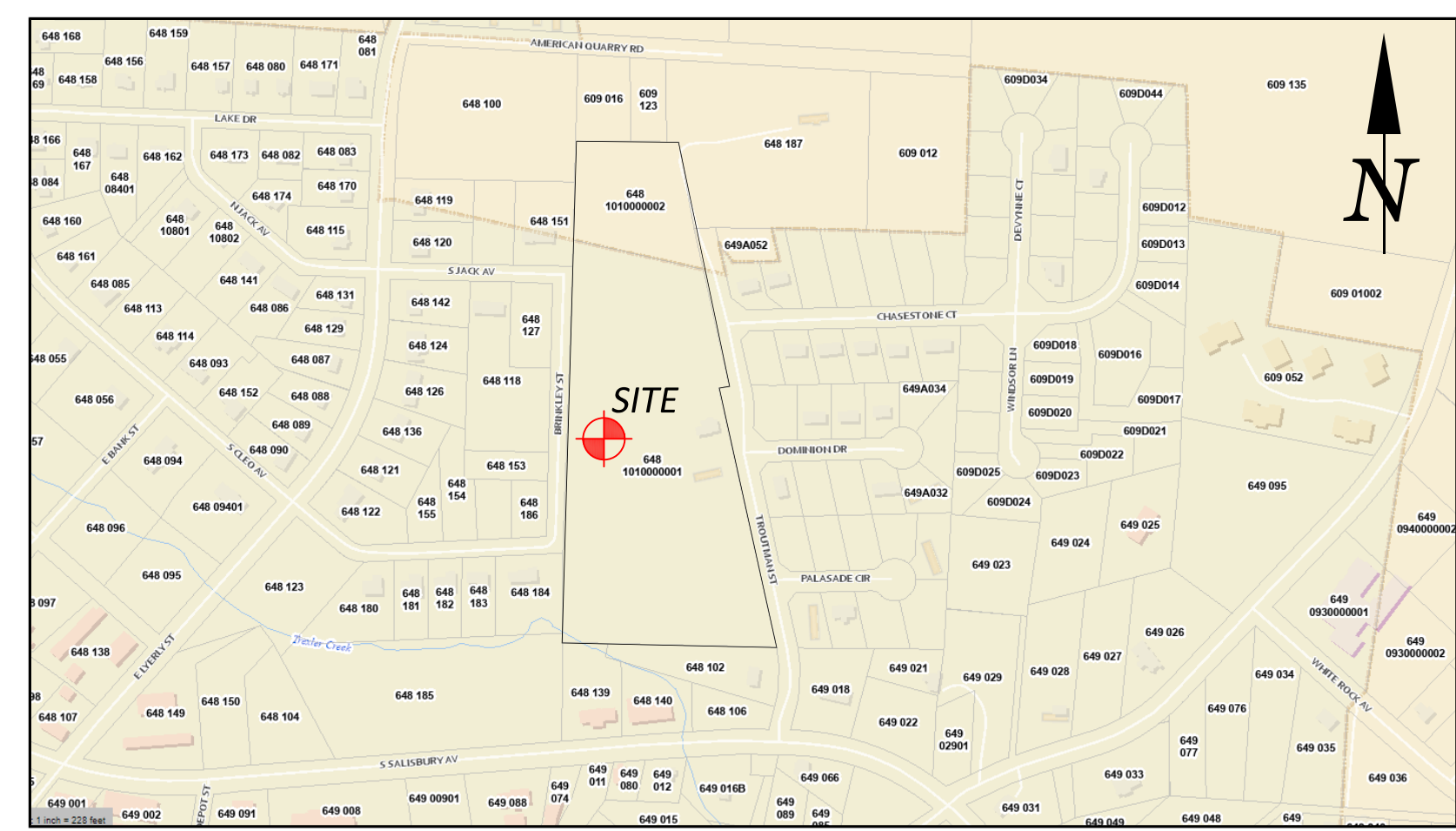
Attachment "B"

Conditions applicable to the property designated by this Ordinance:

1. Only the uses listed in Table 8.1 of the Granite Quarry Development Ordinance (LDO) for the Single-Family Residential Districts are eligible in the "Traditional Neighborhood Development Overlay District Conditional Zoning" (RMST-CZ) created herein.
2. The general schematic development plan appearing below establishes general layout of lots and parcels, maximum density, location of open space, placement of privately maintained public access and utility easements, placement of future public streets, and connectivity patterns with existing streets in the vicinity.
3. Dimensional criteria is established as shown on the general schematic development Site Plan attached hereto and made a part of this Ordinance and as shown on the excerpt appearing below.

General Schematic Development Site Plan

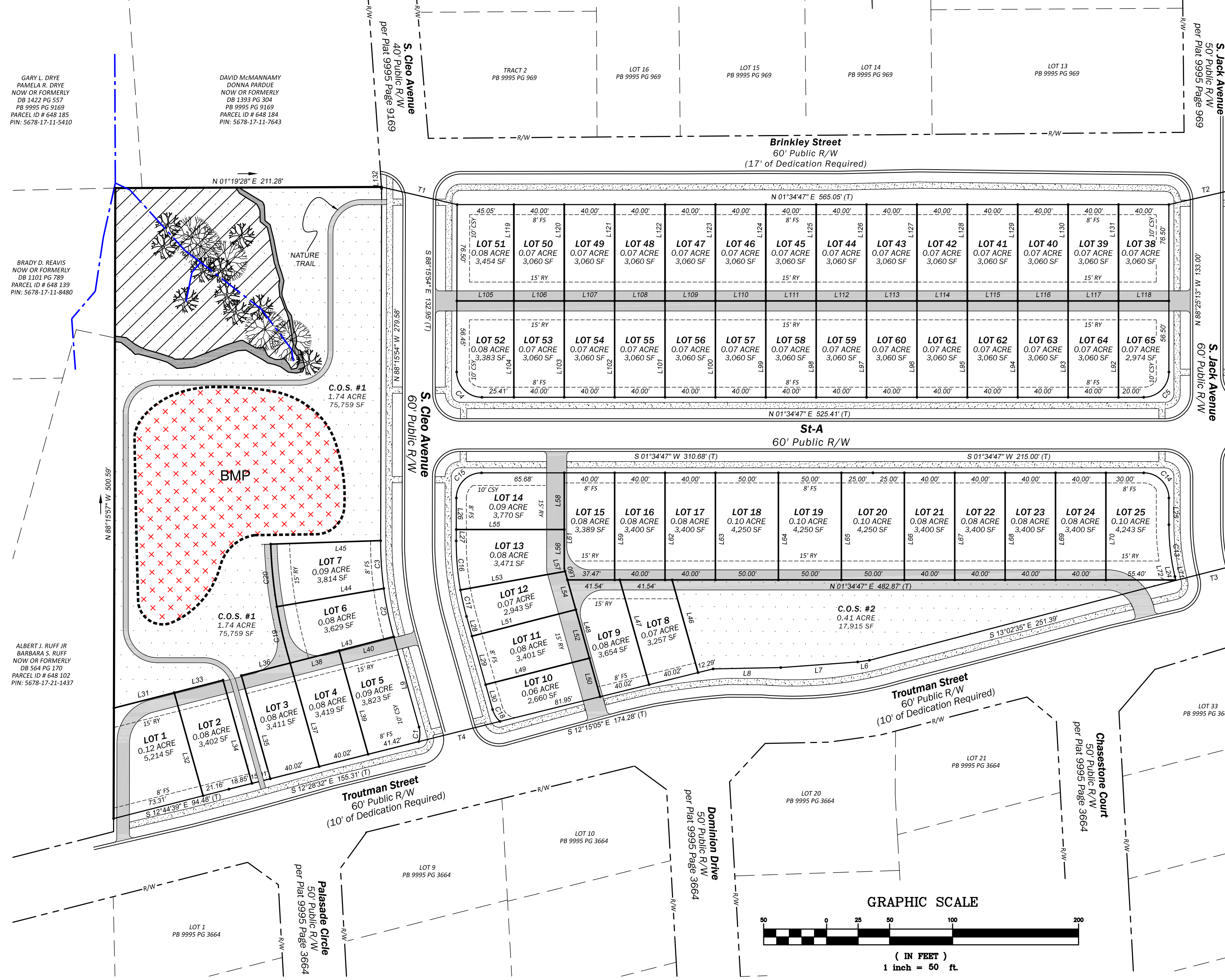
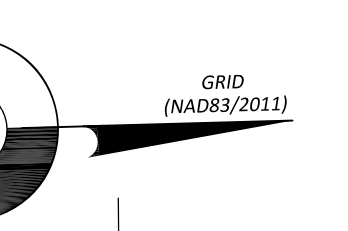




VICINITY MAP
(Not to Scale)

CURVE	ARC LENGTH	RADIUS	DELTA ANGLE	CHORD BEARINGS	CHORD LENGTH
C1	17.76	200.00	53.4200°	N 87° 14' 00" W	11.50
C2	39.30	200.00	80.220°	S 79° 26' 10" W	39.27
C3	39.30	200.00	80.220°	N 80° 33' 50" E	39.27
C4	31.47	200.00	60.9018°	N 48° 32' 00" E	28.32
C5	31.47	200.00	60.9018°	S 41° 28' 00" W	28.32
C6	31.47	200.00	60.9018°	N 71° 12' 00" E	32.52
C7	31.47	200.00	60.9018°	S 18° 48' 00" W	32.52
C8	54.13	180.00	101.5145°	N 03° 14' 48" W	54.07
C9	21.07	180.00	03.0700°	S 01° 21' 30" W	21.01
C10	39.30	200.00	80.220°	N 87° 14' 00" W	39.27
C11	24.88	200.00	71.1722°	S 24° 28' 30" E	23.20
C12	24.88	200.00	71.1722°	N 64° 58' 11" W	24.73
C13	41.53	180.00	101.5145°	S 44° 08' 11" W	41.44
C14	31.47	200.00	60.9018°	N 71° 12' 00" E	32.52
C15	31.47	200.00	60.9018°	S 18° 48' 00" W	32.52
C16	31.47	200.00	60.9018°	N 71° 12' 00" E	32.52
C17	21.07	180.00	03.0700°	N 78° 44' 01" E	21.04
C18	46.01	300.00	79.1700°	S 76° 10' 04" W	45.96
C19	46.01	300.00	79.1700°	N 88° 49' 55" E	45.96
C20	46.01	300.00	79.1700°	N 88° 49' 55" E	45.96
C21	46.01	300.00	79.1700°	S 76° 10' 04" W	45.96
C22	46.01	300.00	79.1700°	N 88° 49' 55" E	45.96
C23	46.01	300.00	79.1700°	S 76° 10' 04" W	45.96
C24	46.01	300.00	79.1700°	N 88° 49' 55" E	45.96

LINE	BEARING	DISTANCE	LINE	BEARING	DISTANCE
L1	S 72° 48' 10" W	12.00	L79	S 72° 48' 10" W	177.11
L2	S 88° 11' 25" E	29.00	L80	N 88° 23' 13" E	69.96
L3	N 88° 23' 13" E	110.00	L81	N 88° 23' 13" E	69.96
L4	S 72° 48' 10" E	82.11	L82	S 88° 23' 13" E	85.15
L5	S 88° 23' 13" E	10.00	L83	N 88° 23' 13" E	69.96
L6	S 88° 23' 13" E	10.00	L84	S 88° 23' 13" E	85.15
L7	S 88° 23' 13" E	10.00	L85	N 88° 23' 13" E	69.96
L8	S 88° 23' 13" E	10.00	L86	N 88° 23' 13" E	69.96
L9	S 88° 23' 13" E	10.00	L87	N 88° 23' 13" E	69.96
L10	S 88° 23' 13" E	10.00	L88	N 88° 23' 13" E	69.96
L11	N 71° 12' 00" W	32.00	L89	S 88° 23' 13" E	85.15
L12	N 71° 12' 00" W	32.00	L90	N 88° 23' 13" E	69.96
L13	N 01° 34' 47" W	40.00	L91	N 88° 23' 13" E	69.96
L14	N 01° 34' 47" W	40.00	L92	N 88° 23' 13" E	69.96
L15	N 01° 34' 47" W	40.00	L93	N 88° 23' 13" E	69.96
L16	N 01° 34' 47" W	40.00	L94	N 88° 23' 13" E	69.96
L17	N 01° 34' 47" W	40.00	L95	N 88° 23' 13" E	69.96
L18	N 01° 34' 47" W	40.00	L96	N 88° 23' 13" E	69.96
L19	N 01° 34' 47" W	40.00	L97	N 88° 23' 13" E	69.96
L20	N 01° 34' 47" W	40.00	L98	N 88° 23' 13" E	69.96
L21	N 01° 34' 47" W	40.00	L99	N 88° 23' 13" E	69.96
L22	N 01° 34' 47" W	40.00	L100	N 88° 23' 13" E	69.96
L23	N 01° 34' 47" W	40.00	L101	N 88° 23' 13" E	69.96
L24	N 01° 34' 47" W	40.00	L102	N 88° 23' 13" E	69.96
L25	N 01° 34' 47" W	40.00	L103	N 88° 23' 13" E	69.96
L26	N 01° 34' 47" W	40.00	L104	N 88° 23' 13" E	69.96
L27	N 01° 34' 47" W	40.00	L105	N 88° 23' 13" E	69.96
L28	N 01° 34' 47" W	40.00	L106	N 88° 23' 13" E	69.96
L29	N 01° 34' 47" W	40.00	L107	N 88° 23' 13" E	69.96
L30	N 01° 34' 47" W	40.00	L108	N 88° 23' 13" E	69.96
L31	N 01° 34' 47" W	40.00	L109	N 88° 23' 13" E	69.96
L32	N 01° 34' 47" W	40.00	L110	N 88° 23' 13" E	69.96
L33	N 01° 34' 47" W	40.00	L111	N 88° 23' 13" E	69.96
L34	N 01° 34' 47" W	40.00	L112	N 88° 23' 13" E	69.96
L35	N 01° 34' 47" W	40.00	L113	N 88° 23' 13" E	69.96
L36	N 01° 34' 47" W	40.00	L114	N 88° 23' 13" E	69.96
L37	N 01° 34' 47" W	40.00	L115	N 88° 23' 13" E	69.96
L38	N 01° 34' 47" W	40.00	L116	N 88° 23' 13" E	69.96
L39	N 01° 34' 47" W	40.00	L117	N 88° 23' 13" E	69.96
L40	N 01° 34' 47" W	40.00	L118	N 88° 23' 13" E	69.96
L41	N 01° 34' 47" W	40.00	L119	N 88° 23' 13" E	69.96
L42	N 01° 34' 47" W	40.00	L120	N 88° 23' 13" E	69.96
L43	N 01° 34' 47" W	40.00	L121	N 88° 23' 13" E	69.96
L44	N 01° 34' 47" W	40.00	L122	N 88° 23' 13" E	69.96
L45	N 01° 34' 47" W	40.00	L123	N 88° 23' 13" E	69.96
L46	N 01° 34' 47" W	40.00	L124	N 88° 23' 13" E	69.96
L47	N 01° 34' 47" W	40.00	L125	N 88° 23' 13" E	69.96
L48	N 01° 34' 47" W	40.00	L126	N 88° 23' 13" E	69.96
L49	N 01° 34' 47" W	40.00	L127	N 88° 23' 13" E	69.96
L50	N 01° 34' 47" W	40.00	L128	N 88° 23' 13" E	69.96
L51	N 01° 34' 47" W	40.00	L129	N 88° 23' 13" E	69.96
L52	N 01° 34' 47" W	40.00	L130	N 88° 23' 13" E	69.96
L53	N 01° 34' 47" W	40.00	L131	N 88° 23' 13" E	69.96
L54	N 01° 34' 47" W	40.00	L132	N 88° 23' 13" E	69.96
L55	N 01° 34' 47" W	40.00	L133	N 88° 23' 13" E	69.96
L56	N 01° 34' 47" W	40.00	L134	N 88° 23' 13" E	69.96
L57	N 01° 34' 47" W	40.00	L135	N 88° 23' 13" E	69.96
L58	N 01° 34' 47" W	40.00	L136	N 88° 23' 13" E	69.96
L59	N 01° 34' 47" W	40.00	L137	N 88° 23' 13" E	69.96
L60	N 01° 34' 47" W	40.00	L138	N 88° 23' 13" E	69.96
L61	N 01° 34' 47" W	40.00	L139	N 88° 23' 13" E	69.96
L62	N 01° 34' 47" W	40.00	L140	N 88° 23' 13" E	69.96
L63	N 01° 34' 47" W	40.00	L141	N 88° 23' 13" E	69.96
L64	N 01° 34' 47" W	40.00	L142	N 88° 23' 13" E	69.96
L65	N 01° 34' 47" W	40.00	L143	N 88° 23' 13" E	69.96
L66	N 01° 34' 47" W	40.00	L144	N 88° 23' 13" E	69.96
L67	N 01° 34' 47" W	40.00	L145	N 88° 23' 13" E	69.96
L68	N 01° 34' 47" W	40.00	L146	N 88° 23' 13" E	69.96
L69	N 01° 34' 47" W	40.00	L147	N 88° 23' 13" E	69.96
L70	N 01° 34' 47" W	40.00	L148	N 88° 23' 13" E	69.96
L71	N 01° 34' 47" W	40.00	L149	N 88° 23' 13" E	69.96
L72	N 01° 34' 47" W	40.00	L150	N 88° 23' 13" E	69.96
L73	N 01° 34' 47" W	40.00	L151	N 88° 23' 13" E	69.96
L74	N 01° 34' 47" W	40.00	L152	N 88° 23' 13" E	69.96
L75	N 01° 34' 47" W	40.00	L153	N 88° 23' 13" E	69.96



Site Development Data

Tax Parcel No.: 648-1010000001 & 648-1010000002
Total Acreage: 10.15 acres / 442,158 sf (per Survey)

Zoning Jurisdiction: *Granite Quarry & Granite Quarry ETJ* - Rowan County
Zoning: Existing: SFR-3
Proposed: TND

Existing Land Use: Single Family Residential
Proposed Land Use: Single Family Residential

No. of Lots Allowed by Current Zoning: 442,158 sf / 11,600 sf = 38 Lots
No. of Lots Allowed by Proposed Zoning: 442,158 sf / 3,960 sf = 111 Lots
Proposed Density = 6.4 Dwelling Units per Acre (DU/AC)
Proposed No. of Lots: 65 Lots

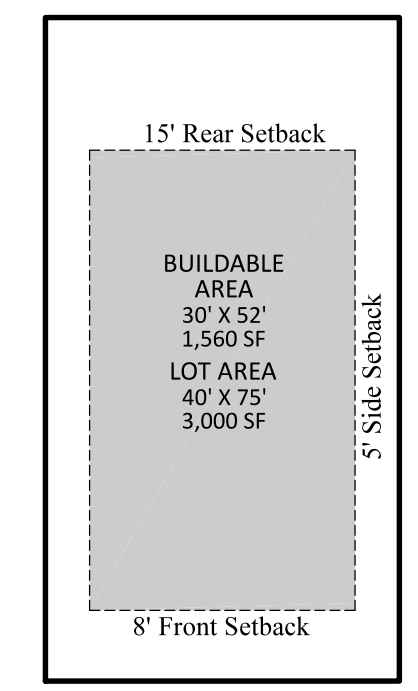
Open Space Required: 0.50 ac / 22,107 sf (5% of Total Project)
Open Space Provided: 2.06 ac / 90,049 sf (20.3% of Total Project)
Open Space will comply with the Granite Quarry Code of Ordinance Article 21

FEMA Map Number: 3710567800
FEMA Effective Date: June 16, 2009

Proposed Yard Requirements:
Minimum Lot Area: 2,600 SF
Minimum Front Setback: 8'-12" (Each house varied by a minimum of 1.5' from next house)
Minimum Side Setback: 4'
Minimum Side Street Setback: 10'
Minimum Rear Setback: 15'

General Notes:
1. Base information obtained from survey by Metrolina Land Surveying, Inc. dated 9/11/2023 and Rowan County GIS.
2. Stream/Wetland information shown is based on preliminary information used from Rowan County GIS data. For purposes of this Rezoning Plan, any potential stream features and wetland areas shown on the plan are to be considered preliminary in nature and approximate in location. The Rezoning Plan may need to be revised once all appropriate jurisdictional boundaries are surveyed and verified with acceptable levels of accuracy.

TYPICAL LOT & BUILDING PAD (N.T.S.)



Troutman Street Rezoning Plan
Development Standards
January 21, 2024

1. GENERAL PROVISIONS
A. These development standards form a part of the Rezoning Plan associated with the Rezoning Petition filed by S & M Finance Group, LLC (the "Petitioner") to accommodate the development of a residential community on an approximately 10.15 acre site located on the west side of Troutman Street (the "Site"). The Site is comprised of Tax Parcel Nos. 648-1001000001, and 648-1001000002.
B. The development and use of the Site will be governed by the Rezoning Plan, these development standards and the applicable provisions of the Granite Quarry Code of Ordinance (the "Ordinance"). Unless the Rezoning Plan or these development standards establish more stringent standards, the regulations established under the Ordinance for the TND zoning district shall govern the development and use of the Site.
C. The development and uses depicted on the Rezoning Plan are schematic in nature and are intended to depict the general arrangement of uses and improvements on the Site. Accordingly, the ultimate layout, locations and sizes of the development and site elements depicted on the Rezoning Plan are graphic representations of the proposed development and site elements, and they may be altered or modified in accordance with the setback, yard and buffer requirements set forth on this Rezoning Plan and the development standards, provided, however, that any such alterations and modifications shall not materially change the overall design intent depicted on the Rezoning Plan. Alterations and modifications shall be in accordance with Granite Quarry Code of Ordinances.

2. PERMITTED USES/DEVELOPMENT LIMITATIONS
A. The Site may only be devoted to a residential community containing a maximum of 67 single family attached dwelling units and to any incidental and accessory uses relating thereto that are allowed in the TND zoning district.

3. TRANSPORTATION
A. Vehicular access to the Site shall be as generally depicted on the Rezoning Plan. The placement and configuration of the vehicular access points are subject to any minor modifications required to accommodate final site and construction plans and designs and to any adjustments required for approval by the North Carolina Department of Transportation ("NCDOT") and Granite Quarry in accordance with applicable published standards.
B. The alignments of the internal public street, the internal vehicular circulation areas and the driveways may be modified by Petitioner to accommodate changes in traffic patterns, parking layouts and any adjustments required for approval by NCDOT and Granite Quarry in accordance with applicable published standards.
C. Prior to the issuance of a certificate of occupancy for the first new building constructed on the Site, Petitioner shall dedicate and convey to NCDOT as applicable (subject to a reservation for any necessary utility easements) those portions of the Site located immediately adjacent to Troutman Street and Brinkley Street as required to provide right of way from the existing centerline of both streets to that point on the Site that is depicted on the Rezoning Plan to the extent that such right of way does not already exist.
D. Petitioner will dedicate to NCDOT as applicable by way of simple conveyance any additional right-of-way indicated on the Rezoning Plan as right-of-way to be dedicated, and the additional right-of-way will be dedicated prior to the issuance of a certificate of occupancy for the first new building constructed on the Site. The Petitioner will provide a permanent sidewalk easement for any of the proposed sidewalks located along the public streets located outside of the right-of-way. The permanent sidewalk easement will be located a minimum of two (2) feet behind the sidewalk where feasible.
E. All public roadway improvements will be subject to the standards and criteria of NCDOT and Granite Quarry, as applicable, to the roadway improvements within their respective road system authority. It is understood that such improvements may be undertaken by the Petitioner on its own or in conjunction with other development or roadway projects taking place within the broad Granite Quarry area, by way of a private/public partnership effort or other public sector project support.

4. ARCHITECTURAL STANDARDS
A. The maximum height of any building constructed on the Site shall be governed by the Ordinance.
B. The actual widths of the single family attached dwelling units to be constructed on the Site may vary from the widths depicted on the Rezoning Plan.
C. Pitched roofs, if provided, shall be symmetrically sloped no less than 5:12, except that roofs for porches and attached sheds may be no less than 2:12, unless a flat roof architectural style is employed.
D. Each single family attached dwelling unit shall have a covered front stoop. The minimum depth of the front stoop shall be 2 feet and the minimum width of the front stoop shall be 2 feet. The front stoop shall be covered by an awning, canopy, roof extension or other architectural feature chosen by Petitioner.
E. Walkways shall be provided to connect all residential entrances to sidewalks along public and private streets.

5. STREETS/STREETSCAPE
A. All streets and streetscape will be comply with Article 13 of the Granite Quarry Code of Ordinances.
B. All Lots will be accessed through rear entry drives off private alleyways.

6. ENVIRONMENTAL FEATURES
A. Development of the Site shall comply with the Granite Quarry Code of Ordinances.
B. The location, size and type of storm water management systems depicted on the Rezoning Plan are subject to review and approval as part of the full development plan submittal and are not implicitly approved with this rezoning. Adjustments may be necessary in order to accommodate actual storm water treatment requirements and natural site discharge points.

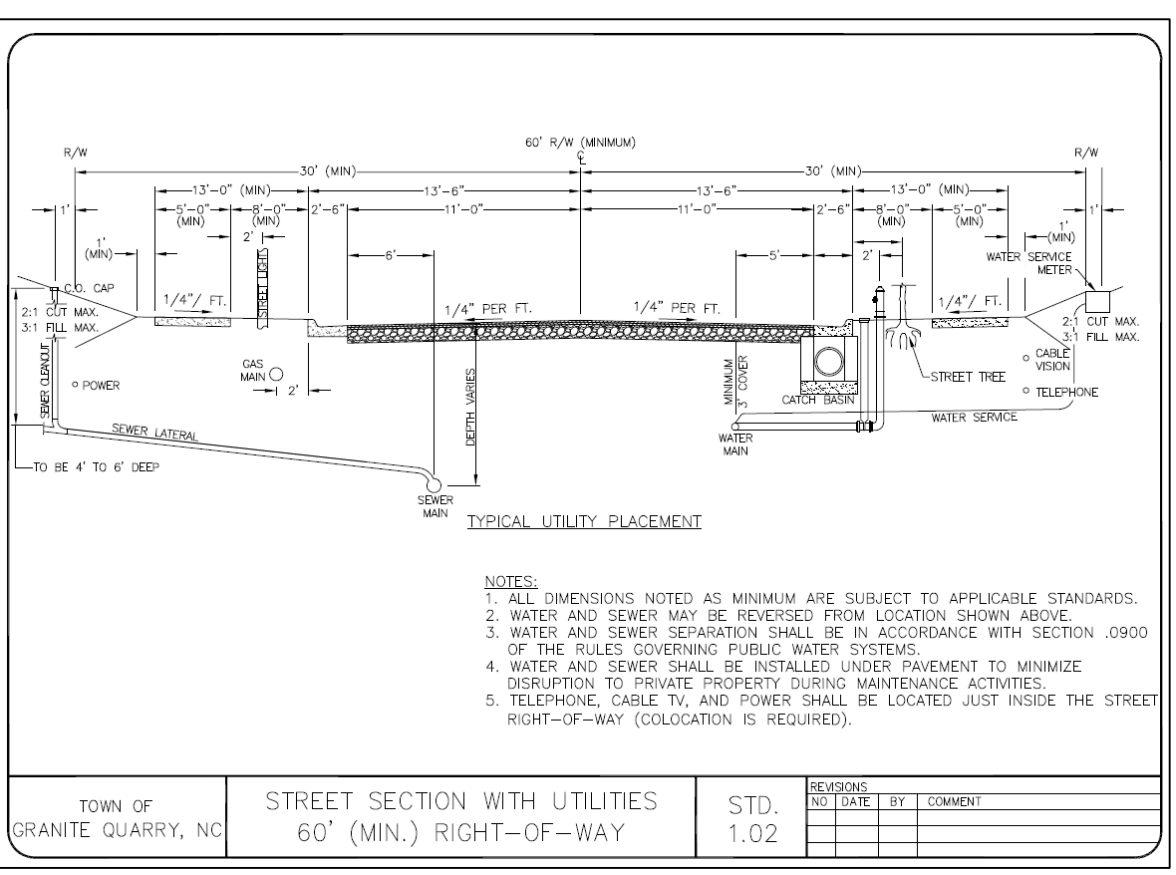
7. AMENITY AREAS
A. Amenity areas with seating shall be provided on the Site as depicted on the Rezoning Plan.

8. AMENDMENTS TO THE REZONING PLAN
A. Future amendments to the Rezoning Plan (which includes these development standards) may be applied for by the then Owner or Owners of the Site in accordance with Granite Quarry Code of Ordinances.

9. BINDING EFFECT OF THE REZONING DOCUMENTS AND DEFINITIONS
A. If this Rezoning Petition is approved, all conditions applicable to the use and development of the Site imposed under these development standards and the Rezoning Plan will, unless amended in the manner provided under the Ordinance, be binding upon and inure to the benefit of Petitioner and the current and subsequent owners of the Site and their respective successors in interest and assigns.
B. Throughout these development standards, the term "Petitioner" shall be deemed to include the heirs, devisees, personal representatives, successors in interest and assigns of Petitioner or the owner or owners of the Site from time to time who may be involved in any future development thereof.
C. Any reference to the Ordinance herein shall be deemed to refer to the requirements of the Ordinance in effect as of the date this Rezoning Petition is approved.

LEGEND

R/W	Right of Way	Existing Specimen Tree
SF	Square Foot	Proposed Street Tree
PB	Plat Book	Existing Heritage Tree
DB	Deed Book	Lines Surveyed
PG	Page	Lines Not Surveyed
FS	Front Setback	Centerline Road
RS	Rear Yard Setback	Right of Way
RY	Side Yard Setback	Existing Centerline Stream
CSY	Corner Side Yard	Proposed Stormwater Easement
Concrete Sidewalk	Tree Save	
FEMA Floodplain	Nature Trail	
FEMA Floodway	BMP Area	
Rear Entry Access Drive		



TOWN OF GRANITE QUARRY, NC	STREET SECTION WITH UTILITIES	STD.	REVISION
	60' (MIN.) RIGHT-OF-WAY	1.02	

METROLINA
LAND SURVEYING, INC.
SURVEYING • MAPPING • PLANNING

8821 CROWN CRESCENT CT.
CHARLOTTE, NC 28227

P (704) 741-1700
F (980) 721-2353
NC 1884 & SC 6106

SITE PLAN

THE ENCLAVES @ GRANITE QUARRY
S & M Finance Group, LLC
PARCEL ID 648-1001000001 & 648-1001000002, DB 1388 PG 600
TOWN OF GRANITE QUARRY & ETJ, ROWAN COUNTY, NORTH CAROLINA

Job No. 094-23-006
Date 2/27/2024
Proj. Mgr. CDF
Drawn ART

Scale: NOTED
Sheet No. 1

Agenda Item Summary

Regular Meeting

April 8, 2024

Agenda Item 6

**Zoning Text Amendment
2024-04-08**

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 March 4, 2024 meeting.

Attachments:

- Ordinance ZTA-2024-04-08
- Article 15 with strikethroughs

Action Requested:

Motion to adopt Ordinance ZTA-2024-04-08

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-2024-04-08

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:

PART 1. Article 15 is hereby amended to read as it appears on the following pages:

PART 2. This Ordinance shall become effective at 12:01 AM EST on April 9, 2024.

ADOPTED on this the 8th day of April 2024.

s/ _____

Brittany H. Barnhardt, Mayor

s/ _____

Aubrey Smith, Town Clerk

ARTICLE 15

SPECIAL EVENTS AND TEMPORARY STRUCTURES

15.1 General standards and limitations

It is the purpose of this section to provide specific guidelines and standards for special events and temporary structures. A special event or temporary structure allowed in a particular zoning district shall be treated as a use with additional standards and shall comply with all listed requirements for such event or structure as set forth in sections 15.2 and 15.3 below. These standards do not regulate events sponsored by the Town of Granite Quarry.

15.2 Requirements for Special Event and Temporary Structure Permits

The *Planning, Zoning & Subdivision Administrator* shall issue a permit only upon finding that the proposed special event and/or temporary structure(s) satisfies the following requirements:

- (1.) The special event and/or temporary structure is permitted under subsection 15.3 below.
- (2.) The property contains sufficient space to support the special event and/or temporary structure.
- (3.) Parking is deemed adequate to accommodate the proposed special event and/or temporary structure in addition to required parking for any permanent use or uses also located at the site.
- (4.) The special event and/or temporary structure will not create hazardous vehicular or pedestrian traffic conditions and adequate space is provided for access and maneuvering.
- (5.) Adequate sanitary facilities, utility, drainage, refuse management and similar necessary facilities and services will be available to serve employees, patrons and/or participants.
- (6.) Security personnel and safety precautions are provided.
- (7.) All permits required by applicable construction codes have been made and occupancy approved by the agency charged with enforcing such regulations.
- (8.) Special events are allowed to encroach within required building setbacks, but cannot be located within required buffers, street tree planting strips, or other required landscaped areas. Temporary structures must comply with minimum setback requirements of the zoning districts in which they are located.
- (9.) The temporary structure is in compliance with all other applicable requirements, including applicable setback requirements of Article 8.

15.3 Special Events and Temporary Structures Allowed.

The special events and temporary structures may be established in the districts designated in Table 15.1 in accordance with the requirements in Section 15.2 and the additional standards included and/or referenced in Table 15.1 of this Ordinance.

TABLE 15.1 – Special Events & Temporary Structures (*Amended ~~January~~ April 8, 2024*)

Special Event and/or Temporary Structure(s)	Maximum Duration <i>See note 5.</i>	Maximum Frequency <i>See note 5.</i>	Districts	Permit Required	Additional Standards
Christmas trees, pumpkins or other seasonal material sales/events by: commercial vendors	45 days <i>See note 5.</i>	5 per calendar year <i>See note 5.</i>	“AG”, “MU”, “MS”, “CIV”, “C-52”	Yes	Not permitted within public right-of-way
Christmas trees, pumpkins or other seasonal material sales/events by: institutional and/or registered non-profit organizations 501C(3)					
Construction containers	During active building permit	During active building permit	All districts	No	See note 1 appearing below this table
Events of public interest on private property	4 days <i>See note 5.</i>	<i>See note 5.</i>	“AG”, “MU”, “MS”, “CIV”, “C-52”	Yes	See notes 2 & 5 appearing below this table

Market, Tailgate - Fresh Foods	1 day	60 per calendar year	“AG”, “MU”, “MS”, “CIV”, “C-52”	See Note 6 below this table	Not permitted within public right-of-way per note 6 below this table
Food Trucks	1 day	104 <u>for 1-year following issuance of permit per calendar year</u> (Amended January 8, 2024)	All, see note 6 below this table	See Note 6 below this table	Not permitted within public right-of-way per note 6 below this table
Model home or real estate sales office	1 year	N/A	“AG”, “SFR”, “RMST”, MU”	Yes	See note 3 appearing below this table
Outdoor bazaars and retail sales, with temporary structure(s)	7 days <u>See note 5.</u>	2 per calendar year <u>See note 5.</u>	“AG”, “MU-2”, “MS”, “CIV”, “C-52”	No	Not permitted within public right-of-way
Outdoor sidewalk and retail sales, without temporary structure(s)	unlimited	unlimited	“AG”, “MU-2”, “MS”, “CIV”, “C-52”	No	Sidewalks must have a minimum 5’-0” travel-way clear of obstructions at all times. All products and advertising shall be limited to the area directly in front of the sponsoring vendor during business hours

Temporary portable office	1 year	N/A	All districts	Yes	See note 4 below this table
Storage container, portable on demand (POD)	90 days	2 per calendar year	All districts	No	See note 1 appearing below this table
Yard sales	3 days <u>See note 5.</u>	3 per calendar year <u>See note 5.</u>	All districts	No	See Article 17 of this Ordinance for Sign Regulations

NOTES:

(1.) Construction and storage containers. Construction and storage containers are not intended to be used for long-term on-site storage and any such use in any zoning district except Industrial (IND) is expressly prohibited. Construction containers shall be allowed as a temporary use while a valid building permit is in effect for the construction project. Storage containers shall be allowed as a temporary use when in compliance with the following standards:

- (a.) Each container shall be in compliance with any applicable sign regulations.
- (b.) In residential districts, portable on-demand (POD) storage units may be located for a period of time not to exceed ninety (90) consecutive days in duration from the time of delivery to the time of removal, two times per calendar year, provided they are placed in a location where sight visibility is not obstructed. Further, these units shall be located in a manner which does not hinder access to the site or to off-street parking spaces.
- (c.) In all non-residential districts, portable on-demand storage units may be located for a period of time not to exceed ninety (90) consecutive days in duration from the time of delivery to the time of removal, up to two times per calendar year, provided they are placed on a paved surface and do not obstruct sight visibility. Further, these units shall be located in a manner which does not hinder access to the site or to off-street parking spaces. Multiple units may be used at one time.

(2.) Event of public interest. An event of public interest is a special event involving the expected congregation of 100 or more persons at any one event. An event of public interest includes, but is not limited to: picnics, dinner dances, fund raisers, haunted houses, outdoor concerts, auctions, carnivals, fairs, tent revival meetings, and supervised public display of fireworks. An event of public interest shall be subject to the following standards:

- (a.) All activities and uses shall be limited to the dates and hours of operation specified in the permit.
- (b.) Traffic control shall be arranged by the operators of the event in accordance with the

requirements of the Town of Granite Quarry Police Department and/or the Rowan County Sheriff's Office, as applicable.

- (c.) Public parking for the exclusive use of the facility/event shall be provided and a stabilized drive to the parking area shall be maintained. It is the responsibility of the operators to guide traffic to these areas. No parking shall be permitted on any road or public right-of-way except as allowed by the temporary use permit.
- (d.) The site shall be cleared of all debris within twenty-four (24) hours after the closing of the event and cleared of all temporary structures within three (3) days after closing of the event.
- (e.) An approved public safety plan identifying the means by which public safety will be ensured during the conduct of the special event shall be required for an event of public interest. If the public safety plan is violated or if unforeseen circumstances arise that result in the special event becoming a threat to the public health, safety or welfare, authorized personnel from the Town of Granite Quarry Police Department shall have the right to order the event to be closed.

(3.) Model home or real estate sales office. A model home sales office shall be allowed within a new residential development of more than eight units or lots, subject to approval by the *Planning, Zoning & Subdivision Administrator* as a temporary structure, subject to the following:

- (a.) There is no more than one temporary real estate sales office in the development.
- (b.) Model home sales office may be approved for a period of up to one year or when all units are sold to resident owners, whichever occurs first. This period may be extended for additional six-month periods, for good cause shown, upon approval of a written request for such an extension by the *Planning, Zoning & Subdivision Administrator*. The request shall be submitted to the *Planning, Zoning & Subdivision Administrator* at least 30 days prior to the expiration of the special event/temporary use permit.
- (c.) No sleeping quarters are permitted within the model home or sales office during the period for which the structure is used for sales.

(4.) Temporary portable office. A temporary portable office may be placed on a property to serve as the following:

- (a.) Temporary offices for construction and security personnel during the construction of a development for which the Town of Granite Quarry has issued either/or a zoning permit and/or approved preliminary plat, and/or a building permit.
- (b.) Disaster relief and/or emergency management related uses including medical facilities. Temporary portable offices for emergency relief and/or management may be approved for a period of up to one year. This period may be extended for additional six-month periods, for good cause shown, upon approval of a written request for such an extension by the *Planning, Zoning & Subdivision Administrator*.

- (5.) Required Interval between Events. A minimum of ~~forty (40)~~two (2) consecutive days are required before recurrence of the same event to qualify as a Temporary Use. Uses found not in compliance with applicable limitations on duration and/or frequency shall be considered permanent and subject to applicable standards and specifications for permanent uses in accordance with this Ordinance.
- (6.) Market, Tailgate - Fresh Foods & Food Trucks. *(Amended April 8, 2024)*
- (a.) Food Trucks serving prepared foods must ~~provide post both~~ a current health certificate and a copy of the Zoning Permit upon request in a conspicuous place upon the vehicle.
 - (b.) No permit required if invited by the Town for special events; however, location criteria of this Article remain applicable.
 - (c.) May locate within designated on-street parking areas within public right-of-way during special events sponsored by the Town.
 - (d.) For locations on private property a no-cost permit valid for one-year is required along with written proof of property owner's permission if not invited by the Town.
 - (e.) Standards for Food Trucks in residential districts:
 - (i.) A property owner may sponsor a Food Truck to ~~eater~~cater for a private event on private property.
 - (ii.) A property and/or homeowners association may sponsor a Food Truck on common area property such as a clubhouse, pool facility, and/or park owned by the association.
 - (f.) Food Trucks may be disqualified from participation in local events upon finding by the Town Board of Aldermen of either or both of the following:
 - (i.) Vendors become a nuisance by ~~increasing frequencies at locations generating one or more complaints from non-competing persons and/or entities all over the community, both supported and unsupported~~.
 - (ii.) Vendors become an itinerant merchant and poach activity to a point of generating complaints from brick & mortar businesses.

Agenda Item Summary

Regular Meeting

April 8, 2024

Agenda Item 7

Summary

At its meeting January 8, 2024, the Board discussed the process for potential amendments to the charter allowed by ordinance. A motion was passed in a 3-to-1 vote to amend the charter by changing the name of the Board of Aldermen to “Town Council” and to change the term of the mayor from two years to four years.

At its meeting February 12, 2024, the Board adopted Resolution 2024-01 stating intent to consider these changes and setting a date for a public hearing on the proposed amendments. A public hearing was held on March 11, 2024. Tonight the Board will consider the ordinance to amend the charter.

Attachment

- Ordinance 2024-01

Action Requested:

Motion to adopt Ordinance 2024-01 amending the Charter of the Town of Granite Quarry.

Charter Amendment

Motion Made By:	
Doug Shelton	<input type="checkbox"/>
John Linker	<input type="checkbox"/>
Laurie Mack	<input type="checkbox"/>
Rich Luhrs	<input type="checkbox"/>
Second By:	
Doug Shelton	<input type="checkbox"/>
John Linker	<input type="checkbox"/>
Laurie Mack	<input type="checkbox"/>
Rich Luhrs	<input type="checkbox"/>
For:	
Doug Shelton	<input type="checkbox"/>
John Linker	<input type="checkbox"/>
Laurie Mack	<input type="checkbox"/>
Rich Luhrs	<input type="checkbox"/>
Against:	
Doug Shelton	<input type="checkbox"/>
John Linker	<input type="checkbox"/>
Laurie Mack	<input type="checkbox"/>
Rich Luhrs	<input type="checkbox"/>
In case of tie:	
Mayor Brittany Barnhardt	
For	<input type="checkbox"/>
Against	<input type="checkbox"/>

ORDINANCE NO. 2024-01

**AN ORDINANCE AMENDING THE CHARTER OF THE
TOWN OF GRANITE QUARRY**

WHEREAS, pursuant to G.S.160A-101 and 160A-102, the Board of Aldermen of the Town of Granite Quarry resolved to consider adoption of an ordinance to amend the Charter of the Town on February 12, 2024; and

WHEREAS, pursuant to G.S.160A-101 and 160A-102, this Charter amendment would change the name of the Board to “Town Council” as authorized by G.S. 160A-101(3) and provide for the election of the Mayor for a term of four years beginning in 2025, and every four years thereafter as authorized by G.S. 160A-101(4); and

WHEREAS, a public hearing on the proposed ordinance was duly called and did occur at Town Hall, 143 N. Salisbury Avenue, Granite Quarry, NC at 6:00 pm on March 11, 2024; and final consideration of the ordinance was set at the next regular meeting of the Granite Quarry Board of Aldermen on Monday, April 8, 2024, and proper notice of such was published in the Salisbury Post; and

WHEREAS, The Board of Aldermen heard all evidence and argument at the public hearing and duly considered all relevant comment; and

NOW, THEREFORE, BE IT ORDAINED by the Board of Aldermen of the Town of Granite Quarry:

Section 1. Pursuant to G.S.160A-101 and 160A-102, the Charter of the Town of Granite Quarry is hereby amended to change the name of the Board to “Town Council” as authorized by G.S. 160A-101(3) and to provide for the election of the Mayor for a term of four years beginning in 2025, and every four years thereafter as authorized by G.S. 160A-101(4).

Section 2. The Town Clerk shall cause a notice to be duly published, within ten days of this action, stating that an ordinance amending the Charter has been adopted. This ordinance shall be in full force and effect from 30 days after such publication, unless a valid petition for referendum is received pursuant to G.S. 160A-103 and 160A-104.

Adopted this 8th day of April, 2024.

Brittany H. Barnhardt, Mayor

ATTEST:

APPROVED AS TO FORM:

Aubrey Smith, Town Clerk

Zachary Moretz, Town Attorney

Agenda Item Summary

Regular Meeting

April 8, 2024

Agenda Item 8

Summary

After discussion on the existing Travel Policy, amendments were made to reflect the approval process for elected official requests.

Attachment

- Resolution 2024-02
- GQ Personnel Policy - Sec. 15. Travel and Expense Reimbursement *as amended*

Action Requested:

Motion to adopt Resolution 2024-02 amending the Travel and Expense Reimbursement section of the Personnel Policy.

Board Travel Policy

Motion Made By:	
Doug Shelton	<input type="checkbox"/>
John Linker	<input type="checkbox"/>
Laurie Mack	<input type="checkbox"/>
Rich Luhrs	<input type="checkbox"/>
Second By:	
Doug Shelton	<input type="checkbox"/>
John Linker	<input type="checkbox"/>
Laurie Mack	<input type="checkbox"/>
Rich Luhrs	<input type="checkbox"/>
For:	
Doug Shelton	<input type="checkbox"/>
John Linker	<input type="checkbox"/>
Laurie Mack	<input type="checkbox"/>
Rich Luhrs	<input type="checkbox"/>
Against:	
Doug Shelton	<input type="checkbox"/>
John Linker	<input type="checkbox"/>
Laurie Mack	<input type="checkbox"/>
Rich Luhrs	<input type="checkbox"/>
In case of tie:	
Mayor Brittany Barnhardt	
For	<input type="checkbox"/>
Against	<input type="checkbox"/>



RESOLUTION 2024-02

A RESOLUTION OF THE BOARD OF ALDERMEN OF THE TOWN OF GRANITE QUARRY, NORTH CAROLINA, TO AMEND TRAVEL AND EXPENSE REIMBURSEMENT LANGUAGE IN THE PERSONNEL POLICY

WHEREAS, the Town of Granite Quarry maintains a personnel policy the purpose of which is to establish a system of personnel administration for recruiting, selecting, employing, developing, and maintaining an effective and responsible workforce; and

WHEREAS, the Town of Granite Quarry wishes to amend that policy by updating the language in Article VI Section 15 Travel and Expense Reimbursement; and

WHEREAS, the language is being updated, as shown in the attachment, to reflect the process by which elected official travel-related expense requests will be processed; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Aldermen of the Town of Granite Quarry, North Carolina that from and after the effective date of this resolution, the amendments to the Personnel Policy attached to this resolution are hereby adopted.

RESOLVED, APPROVED, AND EFFECTIVE UPON ADOPTION BY THE BOARD OF ALDERMEN OF THE TOWN OF GRANITE QUARRY, NORTH CAROLINA, ON THIS THE 8TH DAY OF APRIL 2024.

Brittany H. Barnhardt, Mayor

ATTEST:

Aubrey Smith, Town Clerk

[SEAL]

ARTICLE VI. EMPLOYEE BENEFITS

Section 15. Travel and Expense Reimbursement

Employees, [elected officials](#), and appointed officials will from time to time, be involved in out-of-town travel to attend schools, business meetings, conferences, etc. All reasonable expenses (e.g., meals, lodging, etc.) shall be reimbursed according to the guidelines stated in this section. In no instance will alcohol be reimbursed.

When planning to travel on Town business, employees are required to review the Town's Travel and Expense Reimbursement Policy and discuss per diem rates for meals and lodging with the Finance Officer and their supervisor. [All elected official travel-related requests will be reviewed and agreed upon by the Board before being submitted to the Finance Officer and Town Manager for the pre-auditing and budgeting process.](#)

The Town of Granite Quarry will reimburse employees for associated cost(s) as follows:

- a) Mileage - The Town will reimburse employees at the prevailing IRS rate for mileage with prior supervisor approval, if a Town vehicle is not available for the trip. This will be re-evaluated annually, at the beginning of the fiscal year.
- b) Meals - Per diem rates for meals and incidentals that may be incurred by a traveling employee will be reimbursed according to the U.S. General Services Administration's posted Travel Reimbursement Rates. Employees should obtain information about travel allowances from the Finance Officer prior to traveling on Town business.
- c) Registration - All approved registration/tuition costs for training or workshops are paid in full by the Town. Employees should check with the Finance Officer regarding the preferred method of payment.
- d) Lodging - Per diem rates for hotels that may be incurred by a traveling employee will be reimbursed according to the U.S. General Services Administration's posted Travel Reimbursement Rates. The Town will pay the cost for a hotel room for an overnight stay with prior supervisor approval. Employees must include a copy of the hotel receipt with the completed Reimbursement Request.
- e) Other - Other expenses associated with Town-related travel may qualify for reimbursement with supervisor approval.
- f) Obtaining Reimbursement - Employees must complete the Request for Reimbursement form with all receipts attached and turn in to their supervisor for approval within one week following the travel. The supervisor is responsible for promptly turning in the approved form to the Finance Officer for payment. Gratuities/tips are reimbursable within the per diem totals for meals. Alcoholic beverages are not a reimbursable expense. Reimbursement will not be made unless appropriate forms and receipts are turned in.



Board Summary – Street Sign Branding

At the Board’s planning retreat it was discussed and agreed that staff would move forward with a plan to re-brand town street signs to incorporate the town logo and color scheme. Public Works acquired designs and cost estimates to retrofit the town streets with the requested signage. Attached is a rendering of 4 different styles, all of which are NCDOT approved and meet the guidelines for size and reflectivity. Public Works recommends moving forward with style D and with the purchase of all signs. These would be put up weekly until all current street signs are replaced.

It was discussed in the budget meeting on March 21, 2024, that staff prepare a budget amendment to include the discussed street signs and town banners. After staff compared available budget numbers versus what is the estimated cost, it was determined that the patriotic banners would be purchased in the FY 23/24 budget, and the autumn-themed banners placed in the FY 24/25 budget.

If the Board would like to proceed with the street sign project, staff recommends allocating \$10,000 from Unappropriated Fund Balance to Streets Non-Powell Bill. This would cover the signs and supplies needed to accomplish the installation.

Proof B



Proof C



Proof A



48" x 9"

Proof D



48" x 9"

**FISCAL YEAR 2023-2024
BUDGET AMENDMENT REQUEST #6**

April 8, 2024

PURPOSE: To increase Fund Balance Appropriated (01-3991-99) and increase Streets – Supplies & Equipment (Non-Powell Bill) by \$10,000 to purchase branded street signs.

General Fund – Fund 01

Revenues:

<u>GL Acct #</u>	<u>Account Description</u>	<u>Increase (Decrease):</u>
01-3991-99	Fund Balance Appropriated	\$ 10,000
Total Increase/Decrease:		\$ 10,000

Expenses:

<u>GL Acct #</u>	<u>Account Description</u>	<u>Increase (Decrease):</u>
01-4511-29	Streets – Supplies & Equipment	\$ 10,000
Total Increase/Decrease:		\$ 10,000

The above Budget Amendment was approved / denied by the Manager or Board on _____.

Brittany H. Barnhardt, Mayor

Shelly Shockley, Finance Officer



Board Summary – Utilities

Due to rising rates in electricity, all of the Town's electric bills have increased. The Streets (Non-Powell Bill) – Utilities budget contains all streetlights in town. Due to the number of streetlights throughout Town, this increase has put the most burden on Streets Department Utilities budget, with a monthly cost increase of almost \$1,000.

The Sanitation – Contracted Services budget allowed for high fuel surcharges from Waste Management. Fortunately, fuel rates have decreased enough to leave us with a surplus in this line's budget.

Staff recommends increasing the Streets – Utilities line and decreasing the Sanitation – Contracted Services line to cover the increase in utilities costs.

**FISCAL YEAR 2023-2024
BUDGET AMENDMENT REQUEST #7**

September 11, 2023

PURPOSE: To increase Streets (Non-Powell Bill) – Utilities (01-4511-33) and decrease Sanitation – Contracted Services (01-4710-44) by \$11,000 to account for increased utilities costs.

General Fund – Fund 01

Expenses:

<u>GL Acct #</u>	<u>Account Description</u>	<u>Increase (Decrease):</u>
01-4511-33	Streets – Utilities	\$ 11,000
01-4710-44	Sanitation – Contracted Services	(\$ 11,000)
Total Increase/Decrease:		0

The above Budget Amendment was approved / denied by the Manager or Board on _____.

Brittany H. Barnhardt, Mayor

Shelly Shockley, Finance Officer



TAP Project RFQ Summary

As you know, the Town of Granite Quarry entered into a municipal agreement with the NCDOT in regard to the proposed 2,150 linear feet of sidewalk to connect the parks. In doing so, Public Works placed an RFQ or Request for Qualifications out for design. The town had two firms that showed interest in the project and have been vetted by staff.

Attached you will find that after much consideration it was determined that Alley, Williams, Carmen, and King showed the best qualifications in all aspects of the project. While this project is not big in size, the scope will be a lengthy one. Attached you will find a proposed timeline that we hope to accomplish. Many factors in the timeline unfortunately are not predictable as we deal with other agencies for review.

It is the staff's recommendation that we proceed forward with awarding the RFQ to Alley, Williams, Carmen, and King for the design and permitting of the proposed TAP sidewalk project.

Granite Quarry TAP Sidewalk

Alley, Williams, Carmen & King, Inc.

TASK	START	END	AWCK DURATION (DAYS)	REVIEW DURATION BY PERMITTING AGENCIES (DAYS)
PROJECT DESIGN				
Design Assumptions/Preliminary Design				
Site Visit and Site Survey	5/1/24	5/31/24	30	
15% Plans	6/1/24	6/22/24	21	
Review of 15% Plans	6/23/24	7/14/24		21
Preliminary Plans and Design Revisions-25% Plans	7/15/24	8/14/24	30	
Review of 25% Plans	8/15/24	9/5/24		21
Design Development/Refinement of Design				
65% Plans	9/6/24	10/6/24	30	
Review of 65% Plans	10/7/24	11/6/24		30
75% Plans	11/7/24	11/21/24	14	
Review of 75% Plans	11/22/24	12/13/24		21
90% Plans	12/14/24	12/28/24	14	
Review of 90% Plans	12/29/24	1/12/25		14
Final Design-100% Plans				
Incorporation of Right of Way Negotiations into Plans (Done in concurrence with Right of Way Negotiations/Acquisitions)	2/12/25	3/14/25	30	
Final NCDOT Plan Review	3/15/25	4/14/25		30
Project Specifications	4/15/25	5/15/25	30	
NCDOT review of Final Plans and Specifications	5/16/25	6/15/25		30
Construction Authorization- granted by NCDOT	6/16/25	7/16/25		30
R/W, ENVIRONMENTAL DOCUMENTATION, AND RAIL PERMIT				
Right of Way Acquisition (by Granite Quarry)				
Right of Way Negotiations-Assumed 60 Days	1/13/25	3/14/25		60
Review of Right of Way by NCDOT-NCDOT Right of Way Office will review after plan approval is granted by NCDOT Division Office	4/15/25	6/14/25		60
Environmental Document				
Preliminary Categorical Exclusion to NCDOT Based on 25% Plans	9/6/24	9/27/24	21	
NCDOT Review of CE Document	9/28/24	10/19/24		21
Final CE Document Including Signatures from NCDOT	10/20/24	11/3/24	14	
Norfolk Southern Railroad Permit				
Norfolk Southern and Granite Quarry Agreement Execution Based on 15% Plans	7/15/24	9/13/24		60
Norfolk Southern Review of 65% Plans	11/7/24	1/6/25		60
Incorporation of Norfolk Southern comments in project plans	1/7/25	1/14/25	7	
Norfolk Southern Final Approval	4/15/25	5/15/25		30



Civic Park Master Plan / PARTF Summary

As you know the town set out on a journey to obtain PARTF grant funding for the renovations to the Granite Civic Park. Stewart started the Civic Park Master Plan, and the work continues. There have been different concept designs for the key areas in the park along with community input through public input sessions, social media, and surveys.

After much thought, a final concept was drawn up that encompasses much of the input from the public and staff. The acceptance of this portion of the Civic Park Master Plan allows Stewart to move forward with writing a PARTF grant that is due by May 1st, 2024.

The Civic Park Master Plan is not complete but the work is ongoing and a final design, with furnishings, will be coming in the upcoming weeks for board review and final approval. Keep in mind that accepting the Civic Park Master Plan today as written can be amended by the Board of Aldermen at any time they so wish.

Staff recommends that we accept the current final concept of the Civic Park Master Plan so that a PARTF grant can be submitted not to exceed \$1,000,000, \$500,000 of which would be the responsibility of the town for a match. The grant would be written to include a phase of the final concept as shown. If we can get private donations or other grants, the remainder of the project could be funded.



RESOLUTION 2024-03

A RESOLUTION TO ADOPT A SITE-SPECIFIC MASTER PLAN FOR THE CIVIC PARK AND IN SUPPORT OF AN APPLICATION FOR THE PARKS AND RECREATION TRUST FUND (PARTF) GRANT

WHEREAS, the Town of Granite Quarry, North Carolina is pursuing funding for improvements to Granite Civic Park; and

WHEREAS, the Town of Granite Quarry and Stewart Engineering, Inc. have worked together to collect public input from the residents of Granite Quarry and other users of the Civic Park to create a Civic Park Master Plan designed to reflect the needs and desires of the Town and its residents as related to the park and recreational elements; and

WHEREAS, the results of that public input are the “Civic Park Master Plan”, which is presented to the Board on this date for review, a copy of which shall be on permanent file in Granite Quarry Town Hall; and

WHEREAS, the Town of Granite Quarry recognized the need to formulate a detailed improvement plan for the Civic Park and collected input from Granite Quarry residents to conduct a thorough site analysis to provide for and continually improve park and recreational facilities; and

WHEREAS, the North Carolina Parks and Recreation Trust Fund provides funding for communities to expand recreational opportunities for their residents; and

WHEREAS, the Board of Aldermen of the Town of Granite Quarry supports the improvements to the Civic Park; and

WHEREAS, the Town of Granite Quarry intends to request \$500,000.00 which is 50% of the total project cost which is anticipated to be \$1,000,000.00.

BE IT RESOLVED that the Granite Quarry Board of Aldermen supports the following: 1) the adoption of the site-specific master plan for the Civic Park and 2) the submission of a grant application to the Parks and Recreation Trust Fund for the improvements to Civic Park; and the Board of Aldermen will allocate \$500,000.00 from the general fund to match the amount awarded by the State if the PARTF application is approved.

ADOPTED BY THE BOARD OF ALDERMEN OF THE TOWN OF GRANITE QUARRY, NORTH CAROLINA, ON THIS THE 8TH DAY OF APRIL 2024.

Brittany H. Barnhardt, Mayor

ATTEST:

Aubrey Smith, Town Clerk



BY THE MAYOR OF GRANITE QUARRY
A PROCLAMATION for THE NATIONAL DAY OF PRAYER

WHEREAS: Throughout history America has faced trials and triumphs, and Americans have responded in prayer seeking courage and comfort, inspiration, and joy-filled celebration. Faith compels us to seek and cling to the Light in times of darkness and spread light to those in need.

WHEREAS: From the first gatherings of our Founding Fathers, elected officials have prayed and entreated those they serve and represent to join them in prayer, including the authors of our Declaration of Independence, wrote that they, “the Representatives of the united States of America, in General Congress, Assembled, appealing to the Supreme Judge of the world...” and carried on to present day in Presidential Proclamations such as last year’s invitation to “join him in asking for God’s continued guidance, mercy, and protection.”, and

WHEREAS: A National Day of Prayer has not only been a part of our heritage since it was declared by the First Continental Congress in 1775, but it is a Public Law established in the United States Congress in 1952 approved by a Joint Resolution and amended by Congress and President Reagan with Public Law 100-307 in 1988, affirming that it is essential for us as a nation to pray and directs the President of the United States to set aside and proclaim the first Thursday of May annually as The National Day of Prayer; and

WHEREAS: In every state across America the observance of the National Day of Prayer will be held on Thursday, May 2, 2024, with the theme, “Lift Up the Word, Light Up the World,” based on the verses found in 2 Samuel 22:29-31, “For you are my lamp, O Lord, and my God lightens my darkness ... This God—his way is perfect; the word of the Lord proves true; he is a shield for all those who take refuge in him.” and

WHEREAS: Unified prayer is mobilized across America every first Thursday of May on the National Day of Prayer as neighbors come together to join their hearts and voices in reading sacred Scriptures and attending services to seek God for the city and country where we live, learn, work, worship, serve, and desire all to thrive; and

WHEREAS: We express our faith and exercise our freedom in prayer, then unite our hearts and voices in personal prayer and public gatherings across America with fervent praise, repentance, love, and humble intercession for our neighbor and nation, holding fast to the promises throughout the Holy Scriptures that the Lord hears and avails much as He answers the faith-filled prayers of His people.

NOW, THEREFORE, I, BRITTANY H. BARNHARDT, by virtue of the authority vested in me as the Mayor of the Town of Granite Quarry and the laws of the United States, do hereby proclaim May 2, 2024, as a National Day of Prayer.

IN WITNESS WHEREOF, I have hereunto set my hand this _____ day of _____, in the year of our Lord two thousand and twenty-four.

Brittany H. Barnhardt, Mayor

Aubrey Smith, Town Clerk

Proclamation

Teacher Appreciation Week
May 6-10, 2024

Whereas: North Carolina's children are the future of our state, and teachers are essential to the success of that future; and

Whereas: teachers work to open students' minds to ideas, knowledge, and dreams and change the lives of millions of children every day; their work has a lasting impact that extends far beyond the boundaries of the classroom; and

Whereas: our teachers play a key role in determining what values, ideals, and priorities are held and respected by the future generations of our state and nation, and we cannot continue to take them for granted; and

Whereas: teachers are essential to empowering families and communities to support our children, invest in education, and contribute to the growth and progress of our state; and

Whereas: we recognize teachers' countless sacrifices and hours spent planning, counseling, instructing, coaching, evaluating, and caring for their students in and outside the classroom; and

Whereas: nationwide, Teacher Appreciation Week celebrations are an opportunity to acknowledge the critical role teachers play in shaping the future; and

Whereas: the Town of Granite Quarry joins in honoring teachers and will continue our commitment to support our teachers and school system today and every day;

Therefore: I, Brittany H. Barnhardt, Mayor of the Town of Granite Quarry, on behalf of the Board of Aldermen, do hereby proclaim May 6-10, 2024, as "TEACHER APPRECIATION WEEK" in Granite Quarry, and commend its observance to all citizens.

In Witness

Whereof: I have hereunto set my hand and affixed the seal of the Town of Granite Quarry on this the 8th day of April 2024.

Brittany H. Barnhardt, Mayor

Attest

Aubrey Smith, Town Clerk

Proclamation

NATIONAL NURSES WEEK 2024

WHEREAS, Florence Nightingale, born in 1820, is known as the founder of modern nursing; and

WHEREAS, Clara Barton, a nurse who earned the nickname "angel in the battlefield" during the Civil War, went on to create the American Red Cross in 1881; and

WHEREAS, today, there are more than 3.9 million professionally active RNs and licensed practical nurses in the United States; and

WHEREAS, nursing is the nation's largest health care profession and one of the largest workforces in the United States; and

WHEREAS, nearly 20% of all registered nurses in the United States hold a master's degree; and

WHEREAS, there are over 160,000 registered and licensed practical nurses in North Carolina; and

WHEREAS, the first National Nurses Week in the U.S. was held Oct. 11-16, 1954, in observance of the 100th anniversary of Florence Nightingale's mission to Crimea; and

WHEREAS, National Nurses Week was designated by the White House and President Nixon in 1974, and has been recognized each year from May 6 to May 12; and

WHEREAS, nurses are on the frontlines of a world pandemic and face unprecedented times; and

WHEREAS, nurses are considered the most trustworthy of all professions in the United States.

NOW, THEREFORE, I, Brittany H. Barnhardt, Mayor of the Town of Granite Quarry, on behalf of the Board of Aldermen and the citizens of Granite Quarry do hereby proclaim May 6 to May 12, 2024 as **Nurses Week in Granite Quarry** and commend this observance to our citizens.

ADOPTED this 8th day of April 2024.

Brittany H. Barnhardt, Mayor

ATTEST:

Aubrey Smith, Town Clerk

April 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
		Planning Board 6pm Board of Adjustment 6:15pm		Events Committee 5:30pm		
7	8	9	10	11	12	13
	BoA Mtg. 6pm		Centralina Executive Board 5pm CAC 5:30pm			
14	15	16	17	18	19	20
		Chamber DC Trip	Chamber DC Trip	Power in Partnership Breakfast 7:30am		Litter Sweep 9-11am
21	22	23	24	25	26	27
	Earth Day	City Vision Conference	City Vision Conference CRMPO TAC 5:30pm	City Vision Conference		Arts in the Park 1-6pm
28	29	30				

May 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
				Events Committee 5:30pm		
5	6	7	8	9	10	11
	Planning Board 6pm Board of Adjustment 6:15pm	Chamber Trip to Raleigh	Centralina Board of Delegates 5pm CAC 5:30pm			
12	13	14	15	16	17	18
Mother's Day	BoA Mtg. 6pm	2 nd Primary Election		Power in Partnership Breakfast 7:30am Dumpsters 9am-3pm	Dumpsters 9am- 3pm	Dumpsters 8am-12pm
19	20	21	22	23	24	25
			CRMPO TAC 5:30pm			
26	27	28	29	30	31	
	Memorial Day Town Offices Closed					