



**TOWN OF GRANITE QUARRY
BOARD OF ALDERMEN
REGULAR MEETING MINUTES
Monday, February 13, 2023
6:00 p.m.**

Present: Mayor Brittany Barnhardt, Mayor Pro Tem John Linker, Alderman Jim Costantino, Alderman Doug Shelton, Alderman Jeff Cannon

Staff: Town Manager Larry Smith, Fire Chief / Public Works Director Jason Hord, Police Chief Mark Cook, Finance Officer Shelly Shockley, Town Planner E. Schwartz-Laubhann

Call to Order: Mayor Barnhardt called the meeting to order at 6:05 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: Mayor Pro Tem Linker made a motion to approve the agenda with former item 9 (Discussion and Possible Action of Stewart Civic Park Master Plan Proposal) and former item 10 (Discussion of Stewart Feasibility Study Update) moved before former item 6 (Public Hearing for Rezoning of 649 102, 385 Railroad St, from CB to RL). Alderman Costantino seconded the motion. The motion passed 4-0.

2. Approval of the Consent Agenda

A. Approval of the Minutes

- 1) Regular Meeting January 9, 2022
- 2) Special Meeting January 12, 2023
- 3) Planning Retreat January 26, 2023

B. Departmental Reports (*Reports in Board packet*)

C. Financial Reports (*Reports in Board packet*)

ACTION: Alderman Costantino made a motion to approve the consent agenda as presented. Alderman Shelton seconded the motion. The motion passed 4-0.

3. Citizen Comments – There were no citizen comments.

4. Guest Presentation

Rowan County Tax Assessor's Office

Rowan County Assessor Wendell R. Main II was unable to attend the meeting, but Chief Appraiser Wes Thompson made a presentation to the Board regarding the 2023 Revaluation process. The presentation was provided for the record.

5. Town Manager's Update

Manager Smith reviewed items from his report and commended staff and the Police Department specifically for the community outreach meeting. Manager Smith pointed out that Chief Cook broke out some of the information in his report that was requested at the last regular meeting and invited Chief Cook to clarify some of the figures. Mayor Barnhardt stated she liked the breakdown of calls for service and asked if there was a Board consensus. There was consensus to continue to show information with the breakdown on the report for the next few months.

Manager Smith shared that Finance Officer Shockley was asked to break down the unassigned fund balance and included that as the last page of the Finance Report in the packet. Manager Smith asked for feedback on the Capital Project Ordinance examples shown for the Transformational Projects.

ACTION: Alderman Shelton made a motion to proceed with example 3 (TAP CPO). Alderman Costantino seconded the motion. The motion passed 4-0.

New Business

6. Discussion and Possible Action

Stewart Civic Park Master Plan Proposal

At its special meeting on January 12, 2023, the Board of Aldermen asked Stewart Consultants to provide a proposal for the Civic Park Master Plan. Stewart consultant Emily Blackwell Hsiao reviewed an updated version of the GQ Transformation Projects presentation showing expanded information on the cost estimates and timelines. The updated presentation also showed only the Board's preference for the Town Square project instead of the two options shown in the initial presentation.

Ms. Hsiao discussed with the Board the specifics of each of the projects. She stated public engagement would be an important part of the process. There was discussion on the grant application process and sources for funding. Board members asked whether working on some of the smaller projects now would hurt a grant application. Ms. Hsiao responded that taking care of safety issues like repaving could help with a grant application by showing the Town was serious.

Mayor Barnhardt asked what the consultants would need to move forward. Ms. Hsiao stated that based on what they were hearing from the Board, the Town Square was the highest priority. She hoped to know more about funding after meeting with Duke later in the week. Ms. Hsiao confirmed there likely wouldn't be any funding opportunities to help with the Phase I improvements for the Civic Park. Items 3A-3E on the presentation could be completed at any time. Alderman Shelton stated he would personally put the Civic Park projects ahead of the streetscape. Ms. Hsiao responded they were hearing that from him, but not from any other Board members.

Mayor Barnhardt suggested that the next steps would include the Board sitting down and identifying priorities in the design, survey, and feasibility based on the numbers for the projects and asked that the Stewart consultants bring back as many options for funding as possible and show where they would fall on the timelines. Ms. Hsiao stated that if the Board wanted to let Stewart know how much they had to spend to get started, Stewart could advise how they would approach the projects.

7. Discussion

Stewart Feasibility Study Update

The Board combined this discussion with the previous item.

8. Public Hearing **Rezoning of 649 102, 385 Railroad St, from CB to RL**
A. Staff Presentation **Planner Schwartz-Laubhann**

Planner Schwartz-Laubhann provided an overview of the rezoning application and the staff report and recommendation from the agenda packet.

B. Applicant Presentation **Emilie and Brian Scharf**
The applicants were present and available for questions from the Board.

- C. Public Hearing**
- 1) Opened: Mayor Barnhardt opened the public hearing at 7:33 p.m.
 - There were no comments from the public.
 - 2) Closed: Mayor Barnhardt closed the public hearing at 7:33 p.m.

D. Board Discussion and Decision

Mayor Pro Tem Linker stated that the staff report mentioned that the Central Business allowed for mixed-use and that there was residential across the street. He also stated that the Planning Board recommended the rezoning. He stated he was in favor of the rezoning based on those things. Alderman Shelton asked about the zoning of the adjacent properties and Planner Schwartz-Laubhann stated there were mostly CB and LI and stated that there were other RL properties in the downtown. Alderman Costantino asked for and received confirmation that the plans for the property were for a single-family home. It was determined that the property has access to the road as well as to water and sewer and that it has already been subdivided.

ACTION: Alderman Costantino made a motion to approve the rezoning of parcel 649 102 from Central Business to Residential Low Density and adopt the Statement of Consistency as presented. Alderman Shelton seconded the motion. The motion passed 4-0.

Old Business

Mayor Barnhardt asked if there was consensus to table items 9 (Discussion and Possible Action on Fund Balance Policy Amendment) and 10 (Discussion and Possible Action on Sponsorship Guidelines) to another meeting due to time. There was consensus.

9. Discussion and Possible Action **Fund Balance Policy Amendment**

After the Fund Balance Policy was adopted at the December 12, 2022 meeting, Finance Officer Shockley became aware of new information and recommended that the Board adopt amendments to the policy to remove the range of the unassigned fund balance and replace it with a minimum.

ACTION: The item was continued by consensus.

10. Discussion and Possible Action **Sponsorship Guidelines**

The Board discussed the guidelines at the January 9, 2023 Regular Meeting, but decided not to take action before receiving legal opinions on different aspects.

ACTION: The item was continued by consensus.

New Business (Continued)

11. Discussion

Committee Updates

At its January 26, 2023 meeting the Board gave staff direction to develop a schedule and proposal for how often advisory boards and committees should report to the Board. This item was added to the agenda as a placeholder for those updates. Mayor Barnhardt asked if the Board would like to continue the item due to time. No Board members voiced any issues with continuing the item.

12. Discussion

Board Room Technology Upgrades

Individual Board members asked that this be placed on the agenda for discussion and Board direction after the January 12, 2023 special meeting. Mayor Barnhardt stated that she would like the Board to support purchasing new equipment or giving direction to staff as a consensus for cosmetic upgrades of the Board Room. Manager Smith asked the Board to work the upgrades into the upcoming budget. Mayor Barnhardt asked if there was currently funding for new laptops and Manager Smith stated that he would look into the request along with pending staff requests for new equipment. Mayor Barnhardt asked if there could be a presentation at the February 23, 2023 Planning Retreat on equipment upgrades and Manager Smith responded that he would try to have it ready.

13. Proclamation

Black History Month

Mayor Barnhardt shared that the Board had a proclamation recognizing February Black History Month.

14. Board Comments

- Alderman Cannon asked if adding items to the agenda and then tabling them because of time was routine.
 - Mayor Barnhardt responded that historically it was. She shared that items are added to the agenda as placeholders so they don't get lost but stated that she was willing to go back and revisit some of the items that were tabled.
 - Alderman Shelton proposed taking a five-minute recess and coming back to revisit the Fund Balance Policy Amendment.

ACTION: Alderman Shelton made a motion to recess for five minutes. Alderman Costantino seconded the motion. The motion passed 4-0.

The Board recessed at 7:54 p.m.

Mayor Barnhardt called the meeting back into session at 8:02 p.m.

Revisited Item 9. Discussion and Possible Action

Fund Balance Policy Amendment

After the Fund Balance Policy was adopted at the December 12, 2022 meeting, Finance Officer Shockley became aware of new information and recommended that the Board adopt amendments to the policy to remove the range of the unassigned fund balance and replace it with a minimum. Finance Officer Shockley reviewed the recommended amendments and the reasoning for the updated recommendations with the Board.

ACTION: Alderman Cannon made a motion to adopt Resolution 2023-01 to adopt the amended Town Fund Balance Policy. Mayor Pro Tem Linker seconded the motion. The motion passed 4-0.

Revisited Item 10. Discussion and Possible Action

Sponsorship Guidelines

The Board discussed the guidelines at the January 9, 2023 Regular Meeting, but decided not to take action before receiving legal opinions on different aspects. Mayor Barnhardt shared a handout of sample sponsorship guidelines she found and liked. She stated she didn't agree with everything in the example policy she provided but was especially in favor of replacing the specific statements in the

drafted GQ policy with a statement of appropriateness such as shown in the sample, “the Town reserves the right, in its sole discretion, and without explanation to reject any offer of sponsorship.” Alderman Shelton stated that the only issue he had with the GQ drafted policy was that it lacked definitions. There was discussion on who would be making the decisions on approving sponsors. Alderman Cannon stated the Board didn’t have time to review every application. There were questions on what would be acceptable and legally defensible. Mayor Barnhardt asked if the Town could ask Attorney Short to write the policy.

ACTION: Alderman Shelton made a motion to table the item until the next called meeting. Alderman Costantino seconded the motion. After discussion on when Attorney Short would be available, Aldermen Shelton and Costantino withdrew the motion and second.

ACTION: Mayor Pro Tem Linker made a motion to table the event sponsorship guidelines discussion until the March Regular Board of Aldermen meeting. Alderman Costantino seconded the motion. The motion passed 4-0.

15. Announcements and Date Reminders

A.	Thursday	February 16	7:30 a.m.	Power in Partnership Breakfast
B.	Monday	February 20	6:00 p.m.	Zoning Board of Adjustment
C.	Tuesday	February 21	3:30 p.m.	Revitalization Team
D.	Wednesday	February 22	5:30 p.m.	CRMPO TAC
E.	Thursday	February 23	9:00 a.m.	Planning Retreat
F.	Thursday	February 23	11:00 a.m.	EDC Annual Meeting
G.	Monday	March 6	6:00 p.m.	Planning Board
H.	Wednesday	March 8	5:00 p.m.	Centralina Executive Board Meeting
I.	Thursday	March 9	6:00 p.m.	Community Appearance Commission
J.	Monday	March 13	5:00 p.m.	Budget Workshop
K.	Saturday	April 29	TBD	Staff & Volunteer Appreciation Event

Adjournment

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

The meeting ended at 8:28 p.m.

Respectfully Submitted,

Aubrey Smith

Town Clerk